



**Granite State Future**  
**Executive Committee Meeting**  
January 10, 2013 | 12:30 – 2:30 PM  
NH Local Government Center  
25 Triangle Park Drive, Concord, NH 03301

**Agenda**

1. **Fair Housing Equity Assessments and Housing Needs (brief update)**
2. **UNH Survey Center Proposal (C. Sinnot)**
3. **Update on Online Public Forum Development (brief update)**
4. **Data Team Progress Updates and Next Steps**
5. **Regional Existing Conditions and Needs Assessments**
6. **Other Business**
  - a. **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. Fair Housing Equity Assessments and Housing Needs**

J. Czysz gave an overview of a meeting planned for Monday, January 14, 2013 to brainstorm the methodology, scope and data of relevance to be used by the 9 regions when developing their housing plan components: Housing Needs Assessment and Fair Housing Equity Assessment. The objective is to identify ways in which we can merge the required Fair Housing Equity Assessment (FHEA) into the existing Housing Needs Assessments (HNA) prepared by each region. Many of the region's Housing Needs Assessments are due for updating in the next year or two to meet their statutory 5-year update requirement.

J. Czysz has a rough draft of that methodology prepared to meet the HUD review requirements for the FHEA and will circulate a revised version of the draft methodology after Monday's meeting. HUD has pre-packaged some of the data sets to conduct the FHEA using their base scope of work. Unfortunately, since NH's nine region's applied as one statewide application, Nashua RPC, the lead applicant, is the only region listed in the HUD data tool and the data represents the totals for NH. J. Czysz has forwarded a shapefile to HUD to see if we can have the pre-packaged data sets broken out for all nine regions.

Under the HUD FHEA requirements, regions are to look at racial and ethnic discrimination and this is what is provided in the HUD data sets. Many other rural regions have noted this does not yield a meaningful assessment. NH's regions have the option of proposing alternative reviews that will be conducted so long as we can demonstrate it will lead to a more meaningful assessment of fair housing opportunities and challenges.

The City of Manchester has asked SNHPC to prepare the full Assessment of Impediments (AI) to meet their federal requirements as an entitlement community. SNHPC staff will work with J. Czynski and representatives of NHHFA and HUD to formulate the additional scope of work elements that will be required in order to exceed the FHEA and prepare an AI.

C. Sinnott mentioned that RPC has recently completed its Title 6 study for Federal Highways and it might provide examples of meaningful reviews of possible discrimination for NH. C. Copeland mentioned that SRPC also prepares an environmental justice study.

## **2. UNH Survey Center Proposal**

C. Sinnott noted the lingering question on the proposed survey scope was the additional cost to add the address data to meet the broadband grant needs. Cost will only be \$350 statewide. Decision was to go with the 20 minute survey to include questions to meet the needs of the regional plan, plus broadband mapping and the broadband planning programs. To cover the budget costs, each RPC will contribute a base fee of \$1,000 for the statewide data results. The statewide survey will be supplemented by general statewide funding from Granite State Future and UNH's Broadband Mapping program. RPCs can then select the degree of oversampling they would like to make the results for their region more statistically significant. Those RPCs that do so are responsible for paying the balance. Discussion ensued regarding the total number of surveys, or sample size, to come from each region. C. Sinnott will seek clarification.

Directors are asked to please send a name of a staff member to S. Bogle at RPC as soon as possible so the survey team may get started in drafting questions to be included. T. Murphy would like to see the group be developed as soon as possible and have a first draft available for early February so that surveying may get underway in March and have results by April.

T. Murphy made a motion to continue to move forward and begin the process of developing the formal survey assuming clarification on the sample size is received and corrected on the memo from UNH. Motion seconded by D. Preece. Discussion ensued regarding where funding would come from. All voted in favor.

Subsequent discussion ensued relative to the funding sources for those regions that are oversampling. T. Murphy would like to see the proportionate share of final questions identified on the survey to proportionately allocate the costs the related funding sources.

## **3. Update on Online Public Forum Development**

All present discussed the online forum received this week to test and review. Several recommendations were suggested. All would prefer the site not require review of all comments before posting. Thought is that users would like to see their point on the map after placing it, rather than have to wait for it to be approved. The RPCs would still like to the ability to review posts once they are up and delete any that use profane language, are spam or seek to injure others. Some RPCs were interested in getting email notifications of new posts. J. Czynski will inquire if it is possible.

C. Copeland asked if it would be possible to enable the online map to allow you to enter a named place, as is possible when using Google Maps, and have the pin auto-locate rather than having to know the exact address. This didn't work on her test of the site.

All had questions about the rationale behind requesting demographic information on the first screen and whether it was necessary. N. Miller mentioned it is used to eliminate bots and spam. Alternate idea proposed was to delete the entry of age and gender and keep zip code and email.

It was recommended that the map based forum be renamed "Online Forum" and that the GSF logo be reduced in size.

As several RPCs have staff out of the office until next week, all remaining comments are to be sent to J. Czysz by 10 AM on Tuesday, January 15th to compilation and submission to the web developer. Those RPCs that want an automatic email notification of new comments should also include what address those should go to with their comments.

#### **4. Data Team Progress Updates and Next Steps**

J. Czysz gave an update on the data team's progress. The list of core metrics has been narrowed down to 47 and the team is in the process of developing methodologies for each. Metrics were divided up with each RPC taking those for one chapter, some chapters were split between RPCs, and each region has between 5 and 10 metrics to write up.

T. Bamford noted that only four out of nine regions have their methodologies done. All were due on January 9th. It was requested that director's check in with their data team members to ensure theirs are complete and to review work. Methodologies need to be submitted to M. Sullivan at SRPC as soon as possible so that they may be compiled and distributed in advance of a teleconference planned for Wednesday January 16. During that call staff will discuss any modifications needed to the methodologies and do a preliminary QA/QC.

After the preliminary review and compilation of the methodologies, J. Czysz will distribute the proposals to various state partners for additional input. J. Czysz relayed a proposal from the data team leads (R. Ruppel, M. Sullivan, and F. Rubin) to split up the data collection and tabulation amongst the RPCs. Each RPC would only prepare data for 5-10 metrics, but would do so for all regions.

The committee discussed to pros and cons of doing so. The greatest pro was creating a more efficient process and reducing the number of metrics each region would have to compute. The greatest concern raised was ensuring quality and timeliness.

The RPCs agreed to split up data tabulation efforts. Each RPC will collect data on statewide basis for a limited number of metrics. All would then be compiled, distributed to each RPC and made available online for all municipalities to easily access.

To ensure quality work products, F. Rubin and the data team will review the methodologies before beginning to compile data. An additional layer of methodology review will be requested of those state partners with specific related areas of expertise. Once each data team member has collected their data sets, the RPC directors will perform the QA/QC for their region's data sets before submission as part of the complete statewide set of core metrics.

The directors requested that the data team complete its work on the core metrics by the end of February 2013.

#### **5. Regional Existing Conditions and Needs Assessments**

By compiling data statewide and making that easily accessible, each region can then address the existing conditions and needs requirements within their regional plans as they choose so long as they are labeled. The primary objective is to ensure we are producing plans and particularly data in a consistent manner to ensure that all municipalities may easily have access to comparable data for all neighboring communities opposed to only those within the same region. All agreed to this approach as a good compromise.

#### **6. Other Business**

J. Cysz reminded all to post public meetings and outreach events to the Google Calendar to ensure they show up on the GSF website. Also, any food to be purchased for public events must get prior approval and the event must be publicly posted. Last reminder was that Action Media's contract is closing at the end of the month.

K. Diers described NRPC's open house held at the end of November for the regional plan. C. Sinnott and K. Koulet asked if NRPC could provide a summary of the event for others to review.

C. Copeland noted that SRPC's executive committee hosts an informal open house before evening meetings and a social hour after daytime meetings. These are good opportunities for plan outreach.

C. Copeland asked if each of the RPCs are transitioning in their outreach from general values to more specific questions. K. Diers replied that NRPC is transitioning from general values to topics relative to specific chapter topics, starting with transportation. NRPC plans to integrate planning for its Metropolitan Transportation Plan into regional plan. NRPC will then conduct smaller more targeted outreach to ensure all voices are captured in the plan process.

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