



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
May 16, 2012**

Present: Mike Fimbel
Janet Langdell, Chair
Dave Hennesey
Rick Maddox
Karin Elmer

Absent: Howard Dilworth
Peter Baker
Andy Seale

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

Others Present:
James Vayo, Nashua Resident

I. Call to Order:

Langdell called the meeting to order at 6:05 PM.

II. Public Hearing TIP Amendment 5:

Langdell opened the public hearing at 6:07PM. Roache made a brief presentation on TIP Amendment 5, describing the proposed changes to projects in the region.

Milford – South Street Improvement

Proposed Amendment: Delay Construction from FY2012 to FY2013 and increased funding by \$33,000 for inflation.

Reason: Update to reflect current schedule estimate.

Nashua – East Hollis Street Reconstruction from Main St to Hudson T/L

Proposed Amendment: Advance NH DOT Ten Year Plan project into the S/TIP. Programmed with \$413,000 in Preliminary Engineering funding in FFY2013

Reason: The City of Nashua requested that the unobligated preliminary engineering and right-of-way balance in project #10136A, improvements along NH 101A which have been delayed beyond FY 2014, be applied to the East Hollis Street project in order to advance that project's schedule.

Capital Corridor – Purchase rail equipment

Proposed Amendment: Reduce FY2014 Construction funding from \$5,000,000 to \$266,000.

Reason: Update project funding to reflect current estimates. This project is not included in the 2013 – 2022 Ten Year Plan and is included on the NH DOT's "Unfunded Needs" list. This project is incrementally being removed from the current S/TIP and is not expected to be included in the 2013-2016 Update.

Project ID: 22912 (Page19) Title research on NHDOT surplus properties in accordance with NH Title Standards

Proposed Amendment: Add new statewide project to the S/TIP with total of \$514,000 in FY2012 and FY2013 Preliminary Engineering funding.

Reason: New project addition

Project ID: SRTS (Page 20) - Safe Routes to School Program

Proposed Amendment: Add \$1,000,000 in FY2013 funding to the S/TIP as follows

Reason: FY2013 SRTS funds being programmed into S/TIP.

Roache explained that the changes proposed do not trigger an air quality conformity determination so the analysis adopted June 15, 2011 continues to be valid. NHDOT has provided documentation showing that the proposed changes maintain fiscal constraint requirements.

Roache stated that a public notice was posted on the NRPC website and a legal notice was placed in the Telegraph announcing the amendment. Public comments were accepted through May 8. No comments were received. He explained that the NRPC staff reviewed the amendment in consultation with the NH DOT, NH DES, US EPA, FHWA, FTA and representatives of the MPOs, and recommends approving the proposed changes in this amendment. Roache concluded the presentation by stating the TTAC recommended that the Executive Committee approve proposed Amendment #5.

Maddox and Hennessey asked if the state has plans to sell surplus property when titles are clear. Roach responded that the State is always moving surplus property. NRPC monitors parcels in the region related to the Circumferential Highway.

James Vayo provided written comments in support of the changes to the East Hollis Street Project.

Langdell closed the Hearing at 6:25PM.

Elmer made a motion to approve the changes proposed under TIP Amendment 5, seconded by Hennessey. Motion passed unanimously.

III. Minutes:

The Executive Committee reviewed the March 21, 2012 meeting minutes. Langdell asked that the reference to Mark Cookson abstaining from the vote on the previous months minutes be removed as he was at the Executive Committee Meeting as an observer. Maddox motioned to accept the minutes as corrected. Elmer seconded the motion. The minutes were approved as amended with Fimbel abstaining.

IV. Audit Cost Proposal

Diers distributed the price proposal from Melanson Heath. Diers compared the price proposed with the last few audit years. The cost would increase 10% over the three years.

Elmer motioned to accept the proposal, with a second by Hennessey. The motion passed with 4 votes in favor and 1 opposed. Maddox voted in opposition citing the cost increase over the three years as unacceptable.

V. Windham Presentation

Diers explained that the Town of Windham is considering switching regional planning commission membership. She explained that Nashua, Rockingham and Southern NH planning Commissions have been invited to make a presentation before the Windham Board of Selectmen. The Executive Committee discussed the proposal. Hennessey stated that it would be a bonus to Pelham if Windham joined NRPC citing the NH 111 connection. Diers discussed the costs of adding another town into the Commission which include incorporating data in transportation plans, travel demand model, mapping and various administrative costs such as letter head. Maddox stated that the selectmen need to provide a ball park estimate of the costs to join NRPC. It was also suggested a map be presented showing how Windham fits within the region.

VI. Proposed FY 13 Budget

Diers described the budget sheet and explained the layout. She stated that the “pass through” funds were removed to better show the need for additional staff. She explained that over the last year staff was shifted away from the NHDOT contract to work on other projects such as Broadband Planning. This has resulted in NRPC being behind on requirements of the NHDOT contract. In addition, Diers discussed additional projects such as Exit 36S, The Granite State Future and Fluvial Erosion that will continue to require staff resources in the coming year.

Diers went on to describe the anticipated expenses and discussed the salary line item stating that there is the need to hire one permanent staff person with expertise in GIS to address the workload brought on by the additional projects discussed earlier.

Diers discussed capital purchases with the Executive Committee including the process to purchase a vehicle. It was suggested the NRPC use a state process to get the best deal possible. Diers also discussed possible improvements to technology including traffic count equipment, server and phones.

Maddox questioned why the rent jumped so high. Diers explained that improvements to the building and property were not included in the budget by the last Director but are part of the lease agreement. Therefore additional funds were added to the line item. Maddox suggested asking what is planned so we can budget. The executive Committee also suggested renegotiating the lease to address maintenance, rent and utilities.

The Executive Committee agreed to meet on June 13 to agree upon and recommend a budget to the full Commission.

VII. Nominating Committee

Diers stated that Peter Baker has resigned from the Commission. Bill Condra has also stepped down leaving two vacancies. The members of the nominating committee lead the discussion and suggested representation from Nashua. Diers stated that she would approach Kathy Hersh and determine a course of action. The ideal goal would be to have the 2015 slots filled for the June meeting.

VIII. June Agenda

Diers reviewed the June agenda and made corrections to the date of the meeting. Langdell suggested moving introductions up on the agenda.

IX. Financials

Diers reviewed the balance sheets and stated that the checking and now accounts are in good shape. She said the process has become more efficient and streamlined as Tanya has come up to speed. Maddox suggested using footnotes to provide explanations for significant changes to balances.

As part of the financial discussion the Executive Committee discussed the FY 2014 membership dues and recommended the dues remain flat. Langdell made a motion to keep the dues flat second by Maddox. The motion passed unanimously.

X. Old/Other Business

Nothing under old or other business.

XI. Adjourn

Motioned to adjourn at 8:20 by Elmer; second by Hennessey. Unanimous.