



**MINUTES – APPROVED  
NASHUA REGIONAL PLANNING COMMISSION  
Held at the NRPC Office  
9 Executive Park, Suite 201, Merrimack, NH  
June 19, 2013**

**Members Present:**

Martin Michaelis, Amherst	James Battis, Hudson
Michael Dell Orfano, Amherst	Karin Elmer, Merrimack
Dave Hennessey, Pelham	Daniel Del Greco
Ed Gleason, Pelham	Janet Langdell, Milford
Robert Larmouth	Christ Costantino, Milford
George Hall, Hudson	Mike Fimbel, Mont Vernon
Richard Maddox, Hudson	
Jeff Rider, Hudson	Kathy Hersh, Nashua
Thomas Young, Litchfield	Dan Kelly, Nashua
Michael Tabacsko, Nashua	

**Others Present:**

Nancy Mayville, NH DOT	Alderman Diane Sheehan, Nashua
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**Staff Present:**

Kerrie Diers, Executive Director	Karen Baker, Program Assistant
Tim Roache, Assistant Director	Mark Connors, Regional Planner
Camille Pattison, Principal Planner	Sara Siskavich, GIS Manager

**WELCOME AND INTRODUCTIONS:**

Chairman Langdell called the meeting to order at 7:11 PM. Langdell informed the group that Andy Seale has resigned from the Executive Committee and Commission, Richard Maddox would not be seeking a second term on the Executive Committee and Commissioner Katherine Hersh, who has been a Commissioner for somewhere in the 13 year range was retiring. Langdell informed everyone that the only other Commissioner that has been with the Commission longer is Martin Michaelis. Michaelis told a short story of the first time he had met Hersh at a Beaver Brook event in Hollis where she asked him questions for 2 hours. He commented that she has been a very valuable contributing member to the Commission and could only remember a couple other past women Commissioners that were as involved as Hersh. Diers said a few words of thanks and presented Hersh with a map of the NRPC region created by NRPC staff and a thank you gift basket for her all her years as an active Commissioner.

**PRIVILEGE OF THE FLOOR:**

There were no members of the public present that wished to speak.

**PUBLIC HEARING: 2013-2016 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT #2**

Roache summarized the proposed changes for the region included in the 2013-2016 S/TIP Amendment #1 adding that there is only 1 in the NRPC region. The remaining 2 projects are statewide.

***Wilton-Milford-Amherst-Bedford – NH 101***

Description: Safety Improvements at various locations from Wilton to Wallace Road in Bedford as determined by corridor study. The proposed amendment is to add a preliminary engineering phase for a center turn lane in the Milford portion of the project with \$114,000 in FY2014 funds and an increase in FY2016 Right of Way funds from \$36,000 to \$121,000.

**Statewide Projects:**

**HAZMAT**

Description: **Programmatic Hazmat** project for post construction hazmat obligations. The proposed amendment is to add it to the 2013 – 2015 TIP with \$27,000 in FY2013 Right of Way funds.

**Preservation**

Description: **Bridge Rehabilitation**, Painting, Preservation & Improvement Projects (Annual Federal Program) Proposed amendment is to increase FY2013 construction funds from \$7,880,000 to \$12,000,000 due to increases in cost estimates.

Roache informed the group that the TIP Amendment #2 was noticed in the Telegraph through June 5<sup>th</sup> and no comments were received. In addition, at the June 12<sup>th</sup> meeting TTAC recommended that the full Commission approve the amendment.

At 7:19pm the Public Hearing Opened for the 2013-2016 Transportation Improvement Program Amendment #2:

Dell Orfano asked how the funds are used for Bridge Rehab. Roache had no specific info on this and asked Mayville for input. Mayville explained that the preservation is on the existing system of State roads, highways, and bridges and this could be for something like a new deck or rail. She added that the DOT top 100 State owned list is what they work off of. Michaelis explained that the reason for the question was due to a heavily traveled bridge in Amherst near the Village Green that has been closed. Mayville explained that this is a town owned bridge and they are responsible for their own reports. She added that DOT does inspections on town owned bridges, free of charge and make recommendations. Amherst decided to close the bridge. She concluded by saying that the bridge was in the State Aid Bridge Fund program. There was no further discussion and it was moved by Gleason and seconded by Battis:

THAT the 2013-2016 Transportation Improvement Program Amendment #1 be approved.

The motion **carried**

The Public Hearing Closed at 7:26pm.

**APPROVAL OF THE MINUTES – MARCH 20, 2013**

The Chair asked if there were any comments on the minutes of March 20, 2013. There were no comments on the minutes and it was moved by Hersh, with a second from Young:

THAT the minutes of March 20, 2013 be approved.

The motion **carried** with 3 abstentions.

***ANNUAL BUSINESS MEETING – FY 2014 BUDGET AND WORK PROGRAM (ACTION REQUIRED)***

NRPC staff reviewed FY13 accomplishments and highlighted FY14 projects.

***Transportation Programs***

Roache briefly reviewed transportation achievements for FY 2013, specifically the 2014-2022 Ten Year Plan and the associated process and collaborative work with the 9 regional planning commissions to develop a consistent set of criteria to score projects within all the regions with a final outcome of a project priority list from each region for consideration in the Ten Year Plan (TYP). These projects will be evaluated at the statewide level by NHDOT using decision lens software.

Roache summarized the initiatives for FY2014 starting off with the 2014-2023 TYP and GACIT hearings which begins in September and NRPC & NHDOT will present the process used to identify the regional priorities and seek input for the TYP. In conjunction with this, NRPC will continue the major update to the Metropolitan Transportation Plan (MTP) and layout the vision for the future of the regions transportation system.

In addition, Roache briefly summarized Synchro, the Traffic Micro-Simulation and Intersection Analysis software NRPC recently purchased and trained staff on and he could also do a demo on down the road for anyone interested.

Dell Orfano referred to consultant traffic studies done by consultants at a cost and asked if NRPC could do a traffic analysis for the Amherst Planning Board. Roache said studies by traffic engineers usually trump that of a planner, but that NRPC could provide a review of the traffic analysis at no cost.

Roache also mentioned NRPC's success in securing 5310 funds for the Souhegan Valley Transportation Collaborative to continue existing service and explore expanding service to additional Souhegan Valley communities.

Langdell informed the group and Fimbel that SVTC would be meeting with the town of Mont Vernon regarding service to Mont Vernon.

Roache informed the group of the Pavement Management Program which is a methodology that stresses performing maintenance on good roads before they deteriorate beyond maintenance and into much more costly reconstruction. In conjunction with this program, NRPC has the ability to develop specific pavement maintenance strategies using Road Surface Management Software to assist communities with this.

Lastly, Roache very briefly summarized the NH Capitol Corridor Study and its progress to date as well as the progress of the Exit 36S (a coordinated project with NMCOG) and referred to the Exit 36S handout informing the group of the near completion of the draft existing and future land use and traffic analysis with a final report sometime in 2014.

#### *Land Use and Environmental*

Pattison provided an overview of some of the Land Use and Environmental Programs starting with the Wilton Master Plan project where NRPC had been working with the Town of Wilton to update the Vision and Land Use Chapters of their Master Plan. In addition to a town-wide community survey, a community visioning workshop was held on May 7<sup>th</sup> to collect additional information to assist in the development of the Vision Chapter. Pattison passed around examples of products developed for this workshop.

Pattison also summarized the Round 2 Community Planning Grant awarded to the Town of Milford in March which was a result of the 2013 Regulatory Audit Report with an aim "to transform the Town's current Open Space and Conservation overlay district, which guides residential development for five or more acres, into a residential cluster regulation that fully incorporates Master Plan goals". Langdell added that they are doing a lot of research and working on the process with the goal of having it on the warrant for March of 2014.

Pattison concluded by pointing out the iTRaC project with the Town of Amherst where NRPC will be working with the Planning Board to proactively address the issue of maintaining community character and sense of place along the 101A corridor, through the development of design guidelines for commercial and industrial properties along and adjacent to the corridor.

### *GIS Programs*

Siskavich reviewed GIS projects with the group starting with the 2013 NRPC Standard Maps now available to all towns and on the web. NRPC fine-tuned the land use designations using up-to-date assessing data and road annotations labels have been revamped for improved clarity.

In addition, Siskavich informed the group that the GIS User Group, now GIS Brownbag has been resurrected which addresses GIS needs at the local level with the next quarterly meeting being held in August.

Currently, Tax Maps were being worked on for the Towns of Amherst, Mont Vernon & Litchfield. Siskavich added that it is very cost effective for towns to have NRPC work on these maps for them.

Lastly, Siskavich updated the group on the steady process, about 75% complete, that NRPC has made on mapping 40,000 rural households in the region through the Broadband Mapping Program and the initiative of NRPC to create a new online data-rich presence through the redesign of the NRPC Website. 4 Request for Proposals were received and reviewed and 2 vendors were chosen; one for the GIS parcel viewer piece of the website the other for the remaining.

### *Environmental Programs*

Diers reviewed the environmental programs, starting with the Regional Competitive Electricity Supply project where NRPC worked with 11 towns and 6 school districts to form an aggregation to procure electricity from a competitive supplier. As a result of a successful bidding process, the participants in the aggregation saw a significant savings and NRPC was able to continue working with them to help renew their electricity supply contracts for 2013. This year, a new RFP will be put out as Hess is getting out of this type of business. Invitations to participate will be going out to all towns and meetings will be held with Town Administrators in July. In addition, Diers said NRPC would be looking for input on the GIS Map Viewer.

### **NASHUA REGIONAL PLAN UPDATE**

Diers informed the group of the 3 workshops held (Transportation, Housing and Community & Economic Vitality) to date as part of the Regional Plan process. She added they were all well participated and valuable information was gathered at each and that information has been posted on the GSF website. She referred to the online forum for anyone who would like to comment. Alderman Sheehan asked where to find the missed meetings section of the GSF website. In addition, Diers informed the group of the Thursday, July 18<sup>th</sup> Water Infrastructure Workshop. Following that will be the Energy and Climate Workshop on August 23. In addition, all data and information will be synthesized with the Advisory Committee as an effort to tell the story. In an effort to give you an idea of what we are doing with the Plan, Diers introduced Mark Connors, who would be doing a short power point to demonstrate some of the information gathered to date. Connors shared the information with the group on the 5 common profiles in the Nashua Region as a way of looking at the data gathered and to give you an idea on how we are seen, although maybe not true, based on the data. The five common profiles were based on the Nielsen Company are:

**Country Squires** - Wealthy, exurban Baby Boomers with children who live on sprawling properties and enjoy club sports and order from Amazon, watch Biggest Loser and vacation at ski resorts.

**Big Fish, Small Pond** - Older, upscale professionals, live in small towns, belong to country clubs, shop at Talbots, and enjoy water sports who like Kiplinger's Personal Finance, have no kids, watch the Kentucky Derby and drive Toyota.

**Greenbelt Sports** - Upscale, exurban older couples without children who enjoy outdoor lifestyle, shop at eBay.com and vacation in the Tropics. Likely to be college educated and own new homes that watch 'That 70s Show', are heavy readers, and are Nissan drivers.

**Home Sweet Home** - Scattered across the nation's suburbs, the adults in the segment, mostly under 55, have gone to college and hold professional and white-collar jobs and watch the 'Amazing Race', download music and are online shoppers.

**Gearing Up** - Mostly twenty-something singles signing their first telecommunications agreements with low incomes, Smartphones are a necessity, are heavy social networkers and stream content over cable service. Connors concluded and asked the question: Are they right and how would you like the region to be viewed? Hennessey that Housing conference he was at earlier that day had used the Nielsen Company information as well. Langdell asked if the buffers around downtown are available. Diers said there was a map in the discussion guide.

#### **FY 2014 BUDGET AND WORK PROGRAM**

Diers reviewed the budget resources and expenses with the group. For resources, the HUD contract was the largest. There were two new grants, one for a Health Impact Assessment and one to work with storm water issues. The only outstanding grant was the Farm to School grant. Diers pointed out the Circuit Rider contracts with Litchfield, Mason, and Wilton and also the Merrimack SRTS contract. Lastly, she informed the group that the Community Planning Grants would be complete in late winter.

On the expense side Diers said it is pretty much consistent with past years. Dues & subscriptions are increased due to amount of staff with professional certificates such as AICP, Landscape Architect, etc. In addition, she said health benefits are only an estimate of what the increase might be in December. She pointed out the Broadband Rural Addressing project which contains a lot of pass through funds to the other RPCs. Diers said she was hoping to put something in reserve and that currently we are only at \$7,000. She added that a due to the way we have been required to negotiate indirect cost rates with NHDOT it looks like we will have to reimburse the DOT because our actual indirect rate dropped significantly over the past year. Once the audit is complete we will determine what we need to reimburse. She added that going forward we have negotiated a flat rate with DOT and FHWA with no retroactive adjustments which was agreed on by both agencies. Gleason questioned the 7% increase in salaries. Diers explained it was for 2 temporary positions for the next year.

Dell Orfano asked if we could do work for the private sector like adding a marketing cost to bring in money or utilizing our certified staff to bring in new money. He asked if this was something we could capitalize on. Rider had concerns with competition with developers. Langdell felt that there is already a lot of work on the NRPC plate the need to meet the current obligations. Diers said that it was something that the Executive Committee is working on and felt it was something that needs to be talked about. She added that we would not want to go out of the region or sacrifice our communities and service to them. It was suggested to form a 501C-3 as another source of revenue. Fimbel asked if the insurance would be a higher number again. Diers said that she budgets a buffer to account for staff not currently on the insurance who decide to come back during the enrollment period and also for rate increases. Dell Orfano asked if the NRPC information is owned. Diers said it was public information. Langdell added that NRPC has been making big efforts to reach out to the Chambers of Commerce in the region and that the NRPC information is very valuable to the private sector. Gleason questioned the IT Services line item and asked if that was a realistic number. Diers said it was and due to the email change to the Cloud, the new server and website development costs.

Maddox questioned the reserve amount of \$107,000. Diers said that this is just an estimate at this time. We will have a more accurate number after the audit. The budgeted amount is also an estimate and will be refined as the year progresses. This number is essentially the "fund balance" at the end of the year. It's not actual cash. The Executive Committee will be discussing what an appropriate level of actual reserve funds we should be striving for. She added that the amount currently in reserve is about \$7,000. Larmouth questioned the amount for salaries. Diers explained that they were grant funded positions. There was further discussion from Maddox, Langdell and Diers on the cash flow, previous cash flow before the NRPC move to Merrimack, the

indirect rate, overhead, and health insurance numbers. It was moved by Gleason and seconded by Tabacsko:

THAT the Nashua Regional Planning Commission FY2014 Budget be approved

The motion **carried** with Maddox opposing.

Dell Orfano felt we were working on a shoestring and felt the reserve was needed and thanked Diers for running a tight ship. Tabacsko commented that it was good news scenario. Hennessey questioned if the indirect cost rate adjustment and having to pay back the \$85,000 affected reserves. Diers said it was related. Larmouth commented that anything between 1 & 3 months is in line for reserves. He added that this good for an operational perspective for the 2 months we have in the budget. After further discussion it was moved by Hersh and seconded by Dell Orfano:

THAT the Nashua Regional Planning Commission FY2013 Work Program be approved

The motion **carried**.

#### ***ANNUAL GRANT AND CONTRACT AUTHORIZATION***

Diers read the Annual Grant and Contract Authorization included in the agenda packet and asked for a motion. Hersh motioned with a second from Battis:

THAT the Executive Director be authorized to file applications with federal, state and local governmental units and other agencies to implement the FY 2014 work program of the Commission, and to execute agreements to receive funds for such purposes.

The motion **carried**.

#### ***SETTING OF THE FY 2015 DUES***

Diers summarized and said that dues are the resource that we use as match for DOT funds and other grants and the formula worked out to be the same amounts as last year. After further discussion, it was moved by Fimbel and seconded by Young:

THAT the Nashua Regional Planning Commission FY2015 Local Dues Assessment as presented to the full Commission be approved.

The motion **carried** with Maddox opposing.

#### ***REVIEW OF FY13 EXECUTIVE COMMITTEE ACTION PRIORITIES***

Diers reviewed with the group the FY 2013 Executive Committee Action Priorities included in the agenda packet. There were no questions.

***ELECTION OF FY14 EXECUTIVE COMMITTEE MEMBERS AND OFFICERS***

Langdell said the Executive Committee was asking for another month to contact more people to try and recruit for the Executive Committee with the hopes of having the positions filled by September. The recommended slate of officers is as follows:

Karin Elmer – Chair  
Dave Hennessey – Vice Chair  
Michael Fimbel – Treasurer

There was no further discussion. It was moved by Gleason and seconded by Young & Dell Orfano:

THAT the Nashua Regional Planning Commission Executive Committee Members and Slate of Officers as presented above be approved.

The motion carried.

**8:40 PM - COMMISSIONER'S ROUNDTABLE**

The Commissioner's Roundtable held at 8:48pm.

**ADJOURN**

The next NRPC Commission meeting is scheduled for Wednesday, September 18, 2013 at 7:00pm, at the Nashua Regional Planning Commission office in Merrimack. Motion to adjourn came from Young with a second from Gleason. The meeting adjourned at 8:51pm.

Respectfully submitted,

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Kerrie Diers, Official Recorder