Central NH Regional Planning Commission
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CNHRPC Full Commission Meeting
DRAFT Meeting Minutes
Thursday, June 8, 2023
7:00pm
Horseshoe Pond Community Resource Room
26 Commercial Street
Concord, NH. 03301
with
Remote Zoom Meeting Option

Commission Attendees:
Diane Adinolfo, Town of Allenstown
Barbara Randall, Town of Boscawen
Stephen Buckley, Town of Bow
Jim Bibbo, Town of Bradford
Harold Wright, Town of Bradford
Erle Pierce, City of Concord
Keith Johnson, Town of Deering
Ken Swayze, Town of Dunbarton
Scott Osgood, Town of Henniker
Susanne White, 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

CNHRPC Staff:
Stephanie Alexander, Senior Planner
Matthew Monahan, Senior Planner
Joyce Sawicki, Project Planner
Michael Tardiff, Executive Director
Craig Tufts, Principal GIS/Transportation Planner

The meeting began at 7:09 PM, called to order by CNHRPC Chair Clarke Kidder. Mike Tardiff noted that a quorum was present. After a brief description of the Regional Housing Needs Assessment and the NH

Housing Toolbox Mike then asked Stephanie Alexander and Matt Monahan to provide an overview of the document.

Speakers– Stephanie Alexander and Matt Monahan, CNHRPC – Regional 2023 Regional Housing Needs Assessment

Stephanie Alexander provided a detailed summary of the Regional Housing Needs Assessment project (RHNA). Steph described the labor-intensive collaborative effort and methodology used to complete this project, which is conducted every five years. The draft was completed in March of 2023. Steph discussed the report findings and shared graphic illustrations of the data. The data indicate that the regional population is up 5% from 2010 and is expected to grow by 12,000 through 2040. Future population growth trends are then expected to flatten out by 2040 and beyond. Mike added how it was interesting to look at trends and see the changes in the number of children in elementary schools throughout the region.

Matt then reviewed the regional fair share analysis, describing that the analysis identified the need for approximately 8,200 new housing units in the region through 2040. Commission staff then reviewed how the RHNA can be used in local communities, and emphasized the tools contained in the NH Housing Toolbox.

Following further discussion of housing trends in the region and the potential uses of the data contained in the RHNA, the Commissioners were asked to consider acceptance of the RHNA document. Upon a motion by Kathy Cruson and a second by Jim Bibbo, the Regional Housing Needs Assessment was accepted unanimously.

Introductions: All members introduced themselves.

Approval of Minutes: Upon a motion by Jim Bibbo and a second by Emilio Cancio-Bello the minutes of the March 30, 2023 Full Commission meeting were approved unanimously.

Report of the Chair: Clarke noted that he was happy with how the RHNA document had turned out and noted that the staff would provide an overview of other projects later in the meeting.

Treasurer's Report: Mike noted that while the April Treasurer's Report was negative for the month, the Commission still expects to end the fiscal year in June in positive territory. Mike then described how the demand for Planning Board and Economic Development Committee circuit rider assistance services continues to grow. Upon a motion by Emilio Cancio-Bello and a second by Joe Schmidl, the April Treasurer's Report was accepted.

CNHRPC FY 2023 Work Program Highlights – CNHRPC Staff Mike indicated the staff would be speaking for Vince Pagano tonight since Vince was at his sister's high school graduation. Steph provided a summary of the Hazardous Mitigation Plans that were completed under the BRIC2020 Hazard Mitigation Planning Assistance agreement with NH Homeland Security and Emergency Management (NH HSEM), and we are in the process of working with Concord and Hopkinton to update their plans. Canterbury, Dunbarton, Loudon, and Pittsfield were completed. Steph noted that there are new FEMA plan requirements and staff are working to clarify what the new requirements will be. For BRIC2021 we will complete several a year and we've started Epsom and Bow, and hopefully Bradford's soon. Beyond the BRIC2021 funding, staff are working with Boscawen and Webster to secure other funding to update their plans.

Steph then described how staff had helped Warner develop a groundwater protection ordinance, providing assistance in the development of the ordinance language as well as public outreach and education – it was approved at Town Meeting 2023.

Matt provided an update on assistance that Commission staff are providing in Pembroke related to Pembroke's Class 6/Range Roads. Craig commented how there is development pressure in this area, and we are working through some potential options with the town through a buildout analysis process. Matt then provided an overview of that Commission's circuit rider planning program. He noted that he provides municipal technical assistance and plan reviews in Bradford, and described his work Allenstown, Boscawen, Bow, Bradford, Chichester, Pittsfield and Warner.

Craig the spoke about how the CNHRPC completed NRI's in Boscawen and Loudon in 2020 and most recently in Deering, and Warner will be next. A component of the NRI process is the preparation of ESRI online StoryMaps.

Craig and Mike then provided a quick review of the discussed how the regional Transportation Improvement Program (TIP) was adopted in March and the top projects recommended for inclusion in the state Ten Year Plan. Craig then reviewed the discussed the projects in the region recommended for funding under the Congestion Mitigation Air Quality (CMAQ) program. He also noted that the Commission's staff continue to support a number of municipal trail Initiatives and serve on the NHDOT Complete Streets Advisory Committee (CSAC) and with the Concord Transportation Policy Advisory Committee (TPAC). Mike commented that we want to help trails committees in additional communities get started on this important work.

Matt then spoke about the Commission's stormwater management assistance program - we are providing assistance to Allenstown and Pembroke. We will do what is necessary to stay in compliance with EPA and all of their reporting requirements under their MS4 stormwater program.

Mike then provided an overview of the Commission's traffic counting program, local economic development and broadband planning activities, and the CommuteSmartNH program.

Craig concluded the project review by summarizing the Mink Hills Recreational Study and noting that work on the Warner Natural Resources Inventory has begun.

Proposed FY 2024 CNHRPC Work Program and Budget: Mike provided an overview of the FY24 proposed work program and budget, highlighting the main differences between FY23 and FY24. He noted that a big change is the level of proposed funding to support housing related planning activities under the InvestNH planning program. He further noted that the budget contains funding to update the Regional Plan, last updated in 2015. Expenses are expected to generally be in line with FY23 costs, with higher costs expected for consulting engineer assistance. Upon a motion by Stephen Caine and a second by Earle Pierce, the FY24 Work Program and Budget was approved unanimously.

Election of FY 2024 Officers: Stephen Buckley, Bow, presented the proposed slate of CNHRPC slate of officers for FY 2024

- Clarke Kidder, Town of Hopkinton - Chair
- Barbara Randall, Town of Boscawen - Vice-Chair
- Stephen Buckley, Town of Bow - Treasurer
- Keith Johnson, Town of Deering - Member
- Stephen Buckley, Town of Bow - Member
- Stan Brehm, Pembroke - Member
- Susanne White, Town of Hillsborough - Member

Steve requested approval of the proposed slate of officers by acclamation. Upon a unanimous vote of the Commission members, the slate of officers for FY 2024 was approved.

Clarke thanked the CNHRPC staff for the meeting and mentioned that while Harry Wright has stepped back as Vice Chair from the Executive Committee, he will remain involved as a contributing member. Mike thanked Harry for his past service.

Other Business: Mike announced the next Full Commission meeting will take place on September 14, 2023 and will be held in-person and remotely by Zoom.

Adjournment: The meeting adjourned by unanimous vote at 8:35 PM.

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