

MINUTES

Rockingham Planning Commission Executive Committee

June 26, 2019
RPC Office, Exeter NH

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

Guests: M. Rabideau (Seabrook)

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

- 1. Call to Order:** Chairman Kravitz called the meeting to order at 4:30 p.m. and introduced Mike Rabideau from Seabrook who will be a Member at Large on this Committee effective July 1st.
- 2. Minutes of May 22, 2019**

*Turell move to approve the Minutes of May 22, 2019 as presented; Plumer seconded. **SO VOTED.** 2 abstentions*

Discussion followed on the positive feedback on the new logo and the Committee thanked Isabel for her work on the logo and getting the sign outside replaced.

- 3. Financial Report**

May 2019 Financial Report: Roache noted that the budget is in a much better position this year than it was last year at this time. He noted the purchase of travel time data for all the RPC's in the amount of \$64,500, which shows up in Dues & Subscriptions.

May Dashboard: Bank balances are good. Staff presented the "ABC's of RPC's" with Southern NH Planning at the Office of Strategic Initiatives planning conference. Positive feedback was received on that presentation. The FY 20 budget may allow the hiring of another planner on staff.

- 4. Old Business**

a. FY 19 Budget Amendment #3

Roache referred to Attachment 3 and reviewed specific line items: Line 105 Dues & Sub now includes some software subscriptions and the transportation data subscription; Line 72a includes revenue received from other RPCs for that transportation data, and Line 12 indicates a reduction in expected revenue this FY for the LTS project, due to overly ambitious expectations initially. Roache stated he felt it was important to address these large changes in a few items in this budget before the fiscal year ends. *Turell moved to approve Budget Amendment #3 FY 19; McDermott seconded. **SO VOTED.** Coppelman recused himself.*

b. Annual Meeting Debrief

Discussion followed on the agenda line up and how to better facilitate the speaker and the awards for next year. McDermott suggested that legislators that attend should be acknowledged during the meeting. Other suggestions included: Award recipients should be allowed time to respond if they choose to. It was noted that it's the perfect opportunity to invite the Press and it was a missed opportunity for free exposure highlighting the RPC's role in the community. Overall consensus was that it was an interesting Speaker, and a good meal and attendance was good at 68.

Coppelman noted that post meeting he sent a press release to the Carriage Town News to highlight the Friends of Kingston Open Space receiving the Hayden Award. Roache noted that the Hayden and Quinlan awards were also highlighted in the RPC Newsletter. It was suggested that Isabel enter a press release to the Seacoast Newspapers about the meeting in general and the awards presented.

New Business

a. FY 2020 meeting topics:

July: MPO meeting; Hampstead

August: No meeting

Sept: undecided

Discussion regarding possible topics for the new fiscal year – Tuscan Village, Salem; Affordable Housing; tiny houses; solar; coastal hazards; REDC's work

b. Donation to Riverbend Community Mental Health: Roache noted that as a thank you to Justice Broderick the RPC will make a \$100 donation in his honor, to Riverbend in Concord. *Cushman moved to send a donation to Riverbend; Turell seconded. **SO VOTED.***

c. Legislative Policy Committee: Roache expressed his desire to get the list of Bills the Legislative Policy Committee works on down to a smaller more easily managed list that can be emailed to Commissioners. In the past the Committee has had varying degrees of success to push out information in a timely manner. With a smaller realm it should be

easier for Isabel to push out info weekly. Discussion followed regarding when to send letters to the legislature and the importance of knowing what the support is from member towns. Extensive discussion followed on NH SB306.

Meeting adjourned at 6:00 p.m.

Respectfully submitted,
Annette Pettengill

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

	June 2019	YTD FY 19	FY 19 Budget Amendment #3	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	\$ 14,304	\$ 254,561	\$ 212,770	\$ (41,791)	119.6%
State Contracts	\$ 234,869	\$ 884,036	\$ 927,450	\$ 43,414	95.3%
Total RESOURCES	\$ 249,173	\$ 1,295,193	\$ 1,298,815	\$ 3,622	99.7%
EXPENSES					
Newspaper/Media	\$ -	\$ 297	\$ 2,500	\$ 2,203	11.9%
Contracted Printing	\$ 143	\$ 607	\$ 4,400	\$ 3,793	13.8%
Contracted Services	\$ 98,026	\$ 295,769	\$ 303,184	\$ 7,415	97.6%
Total Salaries	\$ 47,099	\$ 580,147	\$ 581,132	\$ 985	99.8%
Travel	\$ 1,534	\$ 7,007	\$ 9,000	\$ 1,993	77.9%
Reconciliation Discrepancies	\$ -	\$ (1)	\$ -	\$ 1	
Payroll Processing Fees	\$ 35	\$ 399	\$ 500	\$ 101	79.8%
Janitorial	\$ 360	\$ 1,935	\$ 2,300	\$ 365	84.1%
Accounting	\$ -	\$ -	\$ 300	\$ 300	0.0%
Audit	\$ -	\$ 10,950	\$ 11,000	\$ 50	99.5%
Bank & Service Charges	\$ 59	\$ 313	\$ 350	\$ 37	89.4%
**Dues & Subscriptions	\$ 22,400	\$ 82,588	\$ 87,500	\$ 4,912	94.4%
Employee Co Contrib of Benefits	\$ -	\$ -	\$ -	\$ -	
C Deferred Comp 457	\$ 2,209	\$ 25,988	\$ 25,965	\$ (23)	100.1%
C Dental Insurance	\$ 587	\$ 7,460	\$ 6,500	\$ (960)	114.8%
C Health Ins.	\$ 3,562	\$ 45,345	\$ 45,283	\$ (62)	100.1%
C Life Insurance	\$ 69	\$ 898	\$ 1,080	\$ 182	83.1%
C LTD Insurance	\$ 104	\$ 1,352	\$ 1,345	\$ (7)	100.5%
C NH Retirement 414E	\$ 3,062	\$ 38,619	\$ 38,866	\$ 247	99.4%
C STD Insurance	\$ 69	\$ 896	\$ 1,075	\$ 179	83.3%
**Equipment	\$ 504	\$ 4,265	\$ 7,000	\$ 2,735	60.9%
**Equipment & Software Maint.	\$ 378	\$ 14,350	\$ 17,000	\$ 2,650	84.4%
General Insurance	\$ 294	\$ 3,535	\$ 5,209	\$ 1,674	67.9%
Misc	\$ 6	\$ 649	\$ 2,000	\$ 1,351	32.5%
**Office Supplies	\$ 1,715	\$ 9,653	\$ 10,000	\$ 347	96.5%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 3,550	\$ 43,426	\$ 43,539	\$ 113	99.7%
SUTA	\$ -	\$ 500	\$ 1,000	\$ 500	50.0%
**Postage	\$ 164	\$ 635	\$ 1,000	\$ 365	63.5%
Rent	\$ 4,243	\$ 50,916	\$ 50,100	\$ (816)	101.6%
Telephone & Internet	\$ 336	\$ 4,184	\$ 5,000	\$ 816	83.7%
**Training & Workshops	\$ 2,812	\$ 5,971	\$ 5,000	\$ (971)	119.4%
Utilities	\$ 944	\$ 6,926	\$ 7,100	\$ 174	97.5%
Total EXPENSES	\$ 194,262	\$ 1,245,579	\$ 1,276,228	\$ 30,649	97.6%
	\$ 54,912	\$ 49,614			
Unobligated Funds			\$ 22,587	\$ 22,587	
Fund Balance Accrual	\$ -		\$ -	\$ -	
			\$ -	\$ -	
Balance	\$ 54,912	\$ 49,614	\$ 1,298,815	\$ 53,236	

NOTE: June 30th is 100% through the fiscal year

** Direct & Indirect

Last Statement - July 31, 2019	
Bank Checking	
Beginning Balance	\$149,316.76
Deposits	157,589.15
Payments	139,105.31
Ending Balance	\$167,800.60
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

July - August	
Staff Presentations / Activities	
Greenland Board of Selectmen Meeting	
Seabrook Board of Selectmen Meeting	
Ten Year Plan GACIT Meeting Kingston	
Ten Year Plan Gacit Meeting Dover	
Exeter Water Trail Tour	
Portsmouth Naval Shipyard Joint Land Use Study Policy Committee	
NHDES Source Water Strategy Advisory Committee	
Current Performance (July 25- August 21)	
Operating Expenses In Reserve	< 1 month
theRPC.org -- Sessions	1,100 (+25%)
theRPC.org -- Users	876 (+35%)
Twitter Impressions	3,545 Tweet impressions (-25%)
Facebook Engagement	225 people reached (+30%) 354 engagements (+225%)
Social Media Narrative: Areas with highest engagement included Exeter Water Trail tour, Seacoast rail trail purchase approval, Local Source Water Protection Grant announcement, NHPR affordable housing article, NH Coastal Flood Risk workshop.	

Budget Narrative	
Bank Balance/Cash on hand:	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 167, 800. 60.
Payables and Receivables:	Remains current to be paid/received within 30 days.
FY20 Working Budget:	Current working budget has a potential net revenue of \$26,358 with additional potential revenue of \$49,000.

FY20 Working Budget			
Funding Sources		Expenses	
Local Dues	\$ 166,181.00	Salaries	\$ 614,817.85
State and Federal Contracts	\$ 827,386.00	Contracted Services	\$ 178,800.00
Grants	\$ -	Legal Services	\$ 1,000.00
Local Planning Contracts	\$ 159,382.00	Travel & Expenses	\$ 10,000.00
Other Income	\$ 2,000.00	Bank Service Charge	\$ 350.00
Total	\$ 1,154,949.00	Taxes-Payroll	\$ 47,034.00
		Unemployment Insurance	\$ 500.00
		Health Insurance	\$ 45,187.05
		Health Stipend	\$ 12,000.00
		Dental Insurance	\$ 6,100.00
		Life & Disability Insurance	\$ 3,800.00
		Retirement - 457 Plan	\$ 26,890.10
		Retirement - NHRS	\$ 39,611.71
		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
		Total Expenses	\$1,128,590.71
		Potential Reserve	\$26,358.29
		Delta	\$0.00
Total Revenue	\$1,154,949.00		

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

	July 2019	YTD FY 20	FY 20 Budget	Balance	% Budget
RESOURCES					
Federal Contracts		\$ -	\$ -	\$ -	
Grants		\$ -		\$ -	
Local Dues	\$ 166,181	\$ 166,181	\$ 166,181	\$ -	100.0%
Other Income	\$ -		\$ 2,000	\$ 2,000	0.0%
Local Planning Contracts	\$ 52,108	\$ 52,108	\$ 149,603	\$ 97,495	34.8%
State Contracts			\$ 827,154	\$ 827,154	0.0%
Total RESOURCES	\$ 218,289	\$ 218,289	\$ 1,144,938	\$ 926,649	19.1%
EXPENSES					
Newspaper/Media	\$ -		\$ 1,000	\$ 1,000	0.0%
Contracted Printing			\$ 2,000	\$ 2,000	0.0%
Contracted Services	\$ 15,000	\$ 15,000	\$ 179,800	\$ 164,800	8.3%
Total Salaries	\$ 49,908	\$ 49,908	\$ 625,237	\$ 575,329	8.0%
Travel			\$ 10,000	\$ 10,000	0.0%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 56	\$ 56	\$ 500	\$ 444	11.2%
Janitorial			\$ 2,000	\$ 2,000	0.0%
Accounting	\$ -	\$ -	\$ 300	\$ 300	0.0%
Audit	\$ -		\$ 12,000	\$ 12,000	0.0%
Bank & Service Charges	\$ 250	\$ 250	\$ 350	\$ 100	71.4%
**Dues & Subscriptions	\$ 650	\$ 650	\$ 18,000	\$ 17,350	3.6%
Employee Co Contrib of Benefits	\$ -				
C Deferred Comp 457	\$ 1,940	\$ 1,940	\$ 26,805	\$ 24,865	7.2%
C Dental Insurance	\$ 601	\$ 601	\$ 6,100	\$ 5,499	9.8%
C Health Ins.	\$ 3,736	\$ 3,736	\$ 44,876	\$ 41,140	8.3%
C Life Insurance	\$ 69	\$ 69	\$ 1,180	\$ 1,111	5.8%
C LTD Insurance	\$ 104	\$ 104	\$ 1,540	\$ 1,436	6.7%
C NH Retirement 414E	\$ 3,026	\$ 3,026	\$ 39,520	\$ 36,494	7.7%
C STD Insurance	\$ 69	\$ 69	\$ 1,080	\$ 1,011	6.4%
**Equipment			\$ 5,000	\$ 5,000	0.0%
**Equipment & Software Maint.	\$ 193	\$ 193	\$ 17,500	\$ 17,307	1.1%
General Insurance	\$ 294	\$ 294	\$ 4,000	\$ 3,706	7.3%
Misc			\$ 2,000	\$ 2,000	0.0%
**Office Supplies	\$ 143	\$ 143	\$ 10,000	\$ 9,857	1.4%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 3,750	\$ 3,750	\$ 46,913	\$ 43,164	8.0%
SUTA	\$ -	\$ -	\$ 500	\$ 500	0.0%
**Postage	\$ 119	\$ 119	\$ 1,000	\$ 881	11.9%
Rent	\$ 4,243	\$ 4,243	\$ 51,000	\$ 46,757	8.3%
Telephone & Internet	\$ 370	\$ 370	\$ 4,100	\$ 3,730	9.0%
**Training & Workshops	\$ 100	\$ 100	\$ 5,000	\$ 4,900	2.0%
Utilities			\$ 7,100	\$ 7,100	0.0%
Total EXPENSES	\$ 84,619	\$ 84,619	\$ 1,126,401	\$ 1,041,782	7.5%
	\$ 133,670	\$ 133,670			
Unobligated Funds			\$ 18,537	\$ 18,537	
Fund Balance Accrual	\$ -		\$ -	\$ -	
			\$ -	\$ -	
Balance	\$ 133,670	\$ 133,670	\$ 1,144,938	\$ 1,060,319	

NOTE: July 31st is 8% through the fiscal year

** Direct & Indirect