



**APPROVED MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
April 15, 2015**

Present:

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

Absent:

Jim Battis
Dan Kelly

Staff:

Tim Roache, Executive Director
Jennifer Czysz, Assistant Director

1. Call to Order:

Elmer called the meeting to order at 6:03pm.

2. Business:

I. Minutes: March 18, 2015 Non-Public and Public

The Executive Committee reviewed the minutes from the March 18, 2015 meeting. Committee discussed the time and motions made to exit the non-public session. Motion to approve the minutes as amended by Fimbel, seconded by Hennessey. The motion passed 5-0-1. Non-public minutes will be distributed for the next meeting.

II. March Dashboard and Financial Reports

Roache reviewed the most recent Dashboard and noted that balances remain steady. There is still some transitional work to transfer business items from Diers to Roache's email address. NRPC staff participated in several events this past month including speaking at the NHPA Really Fast Planning Talks and attending a conference on Climate and Economic Resilience. Website statistics are up. Constant Contact e-news has approximately a 31% open rate. Working budget shows a potential net gain.

February's Profit and Loss shows a loss. The monthly rent and facilities expenses were higher than projected due to adjusted common area maintenance expenses. Additionally there were increased overhead expenditures for the month relative to grant invoicing. Next three months should be better with additional staff time dedicated to the UPWP. The committee discussed the relative costs associated with rent and building costs.

Hennessey made a motion to accept, second by Young. All in favor.

III. Preliminary FY 16 Budget Discussion

Roache distributed a copy of the preliminary FY 16 Budget. Federal Grants for FY 16 only include the EPA Healthy Communities. There is the Plan4Health grant and a couple small local contracts. The DOT and state contracts are carrying a significant share of the overall budget. Placeholders have been included in the preliminary budget for grants NRPC is in the

process of applying for, including PHMSA (\$50,000) to provide pipeline safety education and outreach and a potential USDA grant to increase access to fresh foods in the region. Also, additional funds remain within the Fluvial Erosion contract. Plan to request an increase in DOT funding support for additional work required due to being designated as a TMA. Additionally, NRPC may have access to any unspent FY2015 DOT funds in FY 2016, this is uncertain at this time.

Hennessy recommended that NRPC provide workshops to industries such as the Realtors and Home Builders on how to use the NRPC online Live Maps system which is currently unrivaled. It is important that users understand what the data is, how to access it, what it means, and how to use it. This would double as a marketing opportunity for the agency.

Langdell and Marchant offered advice and suggestions for the Farmers Market grant opportunity including local groups looking to open a food coop and other initiatives to increase access to local foods and promote local agriculture.

Marchant described the Plan4Health grant awarded to the City of Nashua. NRPC will be working with the City to create a guide for the City on Complete Street Policy and stress analysis of existing road networks.

Roache tried to be conservative in budgeting FY 2016 expenses. Currently we are showing approximately a \$10,000 deficit. However, with some of the place holders there is the potential to fill the deficit. Confident there will be a balanced budget. Ruch commented that last year the Commission had budgeted \$5000 for marketing and outreach with the intent of hiring someone to advise the Commission on how to best market services. Elmer requested a comparison with last year's adopted and/or working budget. Roache will present an updated budget in May.

IV. Ten Year Plan Project Ranking

Czys gave an overview of the scoring results. As noted in the meeting packet memo there is approximately \$23.8 million in federal aid funding available for new eligible projects to be considered within the Ten Year Plan. NRPC, with assistance from the TTAC, solicited projects from the member municipalities and scored all projects using a consistent set of evaluation criteria being utilized by all nine RPCs and NHDOT. There were a total of 32 projects evaluated, twelve of which were eligible for consideration in the Ten Year Plan and another five major projects, while eligible, significantly exceed the funding available. The top 9 projects fit within a fiscally constrained prioritized list for consideration in the Ten Year Plan. The remaining projects will also be forwarded to NHDOT should additional funding or other revenue sources become available. The committee discussed the feasibility of Exit 36 and other new projects submitted this year.

Motion to accept and submit the Ten Year Plan project priority listing for the NRPC region to NH DOT from Fimbel, Second by Young. All in Favor.

V. Update RSA 91:A Applicability to Legislative Forum

The Commissioners discussed applicability of RSA 91:A to the NRPC Legislative Forum. Consensus, based on advice from legal counsel is that the invitation to the forum should

include a statement that there will be no meeting or official business conducted or voted upon by the NRPC at the Forum.

3. Energy Facilities Advisory Committee Update

AECOM requested a data analysis from NRPC, for which they have agreed to reimburse NRPC costs and issued a notice to proceed. NRPC staff has begun to compile the environmental data. Requests have been received from most towns requesting NRPC conduct the environmental analysis on their behalf and share the results with AECOM and Kinder Morgan's sub-consultant. For those communities that have not yet requested NRPC do so, the analysis is ongoing, however, won't be released without the municipality's approval.

Hennessey noted that the analysis maps do not have the most current location for the proposed pipeline. The line on the Kinder Morgan website has been relocated, but the submission to FERC and what is available publicly is not updated. Must be brought to FERCs attention that the maps they have are not the most current location. Hennessey also requested that powerlines be shown on the analysis maps to show potential if the pipeline is co-located or adjacent to the existing ROW.

EFAC is trying to wrap up the information collection phase. Next step is to use that research and build an outline of what the committee will present to the Commission in June. Additionally, EFAC is looking to meet with other groups such as FERC, Spectra, pipeline awareness groups, and power line construction. Another next step is to report information out to the NRPC communities.

4. Other Business

The Town of Bedford would like to be included in the NRPC municipal energy aggregation contract. Diers had worked out a fee for the town. The committee was comfortable with NRPC proceeding and invoicing the town.

For May Roache requested Commissioners come with ideas of what they would like to see NRPC work on with a focus toward implementing the regional plan and assisting their communities.

5. Adjourn

Motion to adjourn was made by Fimbel with a second by Hennessey. The meeting adjourned at 7:33.