



**MINUTES**  
**NASHUA REGIONAL PLANNING COMMISSION**  
**June 20, 2007**

**Members Present:**

Marilyn Peterman, Amherst	Donald Wunderlich, Merrimack
Linda Saari, Brookline	Tim Tenhave, Merrimack
Susan Durham, Hollis	James Elliott, Merrimack
Peter Baker, Hollis	Karin Elmer, Merrimack
Richard Maddox, Hudson	Noreen O'Connell, Milford
Howard Dilworth, Jr., Hudson	Mike Fimbel, Mont Vernon
Suellen Seabury Quinlan, Hudson	Mark Plamondon, Nashua
Robert Kostecki, Hudson (A)	Kathy Hersh, Nashua
Bernie Manor, Hudson	Ed Gleason, Pelham
Ray Peeples, Litchfield	Leo Thibeault, Pelham
Nelson Disco, Merrimack	Joe Torre, Wilton

**Staff Present:**

Steve Williams, Executive Director	Camille Pattison, Integrated Planning Program Manager
Kerrie Diers, Assistant Director	Tim Roache, Principal Transportation Planner
Steve Schaffer, GIS Manager	Karen M. Baker, Administrative Assistant

Kathy Hersh, Chairman called the meeting to order at 7:00 PM. Steve Williams introduced 5 newly appointed Commissioners; Tim Tenhave and James Elliot from Merrimack, Peter Baker from Hollis, Ed Gleason from Pelham, and Bernie Manor from Hudson. Steve also introduced Jill Simonetti, Public Outreach Coordinator, to the group and commended her work done to date.

**Privilege of the Floor**

There were no members of the public in attendance who wished to speak.

**Approval of Minutes -December 20, 2006**

It was moved by Donald Wunderlich, seconded by Susan Durham:

THAT the minutes of December 20, 2006 be approved.

The motion carried unanimously.

**FY 2008 Budget**

Steve briefly summarized the FY2008 Budget enclosed in agenda packet. He indicated that information provided in the appendix was done upon request from the commissioners. As explained on Page 1 of the budget, the agency is funded through 3 main sources:

- Local Dues;
- Contracts with member governments for services; and
- State and federal contracts.

Williams pointed out that the proposed 1.83 million budget was a decrease from the FY07 budget. He continued onto the chart on Page 2 showing how much money has gone towards each different program. He pointed out that the one of the major expenses for the year would be the lease or purchase of a new copier and the expenses were pretty much in line. Williams outlined some of the major Resources:



- Merrimack Village District Contract
- Land Use Activities (funded by State Agencies)
- Development of Economic Development Website
- Management for 101A Project
- 101 A West Management
- 2nd CTAP Project
- New - "Lower Merrimack Trails and Access"
- New - "Source Water Protection Program"

Karin Elmer questioned if the money was included in the budget for the new office space. Williams responded that it was not included in the FY08 budget, but would affect the FY09 Budget.

James Elliott felt the GIS Software number seemed 2x's higher. Williams explained that extra utilities and software were being purchased to push GIS capabilities to the GIS Department and other staff members.

Mike Fimbel asked if the budget was going to be an action item that the group would vote on. Williams responded that it would but after the staff presentations and proceeded to pass around a revised agenda.

#### **iTRaC Program Update - Camille Pattison**

Camille gave a brief explanation of what the iTRaC program was and people who had attended meetings. She added that the idea of the iTRaC Program is to focus on each towns' top issues individually. Camille continued by updating the group of the progress to date with Nashua, Milford, Hollis, and Brookline projects. In addition she informed them of ideas for the future as well as ongoing tasks that will help expand the iTRaC Program:

- Interest based iTRaC Trainings in the individual towns
- E-New Monthly
- 3 Special projects a year
- DVD availability of the iTRaC training workshops

Richard Maddox informed the group that Hudson already does "on demand" and that NRPC should take the lead in this. He added that when NRPC looks for a new office location that a requirement of the office space be a studio to have the ability to web cast.

Camille added that a taped training was done at the RSA training done in Milford. Marilyn Peterman asked about duplication and distribution of the training. Williams responded that this was being looked into.

Tim Tenhave referred to I-Link, a program where you can take courses through the Riviera College from you home computer. He added that a 2 hour class is about a 13 or 14 megabyte file.

#### **Commuter Rail - Steve Williams**

Steve informed the group that since June there has been tremendous progress on Commuter Rail. He explained that Governor Lynch formed a working group consisting of the City's of Nashua & Manchester, Nashua & Manchester Chamber of Commerce, PanAm Railway, Congressman Bass, and the Nashua & Southern NH Regional Planning Commissions to come up with a plan. Upon reviewing this plan, Governor Lynch said that rail was needed in Southern NH and was fully on board. He added that there were two big challenges involved in getting rail into the State:

##### **1. Liability Cost Issues**

Liability cost issues are the biggest cost involved with rail. A study committee was formed along with concerned parties who recommended a plan to the legislature where is passed in both the House and the Senate.



## 2. Rail Authority

Once rail gets going, there will need to be an operating entity or a rail authority. This became a statewide grueling legislative effort. This was approved by the Senate and House with changes from the House. Next, there will be an organizational meeting where all communities will be invited sometime in mid-August. There were some issues with the Massachusetts Federal Government not taking NH serious about rail due to our inability in the past get a group together to expedite the process, but with a great deal of help from the Manchester and Nashua Chamber of Commerce and delegation from those City's along with the Governor's office, this is moving forward.

Kathy Hersh commented that people really recognized that forming a transit authority was important even with the discussions regarding funding. Williams added that there was about 1 million left in the budget, along with a third of the project funds in hand to help Nashua and Manchester purchase rail stations. This is a big deal due to the fact that Nashua lost out on a potential area for a station before.

A member asked when he could expect to hop on a train. Williams responded that based on the time schedule and the budget, construction should start in 2009 and expect to mid-2010 for the train. There could also be an issue with funding at the federal level.

Donald Wunderlich questioned if there was money in the Capital Budget for rail. Williams responded that there was an operating subsidy package out there which contributes money from State and Local municipalities that already have rail stations in place.

Richard Maddox asked if the trains would run from Manchester to Nashua by 2010. Williams responded that they would run from Lowell to downtown Manchester & the Airport and Nashua with a potential stop in Merrimack.

Mark Plamondon questioned financing south of the border for stations once Nashua and Manchester were up. Williams said there was continued interest from Tyngsboro and Chelmsford, but they have to work with the MBTA. He added that we are keeping them informed but have not heard of anything happening anytime soon.

Plamondon asked if they would help defer our costs. Williams answered that he was sure there would be some negotiations. He added there would be a single track at first running from Lowell to Nashua and possibly Manchester with a storage facility somewhere in between.

In response to if PanAm was the same as Guilford from Susan Durham, Williams responded "Yes". Hersh added that they were a big help in establishing a relationship with rail.

### **10 Year Transportation Plan Process Update - Tim Roache**

Tim started off by saying that one of the major accomplishments of the past year was the completion of the Ten Year Plan Update. NRPC has worked with other regional planning commissions to begin developing a revised project funding process designed to give the regional planning commissions and municipalities more control with regard to the projects that are selected for funding. For this update cycle NRPC conducted a pilot test of this new process and used it to identify the proposed projects for the region for inclusion in the Draft 2009 to 2018 Ten Year Transportation Plan and beyond. This revised process includes the following steps:

1. Identify a funding target for each NRPC.
2. Review and analysis of existing ten year plan projects.
3. Identification of additional projects.
4. Review and approval by the Transportation Technical Advisory Committee.



At the end of our pilot test funding program we saved \$162 million from the ten year plan while adding two new projects.

It is not clear how or if our recommendations will be incorporated into the update of the Ten Year Plan. Preliminary indications are that the first draft of the TYP will be ugly.

Our goal was to demonstrate that given the adequate information we can develop a fiscally responsible program at the regional level. We accomplished that goal and hope that it will lead to continued cooperation with NHDOT to formalize this process.

Peterman informed the group that she had discussions with Chuck O'Leary who will be leaving his position in December from the State on the impact of what the Federal Government is doing and the serious need for funding increases at the Federal level. She added that there is a lot creativity going on across the country and some ideas may find their way to NH, so it's not hopeless.

Robert Kostecki commented on Global Warming and the great deal of focus on energy. He added that a plan was being worked on at the federal level and an energy bill that will be going through to conduct research on alternate fuels.

#### **Brownfields Program Update - Kerrie Diers**

Kerrie explained what the Brownfields Program was and gave an update. The Brownfields Assessment Committee worked with its consultant to finalize the site inventory for the region. The sites were then ranked and prioritized by the committee based on certain criteria. EPA has approved the properties for consideration for an official environmental assessment. During the FY07, the NRPC Brownfields Program completed two Phase I assessments in Nashua and Merrimack and a Phase II assessment also on the Nashua site with a Phase II in process for the Merrimack site.

Diers also informed the group that NRPC was awarded a second Brownfields grant in the amount of \$200,000. This grant would be an all-hazards grant and would utilize the inventory of potential Brownfields sites that were developed under NRPC's first grant.

Plamondon asked if asbestos fell under all-hazards. Diers said she would look into this.

Tenhaven asked what was going to be done with the Trail Maps project. Diers responded that it would be applied as an implementation project with the management plan working with the LMRLAC. She added that Minda was the lead on this and would be starting this summer.

#### **GIS - Steve Schaffer**

Steve fielded questions from the group on GIS. Maddox asked if our GIS was seamless or the same scales and resolution as 1 foot. Schaffer responded that there was new are imagery done in 2005 as 1 foot imagery, but did not include Wilton and Lyndeborough. He added that it captures most of the region, but beyond that NRPC had imagery on lower resolution that is seamless and that some are better in different communities.

Maddox pointed out that some towns are having their towns flown and questioned if there was a standardized set for everyone. Schaffer responded that there was not enough money in the DOT budget to do everywhere.

Williams pointed out that NRPC has some of the best GIS capabilities in the State. Maddox said it should be compatible with State. Schaffer said NRPC could help in communities to find out what is compatible with the State and is it worth it.



Tenhave said Merrimack was getting into GIS and asked if there was any way to leverage all towns together for training due to the high cost. Schaffer said we could check into this.

Williams said that NRPC was considering creating a Technical Advisory Committee to be a resource for the community and for NRPC for technical support and to look for information on this in the future.

Williams asked the group to take a look at the Calculation of NRPC FY 2009 Local Dues Assessment included in their packet and asked for a motion. It was moved by Donald Wunderlich seconded by Joe Torre.

THAT the Fiscal Year 2009 Local Dues Assessment  
be approved by the Commission.

The motion **carried** with Howard Dilworth, Jr. opposed

#### **Annual Grant and Contract Authorization**

Williams explained that this was for affirmation from the full Commission to authorize the Executive Director to file applications, sign contracts and implement the annual work program on an annual basis. He asked the group to look at the enclosed suggested motion. After further examination from the group, it was moved by Richard Maddox and seconded by Ray Peeples.

THAT the Executive Director be authorized to file applications with federal, state and local governmental units and agencies to implement the FY 2008 work program of the Commission, and to execute agreements to receive funds for such purposes.

The motion **carried** unanimously

#### **Nominating Committee Report**

The Nominating Committee consisting of Nelson Disco, Mike Fimbel, and Noreen O'Connell Nominated Mike Fimbel representing Mont Vernon for open position as Treasurer and Karin Elmer, representing Merrimack for the open position on the Executive Committee. The following Commission members will continue in the same position; as chair, Kathy Hersh, representative of Nashua and as Vice Chair, Noreen O'Connell, representative of Milford. After further discussion, it was moved by Nelson Disco and seconded by Sue Ellen Seabury.

THAT Karin Elmer, representing Merrimack be voted in for the open Executive Committee position and Mike Fimbel representing Mont Vernon for the open position of Treasurer.

The motion **carried** with Richard Maddox opposed.

Maddox had disagreement with this and felt there was no changing in the board and that the same people were being slated in the same slots. Williams pointed out the NRPC Bylaw stating that "no officer shall be eligible to serve more than two consecutive terms in the same office but may hold other offices at the will of the Commission". He also referenced the NRPC Bylaw stating that "At-large members shall be nominated by the Nominating Committee and ratified by a majority vote of the voting members present at the Annual Meeting. Duly elected members of the Executive Committee shall serve until they resign, or their term on the Commission expires and they are not reappointed by their member community, or until they have served nine (9) consecutive years. Any member of the Executive Committee that serves nine (9) consecutive years must leave the Executive Committee for at least one year prior to reappointment". Marilyn Peterman was the example of this due to her years on the Executive Committee.



### **Town of Mason Request to Join NRPC**

Williams informed the group of the Town of Mason's desire to leave the Southwest Region Planning Commission and to become a member of the Nashua Regional Planning Commission. He explained the process and the progress to date. The NRPC Executive Committee met with the Town of Mason and if the Commission agrees to let Mason come in they will be joining the NRPC. There will be a process involved once this happens:

- Mason will be added to NRPC mailing list to receive all announcements
- Mason will attend the September Commission meeting
- Mason will put in \$1,050 into their budget for NRPC dues
- Payments of \$10,500 for 2 years to NRPC or administrative costs (Letterhead/GIS Data/Website Change, etc)
- Mason to put on their town warrant in Spring/08
- Notification to Office of Energy and Planning of the change
- Executive Order to the Governor
- July 1, 2008 as official date of change to NRPC

Durham questioned whether Greenville would be joining the NRPC. Williams said he had not heard anything yet, but would not be surprised to hear from them.

Durham added that Mason was trying to move to the Masenic School District and felt this was a step to their moving. Seabury said it makes sense for them to Mason to join us, they are in Hillsborough County. Linda Saari informed the group that Brookline provided ambulance service to Mason.

Williams informed the group about NRPC's move forward to find a new office location and referenced the information provided in the Budget package. He added that NRPC was working with Brad Vear, alternate NRPC Commissioner representing Amherst. He felt that by the December or March meeting that a decision would be made out of three options. Williams added that one of the reasons for looking to buy is that you can convert grants to show as equity. This purchase or lease will affect the FY09 budget. Maddox asked if there was any chance of combining with another organization. Williams responded that conversations have started regarding this, lease expiration, space requirements and other organizations to partner with. After further discussion, it was moved by Nelson Disco and seconded by Sue Ellen Seabury.

THAT the NRPC Proposed Fiscal Year 2008 Budget be approved by the Commission.

The motion **carried** with Howard Dilworth, Jr. opposed.

Williams reviewed the FY08 Dues Table stating that there was an overall increase across the board total of \$5,000 for the region. He added that dues table was recommended by the Executive Committee. Ed Gleason questioned the inflation line under Pelham. Williams would check to make sure it was the correct figure. Dilworth, Jr. said that the equalized evaluation is usually done by the previous year.

### **Commissioners' Roundtable**

Kathy Hersh thanked Steve Williams for his role on the commuter rail adding that he was always one step ahead of everybody. She also clarified what had happen with the DOW Chemical Site, Packard Developments role and the City's inability to make a commitment which led to the loss of the potential rail station site. She went on to say that the City was continuing to work with Packard for a potential site at the old Furniture World location (near DOW Chemical site), so not all was lost.



It was moved by Donald Wunderlich and seconded by Nelson Disco:

THAT the meeting be adjourned at 9:06pm.

The motion carried unanimously.

Respectfully submitted,

*Steve Williams*

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Stephen Williams, Official Recorder

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