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**Minutes
Rockingham Planning Commission
Executive Committee**

**August 23, 2017
RPC Conference Room, Exeter NH**

Committee Members Present: P. Wilson (Chairman); B. Kravitz (Vice Chair); G. Coppelman (Past Chair); R. McDermott, M. McAndrew, K. Woolhouse, L. Cushman, T. Moore (Members at Large)

Staff: T. Roache (Executive Director); A. Pettengill (Business Manager)

I. Chairman Wilson called the meeting to order at 6 p.m.

II. Minutes of July 26, 2017

*McDermott moved to approve the Minutes of July 26, 2017 as presented; Kravitz seconded. **SO VOTED.***

III. Financial Report July 2017

Pettengill noted that the Local Dues figure represents all the dues revenue for the current fiscal year even though most of it was received prior to July, it was deferred to the new fiscal year. Roache noted that he will be meeting with Salem soon to discuss their membership.

IV. Management Tools

- A. Draft Financial Dashboard: Roache discussed a sample Dashboard in Attachment 3 that gives a varied amount of information. Discussion followed on the content and it was noted that the website stats would be particularly interesting, as well as the financial status information.
- B. Hours Allocation/Project Budgeting: Roache presented an allocation spreadsheet which tracks the current contracts and the hours allotted and being used by each staff member. He explained that the data comes directly from Quickbooks and allows him to see a problem with a project ahead of time. Discussion followed on the possible negative financial reality of the circuit rider contracts since the staff providing CR service are paid more than the contracted rate for the service. Wilson asked why senior staff are assigned to do circuit riders if that's the case, and Roache replied that there are only three land use planners on staff and 2 are senior in tenure. Discussion followed on the level of interaction with the towns and the deliverables expected. Roache stated he will be meeting one on one with each staff person in September and will be able to fine tune this allocation spreadsheet. General consensus of Committee members was that this was an incredible tool and they look forward to hearing how it is received by staff.

V. Legislative Forum Update – B. Kravitz

Kravitz stated she has confirmation from Mark Lambert that Unitil will host the Legislative Forum again this year on November 8th. The Legislative Policy Committee met two weeks ago with Brendon Kernan, NH Dept of Environmental Services Water Division Hydrological and Conservation Division Manager. Kravitz explained that the objective of the Forum is to inform the legislators about the issues in a way that gives them the tools to help correct the problems. The plan is to split the topic into two parts by having one staff do a presentation on water resources and the local issues at the September Commission meeting, and then discuss constraints, emerging trends and known gaps in legislation at the Forum. Discussion followed on details of the Forum. Staff will prepare a Draft agenda for Legislative Forum for the next Executive Committee meeting in September.

VI. September Commission Meeting

- A. FY 18 Work Program- to be adopted at September commission meeting;
- B. Water Related Presentation & MPO (Ten Year Plan) mtg;
- C. Commissioner Handbook-pages to be distributed in October and a Member Services presentation

VII. Other Business

- A. Executive Committee Meeting logistics-Roache noted that it cost the RPC approximately \$6300 to hold 10 Executive Committee meetings over the course of the last fiscal year. This includes cost of dinner sandwiches and 2 staff people averaging 3 hours of comp time for each meeting. He explained that in an effort to control costs and reign in the budget he would propose starting the meetings earlier, if members' schedules allow, in an effort to reduce the staff time and the cost of food. Discussion followed. It was agreed to try holding September's meeting from 4:30 – 6:00.
- B. Communications Sub-committee-Roache will reach out to Commissioners and ask for volunteers
- C. Congestion Mitigation Air Quality Update- Roache explained Attachment 4 is a letter regarding the CMAQ project evaluation process. Executive Councilor Wheeler was unhappy with some of the CMAQ project selection outcomes and has proposed to change the evaluation process by effectively cutting out regional planning agency's involvement. Sinnott, Walker and Bogle all met with Councilor Prescott and prepared this letter to Councilor Wheeler and Commissioner Sheehan to explain the importance the RPA's have in this process.
- D. Other-Wilson noted that since Whitney resigned there is no Secretary on the Executive Committee. Coppelman offered to fill in the interim term left by Whitney. Cushman nominated Coppelman as the Secretary of the Executive Committee; Wilson asked for any other nominations; McDermott moved to close the nominations and appoint Coppelman as Secretary; McAndrew seconded. SO VOTED.

Discussion followed regarding the need for the Nominating Committee to meet to discuss filling the vacant At Large position on the Executive Committee. However,

the current Nominating Committee consists of only 4 members: Wilson, Coppelman, Kravitz, and Woolhouse. A fifth needs to be appointed.

*Coppelman nominated Moore to become a member of the Nominating Committee; McDermott seconded. **SO VOTED.***

Meeting adjourned at 7:45 p.m.

Respectfully submitted,
Annette Pettengill, Recording Secretary