

MINUTES

Rockingham Planning Commission Executive Committee

September 25, 2019
RPC Office, Exeter NH

Committee Members Present: B. Kravitz (Chairman); R. McDermott (Vice Chair); M. Turell (Treasurer); G. Coppelman (Secretary); P. Wilson (Past Chair); C. McCarthy, L. Cushman, T. Moore, A. Davis, M. Rabideau (Members at Large)

Staff: T. Roache (Executive Director); A. Pettengill (Business Manager)

1. **Call To Order:** Chairman Kravitz called the meeting to order at 4:30 p.m.
2. **Minutes of August 28, 2019**

*Turell moved to approve the Minutes of August 28, 2019 as presented; McDermott seconded. **SO VOTED.** (1 abstention)*

3. **Financial Report**

August 2019 Financial Report: Roache noted that August was a low revenue and high expense month with three payrolls and software and contracted services expenses. Although, if you compare this report to last August, the monthend result is higher this year.

Dashboard: Roache explained that Cash On Hand is not what “ending balance” refers to. Ending Balance refers to the bank reconciliation number at month end. He noted that he visited Hampstead Board of Selectmen and staff member Christian Matthews joined him to talk about the Road Surface Management System. The Board seemed impressed. A GACIT meeting was held in Hampton and Walker & Bogle presented information on the transportation program. Kravitz noted that she attended a meeting of the NH Seacoast Greenway Committee.

4. New Business

a. FY 20 Work Program Discussion & Budget Amendment #1

Roache gave a brief overview of the RPC Work Program and contracts, and how we track local dues. Roache reviewed Budget Amendment #1 which includes real numbers where there used to be placeholders, some new contracts, and adjustments to contracts based on the previous year's expenditures. He reviewed the Expense portion of the budget which includes an adjustment to salaries and contracted services, and several small adjustments to various line items. He noted that more contracts may be coming such as Hampton MP, Newton CIP, Hampstead CR, and Newington CR. Discussion followed. *Turell moved to approve Budget Amendment #1 as presented; Rabideau seconded. **SO VOTED.** (Coppelman recused himself)*

b. Staffing Update

Roache noted that the Public Outreach Administrator left for another job opportunity and he will be crafting a new job ad for the position. He also may be advertising for a land use planner to fill the growing circuit rider requests.

c. Check Signing Procedures & Appointment of David Walker as additional checksigner

Roache stated that he would like to institute a new rule that any checks under \$1000 only require one signer (currently policy requires two signers on all checks). *Turell moved to change the check signer policy to be only one signer needed on items under \$1000; Rabideau seconded. **SO VOTED.***

*Turell moved to add David Walker, Assistant Director as an additional checksigner; Wilson seconded. **SO VOTED.***

d. Dues & Member Rate

Roache distributed a written explanation of how the RPC Dues is used and discussion followed about how to address a town that is considering dropping membership. Wilson and McDermott both agreed more detail is needed in Roache's written explanation, and specific items like MS4 and Electricity Aggregation should be included, along with legislative monitoring. Roache also noted there are other ways of calculating dues such as offering a fixed rate. The RPC current Non-member rate is \$85. *Turell moved to increase the Non-member rate to \$125 per hour, effective immediately; McDermott seconded. **SO VOTED.***

5. Old Business

a. Legislative Forum Update

Roache has begun planning the Legislative Forum and suggested the topic this year be transit related, specifically about the funding needs. Discussion followed. It was noted that Save the Dates for the Legislative Forum will go out soon.

b. October MPO meeting

October 9th; location to be determined; topic = Operations presentation from COAST

c. December meeting date

Possible Executive Committee meeting on December 11th.

6. Other Business

Electricity Aggregation contracts have been signed: three towns, three libraries, and a school district signed on for a 3 year cost savings deal. The Housing Appeals Board SB 306 passed in the House today. Davis thanked Roache for coming to Hampstead with his presentation about the Commission services.

Meeting adjourned at 5:43 p.m.

Respectfully submitted,

Annette Pettengill, Recording Secretary