



**APPROVED Minutes**  
**NASHUA REGIONAL PLANNING COMMISSION**  
**Held at the NRPC Office**  
**9 Executive Park, Suite 201, Merrimack, NH**  
**June 18, 2014**

**Members Present:**

Michael Dell Orfano, Amherst	Karin Elmer, Merrimack	Mary-Ann Melizzi-Golja, Nashua
Martin Michaelis, Amherst	Margaret Morris, Merrimack	Daniel Moriarty, Nashua
Susan Ruch, Amherst	Anant Panwalkar, Merrimack	Ed Gleason, Pelham
Robert Larmouth, Hollis	Chris Costantino, Milford	Dave Hennessey, Pelham
James Battis, Hudson	Janet Langdell, Milford	Kermit Williams, Wilton
Jeff Rider, Hudson	Mike Fimbel, Mont Vernon	
Thomas Young, Litchfield	Dan Kelly, Nashua	

**Others Present:** Nancy Mayville, NHDOT

**Staff Present:**

Kerrie Diers, Executive Director	Camille Pattison, Principal Planner
Tim Roache, Assistant Director	Karen Baker, Program Assistant

**WELCOME AND INTRODUCTIONS:**

Chairman Elmer called the meeting to order at 7:03 PM with introductions.

**PRIVILEGE OF THE FLOOR:**

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

**PUBLIC HEARING – STIP AMENDMENT #6 TO THE ADOPTED NASHUA METROPOLITAN AREA 2013 – 2016 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

Roache reviewed STIP Amendment #6 to the adopted Nashua Metropolitan Area 2013-2013 Transportation Improvement Program (TIP). NRPC is proposing to amend to the TIP is to account for changes to projects within the Nashua region and to maintain consistency with the Statewide TIP (STIP). There are 3 projects in the Nashua Region included in STIP A6 and various statewide projects. Roache reviewed the projects which are listed below.

- 1. Milford – South Street Improvement Project:** Construct phase 2 of the downtown revitalization plan to improve safety, physical and ADA accessibility, functionality, design and general aesthetics of the intersection. Proposed amendment delays FY2014 Construction funds by one year and adjust funding amounts between fiscal years to reflect inflation and current estimate
- 2. Nashua – East Hollis Street:** Construct a multilane roundabout at the intersection of East Hollis Street, Bridge Street, and Canal Street. Proposed amendment adjusts Preliminary Engineering and Right of Way funding across FY 14 and FY 15. Shift FY2015 and 2016 Construction funds and adjust funding amounts to reflect current estimate.
- 3. Nashua – Merrimack – Bedford:** F.E.E. Turnpike Widening of 2-Lane Sections from Exit 8 in Nashua to the I-293 Interchange in Bedford. Proposed amendment adds the project to the S/TIP using Turnpike funding.

### Statewide Projects

- **Miscellaneous:** Maintenance and upgrades for rest areas (annual). Proposed amendment removes the project from the S/TIP.
- **Municipal:** Municipal Owned Bridge Rehabilitation & Replacements (Annual). Proposed amendment increases and shifted funds for Preliminary Engineering by \$30,000; Decreases FY 14 Right of Way by \$80,000; and decreases and shifts construction funding by \$2,900,000.
- **Preservation:** Highway Safety Improvement Program (Parent). Proposed amendment increase the Preliminary Engineering and Right of Way funds in FY 15/16 by \$1,700,000 and decreases construction funding by \$4,092,000 in FY15/16 to reflect anticipated federal funding under MAP-21.

As of July 20, 2013, all of NH is unclassifiable/attainment for the 2008 air quality ozone standard and the 1997 ozone standard is revoked for transportation conformity purposes in the Boston-Manchester-Portsmouth (SE) NH area. On March 10, 2014, the US EPA approved a "limited maintenance plan," for the City of Nashua with a 2021 horizon year. Because of this limited maintenance plan, the NRPC no longer has to complete a regional emissions analysis for the City of Nashua for carbon monoxide pursuant to 40 CFR 93.109(e) "Areas with limited maintenance plans". Amendment #6 of the 2013 – 2016 TIP and 2013 – 2040 MTP meet all applicable conformity requirements under the conformity rule. NRPC placed a legal notice in the Nashua Telegraph and on the NRPC website. Public comments were accepted through Wednesday, June 11, 2014; no comments were received.

Fimbel asked if the pace had accelerated for the F.E.E. widening. Roache referred to Mayville who said she was unsure of the schedule for the widening to start, but NHDOT was in process of hiring someone for construction.

Langdell expressed the frustration Milford was having regarding the South St. Improvement Project saying that Milford is ready but the federal money is not. Mayville explained that there is an obligational limit with funds for the year and the Federal FY ends September 30<sup>th</sup> which will sometimes become obligated against next year's funds and that the TE Program ends in FFY 15. She added that she heard there were also some issues with ROW for the project.

Williams questioned the municipal bridge numbers adding that they were not the numbers he saw for the municipal bridge replacement program. Mayville said there is about 5-6 million a year for this program with the hope that it will double with SB367 and the addition of the gas tax. She referred to the NHDOT website for folks to get more information on where the money is going (bridges, paving, etc.) and the proposed list of bridges. She added that letters will be going out to towns identified to be rehabilitated in 2015 to see if they are ready. Dell Orfano asked if the bridges listed in the Ten Year Plan were State bridges. Mayville said both, but State first. Kelly asked about the probability of getting funding for projects. Mayville said probability is good for East Hollis St and the turnpike widening, just for engineering. Gleason asked if it any changes or modifications to the turnpike or Merrimack tolls would be in conjunction with the widening. Mayville said no. Moriarty referred to the Nashua roundabout that the Alderman voted on and the problem being on the Hudson side and the suggestion that money be sent to Hudson to address the problem. Diers said a study is looking into this and hopefully a project will come out of this. Gleason motioned to approve STIP Amendment #6 using the revised DOT amendment project description for the Nashua – Merrimack – Bedford project: *"F.E.E. Turnpike Widening of 2-Lane Sections from Exit 8 in Nashua to the I-293 Interchange in Bedford."* Tom Young seconded the motion.

THAT the STIP Amendment #6 to the adopted Nashua Metropolitan Area 2013-2013 Transportation Improvement Program (TIP) be approved.

The motion carried.

### **APPROVAL OF THE MINUTES – MARCH 19, 2014**

The Chair asked if there were any comments on the minutes of March 19, 2014. It was moved by Langdell and seconded by Hennessey:

THAT the minutes of March 19, 2014 be approved.

The motion **carried** with 4 abstentions.

### **ANNUAL BUSINESS MEETING**

#### ***FY2015 BUDGET AND WORK PROGRAM (ACTION REQUIRED)***

Diers summarized explained NRPC's process and order of business to the newcomers. She began by reviewing the budget. She referred to the 3 large pass through projects which will show the budget as being very down from last year. NRPC passed through about 1.3 million with these 3 (Broadband, HUD, and Exit 36S) which are coming to an end and are all fully funded from grants that were in hand at the beginning of the year. Diers continued to review resources, reviewing Federal grants of which HUD was the only current one and 2 other upcoming. She reviewed local planning contracts and referred to a new grant that NRPC would be assisting City Arts Nashua with. She reviewed State contracts including the OEP TBG grant which is a block of money split between the 9 RPC's. Diers referred to the DES Fluvial Erosion contract that is for Hazard Mitigation Plan updates which will include rivers and erosion. She touched briefly on the 604b contract which will provide stormwater assistance to towns and help with their MS4 requirements. Gleason asked about the \$163,000 dues and the question about Hudson not approving the NRPC dues. Battis explained saying that Hudson went into a default budget which includes the NRPC dues. Langdell asked who requires hazard mitigation plans to be updated. Diers said it is a requirement by FEMA in order for towns to participate in the NFIP program.

Moriarty commented that the budget went down and that only 10% comes from dues, which is remarkable. He asked if NRPC solicits for contracts or do towns come to you. Diers said it is random planning assistance and referred to Wilton's need to update their Master Plan & the City of Nashua Tree Streets program as examples. Moriarty referred to the house bill that wanted to eliminate RPCs and asked what portion is not grant money. Diers said \$10,000 is general state funds.

Diers moved onto expenses saying that from year to year, expenses are fairly flat. She said it will be harder moving forward and we are looking more to marketing ourselves to the towns. Dell Orfano referred to a past discussion on NRPC becoming a 501C3. Diers explained that NRPC cannot become one because we are a governmental entity, but added that we can have a board to become a 501C3 but would need 5 members and that board would be able to support NRPC and apply for grants. She referred to the Southern NH Sustainable Planning Foundation that supports Southern NH Planning Commission and is the vehicle for writing and applying for grants. Dell Orfano questioned if both were affiliated, would this become a conflict for applying and writing for certain grants. Panwalkar said that the funding is given for the project, not for the entity. Fimbel asked for an example of a grant that we would be able to apply for as a 501C3. Diers referred to a NEA grant that the City had come to NRPC for help with, but NRPC was not eligible to apply. Langdell added that there are a number of grants out there to support planning.

Diers continued with expenses saying that overhead is fairly consistent from year to year and referred to the minimal increase in medical last year but it can be anywhere from 10-15%. Diers referred to a funding line item added per the Executive Committee for market research to work with and articulate what we do in a very simple way. Dell Orfano asked about the \$5,000 miscellaneous line item. Diers explained that this is for a 401K problem recently discovered.

Diers also explained the professional services line item saying that a temp will need to be hired to cover an employee that will be on maternity leave. There was a question on number of full time employees, salaries

and building contractors into the budget. Diers addressed the questions and explained that 2 full time employees under contracts will be leaving as their contracts are up and this is pre-planned due to contracts. There was a question on who sets the salaries. Diers said she does and that is also built into the budget using a scale of 1-3%. Hennessey added that the Executive Committee determines Diers salary increase. Dell Orfano questioned the electric bill. Diers explained the issue adding that the building owner will not do separate meters. Hennessey added that the lease is very advantageous in other areas.

Williams asked about the reserve fund. Diers said she is looking at having \$60,000 at the end of the year after the \$120,000 goes back to DOT. Larmouth added that there has been discussion in past meetings about having a reserve fund. Panwalkar asked about the vehicle depreciation line item. Diers explained this was added per the auditors and to split it out over 5 years. She added that \$35,000 was budgeted but only spent \$25,000. There was further discussion on how to show vehicle depreciation in the budget. Diers said there was nothing more coming from HUD in the future in response to a question from Panwalkar. After further discussion, there was a motion from Gleason subject to the Vehicle Depreciation line item being omitted and moving the money to the Capital Reserve line and a second from Rider,

THAT the NRPC FY2015 Budget portion of the Fiscal Year 2015 Budget and Work Program be approved.

The motion carried.

Diers proceeded to review the Work Program. She reviewed Web Marketing and Social Media informing the group of the new user friendly NRPC website and its components pointing out the NRPC Calendar, Document Library, and the Social Media platforms that we are on. Pattison summarized the Land Use and Environmental Programs specifically highlighting the Milford CPG-Innovative Residential Design and Development project and the Wilton Master Plan chapter updates. She also briefly summarized the Fluvial Erosion Hazard Program work being done and its continued work going forward. Roache provided some highlights on the Transportation Programs starting with the NRPC TIP. He pointed out the lack of projects in it and said he will be meeting with towns to get new projects in the queue. He also referred to the update of the Bicycle and Pedestrian Plan that NRPC was currently working on and the North Bridge Summit that will be happening in FY15. Dell Orfano asked what plans NRPC had for east/west transportation. Roache spoke of a reimagining of the 101A corridor. Dell Orfano asked what the barriers were. Diers commented that a regional approach is how it should be looked at rather than the small municipal chunks that it is in. The hope is that NHDOT will be a big part of this discussion. There was a question if we know what we wanted it to look like. Diers said it is part of the Regional Plan and Vision.

There was comment from Fimbel on getting a bike path that could run from downtown Nashua to the west. Moriarty commented that it was realistic within urban centers to have a bike path but felt for it was not for long distances and to keep this in mind when planning bike routes.

Moriarty felt that there is already a north bridge and that the focus should be on getting the road to the bridge instead and referred to Circumferential Highway. Battis said the reason there is not Circumferential Highway is due to the significant wetlands and the vernal pool on the southern part. He added that he believes the North Bridge was approved with an approximate 36 million estimate but bridging costs were short and Hudson has no path to raise 36,000. Roache commented that the further north you push the bridge, the less effective it is to Taylor Falls Bridge which is where it is the most congested. He added it needs to be closer to the Exit 8 or 9 areas.

Roache provided a PowerPoint presentation to the group on the Exit 36 Southbound project. He informed the group of the work done to date which comprised of looking at existing conditions with transportation and land

use and what happens if you do nothing out to the year 2022. The same things were also looked at and a scenario provided on what happens if you do build an Exit 36S ramp. Roache also provided the fuel savings and lost productivity. He also referred to the potential transit improvements including bike and pedestrian and passenger rail if Exit 36S is built, adding that it would have to go hand in hand. Roache showed a conceptual layout and said there would be a traffic benefit for Nashua and an economic benefit for Tyngsborough, but it is a MA project with an estimated cost of 20,000,000 which does not include right-of-way. There was discussion Dell Orfano and Hennessey on reasons why they would do this. Roache said that Tyngsborough supports the project and there is the potential economic benefit (a restaurant row). Langdell questioned if the traffic was better getting to the mall would more of the population segment go there. Kelly questioned the DOW property. Roache said there is the potential for an access road there to improve connections. Moriarty said he would rather not do and Exit 36S and said all you would need is to put a fork in the Exit 2 loop and you would be there and all the development would be in NH. He felt this would be a better idea adding that tax dollars are needed for schools. Roache informed the group the Draft that will be available, the final Exit 36S Steering Committee meeting and the Public Information Session being held all in July. After further discussion about the work program it was moved by Battis and seconded by Young:

THAT the NRPC FY2015 Work Program portion of the Fiscal Year 2015 Budget and Work Program be approved.

The motion **carried**.

**ANNUAL GRANT AND CONTRACT AUTHORIZATION (ACTION REQUIRED)**

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. Ruch made a motion with a second from Gleason:

THAT the Executive Director be authorized to file applications with federal, state and local governmental units and other agencies to implement the FY 2015 work program of the Commission, and to execute agreements to receive funds for such purposes.

The motion **carried**.

**SETTING OF FY 2016 DUES (MOTION REQUIRED)**

Diers referred to the FY2016 dues sheet included in the agenda packet commenting that the dues are calculated based on and equalized assessed valuation have remained flat for the past 5 years. Dell Orfano made a motion with a second from Ruch:

THAT the Nashua Regional Planning Commission (NRPC) setting of the proposed calculation of the FY2016 local dues assessment be approved.

The motion **carried**.

**ELECTION OF EXECUTIVE COMMITTEE MEMBERS (ACTION REQUIRED)**

Diers referred to the Executive Committee member's sheet in the agenda packet and the expiration dates for Executive Committee members. She added Tom Young, Dan Kelly and Dave Hennessey have all chose to re-up for another year. Gleason motioned with a second from Battis:

THAT the NRPC Commission approve the re-up of the above listed Executive Committee Members above be approved.

The motion **carried**.

The nominating committee of Fimbel & Langdell nominated ***Susan Ruch of Amherst*** for a 1 year term and ***Sarah Marchant of Nashua*** for a 2 year term. List Full of Executive Committee Members is below. Battis made a motion with a second from Williams:

Name	Representing	3 Year. Ex Comm Term Expires	Officer Position
<b>*Susan Ruch</b>	<b>Amherst</b>	<b>2015</b>	<b>At Large</b>
Mike Fimbel	Mont Vernon	2015	Treasurer
Janet Langdell	Milford	2015	At Large
Karin Elmer	Merrimack	2016	Chair
James Battis	Hudson	2016	At Large
<b>*Sarah Marchant</b>	<b>Nashua</b>	<b>2016</b>	<b>At Large</b>
Tom Young	Litchfield	2017	At Large
Dan Kelly	Nashua	2017	At Large
Dave Hennessey	Pelham	2017	Vice Chair

***\*Newly appointed Executive Committee Members***

THAT the NRPC Commission full list of Executive Committee members with newly nominated EC members indicated as **\*bold** and listed above be approved.

The motion **carried**.

**ELECTION OF FY OFFICERS (ACTION REQUIRED)**

**Slate of Officers:**

**Karin Elmer, Chair – Exp. 2016 Dave Hennessey, Vice Chair – Exp. 2017 Mike Fimbel, Treasurer, Exp. 2015**

There was no discussion on the Slate of Officers. It was moved by Langdell and seconded by Dell Orfano:

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

The motion **carried**.

**NRPC REGIONAL PLAN UPDATE**

Diers passed around the NRPC Regional Plan Update handout and informed the group of the schedule of upcoming work sessions from July 29<sup>th</sup> through August 7<sup>th</sup> from 6-8pm with dinner that will be held with staff as an in-depth review of the Regional Plan Chapters. She added that these work sessions will provide an opportunity to provide comments on the working drafts of the Regional Plan. Invitations will be sent out to Commissioners and draft chapters will be available online by July 22<sup>nd</sup>. She clarified with the group that the work sessions would be held at the NRPC and there will also be 2 public hearings in September and December

also held at NRPC. Williams asked if they should encourage other people to come and if so a bigger venue may be needed. Diers said yes and maybe if we get that many who want to come. She added that it is the Commissioners job to encourage folks. Diers said RSA requires that copies be placed in all town libraries, so before the public meeting, drafts will be available to view. Additionally, copies will be sent to select boards and planning boards. There was discussion taking a different approach and holding more info sessions before the public hearings in order to absorb everything. Ruch suggested a "big picture" power point be made available. Langdell said it could be played on the local cable access stations. Diers said an RSVP will be required and asked the group to sign up for any or all of the work sessions.

**OTHER BUSINESS:**

Nancy Mayville with the NH Department of Transportation provided an update on funding. She started off by saying that in regards to federal funds and highway trust funds, DOT had obligated all they can. They are delaying 25 million adding that there will be cash management issues if federal funding drops too low. She added that worst case scenario would be some projects get dropped.

Mayville referred to SB367 and said all block aid will increase getting 12% of highway revenues that will not be seen in 2015 payments, but in 2016.

Mayville talked about the Transportation Alternatives Program (TAP) that will have an application process opening in late summer. This program will replace the Transportation Enhancements (TE) program and will have smaller money and will be quite competitive.

**8:52 PM - COMMISSIONER'S ROUNDTABLE**

The Commissioner's Roundtable was held.

**ADJOURN**

The next NRPC Commission meeting is scheduled for Wednesday, September 17, 2014 at 7:00pm at the Nashua Regional Planning Commission office in Merrimack. Motion to adjourn came from Langdell with a second from Gleason. The meeting adjourned at 9:02pm.

Respectfully submitted

Kerrie Diers, Official Recorder: \_\_\_\_\_