

MINUTES
Rockingham Planning Commission
Executive Committee

March 25, 2020

Remote Meeting via Zoom Conference Call
Per RSA 91-A:2, III(b) the RPC Chair declared the COVID19 Outbreak
An emergency and has waived the requirement
that a quorum be physically present at the meeting

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

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

- 1. Vice Chair McDermott called the meeting to order at 3 p.m.**
- 2. Minutes of February 26, 2020**

*McDermott moved to approve the Minutes of February 26, 2020 as presented; Wilson seconded.
Roll Call vote was taken. **SO VOTED.***

- 3. Financial Report**

Roache noted that February was a low revenue month, but the year as a whole is on par with normal revenue based on the billing terms of many of our contracts which require spend first to receive payment.

Roache reviewed the Dashboard (Attachment 2A). He noted Staff has been communicating with town officials since the COVID 19 outbreak and working from home every day. Staff continues to work with Exeter Energy Committee regarding community power. Staff continue to be active with Sourcedwater Protection work and rail trail planning and GIS initiatives, as well as transportation planning and other contract work. Discussion followed regarding staff and how the ability to conduct meetings for projects may affect expected timelines for revenue. Staff will monitor projects closely.

- 4. Old Business**

- a. Nominating Committee update:** Roache stated that the Nominating Committee met prior to Executive Committee and reviewed Bylaws. They are currently in the process of creating a

new slate of officers and filling vacancies on the Executive committee. At this time the suggested Slate of Officers is as follows: McDermott-Chairman; Davis-Vice Chairman; Turell - Treasurer; Coppelman-Secretary. Nominating Committee will meet again on April 22nd at 2 p.m. via Zoom.

5. New Business

- a. COVID 19 Operations/Impact: Staff is working at home and staying connected via Zoom and Teams and email. Staff is evaluating and testing Publicinput.com for assistance with towns and public meetings. Roache noted that staff has adjusted their work hours to deal with families at home and there has been no measurable decline in work progress. A couple contracts will be given extensions to deal with difficulties of no contact during pandemic. Intern program will be delayed somewhat.
- b. First Look at FY 21 Budget: Roache reviewed a first look of Revenue and Expenses for FY 21. Anything highlighted in yellow on the attachment is potential New revenue. Some projects will likely carry over to FY 21 as well. On the Expense side, Roache is expecting a Cost of Living Adjustment of 2% for staff salaries and health care has increased by .9%

6. **Public Comment**: Moore suggested that the Annual Dinner meeting in June be cancelled and only a regular business meeting be held instead. Consensus agreed. Discussion followed regarding reaching out to Commissioners and ideas to further engage commissioners and highlight the work the staff is doing.

Meeting Adjourned at 3:35 p.m.

Respectfully submitted,
Annette Pettengill, Recording Secretary