



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
January 20, 2016**

Present:

Dave Hennessey, Chair	Janet Langdell
Karin Elmer, Treasurer	Sarah Marchant
Mike Fimbel, Vice Chair	Susan Ruch
Jim Battis	Tom Young

Absent:

Dan Kelly

Staff:

Tim Roache, Executive Director
Jennifer Czysz, Assistant Director

1. Call to Order:

Hennessey called the meeting to order at 6:04 pm.

2. Public Hearing TIP Amendment #2 to the adopted Nashua Metropolitan Area 2015 – 2018 Transportation Improvement Program (TIP)

Czysz presented the proposed amendments to the TIP. Overall there are 21 projects in the NRPC region that are proposed to be amended.

Non Transit Projects with no Funding or Schedule Impacts:

- Nashua (16050) – Rail Corridor Purchase: Administrative update to funding source list

Transit Projects with no Funding or Schedule Impacts:

- Nashua (14815) – CNG Bus Purchase: Project folded into Nashua-5 Fleet Replacement
- Nashua-1a (40786) – NTS Operations and Maintenance: New project that consolidates all non-operating projects with an 80/20 funding split
- Nashua-2 (6090) – Operating Assistance: No changes per public comment to keep this project separate from the consolidated Nashua-1a
- Nashua-3 (3799) – NTS Preventive Maintenance: Incorporated into Nashua-1a
- Nashua-7 (7929) – NTS ADA Operations: Incorporated into Nashua-1a
- Nashua-5 (6099) – Fleet Replacement: correct funding description and funding split and incorporate the CNG Bus purchase
- Nashua-6 (3797) – NTS Capital Equip: was to be a simple administrative update, but removed per public comment

Non Transit Projects with FY 2015 Funding Changes Only:

- Milford (14837) – South St Improvements: remove FY 2015 PE and ROW funds
- Milford (20253) – RT 13/Emerson/Armory Signals: remove FY 2015 PE and ROW funds, increase 2015 construction funds

Non Transit Projects with Funding and/or Schedule Impacts:

- Merrimack (10136D) – 101A: Adds project to the TIP

- Nashua (10136A) – 101A Phase 1: Reduces ROW in TIP and delays project
- Nashua (10136B) – 101A Phase 2: adds project to the TIP
- Nashua (13117) – Park ‘n Ride: Adds previously delayed project back into TIP
- Nashua (16110E) – Broad St Parkway: Closes out project to match final costs
- Nashua (16314) – E Hollis St: Advances ROW from FY 2018 to 2016 and 2017

Transit Projects with Funding and/or Schedule Impacts:

- Boston Express (68060) – Capital, Marketing & Operating: Brings the project back into the TIP as a standalone project
- Boston Express (68093O): Adds the project to the TIP
- Nashua-4 (6095) – Bus Garage Retrofit: Revises title, removes FY 2016 PE and RPW, reduces construction costs to match the most recent project estimate

Revisions not Included in DOT’s Amendment 2:

- Nashua-1 (6080) – NTS Planning Assistance: requested by City of Nashua to incorporate this project into the new Nashua-1a
- Milford (14492) – Oval Improvements: Adds FY 2016 PE Phase to expedite project delivery at the request of the Town

Czysch also noted that all of New Hampshire is unclassifiable/attainment for the 2008 8-Hour Ozone National Ambient Air Quality Standard and that the 1997 ozone standard was revoked for transportation conformity purposes in the Boston-Manchester-Portsmouth (SE) NH area. NRPC has confirmed that the proposed changes made by STIP Amendment 2 conform to the City of Nashua Carbon Monoxide Maintenance Area. Additionally, the New Hampshire Department of Transportation has maintained fiscal constraint of the STIP.

There were no members of the public present.

Battis made a motion to approve the TIP Amendment 2, second by Young. The motion passed 8-0-0.

3. Public Hearing Locally Coordinated Transportation Plan Update

Roache presented an overview of updates to the Locally Coordinated Transportation Plan. The Federal requirement to have such a plan was initially implemented under SAFETEA-LU. The plan’s objective is to provide for coordinated community transportation with the intention to better coordinate transportation with a focus on small providers that were providing buses and vans traveling between different service agencies. The past plan proposed a coordinated system between providers and proposed to share clients – creating a coordinated brokerage system. However, providers were uncomfortable with having other providers picking up their clients. Additionally, there was no funding for implementation. What did come of the NRPC plan was the Souhegan Valley Transportation Collaborative that has been greatly successful.

Federal requirements dictate that the plan be updated every four years and the NRPC plan was due for an update. It should be noted that the State is currently preparing an update to the Statewide Coordinating Council’s plan. What is currently proposed is a light update that brings data elements up to date, corrects outdated information and incorporates new planning and research findings from recent NRPC initiatives.

Langdell noted a couple of errors that should be corrected on pages 18 and 31 and suggested revisions to correct information relative to the history of SVTC and its operating service area. Battis made a motion to adopt the Locally Coordinated Transportation Plan Update, as amended, second by Young. The motion passed 8-0-0.

4. Business

i. Minutes – December 16, 2015

The Executive Committee reviewed the minutes from the December 16, 2015 meeting. Motion to approve the minutes as submitted by Battis, seconded by Fimbel. The motion passed 8-0-0.

ii. October/November Dashboard and Financial Reports

Roache reviewed the most recent Dashboard and noted that there aren't many changes. Bank balances remain good with two to three months of operating reserve. December was relatively quiet. Roache and Cysz attended selectmen meetings in Milford, Hudson, and Mont Vernon and received good feedback from each of the communities. Siskavich attended a timely URISA GIS Program Management workshop on aligning programming to the Strategic Plan. NRPC was awarded two new grants. One was from the Charitable Foundation to develop an Energy Efficiency Tool Kit for municipalities. The second is in partnership with the Nashua Public Health department under Building Resilience Against Climate Effects (BRACE). NRPC also has a new project with the Town of Mont Vernon to develop town center zoning language.

Website usage statistics are down. Elmer referenced an APA webinar that was conducted on recent web based innovative planning efforts. Hennessey asked that we check all municipalities' websites to see if there is a link to NRPC. Roache noted that Baker is working to go through the Constant Contact subscription list town by town to review who is receiving the newsletter. Ruch suggested we highlight a community of the month in the Constant Contact newsletter, sharing current projects of interest in the region. Social media is still slowly gaining followers. Elmer suggested also confirming that conservation and historic commissions are subscribing to Constant Contact. There was discussion about also tracking Facebook shares as part of the dashboard to measure reach.

Langdell asked whether NRPC posts its successfully funded grant applications online. Roache noted that we do not currently. Langdell noted that some information would be helpful for communities to know what NRPC is working on as well as use as examples.

Financials, starting with the Profit and Loss, are showing a slight drop in resources relative to expenses. November saw a higher amount of staff time and expenses attributed to overhead, particularly given the strategic planning initiative. Overall, the profit and loss is okay. Roache has a few items that he would like to improve when budgeting for FY 2017. The committee discussed developing a replacement schedule for office equipment including computers. Receivables are ahead of payables and the balance sheet is in good condition.

Fimbel made a motion to accept and place the report on file, second by Ruch. The motion passed 8-0-0.

iii. Strategic Planning Report

Roache noted that the outline reviewed at the last meeting has been significantly expanded by Margolin and Cysz. The document outlines a roadmap for developing a strategic action plan. The Committee would like to begin to develop the Action Plan using the template found on page 14 of the draft report. It was suggested to break out the Action Plan's development by topics and conduct a first pass as a joint staff and Committee meeting. Following which, staff would be expected to develop the details for Committee review. The committee recommended starting at the February meeting, inviting staff to attend from 5 to 6 PM.

iv. Legislative Forum Discussion

Roache noted that finding a date has proved difficult due to numerous conflicts. The committee identified February 29th or March 2nd. Both dates have conflicts that Roache will follow up on to determine if one would work.

The Committee briefly discussed content for NRPC project displays. Kate Epton is confirmed as a panelist and has suggested a few other possibilities. The Forum theme is our energy future – options and opportunities. Elmer noted that the NH Planners Association is organizing a spring conference with an energy infrastructure focus. Marchant noted that the Forum's panel needs to be balanced. She also noted that NH Economic Development Director Lorentz regularly cites energy, workforce and quality of life as the top concerns of new businesses looking to locate in New Hampshire. Perhaps including the business perspective would be beneficial.

Elmer asked if we've ever considered doing a poster session that would invite different organizations or schools (high schools or colleges) produce posters that could be displayed at the Legislative Forum or another NRPC event. Doing so would provide an opportunity for new ideas to be exhibited for a larger audience.

5. Other Business**i. EFAC Update**

Roache gave a quick update of the most recent EFAC efforts related to the proposed pipeline. While there hasn't been much progress due to the holidays, NRPC did file as an intervenor remaining neutral. Roache is looking to identify additional speakers to continue the EFAC process. Hennessey noted that new maps were released this week. Roache confirmed that Siskavich has received a new set of map data and is looking to incorporate the recently received disturbance area information into LiveMaps. Roache also noted that he is monitoring the SEC process. Langdell asked if there was any indication of how many communities are budgeting legal fees for the pipeline. No one knew definitively but noted we should know following the upcoming town meeting and budget cycle.

ii. ICMA Update

Roache gave a quick update on the ICMA retirement plan corrective action. Roache is in the final stages of closing out with the IRS and is now talking to the other RPC directors about alternative retirement plans to offer.

iii. Ten Year Plan Update

Cysz gave a brief overview of the current Ten Year Plan Status. The Governor has released her version of the draft Ten Year Plan that adds back in the Capitol Corridor rail project as well as



expedites the East Hollis Street project in Nashua. NRPC will alert communities to when the legislative hearings are scheduled on the draft Plan.

iv. Other Items

NH Association of Regional Planning Commissions: Fimbel attended the most recent meeting along with Roache and noted there is a need to reinvigorate and improve communications between the statewide association and individual RPCs. NRPC should start by making sure there is a link from the NRPC website to the NHARPC website to make sure minutes are available to the region's communities. The Committee cautioned against NHARPC taking a position on legislation. NRPC can have 2 representatives to the NHARPC and currently only Fimbel serves as NRPC's representative. We should have our designees identified on the NRPC website.

Transportation Technical Advisory Committee: Roache and Czysz noted that as of January all Commissioners should be receiving the TTAC meeting packets in an effort to improve communications between the Commission and its committees. The February TTAC meeting will feature a guest speaker from DES who will share with communities the Green SnowPro program that certifies salt applicators and promotes salt reduction. The Committee requested that all DPW directors and Regional Stormwater Coalition Members be invited to the meeting. Additionally, FHWA staff will present the recently signed FAST Act.

Upcoming Meetings: Roach noted that the Auditors will be attending the February Committee meeting and the new DOT Commissioner will be presenting at the March Commission meeting.

6. Adjourn

Motion to adjourn was made by Ruch with a second by Elmer. The motion passed 8-0-0. The meeting adjourned at 8:02.