



Rockingham Planning Commission

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MEMORANDUM

TO: RPC Commissioners
 FROM: Executive Committee; Cliff Sinnott, Executive Director
 DATE: January 3, 2007
 SUBJECT: **Executive Committee Report**

The following summarizes items discussed and/or acted on at the last Executive Committee meetings held at the Commission Office on December 6 and December 27, 2006.

Communications: Sinnott stated that the Hampton Beach Commission has requested a general letter of support for the concept of developing a museum / tourism venue focused on the themes of earth/ocean/space at Hampton Beach. Bambury supported the idea stating that it is consistent with the goals of the Hampton Beach Master Plan, especially in developing year-round tourism economy at Hampton Beach. The committee authorized Sinnott to send such a letter with the understanding that it be general in nature and not endorse a specific museum or site.

The RPC will be participating/co-hosting a workshop for agency and local officials regarding tidal energy. The purpose of the workshop is to provide background information on tidal energy technology as well information about the preliminary permitting actions taken to date of the region. NHOEM has found additional funding to allow the completion of Hazard Mitigation Plans for four more RPC communities. (see below).

Financial Reports: The FY 07 Financial report for Sept, Oct. were reviewed; the November report was tabled. Sinnott noted that the large equipment expense represents the 1st of three annual installments for the new copier in August is from final payments for FY06 contracts.

Contract Authorizations:

- o EPA Brownfields Program: The brownfields assessment application was reviewed briefly with the committee and endorsed. It will be filed on December 8th.
- o NHOEM Hazard Mitigation Grant: Sinnott presented the proposed scope of work from NHOEM that would fund Hazard Mitigation Plans for Brentwood, Danville, Newfields and Sandown. A larger match (50% vs. 25%) is required for these projects, but in-kind match from Town employees participating in the local advisory committee can be counted.

MPO Re-designation: A meeting to discuss re-designation with NHDOT Commissioner Murray has been set up for Dec. 30th. Assuming DOT endorsement, and Rochester approval (designated as the 'central city'), staff will begin the process of obtaining approvals from RPC communities.

Budget Amendment #1 for FY 2007: The Committee reviewed and endorsed an amendment to both the Funding and Expenditure components of the budget. Projected funding has increased since July by \$266,000 or 24%; While the majority of this is pass-through funding for the I-93 CTAP program, other new contract and funding sources have strengthened the budget and cleared the way for hiring additional staff. On the expense side, salaries show a decrease due to six months having elapsed without two budgeted planning positions being filled; a large increase (\$205,000) in contracted services is shown, of which \$170,000 is accounted for in pass-through of CTAP funds to communities. **See attached budget pages (Table 1 and Table 2) for details.**

Other:

- A. Legislative Forum: – The Committee reviewed the outcome of the Forum and generally agreed that it was the best we've had and that the venue contributed to that outcome. It was believed to be worthwhile and well received.
- B. Staff hiring updates: Sinnott announced the hiring of the second new staff at the Dec 27th meeting

- C. Executive Director Evaluation: Coppelman announced that the Personnel Committee had completed the annual performance review of the Executive Director and summarized results and performance objectives for the year.
- D. Project Status Report: Sinnott handed out and presented the project status report for the first four months of the fiscal year. Staff hiring delays have caused the start dates for several new projects to slip. He suggested that the report be reviewed again at the January meeting after Committee members have had a chance to review it in detail.
- E. Regional Impact Criteria: B. Brown requested that the staff complete work on the regional impact review criteria in support of the Developments of Regional Impact Committee. Sinnott will ask Greenwood to include this on the agenda for the next DRI meeting.

TABLE 1
ANTICIPATED FUNDING BUDGET FOR FISCAL YEAR 2007
Rockingham Planning Commission
DRAFT *BUDGET AMENDMENT #1*** DRAFT**

FUNDING CATEGORY	Amend #1 FY 2006 Funding	Adopted Fy 2007 Funding	Amend #1 Fy 2007 Funding	\$ Change	% Change	Comments
I. LOCAL DUES AND SERVICES	\$277,923	\$323,071	\$311,311	(\$11,760)	-3.6%	
Local Dues	\$139,585	\$140,801	\$140,801	\$0	--	based on continued 100% Membership
Non CZ Circuit Rider Services	\$66,388	\$76,070	\$81,960	\$5,890	7.7%	
Plan Review Income	\$5,000	\$5,000	\$2,500	(\$2,500)	-50.0%	
Brentwood	\$12,420	\$13,110	\$13,800	\$690	5.3%	correction- half year at \$45/hr, half at \$50/hr
East Kingston	\$7,020	\$7,800	\$9,300	\$1,500	19.2%	same level of service @ \$50/hr.
Fremont	\$6,840	\$9,400	\$9,400	\$0	--	increased level of service
Kensington	\$7,200	\$8,000	\$7,200	(\$800)	-10.0%	correction
Kingston	\$20,250	\$22,500	\$22,500	\$0	--	same level of service @ \$50/hr.
Newton 1	\$3,191	\$10,260	\$10,260	\$0	--	expanded LOS; passthrough to consultant
Atkinson		\$0	\$7,000	\$7,000		new contract
Coastal Program TA Local Match	\$37,450	\$54,950	\$52,700	(\$2,250)	-4.1%	
Exeter Zoning Ord. Asst.		\$2,500	\$2,500	\$0	--	new project - FY 06-07 Proposal
Exeter River Impoundment Managemnt Plan	\$0	\$0	\$0	\$0	--	funds expended in FY06
Greenland CR	\$7,290	\$9,075	\$8,100	(\$975)	-10.7%	continuation of service; new hourly rate
Greenland Master Plan Upd.		\$9,075	\$5,000	(\$4,075)	-44.9%	\$10,000 local match, assume 50% in FY07
Greenland Buildout	\$0	\$4,000	\$4,000	\$0	--	
Hampton MP-Community Fac.	\$0	\$2,500	\$2,500	\$0	--	new project - FY 06-07 Proposal
Hampton Zoning Ord. Asst.	\$0	\$0	\$2,500	\$2,500		unrecorded FY06 project
Hampton Falls CR/TA	\$6,550	\$7,250	\$7,250	\$0	--	continuation of service; new hourly rate
N. Hampton CR/TA	\$6,210	\$7,550	\$7,550	\$0	--	continuation of service; new hourly rate
N. Hampton CIP Match	\$3,000	\$0	\$0	\$0	--	included in CZ contract amendment
N. Hampton MP Match	\$2,500	\$0	\$0	\$0	--	
Portsmouth - NR Ord. Review		\$10,000	\$10,000	\$0	--	new project - FY 06-07 Proposal
Rye Beach Subd. & Site Regs		\$3,000	\$3,300	\$300	10.0%	new project - FY 06-07 Proposal
RPC Staff Participation SB-155 & SB70		\$0	\$0	\$0	--	\$6,000 in CZP funds; \$6000 in RPC match
TBG Local Grant Match	\$12,000	\$15,750	\$15,750	\$0	--	assumes some over-match in proj requests
Atkinson MP Chapter update		\$3,000	\$3,000	\$0	--	new TBG project
Brentwood ZO recodification		\$3,000	\$3,000	\$0	--	new TBG project
East Kingston Zoning for Ag retention		\$1,500	\$1,500	\$0	--	new TBG project
Fremont - CIP update		\$2,250	\$2,250	\$0	--	new TBG project
Kensington ZO amendment		\$3,000	\$3,000	\$0	--	new TBG project
Windham Rec MP		\$3,000	\$3,000	\$0	--	new TBG project
Salem Recreation Plan		\$0	\$0	\$0	--	FY-06 TBG Project
Other Local Contracts	\$22,500	\$35,500	\$20,100	(\$15,400)	-43.4%	
Epping Rd (Exeter)	\$12,000	\$3,000	\$3,000	\$0	--	project back on track
Brentwood Zoning Recod.	\$0	\$15,000	\$7,600	(\$7,400)	-49.3%	some funding shifted to TBG LTA program
Newton Master Plan	\$8,000	\$12,000	\$4,000	(\$8,000)	-66.7%	\$8000 of \$12000 rec'd in FY06
Kingston Village Plan (SPW 104)		\$2,500	\$2,500	\$0	--	
Misc. Local Contracts	\$3,000	\$3,000	\$3,000	\$0	--	TBD

FUNDING CATEGORY	Amend #1 FY 2006 Funding	Adopted Fy 2007 Funding	Amend #1 Fy 2007 Funding	\$ Change	% Change	Comments - Amend 2
II. TRANSPORTATION PLANNING	\$480,841	\$572,288	\$821,776	\$249,488	43.6%	see below
Highway Planning (FHWA/NHDOT)				\$0	--	
Salem/Plaislow	\$133,460	\$178,521	\$178,521	\$0	--	new funding level - SAFETEA-LU and 2006 adj.
Portsmouth/Dover/Rochester	\$161,351	\$215,622	\$215,622	\$0	--	new funding level - SAFETEA-LU and 2006 adj.
Transit Planning (FTA)				\$0	--	
Portsmouth UZA (Seacoast)	\$27,186	\$34,710	\$34,710	\$0	--	new funding level - SAFETEA-LU
SPW MPO	\$29,320	\$37,435	\$37,435	\$0	--	new funding level - SAFETEA-LU
Special Studies				\$0	--	
NHDOT/FHWA SPR US 1 Corridor Study - Phase 2	\$35,744	\$0	\$0	\$0	--	project ends
GDGSRTC Implementation Asst. (Endowment for Health)	\$17,280	\$6,000	\$8,000	\$2,000	33.3%	additional funding for planning
FY04-05 SPR: Traffic Impact Guide	\$20,000	\$0	\$0	\$0	--	contract start delayed to FY06
Ports-Manchester Bus Feasibility Study	\$6,500	\$0	\$7,528	\$7,528		New project -- Subcontractor to SNHPC -- estimated share
NHDOT - Portsmouth Transp. Study & Model	\$25,000	\$0	\$0	\$0	--	on hold
NHDOT - Windham, NH 111/Wall St./No. Lowell Rd. study	\$25,000	\$100,000	\$100,000	\$0	--	represents approx 40% of project cost
CTAP Year One Scope		\$0	\$220,000	\$220,000		Componets: local acctcs: \$105,000; land use mapping: \$35,000; local assessments: \$35,000; CSRC contract: \$15,500; Regl. Grant writer: \$44,500
SPR -Regl Master Plan components		\$0	\$13,333	\$13,333		New Project - Proportioned to Sept 07
SPR - East Coast Greenway		\$0	\$6,627	\$6,627		New Project - Proportioned to Sept 07
III. STATE FUNDING	\$164,967	\$163,680	\$178,849	\$15,168	9.3%	--see below--
Targetted Block Grant	\$28,313	\$28,750	\$28,858	\$108	0.4%	expecting small incr. due to 100% memb. in '05
Coastal Program TA FY 2007		\$60,950	\$64,700	\$3,750	6.2%	based on proposal submitted to CZP; apporval pending
EPA - 604B (ERLAC)	\$9,738	\$5,680	\$8,353	\$2,673	47.1%	remaining 7 months of contract @ renewed rate
NHDES / REPP FY06	\$24,444	\$24,444	\$24,444	\$0	--	2nd half of two year contract
NHOEM #6 Haz Mit Planning	\$13,636	\$36,364	\$36,364	\$0	--	\$50K Contract goes through Dec06; towns of Kensington, Kingston, E. Kingston, Atkinson, Strat.
NHEP Conservation CR	\$2,498	\$7,493	\$7,493	\$0	--	16 month contract - Mar06-Jun07
DES 319 - Exeter Subwatershed			\$4,438	\$4,438		new project
NHEP/ NROC - Fremont NRI			\$3,000	\$3,000		new project
NHEP Buffers - Town Pilot			\$1,200	\$1,200		new project
NHEP - Tech Asst Projects		\$0	\$0	\$0	--	Project request received
IV. OTHER	\$26,400	\$10,500	\$24,200	\$13,700	130.5%	
REDC -- CEDS	\$8,000	\$4,500	\$4,500	\$0	--	minor update year
Coastal Conservation Plan - NC	\$11,600	\$0	\$6,200	\$6,200		implementation phase extended contract
LRPC/NHHFA Age Restr Housing Survey		\$0	\$7,500	\$7,500		new project
Miscellaneous	\$5,500	\$6,000	\$6,000	\$0	--	(from RSA books; annual meeting; mapping)
Interest	\$100	\$0	\$0	\$0	--	
TOTAL/PROJECTED FUNDS	\$950,131	\$1,069,539	\$1,336,135	\$266,596	24.9%	
PASS-THROUGH OR CONTRACTED	\$157,722	\$180,257	\$385,287	\$205,030	113.7%	
OPERATING BUDGET	\$792,409	\$889,282	\$950,848	\$61,566	6.9%	

FUNDING SUMMARY

FUNDING SOURCE	Amend # 1 FY 2006 Funding	Adopted FY 2007 Funding	Amend 1 FY 2007 Funding	% Change
Member Dues	\$139,585	\$140,801	\$140,801	0.0%
Circuit Rider & CZP TA	\$66,388	\$131,020	\$134,660	2.8%
TBG & Other Local Contracts	\$71,950	\$51,250	\$35,850	-30.0%
Transp. Plnng.	\$480,841	\$572,288	\$821,776	43.6%
State Funding	\$164,967	\$163,680	\$178,849	9.3%
Other/Misc.	\$26,400	\$10,500	\$24,200	130.5%
TOTAL	\$950,131	\$1,069,539	\$1,336,135	24.9%

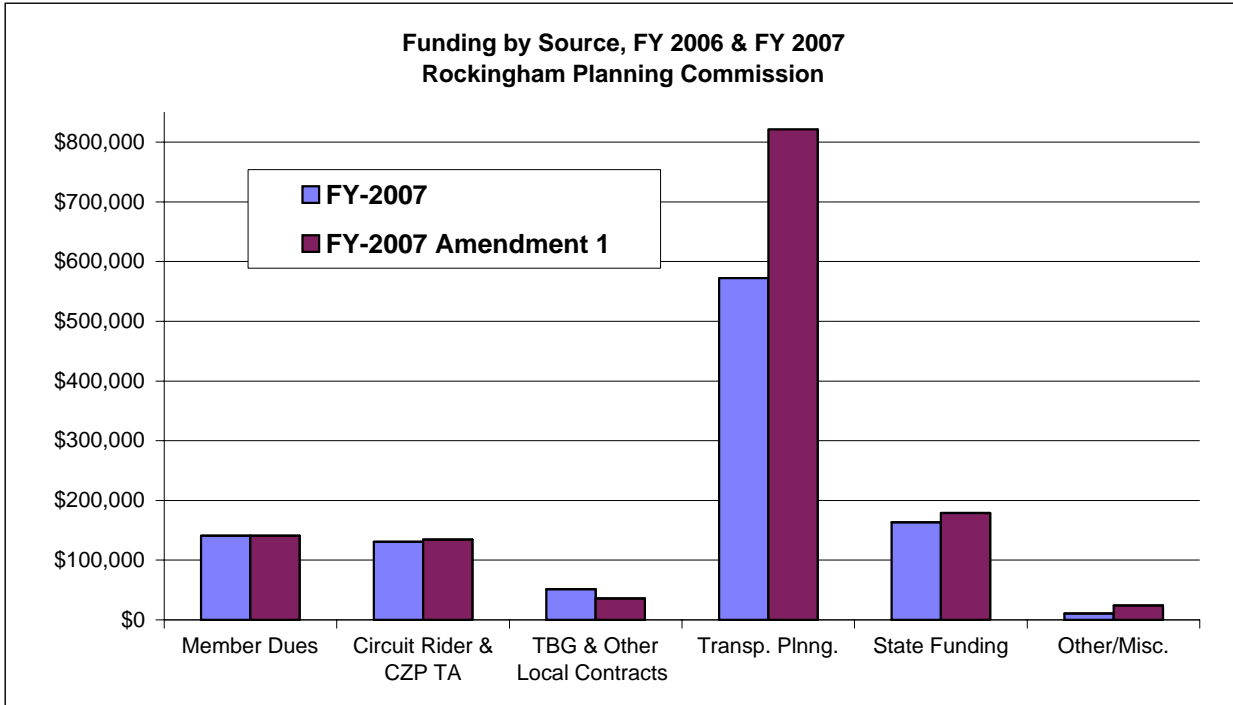


TABLE 2
PROPOSED LINE ITEM BUDGET -- FISCAL YEAR 2007
Rockingham Planning Commission

I. LINE ITEM BUDGET FOR FY 2007

LINE ITEM	Account Number	Amendment 2 FY 2005	Amendment 1 FY 2006	Adopted FY 2007	Amended FY 2007	\$\$ Change	Percent Change	Comments
Salaries	6100	\$ 444,400	\$ 499,664	\$ 562,210	\$ 525,000	\$ (37,210)	-8.4%	6 mons. without 2 planners; increase in intern budget; annual sal. oblig. approx.=\$560K
Contracted Services	6115	\$ 144,025	\$ 157,722	\$ 168,257	\$ 385,287	\$ 217,030	150.7%	See Section IV below for details
Travel & Expenses	6116	\$ 7,500	\$ 9,000	\$ 10,000	\$ 11,000	\$ 1,000	13.3%	2 additional planner for remainder of year
Bank Service Charge	6200	\$ 120	\$ 120	\$ 120	\$ 120	\$ -	0.0%	no change
Taxes-Payroll	6110/6111	\$ 33,997	\$ 38,184	\$ 43,009	\$ 40,163	\$ (2,847)	-8.4%	7.65% of salaries
Unemployment Insurance	6210	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	0.0%	no change
Health Insurance & Benefit	6212	\$ 58,000	\$ 70,000	\$ 81,503	\$ 77,003	\$ (4,500)	-7.8%	5% incr expected with change to Harvard Pilgram and additional staff; stipend increase
Dental Insurance	6214	\$ 8,000	\$ 8,350	\$ 9,610	\$ 9,610	\$ -	0.0%	assume 12% and additional staff
Life & Disability Insurance	6216	\$ 3,500	\$ 3,200	\$ 3,200	\$ 3,200	\$ -	0.0%	no change
Retirement benefits /Simple IF	6218	\$ 19,000	\$ 19,525	\$ 20,525	\$ 20,525	\$ -	0.0%	increase based on higher salaries
General Insurance	6220	\$ 4,000	\$ 4,200	\$ 4,700	\$ 4,700	\$ -	0.0%	premium increase
Rent	6230	\$ 37,548	\$ 38,337	\$ 39,720	\$ 39,720	\$ -	0.0%	per lease
Telephone & Internet	6240	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ -	0.0%	no change
Office, Cmptr., Copier Suppl.	6250	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ -	0.0%	no change
Postage	6260	\$ 6,500	\$ 5,000	\$ 5,500	\$ 5,500	\$ -	0.0%	running slightly ahead; postal rate increase
Audit	6270	\$ 5,750	\$ 5,750	\$ 9,750	\$ 7,800	\$ (1,950)	-33.9%	most of FY05 audit exp. accrued to FY06
Utilities	6280	\$ 6,500	\$ 4,750	\$ 5,200	\$ 6,500	\$ 1,300	20.0%	gas and electric rate increases
Contract Printing	6300	\$ 1,600	\$ 500	\$ 750	\$ 1,400	\$ 650	40.6%	added cost to print 20 CWLCPs for PB Chairs
Equipment & Software Maint.	6311	\$ 7,100	\$ 8,500	\$ 8,500	\$ 8,500	\$ -	0.0%	no change
Dues & Subscriptions	6340	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.0%	no change
Training, Workshops, Conf.	6350	\$ 5,500	\$ 5,500	\$ 5,500	\$ 6,500	\$ 1,000	18.2%	additional staff training needs
Accounting	6360	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,000	\$ (400)	-16.7%	based on curretn exp. rate
Miscellaneous	6380	\$ 5,500	\$ 5,500	\$ 5,500	\$ 6,000	\$ 500	9.1%	(RSA books; annual meeting; leg. Mtg.misc;)
Equip. Purchase. & Lease	6400	\$ 17,360	\$ 12,430	\$ 16,400	\$ 17,400	\$ 1,000	5.8%	See Section II below for details
Depreciation	****	\$ -	\$ -	\$ -	\$ -	\$ -	--	per auditor
Fund Balance Accrual	****	\$ 15,000	\$ 20,000	\$ 15,000	\$ 30,000	\$ 15,000	100.0%	toward increased fund balance
Unobligated Funds	****	\$ 88,482	\$ 4,399	\$ 13,035	\$ 101,108	\$ 88,073	99.5%	
TOTAL		\$ 950,131	\$ 950,131	\$ 1,070,139	\$ 1,336,135	\$ 265,996	24.9%	see funding budget
Pass-through/Contr Services		\$ 144,025	\$ 157,722	\$ 180,257	\$ 385,287	\$ 205,030	63.0%	See Section IV below for details
TOTAL OPERATING		\$ 806,106	\$ 792,409	\$ 889,232	\$ 950,848	\$ 61,616	8.3%	

RPC FY 2007 Line Item Budget

II. EQUIPMENT DETAIL						
Items	Amendment 2 FY 2005	Amendment 1 FY 2006	Adopted FY 2007	Amend 1 FY 2007	\$\$ Change	Comments
Computer Software	\$ 1,500	\$ 2,000	\$ 2,000	\$ 2,500	\$ 500	traffic analysis; multi-seat MS Office licence
Computer replacements	\$ 3,500	\$ 3,250	\$ 3,250	\$ 3,250	\$ -	laptop and destop replacements as needed
Server & Network	\$ 2,000	\$ 1,000	\$ 1,500	\$ 2,000	\$ 500	anti-virus site licence; backup HDDs
Misc office equip;	\$ 1,000	\$ 1,500	\$ 2,000	\$ 2,000	\$ -	new staff rm. and conf. Rm. tables and chairs
Roadway Inventory Veh. Loan	\$ 9,360	\$ 4,680	\$ 400	\$ 400	\$ -	loan payoff in July
New Plotter (Lease?)			\$ 3,000	\$ 3,000	\$ -	TBD
New Copier		\$ -	\$ 4,250	\$ 4,250	\$ -	one-third copier purchase
Total	\$ 17,360	\$ 12,430	\$ 16,400	\$ 17,400	\$ 1,000	

III. AGENCY CONTRACTING RATE	FY-06	FY-07 Amd1	IV. ESTIMATED STAFFING NEEDS			
Non-Passthrough Budget,	\$ 792,409	\$ 950,848	Program Area	Person Hour:	Persons	Comments
No. Employees (fulltime equiv.):	11	12	Land Use	9886	5.4	includes 2.5 FTE planners, 1.0 FT GIS; .5 FTE % consult.; 75% Asst. Dir.; 25% time Exec. Dir.; FTE GIS, 1 FTE Transp Tech; .75 FTE Admin & Intern;
Total person-hours:	22880	24960	Transportation	11181	6.1	
Available person-hours:	19976	21792	Admin& Support	3648	2.0	
Agency Cost/Hr @ budget with 10% conti	\$ 43.63	\$ 48.00	Total	24714.9	13.6	
Established Hourly Rate	45.00 & 50.00	\$ 50.00				

IV. CONTRACTED SERVICES DETAIL

Items	Amend #1 FY05	Amend 1 FY06	Draft FY 07	Amend1 FY07	\$ Change	Comments
Legal Services	\$ 1,500	\$ 1,500	\$ 1,500	\$ 2,000	\$ 500	FERC filings; TDR review
DES/604B - ERLAC	\$ 3,770	\$ 7,281	\$ 4,260	\$ 6,675	\$ 2,415	includes new contract
DES - REPP	\$ 15,500	\$ 6,559	\$ 9,000	\$ 7,766	\$ (1,234)	time adjustment
NHEP Cons CR		\$ 4,776	4,776	4,776	\$ 0	
OEM Haz Mit Planning Asst			-	14,700	\$ 14,700	TW assisting w Haz Mit Plans
NHEP Coastal Conservation Plan		\$ 4,323	\$ -	\$ 2,400	\$ 2,400	new project
NHCP - Exeter River Impoundment		\$ 4,042	\$ 3,000	\$ 1,411	\$ (1,590)	part of work paid in FY06
DES 319 - Exeter Subwatershed			-	3,117	\$ 3,117	new project
Fremont NROC/NHEP - NRI Narrative			-	2,213	\$ 2,213	new project
NHEP Buffers - Town Pilot			-	900	\$ 900	new project
Brownfields Appl.		760	-	608	\$ 608	new task - Brownfields application development
Circuit Riding Consultant	\$ -	\$ 8,721	\$ 8,721	\$ 8,721	\$ -	to end in March 07??
RSG Traffic Modeling Assist.	\$ 2,000	\$ 3,000	\$ 6,000	\$ 6,000	\$ -	modeling assistance contingency & enhancement work
Transportation Engineering/Design Service	\$ 3,800	\$ -	\$ 8,000	\$ 8,000	\$ -	possible consulting assistance on ITS architecture
Traffic Counting Services (TSP 150-200 c	\$ 17,500	\$ 18,500	\$ 18,500	\$ 18,500	\$ -	no change
US Route 1 Corridor Study - VHB	\$ 25,000	\$ 49,500	\$ -	\$ 3,000	\$ 3,000	project to end in FY06
Transp. SPR - Traffic Impact Guide	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ (4,000)	new SPR contr. - consulting
NHDOT - Portsmouth Trasnp. Study & Mo	\$ 20,000	\$ -	\$ -	\$ -	\$ -	on hold
NHDOT - Windham, NH 111/Wall St.Ext.s	\$ 20,000	\$ 10,000	\$ 100,000	\$ 100,000	\$ -	consultant contract - assume 50% in FY07
GDGSRTC - Endowment for Hth Grant	\$ 11,080	\$ 12,960	\$ -	\$ 6,000	\$ 6,000	additional contract for SB (\$8000*75%)
Windham Impact Fee Study Consult			\$ 6,000	\$ 4,000	\$ (2,000)	UPWP 104 LTA -status uncertain
Salem Orthophoto Enhancements - match			\$ 2,500	\$ -	\$ (2,500)	UPWP 104 LTA - not pursued by Town
Website devel.			\$ -	\$ 2,500	\$ 2,500	
CTAP Local Discretionary Accounts			\$ -	\$ 105,000	\$ 105,000	Assume full pass through to 7 RPC CTAP towns
CTAP Land Use Coord - CSRC			\$ -	\$ 15,500	\$ 15,500	Contract w CSRC to CTAP land use GIS proj coord
CTAP Regional Grant Writing				\$ 40,000		Assumes all but admin exp subcontracted
CTAP Assessments				\$ 10,000		Assume 2 of 7 subcontracted
East Coast Greenway Consult.			\$ -	\$ 9,000	\$ 9,000	
Miscellaneous	\$ -	\$ 1,500	\$ 4,000	\$ 2,500	\$ (1,500)	TDR review; misc.
Total	\$ 144,025	\$ 137,422	\$ 180,257	\$ 385,287	\$ 205,030	