



**APPROVED MINUTES  
NASHUA REGIONAL PLANNING COMMISSION  
Executive Committee  
July 20, 2016**

**Present:**

Dave Hennessey, Chair	Janet Langdell (phone)
Mike Fimbel, Vice Chair (arrived late)	Tom Young
Karin Elmer, Treasurer	

**Absent:**

Jim Battis	Sarah Marchant
Dan Kelly	Susan Ruch

**Staff:**

Tim Roache, Executive Director	Jennifer Czysz, Assistant Director
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**1. Call to Order:**

Hennessey called the meeting to order at 6:05 pm.

**2. Business**

**i. Minutes –June 15, 2016**

The review of minutes was deferred to the September Committee meeting.

**ii. May/June Dashboard and Financial Reports**

The review and acceptance of the May/June Dashboard and Financial Report was deferred to the September Committee meeting.

**iii. Draft Fiscal and Grant Operating Policies**

Roache reminded Committee members that saw a draft of these policies this spring that he received positive feedback from the auditors. Since that time, a few changes have been made to address the Committee's comments and to format the document. Changes include a list of minimum requirements for document retention and clarifications to the budget approval process. Hennessey asked about locked personnel records and whether NRPC would be migrating to an electronic record retention system. Not at this time.

Elmer moved to accept the Fiscal and Grant Operating Policies as submitted, second by Fimbel. The motion passed 5-0-0.

Langdell left the meeting.

**3. Transportation Planning Updates**

**i. Proposed Rule Making**

Roache explained the proposed rule-making recently released by the U.S. Department of Transportation that affects the boundaries of Metropolitan Planning Organizations (MPOs). Typically, MPOs follow the boundaries of Urbanized Areas (UZAs), however, the Nashua UZA transcends two MPOs in NH. The proposed rulemaking would require Nashua RPC and Southern

NH Planning Commission (SNHPC) to merge, at least those portions that are covered under the Nashua UZA. The concern is how would this operate in NH? Roache is looking for thoughts and will be preparing a comment letter to US DOT in coordination with SNHPC and Rockingham Planning Commission. Roache will share the letter with the Committee.

**ii. Local Technical Assistance**

Roache attended the Hudson Board of Selectmen meeting last week after speaking with Selectman Luszey. The Hudson Board of Selectmen are primarily concerned with traffic and looking to NRPC for assistance. Roache offered to work with the Hudson town staff to develop traffic analysis for Lowell Road and selected intersections. Additionally, Pelham has requested a traffic alternatives analysis. Roache and Czys developed a method to equitably distribute the available local technical assistance resources among NRPC communities. The distribution is based upon each municipality's share of the total annual dues to create a proportional share of the funding available to assist communities with transportation projects. This provides a basis to ensure all towns get a fair share of the transportation funds.

Hennessey asked why Sherburne Road in Hudson isn't labeled as 111A but is the connection between segments of 111A. Fimbel asked if the transportation projects funds will be used on road networks of regional significance.

**iii. Workshop Summary**

Czys reported that following the three transportation workshops held in June, staff have typed up notes from the open discussions at each event and tabulated the results of each participant's interactive exercise. Additionally, TTAC members participated in the interactive exercise at their June meeting. Across the region and based on the interactive exercise, the top transportation projects include the Nashua 101A widening, Wilton to Bedford 101 spot improvements, construction of Exit 36 on the FEE Turnpike, and Amherst 101/101A intersection improvements. There were some variations at each of the workshops. For example, at the TTAC meeting the FEE Widening was in the top ranked projects. At the Wilton workshop the full 101 widening outranked 101 spot improvements. In Milford implementation of passenger rail was a top priority. At the Hudson workshop top priorities included the Northern Bridge, East Hollis St, and Circumferential Highway. Additionally, participants ranked the following general transportation improvements as top priorities: local and state bridge repairs, road reconstruction and local intersection improvements.

Roache noted this is the beginning of the next two-year transportation planning cycle. Roache's goal is to set, as a Commission, the top 3 projects in the region and be consistent in our messaging to NH DOT. Rockingham Planning Commission has taken this approach and been very successful in implementing major projects. NRPC will host one more transportation workshop in the center of Nashua at a public transit accessible location in September.

**iv. TIP/MTP Updates**

DOT is working toward exporting an updated S/TIP database to be used to develop the 2017-2020 TIP. Roache asked if we should form a MPO Committee. Hennessey suggested putting it on the September Commission meeting agenda. Elmer suggested inviting the Nashua UZA communities from the SNHPC region. Tim suggested also inviting W. Watson from NHDOT to discuss the TMA authority with the Commissioners.

#### **4. MS4 Municipal Collaboration**

In addition to the US EPA presentation of the forthcoming MS4 permit at the last Commission meeting, TTAC hosted a presentation on the MS4 permit at its July meeting. Subsequently there has been additional conversations about the potential for communities to collaborate and how NRPC may assist. Czys and Siskavich have begun to develop a list of resources that NRPC can provide to municipalities. Staff will work to further scope out these possible offerings and estimate a cost associated with each.

Elmer, suggested that it may be possible to partner with the UNH Cooperative Extension on outreach around phosphorus use. Additionally, she noted that the Bedford Conservation Commission will be partnering with the towns DPW to conduct outreach.

#### **5. Other Business**

Roache is interviewing 3 retirement plan firms in conjunction with the Director of Southwest Regional Planning Commission (SWRPC) that is also potentially looking for a new retirement plan provider. Roache will report back to the Executive Committee following the interviews.

Roached noted that SWRPC had received a grant from the NH Charitable Foundation to do outreach and education regarding the pipeline. Subsequent to Kinder Morgan withdrawing the pipeline application, SWRPC has funds remaining in the grant. There may be the possibility to receive some funding and collaborate on a report out of the response to the pipeline and document how municipalities can successfully collaborate through their RPC.

Roache is going to contact a Human Resources lawyer to assist with reviewing NRPC's current personnel policies and answer various related questions including clarification on the forthcoming overtime law change. Elmer noted that the Municipal Association has an upcoming training related to the overtime change and other topics of possible interest.

Roache noted that this week he will be making an offer to hire a new regional planner.

#### **6. Adjourn**

The next regular Executive Committee meeting will be September 21, 2016.

Motion to adjourn was made by Fimbel with a second by Young. The motion passed 4-0-0. The meeting adjourned at 6:53.