

MINUTES

Rockingham Planning Commission Executive Committee

April 24, 2019
RPC Office, Exeter NH

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

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

1. Call to Order: Chairman Kravitz called the meeting to order at 4:30 p.m.

2. Minutes of March 27, 2019

*McDermott moved to approve the Minutes of March 27, 2019 as presented; Plumer seconded.
SO VOTED.*

3. Financial Report

- a. March Financial Report: Roache compared this month's financial report with the same month last year and is happy to report this year is a much better status at a positive \$5398. He noted expenses are tracking slightly behind.
- b. Dashboard: Roache noted that the bank balances are holding steady and we added another \$5000 to the Holding Account. Cashflow is good; social media efforts continue; discussion followed on social media terms.

4. Old Business

- a. FY 2020 Budget – 2nd Look: Roache distributed a revised version of FY 20 Budget 1st Look and noted changes, including more FHWA funds expected with the Level of Traffic Stress contract, and circuit rider contracts were updated to \$70/hour, Plaistow and Exeter Buildouts were added, merit raises were included in salaries, and health and dental were increased. He noted that this adjustment leaves a reserve of \$13,228. *Turell moved to recommend approval to full Commission as presented; McDermott seconded. **SO VOTED.** (Coppelman recused himself).* It was suggested staff add a date on each budget sheet and to the dashboard in the future.

- b. Nominating Committee Report: Nominating Committee met today and prepared a slate for the 2020 Executive Committee. M. Rabideau, Seabrook was nominated to fill a seat for a member at large. This slate will be presented to the full Commission on May 8th. It was noted that the Hayden and Quinlan award forms will be sent out to town officials/boards. The Nominating Committee may meet again prior to the May Executive Committee meeting to decide award winners, if any.
- c. Executive Committee vacancy – see above -Nominating Committee

5. New Business

- a. FY 2019 Budget Amendment #2: Roache noted Amendment #2 is an attempt to fine tune actual funding and expenses. It includes an increase to the UPWP funds for travel demand model work in the amount of \$23,000, also a reduction to the Sourcewater Regional Education project since its not moving as quickly as anticipated. Some local hazard mitigation funds were moved out of the NH Homeland Security & Emergency Management (NHHSEM) line item and into the Local section, along with a few other small adjustments. Adjustments to the Expense Line Item Budget include the addition of a part time Outreach/Administrator position and a few small changes to other categories. The net change being \$38k to \$41k. *Wilson moved to approve FY 19 Budget Amendment #2 as presented; Turell seconded. **SO VOTED.** (Coppelman recused himself)*
- b. New Logo Options: Roache explained that the RPC logo was never actually paid for and therefore was never obtained in the format needed for easy use. He reached out to the artist that did the RPC logo and asked if she would prepare some new options. The communication committee was emailed and the staff met and the consensus was the current logo with slight modification; general consensus of the Executive Committee agreed. Discussion followed on color modifications, the house structure, and whether or not to create a coordinated logo for the MPO.
- c. Staffing Update: Roache announced that Isabel Aley has accepted the part time, 20 hour per week position of Outreach/Administrator. She previously worked for Southeast Land Trust as their Outreach Manager. She will be developing communication and newsletters, assisting in keeping our social media presence updated, and general outreach tasks, as well as some other administrative tasks as needed.
- d. May Commission meeting: Location – Seabrook; Agenda - Jim Jalbert will speak about P3 transit centers; budget; slate of officers; possibly a staff presentation
- e. Annual Meeting speaker & venue: Justice Broderick will speak on mental illness; discussion followed regarding venue.

- 6. **Public Comment**: Kravitz commended Scott Bogle for his work at helping to get Hampton to approve support of the rail trail that will become part of the East Coast Greenway in the future, and his help with NHDOT and Pan Am negotiations for NHDOT's purchase of the land.

Meeting adjourned at 5:45 p.m.

Respectfully submitted,
Annette Pettengill, Recording Secretary

**Rockingham Planning Commission
Financial Statement
Budget vs. Actual
April 2019**

	April 2019	YTD FY 19	FY 19 Budget Amendment #2	Balance	% Budget
RESOURCES					
Federal Contracts	\$ -	\$ -	\$ -	\$ -	
Grants	\$ -	\$ -	\$ -	\$ -	
Local Dues	\$ 156,596	\$ 156,596	\$ 156,595	\$ (1)	100.0%
Other Income	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%
Local Planning Contracts	\$ 9,737	\$ 182,877	\$ 163,390	\$ (19,487)	111.9%
State Contracts	\$ 91,238	\$ 588,604	\$ 947,450	\$ 358,846	62.1%
Total RESOURCES	\$ 100,975	\$ 928,077	\$ 1,269,435	\$ 341,358	73.1%
EXPENSES					
Newspaper/Media	\$ -	\$ 297	\$ 2,500	\$ 2,203	11.9%
Contracted Printing	\$ -	\$ 364	\$ 4,400	\$ 4,036	8.3%
Contracted Services	\$ 5,775	\$ 163,194	\$ 323,184	\$ 159,990	50.5%
Total Salaries	\$ 44,424	\$ 487,492	\$ 581,132	\$ 93,640	83.9%
Travel	\$ 523	\$ 4,763	\$ 9,000	\$ 4,237	52.9%
Reconciliation Discrepancies	\$ -	\$ (1)	\$ -	\$ 1	
Payroll Processing Fees	\$ 30	\$ 331	\$ 500	\$ 169	66.2%
Janitorial	\$ 300	\$ 1,575	\$ 2,300	\$ 725	68.5%
Accounting	\$ -	\$ -	\$ 300	\$ 300	0.0%
Audit	\$ -	\$ 10,950	\$ 11,000	\$ 50	99.5%
Bank & Service Charges	\$ -	\$ 254	\$ 350	\$ 96	72.6%
**Dues & Subscriptions	\$ 6,535	\$ 17,688	\$ 22,600	\$ 4,912	78.3%
Employee Co Contrib of Benefits	\$ -	\$ -	\$ -	\$ -	
C Deferred Comp 457	\$ 2,209	\$ 21,840	\$ 25,965	\$ 4,125	84.1%
C Dental Insurance	\$ 587	\$ 6,286	\$ 6,500	\$ 214	96.7%
C Health Ins.	\$ 3,562	\$ 38,221	\$ 45,283	\$ 7,062	84.4%
C Life Insurance	\$ 69	\$ 760	\$ 1,080	\$ 320	70.4%
C LTD Insurance	\$ 104	\$ 1,144	\$ 1,345	\$ 201	85.1%
C NH Retirement 414E	\$ 3,062	\$ 32,495	\$ 38,866	\$ 6,371	83.6%
C STD Insurance	\$ 69	\$ 758	\$ 1,075	\$ 317	70.5%
**Equipment	\$ -	\$ 3,761	\$ 7,000	\$ 3,239	53.7%
**Equipment & Software Maint.	\$ 6,959	\$ 13,635	\$ 17,000	\$ 3,365	80.2%
General Insurance	\$ 294	\$ 2,947	\$ 5,209	\$ 2,262	56.6%
Misc	\$ 6	\$ 643	\$ 2,000	\$ 1,357	32.2%
**Office Supplies	\$ 2,928	\$ 7,345	\$ 10,000	\$ 2,655	73.5%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 3,345	\$ 36,444	\$ 43,539	\$ 7,095	83.7%
SUTA	\$ -	\$ 500	\$ 1,000	\$ 500	50.0%
**Postage	\$ -	\$ 471	\$ 1,000	\$ 529	47.1%
Rent	\$ 4,243	\$ 42,430	\$ 50,100	\$ 7,670	84.7%
Telephone & Internet	\$ 440	\$ 3,546	\$ 5,000	\$ 1,454	70.9%
**Training & Workshops	\$ -	\$ 2,245	\$ 5,000	\$ 2,755	44.9%
Utilities	\$ 737	\$ 5,527	\$ 7,100	\$ 1,573	77.8%
Total EXPENSES	\$ 86,199	\$ 907,905	\$ 1,231,328	\$ 323,423	73.7%
	\$ 14,776	\$ 20,172			
Unobligated Funds			\$ 38,107	\$ 38,107	
Fund Balance Accrual	\$ -		\$ -	\$ -	
			\$ -	\$ -	
Balance	\$ 14,776	\$ 20,172	\$ 1,269,435	\$ 361,530	

NOTE: April 30th is 83% through the fiscal year

** Direct & Indirect

Last Statement - April 30, 2019	
Bank Checking	
Beginning Balance	\$67,302.41
Deposits	175,048.94
Payments	90,012.19
Ending Balance	\$152,339.16
Other Accounts	
Line of credit (\$30,000) activated?	\$0.00
Holding Account Beginning	\$26,645.00
Holding Account Ending	\$26,645.00
Performance targets	
Operating Expenses In Reserve	3 months
rpc-nh.org -- Sessions	1500
rpc-nh.org -- Users	1000
Twitter Followers	300
Facebook Likes	250
April 2019 Target Revenue	83%
April 2019 Target Expenses	83%

April/May	
Staff Presentations / Activities	
Rye Transportation Meeting with Board of Selectmen	
Stratham Selectment Visit	
Stratham Master Plan Open House	
East Kingston Wetland Workshop	
Exeter Housing and Re-zoning Event	
Spring NEARC Conference	
Portsmouth Naval Shipyard Joint Land Use Study Working Group	
Current Performance	
Operating Expenses In Reserve	< 1 month
rpc-nh.org -- Sessions	646 (-31%)
rpc-nh.org -- Users	879 (-26.5.6%)
Twitter Engagement	3,054 Tweet impressions
Facebook Engagement	1772 people reached with 281 engagements
Social Media Narrative: Areas with highest engagement included commuteSMART Bike/Walk to Work information, Exeter Water Trail sign, Plan NH Conference.	
April 2019 Revenue	73.3%
April 2019 Expenses	73.7%

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.
FY19 Working Budget:	Current working budget as to be amended in April

FY19 Working Budget

Funding Sources		Expenses	
Local Dues	\$ 156,595.00	Salaries	\$ 569,132.00
State and Federal Contracts	\$ 947,450.00	Contracted Services	\$ 322,184.00
Grants	\$ -	Legal Services	\$ 1,000.00
Local Planning Contracts	\$ 163,390.00	Travel & Expenses	\$ 9,000.00
Other Income	\$ 2,000.00	Bank Service Charge	\$ 350.00
		Taxes-Payroll	\$ 43,539.00
		Unemployment Insurance	\$ 1,000.00
		Health Insurance	\$ 45,283.00
		Health Stipend	\$ 12,000.00
		Dental Insurance	\$ 6,500.00
		Life & Disability Insurance	\$ 3,500.00
		Retirement - 457 Plan	\$ 25,965.00
		Retirement - NHRS	\$ 38,644.00
		General Insurance	\$ 5,209.00
		Rent	\$ 50,100.00
		Janitorial	\$ 2,300.00
		Telephone & Internet	\$ 5,000.00
		Office Supply and Events	\$ 10,000.00
		Postage	\$ 1,000.00
		Audit	\$ 11,000.00
		Utilities	\$ 7,100.00
		Contract Printing	\$ 4,400.00
		Newspaper and Media	\$ 2,500.00
		Equipment and Software Maintenance	\$ 17,000.00
		Dues & Subscriptions	\$ 22,600.00
		Training, Workshops, Conf.	\$ 5,000.00
		Accounting	\$ 300.00
		Payroll Processing	\$ 500.00
		Miscellaneous	\$ 2,000.00
		Equipment Purchases	\$ 7,000.00
Working Budget	\$1,269,435.00	Total Expenses	\$1,231,106.00
		Potential Reserve	\$38,329.00
		Delta	\$0.00

Potential New Revenue	
NOAA PSM Coastal Corridor Study ~\$ 80,000	Awarded!
National Science Foundation SC3 ~\$10,000	
NHDES Sourcewater RDWP ~ \$10,000	Awarded!
Atkinson MS4 Services ~ \$5,000	Awarded!
Newington Masterplan ~ \$12,000	Awarded!
Hampton Master Plan ~\$15,000	
Rye Bike Pedestrian Infrastructure ~ \$3,000	Awarded!
National Science Foundation SC3 ~ \$75,000	

ANNUAL GRANT AND CONTRACT AUTHORIZATION FY 2020

On an annual basis, the Executive Committee affirms that the Executive Director is authorized to file applications, sign contracts and implement the annual work program.

Proposed Motion: THAT the Executive Director be authorized to file applications with federal, state and local governmental units and other agencies to implement the FY 2020 work program of the Commission, and to execute agreements to receive funds for such purposes.

