

New Hampshire Association of Regional Planning Commissions

Summary Minutes

Meeting of June 30, 2016

I. Call to Order

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

Cliff Sinnott, Glenn Coppelman (Rockingham RPC); Barbara Robinson (North Country Council); Sylvia von Aulock (Southern NH RPC); Jeff Hayes, Bob Snelling (Lakes RPC); Steve Buckley, Mike Tardiff (Central RPC); Victoria Parmele (Strafford RPC); Tim Murphy, Larry Robinson (Southwest RPC); Becky Baldwin (staff).

Guests: Nancy Johnson, Legislative Consultant

II. Minutes of April 14, 2016 Meeting

The minutes of April 14, 2016 were approved as submitted by unanimous vote.

III. NHARPC Annual Commissioner's Meeting

Chairman Coppelman reported that the Annual Commissioner's Meeting took place on May 12th and thanked both Nate Miller and Becky Baldwin for their parts in coordinating the meeting. He added that he has received several positive comments about the event. Sylvia von Aulock asked what the outcome was from the various breakout sessions that focused on a SWOT analysis. Tim Murphy noted that the weakness session used innovative software to compile a report that will be shared in the future. Sylvia von Aulock noted that she would be interested in having a further discussion regarding next steps. Chairman Coppelman noted that could be brought up during discussions regarding the budget later in the meeting as well as thoughts on holding a future event. Victoria Parmele noted that she felt the event was very valuable for Commissioners. Jeff Hayes reported that his Board has questioned the cost of the event compared to actual participation and have suggested that funds be spent on other priorities such as coordination and marketing. Tim Murphy noted that Nate Miller had expressed disappointment that attendance had decreased in comparison to last year and we should find ways to increase attendance. Further discussion pointed out that day jobs, family commitments and vacations all conflicted with this year's attendance and that we might want to consider changing the format, length of time and date of the event if we continue having it.

IV. NHARPC Sponsored Sessions for NHMA 2016 Conference

Becky Baldwin reported that three proposals have been submitted to NHMA on behalf of NHARPC for consideration as possible sessions at their 2016 Annual Conference scheduled for November. Session topics include Municipal Solar/Community Level Solar Installations, Complete Streets, and MS4 Toolbox/What does your community need to do to be ready. Steve Buckley noted that once all of the proposals have been received, NHMA staff will review them and choose the ones they feel have the most statewide impact to be presented at the conference. He added that the deadline for submitting presentation proposals has been extended to July 11th. Tim Murphy asked if there were any other proposals that NHARPC wanted to sponsor noting that the subject of accessory dwelling units had been

mentioned at a previous meeting. Steve Buckley noted that he felt Ben Frost might be submitting a proposal for that one but might be interested in co-presenting the session with NHARPC. Tim Murphy suggested conducting the session by using a panel that focus on a range of perspectives. Several potential panel members were suggested including representation from NH Housing staff, city planners, community development directors, regional planning commissions, planning board members, realtors, and builders. Cliff Sinnott suggested that the panel discussion be moderated by an RPC to assure there is equal representation of the panel member's opinions. Sylvia von Aulock noted that she would be willing to assist with coordinating the session and Cliff Sinnott agreed to help as well. Steve Buckley suggested that a session on short term rentals would also be a good topic for the conference.

V. NHARPC Representation on Committee formed by HB 377

Chairman Coppelman referred to copies of HB 377 that had been distributed at the beginning of the meeting. He noted the NHARPC has been given two seats on the committee that is being formed by the bill, one for a representative from NHARPC and the other for a regional planning commissioner appointed by NHARPC. Tim Murphy reported that Tim Roache had contacted him to let us know that Sara Siskavich who is the GIS Manager at NRPC is interested in serving on the committee.

Motion: To appoint Sara Siskavich from Nashua RPC to represent NHARPC on the State Geographic Information System Committee that was established in HB 377.

Motion by Steve Buckley, seconded by Cliff Sinnott. Approved by unanimous vote.

Chairman Coppelman asked if any of the members knew of a planning commissioner in their region with a GIS background that might be willing to serve on the committee as our second representative. A couple of the members said they might have someone that would be interested. Chairman Coppelman asked that names be brought to the next NHARPC meeting for consideration.

VI. Annual Meeting Business Items

A. Financial Report

Tim Murphy reviewed the NHARPC Financial Report noting that we began the year with a bank balance of \$1,615.02 and ended with a balance of \$2,266.45. Chairman Coppelman requested that the report be amended to correct a typographical error stating it is for FY 2015/2016 rather than FY 2016/2017.

Motion: To accept the NHARPC Financial Report as corrected.

Motion by Larry Robinson, seconded by Barbara Robinson. Approved by unanimous vote.

B. FY 2016/2017 Budget

Tim Murphy explained that staff prepared a level funded budget to allow for discussion that needs to take place regarding what the membership feels is the best use of our dues. He noted that activities which have been brought up during NHARPC meetings include marketing, education, shared grant writing, legislative tracking, annual commissioner convening, etc. We need to determine which of these activities represent the best use of our limited resources. Cliff Sinnott noted that these topics need to be discussed prior to adopting a budget and assessing dues. Jeff Hayes suggested that the RPC Directors address these issues at their upcoming retreat and bring recommendations back to the membership. Tim Murphy noted that it would be appropriate for the Executive Directors to have this discussion, but since we do not comprise the Association proper, they should be directed to do so by the Association membership. Jeff Hayes pointed out that the only income generated by the Association is from the dues that are assessed to each of the RPC's. Mike Tardiff questioned if there was a need to establish a budget at today's meeting.

Cliff Sinnott pointed out that funding should be authorized to cover continued staff support that ends today. Bob Snelling suggested that we could vote on a dues assessment today and then determine the distribution of the funds at a later meeting. Tim Murphy pointed out that a discussion on how the Association intends to focus their attention might result in either a higher or lower dues assessment. Chairman Coppelman asked if the amount of \$7,500 that was appropriated for staff support last year was a sufficient amount. Tim Murphy responded that the funds ran out after the last meeting but if SWRPC were to continue providing staff support at a similar level for the next year, we could consider doing so for the same amount. Cliff Sinnott noted that if the Association were to ask for additional staff support they should be willing to pay for the added services. Mike Tardiff noted that if a budget was not voted on today he wouldn't want it to cause a cash flow problem for staff and their continued support. Steve Buckley asked when the Directors were having their meeting and was told it would take place next week. He suggested that should SWRPC need funds to provide continued staff support until the budget is determined that they be taken from the current Association bank balance.

Motion: To table this item until the next meeting of the Association with the understanding that the current bank balance be used to cover continued staff support until a budget is determined.

Motion by Larry Robinson, seconded by Barbara Robinson. Approved by unanimous vote.

Motion: To authorize and request the Executive Directors to discuss a strategic direction for NHARPC at their upcoming meeting and to bring recommendations to the next NHARPC meeting to assist in the process of establishing a budget.

Motion by Sylvia von Aulock, seconded by Larry Robinson. Approved by unanimous vote.

C. Annual Dues Assessment

It was agreed to table this item until the next meeting of the Association.

D. Staff Support

It was suggested to table this item until the next meeting of the Association. It was pointed out that the current contract for staff support ends with the Annual Meeting. It was pointed out that an allowance was made during discussion on Agenda Item VI B to allow for SWRPC to continue providing staff support for the Association until a new budget is established. It was agreed that this is important so as not to have a lapse in the services currently being provided.

Motion: To extend the current contract for staff support through September 30, 2016 as may be needed to cover the time period between the Annual Meeting and the time that the FY 2016/2017 NHARPC budget is established.

Motion by Larry Robinson, seconded by Barbara Robinson. Approved by unanimous vote.

E. Legislative Consultant Services

It was suggested to table this item until the next meeting of the Association. The question was raised if the current legislative consultant contract should be extended to go beyond the Annual Meeting. It was pointed out that a budget decision is likely to be reached prior to the start of the next legislative session. It was agreed to table this item until the next meeting of the Association.

F. Election of Officers

Chairman Coppelman explained that Kenn Ortmann has requested that he not be considered for the position of Vice-Chairman for FY 2016/2017 since he is anticipating moving out of the state. Chairman Coppelman and Larry Robinson noted that they would be willing to serve in their current positions of Chairman and Secretary/Treasurer respectively for FY 2016/2017. Discussion followed regarding a Vice-Chairman and it was suggested that Peter Griffin be asked if he would be willing to serve in this capacity.

Motion: To approve the following slate of officers for NHARPC for FY 2016/2017:

- **Chairman - Glenn Coppelman**
- **Vice-Chairman - Peter Griffin***
- **Secretary/Treasurer - Larry Robinson**

*** Pending acceptance of the Vice-Chairman position by Peter Griffin.**

Motion by Steve Buckley, seconded by Sylvia von Aulock. Approved by unanimous vote.

VII. Next Meeting

It was agreed that the next meeting of the Association would take place on August 12th at 10:00 a.m.

VIII. Other Matters

Barbara Robinson thanked staff for all the support they have provided to NHARPC over the past year. Tim Murphy extended the thank you to include members of the NHARPC leadership, Glenn Coppelman, Kenn Ortmann, and Larry Robinson.

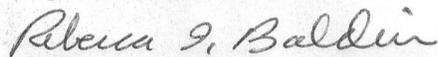
IX. Public Comment

No public comments were made at this time.

X. Adjourn

Meeting adjourned at 2:55 p.m.

Respectfully submitted,



Rebecca I. Baldwin
On behalf of NHARPC