

**New Hampshire Association of Regional Planning Commissions
Meeting Minutes
Wednesday, December 20, 2023
NH Municipal Association
John B. Andrews Room
25 Triangle Drive, Concord, NH**

1. Call to Order and Introductions

Chair Gerald Coogan called the meeting to order at 1:00 p.m. and asked for introductions. Members present: Jerry Coogan, UVLSRPC; Sylvia Von Aulock, SNHPC; Mike Tardiff, CNHPC; Bill Chaison, UVLSRPC; Jeff Hayes, LRPC; John Miller, Bristol; Planning Board; Janet Metcalf, Bristol Pemi Path Committee; William Dowey, Bristol Economic Development Committee; Buz Kenney, Bristol Peni Path Committee; Noah Hodgetts, NHOPD; Larry Robinson, SWRPC; Michelle Morin-Grey, NCC; Tim Josephson, UVLSRPC; Stephanie Verdile, LRPC; Angela Cleveland, SRPC; Katrin Kasper, SRPC.

Members attending remotely: Tim Murphy, SWRPC; Barbara Kravitz, SNHPC; Tim Roache, RPC; Meghan Butts, UVLSRPC; Jen Czysz, SRPC; Wayne Burton, SRPC; Christine Robideau

Staff present: Megan Taylor-Fetter, SRPC

Guest Speakers: Stuart Arnett, ADG, LLC and Taylor Caswell, BEA

2. Review and Approval of the September 27, 2023 meeting minutes

With a motion by L. Robinson and a second by J. Hayes, with no discussion, all members voted in favor of approving the September 27, 2023 minutes as presented. Motion passed with a unanimous vote in favor. A. Cleveland noted there were a few grammatical errors which she will forward to Megan for correction.

3. Discussion Items

a. Quorum/By Laws

The group discussed the challenges the committee often faces in achieving a quorum for meetings. J. Hayes stated that the committee's quorum requirement cannot differ from the requirements of the state statute. The group discussed options including alternates and representatives of state. The members were in consensus to form a subcommittee to draft changes to the bylaws. S. Von Aulock will head the subcommittee with the help of J. Hayes and M. Moren-Grey and they will present a draft for review and approval at the March meeting.

b. Role of the RPC directors and association commissioners

M. Moren-Grey pointed out that the roles of the directors and commissioners are outlined in the NHARPC by-laws.

c. Marketing

The members questioned who the audience is they are trying to reach. Responses were legislators, state agencies, NHARPC members, and students. The NHARPC created a brochure several years ago which was updated last year. S. Von Aulock stated that she and J. Czysz handed out the brochure at the annual UNH job fair. Members suggested creating a QR code directed to the NHARPC website and brochure.

Other marketing strategies discussed were creating a marketing video or power point presentation, and updating the website by adding more data and information on the different

planning commissions projects. M. Tardiff encouraged RPC directors to send him updated information.

The group discussed establishing a commissioner of the year award. J. Coogan motioned to approve the establishment of a Commissioner of the Year Award and to create a review committee that would oversee the application process. B. Chaisson seconded the motion.

Discussion: The award would be presented at the Commissioner Convening event. The criteria for the award would be dedication, involvement, and commitment to regional planning. An 'Ambassador of Regional Planning; criteria will be based on the By Laws article II-purpose. Bill Chaisson will lead the effort.

The motion to establish a Commission of the Year Award was brought back to the table. All members voted in favor, and the motion passed.

The group also discussed awarding a Regional Planning Project of the Year Award. Bill Chasson motioned to approve seconded by L. Robinson. All in favor.

The group discussed the role of social media plays in marketing for the committee. S. Arnett suggested bringing in sponsorship to support the website.

J. Czysz and S. Von Aulock will form a marketing group and focus on one task at a time starting with updates to the brochure, video later, QR code to the website.

A. Cleveland stated that the committee should consider developing an employer brand, and to tell their story on the website. M. Tardiff asked members to forward content to update the website.

d. Membership

The group discussed the challenge RPC's have in maintaining full membership. T. Murphy suggested the directors discuss this at a future director's meeting.

e. Looking towards 2024

J. Coogan stated the committee should start thinking about planning for the November Convening.

The group discussed the following topics:

- Housing and economic development,
- Sustainability,
- Accessibility
- Land Use-(non-residential)
- Housing-Workforce/Affordability

Suggestions for speakers were:

- Bob McGlaughlin or Charlie French on Digital Equity
- Rebecca Skye on the State Commission on Aging
- A representative from the NH Council on Aging/AARP
- Jeanie Forester from the NH BEA

There was discussion of a survey to members requesting ideas.

4. NHARPC-NHMA Partnership-Town and City Articles and Webinars

J. Czysz outlined the upcoming articles as follows:

CY2024 List

Issue	Due Date	Topic	Authors
Jan/Feb	12/1/2023	Why do we Plan?	SRPC lead, all contribute
Mar/Apr	2/1/2024	Hazard Mitigation and Home Elevations	CNHRPC: Stef Alexander RPC: Maddie DiIonno
May/Jun	4/1/2024	Complete Streets	SNHPC: NCC: Nick Altonaga SWRPC: Henry Underwood
Jul/Aug	6/3/2024	NH's Changing Demographics	SNHPC: Zack Swick SWRPC: Terry Johnson SRPC: Rachel Dewey
Sep/Oct	8/1/2024	Sidewalks: Walkability and Accessibility	SRPC: Angie Cleveland NRPC:
Nov/Dec	10/1/2024	Option 1: Transformational Planning Grants Option 2: Combining Housing Affordability, Renewable Energy and Brownfields	Option 1: SWRPC: LRPC: Option 2: LRPC:

2023 Articles

- Municipal Natural Resource Inventories
- Community Transportation
- Final RHNA Products and HOP Implementation
- Solid Waste, HHW
- Climate resiliency

2022 Articles

- Community Power/ Electricity Aggregation
- Data Collection – SADES, etc.
- Hazard Mitigation Planning
- Regional Housing Needs Assessment
- Economic Resiliency Planning

J. Coogan stated the editor of Town & City considers the RPC articles the best he sees.

5. Community Updates

Tabled

6. Guest Speakers

- a. Stuart Arnett

J. Coogan introduced Stuart Arnett. S. Arnett is the Managing Partner for ADG and leads planning and development services, and project implementation. He was formally Director of Development and Planning for the City of Claremont where he worked on the revitalization project; he served as the NH Director of Economic Development under Governor Shaheen and Lynch.

S. Arnett stated there is a 'firehouse of funding' available. He talked about how the NBRC funds get more complicated; with federal funding there are capacity issues which could affect smaller communities. S. Arnett talked about how projects need community support to move forward. ADG provides "coaching" to smaller communities who wish to seek federal funding.

b. Taylor Caswell

J. Coogan introduced Taylor Caswell, the first Commissioner of the New Hampshire Department of Business and Economic Affairs. T. Caswell stated that BEA is working closely with NH Housing as a main tool for public funding. T. Caswell talked about ARRPA funding and HOPP and NEFA grants. He spoke about Broadband and the goal for 100% access. He stated he looked forward to a working partnership with the RPC's. T. Caswell recognized the need to provide adequate funding for the RPC's and will consider such as BEA prepares its FY 2026 budget.

J. Coogan thanked Mr. Caswell for his presentation and said he will follow up in 2024.

7. Other matters & Next Meeting

The next meeting will be March 27, 2024 at 1:00 PM.

8. Public Comment

There was no public comment.

9. Adjourn

At 3:15 PM. A motion was made to adjourn the meeting. The motion was seconded. With all members voting in favor, the meeting adjourned at 3:05 PM.