



**Granite State Future**  
**Executive Committee Meeting**  
February 14, 2013 | 12:30 – 2:30 PM  
NH Local Government Center  
25 Triangle Park Drive, Concord, NH 03301

**Agenda**

- 1. Introductions**
- 2. NH Listens, B. Mallory**
- 3. Housing Plan Components:**
  - a. NH Housing Needs Assessment and Preferences Survey, NHHFA
  - b. FHEA
- 4. Project Updates:**
  - a. UNH Survey, C. Sinnott
  - b. Data Team
  - c. Online Public Forum
- 5. Statewide Reports:**
  - a. Regional Plan Framework
  - b. Existing Conditions and Trends Assessment
- 6. Other Business**
  - a. Statewide Advisory Committee RPC Representation
  - b. Logo Policy
  - c. Public Comments and Questions (10 min. time permitting)





**Granite State Future**  
**Executive Committee Meeting**  
February 14, 2013 | 12:30 – 2:30 PM  
NH Local Government Center  
25 Triangle Park Drive, Concord, NH 03301

**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.  
Christine Walker, Upper Valley Lake Sunapee RPC

**Staff Present:**

Jennifer Czysz, Nashua Regional Planning Comm.  
Tara Bamford, North Country Council

**Guests Present**

Bruce Mallory, NH Listens  
Ben Frost, NH Housing  
Dan Smith, NH Housing

**Members Not Present**

Cynthia Copeland, Strafford RPC

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

**1. Introductions**

Members and guests went around the table and introduced themselves.

**2. NH Listens, B. Mallory**

B. Mallory distributed a memorandum and sample promotional materials for use by RPCs. The listening sessions begin next Tuesday in Plymouth and continue over the course of the next 2-3 months.

Promotion materials intended to be an invitation to be part of a productive conversation centered on the question “How can we make our region the best place to live, learn, work, and play for everyone?” The promotional materials also indicate the various ways to register. Promotional flyers can be posted in laundromats and other locations where folks that might not typically participate in the planning process would frequent. Child care will be available at the listening sessions. Carsey Institute and NH Listens will not be issuing a press release; each region should use their own local networks and press to

advertise the events. NH Listens has also provided each RPC with a template email text that can be used to send out more personal invitations or be included in each RPC's e-newsletters and "Constant Contact" type mailings.

K. Koulet asked about providing transportation, can we use grant funds to hire a van and driver to provide transportation for those that wouldn't otherwise be willing to drive at night. J. Czysz will inquire whether that is a permissible expense.

B. Mallory noted that there will be police present at each session. The intent is to ensure a civil dialogue and discourage disruptive behavior. Having police present removes the burden from the facilitators. RPCs should feel free to invite their police officer to participate in the listening session.

Bruce Mallory walked through the draft Discussion Guide and how the listening session will be conducted. All participants are required to register and will be asked to wear a name tag. After introductions and an overview of the evening, the participants will break up into small groups to maximize opportunity for participation; groups will then come back together and report out summarizing their conversation.

In order to ensure productive conversations, the listening session organizers will go over a series of ground rules that all participants will agree to in order to ensure all participant have an opportunity to participate to the fullest.

Conversations will focus on five topics:

- Who lives in new Hampshire and how we are changing
- How we use land and the impacts of our choices
- Where we live and how we move around
- New Hampshire's natural environment, climate impacts, and energy efficiency
- Community and economic vitality

In their final report out, groups will note those areas where they agree and disagree and all points will be retained.

The background information is fairly extensive and is drawn from the draft Statewide Existing Conditions and Trends Assessment. It is centered on providing objective "factoids" and err on the side of providing too much information. Participants won't have time to go through all of the data during the few minutes allocated to reviewing it, but it is a great resource to be able to take home after the session.

The discussion guide will be distributed to the RPCs in advance of the sessions. It will also be made available to participants via a link in their registration confirmation.

C. Walker asked how many people we should ideally have present to be successful. For the first session, B. Mallory said he'd be happy if there were 15-20 participants. For Manchester, ideally they would like to see 75-100. D. Preece asked if he could get the location for the Manchester session soon. B. Mallory said he would check in with M. Holt-Shannon and M. Donovan.

K. Diers mentioned that NRPC has several organizations, including the three local chambers,

### **3. Housing Plan Components**

#### NH Housing Needs Assessment and Preferences Survey, NHHFA

B. Frost gave an overview of the proposed study that while similar to past housing needs studies, this time around will have a more qualitative component as well. NH Housing has pledged the cost of this work as match to the RPCs regional planning grant. Bottom line question is how to we adapt to changing demographics to meet local housing needs and demands?

D. Smith noted that the draft provided to the RPCs is an extract of the full Request for Proposals to complete the study. Similar to RPCs requirement to complete a housing needs assessment every five years, NHHFA is to prepare a statewide Housing Needs Assessment (HNA). The last HNA was completed in 2008 and given the economic changes needs to be reworked to better take into consideration the change in demographics – the ageing of the population and perhaps the need for housing more attractive to young professionals. This proposal is two-fold, to conduct the traditional quantitative housing needs assessment, but also to include a more qualitative survey or series of focus groups that will get at the more qualitative understanding of housing preferences.

C. Sinnott noted that there will be a few questions related to housing on the statewide GSF survey. D. Smith agreed it would be good to coordinate those questions and efforts. Surveying preferences is critical to understand what is needed for the future.

T. Murphy asked about the availability of some of the work and data being available on a county and/or regional planning area basis. D. Smith noted that while NH Housing is only required to produce the HNA for the state, housing markets are not the same across the state. County level data is more readily available to show those distinctions across the State. The goal will then be to provide a methodology/model that can be adapted and used at the regional planning level; it will not likely package the full suite of data and templates for use by RPCs. C. Walker noted that UVLSRPC recently contracted with Bruce Mayberry to complete their Regional Housing Needs Assessment. It would be good to make sure that work is incorporated.

T. Murphy followed up on timing and sequencing of efforts and noted that it sounds like the RPCs should wait to see the work results from NHHFA's proposal. D. Smith noted that the final work deadline is not yet determined. RFP should go out next week, with proposals due early April, followed by interviews and selection in May. Final report is scheduled for September, however, that may be optimistic.

C. Sinnott inquired whether it would be possible to get a special census area as you could in the past to correspond to the RPC boundaries. C. Smith noted that the data can be aggregated by downloading micro-data, problem is the quality of the ACS data and the margins of error. C. Sinnott and T. Murphy suggested putting in a plug for the micro-data be aggregated for the RPCs as part of the RFP. B. Frost said they certainly see the benefit to doing so, but the constraint would be whether it fits within the budget. It will be taken into consideration.

D. Smith noted that there is a companion report on assisted housing needs that will be completed in the near future.

#### Fair Housing Equity Assessment

J. Czysz noted that this item is temporarily on hold as the guidance to be issued by HUD at the end of January has not been released. In the interim, it was recommended that RPC staff members review all

resources that have been compiled thus far on the staff resources Google site to become familiar with the content and process of preparing a Fair Housing Equity Assessment.

#### **4. Project Updates**

##### UNH Survey, C. Sinnott

C. Sinnott noted that S. Bogle from RPC met with several staff members from a few RPCs to begin the conversation with a representative of the UNH Survey Center. The RPCs First need to ask what do we wish to gain from the survey: attitudes, preferences, values? T. Keirns from the UNH Survey Center was to take from the conversation the general ideas of interest and was going to draft

Each region needs to identify the key things they wish to learn about. Examples: Transportation-preferences for how to get around? T Murphy suggested we each do an internal brainstorming of the key items we'd like to learn, and then send the results to Scott for compilation. K. Koulet asked what the timing is. C. Sinnott suggested we wait until we receive T. Keirns' draft and then when we review that within our own RPCs we should have this sort of brainstorming conversation to guide the comments we provide back to S. Bogle.

##### Data Team

J. Czysz gave an update on the data team's progress. Last week the lists of core and optional metrics along with the methodologies were distributed to many of the statewide partners and the directors were copied at that time. Partners have submitted comments that will be reviewed Friday morning by J. Czysz, F. Rubin, and M. Sullivan who will consolidate the comments and issue directions for how the methodologies must be revised before the data compiled. T. Bamford was concerned that many of the staff members had yet to incorporate any of the modifications suggested at this point. She offered to review all methodologies and provide comments.

##### Online Public Forum

A second draft of the online public forum is now available. K. Diers said it still isn't clear how to use the site and the text size was still too small. M. Tardiff had his newly hired administrative assistant review the site and she was a little confused. K. Koulet noted that Lakes Region is hosting an open housing in early March and would like to be able to have the online forum available for that event.

All directors agreed to send all comments to J. Czysz by next Tuesday afternoon.

#### **5. Statewide Reports**

##### Regional Plan Framework

J. Czysz noted that the framework is nearly complete and thanked those that helped refine the last draft and provided comments. All comments that were submitted have been incorporated into the revisions.

##### Existing Conditions and Trends Assessment

Comments are still welcome and can be sent to J. Czysz. This is the next item that she will be working on toward completion of the phase one statewide deliverables.

## **6. Other Business**

### Statewide Advisory Committee RPC Representation

Given that the Advisory Committee's first meeting wasn't until August 2012 and has only met twice, the first round of RPC director representatives will continue to serve on the committee through February 2013. As a reminder, the next meeting is February 28, 2013. The next group of RPC directors will begin participating at the May 2013 meeting and will include CNHRPC, SRPC, and NCC. These three RPCs will participate in a total of 4 meetings.

### Logo Policy

J. Czysz inquired whether the committee should adopt a logo policy. D. Preece suggested that the logo be registered with the Secretary of State's office.

### Public Comments and Questions

Seeing no further business or comments from the public, the meeting adjourned at 2:30 PM.