

MINUTES
Executive Committee

Rockingham Planning Commission
January 25, 2017
RPC Conference Room, Exeter, NH

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

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

Chairman Wilson convened the meeting at 6 p.m.

I. Minutes November 30, 2016

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

II. Financial Report – November & December 2016

Sinnott noted that the budget was at 50% on all fronts: expenditures, income and percentage through the year. Wilson asked about contracted services being 83% spent and Sinnott replied that it was mostly due to the 5310 contract direct contracted services not being included in the budget when it was originally approved. He stated that will be corrected in the first amendment to the budget.

III. Staff Update

Whitney moved and Turell seconded to enter into Non-public Session to consider Personnel matters per RSA 91-A:3, II(a);

Roll Call Vote Taken: The following members voted Yes to enter into Non-public Session: P. Wilson (Chairman); B. Kravitz (Vice Chair); M. Turell (Treasurer); J. Whitney (Secretary); G. Coppelman (Past Chair); P. Merrill, R. McDermott, D. Marshall, T. Moore, F. Chase (Members at Large)

*At 6:35 p.m. McDermott moved to leave Non-public Session; Turell seconded. **SO VOTED***

*Merrill moved to seal the minutes of Non-public Session until such time as it is no longer relevant to maintain the confidentiality of the subject discussed; Kravitz seconded. **SO VOTED.***

IV. Personnel Committee Update

Sinnott updated the Committee on the job search for GIS/Transportation Analyst to replace Tom Falk's position. Christian Matthews was hired. He has experience in field mapping and will be receiving his Master's Degree in August. His start date will be January 30th.

V. FY 17 Budget Update & Amendment #1

Sinnott referred to Attachment 3 and noted that at the September Executive Committee meeting possible amendment items had been discussed and Attachment 3 addresses those items. He reviewed detailed changes in funding, noting specifically adding Raymond's dues, a correction to TBG local contract amounts, an increase in the total PREPA funds rec'd this year, and a reduction of placeholder dollars since most had been used w/ new contracts, the addition of a CART contract, and changes to the Sourcewater Protection contracts for Seabrook and Regional Education, for a net operating funding increase of \$944. He also reviewed expense line items which included an increase to contracted services to account for the 5310 contract and several other reductions to expenses for a net operating expenses increase of \$944.

*Turell moved to approve Budget Amendment #1 and to also include a change to the "Miscellaneous" funding item to read \$2000; McDermott seconded. **SO VOTED.** Coppelman abstained.*

VI. Legislative Committee Report

Kravitz stated that the Legislative Committee met twice this month and she thanked Moore for keeping the Committee informed and for his work on the matrix of Bills of Interest. She also thanked Chase for his wonderfully annotated sheet. The next Committee meeting will be on Monday, Feb 13th and the Committee's positions on bills will be shared at the February Executive Committee meeting.

VII. Initial Planning for Annual Meeting

Various ideas for speakers included Fritz Weatherbee, Willam Lang, Steve Taylor. Possible venues: Portsmouth Country Club, Brookstone in Hampstead, Portsmouth Sheraton

VIII. Calendar Review

See attachment 4. No Commission meeting in February; Add Bylaw Committee meeting on Feb 8th at 4 p.m.; move May commission meeting to May 24th and the Executive Committee to May 17th

IX. Other Business

- A. February – No commission meeting
 - B. Bylaw Committee Update: Feb 8th; 4 p.m.
 - C. New Commissioner Orientation: After Executive Committee meeting May 17th at 7 p.m. (Executive Committee at 5 p.m.)
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- D. Other: Add Riverwoods as possible venue for Annual Meeting; ask Steve Buckley to give new Board member training workshop for the RPC region, charge a \$20-25 fee to cover expense. Future meeting location suggestions: March-Atkinson or Brentwood, April-Raymond

X. Public Comment – None –

Meeting adjourned at 8:10 p.m.

*Respectfully submitted,
Annette Pettengill, Recording Secretary*