

**MEETING NOTICE AND AGENDA
EXECUTIVE COMMITTEE MEETING
Wednesday October 27, 2010
6:00 PM
RPC Conference Room
156 Water Street, Exeter NH**

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- 6:00 I. Approval of Minutes from September 29th, 2010 **MOTION TO APPROVE** *[Attachment 1]*
- 6:05 II. Status of Action Items from previous Meeting
- 6:10 III. Communications
- 6:15 IV. Financial Report - through September Fy 2011
A. September Report, FY2011 *[Attachment 2]*
B. NHDOT/RPC Indirect Cost Rate Adjustment update & recommendation
- 6:20 V. FY 2010 Audit Update *[Draft Audit will be presented at next Exec. Comm. meeting]*
- 6:50 VI. Personnel Items
A. Proposal to establish new staff position: "Transportation Program Manager"
(Personnel Policy Amendment – **MOTION TO RECOMMEND** *[Attachment 3]*)
B. Promotion of Dylan Smith to Senior Planner – information item
- 7:10 VII. Proposed Budget Amendment #1 for FY 2011 – **MOTION TO APPROVE** *[Attachment 4]*
- 7:30 VIII. Legislative Policy Committee Report
A. RPC Legislative Polices – adopted 10-13-10
B. Plans for Legislative Forum – guests, invitations, format, presentation
- 7:45 IX. Federal Grant Updates
A. Sustainable Communities Initiative (HUD/DOT/EPA) - NHRPCs
B. TIGER II Infrastructure Grant – Plaistow/MBTA Commuter Rail - NHDOT
C. TIGER II Planning Grant – Transit Oriented Development Planning -MVPC
- 7:50 X. Old & Other Business
A. January Commission/MPO Meeting: location, agenda
B. Other
- XI. Adjourn

MINUTES
ROCKINGHAM PLANNING COMMISSION
EXECUTIVE COMMITTEE
September 29, 2010
156 Water Street, Exeter, NH

COMMITTEE MEMBERS PRESENT: P. Griffin (Chairman); T. Moore (Vice Chair); B. Brown, J. Whitney, B. Goodrich (Members at Large); G. Coppelman (Treasurer); W. Bambury (Secretary); D. Green, B. Kravitz (Alternates)

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

COMMISSIONERS AND GUESTS: D. Hawkins (Seabrook); D. Clement, L. Plumer (Exeter); S. Gerrato (Greenland); D. Moore, R. Taintor-Alt (Portsmouth); M. Turrell (Atkinson); A. Stoller, C. Griffin (Windham); P. DiMaggio (Atkinson); L. Ham-Alt (Stratham)

COMMISSIONER ORIENTATION

Chairman Griffin convened the meeting at 6:05 p.m. and welcomed everyone. Introductions were made. Griffin noted that the meeting will start with a Commissioner Orientation designed to inform and educate newly appointed commissioners about the agency and their responsibilities.

Sinnott began the Orientation Program reviewing how the Commission was established and how it functions. Griffin reviewed the Mission statement and discussed inter-community cooperation and communication. Moore reviewed the Committees and Staff and Sinnott continued by reviewing the work program and staff assignments. Pettengill reviewed the funding and expense budget; Coppelman reviewed the roles and responsibilities of Commissioners and how they interact as liaisons to their municipality. Discussion followed on whether or not an Alternate is allowed to serve on a standing committee. General consensus was that staff will check w/ legal counsel.

Questions were fielded and Griffin invited those in attendance to stay for the Executive Committee meeting.

EXECUTIVE COMMITTEE**I. Minutes of August 25, 2010**

Goodrich moved to approve the Minutes of August 25, 2010 as presented; Bambury seconded. SO VOTED.

II. Status of Action Items:

- a. **confirm date of Regional Broadband meeting: October 19, 2010, 6:00PM, Exeter Library**

III. Communications

Sinnott wanted to give a heads up to the Regional Impact Committee regarding a possible notice of a development in Greenland to review. It appears Portsmouth is an abutter and has asked Greenland ZBA to declare the development as one of regional impact.

Stoller gave her resignation letter with regret and explained that due to a move, she will no longer be a resident of Windham or the region and cannot serve any longer on the Commission. She regrets this greatly and Griffin read her letter aloud. Others shared their appreciation of the time and effort she put forth for the Commission and the region as a whole. Sinnott and Griffin stated it was a great pleasure to work with her and she will be missed.

Bambury moved to accept Stoller's resignation; Goodrich seconded. SO VOTED.

Sinnott noted that Stoller served on several standing committees, including the Legislative Committee which is entering it's busiest time of the year. Coppelman offered to serve on the NH Association of Regional Planning Commissions after checking with his employer. Kravitz agreed to give some thought to chairing the Legislative Committee.

Sinnott noted that Christina Orio from Hampstead has also resigned her commissioner position.

Sinnott noted that the RPC has received a new contract with the Dept of Environmental Services for Fluvial Erosion outreach to Planning Boards and Conservation Commissions in the RPC communities in the watershed. Julie LaBranche will be the designated staff person handling the tasks if approved by the Committee later in the agenda.

IV. Financial Report

- A. August Financial Report: Pettengill noted that she has added the total Personnel costs as a footnote to the report as requested.
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- B. Authorization to engage Melanson & Heath CPA, as auditors for FY 10; *Coppelman moved to authorize Melanson & Heath to perform auditing services for FY 10; Goodrich seconded. SO VOTED.*
- C. NHDOT/RPC Indirect Cost Rate Adjustment: Sinnott stated that staff will discuss with the auditors the best way to address how to handle the funds coming from NH Dept of Transportation as reconciliation of costs in FY 08 and FY 09. Staff will make a recommendation how to handle the receipt of these funds.

V. RPC Legislative Forum

Sinnott stated that the NH Association of Regional Planning Commissions would like the Commission to review their Legislative Priorities for the 2010 legislative session. Other Commissions have reviewed and their comments are in the footnotes on page 2 of the Attachment.

Sinnott suggested the RPC support the large groundwater withdrawal legislation as described at the presentation at the September meeting. Griffin suggested the RPC's policies include historic preservation legislation (tax incentive initiative for residential or commercial). Sinnott asked how the Committee would like to handle the upcoming Legislative Forum and consensus was that large groundwater withdrawals should be the main topic. Kravitz suggested asking Judith Spang to speak at the Forum on that topic. The RPC Legislative Committee will meet prior to the next Commission meeting to update the RPC's Legislative Policies for adoption at the October meeting.

VI. Federal Grant Updates

- A. Sinnott noted there has been no decision on the status of the Sustainable Communities, Tiger II Infrastructure or Tiger II Planning grants as yet.

VII. Updated Commissioner Handbook 2010-2011: Update was distributed.

VIII. Old & Other Business

- A. October 13th – MPO Meeting: Hampton Falls; agenda set;
 - B. October 7th – Exeter/Stratham Water Sewer public forum: October 7th at 6:30 p.m.
 - C. Schedule Executive Director Evaluation: Griffin, Moore and Coppelman to meet as Personnel Committee
 - D. Other: Sinnott asked for a vote to authorize the RPC to enter into a contract with NH Dept of Environmental Services for Fluvial Erosion Hazard Program as described in the attached scope of services. *Coppelman moved to authorize Sinnott to enter into the NHDES contract; Moore seconded. SO VOTED.*
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Brown suggested that in the future, the staff mail meeting information earlier to give more time for Commissioners to read information.

Kravitz noted a meeting held in Hampton with Sinnott, Bogle, Walker, Bambury and Olson and Kravitz present to look at Corridor Study recommendations. She was happy to report a strategy was developed.

REDC Director Laural Bistany would like to attend a future meeting of the RPC but suggests waiting until January or February timeframe.

Goodrich noted that the NNECAPA conference will be held on October 7th & 8th in Portsmouth. He was amazed that there were no farmers on the Agricultural panel. *Moore suggested the RPC reimburse Goodrich if he plans to attend; Coppelman seconded. **SO VOTED.***

Kravitz noted that Theresa Walker is doing a great job with the Hampton Energy Committee which is taking the lead role under the OEP/CLF energy consulting project.

The meeting adjourned at 8:20

Respectfully submitted,

Annette L. Pettengill
Recording Secretary

**Rockingham Planning Commission
Financial Statement
Budget vs. Actual
September 2010**

	<u>September-10</u>	<u>July-Sep-10</u>	<u>Annual Budget</u>	<u>Balance</u>	<u>% Budget</u>
Ordinary Income/Expense					
Income					
RESOURCES					
Federal Contracts	\$ -	\$ 1,056	\$ 200,000	\$ 198,944	0.5%
Local Dues	\$ -	\$ 153,923	\$ 137,753		
Local Dues-Other			\$ -	\$ -	
Local Planning Contracts	\$ 17,800	\$ 42,864	\$ 227,754	\$ 184,890	18.8%
Other Income	\$ -	\$ -	\$ -	\$ -	
State Contracts	\$ 60,418	\$ 124,114	\$ 930,933	\$ 806,819	13.3%
Total RESOURCES	<u>\$ 78,218</u>	<u>\$ 321,957</u>	<u>\$ 1,496,440</u>	<u>\$ 1,174,483</u>	<u>21.5%</u>
Total Income	<u>\$ 78,218</u>	<u>\$ 321,957</u>	<u>\$ 1,496,440</u>	<u>\$ 1,174,483</u>	<u>21.5%</u>
Expense					
Newspaper/Media	\$ -	\$ -	\$ 3,500	\$ 3,500	0.0%
Contracted Printing	\$ -	\$ -	\$ 2,500	\$ 2,500	0.0%
Contracted Services	\$ 44,328	\$ 82,326	\$ 530,608	\$ 448,282	15.5%
**Dues & Subscriptions					
**Equipment					
**Equipment & Software Maint					
**Office Supplies					
**Postage					
Total Salaries	\$ 48,881	\$ 146,614	\$ 596,411	\$ 449,797	24.6%
*Training & Workshops					
Travel	\$ 474	\$ 1,129	\$ 12,000	\$ 10,871	9.4%
Reconciliation Discrepancies	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$ -</u>	<u>\$ -</u>	
Payroll Processing Fees	\$ 31	\$ 437	\$ 250	\$ (187)	175.0%
Janitorial	\$ 375	\$ 675	\$ 3,600	\$ 2,925	18.8%
Accounting	\$ -	\$ 650	\$ 1,250	\$ 600	52.0%
Audit	\$ -	\$ 5,500	\$ 9,250	\$ 3,750	59.5%
Bank & Service Charges	\$ -	\$ -	\$ 200	\$ 200	0.0%
**Dues & Subscriptions	\$ 332	\$ 2,661	\$ 7,500	\$ 4,839	35.5%
Employee Co Contrib of Benefits					
C Deferred Comp 457	\$ 2,571	\$ 6,621	\$ 26,325	\$ 19,704	25.1%
C Dental Insurance	\$ 780	\$ 2,339	\$ 10,890	\$ 8,551	21.5%
C Health Ins.	\$ 5,378	\$ 17,528	\$ 87,700	\$ 70,172	20.0%
C Life Insurance	\$ 64	\$ 193	\$ 1,085	\$ 892	17.8%
C LTD Insurance	\$ 78	\$ 233	\$ 1,295	\$ 1,062	18.0%
C NH Retirement 414E	\$ 2,090	\$ 6,220	\$ 27,169	\$ 20,949	22.9%
C STD Insurance	\$ 66	\$ 199	\$ 1,120	\$ 921	17.8%
**Equipment	\$ 349	\$ 581	\$ 9,600	\$ 9,019	6.0%
**Equipment & Software Maint.	\$ 330	\$ 1,794	\$ 8,000	\$ 6,206	22.4%
General Insurance	\$ -	\$ 130	\$ 4,700	\$ 4,571	2.8%

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
September 2010

	<u>September-10</u>	<u>July-Sep-10</u>	<u>Annual Budget</u>	<u>Balance</u>	<u>% Budget</u>
Misc	\$ (124)	\$ (124)	\$ 6,750	\$ 6,874	-1.8%
**Office Supplies	\$ 435	\$ 2,785	\$ 8,200	\$ 5,415	34.0%
Payroll Expenses (C Portion)					
P/R Taxes					
P/R Taxes - Other	\$ 3,500	\$ 10,512	\$ 45,625	\$ 35,113	23.0%
SUTA	\$ -	\$ -	\$ 100	\$ 100	0.0%
**Postage	\$ 400	\$ 937	\$ 5,000	\$ 4,063	18.7%
Rent	\$ 3,639	\$ 10,577	\$ 43,152	\$ 32,575	24.5%
Telephone	\$ 495	\$ 990	\$ 4,500	\$ 3,510	22.0%
**Training & Workshops	\$ 296	\$ 446	\$ 7,500	\$ 7,054	5.9%
Utilities	\$ 791	\$ 1,615	\$ 7,250	\$ 5,635	22.3%
Total Expense	<u>\$ 115,559</u>	<u>\$ 303,567</u>	<u>\$ 1,473,030</u>	<u>\$ 1,169,463</u>	<u>20.6%</u>
Net Ordinary Income	\$ (37,341)	\$ 18,390	\$ 23,410	\$ 5,020	
Other Income/Expense					
Other Expense					
Unobligated Funds	\$ -	\$ -	\$ 3,410	\$ 3,410	
Fund Balance Accrual	\$ -	\$ -	\$ 20,000	\$ 20,000	
Total Other Expense	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 23,410</u>	<u>\$ 23,410</u>	
EXPENSE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,496,440</u>		
Net	<u>\$ (37,341)</u>	<u>\$ 18,390</u>	<u>\$ 46,820</u>		

NOTE: September is 25% through the fiscal year

Sept. Personnel Costs Total: \$63,408

MEMORANDUM

TO: Executive Committee

FROM: Cliff Sinnott, Executive Director

DATE: October 22, 2010

SUBJECT: Proposed Amendment to Personnel Policies – Creating a “Transportation Program Manager” Position.

I am recommending that the Commission amend its Personnel Policies to establish a new position to be called “Transportation Program Manager.” As the size, complexity and importance of our Transportation Program has increased, it has become apparent that a senior level staff position is needed with the clear responsibility to manage the overall transportation program. I am not recommending that we add staff to fill this position at this time, but rather to promote David Walker, Senior Transportation Planner into this position.

Dave has, for all practical purposes, filled this function for the past year or more. At both of his last two annual evaluations we agreed to pursue this approach. Because of the leadership role he has taken over the past two years among the State’s MPOs, and the high regard he has earned from transportation professionals at all levels of government, I think this is a particularly appropriate time to promote David into this new position. Scott Bogle, David’s colleague and someone who is equally valued and respected both here and across the State, concurs with this move and feels this is a natural division of responsibilities given Dave’s long standing role in MPO program management and their respective interests.

**PROPOSED AMENDMENT TO
 RPC PERSONNEL POLICIES, ARTICLE III, Position Classification, Description and Salary Grades.**

Section A.: Amend to read as follows: (changes shown in bold italic typeface)

CATEGORY/POSITION	SALARY GRADES
1. MANAGEMENT AND ADMINISTRATION	
Position: Executive Director	7
Assistant Director	6
Business Manager	4
Office Administrator	3
2. LAND USE PLANNING	
Position: Senior Planner	4

	Regional Planner	3
	Assistant Planner	2
3.	TRANSPORTATION PLANNING	
	Position: Transportation Program Manager	5
	Senior Transportation Planner	4
	Transportation Planner	3
	Assistant Transportation Planner	2
	Transportation Analyst	3
4.	SUPPORT	
	Position: Planning Technician (Non-exempt)	1
	GIS Systems Manager	3
	Secretary (Non-exempt)	1

Section B.: Add new position description in subsection #3. as follows:

- a) **Transportation Program Manager: The Transportation Program Manager is a member of the agency management team and is responsible for overseeing all aspects of the MPO transportation planning program. Under administrative and policy direction from the Executive Director, the purpose of the position is to perform highly responsible work assisting in the management of the Transportation Planning functions of the Metropolitan Planning Organization for the Rockingham Planning Commission. The Transportation Program Manager works with considerable independence in the performance of regularly assigned duties, is expected to supervise the work of other transportation planning and support personnel when appropriate, and be capable of performing general transportation planning tasks required of the other transportation planners. Direct responsibilities include the development, maintenance, and monitoring of the Unified Planning Work Program, recommending staffing assignments within the Transportation Program, monitoring the program budget, and the preparation of core MPO documents (including the Long Range Plan, Transportation Improvement Program, Annual List of Obligated Projects, MPO Performance Report, Air Quality Conformity and Financial Constraint Documents, the MPO Prospectus). In addition The Transportation Program Manager will work closely with the Assistant Director and the Senior Land Use planners to coordinate and implement land use-transportation projects.**

The recommended salary range will be between that of Senior Planner and Assistant Director. While these ranges need a comprehensive review, I recommend that, until such time as that review is undertaken, the range for the new position be set at \$55,000-\$67,000.

I recommend that the Executive Committee consider this recommendation, modify as appropriate, and forward to the full Commission to amend the personnel Policies.

cc: David Walker; Scott Bogle
 Glenn Greenwood; Annette Pettengill

TABLE 1
ANTICIPATED FUNDING BUDGET FOR FISCAL YEAR 2011
Rockingham Planning Commission
FY 2011 Funding Budget - Amendment #1

FUNDING CATEGORY	Amend #2 FY 2010 Funding	Adopted FY 2011 Funding	Amend#1 FY 2011 Funding	\$ Change	% Change	Comments
I. LOCAL DUES AND SERVICES	\$281,992	\$298,007	\$307,708	\$9,701	3.4%	
Local Dues	\$138,420	\$137,753	\$137,753	\$0	0.0%	at \$0.93/per cap; Salem non-member; Population est. decreases
Non CZ Circuit Rider Services	\$88,754	\$87,754	\$88,240	\$486	0.5%	
Plan Review Income	\$2,500	\$1,500	\$1,500	\$0	0.0%	pooled income - tier two contracts
Brentwood	\$17,170	\$17,170	\$17,495	\$325	1.9%	split FY
East Kingston	\$10,890	\$10,890	\$9,240	(\$1,650)	-15.2%	reduced service
Fremont	\$8,690	\$8,690	\$8,690	\$0	0.0%	no change
Kensington	\$7,920	\$7,920	\$8,195	\$275	3.5%	incorporates new hourly rate (\$55)
Kingston	\$22,500	\$22,500	\$23,320	\$820	3.6%	incorporates new hourly rate (\$55)
Newton	\$12,084	\$12,084	\$12,540	\$456	3.8%	incorporates new hourly rate (\$55)
Atkinson	\$7,000	\$7,000	\$7,260	\$260	3.7%	incorporates new hourly rate (\$55)
Coastal Program TA Local Match	\$39,818	\$47,000	\$47,000	\$0	0.0%	per application
Greenland CR	\$11,130	\$11,130	\$11,130	\$0	0.0%	based on submitted CZP application
Hampton Falls CR/TA	\$7,685	\$7,685	\$7,685	\$0	0.0%	based on submitted CZP application
N. Hampton CR/TA	\$8,003	\$8,003	\$8,003	\$0	0.0%	based on submitted CZP application
Adaptation Planning - Coastal Communities	\$0	\$2,000	\$2,000	\$0	--	based on submitted CZP application
RPC Coastal Cons. Comm. CR	\$0	\$7,550	\$7,550	\$0	--	7750 in CZP funds; 7750 CC in-kind
RPC Participation - Regl Water	\$0			\$0	--	\$3000 in CZP funds; \$3000 CC in-kind
Stratham Form Based Code	\$5,000	\$0	\$0	\$0	0.0%	new project
New Castle Zoning MP Asst.	\$3,000	\$0	\$0	\$0	0.0%	tentative
Hampton Multi-Family housing	\$5,000	\$2,500	\$2,500	\$0	0.0%	based on submitted CZP application
Other (N.Hampton Master Plan)	\$0	\$8,132	\$8,132	\$0	--	
TBG Local Grant Match	\$9,000	\$10,000	\$9,200	(\$800)	-8.9%	allocated in grant request
Brentwood Overlay Maps	\$3,000		\$1,200	\$1,200	40.0%	
Kensington MP	\$0		\$3,000	\$3,000	--	
Kingston Maps	\$1,000		\$2,000	\$2,000	200.0%	
So. Hampton NRI	\$2,500		\$3,000	\$3,000	120.0%	
Placeholder	\$2,500	\$10,000	\$0	(\$10,000)	-400.0%	Placeholder until projects identified
Other Local Contracts	\$6,000	\$15,500	\$25,515	\$10,015	166.9%	
Greenland Rtt 33 Zoning (UPWP 104)	\$0	\$0	\$1,000	\$1,000	--	completed
Plaistow MBTA Rail Consultant	\$0	\$0	\$5,975	\$5,975	--	in-kind match only
Plaistow Main St. Traffic calming	\$2,000	\$0	\$1,000	\$1,000	50.0%	to be completed in FY10
Seabrook Route 1 TLU			\$4,540			
Plaistow Haz Mit Plan			\$5,000			
Placeholder UPWP 20% match	\$3,000	\$12,500	\$5,000	(\$7,500)	-250.0%	20% match for local projects (to date: Greenland FBC; Seabrook; Plaistow Rail)
Misc. Local Contracts	\$1,000	\$3,000	\$3,000	\$0	0.0%	estimate

FUNDING CATEGORY	Amend #2 FY 2010 Funding	Proposed FY 2011 Funding	Proposed FY 2011 Funding	\$ Change	% Change	Comments - Amend 2
II. TRANSPORTATION PLANNING	\$813,057	\$771,034	\$809,034	\$38,000	4.7%	see below
Highway Planning (FHWA/NHDOT)	\$385,024	\$427,804	\$427,804	\$0	0.0%	assume 100% spending of contract
Transit Planning (FTA)	\$70,861	\$101,230	\$101,230	\$0	0.0%	assume 100% spent
Carryover FTAFY09-10 UPWP				\$0	--	
Special Studies				\$0	--	
NHDOT - Portsmouth Transp. Study & Model	\$0			\$0	--	on hold
NHDOT - Windham, NH 111/Wall St./No. Lowell Rd. study	\$150,000	\$150,000	\$150,000	\$0	0.0%	assumes two-thirds of project cost in FY10
SPR - East Coast Greenway	\$0	\$0	\$0	\$0	--	estimated portion of \$9940 in FY08
SPR- Brentwood - 125	\$0	\$0	\$0	\$0	--	will request delay until impl. of safety projects
CTAP Year One Scope	\$76,472	\$0	\$0	\$0	0.0%	Componets: local accts: \$105,000; land use
CTAP Phase 2	\$130,700	\$92,000	\$130,000	\$38,000	29.1%	Phase 2 of Program; will extend into FY10
CTAP Road Map	\$6,000	\$2,000	\$2,000	\$0	0.0%	assume \$2000 (one comm) remaining (via
Local Discret. Accts	\$60,000	\$20,000	\$53,000	\$33,000	55.0%	<i>assume 5of 7 expended in FY11</i>
Regional Descretionary Proj.	\$0	\$50,000	\$50,000	\$0	--	<i>assumes Salem-Windham, and Fremont/Danville/Sandown projects</i>
Buildout - remainder towns	\$10,000	\$0	\$0	\$0	0.0%	assumed completed in FY10
Inclusionary Zoning - IZIP	\$0	\$0	\$0	\$0	--	completed
Agricultural Commissions	\$25,000	\$10,000	\$15,000	\$5,000	20.0%	assumed remianer in FY11
Open Space Plans	\$29,700	\$10,000	\$10,000	\$0	0.0%	majority of work completed in FY10
III. OTHER STATE & FEDERAL FUNDII	\$321,333	\$359,899	\$341,221	(\$18,678)	-5.8%	--see below--
Targetted Block Grant	\$25,434	\$24,582	\$21,155	(\$3,427)	-13.5%	<i>TBG funding reduced in final budget</i>
Coastal Program TA	\$50,000	\$50,000	\$50,000	\$0	0.0%	based on grant application
EPA - 604B (ERLAC)	\$6,455	\$6,455	\$6,455	\$0	0.0%	per year, 2 year contract
NHDES / REPP FY09-10	\$24,444	\$12,222	\$0	(\$12,222)	-50.0%	<i>REPP prog. cut from FY-11 DES Budget</i>
NHOEM Haz Mit Planning	\$10,000	\$7,500	\$7,500	\$0	0.0%	new contract
EPA Brownfields	\$200,000	\$200,000	\$200,000	\$0	0.0%	2 \$200K grants approved; assume 24 month project completed
NHHFA - WFH Module Asst.	\$5,000	\$0	\$0	\$0	0.0%	
Lamprey Fluvial Study - Outreach		\$7,500	\$4,471			Actual contract - scope reduced
IV. OTHER	\$40,917	\$67,500	\$93,168	\$25,668	62.7%	
REDC -- CEDS	\$9,417	\$6,000	\$4,000	(\$2,000)	-21.2%	minor update year
SWRPC - Broadband/NTIA	\$25,000	\$30,000	\$30,000	\$0	0.0%	new project; \$60K in CY 2010
CLF Ventures EECBG Energy Plng	\$0	\$25,000	\$25,000		--	new project per letter of intent
NHDOT - FY08&09 Indirect Cost Rate Reconciliation	NA	NA	\$27,668			
Miscellaneous	\$6,500	\$6,500	\$6,500	\$0	0.0%	(from RSA books; annual meeting; mapping)
TOTAL/PROJECTED FUNDS	\$1,457,299	\$1,496,440	\$1,551,131	\$54,691	3.7%	
PASS-THROUGH OR CONTRACTED	\$565,108	\$530,608	\$549,408	\$18,800	3.5%	**Preliminary estimate**
OPERATING BUDGET	\$892,190	\$965,832	\$1,001,723	\$35,891	3.7%	

FUNDING SUMMARY

FUNDING SOURCE	Amend #2 FY 2010 Funding	Adopted FY 2011 Funding	Amend #1 FY 2011 Funding	FY 2009 - 2010 % Change
Member Dues	\$138,420	\$137,753	\$137,753	0.0%
Circuit Rider & CZP TA	\$128,572	\$134,754	\$135,240	0.4%
Local Contracts	\$15,000	\$25,500	\$34,715	36.1%
Transp. Plnng.	\$813,057	\$771,034	\$809,034	4.9%
State & Direct Fed. Funding	\$321,333	\$359,899	\$341,221	-5.2%
Other/Misc.	\$40,917	\$67,500	\$93,168	38.0%
TOTAL	\$1,457,299	\$1,496,440	\$1,551,131	3.7%

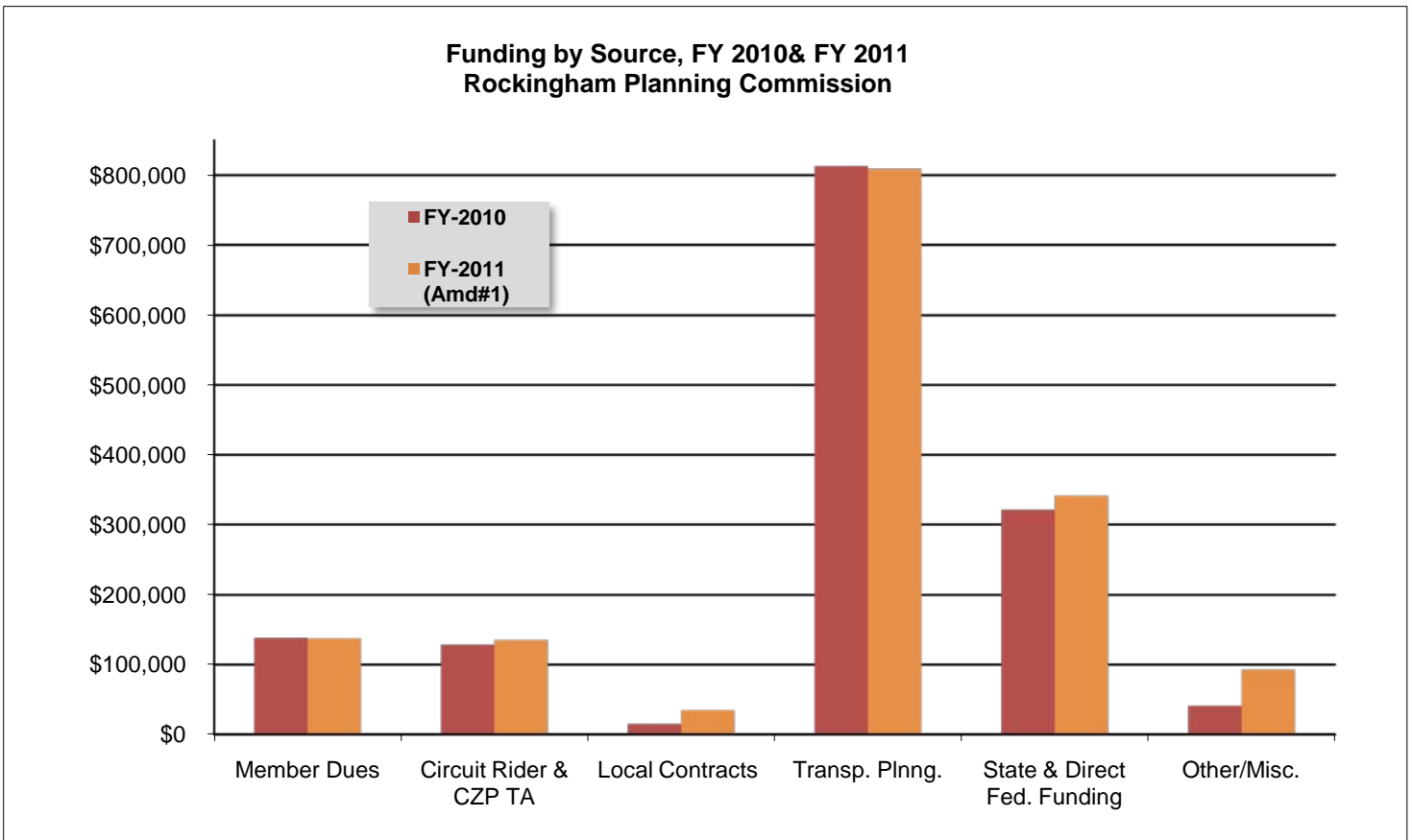


TABLE 2
LINE ITEM BUDGET FOR FISCAL YEAR 2011 -- AMENDMENT #1
Rockingham Planning Commission

I. LINE ITEM BUDGET FOR FY 2011

LINE ITEM	Account Number	Amended FY 2009	ADOPTED FY 2011	AMEND #1 FY 2011	\$\$ Change	% Change	Amendment #2 Comments
Salaries	6100	\$ 576,000	\$ 596,410	\$ 611,410	\$ 15,000	2.5%	create salary pool for promotions, merit and comp increases
Contracted Services	6115	\$ 551,131	\$ 530,608	\$ 549,408	\$ 18,800	3.5%	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	\$ 44,064	\$ 45,625	\$ 46,773	\$ 1,148	2.5%	7.65% of salaries
Unemployment Insurance	6210	\$ 100	\$ 100	\$ 100	\$ -	0.0%	no change
Health Insurance & Benefit	6212	\$ 78,407	\$ 87,700	\$ 87,700	\$ -	0.0%	incl \$8000 deductible ins pool and 3 non-use stipends at \$2000 ea.
Dental Insurance	6214	\$ 10,322	\$ 10,890	\$ 10,135	\$ (755)	-6.9%	move to Sun-Life
Life & Disability Insurance	6216	\$ 4,000	\$ 3,500	\$ 3,500	\$ -	0.0%	no change
Retirement benefits /Simple IRA	6218	\$ 40,048	\$ 53,494	\$ 53,494	\$ -	0.0%	no change
General Insurance	6220	\$ 4,700	\$ 4,700	\$ 4,700	\$ -	0.0%	no change
Rent	6230	\$ 43,360	\$ 43,152	\$ 43,152	\$ -	0.0%	no change
Janitorial		NA	\$ 3,600	\$ 3,600	\$ -	NA	no change
Telephone & Internet	6240	\$ 4,750	\$ 4,500	\$ 4,500	\$ -	0.0%	no change
Office, Cmpr., Copier Suppl.	6250	\$ 16,500	\$ 8,200	\$ 8,200	\$ -	0.0%	no change
Postage	6260	\$ 5,200	\$ 5,000	\$ 5,000	\$ -	0.0%	no change
Audit	6270	\$ 8,575	\$ 9,250	\$ 9,250	\$ -	0.0%	no change
Utilities	6280	\$ 7,600	\$ 7,250	\$ 7,250	\$ -	0.0%	no change
Contract Printing & Media	6300	\$ 2,500	\$ 6,000	\$ 6,000	\$ -	0.0%	no change
Equipment & Software Maint.	6311	\$ 7,625	\$ 8,000	\$ 8,000	\$ -	0.0%	no change
Dues & Subscriptions	6340	\$ 6,500	\$ 7,500	\$ 7,500	\$ -	0.0%	no change
Training, Workshops, Conf.	6350	\$ 6,500	\$ 7,500	\$ 7,500	\$ -	0.0%	no change
Accounting/Payroll Processing	6360	\$ 2,750	\$ 1,500	\$ 1,850	\$ 350	--	payroll processing fees -- Quickbooks
Miscellaneous	6380	\$ 6,500	\$ 6,750	\$ 6,750	\$ -	0.0%	no change
Equip. Purchase. & Lease	6400	\$ 15,570	\$ 9,600	\$ 10,050	\$ 450	4.7%	no change
Depreciation	****	\$ -	\$ -	\$ -	\$ -	--	no change
Fund Balance Accrual	****	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	0.0%	no change
ICR Reserve	****	\$ -	\$ -	\$ 7,500	\$ 7,500		match for future IRC reconciliation to NHDOT
Unobligated Funds	****	\$ 10,371	\$ 3,410	\$ 15,609	\$ 12,199	357.7%	as required to balance budget
TOTAL		\$ 1,485,273	\$ 1,496,440	\$ 1,551,131	\$ 54,691	3.7%	see Table 1 - funding budget
Pass-through/Contr Services		\$ 551,131	\$ 530,608	\$ 549,408	\$ 18,800	3.5%	See Section IV below for details
TOTAL OPERATING		\$ 934,142	\$ 978,974	\$ 1,001,723	\$ 22,749	2.3%	

RPC FY 2011 Line Item Budget - continued

II. EQUIPMENT DETAIL						
Items	Amended FY 2010	Adopted FY 2011	Amend #1 FY 2011	\$\$ Change	% Change	
Computer Software	\$ 4,000	\$ 3,000	\$ 3,000	\$ -	0.0%	Quickbooks, Windows 7; Office licences; other
Desktop Computer replacements	\$ 800	\$ 800	\$ 2,700	\$ 1,900	237.5%	1 replacements budged
Laptop Computer	\$ 1,800	\$ 2,000	\$ -	\$ (2,000)	-100.0%	2 replacements budged
Server & Network	\$ 1,200	\$ 1,200	\$ 1,500	\$ 300	25.0%	storage
New Projector	\$ -	\$ -	\$ 1,500	\$ 1,500	-	as needed
Misc office equip;	\$ 2,000	\$ 2,200	\$ 750	\$ (1,450)	-65.9%	incl. GPS units for CMP
Color laser Printer	\$ -	\$ 600	\$ 600	\$ -	-	multifunciton printer
New Copier	\$ -	\$ -	\$ -	\$ -	-	
Total	\$ 9,800	\$ 9,800	\$ 10,050	\$ 250	2.6%	

III. AGENCY CONTRACTING RATE		
		Comments
Non-Passthrough Budget,	\$ 1,001,723	
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 Cost/Hr @ budget with 10% conting:	\$ 53.53	
Recommended Hourly Rate	\$55	Currently \$53/hr.

RPC FY2011 Line Item Budget

IV. CONTRACTED SERVICES DETAIL						
Items	Adopted FY10	Adopted FY-2011	Amend #1 FY-2011	\$ Change	% Change	
Legal Services	\$ 1,000	\$ 1,000	\$ 1,500	\$ 500	50.0%	restore to historical budget
DES/604B - ERLAC	\$ 5,940	\$ 5,168	\$ 5,168	\$ -	0.0%	assume no change
DES - REPP	\$ 9,315	\$ -	\$ -	\$ -	--	100% funding cut
CZP Cons. Comm CR	\$ 5,663	\$ 5,191	\$ 5,191	\$ -	0.0%	continuation of program
Brownfields Appl.	\$ 1,000	\$ -	\$ -	\$ -	--	no application this year
Brownfields Prog. Pt 2 (Haz & Petr.) - Proj. manag	\$ 17,500	\$ 17,500	\$ 17,500	\$ -	0.0%	does not include new award
EPA Brownfileds Assessment - Consult	\$ 177,500	\$ 182,000	\$ 182,000	\$ -	0.0%	does not include new award
CLF-V Energy Planning		\$ 8,000	\$ 8,000	\$ -	--	TW to assist Julie LaBranche
CTAP/NRPC Road Map	\$ -	\$ 1,000	\$ 1,000	\$ -	--	TW preparing Sandown Roadmap
CTAP2 Single Town Descretionary		\$ 30,000	\$ 20,000	\$ (10,000)		Known to date: \$10K pass through to Salem
CTAP2 Multi Town Discretionary Accounts	\$ 40,000	\$ 40,000	\$ 38,800	\$ (1,200)	-3.0%	Known to date: \$20K pass through to Windham/Salem; 18800 for
CTAP2 Open Space Plans	\$ -	\$ 10,000	\$ 10,000	\$ -	--	assume portion of one plan remaining
CTAP2 Agric. Commissions	\$ 15,000	\$ 8,250	\$ 8,250	\$ -	0.0%	assume 50% of payments made to CTAP RPCs
NHDOT - Windham, NH 111/Wall St.Ext.study	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	0.0%	PRELIMINARY ESTIMATE
Miscellaneous & Contingency	\$ -	\$ 5,000	\$ 7,500	\$ 2,500	--	primarily for misc assignments for TW
General Contracted Services SUB-TOTAL	\$ 422,918	\$ 463,108	\$ 454,908	\$ (8,200)	-1.8%	
UPWP Non-Personnel Costs						<i>(per UPWP)</i>
Transportation-specific legal services	\$ 2,500	\$ 1,500	\$ 1,500	\$ -		no change
Traffic Counting Services (TSP 150-200 cnts)	\$ 12,500	\$ 24,000	\$ 20,000	\$ (4,000)		overbudgeted
RSG Traffic Modeling Assist.	\$ 6,500	\$ 6,500	\$ 8,500	\$ 2,000		new consulting agreement w RSG/SRPC
Other Local LTA	\$ 20,000	\$ 20,000	\$ 20,000	\$ -		Placeholder
Website devel.	\$ 10,000	\$ 10,000	\$ 10,000	\$ -		no change
Hampton parking Study	\$ 5,000	\$ -	\$ -	\$ -		no change
East Coast Greenway Consult.	\$ -	\$ -	\$ 5,000	\$ 5,000	--	if matched by private or other source
Congestion Management Process (CMP)	\$ 20,000	\$ 5,000	\$ 5,000	\$ -		no change
Software	\$ -	\$ 7,500	\$ 7,500	\$ -		HCM, TSIS Transcad, Adobe software
Prog Management & Accounting Process	\$ 10,000	\$ 12,500	\$ 2,000	\$ (10,500)		process largely completed in FY-10
Miscellaneous & Contingency	\$ 10,000	\$ 15,000	\$ 15,000	\$ -		no change
UPWP Sub-Total	\$ 96,500	\$ 102,000	\$ 94,500	\$ (7,500)		
Total	\$ 519,418	\$ 565,108	\$ 549,408	\$ (15,700)		