**SOUTHWEST REGION PLANNING COMMISSION**

***BOARD OF DIRECTORS MEETING***

**MINUTES**

**October 19, 2021**

**Present:** Tom Mullins, Chairman, *Peterborough;* Larry Robinson, Secretary, *Marlborough;* Brian Barden, *Dublin;* Sara Carbonneau, *Winchester (*remote)*;* Chris Coates*, Cheshire County;* Camilla Lockwood, *Temple* (remote)*;* Cheryl Mayberry, *Walpole;* Butch Morin*, Richmond;* John Snowdon, *Westmoreland* (remote)*.*

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

**Absent:** Gus Lerandeau, Vice-Chairman, *Swanzey;* Jill Collins, Treasurer, *Hinsdale;* Jay Jacobs, *Harrisville;* Leandra MacDonald, *Peterborough;* Ed Merrell, *Jaffrey;* Gary Spykman, *Keene.*

**I. Welcome**

Chairman Mullins called the meeting to order at 4:30 p.m., welcomed those in attendance and acknowledged that there was an in-person quorum present. He announced that those attending remotely are required to state where they are, why they are attending remotely, and if anyone is in the room with them. He also stated that all votes will be conducted by roll call.

**II. Consent Agenda**

* 1. **Minutes of July 27 and August 5, 2021 Meetings**
  2. **Highlights of Commission Activities - July, August, September 2021**
  3. **Agreement with Cheshire County - Grant Administration Services**
  4. **Agreement with Town of New Ipswich - Technical Assistance/Transportation Planning**
  5. **Agreement with Upper Valley Lake Sunapee Regional Planning Commission - Technical Assistance/CDBG**
  6. **Agreement with Keene Senior Center - Digital Literacy and Access Needs Assessment**
  7. **Financial Reports - July, August, September 2021**

Mr. Murphy drew attention to the four agreements that are on the consent agenda and briefly described each of them. The agreement with Cheshire County is to provide administrative services for the continuation of CDBG microenterprise projects for Hannah Grimes Center in Keene, the Regional Economic Development Center in Raymond, and the UNH Small Business Development Center in Durham. The agreement with New Ipswich is to assist the Town in conducting a Road Surface Management System (RSMS) analysis regarding roadway maintenance. This will be a cost-share venture used in conjunction with funding from the existing SWRPC contract with the NH Department of Transportation for the Unified Planning Work Program. Discussion followed explaining the purpose of the RSMS in assisting towns with the development of capital improvement plans. It was also noted at the recent Governor’s Advisory Council on Intermodal Transportation hearings, SWRPC’s Transportation Advisory Committee provided testimony on the inadequate funds available for infrastructure and the need to identify funding sources without relying on the gas tax. The agreement with Upper Valley Lake Sunapee Regional Planning Commission is the result of a request to provide guidance and training regarding the administration of microenterprise grants. The agreement with the Keene Senior Center involves conducting a needs assessment to identify ways to improve digital literacy and access among senior citizens.

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

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

**III. Executive Director’s Report**

**a. Fall Commission Meeting**

Mr. Murphy announced that the Fall Commission Meeting would begin at the conclusion of today’s Board of Directors meeting. Following the business portion of the meeting, we will be attending the first portion of a forum hosted by the Monadnock Farm and Community Coalition that will feature a presentation by staff member Terry Johnson on the recently completed *Monadnock Region Food Access Analysis*.

**IV. Next Meeting**

Chairman Mullins announced that the next meeting of the Board of Directors is scheduled for November 9, 2021.

**V. Other Matters**

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

**VI. Public Comments**

No public comments were offered.

**VII. Adjourn**

Meeting Adjourned at 5:00 p.m.

Respectfully Submitted,

Rebecca I. Baldwin

Office Manager