



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
May 20, 2015**

Present:

Karin Elmer, Chair
Dan Kelly
Tom Young
Sarah Marchant
Janet Langdell

Present Con't:

Jim Battis (arrived late)
Dave Hennessey, Vice Chair (arrived late)

Absent:

Mike Fimbel, Treasurer
Susan Ruch

Staff:

Tim Roache, Executive Director
Jennifer Czysz, Assistant Director

1. Call to Order:

Elmer called the meeting to order at 6:01pm.

2. Business:

I. Minutes: April 15, 2015, March 18, 2015 Non-Public

The Executive Committee reviewed the minutes from the April 15, 2015 meeting. There were no amendments identified. Motion to approve the minutes as submitted by Marchant, seconded by Young. The motion passed 4-0-1.

The Executive Committee deferred action on the minutes from the March 18, 2015 non-public meeting to to June 2015 Executive Committee meeting.

II. March Dashboard and Financial Reports

Roache reviewed the most recent Dashboard and noted that there remains a good cushion within the profit and loss balances. He is in the process of transferring all accounts to TD Bank. As for staff participation in various events, Roache and Czysz attended the NHARPC legislative breakfast in April, one staff person attended the national APA conference, Czysz presented at the OEP and NH Preservation Alliance annual conferences, and Roache and Siskavitch participated in FERC interagency calls. Both the Twitter and Facebook "likes" are up. There was one change to mathematical formula in the Dashboard's State Contracts portion of the budget, otherwise all is pretty stable.

Relative to the financial, profits and losses through March, we are three-quarters of the way through the fiscal year. Most contracts are on target, DOT is a little behind, but that was to be expected give additional work being done under the Broadband and GSF work programs. GSF in particular lent efficiencies to the DOT work. The month ended a little in the red, primarily due to the legislative forum and the GIS license bill.

Marchant made a motion to accept, second by Young. The motion passed 5-0-0.

III. Draft FY 16 Budget Discussion

Roache distributed a copy of the draft FY 16 Budget that incorporates the Committees request to show the FY 15 working budget.

Solid Waste is projected to increase \$5,000 to allow for additional outreach and education. Langdell asked what the expense covers. Roache noted that that a portion goes to the consultant that collects the waste and the remainder goes to education. Plan4Health has a small portion in the FY15 budget, remainder in FY16. Wilton has been very active in working with NRPC and has a few new contracts for FY16. A couple contracts are anticipated to do additional work for Pelham. Target Block Grant increased a couple hundred dollars as all nine RPCs agreed to split the total budget evenly. The DOT UPWP contract increased approximately \$50,000 to account for NRPC's additional responsibilities as a TMA. There is the potential for additional Federal Highway planning funds becoming available through DOT during the fiscal year to aid communities with transportation related initiatives. There is an additional new \$60,000 in the FY16 budget to conduct a strategic plan for NTS. The majority of the SVTC funds are pass through. Langdell noted that the FY16 amount budgeted for SVTC includes the local match. A placeholder is included for CTAP Phase 3 for large transportation projects that aid in implementation. A couple potential CTAP projects include partnering with SNHPC to conduct a Corridor study along 111 from Windham to Hudson. Another is a transit coordination study between Nashua-Manchester-Salem.

Langdell would like to see a price sheet for Master Plan services. This is something NRPC staff had started a few years ago but would be good to return to and update. Hennessy asked where the \$10,000 for the Pelham Master Plan came from as he was unaware that there was funds allocated for this effort. Roache reported that the Town Planner had said the funds were available for master plan assistance.

On the expense side, the audit cost has been confirmed. Because health and dental insurance rates are unknown for the next calendar year, those are projected to increase 15% in the budget. GIS is decreased in FY16 because FY15 had additional costs budgeted to transfer to a SQL server. Legal is decreased from FY15 levels with the anticipation there will be less expense required in FY16. It is not however down to traditional levels. Rent and Common Area Maintenance are increased to account for the potential for heavy snow and removal costs. Langdell asked when the results of the Farmers Market and PHMSA grants would be known. Results should be announced in August or September. Langdell also asked about budgeting for a marketing consultant. Roache noted that that is still a priority for the coming months that needs to be addressed in the future.

Roache will remove the place holder rows from the final proposed budget to be presented at the June Commission meeting, but will address these items in an addendum or memo to the Commissioners. Langdell asked when NRPC will need to review the dues rates again and set the amounts for each community. The response was that dues will need to be reviewed in the coming months.

3. Energy Facilities Advisory Committee Update

Roache updated the Committee on progress and noted that the information gathering phase is now complete. We have collected data on demand and need, economic impacts, construction impacts, historic resources, infrastructure and safety issues, environment, and rivers. Next step is to start aggregating and refining the collected information into a final report out. An outline and work plan overview for this final phase of was distributed.

The analysis of impacts to sensitive resources within a specified distance to the proposed pipeline for AECOM is nearly complete. The drafts are now under review by each of the municipalities. NRPC has been able to recover its costs to compile the requested information.

EFAC has also begun to host guest speakers. Access Northeast presented at the most recent meeting. This collaborative effort by Spectra, EverSource and Liberty is focused on electricity generation whereas the KinderMorgan pipeline is targeted at providing gas to homes and businesses for heat and hot water. Staff are still trying to schedule the FERC project manager present to EFAC either in person or via conference call, as well as ISO New England and a few others.

Hennessy noted that he and several others have filed a request with the SEC for a 2-year delay to the Access Northeast pipeline. This would cause the project to be constructed contemporaneously with the KinderMorgan pipeline. He's asking the Pelham Selectmen to file this request with the SEC.

Kelly asked if there is a schedule for critical milestones for the pipeline projects to reach their construction deadlines. Marchant noted that until there is a final filing with FERC any deadlines are estimates based on expected timeframes to complete the filing and permitting process.

EFAC's goal is to have a final report and presentation to the NRPC Commission in June. Elmer noted that there should be a facilitator that maintains a structured meeting and discussion. The presentation should be timed as well as the discussion period. The committee debated whether the Commission would be ready to vote to endorse the report at the June meeting. This is not likely possible, the report would be available in advance of the meeting but not with adequate time to allow for a full review. Langdell acknowledged the report will present factual information, but asked if it is going to take a position? Elmer and Marchant said no, it would not, but it will provide the basis for the Executive Committee to be able to respond once a filing is made to SEC and/or FERC. Langdell asked if there will be an effort to update the report should the filing process be delayed. Marchant acknowledged that the process was established with the anticipation that the filing would occur in September. The EFAC may need to convene periodically after the report is complete.

Hennessy again reiterated that the report should address the ability to collocate the pipeline with the power line. Young noted unfortunately we don't have the final location for the pipeline and until that is presented and filed, there is little to address or respond to. Battis noted that at this point while the power companies have an existing easement, Kinder Morgan has not acquired land or easements to give NRPC something to respond to. Were Pelham's Selectmen to file a request for collocation of the power line and pipeline, then NRPC could include that request in their report. Hennessy noted that it is difficult to respond to the pipeline route where there have been three different maps of locations released by KinderMorgan.

Langdell asked how many communities have completed their process to report on the pipeline. Milford has a draft report that will likely be complete before KinderMorgan files with FERC.



4. Update on NRPC Retirement Plan – Non-Public Session per RSA 91-A:3, II(a) Consideration or act upon “the dismissal, promotion, or compensation of any public employee...”

6:53pm: Langdell made a motion to enter into nonpublic Session per RSA 91-A:3, II(a) to consider or act upon “the dismissal, promotion, or compensation of any public employee...” seconded by Young. Roll call vote:

Karin Elmer - yes	Dave Hennessey- yes
Dan Kelly - yes	Tom Young - yes
Jim Battis – yes	Janet Langdell - yes
Sarah Marchant – yes	

Langdell made a motion to exit nonpublic Session at 7:18 seconded by Young. Member Roll call vote:

Karin Elmer - yes	Dave Hennessey- yes
Dan Kelly - yes	Tom Young - yes
Jim Battis – yes	Janet Langdell - yes
Sarah Marchant – yes	

Hennessey made a motion to seal the minutes of the non-public session seconded by Young. Roll call vote:

Karin Elmer - yes	Dave Hennessey- yes
Dan Kelly - yes	Tom Young - yes
Jim Battis – yes	Janet Langdell - yes
Sarah Marchant – yes	

5. Other Business

Roache noted that he had hired two interns to work with NRPC staff through the end of the fiscal year. Depending on where the FY16 budget stands he will consider extending their terms. NRPC is working with the City of Nashua to prepare a Tiger Grant application for Exit 36. While the timing isn’t ideal, both agreed to go through the application process anyway to further efforts to realize the project.

The committee discussed a possible new service idea for future consideration. Building off of the existing Energy Aggregation project, is there an opportunity to aggregate other services, other energy, paper buying, fuels, car leasing? Are there other value added services we can offer to municipalities? Roache would be interested in hearing if there are such services that NRPC could offer. Marchant noted that the school district called her looking for cost saving opportunities and in particular school enrollment population projections.

Roache noted that training for live maps is still on Siskavitch’s radar. However, this is temporarily on hold to allow for the forthcoming, and somewhat significant, live maps update to launch. Hennessey, noted that NRPC could in the interim meet with the Realtor Association to be briefed on ECU approval process. Elmer, reiterated that this could be another revenue source.

6. Adjourn

Motion to adjourn was made by Young with a second by Hennessey. The motion passed 7-0-0. The meeting adjourned at 7:37.