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**EXECUTIVE COMMITTEE MINUTES  
ROCKINGHAM PLANNING COMMISSION  
September 3, 2014  
RPC Offices, Exeter, NH**

**Committee Members Present:** G.Coppelman (Chairman); P. Wilson (Vice Chair); B. Goodrich (Treasurer); J.Whitney (Secretary); K.Woolhouse, M. Turell, B.Kravitz, D. Marshall, M.Traeger, (Members at Large)

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

Chairman Coppelman convened the meeting at 6:10 p.m. and thanked everyone for accommodating the change in date.

**I. Minutes of June 25, 2014**

*Goodrich moved to approve the Minutes of June 25, 2014 as presented; Turell seconded. **SO VOTED.***

**II. Financial Report – June 2014**

Sinnott distributed a large sheet showing the monthly compilation of all the financial reports the Committee received during the year so they could see the variations month to month. Sinnott expects a positive income for the year of approximately \$57k. He noted that although not all the contracts were spent as hoped, however the expense side was underspent also. This is another typical year. He also pointed out the number of negative cash months and thanked Pettengill for her ability to handle the cashflow problems throughout the year, noting that this illustrates the importance of having a line of credit.

**III. Regional Master Plan and Commission meeting schedule**

Sinnott noted that the Economic Development Chapter review will be part of this month's commission meeting, along with Housing Chapter; and then on the 30<sup>th</sup> of September the Land Use Chapter and the Natural Resources & Climate Change chapters will be presented. October 8<sup>th</sup> is an MPO /GSF meeting and the October 27<sup>th</sup> meeting will be both GSF Progress Hearing & Executive Committee. The final adoption of these chapters will occur at the December Commission meeting. Once all the RPA chapters are done there will be a policy document created for the State and OEP. It is assumed that this will be used for the NH State Development Plan also.

Marshall asked if all the region's plans will be available and Sinnott stated they would be. Sinnott noted that since December is the month to finalize and adopt the Regional Plan, the RSA states that we hold a public hearing and distribute copies to public libraries at that time. Kravitz suggested that a strategic letter from the RPC to all our towns be prepared stating what has been accomplished, and how to get the document. Wilson suggested that circuit rider planners prepare presentations for their towns about the Regional Plan. The presentation could be in the form of a powerpoint w/ voiceover and could be videotaped also. Wilson volunteered to critique the presentation when complete. A paper copy should also be made available ahead of the actual presentation in order to "launch" or get the word out, as well as newspaper article, website, etc. Coppelman noted that it might be more prudent to make the effort to get the Plan completed and out quickly and within contract timeframe without involving a long drawn-out time to present.

Whitney reiterated her request that each planner make a call at least once a month to their assigned towns or come to a Board of Selectmen meeting in order to keep a connection between the town and the services provided and to keep information flowing.

#### **IV. Update on RFQ for Circuit Riding Services**

Sinnott stated that the RFQ for circuit rider consulting services was posted to three sites on August 27<sup>th</sup> ; OEP, NEAPA and NHMA (NHPA-pending) The deadline for submittal is Friday Sep. 12<sup>th</sup> and at that time a few will be selected for an interview. The goal is to have a contracted consultant for October 1<sup>st</sup> for three circuit rider towns: Kensington, Greenland, & Hampton Falls. Marshall asked what occurred to require a circuit rider consultant and Coppelman explained the resignation of Dylan Smith back in June and the need to contract for part time vs hire a full time planner with impending revenue changes due to occur later in the fiscal year. Discussion followed on the type of contract and it's review by RPC lawyer and possibility of getting commissioner from those towns being addressed by consultant to sit in on interview.

#### **V. Contract Authorizations**

##### **A. NHDES/EPA 604B: Lamprey/Piscassic Watershed Quality Project (Epping)**

Sinnott explained that this contract is for \$7500 and would involve staff working closely with Epping Planning Board to update their stormwater management regulations and hire an engineer to design and install two stormwater reduction facilities. *Wilson moved to authorize the Executive Director to enter into and execute a contract with NHDES for 604B Lamprey/Piscassic Watershed Quality Project funds; Turell seconded. **SO VOTED.***

##### **B. NHDES/EPA 604b: Great Bay Pollution Tracking & Accounting Pilot Project**

Sinnott explained that this contract was put together in an effort to enable towns to get some sort of credit on permitting when they've done work on their stormwater management. By creating a tracking system that tracks changes and implementing of new techniques used for reductions in stormwater pollution, a process for facilitating credits on future projects is made. The RPC will facilitate the towns and their engineers coming up with a tracking system and each town will receive \$7500 to pay their engineers to work with us collaboratively. *Traeger moved to authorize the Executive Director to enter into and*

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*execute the contract with NHDES for 604B for Great Bay Pollution Tracking Pilot Project; Kravitz seconded. **SO VOTED.***

C. NHHSEM Hazard Mitigation Plan Update: Fremont

Sinnott noted that this Fremont Hazmit Update would be done by Theresa Walker. Marshall asked what town officials or department are involved with hazard mitigation updates and Sinnott replied that usually it's the Emergency Management Director, or Fire Chief or a Committee Chair. *Wilson moved to authorize the Executive Director to enter into and execute a contract for NHHSEM Hazard Mitigation Plan Update for Fremont; Marshall seconded. **SO VOTED.***

**VI. Regional & Local Work Program for FY 15**

Sinnott stated that the regional portion of the Work Program doesn't change too much from year to year, and there are still a few changes that need to be made to the local portion of this work program. General consensus was to make the changes and bring to September Commission meeting for approval. Wilson suggested Sinnott review the work program with the staff at the end of each year to get an idea of outcomes and celebrate the work accomplished.

**VII. Planning 2014 Legislative Forum**

Two primary topics are up for debate for this year's Legislative Forum, Water, or State Energy Strategy. Discussion followed on format for legislators and the goal to give them action items vs. letting them talk to us about their own legislative interests. Both topics are the type legislators can do something about and timely. General consensus was to invite Meredith Hatfield, OEP Director, if decided to go with Energy topic and Wilson to also ask CEO of Unitil to speak. Sinnott will send links to both the Energy and Water reports recently released.

**VIII. Other Business**

- A. Agenda for September 10: GSF & Quinlan Award & Regional Work Program;  
Sept 30<sup>th</sup>: GSF
- B. Line of Credit Status: Pettengill noted that Line of Credit is all set up and she is in the process of moving all accounts from Bank of America to Peoples United.
- C. Other: Coppelman noted that since he no longer commutes from Concord to attend these meetings, would it be preferable for everyone to start the meetings at 5:30 or 5:00 instead? General consensus was 6:00 is still best for everyone.

Meeting adjourned at 7:55 p.m.

Respectfully submitted,  
Annette Pettengill, Recording Secretary