

COMMISSIONER HANDBOOK

2004-2005

Revised:

September 1, 2004

Rockingham Planning Commission
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Exeter, New Hampshire 03833
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www.rpc-nh.org

MEMO TO: Commissioners
FROM: Robert Landman, Chairman
SUBJECT: Commissioner Handbook
DATE: July 12, 2004

Enclosed is our most recent update of the Commissioner Handbook. Please note that this publication is our way of keeping Commissioners informed and helping local officials understand what the Commission is all about.

The handbook covers a wide variety of topics, from the role of a commissioner, to dues, to commission publications. Specifically, the handbook covers the following topics:

- What the Commission is, what it does,
- Your job as a Commissioner,
- Officers and Commission Representatives by Town,
- Regional Planning Commission Enabling Legislation,
- Overview of Commission Services,
- Municipal Membership Status,
- Staffing,
- Commission Bylaws,
- Personnel Policies, and
- Regional Maps.

Periodically, the Commission sponsors orientation sessions for new Commissioners. I recommend you to attend if you can. In the meantime, if you have special questions about the Commission's operations, about how it can serve your community or how you fit in, please feel free to call me at 964-1818 or you can give our Executive Director, Cliff Sinnott, a call anytime at 778-0885.

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DIRECTORY OF MUNICIPAL OFFICIALS

WHAT THE COMMISSION IS, WHAT IT DOES

The Rockingham Planning Commission is a voluntary local public organization established under state law (RSA 36:45-58) which is funded by, sustained by, and tied directly to local governments. It is run by representatives appointed by its member municipalities. These representatives set Commission policy, make monetary decisions, and decide what work the Commission will get involved in. Commission membership is voted on at town and city council meetings in the individual municipalities served and maintained through the payment of an annual dues assessment.

The planning region covered by the Commission -- one of nine such regions in the State -- includes 27 of Rockingham County's 37 towns (see Figures 1 and 2). The population of the region was 178,997 in 2000, compared with Rockingham County's population of 277,359.

A primary function of the Commission and its staff members is serving the needs of constituent local governments by providing technical planning assistance -- doing such things as preparing land use and natural resource inventory maps, preparing water resource plans, providing circuit rider planner services, helping towns develop master plans and capital improvement programs, informing towns about federal and state dollars that are available, and assisting them in applying for grants.

Equally important, the Commission is involved in regional planning programs in such fields as coastal resources management, transportation, housing, water quality management, water supply, conservation land and open space protection, and public education. The Commission is the designated Metropolitan Planning Organization (MPO) for transportation planning in both the Salem-Plaistow-Windham and Portsmouth urbanized areas. Another Commission responsibility is reviewing and commenting on projects receiving federal money in the region.

The Commission's territory (mandated by a Governor's Executive Order) and its activities are sanctioned by New Hampshire enabling legislation that dates back to 1935.

The official purpose of the Commission is to guide, coordinate and promote the wise and orderly use of land and resources in the region in order to preserve and promote the health, safety and general welfare of the citizens in the region. The primary mechanism for accomplishing this is the preparation and adoption of a regional master plan.

The Commission's bylaws state that the Commission "shall undertake research and information-gathering activities; prepare, adopt, and maintain a comprehensive plan for the region; assist municipalities and counties in implementing regional plans and programs; coordinate functional plans and programs related to the development of the region; serve as the central agent for plans and programs in dealing with the state and federal governments; encourage intergovernmental planning and coordination, linking local, state and federal governments for effective action; and carry out a public information program to promote widespread public understanding, discussion and participation in regional issues and the solution of regional problems."

While the Commission, as a local public agency, does not itself have the power to implement its plans -- its primary function is to recommend and inform -- our planning efforts are reflected in local government decision-making throughout the region.

YOUR JOB AS A COMMISSIONER

Just what is your role as a regional planning commissioner?

It is twofold: 1) to govern the Commission through decision-making and policy setting, with the staff carrying out your decisions, and 2) to communicate regularly between the Commission and the town or city you represent so that the town is aware of Commission activities and the Commission is aware of local issues and concerns.

What kinds of decisions do Commissioners make?

- ... You decide on the nature and scope of the Commission's regional and local work programs.
- ... You decide on the Commission's annual operating budget -- the monies to be spent to support the work activities outlined in the work program.
- ... You decide what the Commission's policies will be in specific areas like natural resources, land use, local technical assistance, water resources, housing, transportation, recreation, and open space. The policies in turn govern the work effort.
- ... You decide whether the Commission participates in proposed new projects.
- ... You represent the interests of the community that appointed you at Commission meetings. You carry back to your community news of Commission activities, and relay your community's concerns and desires to the Commission.
- ... You review staff-produced plans and reports, and ask for revisions or additional staff work.
- ... You set policy for and determine Commission administrative and personnel procedures.

When do you participate in the decision-making?

At monthly Commission meetings. Commission meetings are usually held on the second Wednesday of each month at the Commission's office and at locations that rotate to different communities in the region. (There are no meetings in August and December). In addition, an Executive Committee meets monthly and is empowered to make decisions about the operation of the Commission within the prescribed limits outlined in the by-laws. Some Commission meetings (about four per year) are also designated as MPO Policy meetings at which non-member towns and certain state and federal agencies involved with transportation are included in the decision making.

Figure 1 - RPC Region Base Map



Figure 2 - NH RPA Planning Districts

**LIST OF COMMISSIONERS
ROCKINGHAM PLANNING COMMISSION -- FY04-05**

ATKINSON:	Paul Sullivan (e) 14 Brendon Street Atkinson, NH 03811 362-9937 Appointed: 4/01 Term Expires: 4/02 pas15@aol.com	Art Richert 110 Maple Street Atkinson, NH 03811 362-8372 Appointed: 4/01 Term Expires: 4/02
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BRENTWOOD:	John Kennedy (e) 212 North Road Brentwood, NH 03833 679-8649 Appointed: 4/02 Term Expires: 4/06 kennedyjandj@comcast.net	Charles Pratt 66 Rowell Road Brentwood, NH 03833 778-8881 Appointed: 4/02 Term Expires: 4/06
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DANVILLE:	Barry Hantman 52 Justin Drive Danville, NH 03819 382-5927 Appointed: 8/94 Term Expires: 8/02	VACANT
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EAST KINGSTON:	Lawrence Smith (l) 91 Powwow River Road East Kingston, NH 03827 642-5538 Appointed: 8/87 Term Expires: 8/07	James Roby Day, Jr. 2 Blue Heron Court East Kingston, NH 03827 642-7956 Appointed: 4/97 Term Expires: 4/05
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EPPING:	Epping, NH 03042 Appointed: Term Expires:	Epping, NH 03042 Appointed: Term Expires:
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EXETER:	Forest Griffin (E,l,e) 7 River Woods Drive Exeter, NH 03833 775-0449 Appointed:5/00 Term Expires: 4/03 forestgriffin@aol.com	Lionel Ingram (e) 22 Juniper Ridge Exeter, NH 03833 772-0479 Appointed: 5/02 Selectmen Rep: 3/03 lionelingram@comcast.net	Gwen English (e) 44 Brentwood Road Exeter, NH 03833 772-1015 Appointed: 4/01 Term Exp: 4/06 gwenexeter@yahoo.com
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COMMISSIONERS, FY03-04, Page 2

Joseph Kenick, Jr. (e)
10 Hobart Street
Exeter, NH 03833
778-0477
Appointed: 5/88
Alternate: 5/00
Term Expires: 4/03
joe.kenickjr@verizon.net

Philip McDonald
30 Riverbend Circle
Exeter, NH 03833
778-4864
Appointed: Alternate 4/01
Term Expires: 4/04
Planning Board Rep

Nancy Haberstroh
7 Riverwoods Drive
Exeter, NH 03833
Honorary Member Emeritus

FREMONT:

VACANT

Town of Fremont
PO Box 120
Fremont, NH 03044

VACANT

GREENLAND:

Bruce Dearborn (e)
68 Dearborn Road
Greenland, NH 03840
431-7299
Appointed: 7/97
Term Expires: 7/05
bldearborn@aol.com

Richard Rugg
Stratham Lane
Greenland, NH 03840
436-8695
Appointed: 3/73
Term Expires: 7/05

HAMPSTEAD:

Susan Hastings (E,e)
372 Sandown Road
East Hampstead, NH 03826
329-6181
Appointed: 3/75
Term Expires: 3/05
susan.hastings@comcast.net

Mark Gross (e)
16 Craine Road
Hampstead, NH 03841
382-3561
Appointed: 11/02
Term Expires: 11/06
msg@mhfdesign.com

HAMPTON:

Warren Bambury (M,e)
21 Gill Street
Hampton, NH 03842
929-4322
Appointed: 10/96
Term Expires: 4/02
wtbam@comcast.net

Peter Olney (E,M,I,e)
39 Esker Road
Hampton, NH 03842
(W) 772-4355 (H) 926-3617
Appointed: 10/94
Term Expires: 4/02
pbolney@rcn.com

Fran McMahon
4 Ash Street
Hampton, NH 03842
926-2096
Alternate: 5/04
Term Expires: 1/06
bonfran@earthlink.net

HAMPTON FALLS:

Theodore Tocci (E,e)
5 Applewood Drive
Hampton Falls, NH 03844
772-1889
Appointed: 03/97
Term Expires: 3/05
apples@aspi.net

Roger Venden
136 Drinkwate Road
Hampton Falls, NH 03844
772-4238
Appointed: 06/04
Term Expires: 3/06

Richard P McDermott
26 Coach Lane
Hampton Falls, NH 03844
929-4003
Alternate: 3/06

richard.mcdermott@comcast.net

COMMISSIONERS, FY03-04; Page 3

KENSINGTON:	Seth Perry (M,e) 32 Moulton Ridge Kensington, NH 03833 772-3744 Appointed: 1971 Term Expires: 12/03 mperry@hampstead.lib.nh.us	VACANT
KINGSTON:	Ken Weyler (M,e) Scotland Road Kingston, NH 03848 642-3518 Appointed: 1980 Term Expires: 3/04 kweyler@aol.com	Glenn Coppelman (E,I,M,e) 108 Exeter Road Kingston, NH 03848 772-5355 Appointed: 4/85 Term Expires: 3/04 glenncopp@rcn.com
NEW CASTLE:	John Payzant (e) 50 Old Mill Road New Castle, NH 03854 430-9864 Appointed: 3/01 Term Expires: 5/01 cp.jp@comcast.net	New Castle, NH 03854 Appointed: Term Expires:
NEWFIELDS:	Reuben Hull (M,e) PO Box 312 Newfields, NH 03856 778-7985 Appointed: 5/02 Term Expires: 5/06 reuben.hull@comcast.net	VACANT
NEWINGTON:	Christopher Cross (e) 327 Nimble Hill Road Newington, NH 03801 427-2806/ 427-2833 Appointed: 3/96 Term Expires: 3/02 crossxx@comcast.net	Newington, NH 03801 Appointed: Term Expires:
NEWTON:	Christene LoVecchio (I,e) 42 Pond Street Newton, NH 03858 382-1131 Appointed: 3/02 Term Expires: 3/05 ibake4u@joimail.com	Charles Melvin (e) 81 South Main Street Newton, NH 03858 382-7625 Appointed: 10/03 Term Expires: 3/05 crm7625@aol.com
NORTH HAMPTON:	Robert Landman (E,I,M,e) PO Box 580 North Hampton, NH 03862 (P) 964-1818 (F) 964-8881 Appointed: 5/95 Term Expires: 5/03 rlandman@hlinstruments.com	Shep Kroner (E,e) 5 Cedar Road North Hampton, 03862 North Hampton, 03862 (h)964-3036 (w) 431-6885x4203 Appointed: Appointed: 12/02 Term Expires: 11/06 shepkroner@comcast.net

COMMISSIONERS, FY03-04; Page 4

PLAISTOW:

Larry Gil **(e)**
83 Forrest Street
Plaistow, NH 03865
382-7476
Appointed: 5/94
Term Expires: 12/03
lwgilx@comcast.net

Marilyn Senter **(M,e)**
11 Maple Avenue
Plaistow, NH 03865
382-6074
Appointed: 4/96
Term Expires: 4/04
MSE1056673@aol.com

Timothy Moore **(e)**
33 Sweet Hill Road
Plaistow, NH 03865
382-5062
Appointed: Alternate 1/00
Term Expires: 12/03
Tim001@comcast.net

PORTSMOUTH:

Mary Ann Blanchard
34 Harrison Avenue
Portsmouth, NH 03801

Appointed: 5/03
Term Expires: 5/07

Dave Holden, Chief Plnr **(E,I,e)**
One Junkins Avenue
Portsmouth, NH 03801
431-2006, x2610

Appointed: 7/92
Term Expires: 8/06
dmholden@cityofportsmouth.com

Steve Marchand
117 Cass Street
Portsmouth NH 03801
502-0753

Appointed: Council Rep
Term Exp: 8/06

Kenneth Smith
298 Myrtle Avenue
Portsmouth NH 03801
433-3148

Appointed: 5/03
Term Expires: 8/06

John Burke **(e)**
680 Peaverly Hill Road
Portsmouth, NH 03801
766-1415
Alternate: 8/06

jmburke@pw.cityofportsmouth.com

David Allen **(e)**
680 Peaverly Hill Road
Portsmouth, NH 03801
427-1530
Alternate: 8/06

dallen(same as John)

Steve Parkinson **(e)**
680 Peaverly Hill Road
Portsmouth, NH 03801
427-1530
Alternate: 8/06

sparkinson(same as John)

John Bohenko
One Junkins Ave
Portsmouth NH 03801
431-2000
Alternate: 8/06

RYE: Robert T. Brown **(E,I,e)**
270 Washington Road
Rye, NH 03870
427-2958
Appointed: 9/01
Term Expires: 9/05
rtbrown@rcn.com

Victor Azzi **(e)**
1100 Old Ocean Blvd
Rye, NH 03870
431-3113
Alternate: 4/08
VictorAzzi@comcast.net

SALEM:

Richard Cooney **(E,e)**
2 Samoset Drive
Salem, NH 03079
893-0883
Appointed: 6/28/99
Term Expires: 11/08
richard.cooney@comcast.net

Appointed:
Term Expires:

George Fredette
9 Stone Post Road
Salem, NH 03079
894-5463
Appointed: 11/04
Term Expires: 11/08
gfredette@sfceng.com

Appointed:
Term Expires:

Robert Ellis **(E,e)**
17 Crestwood Circle
Salem, NH 03079
893-5811
Alternate: 11/04
Term Expires: 11/08
bellis1227@juno.com

COMMISSIONERS, FY03-04; Page 5

SEABROOK:	Richard Dodge(e) 18 Atlantic Avenue Seabrook, NH 03874 474-9609 Appointed: 04/04 Term Expires: 04/07 ecadodge@comcast.net	Sophie Dodge(e) 18 Atlantic Avenue Seabrook, NH 03874 474-9609 Appointed: 04/04 Term Expires: 04/07 sadodge@comcast.net
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SOUTH HAMPTON:	Gary Crosby 64 Chase Road South Hampton, NH 03827 (P) 394-7017 (F) 394-7696 Appointed: 5/1/98 Term Expires: 5/02	VACANT
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STRATHAM:	Martin Wool 10 Bunker Hill Avenue Stratham, NH 03885 778-2649 Appointed: 1979 Term Expires: 5/03	VACANT
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WINDHAM:	Alan Carpenter (e) 8 Glenwood Road Windham, NH 03087 537-0907 Appointed: 7/00 Term Expires: 7/04 alan.carpenter@verizonwireless.com	Peter Griffin (e) 85 West Shore Road Windham, NH 03087 898-2940 Appointed: 6/02 Term Expires: 6/05 Peter.Griffin@fmr.com	Annette Stoller (E,M,e) 9 New Road Windham, NH 03087 421-0216 Appointed: 11/99 Term Expires: 6/06 annette@realtimerealty.us
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(E) - Denotes Executive Committee Member
(I) - Denotes Regional Impact Committee Member
(M) - Denotes Regional Master Plan Committee Member
(e) - e-mail address

**STAFF ROSTER AND PROJECT ASSIGNMENTS
FISCAL YEAR 2004**

Cliff Sinnott, Executive Director

csinnott@rpc-nh.org

Commission and Executive Committee organization & support (w/Glenn and Annette)
Overall Agency Admin & Management and Contract Admin (w/ Glenn and Annette)
Document review (w/Glenn)
Exeter TA and Future Land Use Chapter (MP)
Newington TA
Portsmouth TA
Salem TA (w/ D Walker)
New Castle TA
Membership
TBG Program Administration
Smart Growth Indicators (w/ C David)

I-93 Project Management (w/ D Walker)
State GIS Advisory Comm.; GIS Development; NHGCC (w/ C David & Tom)
NHARPC Directors Comm. Coordinator (2004-05)

Unified Planning Work Program (UPWP) (w/ transportation staff)

Rye Beach Master Plan
CEDS Update (w/ Maura)
Personnel Management (w/ Glenn & Annette)
Legislative Comm. Support (w/ Annette)
Plan/TIP Project Process Review (w/ D Walker)
Exeter/Stratham/Newfields HHW (w/ Roxann)

Regional Master Plan Chapter (w/ all planners)
State Smart Growth Advisory Committee
Regional Sewer Outfall Project Monitoring

COAST Board of Directors; General Assistance (w/ Scott)
Newington/Dover Project monitoring (w/ transportation planners)

Glenn Greenwood, Assistant Director

ggreenwood@rpc-nh.org

Brentwood TA/CR
Newfields TA
Kingston TA/CR
Newfields MP
Kingston CIP
Membership (w/ Cliff)
Local Contract Admin (w/ Annette)
Land use Staff Supervision
Commission and Executive Committee support (w/ Cliff and Annette)
CZ Program Admin./Management
Document Review (w/ Cliff)
Planner Brown Bag Lunch Organizer (w/ planners)
Smart Growth Audits (w/ Jill)

Brentwood MP
Hampstead TA
Kingston Housing
Plaistow TA
NH 125 Project Plaistow/Kingston (w/ D Walker)
Regional MP Comm. Support (w/ Annette)
OEP/Smart Growth Multi-density (w/ Jill and Cliff)
Workman's Comp. & Office Safety Plan (w. Annette)

USGS Groundwater Supply Project
Regional Impacts Comm. Support (w/ Annette)
TBG Matching Grant Program Admin.
Planning Advisory Memo's (w/ others)

Jill Robinson, Regional Planner

jrobinson@rpc-nh.org

Kensington TA/CR
Newton TA/CR
Windham TA
Zoning Amendment Calendar
FEMA/OEP Flood Insurance Program

North Hampton TA/CR
Rye TA
Rye Beach TA
NHMA Law Lecture Series
Smart Growth Audits (w/ Glenn)

Regional Master Plan
OEP/Smart Growth Multi-density (w/ Jill and Cliff)

Planning Advisory Memo's (w/ others)
Smart Growth Audits (w/ Glenn)

David West, Regional Planner
dwest@rpc-nh.org

Greenland TA/CR
Fremont TA/CR
Epping Ta
CIP/CCCR
Planning Advisory Memo's (w/ others)
RPC Newsletter (w/ Scott)
Natural Flood Insurance Program & FIRM
Implementation

Seabrook TA
Atkinson TA
Stratham TA
NHOEM Hazardous Mitigation Planning
CIP Assistance to other staff
Natural Flood Insurance Program TA Coordinator

Maura Carriel, Senior Planner
mcarriel@rpc-nh.org

East Kingston TA/CR
Hampton Falls TA/CR
Hampton MP Updates (w/ D Walker)
NHMA Law Lecture Series
CDFA ED Forums; Board Development
CDFA Regional Database Devel (w/ Tom)
CDFA Local Economic Development Planning (w/
Glenn and Tom)
Scenic Byways Program (1A/1B)
CEDS Update (w/ Cliff and Roxanne)
Smart Growth Audit (Hampton) (w/ Glenn)

Hampton TA/MP
Danville TA
South Hampton TA
East Kingston MP/housing
Planning Board Training Series
Local Economic Development MPs

Rye/Pioneer Road Bike Path Implementation (w/ Scott)
Planning Advisory Memo's (w/ others)
Regional Housing Needs Assessment; MP
TBG Municipal Land Use Board Training

C. David Wickliffe, GIS Specialist
dwickliffe@rpc-nh.org

RPC Data Catalog (w/ Tom)
General GIS Development
Smart Growth Indicators (w/ Theresa and Cliff)
Rye Beach Precinct MP Mapping (CZP)
Hampton MP Mapping (CZP)
Exeter MP Mapping (CZP)
OEP, TBG, GIS Tasks: Regional Composite Parcel
Map; General Development Municipal GIS Std Set; Arc
GIS Training, others

Stratham Buildout (CZP)
GPS Mapping Assistance to Communities
NHOEM Hazard Mitigation Planning (w/ D West)
Kingston Buildout (TBG)
Regional MP Mapping Support
Danville TBG Mapping

Community VIZ Application Development (REPP)

General GIS Mapping Support for Land Use Planners

Tom Falk, Transportation Analyst
tfalk@rpc-nh.org

Ongoing: Project Involvement and Support including:
CDFA; CEDS; 604B (Lake Inventory); REPP; OEM; and
Data Collection

GIS Mapping Support to Transportation Planners; Long
Range Plan; TIP; Bike; Rail; SPR US 1 Study; and other
transit

General GIS: updating the following Data Layers TAZ; Conservation Lands; Zoning; Land Use and Employer Data (address matching)
Air Quality Conformity Analysis for TIP & Plan

Census - CTPP (w/ Robert)

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

Transportation Program Admin (w/ Cliff)
MPO Admin and Support TAC & Policy Committees (w/ Roxanne and Scott)
Transportation Local TA (w/ Cliff, Tom and Scott)
Air Quality Analysis Development (w/ Tom)
Transportation Model Update (w/ Tom)
Salem TA (w/ Cliff)
Route 1/Coastal Communities Corridor Transportation Committee CCCTC
SPR US 1 Study (w/ Cliff and Tom)
TIP Project and Monitoring (w/ Cliff, Scott and Roxanne)

Traffic Impact Analysis/Traffic Studies (w/ Tom)
SPR Program Management
Portsmouth Route 1/Ocean Road Corridor Design Study

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

Transportation Plan/TIP Development (w/ Cliff and D Walker)

CMAQ and TE Program (Application, Assistance, Evaluation and Project Development) (w/ D Walker)

Transportation Local TA (w/ Cliff, Tom & D Walker)
PATAC Committee Support
SPW and COAST Transit Guide/Webpages
Bicycle and Pedestrian Planning
RPC Webpage Development/Maintenance (w/ Roxanne)
I-93 Transit Alternative Study (w/ Cliff)
Newington-Dover Project Monitoring (w/ Cliff)

COAST/Regional Transit Planning and TA (w/ Cliff):
Access to Jobs; Economic Impact Analysis; Financial Planning Assistance; Route 7 and Exeter Rail Connection

Traffic Count Data Collection, Management, Distribution, and Coordination with Traffic County Subcontractor
RPC Data Catalog (w/ C David)

Transportation Model Maintenance, Processing Documentation and Coordination with Consultant and SRPC

Hampton MP (w/ Maura)

Transportation Plan/TIP Development (w/ Cliff and Scott)
Park & Ride Intermodal Facilities
Windham Wall Street Study oversight
NH 125 Plaistow/Kingston (w/ Glenn)
I-93 Project Monitoring (w/ Cliff)
Salem Roadway Impact Fees - data development and analysis (w/ Robert)
Office MIS Assistance (w/ Robert)
CMAQ and TE Program (Application, Assistance, Evaluation and Project Development) (w/ Scott)

Congestion Management System Plan Update (w/ Tom)
Epping Road Corridor Plan - Exeter (w/ Cliff)

MPO Administration and Support - TAC and Policy Committees (w/ Roxanne and D Walker)

Regional Rail Initiatives: Easter (Hampton) Line Alternative Analysis; and Plaistow Commuter Rail (CMAQ)
Greater Derry/Salem Regional Transit Coordination Plan; Implementation
Regional Main Street Program Support
LCHIP Support (w/ Theresa)
Pease TMA Assistance

RPC Newsletter Coordinator/Editor (w/ D West)
Portsmouth Rideshare Coordinator
Salem TMA Development/Support

Robert Pruyne, Transportation/GIS Technician

rpruyne@rpc-nh.org

Overall Office IT Management and Support
Data Backups and Procedures (w/ Tom)
DOT Road Inventory (w/ Interns)
Regional Land Use Coverage Devel. & Maint.
Traffic Counting Program (w/ Tom, TSP, interns)
Salem Roadway Impact Fees - data devel. & analysis (w/ D Walker)
Census - CTTTP (w/ Tom)

Network Management & Admin. (w/ D Walker)
E-mail Account Management & Admin. (w/ D Walker)
Regional Hazardous Mitigation Database
Regional Zoning Coverage Devel. & Maint.

HPMS - All Towns (w/ Tom)

MPO Listserv Maintenance

Annette Pettengill, Business Manager

apettengill@rpc-nh.org

General Accounting and Bookkeeping
Personnel File Maintenance
Annual Audit Preparation
Compensation Recordkeeping
Benefits Administration
Commissioner Appointment Status
Payroll and Accounts Payable/Receivable
Admin. Support for Regional Impact Committee
Administrative Support for Assistant Director
Commission/Executive Committee mailing & min.
Workman's Comp Safety Plan Updates and Compliance

Timesheet Preparation and Calculation
Transportation Billing
Administrative Tasks for Consultant Enviro. Planner
Grant Allocation and Summaries
Equipment RFP's and Purchases
Prepare and Mail Annual Dues Letters & Bills
Monthly Project Status & Financial Statements
Annual Meeting & Legislative Forum Organization
Admin. Support for Regional MP Committee

Line Item Budget Preparation and Monitoring (w/ Cliff and Glenn)
Monthly Regional and Transportation Work Program Report
Compilation

Roxanne Rines, Office Administrator

rrines@rpc-nh.org

Commissioner Handbook
Office Filing and File Maintenance
Telephone and Visitor Reception (w/ Annette)
Office Supply Inventory and Ordering
Mail and E-mail Addresses and Lists Database Management
HHW Collection Administration (w/ Cliff)
Website Maintenance (w/ Scott)
Library Cataloging, Ordering and Maintenance
Annual Land Use RSA Books Mailing and Ordering
RPC General Calendar Maintenance
Support for Regional Impact Comm (w/ Glenn)
Develop/Maintain Office Tracking System for Action Items
SPW TAC and Policy Committee Meeting Mailings, Minutes, Appointment Status and Handbook

Staff Meeting Agendas and Minutes
Admin. Support for Executive Director (w/ Annette)
Conference Room Calendar
RPC Brochure Updates

CDFA Regional Database Updates (w/ Maura and Tom)
Receive and Direct Mail/Tracking Deadlines
Recurring Mailings
Newsletter Distribution

Administrative Support for Land Use and Transportation Planners
Board of Committee Appointment for Municipalities
Census Data Distribution and Request Tracking
Seacoast Policy Committee Meeting Mailings, Minutes, Appointment Status and Handbook

Theresa Walker, Environmental Planning Consultant

twalker@rpc-nh.org

REPP - General Admin. and Implementation
LCHIP Support (w/ Scott)
Rockingham Land Trust Liason
Conservation Land Inventory Update - Town
Research (w/ Tom)
Exeter Hazardous Mitigation Plan
NH CZP CC Circuit Rider Program
604B - (ERWA Assistance and Alewife Festival)
Regional MP - Natural Resources Chapter

NEMO, NROC and LCHIP Support
Powwow River Lake Inventory (w/ Tom)
Source Water Protection Program

Dearborn Brook Watershed Management Plan - Implementation
NHEP Management Committee_RPC Liason
NHEP Better Site Design Project
Regional Conservation Commission Roundtable

KEY:

CR Circuit Rider
TA Technical Assistance
MP Master Plan
EIS Environmental Impact Study
NROC Natural Resources Outreach Program
OEP Office of Energy and Planning
CIP Capital Improvement Program
CEDSD Community Economic Development
 Strategy
TIP Transportation Improvement Program
GIS Geographic Information System
TBG Targeted Block Grant
CZP Coastal Zone Program
FEMA Federal Emergency Management
 Agency

PRIMARY TOWN CONTACT ASSIGNMENTS

**Rockingham Planning Commission
FY 2004**

	Cliff Sinnott	Glenn Greenwood	Jill Robinson	Maura Carriel	David West
STAFF LIASON / CONTACTS					
Atkinson					L
Brentwood		L			
Danville				L	
East Kingston				L	
<i>Epping*</i>		L			
Exeter	L				
Fremont					L
Greenland					L
Hampstead		L			
Hampton				L	
Hampton Falls				L	
Kensington			L		
Kingston		L			
New Castle	L				
Newfields		L			
Newington	L				
Newton			L		
North Hampton			L		
Plaistow		L			
Portsmouth	L				
Rye			L		
Salem	L				
<i>Sandown*</i>	L				
Seabrook					L
South Hampton				L	
Stratham					L
Windham			L		

* non due paying member

ROCKINGHAM PLANNING COMMISSION

COMMISSION SERVICES

REGIONAL PLANNING

Land Use Planning	Solid Waste Management
Housing Needs Assessment	Transportation Planning
Economic Development Coordination	Recreation & Open Space Planning
Water Quality Management	Regional Impact Assessment
Water Resource Planning	Public Education/Land Use
Household Hazardous Waste Collection (Organizational Assistance)	Coastal Zone Management
Review of Major Development proposals and projects receiving federal aid in the region	Geographic Information Systems (GIS) Development

LOCAL TECHNICAL ASSISTANCE

Master Planning
Capital Improvements Programming

Mapping; GIS Implementation
Developing/Analyzing/Rewriting Zoning Ordinances, Subdivision Regulations & Site Plan Review
Regulations

Water Resource Management Plans
Developing Impact Fee Systems

Preparing Applications for Federal and State Grants
National Flood Insurance Program Assistance

Natural Resource Inventories
Cost/Benefit Analysis

Conducting Educational Seminars, Workshops
Site Reviews

Attitude Surveys
Assisting Communities in Joining Forces to Solve Mutual Problems
Land Use / Transportation Mediation

Assisting Public Agencies in Organizing and Running Informational Meetings
Informing Communities of new Federal and State Grant Programs

Census Data Information
Traffic and Parking Impact Analysis and Studies

Road Surface Management/ Programming
Circuit-Rider Planning Assistance

Circuit-Rider Program for Conservation Commissions
Web-based Community Surveys

Meeting and Visioning Facilitation

**REGIONAL WORK PROGRAM
FISCAL YEAR 2005
July 1, 2004 - June 30, 2005**

TARGETED BLOCK GRANT

(Funding Source: NH OSP; RPC)

1. Geographic Information System Support

- a) General support of GIS to include the following:
 - ESRI accredited ArcView, ArcGIS, Geodatabase or other GIS training for staff and/or attendance of staff at NEARC or other annual GIS conference;
 - maintenance contracts or software upgrades for ArcInfo and ArcView 8 software (one-half share);
 - continued representation of regional planning agencies on the GIS Advisory Committee;
 - attendance at NH GIS Conservation Coalition (NHGCC meetings)
 - attendance at RPA GIS Users meetings;

- b) Regional GIS Development:

This task will set aside staff time for testing Community Viz applications. RPC GIS staff attended a 2 day Community Viz training in 2004 supported by the NH Charitable Foundation and coordinated by OEP. Staff time will be used to test the use Community Viz to enhance GIS application such as GIS-based buildout analyses.

- c) Standard Planning Map Set

Continue production of standardized ArcView map sets for approximately 5 communities. These sets are meant to represent the most commonly requested GIS maps used in local planning applications; standard spatial data attributes and symbolization make the maps more easily reproducible from town to town. Completed maps sets will be provided on paper and CDRom (as PDF files).

2. Training for Local Land Use Boards

- a) Planning Board Training: Continue planning board lecture series to consist of at least six hours of training focusing on one or more of the following: planning board procedures, responsibilities, land use regulations, innovative zoning, enforcement, planning law, or development review techniques. One of the sessions will be specifically designed to provide training tailored to new planning board members.

- b) Brown Bag Lunch Series: Sponsor quarterly brown bag lunch meetings of professional planners in the region to foster informal sharing of planning issues, problems, solutions, etc. As planned, some of the meetings will focus on a presentation on a specific topic and others will be peer-lead discussions of one or more topics of the leader=s choosing.

- c) Alternative Design Outreach: The RPC will contract with a consulting engineer to have a set of pro forma site design plans prepared to assist in illustrating the village plan, hamlet and conservation plan alternatives as developed previously under an OEP innovating planning grant. Outreach to communities, including local land use board meetings will continue.

3. Matching Grant Planning Assistance Program for Non-Coastal Communities

There are 13 communities in the non-coastal area of the RPC that are members of the agency. Similar to how the coastal communities have Coastal Program funds available to them, these funds would be made

available to the non-coastal communities for a 50/50 matching program for planning projects. Specific projects will be solicited from the communities and judged based on the project description, demonstrated need, and availability of local match. Smaller grant amounts would be favored in order to allow more communities to participate.

4. Development/Updating of Regional Master Plan Chapters

Continue the development and updating of the RPC Regional Master Plan, per new content requirements of HB 712. Anticipated in FY 04 is the completion of the regional fair share analysis of the regional housing chapter, and the compilation and or updating of others in accordance with RSA 36:47 III, beginning with historic resources chapter.

NH COASTAL PROGRAM

(Funding Source: NH CZP; RPC, Communities)

1. Planning Assistance For Coastal Communities

The RPC will receive for technical planning assistance grant funds to provide matching grants to communities who wish to undertake local planning projects or activities that will benefit and/ or help protect coastal resources. For FY 02 these project include:

- Greenland: Technical Planning Assistance to the Planning Board; implementing land use and natural resource protection recommendations outlined in the new master plan
- Hampton: Master Plan update assistance and preparation of associated GIS maps.
- Hampton Falls: Technical Planning Assistance to the Planning Board; quarterly tax map updates
- North Hampton: Technical Assistance to the Planning Board; minor zoning and land use regulation amendments
- Exeter: Preparation of final Future Land Use Chapter, recommendation summary and implementation section
- Rye Beach District: Master Plan completion; development zoning amendment recommendations
- Rye: Master Plan Update assistance (tentative; pending grant amendment)

2. Smartgrowth Audits

Conduct Smartgrowth Audits in accordance established NHOEP standards for the communities of Rye, Hampton and Newfields. Staff will evaluate current zoning and land use regulations to identify areas where they do not support stated master plan goal and objectives.

Environmental Planning/Natural Resources/Water Resources

REGIONAL ENVIRONMENTAL PLANNING PROGRAM (REPP)

(Funding: NH Department of Environmental Services)

STATEWIDE COMPONENT

Task 1 – Sprawl Indicators:

Continue to participate in the activities of the RPC/DES Sprawl Indicators Workgroup. Activities include: attending meetings, reviewing documents, developing cost estimates for specific tasks, reviewing draft land use data layers, and generating data to support the development of specific indicators of sprawl. Specifically, during FY 2005, the RPC will generate the following data:

- ? GIS data layer of areas zoned for development as a community or town center by municipalities, but that did not have sufficient development or sufficient characteristics of a community center to be included in the community centers data layer generated previously.
- ? Refinements to the Community Centers Data Layer, generated last year. Additions include: (1) GIS data layer of the core, dense downtown area within the broader community center area and (2) GIS data layer presenting post WWII development that represent additions to existing community center areas (i.e., areas of more recent, less dense development that occurred adjacent to an existing center area as defined and generated previously)

Task 2 – Source Water Protection Training

Participate in the annual Source Water Protection Training session for planners sponsored by DES. Topics for the training will include: basic groundwater information, regulations, water quality, emerging issues, and favorable gravel well analysis.

REGIONAL COMPONENT

Task 3 – Land Protection

- A. Local Resource Protection Priorities -Complete data layer update initiated in FY04 under REPP 7.
- B. Natural Resources Chapter of the Regional Master Plan - A natural resources chapter of the RPC's Regional Master Plan will be prepared which will identify trends and needs in land protection, including the protection of open space and farm and forestland, per NH RSA 9-A:1, III. In addition, surface and groundwater resources, wetland, wildlife habitat, geologic resources, historic resources, and un-fragmented lands will be identified. RPC staff and a committee comprised of RPC commissioners will analyze this information and draft recommended policies and actions necessary to protect those resources.
- C. Organize and Support a Regional Conservation Commission Roundtable – Continue this successful program initiated in FY 2004. The Roundtable will provide Conservation Commission members in the region with an opportunity to meet and discuss topics of mutual interest and concern. The Roundtable will meet quarterly; two meetings will have guest speakers/topic and two meetings will be peer-led discussions on topics picked by Roundtable participants. RPC staff will provide administrative support including meeting organizations, mailings, and arranging for guest speakers. Staff will attend and act as a resource at all meetings.

Task 3 – Smart Growth Projects

Application of Community Viz Software – In FY 2004, the RPC successfully applied for a grant through the NH Charitable Foundation to purchase a copy of Community Viz Software. Under this task, RPC staff will develop a prototype Community Viz application to enable Planning Boards in the region to review, analyze and evaluate major development/subdivision proposals against existing conditions. This application will display, in an interactive form, information about the relationship of the proposed development, and its potential impact on various resources, including water, open space, impervious surface, etc. The objective is to quickly display and evaluate how changes in the development proposal could alter the impacts of the development, such as changes in amount of impervious surface, length of subdivision streets, sidewalks and other infrastructure required to serve the development, percentage of land left undisturbed, etc. We will 'pilot' the use of the application using one or more past or current development proposals in the region to test both its effectiveness as a development evaluation tool, and the practicality of applying Community Viz in this way on a routine basis. Due to software and hardware requirements, this service would be provided at RPC office with local officials from the pilot community invited to participate in the demonstration. Digital or hardcopy slides of the resultant maps, charts and reports will be provided to the community.

Exeter River Management Plan; Assistance to ERLAC (604B)

(Funding: EPA 604B Program; Local Dues)

The RPC will continue to provide technical assistance to the Exeter River Local Advisory Committee (ERLAC) under the provisions of the New Hampshire Rivers Management and Protection Program. For over 5 years the RPC has provided organizational and technical planning assistance to ERLAC, which is responsible for developing and adopting a management plan for the river. Work task for Fiscal Year 2005, are proposed to include:

- Assist ERLAC, watershed conservation commissions, and other groups with the organization and implementation of the Annual Exeter River Alewife Festival; assist ERLAC with other public education and outreach projects

- Continue to provide technical and administrative support for monthly ERLAC meetings

Dearborn Brook Watershed Management Plan Implementation

(Funding: NHDES, Exeter)

Assist the Towns of Exeter and Stratham in the implementation of the recommendations contained in the Dearborn Brook Watershed Management Plan, a major water supply source for Exeter; project involves establishing two-town advisory committee, inventorying major resources and potential source water pollution sources, identifying groundwater recharge and discharge zones, and preparing Draft Management Plan.

Groundwater Sustainability Study (USGS/NHDES/NH Coastal Program)

(Funding: Local Dues)

Continue staff participation in the implementation of the major groundwater sustainability study being carried out by the USGS and NHDES with funding from the NH Coastal Program and coastal communities.

Conservation Commission Circuit Rider Program

(Funding: NH Coastal Program; RPC, Towns)

Continue circuit rider technical assistance program for Conservation Commissions begun in FY 2003 under an Estuaries Program (NHEP) grant for several communities in the region. Technical assistance tasks to include attending monthly meetings, providing general organizational assistance, and working on resource protection initiatives such as land and habitat protection, wetlands protection, shoreland protection, etc. The communities identified for assistance in FY 2005 are: Fremont, Kensington, Kingston and Sandown.

Reducing Impervious Surface through Better Site Design

(Funding: NH Estuaries Program; RPC)

Develop technical assistance program, including training workshop(s) and model regulations to assist estuary communities implement zoning, site plan and subdivision regulations that will result in reduced areas of impervious surface with new development.

NH Estuaries Program

(Funding: Local Dues)

Participate on the NH Estuaries Program Management Committee representing RPC Communities and regional interests.

Transportation Planning

(Funding Sources: FHWA; NHDOT; FTA; RPC)

The RPC is responsible for the organization and maintenance of the Salem-Plaistow-Windham MPO (metropolitan planning organization) and shares similar responsibilities with the Strafford Regional Planning Commission for the Seacoast MPO. As such the RPC is responsible, in coordination with other agencies for transportation planning in the region we serve. The major transportation planning tasks carried out in the Salem-Plaistow-Windham (S-P-W) and Seacoast Metropolitan Planning Organization (MPO) Study Areas include the following and are further specified in the respective Unified Planning Work Programs:

- ? Establishing and maintaining the MPO (“3Cs”) transportation planning process, involving local state and federal officials, ensuring that local and regional transportation needs are accounted for the prioritization of federally funded projects;
- ? Developing and maintaining MPO Planning Documents, including the Long Range Transportation Plan and the Transportation Improvement Program (TIP).
- ? Coordination with NHDOT and local communities on the development and review of the State’s Ten-Year Transportation Plan and 3 Year Transportation Improvement Program (STIP).
- ? Developing, maintaining and utilizing the travel demand model for the Seacoast and S-P-W MPO’s, required for assessing the impacts of changes in the transportation system on regional air quality;
- ? Maintaining a traffic counting and turning movement count program and offering related services to communities;
- ? Assist NHDOT in update road inventory database for non-state roadways;
- ? Assisting communities to develop transportation project proposals for the CMAQ and Transportation Enhancement, and STP Programs.
- ? Assisting in the development and implementation of the statewide ridesharing program in the region, including conducting a major employer outreach program;
- ? Monitoring and promoting the establishment of improved commuter transportation services along major highway corridors in the region, including, I-93, I-95; Spaulding Tpk.; NH 125 and NH 33;
- ? Improving general awareness and understanding of transportation and air quality issues on the part of local officials; improving public awareness of alternative transportation options in the region;
- ? Identifying and coordinating with NHDOT on the development of park and ride lots in the region;
- ? Providing technical assistance to local highway safety committees and other local transportation committees on local transportation planning and problem solving;
- ? Working with COAST and private transit providers to improve and sustain public transit services in the region Pease Transportation Management Association (TMA);
- ? Continued Assistance to Route 1 Communities in coordinating improvements on US ; staffing Ad Hoc US 1 Committee;

- ? Monitor and assist in the implementation of transportation projects and studies in the region. In FY 2005, these will include:
 - o Newington-Dover Little Bay Bridges Expansion EIS and project monitoring and participation in Advisory Task Force;
 - o US 1 Bypass Project EIS monitoring and participation in Advisory Task Force;
 - o NH 125 Corridor Study Implementation (Kingston-Plaistow); Access Management
 - o Route 1A/1B and American Independent Scenic Byway Implementation
 - o COAST - Route Planning; System Analysis; Staff Assistance
 - o US Route 1 Corridor Study Update
 - o Pioneer Road Bicycle Shoulder Project;
 - o Pease TMA implementation;
 - o Bicycle Shoulder Improvement - various locations;
 - o Prepare MIS/*Alternatives Analysis* on preliminary feasibility study of restoring passenger service to the Hampton Branch Line from Salisbury MA to Portsmouth NH; assistance to Legislative Study Committee as requested;
 - o Continued participation in Lawrence-Manchester Rail Restoration Legislation Study Committee;
 - o Participation in Special Study Committee with DOT, FHWA, & FTA to review/revise TIP amendment process and procedures;
 - o Implementation of Transit Plan for the Greater Derry/Salem Regional Transportation Council;
 - o Participation in Bi-state Transit Alternative study to evaluate long term transit options for the I-93 corridor
 - o Complete decennial update of the travel demand model for the region, including documentation and automation of key procedures.
 - o Continue work with MVPC on NH 125 Study implementation and other cross-border transportation issues

Economic Development Planning

Community Development Finance Authority

(Funding: CDFA, RPC)

1. Capacity Building/PR/Coordination

- ? The RPC will publicize all CDFA-funded activities through newsletters, publications, RPC web site, and forum publicity.
- ? The RPC will maintain and seek to enhance its working relationships with affordable housing, economic development, Main Street and childcare organizations, as appropriate, and integrate regional planning information and expertise with community and economic development initiatives.
- ? Continue representation and support to REDC's Comprehensive Economic Development Strategy (CEDS) Steering Committee.
- ? Continue to have reports from RPC Commissioners/staff representatives on REDC Steering Committee at full Commission meetings.
- ? Coordinate with REDC to organize and conduct a minimum of two forums with speakers on selected economic development topics (goal is to offer quarterly forums).
- ? Identify regional economic development issue(s) and coordinate a guest speaker to provide a forum for discussion at a minimum of one RPC Commission meeting.

2. Regional Economic Indicators

- ? Regional data collection
- ? Regional mapping

- ? Continue to purchase real estate transaction data, track and map transaction data for the region. Staff will continue to coordinate with Nashua and Southern NH RPCs to ensure compatibility with their efforts, allowing for regional comparisons of data. This year's efforts will be expanded to include the development and release of a year-end summary for each preceding calendar year and comparison/analysis of data, development and release of quarterly summaries, and more extensive promotion and distribution of quarterly and year-end summaries. Year-end and quarterly summaries will be posted on the RPC's website, and made available to communities, other public agencies, non-profit organizations and the general public for a variety of applications, including local master planning and regional housing supply analyses.

3. Local Economic Development Project

- ? Update Comprehensive Economic Development Strategy (CEDS) – co-funded with REDC; see description below;
- ? Undertake research on the fiscal impact of multi-family housing on the local tax base. RPC staff will coordinate with Nashua RPC staff to the extent feasible to develop a methodology that is consistent with their proposal, as well as with the Workforce Housing Coalition in developing the study methodology and distributing of the results.

Rockingham Economic Development Corp.

(Funding: REDC, RPC)

1. Comprehensive Economic Development Strategy (CEDS)

Provide assistance to the REDC on the 2004 minor update and 2005 major rewrite the Rockingham County Comprehensive Economic Development Strategy (CEDS), in support of on-going regional economic development planning efforts. The RPC's responsibilities will include updating demographic and economic data and associated analyses, assisting with reviewing and updating goals, objectives and recommendations, including the priority project list, and providing support and input at Steering Committee and REDC Board meetings. The original CEDS was completed in 2000; a major update/rewrite is due by June 2005.

Other Regional Programs

1. Hazard Mitigation Planning

(Funding: NH Office of Emergency Management, RPC)

Continue development of All-Hazard Mitigation Plans for communities in the region. Plans will be completed in FY 2005 for Plaistow and Portsmouth; new Plans will be developed for Windham, Hampstead, Hampton Falls and Newfields.

2. FEMA Flood Insurance Program Assistance

(Funding Source: RPC; FEMA; NHOSP; NHOEM)

Provide technical assistance to the NH Office of Energy and Planning in administrating the FEMA Flood Insurance Program. This work includes making 'community assistance visits' (CAVs) and 'community awareness contacts' (CACs) with communities selected by FEMA, and participating in regional NFIP training sessions. Communities slated to receive CAVs this year are Epping and North Hampton.

3. Developments of Regional Impact Review

(Funding: Local Dues)

Continue to staff the Developments of Regional Impact Review Committee which reviews and comments on proposed development in the region that may have regionwide impact. (RSA 35:54-58). Work on strengthening the regional impact review process and local awareness.

4. Hazardous Waste Collection: (Exeter, Stratham, Newfields)
(Funding: Local Dues)

Coordinate three town cooperative hazardous waste collection each year, including grant application, volunteer and other logistics coordination.

5. Legislative Policy Development
(Funding: Local Dues)

Develop and distribute RPC legislative policy priorities for the 2005-2006 Legislative Session

6. Information Distribution
(Funding Source: Local; NHDOT; FHWA; OSP)

Newsletters
Advisory Memos

Zoning Amendment Calendar
Law Lecture Series

Census Distribution
RPC Webpage

MEMBER MUNICIPAL CONTRIBUTIONS - FISCAL YEAR 2004-2005

TOWN/AREA	2002 Population Estimate	2004 Dues Assessed
Atkinson	6,542	\$5,561
Brentwood	3,670	\$3,120
Danville	4,192	\$3,563
East Kingston	1,860	\$1,581
<i>Epping*</i>	5,786	\$4,918
Exeter	14,305	\$10,330
Fremont	3,755	\$3,192
Greenland	3,332	\$2,832
Hampstead	8,478	\$7,206
Hampton	15,138	\$10,684
Hampton Falls	1,946	\$1,654
Kensington	1,991	\$1,692
Kingston	6,097	\$5,182
New Castle	1,016	\$864
Newfields	1,600	\$1,360
Newington	796	\$677
Newton	4,482	\$3,810
North Hampton	4,464	\$3,794
Plaistow	7,860	\$6,681
Portsmouth	21,008	\$12,964
Rye	5,275	\$4,484
Salem	28,898	\$14,641
<i>Sandown*</i>	5,381	\$4,574
Seabrook	8,320	\$7,072
South Hampton	873	\$742
Stratham	6,614	\$5,622
Windham	11,895	\$9,305
RPC Region	185,574	138,105
MEMBER TOTAL	174,407	\$128,613

**Non-Dues Paying Member Community which previously voted at Town Meeting to become members of the Planning Commission, but have not allocated membership dues for Fiscal Year 2004-2005.*

NOTE: Dues were calculated at \$.85 per capita for communities with a population up to 10,000. The per capita rate for the second 10,000 in population is \$.425; for the third 10,000 it is \$.2125.

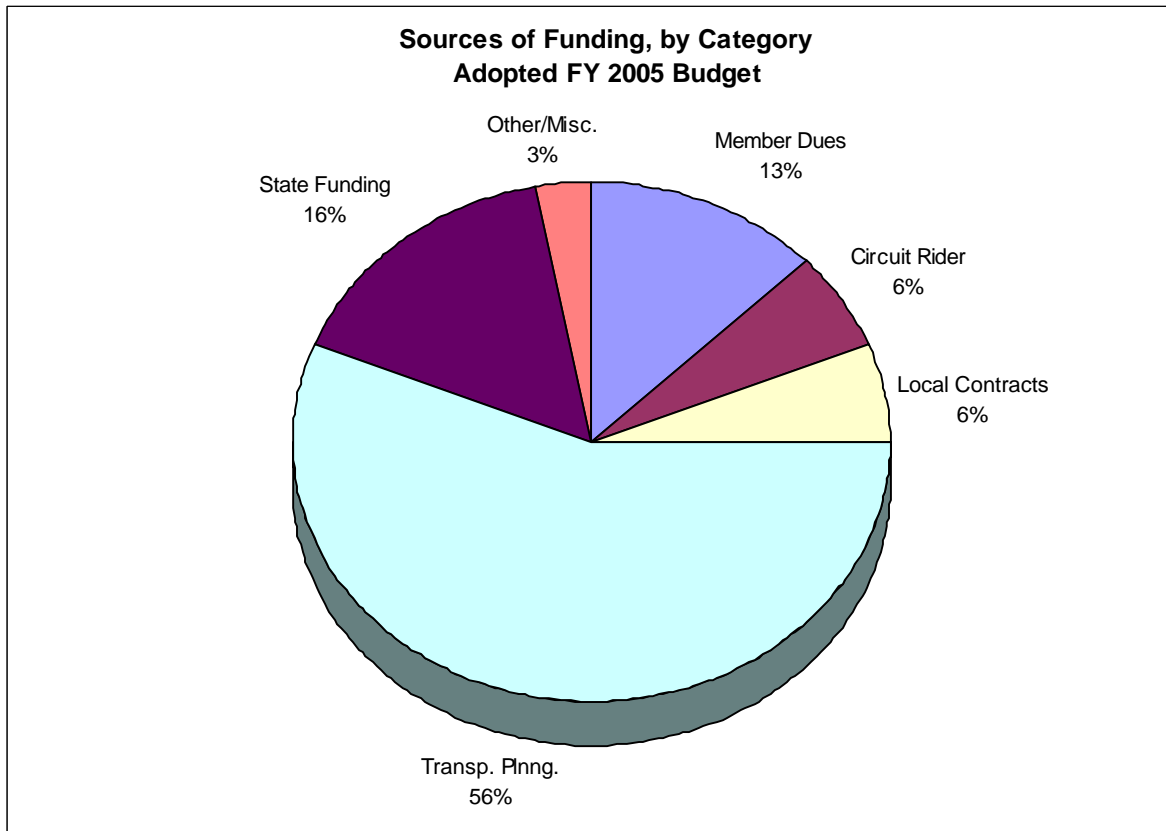
Population Source: U.S. Census Data 2002

Sources of Funding by Category

Sources of Funding by Category

BUDGET SUMMARY
Fiscal Years 2004 & 2005

FUNDING SOURCE	Amended FY 2004	Adopted FY 2005	\$ Change 2004-2005	% Change FY 04-05	% of Total - FY 2005
Member Dues	\$ 132,137	\$ 133,500	\$ 1,363	1.0%	12.8%
Circuit Rider	\$ 52,086	\$ 64,546	\$ 12,460	23.9%	6.2%
Local Contracts	\$ 113,962	\$ 62,026	\$ (51,936)	-45.6%	5.9%
Transportation Planning	\$ 557,875	\$ 588,682	\$ 30,807	5.5%	56.3%
State Funding	\$ 192,988	\$ 163,985	\$ (29,003)	-15.0%	15.7%
Other/Miscellaneous	\$ 30,200	\$ 32,350	\$ 2,150	7.1%	3.1%
TOTAL/PROJECTED FUNDS	\$ 1,079,248	\$ 1,045,089	\$ (34,159)	-3.2%	100.0%
PASS-THROUGH OR CONTRACTED	\$ 244,773	\$ 247,958	\$ 3,185	1.3%	23.7%
OPERATING BUDGET	\$ 834,475	\$ 797,130	\$ (37,344)	-4.5%	76.3%

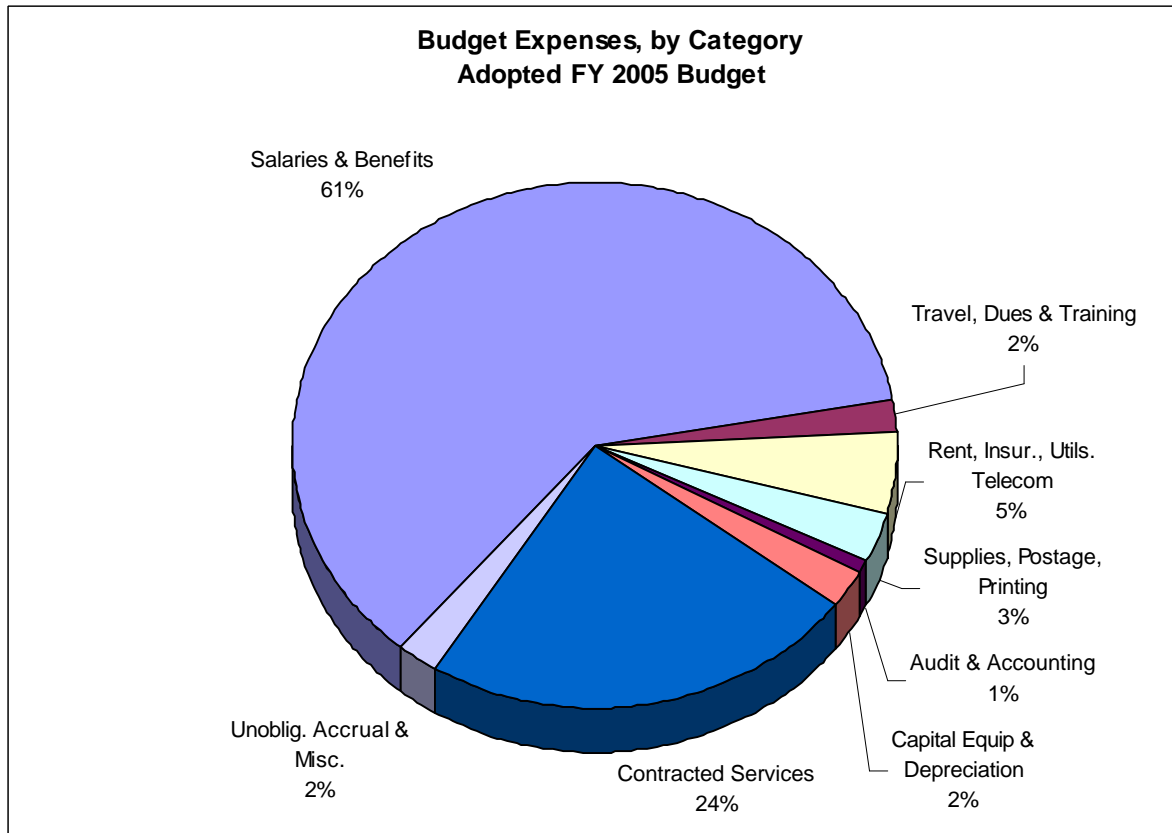


Budget Expenses by Category

Budget Expenses by Category

BUDGET SUMMARY
Fiscal Years 2004 & 2005

EXPENSE CATEGORY	Amended FY 2004	Adopted FY 2005	\$ Change 2004-2005	% Change FY 04-05	% of Total - FY 2005
Salaries & Benefits	\$ 612,916	\$ 639,563	\$ 26,648	4.3%	61.2%
Travel, Dues & Training	\$ 18,000	\$ 18,000	\$ -	0.0%	1.7%
Rent, Insurance, Utilities, Telecom.	\$ 49,648	\$ 53,548	\$ 3,900	7.9%	5.1%
Supplies, Postage, Printing	\$ 29,480	\$ 31,950	\$ 2,470	8.4%	3.1%
Audit & Accounting	\$ 7,370	\$ 8,270	\$ 900	12.2%	0.8%
Capital Equip & Depreciation	\$ 22,280	\$ 23,860	\$ 1,580	7.1%	2.3%
Contracted Services	\$ 244,773	\$ 247,958	\$ 3,185	1.3%	23.7%
Unobligated Accrual & Misc.	\$ 94,781	\$ 21,939	\$ (72,842)	-76.9%	2.1%
TOTAL/PROJECTED FUNDS	\$ 1,079,248	\$ 1,045,089	\$ (34,159)	-3.2%	100.0%
PASS-THROUGH OR CONTRACTED OPERATING BUDGET	\$ 244,773	\$ 247,958	\$ 3,185	1.3%	23.7%
	\$ 834,475	\$ 797,130	\$ (37,344)	-4.5%	76.3%



ACRONYMS

APA:	American Planning Association
ADA:	Americans with Disabilities Act of 1990
BFA:	Business Finance Administration
CAAA:	Clean Air Act Amendments of 1990
CAP:	Community Action Program
CDBG:	Community Development Block Grant
CDFA:	Community Development Finance Authority
CEDS:	Community Economic Development Strategy
CFR:	Code of Federal Regulations
CIP:	Capital Improvement Program
CLF:	Conservation Law Foundation
CMAQ:	Congestion Mitigation/Air Quality-funding program set up under ISTEA to fund transportation projects which improve air quality.
COAST:	Cooperative Alliance for Seacoast Transportation
CR:	Circuit Rider
CTPP:	Census Transportation Planning Package
CZM:	Coastal Zone Management
DBE/WBE:	Disadvantaged Business Enterprises/Women's Business Enterprises
DES:	NH Department of Environmental Services
DRED:	Department of Resources and Economic Development
EMS:	Emergency Medical Services
EIS:	Environmental Impact Statement
EPA:	Environmental Protection Agency
FEMA:	Federal Emergency Management Agency
FHA:	Federal Housing Authority
FHWA:	Federal Highway Administration
FMHA:	Farmers Home Administration
FTA:	Federal Transit Administration, USDOT
FY:	Fiscal Year (i.e., FY'88)
GIS:	Geographic Information System
HPMS:	Highway Performance Monitoring System
HPR:	Highway Planning and Research Funds
HUD:	Department of Housing and Urban Development
IGR:	Intergovernmental Review Process requiring Commission review and comment on Federally-funded projects in the region.
ISTEA:	Intermodal Surface Transportation Efficiency Act of 1991
LCHIP	Land and Community Heritage Investment Program
MP:	Master Plan
MPO:	Metropolitan Planning Organization-federally mandated organizations which carry out transportation planning in urbanized areas
MSA:	Metropolitan Statistical Area
NACo:	National Association of Counties
NARC:	National Association of Regional Councils
NEARC:	New England Association of Regional Councils
NEMO:	Non-point Education for Municipal Officials
NEPA:	National Environmental Policy Act
NFIP:	National Flood Insurance Program
NHARPC:	New Hampshire Association of Regional Planning Commissions
NHDES:	New Hampshire Department of Employment Security
NHDOT:	New Hampshire Department of Transportation
NHEP:	New Hampshire Estuaries Project
NHHFA:	New Hampshire Housing Finance Authority
NHARPC:	New Hampshire Association of Regional Planning Commissions
NHPA:	New Hampshire Planners Association
NHMA:	New Hampshire Municipal Association
NHOEM:	New Hampshire Office of Emergency Management

NOAA:	National Oceanic and Atmospheric Administration
NROC:	Natural Resources Outreach Program
OEDP:	Overall Economic Development Program
OSP:	New Hampshire Office of State Planning
OSHA:	Occupational Safety & Health Association
PAS:	Planners Advisory Service. A service provided by APA to assist with specific planning problems.
PDA:	Pease Development Authority
PIP:	Public Involvement Process
PL:	MPO Planning Funds administered by FHWA
PUD:	Planned Unit Development
REPP:	Regional Environmental Planning Program
RCCD:	Rockingham County Conservation District
REC:	Rockingham Economic Corporation (formerly called Rockingham County OEDP Committee)
RPC:	Rockingham Planning Commission
RSA:	Revised Statutes Annotated
RTAP:	Rural Technical Assistance Program
SAC:	Special Advisory Committee on Transportation Needs for the Elderly & Disabled
SCS:	Soil Conservation Service
SIP:	State Implementation Plan (for Air Quality Conformity)
SPR:	State Planning and Research
SMPO:	Seacoast Metropolitan Planning Organization
SPW MPO:	Salem/Plaistow/Windham Metropolitan Planning Organization
SPNHF:	Society for the Protection of NH Forests
SRPC:	Strafford Regional Planning Commission
SRRDD:	Southeast Regional Refuse Disposal District (53-B)
SRSWD:	Southeast Regional Solid Waste District (149-M)
TA:	Technical Assistance
TAC:	Technical Advisory Committee
TAZ:	Traffic Analysis Zone
TBG:	Targeted Block Grant
TCM:	Transportation Control Measure
TDM:	Transportation Demand Management (a type of TCM)
TE:	Transportation Enhancement
TIP:	Transportation Improvement Program -annual list of prioritized federally funded transportation projects
TMA:	Transportation Management Assistance
TNHL:	Trust for New Hampshire Lands
TPC:	Transportation Policy Committee
UPWP:	Unified Planning Work Program-for MPO transportation planning program
USDA:	United States Department of Agriculture
USGS:	United States Geological Survey
UZA:	Urbanized Area
WSPCD:	Water Supply and Pollution Control Division of DES
"208":	Section of Clean Water Act under which EPA funded water quality management planning process (no longer active)
"205-J":	Section of Clean Water Act under which EPA funded groundwater management planning process (no longer active)
"604-B"	Section of Clean Water Act under which EPA currently funds water quality management activities.