

**MINUTES
EXECUTIVE COMMITTEE**

**Rockingham Planning Commission
March 30, 2016
RPC Conference Room, Exeter, NH**

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

Staff: C. Sinnott (Executive Director); J. Rowden (Regional Planner); D.Walker (Transp. Program Mgr); G. Greenwood (Assistant Director); R. Pruyne (GIS Specialist); A. Pettengill (Business Mgr)

Wilson convened the meeting at 6:10 p.m.

I. Minutes of February 27, 2016

*R. McDermott moved to approve the Minutes of February 27, 2016 as presented; Turell seconded. **SO VOTED.***

II. Financial Report - February 2016

Sinnott noted that income and expenses are on par for the most part. It was noted that Office supply line item is over budget – and is typically difficult to estimate because it is an aggregate of several items; news/media is high due to UPWP TIP amendment notices and the audit expenses are complete now at 97%.

III. Website Update – D.Walker, J.Rowden

Walker and Rowden gave a presentation on features of the website, and reviewed specific pages and sections, including the document library and map options. They noted the site should be ready to launch on April 1st and encouraged commissioners to look it over once it's launched and try it out. They asked that any problems using the site or changes that need to be made should be forwarded to them.

IV. E-Newsletter

Sinnott distributed a mock up of an e-newsletter design that staff is working on for issue on April 8th. He discussed the content expected for this first issue.

V. Strategic Planning Discussion

Sinnott gave a presentation summarizing the Strategic Planning process to date. He explained that this effort came about from the funding landscape for planning in NH and the region and the loss of several federal funding sources recently that have not been replaced with others. The staff has been working on a SWOT (strengths, weaknesses, opportunities, threats) analysis and making a list of goals. Wilson came to the last staff meeting and worked with the staff to produce the “fishbone” cause/effect diagram to help the staff reach a consensus on the specific problems that need to be addressed: communication, planning services, and regional approaches. Wilson explained the fishbone diagram as a way to separate out the “causes” and desired “effects” and organize the ideas and strategies to accomplish specific goals. Sinnott reviewed the Communication “bone”. Discussion from staff members and committee members followed regarding educating towns about the RPC, promoting regional solutions that get more communities involved, such as MS4, and defining the products and services the RPC can provide. It was noted by several staff and committee members that a Survey would be appropriate to discover what the RPC isn’t currently offering it’s communities and it would be a way to educate the communities about what is available to them in products and services. More discussion followed on the commissioner relationship between the RPC and its communities. General consensus was that Sinnott will review the discussion points and generate a draft survey for committee members to review. Further work will be needed to develop implementation plans for the highest priority actions.

VI. Establish Nominating Committee

Wilson explained that the Nominating Committee’s responsibilities are to fill the vacancies on the standing committees and Executive Committee, and to review nominations for the Hayden & Quinlan awards. D. Marshall, B. Kravitz, P. Wilson, J. Whitney, and G. Coppelman volunteered to serve on the Nominating Committee. *Turell moved to accept those volunteers as the Nominating Committee; McDermott seconded. SO VOTED.*

The nominating committee’s 1st meeting will be Wednesday April 13th just before the MPO meeting in North Hampton.

VII. FY 2017 Budget

- A. First Draft Funding & Expense Budget: Sinnott distributed a slightly adjusted Draft 1st Look at funding and expenses. He noted that Raymond intends on joining our region, however it is unknown if Danville will return as dues paying member community. Whitney asked staff to prepare something to send to Danville regarding their membership.

Sinnott reviewed funding items and expenses. Taintor asked how a community knows if they are due for a Pre-Disaster Mitigation Plan or update. Sinnott stated that the RPC and the community receive notification from NH Office of Emergency Management and RPC staff will contact the Town to offer it’s services to complete their update or plan.

Sinnott stated that 7.5% of this draft budget is uncertain (\$87k) and the draft expense budget currently has a \$30k deficit. He hopes that by the next Executive Committee meeting those gaps will be closed.

- B. Dues & Hourly rates for FY 17: Sinnott referred to Table 2, page 2, III. Agency Contracting & Dues Rate and noted that the current member hourly rate is \$62 and non-member is \$75. He suggests a change to \$63 & \$85; and a Circuit Rider hourly rate increase from \$62 to \$66. Suggested Dues increase from 97 to 99 cents per capita for FY 18.

Coppelman recused himself; Discussion followed and the general consensus was in agreement with Sinnott's proposed changes to appear as part of the budget to be voted in May.

- VIII. Legislative Committee Update:** Kravitz thanked the Committee for their work and noted there would be no meeting next month. Sinnott stated that SB 146 Accessory Dwellings was signed and is effective June 2017.

IX. New/Other Business

- A. Commissioner Orientation Evaluation: comments: great turnout, written material should be in hand well before the meeting; shorter presentation; more discussion.

Whitney asked that staff provide the Nominating Committee with some background on new commissioners for Nominating Committee purposes.

- B. NHARPC Annual Meeting – May 12
- C. Annual Meeting venue: Atkinson Country Club, June 8
- D. April RPC/MPO meeting – North Hampton, April 13/ Nominating Comm. to meet at 5:30
- E. Other Business: Marshall stated that last month's Agritourism meeting was great and he heard many others say so also.

- X. Public Comment – None**

- XI. Meeting adjourned at 9:25 p.m.**

Respectfully submitted,
Annette Pettengill
Recording Secretary