

# New Hampshire Association of Regional Planning Commissions

## Summary Minutes

Meeting of June 28, 2018

### I. Call to Order

Chairman Glenn Coppelman called the meeting to order at 2:35 p.m. Members introduced themselves as follows.

Glenn Coppelman, Tim Moore, Tim Roache (Rockingham RPC); Peter Griffin, Nate Miller (Southern NH RPC); Steve Buckley, Mike Tardiff (Central RPC); Michelle Moren-Grey (North Country Council); Gus Lerandeau, Tim Murphy (Southwest RPC); Steve Schneider (Upper Valley Lake Sunapee RPC); Becky Baldwin (staff).

### II. Minutes of April 12, 2018 Meeting

The minutes of April 12, 2018 were approved as submitted by unanimous vote with Gus Lerandeau and Peter Griffin abstaining.

Chairman Coppelman reported that the Association has received a request to appoint two representatives to the New Hampshire Transportation Council that was formed by HB 267. He noted that the two appointments should represent an urban and a rural area. Nate Miller explained that the bill was signed by the Governor and will go into effect on August 24, 2018. He added that he is interested in serving as the representative for the urban area and Mike Tardiff expressed interest in representing the rural area.

**Motion: To appoint Nate Miller as the urban and Mike Tardiff as the rural NHARPC representatives for the New Hampshire Transportation Council that was formed by HB 267.**

Motion by Gus Learandeau, seconded by Peter Griffin. Approved by unanimous vote.

Tim Murphy announced that NHARPC has received a similar request to appoint a representative to serve on the advisory commission for the Department of Environmental Services re: the delegation of authority of the National Pollutant Discharge Elimination System Program that was established by SB 450. He noted that Bob Snelling served as the NHRPC representative on a similar committee formed by previous legislation.

**Motion: To appoint Bob Snelling to serve as the NHARPC representative on the advisory commission formed by SB 450. Should Bob Snelling be unable to serve in this capacity Tim Roache or his designee would be appointed.**

Motion by Steve Buckley, seconded by Tim Moore. Approved by unanimous vote.

Staff will contact Bob Snelling regarding his availability to serve.

### III. 2018 NHPA Conference Recap

Chairman Coppelman reported that Tim Moore, Alex Belenz from North Country Council and himself attended the 2018 NHPA Conference on behalf of NHARPC. He noted that since we helped sponsor the

event we were provided with three complementary registrations and a space to display our banner and brochures. The conference was attended by approximately 100 people.

#### **IV. 2018 NHMA Conference: NHAPRC - Sponsored Sessions**

Chairman Coppelman asked what the status was for submitting session proposals for the 2018 NHMA Conference that were identified at the April 12<sup>th</sup> meeting. Proposed sessions included Age Friendly Planning, Outdoor Recreation/Planning for Play and Water/Groundwater Issues. Steve Buckley noted that the deadline to submit the proposals is June 29, 2018 and offered to check to see if they have everything they need from us. Tim Murphy asked what the chances are that our proposals will be accepted and Steve Buckley responded that it is hard to say but they are looking for 43 - 53 topics for sessions.

#### **V. Annual Meeting Business Items**

##### **A. Financial Report**

Staff member Becky Baldwin presented the NHARPC Financial Report through June 21, 2018. Tim Murphy noted that we do not have the actual costs associated with today's upcoming Commissioners Convening so the estimated costs based on staff support and catering results in an estimated bank balance at this time. The majority of the catering costs will be reimbursed by the individual RPC's based on attendance from their Commissions with the exception of costs for NHARPC guests and speakers.

**Motion: To accept the NHARPC Financial Report through June 21, 2018 as presented.**

Motion by Steve Buckley, seconded by Gus Leraudeau. Approved by unanimous vote.

Staff noted that they will bring an updated financial report through June 30, 2018 to the next meeting.

##### **B. FY 2018/2019 Budget**

Tim Murphy presented the draft FY 2018/2019 NHARPC Budget which for the most part is level funded from the current year. Based on anticipated expenses it is being suggested that total dues be set at \$12,000 for the coming year which would leave us with a modest bank balance come year end. Michelle Moren-Grey explained that North Country Council is not in a financial position to participate in paying dues this coming year but they are on a path to be able to contribute in the future. Steve Buckley asked if they would be able to make a partial contribution this year and was told that they could not. Tim Murphy shared the amount of dues that have been paid by each RPC over the past five years as follows: \$1,300 (FY 17/18), \$2,250 (FY16/17), \$1,150 (FY 15/16), \$2,223 (FY14/15), and \$1,886.11 (FY13/14). He noted that should the amount of proposed total dues for this year be divided by eight rather than nine RPC's it would equate to \$1,500 each. Chairman Coppelman suggested that should the membership agree with the proposal, that North Country Council would be able to continue to participate in the Association as a full member. Those in attendance agreed that North Country Council should remain a participating member of the Association and further agreed to split the dues among eight RPCs to allow this to happen. Michelle Moren-Gray thanked the group and noted that they hope to be in better financial shape come this time next year.

**Motion: To adopt the NHARPC 2018/2019 budget as presented.**

Motion by Steve Buckley, seconded by Gus Leraudeau. Approved by unanimous vote.

##### **C. Annual Dues Assessment**

**Motion: To assess NHARPC dues for FY 2018/2019 at \$1,500 per eight RPC's as discussed in considering the annual budget.**

Motion by Steve Buckley, seconded by Peter Griffin. Approved by unanimous vote with Michelle Moren-Grey abstaining.

#### **D. Contracts for Services**

Chairman Coppelman explained that we currently have two contracts for services that need to be considered. One is for NHARPC administrative support currently being provided by Southwest Region RPC and the other for NHARPC website maintenance and social media support currently being provided by Central NH RPC. Both of these contracts were presented as level funded in the budget that was approved for FY18/19.

Nate Miller asked if Southwest RPC was willing to provide administrative support to the Association for another year. Tim Murphy noted that we can but would also be open to another RPC providing this service if anyone is interested. Chairman Coppelman asked if any others were interested in stepping forward in this role – none at this time. Steve Buckley recalled that for a brief period of time several years ago, another RPC provided the administrative support. Steve Buckley requested that if Southwest RPC was thinking of giving up this service in the future that they provide advance notification to the Association.

Gus Lerandeau suggested that the fee should be increased and Chairman Coppelman stated that his understanding is that the fee for administrative support is based on the assumption of six NHARPC meetings per year. Should we exceed six meetings, we may need to re-visit the issue of adequate compensation.

**Motion: To enter into a contract with Southwest RPC to provide administrative support to NHARPC for FY18/19 in the amount of \$8,000.**

Motion by Tim Moore, seconded by Steve Buckley. Approved by unanimous vote.

Chairman Coppelman asked if Central NH RPC or any others were interested in providing continued website and social media support for the Association. Mike Tardiff noted that Central NH RPC would be willing to continue providing support for this service.

**Motion: To enter into a contract with Central NH RPC to provide website and social media support for NHARPC for FY 18/19 in the amount of \$1,500.**

Motion by Steve Buckley, seconded by Gus Lerandeau. Approved by unanimous vote.

#### **E. Election of Officers**

Chairman Coppelman noted that we need to establish NHARPC officers for FY18/19 and asked if anyone had nominations for consideration. Steve Buckley proposed the following slate: Steve Buckley, Chairman; Tim Moore, Vice-Chairman; Larry Robinson, Secretary/Treasurer. Chairman Coppelman asked if there were any other nominations from the membership and none were presented.

**Motion: To approve the following slate of officers for NHARPC for FY 2018/2019:**

**Chairman: Steve Buckley**  
**Vice-Chairman: Tim Moore**  
**Secretary/Treasurer: Larry Robinson**

Motion by Peter Griffin, seconded by Gus Lerandeau. Approved by unanimous vote.

Nate Miller thanked Glenn Coppelman on behalf of the Association for his years of service. Tim Murphy added that from a staff perspective it has been a pleasure working with Chairman Coppelman over the

years and the level of professionalism he has brought to the group has been much appreciated. He added that staff looks forward to working with incoming Chairman Buckley and Vice-Chairman Moore.

**VI. Next Meeting**

Following a brief discussion it was determined that unless there becomes a need for the Association to meet sooner, the next meeting would be held at 1:00 p.m. on October 11, 2018.

**VII. Other Matters**

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

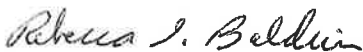
**VIII. Public Comment**

No public comments were made at this time.

**IX. Adjourn**

Meeting adjourned at 3:45 p.m.

Respectfully submitted,



Rebecca I. Baldwin

On behalf of NHARPC