

## MINUTES

### EXECUTIVE COMMITTEE Rockingham Planning Commission March 25, 2015 RPC Conference Room, Exeter, NH

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

**Staff:** C. Sinnott (Executive Director); A. Pettengill (Business Manager)

Chairman Coppelman called the meeting to order at 6:05 p.m.

#### I. Minutes of February 25, 2015

*Moore moved to approve the Minutes of February 25, 2015 as presented; Turell seconded. **SO VOTED.***

#### II. Financial Report for February 2015

Sinnott noted spending is still on track and he clarified that "Income" on the Financial Statement represents invoiced funds, not necessarily funds received (accrual basis accounting).

#### III. FY 2016 Funding & Budget – 2<sup>nd</sup> Draft

Sinnott stated that there are continued challenges with the budget for FY 16 due to some large projects that are or have ended: Granite State Futures, Broadband and Scenic Byways. Another problem is that the NHDOT reducing the MPO planning funds available to us (and all MPOs/RPCs) by 10% to pay for administration of those funds, which translates into a \$55,000 per year cut in funding. DOT has always been technically permitted to withhold 10% for administration but have never elected to use it before. Because of their dire budget picture for next year they are now intending to use these funds to offset costs. Nonetheless, progress has been made in closing the budget deficit as compared to last month. Sinnott reviewed several new possible funding sources and assumptions with each project. He noted that with these assumptions the \$130,000 deficit shown last month goes to a \$46,000 deficit and when we pair the expense budget with that it is further reduced to a \$33,000 deficit.

Marshall noted that with the new fiscal year dip in revenue is concerning and perhaps calls for more engagement with our member towns as a way of fostering future growth in local contracts for services that the RPC can provide. Discussion followed regarding town services. Marshall noted that the formula in the contracted services table is incorrect. Sinnott said it would be corrected in the next version

#### **IV. Contract Authorizations**

##### **A. NHDES/NOAA – Coastal Program Technical Assistance Grant**

Sinnott explained that this grant is mostly identical to last year's grant and these funds will help support the Coastal Adaptation Workgroup, the Risks & Hazards Committee, and will support one community in climate change resiliency project. *Moore moved to authorize the Executive Director to enter into and receive funds from the NHDES/NOAA for Coastal Program Technical Assistance; Turell seconded. SO VOTED.*

##### **B. FHWA/FTA UPWP FY 16-17**

Sinnott explained that the UPWP contract is a two year scope of work and is developed in coordination with the NHDOT, FHWA & FTA and is required as part of the metropolitan planning process. This particular UPWP will include unspent carry-over funds from the current year. *Wilson moved to authorize the Executive Director to execute the contract and to receive FHWA/FTA funds from the NH Dept. of Transportation for UPWP planning; Taintor seconded. SO VOTED.*

##### **C. NHOEM/FEMA- Pre-Disaster Hazard Mitigation Grant/ So. Hampton & Rye**

Sinnott stated that this grant will assist the communities of South Hampton & Rye with the update of their Local Hazard Mitigation Plans. *Moore moved to authorize the Executive Director to enter into and receive funds from NHOEM for Pre-Disaster Hazard Mitigation updates for the towns of So. Hampton & Rye; Marshall seconded. SO VOTED.*

#### **V. Committee Updates**

Legislative: Martha Fuller-Clark will be attending the next Legislative Policy Committee meeting on March 30<sup>th</sup> at 4:30; discussion followed on Accessory Apartment Bill;

Nominating: Whitney noted that all Executive Committee positions have been filled after conversations with the individuals and the Slate of Officers will be ready for the next meeting. she also noted that the Quinlan & Hayden award solicitations will go out very soon;

Communications: Sinnott to broker a date between the members for this Committee to meet soon;

Personnel: Committee to meet directly after this Executive Committee meeting;

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**VI. Annual Meeting plans**

Coppelman announced that Jack Ruderman has agreed to speak; Zorvino Vineyard in Sandown is available as the venue and all agreed this would be a good choice. Pettengill is waiting to hear back from Station 19 in Exeter as an alternative.

**VII. Other Business**

- A. Meeting Schedule update: April 8<sup>th</sup> MPO/Commission Meeting will be held in North Hampton; May 13<sup>th</sup> Commission meeting in Seabrook or Stratham; September 9<sup>th</sup> Plaistow Library (MS4 topic)
- B. April meeting agenda: Hearing for Regional Master Plan, 10 year Plan, and UPWP
- C. Other: Sinnott stated that the Scenic Byway project is nearing completion and a draft report will be available; the Plaistow Rail project is ending since it didn't pass town meeting vote. Eversource is proposing a Seacoast Reliability Project to increase capacity and line pole size. It will be going through the NH process to review for energy facility and the RPC's will have the ability to review and comment. The RIC could provide that comment or the staff. It was suggested that Sinnott discuss with other RPAs to see what they are planning to address the review process. Marshall noted that Eversource will also be holding public hearings to gain public opinion for gas capacity enlargements and he wondered if the RPAs should also be involved in that. Discussion followed on the RPC's role in these types of projects.

**VIII. Public Comment – None**

Meeting adjourned at 7:55 p.m.

Respectfully submitted,

Annette Pettengill  
Business Manager