

**MINUTES
COMMISSIONER ORIENTATION &
EXECUTIVE COMMITTEE**

**Rockingham Planning Commission
February 24, 2016
RPC Conference Room, Exeter NH**

Executive Committee Members Present: P. Wilson (Chairman); B. Kravitz (Secretary); M. Turell (Treasurer); G. Coppelman (Past Chair); R. McDermott, T. Moore, D. Marshall, R. Taintor, F. Chase (Members at Large)

Commissioners Present: T. McCormick (Rye); A. Carnaby (Hampton); J. Denton, R. Perkins (Portsmouth); L. Cushman (Stratham); J. Foley (Epping); P. Coffin (Kingston)

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

Wilson convened the **Commissioner Orientation** at 6:10 p.m. and welcomed all in attendance.

Introductions were made around the room. Sinnott gave a presentation that included an Overview of the Commission's role and purpose. He explained the general organization and funding of the agency. He reviewed member services. Wilson presented the Commissioner roles and responsibilities. A question and answer period followed. The Orientation adjourned. New Commissioners were invited and encouraged to attend the Executive Committee meeting which followed.

Executive Committee Meeting

I. Minutes of January 27, 2016

*Turell moved to approve the Minutes of January 27, 2016 as presented; Coppelman seconded.
SO VOTED.*

II. Financial Report of January 2016

Chase asked for clarification on the "misc" line item and Pettengill explained that it is used mostly for purchases that are later offset by payments, e.g., land use book orders, and annual dinner reservations, which explains the sometimes negative balance.

III. Strategic Planning

Sinnott distributed an RPC Staff Prioritization and noted that it represents a consolidation of a larger matrix. He stated that improving member and stakeholder 'Communications' is still the biggest strategy to be addressed. The next step is to come to a consensus on which of the activities listed should receive priority and resources and then convene this Committee with Staff to discuss. Chase asked if NHMA does training and if the RPC could tie in with their program. Sinnott replied that they often do training, however, it covers a broader spectrum of municipal governance that we do and doesn't usually focus on planning issues per se. Wilson stated that economic growth via new services should be one of the priorities. Discussion followed regarding communications, staff resources available, and capacity requirements, vision, future, and sustainability. Consensus was that before the next Executive Committee meeting, the staff and Wilson would work on a "fishbone" cause/effect diagram to be understand the connections between strategies and activities. Staff to bring the result of that meeting to next Executive Committee in March.

IV. NHARPC Update: *Tabled until next meeting*

V. Legislative Committee Update

Kravitz noted that the Committee met earlier today and they are working to clarify a few items and Moore is working on a grid of Bills being watched.

VI. Other Business

- A. Funding outlook for FY 17: Sinnott distributed a First Look at funding for FY 17. He stated that the outlook is not bad for this early date, resulting in a -5% gap compared to the current year's budget. He cautioned that that includes a number of speculative funding sources, totaling about 7-10% of the budget. Discussion followed on specific funding items and member vs non-member rates. *General consensus was to add a discussion on increasing the non-member rate at the next meeting.*
- B. Update on annual meeting speaker & venue: Coppelman confirmed that Rebecca Rule has agreed to be the guest speaker. Pettengill stated that Atkinson Country Club and Atlantic Grill have both responded w/ their fees and meal costs.
- C. Other: March Commission meeting: Stratham Town Office; Topics: Agritourism, standard mapsets, solicit nominating committee members.

McDermott asked why Danville isn't a dues paying member any longer and Sinnott replied he was unsure. Consensus was that staff should find out and try to rectify.

Kravitz noted that Bogle will be giving a presentation on Monday, Feb 29th in Hampton regarding the Rte 1/101 interchange.

Meeting adjourned at 9:15 p.m.

Respectfully submitted,
Annette Pettengill
Recording Secretary