



# Southern New Hampshire Planning Commission

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www.snhpc.org

## Minutes of the SNHPC METROPOLITAN PLANNING ORGANIZATION

September 28, 2021  
11:30 A.M.

Meeting held in-person at the SNHPC office (438 Dubuque Street, Manchester, NH). Virtual participation in the MPO meeting was also accommodated via Zoom due to COVID-19.

### MEMBERS PHYSICALLY PRESENT

Auburn	William Herman
Bedford	William Duschatko
Bedford	Charlie Fairman
Bedford	Bill Jean
Candia	Rudy Cartier
Deerfield	Robert Cote
Derry	Richard Tripp
Goffstown	David Pierce
Goffstown	Jacob LaFontaine
Londonderry	Martin Srugis
Manchester	Raymond Clement
Manchester	Donald Waldron
Manchester	Marcus Ponce de Leon, Alt.
New Boston	Mark Suennen
Windham	Peter Griffin

### MEMBERS VIRTUALLY PRESENT

Chester	Deborah Munson
Derry	John O'Connor
Francestown (Alt)	Alfred Eisenberg
Goffstown	Barbara Griffin
Londonderry	Brian Battaglia
Londonderry (Alt)	Suzanne Brunelle
Londonderry	Deborah Lievens
Londonderry	Arthur Rugg
Weare	Tom Clow
Windham	John Hiltz
CNHRPC	Dean Williams
NH DOT	William Rose

### MEMBERS EXCUSED

Auburn	Paula Marzloff
Bedford (Alt)	Barbara Salvatore
Derry	Jeff Moulton
Francestown	Linda Kunhardt
Francestown (Alt)	Jennifer Vadney
Manchester	Peter Capano
Manchester	Daniel O'Neil
New Boston	David Litwinovich

### VOTING REPRESENTATIVE SEATS VACANT

Bedford	3 <sup>rd</sup> Seat
Hooksett	3 <sup>rd</sup> Seat

### MEMBERS ABSENT

Auburn (Alt)	Jeffrey Porter
Bedford (Alt)	Bryan Lord
Candia	Albert Hall
Chester	Andrew Hadik
Deerfield	Frederick McGarry
Goffstown (Alt)	Jo Ann Duffy
Hooksett	Cutler Brown
Manchester Transit	Laurie Makarawicz
NHDOT FHWA	Leigh Levine

### STAFF PHYSICALLY PRESENT

Sylvia von Aulock	Executive Director
Nathan Miller	Deputy Executive Director
Linda Moore-O'Brien	Office Administrator
James Vayo	Project Manager

### STAFF VIRTUALLY PRESENT

Adam Hlasny	Sr. Transportation Planner
Cam Prolman	Regional Planner
Zachary Swick	Senior GIS Analyst
Carl Eppich	Pr. Transportation Planner
Monique Duchesne	Assistant Planner

### PRESENTERS & PUBLIC VIRTUALLY PRESENT

Margaret Byrnes	NHMA
Michele Cota	Sen. Shaheen
Kevin Peterson	CDFA
Richard DiCillo	NH DES
Tammy Zamoyski	QC Bike Collective
Rebecca Hebert	Town of Bedford
George Sioras	Town of Derry

### GUEST PHYSICALLY PRESENT

Scott Komisarek	Candia
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Weare	Naomi Bolton
Strafford RPC	Jen Czysz

### **CALL TO ORDER**

Vice Chair Griffin called the MPO meeting to order at 11:35 AM. A quorum was present in-person.

### **VOTE TO ALLOW VIRTUAL PARTICIPATION**

Motion by Mr. Herman to allow virtual participation of the public and MPO members beyond those constituting the in-person quorum. Motion seconded by Mr. Tripp. Vote was taken by roll call. Motion carried.

### **SNHPC's 55<sup>th</sup> Annual Meeting**

The proposed slate of new officers is as follows:

- Chair, Peter Griffin of Windham
- Vice Chair, Mark Suennen of New Boston
- Treasurer, David Pierce of Goffstown
- Secretary, Arthur Rugg of Londonderry

Motion by Mr. Herman to accept the slate of new officers, seconded by Mr. Tripp. The motion carried unanimously.

Ms. von Aulock introduced the panelists to discuss the American Rescue Plan Act (ARPA) of 2021.

- Margaret Byrnes, Executive Director of the NH Municipal Association
- Kevin Peterson, Director of Economic Development, Community Development Finance Authority
- Michele Cota, Special Assistant, Policy & Projects, U.S. Senator Jeanne Shaheen's Office

Ms. Cota began by reading a message from Senator Shaheen thanking SNHPC and all regional planning commission for the work done around the state.

Ms. Cota mentioned the current hot topic, the budget stalemate that may result in a government shutdown at the end of September. She noted the infrastructure bill is currently being debated in the House of Representatives, and emphasized the development of water/sewer which adds cost. Foreign trade and cyber security are other important topics, as well as workforce development.

Ms. Cota also said international ground travel to/from Canada is being restricted due to COVID, although flying to Canada is permitted under some circumstances.

Ms. Cota mentioned topics of interest to businesses, such as the College to Career public/private partnership, new market tax credits, and the Small Business Development Center which recently received a grant to assist businesses and nonprofits in northern counties. Regarding ARPA, she explained that \$994 Million is coming to New Hampshire, which received half last May and will receive the second half in May 2022.

Ms. Cota noted that while there are some restrictions on the use of the funding, municipalities have flexibility to tie many projects to the COVID-19 impact. Examples include mental health, childcare, housing, businesses and broadband.

Mr. Eisenberg inquired about broadband. Ms. Cota mentioned match funding requirements for broadband projects, and suggested Ms. Byrnes may have more information about this.

Ms. Byrnes noted on the NHMA website there is a section called “ARPA at a Glance” which includes a glossary of terms. She explained metropolitan areas, such as Manchester and Nashua, obtain ARPA funds directly from the Treasury. Non-Entitlement Units, or NEUs (smaller, rural municipalities), receive their ARPA funds from the state.

Ms. Byrnes also stated the Interim Final Rule, or IFR, explains eligible uses of the ARPA funding. For New Hampshire’s NEUs, the state has contracted with Guide House, a nationwide consulting firm to provide technical assistance. Some areas of emphasis include water/sewer and broadband.

Ms. Byrnes noted that the methodology to calculate revenue loss is of great interest. Every municipality should do this calculation. Most municipalities will see lost revenues, and communities can compare the loss with a 4.1% growth factor.

ARPA funds cannot be used to offset tax rates. She explained administrative expenses can be covered, but there must be internal infrastructure to accept funds. Municipalities can hire assistance to administer the funds.

The Treasury says municipalities can use funds from 3/3/21 until 12/31/24, and can obligate an expense to spend until 12/31/26. She hopes municipalities will slow down and plan for the long term.

Ms. Byrnes also noted the first NEU report is due October 2021. She is hearing there is a lot of confusion and anxiety regarding procurement standards. Projects of particular interest are for water and broadband. Ms. Byrnes commented there are other resources available for broadband. NHMA coordinates resources and supports collaborative approaches.

Mr. Eisenberg asked about capital projects fund. Ms. Byrnes replied that is not only for broadband.

Mr. Peterson explained the Community Development Finance Authority is focused on economic development. He stated ARPA is a unique opportunity to fund infrastructure, affordable housing, and revitalization. It can also be layered with other funding.

Mr. Peterson gave examples, such as creation of a Riverwalk area, water/sewer improvements, and work with Twin Pines Housing in Lebanon and Neighborworks in Southern NH for affordable housing. He also mentioned recent downtown revitalization in Franklin, NH in the form of a whitewater park.

Nonprofits in the SNHPC region include Families in Transition, the Currier Museum, and local theaters. Traditional and creative assistance is available, and CDFA can help. He encouraged scheduling a meeting on the CDFA website. Mr. Peterson also provided his contact information.

Ms. von Aulock introduced Tammy Zamoyski, who will be joining the SNHPC staff as a Regional Planner on October 12<sup>th</sup>.

Mr. Duschatko presented the James W. Tethers award to Rebecca Hebert of Bedford. She was very appreciative of the recognition.

Vice Chair Griffin expressed thanks to outgoing chair Jeff Moulton. Mr. Moulton will be formally recognized at next month's meeting.

Mr. Griffin also thanked the new members and said he looks forward to working with them.

### **ACTION ON MINUTES OF August 24, 2021**

Motion by Mr. Tripp to approve the minutes for August 24, 2021, seconded by Mr. Fairman. Vote was taken by roll call. Motion carried with Messrs. Fairman, Cartier, Komisarek, LaFontaine, Ponce de Leon, and Waldron abstaining.

### **OLD BUSINESS** (None)

### **NEW BUSINESS**

#### **Measuring Public Participation**

Mr. Vayo explained there are four steps in measuring public participation:

1. Establishing Measures
2. Gathering Baseline Data (i.e. 62% MPO attendance)
3. Conducting Surveys
4. Reviewing data and outreach techniques (including hearings, surveys, outreach events, diversity/inclusion, etc.)

Mr. Vayo advised that another item to measure is website traffic via Google Analytics.

Mr. Vayo noted that meetings are now hybrid (virtual and in-person). This has increased participation. If members have a time conflict, a recording of the meeting can be viewed on YouTube.

Additionally, Mr. Vayo noted that the SNHPC has purchased and installed a widget to help website accessibility for hearing and visually impaired persons. In addition to improving social media presence and participating in targeted outreach meetings, staff is also preparing a survey for stakeholders and the general public to gauge the effectiveness of the SNHPC's outreach efforts.

Mr. Ponce de Leon asked how diversity and inclusion are measured. Mr. Vayo said this is measured at each meeting, including if the meeting is led or organized by a person of color. However, the racial makeup of the community is not tracked.

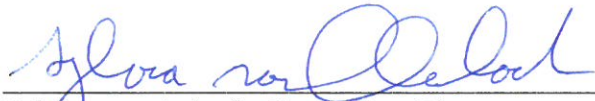
Ms. von Aulock said SNHPC invites ideas, and Mr. Ponce de Leon said he would get back to SNHPC with some thoughts on this topic.

Mr. Miller noted tonight at 7:00 PM is a GACIT hearing at Manchester Community College where the draft Ten-year Transportation Improvement Plan will be reviewed. Ms. Duchesne noted there is an online attendance option as well.

#### **ADJOURNMENT**

***Motion by Mr. Duschatko to adjourn, seconded by Mr. Pierce. Vice Chair Griffin declared the MPO meeting adjourned at 1:05 PM.***

I hereby certify that this is a true and correct copy of the minutes of the September 28, 2021 meeting Metropolitan Planning Organization of the Southern New Hampshire Planning Commission.

  
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Sylvia von Aulock, Executive Director

  
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Linda Moore-O'Brien, Office Administrator