

**MINUTES
EXECUTIVE COMMITTEE
Rockingham Planning Commission**

December 9, 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); M. Turell (Treasurer); B. Kravitz (Past Chair); M. McAndrew, L. Cushman, B. Moreau, L. Plumer, P. Wilson (Members At Large)

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

- 1. Chairman McDermott called the meeting to order at 4:30 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 September 23, 2020**

*Coppelman moved to approve the Minutes of September 23, 2020 as presented; Turell seconded. Roll Call vote was taken. **SO VOTED.***

- 3. Financial Report November 2020**

Roache stated that both October & November Financial Reports were attached to the mailing. As usual, the revenue is running a little behind which is common due to the nature of the grant's billing out quarterly or after the expenses are incurred. Expenses remain typical as well. He reviewed the Dashboard and noted bank balances are good, staff has been working with Stratham and Greenland and the NHDOT on transportation corridor project. Staff has also been active with Seacoast Economy group working with local businesses to get them support they need due to the pandemic. Other activity includes Seacoast Water Drinking Commission and Climate Adaptation workgroup. Social media has been steady and newsletters have been going out regularly.

4. Old Business

- a) COVID 19 RPC Operations Update: Roache stated that the staff are still working from home and although there is some fatigue and challenges to overcome, projects are moving forward.
- b) 501c3 Update: Roache noted the Rockingham Planning Foundation has filed for incorporation with the State and when that is approved the Foundation's Board (the five officers of the Executive Committee) will meet and review Bylaws.
- c) Legislative Forum/Webinar: Roache reminded Committee members that the Forum was cancelled due to illness of one of the speakers. Discussion followed.

5. New Business

- a) Adopt MPO Public Participation Plan: Roache referred to Attachment 3 regarding the MPO Public Participation Plan Update which was reviewed by the Policy Committee on October 14th where they authorized the Executive Committee to take formal action to adopt at their next meeting. *Coppelman moved to adopt the MPO Public Participation Plan as presented in Attachment 3; Davis seconded. Roll Call vote was taken. SO VOTED.*
- b) RPC Budget Amendment 1: Roache reviewed a budget amendment that includes new federal and local contracts for the fiscal year, as well as a full time planner salary. This budget amendment shows a potential net reserve of \$68,267 vs the original \$15,743 of the first adopted budget. Discussion followed on fine tuning the budget and dealing with the unknowns of the pandemic. *Plumer moved to approve Budget Amendment #1 as presented; Turell seconded. Roll Call vote was taken. (Coppelman recused himself) SO VOTED.*
- c) Staffing Updates: Roache explained that staff advertised for a full time regional planner and interviewed two strong candidates. Both were closer to entry level planners with 3-5 years experience and both would have been a good fit for different reasons. Roache indicated the new hire will begin in January. He noted that other changes in job tasks and titles will be happening with Jenn Rowden becoming Communications Manager; and Scott Bogle will be the RPC Legislative Policy staff liaison. Discussion followed on finding additional commission members to be on the DRI Committee and the status of a current DRI development proposal in Kingston.

6. Public Comment-None

Kravitz noted that the Hampton Beach Commission is putting on a Coastal Resiliency Symposium on February 9th; Roache stated January 13th may be an MPO meeting

Meeting adjourned at 5:45 p.m.

Respectfully submitted,
Annette Pettengill, Recording Secretary

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
December 2020

	December 2020	YTD FY 21	Amendment #1 FY 21 Budget	Balance	% Budget
RESOURCES					
Federal Contracts	\$ -	\$ -	\$ -	\$ -	
Grants	\$ -	\$ -	\$ -	\$ -	
Local Dues	\$ -	\$ 167,689	\$ 167,688	\$ (1)	100.0%
Other Income	\$ -	\$ -	\$ 4,000	\$ 4,000	0.0%
Local Planning Contracts	\$ 23,340	\$ 113,314	\$ 159,245	\$ 45,931	71.2%
State Contracts	\$ 59,371	\$ 271,940	\$ 880,493	\$ 608,553	30.9%
Total RESOURCES	\$ 82,711	\$ 552,943	\$ 1,211,426	\$ 658,483	45.6%
EXPENSES					
Newspaper/Media	\$ -	\$ -	\$ 1,000	\$ 1,000	0.0%
Contracted Printing	\$ 349	\$ 349	\$ 2,000	\$ 1,651	17.5%
Contracted Services	\$ 4,413	\$ 44,222	\$ 132,731	\$ 88,509	33.3%
Total Salaries	\$ 71,454	\$ 346,840	\$ 677,408	\$ 330,568	51.2%
Travel	\$ -	\$ 15	\$ 7,000	\$ 6,985	0.2%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 53	\$ 246	\$ 500	\$ 254	49.2%
Janitorial	\$ 540	\$ 540	\$ 2,000	\$ 1,460	27.0%
Accounting	\$ -	\$ -	\$ 300	\$ 300	0.0%
Audit	\$ 1,000	\$ 8,000	\$ 12,000	\$ 4,000	66.7%
Bank & Service Charges	\$ 1	\$ 13	\$ 350	\$ 337	3.7%
**Dues & Subscriptions	\$ 200	\$ 9,812	\$ 18,000	\$ 8,188	54.5%
Employee Co Contrib of Benefits	\$ -	\$ -	\$ -	\$ -	
C Deferred Comp 457	\$ 3,024	\$ 14,362	\$ 27,404	\$ 13,042	52.4%
C Dental Insurance	\$ 858	\$ 4,004	\$ 8,000	\$ 3,996	50.1%
C Health Ins.	\$ 5,220	\$ 24,360	\$ 46,931	\$ 22,571	51.9%
C Life Insurance	\$ 104	\$ 484	\$ 1,180	\$ 696	41.0%
C LTD Insurance	\$ 156	\$ 728	\$ 1,444	\$ 716	50.4%
C NH Retirement 414E	\$ 4,626	\$ 21,654	\$ 45,084	\$ 23,430	48.0%
C STD Insurance	\$ 103	\$ 482	\$ 1,176	\$ 694	41.0%
**Equipment	\$ -	\$ 1,389	\$ 5,000	\$ 3,611	27.8%
**Equipment & Software Maint.	\$ 454	\$ 4,551	\$ 17,500	\$ 12,949	26.0%
General Insurance	\$ 290	\$ 1,876	\$ 4,000	\$ 2,124	46.9%
Misc	\$ (3,214)	\$ (5,421)	\$ 2,000	\$ 7,421	-271.1%
**Office Supplies	\$ 23	\$ 640	\$ 10,000	\$ 9,360	6.4%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 5,409	\$ 26,266	\$ 50,904	\$ 24,638	51.6%
SUTA	\$ 155	\$ 930	\$ 501	\$ (429)	185.6%
**Postage	\$ -	\$ 100	\$ 1,000	\$ 900	10.0%
Rent	\$ 4,306	\$ 25,710	\$ 51,546	\$ 25,836	49.9%
Telephone & Internet	\$ 360	\$ 2,136	\$ 4,100	\$ 1,964	52.1%
**Training & Workshops	\$ -	\$ 350	\$ 5,000	\$ 4,650	7.0%
Utilities	\$ 274	\$ 2,239	\$ 7,100	\$ 4,861	31.5%
Total EXPENSES	\$ 100,155	\$ 536,877	\$ 1,143,159	\$ 606,282	47.0%
	\$ (17,444)	\$ 16,066			
Unobligated Funds			\$ 68,267	\$ 68,267	
Fund Balance Accrual	\$ -	\$ -	\$ -	\$ -	
			\$ -	\$ -	
Balance	\$ (17,444)	\$ 16,066	\$ 1,211,426	\$ 16,066	

NOTE: December 31st is 50% through the fiscal year

** Direct & Indirect

Last Statement - December 31, 2020	
Bank Checking	
Beginning Balance	\$ 71,090.04
Deposits	\$ 127,494.34
Payments	\$ 97,251.53
Ending Balance	\$101,332.85
Other Accounts	
Line of credit (\$30,000) activated?	\$0.00
Holding Account Beginning	\$21,650.00
Holding Account Ending	\$21,650.00
Operating Expenses In Reserve	<1 month
Public Outreach	
<p>Social Media Narrative: Announcement of TAP; New Staff Member; 2020 Year in Review; Commissions Statistic and Info post; Seabrook Route 1 Changes</p> <p>Website: Most page views: home page (560); Communities/East Kingston (196); Staff (147); Maps and Data/Resources (119); Maps and Data (94); Commission/Meetings (75); Employment (69); Communities/South Hampton (57)</p>	

December	
Staff Presentations / Activities	
Seacoast Transportation Corridor Vulnerability Project Call	
Drinking Water Commission	
CAW Outreach	
Exeter and Seacoast Workforce Housing	
Offshore Wind Advisory Commission	
CAW Climate Summit Planning	
Holidays	
Web and Social Media Stats	
theRPC.org -- Sessions	1200 sessions (+33%)
theRPC.org -- Users	981 Users (22%)
Newsletter Engagement	32% open rate (+) 135 opened (+) 14 clicks (+)
Twitter Impressions	1252 Impressions 352 follows (+4)
Facebook Engagement	71 Page Views(-) 181 Engagements (-)

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 adequate to maintain payroll.
Payables and Receivables:	Remains current to be paid/received within 30 days.
FY21 Working Budget:	Current working budget has a potential net reserve of \$71,919 with additional potential revenue of \$267,000.

FY21 Working Budget

Funding Sources		Expenses	
Local Dues	\$ 167,688.00	Personnel and Benefits	\$ 809,974.73
Transportation	\$ 649,596.00	Contracted Services	\$ 131,731.00
State	\$ 11,111.00	Rent	\$ 51,546.00
Local Contracts	\$ 164,245.00	Office Expenses	\$ 28,200.00
Federal	\$ 219,786.00	Business Expenses	\$ 121,055.00
Misc	\$ 4,000.00	Miscellaneous	\$ 2,000.00
Total Revenue	\$ 1,216,426.00	Total Exepnses	\$ 1,144,506.73

Potential New Revenue		Potential Reserve	
North Hampton GIS*	\$ 6,500.00	Potential Reserve \$71,919.27	
Hampton Master Plan	\$ 33,000.00		
Hampstead Master Plan*	\$ 30,000.00		
PREP Local Tech Assistance	\$ 10,000.00		
NSF Coastal HUB (\$200,000 4 years)	\$ 25,000.00		
604B	\$ 3,000.00		
NOAA - Home Elevation	\$ 70,000.00		
ESLR Pavement (4 years)	\$ 60,000.00		
ESLR Beach Erosion (4 years)	\$ 30,000.00		
	\$ 267,500.00		

* reflected in working budget