



**MINUTES**  
**NASHUA REGIONAL PLANNING COMMISSION**  
**June 15, 2005**

**Members Present:**

John Eresian, Chair, Hollis	Robert Kostecki, Hudson (A)
Marilyn Peterman, Amherst	Ray Peeples, Litchfield
Bradley Vear, Amherst	Nelson, Disco, Merrimack
Jay Hennessey, Amherst (A)	Karin Elmer, Merrimack
Helen Fenske, Brookline	Noreen O'Connell, Milford
Richard Maddox, Hudson	Mike Fimbel, Mont Vernon
Howard Dilworth, Jr., Hudson	Kathy Hersh, Nashua
Thaddeus Luszey, Hudson	Jean-Guy Bergeron, Pelham
Suellen Seabury Quinlan, Hudson	<b>Guest:</b>
Brion Carroll, Hudson (A)	Melinda Willis, Hollis Board of Selectmen

**Staff Present:**

Steve Williams, Executive Director	Steve Schaffer
Kerrie Diers, Assistant Director	Shirley Vance
	Matt Waitkins

The Chairman called the meeting to order at 7:00 PM.

**Privilege of the Floor**

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

**Introduction of New Members**

The Chair introduced and welcomed three new Commissioners: Ray Peeples, Litchfield; Brion Carroll, Hudson; and Noreen O'Connell from Milford. Steve Williams then introduced Kerrie Diers, Assistant Director.

**Approval of Minutes - March 16, 2005**

It was moved Jean-Guy Bergeron, seconded by Helen Fenske:

THAT the minutes of the meeting held on November 17, 2004  
be approved.

The motion carried with Marilyn Peterman, Mike Fimbel, Ray Peeples, Noreen O'Connell and Brion Carroll abstaining.

The motion carried unanimously.

**Chairman's Report**

The Chairman stated that NRPC had done a great job during the past year, in spite of being short-staffed. Steve Williams and Kerrie Diers will be meeting with all of the Boards of Selectmen and Planning Boards in the region in the next two months to discuss NRPC program and services.

There have been a number of Commissioner changes. Three members have resigned from the Executive Committee: Frank Bolmarcich from Nashua will be leaving NRPC, as will Andy Prolman from Litchfield. Bill Parker of Milford will be leaving the Executive Committee but will continue as a member of the Commission. Howard Dilworth has completed his terms as Treasurer. Paul Wenger, Pat Jewett and Vicky Arico have also resigned from the Commission. The above members were presented with Certificates of Appreciation for the work and dedication to the cause of regional planning.



The Chairman then presented Shirley Vance with a Frye Measure Mill Box as a token of appreciation and recognition for 30 years of service.

### Committee Appointments

A Nominating Committee consisting of Marilyn Peterman, Nelson Disco and Mike Fimbel had been appointed and presented the following slate of officers for FY 2006:

John Eresian, Chairman  
Kathy Hersh, Vice-Chairman  
Nelson Disco, Treasurer

It was moved by Bradley Vear, seconded by Tad Luszey:

THAT the slate of officers as proposed by the Nominating Committee be approved.

The motion carried unanimously.

The Nominating Committee then presented the following slate of members for the Executive Committee:

Ray Peeples, Litchfield  
Noreen O'Connell, Milford  
Tom Collins, Pelham

It was moved by Jean-Guy Bergeron, seconded by Suellen Seabury Quinlan:

THAT the slate of Executive Committee members as proposed by the Nominating Committee be approved.

The motion carried unanimously.

The Executive Committee has suggested the formation of two sub-committees: an Audit Committee to meet with the auditor to go over the audit report in detail; and a By-Laws Committee to review the current by-laws, looking at term limits, alternates, and at-large members.

It was moved by Marilyn Peterman, seconded by Suellen Seabury Quinlan:

THAT an Audit Committee consisting of the following be formed:

Brad Vear, Amherst  
Ted Luszey, Hudson  
Bill Parker, Milford

The motion carried unanimously.

It was then moved by Marilyn Peterman, seconded by Nelson Disco:

THAT a By-Laws Committee consisting of the following be formed:

Kathy Hersh, Vice-Chair, Nashua  
Martin Michaelis, Amherst  
Suellen Seabury Quinlan, Hudson

The motion carried unanimously.



### **FY 2006 Budget and Work Program**

Steve Williams discussed the proposed work program and budget. He noted that our lease will expire in 2008 and that we need to be looking at other options. We are running out of space and at the direction of the Executive Committee he will be looking at the possibility of purchasing our own building. He then reviewed the various programs and work elements for the coming year. Kerrie Diers will be implementing an intensive 12-week training course for new planners. There will be six Planning Board trainings next year. Several transportation projects are underway such as commuter rail, the Bike and Pedestrian Plan, Brookline Rt. 130 Corridor Study, Safe Routes to School, Pelham Intersection Study, Hudson Webster Street intersection, 101A Project Implementation stage, Access Management Plan, etc. A discussion was held regarding what can be done to move the commuter rail project forward. There are also several environmental projects such as the Souhegan River Water Management Plan development, the Household Hazardous Waste Program (which set a record this past year), a Water Interconnectivity Study, storm water management, and brownfields. In our GIS division, Steve Schaffer has upgraded the GIS software and has produced a set of 4 high-end maps for each community in the region. These have already been, or will be distributed when Steve and Kerrie meet with the Selectmen/Planning Boards. Steve discussed the contribution to one long-term employee's retirement plan. In FY 05, the NRPC voted to contribute an additional \$16,000 to make up for a period when the agency did not have a retirement program. This was approved in FY05 with the understanding that additional contributions of \$16,000 per year would also be recommended in FY06 and FY07. Given the solid financial condition of the agency, the Executive Committee is proposing to make the entire remaining contribution of \$32,000 in FY 06. Other expenses includes \$10,000 for a copier which has not yet been replaced.

Discussion followed regarding the retirement contribution, the increase in health insurance, office space, etc. It was the moved by Marilyn Peterman, seconded by Kathy Hersh:

THAT the FY 2006 Budget and Work Program be adopted.

The motion carried with 3 opposed.

### **Setting of FY 07 Dues**

Steve stated that our local dues are only 8% of our total budget (lowest in the state). They provide the 80% match for some of our grants. It was moved by Nelson Disco, seconded by Marilyn Peterman:

THAT the dues for FY 2007 be set at \$145,000.

The motion carried with 2 opposed.

### **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 Mike Fimbel, seconded by Nelson Disco:

THAT the Executive Director be authorized to file applications with federal, state and local governmental units and agencies to implement the FY 2006 work program of the Commission, and to execute agreements to receive funds for such purposes.

The motion carried unanimously.



### **Build Out Impact Study Presentation**

GIS Manager Steve Schaffer presented a slide show on the Build Out Impact Study. This study is designed to identify the potential buildout of all 12 communities in the region given existing policies and constraints on development. The study then uses the estimated buildout of the region as a basis for estimating the impact of buildout on typical community services: traffic on roads, students in schools, water demand, solid waste disposal, police and fire/emergency services. Schaffer's presentation described the assumptions and methods used in developing the buildout impact analysis as well as the results. There was an extensive and wide-ranging discussion of the study and results. Williams concluded the discussion by stating that a full report would be provided to the Commissioners for the September meeting.

### **Regional Bicycle and Pedestrian Plan**

Steve noted that meetings were held in all the communities and comments submitted were entered into the Plan. It was moved by Jean-Guy Bergeron, seconded by Nelson Disco:

THAT the Regional Bicycle and Pedestrian Plan be adopted.

The motion carried unanimously.

The meeting adjourned at 10:00 pm

Respectfully submitted,

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Stephen Williams, Official Recorder