

**MINUTES
EXECUTIVE COMMITTEE
Rockingham Planning Commission
January 27, 2021**

**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. Davis (Vice Chair); G. Coppelman (Secretary); M. Turell (Treasurer); B. Kravitz (Past Chair); L. Plumer, L. Cushman, M. McAndrew, P. Wilson, T. Moore, J. Doggett, B. Moreau (Members at Large)

Guests: Alyssa Simard, CPA, Melanson; Roger Wiegley

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

- 1. Chairman McDermott called the meeting to order at 4:30 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 December 9, 2020**
*Coppelman moved to approve the Minutes of December 9, 2020 as presented; Plumer seconded. Roll Call vote was taken. **SO VOTED.***
- 3. FY 20 Audit Presentation – Alyssa Simard, CPA, Melanson**
Simard thanked the Committee for inviting her to present the FY 2020 Financial Statements. She noted there would be no Single Audit Report this year since the RPC did not spend the minimum requirement of \$750,000 that would trigger the SAR. She explained the Independent Auditors Report stating the auditor’s responsibility and the opinion that the financial statements present fairly the financial position of the RPC. She reviewed the Statement of Net Position and discussed the change in revenue from year to year, noting FY 20 ended with a negative \$2,727 but with a positive fund balance of \$86,692. *Turell moved to approve the FY 20 Financial Statement as presented; Coppelman seconded. Roll Call vote was taken. **SO VOTED.*** The Committee thanked Alyssa for her presentation.
- 4. December 2020 Financial Report**
Roache explained that December had a decent amount of revenue but since it was a three payroll month the expenses outweighed the receipts, which is consistent and not unusual. He noted he’s been discussing with staff the need to finish all work with the UPWP contract and all the other contracts that end in June. Roache referred to the Dashboard report and stated

cashflow is still good and he's hoping to increase the Holding Account balance at the end of the fiscal year. Staff has spent a lot of time grant writing and there are several new potential revenue sources, including the Hampton Master Plan if the RPC is chosen. He noted COVID remains a challenge to staff but they are adapting very well.

5. Committee Reports

- a) Regional Impact: Roache stated the RIC met to review the Kingston Route 125 development and submitted a letter to the Kingston Planning Board with comments;
- b) Legislative: Has not met recently but Moore is working on a list of potential legislation. Bogle will be the staff rep to this Committee moving forward;
- c) Communications: Has not met recently but Rowden is the staff rep to this Committee with her new role as Communication Manager

6. Old Business

- a) COVID19 RPC Operations: Roache stated staff continues to work hard and hoping to get back in the office in June;
- b) 501c3 Update: Roache explained the Statement of Incorporation and noted he will need a signature from all the Officers of the Executive Committee as they are also the Board for the 501c3. Roger Wiegley was in attendance and explained that he has filed a certificate of incorporation and it was accepted. The next step is to file the Board's names and adopt bylaws. Next will be to get an ID number and apply for tax exemption status with the IRS. Then we register with the NH office that governs charitable organizations. Discussion followed on the purpose of the 501c3. Roache stated he will put together a purpose statement and outline of programs. The Committee thanked Roger for his help.
- c) Legislative Forum Update: Roache stated he's still trying to regroup on this for February or March. General consensus was to wait until next year and resume the Forum at that time. Roache stated he can still do a webinar and offer it as a link on the RPC website and in the newsletter.

7. New Business

- a) February Commission meeting: Wednesday Feb 10th - MPO & RPC
- b) Staffing Updates: Staff welcomed Maddie Diionno in January and she will be working mainly on Fremont MP, UPWP and Hampstead MP.

8. Public Comment

Meeting Adjourned at 6 p.m.

Respectfully submitted,
Annette Pettengill, Recording Secretary
