



**APPROVED – MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Held at the NRPC Office
9 Executive Park, Suite 201, Merrimack, NH
September 20, 2017**

Members Present:

Michael Dell Orfano, Amherst	Ethan Meinhold, Hudson	Mike Fimbel, Mont Vernon
Martin Michaelis, Amherst	Kim Queenan, Litchfield	Roger Houston, Nashua
Susan Ruch, Amherst	Thomas Young, Litchfield	Dan Kelly, Nashua
Jill Adams, Brookline	Louise Lavoie, Mason	Mary-Ann Melizzi-Golja, Nashua
Robert Larmouth, Hollis	Karin Elmer, Merrimack	Dave Hennessey, Pelham
Venu Rao, Hollis	Janet Langdell, Milford	Hal Lynde, Pelham
Roger Coutu, Hudson	George Skuse, Milford	Kermit Williams, Wilton

Others Present:

Jay Minkarah, Candidate for Executive Director

Staff Present:

Jen Czysz, Assistant Director Jill Longval, Senior Environmental Planner
Julie Chizmas, Senior Transportation Planner Karen Baker, Program Assistant

WELCOME AND INTRODUCTIONS:

Chairman Ruch called the meeting to order at 7:12 PM with introductions.

PRIVILEGE OF THE FLOOR:

There was no public present that wished to speak.

APPROVAL OF THE MINUTES – JUNE 21, 2017

The Chair asked if there were any comments on the minutes of June 21, 2017. After a brief discussion, Hennessey motioned with a second from Young:

THAT the minutes of June 21, 2017 be approved and placed on file for audit.

The motion **carried** with 3 abstentions from Coutu, Kelly, and Meinhold.

APPOINTMENT OF THE EXECUTIVE DIRECTOR (ACTION REQUIRED)

Ruch introduced Jay Minkarah as the selection committee's choice for the position of Executive Director of the Nashua Regional Planning Commission and noted that he would have a few words to say and members should feel free to ask him any questions.

Minkarah introduced himself and provided a brief background to the group. He stated that he was really pleased to be here and that he started in the region and he was most excited about the possibility of working with the region and meeting the members of the Commission and answering any questions.

Williams said that he has the unique perspective of working here and asked for a quick capsule of how he felt NRPC has changed and how it will change in the future. Minkarah said it is about the same size, except for the addition of Mason, but in a different location from when he worked here. He added it is a lot more transportation focused now as opposed to when he was with the NRPC and there was a heavy land use focus. He also noted that after he left the Commission, he worked with a lot of RPC's. Minkarah added that he feels there is a lot of continuity, but it is interesting to see how NRPC works with their communities and the changes.

There were no further questions from the Commission. Ruch stated that there was a request to go into Non Public Session per RSA 91. Coutu asked if you go into non-public on the request of just one person. Ruch stated that a roll call would be done. Coutu stated that he would not vote to go into non-public session and

felt there was no need to go into non-public session unless you're discussing their character. He added that he researched the background on the candidate and is prepared to vote. Coutu stated that he feels non-public is a waste of time. Langdell stated that there are 5 reasons to go into non-public session and that if one of those criteria is met, you can go into non-public. Ruch noted that it is not mandatory, but it is part of the law. Lavoie noted that you have to state which paragraph when entering into non-public session. Ruch stated that it was paragraph (b).

7:22pm: Hennessey motioned to enter into Non-Public Session under RSA 91-A:3, II (b) "The hiring of any person as a public employee...." seconded by Rao. Member roll call vote:

Michael Dell Orfano - Yes	Ethan Meinhold - No	Mike Fimbel - Yes
Martin Michaelis - Yes	Kim Queenan - Yes	Roger Houston - No
Susan Ruch - Yes	Thomas Young - Yes	Dan Kelly - Yes
Jill Adams - No	Louise Lavoie - Yes	Mary-Ann Melizzi-Golja - Yes
Robert Larmouth - Yes	Karin Elmer - No	Dave Hennessey - Yes
Venu Rao - Yes	Janet Langdell - Yes	Hal Lynde - Yes
Roger Coutu - No	George Skuse - Yes	Kermit Williams - Yes

7:52pm: Dell Orfano made a motion NOT to seal the minutes of the non-public session, seconded by Young. Member roll call vote:

Michael Dell Orfano - Yes	Ethan Meinhold - No	Mike Fimbel - Yes
Martin Michaelis - Yes	Kim Queenan - Yes	Roger Houston - Yes
Susan Ruch - Yes	Thomas Young - Yes	Dan Kelly - Yes
Jill Adams - Yes	Louise Lavoie - Yes	Mary-Ann Melizzi-Golja - Yes
Robert Larmouth - Yes	Karin Elmer - Yes	Dave Hennessey - Yes
Venu Rao - Yes	Janet Langdell - Yes	Hal Lynde - Yes
Roger Coutu - No	George Skuse - Yes	Kermit Williams - Yes

Ruch asked for a motion from the Commission for the appointment of Jay Minkarah as Executive Director of the Nashua Regional Planning Commission. Williams motioned with a second from Dell Orfano:

THAT Jay Minkarah be appointed as the Executive Director of the Nashua Regional Planning Commission.

The motion **carried**.

NASHUA REGION SOLID WASTE MANAGEMENT DISTRICT COOPERATIVE AGREEMENT UPDATE

Jill Longval, NRPC Senior Environmental Planner, presented an update of the Household Hazardous Waste Program staffed by NRPC and a major initiative to update and formalize the Cooperative Agreement that unites the District's 11 members. Longval introduced herself and proceeded with her presentation. Below is a summary of the key points:

- **Who Belongs to the Nashua Solid Waste Management District?**
Amherst, Brookline, Hollis, Hudson, Litchfield, Merrimack, Milford, Mont Vernon, Nashua, Pelham, Windham. Lyndeborough, Wilton, Mason participate in an annual collection organized by Wilton.
- **What does the District do?**
The District has sponsored household hazardous waste collection events for its residents and has been since the mid-1980s. Household Hazardous Waste (HHW) is products that are toxic, flammable, corrosive, or reactive. Common items are oil based paints, solvents & thinners, lawn and garden products, household cleaners, automotive products and mercury containing devices. 6 collections are held annually from April-November with 5 events held in Nashua and 1 satellite event each year in Milford or Pelham. Residents can participate in any of the events. A licensed vendor is hired to

identify, handle, package, transport, and dispose of waste. The District also has access to an on-site Permanent Storage Facility in Nashua where waste can be stored for up to 90 days. This reduces program costs because it prevents us from having to ship partially filled containers

- **How is the District Funded?**

The District is funded through 3 sources. The first is user fees. The District charges \$10 per vehicle, which has been in place since 2007. The second is a grant from NH Dept. of Environmental Services (DES). The funding level for this grant is based on population, number of events, access to storage facility, and the DES budget. The District typically receives between \$45,000 and \$50,000 annually from the grant. The third source of funding is municipal dues, which are allocated using a flat base fee for each community with remainder distributed according to population. Longval noted that the largest expense is the vendor costs.

- **What does NRPC do for the District?**

NRPC provides staffing for all aspects of the District including creation and dissemination of outreach and educational materials, answering public inquiries, and organizing HHW collection events. NRPC also provides accounting and financial administration for the District, including budget preparation, organization of quarterly meetings, DES grant applications, annual reporting, vendor bid and contractual oversight, operations and safety plans, permanent storage facility management and maintenance, fire inspection scheduling, maintaining the key protocol and collaboration with statewide HHW coordinators.

- **Why is the District Important?**

The program provides a tremendous asset to the region, because it allows residents to safely dispose of HHW in a timely manner. It also serves a significant and growing number of households in the region (1,696 households in 2015 & 1,736 in 2016).

- **Environmental Benefits**

We are seeing annual increases in the amount of waste we collect. In 2012 the District collected 71,348 pounds of material and in 2016 we collected 93,385 pounds. When hazardous waste is improperly disposed of in the trash, on the ground, down the sink, or into a storm drain it poses a threat to water quality, human health, and wildlife. HHW collections allow residents to properly dispose of these materials, decreasing the chances of environmental exposures and poisonings. Reducing toxins in the home is a public health priority because household hazardous products pose a real and documented danger, especially to children. According to the Health Resources and Services Administration, there are over 2 million human poison exposures annually with nearly 50% involving children younger than 6 years. The leading cause of poisonings in this age group is common household items such as cleaning products and medicines.

- **Additional Benefits**

There are both financial benefits and regulatory benefits to the program. The financial benefits include access to 6 collection events per year in most cases for less than what it would cost to hold 1 event per year on their own; use of the permanent storage facility in Nashua; and a higher DES grant rate because they are part of a program that offers multiple collections, involves more than one community, and has access to a storage facility.

In addition there are regulatory benefits. The 93,385 pounds of material we collected in 2016 is going to be disposed of somewhere; without convenient HHW collections it would likely show up in landfill/transfer stations. Also, HHW collections can serve as a Best Management Practice for MS4 Stormwater compliance.

- **What is the Cooperative Agreement?**

Longval stated that the District is in the final stages of a multi-year process to develop a Cooperative Agreement under RSA 149-M:19. The agreement simply puts the District's current practices into

writing, defines the relationship between NRPC and the District, outlines terms of use for the Permanent Storage Facility in Nashua, and describes responsibilities and benefits of host communities.

- **Doesn't the District Already Have a Cooperative Agreement?**

Jill stated yes and no. Yes, there were District Agreements for Amherst, Brookline, Hollis, Merrimack, Milford, Mont Vernon, Nashua, and Windham dating to 1983. No, there is no indication that they were "lawfully" voted upon, the original enabling legislation no longer exists, not all current members were included, and the purpose for the District has changed. As such, we felt it was important to establish a new agreement that includes all current members and accurately reflects the District's current intent and procedures. This new Cooperative Agreement has been developed with the legal assistance of Attorney Bernie Waugh (represents the District), Morgan Hollis (represents NRPC), and Celia Leonard (represents City of Nashua)

- **What Happens Next?**

The Cooperative Agreement must be signed by each member's governing body and meetings are scheduled now through December. We will let you know when we will be in your community; your support at meetings is certainly appreciated. There are 2 collections remaining in 2017—October 7 and November 4. She invited any of the Commissioners to come see how the collection events work and to dispose of any HHW they have. Longval asked if there were any questions.

Meinhold asked what MS4 is. Longval explained that it is the Federal Stormwater requirement from EPA that was recently released. Williams asked how NRPC is compensated. Longval said by the Solid Waste District; it is part of the budget. Williams asked if NRPC would help Wilton to write a grant. Ruch emphasized the importance of getting the agreements signed so as not to lose service next year. She added the agreement does allow for other communities to join. Langdell asked who the vendor is and where they are located. Longval stated Veolia Environmental Services and they are a nationwide company but their local office is in Marlborough, MA. Melizzi-Golja thanked Longval and Cyszfor all her work, noting the first reading with the BOA went until midnight. Ruch encouraged Commissioners to attend the meetings when they come to their towns. Cysz noted the tremendous amount of time that Longval put into this process and thanked her for all her work.

TRANSPORTATION PROJECTS UPDATE

GACIT Hearings

Chizmas provided an update on the GACIT hearings. She noted the District 5 GACIT Hearings that are in Councilor David Wheeler's district and include all NRPC communities except Pelham. These meetings were held in Merrimack, Keene and Peterborough. NRPC presented at Merrimack and attended the Keene event. Chizmas also noted the District 3 GACIT Hearings that are in Councilor Russell Prescott's district and includes Pelham. These meetings are being held in Kingston, Newmarket and Hampton. She added that NRPC presented at the Kingston hearing.

Ruch noted that Elmer was the sole Commissioner that attended the GACIT hearing in Merrimack. She added that the Ex Committee was looking into a way to make sure that we have good representation for meetings and using a tracking system such as Doodle Poll. Ruch also noted that the Ex Committee has shifted their October meeting so a number of them can attend the GACIT meeting in Peterborough. Langdell noted it's a presence thing and you do not necessarily need to speak. Elmer stated that Nelson Disco attended the Merrimack GACIT hearing and not on behalf of a board or Commission but on behalf of himself.

Chizmas showed the group the NRPC projects that were submitted for inclusion in the Draft Ten Year Plan and the additional projects that were added. She explained the Draft Ten Year Plan Regional Funding and noted the total Plan funding of \$294,087,312 vs. the total cost of projects in Plan of \$330,907,497. She added that \$36M was previously expended on projects already in Plan. Chizmas also explained that Transit System funding includes \$31M for NTS' capital and operating costs and \$10.5M for their Fleet Replacement, additional funding included for Boston Express (\$575K), and funding to support Souhegan Valley Transportation

Collaborative which comes through Statewide FTA funding. She also noted that Turnpike funding includes \$15M to implement Open Road Tolling at the Bedford Tolls and \$141M for widening between Exits 8 and I-293 in Manchester.

Kelly asked what the toll project/widening was from years back. Chizmas referred to her presentation slide with the big chunk of orange which included both the widening and the open road tolling. She noted that both have been delayed. Chizmas also noted that it was \$15M to implement open road tolling and that the turnpike widening doubled to \$141M. Williams said it was posted by the Executive Council so they can make the final vote. Chizmas stated that it would not be the final vote and summarized the process. Williams asked when GACIT would vote. Chizmas said GACIT would vote after the 19 public hearings and reviewing of the comments. Dell Orfano questioned the busses and thought they did not want them. Chizmas stated that the busses are for Nashua and it is federal money with match coming from Nashua. She elaborated on the complicated funding. Lastly, Chizmas noted the Non-Transit, Airport or Turnpike funding total of \$66.5M which includes NH101A Improvements of \$24M and NH101 Improvements of \$7.8M. She added that written testimony can be submitted no later than November 6, 2017 and addressed to William E. Watson at the New Hampshire Department of Transportation, Bureau of Planning and Community Assistance.

Milford to Nashua 10136 Corridor Improvements

Chizmas stated that she had asked the Project Manager, Jennifer Reczek for the 101A/101 projects to come to the TTAC to provide an update to the group on the projects. She noted that this came out of TIP Amendment 2 request from TTAC that Chizmas be the regional champion for the project and report back monthly to the TTAC. Chizmas informed the group that she asked Reczek to come back in December to provide an update to the Commission and she graciously accepted. Chizmas briefly summarized the history of the Milford to Nashua Corridor Improvements stating that the project was initiated in 1985 as a NH101A bypass study which later included an updated corridor study in 2002. She stated that there were 4 proposed projects for the Ten Year Plan (2 in Nashua, Amherst and Merrimack). Chizmas provided a brief synopsis of the projects and summarized input that came from the TTAC.

Amherst 10136C – Intersection of NH 101EB off-ramp & NH101A: Realignment of the NH 101 EB off-ramp and construction of right-turn slip ramp and acceleration lane to accommodate peak hour demands for right-turn.

- Went to Town December 17, 2012 and August 24, 2015
 - Signals are not included in project based on comments heard during public meetings
 - Amherst asked if signal warrants were ever met and if so, shouldn't they be installed? Jennifer will look into it.
 - TTAC members suggested that infrastructure be installed for future signalization, if warranted

Consultant contract approved June 2017, scheduled to advertise March 2018, & construction-Summer 2018.

Merrimack 10136D - Widening NH 101A and Intersection Improvements: NH 101A widening, adds third EB through-lane and sidewalk, an additional right-turn lane from Continental Boulevard to NH 101A WB, adds right-turn lane from NH 101A WB to Continental Boulevard and reconfigures Boston Post Road / Craftsman Lane intersection.

- Public Info meeting July 27, 2015
- Current WB has insufficient capacity and right-turn lanes accommodate peak and future traffic demands
 - Potential MS4 issues that need to be resolved before public hearing
 - Comments made at TTAC that extent should be expanded westerly and include the intersection of Craftsman Lane and N. Hollis Road, but that would be too big a change in scope

Consultant contract anticipated Nov. 2017, re-evaluation of environmental impacts, hearing for Summer 2018, scheduled to advertise in Summer 2020, Construction slated for 2020 to 2022.

Nashua 10136A&B - Widening NH 101A: NH 101A widening Celina Avenue to Somerset Parkway, 3 through-lanes with shoulders, sidewalks in each direction, modifications to 7 signalized intersections, ROW required throughout, complex environmental concerns and many utility relocations.

- Project was completed through NEPA and Public Hearing under LPA process, last worked on ~2010
- Current has insufficient capacity and poor levels of service; preferred provides a LOS D through 2027
- Corridor reevaluation to confirm alternative
 - Update NEPA document and conduct new public hearing
 - Engage consultant for Final Design
 - Proposing to combine the 2 projects into one single project and would include language in Agreement with the City to cover that
 - Anticipates ROW process could take a fair amount of time to get through
 - Would speed up project if City would assume management of project (City said no, primarily due to match)

Consultant Selection for 2018, hearing for 2021, scheduled to Advertise in 2025 and 2026, construction between 2026 and 2028.

Wilton-Milford-Amherst-Bedford 13692 - Corridor Improvements: Improvements from NH 31 in Wilton to the west of intersection with Wallace Road in Bedford. A corridor study was completed in 2002 and there are 3 Ten Year Projects included (2 in Bedford and Milford).

- Bedford 13692A – Intersection improvement on 101 with Hardy Road and Jenkins Road is COMPLETE
- Milford 13692B – Safety improvements – widening and lane reconfiguration from Wilton Road east is COMPLETE
- Bedford 13692C – Bridge replacement on NH 101 over Pulpit Brook, currently under design (went to public May 18, 2016).
 - Project Manager Reczek asked TTAC to identify additional project locations along the 101 Corridor with the money we have to make the best impacts with a safety focus
 - Suggestion from TTAC that corridor study be redone
 - Lefts onto 101 at several locations difficult, resulting in gap jumping (Camp Road intersection particularly difficult)
 - Stretch between 101A & Rt 13: grade changes and merges cause speed fluctuations and pose significant safety hazards

Chizmas asked if there were any questions or comments. Elmer asked what NEPA is. Chizmas said it is the National Environmental Policy Act. A member of the group asked if it was a “use it or lose it” in relation to the 7M in funding. Chizmas said no. Langdell asked if the money could be used on the 101 Bypass. Chizmas said yes. Skuse stated that people in Milford avoid the Bypass for safety reasons. Dell Orfano asked if left turns not at intersections were mentioned at the TTAC meeting. Chizmas stated that lots were; pretty much any left hand turn was mentioned. Langdell referred to Rte. 31 way up in Wilton and asked if TTAC mentioned anything else. Chizmas said there were a lot of in-general comments and talk about rumble strips. Elmer stated that the new construction from Rte. 114 to Wallace Road widening to 2 lanes each side and intersection improvements has started and will go for the next 2 years. Ruch said it was exciting that Chizmas had enhanced this relationship with the new PM.

Ruch reminded the Commissioners that they are looking to recruit some new blood for the Ex Committee. She added that 4 of the members currently on the Ex Committee have been on for many years and that it would be beneficial for the organization to have some new members join – hopefully by December or beginning of next year.

PROGRAMS HIGHLIGHTS

Czysz briefly summarized the September Program Highlights and noted that they can be found on the NRPC website at: http://www.nashuarpc.org/download_file/view/2237/209/. She added that paper copies to share with your Select Boards can be made available upon request.

8:58PM COMMISSIONERS ROUNDTABLE

Kelly-Nashua: Board of Aldermen passed resolution for rail committee. 120 days with 9 members.

Houston-Nashua: Riverfront Master Plan was adopted by the Board of Aldermen, Exit 7 construction finally complete and working on Gateway project.

Rao-Hollis: Congrats to Minkarah. There are big happenings in Hollis in relation to transforming all their buildings using fossil fuel. 2M was approved for a 200 Kilowatt solar panel. Rao said he was seriously thinking that NH should submit a proposal to Amazon who is looking for a couple hundred acres for a facility to house a high tech workforce.

Coutu-Hudson: Took challenge to become Commissioner, Congrats to Minkarah and invited him to come down Lowell Road anytime between 4:00 & 6:00pm (myriad of problems there). Recognizes that a lot of good comes out of NRPC in other communities and applaud it, but feels short-changed when it comes to the major corridor that runs through Hudson (Rte. 3A). He added that there was great staff at NRPC and he was favorably impressed and knows it is not the staff but a byproduct and he will continue to attend meetings.

Adams-Brookline: Relatively quiet. The sidewalk project that was shut down a few months back has since been re-instated and will move forward with the help of Rogers. Brookline is working with NRPC on their Master Plan for economic development aspects while maintaining community character. Discussions are going on in Brookline in relation to energy and natural resources. Adams opened a committee that she will chair to build on or redesign the current playground and will meet on October 2nd and Sally Wilkins from Amherst who be attending to provide input.

Lynde-Pelham: Warrant article to omit over 55 housing was re-voted on and had the same outcome. Sherburne Road study is done and hoping to do roundabout. Bridge repair in Pelham is scheduled for 2018-2020. Pelham would be tapping into a gas pipeline and this is the first time they will have access to gas in Pelham with construction of takeout line." Tuscan Kitchen is coming to Salem and there are concerns about the impact to Pelham.

Dell Orfano-Amherst: Amherst had its first 30 unit applicant under the new housing and zoning ordinance.

Langdell-Milford: Milford Pumpkin Festival is coming Columbus Day weekend. Cleanup of Keyes Field is done, Fletcher Paint is gone, Osgood Pond has been dredged.

Melizzi-Golja-Nashua: Performing Arts did not pass the BOA, but is going to the ballots and they are trying to get a sense of the economic impact of the arts; where does the money go from events like Old Home Days. There is a big economic development issue on how to get traffic in and out of the Flatley development and the need for a new ramp. In lieu of jobs, Flatley may put in housing. NRPC HHW Cooperative Agreement will be presented on October 4th.

Lavoie-Mason: Updated 5 year plan on paved road restoration and voted to accept \$66,000 in earmarked funds for engineering study on Greenfield Road. The Hazard Mitigation Plan update with assistance from NRPC will be starting in October. Issue in Mason with large sections of town and no internet; there are a lot of small businesses in town and there is no good way to get products out other than locally.

Larmouth-Hollis: Welcome Coutu. The town of Hollis just held their Old Home Days this past weekend. Hollis is also working on their Master Plan with assistance from NRPC.

Fimbel-Mont Vernon: Glad to have Coutu onboard. Carlton Pond is getting dredged. September 23-24 town is hosting a Vintage Baseball Day at Lamson Farm with 1860's rules to commemorate Doc Adams who was

born in town and there is a big initiative to get him into the Hall of Fame. Police Chief will umpire one of the games. Zoe Fimbel and the granddaughter of Doc Adams will be doing a presentation. Zoe Fimbel was the big push to make this event happen and will be throwing out the first pitch.

Queenan-Litchfield: 42 multi-family and 35 single is being constructed and well on the way. Litchfield is working with NRPC on their Community Design Chapter of the Master Plan. Also working on draft demo process for private buildings to allow for public input first, includes creation of heritage commission.

Young-Litchfield: The 15 miles of riverfront in Litchfield had no access until this past Monday when they approved their first riverfront public access. Welcomed Minkarah and invited him to come to Litchfield with Czysz.

Williams-Wilton: Looking for new ambulance director. Wilton Charrette was a great success and great help from NRPC. Wilton is currently drafting their MP with help from Meno who serves as planner for Wilton. Wilton is also working on a Safe Routes to School Plan with assistance from Waitkins. The first phase of the Riverwalk Development project has been completed and there will be a lighting ceremony on September 29.

ADJOURN

Ruch stated to Minkarah that he was lucky to come into an organization with great staff. Motion to adjourn came from Langdell with a second from Dell Orfano. The meeting ended at 9:51pm. The next Commission meeting will be held on Wednesday, December 20, 2017 at 7:00pm.

Respectfully submitted

Jen Czysz, Interim Executive Director: _____