



NEW HAMPSHIRE ASSOCIATION  
OF REGIONAL PLANNING  
COMMISSIONS

150 WAKEFIELD ST. SUITE 12  
ROCHESTER, NH 03867  
TELEPHONE: 994-3500

**Central NH Regional  
Planning Commission**  
28 Commercial St. Suite 3  
Concord, NH 03301  
Telephone: 226-6020

**Lakes Region  
Planning Commission**  
103 Main St. Suite 3  
Meredith, NH 03253  
Telephone: 279-8171

**Nashua Regional  
Planning Commission**  
30 Temple St. Suite 310  
Nashua, NH 03060  
Telephone: 417-6570

**North Country Council**  
161 Main St.  
Littleton, NH 03561  
Telephone: 444-6303

**Rockingham  
Planning Commission**  
156 Water Street  
Exeter, NH 03833  
Telephone: 778-0885

**Southern NH  
Planning Commission**  
438 Dubuque Street  
Manchester, NH 03102  
Telephone: 669-4664

**Southwest Region  
Planning Commission**  
37 Ashuelot Street  
Keene, NH 03431  
Telephone: 357-0557

**Strafford Regional  
Planning Commission**  
150 Wakefield St. Suite 12  
Rochester, NH 03867  
Telephone: 994-3500

**Upper Valley Lake Sunapee  
Regional Planning Commission**  
10 Water St. Suite 225  
Lebanon, NH 03766  
Telephone: 448-1680

**NHARPC Meeting**  
Wednesday, June 26, 2024  
1:00 p.m. - 3:00 p.m.  
NH Municipal Association  
John B. Andrews Room  
Concord, NH

## Agenda

<u>Agenda Item</u>	<u>Time</u>
<b>1) Welcome and Introductions</b>	1:00-1:05
<b>2) Action Items:</b>	
a. Review and Approval of the March 27, 2024 Minutes	1:05-1:10
<b>3) Discussion</b>	
a. New Hampshire Rail Coalition, Boyd Smith	1:10-1:20
<b>4) Annual meeting Business Items</b>	
a. FY2024 Financial Report	
b. Annual Dues Assessment (\$1,000/RPC?)	
c. Contracts for Services	
i. Administrative Support (\$8,000)	1:20-1:55
ii. Website/Communications (\$1,500)	
d. FY 2025 Budget	
e. Election of Officers	
f. Adopt Bylaws	
<b>5) NHARPC - NHMA Partnership</b>	1:55-2:05
Town & City Articles and Webinars	
<b>6) Priorities for Fiscal Year 2025</b>	2:05-2:30
Convening: Select Date, Location, Topic	
<b>7) Legislative Update</b> with Noah Hodgetts and Tim Moore	2:30-2:55
<b>8) Public Comment</b>	2:55-3:00
<b>9) Adjourn</b>	3:00
<b>Upcoming meetings:</b> September 25, 2024	

**New Hampshire Association of Regional Planning Commissions**  
**Meeting Minutes**  
**Wednesday, March 27, 2024**  
**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; Jen Czysz, SRPC; Sylvia Von Aulock, SNHPC; Mike Tardiff, CNHPC; Jeff Hayes, LRPC; Noah Hodgetts, NHOPD; Tim Josephson, UVLSRPC; Katrin Kasper, SRPC; Peter Griffiths, NHHRPC; Tim Moore; Dave Kerr, LRPC; Steve Buckley, CNHRPC; Tim Murphy, SWRPC;

**Members attending remotely:** Tim Roache, RPC; Michell Morin-Grey, Barabara Kravitz, RPC

**Guests:** Heather Shank, OPD; Lee Ann Moynihan, BEA; Jeannie Forrester, BEA, Stuart Arnett, ADG, LLC

Chair Jerry Coogan announced that Tim Murphy and Jeff Hayes are retiring. Tim after 29 ½ years with SWRPC and Jeff after 10 years with LRPC The association members congratulated and wished them well. Jerry Coogan thanked them both for their service.

**2. Review and Approval of the December 20, 2023 meeting minutes**

S. Buckley motioned to approve the December 20, 2024 minutes seconded by P. Griffin. There was no discussion. All members voted in favor of approving the December 20, 2023 minutes as presented. Motion passed with a unanimous vote in favor.

**3. Discussion Items**

a. Bylaws Amendments

S. Van Aulock reviewed the changes to the bylaws highlighted as follows:

**Section 3.03. Board of Directors**

(a) Voting Members.

(1) Up to two commissioners from each member regional planning commission may be appointed to serve on the Board of Directors. In addition, the Executive Director of each member regional planning commission may serve on the Board of Directors. Each member RPC may appoint an Alternate Member, who shall be authorized to act for the RPC in the absence of a regular member. In no case shall the total number of votes cast by an RPC exceed the authorized number of representatives.

(b) Non-voting organizational partners.

- (1) One representative from NH Office of Planning and Development
- (2) One representative from NH Municipal Association

(c) Terms. Terms shall be of one year duration with no limit to the number of consecutive terms. Terms will run from July 1 through June 30.

- (d) Quorum. A quorum shall exist when a majority of the member regional planning commissions are participating in person. Once an in-person quorum is established, virtual participation will be counted towards voting membership. In the event an emergency is declared, subject to the provisions of RSA 91-A:2, III, an in-person quorum shall not be required.
- (e) Meeting Participation: The NHARPC shall allow one or more members of those bodies to participate in a meeting by electronic means of communication for the benefit of the public and the specific committee subject to the provisions of RSA 91-A:2, III.
- (f) Duties. The board shall provide policy direction for the Association, conduct an annual meeting, elect officers, adopt a budget, update the NHARPC webpage and outreach materials, recommend scholarships and awards, and take other action in addressing the Association's purpose as described in Article II. herein.

There was a brief discussion on meeting attendance, quorum requirements, and acceptable reasons for excused absences.

The committee will review and approve the amended by-laws at their June 27 meeting. A final amended version will be sent to the members in advance of 45 days to the meeting per the by-laws.

b. Marketing

There were no updates

c. Awards

The group discussed awarding Commissioner of the Year and Regional Planning Project awards at the annual convening.

d. Housing Champions Program update

J. Czyns updated the association on the Housing Champions Program's progress. She stated there have been three meetings thus far; they have reviewed three iterations of drafts of the proposed administrative rules which are being wrapped up and will be submitted. The next step will be to post a draft for public comment period.

**4. Roundtable with New BEA Staff**

Jerry introduced the guests: Jeanie Forrester, Director of Intergovernmental Affairs, Dept. of Business and Economic Affairs and Heather Shank, Senior Planner, Office of Planning and Development, BEA.

J. Coogan spoke about the importance of maintaining good communication between the organizations and working together. Each guest described their role in the Housing Championship Project. The group discussed the importance of the organizations and RPC's working together, keeping the line of communication open and communities informed; communities need technical assistance with accessing grant opportunities.

The group agreed to work together to avoid redundant distribution of information; ideally leave it to the RPCs to communicate with their communities.

The group discussed how to approach the Target Block Grant, and how to be the most effective partners and the need to revisit state funding. There was discussion on CEDARS Grant, facilitation, and resources.

## **5. Legislative Update**

Noah Hodgetts and Tim Moore reviewed the status of current Legislative House Bills and highlighted bills related to land use and planning.

## **6. NHARPC - NHMA Partnership**

### **a. Town & City Articles and Webinars**

J. Czyns reviewed the upcoming articles and schedule:

- July/August Due June 3, 2024: NH's Changing Demographics: SNHPC, SWRPC, SRPC
- September/October due August 1, 2024, Sidewalks Walkability and Accessibility: SRPC, NHRPC
- November/December due October 1, 2024, Two Options: Transformational Planning Grants and Combining Housing Affordability, SWRPC: LRPC and Renewable Energy and Brownfields: LRPC: UVLS: Olivia Uyizeye

### **b. NHMA Annual Conference**

J. Czyns stated that the NH Municipal Association is now accepting session proposals for the 2024 annual conference, Wednesday, October 30 and Thursday, October 31, 2024. The NHARPC should consider submitting a proposal. J. Coogan volunteered to staff the NHARPC booth at the NHAMA conference.

## **7. Community Updates**

### **a. Stuart Arnett-Update**

S. Arnett provided an update on Federal Grant Funding, the application processes, and assistance that is available.

## **8. Other Matters & Next Meeting**

The next meeting is the annual meeting on Wednesday, June 26, 2024. The convening will be held in the fall, please forward thematic and logistic ideas to Megan.

## **9. Public Comment**

There was no public comment

## **10. Adjourn**

Following a motion and a second to adjourn and all members voting in favor, the meeting adjourned.

Upcoming meetings:

June 26, 2024

September 25, 2024

NH Association of Regional Planning Commissions

Balance Sheet

As of June 24, 2024

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	<u>Jun 24, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Meredith Village Savings Bank	4,181.39
Total Checking/Savings	<u>4,181.39</u>
Total Current Assets	<u>4,181.39</u>
<b>TOTAL ASSETS</b>	<b><u>4,181.39</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	5,373.22
Retained Earnings	8,307.69
Net Income	<u>-9,499.52</u>
Total Equity	<u>4,181.39</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>4,181.39</u></b>

NH Association of Regional Planning Commissions

Profit & Loss

June 1 - 24, 2024

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	<u>Jun 1 - 24, 24</u>
Ordinary Income/Expense	
Expense	
Contract Services	
Administrative Support	4,000.00
Website and Social Media Support	750.00
Total Contract Services	<u>4,750.00</u>
Total Expense	<u>4,750.00</u>
Net Ordinary Income	-4,750.00
Other Income/Expense	
Other Income	
Interest Income	0.07
Total Other Income	<u>0.07</u>
Net Other Income	<u>0.07</u>
Net Income	<u><u>-4,749.93</u></u>

**NH Association of Regional Planning Commissions  
Proposed FY2025 Budget**

<b>Income:</b>	
Membership Dues	\$9,000.00
Annual Convening RPC payments	\$1,250.00
<b>Total</b>	<b>\$10,250.00</b>

<b>Expense:</b>	
Staff Support	\$8,000.00
Website/Communications Support	\$1,500.00
Conferences/Support of Affiliate Activities	\$500.00
Annual Convening	\$1,250.00
Legislative Breakfast	\$0.00
Incidental Expenses	\$250.00
<b>Total</b>	<b>\$11,500.00</b>

*Check Register Balance as of 6/24/2024*

*\$4,181.39*

# **NEW HAMPSHIRE ASSOCIATION OF REGIONAL PLANNING COMMISSIONS BY-LAWS**

## **ARTICLE I: NAME**

The name of the Corporation shall be "New Hampshire Association of Regional Planning Commissions", hereafter referred to as "the Association".

## **ARTICLE II: PURPOSE**

### **Section 2.01. The Association shall have the following purposes:**

- (a) To encourage free exchange of information, ideas, reports, and technical information that relate to regional planning and to the realization of broad planning goals.
- (b) To encourage balanced comprehensive planning that recognizes the need for both economic development and the conservation of environmental resources.
- (c) To advocate sound planning at the local, regional, state, and federal level.
- (d) To present information before executive and legislative bodies in New Hampshire regarding regional planning; to present a regional perspective on planning issues in New Hampshire before appropriate state or federal agencies; to research and comment on proposed legislation that may affect planning in New Hampshire; and to prepare appropriate legislation that affects planning and development in New Hampshire.
- (e) To promote and support common goals which would enhance the following objectives:
  - (1) Exchange of information to promote regional planning.
  - (2) Be the link between local, regional, state and federal planning.
  - (3) Consider and respond to legislative initiatives that pertain to planning & development.
  - (4) Support programs that promote sound planning principles.
  - (5) Understand what is common as well as different among NH RPCs.
  - (6) Guide municipalities towards focusing on and responding to regional issues.
  - (7) Advocate for the needs and funding of New Hampshire's RPCs.
  - (8) Effectively market services provided by RPCs.

## **ARTICLE III: MEMBERSHIP**

### **Section 3.01. Qualification.**

Any regional planning commission organized under NH RSA 36:46 or recognized by executive order may be a member of the Association. A member regional planning commission is one which



has contributed annual membership dues established pursuant to Article V. herein.

### **Section 3.02. Association.**

The membership of the Association shall consist of all representatives of member regional planning commissions chosen to serve on the Board of Directors. Members of the Board of Directors shall therefore comprise the Association.

### **Section 3.03. Board of Directors**

- (a) Voting Members.
  - (1) Up to two commissioners from each member regional planning commission may be appointed to serve on the Board of Directors. In addition, the Executive Director of each member regional planning commission may serve on the Board of Directors. Each member RPC may appoint an Alternate Member, who shall be authorized to act for the RPC in the absence of a regular member. In no case shall the total number of votes cast by an RPC exceed the authorized number of representatives.
- (b) Non-voting organizational partners.
  - (1) One representative from NH Office of Planning and Development
  - (2) One representative from NH Municipal Association
- (c) Terms. Terms shall be of one year duration with no limit to the number of consecutive terms. Terms will run from July 1 through June 30.
- (d) Quorum. A quorum shall exist when a majority of the member regional planning commissions are participating in person. Once an in-person quorum is established, virtual participation will be counted towards voting membership. In the event an emergency is declared, subject to the provisions of RSA 91-A:2, III, an in-person quorum shall not be required.
- (e) Meeting Participation: The NHARPC shall allow one or more members of those bodies to participate in a meeting by electronic means of communication for the benefit of the public and the specific committee subject to the provisions of RSA 91-A:2, III.
- (f) Duties. The board shall provide policy direction for the Association, conduct an annual meeting, elect officers, adopt a budget, update the NHARPC webpage and outreach materials, recommend scholarships and awards, and take other action in addressing the Association's purpose as described in Article II. herein.

### **Section 3.04. Executive Committee.**

- (a) Members. Members of the Executive Committee shall be the Officers of the Association and one Executive Director as appointed by the chair. The Executive Committee shall meet at the call of the chair.
- (b) Terms. Terms shall be of one year duration with no limit to the number of consecutive terms.

- (c) Quorum. A quorum shall exist when a majority of members are participating.
- (d) Duties. The specific duties shall include:
  - (1) Preparing recommendations for the Board of Directors.
  - (2) Implementing actions and policies approved by the Board of Directors.
  - (3) Serving as a finance committee.
  - (4) Performing such other duties as may be assigned by the Board of Directors

### **Section 3.05. Officers.**

The Association shall have a Chair, Vice-Chair, Secretary, and Treasurer. These officers shall be members of the Board of Directors who do not serve as an Executive Director of a regional planning commission. These officers shall be elected by the Board of Directors at the annual meeting. The Chair shall call, and preside over, meetings of the Association Board of Directors and the Executive Committee and shall perform such other duties that are customary to the office or that may be assigned by the Board of Directors or the Executive Committee. The Vice-Chair shall act in the absence of the Chair. The Secretary shall oversee the keeping of the minutes of meetings of the Association. The Treasurer shall oversee the keeping of the financial records of the Association. The officers shall perform such other duties as are customary to each respective office. Their terms will run from July 1 through June 30 except in the event that the annual meeting takes place after July 1, terms will begin immediately upon appointment at the annual meeting.

### **Section 3.06. Vacancies.**

- (a) Officers. The Board of Directors shall select a replacement, pro tem, to serve until the next annual election.
- (b) Board of Directors Members. The represented regional planning commission shall select a replacement as soon as possible.

## **ARTICLE IV: COMMITTEES**

### **Section 4.01. Formation.**

Other committees may be established by the Chair on an ad hoc basis.

### **Section 4.02. Quorum.**

A majority of committee members shall constitute a quorum for the purposes of conducting committee business.

### **Section 4.03. Legislative Policy Committee.**

The Association may designate a Legislative Policy Committee whose role shall be to assist the Association on legislative matters.

## **ARTICLE V: FINANCES.**

Section 5.01. The Board of Directors shall set the annual membership dues. The Association may receive gifts, bequests, grants, and contributions from individuals, civic organizations, and/or governmental units.

#### **ARTICLE VI: MEETINGS**

Section 6.01. Association Board of Directors. The Association Board of Directors shall meet as needed but not less frequently than annually. The location and hosting of these meetings shall be determined by the Chair.

Section. 6.02. Executive Committee. The Executive Committee shall meet as needed.

Section 6.03. Special Meetings. Special meetings may be called by the Chair or at the request of three members of the Executive Committee or nine members of the Board of Directors.

#### **ARTICLE VII: AMENDMENTS**

Section 7.01. These By-Laws may be amended by the Board of Directors at an annual or special meeting. Each member of the Board of Directors may propose amendments to these By-Laws. Any proposed amendment shall be submitted to the Executive Committee for consideration at least sixty (60) days prior to the meeting at which they are to be voted upon. The Executive Committee, with or without comment, shall forward any proposed amendment to the Board of Directors at least forty-five (45) days prior to the meeting at which they are to be voted upon.

#### **ARTICLE VIII: PROCEDURES.**

The Association shall follow Robert's Rules of Order in the conduct of its business.

As Revised: May 12, 1984, June 30, 1987, May 26, 2006, June 29, 2010, and draft amendments March 19, 2024.

# NHARPC/NHMA

## Planning Education Partnership Schedule for Town & City Articles

### CY2024 List

Issue	Due Date	Topic	Authors
Jan/Feb	12/1/2023	Why do we Plan? The Importance of Planning	All, SRPC coordinate CNHRPC: LRPC: NRPC: NCC: RPC: Mikayla Jerominek SNHPC: SWRPC: Jason Cooper SRPC: Jen/Autumn UVLS: Austin Ford
Mar/Apr	2/1/2024	Hazard Mitigation and Home Elevations	CNHRPC: Stef Alexander RPC: Maddie DiIonna
May/June	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: Colin Lentz 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: UVLS: Olivia Uyizeye

### 2023 Articles

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