

New Hampshire Association of Regional Planning Commissions

Summary Minutes

Meeting of June 13, 2019

I. Call to Order

Chairman Steve Buckley called the meeting to order at 1:00 p.m. Members introduced themselves as follows.

Tim Moore, Glenn Coppelman, Barbara Kravitz, Tim Roache (RPC); Peter Griffin, Nate Miller (SNHPC); Steve Buckley, Mike Tardiff (CNHRPC); Tim Murphy (SWRPC); Randall Clark, Steve Schneider (UVLSRPC); Donald Hamann, Marcia Gasses, Jen Czysz (SRPC); Karin Elmer (NRPC); Michelle Moren-Grey, (NCC); Becky Baldwin (staff).

II. Minutes of April 11, 2019 Meeting

Motion: To approve the minutes of April 11, 2019 as submitted.

Motion by Glenn Coppelman, seconded by Steve Schneider. Approved by unanimous vote.

III. 2019 Legislative Breakfast Recap

Tim Murphy reported that the 2019 Legislative Breakfast was held on June 6, 2019 which had been rescheduled from April. He noted that the rescheduling provided for a large attendance since both the House and Senate had scheduled hearings and there was also an event going on to honor past legislators. He noted that due to the large attendance, we ran low on refreshments but that was a good problem to have since the event provided the chance for a lot of networking with the legislators. Mike Tardiff agreed with the assessment and Tim Moore noted it was the best event we've sponsored for the legislators so far. Chairman Buckley asked if the legislators know who we are and what we do and it was generally agreed that they have a pretty good sense. He asked if we should continue to host this event. Tim Murphy noted that this is the second time we've had a problem with scheduling needing to be changed but, from his perspective, that is the only down-side.

IV. 2019 NHPA Conference Recap

Chairman Buckley noted that NHARPC helped to sponsor the recent NHPA Conference and asked those who attended if they had any observations. It was noted that Tim Moore, Karin Elmer, Glenn Coppelman, and Barbara Kravitz attended and they all felt there was a good turnout with interesting sessions and speakers. Tim Moore noted that we were one of about a half dozen sponsors that attended.

V. NHARPC – NHMA Partnership

A. Town & City Articles and Webinars

Chairman Buckley noted that we are on schedule with providing articles for the Town & City publication. The *Growing Younger* article for the July/August edition has been submitted and SWRPC is taking the lead on the September/October edition article entitled *Public Health Planning*. He noted that we need to identify an article for the November/December edition that has a due date of September 11, 2019. It was

suggested that perhaps Susan Slack at LRPC could take the lead on an article regarding septic systems in shoreland protection areas. Chairman Buckley said that he would contact LRPC to have them prepare the article. Tim Murphy noted that we will need to identify articles and webinars for the next calendar year at our next meeting.

B. 2019 NHMA Conference

Chairman Buckley announced that the 2019 NHMA Conference is scheduled to take place on November 13th - 14th in Manchester and asked if NHARPC wanted to sponsor session topics as they have in the past. Tim Murphy pointed out that we should identify topics at today's meeting since the deadline to submit proposals will likely be prior to our next meeting. It was noted that articles that were previously written for Town and City might be good session topics. Several topics were discussed including:

- Building Permits and the Land Use Process - It was noted that it would be best to do this as a panel discussion but it would need to involve someone with a legal background.
- GIS including a live demo - Jen Czysz said she would look into the possibility of doing this one.
- Source Water Protection - It was suggested that the grant award project for RPC and SRPC might be good substance for a session on this topic.
- Economic Development Tools 101 for Local Economic Development Committees - Mike Tardiff volunteered to submit a proposal for this topic. It was noted that it would also be a good subject for a future Town and City article.
- Health - Chairman Buckley noted NHMA did one on addiction a while ago and it was not well attended.
- Storm Water Management Systems.
- CommuteSmart NH - Mike Tardiff noted that this might not be the right audience for a presentation on this topic.

It was agreed that the group would consider submitting proposals for GIS, Source Water Protection, and Economic Development Tools. Staff member Becky Baldwin said she would contact those mentioned regarding these topics when NHMA sends out their materials for submitting session proposals. Chairman Buckley suggested that if anyone else had an idea for a session that they wanted to submit on behalf of NHARPC that they contact staff.

VI. 2019 Annual Commissioner's Convening

Tim Murphy reminded those in attendance that several meetings ago the membership decided that NHARPC would hold an Annual Commissioner's Convening in 2019 and it has been scheduled for October 17th. Several themes were suggested and one that seemed to generate interest was "Planning for Recovery". Marcia Gasses asked what the topic of discussion would be and Tim Murphy responded that the intent was to focus on substance misuse, treatment and recovery from a planning perspective. He questioned if we should establish a sub-committee to work on this or if we should pick a topic that we are more familiar and ready to go with. Chairman Buckley noted that the intent of the Convening is to provide the opportunity to network and hear from a guest speaker rather than be an intense workshop. He explained that in the past we have had the DES Commissioner and the DOT Commissioner as guest speakers. Glenn Coppelman suggested using economic development as a theme and asking Taylor Caswell, Commissioner of the NH Department of Business and Economic Affairs to be our guest speaker. He offered to reach out to Commissioner Caswell to see if he would be available if this is a route the membership wants to explore.

Motion: To establish economic development as the theme of the 2019 Commissioners Convening and reach out to Commissioner Caswell to see if he will serve as our guest speaker.

Motion by Glenn Coppelman, seconded by Tim Moore. Approved by unanimous vote.

Staff member Becky Baldwin noted that Steve Schneider had to leave the meeting but offered to have UVLSRPC assist with advertising the event and registration as they have in previous years. It was explained that registration would be the same as last year in that each RPC would be invoiced for those that attended from their respective commissions.

VII. Annual Meeting Business Items

A. Financial Report

Staff member Becky Baldwin reviewed the NHARPC Financial Report that was distributed prior to today's meeting.

Motion: To accept the NHARPC Financial Report through June 13, 2019 as presented.

Motion by Glenn Coppelman, seconded by Peter Griffin. Approved by unanimous vote.

B. FY 2019/2020 Budget

Tim Murphy reviewed the proposed NHARPC FY 2019/2020 budget that was distributed prior to today's meeting. Don Hamann observed that it appears to be level funded. Tim Murphy explained that estimated figures were used concerning the Commissioner's Convening event since actual figures are based on attendance.

Motion: To adopt the NHARPC 2019/2020 budget as presented.

Motion by Peter Griffin, seconded by Don Hamann. Approved by unanimous vote.

C. Annual Dues Assessment

Chairman Buckley noted that based on the budget that was just approved, the annual dues would be divided among the nine RPC's. Tim Murphy noted that last year the dues were split among 8 of the RPCs. Michelle Moren-Grey said the North Country Council would pay as much as they could towards the 2019/2020 dues. Chairman Buckley suggested that we assume all of the RPCs will pay an equal share of the dues which would come to \$1,333 each. He added that the membership could address assessing an additional amount at a future date if North Country Council was not able to pay their portion and additional funds were needed to meet our obligations.

Motion: To assess NHARPC dues for FY 2019/2020 at \$1,333 for each of the nine RPC's.

Motion by Chairman Buckley, seconded by Glenn Coppelman. Approved by unanimous vote with Karin Elmer abstaining.

D. Contracts for Services

- **Administrative Support Services**
- **Website and Social Media Services**
- **Other**

Glenn Coppelman asked if SWRPC and CNHRPC would be willing to continue providing administrative support services and website/social media support services respectively to NHARPC for another year and both agreed that they would.

Tim Moore suggested that \$1,000 of the Commissioner's Convening budget item be allocated to SWRPC to assist with the logistics for the event. Tim Murphy noted that a portion of the funds should be shared

with any other RPC that assists with the logistics for the Convening such as coordinating advertising and registration.

Karin Elmer pointed out that in the future any additional expenditures should be discussed prior to voting on a budget.

Motion: To enter into contracts with SWRPC to provide administrative support to NHARPC for FY 2019/2020 in the amount of \$8,000 and CNHRPC to provide website and social media support for NHARPC for FY 2019/2020 in the amount of \$1,500. To further allocate an amount not to exceed \$1,000 from the Commissioner's Convening budget to SWRPC and any other RPC that assists with the logistics for the event.

Motion by Glenn Coppelman, seconded by Peter Griffin. Approved by unanimous vote.

E. Election of Officers

Chairman Buckley presented a proposed slate of officers for NHARPC for FY 2019/2020 as follows:

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

Motion: To approve the proposed slate of NHARPC officers for FY 2019/2020

Motion by Glenn Coppelman, seconded by Peter Griffin. Approved by unanimous vote.

VIII. Other Matters

Barbara Kravitz asked if NHARPC had taken a position on SB 306 - relative to establishing a housing appeals board. She was told that no position was taken and Nate Miller added that this bill was laid on the table.

Nate Miller referred to SB 43 - relative to establishing a commission to study barriers to increased density of land development in New Hampshire. He noted that the makeup of the commission calls for a representative appointed by NHARPC. It was noted that once we are notified by the Clerk of the Senate we will appoint someone at a future meeting.

Nate Miller asked that a moment of silence be observed in remembrance of Jonathan Edwards, former Director of Planning and Zoning in Hanover and former Interim Director at UVLSRPC who passed away on June 7, 2019.

IX. Next Meeting

The next meeting was scheduled for September 12, 2019 at 1:00 p.m.

X. Public Comment

No public comments were made at this time.

XI. Adjourn

Meeting adjourned at 3:00 p.m.

Respectfully submitted,

Rebecca I. Baldwin
On Behalf of NHARPC