

## Central New Hampshire Regional Planning Commission

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### CNHRPC Executive Committee Meeting Minutes Thursday, May 14, 2015

The CNHRPC Executive Committee met on Thursday, May 14, 2015. Chair Harold Wright (Bradford), called the meeting to order at 5:39 pm. Executive Committee members present were Tyson Miller (Canterbury), Keith Johnson (Deering), and Matthew Hicks (Concord). CNHRPC Executive Director Michael Tardiff also attended.

#### **Minutes of the April 9, 2015 Executive Committee Meeting**

The minutes of the April 9, 2015 Executive Committee meeting as prepared were reviewed. Upon a motion by Mr. Wright and a second by Mr. Miller, the April 9, 2015 Executive Committee minutes were unanimously approved.

#### **Report of the Executive Director**

Mr. Tardiff provided an overview on the key activities since the last Executive Committee meeting was held. Staff continue to be busy with local master plan updates and subdivision/site plan reviews in several communities. The transportation planning staff have been working on the update of the regional transportation model and participating in the Commute Green NH marketing/branding study. Mr. Tardiff also noted that staff had recently been informed by the EDA that the Central/Southern NH CEDS had been approved.

#### **Report of the Treasurer**

Mr. Tardiff reviewed the financial statements and a general overview of CNHRPC's financial position through April 30. While the profit and loss statement shows a negative balance to date as several large projects that the Commission staff are currently working on cannot be invoiced until late June, he expects to essentially break even for the fiscal year ending June 30. Upon a motion by Mr. Wright and a second by Mr. Miller, the motion to accept the April Treasurer's Report was unanimously approved.

#### **FY 2016-17 Unified Planning Work Program (UPWP)**

Mr. Tardiff reviewed the revised FY 2016-17 UPWP agreement with NHDOT, noting that the work program and budget had been updated since the last Executive Committee meeting. Upon a motion by Mr. Buckley and a second by Mr. Johnson, the motion to approve the FY2016-17 UPWP agreement as revised and dated May 14 was unanimously approved.

#### **FY 2016 NH OEP Targeted Block Grant agreement**

Mr. Tardiff presented the draft FY 2016 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, CNHRPC staff will undertake education and training activities and complete any reviews of developments of regional impact. Upon a motion by Mr. Johnson and a second by Mr. Hicks the FY 2016 NH Office of Energy and Planning Targeted Block Grant agreement was approved unanimously.

#### **Preliminary FY 2016 Work Program/Budget Review**

Mr. Tardiff presented the draft FY 2016 work program and budget, noting the key differences between the current year and FY 2016 budget. FY 2015 projects that have concluded include the Regional Plan Update and the preparation of the regional broadband plan. New projects include the administration of

the brownfields assessment grant and the update of the CEDS. Staff will continue to be busy with local projects and the CNHRPC transportation planning program. An updated FY 2016 work program and budget will be presented at the June Executive Committee meeting in preparation for the Annual Meeting.

**Other Business**

Mr. Tardiff noted that as next month's Full Commission annual meeting begins at 7pm, he proposed moving the Executive Committee meeting time to 6:15pm on June 11.

**Adjournment**

Upon a motion by Mr. Hicks and a second by Mr. Johnson, the meeting adjourned with unanimous consent at 6:27 pm.

Respectfully submitted,  
Michael Tardiff, Executive Director