

## Central New Hampshire Regional Planning Commission

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### CNHRPC Executive Committee Meeting Minutes Thursday, May 25, 2016

The CNHRPC Executive Committee met on Thursday, May 25, 2016. Chairman Harry Wright (Bradford) called the meeting to order at 5:35pm. Executive Committee members present were Tyson Miller (Canterbury), Ken Milender (Warner), Matthew Hicks (Concord), and Keith Johnson (Deering). CNHRPC Executive Director Michael Tardiff also attended.

#### Minutes of the April 14, 2016 Executive Committee Meeting

The minutes of the April 14, 2016 Executive Committee meeting as prepared were reviewed. Upon a motion by Mr. Miller and a second by Mr. Hicks, the April 14, 2016 Executive Committee minutes were unanimously approved as amended.

#### Report of the Treasurer

Mr. Tardiff reviewed the financial statements and a general overview of CNHRPC's financial position through April 30. He noted that while the profit and loss figures continue to be negative for the fiscal year to date, staff are working to close the gap between the loss to date and the fiscal year budget by June 30.

#### Report of the Executive Director

Mr. Tardiff provided an overview of recent staff activities. He described how staff continue to be busy with a number of local master plans, including the recently completed May 11 Bow Community Visioning Session. He also reviewed a number of proposals that the staff were working on for FY 2017. In addition, a number of local hazard mitigation plans are nearing completion, and staff have just started the summer traffic counting season.

#### CNHRPC Brownfields Assessment Program Update

Mr. Tardiff provided an update on recent progress related to the CNHRPC Brownfields Assessment Program. The Brownfields Advisory Committee (BAC) met on May 17 and had selected initial projects to begin the assessment process. In addition, a letter has been distributed to area communities seeking additional project nominations. Finally, staff and representatives of Credere Associates (the Commission's lead Brownfields Program contractor) have met with representatives of several communities to review the program and seek other potential sites for future assessment. These meetings will continue over the next month or so. The next meeting of the BAC is scheduled for June 16.

#### CommuteSmart New Hampshire Update

Mr. Tardiff reviewed the progress on the CommuteSmartNH.org website and described how the website and overall program went live prior to Bike to Work Week (May 16-20). CNHRPC staff organized the CommuteSmart NH Statewide Challenge where commuters can compete individually or as members of a team to see how many trips can be undertaken using carpools, biking, walking, public transit or by telecommuting. The challenge was for the five days of Bike to Work Week, but then also for May 16 through October 31.

#### FY 2017 NH OEP Targeted Block Grant agreement

Mr. Tardiff presented the draft FY 2017 NH Office of Energy and Planning Targeted Block Grant agreement. The agreement proposes CNHRPC planning assistance in several communities related to

local master planning and other local planning projects as requested. In addition, some of the funding will be used as match during the planned update of the Comprehensive Economic Development Strategy (CEDS) and CNHRPC staff will undertake education and training activities and complete any reviews of developments of regional impact. Upon a motion by Mr. Wright and a second by Mr. Hicks, the FY 2017 NH Office of Energy and Planning Targeted Block Grant agreement was approved unanimously.

**Preliminary FY 2017 Work Program/Budget Review**

Mr. Tardiff presented the draft FY 2017 work program and budget, noting the key differences between the current year and FY 2016 budget. Staff will have a greater emphasis of local and regional economic development planning and the update of the CEDS. In addition, staff will continue to be busy with local projects including several zoning ordinance updates, master plan updates, and local hazard mitigation plan updates. Other staff priorities include the CNHRPC transportation planning program and local technical assistance. An updated FY 2017 work program and budget will be presented at the June Executive Committee meeting in preparation for the Annual Meeting.

**Executive Committee Membership/Nominating Committee**

Mr. Tardiff noted that it was time to begin discussion of the proposed slate of officers for FY 2017. Following a discussion in which each of the Executive Committee members in attendance agreed to serve on the Executive Committee for another year, Mr. Tardiff offered to contact the remaining Executive Committee members to ask them if they would consider serving as a member of the Executive Committee for FY 2017.

**Other Business**

There was no further business discussed.

**Adjournment**

Upon a motion by Mr. Hicks and a second by Mr. Miller, the meeting adjourned with unanimous consent at 6:15 pm.

Respectfully submitted,  
Michael Tardiff, Executive Director