

**MINUTES
EXECUTIVE COMMITTEE
October 9, 2024**

**Rockingham Planning Commission
Stratham Town Office, Stratham NH**

Committee members present: B. Moreau (Chairperson); L. Cushman (Vice Chair); A. Davis (Past Chair); G. Coppelman (Secretary); J. Doggett, Newton; B. Kravitz, Hampton (Members at Large); ZOOM: S. Ravikumer (Seabrook)

Guest: A. Carnaby (Hampton)

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

1. Chairman Moreau called the meeting to order at 5:00 p.m.

2. Minutes of August 28, 2024

*Doggett moved to approve the Minutes of August 28, 2024 as presented; Cushman seconded.
SO VOTED.*

3. Financial Report August/September 2024

Roache noted that both months have high revenue but also high contracted services expense due to the SS4A contract . Overall there is nothing out of the ordinary for this time of year.

4. Old Business

- a. Legislative Survey Update: Roache stated there were 33 participants and 130 responses. It was suggested that a summary of the responses be sent to legislators and see what the reaction from them is, and then find out if they would like to come to an RPC meeting and discuss any issues. Roache suggested staff could do another push to get more responses and then prepare a summary to distribute and offer attendance at a future meeting.
- b. Staffing Update: The RPC has hired a GIS Coordinator – Dakota Bailey, however he has already taken another job with Eversource. There is another applicant that has accepted the position and started October 1st. Roache stated he is currently negotiating with someone for the land use planner position as well.

- c. 501c(3): Roache noted that a “redetermination of the RPF as a charity and not a foundation” has been filed with the IRS. In the meantime, There is a possibility that the Charitable Foundation will fund our website through our 501c3 .

5. New Business

- a. Executive Committee Vacancy: Roache stated that Valerie Gamache was not re-appointed by North Hampton as a Commissioner, and therefore she has also left a vacancy on the Executive Committee At Large membership. Discussion followed. Doug Finan from Brentwood was suggested and staff will reach out to him.
- b. Personnel Policy Update 2024: Roache referred to Attachment 4 RPC Personnel Policies and noted that the main reason for the update was to redo the Staff Positions which were very out of date; and to add a Principal Transportation Planner position. He wanted to give Scott Bogle, who’s been with the Commission for 20+ years and had achieved the Senior Planner level years ago, another level to attain. Roache also stated he was going to send the document to Laurel Harper to do her graphics on it and make it visibly pleasing. Discussion followed.
- c. Non-dues paying member towns’ work requests: Raymond has requested staff help them with their Hazard Mitigation Plan Update and Salem wants us to do an Open Space Plan. Since both towns are non-dues paying towns, the services will be priced at \$125/hr

Meeting adjourned at 5:30 p.m.

Respectfully submitted
Annette Pettengill, Recording Secretary