

**MINUTES****Rockingham Planning Commission  
Executive Committee****December 11, 2019  
RPC Office, Exeter NH**

**Committee Members Present:** B. Kravitz (Chairman); R. McDermott (Vice Chair); M. Turell (Treasurer); P. Wilson (Past Chair); T. Moore, M. McAndrew, L. Cushman, A. Davis, M. Rabideau (Members at Large)

**Staff:** T. Roache (Executive Director); A. Pettengill (Business Manager); David Walker (Assistant Director/Transportation Program Manager)

- 1. Call to Order: Chairman Kravitz called the meeting to order at 4:30 p.m.**
- 2. Minutes of October 23, 2019**

*McDermott moved to approve the Minutes of October 23, 2019 as presented; Turell seconded. Correction to be made to spelling of Tim's last name under item 3. **SO VOTED.** 3 abstentions*

- 3. Financial Report – October & November 2019**

Roache stated that October revenue was lower than usual and expenses were higher than average, so that resulted in a negative balance for the month. Kravitz asked about the negative balance in Miscellaneous expense line item and Pettengill responded that revenue for town land use book orders were received but the expense to purchase them from the publisher was not incurred yet. Roache stated that November's revenue was back to normal and resulted in a positive balance for the month and for year to date. He further explained that revenue has been lower due to several task based contracts that are not moving along as fast as expected. Pettengill is tracking and working to keep billing as current as possible. Cash flow is low but not a problem as yet. Discussion followed regarding some placeholder anticipated revenue sources, such as Hampstead Circuit rider, Newington CIP, Fremont MP, Coastal resilience Exeter & North Hampton, North Hampton 604b, Open space plan for Atkinson and a Build Out for Kensington. Roache noted that recent Staff Activities include attending GACIT hearings and completing a Route 33 analyses, staff's attendance and presentation at the Coastal Climate Summit, the Legislative Forum, and Portsmouth Climate in the Classroom presentation. Roache also stated that he has been visiting various town's Board of Selectmen but has concluded that it would be more advantageous to visit the towns' Planning Boards instead. Discussion followed.

#### 4. New Business

a. Public Hearing 2019-22 TIP Amendment #2:

*Rabideau moved to open the Public Hearing at 4:45 p.m. for the 2019-22 TIP Amendment #2; Turell seconded. SO VOTED.* Walker explained that the Executive Committee was being charged with acting on the TIP Amendment #2 since there is no MPO Policy Committee meeting this month. He noted that there are 9 regional and statewide projects changing. Public comment period began on November 11<sup>th</sup>. No comments were received. He further explained there has been a large drop in funding in the TIP of \$28 million due to delay of construction for four projects being moved out in timeline to 2023. He reviewed the Amendment Summary in Attachment #2 and each of the projects that have funding and/or timing changes. Walker noted that the Technical Advisory Committee has reviewed this Amendment and approved it. *McDermott moved to approve TIP Amendment #2; Turell seconded. SO VOTED.* Kravitz closed the Public Hearing at 5:01 p.m.

#### 5. Old Business

- a. Committee Update: Roache stated that the Legislative Committee will meet in January. There is an open spot on that committee if anyone is interested. There are 835 Bills that need to be sorted and narrowed down to Bills relating to Planning. In the future, high priority Bills will be emailed to RPC's town boards so they can keep up to date on items of interest. Kravitz noted that the Legislative Committee met with Senator Martha Fuller Clark regarding the 306 Bill and Roache will be following up with her on how the RPC can be helpful regarding Affordable Housing legislation. Wilson stated that a group of citizens from Hampton and North Hampton met and plan to reach out to people and ask for support in repealing Bill 306. He noted that the group would like the RPC to help them identify contacts in the area. It was suggested that Talking Points to 306 be compiled for the Commissioners to give to their Planning Boards and add the topic to the RPC website. Discussion followed.
- b. Staffing Update: Roache announced that a new Office Coordinator/Public Outreach Specialist was hired. Her name is Amy Warhaft and she has creative talents and good knowledge of many software and database programs. He noted there is currently an ad for a Part Time Land Use Planner as well.
- c. January meeting: Hampton Jr. High; January 8<sup>th</sup>; MPO, Affordable Housing, Bill 306

#### 6. Other Business

Roache noted that Salem is receiving buildout analysis for dues and has approved another year of membership. Roache will be visiting Danville soon.

#### 7. Meeting adjourned at 5:30 p.m.

Respectfully submitted,  
Annette Pettengill, Recording Secretary

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