

MEETING NOTICE AND AGENDA
ROCKINGHAM PLANNING COMMISSION

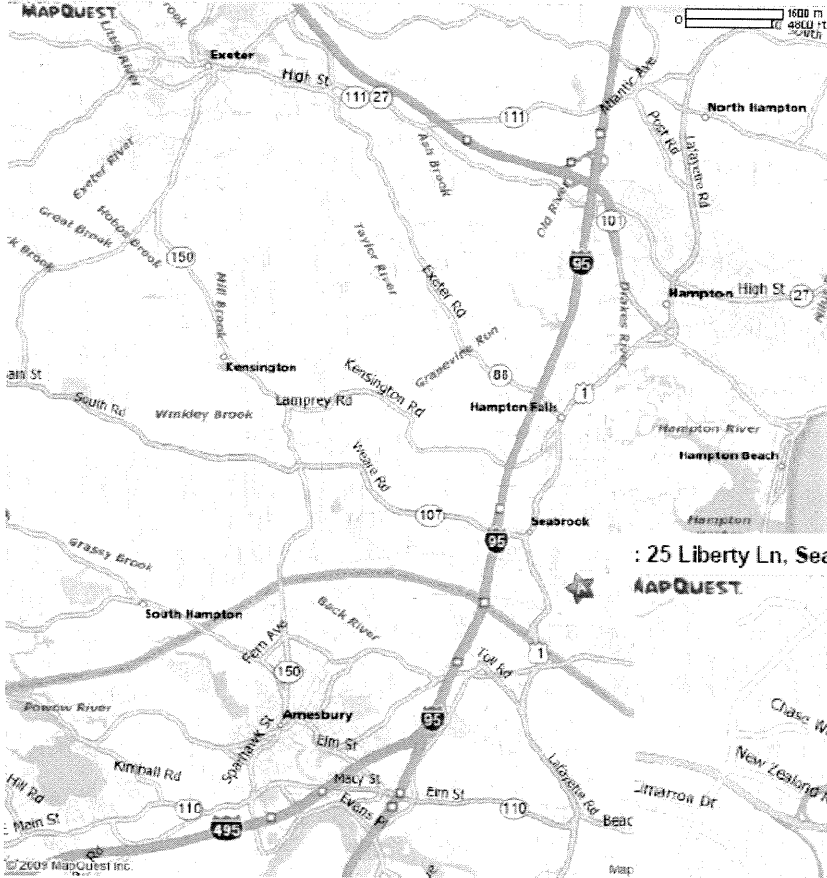
Wednesday, May 11, 2016; 7:00 P.M.
Seabrook Public Library
25 Liberty Lane; Seabrook, N.H.
 (map/directions on reverse)

- 7:00 I. Call to Order/Welcome/Introductions – *Phil Wilson, Chair, RPC & Representative of Seabrook Board of Selectmen*
- 7:05 II. Planning Update for Seabrook – *Don Hawkins, Commissioner, Seabrook Planning Bd*
- 7:15 III. Minutes from March 9, 2016, Commission Meeting
MOTION TO APPROVE *[Attachment 1]*
- 7:20 IV. Review/Adopt Draft FY 2017 RPC Budget **MOTION TO ADOPT** *[Attachment 2]*
- 7:40 V. Report of the Nominating Committee – Proposed Slate for FY 2017 *[Attachment 3]*
- 7:50 VI. Contract Authorizations:
 - A. NHOEP Targeted Block Grant for FY 2017 - **INFORMATIONAL** *[Attachment 4A]*
 - B. NHDES – NH Coastal Program TA Assistance Grant for FY 2017 **MOTION REQUIRED** *[Attachment 4B]*
 - C. NHHSEM – Hazard Mitigation Planning Grant (Portsmouth, Plaistow, North Hampton) **MOTION REQUIRED** *[Attachment 4C]*
- 8:00 VII. MS4 Permit Update – Expected Changes in Final MS4 Permit and Status of RPC Proposed Technical Assistant Program
- 8:15 VIII. New RPC Website – Quick Tour of RPC’s new Website and future enhancements
- 8:30 IX. **COMMISSIONER ROUNDTABLE** – raise an issue, or concern; share some information – the floor is yours
- 8:55 X. Other Business
 - A. Communications
 - Raymond membership
 - EPA Environmental Merit Award (WISE)
 - B. Annual meeting (June 8th, Atkinson Country Club; Speaker: Rebecca Rule, NH Humorist
 - C. Other
- XI. Public Comment; Adjourn

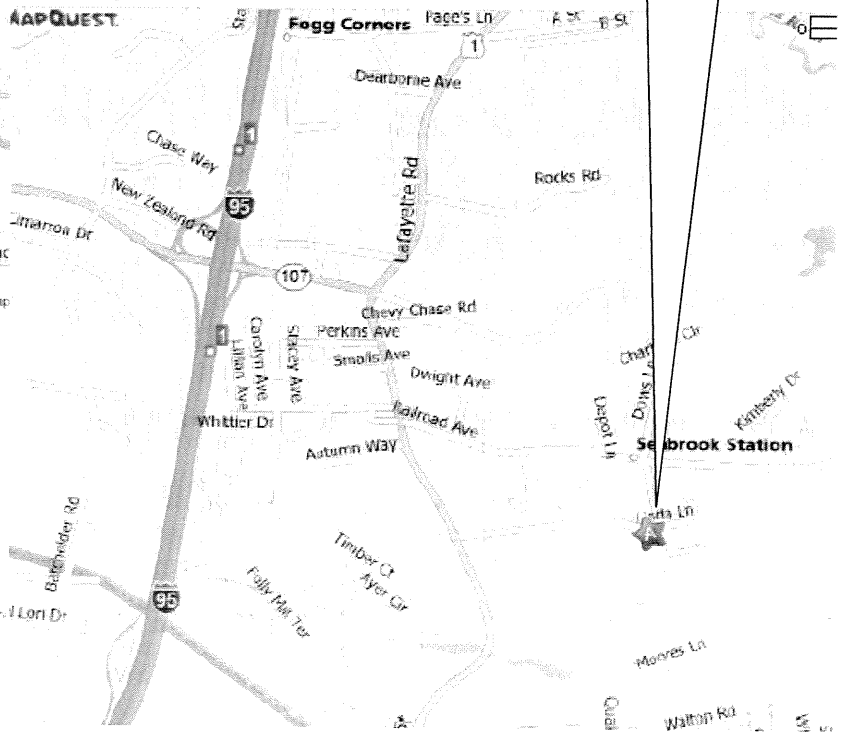
DIRECTIONS TO SEABROOK PUBLIC LIBRARY
25 Liberty Lane, Seabrook, NH
www.sealib.org/about.html

The library is located at 25 Liberty Lane, off of Centennial Street. It is next door to the Police Station. **From U.S. Route 1:** Turn left onto Railroad Avenue approximately one-quarter mile south of the U.S. Route 1/NH 107 intersection. Travel down Railroad Ave for about 1.3 miles and turn right onto Centennial Street. Liberty Lane and The Library are located on the right about 300 yards from the intersection.

A: 25 Liberty Ln, Seabrook, NH 03874-4587



: 25 Liberty Ln, Seabrook, NH 03874-4587



Seabrook Library
 25 Liberty Lane,
 Seabrook
 (off Centennial St.)

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156 Water Street, Exeter, NH 03833
 Tel. 603-778-0885 ♦ Fax: 603-778-9183
email@rpc-nh.org ♦ www.rpc-nh.org

**MINUTES
 ROCKINGHAM PLANNING COMMISSION**

**March 9, 2016
 Stratham Municipal Center, Stratham, NH**

Commissioners: P. Wilson, Chairman (North Hampton); P. Coffin, G. Coppelman (Kingston); L. Plumer (Exeter); P. Winslow (Rye); L. Cushman (Stratham); J. Foley (Epping); D. Marshall (Fremont); S. Gerrato (Greenland); M. McAndrew (New Castle); D. Hawkins (Seabrook); P. Merrill, J. Whitney (Kensington); K. Woolhouse, G. English, D. Clement (Exeter); M. Traeger (Sandown); T. Moore (Plaistow); B. Kravitz (Hampton)

Guests: L. Merrill (NH Dept of Agriculture); P. Deschaine (Town Administrator-Stratham); Amy Manzelli, Esq. (BCM Env. & Land Law PLLC-speaker); J. Hutton (Coppal House Farm-speaker); Carol Hutton (Coppal House Farm); M. Olsen (Hampton PB); P. Elwell (Stratham Conservation Comm); T. Matterg (UNH); C. Croteau (Kingston); T. & N. McElroy (Newton Greenhouse); K. Scamman (Scamman Farm, Stratham); L. Wilson (No Hampton)

Staff: C. Sinnott (Executive Director); G. Greenwood (Assistant Director); R. Pruyne (GIS Specialist); A. Pettengill (Business Manager)

- I. **Call to Order:** Wilson convened the meeting at 7:00 p.m. and thanked the Town of Stratham and Paul Deschaine for hosting the meeting and thanked all in attendance. Deschaine also thanked everyone for attending. Introductions were made around the room.
- II. **Minutes February 11, 2016**

Coppelman moved to approve the Minutes of February 11, 2016 as presented; Gerrato seconded. SO VOTED. (3 abstentions)

- III. **Current Planning Issues Part 2: Letting Agriculture Work in Your Community**

Wilson introduced Amy Manzelli, Esq, and reviewed her expertise and accomplishments. Manzelli began with the legal framework governing community agriculture and definitions of several RSAs. She related how each RSA interacts with local agriculture, good or bad. She also described the NH Dept of Agriculture's role and reviewed the definition and differences of Agritourism and Agriculture, and municipality rights and responsibilities under the law.

Greenwood introduced members of the Panel: Lorraine Merrill, Commissioner Dept of Agriculture; J. Hutton, former Planning Board Chairman and owner of Coppal House Farm; Glenn Coppelman, the NHARPC representative on the Legislative Agritourism Working Group, Planning

Board member of Kingston, and Christmas Tree farmer; Glenn Greenwood, Assistant Director and Sr. Land Use Planner, RPC

Merrill began with her presentation with statistics on farming and agriculture in NH, noting that although there was a decrease in farming nationwide, NH 2012 Agriculture census shows a 5% increase in New Hampshire. NH is also #1 in the nation for direct marketing sales as a percentage of all farm sales. She explained that NH agriculture is diversified and dynamic and there is a large number of small farms here who sell directly through farmers markets and other local venues. Dairy and ornamental horticulture are NH's top industry segments. She reviewed the growth of agritourism in NH and how farmers here have to deal with the many federal and state regulations.

John Hutton, owner of Coppal Farm in Lee and a member of the Lee Zoning Board and Adhoc Committee, explained that his farm is approximately 200 acres and is a mixed power farm, with both tractors and horses. He has diversified his farm with corn crops, hogs, sheep, horses, corn mazes, sleigh rides, farm stand and sunflower crop which produces sunflower oil. He was the first farm in NH to receive the Good Food Award, as a result of his sunflower oil. He also spoke to the need of farmers to be involved in their town government.

Glenn Coppelman explained he was a member on behalf of NHARPC of Senate Committee Working Group that worked with Sen. Boutin to develop language for Senate Bill 345 aimed at adding agritourism into the Agriculture Statute. He spoke about the Bill being proactive toward agritourism and giving municipalities a say in the site planning in the permitting process for agritourism operations.

Glenn Greenwood described his foibles regarding farming as a young land use planner in NH. Among other things he learned that you need to talk to farmers and towns need to advocate for their farming community. He also supports towns forming agriculture commissions and incorporating flexibility into their ordinances where farming is concerned.

A question and answer period followed. Chairman Wilson thanked the Panel and stated there would be a short intermission.

IV. RPC's GIS Standard Map Set, Rob Pruyne, GIS Specialist

Pruyne referred to Attachment 2 and stated the RPC has new and expanded standard map sets for communities. These maps are tools for land use boards and are the most commonly requested maps. He explained there are some new things with this iteration: all communities will be available at once, most of the data is updated, and they will be available on the new RPC website. He noted that maps will be in 11x17 format and D size prints will be "by request only". He asked that any mistakes or problems viewing them or with the data, be sent to him. The FEMA flood maps are not final yet, but the zoning maps are as updated as possible (some towns did not respond to request for updates). Discussion followed on what the maps are routinely used for now and what may be available in the future.

V. Commissioner Roundtable – Postponed

VI. Other Business

- A. Solicitation for FY 17 Nominating & Executive Committee positions: Please see the Chairman or Sinnott if you wish to volunteer for a position on either Committee;
- B. Strategic Planning Update: Sinnott gave a brief explanation of the RPC's need to look for long term strategies in the changing funding landscape. This topic will be addressed in depth at the May Executive Committee meeting.
- C. MPO Meeting April 13th: North Hampton
- D. RPC Meeting Schedule update: see Attachment 3

Wilson thanked Cushman for the homemade cookies.

VII. Public Comment: None

VIII. Meeting adjourned at 9:35 p.m.

Respectfully submitted,

Annette Pettengill, RPC Business manager
Recording Secretary

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MEMORANUM

TO: RPC Commissioners
FROM: Executive Committee
Cliff Sinnott, Executive Director
DATE: May 5, 2016
SUBJECT: **Proposed FY-2017 Budget**

Attached is the proposed RPC budget for fiscal year 2017 which begins on July 1. As in the past, the budget consists of separate tables showing anticipated funding (Table 1) and expenses (Table 2) for the July 1, 2016 through June 30, 2017 period. The Executive Committee has reviewed several versions of this over the past three months. At their meeting on April 27, the Committee approved the current version with a recommendation that it be adopted by the full Commission. The budget included here contains two small changes from what was last reviewed and recommended. These changes, which I will review during the budget presentation, are all minor in nature based on funding and/or expense information that came to light after the last meeting.

Summary

Not unlike last year, we will enter into fiscal year 2017 with some uncertainty about several funding sources. The sources I consider uncertain are identified with horizontal shaded bands (Table 1). They represent about 6.5% of the total budget. In other respects the funding assumption in the budget are conservative, particularly regarding local contracts. Overall I think it has an acceptable level of risk, and in line with our historical norm.

Our general budget path in the past has been that funding improves somewhat during the year as new projects and contracts arise. I expect that to be true next year as well but as with this past year we need to be vigilant in monitoring the budget to be sure spending and funding targets are met, especially in the first half of the year. A brief summary of major changes and assumptions compared to our current budget follows.

FUNDING (Table 1)

Total funding is estimated to be \$ \$1,075,868 which is almost \$88,000 less (-7.5%) than the revenue budget for the current year. The effect on operation is much less in that the operating budget (which does not count pass-through funds) declined by about \$12,000 or 1.3%. Most of the overall decline comes from the Local Dues and Services category (-\$ 59,000) largely due to the ending of several one-time special service contracts (temporary planning services for Stratham and Exeter, and extended planning administrative services for No. Hampton and Fremont). All existing circuit rider contracts are remaining in place. The 'Other Local Contracts' funding estimate is reduced by about half, but I don't expect that to remain the case over the course of the year. On the positive side, Raymond continues to indicate their intention to switch from the Southern NH RPC region to ours and join as members. Accordingly their \$9800 in dues have been added. Transportation planning (including UPWP) funding will

be largely flat for next year, though supplemental funding from CART for transportation planning funding remains a possibility. In addition we have been alerted by NHDOT that supplemental UPWP funds may be available sometime during the year if there are suitable project needs. The State and Other Funding category shows a decline of 16%, primarily because our Brownfields site assessment grant (passthrough funds) for Exeter will be ending this fiscal year. There are a number of possible new funding sources that remain uncertain but have been assumed in the funding estimate, namely two source water protection grants (NHDES) and a NH Charitable Foundation request to fund an RPC lead MS4 assistance program. The NHCF grant request was denied last year partly because the MS4 permit had not yet been issued. I expect the permit to be issued this summer and our request to have a much higher chance of success. We will know the answer to this late in the first quarter.

EXPENSES (Table 2)

The expense line item budget has been trimmed wherever possible, but the reductions are mostly marginal. The largest changes in the expense side of the proposed budget are as follows:

- Approximately \$70,000 net decrease has been made in contracted services, the result of having concluded several projects which included consultant pass throughs, such as the Exeter Brownfields project. (See "Contracted Services Detail" section of Table 2)
- \$10,653 decrease in Salaries. This represents the full cost of a cost of living increase made mid way through this fiscal year, and a cost of living increase of 1.25% for all staff. The savings comes in part from the retiring of a senior staff member (Tom Falk) and hiring of a more junior level transportation planner. This is also the reason for the decrease in the 457 aPlan and corresponding increase in the NHRS retirement line items.
- Our Health Insurance costs are essentially flat. While our plan renewal costs are 17% higher (for essentially the same coverage) than last year, changes in staffing and covered family members have reduced projected costs.
- With all expenses as proposed, \$4,857 remains as unobligated.

DUES AND HOURLY RATE

The proposed funding budget is based on the existing dues of \$0.97 per capita, which have already been collected for this fiscal year. The budget proposal includes a recommended dues increase of 2% for next year to \$0.99. This proposal is in line with the Commission's new policy to increase dues annually or biennially to account for cost of living changes. The budget also recommend shifting to a three tiered hourly rate structure: (1) a standard hourly rate for general consulting services that involve a mix of staff \$63 (up \$1 from the current \$62); a new planner hourly rate of \$66 for projects involving primarily professional planning staff (such as circuit riding), and lastly a non-member hourly rate of \$85 charged to non-member communities and outside for-profit organizations (currently \$75/hour). These will come into effect in the next budget year for communities. This reflects an increase in our agency wide average hourly cost.

There will be ample opportunity to review and discuss the budget and review the handful of changes made since the Executive Committee's endorsement. **The requested action is to adopt the FY 2017 RPC budget as contained in the accompanying tables.**

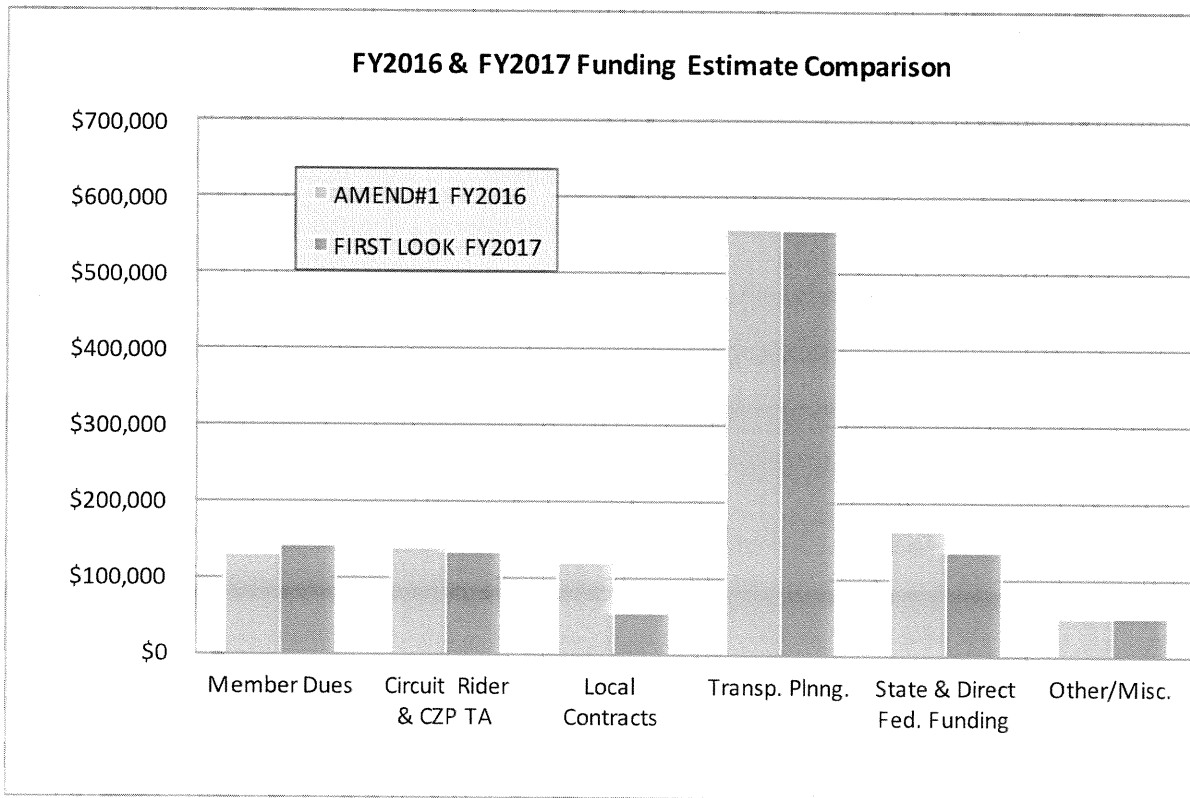
TABLE 1
FUNDING BUDGET FOR FISCAL YEAR 2017
Rockingham Planning Commission
FY2017 - DRAFT BUDGET

FUNDING CATEGORY	AMEND#1	FIRST LOOK	\$	%	Comments
	FY 2016	FY2017			
	Funding	Funding	Change	Change	
I. LOCAL DUES AND SERVICES	\$390,484	\$331,006	-\$59,478	-15.2%	
Local Dues	\$130,524	\$142,306	\$11,782	9.0%	Includes Raymond. Danville & Salem continue as non dues-paying members; dues rate incr to \$0.97/per capita;
Circuit Rider Services	\$139,202	\$133,692	-\$5,510	-4.0%	
Plan Review Income (Tier 2); Admin Asst.	\$1,500	\$2,500	\$1,000	66.7%	estimate
Brentwood	\$19,282	\$19,282	\$0	0.0%	hourly rate - \$62/hr
East Kingston	\$10,416	\$10,416	\$0	0.0%	hourly rate - \$62/hr
Fremont	\$16,306	\$9,796	-\$6,510	-39.9%	hourly rate - \$62/hr supplemental
Kensington	\$9,238	\$9,238	\$0	0.0%	hourly rate - \$62/hr
Kingston	\$27,528	\$27,528	\$0	0.0%	hourly rate - \$62/hr
Newton	\$11,346	\$11,346	\$0	0.0%	hourly rate - \$62/hr
Atkinson	\$8,184	\$8,184	\$0	0.0%	hourly rate - \$62/hr
Hampton Falls CR/TA	\$17,360	\$17,360	\$0	0.0%	hourly rate - \$62/hr
N. Hampton CR/TA	\$18,042	\$18,042	\$0	0.0%	hourly rate - \$62/hr
TBG Local Grant Match	\$5,000	\$5,000	\$0	0.0%	
Stratham Agric Comm support	\$2,000		-\$2,000	--	complete in FY16
Placeholder	\$3,000	\$5,000	\$2,000	66.7%	basis for TBG match
Other Local Contracts	\$115,758	\$50,008	-\$65,750	-56.8%	
Seabrook SRTS Travel Plan	\$7,258	\$7,258	\$0	0.0%	not started in FY16
Exeter MP Update	\$5,500	\$0	-\$5,500	--	complete in FY16
Hampton F. MP Update Pt. 2	\$35,000	\$0	-\$35,000	--	complete in FY16
Fremont RSMS (UPWP match)	\$1,500	\$0	-\$1,500	--	complete in FY16
No. Hampton MP updates	\$3,000	\$0	-\$3,000	--	complete in FY16
No. Hampton Hist. Resource mapping	\$4,500	\$1,500	-\$3,000	--	new project
Rye Visioning & MP	\$2,500	\$5,000	\$2,500	100.0%	uncertain
Placeholder UPWP 50% match	\$2,500	\$5,000	\$2,500	100.0%	Placeholder
Regional HHW Management	\$24,750	\$2,500	-\$22,250	-89.9%	fee for organizational services
PREPA Contracts	\$22,750	\$8,750	-\$14,000	-61.5%	for Rye, Hampton, N. Hampton \$24.5K total
Exeter Temp. Planning Services	\$6,500	\$0	-\$6,500	--	contract to Dec 31
Misc. Local Contracts	\$6,500	\$20,000	\$13,500	207.7%	Placeholder

FUNDING CATEGORY	AMEND#1	FIRST LOOK	\$	%	Comments - DRAFT FY15
	FY 2016	FY2017			
	Funding	Funding	Change	Change	
II. TRANSPORTATION PLANNING	\$557,900	\$556,650	(\$1,250)	-0.2%	see below
UPWP (FHWA/FTA/SPR)	\$528,550	\$528,550	\$0	0.0%	
FTA 5310 Admin	\$8,100	\$8,100	\$0	0.0%	contract in place
Highway Perf. Standards Pilot Proj.	\$11,250	\$20,000	\$8,750	77.8%	Est. \$22500 over 15 months Dec-15-May-17; Sub contract with SRPC
CART Planning Services	\$10,000	\$0	(\$10,000)	--	Potential funding based on use of CART FTA Planning allocation
III. OTHER STATE & FEDERAL FUNDING	\$164,175	\$136,820	(\$27,355)	-16.7%	--see below--
Targetted Block Grant	\$11,111	\$11,111	\$0	0.0%	2nd year of biennium
Coastal Program TA	\$12,500	\$12,500	\$0	0.0%	continued (reduced) CZP funding level
NHHSEM Haz Mit Plnng (Fremont)	\$0	\$0	\$0	--	Next Plan update
NHHSEM Haz Mit Plnng (So Hamp., Rye,	\$3,000	\$0	(\$3,000)	--	2 updates
NHHSEM - Tides to Storms	\$13,500	\$0	(\$13,500)	--	project completed in FY16
NHHSEM FY2016 Plan Updates	\$8,114	\$23,500	\$15,386	--	Assume RPC does 3 of 3 Plans (Ports., Plaistow, No. Hampton)
NHDES EPA Brownfields	\$54,000	\$0	(\$54,000)	--	Site Assessment Grant: D'Agostino Rose Farm; passthrough
NHDES/PTAPP Pollution Tracking (604B)	\$26,450	\$10,000	(\$16,450)	-62.2%	Expected continuation of project with 604B funding
NHDES/604B Epping Green Infrastructure	\$7,500	\$2,500	(\$5,000)	-66.7%	new 604B project
NHCP/NERRS C-RISE	\$20,000	\$15,713	(\$4,287)	-21.4%	Second year of \$30.7K total
NHDES Sourcewater Protection - Seabrook	\$8,000	\$6,500	(\$1,500)	-18.8%	contract approved late in FY'16
Fremont Source Water Protection	\$0	\$7,500	\$7,500	--	Application to be filed
NHDES Sourcewater Protection - Regl. Ed.	\$0	\$10,000	\$10,000	--	Application to be filed
NOAA PSM Coastal Risks & Haz Impl.	\$0	\$22,996	\$22,996	--	Confirmed Proj. - \$34,494 over 18
NOAA PSM Resiliency Planning Pilots	\$0	\$14,500	\$14,500	--	Confirmed Proj. w reduced funding
IV. OTHER	\$51,000	\$51,392	\$392	0.8%	
REDC -- CEDS	\$8,500	\$5,325	(\$3,175)	-37.4%	assumes same scope of work
ERLSLAC Tech. Assistance	\$0	\$2,000	\$2,000	--	T. Walker assistance to ERLSAC
NE Oceans Research Council-Tides/Storms Imple.	\$36,000	\$17,567	(\$18,433)	-51.2%	\$49567 Nov-15 to 09-16
NHCF MS4 Regional Assistance Prog.	\$0	\$20,000	\$20,000	--	Improved opportunity with release of MS4 permit in Summer '16
Miscellaneous	\$6,500	\$6,500	\$0	0.0%	(passthrough: RSA books annual mtg.)
TOTAL/PROJECTED FUNDS**	\$1,163,559	\$1,075,868	(\$87,691)	-7.5%	
PASS-THROUGH OR CONTRACTED	\$149,555	\$74,590	(\$74,965)	-50.1%	See section IV of Expense Budget)
OPERATING BUDGET	\$1,014,004	\$1,001,278	(\$12,726)	-1.3%	

SUMMARY - FY 2016 & 2017

FUNDING SOURCE	AMEND#1	FIRST			NOTES
	FY2016	LOOK	FY-16 vs.	FY-17	
Member Dues	\$130,524	\$142,306	(\$4,259)	-3.2%	\$0.97/per capita rate; includes Raymond; no Salem or Danville Pending contracts based on old rate of \$62/hr Conservative estimate 2nd year of UPWP; adds SHRP-2 2 NOAA Special Merit Projs approved, one at lower budget MS4 TA program included
Circuit Rider & CZP TA	\$139,202	\$133,692	\$14,974	12.1%	
Local Contracts	\$120,758	\$55,008	\$36,500	43.3%	
Transp. Plnng.	\$557,900	\$556,650	\$11,250	2.1%	
State & Direct Fed. Funding	\$164,175	\$136,820	(\$20,772)	-11.2%	
Other/Misc.	\$51,000	\$51,392	\$10,000	24.4%	
TOTAL	\$1,163,559	\$1,075,868	(\$87,691)	-7.5%	
PASS-THROUGH & CONTRACTED	\$149,555	\$74,590	(\$74,965)	-50.1%	
OPERATING BUDGET	\$1,014,004	\$1,001,278	(\$12,726)	-1.3%	



**TABLE 2
EXPENSE BUDGET FOR FISCAL YEAR 2017 **DRAFT**
Rockingham Planning Commission**

LINE ITEM BUDGET FOR FY 2017							
LINE ITEM	Account Number	ADOPTED FY2016	AMEND#1 FY2016	FIRST LOOK FY2017	\$\$ Change from Amnd#1	% Change	Amendment #1 Comments
Salaries	6100	\$ 651,370	\$ 659,037	\$ 648,384	\$ (10,653)	-1.6%	Includes full year of FY16 Salaries; staff retirement; 1.25% COLA; Health Ins stipend and interns; Rplcmnt staff @
Contracted Services	6115	\$ 125,495	\$ 144,055	\$ 74,590	\$ (69,465)	-48.2%	See Section IV below for details
Travel & Expenses	6116	\$ 9,000	\$ 9,000	\$ 7,500	\$ (1,500)	-16.7%	reduced travel pool and/or mileage rate
Bank Service Charge	6200	\$ 100	\$ 350	\$ 350	\$ -	0.0%	renewal of credit line
Taxes-Payroll	6110/6111	\$ 49,830	\$ 50,416	\$ 49,601	\$ (815)	-1.6%	7.65% of salaries
Unemployment Insurance	6210	\$ 500	\$ 500	\$ 500	\$ -	0.0%	no change
Health Insurance & Benefit	6212	\$ 59,195	\$ 58,570	\$ 58,237	\$ (333)	-0.6%	17% increase; change in staff
Health Ins Deductible (separated)		\$ 6,250	\$ 2,500	\$ 2,500	\$ -	0.0%	RPC deductible assistance (new max/per empl.: \$500/yr)
Dental Insurance	6214	\$ 10,388	\$ 10,388	\$ 10,907	\$ 519	5.0%	Assumes 5% increase
Life & Disability Insurance	6216	\$ 4,092	\$ 4,092	\$ 4,092	\$ -	0.0%	assumes no change
Retirement - 457 Plan	6218	\$ 37,468	\$ 41,830	\$ 33,952	\$ (7,878)	-18.8%	maintains parity with NHRS contrib.
Retirement - NHRS	6218	\$ 33,280	\$ 33,401	\$ 38,350	\$ 4,949	14.8%	Employer rate = 11.17%
General Insurance	6220	\$ 4,625	\$ 4,625	\$ 4,625	\$ -	0.0%	based on current estimates
Rent	6230	\$ 48,816	\$ 48,816	\$ 49,772	\$ 956	2.0%	per lease agreement
Janitorial		\$ 3,900	\$ 3,900	\$ 2,000	\$ (1,900)	-48.7%	biweekly
Telephone & Internet	6240	\$ 5,200	\$ 5,200	\$ 5,100	\$ (100)	-1.9%	based on YTD estimate
Office, Cmptr., Copier Suppl.	6250	\$ 10,500	\$ 10,500	\$ 12,750	\$ 2,250	21.4%	based on YTD estimate
Postage	6260	\$ 3,000	\$ 3,000	\$ 2,500	\$ (500)	-16.7%	based on YTD estimate
Audit	6270	\$ 10,020	\$ 10,020	\$ 11,250	\$ 1,230	12.3%	TBD
Utilities	6280	\$ 6,750	\$ 6,750	\$ 6,250	\$ (500)	-7.4%	based on YTD estimate
Contract Printing	6118	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%	based on YTD estimate
Newspaper & Media	6117	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.0%	MPO TIP Amd notices tto website only
Equipment & Software Maint.	6311	\$ 12,500	\$ 12,500	\$ 12,500	\$ -	0.0%	no change anticipated
Dues & Subscriptions	6340	\$ 6,500	\$ 6,500	\$ 6,500	\$ -	0.0%	(APA, AMPO, NARC, NHARPC, NHMA, Chamber, SEL)
Training, Workshops, Conf.	6350	\$ 3,500	\$ 3,500	\$ 2,000	\$ (1,500)	-42.9%	Based on current spending
Accounting	6360	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0.0%	Acting/Quickbooks consulting
Payroll Processing	6361	\$ 425	\$ 425	\$ 500	\$ 75	17.6%	TBD
Miscellaneous	6380	\$ 7,000	\$ 6,500	\$ 6,500	\$ -	0.0%	annual meeting; RSA books
Equip. Purchase. & Lease	6400	\$ 8,100	\$ 10,100	\$ 10,100	\$ -	0.0%	See Section II below for details
Depreciation	****	\$ -	\$ -	\$ -	\$ -	--	none
Fund Balance Accrual	****	\$ -	\$ 5,000	\$ 5,000	\$ -	0.0%	as able to set funds aside
Unobligated Funds**	****	\$ 2,863	\$ 955	\$ 4,857	\$ 3,901	--	to balance budget (based on projected revenue)
TOTAL		\$ 1,125,366	\$ 1,163,559	\$ 1,075,868	\$ (87,691)	-7.5%	from Table 1 - funding budget
Pass-through/Contr Services		\$ 125,495	\$ 149,555	\$ 74,590	\$ (74,965)	-50.1%	See Section IV below for details
TOTAL OPERATING		\$ 999,871	\$ 1,014,004	\$ 1,001,278	\$ (12,726)	-1.3%	

II. EQUIPMENT DETAIL						
Items	ADOPTED FY-2016	AMEND#1 FY-2016	DRAFT FY-2017	\$\$ Change	% Change	
Computer Software	\$ 1,500	\$ 1,500	\$ 2,500	\$ 1,000	50.0%	Kerio, AV and Office365 licences;
Computer replacements	\$ 2,100	\$ 2,100	\$ 1,000	\$ (1,100)	-34.4%	computer replacements
Server & Network	\$ 2,000	\$ 2,000	\$ 3,000	\$ 1,000	166.7%	cloud storage, misc
Misc office equip & furniture.	\$ 500	\$ 500	\$ 600	\$ 100	5.0%	Conference phone mics, misc
Transportation Misc Equip	\$ 3,500	\$ 3,500	\$ 2,500	\$ (1,000)	-28.6%	see UPWP
Contingency	\$ 500	\$ 500	\$ 500	\$ -	0.0%	--
Total	\$ 10,100	\$ 10,100	\$ 10,100	\$ -	0.0%	

III. AGENCY CONTRACTING & DUES RATE						
	\$ 1,010,306	\$ 1,014,004	\$ 1,001,278	Change	% Change	Comments
Non-Passthrough Budget,						
No. Employees (fulltime equiv.):	10.33	10.33	10.25	(0.17)	-1.5%	10 full time staff + intern (n/c consultant)
Total person-hours:	21486	21486	21320	(353.60)	-1.5%	based on 2080 hours/year
Available person-hours:	18511	18511	18368	(556.64)	-2.7%	less holidays, vacation, and sick leave
Agency Operating Cost/Hr	\$ 59	\$ 60	\$ 60	1.97	3.7%	incl. 10% cost contingency
CR Avg. Cost/hr.			\$ 70			
Recommended Member Hourly Rate	\$62	\$62 / \$62	\$63 / \$66CR	\$1 / \$4	1.6%/6.5%	Regl. Rate: \$63/hr.; CR Hourly Rate \$66/hr
Recommended Non-member Hourly Rate	\$65	\$65	\$85	\$20	30.8%	approx. 35% above member rate;
Recommended Dues Rate	FY17: \$0.97	FY17: \$0.97	FY18: \$0.99	\$ 0.02	2.1%	

IV. CONTRACTED SERVICES DETAIL						
Items	ADOPTED FY-2016	AMEND#1 FY-2016	DRAFT FY- 2017	\$ Change	% Change	% Change
Legal Services	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.0%	0.0%
Brownfields application & grant management	\$ 1,340	\$ 2,500	\$ -	\$ (2,500)	-100.0%	-100.0%
Brownfields D'Agostino site assessment	\$ 40,000	\$ 50,000	\$ -	\$ (50,000)	-100.0%	-100.0%
CEDS Update	\$ 2,363	\$ 2,363	\$ 1,860	\$ (503)	-21.3%	-21.3%
ERSLAC Asst.	\$ 2,000	\$ 1,350	\$ 1,800	\$ 450	33.3%	33.3%
Stratham Agr Comm Support	\$ -	\$ 2,000	\$ -	\$ (2,000)	-100.0%	-100.0%
Sandown Haz Mitigation Plan Update	\$ 2,250	\$ 2,250	\$ -	\$ (2,250)	-100.0%	-100.0%
Fremont Haz Mitigation Plan Update	\$ -	\$ -	\$ 5,250	\$ 5,250	--	--
New Haz Mit Plan update (TBD)	\$ 8,000	\$ 8,000	\$ -	\$ (8,000)	-100.0%	-100.0%
FEMA Outreach & Haz Mit chapters						
FEMA Haz Mit Mapping						
CRISE						
Website Devel.	\$ 5,000	\$ 2,000	\$ 5,500	\$ 3,500	175.0%	175.0%
CR Contracting:	\$ 12,180	\$ 12,180	\$ 12,180	\$ -	0.0%	0.0%
PTAPP - RPC assistance	\$ 4,313	\$ 4,313	\$ -	\$ (4,313)	-100.0%	-100.0%
PTAPP Passthrough	\$ 20,700	\$ 20,700	\$ -	\$ (20,700)	-100.0%	-100.0%
NE Oceans Research Council - Tides/Storms Imple.	\$ -	\$ 4,250	\$ 4,500	\$ 250	5.9%	5.9%
Miscellaneous & Contingency	\$ -	\$ -	\$ 3,000	\$ 3,000	--	--
General Contracted Services SUB-TOTAL	\$ 105,145	\$ 118,405	\$ 41,590	\$ (76,815)	-64.9%	-64.9%
UPWP Non-Personnel Costs						
100 Indirect Cost Rate Adjustment set aside	\$ -	\$ -	\$ -	\$ -	--	--
100 Transportation-specific legal services	\$ -	\$ -	\$ -	\$ -	--	--
200 Congestion Management Process (CMP)	\$ -	\$ -	\$ -	\$ -	--	--
300 Website devel. Other public outreach	\$ -	\$ -	\$ -	\$ -	--	--
400 Software (HCS, Trax, Petra, Other)	line item	line item	line item	--	--	--
400 Software Maint (TransCAD)	line item	line item	line item	--	--	--
400 Traffic Counting Services	\$ 18,000	\$ 18,000	\$ 25,000	\$ 7,000	38.9%	38.9%
400 Traffic Modeling Consulting Assist.	\$ 6,000	\$ 6,000	\$ 5,000	\$ (1,000)	-16.7%	-16.7%
400 Equipment supplies and repairs	line item	line item	line item	--	--	--
400 Traffic Counting Contr management	\$ 500	\$ 500	\$ 2,500	\$ 2,500	--	--
400 Data Acquisition, Census	\$ -	\$ -	\$ 500	\$ -	0.0%	0.0%
UPWP Sub-Total	\$ 24,500	\$ 24,500	\$ 33,000	\$ 8,500	34.7%	34.7%
Total	\$ 129,645	\$ 142,905	\$ 74,590	\$ (68,315)	-47.8%	-47.8%

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2016 NOMINATING COMMITTEE REPORT

TO: RPC Commissioners

FROM: Nominating Committee *Don Marshall (Chair) Joan Whitney, Kensington; Barbara Kravitz, Hampton; Tim Moore, Plaistow; Glenn Coppelman, Kingston; Phil Wilson, No. Hampton (Ex officio)*

DATE: May 5, 2016

SUBJECT: **Proposed Slate for Officers and Executive Committee, FY 2017**

This Report of the Nominating Committee is prepared in accordance with Article V, Section 2 of the Commission Bylaws requiring that the Nominating Committee submit a report with nominations for Commission officers and at-large positions for the ensuing year be distributed to the membership at least 30 days prior to the annual meeting.

The Nominating Committee was appointed by the Executive Committee on March 30, 2016 and consists of the following members: Don Marshall, Fremont; (cahir) Joan Whitney, Kensington; Glenn Coppelman, Kingston; Barbara Kravitz, Hampton; Phil Wilson, No. Hampton (ex officio)

The Committee met on April 13th and again on April 27th to consider nominations for Officers and Executive Committee members for the ensuing fiscal year. Prior to consideration of the slate, a general email announcement was made to the full Commission membership on behalf of the Committee notifying them that the Nominating Committee would be considering nominations for Commissioners interested in serving on the Executive Committee as well as other standing committees. A general announcement to this affect was also made at the March 9th and April 13th Commission meetings. Executive Committee members and Officers were polled regarding their willingness to serve in FY2016.

At the meeting on April 13, the Nominating Committee reviewed the current roster of all committee memberships and assignments, tenure and resignations. The Committee reviewed bylaw requirements, potential candidates, and reaffirmed the general objective of officers succeeding from Secretary to Vice Chair and then to Chair, and the understanding that officers are encouraged to serve two one-year terms as they are willing and able. It was acknowledged that Joan Whitney had agreed to be named Vice Chair last year with understanding that she did not wish to assume the Chairmanship after the normal 2 year term (FY18). The Committee thought it important that the Vice Chair nominated this year should be willing to assume the Chairmanship. Secretary Kravitz

indicated she would be willing to be nominated and serve as Chair when called upon, while Whitney said she would be willing to be nominated Secretary.

The Nominating proceeded to develop the proposed slate for FY 2017 shown below, pending confirmation of interest from individual members.

This report and any further revision to it will be distributed for consideration at the RPC annual meeting to be held on June 8, 2016. Additional nominations will be accepted from the floor during the Annual Meeting.

**PROPOSED OFFICERS AND EXECUTIVE COMMITTEE SLATE
FOR FISCAL YEAR 2017**

Officers:

Chair	Phil Wilson, North Hampton
Vice Chair	Barbara Kravitz, Hampton
Secretary	Joan Whitney, Kensington
Treasurer	Mike Turell, Atkinson
Past-Chair	Glenn Coppelman, Kingston

At-Large Members:

Francis Chase, Seabrook
Don Marshall, Fremont
Peter Merrill, Stratham
Richard McDermott, Hampton Falls
Tim Moore, Plaistow
Rick Taintor⁽¹⁾, Portsmouth
Mark Traeger, Sandown
Katherine Woolhouse, Exeter

⁽¹⁾ Delegate for John Ricci, Portsmouth Commissioner

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EXHIBIT A - SERVICES
TARGETED BLOCK GRANT PROGRAM (FY2017)
Rockingham Planning Commission (RPC)

1. WORK TASKS**Task A – Geographic Information System Support****30% of work program***

1) Local Technical Assistance and Support:

Approximately fifty five percent of Task A or about \$1800 will be utilized to supplement general dues support for day-to-day requests for assistance on municipal mapping projects and local GIS support which are not otherwise supported through specific project funding. Examples of this kind of request are preparing specialized resource overlay maps, aerial photos and area topographic maps, conservation lands maps and others. Funds supporting this task may also be used to maintain the RPC standard map set which are made available to communities on a town-by-town basis

2) GIS System Software Maintenance

The annual license renewal cost for maintaining our GIS software in FY 2016 was \$6275. This licensing covers both primary and secondary seat licenses, as well as 3 specialized analysis extensions. TBG funds will be used to offset \$1500, or about one quarter, of those costs.

Task B - Developments of Regional Impact**9.0% of work program***

To assist in fulfilling RPC obligations under RSA 36:58, this task will help support the review of developments of regional impact. This work will include providing staff support to the RPC Development of Regional Impact Committee, including scheduling, organizing and attending Committee meetings, preparing written responses, and attend local land use board meeting concerning developments of regional impact as needed. This will also support the task of monitoring and amending the DRI rules of procedure and community guidance as needed.

**Task C - Matching Planning Grant Assistance Program for
Member Municipalities****45% of work program***

This component of our program will support a matching grant program the RPC will make available for planning assistance projects in RPC member communities. These funds would be made available to the communities for a 50/50 matching program for planning projects. Specific projects will be solicited from the communities and evaluated for funding based on the project description, demonstrated need, past TBG supported project assistance and availability of local match. Non-dues paying- members will be ineligible for these matching grant funds.

Task D – Education and Training**16.2% of work program***

1) The RPC will plan, organize and conduct at least two training workshop for planning boards or other local land use boards to be held during the fiscal year. Anticipated topics for FY17 are:

- New Planning Board Member training, and
- Training workshop on the regulation of Accessory Dwelling Units following SB163.

2) The RPC will prepare and distribute to planning boards and other local land use boards at least one planning advisory memos on current planning issues, changes in law or procedure or other topics deemed appropriate by the RPC.

*Percentage of total work effort anticipated for each task under the Targeted Block Grant Program. The final percentage of effort may vary by ten percent, plus or minus.

2. WORK PRODUCTS

A. Geographic Information System Support

1) GIS Local Technical Assistance and Support:

- Quarterly Summary logs of day-to-day support and assistance provided in response to local mapping project assistance requests.

2) GIS System Software Maintenance:

- Paid Invoice from software vendor (ESRI) for license renewal and accounting documentation showing \$1500 paid from TBG grant funds.

B. Developments of Regional Impact

- Meeting agendas and minutes
- Written correspondence and/or comment letters regarding developments of regional impact
- Updates to rules of procedure and community guidance as required.

C. Matching Planning Grant Assistance Program for Member Communities

- Written scopes of work for approved local assistance projects;
- Completed work products for each project

D. Education and Training

- Copy of flyer, agenda, handouts / presentations and attendance sheets for the Workshop
- Copy of Planning Advisory Memo as distributed

3. REQUIRED MEETINGS AND REPORTS

A. Meetings

RPC agrees to meet with OEP no less than four (4) times during the fiscal year following approval of this Agreement by Governor and Council at dates and times to be set by OEP and the Regional Planning Commissions. The purpose of these meetings is to review the performance of the Agreement's work tasks and any other related issues. Either RPC or OEP may request additional meetings for these or any other reasons pertinent to the Agreement. Meetings shall be scheduled at least three weeks in advance; agendas of all Regional Planning Commissions/OEP meetings shall be forwarded in advance of meetings.

B. Interim Reports

Written interim reports shall be provided at a minimum of quarterly intervals. Interim reports shall be submitted no later than thirty (30) days after the end of each quarterly period indicating the status of each work task (Reports due by October 31; January 31; April 30).

C. Work Products

RPC shall provide all documents required under this Agreement. Within thirty (30) days of date of receipt of a draft report or other document, OEP may provide its comments to RPC. A second draft or the final work product may then be submitted to OEP.

D. Completion Report

Within twenty (20) days following the Completion Date of May 31, 2016 (Completion Report due June 20, 2016), RPC shall submit to OEP a completion report describing work tasks completed and all final work products as part of this Agreement.

EXHIBIT B - FEES
TARGETED BLOCK GRANT PROGRAM
Rockingham Planning Commission (RPC)

1. CONTRACT PRICE

In consideration of the satisfactory performance of RPC, OEP agrees to pay the Agreement price not to exceed \$11,111, which is hereinafter referred to as the "Fee." It is understood and agreed by the parties hereto that payment of the Fee shall constitute full and complete payment for the performance of the work tasks and for all RPC's expenses of any kind including, but not limited to, payments for travel, subsistence and project overhead.

2. PROGRAM BUDGET

Task Name*	State Funds	Leveraged Funds	Total Funds
Task A - Geographic Information System Support	\$3,311	\$3,311 (UPWP funds)	\$6,712
Task B - Developments of Regional Impact	\$1000	\$1000 (UPWP Funds)	\$2000
Task C - Matching Planning Grant Assistance Program for Member Municipalities	\$5,000	\$5,000 (Local match)	\$10000
Task D - Training and Educations	\$1,800	\$1800 (RPC dues)	\$3600
Subtotals	\$ 11,111	\$ 11,111	\$ 22,222

*Based upon the percentage of total work effort anticipated for each task under Exhibit A - Services. The final percentage may vary by ten percent, plus or minus.

3. PAYMENT AND INVOICING

The Fee shall be paid as provided below:

Cost Categories⁺	State Funds	Leveraged Funds	Total Funds
Salaries	\$4,429	\$4,429	\$8,858
Direct Costs	\$1,500	\$1,500	\$3,000
Indirect Costs*	\$5,182	\$5,182	\$10,364
Subtotals	\$11,111	\$11,111	\$22,222

⁺The final division by cost category may vary by ten percent.

*Indirect Costs are based upon the current approved indirect rate by the cognizant agency or as subsequently amended. Any subsequent amendments to the indirect cost rate by the cognizant agency shall be submitted in writing to the office of energy and planning and the budget amended correspondingly.

Using standard RPC invoices, the RPC shall submit requests for payment on a quarterly basis. Invoices will be based on actual project expenses incurred during the invoicing period and shall show current and cumulative expenses by major cost categories. Relevant supporting documentation of current and cumulative expenses shall be submitted with each invoice.

The State shall issue payment to the RPC within 30 days of receipt, subject to the following conditions:

- A. For quarterly invoices, upon submission and acceptance by OEP of the quarterly progress report for the invoicing period, which addresses specific progress in completing each work task contained in this Agreement, and work products completed to date.
- B. For the final invoice, upon completion and acceptance by OEP of all final work products contained in Exhibit A of this Agreement and a completion report describing work tasks performed in accordance with this Agreement.
- C. The final invoice shall be submitted to the State no more than 20 days after the grant completion date.

EXHIBIT A

Scope of Work and Project Review and Conditions

1. SCOPE OF WORK

The Department of Safety, Division of Homeland Security and Emergency Management (hereinafter referred to as "the State") is awarding the Rockingham Planning Commission (RPC) (hereinafter referred to as "the Subrecipient") \$23,500.00 within the Federal Fiscal Year 2015 Pre-Disaster Mitigation Grant Program (PDM).

"The Subrecipient" shall utilize the above referenced funding to update the hazard mitigation plans for the communities of North Hampton, Plaistow, and Portsmouth.

"The Subrecipient" agrees that the period of performance ends on October 31, 2018 and by that date the aforementioned hazard mitigation plans must be completed and have received formal approval by the Federal Emergency Management Agency (FEMA). All completed invoices must be sent to "the State" by November 30, 2018, 30 days after the period of performance ends.

2. PROJECT REVIEW AND CONDITIONS

"The Subrecipient" shall submit quarterly progress reports, drafts, and final updated local hazard mitigation plans for aforementioned community(ies). Quarterly reporting shall begin in the quarter in which this grant agreement is approved, shall be submitted within 15 days after the end of a quarter, and shall continue until the project is completed.

"The Subrecipient" agrees to submit draft plans to HSEM, electronically, for review and comment. HSEM will then submit the plans to FEMA Region I for review and approval once the plans are satisfactory to the state.

"The Subrecipient" further agrees to promptly address all required revisions arising from HSEM and FEMA reviews, and resubmit the revised draft plan(s) to HSEM.

"The Subrecipient" agrees to provide copies of the formally approved plans to HSEM in electronic format, via compact disk (CD), upon receipt of the FEMA formal approval letter.

"The Subrecipient" agrees to comply with all applicable federal and state laws, rules, regulations, and requirements.

"The Subrecipient" shall maintain financial records, supporting documents, and all other pertinent records for a period of three (3) years from the grant period end date. In these records, "the Subrecipient" shall maintain documentation of the 25% cost share required by this grant.

Subrecipient Initials: 1.) _____ 2.) _____ 3.) _____ Date: _____

EXHIBIT B

Grant Amount and Payment Schedule

1. GRANT AMOUNT

	Applicant Share	Grant (Federal Funds)	Cost Totals
Project Cost	\$7,833.00	\$23,500.00	\$21,333.00
Project Cost is 75% Federal Funds, 25% Applicant Share			
Awarding Agency: Federal Emergency Management Agency (FEMA)			
Award Title & #: Pre-Disaster Mitigation Grant EMB-2016-PC-0003, PDMC-PL-01-NH-2015-01			
Catalog of Federal Domestic Assistance (CFDA) Number: 97.047 (PDM)			
Sub-Recipient's Data Universal Numbering System (DUNS): 099363210			

2. PAYMENT SCHEDULE

- a. "The Subrecipient" agrees the total payment by "the State" under this grant agreement shall be up to \$23,500.00.
- b. "The State" shall reimburse up to \$23,500.00 to "The Subrecipient" upon "The State" receiving a reimbursement request with match documentation and appropriate backup documentation, i.e., copies of invoices, copies of canceled checks, and/or copies of accounting statements.
- c. "The Subrecipient, based upon expenditures, will need to request necessary funds for reimbursement.

Subrecipient Initials: 1.) _____ 2.) _____ 3.) _____ Date: _____

EXHIBIT C

Special Provisions

1. This grant agreement may be terminated upon thirty (30) days written notice by either party.

2. The "Subrecipient" agrees to have an audit conducted in compliance with OMB Circular 2 CFR 200, if applicable. If a compliance audit is not required, at the end of each audit period "the Subrecipient" will certify in writing that they have not expended the amount of federal funds that would require a compliance audit (\$750,000). If required, they will forward for review and clearance a copy of the completed audit(s) to "the State".

Additionally, "the Subrecipient" has or will notify their auditor of the above requirements prior to performance of the audit. "The Subrecipient" will also ensure that, if required, the entire grant period will be covered by a compliance audit, which in some cases will mean more than one audit must be submitted. "The Subrecipient" will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular 2 CFR 200. "The Subrecipient" will also ensure that all records concerning this grant will be kept on file for a minimum of three (3) years from the end of this audit period.

Subrecipient Initials: 1.) _____ 2.) _____ 3.) _____ Date: _____

Exhibit A
Scope of Services

The Rockingham Planning Commission (RPC) will perform the following tasks as described in the detailed proposal titled *Project Proposal for Coastal Zone Program Funding*, which was submitted by RPC and dated January 27, 2016:

1. Staff Participation in the Coastal Adaptation Workgroup (CAW): RPC will provide staff support for the CAW through meeting attendance, outreach efforts and other assistance. The CAW coordinates efforts to assist communities in responding to climate change risks, and RPC's role as one of the CAW partners is important for its success, especially with respect to the delivery of technical assistance to communities in the areas of land use planning and hazard mitigation planning.
2. Staff participation in the NH Coastal Risk and Hazards Commission (CRHC): RPC will provide staff support through meeting participation and other assistance. The CRHC was established under RSA 483-E in 2013 for the purpose of recommending legislation, rules, and other actions to prepare for projected sea level rise and other coastal and coastal watershed hazards such as storms, increased river flooding, and storm water runoff, and the risks such hazards pose to municipalities and state assets in New Hampshire. The Commission has limited access to technical assistance and staff support, except that provided by members and their represented agencies. RPC will provide limited staff support to attend meetings, prepare agendas, provide technical planning assistance and general support until the Commissions sunsets, and collaborate with CAW and Coastal Program staff on outreach efforts for the CRHC report and recommendations through 2017.
3. Local technical assistance program for municipalities in the RPC region focused on climate adaptation and resiliency: The RPC will provide technical assistance to municipalities to support, prepare and implement a wide range of actions, assessments and engagement designed to incorporate climate adaptation and resiliency in local plans, policies and procedures, and raise awareness of climate change impacts and issues within the community. Technical assistance may include but is not limited to: A) assisting municipalities with adopting the Southeast Watershed Alliance model stormwater standards; B) assisting municipalities with advanced planning and/or implementation of stormwater pollution reduction or C) implementing recommendations from the Coastal Resilience in the Seacoast (C-RiSe) project. To the extent possible, this work will be planned and coordinated with other Coastal Program partners to avoid duplication and maximize benefit.
4. Funding credit requirement on final work products and outreach materials: All final work products and outreach materials associated with the work for items 1 through 3 above shall include the NOAA, NHCP and DES logos. All work products and outreach materials shall state that "This project was funded, in part, by NOAA's Office for Coastal Management under the Coastal Zone Management Act in conjunction with the NH Department of Environmental Services Coastal Program." Examples of final work products and outreach materials include, but are not limited to, final reports, press releases, newsletter articles, website pages, and signage.
5. Progress Report: RPC shall prepare and submit a semi-annual progress report that summarizes work completed for items 1 through 3 above during the project start date through December 31, 2016. An electronic version in .pdf format shall be submitted. The report shall be due no later than January 13, 2017.

6. Final Report: RPC shall prepare and submit a final report that summarizes all activity in items 1 through 3 above at the close of the project. An electronic version in .pdf format shall be submitted. The final report shall summarize the project and shall include a financial summary by federal budget category of project costs. A funding credit statement identical to the quotation in 4 above shall appear on the final report. Logos of sponsoring agencies (NHDES, NHCP & NOAA) shall also appear on the final report. The final report shall be due no later than June 30, 2017.

Exhibit B
Method of Payment and Contract Price

The State shall pay to the Contractor the total reimbursable program costs in accordance with the following requirements:

Reimbursement requests for program costs shall be made by the Contractor using a payment request form as supplied by the State, which shall be completed and signed by the Contractor. The payment request form shall be accompanied by proper supporting documentation in the amount of each requested disbursement and required matching funds. Documentation of reimbursable and matching costs may include invoices for supplies, equipment, services, contractual services, and a report of personnel, travel and indirect costs. For projects that demonstrate progress solely through the submission of interim progress reports, payments shall be made upon receipt, review and approval of the interim progress report and accompanying payment request form. Pre-agreement costs may be reimbursed or counted as matching funds as long as those costs were incurred within the effective period of the federal grant and after State approval of the project. The Contractor must request prior written approval from the State to incur pre-agreement costs. Payments shall be made to the Contractor no more frequently than monthly.

The total reimbursement shall not exceed the grant award of \$12,500. Matching funds provided by the Contractor shall total at least \$12,500 of non-federal cash and in-kind services.

Exhibit C
Special Provisions

Federal Funds paid under this agreement are from a Contract Agreement to the State from the US Department of Commerce (DOC), National Oceanic and Atmospheric Administration under CFDA # 11.419. All applicable requirements, regulations, provisions, terms and conditions of this Federal Contract Agreement are hereby adopted in full force and effect to the relationship between this Department and the Contractor.

In addition to the General Provisions of Paragraph 1 through 24, the following provisions as required by federal regulations apply to this Agreement:

I) ***Nondiscrimination.*** The Contractor shall comply with 15 CFR part 8 which prohibits discrimination under any program or activity receiving DOC assistance on the basis of race, color, national origin, gender or handicap, and 15 CFR part 20 which prohibits discrimination based on age.

II) ***Financial management.*** *The Contractor shall comply with 15 CFR part 24.20 and the specific standards regarding financial reporting, accounting records, internal control, budget control, allowable cost, source documentation, and cash management outlined therein.*

III) ***Allowable costs.*** All costs charged to this Agreement shall be eligible, necessary, and reasonable for performing the tasks outlined in the approved project scope of services. The costs, including match, shall be incurred during the period of performance of the project, and shall be allowable, meaning that the costs must conform to specific federal requirements detailed in 15 CFR part 24.22; and OMB Circular A-87.

IV) ***Matching funds.*** All matching funds contributed by the Contractor shall conform to the same laws, regulations, and Contract conditions as the federal funds in the Agreement and referenced in 15 CFR part 24.24 and OMB Circular A-87.

V) ***Property Management.*** The Contractor shall comply with the property management and procedures detailed in 15 CFR part 24.32 and 15 CFR part 24.33.

VI) ***Debarment and Suspension.*** The Contractor shall comply with 15 CFR part 26. By signing and submitting the Agreement, the Contractor certifies that they have not been debarred or suspended by a government agency. The Contractor will not make any award or permit any award (subcontract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

VII) ***Procurement.*** When purchasing goods or services with contract or match funds, the Contractor shall comply with procurement regulations as detailed in 15 CFR part 24.36 which include procurement standards, competition, methods of procurement, contract cost and price, agency review, bonding requirements, and contract provisions.

a. **Assignment of Subcontracts.** The Contractor shall not assign, or otherwise transfer any interest in this contract without the prior written consent of the Contract Owner and the State.

b. **Subcontracts.** The Contractor shall:

i. Ensure that every subcontract includes provisions for compliance with Federal and State standards applicable to the contract;

- ii. Ensure that every subcontract includes any clauses required by Federal statute and executive orders and their implementing regulations; and
- iii. Ensure that subcontractors are aware of requirements imposed upon them by State and Federal statutes and regulations.

VIII) **Participation by Disadvantaged Business Enterprises.** The Contractor shall comply with the terms of 15 CFR part 24.36(e), which requires that organizations conduct a competitive procurement process making a good faith effort to utilize goods and services provided by disadvantaged businesses.

IX) **New Restrictions on Lobbying: Interim Final Rule.** The Contractor shall comply with the terms of 15 CFR part 28 and OMB Circular A-87 which prohibit the use of federal Contract funds to influence (or attempt to influence) a federal employee, and requires the submission of Standard Form LLL ("Disclosure of Lobbying Activities") if *nonfederal* funds have been used to influence (or attempt to influence) a federal employee.

X) **Drug-Free Workplace.** The Contractor shall comply with the terms of 15 CFR part 26 which require that as a condition of the Agreement, certification that they maintain a drug-free workplace. By signing and submitting the Agreement, the Contractor certifies that he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity associated with the Agreement.

XI) **Bonding requirements.** For construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold (currently \$100,000), the minimum requirements shall be as follows:

- a. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.
- b. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- c. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

XII) **Federal Funding Accountability and Transparency Act (FFATA).** The Contractor shall comply with the terms of the FFATA by providing DES with their Data Universal Numbering System (DUNS) number, and all applicable Executive Compensation Data information as required under the FFATA. The DUNS number is 099363210.