**SOUTHWEST REGION PLANNING COMMISSION**

***BOARD OF DIRECTORS MEETING***

**MINUTES**

**June 15, 2021**

**Present:** Tom Mullins, Chairman, *Peterborough;* Gus Lerandeau, Vice-Chairman, *Swanzey;* Larry Robinson, Secretary, *Marlborough;* Brian Barden, *Dublin;* Sara Carbonneau, *Winchester;* Chris Coates*, Cheshire County;* Cheryl Mayberry, *Walpole;* Butch Morin*, Richmond;* John Snowdon, *Westmoreland.*

Staff members present include Tim Murphy, Executive Director; Rebecca Baldwin, Office Manager; Rich Clough, Office Support Specialist; J. B. Mack, Principal Planner*;* Lisa Murphy, Senior Planner; Todd Horner, Senior Planner; Terry Johnson, Senior Project Manager; Henry Underwood, GIS Technician/Planner; James Weatherly, Planning Technician.

**Absent:** Jill Collins, Treasurer, *Hinsdale;* Jay Jacobs, *Harrisville;* Camilla Lockwood, *Temple;* Leandra MacDonald, *Peterborough;* Ed Merrell, *Jaffrey;* Gary Spykman, *Keene.*

**I. Welcome**

Chairman Mullins called the meeting to order at 3:00 p.m., welcomed those in attendance and noted that this is the first meeting of the Board of Directors since the end of the Governor’s Emergency Order #12. It was noted that a quorum of the Board is attending the meeting in-person.

**II. Consent Agenda**

 **a. Minutes of May 11, 2021 Meeting**

 **b. Highlights of Commission Activities - May 2021**

 **c. Agreement with Cheshire Medical Center - Climate Health Planning**

 **d. Agreement with NH Children’s Health Foundation - Public Health Planning**

 **e.** **Financial Report - May 2021**

Mr. Murphy drew attention to the Agreement with NH Children’s Health Foundation (item II d.) noting that the funder requires the signature of the Chairman of the Board as well as the Executive Director on the Agreement.

**Motion: To accept the consent agenda as presented.**

Motion by Director Lerandeau, seconded by Director Robinson. Approved by unanimous roll call vote.

**III. Executive Director’s Report**

Mr. Murphy thanked Commissioner Coates for allowing use of Cheshire County Delegation Hall as well as their equipment to conduct today’s Board and Annual Commission meetings.

**a. Public Involvement Plan Update**

Mr. Murphy explained that the SWRPC Public Involvement Plan (PIP) which was first adopted in 2016 is required to be updated every five years. A draft of the updated Plan was presented at the May 11th Board meeting. Staff member Lisa Murphy reported that the intent of the PIP is to ensure that members of the public have the opportunity to be involved in the regional planning process. She reviewed the timeline that was followed for the update that began in February 2021. In addition to demographics being updated, attention is given to the means by which digital engagement is being provided such as through the SWRPC website, email newsletters, social media, virtual and hybrid meetings and on-line surveys and maps. The PIP was released for public review and a comment period was provided between April 23rd and June 11th and no comments were received. A change being suggested by staff for Board consideration is to expand the anti-discrimination categories beyond those required by federal Title VI to include creed, marital status, familial status, sexual identity or sexual orientation to the already existing categories of race, color, national origin, sex, age, and disability.

**Motion to amend the PIP to include the additional anti-discrimination categories as recommended by staff.**

Motion by Director Lerandeau, seconded by Director Robinson. Approved by unanimous vote.

**Motion: To adopt the SWRPC PIP as amended.**

Motion by Director Robinson, seconded by Director Lerandeau.

Chairman Mullins noted that since another Board member has joined the meeting remotely a roll call vote is necessary for this and any remaining meeting motions.

Approved by unanimous roll call vote.

**b. FY 21/22 Work Program Budget**

Mr. Murphy recalled that a Draft FY 21/22 Work Program Budget was presented to the Board at their May 11th meeting with the understanding that some changes may be made prior to its adoption at today’s Annual Meeting. Changes include an increase to the Complete Streets Implementation line item due to better understanding from the municipalities involved as to their drawdown anticipations and an increase to the Public Health Planning line item due to additional anticipated activity. An increase to the Salaries line anticipates a need for additional staff related to increases in the overall work program budget. The revised budged represents $1.15 million which is a 30% increase over the current year’s budget. Mr. Murphy explained that a little over half of the increase is related to pass-through funds associated with Complete Streets implementation activities.

**Motion: To accept the FY 21/22 work program budget as presented to be brought to the Annual Commission Meeting for consideration.**

Motion by Director Lerandeau, seconded by Director Robinson. Approved by unanimous roll call vote.

**c. 2021 Annual Meeting**

Mr. Murphy announced that the 2021 Annual Meeting is scheduled to start immediately following the Board meeting and our featured presenter will be a representative from the New Hampshire Municipal Association who will be speaking about the topic of public meetings.

**IV. FY 21/22 Meeting Schedule**

Mr. Murphy reviewed the proposed meeting schedule for FY 21/22 noting that meetings are typically scheduled for the second Tuesday of the month with the exception of July since there will not be a meeting in August and March so as not to conflict with Town Meetings. He noted that this is an informational item and the proposed schedule can always be modified throughout the year as circumstances may warrant.

**V. Next Meeting**

Chairman Mullins announced that the next meeting of the Board of Directors is scheduled for July 27, 2021.

**VI. Other Matters**

No other matters were brought before the Board at this time.

**VII. Public Comments**

No public comments were offered.

**VIII. Adjourn**

Meeting Adjourned at 3:25 p.m.

Respectfully Submitted,

 Rebecca I. Baldwin

 Office Manager