

**MEETING NOTICE AND AGENDA
EXECUTIVE COMMITTEE MEETING
Wednesday March 2, 2011
6:00 PM
RPC Conference Room
156 Water Street, Exeter NH**

NOTE: the Legislative Policy Committee will meet at 3:30PM

- 6:00 I. Open Meeting; quorum determination; voting status of Alternates present
- 6:05 II. Approval of Minutes from December 15th, 2010 **MOTION TO APPROVE** [Attachment 1]
- 6:10 III. Financial Report for November 2010 [Attachment 2]
- 6:20 IV. Status of Action Items from previous Meeting
- 6:25 V. Communications
- 6:30 VI. First Look at FY-2012 Funding Budget [Attachment 3]
- 6:50 VII. Contract Authorization for conducting local Hazard Mitigation Plan Updates (FEMA/NH Dept. of Safety-Homeland Security & Emergency Management) **MOTION TO ADOPT APPROVE** [Attachment 4]
- 6:55 VIII. Potential interest by Salem to enter Brownfields Assessment program - discussion
- 7:10 IX. Legislative Policy Committee Report
- 7:20 X. Potential for Federal Govt. shutdown; consideration of impacts on the RPC – discussion
- 7:30 XI. Appointment of Nominating Committee and Annual Meeting Committee **MOTIONS TO APPOINT**
- 7:40 XII. Old & Other Business
- A. Old Business: Membership in New England Rail Coalition (NERC) and Transportation Solutions New Hampshire (TSNH)
 - B. March Commission Meeting
 - C. Other
- XIII. Adjourn

MINUTES

ROCKINGHAM PLANNING COMMISSION EXECUTIVE COMMITTEE

December 15, 2010
RPC Office
156 Water Street, Exeter NH

Committee Members Present: G. Coppelman (Treasurer); W. Bambury (Secretary); A. Khan, B. Kravitz (Alternates); B. Brown, B. Goodrich, J. Whitney (Members at Large)

Guests: Sheryl Stevens-Burke, Alyssa Simard, Melanson Heath & Co. PC

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

I. Open Meeting: Coppelman became Acting Chairman since Griffin and Moore were unable to attend. Coppelman called the meeting to order at 6:03 p.m. Introductions were made.

II. Minutes of October 27, 2010

*Whitney moved to approve the Minutes of October 27, 2010 as presented; Khan seconded.
SO VOTED.*

III. FY 2010 Financial Audit & Federal Single Audit Presentation-Sheryl Burke & Alyssa Simard, Melanson Heath & Co. PC

Burke introduced Simard and announced that the RPC's 2010 audit had few audit adjustments made and no management letter. She thanked Pettengill for her cooperation throughout the year. She noted that the Audit Report is a clean, unqualified report and she began by reviewing pages 3-6-Management Discussion. This is required of all governmental statements and presents an overview of the audit and explains the two types of reports required. Page 7 is a Statement of Net Assets for the Government wide or GASB 34 accrual basis and represents long term assets. Page 9 is a Balance sheet for the Fund Basis Report and represents short term assets. Page 10 is the difference between the two types of reports. Page 12 reconciles the change in net income. Notes to Financial Statements on page 18 has a new section titled Post Employment Health Care Insurance Benefits. This section is required but does not apply to the RPC as the Commission does not provide post-employment benefits to retirees under GASB Statement 45.

Burke continued to explain the Single Audit Report which is required because the RPC receives more than \$500,000 in federal funds. She noted there were no findings and explained some of the requirements of testing these funds. She explained low risk auditee vs. high risk and testing requirements for each. In FY 2010 the RPC was a low risk auditee.

Khan asked what the difference is between last year's audit and this year's audit and Burke replied that this year is considered a clean audit w/ no findings. He asked if there are any red flags to be aware of and Burke replied there wasn't. Khan also asked what the fee for one audit

is and it was estimated between \$8,000 and \$9,500. Sinnott noted that the total fee includes review of the agency's Indirect Cost Rate analysis and report. Khan asked if there are any internal control deficiencies and Burke stated there were none. The management letter is usually the indicator of internal control issues in the processes used for accounting and reporting and there were no issues of internal control for this audit. Burke noted that there was a side letter to management noting some suggestions including more consistent signing of timesheets, formalized rate agreements for employment and documentation and approval of journal entries. Sinnott asked if signing a salary spreadsheet qualifies as a rate agreement and Burke stated that would be sufficient. Simard suggested that whenever interns are hired another spreadsheet be prepared and signed for their employment.

Sinnott asked about other RPA's audit approval process as it relates to other Commissions and Burke replied that most of them ask the Executive Committee to approve the audit and they present to full Board for information. *Kravitz moved to accept the FY 2010 Annual Financial Statement and Single Audit; Khan seconded. SO VOTED.*

Brown asked for a quick clarification of Item X. - Membership in Two Transportation Coalition/Advocacy Groups, as he needed to excuse himself and leave the meeting at 6:40 p.m. He was especially concerned that if the RPC becomes a member of these two groups, that the RPC have approval rights over content before either advocacy groups sends out information. Discussion followed regarding implied membership and language used in public dissemination of materials. It was suggested that the item be tabled for this evening and Sinnott research questions about membership and specific scenarios.

Brown left the meeting.

B. FY 2010 RPC Indirect Cost Rate Report

Sinnott explained that the FY 2010 Indirect Cost rate applied to NH Dept of Transportation billings changed slightly from what was used as a rate in FY 2010. Therefore, there will be a 1.9% adjustment that the RPC will be required to pay back to the DOT to reconcile that difference. He noted that the \$7500 in the RPC holding account allocated for this type of reconciliation will be more than adequate to cover the repayment.

Coppelman thanked the staff for the holiday food before he too had to leave the meeting early. Goodrich accepted the Chairmanship responsibility for the remainder of the meeting.

IV. Action Items from October meeting

- Alternates & Quorum: Sinnott stated that it is possible to amend the bylaws to not require Alternates on the Executive Committee, however, that will change the quorum requirement, which in turn, could become a problem if attendance isn't good. He stated that another option is to open every meeting with the Quorum numbers and who is allowed to vote. Discussions followed regarding Alternate Commissioner membership and Alternates on the Executive Committee.

Kravitz noted that she and D. Green have volunteered to look into the bylaws regarding alternate membership scenarios. She also spoke to RPC staff, Dave Walker re: voting status of MPO members and is continuing to research this. She suggested moving this discussion to a future meeting (possibly February) so they have more time to gather information. Khan asked staff to check with other Commissions to see how they handle their Executive Committee and if they have Alternates. He stated that he doesn't believe alternates are necessary and that a member of the Executive Committee should be able to participate fully and vote when they are in attendance.

- MPO Prospectus Online: Staff to check
- Audit Presentation: Complete
- Establish Bank Account: On the Agenda
- Personnel Committee to Complete Review of Executive Director: In progress

V. Communications

Sinnott informed the Committee that Atkinson's Commissioner Paul Dimaggio has resigned and David Harrigan will fill the vacancy. Sinnott noted that a presentation of CMAQ projects was made last Friday and most of the RPC region did well. The Hampton project has a good benefit to cost ratio. He also noted that he and Greenwood met with Ted Diers of the Coastal Program because next year's funds will be cut by 40%. One response to that reduction is to communicate with coastal zone towns receiving circuit rider services through the grant and let them know they will have to transition to less circuit rider match being provided by the coastal program. Sinnott stated that Plaistow is in a battle with the Environmental Protection Agency and Dept of Environmental Services for access to the Beede Waste Oil Superfund site. Sinnott announced that NH Dept of Transportation will be providing all our seacoast region towns with new, high resolution aerial photography at 6" resolution. The RPC will distribute the photos to each town via a hard disk drive.

VI. Financial Report – November 2010

Sinnott commented that the expenditures are where we expect them to be at this time of year and Whitney asked if the audit line item would end up at \$9250, as budgeted. Sinnott replied that it probably would be close, as it also includes the charge for the indirect cost rate calculation and report.

VII. 457 Retirement Plan Amendments (compliance w/ Federal HEART Act of 2008 & WRERA Act of 2009)

Sinnott referred to Attachment 4 and explained that the Resolution needs to be adopted to bring our Plan up to date. *Whitney moved to adopt the Resolution provided by CPI for the RPC 457 Plan; Bambury seconded.* Discussion followed regarding the deletion of Ted Tocci as a Trustee and how to address his name as part of the prepared resolution. *The vote was called and FAILED.*

Khan moved to remove Ted Tocci as a Trustee of the RPC 457 Plan as he is no longer a commissioner representative; Kravitz seconded. SO VOTED.

Whitney moved to adopt the Resolution provided by CPI for the RPC 457 Plan with wording inserted to affirm Ted Tocci is no longer a Trustee as he is no longer a Commissioner; Kravitz seconded. SO VOTED.

VIII. Establish ICR Adjustment Holding Account & Update Checksigner authorizations

Sinnott referred to Attachment 5. *Whitney moved to authorize Rockingham Planning Commission to open an additional deposit account with Bank of America, and to maintain this account along with the current deposit accounts and services, with Warren Bambury, Glenn Coppelman and Cliff Sinnott as authorized agents of the these accounts. The effective date of the resolution shall be December 15, 2010 and shall remain in effect until rescinded or until the account(s) is closed; Bambury seconded. SO VOTED.*

IX. Old & Other Business

- A. January Commission/MPO meeting:** Brentwood; REDC-Laurel Bistany w/ a CEDS Update; Transportation housekeeping items; project and performance report; amend regional coordination plans; next round of 10 year plan and project selection criteria; staff presentation of regional zoning coverage map; Sinnott unable to attend.
- B. Other:** Legislative Policy Committee will continue to meet; Kravitz agreed to serve as Chairperson. *Whitney moved that Kravitz be Chairperson of the Legislative Policy Committee; Bambury seconded. SO VOTED.*

Discussion/critique of Legislative Forum: Khan stated it was better than last year; Whitney said it was very informative; Sinnott commended Kravitz for getting all her information into the 10 minute time period. Legislative Committee will meet January 26 at 4 p.m.; Brown asked to join the Committee.

Goodrich related his attendance at a weather workshop recently relating to CO 2 data and weather events and it's connection to the work the RPC does to address sea level rise, watersheds, stormwater; nitrogen reduction, etc. Discussion continued on septic systems and nitrogen.

Kravitz noted that it may be effective to have Office of Energy and Planning come speak at one of our meetings regarding the Energy Planning project and municipal audits. Sinnott said he would check with LaBranche and Walker about attending the February meeting also.

Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Annette L. Pettengill
Recording Secretary

Rockingham Planning Commission Financial Statement Budget vs. Actual

December, 2010 and January, 2011

	December-10	January-11	July-Jan-11	Annual Budget	Balance	% Budget
Ordinary Income/Expense						
Income						
RESOURCES						
Federal Contracts	\$ 18,998	\$ 6,612	\$ 57,605	\$ 200,000	\$ 142,395	28.8%
Local Dues	\$ -		\$ 137,753	\$ 137,753	\$ -	
Local Dues-Other				\$ -	\$ -	
Local Planning Contracts	\$ 28,595	\$ 11,941	\$ 93,972	\$ 235,455	\$ 141,483	39.9%
Other Income	\$ (91)		\$ 27,577	\$ 27,668	\$ 91	
State Contracts	\$ 81,771	\$ 105,739	\$ 446,240	\$ 950,255	\$ 504,015	47.0%
Total RESOURCES	\$ 129,273	\$ 124,292	\$ 763,147	\$ 1,551,131	\$ 787,984	49.2%
Total Income	\$ 129,273	\$ 124,292	\$ 763,147	\$ 1,551,131	\$ 787,984	49.2%
Expense						
Newspaper/Media	\$ -	\$ 505	\$ 1,547	\$ 3,500	\$ 1,953	44.2%
Contracted Printing	\$ 347		\$ 347	\$ 2,500	\$ 2,153	13.9%
Contracted Services	\$ 27,903	\$ 67,994	\$ 256,215	\$ 549,408	\$ 293,193	46.6%
**Dues & Subscriptions						
**Equipment						
**Equipment & Software Maint						
**Office Supplies						
**Postage						
Total Salaries	\$ 70,120	\$ 47,580	\$ 349,626	\$ 611,410	\$ 261,784	57.2%
*Training & Workshops						
Travel	\$ 2,296	\$ 628	\$ 6,320	\$ 12,000	\$ 5,680	52.7%
Reconciliation Discrepancies	\$ 0.00	\$ -	\$ 0.00	\$ -	\$ -	
Payroll Processing Fees	\$ 41	\$ 29	\$ 564	\$ 600	\$ 36	94.0%
Janitorial	\$ 300	\$ 375	\$ 2,025	\$ 3,600	\$ 1,575	56.3%
Accounting	\$ -	\$ -	\$ 650	\$ 1,250	\$ 600	52.0%
Audit	\$ 1,422	\$ -	\$ 8,857	\$ 9,250	\$ 393	95.7%
Bank & Service Charges	\$ -	\$ -	\$ -	\$ 200	\$ 200	0.0%
**Dues & Subscriptions	\$ 20	\$ 20	\$ 5,458	\$ 7,500	\$ 2,042	72.8%
Employee Co Contrib of Benefits						
C Deferred Comp 457	\$ 3,115	\$ 2,817	\$ 17,367	\$ 26,325	\$ 8,958	66.0%
C Dental Insurance	\$ 1,170	\$ 780	\$ 5,848	\$ 10,135	\$ 4,287	57.7%
C Health Ins.	\$ 8,143	\$ 5,378	\$ 42,931	\$ 87,700	\$ 44,769	49.0%
C Life Insurance	\$ 97	\$ 64	\$ 483	\$ 1,085	\$ 602	44.5%
C LTD Insurance	\$ 116	\$ 78	\$ 582	\$ 1,295	\$ 713	44.9%
C NH Retirement 414E	\$ 3,198	\$ 2,123	\$ 15,721	\$ 27,169	\$ 11,449	57.9%
C STD Insurance	\$ 99	\$ 66	\$ 497	\$ 1,120	\$ 623	44.4%
**Equipment	\$ 2,037	\$ -	\$ 5,152	\$ 10,050	\$ 4,898	51.3%
**Equipment & Software Maint.	\$ 312	\$ 134	\$ 8,027	\$ 8,000	\$ (27)	100.3%
General Insurance	\$ 276	\$ 2,075	\$ 1,632	\$ 4,700	\$ 3,068	34.7%
Misc	\$ (213)	\$ 2,392	\$ (384)	\$ 6,750	\$ 7,134	-5.7%
**Office Supplies	\$ 602	\$ 1,493	\$ 7,953	\$ 8,200	\$ 247	97.0%

Rockingham Planning Commission Financial Statement Budget vs. Actual

December, 2010 and January, 2011

	December-10	January-11	July-Jan-11	Annual Budget	Balance	% Budget
Payroll Expenses (C Portion)						
P/R Taxes						
P/R Taxes - Other	\$ 5,246	\$ 3,473	\$ 26,047	\$ 46,773	\$ 20,726	55.7%
SUTA	\$ -		\$ -	\$ 100	\$ 100	0.0%
**Postage	\$ 250	\$ -	\$ 2,180	\$ 5,000	\$ 2,820	43.6%
Rent	\$ 3,639	\$ 3,639	\$ 25,132	\$ 43,152	\$ 18,020	58.2%
Telephone	\$ 392	\$ 383	\$ 2,457	\$ 4,500	\$ 2,043	54.6%
**Training & Workshops	\$ 70	\$ 151	\$ 857	\$ 7,500	\$ 6,643	11.4%
Utilities	\$ 420	\$ 731	\$ 3,997	\$ 7,250	\$ 3,253	55.1%
Total Expense	\$ 131,416	\$ 142,908	\$ 798,041	\$ 1,508,022	\$ 709,981	52.9%
Net Ordinary Income	\$ (2,143)	\$ (18,616)	\$ (34,894)	\$ 43,109	\$ 78,003	
Other Income/Expense				\$ -		
Other Expense				\$ 7,500	\$ 7,500	
Unobligated Funds	\$ -	\$ -	\$ -	\$ 15,609	\$ 15,609	
Fund Balance Accrual	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	
Total Other Expense	\$ -	\$ -	\$ -	\$ 43,109	\$ 43,109	
EXPENSE	\$ -	\$ -	\$ -	\$ 1,551,131		
Net	\$ (2,143)	\$ (18,616)	\$ (34,894)	\$ 86,218		

NOTE: January is 58% through the fiscal year

December & January's Personnel Costs Total: \$153,663

MEMORANDUM

TO: Executive Committee

FROM: Cliff Sinnott, Executive Director

DATE: February 25, 2011

SUBJECT: **First Look at Funding for FY-2012**

Attached is the funding table (Table 1) for next year's budget. As usual, at this point in the year, it is based on incomplete information and relies on assumptions with varying degrees of certainty about the continuation of funding sources and amounts. Between now and May, when the budget will be adopted by the full Commission, expect this to undergo a number of revisions. A summary of major changes and assumptions by funding category follows:

Local Dues and Services: (net increase of 6.1%)

- Expected dues income rises slightly due to population growth. 2009 OEP population estimates are used for the funding estimate; we assume that all towns remain members except Salem;
- Circuit Rider contracts are expected to remain at last year's levels. There has been no change in our hourly rate of \$55 and no request for increases or decreases in service. Local match on the CZP matched circuit rider contracts remains the same, but the CZP funding will decrease. In this transition year, those towns' dues will be used to make up the difference. The funding budget for FY-2011 erroneously showed "in-kind" dollars for several CZP projects. That has been corrected in this budget.
- The grant application for the Stratham/Exeter feasibility study for water/sewer sharing is assumed to be successful, therefore the towns' combined match of \$40,000 is included as funding.
- The TBG program is in the Governor's proposed budget, so the TA matching grants we offer with TBG funds remains in this budget.
- Other local contract income will be derived largely from the 20% required for towns using UPWP technical assistance funds.

Transportation Planning (net decrease of 24.1%)

- The next UPWP will administratively combine FHWA and FTA funding into a single source so they are shown in this budget as a single line item. There will be a significant impact on NHDOT's discretionary budget if the motor vehicle surcharge is allowed to sunset; this will result in the loss of about \$69,000 in resources from the UPWP. That loss is reflected in the assumption made here, thus reducing the original expectation of UPWP funding from \$691,293 to \$622,164.
- As in the past, we expect to have some leftover funding from the existing UPWP and will attempt to add that to the new UPWP contract. We assume \$30,000 in leftover funds to be available.
- CTAP Phase 2 is now completed and Phase 3 has yet to get underway. We are not able to make any assumptions about the next contract, but it is likely to continue in some form for one more round. As in the past, some of that money will be passed-through to communities and some will be retained for in-house work.

- The transportation funding assumptions used here (for UPWP, carryover, special studies and CTAP) represent worst case outcomes. I am hopeful that in the end, transportation planning funding overall will not decrease as much as shown here.

State and Federal Funding (net increase of 7.1%)

- As indicated above, we assume that TBG continues, though that funding is very much at risk in the Legislature. That would end the only remaining source of state funds supporting regional planning commissions. REPP was eliminated in the last biennium budget and has no prospect of being restored.
- The maximum allowed request for the RPC's Coastal Program Technical Assistance grant was reduced from \$50,000 to \$30,000, and that new limit is reflected here.
- We are assuming that the Stratham/Exeter sewer and water feasibility study Coastal Program grant, which was submitted by the RPC as part under the CZP competitive planning grant program, will be successful. If it is not, there will not be a major budget impact since most of the project is pass-through funding.
- We just received a new NHDOS/HSEM grant to update 7 hazard mitigation plans over the next two years. That will increase this funding source by \$10,000/yr. over current levels.

Other (net decrease of 33.8%)

- We expect funding from REDC for CEDS update assistance to continue, but at a lower level since this is a minor update cycle;
- The Broadband and EECGB (Energy Planning) and Brownfields program will continue for another year and will be at or a little above this year's funding level.
- We will not receive an indirect cost rate reconciliation payout from NHDOT this year; in fact we expect the reconciliation this year to require a payment from RPC to NHDOT. Contingency funding to pay for this is included in the UPWP.

Overall, projected revenues show a decrease by about 8.7% or \$135,341 over last year. While this is not good, the large pass-through obligations we have carried in our budget over the past few years are gone. As a result, the impact of this loss is only slightly negative on the internal agency budget. Keep in mind, though, staying even in funding still presents difficulty in the face of rising costs, especially in healthcare. Sound familiar?

The greatest immediate risk to this funding budget is the fate of TBG funding. The greatest upside potential is in the restoration of the NHDOT UPWP match and the startup of CTAP 3. Longer term, with the presumed ending of programs such as Broadband planning, the EECBG, CTAP and perhaps others, we will face a very challenging funding picture for at least the next few years.

I will be happy to discuss this information in greater detail at the meeting on Wednesday. No action is required at this time. Expect to see an expense budget 'first look' at the next Executive Committee meeting and the full final budget at the end of April.

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
I. LOCAL DUES AND SERVICES	\$298,007	\$307,708	\$327,689	\$19,981	6.1%	
Local Dues	\$137,753	\$137,753	\$139,631	\$1,878	1.3%	at \$0.93/per cap; Salem non-member; 2009 OEP Population est.
Non CZ Circuit Rider Services	\$87,754	\$88,240	\$88,240	\$0	0.0%	
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
Coastal Program TA Local Match	\$47,000	\$47,000	\$26,818	(\$20,182)	-75.3%	per application
Greenland CR	\$11,130	\$11,130	\$11,130	\$0	0.0%	transitional match from RPC: \$4130
Hampton Falls CR/TA	\$7,685	\$7,685	\$7,685	\$0	0.0%	transitional match from RPC: \$685
N. Hampton CR/TA	\$8,003	\$8,003	\$8,003	\$0	0.0%	transitional match from RPC: \$1003
Adaptation Planning - Coastal Communities	\$2,000	\$2,000	\$0	(\$2,000)	--	RPC in-kind match: \$3000
RPC Coastal Cons. Comm. CR	\$7,550	\$7,550	\$0	(\$7,550)	--	CC in-kind services
RPC Participation - Regl Water Stdy				\$0	--	\$2000 in CZP funds; \$2000 CC in-kind
Hampton Multi-Family housing	\$2,500	\$2,500	\$0	(\$2,500)	--	based on submitted CZP application
Other (N.Hampton Master Plan)	\$8,132	\$8,132	\$0	(\$8,132)	--	
Coastal Program Stratham/Exeter Grant			\$40,000			proposal submitted; outcome unknown
Exeter share			\$20,000			
Stratham share			\$20,000			
TBG Local Grant Match	\$10,000	\$9,200	\$10,000	\$800	8.0%	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
Other Local Contracts	\$15,500	\$25,515	\$23,000	(\$2,515)	-10.9%	
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 calming	\$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
II. TRANSPORTATION PLANNING	\$771,034	\$809,034	\$652,164	(\$156,870)	-24.1%	see below
Highway Planning (FHWA/NHDOT)	\$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/SPR)	\$0	\$0	\$622,164	\$622,164		assumes no NHDOT 10% cash match
Carryover FTAFY09-10 UPWP			\$30,000	\$30,000	100.0%	estimated amt. unspent from FY10-11 UPWP
Special Studies				\$0	--	
SPR - Hampton Intermodal Center	\$0	\$0	\$0	\$0	--	new proposal - approval unknown
NHDOT - Windham, NH 111/Wall St./No. Lowell Rd. study	\$150,000	\$150,000	\$0	(\$150,000)	--	project ends in June 2011
SPR- Brentwood - 125	\$0	\$0	\$0	\$0	--	delayed until impl. of safety projects
CTAP Phase 3			\$0			expected in FY12, but scope unknown
CTAP Phase 2	\$92,000	\$130,000	\$0	(\$130,000)	--	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 Discretionary 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
III. OTHER STATE & FEDERAL FUNDING	\$359,899	\$336,750	\$362,466	\$25,716	7.1%	--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. (Exeter/Stratham)	\$0	\$0	\$30,000	\$30,000	100.0%	
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; assume
EPA Brownfields	\$200,000	\$200,000	\$200,000	\$0	0.0%	2nd year of 24 month prog
Lamprey Fluvial Study - Outreach	\$7,500	\$0	\$4,471	\$4,471	100.0%	project delayed until FY '12?
IV. OTHER	\$67,500	\$95,668	\$71,500	(\$24,168)	-33.8%	
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 PIng	\$25,000	\$25,000	\$30,000		0.0%	anticipate increase in second year of program
NHDOT - Indirect Cost Rate Reconciliation	NA	\$27,668	\$0			no income expected in FY12
Miscellaneous	\$6,500	\$6,500	\$7,000	\$500	7.1%	(from RSA books; annual meeting;
TOTAL/PROJECTED FUNDS	\$1,496,440	\$1,549,160	\$1,413,819	(\$135,341)	-8.7%	
PASS-THROUGH OR CONTRACTED	\$530,608	\$549,408	\$415,900	(\$133,508)	-24.3%	**Preliminary estimate**
OPERATING BUDGET	\$965,832	\$999,752	\$997,919	(\$1,833)	-0.2%	

FUNDING SUMMARY

FUNDING SOURCE	Adopted FY 2011 Funding	Amend #1 FY 2011 Funding	1st Look FY 2012 Funding	FY 2009 - 2010 % Change
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	\$652,164	-19.4%
State & Direct Fed. Funding	\$359,899	\$336,750	\$362,466	7.6%
Other/Misc.	\$67,500	\$95,668	\$71,500	-25.3%
TOTAL	\$1,496,440	\$1,549,160	\$1,413,819	-8.7%

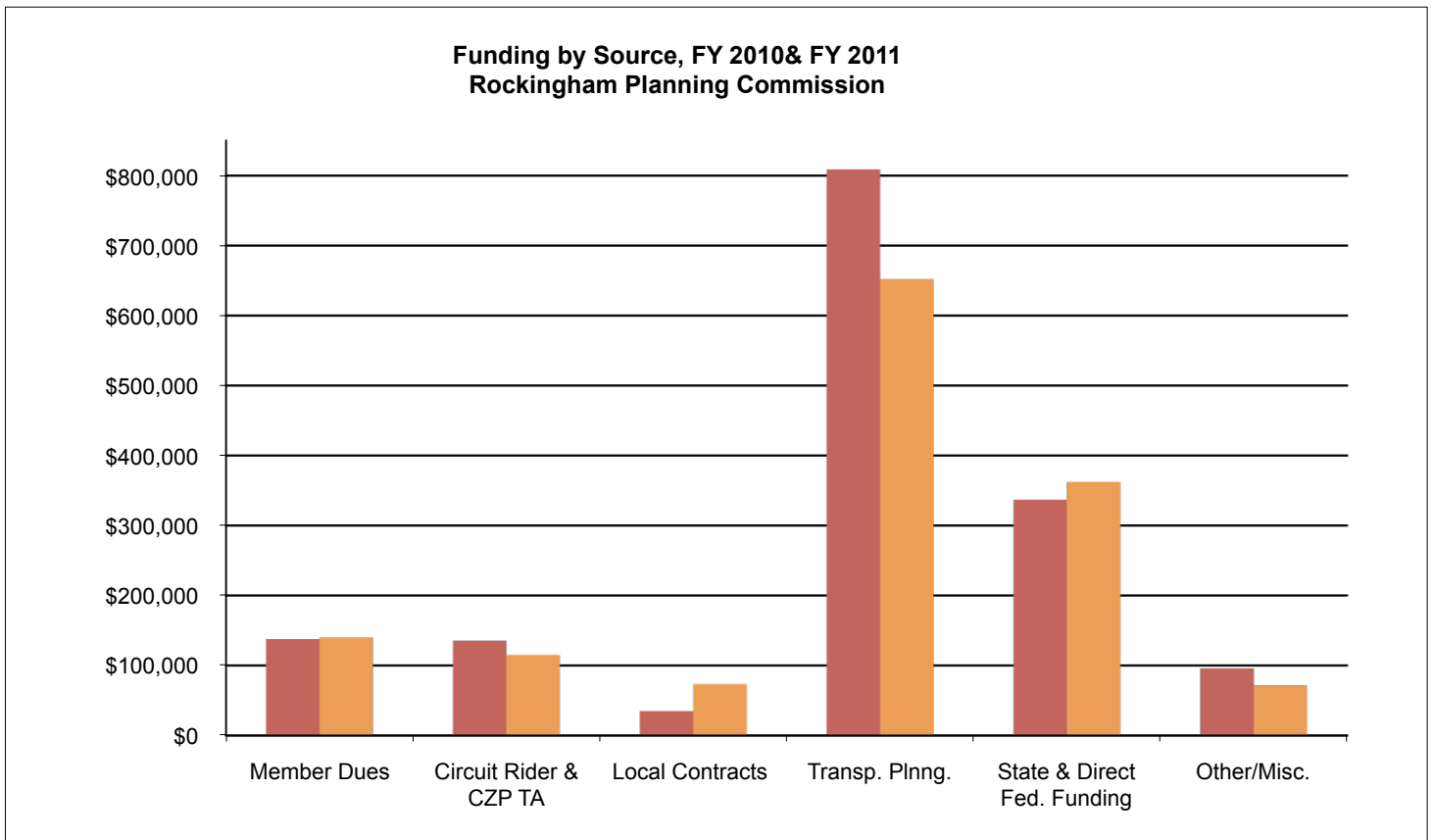


EXHIBIT A

SCOPE OF WORK

1. The Department of Safety, Division of Homeland Security and Emergency Management (HSEM) is awarding the Rockingham Planning Commission (RPC) \$35,000.00 to update the following Local Hazard Mitigation Plans: Newington, East Kingston, Hampstead, Stratham, Atkinson, Kingston and Windham.
2. Products will include quarterly project progress reports, and draft and final local updated hazard mitigation plans. The draft plans will be submitted to HSEM electronically for review and comment. HSEM will then submit the plans to the Federal Emergency Management Agency (FEMA), Region 1, for review and comment.

Comments resulting from the HSEM and FEMA Region 1 review shall be addressed by the Planning Commission and resubmitted to HSEM for FEMA conditional approval prior to local adoption of the final plans. The RPC agrees to provide each final adopted plan to HSEM in the following formats: 1 printed copy and 1 electronic copy, via compact disk.

3. The RPC agrees that the project grant period ends September 9, 2013.
4. The RPC agrees to comply with all applicable federal and state laws, rules, regulations, and requirements.
5. The RPC shall maintain financial records, supporting documents, and all other pertinent records for a period of four (4) years from the grant period end date. In these records, the RPC shall maintain documentation of the 25% cost share required by this grant and agreed upon by the Planning Commission.

February 28, 2011

Shelley Winters, Public Transportation Administrator
Bureau of Rail and Transit
New Hampshire Department of Transportation
PO Box 483
Concord, NH 03302-0483

RE: Submittal of FTA Section 5304 SPR Grant Application for SFY-2012-2013 & Match Commitment

Dear Shelly:

Attached please find our application submitted under the FTA Section 5304 Statewide Transportation Planning Program (SPR). Per our conversation last Friday, I am submitting the application today via FAX and email. A hard copy will be hand delivered tomorrow or Wednesday.

With respect to the match commitment in the application, we have received indication from EPA Region I (Christine Lombard, Brownfields Section; Tel: 617-918-1305) that they will allow Brownfields Program Assessment funds to be used as match, provided that (1) the funds are used for tasks that are eligible under our Brownfield Assessment program, and, (2) that the match is acceptable to the grantor (in this case, the FHWA and NHDOT Bureau of Planning and Community Assistance, who will administer the transferred FTA funds.) I can verify that the first condition is met, but have not yet determined if this match is acceptable to FHWA and/or the Planning Bureau. I will do so as soon as possible.

In the event that it is determined that these funds will not be allowed as match we will either commit to the match from RPC or other local funds, or ask to withdraw the application.

Thank you for the opportunity to apply for these funds. Please contact me if you have questions.

Sincerely,

Cliff Sinnott
Executive Director

cc: Barbara Kravitz; Warren Bambury; Mark Olsen; Fran McMahon – Hampton Commissioners
Fred Welch, Town Manager, Hampton
Scott Bogle; Theresa Walker; Dave Walker, RPC