

**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. Czynski 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