

**MINUTES  
EXECUTIVE COMMITTEE  
Rockingham Planning Commission**

**May 27, 2020**

**Remote Meeting via ZOOM Conference Call  
Per RSA 91-A:2, III(b) the RPC Chair declared the COVID-19 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); M. McAndrew, A. Davis, L. Plumer, T. Moore (Members At Large); G. Coppelman (Secretary); M. Turell (Treasurer)

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

- 1. Chairman Kravitz called the meeting to order and Roll Call of attendees was taken at 3:02 p.m. This meeting was conducted via ZOOM Conference Call per RSA 91-A:2, III(b)**

- 2. Minutes of April 22, 2020**

*Coppelman moved to approve the Minutes of April 22, 2020 as presented; Davis seconded. Roll Call vote was taken. **SO VOTED.***

- 3. Financial Report**

Roache indicated that April was a strong revenue month at \$86k since there were many quarterly contracts billed. Expenses continue to run underspent however April showed a high amount of pass through expense in Contracted Services.

Dashboard shows cash flow is good as town dues has been coming in; staff activity includes virtual meetings w/ towns and project managers, conversations with town managers and staff and the business community at large regarding COVID-19 programs, beach reopening, and any related assistance the RPC can provide.

- 4. Old Business**

**a) Draft FY21 Budget :** Coppelman recused himself. Roache reviewed carryover of \$40k from the current UPWP into year 2 of the contract, and an update was made to the Hampton Falls CR contract total. He noted there is potential for another \$175k in revenue from

anticipated contracts that he has not included in this budget to be conservative. Salaries line item of Expenses includes a 2% COLA and 3 merit adjustments. Health and Dental have small increases and travel was adjusted down since there's more online meetings being held. This budget shows a possible Net Reserve of \$15k. *Turell moved to recommend adoption of the FY 21 Budget as presented to the full Commission; Davis seconded. Roll Call was taken. **SO VOTED.***

## 5. New Business

- a) Annual Grant & Contract Authorization: Roache explained that each year the Executive Committee gives authority for the Executive Director to implement the RPC Annual Work Program and apply for, enter into, and execute agreements to receive funding for that purpose. *Kravitz moved to give authority to the Executive Director to enter into, execute agreements and receive funds to implement the FY 21 Work Program; McDermott seconded. Roll Call was taken. **SO VOTED.***
  - b) MPO Meeting Debrief: Roache stated that the staff was very pleased with the Zoom & Publicinput.com process used for the MPO meeting on May 13<sup>th</sup>. There were 32 people on Zoom and 6 on publicinput.com. A few minor issues occurred and those are being addressed with publicinput. General consensus was positive on the meeting format. The link & materials to the meeting are still available on the RPC website. Discussion followed. McDermott suggested the link to the meeting be included in the next newsletter and a list of acronyms be part of future MPO meetings.
  - c) Covid Update: Roache noted that as of May 31<sup>st</sup> the Stay at Home order ends; however, due to lack of school and daycare, many of the staff don't have an option other than continuing to work from home. So the RPC strategy is Not to open June 1<sup>st</sup> but to keep the status quo and allow staff to remain working from home as long as that can be maintained. Roache noted the RPC has put out many informational newsletters and notices to provide economic guidance and information on programs available during the pandemic. He's also reached out to towns to ask how they are coping with the situations and if the RPC can be of help. He's also worked in conjunction with Exeter's Economic Development to bring program information to the business community and served on a Beach Reopening Committee established by the Governor to create a unified beach opening plan with Maine and Massachusetts. Kravitz thanked Roache for his initiative bringing forth information to the towns and business community alike during the pandemic. Coppelman noted that the representation by Roache has increased the RPC's profile and therefore has increased the positive public relations of the RPC.
  - d) June Commission Meeting: Roache stated that this year's annual meeting on June 10<sup>th</sup> will be a business meeting conducted via Zoom and Publicinput.com. Business will include: Elect officers & executive committee members and Adopt FY 21 budget and work program. He is extending the deadline for the Hayden and Quinlan awards through June 20<sup>th</sup> in the hopes that an awards ceremony can be planned for the Fall. Discussion followed regarding staffing a qualified person to do some transportation work and land use planning and the
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struggle with finding qualified candidates. Moore noted the Legislative Policy Committee will meet in July or August to look at the RPC Legislative Policies again and discuss this year's Legislative Forum options.

Meeting adjourned at 4:35 p.m.

Respectfully submitted,  
Annette Pettengill, Recording Secretary