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*Executive Director*

## **MEMORANDUM**

**To:** RMP Update Committee

**From:** Margaret Nordstrom, Executive Director

**Subject:** Record of RMP Update Committee Meeting of October 29, 2015

**Date:** November 12, 2015

The RMP Update Committee met on Thursday, October 29, 2015 at the Highlands Council office in Chester. Committee Members present: Council Chairman Rilee (on phone), Committee Chair Alstede, Member Vohden, and Member Sebetich.

Highlands Council Staff Members present: Margaret Nordstrom, John Maher, Chris Danis, Judy Thornton, Corey Piasecki, James Hutzelmann, Carole Ann Dicton, and Annette Tagliareni.

Also present: Lisa LeBoeuf, Assistant Counsel, Governor Authorities Unit, and Steve Gunnells, PlaceWorks (on phone).

*Committee Chair Alstede called the meeting to order at 1:05pm.*

The following topics were discussed:

### **Fiscal Impact Assessment (FIA)**

Staff began the meeting emphasizing that the PowerPoint presentations for the FIA are summaries taken from 150+ page reports prepared by PlaceWorks, and are not the complete reports in and of themselves. When all three phases of the FIA are completed, they will be combined into a final report, which may be approximately 700+ pages in length. It will be posted on Council's website after Council review and acceptance. The PowerPoint summarizing the first phase of the FIA (Regional Economic Evaluation) was posted after the full Council reviewed it at a Council meeting. The second phase (Real Estate and Demographic Analysis) will be posted to the website after the full Council reviews it, as well.

Following the committee's October 8<sup>th</sup> meeting, comments were received from the Department of Community Affairs (DCA) regarding the presentation for the second phase of the FIA: Real Estate and Demographic Analysis. These comments were forwarded to Steve Gunnells. Mr. Gunnells provided a comprehensive response that resulted in only minor changes to the presentation text. The response was provided to the committee prior to this meeting.

Mr. Gunnells reviewed the presentation for the second phase of the FIA: Real Estate and Demographic Analysis. At the request of GAU representative, Lisa LeBoeuf, Mr. Gunnells noted changes made in the presentation as he went along.

After reviewing the presentation, the committee had additional comments. The committee decided that another meeting should be scheduled to address all remaining comments and to ensure the presentation is ready for the December 3<sup>rd</sup> Council meeting.

#### Peer Review – Fiscal Impact Assessment (FIA)

Staff reported that the Budget & Finance Committee will review the draft scope of work for peer review of the final FIA submitted by the Edward J. Bloustein School of Planning and Public Policy at Rutgers University, for funding purposes and for Council's consideration. This committee meeting is scheduled for Thursday, November 5<sup>th</sup>. The peer review will be completed before the final FIA document is made available to the public.

*Chairman Rilee and Mr. Gunnells left the meeting at 2:58pm.*

#### Next Meeting

The next committee meeting was scheduled for Tuesday, November 10<sup>th</sup> at 1:00pm.

*The meeting was adjourned at 3:04pm.*