

Confirmed or Pending Projects for Fiscal Year 2016 (Tier 1)

City of Claremont Circuit Rider Planning Assistance

Responsible Staff: Mike McCrory

The Commission will assist the City in the routine performance of its planning related duties. These duties can include, but are not limited to:

- Conducting site plan review of applications that come before the Planning Board;
- Providing technical assistance and application review to the ZBA;
- Reviewing current and proposed ordinances for the City;
- Assisting the City researching methods for using Innovative Land Use techniques;
- Assisting the City with public outreach regarding new ordinances;
- Providing technical assistance to the City to evaluate and explain proposed ordinance language and implications, and;
- Other duties as assigned by the Director of the Planning and Development Department.

City of Claremont GIS Technical Assistance

Responsible Staff: Amber Boland

The Commission will assist the City in the routine performance of GIS mapping and analysis as well as City staff training and development. This may include, but is not limited to:

- Developing maps upon the request of any City Department, as forwarded through the Planning and Development Department;
- Performing GIS analysis for Planning and Development projects;
- Providing on-demand, personalized training to City staff as directed by the Planning and Development Director;
- Providing technical assistance to the Planning and Development Director to determine appropriate GIS training opportunities for City staff.

Connecticut River Joint Commissions Administrative Assistance

Responsible Staff: Pat Crocker

The Commission will continue to provide administrative assistance to the Connecticut River Joint Commissions. This assistance includes, but is not limited to:

- Providing front office and general administrative support for CRJC. Receiving and distributing mail and email on a daily basis. Providing routine website maintenance, such as adding meetings and events to the calendar, posting meeting minutes, press releases or

other project information to the CRJC website. Maintaining CRJC's database of names of local officials, riverfront landowners' agricultural businesses, tourism and recreational interests and individuals who participate in meetings and programs related to the Connecticut River;

- Providing financial management for CRJC. Working with an auditor chosen by the CRJC Board to prepare an Annual Audit. The Audit will be presented by the auditing firm. UVLSRPC will process invoices, procure appropriate signatures, process accounts payable, and assist in developing the annual budget;
- Assisting with new member recruitment and develop orientation materials for new members to facilitate collaboration between and education on the roles of the Connecticut River Valley Resource Commission, the Connecticut Watershed Advisory Committee and the Connecticut River Joint Commissions. Track progress on implementation of River Management Plan;
- Providing monthly progress reports for both the New Hampshire Department of Environmental Services and the Vermont Agency of Natural Resources in a timely manner.
- Assisting and preparing CRJC Board members to present the Annual Report to the Governor, Speaker of the House, and the President of the Senate and any necessary Committees of the House or Senate in New Hampshire;
- Coordinating Local River Subcommittee work with North Country Council as a subcontractor;
- Coordinating with the CRJC Board or Executive Committee to seek grant funding to fund the outreach and river planning activities for Local River Subcommittees as outlined in the Strategic Plan;

Eastman Community Association GIS Technical Assistance

Responsible Staff: Amber Boland

UVLSRPC will perform annual maintenance and updates for the Eastman Community Association (ECA) in-house Geographic Information System (GIS). Tasks include, but are not limited to:

- Conducting an annual update of the GIS database:
 - Adding new data released from state agencies.
 - Compiling new data provided by ECA, Village District, etc.
 - Addressing any errors or omissions from existing data.
- Providing staff support for troubleshooting on the GIS system.
- Providing on-demand mapping services as directed by ECA General Manager.

Eastman Community Association (Walk and Bike in Eastman Initiative)

Responsible Staff: Amber Boland

The Commission, with its partner Upper Valley Trails Alliance (UVTA), will facilitate a community visioning process to define how walking and biking facilities can and should be improved in Eastman, followed by an action plan that outlines and prioritizes projects. The Walk and Bike in Eastman Initiative is designed to produce the following outcomes:

- Engaging community members.
- Developing maps depicting common destinations, existing trails and routes, and desired trails and routes.
- Evaluating options to overcome or remove barriers to reaching common destinations and exercising/recreating on foot or bike.
- Implementing a pilot project to improve walking and biking in Eastman.
- Developing an action plan that outlines and prioritizes projects that Eastman can undertake to improve walking and biking facilities.

Town of Grantham Master Plan

Responsible Staff: Mike McCrory/Nate Miller

The Commission will complete the following tasks in coordination with the Grantham Master Plan Steering Committee, Grantham Planning Board, and Town staff:

Complete a Community Survey (via hard copy sent by U.S. Mail) to support the development of the Master Plan, including the tasks detailed below:

- Developing the Community Survey;
- Printing Survey Copies;
- Mailing Surveys;
- Data Entry;
- Developing a Survey Results Summary Document.

Complete an update to the Grantham Master Plan, including the tasks detailed below:

- Updating the Vision Chapter;
- Updating the Demographics Chapter;
- Updating the Natural Resources Chapter (Includes Natural Resources Mapping);
- Updating the Land Use Chapter (Includes Future Land Use Mapping);
- Updating the Transportation Chapter;

- Updating the Utilities and Public Services Chapter;
- Updating the Municipal Facilities and Services Chapter;
- Updating the School Facilities and Services Chapter;
- Updating the Cultural Resources, Historic Resources, and Recreation Chapter;
- Updating the Implementation and Action Plan Chapter;
- Coordinating with the Planning Board/Master Plan Committee, Preparing Revisions to the Draft Master Plan, and assisting with the final Public Hearing.

Household Hazardous Waste Collections

Responsible Staff: Vickie Davis

Municipalities throughout the region take part in collections every year. Education and outreach are conducted to reduce waste streams for many hazardous materials. The NH Department of Environmental Services assists with a small amount of funding; the remainder of the costs is billed to participating communities.

City of Lebanon Stream Crossing Culvert Inventory

Responsible Staff: Adam Ricker/Meghan Butts

The Commission will conduct a culvert inventory for Lebanon's stream crossing culverts and compile the information into a database. The inventory will identify the type and condition of culverts and assess the culvert's adequacy, allowing for the strategic maintenance and replacement of stream crossing culverts. Project deliverables include:

- Culvert database in Excel and GIS formats.
- Map atlas of stream crossing culverts.
- Two large format maps of stream crossing culverts.
- Final report summarizing stream crossing culvert status/condition.

Lebanon Safe Routes to Play- Phase II

Responsible Staff: Amber Boland

The Commission, in partnership with Upper Valley HEAL (including Dartmouth-Hitchcock and the City of Lebanon), will mobilize 75+ parents of pre-kindergarten children (age 0-5) in Lebanon in 'neighborhood advisory councils' focused on planning, public advocacy, and fund development for public-private park and recreation infrastructure to serve families with pre-kindergarten children in the City of Lebanon.

Town of Newbury Circuit Rider Planning Assistance

Responsible Staff: Mike McCrory

The Commission will assist the Town of Newbury by performing services in any combination of the following areas as directed by the Newbury Planning Board.

- **Administrative:** The Commission will assist the Planning Board in the routine performance of its duties, including but not limited to, at the request of the Planning Board: meeting with applicants and department heads; accepting applications and checking for completeness of applications; attending and participating in Planning Board meetings; taking part in the review process; making professional comments and/or providing technical assistance regarding the merits of the application and proposed project; and engaging in necessary correspondence on behalf of, and with the permission of the Planning Board .
- **Long-Range Planning:** The Commission will assist the Planning Board with developing, creating, writing, revising, updating, adopting or otherwise drafting long-range planning efforts, including the Zoning Ordinance, Subdivision Regulations, Site Plan Review Regulations, Capital Improvements Program, Community Survey, and other planning tools and documents.
- **Special Projects:** Upon request, the Commission will assist the Planning Board with special studies and commissions unique to Newbury's planning environment, such as watershed or shoreline protection for Lake Sunapee, crafting a Conservation Development Ordinance, developing strategies for alternative energy including wind energy, developing strategies and plans for affordable housing, developing and instituting in service education programs for Planning Board members and alternates, etc.

NHDES- Enfield Wellhead Protection Plan

Responsible Staff: Amber Boland

The Commission will use New Hampshire Department of Environmental Services (NHDES) grant funds to work with the Town of Enfield to update the Town's Wellhead Protection Plan. This project will include the drafting of an updated Groundwater Protection Ordinance to provide further protection for the Town's wellhead protection areas (WHPAs). UVLSRPC will work closely with the Town's Public Works Department, Planning Board, Conservation Commission, other town officials and Boards/Committees, landowners, and the general public to assist in the efforts necessary to update the ordinance. Specifically, the following tasks, as described in the application submitted to NHDES, will be accomplished:

- Complete baseline mapping of well locations, protection areas, sanitary zone radii, watersheds, hydrology, soils, and land use surrounding Enfield's drinking water wells. UVLSRPC will forward copies of the prepared maps to NHDES.
- Update the inventory of existing and future potential contamination sources (PCSs) with assistance from the NHDES OneStop database. UVLSRPC will conduct a windshield survey and develop an updated PCS inventory in accordance with process within NHDES fact sheet WD-DWGB-12-3: Performing an Inventory for Drinking Water Protection. UVLSRPC will submit an updated PCS inventory to NHDES as a geographic information system (GIS) layer consistent with NHDES GIS metadata.
- Complete an updated source water assessment report in accordance with NHDES methodology and criteria outlined in NHDES fact sheet WD-DWGB-12-8: Protecting Public Drinking Water Sources Based on Source Assessment Reports. UVLSRPC will schedule a meeting to review the update approach with NHDES and provide a copy of the updated source water assessment report to NHDES.
- Update the current wellhead management plan to minimize risks to Enfield's drinking water wells based upon the assessment completed in Task 3 and other relevant information. Standard protection measures found in NHDES fact sheet WD-DWGB-12-8 will be considered among other protection actions and consultation with the water system. UVLSRPC will provide a draft copy of the updated wellhead management plan to NHDES for review and comment.
- Review the water system's emergency plan and identify protection measures to prevent the emergency loss of the Town's water supply in consultation with the Town of Enfield. UVLSRPC will provide a copy of the updated emergency plan to NHDES.
- Compile the deliverables from Tasks 1-5 into a draft Wellhead Protection Plan for the Town of Enfield. This plan will be consistent with the Town's Municipal Water and Sewer Emergency Action Plan and the current zoning, so that best management practices (BMPs) are addressed. The update will involve collaboration with Enfield's Public Works Department, Planning Board, Conservation Commission, other town officials and Boards/Committees, landowners, and the general public. Two noticed public meetings will be held, which may be concurrent with meetings of the Enfield Planning Board, and the public invited to listen and provide comments on the plan. UVLSRPC will provide the draft Wellhead Protection Plan to NHDES for review and comment.
- Coordinate with Town officials and local Boards and Committees to evaluate and revise (as necessary) the Wellhead Protection Plan based on comments received by local

officials, the public, and NHDES for the purpose of plan adoption at Town Meeting. A copy of the final Wellhead Protection Plan will be provided to NHDES.

- Develop a draft Groundwater Protection Ordinance, using NHDES' Model Groundwater Protection Ordinance (2010) as a reference, for Town Meeting consideration in coordination with Town officials and local Boards and Committees. UVLSRPC will work with the Planning Board to review and draft new ordinance language within public meetings held regularly and at a minimum of three times. UVLSRPC will provide a draft Groundwater Protection Ordinance to NHDES for review and comment before the deadline for filing a warrant article for Town Meeting (2016).
- Develop outreach and educational materials based on the approved Wellhead Protection Plan. The purpose of the materials is to educate the community about water conservation as well as groundwater contamination. Outreach and educational materials will be developed in coordination with Town officials and local Boards and Committees, and final copies will be provided to NHDES. A summary of how the materials will be distributed to the public will be provided to NHDES in advance for review.

NHDES Fluvial Geomorphology on the Sugar River

Responsible Staff: Adam Ricker

The Commission will continue working in partnership with the NH Department of Environmental Services on stream geomorphic assessments for the Sugar River Watershed. This multi-year project will end during FY 2016 with the development of fluvial erosion hazard assessments and appendices for the Claremont, Cornish, Grantham, Newport, and Sunapee Hazard Mitigation Plans.

NHDOT- Interstate 89 Transit Feasibility Study

Responsible Staff: Pat Crocker

The Commission will conduct a feasibility study to evaluate a proposed transit route that would provide commuter transportation service along the Interstate 89 corridor serving the Town of New London, Town of Grantham, Town of Enfield, Town of Hanover, and City of Lebanon. Currently, there is no commuter transit service along the Interstate 89 corridor in the UVLSRPC region. As conceptually envisioned, the proposed service would begin at the Exit 12 Park-and-Ride facility in New London with stops at the Exit 13 Park-and-Ride facility in Grantham, Exit 16 in Enfield, Lebanon City Hall, Dartmouth Hitchcock Medical Center, and Dartmouth College/downtown Hanover. Depending upon the results of the demand analysis and

study findings, there may also be the potential to serve the communities of Sutton and Warner with this service.

NHDOT- Transit Signal Priority Study

Responsible Staff: Nate Miller

On behalf of Advance Transit, and at the request of the NHDOT Bureau of Planning and Community Assistance, the Commission will administer the funding and consultant selection process for a feasibility study of a transit signal priority system in the region.

NHDOT Section 5310 Purchase of Service for Sullivan County

Responsible Staff: Pat Crocker

UVLSRPC is the lead agency in implementing coordinated transportation efforts in Sullivan County, and is the sponsoring agency for FTA Section 5310 funding for the purchase and coordination of volunteer drivers services for seniors and individuals with a disability in Sullivan County. The Sullivan County Coordinated Transportation Plan supports countywide volunteer driver services and coordination through the Community Alliance of Human Services (CAHS).

- UVLSRPC will purchase services from a reputable and reliable organization that is a current DOT grantee with the demonstrated fiscal and operational capacity to manage FTA funded projects and to meet the reporting, safety, training, and service standards expected by the funders of this project (i.e. NHDOT). Community Alliance of Human Services is an organization that meets the comprehensive safety and training standards required of NHDOT/FTA sub recipients and has current FTA Certifications and Assurance documents on record.
- UVLSRPC will purchase the services of a volunteer driver corps recruited locally, vetted and trained to meet the standards identified by the Sullivan County Regional Coordinating Council (RCC). Only drivers who meet the criteria will be permitted to provide services or receive mileage reimbursement.

NHDOT Unified Planning Work Program

Responsible Staff: Nate Miller/Adam Ricker/Meghan Butts/Pat Crocker

The Commission's transportation planning work has four categories: 1) Policy and Planning; 2) Public Involvement and Coordination; 3) Plan Support; and 4) Technical Assistance. In the Policy and Planning category, the Commission solicits and prioritizes projects for the state Ten-Year Transportation Improvement Plan (under RSA 228:99 and 240), contributes to the

development of the Statewide Transportation Improvement Program (STIP), and coordinates the development of the region's long-range transportation plan. In the Public Involvement and Coordination category, the Commission coordinates the region's Transportation Advisory Committee, maintains the region's Public Involvement Plan, and conducts outreach to the general public related to transportation issues/projects/programs affecting the region.

In the Plan Support category, the commission collects traffic data for all arterial and collector roadways in the region, coordinates the collection of data related to the receipts and expenditures of local governments on transportation (FHWA Form 536), and maintains transportation-related data for the region's Geographic Information System (GIS). In the Technical Assistance Category, the commission provides transportation-related technical assistance to municipalities and state agencies coordinates the development of special transportation studies (e.g. corridor studies), facilitates the region's public transit/human service transportation coordinating councils, provides technical assistance to public transportation providers, and reviews transportation-related impacts of large-scale development proposals.

Specific sub-tasks of the Unified Planning Work Program include:

- Completing all requirements related to the development and submittal of reimbursement requests, and providing all required accounting reports and services necessary to administer the Unified Planning Work Program.
- Providing training opportunities for staff to increase their knowledge base and improving their ability to provide communities with the highest quality professional transportation planning services.
- Quantifying success by identifying and tracking performance measures associated with the delivery and implementation of UVLSRPC planning services and initiatives, including compliance with applicable State and Federal regulations.
- Assisting the UVLSRPC Transportation Advisory Committee (TAC) in identifying projects of local and regional importance for the Ten-Year Transportation Improvement Plan. This task includes updating and submitting project priorities, conducting public outreach for the Ten-Year Transportation Improvement Plan per the processes established in RSA 228:99 and RSA 240, and implementing the NHDOT TYP LEAN statewide process improvements.
- Participating in quarterly meetings of the New Hampshire Transportation Planners Collaborative and its Steering Committee.
- Participating in monthly Interagency Consultation meetings or conference calls when topics of importance to Rural Transportation Planning Organizations (RTPOs) arise.
- Assisting with the implementation of the New Hampshire Statewide Intelligent Transportation Systems (ITS) Architecture in the Upper Valley Lake Sunapee Region.

- Developing an up-to-date vision and policy document for the construction, maintenance, and management of the region's transportation system that recognizes the critical relationship between transportation and land use.
- Providing the necessary organizational, clerical and technical support for the Upper Valley Lake Sunapee Transportation Advisory Committee (TAC) and encouraging increased public participation in both municipal and regional forums on transportation policy decisions.
- Providing transportation planning assistance to the Upper Valley Lake Sunapee Regional Planning Commission and sub-committees thereof.
- Developing and maintaining a Public Involvement Plan for the UVLSRPC Region.
- Providing informative outreach to assist communities in transportation planning efforts.
- Collecting, analyzing, and presenting traffic volume data for use in NHDOT project development, HPMS submittals to FHWA, statewide traffic volume database development, and for other tasks within the Unified Planning Work Program.
- Developing and maintaining transportation-related Geographic Information System (GIS) data layers, and apply that data in support of transportation planning initiatives in the region.
- Collecting, processing, reporting, and/or disseminating demographic information essential for transportation planning activities, including but not limited to, decennial census and employment information.
- Purchasing, maintaining, and updating equipment and software as necessary to complete the transportation planning tasks outlined in this Unified Planning Work Program.
- Furthering regional goals and objectives toward a better transportation network through local collaboration, and providing small-scale and periodic technical assistance to municipalities and local partner organizations on transportation-related topics and project implementation.
- Furthering our goals and objectives toward a better transportation network by participating in statewide initiatives and providing technical assistance for projects, plans, and committees that affect the State of New Hampshire.
- Assisting communities in the Upper Valley Lake Sunapee region in applying for or managing transportation-related Local Public Agency projects.
- Providing the necessary organizational, clerical and technical support for the Statewide Coordinating Council for Community Transportation (SCC), Grafton-Coos County Regional Coordinating Council (GCRCC) and Sullivan County Regional Coordinating Council (SCRCC).
- Furthering our goals and objectives toward a better regional transportation network through collaboration, and providing small-scale and periodic technical assistance to local transit agencies.

- Assisting communities in recognizing the link between site development and traffic impacts by reviewing development proposals for likely impacts on municipal and State infrastructure, as requested by municipalities.

NHOEP Targeted Block Grant

Responsible Staff: All Staff

The Commission will continue to provide technical assistance to member communities on an as-needed basis, including but not limited to guidance on master plans, local regulations, grant assistance and resource and data gathering. This will include limited assistance with Geographical Information System data and management of that data. The Commission will work with its Planning Committee to respond to the growing number of Development of Regional Impact applications that we are receiving from communities within the region. The Commission will also continue to develop and distribute the monthly E-Bulletin for communities within the region.

Town of Orford Circuit Rider Planning Assistance

Responsible Staff: Vickie Davis

For many years the Commission has been providing assistance to the Town of Orford for application review, procedural and technical assistance during Planning Board meetings and general guidance. This work will continue in FY 2016.

Town of Orford Floodplain Regulatory Assistance

Responsible Staff: Vickie Davis

The Commission will assist the Town of Orford in updating its floodplain regulations and floodplain development application process, including the following:

- Researching floodplain development ordinances and fees from comparable towns and reviewing potential changes with the NH Floodplain Program Coordinator and Orford Selectboard.
- Developing appropriate application and permit forms.
- Developing protocol for holding a floodplain development application public hearing.
- Assisting the Selectboard with a public hearing for the floodplain development ordinance amendments and revising the floodplain development ordinance as needed.
- Developing the warrant article for the floodplain ordinance amendments.

Pre-Disaster Mitigation Planning (NH Homeland Security and Emergency Management)

Responsible Staff: Adam Ricker

The Commission will assist the City of Lebanon and towns of Washington and Newport in developing Pre-Disaster Mitigation Plans. The Disaster Mitigation Act of 2000 (DMA 2000), Section 322 (a-d) requires that local governments, as a condition of receiving federal disaster mitigation funds, have a mitigation plan that describes the process for identifying hazards, risks and vulnerabilities, identify and prioritize mitigation actions, encourage the development of local mitigation and provide technical support for those efforts.

Town of Springfield Circuit Rider Planning Assistance

Responsible Staff: Mike McCrory

The Commission will assist the Springfield Planning Board in the routine performance of its duties. Such assistance may typically include some or all of the following, at the request of the Planning Board: participating in preliminary conversations with developers, attending Planning Board meetings, taking part in the review process, making professional comments and/or providing technical assistance regarding the merits of a project, and engaging in necessary correspondence on behalf of, and with the permission of the Planning Board. Additionally, the Circuit Rider position assists the Planning Board in reviewing current procedures, site plan review and other regulations for the Town.

USDA Rural Development Solid Waste Management Grant

Responsible Staff: Vickie Davis

The Commission, through partnership with the U.S. Department of Agriculture, will continue its Solid Waste Management Planning program in FY 2016. There are six major tasks for this project, including:

- **HHW Collection:** Develop new locations for one-day “satellite” household hazardous waste (HHW) collections especially at edges of region to provide access to the smaller towns. Increase public outreach efforts for notification of collections and why proper disposal of HHW is important to everyone. Develop statewide HHW coordinator network. Explore partnership with Hartford, VT to use their permanent HHW facility.
- **Nontoxic Cleaning Program:** Expand the Healthy Home: Clean Safe & \$ave Program developed in 2013 using USDA funds to educate the public about using nontoxic cleaning products to reduce hazardous products in the home. Public workshops will be added for residential cleaning purposes as well as the development of commercial information about

cleaning needs such as blood-borne pathogens, safety, and regulations and the use of nontoxic cleaners. At least 10 volunteers from the public workshops will try the nontoxic cleaners and provide results of the switch from commercial products. At least three volunteer entities from the commercial sector will be asked to switch to nontoxic cleaning products and provide the results.

- **Chemical Safety Workshops:** Train school faculty (art and science teachers) and other staff to use less hazardous chemicals in the schools and how to properly dispose of hazardous and dangerous materials. The artist community will be invited to the art workshop. These workshops will be taught by an expert consultant, Dave Waddell of Waddell Environmental, LLC. Mr. Waddell's biography is provided in Appendix D.
- **Transfer Station Attendant Technical Assistance:** Provide training to transfer station attendants for safety issues such as spill response, safety equipment needs and maintenance, expansion of recycling markets and greater revenues through local processing, expanded collection of Universal Waste such as batteries, electronics, and mercury-containing devices; updating operations and emergency response plans, and develop various composting programs including at least one pilot with food waste and information for home composting for residents.
- **Unwanted Meds Public Outreach:** Teach the public why improper disposal or hoarding of medicines is a danger to our water systems and our youth. Provide information about access to proper unwanted meds disposal.
- **Police and Pharmacy Meds Collections:** Work with the municipal police departments and pharmacies to provide greater medicine disposal options by assisting them in developing drop-box programs and educational outreach.

Upper Valley Public Health Council- Public Health Impacts of Climate Change Plan

Responsible Staff: Mike McCrory/Nate Miller

The Commission will assist the Upper Valley Public Health Council in developing a regional climate and health adaptation plan that addresses the potential public health impacts of climate change in the Upper Valley, including but not limited to:

- Heat-related Illnesses (e.g. heat stroke);
- Mental Health Impacts (e.g. depression or stress disorders from property loss related to extreme weather events);
- Accidental Injury or Death (e.g. improperly installed portable generators);

- Reduced Accessibility to Fresh Foods and Water (e.g. from infrastructure impacts of extreme weather events);
- Reduced Accessibility to Health Care Services (e.g. from infrastructure impacts of extreme weather events);
- Reduced Air Quality (e.g. ground-level ozone increases).

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Upper Valley Public Health Council- Community Readiness Assessments for Active Recreation

Responsible Staff: Amber Boland

The Commission will assist the Upper Valley Public Health Council in conducting community readiness assessments to increase access to safe and affordable physical activity in three municipalities. Each of the three participating communities will receive a small grant to implement at least one strategy for improving access safe and affordable physical activity opportunities.

Town of Wilmot Circuit Rider Planning Assistance

Responsible Staff: Adam Ricker

The Commission will assist the Wilmot Planning Board in the routine performance of its duties. Such assistance may typically include some or all of the following, at the request of the Planning Board: preliminary conversations with developers, attending Planning Board meetings, taking part in the review process, making professional comments and/or providing technical assistance regarding the merits of a project, and engaging in necessary correspondence on behalf of, and with the permission of the Planning Board. Additionally, the Circuit Rider position can assist the Planning Board in reviewing current procedures, reviewing site plan review and other regulations for the Town.

Proposed or Potential Projects for Fiscal Year 2016 (Tier 2)

City of Claremont Master Plan Assistance

Responsible Staff: Mike McCrory

The Commission has proposed to assist the City of Claremont in updating certain sections of the Claremont Master Plan. Assistance would include developing a community survey, facilitating public forums, and updating the Vision and Land Use Chapters of the Master Plan.

EPA Healthy Communities Program- Emergency Preparedness

Responsible Staff: Vickie Davis

The Commission has proposed a project under this program with two key objectives: 1) Organize a conference and training workshops for emergency management providers in the bi-state region; and 2) Conduct outreach to municipal officials and the general public.

The Commission proposes to develop a conference for all the municipal professionals and emergency management organizations to come together to clearly identify their roles in emergency management in the region. It is clear that the specific roles of each organization are not well defined and available to all the players. The goal is to make that happen and share information to reduce duplication of efforts and make sure all needed services are covered well.

EPA Healthy Communities Program- Safe Schools

Responsible Staff: Vickie Davis

The Commission has proposed a project under this program to coordinate site visits in 10 schools within our region. Due to the enthusiastic response to our school chemistry labs workshops in 2013, we feel confident that we can get at least 10 volunteer schools to participate in this project. These would be at high schools with chemistry labs and any grade level school with art studios. The janitorial practices will be evaluated at every school evaluated for its laboratory or art studio. We would hire a contractor to provide the assessment services. A qualifications-based selection process will be used to select the most appropriate contractor.

The contractor will visit these schools and assess the science laboratory and associated storage, the art studios and associated storage, and the janitorial practices and supplies. The contractor will document environmental, health, and safety issues; make immediate recommendations on needed steps to correct the issues; work to convince teachers and administrators to dispose of unneeded, degraded or unnecessarily hazardous chemicals; assist them in determining proper disposal options; and recommend procedures to ensure that the situation does not repeat itself in the future. It is estimated that each high school visit will take four hours and the middle school and elementary schools will take two hours.

The New Hampshire Department of Environmental Services, Pollution Prevention Program and the NH Department of Education will work with the Commission to provide guidance and use the results of this project to provide information to other schools around the state.

Town of Newbury Master Plan

Responsible Staff: TBD

The Commission has submitted a proposal to assist the Town of Newbury in a multi-year comprehensive update for the Newbury Master Plan. The scope of services for this effort includes:

- Coordination with the Newbury Planning Board and Newbury Master Plan Committee;
- Developing a public outreach program for the Master Plan;
- Developing and conducting a Community Attitude Survey;
- Organizing and facilitating public forums to guide the development of the Master Plan;
- Updating all chapters of the Master Plan;
- Providing all mapping for the Master Plan;
- Assisting with the final Public Hearing and adoption of the Master Plan.

Town of Unity Local Emergency Operations Plan

Responsible Staff: Adam Ricker

The Commission has proposed to provide the Town of Unity with an Emergency Operations Plan (EOP) update, with the input of local officials and volunteers. The EOP update will consist of the evaluation and update of the following sections:

- Introduction including the purpose, scope, structure of the Plan and Emergency Support Function descriptions;
- Situation and planning assumptions section including a hazard analysis and assessment;
- Concept of operations section;
- Plan management section;
- Terrorism Annex;
- Documentation of authorities and references; and
- Documentation and organization of Emergency Support Functions.

Products will include a draft and final Emergency Operations Plan for the Town of Unity.