



**APPROVED – MINUTES**  
**NASHUA REGIONAL PLANNING COMMISSION**  
**Held at the NRPC Office**  
**9 Executive Park, Suite 201, Merrimack, NH**  
**June 20, 2018**

**Members Present:**

Michael Dell Orfano, Amherst	Kim Queenan, Litchfield	Ernest Jette, Nashua
Susan Ruch, Amherst	Karin Elmer, Merrimack	Mary Ann Melizzi-Golja, Nashua
Robert Larmouth, Hollis	Tim Tenhave, Merrimack	Dave Hennessey, Pelham
Venu Rao, Hollis	Janet Langdell, Milford	Hal Lynde, Pelham
James Battis, Hudson	Mike Fimbel, Mont Vernon	Kermit Williams, Wilton
Normand Martin, Hudson	Dan Kelly, Nashua	

**Others Present:**

Tim White, NHDES	Lucy St. John, NHDOT
Suzanne Fournier, Brox Environmental Citizens	

**Staff Present:**

Jay Minkarah, Executive Director	Matt Waitkins, Senior Transportation Planner
Gregg Lantos, Principal Transportation Planner/MPO Coord.	Karen Baker, Program Assistant

**WELCOME AND INTRODUCTIONS:**

Ruch opened the meeting at 7:07pm with introductions, pointing out that there were two new commissioners present: Normand Martin, representing Hudson and Tim Tenhave, representing Merrimack. She also passed around cards for the Commissioners to sign for Czysz who recently left the NRPC to take a position as Executive Director with the Strafford RPC.

**PRIVILEGE OF THE FLOOR:**

There was no public present that wished to speak.

**APPROVAL OF THE MINUTES – MARCH 21, 2018 (ACTION REQUIRED)**

Ruch asked if there were any comments on the minutes of March 21, 2018. Tenhave noted some grammatical errors and the absence of Ruch listed in the members present. White also noted that on page 7, top paragraph, it should read: “Purpose is to reduce *Nitrogen Oxygen Emissions*”. After further discussion, Jette motioned with a second from Langdell:

THAT the minutes of March 21, 2018 be approved as amended and placed on file for audit.

The motion **carried** with 2 abstentions from Martin and Tenhave.

**PUBLIC HEARING: REVISION TO TIP AMENDMENT #4 TO THE ADOPTED NASHUA METROPOLITAN AREA 2017 – 2020 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) & 2017–2040 METROPOLITAN TRANSPORTATION PLAN (MTP) (ACTION REQUIRED)**

***Public Hearing opened by Ruch at 7:15pm***

Waitkins stated that original STIP Amendment 4 was recommended for adoption by Transportation Technical Advisory Committee (TTAC) at the March 14th meeting and adopted by NRPC Commission on March 21st with adoption by Federal agencies pending. Minkarah asked that he clarify acronyms for the group.

A recent D.C. Circuit Court decision (South Coast Air Quality Management District vs. EPA) may result in the re-installation of 1997 ozone standards, which would necessitate the conduct of conformity determinations for transportation plans and transportation improvement programs. Waitkins and Minkarah further explained the process which had taken place in the past and that NRPC used to have to do an air quality analysis (AQA) for projects when they were in non-attainment. Once we were out of non-attainment status, NRPC no longer had to produce an air quality analysis. They further explained that the new descent decree requires an AQA on all non-exempt projects. Jette asked attainment or non-attainment of what. Minkarah stated, air quality, specifically ozone. White said VOC and sunlight is basically what it is, and it is more of an administrative issue and not so much about air quality.

The original STIP Amendment 4 contained several non-exempt projects, two of which are in the NRPC region. The amendment would not result in any project changes other than funding levels, nor result in any delays. The funding changes that were made to those two projects in original Amendment 4 must be rescinded and the revised STIP Amendment 4 rescinds those funding changes as follows:

Merrimack 10136D: Widening 101A from Boston Post Rd to Continental Blvd & safety improvements at Craftsman Lane/Boston Post Rd. (STP, Toll credits)

- Slight decrease PE funds in FY18
- Slight decrease ROW funds in FY19
- Slight decrease Construction funds in FY20
- No change in project scope

Nashua 10136B: NH Route 101A; Phase II, Widening and improvements from Somerset Pkwy to Sunapee St & Blackstone Dr. to Celina. (NHS, Toll credits)

- Decrease PE funds in FY19
- No change in project scope

Waitkins stated that a legal notice was placed in Nashua Telegraph and on the NRPC website. The public comment period was posted through June 11<sup>th</sup>. The TTAC recommended adoption by the NRPC Commission at their June 13<sup>th</sup> meeting on revised STIP Amendment 4.

Langdell asked if the two projects mentioned were the only two that are non-exempt. Lantos and Minkarah further explained the difference between exempt and non-exempt and provided some examples. Ruch asked if there were any public comments. Waitkins noted that no public comments were received. Waitkins showed a proposed motion.

***Public Hearing closed by Ruch at 7:24pm***

Jette motioned with a second from Battis:

THAT the NRPC Commission of Revised STIP Amendment #4 of the FY17-20 STIP.

The motion **carried**.

**PRESENTATION – MATT WAITKINS, NRPC SENIOR TRANSPORTATION PLANNER: REGIONAL TRANSPORTATION SURVEY RESULTS**

Waitkins provided a presentation on the results of the recent Metropolitan Transportation Plan Survey. He noted that this was a general online survey done through Survey Monkey. He added that it was promoted through social media outlets, email, and municipal websites from mid-March through late-April. The survey consisted of 31 questions and with 573 responses.

Minkarah noted that we asked people to indicate their zip code so if the group were interested in more specifics of where the survey takers were from, that information could be extracted. It was noted that the survey showed that 91% of the commuters drive alone in their cars. Minkarah stated that we wanted to

capture where they drive to. Ruch felt it was interesting that 200 people did not answer the question regarding use of hail-riding services. Langdell stated that not all people use those type of services. It was noted that Uber and Lyft are having dramatic impacts on transit in other areas. Langdell asked if the data of where people lived was looked at and was curious if hail riding services were available in those areas and what the population is. Minkarah said the data has not been cross correlated, though it could be.

A member felt there was inconsistency on the commuter rail questions regarding support and use. Minkarah replied that many people seem to value having commuter rail even if they won't necessarily use it. Lantos noted that this was not a scientific survey; it was out there for people to come to, rather than us going to them. Langdell asked how Lantos got the survey out there. Lantos stated it was an online survey. Baker added that it was distributed via Constant Contact, Facebook, Twitter and email blasts as well as links on city & town websites. Jette asked what the value of it was, noting the good response rate. Lantos stated that is part of public participation piece in the update to our Metropolitan Transportation Plan. He added that a scientific survey would be much more expensive. Dell Orfano asked if commuter rail was here, how many would use it. In response to Dell Orfano Minkarah stated that the survey is not a ridership projection. Minkarah also noted a comment from that survey related to induced demand; if the service were available, more people might make the choice to work in Boston and live here.

Waitkins continued to review the results related to significant transportation challenges and importance of transportation projects in the region. Ruch felt that not everyone knows what a red listed bridge is and asked if that was defined in the survey question. Minkarah said no but clarified on the ranking questions, people had the opportunity to choose and rank all projects. He added that the projects listed were ones that were recently proposed and were under active consideration at some point.

Under the support for additional transportation revenue sources category, Kelly asked what mileage tax was. Lantos said it was tax on miles you travel from your odometer. Elmer said this is done mostly in Europe. Kelly asked what all this information was going to be used for. Lantos stated it would be used to inform the MTP and to compare to the 2013 Transportation survey. For example, the Ride Hailing, electric vehicle and autonomous vehicle questions are intended to inform how these changes are going to impact the transportation system. Kelly expressed concern that the questions were too vehicle oriented. Rao felt the data should be summarized to explain what this means and what the needs are. Lynde stated that autonomous and electric vehicles will have to be addressed. White commented that he would love to see more electric vehicles; but wonders how we are going to keep funding the transportation system. Hennessey felt we need to get more into Rideshare. Lynde referred to the opposition on increasing of the turnpike toll rates as an additional revenue source. He noted that most of the tolls collected are from out-of-staters. Failure to increase tolls means end up with higher registration fees. Williams stated that toll revenue can only be spent on the turnpike system which are why all other roads are fair, medium to worse. Melizzi-Golja stated that empty nesters are downsizing to 1 car and suggested making zip cars available to those people.

Langdell asked if there was a breakdown in this of where people live and if not, can it be done. Minkarah said it is not broken out that way but can be. She also requested that a link be included in the minutes to the survey results to be make available to look at after.

## **ANNUAL BUSINESS MEETING**

### **a) FY2019 Budget and Work Plan (*action required*)**

Minkarah referred to the FY2019 Annual Budget and Workplan. He reviewed the proposed budget resources pointing out differences from this year to last year. The most significant change was due to the Nashua Region Solid Waste Management District (NRSWMD). He noted that NRPC staffs the NRSWMD. Recently, we had to reorganize the way the program was run and draw up a new agreement between all communities. As a result, the NRSWMD's budget is included in the NRPC budget (see line 10 of the budget resources page), though the funds will be accounted for separately. He noted that local planning contracts and grants are down and that the increase in resources was entirely due to the addition of the NRSWMD budget. Minkarah moved onto the

budget expenses. He stated that employee benefits were down due to staff changes, professional services were up due to the NRSWMD's HHW program and salaries were up due to expected hiring and salary increases. Dell Orfano asked where the contingencies balance is. Minkarah said it is included as part of the reserve fund (see line 30) and there is an increase. Kelly asked about the dollars that were owed to DOT and if it was resolved. Minkarah said that was resolved in June of the last fiscal year. In response to a question regarding how often the expenses are reconciled, Minkarah said it is done monthly. Langdell if all local planning contracts and grants were included. Minkarah stated that only contracts and grants that are signed are included, but there are others out there. Williams asked if the MS4 monies were included as revenue. Minkarah stated that NRPC is the fiscal agent for those funds only and that revenue is not included. He added that MS4 funds referred to the \$2000 that affected stormwater coalition communities contributed for assistance with the new MS4 EPA permit. Dell Orfano asked about the payroll taxes which Minkarah explained. Fimbel stated that the FY19 Budget and Work Plan was discussed between the Executive Committee and they recommend approval by the full Commission. After further discussion, Williams motioned with a second from Battis:

THAT the Nashua Regional Planning Commission FY2019 Budget and Work Program be approved.

The motion **carried**

**b) Annual Grant and Contract Authorization (*action required*)**

Minkarah referred to the FY2018 Annual Grant and Contract Authorization included in the agenda packet explaining that 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. He referred to the proposed motion and asked the group if there was a motion. Martin motioned with a second from Langdell:

THAT the Executive Director be authorized to file applications with federal, state and local governmental units and other agencies to implement the FY 2019 work program of the Commission, and to execute agreements to receive funds for such purposes.

The motion **carried**.

**c) Setting of the FY2020 Dues (*action required*)**

Minkarah referred to the proposed NRPC FY 2020 Local Dues Assessment sheet included in the agenda packet. He explained that the dues will remain flat at the 163,000 and that changes from year to year are slight. He explained that they are calculated using each community's weighted percentage of the region's estimated population and equalized assessed valuation. A member asked if there was equalized weight for population. Minkarah said yes. Martin motioned with a second from Williams:

THAT the Nashua Regional Planning Commission approve the proposed FY2020 Dues assessment.

The motion **carried**.

**d) Appointments of FY19 Executive Committee members (*action required*)**

Elmer informed the group that Fimbel and Langdell's three years were up as members of the Executive Committee. They both agreed to serve another 3 years on the EC unless a Commission member wished to serve on the EC. Elmer also stated that Melizzi-Golja who filled out Tom Young's term was also eligible to re-

up and agreed to serve another 3 years (dependent on City board appointments in the future). Elmer stated that action was required. Lynde motioned with a second from Martin:

THAT the Nashua Regional Planning Commission approve the 3 years terms of Fimbel, Langdell and Melizzi-Golja on the Executive Committee.

The motion **carried**.

**e) Election of FY19 Executive Committee Slate of Officers (*action required*)**

Elmer stated that the Nominating Committee nominated, Ruch, Elmer and Battis remain for another year in their current slate of officer positions as follows for FY19:

**Susan Ruch, Chair / Karin Elmer, Vice Chair / Jim Battis, Treasurer**

Jette asked if there was a clerk or secretary position. Elmer stated that there is not required in the bylaws and that Ruch, Elmer and Baker assist with this. Melizzi-Golja motioned with a second from Martin:

THAT the Nashua Regional Planning Commission FY2019 slate of officers be approved.

The motion **carried**.

**TRANSPORTATION PROJECT UPDATES:**

**Critical Freight Corridors**

Lantos referred to the memo included in the agenda packet and summarized the requirements of designating Critical Urban Freight Corridors (CUFCs) and Critical Rural Freight Corridors (CRFCs). He noted that there are only 75 miles throughout the state for CUFCs and 150 miles for CRFCs. In addition, NHDOT has requested that RPCs submit candidates for critical corridor status consideration by June 30, 2018. Those that are accepted will be incorporated into the NHFN as critical freight corridors. About \$4.5 million per year in funding will be allocated to improving the NHFN. Minkarah clarified that the state has a max for both CUFC's and CURC's and NRPC has an allocation for the region. Lantos reviewed the NRPC recommendations and informed them that they were also reviewed with the NRPC TTAC.

Lantos stated that NRPC along with input from TTAC had identified candidates to be considered for inclusion in the critical freight corridor network (see below) and reviewed each with the Commissioners. He noted that the Turnpike is not considered for critical freight corridor status, as NHDOT policy is to not use federal funds on the turnpike system. In addition, the total recommended CUFC mileage is 28.64 and 4.55 for CRFC.

- Route 101A and Somerset Parkway, Amherst-Merrimack-Nashua
- NH 101, Milford-Amherst
- NH 130, Nashua
- US 3/ Greeley St and Industrial Dr to FEE Turnpike, Merrimack
- NH 3A/Sagamore Bridge/D.W. Hwy./Spit Brook Rd., Hudson-Nashua

Jette asked what the numbers listed on each corridor were. Lantos said they were truck traffic numbers. Elmer asked for clarification on what was considered trucks and where the numbers came from. Waitkins said UPS trucks and up and the truck traffic numbers are from NHDOT. Melizzi-Golja asked if there was a weight designation. Lantos said no; it is trucks that move freight. Hennessey referred to the postal service trucks behind target as an influence on the numbers for truck traffic along the 101A corridor.

Williams had concerns with the truck traffic numbers going through downtown Wilton on the NH101 corridor, stating that through trucks are not allowed to go through downtown. Kelly asked what the generator was for the truck traffic along the US 3 Corridor. Lantos stated that Budweiser was a significant generator. Lantos concluded stating that a total of 32 miles were recommended, mostly urban and that we are asking for a little bit more than our fair share. He added that no action is required, this was advisory to NHDOT and told the group to feel free to comment. TTAC approved the recommendations. Lantos also stated that 101A is the highest level for consideration and the only change was an additional 3.2 miles in Wilton. Tenhave felt that the Bedford Rd. to Bedford town line along the US 3 corridor as being more prominent with truck traffic and in the Bedford industrial areas. Martin commented on the 101A corridor stating that it really needs a lot of work and he would endorse. Lantos noted that funds will be used for existing projects, per NHDOT. Battis asked what year the NHDOT truck traffic data was from. Lantos was not sure and said it could be 3 years old and asked St. John. St. John said she was not sure on what the correct data year is, but she could follow up. Langdell asked if Lantos could find out the date range with the numbers for truck traffic and email it to the Commissioners. Lantos said he could do that. St. John noted that a wide variety of information was looked at to come up with the recommendations. St. John had to leave but informed the Commissioners of the Statewide Freight Plan final public open house being held in Newington the next evening. Langdell agreed with the TTAC recommendation as long as 101A was the high priority. Ruch concurred.

### **Boston UZA MOU**

Lantos summarized the details pertaining to the government regulations required under 23 USC 134 and Section 5303 of the Federal Transit Act regarding Federal certification requirements and informed the group that Memorandum of Understanding (MOU) was in response to a corrective action that resulted from an NRPC certification review by the FHWA and FTA in 2015 for MPOs to develop a MOU. It was directed to NHDOT and the Nashua MPO with respect to the Transportation Management Area (TMA) programming authority. Lantos noted that TMA-specific sub-allocated funding must be compliant with Federal requirements and be incorporated into the agreement document. Key elements in the MOU update included the adopted safety and transit asset management performance measures and the Transportation Management Area (TMA) Programming Process for the Nashua UZA. He reminded the group that the full Commission voted to adopt the draft MOU at the March Commission meeting subject to the Executive Committee's final review and adoption once the final DOT language was incorporated. Lantos stated that the final language was incorporated, and the Executive Committee adopted the MOU at their May Executive Committee meeting. Langdell asked for clarification that this was so that NRPC as an MPO could have control of \$42,000 of TAP funds and agrees to participate in the statewide ranking process. She also wanted clarification that they are not being penalized for their status as a UZA. Lantos said they are not and to look at the totals as a floor not a ceiling.

### **Metropolitan Transportation Plan (MTP) Update**

Lantos passed around a handout and explained that projects are listed using a theoretical funding allocation. Minkarah stated that this means that we must show that funds are available for projects we put in the MTP; that the plan must be fiscally constraint. Lantos added that it is also likely that we will have to run conformity this fall on our projects. Lantos reviewed 3 projects listed in the MTP as federally funded and fiscally constrained.

First was the Hollis 4 Corners Intersection Improvements project. He noted the 6M cost and that it was the oldest project on the list, but that it has not advanced. He asked if it was still a town priority and noted that a federally required match of 20% for the project should be identified if it is still a priority. Lantos also noted that NRPC would be updating the intersection analysis to determine project need. Langdell said they just did some work there a couple years ago. Larmouth, commented that he thought this project came up at land use committee meeting and that they said project was not needed except when schools get out.

Lantos referred to the US 3/NH 3A/NH102 bridge crossing project. He added that he has no issue moving it to illustrative in the plan and that it does not have to be fiscally constraint by doing so, but still shows it as a priority for the region. Hennessey stated that the whole section is screwing traffic up between 4 towns and that it is absolutely necessary. He added that it is becoming worse with the day by day development on the Nashua side. Lantos said that state funding will not be available for this 267M project and that toll credits are used as match for these types of projects. He added that it would have to be listed as federally funded that that it is not fiscally constrainable. He suggested a reassignment of illustrative. Minkarah referred to the Hudson Blvd. project that has now been added to the TYP, which could alleviate some of the congestion at the Taylor Falls Bridge. NRPC is currently doing modeling for that project. Lantos stated that the model shows a decrease in traffic at the bridge. Martin informed the group of the grant that Hudson was applying for on the Hudson Blvd project and that they would also be moving to the ballot for voters. Lantos added that if a project is illustrative, it should not be modeled, but if assigned as informational, modeling is okay which is the reason it was moved to informational. Jette asked what modeling is. Lantos explained. Jette asked what moving it from one category to another will do. Ruch stated that there are rules about being fiscally constraint, but some projects are very important to the region, but there are no funding sources and that is why they are put into informational or illustrative, so they do not lose sight of important projects. Lantos further elaborated.

#### **GENERAL UPDATES:**

##### **NRPC Office Space Search**

Minkarah provided a brief update on the NRPC office space search. He stated that NRPC sent out an RFP and received back 10 proposals. Site visits were scheduled, and they are currently working through them. He added that he will update the group going forward. Minkarah added that there were no criteria on rural or city, the location just had to be within the 13-member community region. He noted the process started with a survey that went to staff, Commissioners and stakeholders for input on needs. Fimbel talked briefly the need for it to be accessible to the turnpike.

#### **COMMISSIONERS ROUNDTABLE: 9:08PM**

**PELHAM** – Lynde: Received a CMAQ grant award on state project which includes a state road, local road and 1.2M of Federal money. Ready to proceed but stuck at G&C resulting in a waste of resources on police traffic control.

**NHDES** – White: Public comment period for the VW Settlement draft mitigation fund plan (\$31 million allocation) ended June 5. Scheduled to meet to incorporate comments and submit to the Trust.

**NASHUA** – Kelly: Rail recommendation plan to be out at the end of the summer. Car show on Main St. July 4<sup>th</sup>. Melizzi-Golja: A facility on Amherst Street will be repurposed that Amazon will be using which will result in staggered truck traffic. Still working on the performing arts center. VeoRide dock-less bike sharing kicked off in City. New sculptures are out for symposium. July 17<sup>th</sup> 2018 is the 80<sup>th</sup> anniversary celebration of Hollman Stadium. Jette: Issue of solid waste and recycling impassioned the forming of a subcommittee to study issue, pool resources, determine if there is a regional solution and if there is a statewide association. Discussion on contractors, coverage, and joint solutions presentations with recycling committees between Martin, Lynde, Langdell and Jette.

**AMHERST** – Dell Orfano: Plans coming in for 200 units and recently passed 11 unit using newly passed innovative housing ordinance. Ruch: July 4<sup>th</sup> parade and Old Home Day festival in September. 48 acres procured in Baboosic Lake by the Amherst Land Trust.

**HOLLIS** – Rao: Working on current and future land use Master Plan chapter with the help of NRPC. Larmouth: Great things NRPC is doing for the Town of Hollis were discussed at the Hollis LU meeting. Strawberry Festival on June 24<sup>th</sup>. Buckley to build café in Hollis.

**HUDSON** – Martin: Currently working on Hudson Boulevard project and grant application.

**LITCHFIELD** – Queenan: Site Plans are being approved and larger lots are being subdivided.

**MERRIMACK** – Tenhave: Resurgence of building along the Daniel Webster Highway and will become more congested. Fidelity to put a 12-acre solar farm on their property.

**MILFORD** – Langdell: Companies are moving and renovating. Hennessey: Moving wall coming to Amherst.

**WILTON** – Williams: Likely that Wilton will have the only passenger rail in the region with the new tourist train. Pan Am owns adjoining rail and are trying to discontinue the operating authority held by the Milford-Bennington Railroad Company over a rail line on the Hillsborough branch. Results would be bad heavy truck traffic and affects to bridges. DOT trying to require a bidding process to run the tourist train. Minkarah - opportunity for NRPC to comment but would have to act quickly and would show strength if coming from the Commission. After further discussion, Langdell motioned with a second from Hennessey:

THAT the Nashua Regional Planning Commission submit a letter of concern of the negative impacts to the region to the docket.

The motion **carried**.

Day long festival on Main Street in Wilton-June 23<sup>rd</sup>: Bands, fireworks, Alex Preston to perform, Carnival Hill will have kids' activities.

**MONT VERNON** – Fimbel: Not much for Mont Vernon. Fimbel have 45 acres in his parents trust in Hollis. Closed on 32 acres with Beaver Brook which was on the top of their wish list and was a simple lot line adjustment.

**ADJOURN**

Motion to adjourn came from Langdell with a second from Battis. The meeting ended at 9:40pm. The next Commission meeting will be held on Wednesday, September 19, 2018 at 7:00pm.

Respectfully submitted

Jay Minkarah, Executive Director: \_\_\_\_\_