



# New Hampshire Housing and Conservation Planning Program

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**ADVISORY BOARD MEETING**  
**Monday, October 29 2007**  
**Office of Energy and Planning**  
**57 Regional Drive, Concord, NH**

## **FINAL MINUTES**

### **MEMBERS PRESENT**

Representative Timothy Butterworth, appointed by NH House of Representatives  
Richard Ball, Cirtronics Corporation, appointed by Business and Industry Association of NH  
Dean Christon, NH Housing Finance Authority, appointed by NH Housing Finance Authority  
Christopher Closs, C.W. Closs & Co., appointed by NH Main Street Program  
Jeffrey D. Gilbert, W.J.P. Development, LLC, appointed by NH Preservation Alliance  
Ellen Kambol, Windy Hill Associates, appointed by NH Community Loan Fund  
Richard Minard, NH Audubon, appointed by NH Audubon  
Kenneth Ortmann, Rochester Dept. of Planning and Development, appointed by NH Municipal Association  
David Preece, Southern NH Planning Commission, appointed by NH Regional Planning Commission  
Executive Directors

### **OTHERS PRESENT**

Jennifer Czysz, NH Office of Energy and Planning, appointed as program administrator  
Michele Zydel, NH Office of Energy and Planning

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## **I. ROLL CALL AND INTRODUCTIONS**

Mr. Christon called the meeting to order at 3:06 PM on October 29, 2007 at the NH Office of Energy and Planning, 57 Regional Drive, Concord, NH.

## **II. MINUTES**

**ACTION:** MOVED by Mr. Gilbert, seconded by Mr. Preece, THAT the minutes of the Advisory Board meeting held on October 1, 2007 be approved. The motion passed unanimously by a vote of 8-0.

**ACTION:** MOVED by Mr. Gilbert, seconded by Mr. Minard, THAT the minutes of the Advisory Board meeting held on October 15, 2007 be approved. The motion passed unanimously by a vote of 8-0.

### III. ADMINISTRATIVE RULES

The Advisory Board was emailed a draft of the administrative rules dated October 23, 2007 that incorporated edits submitted by Amy Ignatius, Director of OEP. Ms. Czysz reported that she received an approved Fiscal Impact Statement from the Legislative Board of Adjustment, stating that the quick turnaround was due to the fact that there are no fiscal costs involved.

Notable changes to the rules include:

Pln 1007.03, *page 13* - Funding Determinations.

(b) This process shall continue until all available HCPP grant funds have been successfully awarded.

This new language replaced the option for OEP to review all applications and assign funding to each allowing a set of criteria under which OEP could reduce funds. It was felt the reduction of funding amounts could be subjective and difficult to implement.

Mr. Gilbert asked if it has been determined that a fixed number of grants is the most efficient method of distribution. Ms. Czysz responded that this process has proven successful by the Department of Environmental Services.

Mr. Gilbert recommended that the Advisory Board perform follow-up evaluation of the award process to ensure the rules are working with regard to the number of applicants, amounts awarded, and award recipients. Ms. Czysz stated that developing evaluation criteria is on the Board's agenda, intended to help determine if the process is functioning as designed.

**ACTION:** MOVED by Mr. Ball, seconded by Rep. Butterworth, THAT Chapter Pln 1000 Housing and Conservation Planning Program, and Part Pln 1001 Purpose and Applicability, be accepted, incorporating edits as submitted on the draft dated October 23, 2007. The motion passed unanimously by a vote of 8-0.

Discussion focused on the scoring criteria and Mr. Ortmann asked if a minimum score had been considered. Ms. Czysz responded that Senator Clark had suggested this to her, however, Ms. Czysz hesitated to set a minimum at this time without knowing what scores to anticipate from applicants; however, it may be considered following evaluation of the process.

Mr. Minard asked about deadline flexibility should applications not conform to HCPP principles. Mr. Cross stated it's a question of readiness and does the Advisory Board want to encourage communities who are not ready to conform? Mr. Minard responded that the Advisory Board members should be working with their respective communities now so that those communities will be ready. Mr. Christon added that the Board will learn from the first cycle of awards, enabling them to better address these issues in the next cycle.

Ms. Czysz pointed out Pln 1007.1 on *page 8* that provides for "A request for modifications to or elimination of activities that do not conform to the HCPP principles as stated in RSA 4-C:30 or eligible activities as stated in Pln 1005.03." She noted that this affords the Advisory Board flexibility when deciding to work with a municipality or reject an application. She further noted that Advisory Board members may be asked to assist municipalities through the first two award cycles in order to help them better understand the program principles and process.

**ACTION:** MOVED by Mr. Gilbert, seconded by Mr. Christon that the following change to the rules be made in Chapter Pln 1003.01, *paragraph c*, where the word “with” shall be incorporated as follows:

“...If the director determines the scoring is inconsistent *with* the principles and criteria, the director shall request staff revisions to the scoring.”

The motion passed unanimously by a vote of 9–0.

#### **IV. PUBLIC HEARING DATE**

In order to allocate additional time for review should the public hearing result in recommended changes to the rules, Ms. Czysz suggested changing the hearing date to December 12, 2007.

Mr. Christon noted that the next Advisory Board meeting is scheduled for November 26, 2007. Ms Czysz said this meeting was scheduled at the suggestion of Senator Clark in order to provide the Advisory Board an opportunity to discuss the hearing prior to its occurrence. Discussion then focused on Advisory Board attendance at the hearing. Mr. Christon stated that it is not mandatory that members attend, but they are welcome to do so.

Mr. Christon then stated that moving the hearing date to December 12<sup>th</sup> would synchronize better with the schedule since a 10-day waiting period following the hearing is required for written comments. This would allow the filing to be scheduled the week of December 30<sup>th</sup>.

It was determined that a meeting date should be reserved in the event that rule revisions would need to be made. The possibility of a second hearing was also discussed should major changes be recommended.

#### **V. MEETING SCHEDULE**

The board members decided upon the following meeting schedule:

November 26, 2007: 9:30AM to 11:30 AM – review progress plan for public hearing  
December 12, 2007: 6:00 PM to 7:00 PM – tentative public hearing date  
January 3, 2008: 1:00 PM to 3:00 PM – tentative meeting for possible rule revisions

*All meetings will be held at the Office of Energy and Planning, 57 Regional Drive, Concord, NH, unless otherwise noticed.*

#### **VI. ADJOURNMENT**

The meeting adjourned at 3:45 PM.

Respectfully Submitted,

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Jennifer Czysz, Senior Planner  
Office of Energy and Planning

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