



Rockingham Planning Commission

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MEMO TO: RPC Commissioners
FROM: Executive Committee
Cliff Sinnott, Executive Director
DATE: January 5th, 2005
SUBJECT: **Executive Committee Report**

The following summarizes items discussed and/or acted on at the last Executive Committee meeting, which was held on December 15, 2004. The meeting was preceded by the RPC Holiday Open House.

Computer Workshop/Assistance for Commissioners: Robert Pruyne, MIS and Transportation Specialist, attended the meeting briefly to explain an idea that he and Landman have considered – that he offer assistance to Commissioners who are having difficulty configuring their home computers to receive email and electronic documents sent by the Commission (e.g. Commission meeting mailings). The idea was well received; Robert has offered this help on his own time, if needed. An announcement will be made in upcoming Commission communications.

Financial Report: The Committee reviewed the financial report covering the first four months of the fiscal year (July-October). With 33.3% of the year past, 27.2% of expected operating expenses have been incurred. TO date \$268,600 in revenues have been received (FY04 and FY05 revenues), while \$279,000 expenses have been incurred. Sinnott noted that an additional staff person has elected to receive the health care benefit which may necessitate an adjustment to the health care line item later in the year.

Project Tracking Report: Sinnott presented the first completed project tracking report previewed at the November 3rd meeting. He explained that it is still a work in progress, and a clearer way of distinguishing project revenues and expenses for projects that span multiple fiscal years needs to be devised. Given that there are in excess of 60 projects active in the current fiscal year, the review of the report should be focused on anomalies and projects that are experiencing delays or problems. A number of project, including TBG and REPP are collapsed into a single heading in this report, but will need to be expanded to show information on major sub-tasks. It was agreed by the Committee that the report generally contained the kind of information that was sought, as originally suggested by Bob Brown. Regarding staff time required to produce the report, Sinnott said the major burden will fall on Annette who at this point must manually transcribe entries for revenues and expenditures. Staff time to enter '% Complete' information is minor. Once the report format and content are set, staff will pursue ways of automating it to reduce the time required.

Circuit Rider Program: Greenwood distributed a sample of the mid-year report he proposed to send to circuit rider towns to summarize actual expenditures compared to contracted expenditures. Coppelman requested that the report also include actual hours compared to contracted hours, since hours are the basis of most of the contracts. Greenwood agreed that this will be added to the standard report.

Planner Search: Sinnott reported that about 40 resumes were received, with approximately 20-25 meeting the minimum qualifications for regional planner. Of these about a half dozen will be considered for interviews. Greenwood and Sinnott hope to conduct interviews during the first week of January.

NHARPC Legislative Priorities: Sinnott explained the attached set of legislative priorities developed by the NHARPC and said many addressed the RPC adopted priorities. Each Commission has been asked to indicate their support (or lack of) for the priorities. This will serve as a general indicator of which the NHARPC can respond to should bills be filed for any of them. Cooney indicated that his water resources study committee has initiated a bill related to the large water withdrawal reporting; he believes that gas tax indexing would have more support than a gas tax increase per se.

Medical Reimbursement Allowance Increase: Sinnott referred to a memo related to this topic and said he was requesting the Committee's ratification of an increase in the medical reimbursement accounts from \$1000 to \$1500 per employee per year. These voluntary accounts are part of employees' Section 125 Flexible Spending Accounts which are funded by pre-tax withholdings from payroll. They are used to pay for medical expenses not covered by our health plan. No adjustment has been made to the withholding limit since our 125 Plan was put in place in the late nineties. The increase will have no impact on the Commission's budget. The Committee ratified the increase.

Other Business: Topics and location of the January and February meetings were discussed. January's meeting will include a presentation from Citizens for a Seacoast Aquarium and the Housing Chapter of the Regional Master Plan.