

New Hampshire Association of Regional Planning Commissions

Summary Minutes

Meeting of April 12, 2018

I. Call to Order

Chairman Glenn Coppelman called the meeting to order at 1:05 p.m. Members introduced themselves as follows.

Glenn Coppelman, Tim Moore, Tim Roache (Rockingham RPC); Derek Shooster (Southern NH RPC); Steve Buckley, Mike Tardiff (Central RPC); Karin Elmer, Jay Minkarah (Nashua RPC); Michelle Moren-Grey (North Country Council); Larry Robinson (Southwest RPC); Steve Schneider (Upper Valley Lake Sunapee RPC); Becky Baldwin (staff).

Guests: Tim Fortier and Cordelle Johnston, NH Municipal Association (NHMA).

II. Minutes of February 8, 2018 Meeting

The minutes of February 8, 2018 were approved as submitted by unanimous vote with Karin Elmer, Tim Roache and Jay Minkarah abstaining.

III. NHARPC Education Efforts - Update

A. Town & City Articles/Webinars Pending

Tim Fortier from NHMA reviewed the schedule for upcoming Town & City articles and webinars. He noted that the Brownfields article for the May/June edition has been completed and will include a webinar. The article for the July/August edition will be on Trail Planning and he advised that the article is due on May 9th. He asked if there would be a companion webinar for this article and Michelle Moren-Grey responded that she wasn't sure at this time. Chairman Coppelman asked for clarification on the subject matter for the two upcoming transportation related articles. Jay Minkarah noted that he would work with Tim Roache to identify what would be covered in each article. Derek Shooster noted that Southern NH RPC would be willing to assist with the article as well.

B. 2019 Town & City Articles/Webinars

Tim Fortier suggested that we wait for a future NHARPC meeting to identify potential topics for the 2019 Town & City articles and webinars.

C. 2018 NHMA Conference - NHARPC Sponsored Sessions

Tim Fortier noted that the 2018 NHMA Conference is scheduled to take place on November 14th and 15th this year. He explained that training sessions are typically 70 minutes long and suggested that NHARPC might want to conduct sessions on both days. Chairman Coppelman asked when session proposals need to be submitted and Steve Buckley responded that requests for proposals will be sent out in the next couple of weeks. He explained that it would be ideal if NHARPC wanted to sponsor a track which consists of three sessions. Members agreed that they wanted to submit three proposals for sessions at this year's NHMA Conference and after some discussion agreed to focus on the following topics:

- Age Friendly Planning - This would be a follow-up to the session presented at last year's conference and would be conducted by Southern NH RPC.
- Outdoor Recreation/Planning for Play - This session would be conducted by Nashua RPC, North Country Council, and Central NH RPC.
- Water/Groundwater Issues - This session would be conducted by Rockingham RPC, Nashua RPC, and representatives from NH Department of Environmental Services.

Steve Buckley explained that NHMA will be looking for an RPC to take the lead for each of the proposed topics so they can fill out a form which will include session title, description of session content and additional presenters. Once proposals have been submitted, NHMA staff will review them and select those to be featured during the conference. He noted that he would share the form with Becky Baldwin so it can be distributed to the RPCs to be completed and submitted by an identified deadline.

IV. Support of Affiliate Initiatives

A. NHPA Conference Sponsorship

Chairman Coppelman reported that we have received a request from the NH Planners Association to sponsor their upcoming conference. He noted that we supported this activity last year and provided a 1,000 sponsorship. Karin Elmer asked if we had a budget item for this and what the balance was. Becky Baldwin explained that we budgeted \$1,500 for support of affiliate initiatives and to-date we have expended \$250 in support of the NNECAPA conference.

Motion: To sponsor the NH Planners Association conference in the amount of \$1,000.

Motion by Steve Buckley, seconded by Larry Robinson. Approved by unanimous vote with Derek Shooster abstaining.

Chairman Coppelman pointed out that the sponsorship allows us to have an exhibitor table, display a banner and receive three complementary admissions to the conference. He noted that one of the complementary admissions should go to the person who will be in charge of setting up our display. Tim Moore volunteered to do this on behalf of the Association. Chairman Coppelman asked if there were others that were interested in attending the conference. Michelle Moren-Grey said that she would like to send someone from North Country Council and Chairman Coppelman noted that he was interested in attending. It was agreed that Tim Moore, Chairman Coppelman and a staff member from North Country Council would attend the conference utilizing the three complementary admissions provided to NHARPC.

V. 2018 Legislative Session

Chairman Coppelman asked for an update on the legislative discussion meetings that are being held at the Office of Strategic Initiatives (OSI) that include representation from NHARPC, NHPA, NHMA, and OSI. Tim Moore noted that he has been attending the meetings on behalf of NHARPC and finds them very beneficial. Cordelle Johnston agreed noting that the meetings are informal discussions where the members share their concerns and views regarding various pieces of legislation. It was noted that the next meeting of the group will be held on April 13, 2018.

A. Report on 2018 Legislative Breakfast

Chairman Coppelman asked if anyone who attended the Legislative Breakfast would like to comment on the event. It was the general consensus of those attending that there was a fair amount of traffic at the event and, although they got to meet a few new representatives, the majority that attended were those who already know us and appreciate what we do. Chairman Coppelman noted that we will need to consider if we want to continue hosting this event as we prepare our budget for the upcoming year.

B. Legislation of Interest

Cordelle Johnston provided a brief update on various pieces of legislation that might be of interest to NHARPC members including:

SB 412 - Relative to Agritourism

This bill has been amended in the Senate to prohibit municipalities from adopting an ordinance, bylaw, definition or policy regarding agritourism that conflicts with state statute. The amended bill also allows the commissioner of the Department of Agriculture, Markets, and Food to issue a declaratory ruling on whether agriculture activities constitute agritourism. This bill passed the Senate and it is anticipated that it ought to pass the House and become law.

SB 557 - Relative to establishing a board of housing development appeals.

This bill has passed the Senate and has not yet been scheduled for the House.

SB 170 - Relative to the authority of towns to issue bonds for the expansion of broadband infrastructure.

This bill has passed the Senate as amended.

HB 1215 - Relative to voting on variances.

This bill has passed the House and will be going to the Senate next week.

SB 339 - Relative to voting by zoning boards of adjustment.

This bill has passed the Senate and the House Committee has voted that it ought to pass.

VI. 2018 Commissioners Convening (June 28, 2018)

Chairman Coppelman reminded members that the 2018 Commissioners Convening will be held on June 28th from 4:00 - 6:30 p.m. at the NHMA facility. He noted that Upper Valley Lake Sunapee RPC has volunteered to assist with the registration process since they have a program that they used to coordinate the prior Convenings. It is important that each RPC provide them with contact information for those Commissioners they want to be invited to the event.

Becky Baldwin noted she has contacted a caterer for the event and provided information on various menu options and pricing based on an attendance of 50 people. It was agreed to select First Impressions to cater the event.

Chairman Coppelman noted that guest speakers for the prior Convenings included the NHDES Commissioner and the NHDOT Commissioner and asked for suggestions for a speaker for this year's event. Steve Buckley suggested that we have someone speak on water issues and those in attendance agreed that would be a good topic. Tim Roache volunteered to contact Clark Freise, the Assistant Commissioner of NHDES to see if he is available. Another option might be Brandon Kernen, also from NHDES.

It was suggested that each RPC should plan on having a table that can be placed either in the hallway or one of the meeting rooms to display some of their work products, similar to what they did for the legislative breakfast.

Steve Buckley asked who will be in charge of the logistics for the event. Chairman Coppelman noted that Southwest Region RPC is willing to assist but noted that they will have exceeded the amount of their staff support services contract prior to the event. Steve Buckley asked how much was put in the budget for the Commissioners Convening and was told that \$2,000 had been appropriated. Karin Elmer suggested making the funds available to Southwest RPC if they are willing to assist with the logistics.

Motion: Authorize up to \$2,000 to Southwest RPC to assist with logistics for the NHARPC 2018 Commissioners Convening.

Motion by Steve Buckley, seconded by Larry Robinson. Approved by unanimous vote with Derek Shooster and Tim Roache abstaining.

VII. 2018 Annual Meeting Preparation

Chairman Coppelman reminded members that the NHARPC Annual Meeting would need to take place in June. At that meeting there will be a need to address the election of officers, identify who will provide support services for the upcoming year, and adopt a budget for FY 18/19.

VIII. Next Meeting (NHARPC Annual Meeting)

Following a brief discussion it was determined that unless there was a need for the Association to meet prior to the 2018 Commissioners Convening, the next meeting would be held at 2:30 p.m. on June 28th just prior to the Convening.

IX. Other Matters

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

X. Public Comment

No public comments were made at this time.

XI. Adjourn

Meeting adjourned at 2:55 p.m.

Respectfully submitted,

Rebecca I. Baldwin
On behalf of NHARPC