



Granite State Future
Executive Committee Meeting
March 14, 2013 | 1:30 – 3:30 PM
NH Local Government Center
25 Triangle Park Drive, Concord, NH 03301

Agenda

- 1. Introductions**
- 2. Program Budget and Contract Status Review**
- 3. Project Updates:**
 - a. UNH Survey, C. Sinnott
 - b. Data Team
 - c. Online Public Forum
 - d. HEAL and HNH*foundation* program scope and updates
- 4. Statewide Reports & Technical Assistance Process:**
 - a. Advisory Committee & TASC roles and responsibilities for Phase 2
 - b. Regional Plan Framework and Existing Conditions and Trends Assessment
- 5. Other Business**
 - a. Statewide Advisory Committee RPC Representation
 - b. Public Comments and Questions (10 min. time permitting)





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Meeting Notes – Draft

Members Present:

Mike Tardiff, Central NH Planning Commission
Kimon Koulet, Lakes Region Planning Commission
Cliff Sinnott, Rockingham Planning Commission
Kerrie Diers, Nashua Regional Planning Comm.
David Preece, Southern NH Planning Commission
Tim Murphy, Southwest Region Planning Comm.
Cynthia Copeland, Strafford RPC

Staff Present:

Jennifer Czysz, Nashua Regional Planning Comm.
Tara Bamford, North Country Council
Nate Miller, Upper Valley Lake Sunapee RPC

K. Koulet called the meeting to order at 12:40.

1. Introductions

As there were no guests, introductions were not necessary.

2. Program Budget and Contract Status Review

J. Czysz distributed a summary of the budget, grant fund draw-downs and match contributed to date along with a project timeline. It was noted that subgrantees are at varying points and some are behind on match contributions. Overall, match contributions are nearly at the total level pledged, but a little low. This is partially due to the need to collect in-kind time contribution reports from statewide partners.

The directors asked for clarification on the provision of match. It was confirmed that in-kind match may be substituted for cash match. Ultimately, it is the total pledged amount that prevails, not the original source of funds identified as potential match. Regarding in-kind match, in-kind contributions must be

direct contributions of time or resources toward the development of the regional plan. Examples of acceptable in-kind match include:

- Time contributed by regional plan advisory team members to prep for, travel to, and participate in a meeting for the plan.
- Resources, meeting space or supplies donated by another organization for use by the regional planning commission for meetings or outreach events (excluding food unless it is pre-approved).
- Time contributed by the RPC's commissioners to discuss the regional plan at a commission meeting.

In-kind match does not include the time of members of the public participating in an outreach event.

Documentation of in-kind match may be:

- Time log maintained by the volunteer or RPC and signed by the volunteer.
- Official sign in sheets from meetings.
- Meeting minutes that include attendance and serve as the official record.

K. Diers noted that there are no extensions possible on the grant work under HUD. Additionally, there may be no expenses charged to the grant in the last 30 days of the performance period. To ensure all are complete by the end of the performance period, critical deadlines are as follows:

- **June 30, 2014 - 1st complete draft of all Regional Plans due to NRPC**
- August 7, 2014 – 1st draft of Statewide Snapshot due to RPC Directors
- August 14, 2014 – Executive Committee meeting to review 1st draft of Statewide Snapshot
- August 28, 2014 – Statewide Advisory Committee meeting to 1st draft of Statewide Snapshot

- **October 31, 2014 – Final draft of all Regional Plans due to NRPC** (plans can be adopted by commissioners after this point, but any revisions made after this point will not be captured in the Statewide Snapshot).
- November 6, 2014 – Final draft of Statewide Snapshot due to RPC Directors
- November 13, 2014 – Executive Committee meeting to review final draft of Statewide Snapshot
- November 27, 2014 – Statewide Advisory Committee meeting to final draft of Statewide Snapshot

- **December 31, 2014 – last day to incur expenses under the grant**

To aid in program development, the directors each chose to take one plan component and develop the overall chapter outline to be used by all RPCs. Outlines should be:

- “Open source” and all RPCs invited to contribute once the first draft is prepared.
- Shared via the Google Site and posted either:
 - Directly as text on the plan component page or
 - As a Google Doc that all have access to edit.

As part of the outline development process, RPCS should identify a specific set of questions that they would like to forward to the applicable TASCs for additional technical assistance to be provided to all RPCS.

Chapter outline assignments by RPC are:

- Housing Needs – Southwest
- Fair Housing Equity Assessment – Nashua
- Transportation – Southern
- Water Infrastructure – Strafford
- Environment – Lakes
- Economic Development – North Country
- Comprehensive Climate Change Impacts Assessments – Rockingham
- Energy Efficiency and Green Building Strategy – Rockingham

Central and Upper Valley should either select one of the following components or assist one of the other regions above. Unassigned plan outline components include:

- Vision
- Telling the Story (expanded executive summary)
- Prioritized Implementation of Regional Projects and Measuring Success
- Existing Conditions and Needs Assessment
- Scenario planning

A deadline was not set for outline development, but should be as soon as possible. Upper Valley Lake Sunapee RPC was asked to share those outlines and their style template they have created thus far.

The directors also discussed a conceptual implementation project to be conducted at the conclusion of the planning project to serve as a resource for municipalities seeking to use their regional plan to help develop their local master plan. Idea was to develop a tool-kit that would be scalable by community size recognizing that small and large communities have different needs and use for the regional plan. K. Diers noted that the OEP Spring Planning and Zoning Conference will use this approach with a couple back to back sessions on regional plan efforts and implementation ideas. J. Cysz noted that NHHFA will be preparing a guide book using their Community Planning Grantees as case studies for plan implementation techniques. The directors were interested in possibly using the Citizen Planner website as a platform for such resources.

3. Project Updates

UNH Survey, C. Sinnott

UNH met with RPC staff members 2 weeks ago and received a lot of input on the desired structure and content of the survey. A revised draft was sent out yesterday (Wednesday 3/13/2013). At this point the survey still needs to be trimmed down and additional questions deleted. There will be a staff meeting on March 21st to discuss those deletions. There may be one additional draft review after that point. Once the survey questions are finalized the process of conducting and reporting out on the survey is relatively fast.

Data Team

Revisions to the methodology write ups are nearly complete. There are a few regions with overdue edits. Directors expressed their desire to move the process forward and the need for data being available is becoming more pressing. For those regions that have completed their methodology revisions, they should proceed to developing data sets. Data sets will be due March 29, 2012. Staff will work with Fay Rubin at GRANIT to determine how the data will be archived and accessed.

Online Public Forum

The online public forum has launched. J. Czyns walked the directors through the changes to the site, how the individual forums are navigated to from the main GSF website, and basic administrative needs for the forums. The committee discussed creating a new “splash” page for the forum under the Get Involved tab on the GSF website.

HEAL and HNHfoundation program scope and updates

J. Czyns recapped the discussion program staff had earlier in the week with representatives of HEAL and reminded the directors that any time spent reviewing the HEAL principles and strategies should be billed to their HNHfoundation subgrant rather than to HUD. The staff level discussion with HEAL introduced the various goals, principles and strategies that HEAL seeks to promote that are applicable to the local and regional planning process. HEAL representatives then tied those objectives to potential implementation action items relative to each of the regional plan components that would help achieve any mutual objectives. RPCs are encouraged to look to the HEAL resources when working on their plan components and to integrate planning where overlap in local priorities occurs. HEAL strategies should not be directly integrated into regional plans without first having a conversation with constituents and commissions to discern local priorities.

4. Statewide Reports and Technical Assistance Process

Advisory Committee and TASC Roles and Responsibilities for Phase 2

J. Czyns recapped the ideas generated by the Statewide Advisory Committee for how to streamline technical assistance requests from RPCs through the Technical Advisory Subcommittee Structure. RPCs should review the [Advisory Committee meeting notes](#) for a synopsis. Additionally, the committee suggested that each RPC should identify their current technical assistance needs, especially while in the process of outlining the plan components and send their questions to J. Czyns and/or the applicable TASC staff.

The one area identified that all RPCs agreed they will need additional technical assistance is water infrastructure. In particular, RPC would like to learn more about emerging technologies, cost constraints, and any encouraging resources or opportunities.

Regional Plan Framework and Existing Conditions and Trends Assessment

A reminder that the regional plan framework is complete and available [online](#). Nashua RPC noted that they believe the Framework will be a great resource for municipalities looking to develop their local master plan and will give towns a jump start on research.

5. Other Business

Statewide Advisory Committee RPC Representation

The first year of RPC representation on the Statewide Advisory Committee concluded as of the February committee meeting. The following have completed their participation on the committee:

- Rockingham Planning Commission, Cliff Sinnott, Executive Director
- Upper Valley Lake Sunapee RPC, Christine Walker, Executive Director
- Southern NH Planning Commission, David Preece, Executive Director

RPC representation during the 2nd year of the planning process will include:

- Central NH Regional Planning Commission, Mike Tardiff, Executive Director
- Strafford Regional Planning Commission, Cynthia Copeland, Executive Director
- North Country Council, Jeff Hayes, Executive Director

Meetings for the second year will occur on the 4th Thursday of the month in May, August and November of 2013 and February 2014. The directors inquired whether it would be necessary to recap the first year of RPC representation for those transitioning in for the second year. General consensus was no, that all should be able to easily step in and assume the role of RPC representative to the Statewide Advisory Committee.

Public Comments and Questions

Seeing no further business or comments from the public, the meeting adjourned at 3:30 PM.