

**CENTRAL NH REGIONAL PLANNING COMMISSION
FY 2008 Community Technical Assistance Program**

December 1, 2007 – February 29, 2008

Municipal Buildouts

- Town of Bow
 - Finalized a Standard Alternate Scenario and base scenario for Bow.
 - Prepared for presentation of the town. (50% done)
- Town of Pembroke
 - Finalized a Standard Alternate Scenario and base scenario for Pembroke.
 - Prepared for presentation of the town. (50% done)
- Prepared planning buildout models to discuss how to present the information to the communities.
- Started preparation for presentation for all the CTAP communities. (5% done)
- Continued to expand staff knowledge of the Studio 360 tool set.
- Produced reports for distribution to Nashua RPC.
- Created a “menu” of options that towns could choose from for their standard alternative.

Local Government Cluster Workshop

- APA Audioweb conferences:
 - Planned and scheduled APA audioweb conferences.
 - Contacted Nashua Regional Planning Commission to discuss APA Brownfields audioweb workshop;
 - Promoted and held APA audioweb conference on “Complete Streets” at CNHRPC on January 30, 2008 (21 attendees);
 - Promoted APA audioweb conference on “Design Guidelines for Small Towns and Rural Communities” to be held at SNHPC on March 5, 2008 (attended by approx. 25 people) and Confronting NIMBYs to be held at RPC on Wednesday March 19, 2008 (registration list includes 15 people)
- Catalog
 - Drafted “Local Government Cluster Workshop catalogue,” identifying possible instructors and presentations.
 - Reviewed “Local Government Cluster Workshop” catalogue;
 - Rewrote introduction of Workshop Catalogue and revised workshop session descriptions.
 - Finished creating the workshop catalogue and began compiling a list of communities to distribute catalog to;
- Randall Arendt event December 3, 2007
 - Planned for, scheduled, and held local government workshop with Randall Arendt workshop on December 3rd (approx. 40 people attended);

- Distributed and prepared Randall Arendt workshop postcards and mailing;
- Randall Arendt Workshop Preparation and Participation;

Local Discretionary Projects

- Developed scope, contracts, and CTAP application for Town of Dunbarton;
- Prepared the scope of a subdivision regulation update for Dunbarton;
- Prepared a Land Use Department Structure Analysis for Dunbarton (35% done);
- Developed questionnaire on land use permitting and interviewed comparable towns;
- Met with board of Selectmen on progress and discussed initial impressions for Dunbarton;
- Reviewed and approved invoices for the Town of Bow;
- Worked with Town of Pembroke to develop application (5%);
- Continued to refine scope of Allenstown local discretionary project application. Worked with Board of Selectmen to identify possible projects and activities. Prepared grant application, submitted to town for editing and signatures, and sent to DOT for approval.
- Processed invoices for Town of Bow local discretionary project (50%)

Economic Inventories

- Reviewed work to date, completed most remaining items.

Open Space Assessments

- No updates

Land Use Interpretation

- No Updates

Natural Services Network Implementation

- Met with Forest Society to discuss using NSN Implementation moneys for Open Space mapping.

Conservation Commission Institute

Planned, scheduled, promoted, and held last CCI for Feb. 28th (12 attendees). Institute was a session on ecologically-based xeriscaping best management practices developed with the financial support of Northeast Utilities Environmental Community Grant Program.

Community Planning Assessments

- Worked on completing and compiling the final community assessment report for all of the CTAP region combined (85% done).

Administration

- Staff completed the monthly Work Program Report and Invoice.
- Sent letter to CTAP project manager requesting extension.

- Prepared contracts for contract extension.

Local Discretionary Projects

- Dunbarton
 - Developed scope, contracts, and CTAP application for Town of Dunbarton;
 - Prepared the scope of a subdivision regulation update for Dunbarton;
 - Prepared a Land Use Department Structure Analysis for Dunbarton (40% done – see separate report);
 - Developed questionnaire on land use permitting and interviewed comparable towns;
 - Developed job descriptions for employees of the land use office in Dunbarton and interviewed planning and zoning board applicants from 2007;
 - Met with board of Selectmen on progress and discussed initial impressions for Dunbarton.
- Bow
 - Reviewed and approved invoices for the Town of Bow;
 - Processed invoices for Town of Bow local discretionary project (50%)
- Pembroke
 - Worked with Town of Pembroke to develop application (5%);
- Allenstown
 - Continued to refine scope of Allenstown local discretionary project application. Worked with Board of Selectmen to identify possible projects and activities. Prepared grant application, submitted to town for editing and signatures, and sent to DOT for approval. (Approval received March 11, 2008)
- Processed invoices for Town of Bow local discretionary project (50%)

**CENTRAL NH REGIONAL PLANNING COMMISSION
FY 2008 CTAP Local Discretionary Grant
Town of Dunbarton Land Use Department Functional Analysis**

December 1, 2007 – February 29, 2008

Land Use Department Structure Analysis for Dunbarton (65% completed)

- Worked to sort out job descriptions for employees of the land use office in Dunbarton;
- Identified planning and zoning board applicants from 2007;
- Developed Interviews with staff/board members;
- Prepared surveys of applicants (subdivision, site plan, & building permits) 80% done;
- Initiated research of comparable towns;
- Reviewed of legal responsibilities;
- Reviewed job descriptions and salary levels form NHLGC and comparable towns;
- Met with Board of Selectmen on progress and discussed initial impressions for Dunbarton;
- Reviewed RSA and state regulations to identify required local actions and functions regarding land use permitting;
- Prepared a budgetary analysis;
- Completed application analysis;
- Developed final recommendations of the study;
- Began drafting the final report.

The report should be ready for presentation to the Board of Selectmen by the end of April.

Administration

- Staff completed the monthly Work Program Report and Invoice.

**I-93 COMMUNITY TECHICAL ASSISTANCE PROGRAM (CTAP)
MONTHLY WORK PROGRAM REPORT -- YEAR 1**

NASHUA REGIONAL PLANNING COMMISSION

REPORTING PERIOD: December 2007-March 2008

Task N1 – Local Government Discretionary Accounts

N1.1 Hudson: The Hudson has submitted the final items necessary for approval of their discretionary project to conduct a traffic study and cost estimate for construction of a town road in the “footprint” of the Southern tier of the Circumferential Highway. NRPC staff is meeting with the Town to discuss the initial steps of this project shortly.

N1.2 Litchfield: The Litchfield CTAP subcommittee proposed to conduct an Economic Development Assessment and develop a plan accordingly. The Planning Board discussed and approved this project at its meeting in February. The completed application was submitted to NH DOT for approval at the end of February.

N1.3 Pelham: The Pelham CTAP subcommittee has met twice to complete and discuss the results of their Economic Development Assessment. The draft report from the Center for Urban and Regional Policy was submitted in early March. The subcommittee will be meeting again shortly to review the report and discuss their next step which is to host an Economic Development Summit to present the results and identify priority strategies to be included in the Economic Development Plan.

N1.4 General (Tool Development; Training; Administration): Overall work with the three communities is going well.

Task N2 – Enhance GIS Based Information

NRPC GIS staff has attended all meetings of the steering group for the Enhanced GIS based information. The enhanced GIS based information is 100% complete for the three NRPC communities in the CTAP region. The data is being used as input to the CTAP Buildout process.

Task N3 – Community Planning Assessments

Hudson: Completed. Results will be presented to the Planning Board when the final report from CNHRPC are available.

Litchfield: Completed. Results will be presented to the Planning Board when the final report from CNHRPC are available.

Pelham: Completed. Results will be presented to the Planning Board when the final report from CNHRPC are available.

Task N4 – Connecting Transportation and Land Use

NRPC is awaiting the organizational meetings for the Connecting Transportation and Land Use task.

Task N5 – External Communications Plan

Jackson Jackson and Wagner have completed an extensive round of interviews with key stakeholders in the CTAP communities. After receiving feedback from these stakeholders, they facilitated a workshop with members of the Steering Committee to develop a visual representation of what CTAP services are available to communities. JJ&W then drafted “messages,” or descriptions of these services, and tested them on several Steering Committee and community members. Their next step is to revise these messages complete a draft of the External Communications Plan for review.

Task N6 – GIS Buildout Analysis and Alternatives

NRPC has been working with GIS staff from the four RPCs to solidify the buildout analysis and scenario presentations and process. In the Nashua Region, staff has met with the Pelham CTAP subcommittee to present the initial buildout analysis conducted for Pelham and discuss potential scenarios the town could choose. Staff has also been writing and editing the buildout report template, which will be the standard document that all RPCs will use for CTAP buildouts.

Other Tasks

NRPC held another Conservation Commission Institute workshop on February 28th on Shoreland Protection. This included a presentation on changes to the Comprehensive Shoreland Protection Act and the model Shoreland Protection Ordinance developed under the REPP Program.



Rockingham Planning Commission

156 Water Street, Exeter NH 03833
PH: 603-778-0885 • FX: 603-778-9183
email@rpc-nh.org • www.rpc-nh.org

I-93 COMMUNITY TECHICAL ASSISTANCE PROGRAM (CTAP) WORK PROGRAM REPORT -- YEAR 1

NARRATIVE QUARTERLY REPORT – THROUGH FEBRUARY 2008

Task R1 – Local Government Discretionary Accounts

- R1.1 Atkinson: The Town has debated internally two potential discretionary grant projects: developing a GIS-based town parcel map (from their existing CAD data), and supporting a town-center enhancement study to identify physical changes that will reduce traffic speeds improve the pedestrian environment. The Planning Board voted in December to formally recommend to the Town administration that Discretionary account year 1 funds be used to acquire a GIS-based parcel map. We understand that this recommendation has been accepted and that an application will be forthcoming soon, however the Town Administrator has since resigned which may delay the formal request.
(Total programmed to date: \$ 0)
- R1.2 Danville: The discretionary grant application to complete a mixed use zoning study and ordinance development for NH 111A / Main Street is essentially complete. RPC reviewed, processed and paid invoices and associated work program reports in this reporting period. A final report and invoice have been received and are being reviewed. The end product, a new zoning district and associated ordinance was been delivered to the Planning Board and will be voted on at the 2008 March Town Meeting. [adopted]
(Total programmed to date: \$15,000)
- R1.3 Fremont: A second application for Local Government Discretionary grant for the development of a new Housing Chapter for the Master Plan was received and forwarded to the Management Committee. Clarification was requested from the Committee regarding the connection between the requested project and relevant recommendations in the Community Assessment. The Town will submit further information in support of its application.
(Total Programmed to date (assuming approval): \$5428)
- R1.4 Hampstead: The Town has an approved application to prepare an update to the existing Master Plan with particular attention on incorporating the results of the CTAP buildout analysis into the existing and future land-use policy chapters. The Town has asked the RPC to undertake this work. Staff is developing a contract with the Town for this work and has met with the Planning Board to develop a scope and timeline of the project.
(Total programmed to date: \$15,000)

- R1.5 Salem: Town Planner met with RPC staff to discuss application and alternative projects. Staff understanding is that the Town will submit an application to undertake a Natural Resources Inventory (NRI). No application received to date.
(Total programmed to date: \$ 0)
- R1.6 Sandown: The preparation of a Prime Wetlands study for the Town has been approved. The Town will leverage CTAP funding with \$8000 in NH Estuaries Project funding and \$8650 in Conservation Commission funds to cover the \$26,650 project cost. The project is underway with digital orthophotography acquired, limited field work and wetlands interpretation underway. Invoice for work completed to date from the consultant (West Environmental) has been received. The project will be completed in time for action at the 2009 Town Meeting.
(Total programmed to date: \$15,000)
- R1.7 Windham: Windham received approval for their Year One Discretionary Grant in March '07 to complete Impact Fee studies for recreation and public safety facilities. Progress reports and 3 invoices have been received from contractor (B. Mayberry). 2 of 3 draft products (impact fee ordinance and public safety facility impact fee study has been received by the Town for action at March Town Meeting. [adopted]
(Total programmed to date: \$15,000)

Task R2 – Enhanced GIS-based Information: Detailed Land Use Mapping (RPC Lead)

- R2.1 Acquisition of Digital Orthophotography: Task Completed.
- R2.2 Establishing Final Land Use Classification and Coding System: Task completed
- R2.3 Training: Task Completed
- R2.4 Land Cover/Land Use Mapping: Task completed.
1. Local Map Publication/Distribution: Final coverage for land use (compiled from the final submissions from each region) is posted and available on the CSRC website. RPC staff continuing to prepare town-by town land use maps for distribution.
- R2.5 Project Coordination and Administration: Task completed; Template for large format distribution maps developed for distribution to other RPCs.
- R2-A. Land Use Mapping Coordination (Subcontract with CSRC):
1. Develop/Execute Scope of Work and Contract with CSRC: Task completed.
2. Monitor Sub-Contract Fulfillment, Progress on Tasks and Review Products: Task completed.
3. Process & Pay Invoices: Final invoice received and processed for payment in January. A balance of \$157 remains which will be applied to cost overrun in task 2.4.

Notes/Comments: GIS staffs of agencies met in mid-March to discuss distribution task and agree on standard delivery format.

Task R3 - Community Assessments (CNHRPC Lead)

- R3.1 Atkinson: Completed
- R3.2 Danville: Completed
- R3.3 Fremont: Final report completed in January.
- R3.4 Hampstead: Assessment completed; draft summary prepared.
- R3.5 Salem: Completed
- R3.6 Sandown: Completed
- R3.7 Windham: Assessment completed; review meeting with Planning Bd. held in January. Draft summary and recommendations prepared; final review with Planning Board postponed from Feb 13 due to meeting conflict.
- R3.8 General (Tool Development; Training; Administration): Completed

Notes/Comments:

Task R4 – Connecting Transportation and Land Use (SNHPC Lead)

- R4.1 Establish Regional Working Group:
- R4.2 Survey Existing Practice:
- R4.3 Develop/Deliver Outreach Materials:
- R4.4 Administration:

Notes/Comments: Task not started.

Task R5 - Regional Grant Writing Services (RPC Lead)

- R5.1 Grants Resource Guide; Grants Workshop: Task completed.
- R5.2 Community Grants Consultation: Distributed final grants consultation application form to the CTAP RPCs and to Antioch NE for posting on the CTAP website. Responded to two inquiries.
- R5.3 Prequalification of Grants Consultants: no activity

R5.4 Administration: no activity

1. Develop RFP/Select/Execute Contract with Consultant: no activity
2. Other: no activity

Notes/Comments:

Other Tasks - RPC Support and Services

N6. GIS Buildout Analysis (NRPC Lead)

1. Attend GIS Buildout Working Group Meetings: Attended combined training/coordination meeting in Nashua in October at which buildout methods and methods for presentation of results were worked out.
2. Training: no activity
3. Perform Community Buildout Analysis: The communities of Atkinson and Hampstead are the two buildout pilot communities in the RPC region. Draft buildout map products were prepared for Hampstead and presented on October 15th to the Planning Board for initial comment. Presentation of buildout method and expected products presented to Windham Planning Board for comment. Draft buildout map products were presented to Atkinson along with discussion on scenarios. Extensive work was done converting CAD files of Hampstead's parcels to geo-database format. This was done for future use and to incorporate the Town conservation lands into the non-parcel buildout analysis.

Notes/Comments: Executed buildout subcontract with NRPC in November.

S5. Conservation Commission Institute

1. Establish Contact Database for Members: Task Complete
(Conservation Commissions, Other local and regional conservation organizations):
2. Organize & Publicize Four Institute Workshops: Task Complete. Final workshop was held on October 29th which focused on Shoreland and Riparian buffers and the impact of the 2007 revisions to the Shoreland Protection Act. The workshop was organized in cooperation with NHEP and DES; due in part to wider geographic area, attendance exceeded 50 people.

S7. Local Open Space Planning: (SNHPC Lead)

Continued to coordinate with SPNHF contact (Jack Savage) for the Rockingham region as requested.

SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION
Community Technical Assistance Program
Update

In order to accomplish the various tasks under CTAP, the Southern New Hampshire Planning Commission has been working closely and providing services with eleven municipalities within the CTAP corridor, including the towns of New Boston and Weare that are not currently part of the CTAP. Back in November and December of 2006, SNHPC presented an overview of the CTAP program at several sub-regional meetings to Boards of Selectmen, Planning Board, Conservation Commissions, school boards, and ZBAs. SNHPC encouraged each municipality to form CTAP committees with a member from each of the land use boards, conservation commission, BOS, and a school board member. SNHPC is constantly reviewing progress with all of our municipalities, recognizing that each municipality is different and important. However, so far, we have been quite successful with most of the municipalities and are looking forward to continuing our work with them as we move into Phase II of CTAP. The following are the updates for the various CTAP projects from October 1, 2007 – February 29, 2008:

Task 2 - Land Use Interpretation

- Staff completed preparatory work to begin the delineation process in the 11 CTAP municipalities;
 - Town of Auburn
 - Preparation to begin delineation (100% complete);
 - Land use by aerial photo delineation (100% complete);
 - Verification of delineation (100% complete).
 - Town of Bedford
 - Preparation to begin delineation (100% complete);
 - Land use by aerial photo delineation (100% complete);
 - Verification of delineation (100% complete).
 - Town of Candia
 - Preparation to begin delineation (100% complete);
 - Land use by aerial photo delineation (100% complete);
 - Verification of delineation (100% complete).
 - Town of Chester
 - Preparation to begin delineation (100% complete);
 - Land use by aerial photo delineation (100% complete);
 - Verification of delineation (100% complete).
 - Town of Deerfield
 - Preparation to begin delineation (100% complete);
 - Land use by aerial photo delineation (100% complete);
 - Verification of delineation (100% complete).

- Town of Derry
 - Preparation to begin delineation (100% complete);
 - Land use by aerial photo delineation (100% complete);
 - Verification of delineation (100% complete).

- Town of Goffstown
 - Preparation to begin delineation (100% complete);
 - Land use by aerial photo delineation (100% complete);
 - Verification of delineation (100% complete).

- Town of Hooksett
 - Preparation to begin delineation (100% complete);
 - Land use by aerial photo delineation (100% complete);
 - Verification of delineation (100% complete).

- Town of Londonderry
 - Preparation to begin delineation (100% complete);
 - Land use by aerial photo delineation (100% complete);
 - Verification of delineation (100% complete).

- City of Manchester
 - Preparation to begin delineation (100% complete);
 - Land use by aerial photo delineation (100% complete);
 - Verification of delineation (100% complete);

- Town of Raymond
 - Preparation to begin delineation (100% complete);
 - Land use by aerial photo delineation (100% complete);
 - Verification of delineation (100% complete).

Task 3 - Community Planning Assessments

- Staff continued work on completing the community assessments in the 11 CTAP municipalities as follows:
 - Town of Auburn
 - Final document summary (100% complete) – forwarded to Planning Board for final review in August;
 - Assessment questionnaire (100% complete) - Final revisions to draft questionnaire completed as requested at May 23rd Planning Board Meeting.

 - Town of Bedford
 - Final document summary (100% complete) – forwarded to Planning Board for final review in August.
 - Assessment questionnaire (100% complete) –Final revisions to draft questionnaire completed as requested at June 18th Planning Board Meeting.

- Town of Candia
 - Final document summary (100% complete) – forwarded to Planning Board for final review in August.
 - Assessment questionnaire (100% complete) – Final revisions to draft questionnaire completed as requested at June 6th Planning Board Meeting.

- Town of Chester
 - Final document summary (100% complete) – forwarded to Planning Board for final review in August
 - Assessment questionnaire (100% complete) – Final revisions to questionnaire completed as requested at June 20th Planning Board meeting.

- Town of Deerfield
 - Final document summary (100% complete) – forwarded to Planning Board for final review in August
 - Assessment questionnaire (100% complete) – Final revisions to questionnaire completed at Planning Board June 27th meeting.

- Town of Derry
 - Final document summary (100% complete) – forwarded to Planning Board for final review in August
 - Assessment questionnaire (100% complete) – Final revisions to questionnaire completed at July 18th Planning Board Meeting.

- Town of Goffstown
 - Final document summary (100% complete) – forwarded to Planning Board for final review in August.
 - Assessment questionnaire (100% complete) – Final revisions to questionnaire completed at July 26th Planning Board Meeting.

- Town of Hooksett
 - Final document summary (100% complete) – forwarded to Planning Board for final review in August.
 - Assessment questionnaire (100% complete) – Final revisions to questionnaire completed at June 11th Planning Board Meeting.

- Town of Londonderry
 - Final document summary (100% complete) – forwarded to Planning Board for final review in August.
 - Assessment questionnaire (100% complete) – Final revisions to questionnaire completed at June 6th Planning Board Meeting.

- City of Manchester
 - Final document summary (100% complete) – forwarded to Planning Board for final review in August.
 - Assessment questionnaire (100% complete) – Final revisions completed at July 26th Planning Board Meeting.
- Town of Raymond
 - Final document summary (100% complete) – forwarded to Planning Board for final review in August.
 - Assessment questionnaire (100% complete) – Final revisions to questionnaire completed at June 26th Planning Board meeting.

Task 4 – Connecting Transportation and Land Use

- SNHPC help sponsored a Transit Oriented Development (TOD) Workshop at PSNH on April 19, 2007 for member communities and will be facilitating and coordinating the development of the Communities Outreach Program with NH DOT and other Regional Planning Commissions, integrating Access Management, Corridor Planning, innovated land use techniques such higher density, Village Centers, Mixed Use and Transit Oriented Developments and Context Sensitive Solutions. SNHPC are scheduling the presentations with the CTAP communities.

Task 5 – Conservation Commission Institute

- SNHPC has coordinated the development, organization, and preparation of the four Conservation Commission Institute Workshops. Some of the topics of discussion have included GRANIT Data Mapper – Conservation Viewer, conservation easements, wildlife action plans, natural services network, conservation subdivisions, and sustainable landscaping. Approximately 20-30 people have been in attendance, representing the majority of the municipalities within the SNHPC region.

Task 7 – Local Open Space Planning

- SNHPC has coordinated the development of the scope of work for the Open Space Planning Program with the Society for the Protection of New Hampshire Planning (Society), DES, OEP, NH DOT, and the other Regional Planning Commissioners. SNHPC has made several presented the Open Space Planning Program's scope of work to the municipalities. Currently, SNHPC has been working with the staff from the Society for the Protection of New Hampshire Forests (Society) to begin work on the Open Space Planning Assessments.

Task 8 – Buildout Analysis

- SNHPC coordinated with the Towns of Raymond and Deerfield to prepare Buildout Analysis in accordance with the tools and methods developed in Phase I. 100 percent completed.
- SNHPC coordinated with the Towns of Hooksett and is in the process of preparing Buildout Analysis for the town with the tools and methods development in Phase I.

Administration

- Local Discretionary Accounts
 - Made presentations at the SNHPC eastern region, western region and the City of Manchester.
 - Worked with Auburn, Candia, Chester, Raymond, Bedford, Goffstown, Londonderry, Derry, Manchester, and Hooksett on local discretionary account applications;
- Wrote approval letters for Auburn, Raymond, Chester, Candia, Derry, Londonderry, and Goffstown local discretionary account applications.