

Central New Hampshire Regional Planning Commission

28 Commercial Street ❖ Concord, NH 03301

Telephone: (603) 226-6020 ❖ Fax: (603) 226-6023 ❖ www.cnhrpc.org



CNHRPC Executive Committee Meeting Minutes Thursday, December 10, 2015

The CNHRPC Executive Committee met on Thursday, December 10, 2015. Chair Harold Wright (Bradford) called the meeting to order at 5:33 pm. Executive Committee members present were Tyson Miller (Canterbury), Ken Swayze (Dunbarton), Keith Johnson (Deering), Ken Milender (Warner) and Stephen Buckley (Bow). CNHRPC Executive Director Michael Tardiff also attended.

Minutes of the October 22, 2015 Executive Committee Meeting

The minutes of the October 22, 2015 Executive Committee meeting as prepared were reviewed. It was noted that there were two typographical errors in the draft minutes. Upon a motion by Mr. Buckley and a second by Mr. Johnson, the October 22, 2015 Executive Committee minutes were unanimously approved as amended.

Report of the Executive Director

Mr. Tardiff provided an overview of recent staff activities. He noted that staff have been working on a number of local master plan surveys, with both the Bow and Salisbury surveys now available online. He also reported that staff had recently completed easement monitoring assistance for the Concord Conservation Commission and had completed a great deal of the work to develop the documentation to nominate the Warner River into the Rivers Management and Protection Program. Mr. Tardiff then reviewed local master plan projects currently underway, and noted that staff had recently initiated assistance in Canterbury regarding potential zoning changes and in Pittsfield related to the Town's economic development strategy. Finally, he provided an overview of the assistance staff have provided to the Hillsborough Economic Development Commission related to parking utilization and potential changes to the Depot Street area.

Report of the Treasurer

Mr. Tardiff reviewed the financial statements and a general overview of CNHRPC's financial position through November 30. He noted that while the profit and loss figure is negative through the first five months of the fiscal year, he still expects to meet budget expectations for the year ending in June. Upon a motion by Mr. Buckley and a second by Mr. Hicks, the motion to accept the November Treasurer's Report was unanimously approved.

Brownfields Advisory Committee update

Mr. Tardiff provided an update regarding the initial meeting of the Commission's Brownfields Advisory Committee (BAC) meeting held on November 16 and progress made on the selection of consultants to assist with the program. He noted that a request for proposals (RFP) had been released on December 4, and it was hoped that the consultant (or consultants) would be selected by the Committee by February 12. The consultant(s) will provide assistance to the BAC during the identification of high priority brownfields sites in the region, and then provide assessment services as necessary on a number of sites in the region.

Comprehensive Economic Development Strategy (CEDS) Update - Discussion

Mr. Tardiff reviewed how CNHRPC had worked closely with staff from the Southern NH Planning Commission to develop the region's Comprehensive Economic Development Strategy (CEDS). The CEDS was adopted by the Commission in October 2014, and includes the entire CNHRPC area as well as

five communities within the SNHPC area. Mr. Tardiff noted that staff had recently met with SNHPC and Economic Development Administration staff to discuss initiation of the CEDS update with the potential inclusion of Manchester, as well as the potential designation of the region (including Manchester) as an Economic Development District (EDD). The next steps in the process will involve the preparation of a funding application to the EDA for the CEDS update, and further discussions related to EDD development by the CEDS Strategy Committee during the CEDS update process.

CNHRPC office space - discussion

Mr. Tardiff reviewed the process that staff had followed to investigate potential office locations in light of the current three-year lease expiring on January 31, 2016. Upon a motion by Mr. Buckley and a second by Mr. Swayze, the motion to seek a lease renewal at the Commission's current location was unanimously approved.

Other Business

Mr. Buckley presented draft materials related to the Executive Director's evaluation process.

Adjournment

Upon a motion by Mr. Buckley and a second by Mr. Swayze, the meeting adjourned with unanimous consent at 6:55 pm.

Respectfully submitted,
Michael Tardiff, Executive Director