

Central NH Regional Planning Commission
28 Commercial Street, Suite #3
Concord, NH, 03301
Tel: (603) 226-6020
Fax: (603) 226-6023
www.cnhrpc.org



CNHRPC Full Commission Meeting
Meeting Minutes
Thursday, April 14, 2016
7:00pm

Attendees: Larry Anderson, Allenstown
Chad Pelissier, Allenstown
Bruce Crawford, Boscawen
Stephen Buckley, Bow
Tyson Miller, Canterbury
Stan Brehm, Chichester
Matthew Hicks, Concord
Betsy Bosiak, Epsom
Clarke Kidder, Hopkinton
Bob Cole, Loudon
Stanley Prescott, Loudon
Ted Mitchell, Pittsfield
Joe Schmidl, Salisbury
Emilio Cancio-Bello, Sutton
Ken Milender, Warner
Jonathan Lord, Warner
Susan Rauth, Webster
Rip Patten, Credere Associates, LLC

CNHRPC Staff: Michael Tardiff, Executive Director
Craig Tufts, Principal Planner/GIS Planner
Stephanie Alexander, Senior Planner
Joanne Cassulo, Project Planner
Jennifer Mock, Office Manager
Samuel Durfee, Assistant Planner
Katie Nelson, Assistant Planner
Steve Henninger, Project Planner
Michael Larson, Intern

The meeting began at 7:03 P.M., called to order by CNHRPC Vice-Chair, Tyson Miller (Canterbury).

Introductions

Tyson Miller opened the floor to meeting attendees, requesting introductions. All members present introduced themselves.

Presentation: Rip Patten, PE, Vice President, Credere Associates, LLC

U.S. Environmental Protection Agency's (EPA) Brownfields Program

Tyson Miller introduced Rip Patten, Vice President of Credere Associates, LLC. Mr. Patten began his presentation with an overview of Credere Associates, a small engineering firm out of Westbrook, ME. Credere Associates is comprised of mostly environmental engineers with many of their projects involved in the EPA Brownfields Program. The firm has also worked or is currently working with other Regional Planning Commissions throughout the state with Brownfield related projects, including Strafford Regional Planning Commission and Rockingham Regional Planning Commission.

Mr. Patten explained how the Central New Hampshire Regional Planning Commission (CNHRPC) was recently awarded Brownfields Assessment Grants, one of five grants available through the EPA Brownfields Program. The grant awarded a total of \$400,000, of which \$200,000 is directed for sites contaminated by petroleum and \$200,000 is directed for sites contaminated by hazardous pollutants. The other four grants available through the program include revolving loan fund grants, job training grants, cleanup grants, and area-wide planning grants.

Mr. Patten then moved on to explain some of the difficulties dealt with when working with assessment grants. It was noted that this program is voluntary, and all owners have to sign an access agreement for any assessment or redevelopment to occur. It was also noted that the process might take longer with the added documentation required with receiving federal grant money. It was mentioned that as a federal program, the money awarded and redevelopment process is public, and all reports for the sites are available online. The last difficulty mentioned by Mr. Patten is when contamination is found in the assessment phase, however, as listed above there are additional brownfield grants available for the cleanup of a contaminated site.

After an introduction to the program itself, Mr. Patten explained the specific steps in the assessment process. The first step is site inventory, which is what the Brownfield Advisory Committee (BAC) of the CNHRPC Brownfields Assessment Program is ready to begin. This step involves identifying potential sites within the region to be assessed. Next, the BAC will create a selection criterion to select sites for assessment from the sites inventoried previously. The following steps, Phase 1 assessments and Phase 2 assessments, involve identifying potential contaminants and testing through samples gathered on site. The final two steps within the assessment portion of the program are remediation and reuse planning and the engineering design of the site. Mr. Patten outlined the remaining steps in the program past the assessment process, which included being awarded a cleanup grant, remediation, successful redevelopment, and additional assessment funding.

Mr. Patten ended his presentation by answering questions from the group. He clarified that the EPA Brownfields Program is a competitive program, with the most grants received in the Chicago and New England area. This competitiveness is also contributed to the fact that each property has to be owned in order to qualify for the assessment grants. It was also noted that there is no acreage limit per site, the only limitation is the amount of assessment grant money awarded.

Minutes of the January 14, 2016 Full Commission Meeting

Clarke Kidder asked for clarification on the June 11, 2015 minutes presented. It was noted by Jennifer Mock that no quorum was present at the September 10, 2015 Full Commission meeting, thus the

minutes from June 11, 2015 were not able to be voted on. They were then voted on during the January 14, 2016 meeting which held a quorum. It was also noted that only notes were recorded for the September 10, 2015 meeting, which do not need to be voted upon.

On a motion from Bob Cole and a second from Bruce Crawford, the minutes from the January 14, 2016 Full Commission meeting were approved unanimously.

Report of the Chair

Tyson Miller provided the report of the chair, stating that CNHRPC staff have been busy working on various projects, both locally and regionally. Mr. Miller noted that the Executive Committee had met prior to the Full Commission meeting and reviewed CNHRPC's budget to date and reviewed an evaluation form for the Executive Director.

Stephanie Alexander provided an overview of the region's Hazard Mitigation Plans. Hazard Mitigation Plans for the communities of Hopkinton, Hillsborough, Loudon, and Canterbury will be completed by the end of the fiscal year. Funding is expected for the next fiscal year, and will be used for Hazard Mitigation Plans in the communities of Concord, Dunbarton, and Pittsfield. Stephanie noted that communities must update their Hazard Mitigation Plan every five years for the Town or City to receive funding.

Samuel Durfee provided an update of the Warner River Nomination project. CNHRPC staff has provided assistance to the Warner River Nomination Committee, including representatives from Bradford, Warner, Sutton, Webster, and Hopkinton, related to the possible future nomination of the Warner River into the NH Rivers Management and Protection Program. Recent work has included drafting a nomination document which will be submitted in May of 2016. The Committee is looking for letters of support in favor of the designation. Samuel also noted that a public information session is scheduled for April 20, 2016 at the Warner Town Hall.

Joanne Cassulo provided an overview of the upcoming statewide population projections. The most recent population projections were released by the NH Office of Energy and Planning (NHOEP) in 2013. Comparing the most recent projections to trends that have occurred, it can be observed that assumptions made in calculating the previous projections were too conservative, especially when considering migration into the State. Joanne noted that population projections are used in various cases, including in transportation planning, master plans, used by school boards, and used to determine the need for housing development.

Treasurer's Report

Michael Tardiff provided the Treasurer's report and reviewed the Profit and Loss statement for CNHRPC. Although the numbers are behind at this point of the fiscal year, CNHRPC is working hard to end the year with a positive cash flow.

Accessory Housing Legislation Update (SB146)

Joanne Cassulo provided an overview of Senate Bill 146 that will go into effect June 1, 2017. It was described that under SB 146, all municipal zoning ordinances will allow one attached accessory dwelling unit by right, special exception, or conditional use permit in districts that permit single-family

residences. She noted that NHOEP will be making a brief set of guidelines for the bill that will be available in May. It was suggested that Ben Frost, of New Hampshire Housing, attend as a presenter at an upcoming Full Commission Meeting.

Other Business

Bruce Crawford (Boscawen) brought House Bill 1315 to the Commission's attention. The bill would add mixed-use development to the definition of business and industrial facilities. No comments were made by the Commission.

Adjournment

The meeting was adjourned at 8:20 P.M.