

**MINUTES
EXECUTIVE COMMITTEE
Rockingham Planning Commission
February 24, 2021**

**Remote Meeting via ZOOM conference call
Per RSA 91-A:2, III(b) the RPC Chair declared the COVID-19 Outbreak
an Emergency and has waived the requirement that a
Quorum be physically present at the meeting**

Committee Members present: R. McDermott (Chairman); A. Davis (Vice Chair); G. Coppelman (Secretary); M. Turell (Treasurer); L. Cushman, M. McAndrew, B. Moreau, J. Doggett (Members At Large); B. Kravitz (Past Chair)

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

- 1. Chairman McDermott called the meeting to order at 4:30 p.m. and announced the meeting was being conducted via ZOOM conference call per RSA 91-A:2 III(b). Roll Call attendance was taken.**
- 2. Minutes of January 27, 2021**

*Turell moved to approve the Minutes of January 27, 2021 as presented; Coppelman seconded. Kravitz suggested Roger Wiegley should be identified in the Minutes as a lawyer. Roll Call vote was taken. **SO VOTED.***

- 3. Financial Report January/RPC Dashboard**

Roache noted that January was a positive revenue month and cashflow is good. Staff continues to work on completing all projects that end June 30, 2021. Staff attended the Hampton Beach Coastal Resilience Symposium and discussed opportunities for collaboration. Roache was happy it was an opportunity for the RPC to be involved. Roache also noted that a social media post of tide information & pictures, made by the RPC, made it to the attention of the National Weather Service in Maine and they would like to collaborate with us in the future. Discussion followed on potential revenue opportunities with Hampstead MP and 604b funds.

- 4. Committee Updates**

- a) Legislative: meeting was held to concentrate on bills appropriate for the RPC to focus on for the municipalities. He noted that Rye commissioner Jaci Grote, RPC Commissioner & State Rep would like to join the Legislative Policy committee as well.

- b) Regional Impact: met on February 17th reference a development in Newton. Comments from the RIC were sent to Newton; a DRI notice was recently received from Nottingham as well, however after discussions with the abutting towns of Raymond and Epping it was decided this regional project would best be handled by Strafford Regional Planning since the towns in our region wouldn't really be impacted.

*Roache stated that Beth Moreau would like to be a member of the Regional Impact Committee (retroactive to February 17th) and Jaci Grote & Ann Carnaby would like to be members of the Legislative Policy Committee. Coppelman moved to appoint those as requested; Turell seconded. Roll Call vote was taken. **SO VOTED.***

- c) TAC meeting February 25th at 9 a.m. – Chairman McDermott reviewed the agenda items.

5. Old Business

- a) COVID 19 Operations: No updates; hoping for June office opening.
- b) 501c3: Roache stated the Statement of Incorporation and Bylaws are attached. He advised that the Bylaws are a boiler plate and consensus agreed they should be changed to mirror the Commissioner Bylaws. Roache stated staff is also working on a purpose and benefit statement. A draft of the Bylaws and Purpose Statement will be put on Teams and the Committee will get an email link to those documents so they can make changes. Then it will be reviewed and voted on at a later date.
- c) Commissioner Handbook: Roache thanked Kravitz for her input on the Handbook and he suggested if anyone has further ideas/suggestions that they be sent to the Staff. Kravitz & the committee expressed thanks to Amy Warhaft for her work on this document. Roache stated it may be time for an online Commissioner Orientation refresher as well.

6. New Business

- a) March Commission Meeting: March 10th – MPO & RPC; possible “skills survey” for commissioners

- 7. Public Comment:** Kravitz noted an upcoming NHDOT/Hampton Ocean Blvd project hearing on March 2nd 6:00 pm – Roache to forward the information to Commissioners

Meeting adjourned at 5:22 p.m.

Respectfully submitted,
Annette Pettengill, Recording Secretary
