

General Organization

- Develop proposals for future work and projects to include:
- Distribute NH Planning and Land Use Regulation books
- Continue to update and improve the newly launched website to include uploading past Commission work.
- Forward the initiatives of the NH Association of Regional Planning Commissions
- Align publications with the look and feel of the website to standardize publications for projects to best leverage past work and distribute information to municipalities.
- General duties of the organization.
- Coordinate statewide and regional efforts with other regional planning commissions and state agencies.
- Hold Strategic Planning session with the Commissioners to set the course for the organization over the next 5 years.
- Integrate the Sullivan County Comprehensive Economic Development Strategy (CEDS) with the Regional Plan.
- Finalize the Regional Plan.

Contracts for Fiscal Year 2014

Housing and Urban Development (HUD) Community Challenge Grant (**Line #1**)

Responsible Staff: Christine Walker

- The recently completed Housing Needs Assessment analysis will be used in combination with the results of the food source mapping and the bike/pedestrian level of services results integrated with Healthy Eating Active Living principals to develop a matrix to analyze municipal policies. Three communities will be able to take advantage of exploring how their Master Plan is actually articulated in their policies. Recommendations for policy changes based on future projects of housing that may be needed within the region, location of healthier food options and walkability of those locations will be provided to three municipalities.
- These recommendations will be provided as part of the policy audit that is conducted for three municipalities in the region. The Commission will solicit communities this summer to engage in regulatory/policy audit processes that will demonstrate how to incorporate measures that enable appropriately scaled grocery stores to locate in areas that encourage walkable communities.

Housing and Urban Development (HUD) Regional Planning Grant (**Line #2**)

Responsible Staff: Christine Walker/Mike McCrory

- UVLSRPC will work within a statewide and coordinated framework with the nine regional planning commissions on the NH Sustainable Communities Initiative (NH SCI), to develop independent Regional Plans for Sustainable Development (RPSD). At the local and regional level the municipalities will be actively engaged in the local and regional planning process,

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guiding plan development through the Regional Advisory Committee and Regional Equity Teams.

USDA Rural Development Solid Waste FY13 (Line#3)

Responsible Staff: Vickie Davis

- The Upper Valley Lake Sunapee Regional Planning Commission (Commission) will provide technical assistance, education, and outreach as a continuation of current and past efforts to move Sullivan County towns toward sustainable regional solid waste management. The Commission will work with leaders of the communities to reduce waste streams and coordinate more efficient waste management and recycling systems.
- Organize solid waste management along the Connecticut River in the Commission's towns and within the towns of two Vermont solid waste management districts (SWMDs) along the Connecticut River. The goals of this project are to:
- Work collaboratively among the bi-state partners to use the varied expertise and resources of each partner to benefit the communities in the shared watershed;
- Reduce hazardous materials in the waste stream and from improper home disposal to protect our drinking waters; and
- Develop and expand the yard and food waste composting systems to divert more materials from disposal facilities to make a valuable soil amendment product.

Regional Community Anchor Institutions (part of the NTIA statewide broadband mapping project) Contract with UNH – (Line #4)

Responsible Staff: Rachel Ruppel

- The Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) will assume responsibility for managing the Community Anchor Institution (CAI) dataset being developed as part of the NH Broadband Mapping & Planning Program (NHBMP). The dataset includes records on 7 categories of CAIs, including K-12 schools, healthcare facilities, libraries, colleges/universities, public safety locations, community support facilities, etc. It currently contains the name, location, and broadband access characteristics of 3500 entities in the state.
- UVLSRPC will coordinate the maintenance of this data set for Years 3, 4 and 5 of the NHBMP. UVLSRPC will rely on the other eight regional planning commissions to collect the source data directly from the CAIs within their region.

Pre-Disaster Mitigation through New Hampshire Homeland Security and Emergency Management FY (Line #5)

Responsible Staff: Adam Ricker

- Hazard mitigation is any action that reduces the effects of future disasters. It has been demonstrated that hazard mitigation is most effective when based on an inclusive, comprehensive, long-term plan that is developed before a disaster actually occurs. Hazard mitigation, along with preparedness, response, and recovery are the four phases of emergency

management. Hazard mitigation is the only phase of emergency management specifically dedicated to breaking the cycle of damage, reconstruction, and repeated damage.

- 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. This mitigation plan serves to meet those requirements.

National Telecommunications & Information Administration (NTIA) Statewide Broadband Mapping project (Line #6)

Responsible Staff: Rachel Ruppel

- 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.
- The primary intent of the planning component of this proposal is to incorporate the information collected and the momentum generated by the mapping activities into regional broadband plans throughout the State of New Hampshire. Utilizing planning tools, procedures, and capabilities housed at each of the nine regional planning commissions (RPCs), the planning activities will provide an efficient and effective means to capitalize on and extend in a meaningful way the data development, inventory and mapping components of the project.
- The planning activities at each of the RPCs will include the creation of a Broadband Stakeholder Group (i.e., local technology planning team), whose activities will include: the identification of barriers to the deployment of broadband services; promoting collaboration with service providers to facilitate deployment and use; collecting and analyzing information on the use and demand for broadband services; and facilitating information sharing between the public and private sectors regarding use of and demand for broadband services.

Fluvial Geomorphology FEMA funding contracted through NH Dept of Environmental Services (Line#7)

Responsible Staff: Adam Ricker

- The study of river form and process, fluvial geomorphology, has recently joined the disciplines of hydraulic engineering and aquatic biology as the main components of river assessment and restoration. Fluvial geomorphology is an off-shoot of geology focused on erosional landscapes (e.g., Davis, 1899; Horton, 1945), and is mostly field observation and measurement to identify, classify, and re-construct common patterns having desirable characteristics.

- The project will focus on the Sugar River in the region and provide guidance for policy leaders in determining best land use practices.

Section 5310 Purchase of Service for Sullivan through New Hampshire Department of Transportation (Lines # 8)

Responsible Staff: Pat Crocker

- UVLSRPC is the lead agency in implementing coordinated transportation efforts in Sullivan County.
- UVLSRPC is the sponsoring agency for the 5310 funding for the purchase and coordination of volunteer drivers services for seniors and individuals with a disability in Region 4. The Sullivan County Coordinated Transportation Plan supports countywide volunteer driver services and coordination through CAHS as a lead agency.
- 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. 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 RCC members at their September 2010 meeting and approved on February 23, 2011. Only drivers who meet that criterion will be permitted to provide services or receive mileage reimbursement.
- The project will serve eligible citizens of Sullivan County encompassing all 15 communities. Based on services provided during SFY 12, at least 300 new individuals will have access to services that were previously unavailable. The project was identified and approved by a vote of the RCC in, December 2010 and reaffirmed in April 2012. Local match for the project will be provided by in kind donation of volunteer driver hours of service.

Statewide Coordination for the Statewide Coordinating Council (Line #9)

Responsible Staff: Pat Crocker

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NH Department of Transportation Unified Planning Work Program (Line #10)

- Assist the 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, and conducting public outreach for the Ten-Year Transportation Improvement Plan per the processes established in RSA 228:99 and RSA 240.
- Provide transportation planning assistance to municipalities, partner organizations, and transit agencies in support of federal and state livability, climate change, and sustainability initiatives. This task includes activities that coordinate land use and transportation initiatives.
- Participate in quarterly meetings of the New Hampshire Transportation Planners Collaborative and its Steering Committee.

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- Assist the Transportation Advisory Committee (TAC) in developing a revised Regional Transportation Improvement Program (RTIP) informed by the regional Ten-Year Plan project solicitation and prioritization process. This task includes regional efforts to support the development of the Statewide Transportation Improvement Program (STIP).
- Develop 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.
- Provide informative outreach to assist communities in transportation planning efforts. In the interest of providing all persons/groups with the opportunity to provide input in the transportation planning process, the Upper Valley Lake Sunapee Regional Planning Commission will target outreach efforts toward low income and minority populations, including persons/groups with Limited English Proficiency (LEP).
- Collect, analyze, and present traffic volume data for use in New Hampshire Department of Transportation (NHDOT) project development, Highway Performance Monitoring System (HPMS) submittals to Federal Highway Administration (FHWA), statewide traffic volume database development, and for other tasks within the Unified Planning Work Program.
- Support NHDOT's development of a Local Highway Finance Report (FHWA Form 536) - a biennial report summarizing highway funding by local governments. Local governments include counties, townships, municipalities, special districts, and other general purpose authorities that are under the jurisdiction of local governments. Form FHWA-536 provides for the exporting of four basic areas of local highway finance: (1) disposition of highway-user revenues; (2) revenues used for roads and streets, identified by source and type of funds; (3) road and street expenditures identified by purpose or activity; and (4) local highway debt status.
- Develop and maintain transportation-related Geographic Information System (GIS) data layers, and apply that data in support of transportation planning initiatives in the region.
- Collect, process, report, and/or disseminate demographic information essential for transportation planning activities, including but not limited to, decennial census and employment information.
- Further the region's goals and objectives toward a better regional 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.
- Further the region's goals and objectives toward a better regional transportation network by participating in statewide initiatives and providing technical assistance for projects, plans, and committees that affect the State of New Hampshire.
- Continue to serve on the Congestion Mitigation and Air Quality Program Statewide Advisory Committee.
- Continue to serve on the NHDOT Highway Safety Improvement Program Working Group.
- Continue to serve on the NHDOT Strategic Highway Safety Plan Working Group.

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- Participate in the meetings of the State Coordinating Council for Community Transportation as necessary to implement transportation coordination initiatives in Sullivan and Grafton County.
- Communities in the Upper Valley Lake Sunapee region in applying for or managing transportation-related Local Public Agency projects.
- Provide municipalities with information and assistance in identifying needs, conducting public outreach efforts, and developing program-specific grant applications.
- Participate in NHDOT program-specific training sessions, including but not limited to NHDOT Municipal Management Project Workshops.
- Assist communities in identifying local school-related transportation needs, executing public outreach efforts, and developing SRTS project applications.
- Assist communities with existing Scenic Byways in identifying needs, executing public outreach efforts, and developing Scenic Byways project applications.
- Assist communities in identifying potential State Aid Bridge projects and developing State Aid Bridge project applications.
- Assist communities in identifying potential State Aid Highway projects and developing State Aid Highway project applications.
- Assist communities in identifying potential Transportation Enhancement (TE) projects and developing TE project applications.
- Assist communities in identifying potential Highway Safety Improvement Program (HSIP) projects and developing HSIP project applications.
- Assist member municipalities in the preparation of transportation chapters for updated master plans.
- Facilitate a Context Sensitive Solutions (CSS) process for a project within a member community.
- Facilitating special transportation-related project development meetings or workshops at the request of NHDOT or a member community.
- Conducting a small-scale transportation study at the request of a member community.
- Assist communities in recognizing the link between site development and traffic impacts, the UVLSRPC will review development proposals for likely impacts on municipal and State infrastructure, as requested by municipalities.

Southern Windsor Regional Planning Commission/Connecticut River Byway (Line 11)

Responsible Staff: Rachel Ruppel/Pat Crocker

Targeted Block Grant for Technical Assistance through Office of Energy and Planning (Line #12)

Responsible Staff: Christine Walker

- 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.

- UVLSRPC will conduct public input session's necessary to fulfill the requirements of the Regional Plan.
- UVLSRPC will provide educational opportunities to the land use boards of the communities which it serves. The UVLSRPC will also continue to develop and distribute the monthly E-Bulletin for communities within the region.

Lebanon Community Planning Grant from FY 13 (Line 13)

Responsible Staff: Mike McCrory

Claremont GIS Technical Assistance (Line 14)

Responsible Staff: Rachel Ruppel

The Commission will assist the City in the routine performance of GIS mapping and analysis as well as City staff training and development for a maximum of 10 hours per month. 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.

This scope of services does not include the day-to-day maintenance of the City's GIS servers or online map services.

Lebanon Community Planning Grant FY 13 (Line 15)

Responsible Staff: Mike McCrory

- Duplicate

Claremont Circuit Rider (Line 16)

Responsible Staff: Mike McCrory

- Provide hands on guidance to the Planning Board during public meetings, review applications and assisting the community with ordinance preparation, public feedback and implementation.

Claremont Community Planning Grant FY 14 (Line 17)

Responsible Staff: Mike McCrory

The principal project goals are:

- Maintain Claremont as a livable community and a regional commercial center by retaining opportunities for commercial development and encouraging growth and stability in the City property tax base.

- Encourage property owner and public involvement in the planning process to ensure the proposed regulatory changes maintain the City's sense of place, traditions, and values.
- Encourage multi-modal travel options and incorporate these opportunities in the regulatory structure (e.g. sidewalk connectivity, long-term planning for transit options, etc.).
- Revise the B-2 Zoning Districts, which contains principally highway-oriented commercial and retail land uses, to remove unintended barriers to sustainable development patterns.
- Develop regulatory standards that are easy to understand by property owners and simple to enforce by City representatives.
- Encourage the efficient use of existing utilities (including municipal water and sewer) and municipal services (e.g. emergency response and public safety) to minimize long-term municipal costs.
- Identify neighborhood nodes in the B-2 Districts that would promote mixed land uses consistent with the surrounding area.
- Improve aesthetics along these highway-oriented corridors through regulatory changes (e.g. landscaping standards, access management standards, and site design guidelines).
- Develop low impact development stormwater management standards to maintain and improve local and regional water quality.
- Implement relevant recommendations for regulatory changes identified in the Washington Street Access Management Study, to be completed June 2013. Apply these recommendations to similar districts city-wide to avoid future traffic safety and congestion issues.

Lebanon Community Planning Grant FY 14 (Line 18)

Responsible Staff: Mike McCrory

- The Commission will develop streetscape concept drawings to illustrate potential outcomes to likely regulatory options. The sketches will be used in communicating development options with residents and decision makers and will be the basis for visual preference surveys.
- The Commission will integrate the streetscape images and concepts into two visual preference survey formats: in-person participation at community events and an online survey.
- The Commission will work with City Staff and the SCIMP to develop draft amendment language to the land use regulations. The draft language will be presented for Planning Board, City Council, and public review and comment

Springfield Community Planning Grant FY 14 (Line 19)

Responsible Staff: Mike McCrory

Project Goals (Springfield Wetlands Committee report):

- Promote reasonable measures to protect wetlands.
- Make wetland regulations reasonable and effective for the goals of protecting the natural resources and preserving individual property owner rights.
- Simplify methodologies to administer the wetland regulations.
- Identify compromises in the development of the updated wetlands regulations.

- Conduct a detailed, town-wide inventory of wetlands based on aerial imagery and visual site assessments (entering private property only with land owner permission). Evaluate and rank wetlands based on scientific standards.
- Identify and locate vernal pools, to the extent possible. Develop standards for identifying and protecting vernal pools.
- Develop regulatory standards that are easy to understand by property owners and simple to enforce by Town representatives.
- Save the time and expense of hiring Wetland Scientists whenever a building permit is filed to control permitting costs to the private property owner. Specify circumstances when a property owner may choose to hire a Wetland Scientist.

Springfield Circuit Rider (Line 20)

Responsible Staff: Mike McCrory

- For many years the UVLSRPC has been 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 (Line #21)

Responsible Staff: Rachel Ruppel

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

Orford Planning Board Circuit Rider (Line #22)

Responsible Staff: Vickie Davis

- For many years the Commission has been providing assistance for application review, procedural and technical assistance during Planning Board meetings and general guidance.

Newbury Circuit Rider (Line#23)

Responsible Staff: Rachel Ruppel

- This will be the fourth 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.

Household Hazardous Waste Collections (Line#24)

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. NH Department of Environmental Services assists with a small amount of funding; the remainder of the costs is billed to participating communities.

Unity Community Survey (Line#25)

Responsible Staff: Nate Miller

- Facilitate a Master Plan Update strategy session with the Master Plan Committee to review the process, set a reasonable project timeline, and develop a detailed short-term project work plan to complete the Vision and Land Use Chapters.
- Assist with developing and executing a public attitude survey (hardcopy and/or online formats) and/or a public forum to engage residents, businesses, and property owners developing a community vision.
- Advise the Committee on public outreach methods, including distributing information and engaging individuals not typically involved in the planning process.
- Provide mapping services and technical assistance with collecting land use data. Advise on other sources of information (including demographic and economic indicators) typically used in a Master Plan.

Quabbin to Cardigan (Line#26)

Responsible Staff: Rachel Ruppel

- A 2012 visioning process identified two new trail connection concepts in the northern region of the Q2C corridor. UVLSRPC shall run the trails connectivity model to identify potential trail routes.
- UVLSRPC shall:
 - 1) Run the model for the two trail connection concepts,
 - 2) Share preliminary results with project partners and request feedback,
 - 3) Prepare maps showing the model results, i.e. potential trail routes,
 - 4) Provide support for ground-truthing/field assessment of potential trail routes,
 - 5) Revise potential trail routes maps to reflect on-the-ground conditions,
 - 6) Prepare a technical report on the trail connectivity modeling and results, and
 - 7) Prepare an interpretive summary on the trail connectivity modeling and results for incorporation into the Q2C Trails Plan.

Healthy New Hampshire Foundation to provide match for HUD Regional Plan (Line#27)

- Funding will be used to incorporate the goals, objectives and recommended interventions outlined in the Healthy Eating Active Living NH Action Plan, specifically the section addressing Communities and Municipalities. The focus will be on improved health outcomes from creating safer, more walkable neighborhoods.
- Specifically, the funds will be used to integrate the goals and associated objectives from the HEAL:
- Action Plan Priorities and Recommended Interventions into the nine regional plans and the statewide vision plan:
- Engage community agencies and municipalities in adopting and promoting HEAL interventions
- Incorporate healthy eating and active living practices in town planning processes

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- Increase use of and access to public spaces
- The expected outcome of these planning efforts will be to create regional plans that promote the development of safe places to walk, bike and play for children, families and communities.

Lebanon Plays (Line#28)

Responsible Staff: Rachel Ruppel

- Conduct a Safe Routes to Play Orientation and On-Site Evaluation: Hold an orientation meeting with the local SRTP Project Team consisting of representatives from the parks & recreation department, local health care providers, trail user groups, two early care centers, residents from a low income housing community, libraries, recreation centers, school district, public works, planning, and police departments to discuss the project components and clarify participant roles and expectations. We will tour the community to understand opportunities and constraints.
- Collect and assess GIS data on the location of trails, pathways, parks, early care centers, recreation facilities, schools, libraries, natural areas and other important destinations in the community. Using the Composite-Values Methodology, level of service analysis, and a variety of analytical techniques, the current status of active access in the community will be evaluated both quantitatively and qualitatively with analytical maps and charts. This will create a benchmark for measurable improvements to the community's active access, and help identify where trails and greenways are needed to connect neighborhoods, early care, schools, parks, natural areas and community facilities with active transportation pathways. The analytical maps will evaluate connections to achieve universal access for all residents of the community.
- Facilitate a community-visioning workshop to solicit input from residents of all ages; the early care, business and health care communities; conservation and trail user groups; as well as transportation planners and government officials to create a vision for a child-centered transportation plan., We will also conduct a random survey of youth, as well as parents of young children in the community to determine their motivations for choosing active transportation, access to safe, enjoyable trails and greenways as determinant for choosing active transportation, and the number of children currently using active transportation to get to play spaces. We will also employ uMap, a child-centered tool that determines how youth use their community for play and recreation. We anticipate 150+ residents will participate in our community visioning sessions, and that we will receive more than 300 responses from our community survey
- Create a Blueprint for Safe Routes to Play, including recommendations to achieve the goals of safe, enjoyable active transportation options to play spaces for children and the community. This collaborative work will include recommendations for connections that may coincide with established Safe Routes to School and existing trails and pathways, non-standard natural surface trail connections, related cost estimates, mechanisms to continue community engagement, as well as feasible implementation strategies.

Upper Valley/DHMC Healthy Eating Active Living (Line#29)

- This is match funding to the HUD Community Challenge Grant through development and implementation of policy audits for municipalities

- This proposed project will continue from planning phase to implementation phase during years two and three of this three-year project plan, to support and promote the following EFH strategies:
 - Supporting the development and dissemination of data/information/best practices about geographic barriers in New Hampshire and in the United States,
 - Supporting communication, education, and advocacy efforts to increase awareness of and action on issues of geographic access,
 - Developing and implementing new models, such as in transportation and tele-health, to reduce the impact of geographic barriers on health and access to health care,
 - Fostering collaboration among key transportation and health stakeholders to increase cost-effective geographic access,
 - Supporting efforts to create State and local policies that will reduce the impact of geographic barriers on health and access to health care, and
 - Building relationships that inform and strengthen national and local strategies and leverage knowledge and resources to reduce the impact of geographic barriers on health and access to health.

Eastman Traffic Counts (Line 30)

Responsible Staff: Adam Ricker

- UVLSRPC will conduct seven vehicle classification/speed counts at the following locations in August 2013. The counts will have duration of one-week.
- UVLSRPC will conduct five vehicle classification/speed counts at the following locations in June 2013.

Connecticut River Joint Commissions Administrative Contract (Line#31)

- UVLSRPC will provide front office and general administrative support for CRJC. Receiving and distributing mail and email on a daily basis. Routine website maintenance, such as adding meetings and events to the calendar, posting meeting minutes, press releases or other project information to the website. Other materials to inform the public of work the CRJC is conducting will be added upon the direction of the CRJC or its Communications Committee. 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.
- UVLSRPC staff will provide 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 staff will be available to answer any questions during the presentation. UVLSRPC will process invoices, procure appropriate signatures, process accounts payable UVLSRPC staff will prepare an annual budget for FY2015.
- Assist 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.

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- Provide monthly progress reports for both the New Hampshire Department of Environmental Services and the Vermont Agency of Natural Resources in a timely manner. Approval of these reports will be authorized by the Executive Committee.
- Assist and prepare 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.
- In coordination with the Chair of each of the 5 Local River Subcommittees, develop agendas, post public meetings, attend meetings and prepare minutes for the subcommittees. It is assumed that the Subcommittees meet quarterly. Assist Subcommittees in responding to permit applications.
- UVLSRPC staff will coordinate 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.
- UVLSRPC staff will coordinate with Connecticut River Watershed Council and Vermont River Conservancy regarding Connecticut River boating information.
- Monitor legislation that affects the quality of the Connecticut River and its tributaries. UVLSRPC will provide a written synopsis of legislative activity. UVLSRPC staff will draft letters and memos to assist the CRJC and its Subcommittees to respond to changes in NH and VT legislation.

Commission Dues (Line 32)

Responsible Staff: Christine Walker

- Dues from municipalities is used to match the following programs:
 - NH DOT Unified Planning Work Program (Line 10)
 - The Regional Plan (Line 2)
 - Solid Waste Regional Coordination (Line 3)
 - National Telecommunications Planning (Line 6)
 - Pre-Disaster Mitigation Planning (Line 5)
- Additionally dues is used to provide technical assistance services to communities; provide the Service Incentive Program to reduce municipal costs; provide communications to communities through the E-Bulletin, newsletters and other means; connect the region to statewide efforts and resources; and to ensure that the Commission has staff capacity to provide services to communities throughout the region.

RSA Books (Line 33)

Responsible Staff: Chris Courtemanche

- Each year the Commission distributes the latest NH Planning and Lands Use Regulations publications through OEP, saving the municipalities \$100s of dollars.

Pending or Proposed Work for FY 14

Town of Canaan Safe Routes to School (Line#34)

- Completion of the in-class and parent walking/biking surveys using the National Center for Safe Routes to School framework.

- Compilation and analysis of the results of parent and student walking/biking surveys.
- Facilitation of a public workshop for parents, students, and staff to identify existing barriers preventing students from walking and biking to Canaan Elementary School and formulate strategies to mitigate those barriers.
- Documentation of existing infrastructure (including sidewalks, trails, and pathways) and traffic conditions surrounding the Canaan Elementary School, 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 Town of Canaan Safe Routes to School Task Force, Town of Canaan staff, and Canaan Elementary School staff.
- Compilation of existing conditions analysis and recommendations (both infrastructure and non-infrastructure) in a Safe Routes to School Travel Plan for the Canaan Elementary School, in the format delineated by the New Hampshire Department of Transportation.
- Preparation of conceptual designs and preliminary engineering cost estimates for any identified priority infrastructure improvement projects (e.g. sidewalk expansions).

Grantham Rural Landscapes (Line#35)

- The Commission will work with the Open Space Committee to organize and facilitate a public forum to gather information about personal values related to rural landscape protection in the Town of Grantham. The Commission will prepare introductory materials for forum participants, coordinate presenters as needed, facilitate small group discussions and tabulate discussion points into a summary report.
- The Commission will work with the Open Space Committee to create a survey on community priorities for rural landscape protection, based on the results and feedback from the public forum. The Commission will design and layout the survey (both online and print formats), and be responsible for survey tabulation and analysis of the results.
- The Commission will use the results from the Community Forum and the survey to draft a set of vision statements for the Open Space Committee. The Commission will meet with the Open Space Committee to review the vision statements and assist with getting the vision posted for community input.

Grantham Circuit Rider (Line#36)

- Provide hands on guidance to the Planning Board during public meetings, review applications and assisting the community with ordinance preparation, public feedback and implementation.

New London LEOP (Line#37)

- The UVLSRPC will provide an Emergency Operations Plan (EOP), with the input of local officials and volunteers. The EOP will consist 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.
- The UVLSRPC will facilitate public input via either six three-hour meetings, or three six-hour meetings whichever the town prefers.

Eastman Community Association Unpaved Road Surface Management System project (Line#38)

- Valley Lake Sunapee Regional Planning Commission (UVLSRPC) will develop a paved road surface management system for the Eastman Community Association using the software RSMS 11, developed by the Maine Local Technical Assistance Program.
- UVLSRPC will set up a network of road segments for Eastman's paved roadways, in a format compatible with RSMS 11. UVLSRPC will consult with Eastman public works staff to determine a ranking system for each road, such as arterial, collector or local.
- UVLSRPC will enter the field data into the RSMS 11 software.
- UVLSRPC will generate reports for road maintenance planning, in consultation with Eastman public works staff.
- UVLSRPC will train Eastman public works staff on the use of RSMS 11, specifically how to generate reports for road maintenance planning and how to update the road conditions in the future.

Eastman Community Association GIS assistance (Line#39)

- UVLSRPC will perform annual maintenance and updates for the in-house Geographic Information System (GIS) for the Eastman Community Association (ECA).
- Conduct annual update of GIS database, to include the following: adding new data released from state agencies, compiling new data provided by ECA, Village District, etc. addressing any errors or omissions from existing data.
- Provide staff support for troubleshooting on the GIS system
- UVLSRPC will provide on-demand mapping services as directed by ECA General Manager.

Eastman Trails Charrette (Line#40)

- Upper Valley Lake Sunapee Regional Planning Commission (Commission), with its partner Upper Valley Trails Alliance (UVTA), proposes the Walk and Bike in Eastman Initiative as 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 Commission will act as the lead consultant on this project, bringing its community facilitation expertise, as well as GIS mapping and analysis capacity. UVTA has extensive trail design and construction expertise as well as experience working with towns and cities to develop community trails.

- The Walk and Bike in Eastman Initiative is designed to produce the following outcomes:
 - Engagement of community members from each Special Place in Eastman.
 - Maps depicting common destinations, existing trails and routes, and desired trails and routes.
 - Evaluation of options to overcome or remove barriers to reaching common destinations and exercising/recreating on foot or bike.
 - Implementation of a pilot project to improve walking and biking in Eastman.
 - Development of an action plan that outlines and prioritizes projects that Eastman can undertake to improve walking and biking facilities.

- This project approach is based on the Livable Walkable Communities Toolkit, developed by Southern NH Planning Commission and the TrailsConnect workshop, which Upper Valley Trails Alliance used to develop a Trails Action Plan.

Eastman Mascoma River Local Advisory Council (Line#41)

- Professional services, committee coordination, program delivery, grant-writing and administrative services to the MRLAC