

Upper Valley Lake Sunapee Regional Planning Commission Annual Work Plan for Fiscal Year 2021

Confirmed or Pending Projects for the Fiscal Year 2021 (Tier 1)

City of Claremont GIS Technical Assistance

Responsible Staff: Meghan Butts/Olivia Uyizeye

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

- Developing maps upon the request of any City Department, as forward 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/Olivia Uyizeye

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.

Claremont Streams

Responsible Staff: Olivia Uyizeye/Alex Belenz/Meghan Butts

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.

Connecticut River Joint Commissions Administrative Assistance

Responsible Staff: Pat Crocker/Olivia Uyizeye/Alex Belenz

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

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- Providing office and general administrative support for CRJC. Receiving and distributing mail and email daily. Providing routine website maintenance, such as adding meetings and events to the calendar, posting meeting minutes, press releases, or other project information to the CRJC website. Maintaining CRJC's database of names of local officials, riverfront landowners' agricultural businesses, tourism and recreational interests and individuals who participate in meetings and programs related to the Connecticut River;
- Providing financial management for CRJC and 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;

EPA Brownfields Assessment Program

Responsible Staff: Vickie Davis/Meghan Butts

The UVLSRPC was awarded \$300,000 on June 6, 2019, a three-year grant from the U.S. Environmental Protection Agency to continue the work originally identified in our initial brownfields award that will end on September 30, 2022. The projects include five tasks, as described below.

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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 to serve on a Regional Brownfields Advisory Committee. A regional forum may 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.

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 6 Phase I assessments for hazardous substances (estimated \$5,000 each), 3 Phase I assessments for petroleum (estimated \$5,000 each), 3 Phase II assessments for hazardous materials (estimated \$30,000 each), and 2 Phase II assessments for petroleum (estimated \$25,000 each) will be conducted on the sites selected during Task 4.

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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.

New London Circuit Rider

Responsible Staff: Adam Ricker

The Commission will assist the New London Planning Board in the regular 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. Also, making professional comments and 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 reviews, and other regulations for the Town. Also, we provide staffing assistance at the New London Town Offices.

New London Master Plan (Extended to December 31, 2020)

Responsible Staff: Adam Ricker

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

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timeframes for accomplishing the goals, and finally attaching dollar figures for achieving satisfactory results.

Newport Circuit Rider

Responsible Staff: Vickie Davis

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. Also, making professional comments and 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 reviews, and other regulations for the Town.

NHDOT Unified Planning Work Program

Responsible Staff: All Staff

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 coordinate 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.

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

- Completing all requirements related to the development and submittal of reimbursement requests and providing all required accounting reports and services necessary to administer the Unified Planning Work Program.
- Providing training opportunities for staff to increase their knowledge base and improving their ability to provide communities with the highest quality professional transportation planning services.
- Quantifying success by identifying and tracking performance measures associated with the delivery and implementation of UVLSRPC planning services and initiatives, including compliance with applicable State and Federal regulations.
- Assisting the UVLSRPC Transportation Advisory Committee (TAC) in identifying projects of local and regional importance for the Ten-Year Transportation Improvement Plan. This task includes updating and submitting project priorities, conducting public outreach for the Ten-Year Transportation Improvement Plan per the processes established in RSA 228:99 and RSA 240, and implementing the NHDOT TYP LEAN statewide process improvements.
- Participating in quarterly meetings of the New Hampshire Transportation Planners Collaborative and its Steering Committee.
- Participating in monthly Interagency Consultation meetings or conference calls when topics of importance to Rural Transportation Planning Organizations (RTPOs) arise.
- Assisting with the implementation of the New Hampshire Statewide Intelligent Transportation Systems (ITS) Architecture in the Upper Valley Lake Sunapee Region.
- Developing an up-to-date vision and policy document for the construction, maintenance, and management of the region's transportation system that recognizes the critical relationship between transportation and land use.
- Providing the necessary organizational, clerical, and technical support for the Upper Valley Lake Sunapee Transportation Advisory Committee (TAC) and encouraging increased public participation in both municipal and regional forums on transportation policy decisions.
- Providing transportation planning assistance to the Upper Valley Lake Sunapee Regional Planning Commission and sub-committees thereof.
- Developing and maintaining a Public Involvement Plan for the UVLSRPC Region.
- Providing educational outreach to assist communities in transportation planning efforts.

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- 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.
- 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

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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/Olivia Uyizeye

The Commission will provide ArcGIS Online mapping to include:

- The 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

Northern Border Regional Commission

Responsible Staff: Adam Ricker

- Dartmouth Regional Technology Center
- Meriden Village Water District
- Opera North
- Town of Enfield
- Turning Point Network
- Twin State Makers Space

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

- Quarterly Reporting
- Reimbursement requests
- Final Reporting

Orford Circuit Rider Assistance

Responsible Staff: Adam Ricker

The Commission will assist the Orford 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

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meetings, taking part in the review process. Also, making professional comments and 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 reviews, and other regulations for the Town.

Regional Housing Needs Assessment Update

Responsible Staff: Olivia Uyizeye/Alex Belenz

This Regional Housing Solutions Project focuses on communities on both sides of the Connecticut River centered by the Upper Valley. This area is comprised of communities in the Upper Valley Lake Sunapee Region of New Hampshire, and the Two Rivers-Ottawaquechee and Southern Windsor Regions of Vermont. For this scope of services, the “Upper Valley” will refer to the region of interest and “Tri-Commission” to the three regional commissions involved. The project scope contains four primary objectives:

1. Perform a regional housing needs assessment to fulfill regional planning commission obligations under NH RSA 36:47 and 24 VSA 4348(a)ⁱ. This analysis will be regional and broken down to the municipal level to inform municipal planning under NH RSA 674:2 and 24 VSA 4382(a)(10)ⁱⁱ. To make housing needs relevant and actionable, these needs must be broken down into types of units (renter, owner, detached, etc.) and households (single persons, elderly, new families, generational families, etc.).
2. Once the need is understood, place this need in a social and geographic/infrastructure context. (For example, more rental apartments are needed in downtown XX, or new apartment buildings should be along transit lines). Both regional and local plans under the two-state statutes are instructed to talk about where development is and should go. Housing has varied desirable aspects, often related to demographics (e.g., retirees versus young professionals). An in-depth understanding of housing desirability can further clarify housing that is both needed and desired. Housing is intrinsically related to land, infrastructure, and a community’s social webbing.
3. Elucidate the impacts of desired housing. “Housing” is often liked or loathed based on preconceptions that are not fully accurate. This objective will involve showcasing stories of the personal effects of housing, making the financial effects of housing on municipalities clearer, identifying existing physical examples in the Upper Valley, and creating visual examples of the proposed housing.
4. Evaluate regulatory, infrastructure, workforce, cost, and social barriers to housing production and propose solutions, if applicable. All of these likely play parts in reducing the production of housing.

Together, meeting these objectives will fulfill necessary statutory requirements on housing, and serve to create the conditions for action essential to sustain and grow vibrant communities and attract needed residents.

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Springfield Circuit Rider Planning Assistance

Responsible Staff: Alex Belenz

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. Also, making professional comments and 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 reviews, and other regulations for the Town.

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. Also, making professional comments and 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 reviews, and other regulations for the Town.

Proposed or Potential Projects for the Fiscal Year 2021 (Tier 2/3)

Community Development Block Grant-Administration

Responsible Staff: Vickie Davis, Pat Crocker, Meghan Butts

Assist communities with the administration of potential CDBG awards.

COVID-19 Pandemic Related Work TBD

Responsible Staff: TBD

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Hanover Culverts

Responsible Staff: Olivia Uyizeye/Alex Belenz

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.

Hazard Mitigation Plan-(Claremont, Lebanon, Newport, Washington)

Responsible Staff: TBD

The Commission will assist the communities in developing Pre-Disaster Mitigation Plans. The Disaster Mitigation Act of 2000 (DMA 2000), Section 322 (a-d) requires that local governments 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 as a condition of receiving federal disaster mitigation funds.

Newport RSMS

Responsible Staff: Alex Belenz

Non-Profit UVLSRPF Grants

Responsible Staff: All Staff

Northern Border – TBD

Responsible Staff: Adam Ricker

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

- Quarterly Reporting
- Reimbursement requests
- Final Reporting

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Regional Housing Additional Grants

Responsible Staff: Olivia Uyizeye/ Alex Belenz

USDA Solid Waste Management Grant

Responsible Staff: Vickie Davis