



**CNHRPC Full Commission Meeting**  
**APPROVED Meeting Minutes**  
**Thursday, January 14, 2021**  
**7:00pm**  
**Zoom Meeting**

**Commission Attendees:** Michael O’Meara, Town of Allenstown  
Barbara Randall, Town of Boscawen  
Stephen Buckley, Town of Bow  
Harry Wright, Town of Bradford  
Jim Bibbo, Town of Bradford  
Tyson Miller, Town of Canterbury  
Stan Brehm, Town of Chichester  
Richard Bouchard, Town of Chichester  
Erle Pierce, City of Concord  
Meredith Hatfield, City of Concord  
Matthew Hicks, City of Concord  
Keith Johnson, Town of Deering  
George Holt, Town of Dunbarton  
Scott Osgood, Town of Henniker  
Gary Sparks, Town of Hillsborough  
Clarke Kidder, Town of Hopkinton  
Stephen Caine, Town of Loudon  
Kathy Cruson, Town of Pembroke  
Joe Schmidl, Town of Salisbury  
Emilio Cancio-Bello, Town of Sutton  
Ben Inman, Town of Warner

**CNHRPC Staff:** Michael Tardiff, Executive Director  
Matt Monahan, Senior Planner  
Dean Williams, Principal Transportation Planner  
Katie Nelson, Principal Planner  
Matt Baronas, Intern

The meeting began at 7:05 PM, called to order by CNHRPC Chair, Matt Hicks (Concord). Pursuant to Executive Order 2020-04, Matt Hicks read the following statement that authorizes the CNHRPC Full Commission to meet electronically: “Due to the State of Emergency declared by Governor Sununu, and in response to Emergency Orders #12 and #23 of Executive Order 2020-04, the Central NH Regional Planning Commission is authorized to meet electronically. There is no physical location in which to observe and listen contemporaneously to this meeting. We will be utilizing Zoom.us for an electronic meeting. All CNHRPC

Commissioners have the ability to communicate contemporaneously during this meeting; the public has access to listen contemporaneously and if necessary, to participate in this meeting. Dial phone number 929-205-6099, Meeting ID: 829 0393 6529, Password: 301440 or go to the following website address: <https://zoom.us> click "Join a Meeting" and enter Meeting ID: 829 0393 6529, Password: 301440. If you are not able to access the meeting by calling the number provided above, please call 603-226-6020. In the event the public is unable to access the meeting by phone, the meeting will be adjourned and rescheduled."

**Presentation: Will Arvelo, Director, New Hampshire Department of Business and Economic Affairs, Division of Economic Development**

Michael Tardiff introduced Will Arvelo, Director, New Hampshire Department of Business and Economic Affairs, Division of Economic Development. He noted that CNHRPC has been assisting numerous communities with their Economic Development Committees and this assistance, along with other economic development efforts has become a growing emphasis of CNHRPC's work program. Will Arvelo introduced himself and his staff; Chris Way, Deputy Director and Mark Laliberte, Business Resource Specialist. Mr. Arvelo continued to explain the roles of the Business and Economic Affairs Agency. The five primary functions of the Division of Economic Development include: recruiting business to NH, helping businesses expand, helping retain businesses, dealing with governmental contracts, aiding businesses in exporting products internationally, and workforce recruitment and development. The Division works with a variety of different agencies from real-estate to higher education systems.

Mr. Laliberte discussed his background in public administration and his role in tracking various legislation. This year, the focus on legislation has been in regard to housing. They anticipate continuing to have a heavy focus on the housing issues while also assisting with various bills impacting the tourism industry, drinking water infrastructure, and education. Mr. Laliberte's role is to stay informed on the bills in New Hampshire and Washington D.C. while also educating and informing stakeholders, people, and organizations who may be impacted by the bills. He also may testify during hearings to help legislatures understand what is going on. Meredith Hatfield questioned how involved the Division of Economic Development has been with regarding the potential "net metering" bills. Mr. Way responded that they are aware of the Legislative Service Request to have a bill drafted and its relation to economic development and will continue to track its progress.

Mr. Arvelo added that he and his staff work with the Public Utilities Commission as well as other groups on energy matters by bringing the economic development perspective. He continued to talk about his department's role in the main street relief program and payment protection program and how to plan for post pandemic and economic recovery. Part of their planning has been concerning how they will need to coordinate with many different organizations and business to help ensure the workforce remains available. Mr. Arvelo talked about how he has been working with FEMA to look into how they can help with relief to the hospitality and tourism industry, which has been hit the hardest by the pandemic. Organizations like the UNH Small Business Development Center and UNH Cooperative Extension will be playing an important role providing technical assistance and educational assistance to municipalities and businesses to help them recover from the pandemic. Commissioners discussed their frustration with the rollout of funding relating to broadband, specifically that the program did not provide enough time for small communities to apply and implement any projects. Emilio Cancio-Bello added that the remote learning aspect has continued to emphasize the gaps in broadband availability throughout New Hampshire. Stephen Buckley shared a success story from Bristol, who was awarded funding and was able to improve broadband connections in the community. Mr. Arvelo noted that New Hampshire has seen increase migration to the state over the past several years, including younger people have been moving to the state during the pandemic to work

remotely. He followed up by questioning how the region's municipalities have done when it comes to supporting workforce housing for low and moderate income workers. Scott Osgood stated that he felt communities welcome and support upgrading some of the older housing into workforce housing. Earle Pierce noted that it is a common topic in Concord and Meredith Hatfield noted the Concord Planning Board is looking at making changes to codes so to facilitate more infill development. Mr. Way explained some changes that the Division has been making relating to Economic Revitalization Zones. Mike Tardiff asked whether the cap would be raised to which Mr. Way responded that it would not likely be this year but hopefully in the future.

### **Introductions**

Attendees introduced themselves by rollcall conducted by the Chair, Matt Hicks.

### **Report of the Chair**

Matt Hicks expressed his thanks for everyone attending the meeting. He noted that CNHRPC is continuing their excellent work despite the difficulties the past year has brought.

### **CNHRPC Staff Updates**

Mike Tardiff - reported a variety of different projects that have been ongoing and noted that there has been an uptick in requests from towns for circuit rider assistance. A lot of activity has related to assisting towns with economic development and development application reviews.

Katie Nelson - Reported on Commute Smart NH activities, adding that CNHRPC is responsible for the administration of the statewide program. She covered the Fall Challenge which participants tracked their commutes, other than single occupancy vehicles, and won prizes. The group is also gearing up for a Request for Qualifications for a ridesharing software for the state. She added that the group has been looking into vanpools and establishing vanpool programs in New Hampshire in the future.

Matt Baronas - Reported working on a variety of projects including a lot of mapping work for the Turkey River buildout analysis, hazard mitigation maps, and land use mapping for Canterbury. He has also been assisting with the updating demographic data for the community profiles and traffic count data for the CNHRPC website.

### **Approval of Minutes**

Upon a motion by Erle Pierce and a second by Stephen Buckley, the minutes of the October 8, 2020 Full Commission meeting were approved by roll call vote. Emilio Cancio-Bello, Stephen Caine, Barbara Randall, Richard Bouchard, George Holt abstained from the vote.

### **Treasurer's Report**

Regarding the Treasurer's Report, Mike Tardiff reported that the December accounting hadn't yet been closed out, but that November had been a good month. He noted that expenses were a little lower than income for the month, but the year-to-date expenses were still slightly higher due to long awaited investment in technology upgrades.

### **New Hampshire Ten Year Transportation Improvement Plan Update**

Dean Williams reviewed the NHDOT FY 2023-2032 Ten-Year Transportation Improvement Plan (TYP) process and schedule. He noted that CNHRPC completed a preliminary evaluation on six projects that were submitted in the region to be considered for inclusion in the last two years of the upcoming draft TYP. He shared the preliminary evaluation scores and cost estimates, listed as follows from highest to lowest initial

ranking: Dunbarton Pages Corner, Allenstown Main Street Improvements, Hopkinton I-89 Exit 4/US 202 Intersection Improvements, Hillsborough NH 9/ NH 31 Intersection Improvements, Salisbury Crossroad Improvements, and the Chichester NH 28/ Kelley Corner/ Webster Mills Road Intersection Improvements. He noted that NHDOT will be reviewing the projects and providing comments back to CNHRPC in the end of January. CNHRPC will review those comments with the TAC and have the TAC recommend a final ranking for the Full Commission to consider for adoption in March. Stephen Buckley questioned how accident data is used during the evaluation process. Dean Williams noted that 5-year crash rate and severity data is used as part of the "Safety performance" criteria. Mike Tardiff reiterated that the ranks were based on a preliminary evaluation and the projects would be looked at closer by NHDOT, CNHRPC and the TAC before bringing the final ranking to the Full Commission. He added that CNHRPC is proposing that the Full Commission meet on March 31, 2021 to determine project priorities.

**Adjournment**

Upon a motion by Tyson Miller and a second by Emilio Cancio-Bello, the meeting adjourned by unanimous vote at 8:35 PM.