

MINUTES
Rockingham Planning Commission
Executive Committee

January 22, 2020
RPC Office, Exeter NH

Committee Members Present: B. Kravitz (Chairman); M. Turell (Treasurer); G. Coppelman (Secretary); C. McCarthy, M. McAndrew, L. Cushman, A. Davis, L. Plumer, T. Moore (Members at Large)

Guests: A. Simard (Melanson & Heath)

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

- 1. Call to Order: Chairman Kravitz called the meeting to order at 4:30 p.m. Introductions were made.**
- 2. Minutes of December 11, 2019**

*Turell moved to approve the Minutes of December 11, 2019 as presented; Coppelman seconded. **SO VOTED.***

- 3. FY 19 Audit Report – Alyssa Simard, Melanson Heath**

Simard stated that the Independent Auditors Report is the auditors opinion on the financial statements of the RPC and the opinion of the FY 19 Financials are clean and unmodified. She reviewed the differences between the Full Accrual Basis, which includes fixed assets and compensated absences, etc, and the Fund Basis or Modified Accrual Basis, which does not include long term liabilities. She noted there is a fund balance at the end of FY 19 of \$92,254, which is an increase of \$39,084 from the previous year. Simard detailed the audit page by page and explained some changes to GASB rules and the required schedules to show Net Pension and OPEB liability.

Simard also explained the Single Audit Report is required for FY 19 since the RPC expended more than \$750,000 in federal funds. She noted that they test controls and compliance with the largest federal contract, which is the UPWP/NHDOT contract.

She noted that both reports will be uploaded to the Federal Audit Clearing House for anyone to access. Discussion followed on the NH Retirement reporting requirements for OPEB and Net Position and that all entities in the NH Retirement System are required to report to these standards.

*Turell moved to approve the RPC FY 19 Financial Statements as submitted; Plumer seconded. **SO VOTED.***

Discussion followed regarding page 15 of the Financial Statements, 1. Reporting Entity: 1st sentence; whether it referred to Executive Committee or full Commission and how that needs to be corrected for accuracy. Pettengill will check with auditors and make sure it reflects the actual membership details.

- 4. December Financial Report**

Roache reviewed the December financial report and noted that payment recoupment of the LTS project expenses has not been timely via NHDOT. The Dashboard shows cashflow slowly building again. Roache noted staff projects including the Joint Land Use Study at the Naval Shipyard. Discussion followed on potential new sources of funding expected, such as Coastal Resiliency for North Hampton & Exeter and Stratham GIS Services.

5. New Business

- a. Legislative committee members: Kravitz noted that the Legislative Committee will meet on February 11th to review RPC related bills of importance. She noted that Beth Moreau (Portsmouth) and Jaci Grote (Rye) expressed interest in joining the Legislative Committee.
- b. Housing Legislation Update: Kravitz noted the recent commission meeting in Hampton which reviewed the affordable housing legislation. Discussion followed.
- c. Adjusting To Climate Change Series NECN: Roache explained that NECN is interested in featuring the RPC's coastal climate change projects which would be a great public relations opportunity for the RPC.
- d. February MPO meeting: February 12th; Kingston Library; TIP Amendment, Performance Measures, Seacoast Vulnerability (coastal shift) project

6. Other Business

Davis noted that he and members of Hampstead town boards met to discuss the affordable housing bills 1632 & 1629 after the Commission meeting in Hampton;

Coppelman asked where the repeal stands on the Housing Appeals Board Bill. Roache stated that there are several repeals and opposition as well.

Roache noted that REDC will be hiring the RPC to participate in their Visioning Sessions for CEDS. They are hiring RPC Directors to attend each of their area's visioning session. There will be a link on our website.

7. Public Comment- None

Meeting Adjourned at 5:55 p.m.

Respectfully submitted,
Annette Pettengill, Recording Secretary

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
January 2020

	January 2020	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	\$ 52,344	\$ 170,381	\$ 182,882	\$ 12,501	93.2%
State Contracts	\$ 66,740	\$ 336,893	\$ 837,238	\$ 500,345	40.2%
Total RESOURCES	\$ 119,084	\$ 673,455	\$ 1,188,301	\$ 514,846	56.7%
EXPENSES					
Newspaper/Media	\$ -	\$ -	\$ 1,000	\$ 1,000	0.0%
Contracted Printing	\$ -	\$ 171	\$ 2,000	\$ 1,829	8.6%
Contracted Services	\$ 4,350	\$ 107,151	\$ 199,300	\$ 92,149	53.8%
Total Salaries	\$ 69,299	\$ 381,437	\$ 626,818	\$ 245,381	60.9%
Travel	\$ 329	\$ 4,031	\$ 10,000	\$ 5,969	40.3%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 32	\$ 259	\$ 500	\$ 241	51.8%
Janitorial	\$ -	\$ 1,170	\$ 2,000	\$ 830	58.5%
Accounting	\$ -	\$ -	\$ 300	\$ 300	0.0%
Audit	\$ -	\$ 5,500	\$ 12,000	\$ 6,500	45.8%
Bank & Service Charges	\$ 0	\$ 250	\$ 350	\$ 100	71.4%
**Dues & Subscriptions	\$ 574	\$ 9,410	\$ 18,000	\$ 8,590	52.3%
Employee Co Contrib of Benefits	\$ -	\$ -	\$ -	\$ -	
C Deferred Comp 457	\$ 3,354	\$ 16,432	\$ 26,890	\$ 10,458	61.1%
C Dental Insurance	\$ 825	\$ 4,476	\$ 7,210	\$ 2,734	62.1%
C Health Ins.	\$ 5,165	\$ 27,984	\$ 45,188	\$ 17,204	61.9%
C Life Insurance	\$ 104	\$ 553	\$ 1,180	\$ 627	46.9%
C LTD Insurance	\$ 156	\$ 832	\$ 1,540	\$ 708	54.0%
C NH Retirement 414E	\$ 4,571	\$ 21,309	\$ 39,612	\$ 18,303	53.8%
C STD Insurance	\$ 103	\$ 551	\$ 1,080	\$ 529	51.0%
**Equipment	\$ -	\$ 2,670	\$ 5,000	\$ 2,330	53.4%
**Equipment & Software Maint.	\$ 914	\$ 5,254	\$ 17,500	\$ 12,246	30.0%
General Insurance	\$ 294	\$ 2,587	\$ 4,000	\$ 1,413	64.7%
Misc	\$ 2,772	\$ 90	\$ 2,000	\$ 1,910	4.5%
**Office Supplies	\$ 135	\$ 3,606	\$ 10,000	\$ 6,394	36.1%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 5,219	\$ 28,722	\$ 47,034	\$ 18,313	61.1%
SUTA	\$ -	\$ -	\$ 500	\$ 500	0.0%
**Postage	\$ 100	\$ 253	\$ 1,000	\$ 747	25.3%
Rent	\$ 4,243	\$ 29,701	\$ 51,000	\$ 21,299	58.2%
Telephone & Internet	\$ 324	\$ 2,342	\$ 4,100	\$ 1,758	57.1%
**Training & Workshops	\$ -	\$ 1,610	\$ 5,000	\$ 3,390	32.2%
Utilities	\$ 659	\$ 3,120	\$ 7,100	\$ 3,980	43.9%
Total EXPENSES	\$ 103,520	\$ 661,469	\$ 1,149,202	\$ 487,733	57.6%
	\$ 15,564	\$ 11,986			
Unobligated Funds			\$ 39,099	\$ 39,099	
Fund Balance Accrual	\$ -		\$ -	\$ -	
			\$ -	\$ -	
Balance	\$ 15,564	\$ 11,986	\$ 1,188,301	\$ 526,832	

NOTE: Jan 31st is 58% through the fiscal year

** Direct & Indirect

Last Statement - December 31, 2019	
Bank Checking	
Beginning Balance	\$46,412.41
Deposits	119,140.32
Payments	96,775.73
Ending Balance	\$68,777.00
Other Accounts	
Line of credit (\$30,000) activated?	\$0.00
Holding Account Beginning	\$31,650.00
Holding Account Ending	\$31,650.00
Performance targets	
Operating Expenses In Reserve	3 months
rpc-nh.org -- Sessions	1500
rpc-nh.org -- Users	1000
Target News Letter Open Rate	35%
Twitter Followers	300
Facebook Likes	250

December January	
Staff Presentations / Activities	
Seacoast Transportation Corridor Vulnerability With NHDOT	
Commission on Seacoast Drinking Water	
REDC CEDS Visioning Session	
NPMRDS Travel Time Data Training	
CAW Outreach Meetings	
COAST and ACT Board Meetings	
Current Performance (December - January)	
Operating Expenses In Reserve	< 1 month
theRPC.org -- Sessions	1,300 sessions (+21.2%)
theRPC.org -- Users	1,100 Users (+23.8%)
Newsletter Engagement	31.1% open rate 138 opened 9 clicks
Twitter Impressions	939 Tweet Impressions (-15.5%)
Facebook Engagement	222 People Reached (21%) 33 Engagements (-30%)
<p>Social Media Narrative: Visioning Sessions, NHMA to Host a Webinar, Frost Heaves, Charrette to the West. Highest traffic was from Visioning Sessions and NHMA Webinar. There were no paid posts, all traffic was organic engagement.</p> <p>Website: Most page views: home page (454); maps and data/resources (111); Commission/staff (107); maps and data/maps (81); maps and data (80); communities/South Hampton (68); employment (59)</p>	

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 low due to delayed payments from NHDOT.
Payables and Receivables:	Remains current to be paid/received within 30 days. (SWP Education and LTS Past 30 days)
FY20 Working Budget:	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	\$ 787,403.00	Contracted Services	\$ 183,720.00
Grants	\$ -	Legal Services	\$ 1,000.00
Local Planning Contracts	\$ 199,882.00	Travel & Expenses	\$ 10,000.00
Other Income	\$ 2,000.00	Bank Service Charge	\$ 350.00
Total	\$ 1,155,466.00	Taxes-Payroll	\$ 47,034.00
Potential New Revenue		Unemployment Insurance	\$ 501.00
Stratham GIS Service*	\$ 6,500.00	Health Insurance	\$ 45,188.00
Coastal Resilience Exeter*	\$ 10,000.00	Health Stipend	\$ 12,000.00
Coastal Resilience North Hampton*	\$ 15,000.00	Dental Insurance	\$ 7,210.00
North Hampton Septic*	\$ 9,500.00	Life & Disability Insurance	\$ 3,800.00
Hampstead Circuit Rider	\$ 10,000.00	Retirement - 457 Plan	\$ 26,890.00
Newington CIP*	\$ 11,000.00	Retirement - NHRS	\$ 39,612.00
Hampton Master Plan?		General Insurance	\$ 4,000.00
	\$ 21,000.00	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 Revenue	\$1,155,466.00	Total Expenses	\$1,134,623.00
		Potential Reserve	\$20,843.00
		Delta	\$0.00

* Contracts in place - Next Amendment

February 18, 2020

<NH Senate>
State House, Room 100
107 North Main Street
Concord, NH 03301

Re: SB 487: AN ACT repealing the housing appeals board and establishing a commission to advance affordable housing in New Hampshire.

Dear Senator,

Thank you for the opportunity to provide comments on this important piece of housing legislation. I also want to acknowledge the work of Senator Martha Fuller Clark and the other bill sponsors and thank them for their efforts on this important matter.

Several member communities of the Rockingham Planning Commission have expressed concerns over the establishment of a Housing Appeals Board as previously presented. These concerns include but are not limited to:

- The Housing Appeals Board could substantially interfere with the statutory decisions and functions of elected or appointed Municipal Boards and has the potential for overturning established zoning and planning regulations including those enacted by voters.
- The Housing Appeals Board will increase the likelihood of challenges to Planning Board decisions and threatens local control already provided in the RSAs.
- The Housing Appeals Board would result in the municipalities whose actions are challenged incurring costs for legal representation which could be substantial.
- The Housing Appeals Board will receive an annual appropriation specified at a minimum of \$400,000 per year. We believe these funds could be better utilized to incentivize workforce housing development.
- The Housing Appeals Board members need to be experienced in land use matters. The provisions require one attorney and one qualified in engineering; however, there is no qualification standard for the third individual. This individual should be experienced in the local planning and zoning process.

We support the establishment of a Commission to identify and quantify the current status of New Hampshire's housing deficit and the overarching need for access to affordable housing options in our State. In addition to incentivizing workforce housing development we believe access to housing for all income levels needs to be increased.

Sincerely,

Barbara Kravitz
Chair
Rockingham Planning Commission