

MINUTES

Rockingham Planning Commission Executive Committee

October 24, 2018
RPC Office, Exeter NH

Committee Members Present: B. Kravitz (Chairman); G. Coppelman (Secretary); P. Wilson (Past Chair); L. Cushman, M. McAndrew, T. Moore (Members at Large); M. Turell (Treasurer)

Staff: T. Roache (Executive Director); A. Pettengill (Business Manager)

1. **Call to Order:** Chairman Kravitz called the meeting to order at 4:30 p.m.

2. Minutes of September 26, 2018

*Wilson moved to approve the Minutes of September 26, 2018 as presented; Turell seconded. **SO VOTED.** Coppelman abstained.*

3. Financial Reporting

Roache noted that the 1st quarter of FY 19 has ended and finances are tracking well. At this time the financials are slightly ahead on revenue and behind on expenses. The Hours Allocation spreadsheet for staff has been revised and is being used to track contract hours much more closely this year. Discussion followed on changes to the report and specific expenditures.

Roache stated that the cashflow is okay at this point in time and he recently met with the Salem Selectmen and they have passed the budget line item reinstating Salem at their full dues paying membership. Roache noted he also met with Hampton planning board which was a very informative meeting for them as they were not aware of all the services the RPC offers. Kravitz commended Roache for this presentation in Hampton and she stated that it was a global presentation that will suit him well in any of the RPC town visits. Roached also updated the Committee with regards to a recent joint meeting between Greenland and Lonza at Pease, and the recent Household Hazardous Waste collection held in Exeter. He stated that a new contract (Country Pond Watershed Plan) will increase the RPC revenue for FY 19.

4. New Business

- a) Circuit Rider Contracts/Rates: Roache is considering rate options for circuit riding contracts. Discussion followed. Roache suggested a \$70/hr rate be approved for FY 20. *Moore moved to increase the Circuit Riding contract rate to \$70/hour effective 7/1/19; Turell seconded. **SO VOTED.** Coppelman abstained.*
- b) Legislative Policy Update: Roache referred to Attachment 3 and asked everyone to review and submit any changes. He has yet to add some changes suggested by LaBranche. *Moore moved to approve the Legislative Policies as amended by staff; Wilson seconded. **SO VOTED.***
- c) Commissioner Recruitment: there are 9 current vacancies and it was suggested staff send a letter or flyer to each town with vacant seats highlighting the process and describing the benefits of having a representative. Staff to include information on the Technical Advisory Committee as well if there is a vacancy on that Committee.
- d) Commissioner Workshop: Suggested workshop to include overview of RPC and programs, what it means to be a commissioner, and update the Handbook. February might be a possibility.

5. Old Business

- a) Legislative Forum Update: Speakers are set and candidate State Reps were invited as well as current State Reps.
- b) Bylaws Review: any problems or corrections should be brought to Roache, Moore or Kravitz attention for discussion at future meeting.
- c) RPC Calendar update: Note a correction to the November Legislative Forum. January = Recycling topic to be held in Raymond; February = Plaistow Library

6. Other Business

Roache noted that a contract with Hampton for some Master Plan work may be forthcoming; and for anyone interested the Drinking/Groundwater Trust Fund will be holding a Facebook Live video of their presentation at NH Dept of Environmental Services on October 25th.

Roache also noted that the City of Portsmouth has declared a Lonza proposal on the Pease Tradeport a "Development of Regional Impact" so the DRI Committee will be convening on November 5th.

Meeting adjourned at 6:00 p.m.

Respectfully submitted,

Annette Pettengill, Recording Secretary