

**MINUTES****Rockingham Planning Commission  
Executive Committee****August 28, 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); M. McAndrew, C. McCarthy, M. Rabideau, T. Moore, L. Plumer (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 June 26, 2019**

*Turell moved to approve the Minutes of June 26, 2019 as presented; McDermott seconded. **SO VOTED.** 2 abstentions*

**3. Financial Report**

June, 2019 End of Fiscal Year Financial Report: Roache noted that the unaudited June 30<sup>th</sup> Financial report shows a net revenue for the year of \$49,614. So even though we received \$3,622 less than anticipated in Revenue, we also spent \$30,649 less than anticipated in Expenses. There are some expense items we can dial back in the current budget.

July, 2019 Financial Report: Roache noted that revenue appears at a high percentage because the FY 2020 total dues received is a lump sum Revenue item for July.

June & July Dashboard: Roache stated that \$5,000 was recently added to the Holding Account reserve and cashflow is still good. He noted that there's a possibility of 3 more circuit rider contracts coming and if that happens it may be time to hire an additional land use planner. Roache has visited Seabrook and Greenland recently and will be seeing Kingston and bringing Dave Walker with him. Next on the schedule is Hampstead, Plaistow, and South Hampton. More GACIT hearings are coming in October and he encouraged Commissioners to attend. He noted that staff is working on a Communications Plan to illustrate the RPC's long term goals. Discussion followed.

#### 4. New Business

##### a. Legislative Forum Topic & Date

Roache stated that Until has confirmed the November 13<sup>th</sup> date, but it may be good to think about moving the Forum to January or February in future years. Possible Topics for this year: public transportation & transit; integrated planning – land use challenges; Water & PFOAs; Housing; Economic Development/taxation in NH & implications on business and land development and employment. Discussion followed.

##### b. Seacoast Greenway Update

Roache explained that the Hampton Branch Rail Trail is a 9.6 mile trail from Portsmouth to Hampton and was recently purchased from Pan Am by NHDOT. Work to upgrade the trail surface will begin soon. The whole project really was in great part due to the efforts staff member Bogle, who worked tirelessly on getting this purchase to fruition and did a great job at being persuasive with all parties involved and sticking with it. Wilson commented that Bogle is recognized as a knowledgeable and customer sensitive professional. Rabideau also commented that Bogle is a great networker and was instrumental in bringing everyone to the table. The Committee acknowledged Bogle's commitment and contributions to the project.

#### 5. Old Business

- a. RPC Commission Meeting Topics: Roache used previous Commissioner survey results to put together a draft list of possible topical meetings for the upcoming year.
- b. September Commission meeting: September's meeting will be held in Stratham with a speaker from NH Homeland Security and Emergency Management (NHHSEM) to speak about Hazard Mitigation grant planning.
- c. Electricity Aggregation update: Request for Proposals went out to electricity suppliers and 12 submitted to be participants. Once the bids are reviewed and participant selected, the contract will be prepared and then the participating municipalities will benefit through a discounted rate.

#### 6. Other Business

Coppelman noted that Kingston is looking for a full time Fire Chief & Emergency Management Director; A memo was sent to members regarding a change to the Housing Appeals Board Legislation (306) and the Legislative Policy Committee will meet soon to respond to amendments. Discussion followed.

#### 7. Public Comment – None

Meeting adjourned at 5:55 p.m.

Respectfully submitted,  
Annette Pettengill, Recording Secretary

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**Rockingham Planning Commission**  
**Financial Statement**  
**Budget vs. Actual**  
August, 2019

	August 2019	YTD FY 20	FY 20 Budget	Balance	% Budget
<b>RESOURCES</b>					
Federal Contracts		\$ -	\$ -	\$ -	
Grants		\$ -		\$ -	
Local Dues	\$ -	\$ 166,181	\$ 166,181	\$ -	100.0%
Other Income	\$ -		\$ 2,000	\$ 2,000	0.0%
Local Planning Contracts	\$ 11,000	\$ 63,108	\$ 149,603	\$ 86,495	42.2%
State Contracts	\$ 49,047	\$ 49,047	\$ 827,154	\$ 778,107	5.9%
<b>Total RESOURCES</b>	<b>\$ 60,047</b>	<b>\$ 278,336</b>	<b>\$ 1,144,938</b>	<b>\$ 866,602</b>	<b>24.3%</b>
<b>EXPENSES</b>					
Newspaper/Media	\$ -		\$ 1,000	\$ 1,000	0.0%
Contracted Printing			\$ 2,000	\$ 2,000	0.0%
Contracted Services	\$ 23,775	\$ 38,775	\$ 179,800	\$ 141,025	21.6%
Total Salaries	\$ 74,440	\$ 124,348	\$ 625,237	\$ 500,889	19.9%
Travel	\$ 288	\$ 288	\$ 10,000	\$ 9,712	2.9%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 35	\$ 91	\$ 500	\$ 409	18.2%
Janitorial	\$ 360	\$ 360	\$ 2,000	\$ 1,640	18.0%
Accounting	\$ -	\$ -	\$ 300	\$ 300	0.0%
Audit	\$ -		\$ 12,000	\$ 12,000	0.0%
Bank & Service Charges	\$ -	\$ 250	\$ 350	\$ 100	71.4%
**Dues & Subscriptions	\$ -	\$ 650	\$ 18,000	\$ 17,350	3.6%
Employee Co Contrib of Benefits	\$ -				
C Deferred Comp 457	\$ 2,964	\$ 4,904	\$ 26,805	\$ 21,901	18.3%
C Dental Insurance	\$ 850	\$ 1,451	\$ 6,100	\$ 4,649	23.8%
C Health Ins.	\$ 5,311	\$ 9,047	\$ 44,876	\$ 35,829	20.2%
C Life Insurance	\$ 104	\$ 173	\$ 1,180	\$ 1,007	14.7%
C LTD Insurance	\$ 156	\$ 260	\$ 1,540	\$ 1,280	16.9%
C NH Retirement 414E	\$ 4,571	\$ 7,597	\$ 39,520	\$ 31,923	19.2%
C STD Insurance	\$ 103	\$ 172	\$ 1,080	\$ 908	15.9%
**Equipment			\$ 5,000	\$ 5,000	0.0%
**Equipment & Software Maint.	\$ 1,831	\$ 2,024	\$ 17,500	\$ 15,476	11.6%
General Insurance	\$ 1,117	\$ 1,411	\$ 4,000	\$ 2,589	35.3%
Misc	\$ 6	\$ 6	\$ 2,000	\$ 1,994	0.3%
**Office Supplies	\$ 1,578	\$ 1,721	\$ 10,000	\$ 8,279	17.2%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 5,607	\$ 9,357	\$ 46,913	\$ 37,557	19.9%
SUTA	\$ -	\$ -	\$ 500	\$ 500	0.0%
**Postage	\$ -	\$ 119	\$ 1,000	\$ 881	11.9%
Rent	\$ 4,243	\$ 8,486	\$ 51,000	\$ 42,514	16.6%
Telephone & Internet	\$ 348	\$ 718	\$ 4,100	\$ 3,382	17.5%
**Training & Workshops	\$ 912	\$ 1,012	\$ 5,000	\$ 3,988	20.2%
Utilities	\$ 571	\$ 571	\$ 7,100	\$ 6,529	8.0%
<b>Total EXPENSES</b>	<b>\$ 129,169</b>	<b>\$ 213,789</b>	<b>\$ 1,126,401</b>	<b>\$ 912,612</b>	<b>19.0%</b>
	\$ (69,122)	\$ 64,547			
Unobligated Funds			\$ 18,537	\$ 18,537	
Fund Balance Accrual	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	
<b>Balance</b>	<b>\$ (69,122)</b>	<b>\$ 64,547</b>	<b>\$ 1,144,938</b>	<b>\$ 931,149</b>	

NOTE: August 31st is 17% through the fiscal year

\*\* Direct & Indirect

Last Statement - August 31, 2019	
<b>Bank Checking</b>	
Beginning Balance	\$167,800.60
Deposits	115,302.47
Payments	131,552.99
<b>Ending Balance</b>	<b>\$151,550.08</b>
<b>Other Accounts</b>	
Line of credit (\$30,000) activated?	\$0.00
Holding Account Beginning	\$26,645.00
Holding Account Ending	\$31,650.00
<b>Performance targets</b>	
Operating Expenses In Reserve	3 months
rpc-nh.org -- Sessions	1500
rpc-nh.org -- Users	1000
Twitter Followers	300
Facebook Likes	250

August September	
<b>Staff Presentations / Activities</b>	
Hampton Hazard Mitigation Meeting	
Coastal Program Scoping Meetings	
Salem Open Space Phone Conference	
Portsmouth Climate in the Classroom presentation	
Coastal Flooding Science Summary Guidance public workshop	
CAW Climate Summit	
COAST and ACT Board Meetings	
TRB Performance Based Planning Conference in Atlanta	
<b>Current Performance (August - September)</b>	
Operating Expenses In Reserve	< 1 month
theRPC.org -- Sessions	874 (-20%)
theRPC.org -- Users	663 (-25%)
Twitter Impressions	4,752 Tweet impressions (+33%)
Facebook Engagement	291 people reached (+2%) 135 engagements (-62%)
<b>Social Media Narrative:</b> Areas with highest engagement included Seacoast Greenway Rail-Trail announcement, GACIT hearings, Household hazardous waste announcement, State Bike -Ped Plan update, and NH Coastal Flood Risk Guidance draft public hearings	

Budget Narrative	
<b>Bank Balance/Cash on hand:</b>	Cash reserves remain at a minimum level. We have less than one month of operating expenses on hand. Cash on hand is in good shape with the checking balance at 151, 500.60.
<b>Payables and Receivables:</b>	Remains current to be paid/received within 30 days. (SWP Education Past 30 days)
<b>FY20 Working Budget:</b>	Current working budget has a potential net revenue of \$30,100with additional potential revenue of \$64,500.

FY20 Working Budget			
Funding Sources		Expenses	
Local Dues	\$ 166,181.00	Salaries	\$ 614,818.00
State and Federal Contracts	\$ 828,238.00	Contracted Services	\$ 198,300.00
Grants	\$ -	Legal Services	\$ 1,000.00
Local Planning Contracts	\$ 182,882.00	Travel & Expenses	\$ 10,000.00
Other Income	\$ 2,000.00	Bank Service Charge	\$ 350.00
Total	\$ 1,179,301.00	Taxes-Payroll	\$ 47,034.00
		Unemployment Insurance	\$ 500.00
		Health Insurance	\$ 45,187.00
		Health Stipend	\$ 12,000.00
		Dental Insurance	\$ 7,210.00
		Life & Disability Insurance	\$ 3,800.00
		Retirement - 457 Plan	\$ 26,890.00
		Retirement - NHRS	\$ 39,612.00
		General Insurance	\$ 4,000.00
		Rent	\$ 51,000.00
		Janitorial	\$ 2,000.00
		Telephone & Internet	\$ 4,100.00
		Office Supply and Events	\$ 10,000.00
		Postage	\$ 1,000.00
		Audit	\$ 12,000.00
		Utilities	\$ 7,100.00
		Contract Printing	\$ 2,000.00
		Newspaper and Media	\$ 1,000.00
		Equipment and Software Maintenance	\$ 17,500.00
		Dues & Subscriptions	\$ 18,000.00
		Training, Workshops, Conf.	\$ 5,000.00
		Accounting	\$ 300.00
		Payroll Processing	\$ 500.00
		Miscellaneous	\$ 2,000.00
		Equipment Purchases	\$ 5,000.00
<b>Total Revenue</b>	<b>\$1,179,301.00</b>	<b>Total Expenses</b>	<b>\$1,149,201.00</b>
		Potential Reserve	\$30,100.00
		<b>Delta</b>	<b>\$0.00</b>