

**MINUTES  
EXECUTIVE COMMITTEE  
Rockingham Planning Commission  
February 24, 2021**

**Remote Meeting via ZOOM conference call  
Per RSA 91-A:2, III(b) the RPC Chair declared the COVID-19 Outbreak  
an Emergency and has waived the requirement that a  
Quorum be physically present at the meeting**

**Committee Members present:** R. McDermott (Chairman); A. Davis (Vice Chair); G. Coppelman (Secretary); M. Turell (Treasurer); L. Cushman, M. McAndrew, B. Moreau, J. Doggett (Members At Large); B. Kravitz (Past Chair)

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

- 1. Chairman McDermott called the meeting to order at 4:30 p.m. and announced the meeting was being conducted via ZOOM conference call per RSA 91-A:2 III(b). Roll Call attendance was taken.**

- 2. Minutes of January 27, 2021**

*Turell moved to approve the Minutes of January 27, 2021 as presented; Coppelman seconded. Kravitz suggested Roger Wiegley should be identified in the Minutes as a lawyer. Roll Call vote was taken. **SO VOTED.***

- 3. Financial Report January/RPC Dashboard**

Roache noted that January was a positive revenue month and cashflow is good. Staff continues to work on completing all projects that end June 30, 2021. Staff attended the Hampton Beach Coastal Resilience Symposium and discussed opportunities for collaboration. Roache was happy it was an opportunity for the RPC to be involved. Roache also noted that a social media post of tide information & pictures, made by the RPC, made it to the attention of the National Weather Service in Maine and they would like to collaborate with us in the future. Discussion followed on potential revenue opportunities with Hampstead MP and 604b funds.

- 4. Committee Updates**

- a) Legislative: meeting was held to concentrate on bills appropriate for the RPC to focus on for the municipalities. He noted that Rye commissioner Jaci Grote, RPC Commissioner & State Rep would like to join the Legislative Policy committee as well.

- b) Regional Impact: met on February 17<sup>th</sup> reference a development in Newton. Comments from the RIC were sent to Newton; a DRI notice was recently received from Nottingham as well, however after discussions with the abutting towns of Raymond and Epping it was decided this regional project would best be handled by Strafford Regional Planning since the towns in our region wouldn't really be impacted.

*Roache stated that Beth Moreau would like to be a member of the Regional Impact Committee (retroactive to February 17<sup>th</sup>) and Jaci Grote & Ann Carnaby would like to be members of the Legislative Policy Committee. Coppelman moved to appoint those as requested; Turell seconded. Roll Call vote was taken. **SO VOTED.***

- c) TAC meeting February 25<sup>th</sup> at 9 a.m. – Chairman McDermott reviewed the agenda items.

## **5. Old Business**

- a) COVID 19 Operations: No updates; hoping for June office opening.
- b) 501c3: Roache stated the Statement of Incorporation and Bylaws are attached. He advised that the Bylaws are a boiler plate and consensus agreed they should be changed to mirror the Commissioner Bylaws. Roache stated staff is also working on a purpose and benefit statement. A draft of the Bylaws and Purpose Statement will be put on Teams and the Committee will get an email link to those documents so they can make changes. Then it will be reviewed and voted on at a later date.
- c) Commissioner Handbook: Roache thanked Kravitz for her input on the Handbook and he suggested if anyone has further ideas/suggestions that they be sent to the Staff. Kravitz & the committee expressed thanks to Amy Warhaft for her work on this document. Roache stated it may be time for an online Commissioner Orientation refresher as well.

## **6. New Business**

- a) March Commission Meeting: March 10<sup>th</sup> – MPO & RPC; possible “skills survey” for commissioners

- 7. Public Comment:** Kravitz noted an upcoming NHDOT/Hampton Ocean Blvd project hearing on March 2<sup>nd</sup> 6:00 pm – Roache to forward the information to Commissioners

*Meeting adjourned at 5:22 p.m.*

Respectfully submitted,  
Annette Pettengill, Recording Secretary

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**Rockingham Planning Commission**  
**Financial Statement**  
**Budget vs. Actual**  
February 2021

	February 2021	YTD FY 21	Amendment #1 FY 21 Budget	Balance	% Budget
<b>RESOURCES</b>					
Federal Contracts	\$ -	\$ -	\$ -	\$ -	
Grants	\$ -	\$ -	\$ -	\$ -	
Local Dues	\$ -	\$ 167,689	\$ 167,688	\$ (1)	100.0%
Other Income	\$ -	\$ -	\$ 4,000	\$ 4,000	0.0%
Local Planning Contracts	\$ 3,822	\$ 153,783	\$ 159,245	\$ 5,462	96.6%
State Contracts	\$ 65,790	\$ 415,619	\$ 880,493	\$ 464,874	47.2%
<b>Total RESOURCES</b>	<b>\$ 69,612</b>	<b>\$ 737,091</b>	<b>\$ 1,211,426</b>	<b>\$ 474,335</b>	<b>60.8%</b>
<b>EXPENSES</b>					
Newspaper/Media	\$ -	\$ -	\$ 1,000	\$ 1,000	0.0%
Contracted Printing	\$ -	\$ 349	\$ 2,000	\$ 1,651	17.5%
Contracted Services	\$ 2,630	\$ 63,254	\$ 132,731	\$ 69,477	47.7%
Total Salaries	\$ 52,953	\$ 451,694	\$ 677,408	\$ 225,714	66.7%
Travel	\$ -	\$ 15	\$ 7,000	\$ 6,985	0.2%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 39	\$ 324	\$ 500	\$ 176	64.8%
Janitorial	\$ -	\$ 540	\$ 2,000	\$ 1,460	27.0%
Accounting	\$ -	\$ -	\$ 300	\$ 300	0.0%
Audit	\$ 900	\$ 8,900	\$ 12,000	\$ 3,100	74.2%
Bank & Service Charges	\$ -	\$ 13	\$ 350	\$ 337	3.7%
**Dues & Subscriptions	\$ 426	\$ 10,393	\$ 18,000	\$ 7,607	57.7%
Employee Co Contrib of Benefits	\$ -	\$ -	\$ -	\$ -	
C Deferred Comp 457	\$ 2,016	\$ 18,664	\$ 27,404	\$ 8,740	68.1%
C Dental Insurance	\$ 606	\$ 5,216	\$ 8,000	\$ 2,784	65.2%
C Health Ins.	\$ 3,894	\$ 32,148	\$ 46,931	\$ 14,783	68.5%
C Life Insurance	\$ 78	\$ 640	\$ 1,180	\$ 540	54.2%
C LTD Insurance	\$ 121	\$ 970	\$ 1,444	\$ 474	67.2%
C NH Retirement 414E	\$ 3,674	\$ 28,891	\$ 45,084	\$ 16,193	64.1%
C STD Insurance	\$ 77	\$ 636	\$ 1,176	\$ 540	54.1%
**Equipment	\$ -	\$ 4,107	\$ 5,000	\$ 893	82.1%
**Equipment & Software Maint.	\$ 465	\$ 6,013	\$ 17,500	\$ 11,487	34.4%
General Insurance	\$ 296	\$ 2,322	\$ 4,000	\$ 1,678	58.1%
Misc	\$ 2,570	\$ (2,700)	\$ 2,000	\$ 4,700	-135.0%
**Office Supplies	\$ 80	\$ 990	\$ 10,000	\$ 9,010	9.9%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 4,028	\$ 34,241	\$ 50,904	\$ 16,663	67.3%
SUTA	\$ 155	\$ 1,240	\$ 501	\$ (739)	247.5%
**Postage	\$ -	\$ 100	\$ 1,000	\$ 900	10.0%
Rent	\$ 4,306	\$ 34,322	\$ 51,546	\$ 17,224	66.6%
Telephone & Internet	\$ 370	\$ 2,866	\$ 4,100	\$ 1,234	69.9%
**Training & Workshops	\$ -	\$ 350	\$ 5,000	\$ 4,650	7.0%
Utilities	\$ 441	\$ 3,187	\$ 7,100	\$ 3,913	44.9%
<b>Total EXPENSES</b>	<b>\$ 80,123</b>	<b>\$ 709,685</b>	<b>\$ 1,143,159</b>	<b>\$ 433,474</b>	<b>62.1%</b>
	\$ (10,511)	\$ 27,406			
Unobligated Funds			\$ 68,267	\$ 68,267	
Fund Balance Accrual	\$ -		\$ -	\$ -	
			\$ -	\$ -	
<b>Balance</b>	<b>\$ (10,511)</b>	<b>\$ 27,406</b>	<b>\$ 1,211,426</b>	<b>\$ 27,406</b>	

NOTE: February 28th is 67% through the fiscal year

\*\* Direct & Indirect

**RPC Commissioners Experience/Skills/Connections Matrix**

**Enter Your Name Here**

**Municipality**

<b>Subject Matter Experience and Interests</b>	<b>Do you have this experience? (Yes/No)</b>	<b>I would recommend talking to (enter name)</b>
Economy, Economic Development		
Environment		
Energy		
Water		
Food		
Housing		
Waste Management/Recycling		
Transportation		
Demographics		
Equity		
Culture		
Infrastructure		
Tourism		
Hazard mitigations and emergency response		
Recreation		
<b>Other (please specify below)</b>		

<b>Skills</b>	<b>Do you have this skill? (Yes/No)</b>	<b>I would recommend talking to (enter name)</b>
Administration and management		
Community engagement, outreach and education		
Design		
Engineering		
Finance/Accounting		
GIS and/or data analysis		
Grant writing and/or management		
Human Resources		
Information Technology		
Planning		
Legal Expertise		
PR/Marketing/ Communications		
Professional planning		
Public Policy/Advocacy		
Real Estate Development/ Construction		
Research		
Story Telling		
Volunteerism		
<b>Other (please specify below)</b>		

**RPC Commissioners Experience/Skills/Connections Matrix**

<b>Community Connections (Leaders of):</b>	<b>Do you have this connection? (Yes/No)</b>	<b>I would recommend talking to (enter name)</b>
Local land use board		
Education		
Media		
Political		
Philanthropy		
Small business		
Social services		
Emergency Management		
Religious		
<b>Other (please specify below)</b>		

<b>Demographics</b>	<b>Select From List</b>
Gender	-
Race/Ethnicity	-
Age	-

<b>What is your Personal Style?</b>	<b>Yes/No if applicable (pick up to 2)</b>
Relationship Builder/Bridge Builder	
Expressive/New ideas/High energy	
Strategist/Big Picture/Analytical	
Detail Oriented/Highly Organized	

**Tell us more - Is there anything else you would like to share? Interests?**