

STAFF ROSTER AND PROJECT ASSIGNMENTS
FISCAL YEAR 2010
(Updated September 2009)

Cliff Sinnott, Executive Director *csinnott@rpc-nh.org*

- Commission meeting organization & support (w/ Glenn & Annette)
- Executive Comm. Support (w/ Glenn & Annette)
- Overall Agency Admin & Management & Contract Admin (w/ Glenn & Cliff)
- Unified Planning Work Program amendments (w/ D Walker)
- Personnel Management (w/ Glenn & Annette)
- Regional MP Committee Support (w/ Roxanne)
- Legislative Committee Support
- Regional Master Plan Chapter Coord. (w/ all planners)
- Newington TA
- Portsmouth TA (w Brian)
- Exeter TA
- New Castle TA
- Legislative Comm. Support (w/ Annette)
- NHARPC participation (w/ Peter G. & Annette S)
- Document / product review
- UPWP Invoice & Accounting Process (W/ Annette & Dave W.)
- Rye TA Assistant
- Line Item Budget Preparation and Monitoring (w/ Annette)
- Southeast Watershed Alliance – Participation and Monitoring
- State Long Range Transportation Plan CAC
- I-93 Transit Alternatives Study (w/ Scott)
- Exeter Area HHW (w/ Roxanne)
- CMAQ Advisory Committee
- CEDS Update (w/ Tom & Roxanne)
- Plan/TIP Process Review (w/ D Walker)
- REPP Sustainable Devel. Guidebook (w/ Julie)
- Windham Wall Street Study
- 10-Year Trans. Plan Process (w/ D Walker)
- Transportation/Land Use LTA Program Development
- NH GIS Cons. Coalition RPA liaison
- Long Range Transportation Plan (w/ David & Scott)
- Energy and Climate Change Collaborative (DES)
- CTAP Roadmap - Windham

Glenn Greenwood, Assistant Director *ggreenwood@rpc-nh.org*

- Assist Commission & Executive Committee support (w/ Annette)
- Assist Personnel Management (w/ Cliff & Annette)
- Regional Impacts Comm. Support (w/ Roxanne)
- Health and Safety Plan (w/ Annette)
- Local TA Contract Admin (w/ Annette)
- CTAP Agricultural Commission Program (w/ Theresa)
- CTAP “Road Map” - Hampstead
- Regional Impacts Comm. policies & procedures development
- NH 125 Project - Brentwood (w/ D Walker)
- CZ Program Admin./Management

- TBG Program Administration
- Brentwood TA/CR
- Brentwood Master Plan
- Hampstead TA/Master Plan/CTAP
- Newfields TA
- Kingston TA/CR
- Rye IZIP
- Rye TA
- Plaistow TA
- Land Use Staff Supervision & Training
- Regional MP Water Res. Chapter (w/ Julie)
- State Groundwater Study Commission
- USGS Groundwater Sustainability Project
- Document Review (w/ Cliff)
- Planning Board Training (w/ Julie & Brian)
- Zoning Amendment Calendar (W Dylan)
- Workforce Housing Training Module (NHHFA/Catalyst)
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Julie LaBranche, Senior Planner *jlabranche@rpc-nh.org*

- Atkinson TA/CR
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- East Kingston TA/CR
- Hampton TA
- Seabrook TA
- Sandown TA
- Stratham TA
- Windham TA
- Windham Recreation Chapter – follow-up
- Atkinson Master Plan Survey/Vision?
- CTAP ‘Road Map’ – Atkinson & Salem
- REPP/RPA Sustainable Development Guidebook Implementation (w/ all planners)
- I-93 Salt-Ed Project
- CTAP Open Space Planning Projects & Overall Management
- Coastal Conservation Plan Implementation (w/ Theresa & Cliff)
- East Kingston PREP grant project to conduct buffer outreach and education
- Natural Resources Chapter of the Regional Master Plan (final edits)
- I-93 CTAP Steering Comm. (w/ Cliff as Alt.)
- Ecologic Land Use/Transp. Project
- Fluvial Erosion Hazard (FEH) ordinance and Innovative Land Use Handbook Chapter
- Regional Master Plan – Natural Res. Chapter
- Inclusionary Housing & Retention model Updates
- Workforce Housing Coalition Liaison
- REPP Discretionary: Smart Growth TA
- Planning Advisory memo’s (w/ others)
- Local Energy Committee Assistance Program & follow-up (TBG, EECBG)
- Southeast Watershed Alliance (w/ Cliff)
- Planning Board Training (w/ Glenn)
- Stratham Gateway Project / Form Based Code

Brian Groth, Regional Planner *bgroth@rpc-nh.org*

- Fremont TA/CR
- Newton TA/CR
- North Hampton TA/CR
- Portsmouth TA (w/ Cliff)
- Seabrook TA
- TA Liaison to Towns
 - Fremont
 - Newton
 - No. Hampton
 - Portsmouth
 - Seabrook
- Fremont Projects:
 - CTAP 'Road Map' Process
 - Water Resource Integration (follow-up)
 - Housing Master Plan (CTAP)
 - Inclusionary Zoning Ord. (CTAP)
 - Implementation Chapter – MP (CTAP)
 - Public utilities MP update / CIP Process document
- Newton TBG Project – Support with PlanNH Charette
- North Hampton Natural Resource MP Chapter follow-up
- National Flood Insurance Program (NFIP) TA
- Workforce Housing 'Regulatory Audit' – for Seabrook and model process
- Regional MP Mapping Support (w/ Robert)
- Hazard Mitigation Planning Mapping support
- Regional Housing Needs Assessment (w Cliff)
- Plaistow Assistant (w/ Glenn)
- Hampton Beach Parking Study – analysis and report
- Land Use Transportation Projects - TBD
- Regional Zoning Map – 2009 Update
- General GIS Mapping Support for Land Use Planners (w/ Robert)
- Website assistance (w Roxanne)
- Planner Advisory Memos (with all staff)
- TBG Training and Education Program (w Glenn)

Dylan Smith, Regional Planner *dsmith@rpc-nh.org*

- Greenland TA/CR
- Hampton Falls TA/CR
- Kensington TA/CR
- South Hampton TA
- Danville TA
- Epping TA
- CTAP 'Road Map' - Sandown
- Regional MP Chapter – Hazardous Mitigation
- Planning Advisory Memo's (w/ others)
- Hazard Mitigation Planning, Program Manage.
- Hazard Mitigation – 5 Town Updates
- NHARPC Training Initiatives
- Greenland NH 33 Zoning
- Zoning Amendment Calendar

Workforce Housing – inclusionary housing assistance (w/ Julie & Glenn)

David Walker, Senior Transportation Planner*dwalker@rpc-nh.org*

- Transportation Plan Development and Maintenance (w/ Scott)
- Transportation Local Technical Assistance (w/Cliff and Scott)
- Transportation Improvement Program (TIP) Development (w/Cliff and Scott)
- Air Quality Conformity Analysis (w/ Tom)
- Transportation Model Update & Maintenance (w/ Tom)
- TIP Amendments and Administrative Adjustments (w/Cliff and Scott)
- Scenario Planning Project for Long range Plan (w/ Cliff & Tom)
- US 1 Corridor Plan
- Congestion Management Process (CMP) (w/Tom)
- Regional Master Plan – Transportation Chapter/LRTP Executive Summary (w/ Julie)
- MPO Administration and t TAC & Policy Committees Support (w/ Cliff, Scott & Roxanne)
- CMAQ and TE Program (Application, Assistance, Evaluation, and Project Development) (w/ Scott)
- NH 125 Corridor Studies and Planning
- ME-NH Connection Study Advisory Comm. (w/Scott & Tom)
- MPO Annual List of Obligated Projects
- MPO Annual Performance Report (UPWP) (w/Scott)
- Interagency Coordination process & participation
- I-93 Project Monitoring (w/ Cliff)
- Newington-Dover Project Monitoring (w/ Cliff)
- Access Management Planning & MOUs (w/Julie)
- Regional Impact Analysis – Transportation Issues (w/Glenn)
- Traffic Impact Analysis/Traffic Studies (w/ Tom)
- TIP/Plan Fiscal Constraint/Financial Analysis (W/Cliff)
- Epping Road Corridor Plan – Exeter (w/ Robert)
- TIP Project Development and Monitoring (w/ Cliff, Scott & Roxanne)
- Unified Planning Work Program (UPWP) Development and Maintenance (w/ Cliff & Scott)
- SAFETEA-LU Program Compliance (w/ Cliff & Scott)
- Long Range Transportation Plan (w/ Cliff & D Walker)
- SPR Community Traffic Impact Guidebooks (w/ Scott & Julie)
- Network Management & Admin (w/ Robert)

Scott Bogle, Senior Transportation Planner*sbogle@rpc-nh.org*

- Long Range Transportation Plan (w/ Cliff & D Walker)
- Transportation Plan/TIP Development (w/ Cliff & D Walker)
- CART General Assistance
- TIP Project & Monitoring – Transit & Bike-Pedestrian (w/ D Walker)
- Regional Master Plan: Historic Resource Chapter
- Historic Preservation TA
- MPO Public Involvement Plan - Implementation
- Scenic Byway Program
- Transportation Local TA – bike, ped., transit
- Unified Planning Work Program (UPWP) (w/ Cliff & D Walker)
- CMAQ & TE Program (Application, Assistance, Evaluation & Project Development) (w/ D Walker)
- Safe Routes to School Program Assistance
- Exeter Station Committee & Exeter Transportation Committee– Liaison & Assist.
- Seacoast Commuter Options TMA Assistance
- East-West (Ports-Manchester) Bus Study and Development (w/Cliff)
- Bicycle & Pedestrian Planning

- East Coast Greenway – Planning & Implementation
- Regional Transit Coordination
 - Seacoast RCC/ACT
 - Derry-Salem RCC
- Bike/Walk to Work Day Coord. & Bike/Ped. Outreach
- Statewide TDM Committee
- Statewide Transit Coordination – SCC & NHTA
- COAST Board; General Assistance (w/ Cliff)
- MPO Annual Performance Report (UPWP) (w/ David)
- Salem TMA/SETRIP Development/Support
- TASC Board – Liaison & Assistance
- Regional Transit Planning (w/ Cliff)
- MPO Admin and Support TAC & Policy Committees (w/ D Walker & Roxanne)
- Regional Rail Initiatives: Line Alternative Analysis; and Plaistow Commuter Rail (CMAQ)
- LCHIP Support (w/ Theresa)
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Tom Falk, GIS Coordinator *tfalk@rpc-nh.org*

- Transportation Model Maintenance, Documentation & Coordination with Consultant & SRPC
- Air Quality Conformity Analysis for TIP & Plan (w/ D Walker)
- Ongoing: Project Involvement & Support including: 604B; REPP; and Transportation Maps
- Transportation Local TA (w/ Cliff & D Walker)
- Census – CTPP (w/ Robert)
- Data Backups & Procedures (w/ Robert)
- GIS Project Coordination
- SPR US 1 Study (w/ Cliff & D Walker)
- Traffic Count Data Collection, Management, Distribution & Coordination with Traffic County Subcontractor (w/ Robert & Interns)
- Model Support: Zoning; Land Use & Employer Data Maintenance (w/ Robert)
- Traffic Impact Analysis/Traffic Studies (w/ D Walker)
- Model Maintenance & Development (w/ D Walker)
- General GIS: updating the following Data Layers TAZ; Conservation Lands; Zoning
- RPC Data Catalog (w/ Robert)
- HPMS – All Towns (w/ Robert)
- Server File organization (w/ Robert)
- Epping Road Corridor Study (w/ D Walker)
- GIS Mapping Support to Transportation Planners; Long Range Plan; TIP: Bike; Rail; Transit analysis; misc.; transportation maps
- CEDS Update (w/ Cliff & Roxanne)
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Robert Pruyne, GIS Specialist *rpruyne@rpc-nh.org*

- State GIS Advisory Comm.; NHGCC (w/ Cliff & Tom)
- RPC Data Catalog (w/ Tom)
- Census – CTPP (w/ Tom)
- Network Management & Admin (w/ D Walker)
- 604B & REPP GIS
- Data Backups & Procedures (w/ Tom)

- Overall Data Structure (w/ Tom)
- Network Management & Admin (w/ D Walker)
- Overall Office IT Management & Support
- Smart Growth Indicators (w/ Theresa)
- Sprawl Indicators (w/ Theresa)
- Broadband mapping (w/ Tom)
- Conservation Commission CR Support
- Community Build-outs
- General GIS: Natural Resources
- Regional MP Mapping Support
- TBG GIS Support
- CTAP Open Space
- GIS Software maintenance
- GIS Local TA
- CTAP Buildout Project (all remaining Towns)
- US 1 Study – Zoning/Land Use Mapping
- Email Account Management & Admin (w/ D Walker)
- Windham Wall Street (w/ Tom)

Annette Pettengill, Business Manager *apettengill@rpc-nh.org*

- Commission & Executive Committee organization & support (w/ Glenn & Cliff)
- Health and Safety Plan Updates & Compliance (w/ Glenn)
- Administrative Support for Executive and Assistant Directors (w/ Roxanne)
- Administrative Tasks for Consultant Environmental Planner
- Personnel File Maintenance
- Annual Audit Preparation, Audit Response & Tracking
- Compensation Recordkeeping
- Benefits Administration
- Annual Meeting & Legislative Forum Organization (w/ Roxanne)
- Payroll & Accounts Payable/Receivable
- Admin Support for Regional Impact Committee (w/ Roxanne)
- Commission/Executive Committee Mailing & Minutes
- Overall Agency Admin & Management & Contract Admin (w/ Glenn & Cliff)
- Line Item Budget Preparation & Monitoring (w/ Cliff)
- Monthly Regional & Transportation Work Program Report Compilation
- Timesheet Maintenance Processing & Calculation/Payroll
- Project & Contract Billing
- General Accounting & Bookkeeping
- Grant Allocation & Summaries
- Equipment RFP's & Purchases
- Prepare & Mail Annual Dues Letters & Invoices (w/ Roxanne)
- Building Lease & Management Tracking
- Quarterly Project Status Reports
- Telephone & Visitor Reception (w/ Roxanne)

Roxanne Rines, Office Administrator *rrines@rpc-nh.org*

- Administrative Support for Executive and Assistant Directors (w/ Annette)
- Update and Prepare Commission Handbook for annual distribution
- Telephone & Visitor Reception (w/ Annette)
- Annual Meeting & Legislative Forum Organization (w/ Annette)
- Prepare & Mail Annual Dues Letters & Invoices (w/Annette)
- Office Supply Inventory & Ordering

- Office Filing & File Maintenance
- Mail & E-mail Addresses & Lists Database Management
- HHW Collection Administration (w/ Cliff)
- Website Maintenance (w/ Scott)
- Library Cataloging, Ordering & Maintenance
- Annual Land Use RSA Books Mailing & Ordering
- RPC General Calendar Maintenance
- Develop/Maintain Office Tracking System for Action Items
- Newsletter Distribution
- Commissioner Appointment Status
- MPO Admin and Support TAC & Policy Committees (w/ Scott & Dave Walker)
- Website Maintenance
- CEDS Update Assistance (w/ Cliff & Tom)
- Admin Support for Regional Impact Committee (w/ Annette)
- Staff Meeting Agendas & Minutes
- Regional MP Committee Support (w/ Cliff)
- Conference Room Calendar
- Receive & Direct Mail/Tracking Deadlines
- Recurring Mailings
- Administrative Support for Land Use and Transportation Planners
- RPC Brochure Updates
- Census Data Distribution & Request Tracking
- MPO TAC & Policy Mailing, Minutes, Appointment Status & Handbook
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Theresa Walker, Environmental Planning Consultant

theresawalker@comcast.net

- NH CZP Conservation Commission CR Program (seabrook, Greenland ion FY10)
- 604B Regional Water Quality (ERLAC Assistance)
- Coastal Conservation Plan Assistance
- REPP – General Admin. & Implementation
- PREP – Community Assessment Project
- Fluvial Erosion and Hazards Ordinance (w/Julie)
- UNH Stormwater Center – RPC Liaison
- Squamscot River Nomination to Rivers Management & Protection Program (w/ Julie)
- CTAP ‘Road Map’ - Sandown
- Brownfields Program Management
- DES and RPC Brownfields Advisory Committees – liaison and Support
- CTAP – Agriculture Commission Startup, Training, Support
- NROC Support (w/ Julie)
- LCHIP Support (w/ Scott)
- PREP Management Comm. – RPC Liaison
- CTAP – Sandown Road map
- Sprawl Indicators (w/ Robert)
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KEY:

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|------|---------------------------------------------|------|------------------------------------|
| CR   | Circuit Rider                               | CC   | Conservation Commission            |
| TA   | Technical Assistance                        | PB   | Planning Board                     |
| MP   | Master Plan                                 | TBG  | Targeted Block Grant               |
| EIS  | Environmental Impact Study                  | CZP  | Coastal Zone Program               |
| CIP  | Capital Improvements Program                | NROC | Natural Resources Outreach Program |
| GIS  | Geographic Information System               | TIP  | Transportation Improvement Program |
| CEDS | Comprehensive Economic Development Strategy |      |                                    |
| PREP | Piscataqua Region Estuaries Partnership     |      |                                    |

**PRIMARY TOWN CONTACT ASSIGNMENTS FOR LAND USE**

**Rockingham Planning Commission  
FY 2010  
(Updated September 2009)**

|               | <b>Cliff Sinnott</b> | <b>Glenn Greenwood</b> | <b>Julie LaBranche</b> | <b>Dylan Smith</b> | <b>Brian Groth</b> |
|---------------|----------------------|------------------------|------------------------|--------------------|--------------------|
| Atkinson      |                      |                        | L (CR)                 |                    |                    |
| Brentwood     |                      | L (CR)                 |                        |                    |                    |
| Danville      |                      |                        |                        | L                  |                    |
| East Kingston |                      |                        | L (CR)                 |                    |                    |
| Epping        |                      |                        |                        | L                  |                    |
| Exeter        | L                    |                        |                        |                    |                    |
| Fremont       |                      |                        |                        |                    | L (CR)             |
| Greenland     |                      |                        |                        | L (CR)             |                    |
| Hampstead     |                      | L                      |                        |                    |                    |
| Hampton       |                      |                        | L                      |                    |                    |
| Hampton Falls |                      |                        |                        | L (CR)             |                    |
| Kensington    |                      |                        |                        | L (CR)             |                    |
| Kingston      |                      | L (CR)                 |                        |                    |                    |
| New Castle    | L                    |                        |                        |                    |                    |
| Newfields     |                      | L                      |                        |                    |                    |
| Newington     | L                    |                        |                        |                    |                    |
| Newton        |                      |                        |                        |                    | L (CR)             |
| North Hampton |                      |                        |                        |                    | L (CR)             |
| Plaistow      |                      | L                      |                        |                    | A                  |
| Portsmouth    | A                    |                        |                        |                    | L                  |
| Rye           | A (R. Beach)         | L                      |                        |                    |                    |
| Salem         |                      |                        |                        |                    |                    |
| Sandown       |                      |                        | L                      |                    |                    |
| Seabrook      |                      |                        |                        |                    | L                  |
| South Hampton |                      |                        |                        | L                  |                    |
| Stratham      |                      |                        | L                      |                    |                    |
| Windham       |                      |                        | L                      |                    |                    |

L: Lead staff person

A: Assistant staff person

CR: Circuit Rider (staff person)