

AGENDA

EXECUTIVE COMMITTEE MEETING

Wednesday, March 28, 2018

4:30 PM

RPC Conference Room

156 Water St., Exeter, NH

- | | | | | |
|----|------|---|-----------------------|------------------------------|
| 1. | 4:30 | Call to Order | Phil Wilson,
Chair | |
| 2. | 4:35 | Minutes of February 28, 2018 Meeting
MOTION
TO APPROVE | | Attachment 1 |
| 4. | 4:40 | Financial Report
Monthly Report for February
RPC Dashboard February - March | Tim Roache | Attachment 2
Attachment2A |
| 5. | 4:50 | Non-Public Session- Pursuant to RSA 91-A:3, II
(a) Dismissal, promotion, compensation,
disciplining, investigation or hiring of a public
employee. | | |
| 6. | 5:00 | Old Business
a) Circuit Rider Rate Update
b) Legislative Policy Update | Tim Roache | |
| 7. | 5:20 | New Business
a) Strategic Direction Discussion
b) Nominating Committee Report
c) FY 2019 Budget - First Look
d) April Commission Meeting | Tim Roache | Budget TBD |
| 8. | 6:10 | Adjourn | | |

Last Statement - February 28, 2018	
Bank Checking	
Beginning Balance	\$26,173.58
Deposits	99,630.17
Payments	100,460.46
Ending Balance	\$25,343.29
Other Accounts	
Line of credit (\$30,000) activated?	\$11,000.00
Holding Account Beginning	\$6,642.00
Holding Account Ending	\$6,643.00
Performance targets	
Operating Expenses on Hand	3 months
rpc-nh.org -- Sessions	TBD
rpc-nh.org -- Users	TBD
Newsletter Subscriber Target	325
Target News Letter Open Rate	35%
Twitter Followers	250
Facebook Likes	150
February 28, 2018 Revenue	67%
February 28, 2018 Expenses	67%

February March	
Staff Presentations / Activities	
Coordination meeting the Portsmouth Chamber of Commerce	
Trash Free Piscataqua Forum	
Exeter Housing Committee Meetings	
Seacoast Stormwater Coalition	
Portsmouth Historic Resources Vulnerability Assessment	
Exeter River Advisory Committee	
Autonomous Vehicle Seminar at NHDOT	
Current Performance (December)	
Available Operating Expenses	< 1 month
rpc-nh.org -- Sessions	868 (+28%)
rpc-nh.org -- Users	666 (+7%)
News Letter Subscribers	298 (-2)
Newsletter Open Rate	33% (-4%)
Twitter Followers	241 (+6)
Facebook Likes	134(+4)
February 28, 2018 Revenue	57.0%
February 28, 2018 Expenses	57.0%

Budget Narrative	
Bank Balance/Cash on hand:	Cash balances remain at a minimum level. We have less than one month of operating expenses on hand. Cash flow remains a challenge However, revenue continues to exceed expenses but both are running slightly behind the December 31 target.
Payables and Receivables:	Remains current to be paid/received within 30 days.
FY18 Working Budget:	Current Amended budget approved February 28, 2018. No significant changes anticipated at this time

FY18 Working Budget Amendment 2			
Funding Sources		Expenses	
Local Dues	\$ 145,828.00	Salaries	\$ 663,502.00
State and Federal Contracts	\$ 984,141.00	Contracted Services	\$ 318,115.00
Grants	\$ -	Travel Expenses	\$ 9,500.00
Local Planning Contracts	\$ 230,887.00	Bank Fees	\$ 350.00
Other Income	\$ 2,000.00	Payroll Taxes	\$ 50,758.00
		Insurance	\$ 5,709.00
		Health Life Dental	\$ 66,485.00
		Retirement	\$ 73,008.00
		Rent	\$ 50,752.00
		Janitorial	\$ 2,000.00
		Telephone & Internet	\$ 5,100.00
		Office, Cmptr., Copier Suppl.	\$ 13,500.00
		Postage	\$ 2,000.00
		Audit	\$ 9,250.00
		Utilities	\$ 7,000.00
		Contract Printing	\$ 2,000.00
		Newspaper & Media	\$ 1,000.00
		Equipment & Software Maint.	\$ 16,500.00
		Dues & Subscriptions	\$ 7,000.00
		Training, Workshops, Conf.	\$ 3,000.00
		Accounting	\$ 300.00
		Payroll Processing	\$ 500.00
		Miscellaneous	\$ 3,000.00
		Legal Services	\$ 3,000.00
		Equip. Purchase. & Lease	\$ 7,000.00
Working Budget	\$1,362,856.00	Total Expenses	\$1,320,329.00
		Potential Reserve	\$42,527.00
		Delta	\$0.00

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
February 2018

	February 2018	YTD FY 18	FY 18 Budget Amend 2	Balance	% Budget
RESOURCES					
Federal Contracts	\$ -	\$ -	\$ -	\$ -	
Grants	\$ -	\$ -	\$ -	\$ -	
Local Dues	\$ -	\$ 145,828	\$ 145,828	\$ -	100.0%
Other Income	\$ -	\$ -	\$ -	\$ -	
Local Planning Contracts	\$ 11,266	\$ 199,966	\$ 416,010	\$ 216,044	48.1%
State Contracts	\$ 65,772	\$ 429,825	\$ 801,018	\$ 371,193	53.7%
Total RESOURCES	\$ 77,038	\$ 775,619	\$ 1,362,856	\$ 587,237	56.9%
Newspaper/Media	\$ 8	\$ 1,629	\$ 1,000	\$ (629)	162.9%
Contracted Printing	\$ 1,362	\$ 1,635	\$ 2,000	\$ 365	81.8%
Contracted Services	\$ 7,263	\$ 91,951	\$ 321,115	\$ 229,164	28.6%
Total Salaries	\$ 50,018	\$ 450,561	\$ 663,502	\$ 212,941	67.9%
Travel	\$ 813	\$ 3,951	\$ 9,500	\$ 5,549	41.6%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 33	\$ 335	\$ 500	\$ 165	67.0%
Janitorial	\$ 375	\$ 1,200	\$ 2,000	\$ 800	60.0%
Accounting	\$ -	\$ -	\$ 300	\$ 300	0.0%
Audit	\$ 4,000	\$ 11,000	\$ 9,250	\$ (1,750)	118.9%
Bank & Service Charges	\$ 58	\$ 59	\$ 350	\$ 291	16.9%
**Dues & Subscriptions	\$ 275	\$ 2,887	\$ 7,000	\$ 4,113	41.2%
Employee Co Contrib of Benefits					
C Deferred Comp 457	\$ 2,504	\$ 21,511	\$ 34,009	\$ 12,498	63.3%
C Dental Insurance	\$ 700	\$ 6,616	\$ 9,702	\$ 3,086	68.2%
C Health Ins.	\$ 3,318	\$ 34,916	\$ 53,000	\$ 18,084	65.9%
C Life Insurance	\$ 78	\$ 714	\$ 1,002	\$ 288	71.3%
C LTD Insurance	\$ 120	\$ 1,088	\$ 1,740	\$ 652	62.5%
C NH Retirement 414E	\$ 2,818	\$ 27,445	\$ 39,000	\$ 11,555	70.4%
C STD Insurance	\$ 77	\$ 722	\$ 1,040	\$ 318	69.4%
**Equipment	\$ -	\$ 56	\$ 7,000	\$ 6,944	0.8%
**Equipment & Software Maint.	\$ 763	\$ 5,033	\$ 16,500	\$ 11,467	30.5%
General Insurance	\$ 1,977	\$ 3,741	\$ 5,209	\$ 1,468	71.8%
Misc	\$ -	\$ (1,023)	\$ 3,000	\$ 4,023	-34.1%
**Office Supplies	\$ 708	\$ 6,159	\$ 13,500	\$ 7,341	45.6%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 3,789	\$ 33,710	\$ 50,758	\$ 17,048	66.4%
SUTA	\$ 500	\$ 500	\$ 500	\$ -	100.0%
**Postage	\$ -	\$ 433	\$ 2,000	\$ 1,567	21.7%
Rent	\$ 4,243	\$ 33,780	\$ 50,752	\$ 16,972	66.6%
Telephone & Internet	\$ 407	\$ 3,052	\$ 5,100	\$ 2,048	59.8%
**Training & Workshops	\$ -	\$ 631	\$ 3,000	\$ 2,369	21.0%
Utilities	\$ 725	\$ 4,132	\$ 7,000	\$ 2,868	59.0%
	\$ 86,929	\$ 748,424	\$ 1,320,329	\$ 571,905	56.7%
	\$ (9,891)	\$ 27,195			
Unobligated Funds			\$ 22,527	\$ 22,527	
Fund Balance Accrual	\$ -		\$ 20,000	\$ 20,000	
			\$ -	\$ -	
	\$ (9,891)	\$ 27,195	\$ 1,362,856	\$ 27,195	

NOTE: Feb 28th is 67% through the fiscal year

MINUTES

Rockingham Planning Commission Executive Committee

February 28, 2018
RPC Office, Exeter, NH

Committee Members Present: P. Wilson (Chairman); B. Kravitz (Vice Chair); M. Turell (Treasurer); G. Coppelman (Secretary); M. McAndrew, K. Woolhouse, L. Cushman, T. Moore (Members at Large)

Staff: T. Roache (Executive Director); A. Pettengill (Business Manager)

1. Chairman Wilson convened the meeting at 4:30 p.m.

2. Minutes of January 24, 2018

*Coppelman moved to approve the Minutes of January 24, 2018 as presented; Turell seconded. **SO VOTED.** 1 abstention*

3. Financial Reports – January 2018

Roache noted the budget is at 52% for revenue and 50% spent for expenses, which is below the 58% target point in the year. He reviewed the February Dashboard noting cashflow is still a problem and the delay with NHDOT making timely payments is also still a problem. He stated it was necessary to access the line of credit in February for \$11,000 because of delay in the NHDOT's payment. The goal is to be able to pay back that line of credit quickly, since there are plenty of receivables. He reviewed some of the staff projects and noted the Climate Change Open House that staff held in Exeter was impressive and was great exposure for the RPC especially since WMUR interviewed Julie LaBranche and there was an article printed in the Town & City magazine. Other staff focus this month was on trying to resurrect the Travel Demand Model Users Group and continuing to be a part of the Seacoast Commission on Clean Drinking Water.

4. FY 2018 Budget Update

Roache reviewed Attachment 3 FY 18 Budget Update. He noted several additions to Revenue and explained the match/dues column which shows how each contract affects dues by using it for match money or to cover overages on the contract. Questions and discussions followed on specific contracts that will be overspent and the staff capacity. *Turell moved to approve the Budget Amendment #2 as presented; Kravitz seconded. **SO VOTED.** Coppelman abstained.*

5. Old Business

- a. Circuit Rider Update: Roache will be visiting Kingston to discuss the unsustainable losses occurring in their circuit rider contract. He will ask them to reassess their needs. He will also be visiting Brentwood and Newfields.
- b. Non Member Communities Update – none
- c. Electricity Aggregation Update – Nashua Regional Planning will be providing a training workshop for RPAs on March 14th.

6. New Business

- a. NHDES Contract authorization: Roache referred to Attachment 4 which outlines a Scope of Work to provide education, outreach, mapping and recommendations to the region to improve local source water protection efforts. This is a \$20,000 contract with NH Dept of Environmental Services. *Coppelman moved to authorize the Executive Director to enter into and accept funds from NHDES to provide prioritized source water protection actions to protect local drinking water resources for the region; Turell seconded. **SO VOTED.***
- b. Annual Grant & Contract Authorization: Roache explained that he would like to ask for a once a year authorization allowing him to enter into and accept funds for all contracts/agreements during the year that support the RPC WorkProgram. This one time authorization could easily be voted on each year in May along with the Budget. General consensus was that this was a more efficient way to handle contract authorizations especially when timing is of the essence.

*Cushman moved to approve the Executive Director be authorized to file applications with federal, state and local governmental units and other agencies to implement the FY 2019 work program of the Commission, and to execute agreements to receive funds for such purposes and to recommend to the full Commission to approve same; Turell seconded. **SO VOTED.** Coppelman abstained.*

- c. Nominating Committee: Current members of the Nominating Committee agreed to continue to serve and Cushman agreed to fill the vacancy. General consensus was to notify the full Commission at the next meeting
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on the 14th that the Nominating Committee is looking for interest to serve on the Executive Committee and any other adhoc committees. Nominating Committee will meet at 3:30 on March 28th to discuss Slate of Officers and other committee volunteers.

- d. Legislative Policy Committee: Kravitz gave an update regarding Moore's list of Bills to watch and subsequent work the Committee has done to eliminate some Bills on the list which are no longer current. The Legislative Policy Committee will meet Wednesday, March 7th.
- e. Subcommittee Directional Missions: Roache explained that a fair amount of staff time goes into support of the standing committees and there are no resources for staff to charge that time to. He suggested that designated responsibilities be assigned to staff within these committees in order to keep staff time in check. Further discussion followed regarding the role of the Regional Impact Committee. Staff will get information out to municipalities via the RPC website and newsletter articles, regarding the role the RPC plays in Regional Impact declarations.

- 7. Communications:** NHPA Spring Conference May 31st & June 1st in Nashua; Roache made another announcement to check email Spam folders to ensure RPC emails are not going there. March 14th Commission meeting: Stratham – Liberty Utilities to discuss gas pipeline proposal & Bogle to present member survey from July; April 11th Commission meeting: Epping – Site Evaluation Committee to present their process regarding proposed pipeline.

Kravitz stated that Roache has done a fantastic job looking at how the RPC functions and Wilson agreed.

Meeting adjourned at 6:10 p.m.

Respectfully submitted,

Annette Pettengill
Recording Secretary

