

MINUTES
Rockingham Planning Commission
Executive Committee

January 22, 2020
RPC Office, Exeter NH

Committee Members Present: B. Kravitz (Chairman); M. Turell (Treasurer); G. Coppelman (Secretary); C. McCarthy, M. McAndrew, L. Cushman, A. Davis, L. Plumer, T. Moore (Members at Large)

Guests: A. Simard (Melanson & Heath)

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

- 1. Call to Order: Chairman Kravitz called the meeting to order at 4:30 p.m. Introductions were made.**
- 2. Minutes of December 11, 2019**

*Turell moved to approve the Minutes of December 11, 2019 as presented; Coppelman seconded. **SO VOTED.***

- 3. FY 19 Audit Report – Alyssa Simard, Melanson Heath**

Simard stated that the Independent Auditors Report is the auditors opinion on the financial statements of the RPC and the opinion of the FY 19 Financials are clean and unmodified. She reviewed the differences between the Full Accrual Basis, which includes fixed assets and compensated absences, etc, and the Fund Basis or Modified Accrual Basis, which does not include long term liabilities. She noted there is a fund balance at the end of FY 19 of \$92,254, which is an increase of \$39,084 from the previous year. Simard detailed the audit page by page and explained some changes to GASB rules and the required schedules to show Net Pension and OPEB liability.

Simard also explained the Single Audit Report is required for FY 19 since the RPC expended more than \$750,000 in federal funds. She noted that they test controls and compliance with the largest federal contract, which is the UPWP/NHDOT contract.

She noted that both reports will be uploaded to the Federal Audit Clearing House for anyone to access. Discussion followed on the NH Retirement reporting requirements for OPEB and Net Position and that all entities in the NH Retirement System are required to report to these standards.

*Turell moved to approve the RPC FY 19 Financial Statements as submitted; Plumer seconded. **SO VOTED.***

Discussion followed regarding page 15 of the Financial Statements, 1. Reporting Entity: 1st sentence; whether it referred to Executive Committee or full Commission and how that needs to be corrected for accuracy. Pettengill will check with auditors and make sure it reflects the actual membership details.

- 4. December Financial Report**

Roache reviewed the December financial report and noted that payment recoupment of the LTS project expenses has not been timely via NHDOT. The Dashboard shows cashflow slowly building again. Roache noted staff projects including the Joint Land Use Study at the Naval Shipyard. Discussion followed on potential new sources of funding expected, such as Coastal Resiliency for North Hampton & Exeter and Stratham GIS Services.

5. New Business

- a. Legislative committee members: Kravitz noted that the Legislative Committee will meet on February 11th to review RPC related bills of importance. She noted that Beth Moreau (Portsmouth) and Jaci Grote (Rye) expressed interest in joining the Legislative Committee.
- b. Housing Legislation Update: Kravitz noted the recent commission meeting in Hampton which reviewed the affordable housing legislation. Discussion followed.
- c. Adjusting To Climate Change Series NECN: Roache explained that NECN is interested in featuring the RPC's coastal climate change projects which would be a great public relations opportunity for the RPC.
- d. February MPO meeting: February 12th; Kingston Library; TIP Amendment, Performance Measures, Seacoast Vulnerability (coastal shift) project

6. Other Business

Davis noted that he and members of Hampstead town boards met to discuss the affordable housing bills 1632 & 1629 after the Commission meeting in Hampton;

Coppelman asked where the repeal stands on the Housing Appeals Board Bill. Roache stated that there are several repeals and opposition as well.

Roache noted that REDC will be hiring the RPC to participate in their Visioning Sessions for CEDS. They are hiring RPC Directors to attend each of their area's visioning session. There will be a link on our website.

7. Public Comment- None

Meeting Adjourned at 5:55 p.m.

Respectfully submitted,
Annette Pettengill, Recording Secretary
