

**Minutes
Rockingham Planning Commission
Executive Committee**

**July 26, 2017
RPC Conference Room, Exeter NH**

Committee Members Present: P. Wilson (Chairman); B. Kravitz-via phone (Vice Chair); J. Whitney (Secretary); M. Turell (Treasurer); G. Coppelman (Past Chair); M. McAndrew, L. Cushman, K. Woolhouse, R. McDermott, T. Moore (Members At Large)

Staff: C. Sinnott (Executive Director); T. Roache (Incoming Director); S. Bogle (Sr. Transportation Planner); A. Pettengill (Business Manager)

**I. Call to Order; Introduction to Tim Roache, Executive Director
Designee**

Chairman Wilson called the meeting to order at 6:00 p.m. and introduced the incoming Director, Tim Roache. Introductions were made around the table.

II. Minutes of June 28, 2017

*Coppelman moved to approve the Minutes as presented; Turell seconded.
SO VOTED (2 abstentions)*

**III. Results from Member Services Survey – S.Bogle, Sr.
Transportation Planner**

Bogle distributed a new memo and survey summary in addition to Attachment #3. He explained that the staff developed a survey for communities of the services the RPC offers in order to find out what services are valued and what services the communities are searching for. The survey also attempts to gauge what communities see as pressing issues at the moment. Bogle stated that approximately 59 responses were received out of 300 emails sent, which ends up being a 16-20% response rate. Only 4 of our member towns hadn't responded at all, however staff is still attempting to reach someone in those towns. He noted that Danville and Salem (the only non-dues paying towns) were included and Danville responded with a request for contracted services. Bogle reviewed some of the questions asked and their responses.

Coppelman asked if there were any lightbulb moments from the responses and Bogle replied that most of the issues were already anticipated by staff. Issues like MS4 and GIS services seemed to be at the top of the list of requests. General consensus was to present the findings at the September Commission meeting.

IV. Conversation with Tim Roache, Executive Director Designee

Wilson introduced and welcomed Tim Roache, Executive Director Designee, former Executive Director at Nashua Regional Planning. Roache stated he was honored and humbled to have the opportunity to lead this Commission, especially since he's worked with, and looked up to Sinnott all these years. He commented on the Services Survey and noted that Nashua recently did the same type of survey and he stressed the importance of keeping up with your member community's needs, especially when communication and outreach are the toughest things to accomplish for a regional planning agency. He explained his plan to introduce himself to the region by visiting each community and his hope to use that face time to connect with their specific needs and match it to the services the RPC provides, much like he did previously at NRPC. Coppelman asked how long it was before results of those connections were evident and Roache estimated about two years later the makeup of the budget has changed significantly. He noted there also was a pipeline project that proved useful to prove to the towns why they pay their dues and demonstrated how sometimes a community is a donor town and sometimes a recipient town for regional type services. He noted that another possibility for the RPC is to become an electricity aggregator and coordinate reduced rate electricity purchases for the communities. Sometimes Nashua was saving a town double what they paid in dues in reduced rate electricity. He explained that the same type of thing can be done with propane, paper, etc. He also mentioned Nashua's GIS department has established live maps on its website and has exposed more data for towns to use and manipulate for their own mapping needs.

Roache stated that the longevity of staff at the RPC speaks to the quality of the work environment and its culture and communication. He also looks forward to sitting with each staff member and having a one on one discussion about their experience and what's working and what isn't within the agency. Discussion followed. Wilson thanked Roache for attending this evening and the Committee welcomed him to the RPC.

V. Financial Report

- A. June 2017 - Pettengill noted that June is the last month of the fiscal year and unaudited figures show \$44,590 in revenue not received and \$3,412 overspent on the expenses. Sinnott noted the deficit in revenue is due to a fair amount of delay that occurred with several contracts in FY 17. The good news is that most of that revenue will transfer to the new fiscal year and help that budget.
 - B. Year End Financial Summary - Sinnott stated that using the fund balance accrual and unobligated funds to offset this year's loss in revenue
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translates into a deficit of approximately \$19,266 for the year. He explained it is always the goal to retain a fund balance each year with the expectation that you have a balance equal to two months worth of expenses, however, this is the second year that will not be possible and that creates a real strain on cashflow.

Sinnott reviewed Table 1 Funding FY 2017 and noted that FY 17 was the second year of the two year UPWP and that contract was only underspent by \$12k (which means we spent 99% of the grant was expended) and it's important to note that we did that without a transportation planner for half the year (Tom Falk retired), and with Dave Walker also having to spend time on the Highway Performance Measures SHRP2 grant. Sinnott reviewed specific state contracts that were underspent due to less progress than anticipated, therefore creating a deficit in funding for the year (NOAA SAIL-\$12k underspent; Highwater Mark Initiative-\$8300 underspent; Powwow River-\$15k underspent). Sinnott also reviewed Table 2 Expense Budget. Discussion followed on tools that could be used for project status monitoring in the future.

VI. FY 2018 Budget Update

Sinnott referred to FY2018 Amendment #1 proposal and reviewed proposed changes to the adopted budget: new Circuit Rider service for Newfields; Brentwood MP TBG contract; North Hampton Historic Resources Mapping; placeholder for MS4 work since five communities have responded to date; additional 5310 funds to account for match reimbursement from COAST; Highway Performance Standards SHRP2 has some carryover funds into July; CART contract extended and increased to account for additional time; NHSEM: four towns have chosen RPC to do their hazard mitigation plans; SAIL adjusted based on what was expended in FY 17; Highwater Mark increase due to delay in start of project in FY 17. Overall this presents a relatively healthy budget, but an unhealthy fund balance. *Moore moved to adopt Amendment #1 to the FY 18 Budget as presented; Turell seconded.*
SO VOTED.

VII. New/Other Business

- A. Legislative Committee & Forum Update: November 8th/Unitil Headquarters in Hampton; LPC will meet August 9th to further plan/discuss
 - B. Tentative RPC Meeting Calendar: September Commission meeting – Moore to check with Plaistow, or Kingston as second choice
 - C. Update on Commissioner Handbook FY 18: Work Program needs to be on September agenda for adoption
 - D. Other: Whitney stated she is resigning as Commissioner for Kensington. She expressed how much she has learned and how many wonderful people she's met. Committee members thanked her for her involvement and stated their appreciation for her thoughtful insight and service to the Board; Kravitz asked about timeline for Communications Committee to
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begin meeting and Wilson stated that it would be better to wait until the new Director has gotten his feet wet a little.

Meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Annette Pettengill
Recording Secretary