

MEETING NOTICE AND AGENDA

EXECUTIVE COMMITTEE
Wednesday, January 27, 2016
6:00PM
RPC Conference Room
156 Water St., Exeter, NH

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- | | | | |
|------|-------|--|-----------------------|
| 6:00 | I. | Approval of Minutes from December 9, 2015 MOTION TO APPROVE | <i>[Attachment 1]</i> |
| 6:05 | II. | Financial Report for December 2016 | <i>[Attachment 2]</i> |
| 6:10 | III. | Request to Join NH Complete Streets Coalition | <i>[Attachment 3]</i> |
| 6:25 | III. | Website Update; eNewsletter Options | |
| 6:35 | V. | NHARPC Update | |
| 6:45 | VI. | Legislative Committee Update | |
| | | A. Bills of Interest | |
| | | B. NHCIBOR Followup – 2016 Legislative Forum | |
| 7:00 | VII. | Strategic Planning | [to be distributed] |
| | | • Priorities, resources and timeframes – continued discussion | |
| | | • Joint Staff/Executive Committee planning session | |
| 7:20 | VIII. | New/Other Business | |
| | | A. New Commissioner Orientation – February 24 th ? | |
| | | B. February Commission meeting agenda (Kingston TH) | |
| | | C. Conference Room Upgrade – display monitors | |
| | | D. Thoughts on annual meeting speaker & venue | |
| | | E. Executive Committee vacancy | |
| | | F. Other | |
| 7:40 | IX. | Public Comment | |
| | X. | Adjourn | |

MINUTES
EXECUTIVE COMMITTEE

Rockingham Planning Commission
December 9, 2015
RPC Conference Room, Exeter, NH

Members Present: P. Wilson (Chairman); M. Turell (Treasurer); J. Whitney (Vice Chairman); G. Coppelman (Past Chair); B. Kravitz, R. McDermott, R. Taintor, D. Marshall (Members at Large)

Staff: C. Sinnott (Executive Director); Annette Pettengill (Business Manager); D. Walker (Transportation Program Manager)

Guests: Sheryl Stephens-Burke & Alyssa Simard, Melanson & Heath

Chairman Wilson called the meeting to order at 6:00 p.m.

I. Minutes of October 28, 2015

Turell moved to approve the Minutes of October 28, 2015 as presented; Coppelman seconded.
SO VOTED (3 abstentions)

II. FY 2015 Financial Audit- Sheryl Stephens-Burke & Alyssa Simard, Melanson & Heath

Sheryl thanked the RPC and Pettengill & Sinnott for their help during the audit process. Sheryl noted that the RPC received a "Clean Audit opinion" on their FY 2015 financials and she discussed some new government auditing requirements under GASB 68 regarding net pension liability. She further explained that since the RPC is part of the NH Retirement System (NHRS), the NHRS audited system pension liability affects the RPC's net position also. The RPC liability is currently based on an allocation formula from NHRS that will change every year (probably increase). Every governmental entity has to book this liability under the new rules. More discussion followed on the pension liability.

Sheryl continued to go through the Financial statements and noted that the fund balance of \$67,000 for FY 15 places us in a "good year" status. Discussion followed on the optimal fund balance and she suggested 1-3 months of expenses is a good goal, but it does depend on our particular funding in any given year. Sheryl went over the Uniform Guidance guidelines which have increased the single audit requirements from \$500k to \$700k for FY 16. She stated that they also tested NHDOT transactions as our cognizant agency and there were no issues or internal control problems.

Turell moved to accept the FY 15 RPC Financial Statements & Single Audit as presented and recommend to the full Board for approval. SO VOTED.

III. Website Demo & Feedback – D.Walker

Walker presented slides of the new website and highlighted sections such as calendar, map of region, document library, and news & notes. Discussion followed on many areas including email addresses for Commissioners. General consensus was that email to Commissioners go to the general email account to be handled appropriately and more privately. Walker was asked to adjust Legislative Committee to Legislative Policy Committee; add James vanBokkelen to Legislative Policy Committee members list; add “what is the MPO?” section; and bold all acronyms. General response to the website thus far was positive and Committee members were glad to be updated and thanked Walker for his presentation.

IV. Financial Report – October/November 2015

Sinnott stated that the budget is on course at 41.7% spent and 42% through the year. He noted there will be a correction to newspaper/media line item expenses. McDermott asked why the Miscellaneous line item is a negative number and Pettengill explained that it accounts for the outlay of expenses that ultimately get reimbursed such as Annual Dinner and land use books. So currently the reimbursements have come in for land use books, but the actual purchase of the books has not occurred yet.

V. FY 16 Budget Amendment #1

Sinnott explained that last month the Committee approved Amendment #1 however Coppelman made the motion and since he is a consultant to the RPC the action needs to be revoted. He also noted that a change should be made to the 457 retirement line item. Since the NH Retirement employer contribution was increased in July (from 10.77% to 11.17%), the 457 employer contribution should increase to keep parity with that benefit. Additionally, some one time expenses for the changeover from CPI to John Hancock are included in that line item so an adjustment to the budget would be appropriate.

Turell moved to rescind prior Amendment #1 to the FY 16 Budget; McDermott seconded; SO VOTED (Coppelman abstained).

Turell moved to approve the Revised Budget Amendment #1 as presented; Kravitz seconded. SO VOTED (Coppelman abstained).

VI. Legislative Forum Review

Whitney stated that it appeared that a lot of the same people attended as usual and the flow was good and there was good focus. General consensus was that timing was good, and the professional presentation was on topic and in depth. The only real downfall was the audio set up. Topics for next year were discussed: Economic Development (Case Study Approach) or DRED and the State Economic Plan.

Kravitz noted that a meeting will be held on January 11th asking for feedback on HB 46 (accessory dwellings). Discussion followed and general consensus was that the RPC opposes HB 46.

Wilson stated that the overall design and focus of the Legislative Forum was a success and should be set up the same way next year. McDermott noted that an Economic Development forum is planned (Statewide/NH Board of Realtors) this coming year so maybe the RPC Legislative Forum could further define a legislative direction regarding economic development after that event and tie it in with the RPC Forum next November. Sinnott to attend or investigate statewide forum.

Kravitz asked that an Outreach Program to build legislative participation under the Legislative Policy Committee, be on the next agenda.

VII. Meeting Schedule

Sinnott distributed a meeting schedule for the next six months. He noted that he added a Communications Outreach committee to the schedule in hopes it could tie in with the Legislative Committee Outreach program Kravitz just mentioned and the website and newsletter, and maybe the Regional Master Plan also to consider updating the process.

Turell asked if the Regional Impact Committee could consider setting a meeting date every month and then cancel if not necessary. Sinnott will suggest to Greenwood.

VIII. Committee Updates – None

IX. Other Business

- A. Next steps for Strategic Planning: Sinnott distributed a Staff Strategic Planning Outcome and noted this is the staff's first cut at the most important ideas to pursue. Strategic Planning considerations to be on the next agenda;
- B. New Commissioner Orientation: March Executive Committee meeting with new handbook;
- C. January Commission/MPO meeting: Brentwood; DOT Commissioner to attend;
- D. Other: David Harrigan, Atkinson, Chairman of NH Regional Planning Commission, passed away in November; Newington Planner is on leave of absence and the Town may want to contract planning services from us

Meeting adjourned at 8:20 p.m.

Respectfully submitted,
Annette Pettengill
Recording Secretary

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
December 2015

	Dec 2015	YTD FY 16	Revised Amendment #1	Balance	% Budget
Income					
RESOURCES					
Federal Contracts	\$	-	\$	-	
Grants	\$	-	\$	-	
Local Dues	\$ -	\$ 134,784	\$ 130,524	\$ (4,260)	103.3%
Other Income	\$ -		\$ 6,500	\$ 6,500	0.0%
Local Planning Contracts	\$ 74,390	\$ 162,726	\$ 278,460	\$ 115,734	58.4%
State Contracts	\$ 42,491	\$ 283,676	\$ 748,075	\$ 464,399	37.9%
Total RESOURCES	\$ 116,881	\$ 581,186	\$ 1,163,559	\$ 582,373	49.9%
Total Income	\$ 116,881	\$ 581,186	\$ 1,163,559	\$ 582,373	49.9%
Expense					
Newspaper/Media	\$ -	\$ 1,035	\$ 1,500	\$ 465	69.0%
Contracted Printing	\$ 990	\$ 2,061	\$ 2,000	\$ (61)	103.1%
Contracted Services	\$ 24,272	\$ 95,096	\$ 149,555	\$ 54,459	63.6%
Total Salaries	\$ 51,380	\$ 329,160	\$ 659,037	\$ 329,877	49.9%
Travel	\$ 180	\$ 2,122	\$ 9,000	\$ 6,878	23.6%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 39	\$ 245	\$ 425	\$ 180	57.6%
Janitorial	\$ 325	\$ 1,040	\$ 3,900	\$ 2,860	26.7%
Accounting	\$ -		\$ 1,200	\$ 1,200	0.0%
Audit	\$ -	\$ 4,500	\$ 10,020	\$ 5,520	44.9%
Bank & Service Charges	\$ -	\$ 281	\$ 350	\$ 69	80.4%
**Dues & Subscriptions	\$ 100	\$ 4,517	\$ 6,500	\$ 1,983	69.5%
Employee Co Contrib of Benefits					
C Deferred Comp 457	\$ 2,832	\$ 21,187	\$ 41,830	\$ 20,643	50.7%
C Dental Insurance	\$ 837	\$ 5,240	\$ 10,388	\$ 5,148	50.4%
C Health Ins.	\$ 4,323	\$ 28,068	\$ 61,070	\$ 33,002	46.0%
C Life Insurance	\$ 84	\$ 535	\$ 1,100	\$ 565	48.6%
C LTD Insurance	\$ 117	\$ 748	\$ 1,881	\$ 1,133	39.8%
C NH Retirement 414E	\$ 2,546	\$ 16,150	\$ 33,401	\$ 17,251	48.4%
C STD Insurance	\$ 86	\$ 546	\$ 1,111	\$ 565	49.1%
**Equipment	\$ -	\$ 1,581	\$ 10,100	\$ 8,519	15.7%
**Equipment & Software Maint.	\$ -	\$ 5,735	\$ 12,500	\$ 6,765	45.9%

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
December 2015

	Dec 2015	YTD FY 16	Revised Amendment #1	Balance	% Budget
General Insurance	\$ 294	\$ 1,763	\$ 4,625	\$ 2,862	38.1%
Misc	\$ (479)	\$ (2,598)	\$ 6,500	\$ 9,098	-40.0%
**Office Supplies	\$ 1,332	\$ 5,610	\$ 10,500	\$ 4,890	53.4%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 3,955	\$ 25,000	\$ 50,416	\$ 25,416	49.6%
SUTA			\$ 500	\$ 500	0.0%
**Postage	\$ -	\$ 850	\$ 3,000	\$ 2,150	28.3%
Rent	\$ 4,081	\$ 24,330	\$ 48,816	\$ 24,486	49.8%
Telephone & Internet	\$ 438	\$ 2,543	\$ 5,200	\$ 2,657	48.9%
**Training & Workshops	\$ -	\$ 120	\$ 3,500	\$ 3,380	3.4%
Utilities	\$ 340	\$ 2,551	\$ 6,750	\$ 4,199	37.8%
Total Expense	\$ 98,070	\$ 580,016	\$ 1,156,675	\$ 576,659	50.1%
Net Ordinary Income	\$ 18,810	\$ 1,170			
Unobligated Funds			\$ 1,884	\$ 1,884	
Fund Balance Accrual	\$ -		\$ 5,000	\$ 5,000	
ICR Reserve			\$ -	\$ -	
Net	\$ 18,810	\$ 1,170	\$ 1,163,559	\$ 583,543	

NOTE: Dec 31st is 50% through the fiscal year

MEMORANDUM

TO: RPC Executive Committee
FROM: Scott Bogle, Senior Transportation Planner
DATE: January 21, 2016
SUBJECT: **New Hampshire Complete Streets Coalition**

The concept of Complete Streets, fundamentally, is that streets and roads are transportation facilities that need to be designed to safely accommodate all travelers – whether driving a motor vehicle, walking, waiting for a bus or riding a bicycle. Nationally 28 states have adopted Complete Streets policies, including all five of the other New England states. More than 700 county and municipal governments nationally have adopted such policies, including Portsmouth, Concord, Keene and Dover here in New Hampshire.

The New Hampshire Complete Streets Coalition is a group of organization working to encourage adoption of a statewide Complete Streets policy for New Hampshire, as well as policies at the local level. Currently efforts are focused on passage of SB364 which would establish a study committee on development of a statewide Complete Streets policy. SB364 is sponsored by Sen. Regina Birdsell, Sen. Nancy Stiles and a bipartisan group of 9 other senators and representatives.

Consistent with our Legislative Policies for 2016, RPC submitted written testimony on SB364, which passed out of committee unanimously. Staff are asking the Executive Committee to approve RPC signing on as a member of the Coalition. To date five other regional planning commissions have similarly joined the coalition. A current list of members of the coalition is below.

NH Complete Streets Coalition Members

- American Association of Retired Persons (AARP)
- American Cancer Society Action Network
- American Heart Association
- Bike Manchester
- Bike/Walk Alliance of NH
- Central NH Bicycle Coalition
- Central NH Regional Planning Commission
- City of Concord
- City of Laconia Planning
- City of Nashua Community Development Department
- City of Portsmouth Planning Department
- NH Community Development Finance Authority (CDFA)
- Goodwill Industries of Northern New England
- Healthy Eating/Active Living NH (HEAL)

- Healthy NH Foundation
- Nashua Regional Planning Commission
- NH Department of Environmental Services
- QC Bike Collective
- Southwest Regional Planning Commission
- Strafford Regional Planning Commission
- Transport NH
- Upper Valley Lake Sunapee Regional Planning Commission