

**Minutes  
Rockingham Planning Commission  
Executive Committee**

**June 28, 2017  
RPC Conference Room, Exeter NH**

**Committee Members Present:** B. Kravitz (Vice Chair); M. Turell (Treasurer); J. Whitney (Secretary); G. Coppelman (Past Chair); R. McDermott, T. Moore, K. Woolhouse, M. McAndrew (Members at Large)

**Guests:** L. Cushman (Stratham)

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

**I. Call to Order:** Vice Chair Kravitz called the meeting to order at 6:04 p.m. and introductions were made around the table. Kravitz commented that Wilson was doing well and counting the days until he's back in NH. She welcomed Michael McAndrew and Lucy Cushman as incoming new members of the Executive Committee.

**II. Minutes of May 24, 2017**

Moore noted a correction to add him to the "members present" listing of the May 24<sup>th</sup> Minutes. *Turell moved to approve the Minutes of May 24, 2017 as amended; Coppelman seconded. **SO VOTED** 1 abstention*

**III. Financial Report May 2017**

Pettengill explained the appearance of a low revenue month was only due to the timing of invoices prepared for NHDOT. The timing of pay period for April and May meant that those invoice were recorded in April and June, but none in May, because of our accrual-based accounting. Discussion followed on the end of fiscal year estimate of overall position.

**IV. FY 2018 Budget Update**

Sinnott noted budget adjustments/amendment will need to be made to the FY 18 Budget to account for the negotiated increase in salary for the new director, which involves not only the salary line item, but also other payroll accounts, such as payroll tax and retirement. Also, an several additions in funding will made to account for the Newfields for Circuit Riding contract, the MS4 technical assistance project, an increase in CART planning funding and

perhaps others. Coppelman asked how the increase to CART planning contract will affect Bogle's time to spend on other projects and Sinnott responded that with three full time transportation planners it shouldn't be a problem completing the workload of the UPWP. Sinnott also noted we will receive 4 out of the 7 towns up for Hazard Mitigation contracts. Two others could come later when HSEM receives the funding for those also.

#### **V. Comments on 1<sup>st</sup> Edition Services Catalogue**

Sinnott reviewed changes the staff suggested such as filling the back page with categories and contacts for each. Woolhouse stated the pictures look great and it's a great catalogue and all agreed; Kravitz suggested more reference to the website. Sinnott suggested having Commissioners deliver the catalogue to their town's Boards (i.e. BOS, PB, CC, admin & planners). The Committee thanked the staff for their work on this.

#### **VI. Legislative Policy Committee report: Legislative Forum Topic**

Kravitz stated that this year's Legislative forum topic will be drinking water supply broadly and possibly will be a two part presentation starting with a staff presentation at the September Commission meeting to help flush out ideas for the specific water issues to be addressed at Legislative Forum. It was suggested to invite Brandon Kernan from the Water Resources Bureau at NH Dept Environmental Services to be a speaker at the Forum. Discussion followed on what specifics to cover such as drought, contaminates, etc.

#### **VII. Draft Regional Work Program FY 18**

Sinnott distributed a Draft Regional Work Program FY 18 and reviewed some of the program work. He answered various questions about some of the programs and noted his goal to present this at the July Commission meeting for adoption by the full Board.

#### **VIII. Standing Committees**

Sinnott distributed a revised Standing Committees list and explained the names in **bold** are new members to that particular committee. *Coppelman moved to approve FY 18 Standing Committees of the RPC as presented; Turell seconded. **SO VOTED.***

#### **IX. Transition Planning for new Executive Director**

Kravitz stated that considerable coordination has been happening between Sinnott, Wilson, Kravitz, Coppelman, and Roache. Tim Roache will be in attendance at the July Executive Committee meeting. Sinnott reviewed subjects that he and Tim have been discussing such as budget, staffing and assignments, business operations, and town relationships. Kravitz reminded staff to invite Roache to attend the Legislative Policy Committee meeting directly before the Executive Committee meeting in July.

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**X. New/Other Business**

- A. Annual Meeting review: consensus was great food, very nice venue and speaker;
- B. July 12<sup>th</sup> RPC/MPO meeting: Seabrook library 6:30-9:00; TIP amendment, Long Range Plan, Ten Year Plan, CMAQ Update, Adopt bylaws & FY 18 Work Program
- C. Plans for updated Handbook: update will be completed after the new bylaws and work program are adopted.
- D. Calendar Update: will be presented at the enxt meeting.
- E. Other: Coppelman noted that Nancy Johnson passed away; NH Association of Regional Planning Commissions may be convening another meeting for Commissioners to break bread together -Send any thoughts about that to Coppelman.

**XI. Adjourn**

The meeting adjourned at approximately 7:35

Respectfully submitted,

Annette Pettengill  
Recording Secretary