

**MINUTES  
EXECUTIVE COMMITTEE  
ROCKINGHAM PLANNING COMMISSION  
October 22, 2014  
RPC Offices, Exeter, NH**

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

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

Chairman Coppelman convened the meeting at 6:00 p.m. and thanked Goodrich for bringing the chocolate. He stated Sinnott will be along shortly.

**I. Minutes of September 3, 2014**

*Turell moved to approve the Minutes of September 3, 2014 as presented; Wilson seconded. **SO VOTED.** (1 abstention)*

**II. Financial Report for July/August/September 2014**

Pettengill stated expenses are on track and answered questions about the dues for the current fiscal year being paid, and that bank charges are associated with getting the Line of Credit with People's United Bank.

Coppelman noted that the Town of Raymond has met with staff and they would like to move from the Southern Regional Planning Commission to ours. More on that topic later in the agenda.

**III. RFQ Responses for CR services & contract status**

Coppelman explained that 2 responses were received on the RFQ for Circuit Rider services: Coppelman and Dover Planner. However, Dover Planner could not fulfill daytime schedule needed so the contract was awarded to Coppelman. At this time, the contract is being negotiated and final details regarding insurance requirements are being ironed out. Coppelman is already attending some meetings w/ staff under verbal agreement. Sinnott added that the requirement for personal insurance is not a problem, however the professional liability (errors & omissions) is very expensive. Without this insurance, any contractor is exposed to risk of their own assets. The RPC has no real assets, and falls under the Political Subdivision of the State of NH, so therefore, has never purchased professional liability insurance. Discussion followed.

#### **IV. Regional Master Plan Update**

Sinnott noted the revised schedule in Attachment 3 and noted the meeting originally scheduled for this evening has been rescheduled to Thursday, October 30<sup>th</sup>. There will also be a public information meeting on November 24<sup>th</sup> at Great Bay Discovery Center in Stratham, and a Public hearing and Commission/MPO meeting on December 10<sup>th</sup>.

#### **V. Legislative Forum Update**

Coppelman thanked Sinnott, Kravitz and Chase for working so diligently on the Legislative Forum planning. It was noted that a Save the Date card was mailed. Whitney asked Sinnott to send a link to NH Energy Strategy with the invitations. A draft Agenda was distributed.

Wilson noted that Bob Schoenberger agreed to give the welcoming speech. Sinnott reviewed each aspect of the Agenda. It was decided to break up Bob's welcome so he can do his keynote portion just before the Energy Strategy section. It was also decided Sinnott would ask Jack Rudman at the PUC if he would speak. Discussion followed on time limits for each piece, format, set up and handouts.

Kravitz and Sinnott also noted that the RPA's have discussed with the NH Association that they spend less of the Association's time on lobbying, and more on education and follow up of legislation results.

#### **VI. UPWP Mid-contract status review w/ NHDOT/FHWA**

Sinnott referred to the handout from the last Transportation Advisory Committee which explains how the RPC plans to utilize the under-expended UPWP FY 14 funds. This was required by NHDOT and FHWA so that DOT has the opportunity to accept or deny a revised work plan to use the funds. If we didn't get approval, those funds would go back to the funding pool for other UPWP uses. DOT did accept the RPC revised work plan to use the funds.

#### **VII. Other Business**

- A. Upcoming Meetings: Coppelman reviewed upcoming meetings;
- B. Town of Raymond- inquiry about joining RPC region: Coppelman and Sinnott noted that the next step, if Raymond decides to pursue, is for the Town to make a formal request of Office of Energy & Planning to move to RPC region.
- C. Other: Chase discussed his frustrations with the process/rules that Safe Routes to School program has in place and asked for advice regarding administering the program. Discussion followed.

Sinnott noted that Jenn Rowden, Regional Planner, will be out mid-November through February after her baby is born.

Meeting was adjourned at 8:10 p.m.

Respectfully submitted,  
Annette Pettengill