

## RPC EXECUTIVE COMMITTEE MEETING

December 10, 2014  
RPC Conference Room

**Members Present:** Glenn Coppelman, Chair, Kingston; Francis Chase, Seabrook; Tim Moore, Plaistow; Bob Goodrich, Stratham; Mark Traeger, Sandown; Joan Whitney, Kensington; Don Marshall, Fremont; Rick Taintor, Portsmouth; and Barbara Kravitz, Hampton.

**Staff Present:** Cliff Sinnott and Roxanne Rines, RPC.

**Meeting Opened at :20 a.m.**

### I. Minutes of October 22, 2014, Executive Committee Meeting

**Motion:** **Whitney** made a motion to approve the minutes of October 22, 2014, as written. **Chase** seconded the motion. **Motion carried with Moore abstaining.**

### II. Financial Report

October & November FY 2015 Monthly Reports– **Coppelman** reviewed the monthly reports. No discussion ensued.

FY 2014 Audit Status – **Sinnott** stated the auditor's will attend the January 2015 Executive Committee meeting to review the outcome. He gave a brief overview of the year.

### III. Status of Circuit Rider services and Contract Status

**Coppelman** explained his concerns with the costs associated with general liability and professional liability policies that are specified in RPC's consultant contract. He asked members to consider waving the above two requirements. Coppelman left the meeting room. With the Vice-Chair not in attendance Past Chair Tim Moore became acting chair.

**Moore** reviewed the memo included in the meeting materials. Discussion ensued about why the policies are needed. **Taintor** stated being a former consultant he also experienced difficulties obtaining this form of insurance. Often standard contract include unrealistic and difficult to insure liability clauses. His contract did not include professional liability, reasoning that no one is going to get hurt because of a planner's advice or recommendation. The nature of the work is difference than for and architect or engineer. He continued that the City of Portsmouth has removed a professional liability requirement from their contracts.

**Sinnott** stated NH DOT contracts requires the agency to have general liability, but professional liability was removed several years ago. He continued that if the RPC required both Glenn Coppelman and Theresa Walker to have professional liability, they may well not continue their agreements with the RPC any more due to the expense. Further discussion ensued.

**Motion:** **Traeger** made a motion to approve the general and professional liabilities waiver for Glenn Coppelman's contract. **Taintor** seconded the motion. Discussion ensued regarding whether or not the waver was appropriate for general liability as well as professional liability. Some members felt that professional liability was the problem and the more important or necessary of the waiver. Questions were raised about the general liability insurance cost

**Motion:** **Traeger** made a motion to amend the earlier motion to approve the professional liability waiver for Glenn Coppelman's contract and reconsider the general liability issue at a later date after finding more information. **Taintor** seconded the motion amendment. **Motion carried.**

**Moore** reviewed the committee decisions with Coppelman.

#### **IV. Regional Master Plan Update – Adoption Options**

**Sinnott** stated the 30-day comment period is coming to an end; about a dozen comments were received including those from commissioners. Those comments and staff's proposed replies will be presented at the public hearing. He continued that both the Land Use Chapter and Regional Overview sections were not available at the start of the comment period and so cannot be considered for adoption at this time.

**Sinnott** stated the document as a whole is not ready for adoption, but individual chapters could be adopted. He commented that it's probably wiser to not adopt any section of the plan, but to continue the hearing to the March commission meeting. The entire document will need another 30-day comment period. Discussion ensued about chapters and sections that are outstanding. Members had concerns about the time staff is using for this one project; members agreed that it would be better to adopt the entire document at once; and create a schedule showing when items will be completed.

**Sinnott** stated the document needs to be completed by the end of January, so the 30-day comment period could begin on begin on or about February 1, 2015.

**Kravitz** stated she would like all community boards to be given paper copies of the overview section. **Sinnott** stated the boards were mailed the Regional Overview chapter along with the proposed adoption schedule and link to the full document on the RPC website. In addition compact disc of the full document were sent to all libraries and OEP, per RSA requirements once completed, another cd will be sent out. The recommended the same process be followed for the next comment period as well.

## V. 2014 Legislative Forum Debrief

**Chase** stated he heard comments that the session was very well received and enjoyed the new format. **Kravitz** stated there were too many people on the panel and that more time was needed for discussion.

**Kravitz** stated the legislative policy committee should meet the second Monday in January at 4:30 pm at the RPC office. Discussion ensued about energy concerns.

## VI. Other Business

- A. Meeting with Raymond Planning Board; re: membership – **Sinnott** stated Raymond approached the RPC about changing from Southern NH PC to Rockingham commission. The Town of Raymond has not a current dues paying member to Southern RPC. The NHOEP, which initiates the reassignment process, has told Raymond that they will need to commit to pay membership dues before OEP initiates the change of regions. This is consistent with what Salem was told when they asked to be reassigned to SNHPC
- B. Next meeting date – **Sinnott** stated the next Executive Committee meeting will be on Wednesday, January 28, 2015, at 6:00 pm.
- C. Other - *none*

None.

## VII. Public Comment

*None*

## IX. Adjourn

Meeting adjourned at 6:25 p.m.

Respectfully submitted,

Roxanne M. Rines  
Recording Secretary