

MINUTES

Rockingham Planning Commission Executive Committee

September 25, 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); C. McCarthy, L. Cushman, T. Moore, A. Davis, M. Rabideau (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 August 28, 2019**

*Turell moved to approve the Minutes of August 28, 2019 as presented; McDermott seconded. **SO VOTED.** (1 abstention)*

3. **Financial Report**

August 2019 Financial Report: Roache noted that August was a low revenue and high expense month with three payrolls and software and contracted services expenses. Although, if you compare this report to last August, the monthend result is higher this year.

Dashboard: Roache explained that Cash On Hand is not what “ending balance” refers to. Ending Balance refers to the bank reconciliation number at month end. He noted that he visited Hampstead Board of Selectmen and staff member Christian Matthews joined him to talk about the Road Surface Management System. The Board seemed impressed. A GACIT meeting was held in Hampton and Walker & Bogle presented information on the transportation program. Kravitz noted that she attended a meeting of the NH Seacoast Greenway Committee.

4. New Business

a. FY 20 Work Program Discussion & Budget Amendment #1

Roache gave a brief overview of the RPC Work Program and contracts, and how we track local dues. Roache reviewed Budget Amendment #1 which includes real numbers where there used to be placeholders, some new contracts, and adjustments to contracts based on the previous year's expenditures. He reviewed the Expense portion of the budget which includes an adjustment to salaries and contracted services, and several small adjustments to various line items. He noted that more contracts may be coming such as Hampton MP, Newton CIP, Hampstead CR, and Newington CR. Discussion followed. *Turell moved to approve Budget Amendment #1 as presented; Rabideau seconded. **SO VOTED.** (Coppelman recused himself)*

b. Staffing Update

Roache noted that the Public Outreach Administrator left for another job opportunity and he will be crafting a new job ad for the position. He also may be advertising for a land use planner to fill the growing circuit rider requests.

c. Check Signing Procedures & Appointment of David Walker as additional checksigner

Roache stated that he would like to institute a new rule that any checks under \$1000 only require one signer (currently policy requires two signers on all checks). *Turell moved to change the check signer policy to be only one signer needed on items under \$1000; Rabideau seconded. **SO VOTED.***

*Turell moved to add David Walker, Assistant Director as an additional checksigner; Wilson seconded. **SO VOTED.***

d. Dues & Member Rate

Roache distributed a written explanation of how the RPC Dues is used and discussion followed about how to address a town that is considering dropping membership. Wilson and McDermott both agreed more detail is needed in Roache's written explanation, and specific items like MS4 and Electricity Aggregation should be included, along with legislative monitoring. Roache also noted there are other ways of calculating dues such as offering a fixed rate. The RPC current Non-member rate is \$85. *Turell moved to increase the Non-member rate to \$125 per hour, effective immediately; McDermott seconded. **SO VOTED.***

5. Old Business

a. Legislative Forum Update

Roache has begun planning the Legislative Forum and suggested the topic this year be transit related, specifically about the funding needs. Discussion followed. It was noted that Save the Dates for the Legislative Forum will go out soon.

b. October MPO meeting

October 9th; location to be determined; topic = Operations presentation from COAST

c. December meeting date

Possible Executive Committee meeting on December 11th.

6. Other Business

Electricity Aggregation contracts have been signed: three towns, three libraries, and a school district signed on for a 3 year cost savings deal. The Housing Appeals Board SB 306 passed in the House today. Davis thanked Roache for coming to Hampstead with his presentation about the Commission services.

Meeting adjourned at 5:43 p.m.

Respectfully submitted,

Annette Pettengill, Recording Secretary

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
September, 2019

	September 2019	YTD FY 20	FY 20 Budget Amendment #1	Balance	% Budget
RESOURCES					
Federal Contracts	\$ -	\$ -	\$ -	\$ -	
Grants	\$ -	\$ -	\$ -	\$ -	
Local Dues	\$ -	\$ 166,181	\$ 166,181	\$ -	100.0%
Other Income	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%
Local Planning Contracts	\$ 11,556	\$ 74,664	\$ 182,882	\$ 108,218	40.8%
State Contracts	\$ 53,801	\$ 102,848	\$ 837,238	\$ 734,390	12.3%
Total RESOURCES	\$ 65,357	\$ 343,693	\$ 1,188,301	\$ 844,608	28.9%
EXPENSES					
Newspaper/Media	\$ -	\$ -	\$ 1,000	\$ 1,000	0.0%
Contracted Printing	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%
Contracted Services	\$ 12,079	\$ 50,854	\$ 199,300	\$ 148,446	25.5%
Total Salaries	\$ 48,436	\$ 172,784	\$ 626,818	\$ 454,034	27.6%
Travel	\$ 677	\$ 965	\$ 10,000	\$ 9,035	9.7%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 32	\$ 123	\$ 500	\$ 377	24.6%
Janitorial	\$ -	\$ 360	\$ 2,000	\$ 1,640	18.0%
Accounting	\$ -	\$ -	\$ 300	\$ 300	0.0%
Audit	\$ 500	\$ 500	\$ 12,000	\$ 11,500	4.2%
Bank & Service Charges	\$ -	\$ 250	\$ 350	\$ 100	71.4%
**Dues & Subscriptions	\$ 1,333	\$ 1,983	\$ 18,000	\$ 16,017	11.0%
Employee Co Contrib of Benefits	\$ -	\$ -	\$ -	\$ -	
C Deferred Comp 457	\$ 1,976	\$ 6,880	\$ 26,890	\$ 20,010	25.6%
C Dental Insurance	\$ 550	\$ 2,001	\$ 7,210	\$ 5,209	27.7%
C Health Ins.	\$ 3,443	\$ 12,490	\$ 45,188	\$ 32,698	27.6%
C Life Insurance	\$ 69	\$ 242	\$ 1,180	\$ 938	20.5%
C LTD Insurance	\$ 104	\$ 364	\$ 1,540	\$ 1,176	23.6%
C NH Retirement 414E	\$ 3,047	\$ 10,644	\$ 39,612	\$ 28,968	26.9%
C STD Insurance	\$ 69	\$ 241	\$ 1,080	\$ 839	22.3%
**Equipment	\$ 2,459	\$ 2,459	\$ 5,000	\$ 2,541	49.2%
**Equipment & Software Maint.	\$ 483	\$ 2,507	\$ 17,500	\$ 14,993	14.3%
General Insurance	\$ 294	\$ 1,705	\$ 4,000	\$ 2,295	42.6%
Misc	\$ (335)	\$ (329)	\$ 2,000	\$ 2,329	-16.5%
**Office Supplies	\$ 318	\$ 2,039	\$ 10,000	\$ 7,961	20.4%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 3,651	\$ 13,008	\$ 47,034	\$ 34,027	27.7%
SUTA	\$ -	\$ -	\$ 500	\$ 500	0.0%
**Postage	\$ 34	\$ 153	\$ 1,000	\$ 847	15.3%
Rent	\$ 4,243	\$ 12,729	\$ 51,000	\$ 38,271	25.0%
Telephone & Internet	\$ 328	\$ 1,046	\$ 4,100	\$ 3,054	25.5%
**Training & Workshops	\$ -	\$ 1,012	\$ 5,000	\$ 3,988	20.2%
Utilities	\$ 601	\$ 1,172	\$ 7,100	\$ 5,928	16.5%
Total EXPENSES	\$ 84,390	\$ 298,180	\$ 1,149,202	\$ 851,022	25.9%
	\$ (19,033)	\$ 45,513			
Unobligated Funds			\$ 39,099	\$ 39,099	
Fund Balance Accrual	\$ -	\$ -	\$ -	\$ -	
			\$ -	\$ -	
Balance	\$ (19,033)	\$ 45,513	\$ 1,188,301	\$ 890,121	

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

** Direct & Indirect

Date: October 22, 2019
To: Executive Committee
From: Tim Roache, Executive Director
Re: SB306 Roundtable Meeting Notes

Attendees: Barbara Kravitz, Hampton; Alan Davis, Hampstead; Lang Plumer, Exeter; Dave Sharples; Exeter; Jim Maggiorie, North Hampton; Nancy Monaghan, North Hampton; Ross Moldoff, Salem; Tim Roache, RPC; Senator Martha Fuller Clark

Summary:

On October 16, 2019 the RPC Legislative Committee held a roundtable discussion with Senator Martha Fuller Clark to discuss local and regional concerns regarding the passage of SB 306 as part of the State budget. Roache opened the discussion by summarizing the history of SB306. Kravitz added the concerns from the municipalities and commented on the process through which the legislation by-passed the NH House and was added to the State Budget Bill.

Roache invited those present, to share their opinion on the legislation. The consensus among the group was that the bill, as proposed, has a direct impact on local control and opens the door for developers to challenge all local board decisions. Participants agreed that the bill will not accomplish it's intended goal of expediting the approval of workforce housing developments.

Senator Fuller Clark asked the group if the floor amendment proposed by Senator Dietsch, to modify the text of SB306, to focus specifically on Workforce Housing will result in the desired impact of advancing workforce housing developments. The participants agreed that amending the bill to specifically create a Workforce Housing Appeals Board is a better alternative but that there is still language in the amendment that leaves the door open to impact local control of other decisions.

Senator Fuller Clark indicated she was willing to explore options address the concerns of the group including proposing legislation to form a study commission to advance affordable housing and other actions to amend or repeal the language in SB306.

Actions/Next Steps

The participants agreed to provide recommendations for the duties and membership for a study commission to advance affordable housing. Recommendations are to be forwarded through the RPC to Senator Fuller Clark. The participants also agreed to a follow-up roundtable discussion targeting a larger audience but with a focus on addressing SB306 and supporting a possible future study commission. The RPC will organize and facilitate the next roundtable discussion in early December.