

Confirmed or Pending Projects for Fiscal Year 2018 (Tier 1)

City of Claremont GIS Technical Assistance

Responsible Staff: Amber Boland

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.

Connecticut River Joint Commissions Administrative Assistance

Responsible Staff: Pat Crocker

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

- Providing front 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 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 Audit will be presented by the auditing firm. UVLSRPC will process invoices, procure appropriate signatures, process accounts payable, and assist in developing the annual budget;
- Assisting 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;

- Providing monthly progress reports for both the New Hampshire Department of Environmental Services and the Vermont Agency of Natural Resources in a timely manner.
- 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;
- Coordinating Local River Subcommittee work with North Country Council as a subcontractor;
- 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: Amber Boland/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 from 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.

EPA Brownfields Assessment Program

Responsible Staff: Amber Boland

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 forum 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 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 substances (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 remedial action plan to clean up and successful re-use and redevelopment. ☐

Hazard Mitigation Plan- Acworth, New London, and Springfield

Responsible Staff: Meghan Butts

The Commission will assist the town of Acworth 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 of identifying hazards, risks, and vulnerabilities, identify and prioritize mitigation actions, encourage the development of local mitigation and provide technical support for those efforts. ☐

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 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.☐

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 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.

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 coordinates 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 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.
- 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 impacts on municipal and State infrastructure, as requested by municipalities.

NHOEP 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 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. The Commission will also continue to develop and distribute the monthly E-Bulletin for communities within the region.

Town of Orford Circuit Rider Planning Assistance

Responsible Staff: To Be Determined

For many years the Commission has been assisting the Town of Orford for application review, procedural and technical assistance during Planning Board meetings and general guidance. This work will continue in FY 2017.

Town of Springfield Circuit Rider Planning Assistance

Responsible Staff: Vicki Davis

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.

Town of 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.

City of Claremont DPW GIS Assistance

Responsible Staff: Amber Boland

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 provide regular ongoing maintenance of the GIS database and GIS base map layers for the Claremont Public Works Department.

NHDOT Transit Operations Plan – SWCS

Responsible Staff: Pat Crocker

Southwestern Community Services Short Range Transit Operations Plan

- The plan will review the routes, services and marketing plans for the public transit service operating in Claremont, Charlestown, and Newport and the volunteer driver program that services all of Sullivan County.

- The goal of a plan is to improve operational efficiency and to assess whether the services can be adjusted to meet better community needs including improving transportation to better serve employers in the area.☐
- The work will be completed by UVLSRPC staff assisted by a professional consultant
- The timeline for completion is the end of FY 18☐
- This \$50,000 Federal Fund Grant will be matched with \$12,500 in services provided by the Community Transportation Association of America who is administering a USDA grant to assist SCS with rebranding and marketing their services to appeal to the general public as well as social services clientele.

Transit Coordination Plans

Responsible Staff: Pat Crocker

Public and Human Service Transportation Coordination Plans

- Plans required by the Federal Transit Administration to be updated every five years to be eligible for funding for senior citizens over age 60 and individuals with a disability.
- Two plans will be prepared, one covering Southern Grafton County and one covering Sullivan County since there are two separate human service catchment areas.
- All work will be accomplished by UVLSRPC staff.
- Timeline for completion of the work is before the end of FY 19.☐

The local match of \$12,500 will draw down \$50,000 in Federal Funds☐

Claremont Asset Inventory:

Responsible Staff: Adam Ricker, Meghan Butts, Intern

The Commission will assist the City of Claremont to conduct an Asset Inventory centered on collecting data for 1,700 catch basins. Staff will meet with the Claremont Public Works Director to define attributes, create maps and layers. Staff will assist in training on the use of the software and the iPad. We will provide data processing for each catch basin and pipe for data consistency and accuracy, as well as mapping location accuracy. The Final report will consist of inventory data and condition scoring based on City of Claremont standards, and the completion of two large maps, map books and an Excel database. ☐

Proposed or Potential Projects for the Fiscal Year 2018 (Tier 2)

Town of New London Circuit Rider

Responsible Staff: To Be Determined

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. We anticipate that we will also provide staffing assistance at the New London Town Offices.

Town of New London Master Plan

Responsible Staff: Steve Schneider, Adam Ricker, Meghan Butts

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 Regional Commission Project Administration

Responsible Staff: To Be Determined

The Commission is the designated Local Development District (LDD) for Northern Border Regional Commission-funded project. As such, the Commission will administer any NBRC-funded projects in the region.

Town of Orford Natural Resources Inventory Update

Responsible Staff: Amber Boland

The Commission has submitted a proposal to assist the Town of Orford Conservation in an update to the Orford Natural Resources Inventory (originally developed by the UVLSRPC and published in June 2011). The scope of work includes four key tasks:

- Reviewing and Updating the NRI Report;
- Updating Orford’s Natural Resources Base Mapping;

- Updating Orford’s Co-occurrence Analysis; and
- Finalizing and Publishing the Updated NRI Report.

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 of 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 develop 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.

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.) **Reduce Improper Hazardous Waste Disposal:** Teach the public how hazardous waste affects our drinking water when improperly disposed and educated about access to proper disposal options. ☐
- 2.) **Reduce the Amount of Hazardous Waste Generation:** Reduce the quantity of hazardous waste generation by teaching people to choose non-toxic alternative products. Increase professional development for HHW Coordinators statewide to increase efficiency and effectiveness of public outreach.☐
- 3.) **Reduce Use of Hazardous Materials in Schools:** Educate school faculty, administration, and janitorial staff about less toxic products, proper safety practices, indoor air quality, and proper disposal of hazardous materials; and
- 4.) **Increase Safety and Efficiency of Municipal Materials Management:** Train transfer station attendants to stay safe while meeting local, State, and Federal requirements; increase transfer station revenues by expanding recycling opportunities; reduce waste by developing and expanding composting and universal waste programs.

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

- 1.) **Food Scraps Composting School:** Provide two-day food scraps composting training specifically for municipalities. This task will also include an evaluation of at least two potential regional food waste composting sites for NH and VT towns in the area. We will include at least one municipal pilot food waste composting program to share information among the municipal transfer station attendants and municipal managers. This task also includes training for the Project Manager at the U.S. Composting Council conference or similar composting training opportunity.☐
- 2.) **Municipal Waste Management Technical Assistance:** Provide at least four training to transfer station attendants for safety and operations. Assist at least two towns with the development of operating and closure plans. Conduct site visits in at least eight municipalities to assist in increasing universal waste management. Provide at least two towns with town-specific waste management brochures, and all towns will be offered information to add to their town websites on waste management. This task includes

training for the Project Manager at Northeast Recycling Council and Northeast Resource Recovery Association workshops. ☐

- 3.) **School Janitorial Green Cleaning Workshop & Support:** Develop and provide a green cleaning conference for school administration and janitors to learn the importance of green cleaning in schools. Develop and offer a hands-on workshop to teach janitorial staff how to use equipment and green products to protect themselves and their students and other staff from hazardous chemicals and indoor air pollution caused by chemical cleaning products. This will be followed by site visits to provide site-specific assistance to at least eight schools. Implement a demonstration green cleaning program within a school in the Town of Newport, NH.☐
- 4.) **School Chemical Safety Workshops & School Evaluations:** Develop two workshops to train school faculty (art & science teachers) and other staff to use less hazardous chemicals in their schools and how to properly store, use, and dispose of hazardous and dangerous materials. In addition to the workshops, a professional will be available to visit at least three schools to perform evaluations of chemical inventories for laboratories, art studios, and integrated pest management regimens.
- 5.) **Nontoxic Cleaning & Safe Personal Care Program:** Expand the *Healthy Home: Clean Safe & Save* program developed in 2013 to include personal care products. The program will also continue the original message to use nontoxic cleaning products to reduce hazardous products in the home. This task includes the development of targeted outreach materials for high school students and millennials, and eight public outreach events will be coordinated to promote the use of non-toxic cleaning supplies and personal care products.
- 6.) **HHW Coordinator Regional Professional Development:** Continue to develop the statewide HHW coordinator network by organizing and facilitating at least four meetings of New Hampshire HHW Coordinators and developing tools for a statewide social media campaign. Develop a "green" newspaper for those not using the web to teach residents what to do with a variety of unwanted materials. Develop a northeastern U.S. regional HHW Coordinator Conference in 2017 in partnership with the North American Hazardous Material Management Association (NAHMMA) Northeast Chapter. Assist with development of national NAHMMA conference and training to be held in northern New England in 2018. ☐
- 7.) **Household Hazardous Waste (HHW) Collections:** Work with committed towns to provide at least three one-day "satellite" household hazardous waste (HHW) collections in addition to four main collections. Increase public outreach efforts for notification of collections and why proper disposal of HHW and unwanted medicine is vital to everyone. Provide technical assistance to regional partners in the development of a permanent HHW facility in the Town of Hartford, Vermont.☐

Regional Comprehensive Economic Development Strategy

Responsible Staff: Steve Schneider, Pat Crocker

The Sullivan County Comprehensive Economic Development Strategy (CEDS) will assist in the creation of economic development infrastructure. The CEDS development will include identifying and notifying stakeholders, establishing a website, building a set of dashboard indicators and public involvement including meetings, focus groups, and other outreach. Targeted outreach to regional economic development stakeholders such as local Chambers of Commerce, State Agencies, and Professional groups will be conducted. Locally based organizations will invigorate their economic development planning capacity by investing in training to advance the CEDS. Collaboration with stakeholders, capacity and resiliency building will form the foundation for public-private partnerships in future project development. Potential projects will be considered, and a follow-up and evaluation framework will be developed. ☐