

**MINUTES
EXECUTIVE COMMITTEE**

**Rockingham Planning Commission
September 28, 2016
RPC Conference Room, Exeter, NH**

Committee Members Present: P. Wilson (Chairman); M. Turell (Treasurer); B. Kravitz (Vice Chairman); R. McDermott, D. Marshall, P. Merrill, T. Moore (Members At Large); G. Coppelman (Past Chair)

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

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

I. Minutes of August 31, 2016

*McDermott moved to approve the Minutes of August 31, 2016; Coppelman seconded. **SO VOTED.***

II. Financial Report

Revised July: correction was made to show deferred dues in the correct year
August: Sinnott noted that this shows expenses closer to normal status for this point of time in the year, except for equipment & software maintenance which has some up front expenses, related to software licencing

III. New Project & Proposal Status

MS4 Community Assistance Proposal (NHCF): Sinnott stated that staff had tried kickstarting MS4 assistance for communities by applying for funds to assist those towns in need of help last year, however NH Charitable Fund declined the application. This year they have invited RPC to apply again and it appears this could lead to an approval. Coppelman asked how this funding will be affected if the Permit isn't issued right away by the State. Sinnott replied that there will be other tasks that need to be done, some of which can be done w/out the Permit, such as scoping and adopting model stormwater regulations. So the funding opportunity is still viable even w/out the State issuing the Permit.

604B Powwow River: Sinnott stated that the RPC Pre-application was accepted for water quality planning work to create a Powwow River Watershed. Work tasks would include looking at hotspot issues, and identifying the benefits of being part of a watershed.

Projects of Special Merit (NOAA): Sinnott stated this is an effort to implement the recommendations of the Coastal Hazards & Risks project and to implement Green infrastructure project work.

IV. FY 17 Budget Update & Reality Check

Sinnott explained that after diagnosing last year's budget and outcomes, he may have been far too optimistic in anticipating funding sources, so he is striving not to make the same mistake this year. He distributed and reviewed a Funding Budget Table for informational and planning purposes only. Some of the changes he highlighted included removing half the "Miscellaneous" funding in exchange for the actual projects that will hopefully come to fruition; remove Seabrook Travel Plan as DOT has decommissioned this project; change the PREPA amount due to timing of the project; increase the UPWP funds for the current year due to less being spent last year as part of year 1 of the funds; adjust the 5310 project to show pass thru anticipated and add CART funding as they have approved a contract. He noted that there are several instances of shifting funds from one fiscal year to the next. Bottom line is a 2% increase in the operating budget. Miscellaneous questions about specific projects followed.

V. Raymond Membership Update

Sinnott stated that there has not been any progression at the Governor's office on Raymond's membership, due to the fact that Southern NH Planning has raised an issue and is demanding Raymond's unpaid dues be paid.

VI. Legislative Policy Committee

A draft Agenda for the November Legislative Forum was distributed. Kravitz noted that the details with Unitil are all set, however, one speaker changed his mind so another one is needed. Sinnott explained why the speaker reconsidered. He noted that Since this year's topic is Local Economic Development, the intention is to focus on communities and economic development strategies and accomplishments. Thus far they have secured Leon Goodwin and Bruce Stevens. Discussion followed on an additional possibility and the general consensus was either Diane Hardy, Newmarket or someone from North Hampton.

Accessory Dwelling Unit legislation was also discussed and it was general consensus that the Legislative Policy Committee will convene again to investigate the idea of developing an amendment to current legislation if needed. Kravitz thanked Sinnott for the White Paper he recently prepared and presented to the Commission on ADU topic.

VII. Status of Initiatives

Sinnott stated that the Bylaws Committee met this evening and it appears the Bylaws will only need minor tweaks and improvements. The new services planning has not moved forward yet as the staff needs to meet with Marshall to flush out a business plan. This will be the next focus. Discussion followed on how to tackle new services planning and how outreach (including media relations) plays a role in new services planning.

VIII. Other Business

- A. October 12 MPO Meeting: Hampton Falls; STIP Review, population projections, ranking of transportation alternative programs; December 14th MPO meets again for adoption of the STIP.
- B. ADU Workshop: Sept 29th, Exeter Library
- C. New Commissioner Orientation: October 26th? Discussion on keeping this a small sit down with Director and Chairman and making sure they receive a handbook in advance of meeting.

IX. Public Comment – None

Chairman Wilson adjourned the meeting at 8:10 p.m.

Respectfully submitted,

Annette Pettengill, Recording Secretary