

**MINUTES
EXECUTIVE COMMITTEE
Rockingham Planning Commission**

April 22, 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. Turell (Treasurer); G. Coppelman (Secretary); P. Wilson (Past Chair); M. Rabideau, L. Plumer, A. Davis, M. McAndrews, T. Moore (Members at Large)

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

1. Chairman Kravitz called the meeting to order at 3:07 p.m. via ZOOM Conference Call

2. Minutes of March 25, 2020

*Coppelman moved to approve the Minutes of March 25, 2020 as presented; McDermott seconded. Roll Call was taken. 2 abstentions **SO VOTED.***

3. Financial Report

Roache stated that billed revenue is at 68% and we are at 75% through the fiscal year, which is normal and expected due to lag in billing based on our expense-based contracts. This is a similar position to this time last year and he is optimistic that the budget will be in the black at the end of the Fiscal year. He noted that projects are still moving forward and hitting milestones. The bank balance is good. Staff is working with towns on virtual meetings and he's been reaching out to planning boards and town staff, which they seem to appreciate.

4. Old Business

- a) Nominating Committee Update: Approved an Executive Committee Slate to be brought forward to full Commission at Annual Meeting.
- b) COVID 19 Operations/Impact: Staff continues to work at home, except for Pettengill and Walker who are in the office most days. Staff meetings are held via Zoom weekly and Roache checks in with staff individually. Staff has been working with the publicinput tool to make it useful for public meetings. Staff put out a survey to all towns asking how they're operating and what their needs are. Discussion followed.

- c) Second look at FY 21 Budget: Roache noted there haven't been a lot of changes since the last meeting and he reviewed the funding items. He also discussed his "Covid19 Budget" which accounts for less local contracts. He stated staff continues to assist towns with meetings and survey tools, which is raising our outreach quotient with the towns. Discussion followed.

5. New Business

- a) May & June meetings: Roache noted that March and April Commission meetings were canceled due to COVID19. The MPO needs to meet on May 13 for a TIP Amendment. Zoom and publicinput will be used. The meeting will be simple and limited. Staff is working on logistics for that meeting and the presentation materials. He also noted that the annual meeting in June will be simple and consist of the Budget, Executive Committee Slate, and Awards.

Meeting adjourned at 4:02 pm

Respectfully submitted,
Annette Pettengill, Recording Secretary