

**MEETING NOTICE AND AGENDA  
EXECUTIVE COMMITTEE MEETING  
Wednesday August 25, 2010  
6:00 PM  
RPC Conference Room  
156 Water Street, Exeter NH**

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*(a light supper will available in the conference room before the meeting)*

- 6:00 I. Approval of Minutes from June 23rd, 2010 **MOTION TO APPROVE** [Attachment 1]
- 6:05 II. Status of Action Items from previous Meeting
- 6:10 III. Communications
- 6:15 IV. Financial Report Jul-June FY2010 and July FY2011; Audit Schedule [Attachment 2A&B]
- 6:25 V. FY 2011 Local Dues Discussion  
**MOTION**
- 6:35 VI. Federal Grant Updates – RPC Support & Involvement [Attachment 3A-C]  
A. Sustainable Communities Initiative (HUD/DOT/EPA) - NHRPCs  
B. TIGER II Infrastructure Grant – Plaistow/MBTA Commuter Rail - NHDOT  
C. TIGER II Planning Grant – Transit Oriented Development Planning -MVPC
- 6:50 VII. Broadband Project Update (ARRA) – work accomplished to date; public meeting planned in September – information item
- 7:00 VIII. Exeter/Stratham – request for RPC facilitation on inter-municipal discussion on water and wastewater issues – information item
- 7:10 IX. Old & Other Business  
A. September 8<sup>th</sup> RPC Commission meeting (Brentwood ) agenda: Groundwater Study; Brownfields Update  
B. October 13th MPO Meeting (Hampton Falls) agenda: TIP and Plan Adoption; CMP Adoption; CMAQ update; TIGER II Update; UPWP review; Route 1 Update  
C. Legislators Forum – November; Legislative Policy Review  
D. Schedule New Commissioner Orientation session?  
E. Other
- X. Adjourn

**MINUTES**  
**ROCKINGHAM PLANNING COMMISSION**  
**EXECUTIVE COMMITTEE**  
**June 23, 2010**  
**156 Water Street, Exeter, NH**

**COMMITTEE MEMBERS PRESENT:** G. Coppelman, Chairman (Kingston); A. Stoller (Windham); R. Brown (Rye); J. Whitney (Kensington) B. Goodrich (Stratham); W. Bambury (Hampton); A. Khan (Seabrook)

**STAFF PRESENT:** C.Sinnott (Executive Director); A. Pettengill (Business Manager)

Coppelman noted that he will act as Chairman as Griffin and Moore are unable to attend. Coppelman convened the meeting at 6:00 p.m.

**I. Minutes**

*Goodrich moved to approve the Minutes of April 28, 2010 with the addition of Annette Stoller in the attendance list; Brown seconded. **SO VOTED.***

**II. Status of Action Items:**

Letter of Appreciation to Ted Tocci: Completed  
Research budget expense on 457 Plan: Pettengill to address later in Agenda;  
Authorize TBG Grant for 2011: Completed

**III. Communications**

Acting Chairman Coppelman asked for opinions about the Annual Dinner Meeting. Whitney felt it went very well, was very organized and the food was great. She said the speaker did a great job and it was an appropriate topic. Discussion followed about possibly slimming down the non-speaker part of the meeting or having the guest speaker first on the Agenda. Khan noted that the location was great and he was happy to bring back to his Boards how much Seabrook was mentioned. Whitney suggested an email be sent to Commissioners summarizing the event. Stoller suggested looking into getting the first speaker, Michael Dukakis to speak at an upcoming transportation meeting, Legislative Forum or joint RPC/MVPC meeting. Discussion on the location swap between east and west followed. It was suggested that one option for the Seacoast be the Galley Hatch Conference Center.

Sinnott updated the members on the status of State funds regarding the Regional Environmental Planning Program (REPP) contract. He stated that this funding initially made it through the Dept of Environmental Services (DES) budget process and then was cut in half and ultimately eliminated altogether. He knows that DES is disappointed because they had come to rely on program to help them accomplish statewide outreach work that they were unable to complete alone. He's hoping that it will be re-instated in next year's budget.

Sinnott also stated that the RPC has been asked to provide a letter of support for the nomination of a piece of the Lamprey River into the Rivers Protection Program. General consensus was to provide the letter of support.

Sinnott also noted that we have received notification from the NH Dept of Transportation (NHDOT) indicating that our actual Indirect Cost Rate has been calculated for the prior year through the audit process and it was about 12% higher than the interim rate that we used in billing for the prior year. This should result in an adjustment in our favor at some point.

#### **IV. Financial Report May 2010**

Pettengill addressed the question regarding an increase in the April IRA benefit line item and explained that it was due to the quarterly administrative fee associated with the 457 IRA Plan. Discussion followed on income received.

#### **V. Budget Update FY 2011**

Sinnott distributed an Interim Budget Update from the adopted May budget. It was confirmed that REPP has been eliminated and TBG was reduced to \$21,155. He reviewed other line items in the funding and discussed CTAP funding consultant expenses. He also noted that there are no significant changes in the expense portion of the budget other than the dental expense being 6% cheaper than expected. Other changes include Walker's consulting will increase in energy planning since the REPP funds have disappeared. He expects to have a formal budget amendment in September.

#### **VI. Committee Review: makeup, vacancies, recruitment**

Sinnott explained that the Nominating Committee took a look at the standing committees of the Commission looking for vacancies or other issues. He noted that the membership of the Regional Impact Committee is now formally defined. The Nominating Committee suggested that Mike Morasco of Epping be asked to fill an alternate position on the RIC. It was also suggested to add Kravitz to the Regional Master Plan Committee; Coppelman to the Personnel Committee; Moore & Green to the Legislative Policy Committee. Khan moved to bring these recommendations to the full Board; Goodrich seconded. Discussion followed regarding alternates on the RIC. Chairman Coppelman tabled the motion due to unanswered questions on the ability to have alternates serving on standing committees. Staff was directed to clean up staff appointments to various State and regional Committees and to delete defunct committees. Staff was also directed to supply a list of opportunities with descriptions of the particular committee responsibilities for those without representation.

#### **VII. Sustainable Communities Initiative (HUD/DOT/EPA)**

Sinnott explained that an Act was passed in Congress establishing the Sustainable Communities Initiative within Housing Urban Development (HUD). Most of the regional planning agencies throughout the Country were started by HUD in the 1960's and 70's. Now there is a movement to pull in the DOT, EPA and EDA. All nine NH planning agencies have agreed to develop a single proposal Sustainable Communities Program application to update a new regional plan and partner with State agencies to come up with the consensus needed to framework the law in NH. This is an attempt to be the catalyst in our State to get State agencies to work together and create a common State Development Plan. Each commission would then work in their own region and the program would be tailored to their communities.

The Planning Commissions met with the Boston Regional Housing and Urban Development office and they were positive about the approach. Sinnott is asking for the Executive

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Committee to authorize our Commission to participate in developing and submitting our application with the other RPCs. *Whitney moved to authorize the Rockingham Plng Commission's participation in the Sustainable Communities Initiative; Stoller seconded.* Discussion followed on existing HUD requirements and possible "strings" attached. Sinnott assured everyone that if the application were successful, there would be a scope of work and contract that would come before the Committee to be approved. Further discussion followed.

*Coppelman called the vote; SO VOTED.*

#### **VIII. USDOT TIGER II National Infrastructure Investments Program**

- A. Plaistow Commuter Rail Project Application: Sinnott explained that the Town of Plaistow and the RPC would like to work together to apply to the National Infrastructure Investments Program to fund rail extension. These funds would pay the MBTA to move the layover facility (\$8-10 million) and also add 1-3 cars to the fleet. NHDOT supports the application but will not agree to be the applicant. MBTA is considering being a co-applicant. There is a 20% match required.

Sinnott asked for authorization from the Committee for the RPC to proceed and assist them in preparing the application. *Khan moved to authorize the RPC to assist Plaistow and the MBTA in preparing an application to the National Infrastructure Investments Program; Whitney seconded. SO VOTED.*

- B. Station Area Planning – I93, 125 & I95 Corridors: Sinnott stated that station area planning is transit related. The Merrimack Valley Planning Commission has asked the RPC to be a co-applicant with them for "Bus on Shoulder" ?? **Check w/ Cliff** program and to look at land use planning around certain bus stations to further support transit. Three corridors would be included: I93-Salem, Derry, Windham, Methuen; Route 125-Plaistow; I95-Newburyport, Seabrook, Salisbury and Route 1

*Stoller moved to authorize the RPC to work collaboratively with the MVPC to prepare a Station Area Planning application; Whitney seconded. SO VOTED.*

#### **XI. Other**

July MPO meeting: Plaistow – topics: TIP Amendment, CMAQ Ranking, Congestion Management, Plaistow Rail Update, Connections Project update, Stormwater MS4 presentation

Discussions followed on federal funds and the State's 10 Year Plan and how the RPC will work with Towns on Ten Year Plan projects.

Meeting Adjourned at 8:10 p.m.

Respectfully submitted,

Annette L. Pettengill  
Recording Secretary

**Rockingham Planning Commission**  
**Financial Statement**  
**Budget vs. Actual**  
June 2010

	June-10	July-June	Annual Budget	Balance	% Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>RESOURCES</b>					
Federal Contracts	\$ 45,508	\$ 234,680	\$ 200,000	\$ (34,680)	117.3%
Local Dues					
FY 10	\$ -	\$ 138,420	\$ 138,480	\$ 60	100.0%
Local Dues-Other			\$ -	\$ -	
Local Planning Contracts	\$ 11,885	\$ 198,730	\$ 162,982	\$ (35,748)	121.9%
Other Income	\$ -	\$ -	\$ 21,164	\$ 21,164	0.0%
State Contracts	\$ 152,139	\$ 735,860	\$ 1,017,539	\$ 281,679	72.3%
<b>Total RESOURCES</b>	<b>\$ 209,532</b>	<b>\$ 1,307,690</b>	<b>\$ 1,540,165</b>	<b>\$ 232,475</b>	<b>84.9%</b>
<b>Total Income</b>	<b>\$ 209,532</b>	<b>\$ 1,307,690</b>	<b>\$ 1,540,165</b>	<b>\$ 232,475</b>	<b>84.9%</b>
<b>Expense</b>					
Newspaper/Media	\$ 688	\$ 4,865	\$ -	\$ (4,865)	
Contracted Printing	\$ 30	\$ 282	\$ 1,000	\$ 718	28.2%
Contracted Services	\$ 30,610	\$ 418,091	\$ 559,632	\$ 141,541	74.7%
**Dues & Subscriptions					
**Equipment					
**Equipment & Software Maint					
**Office Supplies					
**Postage					
Total Salaries	\$ 55,266	\$ 582,915	\$ 577,500	\$ (5,415)	100.9%
*Training & Workshops					
Travel	\$ 4,403	\$ 13,081	\$ 12,000	\$ (1,081)	109.0%
Reconciliation Discrepancies	\$0.02	\$0.07	\$ -	\$ (0)	
Payroll Processing Fees	\$ 38	\$ 304	\$ -	\$ (304)	
Janitorial	\$ 675	\$ 4,275	\$ -	\$ (4,275)	
Accounting	\$ -	\$ 2,043	\$ -	\$ (2,043)	
Audit	\$ -	\$ 9,993	\$ 9,250	\$ (743)	108.0%
Bank & Service Charges	\$ 12	\$ 47	\$ 200	\$ 153	23.5%
**Dues & Subscriptions	\$ -	\$ 7,052	\$ 7,000	\$ (52)	100.7%
<b>Employee Co Contrib of Benefits</b>					
C Deferred Comp 457	\$ 2,538	\$ 23,870	\$ 23,914	\$ 44	99.8%
C Dental Insurance	\$ 1,205	\$ 10,428	\$ 10,322	\$ (106)	101.0%
C Health Ins.	\$ 8,001	\$ 63,367	\$ 79,854	\$ 16,487	79.4%
C Life Insurance	\$ 97	\$ 762	\$ 1,050	\$ 288	72.5%
C LTD Insurance	\$ 116	\$ 925	\$ 1,330	\$ 405	69.5%
C NH Retirement 414E	\$ 3,135	\$ 26,288	\$ 25,150	\$ (1,138)	104.5%
C STD Insurance	\$ 99	\$ 787	\$ 1,120	\$ 333	70.3%
**Equipment	\$ 964	\$ 5,134	\$ 9,800	\$ 4,666	52.4%
**Equipment & Software Maint.	\$ 1,108	\$ 12,395	\$ 8,000	\$ (4,395)	154.9%

**Rockingham Planning Commission**  
**Financial Statement**  
**Budget vs. Actual**  
June 2010

	<u>June-10</u>	<u>July-June</u>	<u>Annual Budget</u>	<u>Balance</u>	<u>% Budget</u>
General Insurance	\$ 448	\$ 6,575	\$ 4,700	\$ (1,875)	139.9%
Misc	\$ 1,177	\$ 973	\$ 6,500	\$ 5,527	15.0%
**Office Supplies	\$ 2,397	\$ 11,148	\$ 16,500	\$ 5,352	67.6%
<b>Payroll Expenses (C Portion)</b>					
P/R Taxes					
P/R Taxes - Other	\$ 5,106	\$ 44,433	\$ 44,561	\$ 128	99.7%
SUTA	\$ -	\$ 64	\$ 100	\$ 36	64.0%
**Postage	\$ 332	\$ 4,454	\$ 5,000	\$ 546	89.1%
Rent	\$ 3,469	\$ 41,628	\$ 41,640	\$ 12	100.0%
Telephone	\$ 706	\$ 4,831	\$ 4,500	\$ (331)	107.4%
**Training & Workshops	\$ -	\$ 11,155	\$ 11,000	\$ (155)	101.4%
Utilities	\$ 698	\$ 6,303	\$ 7,250	\$ 947	86.9%
<b>Total Expense</b>	<u>\$ 123,317</u>	<u>\$ 1,318,466</u>	<u>\$ 1,468,873</u>	<u>\$ 150,407</u>	<u>89.8%</u>
<b>Net Ordinary Income</b>	\$ 86,215	\$ (10,776)	\$ 71,292	\$ 82,068	
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
Unobligated Funds	\$ -	\$ -	\$ 344	\$ 344	
Fund Balance Accrual	\$ -	\$ -	\$ 3,500	\$ 3,500	
<b>Total Other Expense</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,844</u>	<u>\$ 3,844</u>	
<b>EXPENSE</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,472,717</u>		
<b>Net</b>	<u><u>\$ 86,215</u></u>	<u><u>\$ (10,776)</u></u>	<u><u>\$ 75,136</u></u>	<u><u>\$ 85,912</u></u>	

**Rockingham Planning Commission**  
**Financial Statement**  
**Budget vs. Actual**  
July 2010

	July-10	Annual Budget	Balance	% Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>RESOURCES</b>				
Federal Contracts	\$ -	\$ 200,000	\$ 200,000	0.0%
Local Dues	\$ 153,923	\$ 137,753		
Local Dues-Other		\$ -	\$ -	
Local Planning Contracts	\$ 9,497	\$ 227,754	\$ 218,257	4.2%
Other Income	\$ -	\$ -	\$ -	
State Contracts	\$ 9,568	\$ 930,933	\$ 921,365	1.0%
<b>Total RESOURCES</b>	<b>\$ 172,988</b>	<b>\$ 1,496,440</b>	<b>\$ 1,323,452</b>	<b>11.6%</b>
<b>Total Income</b>	<b>\$ 172,988</b>	<b>\$ 1,496,440</b>	<b>\$ 1,323,452</b>	<b>11.6%</b>
<b>Expense</b>				
Newspaper/Media	\$ -	\$ 3,500	\$ 3,500	0.0%
Contracted Printing	\$ -	\$ 2,500	\$ 2,500	0.0%
Contracted Services	\$ 12,369	\$ 530,608	\$ 518,239	2.3%
**Dues & Subscriptions				
**Equipment				
**Equipment & Software Maint				
**Office Supplies				
**Postage				
Total Salaries	\$ 48,279	\$ 596,411	\$ 548,132	8.1%
*Training & Workshops				
Travel	\$ -	\$ 12,000	\$ 12,000	0.0%
Reconciliation Discrepancies	\$ 0.00	\$ -	\$ -	
Payroll Processing Fees	\$ 349	\$ 250	\$ (99)	139.6%
Janitorial	\$ -	\$ 3,600	\$ 3,600	0.0%
Accounting	\$ 650	\$ 1,250	\$ 600	52.0%
Audit	\$ -	\$ 9,250	\$ 9,250	0.0%
Bank & Service Charges	\$ 12	\$ 200	\$ 188	6.0%
**Dues & Subscriptions	\$ 2,309	\$ 7,500	\$ 5,191	30.8%
<b>Employee Co Contrib of Benefits</b>				
C Deferred Comp 457	\$ 2,025	\$ 26,325	\$ 24,300	7.7%
C Dental Insurance	\$ 780	\$ 10,890	\$ 10,110	7.2%
C Health Ins.	\$ 7,628	\$ 87,700	\$ 80,072	8.7%
C Life Insurance	\$ 64	\$ 1,085	\$ 1,021	5.9%
C LTD Insurance	\$ 78	\$ 1,295	\$ 1,217	6.0%
C NH Retirement 414E	\$ 2,064	\$ 27,169	\$ 25,105	7.6%
C STD Insurance	\$ 66	\$ 1,120	\$ 1,054	5.9%
**Equipment	\$ -	\$ 9,600	\$ 9,600	0.0%
**Equipment & Software Maint.	\$ 330	\$ 8,000	\$ 7,670	4.1%
General Insurance	\$ 130	\$ 4,700	\$ 4,571	2.8%

**Rockingham Planning Commission  
Financial Statement  
Budget vs. Actual  
July 2010**

	<u>July-10</u>	<u>Annual Budget</u>	<u>Balance</u>	<u>% Budget</u>
Misc	\$ -	\$ 6,750	\$ 6,750	0.0%
**Office Supplies	\$ 1,438	\$ 8,200	\$ 6,762	17.5%
<b>Payroll Expenses (C Portion)</b>				
<b>P/R Taxes</b>				
P/R Taxes - Other	\$ 3,474	\$ 45,625	\$ 42,151	7.6%
<b>SUTA</b>	\$ -	\$ 100	\$ 100	0.0%
**Postage	\$ 225	\$ 5,000	\$ 4,775	4.5%
Rent	\$ 3,469	\$ 43,152	\$ 39,683	8.0%
Telephone	\$ 110	\$ 4,500	\$ 4,390	2.4%
**Training & Workshops	\$ -	\$ 7,500	\$ 7,500	0.0%
Utilities	\$ -	\$ 7,250	\$ 7,250	0.0%
<b>Total Expense</b>	<u>\$ 85,849</u>	<u>\$ 1,473,030</u>	<u>\$ 1,387,181</u>	<u>5.8%</u>
<b>Net Ordinary Income</b>	\$ 87,139	\$ 23,410	\$ (63,729)	
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
Unobligated Funds	\$ -	\$ 3,410	\$ 3,410	
Fund Balance Accrual	\$ -	\$ 20,000	\$ 20,000	
<b>Total Other Expense</b>	<u>\$ -</u>	<u>\$ 23,410</u>	<u>\$ 23,410</u>	
<b>EXPENSE</b>	<u>\$ -</u>	<u>\$ 1,496,440</u>		
<b>Net</b>	<u><u>\$ 87,139</u></u>	<u><u>\$ 46,820</u></u>	<u><u>\$ (40,319)</u></u>	

NOTE: July is 8% through the fiscal year

# ROCKINGHAM



# PLANNING COMMISSION

156 Water Street, Exeter, NH 03833  
Tel. 603-778-0885 ♦ Fax: 603-778-9183  
[email@rpc-nh.org](mailto:email@rpc-nh.org) ♦ [www.rpc-nh.org](http://www.rpc-nh.org)

August 19, 2010

U.S. Department of Housing and Urban Development  
451 7th Street S.W.,  
Washington, DC 20410

**RE: Sustainable Communities Initiative Regional Planning Grant Application for New Hampshire  
Regional Planning Commissions**  
(CFDA #: 14.703 Funding Opportunity Number: FR-5396-N-03)

To Whom it may Concern:

On behalf of the Rockingham Planning Commission (RPC), I am pleased to convey my support for the application to the Sustainable Communities Initiative Regional Planning Grant Program as proposed by the consortium of Regional Planning Commissions within New Hampshire. It is our intent to ensure that the nine regional plans and the statewide consensus plan for sustainable development are strong, consensus-based documents that reflects a diverse range of interests, perspectives and priorities for current and future users.

The Rockingham Planning Commission serves as both the state designated regional planning agency and Metropolitan Planning Organization for 27 communities in the southeast part of the New Hampshire. Situated at the Massachusetts border and adjacent to the Boston metropolitan area, the communities in our region have been dealing with the impacts of rapid growth and sprawl for more than 30 years. The RPC was established in the late 1960s to help communities respond, both individually and collectively, to these issues. Our staff works directly with both volunteers and professionals at the local level to assist in developing comprehensive solutions to local and regional land use, housing, transportation, and environmental planning issues. Over the years we have established trusted relationships with our communities as we work with them as partners to sustain and improve their communities.

With a staff of twelve, including nine professional land use, transportation and GIS staff, the RPC has significant capacity to participate in the New Hampshire Sustainable Communities Initiative program. We have particular expertise in transportation and land use modeling, in innovative planning techniques, housing analyses, water quality planning and coastal area adaptation planning. We maintain an active regional Brownfields Assessment program which is a key tool for promoting local sustainable redevelopment planning. We have been actively involved in scenario planning for land use alternatives and will contribute our knowledge in this and other areas to our consortium.

The RPC will participate in this cooperative effort in the following capacity:

- Serve on the Program Administration Executive Committee (Executive Director)
- Serve on the Sustainability Policy Committee (Executive Director)
- Participate on the Process Development, Technical Advisory, Communications & Engagement subcommittees (Regional Planners, GIS/Transportation Analyst)
- Lead the process for developing the regional plan for sustainable development in the RPC region (Executive Director, Senior Land Use and Transportation Planners, GIS Analyst)

Key staff who will participate in the project include:

Cliff Sinnott, Executive Director, 1988 - present.

Mr. Sinnott manages RPC administrative and fiscal functions and provides leadership and support for staff working in the agencies planning activities. He has thirty years' experience as a land use planner, with twenty of those as head of the agency. Mr. Sinnott serves on the Workforce Housing Coalition for the Greater Seacoast, on the regional transit agency board (COAST) on the Coastal Adaptation Working Group, on the NH Climate and Energy Collaborative, on the NH Housing and Community Planning and Development Committee and a variety of other posts.

David Walker, Senior Transportation Planner/Program Manager; 2000 – present.

Mr. Walker is responsible for managing the agency transportation program and MPO process and certification; he runs the MPO technical advisory committee and ensures that the federally mandated metropolitan planning process is carried out. Mr. Walker assists with agency modeling, forecasting and air quality analysis, and is the lead on traffic impact analysis, corridor and access management planning and the congestion management process. Mr. Walker serves on several state level transportation technical committees.

Glenn Greenwood, Assistant Director; 1987- present

Mr. Greenwood is assistant director of the agency and is responsible for land use staff development and oversight of the land use planning program. He works extensively with communities in the region and manages the agency's direct planning assistance "circuit rider" programs to planning boards and conservation commissions as well as its education and training programs. He also specializes in water supply and groundwater protection issues and serves on the State Groundwater Study Commission.

Scott Bogle, Senior Transportation Planner (Transit, Community Transportation, Bicycle and Pedestrian Planning) 2001 – present.

Mr. Bogle is responsible for developing the agency's MPO Long Range Transportation Plan and for alternative modes transportation planning in the region. He works closely with the region's two public transit agencies and with a variety of community transportation agencies and organizations. He also leads the agency's efforts in bicycle, pedestrian and TDM planning and our participation regional recreational trail and scenic byway development. Mr. Bogle serves on the Board of both regional transit agencies (COAST and CART), on two regional coordinating councils for community transportation and several state level organization focused on community transportation.

Julie LaBranche, Senior Planner (Land Use Planning, Water Resources, Energy), 2009 - present.

Ms. LaBranche is senior land use planner with extensive experience in water quality planning, and innovative planning techniques. She developed the first adopted form-based-code in the region and works extensively with communities on comprehensive plans, open space plans, water quality planning and energy planning. She serves on the Seacoast Watershed Alliance, Northern New England APA Board, and the UNH Sea Grant advisory Board.

Dylan Smith, Regional Planner (Hazard Mitigation, Adaptation), 2006 - present.

Mr. Smith is responsible for carrying out the agency's hazard mitigation program and is actively participating in a regional adaptation planning group focused on developing adaptation capacity and strategies for seacoast communities. Mr. Smith provides direct land use planning assistance to communities and assistance with workforce housing compliance.

Tom Falk, GIS/Transportation Analyst; 1997 - present

Mr. Falk is transportation analyst and modeler responsible for maintaining and using the agency's integrated travel demand/land use model. Mr. Falk oversees the agency's traffic count, congestion monitoring, employment, land use mapping and other transportation data programs. He developed the agency's first effort in scenario planning which analysed the comparative travel demand impacts from different land use development scenarios.

The RPC is strongly committed to the Sustainable Communities Initiative. We believe the development and integration of sound regional plans for sustainable development, together with a consistent State level policy framework, is essential for creating healthier, more livable, more sustainable communities in this region. Therefore, we will contribute a minimum of total of \$180,000 in direct and leveraged resources toward the successful completion of this project. At a minimum this will include \$30,000 is local dues assessment to pay for staff time in direct support of the program as well as \$150,000 over the three year program from existing transportation and land use planning funding sources to devote to this effort. This will include the use of the travel demand model in scenario planning, use of data and GIS data development, and the updating of existing transportation plans and project selection policies to align with the new Regional Plan for Sustainable Development. These funds are from federal highway planning funds (PL funds) and will be programmed in the MPO United Planning Work Program (UPWP).

We understand that the Nashua Regional Planning Commission/Metropolitan Planning Organization is the lead applicant for submitting the application to HUD on behalf of the Regional Planning consortium and is authorized to represent the interests of the consortium. As the lead applicant, NRPC will assume administrative responsibility to ensure that the program is carried out in compliance with HUD requirements. A memorandum of understanding for participants will be signed within 120 days of the grant award.

We have received commitments of support for this application from the 9 largest communities in the region, including Portsmouth our single city and from Salem our largest town. Together these communities represent 125,215 or 65% of the region's 191,536 population (2009 State Planning Office estimate). We expect nearly unanimous support from the other 18 communities as well. To date, 13 letters of support have been received representing 66% of the population of the region.

We look forward to working with our consortium partners in New Hampshire and with our Federal partners at HUD, USDOT and EPA Please feel free to contact me should you have questions at 603-778-0885 or [csinnott@rpc-nh.org](mailto:csinnott@rpc-nh.org).

Sincerely,



Cliff Sinnott  
Executive Director

cc: RPC Commissioners

August 19, 2010

George N. Campbell Jr., Commissioner  
Rockingham Planning Commission  
J.O. Morton Building  
7 Hazen Drive; PO Box 483  
Concord, NH 03302

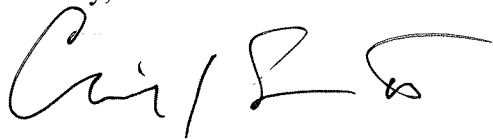
**RE: Long Range Plan Project Certification - *Haverhill-Plaistow MBTA Commuter Rail Extension*  
U.S. DOT TIGER II Discretionary Grant Application  
(CFDA Number: 20.933; Opportunity Number: DTOS59-10-RA-TIGER2)**

On behalf of the Rockingham Planning Commission -Metropolitan Planning Organization (MPO) I am writing to convey my agency's full commitment and support for the above referenced Surface Transportation Infrastructure (TIGER II) Discretionary Grant and to certify that the project is included the MPO Long Range Transportation Plan.

The Rockingham Planning Commission/MPO has supported the extension of the MBTA's commuter rail service to Plaistow since the idea was first formally proposed in 1991. We have included the project in our Transit and Long Range Plans, in various forms, since that time. Presently it is included in our Long Range Plan constrained project list ([FY 2009-2035 Metropolitan Long Range Transportation Plan](#), page 86; [www.rpc-nh.org/transplan.htm](http://www.rpc-nh.org/transplan.htm)) as project number 13515 as proposed for CMAQ funding in 2003. Our Long Range Plan will be amended in October 2010 to adopt the forthcoming FY 2011-2014 TIP and Air Quality Conformity determination. Should the TIGER II funding for the project be secured, we will amend our Long Range Plan and TIP at that time to include the project as described in the TIGER II application.

We are pleased to participate in this innovative bi-state transit initiative and pledge our continuing support as the project moves toward implementation. Your support for the project has been essential to the progress that has been made and is most appreciated by the MPO and the Town of Plaistow. We look forward to working with you as the project plans becomes reality.

Sincerely,



Cliff Sinnott  
Executive Director

cc: RPC/MPO Commissioners  
Sean Fitzgerald, Town Manager, Town of Plaistow

# ROCKINGHAM



# PLANNING COMMISSION

156 Water Street, Exeter, NH 03833  
Tel. 603-778-0885 ♦ Fax: 603-778-9183  
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August 16, 2010

Dennis A. DiZoglio, Executive Director  
Merrimack Valley Planning Commission  
160 Main Street  
Haverhill, MA 01830

**RE: TIGER II Planning Grant - *Regional Corridors Strategic Implementation Plan*  
(HUD Community Challenge Planning Grant - CFDA Number: 14.704; USDOT TIGER II  
Planning Grant Opportunity Number: FR-5415-N-12)**

On behalf of the Rockingham Planning Commission and Metropolitan Planning Organization I am writing to convey my agency's full support for the TIGER II Planning Grant entitled *Regional Corridors Strategic Implementation Plan* that the Merrimack Valley Planning Commission (MVPC) plans to file. We are pleased to participate in this innovative multi-state corridor-based approach which will tie transit-supportive land use planning with transit service expansion in the three strategic transportation corridors that link our regions.

The proposed project will build on prior bi-state transit planning initiatives, particularly the recently concluded Massachusetts-New Hampshire I-93 Transit Investment Study. The New Hampshire component of the project will develop station area plans and recommend appropriate land use polices to support redevelopment around proposed bus and rail stations associated with these initiatives. They include proposed intercity transit bus-on-shoulder service in the I-93 corridor, the MBTA rail extension to Plaistow, future regional transit extension to Seabrook and existing Downeaster Amtrak service in Exeter.

Attached please find a fully executed Memorandum of Understanding which sets forth our mutual commitment to the project. In addition to what is specified in the MOU, we commit to provide our proportionate share of the 20% match of the total project costs.

We look forward to participating in the planning partnership you have envisioned and to help implement changes in land use policy that will both support expanded transit services and create more livable and sustainable communities in our wider region.

Sincerely,

Cliff Sinnott  
Executive Director

cc: RPC/MPO Commissioners  
David Preece, AICP, Executive Director, SNHPC