



Rockingham Planning Commission

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MEMORANDUM

TO: RPC Commissioners
FROM: Executive Committee
Cliff Sinnott, Executive Director
DATE: October 13, 2005
SUBJECT: **Executive Committee Report**

The following summarizes items discussed and/or acted on at the last Executive Committee meeting held on Wednesday, September 21, 2005.

Action Item Status: Sinnott distributed the draft 'hosting checklist' for commissioner/communities who are hosting a meeting. This item will be added to the commissioner handbook. Discussion of rotating commission meetings has not been acted on because a commission meeting has not yet been held.

Communications: The initial CTAP (Community Technical Assistance Program) meeting will be held to discuss the impact of growth on I-93; Dues letters will be going out at the end of September. Sinnott said that at the May Executive Committee meeting the Committee decided to postpone a decision on changing the hourly rate until September. Landman suggested that the hourly rate needs to be raised. He spoke about budget concerns the RPC is facing and the need to keep up with rising expenses and to support salary adjustments, which were postponed. After much discussion, members agreed upon raising the RPC hourly rate from \$45.00 to \$50.00 per hour.

Financial Report: Coppelmen reviewed the Financial Report for August. There is little in the way of trends or variances to report; expenses continue to be under budget. Members had questions about expense item voids on the report for July. Sinnott stated that is has to do with direct expenses being charged back to the previous fiscal year (June). He will have A. Pettengill explain it more fully at the next meeting.

Project Tracking Report: The report was deferred until October, to represent results for the 1st quarter of the FY-06. It was decided to present the report quarterly, unless requested, until the last quarter of the year, when it should be presented monthly.

MPO Reorganization – Next Steps: Sinnott distributed a revised draft rationale paper for reorganization. As next steps, Sinnott will discuss paper with Portsmouth and the other urban communities, and, depending on a favorable outcome of those discussions, the concept will be formally presented to the Commission.

Circuit Rider Service Augmentation: Sinnott stated a permanent replacement for Maura is not feasible at this time. As discussed before Robinson and West have too many circuit rider towns. A qualified consultant has been identified in the region and G. Greenwood is discussing arrangements to provide circuit-riding services to augment existing staff.

FY 2006 Budget Review: Sinnott reviewed the changes to the budget. Total difference in operating budget is a plus of \$32,000. The existing budget includes two salary item changes related to previous promotions; a third has been added: Sinnott asked that when approved, the amended budget move

from the unobligated line item, sufficient funds to pay for an across-the-board salary increases of 3.0 to 3.5% for cost of living adjustments. He reviewed a worksheet that showed a cost of living adjustment of 3½ percent for staff. The decision was made to defer this decision until the October meeting to resolve several uncertainties in the funding side of the budget.

Other:

- Sinnott reported that the staff met with EPA staff regarding filing a Brownfields Grant application to fund a targeted regionwide assessment of potential Brownfields sites and was strongly encouraged to do so; suggestions were made on modifying the previous proposal to target the assessment to a small number of communities.
- Upcoming meeting agendas: Stoller stated there is a problem with the commission meeting date, it is a Jewish holiday. Members discussed other possible dates. A tentative date of Thursday, October 20th, was set for the October Commission meeting. Agenda items will be: commissioner orientation; TE evaluation ranking; and project tracking. November meeting agenda: Agenda items are expected to be: an I-93 focus; CTAP; transit; and Brownfields application. The meeting will be held in Salem.
- The Executive committee approved a new contract with the Office of Emergency Management for Hazard Mitigation Planning services. The Commission will undertake 4 additional hazard mitigation plans.