

NEW HAMPSHIRE ASSOCIATION
OF REGIONAL PLANNING
COMMISSIONS

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NHARPC Meeting

August 25, 2022

1:00 p.m. - 3:00 p.m.

NH Municipal Association
John B. Andrews Room
25 Triangle Drive
Concord, NH

Agenda

- I. Call to Order and Introductions
- II. Review and Approve the Minutes of June 30, 2022
- III. Discussion Items
 - A. The Future of the NHARPC:
 - Survey Results (see attached)
 - Review website and see <https://www.vapda.org/>
 - B. How Can RPC's Best Position Themselves to Leverage New Opportunities such as....
 - InvestNH grants
 - Housing Needs Assessment implementation
 - Comprehensive Plan updates
- IV. Commissioner Convening: Time, venue, and format
- V. Updates
 - A. What's new in your Region?
Be prepared to share 1 or 2 items your region is working on.
- VI. NHARPC - NHMA Partnership
 - A. Town & City Articles and Webinars
 - B. NHMA Annual Conference
 - Workshop Proposals
 - NHARPC Booth
- VII. 2022 Legislative Session
- VIII. Other Matters
- IX. Next Meeting
 - A. Proposed FY2023 Schedule
3rd Thursdays, 1-3 PM of even months
Oct. 20, Dec. 15, Feb. 16, Apr. 20, Jun. 15
- X. Public Comment
- XI. Adjourn

New Hampshire Association of Regional Planning Commissions
Summary Minutes
Annual Meeting of
June 30 2022

I. Call to Order and Introductions

Members introduced themselves as follows: Stephen Buckley, CNHRPC; Becky Baldwin, SWRPC; Bill Chaisson, UVLSRPC; Meghan Butts, UVLSRPC; Jen Czysz, SRPC; Mike Tardiff, CHNRPC; Jerry Coogan, UVLSRPC (remote); Tim Murphy, SWRPC (remote); Barbara Kravitz, RPC (remote); Michelle Moren-Grey, NCC (remote); Matt Baronas, staff, CHNRPC.

Guest: Noah Hodgetts NHOPD

At 1:20 p.m., in the absence of a physical quorum, Chairman Buckley proceeded with the non-voting items on the agenda.

II. Minutes of March 24, 2022, Meeting Minutes

Tabled due to lack of a quorum

Revisited at 1:48 p.m. when James Vayo joined the meeting to complete the quorum requirements.

T. Murphy MOTIONED to approve the Minutes of March 24 as amended with two spelling corrections. B. Chaisson SECONDED the motion. A roll call vote was taken: Those in FAVOR: T. Murphy, M. Morin- Grey, B. Chiasson, M. Tardif, B. Baldwin, J. Czysz, Steve Buckley, James Vayo. ABSATIN: B. Kravitz. Jerry Coogan was not present, for the vote. MOTION PASSED with a majority of members voting in favor.

III. NHARPC - NHMA Partnership

A. Town and City Articles and Webinar

Chair Buckley stated there is a full slate of articles ready to go for the remainder of the year. The Regional Needs Assessments article for the September/October edition is due August 1 and the Economic Resiliency Planning for November/December issue is due on October 1. J. Czysz reported that she reached out to Tim Fortier of NHMA for a potential longer article of four pages for the HNA. North Country, Nashua, and Strafford will coordinate for the ERP article.

B. Session Proposals for the NHMA Annual Meeting

Chair Buckley informed the membership that NHMA is seeking proposals for workshops for the November NHMA Annual Meeting. Electronic submission for proposals is due July 15.

Discussion ensued and several topics were suggested including SADES, the Housing Needs Assessment, Class VI Roads and Hazard Mitigation. T. Fortier suggested that NHARPC proper collaborate on a proposal.

The members were in consensus to propose a combined discussion on the Housing Needs Assessment and Class VI. Roads. B. Chaisson will research the number of releases of liability requests were recorded at the registry of deeds in the last 5 years. Steve Buckley will draft a workshop description and submit it to NHMA by July 15.

At the end of the discussion S. Buckley noted that the theme of this year's annual NHMA meeting is 'Getting used to Difference'

At 1:48 p.m. James Vayo of SNRPC joined the meeting. His attendance completed the quorum requirements allowing the committee to proceed with items requiring a motion.

IV. 2022 Legislative Session Partner Updates

Noah Hodgetts presented updates on the various 2022 land use bills of interest. He summarized on the following:

- HB1021: prohibiting regulation of religious land use based on the religious nature of the assembly or speech taking place on the land or in the structure.
- HB1293: repeals the exemption allowing any person who desires to submit plans and specifications for a sewage or waste disposal system for the person's own domicile to do so without a permit (Section 1)
- HB503: codifying the council on housing stability
- HB1661: Community Housing Toolbox bill: Sections 70 - 79 - including more training for land use boards, findings of fact, option to extend TIF for housing. Incentives for age-restricted housing to workforce housing are option until 7/1/23
- HB1681: relative to the state building code: Updates state building code from 2015 to 2018 IBC code including amendments adopted by BCRB through 11/30/21, establishes a 6-month grace period for the applicable state building code on building permit applications. Requires municipalities to submit amendments to state building code review board, revises definition of the state fire code,
- SB398: relative to building code and fire code enforcement replaces the joint committee on code enforcement with the advisory committee on state building and fire codes
- SB443 relative to municipal authority regarding the state building code: Requires BCRB to review proposed municipal amendments to the state building code to confirm that the proposed amendments do not conflict with, and are no less stringent than, the state building code. The bill also clarifies that fee schedules are not considered amendments to the code and that no fee shall be required to appeal a notice of code violation.
- HB481 establishing the office of the right-to-know ombudsman and making an appropriation therefor, nominated by Governor and Council
- HB1109 relative to approval for off highway recreational vehicles use on class IV, class V, and class VI roads: changes approval process for OHRV use on Class IV - VI roads to vote of governing body, also allows abutters affected by OHRVs to petition governing body to adopt limits on use of OHRVs (OHRV / CORD)
- HB1188: establishing a commission to study OHRV use in the state (OHRV / CORD)
- HB1106: establishing a commission to study recruiting members of the armed forces and the commission on demographic trends.
- HB1454: relative to permits for the siting of new landfills: establishes a formula for determining the distance for which a new landfill shall be located from a perennial river, lake, or coastal water
- SB17 relative to permitting dogs in outdoor dining areas of restaurants
- SB251 relative to the advisory board of a tax increment financing district requires at least one owner or occupant of real property within the TIF district
- SB273 relative to broadband infrastructure funding, permits towns to authorize broadband infrastructure bonds at special meetings, outside of annual town meetings
- SB334 establishing a committee to study blight in New Hampshire cities and towns
- S B395 establishing the wireless development initiative and the wireless deployment grant fund at BEA

- S B402 relative to financial assistance for municipalities affected by disasters creates an avenue to disburse financial assistance to municipalities affected by federally-declared disasters or governor-declared state of emergencies
- S B409 relative to disaster relief loans; modifies circumstance under which the governor may approve exceptional disaster relief loans
- S B445 relative to broadband matching grant initiative appropriates \$122 million from ARPA capital projects fund for broadband matching grants, with 75%/25% state/municipal cost-share, creates quarterly reporting requirement, requires federal guidelines to prevail over state match grant fund constraints

S. Buckley asked for questions. B. Chiasson asked what the chances are of HB1109 being Passed to which N. H responded he does not have a good sense at this time. Discussion ensued on the proposed bill.

V. Commission Convening Tabled.

Revisited after the Election of Officers at 2:41 p.m.

T. Murphy began the discussion by stating the last 2 years NHARPC has not held a convening. Past meetings have had presenters with breakout sessions, a meal where there has been better turnouts with this social version of the event.

S. Buckley expressed concern that these events require a lot of work and asked do we have the time and resources to put it all together.

The members discussed options for when to hold the event, different venues, and what type of event to hold.

M. Tardiff MOTIONED for the Convening be looked forward to as event of a social type after Town Meeting 2023 and to send out a survey to the Regional Planning Directors for the asking for input from their commissioners on how their RPC would like to proceed. SECONDED by M. Morin-Grey. A roll call vote was taken: Those in FAVOR: T Murphy, M. Morin- Grey, B. Chiasson, M. Tardiff, B. Baldwin, J. Czysz, Steve Buckley, James Vayo, Jerry Coogan and B. Kravitz. JMOTION PASSED with all in favor.

VI. Annual Meeting Business item

A. Financial Report

Becky Baldwin reported it was a short year with only 2 checks written, with minor interest, and all dues paid. B. Chaisson MOTIONED to accept the Financial Report as presented SECONDED by B. Kravitz. A roll call vote was taken: Those in FAVOR: T Murphy, M. Morin- Grey, B. Chiasson, M. Tardiff, B. Baldwin, J. Czysz, Steve Buckley, James Vayo, and B. Kravitz. Jerry Coogan was not present for the vote. MOTION PASSED with a majority of members voting in favor.

B. FY 2023 Budget

J. Czysz reported the budget presented is the exact same budget that was adopted a year ago the only difference being the bank balance. A revenue and expense line has been added to account for the funding for the annual convening.

B. Kravitz MOTIONED to adopt the 2023 Budget as presented SECONDED by T. Murphy.

S. Buckley asked to amend the motion to additionally approve the annual dues assessment of \$1000 per commission a total of \$9,000, approve, the Administrative Support Contract with SRPC for \$8,000.00 and the Website and Communications Support contract with CNHRPC of \$1,500.00

B. Kravitz amended the motion to include the \$9,000 dues assessment, the Administrative Contract and the Website and Communications Contracts. **SECOND** by T. Murphy.

Discussion: B. Baldwin stated that it has been a pleasure providing the administrative support to the association. She stated that she brought with her the checkbook and association documents to hand over to SRPC. The members thanked Becky for her assistance throughout the past years. Becky wished Jen and Megan good luck.

A roll call vote was taken: Those in FAVOR: T Murphy, M. Morin- Grey, B. Chiasson, M. Tardiff, B. Baldwin, J. Czysz, Steve Buckley, James Vayo, and B. Kravitz. and Jerry Coogan. **MOTION PASSED** with all in favor.

B. Annual Dues Assessment

Addressed and voted on in item VI A

C. Contracts for Services

- **Administrative Support**
- **Website Communications**
- **Other**

All items addressed and voted on in item VI A

D. Election of Officers

S. Buckley reported that he is stepping down as chair after 2 years. The proposed slate of officers for FY 2023 is as follows:

- Jerry Coogan has agreed to stand in as chair
- Peter Griffin as vice Chair and
- Donald Hamann has offered to become Treasurer.

B Chaisson **MOTIONED** to approve the proposed slate of officers for FY2023 and elect Jerry Coogan of UVLSRPC for Chair, Peter Griffin of SNRPC for Vice Chair and Donald Hamann of SRPC for Treasurer. **SECONDED** by T. Murphy. A roll call vote was taken: Those in FAVOR: T Murphy, M. Morin-Grey, B. Chiasson, M. Tardif, B. Baldwin, J. Czysz, Steve Buckley, James Vayo, and Jerry Coogan. B. Kravitz was not present for the vote. **MOTION PASSED** with all in favor.

T. Murphy thanked Stephen Buckley for serving as Chair for the past 2 years. S. Buckley thanked Jerry Coogan for stepping up as Chair and offered his assistance with the transition.

VII. Other Matters

J. Vayo asked if the group would entertain hearing from CSX at a future meeting. The suggestion was noted by the chair.

VIII. Next Meeting

S. Buckley reported that deadline to submit an LSR is in September meeting 15, and the committee should meet prior to that deadline. There is a reopening period after November election. A poll will be sent out to members to determine a date for the next meeting and a schedule for future meetings.

VIII. With a motion and a second and all members voting in favor, the meeting Adjourned at 2:55.

Respectfully submitted,

**Megan Taylor-Fetter
Administrative support**

DRAFT

Q1 What is the NHARPC doing well?

Answered: 11 Skipped: 0

#	RESPONSES	DATE
1	-- highlighting proposed legislation -- discussing potential impact; --inviting key advocates to present and discuss key issues or innovation that can/could affect our constituencies eg Rep Wilhelm on changing the composition of planning commissions; Margaret Burns introducing the potential for funding through ARPA; -- educating on specific issues in Town and City --forum for interaction of non-EDir reps with EDs --OPD representative attends with opportunity to report on current activity --inform on certain issues eg highlight ARPA details in advance of implementation	8/7/2022 4:54 PM
2	The fact that we are meeting allows us to share information from all parts of the state. It is so easy to exist in a silo. Collaborating with other organizations provides exposure in the community	8/6/2022 2:01 PM
3	Cooperating with housing finance authority and state planning office on tracking legislation has been a good move and worked well to keep her membership up-to-date	8/3/2022 8:09 AM
4	Bringing RPCs together. Being an over-arching support for RPCs. Providing a web site that can act as a bridge for RPCs and an outreach source for information.	8/2/2022 11:50 AM
5	Collaboration on T&C articles, moving forward or investigating issues that a single RPC or collective group of RPC's can not move on.	8/2/2022 11:22 AM
6	Allowing all RPC's to collaborate on sharing legislative updates. Publishing articles in Town & City on current RPC projects	7/28/2022 8:31 AM
7	The meetings have good agendas and are informative.	7/28/2022 6:15 AM
8	Gets the RPC Commissioners together to exchange information.	7/27/2022 2:13 PM
9	Filling spots on state committees and commissions	7/27/2022 12:09 PM
10	Town and City Articles.	7/27/2022 10:50 AM
11	Not Sure	7/27/2022 8:16 AM

Q2 What is the NHARPC doing not so well?

Answered: 11 Skipped: 0

#	RESPONSES	DATE
1	--communicating NHARPC's presence, mission, and potential to appropriately provide influence --encouraging planning commissions with outreach materials at least to Exec Boards and Commissioners to inform, and gain timely feedback from municipalities (members) on important issues --communicate an NHARPC point of view on regional matters --differentiating between administrative work covered in meeting of EDirs and issues where discussion with non-EDir can make a difference.	8/7/2022 4:54 PM
2	Transportation is one of our main missions yet we are not taking seriously the opportunities that both freight and passenger rail provides. We are the only state that does not have a state supported passenger rail program. What about the purchase of Pan -Am by CSX. According to NH DOT Commissioner Victoria Sheehan I93 will be at capacity in 2030-2035 and will not be widened. With rail out as an option what will that do to the accessibility to NH for freight , tourist and out of state property owners. Another issue is the obsession in converting out of use rail lines to recreational trails without evaluating the long term results	8/6/2022 2:01 PM
3	I believe the association has been set up for advocacy. When we need people to testify and Concord association really kicks into gear.	8/3/2022 8:09 AM
4	Actually meeting, many of the meetings have been cancelled. The website could be more of a resource for the RPCs, for example, it could host various job openings for the RPCs.	8/2/2022 11:50 AM
5	Better legislative debriefs/watch.	8/2/2022 11:22 AM
6	Getting RPC commissioners to attend NHARPC meetings and events	7/28/2022 8:31 AM
7	It is not clear to me what NHARPC produces: research? consensus? linkage among RPCs?	7/28/2022 6:15 AM
8	1. Need to make the meetings more interesting and valuable 2. Be a stronger advocate for RPCs at the state level and with local, regional and state partner friends.	7/27/2022 2:13 PM
9	Advocating for RPCs	7/27/2022 12:09 PM
10	Action items. I am not sure what the purpose of the NHARPC is if we don't do anything.	7/27/2022 10:50 AM
11	Involvement in legislature issues	7/27/2022 8:16 AM

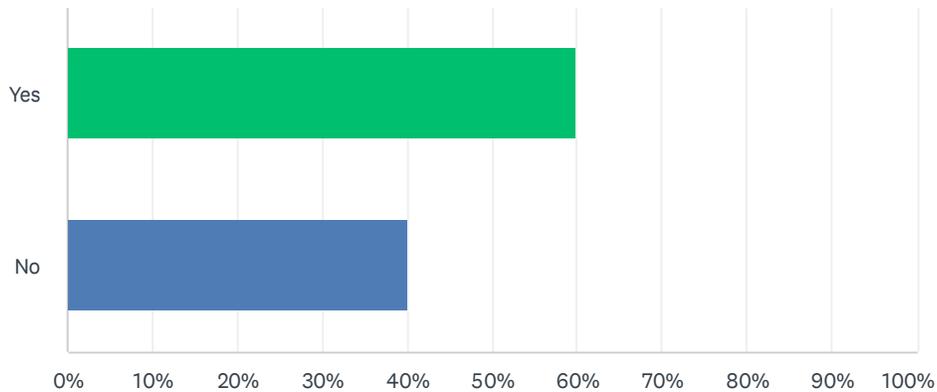
Q3 How can the NHARPC improve upon its work in the coming year and years?

Answered: 10 Skipped: 1

#	RESPONSES	DATE
1	--review strategic purpose; goals, audience, and the like. --compare to mission presentation in 2 page brochure found on website; retain or revise after strategic review; --differentiate matters related strictly to EDir work; summarize topics discussed or in process at E Dir meetings at NHARPC meetings	8/7/2022 4:54 PM
2	We need to have a regular series of guest speakers from different state departments and industries as well as regional speakers. This provides greater exposure for NHARPC and provides us with a broader perspective of what is happening in the outside world.	8/6/2022 2:01 PM
3	Supporting our membership to be more involved in advocacy for regional planning commissions and principles and best practices the original plan and commissions follow.	8/3/2022 8:09 AM
4	Provide an allowance to meet virtually and redefine in-person quorum to a lower number.	8/2/2022 11:50 AM
5	Convene an event for all RPC Commissioners to both have a social occasion/event and to hear from an important speaker on a hot topic affecting regional planning issues	7/28/2022 8:31 AM
6	Decide on one topic per year that is most important and write up a report that describes what all the RPCs have done with it and what they should do in the coming years.	7/28/2022 6:15 AM
7	1. RPC should be fully represented and reps should attend meeting. Have an alternative if one cannot attend. 2. Develop a work program for the upcoming two year period.	7/27/2022 2:13 PM
8	Consider hiring a lobbyist once again.	7/27/2022 12:09 PM
9	creating action items and goals of the group.	7/27/2022 10:50 AM
10	As Above	7/27/2022 8:16 AM

Q4 Should the NHARPC initiate any new projects / programs in the future?

Answered: 10 Skipped: 1

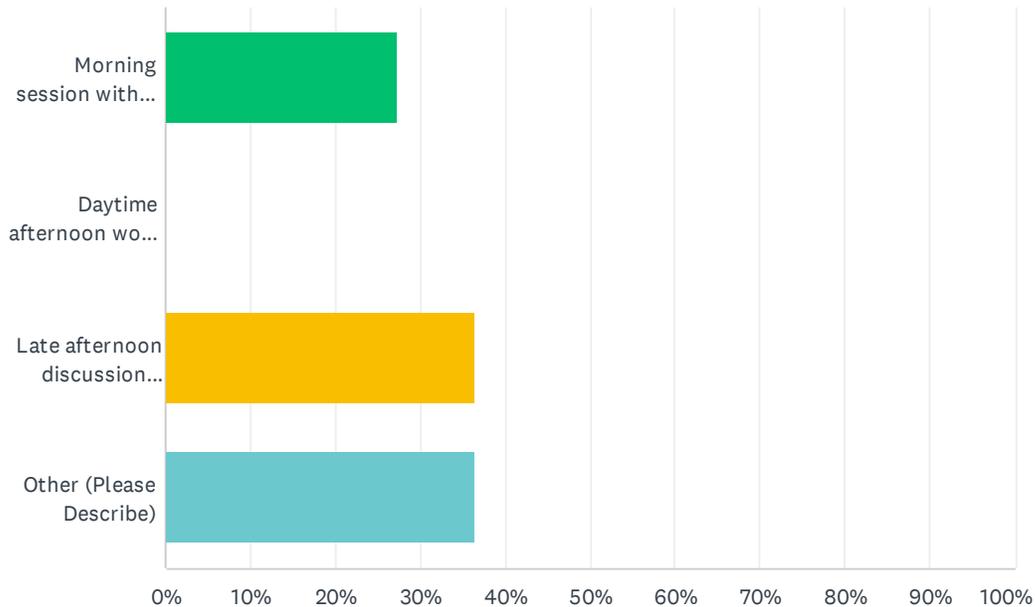


ANSWER CHOICES	RESPONSES	
Yes	60.00%	6
No	40.00%	4
TOTAL		10

#	IF YES, PLEASE SHARE ANY SUGGESTIONS.	DATE
1	--hard to define as first task is recovering from COVID disruption for 2 years --avoid duplication with other agencies, but provide information and updates eg re restructuring OPD et al and restructuring of planning and eco dev services --restore leg breakfast and opportunities to discuss issues with legislators --decide relationships with NHMA, OPD, NHPA	8/7/2022 4:54 PM
2	The concept of a speakers series.	8/6/2022 2:01 PM
3	Not sure.	8/3/2022 8:09 AM
4	Help to identify and coordinate on cross-region projects.	8/2/2022 11:50 AM
5	If there are statewide issues that might be too large in scope for regional RPCs to be able to see the full extent of, then NHARPC should be the one to let them know the latest from Concord or beyond.	7/28/2022 6:15 AM
6	1. Provide regular forums (2 to 3 times a year) for the lay commissioners. 2. Each RPC should sponsor a Legislative Breakfast in early January and "showcase" an outstanding accomplishment or project. 3. Work closely with NHMA on a common goal. 4. Build a professional relationship with the BEA Commissioner.	7/27/2022 2:13 PM
7	legislative advocacy? Marketing	7/27/2022 10:50 AM
8	As above	7/27/2022 8:16 AM

Q5 At the June 2022 meeting, there was general agreement of having a Commissioners convening session in April 2023. Please share your preferences on the meeting format:

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES
Morning session with a luncheon speaker	27.27% 3
Daytime afternoon work session	0.00% 0
Late afternoon discussion meeting with a speaker and reception	36.36% 4
Other (Please Describe)	36.36% 4
TOTAL	11

#	OTHER (PLEASE DESCRIBE)	DATE
1	Daytime afternoon breakout topical work session(s) followed by summary reports , a speaker, and get-to-know-each-other reception	8/7/2022 4:54 PM
2	I believe the convening's have not been worth the money spent and our resources would be better spent in other areas including meaningful information to commissioners	8/3/2022 8:09 AM
3	if we are to have a commissioner convening morning/daytime or turn the session into a guest speaker and make it virtual or add a virtual component for those with limited capacity to travel	8/2/2022 11:22 AM
4	Suggest late afternoon session w speaker. Encourage a social type event twice a year so reps from various RPCs get to know each other.	7/27/2022 2:13 PM

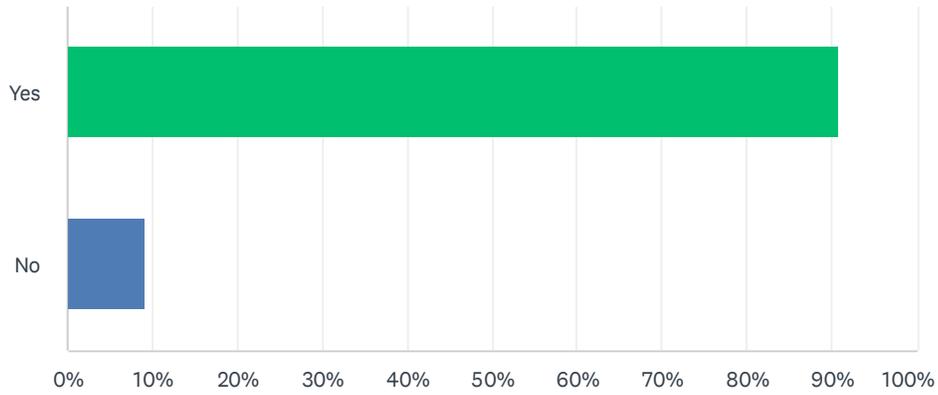
Q6 Please share your thoughts on how we can add value to each meeting and make the meetings more interesting and productive.

Answered: 9 Skipped: 2

#	RESPONSES	DATE
1	--brief report from each commission (E DIR or Rep) to share recent events, initiatives, problems, solutions to agenda item ED summary --round table with guest legislators eg Manchester attempt to change composition planning commissions; --ARPA info very instructive; ongoing accounting of how municipalities are using the \$ would generate ideas for others; -- HB #1661 appears to introduce changes to land use and Planning Board conduct. I am not yet informed but surmise that planning commissions and their member municipalities would benefit from learning about changes sooner rather than later. Could NHARPC be a facilitator or at least assist in getting the word out?	8/7/2022 4:54 PM
2	This is tough especially when you were talking about a four hour round-trip for several of us. And I'm online option probably makes sense	8/3/2022 8:09 AM
3	I think the format with a guest presenter has been great. I think brainstorming with RPCs on areas of interest every 6 months would help guide this.	8/2/2022 11:50 AM
4	Continue topics of statewide interest.	8/2/2022 11:22 AM
5	Always have an educational presentation (short - no more than 30 minutes) at all NHARPC meetings. We used to do this	7/28/2022 8:31 AM
6	You would not go amiss by hiring a social historian as a speaker. Nobody seems to know any history around here beyond nostalgia. It would be good for folks to learn how people really lived in the past in order to better plan how to live in the future.	7/28/2022 6:15 AM
7	1. Ask the RPC reps what they would be interested in. 2. Design a workshop session on a topic of interest like: a) an innovative project in a PPC; b) new funding opportunities; c) informational meeting with State Commissioners / Directors on agreed topics of interest. 3. Rotate the responsibility of creating an interesting NHARPC to an individual RPC	7/27/2022 2:13 PM
8	Not Sure	7/27/2022 12:09 PM
9	Include a discussion topic. Right now it is mostly updates which is not very engaging.	7/27/2022 10:50 AM

Q7 Should the NHARPC collaborate with other organizations (NHMA,NHPA) as an educational and informational resource?

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	90.91%	10
No	9.09%	1
TOTAL		11

Q8 For those who have been less active in attending NHARPC meetings, what do you suggest we do to encourage attendance?

Answered: 8 Skipped: 3

#	RESPONSES	DATE
1	COVID has accidentally taught us that virtual meetings add value, especially for those who must travel a significant distance, have time pressures, or still limit in person attendance. Surprisingly, an increased sense of connection and commitment can result. My own experience ranges from a high level World Affairs discussion group meeting every week, to the RPC Executive Board. [the RPC has developed an effective hybrid participation capacity .] In both cases all attendees can interact on the screen. -- suggest: minutes be distributed soon after the meeting to encourage thoughtful feedback and preparation. --see above	8/7/2022 4:54 PM
2	Make the programing more interesting. Discontinue the use of the Zoom option.	8/6/2022 2:01 PM
3	I think focusing less on Executive Director attendance and more on Commissioner attendance would be helpful	8/3/2022 8:09 AM
4	allow for virtual attendance, bring in experts of various topics, hold meetings and don't cancel last minute	8/2/2022 11:50 AM
5	Move the meetings to quarterly in-person and 2 virtual work sessions no votes taken if needed.	8/2/2022 11:22 AM
6	1. Refreshments. 2. Tell an interesting "planning story" about a particular event or individual. 3. Go around the table and each RPC can update the group on "what's new" in their region. Can be a broad discussion.	7/27/2022 2:13 PM
7	Make the agenda topics more meaningful	7/27/2022 12:09 PM
8	Make meetings engaging and serve a purpose. Travel is often a deterrent as well now that virtual is an option. Morning meetings make the travel more worth it.	7/27/2022 10:50 AM

Q9 Any additional comments, ideas, or thoughts you care to share?

Answered: 3 Skipped: 8

#	RESPONSES	DATE
1	--Are we thinking about taking positions on potential legislation? If not, should we? --Suggest: convene a subcommittee to read the NHARPC brochure and match what it says we do to what in fact we do and how we do it. Given the breadth of questions in this survey the outcome might suggest specific adjustments. --As we are already closely tied to NHMA, suggest: outlining the give and take in that relationship. eg we write for Town and State but who gets or gets access to the magazine? how is it promoted? . --I favor maintaining relationships with agencies in our scope of activity. Suggest: spell out our relationship with NHPA, OPD etc Avoid duplication of effort. Thanks for this thoughtful approach.	8/7/2022 4:54 PM
2	All RPCs should be committed to the NHARPC concept in order for the group to be successful. Create a "buzz" about the RPCs and what they are doing. Take pictures and produce videos fore the NHARPC website. Upgrade the Facebook account.	7/27/2022 2:13 PM
3	What do other organizations like this do? The Directors so do a good job at sharing information regarding funding and new projects, but having a united organization to do advocacy and other work is great. More commissioner engagement is needed	7/27/2022 10:50 AM