

**MINUTES  
EXECUTIVE COMMITTEE**

**Rockingham Planning Commission  
January 27, 2016  
RPC Conference Room, Exeter NH**

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

**Staff:** C. Sinnott (Executive Director); S. Bogle (Sr. Transportation Planner); A. Pettengill (Business Manager)

Chairman Wilson convened the meeting at 6:00 p.m.

**I. Minutes of December 9, 2015**

Correction: Add K. Woolhouse to list of attendees.

*Coppelman moved to approve the Minutes of December 9, 2015 as corrected; Taintor seconded. **SO VOTED.** (1 abstention)*

**II. Financial Report December 2015**

Sinnott noted that the income and expenses continue to run closely side by side and it is rare that we see this parity, however it could be due to the tight budgeting and fine tuning that has been done with this particular budget. Discussion followed.

**III. Request to Join NH Complete Streets Coalition, S. Bogle, RPC**

Bogle referred to Attachment 3 and explained the concept of Complete Streets as an effort to safely accommodate all travelers and many modes of travel on streets and roads. Currently 28 other states have adopted Complete Street Policies, including 5 of the New England states. Portsmouth, Concord, Keene and Dover have also done so.

The NH Complete Streets Coalition is an organization working to encourage adoption of a statewide Complete Streets Policy for NH as well as at the local level. Passage of SB364 would establish a study committee on development of a statewide Complete Streets Policy. RPC staff is asking for permission & support for the RPC to join the Coalition. Currently five other RPC's in the State have joined.

Marshall asked what would be required of the RPC as a member of the Coalition. Bogle stated that we would merely be a member of the group and would not endorse “projects”, only “policy”. Taintor agreed that the endorsement is of policy, not projects, and Portsmouth already has created its own Complete Streets Policy. They use that Policy as a lense to look at existing roads, newly developed roads or road improvement projects, and in many other facets of the planning process.

Coppelman asked why NHDOT is not a member of the Coalition and Bogle responded that the Coalition members met with DOT regarding membership, however the DOT feels its more appropriate for the legislature to direct them in that regard.

Wilson noted concern that NH does not have the funds to maintain and support the roads and bridges they already have and he is concerned that this will add more funding requirements to projects. He raised many questions over a “Policy” and how it affects towns now and how it could affect them in the future. He maintained that he is in support of the Coalition but doesn’t want the RPC’s membership to be construed as being in favor of any local mandates.

Whitney stated she thinks it a good idea for the RPC to have representation on the Coalition.

*Kravitz moved that the RPC participate with the NH Complete Street Coalition for the purpose of being at the table as policies are developed. She also asked that updates from this Coalition to the Executive Committee be regular and a letter be sent to all member communities explaining this initiative and the RPC’s role in it as to protect and represent the community’s interest in this topic; McDermott seconded.*

Discussion followed regarding newsletters and what types of things are currently communicated via letter to member towns. Suggestions included revisiting the topic at the February meeting.

*Whitney moved to change the motion to “allow S. Bogle and the RPC to join NH Complete Streets Coalition as an advocate for our rural communities and in an effort to keep member communities informed; McDermott seconded. **SO VOTED** (1 opposition)*

#### **IV. Website Update**

Sinnott noted that the proposed launch date has been posponed, but the hope is to launch in March. He distributed an example of the Document Library, Calendar & home page of the website. Several features and capabilities were discussed. He noted staff is also considering an eNewsletter option through Mailchimp which allows 12,000 email distirutions per month, far exceeding our need. Discussion on the internal process, template, design and editorial decisions of an eNewsletter.

#### **V. NHARPC Update**

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Sinnott announced that the NHARPC's new Chairman is Glenn Coppelman and discussions have been around how the NHARPC's decisions on legislation relates back to the RPC's. He asked the Committee if they are in favor of the Association taking positions on legislation that this Committee hasn't discussed. Discussion followed. General consensus was that since the RPC's are cannot lobby (as stipulated through Federal grant requirements), the role of the NHARPC should be primarily an educational one regarding the consequences of proposed legislation.

**VI. Legislative Committee Update**

Kravitz noted that the practice has been to keep watch and report on a list of Bills from the NHARPC that we as a Commission find important. Last year the Legislative Committee focused on a smaller number of Bills and didn't rely so heavily on the NHARPC. Those identified categories of focus include: Accessory Apartments; net metering; transportation; regional planning/right to know; agriculture and agritourism; shoreline protection & coastal hazard risks.

**VII. Strategic Planning** – Tabled; Staff will attend March meeting for joint strategic planning session. Staff to secure a larger meeting space.

**VIII. New/Other Business**

- A. New Commissioner Orientation: Feb 27<sup>th</sup>;
- B. February Commission meeting on the 10<sup>th</sup>: Kingston Town Hall; audit approval, commissioner roundtable, agritourism & Supreme Court decision on signage & impacts
- C. Conference Room upgrade: an idea to purchase 50-60 inch display monitors was investigated. Unfortunately, it's cost prohibitive at \$1700-\$3000 and the room features are difficult to work with. Discussion followed on options with tables & chairs and for screen placement.
- D. Annual meeting speaker & venue: Woolhouse secured prices from Throwback Brewery and it is too expensive to hold there on our typical 2<sup>nd</sup> Wednesday in June; Smuttynose isn't large enough; staff to look at Atlantic Grill, Atkinson Country Club and the Brookstone. Possible speakers include Fish & Game or Rebecca Rule
- E. Executive Committee vacancy: Since Bob Goodrich resigned, his seat on Executive Committee needs to be replaced. *Turell moved to delay filling Goodrich's seat until the Slate of Officers is reviewed prior to new fiscal year/annual meeting; Kravitz seconded.*  
**SO VOTED.**

**IX. Public Comment** – None

**X. Adjourn**

Meeting adjourned at 8:30 p.m.

Respectfully submitted,  
Annette Pettengill, Recording Secretary

