

**MEETING NOTICE AND AGENDA  
EXECUTIVE COMMITTEE MEETING  
Wednesday March 23, 2011  
6:00 PM  
RPC Conference Room  
156 Water Street, Exeter NH**

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***NOTE: the Legislative Policy Committee will meet at 4:30PM***

- 6:00 I. Open Meeting; quorum determination; voting status of Alternates present
- 6:05 II. Approval of Minutes from March 2nd, 2011 **MOTION TO APPROVE** [Attachment 1]
- 6:10 III. Financial Report for February 2011 [Attachment 2]
- 6:20 IV. Status of Action Items from previous Meeting
- 6:25 V. Communications
- 6:30 VI. First Draft – Full FY-2012 Budget [Attachment 3]
- 6:50 VII. Followup: - Potential Salem interest in Brownfields Assessment program; meeting with new Town Manager
- 6:55 VIII. Legislative Policy Committee Report
- 7:10 IX. Appointment of Glenn Coppelman as representative to NHARPC **MOTION TO APPOINT**
- 7:15 X. Appointment of Nominating Committee and Annual Meeting Committee **MOTIONS TO APPOINT**
- 7:20 XI. Annual meeting brainstorming: venue, speaker, program (ideas for the Annual Meeting Committee)
- 7:30 XII. Old & Other Business  
A April MPO/RPC meeting  
B. Other
- XIII. Adjourn

## Minutes

### Rockingham Planning Commission Executive Committee

March 2, 2011  
RPC Conference Room  
156 Water Street, Exeter, NH

**Committee Members Present:** P.Griffin (Chairman); B. Brown (Member at Large) B. Kravitz (Alternate); G. Coppelman (Treasurer)

**Staff:** C.Sinnott (Executive Director); A. Pettengill (Business Manager)

#### I. Convene Meeting

Coppelman convened the meeting at 6:24 p.m. in Chairman Griffin's absence and noted that Griffin is running late. As there was no quorum at this time, Coppelman stated that only agenda items without Motions would be reviewed until Griffin arrived.

#### III. Financial Report – December 2010 & January 2011

Sinnott noted that office supplies line item is at 97% expended and that is partially due to a reduction in this line item to facilitate creation of two new items: janitorial and media/news. It appears that the split of funds wasn't accurately forecasted. He noted that overall the budget is 58% through the year and showing 53% expended. Revenue is at 50%; however since the financials are on an accrual basis, revenue numbers represent what has been invoiced, not necessarily received.

Chairman Griffin arrived and thanked Coppelman for serving as Chair. Griffin's arrival created a quorum, and he took over as Chairman.

#### II. Minutes of December 15, 2010

*Coppelman moved to approve the Minutes of December 15, 2010 as presented; Brown seconded. **SO VOTED.***

#### IV. Status of Action Items from Previous Meeting

Bylaw/Executive Committee voting membership: Sinnott explained that he was asked by the Committee to do some research on other RPCs and how their Executive Committee's are structured. He found that only our agency uses Alternates, and some agencies have a larger number of members but with relatively small quorum requirements. He suggested that one option for this Committee is to make the Alternates full members and leave the quorum at 5. Sinnott stated that if the Committee wishes to go forward with a restructuring, it needs to be noticed 30 days before a vote of the full Commission is held. *Coppelman moved to present a revised Executive Committee structure of 13 regular members and a quorum of five to the full Board at their next regular meeting to begin the 30 day notice for a vote in April; Kravitz seconded. SO VOTED.*

Transportation Advocacy Groups: See Agenda Item XII

#### V. Communications

Sinnott informed the members that Warren Bambury's son Wren had passed away after a long battle with cancer. A sympathy card was circulated and the Committee wished to express their condolences to Warren and his family.

Sinnott also noted that the RPC has distributed high resolution aerial imagery to member communities via hard disk (except for Windham's which have not been released yet). One foot resolution can be downloaded from GRANIT or the RPC website.

#### VI. First Look at FY 2012 Funding Budget

Sinnott stated that considering the funding issues w/ State funding, the budget outlook for FY-12 is not as bad as he expected. He summarized the content of the Attachment memo and funding table: Local dues are up due to population increases; based on Glenn Greenwood's discussion with circuit rider towns, their budgets are holding steady; CZP funding is decreasing but we are allowing, for one year, those towns to maintain the same level of service if they maintain their same match amount. Their dues will be used to make up the difference this year as a transition period. Next year they'll have to fund more of the match or decrease their service; Pending approval of the CZ proposal, we'll be contracting w/ Exeter & Stratham for a feasibility study on sharing their water/sewer facilities, both towns have committed to the project and are over-matching the grant funds for the project; TBG funding is in the Governor's budget but we don't know if it will survive the legislative process. Local projects as before will use half of the TBG funds, they have not been identified yet; transportation funded local projects are not yet identified except for Sandown UPWP project which has already begun; It is unclear whether the State will be providing 10% match to the UPWP funds; Expecting a CTAP III contract at some point in the year, however much of that would be passed through and since we may not be allowed to hold consultant payments we may have to decline that role in the future. Coppelman suggested contacting the Business Finance Authority to see if they could provide loan or credit line funds for all the regional planning commissions to offset the consultant payment/cashflow dilemma. He suggested

contacting Jack Donovan to attend the next RPC Director's Meeting to discuss the options.

Discussion followed regarding the graph in the budget depicting funding sources and how a big drop in funding would be directly proportionate to employees.

#### **VII. Contract Authorization for Hazard Mitigation Plan Updates**

Sinnott referred to Attachment 4: Scope of Work to complete updates to seven town's (Newington, East Kingston, Hampstead, Stratham, Atkinson, Kingston, & Windham) Mitigation Plans. The contract is with Dept of Safety, Division of Homeland Security & Emergency Mgmt (HSEM) and would be \$35,000 (\$5000 per town). *Kravitz moved to allow the Executive Director to enter into and execute a contract with HSEM for Hazard Mitigation Plan Updates; Brown seconded. **SO VOTED.***

#### **VIII. Salem & Brownfields Assessment program**

Sinnott noted that Salem has expressed interest in being a part of the Brownfields Assessment program. As dues paying members, however, the presumption is they would not be eligible for Commission services; he suggested that if the Town wanted to enter the Brownfields assessment program, we might consider allowing it on a temporary basis if the Town administration included dues in the following year's budget. Discussion followed regarding their ability to receive an assessment grant through other agencies or apply for it themselves and the success margin of our assessment grant project if they were on-board. Kravitz asked if the RPC has a policy for non-dues paying members and Sinnott replied there is a policy but it's not that detailed and doesn't cover specific situations like this one. The default would be that non-members are not entitled to any Commission services, but flexibility exists in how that is interpreted. Kravitz suggested that a policy be made that can be applied to this type of situation and provide consistent actions by the RPC. More discussion followed, and the general consensus was that the opportunity be open for Sinnott and if it arises he can come back to the Committee for specific authorization. Griffin suggested meeting with the new Town Manager in Salem to introduce him to the RPC and start off with positive communication. Griffin also suggested that policies and procedures for non-members be a future agenda item.

#### **IX. Legislative Policy Committee Report**

Kravitz gave an update on bills the Committee is tracking and the Committee's decision to create a grouping of bills in areas of interest for each Committee member to watch. She stated that the next Commission meeting an a full update will be distributed.

#### **X. Potential for Federal Government shutdown – Brief discussion on gaging the impact of shutdown as it affects NH Dept of Transportation's ability to pay invoices.**

**XI. Appointment of Nominating Committee and Annual Meeting Committee**

A solicitation for Nominating and Annual Meeting Committee member volunteers will be incorporated into the March Commission meeting agenda and Sinnott will send an email solicitation to the entire Board.

**XII. Old & Other Business**

- A. Old Business: Membership in New England Rail Coalition (NERC) and Transportation Solutions NH (TSNH) : Sinnott responded to questions from previous meeting regarding details of membership and noted that NERC puts members names on a list but members are not on any specific letterhead or letter unless the member authorizes it. Much the same for TSNH. Consensus was to join both.
- B. March Commission meeting: March 9<sup>th</sup>; Hampton location not available, possibly Brentwood or Kingston; Topic: Municipal Energy Planning and ETA
- C. Other: Kravitz reiterated her conversation with Transportation staff regarding adding a paragraph in the Bylaws to explain the MPO and commissioner relationship. Sinnott indicated he would try to have language available at the Commission meeting to incorporate into the bylaw amendment.

Meeting adjourned at 7:55 p.m.

Respectfully submitted,

Annette L. Pettengill  
Business Manager

**ACTION ITEMS:**

1. Propose bylaw amendment re: Executive Committee membership and quorum;
2. Contact BFA re: line of credit for Transportation contract passthrough expenses;
3. Develop written policy to clarify policy on providing services to non-members;
4. Arrange meeting with Exec. Director, Chair and new Salem Town Manager;
5. Prepare bylaw amendment to clarify MPO Policy Committee/Commission relationship.

**Rockingham Planning Commission**  
**Financial Statement**  
**Budget vs. Actual**  
February 2011

	February-11	July-Feb-11	Annual Budget	Balance	% Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>RESOURCES</b>					
Federal Contracts	\$ 7,688	\$ 65,293	\$ 200,000	\$ 134,707	32.6%
Local Dues		\$ 137,753	\$ 137,753	\$ -	
Local Dues-Other			\$ -	\$ -	
Local Planning Contracts	\$ 8,693	\$ 102,665	\$ 235,455	\$ 132,790	43.6%
Other Income		\$ 27,577	\$ 27,668	\$ 91	
State Contracts	\$ 122,513	\$ 568,749	\$ 950,255	\$ 381,506	59.9%
<b>Total RESOURCES</b>	<b>\$ 138,894</b>	<b>\$ 902,037</b>	<b>\$ 1,551,131</b>	<b>\$ 649,094</b>	<b>58.2%</b>
<b>Total Income</b>	<b>\$ 138,894</b>	<b>\$ 902,037</b>	<b>\$ 1,551,131</b>	<b>\$ 649,094</b>	<b>58.2%</b>
<b>Expense</b>					
Newspaper/Media	\$ 1,336	\$ 2,883	\$ 3,500	\$ 617	82.4%
Contracted Printing		\$ 347	\$ 2,500	\$ 2,153	13.9%
Contracted Services	\$ 22,404	\$ 278,619	\$ 549,408	\$ 270,789	50.7%
**Dues & Subscriptions					
**Equipment					
**Equipment & Software Maint					
**Office Supplies					
**Postage					
Total Salaries	\$ 49,602	\$ 399,229	\$ 611,410	\$ 212,181	65.3%
*Training & Workshops					
Travel	\$ 228	\$ 6,547	\$ 12,000	\$ 5,453	54.6%
Reconciliation Discrepancies	\$ -	\$ 0.00	\$ -	\$ -	
Payroll Processing Fees	\$ 28	\$ 592	\$ 600	\$ 8	98.6%
Janitorial	\$ 300	\$ 2,325	\$ 3,600	\$ 1,275	64.6%
Accounting	\$ 600	\$ 1,250	\$ 1,250	\$ -	100.0%
Audit	\$ -	\$ 8,857	\$ 9,250	\$ 393	95.7%
Bank & Service Charges	\$ -	\$ -	\$ 200	\$ 200	0.0%
**Dues & Subscriptions	\$ 170	\$ 5,628	\$ 7,500	\$ 1,872	75.0%
<b>Employee Co Contrib of Benefits</b>					
C Deferred Comp 457	\$ 2,103	\$ 19,469	\$ 26,325	\$ 6,856	74.0%
C Dental Insurance	\$ 780	\$ 6,628	\$ 10,135	\$ 3,507	65.4%
C Health Ins.	\$ 7,139	\$ 50,070	\$ 87,700	\$ 37,630	57.1%
C Life Insurance	\$ 64	\$ 547	\$ 1,085	\$ 538	50.4%
C LTD Insurance	\$ 78	\$ 660	\$ 1,295	\$ 635	51.0%
C NH Retirement 414E	\$ 2,154	\$ 17,874	\$ 27,169	\$ 9,295	65.8%
C STD Insurance	\$ 66	\$ 564	\$ 1,120	\$ 556	50.4%
**Equipment	\$ 3,382	\$ 8,534	\$ 10,050	\$ 1,516	84.9%
**Equipment & Software Maint.	\$ 141	\$ 8,168	\$ 8,000	\$ (168)	102.1%

**Rockingham Planning Commission**  
**Financial Statement**  
**Budget vs. Actual**  
February 2011

	February-11	July-Feb-11	Annual Budget	Balance	% Budget
General Insurance	\$ 276	\$ 1,908	\$ 4,700	\$ 2,792	40.6%
Misc	\$ 346	\$ (38)	\$ 6,750	\$ 6,788	-0.6%
**Office Supplies	\$ 583	\$ 8,536	\$ 8,200	\$ (336)	104.1%
Payroll Expenses (C Portion)					
P/R Taxes					
P/R Taxes - Other	\$ 3,494	\$ 29,541	\$ 46,773	\$ 17,232	63.2%
SUTA		\$ -	\$ 100	\$ 100	0.0%
**Postage	\$ 503	\$ 2,683	\$ 5,000	\$ 2,317	53.7%
Rent	\$ 3,639	\$ 28,771	\$ 43,152	\$ 14,381	66.7%
Telephone	\$ 377	\$ 2,834	\$ 4,500	\$ 1,666	63.0%
**Training & Workshops	\$ -	\$ 857	\$ 7,500	\$ 6,643	11.4%
Utilities	\$ 569	\$ 4,566	\$ 7,250	\$ 2,684	63.0%
<b>Total Expense</b>	<b>\$ 100,361</b>	<b>\$ 898,401</b>	<b>\$ 1,508,022</b>	<b>\$ 609,621</b>	<b>59.6%</b>
<b>Net Ordinary Income</b>	<b>\$ 38,533</b>	<b>\$ 3,636</b>	<b>\$ 43,109</b>	<b>\$ 39,473</b>	
Other Income/Expense			\$ -		
Other Expense			\$ 7,500	\$ 7,500	
Unobligated Funds	\$ -	\$ -	\$ 15,609	\$ 15,609	
Fund Balance Accrual	\$ -	\$ -	\$ 20,000	\$ 20,000	
<b>Total Other Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 43,109</b>	<b>\$ 43,109</b>	
<b>EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,551,131</b>		
<b>Net</b>	<b>\$ 38,533</b>	<b>\$ 3,636</b>	<b>\$ 86,218</b>		

NOTE: February is 66% through the fiscal year

February's Personnel Costs Total: \$62,346

## MEMORANUM

TO: Executive Committee  
FROM: Cliff Sinnott, Executive Director  
DATE: March 18, 2011  
SUBJECT: **First Look at FY-2012 Budget**

Attached is the funding and expense tables (Tables 1 and 2) for our fiscal year 2012 budget which begins on July 1. At our last meeting we looked at the funding side of the budget only; this time I've added the expense side of the budget as well.

What I said two weeks ago continues to be true: at this point in the year, the budget is based on incomplete information and relies on assumptions with varying degrees of certainty about the continuation of funding sources and amounts. You will see at least one more iteration of this before it needs your approval to go onto the full Commission in May.

A summary of major changes and assumptions by funding category follows:

### FUNDING

Total funding is now estimated to be \$1,360,072 which is a 12% reduction from the current year. Of that total, 377,250 is pass-through or contractual services, and \$982,822 is for the operating budget. Two things have changed in this since the previous funding budget description: (1) UPWP funding (transportation planning) has been reduced by about \$70,000 because I erroneously included our dues match in the total in the earlier version (which is already counted under dues); (2) an additional Coastal Program project included which we developed jointly with the Southeast Watershed Alliance (SWA) but which was submitted by them. This would work on non-point source (mostly stormwater) pollution remediation standards useable by non-sewered communities to achieve nitrogen pollution reduction from new or retrofitted development. We would do a substantial amount of the work; \$15,883 has been added to funding with the assumption that the grant will be approved.

### EXPENSES

Briefly, we are able to balance the budget with no reduction in staff, even with the 12% funding decline, because most of that loss (\$172,158 or 90%) is taken from the contractual services and pass-through line. This reduction is largely due to the winding down of the I-93 CTAP and the NH111/Wall St. projects. In addition, we have cut out as much discretionary contractual work from the UPWP as we can. Even so, half of the \$20,000 fund balance accrual set aside, which I try to include every year, had to be used to make the budget balance. Also, this budget contains no salary adjustments and assumes medical and dental insurance premium increases of 10% and 5% respectively – either of which could be higher. Any additional funding cuts will be a major problem.

We will go through other elements of the expense budget in detail on Wednesday.

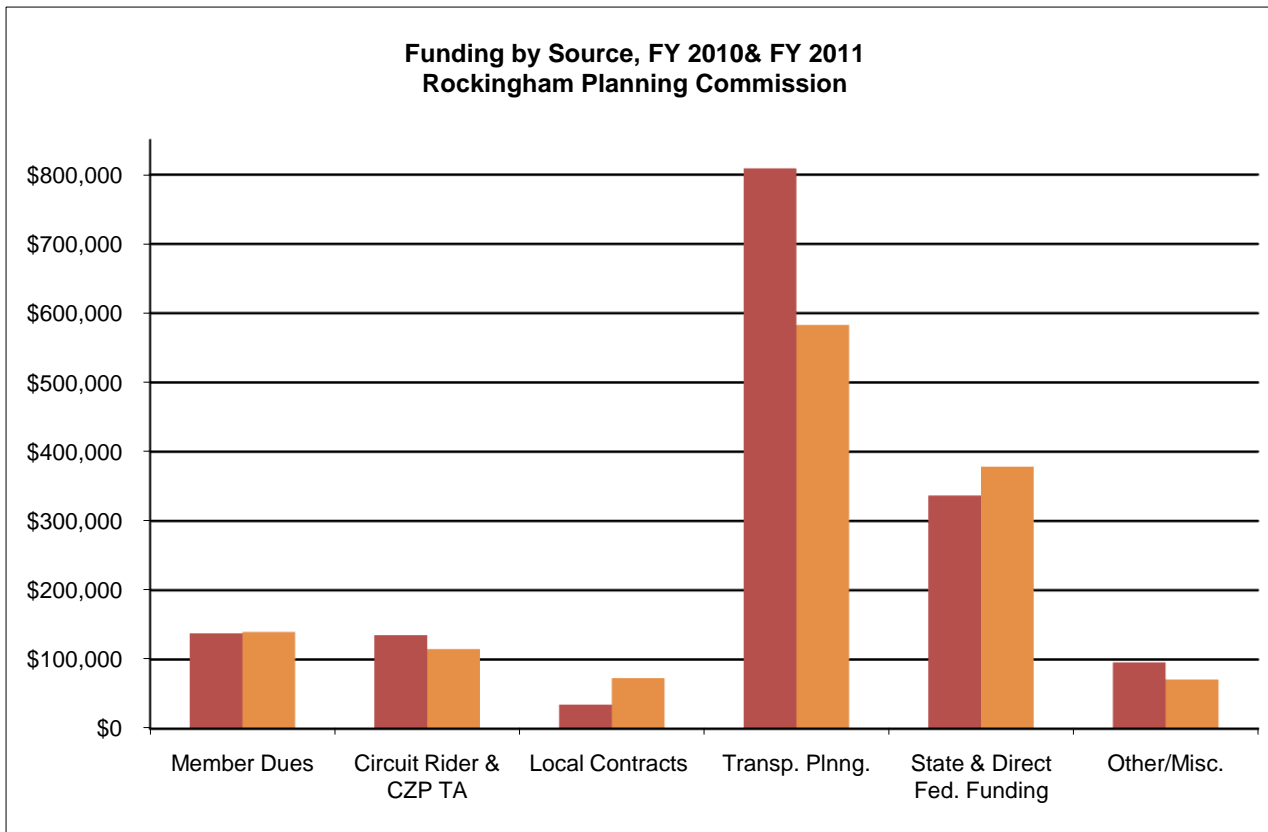
**TABLE 1**  
**ANTICIPATED FUNDING BUDGET FOR FISCAL YEAR 2012**  
**Rockingham Planning Commission**  
**FY 2012 Funding Budget - FIRST LOOK**

FUNDING CATEGORY	Adopted FY 2011 Funding	Amend#1 FY 2011 Funding	First look FY 2012 Funding	\$ Change	% Change	Comments
<b>I. LOCAL DUES AND SERVICES</b>	<b>\$298,007</b>	<b>\$307,708</b>	<b>\$327,689</b>	<b>\$19,981</b>	<b>6.1%</b>	
<b>Local Dues</b>	<b>\$137,753</b>	<b>\$137,753</b>	<b>\$139,631</b>	<b>\$1,878</b>	<b>1.3%</b>	at \$0.93/per cap; Salem non-member; 2009 OEP Population est.
<b>Non CZ Circuit Rider Services</b>	<b>\$87,754</b>	<b>\$88,240</b>	<b>\$88,240</b>	<b>\$0</b>	<b>0.0%</b>	
Plan Review Income	\$1,500	\$1,500	\$1,500	\$0	0.0%	no change indicated by the Town
Brentwood	\$17,170	\$17,495	\$17,495	\$0	0.0%	no change indicated by the Town
East Kingston	\$10,890	\$9,240	\$9,240	\$0	0.0%	no change indicated by the Town
Fremont	\$8,690	\$8,690	\$8,690	\$0	0.0%	no change indicated by the Town
Kensington	\$7,920	\$8,195	\$8,195	\$0	0.0%	no change indicated by the Town
Kingston	\$22,500	\$23,320	\$23,320	\$0	0.0%	no change indicated by the Town
Newton	\$12,084	\$12,540	\$12,540	\$0	0.0%	no change indicated by the Town
Atkinson	\$7,000	\$7,260	\$7,260	\$0	0.0%	no change indicated by the Town
<b>Coastal Program TA Local Mat</b>	<b>\$47,000</b>	<b>\$47,000</b>	<b>\$26,818</b>	<b>(\$20,182)</b>	<b>-75.3%</b>	per application
Greenland CR	\$11,130	\$11,130	\$11,130	\$0	0.0%	transitional match from RPC:
Hampton Falls CR/TA	\$7,685	\$7,685	\$7,685	\$0	0.0%	transitional match from RPC:
N. Hampton CR/TA	\$8,003	\$8,003	\$8,003	\$0	0.0%	transitional match from RPC:
Adaptation Planning - Coastal Communities	\$2,000	\$2,000	\$0	(\$2,000)	--	RPC in-kind match: \$3000
RPC Coastal Cons. Comm.	\$7,550	\$7,550	\$0	(\$7,550)	--	CC in-kind services
RPC Participation - Regl			\$0	\$0	--	\$2000 in CZP funds; \$2000 CC in-
Hampton Multi-Family housing	\$2,500	\$2,500	\$0	(\$2,500)	--	based on submitted CZP application
Other (N.Hampton Master	\$8,132	\$8,132	\$0	(\$8,132)	--	
<b>Coastal Program Stratham/Exeter Grant</b>			<b>\$40,000</b>			proposal submitted; outcome
Exeter share			\$20,000			
Stratham share			\$20,000			
<b>TBG Local Grant Match</b>	<b>\$10,000</b>	<b>\$9,200</b>	<b>\$10,000</b>	<b>\$800</b>	<b>8.0%</b>	allocated in grant request
Brentwood Overlay Maps	NA	\$1,200		(\$1,200)	--	
Kensington MP	NA	\$3,000		(\$3,000)	--	
Kingston Maps	NA	\$2,000		(\$2,000)	--	
So. Hampton NRI	NA	\$3,000		(\$3,000)	--	
Placeholder	\$10,000	\$0	\$10,000	\$10,000	100.0%	placeholder until projects identified
<b>Other Local Contracts</b>	<b>\$15,500</b>	<b>\$25,515</b>	<b>\$23,000</b>	<b>(\$2,515)</b>	<b>-10.9%</b>	
Greenland Rtt 33 Zoning (UPWP 104)	\$0	\$1,000	\$0	(\$1,000)	--	completed
Plaistow MBTA Rail Consultant	\$0	\$5,975	\$5,000	(\$975)	-19.5%	anticipate contract extension
Plaistow Main St. Traffic	\$0	\$1,000	\$0	(\$1,000)	--	completed
Seabrook Route 1 TLU		\$4,540	\$0	(\$4,540)		project match funding rec'd in FY11
Plaistow Haz Mit Plan		\$5,000	\$5,000	\$0		
Placeholder UPWP 20% match	\$12,500	\$5,000	\$10,000	\$5,000	50.0%	20% match for local projects
Misc. Local Contracts	\$3,000	\$3,000	\$3,000	\$0	0.0%	estimate

FUNDING CATEGORY	Proposed FY 2011 Funding	Amend #1 FY 2011 Funding	First Look FY 2012 Funding	\$ Change	% Change	Comments - Amend 2
<b>II. TRANSPORTATION PLANNING</b>	<b>\$771,034</b>	<b>\$809,034</b>	<b>\$583,034</b>	<b>(\$226,000)</b>	<b>-38.8%</b>	see below
Highway Planning (FHWA/NHDC)	\$427,804	\$427,804	\$0	(\$427,804)	--	see combined UPWP
Transit Planning (FTA)	\$101,230	\$101,230	\$0	(\$101,230)	--	see combined UPWP
Combined UPWP (FHWA/FTA/S)	\$0	\$0	\$553,034	\$553,034		assumes no NHDOT 10% cash
Carryover FTAFY09-10 UPWP			\$30,000	\$30,000	100.0%	estimated amt. unspent from FY10-11 UPWP
<b>Special Studies</b>				\$0	--	
SPR - Hampton Intermodal Center	\$0	\$0	\$0	\$0	--	new proposal - approval unknown
NHDOT - Windham, NH 111/Wall St./No. Lowell Rd.	\$150,000	\$150,000	\$0	(\$150,000)	--	project ends in June 2011
SPR- Brentwood - 125	\$0	\$0	\$0	\$0	--	delayed until impl. of safety expected in FY12, but scope unknown
<b>CTAP Phase 3</b>			\$0			
<b>CTAP Phase 2</b>	<b>\$92,000</b>	<b>\$130,000</b>	<b>\$0</b>	<b>(\$130,000)</b>	--	project completed
CTAP Road Map	\$2,000	\$2,000	\$0	(\$2,000)	--	project completed
Local Discret. Accts	\$20,000	\$53,000	\$0	(\$53,000)	--	project completed
Regional Descretionary Proj.	\$50,000	\$50,000	\$0	(\$50,000)	--	project completed
Buildout - remainder towns	\$0	\$0	\$0	\$0	--	project completed
Inclusionary Zoning - IZIP	\$0	\$0	\$0	\$0	--	project completed
Agricultural Commissions	\$10,000	\$15,000	\$0	(\$15,000)	--	project completed
Open Space Plans	\$10,000	\$10,000	\$0	(\$10,000)	--	project completed
<b>III. OTHER STATE &amp; FEDERAL FI</b>	<b>\$359,899</b>	<b>\$336,750</b>	<b>\$378,349</b>	<b>\$41,599</b>	<b>11.0%</b>	--see below--
Targetted Block Grant	\$24,582	\$21,155	\$21,155	\$0	0.0%	TBG in Governor's budget
Coastal Program TA	\$50,000	\$50,000	\$30,000	(\$20,000)	-66.7%	max application limit this year
Coastal Prog. Planning Grant for Exeter/Stratham	\$0	\$0	\$30,000	\$30,000	100.0%	new project proposal - outcome unknown
Coastal Prog. Planning Grant for SWA	\$0	\$0	\$15,883	\$15,883	100.0%	new project proposal - outcome unknown
EPA - 604B (ERLAC)	\$6,455	\$6,455	\$7,700	\$1,245	16.2%	per year, 2 year contract
NHDES / REPP FY09-10	\$12,222	\$0	\$0	\$0	--	REPP prog. not in DES Budget
NHOEM Haz Mit Planning	\$7,500	\$7,500	\$17,500	\$10,000	57.1%	new 2 yr. \$35,000 contract;
EPA Brownfields	\$200,000	\$200,000	\$200,000	\$0	0.0%	2nd year of 24 month prog
Lamprey Fluvial Study -	\$7,500	\$0	\$4,471	\$4,471	100.0%	project delayed until FY '12?
<b>IV. OTHER</b>	<b>\$67,500</b>	<b>\$95,668</b>	<b>\$71,000</b>	<b>(\$24,668)</b>	<b>-34.7%</b>	
REDC -- CEDS	\$6,000	\$6,500	\$4,500	(\$2,000)	-44.4%	minor update year
SWRPC - Broadband/NTIA	\$30,000	\$30,000	\$30,000	\$0	0.0%	combined amouts for mapping and planning components
CLF Ventures EECBG Energy PI	\$25,000	\$25,000	\$30,000	\$5,000	16.7%	anticipate increase in second year of program
NHDOT - Indirect Cost Rate Reconciliation	NA	\$27,668	\$0	(\$27,668)	--	no income expected in FY12
Miscellaneous	\$6,500	\$6,500	\$6,500	\$0	0.0%	(from RSA books; annual meeting;
<b>TOTAL/PROJECTED FUNDS</b>	<b>\$1,496,440</b>	<b>\$1,549,160</b>	<b>\$1,360,072</b>	<b>(\$189,088)</b>	<b>-12.2%</b>	
<b>PASS-THROUGH OR CONTRACT</b>	<b>\$530,608</b>	<b>\$549,408</b>	<b>\$377,250</b>	<b>(\$172,158)</b>	<b>-31.3%</b>	**Preliminary estimate**
<b>OPERATING BUDGET</b>	<b>\$965,832</b>	<b>\$999,752</b>	<b>\$982,822</b>	<b>(\$16,930)</b>	<b>-1.7%</b>	

**FUNDING SUMMARY**

<b>FUNDING SOURCE</b>	<b>Adopted FY 2011 Funding</b>	<b>Amend #1 FY 2011 Funding</b>	<b>1st Look FY 2012 Funding</b>	<b>FY 2009 - 2010 % Change</b>
Member Dues	\$137,753	\$137,753	\$139,631	1.4%
Circuit Rider & CZP TA	\$134,754	\$135,240	\$115,058	-14.9%
Local Contracts	\$25,500	\$34,715	\$73,000	110.3%
Transp. Plnng.	\$771,034	\$809,034	\$583,034	-27.9%
State & Direct Fed. Funding	\$359,899	\$336,750	\$378,349	12.4%
Other/Misc.	\$67,500	\$95,668	\$71,000	-25.8%
<b>TOTAL</b>	<b>\$1,496,440</b>	<b>\$1,549,160</b>	<b>\$1,360,072</b>	<b>-12.2%</b>



**TABLE 2**  
**LINE ITEM BUDGET FOR FISCAL YEAR 2011 -- AMENDMENT #1**  
**Rockingham Planning Commission**

**I. LINE ITEM BUDGET FOR FY 2011**

LINE ITEM	Account Number	ADOPTED FY 2011	AMEND #1 FY 2011	FIRST LOOK FY 2012	\$\$ Change	% Change	Amendment #2 Comments
Salaries	6100	\$ 596,410	\$ 611,410	\$ 611,410	\$ -	0.0%	create salary pool for promotions, merit and comp increases
Contracted Services	6115	\$ 565,108	\$ 549,408	\$ 377,250	\$ (172,158)	-31.3%	See Section IV below for details
Travel & Expenses	6116	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	0.0%	no change
Bank Service Charge	6200	\$ 200	\$ 200	\$ 200	\$ -	0.0%	no change
Taxes-Payroll	6110/6111	\$ 45,625	\$ 46,773	\$ 46,773	\$ -	0.0%	7.65% of salaries
Unemployment Insurance	6210	\$ 100	\$ 100	\$ 100	\$ -	0.0%	no change
Health Insurance & Benefit	6212	\$ 87,700	\$ 87,700	\$ 96,470	\$ 8,770	10.0%	Est 10% incr. (incl \$8000 deductible ins pool and 3 non-use stipends at \$2000 ea.)
Dental Insurance	6214	\$ 10,890	\$ 10,135	\$ 10,642	\$ 507	5.0%	Est. 5% incr.(now with Sun-Life)
Life & Disability Insurance	6216	\$ 3,500	\$ 3,500	\$ 3,500	\$ -	0.0%	no change
Retirement benefits /Simple IRA	6218	\$ 53,494	\$ 53,494	\$ 56,528	\$ 3,034	5.7%	NHRS employer share @ 11.09%
General Insurance	6220	\$ 4,700	\$ 4,700	\$ 4,700	\$ -	0.0%	no change
Rent	6230	\$ 43,152	\$ 43,152	\$ 45,500	\$ 2,348	5.4%	no change
Janitorial		\$ 3,600	\$ 3,600	\$ 3,700	\$ 100	NA	no change
Telephone & Internet	6240	\$ 4,500	\$ 4,500	\$ 4,500	\$ -	0.0%	no change
Office, Cmptr., Copier Suppl.	6250	\$ 8,200	\$ 8,200	\$ 10,000	\$ 1,800	22.0%	no change
Postage	6260	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.0%	no change
Audit	6270	\$ 9,250	\$ 9,250	\$ 9,250	\$ -	0.0%	no change
Utilities	6280	\$ 7,250	\$ 7,250	\$ 7,250	\$ -	0.0%	no change
Contract Printing & Media	6300	\$ 6,000	\$ 6,000	\$ 2,500	\$ (3,500)	-58.3%	no change
Equipment & Software Maint.	6311	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0.0%	no change
Dues & Subscriptions	6340	\$ 7,500	\$ 7,500	\$ 7,500	\$ -	0.0%	no change
Training, Workshops, Conf.	6350	\$ 7,500	\$ 7,500	\$ 6,000	\$ (1,500)	-20.0%	no change
Accounting/Payroll Processing	6360	\$ 1,500	\$ 1,850	\$ 2,000	\$ 150	--	payroll processing fees -- Quickbooks
Miscellaneous	6380	\$ 6,750	\$ 6,750	\$ 5,500	\$ (1,250)	-18.5%	no change
Equip. Purchase. & Lease	6400	\$ 9,600	\$ 10,050	\$ 9,950	\$ (100)	-1.0%	see detail below
Depreciation	****	\$ -	\$ -	\$ -	\$ -	--	no change
Fund Balance Accrual	****	\$ 20,000	\$ 20,000	\$ 10,000	\$ (10,000)	-50.0%	no change
ICR Reserve	****	\$ -	\$ 7,500	\$ -	\$ (7,500)		match for future IRC reconciliation to NHDOT
Unobligated Funds	****	\$ 23,601	\$ 15,609	\$ 3,849	\$ (11,759)	-75.3%	as required to balance budget
<b>TOTAL</b>		<b>\$ 1,551,131</b>	<b>\$1,551,131</b>	<b>\$ 1,360,072</b>	<b>\$ (191,059)</b>	-12.3%	see Table 1 - funding budget
Pass-through/Contr Services		\$ 565,108	\$ 549,408	\$ 377,250	\$ (172,158)	-31.3%	See Section IV below for details
<b>TOTAL OPERATING</b>		<b>\$ 978,974</b>	<b>\$ 1,001,723</b>	<b>\$ 982,822</b>	<b>\$ (18,901)</b>	-1.9%	

RPC FY 2011 Line Item Budget - continued

II. EQUIPMENT DETAIL						
Items	Adopted FY 2011	Amend #1 FY 2011	First Look FY 2012	\$\$ Change	% Change	
Computer Software	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.0%	Quickbooks, Windows 7; Office licences; other
Computer replacements	\$ 2,800	\$ 2,700	\$ 2,700	\$ -	0.0%	1 replacements budgeted
Server & Network	\$ 1,200	\$ 1,500	\$ 2,000	\$ 500	33.3%	storage; including remote service
New Projector	\$ -	\$ 1,500	\$ -	\$ (1,500)	-	not purchased in FY11; contingency in FY12
Misc office equip;	\$ 2,200	\$ 750	\$ 750	\$ -	0.0%	incl. GPS units for CMP
Color laser Printer	\$ 600	\$ 600	\$ -	\$ (600)	-	multifunciton printer
Contingency	\$ -	\$ -	\$ 1,500	\$ 1,500	-	as needed for equip failure
<b>Total</b>	<b>\$ 9,800</b>	<b>\$ 10,050</b>	<b>\$ 9,950</b>	<b>\$ (100)</b>	<b>-1.0%</b>	

III. AGENCY CONTRACTING RATE			
Non-Passthrough Budget,	\$	982,822	Comments
No. Employees (fulltime equiv.):		11.25	11 full time staff and 25%-time intern (n/c consultant)
Total person-hours:		23400	based of 2080 hours/years
Available person-hours:		20584	less holidays, vacation, and sick leave
Agency Operating Cost/Hr	\$	52.52	incl. 10% cost contingency
<b>Recommended Hourly Rate</b>		<b>\$55</b>	Currently \$55/hr.

RPC FY 2011 Line Item Budget

IV. CONTRACTED SERVICES DETAIL (PRELIMINARY - SUBJECT TO CHANGE)						
Items	Adopted FY-2011	Amend #1 FY-2011	First Look FY 2012	\$ Change	% Change	
Legal Services	\$ 1,000	\$ 1,500	\$ 1,500	\$ -	0.0%	restore to historical budget
DES/604B - ERLAC	\$ 5,168	\$ 5,168	\$ 5,775	\$ 607	11.7%	assume no change
CZP Cons. Comm CR	\$ 5,191	\$ 5,191	\$ 2,625	\$ (2,566)	-49.4%	continuation of program, reduced from 2 to 1 town
Brownfields Prog. (Haz & Petr.) - Proj. management	\$ 17,500	\$ 17,500	\$ 17,500	\$ -	0.0%	continuation of program
EPA Brownfields Assessment - Consult	\$ 182,000	\$ 182,000	\$ 180,000	\$ (2,000)	-1.1%	continuation of program
CLF-V Energy Planning	\$ 8,000	\$ 8,000	\$ 9,000	\$ 1,000	--	TW to assist Julie L.
CTAP/NRPC Road Map	\$ 1,000	\$ 1,000	\$ -	\$ (1,000)	--	project ended
CTAP2 Single Town Discretionary	\$ 30,000	\$ 20,000	\$ -	\$ (20,000)	--	project ended
CTAP2 Multi Town Discretionary Accounts	\$ 40,000	\$ 38,800	\$ -	\$ (38,800)	-100.0%	project ended
CTAP2 Open Space Plans	\$ 10,000	\$ 10,000	\$ -	\$ (10,000)	--	project ended
CTAP2 Agric. Commissions	\$ 8,250	\$ 8,250	\$ -	\$ (8,250)	-100.0%	project ended
NHDOT - Windham, NH 111/Wall St.Ext.study	\$ 150,000	\$ 150,000	\$ -	\$ (150,000)	-100.0%	project ended
CZP Exeter/Stratham			\$ 67,500	\$ 67,500	-	pass-through to consultant(s)
CZP Exeter/Stratham			\$ 2,500	\$ 2,500	--	\$2500 project admin to TW
HSEM - Haz Mit. Plans			\$ 3,750	\$ 3,750	--	TW Assistance with one Haz Mit Plan Update
Prog Management & Accounting Process	\$ 12,500	\$ 2,000	\$ 1,250	\$ (750)	-	Quickbooks consulting as needed
Miscellaneous & Contingency	\$ 5,000	\$ 7,500	\$ 5,000	\$ (2,500)	--	as needed
<b>General Contracted Services SUB-TOTAL</b>	<b>\$ 463,108</b>	<b>\$ 454,908</b>	<b>\$ 296,400</b>	<b>\$ (158,508)</b>	<b>-34.8%</b>	
<b>UPWP Non-Personnel Costs</b>						<i>(per UPWP)</i>
100 Indirect Cost Rate Adjustment set aside	\$ -	\$ -	\$ 20,000	\$ 20,000	--	new contingency
100 Transportation-specific legal services	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.0%	no change
200 Congestion Management Process (CMP)	\$ 5,000	\$ 5,000	\$ 3,000	\$ (2,000)	-40.0%	corridor specific special counts
200 East Coast Greenway Consult.	\$ -	\$ 5,000	\$ -	\$ (5,000)	-100.0%	if matched by private or other source
300 Website devel. Other public outreach	\$ 10,000	\$ 10,000	\$ 5,000	\$ (5,000)	-50.0%	no change
400 Software (HCS,Trax, Petra, Other)	\$ 7,500	\$ 7,500	\$ 2,500	\$ (5,000)	-66.7%	HCM, TSIS
400 Software Maint (TransCAD, ESRI seat)			\$ 3,000			TransCAD, ESRI seats for transp prog
400 Traffic Counting Services (TSP 150-200 cnts)	\$ 24,000	\$ 20,000	\$ 24,000	\$ 4,000	20.0%	no change
400 Traffic Modeling Consulting Assist.	\$ 6,500	\$ 8,500	\$ 20,000	\$ 11,500	135.3%	major model update; cost shared with SRPC
400 Equipment supplies and repairs			\$ 1,350	\$ 1,350	--	transportation-specific equip & supplies
400 Data Acquisition, Census			\$ 500	\$ 500		data for modelling
500 Other Local LTA	\$ 20,000	\$ 20,000	\$ -	\$ (20,000)	-100.0%	no funds avialable for this
Miscellaneous & Contingency	\$ 15,000	\$ 15,000	\$ -	\$ (15,000)	-100.0%	minimum
<b>UPWP Sub-Total</b>	<b>\$ 102,000</b>	<b>\$ 94,500</b>	<b>\$ 80,850</b>	<b>\$ (13,650)</b>	<b>-14.4%</b>	(other direct UPWP expesnse included in budget line items for training, printing & equip.)
<b>Total</b>	<b>\$ 565,108</b>	<b>\$ 549,408</b>	<b>\$ 377,250</b>	<b>\$ (172,158)</b>	<b>-31.3%</b>	