



**DRAFT – MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Held at the NRPC Office
30 Temple Street, Suite 310, Nashua, NH
June 19, 2019**

Members Present:

Dave Hennessey, Pelham	Janet Langdell, Milford	James Battis, Hudson
Hal Lynde, Pelham	Bill Boyd, Merrimack	Ernest Jette, Nashua
Susan Ruch, Amherst	Jim Kofalt, Wilton	Tim Berry, Mont Vernon
Bob Larmouth, Hollis	Karin Elmer, Merrimack	Mike Fimbel, Mont Vernon
Tim Tenhave, Merrimack	Tamara Sorell, Brookline	

Others Present:

William Rose, NH DOT
Tim White, NH DES

Staff Present:

Jay Minkarah, Executive Director
Sara Siskavich, Assistant Director
Gregg Lantos, MPO Coordinator
John Goeman, Land Use Planner II
Matt Waitkins, Transportation Planner
Sabrina Pedersen, Community Relations Coordinator

WELCOME AND INTRODUCTIONS:

Ruch opened the meeting at 7:03 pm with a round of introductions.

PRIVILEGE OF THE FLOOR:

No members of the public wished to speak.

APPROVAL OF THE MINUTES – DECEMBER 19, 2018

Ruch asked if there were any comments on the minutes of March 20, 2019. Boyd motioned with a second from Tenhave:

THAT the minutes of March 20, 2019 be approved as amended and placed on file for audit.

The motion **carried** with abstentions from Kofalt, Larmouth, and Berry

PUBLIC HEARING: NRPC & MPO PUBLIC INVOLVEMENT PROCESS FOR TRANSPORTATION PLANNING

Goeman presented the [Public Involvement Process \(PIP\) for Transportation Planning](#). The PIP will serve to standardize and guide the public participation process as a requirement in the MTP and TIP. Although not required, Goeman stated that the PIP would benefit the Pedestrian Bike Plan as well.

Goeman shared that the Nashua Transit System, which is a FTA section 5307 applicant, has consulted with the MPO and agrees that the public involvement process adopted by the MPO for the development of the TIP satisfies the public hearing requirements that pertain to the development of the Program of Projects for regular Section 5307, Urbanized Area Formula Program, grant applications, including the provision of public notice and the time established for public review and comment.

Goeman outlined Chapters 1 through 8 of the plan, emphasizing the Corrective Actions resulting from the 2015 MPO/TMA Certification Review conducted by FHWA and FTA. These became the major framework of the plan's update. Overall, the plan has identified 7 procedural strategies to help the public understand the involvement process in a "user-friendly, how-to" method. To engage with underserved populations, NRPC is gathering an ongoing list of interested and affected parties. In addition, NRPC plans on identifying underserved neighborhoods using data indicators from Census and ACS. The PIP will be updated every 4 years.

Ruch opened the public hearing at (7:26). Discussion continued about the list of interested and affected parties throughout the region, ensuring that each community is well represented in the plan. Minkarah encouraged commissioners to provide additional organizations representing their community. Additional comments were made about translation services. Goeman reiterated that although it is not cost-effective to translate the full PIP document, supplemental material may be translated.

The proposed amendments to the PIP are as follows:

Add language similar to the 2012 PIP which acknowledges the NTS concurs with public involvement process adopted by the MPO and satisfies the public hearing requirements that pertain to the development of the Program of Projects for regular Section 5307, Urbanized Area Formulas Program, grant applications, public notices and time established for public review and comment.

To include freight-related organization(s) to the contact list, rather than a general mention of freight shippers/service organizations.

After further discussion, Battis motioned, with a second from Fimbel,

To close the public hearing for the NRPC & MPO Public Involvement Process for Transportation Planning.

The motion **carried** unanimously with no abstentions.

Ruch accepted a motion, as seconded,

THAT the NRPC and MPO Public Involvement Process for Transportation Planning be adopted with the proposed amendments.

The motion **carried**.

ANNUAL BUSINESS MEETING

a) FY2020 Budget and Work Program

Minkarah presented about the FY2020 Budget & Work Program. Overall, FY20 proposed resources were relatively similar to FY19 adopted resources with minor additions:

NRPC has been awarded an EPA Brownfields Grant. An increase in HHW funds is the result of NRSWMD transferring their funds to NRPC. NRPC received a grant for EPA Health Communities. The state contract from NHDES for sourcewater protection has concluded as well.

Minkarah shared that the Executive Committee recommended an increase in the marketing and outreach budget to \$5,000 and noted a typo in the Reserve Fund which does not impact the overall total on the expense side. An increase in professional services is the result of HHW costs as well as for hiring a consultant for the Brownfields Grant.

Boyd moved, with a second from Kofalt:

THAT the FY2020 Budget & Work Program be adopted, as amended.

The motion **carried**.

b) Annual Grant and Contract Authorization

Minkarah presented the Annual Grant and Contract Authorization.

Battis moved, with a second from Larmouth:

THAT the Annual Grant and Contract Authorization be approved.

The motion **carried**.

c) Setting of FY2021 Dues

Minkarah presented about Setting of FY2021 Dues.

Lynde moved, with a second from Langdell:

THAT the Nashua Regional Planning Commission approve the proposed FY2021 Dues assessment.

The motion **carried**.

d) Election of FY20 Slate of Officers and Executive Committee Membership

The recommended new slate of officer positions as follows for FY20:

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

Fimbel moved, with a second from Boyd:

THAT the Nashua Regional Planning Commission approve both the re-appointment of Elmer to the Executive Committee and the recommended FY2020 slate of officers.

The motion **carried** with abstention from Elmer.

Discussion followed regarding the relative commitment and benefits of serving on the Executive Committee. Tenhave expressed interest in replacing Boyd, who is stepping down from the Executive Committee. Sorell expressed interest in stepping up to fill Hennessey's vacancy.

After additional discussion Boyd moved, with a second from Langdell:

THAT the Commission accept nominations of Tenhave and Sorell to the NRPC Executive Committee.

The motion **carried**.

TRANSPORTATION PROJECT UPDATES

Waitkins presented about the S/TIP Amendment #1. The following projects are impacted:

Amherst, Rehab of red list bridge on NH 122 over NH 101 (41413) - PE in the amount of \$220,000 added for 2019.

Nashua projects 10136A (widening from Sunapee St to Blackstone Dr) and 10136B (Somerset Parkway to Sunapee St and Blackstone Dr to Celina Ave) are combined into Project 10136A.

COMMISSIONERS ROUNDTABLE

Pelham (Hennessey and Lynde): Reviewed the affordable housing charrette from May; shared that Summer Concerts on the Village Green have officially begun.

Merrimack (Tenhave, Elmer, and Boyd): Announced that the Fidelity solar farm is officially installed and named as the largest in the state of New Hampshire.

Milford (Langdell): Reviewed revitalization represented by new businesses coming into town.

Nashua (Jette): Welcomed NRPC to Nashua.

Brookline (Sorell): Discussed waste management.

Mont Vernon (Berry): Discussed the historical restoration of their town hall.

NHDES (Tim White): Presented about the Propane/CNG and Electric School Bus Replacement Programs through the Volkswagen Trust. Communities can submit a proposal for funding on [OSI's website](#).

ADJOURN

Motion to adjourn was made by Boyd with a second from Langdell. The meeting ended at 9:10 pm. The next Commission meeting will be held on Wednesday, September 18, 2019, at 7:00 pm.

Respectfully submitted

Jay Minkarah, Executive Director: _____