



**MINUTES – APPROVED
NASHUA REGIONAL PLANNING COMMISSION
HELD AT THE:
Shelburne Hall – Pelham Town Hall, Pelham NH
Meet & Greet @ 6:00pm ~ Meeting Start 7:00pm
June 20, 2012**

Members Present:

Martin Michaelis, Amherst	Janet Langdell, Milford
Michael Dell Orfano, Amherst	Andy Seale, Milford
James Battis, Hudson	Mike Fimbel, Mont Vernon
Richard Maddox, Hudson	Annette Immorlica, Mont Vernon
Jeff Rider, Hudson	Kathy Hersh, Nashua
Thomas Young, Litchfield	Dan Kelly, Nashua
Charles Moser, Mason	Ed Gleason, Pelham
Karin Elmer, Merrimack	David Hennessey, Pelham

Others Present:

Nancy Mayville, NH DOT	Leigh Levine, FHWA
Jeff Gowan, Pelham Planning Director	

Staff Present:

Kerrie Diers, Executive Director	Karen Baker, Program Assistant
Tim Roache, Assistant Director	

WELCOME AND INTRODUCTIONS:

Chairman Langdell called the meeting to order at 7:03 PM. Langdell thanked Ed Gleason and the Town of Pelham for letting the NRPC hold their meeting at the Town Hall and for their hospitality. She reviewed the agenda and introduced new Commissioners Mike Dell Orfano of Amherst and Annette Immorlica of Mont Vernon. She asked current Commissioners to introduce themselves.

PRIVILEGE OF THE FLOOR:

Michaelis asked why Privilege of the Floor was omitted. Langdell said it was inadvertently overlooked and asked if there were any members of the public that wished to speak. There were no members of the public in attendance that wished to speak.

BRIEF DISCUSSION ABOUT NRPC – KERRIE DIERS

Diers provided a Power Point presentation about the Nashua Regional Planning Commission is, the services we provide, and how we assist the 13 communities in our region. She provided information about the 50 year history of NRPC, a map outlining the Region, the 13 communities within the region, population and land acres, number of staff, the Mission Statement. In addition, she explained how Commissioners are appointed, the services that NRPC provides in Transportation, Land Use, Environment and Energy, GIS and Mapping, and Public Outreach and Education, and some of the programs provided in each of the program areas. Specifically, under the Transportation Services, she pointed out that the NRPC is also the designated MPO (Metropolitan Planning Organization) for the Nashua Region which requires NRPC to:

- Serve as a forum for effective regional decision making;
- Evaluate transportation alternatives for region;
- Maintain Metropolitan Transportation Plan;
- Develop Transportation Improvement Program;
- Ensure MTP & TIP comply with air quality requirements; and
- involve the public.

She ended her presentation by highlighting the some of the projects completed for Pelham such as the iTRaC project under the Land Use services, Household Hazardous Waste & Regional Energy projects under the Environmental services, and the 2010 Census Urbanized Area work done under the GIS services.

Langdell responded to some comments on the location of the meeting being in Pelham and the distance for some folks to get there. She explained that it was an outreach effort to share information and get information from other municipalities within the region and added that Pelham has graciously offered to hold the first off-site full Commission meeting at their Town Hall. She added that the next one would hopefully be somewhere to the west of Nashua.

PRESENTATION BY PELHAM TOWN PLANNING DIRECTOR JEFF GOWAN

Gowan spoke highly about the work and projects the Town of Pelham has done with the NRPC, specifically with mapping and GIS. He also referred to his membership on the Transportation Technical Advisory Committee (TTAC) and work with Julie Chizmas on a traffic analysis for Shelburne and Mammoth Roads and the next analysis to be done on what he considered one of the most troubled intersections of Pelham at Old Gage Hill Road and Route 38. Gowan highlighted the Signal Warrant Analysis completed by NRPC using context sensitive solutions. He referred to the process taken for the Roundabout, the vision for the Pelham Town Center and the solutions discussed. He pointed out the dual roundabout alternatives, one of which would have gone through the existing Fire Station and would require electrical work that would have potentially pushed construction out to 2014. After 4 times on the ballot, Gowan was happy to report that the new Fire Station was finally passed and the groundbreaking was the next day with completion by 2013. Additionally, the town was in discussion about what to do with the land of the existing Fire Station once demolished. Gowan also referred to privately funded projects completed or in the works: SNH Medical Immediate Care facility just on the outskirts of the Historic Town Center and the Enterprise Bank. Lastly, Gowan referred to Pelham's Economic Development website www.choosepelhamnh.com.

APPROVAL OF THE MINUTES – MARCH 21, 2012

The Chair asked if there were any comments on the minutes of March 21, 2012. Langdell said on the last page, it should read "Langdell said there were surveys at the poles during the last election in Milford, for a recreation project and a library project". Also, on pg. 2, the sentence should read "Langdell said that for the longest time, sharing of email addresses was not allowed". After further discussion, it was moved by Gleason and seconded by Battis:

THAT the minutes of March 21, 2012 be approved as amended.

The motion **carried** with 5 abstentions.

ANNUAL BUSINESS MEETING:

FY2013 BUDGET AND WORK PROGRAM

Diers explained that the budget for FY13 was an increase over FY12 due to several large grants which NRPC recently received. She reviewed the revenue breakdown on page 2 and explained each program's funding. Diers reviewed highway planning revenues compared with FY12. FY13 is the 2nd year of 2-year contract with NHDOT. She also provided detail about the Broadband Planning and Mapping line items adding that we were creating a Regional Plan for Broadband and administering the Rural Addressing project. For the Exit 36S line item, she informed the Commissioners that the Governor and Council approved it today. The HUD contract line item shows a million dollar increase in the budget which will be mostly pass-through subcontracts to other RPC's.

Dell Orfano questioned the percentage on Federal Grants. Diers said it was a 1.37% indirect rate set by the DOT. He also asked what SRTS was which Diers replied Safe Routes to School.

Michaelis asked if the Amherst Street school SRTS project was in Nashua, Diers informed him that it was actually a project for Amherst's school.

Maddox asked about the 72% increase shown on the utilities line item. Diers explained; according to the lease, NRPC is responsible for paying 25% of the building utilities. We asked for an estimate and are trying to work out the kinks with the new owners of the building who said we had not been paying what we should have over the past year and this reflects in the rent line also.

Gleason questioned about the increase in the Capitol Equipment line item. Diers said this increase will be for the replacement of traffic count van, a new server, replacement traffic counting equipment, intersection analysis software, and desktop station replacements. She also explained that when NRPC moved to Merrimack from Nashua, there was \$70,000 in our reserve account, which is now down to a little over \$7,000. Gleason also asked what the professional services line item was for. Diers said that it is generally pass-through subcontracts to other RPC's.

There was a question on the bottom line number for Resources - Expenses. Diers said that it was supposed to read zero, because in preparing the budget each year, any remaining resources are estimated to be reserves in order to replenish the reserve account.

Rider questioned the salaries line item. Diers said this accounts for a full year of Senior Planner position person, a GIS permanent position and contract person and a full year position for finance.

There were comments from Dell Orfano regarding improving efficiency to increase reserves via healthcare changes and from Maddox who questioned the reserve fund dollar amount. Langdell asked how much time was left on the NRPC lease. Diers said there was 3 1/2 years as written on lease.

Roache briefly summarized the Transportation programs and Diers summarized the Land Use, Environmental & GIS programs. Diers added that there would be a big push on the Granite State Future project for FY13.

Dell Orfano asked how the Safe Routes to School was administered. Diers said through Town, PTO, school nurses, parents, Police, etc. of which a committee is formed, surveys are completed by students and parents to create a travel plan, generally through the planning director's. Dell Orfano also commented that there were problems with workforce housing and determining regional share because of mandated confidentiality issues with gathering data.

The Chair asked if there were any further questions or comments on the FY2013 Budget and Work Program. Fimbel asked that on a spelling error on page 7 under Hudson Connector be corrected to read Bridge, rather than Bride. Maddox asked that the Resources/Expenses line be adjusted to zero for the final version of the Budget and WP. Battis and Dell Orfano agreed. After further discussion, it was moved by Battis and seconded by Dell Orfano:

THAT the Nashua Regional Planning Commission FY2013 Budget and Work Program be approved as amended.

The motion **carried**.

SETTING OF FY2014 DUES

Diers passed around the "Calculation of NRPC FY 2014 Local Dues Assessment" stating that the municipalities have had the same dues amount since 2011 using the same formula. Hersh, a longtime Commissioner, confirmed this to the group. Diers added that she updated the equalized assessment values so there will be new dues amounts for FY14. Red indicates the amount has gone down, while black indicates an increase. Only one town has increased significantly and 3 were up by less than \$50. The remaining all went down. Fimbel commented that he could not complain now that they had the facts. Immorlica questioned why the assessed value was higher than other towns when Mont Vernon was the 3rd lowest in both categories used for the calculations and why this happens. Diers said it was based on the assessed values. Dell Orfano asked what the nominative. Diers said it was equal assessed value vs. population using a 50/50 calculation which is also where the budget comes from.

Diers said it could be due to the last data used from the OEP estimates from 2008. She added that it was a combined percentage x the 163,000. Maddox commented that Hudson was the jackpot winner and questioned the numbers also. Maddox found it striking that Hudson got a 5% increase but was fine if it was fair and consistent and the formula was correct. Gleason said there had been a significant assessment valuation in the last 2 years. After further discussion, it was moved by Hersh and seconded by Gleason:

THAT the Nashua Regional Planning Commission FY2014 Local Dues Assessment as presented to the full Commission be approved.

The motion **carried** with 1 abstention.

ANNUAL GRANT AND CONTRACT AUTHORIZATION

Langdell read the Annual Grant and Contract Authorization included in the agenda packet and asked for a motion. Fimbel motioned 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 2013 work program of the Commission, and to execute agreements to receive funds for such purposes.

The motion **carried**.

ELECTION OF FY 13 EXECUTIVE COMMITTEE MEMBERS AND OFFICERS

Diers explained and passed around a sheet with current Executive Committee members and their expiration dates as Executive Committee members. Elmer explained the outreach done to try and recruit someone to fill the empty spot and the difficulty in doing so. In the end, Kathy Hersh was recommended to be on the EC. Diers added that it was important to have Nashua representation in order to have a diverse group.

Executive Committee Members:

Mike Fimbel, Kathy Hersh, Janet Langdell	3 Year Executive Committee Term Expiration	2015
Dave Hennessey, Howard Dilworth	3 Year Executive Committee Term Expiration	2014
Karin Elmer, Richard Maddox, Andy Seale	3 Year Executive Committee Term Expiration	2013

Slate of Officers:

Janet Langdell, Chair
Karin Elmer, Vice Chair
Andy Seale, Treasurer

There was no further discussion. It was moved by Maddox and seconded by Dell Orfano:

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

The motion **carried**.

APPOINTMENT OF FY13 WEBSITE COMMITTEE

Diers informed the group that the NRPC is looking at ways to improve their website and would like to get a committee together to begin working on the updates. This is a high priority item from the Executive Committee strategic planning process and we are looking for volunteers to provide input on how it is currently used, how they like it and how to make it more interactive and dynamic. Hersh asked if there was a way to do the work remotely. Diers said yes there is the possibility to work that way and to do some work upfront through the use of a questionnaire. Langdell said this would meld with the Granite State Future website currently being worked on and asked if there were any volunteers. Dave Hennessey volunteered. Dell Orfano asked who NRPC sees as an

audience. Diers replied; anyone who uses traffic count data, elected boards, commissioners, communities, etc. Fimbel said it also serves the public for Household Hazardous Waste events, times and accepted/no accepted items. Hersh commented that some are more savvy than others regarding websites and suggested that if folks knew someone to nominate them. With that, Hersh recommended James Vayo.

8:30 PM - COMMISSIONER'S ROUNDTABLE

The Commissioner's Roundtable was held.

ADJOURN

The next NRPC Commission meeting is scheduled for Wednesday, September 19, 2012 at 7:00pm. Motion to adjourn came from Dell Orfano with a second from Seale. The meeting adjourned at 8:42pm.

Respectfully submitted,

Kerrie Diers, Official Recorder