

Date: May 27, 2020

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

Financials:

April resulted in several local and state contracts being billed in addition to our NHDOT work resulting in \$86,226 of revenue. As of the end of April, we are 83% through the year and we have billed 75% 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. I expect to continue to make up a portion of that gap over the next two months as a number of quarterly projects and task-based projects come to their conclusion.

Expenses were correspondingly low in April. Year to date we are running behind on expenses at about 78% of budget. With the office closed to the public and limited staff present we expect expenses to continue to dip slightly through the end of the fiscal year.

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: No major changes as we move towards the end of the fiscal year.

FY 2021 Budget –:

I have provided a 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.

Annual Grant and Contract Authorization

For the past two years, the Executive Committee authorized the Executive Director to file applications, sign contracts and implement the annual work program. This action streamlines the contract process and avoids delay in having to bring all contracts through a monthly meeting. That said, if any contract is outside of our typical work program or area of expertise, will be brought before the Executive Committee for discussion.

MPO Meeting Debrief

The May MPO Meeting was our first large virtual meeting with more than 30 members present on Zoom and several members of the public on PublicInput.com and Youtube. While not flawless we are satisfied with how the meeting went. We are working on a number of adjustments to our procedures that should improve the user experience for our members and the public.

COVID-19 Operations:

- Operations: The office remains 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.

The Stay at Home Order 2.0 is in effect through the end of the month. I expect to continue this practice into June to allow time for the impacts of reopening the state to be better understood. In addition, the requirements for reopening the office include establishing procedures for health checks, sanitation, use of masks and social distancing. Given that the remote work arrangement has proven effective, there is no need to rush back.

In addition, more than half the staff are in a position where a lack of childcare will require that they work from home at least part of each week, it makes sense to continue the current practice.

COVID 19 Potential Impacts:

- 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. Almost all
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communities have paid dues for this fiscal year. In my conversations with various town officials some have expressed concern over the impact of economic downturn. Various towns are planning for budget cuts and reduced revenue for the current year. This will likely extend into next fiscal year as well.

June Commission Meeting. We will hold our June meeting via Zoom/Public Input. This meeting will cover the required business of electing the new officers and adopting the budget. I will present a PowerPoint version of our work program that will highlight accomplishments of the past year and look ahead to the next year. The public will be invited to attend through a PublicInput.com link and phone line.

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.

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

	April 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	\$ 7,931	\$ 189,362	\$ 197,713	\$ 8,351	95.8%
State Contracts	\$ 78,295	\$ 506,644	\$ 783,187	\$ 276,543	64.7%
Total RESOURCES	\$ 86,226	\$ 862,187	\$ 1,149,081	\$ 286,894	75.0%
EXPENSES					
Newspaper/Media	\$ -		\$ 1,000	\$ 1,000	0.0%
Contracted Printing	\$ -	\$ 171	\$ 2,000	\$ 1,829	8.6%
Contracted Services	\$ 13,119	\$ 131,794	\$ 190,710	\$ 58,916	69.1%
Total Salaries	\$ 46,760	\$ 521,190	\$ 626,818	\$ 105,628	83.1%
Travel	\$ 440	\$ 4,876	\$ 10,000	\$ 5,124	48.8%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 32	\$ 355	\$ 501	\$ 146	70.9%
Janitorial	\$ -	\$ 1,170	\$ 2,000	\$ 830	58.5%
Accounting	\$ -	\$ -	\$ 300	\$ 300	0.0%
Audit	\$ -	\$ 11,140	\$ 12,000	\$ 860	92.8%
Bank & Service Charges	\$ 0	\$ 250	\$ 350	\$ 100	71.4%
**Dues & Subscriptions	\$ 336	\$ 11,043	\$ 18,000	\$ 6,957	61.4%
Employee Co Contrib of Benefits	\$ -	\$ -			
C Deferred Comp 457	\$ 2,246	\$ 22,630	\$ 26,890	\$ 4,260	84.2%
C Dental Insurance	\$ 550	\$ 6,126	\$ 7,210	\$ 1,084	85.0%
C Health Ins.	\$ 3,449	\$ 38,328	\$ 45,188	\$ 6,860	84.8%
C Life Insurance	\$ 69	\$ 760	\$ 1,180	\$ 420	64.4%
C LTD Insurance	\$ 104	\$ 1,144	\$ 1,540	\$ 396	74.3%
C NH Retirement 414E	\$ 3,090	\$ 30,493	\$ 39,612	\$ 9,119	77.0%
C STD Insurance	\$ 69	\$ 758	\$ 1,080	\$ 322	70.2%
**Equipment	\$ -	\$ 3,030	\$ 5,000	\$ 1,970	60.6%
**Equipment & Software Maint.	\$ 806	\$ 7,082	\$ 17,500	\$ 10,418	40.5%
General Insurance	\$ 290	\$ 3,167	\$ 4,000	\$ 833	79.2%
Misc	\$ 6	\$ (762)	\$ 2,000	\$ 2,762	-38.1%
**Office Supplies	\$ 87	\$ 5,588	\$ 10,000	\$ 4,412	55.9%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 3,522	\$ 39,248	\$ 47,034	\$ 7,787	83.4%
SUTA	\$ 155	\$ 310	\$ 500	\$ 190	62.0%
**Postage	\$ 100	\$ 353	\$ 1,000	\$ 647	35.3%
Rent	\$ 4,243	\$ 42,430	\$ 51,000	\$ 8,570	83.2%
Telephone & Internet	\$ 357	\$ 3,380	\$ 4,100	\$ 720	82.4%
**Training & Workshops	\$ -	\$ 1,610	\$ 5,000	\$ 3,390	32.2%
Utilities	\$ 610	\$ 4,736	\$ 7,100	\$ 2,364	66.7%
Total EXPENSES	\$ 80,441	\$ 892,398	\$ 1,140,613	\$ 248,215	78.2%
	\$ 5,785	\$ (30,211)			
Unobligated Funds			\$ 8,468	\$ 8,468	
Fund Balance Accrual	\$ -		\$ -	\$ -	
			\$ -	\$ -	
Balance	\$ 5,785	\$ (30,211)	\$ 1,149,081	\$ 256,683	

NOTE: April 30th is 83% through the fiscal year

** Direct & Indirect

**MINUTES
EXECUTIVE COMMITTEE
Rockingham Planning Commission**

April 22, 2020

**Remote Meeting via ZOOM Conference call
Per RSA 91-A:2, III(b) the RPC Chair declared the COVID-19 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); M. Turell (Treasurer); G. Coppelman (Secretary); P. Wilson (Past Chair); M. Rabideau, L. Plumer, A. Davis, M. McAndrews, T. Moore (Members at Large)

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

1. Chairman Kravitz called the meeting to order at 3:07 p.m. via ZOOM Conference Call

2. Minutes of March 25, 2020

*Coppelman moved to approve the Minutes of March 25, 2020 as presented; McDermott seconded. Roll Call was taken. 2 abstentions **SO VOTED.***

3. Financial Report

Roache stated that billed revenue is at 68% and we are at 75% through the fiscal year, which is normal and expected due to lag in billing based on our expense-based contracts. This is a similar position to this time last year and he is optimistic that the budget will be in the black at the end of the Fiscal year. He noted that projects are still moving forward and hitting milestones. The bank balance is good. Staff is working with towns on virtual meetings and he's been reaching out to planning boards and town staff, which they seem to appreciate.

4. Old Business

- a) Nominating Committee Update: Approved an Executive Committee Slate to be brought forward to full Commission at Annual Meeting.
- b) COVID 19 Operations/Impact: Staff continues to work at home, except for Pettengill and Walker who are in the office most days. Staff meetings are held via Zoom weekly and Roache checks in with staff individually. Staff has been working with the publicinput tool to make it useful for public meetings. Staff put out a survey to all towns asking how they're operating and what their needs are. Discussion followed.

Last Statement - April 30, 2020	
Bank Checking	
Beginning Balance	\$50,999.00
Deposits	153,078.00
Payments	72,052.00
Ending Balance	\$132,025.00
Other Accounts	
Line of credit (\$30,000) activated?	\$0.00
Holding Account Beginning	\$21,650.00
Holding Account Ending	\$21,650.00
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

April/May	
Staff Presentations / Activities	
Seacoast Transportation Corridor Vulnerability Project Call	
Beach Reopening Calls With Maine Massachusetts and New Hampshire	
COAST and ACT Board Virtual Meetings	
NH Beach Reopen Task Force	
CAW Outreach Meetings	
Rockingham Economic Recovery Partnership with Exeter, Portsmouth and the REDC and the Exeter Chamber of Commerce	
Current Performance (April/May)	
Operating Expenses In Reserve	< 1 month
theRPC.org -- Sessions	1,100 sessions (-)
theRPC.org -- Users	856 Users (-)
Newsletter Engagement	29% open rate (-) 129 opened (-) 18 clicks (+)
Twitter Impressions	5,492 Tweet Impressions (+)
Facebook Engagement	2,368 People Reached (+) 160 Engagements (+)
Social Media Narrative: Census updates, Protecting Wildlife Corridors, Resource for finding Local Farms, Interview with NBC10, Letter to Governors regarding municipalities coordinating re-opening of beaches Website: Most page views: home page (427); Communities/South Hampton (133); Communities/Kingston (128); Communities/East Kingston (106); maps and data/resources (106); Maps and Data (80); Commission/staff (77) Employment (50); Commission/meeting (48)	

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 \$8,500 with additional potential revenue of \$22,500.

FY20 Working Budget	
Funding Sources	Expenses
Local Dues	\$ 166,181.00
State and Federal Contracts	\$ 783,187.00
Grants	\$ -
Local Planning Contracts	\$ 197,713.00
Other Income	\$ 2,000.00
Total	\$ 1,149,081.00
Potential New Revenue	
Stratham GIS Service*	\$ 6,500.00
Coastal Resilience-Exeter*	\$ 10,000.00
Coastal Resilience-North Hampton*	\$ 15,000.00
North Hampton-Septic*	\$ 9,500.00
Hampstead MS4	\$ 5,000.00
Newington CIP*	\$ 11,000.00
Hampton Master Plan?	
PREP Assistance	\$ 6,500.00
	\$ 22,500.00
* Contracts in place - Next Amendment	
Total Revenue	\$1,149,081.00

FY20 Working Budget		
Funding Sources	Expenses	
	Salaries	\$ 614,818.00
	Contracted Services	\$ 189,710.00
	Legal Services	\$ 1,000.00
	Travel & Expenses	\$ 10,000.00
	Bank Service Charge	\$ 350.00
	Taxes-Payroll	\$ 47,034.00
	Unemployment Insurance	\$ 501.00
	Health Insurance	\$ 45,188.00
	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
	Total Expenses	\$1,140,613.00
	Potential Reserve	\$8,468.00
	Delta	\$0.00

- c) Second look at FY 21 Budget: Roache noted there haven't been a lot of changes since the last meeting and he reviewed the funding items. He also discussed his "Covid19 Budget" which accounts for less local contracts. He stated staff continues to assist towns with meetings and survey tools, which is raising our outreach quotient with the towns. Discussion followed.

5. New Business

- a) May & June meetings: Roache noted that March and April Commission meetings were canceled due to COVID19. The MPO needs to meet on May 13 for a TIP Amendment. Zoom and publicinput will be used. The meeting will be simple and limited. Staff is working on logistics for that meeting and the presentation materials. He also noted that the annual meeting in June will be simple and consist of the Budget, Executive Committee Slate, and Awards.

Meeting adjourned at 4:02 pm

Respectfully submitted,
Annette Pettengill, Recording Secretary

ANNUAL GRANT AND CONTRACT AUTHORIZATION FY 2021

On an annual basis, the Executive Committee affirms that the Executive Director is authorized to file applications, sign contracts and implement the annual work program.

Proposed Motion: THAT the Executive Director be authorized to file applications with federal, state and local governmental units and other agencies to implement the FY 2021 work program of the Commission, and to execute agreements to receive funds for such purposes.