



## MEETING NOTICE AND AGENDA

### North Country Council

#### COMMISSION MEETING

In-Person Attendance

Wednesday, October 23, 4:00-6:00 P.M.

AHEAD Conference Room Mt Eustis Commons | 262 Cottage Street Littleton

The conference room is on the 1<sup>st</sup> Floor, and you enter the building on the ground level.

*Please RSVP by October 22<sup>nd</sup>, 6:00 pm*

*Click the link below or copy and paste the link into your browser. Having trouble email [cbowler@nccouncil.org](mailto:cbowler@nccouncil.org).*

<https://forms.office.com/r/Z1iwCfbVEc>

#### Call to Order / Welcome & Attendance

#### Minutes from July 23, 2024 Commission Meeting – Motion

#### Guest Presentation – Complete Streets in Rural Communities

- **Bret Allphin, Senior Program Manager & Krishna Kunapareddy, Program Manager** from National Association of Development Organizations (NADO) will explore the Complete Streets approach and how it works for rural communities. North Country Council will host the National Association of Development Organizations (NADO), sharing their nationwide experiences in planning, designing, and building safer and accessible streets for all users in rural communities. Full bios of presenters can be found on the back.

#### Break- grab a snack and chat with fellow representatives.

#### Transportation Related Updates

- Nick Altonaga, Transportation Planner, will provide updates and highlights of the Council's fieldwork, efforts with Complete Streets, and other opportunities.

#### Approval of CEDS Draft Update Amendment Approval– Angela Cleveland - Motion

- The North Country Comprehensive Economic Development Strategy (CEDS) was updated and adopted for the last 5-year term in 2023. In the beginning of 2024, we were asked to amend it to include a new section on industrial and commercial development in Carroll, Coos, and Grafton Counties (pages 39-44). In the spring of 2024, North Country Council staff amended the CEDS with the new section and included modified actions, a new goal and strategies to support our industries in the North Country. In July, Council staff put the amended document out for a 30-day public comment period. We received one change - correction to a photo source on and updated the Committee list and staff. In August 2024 the CEDS Committee voted to endorse the CEDS and send it to the North Country Council Board of Directors and Commission.
  - Review pages 39 to 44; page 57 Goal 4 strategy rewording, including resilient infrastructure and insertion of new goal number 8, with strategies & actions. Link to amended CEDS. <https://www.nccouncil.org/wp-content/uploads/2024/09/CEDS-2023-2028-UPDATE-FINAL-for-BOD-Commission-August-2024.pdf>
  - This is the previous CEDS for reference - <https://www.nccouncil.org/wp-content/uploads/2024/09/CEDS-2023-2028-as-Adopted.pdf>

#### Other Business

#### Public Comment

#### Adjournment – Motion

**Bret Allphin, Senior Program Manager**

Senior Program Manager Bret Allphin joined NADO in April of 2022 bringing with him a wealth of knowledge after a 20-year career with Buckeye Hills Regional Council in Marietta, Ohio. In addition to his bachelor's in political science and master's in public affairs, Bret is licensed Geographical Information Systems Professional (GISP). He is NADO's go-to team member for all things mapping while also supporting members with transportation and economic development technical assistance services.

An avid sports aficionado and former collegiate athlete, Bret enjoys cheering on his Cincinnati Reds, hitting the trails on his mountain bike, and improving his golf game whenever possible. Bret is an involved community member in Marietta dedicating much of his spare time to serving on local nonprofit boards.

**Krishna Kunapareddy, Program Manager**

Program Manager Krishna Kunapareddy began her role with NADO in February of 2023 after 14 years of service at Boonslick Regional Planning Commission in Missouri. Krishna manages NADO Research Foundation's Planning and Environmental Linkages and Center for Environmental Excellence projects. In addition to researching and writing, Krishna also conducts virtual workshops on innovative tools and techniques related to transportation planning.

She holds an undergraduate degree from Andhra University and a master's from JNT University in India, as well as a master's in city and regional planning from the University of Texas at Arlington. Krishna is also a certified Smart Cities Academy Practitioner and holds the Location Advantage certificate from geographic information system software company ESRI.

In her spare time, Krishna volunteers with Mentors4College helping high schoolers better plan for their post-high school paths. She is also a dedicated advocate for documented H4 Dreamers."

## Meeting Location

Mt Eustis Commons | AHEAD Conference Room | 261 Cottage Street | Littleton, NH

Note you will enter the building on the ground floor, the conference room is on the **first** floor.

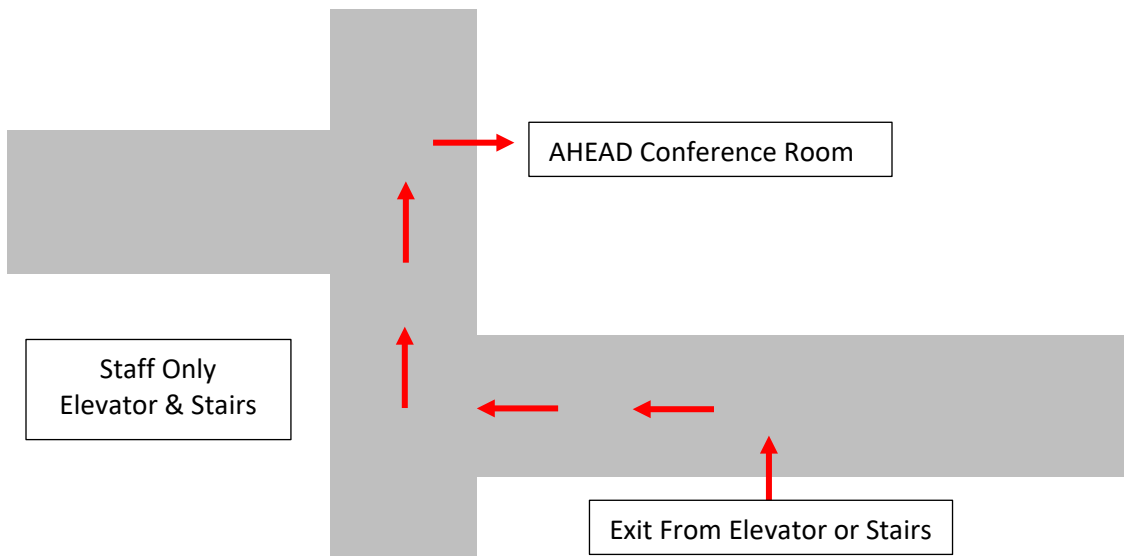
Enter through the "Main Entrance" or "North Entrance".



**Main Entrance** – continue straight down the hall to the elevator or stairs and take to the First Floor (you enter the building on the ground floor).

**North Entrance:** Continue straight down the hall/corridor to the stairs or elevator, which will be on your left. Take the elevator or stairs to the First Floor (you enter the building on the ground floor).

Off the elevator or stairs, take a left, then a right, and the conference room is on your right.





NORTH COUNTRY COUNCIL ANNUAL COMMISSION MEETING MINUTES

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**AHEAD Conference Room Mt Eustis Commons | 262 Cottage Street Littleton  
Wednesday, July 24, 2024 | 4:00 p.m. to 6:00 p.m.**

**Representatives Present:** Mark Decoteau (virtual), Vicki DeLalla, Charles Goulet, Mark Dindorf, Sandra Butson, Michele Cormier, Ben Gaetjens-Oleson, Paul Robitaille, Ray Gorman, Gil Rand, Tim Sappington, John Carpenter, Stan Judge, Carl Martland, Jon Swan, Cassandra Mason, Dan Whittet, Steven Schwartz, Pat Garvin

**Guests:** Jay Poulin HEB Engineering, Rip Patten Credere Associates, Dave Walker Hart's Location Board of Selectman

**Staff Present:** Michelle Moren-Grey; James Steele, Taylor Roy, Countney Bowler, Angela Cleveland (virtual), Nick Altonaga (virtual).

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**Call to Order & Welcome**

Representative & Chair Robitaille welcomed everyone and called the meeting to order at 4:08 pm.

A round table of introductions was made.

**Minutes from November 30, 2023 Commission Meeting Approved**

**MOTION Representative Comier moved to approve the minutes. Representative Judge seconded it. No discussion. All in favor. Motion Carried**

Representative & Chair Robitaille turned the meeting over to Michelle Moren-Grey, Executive Director of North Country Council.

Ms. Moren-Grey reviewed the agenda and welcomed new representatives to the full commission meeting.

**Overview**

**History & Role of Regional Planning Commissions**

Ms. Moren-Grey provided an overview of the history and role of Regional Planning Commissions (see attached presentation). Ms. Moren-Grey reminded the group that the Council's outreach material has a list of the Council's services.

Questions: Representative Swan asked if we are aware that HB 1221 was signed by the Governor that adds landfills to DRI. Ms. Moren-Grey commented that yes we are aware that it passed.

**Highlights of FY2024**

Ms. Moren-Grey provided highlights of FY 2024 work plan. Reminding the group that this is not a comprehensive list, of the work plan Ms. Moren-Grey reviewed the following:

- NH CDFA, CDBG Grant Administration
- Local Contracts (master plan updates, capital improvement plan updates, land use planning support)
- Technical assistance and project development service's for NBRC applicants and grantees
- Housing Opportunity Planning Grants – wrapping up this last round and looking forward to the next potential round
- Regional – Update of the Regional Plan, Comprehensive Economic Development Strategy (CEDS), Ten Year Transportation Plan project solicitation and support to the National Collaborative for Digital Equity for the facilitation of Coös County Broadband Committee & broadband work in the county



- Climate Resiliency HUB – through the work of North Country Rising and Collaborative work through EDA Grant lead by Stacey Doll the Climate Resiliency HUB was developed by Stacy and Cathlin Lord.

### **Review FY2024**

Mr. Steele provided an overview of FY2024 financials and reviewed the snapshot (attached) noting the following:

- Sixth year that the Council has been on the positive side
- October of 2023 there was a loss as a result reduced billable time due to unforeseen staff extended medical leave and timing of audit bill.
- Added an insured sweep account to protect funds over \$250,000 threshold for being insured.
- Net position positive \$318,352, five years ago the net position was negative \$165,000.
- Local portion of revenue has increased to 30% historically this was around 10%.

### **Approval of FY25 Draft Budget & Work Plan**

Mr. Steele presented the FY2025 draft budget (attached) reviewing sources of revenue and expenses, changes and pending projects/contracts.

Question – how are municipalities assessed for membership dues? The formula is based on population, valuation and amount that is needed to be raised. Ms. Moren-Grey commented that since start of COVID the Council has reduced and held dues at that discounted rate.

Federal grants are they secured and are they federal FY year? Yes, they are secured and currently active running on different FY years depending on funder and grant type.

**MOTION Representative, Vice Chair Gaetjens-Oleson moved to approve the FY2025 draft budget as presented. Representative Dindorf seconded it. No discussion. All in favor. Motion Carried.**

Ms. Moren-Grey introduced two guest consultants: Jay Poulin from HEB Engineering – HEB Engineering is the Councils current on-call engineer support though the UPWP contract. Rip Patten from Credere Associates was the Council's environmental engineering firm throughout the past Brownfield Grant.

### **Nomination of Officers**

Representative & Board Member Martland presented the slate of officers:

Paul Robitaille – Chair  
Ben Gaetjens-Oleson – Vice Chair  
Mark Decoteau – Treasurer  
Carl Martland – Member  
Mark Dindorf – Member

Representative & Board Member Martland ask if there are any other nominations- none

**MOTION Representative & Member Martland moved to approve the slate of officers as presented. Representative Butson seconded it. No discussion. All in favor. Motion Carried.**

Representative & Board Member Martland thanked the officers for their continued participation.

### **Update of the Regional Plan**

Ms. Cleveland, Planning Coordinator, introduced herself and provided the group with update of the regional plan and progress. Ms. Cleveland reminded the group that as an RPC we are tasked with development of a coordinated plan. The update of the regional plan is being supported through a grant via HUD and assistance through Stratford RPC. All nine RPC's are updating regional plans during the same timeframe. Currently the

Council has two surveys that are live, and we are attending existing events to gain input from residents & businesses (to date we have attended three events). We are asking what people appreciate about the region and what they want to see changed or improved.

Ms. Traylor Roy, Planning Assistant distributed the survey to the group.

Representative Swan commented on the permitting Grantie State Landfill are there any thoughts regarding impact to traffic patterns, transportation and regional plan. Ms. Moren-Grey commented that this has the potential to come out in the feedback received through the current active surveys. Currently we have not been engaged in conducting traffic surveys around this.

Ms. Moren-Grey reviewed opportunities for participation through committees.

Question regarding incorporating single town's Master Plans into the regional plan, while we won't necessary incorporate individual Master Plans into the regional plan they will be looked at for like themes for incorporation.

### **Ten Year Plan Update**

Mr. Altonaga, Transportation Planner, provided an update about the ten-year plan process. The TYP is a two-year cycle and we just finished solicitation of TYP Projects and received 19. These will be reviewed against the criteria and ranked to be reviewed and approved by the Transportation Advisory Committee (TAC). The top two to three will be moved to engineering for conceptual design. In the late fall the top ranked project goes to NHDOT for review.

Regional Traffic Counts are underway the Council conducts between 160 to 170 counts for NHDOT. Local counts can be requested by contacting the Council. These counts provide data to support local planning and project efforts.

Mr. Altonaga reminded the group of other data collection the Council can assist with such as traffic calming projects, road surface management and stream crossings.

Member Martland commented that the Regional Transportation Plan does have identified freight routes and the proposed GSL is not located on a freight route.

Discussion occurred regarding EV Charging Corridors in the region.

Comment regarding climate change an impact on local road infrastructure. Mr. Altonaga commented on the projects, services and outreach to communities that incorporate this information.

Ms. Moren-Grey – recognized Cathlin Lord and Kevin Driscoll that are not here who conduct traffic counts and support a majority of the transportation fieldwork.

### **Other Business**

Northern Border Regional Commission – Catalyst Grant round is open reach out to the Council if you are looking for project coaching, idea development and technical assistance.

NHBEA Office of Broadband Initiatives – 196m for NTIA BEAD funding to be awarded in support of broadband investment. The BEAD Challenge is happening if there is a location that is unserved or underserved, submitting a challenge is recommended. For questions reach out to Ms. Moren-Grey.

Ms. Moren-Grey shared the new guide book for representatives in the materials and thanked Courtney Bowler, Planning Assistant, for her work on this material and support behind the scene to make things happen.

Representative Swan commented that with the current round of permitting for GSL and that it runs counter to what North Country Council's work represents, Representative Swan still welcomes a letter to NHDES, NHDOT, Army Corp Engineers in opposition to the GSL project.

Representative and Vice Chair Gaetjens-Oleson recognized the North Country Council staff for another positive year and commenting that it was not that long ago that the Council was not in the black and it was challenging times. Thank you to the great work of the current staff but also for the staff that have stuck with it through the challenging & tough times to get the Council to where it is today.

Representative and Chair Robitaille thanked the Representatives for their dedicated participation to their municipalities as well as the work of the Council.

**Public Comment**

none

**MOTION Representative Dindorf moved to adjourn. Representative and Vice Chair Gaetjens-Oleson seconded it. No discussion. All in favor. Motion Carried**

The meeting Adjourned 5:56 pm

Respectfully Submitted,

Michelle Moren-Grey, Executive Director

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# ANNUAL COMMISSION MEETING

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July 24, 2024

4:00 to 6:00 pm

Mt Eustis Commons Littleton NH

# Agenda

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Welcome & Introductions

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Minutes Approval

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Overview

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Highlights & Approval of Proposed FY2025 Budget

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Nomination of Officers

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Regional Plan Update

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Ten Year Plan Update

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Other Business

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Public Comment

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Adjourn

# Review & Approval

Minutes of November 30, 2024







# REGIONAL PLANNING COMMISSION



# History...

“A well-defined regional planning program will supply the various communities with the help they require in planning for the present and future needs of New Hampshire residents, aiding in the growth, development, and prosperity expected for the years ahead.”

Report of Governor John W. King's Committee on Regional Planning  
March 1969







# Why...

## REGIONAL PLANNING NEW HAMPSHIRE

CONCORD, NEW HAMPSHIRE  
March 1969

**The Governor's Committee on Regional Planning identified the following needs:**

Ensure that municipalities were coordinated in the access to and delivery of federal grant programs.

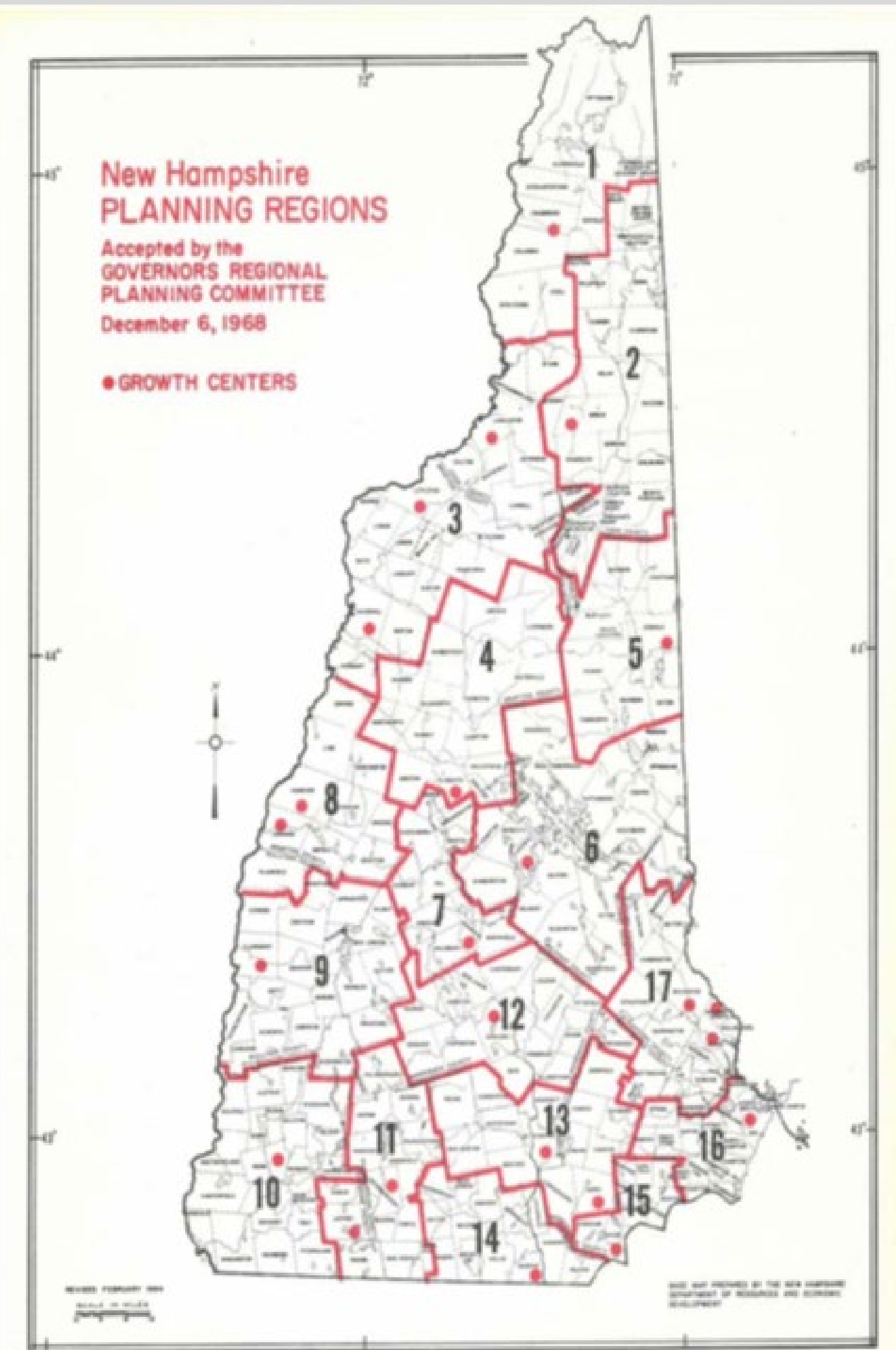
Facilitate the development of regional relationships for the delivery of certain community services.

Conduct comprehensive regional planning to support community planning.

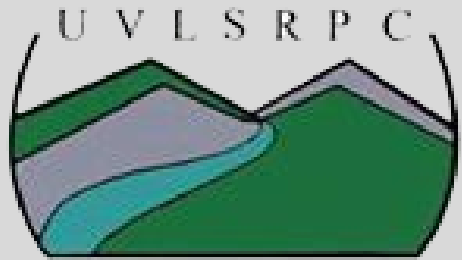
# How...

At the time, The Resources Development Center of UNH completed a study to determine boundaries that considered:

- Regional groupings in use at the time by State Government
- Shared functions between municipalities
- Potential for urban activity in municipalities
- Location of existing or potential regionally significant growth centers



# What...



1963



1968



1971



1981



The recommendations from the report were implemented as RSA Chapter 36 went into effect on August 29, 1969.



1973



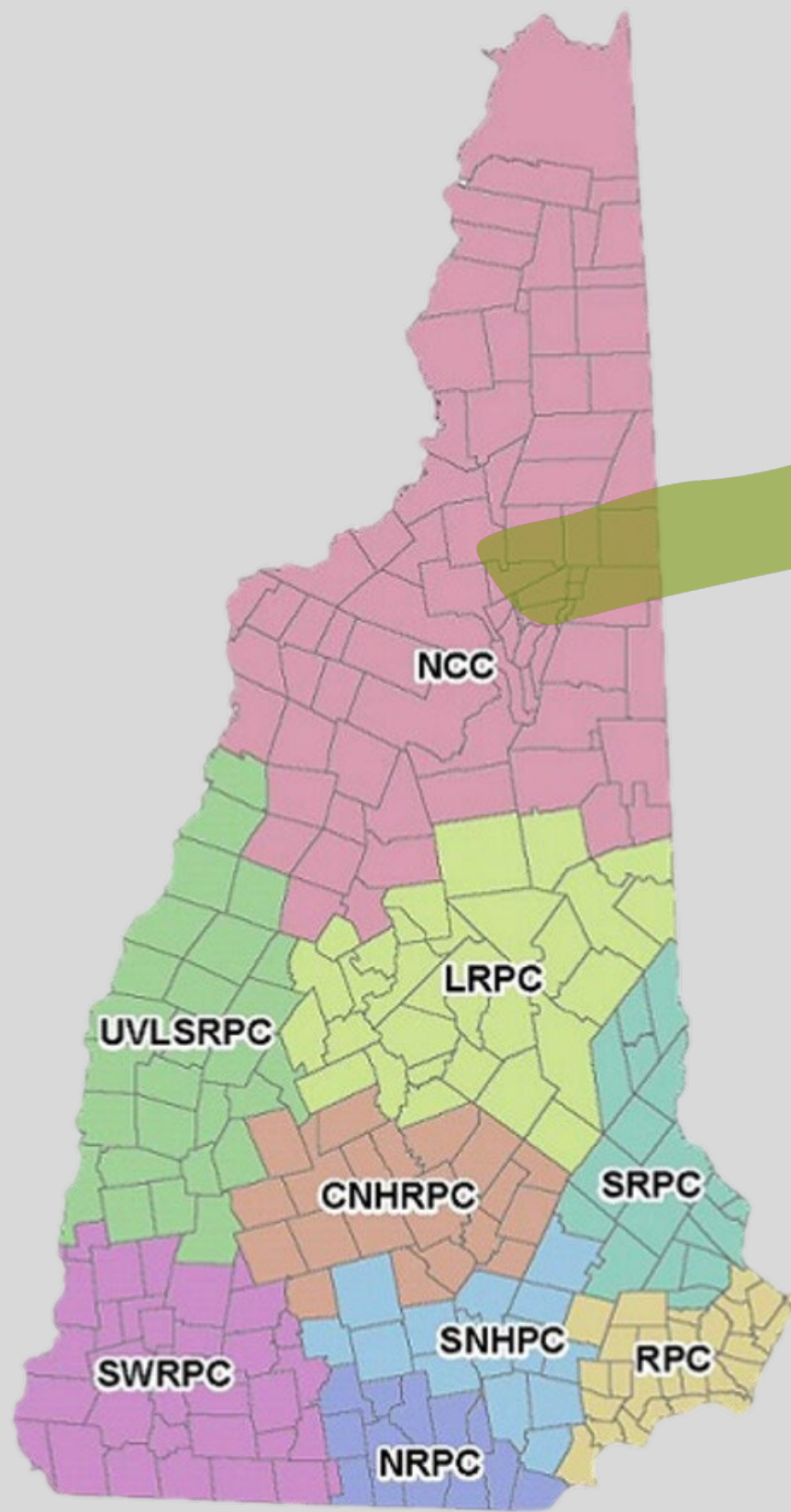
1986

1959

1966

1969

# NORTH COUNTRY COUNCIL

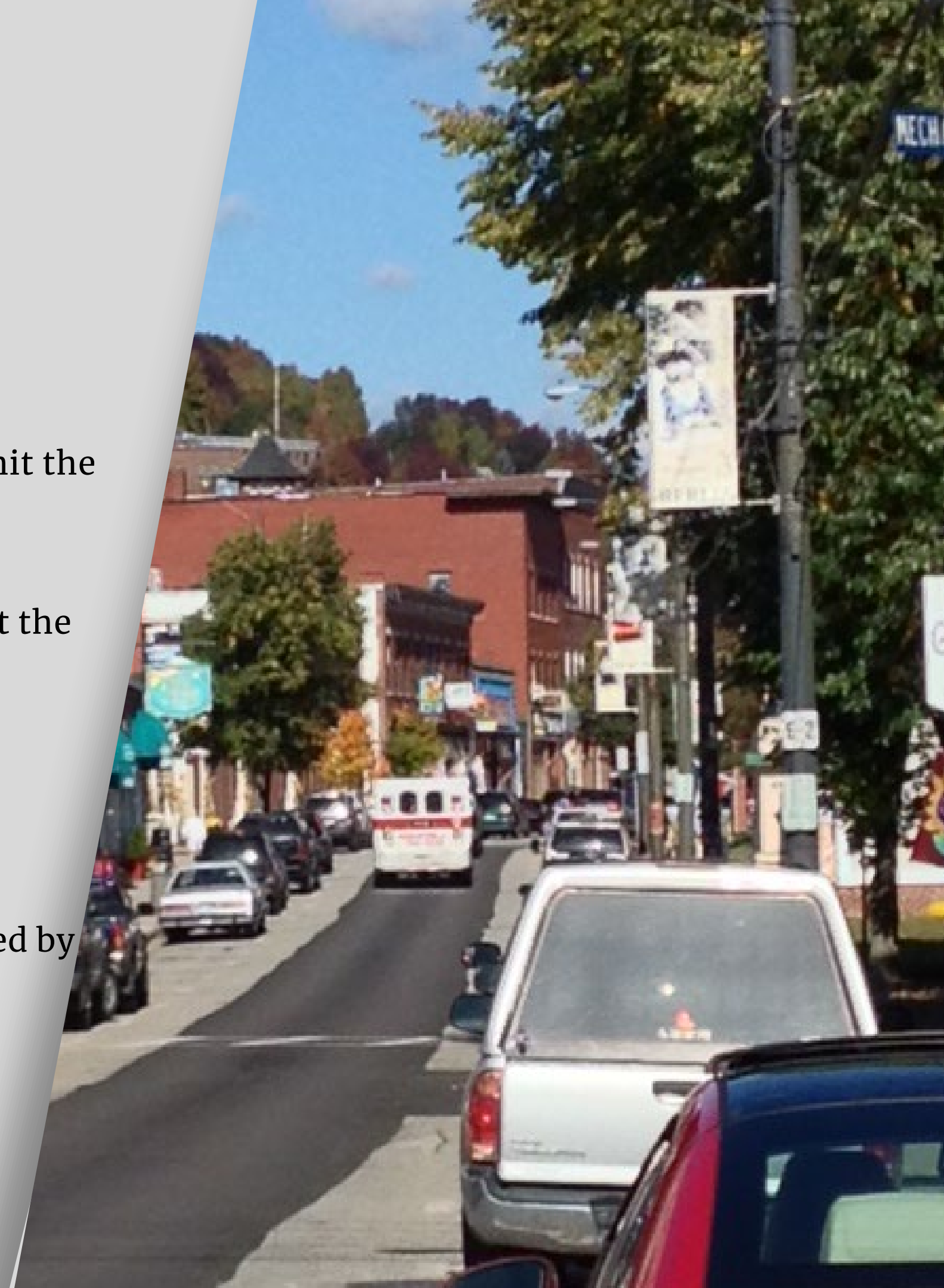


- Formed in 1973
- First meeting was spring of 1974
- 24 member communities
- 1975 Designated by the U.S. Department of Commerce, Economic Development Administration as an Economic Development District



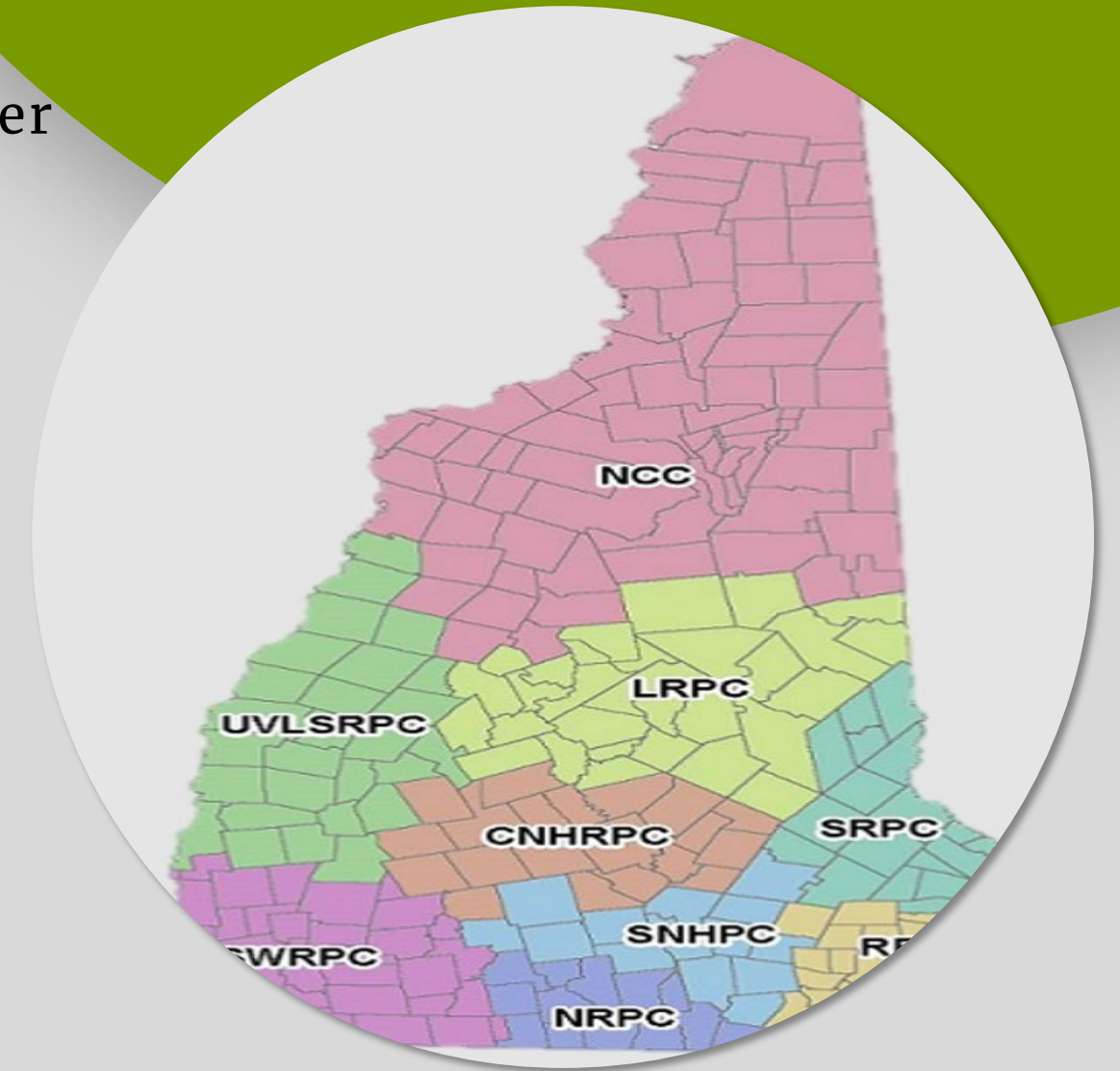
# RSA 36:46-58

- Voluntary association of towns, cities, and counties.
- Advisory in nature, have no regulatory jurisdiction and do not reduce or limit the powers of municipal land use boards.
- Provide an outlet for planning resources, services, and assistance to benefit the region.
- Prepare Regional Master Plan
- Compile a Regional Housing Needs Assessment
- Review Developments of Regional Impacts as identified and properly noticed by municipalities.



# Formation...

- Regions are delineated by the Office of Planning and Development
- Any municipality or county may become a member
- Each member may have two commissioners - communities with a population over 10,000 and under 25,000 may have 3
- Member residents are nominated by the Planning Board and appointed by the municipal officers
- Commissioners act as agents for both the Commission and related member municipalities



## What We Are ?

- Political Subdivision of the State
- association of local governments
- 501(c) 4
- Quasi-Governmental Public Entity
- Advisory in nature
- Resource
- Network Connector
- Financially supported through competitive grants, contracts, and membership dues

## What We Are Not?

- Non-Profit
- Regulatory in nature
- Corporation
- Political or Lobbying Organizations
- Taxing Organization
- Heavily subsidized organization

## **REGIONAL ACTIVITIES OF THE COUNCIL – PROVIDING BENEFITS TO ALL MEMBERS**

- Training on board basics & Methods, Master Planning, Flood Plains, and topics of special request.
- Updates on data; population, demographics, housing, employment, transportation, and more.
- Development of Regional Plans – Transportation, Master, Housing Needs Assessment and Economic
- Technical assistance with geographic information system (GIS), mapping, and visual data display.
- Review of developments of regional impacts when declared by the municipal local land use board.
- Website & virtual library of resources, studies, guidance material, and regional land use regulations.
- Review and comment on projects receiving federal aid in the region.
- Assistance in coordinating regional household hazardous waste collection events.
- Brownfield Program - identifying underutilized properties due to possible contamination for redevelopment.
- Access to various grant funding sources to be leveraged for planning and development activities.
- Informational blasts, monthly newsletters, and opportunities for regional networking.

## **SERVICES & ASSISTANCE AVAILABLE TO MEMBER COMMUNITIES**

- Review of zoning ordinances, subdivision, and site plan review regulations and master plans, including suggested amendments and minor revisions
- Drafting or reviewing proposed land use regulations (e.g., excavation, erosion, sedimentation control, accessory apartments, home occupations, signs, parking, open space development ordinances, etc.)
- Provide information on a variety of planning questions.
- Assistance in reviewing unique subdivision and site plans
- Short-term research projects on planning issues, data collection, and analysis
- Research and preparation of grant applications.
- Organizational assistance to local land use boards (e.g., rules of procedure, zoning amendment schedules, application forms, and checklists)
- Computer/publication services include word processing land use control regulations, updating as necessary, and providing copies.
- Bulk order New Hampshire Planning and Land Use Regulation books (estimated savings of \$70.00 per book)
- Meeting Support - organization, promotion, facilitation, material preparation, note-taking, and photos.

## **SERVICES & ASSISTANCE ON A CONTRACTUAL BASIS**

- The Council can assist your community on a contractual basis for specific projects, lending municipal staffing capacity, or meeting facilitation. Assistance is available based on the scope of work and the timing of needs.
- As a member community, the contractual rate is lower than that of a non-member community.

**More...**







[Sign In](#)

## North Country Climate Resiliency Hub

[Energy](#)[Climate Education](#)[Water](#)[Outdoor Recreation](#)[Land & Forest](#)[Take Action](#)[Submit a Resource](#)

# North Country Climate Resiliency Hub

A collection of data, success stories, and resources compiled by the North Country Climate Collaborative to support and provide guidance on climate resiliency measures for individuals, businesses, and communities in the region.

NH average temperature has  
increased by

3

Annual precipitation has  
increased by

12%

Global sea level is expected  
to rise

1-4



[Sign In](#)

## Funding Opportunities

[Community & Economic Development](#)[Environmental](#)[Housing](#)[Transportation](#)[Business](#)[More ▾](#)

# Funding Opportunities

Discover grant and other funding opportunities for New Hampshire communities, non-profits, and businesses.

[Browse by Category](#)

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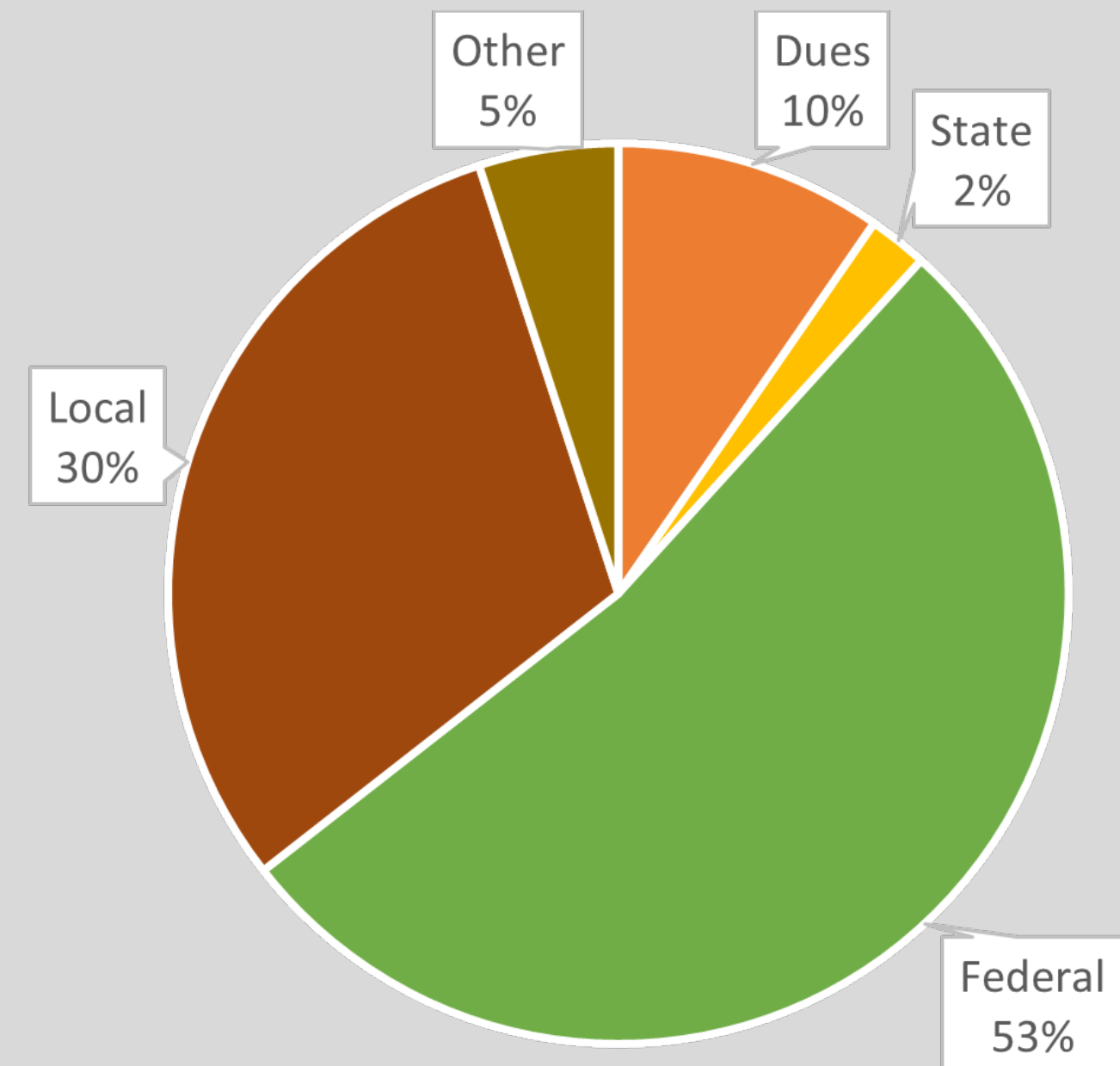
Highlights FY2024

Approval Proposed FY2025 Budget

# FY24 Financial Review

## Pre-Audit

- 6<sup>th</sup> consecutive year, North Country Council has realized a profit – \$12,139 for FY24.
- Net position has increased to \$318,352.
- 52 Local contracts/agreements
- 6 Federal contracts
- 2 State contracts
- Current Ratio 2.65
- Operating Expense / Operating Revenue Ratio .98
- Liabilities to Net Position .78



# Operating Revenue

## Federal and State Grants

### Federal:

- Unified Planning Work Program – Transportation (10% Match Required)
- EDA – Planning Partnership Program – Economic Development, CEDS (100% Match Required)
- EDA – Collective Impact Program
- HUD – Housing Readiness
- HUD – Comprehensive Regional Plan

### State:

- OPD – Targeted Block Grant
- NHHFA – Housing Assistance

Average for past 5-year period: \$527,246

***\$523,311***

# Operating Revenue

## Local Grants & Contracts

- 23 NBRC Administration Grants
- Carroll Master Plan
- Campton Planning Assistance
- Grafton County RDC CDBG Administration
- Coos County Broadband Support with National Collaborative for Digital Equity
- Pemi-Baker Solid Waste District Administration
- Whitefield Library CDBG Grant Administration
- New Hampshire Charitable Foundation – Homes North NH
- New Hampshire Charitable Foundation – NBRC Support
- Dartmouth Regional Technology Center – Economic Development Support

Average for past 5-year period: \$137,668

***\$271,750***

# Operating Revenue

## Membership Dues

- Average membership is 40 over past 5 years.
- Current membership is 40

Average dues collected over past 5 years, \$73,567

***\$70,000***

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## Miscellaneous Income

- Mostly from sale of New Hampshire Revised Statutes Annotated (RSA) books
- Sometimes receive passthrough monies for HHW events or project-related events

Average over past 5-year period \$5,970

***\$4,000***



# Operating Expenses

## Direct Labor to Projects

- Wages that are directly billable to projects.
- Typically have 5-6 Full-time and 2-3 Part-time employees.
- Currently, we are 5 Full-time and 3 Part-time.

Average over past 5-year period \$245,823

***\$298,800***

# Operating Expenses

## Other Project Related Expenses

- Consulting Services
- Travel, Supplies, Advertising

Average over past 5-year period \$99,814

***\$65,600***

# Indirect Expenses

## Non-Project Expenses

- Bank Service Charges – Monthly fee
- Depreciation/ Amortization Expenses – Office lease and equipment
- Dues / Subscriptions – NHARPC, APA, Adobe, ArcGIS, QuickBooks, Survey Monkey
- Employee Benefits / Taxes – Health, Dental, Workers Comp, Life, STD, LTD, Health Buyout, Federal and State Withholding, Unemployment Insurance
- Equipment Rentals / Maintenance – Copier lease/ printing allowance
- Insurance– Property and liability
- Legal and Professional Services – Audit, IT, Constant Contact, Lawyer
- Meetings and Travel – Conference registration, mileage, accommodations
- Office Expenses – Computers, furniture, heating oil, copy paper, pens, notepads
- Wages not billed to projects – Holidays, sick, vacation, training, conferences
- Telecommunications – Zoom phone, internet

Average over past 5-year period \$328,278

***\$408,175***

# **Nomination of Officers**



# Regional Plan Update

# Let's Plan for the Future of the North Country Towns

## CALL TO ACTION

The North Country Council is developing a Regional Plan and we want to hear from you and other folks who work, play, and live in the region. We have two surveys: one to share your thoughts on housing, jobs, transportation, natural resources, recreation, agriculture and one to identify physical features in your region and what you want for you or what you want for the area.

Click the link to take the survey.

[Regional Survey](#)

[Mapping Survey](#)



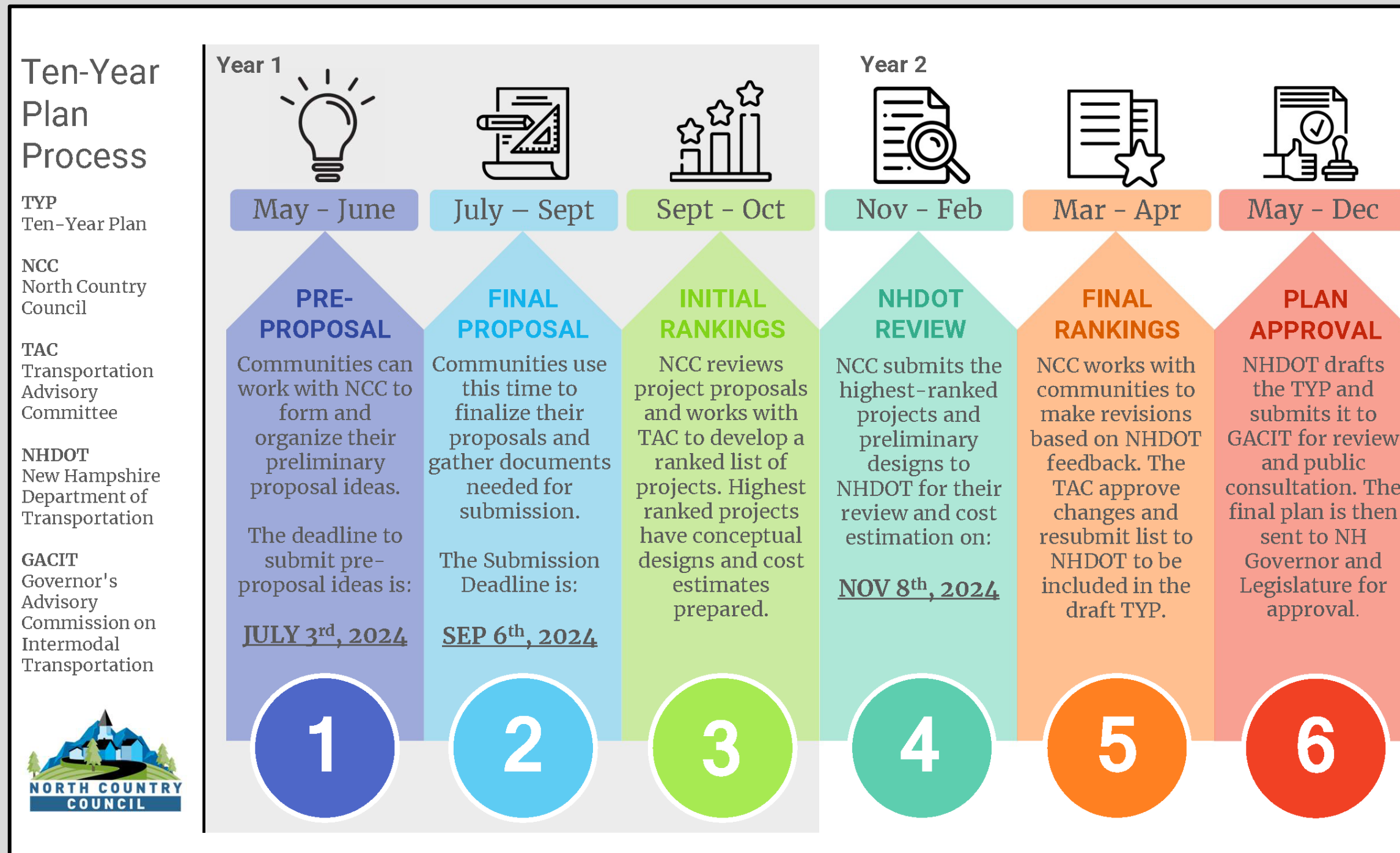
**ORTH COUNTRY  
COUNCIL**





# Transportation

- Update of the Regional Transportation Plan
- Ten Year Transportation Plan
- Annual Traffic Count Program

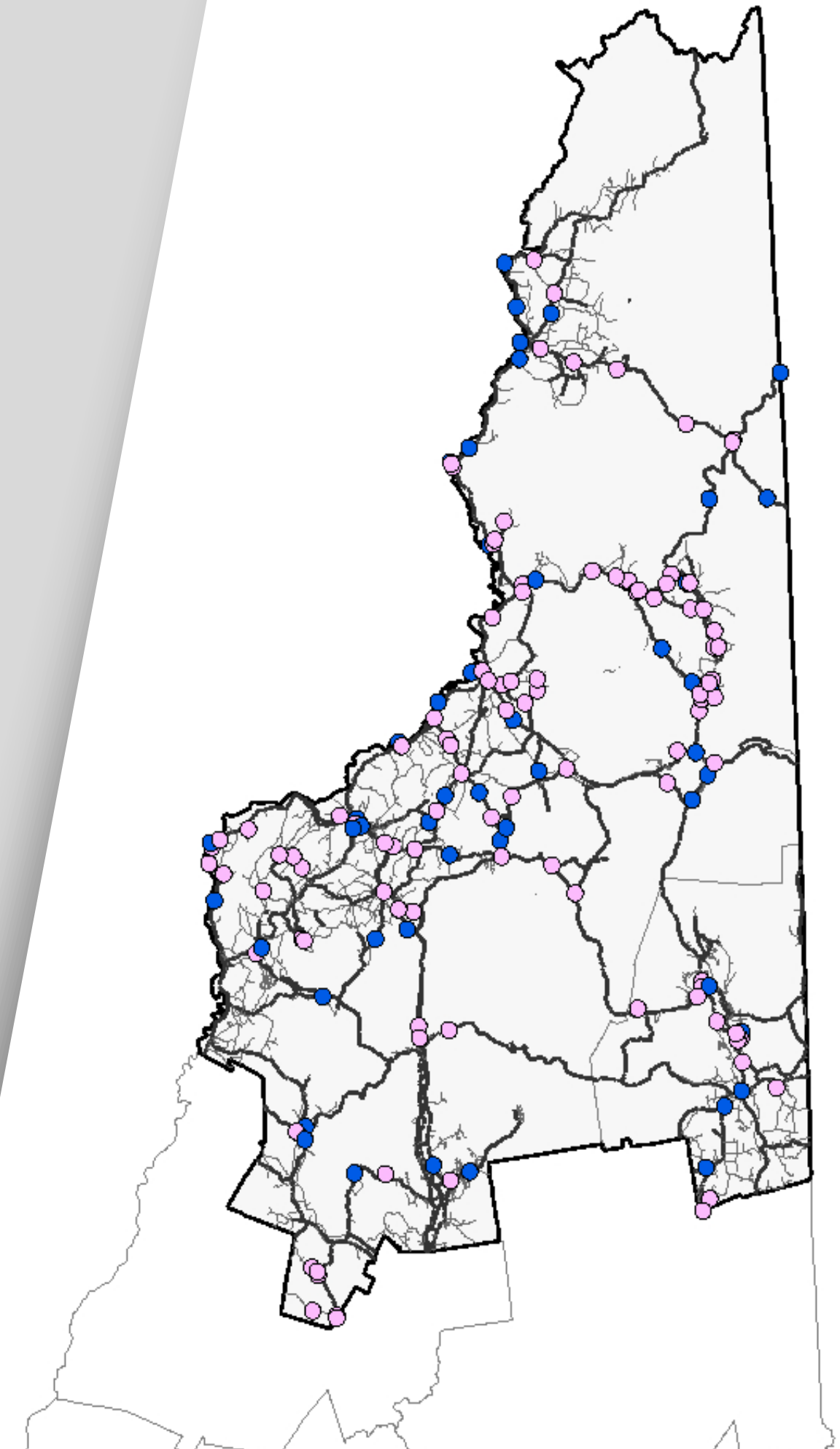




# Traffic Count Season

*160+/- Annually*

*Out this field season to date 120+/-*





# Other Business





**North Country Council**

**161 Main Street | Littleton NH**

**603 444 6303 | [info@nccouncil.org](mailto:info@nccouncil.org)**

**[www.nccouncil.org](http://www.nccouncil.org)**

