

Central New Hampshire Regional Planning Commission

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CNHRPC Executive Committee Meeting Minutes Thursday, October 22, 2015

The CNHRPC Executive Committee met on Thursday, October 22, 2015. Chair Harold Wright (Bradford) called the meeting to order at 5:32 pm. Executive Committee members present were Ken Swayze (Dunbarton), Keith Johnson (Deering), Matthew Hicks (Concord) and Stephen Buckley (Bow). CNHRPC Executive Director Michael Tardiff also attended.

Minutes of the July 23, 2015 Executive Committee Meeting

The minutes of the July 23, 2015 Executive Committee meeting as prepared were reviewed. Upon a motion by Mr. Buckley and a second by Mr. Swayze, the July 23, 2015 Executive Committee minutes were unanimously approved.

Report of the Executive Director

Mr. Tardiff provided an overview of recent staff activities. Staff recently coordinated a Master Plan visioning session in Epsom, and plan to return soon to meet with the members of the Fire Department. Other key projects include the update of the regional transportation model, planning support to the Hillsborough Economic Development Commission relating to parking and potential changes to the Depot Street area, assistance during the preparation of the Warner River nomination into the Rivers Management and Protection Program, and the finalization of the Bradford CIP. Mr. Tardiff also outlined how the CNHRPC network had experienced a computer virus that resulted in the loss of certain GIS data.

Report of the Treasurer

Mr. Tardiff reviewed the financial statements and a general overview of CNHRPC's financial position through September 30. He noted that in similar fashion to the last fiscal year, a number of projects are billable upon the completion of certain tasks instead of on a monthly basis. Upon a motion by Mr. Buckley and a second by Mr. Hicks, the motion to accept the September Treasurer's Report was unanimously approved.

FY16 Work Program update

Mr. Tardiff summarized the work accomplished to date since the fiscal year began on July 1. Staff have been emphasizing work on a number of local master plans and capital improvement programs while continuing work on the Commission's transportation planning work program and local hazard mitigation plan development. In addition, staff have also continued to provide circuit rider services and plan development assistance in several communities.

Proposed CNHRPC 20156 Dues Rate

Mr. Tardiff presented the draft 2016 dues rate of 1.10 per capita, noting that the rate had been raised to \$1.10 for 2015 after remaining at \$1.05 for the previous seven years. Upon a motion by Mr. Buckley and a second by Mr. Swayze, the CNHRPC 2016 dues rate of \$1.10 per capita was unanimously approved.

Brownfields Advisory Committee update

Matthew Monahan, CNHRPC Senior Planner, presented an update on the formation of the Central NH Brownfields Advisory Committee (BAC). As of October 21, CNHRPC had received confirmation of eight appointments to the BAC. Following the first meeting of the BAC in November, staff will develop the Request for Proposals to seek consultant assistance. The consultant (or consultants) will be asked to help develop the list of high priority brownfields sites in the region.

CNHRPC office space - discussion

Mr. Tardiff reviewed options for CNHRPC office space, noting that the current three-year lease expires on January 31, 2016. Mr. Tardiff outlined how staff had looked at several other office locations in recent months, and reviewed a financial comparison of each of the potential locations. Following a discussion of the cost and issues related to office buildout costs, location and parking availability of each of the options, the Executive Committee concurred that the current location was the most appropriate, and asked Mr. Tardiff to seek further information related to the Commission's property tax payments at its current location. Mr. Tardiff said he would report back at the next meeting.

Other Business

Mr. Buckley noted that he would like to move forward on the Executive Director's evaluation. Mr. Tardiff said that he would gather past evaluation materials and forward the materials to Mr. Buckley.

Adjournment

Upon a motion by Mr. Buckley and a second by Mr. Wright, the meeting adjourned with unanimous consent at 6:50 pm.

Respectfully submitted,
Michael Tardiff, Executive Director