



**MINUTES**  
**NASHUA REGIONAL PLANNING COMMISSION**  
**June 18, 2003**

**Members Present:** Frank Bolmarcich, Chairman, Nashua  
John Eresian, Hollis  
Howard Dilworth, Jr., Hudson  
Suellen Seabury Quinlan, Hudson  
Richard Maddox, Hudson  
Thaddeus Luszey, Hudson  
Pat Jewett, Litchfield  
Andy Prolman, Litchfield  
Jean Weston, Merrimack  
Nelson Disco, Merrimack  
Donald Wunderlich, Merrimack  
Karin Elmer, Merrimack  
Richard Roulx, Merrimack  
Mike Fimbel, Mont Vernon  
Robert Dion, Nashua  
Tom Collins, Pelham  
Robert MacFarland, Wilton  
Hal Melcher, Wilton  
Becky Ohler, NH DES

**Staff Present:** Andrew Singelakis  
Mark Archambault  
Ryan Friedman  
Carolyn Griffin  
Ray Guarino  
Steve Heuchert  
Koren Melfi  
Camille Pattison  
Angie Rapp  
Shirley Vance  
John Vogl  
Matt Waitkins  
Steve Williams

The Chairman called the meeting to order at 7:05 PM.

**Privilege of the Floor**

There were no members of the public in attendance who wished to speak.

**Introduction of New Members**

New members to the Commission were welcomed: Robert Dion, Nashua; Tom Collins, Pelham; and Robert MacFarland, Wilton.

It was announced that this was Jean Weston's last meeting. Jean has served on the Commission for 20 years, serving two terms as Chairman, and a total of 13 years on the Executive Committee. Her years of experience were greatly appreciated. Frank presented Jean with a Certificate of Appreciation and a floral bouquet as a token of thanks from all.

**Approval of Minutes - March 19, 2003**

It was the moved by John Eresian, seconded by Mike Fimbel:

THAT the minutes of the meeting held on March 19, 2003  
be approved.

The motion carried unanimously.

**Chairman's Report**

Andrew Singelakis reported a potential crisis with regards to transportation planning funding. The Governor removed all regional planning commission contracts from the Governor and Council agenda. If the contracts are not approved, the FHWA would invalidate the State's 10 Year Plan and all transportation work in the state would cease. After much discussion, it was noted that the Executive Committee had decided to write letters to the Governor and Council requesting support of these contracts.

### Nominating Committee Slate

The Nominating Committee offered the following slate of officers:

Frank Bolmarcich, Nashua	Chair
John Eresian, Hollis	Vice-Chair
Howard Dilworth, Jr., Hudson	Treasurer
Nelson Disco, Merrimack	Executive Committee
Mike Fimbel, Mont Vernon	Executive Committee

It was moved by Andy Prolman, seconded by Pat Jewett:

THAT the slate of officers as proposed be approved.

The motion carried unanimously.

### FY 2004 Budget and Work Program

Andrew reviewed the \$1.1m. proposed budget. The budget maintains current staffing levels and provides for a 3% merit bonus, pursuant to our personnel policies. The budget details funding by agency and project in order to complete the work program as proposed. The budget also includes funding for the development of a video about NRPC for new Commissioners and local elected officials. It was moved by Hal Melcher, seconded by Thaddeus Luszey:

THAT the FY 2004 budget be approved as presented.

The motion carried unanimously.

Andrew then reviewed the work program for next fiscal year. The work program details each of our projects and how they are funded. It was moved by Thaddeus Luszey, seconded by Pat Jewett:

THAT the FY 2004 Work Program be approved as presented.

The motion carried unanimously.

### Setting of FY 2005 Municipal Assessments

The Executive Committee recommended that the dues for FY 2005 be set at \$135,000. This represents a 2% increase. It was moved by Jean Weston, seconded by Mike Fimbel:

THAT the FY 2005 municipal assessments be set at \$135,000.

The motion carried unanimously.

Becky Ohler, NH DES, gave an update on the ozone season. She stated that so far there had been no exceedances of the 1-hour ozone standard in the air shed, although it is still very early in the season. She also stated that there appeared to have been some exceedances already of the new 8-hour ozone standard. Ohler stated that recently the courts have ruled in favor of the EPA on several outstanding lawsuits and cleared the way for implementation of the 8-hour ozone standard. She stated that new 8-hour ozone standard would go into effect in the spring of 2004 and that NH DES, NH DOT and the EPA are working to update the SIP and establish budgets for the new 8-hour ozone standard. She said that prior to adoption of the SIP amendments and revised budgets they would be provided to the MPO's for review and comment.

### Annual Grant and Contract Authorization

On an annual basis, the full Commission must affirm that the Executive Director is authorized to file applications, sign contracts and implement the annual work program. It was moved by Richard Roulx, seconded by Robert MacFarland:

THAT the Executive Director be authorized to file applications with federal, state and local governmental units and agencies to implement the FY 2004 work program of the Commission, and to execute agreements to receive funds for such purposes.

The motion carried unanimously.

### Setting of Goals for FY 2004

Andrew proposed the following goals for the upcoming fiscal year for review and comment. He stated that these goals are based upon his own observations, and he would be interested in having a more detailed discussion with the full Commission on the agency's strengths and areas in need of improvement. These goals are intended to be broad, and are not intended to restate that which is part of our normal range of activities.

- 1. Develop Role of Commissioner.** This includes reviewing the materials that are sent to new commissioners, clarifying the role that commissioners play in the agency, involving commissioners in policy making functions (regional plan and other studies).
- 2. Clarify Role of NRPC to Elected Officials and General Public.** Produce materials for new selectmen/aldermen, legislators, state senators, planning board members that describes the activities of NRPC and our role in a clear and easy to understand manner. This includes a complete review of all literature and material currently provided, production of videotape, speaking engagements.
- 3. Formalize Legislative Review Process.** Review current way that NRPC responds to legislation and develop strategy that involves commissioners in a meaningful way.
- 4. New Modeling.** Develop tools for communities to better understand the implications of transportation and land use planning decisions. NRPC has implemented a more detailed traffic model using TRANSCAD for the City of Nashua as part of the Broad Street Parkway Terminus Study. We intend to extend this modeling throughout the region by the end of the Fiscal Year. In addition, NRPC is working on implementing Urbanism, a modeling program that evaluates the land use impacts of planning decisions. We also hope to complete the implementation of this program region-wide by the end of the fiscal year.
- 5. Strengthen Involvement in Economic Development.** The NRPC region is one in which there is no clear business development or economic development service delivery system. This has been the case since the closing of the Center for Economic Development (CED) last year. A new regional organization, the Gateway Industrial Development Corporation (GIDC) has been formed, and the NRPC Executive Director has a formal seat on that board. A key task this year will be establish meaningful and formal roles for this organization to help deal with weakening economic circumstances.
- 6. Housing.** The issues of "work force" and affordable housing have come to the forefront, particularly with rising housing costs in southern New Hampshire. NRPC is required by law to adopt a regional housing needs assessment every five years, and this document will need to be updated during FY 2004.
- 7. Regional Water.** The issue of establishing a regional water district and the update of the Southern New Hampshire water supply study will be key issues during the upcoming year. In addition to



this, continued outreach and more formalized roles for the various watershed organizations in the region (Merrimack River, Nashua River, Pennichuck Brook, Souhegan) will need to be reviewed.

8. **Conservation Commissions.** NRPC should review the role that conservation commissions in the region play. Some of the regional planning commissions have established formalized organizations consisting of representatives of the conservation commissions. The functions of such an organization will be explored during the upcoming fiscal year.
9. **Improve Public Participation in Transportation Planning.** We will be reviewing our current public outreach procedures. Federal and state law dictates many of these, however, we will be evaluating ways to involve more people in the process.
10. **Finalize Regional Plan.** NRPC has been working on a new regional plan pursuant to the recently adopted HB 712 which mandates that RPCs prepare regional plans with the same chapters as local municipal plans. While the document does not have the force of law, we should view this as an opportunity to express principles of good planning.

After general discussion, it was moved by Nelson Disco, seconded by Suellen Seabury Quinlan:

THAT the Commission endorse the goals as presented.

The motion carried unanimously.

### **Regional Roundtable**

A Regional Roundtable was held.

It was then moved by, Andy Prolman, seconded by Pat Jewett:

THAT the meeting be adjourned at 8:30 P.M.

The motion carried unanimously.

Respectfully submitted,

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Andrew Singelakis, Official Recorder