

**MINUTES
EXECUTIVE COMMITTEE
January 22, 2025**

**Rockingham Planning Commission
RPC Office, Exeter NH**

Committee Members Present: B. Moreau (Chairperson); L. Cushman (Vice Chair); A. Davis (Past Chair); G. Coppelman (Secretary); D. Hebert, T. Moore (Members at Large)
ZOOM: M. Turell (Treasurer)

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

- 1. Vice Chair Cushman called the meeting to order at 4:30 p.m.**
- 2. Minutes of October 9, 2024**

*Coppelman moved to approve the Minutes of October 9, 2024 as presented; Davis seconded. **SO VOTED.***

- 3. Financial Report December 2024**

Roache noted that December was a very normal month and revenue to expenses aren't far apart other than "contracted services" running ahead. He explained that is not unexpected and that item will be adjusted with a budget amendment.

- 4. Old Business**

- Personnel Policy Update 2025: Roache noted that at a previous meeting the Committee reviewed amendments to the Personnel Policy and gave consensus for the changes, however there was no vote taken to approve the amended document. Moreau also noted several typos and small formatting items to correct. *Hebert moved to approve the Personnel Policy as amended and with corrections; Cushman seconded. **SO VOTED.***
- Executive Committee Vacancy: Roache stated that he is in discussion with Doug Finan regarding the Member At Large vacancy on the Executive Committee.
- Electricity Aggregation Sunset: Roache explained that the electricity aggregation service that the RPC had been providing communities was a vital cost savings to many, however, the program will be effectively ending when the remainder of the contract with Community Power ends. The market has changed considerably and the scheduling of power companies is changing as well, making the program unnecessary. Staff will reach out to communities to explain the ending of the program closer to the contract end date. *Hebert moved to sunset*

*the Electricity Aggregation program at the Executive Director's recommendation when appropriate; Coppelman seconded. **SO VOTED.***

5. New Business

- a) Budget Amendment #1: Roache presented Amendment #1 on the screen during the meeting and reviewed amended revenues as highlighted in Attachment 4. He corrected the Total Dues line item on screen and made a few other small corrections. He also reviewed changes to the Expenses side of the budget. *Hebert moved to approve Budget Amendment #1 FY 25 as corrected; Moore seconded. Coppelman recused himself. **SO VOTED.***
- b) RAISE Grant Benefits & Risks: Roache explained that the RAISE grant is an infrastructure grant for planning and design for the Seacoast Greenway through the Hampton Marsh and Seabrook totalling 1.4 million over 3 years. It's a direct contract with FHWA for planning & engineering design so there is a large amount of partnering with NHDOT. It would involve a large amount of consultant engineering services. Due to the large amount of funds passing through the RPC for consultant services, it may cause financial hardship and/or cashflow problems for the RPC and it may be appropriate to ask NHDOT to manage the funds for us or share in the responsibility in some way to avoid that.
- c) Website grant update: Roache stated that he had applied for a community grant through the NH Charitable Foundation to revamp the RPC website but he did not receive that grant. However, there may be another option available through NH Charitable Foundation and he will pursue that option.

6. Public Comment: None

Meeting adjourned at 5:45 p.m.

Respectfully submitted,
Annette Pettengill, Recording Secretary
