

Upper Valley Lake Sunapee Regional Planning Commission Annual Work Plan for Fiscal Year 2019

Confirmed or Pending Projects for the Fiscal Year 2019 (Tier 1)

City of Claremont GIS Technical Assistance

Responsible Staff: Meghan Butts

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

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

City of Claremont DPW GIS Assistance

Responsible Staff: Meghan Butts

The Commission will provide training, coordination, and integration of the Claremont Public Works Operational Management System with ArcGIS Online and associated mobile applications. We will also offer regular ongoing maintenance of the GIS database and GIS base map layers for the Claremont Public Works Department.²

Connecticut River Joint Commissions Administrative Assistance

Responsible Staff: Pat Crocker, TBD

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

- Providing office and general administrative support for CRJC. Receiving and distributing mail and email on a daily basis. Providing routine website maintenance, such as adding meetings and events to the calendar, posting meeting minutes, press releases or other project information to the CRJC website. Maintaining CRJC's database of names of local officials, riverfront landowners' agricultural businesses, tourism and recreational interests

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and individuals who participate in meetings and programs related to the Connecticut River;

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

Eastman Community Association GIS Technical Assistance

Responsible Staff: Meghan Butts

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

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

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EPA Brownfields Assessment Program

Responsible Staff: Steven Schneider

The UVLSRPC has been awarded a \$400,000, three-year grant from the U.S. Environmental Protection Agency to develop and implement a Brownfields Assessment Program. This project includes five tasks as described below.

Task 1- Cooperative Agreement Oversight: UVLSRPC will manage the assessment program including reporting, procuring and managing contractors, overseeing Section 106 historic resource reviews, updating the Assessment, Cleanup, and Redevelopment Exchange System (ACRES) database, and other tasks as necessary. Outputs include preparation of Quarterly Reports, MBE/WBE procurement forms, and entering property data into the ACRES database. ☐

Task 2- Advisory Committee Development: UVLSRPC has assembled local and regional partners serve on a Regional Brownfields Advisory Committee. A regional forum will be held to kick off the program and educate the Brownfields Advisory Committee members on their role. The regional conference will provide committee members with information about the Brownfields Assessment Program, the types of properties that are eligible and what responsibilities landowners may have if they participate in the program. Quarterly Advisory Committee meetings will be held after that. ☐

Task 3- Training and Community Outreach: UVLSRPC will increase awareness of the Brownfields Assessment Program through a robust community outreach program. As the Brownfields Assessment Program will be new to the region, partnerships will need to be formed with municipal leaders, community groups, and property owners to identify potential assessment sites. Outreach meetings will be held in each municipality where assessments are conducted, and informational materials about the program will be developed and distributed through both traditional media and social media. Funding for this task will also provide professional development and training for UVLSRPC's Brownfields staff through attendance at the EPA National Brownfields Training Conference and NHDES-sponsored training events. ☐

Task 4- Site Identification and Selection: The program will first solicit sites from the two Brownfields Focus Areas (Claremont and Lebanon), followed by other communities in the region. UVLSRPC will conduct an initial review of proposed sites, in consultation with the NH DES, to determine program eligibility. Through coordination with the regional Brownfields Advisory Committee, sites will be evaluated, prioritized, and selected for assessment.

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Task 5- Phase I and Phase II Assessments: Task 5 includes Phase I and Phase II assessment work, laboratory analysis, and review and oversight of contractor work. Depending on the complexity of the sites selected, approximately 9 Phase I assessments for hazardous substances (estimated \$5,000 each), 7 Phase I assessments for petroleum (estimated \$5,000 each), 3 Phase II assessments for hazardous materials (estimated \$30,000 each), and 4 Phase II assessments for petroleum (estimated \$25,000 each) will be conducted on the sites selected during Task 4. UVLSRPC will rely on the NH DES to review submittals and provide technical feedback. Site-specific reuse plans will also be prepared to develop further remedial action costs based on likely reuse scenarios for the property. These assessments will contain information that is consistent with that required by EPA and NHDES including the NHDES Voluntary Cleanup Program (VCP) and Petroleum Fund to streamline the transition of sites from the remedial action plan to clean up and successful re-use and redevelopment. [?]

Household Hazardous Waste Collections

Responsible Staff: Vickie Davis

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

Lyme Build-Out Analysis [?]

Responsible Staff: Meghan Butts

UVLSRPC will complete a residential build-out analysis for the Lyme Common District. We will provide two scenarios; one with the existing zoning, and the second with the proposed zoning changes developed by the Town of Lyme. We will create maps, build GIG data overlays for multiple factors including buildable land, and provide a quantitative analysis to identify the potential impact of change. [?]

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Lyme Culvert Study

Responsible Staff: Meghan Butts, Olivia Uyizeye

UVLSRPC will complete an inventory of the municipally owned drainage and stream crossing culverts located in Lyme. We will map the location of each culvert and assess the culvert's condition based on many attributes. We will also collect and map stream crossing data associated with the appropriate culverts. ☒

New London Circuit Rider

Responsible Staff: Adam Ricker

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

Newport Circuit Rider

Responsible Staff: Steven Schneider

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

NHDOT Section 5310 Purchase of Service for Sullivan County and Grafton County

Responsible Staff: Pat Crocker

UVLSRPC is the lead agency in implementing coordinated transportation efforts in Sullivan County and Grafton County and is the sponsoring agency for FTA Section 5310 funding for the purchase

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and coordination of volunteer drivers services for seniors and individuals with a disability in Sullivan County and Grafton County. The Sullivan County Coordinated Transportation Plan supports countywide volunteer driver services and coordination through the Community Alliance of Human Services (CAHS).

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

NH DOT Southwestern Community Services Short-Range Transit Operations Plan and Region 4 Coordinated Plan

Responsible Staff: Patricia Crocker

UVLSRPC will lead the implementation of the planning services. Also, the UVLSRPC will convene a Project Advisory Committee that will provide feedback and guidance during the study. Members of the Project Advisory Committee, area employers, other key local government staff, central NH Regional Planning Commission, and ex-officio representation by NH Department of Transportation, will solicit proposals for consulting. The project has the following goals:☐

- To develop an Operations Plan for the Transit Services
- To establish a series of transit service design alternatives for implementation ☐
- To develop a Financial Plan detailing the short-term and long-term capital and operating costs of the service.
- To create a marketing plan and rebranding strategy that will be ready for implementation in the short term.
- To identify structures for partnering with local municipalities and employers to meet workforce transportation needs.

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NHDOT Unified Planning Work Program

Responsible Staff: Steve Schneider/Adam Ricker/Meghan Butts/Pat Crocker

The Commission's transportation planning work has four categories: 1) Policy and Planning; 2) Public Involvement and Coordination; 3) Plan Support; and 4) Technical Assistance. In the Policy and Planning category, the Commission solicits and prioritizes projects for the state Ten-Year Transportation Improvement Plan (under RSA 228:99 and 240), contributes to the development of the Statewide Transportation Improvement Program (STIP), and coordinates the development of the region's long-range transportation plan. In the Public Involvement and Coordination category, the Commission organizes the region's Transportation Advisory Committee, maintains the region's Public Involvement Plan, and conducts outreach to the general public related to transportation issues/projects/programs affecting the region.☐

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

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

- Completing all requirements related to the development and submittal of reimbursement requests, and providing all required accounting reports and services necessary to administer the Unified Planning Work Program.
- Providing training opportunities for staff to increase their knowledge base and improving their ability to provide communities with the highest quality professional transportation planning services.
- Quantifying success by identifying and tracking performance measures associated with the delivery and implementation of UVLSRPC planning services and initiatives, including compliance with applicable State and Federal regulations.
- Assisting the UVLSRPC Transportation Advisory Committee (TAC) in identifying projects of local and regional importance for the Ten-Year Transportation Improvement Plan. This

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task includes updating and submitting project priorities, conducting public outreach for the Ten-Year Transportation Improvement Plan per the processes established in RSA 228:99 and RSA 240, and implementing the NHDOT TYP LEAN statewide process improvements.

- Participating in quarterly meetings of the New Hampshire Transportation Planners Collaborative and its Steering Committee.
- Participating in monthly Interagency Consultation meetings or conference calls when topics of importance to Rural Transportation Planning Organizations (RTPOs) arise.
- Assisting with the implementation of the New Hampshire Statewide Intelligent Transportation Systems (ITS) Architecture in the Upper Valley Lake Sunapee Region.
- Developing an up-to-date vision and policy document for the construction, maintenance, and management of the region's transportation system that recognizes the critical relationship between transportation and land use.
- Providing the necessary organizational, clerical and technical support for the Upper Valley Lake Sunapee Transportation Advisory Committee (TAC) and encouraging increased public participation in both municipal and regional forums on transportation policy decisions.
- Providing transportation planning assistance to the Upper Valley Lake Sunapee Regional Planning Commission and sub-committees thereof.
- Developing and maintaining a Public Involvement Plan for the UVLSRPC Region.
- Providing educational outreach to assist communities in transportation planning efforts.
- Collecting, analyzing, and presenting traffic volume data for use in NHDOT project development, HPMS submittals to FHWA, statewide traffic volume database development, and for other tasks within the Unified Planning Work Program.
- Developing and maintaining transportation-related Geographic Information System (GIS) data layers, and apply that data in support of transportation planning initiatives in the region.
- Collecting, processing, reporting, and disseminating demographic information essential for transportation planning activities, including but not limited to, decennial census and employment information.
- Purchasing, maintaining, and updating equipment and software as necessary to complete the transportation planning tasks outlined in this Unified Planning Work Program.
- Furthering regional goals and objectives toward a better transportation network through local collaboration, and providing small-scale and periodic technical assistance to municipalities and local partner organizations on transportation-related topics and project implementation.

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- Furthering our goals and objectives toward a better transportation network by participating in statewide initiatives and providing technical assistance for projects, plans, and committees that affect the State of New Hampshire.
- Assisting communities in the Upper Valley Lake Sunapee region in applying for or managing transportation-related Local Public Agency projects.
- Providing the necessary organizational, clerical and technical support for the Statewide Coordinating Council for Community Transportation (SCC), Grafton-Coos County Regional Coordinating Council (GCRCC) and Sullivan County Regional Coordinating Council (SCRCC).
- Furthering our goals and objectives toward a better regional transportation network through collaboration, and providing small-scale and periodic technical assistance to local transit agencies.
- Assisting communities in recognizing the link between site development and traffic impacts by reviewing development proposals for likely effects on municipal and State infrastructure, as requested by municipalities.☐

NH OSI Targeted Block Grant

Responsible Staff: All Staff

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

Northern Border-GIS Mapping

Responsible Staff: Meghan Butts

The Commission will provide ArcGIS Online mapping to include:

- Base map that shows municipal boundaries and names
- County layers for NBRC counties identifying “distressed”, “transitional”, or “attainment”.
- Local Development Districts with contact information
- Congressional Districts with contact information
- One large-scale laminated map☐
- One large-scale map (un-laminated)
- Hosting of data on the website☐

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Northern Border-Opera North

Responsible Staff: Adam Ricker, Meghan Butts

The Commission shall be available to guide the grantee with other issues such as what their responsibilities are regarding procurement of goods and services and contractors. Also, the Commission will provide the following:

- Quarterly Reporting
- Reimbursement requests
- Final Reporting

Northern Border- NH Science Academy

Responsible Staff: Adam Ricker, Meghan Butts

The Commission shall be available to guide the grantee with other issues such as what their responsibilities are regarding procurement of goods and services and contractors. Also, the Commission will provide the following:

- Quarterly Reporting
- Reimbursement requests
- Final Reporting

Springfield Circuit Rider Planning Assistance

Responsible Staff: Steven Schneider

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

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Wilmot Circuit Rider Planning Assistance

Responsible Staff: Adam Ricker

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

Proposed or Potential Projects for the Fiscal Year 2019 (Tier 2)

Hazard Mitigation Plan- Plainfield, Unity

Responsible Staff: Meghan Butts

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

Lake Sunapee Byway

Responsible Staff: Meghan Butts

UVLSRPC will assist the Lake Sunapee Scenic Byway in developing a marketing plan for promoting the scenic byway. UVLSRPC GIS Staff will create mobile and computer friendly interactive story map of the Lake Sunapee Scenic and Cultural Byway. The map will include the byway route and spur routes, intrinsic qualities with descriptions and web links identified by the Byway Committee, as well as identifiable landmarks for drivers.

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New London Master Plan

Responsible Staff: Meghan Butts, Adam Ricker, Steven Schneider

The Commission will assist the Town of New London with updating their local Master Plan. The Commission is proposing to guide New London through a Strategic Operations Master Plan (STOMP). The end product of STOMP will be a combination of a traditional master plan, a strategic plan, and a capital improvements program. The goal is to create a document that has the support of relevant Town boards and committees and will guide the community in developing their community and organization. STOMP will establish goals and objectives, identify timeframes for accomplishing the goals, and finally attaching dollar figures for achieving satisfactory results. ☐

Northern Border – Connecticut River Joint Commissions

Responsible Staff: TBD

The Commission shall be available to guide the grantee with other issues such as what their responsibilities are regarding procurement of goods and services and contractors. Also, the Commission will provide the following:☐

- Quarterly Reporting
- Reimbursement requests
- Final Reporting

Orford Natural Resources Inventory Updates

Responsible Staff: Steve Schneider

The Natural Resources Inventory Update for Orford, NH will incorporate new and updated information that pertains to the Town's natural resources into the existing Natural Resource Inventory report (June 2011). A detailed description of the scope and tasks are below.

The map updates will include the integration of data from organizations such as NH GRANIT (New Hampshire's Statewide GIS Clearinghouse), NH Fish and Game (notably the 2015 Wildlife Action Plan) and local conservation organizations. ☐

The goal of the update is to maintain complete and accurate information about the Town's natural resources and inform the Town's Master Plan update.

This inventory project is expected to take approximately 12 months to complete, with significant assistance from the Orford Conservation Commission (OCC) in data gathering as well as map and

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document review. The OCC will be responsible for outreach to other Town boards and residents regarding this project.

Regional Housing Needs Assessment Update

Responsible Staff: Steve Schneider

The Commission has submitted a project proposal to the NH Community Development Finance Authority's (NH CDFR) L5 Capacity Program to update the Regional Housing Needs Assessment. The Regional Housing Needs Assessment (HNA) is based on the statutory requirements of RSA 36:47 (II), which requires RPCs to conduct regional assessments of housing need. The HNA is used to assist municipalities in complying with workforce housing laws and provide market research to developers.

The Regional Housing Needs Assessment (HNA) is comprised of two parts: 1) The Housing Needs Assessment- a quantitative analysis of regional housing stock and demographics to determine housing availability and housing cost burden; and 2) The Housing Vulnerability Assessment, focusing on physical vulnerabilities of housing units to flood hazards and indicators of vulnerable populations. The HNA will be completed principally by UVLSRPC staff in partnership with the Upper Valley Housing Coalition (UVHC) and with technical assistance from a consultant specializing in housing and econometric analyses. The project work phases are:

Development of Housing Needs Assessment

- UVLSRPC staff and Planning Committee, UVHC, and consultant conduct surveys, data collection, analysis for housing availability, affordability, and projected housing demand.

Development of Housing Vulnerability Assessment

- UVLSRPC staff and Planning Committee inventory physical and social housing vulnerabilities. Staff will partner with three communities, complete vulnerability assessment reports with recommended policy and regulatory changes and develops case studies for other regional communities.

Finalization of Report

- UVLSRPC staff will finalize the technical report based on needs and vulnerability assessments.

Public Outreach for Implementation

- UVLSRPC staff and UVHC partners will conduct broad outreach and education campaign with time and resources devoted to presentations to community and business groups and community consultations related to specific recommendations of the HNA.

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Springfield Master Plan

UVLSRPC will assist the Town of Springfield in the early stages of updating their Master Plan. Specifically, we will assist the Town in developing the questions for the survey. The results of the survey will be used to help focus on the specific areas of the Mater Plan that need the most attention. ☐

USDA Solid Waste Management Grant

Responsible Staff: Vickie Davis

The Commission has applied to the U.S. Department of Agriculture to continue our regional solid waste technical assistance program. There are four goals for this effort:

- 1.) **Increase Knowledge of Toxic Products and Practices to Reduce Hazardous Waste Generation:** Reduce the quantity of hazardous waste generation by teaching people to choose less-toxic products and practices.☐
- 2.) **Increase Proper Hazardous Waste Disposal:** Teach the public how hazardous waste affects our drinking water when improperly disposed and educated about access to proper disposal options.☐
- 3.) **Increase the Safety and Efficiency of Municipal Materials Management Facilities:** Train transfer station attendants to stay safe while meeting local, State, and Federal requirements. Provide training to keep facilities in conformance with State Laws.
- 4.) **Increase Recycling and Reuse of Materials:** Work with the municipal sector, the public, and the commercial sector to increase food recovery and the composting of food scraps in composting programs to incorporate new State regulations. Increase transfer station revenues by expanding recycling opportunities including universal waste and textiles.

There will be five tasks for this project. Below is a general summary of those tasks:

- 1.) **Long-Term Care Green Cleaning Pilot Project and Facility Guide:** Implement a pilot project at the Sullivan County Health Care and Nursing Home and create a long-term care facility guide for green cleaning.
- 2.) **Hazardous Waste Coordinator Professional Development:** Develop a Household Hazardous Waste Coordinator network in New Hampshire and the Northeast by providing conferences and workshops.

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- 3.) **Household Hazardous Waste Collection Expansion:** Expand use of permanent NH/VT hazardous waste facility one-day collections as needed to outlier communities.
- 4.) **Waste Management Technical Assistance and Training:** Provide operational training for transfer station attendants, organizations, and the public to address difficult to manage items such as textiles, universal waste, and food scraps in composting and provide education about municipal post-closure care of unlined landfills.
- 5.) **Toxics Reduction:** Provide nontoxic cleaning and personal care product public outreach as well as school workshops to reduce toxic chemicals in the schools.

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