

MINUTES
EXECUTIVE COMMITTEE

Rockingham Planning Commission
April 22, 2015
RPC Conference Room, Exeter, NH

Members Present: G. Coppelman (Chairman); B. Goodrich (Treasurer); J. Whitney (Secretary); F. Chase, D. Marshall, K. Woolhouse, B. Kravitz, M. Turell (Members at Large)

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

Chairman Coppelman opened the meeting at 6:05 p.m.

I. Minutes of March 25, 2015

*Goodrich moved to approve the Minutes of March 25, 2015 as presented; Turell seconded. **SO VOTED.** (1 abstention)*

II. Financial Report – March 2015

Sinnott noted that funding and expenses continue to track well and below percentage value for this point in the fiscal year.

III. Draft RPC FY 2016 Budget

Coppelman excused himself from this discussion and Whitney took over as Chairman. Sinnott noted that this is the third look at proposed budget for FY 16 and the funding gap has been slowly closing. He referred to Attachment 3 and stated there are a few somewhat uncertain items in the funding budget which are highlighted in gray: Seabrook Safe Rtes to School; Exeter MP, and H. Falls MP. He continued to review funding items and expense items and answered questions. He explained the suggested agency contracting rate increase in Table 2. Discussion followed. *Turell moved to approve and recommend adoption of the FY 16 RPC Budget to the full Commission; Chase seconded. **SO VOTED.** (1 abstention)*

It was suggested that the agency contracting rate and possible dues rate increase of .98/per capita be separated out of budget table for the Commission vote to allow for a separate vote on those two items.

IV. Contract Authorization – NHOEP TBG FY 16: Tabled – No scope of work from OEP yet

V. Committee Updates/Reports

Regional Impact: Meeting on May 7th; 3:30 p.m. at RPC to review Eversource Reliability Project and the Salem Board of Selectmen meeting on April 29th regarding gas pipeline in Salem.

Legislative: support letter for SouthEast Watershed Alliance and REGGI; letters to be drafted for HB2 and HB146 (accessory apartments). Next meeting of Legislative Committee will be May 11th at the RPC offices at 4:30 p.m., Senator M.Fuller Clarke to attend also.

Nominating Committee: Proposed Slate of Officers for vote at Annual Meeting: Wilson, Chairman; Whitney, Vice Chair; Kravitz, Secretary; Turell, Treasurer; Chase, Goodrich, Marshall, Taintor, Moore, Woolhouse, McDermott and Traeger, Members At Large. Standing Committee appointments were also reviewed. Two applications have been received for the Hayden Award and the Quinlan Award deadline has been extended to April 30th.

Communications Committee: No Updates

Personnel Committee: No meeting tonight; The Committee has asked the Staff to respond to the Executive Director evaluation also.

VI. 457 Retirement Plan Trustee change

Sinnott stated that the current Trustees to the RPC 457 Retirement Plan are himself, Annette Pettengill and Glenn Coppelman. Since Coppelman is a consultant for the RPC, it would be a conflict of interest for him to remain as a Trustee on the retirement plan. The suggestion is that the upcoming Treasurer- Mike Turell, be the new Trustee on the Plan. Coppelman submitted his oral resignation as Trustee of the RPC 457 Retirement Plan. *Turell moved to accept Coppelman's resignation as Trustee; Chase seconded. **SO VOTED.** (1 abstention)*

*Woolhouse moved to appoint Turell as Trustee of the RPC 457 Retirement Plan; Goodrich seconded. **SO VOTED.** (1 abstention)*

VII. SEA-3 Exemption Request from NHSEC Review for Propane Facility Expansion

A request has been made to exempt SEA 3, a propane facility proposing construction and equipment changes to their location in Newington, from review of the NHSEC (New Hampshire Site Evaluation Committee) under RSA 162H. The City of Portsmouth has asked the RPC to vote No to the Exemption request for many reasons. Some of these include rail unloading and storage facilities; hazardous materials declarations, and what degree of change will be occurring on the site. Discussion followed. General consensus was that the RPC will file a letter with the NHSEC opposing the request for exemption. *Turell moved to direct staff to file a letter with the NHSEC opposing the request for exemption; Goodrich seconded. **SO VOTED.***

- VIII. **Annual Meeting:** Zorvino Vineyards, Wednesday, June 10th; Guest Speaker: Jack Rudeman, ReVision Energy – Sinnott and Coppelman will meet with speaker to discuss topics & timeframe.
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IX. Other Business

- A. May Commission Meeting: Seabrook Library; Topics: FY 16 Budget, Nominating Committee's Proposed Slate of Officers, MPO item

- B. Other: Sinnott noted that Town of Raymond is moving forward to change their membership to the Rockingham Planning Commission region.

Salem approached the REDC for Brownfields Site Assessment funding and the REDC suggested they could apply for those funds through the RPC if they revisited membership with the RPC. Staff will be meeting with the REDC and Salem to discuss membership.

Kravitz suggested staff spend some time looking for "new business" ideas in light of next year's funding budget dilemma and future problems. She also suggested: sending specific details/benefits for each town when we send out dues letters; update the RPC Handbook; Update the RPC Bylaws

Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Annette Pettengill
Recording Secretary