



**MINUTES – APPROVED
NASHUA REGIONAL PLANNING COMMISSION
June 15, 2011**

Members Present:

Karl Dowling, Brookline
Howard Dilworth, Jr., Hudson
Richard Maddox, Hudson
Charles Moser, Mason
Eric Anderson, Mason
Karin Elmer, Merrimack
Janet Langdell, Milford
Andy Seale, Milford

Kathy Hersh, Nashua
Mike Tabacsko, Nashua
Mike Fimbel, Mont Vernon
Ed Gleason, Pelham
David Hennessey, Pelham
William Condra, Wilton
Daniel Donovan III, Wilton

Others Present:

Leigh Levine, FHWA

Nancy Mayville, NH DOT

Staff Present:

Kerrie Diers, Executive Director
Julie Chizmas, Transportation Planner

Tim Roache, Assistant Director
Karen Baker, Program Assistant

Call to Order

Chairman Fimbel called the meeting to order at 7:10 PM.

Privilege of the Floor:

There were no members of the public in attendance.

Introduction of New Commissioners

Chairman Fimbel introduced the new Commissioners present. New Commissioners were William Condra, Board of Selectmen member from Wilton and also a recently elected member of the NH House of Representatives. Next was Karl Dowling of Brookline, also a Board of Selectmen member. Eric Anderson, Planning Board Member representing Mason was also present. Zoning Board Member Mike Pitre from the Town of Hudson has also been named a new Commissioner, but was not present.

Approval of the Minutes – March 16, 2011

The Chair asked if there were any comments on the minutes of March 16, 2011. It was moved by Hersh and seconded by Gleason:

THAT the minutes of March 16, 2011 be approved.

The motion **carried** with 4 abstentions.

Public Hearing – STIP Amendment #2

Roache referred to the memo included in the agenda packet and explained that NRPC had received Amendment #2 to the adopted 2011-2014 Transportation Improvement Program (TIP) and would be amending the TIP to account for changes to projects within the Nashua region. Roache said that this was a routine amendment. The 3 other Metropolitan Planning Organizations within the State have the same processes and have to maintain consistency with the Statewide TIP (STIP). Roache reviewed the 7 projects in the Nashua Region and various other statewide projects listed in the amendment (see project listing included in memo for full detail). Roache informed the group that NRPC has placed a legal notice in the Telegraph and did not receive any public comment during the 30-day public comment period. Additionally, the proposed changes trigger a new conformity determination of the SE NH 8-hour Ozone Nonattainment Area and the City of Nashua Carbon Monoxide Maintenance Area but no revisions to the analysis for the Carbon Monoxide Maintenance Area were required. Revisions have been made to the air quality analysis for the Nashua, NH MPO portion of the Ozone Nonattainment Area and fiscal constraint has been met. Lastly, Roache informed the group that NRPC staff, NH DOT, NH DES, US EPA, FHWA, FTA and representatives of the MPOs, reviewed the amendment and presented the proposed changes to the TTAC at the June 8 meeting. The TTAC carefully considered the proposed amendments to the projects contained in Amendment #2 and recommended approval by the NRPC Commission at the June 15 Meeting. Roache asked if there were any questions. Fimbel asked a hypothetical question regarding an intersection having no marginal air quality and if approval of this could be put off. Roache answered in a way yes it could and you may see more difficult discussions due to new emission regulations. Maddox

asked for rationale on the last two projects listed under various statewide projects and the funding dollars associated with them. Mayville provided some information regarding State vs. Municipal roads and funding. Chizmas explained that it was likely one big pot for scenic byways that was awarded with several different amounts distributed out.

Chairman Fimbel opened the Public Hearing for STIP Amendment #2 at 7:28pm.

There were no public present that wished to comment.

Chairman Fimbel closed the Public Hearing for STIP Amendment #2 at 7:29pm.

Roache said that he was looking for a motion for approval of STIP Amendment #2. It was moved by Maddox and seconded by Donovan:

THAT STIP Amendment #2 to the adopted 2011-2014 Transportation Improvement Program (TIP) be approved.

The motion **carried**.

Proposed Bylaw Amendment

Diers explained that at the January Executive Committee meeting, the discussion centered on how they were operating as a Committee. Currently, the Executive Committee is re-elected every year with no terms established, just a limit on how many years you can be on the Committee. There were discussions about having terms and the possibility of being re-elected every 3 years. Diers added that in order to make this happen, a bylaw amendment to the NRPC Bylaws would be necessary. She referred to the proposed Bylaw Amendment included in the Agenda packet as Chizmas passed around a list of the current Executive Committee members and their nomination dates. Diers referred to the handout that showed one vacancy. Donovan questioned the 3 year terms for Commission and Executive Committee seats. Diers explained that in the State of NH, Regional Planning Commission terms are 4 years, but the sometimes municipalities appoint for three years to be consistent other appointments. Donovan asked that some clarification be included in the amendment. Fimbel pointed out the last paragraph of the amendment. Langdell asked if there was a clause currently in the NRPC Bylaws regarding Commissioners and expirations of terms. Diers said it would be good if NRPC had some type of documentation for when members were appointed. Gleason provided some suggested language that would be included in the motion. Fimbel explained that the group would be voting on the whole page, adding that the new information is underlined. After further discussion, it was moved by Tabacsko and seconded by Donovan:

THAT the proposed amendment to the Bylaws of the Nashua Regional Planning Commission (as amended) be approved.

The motion **carried**.

Election of Officers

Hersh informed the group that all 3 seats on the Executive Committee are open and that the Executive Committee was accepting nominations for the 2014 Committee members.

Donavan nominated William Condra with a second from Maddox.

Langdell asked if Condra had been on the Commission before of which he answered no and informed Langdell that he had been on the Milford/Amherst Chamber of Commerce in the 90's. Langdell asked if Gleason or Hennessey were interested. Gleason was busy with selectmen business and Hennessey was interested.

Maddox nominated Dilworth with a second from Langdell.

Tabacsko nominated Hersh, but Hersh declined saying there should be some fresh blood on the Executive Committee.

Hersh nominated Hennessey with a second coming from Gleason.

Maddox moved to close nominations and appoint by acclamation. Hersh seconded the motion.

THAT William Condra of Wilton, Howard Dilworth of Hudson and David Hennessey of Pelham fill the vacant seats as Executive Committee members.

The motion **carried**.

Next, the nominating committee met to appoint the following slate of officers. There was no further discussion and Hersh motioned with a second from Fimbel:

THAT the new slate of officers to the Executive Committee be Janet Langdell, as Chair, Karin Elmer as Vice Chair, and Andy Seale as the treasurer be approved.

The motion **carried**.

FY2012 Budget and Work Program

Diers referred to the FY 2012 Budget and Work Program included with the agenda packet. She explained that this was an annual document developed by the NRPC that provides an overview of Commission programs and projects for the past year and sets forth proposed initiatives for the upcoming fiscal year, and shows the corresponding budget. Diers began by reviewing the FY13 budget. She explained that the dues for FY2012 were voted on last June in advance of the budget season so that communities can prepare. She continued by pointing out that 13% of the budget comes from dues while the rest comes from local contracts, State & Federal contracts, and grants. Diers also reviewed the FY2012 initiatives and the many exciting programs the NRPC would be working on in the coming year.

Maddox questioned why there was no CTAP 3 listed under the Resources portion of the budget. Diers said it has not shown up yet. She explained to the group and for the benefit of new Commissioners present that CTAP was the NHDOT Community Technical Assistance Program which was set up to assist the 26 communities in the I-93 region in planning for growth. The New Hampshire Department of Transportation committed to a comprehensive five-year \$3.5M program to provide technical assistance to the towns and cities influenced by the I-93 improvements project. So far, CTAP version 1 & 2 are complete with final documentation of CTAP 2 recently submitted.

Diers then reviewed the expenses portion of the budget. Most expenses are for salaries and benefits for staff. We have estimated a 20% increase for health insurance. Diers pointed out the new line item for IT Services and explained that when Steve Schaffer was with the company he had pretty extensive knowledge and therefore handled IT issues in-house. Without him, it was necessary to hire an IT person and so NRPC contracted with a small company out of Milford called Intralinks. Moser asked what the employee contribution was for health benefits. Diers said 10% of the premium and 50% of the deductible. Langdell asked about the 5310 FTA funds. Diers said that was a pass through, so it was listed under professional services.

Diers moved onto the Work Program portion informing the group that NRPC has 4 major programs represented in the Work Plan: Transportation, Land Use, GIS and Environmental. Roache provided an overview of Transportation and explained that NRPC is a Metropolitan Planning Organization (MPO) and has specific responsibilities under federal regulations. Roache said all transportation processes will be looked at over the coming year specifically the (Long Range Transportation Plan (LRTP), now called the Metropolitan Transportation Plan (MTP). He planned on a condensed, more readable, credible document as NRPC completes the full update to the MTP.

Diers briefly reviewed Land Use Program, specifically pointing out the iTRaC Program which is for projects that integrate both Transportation and Land Use. She reminded the group that there is an application process to request an iTRaC project and that NRPC is always looking for new projects.

Diers also reviewed the GIS Program, informing the group about the Broadband initiative in which all mapping has already been completed and that the rural addressing planning phase will be starting. She added that she would be looking for volunteers for a stakeholder group to help in this planning process and to let Camille or Kerrie know if anyone is interested. She informed the group of the Broadband website for more information or to do a speed test in your area at www.iwantbroadbandnh.org.

In addition to Broadband program, she touched on the Merrimack Village District mapping/GIS project, the Household Hazardous Waste program and the Energy Program which still has 1 year remaining.

Maddox referred to a meeting Hudson recently had and questioned why he would have to commit to the energy program before he got any bids. Diers explained that the goal is to be able to make a cooperative energy purchase and that all participants would have to collectively agree and bids can be rejected. Another goal is to get the big users involved like school districts. She added that the commitment is to determine your energy usage.

Hennessey asked Diers to expand on the 2010 Census Data buildout numbers, using an example of a school being built. Diers explained that the numbers needed to be updated and are different since the new Census has come out. Seale provided some input saying it could be due to the decline of people having families. Diers said she could get a demographer for the next meeting to help explain, maybe Ken Johnson. Hersh suggested Brian Gotlow as another demographer.

Diers informed the group that the Executive Committee recommends that the full Commission adopt the FY 2012 Budget and Work Program. Gleason made a motion with a second from Condra:

THAT the Nashua Regional Planning Commission (NRPC) FY 2012 Budget and Work Program be approved.

The motion **carried**.

Setting of the FY 2013 Dues

Diers referred to the Calculation of the NRPC FY 2013 Local Dues Assessment explaining that it remains the same as the last 2 years at \$163,000 and the new census figures were used for this year's dues. She added that the Executive Committee proposed that they use the FY 2012 dues as the amount for each community instead of the listed FY 2013 dues. She added that next year the dues will be re-addressed based on updated census and assessment data. Condra asked if the local planning contracts were specific to each community (i.e. circuit rider contracts). Diers answered yes. After further discussion, it was moved by Hersh and seconded by Gleason:

THAT the FY 2013 dues remain level from 2012 and be approved.

The motion **carried**.

Annual Grant and Contract Authorization

Diers referred to the Annual Grant and Contract Authorization provided on the last page of the agenda packet and explained that on an annual basis, the full Commission must affirm that the Executive Director is authorized to file applications, sign contracts and implement the annual work program. She referred to the motion. Condra asked if this allowed for private donations. Diers said yes we do if someone is so inclined. Maddox motioned with a second from Langdell:

THAT the Executive Director be authorized to file applications with federal, state and local governmental units and other agencies to implement the FY 2012 work program of the Commission, and to execute agreements to receive funds for such purposes.

The motion **carried**.

Discussion: NRPC Executive Board Assessment

Diers explained that the Executive Committee completed a board self-assessment survey developed through the NH Center for Non-profits. Through this process, the Executive Committee came up with areas to focus on for the future: developing a mission statement or vision for NRPC, establishing roles and responsibilities, and establishing relationships with external groups will also be part of the process. The first main goal was to develop a strategic plan & vision outlining NRPC's goals and objectives. The second main goal would be to review policies every 2 years.

Hersh asked the Commission members to provide input on what they felt the vision should be and where/who they should be involved with or establishing relationships with and what do you want us to be in 5 years? She wanted to

hear from the Commissioners first before she revealed what the Executive Committee had come up with. The Commissioners provided the following:

1. Central resource for information in the Region
2. Effective body that accomplishes
3. Sets/facilitates long term vision
4. Coordinate among municipalities (State, Federal, Chambers, etc.)
5. Exchange vehicle for communication among
6. Well known and respected by the public as well as peers
7. Expedient services

Hersh then asked for input from the group on what they felt the core services or functions of the NRPC. Moser asked if the statutes say the NRPC function is. Diers said RPC are charged with (among other things) preparing a Comprehensive Regional Plan and Housing Needs Assessments. The Commissioners came up with the following:

1. Master Planning
2. Transportation
3. Education, Marketing, Outreach
4. Local Support to Boards and Commissions

Hersh revealed what the Executive Committee came up with and said that using the information provided by the Commission and EC combined is what will be used to come up with a vision statement. Listed below is what the EC came up with.

MAY 18, 2011 NRPC EXECUTIVE COMMITTEE MEETING BRAINSTORMING

VISION

- Provide most up-to-date valued resources
- Forefront of planning
- Leadership and resources – Planning Board, Conservation Commission, etc
- Recognized for competence, services, expertise
- Recognized for “industry standards” in transportation planning
- NRPC is a partner with communities
- Well educated commissioners who know NRPC’s services and advocate for NRPC

CORE FUNCTIONS

- TRANSPORTATION
- GIS
- Data collection
- Trend analysis
- Integrated planning
 - Land use plans
 - Master plans

8:45PM - Commissioner’s Roundtable

The Commissioner’s Roundtable was deferred to the next meeting.

Adjourn

The next NRPC Commission meeting is scheduled for Wednesday, September 21, 2011 at 7:00pm. Motion to adjourn came from Maddox with a second from Langdell. The meeting adjourned at 8:47pm

Respectfully submitted,

Kerrie Diers, Official Recorder