



NASHUA REGIONAL PLANNING COMMISSION

COMMISSIONER BACKGROUND INFORMATION

Welcome to the Nashua Regional Planning Commission. We are grateful for your interest in regional planning, and invite you to contact the Executive Director as soon as possible to discuss current issues and to answer any questions related to your role as a Commissioner.

Purpose and Responsibility of Regional Planning Commissions

As authorized under RSA 36:45-53, the state has delineated nine planning regions for New Hampshire "so that each municipality of the state shall have the opportunity of forming or joining the regional planning commission for that region." Formally established in 1970 as an inter-municipal forum. It was designated the official transportation planning organization for this portion of New Hampshire in 1973, and is recognized as the Metropolitan Planning Organization (MPO) for the Nashua Metropolitan Statistical Area. NRPC's purpose is to coordinate planning and development in the region, to serve its member jurisdiction through programs of technical planning assistance, and to represent the region of issues of state and federal significance. NRPC is also an affiliate State Data Center.

The NRPC maintains a professional staff whose responsibility is to complete the elements of an annual work program adopted by the Commission. Individual Commission members representing the twelve communities within the NRPC region serve as a policy board for the regional director, the chief executive and fiscal officer of the NRPC.

- The role of regional planning commissions in New Hampshire is advisory. The Commission itself has no formal decision making authority. Rather, the regional planning commission is intended to act in an advisory capacity on issues of inter-municipal concern.

Composition of Membership/Role of the Commissioner

As provided under RSA: 46, each community is entitled to the representation of two Commissioners. Communities with populations between 10,000 and 25,000 (as determined by the most recent federal census) are entitled to three representatives. Communities with populations greater than 25,000 are entitled to 4 representatives. Each municipality may also appoint alternate representatives. According to NRPC policy, one Commissioner from each community should be a selectman or alderman.

All appointments to the Commission are made by the Boards of Selectmen/ Aldermen of each community.

- The Role of the Commissioner is to represent the official interests of the community to which he or she was appointed.
- Commissioners shall not use the Regional Planning Commission as a forum by which to advance a personal agenda.
- Only the Chair and the Executive Director may represent to the media and to the public official positions of the Commission.

Meeting Frequency and Location

The full Commission meets to conduct official business four times per year on the third Wednesday of the months of September, December, March and June at 7:00 in the evening. The Executive Committee shall meet monthly or as needed. Over events requiring Commissioner attendance include the annual Legislative Forum in January or February. NRPC operates on a fiscal year beginning on July 1st and ending on June 30th.



Committee Membership

Committees are formed from time to time on an as needed basis to deal with specific issues confronting the region. The Executive Committee forms committees. In order to participate formally on a committee, Commissioners must submit their names for consideration and approval by the Executive Committee.

Special Requirements

NRPC Commissioners should be sitting members of local boards; have experience as a former selectman, alderman, councilor, planning board member, conservation commission member, etc., or have a direct link to the decision making process of the community. A prospective candidate should be willing to serve as a conduit of information both to the Agency from the community, and from the community to the agency.

#201E-24



NASHUA REGIONAL PLANNING COMMISSION

NEW COMMISSIONER ORIENTATION POLICY

- When a community appoints a new Commissioner to NRPC, the office sends a letter from the Chair welcoming the new Commissioner.
- A copy of that letter is sent to the Chair and to all the NRPC Commissioners from that community, with the new Commissioner's phone number, if available.
- The Chair will call the new Commissioner within one week and welcome him/her to NRPC.
- The Executive Director will send a letter to the Commissioner with an information packet. The letter will invite the new Commissioner to call and to come to the office for an overview of relevant commission issues.

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NASHUA REGIONAL PLANNING COMMISSION

BYLAWS

Revised March 15, 2006

ARTICLE I. NAME

The name of this public agency shall be the Nashua Regional Planning Commission, hereinafter referred to as the Commission.

ARTICLE II. PURPOSE

The Commission shall have the purposes, rights, powers, and duties as are conferred or imposed upon it by the regional planning provisions of Revised Statutes Annotated (36:45-53) and any amendments thereto; and as set forth in Section 9 of the Federal-Aid Highway Act of 1962, as amended, and Section 134, Chapter I, Title 23, U.S.C.

ARTICLE III. MEMBERSHIP

Commission membership shall be of those municipalities which have chosen to join the Commission in accordance with provisions of the Revised Statutes Annotated. Commissioners and Alternates to the Commission shall be elected or appointed according to provisions of the Revised Statutes Annotated by municipalities in the region; said appointment or reappointment to the Commission shall be certified by the member municipality. To fulfill the purpose and intent of the Commission's designation as the Metropolitan Planning Organization (MPO) for transportation planning in the region, membership shall include one representative each from the New Hampshire Department of Transportation, the Federal Highway Administration and the Federal Transit Administration. In the event a Commissioner or Alternate resigns, a copy of the resignation shall be filed with the Chairman of the Commission.

ARTICLE IV. OFFICERS

- A. **General:** The Commission officers shall include a Chairman, a Vice-Chairman and a Treasurer who shall be elected at the Annual Meeting of the Commission and shall take office July 1 and serve until June 30 of the following year or until successors have been elected. No officer shall be eligible to serve more than two consecutive terms in the same office but may hold other offices at the will of the Commission. No individual shall hold more than one office at the same time.
- B. **Election:** A Nominating Committee shall be appointed by the Chairman. Officers shall be nominated by the Nominating Committee and elected by a majority vote of the Commissioners present at the Annual Meeting. The Nominating Committee shall also nominate at-large members to the Executive Committee. A Nominating Committee shall remain in effect until its successor has been appointed.
- C. **Vacancies:** In the event a vacancy occurs in any office during the term of office, the Nominating Committee in effect shall nominate a replacement to be voted on at the next meeting of the Commission to fill the unexpired term of office.
- D. **Removal:** An officer may be removed for cause from office by a two-thirds vote of the Commissioners present at a meeting after a petition by five (5) members representing three (3) member municipalities has been filed with the Chairman and the officer concerned ten (10) days prior to the meeting.
- E. **Chairman:** The Chairman shall preside at all Commission meetings. The Chairman shall call special meetings and shall have the right to vote on all matters which may come before the Commission. The Chairman shall be a member ex-officio of all committees except the Nominating Committee.



- F. **Vice-Chairman:** The Vice-Chairman shall perform the duties of the Chairman in the event of the absence or incapacitation of the Chairman. If both the Chairman and the Vice-Chairman are not present at a meeting, a quorum of the Commissioners shall select a Chairman pro-tem from the members of the Executive Committee present.
- G. **Treasurer:** The Treasurer, working with the Executive Director, shall oversee all financial matters of the Commission. The Treasurer shall provide, through the Executive Director, biannual reports to the Commission on the financial status of the Commission.
- H. **Official Records:** The Executive Director shall be the Secretary and official keeper of the Commission records and shall not have a voting privilege.

ARTICLE V. MEETINGS

- A. **Schedule:** Unless otherwise specified by the Chairman of the Commission, meetings shall be held quarterly. The Chairman shall have the authority to call a special meeting. Special meetings shall also be held by petitions to the Chairman by five (5) Commissioners, on 48 hours notice. The purpose of the special meeting will be the only subject on the agenda. The Annual Meeting shall be held in June for the purpose of electing officers, adopting the annual operating budget and any other business that may come before the Commission. A Commission quorum shall consist of eleven representatives or duly appointed alternates.

- B. **Order of Business:**

- I. Call to Order.
- II. Privilege of the Floor.
- III. Approval of Minutes.
- IV. Chairman's Report.
- V. Regular Business.
- VI. Other Business.
- VII. Items of Information.
- VIII. Commissioners' Roundtable.
- IX. Adjournment.

All items on the agenda shall be given a separate number.

- C. **Roll Call Vote:** A roll call vote shall be taken when called for by any Commissioner.
- D. **Submittal of Additional Items:** All resolutions introducing new business and calling for action by the Commission shall be in writing and filed with the Executive Director no later than the 8th day preceding the date of the next Commission meeting. A Commissioner may also introduce new business at a meeting on which no action is called for at that meeting.
- E. **Agenda:** The Chairman, after consultation with the Executive Director, shall decide what matters shall be placed on the agenda of the next meeting.
- F. **Notice of Agenda:** The Executive Director shall send a copy of such agenda to all Commissioners along with accompanying materials and shall make copies of the agenda available to the press and to interested citizens who request them.
- G. **Executive Director:** The Executive Director shall have the privilege of the floor at any time for the purposes of giving information to the Commission.
- H. **Change in Order of Agenda:** The Chairman shall have the discretion to change the order of agenda items at any meeting.



ARTICLE VI. COMMITTEES

- A. **General:** By a majority vote of the Commissioners present at a meeting, the Commission shall establish committees or subcommittees for such purpose and with such procedures as it deems necessary or desirable. A quorum for committee action shall be a majority of its members. Committees shall take action by vote of a simple majority of Commissioners present and constituting a quorum. Committees shall be advisory to the Commission.
- B. **Executive Committee:** There shall be an Executive Committee which shall consist of the officers and six Commissioners at-large. At-large members shall be nominated by the Nominating Committee and ratified by a majority vote of the voting members present at the Annual Meeting. Duly elected members of the Executive Committee shall serve until they resign, or their term on the Commission expires and they are not reappointed by their member community, or until they have served nine (9) consecutive years. Any member of the Executive Committee that serves nine (9) consecutive years must leave the Executive Committee for at least one year prior to reappointment. The Executive Committee shall conduct the affairs of the Commission at times when the Commission is not in session and shall report on its actions to the Commission at the next Commission meeting. The Executive Committee shall meet at least eight (8) times per year. The duties of the Executive Committee shall include the following:
1. In accordance with Article VIII D the Executive Committee shall employ auditors to conduct the annual audit of the books of the Commission and shall supervise the work of the auditors.
 2. Oversee the administration of such personnel policies, administrative regulations, and financial procedures including the establishment of bond amounts for officers and staff, as may be needed within the pertinent General Statutes, federal requirements, the By-Laws, and the program and budget adopted by the Commission.
 3. Consider and propose a budget for the work program, as prepared by the Executive Director, for approval to the Commission prior to July 1 of each year. During the course of the fiscal year, the Executive Committee shall review proposals for budget changes, amendments, and transfers of funds between accounts that may be made from time to time and shall have the authority to approve such changes, amendments, or transfers provided such changes, amendments or transfers do not increase the appropriations of the member municipalities of the Commission.
 4. Review and approve procedures to be used in the purchase of supplies and equipment as well as the award of contracts and the expenditures of all Commission funds.
 5. In accordance with the Personnel Policies of the Commission, have the authority to recruit, select and fix the salary of the Executive Director subject to approval by the Commission.
 6. Have the authority to compensate Commissioners for attending to the proper business of the Commission.
 7. In accordance with the Personnel Policies of the Commission, assist in maintaining administrative and disciplinary control over staff upon recommendations of the Executive Director.
- C. **Transportation Technical Advisory Committee:** There shall be a Transportation Technical Advisory Committee (TAC) which shall consist of one technical or staff level representative from each of the Commission's member municipalities plus representation from the New Hampshire



Department of Transportation, the New Hampshire Department of Environmental Services, the Federal Highway Administration, the Federal Transit Administration, and the Nashua Transit System. The Transportation TAC shall meet at least six (6) times per year to ensure that transportation related decisions of the Commission are based on technically sound principles as well as community goals and objectives. The Transportation TAC shall make regular reports to the Commission. The duties of the Transportation Technical Advisory Committee shall include the following:

1. Render technical advice to the Commission regarding contemplated or ongoing projects in the form of written memoranda and presentations at Commission meetings.
2. Assist staff in identifying transportation issues in the region.
3. Provide recommendations to the Commission and the New Hampshire Department of Transportation on project funding priorities.
4. Make recommendations to the Commission regarding the utilization of the media to provide information which will keep the citizens of the region well informed of transportation plans and the planning process.
5. Organize workshops and public information sessions to provide opportunities for public input into the transportation planning process.

ARTICLE VII. VOTING

- A. **General:** A majority vote of the Commissioners present, when a quorum has been established, is required to approve all formal Commission actions.
- B. **Roll Call:** Any Commissioner may request a roll call vote on any matter.
- C. **Comprehensive Master Plan:** The Comprehensive Master Plan, or any part thereof as required by RSA 36:47, shall be adopted by no less than eleven votes in the affirmative.
- D. **Alternates:** An alternate shall have voting privileges in the absence of one or more of the Commissioners of the respective member.

ARTICLE VIII. FINANCES

- A. **General:** Gifts, bequests or contribution, may be accepted at a meeting of the Commission, provided such gifts or contributions are to be utilized at the discretion of the Commission. Requests for grants-in-aid from the State or Federal government shall be approved by the Commission; approval of such requests shall include the authorization of the Executive Director to sign such agreements or contracts within the scope of the requests of the Commission. All expenditures in excess of \$1,000 (One Thousand Dollars) shall be authorized by the Chairman, Vice-Chairman, or Treasurer and the Executive Director; expenditures of \$1,000 (One Thousand Dollars) or less may be authorized by the Executive Director, or in his absence, the Chairman, Vice-Chairman, or Treasurer and shall be within the terms of the Commission's budget. The Commission's fiscal year shall be from July 1 through June 30.
- B. **Fixed Assets:** The Commission shall maintain an inventory of fixed assets. From time to time as necessary the Executive Committee shall designate the minimum value of items which shall be identified as fixed assets based on recommendations from the agency auditor. Purchases of durable goods over that minimum value shall be considered as fixed assets by the Commission and maintained in a fixed asset inventory by the Executive Director. They shall be depreciated on a straight line basis at a rate determined annually by the Commission's auditor.
- C. **"In-Kind" Contributions:** The Commission may accept donations of time from individuals or property which may be considered for their cash value at the discretion of the donor and the



Commission according to guidelines established by the Commission and consistent with appropriate state and federal rules governing such contributions.

- D. Annual Audits:** The Commission shall retain the services of a certified public accounting firm approved by the State of New Hampshire to conduct an annual audit of the Commissions financial records.

ARTICLE IX. EXECUTIVE DIRECTOR

- A. Appointment and Duties:** The Commission shall appoint an Executive Director to serve at its pleasure. The Executive Director shall:
1. Have charge of and manage the active business operations of the Commission and shall be the Chief Fiscal Officer;
 2. Prepare the annual budget;
 3. Be responsible for keeping expenditures and commitments within authorized appropriations and allocations;
 4. Hire and supervise the Commission's staff, and shall evaluate, promote, demote and terminate personnel subject to the policies of the Commission;
 5. Keep active accounts of all the property of the Commission;
 6. Perform other duties incident to his office and such other duties as may from time to time be assigned to or requested of him by the Commission.
- B. Removal:** The Commission may remove the Executive Director by a majority vote of all Commissioners of the Commission.

ARTICLE X. PROFESSIONAL AND TECHNICAL ASSISTANCE

Within the budget approved by the Commission, and in a manner prescribed by the Commission, other technical and clerical assistance may be employed to carry out the work of the Commission.

ARTICLE XI. AGREEMENT FOR COMMUNITY PLANNING SERVICES

The Executive Director shall be authorized to undertake for the Commission special projects for member municipalities, the cost of which is to be paid by the municipality in accordance with agreements executed by the Executive Director.

ARTICLE XII. AMENDMENTS

These By-Laws may be amended at any time by two-thirds (2/3) majority of the Commissioners present at a meeting at which a quorum has been established, providing that all Commissioners have been given at least seven (7) days written notice of the proposed amendment(s).

ARTICLE XIII. RULES AND PROCEDURES

The rules contained in Robert's Rules of Order shall govern the Commission in all cases to which they are applicable.

CHAPTER 36

REGIONAL PLANNING COMMISSIONS

Miscellaneous Provisions

Section 36:45-58

36:45 Purposes. – The purpose of this subdivision shall be to enable municipalities and counties to join in the formation of regional planning commissions whose duty it shall be to prepare a coordinated plan for the development of a region, taking into account present and future needs with a view toward encouraging the most appropriate use of land, such as for agriculture, forestry, industry, commerce, and housing; the facilitation of transportation and communication; the proper and economic location of public utilities and services; the development of adequate recreational areas; the promotion of good civic design; and the wise and efficient expenditure of public funds. The aforesaid plan shall be made in order to promote the health, safety, morals and general welfare of the region and its inhabitants. To promote these purposes the office of energy and planning shall delineate planning regions for the state so that each municipality of the state will fall within a delineated region and shall have the opportunity of forming or joining the regional planning commission for that planning region. In determining these regions the office shall consider such factors as community of interest and homogeneity, existing metropolitan and regional planning agencies, patterns of communication and transportation, geographic features and natural boundaries, extent of urban development, relevancy of the region for provision of governmental services and functions and its use for administering state and federal programs, the existence of physical, social and economic problems of a regional character, and other related characteristics. To accommodate changing conditions, the office may adjust the boundaries of the planning regions, after consultation with the respective regional planning commissions.

Source. 1969, 324:1, eff. Aug. 29, 1969. 2000, 200:2, eff. July 29, 2000. 2003, 319:9, eff. July 1, 2003. 2004, 257:44, eff. July 1, 2004.

36:46 Formation of Regional Planning Commissions. –

I. If no regional planning commission exists in any specific planning region as delineated by the office of energy and planning, then 2 or more municipalities in said planning region and having planning boards may, by ordinance or resolution adopted by the respective legislative bodies of said municipalities, form a regional planning commission.

II. If a regional planning commission already exists in any specific planning region as delineated by the office of energy and planning, then any municipality in said planning region and having a planning board may, by ordinance or resolution adopted by the respective legislative body of said municipality, become a member of the regional planning commission. A regional planning commission may also include municipalities located in an adjacent state.

III. Each municipality which shall become a member of a regional planning commission shall be entitled to 2 representatives on said commission. A municipality with a population of over 10,000 but less than 25,000 shall be entitled to have 3 representatives on said commission and a municipality with a population of over 25,000 shall be entitled to have 4 representatives on said commission. Population as set forth in this section shall be deemed to be determined by the last federal census. Representatives to a regional planning commission shall be nominated by the planning board of each municipality from the residents thereof and shall be appointed by the municipal officers of each municipality. Representatives may be elected or appointed officials of the municipality or county. In any county or counties in which a regional planning commission has been formed, the county may, by resolution of its county commissioners, become a member of said regional planning commission and shall be entitled to appoint 2 representatives on said commission. The terms of office of members of a regional planning commission shall be for 4 years, but initial appointments shall be for 2 and 4 years. In municipalities entitled to 3 or more representatives, initial appointment shall be for 2, 3 and 4 years. Vacancies shall be filled for the remainder of the unexpired term in the same manner as original appointments. Municipalities and

counties may also appoint alternate representatives. A representative to a regional planning commission shall, when acting within the scope of his official duties and authority, be deemed to be acting as an agent of both the regional planning commission and of the municipality or county which he represents. In addition, regional planning commissions are encouraged to consult, at their discretion, with agencies and institutions operating within the region whose activities influence planning and development in that region.

Source. 1969, 324:1. 1991, 72:4, eff. July 12, 1991. 2000, 200:3, eff. July 29, 2000. 2003, 319:9, eff. July 1, 2003. 2004, 257:44, eff. July 1, 2004.

36:47 General Powers and Duties. -

I. A regional planning commission's powers shall be advisory, and shall generally pertain to the development of the region within its jurisdiction as a whole. Nothing in this subdivision shall be deemed to reduce or limit any of the powers, duties or obligations of planning boards in individual municipalities. The area of jurisdiction of a regional planning commission shall include the areas of the respective municipalities within the delineated planning region. It shall be the duty of a regional planning commission to prepare a comprehensive master plan for the development of the region within its jurisdiction, including the commission's recommendations, among other things, for the use of land within the region; for the general location, extent, type of use, and character of highways, major streets, intersections, parking lots, railroads, aircraft landing areas, waterways and bridges, and other means of transportation, communication, and other purposes; for the development, extent, and general location of parks, playgrounds, shore front developments, parkways, and other public reservations and recreation areas; for the location, type, and character of public buildings, schools, community centers, and other public property; and for the improvement, redevelopment, rehabilitation, or conservation of residential, business, industrial and other areas; including the development of programs for the modernization and coordination of buildings, housing, zoning and subdivision regulations of municipalities and their enforcement on a coordinated and unified basis. A regional planning commission may authorize its employees or consultants to render assistance on local planning problems to any municipality or county which is not a member of said regional planning commission. The cost of such assistance shall be paid entirely by the municipality or county to which the service is rendered or partly by said municipality or county and partly by any gift, grant, or contribution which may be available for such work or by combination thereof. Said commission shall keep a strict account of the cost of such assistance and shall provide such municipality or county with an itemized statement.

II. For the purpose of assisting municipalities in complying with RSA 674:2, III(l), each regional planning commission shall compile a regional housing needs assessment, which shall include an assessment of the regional need for housing for persons and families of all levels of income. The regional housing needs assessment shall be updated every 5 years and made available to all municipalities in the planning region.

III. In preparing a comprehensive plan for the development of the region within its jurisdiction, each regional planning commission may use the framework for the state's comprehensive development plan in RSA 9-A:1, III as the basis for its plan. Such plan shall be updated every 5 years or sooner if desired by the regional planning commission. Prior to its adoption, the plan shall be distributed to every library, planning board, and board of selectmen/aldermen/city council in each of the communities within the region, and to the office of energy and planning. The regional planning commission shall address in writing all comments received prior to the publication of a final draft. A public hearing shall be held by the regional planning commission with 30 days' notice published in all newspapers of general circulation in the region, and shall state where the document can be viewed, the time and place of the public hearing, and shall allow for written comments. For each regional plan, the office of energy and planning shall offer comments as to its consistency with the state plan. The first regional development plans affected by this statute shall be adopted within 5 years of the effective date of this paragraph and renewed at least every 5 years thereafter.

IV. Regional planning commissions shall make a good faith effort to inform and respond to their local communities regarding the purposes and progress of their work in developing the regional development plan.

Source. 1969, 324:1. 1988, 270:2, eff. July 1, 1988. 2002, 178:6, eff. July 14, 2002; 229:8, eff. July 1, 2002. 2003, 319:9, eff. July 1, 2003. 2004, 257:44, eff. July 1, 2004.

36:48 Organization, Officers, and Bylaws. – A regional planning commission shall elect annually from among its members a chairman, vice-chairman, and such other officers as it deems necessary. Meetings shall be held at the call of the chairman and at such other time as the commission may determine. A commission shall keep minutes of its proceedings and such minutes shall be filed in the office of the commission and shall be a public record. A commission may adopt such bylaws as it deems necessary to the conduct of its business.

Source. 1969, 324:1, eff. Aug. 29, 1969.

36:49 Finances. – A regional planning commission shall determine on a reasonable and equitable basis the proportion of its costs to be borne respectively by each municipality or county which is a member of said commission. A commission may accept and receive in furtherance of its functions, funds, grants, and services from the federal government or its agencies, from departments, agencies and instrumentalities of state, municipal or local government or from private and civic sources. Such funds may be used in conjunction with other funds from federal or state governments or from gifts, grants or contributions available for such work. Municipalities or counties are hereby authorized to appropriate funds to the use of a regional planning commission and to furnish a regional planning commission legal or other services which it may deem reasonable. Failure upon the part of any municipality or county to pay its proportionate annual share of the cost as determined by a regional planning commission shall constitute a termination of such municipality's or county's vote in the commission's affairs until such annual share is paid. Municipalities or counties are hereby authorized to enter into contracts with a regional planning commission for the furnishing of funds or services in connection with the preparation of a comprehensive regional master plan and any special planning work to be done by a regional planning commission for any member municipality or county. Within the amounts appropriated to it or placed at its disposal by gift, grant, or contribution, a regional planning commission may engage employees, contract with professional consultants, rent offices, and obtain such other goods, or services and incur short-term operating debt, not to exceed a term of one year and/or a line of credit secured by the assets of the commission, as are necessary to it in the carrying out of its proper function. Member municipalities and counties shall not be liable for any debt or line of credit incurred by a regional planning commission. Any private gifts or funds when received shall be deemed a contribution to the regional planning commission for a public purpose within the meaning of any federal or state laws relative to tax exemptions.

Source. 1969, 324:1, eff. Aug. 29, 1969. 2000, 200:4, eff. July 29, 2000.

36:49-a Status as a Political Subdivision. – Regional planning commissions are political subdivisions of the state. However, regional planning commissions have only that power and authority expressly provided for in RSA 36.

Source. 2000, 200:6, eff. July 29, 2000.

36:50 Relationship To Local Planning Boards. – A regional planning commission may assist the planning board of any municipality within the delineated region to carry out any regional plan or plans developed by said commission. A regional planning commission may also render assistance on local planning problems. A regional planning commission may make recommendations on the basis of its plans and studies to any planning board, to the legislative body of any city and to the selectmen of any town within its region, to the county commissioners of the county or counties in which said region is located and to any state or federal authorities. Upon completion of a comprehensive master plan for the region or any portion of said comprehensive master plan, a regional planning commission may file

certified copies of said comprehensive master plan or portion thereof with the planning board of any member municipality. Such planning boards may adopt all or any part of such comprehensive master plan which pertains to the areas within its jurisdiction as its own master plan, subject to the requirements of RSA 674:1-4.

Source. 1969, 324:1, eff. Aug. 29, 1969. 2000, 200:5, eff. July 29, 2000.

36:51, 36:52 Repealed. - [Repealed 2000, 200:8, eff. July 29, 2000.]

36:53 Additional Powers and Duties of Regional Planning Commissions. - In order to implement any of the provisions of a regional plan, which has been adopted or is in preparation, a regional planning commission may, in addition to its powers and duties under RSA 36:47 undertake studies and make specific recommendations on economic, industrial and commercial development within the region and carry out, with the cooperation of municipalities and/or counties within the region, economic development programs for the full development, improvement, protection and preservation of the region's physical and human resources.

Source. 1969, 324:1, eff. Aug. 29, 1969.

Review of Developments of Regional Impact

36:54 Purpose. - The purpose of this subdivision is to:

- I. Provide timely notice to potentially affected municipalities concerning proposed developments which are likely to have impacts beyond the boundaries of a single municipality.
- II. Provide opportunities for the regional planning commission and the potentially affected municipalities to furnish timely input to the municipality having jurisdiction.
- III. Encourage the municipality having jurisdiction to consider the interests of other potentially affected municipalities.

Source. 1991, 300:1, eff. Jan. 1, 1992.

36:55 Definition. - In this subdivision "development of regional impact" means any proposal before a local land use board which in the determination of such local land use board could reasonably be expected to impact on a neighboring municipality, because of factors such as, but not limited to, the following:

- I. Relative size or number of dwelling units as compared with existing stock.
- II. Proximity to the borders of a neighboring community.
- III. Transportation networks.
- IV. Anticipated emissions such as light, noise, smoke, odors, or particles.
- V. Proximity to aquifers or surface waters which transcend municipal boundaries.
- VI. Shared facilities such as schools and solid waste disposal facilities.

Source. 1991, 300:1, eff. Jan. 1, 1992.

36:56 Review Required. - A local land use board, as defined in RSA 672:7, upon receipt of an application for development, shall review it promptly and determine whether or not the development, if approved,

reasonably could be construed as having the potential for regional impact. Doubt concerning regional impact shall be resolved in a determination that the development has a potential regional impact.

Source. 1991, 300:1, eff. Jan. 1, 1992.

36:57 Procedure. -

I. Upon determination that a proposed development has a potential regional impact, the local land use board having jurisdiction shall afford the regional planning commission and the affected municipalities the status of abutters as defined in RSA 672:3 for the limited purpose of providing notice and giving testimony.

II. Within 144 hours of reaching a decision regarding a development of regional impact, the local land use board having jurisdiction shall, by certified mail, furnish the regional planning commission and the affected municipalities with copies of the minutes of the meeting at which the decision was made. The local land use board shall, at the same time, submit an initial set of plans to the regional planning commission, the cost of which shall be borne by the applicant.

III. At least 14 days prior to public hearing, the local land use board shall notify, by certified mail, all affected municipalities and the regional planning commission of the date, time, and place of the hearing and their right to testify concerning the development.

Source. 1991, 300:1, eff. Jan. 1, 1992. 2003, 220:1, eff. Aug. 30, 2003. 2005, 39:1, eff. July 16, 2005.

36:58 Applicability. - The provisions of this subdivision shall supersede any contrary or inconsistent provisions of local land use regulations enacted under RSA 155-E and RSA 674.

Source. 1991, 300:1, eff. Jan. 1, 1992.

GLOSSARY OF TERMS/ACRONYMS

3C	Continuing, Comprehensive and Cooperative Transportation Planning Process
A-95	One of a series of Office Of Management and Budget (OMB) "circulars" or regulations dealing with the review of federal grant applications at various levels of government. Suspended in 1987 and left to states to set procedures. NH equivalent: Intergovernmental Review Process - Single Point of Contact
AADT	Annual Average Daily Traffic
AASHTO	American Association of State Highway and Transportation Officials
ADT	Average Daily Traffic/Trips
ADT	Average Daily Traffic
APA	American Planning Association: National organization for professional and lay planners
APTA	American Public Transport Association
BFA	Bicycle Federation of America
BMPs	Best Management Practices: A structural design, process control or administrative practice adopted to minimize environmental risk.
CAAA	Clean Air Act Amendments of 1990
CDBG	Community Development Block Grant: HUD sponsored program of three elements with principal benefit to low and moderate income individuals -- "Entitlement" (cities over 50,000), "Small Cities", and "Economic Development".
CED	Greater Nashua Center for Economic Development
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act: created EPA's "Superfund" program.
CFR	Code of Federal Regulations
CIP	Capital Improvement(s) Plan or Program
CIRCUIT RIDER	NRPC staff member serving as town planner part-time (from a few hours/month to two days/week)
CMAQ	Congestion Mitigation and Air Quality Funding Program
CNHRPC	Central New Hampshire Regional Planning Commission
CO	Carbon Monoxide
COG	Council of Governments
CORD	New Hampshire Council on Resources and Development: Made up of Commissioners of State Departments dealing with natural resource issues.
CTPP	Census Transportation Planning Package
DES	New Hampshire Department of Environmental Services
DOT	New Hampshire Department of Transportation
DRA	New Hampshire Department of Revenue Administration
DRED	New Hampshire Department of Resources and Economic Development
EPA	US Environmental Protection Agency: New England States in EPA Region I
FEMA	Federal Emergency Management Administration
FHWA	Federal Highway Administration
FIRM	Flood Insurance Rate Map
FmHA	Farmers Home Administration
FTA	Federal Transit Administration
FY	Fiscal Year
G&C	Governor and Executive Council
GACIT	Governors Advisory Commission on Intermodal Transportation
GIS	Geographic Information System: Both hardware and software for storing locational information and preparing maps.
HCCD	Hillsborough County Conservation District
HCM	Highway Capacity Manual
HCRD	Hillsborough County Registry of Deeds
HDC	Historic District Commission



HHW	Household Hazardous Waste
HPMS	Highway Performance Monitoring System
HUD	US Department of Housing and Urban Development
ICMA	International City Management Association
ISTEA	Intermodal Surface Transportation Efficiency Act
ITE	Institute of Transportation Engineers
LAB	League of American Bicyclists
LEDPA	Least Environmentally Damaging Practicable Alternative
LOB	Legislative Office Building
LRPC	Lakes Region Planning Commission
LUST	Leaking Underground Storage Tank
LWCF	Land and Water Conservation Fund: US Department of the Interior.
MBE	Minority Business Enterprise
MINUTP	Microcomputer Based Software for the Urban Transportation Planning System
MPO	Metropolitan Planning Organization
NARC	National Association of Regional Councils
NCC	North Country Council
NEARC	New England Association of Regional Councils
NH DES	New Hampshire Department of Environmental Services
NH DOT	New Hampshire Department of Transportation
NH HFA	New Hampshire Housing Finance Authority
NH OEP	New Hampshire Office of Energy and Planning
NHACC	New Hampshire Association of Conservation Commissions
NHARD	New Hampshire Air Resources Division
NHDHR	New Hampshire Division of Historical Resources
NHMA	New Hampshire Municipal Association
NHPA	New Hampshire Planners Association
NHS	National Highway System
NPL	National Priorities List: List of over 980 hazardous waste sites across the country eligible for "superfund" trust funds
NPS	National Park Service
NPS	Nonpoint Pollution Source
NRCS	Natural Resources Conservation Service (formerly SCS)
NRPC	Nashua Regional Planning Commission
NTI	National Transit Institute
O-D SURVEY	Origin-Destination Survey: A procedure used to obtain data on travel patterns throughout a study area.
PL FUNDS	Transportation Planning Funds Allocated to the MPOs
PMS	Pavement Management System
PMSA	Primary Metropolitan Statistical Area: Census term for an urbanized area with a population of greater than 100,000 exhibiting strong socio-economic ties. Our PMSA = NRPC region plus New Ipswich, Greenville and Mason, minus Pelham (Lowell) and Lyndeborough (unattached). Also part of Boston, MA CMSA (Consolidated Metropolitan Statistical Area).
PUC	Public Utilities Commission
PUD	Planned Unit Development (also PRD, Cluster, Open Space Development)
RCRA	Resource Conservation and Recovery Act
RPAs	Regional Planning Agencies or RPCs - Regional Planning Commissions
RPC	Rockingham Planning Commission
RSA	Revised Statutes Annotated (New Hampshire body of laws)
RSMS	Road Surface Management System



SARA	Superfund Amendments and Reauthorization Act: Under Title III, local governments required to inventory and report on locations of hazardous materials.
SHPO	State Historic Preservation Office (NH Division of Historical Resources)
SIP	State Implementation Plan for Air Quality Attainment
SNHPC	Southern NH Planning Commission
SPNHF	Society for the Protection of NH Forests
SPR	State Planning and Research transportation funds
SRPC	Strafford <u>or</u> Southwest Regional Planning Commission
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAZ	Traffic Analysis Zone
TDD	Transportation Development District
TDM	Transportation Demand Management
TDR	Transfer of Development Rights
TIP	Transportation Improvement Program
TMA	Transportation Management Association
TRAF-NETSIM	Microcomputer Based Software for Urban Area Traffic Simulation
TRB	Transportation Research Board
TSM	Transportation Systems Management Actions
TTAC	Transportation Technical Advisory Committee
UPWP	Unified Planning Work Program
USGS	US Geological Survey
USTs	Underground Storage Tanks
UTA	Urban Trails Alliance of Nashua
UVLSRPC	Upper Valley-Lake Sunapee Regional Planning Commission
WBE	Woman Business Enterprise
WHPA	Wellhead Protection Area: Area of land surface surrounding public wells managed to minimize risk of groundwater contamination.
WSPCD	Water Supply and Pollution Control Division: Agency of the NH Department of Environmental Services.
ZBA	Zoning Board of Adjustment