

AGENDA

EXECUTIVE COMMITTEE MEETING

Wednesday, October 25, 2017

4:30 PM

RPC Conference Room
156 Water St., Exeter, NH

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- | | | | |
|------|-------|--|------------------------|
| 4:30 | I. | Call to Order; <i>Phil Wilson, Chair</i> | |
| 4:35 | II. | Minutes of September 27, 2017 meeting MOTION TO APPROVE | <i>[Attachment 1]</i> |
| 4:45 | III. | Financial Report | |
| | A. | Monthly Report for September 2017 | <i>[Attachment 2]</i> |
| | B. | RPC Dashboard September - October | <i>[Attachment 2A]</i> |
| 4:55 | IV. | Non-member Community Discussion – <i>T. Roache</i> | <i>[Attachment 3]</i> |
| 5:15 | VI. | Circuit Rider Rates Discussion – <i>T. Roache</i> | <i>[Attachment 4]</i> |
| 5:30 | VI. | Legislative Forum Update – <i>T. Roache</i> | |
| 5:40 | VII. | New/Other Business | |
| | A. | Communications | |
| | B. | December Commission Meeting | |
| 5:45 | VIII. | Adjourn | |

ATTACHMENT 1

**Minutes
Rockingham Planning Commission
Executive Committee**

**September 27, 2017
RPC Conference Room, Exeter NH**

Committee Members Present: P. Wilson (Chairman); B. Kravitz (Vice Chair); G. Coppelman (Secretary); M. Turell (Treasurer); M. McAndrew, L. Cushman, T. Moore, P. Merrill (Members at Large)

Staff Present: T. Roache (Executive Director); S. Bogle (Sr. Transp. Planner)

I. Vice Chair Kravitz convened the meeting at 4:30 p.m. as Wilson was running late.

II. Minutes of August 23, 2017

*Turell moved to approve the Minutes of August 23, 2017 as presented; Coppelman seconded. **SO VOTED.***

III. Financial Report

- A. August 2017 – Roache noted that NHDOT invoice wasn't prepared in August so the revenue is lower than it normally would be and there were three payperiods in the month. We are a little ahead in revenue and a little behind in expenses, which is a good place to be.
- B. Dashboard – Roache noted that he's added the bank balance to the Dashboard and he called attention to the large amount of funds flowing in and out of the account. He explained there is another account called the Holding Account that is used for reserve. He is hoping to get the regular checking account up to a three month reserve level as noted in the Performance Targets. Coppelman asked if that three months of reserve would include the Line of Credit and Roache stated the Line of Credit would remain a separate safety net. He reviewed the rest of the Dashboard noting the social media tracking for the website and newsletter subscribers; the Activities section; Working budget which will need some changes made soon to account for additional projects; Coppelman stated that he finds the Dashboard very helpful. Coppelman also asked about community visits and when those will start. Roache stated he's beginning to work on setting some

up. Discussion followed on showing the percentage of funds received and Roache noted that shows up in each month's Financial Report. Wilson asked how the newsletter open rate at the RPC compares and is it possible to find out exactly who is opening it? Roache stated he can get that information. Kravitz had a question about how the dues shows up in the financial report. Roache explained that dues for the current FY was collected in advance and shows up in the July financial report.

IV. Title VI Civil Rights Program- Scott Bogle

Bogle explained that in advance of the RPC's MPO Review we need a Board approved Civil Rights program as part of our 5310 contract to receive elderly and disabled grant funds. Kravitz suggested on page 2 Objectives: A. *add to the objectives of the program as provided on the 1st page to include the other discrimination items – sex, age, religion, disability or income status.* Bogle explained as a recipient of federal funds we have to provide assurance we are not discriminating. Key requirements for the MPO are that we provide for public involvement, gather demographic information to determine language deficiencies/minority groups and then make sure we are minimizing the impacts on those groups. We must annually sign these assurances, have an adopted Title VI nondiscrimination policy and notice that on our website, and keep a record of any complaints we receive from the public at large. He reviewed the update that was done to the demographic analysis to determine if demographics have changed in a way that affects distribution of projects negatively in the ten year plan and long range plan, and it does not. Bogle stated we need to be able to provide interpreter services when required and that can be done via the phone or onsite. He Noted based on his review there is no evidence of discrimination in project programing and steps have been taken for language accommodation if necessary.

*Coppelman moved to approve the Title VI Civil Rights Program with the amended definition, typo corrections, and voting members list modifications; Turell seconded. **SO VOTED.***

VI. October MPO Meeting

- A. Long Range Transportation Plan Public Hearing – Roache stated the comment period ends for the LRTP on October 10th and the MPO meeting is on 11th in Portsmouth at Public Library.
- B. Ten Year plan priorities – Roache noted the RPC held a special MPO session during the last commission meeting to approve the changes made by DOT to the priority list of projects, based on monetary issues. This will be part of the October meeting also.

IV. Draft Legislative Forum Agenda

Roache referred to Attachment 4 and stated he would like to minimize the amount of time we use talking about ourselves at the Forum. Discussion followed about details in the introductions. It was decided that Wilson do the welcome and brief introductions, and Roache will talk about the RPC and introduce Mark Lambert. Kravitz will give a brief overview of the Legislative Policy Committee. There was also discussion about doing question and answers during the presentations instead of waiting until afterwards, microphone issues, closing plan and legislator involvement. Kravitz asked that Committee members receive a copy of a revised agenda for comment.

VII. Other Business

- A. Communications: 1) Executive Committee Membership – Down one Executive Committee member however, since Coppelman agreed to fill the Secretary officer position, we still fulfill our membership. 2) Salem membership – Roache visited Salem town staff; good discussion and options reviewed for membership. Discussion followed on energy aggregation options and staffing required. 3) Update trustees to 457b Retirement Plan – Roache explained that Sinnott had to come off the 457b Trustee list when he retired, and Roache should be added to fill that vacancy. *Turell moved and Kravitz seconded to add Roache to the Trustee of 457b Retirement Plan. **SO VOTED.***
- B. 501c(3) – Roache would like to investigate this as a partner organization to the RPC in order to access some funding that only nonprofits can access. Southern NH Planning has already done it. More discussion and details to follow at another meeting.
- C. Other Business – None

VIII. Meeting adjourned at 6 p.m.

Respectfully submitted,
Annette Pettengill, Recording Secretary

ATTACHMENT 2

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
September 2017

	September 2017	YTD FY 18	FY 18 Budget Amend 1	Balance	% Budget
RESOURCES					
Federal Contracts	\$ -	\$ -	\$ -	\$ -	
Grants	\$ -	\$ -	\$ -	\$ -	
Local Dues	\$ -	\$ 145,828	\$ 145,828	\$ -	100.0%
Other Income	\$ -	\$ -	\$ -	\$ -	
Local Planning Contracts	\$ 12,434	\$ 82,750	\$ 222,902	\$ 140,152	37.1%
State Contracts	\$ 59,125	\$ 83,049	\$ 975,540	\$ 892,491	8.5%
Total RESOURCES	\$ 71,559	\$ 311,627	\$ 1,344,270	\$ 1,032,643	23.2%
	\$ 71,559	\$ 311,627	\$ 1,344,270	\$ 1,032,643	23.2%
Newspaper/Media	\$ -	\$ 85	\$ 1,000	\$ 915	8.5%
Contracted Printing	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%
Contracted Services	\$ 3,571	\$ 8,013	\$ 306,226	\$ 298,213	2.6%
Total Salaries	\$ 53,306	\$ 197,357	\$ 678,397	\$ 481,040	29.1%
Travel	\$ 513	\$ 1,191	\$ 9,500	\$ 8,309	12.5%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 37	\$ 144	\$ 500	\$ 356	28.8%
Janitorial	\$ 375	\$ 375	\$ 2,000	\$ 1,625	18.8%
Accounting	\$ -	\$ -	\$ 300	\$ 300	0.0%
Audit	\$ -	\$ -	\$ 9,250	\$ 9,250	0.0%
Bank & Service Charges	\$ -	\$ 1	\$ 350	\$ 349	0.3%
**Dues & Subscriptions	\$ -	\$ 1,480	\$ 7,000	\$ 5,520	21.1%
Employee Co Contrib of Benefits					
C Deferred Comp 457	\$ 2,504	\$ 8,741	\$ 34,009	\$ 25,268	25.7%
C Dental Insurance	\$ 811	\$ 2,672	\$ 11,453	\$ 8,781	23.3%
C Health Ins.	\$ 4,009	\$ 13,390	\$ 49,800	\$ 36,410	26.9%
C Life Insurance	\$ 85	\$ 296	\$ 1,100	\$ 804	26.9%
C LTD Insurance	\$ 129	\$ 452	\$ 1,881	\$ 1,429	24.0%
C NH Retirement 414E	\$ 3,188	\$ 11,875	\$ 42,657	\$ 30,782	27.8%
C STD Insurance	\$ 86	\$ 301	\$ 1,111	\$ 810	27.1%
**Equipment	\$ -	\$ 56	\$ 7,000	\$ 6,944	0.8%
**Equipment & Software Maint.	\$ 180	\$ 2,540	\$ 16,500	\$ 13,960	15.4%
General Insurance	\$ 294	\$ 882	\$ 4,625	\$ 3,743	19.1%
Misc	\$ (43)	\$ (473)	\$ 2,000	\$ 2,473	-23.7%
**Office Supplies	\$ 499	\$ 1,364	\$ 13,500	\$ 12,136	10.1%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 3,993	\$ 14,854	\$ 51,897	\$ 37,043	28.6%
SUTA	\$ -	\$ -	\$ 500	\$ 500	0.0%
**Postage	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%
Rent	\$ 4,243	\$ 12,565	\$ 50,752	\$ 38,187	24.8%
Telephone & Internet	\$ 377	\$ 1,097	\$ 5,100	\$ 4,003	21.5%
**Training & Workshops	\$ 298	\$ 448	\$ 3,000	\$ 2,552	14.9%
Utilities	\$ 613	\$ 1,233	\$ 7,000	\$ 5,767	17.6%
	\$ 79,067	\$ 280,939	\$ 1,322,408	\$ 1,041,469	21.2%
	\$ (7,508)	\$ 30,688			
Unobligated Funds			\$ 1,863	\$ 1,863	
Fund Balance Accrual	\$ -	\$ -	\$ 20,000	\$ 20,000	
			\$ -	\$ -	
	\$ (7,508)	\$ 30,688	\$ 1,344,271	\$ 30,689	

NOTE: Sept 30th is 25% through the fiscal year

Sep-17	
Bank Checking	
Beginning Balance	\$46,778.02
Deposits	130,013.75
Payments	87,358.28
Ending Balance	\$89,433.49
Other Accounts	
Line of credit (\$30,000) activated?	No
Holding Account	\$40,641.31
Performance targets	
Operating Expenses on hand	3 months
rpc-nh.org -- Sessions	TBD
rpc-nh.org -- Users	TBD
Newsletter Subscriber Target	325
Target News Letter Open Rate	35%
Twitter Followers	250
Facebook Likes	150
September 30, 2017 Revenue	25%
September 30, 2017 Expenses	25%

Key Statistics	
Staff Presentations / Activities September - October	
Staff supported Stratham Bike and Pedestrian Committee	
Attended Work Force Housing Presentation	
Seacoast Commission on Drinking Water Meeting	
Rye, Dow Lane - Meetings regarding traffic speed/volume	
Stratham, Marin Way Traffic Congestion	
Powwow River Watershed Collaborative kick-off meeting	
GACIT Ten Year Plan Hearings in Newmarket, Hampton and Portsmouth	
North Hampton Hazard Mitigation Plan meeting	
Coastal Adaptation Workgroup meeting	
Current Performance	
Available Operating Expenses	< 1 month
rpc-nh.org -- Sessions	963 (+26.5%)
rpc-nh.org -- Users	653(+17.3%)
News Letter Subscribers	291 (-3)
Newsletter Open Rate	33.20%
Twitter Followers	219(+6)
Facebook Likes	119(+2)
September 30, 2017 Revenue	23.2%
September 30, 2017 Expenses	21.2%

Budget Narrative	
Bank Balance/Cash on hand:	Cash balances remain at a minimum level. We have less than one month of operating expenses on hand.
Payables and Receivables:	Remains current to be paid/received within 30 days.
FY18 Working Budget:	No Significant changes to the adopted budget. I anticipate some additional NHDES 604 B funding. We also have received approximately 18,000 in project applications for MS4 support. Possibility of two additional hazard mitigation plans moving forward in the FY18

FY18 Working Budget			
Funding Sources		Expenses	
Local Dues	\$ 145,828.00	Salaries	\$ 678,396.00
State and Federal Contracts	\$ 975,617.00	Contracted Services	\$ 306,226.00
Grants	\$ -	Travel Expenses	\$ 9,500.00
Local Planning Contracts	\$ 220,901.00	Bank Fees	\$ 350.00
Other Income	\$ 2,000.00	Payroll Taxes	\$ 51,897.00
		Insurance	\$ 5,125.00
		Health Life Dental	\$ 65,344.00
		Retirement	\$ 76,665.00
		Rent	\$ 50,752.00
		Janitorial	\$ 2,000.00
		Telephone & Internet	\$ 5,100.00
		Office, Cmptr., Copier Suppl.	\$ 13,500.00
		Postage	\$ 2,000.00
		Audit	\$ 9,250.00
		Utilities	\$ 7,000.00
		Contract Printing	\$ 2,000.00
		Newspaper & Media	\$ 1,000.00
		Equipment & Software Maint.	\$ 16,500.00
		Dues & Subscriptions	\$ 7,000.00
		Training, Workshops, Conf.	\$ 3,000.00
		Accounting	\$ 300.00
		Payroll Processing	\$ 500.00
		Miscellaneous	\$ 2,000.00
		Equip. Purchase. & Lease	\$ 7,000.00
Working Budget	\$1,344,346.00	Total Expenses	\$1,322,405.00
		Potential Reserve	\$21,941.00
		Delta	\$0.00

ATTACHMENT 3

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email@rpc-nh.org ♦ www.rpc-nh.org

To: RPC Executive Committee
From: Tim Roache, Executive Director
Date: October 25, 2017
Subject: Reintroduction of non-member communities

The Town of Salem has requested that the RPC consider allowing the town to participate as a member while only paying one half of the required dues. The expectation is that Salem would be granted full membership status in FY 2019. As we consider this request and discuss our options please keep the following in mind:

- Even as a non-member, RPC has been allowed to factor Salem's population and roadway mileage into the formula that determines our funding from the Federal Highway Administration. Currently, based on population alone, losing Salem to another RPC would result in a loss of approximately \$95,000 to our transportation program.
- The request from Salem would include membership as of FY 2019 at a rate of \$8594. The full dues amount would be \$17,188.
- Dues for Salem to join Southern New Hampshire Planning Commission would be \$19,120. This is based on the SNHPC rate of \$0.665 per capita for FY19.
- Dues for Salem to join Nashua Regional Planning Commission would be approximately \$23,585 based on total dues collected of \$163,000 weight by 50% population and 50% equalized assessed valuation.

Summary of Comments from Executive Committee members:

- Consensus among Executive Committee member is to support the return of Salem at a 50% rate for FY 19.
- The primary concern is setting the precedent of accepting a 50% dues rate. This is particularly true should the agreement extend beyond one year.
- Salem should provide a letter of intent to pay full dues in 2020 as part of the arrangement to accept the reduced rate for 2019. It should be clear that this is a one-time incentive with a lasting expectation.

- In accepting Salem as a member at a 50% reduced rate, Salem agrees to contract for services equal to the additional 50% of the 2019 dues.

Options:

Given that New Hampshire towns cannot commit funds in advance of the budget process we are not able to require Salem to commit to membership. Below are some options based on your feedback to date:

1. Accept Salem's request as presented.
 2. Accept Salem as a full member for 2019 at a rate of half the required dues. Require that Salem provide a letter of intent to include full membership rates in their calendar year 2019 budget for RPC membership in FY 2020.
 3. Accept Salem as a full member for 2019 at a rate of half the required dues. Request that any shortfall in their dues be offset by contract work with the RPC for equivalent or greater value.
 4. Reject their request as presented and request full payment for 2019
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ATTACHMENT 4

To: Executive Committee
 From: Tim Roache, Executive Director
 Date: October 25, 2017
 Subject: Circuit Rider Rates/Contracts

RPC currently circuit rider services to ten member communities. Nine of those communities are staffed by RPC employees and one community is served through a consultant. The FY 18 hourly rate for circuit rider services is \$66 per hour. The FY 19 hourly rate for circuit rider services is set to increase to \$68 per hour.

At the current rate of \$66 per hour, three of the contracts cost RPC more than the revenue generated by the contract. In addition, the cost overrun for those contracts exceeds the amount of dues paid by those communities. The result is RPC dues need to be used to subsidize service to one community on an annual basis. The table below shows the overage and impact on dues.

Town	FY 19 Dues	Contract Overage	Subsidy
Brentwood	\$4,643.00	\$6,441.00	\$1,798.00
Kingston	\$6,069.00	\$9,196.00	\$3,127.00
Newfields	\$1,692.00	\$2,596.00	\$ 904.00
East Kingston	\$2,392.00	\$ 2,167.00	\$ (225.00)
Atkinson	\$6,748.00	\$1,777.00	\$(4,971.00)
Kensington	\$2,114.00	\$1,922.00	\$(192.00)
Fremont	\$ 4,669.00	\$ 0	\$(4,669.00)
Newton	\$4,901.00	\$ 0	\$(4,901.00)
North Hampton	\$4,514.00	\$ 0	\$(4,514.00)

The purpose of this discussion is twofold. In the short term, eliminate the need to subsidize the contract overage with dues. In the longer term, revisit how we structure the contracts and rates that we charge to eliminate or minimize the contract overage. Options would include charging actual billable rates, using an average rate of all circuit rider staff or reducing the hours of service at the current rate.