

New Hampshire Association of Regional Planning Commissions

Summary Minutes

Meeting of May 11, 2017

I. Call to Order

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

Glenn Coppelman, Tim Moore, Cliff Sinnott (Rockingham RPC); Peter Griffin, Sylvia von Aulock (Southern NH RPC); Steve Schneider (Upper Valley Lake Sunapee RPC); Cynthia Copeland (Strafford RPC); Steve Buckley, Mike Tardiff (Central RPC); Mike Fimbel (Nashua RPC); Larry Robinson, Tim Murphy (Southwest RPC); Becky Baldwin (staff).

Guests: Scott Osgood, NHPA; Tim Fortier, NHMA.

II. Minutes of March 9, 2017 Meeting

The minutes of March 9, 2017 were approved as submitted by unanimous vote with Steve Schneider and Mike Fimbel abstaining.

III. NHPA Conference Sponsorship

Tim Murphy reported that the NHPA has asked if NHARPC would be willing to sponsor their upcoming Spring Conference that will be held on June 5th and 6th. The sponsorship request is in the amount of \$1,000. Tim Murphy noted that the RPCs have sponsored this event in the past with each RPC paying an equal portion of the cost but that it might be more efficient for NHARPC to sponsor. Becky Baldwin reported that \$1,000 had been budgeted for "support of affiliate initiatives" and nothing has been spent to-date from this line item. Scott Osgood reviewed the agenda for the conference and noted that sponsorship comes with use of a display table and two complementary registrations.

Motion: To authorize the expenditure of \$1,000 for the Association to be a sponsor of the upcoming NHPA Spring Conference.

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

Sylvia von Aulock asked who decides who will get the complementary registrations noting that she will be attending as a speaker but had already sent in her registration fee. Scott Osgood noted that if we wanted to provide one of our complementary registrations to Sylvia von Aulock he would see that she was refunded her registration fee. Tim Murphy asked if it is required that the table space be staffed at all times and Scott Osgood replied that it should be staffed during breaks in the program. Sylvia von Aulock volunteered to help staff the table and Tim Moore volunteered to assist as well. It was agreed that the complementary registrations associated with sponsoring the event be designated to Sylvia von Aulock and Tim Moore. Sylvia von Aulock asked what materials should be put on the table and Tim Murphy noted that he had materials and the banner from this morning's legislative breakfast that he could give to her at the end of today's meeting. Chairman Coppelman asked that any additional materials be given to either Sylvia von Aulock or Tim Moore prior to the conference. Tim Moore asked how many people typically attend the conference and was told between 60-70 people.

IV. NHARPC's Role in Education

Tim Murphy referred to the NHARPC strategic direction document that was adopted earlier this year with regards to increasing the Association's role in education. Having already discussed populating the NHARPC website with educational materials, various forms of educational activities were identified including technical bulletins, webinars, newsletters, and an annual legislative update. With regards to technical bulletins each RPC was asked to give some thought to a topic that they would be able to take the lead on. Technical bulletins would feature a different topic each quarter (or whenever the agreed-upon frequency for developing them). Chairman Coppelman asked those in attendance to identify topics that their RPC would be willing to feature. Responses are as follows: Tim Murphy, complete streets and brownfields; Cliff Sinnott, MS4 compliance and flood insurance programs; Sylvia von Aulock, age friendly communities and site plan review and analysis; Mike Fimbel, transportation congestion concerns; Tim Moore, tidal issues; Mike Tardiff, local economic development tools and management; Cynthia Copeland, regional impact and performance based planning. Sylvia von Aulock noted that although she would not want to take the lead on some of the topics mentioned she would like to work on them with other RPCs. Tim Murphy noted that he likes the idea of collaborative efforts, but recommended that one RPC take the lead on each of the topics to be featured. Cynthia Copeland suggested that a consistent template should be developed for the bulletins. Steve Buckley suggested that bulletins should be less than four pages in length, contain lots of graphics and bullet points, and keep in mind that the audience will be primarily civilians rather than professional planners. Tim Fortier from NHMA offered to feature NHARPC technical bulletins in their Town and City magazine which is published six times a year and has a circulation of 2,500. He added that one page per issue could be dedicated to NHARPC to provide a summary of a featured technical bulletin that would refer the reader to the NHARPC website for the complete article. Sylvia von Aulock asked what the cost would be and Tim Fortier responded that there would be no charge as he feels that the topics covered by NHARPC is the type of content he is looking for. Chairman Coppelman thanked Tim Fortier for his suggestion noting that we would still be able to distribute educational materials through other formats as well. Tim Fortier noted that July 12th is the deadline for materials that will appear in the September/October issue of Town and City. He explained that we could have a spot in that edition or wait until the new calendar year if that worked better for the Association. Chairman Coppelman noted that how soon we would be ready to publish a bulletin would depend on how long it took to create a template and have an RPC volunteer to that the lead on an article. He suggested that if any of the RPCs had a template they would like the group to consider using that they send it to Becky Baldwin for distribution. Steve Buckley suggested that someone write an initial article and then use that to create a template for the articles that will follow. Cynthia Copeland noted that she has a temporary person on staff that is funded through one of her programs that might be able to assist with this. Sylvia von Aulock noted that this will be a good way to share educational materials with all of our communities.

Tim Fortier explained that NHMA sponsored fourteen webinars last year and that our articles which will be featured in Town and City could easily be expanded to become webinars. He noted that a two page article usually translates into a one hour webinar. Tim Murphy suggested that Cynthia Copeland's temporary person coordinate with Tim Fortier to design a format for Town and City articles that will become webinars. Sylvia von Aulock noted that five of the RPC's are currently working on fact sheets related to MS4 compliance and how the RPCs can assist their communities and suggested this might be a good first article and webinar effort for the Association. Tim Fortier suggested that there be no more than three presenters for the webinar and it should be based on a presentation of up to 30 powerpoint slides. A link directing participants to additional information can be provided at the conclusion of the webinar. Steve Buckley noted that all of the NHMA webinars have been very successful and that participants are offered the option to send in questions that are answered during the presentations.

Motion: To have the Central, Nashua, Southern, Strafford, and Rockingham RPCs work together with NHMA to create an article for Town and City magazine and a webinar on MS4 compliance.

Motion by Tim Murphy, seconded by Sylvia von Aulock. Approved by unanimous vote.

Tim Fortier again stated that the deadline for an article to appear in the September/October edition of Town and City is July 12th. Cliff Sinnott agreed to have the Rockingham RPC serve as the lead agency for this endeavor but requested that Sylvia von Aulock from Southern assist with organizing the effort. Sylvia von Aulock agreed and noted that she would contact the RPCs mentioned above during the first part of June to coordinate their efforts. Mike Tardiff asked when NHARPC webinars would air and Tim Fortier suggested that they take place on either a Tuesday or Thursday since NHMA conducts all of theirs on Wednesdays. Tim Murphy asked how many webinars could be sponsored by NHARPC during the year and Tim Fortier replied that we could do six of them throughout the year.

Chairman Coppelman thanked Tim Fortier for his offer to coordinate with NHARPC on this noting that it will help us in meeting our education and outreach goals. Cynthia Copeland suggested that a sub-set of the Association work on identifying a list of topics that will be featured in future Town and City editions and webinars. Chairman Coppelman asked that the RPC executive directors work on this among themselves since their respective staff members will be involved in the project.

Tim Murphy suggested that a potential newsletter and annual legislative update and their role in NHARPC's focus on education be discussed at a future meeting. Steve Buckley observed that with regards to an annual legislative update document we should be careful not to duplicate work that is already being done by both NHMA and NHPA. He suggested waiting until both those publications are released near the end of July to determine if there is anything else that NHARPC should provide information on by way of a legislative update. It was the general consensus of those present to wait and see what NHMA and NHPA provide regarding legislative updates prior to taking any further action.

V. 2017 Legislative Session

A. Legislative Breakfast - Report

Tim Murphy reported that since no legislative sessions were scheduled for today at the State House, the turnout for the legislative breakfast was rather light. He added that this is something that cannot be anticipated when scheduling the event. Others that attended noted that although attendance was light, discussion was good and several legislators expressed appreciation for the work we do.

B. SB 169 - Agritourism

Chairman Coppelman reminded members that at our last meeting, the Association voted to write a letter of opposition regarding SB 169. He noted that he had taken information provided by Tim Moore and drafted a letter that was included in the agenda packet for review. He reported that since writing the letter he has learned that this bill has been re-referred. Steve Buckley pointed out that basically this means that nothing more will happen regarding the bill during this legislative session. Chairman Coppelman noted that in speaking with the Senate Public and Municipal Affairs Committee Chairman, there is a possibility that the bill may come up at a hearing in September and he advised that we move forward with our letter so that our perspective will be considered. Tim Murphy noted that although the Association voted to write a letter in opposition to this bill, the draft provides more of an educational content which is in keeping with the Association's adopted legislative review process.

Motion: To approve the draft letter in response to SB 169 and send it on behalf of the Association when further action is taken on this bill.

Motion by Mike Tardiff, seconded by Steve Buckley. Approved by unanimous vote.

C. Other Legislation

Chairman Coppelman explained that at the last meeting, several pieces of legislation had been identified as bills that might be of interest to the Association. He referred to handouts provided by both Becky Baldwin and Tim Moore. Becky Baldwin noted that the status of bills on her list was taken from the weekly NHPA listing that is provided to the RPC Executive Directors on a weekly basis. Tim Moore noted that the listing he provided was prepared by Victoria Parmele and contained bills that she felt were still active. Scott Osgood noted that according to the NHPA listing, there are still five bills that the Association was interested in that are still active. Chairman Coppelman asked if there is any other action members would like to take on a particular bill at this time. Sylvia von Aulock noted that her RPC was interested in a proposed piece of legislation related to the use of drones which could be helpful in obtaining information for traffic studies. Scott Osgood noted that this idea had run into opposition because it appeared to infringe on individuals private lives and therefore, was not pursued any further. Mike Tardiff noted that his RPC was interested in talk about establishing an Economic Development Revitalization Zone but was not sure if it ever became a piece of legislation. Tim Moore offered to research both of these items to see if they became bills and help determine their status.

VI. Future of NHARPC

Chairman Coppelman explained that this item was placed on the agenda to encourage group discussion regarding what the Association has accomplished this year, are we on track with what we wanted to accomplish, and where do we want to go from here. He added that due to the time, this is an item that we might want to discuss at a future meeting. Cliff Sinnott observed that he feels this has been a very productive year for the Association and we have come a long way with our goals of increased collaboration and public education. Tim Murphy noted that a discussion on the future expectations of the membership would be helpful to staff in preparing a scope of work, budget, and dues assessment for the Association annual meeting which typically takes place in June. He indicated that as staff, we will do our best in preparing for the annual meeting.

VII. Next Meeting

Members agreed to hold the NHARPC annual meeting on June 27th at the NH Municipal Association from 2:00 p.m. - 4:00 p.m.

VIII. Other Matters

No other matters were brought before the Association at this time.

IX. Public Comment

No public comments were made at this time.

X. Adjourn

Meeting adjourned at 3:05 p.m.

Respectfully submitted,

Rebecca I. Baldwin

Rebecca I. Baldwin
On behalf of NHARPC