

Central NH Regional Planning Commission
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CNHRPC Full Commission Meeting
APPROVED Meeting Notes
Thursday, June 11, 2020
7:00pm
Zoom Meeting

Commission Attendees: Barbara Randall, Town of Boscawen
Fred Reagan, Town of Boscawen
Stephen Buckley, Town of Bow
Harry Wright, Town of Bradford
Jim Bibbo, Town of Bradford
Tyson Miller, Town of Canterbury
Stan Brehm, Town of Chichester
Erle Pierce, City of Concord
Meredith Hatfield, City of Concord
Matthew Hicks, City of Concord
Keith Johnson, Town of Deering
Betsy Bosiak, Town of Epsom
Gary Sparks, Town of Hillsborough
Clarke Kidder, Town of Hopkinton
Kathy Cruson, Town of Pembroke
Emilio Cancio-Bello, Town of Sutton
Ben Inman, Town of Warner
Ken Milender, Town of Warner
Susan Rauth, Town of Webster

CNHRPC Staff: Michael Tardiff, Executive Director
Matt Monahan, Senior Planner
Craig Tufts, Principal GIS/Transportation Planner
Dean Williams, Principal Transportation Planner
Katie Nelson, Principal Planner
Stephanie Alexander, Senior Planner
Matt Baronas, CNHRPC Intern

The meeting began at 7:05 P.M, called to order by CNHRPC Chair, Harry Wright (Bradford). Pursuant to Executive Order 2020-04, Harry Wright read a statement that authorizes the CNHRPC Full Commission to meet electronically. It was also noted that the meeting was being recorded.

Presentation: CNHRPC Regional Transportation Plan Update – Corridor Spotlights

Dean Williams provided an overview of the eight Corridor Spotlights created as part of the CNHRPC's Regional Transportation Plan. He described the outline of each corridor, which all follow a similar format. This includes an overall corridor description, describing land use along the corridor as well as problem areas related to intersections, congestion, and safety. Each corridor also includes a Challenges and Opportunities Map for that corridor's traffic shed. Additionally, the Spotlights include identified transportation projects included in the NHDOT's State Ten Year Plan and as recognized by CNHRPC. The eight corridors include I-89 North, I-89 South, NH 106, NH 28, US 202/NH 9, US 4 East, US 3/US 4 North, and US 3 South. The timeline created for the Regional Transportation Plan was also shown, noting transportation-related milestones and events in the CNHRPC region between 1955 and 2015.

Discussion of these corridors included:

- Projects identified that are not included in the NHDOT State Ten Year Plan are just as important as those that are. The Corridor Spotlights document these projects as important needs in the region, and justify their importance as NHDOT updates its Ten Year Plan.
- It is expected in 2022 that FHWA will be working with the Census Bureau to re-designate routes, which would potentially lead to some routes being classified as a higher functional classification. This would then makes these routes and any projects along them eligible for NHDOT's Ten Year Plan.
- It was noted that the Senate will have a remote hearing on NHDOT's Ten Year Plan on Friday, June 12, 2020. The link with remote meeting information was distributed via the chat feature.
- It was clarified that these Corridor Spotlights are part of the Long Range Transportation Plan, of which Regional Planning Commissions are required to produce. It is expected that this Plan will be adopted by the Full Commission this fall/early winter.
- All of the Spotlights will be posted on the CNHRPC website for review.
- Rezoning of the district next to NH 28/Main Street in Chichester has not been discussed with NHDOT as of this time. It was noted that some zoning changes in Epsom have also occurred.
- There was no update of development at Whitney Road, including the intersection related to this development. City Counselor and Full Commission member Erle Pierce noted that the City of Concord is waiting for information back from NHDOT regarding engineering plans. City Counselor and Full Commission member Meredith Hatfield noted that an agenda item was noticed for their July meeting regarding the design and engineering of the proposed roundabout at this location.
- The China Mill Development in Allenstown was commented upon, noting that several other developments have been proposed in that area, and traffic along Route 3 will need to be considered as a result of these developments.

Introductions

Introductions were skipped as a formal roll call was conducted as part of the next agenda item, approval of minutes. Mike Tardiff introduced the Commission's two new members, Erle Pierce and Fred Reagan.

Approval of Minutes

Upon a motion by Emilio Cancio-Bello and a second by Kathy Cruson, the minutes of the January 9, 2020 Full Commission meeting were approved unanimously. Erle Peirce abstained from the vote as he was not present at the January 9, 2020 meeting.

Report of the Chair

Mike Tardiff provided the report of chair on behalf of the Executive Committee. He noted that CNRHPC staff had been working remotely over the past few months due to COVID-19 and will continue through most of the summer. Overall, CNRHPC staff have been very busy, with tasks including assistance to Planning Boards, master plans, hazard mitigation, and many others. It was also noted that participation from volunteers has increased, which has been visible on many ongoing projects.

Treasurer's Report

Mike Tardiff provided the Treasurer's report, noting the Commission had a positive month in April. There was a great deal of activity related to the development of local master plans as well as development of the Regional Transportation Plan.

CNRHPC Staff Updates

Stephanie Alexander provided an update on the hazard mitigation and emergency management planning that is ongoing in the CNRHPC region, noting that participation from town volunteers has increased through the pandemic. She noted that she is currently working with Allenstown, Sutton, and Salisbury in the updates of their Hazard Mitigation Plans and Emergency Operations Plans.

Matt Monahan noted that he has continued to work with Towns on development reviews, in particular a few large developments in Allenstown. In addition, Matt is assisting with some regulation work in Epsom, as well as MS4 work in Allenstown and Pembroke, which includes work with ordinance and regulation development and amendments.

Craig Tufts noted that the Boscawen Natural Resources Inventory has recently been completed, which included information from the Town's Master Plan, mapping of resources, and a public survey. The Conservation Commission is currently reviewing the document. He noted that he has also been assisting many of the communities in regards to their trails. The Concord Trails Plan is also underway, and is currently receiving a high response rate on its online public survey. Finally, he mentioned that he has had trail counters out on trails throughout the region collecting use data. Discussion occurred regarding a portion of trail in Concord where the property owner is prohibiting use of the trail among those present at the meeting.

Matt Baronas introduced himself to the Commission. He described his current projects, which include traffic counting and easement monitoring for the City of Concord. It was noted that he is also participating in several data collection trainings to be used for data collection later this summer.

Katie Nelson provided an update on CommuteSmart NH, noting the June Statewide Challenge has been postponed until the fall, where it will be morphed with the Buses, Bikes, & Brooms Challenge. It was noted that a postponement video was created with a few of the other Regional Planning Commissions that is posted on the CNRHPC website. Other ongoing efforts with CommuteSmart NH include collaborating with other agencies in discussion of the future of CommuteSMART Seacoast, as the program manager is retiring this June. Katie noted that she has also been working with communities on local planning programs, as well as on the Regional Transportation Plan and MS4 outreach.

Dean Williams noted that in addition to development of the Regional Transportation Plan, he has also been busy assisting the Regional Coordinated Council, Concord Area Transit, and overseeing much of the data collection undertaken in the region this summer.

Proposed FY 2021 CNHRPC Work Program and Budget

Mike Tardiff presented the proposed FY 2021 CNHRPC Work Program and Budget to the Commission. Budget lines discussed included the CNHRPC Brownfields Program, as this is the third year of the current grant, which includes less federal pass-through. It was noted that CNHRPC plans to apply for the next grant round next year. Additionally, it was noted that less projects were started this spring than in past years, notable due to the COVID-19 pandemic. Overall, a drop in total income was noted.

Expenditures were less than the previous fiscal year due to the retirement of one staff member, Joanne Cassulo. Prior to her leaving, Joanne worked to finalize and submit the Warner River Corridor Management Plan. Other expenditures are expected to be similar as previous years. No comments or questions were provided.

Upon a motion by Emilio Cancio-Bello and a second by Betsy Bosiak, the proposed FY 2021 CNHRPC Work Program and Budget was approved unanimously.

Election of FY 2021 Officers

The slate of officers was presented as:

- Matthew Hicks, Chair
- Tyson Miller, Vice-Chair
- Keith Johnson, Treasurer
- Stephen Buckley, Member
- Harold Wright, Member
- Ken Milender, Member
- Clarke Kidder, Member

Upon a motion by Betsy Bosiak and a second by Emilio Cancio-Bello, the proposed slate of officers was approved unanimously.

Other Business

There was no other business.

Adjournment

Upon a motion by Gary Sparks and a second by Matthew Hicks, meeting adjourned by unanimous vote at 8:52 P.M.