

**MINUTES  
EXECUTIVE COMMITTEE  
Rockingham Planning Commission**

**June 24, 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); G. Coppelman (Secretary); P. Wilson (Past Chair); M. Turell (Treasurer); A. Davis, M. Rabideau, Lang Plumer, M. McAndrew, T. Moore (Members at Large)

**Staff:** T. Roache (Executive Director); D. Walker (Assistant Director); A. Pettengill (Business Manager); J. Rowden (Sr. Planner)

- 1. Chairman Kravitz called the meeting to order and Roll Call of attendees was taken at 3:04 p.m. This meeting was conducted via ZOOM Conference Call per RSA 91-A:2, III(b)**
- 2. Minutes of May 27, 2020**

*McDermott moved to approve the Minutes of May 27, 2020 as presented; Plumer seconded. Roll Call vote was taken. **SO VOTED.** 2 abstentions*

- 3. Financial Report**

Roache noted that May had average revenue and the annual budget is at 81% of the anticipated revenue which is on track with the previous year at this time. He explained that there were 2 large expenses in May: Input.com and GIS software purchase, however, expenses are down overall. His estimate for end of the fiscal year is positive. He also reviewed the Dashboard bank balances, project updates, social media, and Covid 19 information distribution. Discussion followed on possibilities for Hampton master plan work and Seabrook as well.

- 4. Old Business**

Roache explained all the memos and information that the RPC pushed out to municipalities and businesses through direct emails and newsletters. He reiterated the status of the staff working

from home and that as long as the State of Emergency is in place the RPC will follow those guidelines regarding meeting remotely w/out a physical quorum. He referred to the RPC Covid 19 Guidance document he attached to the meeting packet. Staff have been instructed to continue to work with their towns remotely and attendance at meetings can be on a case by case basis w/ safety protocols in place. In the near future the RPC will not be meeting in person here at the office since the conference room at the office is not set up for social distancing. Kravitz noted that she attended a virtual meeting of the Association of Regional Planning Commissions and she liked the format. Discussion about how best the RPC could advocate to keep the remote meeting option viable. Consensus agreed with Roache to continue to follow the current guidance and procedures for virtual meetings as set forth by the Governor.

## 5. New Business

- a. Remote Meeting Services: Roache reviewed a Draft Community Assistance Plan that may be offered by RPC staff to provide support to municipalities and facilitate & manage remote meetings for them. He attached a first draft of a three-tiered approach. General consensus of Committee members was positive.
- b. FY 21 Legislative Forum & meeting topics/webinars: Roache stated that future commission meetings will be based on the ability to provide good and appropriate topics remotely, otherwise, no meeting will be held. There will be no Executive Committee meeting in July and unsure at this time when the next Commission meeting or MPO meeting will be.

Discussion followed on how to hold the Legislative Forum and which topic to address, such as tiny houses, or the economics of COVID 19. There was discussion about lessons learned from previous forums.

Kravitz stated its been an honor and a privilege to have sat as Chairman for the past 2 years and to work with Roache and the staff. She also was pleased to receive such wonderful guidance from the Committee, and extended her thanks to all.

Meeting adjourned at 4:45 p.m.

Respectfully submitted,  
Annette Pettengill, Recording Secretary

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