



Granite State Future
Statewide Advisory Committee Meeting
February 28, 2013 | 1:30 – 3:30 PM
NH Local Government Center
25 Triangle Park Drive, Concord, NH 03301

Agenda

- 1. Introductions**
- 2. Project Overview and Updates (Brief)**
 - a. Updates from TASC members
 - b. Regional Planning, Communications and Outreach Process
- 3. Regional Plan Framework**
 - a. Review and Comments on Finished Framework
 - b. Discussion of Policy Priorities to be Evaluated at the Regional Level
- 4. Statewide Technical Assistance to RPCs**
 - a. Committee and TASC roles during phase 2 – how to structure technical assistance to RPCs in a streamlined manner
- 5. Planning for the Next 2 Meetings**
 - a. May 23, 2013:
 - o Meeting theme – Business Leaders Roundtable
 - o Invitees and Discussion points
 - b. August 22, 2013:
 - o Meeting theme – Elected Officials and Legislators Roundtable
 - o Invitees and Discussion points
- 6. Other Business**
- 7. Public Comments and Questions (10 min.)**





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Meeting Notes

Members Present

Deborah Avery, Business Resource Center, NH
Department of Resources and Economic
Development
Glenn Coppelman, Community Development Finance
Authority
Ben Frost, NH Housing Finance Authority
Terry Johnson, HEAL
Michele Holt-Shannon for Bruce Mallory, UNH
Carsey Institute, NH Listens
Van McLeod, Department of Cultural Resources
Chris Skogland for Carolyn Russell, NH Department
of Environmental Services
Janine Lesser for Terry Smith, NH Department of
Health and Human Services, Division of Family
Assistance

Members Present (continued)

David Preece, Southern NH Planning Commission
Cliff Sinnott, Rockingham Planning Commission
Christine Walker, Upper Valley Lake Sunapee
Regional Planning Commission

Members Not Present

Joanne Cassulo, NH Office of Energy and Planning
Tim Fortier, NH Municipal Association
Kevin Peterson, NH Charitable Foundation
Mark Sanborn, NH Department of Transportation

Staff

Jen Czysz, Nashua Regional Planning Commission

The meeting convened at 1:40 PM.

1. Introductions

All meeting attendees introduced themselves.

2. Project Overview and Updates

J. Czysz and the committee members gave a brief updates of work completed since the last meeting as part of both the Statewide Technical Assistance and Regional Planning Processes.

Listening Sessions with NH Listens- Approximately 12 sessions will be held across NH with the first one occurring this week in Claremont. Most sessions will be held on Tuesday evenings. NH Listens will report out on regional themes for each session. Committee members were asked to please

share and advertise the events. When the report outs are complete they will be shared with all statewide partners and summaries posted online. J. Czynski will send out via email a link to registration and event information.

My Granite State Future Blog- J. Czynski requested that committee members share any newsletter articles they feel would be of interest to the regional planning process to be printed on the [Granite State Future blog](#). It was suggested that the RPCs use Google Analytics to track site usage.

Online Forum- J. Czynski gave committee members a preview of the draft [online forum](#). Separate forum sites have been created for all nine regions. Posts to the forum will be added automatically, however, RPC staff will need to regularly moderate the site to ensure no inappropriate language is used. C. Walker noted that for less than \$3,000 UVLSRPC is having 11,000 postcards sent out to households in their region, targeting distribution so that 60% of postcards are delivered to underserved populations postal routes.

Statewide Survey- C. Sinnott summarized progress toward developing a statewide survey through the UNH Survey Center that will be administered this spring. 2,300 households will be phone surveyed, including both cell and land line numbers, with a 2.5% margin of error statewide. Oversampling will be conducted for 5 subregions with a 4.8% margin of error. The total cost will be \$82,000 and paid for with a mix of funding sources. Currently RPC staff are in the process of developing the survey questions along with the Survey Center. This is the longest part of the overall process.

Local Energy Working Group Conference- C. Skoglund informed the committee that the April 13th conference will have one track devoted to land use and transportation. J. LaBranche from Rockingham Planning Commission will present the City Mouse-Country Mouse version of planning tools. N. Coates from Central NH Planning Commission will present alternative transportation modes, fuel diversification and commute green. It was suggested that Granite State Future consider setting up a display table at the event.

Granite State Future Sessions at Upcoming Conferences- A full session at each of the following conferences will present the regional planning efforts under way through Granite State Future in combination with the work of project partners. Each of the sessions will be interactive panels focused on generating additional ideas of interest to the regional plans as is related to the conference theme.

- April 6th [Saving Special Places Conference](#)
- May 1st NH Department of Environmental Services' [Annual Drinking Water Source Protection Conference](#)
- May 11th Office of Energy and Planning's [Spring Planning and Zoning Conference](#)

Other- C. Skoglund informed the committee that DES is entering into a contract with the Office of Energy and Planning to look at how the Department of Transportation can integrate climate change adaptation strategies into their programs and operations. D. Preece inquired about the status of the Climate Change Assessments to be prepared by C. Wake at UNH. J. Czynski will follow up to check in on progress to date. D. Avery asked if DOT and DES had also undergone LEAN training. C. Skoglund noted that yes both had and DOT was particularly using the LEAN process.

3. Regional Plan Framework

J. Czynsz gave an overview of the [regional plan framework](#) and asked if the committee felt whether any of the resources or considerations should be prioritized? J. Lesser asked how the Framework would be used. D. Preece and C. Walker noted that they plan to use it as a resource and reference document but will be focusing on municipal priorities. J. Czynsz explained the statutory connection between local, regional and state comprehensive plans and the intended flow of ideas between each, using the regional plans as the intermediary. She also noted that NRPC will use the framework as a tool for their municipalities looking to update their master plans as it gives them a jump start on collecting information and resources. J. Lesser said she did have some changes that she would like to send along. J. Czynsz noted that was certainly fine. It was also suggested that the list of committee members that contributed to the research be included at the beginning of the appendix. C. Skoglund asked if the Framework had been distributed to the TASCs yet. J. Czynsz said not yet but will make certain to do so.

All changes to the framework were requested to be submitted to J. Czynsz by March 15th.

The committee asked about the status of revisions to the Existing Conditions and Trends Analysis. J. Czynsz noted that was the next task in the queue. Any last minute revisions can be submitted through the month of March.

4. Statewide Technical Assistance to RPCs

J. Czynsz inquired how to best structure technical assistance and the role of the TASCs as the RPCs enter this next phase of the planning process. Intent is to create a streamlined process that does not burden agencies with 9 requests for the same information and also to ensure all RPCs have access to the same resources. The Equity and Engagement TASC for example is in the process of developing an equity planning checklist for planners to use as a resource. Once it is complete we'll need to figure out how to share that information will all. Another example, building off of C. Skoglund's comment that there is a lot of overlap between the TASCs and other committees, would be to merge the TASC with existing committees efforts to produce technical resources of common interest, such as the Climate Change and Energy Efficiency TASC merging with another effort to develop and adaptation tool kit.

C. Skoglund suggested that perhaps each TASC could have a "switchboard operator" to serve as a single point of contact to aggregate information requests and convene the committee on an as need basis. C. Sinnott noted that perhaps the TASCs could convene as needed to provide check-ups for regional planners. C. Walker suggested that if we had one person collect ideas, we could say to a TASC chair "We need to know ___ can you collect and organize a mini-workshop on the topic?" G. Coppleman also suggested that perhaps the TASCs could meet to discuss what services they would like to offer to the RPCs. J. Czynsz said she would reach out to all RPCs to collect what questions they may have and the TASCs in turn to pass on that information and to inquire what services the TASCs would like to offer in addition.

5. Planning for the Next Two Meetings

The committee suggested hosting the legislative roundtable meeting for the May committee meeting and the business leaders roundtable for the August meeting. To be most effective the roundtable meeting should be held at a location near the Statehouse either at breakfast time or lunch and provide food. The event should be advertised in the House and Senate calendar through requests to the Senate President's and House Speaker's offices. C. Walker suggested the meeting

content be on sharing that the RPCs are getting underway developing their plans and are seeking input of their elected officials. The session should also demonstrate the various public input tools developed for the planning process and reporting out on what we've heard thus far. J. Czysz will begin the process of setting up the May event and will be in contact with committee members for assistance as needed.

6. Other Business

There was no other business to come before the committee.

7. Public Comments and Questions

There were no members of the public present or questions posed during the public comment and question period.