



**MINUTES - APPROVED  
NASHUA REGIONAL PLANNING COMMISSION  
June 16, 2010**

**Members Present:**

Martin Michaelis, Amherst	Janet Langdell, Milford
Brad Vear, Amherst	Jeffrey Cox, Nashua
Tad Putney, Brookline	Kathy Hersh, Nashua
Howard Dilworth, Jr., Hudson	Mike Tabacsko, Nashua
Richard Maddox, Hudson	Mike Fimbel, Mont Vernon
Bernie Manor, Hudson	David Hall, Mont Vernon
Suellen Quinlan, Hudson	Tom Collins, Pelham
Charles Moser, Mason	Ed Gleason, Pelham
Karin Elmer, Merrimack	David Hennessey, Pelham

**Others Present:**

Brian McCarthy, Nashua Alderman	Nancy Mayville, NH DOT
Sarah Marchant, Town of Milford/NHPA Member	

**Staff Present:**

Kerrie Diers, Executive Director	Steve Schaffer, GIS Manager
Tim Roache, Assistant Director	Camille Pattison, Principal Planner
Julie Chizmas, Transportation Planner	Karen Baker, Administrative Assistant

The Chair called the meeting to order at 7:04 PM.

**NHPA Professional Planner of the Year Presentation**

Sarah Marchant, New Hampshire Planners Association member and Town Planner for Milford, NH spoke about Camille Pattison, her background, history with the NRPC, accomplishments, work ethic, and presented her with the New Hampshire Planners Association Planner of the Year Award. Pattison graciously accepted her award thanking everyone expressing thoughts of surprise when she found out she had won.

**Privilege of the Floor**

There were no members of the public in attendance.

**Introduction of New Members**

Fimbel informed the group of the 5 new members to the Commission and introduced those that were present. Alderman Jeffrey Cox, Chair of the Committee on Infrastructure for the City of Nashua was present as well as David Hennessey, Chair of the Zoning Board of Adjustment for the Town of Pelham. Not in attendance were Robert Kelley with the Town of Merrimack, Alderman Mark Cookson, an appointed alternate to the Commission & Vice Chair of the Committee on Infrastructure with the City of Nashua, and Alderman Richard Larose, an appointed alternate to the Commission & Vice Chair of the Planning & Economic Development Committee with the City of Nashua. Fimbel proceeded with introductions of all others present.

**Approval of Minutes – March 17, 2010**

The Chair asked if there were any comments on the minutes of March 17, 2010. It was moved by Gleason, seconded by Vear:

THAT the minutes of March 17, 2010 be approved.

The motion **carried** with 2 abstentions.

**Public Hearing – 2009-2012 TIP Amendment #5**

The Chair opened the public hearing on Amendment #5 to the 2009-2012 TIP at 7:15 PM. Roache referred to the memo included in the agenda packet and explained that the NRPC had received from the New Hampshire Department of Transportation Amendment #5 to the adopted Nashua Metropolitan Area 2009 – 2012 Transportation Improvement Program (TIP). The NRPC is amending the TIP to account for changes to projects within the Nashua region and to maintain consistency with the Statewide TIP (STIP). Additionally, NRPC placed a legal notice in the Nashua

Telegraph and accepted public comments through Monday, June 14th, 2010. No comments were received. Below is a brief overview of the 5 proposed project changes specific to the Nashua Region:

<b>Hollis</b>	Ash Street/Rte. 130 sidewalk (needs increase in funding)
<b>Nashua</b>	101A Widening (funding adjustment to project scope)
<b>Nashua</b>	CMAQ project tied to rail (park-n-ride)
<b>Nashua</b>	CMAQ project to expand closed loop system (delay in construction)
<b>Pelham</b>	Town Center intersection improvements (funding adjustment on project total)

Roache briefly mentioned the various statewide projects and informed the group that the proposed changes made by Amendment #5 to STIP do not trigger a new conformity determination. Therefore the previous Nashua Metropolitan Area Air Quality Conformity Analysis (2009 – 2035), approved March 18<sup>th</sup>, 2009, continues to be valid.

Roache continued saying that the NRPC staff has reviewed this amendment in consultation with the NH DOT, NH DES, US EPA, FHWA, FTA and representatives of the MPOs, and presented the proposed changes in this amendment to the Transportation Technical Advisory Committee(TTAC) at the June 9th Meeting. The TTAC carefully considered the proposed amendments to the projects contained in Amendment #5 and recommended approval by the NRPC Commission at the June 16 Meeting.

Gleason requested that the cost of the statewide guardrail project be fixed. Roache confirmed that this would be adjusted. Dilworth said it would be nice when it comes to the statewide projects listed if the towns in the region that would be getting a guardrail or culvert could know ahead of time. Roache said he was working on that. Mayville said she was not sure if she could get specifics on potential projects but she would work harder to try and get that information.

Following further discussion, the Chair closed the public hearing at 7:28 PM. It was moved by Quinlan, seconded by Gleason:

THAT the Nashua Regional Planning Commission approve Amendment #5 to the adopted Nashua Metropolitan Area 2009-2012 Transportation Improvement Program (TIP) as proposed.

The motion **carried** unanimously.

Hersh asked that reference be made that the numbers were wrong in the statewide projects portion and be amended to show the correct cost.

## **2010 Transportation Enhancement Grant Process Wrap Up**

### **TE WRAP UP**

Roache provided Power Point presentation on the Transportation Enhancements Process Summary with a brief discussion to follow. He explained it is a Federal Transportation funding program designed to provide an opportunity for improvements to the transportation system for non-motorized uses and a way for lower priority projects to be incorporated into the federal and state Transportation Planning Process. Below are the highlights:

### **2009-2010 TE HISTORY, PROGRAM & PROCESS**

- Began in 1991
- As of 2004, NH completed 8 funding rounds (over 260 projects)
- In 2006 program was financially overcommitted and DOT declared a moratorium on additional projects
- New Guideline Goals established in 2009 by DOT with intent of improving project proposals, more accurate estimates, public involvement, bonus points and regional ranking influencing project selection
- Applicants/Communities to provide Letters of Interest
- Provide project concept and cost estimate
- Submit application to RPC and DOT

### **NRPC REGIONAL PROCESS**

- NRPC staff scores & ranks projects using TTAC approved criteria developed by NRPC

- Project rankings submitted to DOT

#### **NHDOT PROCESS**

- DOT staff ranks projects against criteria guidelines, applies regional bonus points with goal being top ranked project from each region to be funded and submits ranking to TEAC

#### **TE ADVISORY COMMITTEE AND PROCESS**

The TEAC Advisory Committee is comprised of representatives from Executive Council, NHDOT, State Historical Resources Div., RPC Designees, Governor's Office, House Speaker, Senate President, DRED and the NH Municipal Assoc. The Advisory Committee reviews the projects, holds public meetings, and independently ranks the projects. 2009/2010 anticipated funds available were around \$7 million over 2 years with a total of 17 projects being funded.

Roache described the regional rankings submitted to DOT as well as a list of the final TEAC Rankings and summarized the TE presentation. He said the NHDOT developed process using the unstated goal of funding the top ranked project from each region. He stated that it was not clear if or how the regional and NHDOT scores were considered by TEAC. Based on this process, the assumption was that a Tier 3 project would not have a chance, but a Nashua project (ranked 41<sup>st</sup> at the State level) was funded even though the full amount was not asked for. Roache believes that NHDOT should be encouraged to develop an agreement with the TEAC to include the regional and NHDOT ranking in the final project selection process. Roache said there was a motion from the TTAC to recommend to the Commission that the NRPC write a letter to the NHDOT expressing their concern over this. He provided an example motion that read as follows:

*Recommend the NRPC Commission direct the staff to write a letter to NHDOT expressing concern with the TE process and suggesting that NHDOT require the TEAC to factor in the regional and state scores when selecting projects.*

Langdell asked if there were discussions between DOT & TEAC about this and why or was this just a feeling the RPC's had. Roache said action had been taken at the DOT level and staff level with DOT, but he was unsure about TEAC.

Mayville said that DOT intends on discussing with TEAC as a debriefing but would go as far to say that they did not totally go by the NHDOT and Regional process.

Putney said he was unable to see where the NHDOT and Regional rankings were factored in and added it would be a good service to provide this information. Hersh felt that TEAC did not fully adopt the NHDOT process but used part of it. Maddox had concern on how some projects could have changed in ranking so dramatically and felt there should be a clear rule. Seabury had concern with 0 rankings from 2 TEAC representatives. Chizmas explained that these were not rankings, but the representatives did not participate in the scoring. Veal felt there should be a formal process to avoid it being a beauty process. Gleason felt a letter was appropriate as well as a written commitment from TEAC with a standard process. Hersh responded saying she was on the TEAC for 8 years and it was not a beauty contest, but a huge commitment and that the discussion is whether TEAC is required to take that ranking. Langdell agreed with Putney that if the DOT & Regional process rankings are not going to be factored in or used, why bother to spend all this money if it has no meaning to the outcome.

Putney added that there was really no way to know if they were factored in and made a motion to accept the example motion with the inclusion of "mathematically" in front of factor, Dilworth seconded.

Hennessey felt that a statement was needed defining the process. Fimbel suggested something be written and bought back in 3 months.

The previous motion made by Putney was called by Gleason and another motion was made by Dilworth and seconded by Putney to add "mathematically" to the example motion above. A "nay" came from Hersh and Elmer abstained.

Following further discussions the Chair said the **motion carried**.

Hennessey made a motion to request a single set of criteria of all levels of consideration, seconded by Dilworth. Hersh commented there is already a set of criteria and that there are different priorities in different regions. Maddox, &

Vear were opposed to the motion. Moser was also against this motion and agreed with Roache on keeping the regional process regional.

Following further discussions the Chair said the **motion was not carried** and called it a **failed motion**.

### **FY2011 Budget and Work Program**

Diers presented the FY2011 Budget and Work Program. She informed that each project manager would summarize 1 to 2 big achievements from the Work Program and 1 or 2 big initiatives going forward. Roache started with Transportation and summarized the Broad Street Parkway, the Hudson Connector as achievements and the MPO Initiatives, LRTP, Exit 36S and the Hudson Connector as future initiatives. Pattison touched on Transportation a little noting the success of the first year of Smart Commute Week. For future Land Use initiatives, she summarized the Brookline Master Plan and for Environmental Programs she summarized the Energy Program and Energy as achievements and future initiatives. Schaffer summarized the Broadband Mapping program as a major achievement for FY2010 and also as a big initiative for FY2011.

Diers summarized the Sustainable Communities Partnership initiative for FY2011. She explained that it is an Interagency Sustainable Communities Partnership to implement the administration's vision of developing sustainable communities. The partnership is made up of representatives from HUD, DOT, and EPA. The initiative is directed specifically at the work of regional planning commissions with a concept of fostering greater coordination in comprehensive regional planning and focusing on integrating the planning disciplines of transportation, land use, environment, economics and energy in a common framework.

Currently they are working on aligning funding programs and resources and are in talks with several entities like HEAL, HHS, DRED, NH HFA, Charitable Foundation, etc. She added that they have already written an application to the Charitable Foundation in hopes of having them fund a grant writer. Diers also said there was 40 million set aside for challenge grants as well as the potential of up to 5 million for planning in the state over a 3 year period. The group had already met with HUD in Boston and they are very excited about what we are doing. She explained there would be a big visioning portion or process that would be coming from the communities and that the 9 RPC's would be writing the grant together with NRPC as the lead.

Diers also reviewed the budget pointing out that the NRPC only lost 1 grant. The Chair informed the group that the Executive Committee did recommend the budget to the Commission for approval. Gleason asked about the significant Professional Services reduction. Diers explained that they did not anticipate any large projects with those consultants. After further discussion, a motion was made by Gleason and seconded by Langdell:

THAT the Nashua Regional Planning Commission adopt the FY2011 Budget and Work Program.

The motion **carried** unanimously.

### **Setting of the FY 2012 Dues**

Diers referred to the calculation of NRPC FY 2012 Local Dues Assessment included in the agenda packet and asked for a motion to accept. Hersh motioned with a second from Vear:

THAT the Nashua Regional Planning Commission adopt the FY 2012 Local Dues.

The motion **carried** unanimously.

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

Diers 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 proposed motion included in the agenda packet and asked for a motion. Dilworth motioned with a second from Langdell:

THAT the Executive Director be authorized to file applications with federal, state and local governmental units and agencies to implement the FY 2011 work program of the Commission, and to execute agreements to receive funds for such purposes.

The motion **carried** unanimously.

### **NHARPC Legislative Policies and Annual Priorities**

Diers summarized the above listed sheet included in the agenda packet adding that she received 2 suggestions via email and asked if any members had any additions they would like to include

“Support sustainable funding” should be added to the “mobility section”

“Support sustainable funding for passenger rail”

“Support preservation of historical resources” under “livability”

“Fund LCHIP through the budget process as budget line item”

### **Nominating Committee**

Elmer said the Nominating Committee was not successful in finding a replacement for Joe Torre on the Executive Committee and that it was open to the entire Commission and if anyone was interested to please let Diers know.

Diers said that it was also time to appoint or reappoint the Slate of Officers. Hersh motioned with a second coming from Tabacsko:

THAT they keep the existing Slate of Officers to the Nashua Regional Planning Commission’s Executive Committee as Mike Fimbel as Chair, Suellen Seabury as Vice Chair, and Karin Elmer as Treasurer.

The motion **carried** with Seabury abstaining.

### **Commissioners’ Roundtable**

The Commissioners Roundtable was not held. It was moved by Collins and seconded by Elmer:

THAT the meeting be adjourned at 9:18 pm.

The motion **carried** unanimously.

### **Other Business**

Diers informed the Commission that they were invited to a **“NRPC 101 Workshop-Everything You Need to Know About NRPC but Never Had the Chance to Ask”** on **July 21<sup>st</sup> from 6:00 to 7:30pm** with light refreshments served.

Respectfully submitted,

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Kerrie Diers, Official Recorder