

**Minutes
Executive Committee**

**Rockingham Planning Commission
May 24, 2017
RPC Conference Room, Exeter NH**

Committee Members Present: B. Kravitz (Vice Chair); M. Turell (Treasurer); J. Whitney (Secretary); G. Coppelman (Past Chair); K. Woolhouse, F. Chase (Members at Large)

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

I. Vice Chairperson Kravitz called the meeting to order at 6:05 p.m.

Sinnott noted that Chairman Wilson couldn't attend but says hello and he's missing the comradery of the Committee, but looking forward to the end of his treatment.

II. Minutes of May 10, 2017

*Coppelman moved to approve the Minutes of May 10, 2017 as presented; Turell seconded. **SO VOTED.***

III. Financial Report – April 2017

Sinnott noted improvement of revenue over expenses but does expect that end of year will be slightly in the red. Pettengill explained that the 5310 revenue is improving how the revenue looks at this moment in time, however, that will be offset by the high amount of expenses that will get paid out in the following month for the 5310 contract. Whitney asked if there will be funds left on the table at the end of this fiscal year due to staff not having time to do all the work and Sinnott replied yes, the UPWP may have some funding left however staff is doing everything they can to complete the work and fulfill spending expectations. Discussion followed on other ways to expand funding opportunities and the expected usefulness of the Services brochure in that regard.

IV. Search Committee Update

A. Status of Employment Offer: Kravitz noted that Roache has accepted the Executive Director position at a slightly higher salary than originally offered and will begin August 1st.

- B. Press Release: Kravitz stated that a press release has been written explaining the status of the Executive Director search and giving some information about Roache. She also praised Wilson for the great job he did orchestrating the search, organizing the interview process, and completing the negotiating. She noted that Sinnott sent out an email notice to Commissioners as well.
- C. Transition: Sinnott and Roache will spend some time together to facilitate a smooth transition for staff. Kravitz suggested the Executive Committee keep their regularly scheduled meeting on August 23rd so Roache has had a few weeks to be in the position before he attends his first Executive Committee meeting. Discussion followed on the RPC email list for the press release and a list of newspapers to send to. It was also discussed that a letter be written to towns, legislators, and the Governor's Office, that explains Sinnott's retirement and information about Roache.

V. FY 2018 Budget Update

Sinnott referred to Attachment 3 - Expense Budget FY 18 and to several changes he anticipates as part of a future budget amendment due to the change in salary for Roache and the related benefit items that change with salary (FICA, & retirement) will be affected by that. He noted that it was necessary to use some of the fund balance accrual and unobligated funds to facilitate the changes.

VI. Authorization for one time waiver of comp time accrual policy for Christian Matthews and Julie LaBranche

Sinnott explained that staff has been asked to defer using comp time between now and end of fiscal year in order to use as much of their time working on UPWP projects as possible. Matthews has been earning extra comp time under the UPWP to complete some work and LaBranche has substantial comp time accrued that would be more effectively spent after the fiscal year. Therefore, both will need additional time to spend down those hours in July & August.

*Turell moved to allow a 60 day extension to the 90 day policy, effectively giving any time that's ready to expire June 30th another 60 day extension; Moore seconded. **SO VOTED.***

VII. Legislative Policy Committee Report

Kravitz stated that the Legislative Policy Committee met and discussed several Bills and also discussed how to best focus the 2017 Legislative Forum topic of water to a manageable level for the Forum. She noted that the objective is to create a presentation that says how the legislators can be effective on this topic and solve the problems at hand. Discussion followed on possible options such as groundwater as it relates to contamination issues, quantity issues, and small water systems. Moore suggested that the

October commission meeting be devoted to water to further narrow down the topic before the Forum.

VIII. RPC Bylaws (Draft in 30 day comment period)

Sinnott explained that the RPC Bylaws are within their 30 day review/comment period and he wanted to make the Committee aware that a change will be made to language in the Bylaws regarding proxy votes since proxy votes are not allowable at all under 91A. Sinnott distributed a copy of page B-4 of the Bylaws with the changes to the language in Article V, Section 2.

IX. Draft of RPC Services Catalog

Sinnott distributed a revised copy of the services catalog and noted several changes that were made. Chase suggested adding the direct phone numbers of staff; Kravitz noted a correction to Introduction, paragraph 2, add "of communities" after "in-house capabilities....." ; Coppelman suggested a smaller brochure to go with the catalog. Discussion followed.

X. New/Other Business

- A. Final Annual Meeting prep (June 14th): Pettengill stated the location is Portsmouth Country Club and invitations have been mailed. Sinnott noted that along with awards for tenure and the Quinlan & Hayden awards, he will be presenting a certificate and gift to Glenn Greenwood for his 30th anniversary.
- B. RPC Meeting Calendar update: Distributed – note that correction needs to be made to show Executive Committee meeting on August 23rd & Legislative Policy meets same afternoon.
- C. Other Business: July 12th MPO/Commission meeting in Seabrook

Planning Board training session went very well and was well attended; suggestion was made to add to a future meeting agenda topic: 91A issues dealing with email and what constitutes a meeting.

XI. Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Annette Pettengill, Recording Secretary