



Rockingham Planning Commission

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MEMO TO: RPC Commissioners
FROM: Executive Committee
Cliff Sinnott, Executive Director
DATE: April 7, 2005
SUBJECT: **Executive Committee Report**

The following summarizes items discussed and/or acted on at the last Executive Committee meeting, which was held on Wednesday April 6, 2005.

Communications: Sinnott reported that we have word from Newington, Epping and Sandown that, as a result of Town Meeting actions, each will be able to resume active dues-paying membership in the Commission. This will mark the first time in agency history that 100% of the communities in the region are dues paying members. He noted that dues letters have been sent to all towns requesting payment for the year. Separate letters have been sent to towns whose Commissioner appointments have expired requesting them to update those appointments.

Financial Report: Coppelman reviewed the Financial Report noting the good news that revenues were significantly higher in the past month, and the bad news that cash flow is still very tight. Sinnott said part of this is due to a month's delay in payment of an invoice from NHDOT which had been lost. Dues payments will relieve this situation in the short term. He noted that at the 66.7% mark in the year, 53.7% of the operating budget has been expended, while 47.1% of anticipated revenues have been received. Sinnott reported that the draft audit is overdue but expect it to be available before the Executive Committee meeting at the end of this month.

Project Tracking Report: No report was prepared for this month. Sinnott said due to budget preparation and other more immediate tasks, staff did not have time to update the report.

Ratification of Proposed GIS Policies: The proposed GIS Policies for the RPC that were reviewed at the previous meeting were discussed. Specifically, the pricing schedule "Map and Data Distribution Prices" section has been revised per comments from the Committee to increase the price for large format (36"x48") maps sold to private and commercial entities to be more in line with commercial prices. A further change was suggested to reformat the price table to include the aerial photography surcharge in its own column. The Committee re-adopted the full policies as amended.

First Look at Funding for FY 2006: (See Attachment #3 of the agenda packet) Sinnott distributed a revised version of the budget tables sent out with the agenda. The estimated funding for 2006 was reviewed. Overall, at this point, it appears that overall funding will decline from current funding (FY05) of \$932,238 to \$915,897, or -1.5%. Operating funds (non-passthrough) will fall by a smaller amount, estimated at 0.6%. Sinnott distributed a first look at the line item budget as well and noted that at this time there is insufficient funding to fill Maura Carriels's position. He is hopeful that this can be done later in the year if and when additional funding is secured. Ted Tocci asked why the position wasn't filled within the current budget since that budget was set assuming full staffing. Sinnott explained that during the year, the estimated FY05 funding has been revised downward twice and is now more than \$130,000 less than first estimated. Tocci asked how the circuit rider contractual obligations with Hampton Falls and East Kingston will be fulfilled. Sinnott said tentative plans are to

have David West cover Hampton Falls and Jill Robinson to cover East Kingston, at least for the time being. This will mean that each has three circuit rider town obligations, which has been fairly common in the past. The added night meeting load and lack of time to work on other projects are the main shortcomings. There are few other options at this time. The dues rate (\$0.85 per capita) and hourly contracting rate of \$45/hour are recommended to remain the same.

Nominating Committee: A nominating committee was established to develop a proposed slate of officers and Executive Committee members for FY 2006. The committee will include Peter Griffin, Annette Stoller, Susan Hastings, Ted Tocci and Bob Landman (ex officio).

Other Business: May meeting: budget adoption, work program/contract approvals, Housing and Natural Resources Chapter (regional master plan), and, tentatively, land use change analysis (rescheduled from September meeting). **NOTE: MEETING WILL BE HELD ONE WEEK LATER THAN USUAL, ON MAY 18TH.** The June meeting will be annual meeting. Potential speakers were discussed. Initial efforts will be to ask David Gunn, Amtrak President (who has a home in New Hampshire). Ted Tocci emphasized the importance of getting the invitations out as early as possible. It was agreed that a 'report on action items' will be added as a regular item on the Executive Committee meeting agendas.