

**MINUTES**  
**Executive Committee**

**Rockingham Planning Commission**  
**February 22, 2017**  
**RPC Conference Room, Exeter, NH**

**Committee Members Present:** P. Wilson (Chairman); B. Kravitz (Vice Chair); J. Whitney (Secretary); G. Coppelman (Past Chair); R. McDermott, D. Marshall, F. Chase, P. Merrill, M. Traeger, T. Moore (Members at Large)

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

**I. Call to Order: Chairman Wilson convened the meeting at 5:35 p.m.**

**II. Minutes of January 25, 2017**

A correction was made to page 2, IX-C: change *May 17<sup>th</sup>* to *Feb 22<sup>nd</sup>*  
*Coppelman moved to approve the Minutes of January 25, 2017 as corrected,*  
*Traeger seconded. **SO VOTED.***

**III. Financial Report January 2017**

Pettengill reported that expenses are at 53% spent and revenue is at 52%. She noted utilities are slightly overspent however when springtime weather comes that should even out some. Kravitz asked if the revenue at 52% is a concern or considered to be running behind, and Sinnott explained that it's expected since we are unable to fully spend the UPWP funds due to Falk's resignation. Kravitz also asked for information about a public notice she saw in a newspaper regarding FTA funds and Sinnott explained that was a required public notice for the Point of Service funding.

**IV. First Look at Funding FY 18**

Sinnott explained that usually the budget is at a 3-5% deficit in anticipated funding for next year at this point in time in the budget development process, but we are in a better position this year, helped by Raymond becoming a member and the circuit rider hourly rate increase. He reviewed local contract and state contracts and noted that there may be an increase of UPWP funds in FY 18, but that has not been confirmed yet. Overall, he anticipates an increase of 1% to the operating budget for FY 18. Coppelman asked if there is any alternative funding sources for the MS4 work, and

Sinnott stated that staff is currently working on a submittal for a CDFA "i2i" innovation grant to fund anticipated workprojects to assist towns with MS4. Discussion followed on possible tools and assistance the staff could propose to municipalities this summer in anticipation for the municipal FY 19 budgets. Marshall asked if there are other anticipated projects or tasks in the pipeline that will require securing contracts and funding. Sinnott replied that it's a group effort of the staff but he could put together a "prospects" list and attach to Budgets in the future so the Committee can be informed. Marshall also asked if there will be any trickle-down funds from the Feds with all the infrastructure funding being initiated by the president. Sinnott replied that the answer is yes if it flows through conventional FHWA funding channels, no if it's through some other form such the Tiger Grants Program. Discussion followed on the status of additional State funding within the current administration for NH, i.e. priority projects for NH such as I93.

#### **V. Approval of Executive Director Recruiting Process**

Consensus was to change all reference to "Recruiting Committee" in within the text of the Position Posting, to "Search Committee". It was noted that the professional years of experience listed should be consistent with the Personnel Policies (change from 5 to 7 years). Also, a statement about promoting use of Commission services to the member communities should be included in the Description of Duties and Responsibilities. *Coppelman moved to approve the Recruitment Process and the Description of Duties and Responsibilities as amended; McDermott seconded. **SO VOTED.***

#### **VI. Personnel Policies Amendments**

Sinnott referred to Attachment 4 and reviewed the major changes in employee positions and job descriptions. He said the most significant change was to add 'entry,' 'mid' and 'senior' level positions for most job categories where they don't now exist (for example: GIS and Office/Business Administration positions). In addition, the position of Land Use Program and Administrative director positons were added. Sinnott stressed that in an organization of our size, many of these positions will go unfilled, but it is important that they be defined in the personnel policies so promotions are possible within the organization. Other changes involved bringing the job descriptions themselves up to date. Chase asked if the salary grades are determined by tenure and Sinnott replied that salary ranges are established by grade as listed and increased by CPI changes yearly and merit when appropriate and the budget allows. Whitney noted that each planner position should have the same core job description with additional job tasks as the position increases in Type. This is not the case currently with Regional Planner to Senior Planner. Sinnott agreed that he will look at all jobs and create core descriptions that included in each level. Discussion followed on terms in the Program Manager levels and keeping the terminology consistent, i.e. Business Manager should be Level 5 not 4 as currently listed. *Coppelman moved to approve the changes discussed and direct staff to make additional*

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*changes for consistency and bring to full Commission in March; Marshall seconded. **SO VOTED.***

## **VII. New/Other Business**

- A. Bylaws working group report: an additional meeting will be held on Feb 27<sup>th</sup> and changes will be ready for discussion at the Executive Committee meeting on March 22<sup>nd</sup>.
- B. Update on annual meeting venue and speaker: Pettengill will contact Portsmouth Country Club; no further info on speaker at this time. It was suggested that William Lang and Ross Gittel be added as possible options for speaker (in that order).
- C. March Commission meeting: March 8<sup>th</sup> – Stratham Town Hall

Chairman Wilson adjourned the meeting at 6:50 p.m.

*A Commissioner Meet and Greet & Orientation* followed for newly appointed Commissioners detailing their role and responsibility as a Commissioner, and the functions and work program of the RPC.

Respectfully submitted,  
Annette Pettengill, Recording Secretary