

**New Hampshire Association of Regional Planning Commissions**  
**Meeting Minutes**  
**Wednesday, June 26, 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; Kerrie Diers, SRPC; Mike Tardiff, CNHPC; Noah Hodgetts, NHOPD; Tim Josephson, UVLSRPC; Katrin Kasper, SRPC; Peter Griffin, SNHPC; Tim Moore; NHRPC; Steve Buckley, CNHRPC; Larry Robinson, SWRPC; Shanna Saunders, LRPC

**Members attending remotely:** Sylvia Von Aulock, SNHPC; Tim Roache, NHRPC; Barbara Kravitz, NHRPC, Cathlin Lord;

**Guests:** Boyd Smith, New Hampshire Rail Coalition

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

L. Robinson motioned to approve the March 27, 2024 minutes seconded by P. Griffin. There was no discussion. All members voted in favor of approving the March 27, 2024 minutes as presented. Motion passed with a unanimous vote in favor.

**3. Discussion**

- a. **New Hampshire Rail Coalition, Boyd Smith**-Tabled to further down in the agenda

**4. Annual Meeting Business Items**

**a. FY2024 Financial Report**

K. Diers reported on the Profit and Loss Report and Balance Sheet Update for FY 2024. L. Robinson motioned to accept the FY2024 Financial Report as presented, seconded by S. Buckley. All members voted unanimously in favor. Motion passed.

**b. Annual Dues Assessment**

The group discussed the current dues rate and if it should remain the same. S. Buckley motioned to approve the FY2025 \$1000.00 membership dues for each RPC. P. Griffith seconded the motion. All members voted unanimously in favor. Motion passed.

**c. Contracts and Services**

- i. **Administrative Support (\$8,000)**
- ii. **Website Communications (\$1,500)**

S. Buckley motioned to approve the payment of \$8,000.00 a year to SRPC for administrative services and \$1,500 to CNRPC for website and Communication Services. P. Griffin seconded the motion. All members voted unanimously in favor. Motion passed.

**d. FY2025 Budget**

K. Diers and M. Taylor-Fetter presented a brief overview of the FY25 budget. K. Kasper motioned to accept the FY25 budget as presented. S. Buckley seconded the motion. All members voted unanimously in favor. Motion passed.

**e. Election of Officers**

Jerry Coogan agreed to continue as Chair and Peter Griffin agreed to stay on as Vice Chair. Katrin Kasper volunteered to serve as Treasurer.

S. Buckley motioned to appoint the slate of officers as proposed seconded by L. Robinson. All members voted unanimously in favor. Motion passed.

Jerry stated that he will have served as chair for the last three years ending June 2025; this will be his last year.

**f. Adoption of Amended NHARPC By-Laws**

S. Buckley summarized the amendments to the NHARPC by-laws as presented at the March 27, 2024 meeting. The 45-day notice requirement to provide the proposed amendments to the association members for review has been met.

L. Robinson motioned to approve the amended NHARPC Bylaws as presented. T. Josephson seconded the motion. All members voted unanimously in favor. Motion passed.

**5. NHARPC – NHMA Partnership**

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

J. Coogan stated that former NHMA administrator, Tim Fortier, has mentioned on numerous occasions that the NHARPC articles were the best.

The group reviewed the schedule of articles for the remainder of the calendar year.

S. Von Aulock stated that she coordinated the July/August article on NH's changing demographics is ready to go. The previous articles on the Complete Streets article SNHPC created a story map that includes work done across the state. The September/October article will be on sidewalks and accessibility and will be written by SRPC's Colin Lentz.

**6. Priorities for Fiscal Year 2025**

J. Coogan asked for topics for a Commission Convening

Suggestions included:

- Transportation: Downeaster Service and how it has affected NH
- EV charging stations
- The struggle for rural areas

He asked for someone to lead the effort but stated it will be a group effort. Once a date is established for late October, early November, he recommended sending a Save the Date notice.

S. Buckley introduced Miranda Augustine, the new Communications Coordinator for NHMA. M. Augustine reviewed the upcoming articles and deadlines for the NHMA Town and City Articles.

The deadlines are:  
Jan/Feb: 11/29/24  
Mar/Apr: 1/31/25  
May/June: 3/28/25

July/Aug: 5/30/25  
Sept/Oct: 7/25/25  
Nov/Dec: 9/26/25

M. Augustine stated it would be helpful to have articles and the assigned RPC's identified by September.

Ideas for upcoming articles:

- Energy Issues/Community Power/Solar Grants/Steps for Solar installation
- Small Cell Communications/Case Study/Energy Committees
- Culverts Assessments/Stream Crossings
- Historic Preservation: NH Office of Historic Preservation/NH Preservation Alliance
- Resiliency/Adaptation/Flood Plains/Mapping
- Housing Update/Next Step/HOP Grant/Successes/Opportunities
- Regional Plan Update for all RPC's
- Isolation in NH/How NH residents are creating connections to reduce the devastating effects of isolation

The RPC directors will come up with a solid list for future articles at their next meeting.

J. Coogan stated that in that in the past, the association has hosted guest speakers, J. Coogan asked if the association would like to continue this practice at future meetings. The consensus was yes. He stated that priorities should include working with BEA to increase funding for RPC's and to start to identify and reach out to legislators that are in support of the RPC's now.

Discussion ensued on funding, engaging a lobbyist, and ways to increase funding.

The group discussed hosting a legislative breakfast in February at the State cafeteria. Each RPC could set up a display table representing the work they do in the region. A legislative breakfast is not included in the FY2025 budget, but the money may be available to host a breakfast with an estimated cost of \$500.00. S. Saunders suggested partnering with NH Planners Association and she will help to coordinate the event.

J. Coogan summarized the priorities for FY25:

- Increase Funding for RPC's
- Legislative Breakfast
- Convening Session late October early November
- Consider hiring Lobbyist to work on increased state funding

## **7. Legislative Updates**

Tim Moore highlighted the legislative bills and stated that out of the 194 house bills proposed, 67 passed house. 49 were passed by the senate and so far, the Governor has signed 9. The rest are in progress. There were 20 senate bills, 11 were passed by the senate, 8 passed by the house, and the governor has signed 3.

Noah Hodgetts joined the meeting by Zoom and reviewed highlights of the updates to the legislative bills. Heather Shank joined the meeting by Zoom. No changes to planning board processes this year.

**Item # 3a: New Hampshire Rail Coalition:** Boyd Smith of the NH Rail Coalition joined the meeting; he stated the coalition consists of smaller bicycle groups in NH. working

together on building a proposal for funding and support from the state to build-out the 330 abandoned rail corridors in the state. He discussed the benefits of developing rail trails in NH.

The group discussed the benefits of expansion and how to get funding. P. Griffin stated that there is a lack of rail transportation in New Hampshire and asked how does the rail trail system help that situation and what is the economic value to the state compared to using those corridors for railroad transportation? He added that there is a value in these corridors for the restoration of rail transportation. B. Smith stated that this is an alternate local source of transportation for and a tourist attraction. The state has to reclaim these rail trails if the need for rail arises.

**8. Public Comment**

The was no public comment

**9. Adjourn**

There was a motion to adjourn and a second. The meeting adjourned at 3:00 P.M.

Upcoming meeting: September 25, 2024

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# NHARPC/NHMA

## Planning Education Partnership

### Schedule for Town & City Articles

#### CY2025 List

Issue	Due Date	Topic	Authors
Nov/Dec 2024	9/26/2024	Housing Navigator Success Stories	UVLS: Renee SRPC: Courtney
Jan/Feb	11/29/2024	Why Engagement is Important in the Planning Process	NRPC - Jay NCC - Angie SNHPC - Suzanne
Mar/Apr	1/31/2025	How Investing in Regional Planning gets Results	All 9 directors each do a paragraph example (Jen coordinate)
May/June	3/28/2025	Ten-Year Plan – variety of projects	Each RPC write up and submit a project write up CNH – Mike SNH – Nate
Jul/Aug	5/30/2025	Brownfields and Affordable Housing	LRPC: Shanna Saunders NCC: Michelle Moren-Grey SNHPC: Cam Prolman (tbd)
Sep/Oct	7/25/2025	Investment in Transit and Mobility Management	RPC – Scott Bogle lead UV - Tim SNH – Ben H NRPC - Jay CNH – Mike
Nov/Dec	9/26/2025	Resources for Volunteer Planners	SWRPC – Todd SNHPC – Sylvia NCC - Courtney

#### Other Possible 2025 Articles

- Resources for Volunteer Planners
- Grants, Grants and More Grants – grant writing and how we create change for our communities (UVLSRPC's USDOT Resiliency Planner)

#### 2024 Articles

- Why do we Plan? The Importance of Planning
- Hazard Mitigation and Home Elevations
- Complete Streets
- NH's Changing Demographics
- Sidewalks: Walkability and Accessibility

# NHARPC/NHMA

## Planning Education Partnership

### Schedule for Town & City Articles

- Option 1: Transformational Planning Grants/Option 2: Combining Housing Affordability, Renewable Energy and Brownfield

#### 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

<https://www.nharpc.org/educational-materials/>