



156 Water Street, Exeter, NH 03833
Tel. 603-778-0885 ♦ Fax: 603-778-9183
email@rpc-nh.org ♦ www.rpc-nh.org

**MINUTES
EXECUTIVE COMMITTEE**

**Rockingham Planning Commission
June 25, 2015
RPC Conference Room, Exeter, NH**

Members Present: G.Coppelman (Chairman); J.Whitney (Secretary); T. Moore, B.Kravitz, M.Turell, K. Woolhouse, S. Hastings (Members at Large)

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

Chairman Coppelman convened the meeting at 6:10 p.m.

I. Minutes of May 27, 2015

*Moore moved to approve the Minutes of May 27, 2015 as presented; Whitney seconded. **SO VOTED.** (1 abstention) Coppelman noted that the dues rate needs to be included in the next Commission agenda.*

Agenda Items reviewed out of order*****

II.

III. Website Design

Walker gave a presentation to the Committee to display the general content of the proposed design of the website. He noted that Wetherbee is the consultant producing the website and there will be 3 basic parts: transportation; regional master plan, commission. He reviewed various special features and pages. Currently the goal is to launch the new website in September or October. Whitney asked how the content will be entered and by who? Walker stated that initially everything will go through himself or Jenn Rowden before it goes public, and security measures will be in place. Walker expressed concern over the privacy of commissioners and suggested email to commissioners be accomplished via a link to general or staff email. Consensus agreed and suggested no contact information for Commissioners be public. They agreed to indirect contact through staff and/or an email address that is hidden from spam, etc.

Moore asked if there will be a link to other RPCs and NH RPA. Walker stated there would be, and discussion followed on the likely path to find that type of link. Kravitz suggested there be a rule about using the same voice and same read for whoever is composing or editing.

II. Financial Report May 2015

Sinnott stated that bank service charges are high due to credit line fees and various new account fees. He is confident the income side of things will catch up once June 30th receivables are all accounted for. He also noted that the equipment line item will be further spent in June on several items, most of which use UPWP funds. One of the items is a bike/pedestrian counter and is a coordinated purchase between all the RPC's, with the idea that they all use comparable, consistent technology. Kravitz asked about the utilities overage and Sinnott agreed that item might need to be addressed in the new budget at a future budget amendment.

IV. Update on Funding & Contracts for FY 16

Sinnott distributed Budget Monitoring FY 16 worksheet. He reviewed some additions to both the income & expenses and also noted a few deletions. He noted the addition of Exeter temporary circuit rider services and Stratham Agric. Planning support. In expenses, he noted that contracted services for T.Walker are increasing and equipment will increase due to deferred purchases from the FY 15 budget. He noted the deductible reimbursement line item will decrease as the new health plan has a much smaller deductible. Danville has decided not to pay dues this year. Sinnott stated he will continue to monitor the budget and will provide information at every other meeting.

V. Hourly Rate

Sinnott distributed a chart that presents the difference between using an agency rate vs. actual planner rates for circuit rider contracts. He noted the large loss resulting from using the current agency rate due to planners that have tenure and therefore, higher individual rates.

Whitney noted she didn't agree w/ individual planner rates when charging for circuit riding because of the need for consistent service and the agency's ability to plug someone in when staff leaves or has illness, etc. Discussion followed on the pros and cons of individual rates and agency rate. Wilson noted that he sees the Circuit Rider program as a conduit to RPC resources and it's an extremely valuable one.

Consensus was to maintain the current flat rate of \$62/hr member rate for contracting and have future discussion at September meeting regarding a "standard rate" as it would apply to circuit riding services based on blending staff and finding the real cost as a whole or tiered rates.

VI. Draft Regional Work Program FY 16

Sinnott distributed a draft Regional Work Program and suggested it be added to the September Agenda for adoption. He explained that it represents all the projects staff will be doing in the fiscal year. Discussion followed on requiring staff to make contact with towns monthly and if that task could possibly be made part of the new website as a status report. Also discussed was an idea to include this work program or some list of accomplishments with the dues request letters.

VII. Committee Updates/Reports – Legislative Committee meets again in late August.

VIII. Incoming & outgoing Chairs

Coppelman stated that it's always a pleasure to be Chairman of the RPC and he's proud to be a part of an organization that does such great work and has such great people. Wilson stated that he and Sinnott met over lunch to look at suggestions from Coppelman for continued strategic planning ideas and other plans for the next year. Wilson noted that he will do his best to be a leader and he has very competent shoes to fill in the coming year.

IX. Other Business

- A. Annual Meeting: consensus - venue was great, meal was great, however the program ran too late and Coppelman apologized for that. Other options for next year were discussed such as a 2 hour "Social" with a quick speaker.
- B. July 8th RPC MPO meeting: This meeting is being moved to July 29th to be held at Brentwood Rec Hall. Save the Date notice will go out. September meeting will be in Plaistow.
- C. Executive Committee meeting: No July meeting since no Commission meeting in August.
- D. Other: Sinnott distributed a MS4 Stormwater Permit Technical Assistance Scope of Work for NH Charitable Foundation Grant Application. He also distributed the "What are We Working On?" document that was meant to be available at Annual Meeting.

Discussion followed on 2 Supreme court decisions that affect NH: Agritourism and Signs

Meeting adjourned at 8:40 p.m.

Respectfully submitted,

Annette Pettengill
Recording Secretary