

AGENDA

EXECUTIVE COMMITTEE MEETING

Wednesday, June 26, 2019
4:30 PM
RPC Conference Room
156 Water St., Exeter, NH

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- | | | | | |
|----|------|--|----------------------|------------------------------|
| 1. | 4:30 | Call to Order | B. Kravitz,
Chair | |
| 2. | 4:35 | Minutes of May 22, 2019 Meeting
MOTION | | Attachment 1 |
| 3. | 4:40 | Financial Report
Monthly Report for May
RPC Dashboard May - June | T. Roache | Attachment 2
Attachment2A |
| 4. | 5:00 | Old Business
a) FY 19 Budget Amendment 3
Motion
b) Annual Meeting Debrief | T. Roache | Attachment 3
and TBD |
| | 5:45 | New Business
a) FY2020 Meeting Topics
b) Donation to Riverbend
Community Mental Health
c) Legislative Policy Committee | T. Roache | Attachment 3 |
| 5. | 5:50 | Public Comment | | |
| 6. | 6:00 | Adjourn | | |

MINUTES

Rockingham Planning Commission Executive Committee

May 22, 2019
RPC Office, Exeter, NH

Committee Members Present: B. Kravitz (Chairman); R. McDermott (Vice Chair); M. Turell (Treasurer); P. Wilson (Past Chair); G. Coppelman (Secretary); L. Plumer, M. McAndrew, L. Cushman, A. Davis, C. McCarthy (Members at Large)

Guests: A. Carnaby (Hampton)

Staff: T. Roache (Executive Director); A. Pettengill (Business Manager); I. Aley (Public Outreach Administrator)

1. Call to Order: Chairman Kravitz called the meeting to order at 4:40 p.m.

2. Minutes of April 24, 2019

*McDermott moved to approve the Minutes of April 24, 2019 as presented; Turell seconded. **SO VOTED.***

3. Financial Report

- a. April Financial Report: Roache noted that revenue is running behind but since expenses are as well, its not a problem. He stated he's happy with the status of the budget and the positive cash flow month.
- b. Dashboard: Roache noted cashflow is good; staff has worked on the Safe Routes To School project for Stratham, and he has visited the Town as well about RPC services. He also visited Rye Board of Selectmen. He noted that there is a new contract coming for Atkinson MS4 work for \$5000. Roache noted he has also been asked to come speak to Hampton about educating them for a future Master Plan project. Discussion followed.

4. Old Business

- a. New Logo Options: Roache introduced Aley, the new Public Outreach/ Administrator on staff. Aley explained her qualifications and past experience with the Southeast Land Trust.

She presented the newest logo design and explained the idea behind the new logo option for the RPC. Discussion followed regarding design of the logo, website url and coordination of an MPO logo as well.

*Coppelman moved to accept the new logo presented and new website url; Turell seconded. **SO VOTED.***

- b. Annual Meeting Update: Roache reminded all that the Annual meeting will be held at the Galley Hatch restaurant in Hampton on June 12th and the guest speaker is former Justice Broderick. He noted that 2 Hayden awards will be given: one to Friends of Kingston Open Space and one to Linda Harvey of Salem; The Quinlan award will go to Jay Diener of Hampton.
- c. 2020 Draft Work Program Highlights: Roache noted that the new year's work program will be distributed at the Annual meeting.

5. New Business

- a. Annual Grant and contract authorization: Roache referred to Attachment 3 and asked that the Committee approve a one-time authorization for him to enter into and execute agreements for funds. *McDermott moved to authorize the Executive Director to file applications with federal, state and local governmental units and other agencies to implement the FY 2020 work program of the Commission, and to execute agreements to receive funds for such purposes; Turell seconded. **SO VOTED.***

6. Public Comment

Wilson noted his concern with SB 306 which establishes a three person board to over-ride any decision of a town with regard to housing and shifts the burden for challenging decisions so the burden of court costs fall on the community. He stated that the support of NHMA on that Bill feels like a betrayal to communities. Discussion followed.

Meeting adjourned at 6 p.m.

Respectfully submitted,
Annette Pettengill, Recording Secretary

**Rockingham Planning Commission
Financial Statement
Budget vs. Actual
May, 2019**

	May 2019	YTD FY 19	FY 19 Budget Amendment #2	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	\$ 57,380	\$ 240,257	\$ 163,390	\$ (76,867)	147.0%
State Contracts	\$ 60,563	\$ 649,167	\$ 947,450	\$ 298,283	68.5%
Total RESOURCES	\$ 117,943	\$ 1,046,020	\$ 1,269,435	\$ 223,415	82.4%
EXPENSES					
Newspaper/Media	\$ -	\$ 297	\$ 2,500	\$ 2,203	11.9%
Contracted Printing	\$ 100	\$ 464	\$ 4,400	\$ 3,936	10.5%
Contracted Services	\$ 34,549	\$ 197,743	\$ 323,184	\$ 125,441	61.2%
Total Salaries	\$ 45,556	\$ 533,048	\$ 581,132	\$ 48,084	91.7%
Travel	\$ 710	\$ 5,473	\$ 9,000	\$ 3,527	60.8%
Reconciliation Discrepancies	\$ (1)	\$ -	\$ -	\$ 1	
Payroll Processing Fees	\$ 33	\$ 364	\$ 500	\$ 136	72.8%
Janitorial	\$ -	\$ 1,575	\$ 2,300	\$ 725	68.5%
Accounting	\$ -	\$ -	\$ 300	\$ 300	0.0%
Audit	\$ -	\$ 10,950	\$ 11,000	\$ 50	99.5%
Bank & Service Charges	\$ -	\$ 254	\$ 350	\$ 96	72.6%
**Dues & Subscriptions	\$ 42,500	\$ 60,188	\$ 22,600	\$ (37,588)	266.3%
Employee Co Contrib of Benefits	\$ -	\$ -	\$ -	\$ -	
C Deferred Comp 457	\$ 1,939	\$ 23,779	\$ 25,965	\$ 2,186	91.6%
C Dental Insurance	\$ 587	\$ 6,873	\$ 6,500	\$ (373)	105.7%
C Health Ins.	\$ 3,562	\$ 41,783	\$ 45,283	\$ 3,500	92.3%
C Life Insurance	\$ 69	\$ 829	\$ 1,080	\$ 251	76.8%
C LTD Insurance	\$ 104	\$ 1,248	\$ 1,345	\$ 97	92.8%
C NH Retirement 414E	\$ 3,062	\$ 35,557	\$ 38,866	\$ 3,309	91.5%
C STD Insurance	\$ 69	\$ 827	\$ 1,075	\$ 248	76.9%
**Equipment	\$ -	\$ 3,761	\$ 7,000	\$ 3,239	53.7%
**Equipment & Software Maint.	\$ 337	\$ 13,972	\$ 17,000	\$ 3,028	82.2%
General Insurance	\$ 294	\$ 3,241	\$ 5,209	\$ 1,968	62.2%
Misc	\$ -	\$ 643	\$ 2,000	\$ 1,357	32.2%
**Office Supplies	\$ 843	\$ 8,188	\$ 10,000	\$ 1,812	81.9%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 3,432	\$ 39,876	\$ 43,539	\$ 3,663	91.6%
SUTA	\$ -	\$ 500	\$ 1,000	\$ 500	50.0%
**Postage	\$ -	\$ 471	\$ 1,000	\$ 529	47.1%
Rent	\$ 4,243	\$ 46,673	\$ 50,100	\$ 3,427	93.2%
Telephone & Internet	\$ 302	\$ 3,848	\$ 5,000	\$ 1,152	77.0%
**Training & Workshops	\$ 664	\$ 2,909	\$ 5,000	\$ 2,091	58.2%
Utilities	\$ 455	\$ 5,982	\$ 7,100	\$ 1,118	84.3%
Total EXPENSES	\$ 143,409	\$ 1,051,315	\$ 1,231,328	\$ 180,013	85.4%
	\$ (25,466)	\$ (5,295)	\$ -	\$ -	
Unobligated Funds			\$ 38,107	\$ 38,107	
Fund Balance Accrual	\$ -	\$ -	\$ -	\$ -	
Balance	\$ (25,466)	\$ (5,295)	\$ 1,269,435	\$ 218,120	

NOTE: May 31st is 92% through the fiscal year

** Direct & Indirect

Last Statement - May 31, 2019	
Bank Checking	
Beginning Balance	\$152,339.16
Deposits	114,834.75
Payments	102,403.34
Ending Balance	\$164,770.57
Other Accounts	
Line of credit (\$30,000) activated?	\$0.00
Holding Account Beginning	\$26,645.00
Holding Account Ending	\$26,645.00
Performance targets	
Operating Expenses In Reserve	3 months
rpc-nh.org -- Sessions	1500
rpc-nh.org -- Users	1000
Twitter Followers	300
Facebook Likes	250
May 2019 Target Revenue	92%
May 2019 Target Expenses	92%

May June	
Staff Presentations / Activities	
OSI Conference Presenter: ABCs of RPCs	
RPC State House Breakfast	
NHPA Planners Conference: Exeter Water Trail	
New Hampshire Beaches Conference	
Climate Round Table with Senator Shaheen	
Portsmouth Naval Shipyard Joint Land Use Study Policy Committee	
Current Performance	
Operating Expenses In Reserve	< 1 month
rpc-nh.org -- Sessions	750 (+15%)
rpc-nh.org -- Users	979 (+13%)
Twitter Engagement	5,245 Tweet impressions
Facebook Engagement	209 people reached with 228 engagements
Social Media Narrative: Areas with highest engagement included Annual meeting awards, Portsmouth Shipyard Traffic study, DOT Air Quality project announcement and RPC composting.	
May 2019 Revenue	82.0%
May 2019 Expenses	85.0%

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.
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	\$ 569,132.00
State and Federal Contracts	\$ 947,450.00	Contracted Services	\$ 322,184.00
Grants	\$ -	Legal Services	\$ 1,000.00
Local Planning Contracts	\$ 163,390.00	Travel & Expenses	\$ 9,000.00
Other Income	\$ 2,000.00	Bank Service Charge	\$ 350.00
		Taxes-Payroll	\$ 43,539.00
		Unemployment Insurance	\$ 1,000.00
		Health Insurance	\$ 45,283.00
		Health Stipend	\$ 12,000.00
		Dental Insurance	\$ 6,500.00
		Life & Disability Insurance	\$ 3,500.00
		Retirement - 457 Plan	\$ 25,965.00
		Retirement - NHRS	\$ 38,644.00
		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	\$ 7,000.00
		Total Expenses	\$1,231,106.00
		Potential Reserve	\$38,329.00
		Delta	\$0.00
Working Budget	\$1,269,435.00		

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	

		Adopted	Amendment 1	Amendment 2	Amendment 3	Match/Dues Allocation	Contracted Services
	Resources						
	Local Dues						
1	Local Dues	\$ 156,595.00	\$ 156,595.00	\$ 156,595.00	\$ 156,595.00		
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	\$ 562,000.00	\$ 584,667.00	\$ 608,485.00	\$ 608,485.00	\$ 67,610.00	\$ 46,466.00
8	CTAP TDM Ride share	\$ 14,000.00	\$ 10,000.00	\$ 3,000.00	\$ 3,000.00	\$ 500.00	
9	NHDOT 5310 COAST/RR/TASC	\$ 177,081.00	\$ 177,081.00	\$ 177,081.00	\$ 177,081.00		\$ 168,227.00
10	Stratham SRTS Travel Plan	\$ 23,000.00	\$ 16,271.00	\$ 16,271.00	\$ 16,271.00		
11	CART Planning Services	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		
12	FHWA Multi-modal Bicycle LTS		\$ 66,640.00	\$ 70,000.00	\$ 50,000.00	\$ 2,600.00	\$ 34,300.00
13	Environment/Water/Climate						
14	Coastal Program TA	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	
15	NHDES PSM Coastal Resilience	\$ 5,500.00	\$ 3,000.00	\$ 3,500.00	\$ 3,500.00		
16	NHDES Sourcewater Protection - Fremont	\$ 5,000.00	\$ 5,905.00	\$ 5,905.00	\$ 5,905.00		
17	NHDES Sourcewater Protection - Regional Education	\$ 16,000.00	\$ 19,214.00	\$ 3,500.00	\$ 3,500.00		
18	NHDES 604B Powow Watershed	\$ 10,000.00	\$ 16,169.00	\$ 12,000.00	\$ 12,000.00		\$ 5,444.00
19	NHDES 604B Country Pond			\$ 1,500.00	\$ 1,500.00		
20	Hazard Mitigation						
21	FY 18 HSEM Hazard Mitigation	\$ 21,000.00	\$ 21,864.00	\$ 12,597.00	\$ 12,597.00		\$ 11,597.00
22	Targeted Block Grant						
23	OEP TBG	\$ 11,111.00	\$ 11,111.00	\$ 11,111.00	\$ 11,111.00		
24	Sub Total State/Federal Contracts	\$ 862,192.00	\$ 954,422.00	\$ 947,450.00	\$ 927,450.00		
25	Grants						
26	National Science Foundation SC3	\$ 10,000.00					
27							
28	Sub Total Grants	\$ 10,000.00					
29	Local Planning Contracts						
30	Circuit Rider Services						
31	Plan Review Income (Tier 2); Admin Asst.						
32	Brentwood	\$ -					\$ -
33	East Kingston	\$ 10,912.00	\$ 11,424.00	\$ 11,424.00	\$ 11,424.00		
34	Fremont	\$ 10,262.00	\$ 10,744.00	\$ 10,744.00	\$ 10,744.00		
35	Kensington	\$ 9,678.00	\$ 10,132.00	\$ 10,132.00	\$ 10,132.00		
36	Kingston	\$ -	\$ -	\$ -	\$ -		\$ -
37	Newton	\$ 11,886.00	\$ 12,444.00	\$ 12,444.00	\$ 12,444.00		
38	Atkinson	\$ 8,574.00	\$ 8,976.00	\$ 8,976.00	\$ 8,976.00		
39	Hampton Falls CR/TA	\$ 18,187.00	\$ 19,040.00	\$ 19,040.00	\$ 19,040.00		\$ 14,000.00
40	N. Hampton CR/TA	\$ 18,901.00	\$ 19,206.00	\$ 19,788.00	\$ 19,788.00		
41	Newfields	\$ 8,712.00	\$ -	\$ -	\$ -		
42	TBG Local Grant Match						
43	Local Matching	\$ 4,000.00	\$ 2,000.00	\$ -	\$ -		
44	Other Local Contracts						
45	Epping PDM			\$ 7,500.00	\$ 7,500.00		\$ 7,000.00
46	Newington PDM			\$ 6,000.00	\$ 6,000.00		\$ 5,500.00
47	Newington MP Phase 2	\$ 10,000.00	\$ -	\$ 3,000.00	\$ 3,000.00		
48	Newington MP Phase 1	\$ -	\$ -	\$ 3,150.00	\$ 3,150.00		\$ 3,850.00
49	Rye Land Use Ordinances	\$ 20,000.00	\$ 14,667.00	\$ 14,667.00	\$ 14,667.00		
50	Rye Shoulders Bike and Pedestrian			\$ 2,000.00	\$ 2,000.00		
51	Regional HHW Management	\$ 4,000.00	\$ 3,800.00	\$ 3,800.00	\$ 3,800.00		
52	REDC -- CEDS	\$ 6,000.00	\$ 6,000.00	\$ 3,500.00	\$ 3,500.00		\$ 2,300.00
53	ERSLAC Tech. Assistance	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00		\$ 2,000.00
54	Hampstead MS4	\$ 3,377.00	\$ -	\$ -	\$ -		
55	Atkinson MS4	\$ 1,266.00	\$ -	\$ -	\$ -		
56	Newton MS4	\$ 2,017.00	\$ -	\$ -	\$ -		
57	Rye MS4	\$ 1,750.00	\$ -	\$ -	\$ -		
58	Sandown MS4	\$ 1,760.00	\$ -	\$ -	\$ -		
59	North Hampton MS4	\$ 2,366.00	\$ -	\$ -	\$ -		
60	SWA MS4	\$ 2,092.00	\$ -	\$ -	\$ -		
62	UNH Lamprey River	\$ -	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00		
63	North Hampton Master Plan	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00		
64	SELT GIS Server			\$ 7,025.00	\$ 7,025.00		
65	Hampton Cable Survey			\$ 750.00	\$ 750.00		
66	Exeter Housing Future Survey			\$ 2,000.00	\$ 2,000.00		
67	UNH Climate Classroom			\$ 500.00	\$ 500.00		
68	Misc Local Contract	\$ 1,000.00	\$ 2,550.00	\$ 2,500.00	\$ 2,500.00		\$ 1,500.00
69	Newington Waterfront			\$ 1,550.00	\$ 1,550.00		
70	Other local income						
71	Epping RSMS	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		
72	Newington RSMS		\$ 2,750.00	\$ 2,200.00	\$ 2,200.00		
	RPC Data				\$ 49,380.00		
73	Total Local Planning Contracts	\$ 163,740.00	\$ 134,433.00	\$ 163,390.00	\$ 212,770.00		
74	Other Income						
75	Misc Income	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00		

			Adopted	Amendment 1	Amendment 2	Amendment 3	Match/Dues Allocation	Contracted Services
76	Interest Income		\$ -	\$ -	\$ -	\$ -		
77	Total Other Income		\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00		
78			\$ 1,194,527	\$ 1,247,450	\$ 1,269,435	\$ 1,298,815	\$ 133,210	\$ 302,184

			Adopted	Amendment 1	Amendment 2	Amendment 3	Match/Dues Allocation	Contracted Services
79		Expenses						
80			Adopted	Amendment 1	Amendment 2	Amendment 3		
81		Salaries	\$ 613,200.00	\$ 584,790.00	\$ 569,132.00	\$ 569,132.00		
82		Contracted Services	\$ 248,827.00	\$ 281,842.00	\$ 322,184.00	\$ 302,184.00		
83		Legal Services	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		
84		Travel & Expenses	\$ 10,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00		
85		Bank Service Charge	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00		
86		Taxes-Payroll	\$ 46,910.00	\$ 44,736.00	\$ 43,539.00	\$ 43,539.00		
87		Unemployment Insurance	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		
88		Health Insurance	\$ 47,827.00	\$ 45,283.00	\$ 45,283.00	\$ 45,283.00		
89		Health Stipend	\$ -	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00		
90		Dental Insurance	\$ 7,000.00	\$ 5,766.00	\$ 6,500.00	\$ 6,500.00		
91		Life & Disability Insurance	\$ 3,782.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00		
92		Retirement - 457 Plan	\$ 25,100.00	\$ 25,965.00	\$ 25,965.00	\$ 25,965.00		
93		Retirement - NHRS	\$ 39,000.00	\$ 39,447.00	\$ 38,866.00	\$ 38,866.00		
94		General Insurance	\$ 5,209.00	\$ 5,209.00	\$ 5,209.00	\$ 5,209.00		
95		Rent	\$ 53,000.00	\$ 50,100.00	\$ 50,100.00	\$ 50,100.00		
96		Janitorial	\$ 2,000.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00		
97		Telephone & Internet	\$ 5,100.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		
98		Office Supply and Events	\$ 13,500.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		
99		Postage	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		
100		Audit	\$ 9,250.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00		
101		Utilities	\$ 7,000.00	\$ 7,100.00	\$ 7,100.00	\$ 7,100.00		
102		Contract Printing	\$ 2,000.00	\$ 4,400.00	\$ 4,400.00	\$ 4,400.00		
103		Newspaper and Media	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00		
104		Equipment and Software Maintenance	\$ 16,500.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00		
105		Dues & Subscriptions	\$ 7,000.00	\$ 22,600.00	\$ 22,600.00	\$ 87,500.00		
106		Training, Workshops, Conf.	\$ 3,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		
107		Accounting	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00		
108		Payroll Processing	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00		
109		Miscellaneous	\$ 3,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00		
110		Equipment Purchases	\$ 7,000.00	\$ 5,000.00	\$ 7,000.00	\$ 7,000.00		
111		Reserve	\$ 13,172.00	\$ 41,762.00	\$ 38,107.00	\$ 22,587.00		
		Total EXPENSES	\$ 1,194,527.00	\$ 1,247,450.00	\$ 1,269,435.00	\$ 1,298,815.00		
		Draft 6/13/19	\$ -	\$ -	\$ -	\$ -		