



**Granite State Future
Executive Committee Meeting**

Rescheduled to February 18, 2014 | 10:30 AM – 12:00 PM
Central NH Planning Commission, Concord, NH 03301

Agenda

- 1. Introductions**
- 2. Final Phase Work for TASCs and Statewide Advisory Committee**
- 3. Administrative Updates**
 - a. Work Progress and Deadlines
 - b. Invoicing and Budget Drawdowns
 - c. Project Reporting
- 4. Roundtable Discussion**
- 5. Other Business**
- 6. Public Comments and Questions (10 min. time permitting)**





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Meeting Notes – Draft

Members Present:

Mike Tardiff, Central NH Planning Commission
Jeff Hayes, Lakes Region Planning Commission
Kerrie Diers, Nashua Regional Planning Comm.
Jeff Hayes, North Country Council
Cliff Sinnott, Rockingham Planning Commission
Jack Munn for David Preece, SNHPC
Cynthia Copeland, Strafford RPC

Members Called-in:

Tim Murphy, Southwest Regional Planning Comm.
Christine Walker, Upper Valley Lake Sunapee RPC

Staff Present:

Jennifer Czysz, Nashua Regional Planning Comm.

C. Sinnott called the meeting to order at 10:45 AM.

1. Introductions

All in attendance introduced themselves.

2. Final Phase Work for TASCs and Statewide Advisory Committee

K. Diers started by updating all directors regarding recent conversations she had had with State Agency staff members that took the time to share their thoughts on how well the statewide coordination efforts had proceeded thus far. There were some concerns raised that NRPC hopes correct in the final year of work. To set out a strategy for the final year and help clarify project objectives, J. Czysz compiled an outline of meetings for the final year, along with descriptions of roles and responsibilities. The RPC directors discussed adjusting the TASC staffing assignments based on current staff work loads and budgets. Each TASC has an assigned staff lead that will be expected to work with the chair to schedule, set up and facilitate the meetings. Additionally, because documentation of each meeting will be key, we have assigned one person to be responsible for preparing meeting minutes. It was asked whether those staff previously assigned to a TASC should continue to participate. Yes, they are most welcome to do so, that is up to each RPC director's discretion. They simply would not have the added staffing burden.

There was additional conversation regarding the title "Statewide Snapshot." C. Sinnott was concerned that it implied that it represented a limited "snapshot" in time and may not be reflective of the

document's content. It was suggested that the title be "Telling Our Stories" or something that reflected the report was common opportunities in NH's regions.

J. Czynsz and K. Diers noted that while the outline has yet to be written, it will highlight common and distinct needs, goals, and opportunities among the nine regions. It will be supplemented with the TASCs' strategies brainstorming and assessment, it will include a synopsis of what statewide and regional initiatives may best achieve the regions' goals and needs identified through the statewide research process. Ultimately the final product will be determined by the work of the nine regional plans, TASCs and Advisory committee.

3. Administrative Updates

K. Diers noted that NRPC would like to track each RPCs progress in the final year to ensure all remain on schedule as extensions will not be possible. To do so, each region should note the status of individual plan components in their monthly progress reports. J. Czynsz reviewed the details. RPCs should note whether each plan component is not yet begun, outlined, half complete, complete, etc. A bullet or sentence fragment is sufficient. If a RPC has customized or merged plan components they should note how and ensure all plan components in the project scope of work are included in the report. Additionally, RPCs provide copies of any new and recent draft work not previously submitted. Electronic draft submissions are welcome.

As a reminder the project deadlines are:

- A complete first draft of your regional plan is due to NRPC June 30, 2014.
- Final plan is due December 15, 2014.
- No work may be billed after December 31, 2014.
- All match contributions must be met by December 31, 2014.

The directors asked for clarification regarding the December 31st deadline given that the contractual performance period is through January 2015. J. Czynsz and K. Diers noted that per HUD rules, no additional costs can be incurred in the final 30 days of the performance period. C. Walker asked about administrative time and whether that can be incurred in January 2015? K. Diers replied that no, RPCs may not incur administrative costs in January 2015. While NRPC may be able to incur administrative costs in that last month, invoices for subcontracts are not eligible for reimbursement in the final 30 days.

J. Czynsz also reviewed the final year's logic model semi-annual reporting requirements. Additional metrics to track in the final year include date plan components are completed, whether they are adopted, and other similar metrics to assess scope of work completion. Semi-annual reports will be due in mid-July and December 31, 2014.

4. Roundtable Discussion

The RPC directors took a couple minutes to inquire and discuss what progress each has made toward completing their draft plan components.

5. Other Business

There was no further business to be discussed.

6. Public Comments and Questions

Seeing no comments from the public, the meeting adjourned at 12:0 PM.