

**MINUTES
EXECUTIVE COMMITTEE
Rockingham Planning Commission**

June 24, 2020

**Remote Meeting via ZOOM Conference Call
Per RSA 91-A:2, III(b) the RPC Chair declared the COVID-19 Outbreak
An Emergency and has waived the requirement that
A quorum be physically present at the meeting**

Committee Members Present: B. Kravitz (Chairman); R. McDermott (Vice Chair); G. Coppelman (Secretary); P. Wilson (Past Chair); M. Turell (Treasurer); A. Davis, M. Rabideau, Lang Plumer, M. McAndrew, T. Moore (Members at Large)

Staff: T. Roache (Executive Director); D. Walker (Assistant Director); A. Pettengill (Business Manager); J. Rowden (Sr. Planner)

- 1. Chairman Kravitz called the meeting to order and Roll Call of attendees was taken at 3:04 p.m. This meeting was conducted via ZOOM Conference Call per RSA 91-A:2, III(b)**
- 2. Minutes of May 27, 2020**

*McDermott moved to approve the Minutes of May 27, 2020 as presented; Plumer seconded. Roll Call vote was taken. **SO VOTED.** 2 abstentions*

- 3. Financial Report**

Roache noted that May had average revenue and the annual budget is at 81% of the anticipated revenue which is on track with the previous year at this time. He explained that there were 2 large expenses in May: Input.com and GIS software purchase, however, expenses are down overall. His estimate for end of the fiscal year is positive. He also reviewed the Dashboard bank balances, project updates, social media, and Covid 19 information distribution. Discussion followed on possibilities for Hampton master plan work and Seabrook as well.

- 4. Old Business**

Roache explained all the memos and information that the RPC pushed out to municipalities and businesses through direct emails and newsletters. He reiterated the status of the staff working

from home and that as long as the State of Emergency is in place the RPC will follow those guidelines regarding meeting remotely w/out a physical quorum. He referred to the RPC Covid 19 Guidance document he attached to the meeting packet. Staff have been instructed to continue to work with their towns remotely and attendance at meetings can be on a case by case basis w/ safety protocols in place. In the near future the RPC will not be meeting in person here at the office since the conference room at the office is not set up for social distancing. Kravitz noted that she attended a virtual meeting of the Association of Regional Planning Commissions and she liked the format. Discussion about how best the RPC could advocate to keep the remote meeting option viable. Consensus agreed with Roache to continue to follow the current guidance and procedures for virtual meetings as set forth by the Governor.

5. New Business

- a. Remote Meeting Services: Roache reviewed a Draft Community Assistance Plan that may be offered by RPC staff to provide support to municipalities and facilitate & manage remote meetings for them. He attached a first draft of a three-tiered approach. General consensus of Committee members was positive.
- b. FY 21 Legislative Forum & meeting topics/webinars: Roache stated that future commission meetings will be based on the ability to provide good and appropriate topics remotely, otherwise, no meeting will be held. There will be no Executive Committee meeting in July and unsure at this time when the next Commission meeting or MPO meeting will be.

Discussion followed on how to hold the Legislative Forum and which topic to address, such as tiny houses, or the economics of COVID 19. There was discussion about lessons learned from previous forums.

Kravitz stated its been an honor and a privilege to have sat as Chairman for the past 2 years and to work with Roache and the staff. She also was pleased to receive such wonderful guidance from the Committee, and extended her thanks to all.

Meeting adjourned at 4:45 p.m.

Respectfully submitted,
Annette Pettengill, Recording Secretary

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
June 2020

	June 2020	YTD FY 20	FY 20 Budget Amendment #2	Balance	% Budget
RESOURCES					
Federal Contracts	\$ -	\$ -	\$ -	\$ -	
Grants	\$ -	\$ -	\$ -	\$ -	
Local Dues	\$ -	\$ 166,181	\$ 166,181	\$ -	100.0%
Other Income	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%
Local Planning Contracts	\$ 66,274	\$ 249,336	\$ 197,713	\$ (51,623)	126.1%
State Contracts	\$ 115,526	\$ 685,336	\$ 783,187	\$ 97,851	87.5%
Total RESOURCES	\$ 181,800	\$ 1,100,853	\$ 1,149,081	\$ 48,228	95.8%
EXPENSES					
Newspaper/Media	\$ -	\$ -	\$ 1,000	\$ 1,000	0.0%
Contracted Printing	\$ -	\$ 171	\$ 2,000	\$ 1,829	8.6%
Contracted Services	\$ 14,752	\$ 150,339	\$ 190,710	\$ 40,371	78.8%
Total Salaries	\$ 48,840	\$ 616,500	\$ 626,818	\$ 10,318	98.4%
Travel	\$ -	\$ 4,876	\$ 10,000	\$ 5,124	48.8%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 35	\$ 423	\$ 501	\$ 78	84.4%
Janitorial	\$ 1,170	\$ 2,340	\$ 2,000	\$ (340)	117.0%
Accounting	\$ -	\$ -	\$ 300	\$ 300	0.0%
Audit	\$ -	\$ 11,140	\$ 12,000	\$ 860	92.8%
Bank & Service Charges	\$ 260	\$ 510	\$ 350	\$ (160)	145.7%
**Dues & Subscriptions	\$ 36,525	\$ 53,818	\$ 18,000	\$ (35,818)	299.0%
Employee Co Contrib of Benefits	\$ -	\$ -	\$ -	\$ -	
C Deferred Comp 457	\$ 2,246	\$ 26,852	\$ 26,890	\$ 38	99.9%
C Dental Insurance	\$ 550	\$ 7,226	\$ 7,210	\$ (16)	100.2%
C Health Ins.	\$ 3,449	\$ 45,226	\$ 45,188	\$ (38)	100.1%
C Life Insurance	\$ 69	\$ 898	\$ 1,180	\$ 282	76.1%
C LTD Insurance	\$ 104	\$ 1,352	\$ 1,540	\$ 188	87.8%
C NH Retirement 414E	\$ 3,090	\$ 36,673	\$ 39,612	\$ 2,939	92.6%
C STD Insurance	\$ 69	\$ 896	\$ 1,080	\$ 184	82.9%
**Equipment	\$ -	\$ 3,030	\$ 5,000	\$ 1,970	60.6%
**Equipment & Software Maint.	\$ 1,205	\$ 15,475	\$ 17,500	\$ 2,025	88.4%
General Insurance	\$ 290	\$ 3,747	\$ 4,000	\$ 253	93.7%
Misc	\$ (35)	\$ (797)	\$ 2,000	\$ 2,797	-39.9%
**Office Supplies	\$ 256	\$ 5,973	\$ 10,000	\$ 4,027	59.7%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 3,568	\$ 46,316	\$ 47,034	\$ 719	98.5%
SUTA	\$ 155	\$ 620	\$ 500	\$ (120)	124.0%
**Postage	\$ -	\$ 353	\$ 1,000	\$ 647	35.3%
Rent	\$ 4,243	\$ 50,916	\$ 51,000	\$ 84	99.8%
Telephone & Internet	\$ 390	\$ 4,125	\$ 4,100	\$ (25)	100.6%
**Training & Workshops	\$ -	\$ 1,610	\$ 5,000	\$ 3,390	32.2%
Utilities	\$ 887	\$ 5,982	\$ 7,100	\$ 1,118	84.3%
Total EXPENSES	\$ 122,118	\$ 1,096,588	\$ 1,140,613	\$ 44,025	96.1%
	\$ 59,682	\$ 4,265			
Unobligated Funds			\$ 8,468	\$ 8,468	
Fund Balance Accrual	\$ -		\$ -	\$ -	
			\$ -	\$ -	
Balance	\$ 59,682	\$ 4,265	\$ 1,149,081	\$ 4,265	

NOTE: June 30th is 100% through the fiscal year

** Direct & Indirect

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
July 2020

	July 2020	YTD FY 21	FY 21 Budget	Balance	% Budget
RESOURCES					
Federal Contracts	\$ -	\$ -	\$ -	\$ -	
Grants	\$ -	\$ -	\$ -	\$ -	
Local Dues	\$ 167,689	\$ 167,689	\$ 167,688	\$ (1)	100.0%
Other Income	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%
Local Planning Contracts	\$ 60,155	\$ 60,155	\$ 148,170	\$ 88,015	40.6%
State Contracts	\$ -	\$ -	\$ 778,011	\$ 778,011	0.0%
Total RESOURCES	\$ 227,844	\$ 227,844	\$ 1,095,869	\$ 868,025	20.8%
EXPENSES					
Newspaper/Media	\$ -	\$ -	\$ 1,000	\$ 1,000	0.0%
Contracted Printing	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%
Contracted Services	\$ 1,600	\$ 1,600	\$ 108,711	\$ 107,111	1.5%
Total Salaries	\$ 75,749	\$ 75,749	\$ 645,708	\$ 569,959	11.7%
Travel	\$ -	\$ -	\$ 7,000	\$ 7,000	0.0%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 53	\$ 53	\$ 500	\$ 447	10.6%
Janitorial	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%
Accounting	\$ -	\$ -	\$ 300	\$ 300	0.0%
Audit	\$ -	\$ -	\$ 12,000	\$ 12,000	0.0%
Bank & Service Charges	\$ -	\$ -	\$ 350	\$ 350	0.0%
**Dues & Subscriptions	\$ 650	\$ 650	\$ 18,000	\$ 17,350	3.6%
Employee Co Contrib of Benefits	\$ -	\$ -	\$ -	\$ -	
C Deferred Comp 457	\$ 3,004	\$ 3,004	\$ 27,404	\$ 24,400	11.0%
C Dental Insurance	\$ 858	\$ 858	\$ 8,000	\$ 7,142	10.7%
C Health Ins.	\$ 5,220	\$ 5,220	\$ 45,584	\$ 40,364	11.5%
C Life Insurance	\$ 104	\$ 104	\$ 1,180	\$ 1,076	8.8%
C LTD Insurance	\$ 156	\$ 156	\$ 1,444	\$ 1,288	10.8%
C NH Retirement 414E	\$ 4,678	\$ 4,678	\$ 41,543	\$ 36,865	11.3%
C STD Insurance	\$ 103	\$ 103	\$ 1,176	\$ 1,073	8.8%
**Equipment	\$ -	\$ -	\$ 5,000	\$ 5,000	0.0%
**Equipment & Software Maint.	\$ 2,157	\$ 2,157	\$ 17,500	\$ 15,343	12.3%
General Insurance	\$ 426	\$ 426	\$ 4,000	\$ 3,574	10.7%
Misc	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%
**Office Supplies	\$ 249	\$ 249	\$ 10,000	\$ 9,751	2.5%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 5,736	\$ 5,736	\$ 48,479	\$ 42,743	11.8%
SUTA	\$ 155	\$ 155	\$ 501	\$ 346	30.9%
**Postage	\$ -	\$ -	\$ 1,000	\$ 1,000	0.0%
Rent	\$ 4,243	\$ 4,243	\$ 51,546	\$ 47,303	8.2%
Telephone & Internet	\$ 321	\$ 321	\$ 4,100	\$ 3,779	7.8%
**Training & Workshops	\$ -	\$ -	\$ 5,000	\$ 5,000	0.0%
Utilities	\$ -	\$ -	\$ 7,100	\$ 7,100	0.0%
Total EXPENSES	\$ 105,462	\$ 105,462	\$ 1,080,126	\$ 974,664	9.8%
	\$ 122,382	\$ 122,382			
Unobligated Funds			\$ 15,743	\$ 15,743	
Fund Balance Accrual	\$ -	\$ -	\$ -	\$ -	
Balance	\$ 122,382	\$ 122,382	\$ 1,095,869	\$ 122,382	

NOTE: July 31st is 8% through the fiscal year

** Direct & Indirect

Last Statement - May 31, 2020	
Bank Checking	
Beginning Balance	\$151,187.71
Deposits	133,727.05
Payments	134,285.83
Ending Balance	\$150,628.93
Other Accounts	
Line of credit (\$30,000) activated?	\$0.00
Holding Account Beginning	\$21,650.00
Holding Account Ending	\$21,650.00
Performance targets	
Operating Expenses In Reserve	3 months
rpc-nh.org -- Sessions	1500
rpc-nh.org -- Users	1000
Target News Letter Open Rate	35%
Twitter Followers	300
Facebook Likes	250

May/June	
Staff Presentations / Activities	
Seacoast Transportation Corridor Vulnerability Project Call	
Seacoast Community Calls With Senator Sherman	
COAST and ACT Board Virtual Meetings	
Plaistow NH 121A Traffic Calming Public Officials Meeting	
CAW Outreach Meetings	
Rockingham Economic Recovery Partnership with Exeter, Portsmouth and the REDC and the Exeter Chamber of Commerce	
NH 33 Congestion Presentation Greenland/Stratham	
Hampton Branch Rail Trail Presentation	
Current Performance	
Operating Expenses In Reserve	< 1 month
theRPC.org -- Sessions	1,100 sessions (-)
theRPC.org -- Users	921 Users (-)
Newsletter Engagement	32% open rate (-) 139 opened (-) 20 clicks (+)
Twitter Impressions	1997 Tweet Impressions (-64.8%)
Facebook Engagement	113 Page Views (+) 3356 Engagements (+)
Social Media Narrative: Rows Corner NHDOT; Public spaces info sheet; Census updates; Sidewalk project; Exeter StoryMap; Rows Corner follow up Website: Most page views: home page (376); Commission/staff (132); Communities/East Kingston (120); Communities/Hampton Falls (119); Communities/Newton (93); Employment (75); Maps and Data/Resources (66); Maps and Data (59); Communities/South Hampton (58)	

Budget Narrative	
Bank Balance/Cash on hand:	Cash reserves remain at a minimum level. We have less than one month of operating expenses on hand. Cash on hand is in low due to delayed payments from NHDOT.
Payables and Receivables:	Remains current to be paid/received within 30 days. (SWP Education and LTS Past 30 days)
FY20 Working Budget:	Current working budget has a potential net revenue of \$8,500with additional potential revenue of \$22,500.

FY21 Working Budget	
Funding Sources	
Local Dues	\$ 167,688.00
State and Federal Contracts	\$ 784,234.00
Grants	\$ -
Local Planning Contracts	\$ 152,670.00
Other Income	\$ 2,000.00
Total	\$ 1,106,592.00
Potential New Revenue	
North Hampton GIS	\$ 6,500.00
Coastal Resilience Innovative Land Use	\$ 35,000.00
Hampstead Water Outreach	\$ 5,000.00
Hampton Master Plan	\$ 33,000.00
PREP Local Tech Assistance	\$ 10,000.00
	\$ 89,500.00
* Contracts in place - Next Amendment	
Total Revenue	\$1,106,592.00

Expenses	
Salaries	\$ 633,708.00
Contracted Services	\$ 107,711.00
Legal Services	\$ 1,000.00
Travel & Expenses	\$ 7,000.00
Bank Service Charge	\$ 350.00
Taxes-Payroll	\$ 48,479.00
Unemployment Insurance	\$ 501.00
Health Insurance	\$ 45,584.00
Health Stipend	\$ 12,000.00
Dental Insurance	\$ 8,000.00
Life & Disability Insurance	\$ 3,800.00
Retirement - 457 Plan	\$ 27,404.00
Retirement - NHRS	\$ 41,543.00
General Insurance	\$ 4,000.00
Rent	\$ 51,546.00
Janitorial	\$ 2,000.00
Telephone & Internet	\$ 4,100.00
Office Supply and Events	\$ 10,000.00
Postage	\$ 1,000.00
Audit	\$ 12,000.00
Utilities	\$ 7,100.00
Contract Printing	\$ 2,000.00
Newspaper and Media	\$ 1,000.00
Equipment and Software Maintenance	\$ 17,500.00
Dues & Subscriptions	\$ 18,000.00
Training, Workshops, Conf.	\$ 5,000.00
Accounting	\$ 300.00
Payroll Processing	\$ 500.00
Miscellaneous	\$ 2,000.00
Equipment Purchases	\$ 5,000.00
Total Expenses	\$1,080,126.00
Potential Reserve	\$26,466.00
Delta	\$0.00