

**MINUTES
EXECUTIVE COMMITTEE**

**Rockingham Planning Commission
May 27, 2015
RPC Conference Room, Exeter, NH**

Members Present: G. Coppelman (Chairman); P. Wilson (Vice Chair); J. Whitney (Secretary); B. Kravitz, M. Turell, F. Chase, T. Moore (Members at Large)

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

Chairman Coppelman convened the meeting at 6:05 p.m.

I. Minutes of April 22, 2015

*Turell moved to approve the Minutes of April 22, 2015 as presented; Kravitz seconded. **SO VOTED.** (2 abstentions)*

II. Financial Report – April 2015

Sinnott noted that the Year to Date negative total is occurring for the first time this year. Kravitz asked why Contracted Services are behind at 55% YTD spent, with 83% through the year. Sinnott explained that it is both typical to underspend in this category to some degree, and that the expenses lag due to billing. Significant contracted items are expected to be paid in May and June.

III. Dues & Hourly Rate

Sinnott distributed a FY 12-13 hourly rate comparisons by planning commission. He noted that the hourly rate increase to \$62 for members was already approved under the FY 16 budget; the dues rate likewise is set by reference in the budget. The dues rate was last changed set several years ago with the plan to increase it by the Consumer Price Index each year. Immediately afterward was the Great Recession and the decision to waive those yearly increases. Discussion followed on the reliability of the CPI to use for this purpose and current rates of other planning commissions.

*Wilson moved to recommend to the full Commission an increase to the per capita dues rate by one cent for RPC Fiscal Year 2017 (.97); Turell seconded. Sinnott noted that our FY17 is the Towns' CY16. this would mean Towns would be asked to budget this in their coming calendar year budgets. **SO VOTED.***

*Wilson moved to recommend to the full Commission that the Executive Director review the rate every year w/ the intent to make adjustments yearly; Chase seconded. **SO VOTED.** (1 abstained)*

Discussion followed on the agency contracting rate and/or paring that with specific planner's salary and set position descriptions. It was suggested Sinnott research pros and cons of moving to a consultant model for specific expertise.

IV. Draft Regional Work Program for FY 2016 – Tabled

V. Committee Updates – None

VI. Quinlan Award status

Sinnott stated that the staff has generated a nomination for Theresa Walker for the Quinlan award, albeit late. He reviewed her many accomplishments with Exeter River Local Advisory Committee, Exeter/Stratham Wastewater Study, Brownfields, PREP, Stratham Agriculture Committee, just to list a few more recent projects. *Chase moved to accept the nomination for T.Walker to receive the Quinlan Award; Turell seconded. **SO VOTED.***

VII. Annual Meeting

Coppelman noted that the Annual Meeting invitations went out and he and Sinnott have met with the guest speaker.

VIII. Exeter request for temporary planning services

Sinnott explained that Exeter Town Planner, Sylvia Van Aulock is leaving Exeter Planning and the Town is asking the RPC for planner service for site plan and subdivision reviews in the interim. Stratham has also asked staff and Walker to continue their work with the agriculture working group to craft some replacement regulations.

IX. Other Business

- A. NHARPC: Laconia gathering of the clan debrief: general consensus was it should be repeated and it was informative
- B. Website Contract: Wetherbee Creative Web – staff is moving again on the website makeover. Wetherbee will be the web consultant for \$10-11k plus \$1800/yr for domain and hosting and updates. They will prepare the basics and the landing pages for a content management based system (Concrete 5) which will be easy to use for content creator. Rowden and Walker are project leaders and will come to the next Executive Committee meeting to receive input on some basic design options.
- C. Other: None

X. Public Comment

Meeting adjourned at 7:50 p.m.

Respectfully Submitted,

Annette Pettengill, Business Manager