

MINUTES

Rockingham Planning Commission Executive Committee

February 27, 2019
RPC Office, Exeter NH

Committee Members Present: R. McDermott (Vice Chair); M. Turell (Treasurer); P. Wilson (Past Chair); G. Coppelman (Secretary); M. McAndrew, L. Cushman, A. Davis, T. Moore (Members at Large)

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

1. **Call to Order – Vice Chairman McDermott called the meeting to order at 6 p.m.**

2. **Minutes of January 23, 2019**

*Coppelman moved to approve the Minutes of January 23, 2019 as presented; Turell seconded.
SO VOTED.*

3. **Financial Report**

- a. January Financial Report: Roache noted that the revenue is positive for the month and is totaling at \$69,464 for the year.
- b. Dashboard: Roache noted that cashflow is good and we were able to increase the Holding account by \$5000; staff has been active on many fronts and Roache plans to visit Sandown on March 4th and Rye on March 25th; staff has also met with Congressman Pappas regarding transportation impacts in the region and will meet with him again next week regarding climate change; social media presence continues to increase and 61 people viewed the Recycling meeting video. Discussion followed regarding possible technical training for planning boards as a scope of work in the next Targeted Block Grant contract.

4. **New Business**

- a. Personnel Policy Updates: Roache reviewed several changes suggested for the Personnel Policies including making 32 hours full time and less than 32 hours part time; deleting “special part time”; change “comp time” to “flex time” as suggested by legal counsel; add FMLA policy as prepared by legal counsel; discussion followed regarding changing percentage of RPC contribution to employees health benefits to a general statement, but

consensus was to leave the exact percentages listed. *Wilson moved to approve the Personnel Policy changes as submitted except for the change to make a general statement for percentage of health premium contribution; Davis seconded. SO VOTED.*

- b. Legislative Committee Report: Roache stated that the Committee has met three times to work through the current list of legislation to identify legislation that is of interest to communities. The goal is to get it out to the communities so they will be made aware and/or be able to testify for or against. Roache reviewed several bills such as the Tiny House legislation and SB 285 to establish a coastal resiliency fund for long term needs of communities.
- c. Nominating Committee: Current Committee members Cushman, Coppelman, Kravitz, and Wilson; Davis volunteered as well to serve. A Meeting will be held in March prior to the Executive Committee meeting.
- d. Community Assistance Policy: Roache noted that the RPC staff is often asked for technical assistance from people not representing the Board of Selectmen of a town. One such instance of this happened when New Castle Conservation Commission asked the RPC to write a letter to NH Dept of Environmental Services regarding a permit from NHDES for a development in town. Roache stated that he would like a formal, approved statement to use in cases like this that states the RPC is advisory in nature and supports the town's decision making authority, but does not advocate or lobby for or against specific developments in any town. Discussion followed. Consensus was that a general policy be drafted to be voted on by the Executive Committee at a later date.

5. Old Business

- a. Executive Committee Vacancy: Roache stated that Langdon Plumer is interested in filling the vacancy on the Executive Committee. *Cushman moved to appoint Langdon Plumer to fill the vacancy on the Executive Committee as a Member at Large; Davis seconded. SO VOTED.*
- b. Electricity Aggregation Rollout: Roache referred to Attachment 4 - Rockingham Region Electricity Supply Aggregation timeline. He stated that there will be a meeting on Monday, March 18th for any town interested in joining the aggregation. He reviewed the response thus far and explained that the advantage of joining this aggregation is that the price is always better with a bigger group and all the contract work is done by the RPC.
- c. March RPC Meeting: March 13th Commission meeting focus will be Energy and a presentation by the Town of Hollis describing their strides in energy saving methods. Also attending will be Jill Longval, the RPC consultant who is coordinating the Electricity Supply Aggregation.

6. Other Business

Roache informed the Committee that the previous comments taken at a recent MPO meeting regarding Public Private Partnership (P3), were not well received by the P3 Commission and will not be taken into record, nor will the RPC be notified directly for future meetings. Roache will share this at next Commission meeting.

Meeting adjourned at 7:11 p.m.

Respectfully submitted,

Annette Pettengill
Recording Secretary

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
February 2019

	February 2019	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	\$ 1,500	\$ 151,586	\$ 134,433	\$ (17,153)	112.8%
State Contracts	\$ 48,727	\$ 431,519	\$ 954,422	\$ 522,903	45.2%
Total RESOURCES	\$ 50,227	\$ 739,701	\$ 1,247,450	\$ 507,749	59.3%
EXPENSES					
Newspaper/Media	\$ 297	\$ 297	\$ 2,500	\$ 2,203	11.9%
Contracted Printing	\$ 314	\$ 364	\$ 4,400	\$ 4,036	8.3%
Contracted Services	\$ 30,756	\$ 119,174	\$ 282,842	\$ 163,668	42.1%
Total Salaries	\$ 43,251	\$ 398,999	\$ 596,790	\$ 197,791	66.9%
Travel	\$ 611	\$ 3,799	\$ 9,000	\$ 5,201	42.2%
Reconciliation Discrepancies	\$ (1)	\$ -	\$ -	\$ 1	
Payroll Processing Fees	\$ 28	\$ 271	\$ 500	\$ 229	54.2%
Janitorial	\$ -	\$ 900	\$ 2,300	\$ 1,400	39.1%
Accounting	\$ -	\$ -	\$ 300	\$ 300	0.0%
Audit	\$ 2,450	\$ 10,950	\$ 11,000	\$ 50	99.5%
Bank & Service Charges	\$ -	\$ 254	\$ 350	\$ 96	72.6%
**Dues & Subscriptions	\$ -	\$ 11,058	\$ 22,600	\$ 11,542	48.9%
Employee Co Contrib of Benefits	\$ -	\$ -	\$ -	\$ -	
C Deferred Comp 457	\$ 1,939	\$ 17,692	\$ 25,965	\$ 8,273	68.1%
C Dental Insurance	\$ 587	\$ 5,112	\$ 5,766	\$ 654	88.7%
C Health Ins.	\$ 3,562	\$ 31,097	\$ 45,283	\$ 14,186	68.7%
C Life Insurance	\$ 69	\$ 622	\$ 1,080	\$ 458	57.6%
C LTD Insurance	\$ 104	\$ 936	\$ 1,345	\$ 409	69.6%
C NH Retirement 414E	\$ 2,983	\$ 26,450	\$ 39,447	\$ 12,997	67.1%
C STD Insurance	\$ 69	\$ 620	\$ 1,075	\$ 455	57.7%
**Equipment	\$ -	\$ 3,761	\$ 5,000	\$ 1,239	75.2%
**Equipment & Software Maint.	\$ 341	\$ 6,198	\$ 17,000	\$ 10,802	36.5%
General Insurance	\$ 294	\$ 2,359	\$ 5,209	\$ 2,850	45.3%
Misc	\$ 2,808	\$ 637	\$ 2,000	\$ 1,363	31.9%
**Office Supplies	\$ 268	\$ 4,145	\$ 10,000	\$ 5,855	41.5%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 3,226	\$ 29,796	\$ 44,736	\$ 14,940	66.6%
SUTA	\$ -	\$ 500	\$ 1,000	\$ 500	50.0%
**Postage	\$ -	\$ 471	\$ 1,000	\$ 529	47.1%
Rent	\$ 4,243	\$ 33,944	\$ 50,100	\$ 16,156	67.8%
Telephone & Internet	\$ 342	\$ 2,764	\$ 5,000	\$ 2,236	55.3%
**Training & Workshops	\$ -	\$ 2,100	\$ 5,000	\$ 2,900	42.0%
Utilities	\$ 589	\$ 4,164	\$ 7,100	\$ 2,936	58.6%
Total EXPENSES	\$ 99,131	\$ 719,433	\$ 1,205,688	\$ 486,255	59.7%
	\$ (48,904)	\$ 20,268			
Unobligated Funds			\$ 41,762	\$ 41,762	
Fund Balance Accrual	\$ -		\$ -	\$ -	
			\$ -	\$ -	
Balance	\$ (48,904)	\$ 20,268	\$ 1,247,450	\$ 528,017	

NOTE: Feb 28th is 66% through the fiscal year

** Direct & Indirect

Last Statement - February 27, 2019	
Bank Checking	
Beginning Balance	\$67,638.95
Deposits	86,248.49
Payments	80,769.24
Ending Balance	\$73,118.20
Other Accounts	
Line of credit (\$30,000) activated?	\$0.00
Holding Account Beginning	\$21,645.00
Holding Account Ending	\$21,645.00
Performance targets	
Operating Expenses In Reserve	3 months
rpc-nh.org -- Sessions	1500
Twitter Followers	300
Facebook Likes	250
February 2019 Target Revenue	66%
February 2019 Target Expenses	66%

February March	
Staff Presentations / Activities	
Rye Board of Selectmen visit	
Stratham Safe Routes To Schools Presentation	
Hampton meeting with Congressman Pappas	
Prep Management Committee	
Porsmouth Naval Shipyard Joint Land Use Study Meeting	
NHDOT Ten Year Plan Meeting	
Current Performance	
Operating Expenses In Reserve	< 1 month
rpc-nh.org -- Sessions	711 (-2.7%)
Twitter Engagement	6,874 Tweet impressions (+54.7%)
Facebook Engagement	1434 (-31%)people reached with 233 engagements
Social Media Narrative: Areas with highest engagement included info about DES water/wastewater energy saving workshop(over 1000 people reached), Rep. Pappas climate change infrastructure discussion, Energy Aggregation announcement (778 reached) and advertising intern position.	
February 2019 Revenue	59.3%
February 2019 Expenses	59.7%

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 to be amended in April

FY19 Working Budget			
Funding Sources		Expenses	
Local Dues	\$ 156,595.00	Salaries	\$ 584,790.00
State and Federal Contracts	\$954,422.00	Contracted Services	\$ 281,842.00
Grants	\$ -	Legal Services	\$ 1,000.00
Local Planning Contracts	\$ 134,433.00	Travel & Expenses	\$ 9,000.00
Other Income	\$ 2,000.00	Bank Service Charge	\$ 350.00
		Taxes-Payroll	\$ 44,736.00
		Unemployment Insurance	\$ 1,000.00
		Health Insurance	\$ 45,283.00
		Health Stipend	\$ 12,000.00
		Dental Insurance	\$ 5,766.00
		Life & Disability Insurance	\$ 3,500.00
		Retirement - 457 Plan	\$ 25,965.00
		Retirement - NHRS	\$ 39,447.00
		General Insurance	\$ 5,209.00
		Rent	\$ 50,100.00
		Janitorial	\$ 2,300.00
		Telephone & Internet	\$ 5,000.00
		Office Supply and Events	\$ 10,000.00
		Postage	\$ 1,000.00
		Audit	\$ 11,000.00
		Utilities	\$ 7,100.00
		Contract Printing	\$ 4,400.00
		Newspaper and Media	\$ 2,500.00
		Equipment and Software Maintenance	\$ 17,000.00
		Dues & Subscriptions	\$ 22,600.00
		Training, Workshops, Conf.	\$ 5,000.00
		Accounting	\$ 300.00
		Payroll Processing	\$ 500.00
		Miscellaneous	\$ 2,000.00
		Equipment Purchases	\$ 5,000.00
Working Budget	\$1,247,450.00	Total Expenses	\$1,205,688.00
		Potential Reserve	\$41,762.00
		Delta	\$0.00

Potential New Revenue	
NOAA PSM Coastal Corridor Study ~\$ 80,000	Awarded!
National Science Foundation SC3 ~\$10,000	
NHDES Sourcewater RDWP ~ \$10,000	Awarded!
Atkinson MS4 Services ~ \$5,000	Awarded!
Newington Masterplan ~ \$12,000	Awarded!
Hampton Master Plan ~ \$15,000	
Rye Bike Pedestrian Infrastructure ~ \$3,000	Awarded!
National Science Foundation SC3 ~ \$75,000	

Community Assistance Statement:

The Rockingham Planning Commission is one of nine regional planning commissions in New Hampshire established by RSA 36:46. Operating as a political subdivision of the State of New Hampshire, the Commission serves in an advisory role to local governments to promote coordinated planning, orderly growth, efficient land use, and environmental protection. The Commission's professional planning staff provides an array of planning assistance to the communities which are active members.

As a matter of practice, the RPC strives to provide data, technical analyses and planning documents to support community planning and decision making. By state statute, the RPC is an advisory body and does not take policy positions on local matters.

Many types of local technical assistance are provided to member towns. Direct membership services are provided on an "as requested" basis to all member communities.

Direct Membership Services to dues-paying members only include the following:

- Review and analysis of zoning ordinances, subdivision and site plan review regulations and master plans including suggested amendments and minor revisions.
- Drafting or reviewing proposed land use regulations (e.g., excavation, erosion and sedimentation control, accessory apartments, home occupations, signs, parking, open space development ordinances, etc).
- Assistance in reviewing subdivision and site plans.
- Short-term research projects on planning issues, data collection and analysis.
- Research and preparation of grant applications.
- Organizational assistance to local land use boards (e.g., rules of procedure, zoning amendment schedules, application forms and checklists).
- Informational mailings on the latest amendments to state statutes, newly developed model ordinances, etc.
- Telephone support providing advice and assistance on planning questions.

Member communities also benefit from the region wide activities of the Commission including the following:

- Preparation and update of the Regional Master Plan as required by State statute.
- Development and maintenance of model regulations and ordinances.
- Educational seminars and workshops including sponsorship of the annual Law Lecture Series, Planning Board Training Series, FEMA, Building Inspectors workshops and special topic programs as needed.
- Maintenance of local, regional and statewide statistics and Census data on population, demographics, housing, employment, transportation and more.
- Regional transportation planning.
- Regional Environmental planning.
- Regional Housing Assessment; assistance with community preparation of SB 342.
- Assistance to local and regional land trust.
- Technical assistance with GIS/mapping.
- Review of developments determined to have regional impact.
- Maintenance of a library of planning books, studies, land use regulations for the region.
- Review and comment on projects receiving federal aid in the region.
- Assistance in ongoing regional Household Hazardous Waste Collection.

- Access to planning grants including: TBG, Coastal Program and transportation technical studies.
- Brownfields Program - Identify properties for redevelopment that are underutilized due to possible contamination.
- Assistance for Local Energy Committees.

Contractual Services:

In addition to membership services, the Commission staff also undertakes work on a contractual basis for special projects which are needed to address specific local issues. Examples of available services provided under contract include the following:

- Preparation and revision of local Planning documents include:
 - Master Plans.
 - Water Resource Management Plans.
 - Natural Resources Inventories.
 - Housing Needs Assessments.
 - Open Space Plans.
 - Historic Resources Inventories.
- Circuit-rider planner services which provide direct professional planning assistance in Town Offices and at Board meetings.
- Capital Improvement Programs.
- Traffic impact analysis, traffic problem evaluation, and traffic counting.
- Development of impact fee systems and related regulations.
- Large-scale mapping or graphic projects.
- Geographic Information Systems for the preparation of natural resources inventories, corridor studies, land parcel information systems and other mapping/analysis projects.
- Initial preparation or revision of zoning ordinances, site plan review and subdivision regulations.
- Preparation of public input surveys and results tabulation.
- Development plan review on a regular basis or as requested.
- Other Land-use studies, plans, inventories.

F. Telecommuting: (draft 3/21/19)

Telecommuting

Telecommuting is the use of the telephone and internet to enable an employee to periodically work outside of the traditional workplace for a limited time. All regular exempt employees are eligible to work from home or other satellite office to accommodate scheduling, improve efficiency of the organization, reduce carbon emissions, and maintain a healthy work-life balance. As the RPC is a public agency that provides service to member communities, telecommuting must be designed and limited to not inhibit staff accessibility by citizens.

The Commission is not able to guarantee employees the opportunity to work from their homes, other specified off-site locations, or to telecommute.

Requests to telecommute must be submitted in writing via email to the Executive Director prior to telecommuting. The written request must describe the reason for telecommuting and the manner in which the employee can telecommute without any reduction in work quality, efficiency, or productivity. The employee's official work location, however, will continue to be the Commission office, not their home or any other off-site location.

Permission to work from home may be granted in writing by the Executive Director. Permission will be granted only when the Executive Director determines that the employee has work that can be efficiently completed by telecommuting. The Executive Director can withdraw their approval to telecommute at any time.

The employee's at-home work hours will conform to normal business hours. Changes to this schedule or number of agreed telecommuting work hours must be reviewed and approved in advance by the Executive Director.

Employees who are authorized to work from home or at a specified off-site location must assure the Executive Director that they can safely and efficiently perform all their duties and responsibilities. All telecommuting time will be documented on separate lines in the employee timesheet. Notes on the employee timesheet should clearly define the progress of the work done while telecommuting.

Employees approved to telecommute must agree to maintain their work area free of all dangers, safety hazards, and risks that could endanger themselves, their family members, or others. They must also agree to take all steps necessary to safeguard and protect all property and confidential, sensitive, and proprietary information of the Commission. The Commission is not liable for injuries to the telecommuting employee while working at-home outside the agreed-upon work hours or for injuries to third parties who may be present at the employee's at-home work space.

Depending on the type of work to be performed, equipment may be furnished to the employee for use at their home or specified off-site location. Telecommuting employees are responsible for any equipment provided by the Commission, and they are expected to return the equipment to the Commission each day if necessary for use in the office, upon termination of the telecommuting assignment, or at the end of their employment with the Commission.

Requests to telecommute due to a disability and the need for reasonable accommodation will be evaluated based on all applicable legal standards and medical information provided by the employee. The Commission will engage in an interactive process with the employee to evaluate reasonable accommodations, including the possibility of telecommuting when it will not create undue hardship. Such accommodations will be made where necessary to comply with all applicable state and federal disability anti-discrimination laws.

The Executive Director may decline a request determined to be inconsistent with the Commission's business needs or other interests, or with the employee's job functions. For example, a request may be denied because the employee must interact with co-workers, the Commission's customers, or the Commission's representatives. Or a request may be denied if the Commission's standards of quality, quantity, efficiency, productivity, or safety may be compromised if the employee does not work at the Commission office.

			Draft V1	Match/Dues Allocation	Contracted Services
		Resources			
		Local Dues			
1		Local Dues	\$ 166,181.00		
2		Dues Funded Services/Committees			
3		Aggregated Town Services		\$ 25,000.00	
4		Local Services		\$ 25,000.00	
5		State and Federal Contracts			
6		Transportation			
7		NHDOT DOT Highway Planning	\$ 552,077.00	\$ 61,342.00	\$ 25,000.00
8		Transit Economic Development Plan	\$ 25,000.00	\$ 2,500.00	
9		CTAP TDM Ride share	\$ 16,000.00	\$ 2,000.00	
10		CART Planning Services	\$ -		
11		FHWA Multi-modal Bicycle LTS	\$ 25,000.00	\$ 3,200.00	\$ 20,000.00
12		Environment/Water/Climate			
13		Coastal Program TA	\$ 12,500.00	\$ 12,500.00	
14		NHDES PSM Coastal Resilience (CRIZ)	\$ 3,000.00		
15		NHDES PSM Coastal SHIFT	\$ 26,666.00		\$ 5,000.00
16		NHDES Sourcewater Protection - Reg DW Plan	\$ 10,000.00		
17		NHDES Sourcewater Protection - Regional Education	\$ 13,000.00		
18		NHDES 604B Powow Watershed	\$ -		
19		NHDES 604B Country Pond	\$ 61,500.00		\$ 46,000.00
20		Hazard Mitigation			
21		FY 20 HSEM Hazard Mitigation			\$ -
22		Targeted Block Grant			
23		OEP TBG	\$ 11,111.00		
24		Sub Total State/Federal Contracts	\$ 755,854.00		
25		Grants			
26					
27		Sub Total Grants	\$ -		
28		Local Planning Contracts			
29		Circuit Rider Services			
30		Plan Review Income			
31		East Kingston	\$ 10,912.00		
32		Fremont	\$ 10,262.00		
33		Kensington	\$ 9,678.00		
34		Newton	\$ 11,886.00		
35		Atkinson	\$ 8,574.00		
36		Hampton Falls	\$ 18,187.00		\$ 14,000.00
37		N. Hampton	\$ 18,901.00		
38		TBG Local Grant Match			
39		Local Matching	\$ 2,000.00		
40		Other Local Contracts			
41		Newington MP Phase 2	\$ 10,000.00		
42		Rye Land Use Ordinances	\$ 7,333.00		
46		Regional HHW Management	\$ 4,000.00		
47		REDC -- CEDS	\$ 6,000.00		\$ 5,000.00
48		ERSLAC Tech. Assistance	\$ 2,000.00		\$ 2,000.00
49		Atkinson MS4	\$ 6,000.00		
50		Newton MS4	\$ -		
51		North Hampton MS4	\$ -		
52		Rye Shoulder Study	\$ 3,500.00		
53		Misc Local Contract	\$ 1,000.00		
54		Other local Income			
55		Hampstead RSMS	\$ 3,000.00		
56					
57		Total Local Planning Contracts	\$ 133,233.00		
58		Other Income			
59		Misc Income	\$ 2,000.00		
60		Interest Income	\$ -		
61		Total Other Income	\$ 2,000.00		
62			\$ 1,057,268	\$ 131,542	\$ 117,000

				Draft V1	Match/Dues Allocation	Contracted Services
63			Expenses			
64				Draft V1		
65			Salaries	\$ 583,924.63		
66			Contracted Services	\$ 117,000.00		
67			Legal Services	\$ 1,000.00		
68			Travel & Expenses	\$ 10,000.00		
69			Bank Service Charge	\$ 350.00		
70			Taxes-Payroll	\$ 44,670.00		
71			Unemployment Insurance	\$ 1,000.00		
72			Health Insurance	\$ 44,876.25		
73			Health Stipend	\$ 12,000.00		
74			Dental Insurance	\$ 6,100.00		
75			Life & Disability Insurance	\$ 3,800.00		
76			Retirement - 457 Plan	\$ 25,936.53		
77			Retirement - NHRS	\$ 37,695.35		
78			General Insurance	\$ 5,209.00		
79			Rent	\$ 51,000.00		
80			Janitorial	\$ 2,000.00		
81			Telephone & Internet	\$ 5,100.00		
82			Office Supply and Events	\$ 13,500.00		
83			Postage	\$ 2,000.00		
84			Audit	\$ 12,000.00		
85			Utilities	\$ 7,100.00		
86			Contract Printing	\$ 2,000.00		
87			Newspaper and Media	\$ 1,000.00		
88			Equipment and Software Maintenance	\$ 17,000.00		
89			Dues & Subscriptions	\$ 22,600.00		
90			Training, Workshops, Conf.	\$ 5,000.00		
91			Accounting	\$ 300.00		
92			Payroll Processing	\$ 500.00		
93			Miscellaneous	\$ 2,000.00		
94			Equipment Purchases	\$ 5,000.00		
95			Reserve	\$ 15,606.25		
96						
			Total EXPENSES	\$ 1,057,268.00		
				\$ -		