

MEETING NOTICE AND AGENDA
EXECUTIVE COMMITTEE MEETING

Wednesday, May 24, 2017
6:00PM
RPC Conference Room
156 Water St., Exeter, NH

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- 6:00 PM I. Call to Order - *Barbara Kravitz, Vice Chair*
- 6:05 II. Minutes of May10, 2017 meeting **MOTION TO APPROVE** *[Attachment 1]*
- 6:10 III. Financial Report for April, 2017 – *A. Pettengill, Business Manager* *[Attachment 2]*
- 6:20 IV. Search Committee Report – *B. Kravitz*
A. Status of Employment Offer
B. Press release; informing communities and partner agencies
C. Transition
- 7:00 V. FY 2018 Budget Update – *C. Sinnott, Executive Director* *[Attachment 3]*
- 7:10 VI. Authorization for one time waiver of comp time accrual policy for Christian Matthews
– *C. Sinnott* **MOTION TO APPROVE**
- 7:15 VII. Legislative Policy Committee report: discussion about 2017 Legislative Forum Topic
– *B. Kravitz*
- 7:25 VIII. Comments received on Proposed Amendments to RPC Bylaws re Proxy Voting
(Draft is currently in the 30 day review/comment period)
- 7:30 IX. Next Draft of RPC Services Catalog – *C. Sinnott* *[to be sent separately]*
- 7:30 X. New/Other Business
A. Final annual meeting preparations (June 14, Ports. CC)
B. RPC Meeting Calendar update [to be distributed]
C. Other Business
D. Public Comment
- XI. Adjourn

ATTACHMENT 1

**MINUTES
Executive Committee**

**Rockingham Planning Commission
May 10, 2017
Hampton Falls Town Office**

Committee Members Present: P. Wilson (Chairman); B.Kravitz (Vice Chair); G. Coppelman (Past Chair); J. Whitney (Secretary); M.Turell (Treasurer); K. Woolhouse, T. Moore, R. McDermott, F. Chase (Members at Large)

Staff Present: C. Sinnott, Executive Director, A. Pettengill, Business Manager

I. Chairman Wilson convened the meeting at 6:00 p.m.

II. Minutes of April 26, 2017

*Turell moved to approve the Minutes of April 26, 2017 as presented; Whitney seconded. **SO VOTED.** Woolhouse and Moore abstained*

III. Non-Public Session – Search Committee Report on Executive Director Recruitment – Phil Wilson

Kravitz moved and Taintor seconded to enter Non-Public Session to consider Personnel Matters per RSA 91A:3, II(b) at 6:03 p.m.;

*Roll Call Vote Taken: the following members voted Yes to enter into Non-public session: P. Wilson (Chairman); B.Kravitz (Vice Chair); G. Coppelman (Past Chair); J. Whitney (Secretary); M.Turell (Treasurer); K. Woolhouse, T. Moore, R. McDermott, F. Chase (Members at Large); **SO VOTED***

At 6:32 p.m. McDermott moved and Kravitz seconded to leave Non-public Session.

*Roll Call Vote Taken: the following members voted Yes to leave Non-public Session: P. Wilson (Chairman); B.Kravitz (Vice Chair); G. Coppelman (Past Chair); J. Whitney (Secretary); M.Turell (Treasurer); K. Woolhouse, T. Moore, R. McDermott, F. Chase (Members at Large); **SO VOTED***

Turell moved and McDermott seconded to seal the Minutes of Non-Public Session until August 1, 2017 to maintain the confidentiality of the subject discussed.

Roll Call Vote Taken: the following members voted Yes to seal the Minutes of Non-public Session: P. Wilson (Chairman); B.Kravitz (Vice Chair); G. Coppelman (Past Chair); J. Whitney (Secretary); M.Turell (Treasurer); K. Woolhouse, T. Moore, R. McDermott, F. Chase (Members at Large); SO VOTED

IV. Other Business

Sinnott explained that the FY 18 Budget has changed yet again with the addition of CTAP funding for rideshare and transit activities, which will flow to most of the planning commissions in the State. In addition, Newfields will be contracting with the RPC for circuit rider planner assistance. These changes and a staffing change, adds up to a \$12,500 surplus in the FY 18 budget. He stated that he has adjusted the budget by adding \$7500 of the surplus to the Fund Balance line item and approximately \$5000 to Unobligated Funds. This surplus will be further adjusted to account for the salary offer to the new Executive Director.

V. Meeting adjourned at 6:39 p.m.

Respectfully submitted,

Annette Pettengill
Recording Secretary

ATTACHMENT 2

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
April 2017

	April 2017	YTD FY 17	FY 17 Budget Amend 1	Balance	% Budget
Income					
RESOURCES					
Federal Contracts		\$ -	\$ -	\$ -	
Grants		\$ -	\$ -		
Local Dues		\$ 142,306	\$ 142,306	\$ -	100.0%
Other Income	\$ -		\$ 2,000	\$ 2,000	0.0%
Local Planning Contracts	\$ -	\$ 187,784	\$ 218,487	\$ 30,703	85.9%
State Contracts	\$ 125,633	\$ 606,296	\$ 804,524	\$ 198,228	75.4%
Total RESOURCES	\$ 125,633	\$ 936,386	\$ 1,167,317	\$ 230,931	80.2%
Total Income	\$ 125,633	\$ 936,386	\$ 1,167,317	\$ 230,931	80.2%
Expense					
Newspaper/Media	\$ -	\$ 1,041	\$ 1,500	\$ 459	69.4%
Contracted Printing	\$ -	\$ 788	\$ 2,000	\$ 1,212	39.4%
Contracted Services	\$ 4,340	\$ 112,955	\$ 163,095	\$ 50,140	69.3%
Total Salaries	\$ 49,536	\$ 532,499	\$ 639,390	\$ 106,891	83.3%
Travel	\$ 1,340	\$ 7,934	\$ 7,500	\$ (434)	105.8%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 35	\$ 385	\$ 500	\$ 115	77.0%
Janitorial	\$ 375	\$ 1,500	\$ 2,000	\$ 500	75.0%
Accounting	\$ -	\$ 300	\$ 300	\$ -	100.0%
Audit	\$ -	\$ 8,560	\$ 9,250	\$ 690	92.5%
Bank & Service Charges	\$ 20	\$ 307	\$ 350	\$ 43	87.7%
**Dues & Subscriptions	\$ 654	\$ 6,703	\$ 6,500	\$ (203)	103.1%
Employee Co Contrib of Benefits					
C Deferred Comp 457	\$ 2,958	\$ 29,023	\$ 33,952	\$ 4,929	85.5%
C Dental Insurance	\$ 773	\$ 8,501	\$ 10,907	\$ 2,406	77.9%
C Health Ins.	\$ 3,917	\$ 42,586	\$ 60,737	\$ 18,151	70.1%
C Life Insurance	\$ 84	\$ 848	\$ 1,100	\$ 252	77.1%
C LTD Insurance	\$ 131	\$ 1,229	\$ 1,881	\$ 652	65.3%
C NH Retirement 414E	\$ 3,075	\$ 31,277	\$ 37,597	\$ 6,320	83.2%
C STD Insurance	\$ 86	\$ 870	\$ 1,111	\$ 241	78.3%
**Equipment	\$ 351	\$ 694	\$ 7,500	\$ 6,806	9.3%
**Equipment & Software Maint.	\$ -	\$ 9,396	\$ 15,000	\$ 5,604	62.6%

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
April 2017

	April 2017	YTD FY 17	FY 17 Budget Amend 1	Balance	% Budget
General Insurance	\$ 294	\$ 4,717	\$ 4,625	\$ (92)	102.0%
Misc	\$ 500	\$ 1,059	\$ 2,000	\$ 941	53.0%
**Office Supplies	\$ 797	\$ 9,525	\$ 12,750	\$ 3,225	74.7%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 3,710	\$ 39,946	\$ 48,913	\$ 8,967	81.7%
SUTA	\$ -	\$ 500	\$ 500	\$ -	100.0%
**Postage	\$ 250	\$ 1,200	\$ 2,500	\$ 1,300	48.0%
Rent	\$ 4,161	\$ 41,450	\$ 49,772	\$ 8,322	83.3%
Telephone & Internet	\$ 396	\$ 3,832	\$ 5,100	\$ 1,268	75.1%
**Training & Workshops	\$ -	\$ 1,948	\$ 2,000	\$ 52	97.4%
Utilities	\$ 644	\$ 5,605	\$ 6,250	\$ 645	89.7%
Total Expense	\$ 78,429	\$ 907,178	\$ 1,136,580	\$ 229,402	79.8%
Net Ordinary Income	\$ 47,203	\$ 29,208			
Unobligated Funds			\$ 8,736	\$ 8,736	
Fund Balance Accrual	\$ -		\$ 20,000	\$ 20,000	
ICR Reserve			\$ -	\$ -	
Net	\$ 47,203	\$ 29,208	\$ 1,165,316	\$ 258,138	

NOTE: April 30th is 83% through the fiscal year

ATTACHMENT 3

TABLE 2
EXPENSE BUDGET FOR FISCAL YEAR 2018 **REVISED BUDGET: 05-19-17**
Rockingham Planning Commission

I. LINE ITEM BUDGET FOR FY 2018							
LINE ITEM	Account Number	ADOPTED FY 2017	AMEND1 FY2017	ADOPTED FY 2018	\$\$ Change from FY17	% Change	Amendment #1 Comments
Salaries	6100	\$ 648,384	\$ 639,390	\$ 674,174	\$ 34,784	5.4%	1.4% COLA (\$8K) Full year of salary for new transp. staff (\$27K); added health insurance stipend for two addl' staff (\$6K); vacation severance (\$6K); negotiated E.D. salary
Contracted Services	6115	\$ 74,590	\$ 163,095	\$ 283,856	\$ 120,761	74.0%	See Section IV below for details
Travel & Expenses	6116	\$ 7,500	\$ 7,500	\$ 8,500	\$ 1,000	13.3%	based on YTD estimate
Bank Service Charge	6200	\$ 350	\$ 350	\$ 350	\$ -	0.0%	renewal of credit line; assumes no change
Taxes-Payroll	6110/6111	\$ 49,601	\$ 48,913	\$ 51,574	\$ 2,661	5.4%	tracks salaries @ 7.65%
Unemployment Insurance	6210	\$ 500	\$ 500	\$ 500	\$ -	0.0%	assumes no change
Health Insurance	6212	\$ 58,237	\$ 58,237	\$ 46,300	\$ (11,937)	-20.5%	8% prem. increase but 2 fewer staff taking benefits = lower cost
Health Ins Deductible (separated)		\$ 2,500	\$ 2,500	\$ 3,500	\$ 1,000	40.0%	RPC deductible assistance (@ 5 covered empl.: \$1000/yr)
Dental Insurance	6214	\$ 10,907	\$ 10,907	\$ 11,453	\$ 545	5.0%	No renewal yet; budget assumes 5% increase
Life & Disability Insurance	6216	\$ 4,092	\$ 4,092	\$ 4,092	\$ -	0.0%	assumes no change
Retirement - 457 Plan	6218	\$ 33,952	\$ 33,952	\$ 34,009	\$ 57	0.2%	maintains parity with NHRS contrib. (11.38%) one fewer staff participating; admin fee funded by participants
Retirement - NHRS	6218	\$ 38,350	\$ 37,597	\$ 41,436	\$ 3,839	10.2%	one additional staff participating; employer rate = 11.38% (full FY with new transp staff)
General Insurance	6220	\$ 4,625	\$ 4,625	\$ 4,625	\$ -	0.0%	assumes no change
Rent	6230	\$ 49,772	\$ 49,772	\$ 50,752	\$ 980	2.0%	2% increase per lease agreement
Janitorial		\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%	no change anticipated
Telephone & Internet	6240	\$ 5,100	\$ 5,100	\$ 5,100	\$ -	0.0%	no change anticipated
Office, Cmptr., Copier Suppl.	6250	\$ 12,750	\$ 12,750	\$ 12,750	\$ -	0.0%	no change anticipated
Postage	6260	\$ 2,500	\$ 2,500	\$ 2,000	\$ (500)	-20.0%	Based on current spending
Audit	6270	\$ 11,250	\$ 9,250	\$ 9,250	\$ -	0.0%	assumes no single audit req. for FY17 but may change
Utilities	6280	\$ 6,250	\$ 6,250	\$ 6,250	\$ -	0.0%	based on YTD estimate
Contract Printing	6118	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%	based on YTD estimate
Newspaper & Media	6117	\$ 1,500	\$ 1,500	\$ 1,000	\$ (500)	-33.3%	lower based on new public notice procedures
Equipment & Software Maint.	6311	\$ 12,500	\$ 15,000	\$ 15,000	\$ -	0.0%	copier costs and software licence renewals
Dues & Subscriptions	6340	\$ 6,500	\$ 6,500	\$ 7,000	\$ 500	7.7%	(APA, AMPO, NARC, NHARPC, NHMA, Chamber, SEL)
Training, Workshops, Conf.	6350	\$ 2,000	\$ 2,000	\$ 3,000	\$ 1,000	50.0%	Based on current spending
Accounting	6360	\$ 1,200	\$ 300	\$ 300	\$ -	0.0%	Based on current spending
Payroll Processing	6361	\$ 500	\$ 500	\$ 500	\$ -	0.0%	Based on current spending
Miscellaneous	6380	\$ 6,500	\$ 2,000	\$ 2,000	\$ -	0.0%	annual meeting subsidy; other misc
Equip. Purchase. & Lease	6400	\$ 10,100	\$ 7,500	\$ 7,000	\$ (500)	-6.7%	See Section II below for details
Fund Balance Accrual	****	\$ 5,000	\$ 20,000	\$ 7,500	\$ (12,500)	-62.5%	as able to set funds aside
Unobligated Funds**	****	\$ 4,857	\$ 8,736	\$ 1,637	\$ (7,099)	-81.3%	surplus or (deficit)
TOTAL		\$ 1,075,868	\$ 1,165,317	\$ 1,299,409	\$ 134,092	11.5%	from Table 1 - funding budget
Pass-through/Contr Services		\$ 74,590	\$ 163,095	\$ 283,856	\$ 120,761	74.0%	See Section IV below for details
TOTAL OPERATING		\$ 1,001,278	\$ 1,002,222	\$ 1,015,553	\$ 13,331	1.3%	