



**Granite State Future
Executive Committee Meeting**

May 8, 2014 | 1:30 PM – 3:00 PM
25 Triangle Park Drive, Concord, NH 03301

Agenda

- 1. Introductions**
- 2. Administrative Updates**
 - a. Work Progress and Deadlines
 - b. Implementation Matrix
 - c. Invoicing and Budget Drawdowns
 - d. Project Reporting
- 3. Plan Distribution and Adoption Process**
- 4. Final Phase of Statewide Work Products**
 - a. Statewide Snapshot Outline
 - b. Committees – work progress and deadlines
- 5. Roundtable Discussion**
- 6. Other Business**
- 7. Public Comments and Questions (10 min. time permitting)**





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May 8, 2014 | 1:30 PM – 3:00 PM
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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.
Christine Walker, North Country Council
Cliff Sinnott, Rockingham Planning Commission
David Preece, Southern NH Planning Commission
Tim Murphy, Southwest Regional Planning Comm.
Nate Miller, Upper Valley Lake Sunapee RPC

Members Called-in:

Cynthia Copeland, Strafford RPC

Staff Present:

Jennifer Czysz, Nashua Regional Planning Comm.

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

1. Introductions

2. Administrative Updates

The directors reviewed the upcoming project deadlines. A complete first draft of each regional plan is due to NRPC June 30, 2014. Priority is full completion of the executive summary, vision, telling the story, and implementation sections that will be the basis for development of the Statewide Snapshot. The final plan is due December 15, 2014. As a reminder, no work may be billed after December 31, 2014 and all match contributions must also be met by December 31, 2014. RPCs can invoice based on actual hours worked through December 31, 2014 where the paycheck is issued after that date. RPCs can submit their final invoice in January of 2015.

J. Czysz gave an overview of the Implementation Matrix reviewed by each RPCs project manager. All RPCs are required to use the matrix for their plan to allow for merging all 9 region's implementation plans into one single implementation section for the statewide snapshot. RPCs may add columns if they choose to address outcomes, performance measures, etc. The directors discussed terminology and titles used for the various functional topics in the matrix.

J. Czysz reported on the current status of grant drawdowns and match commitments. While many state agencies are unable to meet their pledged match, we should still meet the total match requirement. NRPC recently went through a major review of all RPC's budget reports to ensure all are up to date, errors rectified, etc. If RPCs have any concerns or remaining modifications they should be made as soon as possible.

J. Hayes asked about the single audit process, will RPCs be audited as part of the audit process specific to this grant? No, NRPC has completed a single audit, RPCs may also need to do so for their own office if they meet the required threshold. All regions need to make sure to submit copies of their audits to NRPC as part of the grant monitoring process.

RPCs are reminded to continue to report on plan component status with invoices and/or for the project manager's meeting. Please be sure to add enough detail so that it is clear what has been completed in the last month. Reports should link to the notes prepared for project manager meetings where the goal is to tie the conversation between who has completed various tasks and who has questions. Additionally, RPCs should continue to share their draft work for others to use for reference and to foster collaboration. An additional reminder that semi-annual reports will be due July 15 (LogicModel).

3. Plan Distribution and Adoption Process

The directors reviewed NH RSA 36:47, III which states that "the plan" shall be distributed to three locations in each municipality prior to a hearing. There was much discussion on the format of the product to be distributed and whether that could be a CD, hard copy, or hyperlink for draft review? N. Miller asked if there is a legal opinion that allows for distribution in any format other than hard copy. Generally the directors agreed that there is nothing that says it has to be hard copy, however, recognized that all are obligated to provide full copies if requested. J. Hayes likes the idea of issuing hardcopy of the executive summary, CD of full plan and offer to make a full copy upon request.

T. Murphy thought it would be best if all nine RPCs used a consistent approach. J. Hayes would like to send a full hard copy to each of his commissioners as possible. M. Tardiff noted he sends everything out to his commissioners as PDFs and then a hard copy when requested.

N. Miller would like something possibly from NHMA that says an electronic copy is legally supportable. When the statute was written, a full hard copy was the intent. Most, however, agree to send an electronic copy to the required recipients, some plan to include the front matter (executive summary, telling the story, and implementation) as hardcopy with the remainder electronic. All will provide hardcopies upon request.

J. Hayes plans to present drafts for adoption early fall, with November as a backup. K. Diers expects that NRPC will review the draft over the course of several meetings before adopting.

4. Final Phase of Statewide Work Products

NRPC will write the Snapshot based on the work of the RPCs and Statewide Committees. All RPCs "Telling the Story" and Implementation components are critical to pulling together the Snapshot and need to be submitted by June 30th. Suggestions for an alternate name for the "Snapshot" are welcome. As all RPCs need to be focused on regional plan writing at this time the schedule has been revised to push out the May Advisory Committee meeting to July. This will also allow more time for TASCs to generate their list of prioritized strategies.

The draft Statewide Snapshot outline and Opportunity Issue Areas to be addressed in the Snapshot have been circulated to all TASC staff and chairs. All TASCs should focus on the draft opportunity issue areas. Do they need revisions, edits, deletion, or replacement? Then each committee should identify the prioritized strategies for each of the opportunity issue areas, essentially creating a list of sub-bullets for each of the issue items. As a general reminder, staff should copy Jen Czysz on all communications to ensure NRPC can report to HUD, help where needed, and be aware of progress.

The directors discussed some of the challenges of working with the TASCs. J. Czysz noted that some groups are starting by having just the staff and chair develop a draft list of strategies then will convene the TASC when they have something for the committee to react to, this avoids having to call additional meetings with the sole purpose of brainstorming.

5. Roundtable Discussion

There was no further items to be discussed during the roundtable.

6. Other Business

There was no other business to be discussed.

7. Public Comments and Questions (10 min. time permitting)

Seeing no comments from the public, the meeting adjourned at 3:15 PM.