

MEETING NOTICE AND AGENDA
EXECUTIVE COMMITTEE MEETING

Wednesday, June 28, 2017
6:00PM
RPC Conference Room
156 Water St., Exeter, NH

-
- 6:00 PM I. Call to Order - *Barbara Kravitz, Vice Chair*
- 6:05 II. Minutes of May 24, 2017 meeting **MOTION TO APPROVE** *[Attachment 1]*
- 6:10 III. Financial Report for May, 2017 – *A. Pettengill, Business Manager* *[Attachment 2]*
- 6:20 IV. FY 2018 Budget Update – *C. Sinnott, Executive Director*
- 6:30 V. Comments on 1st Edition of *Services Catalog*; Thoughts on changes, improvements and distribution. -- *C. Sinnott* *[Attachment 3]*
- 6:45 VI. Legislative Policy Committee report: discussion about 2017 Legislative Forum Topic – *B. Kravitz*
- 7:00 VII. Draft Regional Work Program – FY 2018 *[to be distributed]*
- 7:15 VIII. Appointments to Standing Committees *[Attachment 4]*
- 7:15 IX. Transition Planning for new Executive Director
- 7:30 X. New/Other Business
A. July 12th RPC/MPO Meeting agenda (Seabrook library)
MPO: TIP Amendment; Long Range Plan; Ten Year Plan; CMAQ Update
Commission: Adopt bylaws; FY18 Work Program
B. RPC Meeting Calendar update *[to be distributed]*
C. Other Business
- XI. Adjourn

ATTACHMENT 1

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**Minutes
Executive Committee**

**Rockingham Planning Commission
May 24, 2017
RPC Conference Room, Exeter NH**

Committee Members Present: B. Kravitz (Vice Chair); M. Turell (Treasurer); J. Whitney (Secretary); G. Coppelman (Past Chair); K. Woolhouse, F. Chase (Members at Large)

Staff Present: C. Sinnott (Executive Director); A. Pettengill (Business Manager)

I. Vice Chairperson Kravitz called the meeting to order at 6:05 p.m.

Sinnott noted that Chairman Wilson couldn't attend but says hello and he's missing the comradery of the Committee, but looking forward to the end of his treatment.

II. Minutes of May 10, 2017

*Coppelman moved to approve the Minutes of May 10, 2017 as presented;
Turell seconded. **SO VOTED.***

III. Financial Report – April 2017

Sinnott noted improvement of revenue over expenses but does expect that end of year will be slightly in the red. Pettengill explained that the 5310 revenue is improving how the revenue looks at this moment in time, however, that will be offset by the high amount of expenses that will get paid out in the following month for the 5310 contract. Whitney asked if there will be funds left on the table at the end of this fiscal year due to staff not having time to do all the work and Sinnott replied yes, the UPWP may have some funding left however staff is doing everything they can to complete the work and fulfill spending expectations. Discussion followed on other ways to expand funding opportunities and the expected usefulness of the Services brochure in that regard.

IV. Search Committee Update

A. Status of Employment Offer: Kravitz noted that Roache has accepted the Executive Director position at a slightly higher salary than originally offered and will begin August 1st.

- B. Press Release: Kravitz stated that a press release has been written explaining the status of the Executive Director search and giving some information about Roache. She also praised Wilson for the great job he did orchestrating the search, organizing the interview process, and completing the negotiating. She noted that Sinnott sent out an email notice to Commissioners as well.
- C. Transition: Sinnott and Roache will spend some time together to facilitate a smooth transition for staff. Kravitz suggested the Executive Committee keep their regularly scheduled meeting on August 23rd so Roache has had a few weeks to be in the position before he attends his first Executive Committee meeting. Discussion followed on the RPC email list for the press release and a list of newspapers to send to. It was also discussed that a letter be written to towns, legislators, and the Governor's Office, that explains Sinnott's retirement and information about Roache.

V. FY 2018 Budget Update

Sinnott referred to Attachment 3 - Expense Budget FY 18 and to several changes he anticipates as part of a future budget amendment due to the change in salary for Roache and the related benefit items that change with salary (FICA, & retirement) will be affected by that. He noted that it was necessary to use some of the fund balance accrual and unobligated funds to facilitate the changes.

VI. Authorization for one time waiver of comp time accrual policy for Christian Matthews and Julie LaBranche

Sinnott explained that staff has been asked to defer using comp time between now and end of fiscal year in order to use as much of their time working on UPWP projects as possible. Matthews has been earning extra comp time under the UPWP to complete some work and LaBranche has substantial comp time accrued that would be more effectively spent after the fiscal year. Therefore, both will need additional time to spend down those hours in July & August.

*Turell moved to allow a 60 day extension to the 90 day policy, effectively giving any time that's ready to expire June 30th another 60 day extension; Moore seconded. **SO VOTED.***

VII. Legislative Policy Committee Report

Kravitz stated that the Legislative Policy Committee met and discussed several Bills and also discussed how to best focus the 2017 Legislative Forum topic of water to a manageable level for the Forum. She noted that the objective is to create a presentation that says how the legislators can be effective on this topic and solve the problems at hand. Discussion followed on possible options such as groundwater as it relates to contamination issues, quantity issues, and small water systems. Moore suggested that the

October commission meeting be devoted to water to further narrow down the topic before the Forum.

VIII. RPC Bylaws (Draft in 30 day comment period)

Sinnott explained that the RPC Bylaws are within their 30 day review/comment period and he wanted to make the Committee aware that a change will be made to language in the Bylaws regarding proxy votes since proxy votes are not allowable at all under 91A. Sinnott distributed a copy of page B-4 of the Bylaws with the changes to the language in Article V, Section 2.

IX. Draft of RPC Services Catalog

Sinnott distributed a revised copy of the services catalog and noted several changes that were made. Chase suggested adding the direct phone numbers of staff; Kravitz noted a correction to Introduction, paragraph 2, add "of communities" after "in-house capabilities....." ; Coppelman suggested a smaller brochure to go with the catalog. Discussion followed.

X. New/Other Business

- A. Final Annual Meeting prep (June 14th): Pettengill stated the location is Portsmouth Country Club and invitations have been mailed. Sinnott noted that along with awards for tenure and the Quinlan & Hayden awards, he will be presenting a certificate and gift to Glenn Greenwood for his 30th anniversary.
- B. RPC Meeting Calendar update: Distributed – note that correction needs to be made to show Executive Committee meeting on August 23rd & Legislative Policy meets same afternoon.
- C. Other Business: July 12th MPO/Commission meeting in Seabrook

Planning Board training session went very well and was well attended; suggestion was made to add to a future meeting agenda topic: 91A issues dealing with email and what constitutes a meeting.

XI. Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Annette Pettengill, Recording Secretary

ATTACHMENT 2

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
May 2017

	May 2017	YTD FY 17	FY 17 Budget Amend 1	Balance	% Budget
Income					
RESOURCES					
Federal Contracts		\$ -	\$ -	\$ -	
Grants		\$ -	\$ -		
Local Dues		\$ 142,306	\$ 142,306	\$ -	100.0%
Other Income	\$ -		\$ 2,000	\$ 2,000	0.0%
Local Planning Contracts	\$ 5,447	\$ 193,231	\$ 218,487	\$ 25,256	88.4%
State Contracts	\$ 1,648	\$ 607,944	\$ 804,524	\$ 196,580	75.6%
Total RESOURCES	\$ 7,095	\$ 943,481	\$ 1,167,317	\$ 223,836	80.8%
Total Income	\$ 7,095	\$ 943,481	\$ 1,167,317	\$ 223,836	80.8%
Expense					
Newspaper/Media	\$ 91	\$ 1,132	\$ 1,500	\$ 368	75.5%
Contracted Printing	\$ 340	\$ 1,128	\$ 2,000	\$ 872	56.4%
Contracted Services	\$ 55,575	\$ 168,530	\$ 163,095	\$ (5,435)	103.3%
Total Salaries	\$ 49,536	\$ 582,035	\$ 639,390	\$ 57,355	91.0%
Travel	\$ 742	\$ 8,676	\$ 7,500	\$ (1,176)	115.7%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 35	\$ 420	\$ 500	\$ 80	84.0%
Janitorial	\$ -	\$ 1,500	\$ 2,000	\$ 500	75.0%
Accounting	\$ -	\$ 300	\$ 300	\$ -	100.0%
Audit	\$ -	\$ 8,560	\$ 9,250	\$ 690	92.5%
Bank & Service Charges	\$ -	\$ 307	\$ 350	\$ 43	87.7%
**Dues & Subscriptions	\$ -	\$ 6,703	\$ 6,500	\$ (203)	103.1%
Employee Co Contrib of Benefits					
C Deferred Comp 457	\$ 2,458	\$ 31,481	\$ 33,952	\$ 2,471	92.7%
C Dental Insurance	\$ 773	\$ 9,274	\$ 10,907	\$ 1,633	85.0%
C Health Ins.	\$ 4,623	\$ 47,209	\$ 60,737	\$ 13,528	77.7%
C Life Insurance	\$ 84	\$ 932	\$ 1,100	\$ 168	84.7%
C LTD Insurance	\$ 131	\$ 1,360	\$ 1,881	\$ 521	72.3%
C NH Retirement 414E	\$ 3,075	\$ 34,352	\$ 37,597	\$ 3,245	91.4%
C STD Insurance	\$ 86	\$ 956	\$ 1,111	\$ 155	86.0%
**Equipment	\$ -	\$ 694	\$ 7,500	\$ 6,806	9.3%
**Equipment & Software Maint.	\$ 6,450	\$ 15,846	\$ 15,000	\$ (846)	105.6%

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
May 2017

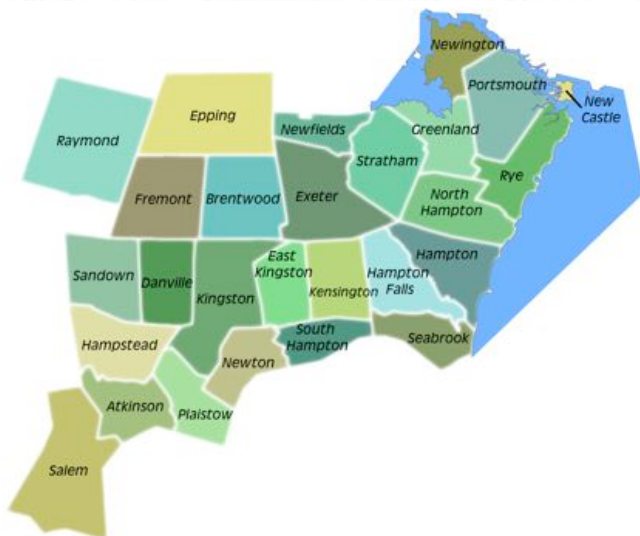
	May 2017	YTD FY 17	FY 17 Budget Amend 1	Balance	% Budget
General Insurance	\$ 294	\$ 5,011	\$ 4,625	\$ (386)	108.3%
Misc	\$ -	\$ 1,059	\$ 2,000	\$ 941	53.0%
**Office Supplies	\$ 1,329	\$ 10,854	\$ 12,750	\$ 1,896	85.1%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 3,710	\$ 43,656	\$ 48,913	\$ 5,257	89.3%
SUTA	\$ -	\$ 500	\$ 500	\$ -	100.0%
**Postage	\$ 23	\$ 1,223	\$ 2,500	\$ 1,277	48.9%
Rent	\$ 4,161	\$ 45,611	\$ 49,772	\$ 4,161	91.6%
Telephone & Internet	\$ 376	\$ 4,208	\$ 5,100	\$ 892	82.5%
**Training & Workshops	\$ 120	\$ 2,068	\$ 2,000	\$ (68)	103.4%
Utilities	\$ 471	\$ 6,076	\$ 6,250	\$ 174	97.2%
Total Expense	\$ 134,484	\$ 1,041,661	\$ 1,136,580	\$ 94,919	91.6%
Net Ordinary Income	\$ (127,389)	\$ (98,180)			
Unobligated Funds			\$ 8,736	\$ 8,736	
Fund Balance Accrual	\$ -		\$ 20,000	\$ 20,000	
ICR Reserve			\$ -	\$ -	
Net	\$ (127,389)	\$ (98,180)	\$ 1,165,316	\$ 123,655	

NOTE: May 31st is 92% through the fiscal year

ATTACHMENT 3

Services

Land Use & Zoning
Community Planning & Development
Transportation Planning
GIS, Mapping and Data



2017 Services Catalog

Rockingham Planning Commission
156 Water Street | Exeter, NH 03833
603-778-0885 | www.rpc-nh.org

2017 Planning Services Catalog

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▪ <i>Master Planning</i>	<i>MP</i>
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Introduction

The Rockingham Planning Commission offers a variety of cost effective technical planning services to member communities. This catalog summarizes the areas of local technical assistance that are most frequently requested by our members. Each service area is briefly summarized on a one or two-page sheet in the following section.

Our services are designed and intended to supplement in-house capabilities and to provide specialized planning services to respond to specific needs. Each can be customized to meet specific long term or short term needs. The services described in this catalog are not generally provided as part of community membership dues, unless the work is of a minor and one-time nature. Instead they are available as contractual services on an at-cost basis for members. For some services matching grants are available through such funding sources as the Targeted Block Grant (OEP), Coastal Program (DES) or MPO/Unified Planning Work Program (NHDOT) to supplement the cost of the service.

Part of RPC's mission is to respond to member needs with respect to technical planning assistance. If there is a service that your community is interested in obtaining but is not covered in this catalog, we encourage you to reach out to your Town's Commissioners or to appropriate Commission staff to find out if this service can be made available to meet your needs.

Planning Services

The following is an index of the summary descriptions of the services most frequently requested by our member communities that are included in this catalog. Each provides a summary of the service, the scope of work that many be entailed, general cost information, and examples of projects we have undertaken in this service area.

SERVICE	STAFF CONTACT	SUMMARY
LAND USE AND COMMUNITY PLANNING SERVICES		
Capital Improvement Programming	Glenn Greenwood (ggreenwood@rpc-nh.org)	CIP
Circuit Rider Services	Glenn Greenwood (ggreenwood@rpc-nh.org)	CR
Community Engagement: Opinion Surveys, Facilitation and Mediation	Scott Bogle (sbogle@rpc-nh.org)	CE
Hazard Mitigation Planning	Julie LaBranche (jlabranche@rpc-nh.org)	HM
Master Planning	Glenn Greenwood (ggreenwood@rpc-nh.org)	MP
Open Space / Conservation Planning	Julie LaBranche (jlabranche@rpc-nh.org)	OSP
Zoning and Land Use Regulatory Services	Julie LaBranche (jlabranche@rpc-nh.org)	LU
TRANSPORTATION PLANNING AND RELATED SERVICES		
Bicycle, Pedestrian & Complete Streets	Scott Bogle (sbogle@rpc-nh.org)	BP
Road Surface Management System	Robert Pruyne (rpruyne@rpc-nh.org)	RSMS
Traffic Counting Services	Christian Mathews (cmathews@rpc-nh.org)	TC
Transportation & Traffic Analyses	David Walker (dwalker@rpc-nh.org)	TA
GIS AND OTHER SERVICES		
Culvert & Stream Crossing Capacity Analysis	Jennifer Rowden (jrowden@rpc-nh.org)	SC
GIS & Mapping Services	Robert Pruyne (rpruyne@rpc-nh.org)	GIS
Grant Writing Assistance	Julie LaBranche (jlabranche@rpc-nh.org)	GW
MS4 Community Compliance Planning	Jennifer Rowden (jrowden@rpc-nh.org)	MS4

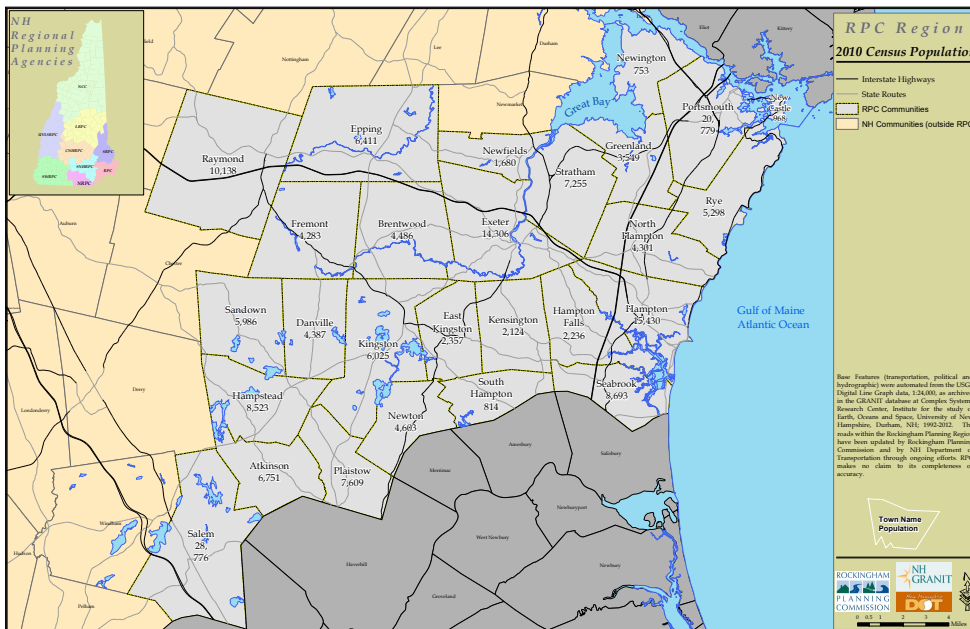
About the RPC

The Rockingham Planning Commission is one of nine regional planning commissions in New Hampshire established by RSA 36:46. The Commission's region consists of twenty-seven of the 37 Rockingham County communities. (See Map) Operating as a political subdivision of the state of NH, the Commission serves in an advisory role to local governments in order to promote coordinated planning, orderly growth, efficient land use, and environmental protection. The Commission's highly experienced professional planning staff provides an array of planning assistance to the communities which are active members. Membership, which is optional, is retained through annual dues assessed to each community on a per capita basis.

The Commission consists of an appointed, volunteer board of directors (Commissioners), and a paid professional staff. Each member municipality appoints at least two representatives to the Board. The Commissioners meet monthly to adopt and oversee the annual work program and budget, establish Commission policies on a variety of land use and planning issues important in the region and discuss current planning topics.

The main purposes of the commission are to provide technical planning assistance to member communities, to engage in regional planning, primarily relating to land use, transportation, natural resources, hazard mitigation, community development and to facilitate cooperation & coordination among communities to solve regional problems and to share services and resources.

RPC Planning Region



Regional Planning

The Commission is involved in regional planning and coordination in coastal resources management, transportation, housing, water quality management, conservation land and open space protection, and hazard mitigation and adaptation planning. First and foremost, the Commission, by statute, is required to develop and maintain a comprehensive regional plan that serves both as both a master plan for the region and a resource document which communities can use to develop their own individual master plans. The RPC's current master plan can be accessed from our website www.rpc-nh.org/regional-community-planning/regional-master-plan.

The Commission is the designated Metropolitan Planning Organization (MPO) for transportation planning in our region and as such plays a major role in defining and advocating for key transportation infrastructure

improvements in the region. In Housing, the Commission is responsible for maintaining the Regional Housing Needs Assessment which communities use to help determine their compliance with the State's workforce housing statutes. The Commission has been active in helping to coordinate municipal best management practices to reduce non-point pollution. The Commission prepares and maintains numerous GIS mapping coverages at the regional scale and provides that information to communities for local scale maps. Yet another is to maintain the FEMA-mandated Hazard Mitigation Plans for most communities in the region.

Another Commission responsibility mandated in statute is to review impacts from regional scale development and advise host communities of mitigation measures that should be considered to reduce those impacts.

The full range of our regional work is documented each year in our Work Program which is adopted by the full Commission each year. The latest can be found on our website:

www.rpc-h.org/commission/governance/work-program

Membership Services

Direct services provided to dues-paying members are provided as requested as staff resources permit. They include the following:

- Informational mailings and planning advisory memos explaining the impacts of significant court decisions, amendments to state statutes, newly developed model ordinances, etc.
- Review and analysis of zoning ordinances, subdivisions and site plan review regulations, and master plans including: suggested amendments and minor revisions.
- Drafting or reviewing proposed land use regulations (e.g., excavation, erosion and sedimentation control, accessory apartments, home occupations, signs, parking, open space development ordinances, etc.).
- Zoning and regulatory audit to review compliance with specific statutes (e.g. work-force housing, agritourism, excavations, flood hazard zoning, stormwater).
- Telephone support providing advice and assistance on routine planning and regulatory questions.
- Assistance in reviewing unique or unusually complex subdivision and site plans.
- Short-term research projects on planning issues, data collection and analysis.
- Research and preparation of grant applications.
- Organizational assistance to local land use boards (e.g., rules of procedure, zoning amendment schedules, application forms and checklists).
- Assistance with the National Flood Insurance Program.
- Document preparation and maintenance services such as word processing land use control regulations, updating as necessary.

Contractual Services

In addition to membership services, the Commission staff also undertakes work on a contractual basis for special projects which are needed to address specific local issues. Assistance of this nature is available at the at-cost hourly rate for member communities and, as time permits, at a higher rate for non-members. These are the services described in detail in the following pages of this document.

Capital Improvements Planning

Summary

For more than 25 years, the Rockingham Planning Commission has provided member communities with in-house expertise in the development and updating of local Capital Improvement Programs or "CIPs". These locally prepared capital spending plans or programs, authorized by RSA 674:5-8, offer a community the ability to plan for and prioritize large capital expenditures over several years. While CIPs are mandated for communities that utilize the State's growth management statute (674:22), many communities that no longer have growth management provisions, continue to use the CIP process because they have found it to be a useful tool for planning and sequencing capital expenditures. The benefits of maintaining a CIP include the following:

- Stabilizes year to year variations in capital outlays.
- Substantiates the need for development impact fees.
- Makes pre-emptive acquisitions more feasible and defensible.
- Supports growth control and impact fee ordinances.
- Facilitates implementation of the Master Plan.
- Provides a total picture of a municipalities major needs.
- Establishes a rational and defensible project schedule.
- Facilitates coordination among municipal departments
- Serves as a public information tool.



Scope of Service

The RPC can assist in the entire range of activities involved in the preparation of the CIP, such as educating department heads in the importance of the CIP; establishing the framework necessary to solicit, vet and prioritize the projects proposed for inclusion in the plan; analyzing past capital expenditures and forecasting capital expenditure impact on tax rates, and preparation of the final document for review and endorsement. While the CIP document by statute is the purview of the Planning Board, the RPC has found that they are ineffective unless the process is open to all relevant departments and municipal boards, and is integrated in the regular budget setting process of the community. We recommend and can assist organizing and facilitating this approach. Technical assistance can be provided by RPC planners for all of these CIP-related activities and can be tailored to meet the needs of an individual community.



Cost Estimates

The cost for preparing a new Capital Improvements Program in a community that has never had one ranges from \$6,500-\$8,500, depending on size and complexity. The cost of an annual update

to a pre-existing CIP is much less and can be integrated into the circuit-rider scope of services. The cost is less if technical assistance involves up-dating an existing program for a community. Please contact Glenn Greenwood to discuss the level of service anticipated.

Staff Qualifications

The RPC maintains a highly qualified and experienced staff of professional planners with a combined experience of over 75 years of land use planning in New Hampshire. Glenn Greenwood and Jenn Rowden have the greatest experience on staff with Capital Improvement Programming. Staff biographies are available on our website: www.rpc-nh.org/commission/staff

Recent Project Examples

Most recently, the RPC has assisted in the preparation of Capital Improvement Programs for the communities of Kingston (2009-2017), Brentwood (2012-2017) and Fremont (2015).

For more information contact Glenn Greenwood, Assistant Director: 603-778-0885; ggreenwood@rpc-nh.org

Circuit Rider Services

Summary

The RPC provides professional planning services to member communities who need only routine, part-time planning assistance, need temporary assistance due to short-term increases in planning activity, or interim assistance due to changes in town planning staff. These services are provided under local contract with the Commission using RPC staff or RPC consultants, and typically involve a predetermined number of hours assigned to office hours, meeting/hearing time and research / preparation time. For fulltime RPC staff members, circuit rider services are typically limited to an average of 10 hours of service per week per town. The same limitation does not necessarily apply to RPC consultants; the scope of service is negotiable based on the consultant's availability.

The most common use of circuit rider services is by **Planning Boards**, however these services are also available to **Conservation Commissions, Historic District/Heritage Commissions, Economic Development Committees, Energy Committees and Zoning Boards of Adjustment**, based on availability of staff with appropriate expertise. The services are typically assigned and carried out by a single staff member, but that person has access to resources and expertise of the entire RPC staff.

Scope of Services

The scope of services available under the RPC's circuit rider program are negotiable in accordance to a Town's needs and circuit rider availability. The scope of services for Planning Boards involves a defined amount of direct services, up to a maximum average of 10 hours per week, and typically includes the elements listed below. Services for other boards would be customized accordingly.

1. Attending Planning Board meetings, including monthly workshop and public hearing meetings as required by individual town agreements.
2. Holding office hours at the Town Offices to review plans, meet with applicants and conduct such other duties as required by individual town agreements.
3. Provide general planning services to the Planning Board, and requests authorized by the Planning Board, including but not limited to:
 - Acting as a liaison between the public and the client land use board;
 - Reviewing subdivision, site plan or other development for completeness, compliance with town regulations and possible problems, and working with applicants to ensure plans are complete prior to Board meetings;
 - Preparing written memoranda to the client land use board regarding applications under review, citing any potential problems or areas of concern, and identifying all local, state, or federal permits which may be required;
 - Monitoring Board decisions or recommendations and advising Boards when its actions or lack of actions may unduly expose the Town to future risk or litigation;
 - Acting as an advocate for the Town and provide appropriate planning expertise when meeting with developers and their representatives;
 - Assist with Town clerical staff in the development and maintenance of Board filing, record-keeping and tracking systems;

- Identifying needs, researching and preparing minor revisions to the Town's ordinances, and regulations to ensure consistency with the Town Master Plan and compliance with state law;
- Assisting with the organization of meetings and development of agendas, and,
- Assist with development or updating of Capital Improvement Programs (CIPs) or other Board or Commission specific planning documents.

Temporary and Interim Services

As a special service to member communities the RPC provides temporary and interim circuit rider services to assist communities cover temporary staff shortages due to illness, vacancies, military serve or other circumstance. The ability to provide this assistance will vary based on available staff time for the period in question.

Cost

The cost for circuit riding services are dependent on the specific scope of services negotiated and based on a flat hourly fee for professional staff of \$66.00/hour for member communities. (Services to non-members communities are made available at the Commission's discretion but at a higher hourly rate (\$85/hour). The rate is inclusive of ordinary staff expenses and travel costs. Existing annual circuit rider contracts range from approximately \$9,000/yr to \$28,000/yr.

Existing Circuit Rider Clients

The RPC presently provides CR Services to the Planning Boards in the following communities: Atkinson, Brentwood, East Kingston, Fremont, Hampton Falls, Kensington, Kingston, Newfields, Newton and North Hampton. In addition, within the past three years, the RPC has provided temporary professional planner services for Exeter and Stratham. In the past the RPC has provided CR services to Conservation Commissions in Kensington, Greenland and others through a pilot program funded by the New Hampshire Coastal Program.

Circuit Rider Qualifications

Staff qualified to perform circuit rider services are professional planners, typically with a Master's degree in community or regional planning or related discipline and have a minimum of three years of experience. RPC staff and consultants active in providing circuit riding services include Assistant Director Glenn Greenwood with 30 years of experience, Senior Planners Julie Labranche and Jenn Rowden with 17 and 6 years experience respectively, consultant Glenn Coppelman, who provides Planning Board and Economic Development Committee assistance, and Theresa Walker who is available for Conservation Commission assistance. Staff biographies are available on our website: www.rpc-nh.org/commission/staff

For more information contact Glenn Greenwood, Assistant Director: 603-778-0885; ggreenwood@rpc-nh.org

Community Engagement Services: Opinion Surveys, Meeting Facilitation, Outreach Strategies

Summary

Planning processes that bring together information, experience and diverse stakeholder perspectives allow municipalities to reach decisions that are more broadly supported, thoughtful, and ultimately sustainable. The Rockingham Planning Commission (RPC) offers technical assistance for municipalities undertaking planning and community development processes where public input is desired beyond traditional planning board and selectmen's meetings and public hearings.

Core community engagement services include the following:

- Design and implementation of community surveys
- Facilitation of public listening sessions
- Focus group design and implementation
- Other engagement strategies

This work is often undertaken as part of municipal master plan updates in fulfilment of the statutory requirement to inform and involve the community in the master plan update and to solicit and receive public comment. In addition RPC can support your community's public engagement needs in conjunction with a range of other projects including:

- Site specific development planning
- Local thematic plans (natural resources, land conservation, recreation, bicycle and pedestrian facilities, housing needs assessments)
- Multi-town regional studies
- Zoning initiatives

RPC staff are highly experienced in survey design, dissemination and analysis; as well as meeting design and facilitation, public education, and web based as well as 'low-tech' techniques for gathering targeted public input.

Scope of Services

The Rockingham Planning Commission can help communities design an appropriate public outreach and engagement strategy to meet their specific needs. Such strategies could involve meeting facilitation, online survey, facilitate focus group discussion, large meeting facilitation, and others.

Survey services include helping the municipality prioritize information needs, designing survey questions to ensure useful and comparable data and maximize completion rates; and data visualization techniques to aid in communicating analysis findings. Facilitation services include assistance with meeting planning and structure, small and large group facilitation, and qualitative analysis of meeting findings.



Public outreach services can be structured to meet municipal timeframes and goals, budgets and project outcomes. Staff are available on a flexible schedule to meet with elected officials, municipal staff, and boards and commissions as needed including day, evening and limited weekend meetings, workshops and public outreach events.

Cost Estimates

The cost of the different community engagement services is dependent on the scope of services negotiated and based on a flat hourly fee for professional staff for member communities. Costs can range from \$1500-\$2000 for a web-based community survey and analysis to \$3000-\$4000 for a combination of survey and public meetings. Services to non-member communities are made available at the Commission's discretion but at a higher hourly rate. The rate is inclusive of ordinary staff expenses and travel costs.



Hazard Mitigation Planning

Summary

The Rockingham Planning Commission (RPC) offers technical assistance for municipalities interested in improving comprehensive hazard mitigation planning initiatives. The majority of this work is done in two areas: updating local Hazard Mitigation Plans (required by FEMA and funded through NHHSEM to maintain eligibility for certain kinds of disaster mitigation funding) and helping communities improve their resiliency to the anticipated impacts from climate change, particularly flooding. Our work and projects relating to hazard mitigation have focused on a variety of regulatory and non-regulatory approaches such as:

Regulatory

- FEMA Hazard Mitigation Plan update
- Hazard-Based Master Plan Chapter (coastal, riverine, shoreland)
- Specialized hazards-based land development standards and zoning ordinances (floodplain development standards, climate change adaptation, coastal hazards, coastal/riverine erosion, flood hazard overlay district)

Non-Regulatory

- Public Outreach and Engagement (flooding, erosion, property improvements)
- Municipal Climate Adaptation Policy
- Wetland Mitigation Inventory
- Emergency Response Planning
- Asset or Resource-Based Climate Adaptation and Resiliency Plan
- Hazard Identification and Mapping



RPC staff are highly experienced in project management, technical research, data collection and analysis, GIS and mapping, meeting facilitation, public education, outreach and engagement, document design and production, and multi-media communications.

Scope of Services

The Rockingham Planning Commission provides customized technical assistance through contractual agreements with municipalities, including use of cost-sharing grants where available. Technical assistance can be structured to meet municipal timeframes and goals, budgets and project outcomes. Staff can assist with preparation of scopes of work and contracts, as well as sourcing additional funds and specialized service providers to support projects. Staff are available on a flexible schedule to meet with elected officials, municipal staff, and boards and commissions as needed including day and evening meetings, workshops and public outreach events.

Most projects involving regulatory amendments incorporate public outreach and engagement as a project component. Outreach and engagement is critical to ensure the public fully understands the regulatory changes being proposed and to gain public support at town meeting. Additionally, many regulatory changes can have substantial economic and public benefits that should be expressed clearly to stakeholder groups and broadly within the community. Outreach and engagement activities are scheduled early in the project timeline and structured to reach various audiences using multiple forms of media and communication.

Cost Estimates

Regulatory

Hazard Mitigation Plan update: \$6,000-\$10,000 (funded by FEMA/NHHSEM with 25% in-kind match)

Hazards-Based Master Plan Chapter: \$5,000-\$8,000

Specialized Hazards-Based Land Development Regulation or Ordinance: \$6,000-\$10,000

Non-Regulatory

Public Outreach and Engagement: \$5,000-\$10,000

Municipal Climate Adaptation Policy: \$3,000-\$7,000

Wetland Mitigation Inventory: \$4,000-\$8,000

Staff Qualifications

The RPC maintains a highly qualified and experienced staff of professional planners with a combined experience of over 75 years of environmental and land use planning in New Hampshire. We have been the principle source of FEMA-funded Local Hazard Mitigation Plan updates since 2003 and have completed over 30 updates since that time. RPC staff have been state-wide leaders among RPCs in adaptation and resiliency planning. Staff biographies are available on our website: <http://www.rpc-nh.org/commission/staff>

Recent Project Examples

The following are a sample of zoning, land use and master planning work completed by the RPC in the past several years:

- Historic Resources Vulnerability Assessment and Adaptation Plan – City of Portsmouth (ongoing)
- Hazard Mitigation Plan Update (2015-2017) – Portsmouth, North Hampton, Plaistow, South Hampton, Rye, Sandown, Fremont, Brentwood, New Castle
- Coastal Hazards and Climate Adaptation Master Plan Chapters – Seabrook (adopted 2016), Rye (in process)
- Municipal Climate Adaptation Policy – Exeter (in process)
- Fluvial Erosion Hazard Ordinance – model prepared in 2009 with funding from NHDES
- Updated erosion and sediment control and post-construction stormwater management standards in site plan review regulations and subdivision regulations or zoning - East Kingston, Kensington, North Hampton, Sandown
- Floodplain Development Ordinance – Hampton
- Wetlands and Shoreland Protection Ordinance – North Hampton, Hampton Falls

For more information contact Julie LaBranche: 603-778-0885; jlbranche@rpc-nh.org

Master Planning Services

Summary

The RPC provides professional planning services to member communities preparing new or updated community Master plans. These services are provided under local contract with the Commission using RPC staff or RPC consultants. All aspects of master plan preparation can be provided by Commission staff. For communities that have an RPC circuit rider planner it is typical for this person to work on master plan projects for these communities given their enhanced knowledge of the town. However, the areas of specialized expertise regarding specific topic areas by other RPC staff members are routinely folded into this master plan work.

Scope of Services

The scope of services available under the RPC's master planning program are negotiable in accordance to a Town's needs and the availability of RPC staff. There is not a typical scope of activity for a master plan contract because they can vary from complete plan preparation to updating specific chapters as a town may require. The scope of service for a complete re-write of a community plan includes the following elements:

Preparation of the three mandatory elements of a municipal master plan in NH:

1. a vision statement for the town that is developed using a combination of surveys and focus group meetings to gather citizen input.
2. an existing land use section upon which all the following sections shall be based. This section shall translate the vision statements into physical terms. Based on a study of population, economic activity, and natural, historic, and cultural resources, it shall detail the existing state of land use in the community.
3. a future land use section detailing the proposed land uses and intensity of uses for the municipality based upon the findings of the various section of the plan.

In addition to these required elements a new master plan would likely include sections detailing the following topics:

- | | |
|--|---|
| ▪ <i>transportation</i> | ▪ <i>cultural, archeological, and historic resources,</i> |
| ▪ <i>community facilities</i> | ▪ <i>regional concerns</i> |
| ▪ <i>housing & housing needs assessments</i> | ▪ <i>neighborhood plan</i> |
| ▪ <i>economic development</i> | ▪ <i>community design</i> |
| ▪ <i>natural resources</i> | ▪ <i>energy</i> |
| ▪ <i>natural hazards</i> | ▪ <i>coastal management & climate adaptation</i> |
| ▪ <i>recreation</i> | ▪ <i>implementation</i> |
| ▪ <i>utility and public infrastructure</i> | |

RPC places a premium on GIS mapping in our master plan work. GIS maps are fully integrated into the content all master plan sections where appropriate. We often begin with the existing RPC Standard Map Set which is maintained and updated for every member community as a member service, thus reducing cost of master plan updates.

We also place special emphasis on ensuring that the Master Plan content adequately supports the type and complexity of zoning that the community has in place.

Cost

The cost for master plan technical assistance services are dependent on the specific scope of services negotiated and based on a flat hourly fee for professional staff for member communities. (Services to non-members communities are made available at the Commission's discretion but at a higher hourly rate.) The rate is inclusive of ordinary staff expenses and travel costs. Full master plan preparation can often exceed \$40,000 depending upon the size of the community and the complexity of the issues evaluated and addressed. Preparation of individual sections of a master plan can range from \$3,000 to \$10,000. The RPC works with communities to secure grants when available to offset the costs of master planning technical assistance services.

Grant funding through the RPC (through our Targeted Block Grant, UPWP, or other sources) is available from time to time to offset the cost of specific chapters. This should be discussed with RPC staff when considering the scope of work for a master plan update.

Staff Qualifications

The RPC maintains a highly qualified and experienced staff of professional planners with a combined experience of over 75 years of land use planning in New Hampshire. Staff biographies are available on our website: <http://www.rpc-nh.org/commission/staff>

Recent Project Examples

The Planning Commission has worked with nearly every community within our region in the preparation of master plans. Recent examples include a full master plan re-write for Kingston and Hampton Falls, and individual section preparation for Rye, Exeter, Sandown and Fremont. Master Planning technical assistance is provided by all staff members at the Commission.

For more information contact Glenn Greenwood, Assistant Director: 603-778-0885; ggreenwood@rpc-nh.org

Open Space, Land Conservation & Natural Resource Planning

Summary

The Rockingham Planning Commission (RPC) offers technical assistance to municipalities in preparing open space, conservation and natural resource plans and policies. Our work and projects have focused on a wide variety of non-regulatory and regulatory approaches such as:

Non-Regulatory

- Open Space Plan
- Land Conservation Plan
- Natural Resource Inventory
- Wetland Mitigation Inventory
- River Corridor and Watershed Management Plans
- Community Stewardship and Engagement
- Outreach and Education



Regulatory

- Land use and character based zoning (steep slopes, shorelands)
- Water quality and groundwater protection based zoning and regulation (aquifer protection, buffers, stormwater management, groundwater reclassification)
- Natural resource conservation (drinking water source protection, wetlands, surface waters, critical habitats)
- Green Infrastructure and Low Impact Development (groundwater recharge, buffers, green landscapes)
- Innovative land use ordinances (conservation-open space subdivision, town center zoning, transit oriented development)
- Specialized land development standards (floodplain development standards, climate change adaptation, coastal hazards)
- Farm-friendly review of land use regulations in support of the region's critical working landscape of farms, forests and orchards



RPC staff are highly skilled in project management, technical research, data collection and analysis, GIS and mapping, meeting facilitation, public education, outreach and engagement, document design and production, and multi-media communications.

Scope of Services

The Rockingham Planning Commission provides customized technical assistance through contractual agreements with municipalities, including use of cost-sharing grants where available. Technical assistance can be structured to meet municipal timeframes and goals, budgets and project outcomes. Staff can assist with preparation of scopes of work and contracts, as well as sourcing additional funds and specialized service providers to support projects. Staff are available on a flexible schedule to meet with elected officials, municipal staff, and boards and commissions as needed including day and evening meetings, workshops and public outreach events.

Most projects involving regulatory amendments incorporate public outreach and engagement as a project component. Outreach and engagement is critical to ensure the public fully understands the regulatory changes being proposed and to gain public support at town meeting. Additionally, many regulatory changes can have substantial economic and public benefits that should be expressed clearly to stakeholder groups and broadly within the community. Outreach and engagement activities are scheduled early in the project timeline and structured to reach various audiences using multiple forms of media and communication.

Cost Estimates

Natural Resources Inventory (NRI): \$10,000-\$12,000

Open Space Plan/Land Conservation Plan: \$6,000-\$10,000

River Corridor/Watershed Management Plans: \$10,000-\$20,000

Single Zoning Ordinance - amendment or new: \$3,000-\$10,000

Site Plan Review or Subdivision Regulations update: \$6,000-\$8,000

Farm-Friendly Review of Regulations: \$3,000-\$5,000



Staff Qualifications

The RPC maintains a highly qualified and experienced staff of professional planners with a combined experience of over 75 years of environmental and land use planning in New Hampshire. RPC staff have prepared Open Space and Conservation Plans for many communities in the region and were integrally involved in the establishment of the ESRLAC, and the development of the regional land conservation plans for the coastal and lower Merrimack watersheds. Staff biographies are available on our website: <http://www.rpc-nh.org/commission/staff>

Recent Project Examples

The following are a sample of open space, conservation and natural resource planning work completed by the RPC in the past several years:

Non-Regulatory

- Natural Resources Inventory/Master Plan Chapter – Hampton, Newfields, Rye, Fremont, Greenland, South Hampton, Hampton Falls, Brentwood, Kensington, Epping, North Hampton
- Public Outreach on Buffer Benefits and Functions – New Castle, Hampton Falls
- Open Space Plans (CTAP Program) – Sandown, Fremont, Danville
- Convened farmers and local officials in Stratham to discuss land use regulations that support and enable farming

Regulatory

- Groundwater Reclassification Application – Seabrook
- Aquifer Protection Overlay District Ordinance – Seabrook
- Updated erosion and sediment control and post-construction stormwater management standards in site plan review regulations and subdivision regulations or zoning - East Kingston, Kensington, North Hampton, Sandown
- Floodplain Development Ordinance – Hampton
- Wetlands Protection Ordinance – North Hampton, Hampton Falls

For more information contact Julie LaBranche: 603-778-0885; jlabranche@rpc-nh.org

Zoning & Land Use and Development Regulations

Summary

The Rockingham Planning Commission (RPC) offers technical assistance with amending and preparing new zoning and land development regulations including zoning ordinances, site plan review regulations and subdivision regulations. Our work and projects have focused on a wide variety of regulatory approaches such as:

- Specialized land development standards (floodplain development standards, climate change adaptation, coastal hazards, workforce housing)
- Land use and character based zoning (steep slopes, shorelands)
- Form Based Code zoning (village, town center, business/commercial centers, mixed use)
- Water quality and groundwater protection based zoning and regulation (aquifer protection, buffers, stormwater management)
- Natural resource conservation (drinking water sources, wetlands, surface waters, critical habitats)
- Green Infrastructure and Low Impact Development
- Infrastructure and utilities ordinances (renewable energy, telecommunications)
- Conditional Use Permits and special exception ordinances
- Innovative land use principles (conservation subdivision, town center zoning, transit oriented development)



In support of our work products, RPC staff are highly skilled in project management, technical research, data collection and analysis, GIS and mapping, meeting facilitation, public education, outreach and engagement, document design and production, and multi-media communications.

Scope of Services

The Rockingham Planning Commission provides customized technical assistance through contractual agreements with municipalities, including use of cost-sharing grants where available. Technical assistance can be structured to meet municipal timeframes and goals, budgets and project outcomes. Staff can assist with preparation of scopes of work and contracts, as well as sourcing additional funds and specialized service providers to support projects. Staff are available on a flexible schedule to meet with elected officials, municipal staff, and boards and commissions as needed including day and evening meetings, workshops and public outreach events.

Most projects involving regulatory amendments incorporate public outreach and engagement as a project component. Outreach and engagement is critical to ensure the public fully understands the regulatory changes being proposed and to gain public support at town meeting. Additionally, many regulatory changes can have substantial economic and public benefits that should be expressed

clearly to stakeholder groups and broadly within the community. Outreach and engagement activities are scheduled early in the project timeline and structured to reach various audiences using multiple forms of media and communication.

Cost Estimates

Costs for developing and assisting with the adoption process for zoning and land use and development regulations is highly variable depending on complexity and how much assistance is wanted through the adoption process (attending hearing, public information meetings and hearings, creating informational materials, etc.) The range of cost for developing or substantially revising a single zoning ordinance typically costs between \$3,000 and \$10,000. Substantial site plan review or subdivision regulations updates usually range in cost between \$5,000 and \$8,000.

Staff Qualifications

The RPC maintains a highly qualified and experienced staff of professional planners with a combined experience of over 75 years of land use planning in New Hampshire. Staff biographies are available on our website: <http://www.rpc-nh.org/commission/staff>

Recent Project Examples

The following are a sample of zoning, land use and master planning work completed by the RPC in the past several years:

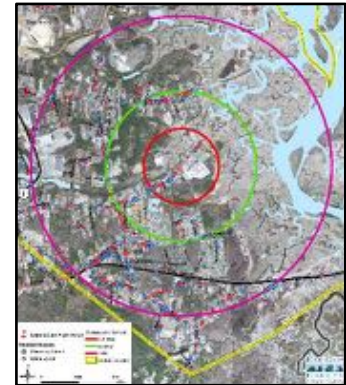
- Aquifer Protection Overlay District Ordinance – Seabrook
- Form Based Code Zoning – Stratham Gateway Business District, Seabrook Smithtown Village, Seabrook North Village, Hampton Falls Town Center
- Updated erosion and sediment control and post-construction stormwater management standards in site plan review regulations and subdivision regulations or zoning - East Kingston, Kensington, North Hampton, Sandown
- RPC Model Accessory Dwelling Unit Ordinance – adopted by many towns in the region with assistance from RPC Circuit Rider Planners
- Floodplain Development Ordinance – Hampton
- Wetlands Protection Ordinance – North Hampton, Hampton Falls

For more information contact Julie LaBranche (603-778-0885); jlabranche@rpc-nh.org

Bicycle & Pedestrian Planning

Summary

According to the most recent National Household Travel Survey, more than 60% of all trips are fewer than five miles in length, and more than 22% are shorter than one mile – distances easily traveled by bicycle or on foot. However, more than 80% of these trips are taken with an automobile. Converting some of these short trips to bicycling and walking has the potential to reduce vehicle miles traveled, and consequently congestion, air quality impacts, and parking demand in downtowns. Investments in bicycle and pedestrian facilities also support economic development by making downtowns more walkable & inviting spaces for people to come, explore and do business. Encouraging walking and bicycling also benefits public health. The RPC provides professional planning and technical assistance services to member communities interested investing in bicycle and pedestrian safety.



Scope of Services

Some typical bicycle and pedestrian planning services offered by the RPC include:

- **Safe Routes to School (SRTS) Travel Plans** – In 1969 48% of American students aged 5-14 walked or bicycled to school. In 2009 only 13% did so. Many factors have contributed to this decline, but among them are how we design our communities and roads, encourage or discourage biking and walking at school, and enforce traffic laws. While Safe Routes to School (SRTS) is no longer a stand-alone federal program, its "5Es" (Education, Encouragement, Enforcement, Engineering, Evaluation) approach to walking and bicycling safety remains an excellent model for communities and school districts. Travel plan development includes surveys of parents and students to understand current travel patterns; priority routes; site visits to assess safety conditions and develop recommendations for safety improvements.
- **Complete Streets Policy Development & Pop Up Demonstrations** – Complete Streets is a design approach based on the idea that roadways are multi-use transportation corridors that should safely accommodate all travelers. It is not a prescription for ubiquitous sidewalks, but rather a process to ensure that safety for people walking, bicycling or waiting for the bus is considered from the beginning of project design. Ten municipalities in New Hampshire have adopted Complete Streets policies, including Portsmouth in the RPC region. Pop-up demonstration projects install features like high-visibility crosswalks, bulb-outs, sidewalk seating and parklets for a day or two using removable materials to allow communities to experience how they work. Projects typically involve a preliminary visioning session to identify safety concerns, installation of design elements using removable reflective tape, artificial turf and other materials, and surveying of travelers to measure perceptions.
- **Bicycle & Pedestrian Data Collection** – While good data typically exist on auto traffic volumes on local roadways, little data has traditionally been available on the number of people walking or riding bicycles. RPC can assist member communities with assessing bicycle and pedestrian traffic volume to inform local planning initiatives through a combination of manual counts and longer term counts using automated bicycle and pedestrian counting equipment.
- **Level of Traffic Stress (LTS) Analysis** – LTS analysis takes a network approach to evaluating safety for bicycle travel based on factors including shoulder width, traffic speed and volume, and presence of on-street parking. Communities often have islands of relatively

safe, low-stress roads in residential neighborhoods, but to get from home to work, school or downtown, a person on a bicycle must traverse high stress environments like high-volume arterials or highway interchanges. LTS analysis helps identify priority projects that can connect key bike/ped trip origin and destination points to create extended low-stress corridors.

- **Downtown Traffic Calming Studies** – In many communities a state highway serves as Main Street, and towns balance moving traffic with the safety of people walking and biking downtown. If hit by a car moving 20 mph, a pedestrian has a 95% chance of survival. If hit by a car moving at 40 mph that chance of survival drops to 15%. Traffic calming measures like bulb-outs, speed tables, and narrowing travel lanes can help create safer and more inviting and vital downtowns. Such studies begin with analyzing traffic volume and speed by time of day, identifying key safety concerns and recommending countermeasures.

Recent Project Examples

- **Plaistow Main Street Traffic Calming Plan** – The Town of Plaistow engaged RPC to develop a traffic calming plan for Main Street (NH 121A) including the implementation of policy changes as well as conceptual roadway improvements.
- **New Hampshire Coastal Byway Corridor Management Plan (CMP)** – RPC assisted NH1A/NH1B corridor communities in securing Federal funding to update the Corridor Management Plan for the Byway. Among other elements this included extensive bike/ped volume counts, assessment of existing safety conditions and recommendations for improving safety through shoulder and sidewalk improvements, better signage and marking at crosswalks, changes to on-street parking policies and other measures.
- **Exeter Lincoln Street Complete Streets Pop-Up Demonstration** – RPC assisted the Town of Exeter in planning a single day “pop-up” demonstration of potential bicycle and pedestrian safety improvements on Lincoln Street, including relocation and addition of crosswalks, bulb-outs, a parklet and interpretive signage to introduce the concept of Complete Streets its benefits for safety, walkability, and economic vitality in downtowns.
- **Seabrook School Zone Safety & Route Analysis** – RPC assisted the Town of Seabrook with initial Safe Routes to School program development and school zone safety analysis. This included parent and student surveys, mapping to identify concentrations of students and key travel routes, and preparation of grant applications for SRTS Program funding.
- **Rye Safe Routes to School Plan** – RPC developed a Safe Routes to School Travel Plan for Rye Elementary School and Rye Middle School under contract to the Town of Rye. The planning study included parent and student surveys, mapping of student trip origins and travel routes, and recommendations for local investments in safety improvements.

Staff Qualifications

The RPC maintains a highly qualified and experienced staff of professional planners with a combined experience of over 75 years of transportation, environmental and land use planning in New Hampshire. Staff biographies are available on our website: www.rpc-nh.org/commission/staff

Cost Estimates

The cost of RPC planning services depends on project scope and is based on a flat hourly fee for professional staff for member communities. These costs can range from a few thousand dollars for a bike/ped travel volume analysis, pedestrian safety review or Level of Traffic Stress analysis; to \$10,000-\$15,000 for a basic SRTS Travel Plan; to \$20,000 or more for an in-depth corridor traffic calming study. Typically RPC will seek Federal Highway Administration (FHWA) funding to carry-out major studies. Private foundation funding may be worth pursuing in some cases with adequate advanced planning. Services to non-member communities are available at RPC's discretion but at a higher hourly rate. Some costs may be covered through RPC's Transportation work program, based on scope and scale of the project, lead time and available funding.

For more information contact Scott Bogle, Senior Transportation Planner (603-778-0885); sbogle@rpc-nh.org

and presence of on-street parking. Communities often have islands of relatively safe, low-stress roads in residential neighborhoods, but to get from home to work, school or downtown, a person on a bicycle must traverse high stress environments like high-volume arterials or highway interchanges. LTS analysis helps identify priority projects that can connect key bike/ped trip origin and destination points to create extended low-stress corridors.

- **Downtown Traffic Calming Studies** – In many communities a state highway serves as Main Street, and towns balance moving traffic with the safety of people walking and biking downtown. If hit by a car moving 20 mph, a pedestrian has a 95% chance of survival. If hit by a car moving at 40 mph that chance of survival drops to 15%. Traffic calming measures like bulb-outs, speed tables, and narrowing travel lanes can help create safer and more inviting and vital downtowns. Such studies begin with analyzing traffic volume and speed by time of day, identifying key safety concerns and recommending countermeasures.

Recent Project Examples

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- **Exeter Lincoln Street Complete Streets Pop-Up Demonstration** – RPC assisted the Town of Exeter in planning a single day “pop-up” demonstration of potential bicycle and pedestrian safety improvements on Lincoln Street, including relocation and addition of crosswalks, bulb-outs, a parklet and interpretive signage to introduce the concept of Complete Streets its benefits for safety, walkability, and economic vitality in downtowns.
- **Seabrook School Zone Safety & Route Analysis** – RPC assisted the Town of Seabrook with initial Safe Routes to School program development and school zone safety analysis. This included parent and student surveys, mapping to identify concentrations of students and key travel routes, and preparation of grant applications for SRTS Program funding.
- **Rye Safe Routes to School Plan** – RPC developed a Safe Routes to School Travel Plan for Rye Elementary School and Rye Middle School under contract to the Town of Rye. The planning study included parent and student surveys, mapping of student trip origins and travel routes, and recommendations for local investments in safety improvements.

Staff Qualifications

The RPC maintains a highly qualified and experienced staff of professional planners with a combined experience of over 75 years of transportation, environmental and land use planning in New Hampshire. Staff biographies are available on our website: www.rpc-nh.org/commission/staff

Cost Estimates

The cost of RPC planning services depends on project scope and is based on a flat hourly fee for professional staff for member communities. These costs can range from a few thousand dollars for a bike/ped travel volume analysis, pedestrian safety review or Level of Traffic Stress analysis; to \$10,000-\$15,000 for a basic SRTS Travel Plan; to \$20,000 or more for an in-depth corridor traffic calming study. Typically RPC will seek Federal Highway Administration (FHWA) funding to carry-out major studies. Private foundation funding may be worth pursuing in some cases with adequate advanced planning. Services to non-member communities are available at RPC’s discretion but at a higher hourly rate. Some costs may be covered through RPC’s Transportation work program,

For more information contact Scott Bogle, Senior Transportation Planner (603-778-0885); sbogle@rpc-nh.org

SADES Road Surface Management System (SRSMS)

Summary

SADES Road Surface Management System (SRSMS) refers to a system for evaluating and prioritizing road maintenance needs to save money. SRSMS is implemented in a standardized way developed by the state regional planning commissions, the NHDOT and UNH's Technology Transfer Center. It utilizes a software package that assists in the objective evaluation of pavement condition and uses that information to prioritize road maintenance and repair of the road network in a community. The process includes a physical road survey followed by a road condition analysis and finally forecasting future conditions.



The road survey requires a team of trained people to drive each section of road within the community and assess the physical distresses of the road. This data is input to a database in real time and a condition rating for each segment of road is given. The condition analysis allows staff to leverage the collected condition data and assign hypothetical road remediation techniques that might be applied to the road to determine what the future road conditions might be in those remediation scenarios. The process generates not only a forecasted cost, but also forecasts the health of the road network.

The core idea of pavement management is that by keeping the pavement surface sound, the useful life of a road can be greatly extended before a complete rebuild is required. Rather than incurring the very large expense to reconstruct a road after the pavement has failed, the funds are better spent during the early and mid-life of the road to prevent that failure. Experience has proven this concept to be valid: low cost, but regular maintenance which maintains pavement condition is the most cost effective use of road maintenance dollars.

Scope of Service

Phase I - Road Survey and Condition Analysis: RPC staff trained in SRSMS drive and assess the distresses/deficiencies present in each roadway segment in town (roads for which the town has maintenance responsibility only). This data is collected using tablet computers where it is added to the statewide SADES database. The data from the survey will be used to determine a Pavement Condition Index (PCI) value for each segment as well as for the entire network. Maps are produced to show this data geographically.

Phase II – Road Maintenance and Forecasting: This process is a combined effort between the town and the RPC staff. In this step, the RPC and town staff assess the collected road information, expected municipal road repair budget and develop road repair scenarios into the near future. The SRSMS forecasting software compares the budget values and proposed repair work for the next 10 years and generates an expected PCI for the road segments as well as for the full road network. The forecasted PCIs can be used to determine if the repairs are making the network healthier. Alternate scenarios are usually tested to see if they would yield better outcomes in the future per dollar spent in road repair.

Qualifications:

The RPC staff helped pioneer the early development of RSMS approach in the early 1990s, including with earlier versions of the UNH T2 Center's RSMS software. In 2015 and 2016, the NHDOT, UNH T2, the RPC and other regional planning commissions worked together to develop an updated RSMS (SADES-RSMS) process based on new software and improved standardization of pavement condition analysis and forecasting. Part of the intent of the pilot was to establish the capacity and qualification of each RPC to carry out this work.

Cost Estimates

Phase 1 Survey – Typical cost for the survey is \$100 per 1 miles of roadway assessed. In a typical town that is a total cost of \$3500-\$4000

Phase 2 Forecasting – Requires phase 1 to be completed. This phase can vary on cost depending on the number of repair scenarios, but a typical cost of \$50 per roadway mile in town is a good basis for assumption.

Recent Project Examples

The RPC did numerous RSMS inventories for communities in the 1990s, including in Salem, Hampstead, Hampton and many other before that process was incorporated in the T2 center community outreach program. The new SRSMS system developed by T2, NHDOT and the RPCs was beta-tested through 2016 by the RPC and is expected to be available to use sometime in 2017.

Fremont SRSMS Pilot - Data Capture 1

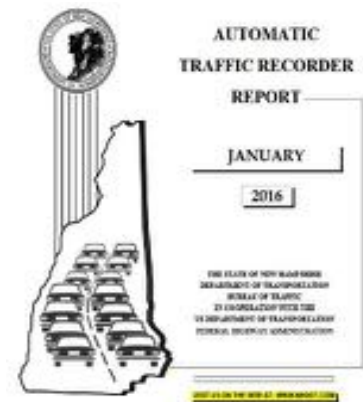
Fremont SRSMS Pilot - Data Capture 1	
Town Name	FREMONT
Surface Type	Paved
Shoulder Type	Unpaved
Road Surface Width	20
Number of Lanes	2
Last Year Surveyed	2017
Long Trans Crack Severity	Low
Long Trans Extent	Low
Alligator Crack Severity	Low
Alligator Crack Extent	Low
Edge Crack Severity	Low
Edge Crack Extent	Low

*For more information contact Robert Pruyne or Christian Matthews: 603-778-0885
rpruyne@rpc-nh.org or cmathews@rpc-nh.org*

Traffic and Bike/Pedestrian Counting

Summary

The RPC maintains an active traffic counting program in the region in coordination with the NHDOT. We coordinate the placement of automatic traffic counts with the state in performing approximately 120 traffic counts a year on the region's roads and highways. Typically, these counts are limited to major roads (arterial and collector highways), however, special counts can be requested by communities if they are attempting to define a growing traffic problem, trend, or unusual situation attributed to a special event or major traffic generator. Such counts are often a critical data source for traffic impact analyses prepared to assess the impact of a proposed development.



The regional rotate through nearly 1200 NHDOT-defined count locations on a 10 to 12 year cycle. The data from all counts is consolidated by NHDOT into Automatic Traffic Recorder Reports which can be accessed here: www.nh.gov/dot/org/operations/traffic/tvr/locations/index.htm.

Count data exists from 1991 to present. Traffic count data is most often aggregated then presented as 24 hour averages. On an 'as requested' basis, the RPC will conduct additional counts beyond the NHDOT required counts for member communities on their roadways.

Applications

There are several types of counts available from the RPC:

- automatic traffic counts (single or bi-directional)
- vehicle classification counts (e.g. for truck traffic studies)
- intersection turning-movement counts (to assess capacity)
- travel time and delay studies
- bicycle and pedestrian counts (lane, sidewalk or trails)



The RPC has 3 ATR (automatic traffic recorders) available and 1 bicycle/pedestrian/trail counter available for use within our region and maintains a service agreement with a company that provides automatic traffic counts. For studies requiring multiple counter deployment, our counters can be supplemented with counters borrowed from other agencies that RPC partners with. The RPC has purchased a specialized bicycle-pedestrian counter that uses light and proximity sensors to generate very accurate bike/ped counts on bicycle shoulders, sidewalks and trails. This type of counter technology has been deployed more commonly in recent years and has been found effective in a wide variety of situations ranging from remote walking trails to large bike lanes in major cities.

Cost

The cost of traffic counts varies according to type and whether or not they can be integrated into our existing transportation planning program. If the count location is one we collect regularly as part of the state counting program, they will be done for no cost. If the data generated from the count is useful to our transportation program, and we are able to conduct the count, it may be done at a 50% subsidized rate. Otherwise, project costs can be quoted based on specific project needs. Unsubsidized, a single 3-day automatic directional count presently costs \$150 per location.

Transportation & Traffic Analysis

Summary

The RPC provides professional transportation planning and technical assistance services to member communities in understanding the causes of, and potential solutions to, transportation related issues.

Scope of Service

Some typical studies that are, or have been, undertaken by the RPC include:

- **Land Use Development Impact Review** – RPC can assist communities in reviewing land use development proposals for transportation capacity and safety impacts. As part of this, RPC staff can attend NHDOT scoping meetings at the request of the community to provide a regional perspective.
- **Parking Studies** – Parking studies most commonly are variations on supply & demand analysis and assessment of policy impacts.
- **Access Management Planning** – Access Management is the control of the number, location, and design of access points to public highways and roadways with good access management will operate more efficiently with fewer motor vehicle crashes. The range of studies includes working with communities and NHDOT to implement the New Hampshire Access management MOU, to corridor wide access management policy and planning studies.
- **Intersection Capacity and control analysis** – The RPC can conduct basic planning-level roadway and intersection operations analysis. This can range from simple volume, speed, or vehicle classification counts at locations to turning movement studies at intersections. Utilizing the Highway Capacity Manual (HCM) and Highway Capacity Software (HSC), a planning-level analysis of the roadway/intersection capacity and utilization can be undertaken.
- **Area trip generation analysis** – As part of long-range planning and/or alternatives analysis for land use development, RPC can estimate the trip generation potential of existing and proposed land uses and zoning.
- **Corridor Studies** – Corridor studies in general are planning studies that determine the best way to serve existing and future travel demand in a study area along a highway. They attempt to define the needs of the corridor and focus efforts on discussing how best to invest in improvements. Corridor studies can sometimes include identification and analysis of alternatives as well as feasibility analysis. Costs will scale with size of the corridor and the breadth and depth of analysis required and the need to hire consultant engineers.



Staff Qualifications

The RPC maintains a highly qualified and experienced staff of professional planners with a combined experience of over 75 years of transportation, environmental and land use planning in New Hampshire. Staff biographies are available on our website: www.rpc-nh.org/commission/staff

Cost Estimates

The cost of the different transportation study technical assistance services is dependent on the scope of services negotiated and based on a flat hourly fee for professional staff for member communities. These costs can range from a few thousand dollars for development impact review or consultation (and may be fully or partially covered by the RPCs Transportation Work Program) to approximately \$10,000 for an intersection study, to well over \$100,000 for a full corridor study. Typically we will seek FHWA funding to carryout major corridor studies. Services to non-member communities are made available at the Commission's discretion but at a higher hourly rate. The rate is inclusive of ordinary staff expenses and travel costs. Some costs may be covered through the RPC Transportation work program, dependent upon the scope and scale of the project, and available funding.

Recent Project Examples

- **Island Pond Road/Westside Drive Intersection Control Study** – The Town of Atkinson requested that RPC examine the feasibility of changing this intersection from an all-way stop control to stop controls only on Westside Drive. http://www.rpc-nh.org/download_file/1119/298
- **Greenland NH33 Trip Generation Scenario Analysis** – The Town of Greenland requested that RPC examine the transportation impacts of various zoning changes along NH 33. This study also included the development of Access Management policies and recommendations for the community.
- **Plaistow Main Street Traffic Calming Plan** – The Town of Plaistow engaged RPC to develop a traffic calming plan for Main Street (NH 121A) including the implementation of policy changes as well as conceptual roadway improvements.
- **Epping Road Access Management Plan** – The Town of Exeter contracted with RPC to develop an Access Management Plan for the Epping Road corridor that included recommended policy and regulatory changes as well as conceptual roadway improvements.
- **Hampton Beach Parking Utilization Study** – The RPC contracted with the Hampton Beach Area Commission to better understand how much parking was available in Hampton Beach and how it was being utilized. This project resulted in recommended policy changes as well as other improvements that could be implemented to make more full use of available parking in the area.
- **North Hampton Public Safety Facility siting analysis** – RPC was asked to assist the Town of North Hampton Municipal Facilities Committee by examining the impacts of moving the public safety complex to a new location. Traffic volumes counts were completed and a trip generation analysis was conducted for the proposed facility as well as a traffic safety analysis.
- **Hampton Falls Access Management MOU** – As a component of the NHHFA Community Challenge Grant, RPC worked with Hampton Falls to execute a Memorandum of Understanding with the New Hampshire Department of Transportation to coordinate and manage access to State highways in the community.
- **Exeter Downtown Parking Study** – The RPC conducted multiple field surveys of all public parking spaced to define their utilization at different times and days of the week. This information was analyzed, mapped, summarized and presented to Town officials considering future public parking options.

For more information contact David Walker: 603-778-0885; dwalker@rpc-nh.org

Culvert and Stream Crossing Capacity Analysis

Summary

Starting in May 2013, the RPC began assessing the approximately 1300 stream crossings (culverts and bridges) within the RPC region to provide state agencies and municipalities with information to identify critical and hazardous crossings. The main objective of this project is to identify those stream crossings that may fail, particularly during storm events. These failures occur because the crossing does not allow for adequate passage of water, sediment, or debris due to design, stream erosion, crossing deterioration, or changes to the streambed. Failures can cause infrastructure and property damage, cut off evacuation routes, and negatively affect waterways. A secondary benefit of this project is that it can identify if a crossing is a barrier to aquatic organisms, fish and other wildlife movement; this is often not considered during construction of a crossing, even relatively new crossings. Knowing the condition of stream crossings can help guide municipalities prioritize those crossings most in need of retrofit or replacement. Results from this assessment can be incorporated into municipal and regional hazard mitigation plans, vulnerability assessments, and site-specific restoration and mitigation projects.



RPC staff is able to work with municipal staff to determine how each municipality can best use the information. All data is quality controlled by the New Hampshire Geological Survey (NHGS) and NHSADES Program, and added to a statewide stream crossing database.

Scope of Services

RPC collects the following information during a stream crossing assessment:

- Crossing size, type and general condition.
- Location confirmation
- Upstream and downstream stream channel conditions, such as evidence of erosion or large sediment deposits.
- Evidence of crossings with reduced capacity due to sediment or debris accumulation.
- Orientation of crossings to roadways and the potential to cause roadway flooding.
- Evidence of wildlife and aquatic species traveling through or over the crossing.
- Connectivity to the stormwater infrastructure system.
- Photographs of crossings from multiple vantage points

Additional tasks that will assist communities to make use of the assessment results include prioritizing culvert replacements, and integrating replacement projects in the town Hazard Mitigation Plan (for possible pre-disaster mitigation funding through FEMA) and Capital Improvement Program.

This information is incorporated into a geodata base and then sent to NHGS be assessed. NHGS determines the likelihood of the crossing failing and whether the crossing is acting as a barrier to aquatic organisms' movement. Once RPC receives this assessment, we can provide municipalities recommendations as to which crossing may be a priority for replacement or retrofitting. This prioritization incorporates the NHGS assessment, review of local hazard mitigation plans, master plans, capital improvement plans, and input from municipal staff and officials.

Cost Estimates

Currently, there is not cost for municipalities to access the data associated with RPC's stream crossing collections efforts. Several municipalities had utilized the stream crossing data as part of their updates to Hazard Mitigation Plans, however, that cost is incorporated into the overall project. An updated assessment for a specific culvert can be done for approximately \$500, and some or all of this cost may be subsidized through the RPC's transportation work program (UPWP). More detailed technical assistance and the prioritization of municipal culvert replacements can also be provided on a contracted basis, typically costing between \$1500 and \$3000, dependent on the number of crossings assessed.

Staff Qualifications

RPC's Regional Stream Crossing Assessment has been coordinated by Jennifer Rowden, Senior Planner, for the last five years; Jennifer has extensive background in river and watershed planning and assessments projects. RPC's GIS staff - Robert Pruyne and Christian Matthews - have both provided mapping support for the project and have been involved in multiple data collection efforts. The RPC maintains a highly qualified and experienced staff of professional planners with a combined experience of over 75 years of land use planning in New Hampshire. Staff biographies are available on our website: www.rpc-nh.org/commission/staff

Recent Project Examples

As of June 2017, RPC has collected information in 24 of our 27 communities; the final three communities – Portsmouth, Salem and Raymond- will have all stream crossing assessed during the summer of 2017. Data for all municipalities is expected to be available by the end of 2017. Stream Crossing data has been incorporated into several related RPC projects, specifically related to updated local Hazard Mitigation Plans and climate change vulnerability assessments.

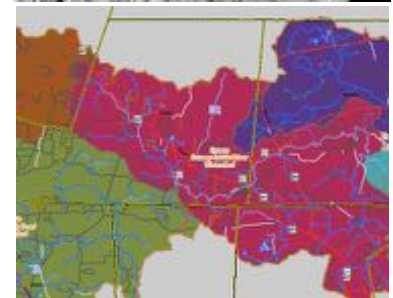
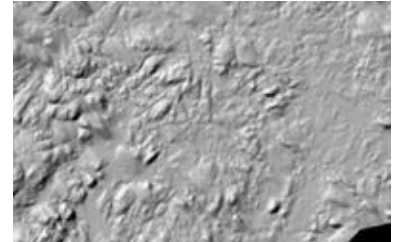
For more information contact Jennifer Rowden at jrowden@rpc-nh.org Phone (603-778-0885)

Geographic Information System Services (GIS)

Summary – General GIS Services

The RPC provides a vast array of GIS services to the member communities. Many of the GIS services provided are project or application-specific efforts but below is a list of the more commonly requested GIS efforts:

- **Natural Resources Inventories (NRI):** A natural resource inventory is a comprehensive plan to look at the natural resources in a community. This effort is very data intensive and often requires the RPC to leverage the GIS resources for data and map sets.
- **Resources Analyses Maps:** Some applications call for spatial analysis of the basic map information that is available. This can be something as simple as defining the parcels and owners of land that is within a given distance of a location or as complex as modelling flood inundation base of high resolution (LiDAR) topographic maps.
- **Hazard Mitigation Mapping:** For over 15 years the RPC has assisted towns with hazards mitigation plans. With this work the RPC has developed a large set of locally identified hazards that may or may not be similar to other more comprehensive public datasets.
- **Land Use mapping:** The State of NH has had an ongoing Orthophotography program, on a 5-year cycle (this has been maintained but has no official requirement) the State flies a set of updated orthophotos. The RPC uses a defined statewide process to update the Land Use dataset with each aerial photo flight. The maps we create from these sources can be used directly as land use/land cover maps used in Master Plans.
- **Zoning maps:** The RPC often assists with zoning changes and thus produces maps that reflect those changes. These maps are sometimes adopted as official zoning maps for the town, often without the RPC's knowledge. RPC does not consider any zoning map it has or distributes to be official (people should ask town hall for official maps). But we are glad to make the map that the town adopts and distributes as official.
- **Digital Parcel Distribution:** The RPC archives digital parcel data for all communities in the RPC region. With the town's permission, we will distribute this data to consultants and other. RPC does not release parcel information to anyone without prior permission from the community.
- **Parcel updates:** The RPC maintains only one set of Digital Parcels (Hampton Falls), and assists in the maintenance of Seabrook. Periodically, the RPC staff has been asked to assist with interim updates of Digital Parcel Data, particularly when there is a massive building period.
- **Build Out Analyses:** The RPC GIS staff has completed regional, sub-regional and municipal build-out estimates for many communities. These complex analyses can be completed at the parcel or 'land use' (block) level.
- **Maps for Information & Presentation:** Increasingly maps are used to convey information to the public, including in project development, master plan public outreach. Many grant funding applications require the submittal of a project scope map and a general locus map. We frequently help with these applications.
- **Road Index Map:** The RPC will produce, on request, a road index map, often used for emergency management personnel and emergency response planning.



In addition, a great deal of the GIS service we offer relate to requests for more general GIS information, from how to use GIS to who to talk to about a GIS/data need. Often, the request is just for a printed hardcopy of an existing map.

One of the most important GIS services we provide to our member communities is access to knowledge about GIS, mapping and resource knowledge: RPC GIS staff know many of the publically available datasets, their providers and their intended use. On a regular basis, the RPC GIS staff is asked by local officials to find the most appropriate dataset for a current problem or project.

Cost

GIS services cost vary by project type and scope. A comprehensive standard map set of about 20 GIS data sets is available to member communities in electronic form for the cost of set up and printing (see below). Project costs can be quoted based of specific project needs. Agency staff will prepare cost estimates for a specific project upon request. Costs are based on the standard member billing rate, currently \$63/hour.

GIS Staff Qualifications

The RPC employs two highly qualified GIS staff members, with over 15 years of combined experience working with communities on local GIS projects including natural resources inventories, buildout analyses, conservation lands and trails mapping, land use mapping, zoning studies, facility inventories and many others. Staff are highly qualified in the use of industry standard GIS software, including the ArcGIS suite, QGIS and other spatial tools. See <http://www.rpc-nh.org/commission/staff> for more information.

Sample Projects

Analysis of non-residential zoning districts in North Hampton: RPC assisted the town with statistical analysis of non-residential zoning districts to assess the need for a re-zoning study.

Recreation Trail mapping in Exeter: Volunteers and consultants used RPC's GPS equipment to field map dozens of trail networks in town to create GIS-usable data to process using the RPC GIS. The maps were used for trail signage.

Assist Brentwood CC with maps for grant proposal: RPC produced map sets required for federal grant of the community.

Assist with maps for Plan NH event throughout the region: RPC GIS has assisted several communities with map sets as setup for a Plan NH event in their community.

NRI in the Town of South Hampton: The RPC provided a set of maps to inform the community of natural resources inside their boundaries.

Residential Buildout Analyses: The RPC has provided residential buildout analyses for many communities in the region. They are typically used to project potential future growth in the community or in specific zones.

Maps for the following regional datasets are created at the municipal scale as part of our standard maps set. They are intended for general community planning and as the starting point for many local GIS projects:

- ✓ Base Maps
- ✓ Aerial Photo 2015
- ✓ Agricultural Resources
- ✓ Community Facilities
- ✓ Conservation and Public Lands
- ✓ Elevation / Topography (2 foot contours)
- ✓ Adopted FEMA Flood Hazard Areas
- ✓ Historic Resources
- ✓ Impaired Waters
- ✓ Land Use 1962-2010
- ✓ Digital Tax Parcels
- ✓ Soil Potential for Development
- ✓ Stratified Drift Aquifer
- ✓ Surface Water Resources
- ✓ Trails
- ✓ Transportation
- ✓ Wildlife Action Plan 2015
- ✓ Conservation Priority Areas
- ✓ Zoning
- ✓ Impervious Surface

PDF copies of these maps for each member town can be downloaded from our website: www.rpc-nh.org/maps-and-data/maps

	Map Size Cost per Copy					
	11" x 17"		24" x 36"		36" x 48"	
	Standard	with Aerial Photography	Standard	with Aerial Photography	Standard	with Aerial Photography
Member Communities, Community Non-Profits	\$12.00, \$3.00 each additional (up to 10)	\$15.00, \$3.75 each additional (up to 10)	\$20.00	\$25.00	\$25.00	\$31.25
Federal, State and Local Public Agencies	\$15.00, \$4.00 each additional (up to 10)	\$18.75, \$4.00 each additional (up to 10)	\$25.00	\$31.25	\$30.00	\$37.50
All Others	\$20.00, \$5.00 each additional (up to 10)	\$25.00, \$6.25 each additional (up to 10)	\$60.00	\$75.00	\$100.00	\$125.00

For more information contact Robert Pruyne (603-778-0885; rpruyne@rpc-nh.org)

Grant Writing and Fund Sourcing

Summary

The Rockingham Planning Commission (RPC) offers technical assistance for municipalities in need of grant writing services and fund sourcing to support ongoing or planned initiatives. Our work and projects have focused on acquisition of federal, state and/or private funding for regulatory and non-regulatory approaches such as the examples below.

Plans, Assessments and Standards

- FEMA Hazard Mitigation Plan update
- Hazard-Based Master Plan Chapter (coastal, riverine, shoreland)
- Climate Change Vulnerability Assessments
- Municipal Climate Adaptation Policy
- Specialized land development standards and zoning ordinances (floodplain development standards, climate change adaptation, coastal hazards, coastal/riverine erosion, watershed management)
- Housing Needs Assessment



Municipal and Community Projects

- Infrastructure Assessment, Planning or Improvement Projects (FEMA, CDBG applications)
- Municipal Services Assessment Planning Projects (includes inter-municipal/regional initiatives)
- Public Outreach and Engagement (flooding, erosion, property improvements)
- Facilitation (project, initiative, budgetary change or policy adoption)
- Historic Resources Inventory/Surveys
- Climate Adaptation Policy, Plans, Implementation
- Support for Local Committees/Commissions (e.g. Agricultural Committees/Commissions, Energy Committees)



In support of our work products, RPC staff are highly skilled in project management, technical research, data collection and analysis, GIS and mapping, meeting facilitation, public education, outreach and engagement, document design and production, and multi-media communications.

Scope of Services

The Rockingham Planning Commission provides customized grant writing and fund sourcing assistance through contractual agreements with municipalities, including use of cost-sharing grants where available. Services include identifying available funding sources, preparation of grant applications, preparation of scopes of work and contracts, and preparation of Requests for Proposals for specialized service providers to support projects.

Grant writing and fund sourcing technical assistance can be structured to meet municipal timeframes and goals, budgets and project outcomes. Staff are available on a flexible schedule to meet with elected officials, municipal staff, and boards and commissions as needed including day and evening meetings, workshops and public outreach events.

Cost Estimates

Cost is dependent on the funding source(s) be requested as many federal and state agency programs and private foundations have widely different application requirements. On average, preparation of a grant application typically requires between 20-30 hours of staff time, including meetings with municipal staff and representatives.

Staff Qualifications

While the RPC does not employ professional grant writers, our staff's skill-set and knowledge about various grant making organizations and sources can provide the expertise needed to target and produce effective grant applications. The RPC has successfully acquired multiple grant awards each year to fund special projects that support local technical assistance to our municipalities. Other funding awards have supported multi-town planning and community development projects. The RPC maintains a highly qualified and experienced staff of professional planners with a combined experience of over 75 years of transportation, environmental and land use planning in New Hampshire. Staff biographies are available on our website: www.rpc-nh.org/commission/staff

Recent Project Examples

The following are a sample of grant funded zoning, land use, master planning and community development work completed by the RPC in the past several years:

- Source Water Protection – Seabrook Groundwater Reclassification Application and Fremont Aquifer Protection Ordinance (funded by NHDES Drinking Water Source Protection Grant)
- Setting SAIL Climate Adaptation Technical Assistance – 5 Great Bay Municipalities (funded by NOAA Project of Special Merit)
- Tides to Storms 2 – Climate Adaptation implementation – 7 Atlantic Coast Municipalities (funded by Northeast Region Ocean Council)
- Tides to Storms Coastal Vulnerability Assessment – 7 Atlantic Coast Municipalities (funded by NH Homeland Security and Emergency Management)
- Municipal Climate Adaptation Policy – Exeter (in process, funded by NOAA Project of Special Merit)
- Regional Volunteer Driver Program Expansion – Hampton, Seabrook, Hampton Falls, Exeter, North Hampton, Rye, Greenland, Stratham, Kensington (funded by Federal Transit Administration, Beverly Foundation, Exeter Hospital)
- Wheelchair Accessible Van for Volunteer Program – Expanding TASC capacity to serve individuals with mobility impairments (funded by Agnes Lindsay Trust and Federal Transit Administration)
- Scenic Byway Corridor Management Plan – NH Coastal Byway traversing 6 coastal municipalities (funded by FHWA National Scenic Byway Program)
- Municipal Planning Assistance Grants – Hampton Falls, Seabrook (funded by NH Housing and Finance Authority)

For more information contact Julie LaBranche (603-778-0885); jlabranche@rpc-nh.org

MS4 Permit Compliance Technical Assistance

Summary

The Rockingham Planning Commission (RPC) offers technical assistance for municipalities subject to the 2013 EPA MS4 Stormwater Permit that goes into effect on July 1, 2018. RPC's assistance program focuses on preparation, capacity building, internal organization, and activities to gain compliance with yearly permit requirements. The program aims to assist municipalities in complying with the requirements of the 2013 MS4 Permit in a streamlined, cost-effective manner that also promotes other local and regional goals for clean water.

Activities and services offered include:

- Preparation of the Notice of Intent (due October 2, 2018 - 90 days after effective date of the permit).
- Organization of an MS4 Permit workgroup of municipal staff and officials to ensure compliance and timely submission of annual reports.
- Municipal audit of existing zoning ordinances, regulations, practices and infrastructure management to identify necessary amendments.
- Customization of an MS4 Permit compliance "Road Map" to guide yearly compliance activities and collection of data and information for annual reports.
- Mapping of MS4 systems and stormwater infrastructure data.
- Impervious surface mapping, hot spot pollutant load analyses, and assistance with use of the "Pollutant Tracking and Accounting Program" (in development by NHDES).
- Preparation of comprehensive "water systems" maps showing impaired waterbodies, MS4 systems and stormwater infrastructure, subwatersheds, drainage pathways and outfalls.
- Facilitation of opportunities for municipalities to work together on aspects of MS4 Permit requirements to reduce compliance costs.



In support of our work products, RPC staff are highly skilled in project management, technical research, data collection and analysis, GIS and mapping, meeting facilitation, public education, outreach and engagement, document design and production, and multi-media communications.

Scope of Services

The Rockingham Planning Commission provides customized technical assistance through contractual agreements with municipalities, including use of cost-sharing grants (50/50 cash match requirement). Technical assistance can be structured to meet municipal timeframes and goals, budgets and project outcomes. Staff can assist with preparation of scopes of work and contracts, as well as sourcing additional funds and specialized service providers to support projects. Staff are available on a flexible schedule to meet with elected officials, municipal staff, and boards and commissions as needed including day and evening meetings, workshops and public outreach events.

The MS4 Permit has two outreach requirements – public outreach to specific targeted audiences, and public engagement (project based activities). RPC staff are skilled at developing outreach and engagement programs for a wide variety of topics and audiences. Outreach and engagement activities are scheduled early in the project timeline and structured to reach various audiences using multiple forms of media and communication.

Cost Estimates

MS4 Permit Technical Assistance will vary in cost depending on the types of services a municipality requests. Below are estimated costs for services typically requested:

- Notice of Intent \$2,500
- Municipal Audit \$3,000-\$3,500
- Municipal Road Map \$4,000 - \$5,000
- Update Stormwater Management Regulations using the Southeast Watershed Alliance Model Standards \$3,000 – \$6,000
- Zoning Ordinance Adoption of Amendment, including outreach \$4,000-\$8,000

Staff Qualifications

The RPC has a highly qualified and experienced staff of professional planners with a combined experience of over 75 years of land use planning in New Hampshire. Julie LaBranche and Jenn Rowden are highly familiar with the MS4 permit and have worked with communities to customize road maps for implementation. Ms. LaBranche was the primary author of the Model Stormwater Management regulations published by the Southeast Watershed Alliance. Full Staff biographies are available on our website: www.rpc-nh.org/commission/staff

Recent Project Examples

The following are a sample of MS4 Permit compliance and related work completed by the RPC in the past several years:

- Technical assistance to the Town of Sandown including MS4 Permit audit, formation/facilitation of a working group, and preparation of a Memo to the Planning Board outlining amendments to the zoning ordinance, Site Plan Review regulations and Subdivision Regulations necessary for future permit compliance.
- Preparation of an update to the Southeast Watershed Alliance Model Stormwater Standards incorporating MS4 Permit requirements.
- Assisted Towns of Kensington, Atkinson, East Kingston, Stratham, Greenland, North Hampton, and Epping with adoption of the Southeast Watershed Alliance Model Stormwater Regulations. Adoption of these regulations help fulfill key requirements of the MS4 Stormwater Permit.
- Presentations to municipal officials and staff on MS4 Permit requirements (Plaistow, Atkinson, North Hampton, Epping, and Hampstead).

*For more information contact Julie LaBranche jlbranche@rpc-nh.org or Jennifer Rowden at jrowden@rpc-nh.org
Phone (603-778-0885)*

RPC Staff



Cliff Sinnott, Executive Director

csinnott@rpc-nh.org

Cliff is the Executive Director of the Rockingham Planning Commission, a position he has held since 1988. As Executive Director Cliff has overall management responsibility for the agency and provides oversight and direction for the agency's planning activities. Cliff works extensively with RPC Commissioners, the Executive Committee and other committees in setting the agency's policies and work priorities. He received his undergraduate degree from St. Lawrence University and attended the Masters of Regional Planning program at the University of Massachusetts at Amherst. Cliff resides in Exeter, just up the road from the RPC office.



Glenn Greenwood, Assistant Director

ggreenwood@rpc-nh.org

Glenn has been a planner at RPC since 1987, and has served as the Assistant Director since 1996. His predominant responsibilities at the RPC is land use planning, regional impact projects, and serving as the circuit rider planner for Brentwood and Kingston. Glenn has extensive experience in the municipal planning, site plan review and land use regulatory arenas. Development reviews, master plan preparation, capital improvements programming, municipal technical assistance are primary areas of specialty. Glenn has a Bachelor's degree from Eisenhower College, and Master's degree in Urban and Regional Planning from San Jose State University, CA. Glenn lives with his family in Kensington, NH.



Annette Pettengill, Business Manager

apettengill@rpc-nh.org

Annette has been with the RPC since 1986. She is responsible for maintaining and monitoring the Commission's financial, accounting, payroll, personnel and benefits, and grants and contracts, in addition to providing administrative support to the Executive and Assistant Directors and commissioners. Annette has an ABS in Travel & Tourism/Secretarial Management and also has her NH Real Estate license. Annette grew up in the region and currently resides in Newfields.



Roxanne Rines, Office Administrator

rrines@rpc-nh.org

Roxanne has been the Office Administrator for 17 years. Her responsibilities include general office duties along with support for the Transportation and Land Use Departments as well as several other committees. Previously, she attended and transcribed minutes for the Town of Madbury's Planning and Zoning Boards and worked as the Planning and Zoning Secretary for the City of Somersworth. Roxanne is a lifelong resident of the Seacoast area and lives with her family in Madbury, NH.



David Walker, Transportation Program Manager

dwalker@rpc-nh.org

David received a B.A. in Political Science from the University of Vermont and a Masters in Urban and Regional Planning from the University of Hawaii. He joined the Rockingham Planning Commission in 2000, and was promoted to the Transportation Program Manager in 2010. Primarily Dave works on the development and management of the Unified Planning Work Program (UPWP), agency transportation planning documents such as the Long Range Transportation Plan and Transportation Improvement Program (TIP), strategic documents such as the Congestion Management Process (CMP) and corridor studies, and technical assistance to communities in the region. Dave lives in Exeter with his wife and three children.



Scott Bogle, Senior Transportation Planner

sbogle@rpc-nh.org

Scott is a Senior Transportation Planner with the Rockingham Planning Commission, where he works with municipalities, transit agencies, human service transportation providers, and other partners at the local, regional and state level to expand access to community transportation, and safe accommodation for bicycling and walking. Prior to joining the staff at RPC in 2001, he worked for the University of Hawaii Sea Grant Extension Service and the National Park Service. He holds a Bachelor's degree from Brown University, and a Masters of Community and Regional Planning from the University of Oregon. He lives in Durham, and outside of work can be found bicycling or hiking with his family, rowing or building furniture.



Julie LaBranche, Senior Planner

jlabranche@rpc-nh.org

Julie is a Senior Planner with 16 years of planning experience with particular interest in climate change planning which she began while employed by the State of Maryland and as chair of the Chesapeake Bay Program Climate Workgroup (1999-2005). She is a native of seacoast New Hampshire, an avid gardener and supporter of the local agriculture and food scene. Her work in the region includes assisting communities with: development of Master Plans and policies; zoning ordinances and regulations relating to land use, natural resource protection, climate change, energy, and stormwater management; and integrating land use and transportation planning concepts. Julie participates as a member of the NH Sea Grant Policy Advisory

Committee, the NH Coastal Adaptation Workgroup, and Vice President of Northern New England Chapter of the American Planning Association (2009-2015). She holds a BS in Geological Sciences from Salem State College, MA and a MS in Earth Sciences-Geology from Montana State University, Bozeman.



Jennifer Rowden, Senior Planner

jrowden@rpc-nh.org

Jenn has been a land use planner at RPC since 2013. Currently, Jenn serves as the circuit rider planner for Fremont, North Hampton and Newton, coordinates the Regional Stream Crossing Assessment project, and is involved in multiple land use projects at the RPC. Previously, Jenn worked at NHDES for five years on a variety of watershed and drinking water protection efforts. At NHDES, she served as staff to the N.H. Rivers and Lakes Management Advisory Committees, N.H. Flood Commission and N.H. Water Sustainability Commission. She completed her undergraduate work in Political Science and graduate work in Natural Resources at UNH. Jenn lives with her husband and daughter in Epping, N.H.



Glenn Coppelman, Consultant Planner

gcoppelman@gmail.com

Glenn has been consulting with RPC as a circuit rider planner since 2014, and specializes in advising communities, non-profits and businesses in the areas of planning, economic development, grant writing and strategic initiatives. Previously, Glenn was the Economic Development Director for the NH Community Development Finance Authority (CDFA). Glenn earned his Bachelor's degree from Framingham State College, and his Master's in Resource Administration and Management from the University of New Hampshire. Glenn has served as Kingston's representative to RPC since 1985, and has served as the Chairman of the Commission for four terms over the past 30 years. Glenn lives in Kingston, NH where he serves on multiple

town boards and grows Christmas trees.



Theresa Walker, Consultant Environmental Planner

theresawalker@comcast.net

Theresa is a consulting planner for the RPC and has worked with the agency since 2001. She works with municipal officials on a wide variety of projects, including natural hazard mitigation planning, water quality and wildlife habitat protection, natural resource inventories, and the reformation of the region's working landscape of farms and forests. Theresa has a BS from the University of Delaware, a Masters in Land Use from College of Environmental Science and Forestry at SUNY Syracuse. Theresa and her family live in Durham.



Robert Pruyne Jr., GIS Specialist

rpruyne@rpc-nh.org

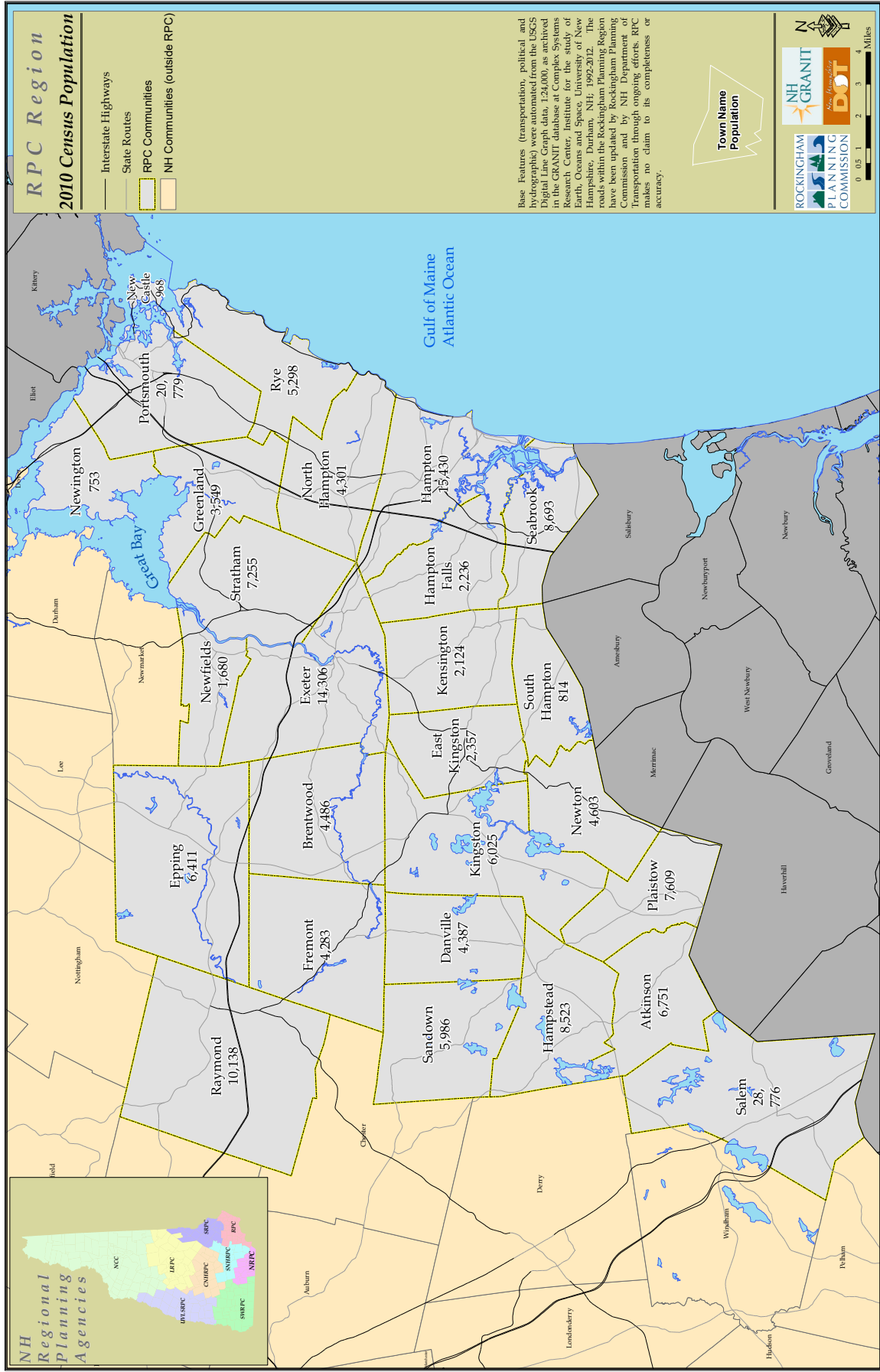
Robert has been at the RPC since 2002, and serves as the GIS Specialist and IT person. He obtained his B.S. from Skidmore College in environmental planning and studied Civil and Environmental Engineering at the University of Massachusetts. He earned his professional GIS certification (GISP) in 2009. Robert has served on several public boards in Newmarket including the CIP, Conservation Commission, Open Space Commission and chaired the Planning Board. Additionally, Robert has served on the Board of Directors for Lamprey River Watershed Assoc. (LRWA) and the New England Chapter of URISA (NEURISA).



Christian Matthews, Transportation/GIS Analyst

cmatthews@rpc-nh.org

Christian joined RPC in early 2017 as the Transportation/GIS Analyst. He obtained his B.A. in Geography from the University of Vermont and is currently enrolled in the GIS for Sustainability Management Master's program at the University of Washington. He has previously worked for the National Park Service, Bureau of Land Management, and in the oil and gas industry.



ATTACHMENT 4

**PROPOSED RPC STANDING COMMITTEES
FISCAL YEAR 2018**

Executive Committee (13 members elected by Commission) (Quorum = 5 members)		Regional Impact Committee (5 members; 3 alternates)	Regional Master Plan Committee (membership not defined)
Members	At-Large Members:	Members & Alternates	Members
Chairman: Phil Wilson (North Hampton) Vice Chairman: Barbara Kravitz (Hampton) Secretary: Joan Whitney (Kensington) Treasurer: Mike Turell (Atkinson) Past Chairman: Glenn Coppelman (Kingston) <i>Staff:</i> <i>Executive Director</i> <i>Annette Pettengill, Business Manager</i>	Francis Chase (Seabrook) Don Marshall (Fremont) Richard McDermott (Hampton Falls) Peter Merrill (Kensington) Tim Moore (Plaistow) Mark Traeger (Sandown) Katherine Woolhouse (Exeter) Joe Foley (Epping) Lucy Cushman (Stratham)	Chair: TBD Glenn Coppelman (Kingston) Francis Chase (Seabrook) Joan Whitney (Kensington) Phil Wilson (No. Hampton) Lang Plumer (Exeter) <i>Alternates (up to 3):</i> Don Hawkins (Seabrook) Christina Sapp (Hampton) <i>Staff: Glenn Greenwood, Assistant Director</i>	Chair: Tim Moore (Plaistow) Glenn Coppelman (Kingston) Barbara Kravitz (Hampton) Phil Wilson (No. Hampton) <i>Staff: Executive Director</i>

Nominating Committee (5 members appointed by Exec. Comm.* in March 2017)	Personnel Committee (Chair, Past Chair, Vice Chair)	Legislative Policy Committee (Ad Hoc)	Strategic Planning Committee
Members	Members	Members	Members
Chair: TBD Joan Whitney (Kensington) Glenn Coppelman (Kingston) Barbara Kravitz (Hampton) Katherine Woolhouse (Exeter) Phil Wilson (No. Hampton) (ex officio) (*appointed at least 60 days prior to Annual Meeting) <i>Staff: Executive Director</i>	Chair: Phil Wilson (North Hampton) Past Chair: Glenn Coppelman (Kingston) Vice Chair: Barbara Kravitz (Hampton) <i>Staff: As required</i>	Chair: Barbara Kravitz (Hampton) Francis Chase (Seabrook) Tim Moore (Plaistow) Mark Traeger (Sandown) James VanBokkelen (South Hampton) Peter Merrill (Kensington) <i>Staff: Executive Director</i>	Chair: Phil Wilson (No. Hampton) Glenn Coppelman (Kingston) Barbara Kravitz (Hampton) Richard McDermott (Hampton Falls) <i>Staff: Executive Director</i>

Bylaws Review Committee	Communications Committee		
Members	Members		
Mike Turell (Atkinson) Barbara Kravitz (Hampton) Phil Wilson (No. Hampton) Tim Moore (Plaistow) <i>Staff: Executive Director</i>	Mike Turell (Atkinson)? Glenn Coppelman (Kingston) Ann Carnaby (Hampton) Leo Gagnon (Stratham) <i>Staff: Jenn Rowden</i>		