

## Central New Hampshire Regional Planning Commission

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### CNHRPC Executive Committee Meeting Minutes Thursday, July 23, 2015

The CNHRPC Executive Committee met on Thursday, July 23, 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), Ken Milender (Warner) and Stephen Buckley (Bow). CNHRPC Executive Director Michael Tardiff also attended.

#### Minutes of the June 11, 2015 Executive Committee Meeting

The minutes of the June 11, 2015 Executive Committee meeting as prepared were reviewed. Upon a motion by Mr. Buckley and a second by Mr. Johnson, the June 11, 2015 Executive Committee minutes were unanimously approved, with Mr. Swayze abstaining.

#### Report of the Executive Director

Mr. Tardiff provided an overview of recent staff activities. Staff continue to work on a number of local master plan chapters, and expect to complete work on the Loudon, Allenstown and Epsom master plans this winter. Work on the CommuteSmartNH marketing and branding study continues, and local development review work is also remaining steady.

#### Report of the Treasurer

Mr. Tardiff reviewed the financial statements and a general overview of CNHRPC's financial position through June 30. He reviewed the year-end profit and loss statement, noting that the Commission had ended the year with revenues slightly ahead of expenses as a number of contracts were invoiced at the end of the month. Upon a motion by Mr. Buckley and a second by Mr. Wright, the motion to accept the June Treasurer's Report was unanimously approved.

#### FY 2016 Work Program/Budget update

Mr. Tardiff reviewed the differences in the work program and budget between the recently completed fiscal year and the new fiscal year that began on July 1. Key projects will include numerous local master plans, MS4 Stormwater planning in Allenstown, the initiation of several local hazard mitigation planning projects, several local capital improvement programs, and the Commission's transportation planning program.

#### Brownfields Advisory Committee - discussion

Mr. Tardiff provided an update regarding the three-year Community-Wide Brownfields Assessment Grant that CNHRPC has been awarded by the EPA. Staff will be attending the EPA 2015 Brownfields Conference in early September, and intend to support the formation Central NH Brownfields Advisory Committee (BAC) in early Fall.

#### CNHRPC office space - discussion

Mr. Tardiff noted that the lease for the Commission's office space will expire on January 31, 2016. Potential office space options were discussed. Mr. Tardiff was directed to continue to explore possible office locations.

#### Other Business

There was no other business discussed.

**Adjournment**

Upon a motion by Mr. Buckley and a second by Mr. Wright, the meeting adjourned with unanimous consent at 6:40 pm.

Respectfully submitted,  
Michael Tardiff, Executive Director