

Date: April 22, 2020

To: Executive Committee
From: Tim Roache, Executive Director
Re: Executive Committee Meeting Report

Financials:

Several local contracts were billed in March along with the NHDOT resulting in \$53,435 of revenue. As of the end of March, we are 75% through the year and we have billed 64% of our potential revenue. There is a natural lag in billing because of our accrual accounting system. This level of billing is consistent with past years. The third month of the quarter is also a low point in each billing cycle. We expect to make up a portion of that gap as a number of quarterly projects and task based projects are billed in April.

Expenses were correspondingly low in March. Year to date we are running behind on expenses at about 65% of budget. With the office closed to the public and limited staff present we expect expenses to continue to dip slightly through April.

We are working hard to ensure we complete projects in this fiscal year to meet revenue targets. However, the COVID-19 Pandemic is slowing progress on some local projects. Staff are offsetting that slowdown by shifting to NHDOT related work which is expected to maintain our revenue stream.

Dashboard:

- **Bank Balances:** Cash flow is adequate, right now to meet expenses without the need to access credit. We also have a small reserve approximately \$21,000 to cover at least one payroll. Bank balances have been consistent over the last three months and similar to past years.
- **Staff Activity:** The staff have been active on their project work. Most projects and project related meeting have been virtual. I have been reaching out via telephone to talk with Board of Selectmen, Town Administrators and Managers, Town Staff and Planning Board members.
- **Social Media and Communications:** We continue to work towards improving our internal and external communications. We have made improvements to the newsletter, made website updates and increased activity on social media.
- **Working Budget:** We added a \$6,500 contract to assist PREP with their data collection efforts.

Nominating Committee Report:

We will report on the Nominating Committee meeting that is scheduled immediately before the Executive Committee Meeting

COVID-19 Operations:

- Operations: The office is currently closed to the public with staff having the option to work from home. All staff other than Annette and Dave have chosen to work from home. I go into the office on off hours for business that requires my signature.

We have expanded our remote meeting capability by subscribing to Zoom. This allows staff to work remotely with town staff and each other as needed. We also, through our Microsoft Office licenses, have TEAMS. This platform allows sharing of files, chat, and video conferencing. We can also create project teams allowing staff that are working on the same project to collaborate. This is internal to RPC only and is used weekly for staff meetings and daily for staff “check-ins”

A third tool we have at our disposal is PublicInput.com. This is our primary survey tool but it also has robust online meeting capability and could be of value to our communities. Staff has worked hard to create a public hearing format that we hope to use at our May MPO Meeting. This may also be used by the NHDOT for scheduled hearings on the Seabrook Hampton Bridge. Final testing will be completed after this report is sent out and will be reported on during the Executive Committee Meeting.

COVID 19 Potential Impacts:

- Productivity: RPC allows work from home on a regular basis; however, school closures do result in a level of distraction for staff with school age kids. To address this, staff are authorized to adjust their schedules to remain as productive as possible under the circumstances. If that is not possible, vacation or accrued flex time must be used. Sick time may only be used under circumstances where the dependent is legitimately sick. I have also authorized sick time if the individual or family member has been exposed and ordered quarantined.
 - The pace of some projects has slowed due to meetings and Should current projects be delayed, staff have been instructed to shift their focus to NHDOT related work opportunities to maintain billable time.
 - Contracts: We have extended contracts as needed to address delays because of municipal closures and social distancing eliminating the possibility of holding project meetings open to the public. Executing new contracts may also be slow for similar reasons.
 - Billing and payments: There is the potential for payments to be slowed due to municipal closures and state resources being reallocated to address the COVID-19 crisis. Dues invoices are out and that should help manage cash flow in the near term. We are monitoring this closely to ensure we have adequate resources on hand to continue full operations. In my conversations with various town officials some have expressed concern over the impact of economic downturn on property tax revenue. Hampton has asked if they can defer/delay payment of their dues until July of this year.
-

COVID 19 Opportunities

- We are exploring opportunities to provide resources in the form of virtual meeting hosting and communications. In addition, any down time can be used for development of marketing and communication materials, project development and identifying new revenue streams.

FY 2021 Budget – Second look:

I have provided a second look at the draft FY21 budget.

On the revenue side, we expect to carry over an additional \$30,000 to 40,000 from year one of our two-year NHDOT Contract. Potential new revenue sources include grant funds from:

- Piscataqua Region Estuary Program
- Tufts Foundation Age Friendly Communities
- Hampstead Circuit Rider
- Several potential Master Plan contracts
- MS4 Assistance
- GIS Services

On the expense side I have adjusted salaries from the current levels to include a 2% COLA and provided for potential merit adjustments for three employees. Health care costs only increased by 0.9% which is reflected in the draft budget. Dental expenses increased by 3.5%. Additional adjustments to expenses will be made over the next month, though none are expected to be significant.

New Business. My plan is to hold a May MPO meeting to address necessary business required by the NHDOT. This will involve a public hearing. Dave Walker will operate the meeting from the office and Commissioners and MPO members will attend via a private Zoom Link. The public will be invited to attend through a PublicInput.com link and phone line. The phone line will allow people to leave voice message comments that will automatically be transcribed into the record. Voting will be done via Zoom in a roll call vote. This approach does two things. 1.) It minimizes the risk of “zoom bombing” and 2.) Creates a more robust public record of the meeting.

Most organizations have postponed their annual meetings scheduled for June. My recommendation is that we hold a virtual RPC meeting in June to address officer election and budget adoption. It is difficult to have speakers commit to an event with so much still unknown. I'd rather save a speaker for an in-person event in the fall as opposed to diminishing the effectiveness of a speaker through a virtual meeting.

MINUTES
Rockingham Planning Commission
Executive Committee

March 25, 2020

Remote Meeting via Zoom Conference Call
Per RSA 91-A:2, III(b) the RPC Chair declared the COVID19 Outbreak
An emergency and has waived the requirement
that a quorum be physically present at the meeting

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

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

- 1. Vice Chair McDermott called the meeting to order at 3 p.m.**
- 2. Minutes of February 26, 2020**

*McDermott moved to approve the Minutes of February 26, 2020 as presented; Wilson seconded.
Roll Call vote was taken. **SO VOTED.***

- 3. Financial Report**

Roache noted that February was a low revenue month, but the year as a whole is on par with normal revenue based on the billing terms of many of our contracts which require spend first to receive payment.

Roache reviewed the Dashboard (Attachment 2A). He noted Staff has been communicating with town officials since the COVID 19 outbreak and working from home every day. Staff continues to work with Exeter Energy Committee regarding community power. Staff continue to be active with Sourcedwater Protection work and rail trail planning and GIS initiatives, as well as transportation planning and other contract work. Discussion followed regarding staff and how the ability to conduct meetings for projects may affect expected timelines for revenue. Staff will monitor projects closely.

- 4. Old Business**

- a. Nominating Committee update:** Roache stated that the Nominating Committee met prior to Executive Committee and reviewed Bylaws. They are currently in the process of creating a

new slate of officers and filling vacancies on the Executive committee. At this time the suggested Slate of Officers is as follows: McDermott-Chairman; Davis-Vice Chairman; Turell - Treasurer; Coppelman-Secretary. Nominating Committee will meet again on April 22nd at 2 p.m. via Zoom.

5. New Business

- a. COVID 19 Operations/Impact: Staff is working at home and staying connected via Zoom and Teams and email. Staff is evaluating and testing Publicinput.com for assistance with towns and public meetings. Roache noted that staff has adjusted their work hours to deal with families at home and there has been no measurable decline in work progress. A couple contracts will be given extensions to deal with difficulties of no contact during pandemic. Intern program will be delayed somewhat.
- b. First Look at FY 21 Budget: Roache reviewed a first look of Revenue and Expenses for FY 21. Anything highlighted in yellow on the attachment is potential New revenue. Some projects will likely carry over to FY 21 as well. On the Expense side, Roache is expecting a Cost of Living Adjustment of 2% for staff salaries and health care has increased by .9%

6. **Public Comment**: Moore suggested that the Annual Dinner meeting in June be cancelled and only a regular business meeting be held instead. Consensus agreed. Discussion followed regarding reaching out to Commissioners and ideas to further engage commissioners and highlight the work the staff is doing.

Meeting Adjourned at 3:35 p.m.

Respectfully submitted,
Annette Pettengill, Recording Secretary

**Rockingham Planning Commission
Financial Statement
Budget vs. Actual
March 2020**

	March 2020	YTD FY 20	FY 20 Budget Amendment #2	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	\$ 10,050	\$ 181,431	\$ 197,713	\$ 16,282	91.8%
State Contracts	\$ 43,385	\$ 428,349	\$ 783,187	\$ 354,838	54.7%
Total RESOURCES	\$ 53,435	\$ 775,961	\$ 1,149,081	\$ 373,120	67.5%
EXPENSES					
Newspaper/Media	\$ -	\$ -	\$ 1,000	\$ 1,000	0.0%
Contracted Printing	\$ -	\$ 171	\$ 2,000	\$ 1,829	8.6%
Contracted Services	\$ 5,585	\$ 118,675	\$ 190,710	\$ 72,035	62.2%
Total Salaries	\$ 46,548	\$ 474,430	\$ 626,818	\$ 152,388	75.7%
Travel	\$ 339	\$ 4,436	\$ 10,000	\$ 5,564	44.4%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 32	\$ 323	\$ 501	\$ 178	64.5%
Janitorial	\$ -	\$ 1,170	\$ 2,000	\$ 830	58.5%
Accounting	\$ -	\$ -	\$ 300	\$ 300	0.0%
Audit	\$ 2,640	\$ 11,140	\$ 12,000	\$ 860	92.8%
Bank & Service Charges	\$ 0	\$ 250	\$ 350	\$ 100	71.4%
**Dues & Subscriptions	\$ 245	\$ 10,707	\$ 18,000	\$ 7,293	59.5%
Employee Co Contrib of Benefits	\$ -	\$ -	\$ -	\$ -	
C Deferred Comp 457	\$ 1,976	\$ 20,384	\$ 26,890	\$ 6,506	75.8%
C Dental Insurance	\$ 550	\$ 5,576	\$ 7,210	\$ 1,634	77.3%
C Health Ins.	\$ 3,449	\$ 34,879	\$ 45,188	\$ 10,309	77.2%
C Life Insurance	\$ 69	\$ 691	\$ 1,180	\$ 489	58.6%
C LTD Insurance	\$ 104	\$ 1,040	\$ 1,540	\$ 500	67.5%
C NH Retirement 414E	\$ 3,047	\$ 27,403	\$ 39,612	\$ 12,209	69.2%
C STD Insurance	\$ 69	\$ 689	\$ 1,080	\$ 391	63.8%
**Equipment	\$ 360	\$ 3,030	\$ 5,000	\$ 1,970	60.6%
**Equipment & Software Maint.	\$ 502	\$ 6,276	\$ 17,500	\$ 11,224	35.9%
General Insurance	\$ 290	\$ 2,877	\$ 4,000	\$ 1,123	71.9%
Misc	\$ (823)	\$ (768)	\$ 2,000	\$ 2,768	-38.4%
**Office Supplies	\$ 1,645	\$ 5,501	\$ 10,000	\$ 4,499	55.0%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 3,506	\$ 35,726	\$ 47,034	\$ 11,309	76.0%
SUTA	\$ 155	\$ 155	\$ 500	\$ 345	31.0%
**Postage	\$ -	\$ 253	\$ 1,000	\$ 747	25.3%
Rent	\$ 4,243	\$ 38,187	\$ 51,000	\$ 12,813	74.9%
Telephone & Internet	\$ 357	\$ 3,023	\$ 4,100	\$ 1,077	73.7%
**Training & Workshops	\$ -	\$ 1,610	\$ 5,000	\$ 3,390	32.2%
Utilities	\$ 496	\$ 4,126	\$ 7,100	\$ 2,974	58.1%
Total EXPENSES	\$ 75,385	\$ 811,958	\$ 1,140,613	\$ 328,655	71.2%
	\$ (21,950)	\$ (35,997)			
Unobligated Funds			\$ 8,468	\$ 8,468	
Fund Balance Accrual	\$ -	\$ -	\$ -	\$ -	
Balance	\$ (21,950)	\$ (35,997)	\$ 1,149,081	\$ 337,123	

NOTE: March 31st is 75% through the fiscal year

** Direct & Indirect

Last Statement - March 31 2020		March April	
Bank Checking		Staff Presentations / Activities	
Beginning Balance	\$65,974.00	Seacoast Transportation Corridor Vulnerability Project Call	
Deposits	58,549.00	Phone Calls with BOS Chair's , Planning Boards, Town Managers	
Payments	73,524.00	COAST and ACT Board Virtual Meetings	
Ending Balance	\$50,999.00	Coastal Resilience and Flooding Virtual Workshops	
Other Accounts		CAW Outreach Meetings	
Line of credit (\$30,000) activated?	\$0.00		
Holding Account Beginning	\$21,650.00		
Holding Account Ending	\$21,650.00		
Performance targets		Current Performance (March/April)	
Operating Expenses In Reserve	3 months	Operating Expenses In Reserve	< 1 month
rpc-nh.org -- Sessions	1500	theRPC.org -- Sessions	1,200 sessions (-7.6%)
rpc-nh.org -- Users	1000	theRPC.org -- Users	1,000 Users (-5.7%)
Target News Letter Open Rate	35%	Newsletter Engagement	23.8% open rate (-) 105 opened (-) 20 clicks (+)
Twitter Followers	300	Twitter Impressions	1,954 Tweet Impressions (+38.5%)
Facebook Likes	250	Facebook Engagement	1,103 People Reached (+549%) 179 Engagements (+63%)
		<p>Social Media Narrative: Local Farms have Safe Local Food (173), Flood Awareness Week (81),Traffic Reduction on I-95 (78), Specific Items for land use boards to be aware of, Governor Sununu Order #23, Hayden and Quinlan Award Nominations, Hampton Area Chamber of Commerce Businesses, Newsletter. Highest traffic was on post Local Farms, Flood Awareness and Traffic Reduction. There were no paid posts, all traffic was organic engagement.</p> <p>Website: Most page views: Home page (558), Maps and Data/resources (87), communities/East Kingston (63), Employment (53), Commission (51)</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 \$8,500with additional potential revenue of \$22,500.		
FY20 Working Budget			
Funding Sources		Expenses	
Local Dues	\$ 166,181.00	Salaries	\$ 614,818.00
State and Federal Contracts	\$ 783,187.00	Contracted Services	\$ 189,710.00
Grants	\$ -	Legal Services	\$ 1,000.00
Local Planning Contracts	\$ 197,713.00	Travel & Expenses	\$ 10,000.00
Other Income	\$ 2,000.00	Bank Service Charge	\$ 350.00
Total	\$ 1,149,081.00	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 MS4	\$ 5,000.00	Retirement - 457 Plan	\$ 26,890.00
Newington CIP*	\$ 11,000.00	Retirement - NHRS	\$ 39,612.00
Hampton Master Plan?		General Insurance	\$ 4,000.00
PREP Assistance	\$ 6,500.00	Rent	\$ 51,000.00
	\$ 22,500.00	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	\$1,149,081.00	Total Expenses	\$1,140,613.00
		Potential Reserve	\$8,468.00
		Delta	\$0.00

			Second Look	Match/D Allocati
		Resources		
	Local Dues			
1	Local Dues		\$ 167,688.25	
2	Dues Funded Services/Committees			
3	Aggregated Town Services			\$ 45,63
4	Local Services			\$ 41,28
5	State and Federal Contracts			
6	Transportation			
7	NHDOT DOT Highway Planning		\$ 628,442.10	\$ 69,82
9	CTAP TDM Ride share		\$ 20,000.00	\$ 2,00
12	Environment/Water/Climate			
13	NH DES Coastal Program Tech Assistance		\$ 12,500.00	\$ 12,50
15	NHDES PSM Coastal SHIFT Transportation Corridor		\$ 45,000.00	
17	NHDES Sourcewater Protection - Reg DW Plan		\$ 5,000.00	
18	NHDES Sourcewater Protection - Buffers		\$ 20,000.00	
20	NHDES 604B Country Pond		\$ 6,300.00	
21	NHDES CZP North Hampton Coastal Resilience		\$ 10,000.00	
22	NHDES CZP Exeter Resilience Sustainability		\$ 8,500.00	
	PREPA - Local Tech Assistance		\$ 10,000.00	
24	Hazard Mitigation			
25	FY 20 HSEM Hazard Mitigation		\$ 15,900.00	
26	Targeted Block Grant			
27	OEP TBG		\$ 11,111.00	
28	Sub Total State/Federal Contracts		\$ 792,753.10	
29	Grants			
30	Age Friendly Communities		\$ 40,000.00	
31	Sub Total Grants			
32	Local Planning Contracts			
33	Circuit Rider Services			
34		Plan Review Income		
35		East Kingston	\$ 11,760.00	
36		Fremont	\$ 11,060.00	
37		Kensington	\$ 10,430.00	
38		Newton	\$ 12,810.00	
39		Atkinson	\$ 9,240.00	
40		Hampton Falls	\$ 19,600.00	
41		North Hampton	\$ 20,370.00	
42		Raymond	\$ 14,000.00	
		Hampstead		
43	Local Grant Match			

				Second Look	Match/D Allocati
73			Expenses		
74					
75			Salaries	\$ 631,408.00	
76			Contracted Services	\$ 90,900.00	
77			Legal Services	\$ 1,000.00	
78			Travel & Expenses	\$ 10,000.00	
79			Bank Service Charge	\$ 350.00	
80			Taxes-Payroll	\$ 48,303.00	
81			Unemployment Insurance	\$ 501.00	
82			Health Insurance	\$ 45,584.00	
83			Health Stipend	\$ 12,000.00	
84			Dental Insurance	\$ 8,000.00	
85			Life & Disability Insurance	\$ 3,800.00	
86			Retirement - 457 Plan	\$ 27,404.00	
87			Retirement - NHRS	\$ 41,286.00	
88			General Insurance	\$ 4,000.00	
89			Rent	\$ 51,546.00	
90			Janitorial	\$ 2,000.00	
91			Telephone & Internet	\$ 4,100.00	
92			Office Supply and Events	\$ 10,000.00	
93			Postage	\$ 1,000.00	
94			Audit	\$ 12,000.00	
95			Utilities	\$ 7,100.00	
96			Contract Printing	\$ 2,000.00	
97			Newspaper and Media	\$ 1,000.00	
98			Equipment and Software Maintenance	\$ 17,500.00	
99			Dues & Subscriptions	\$ 18,000.00	
100			Training, Workshops, Conf.	\$ 5,000.00	
101			Accounting	\$ 300.00	
102			Payroll Processing	\$ 500.00	
103			Miscellaneous	\$ 2,000.00	
104			Equipment Purchases	\$ 5,000.00	
105			Reserve	\$ 60,629.35	
Total EXPENSES				\$ 1,124,211.00	