

# Upper Valley Lake Sunapee Regional Planning Commission Annual Work Plan for Fiscal Year 2023

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## Confirmed or Pending Projects for the Fiscal Year 2023 Tier 1

### **CDBG Micro REDC Sullivan County**

Responsible Staff: Tim Josephson

#### Description

UVLSRPC will provide grant administration support.

### **CDBG Micro RVCC Sullivan County**

Responsible Staff: Tim Josephson

#### Description

UVLSRPC will provide grant administration support.

### **City of Claremont GIS Technical Assistance**

Responsible Staff: Olivia Uyizeye

The RPC will assist the City in GIS mapping and analysis and 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: 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.

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## **Connecticut River Joint Commission Administrative Assistance**

Responsible Staff: Olivia Uyizeye

The Commission will continue to provide administrative assistance to the Connecticut River Joint Commissions.

## **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. Unfortunately, we were not funded for the fiscal year 2023.

## **Hanover Stream Crossings**

Responsible Staff: Olivia Uyizeye, Drew Grenier, Benjamin Gress

The RPC will assist the Town of Hanover and conduct phase 1 of a 4-phase stream crossing assessment using the SADES State protocol.

## **Headrest - CDBG**

Responsible Staff: Vickie Davis

The RPC will administer the City of Lebanon's award of Community Development Block Grant funding and support rehabilitation costs associated with the Headrest Rehabilitation project.

## **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.

## **Lebanon Multi-Modal Plan**

Responsible Staff: Meghan Butts, Benjamin Gress, Andrea Cass

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The primary purpose of the plan is to apply existing information and recommendations found in City, regional and State plans, as well as public input, to a baseline conditions and improvement needs assessment for pedestrian and bicyclist facilities, standardize criteria for and verify improvement priorities, and better prepare the City for the funding and implementation of priority projects.

The scope of work consists of two project phases. Phase 1 was initiated in fiscal year 2021 and Phase 2 will be initiated in fiscal year 2022, ending in December 2022.

## **NHCF Sullivan County Trails**

Responsible Staff: Tim Josephson

The project is to create an county-wide trails plan for Sullivan County. Activities will include an inventory of the existing trail networks in the county, conducting a needs assessment to identify opportunities, deficiencies, and gaps associated with the trail network, an implementation plan, and public engagement activities throughout the project to solicit public feedback.

## **NHDOT Unified Planning Work Program**

Responsible Staff: All Staff

The RPC'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 about 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

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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.

## **NH Office of Planning and Development (OPD) Targeted Block Grant**

Responsible Staff: All Staff

The RPC 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 Regional Commission**

Responsible Staff: Vickie Davis

The RPC shall be available to guide the grantee with other issues, such as their responsibilities 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: Vickie Davis

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 meetings, taking part in the review process and also, making professional comments and providing technical assistance regarding the merits of a project, 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.

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## **Pre-Disaster Mitigation Plan (Cornish)**

Responsible Staff: Vickie Davis

The RPC will assist towns in updating their hazard mitigation plans using the following tasks:

- Task 1- Document the Planning Process
- Task 2-Conduct a Hazard Identification and Risk Assessment
- Task 3-Identify Mitigation Actions
- Task 4-Prioritize Mitigation Actions
- Task 5-Submit Completed Hazard Mitigation Plan draft to HSEM
- Task 6-Submit Adoption and Final Plan to HSEM

## **Regional Housing Needs Assessment**

Responsible Staff: All Staff

The Commission will update the Regional Housing Needs Assessment.

## **Springfield Circuit Rider Planning Assistance**

Responsible Staff: Tim Josephson

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 and also, making professional comments and providing technical assistance regarding the merits of a project, 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.

## **Vital Communities-New Homes**

Responsible Staff: Olivia Uyizeye

The RPC will coordinate with municipalities to count new homes completed in their communities, which will then be analyzed for trends, affordability, and within the context of the region's housing shortage.

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## **Wilmot Circuit Rider Planning Assistance**

Responsible Staff: Olivia Uyizeye

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 Planning Board's request: 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, 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 2023 Tier 2**

### **EPA Healthy Homes**

Responsible Staff: Vickie Davis

Staff will lead a project to test for lead paint in homes.

### **Goshen LEOP**

Responsible Staff: Vickie Davis

Staff will guide the Town through the Local Emergency Operations Planning process.

### **Lebanon Multi Modal Phase II**

Responsible Staff: Meghan

The primary purpose of the plan is to apply existing information and recommendations found in City, regional and State plans, as well as public input, to a baseline conditions and improvement needs assessment for pedestrian and bicyclist facilities, standardize criteria for and verify improvement priorities, and better prepare the City for the funding and implementation of priority projects.

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The scope of work consists of two project phases. Phase 1 was initiated in fiscal year 2021 and Phase 2 will be initiated in fiscal year 2022, ending in December 2022.

## **NBRC Administration (Claremont MakersSpace)**

Responsible Staff: Vickie Davis

Staff will provide grant administration support.

## **Regional Plan**

Responsible Staff: All Staff

Staff will update the Regional Comprehensive Plan.

## **Southwest CEDR**

Responsible Staff: Meghan Butts, Tim Josephson

UVLSRPC will provide support services to the Southwest CEDR group.

## **USDA Solid Waste Management Grant**

Responsible Staff: Vickie Davis

The RPC will direct a solid waste management program for the eligible municipalities with the following tasks:

- School Chemical Safety Trainings
- Household Hazardous Waste Collections and Training
- Waste Management Technical Assistance and Training
- Food Scraps Recovery & Composting

## **Vital Communities-New Homes**

Responsible Staff: Olivia Uyizeye

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The RPC will coordinate with municipalities to count new homes completed in their communities, which will then be analyzed for trends, affordability, and within the context of the region's housing shortage.

## Potential Projects for the Fiscal Year 2023 Tier 3

Croydon Master Plan

Goshen Master Plan

Hazard Mitigation Plans

Long Island Sound

NBRC Administration

NHCF Express for Stormwater

Sunapee MP Assistance