

**MINUTES
EXECUTIVE COMMITTEE**

**Rockingham Planning Commission
April 27, 2016
RPC Conference Room, Exeter, NH**

Committee Members Present: P. Wilson (Chairman); T. Moore, R. Taintor, R. McDermott (Members at Large); M. Turell (Treasurer); G. Coppelman (Past Chair); J. Whitney (Vice Chair); B. Kravitz (Secretary)

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

Wilson convened the meeting at 6:00 p.m.

I. Minutes of March 30, 2016

McDermott moved to approve the Minutes of March 30, 2016 as presented; Turell seconded.

Kravitz asked that it be added to the Minutes that she presented a Memo from the Legislative Policy Committee with details of their meeting on March 14th. The memo outlined the Legislative Committee's strategy and priorities for the coming year; details of a Tracking Table of House & Senate legislation compiled by Tim Moore; information about SB 146 Accessory Dwellings; and ideas for the next Legislative Forum regarding structure and content.

*McDermott moved to approve the Minutes of March 30, 2016 as amended; Turell seconded.
SO VOTED.*

II. Staff Update

Sinnott stated that Scott Bogle suffered injury in a fall and has had to have surgery. He will be immobile for a while and will be working from home for a few weeks at least. There may be some delay in some of his work tasks, however staff will try to fill in as best they can. The Executive Committee extended their sincere well wishes for his recovery.

III. Financial Report for March 2016

Sinnott noted that the widening trend between expenses and income continues. He noted possible shortfalls and some income expectations that may change. Discussion followed.

IV. Website Update & eNewsletter Feedback

Sinnott reviewed the staff training that occurred for the website and checks and balances put in place for content, etc. for the time being. He noted that the first eNewsletter has gone out however the format needs tweaking and that will happen before the next one goes out. Kravitz suggested that a note be placed on all RPC agendas indicating the new website is up and running. Coppelman noted the website looks good but the Award Nomination form should be added.

V. FY 2017 Budget

Sinnott referred to Attachment 3: Funding Budget for FY 2017, and stated at this point in time the new fiscal year's budget will be operating at 1% less than the current year. He stated that the RPC has received all three pre-disaster hazard mitigation planning contracts; and the NOAA PSM Pilot projects came through; the PTAPP project is likely to occur; Fremont Sourcewater Protection is likely to occur; and there is a 50/50 chance that Sourcewater Regional Education and MS4 projects will materialize. He reassured the Committee that it is not unusual to enter the new fiscal year with this uncertainty. Chase commented on the Safe Routes to School project for Seabrook. Discussion followed regarding LPA (local project administration) projects and how the RPC might market themselves to provide those services, if rules about being town employee can be overcome.

Sinnott referred to Table 2 Expense Budget which was distributed. He explained that due to Tom Falk's retirement in May he assumes a lower salary rate for his replacement later in the year. He noted that contracted services is drastically lower in the new fiscal year and travel expenses have been cut further. Health Insurance is up 17%, however losing a staff member and some other changes to the census of the employees accounts for a small reduction in the overall health insurance line item. He reviewed the proposed hourly rate and dues rates as shown in Table 2, page 2: \$63 member rate; \$85 non-member rate; .99 dues; \$66 circuit rider. *Taintor moved to recommend adoption of the FY 2017 Budget as presented to the Commission; McDermott seconded. SO VOTED. (Coppelman abstained).*

Whitney noted to add the Town of Raymond to RPC eNewsletter mailing list.

VI. Nominating Committee Report

Whitney reviewed the Nominating Committee's Slate of Officers for FY 17. She noted that the Regional Impact Committee currently has 3 vacancies, so if anyone is interested in volunteering for RIC please let staff know.

The Hayden & Quinlan award nominations have been reviewed and the Committee decided to award the Monahan Farm & Walker Family for the Hayden Award; and the late Peter Richardson of ERSLAC, for the Quinlan Award.

VII. Strategic Planning Next Step

Sinnott explained that the staff's strategic planning efforts continue and they have chosen Communications as the main category to tackle right away. Marshall suggests that staff

choose one or more services in the local services category and go through an in-depth checklist to evaluate if the service is viable and what is needed to get that service in place. He has offered to join the staff in that exercise at an upcoming staff meeting. Some of the services that will be targeted are: expansion of circuit rider to historic district; conservation commission; code enforcement; MS4; GIS services; RSMS; and grant writer/project manager.

Sinnott noted that recently Newington contacted him regarding purchasing power as a regional entity, however, it appears Rockingham County does exactly that and it would be futile effort on the RPC's part to duplicate that service.

VIII. New/Other Business

- A. NHARPC – May 12, Laconia; commissioners invited to meet other commissioners; topic: SWOT analysis; Victoria Chase, Commissioner NHDOT, will be the speaker. Anyone interested in carpooling let Sinnott know.
- B. Annual Meeting – June 8, Atkinson Country Club; Rebecca Rule will be the entertainer
- C. Commission meeting – May 11, Seabrook; budget; nominating committee, contracts; roundtable; MS4
- D. Other Business: Whitney asked about Road Surface Management Systems as a service that can be provided by staff and Sinnott stated it may be viable in the future when NHDOT fully expands the program. Discussion followed on having a website demo at the next Commission meeting.

IX. Public Comment – None

X. Adjourned at 7:43 p.m.

Respectfully submitted,

Annette Pettengill, Recording Secretary