

**MINUTES
EXECUTIVE COMMITTEE
Rockingham Planning Commission
May 26, 2021**

**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: R. McDermott (Chairman); G. Coppelman (Secretary); M. Turell (Treasurer); B. Kravitz (Past Chair); B. Moreau, L. Plumer, L. Cushman, M. McAndrew, J. Doggett (Members at Large)

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

- 1. Chairman McDermott called the meeting to order at 4:35 p.m. and announced the meeting was being conducted via Zoom conference call per RSA 91-A:2 III(b).**

- 2. Minutes of April 28, 2021**

*Plumer moved to approve the Minutes of April 28, 2021 as presented; Turell seconded. Roll Call attendance and vote was taken. **SO VOTED***

- 3. Financial Report April 2021**

Roache noted that the revenue and expenses for the month were typical, but it still resulted in a slight deficit for the month. The year to date continues in a positive balance. He stated he's confident that the year will end in a positive balance. He also noted that social media presence and staff work proceeded as usual. He will be designing a new Dashboard and feedback on that is welcome.

- 4. Committee Updates**

- Legislative Committee: did not meet but SB95 addressing remote meetings is being watched.
- Nominating Committee: did not meet but still looking to add C. McCarthy, Raymond as an Executive Committee member.

- 5. Old Business**

- COVID 19 RPC Operations: Only 2 staff members are not back in the office at this time. Discussion followed reference visitors, Planning board meetings, in person meetings and retrofitting the RPC conference room to accommodate a hybrid meeting space.

- b. 501c3 Update: The RPC Foundation held its first meeting and approved their Bylaws (thanks to Beth Moreau for her input and review). The Foundation authorized Roger Stiegley to continue with the next steps. Discussion followed regarding seed money for the Foundation. A vote to authorize seed money was tabled until next meeting. consensus agreed \$1500 seed funding would be appropriate for marketing, bank fees, website creation, etc.
- c. Proposed FY 2022 Budget: Coppelman recused himself. Roache reviewed revenue line items and expense line items for FY 2022. He noted salaries are up due to the latest staff addition (M. Dionno) and a small merit increase for some staff, but no cost of living adjustment. He added that healthcare expense increased 6.2% and the NH Retirement Employer share went up to 14.06% so those two items were a \$17,000 hit to the budget. He summarized that this budget shows \$1.17 million in revenue; \$1.15 million in expense, with a result of \$15,000 net reserve. Roache expects several other funding projects that are coming along as well. He also noted that the RPC asked Senator Shaheen's office to find funding to update the Regional Master Plan and Housing Needs Assessment in 2022. He also stated that the RPCs were approached by NH Health & Human Services to do some planning for healthy communities through the CARES Act. And Roache is looking into a partnership with the UNH Cooperative Extension to do economic development work and to support the RPC through the County Budget. *Moreau moved to approve the FY 22 Budget as presented; Turell seconded. Roll Call vote was taken. **SO VOTED.***

6. New Business

- a. Annual Grant & Contract Authorization: Each year the Executive Committee gives authority for the Executive Director to implement the RPC Annual Work Program and apply for, enter into, and execute agreements to receive funding for that purpose. *Kravitz moved to give authority to the Executive Director, effective July 1, 2021, to enter into, execute agreements, and receive funds to implement the FY 22 Work Program; Turell seconded. Roll Call vote was taken. **SO VOTED.***
- b. June Commission Meeting: Roache stated this year's Annual meeting would be a Zoom meeting to approve the Slate of Officers and the Budget and Work Program.

7. **Public Comment**: Kravitz asked that a future topic for an upcoming agenda be about the changes at the Office of Strategic Initiatives. Kravitz thanked Moreau for her work on the Foundation's Bylaws.

Meeting adjourned at 5:43 p.m.

Respectfully submitted,
Annette Pettengill, Recording Secretary

Date: June 23, 2021

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

Financials:

As we approach the end of FY 2021, the May financials are consistent with the last several years. The month of May has a number of annual expenses resulting in a net deficit for the month. Each May we incur the costs of our Public Input software, GIS licensing and our plotter copier lease/maintenance accounting for more than \$15,000 in expenses. In addition, this year we had higher contracted services costs, an upgrade to our accounting software and additional transportation model resources. On the income side, billing was limited to NHDOT and local contracts. As of the end of May, we are 92% through the year and we have billed 78% of what is budgeted. There is a natural lag in billing because of our accrual accounting system. We expect to make up a portion of that gap as a number of quarterly projects and task-based projects, including the end of the two-year NHDOT contract, are billed in June. Expenses are running lower than budgeted with much of the year working under COVID restrictions this is an expected outcome. Year to date we are running behind on expenses at about 85% of budget.

Metrics:

- **Bank Balances:** Cash flow is adequate, right now to meet expenses without the need to access credit. We also continue to maintain 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. With Amy's departure we are actively engaged with Laura Harper of Artful Harper Studios for graphic support and outreach materials. Jenn Rowden is managing our outreach and communication efforts. In FY 22 we hope to increase our presence throughout the region through social media, cable access and opportunities to engage in person again.

COVID-19 Operations:

The office is reopened with most of the staff working in the office. Work from home is still allowed and necessary as some staff must address gaps in childcare that linger from the COVID shutdown. The staff is fully vaccinated and as such we are working collaboratively without masks in the office. We are asking guests to wear masks if they are not vaccinated. Looking ahead to the fall, we will continue to monitor the conditions and adjust our COVID precautions as necessary.

Rockingham Planning Foundation 501c3:

We have received our Employer Identification Number from the IRS. Scott Bogle and I are working with Roger to complete the IRS 1023 form to get our final approval. Upon completion of the IRS filing and process we will take the final step of registering with the NH Attorney General Charitable Trust Unit. I anticipate this process to near completion later this summer.

As a reminder to the incorporators, if you have not sent me your signature page please do so by email or paper mail.

Hybrid Meetings:

Now that we have returned to “normal” RSA 91-A:2, III requires that a quorum of the public body be present at that physical location, except in an emergency. It goes on to say, *a minority of members may participate remotely –if allowed by the rules of procedure of the board.*

- Remote participation: Add language to allow remote participation and voting at all meetings where a quorum is present at a physical location.
- Quorum Definition: I recommend we consider addressing the definition of a quorum for the purposes of the Commission, MPO and TAC. The goal should be to allow flexibility and maximize attendance at our meetings without compromising valid decision making.

To hold effective hybrid meetings an investment in remote participation technology will be necessary. The Executive Committee and TAC are the two subcommittees of the Commission that would benefit from this investment. Our current plan is to replace the furniture in the conference room and reconfigure the layout by removing the Map drawer and refreshment table. In doing so we can create a rectangular seating arrangement that will be more conducive to remote technology and social distancing (if necessary). The room would be outfitted with a remote camera and microphone as well as large screen monitors. The technology cost is expected to range between \$2,500 to \$5,000 depending on the systems selected. Furniture costs have not yet been estimated. The NHDOT has agreed to cost share this investment due to the benefit to the TAC and potential use for transportation planning workshops.

Commission meetings will be difficult to hold in a hybrid format under the current definition of a quorum. An alternative idea for Commission meetings is to work with communities such as Epping and Exeter, to host and broadcast meeting via the web/zoom. We are at the beginning stages of investigating this option.

The final alternative is simply to host in person meetings as we have in the past without a remote attendance option.

Staffing Update

As most of you are aware Amy Warhaft, our Outreach Coordinator and Julie LaBranche, Senior Land Use Planner submitted their resignations.

The plan moving forward is to replace the Outreach Coordinator position with an Administrative Assistant position. This is envisioned as a very part time position of one to two days per week to help manage contact data and general office support.

The Senior Land Use Position will be replaced with a full-time planner. However, in the short term to get through the fiscal year and meet the obligations under existing contracts, I have secured contract planners to step in and work with the RPC staff to close out projects and ensure ongoing projects continue with minimal disruption.

MPO Meeting July 14.

It will be necessary to convene the MPO to address a required TIP amendment in support of our transportation planning program. The meeting location and format has not been determined. However, an in-person meeting under our current rules will be necessary as we will not have adequate time to change any quorum definitions. Staff will reach out to Commissioners in advance to seek out a quorum of 13 communities to ensure action can be taken on this amendment. I don't anticipate any RPC business being required at this meeting

**Rockingham Planning Commission
Financial Statement
Budget vs. Actual
April 2021**

	May 2021	YTD FY 21	Amendment #1 FY 21 Budget	Balance	% Budget
RESOURCES					
Federal Contracts		\$ -	\$ -	\$ -	
Grants		\$ -		\$ -	
Local Dues	\$ -	\$ 167,689	\$ 167,688	\$ (1)	100.0%
Other Income	\$ -		\$ 4,000	\$ 4,000	0.0%
Local Planning Contracts	\$ 1,750	\$ 174,004	\$ 159,245	\$ (14,759)	109.3%
State Contracts	\$ 56,624	\$ 608,629	\$ 880,493	\$ 271,864	69.1%
Total RESOURCES	\$ 58,374	\$ 950,322	\$ 1,211,426	\$ 261,104	78.4%
EXPENSES					
Newspaper/Media	\$ -		\$ 1,000	\$ 1,000	0.0%
Contracted Printing	\$ 135	\$ 484	\$ 2,000	\$ 1,516	24.2%
Contracted Services	\$ 6,638	\$ 77,802	\$ 132,731	\$ 54,929	58.6%
Total Salaries	\$ 52,443	\$ 610,075	\$ 677,408	\$ 67,333	90.1%
Travel	\$ -	\$ 15	\$ 7,000	\$ 6,985	0.2%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 37	\$ 439	\$ 500	\$ 61	87.8%
Janitorial	\$ -	\$ 540	\$ 2,000	\$ 1,460	27.0%
Accounting	\$ -	\$ -	\$ 300	\$ 300	0.0%
Audit	\$ -	\$ 8,900	\$ 12,000	\$ 3,100	74.2%
Bank & Service Charges	\$ -	\$ 13	\$ 350	\$ 337	3.7%
**Dues & Subscriptions	\$ 6,250	\$ 17,515	\$ 18,000	\$ 485	97.3%
Employee Co Contrib of Benefits	\$ -	\$ -			
C Deferred Comp 457	\$ 2,016	\$ 25,102	\$ 27,404	\$ 2,302	91.6%
C Dental Insurance	\$ 606	\$ 7,034	\$ 8,000	\$ 966	87.9%
C Health Ins.	\$ 3,894	\$ 43,830	\$ 46,931	\$ 3,101	93.4%
C Life Insurance	\$ 78	\$ 874	\$ 1,180	\$ 306	74.1%
C LTD Insurance	\$ 121	\$ 1,333	\$ 1,444	\$ 111	92.3%
C NH Retirement 414E	\$ 3,674	\$ 39,913	\$ 45,084	\$ 5,171	88.5%
C STD Insurance	\$ 77	\$ 867	\$ 1,176	\$ 309	73.7%
**Equipment	\$ -	\$ 4,135	\$ 5,000	\$ 865	82.7%
**Equipment & Software Maint.	\$ 9,589	\$ 20,465	\$ 17,500	\$ (2,965)	116.9%
General Insurance	\$ 296	\$ 3,210	\$ 4,000	\$ 790	80.3%
Misc	\$ 6	\$ (2,688)	\$ 2,000	\$ 4,688	-134.4%
**Office Supplies	\$ 737	\$ 1,809	\$ 10,000	\$ 8,191	18.1%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 3,989	\$ 46,288	\$ 50,904	\$ 4,616	90.9%
SUTA	\$ 155	\$ 1,705	\$ 501	\$ (1,204)	340.3%
**Postage	\$ 133	\$ 333	\$ 1,000	\$ 667	33.3%
Rent	\$ 4,306	\$ 47,240	\$ 51,546	\$ 4,306	91.6%
Telephone & Internet	\$ 534	\$ 4,132	\$ 4,100	\$ (32)	100.8%
**Training & Workshops	\$ -	\$ 675	\$ 5,000	\$ 4,325	13.5%
Utilities	\$ 312	\$ 4,508	\$ 7,100	\$ 2,592	63.5%
Total EXPENSES	\$ 96,023	\$ 966,548	\$ 1,143,159	\$ 176,611	84.6%
	\$ (37,650)	\$ (16,226)			
Unobligated Funds			\$ 68,267	\$ 68,267	
Fund Balance Accrual	\$ -		\$ -	\$ -	
			\$ -	\$ -	
Balance	\$ (37,650)	\$ (16,226)	\$ 1,211,426	\$ (16,226)	

NOTE: May 31st is 92% through the fiscal year

** Direct & Indirect