

**MINUTES  
EXECUTIVE COMMITTEE  
Rockingham Planning Commission**

**August 26, 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:** R. McDermott (Chairman); A. Davis (Vice Chair); G. Coppelman (Secretary); B. Kravitz (Past Chair); M. Turell (Treasurer); M. McAndrew, J. Doggett, T. Moore, L. Plumer, B. Moreau (Members at Large)

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

- 1. Chairman McDermott called the meeting to order at 4 p.m. and announced the meeting was being conducted via ZOOM conference call per RSA 91-A:2, III(b). Roll Call attendance was taken.**
- 2. Minutes of June 24, 2020**

*Coppelman moved to approve the Minutes of June 24, 2020 as presented; Turell seconded. **Roll Call vote taken. SO VOTED.***

- 3. Financial Report**

Roache noted that the June financial report is the unaudited final report for FY 20 and shows a positive \$4,265 in revenue. He explained that the UPWP contract was underspent due to other projects taking up transportation planners time, however those funds will be carried over to FY 21 under the 2 year UPWP contract.

Roache stated that July's financial report shows the dues revenue at 100% and includes expenses for 3 payrolls in the month. Coppelman asked about timing on the dues receipts and Pettengill explained that dues usually arrive between the months of March and June and is then deferred to the correct fiscal year's financials.

Roache reviewed the dashboard information and staff activities. He noted that the RPC was selected to do the Coastal Resilience Innovative Land Use project which will result in approx.. \$35,000 per year for 2 years. He also reviewed other known potential funding sources.

#### 4. Old Business

- a) Covid 19 RPC Operations Update: Roache stated that the Governor's State of Emergency declaration remains in effect at least through the Fall. RPC staff is still working remotely except for Walker and Pettengill who are in-office most days. Discussion followed on the anxiety and stress experienced by staff over school changes and remote learning. There may be a need for one staff person to reduce their hours for that reason and a plan for using consultants and other staff members to fill in the gaps is in the planning stages. Roache also commented that paying the lease on the RPC office space seems troublesome without most of the staff using the space; however it is assumed staff will be back in office at some point. Although it would be ideal to have smaller office space and more conference room space, the location is too good to lose at this point. Roache stated he plans on reaching out to the landlord to discuss renegotiating lease payments for some period of time through the winter.

\*B. Moreau joined the meeting

#### 5. New Business

- a) Commissioner Handbook Update: Roache noted that Kravitz and Warhaft have been working on a revision to the Handbook and a draft version was sent to Committee members. Roache reviewed the draft onscreen. Kravitz stated that Warhaft has been doing an outstanding job on this. The Communications Committee will reconvene soon to work on this and 501c (3) status (discussion to follow In item 5e).
  - b) Commissioner appointment process: Warhaft has taken over the appointment process and recordkeeping. Roache explained a recent situation in Newington where the Board of Selectmen appointed someone that the Planning Board had not nominated. It's important that the appointment and renewal processes are consistent and Technical Advisory Committee membership as well. Walker and Roache will formalize TAC rep procedures further. Moore suggested sending out the "Procedures" to all towns after March town meeting every year. McDermott stated he will call the towns w/out Commissioner Representation.
  - c) Sub Regional Zoom meetings: Roache noted that in an effort to be present and in the forefront of town Boards, a concept idea to host Sub Regional meetings is being looked at. This would be meetings between RPC and municipalities to discuss common issues, and regional issues.
  - d) Offshore Wind Commission Appointment: Roache was asked by Office of Strategic Initiatives to be part of the Offshore Wind Commission which is a group working with the Governor and the federal government to explore offshore wind energy sources for NH. Roache would act as the RPC representative and be the public liaison for municipalities regarding where the connection lines would come in on the Seacoast. *Coppelman moved to appoint Roache as the Offshore Wind Commission appointee; Doggett seconded. Roll Call vote was taken. SO VOTED.*
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- e) 501c3 Creation: the RPC is looking into forming a 501c3 as a way to seek grant funds that are not currently available to the RPC. The Southern NH Planning Commission (SNHPC) already has a 501c3 Foundation to support the SNHPC. Roache noted that the Portsmouth TAC rep has offered his legal services to help with the set up. More info will be forthcoming.
- f) Hayden/Quinlan Awards: Roache noted that the Nominating Committee met earlier today and approved two nominations: Laurel Adams (REDC) for the Quinlan Award; and Jim Raynes (Rye CC) for the Hayden Award. These awards will be presented at the October Commission meeting.
- g) September Commission Meeting: Zoom meeting on September 9<sup>th</sup> with presentations by staff on the Seacoast Transportation Corridor Vulnerability Assessment, and also by Clean Power NH.

6. **Public Comment:** Turell noted that there is broadband expansion happening in places in NH that had no capability prior to COVID19, and he noted that the RPC did a Broadband Study a few years ago which played an instrumental role in identifying the areas most in need.

Roache noted that there is an opportunity to share the RPC meetings with the general public over Exeter's cable network by using the Zoom recording of our meeting which would then be re-broadcast.

7. **Adjourn:** Meeting adjourned at 5:30 p.m.

Respectfully submitted,  
Annette Pettengill, Recording Secretary

**Rockingham Planning Commission**  
**Financial Statement**  
**Budget vs. Actual**  
August 2020

	August 2020	YTD FY 21	FY 21 Budget	Balance	% Budget
<b>RESOURCES</b>					
Federal Contracts	\$ -	\$ -	\$ -	\$ -	
Grants	\$ -	\$ -	\$ -	\$ -	
Local Dues	\$ -	\$ 167,689	\$ 167,688	\$ (1)	100.0%
Other Income	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%
Local Planning Contracts	\$ 10,642	\$ 70,797	\$ 148,170	\$ 77,373	47.8%
State Contracts	\$ 54,737	\$ 54,737	\$ 778,011	\$ 723,274	7.0%
<b>Total RESOURCES</b>	<b>\$ 65,379</b>	<b>\$ 293,223</b>	<b>\$ 1,095,869</b>	<b>\$ 802,646</b>	<b>26.8%</b>
<b>EXPENSES</b>					
Newspaper/Media	\$ -	\$ -	\$ 1,000	\$ 1,000	0.0%
Contracted Printing	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%
Contracted Services	\$ 14,752	\$ 16,352	\$ 108,711	\$ 92,359	15.0%
Total Salaries	\$ 50,805	\$ 126,554	\$ 645,708	\$ 519,154	19.6%
Travel	\$ 7	\$ 7	\$ 7,000	\$ 6,993	0.1%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 35	\$ 88	\$ 500	\$ 412	17.6%
Janitorial	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%
Accounting	\$ -	\$ -	\$ 300	\$ 300	0.0%
Audit	\$ 2,000	\$ 2,000	\$ 12,000	\$ 10,000	16.7%
Bank & Service Charges	\$ -	\$ -	\$ 350	\$ 350	0.0%
**Dues & Subscriptions	\$ 1,000	\$ 1,650	\$ 18,000	\$ 16,350	9.2%
Employee Co Contrib of Benefits	\$ -	\$ -	\$ -	\$ -	
C Deferred Comp 457	\$ 2,016	\$ 5,020	\$ 27,404	\$ 22,384	18.3%
C Dental Insurance	\$ 572	\$ 1,430	\$ 8,000	\$ 6,570	17.9%
C Health Ins.	\$ 3,480	\$ 8,700	\$ 45,584	\$ 36,884	19.1%
C Life Insurance	\$ 69	\$ 173	\$ 1,180	\$ 1,007	14.7%
C LTD Insurance	\$ 104	\$ 260	\$ 1,444	\$ 1,184	18.0%
C NH Retirement 414E	\$ 3,133	\$ 7,811	\$ 41,543	\$ 33,732	18.8%
C STD Insurance	\$ 69	\$ 172	\$ 1,176	\$ 1,004	14.6%
**Equipment	\$ -	\$ -	\$ 5,000	\$ 5,000	0.0%
**Equipment & Software Maint.	\$ 528	\$ 2,685	\$ 17,500	\$ 14,815	15.3%
General Insurance	\$ 290	\$ 716	\$ 4,000	\$ 3,284	17.9%
Misc	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%
**Office Supplies	\$ 22	\$ 271	\$ 10,000	\$ 9,729	2.7%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 3,848	\$ 9,584	\$ 48,479	\$ 38,895	19.8%
SUTA	\$ 155	\$ 310	\$ 501	\$ 191	61.9%
**Postage	\$ -	\$ -	\$ 1,000	\$ 1,000	0.0%
Rent	\$ 4,243	\$ 8,486	\$ 51,546	\$ 43,060	16.5%
Telephone & Internet	\$ 365	\$ 686	\$ 4,100	\$ 3,414	16.7%
**Training & Workshops	\$ -	\$ -	\$ 5,000	\$ 5,000	0.0%
Utilities	\$ 529	\$ 529	\$ 7,100	\$ 6,571	7.5%
<b>Total EXPENSES</b>	<b>\$ 88,021</b>	<b>\$ 193,484</b>	<b>\$ 1,080,126</b>	<b>\$ 886,642</b>	<b>17.9%</b>
	\$ (22,643)	\$ 99,739			
Unobligated Funds			\$ 15,743	\$ 15,743	
Fund Balance Accrual	\$ -		\$ -	\$ -	
			\$ -	\$ -	
<b>Balance</b>	<b>\$ (22,643)</b>	<b>\$ 99,739</b>	<b>\$ 1,095,869</b>	<b>\$ 99,739</b>	

NOTE: August 31st is 17% through the fiscal year

\*\* Direct & Indirect

Last Statement - August 31, 2020		August/September	
<b>Bank Checking</b>		<b>Staff Presentations / Activities</b>	
Beginning Balance	\$150,628.93	Seacoast Transportation Corridor Vulnerability Project Call	
Deposits	54,652.02	Seacoast Community Calls	
Payments	86,171.73	COAST and ACT Board Virtual Meetings	
<b>Ending Balance</b>	<b>\$119,109.22</b>	Hampton Branch Rail Trail - Hampton Falls	
<b>Other Accounts</b>		UPWP Mid Contract Review Meeting	
Line of credit (\$30,000) activated?	\$0.00	CAW Outreach	
Holding Account Beginning	\$21,650.00	PREP Management Committee	
Holding Account Ending	\$21,650.00	Exeter Energy Committee Support	
<b>Performance targets</b>		<b>Current Performance</b>	
Operating Expenses In Reserve	3 months	Operating Expenses In Reserve	< 1 month
rpc-nh.org -- Sessions	1500	theRPC.org -- Sessions	923 sessions (-)
rpc-nh.org -- Users	1000	theRPC.org -- Users	772 Users (-)
Target News Letter Open Rate	35%	Newsletter Engagement	32% open rate (-) 143 opened (-) 21 clicks (+)
Twitter Followers	300	Twitter Impressions	1029 Tweet Impressions (-)
Facebook Likes	250	Facebook Engagement	120 Page Views (+) 4971 Engagements (+)
		<b>Social Media Narrative: Deadline for the Census; Multiple Drought posts; Rowe's Corner update; public spaces</b> <b>Website: Most page views: home page (343); Communities/East Kingston (148); Communities/Newton (94); Commission/staff (78); Communities/Hampton Falls (78); Maps and Data/Resources (78); Maps and Data (77); Employment (56); Communities/North Hampton (47)</b>	
<b>Budget Narrative</b>			
<b>Bank Balance/Cash on hand:</b>	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.		
<b>Payables and Receivables:</b>	Remains current to be paid/received within 30 days.		
<b>FY21 Working Budget:</b>	Current working budget has a potential net revenue of \$26,500 with additional potential revenue of \$122,500.		
<b>FY21 Working Budget</b>			
<b>Funding Sources</b>		<b>Expenses</b>	
Local Dues	\$ 167,688.00	Salaries	\$ 633,708.00
State and Federal Contracts	\$ 784,234.00	Contracted Services	\$ 107,711.00
Grants	\$ -	Legal Services	\$ 1,000.00
Local Planning Contracts	\$ 152,670.00	Travel & Expenses	\$ 7,000.00
Other Income	\$ 2,000.00	Bank Service Charge	\$ 350.00
Total	\$ 1,106,592.00	Taxes-Payroll	\$ 48,479.00
Potential New Revenue		Unemployment Insurance	\$ 501.00
North Hampton GIS	\$ 6,500.00	Health Insurance	\$ 45,584.00
Coastal Resilience Innovative Land Use	\$ 35,000.00	Health Stipend	\$ 12,000.00
Hampstead Water Outreach	\$ 5,000.00	Dental Insurance	\$ 8,000.00
Hampton Master Plan	\$ 33,000.00	Life & Disability Insurance	\$ 3,800.00
PREP Local Tech Assistance	\$ 10,000.00	Retirement - 457 Plan	\$ 27,404.00
NSF Coastal HUB (\$200,000 4 years)	\$ 25,000.00	Retirement - NHRS	\$ 41,543.00
SWP MS4	\$ 5,000.00	General Insurance	\$ 4,000.00
604B	\$ 3,000.00	Rent	\$ 51,546.00
	\$ 122,500.00	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
<b>Total Revenue</b>	<b>\$1,106,592.00</b>	<b>Total Expenses</b>	<b>\$1,080,126.00</b>
		Potential Reserve	\$26,466.00
		<b>Delta</b>	<b>\$0.00</b>

\* Contracts in place - Next Amendment

**Memorandum**

**Date:** September 23, 2020  
**To:** Executive Committee  
**From:** Tim Roache, Executive Director  
**Re:** Steps to form a 501(c)(3)

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The purpose of this memo is to provide a framework for a discussion of the steps and costs to form a partner organization 501(c)(3).

1. Obtain necessary approvals. Executive Committee or Full Commission?
2. Draft and file Certificate of Incorporation (need description of purpose) (Cost \$25)
3. Draft by-laws (also includes purpose)
4. Appoint directors (Generally appointed by the incorporator/legal counsel)
5. Hold initial Board meeting (adopt by-laws, appoint officers, approve request for tax exemption)
6. Draft letter (IRS form 1023) and send to IRS requesting tax exemption as a 501(c)(3) organization.
7. Obtain federal tax ID number from IRS (no cost)
8. Register with Attorney General, NH, Charitable Trusts Unit (\$25)
9. Open new bank account, seed money
10. Administration: prepare budget, website, initial funding, notice to interested parties, Coordinate with RPC for Administrative Support.
11. Operating cost:
  - (1) annual report filed with Attorney General (\$75),
  - (2) report every five years to NH Secretary of State (\$25),
  - (3) annual tax return,
  - (4) bank charges--assume \$30/month,
  - (5) annual audit (could be optional),
  - (6) D&O insurance (optional)(approx. \$600/year)