

MINUTES

Rockingham Planning Commission Executive Committee

September 26, 2018
RPC Office, Exeter NH

Committee Members Present: B. Kravitz (Chairman); R. McDermott (Vice Chair); P. Wilson (Past Chair); M. Turell (Treasurer); M. McAndrew, L. Cushman, T. Moore (Members at Large)

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

- 1. Call To Order:** Chairman Kravitz convened the meeting at 6:00 p.m.
- 2. Communications:** None
- 3. Minutes of August 22, 2018**

*Moore moved to approve the Minutes of August 22, 2018 as presented; McDermott seconded. **SO VOTED.***

4. Financial Report

Monthly Report for August 2018: Roache noted it was a low revenue month however everything seems to be on track. He also reviewed the Dashboard and noted that cashflow is good and we were able to add to the Holding Account balance. He stated he made a community visit to Hampton Falls and he submitted a grant on behalf of Stratham for recycling funds. We also advertised on Facebook for the upcoming Household Hazardous Waste collection on behalf of Exeter and the towns involved.

5. New Business

- a) FY 19 Budget Amendment #1:** Roache reviewed all the revenue items that have changed, including an increase to UPWP funds since not all the FY 18 funds were spent, a decrease in CTAP and Stratham SRTS funds due to a change in assumptions, and an increase in CART services as the contract will extend. He noted he has deleted the National Science Foundation grant since that opportunity is too unclear at this time. He noted the Circuit Rider contracts in the initial budget didn't assume the

increase in hourly rate that occurred. He also reviewed several smaller town contracts and funding expectations.

Roache also reviewed changes in expense line items including salaries which decreased since staff was let go, but still includes an additional person for half a year at \$50k range. He noted that the dues & subscriptions line item increased due to the addition of the input.com software and a travel data subscription. Discussion followed on possible salary increases after performance reviews are conducted and adding a "% changed" column to future budget amendments and a section for possible upcoming contracts.

*Turell moved to approve Budget Amendment #1 as presented; McDermott seconded. **SO VOTED.***

- b) December Commission Meeting: Roache explained that the NH Dept of Transportation Commissioner wants to speak to the Commission regarding changes in toll fund credits and match, and there are some other MPO items that need to be taken care of, so it's likely we'll have to have to do that in October and push the recycling meeting to another month. General consensus was that there will be no meeting in December and the recycling topic will be in January. Kravitz suggested that the MPO process be explained at the October meeting because many towns still don't understand the MPO "process" and their obligation to participate in it.
 - c) Executive Committee membership: Kravitz noted that Katherine Woolhouse has resigned as a Commissioner so there is an open spot on the Executive Committee Members at Large. She suggested any nominations for replacement should be forwarded to Roache and this will be discussed at the next Executive Committee meeting.
 - d) By-Laws Review: Roache noted there was some confusion regarding who Chairs the meeting when the Chair and Vice Chair are unavailable, and it was resolved by consulting the Bylaws which state that the Past Chair would reside in that case. Kravitz asked everyone to review the Bylaws and note any suggested changes at the next meeting.
 - e) Status of Committees: Kravitz stated that she would like to elevate Don Hawkins of Seabrook to a full member of the DRI committee since there is a vacancy. Discussion followed regarding how and when communities declare regional impact, and consensus was that Roache will redistribute the white paper previously done on the Regional Impact process. Roache also noted that the Communication Committee will be reconvening soon to discuss an official logo and a new Services Brochure.
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6. Old Business

- a) Legislative Forum: Roache stated that invitations will go out soon for the Forum on November 7th at Unitil. This year's theme will be "growing younger" and will include Sylvia Van Aulock-Age Friendly Communities; Will Stewart, and also a demographer.
- b) Legislative Policy Committee will meet prior to the Executive Committee meeting on December 12th.

7. Other Business/Public Comment – None**8. Meeting adjourned at 7:35 p.m.**

Respectfully submitted,
Annette Pettengill, Recording Secretary

**Rockingham Planning Commission
Financial Statement
Budget vs. Actual
September 2018**

	September 2018	YTD FY 19	FY 19 Budget Amendment #1	Balance	% Budget
RESOURCES					
Federal Contracts	\$ -	\$ -	\$ -	\$ -	
Grants	\$ -	\$ -	\$ -	\$ -	
Local Dues	\$ 156,596	\$ 156,596	\$ 156,595	\$ (1)	100.0%
Other Income	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%
Local Planning Contracts	\$ 7,808	\$ 67,295	\$ 134,433	\$ 67,138	50.1%
State Contracts	\$ 69,764	\$ 106,986	\$ 954,422	\$ 847,436	11.2%
Total RESOURCES	\$ 77,572	\$ 330,877	\$ 1,247,450	\$ 916,573	26.5%
Newspaper/Media	\$ -	\$ -	\$ 2,500	\$ 2,500	0.0%
Contracted Printing	\$ -	\$ -	\$ 4,400	\$ 4,400	0.0%
Contracted Services	\$ 12,652	\$ 30,961	\$ 282,842	\$ 251,881	10.9%
Total Salaries	\$ 44,840	\$ 157,995	\$ 596,790	\$ 438,795	26.5%
Travel	\$ 769	\$ 1,254	\$ 9,000	\$ 7,746	13.9%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 30	\$ 109	\$ 500	\$ 391	21.8%
Janitorial	\$ -	\$ 300	\$ 2,300	\$ 2,000	13.0%
Accounting	\$ -	\$ -	\$ 300	\$ 300	0.0%
Audit	\$ -	\$ 3,000	\$ 11,000	\$ 8,000	27.3%
Bank & Service Charges	\$ -	\$ -	\$ 350	\$ 350	0.0%
**Dues & Subscriptions	\$ 25	\$ 2,576	\$ 22,600	\$ 20,024	11.4%
Employee Co Contrib of Benefits	\$ -	\$ -	\$ -	\$ -	
C Deferred Comp 457	\$ 1,899	\$ 6,778	\$ 25,965	\$ 19,187	26.1%
C Dental Insurance	\$ 538	\$ 1,883	\$ 5,766	\$ 3,883	32.7%
C Health Ins.	\$ 3,288	\$ 11,507	\$ 45,283	\$ 33,776	25.4%
C Life Insurance	\$ 69	\$ 242	\$ 1,080	\$ 838	22.4%
C LTD Insurance	\$ 104	\$ 364	\$ 1,345	\$ 981	27.1%
C NH Retirement 414E	\$ 2,925	\$ 10,188	\$ 39,447	\$ 29,259	25.8%
C STD Insurance	\$ 69	\$ 241	\$ 1,075	\$ 834	22.4%
**Equipment	\$ 1,654	\$ 1,780	\$ 5,000	\$ 3,220	35.6%
**Equipment & Software Maint.	\$ 326	\$ 2,490	\$ 17,000	\$ 14,510	14.6%
General Insurance	\$ 294	\$ 598	\$ 5,209	\$ 4,611	11.5%
Misc	\$ (399)	\$ (423)	\$ 2,000	\$ 2,423	-21.2%
**Office Supplies	\$ 1,093	\$ 1,797	\$ 10,000	\$ 8,203	18.0%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 3,355	\$ 11,813	\$ 44,736	\$ 32,923	26.4%
SUTA	\$ -	\$ -	\$ 1,000	\$ 1,000	0.0%
**Postage	\$ -	\$ -	\$ 1,000	\$ 1,000	0.0%
Rent	\$ 4,243	\$ 12,729	\$ 50,100	\$ 37,371	25.4%
Telephone & Internet	\$ 374	\$ 1,039	\$ 5,000	\$ 3,961	20.8%
**Training & Workshops	\$ 900	\$ 960	\$ 5,000	\$ 4,040	19.2%
Utilities	\$ 664	\$ 1,321	\$ 7,100	\$ 5,779	18.6%
Total EXPENSES	\$ 79,711	\$ 261,502	\$ 1,205,688	\$ 944,186	21.7%
	\$ (2,139)	\$ 69,375			
Unobligated Funds			\$ 41,762	\$ 41,762	
Fund Balance Accrual	\$ -		\$ -	\$ -	
			\$ -	\$ -	
Balance	\$ (2,139)	\$ 69,375	\$ 1,247,450	\$ 69,375	

NOTE: Sep 30th is 25% through the fiscal year

Last Statement - August 31, 2018	
Bank Checking	
Beginning Balance	\$142,002.75
Deposits	13,972.00
Payments	84,291.00
Ending Balance	\$71,683.75
Other Accounts	
Line of credit (\$30,000) activated?	\$0.00
Holding Account Beginning	\$6,643.00
Holding Account Ending	\$16,644.00
Performance targets	
Operating Expenses on Hand	3 months
rpc-nh.org -- Sessions	1500
rpc-nh.org -- Users	1000
Twitter Followers	275
Facebook Likes	175
September 2018 Target Revenue	25%
September 2018 Target Expenses	25%

August September	
Staff Presentations / Activities	
NH Economic Development Build Sessions Greenland Joint Meeting with the BOS and PB Salem Selectmen Budget Meeting Hampton Planning Board Meeting Hampton Selectmen Rail Trail Discussion Seacoast Workforce Housing Meeting Atkinson Planning Board workshop to discuss MS4 Tri-State Transit Conference COAST Annual Meeting in Portsmouth	
Current Performance August -September	
Available Operating Expenses	< 1 month
rpc-nh.org -- Sessions	980 (+18.9%)
rpc-nh.org -- Users	757 (+15.4%)
Twitter Followers	285 (+10)
Facebook Likes	206 (+10)
Social Media Narrative: The second Household Hazardous Waste Announcement has reached over 2300 users. Other social media posts with high interaction: FEMA National Alert Test, Legislative Forum, Portsmouth Middle Street Bike Lane project, Hampton Beach Master Plan finalization.	
September 2018 Revenue	26.5%
September 2018 Expenses	21.7%

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 has improved but remains a challenge.
Payables and Receivables:	Remains current to be paid/received within 30 days.
FY19 Working Budget:	Current working budget as amended in September with additional revenue from grant applications

FY19 Working Budget	
Funding Sources	Expenses
Local Dues	\$ 156,595.00
State and Federal Contracts	\$954,422.00
Grants	\$ -
Local Planning Contracts	\$ 134,433.00
Other Income	\$ 2,000.00
Potential New Revenue	
NHDES 604B Country Pond ~ \$5000	
National Science Foundation SC3 ~ \$10,000	
MHDES Sourcewater RDWP ~ \$10,000	
Atkinson MS4 Services ~ \$5,000	
Total ~ \$30,000	
Working Budget	\$1,247,450.00

FY19 Working Budget	
Funding Sources	Expenses
	Salaries
	Contracted Services
	Legal Services
	Travel & Expenses
	Bank Service Charge
	Taxes-Payroll
	Unemployment Insurance
	Health Insurance
	Health Stipend
	Dental Insurance
	Life & Disability Insurance
	Retirement - 457 Plan
	Retirement - NHRS
	General Insurance
	Rent
	Janitorial
	Telephone & Internet
	Office Supply and Events
	Postage
	Audit
	Utilities
	Contract Printing
	Newspaper and Media
	Equipment and Software Maintenance
	Dues & Subscriptions
	Training, Workshops, Conf.
	Accounting
	Payroll Processing
	Miscellaneous
	Equipment Purchases
	Total Expenses
	Potential Reserve
	Delta

Potential Reserve \$41,762.00
Delta \$0.00

RPC LEGISLATIVE POLICY

(Approved by the RPC Executive Committee on ~~October 26, 2016~~)

Mission Statement Summary

1. Maintain professional expertise in the following areas: municipal and regional land use planning, natural and cultural resources, conservation, regional transportation planning, coastal resource management, economic development, and graphic information system development;
2. Maintain support for commissioner engagement and for education and outreach to help communities achieve sound planning and resource stewardship.

RPC Legislative Policy

Each year the RPC's Legislative Policy Committee (LPC) reviews proposed legislation throughout each Legislative Session (typically January through June). The RPC Legislative Policy as approved by the RPC Executive Committee gives guidance to the LPC.

The LPC looks at the list of proposed legislation (Legislative Service Requests or LSRs) and then narrows the total list of LSRs, typically from 800 to 1200, down to a much smaller list of LSRs that could potentially have an impact on the ability of the RPC to carry out its mission. This list starts out as a much more manageable list of 100 to 150. After review of the actual bill language and with input from other organizations that also track legislation, the list is further narrowed to 50 to 70 LSRs. Applying further prioritization, the list that the LPC will focus on gets narrowed to 20 to 30 LSRs/bills. The LPC then recommends an action for each piece of legislation in prioritized list regarding a subject that may have an impact, either positive or negative, on supporting the RPC mission. Recommended actions include "Watch", "Support", or "Oppose". If there is strong support or opposition for a particular piece of legislation then a letter may be submitted to the appropriate House or Senate committee chair or to all members of the committee. Providing testimony at committee public hearings may also accompany some of the letters.

The LPC will review legislation regarding the following topics:

Agriculture

1. Legislation that will support and preserve agricultural lands and livestock;
2. Legislation that will promote locally grown food and beverages;
3. Legislation that will balance agricultural and agritourism uses with local regulations.

Boards & Commissions

1. Legislation that will make changes to procedures used by local boards and planning commissions.
2. Legislation that will change the jurisdictions of local boards and planning commissions.
3. Legislation that will clarify or strengthen procedures associated with developments of regional impact.

Energy

1. Legislation that will make improvements in energy conservation and efficiency.
2. Legislation that will support and/or enhance the RGGI and other programs such as the New Hampshire CORE energy efficiency program (“NHSaves”).
3. Legislation that will support and advocate for renewable/alternate energy resources including solar, offshore and terrestrial winds, hydro electric, biomass, thermal, and tidal energy.
4. Legislation that will support electric grid modernization including consumer and municipal access to new technologies, alternative renewable energy sources, as well as fuel diversities.
5. Legislation that will allow micro-grids and supports expansion of net metering.

Environment

1. Legislation that will provide support for coastal communities to mitigate the effects of sea level rise, storm surge, and other coastal risks;
2. Legislation that will enable and assist municipalities to address climate adaptation strategies by increasing the resiliency of new and existing infrastructure;
3. Legislation that will improve water quality and quantity statewide including setting drinking water standards for emerging contaminants;
4. Legislation that will support the Clean Air Act and define the impacts air pollution may have on groundwater;
5. Legislation that will cost-effectively transfer the responsibility of stormwater regulations (MS4) from the EPA to the NHDES;
6. Legislation that will provide for permanent LCHIP funding that meets the intent of the original purpose of LCHIP;
7. Legislation that will protect wetlands and shore lines.

Housing

1. Legislation that will support housing needs for all ages and income levels;
2. Legislation that will address short-term rental;
3. Legislation that will address the infrastructure improvements required with additional housing.

Land Use

1. Legislation that will create incentives and help municipalities to adopt land use policies that discourage urban sprawl, retain open space and conservation lands, support local agriculture and forestry, and/or preserve community character.
2. Legislation that will assist municipalities in their effort to preserve and manage historical and cultural resources.

Municipal Concerns

1. Legislation that will foster cooperation between two or more municipalities in developing or maintaining shared services and/or infrastructure;
2. Legislation that maintains existing state support for economic development initiatives through tax credit programs and expand outreach and marketing to attract new businesses to New Hampshire communities;
3. Legislation that assists municipalities, school districts, water/wastewater districts and other political subdivisions with broadband technology and communications equipment installation and upgrades;
4. Legislation that supports expansion of public/private targeted labor force training programs such as the Advanced Manufacturing Partnerships in Education (AMPed) established by the NH Community College System;
5. Legislation that supports broadband internet service by allowing municipalities to provide access to service by building broadband infrastructure and authorizing use of municipal bonds for such purpose and by removing artificial barriers to competition;
6. Legislation that fully funds state aid and loan programs for municipal water and sewer upgrades and expansions, including the Clean Water State Revolving Fund (CWSRF); State Aid Grant (SAG) for Water Pollution Control at levels necessary to fund prior commitments and ongoing annual needs.
7. Legislation that will support and encourage the use of Public Private Partnerships to aid in infrastructure improvements or preserve historical, cultural, and conservation resources.

Right-To-Know

1. Legislation that will provide reasonable public access to public records but allows municipalities to recover their costs in producing the requested information.

Transportation

1. Legislation that supports the implementation of a multi-modal transportation network;
2. Legislation that supports "Complete Streets" policies and/or clarifies the responsibility and liability for sidewalk maintenance;
3. Legislation that enhances revenues to expand and maintain the transportation network, especially public transportation;
4. Legislation that raises the cap on the local option registration fees for use for local transportation projects;

5. Legislation that enhances revenues for public transportation and does not transfer federal monies from programs such as TAP and CMAQ to highways only;
6. Legislation that enhances the implementation of the State Trails plan;
7. Legislation that makes transportation planning more efficient (10-Year Plan, STIP & TIP, State and Regional Long Range Transportation Plans.
8. Legislation that implements recommendations from the State Rail Plan and the State Freight Plan upon its completion.

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**Rockingham Planning Commission, MPO & Committee Schedule for FY 2019
July 2018 – December 2018**

Committees	July, 2018	August, 2018	September, 2018	October, 2018	November, 2018	December, 2018
Full Commission/MPO	7-11-18 MPO Meeting Cancelled	08-08-18 7:00 PM Location: Salem Town Office —	09-12-18 7:00 PM Location: Exeter Local Regulation of Agriculture Toolkit	10-10-18 7:00 PM Location: Raymond/REDC MPO Meeting (Commission Topic Recycling)	11-11-18 7:00 PM Legislative Forum Location: Unital Hampton	None Scheduled
Exec. Committee	07-25-18 4:30PM RPC Office (Tim Vacation thru 7/23)	08-22-18 4:30 PM RPC Office	09-26-18 4:30 PM RPC Office	10-24-18 4:30 PM RPC Office	None scheduled	12-12-18 4:30 PM RPC Office
MPO Technical Advisory Comm.	07-26-18 9:00AM RPC Office	08-23-18 No Meeting	09-27-18 9:00 AM RPC Office	10-25-18 9:00 AM RPC Office	TBD 9:00 AM RPC Office	TBD 9:00 AM RPC office
Regional Master Plan Committee	As needed	As needed	As needed	As needed	As needed	As needed
Regional Impact Committee	As Needed	As Needed	TBD Tuscan Village	TBD As needed	Date TBD Lonza Biologics DRI	As Needed
Legislative Policy Committee	None Scheduled	None Scheduled	09-05-18 4:30 PM RPC Office -Plan Forum Topic -Approach to upcoming Session -Legislative Policies 09-19-18 4:30PM Finalize Forum agenda -Update Leg Policies -Prepare invitations	None Scheduled	None Scheduled	Tentative 12-12-18 New Policies Review of Legislation
Nominating Committee	As needed	As needed	As needed	As needed	As needed	As needed
Communications Comm.	TBD	TBD	TBD	TBD	TBD	TBD
Personnel Committee/	As needed	8-22-18 Executive Director review	As needed	As needed	As needed	As needed

**Rockingham Planning Commission, MPO & Committee Schedule for FY 2019
January 2019 – June 2019**

Committees	January, 2019	February, 2019	March, 2019	April, 2019	May, 2019	June, 2019
Full Commission	01-09-19 MPO - TBD Commission Topic Recycling	02-13-19 7:00 PM Commission Topic Energy	03-13-19 7:00 PM Commission Topic Transportation Infrastructure and Climate	04-10-19 7:00 PM MPO	05-08-19 7:00 PM Location: Hampton Falls - FY18 Slate - FY20 Budget -	06-14-17 6:00 PM Location: • Annual Meeting
Exec. Committee	01-23-19 4:30 PM RPC Office	02-27-19 4:30 PM RPC Office	03-27-19 4:30 PM RPC Office Nominating Committee First Look Budget	04-24-19 4:30 PM RPC Office FY 20 Budget	05-22-19 6:00 PM RPC Office.	06-28-19 6:00 PM RPC Office -annual work program -
MPO Technical Advisory Comm. (held as needed)	01-24-19 9:00 AM RPC Office	02-28-19 9:00 AM RPC Office	03-28-19 9:00 AM RPC Office	04-25-19 9:00 AM RPC Office	05-23-19 9:00 AM RPC Office	06-22-19 9:00 AM RPC office
Regional Master Plan Committee	Not scheduled	Not scheduled	Not scheduled	Not scheduled	Not scheduled	Not scheduled
Regional Impact Committee	As Needed	As Needed	As Needed	As Needed	As needed	As Needed
Legislative Policy Committee	01-02-19 4:30 PM RPC Office	02-06-19 4:00 PM RPC Office	03-06-19 4:00 PM RPC Office	As needed	05-01-19 4:00PM RPC Office	06-05-19 4:30PM
Nominating Committee	As needed	As needed	03-27-19 4:00 PM RPC Office - Slate - Awards process appv	04-26-19 4:00 PM RPC Office - Slate - Awards	As needed	As needed
Personnel Committee/	As needed	As needed	As needed	As needed	As needed	As needed

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