

# **New Hampshire Association of Regional Planning Commissions**

## **Summary Minutes**

Meeting of October 13, 2016

### **I. Call to Order**

Chairman Glenn Coppelman called the meeting to order at 1:10 p.m. Members introduced themselves as follows.

Glenn Coppelman (Rockingham RPC); Peter Griffin, David Preece (Southern NH RPC); Bob Snelling, Jeff Hayes (Lakes RPC); Mike Tardiff (Central RPC); Jonathan Edwards (Upper Valley Lake Sunapee RPC) Victoria Parmele, Cynthia Copeland (Strafford RPC); Larry Robinson, Tim Murphy (Southwest RPC); Becky Baldwin (staff).

Guests: Sylvia von Aulock, Southern NH RPC.

### **II. Minutes of August 12, 2016 Meeting**

The minutes of August 12, 2016 were approved as submitted by unanimous vote.

Chairman Coppelman suggested that item V. on the agenda be taken up as the next item of business since it involves Bob Snelling who needs to leave the meeting early due to a prior commitment. Those in attendance agreed to take up item V. next.

### **V. State GIS Committee - NHARPC Representation**

Chairman Coppelman explained that the Association appointed Sara Siskavich from the Nashua RPC to be the NHARPC representative on the State Geographic Information System Committee that was established by HB 377. At the August 12, 2016 meeting when it appeared in reading the bill that NHARPC should also appoint a Commissioner Representative to serve on the Committee, Bob Snelling was appointed. After attending the first meeting of the Committee Bob Snelling learned that having two appointees representing NHARPC was an error on the part of the legislative staff and the intent was that we have one representative. Chairman Coppelman asked if Bob Snelling would continue to attend the meetings of the Committee as an observer and he responded that he was not planning to and we should defer to Sara Siskavich for any updates on the work of the Committee. Cynthia Copeland suggested that Sara Siskavich be asked to provide periodic updates to the Association.

**Motion: To thank Bob Snelling for his willingness to serve on the State Geographic Information System Committee created by HB 377 and to recognize Sara Siskavich as the official NHARPC representative.**

Motion by Tim Murphy, seconded by Larry Robinson. Approved by unanimous vote.

### **III. NHARPC Standing with Secretary of State**

Becky Baldwin reported that when it was brought to her attention that the Association's Certificate of Good Standing had lapsed, she took the necessary steps to complete the paperwork to have it re-instated. This included attending a public hearing on behalf of the Association that was conducted at the State

House by representatives from the Secretary of State and Attorney General's offices. She noted that the outcome was that our Certificate of Good Standing has been reinstated. The group thanked Becky for addressing this matter and maintaining the integrity of NHARPC.

#### **IV. Featured Topic - Becoming Age Friendly: Communities and Businesses**

Sylvia von Aulock from Southern NH Planning Commission (SNHPC) provided a presentation on an initiative they have undertaken regarding how communities and businesses can become more age friendly. She noted that becoming age friendly should address the needs of both our aging population that want to "age in place" and our younger population which is declining. Utilizing funding from Tufts Health Foundation and expertise provided by AARP and the Manchester Health Department, SNHPC has embarked on a two and a half year project that will involve their communities in developing a toolkit that can be used to better serve their senior population and attract young adults to their region. She noted that one of the things the project will focus on is making seniors aware of the services and programs available to them such as housing, recreation and transportation. Referring to a map that illustrates the senior population in the SNHPC region, she noted that residency has increased from one out of five to one out of three people being over the age of 65. SNHPC plans to hold a kickoff meeting on October 25<sup>th</sup> to further explore the project with stakeholders. Jonathan Edwards asked for an example of how a community is not currently age friendly and Sylvia von Aulock responded that requiring large lot zoning for residential uses could be considered a hardship for both the elderly and younger populations. Bob Snelling asked if the medical community is being involved in this project and was told they are through Dartmouth/Hitchcock health care providers. Chairman Coppelman asked if any of the other RPC's are involved in this type of project. Tim Murphy noted that it is identified in SWRPC's regional plan and Jeff Hayes added that it is in their Broadband document. Sylvia von Aulock offered to share a copy of her presentation with the membership and will send it to staff for distribution.

#### **VI. NH Coalition for Sustaining Agriculture - Letter of Support**

Chairman Coppelman announced that the NH Coalition for Sustaining Agriculture has requested a letter of support from the Association. Tim Murphy explained that they are requesting a \$15,000 Sustainable Agriculture Research and Education grant with assistance from the Environmental Mediation Center. In reaching out to the grant applicants he learned that the funds would be used to create a toolkit that will assist in the development of model ordinances, regulations and code enforcement processes to help prevent and deal with farm/municipal conflict within the State. He further inquired if approved for funding, would the applicant be willing to present the toolkit and/or prepare a technical bulletin for a future NHARPC event and was told they would. Cynthia Copeland expressed concern that this might be setting a precedent for supporting future endeavors by other groups. Jeff Hayes noted that not only would the toolbox be useful for NHARPC but it also aligns with our new mission to promote education.

**Motion: To provide a letter of support on behalf of the NH Coalition for Sustaining Agriculture to be used for their Sustainable Agriculture Research and Education grant application.**

Motion by David Preece, seconded by Peter Griffin. Approved by unanimous vote.

It was agreed that Tim Murphy as NHARPC staff would draft the letter for Chairman Coppelman's review and signature.

#### **VII. NHARPC FY 2016/2017 Budget**

Chairman Coppelman noted that there were several items associated with the approval of the NHARPC FY 2016/2017 budget at the August 12, 2016 meeting that might warrant further discussion as follows:

Budget as Adopted: Chairman Coppelman asked if those in attendance had any further questions on the budget and there were none.

Legislative Tracking: Chairman Coppelman reminded those in attendance that it was determined that the Association would not hire a legislative consultant for FY 2016/2017 and asked if members still wanted to track legislation. Cynthia Copeland asked if this message had been conveyed to Nancy Johnson as our legislative consultant and Chairman Coppelman responded that a telephone conversation had taken place with her, Tim Murphy, Becky Baldwin and himself. He added that Nancy expressed that she will miss having the opportunity to work with the Association and expressed interest if we wanted to have legislative consultant services at a future date. Tim Murphy added that a letter expressing the Association's appreciation for Nancy's past services was also sent. Tim Murphy explained that the approved budget would require that we focus on fewer pieces of legislation that most directly pertained to the Association. The \$1,500 amount in the approved budget would cover the cost of having the administrative staff track a limited number of bills during the legislative session. Tim Murphy noted that if this were to be done by administrative staff a contract would need to be drawn up to that effect. He added that another option would be to have one of the members volunteer to provide this type of support rather than paying to have it done. Cynthia Copeland asked when legislation activities begin and was told around the first of the year. Victoria Parmele asked who is charged with identifying pieces of legislation that need to be tracked noting that she is willing to help but is not sure how to be most effective at this point. Tim Murphy explained that in the past a sub-set of the membership identified bills to be tracked but in more recent years that task was conducted by our legislative consultant. Jeff Hayes suggested asking representatives from NHMA and NHPA if there is a way they can help us identify bills of importance. It was agreed to have Chairman Coppelman and Tim Murphy reach out to NHMA and NHPA respectively to see if they could attend our next meeting to discuss the possibility of their assisting in identifying bills that might be of interest to the Association. It was agreed to take no further action on legislative tracking until our next meeting. Chairman Coppelman asked that in the meantime if members hear of any proposed legislation we should be made aware of to forward it to Becky Baldwin for distribution.

Annual Commission Meeting Logistics: Tim Murphy explained that the \$2,000 that was approved in the budget for the Annual Commission Meeting included \$1,500 for costs associated with the venue and \$500 for someone to assist with the logistics associated with the event such as locating a venue and preparing the event agenda. He noted that in the past Upper Valley, North Country Council and Strafford RPC had assisted with this.

Education: Tim Murphy noted that the budgeted amount for Education has not been earmarked and should be discussed at a future meeting.

Capacity Building: It was acknowledged that this budgeted item should be discussed further at a future meeting and might include items such as sharing staff technical expertise for group efforts like grant writing.

Jeff Hayes suggested that the NADO Best Practices Guide might serve as a good discussion topic for a future meeting.

Tim Murphy reported that contracts have been put in place with Southwest RPC to provide administrative support for the Association and with Central NH RPC to assist with communications and marketing. Mike Tardiff reported that his staff has begun work on updating the Association website and will provide ideas on where to add content at the next meeting. Cynthia Copeland suggested viewing other state-wide association sites to see what they have for content. She also suggested that we could utilize Constant Contact to send out a periodic newsletter and would see if a Shayna Sylvia of her staff would be willing to come to a future meeting to discuss the possibilities of using this method of communication.

### **VIII. Next Meeting**

It was agreed that the next meeting of the Association would take place on December 8, 2016 at 1:00 p.m.

### **IX. Other Matters**

Peter Griffin asked if the Association has a policy regarding the sharing of articles that might be of interest to members and if such information needs to be sent to staff to distribute. Chairman Coppelman responded that any articles that might be of interest and pertain to NHARPC can be emailed directly to members. He cautioned that items must be informational only and cannot be considered as a meeting according to RSA 91:A.

### **X. Public Comment**

No public comments were made at this time.

### **XI. Adjourn**

Meeting adjourned at 3:07 p.m.

Respectfully submitted,

Rebecca I. Baldwin  
On behalf of NHARPC