

MINUTES
Executive Committee

Rockingham Planning Commission
March 22, 2017
RPC Conference Room, Exeter, NH

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

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

I. Chairman Wilson convened the meeting at 6:05 p.m.

II. Minutes of February 22, 2017

*Coppelman moved to approve the Minutes of February 22, 2017 as presented; Turell seconded. **SO VOTED** (2 abstentions)*

III. Financial Report- February 2017

Sinnott noted that revenues-to-date are slightly behind for the year-to-date, which is not unusual, but most expenses are on track. This is typically the low point of the year for cash flow.

IV. Draft Budget for FY 2018

Sinnott stated that it is customary at this point in budget development that there are gaps in the new year's funding budget. In the first look at the budget last month the gap was unusually small – just \$4000) and last month we were underfunded by \$4,000. Since then, the UPWP anticipated funding amount has gone down since not all the funding was appropriated for the State Budget. However, we are being assured we would remain at a constant with last year's funds or, in other words, receive "flat funding". Since our allocation should have changed due to the addition of Raymond, our flat funding should be based on a different allocation, but, so far, the NHDOT has not agreed to this change. Discussion followed. Sinnott also noted that the expense budget unobligated funds changed from -30k to -8k. He also stated that the Salaries line item is increased to show the new planner for a full year and an end of probation salary adjustment. There are no salary increases in this budget other than the 6 month review increase promised to the new planner. Sinnott reviewed individual line

items. Discussion followed on other possible projects/funding sources, marketing materials, and the upcoming survey.

V. Search Committee Update-Executive Director

Wilson informed the Committee that very few applications have been received at this time and the Search Committee had to cancel their meeting planned for today. The job posting is being added to two additional sites in hopes of creating more interest. Sinnott noted that often the last week is when the most activity happens. Wilson stated the Committee will meet near the beginning of April to start their review.

VI. Contract Authorization: NHDES -Source Water Protection Grant-Fremont

Sinnott stated that staff had applied for a sourcewater protection grant for Fremont and it was accepted (see attachment). *Turell moved to authorize the Executive Director to enter into and accept funding for the Source Water Protection Grant for Fremont; Kravitz seconded. **SO VOTED.***

VII. Appointment of Nominating Committee

Wilson asked for volunteers to serve on the Nominating Committee which will meet maybe twice and will choose a slate of officers and choose recipients of the Quinlin and Hayden awards. Whitney, Coppelman, Kravitz, Wilson and Woolhouse volunteered. *Turell moved to accept the volunteers; Chase seconded. **SO VOTED.*** First meeting of the Nominating Committee will be held March 29th at 4:30 p.m.

VIII. Final Proposed Amendments to RPC Bylaws

Sinnott noted that the main purpose of the amendments was to incorporate the MPO Policy Committee into the RPC Bylaws and to update and make consistent other standing committee language, add an ad hoc committee enabling section Committees, and to update the Executive Director recruiting process to make consistent with current practice. Members of the Bylaws Committee are Kravitz, Turell, Moore, and Wilson. Sinnott stated that the Bylaws will be voted by the Commission no sooner than 30 days after presented. Kravitz stated some of the major changes, such as integration of language about the Commissioners being MPO & TAC reps, language clean up and clarification of members as dues paying and non-dues paying in relation to voting. Discussion followed regarding meeting attendance requirements and repercussions of bad attendance. Consensus was to delete "unexcused" absences in the text. It was also decided to take out the reference to alternates not being allowed to sit on the Executive Committee (Art VI-Section 2). Another change discussed was deleting the word "ballot" under section B.3 and adding a statement about the Treasurer having the right to speak to the auditors, adding language about the succession of vice chairman to chairman, and deletion of most of section 3 with an added reference to the Personnel Policies. Any further comments or

changes should be sent to Sinnott. *Turell moved to approve the Bylaws with amendments and forward to full Commission; McDermott seconded. **SO VOTED.***

IX. New Business

- A. Annual meeting speaker & venue: waiting to hear if Willem Lang will accept our invitation to be guest speaker at the Annual Meeting on June 14th. Portsmouth Country Club has confirmed the venue.
- B. April Commission/MPO meeting: April 12th, Raymond REDC office, DOT Commissioner to attend, 10 year plan prioritization, Title VI Plan, TIP amendment
- C. Other: Chase noted the Rockingham Legislative Delegation will change their budget calendar which may cause a financial issue for some of the towns.

X. Adjourn: Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Annette Pettengill, Recording Secretary