



**MINUTES – APPROVED
NASHUA REGIONAL PLANNING COMMISSION
HELD AT THE:**

**Milford Town Hall Auditorium, 1 Union Square, Milford NH
Meet & Greet @ 6:30pm ~ Meeting Start 7:00pm
September 19, 2012**

Members Present:

Martin Michaelis, Amherst	Karin Elmer, Town of Merrimack
Michael Dell Orfano, Amherst	Tom Koenig, Town of Merrimack
Brad Vear	Anant Panwalkar, Town of Merrimack
Robert Larmouth	Janet Langdell, Milford
James Battis, Hudson	Mike Fimbel, Mont Vernon
Richard Maddox, Hudson	Annette Immorlica, Mont Vernon
Jeff Rider, Hudson	Kathy Hersh, Nashua
Thomas Young, Litchfield	Dan Kelly, Nashua

Others Present:

Nancy Mayville, NH DOT	Ansel Sanborn, NH DOT
Jeff Gowan, Pelham Planning Director	Craig Green, NH DOT
Fran Buczynski, NH DOT	

Staff Present:

Kerrie Diers, Executive Director	Karen Baker, Program Assistant
Tim Roache, Assistant Director	Julie Chizmas, Senior Transportation Planner
Camille Pattison, Principal Planner	Matt Waitkins, Field Data Technician/Transportation Planner
Jen Czysz, Senior Regional Planner	Jill Longval, Environmental Planner
Sara Siskavich, GIS Manager	Jennifer DiNovo, Regional Planner
Ryan Friedman, Senior GIS Planner	

WELCOME AND INTRODUCTIONS:

Chairman Langdell called the meeting to order at 7:03 PM. Members of the public and Commissioners stood to recite the Pledge of Allegiance. Langdell continued with the meeting by thanking the Town of Milford for allowing NRPC to host their quarterly Commission meeting there, specifically thanking Bill Parker, Shirley Wilson, Jodi Levandowski, and Mindy Lavallee who helped by making something for the meeting. She also added that 80% of the food was donated from local businesses and staff. Diers proceeded to introduce NRPC Staff, and pointed what positions each held. Nancy Mayville, Ansel Sanborn, Craig Green and Fran Buczynski were also introduced.

Fimbel said a few words about NRPC's recently departed long-time Commissioner from Hudson, Howard Dilworth. Fimbel spoke of how active and involved Dilworth was with the Commission and his volunteering for many causes including firefighting and the Historic Commission. Fimbel added that he was a watchdog for the Commission and an all-around good guy. Hersh added that she had worked with Dilworth on the Commission for many years and would wait to hear what Dilworth had to say because he would always bring a different perspective. Fimbel asked for a 30 second silence to remember Dilworth.

Langdell proceeded by introducing newly appointed Commissioner from Hollis Robert Larmouth. She then asked the rest of the Commissioners introduce themselves.

PRIVILEGE OF THE FLOOR:

Langdell asked if there were any folks present who wished to speak asking folks to be mindful of the time.

Howard Coffman of Nashua informed the group that he had a conversation with Czysz regarding the Granite State Future and the Regional Plan wanted to share his concern over the mandatory HUD requirements of the program and the HUD mandatory outcomes. He felt there were multiple layers and was not comfortable with the bottom up process, the intervening committee structure and that it cannot be deciphered because it is edited by

the committee beforehand. He concluded saying he did not know how this could exist and wanted to make it available to all Commissioners to be aware of because he felt it was scary as hell. Langdell said there would be a Granite State Future presentation as part of the Agenda.

Warren Kindler of Hampton Falls was concerned about the overall effect and wanted to be mindful of what is going on. He added that he agreed with Kauffman.

Linda Twombly of Nashua wanted to know why the City of Nashua residents were not notified of the Commission meeting. Langdell informed Twombly that the meeting was posted at City Hall and on the NRPC website.

Nancy Kimball of Epping spoke and informed that she was the one who got up to start reciting the Pledge of Allegiance because she said that we did not want her to say it.

APPROVAL OF THE MINUTES – MARCH 21, 2012

The Chair asked if there were any comments on the minutes of June 20, 2012. Dell Orfano said on page 3, 2nd to last paragraph saying that it did not reflect what he had said and should have read: Dell Orfano commented that there are problems with determining the regional fair share of workforce housing because confidentiality issues made it difficult to gather data. Dell Orfano also added that his name has 2 L's. After further discussion, it was moved by Maddox and seconded by Young:

THAT the minutes of June 20, 2012 be approved as amended.

The motion **carried** with 2 abstentions.

PRESENTATION: ANSEL SANBORN, NH DOT, BALANCE SCORECARD REPORT

Diers introduced Ansel Sanborn, NH DOT, who would be presenting on the NH DOT Balanced Scorecard. Sanborn passed around an 11 x 17 hand out which provided an executive summary of the NH DOT Balanced Scorecard. Sanborn explained that NHDOT has been measuring the performance and condition of the transportation system for many years. A Working Group expanded the measures collected and connected them to the Department's strategy using a "Balanced Scorecard" approach that addressed three priorities: performance measurement, strategic management, and communication.

The working group first revisited the Department's Mission and Vision and established a Purpose Statement. Supporting the Mission, Purpose, and Vision were four Strategic Organizational Goals: Employee Development, Effective Resource Management, Performance, and Customer Satisfaction. Twelve objectives were defined as a means of connecting the goals to the work of the Department. Finally, thirty performance measures were identified to track progress in achieving each objective. The performance measures chosen do not cover all aspects of NHDOT activity. The measures were chosen because they are key indicators of progress toward an objective, are important, are understandable, and have data currently available. The measures chosen along with the objectives and goals they support are depicted on the Balanced Scorecard Matrix.

Sanborn showed the group the DOT webpage which provided a strategy map and a balance scorecard adding that it was a way of managing the organization with the key people being the employees. He also noted the 30 performance measures and associated objectives shown in the handout. He emphasized the importance of them all but specifically mentioned the importance of customer satisfaction. He explained to the group how to read the scorecard informing the group that 2011 was the first scorecard so there was not target to compare it to.

Sanborn used the department's performance on highway paving as an example, pointing to page 18 of the NHDOT Balanced Scorecard 2011 saying that in 2000 they showed a good status with 3,064 roads in fair condition as opposed to the all-time low in 2007. He added that in order to keep an even line, DOT would need to repave 500 miles a year. Sanborn said there was also the potential of another all-time low in 2016. The information provided showed where DOT is and where they have been. He concluded this portion of his presentation saying that as part of the scorecard, they are hoping to do some scenario planning and that the new surface transportation act has performance measures tied to it. He passed the floor to Craig Green.

Craig Green provided a presentation on Moving Ahead for Progress in the 21st Century (MAP 21) which tied

into the Balanced Scorecard and the associated Performance Measures. MAP 21 is the new two-year transportation authorization bill, was signed into law on July 6, 2012, and authorizes over \$105 billion in transportation funds. SAFETEA-LU, the current transportation law, has been extended through September 30, 2012 with MAP-21 taking full effect on October 1, 2012 and authorizes funding through September 30, 2014. The Goals of MAP 21 are as follows:

- Safety
- Infrastructure Condition (intended for bridges)
- Congestion Reduction
- System Reliability
- Freight Movement and Economic Vitality
- Environmental Sustainability
- Reduce Project Delivery Delays

He also provided the performance measures which tied into the goals:

- Pavement Condition
- Performance of Interstate and NHS
- Bridge Condition
- Injuries and Fatalities
- On Road Mobile Surface Emissions
- Freight Movement on the Interstate

Green explained that US DOT would select the Performance Measures and determine which ones each state will measure. There would also be a Measures and Target Time Frame as listed below:

- USDOT - April 1, 2014 will know what the Performance Measures are
- States – April 1, 2015 to set performance target for each measure
- MPO's – October 1, 2015 MPO's to get their targets

Green concluded saying that the Balanced Scorecard will help to see where the DOT overlaps. He passed the floor back to Sanborn.

Sanborn referred back to the handout and summarized the strengths, weaknesses and challenges of the department. He added that they were using the RPC Commission meetings as an audience to an electronic pole and collect responses on satisfaction in transportation. He would be back for the December full Commission meeting to conduct the survey. He concluded his presentation and asked if there were any questions.

Kelly asked what happens if they don't reach their goal (would there be any penalties) in regards to the MAP 21 and could the national goals be an issue. Sanborn answered there should not be with what he is doing and there might be some type of incentives and penalties combination. Kelly asked if he sees any conflict between the State and Federal portions and what each is doing. Sanborn said there would likely still be some tweaking between the two.

Fimbel asked if it applied to just State roads. Sanborn said that Interstate and NHS will be the focus but were looking into improving it to include other roads, but that what streets was still an unknown, but that consistency across would be important due to each state setting their own target.

Dell Orfano commented that DOT was doing a lot for less and asked how they expect an increase of freight and other goals listed with no funding for increases. He asked how they would raise capital for all the needs with no resources available. Sanborn said that they would communicate the needs and try to do the best they can with the resources available. Dell Orfano also commented that it seems like policy makers are not as in tune to demand for infrastructure and the ability to maintain and asked if there was anyone within DOT looking into further funding sources. Sanborn said that the new Commissioner has been looking into this and doing a lot of research.

Warren Kindler from the public asked if Sanborn sees any type of limited allowances on miles traveled for individual vehicle use. Sanborn had not heard anything of this.

For more information on the Balanced Scorecard, please visit the NHDOT website at www.nh.gov/dot/org/commissioner/index.htm.

BUSINESS MEETING – QUARTERLY WORK REPORT

Land Use and Environmental

Pattison provided an overview of Land Use and Environmental Programs, specifically highlighting the Milford Design Guidelines (not included in the Program Highlights), but displayed at the meeting, completed in 2008 & 2012 and the significant public education and outreach that was done for both. She also summarized the Milford Community Planning Grant, recently awarded to the Town of Milford which focuses on housing, with which NRPC would be assisting. Lastly, she referred to the progress to date on the Broadband Mapping Program, the Draft Regional Broadband Plan and the effort on outreach and education on Broadband.

GIS Programs

Siskavich introduced herself and informed the Commissioners that she had been contacting member communities to put a name to a face and to gather ideas on what we can do better and to find out where we are providing the right types of services. She provided some of the outcomes from these meetings saying that where we are good is in regional coordination, establishing relationships and map production. She added that we lack with visibility with the towns on what we can do GIS-wise and as a result there is some redundancy. She said it would be a goal to increase coordination with utility assets, conservation commissions, and schools to promote technology.

Lastly, she said the GIS department would think creatively to coordinate and articulate the cost benefit for doing GIS for items such as in flights over multiple towns. Maddox commented that Hudson can't get data for flight (flyover) into GIS. Siskavich said she was checking with DOT for different formats. Langdell said that a matrix of each town and what they are doing might be helpful to make. Vear asked why the public could not get GIS data for fiber and asked if NRPC could spearhead this. Siskavich said it was proprietary. Fimbel commented how GIS services have been very beneficial to Mont Vernon for their updates to their tax maps and how they saved money. Kauffman asked about the privacy of the data and if it was sold or aggregated and if there was revenue and sharing. Siskavich said it was public domain so it was public and that there was a fee structure normal for public records. She added that we don't sell data, we sell maps and staff hours are what are charged to recoup.

Transportation Programs

Roache passed around copies of the Draft 2013-2016 Transportation Improvement Plan, the Draft Air Quality Conformity Analysis, and the Draft 2013-2040 Metropolitan Transportation Plan Update and informed the Commissioners that a 30-day public comment period was open and a public hearing would be held at the NRPC Executive Committee meeting on October 17th where they will be taking action and adopting the documents at that time. He was not reviewing the documents in detail at this time due to time restraints. He moved on next to MAP 21 and passed around a 2 page handout. Lastly, Roache informed the Commissioners of the 2010 Census and the 200,000 threshold that the Nashua Regional went which resulted in the threat to the Nashua Transit System to lose operating funds under the FTA rules. Due to the 2 year effort and partnership with NTS, neighboring MPO's and the staff of the Federal delegation, they were able to preserve the operating funds under the newly federal transportation bill MAP 21, which will allow NTS to continue to provide service in the Nashua region. Dell Orfano questioned the commuting data and asked about the conversion rate to public transportation and rail. Roache informed that the only specific information that quantifies shift rail transit comes from earlier passenger/commuter rail studies.

Website Committee Update

Roache passed around a memo to the Commissioners regarding input for the NRPC website update asking that they provide answers to the 10 open ended questions back to him by October 3rd. He added that the same email was sent out today and should be in their inboxes.

GRANITE STATE FUTURE: NASHUA REGIONAL PLAN

Diers passed around a memo outlining the Regional Plan Tasks and Schedule. She informed the group that the NRPC is in the process of updating the comprehensive plan for the Nashua Region and we are required to do so under RSA 36: 45-47. Part of this duty is to prepare a coordinated plan for the development of the region to include a vision and make recommendations for the future about transportation, land use, recreation, open space, economic development, public infrastructure and other planning related topics. A housing needs assessment must also be completed every five years for the purpose of assisting municipalities in complying with RSA 674:2, III(I) which is the housing section of local master plans. She added that the last regional planning effort (*Shaping Our Future: Nashua Region 2030*) was conducted between 2005 and 2008. This effort did result in several useful reports.

Diers explained that through funding from the Granite State Future project, NRPC is going through the regional planning process again as required under NH law and over the next 2 years we will develop a comprehensive plan to help our communities tackle some of the important issues that we are facing now and in the future. Part of this process is a strong public engagement initiative to help the plan take shape.

The Commission will meet quarterly to review, evaluate and direct the work staff is doing on the plan. The role of Commissioners is important as it is the Full Commission that will ultimately adopt the plan for the region. Diers summarized the schedule for completing the plan:

- 2 year timeframe (8 Commission meetings)
- Shorter more concise plan document with supporting technical appendices
- Just started rolling out the public engagement to include attending fairs, business expo's, Old Home Days, etc for input
- Listening Boxes will be placed in all towns within our region
- Specific topic workshops – all guidance for the document
- June for a public hearing
- September for adoption

Diers asked if there were any questions. Dell Orfano asked what deliverables will be required from each municipality. Diers said that we will be looking at Master Plans from all the municipalities and there would be a lot of legwork involved for us to engage with those communities that have not updated their Master Plans. She added that we would not be looking for anything in particular, just reviewing existing documents, understanding the priorities, goals and visions from each community that will be considered as part of the regional plan.

Czys provided an overview of statewide activities. She informed the group of the partnership with the other 8 Regional Planning Commissions in the state and the goal of being efficient and avoiding redundancy. She added that each RPC Director serves on the GSF Executive Committee to share ideas amongst the regions. By partnering with the other RPC's in all aspects including outreach efforts, we are able to share the costs when developing products. She referred to the listening boxes with brochure and comment card and showed one to the group. She explained that the same materials were being placed statewide, all with the same comment card with 2 questions. She also showed the group the new website. Czys described it as public portal with all comments that will be collected added to the website and broken down by each community. In addition to the listening boxes, there will be background research where we will be working with state agencies through an efficient process in an effort to pool the statewide research and resources together.

They will also be researching state policy, what it is and how it is working. Czys expected they would have a mid-term report snapshot of existing trends in October. She also asked for Commissioners to adopt a listening box. Langdell asked how long the boxes would be out and about. Czys said about 2 weeks, and then they will be checked for number of cards or moved different location. Diers commented that we were getting event specific comments in an effort to find the common themes and sort them out. Diers also pointed out the Visual Preference Survey, Priority Poster and Maps of each municipality that NRPC is bringing to events as other ways to provide input. These will be available through the beginning of the year for folks to provide input. She added that the brochure included with the listening box provides a QR code for folks and can be used to provide

input online via the GSF website.

Hersh commented on the Nashua Block Party and the amount of input received at that event.

Dell Orfano asked if the questions were on the website. Czysz said they were. Dell Orfano asked if they would get more specific or if there would be a housing question. Czysz said not yet. He asked where the money for all this was coming from. Czysz said from a HUD Grant which was a highly competitive process and only 10% of the applicants were given an award. She further explained that this was the reason for partnering with the other 8 RPC's. All the data gathered on the website will be used for our regional plan. Maddox referred to the RSA 36 and asked when the last time a regional plan was done or when was the most recent effort. Diers said between 2005 and 2008 and we don't have an adopted plan.

Member of the public Nancy Kimball asked Czysz if she was a paid staff person or volunteer. Czysz said she was a paid staff person. Kimball asked if she was a circuit rider for the towns. Diers explained to Kimball our definition of a circuit rider and that it might be different in other regions. Diers further explained that the circuit riders are contracts between the towns and the NRPC to provide professional planning assistance to the planning board. Kimball said that 93% of every dollar for circuit riders comes from their taxes. Diers stated that this might be the case for Rockingham Planning Commission, but for NRPC, the circuit rider is a specific separate contract with a town. There discussion regarding how the towns pay for these services with NRPC through dues question and the taxpayers and who in the towns decides to do pay the dues. Hersh explained that it was a vote on the budget for each town. Kimball asked if the listening boxes were being placed in the schools and did not think it was a good idea. Czysz said schools were not identified on the list as a place to put them.

A member of the public asked if the GSF contract was approved by the Executive Council. Diers said they don't approve the RPC grants. They only approve contracts when we have one with a state agency like DOT. He also commented on the in kind donation process and asked if the contributions by DOT were approved by the Executive Council.

Tom Walker member of the public asked what the NH livability principles based were based on. Diers stated they are based on the smart growth principles in RSA 9B.

A member of the public from Nashua asked if smart growth was in RSA 9B. The answer was "yes".

Fimbel commented that NRPC dues are under 7% of the budget.

Hersh voiced a concern brought up by a member of the public, but felt all population should be participating in the input for GSF. She added that there is a lot of information from everyone that is valuable, not just adults.

Maddox asked if the contract signed with HUD is available on the website. Czysz said that it was under the "About" section.

8:30 PM - COMMISSIONER'S ROUNDTABLE

The Commissioner's Roundtable postponed until the December full Commission meeting.

ADJOURN

The next NRPC Commission meeting is scheduled for Wednesday, December 19, 2012 at 7:00pm. Motion to adjourn came from Elmer with a second from Maddox. The meeting adjourned at 9:35pm.

Respectfully submitted,

Kerrie Diers, Official Recorder