

MEETING NOTICE AND AGENDA

EXECUTIVE COMMITTEE
Wednesday, August 31, 2016
6:00PM
RPC Conference Room
156 Water St., Exeter, NH

-
- 6:00 Call to Order – *Phil Wilson, Chair*
- 6:05 I. Approval of Minutes from June 8, 2016 **MOTION TO APPROVE** *[Attachment 1A]*
Approval of Minutes from June 29, 2016 **MOTION TO APPROVE** *[Attachment 1B]*
- 6:10 II. Financial Reports *[Attachment 2]*
A. June 2016 and Summary Financial Reports for FY16 (Unaudited)
B. Analysis of FY16 shortfall
C. July FY 2017 Report
- 6:30 III. NH Coastal Program/NOAA Project of Special Merit Grant Agreement *[Attachment 3]*
Authorization (Coastal Risks & Hazards Implementation & Resilient Exeter Projects)
MOTION TO AUTHORIZE
- 6:35 IV. FY 2017 Draft Regional & Local Work Program (tabled from June 29) *[to be distributed]*
MOTION TO RECOMMEND
- 7:00 V. Legislative Forum Proposal – Barbara Kravitz
- 7:15 VI. Executive Committee Goals for FY17 – General Discussion (tabled from June 29)
- 7:45 VII. New/Other Business
A. Bylaws Committee status
B. September Commission meeting – Brentwood
C. ADU Workshop – September 29, Exeter Library
D. Other Business
- VIII. Public Comment
- IX. Adjourn

MINUTES OF SPECIAL MEETING

EXECUTIVE COMMITTEE
Wednesday, June 8th, 2016
6:00PM
Atkinson Country Club
85 Country Club Drive
Atkinson, New Hampshire

Present: Phil Wilson, Chair, Glenn Coppelman (Kingston), Barbara Kravitz (Hampton), Mike Turell (Atkinson), Richard McDermott (Hampton Falls), Tim Moore (Plaistow), Don Marshall (Fremont)

1. Call to Order

Phil Wilson, Chair called the special meeting to order immediately prior to the start of the Annual Meeting Social Hour. Wilson explain that the purpose of the meeting is to consider and act on a proposed Resolution to confer Commissioner Emeritus status to Ted Tocci.

2. Review and Ratify Resolution to confer Commissioner Emeritus status to Ted Tocci.

McDermott thanked Wilson and the members for considering this action. He feels it is an appropriate recognition for Mr. Tocci given his service to the Commission. Sinnott reminded the members that he had sent a proposed resolution vial email for the committee to review and consider. He stated that Emeritus status had been conferred on several commissioners in the past to his memory, including Forrest Griffin and Nancy Haberstroh. McDermott moved that the Executive Committee adopt the Resolution as presented*. Copleman seconded.

UNANIMOUSLY ADOPTED

3. Adjournment

The meeting adjourned at 6:10

* RESOLUTION:

In grateful recognition of his past service and lasting contributions to the Rockingham Planning Commission, the Executive Committee of the RPC hereby confers the honorary position of Commissioner Emeritus to Ted Tocci of Hampton Falls.

This resolution is given to express our appreciation for Ted's service and to extend our sincere invitation to stay involved in the Commission.

**MINUTES
EXECUTIVE COMMITTEE**

**Rockingham Planning Commission
June 29, 2016
RPC Conference Room, Exeter NH**

Committee Members Present: J. Whitney (Vice Chair); M. Turell (Treasurer); G. Coppelman (Past Chair); B. Kravitz (Secretary); R. McDermott, K. Woolhouse, P. Merrill (Members at Large)

Staff: C. Sinnott (Executive Director); A. Pettengill (Business Manager)

Whitney convened the meeting at 6:00 p.m. since Wilson was absent. She welcomed Peter Merrill to the Committee.

I. Minutes of April 27, 2016

*Turell moved to approve the Minutes of April 27, 2016 as presented; McDermott seconded.
SO VOTED. (1 abstention)*

II. Financial Report of May 2016

Sinnott noted that with one month left in the fiscal year (or 92% through the year), the financial report shows 84% of the expected income received and 90% of the expenses incurred. He is not concerned over the percentage of income at this time as June is the billing month for 2nd quarter and for completed contracts. However, he does expect the end of year to be red somewhat due to several funding sources not materializing or delayed. Discussion followed regarding travel expenses and future policy for travel reimbursement and news & media legal ads required for UPWP.

III. Legislative Committee Report

Minutes from the June 13th meeting were distributed. Kravitz stated that the Legislative Committee put together a bylaw amendment for the Executive Committee's consideration. (see Item 5 in the Minutes; Attachment 3).

Discussion followed regarding the recent law allowing the State to tax B&B's. Recent Accessory Apartment legislation was discussed and it was decided that the two topics be combined for a future meeting topic.

Kravitz thanked Moore for his table listing of all the Bills the Legislative Committee is reviewing. Sinnott stated he would distribute the latest grid via email. More discussion on Energy as possible topic and the PUC & buy backs and rates. Further discussion on how the RPC should respond to SB 146 Accessory Apartments. Coppelman noted that OEP has done a Technical Bulletin on this subject on their website. Kravitz noted that she has spoken to George Reagan at NH Housing Finance Authority and he is willing to come speak to individual towns or groups like ours about SB 146. Sinnott stated the RPC is preparing a White Paper and presentation on this topic and possibly a model ordinance for September. Discussion followed on timelines for Towns to propose amendments to the legislation.

Kravitz asked for ideas regarding the Legislative Forum in the Fall. Suggested topic from prior meetings is Economic Development. Sinnott stated that since this is an extremely broad topic, and the audience is legislators, it will be necessary to make the subject matter relevant to both municipalities and legislators. Maybe a presentation that focuses on tools available to towns to encourage economic development and a review of what works and what doesn't. Whitney suggested using towns in our region such as Portsmouth or Newington, that have good economic development or are struggling to get some, and look at specific legislation that has helped or hurt those communities. Kravitz suggested the idea of Economic Development as Forum topic be sent out to the full Executive Committee and ask for ideas on how to define a specific focus of economic development for the Forum.

IV. Draft Regional Work Program – Tabled

Next Item taken out of Order

VI. Proposed Bylaw Amendment for Legislative Policy Committee (LPC)

Kravitz explained that the RPC Bylaws should have language referencing the LPC (See Attachment 3). Questions were raised about accumulating other Bylaw changes to present all at once to the full Commission or to put this one through now. Consensus was to submit the LPC Bylaw amendment at this time. *Turell moved to recommend the proposed Bylaw Amendment to the full Commission; McDermott seconded. **SO VOTED***

Discussion followed on updating the legislative priorities and getting rid of redundancy of historical detail into each change or leave it as historical data. Consensus was that the LPC work on making the items more descriptive and bring back to Executive Committee in September or October.

V. Executive Committee Goals

Sinnott reviewed Goals that he and Wilson discussed: 1) Finish Strategic Plan; 2) Take Implementation Steps; 3) Bylaws Update; 4) establish 6-8 community visits per year w/ commissioner reps. This will be considered again next meeting.

VII. Establish Bylaws Review Working Group

Turell and Kravitz volunteered to be on a Bylaws Review working group, and Wilson will be invited to 'volunteer' as well.

VIII. Strategic Plan Initiatives – Status

Sinnott noted no further action has been taken by the staff. Staff will be meeting with Marshall and Wilson soon to further work on two of the fishbone business plans. The Strategic Plan document will be completed and presented to the full Commission in September. A survey is being prepared by the staff to be send to member towns.

IX. New/Other Business

- A. Annual Meeting review: great food, great speaker, great venue
- B. July 13 RPC/MPO Meeting in Portsmouth: Taintor to present Complete Streets and Municipal Bike Plan; Transportation Alternatives Program; Hampton Intermodal Update
- C. Other: None

X. Public Comment: None

Meeting adjourned at 7:40 p.m.

Respectfully submitted,

Annette Pettengill, Recording Secretary

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
June 2016

	June 2016	YTD FY 16	Revised Amendment #1	Balance	% Budget
Income					
RESOURCES					
Federal Contracts		\$ -	\$ -	\$ -	
Grants		\$ -	\$ -		
Local Dues	\$ -	\$ 130,525	\$ 130,524	\$ (1)	100.0%
Other Income	\$ -		\$ 6,500	\$ 6,500	0.0%
Local Planning Contracts	\$ 8,025	\$ 238,446	\$ 278,460	\$ 40,014	85.6%
State Contracts	\$ 52,093	\$ 666,980	\$ 748,075	\$ 81,095	89.2%
Total RESOURCES	\$ 60,118	\$ 1,035,951	\$ 1,163,559	\$ 127,608	89.0%
Total Income	\$ 60,118	\$ 1,035,951	\$ 1,163,559	\$ 127,608	89.0%
Expense					
Newspaper/Media	\$ 689	\$ 3,304	\$ 1,500	\$ (1,804)	220.3%
Contracted Printing	\$ 92	\$ 2,860	\$ 2,000	\$ (860)	143.0%
Contracted Services	\$ 23,625	\$ 182,572	\$ 149,555	\$ (33,017)	122.1%
Total Salaries	\$ 49,647	\$ 648,467	\$ 659,037	\$ 10,570	98.4%
Travel	\$ 3,837	\$ 7,350	\$ 9,000	\$ 1,650	81.7%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 40	\$ 480	\$ 425	\$ (55)	112.9%
Janitorial	\$ 300	\$ 2,015	\$ 3,900	\$ 1,885	51.7%
Accounting	\$ -		\$ 1,200	\$ 1,200	0.0%
Audit	\$ -	\$ 9,962	\$ 10,020	\$ 58	99.4%
Bank & Service Charges	\$ 0	\$ 282	\$ 350	\$ 68	80.7%
**Dues & Subscriptions	\$ 94	\$ 5,885	\$ 6,500	\$ 615	90.5%
Employee Co Contrib of Benefits					
C Deferred Comp 457	\$ 2,427	\$ 40,104	\$ 41,830	\$ 1,726	95.9%
C Dental Insurance	\$ 737	\$ 10,490	\$ 10,388	\$ (102)	101.0%
C Health Ins.	\$ 4,848	\$ 56,662	\$ 61,070	\$ 4,408	92.8%
C Life Insurance	\$ 75	\$ 1,066	\$ 1,100	\$ 34	96.9%
C LTD Insurance	\$ 106	\$ 1,492	\$ 1,881	\$ 389	79.3%
C NH Retirement 414E	\$ 2,635	\$ 33,260	\$ 33,401	\$ 141	99.6%
C STD Insurance	\$ 77	\$ 1,092	\$ 1,111	\$ 19	98.3%
**Equipment	\$ -	\$ 3,031	\$ 10,100	\$ 7,069	30.0%
**Equipment & Software Maint.	\$ 2,890	\$ 11,582	\$ 12,500	\$ 918	92.7%

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
June 2016

	June 2016	YTD FY 16	Revised Amendment #1	Balance	% Budget
General Insurance	\$ 294	\$ 4,087	\$ 4,625	\$ 538	88.4%
Misc	\$ 865	\$ 1,280	\$ 6,500	\$ 5,220	19.7%
**Office Supplies	\$ 888	\$ 11,575	\$ 10,500	\$ (1,075)	110.2%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 3,738	\$ 48,957	\$ 50,416	\$ 1,459	97.1%
SUTA	\$ -	\$ 158	\$ 500	\$ 342	31.6%
**Postage	\$ -	\$ 1,491	\$ 3,000	\$ 1,509	49.7%
Rent	\$ 4,081	\$ 48,816	\$ 48,816	\$ -	100.0%
Telephone & Internet	\$ 454	\$ 5,041	\$ 5,200	\$ 159	96.9%
**Training & Workshops	\$ 150	\$ 625	\$ 3,500	\$ 2,875	17.9%
Utilities	\$ 478	\$ 5,737	\$ 6,750	\$ 1,013	85.0%
Total Expense	\$ 103,066	\$ 1,149,723	\$ 1,156,675	\$ 6,952	99.4%
Net Ordinary Income	\$ (42,948)	\$ (113,772)			
Unobligated Funds			\$ 1,884	\$ 1,884	
Fund Balance Accrual	\$ -		\$ 5,000	\$ 5,000	
ICR Reserve			\$ -	\$ -	
Net	\$ (42,948)	\$ (113,772)	\$ 1,163,559	\$ 13,836	

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

FY 2016 YEAR END SUMMARY - FINANCIAL REPORTS - ROCKINGHAM PLANNING COMMISSION

	July 2015	Aug 2015	Sept 2015	Oct & Nov 2015	Dec 2015	Jan 2016	Feb 2016	March 2016	April 2016	May 2016	June 2016	YTD FY 16	Revised Amendment #1	Balance	% Budget
Ordinary Income/Expense															
Income															
RESOURCES															
Federal Contracts												\$ -	\$ -	\$ -	
Grants												\$ -	\$ -		
Local Dues	\$ 134,784	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,525	\$ 130,524	\$ (1)	100.0%
Other Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 6,500	\$ 6,500	0.0%
Local Planning Contracts	\$ 54,891		\$ 5,807	\$ 27,638	\$ 74,390	\$ 7,285	\$ -	\$ 36,182	\$ 18,201	\$ 11,235	\$ 8,025	\$ 238,446	\$ 278,460	\$ 40,014	85.6%
State Contracts		\$ 93,344	\$ 53,021	\$ 94,820	\$ 42,491	\$ 56,474	\$ 42,266	\$ 57,927	\$ 113,773	\$ 57,755	\$ 52,093	\$ 666,980	\$ 748,075	\$ 81,095	89.2%
Total RESOURCES	\$ 189,675	\$ 93,344	\$ 58,828	\$ 122,458	\$ 116,881	\$ 63,759	\$ 42,266	\$ 94,109	\$ 131,974	\$ 68,990	\$ 60,118	\$ 1,035,951	\$ 1,163,559	\$ 127,608	89.0%
Total Income	\$ 189,675	\$ 93,344	\$ 58,828	\$ 122,458	\$ 116,881	\$ 63,759	\$ 42,266	\$ 94,109	\$ 131,974	\$ 68,990	\$ 60,118	\$ 1,035,951	\$ 1,163,559	\$ 127,608	89.0%
Expense															
Newspaper/Media	\$ -	\$ 1,035	\$ 729	\$ -	\$ -	\$ -	\$ 1,265	\$ 19	\$ -	\$ 296	\$ 689	\$ 3,304	\$ 1,500	\$ (1,804)	220.3%
Contracted Printing	\$ -	\$ -	\$ -	\$ 343	\$ 990	\$ -	\$ 29	\$ 327	\$ -	\$ 351	\$ 92	\$ 2,860	\$ 2,000	\$ (860)	143.0%
Contracted Services	\$ 6,524	\$ 13,543	\$ 26,172	\$ 24,585	\$ 24,272	\$ 4,072	\$ 18,855	\$ 13,153	\$ 5,628	\$ 22,143	\$ 23,625	\$ 182,572	\$ 149,555	\$ (33,017)	122.1%
Total Salaries	\$ 52,659	\$ 52,381	\$ 51,550	\$ 121,190	\$ 51,380	\$ 50,063	\$ 48,971	\$ 73,457	\$ 48,811	\$ 48,358	\$ 49,647	\$ 648,467	\$ 659,037	\$ 10,570	98.4%
Travel	\$ 34	\$ 242	\$ 263	\$ 1,403	\$ 180	\$ 140	\$ 200	\$ 264	\$ 377	\$ 410	\$ 3,837	\$ 7,350	\$ 9,000	\$ 1,650	81.7%
Reconciliation Discrepancies													\$ -	\$ -	
Payroll Processing Fees	\$ 38	\$ 38	\$ 58	\$ 72	\$ 39	\$ 37	\$ 35	\$ 53	\$ 35	\$ 35	\$ 40	\$ 480	\$ 425	\$ (55)	112.9%
Janitorial	\$ -	\$ 150	\$ 75	\$ 490	\$ 325	\$ 150	\$ -	\$ 225	\$ -	\$ 300	\$ 300	\$ 2,015	\$ 3,900	\$ 1,885	51.7%
Accounting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,200	\$ 1,200	0.0%
Audit	\$ -	\$ -	\$ -	\$ 4,500	\$ -	\$ 5,300	\$ -	\$ 162	\$ -	\$ -	\$ -	\$ 9,962	\$ 10,020	\$ 58	99.4%
Bank & Service Charges	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ 0	\$ 282	\$ 350	\$ 68	80.7%
**Dues & Subscriptions	\$ 845	\$ 2,545	\$ -	\$ 1,027	\$ 100	\$ 1,024	\$ -	\$ -	\$ 250	\$ -	\$ 94	\$ 5,885	\$ 6,500	\$ 615	90.5%
Employee Co Contrib of Benefits													\$ -	\$ -	
C Deferred Comp 457	\$ 4,756	\$ 3,669	\$ 2,731	\$ 7,500	\$ 2,832	\$ 3,437	\$ 2,835	\$ 4,252	\$ 3,335	\$ 2,631	\$ 2,427	\$ 40,104	\$ 41,830	\$ 1,726	95.9%
C Dental Insurance	\$ 817	\$ 817	\$ 827	\$ 1,942	\$ 837	\$ 837	\$ 817	\$ 1,225	\$ 817	\$ 817	\$ 737	\$ 10,490	\$ 10,388	\$ (102)	101.0%
C Health Ins.	\$ 4,388	\$ 4,888	\$ 4,447	\$ 9,088	\$ 4,323	\$ 4,323	\$ 4,205	\$ 6,308	\$ 4,205	\$ 4,705	\$ 4,848	\$ 56,662	\$ 61,070	\$ 4,408	92.8%
C Life Insurance	\$ 84	\$ 84	\$ 84	\$ 199	\$ 84	\$ 84	\$ 84	\$ 125	\$ 84	\$ 79	\$ 75	\$ 1,066	\$ 1,100	\$ 34	96.9%
C LTD Insurance	\$ 117	\$ 117	\$ 117	\$ 280	\$ 117	\$ 117	\$ 117	\$ 176	\$ 117	\$ 111	\$ 106	\$ 1,492	\$ 1,881	\$ 389	79.3%

FY 2016 YEAR END SUMMARY - FINANCIAL REPORTS - ROCKINGHAM PLANNING COMMISSION

C NH Retirement 4141	\$ 2,560	\$ 2,544	\$ 2,560	\$ 5,940	\$ 2,546	\$ 2,635	\$ 2,635	\$ 3,953	\$ 2,617	\$ 2,635	\$ 2,635	\$ 33,260	\$ 33,401	\$ 141	99.6%
C STD Insurance	\$ 86	\$ 86	\$ 86	\$ 202	\$ 86	\$ 86	\$ 86	\$ 129	\$ 86	\$ 82	\$ 77	\$ 1,092	\$ 1,111	\$ 19	98.3%
**Equipment	\$ -	\$ -	\$ -	\$ 1,581	\$ -	\$ 1,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,031	\$ 10,100	\$ 7,069	30.0%
**Equipment & Software Maint.	\$ 3,994	\$ 1,200	\$ 32	\$ 509	\$ -	\$ 1,808	\$ 352	\$ -	\$ 47	\$ 750	\$ 2,890	\$ 11,582	\$ 12,500	\$ 918	92.7%
General Insurance	\$ 294	\$ 294	\$ 294	\$ 587	\$ 294	\$ 854	\$ 294	\$ 294	\$ 294	\$ 294	\$ 294	\$ 4,087	\$ 4,625	\$ 538	88.4%
Misc	\$ -	\$ -	\$ (446)	\$ (1,673)	\$ (479)	\$ 2,675	\$ (8)	\$ -	\$ 344	\$ -	\$ 865	\$ 1,280	\$ 6,500	\$ 5,220	19.7%
**Office Supplies	\$ 1,047	\$ 313	\$ 1,173	\$ 1,745	\$ 1,332	\$ 3,233	\$ 883	\$ 846	\$ 1,553	\$ 1,237	\$ 888	\$ 11,575	\$ 10,500	\$ (1,075)	110.2%
Payroll Expenses (C Portion)														\$ -	
														\$ -	
P/R Taxes	\$ 3,958	\$ 3,928	\$ 3,873	\$ 9,286	\$ 3,955	\$ 3,782	\$ 3,685	\$ 5,458	\$ 3,672	\$ 3,622	\$ 3,738	\$ 48,957	\$ 50,416	\$ 1,459	97.1%
SUTA						\$ 158	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 158	\$ 500	\$ 342	31.6%
**Postage	\$ -	\$ 300	\$ 300	\$ 250	\$ -	\$ 391	\$ -	\$ -	\$ 250	\$ -	\$ -	\$ 1,491	\$ 3,000	\$ 1,509	49.7%
Rent	\$ 4,003	\$ 4,003	\$ 4,081	\$ 8,162	\$ 4,081	\$ 4,081	\$ 4,081	\$ 4,081	\$ 4,081	\$ 4,081	\$ 4,081	\$ 48,816	\$ 48,816	\$ -	100.0%
Telephone & Internet	\$ 384	\$ 412	\$ 412	\$ 868	\$ 438	\$ 407	\$ 408	\$ 414	\$ 398	\$ 417	\$ 454	\$ 5,041	\$ 5,200	\$ 159	96.9%
**Training & Workshops	\$ -	\$ -	\$ 120	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ 275	\$ 30	\$ 150	\$ 625	\$ 3,500	\$ 2,875	17.9%
Utilities	\$ -	\$ 544	\$ 590	\$ 1,077	\$ 340	\$ 501	\$ 542	\$ 570	\$ 639	\$ 456	\$ 478	\$ 5,737	\$ 6,750	\$ 1,013	85.0%
Total Expense	\$ 86,587	\$ 93,382	\$ 100,127	\$ 201,154	\$ 98,070	\$ 91,646	\$ 90,371	\$ 115,541	\$ 77,913	\$ 93,841	\$ 103,066	\$ 1,149,723	\$ 1,156,675	\$ 6,952	99.4%
Net Ordinary Income	\$ 103,088	\$ (38)	\$ (41,299)	\$ (78,695)	\$ 18,810	\$ (27,887)	\$ (48,105)	\$ (21,432)	\$ 54,062	\$ (24,851)	\$ (42,948)	\$ (113,772)			
Unobligated Funds												\$ 1,884	\$ 1,884		
Fund Balance Accrual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000		
ICR Reserve												\$ -	\$ -		
Total Other Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,884	\$ 6,884		
												\$ -	\$ -		
Net Income	\$ 103,088	\$ (38)	\$ (41,299)	\$ (78,695)	\$ 18,810	\$ (27,887)	\$ (48,105)	\$ (21,432)	\$ 54,062	\$ (24,851)	\$ (42,948)	\$ (113,772)	\$ 1,163,559	\$ 13,836	

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
July 2016

	July 2016	YTD FY 17	FY 17 Budget	Balance	% Budget
Income					
RESOURCES					
Federal Contracts		\$ -	\$ -	\$ -	
Grants		\$ -	\$ -		
Local Dues			\$ 142,306	\$ 142,306	0.0%
Other Income	\$ -		\$ 6,500	\$ 6,500	0.0%
Local Planning Contracts	\$ 54,891	\$ 54,891	\$ 233,592	\$ 178,701	23.5%
State Contracts	\$ 41,475	\$ 41,475	\$ 693,470	\$ 651,995	6.0%
Total RESOURCES	\$ 96,366	\$ 96,366	\$ 1,075,868	\$ 979,502	9.0%
Total Income	\$ 96,366	\$ 96,366	\$ 1,075,868	\$ 979,502	9.0%

Expense					
Newspaper/Media			\$ 1,500	\$ 1,500	0.0%
Contracted Printing			\$ 2,000	\$ 2,000	0.0%
Contracted Services	\$ 7,268	\$ 7,268	\$ 74,590	\$ 67,322	9.7%
Total Salaries	\$ 49,964	\$ 49,964	\$ 648,384	\$ 598,420	7.7%
Travel	\$ 68	\$ 68	\$ 7,500	\$ 7,432	0.9%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 40	\$ 40	\$ 500	\$ 460	8.0%
Janitorial			\$ 2,000	\$ 2,000	0.0%
Accounting			\$ 1,200	\$ 1,200	0.0%
Audit			\$ 11,250	\$ 11,250	0.0%
Bank & Service Charges	\$ 250	\$ 250	\$ 350	\$ 100	71.4%
**Dues & Subscriptions	\$ 845	\$ 845	\$ 6,500	\$ 5,655	13.0%
Employee Co Contrib of Benefits					
C Deferred Comp 457	\$ 2,943	\$ 2,943	\$ 33,952	\$ 31,009	8.7%
C Dental Insurance	\$ 773	\$ 773	\$ 10,907	\$ 10,134	7.1%
C Health Ins.	\$ 4,682	\$ 4,682	\$ 60,737	\$ 56,055	7.7%
C Life Insurance	\$ 75	\$ 75	\$ 1,100	\$ 1,025	6.8%
C LTD Insurance	\$ 106	\$ 106	\$ 1,881	\$ 1,775	5.6%
C NH Retirement 414E	\$ 2,663	\$ 2,663	\$ 38,350	\$ 35,687	6.9%
C STD Insurance	\$ 77	\$ 77	\$ 1,111	\$ 1,034	6.9%
**Equipment			\$ 10,100	\$ 10,100	0.0%
**Equipment & Software Maint.	\$ 4,343	\$ 4,343	\$ 12,500	\$ 8,157	34.7%

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
July 2016

	July 2016	YTD FY 17	FY 17 Budget	Balance	% Budget
General Insurance	\$ 294	\$ 294	\$ 4,625	\$ 4,331	6.4%
Misc			\$ 6,500	\$ 6,500	0.0%
**Office Supplies	\$ 597	\$ 597	\$ 12,750	\$ 12,153	4.7%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 3,762	\$ 3,762	\$ 49,601	\$ 45,839	7.6%
SUTA			\$ 500	\$ 500	0.0%
**Postage			\$ 2,500	\$ 2,500	0.0%
Rent	\$ 4,081	\$ 4,081	\$ 49,772	\$ 45,691	8.2%
Telephone & Internet	\$ 365	\$ 365	\$ 5,100	\$ 4,735	7.2%
**Training & Workshops			\$ 2,000	\$ 2,000	0.0%
Utilities	\$ 577	\$ 577	\$ 6,250	\$ 5,673	9.2%
Total Expense	\$ 83,772	\$ 83,773	\$ 1,066,010	\$ 982,237	7.9%
Net Ordinary Income	\$ 12,593	\$ 12,593			
Unobligated Funds			\$ 4,857	\$ 4,857	
Fund Balance Accrual	\$ -		\$ 5,000	\$ 5,000	
ICR Reserve			\$ -	\$ -	
Net	\$ 12,593	\$ 12,593	\$ 1,075,867	\$ 992,094	

NOTE: July 31st is 8.3% through the fiscal year

Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name New Hampshire Department of Environmental Services		1.2 State Agency Address 29 Hazen Drive Concord, NH 03302-0095	
1.3 Contractor Name Rockingham Planning Commission		1.4 Contractor Address 156 Water Street Exeter, NH 03833	
1.5 Contractor Phone Number 603-778-0885	1.6 Account Number 03-44-44-442010-1209-102-500731	1.7 Completion Date March 31, 2018	1.8 Price Limitation \$105,623.00
1.9 Contracting Officer for State Agency Nathalie Morison, Coastal Program		1.10 State Agency Telephone Number 603-559-0024	
1.11 Contractor Signature		1.12 Name and Title of Contractor Signatory Clifford M. Sinnott, Executive Director	
1.13 Acknowledgement: State of _____, County of _____ On _____, before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace [Seal]			
1.13.2 Name and Title of Notary or Justice of the Peace			
1.14 State Agency Signature Date:		1.15 Name and Title of State Agency Signatory	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (<i>if applicable</i>) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (<i>if applicable</i>) By: _____ On: _____			
1.18 Approval by the Governor and Executive Council (<i>if applicable</i>) By: _____ On: _____			

2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this

Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS. The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate ; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

Exhibit A Scope of Services

The Rockingham Planning Commission (RPC) will perform tasks as described in the proposal titled, “New Hampshire Setting SAIL: Acting on the Coastal Risk & Hazards Commission Science, Assessment, Implementation, and Legislation Recommendations,” (Setting SAIL) and incorporated by reference. The Rockingham Planning Commission (RPC) will also perform tasks as described in the proposal titled, “Incentivizing Resiliency through Implementation Plans in one of coastal New Hampshire’s Fastest Growing Communities,” (Exeter Stormwater Resilience) and incorporated by reference. Project goals and specific tasks as described in both proposals are listed below:

Setting SAIL Project goals:

1. Ensure that the Coastal Risk and Hazards Commission (CRHC) recommendations are understood and championed by state and municipal stakeholders.
2. Assist Great Bay coastal municipalities to prioritize and implement actions that meet their unique needs.
3. Provide capacity for a collaborative state agency working group to coordinate audits of existing state statutes, rules, and agency policies; inventories of vulnerable state assets; and other implementation activities.

Setting SAIL Project Tasks:

Task 1: Education and Outreach

- Work with partners to conduct messaging and outreach tailored to municipal stakeholders in Atlantic and Great Bay coastal communities to: (1) relay CRHC recommendations; and (2) obtain input on community priorities and readiness to take action.

Task 2: Municipal Assessment & Implementation

- Lead, in coordination with the Strafford Regional Planning Commission and with support from other partners, selection and execution of technical assistance grants to Great Bay coastal municipalities for implementing CRHC recommendations.

Task 3: Project Management

- Participate in quarterly project team coordination meetings.

Exeter Stormwater Resilience Project Goals:

This project will incentivize the implementation of climate adaptation strategies by assisting municipalities in updating key policies and engaging the public by illustrating the benefits of adaptation in three ways: 1) municipal capacity building around planning for climate change and flood events, 2) public outreach and communication to build support for and understanding of adaptation planning including socio-economic consideration, and 3) the advancement of green infrastructure, low-impact development, and other effective means of adaptation implementation.

Exeter Stormwater Resilience Project Tasks:

Task 1. Project Steering Committee - Partner Participation

Task 2. Engagement with Town of Exeter for Program Recommendations

Task 3. Watershed and Drainage Infrastructure Vulnerability and Flooding Analysis

Task 4. Green Infrastructure and Climate Adaptation Modeling

Task 5. HAZUS and COAST Flood Damage Avoidance Assessment for Aquatic Habitat and Stormwater and Wastewater Infrastructure

Task 6. Innovative Messaging, Public Outreach and final Southeast Watershed Alliance Workshop

Task 7. Development of Implementation Plans for Select Adaptation Strategies and Green Infrastructure Best Management Practices.

Deliverables: Submit semi-annual and final reports for project activities. Semi-annual reports: Prepare and submit two (2) electronic semi-annual Progress Reports to NHCP in .pdf format. The first progress report shall summarize project activities during the period from the start of the project through March 31, 2017 and is due March 31, 2017. The second progress report shall summarize project activities during the period from April 1, 2017 through September 30, 2017 and is due September 30, 2017. Final Report: Prepare and submit a Final Report to NHCP by March 31, 2018. An electronic copy of the Final Report shall be submitted in .pdf format. The final report shall describe all project activities and shall include a summary budget table of project costs by Federal budget category. The funding credit language quoted in "Funding Credit" above shall appear on the final report along with the logos of sponsoring agencies (NHDES, NHCP & NOAA).

Funding Credit: All work products intended for public distribution, including websites, flyers, newsletters, signage etc., shall include the logos of the sponsoring agencies as follows: the National Oceanic Atmospheric Administration (NOAA), New Hampshire Coastal Program (NHCP), and New Hampshire Department of Environmental Services (NHDES). Additionally, all work products intended for public distribution shall include the following funding credit statement: "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."

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. Documentation of reimbursable 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 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 contract amount of \$105,623. No match is required for this contract.

DETAILED BUDGET NARRATIVE

Indirect Cost Rate agreement is provided for RPC.

NHDES

The NHDES Coastal Program will provide in-kind support to assist with tasks as needed and salary and fringe benefits are not included for NHDES. Nathalie Morison (Coastal Resilience Specialist, NHDES-Coastal Program) will support Task 1 and as the grant manager and coordinator. Other costs include an audit set-aside amount of 1/10%.

Waterstone Engineering

A subcontract to Waterstone Engineering is requested to support Tasks 1-8. Waterstone Staff will lead tasks Task 3-8. Salary and fringe benefits for HW staff include Robert Roseen, Jake Sahl, and other staff as needed. Dr. Roseen, Waterstone Principal Owner will provide project oversight and review, and will serve as the Project Manager and coordinate project partners and direct tasks lead by Waterstone (164 hrs) including modeling, engineering design, planning review efforts. Dr. Roseen will be the modeling lead supported by Mr. Sahl as the primary modeler and GIS specialist (272 hrs). CAD and engineering staff (106 hrs) will provide drafting and design support for tasks. Travel costs for mileage for 2 people and 14 meetings for a total of 712 miles at \$391. Benefits include medical insurance, FICA, and retirement benefits.

RPC Budget Narrative

Personnel – One primary staff, Julie LaBranche, Senior Planner, to complete Tasks 1, 2,7 and 8 (168 hrs). Travel – Primary staff will travel to 10 meetings with the Project Steering Committee under Task 1 with costs for mileage for a total of \$100. Primary staff will travel to meet with Project Team to coordinate project management and prepare final deliverables and report. [Note: Primary staff will travel up to 6 meetings with Town of Exeter municipal staff and representatives under Tasks 2 and 7 however RPC's office is located in Exeter no travel costs will be incurred. Supplies - Supplies may be required for production of outreach materials under Task 2 and innovative messaging under Task 6. Supplies may include materials, printing and production costs and noticing of public events using multi-media for a total of \$1,680.64. Indirect Charges – Indirect charges including fringe benefits calculated using current FHWA approved Indirect Rate (117% Indirect Predetermined Fixed Rate submitted to FHWA (attached) for one primary staff and one supporting GIS staff. \$5,000 is included for subcontracting to a communications consultant for assisting with the development of Task 6 time and materials.

Item	Setting SAIL	Resilient Exeter	Totals
Personnel	10151	7732	17883
Fringe	0	0	0
Equipment	0	0	0
Travel	466	100	566
Supplies	0	1680.64	1680.64
Sub-Contractual	12000	52560.16	64560.16
Construction	0	0	0
Other	0	0	0
Indirect	11877	9056	20933
Totals	34494	71128.8	105622.8

Sub-Contractual Breakdown

Setting SAIL 1 contractual employee to complete task 2.2 (technical assistance grants)

Resilient Exeter \$5000 for communications consultant for assisting with the development of Task 6 + \$47,5