

*(Work Plan Accomplishments in Red Italic, each item is followed by the staff person responsible and the contact amount)*

## **General Organization** (account #01)

- Create new accounting system that is consistent and unique from FY to FY.

*Have interviewed professional consultant regarding Quickbooks and Timeslips in January, and had a follow up meeting with Timeslips in May. Will continue to investigate the use of new software in order to potentially reduce workload, allow staff access to project expense information and budgeting for more efficiency and timely accounting information with staff.*

- Develop proposals for future work and projects to include:
  - Energy Planning for municipal facilities, energy and ancillary users and land use planning that reduces energy use and increases likelihood of establishing renewable energy sources.

*Spent nine months strategizing on funding, writing and submitting grant to the NH Office of Energy and Planning, grant has been awarded to a private consultant who has been in touch with UVLRPC to perform services.*

- Housing Needs assessment and Fair Share Analysis

*Have been coordinating with the Upper Valley Housing Coalition and Bruce Mayberry to determine a scope of the analysis in order to pursue funding for this activity. Will most likely be using a large portion of the FY11 Targeted Block Grant to support this effort. UVLSRPC has no funding source to conduct this analysis to date.*

- Continue to pursue Brownfields redevelopment assessment funding

*Currently on the Statewide Brownfields Advisory Committee and will be submitting an application for assistance to municipalities in fall of 2010.*

- Finish the Strategic Plan

*Strategic Planning Committee recently met in January 2010 and will complete its work by the end of this FY. Presentation will be made at the August Commission meeting summarizing the work and next steps.*

- Distribute NH Planning and Land Use Regulation books

*All books have been paid for and as of distributed to municipalities.*

- Determine level of interest to reignite Sullivan County Comprehensive Economic Development Strategy

*A letter is planned to be sent to interested parties next FY which will coordinate this effort with the Sustainable Communities Initiative.*

- Forward the initiatives of the NH Association of Regional Planning Commissions

*Testified at a number of house and senate bills relating to issues that are of importance to the Association. Association has asked for feedback from all RPCs regarding the Legislative Priorities. Hired a new lobbyist for the Association.*

- Update the Personnel Policy

*A draft of the Personnel Policy has been created and the Personnel Committee will continue to meet on a regular basis to make recommendations. It is anticipated that this work will be completed in the 2010 calendar year.*

- Complete matrix of pay scale/job descriptions for the organization

*This task has been about 75% completed, work will continue into the next FY.*

- Complete review of Bylaws

*Bylaws were completed and approved by the Commission at its August meeting and the Bylaws Committee has fulfilled its mission and disbanded.*

- Determine best course of action for long term facilities needs

*The Facilities Committee conducted significant work and visited many sites, negotiations were made and a lease for the new office space at 10 Water Street in Lebanon, NH was signed in January. The Committee has fulfilled its mission and disbanded.*

- Create a framework for updating the regional plan - and continue to make updates as funding allows

*The Regional Planning Committee in coordination with the Executive Director will continue to work on this issue. If funding is obtained from the Sustainable Communities Initiative a Regional Plan may be able to be completed in the next couple of years.*

- General duties of the organization

*General bookkeeping, office administration, human resource issues and accounting. Currently organizing the office and creating a new filing system. Staff reviews will be completed in June, 2010.*

## **Transportation**

### **Unified Planning Work Program (NH Department of Transportation biennial contract) (account #11) (Nate)(\$**

- Program Management - Provide management and support services including bookkeeping and contract development that are necessary for the transportation planning program. Staff training is also included in this task, and is essential to providing the highest quality professional planning services to member communities.

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*The NH DOT conducted a thorough audit of UPWP for FY 06-09 which took a combined effort of four staff over 100 hours to prepare for. The NHDOT conducts these audits on a routine basis with all the Regional Planning Commission. UVLRPC has not had such an audit in over 10 years. We have had no negative outcome from this audit.*

- Data Collection and Development - Develop and maintain a comprehensive set of traffic and related demographic data for use in transportation planning throughout the region. A primary goal of the data collection effort is to enumerate the social, economic, and environmental impacts of local land use policies and development on the regional transportation network. During the collection and use of traffic and related demographic data, the Upper Valley Lake Sunapee Regional Planning Commission will make every effort to avoid or minimize adverse impacts to low income and minority populations, and target public outreach efforts toward minority and low income populations.

*Conducted traffic counts and road inventories and turning movement counts for DOT.*

- Policy and Plan Development - Work cooperatively with the New Hampshire Department of Transportation and local officials to develop plans and policies that meet the transportation needs of Upper Valley Communities, recognize the relationship between transportation and land use, and promote viable transportation alternatives. To provide the necessary organizational, clerical and technical support for the Upper Valley Lake Sunapee Transportation Advisory Committee (TAC) and to encourage increased public participation in both municipal and regional forums on transportation policy decisions. To assist the Transportation Advisory Committee (TAC) in identifying projects of regional importance, and updating and submitting to the NHDOT a revised Regional Transportation Improvement Plan (TIP), including recommendations for the Ten-Year Transportation Improvement Plan and Transportation Enhancement and Congestion Mitigation and Air Quality (CMAQ) programs.

*The TAC has met consistently throughout the year, have reviewed and scored Transportation Enhancement applications, reviewed and scored applications for Safe Routes to School projects and reviewed Ten-Year plan projects. Assisted DOT in its coordination of the Governor's Advisory Committee for Intermodal Transportation planning and public hearing processes. Reviews applications information for the CMAQ program.*

- Public Involvement, Coordination and Technical Assistance - To work cooperatively to coordinate activities with various State agencies, subcommittees, with other Regional Planning Agencies, and with regional boards and advocacy groups toward transportation planning goals and objectives.

*Successfully obtained additional funding to analyze feasibility of expanding Advance Transit service to assist individuals with disabilities to and from the Alice Peck Day Hospital.*

### Upper Valley Intermodal Facility Site Assessment (account #20)

- The Upper Valley intermodal transportation facility will serve as a terminal for intercity bus transit, provide connections between intercity and local transit, and serve as a public park-and-ride facility. The facility is planned to be located in the upper Connecticut River valley of New Hampshire and Vermont, and will directly serve Interstate 89. The Upper Valley Lake Sunapee Regional Planning

Commission will act as facilitator for the process of siting a location and assist New Hampshire Department of Transportation with administrative staff support necessary to complete the alternatives analysis, including developing a Request for Proposals for the project consultant(s). Commission personnel will also act as staff to the Project Advisory Committee, including developing meeting agendas, minutes, and coordinating public outreach with the Upper Valley Transportation Management Association.

### **Sullivan and Grafton County Transit Coordination – Endowment Theme Implementation Grant and New Freedoms Federal Highways funding (account #s 84, 17)**

- Establishment of a Regional Coordinating Council - while the deadline remains uncertain from the Statewide Coordinating Council (SCC), our region seeks to be "the rural example" of successful Regional Coordinating Council (RCC) implementation. Identification and implementation of key components to successfully secure a Regional Transportation Coordinator (RTC) through a fair and open bid process.
- Creation of a local and visible volunteer coordination program to support, sustain and expand collaboration efforts already underway. While the RTC could have a physical presence outside the county borders, this component of the RTC's contract would require a local grass-roots presence.
- Collaboration of human services agencies to investigate the potential utilization of idle vehicle hours in a more coordinated effort.
- Creation of an outreach and awareness program to support and promote the various mobility improvements and create educated consumers, employers, employees, community members and local policy makers.
- The Commission has received funds to sustain the coordination efforts ongoing in Grafton and Sullivan County, which include mitigating barriers to coordinated transportation services and expanding the transportation options available to individuals with disabilities, seniors, and other transit-dependent members of the community.
- This funding will provide assistance with the planning, organization, and administrative support for the Grafton and Sullivan County Regional Coordinating Councils. This will include the support for the implementation of the objectives set by the SCC, and as reflected in the local coordination plans on file with the SCC.
- The final objective is to prepare for the procurement of the services of a Regional Transportation Coordinator (RTC), and to initiate the solicitation for the RTC during the performance period of the grant. It is anticipated that the RTC would be selected by October 1, 2010 or earlier per the timeline established by the SCC.

*(General Background Information - UVLSRPC Staff is facilitating mobility management projects in Sullivan and Grafton/Coos Counties and supporting State Coordination Council activities including participation in the alternative coordination strategy to enhance local coordination in the short-term. Alice Peck Day Hospital Service Study has been accomplished. Websites were maintained and updated with public documents and meeting notices on a weekly basis. The sites are located at <http://www.sullivancountyrcc.org> and <http://www.grafton-coosrcc.org>.*

*Sullivan County – conducted a strategic planning session on May 13, 2010. Fifteen individuals participated in the day-long meeting at Valley Regional Hospital, Claremont, NH. UVLSRPC staff co-facilitated that meeting with State Mobility Coordinator Will Rodman of Nelson Nygaard Consulting. The most noteworthy outcome of the day was the identification of Community Alliance of Human Services as the lead agency for coordination in the region. Facilitated the regular monthly meeting of the Sullivan County RCC on May 26 in Newport, New Hampshire. Presented latest*

*copy of the regional service directory for review. Prepared minutes and posted to the web site. Presented information on coordination efforts and planning requested by the Sullivan County delegation at a meeting in Newport on May 28.*

*Grafton-Coos County - Co-facilitated the monthly meeting on Friday, May 14 at North Country Council in Bethlehem. Following a brief meeting the session went into strategic planning with the State Mobility Coordinator Will Rodman. The session identified a number of key projects for the coming year, but did not conclude with identification of a lead agency for the region. This will be resolved at a later date. Edited and published meeting minutes to website. Reviewed consultant report on feasibility of transportation operations in the Plymouth region and surrounding towns. Provided 2004 Dialysis Transport Study conducted in VT to Grafton-Coos RCC chair and reviewed reports for Transport Central Feasibility advisory committee and attended a meeting of the committee in Plymouth, NH on May 21, 2010.*

*Statewide/Cross-Regional Activities - Participated in a meeting of the SCC Alternative Strategies Sub-Committee at the Local Government Center on Tuesday May 18, 2010, to discuss software implementation and coordination alternatives with Will Rodman. Made a presentation of the activities of the Sullivan and Grafton-Coos RCCs at the State Coordinating Council meeting in Concord on May 6. Appointed to serve on the Annual Transportation Summit Planning Committee Reviewed reports for on Route 12 Feasibility Study advisory committee.) (Pat) (\$93120)*

### **Scenic Byways – NH Department of Transportation (account #10)**

- The Lake Sunapee Scenic Byway is a twenty-five mile route that borders the north, east and south perimeter of Lake Sunapee and the scenic roads leading to the Lake area. The Commission has been awarded funds to revitalize the Lake Sunapee Scenic Byways Committee. The Commission will be working with the local businesses, citizens, communities, Chambers of Commerce, and other interested parties to build awareness and a vision for the byway at a grass roots level. The Committee will explore the byway and options for connecting the ends of the byway and extending the byway to connect to the Connecticut River Scenic Byway.
- This project will create a comprehensive marketing plan for the byway to promote low-impact tourism throughout all seasons. The plan will identify target markets, analyze travel and tourism trends, and identify user capacity at existing tourist sites. The Byway Committee will use this information to craft goals and objectives for marketing the byway. The Byway Committee will develop a comprehensive marketing strategy with a timeline and performance measures for achieving marketing goals.

*(The Byway Committee was successfully reestablished, public outreach was conducted, the <http://sites.google.com/site/lakesunapeebyway> website was created, a Corridor Management Plan was created and additional funding has been applied for to implement interpretive signage as outlined within the plan. The communities of Sunapee, Newbury and New London have been working together and will be using local public works departments to install signs if the grant is successful. (Rachel) (\$25,000)*

### **Claremont Truck Route Study (account #19)**

- The City of Claremont wishes to proactively address congestion, air quality concerns, safety concerns, and undue strain on roadway infrastructure in its city center through the development and adoption, by ordinance, of a Truck Route Plan for the City. The Upper Valley Lake Sunapee Regional Planning Commission has received Special Projects & Research (SPR) funding to assist the City of Claremont in developing a plan that identifies a network of truck routes that ensure safe, efficient truck operations while complementing the city's economic development efforts, minimizing the need for costly

infrastructure improvements, and satisfying the need for public safety and environmental preservation.

*(This contract was a continuation of a project from FY09. It was finalized in September following an August 25, 2009 public meeting in which alternative routes were reviewed. A truck route ordinance was also completed for the City of Claremont) (Peter/Nate) (\$45,000, only a portion of which was used in FY 10)*

**Transit Appropriation (account #tbd)**

- The project will further enhance the implementation of a statewide IT system having put in place the hardware where needed, training and establishment of a sound regional trust will have developed over a number of years making the transition substantially easier. The State has determined that an aggressive timeline for to choose an IT provider and begin implementation of a statewide system will not occur until 2011. By implementing a Microsoft Access database platform now, Sullivan County can begin coordination efforts, providing jobs and transportation access to its residents two years ahead of the State's schedule. The State has not yet identified funding to implement and IT plan.
- Build a toll free network system linking providers to each other and consumers to access service by dialing a single number using internal teleconferencing.
- Provide free dispatching billing system using software already available from Federal funding, funds will be used for installation and training and technical assistance during implementation.

*(This project was not successfully funded, as it was through a Congressional Appropriation which was not made available for the FY10 year.)*

## **Planning Technical Assistance**

**Targeted Block Grant for Technical Assistance through Office of Energy and Planning (account #39)**

- 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 Planning Commission will create a set of criteria that communities can use to determine whether projects may be considered developments of regional impact and distribute those criteria to municipalities after they have been approved by the Commission.

*(Responded to Notices of Developments of Regional Impact from the following municipalities: Lebanon, Newport, and Danbury. Developed and distributed Planning Committee agendas, minutes, meetings. Continued work with the Planning Committee to in the public review process of the draft Guidelines for Determining Developments of Regional Impact (Guidelines). Hosted a public forum for review and comment on the Guidelines. Revised Guidelines according to public comment and feedback from municipalities. Planning Committee accepted the revised Guidelines (unanimous approval), which will be presented to the full Commission for final approval on April 21, 2010. Conducted preliminary work on the regional housing needs assessment, which is due for update in 2010. Coordinated with Upper Valley Housing Coalition. Developing and distributing Planning Committee Agenda, minutes, meetings. Worked with the Planning Committee to develop and present draft Guidelines for Determining Developments of Regional impact at the December 16, 2009 Commissioner's Meeting. Distributed notices of intent and copies of the draft Guidelines to municipalities in the Region.) (Mike/Christine)(\$4,393)*

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- Technical Assistance – 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. We have seen an increase in interest not only in GIS services but also for assistance with learning how to use GIS within the municipal offices.

*(Provided Claremont with information regarding dam notification requirements in RSAs. Developed guidance for regional municipalities regarding dam notification requirements. Contacted NHDES Dam Bureau, LGC for guidance and interpretation of law. Provided direct feedback to Hanover regarding proposed DRI Guidelines, purpose, and scope. Answered miscellaneous technical assistance requests from: Newport, Springfield, Goshen, Sunapee, and Orford. Conducted research and technical assistance for Dorchester regarding Historic District designation. Technical assistance in gathering zoning information for Lake Sunapee watershed towns for a stormwater infrastructure study. Technical assistance in providing land use data to the City of Claremont. Technical assistance to provide topographic contour data for Hanover (to the Upper Valley Land Trust). Technical assistance to the Town of Sunapee on balancing conservation and workforce housing goals in their master plan including limited analysis of workforce housing statistics. Technical assistance to the Town of Cornish on mapping zoning districts and overlay districts. Technical assistance to the Town of Hanover on working with trails data collected with a GPS. Technical assistance for driveway regulations to the Town of Washington. Master Plan technical assistance to the Town of Goshen. Workforce housing technical assistance to the Town of Plainfield. Discussed natural resource protection and Natural Resource Inventory with Orford Conservation Commission. Broadband and energy planning technical assistance to the Town of New London. Technical assistance to the City of Lebanon regarding protecting water quality. Natural resources technical assistance to the Town of Charlestown. Provided flood plain information to the City of Lebanon GIS Staff. Provided mapping assistance to the Town of Orange.)(Mike/Rachel and Staff)(\$9,016)*

- Outreach and Education –Send out bi-monthly information regarding funding sources, notices, training, regulatory updates etc. to keep our communities informed as well as to elevate our presence and value. The Commission is overhauling its website to ensure that it can maintain our visibility and value to our communities. As part of this effort, we will use a small part of these funds for the outreach efforts that will be integrated within the website. Those include our regular notices to meetings, events and information as well as uploading completed projects and documents we have done for the region. The Commission will also continue to provide programming on current planning topics, although funds will be sought elsewhere to supplement this activity.

*(Continued updates of website. Please visit [www.uvlsrpc.org](http://www.uvlsrpc.org) to see the latest information. Attended and participated in the Program Committee meetings. Organized region-wide forum to discuss workforce housing issues and opportunities, held in Grantham. Guest speaker and expert: Ben Frost (NHHFA). Will be posting DVD of the meeting online and make it available to the municipalities in the region. Developed an education program for backyard farming best management practices with principal funding from a tri-state water quality grant. Conducted planning for the RPC annual meeting. Continued updates of website. Please visit [www.uvlsrpc.org](http://www.uvlsrpc.org) to see the latest information. Developed and finalized the RPC newsletter. Attended and participated in the Program Committee.)(Jenny/Mike and staff) (\$6,936)*

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- Statewide Coordination and Cooperation – The Commission will continue to participate in the Regional Planning Commission (RPC) Director’s meetings and state and regional conferences hosted by Office of Energy and Planning, Northern New England Chapter of the American Planning Association (NNECAPA), New Hampshire Municipal Association (NHMA), and New Hampshire Planners Associations (NHPA) and others. We will continue to coordinate efforts with other regional planning commissions that will elevate regional planning statewide and work on the recommendations of the Marketing Committee of the NH Association of RPCs.

*(Organized and Chaired monthly state Regional Planning Commission Executive Directors’ meetings. Responded to general e-mail inquiries regarding RPC business.) (Christine)(\$2,774)*

### **General GIS/Technical Assistance (account #08 used for contracts too small to create their own account)**

- Provide general GIS mapping technical assistance for member municipalities, based on last year’s increased need of services that are require contractual services this has been reduced this year from last year’s estimate.

*(Completed digital maps and data for the Byway Resources Inventory for the Connecticut River Joint Commission) (Rachel) (\$900)*

*(Completed zoning maps with town line and road updates for the Town of Cornish) (Rachel) (\$165)*

*(Completed natural resource maps, aerial photos, and Quabbin to Cardigan overview for the Town of Orange) (Rachel)(\$200)*

*(Completed zoning maps for the Town of Cornish)(Rachel)(\$450)*

### **Orford Planning Board Circuit Rider (account #35)**

- For many years the Commission has been providing assistance for application review, procedural and technical assistance during Planning Board meetings and general guidance.
- Over the next year the Commission hopes to engage a Work Study student from one of the regional colleges to assist the Town to organize their land use records.

*The UVLSRPC assisted the Planning Board in routine performance of its duties. 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, reviewing site plan review and other regulations for the Town of Orford. (Vickie)(\$5,400)*

### **Springfield Planning Board Circuit Rider (account # 38)**

- This will be the second year of providing hands on guidance to the Planning Board during public meetings, review applications and assisting the community with ordinance preparation, public feedback and implementation.

*The UVLSRPC assisted the Planning Board in routine performance of its duties. 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, reviewing site plan review and other regulations for the Town of Springfield. (Vickie)(\$5,850)*

**Wilmot Planning Board Circuit Rider (account #37)**

- This will be the seventh year that the Commission has worked with the Planning Board to assist with application review and general technical assistance issues.

*The UVLSRPC assisted the Planning Board in routine performance of its duties. 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, reviewing site plan review and other regulations for the Town of Wilmot. (Rachel)(\$5,400)*

**Newport Master Plan (account #68)**

- UVLSRPC will use the results from the Community Forum and the survey to draft a set of vision statements for the Town of Newport. The Commission will meet with the Planning Board to review the vision statements and assist with getting the vision posted for community input.
- Utilizing the work completed by the Master Plan Advisory Committee, the Commission will collect and research readily available data to update the current 1995 version of Newport's Master Plan. The Commission will coordinate this effort with efforts either completed or currently underway in Newport.
- Prepare an Existing Land Cover Map based on Landsat data and guidance from the Town of Newport with regard to land uses within the downtown and mixed use areas. Such land uses as residential, commercial, industrial, open space, and mixed residential-commercial will be identified.

## **Hazard Mitigation/Emergency Management Planning**

**Washington Hazard Mitigation Plan (account #59)**

- The Upper Valley Lake Sunapee Regional Planning Commission will coordinate the planning process of updating of the town's Hazard Mitigation Plan, with the input of local officials, volunteers, and other members of the public. The Hazard Mitigation Plan will be updated in accordance with official guidance from the Federal Emergency Management Agency (FEMA) and the New Hampshire Homeland Security Emergency Management (HSEM).

*Created an Emergency Operations Plan (EOP), with the input of local officials and volunteers consisting of: 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; Documentation of authorities and references; and Documentation and organization of Emergency Support Functions.*

*Facilitated public input and recorded business minutes and used for the purpose of creating the Emergency Operations Draft Plan. The draft plan was submitted to the New Hampshire Bureau of Emergency Management for review and comment. The NHBEM will then submit to the Federal Emergency Management Agency (FEMA) Region 1 for review and comment. (Vickie)(\$5,000)*

**General Hazard Mitigation contract with NH Homeland Security and Emergency Management (HS&EM)(account #tbd)**

- The Commission will produce a draft and final Hazard Mitigation Plans for a number of communities. The draft plan will be submitted to HS&EM for review and comment. HS&EM will then submit to the FEMA Region 1 office for review and comment. Comments resulting from the FEMA Region 1 review will be addressed and the Plan will be resubmitted to HS&EM for FEMA conditional approval prior to local adoption of the final plan. The Commission will deliver two hard copies and digital files of the final plans to the communities, and submit digital and hard copies to HS&EM per their requirements.

*Successfully received \$15K from the NH Homeland Security Emergency Management office to complete Hazard Mitigation Plans for the City of Claremont and the Towns of Piermont and Newport. (Vickie)*

## **Environmental/Land Use Planning**

**Mascoma River: A Nomination to the NH Rivers Management and Protection Program (account #28)**

- *Local Source Water Protection Grants through the NH Department of Environmental Services* -The project will result in a nomination of the Mascoma River to the River Management Protection Program to continue stewardship efforts towards the protection of the river and enhanced partnerships among the river's stakeholders within Enfield, Canaan and Lebanon. The project will be completed by August 2010. It is expected that a nomination will be submitted by June 1, 2010 with post-nomination follow-up occurring through August 2010.

*(Mike)(7,080)*

**Household Hazardous Waste Collections (account #31)**

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

*During the 2009 collections the municipalities of Cornish, Enfield, Goshen, Hanover, Lebanon, Lempster, Lyme, Newbury, Newport, Piermont, Plainfield, Springfield, Sunapee, Unity, and Wilmot all participated in four collections held in the City of Lebanon, the Town of Newport, and the Town of Sunapee. Over 700 households participating in the collection bringing an estimated 21 tons of hazardous waste that could otherwise have ended up in our landfills and potentially our drinking water. The total disposal cost for these collections was \$35,000. The annual grant from NH DES reduced the disposal cost by \$8,442. A USDA grant paid for the regional planning commission time for education and advertising. This made a total savings of over \$16,000 including both grants.*

*This year we will be adding the collection of unwanted medicines to our hazardous waste collections. We feel this is an important addition to our collections. Pouring our outdated or unwanted medications down the sink or flushing them down the toilet is having a negative impact on our streams and our drinking water. The U.S. Environmental Protection Agency (EPA) has identified over 100 individual pharmaceuticals and personal care products in drinking water. Additionally, a study conducted by the Associated Press in 2007-2008 detected drugs in the drinking supplies of 24 major metropolitan areas.*

*Dartmouth Hitchcock Medical Center is donating the services of a pharmacist to identify and catalog the medicines, and interns to collect the materials from the residents' cars. The Police Department of the host municipalities (Lebanon and Newbury) will provide the legally required coverage. (Vickie)(\$50,000)*

**Household Hazardous Waste Committee (account #30)**

- Through various funding sources the Commission continues to assist this Upper Valley group with public education through regional events, such as the Home Show. This year will be assisting the Committee with updating their website.

*Assisted the Committee with the annual Home Show in Hanover. The Household Hazardous Waste Committee has met most months to discuss educational forums such as at the collections. They provided assistance at the HHW collections in surveying participants and passing out information. They applied for a small grant from a local bank to educate themselves and the public on medical waste collection being considered for HHW collections next year. (Vickie)*

**Targeted Watershed Partnership with EPA/Connecticut River Joint Commissions (account #76)**

- Funded under the US Environmental Protection Agency Targeted Watershed Grant Program - In Franklin County and the Pioneer Valley in Massachusetts, and the Upper Valley Lake Sunapee region of New Hampshire, Initiative partners will work with six communities where there have been substantial development pressures over key aquifer recharge areas or around surface water supplies for public drinking water. Initiative partners will organize committees of stakeholders in each of these communities to identify open space, farmlands and forestlands that are critical to protecting public water supplies; and to develop appropriate smart growth tools for water supply protection.

*(The Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) performed several tasks within the Smart Growth and Low Impact Development component of the grant project. Two municipalities were identified in the District to participate in an assistance program to determine their water quality protection priorities. The City of Lebanon and the Town of Enfield were chosen for this process. Maps were developed. A committee was formed in each of the municipalities to assess water quality protection needs and how to address them. Committees to remain active over next three years to develop tools and perform monitoring of community water supply protection. Confirm lands critical to water supply protection ID tools that will enhance water supply protection (Smart Growth and Low Impact Development LID) UVLSRPC conduct a workshop for each of the two communities to share and deliver products. UVLSRPC will assist the committees in disseminating info to local residents about proposed protective measures. Smart Growth and Water Protection Fact Sheets were created. The exception is the fact sheet, "Put Your Sidewalk and Driveway on a Low-Salt Diet" which is geared to the homeowner and addresses the problem with salt, safer alternatives to salt, and how to reduce the need for any de-icer, worksheets are aimed at municipalities.*

*Water Protection Overlay Districts*

*Road Salt Reduction*

*Best Management Practices for Road Crews*

*State and Federal Funding Resources*

*Site Plan Review*

*Household Hazardous Waste Collections*

*Put Your Sidewalk and Driveway on a Low-Salt Diet*

*Reduced Parking Footprint*

*The UVLSRPC provided a public training session focused on municipal public works departments. The program was held on May 20, 2009 from 6:30-8:30 pm at a technical center in the City of Claremont. Guest speakers included Ken Daniels, Enfield DPW Director and NH Public Works Association; Doug Bechtel, Director of Conservation Science for the Nature Conservancy; and Stephen Gray, retired from NH Department of Transportation Public Works and Water Quality. Topics of discussion included culvert permitting and erosion control, road stream crossings and aquatic restoration, environmentally sensitive winter maintenance, and water body buffers. Approximately 20 people attended this session. (Mike, Vickie, Rachel)(\$23,000)*

**Water Quality Planning Activities in Support of Rivers and Lakes Management and Protection Programs – (account #24)**

Funded through the NH Department of Environmental Services, 604(b) program

- Conduct a comprehensive lake inventory and develop a lake management guide for Highland Lake in Washington/Stoddard, New Hampshire, in partnership with the Highland Lake Unified Association. The lake inventory will provide a baseline of the lake's condition and uses, and the guide will address areas of concern for the lake.

*(Local and state data has been gathered and work continues to complete worksheets for the Comprehensive Lake Inventory. A presentation is scheduled for July 24, 2009 at the Highland Lake Unified Association annual meeting. (Rachel)(\$9,425)*

- Develop the "Homeowner's Guide to Stormwater Management" – The intent of this guide is to assist homeowners to understand various Low Impact Development approaches to stormwater management and help them integrate these approaches on their own property in a simple, cost effective manner.

*(Document was completed and submitted to DES)(Rachel)(\$4,226)*

- Support Southwest Regional Planning Commission (SWRPC) and the Ashuelot River Local Advisory Committee (ARLAC) in the development of an implementation strategy in order to put the 2006 Corridor Management Plan into action. Within the UVLSRPC service area (Lempster and Washington).

*The Ashuelot River implementation strategy developed by SWRPC has been reviewed and comments have been delivered. (Rachel)(\$1,300)*

- Work with municipalities to apply model ordinances and regulations to improve land use regulations addressing priority water quality issues in the planning region. In October 2008, DES and the NH Association of Regional Planning Commissions, in cooperation with the NH Local Government Center and the NH Office of Energy and Planning, published Innovative Land Use Planning Techniques: A Handbook for Sustainable Development

*Worked with municipalities to implement ordinances from the Handbook that worked for their community. (Vickie)(\$3,900)*

- Provide technical support and outreach to municipalities on the Innovative Permitting Initiative. Under the Innovative Land Development Technical Assistance and Coordinated Permitting Initiative, DES intends to establish voluntary guidelines for achieving a higher standard of environmental performance for land development activities and identify ways to better coordinate state and municipal project reviews and standards and streamline permitting of superior-performing projects.

*Provided facilitation and outreach to a developer focus group on the Innovative Permitting Initiative – a DES pilot program designed to streamline Low Impact Development and Smart Growth Planning projects. Provide feedback to DEES on the process being developed. (Jenny)(\$4,420)*

#### **Canaan Street Lake Policy and Ordinance Review (account #85)**

- The Commission will work with Plymouth State University and the Town of Canaan to research revisions to Canaan’s Master Plan and land use regulations to assess how the community addresses water quality of Canaan Street Lake.

#### **Charlestown Natural Resource Inventory Phase II (account #71)**

- Phase Two of the Natural Resources Inventory of Charlestown, NH, will involve field investigation of conservation focus areas identified by the cooccurrence analysis and the development of a conservation plan for the Town. A written report will document the results of Tasks 1 and 2, described below. This report will be a companion to the report from Phase 1 of the Natural Resources Inventory.

#### **Orford Natural Resource Inventory (account #tbd)**

- A natural resources inventory (NRI) identified and describes important resources within a town through the compilation of resource maps, supporting data in tabular format, and a descriptive report. A successful NRI relies heavily on the involvement of the community undertaking such an effort, especially in providing local information and establishing conservation priorities. The initial NRI serves as a baseline for observing changes over time, and can be used to inform land conservation, town planning, and zoning decisions.

*Successfully signed contract with Orford to complete the NRI. (Rachel)(\$5,900)*

## **Community Development Planning**

#### **Eastman Planning Phase 2 (account # tbd)**

- Upper Valley Lake Sunapee Regional Planning Commission proposes to provide technical services to develop local GIS base data (roads and parcels) for the Eastman Community Association (ECA) and to

create an in-house GIS for use by ECA staff and volunteers. The Commission will provide training to ECA staff and volunteers on the use of the ArcGIS software and the ECA GIS database. This will enable ECA to easily access, query, display, and map information about their parcels and roads, and also will provide a framework for developing additional data for their GIS database.

**Sullivan County Solid Waste Management project using USDA Rural Development funding (account #32)**

- The program has been developed with the following goals over the year:
- To reduce waste steam tonnage within the region.
- Increase awareness within the leadership of the region on waste reduction.
- Educate the communities on the need to be proactive to reduce future higher expenditures.
- Increase public awareness of recycling.
- Increase public awareness of legislative issues and future waste issues that will affect their tax base.
- Reduce costs to communities through proper disposal methods.
- Institute universal waste recycling programs within communities.

*Leadership Forum Meetings*

*The Upper Valley Lake Sunapee Regional Planning Commission (RPC) held Sullivan County Leadership Forum meetings July 7<sup>th</sup> and September 22<sup>nd</sup>.*

*The first Transfer Station Attendant informal lunch meeting was held on July 16<sup>th</sup> at the City of Claremont Public Works. It is hoped that these meetings will continue on a regular basis at various public works offices or transfer stations throughout Sullivan County. Towns are reporting that they are changing their management after learning of positive efforts in other towns. For example, the Town of Charlestown is now trucking its brush to a facility that chips it and uses it for fuel. This resource was discovered at the Sunapee Transfer Station Attendant lunch meeting. The RPC has been fielding many calls about household hazardous waste collection from residents and commercial entities and schools. The RPC has assisted the Towns of Acworth and Charlestown in developing educational brochures for their transfer stations. The RPC worked with the Towns of Charlestown and Unity to set up full-cost accounting systems. This was very helpful to the towns as it showed where certain recyclable products could be managed differently for cost-effectiveness and where construction and demolition materials should have a higher fee. Antioch students developed a HHW Options document to evaluate the various alternatives. The final copy is attached and is available on the web site mentioned below.*

*Legislative updates have continuously been provided to the Solid Waste Leadership Forum about six solid waste management house bills.*

*Education – Universal Waste Program*

*A second Universal Waste & Recycling Workshop was held in August. This again included NH Department of Environmental Services staff to provide re-certification credits to transfer station personnel. It was held at the Lebanon Landfill & Recycling Center as this is one of the future disposal and recycling options which may be available to Sullivan County towns, and it is run very well. In addition to presentations by NH DES staff, the Landfill Manager (the former HHW and Recycling Coordinator at NH DES) provided a hands-on workshop for proper handling of universal wastes such as batteries and fluorescent bulbs*

*Composting Pilot Project*

*Consultant Anne Nordstrom continues to provide oversight for a pilot composting project at the Sullivan County Facilities. During June through September, Anne contacted commercial generators to participate. She will offer a waste stream analysis to assist them in knowing how to cut costs. Currently, she has three tentative participants including a pizza parlor, a grocery store, and a middle school.*

*Chittenden County Facility Field Trip and Tour*

*On September 30<sup>th</sup>, representatives from Acworth, Cornish, Sunapee, Goshen, Newport, Claremont, and Lebanon went to northern Vermont to visit a Materials Recovery Facility, a permanent HHW collection, a paint recycling facility, a composting facility, and two drop-off centers. It was a great opportunity to see new technologies and management efforts as well as an opportunity to visit with neighboring municipal waste managers and town representatives.*

*Web Site Development*

*The Commission has completed a web page for Sullivan County waste management. There are several pages of general information as well as specific information for Sullivan County. Links provide access to Federal, State, and Local waste management information sources. The web site can be accessed at [www.uvlsrpc.org/waste.html](http://www.uvlsrpc.org/waste.html) (Vickie)(\$100,000)*

Housing Module through NH Housing Finance Authority (account #tbd)

- The Commission will provide technical assistance and beta testing for the housing module being developed in collaboration with the University of New Hampshire

Upper Valley Planning – (account #tbd)

- The Commission will seek funding to assist the a collaborative effort between Vital Communities, Two Rivers-Ottauquechee Regional Commission, Southern Windsor County Regional Planning Commission and the Upper Valley League of Women Voters to forward regional planning strategies amount municipal leadership within the Upper Valley.

*(No funding was received for this work. Conducted a number of forums coordinating with other regional entities for the municipalities within the immediate Upper Valley area to coordinate efforts, topics ranged from transportation to housing. Generally about 20-25 people attended with the final session on conserved lands crossing municipal boundaries being the most insightful.)(Christine)(\$0).*

Upper Valley Business Education Facility (account #tbd)

- This application seeks partial funding for a feasibility study. The study will provide detailed information on the training needs of Upper Valley workers and managers, the type of facility needed to best enhance the educational experience of those being trained, and to provide cost estimates for such a facility.

Safe Routes to School Travel Plans (account #15)

- City of Claremont in developing a Safe Routes to School Travel Plan for the three schools within the City. The scope of work for this estimate is as follows:
- Analysis of the results of parent and student walking/biking surveys. The surveys will be conducted by City of Claremont staff.

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- Facilitation of a public workshop for parents, students, and staff to identify existing barriers preventing students from walking and biking to the Elementary Schools and formulate strategies to mitigate those barriers.
- Documentation of existing infrastructure and traffic conditions surrounding the Elementary Schools, including mapping and analysis of school children/population density within a two-mile radius as appropriate.
- Coordination of existing conditions analysis and mitigation recommendations with the City of Claremont Safe Routes to School Task Force, the Claremont Master Plan Transportation Task Force, and City of Claremont staff.
- Compilation of existing conditions analysis and recommendations (both infrastructure and non-infrastructure) in a Safe Routes to School Travel Plan for the Elementary Schools, in the format delineated by the New Hampshire Department of Transportation.

*(Contracts were signed with the City of Lebanon for Bluff Elementary, Disnard Elementary and Maple Avenue Elementary Schools. Analysis of parent/student walking/biking surveys, existing infrastructure needs and barriers to use. Documentation of traffic conditions, density of students within a 2 mile radius and provided recommendations for mitigation and improvements. (Mike)(\$9,000)*

*(Safe Routes To School for Lebanon)  
(For the schools of Lebanon – Mount Lebanon Elementary, Hanover Elementary, Seminary Hill Elementary, in addition to the work outlined for Claremont conducted survey for the City of Lebanon.)(Mike)(\$14,550)*

Statewide Broadband Mapping project (account #tbd)

- The GRANIT System at Complex Systems Research Center, University of New Hampshire, and the state's nine regional planning commissions (RPCs), propose a collaborative, multi-faceted project to assist the State in achieving its goals of managing statewide broadband access for its businesses, its educators, and its citizens. We envision a strong partnership that will yield guidelines and protocols governing the collection, standardization, documentation, and maintenance of data. This will ensure that the data and resources are available to support the tasks outlined below and are sustainable into the future as other uses and applications arise in the state and the region.

*(Develop Regional Community Anchor Institutions data; Develop State Community Anchor Institutions data; Prepare data for submission to UNH)(Rachel)(\$)*

Energy Planning Initiative (account #tbd)

- The Regional Planning Commissions will develop a consistent statewide capacity to deliver technical assistance to local municipalities that enable them to reduce energy use, increase efficiency and develop new energy alternatives. The Regional Planning Commissions will forward statewide initiatives and encourage and broaden the effectiveness of partnerships.

*(Statewide application was not successful. However, the RPCs worked with Governor & Council and the Office of Energy and Planning to establish a subcontract with the recipient of the Energy Efficiency Conservation Block Grant (CLF Ventures, Inc.) to provide technical assistance for municipalities that includes energy Master Plan chapters, Inventories for facilities/fleets etc. to determine highest costs to municipalities, prioritization processes to assist communities in identifying best use of funds, updating CIPs to include energy efficiency project, conducting energy policy audits, and general technical assistance and grant development for projects. Contract will be for \$25K per year for two years beginning May 2010.) (Christine)(\$0) work in the future on the \$25K contract will be through Mike.)*



ADDITIONAL CONTRACTS NOT PRESUMED/PLANNED AT THE OUTSET OF FY 2010.

**Addendum to DOT contract #17 of \$5,000**

*(Created a recommended feasibility/strategy for improving transportation services to the Alice Peck Day hospital including alternative routes, associated cost to the transit providers, new bus route costs, estimated demand of services, and potential adjustment of current bus routes.)(Nate)(\$5,000)*

**Local Source Water Protection Program through DES**

*The Upper Valley Lake Sunapee Regional Planning Commission will use the grant funds to conduct a riparian buffer protection project within the area upgradient of the City's water supply intake that lies within the City of Lebanon. The project focus area will be the riparian areas along Mascoma Lake as well as the Mascoma River, Blodgetts Brook, Hardy Hill Brook, Stony Brook and their tributaries. The City Master Plan designated these areas as critical to protect in order to safeguard the City's drinking water supply. This project will serve as a study and planning effort in the Lebanon portion of the watershed, with the intention of later expanding the riparian buffer analysis and planning to include other municipalities in the watershed. While the analysis and planning for this project will be focused on Lebanon, the public outreach (social marketing) will be targeted to the entire watershed. The proposed approach to riparian buffer protection involves three primary objectives: 1) evaluation and analysis of current protection gaps and land uses of riparian areas, 2) development of a riparian buffer protection plan for the City of Lebanon, and 3) engagement of riparian landowners and community leaders in watershed municipalities in a riparian buffer restoration program. The project will target riparian landowners as its audience employing social marketing techniques to engage landowners in riparian buffer protection. (Mike)(\$19,989)*

**Claremont Circuit Rider**

*The Commission assisted the City in the routine performance of its planning related duties. Including:  
Conducting site plan review of applications that come before the Planning Board  
Provide 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  
Provide technical assistance to the Planning Board and the City Council in regards to applications specifications and articulation or proposed ordinance implications  
Other duties as assigned by the Director of the Planning and Development Department (Mike)(\$53,415)*

**Springfield Local Emergency Operations Plan**

*(Vickie)(\$5,000)*

**Goshen Master Plan**

*(Mike)(\$7,600)*

**Claremont Master Plan**

*Contract will end December 2010. (Mike)(\$7,810)*

**Claremont Open Space Ordinance**

*(Mike)(\$5,400)*