

## General Organization (account #01)

- Create new accounting system that is consistent and unique from FY to FY.
- Develop proposals for future work and projects to include:
  - Sustainable Communities Initiative – development of Regional Planning in coordination with nine other NH Regional Planning Commissions
  - Housing Needs assessment and determine potential Fair Share Analysis
  - Continue to pursue Brownfields redevelopment assessment funding
  - Mascoma River planning
  - Identification of Quality of Life issues within the region
- Distribute NH Planning and Land Use Regulation books
- Create new website for the Planning Commission
- Investigate most appropriate project tracking options and align with accounting system
- Reduce staff time for tracking work and increase efficiency in reporting
- Forward the initiatives of the NH Association of Regional Planning Commissions
- Update the Personnel Policy
- Office organization to best leverage past work and distribute information to municipalities
- General duties of the organization

## Contracts for FY 11

Targeted Watershed Partnership with EPA/Connecticut River Joint Commissions (account #76) (**Line #5**)

- 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. This is the completion of the grant from last year.

Energy Efficiency Conservation Block Grant (account #81)(**Line #7**)

- Funded through the Department of Energy grant given to the NH Office of Energy and Planning who contracted with the Conservation Law Foundation (CLF) Ventures. Our contract is with CLF Ventures. UVLSRPC will work with CLF Ventures in delivering technical assistance to municipalities seeking energy efficiency help in creating inventories of their communities, writing Master Plan energy chapters, updating a community's CIP to include energy projects, conducting policy audits to determine where energy conservation measure can be obtained within polices and general outreach and education.

Unified Planning Work Program (NH Department of Transportation biennial contract) (account #11) (**Line #8**)

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- **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.
- **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.
- **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. 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. 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 programs.
- **Public Involvement, Coordination and Technical Assistance** - 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.

### Route 120 Claremont/Lebanon Transit Service Design (account #tbd)(**Line #10**)

- Outline preliminary study and design necessary to apply for funding to implement a transit route from Claremont to Lebanon along Route 120.

### Sullivan and Grafton County Transit Coordination – Endowment Theme Implementation Grant and Federal Transit and Highways funding (account # 17,84)(**Line #11,20,21**)

- Continue to work with Regional Coordinating Councils - 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

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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.

### Statewide Broadband Mapping project (account #72)(Line #12)

- The GRANIT System at Complex Systems Research Center, University of New Hampshire, and the state's nine regional planning commissions (RPCs), were successfully funded for a 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. The contract is between the Southwest Regional Planning Commission and UVLSRPC.

### Sullivan County Solid Waste Management project using USDA Rural Development funding (account #32)(Line #15)

- The program has been developed with the following goals over the year:
- To reduce waste stream 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.

### Water Quality Planning Activities in Support of Rivers and Lakes Management and Protection Programs – (account #24)(Line #16)

Funded through the NH Department of Environmental Services under contract labeled 604(b)–

- 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. This is remaining work from FY10 contract as Highland Lake Association annual meeting is scheduled in the FY 11 fiscal year.

### Targeted Block Grant for Technical Assistance through Office of Energy and Planning (account #39)(Line #19)

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- Housing Needs Assessment - UVLSRPC has been working with Bruce Mayberry in collaboration with the Upper Valley Housing Coalition to create an updated Regional Housing Needs Assessment that provides guidance for communities (timely as the new housing laws were put into place in January). We will work with the UVHC to raise awareness for the need of the study, and generate the funding over what is available through TBG, over the spring and summer. The study will follow the recommendations of the NH Housing Finance Authority and be completed by the end of June 2011.
- Technical Assistance – 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.
- Energy Planning Assistance –UVLSRPC will supplement the work it is under contract to complete with CLF Ventures, Inc. received through the Office of Energy and Planning. While the CLF work will focus on products and technical assistance, the TBG funding will supplement that work by allowing an employee to attend statewide initiatives that will be essential in developing a full understanding of the Energy Planning resources available to communities. Activities may include attendance at; Energy Efficiency Sustainable Energy Board meetings, Local Energy Committee Working Group meetings, the annual Energy Conference created by Clean Air-Cool Planet, the Climate and Energy Collaborative meeting, and others. It may also include training that will not be provided under the contract with CLF Ventures.
- 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.
- Sustainable Communities Initiative - UVLSRPC will assist the application to HUD and complete the work outlined to create a Regional Plan for the Upper Valley Lake Sunapee region by using some of the TBG funding.

### Goshen Master Plan (account #tbd)(**Line #23**)

- The Commission will meet with the Planning Board to review the vision statements and assist with getting the vision posted for community input.
- Conduct a SWOT analysis related to growth and development issues for the town using public input from the recent visioning and community forum efforts as well as the analysis and mapping results from Task 1, above. Complete an assessment and provide a summary report for Planning Board discussion.
- The Commission will prepare a draft Future Land Use Map based on the results of the inventory and analysis in Task 1, above, and the town's Vision. This map will identify areas in the town suited for particular types of uses in the future—residential, commercial, industrial, mixed use, etc.

### Household Hazardous Waste Committee (account #30) **(Line #24)**

- 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.

### General GIS/Technical Assistance (account #08 - used for contracts too small to create their own account) **(Line # 25)**

- 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.

### Orford Natural Resource Inventory (account #65) **(Line #27)**

- 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.

### Orford Planning Board Circuit Rider (account #35) **(Line #28)**

- 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.

### Springfield Planning Board Circuit Rider (account # 38) **(Line #29)**

- This will be the third 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.

### Wilmot Planning Board Circuit Rider (account #37) **(Line #31)**

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

### Claremont Master Plan (account #67) **(Line #32)**

- Work with the City of Claremont Staff (Staff), the Master Plan Advisory Committee (MPAC), and the Planning Board (Board) to develop a detailed timeline for finalizing the 2010 Master Plan Update that sets out the step-by-step actions and activities necessary prepare the updated chapters for public input and review by the City prior to submission to the Board for final review and adoption of the updates. This strategy will identify specific actions, establish a time frame for each action, and identify the individual or group responsible for the action.

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General Hazard Mitigation contract with NH Homeland Security and Emergency Management (HS&EM)(account #54)(**Line #34**)

- The Commission will produce a draft and final Hazard Mitigation Plans for three 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.

Housing Module through NH Housing Finance Authority (account #86)(**Line #35**)

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

Sourcewater Protection Program through NH Department of Environmental Services (account #83)(**Line #36**)

- The Upper Valley Lake Sunapee Regional Planning Commission will use the grant funds to conduct a riparian buffer protection project within the area up gradient 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.

Mascoma River: A Nomination to the NH Rivers Management and Protection Program (account #28)(**Line #37**)

- *Local Source Water Protection Grants* -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.

Household Hazardous Waste Collections (account #31) (**Line #38**)

- 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.

## Pending or Proposed Work for FY 11

### Unwanted Medical Waste Collection (account #tbd)(Line 44)

- Our project goals are to help inform the public regarding the need to dispose of Pharmaceuticals & Personal Care Products(PPCPs) in a responsible manner and to offer alternatives for disposal which are convenient for consumers. Working toward these goals the UVLSRPC and host towns are sponsoring free Household Hazardous Waste (HHW) collection events, which will include PPCPs collection, for the residents of participating towns.

### Newport Master Plan Phase II (account #tbd)(Line#45)

- Continuation of assistance to Newport

### Regional Environmental Planning Program (account #tbd)(Line #48)

- Scope with the NH Department of Environmental Services on hold until pending funding situation is determined.

### Safe Routes to School Travel Plans (account #tbd)(Line #51)

- Safe Routes to School Travel Plan for two schools. 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 the municipality.
- 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 current plans.
- 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.

### Scenic Byways – NH Department of Transportation (account #tbd)(Line #52)

- 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. Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) will serve as the project manager..
- This project will include the siting, design and construction of interpretive signage at 13 destinations along the Lake Sunapee Scenic Byway, creating an interpretive trail of the region's history. The project will also include the development of a Byway promotional website, to include an online guide to the interpretive trail. The trail will build upon the two existing interpretive signs constructed in the 1990s and all together, the fifteen signs will relate the history of the communities on Lake Sunapee. This project will promote the Lake Sunapee Scenic Byway as a visible year-round

destination and attraction in its own right and will unify the 2009 route addition with the original route.

- The interpretive trail will consist of thirteen new signs and two existing signs, constructed in 1998. Attached are the original proofs of the two existing signs, installed in Newbury Harbor at Bell Cove and at the Sunapee Visitor's Center at the intersection of Routes 11 and 103B. New signs will be similar in size (36" by 60"), design and layout to ensure continuity of style for the interpretive trail.

Sustainable Communities Initiative (account #tbd)(**Line #53**)

- The U.S. Department of Housing and Urban Development (HUD), U.S. Department of Transportation (DOT) and the U.S. Environmental Protection Agency (EPA) have formed an interagency Sustainable Communities Partnership to implement the administration's vision of developing sustainable communities. The Sustainable Communities Initiative is intended to advance development patterns that result in improved economic prosperity, environmental sustainability and social equity in metropolitan regions and rural communities.
- In the 2010 Budget, Congress provided funding to HUD for a Sustainable Communities Initiative to improve regional planning efforts that integrate housing, land use and transportation decisions, and increase the capacity to improve land use planning and zoning policy. A significant amount of the funding will be available for regional integrated planning initiatives through HUD's Sustainable Communities Planning Grant Program.
- The final product of a Sustainable Communities Planning Grant will be a Regional Plan for Sustainable Development within each region that:
  - Identifies regional housing, transportation, economic development, land use, environmental, energy, green space and water infrastructure goals and priorities
  - Establishes locally appropriate performance goals and measures and provides strategies for meeting them
  - Prioritizes projects that facilitate the implementation of the regional plan
  - Substantively engages residents and stakeholders throughout the process
  - Reflects sustainable development principles
  - Enables federal dollars to be directed toward projects that have been identified and supported by local communities as those that best support regional sustainability goals

Claremont Circuit Rider (account #tbd)(**Line #54**)

- 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.

Water Quality Planning Activities in Support of Rivers and Lakes Management and Protection Programs through NH Department of Transportation – funding through Federal 604(b) funding (account #tbd)(**Line #55**)

- UVLSRPC will submit an application over the summer of '10 to continue work on the Mascoma River for the Rivers Management Program

## **Potential Project in the Planning Stage**

Housing Needs Assessment (account #tbd)(**Line 56**)

- UVLSRPC will be seeking funding to complete the Regional Housing Needs Assessment in collaboration with the Upper Valley Housing Coalition.

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Eastman Community Survey (account #tbd)(**Line #57**)

Dorchester Master Plan (account #tbd)(Line #58)

Hazard Mitigation Planning through the Homeland Security & Emergency Management office (account #tbd)(**Line #59**)

Lebanon Transportation Master Plan (account #tbd)(**Line #60**) not anticipating this contact – place holder.