

New Hampshire Association of Regional Planning Commissions

Summary Minutes

Meeting of October 21, 2020

I. Call to Order

Chairman Steve Buckley announced that today's meeting would be conducted using a Zoom format and Rich Clough from SWRPC would assist by monitoring the meeting. Rich Clough read a document entitled *Authority for Conducting a Meeting Electronically (copy attached)*. He announced that all votes would be conducted by roll call.

Chairman Buckley called the meeting to order at 1:05 p.m. and asked members to identify themselves, explain why they are attending today's meeting remotely, note where they are, and state if anyone is in the room with them. Members introduced themselves as follows.

Tim Moore, (RPC); Sylvia von Aulock (SNHPC); Steve Buckley, Mike Tardiff (CNHRPC); Tim Murphy (SWRPC); Donald Hamann, Jen Czysz (SRPC); Patricia Higgins, Meghan Butts (UVLSRPC); Jay Minkarah (NRPC); Jeff Hayes (LRPC); Becky Baldwin (staff).

Guests: Cordell Johnston (NHMA); Mike Klass (NH OSI); Tim Corwin (NHPA).

II. Minutes of June 18, 2020 and August 25, 2020 Meetings

Motion: To approve the minutes of June 18, 2020 and August 25, 2020 as submitted.

Motion by Tim Moore, seconded by Jay Minkarah. Approved by unanimous roll call vote with Patricia Higgins abstaining.

III. Affiliate Conference Support - Follow-up

A. NNECAPA Annual Conference

Tim Moore provided a brief report on the 2020 NNECAPA conference that was held virtually on September 30th and October 1st. Keynote speakers and various sessions focused on how we should look at planning and make sure objectives are linked to create a welcoming environment. A presentation on the *Dirty Dozen of Zoning Standards* reviewed various ordinances related to parking, downtown revitalization, suburban lot standards, single family housing, accessory dwelling units, highways and streets, building codes, and others that have restrictions associated with them that in many cases prevent us from accomplishing what we want to do. A couple of other sessions examined the effects the current pandemic is having on tourism and resilient infrastructure. Chairman Buckley noted that he also attended the conference and enjoyed the session on the role that planners play in northern New England today.

IV. NHARPC - NHMA Partnership

A. Town & City Articles and Webinars

Chairman Buckley announced that we need to identify topics or projects to be featured as articles/webinars for upcoming Town and City editions through our partnership with NHMA. The next edition will cover January/February 2021 that has a copy deadline in mid-November. It was suggested

that topics be identified in order to establish a schedule and assign various RPCs to take the lead in writing them. Following discussion various topics were identified as follows:

- Recreation Planning
- Comprehensive Sidewalk Planning Including ADA Compliance
- The Age Friendly Component of Master Plans
- Master Plans on a Shoestring Budget
- How to Get from Here to There for Non-Drivers During the Pandemic
- Housing
- Economic Development
- Water Resources Planning
- Geo-data Portal Project

It was suggested that the Executive Directors develop a schedule for Town & City articles for the coming year and among themselves assign the lead RPC for each article. A schedule will be developed for distribution at the next NHARPC meeting. Sylvia von Aulock stated she would place this item on the next RPC Directors meeting agenda.

Chairman Buckley noted that we still need to identify an article for the January/February edition since the copy deadline falls before the next NHARPC meeting. Tim Moore suggested doing an article on the services that the RPCs provide to assist our communities. Suggestions included expanding on the services listed on the NHARPC brochure and having each RPC provide content on a different service. Chairman Buckley asked who would take the lead in pulling the article together and Jen Czysz volunteered to be the central point of contact and create the framework for the article. It was the consensus of those present that this would be the approach taken for developing the January/February Town & City article.

V. 2020 Legislative Session

A. Update on Commission to Study Barriers to Increased Density of Land Development (SB 43)

Chairman Buckley reminded members that both Jen Czysz and Sylvia von Aulock have been serving as the NHARPC representatives on the Commission to study barriers to increased density of land development created by SB 43. Jen Czysz reported that the Commission has been meeting on a weekly basis and today was the next to last meeting prior to making recommendations and filing a draft report. Over the time that the Commission has been meeting, they have received presentations and discussed education and training for local boards, how to provide better technical assistance and the limited funding provided through the Targeted Block Grant program administered by NH OSI considering statutory obligations imposed on the RPCs. Chairman Buckley asked when the final report will be released for distribution and Jen Czysz responded that this will be discussed at the next Commission meeting.

Sylvia von Aulock had to leave the meeting at this point.

B. 2021 Legislative Session

Chairman Buckley explained that over the past several years Tim Moore has been our representative on a group hosted by NH OSI, that also includes representatives from NHMA and NHPA, to discuss legislative activities. He asked Mike Klass if that group would be meeting again during the upcoming legislative session and if so would Tim Moore be willing to continue to serve as the NHARPC representative. Mike Klass responded that NH OSI will be hosting the legislation monitoring group again this year and they plan to meet 3-4 times during the upcoming session. Tim Moore volunteered to continue to be the NHARPC representative to the group. It was the consensus of those present to have

Tim Moore continue to represent NHARPC at these legislative monitoring meetings during the upcoming legislative session.

Cordell Johnston reported that it is impossible to predict what will happen with the Legislature during the upcoming session given the disruption caused by the pandemic. He noted that there is currently not enough space at the House to accommodate meetings that comply with social distancing requirements. In the past they had utilized the Whittemore Center at UNH for meetings but this facility will not be available for weekly meetings as it had been in the past. It is presumed that committee meetings will be conducted utilizing a Zoom or similar format but complications have been identified regarding conducting multiple meetings of this type at the same time. There will also be implications to deal with pending the result of the upcoming election. He explained that the first deadline for submitting LSRs has passed and, given that only titles are available, there doesn't appear anything of great significance at this time. The time period to file LSRs begins the day after the election and ends on November 18th for potential House bills. The exact date for filing Senate bills has not been determined yet. Housing appears to be a big issue regarding bills retained from the last session including HBs 1629 and 1632 dealing with zoning changes and incentives regarding development of work force housing. Potential bills addressing tiny homes and short-term rentals may be coming back during the upcoming session. Cordell Johnston reminded everyone that this is a budget year and that will be the highest priority for legislators. Tim Murphy noted that NHMA's legislative newsletter is an excellent source of information and asked when it will be starting-up again. Cordell Johnston replied that it is scheduled to begin in December right around Christmas and will be published weekly.

VI. Other Matters

Mike Klass thanked those involved in placing the orders for the Planning and Land Use Manuals for their assistance. All orders have been received and we can anticipate delivery around the start of the new year. The group acknowledged NH OSI for their role in coordinating the effort.

VII. Next Meeting

Chairman Buckley asked if the next meeting of NHARPC will be scheduled to take place sometime in December or January. Tim Murphy noted from the staff perspective that we normally meet every other month but, based on the legislative calendar, it is unclear if a December meeting will be most effective and suggested that January might provide an opportunity to review and discuss legislative initiatives relative to the 2021 session. Following discussion, it was agreed that we would hold Thursday, December 17th at 1:00 p.m. on the calendar as an option for the next meeting of NHAPC with the caveat that staff would coordinate with the Chairman on whether to meet in December or January and keep the membership apprised.


VIII. Public Comment

No public comments at this time.

IX. Adjourn

Meeting adjourned at 2:25 p.m.

Respectfully submitted,



Rebecca I. Baldwin
On Behalf of NHARPC

To stay compliant with NH public meeting guidelines when using a remote meeting format, we are obliged to read the following script so please bear with us.

AUTHORITY FOR CONDUCTING A MEETING ELECTONICALLY

In **Emergency Order #12**, issued by the Governor of the State of New Hampshire pursuant to **Executive Order #2020-04**, certain provision of **RSA 91-A** regulating the operation of public body meetings have been waived during the declared COVID-19 State of Emergency.

Specifically:

The requirement that a quorum of a public body be physically present except in an emergency requiring immediate action under **RSA 91-A: 2, III (b)**;

The requirement that each part of a meeting of a public body be audible or otherwise discernible to the public at the location specified in the meeting notice as the location of the meeting under **RSA 91-A: 2, III (c)**.

Provided, however that the public body must:

Provide access to the meeting by telephone, with additional access possibilities by video or other electronic means;

Provide public notice of the necessary information for accessing the meeting;

Provide a mechanism for the public to alert the public body during the meeting if there are problems with access; and

Adjourn the meeting if the public is unable to access the meeting.

This meeting will be conducted using the online meeting platform, Zoom. The public may view the meeting online by going to **www.zoom.us/join** and enter the meeting ID: 821 5871 6466 passcode: 425970.

If you are unable to, or wish not to attend the meeting on line, you may call the toll free # **(888) 475-4499** and enter meeting ID: 821 5871 6466 to listen to the meeting.

If you are having trouble accessing the meeting, you may call **(603) 357-0557** for assistance.

The meeting will now be called to order.