

**MINUTES  
EXECUTIVE COMMITTEE  
Rockingham Planning Commission**

**December 9, 2020**

**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); B. Kravitz (Past Chair); M. McAndrew, L. Cushman, B. Moreau, L. Plumer, P. Wilson (Members At Large)

**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 September 23, 2020**

*Coppelman moved to approve the Minutes of September 23, 2020 as presented; Turell seconded. Roll Call vote was taken. **SO VOTED.***

- 3. Financial Report November 2020**

Roache stated that both October & November Financial Reports were attached to the mailing. As usual, the revenue is running a little behind which is common due to the nature of the grant's billing out quarterly or after the expenses are incurred. Expenses remain typical as well. He reviewed the Dashboard and noted bank balances are good, staff has been working with Stratham and Greenland and the NHDOT on transportation corridor project. Staff has also been active with Seacoast Economy group working with local businesses to get them support they need due to the pandemic. Other activity includes Seacoast Water Drinking Commission and Climate Adaptation workgroup. Social media has been steady and newsletters have been going out regularly.

#### 4. Old Business

- a) COVID 19 RPC Operations Update: Roache stated that the staff are still working from home and although there is some fatigue and challenges to overcome, projects are moving forward.
- b) 501c3 Update: Roache noted the Rockingham Planning Foundation has filed for incorporation with the State and when that is approved the Foundation's Board (the five officers of the Executive Committee) will meet and review Bylaws.
- c) Legislative Forum/Webinar: Roache reminded Committee members that the Forum was cancelled due to illness of one of the speakers. Discussion followed.

#### 5. New Business

- a) Adopt MPO Public Participation Plan: Roache referred to Attachment 3 regarding the MPO Public Participation Plan Update which was reviewed by the Policy Committee on October 14<sup>th</sup> where they authorized the Executive Committee to take formal action to adopt at their next meeting. *Coppelman moved to adopt the MPO Public Participation Plan as presented in Attachment 3; Davis seconded. Roll Call vote was taken. SO VOTED.*
- b) RPC Budget Amendment 1: Roache reviewed a budget amendment that includes new federal and local contracts for the fiscal year, as well as a full time planner salary. This budget amendment shows a potential net reserve of \$68,267 vs the original \$15,743 of the first adopted budget. Discussion followed on fine tuning the budget and dealing with the unknowns of the pandemic. *Plumer moved to approve Budget Amendment #1 as presented; Turell seconded. Roll Call vote was taken. (Coppelman recused himself) SO VOTED.*
- c) Staffing Updates: Roache explained that staff advertised for a full time regional planner and interviewed two strong candidates. Both were closer to entry level planners with 3-5 years experience and both would have been a good fit for different reasons. Roache indicated the new hire will begin in January. He noted that other changes in job tasks and titles will be happening with Jenn Rowden becoming Communications Manager; and Scott Bogle will be the RPC Legislative Policy staff liaison. Discussion followed on finding additional commission members to be on the DRI Committee and the status of a current DRI development proposal in Kingston.

#### 6. Public Comment-None

Kravitz noted that the Hampton Beach Commission is putting on a Coastal Resiliency Symposium on February 9<sup>th</sup>; Roache stated January 13<sup>th</sup> may be an MPO meeting

*Meeting adjourned at 5:45 p.m.*

Respectfully submitted,  
Annette Pettengill, Recording Secretary

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