

ATTACHMENT 1

MINUTES
Executive Committee

Rockingham Planning Commission
February 22, 2017
RPC Conference Room, Exeter, NH

Committee Members Present: P. Wilson (Chairman); B. Kravitz (Vice Chair); J. Whitney (Secretary); G. Coppelman (Past Chair); R. McDermott, D. Marshall, F. Chase, P. Merrill, M. Traeger, T. Moore (Members at Large)

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

I. Call to Order: Chairman Wilson convened the meeting at 5:35 p.m.

II. Minutes of January 25, 2017

A correction was made to page 2, IX-C: change May 17th to Feb 22nd
Coppelman moved to approve the Minutes of January 25, 2017 as corrected,
*Traeger seconded. **SO VOTED.***

III. Financial Report January 2017

Pettengill reported that expenses are at 53% spent and revenue is at 52%. She noted utilities are slightly overspent however when springtime weather comes that should even out some. Kravitz asked if the revenue at 52% is a concern or considered to be running behind, and Sinnott explained that it's expected since we are unable to fully spend the UPWP funds due to Falk's resignation. Kravitz also asked for information about a public notice she saw in a newspaper regarding FTA funds and Sinnott explained that was a required public notice for the Point of Service funding.

IV. First Look at Funding FY 18

Sinnott explained that usually the budget is at a 3-5% deficit in anticipated funding for next year at this point in time in the budget development process, but we are in a better position this year, helped by Raymond becoming a member and the circuit rider hourly rate increase. He reviewed local contract and state contracts and noted that there may be an increase of UPWP funds in FY 18, but that has not been confirmed yet. Overall, he anticipates an increase of 1% to the operating budget for FY 18. Coppelman asked if there is any alternative funding sources for the MS4 work, and

Sinnott stated that staff is currently working on a submittal for a CDFA "i2i" innovation grant to fund anticipated workprojects to assist towns with MS4. Discussion followed on possible tools and assistance the staff could propose to municipalities this summer in anticipation for the municipal FY 19 budgets. Marshall asked if there are other anticipated projects or tasks in the pipeline that will require securing contracts and funding. Sinnott replied that it's a group effort of the staff but he could put together a "prospects" list and attach to Budgets in the future so the Committee can be informed. Marshall also asked if there will be any trickle-down funds from the Feds with all the infrastructure funding being initiated by the president. Sinnott replied that the answer is yes if it flows through conventional FHWA funding channels, no if it's through some other form such the Tiger Grants Program. Discussion followed on the status of additional State funding within the current administration for NH, i.e. priority projects for NH such as I93.

V. Approval of Executive Director Recruiting Process

Consensus was to change all reference to "Recruiting Committee" in within the text of the Position Posting, to "Search Committee". It was noted that the professional years of experience listed should be consistent with the Personnel Policies (change from 5 to 7 years). Also, a statement about promoting use of Commission services to the member communities should be included in the Description of Duties and Responsibilities. *Coppelman moved to approve the Recruitment Process and the Description of Duties and Responsibilities as amended; McDermott seconded. SO VOTED.*

VI. Personnel Policies Amendments

Sinnott referred to Attachment 4 and reviewed the major changes in employee positions and job descriptions. He said the most significant change was to add 'entry,' 'mid' and 'senior' level positions for most job categories where they don't now exist (for example: GIS and Office/Business Administration positions). In addition, the position of Land Use Program and Administrative director positons were added. Sinnott stressed that in an organization of our size, many of these positions will go unfilled, but it is important that they be defined in the personnel policies so promotions are possible within the organization. Other changes involved bringing the job descriptions themselves up to date. Chase asked if the salary grades are determined by tenure and Sinnott replied that salary ranges are established by grade as listed and increased by CPI changes yearly and merit when appropriate and the budget allows. Whitney noted that each planner position should have the same core job description with additional job tasks as the position increases in Type. This is not the case currently with Regional Planner to Senior Planner. Sinnott agreed that he will look at all jobs and create core descriptions that included in each level. Discussion followed on terms in the Program Manager levels and keeping the terminology consistent, i.e. Business Manager should be Level 5 not 4 as currently listed. *Coppelman moved to approve the changes discussed and direct staff to make additional*

*changes for consistency and bring to full Commission in March; Marshall seconded. **SO VOTED.***

VII. New/Other Business

- A. Bylaws working group report: an additional meeting will be held on Feb 27th and changes will be ready for discussion at the Executive Committee meeting on March 22nd.
- B. Update on annual meeting venue and speaker: Pettengill will contact Portsmouth Country Club; no further info on speaker at this time. It was suggested that William Lang and Ross Gittel be added as possible options for speaker (in that order).
- C. March Commission meeting: March 8th – Stratham Town Hall

Chairman Wilson adjourned the meeting at 6:50 p.m.

A Commissioner Meet and Greet & Orientation followed for newly appointed Commissioners detailing their role and responsibility as a Commissioner, and the functions and work program of the RPC.

Respectfully submitted,
Annette Pettengill, Recording Secretary

ATTACHMENT 2

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
February 2017

	Feb 2017	YTD FY 17	FY 17 Budget Amend 1	Balance	% Budget
Income					
RESOURCES					
Federal Contracts		\$ -	\$ -	\$ -	
Grants		\$ -	\$ -		
Local Dues		\$ 142,306	\$ 142,306	\$ -	100.0%
Other Income	\$ -		\$ 2,000	\$ 2,000	0.0%
Local Planning Contracts	\$ 3,765	\$ 157,440	\$ 218,487	\$ 61,047	72.1%
State Contracts	\$ 66,737	\$ 377,687	\$ 804,524	\$ 426,837	46.9%
Total RESOURCES	\$ 70,502	\$ 677,433	\$ 1,167,317	\$ 489,884	58.0%
Total Income	\$ 70,502	\$ 677,433	\$ 1,167,317	\$ 489,884	58.0%
Expense					
Newspaper/Media	\$ -		\$ 1,500	\$ 1,500	0.0%
Contracted Printing	\$ -	\$ 788	\$ 2,000	\$ 1,212	39.4%
Contracted Services	\$ 3,211	\$ 69,632	\$ 163,095	\$ 93,463	42.7%
Total Salaries	\$ 47,719	\$ 407,909	\$ 639,390	\$ 231,481	63.8%
Travel	\$ 881	\$ 5,929	\$ 7,500	\$ 1,571	79.1%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 33	\$ 297	\$ 500	\$ 203	59.4%
Janitorial	\$ 450	\$ 1,125	\$ 2,000	\$ 875	56.3%
Accounting	\$ -	\$ 300	\$ 300	\$ -	100.0%
Audit	\$ 560	\$ 8,560	\$ 9,250	\$ 690	92.5%
Bank & Service Charges	\$ -	\$ 250	\$ 350	\$ 100	71.4%
**Dues & Subscriptions	\$ 1,450	\$ 5,725	\$ 6,500	\$ 775	88.1%
Employee Co Contrib of Benefits					
C Deferred Comp 457	\$ 2,458	\$ 22,378	\$ 33,952	\$ 11,574	65.9%
C Dental Insurance	\$ 773	\$ 6,569	\$ 10,907	\$ 4,338	60.2%
C Health Ins.	\$ 3,917	\$ 32,793	\$ 60,737	\$ 27,944	54.0%
C Life Insurance	\$ 75	\$ 637	\$ 1,100	\$ 463	57.9%
C LTD Insurance	\$ 106	\$ 901	\$ 1,881	\$ 980	47.9%
C NH Retirement 414E	\$ 2,872	\$ 23,589	\$ 37,597	\$ 14,008	62.7%
C STD Insurance	\$ 77	\$ 655	\$ 1,111	\$ 456	59.0%
**Equipment	\$ -	\$ 343	\$ 7,500	\$ 7,157	4.6%
**Equipment & Software Maint.	\$ -	\$ 8,999	\$ 15,000	\$ 6,001	60.0%

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
February 2017

	Feb 2017	YTD FY 17	FY 17 Budget Amend 1	Balance	% Budget
General Insurance	\$ 294	\$ 4,129	\$ 4,625	\$ 496	89.3%
Misc	\$ 2,517	\$ 559	\$ 2,000	\$ 1,441	28.0%
**Office Supplies	\$ 646	\$ 7,714	\$ 12,750	\$ 5,036	60.5%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 3,571	\$ 30,614	\$ 48,913	\$ 18,299	62.6%
SUTA	\$ -	\$ 500	\$ 500	\$ -	100.0%
**Postage	\$ -	\$ 950	\$ 2,500	\$ 1,550	38.0%
Rent	\$ 4,161	\$ 33,128	\$ 49,772	\$ 16,644	66.6%
Telephone & Internet	\$ 376	\$ 3,006	\$ 5,100	\$ 2,094	58.9%
**Training & Workshops	\$ -	\$ 286	\$ 2,000	\$ 1,714	14.3%
Utilities	\$ 596	\$ 4,414	\$ 6,250	\$ 1,836	70.6%
Total Expense	\$ 76,743	\$ 682,679	\$ 1,136,580	\$ 453,901	60.1%
Net Ordinary Income	\$ (6,241)	\$ (5,246)			
Unobligated Funds			\$ 8,736	\$ 8,736	
Fund Balance Accrual	\$ -		\$ 20,000	\$ 20,000	
ICR Reserve			\$ -	\$ -	
Net	\$ (6,241)	\$ (5,246)	\$ 1,165,316	\$ 482,637	

NOTE: Feb.28th is 67% through the fiscal year

ATTACHMENT 3

TABLE 1
FUNDING BUDGET FOR FISCAL YEAR 2017
Rockingham Planning Commission
FY2018 - DRAFT BUDGET

ATTACHMENT 4

FUNDING CATEGORY	ADOPTED FY2017	AMEND#1 FY2017	DRAFT FY2018	\$ Change	% Change	Comments
I. LOCAL DUES AND SERVICES	\$331,006	\$314,981	\$331,767	\$16,786	5.3%	
Local Dues	\$142,306	\$142,306	\$145,828	\$3,522	2.5%	At 99 cent per capitat base rate; assumes no dues from Salem and Danville
Circuit Rider Services	\$133,692	\$132,692	\$138,939	\$6,247	4.7%	
Plan Review Income (Tier 2); Admin	\$2,500	\$1,500	\$1,500	\$0	0.0%	estimate
Brentwood	\$19,282	\$19,282	\$20,200	\$918	4.8%	hourly rate - \$66/hr
East Kingston	\$10,416	\$10,416	\$10,912	\$496	4.8%	hourly rate - \$66/hr
Fremont	\$9,796	\$9,796	\$10,262	\$466	4.8%	hourly rate - \$66/hr
Kensington	\$9,238	\$9,238	\$9,678	\$440	4.8%	hourly rate - \$66/hr
Kingston	\$27,528	\$27,528	\$28,839	\$1,311	4.8%	hourly rate - \$66/hr
Newton	\$11,346	\$11,346	\$11,886	\$540	4.8%	hourly rate - \$66/hr
Atkinson	\$8,184	\$8,184	\$8,574	\$390	4.8%	hourly rate - \$66/hr
Hampton Falls CR/TA	\$17,360	\$17,360	\$18,187	\$827	4.8%	hourly rate - \$66/hr
N. Hampton CR/TA	\$18,042	\$18,042	\$18,901	\$859	4.8%	hourly rate - \$66/hr
Newfields	\$0	\$0	\$0	\$0	--	Potential addition
TBG Local Grant Match	\$5,000	\$6,500	\$6,500	\$0	0.0%	basis for TBG match
Hampton Design Guidelines	\$0	\$2,500	\$0	-\$2,500	-100.0%	
Epping NRI	\$0	\$2,000	\$0	-\$2,000	-100.0%	
Sandown MS4 Impl.	\$0	\$2,000	\$0	-\$2,000	-100.0%	
Placeholder	\$5,000	\$0	\$6,500	\$6,500	--	assumes full subscription
Other Local Contracts	\$50,008	\$33,483	\$40,500	\$7,017	21.0%	
Newington MP update	\$0	\$0	\$12,000	\$12,000	--	new project (total: \$17,000)
Brentwood MP Update	\$0	\$0	\$11,000	\$11,000	--	new project (total: \$14,000; assumes \$3K in TBG)
Seabrook SRTS Travel Plan	\$7,258	\$0	\$0	\$0	--	assuming project not going forward
Exeter MP Update	\$0	\$2,000	\$0	-\$2,000	-100.0%	complete in FY17
No. Hampt. Hist. Resource mapping	\$1,500	\$1,500	\$0	-\$1,500	-100.0%	assume completion in FY17
Rye Visioning & MP	\$5,000	\$5,750	\$0	-\$5,750	-100.0%	continuation
Placeholder UPWP 50% match	\$5,000	\$5,000	\$5,000	\$0	0.0%	Assumes one RSMS or other project
Regional HHW Management	\$2,500	\$2,000	\$2,500	\$500	25.0%	fee for organizational services
PREPA Contracts	\$8,750	\$12,233	\$0	-\$12,233	-100.0%	project completed in FY17
Misc. Local Contracts	\$20,000	\$5,000	\$10,000	\$5,000	100.0%	Placeholder

FUNDING CATEGORY	ADOPTED FY2017	AMEND#1 FY2017	DRAFT FY2018	\$ Change	% Change	Comments
II. TRANSPORTATION PLANNING	\$556,650	\$684,112	\$705,100	\$20,988	3.1%	see below
UPWP (FHWA/FTA/SPR)	\$528,550	\$547,162	\$575,500	\$28,338	5.2%	***UPWP budget in question w NHDOT. May be up to \$37K less
FTA 5310 RPC Admin	\$8,100	\$7,200	\$9,600	\$2,400	33.3%	8% of passthrough
FTA 5310 Passthrough to COAST/RR/TAS	\$0	\$90,000	\$120,000	\$30,000	33.3%	new transit provider added
Highway Perf. Standards Pilot Proj.	\$20,000	\$22,500	\$0	(\$22,500)	-100.0%	project ends in FY17
CART Planning Services	\$0	\$17,250	\$0	(\$17,250)	-100.0%	service end in FY17
III. OTHER STATE & FEDERAL FUNDING	\$136,820	\$136,253	\$137,106	\$854	0.6%	--see below--
Targetted Block Grant	\$11,111	\$11,111	\$11,111	\$0	0.0%	2nd year of biennium
Coastal Program TA	\$12,500	\$12,500	\$12,500	\$0	0.0%	continued (reduced) CZP funding level
NHHSEM FY2016 Plan Updates (Ports., Plaistow, No. Hampton)	\$23,500	\$23,500	\$0	(\$23,500)	-100.0%	projects completed early - 100% of income in FY17
NHDES EPA Brownfields (D'Agostino Rose Farm; passthrough)	\$0	\$3,201	\$0	(\$3,201)	-100.0%	project completed in FY17
NHDES/PTAPP Pollution Tracking (604B)	\$10,000	\$0	\$0	\$0	--	Expected continuation of project with 604B funding, but uncertain
NHDES/604B Epping Green Infrastructure	\$2,500	\$4,060	\$0	(\$4,060)	-100.0%	balance of grant in FY17
NHCP/NERRS C-RISE	\$15,713	\$17,873	\$0	(\$17,873)	-100.0%	Project ends in FY17
NHDES Sourcewater Protection - Seabrook	\$6,500	\$9,500	\$0	(\$9,500)	-100.0%	Expect project complete in FY17
NHDES Sourcewater Protection - Fremont	\$7,500	\$3,500	\$7,000	\$3,500	100.0%	\$10,500 project; balance in FY18
NHDES Sourcewater Protection - Regl. Ed.	\$10,000	\$0	\$10,000	\$10,000	--	Assume \$10,000 project; 50% in FY18
NOAA PSM Part 1: Setting SAIL	\$22,996	\$5,000	\$29,494	\$24,494	489.9%	project funding in FY17 and FY18 = \$34,494
NOAA PSM Part2: Exeter Resilience		\$33,708	\$37,421	\$3,714	11.0%	project funding in FY17 and FY18 = \$71,129
NOAA PSM High Water Mark Proj.	\$14,500	\$7,000	\$19,000	\$12,000	171.4%	Confirmed Proj. (\$26K 18mo.)
NHDES 604B - Powwow Watershed Pllng	\$0	\$5,300	\$10,580	\$5,280	99.6%	Approved application; \$28,000 over 18 mo; only \$15880 secure
IV. OTHER	\$51,392	\$28,562	\$9,500	(\$19,062)	-66.7%	
REDC -- CEDS	\$5,325	\$5,325	\$5,500	\$175	3.3%	assumes same scope of work
ERLSLAC Tech. Assistance	\$2,000	\$2,000	\$2,000	\$0	0.0%	T. Walker assistance to ERLSAC
NE Oceans Research Council- Tides/Storms Imple.	\$17,567	\$21,237	\$0	(\$21,237)	-100.0%	\$49567 Nov-15 to 09-16
MS4 Regional Assistance Prog.	\$20,000	\$0	\$0	\$0	--	NHCF grant not funded; trying CDFA i2i
Miscellaneous	\$6,500	\$0	\$2,000	\$2,000	--	pass through items no longer shown here
TOTAL/PROJECTED FUNDS**	\$1,075,868	\$1,163,908	\$1,183,474	\$19,566	1.7%	
PASS-THROUGH OR CONTRACTED	\$74,590	\$191,875	\$207,650	\$15,775	8.2%	See section IV of Expense Budget)
OPERATING BUDGET	\$1,001,278	\$972,033	\$975,824	\$3,791	0.4%	

SUMMARY - FY 2017 & 2018

FUNDING SOURCE	ADOPTED	AMEND#1	PROPOSED			NOTES
	FY2017	FY2017	FY2018	FY-17 vs.	FY-18	
Member Dues	\$142,306	\$142,306	\$145,828	\$3,522	2.5%	\$0.99/per capita rate; includes Raymond; no Salem or Danville
Circuit Rider Contracts	\$133,692	\$132,692	\$138,939	\$6,247	4.7%	Pending contracts based on new rate of \$66/hr.
Local Contracts	\$55,008	\$39,983	\$47,000	\$7,017	17.5%	includes new MP contracts fr Newington and Brentwood
Transp. Plnng.	\$556,650	\$684,112	\$705,100	\$20,988	3.1%	new UPWP contract; SHRP2 ended; assumes no CART subcontract
State & Direct Fed. Funding	\$136,820	\$136,253	\$137,106	\$854	0.6%	2 NOAA Special Merit Projs approved, one at lower budget
Other/Misc.	\$51,392	\$28,562	\$9,500	(\$19,062)	-66.7%	MS4 TA program removed
TOTAL	\$1,075,868	\$1,163,908	\$1,183,474	\$19,566	1.7%	
PASS-THROUGH & CONTRACTED	\$74,590	\$191,875	\$207,650	\$15,775	8.2%	
OPERATING BUDGET	\$1,001,278	\$972,033	\$975,824	\$3,791	0.4%	

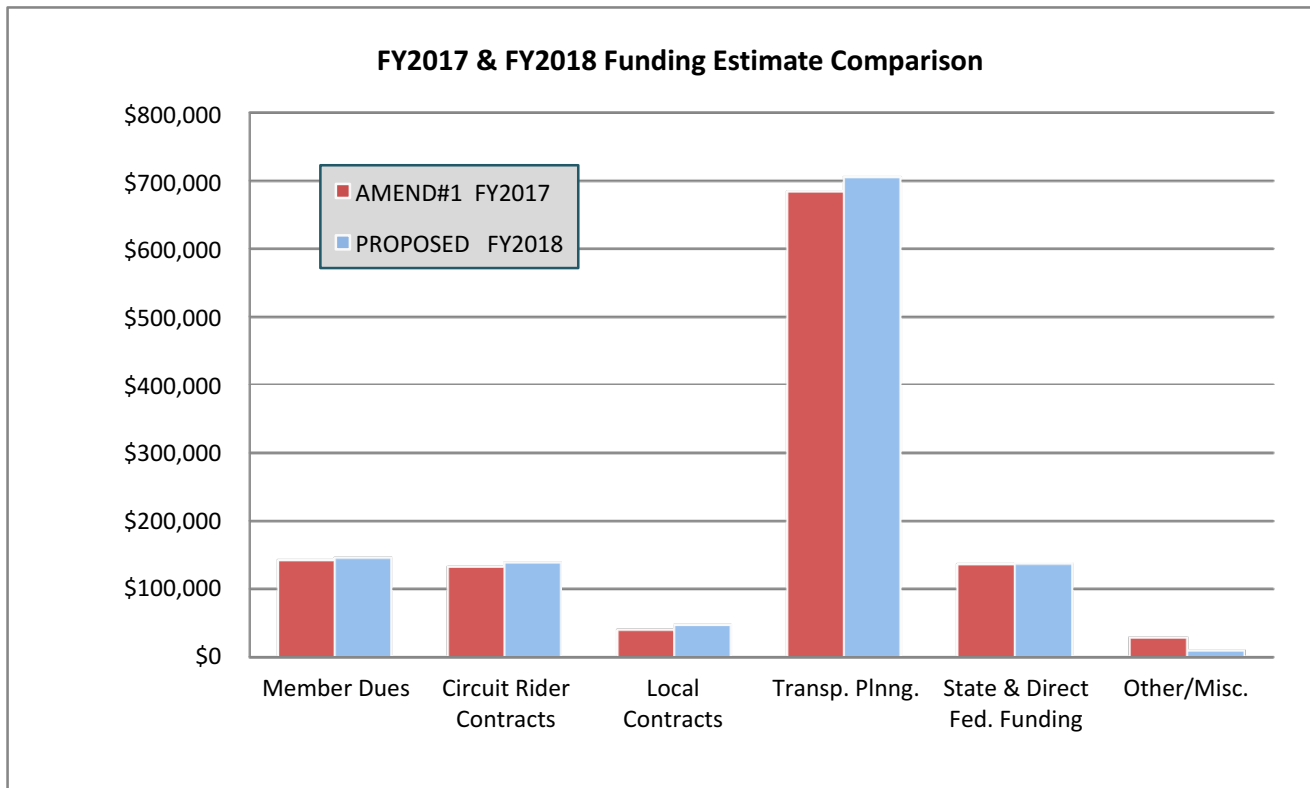


TABLE 2
EXPENSE BUDGET FOR FISCAL YEAR 2018 **DRAFT BUDGET**
Rockingham Planning Commission

I. LINE ITEM BUDGET FOR FY 2018							
LINE ITEM	Account Number	ADOPTED FY2017	AMEND1 FY2017	DRAFT FY 2018	\$\$ Change from FY17	% Change	Amendment #1 Comments
Salaries	6100	\$ 648,384	\$ 639,390	\$ 662,178	\$ 22,788	3.6%	Full year of salary for new transp. staff; reduced health ins stipend for one staff; no COLA or merit increases
Contracted Services	6115	\$ 74,590	\$ 163,095	\$ 207,650	\$ 44,555	27.3%	See Section IV below for details
Travel & Expenses	6116	\$ 7,500	\$ 7,500	\$ 8,500	\$ 1,000	13.3%	based on YTD estimate
Bank Service Charge	6200	\$ 350	\$ 350	\$ 350	\$ -	0.0%	renewal of credit line; assumes no change
Taxes-Payroll	6110/6111	\$ 49,601	\$ 48,913	\$ 50,657	\$ 1,743	3.6%	tracks salaries 7.65%
Unemployment Insurance	6210	\$ 500	\$ 500	\$ 500	\$ -	0.0%	assumes no change
Health Insurance	6212	\$ 58,237	\$ 58,237	\$ 61,149	\$ 2,912	5.0%	assumes 5% increase
Health Ins Deductible (separated)		\$ 2,500	\$ 2,500	\$ 3,000	\$ 500	20.0%	RPC deductible assistance (@ 6 covered empl.: \$500/yr)
Dental Insurance	6214	\$ 10,907	\$ 10,907	\$ 11,453	\$ 545	5.0%	Assumes 5% increase
Life & Disability Insurance	6216	\$ 4,092	\$ 4,092	\$ 4,092	\$ -	0.0%	assumes no change
Retirement - 457 Plan	6218	\$ 33,952	\$ 33,952	\$ 33,952	\$ -	0.0%	maintains parity with NHRS contrib. one fewer staff
Retirement - NHRS	6218	\$ 38,350	\$ 37,597	\$ 40,226	\$ 2,629	7.0%	Employer rate = 11.17% (full FY with new transp staff)
General Insurance	6220	\$ 4,625	\$ 4,625	\$ 4,625	\$ -	0.0%	assumes no change
Rent	6230	\$ 49,772	\$ 49,772	\$ 50,752	\$ 980	2.0%	2% increase per lease agreement
Janitorial		\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%	no change anticipated
Telephone & Internet	6240	\$ 5,100	\$ 5,100	\$ 5,100	\$ -	0.0%	no change anticipated
Office, Cmptr., Copier Suppl.	6250	\$ 12,750	\$ 12,750	\$ 12,750	\$ -	0.0%	no change anticipated
Postage	6260	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0.0%	no change anticipated
Audit	6270	\$ 11,250	\$ 9,250	\$ 9,250	\$ -	0.0%	assumes no single audit req. for FY16
Utilities	6280	\$ 6,250	\$ 6,250	\$ 6,250	\$ -	0.0%	based on YTD estimate
Contract Printing	6118	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%	based on YTD estimate
Newspaper & Media	6117	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.0%	may be lower based on new public notice procedures if adopted
Equipment & Software Maint.	6311	\$ 12,500	\$ 15,000	\$ 15,000	\$ -	0.0%	adds software formerly included in Equipment (Acct 6400)
Dues & Subscriptions	6340	\$ 6,500	\$ 6,500	\$ 6,500	\$ -	0.0%	(APA, AMPO, NARC, NHARPC, NHMA, Chamber, SEL)
Training, Workshops, Conf.	6350	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%	Based on current spending
Accounting	6360	\$ 1,200	\$ 300	\$ 300	\$ -	0.0%	Based on current spending
Payroll Processing	6361	\$ 500	\$ 500	\$ 500	\$ -	0.0%	Based on current spending
Miscellaneous	6380	\$ 6,500	\$ 2,000	\$ 2,000	\$ -	0.0%	annual meeting subsidy; other misc
Equip. Purchase. & Lease	6400	\$ 10,100	\$ 7,500	\$ 7,500	\$ -	0.0%	See Section II below for details
Depreciation	****	\$ -	\$ -	\$ -	\$ -	--	none
Fund Balance Accrual	****	\$ 5,000	\$ 20,000	\$ -	\$ (20,000)	-100.0%	as able to set funds aside
Unobligated Funds**	****	\$ 4,857	\$ 8,736	\$ (30,760)	\$ (39,496)	-452.1%	surplus or (deficit)
TOTAL		\$ 1,075,868	\$ 1,165,317	\$ 1,183,474	\$ 18,157	1.6%	from Table 1 - funding budget
Pass-through/Contr Services		\$ 74,590	\$ 163,095	\$ 207,650	\$ 44,555	27.3%	See Section IV below for details
TOTAL OPERATING		\$ 1,001,278	\$ 1,002,222	\$ 975,824	\$ (26,398)	-2.6%	

RPC FY 2018 Line Item Budget, ****DRAFT BUDGET**** - continued

II. EQUIPMENT DETAIL						
Items	ADOPTED FY-2017	AMEND1 FY2017	DRAFT FY 2018	\$\$ Change	% Change	
Computer Software	\$ 2,500	\$ -	\$ -	\$ -	--	Moved to 'Equip and Software Maint." (Acct 6311)
Computer replacements	\$ 1,000	\$ 2,000	\$ 2,000	\$ -	0.0%	computer replacements
Server & Network	\$ 3,000	\$ 1,500	\$ 2,100	\$ 600	40.0%	cloud storage, misc
Misc office equip & furniture.	\$ 600	\$ 2,000	\$ 1,400	\$ (600)	-30.0%	Conference phone mics, misc
Transportation Misc Equip	\$ 2,500	\$ 1,500	\$ 1,500	\$ -	0.0%	see UPWP
Contingency	\$ 500	\$ 500	\$ 500	\$ -	0.0%	--
Total	\$ 10,100	\$ 7,500	\$ 7,500	\$ -	0.0%	

III. AGENCY CONTRACTING & DUES RATE						
Non-Passthrough Budget,	\$ 1,001,278	\$ 1,002,222	\$ 975,824	Change	% Change	Comments
No. Employees (fulltime equiv.):	10.25	9.75	9.75	-	0.0%	10 full time staff + interns (n/c consultant)
Total person-hours:	21320	20280	20280	-	0.0%	based on 2080 hours/year
Available person-hours:	18368	17472	17472	-	0.0%	less holidays, vacation, and sick leave
Agency Operating Cost/Hr	\$ 59	\$ 66	\$ 61	(4.15)	-6.3%	incl. 10% cost contingency
CR Avg. Cost/hr.	\$ 70	\$ 70	\$ 70	-	0.0%	
Recommended Member Hourly Rate	\$63 / \$66CR	\$63 / \$66CR	\$63 / \$66CR	--	--	Regl. Rate: \$63/hr.; CR Hourly Rate \$66/hr
Recommended Non-member Hourly Rate	\$85	\$85	\$85	\$0	0.0%	approx. 35% above member rate;
Dues Rate	FY18: \$0.99	FY18: \$0.99	FY18: \$0.99	\$0	0.0%	

RPC FY 2018 Line Item Budget, ****DRAFT BUDGET**** - continued

IV. CONTRACTED SERVICES DETAIL						
Items	ADOPTED FY-2017	AMEND#1 FY-2017	DRAFT FY 2018	\$ Change	% Change	
Legal Services	\$ 1,500	\$ 1,000	\$ 1,000	\$ (500)	-33.3%	
Brownfields D'Agostino site assessment	\$ -	\$ -	\$ -	\$ -	--	Credere passthrough
CEDS Update	\$ 1,860	\$ 1,890	\$ 1,890	\$ 30	1.6%	Based on current year scope
ERSLAC Asst.	\$ 1,800	\$ 1,800	\$ 1,800	\$ -	0.0%	Subcontracted to T. Walker
Haz Mit Plan update assistance	\$ 8,750	\$ 13,125	\$ -	\$ 4,375	50.0%	Projects expected to be completed in FY17
NE Oceans Research Council - Tides/Storms Imple.	\$ 4,500	\$ 5,100	\$ -	\$ 600	13.3%	Remainder of project in FY16
NHDES-NHCP/NOAA C-RISE	\$ 5,500	\$ 5,500	\$ -	\$ -	0.0%	Tides to Storms in Great Bay
CR Contracting:	\$ 12,180	\$ 12,180	\$ 12,180	\$ -	0.0%	Assumes H. Falls continues as subcontracted service
Website Devel.	\$ 2,500	\$ -	\$ -	\$ (2,500)	-100.0%	enhancements
FTA 5310 Passthrough	\$ -	\$ 90,000	\$ 120,000	\$ 90,000	--	
Setting SAIL TA assistance	\$ -	\$ -	\$ 12,000	\$ -	--	
Exeter Resilience Engineering Consultant	\$ -	\$ 23,780	\$ 23,780	\$ 23,780	--	Waterstone Engineering (\$47.5K total)
Exeter Resilience CommunicationsConsultant	\$ -	\$ 5,000	\$ -	\$ 5,000	--	Exeter Resilience Engineering Consultant
Miscellaneous & Contingency	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.0%	general contingency
General Contracted Services SUB-TOTAL	\$ 41,590	\$ 162,375	\$ 175,650	\$ (38,203)	-91.9%	
UPWP Non-Personnel Costs						(per UPWP)
100 Transportation-specific legal services	\$ -	\$ 500	\$ -	\$ 500	--	CART to take on more of cost
200 Congestion Management Process (CMP)	\$ -	\$ -	\$ -	\$ -	--	special counts, equip., or analyses
300 Website devel. Other public outreach	\$ -	\$ -	\$ 1,500	\$ -	--	ongoing development of MPO site
400 Software (HCS,Trax, Petra, Other)	line item	line item	line item			moved to equipment/software budget
400 Software Maint (TransCAD)	line item	line item	line item			moved to equipment/software budget
400 Traffic Counting Services	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0.0%	**24K/yer, half attributed to FY 15
400 Traffic Modeling Consulting Assist.	\$ 5,000	\$ 3,500	\$ 5,000	\$ (1,500)	-30.0%	RSG and other services
400 Equipment supplies and repairs	line item	line item	line item			(included in equipment budget line item)
400 Traffic Counting Contr management	\$ 2,500	\$ -	\$ -	\$ (2,500)	-100.0%	consultant
400 Data Acquisition, Census	\$ 500	\$ 500	\$ 500	\$ -	0.0%	Coop population projections - OEP / CNHRPC
UPWP Sub-Total	\$ 33,000	\$ 29,500	\$ 32,000	\$ (3,500)	-10.6%	(other direct UPWP expensne included in budget line items for training, printing & equip.)
Total	\$ 74,590	\$ 191,875	\$ 207,650	\$ 117,285	157.2%	Consulting budget line item

ATTACHMENT 4



The State of New Hampshire
Department of Environmental Services

ATTACHMENT 4



Clark B. Freise, Assistant Commissioner

March 16, 2017

Jennifer Rowden
Rockingham Planning Commission
156 Water St.
Exeter, NH 03833

Subject: 2017 Local Source Water Protection Program Grant: SWP-279

Dear Ms. Rowden:

Congratulations on your successful application to the 2017 Local Source Water Protection Grant Program for the *Updates to Town of Fremont Aquifer Protection District* Project. The Department of Environmental Services intends to award **\$10,580** to the Rockingham Planning Commission for this important project.

To award the grant funds, we must enter into a grant agreement, approved by the Governor and Council. Enclosed is the grant agreement paperwork. **Please review these documents carefully.** If everything is satisfactory, please submit the following:

1. Original, signed, initialed, and notarized grant agreement (attached).

Please print the grant agreement and exhibits **single-sided**.

2. Original, signed, and notarized Certificate of Vote of Authorization (example attached).

3. Certificate of Insurance.

The Certificate Holder should be "State of New Hampshire, Department of Environmental Services, 29 Hazen Drive, PO Box 95, Concord, NH 03302-0095."

Once the required paperwork is submitted, the process will begin for Governor and Council approval. **Please note work cannot be completed until approval from Governor & Council is received.** Since these grants are made possible by federal funding of New Hampshire's environmental programs, applicants are expected to go through a competitive bid process for contractor selection for construction services. Competitive bidding is not required for non-construction or planning projects. Applicants are requested to make a good faith effort to utilize disadvantaged businesses for any services, equipment and/or supplies purchased. A list of disadvantaged businesses is available at <http://www.nh.gov/dot/business/contractors.htm>. We look forward to working with you on your source water protection project. Please contact me at 271-2950 or amy.hudnor@des.nh.gov if you have any questions.

Sincerely,

Amy Hudnor
Drinking Water and Groundwater Bureau

Enclosures: Grant Agreement, Exhibits, Example Certificates

EXHIBIT A
SCOPE OF WORK

Rockingham Planning Commission:

Rockingham Planning Commission will use New Hampshire Department of Environmental Services (NHDES) grant funds to work with the Town of Fremont to revise the 1988 Aquifer Protection District, develop a Best Management Practices (BMP) inspection program for potential contamination sources (PCSs) and hold workshops for residents and business owners within the District. Specifically, the following task, as described in the application submitted to NHDES, will be accomplished:

1. Review Aquifer Protection District Regulations & Summarize BMP Inspection Program Requirements. Review existing Aquifer Protection District regulations against NHDES' Model Groundwater Protection Zoning Ordinance with Planning Board, Conservation Commission and municipal staff. Summarize requirements for establishing a BMP inspection program for PCSs with Planning Board and municipal staff. Review and summary materials will be sent to NHDES for review and comment.

2. Draft Aquifer Protection Zoning Revisions and Summarize BMP Requirements. Review draft (proposed) regulations and summarize BMP inspection program requirements with Planning Board, Select Board, Conservation Commission and municipal staff. Revisions will contain provisions that will include language that clarifies the Planning Board's review and enforcement of a local BMP inspection program, consistent with NHDES Model language. Provide a copy of the draft to NHDES for review.

3. Finalize Aquifer Protection Zoning Language. Work with the Planning Board to finalize Aquifer Protection District language and warrant article language to be voted on at March 2018 town meeting. Establish with the Board public hearing date(s) for the revised Aquifer Protection District. Provide a copy of the final language to NHDES for review.

4. Review and Compile PCSs Information: Within the proposed Aquifer Protection District, identify existing PCSs and determine which will likely require BMP inspection. Develop an updated inventory of PCSs with field attributes that conform to NHDES PCS GIS layer. Develop a town map of PCSs for use in Tasks 5 and 6. Provide a copy to NHDES for review.

5. Develop Workshop and Outreach Materials. Work with Planning Board, Select Board Conservation Commission and municipal staff to develop or revise outreach material from NHDES and/or other sources regarding aquifer zoning and BMP inspection programs designed for business and residential audiences. Develop final presentation and print materials for workshops and host one workshop for residents and one workshop for business-owners. Provide copies of materials NHDES for review.

6. Host Two Community Workshops. Work with Planning Board and Conservation Commission to organize and hold one residential and one business owner workshop. The workshops would focus on educating both groups concerning activities that would be subject to the new zoning and BMP inspection program and would highlight key revisions within the proposed Aquifer Protection Ordinance proposal and procedures for administering a local BMP inspection program. Both workshops will be aired on the Fremont local cable access channel and workshop materials will be posted on the town website.

Quarterly progress report forms must be completed by grant recipients or their subcontractor and submitted to NHDES every three months, beginning with the first full 3 month quarter after grant approval from Governor & Council.

Grantee Initials _____
Date _____

EXHIBIT B
BUDGET & PAYMENT METHOD

All services shall be performed to the satisfaction of the Department of Environmental Services before payment is made. All payments shall be made upon receipt and approval of stated outputs and upon receipt of the associated invoice. **If the invoice is less than the initial estimate, only the amount on the invoice will be paid.** Payments shall be made in accordance with the following schedule, based upon completion of specific tasks:

Task Number/Description	Source Water Protection Grant
1. Review Ordinance and Summarize BMP Program Requirements	\$1,370.00
2. Draft and Finalize Aquifer Protection Zoning Revisions; Summarize BMP Requirements	\$3,150.00
3. Finalize Aquifer Protection District Ordinance for Planning Board Review	\$1,020.00
4. Review and Compile PCSs	\$1,360.00
5. Develop Public Workshop & Outreach Materials	\$2,720.00
6. Host Two Community Workshops	\$960.00
TOTAL	\$10,580.00

EXHIBIT C
SPECIAL PROVISIONS

Subparagraph 1.7 of the General Provisions shall not apply to this Agreement.

Changes to the Scope of Work or reallocation of grant funds require NHDES approval in advance.

Work must be completed by the completion date listed on the grant agreement (section 1.6). Requests for payment along with required proof of work must be submitted no later than 90 days after the completion date or the grant will be closed out and funds will no longer be available.

If a deadline extension is requested, the grantee must make that request for approval at least two months before the completion date. Failure to do so may result in lower rankings of future grant applications.

Federal Funds paid under this agreement are from a Grant to the State from the U.S. Environmental Protection Agency, Drinking Water State Revolving Fund Set-Asides under CFDA #66.468. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant are hereby adopted in full force and effect to the relationship between this Department and the grantee.

Grantee Initials _____
Date _____