**SOUTHWEST REGION PLANNING COMMISSION**

***BOARD OF DIRECTORS MEETING***

**MINUTES**

**January 9, 2024**

**Present:** Tom Mullins, Chairman, *Peterborough;* Gus Lerandeau, Vice-Chair, *Swanzey;* Sara Carbonneau, Vice-Chair, *Winchester (remote)*; Christine Robidoux, Secretary, *Temple (remote)*; Cheryl Mayberry, Treasurer, *Walpole;* Brian Barden, *Dublin;* Leslie Casey, *Sullivan;* Jay Kahn, *Keene* (joined the meeting at 3:15 p.m.)*;* Joe Levesque, *Alstead;* Leandra MacDonald, *Peterborough;* Ed Merrell, *Jaffrey;* Butch Morin*, Richmond;* Larry Robinson, *Marlborough;* John Snowdon, *Westmoreland* (joined meeting at 3:23 p.m.)*.*

Staff members present include Tim Murphy, Executive Director; Rebecca Baldwin, Office Manager; J. B. Mack, Assistant Director; Todd Horner, Assistant Director.

**Absent:** Rod Bouchard, *Cheshire County.*

**I. Welcome**

Chairman Mullins called the meeting to order at 3:00 p.m. and welcomed those in attendance and acknowledged that an in-person quorum was present. He announced that both Directors Carbonneau and Robidoux have requested they be allowed to attend remotely. Both stated that they were at home and could not attend due to concerns about today’s weather conditions. Board members present unanimously agreed to allow them both to attend remotely. Chairman Mullins announced that all votes will be conducted by roll call.

**II. Advisory Committee Reports**

1. **Transportation Advisory Committee**

Staff member J. B. Mack reported that the Transportation Advisory Committee (TAC) met on January 8, 2024. TAC members received presentations from representatives from NHDOT and the City of Keene on two projects that are currently in the preliminary engineering phase of the Ten Year Transportation Improvement Plan. The projects include Keene-Swanzey Project #4066 involving the reconstruction of NH Route 10 from NH Route 101 south to the Market Basket plaza entrance and Keene Project #41590 involving reconstruction of NH Route 101 from Optical Avenue east to Branch Road. The next meeting of TAC is scheduled for March 4, 2024.

1. **Energy and Natural Resources Advisory Committee**

Mr. Murphy reported that the Energy and Natural Resources Advisory Committee (ENRAC) met on October 25, 2023. A summary description was provided during the November 14, 2023 meeting of the SWRPC Board of Directors. The next meeting of ENRAC is scheduled for January 24, 2024.

1. **Economic Development Advisory Committee**

Staff member Todd Horner reported that the Economic Development Advisory Committee (EDAC) met on October 11, 2023. A summary description was provided during the November 14, 2023 meeting of the SWRPC Board of Directors. The next meeting of EDAC is scheduled for January 10, 2024 and will include a presentation by the Greater Monadnock Collaborative regarding their efforts to brand and promote the region.

1. **Brownfields Advisory Committee**

Staff member J. B. Mack reported that the Brownfields Advisory Committee (BrAC) has not met since August 1, 2023. An update from that meeting was provided during the November 14, 2023 meeting of the SWRPC Board of Directors. A meeting of the BrAC is anticipated in the coming weeks.

**III. Consent Agenda**

1. **Minutes of December 12, 2023 Meeting**
2. **Agreement with the City of Keene - Grant Administration Services**
3. **Agreement with New Ipswich - Planning Assistance Services**
4. **Agreement with Monadnock Peer Support - Grant Administration Services**
5. **Highlights of Commission Activities - December 2023**
6. **Financial Report - December 2023**

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

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

**IV. Director’s Team Report**

1. **Board and Advisory Committee Membership**

Mr. Murphy reminded Board members that when the slate of officers and board members was approved at the Annual Commission Meeting, Rod Bouchard was appointed to represent Cheshire County. Since that time Rod Bouchard has retired from Cheshire County and become a contract employee for SWRPC. Accordingly, he will be stepping-down from the Board of Directors. Cheshire County has recently appointed County Commissioner Terry Clark to serve as SWRPC Commissioner.

**Motion: To appoint Terry Clark to fill the unexpired term of Rod Bouchard on the SWRPC Board of Directors representing Cheshire County.**

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

Mr. Murphy explained that the rosters of Advisory Committee members that was approved at the December 12, 2023 Board meeting had omitted Ed Merrell from the Economic Development Advisory Committee (EDAC) due to a misunderstanding. Director Merrell has expressed interest in remaining a member of that committee. Also Kevin Peterson from NH Community Development Finance Authority (NH CDFA) who was appointed as ex-officio to EDAC has recently retired. Molly Donovan of NH CDFA has expressed willingness to serve as an ex-officio.

**Motion: To add Director Merrell’s name to the EDAC roster and appoint Molly Donovan of NH CDFA as an ex-officio member of EDAC.**

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

1. **NHARPC Membership**

Mr. Murphy recalled at the October 10, 2023 Board meeting he had mentioned we have a vacancy for representation on the NH Association of Regional Planning Commissions. Each regional planning commission is allowed to be represented by their executive director and two commissioners. Director Robinson has served as one of our commissioners for a number of years. He has agreed to continue to serve in that capacity and Director Robidoux has expressed interest in serving a one-year term.

**Motion: To have Directors Robinson and Robidoux serve as representatives of SWRPC on the NH Association of Regional Planning Commissions.**

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

1. **2024 Winter Meeting**

Mr. Murphy distributed a copy of the announcement for the SWRPC 2024 Winter Meeting that was discussed at the December Board meeting. Natch Greyes, NH Municipal Association Government Affairs Counsel has agreed to be the guest presenter and will focus on the 2024 NH Legislative Session. The meeting will take place in Heberton Hall at the Keene Public Library Annex beginning at 5:00 p.m. Mr. Murphy noted that the announcement is being sent to all Southwest Region legislators inviting them to attend and comment on any legislation they may be sponsoring.

**V. Next Meeting - February 13, 2024**

Chairman Mullins announced that the next meeting of the Board of Directors is scheduled for 4:30 p.m. on February 13, 2024 prior to the SWRPC 2024 Winter Meeting.

**VI. Other Matters**

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

**VII. Public Comments**

No public comments were offered.

**Non-Public Session - Personnel Matters**

**Motion: To enter into Non-Public Session at 3:23 p.m., under the provisions of RSA 91-A:3, Section 2(b) for the hiring of a person as a public employee.**

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

Chairman Mullins concluded the non-public session and the doors were opened.

**Motion to seal the non-public minutes pending the conclusion of the matter.**

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

**VIII. Adjourn**

Meeting adjourned at 4:32 p.m.

Respectfully Submitted,

 Rebecca I. Baldwin

 Office Manager