

MINUTES
Executive Committee

Rockingham Planning Commission
October 26, 2016
RPC Conference Room, Exeter NH

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

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

Chairman Wilson convened the meeting at 6 p.m.

I. Minutes of August 31, 2016

*Moore moved to approve the Minutes of August 31, 2016 as presented; McDermott seconded. **SO VOTED.** 4 abstentions*

II. Financial Report

September: Sinnott noted September was a lean month for income and included 3 payrolls so year to date expenses are showing slightly ahead of income at this point.

FY 16 Financial Audit Progress: Sinnott stated that auditors Melanson & Heath recently spent several days beginning the audit and its possible it will be ready for review in November. He also noted that the NH Retirement system performed an Employer Compliance Audit and all was well except for contributions not made while two employees were on short term disability (third party sick pay). The decision to suspend contributions during that time was made only after consulting NHRS staff. They have acknowledged providing incorrect advice and are providing a letter to this affect for our files.

III. Contract Amendment: Time Only Extension: Hazard Mitigation Planning So. Hampton & Rye

Sinnott referred to Attachment 3 to extend the current So. Hampton/Rye Hazard Mitigation Planning contract end date to Sept. 30, 2017. This is by request of NH Dept of Safety, Homeland Security, in an effort to facilitate FEMA's requirements that all town, state and federal approvals be completed prior to end of grant. This was not required in past contracts, only that drafts had been reviewed by HSEM.

*Coppelman moved to authorize the Executive Director to enter into the amended contract with NHHSEM; McDermott seconded. **SO VOTED.***

IV. Raymond Membership Update

Sinnott informed the Committee that there has been some delay in Raymond joining the RPC because Southern NH Planning Commission has raised questions about having provided some services (primarily MPO related) even though the Town was not contributing dues. They wrote a letter to the Governor stating their displeasure over that issue. The NH Office of Energy & Planning Director has been attempting to mediate between the town and SNHPC. Per OEP request, Sinnott sent a memo to OEP to be shred with the Governor's office providing some background about changing RPC boundaries in New Hampshire and past norms of how that occurs. Discussion followed.

V. Legislative Forum

Kravitz reviewed the agenda and setup for the event and asked for comments. It was noted that invitations have gone out. Discussion followed regarding the speakers. There was consensus agreed with the Agenda and suggested format. Kravitz noted that Senator Stiles and Senator Feltes both met with the Legislative Policy Committee and will attend the Forum. Senator Feltes was heavily involved with the REGGI legislation and the legislature may be revisiting it soon. Senator Feltes offered to keep the Committee informed about any new related legislation. He also noted that he found Sinnott's white paper on the ADU very informational. Kravitz noted that she would like to recognize Senator Nancy Stiles after the Forum since she is leaving the legislature. Discussion followed regarding time allowed for each speaker.

VI. Updating RPC Legislative Policies

Sinnott distributed a draft of RPC Legislative Policies with changes. Through discussion and review, a number of changes were made to various sections. Wilson expressed reservations about approving the document without seeing final language of changes made. It was agreed that language was worked out prior to the vote adopt the policies and Sinnott will send out the final document for Executive Committee review prior to distribution at the Forum. *Taintor moved to adopt the Legislative Policies as amended on 10/26/16; Turell seconded. SO VOTED.* Kravitz noted that the amended version should be sent to Moore for review also.

VII. Other Business

- A. Commissioner Orientation: 1 hour before Commission meeting in February; subset of Executive Committee and staff to meet with new commissioners;
- B. December 14th MPO Meeting: STIP adoption, LRTP update, TAP update; location to be determined;
- C. Project Updates: staff submitted Project of Special Merit application for locating 3-4 high water displays from previous floods & storms around the region and the Coastal Program has decided to fund it (funded by FEMA at \$22k); CART contract is being signed – this is a contract for RPC staff to perform admin tasks in support of CART;
- D. Other: November Executive Committee: November 30th If Needed; Bylaws committee did not meet; New Services workshop did not occur – scheduled for November 15th or 22nd with D. Marshall

VIII. Public Comment – None

Meeting Adjourned at 8:20 p.m.

Respectfully submitted,

Annette Pettengill, Recording Secretary