

**MINUTES
EXECUTIVE COMMITTEE
Rockingham Planning Commission**

September 23, 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: R. McDermott (Chairman); A. Dave (Vice Chair); G. Coppelman (Secretary); M. Turell (Treasurer); B. Kravitz (Past Chair); M. McAndrew, L. Cushman, P. Wilson, L. Plumer, B. Moreau, J. Doggett (Memberst At Large)

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

- 1. Chairman McDermott called the meeting to order at 5:30 p.m. and announced the meeting was being conducted via ZOOM conference call per RSA 91-A:2, III(b). Roll Call attendance was taken.**
- 2. Minutes of August 26, 2020**

*Turell moved to approve the Minutes of August 26, 2020 as presented; Doggett seconded. Roll Call vote was taken. **SO VOTED.***

- 3. Financial Report**

Roache noted that the August Financial report includes a traffic consultant expense for \$12k which will get reimbursed under the UPWP contract. McDermott asked about the health cost expense for August and Pettengill stated that is the normal amount for a month that includes three payrolls.

Roache reviewed the Dashboard report and stated bank balances are normal, staff has been very busy, and social media exposure was great due to census, drought, and NHDOT projects. He anticipates a budget amendment coming soon. He noted the RPC was chosen to complete an Innovative Land Use Coastal Resilience project for \$35k. Hampstead has also contracted with RPC for a groundwater aquifer project.

4. Old Business

- a) COVID 19 RPC Operations: Roache noted that one staff member is currently working reduced hours due to a child that is at home with online schooling and is receiving paid leave under the FMLA Expansion Act. It does appear favorable at this time for hiring a full time planner soon, as the RPC has received some more contracts and its possible there could be several more. Doggett stated that Rowden has been doing a herculean job with Newton. Roache also noted that he has reached out to the office management company about a possible reduction in the lease. Discussion followed on future space versus the current setup.
- b) 501c3: Roache reviewed the status of applying for a 501c3 with a pro-bono lawyer who volunteered to help the RPC. Roache stated there will be seed money that will need to be used to get the 501c3 foundation formed and he would like the Committee's okay to do that. General consensus approved of using RPC funds to start the 501c3. Discussion followed on the ability for the RPC to have a 501c3 as it relates to our function under state law. The Committee also agreed that it would make the most sense to have the governing body of the RPC remain as the Executive Committee for the 501c3. It was also discussed that the pro-bono lawyer should draft the documents and then we could have RPC legal counsel review. *Coppelman moved to approve the RPC Executive Committee to act as the governing body for a newly formed 501c3; Turell seconded. Roll Call Vote was taken. **SO VOTED.***
- c) Legislative Forum/Webinar: Topic - Regional Resilience; There will be panelists speaking and then attendees can ask questions.
- d) Hayden/Quinlan awards: Roache has reached out to Laurel Adams to let her know she was chosen for the Quinlan award and she was thrilled and very happy. Roache has reached out to the family of Jim Raynes regarding his award and logistics are still being worked out for someone to accept on his behalf since he has lost his sight.

5. New Business

- a) October Commission meeting/MPO: October 14th MPO meeting topics will be 10 Year Plan and Public Involvement Plan Update; November: Legislative Forum; December: no meeting

6. Public Comment: None

Meeting adjourned at 6:32 p.m.

Respectfully submitted, Annette Pettengill, Recording Secretary
