



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
February 16, 2011**

Present: Andy Seale
Karin Elmer
Janet Langdell
Kathy Hersh
Peter Baker
Rick Maddox

Absent: Tom Collins
Howard Dilworth
Mike Fimbel

Staff: Kerrie Diers, Executive Director
Tim Roache, Assistant Director

I. Call to Order:

Vice-Chair pro tem Hersh called the meeting to order at 6:08 PM. Diers noted that Tom Collins submitted his resignation from the Executive Committee. The Committee expressed their regret and asked Diers to thank Collins for his years of support and service to NRPC. The nominating committee will need to reconvene to recommend an appointment for the open position.

II. Minutes:

The January 19, 2011 meeting minutes were reviewed. Maddox moved to approve the minutes, seconded by Langdell. The motion was approved unanimously.

III. Director's Report:

There were no questions for the Executive Director about the report. The Executive Committee asked that the RCC discussion be postponed until April to allow for the entire March meeting to focus on the Board Assessment process.

Elmer motioned to approve the financial reports and place them on file for Audit. Baker seconded, and the motion passed.

IV. MPO Policy Discussion:

Assistant Director Roache discussed NRPC's role as the MPO. He began by describing difference between the TIP, the Ten Year Plan and Long Range Transportation Plan (LRTP).

Roache described the early stages of the two year transportation planning process which included review of the LRTP projects and existing Ten Year Plan Projects. Roache explained that NRPC is currently soliciting for new long range transportation plan projects. Purpose of the solicitation is to add projects to the LRTP and use the plan as a holding tank for future Ten Year Plan updates. Roache stated that meetings with community staff to brief them on the process are being scheduled and up to three public input sessions on the LRTP. One session will be recorded for distribution to cable.

Roache described the next steps in the process through the end of Calendar 2012 which will include:

- Review the goals, policies, and objectives of our current LRTP and begin work on a rewrite/update. Submission of the results of our project review and solicitation to NHDOT reaffirming our ten year plan projects or adjusting some project schedules.
- Participation in the GACIT Hearings this fall.
- Integrate census 2010 data as it becomes available.
- Finalize our 2013 – 2016 Transportation Improvement Program, 2013 – 2040 LRTP and Air Quality Analysis.

Roache said by the end of the process he would like to have the Commission identify a priority list of transportation improvements over the next 20 years.

Elmer suggested that Roache create a 2 page summary of the documents for the March Full Commission meeting and include areas where they connect with other planning documents such as the Locally Coordinated Plan or the Transit Plan.

Roache distributed the Projects list to the Committee. This list shows where projects are currently programmed in the Ten Year Plan. The Committee suggested wider and regular distribution of the document to show the value of NRPC. We should do regular press releases to inform the citizens and communities of what we do, and consider a regular transportation column in the Telegraph, Union Leader and other papers.

Roache reviewed the UPWP with the Committee. There is a new requirement for technical assistance (like iTRaC projects) to be approved by the DOT. This would not be a significant burden on NRPC as we have a process in place to do this.

V. Other Business:

The Executive Committee discussed ideas for marketing NRPC services, such as GIS, grant writing, neighborhood plans, master plans, etc. As budgets become more restricted, we need to look for opportunities where communities can join together for more cost-effective services. We will begin to work on that hopefully through our Board Assessment Process. The committee asked that we set aside the March meeting to begin the process, with the idea that the committee will develop action priorities by June. Hersh requested a schedule of activities for the process, as well as other activities that the Executive Committee is responsible for.

VI. Nonpublic Session

At 7:45 pm Elmer made a motion to enter into nonpublic session per RSA 91-A:3, II(a) to consider or act upon the dismissal, promotion, or compensation of any public employee. The motion was seconded by Baker. Roll Call Vote followed with Seal, Elmer, Langdell, Hersh, Maddox, and Baker in favor, none opposed.

VII. Adjourn

The Executive Committee came out of Non Public Session at 8:30 pm and met with Executive Director Diers to provide her performance feedback. Elmer motioned to adjourn, seconded by Baker.