

**MEETING NOTICE AND AGENDA**  
**EXECUTIVE COMMITTEE**  
**Wednesday, September 28rd, 2016**  
**6:00PM**  
**RPC Conference Room**  
**156 Water St., Exeter, NH**

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|------|-------|--|---|
| 7:00 | I.    | Approval of Minutes from August 31, 2016 <b>MOTION TO APPROVE</b>  | <i>[Attachment 1]</i>                               |
| 7:05 | II.   | Financial Report<br>-- Revised July FY2016<br>-- August FY2017   | <i>[Attachment 2]<br/>       [for distribution]</i> |
| 7:15 | III.  | New Project & Proposal Status<br>-- MS4 Community Assistance Proposal (NHCF)<br>-- 604B – Powwow River<br>-- Projects of Special Merit (NOAA)<br>-- Other  |   |
| 7:30 | IV.   | FY 16 Budget Update & 'Reality Check'  | <i>[for distribution]</i>                           |
| 7:50 | V.    | Raymond Membership Update  |   |
| 8:00 | VI.   | Legislative Policy Committee <ul style="list-style-type: none"> <li>o Proposed Forum agenda &amp; speakers</li> <li>o Legislative Policy Review</li> <li>o ADU next steps</li> </ul>   | <i>[for distribution]</i>                           |
| 8:15 | VII.  | Status of Initiatives: Bylaws Update, New Services Planning and Communications   |   |
| 8:20 | VII.  | Other Business <ul style="list-style-type: none"> <li>A. October 12 (MPO) Commission meeting</li> <li>B. Reminder: ADU Workshop (Sept 29 7PM, Exeter Library)</li> <li>C. Schedule New Commissioner Orientation: October 26<sup>th</sup>?</li> <li>D. Other</li> </ul> |   |
|      | VIII. | Public Comment   |   |
|      | IX.   | Adjourn  |   |

# ATTACHMENT 1

**DRAFT**

## RPC Executive Committee

### Minutes

RPC Conference Room  
August 31, 2016

**Members Present:** Barbara Kravitz, Hampton, Vice Chair; Richard McDermott, Hampton Falls; Glenn Coppelman, Kingston; Joan Whitney and Peter Merrill, Kensington; Mike Turell, Atkinson; Don Marshall, Fremont; Francis Chase, Seabrook; and Tim Moore, Plaistow.

**Staff Present:** Cliff Sinnott.

**6:00 p.m. Call to Order**

#### I. Approval of Minutes from June 8, 2016

**Motion:** **McDermott** made a motion to approve the minutes of June 8, 2016, as written. **Turell** seconded the motion. **Motion carried with one abstention.**

#### I. Approval of Minutes from June 29, 2016

**Motion:** **McDermott** made a motion to approve the minutes of June 8, 2016, as written. **Turell** seconded the motion. **Motion carried with one abstention.**

#### II. Financial Reports

- A. June 2016 and Summary Financial Reports for FY 16 (unaudited) /
- B. Analysis of FY 16 shortfall

An updated unaudited summary was distributed. **Sinnott** stated the end of the FY 2016 year shows the RPC is deeply in the red by \$78,980. The need for an updated end of year summary is because two DOT invoices were not credited correctly to FY16. He reviewed the summary while detailing the expenses and funding sides and why the funding fell short. He noted that assigning years to income and expenses for projected that span fiscal years is never exact, and it is probably more accurate to look as performance over 2 or 3 years (last year for example we had a \$53K surplus)

A potential consequence of the shortfall might be felt as a cash flow squeeze at end of calendar year and until town meeting when dues for the following year will start to be received; the fund balance available will be less than an average month of expenses. **Sinnott** reviewed the report and an analysis of expected vs actual income, giving brief explanations to line items. Discussion ensued.

**Coppelman** asked what functional problems might occur? **Sinnott** stated there may be difficulty meeting payroll in the Jan-March timeframe, which hasn't happened in a while. The RPC's line of credit is \$30,000 and that should cover the worse of the cash flow problems. He and Annette will be paying more attention to billing, invoicing and cash flow management. Discussion ensued.

**Coppelman** suggested that the RPC look into other available options, just in case the current line of credit will not be enough to carry the RPC through. **Sinnott** stated that was a good suggestion. Perhaps a month by month cash flow plan is needed. **Sinnott** stated the FY 17 budget needs to be adjusted to reflect the budget numbers with increases and to delete projects that will not be done. He will have an updated summary for the next meeting.

C. July FY 2017 Report

**Sinnott** quickly reviewed the first monthly report and stated that as this is the first report of the new fiscal year, there is not much to report.

**III. NH Coastal Program/NOAA Project of Special Merit Grant Agreement Authorization** (Coastal Risks & Hazards Implementation & Resilient Exeter Projects)

**Sinnott** stated this is a grant that was not expected and explained the type of projects the RPC will undertake.

**Motion:** **Coppelman** made a motion to authorize **Sinnott** to enter into the NH Coastal Program/NOAA Project of Special Merit Grant Agreement contract. **Moore** seconded the motion. **Motion carried.**

**IV. FY 2017 Draft Regional & Local Work Program** (tabled from June 29)

**Sinnott** gave a brief overview of both the regional and local work programs. Joan Whitney questioned whether Kensington has any part of the Powwow and suggested that reference be checked or changed. The program will be voted upon at the full Commission meeting in September.

**V. Legislative Forum Proposal**

**Kravitz** stated that Laurel Bistany of REDC will partner with the RPC on the legislative forum. **Sinnott** stated the theme for this year's forum will be challenges and opportunities for local economic development, there will be one or two people explaining what economic development is at the local level and what programs or laws are relevant.

He stated Laurel Bistany will give an overview at the beginning of the program, then a panel of municipal representatives will discuss some of the issues they have or had with economic development. **Sinnott** gave a brief explanation of the program with discussion from members about which municipalities should be represented.

**VI. New/Other Business**

A. Bylaws Committee status

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**Sinnott** stated the members will set a date for their first meeting.

**B. September Commission meeting - Brentwood**

**Sinnott** stated the meeting is September 14<sup>th</sup>, at the Brentwood Recreation Center and reviewed the proposed agenda. Discussion ensued.

**C. ADU Workshop – September 29, 2016**

**Sinnott** stated the workshop will be held at the Exeter Public Library at 7:00 p.m.; it is intended to help communities that are in the process of changing current regulations.

**D. Other Business**

None.

**VII. Public Comment**

None.

**VIII. Adjourn**

Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Roxanne M. Rines  
Recording Secretary

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# ATTACHMENT 2

**Rockingham Planning Commission**  
**Financial Statement**  
**Budget vs. Actual**  
\*\*REVISED\*\* July 2016

	July 2016	YTD FY 17	FY 17 Budget	Balance	% Budget
<b>Income</b>					
<b>RESOURCES</b>					
Federal Contracts		\$ -	\$ -	\$ -	
Grants		\$ -	\$ -		
Local Dues	\$ -	\$ 132,495	\$ 142,306	\$ 9,811	93.1%
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%
<b>Total RESOURCES</b>	<b>\$ 96,366</b>	<b>\$ 228,861</b>	<b>\$ 1,075,868</b>	<b>\$ 847,007</b>	<b>21.3%</b>
<b>Total Income</b>	<b>\$ 96,366</b>	<b>\$ 228,861</b>	<b>\$ 1,075,868</b>	<b>\$ 847,007</b>	<b>21.3%</b>
<b>Expense</b>					
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%
<b>Employee Co Contrib of Benefits</b>					
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**  
\*\*REVISED\*\* July 2016

	July 2016	YTD FY 17	FY 17 Budget	Balance	% Budget
<b>General Insurance</b>	\$ 294	\$ 294	\$ 4,625	\$ 4,331	6.4%
<b>Misc</b>			\$ 6,500	\$ 6,500	0.0%
<b>**Office Supplies</b>	\$ 597	\$ 597	\$ 12,750	\$ 12,153	4.7%
<b>Payroll Expenses (C Portion)</b>					
<b>P/R Taxes - Other</b>	\$ 3,762	\$ 3,762	\$ 49,601	\$ 45,839	7.6%
<b>SUTA</b>			\$ 500	\$ 500	0.0%
<b>**Postage</b>			\$ 2,500	\$ 2,500	0.0%
<b>Rent</b>	\$ 4,081	\$ 4,081	\$ 49,772	\$ 45,691	8.2%
<b>Telephone &amp; Internet</b>	\$ 365	\$ 365	\$ 5,100	\$ 4,735	7.2%
<b>**Training &amp; Workshops</b>			\$ 2,000	\$ 2,000	0.0%
<b>Utilities</b>	\$ 577	\$ 577	\$ 6,250	\$ 5,673	9.2%
<b>Total Expense</b>	<b>\$ 83,772</b>	<b>\$ 83,773</b>	<b>\$ 1,066,010</b>	<b>\$ 982,237</b>	<b>7.9%</b>
<b>Net Ordinary Income</b>	\$ 12,593	\$ 145,088			
<b>Unobligated Funds</b>			\$ 4,857	\$ 4,857	
<b>Fund Balance Accrual</b>	\$ -		\$ 5,000	\$ 5,000	
<b>ICR Reserve</b>			\$ -	\$ -	
<b>Net</b>	<b>\$ 12,593</b>	<b>\$ 145,088</b>	<b>\$ 1,075,867</b>	<b>\$ 992,094</b>	

NOTE: July 31st is 8.3% through the fiscal year; Report revised to reflect FY17 dues received in FY16