

Central New Hampshire Regional Planning Commission

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CNHRPC Executive Committee Meeting Minutes Thursday, June 11, 2015

The CNHRPC Executive Committee met on Thursday, June 11, 2015. Vice Chair Tyson Miller (Canterbury) called the meeting to order at 6:15 pm. Executive Committee members present were Keith Johnson (Deering), Ken Milender (Warner) and Stephen Buckley (Bow). CNHRPC Executive Director Michael Tardiff also attended.

Minutes of the May 14, 2015 Executive Committee Meeting

The minutes of the May 14, 2015 Executive Committee meeting as prepared were reviewed. Upon a motion by Mr. Buckley and a second by Mr. Johnson, the May 14, 2015 Executive Committee minutes were unanimously approved.

Report of the Executive Director

Mr. Tardiff provided an overview of staff activities over the last month. Staff are working on a variety of local master plan chapters, and are looking forward to the Hillsborough Master Plan visioning session scheduled for June 24. Staff also continue to work with representatives of several other regional planning commissions and transit agencies on the CommuteSmartNH marketing and branding study. Mr. Tardiff also noted that he will be attending an EPA workshop later in June related to the preparation of the Brownfields Assessment Grant workplan and budget.

Report of the Treasurer

Mr. Tardiff reviewed the financial statements and a general overview of CNHRPC's financial position through May 31. He noted that while the year to date profit and loss figure has improved over the last several months, we continue show a negative overall balance as several large projects that the Commission staff are currently working on cannot be invoiced until the end of June. He further noted that he still expects to complete the fiscal with revenues essentially equal to expenses. Upon a motion by Mr. Buckley and a second by Mr. Johnson, the motion to accept the May Treasurer's Report was unanimously approved.

Draft FY 2016 Work Program/Budget - discussion

Mr. Tardiff presented the draft FY 2016 budget and work program. He identified some of the key differences between the FY 2015 and FY 2016 work programs, highlighting the Brownfields Assessment grant, local hazard mitigation plan updates in four communities, and the FY 2016-17 Unified Planning Work Program (UPWP) agreement with NHDOT. Upon a motion by Mr. Buckley and a second by Mr. Milender, the proposed FY 2016 budget and work program was unanimously approved to be forwarded to the Full Commission for consideration.

EPA Brownfields Community-Wide Assessment Grant

Mr. Tardiff provided an update regarding the three-year Community-Wide Brownfields Assessment Grant that CNHRPC has been awarded by the EPA. The project will include the formation of the Central NH Brownfields Advisory Committee (BAC) who will be asked to assist in the identification of sites with regard to the existence of hazardous materials and petroleum materials. A series of assessments on the highest priority sites will be undertaken by environmental professionals funded through the grant. Work to organize the BAC is expected to begin in July.

Proposed Slate of Officers for FY 2016

Mr. Tardiff noted that it was the Executive Committee's duty to recommend a proposed slate of CNHRPC Executive Committee members and officers for the fiscal year beginning on July 1. Following a discussion among the current Executive Committee members, the following draft slate of officers for FY 2016 was prepared for submittal to the Full Commission: Chairman - Harry Wright (Bradford), Vice Chairman - Tyson Miller (Canterbury), Secretary/Treasurer - Keith Johnson (Deering), Ken Swayze (Dunbarton), Ken Milender (Warner), Matthew Hicks (Concord), and Stephen Buckley (Bow). Upon a motion by Mr. Buckley and a second by Mr. Johnson, the proposed FY 2016 CNHRPC Slate of Officers was unanimously approved to be forwarded to the Full Commission for consideration. Mr. Buckley then offered to make the presentation of the proposed slate to the Full Commission.

Other Business

There was no other business discussed.

Adjournment

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

Respectfully submitted,
Michael Tardiff, Executive Director