

**MEETING NOTICE AND AGENDA**

**RPC-MPO Policy Committee & Rockingham Planning Commission**

**Wednesday, March 8, 2017; 7:00 P.M.**

**Stratham Town Hall**

**10 Bunker Hill Avenue, Stratham, NH**

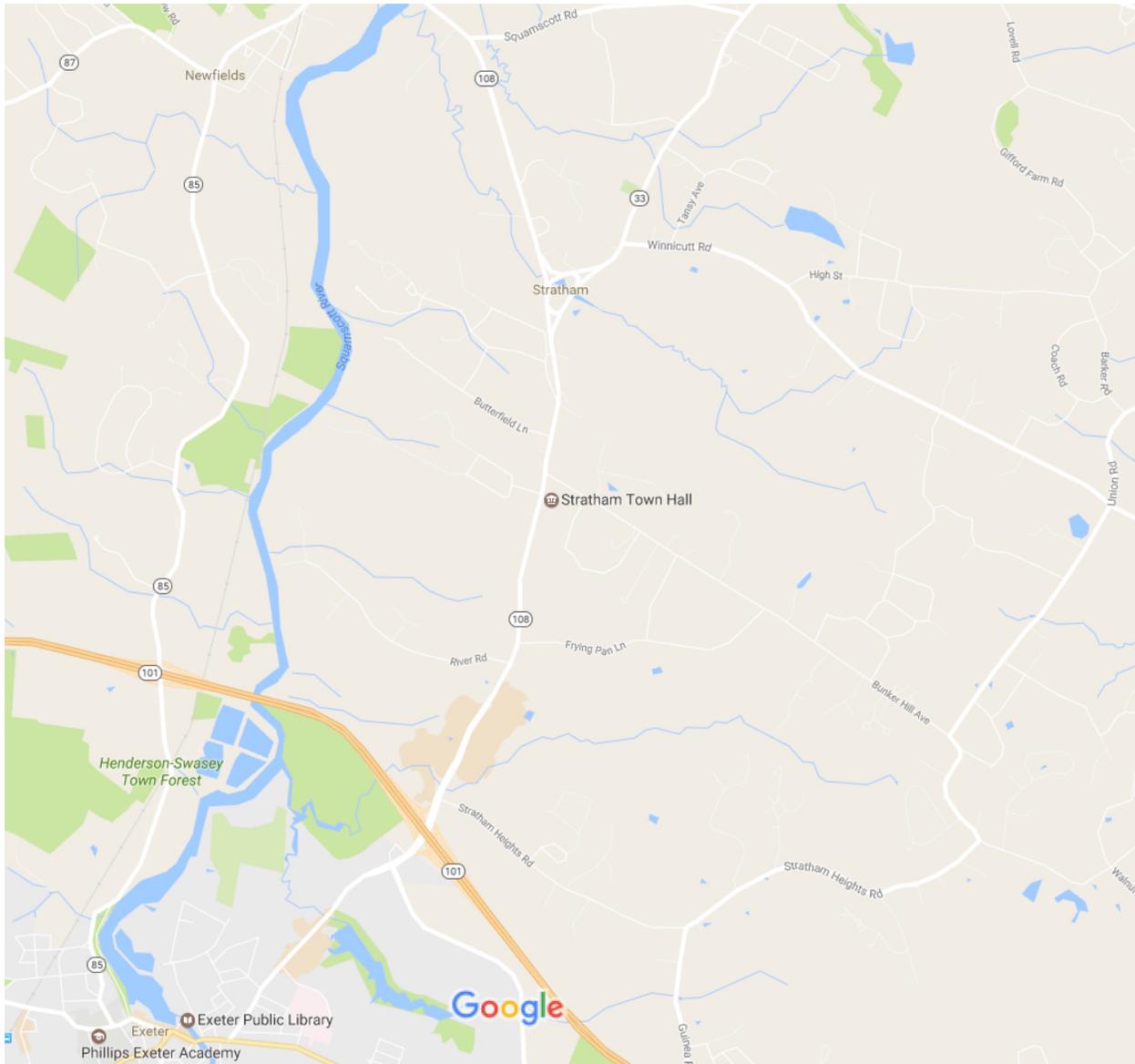
(map/directions on reverse)

- 7:00 I. Call to Order -Special **RPC-MPO Meeting**- Welcome/Introductions – *Phil Wilson, Chair*
- 7:05 II. Minutes from Dec. 14<sup>th</sup> MPO Policy Committee Meeting **MOTION TO APPROVE**  
*[Attachment 1- MPO minutes]*
- 7:05 II. **PUBLIC HEARING: RPC-MPO Transportation Improvement Program 2017-2020**  
**AMENDMENT #1** *[Attachment 2]*
- A. Summary of Amendment #1 –*David Walker, Transportation Prog. Manager*
  - B. Public & Policy Committee Questions and Comments
  - C. Action to Approve Amendment #1 **MOTION TO APPROVE**
- 7:20 III. Update from **Hampton Beach Area Commission** – *Draft Transportation Master Plan*  
 John Nyhan, Chair HBAC; Fran McMahon, RPC HBAC member
- Discussion/ Questions
- 7:45 IV. Other Business/Adjourn MPO Meeting
- 
- 7:50 I. Call to Order **RPC Commission Meeting** – *Phil Wilson, Chair*
- 7:50 II. Minutes from September 16, 2016, and December 14<sup>th</sup> 2017 Commission Meetings  
**MOTION TO APPROVE** *[Attachment 1 – RPC minutes]*
- 7:55 III. **MS4 PERMIT RELEASED – WHAT NOW?**  
 Summary of Requirements & Proposed RPC Assistance program  
 – *Julie LaBranche, Sr. Planner, and Jenn Rowden, Sr. Planner, RPC*
- 8:30 III. Personnel Committee Report:
- A. Staff update & Transition
  - B. Recommended Search Process for Executive Director *[Attachment 3]*
  - C. Personnel Policy Amendments **MOTION TO ADOPT** *[Attachment 4]*
- 9:00 V. Other Business [time permitting]
- A. Legislative Policy Committee Update – Barbara Kravitz / Tim Moore
  - B. FY 2017 – Updated Meeting Schedule *[to be distributed]*
  - C. Other
- 9:10 VI. Adjourn

## DIRECTIONS

### Stratham Town Hall 10 Bunker Hill Ave.

From Portsmouth Avenue in Exeter or Exit 11 on 101 head north on NH 108 into Stratham. Pass through four traffic signals, and turn right onto Bunker Hill Ave (approx. 1.5 miles from the 101 interchange). The Town Office complex is immediately on the right after turning onto Bunker Hill Ave. The meeting will take place in the Multipurpose Room with an exterior entrance directly off the main parking area.



Map data ©2017 Google 2000 ft

#### **Accommodations for individuals with disabilities**

*Reasonable accommodations for individuals with disabilities are available upon request. Please include a description of the accommodation you will need, including as much detail as you can. Make your request as early as possible; please allow at least 5 days advance notice. Last minute requests will be accepted, but may be impossible to fill. Please call 603-778-0885 or email [apettengill@rpc-nh.org](mailto:apettengill@rpc-nh.org).*

# ATTACHMENT 1

## **RPC MPO Policy Committee Meeting Minutes**

Tuck Museum, Hampton, NH  
December 14, 2016

**Members Present:** Phil Wilson, Chair, and Dan Derby, North Hampton; Tim Moore, Plaistow; Barbara Kravitz, Ann Carnaby, Mark Olson and Fran McMahon, Hampton; Don Hawkins, Seabrook; Glenn Coppelman and Peter Coffin, Kingston; Lucy Cushman, Stratham; Katherine Woolhouse and Langdon Plumer, Exeter; Richard McDermott, Hampton Falls; Phil Winslow, Rye; Mike Turell and Robert Clark, Atkinson; Stephen Gerrato, Greenland; Joe Foley, Epping; Jim Doggett, Newton; Michael McAndrew, New Castle; Josh Denton, Portsmouth; Tim White and Elizabeth Strachan, NHDES; and Glenn Davison, NHDOT.

**Others Present:** Ben Moore, Trustee Tuck Museum; Jason Bachand, Hampton Town Planner; Alissa Welch, Raymond; and Sunny Kravitz, Hampton; Representative Tamara Le, North Hampton.

**Staff Present:** Cliff Sinnott, Dave Walker, Scott Bogle and Roxanne Rines.

### **7:04 p.m. Policy Meeting Opened**

#### **1. Call to Order / Introductions**

Chairman Wilson called the MPO Policy Committee meeting to order. Attendees introduced themselves and stated what municipality they were from or the agency they represented. **Wilson** welcomed Alissa Welch from Raymond. **Wilson** thanked Ben Moore for hosting the meeting, for the tour of the Barn before the meeting and for the hospitality shown. **B Moore** gave a brief history of the museum.

#### **2. Minutes from October 12, 2016, Policy Committee**

**Motion:** **Coppelman** made a motion to approve the minutes of October 12, 2016, as written. **Doggett** seconded the motion. **Motion carried with abstentions.**

#### **3. Hampton Planning Update**

**Jason Bachand**, Hampton Town Planner gave an overview of the zoning items that will be on the town's ballot, including an amendment to regarding Accessory Dwelling Units for compliance with the new State mandate. Kravitz asked Bachand to send the list of changes to Sinnott. Wilson thanked Bachand attending the meeting and for the information

#### 4. **FY 2017-2020 Transportation Improvement Program (MPO TIP) Adoption and Amendment to the Long Range Transportation Plan**

##### **7:12 pm PUBLIC HEARING OPENED**

##### A. Presentation

##### FY 2017-2020 Transportation Improvement Program

**Walker** gave a PowerPoint presentation explaining the Transportation Improvement Program, which is a multi-year program: the projects identified in the document contains information about the funding source, project scope, type of funds used and the fiscal year in which funds are planned for expenditure. The plan also needs to be fiscally constrained.

The TIP includes approximately \$560 million in funded projects that are split into two tables: Regional Projects and Statewide Programs.

He continued the Regional Projects includes approximately \$229 million across 18 projects and 2 transit systems. Much of the funding is dedicated to several ongoing large projects: the I-93 widening (\$73 million); the Newington-Dover Spaulding Turnpike Improvements (\$20 million); and the Sarah Long Bridge (\$65 million, 50% paid by the State of Maine).

**Walker** stated the Statewide program is a funding program for 33 areas and a fund of +/- \$300 million. \$36 million of that program are allocated to the RPC region. He distributed a handout and gave an overview of the projects contained in the spreadsheet.

**Walker** stated the Statewide program table contains a variety of project types related to: operations, maintenance and preservation needs along with funding that goes to communities for project implementation. Decisions regarding the specific projects come from programs such as the Highway Safety Improvement Program, Transportation Alternatives Program or through DOT programs that identifies needs such as "Red List" Bridges, or NH DOT District maintenance requirements. 2017-2020

##### Update to the 2040 Long Range Transportation Plan Project List

**Walker** stated the plan addresses the 20+ year planning horizon for transportation projects and is updated to maintain consistency between the TIP and Plan documents. Staff is continuing to work toward a full revision of the Long Range Transportation Plan, which should will be completed during 2017.

He continued that the immediate changes to the plan have been limited to: incorporating approved projects and timeframes from the most recent Ten Year Plan Process; updating the fiscal constraint analysis to account for new years and different revenue and cost assumptions; and assignment of projects by year to accommodate both the projects in the proposed 2017-2020 TIP and the 2017-2026 State Ten Year Plan.

**Walker** gave an overview of the project list included in the plan and the process. The plan contains 123 projects in 27 communities, which totals about \$1.5 billion dollars including inflation.

He reviewed the projects tables included in the document. The TIP and Plan are both fiscally constrained and the TAC Committee has recommended approval by the MPO Policy Committee.

He continued that there was a project in Portsmouth that needed a change and he explained. The minor revisions to the TIP have been included. He has also incorporated Raymond's projects into the document.

B. Public Comment

**Walker** stated he received comments from some Portsmouth citizens concerning the heavy traffic on Route 1 when Water Country Waterpark is open, and distributed the letter from the residents. Sinnott stated that RPC staff has discussed these concerns with Portsmouth which had also communicated similar concerns to NHDOT indicating they wanted the opportunity to review more detailed engineering options that those stated in the TIP project. Both the City and the RPC have been assured that will happen in the normal course of project design and alternatives evaluation. These comments will be incorporated into staff's letter to DOT. Further discussion ensued.

**7:32 PUBLIC HEARING CLOSED**

C. Policy Commission Discussion and Action

No other public comments received at the meeting.

**Motion:** **T Moore** made a motion to approve the 2017-2020 Transportation Improvement Program (TIP) and the 2040 Long Range Transportation Plan with the changes discussed tonight and comments incorporated. **Turrell** seconded the motion.

**Sinnott** briefly explained how inflation will be incorporated into the plan. **Davison** explained how DOT adjusts for inflation.

**Denton** thanked the committee and staff for helping to improve the congestion on Route 1. **Motion carried.**

**5. Congestion Mitigation & Air Quality (CMAQ) Program – New Funding Round**

**Bogle** stated there has not been CMAQ funding since 2010. He gave a PowerPoint presentation explaining the program. The upcoming round will have an emphasis on vehicle replacements for public transit agencies. Projects funded in previous rounds include: traffic signal monitoring, diesel engine retrofits, alternate fuel projects, vehicles and fueling stations, transportation demand management, ridesharing initiatives, bike/ped projects, transit improvements and others. He listed some of the projects funded in the past.

**Bogle** stated the funding announcement is expected to be released in early-mid January 2017, DOT wants the round completed within 6-7 months. NH DOT is asking prospective applicants to notify them informally of their intent to apply. DOT will hold pre-proposal workshops that town staff needs to attend if they plan on submitting a project.

He reviewed the project ranking criteria process which will be largely the same as the last round.

Staff will forward the funding notice when published. **Bogle** stated the agencies interested in applying for funding should begin project development now. Both staff and DOT will be available to assist communities in proposal development. As soon as staff receives the notice it will be distributed to communities. Discussion ensued.

## 6. Project Solicitation for 2019-2028 State Ten Year Plan

**Walker** gave a PowerPoint presentation and reviewed how the 10-year plan will be incorporated into the other plans. Staff will be soliciting communities and transportation agencies to identify transportation needs and projects to be added to the plan and reviewed the process.

The solicitation should be sent out next week. The projects need to be returned to staff in February 2017. **Walker** continued that the project prioritization and selection will follow the same process as used in 2015, which he reviewed. All RPC's will use a common set of selection criteria, projects will be ranked and added to the last 2 years of the Ten Year Plan and each RPC works within a budget target of potential funding for the region.

The current prioritization process has two steps: consider the eligibility of the project for federal funding and the feasibility of the proposal; and where does the project location fit as a priority within NH DOTs Pavement and Bridge Strategies.

**Walker** stated there are currently seven criteria and gave an explanation of each. This is an opportunity to change any of the criteria or weighting and asked the members questions and discussion ensued. Members can contact staff with any other information.

## 7. Long Range Transportation Plan Update

**Bogle** stated staff has been focusing their work on 1) refining draft set of performance measures and 2) refining implementation recommendations as part of the Long Range Transportation Plan which is a requirement of both MAP-21 and FAST Act. This has largely been a part of the multi-MPO SHRP 2 performance based planning effort. **Bogle** reviewed the SHRP2 program.

**Bogle** gave a powerpoint presentation reviewing the recommendations & implementation of the eleven goals of the Long Range Transportation Plan: 1) mobility; 2) transportation choices; 3) land use integration; 4) system preservation & maintenance; 5) energy & environment; 6) safety & security; 7) economic vitality; 8) resiliency; 9) public health; 10) efficient and effective planning process; and 11) resource availability. Discussion ensued. **Bogle** gave a timeline and next steps.

**8. Project and Program Updates, Other MPO Business:** The project update memo was distributed.

## 9. Adjourn

Meeting adjourned at 9:02 p.m.

Respectfully submitted,

Roxanne M. Rines  
Recording Secretary

**RPC Commission Committee  
Meeting Minutes**

Tuck Museum, Hampton, NH  
December 14, 2016

9:02 pm Commission Meeting portion was called to order by Chairman Phil Wilson

9. FY 2016 Financial Audit

**Sinnott** gave a brief overview of the Audit and stated the Executive Committee has accepted the audit. **Motion: Coppelman** made a motion to accept the FY 2016 Financial Audit. **Coffin** seconded the motion. **Motion carried.**

10. Reappointment of RPC Representative (Fran McMahon) to Hampton Beach Advisory Commission

**Sinnott** stated McMahon has been the RPCs representative and is willing to continue.

**Motion: Mc Dermott** made a motion to re-appoint Fran McMahon as the RPC's Representative to the Hampton Beach Advisory Committee. **Plumer** seconded the motion. **Motion carried.**

**Sinnott** suggested that David Walker be appointed the RPC alternate representative on the HBAC rather than himself as is currently the case. He said that recently Dave has had more involvement with the HBAC with their Transportation Plan update and is better able to represent the agency.

**Motion: Coppelman** made a motion to appoint David Walker as the RPC's Alternate Representative to the Hampton Beach Advisory Commission. **Coffin** seconded the motion. **Motion carried.**

11. Contract Authorization: NHDES/EPS 604B Powwow River Watershed Planning

**Sinnott** reviewed the project and Grant Agreement. **Motion: Dogget** made a motion to Authorize Sinnott to execute the contract. **Kravitz** seconded the motion. **Motion carried.**

12. Public Comment

**Winslow** recognized the work that Sinnott did in Chairing the Coastal Risk Hazards Commission and the RPC and the Executive Committee. **Sinnott** thanked Winslow for the acknowledgement and for his involvement representing Rye, and stated that recognition should extend to Julie Labranche had a huge roll in the Commission's success.

13. Adjourn

Meeting adjourned at 9:20 pm

Respectfully Submitted by,  
Roxanne M. Rines  
Recording Secretary

# ATTACHMENT 2

## MEMORANDUM

To: MPO Policy Committee  
From: Dave Walker, Transportation Program Manager  
Date: 3/2/2017  
RE: **2017-2020 TIP Amendment #1**

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Attached is a report that lists the changes that Amendment #1 proposes to make to the 2017-2020 Transportation Improvement Program (TIP) within the Rockingham Planning Commission region, as well as a letter from COAST requesting an additional modification. The full STIP revision report is also available on the RPC website ([www.rpc-nh.org](http://www.rpc-nh.org)) for those interested in the proposed changes to projects from other parts of the state. Overall, there are 3 Statewide and 7 regional project changes (10 total) proposed that the RPC needs to address in the TIP, and these take the form of additional funding needs, changes in scope, as well as projects being added or removed. At the same time, the Long Range Transportation Plan (LRTP) is also being updated to maintain consistency between the project lists in the two documents. The MPO is conducting a 10 day public comment period on Amendment #1 that will begin on February 21<sup>st</sup>, 2017 and will conclude on March 3<sup>rd</sup>, 2017. A final opportunity for comments will be during the public hearing at the **March 8<sup>th</sup>, 2017 RPC Meeting (7:00 PM) at the Stratham Town Offices**. The MPO will take action on the amendment at the conclusion of the public hearing.

### Analysis

This amendment consists of the changes to seven regional projects and three statewide programs and results in a net increase in cost of just over \$12.8 million. **Table 1** on the following page provides a brief overview of the cost changes to each project, as well as the general reasoning for that change. There are five projects (60000H, 13455E, 15904, 10418V, and PAVE-T2-REHAB) that are being added into the TIP. Except for 60000H and PAVE-T2-REHAB, these projects were each included in the 2015-2018 TIP and were expected to be completed, however, changes to their schedule have required that they be added into the 2017-2020 TIP. 60000H is being split out of 6000A to handle mobility management needs, while PAVE-T2-REHAB is being added to the TIP to replace the PRRCS program which is being removed as part of the amendment. Two projects (16189 & 29781) have altered scopes of work which have resulted in increased costs. The final project change is a decrease in funding to the PAVE-T2-MAINT program which is moving some resources to the PAVE-T2-REHAB program.

Attached is a report that provides the details of each project and compares the existing status with the changes proposed in Amendment #1. This report provides full project cost and scheduling details for the TIP projects impacted the amendment and differs from those used in the past in that the existing and amended funding for each project are shown side-by-side. For each project, the report lists the project number, name, location, and scope, as well as the existing and proposed total project costs (includes years beyond the TIP). Below the general information for each project, the phases and accompanying fiscal years are listed on the left, the existing funding itemization in the center, and the proposed

amended funding on the right *listed using shaded, italicized text*. Beyond the amended funding amounts is a listing of the funding sources for each project phase. The bottom of the report includes information regarding the regional significance of the project, the agency it is managed by, and the Clean Air Act Amendment codes.

**Table 1: RPC 2017-2020 TIP Amendment #1 Summary**

Project #	Existing Funding	Proposed Funding	Net Change	Reason for Change
60000A	\$10,975,491	<i>10,880,730</i>	<b><i>-\$135,350</i></b>	Funding Shifted to 60000H
60000H	\$0	<i>\$135,350</i>	<b><i>\$135,350</i></b>	Newly added to TIP
13455E	\$0	<i>\$1,786,479</i>	<b><i>\$1,786,479</i></b>	Newly Added to TIP
15904	\$0	<i>\$849,865</i>	<b><i>\$849,865</i></b>	Newly Added to TIP
16189	\$7,976,863	<i>\$23,516,628</i>	<b><i>\$15,539,765</i></b>	Refined Scope of Work
29781	\$488,177	<i>\$1,298,000</i>	<b><i>\$809,823</i></b>	Expanded Scope of Work
10418V	\$0	<i>\$967,128</i>	<b><i>\$967,128</i></b>	Newly Added to TIP
PAVE-T2-MAINT	\$50,860,000	<i>\$44,415,000</i>	<b><i>-\$6,445,000</i></b>	Funding moved to PAVE-T2-REHAB
PAVE-T2-REHAB	\$0	<i>\$10,650,000</i>	<b><i>\$10,650,000</i></b>	Newly Added to TIP
PRRCS	\$11,350,000	<i>\$0</i>	<b><i>-\$11,350,000</i></b>	Removed from TIP
Total	<b><i>\$70,675,040</i></b>	<b><i>\$83,483,100</i></b>	<b><i>\$12,808,060</i></b>	

### Recommendation

Based on the information provided regarding the movement of projects in time, and changes in scope and cost, staff concludes that:

- The fiscal constraint of the TIP/STIP is maintained per the DOT fiscal constraint documentation which is attached and included in the informational packet on the RPC website.
- As of July 20, 2013, all of New Hampshire is unclassifiable/attainment for the 2008 8-Hour Ozone National Ambient Air Quality Standards (the 2008 ozone standard) and as of April 6, 2015, the 1997 8-Hour Ozone National Ambient Air Quality Standard (the 1997 ozone standard) is revoked for all purposes, including transportation conformity purposes in the Boston-Manchester-Portsmouth (SE) NH area. For this reason no air quality conformity analysis is necessary.
- Consistent with the RPC's Public Participation Process, this notice and comment period is also intended to meet FTA requirements for public comment on the programs of transit projects put forward by NHDOT, UNH and the COAST and CART transit systems.
- At the February 23<sup>rd</sup>, 2017 TAC meeting, the TAC endorsed the proposed changes to the TIP with the exception of the COAST changes as those had not been brought forward yet.

***Recommend that the Policy Committee approve TIP Amendment #1.***

# RPC 2017-2020 TIP - Amendment 1

**PROJECT #:** 10418V  
**PROJECT NAME:** SALEM TO MANCHESTER  
**ROUTE/ROAD:** I-93

**PROJECT SCOPE:**  
 Final design services for PE & ROW

Existing Project Total: \$0  
 Proposed Project Total: \$11,301,696

Phase	FY	EXISTING FUNDING				AMENDED FUNDING				FUNDING SOURCE
		FEDERAL	STATE	OTHER	TOTAL	FEDERAL	STATE	OTHER	TOTAL	
PE	2017	\$0	\$0	\$0	\$0	\$187,525	\$0	\$0	\$187,525	National Highway System, Toll Credit
ROW		\$0	\$0	\$0	\$0	\$360,772	\$418,831	\$0	\$779,603	National Highway System, Non Participating, Toll Credit
		\$0	\$0	\$0	\$0	\$548,297	\$418,831	\$0	\$967,128	

REGIONALLY SIGNIFICANT: N      MANAGED BY: DOT      CAA CODE: LMP

**PROJECT #:** 13455E  
**PROJECT NAME:** PORTSMOUTH  
**ROUTE/ROAD:** US Rte. 1 Bypass

**PROJECT SCOPE:**  
 Albacore Access Road reconstruction and intersection improvements with US 1 Bypass and Market Street

Existing Project Total: \$0  
 Proposed Project Total: \$1,786,479

Phase	FY	EXISTING FUNDING				AMENDED FUNDING				FUNDING SOURCE
		FEDERAL	STATE	OTHER	TOTAL	FEDERAL	STATE	OTHER	TOTAL	
CON	2017	\$0	\$0	\$0	\$0	\$1,786,479	\$0	\$0	\$1,786,479	STP-Areas Less Than 200K, STP-State Flexible, Toll Credit
		\$0	\$0	\$0	\$0	\$1,786,479	\$0	\$0	\$1,786,479	

REGIONALLY SIGNIFICANT: N      MANAGED BY: DOT      CAA CODE: ATT

**PROJECT #:** 15904

**PROJECT NAME:** SEABROOK - HAMPTON

**ROUTE/ROAD:** NH 1A

**PROJECT SCOPE:**

Reconstruction of the Red List bridge carrying NH 1A over Hampton River (Br No 235/025)

Existing Project Total: \$0

Proposed Project Total: \$42,964,574

Phase	FY	EXISTING FUNDING				AMENDED FUNDING				FUNDING SOURCE
		FEDERAL	STATE	OTHER	TOTAL	FEDERAL	STATE	OTHER	TOTAL	
PE	2017	\$0	\$0	\$0	\$0	\$275,000	\$0	\$0	\$275,000	STP-5 to 200K, Toll Credit
	2018	\$0	\$0	\$0	\$0	\$340,560	\$0	\$0	\$340,560	STP-5 to 200K, Toll Credit
	2019	\$0	\$0	\$0	\$0	\$234,305	\$0	\$0	\$234,305	STP-5 to 200K, Toll Credit
		\$0	\$0	\$0	\$0	\$849,865	\$0	\$0	\$849,865	

REGIONALLY SIGNIFICANT: N      MANAGED BY: DOT      CAA CODE: ATT

**PROJECT #:** 16189

**PROJECT NAME:** PORTSMOUTH, NH - KITTERY, ME

**ROUTE/ROAD:** I-95

**PROJECT SCOPE:**

REHABILITATION OF BRIDGE OVER PISCATAQUA RIVER (HIGH LEVEL BRIDGE)

Existing Project Total: \$8,104,888

Proposed Project Total: \$23,644,653

Phase	FY	EXISTING FUNDING				AMENDED FUNDING				FUNDING SOURCE
		FEDERAL	STATE	OTHER	TOTAL	FEDERAL	STATE	OTHER	TOTAL	
CON	2018	\$0	\$1,978,389	\$3,956,777	\$5,935,166	\$0	\$1,917,043	\$11,054,949	\$12,971,992	Maine, Turnpike Renewal & Replacement
	2019	\$0	\$2,041,697	\$0	\$2,041,697	\$0	\$6,154,987	\$0	\$6,154,987	Turnpike Renewal & Replacement
	2020	\$0	\$0	\$0	\$0	\$0	\$4,389,649	\$0	\$4,389,649	Turnpike Renewal & Replacement
		\$0	\$4,020,086	\$3,956,777	\$7,976,863	\$0	\$12,461,678	\$11,054,949	\$23,516,628	

REGIONALLY SIGNIFICANT: Y      MANAGED BY: DOT      CAA CODE: ATT

**PROJECT #:** 29781

**PROJECT NAME:** PORTSMOUTH

**ROUTE/ROAD:** Woodbury Ave. , Market St., Granite St.

**PROJECT SCOPE:**

Upgrade 5 existing traffic controllers and interconnects on Woodbury Ave. Market St. and Granite St

Existing Project Total: \$645,177

Proposed Project Total: \$1,455,000

Phase	FY	EXISTING FUNDING				AMENDED FUNDING				FUNDING SOURCE
		FEDERAL	STATE	OTHER	TOTAL	FEDERAL	STATE	OTHER	TOTAL	
PE	2017	\$2,400	\$0	\$600	\$3,000	\$2,400	\$0	\$600	\$3,000	Congestion Mitigation and Air Quality Program, Towns
ROW		\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000	Towns
CON		\$388,142	\$0	\$97,035	\$485,177	\$388,142	\$0	\$891,858	\$1,280,000	Congestion Mitigation and Air Quality Program, Towns
		\$390,542	\$0	\$97,635	\$488,177	\$390,542	\$0	\$907,458	\$1,298,000	

REGIONALLY SIGNIFICANT: N      MANAGED BY: Muni/Local      CAA CODE: ATT

**PROJECT #:** PAVE-T2-MAINT

**PROJECT NAME:** PROGRAM

**ROUTE/ROAD:** Tier 2 Highways

**PROJECT SCOPE:**  
Maintenance paving of the tier 2 system.

Existing Project Total: \$127,210,000

Proposed Project Total: \$119,170,000

Phase	FY	EXISTING FUNDING				AMENDED FUNDING				FUNDING SOURCE
		FEDERAL	STATE	OTHER	TOTAL	FEDERAL	STATE	OTHER	TOTAL	
PE	2017	\$200,000	\$0	\$0	\$200,000	\$200,000	\$0	\$0	\$200,000	STP-State Flexible, Toll Credit
	2018	\$200,000	\$0	\$0	\$200,000	\$200,000	\$0	\$0	\$200,000	STP-State Flexible, Toll Credit
	2019	\$200,000	\$0	\$0	\$200,000	\$200,000	\$0	\$0	\$200,000	STP-State Flexible, Toll Credit
	2020	\$200,000	\$0	\$0	\$200,000	\$200,000	\$0	\$0	\$200,000	STP-State Flexible, Toll Credit
ROW	2017	\$5,000	\$0	\$0	\$5,000	\$5,000	\$0	\$0	\$5,000	STP-State Flexible, Toll Credit
	2018	\$5,000	\$0	\$0	\$5,000	\$5,000	\$0	\$0	\$5,000	STP-State Flexible, Toll Credit
	2019	\$25,000	\$0	\$0	\$25,000	\$25,000	\$0	\$0	\$25,000	STP-State Flexible, Toll Credit
	2020	\$25,000	\$0	\$0	\$25,000	\$25,000	\$0	\$0	\$25,000	STP-State Flexible, Toll Credit
CON	2017	\$6,250,000	\$6,250,000	\$0	\$12,500,000	\$1,400,000	\$6,250,000	\$0	\$7,650,000	Betterment, STP-State Flexible, Toll Credit
	2018	\$6,250,000	\$6,250,000	\$0	\$12,500,000	\$6,250,000	\$6,250,000	\$0	\$12,500,000	Betterment, STP-State Flexible, Toll Credit
	2019	\$6,250,000	\$6,250,000	\$0	\$12,500,000	\$6,250,000	\$6,250,000	\$0	\$12,500,000	Betterment, STP-State Flexible, Toll Credit
	2020	\$6,250,000	\$6,250,000	\$0	\$12,500,000	\$4,655,000	\$6,250,000	\$0	\$10,905,000	Betterment, STP-State Flexible, Toll Credit
		\$25,860,000	\$25,000,000	\$0	\$50,860,000	\$19,415,000	\$25,000,000	\$0	\$44,415,000	

REGIONALLY SIGNIFICANT: N      MANAGED BY: DOT      CAA CODE: E-10

**PROJECT #:** PAVE-T2-REHAB

**PROJECT NAME:** PAVE-T2-REHAB

**ROUTE/ROAD:** Various

**PROJECT SCOPE:**

Rehab of Tier 2 roads.

Existing Project Total: \$0

Proposed Project Total: \$20,650,000

Phase	FY	EXISTING FUNDING				AMENDED FUNDING				FUNDING SOURCE
		FEDERAL	STATE	OTHER	TOTAL	FEDERAL	STATE	OTHER	TOTAL	
PE	2017	\$0	\$0	\$0	\$0	\$650,000	\$0	\$0	\$650,000	STP-State Flexible, Toll Credit
CON		\$0	\$0	\$0	\$0	\$6,933,988	\$566,012	\$0	\$7,500,000	Betterment, STP-State Flexible, Toll Credit
	2020	\$0	\$0	\$0	\$0	\$0	\$2,500,000	\$0	\$2,500,000	Betterment
		\$0	\$0	\$0	\$0	\$7,583,988	\$3,066,012	\$0	\$10,650,000	

REGIONALLY SIGNIFICANT: N      MANAGED BY: DOT      CAA CODE: ATT

**PROJECT #:** PRRCS

**PROJECT NAME:** PROGRAM

**ROUTE/ROAD:** Various

**PROJECT SCOPE:**

PAVEMENT RESURFACING, REHABILITATION & CRACKSEAL PROGRAM & RELATED WORK (Annual Fed Res Prog)

Existing Project Total: \$131,535,000

Proposed Project Total: \$0

Phase	FY	EXISTING FUNDING				AMENDED FUNDING				FUNDING SOURCE
		FEDERAL	STATE	OTHER	TOTAL	FEDERAL	STATE	OTHER	TOTAL	
CON	2017	\$11,350,000	\$0	\$0	\$11,350,000	\$0	\$0	\$0	\$0	STP-State Flexible, Toll Credit
		\$11,350,000	\$0	\$0	\$11,350,000	\$0	\$0	\$0	\$0	

REGIONALLY SIGNIFICANT: N      MANAGED BY: DOT      CAA CODE: ALL

**Grand Total**



March 1, 2017

Mr. Clifford Sinnott  
Executive Director  
Rockingham Planning Commission  
156 Water Street  
Exeter, NH 03833

Dear Cliff,

It is our understanding that Amendment 1 for the 2017-2020 STIP is currently out for public comment.

I would like to request the following amendments to the STIP be included for COAST related projects.

- Include a new project for FYs 2017, 2018 & 2019 for COAST for the use of FTA 5307 funds for 'Mobility Management'. The totals for each year should be \$43,750, \$45,100 & \$46,500 with 80% funded by FTA 5307 funds and 20% by COAST.
- The addition of this project should result in corresponding reductions in funds in COAST project 60000A (5307-Operating Assistance).

Thank you very much for your consideration of this request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rad Nichols".

Rad Nichols  
Executive Director

cc: Shelley Winters, Administrator, Bureau of Rail & Transit, NHDOT

	2017					2018				
	Improvement Program					Improvement Program				
	*Federal Resources Available	State Resource Available	Local/Other Resource Available	Total Resource Available	Total Programmed Inflated	*Federal Resources Available	State Resource Available	Local/Other Resource Available	Total Resource Available	Total Programmed Inflated
<b>FHWA (Federal-Aid with Match)</b>										
Bridge Off System	\$ -	\$ -	\$ 930,000	\$ 930,000	\$ 4,516,083	\$ -	\$ -	\$ 930,000	\$ 930,000	\$ 3,720,000
Bridge On System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bridge On/Off System	\$ -	\$ -	\$ -	\$ -	\$ 713,856	\$ -	\$ -	\$ -	\$ -	\$ 3,933,479
Congestion Mitigation and Air Quality Program	\$ 10,260,480	\$ -	\$ 599,645	\$ 10,860,125	\$ 7,718,682	\$ 10,683,212	\$ -	\$ -	\$ 10,683,212	\$ 2,594,099
Highway Safety Improvement Program (HSIP)	\$ 9,111,694	\$ -	\$ -	\$ 9,111,694	\$ 6,166,800	\$ 9,487,096	\$ -	\$ -	\$ 9,487,096	\$ 5,436,651
Interstate Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 4,417,003	\$ -	\$ -	\$ -	\$ -	\$ -
National Highway Freight	\$ 4,475,320	\$ -	\$ -	\$ 4,475,320	\$ -	\$ 4,659,703	\$ -	\$ -	\$ 4,659,703	\$ -
National Highway System	\$ 90,637,503	\$ -	\$ 316,517	\$ 90,954,020	\$ 55,706,369	\$ 94,371,768	\$ -	\$ 169,920	\$ 94,541,688	\$ 55,781,418
NSTI National Summer Transportation Institut	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
RL - Rail Highway	\$ 1,150,000	\$ -	\$ -	\$ 1,150,000	\$ 1,044,000	\$ 1,197,380	\$ -	\$ -	\$ 1,197,380	\$ 1,044,000
Recreational Trails	\$ 1,267,944	\$ -	\$ 312,500	\$ 1,580,444	\$ 1,250,000	\$ 1,320,183	\$ -	\$ 312,500	\$ 1,632,683	\$ 1,250,000
Redistribution	\$ 553,516	\$ -	\$ -	\$ 553,516	\$ 68,112	\$ 576,321	\$ -	\$ -	\$ 576,321	\$ -
Restoration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Safe Routes to School	\$ -	\$ -	\$ -	\$ -	\$ 2,746,721	\$ -	\$ -	\$ -	\$ -	\$ 269,000
TAP - Transportation Alternatives	\$ 2,623,489	\$ -	\$ 638,400	\$ 3,261,889	\$ 2,553,600	\$ 2,731,577	\$ -	\$ 638,400	\$ 3,369,977	\$ 2,553,600
Transportation and Community and System Pr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
STP-S to 200K	\$ 7,545,578	\$ -	\$ 59,370	\$ 7,604,948	\$ 7,162,643	\$ 7,856,456	\$ -	\$ -	\$ 7,856,456	\$ 6,337,841
STP-Areas Less Than 200K	\$ -	\$ -	\$ -	\$ -	\$ 3,778,701	\$ -	\$ -	\$ -	\$ -	\$ 37,489
STP-Areas Over 200K	\$ 5,279,308	\$ -	\$ 175,440	\$ 5,454,748	\$ 721,956	\$ 5,496,815	\$ -	\$ 468,611	\$ 5,965,426	\$ 1,894,698
STP-DBE	\$ -	\$ -	\$ -	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000
STP-Enhancement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
STP-Hazard Elimination	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
STP-Non Urban Areas Under 5K	\$ 9,442,354	\$ -	\$ 201	\$ 9,442,555	\$ 5,001,024	\$ 9,831,379	\$ -	\$ -	\$ 9,831,379	\$ 10,886,398
STP-Off System Bridge	\$ 3,672,842	\$ -	\$ -	\$ 3,672,842	\$ 54,490	\$ 3,824,163	\$ -	\$ -	\$ 3,824,163	\$ -
STP-Rail	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
STP-Safety	\$ -	\$ -	\$ -	\$ -	\$ 187,444	\$ -	\$ -	\$ -	\$ -	\$ 193,442
STP-State Flexible	\$ 16,881,533	\$ -	\$ 251,808	\$ 17,133,341	\$ 43,049,105	\$ 17,577,052	\$ -	\$ 21,300	\$ 17,598,353	\$ 42,448,248
Recovered De-Obligations	\$ -	\$ -	\$ -	\$ -	\$ (14,658,636)	\$ -	\$ -	\$ -	\$ -	\$ -
TIFIA	\$ -	\$ -	\$ 35,537,519.84	\$ 35,537,520	\$ 35,537,519.84	\$ -	\$ -	\$ -	\$ -	\$ -
TIGER Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bridge Special	\$ 48,000	\$ -	\$ 2,477	\$ 50,477	\$ 321,984	\$ 49,037	\$ -	\$ 64,997	\$ 114,034	\$ 3,174,389
National Scenic Byways	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FHWA Earmarks	\$ 11,715,142	\$ -	\$ 465,808	\$ 12,180,950	\$ 12,180,950	\$ 3,079,763	\$ -	\$ 769,941	\$ 3,849,704	\$ 3,849,704
Training and Education	\$ 150,000	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000
National Highway (NHPP) Exempt	\$ 2,480,907	\$ -	\$ -	\$ 2,480,907	\$ -	\$ 2,583,120	\$ -	\$ -	\$ 2,583,120	\$ -
Redistribution (Year End)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Toll Credit	\$ -	\$ -	\$ -	\$ -	\$ 31,582,867	\$ -	\$ -	\$ -	\$ -	\$ 29,556,715
<b>Total</b>	<b>\$ 177,325,610</b>	<b>\$ -</b>	<b>\$ 39,289,685</b>	<b>\$ 216,615,295</b>	<b>\$ 212,096,273</b>	<b>\$ 175,505,025</b>	<b>\$ -</b>	<b>\$ 3,375,669</b>	<b>\$ 178,880,695</b>	<b>\$ 175,236,171</b>
<b>FY 2017 Estimated Obligational Limit**</b>	<b>\$ 159,902,609</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funds Not Subject to Obligational Limit</b>	<b>\$ 14,394,049</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Adjusted Total</b>	<b>\$ 174,296,658</b>	<b>\$ -</b>	<b>\$ 39,289,685</b>	<b>\$ 213,586,343</b>	<b>\$ 212,096,273</b>	<b>\$ 175,505,025</b>	<b>\$ -</b>	<b>\$ 3,375,669</b>	<b>\$ 178,880,695</b>	<b>\$ 175,236,171</b>
<b>FTA (Federal-Aid with Match)***</b>										
FTA5307	\$ 7,924,317	\$ -	\$ 2,944,097	\$ 10,868,414	\$ 10,868,414.00	\$ 7,515,662	\$ -	\$ 3,120,540	\$ 10,636,202	\$ 10,516,919
FTA5307_NHDOT	\$ 3,037,943	\$ -	\$ 759,486	\$ 3,797,429	\$ 3,797,428.83	\$ 3,094,710	\$ -	\$ 773,678	\$ 3,868,388	\$ 3,868,388
FTA5309	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA5310	\$ 2,158,426	\$ -	\$ 573,759	\$ 2,732,185	\$ 2,732,185.00	\$ 2,255,692	\$ -	\$ 563,923	\$ 2,819,615	\$ 2,819,615
FTA5311	\$ 4,441,976	\$ -	\$ 4,441,976	\$ 8,883,952	\$ 8,883,951.00	\$ 4,584,119	\$ -	\$ 4,584,119	\$ 9,168,238	\$ 9,168,238
FTA5339	\$ 2,462,957	\$ -	\$ 615,739	\$ 3,078,696	\$ 2,899,746.00	\$ 2,470,640	\$ -	\$ 617,660	\$ 3,088,300	\$ 3,088,300
<b>Total</b>	<b>\$ 20,025,619</b>	<b>\$ -</b>	<b>\$ 9,335,057</b>	<b>\$ 29,360,676</b>	<b>\$ 29,181,725</b>	<b>\$ 19,920,823</b>	<b>\$ -</b>	<b>\$ 9,659,920</b>	<b>\$ 29,580,743</b>	<b>\$ 29,461,460.00</b>
<b>FHWA/FTA Total</b>	<b>\$ 194,322,277</b>	<b>\$ -</b>	<b>\$ 48,624,742</b>	<b>\$ 242,947,019</b>	<b>\$ 241,277,998</b>	<b>\$ 195,425,848</b>	<b>\$ -</b>	<b>\$ 13,035,589</b>	<b>\$ 208,461,438</b>	<b>\$ 204,697,631</b>
<b>Innovated Financing</b>										
GARVEE Bond Funds ****	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>State Fund Sources</b>										
Turnpike Capital	\$ -	\$ 27,684,096	\$ -	\$ 27,684,096	\$ 27,684,096	\$ -	\$ 28,384,611	\$ -	\$ 28,384,611	\$ 28,384,611
Turnpike Program	\$ -	\$ 28,084	\$ -	\$ 28,084	\$ 28,084	\$ -	\$ 28,320	\$ -	\$ 28,320	\$ 28,320
Turnpike Renewal & Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,917,043	\$ -	\$ -	\$ 1,917,043	\$ 1,917,043
<b>Total</b>	<b>\$ -</b>	<b>\$ 27,712,180</b>	<b>\$ -</b>	<b>\$ 27,712,180</b>	<b>\$ 27,712,180</b>	<b>\$ -</b>	<b>\$ 30,329,974</b>	<b>\$ -</b>	<b>\$ 30,329,974</b>	<b>\$ 30,329,974</b>
<b>ALL SOURCES Total</b>	<b>\$ 194,322,277</b>	<b>\$ 27,712,180</b>	<b>\$ 48,624,742</b>	<b>\$ 270,659,199</b>	<b>\$ 268,990,178</b>	<b>\$ 195,425,848</b>	<b>\$ 30,329,974</b>	<b>\$ 13,035,589</b>	<b>\$ 238,791,412</b>	<b>\$ 235,027,606</b>

\* Federal Resources: Apportioned Funds from Status of Funds

\*\* Constraint Limits

FY 2017 Estimated Obligational Limit is based on the FY2016 Ob Limit multiplied by FAST Act Escalation of 1.02065

FY 18 Program Funds Based on FY 17 Current Status of Funds Multiplied by 1.0412 to Equal FY Estimated FAST Act Amounts

FY 19 Based on FY 18 Multiplied by FAST Act Escalation of 1.0226

FY 20 Based on FY 19 Multiplied by FAST Act Escalation of 1.0239

\*\*\* FTA Available funds = includes prior grant funds.

\*\*\*\* Anticipated GARVEE Bonds

	2019						2020					
	Improvement Program						Improvement Program					
	Federal Resources Available	State Resource Available	Local/Other Resource Available	Total Resource Available	Total Programmed Inflated	Federal Resources Available	State Resource Available	Local/Other Resource Available	Total Resource Available	Total Programmed Inflated		
<b>FHWA (Federal-Aid with Match)</b>												
Bridge Off System	\$ -	\$ -	\$ 925,000	\$ 925,000	\$ 5,411,966	\$ -	\$ -	\$ 925,000	\$ 925,000	\$ 3,779,853		
Bridge On System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Bridge On/Off System	\$ -	\$ -	\$ -	\$ -	\$ 7,184,373	\$ -	\$ -	\$ -	\$ -	\$ 6,219,676		
Congestion Mitigation and Air Quality Program	\$ 10,924,652	\$ -	\$ -	\$ 10,924,652	\$ 4,220,562	\$ 11,186,844	\$ -	\$ -	\$ 11,186,844	\$ 2,177,810		
Highway Safety Improvement Program (HSIP)	\$ 9,701,504	\$ -	\$ -	\$ 9,701,504	\$ 8,740,936	\$ -	\$ -	\$ 9,934,340	\$ 9,934,340	\$ 8,918,173		
Interstate Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
National Highway Freight	\$ 4,765,012	\$ -	\$ -	\$ 4,765,012	\$ -	\$ 4,879,373	\$ -	\$ -	\$ 4,879,373	\$ -		
National Highway System	\$ 96,504,570	\$ -	\$ 318,346	\$ 96,822,916	\$ 35,776,657	\$ 98,820,680	\$ -	\$ -	\$ 98,820,680	\$ 27,184,172		
NSTI National Summer Transportation Institute	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000		
RL - Rail Highway	\$ 1,224,441	\$ -	\$ -	\$ 1,224,441	\$ 1,044,000	\$ 1,253,827	\$ -	\$ -	\$ 1,253,827	\$ 1,044,000		
Recreational Trails	\$ 1,350,019	\$ -	\$ 312,500	\$ 1,662,519	\$ 1,250,000	\$ 1,382,420	\$ -	\$ 312,500	\$ 1,694,920	\$ 1,250,000		
Redistribution	\$ 589,346	\$ -	\$ -	\$ 589,346	\$ -	\$ 603,490	\$ -	\$ -	\$ 603,490	\$ -		
Restoration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Safe Routes to School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
TAP - Transportation Alternatives	\$ 2,793,310	\$ -	\$ 638,420	\$ 3,431,730	\$ 2,553,680	\$ 2,860,350	\$ -	\$ 638,420	\$ 3,498,770	\$ 2,553,680		
Transportation and Community and System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
STP-5 to 200K	\$ 8,034,012	\$ -	\$ 603,336	\$ 8,637,348	\$ 8,566,388	\$ 8,226,828	\$ -	\$ 525,680	\$ 8,752,508	\$ 7,190,418		
STP-Areas Less Than 200K	\$ -	\$ -	\$ -	\$ -	\$ 48,361	\$ -	\$ -	\$ -	\$ -	\$ -		
STP-Areas Over 200K	\$ 5,621,044	\$ -	\$ 549,552	\$ 6,170,596	\$ 2,221,370	\$ 5,755,949	\$ -	\$ -	\$ 5,755,949	\$ 1,859,523		
STP-DBE	\$ -	\$ -	\$ -	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000		
STP-Enhancement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
STP-Hazard Elimination	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
STP-Non Urban Areas Under 5K	\$ 10,053,568	\$ -	\$ -	\$ 10,053,568	\$ 4,999,210	\$ 10,294,854	\$ -	\$ -	\$ 10,294,854	\$ 13,437,194		
STP-Off System Bridge	\$ 3,910,589	\$ -	\$ -	\$ 3,910,589	\$ -	\$ 4,004,443	\$ -	\$ -	\$ 4,004,443	\$ 74,862		
STP-Rail	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
STP-Safety	\$ -	\$ -	\$ -	\$ -	\$ 199,633	\$ -	\$ -	\$ -	\$ -	\$ 206,021		
STP-State Flexible	\$ 17,974,294	\$ -	\$ 527,570	\$ 18,501,864	\$ 65,895,347	\$ 18,405,677	\$ -	\$ -	\$ 18,405,677	\$ 70,478,691		
TIFIA	\$ -	\$ -	\$ 3,791,911.45	\$ 3,791,911	\$ 3,791,911	\$ -	\$ -	\$ 3,913,253	\$ 3,913,253	\$ 3,913,253		
TIGER Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
TIGER Grants (Maine)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Bridge Special	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
National Scenic Byways	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
FHWA Earmarks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Training and Education	\$ 150,000	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ 150,000	\$ 150,000		
National Highway (NHPP) Exempt	\$ 2,641,499	\$ -	\$ -	\$ 2,641,499	\$ -	\$ 2,704,895	\$ -	\$ -	\$ 2,704,895	\$ -		
Toll Credit	\$ -	\$ -	\$ -	\$ -	\$ 31,713,496	\$ -	\$ -	\$ -	\$ -	\$ 32,640,860		
<b>Total</b>	<b>\$ 176,267,860</b>	<b>\$ -</b>	<b>\$ 7,666,636</b>	<b>\$ 183,934,496</b>	<b>\$ 183,892,889</b>	<b>\$ 180,493,969</b>	<b>\$ -</b>	<b>\$ 6,314,852</b>	<b>\$ 186,808,821</b>	<b>\$ 183,203,186</b>		
<b>FY 2017 Estimated Obligational Limit**</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>Funds Not Subject to Obligational Limit</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>ADJUSTED AVAILABLE</b>	<b>Total</b>	<b>\$ 176,267,860</b>	<b>\$ -</b>	<b>\$ 7,666,636</b>	<b>\$ 183,934,496</b>	<b>\$ 180,493,969</b>	<b>\$ -</b>	<b>\$ 6,314,852</b>	<b>\$ 186,808,821</b>	<b>\$ 183,203,186</b>		
<b>FTA (Federal-Aid with Match)</b>												
FTA5307	\$ 4,043,284	\$ -	\$ 2,824,931	\$ 6,868,215	\$ 6,868,215	\$ 5,013,798	\$ -	\$ 3,503,002	\$ 8,516,800	\$ 8,516,800		
FTA5307_NHDOT	\$ 3,045,862	\$ -	\$ 761,466	\$ 3,807,328	\$ 3,807,328	\$ 3,116,499	\$ -	\$ 779,125	\$ 3,895,624	\$ 3,895,624		
FTA5309	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
FTA5310	\$ 2,224,932	\$ -	\$ 556,233	\$ 2,781,165	\$ 2,781,165	\$ 2,294,016	\$ -	\$ 573,504	\$ 2,867,520	\$ 2,867,520		
FTA5311	\$ 4,446,481	\$ -	\$ 4,446,481	\$ 8,892,962	\$ 8,892,962	\$ 4,586,108	\$ -	\$ 4,586,108	\$ 9,172,216	\$ 9,172,216		
FTA5339	\$ 2,321,397	\$ -	\$ 580,349	\$ 2,901,746	\$ 2,901,746	\$ 2,529,792	\$ -	\$ 632,448	\$ 3,162,240	\$ 3,162,240		
<b>Total</b>	<b>\$ 16,081,956</b>	<b>\$ -</b>	<b>\$ 9,169,460</b>	<b>\$ 25,251,416</b>	<b>\$ 25,251,416</b>	<b>\$ 17,540,213</b>	<b>\$ -</b>	<b>\$ 10,074,187</b>	<b>\$ 27,614,400</b>	<b>\$ 27,614,400</b>		
<b>FHWA/FTA</b>	<b>Total</b>	<b>\$ 192,349,816</b>	<b>\$ -</b>	<b>\$ 16,836,096</b>	<b>\$ 209,185,912</b>	<b>\$ 209,144,305</b>	<b>\$ 198,034,182</b>	<b>\$ -</b>	<b>\$ 16,389,039</b>	<b>\$ 214,423,221</b>	<b>\$ 210,817,586</b>	
<b>Innovated Financing</b>												
GARVEE Bond Funds ****	\$ -	\$ 12,529,794	\$ -	\$ 12,529,794	\$ 12,529,794	\$ -	\$ 12,930,748	\$ -	\$ 12,930,748	\$ 12,930,748		
<b>Total</b>	<b>\$ -</b>	<b>\$ 12,529,794</b>	<b>\$ -</b>	<b>\$ 12,529,794</b>	<b>\$ 12,529,794</b>	<b>\$ -</b>	<b>\$ 12,930,748</b>	<b>\$ -</b>	<b>\$ 12,930,748</b>	<b>\$ 12,930,748</b>		
<b>State Fund Sources</b>												
Turnpike Capital	\$ -	\$ 27,497,499	\$ -	\$ 27,497,499	\$ 27,497,499	\$ -	\$ 34,880,120	\$ -	\$ 34,880,120	\$ 34,880,120		
Turnpike Program	\$ -	\$ 2,388	\$ -	\$ 2,388	\$ 2,388	\$ -	\$ -	\$ -	\$ -	\$ -		
Turnpike Renewal & Repl.	\$ -	\$ 6,154,987	\$ -	\$ 6,154,987	\$ 6,154,987	\$ -	\$ 4,389,649	\$ -	\$ 4,389,649	\$ 4,389,649		
<b>Total</b>	<b>\$ -</b>	<b>\$ 33,654,874</b>	<b>\$ -</b>	<b>\$ 33,654,874</b>	<b>\$ 33,654,874</b>	<b>\$ -</b>	<b>\$ 39,269,768</b>	<b>\$ -</b>	<b>\$ 39,269,768</b>	<b>\$ 39,269,768</b>		
<b>ALL SOURCES</b>	<b>Total</b>	<b>\$ 192,349,816</b>	<b>\$ 46,184,668</b>	<b>\$ 16,836,096</b>	<b>\$ 255,370,580</b>	<b>\$ 255,328,973</b>	<b>\$ 198,034,182</b>	<b>\$ 52,200,516</b>	<b>\$ 266,623,738</b>	<b>\$ 263,018,102</b>		

\* Federal Resources: Apportioned Funds from Status of Funds

\*\* Constraint Limits

FY 2017 Estimated Obligational Limit is based on the FY2016 Ob Limit multiplied by FAST Act Escalation of 1.02065

FY 18 Program Funds Based on FY 17 Current Status of Funds Multiplied by 1.04121

FY 19 Based on FY 18 Multiplied by FAST Act Escalation of 1.0226

FY 20 Based on FY 19 Multiplied by FAST Act Escalation of 1.0239

\*\*\* FTA Available funds = includes prior grant funds.

\*\*\*\* Anticipated GARVEE Bonds

# ATTACHMENT 3

## RPC Executive Director Search Process

ATTACHMENT 3

23 January	Non-public Personnel Committee Meeting Review & Agree on Process to Recommend Review Position Description & Posting
25 January	Executive Committee Meeting Announcement and initial discussion of process
31 January	Staff Meeting C. Sinnott announces his intention to retire with Staff P. Wilson / Pers. Comm. Discusses recruiting plans, timetable Invitation for Interested Staff to Apply C. Sinnott informs Commissioners
By 20 February	Search Committee formed to include Pers. Comm. (Wilson, Kravitz, Coppelman) plus other members (R. Taintor; L. Bistany, T. Moore confirmed)
22 February	Executive Committee Meeting Review & Adopt: Recruiting Process Position Description & Posting Appoint Search Committee – superset of Personnel Committee
By 1 March	Post Position: NHMA (online); NH OEP (online) Northeast Chapter of APA (online) NH Planners Association (online)
8 March	Discussion of Process with full Commission
By 31 March	Deadline for Receipt of Applications Search Committee Organization Meeting
By 12 April	Search Committee Meeting Reduce Candidate Pool to 3-5
By 3 May	Complete 1 <sup>st</sup> Interviews (off-site) Search Committee Meeting Reduce Candidate Pool to 2
By 15 May	Complete 2 <sup>nd</sup> Interviews (at RPC with Tour, etc.) Search Committee Meeting Select Final Candidate Agree Offer Terms & Conditions to Recommend
17 May	Executive Committee meeting to approve Search Committee recommendation
24 May	Commission Meeting to approve candidate and terms/conditions (or Commission delegates approval to Executive Comm.)
By 1 June	Draft Offer Letter & Extend Offer
<b>1 August 2017</b>	<b>Start Date of New Executive Director</b>

# RPC Executive Director Search Process

## POSITION POSTING

### **Executive Director – Rockingham Planning Commission**

The Rockingham Planning Commission, the regional land use and transportation planning agency for southeast New Hampshire, is seeking to fill the position of Executive Director beginning August 1, 2017.

The Executive Director's role offers candidates an exceptional opportunity to lead a dynamic planning organization in New Hampshire's Seacoast Region -- a vibrant, growing area of New England. The RPC is one of nine regional planning commissions in the State of New Hampshire. The Executive Director concurrently serves as Executive Director of the Metropolitan Planning Organization ("MPO") for the region.

The Search Committee is seeking a highly qualified, outstanding Executive Director to lead the evolution of the RPC/MPO, to continue the exemplary work of the Commission, to meet future needs of its member communities and the region, and to position the organization to meet these needs.

Above all the successful candidate will demonstrate the desire and ability to lead, motivate and support a committed group of highly skilled, professional members of the staff. He or she will have know how in interpersonal, communications, technical and management areas. These are necessary to develop the vision, strategies, organization and relationships with member communities to lead the RPC in successfully adapting to a changing environment for regional planning commissions and metropolitan planning organizations.

He or she will also have the know how to sustain and develop successful relationships with member municipalities and with external stakeholders – including state and federal agencies, and other public and private regional organizations and maintain the RPC's standing as a respected and influential voice in the region and in New Hampshire's planning community. Job responsibilities include representing the agency on, and participating in, external organizations as needed to represent the interests of the region.

Authorized by State statute, the RPC serves in an advisory role to local governments to promote coordinated planning, orderly growth, efficient land use, transportation access, economic development, and environmental protection. The agency serves 27 communities in Rockingham County, NH, which voluntarily join the Commission and appoint its representatives. In aggregate, member communities have a population of just over 200,000. The region encompasses all municipalities on New Hampshire's seacoast, as well as the many growing communities as far west as I-93. The region is diverse, dynamic, accessible and offers a high quality of life.

Minimum qualifications for the position, unless otherwise determined by the Commission, are a Master's Degree in planning, public administration or a related field and seven (7) years of professional experience, two or more of which include managerial responsibilities. Please see [www.rpc-nh.org/exec\\_dir\\_search](http://www.rpc-nh.org/exec_dir_search) for specific qualifications and responsibilities.

Compensation, including a comprehensive benefits package, will be competitive with comparable positions in New Hampshire and based on the qualifications and experience of the successful candidate. To apply, send a letter of interest and resume via email by close of business on March 31, 2017 to *Mr. Phil Wilson, Chair, RPC Executive Director Search Committee*, at: [exec\\_dir\\_search@comcast.net](mailto:exec_dir_search@comcast.net).

# **RPC Executive Director Search Process**

## **Rockingham Planning Commission**

### **EXECUTIVE DIRECTOR - DESCRIPTION OF DUTIES AND RESPONSIBILITIES**

As chief administrative officer of the Rockingham Planning Commission the Executive Director leads, manages and directs operations of the Commission within parameters established and approved by the Commission.

Leadership responsibilities include working with the Executive Committee and the Commission as a whole to develop and articulate a vision, strategy and work program for the RPC, to execute the work plan or program approved by the Commission, to monitor and report on progress, and to identify modifications as needed.

As the principal representative of the RPC to municipalities in the region, the Executive Director leads efforts to attract new member communities, to build and sustain relationships with current members, ensures financial sustainability of the agency, assesses members' expectations and needs, promotes the work of the RPC to assist members in achieving their development and conservation goals, and regularly evaluates the RPC's performance in serving them. The Executive Director also has lead responsibility for developing and maintain strong cooperative relationships with partner agencies and organizations at state and regional levels.

Specific duties of the Executive Director, some of which may be delegated to others as appropriate, include: 1) hiring, supervising, evaluating, developing and, when appropriate, releasing employees; 2) directing daily office operations and functions; 3) ensuring administrative compliance with all grants and contracts received by the Commission and compliance with related Federal and State regulations; 4) preparing and managing the budget; 5) ensuring the financial sustainability of the organizations by developing and sustaining appropriate revenue sources; 5) developing and promoting the use of Commission services; 6) acting as spokesperson for the Commission; 7) managing work of the Executive Committee and other standing committees; 8) planning and organizing Commission meetings and programs, 9) informing the Commission on regional and State planning issues and assisting in formulating policies related to such issues, and 10) carrying out Commission directives and policies.

Minimum qualifications for the position are a Master's Degree in planning, public administration or a related field and seven (7) years of professional experience, two or more of which include managerial responsibilities.

# ATTACHMENT 4

**ARTICLE III Position Classification, Description and Salary Grades**

A. Position Classifications: All full-time and regular and special part-time employment positions maintained by the Commission are classified by category and position according to function, qualifications and performance as shown below. Positions are filled and maintained on an as needed basis.

1.	MANAGEMENT AND ADMINISTRATION Position: Executive Director Assistant Director; Program Directors Business Manager	SALARY GRADES 7 6 5
2.	LAND USE PLANNING Position: Land Use Program Manager Senior Planner Regional Planner Assistant Planner	5 4 3 2
3.	TRANSPORTATION PLANNING Position: Transportation Program Manager Senior Transportation Planner Transportation Planner Assistant Transportation Planner	5 4 3 2
4.	SUPPORT Position: GIS Systems Manager Senior GIS Systems Analyst GIS/Transportation Analyst I-II Information Technology Specialist I-II Planning/GIS/Transportation Technician I-II Administrative Asst. (I-II) Secretary	5 4 3 2-3 1-2 3-4 1-2

SALARY GRADE	POSITION TYPE	JOB TITLES		
		Land Use	Transportation	Support
7	<i>Executive Director</i>	- Executive Director		
6	<i>Assistant Director</i>	- Assistant Director		
6	<i>Director</i>	- Program Director	- Program Director	- Director of Fin. & Admin.
5	<i>Manager</i>	- Land Use Program Manager	- Transportation Program Manager	- Business Manager GIS Systems Manager
4	<i>Senior Level</i>	- Senior Planner	- Senior Transp. Planner	- Sr. Admin Assistant - Sr. GIS Systems Analyst
3	<i>Planner/Analyst/Assistant</i>	- Regional Planner	- Transp. Planner	- Admin Assistant - GIS/Transp. Analyst - IT Specialist
1 & 2	<i>Secretary/Technician</i>	- Assistant Planner	- Assistant Transp. Planner	- Secretary - Planning Technician

B. Position Description and Qualifications:

For each of the positions listed below, the job requirements include attendance at night meetings and possession of a valid motor vehicle driver's license or otherwise possess the means for independent travel to out-of-office meetings as may be required.

**1. Management and Administration**

- a) Executive Director: The Executive Director is the chief administrative officer and is responsible for overall management and direction of Commission operations. Specific duties include: 1) hiring, supervising, evaluating and releasing Employees; 2) directing daily office operations and function; 3) ensuring commission administrative compliance with all grants and contracts and with related Federal and State regulations; 4) preparing and managing the budget; 5) acting as the spokesperson for the Commission; 6) managing the work of the Executive Committee and other sub-committees; 7) informing the Commission on regional planning issues and assisting in the formulation of policies relating to such issues; and 8) carrying out Commission directives and policies. Unless otherwise specified, minimum qualifications are a Master's Degree in planning or related field and seven (7) years of professional experience, two or more which are in an administrative position.
- b) Assistant Director: The Assistant Director is responsible to the Executive Director to assist in the overall management of agency operations and to assume the responsibilities of the Executive Director in his or her absence. The Assistant Director maintains a working knowledge of budgeting, accounting and contract management detail of Commission operations and performs program management, personnel management, planning duties and such other assignments made by the Executive Director. The Assistant Director has lead responsibility for developing and maintaining local technical assistance and education programs provided to communities by the Commission, for training and preparation of staff, assists with the preparation of staff meetings and activities and provides support as needed to one or more of the standing committees of the Commission. Minimum qualifications are a Bachelor's degree in planning or a related field and four (4) year professional experience. A Master's Degree is highly favored and may substitute for up to one (1) year of required experience.
- c) Business Manager: The Business Manager is responsible for maintaining and monitoring the Commission's financial, accounting, personnel, benefits management and grants management systems. This position requires working knowledge of lease agreements, labor laws, grant requirements and audit requirements. This position provides administrative support to the Executive and Assistant Director and others as assigned and is responsible for ordering supplies, word processing and supervising clerical staff when necessary. In addition, this position is responsible for organizing and recording of Commission meetings, updating agency handbook and major equipment purchases and may have other duties as assigned by the Director. Jobs skills required include proficiency with general accounting procedures, cost allocation methods, automated accounting systems, budget and cash flow tracking and benefits management. Additional job

skills include proficiency with accounting and office productivity software and managing contact and project databases and other records, ability to take minutes and dictation, and to compose correspondence and utilize business document formats. Job requirements include the ability to lift boxes, files and the like. Minimum qualifications include an Associates Degree in related field and three (3) years of progressive business experience. A Bachelor's degree in business management, finance or accounting is highly preferred

## **2. Land Use Planning**

- a) Senior Planner: The Senior Planner is responsible for carrying out the planning tasks associated with the regional planner position, and in addition, for initiating, coordinating and completing planning projects within multiple land use program areas. The Senior Planner is expected to supervise the work of other planning and support personnel when appropriate, be capable of performing complex planning tasks, and gain training and proficiency in emerging planning topics and technologies. The Senior Planner may be asked to represent RPC on workgroups, committees or commissions of external organizations to represent the interests of the region. A Senior Planner must have extensive work and project management experience, and advanced writing, public speaking and facilitation skills related to job responsibilities. Minimum qualifications are a Bachelor's Degree in planning or closely related field and five (5) years of experience. A Master's Degree is highly preferred and may substitute for up to one (1) year of experience.

Regional Planner: A Regional Planner is responsible for the research and preparation of regional and community planning documents, including community plans, capital improvement programs, land use regulations and other project-specific documents, and for gaining knowledge and proficiency in planning topics and technologies as necessary. Areas of responsibility may include planning related work on one or more of the following: water/natural resources, solid waste, hazard mitigation, climate change, transportation, GIS, land use regulation, public education, impact assessment, and circuit-rider planning. Minimum qualifications for this position include a Bachelor's Degree in planning or closely related field and two (2) years of experience. A Master's Degree is highly preferred and may substitute for one (1) year of experience.

- b) Assistant Planner: An Assistant Planner is responsible for assisting Regional and Senior Planners in implementing planning projects and in all phases of planning work, including research, analysis and writing. Minimum qualifications are a Bachelor's Degree in planning or closely related field and one (1) year of experience. A Master's Degree is highly preferred and may substitute for one (1) year of experience.

## **3. Transportation Planning**

- a) Transportation Program Manager: The Transportation Program Manager is a member of the agency management and is responsible for overseeing all aspects of the MPO transportation planning program and reports to and is supervised by the Executive Director. The purpose of the position is to

manage the Transportation Planning functions of the Metropolitan Planning Organization for the Rockingham Planning Commission. The Transportation Program Manager works with considerable independence in the performance of regularly assigned duties, is expected to supervise the work of other transportation planning and support personnel when appropriate and be capable of performing general transportation planning tasks required of the other transportation planners. Direct responsibilities include the development, maintenance and monitoring of the Unified Planning Work Program, recommending staffing assignments within the Transportation Program, monitoring the program budget and the preparation of core MPO documents (including the Long Range Plan, Transportation Improvement Program, Annual List of Obligated Projects, MPO Performance Reports, Air Quality Conformity and Financial Constraint Documents, the MPO Prospectus). In addition, the Transportation Program Manager will work closely with the Assistant Director and the Senior Land Use Planners to coordinate and implement land use-transportation projects. (2/9/11)

- b) Senior Transportation Planner: The Senior Transportation Planner is responsible for general transportation planning tasks required of Transportation Planners and Assistant Transportation Planners and in addition, for initiating, coordinating and carrying out transportation planning projects within one or more program areas. The Senior Transportation Planner is expected to supervise the work of other transportation planning and support personnel when appropriate and be capable of performing. The Senior Transportation Planner may be asked to represent RPC on transportation workgroups, committees or commissions of external organizations to represent the interests of the region. A Senior Planner must have extensive work and project management experience, and advanced writing, public speaking and facilitation skills related to job responsibilities. Minimum qualifications are a Bachelor's Degree in transportation planning or closely related field and four (4) years experience. A Master's Degree is highly preferred and may substitute for one (1) year of experience.
- c) Transportation Planner: A Transportation Planner is responsible for the research and preparation of local and regional transportation planning documents and other project-specific documents and for gaining knowledge and proficiency in transportation planning topics and technologies as necessary. Areas of responsibility may include MPO transportation planning related work on one or more of the following: general highway planning, transit planning, data collection and analysis, modeling, air quality assessment, traffic impact analysis, highway capacity analysis and other transportation projects. Job responsibilities include the ability to install and remove traffic counting equipment on roadways, which requires lifting loads of approximately fifty (50) pounds. Minimum qualifications are a Bachelor's Degree in transportation planning or closely related field and two (2) years experience. A Master's Degree is highly preferred and may substitute for one (1) year of experience.

#### 4. Support

- a) GIS Manager: The GIS Manager is responsible for initiating, coordinating and carrying out GIS and spatial data and analysis projects within one or more program areas. This position both performs general GIS planning tasks required by planning staff and supervises the work of the GIS/Transportation Analyst position(s) and technical support personnel when appropriate. A GIS Manager must have extensive work experience related to job responsibilities which include: GIS mapping and cartography including map composition, GIS implementation and management, computer system management, graphics production, and database management. The require skills include the ability to understand mapping and GIS analysis needs for projects, to compose effective map products, to create, manage, maintain and manipulate GIS data, to manage and prioritize multiple projects and to supervise staff as required. The GIS manager must also demonstrate and maintain proficiency in the ESRI suite of tools, as well as working knowledge of open source GIS tools. Minimum qualifications include a Bachelor's Degree in geography, planning, computer science, GIS, or related field and a thorough understanding of cartographic principals, an understanding of geodesy, GPS, field collection methods, data methods, data quality and documentation, as well as five (5) years of experience in a production GIS environment.
- b) GIS/Transportation Analyst: Provides the agency with spatial, cartographic, data collection and modelling expertise to support and assist with transportation and other planning analyses. Responsibilities include collecting, managing, mapping and analyzing transportation systems and other data, primarily for use by other transportation planning staff. Data collection and related responsibilities may include managing the agency traffic counting program, congestion management system, maintaining the road system inventory and traffic system inventories. Position is also responsible for managing, maintaining and utilizing the computerized travel demand model for the region and for developing, maintaining and utilizing GIS data layers necessary to support transportation planning projects. Job responsibilities include the ability to install and remove traffic counting equipment on roadways, which requires lifting loads of approximately fifty (50) pounds. Minimum qualifications are a Bachelor's Degree in transportation planning, engineering, geography, spatial science or other technical discipline, demonstrated proficiency in data management and analysis and two (2) years of professional experience.
- c) Planning Technician: Assist the land use planning, transportation or administrative staff by performing tasks in support of these areas of work. These areas include manual cartography, graphics, photo interpretation, traffic counting, demographic analysis, surveys, general research and other duties as assigned. Qualifications will be set based on specific requirements of the tasks to be assigned; however, will ordinarily include a degree from a technical college or an Associate's Degree in a related field.
- d) Administrative Assistant: The Administrative Assistant is responsible for assisting general administrative and logistical functions of the office to include managing the flow of communications, scheduling and providing administrative support to RPC staff as assigned. This position maintains the office calendar and an internal "calendar tracking system" for projects and correspondence

other than those financial in nature. In addition, this position is responsible for filing correspondence and other documents, for file system maintenance, for administrative database management, for library cataloging and maintenance, for organization and recording of transportation committee meetings and internal staff meetings and others as assigned; maintains RPC responsibilities as a State Data Center/Census Affiliate; maintains and updates information on the agency website, prepares legal notices as directed, coordinates the preparation and distribution of a newsletter, carries out mailing a variety of informational materials, as well as other duties as assigned. Job skills required include typing at 50 wpm, dictation, minute taking, composing correspondence, file maintenance and knowledge of proper grammar, spelling, punctuation and business document formats. Also, required is the ability to effectively use word processing, database, spreadsheets and network software and to use tools associated with editing and maintaining content on the agency website. Job requirements include the ability to lift boxes, files and the like. Minimum qualifications include an Associate's Degree in Business Administration or related field and three (3) years of progressively responsible administrative experience.

- e) Secretary: The Secretary is responsible for assisting Planning and Administrative staff in the preparation of documents and reports, in word processing, editing, copying and filing. Other duties include telephone and office reception, library maintenance, committee minutes and transcription, file maintenance and other duties as assigned. In the absence of the Business Manager, the Secretary will perform necessary office management functions. Minimum qualifications include a High School diploma and one (1) year of secretarial experience.
  
- f) Information Technology Specialist: The Information Technology (IT) Specialist is a part time position and may be fulfilled by a part time employee, by an outside consultant or as a component within another principal job function. The IT Specialist will have overall responsibility in maintaining office computers, network, equipment and servers, including hardware and software maintenance updates and replacements. This work may include the following functions and components: Assess IT infrastructure on a regular basis to ensure it continues to meet agency needs; provide day-to-day troubleshooting and support for users; ensure adequate on site and off site backups of server and individual workstations are carried out and maintained; ensure security of office computers and servers from "hacking" and other unauthorized access through encryption, secure data storage and other necessary means; coordinate the services of outside IT vendors or consultants as needed; Assist with the installation of new hardware and software and help train employees on its use; research available and potentially useful open source packages and utilize where appropriate; perform other IT related duties as assigned. Job requirements include the ability to lift boxes, files, manipulate computer equipment and the like. Experience with multiple operating systems and server and client software and devices is desirable. Minimum qualifications include an Associate's Degree in Computer Science, or related field and three (3) years of progressively responsible administrative experience.