

MINUTES
Rockingham Planning Commission
May 12, 2021

Remote Meeting via ZOOM Conference Call
Per RSA 91-A:2, III(b) the RPC Chair declared the COVID-19 Outbreak
An Emergency and has waived the requirement
That a quorum be physically present at the meeting

Commissioners/MPO Reps Present: R. McDermott, Chairman (Hampton Falls); A. Davis (Hampstead); B. Kravitz (Hampton); B. Moreau, P. Britz (Portsmouth); G. Coppelman, P. Coffin (Kingston); L. Cushman (Stratham); M. McAndrew (New Castle); A. Brubaker (H. Falls); D. Hebert (Newington); J. Doggett, M. Allen (Newton); P. Winslow, J. Grote (Rye); V. Gamache (N. Hampton); L. Miner (Fremont); G. English (Exeter)

Guests: P. Bushway (Seacoast Commission on Drinking Water)

Staff: T. Roache (Executive Director); J. LaBranche (Sr Planner); J. Rowden (Sr Planner); A. Warhaft (Office Coordinator)

- 1. Chairman McDermott called the meeting to order at 7:05 p.m.; Remote Meeting via Zoom Conference Call per RSA 91-A:2, III(b)**
- 2. Minutes of April 14, 2021**

*G. Coppelman moved to approve the Minutes of April 14, 2021 as presented; A. Brubaker seconded. Roll Call vote taken. **SO VOTED.***

- 3. RPC Committee Reports**

T. Roache provided updates on several of the RPC Committees.

- Executive Committee:
 - Remote meetings will continue through June with a possible return to in person meetings in September.
 - The EC is continuing to work on the bylaws for the 501c3. T. Roache gave thanks to B. Moreau for her time helping to finalize the bylaws. Next steps will be to convene the Board to adopt the bylaws with the goal of incorporation by July or August.
 - The EC is working on the FY 22 budget which currently has a positive balance. Any grants received, such as the Tufts grant for Ager Friendly Communities will provide more of a cushion in the budget.

- T. Roache shares that Plaistow did not renew membership with the RPC for budgetary reasons membership was cut by the Board of Selectman.
- The Nominating Committee is a subcommittee that address vacancies on committees. Efforts were made to fill the vacancy on the Executive Committee. D. Hebert has been nominated. The commissioners have 30 days to review the appointments. The Executive Committee has one remaining vacancy. Nominations are open to commissioners that are interested.
- The Legislative Policy Committee met to review legislative bills to assess if any will affect any RPC communities. The RPC commented in support of SB95 to continue remote meetings. J. Grote shares that the committee is tracking approximately 6 bills that may have impact on our committees. Grote will circulate further information to members.

4. RPC Business: Source Water Protection: Model Buffer Ordinance – J. LaBranche

J. LaBranche updated the committee members on the Source Water Protection Model Buffer Ordinance Project and shared elements of the model regulation. NH does not have a uniform buffer for drinking water supply sources derived from surface waters. The project will have statewide applicability and will contain municipal methods for adoption, including key criteria for buffer width and additional criteria for expansion of minimum buffer width.

The RPC in partnership with the Strafford Regional Planning Commission (SRPC) will host the Model Drinking Water Buffer Workshop on Monday, May 24 from 2:00 – 4:00 pm via Zoom. The topic of the workshop is the Draft Statewide Model Drinking Water Quality Buffer Regulation and implementation at the local level.

Questions and comments followed.

5. RPC Business: Regional Drinking Water Vulnerability Analysis and Long-Range Drinking Water Plan – J. Rowden

J. Rowden shared with the committee recent Source Water Protection projects. Surveys have shown that 94% of the RPC's residents place a high priority on protecting drinking water. Drinking water is protected by RSA 485-C Groundwater Protection Act. The Regional Drinking Water Vulnerability Analysis project reviewed existing local protections and assess vulnerabilities in the RPC Region's drinking water sources in order to identify gaps in protection for current and future water supplies. The analysis has given us tools to communicate where and how municipalities can better protect water supplies.

The goal of the Long-Range Drinking Water Plan project is to create dynamic base mapping of regional drinking water resources, emerging contaminant source identification, and conduct local source water demonstration projects in coordination with the SRPC. The outcome of the project will be updated resources for NHDES and the Seacoast Commission on Drinking Water to develop a Long-term Drinking Water Supply

Plan for Southeastern New Hampshire. When looking at emerging contaminant identification to assist NHDES with updating potential sources of PFOAs, approximately 120 locations were identified, however only 25% of these locations responded to requests for information and in those that did respond no discharges were found. Identification of sources of contaminants may be best done at the local level. J. Rowden demonstrated the ArcGIS web map, largely created by R. Pruyne, where mapping of source water can be found.

Questions and comments followed.

6. Update from the Seacoast Commission on Drinking Water – P. Bushway and J. Grote

P. Bushway updates the commission of the Long-Term Drinking Water Commission which was reestablished by HB 495 and continued work by the previous appointed commission. The commission has focused on regional water supply planning which has the advantage of improving response to emerging problems before they become emergencies, more efficient use of available resources, interconnected infrastructure and water sources, standardization of protection against threats, and to optimize education programs for the efficient use of water and drought conditions. Challenges include dissimilarities between communities in population or distribution of population, seasonal water requirements, coastal or inland communities, and future developments. Regional cooperation allows for larger project, such as desalinization.

7. Meeting adjourned at 8:56 p.m.

Respectfully submitted,
Amy Warhaft, Recording Secretary



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NOMINATING COMMITTEE REPORT

TO: RPC Commissioners
FROM: Tim Roache, Executive Director
DATE: June 09, 2021
SUBJECT: **Proposed FY2022 Slate for Officers and Executive Committee**

This Report of the Nominating Committee is prepared in accordance with Article V, Section 2 of the Commission Bylaws requiring that the Nominating Committee submit a report with nominations for Commission officers and at-large positions for the ensuing year be distributed to the membership at least 30 days prior to the annual meeting.

Nominating Committee Membership for FY2021, appointed by Executive Committee vote on February 24, 2021: Glenn Coppelman, Kingston; Barbara Kravitz, Hampton; Alan Davis, Hampstead; Lucy Cushman, Stratham, Richard McDermott (chair), Hampton Falls

The Nominating Committee met remotely via zoom on March 24 and again on April 28 to consider nominations for Officers and Executive Committee members for the ensuing fiscal year.

At the March 24 meeting, the Nominating Committee reviewed the current roster of all commissioners, their tenure and resignations. The Committee reviewed bylaw requirements, potential candidates, and reaffirmed the general objective of officers succeeding from Vice Chair to Chair, and the understanding that officers are encouraged to serve two one-year terms as they are willing and able. All Officers agreed to serve an additional one-year term.

At the direction of the Nominating Committee, the Executive Director reached out to specific communities and individuals to fill vacant at large positions. Email reminders were sent to all commissioners notifying them that the Nominating Committee would be considering nominations for Commissioners interested in serving on the Executive Committee.

At the April 28th meeting, the Nominating Committee considered the nomination of Denis Herbert of Newington and by unanimous vote, recommended Mr. Hebert of Newington as an at large member. Additional nominations were sought to fill the remaining vacancy however, none of the candidates could commit to a position at this time.

Based on outlined process described above, the Nominating Committee arrived at the proposed slate for FY 2022 shown below.,

This report and any further revision to it will be distributed for consideration at the RPC annual meeting to be held on June 9, 2021. Additional nominations will be accepted from the floor during the Annual Meeting.

**PROPOSED OFFICERS AND EXECUTIVE COMMITTEE
FOR FISCAL YEAR 2022**

Officers:

| | |
|----------------------|----------------------------------|
| Chair | Richard McDermott, Hampton Falls |
| Vice Chair | Alan Davis, Hampstead |
| Treasurer | Mike Turell, Atkinson |
| Secretary | Glenn Coppelman, Kingston |
| Immediate Past-Chair | Barbara Kravitz, Hampton |

At-Large Members:

1. Mike Rabideau, Seabrook
2. Jim Doggett, Newton
3. Michael McAndrew, New Castle
4. Lucy Cushman, Stratham
5. Lang Plumer, Exeter
6. Elizabeth Moreau, Portsmouth
7. Denis Hebert, Newington
8. Vacant



FY 2021/2022 Budget and Work Program Highlights

June 9, 2021

FY 2020 Highlights

I think we can sum up FY2021 with “the best laid plans of mice and men often go awry”. With the arrival of COVID-19 last March the resilience of our region was challenged. We were forced to rapidly pivot to a new normal: remote learning and working, no gyms, no theaters, closed restaurants and record unemployment.

We shuttered our doors and rapidly adapted remote working technology for our staff, commissioners, and member communities. We advanced our work program and provided our members with resources to support their planning needs in these uncertain times. Through our partnership with the Town of Exeter, the RPC worked to provide our communities with information to access relief funds. We worked with local and state officials to reopen beaches and support outdoor dining. Perhaps most importantly, as region we learned, adapted and became more resilient.

Below are some highlights from this past year’s work, a summary of our proposed budget for FY2022 as well as a look ahead at some of the work we will take on as a region in the upcoming year.

Source Water Protection Planning

Among the many challenges we faced as a region in the last year, drought and water quality were particularly concerning. The RPC continues to assist communities with plans and projects designed to protect water quality and quantity. In the past year RPC staff:

- Developed key elements of a long-term source water protection plan including a series of online regional drinking water maps and data collection related to emerging contaminants.
- Created a model surface water buffer ordinance to provide communities with strategies for buffer adoption methods, buffer effectiveness, buffer widths, and protections for buffer functions. <https://www.therpc.org/environment/water-resources/model-water-quality-buffer-regulation-protecting-water-resources-local-level>
- Aided the Hampstead Water Resources Committee (HWRC) in developing a Groundwater Aquifer Outreach and Education Program.
- Assisted the Exeter-Squamscott River Local Advisory Committee (ESRLAC) for the 25th consecutive year with watershed-scale planning, including securing grant funds from DES to update ESRLAC’s watershed management plan to incorporate climate vulnerability assessments, drought monitoring, MS4 work, and enabling more public access to the river.

Municipal Separate Storm Sewer System (MS4)

RPC Staff supported communities as they navigate the third year of EPA MS4 Permit requirements.

- Assisted the Towns of Greenland, Atkinson and Newton on meeting permit requirements.
- Worked with the Town of Fremont to update their stormwater regulations as a proactive step for ensuring clean water and compliance with the MS4 Stormwater Permit.
- Provided MS4 mapping enhancement to the Town of Kingston.



Coastal Resilience

Over the course of FY 2021, the RPC has advanced local and regional coastal resilience initiatives.

- Worked with the Town of Exeter to establish a sustainability framework and work plan for the Sustainability Advisory Committee.
- In North Hampton, a collaborative effort with the Town and the Little Boars Head Village District has advanced Coastal Resilience Master Plan chapters for both jurisdictions.
- At the regional level, the RPC worked with NHDES Coastal Program, NHDOT, and UNH to advance planning for transportation infrastructure along the coastal corridors of NH1A, US-1 and I-95 as part of the Seacoast Transportation Corridor Vulnerability Assessment project. Learn more at: <https://www.therpc.org/regional-community-planning/climate-change/STCVA>

Natural Hazard Mitigation Planning

Municipal hazard mitigation plans provide a framework to recognize and address the impacts of natural hazards and climate change, including infectious disease such as COVID-19. This fiscal year RPC is working with the Towns of Sandown and Raymond to complete their Natural Hazard Mitigation Plan Updates with funding from NH Homeland Security and Emergency Management (NHHSEM).

Transportation Planning

In FY 2021 RPC Staff have participated on the Project Advisory Committees for transportation improvement projects in the communities of Epping, Hampton, Hampton Falls, New Castle, Rye, Plaistow, Kingston, Portsmouth, and Seabrook. Our direct involvement at the project level ensures that local interests are being represented at the state and regional level.

RPC staff also successfully administered the required federal transportation planning process to ensure an uninterrupted flow of project design and construction funding to the region. To learn more about the dollars invested in our region see the obligated project list.

<https://www.therpc.org/transportation/annual-list-obligated-projects>

- **Bicycle Pedestrian Planning** - Developed a Regional Bike/Pedestrian Plan Story Map to better communicate and share information with the public and local decision makers. This interactive web platform allows the public to see various bicycle/pedestrian datasets and analyses. <https://rpc-nh.maps.arcgis.com/apps/MapSeries/index.html?appid=ae332ffbef9743fbbaea614131ae905a>
- **Transit Economic Development** - Collaborated with SRPC and COAST on a study of the economic impact of transit in the Seacoast region. This includes a quantitative element identifying direct, indirect, and induced effects of COAST spending in the region; and economic value of access to employment, medical care and other services realized by COAST rides and area businesses.

COVID Response and Community Support

Throughout the COVID Pandemic, RPC in partnership with the Town of Exeter regularly communicated economic recovery and health and safety information via weekly emails to over 12,000 businesses in the region. The RPC also actively participated in weekly Seacoast Economy Zoom meeting ensuring that the latest information from federal and state officials was made available quickly to municipal officials and businesses.

Local Planning Assistance

With grant funds from the Moose Plate Program, the RPC is working with The Town of Atkinson on a comprehensive Open Space Plan. RPC is assisting with writing the Plan, preparing resource and land use cooccurrence maps, providing land use and resource data, and working with the Conservation Commission to identify their land conservation priorities.

The RPC assisted the Fremont Planning Board with developing a highly successful Master Plan Survey, the results of which were used to update the Vision and Growth Management Master Plan Chapters, and inform the update to the Land Use chapter.

RPC staff worked with the Newton Master Plan Steering Committee and Planning Board on the Town's first master plan survey since 2006; the survey reached over 400 participants and will be used for forthcoming master plan updates.

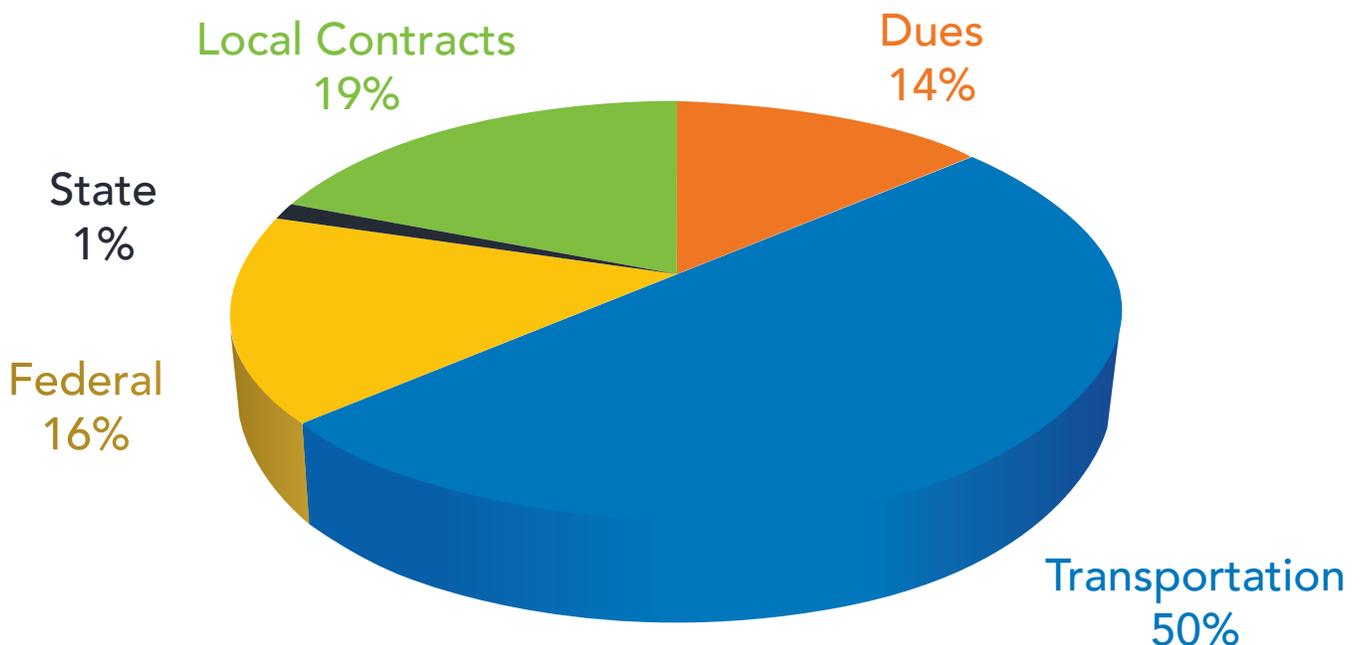
FY 2022 Budget Narrative

Resources

The proposed FY 2022 Budget is similar in size and scope to recent years. Transportation Planning funds are provided through the U.S. Department of Transportation and passed through the New Hampshire Department of Transportation to make up approximately half of the total revenue. Local dues make up 14% of our budget. Environmental Planning is the next largest source of revenue with funding from Federal sources such as the Environmental Protection Agency and National Oceanic and Atmospheric Administration passing funds through the New Hampshire Department of Environmental Services. The remainder of our revenue comes from local planning contracts and circuit rider services.

| Revenue | Contracts |
|--------------------------|------------------------|
| Dues | \$ 159,932.00 |
| Transportation (Federal) | \$ 570,655.00 |
| State General Fund (OSI) | \$ 11,111.00 |
| Local Contracts | \$ 224,595.00 |
| Federal (EPA, NOAA, DHS) | \$ 203,627.00 |
| Misc | \$ 2,000.00 |
| Total Revenue | \$ 1,171,920.00 |

FY22 Revenue Sources



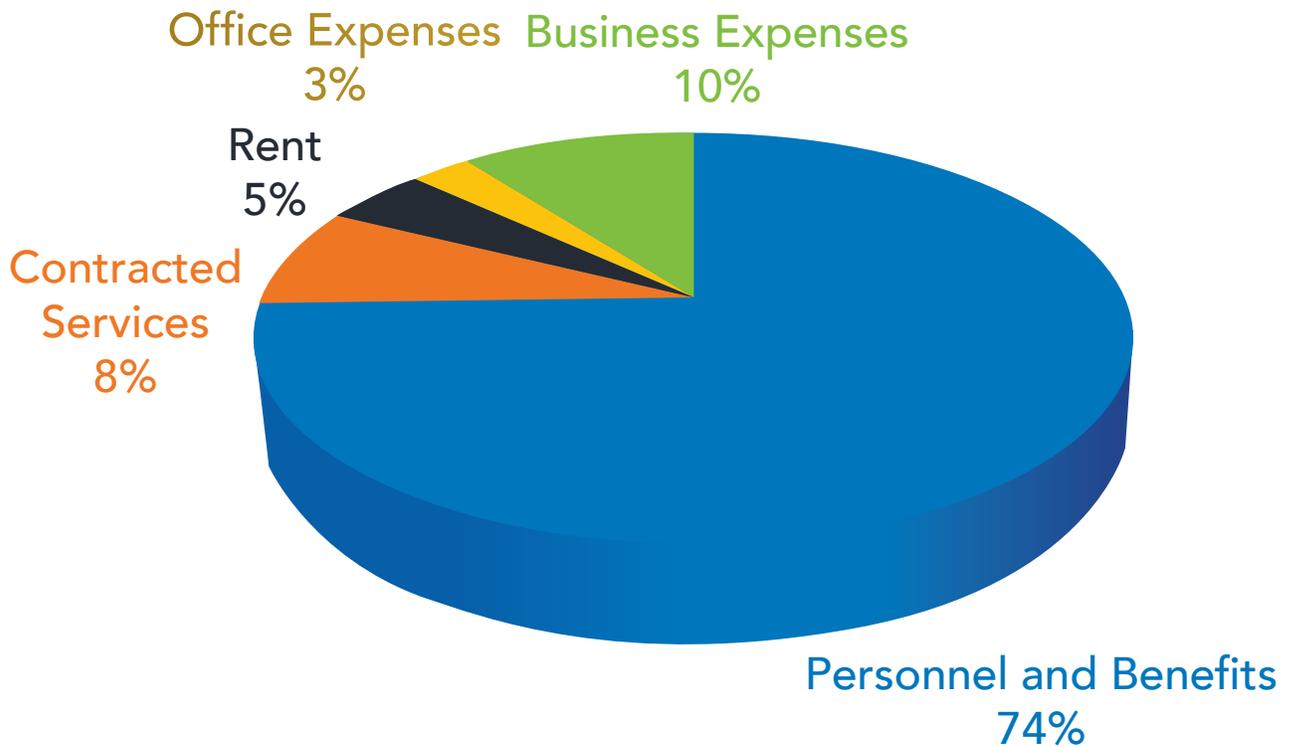
Expenses

Operating expenses are generally stable for the organization with limited year to year variability. Personnel and benefits expenses and business insurance represent the greatest expense. Personnel and benefits are up 10% with the addition of staff and increases to the cost of health care and

state retirement benefits. Business expenses include software licensing and subscriptions to support our GIS program, public outreach services, transportation data, as well as our server, network and workstation infrastructure which combine to make up about eight percent of the expenses.

| Expenses | |
|------------------------|------------------------|
| Personnel and Benefits | \$ 860,344.38 |
| Contracted Services | \$ 91,600.00 |
| Rent | \$ 52,732.00 |
| Office Expenses | \$ 29,100.00 |
| Business Expenses | \$ 120,978.00 |
| Miscellaneous | \$ 2,000.00 |
| Total Expenses | \$ 1,156,754.38 |

FY22 Expenses Sources



FY 2022 Initiatives

Land Use

Regional Housing Needs

The RPC is pursuing funding to complete a comprehensive update of the Regional Housing Needs Assessment (RHNA). Anecdotal evidence indicates that employers across a variety of industries from manufacturing to hospitality to retail are struggling to fill positions. The updated RHNA will quantify local and regional housing stock, providing a critical first step to updating local regulations and generating shovel-ready projects that will deliver a full spectrum of housing choices.

Transportation

Enhanced Integration of the Long-Range Transportation Plan and the New Hampshire Ten Year Plan Processes

The RPC proposes to enhance its Long-Range Transportation Planning process to result in a data driven pathway to identify transportation projects and advance projects into the Ten Year Plan. The process will build on our existing process and will begin in the summer of 2021 with increased public outreach. The intent of this early engagement effort is to form a strong foundation of public understanding and buy-in for a data driven transportation project selection process.

Geographic Information Systems

The RPC will provide the town of Kensington a build out analysis to assist with land use planning decisions in the coming years.

Local Planning Support

- Provide a variety of Master Plan update support in the communities of Rye, Fremont and Newton. The most extensive effort will be in Hampstead where work on a comprehensive Master Plan update using innovative tools and strategies to develop the region's first dynamic, online Master Plan will continue.
- RPC was successful in assisting the Epping Planning Board in a successful grant application for funds from the Piscataqua Regional Estuaries Partnership (PREP) to update their stormwater regulations.
- Provide the Town of Raymond with comprehensive planning services to address a wide array of planning, community and economic development needs as well as MS4 support

Coastal Resilience

- The Rockingham Planning Commission, in partnership with the Strafford Regional Planning Commission and New Hampshire Department of Environmental Services Coastal Program, is developing a user-friendly coastal innovative land use guide (CLUG) to inform municipal decision makers about climate change adaptation and resilience actions.)
<https://www.therpc.org/sustainability>
- RPC will play a pivotal role in the Flood Smart Seacoast project which seeks to build regional capacity and coordination for greater coastal community, environmental, and social resilience in New Hampshire by 1) establishing a staffed technical assistance partnership focused on coastal floodplain management and hazard mitigation and 2) providing direct assistance to help coastal communities incorporate best available coastal flood risk science in decision making, adopt higher floodplain management standards, and access FEMA funding for coastal resilience projects. State agency, regional, and local project partners will work together to achieve several objectives, including enhancing technical knowledge through training, conducting local outreach and technical assistance projects, assessing potential for Community Rating System (CRS) participation, developing a portfolio of FEMA-eligible coastal hazard mitigation projects, and piloting an equitable home elevation and voluntary buyout program in Hampton, NH.

Hazard Mitigation Planning

In FY 22 the RPC will work with Fremont and Rye to update their Hazard Mitigation Plans ensuring these communities are eligible for FEMA funds to mitigate and recover from natural disasters.

Forging New Ideas and New Partnerships

- The RPC is on the cusp of establishing the Rockingham Planning Foundation 501c3. The purpose of this non-profit arm of the RPC is to promote, and mobilize private sector funding to support, coordinated planning for housing, land use, transportation access, resiliency to climate change and environmental protection to benefit the citizens and communities of the RPC planning region.
- RPC is looking to expand its collaboration with REDC, NH Department of Business and Economic Affairs, and UNH Cooperative Extension.





ROCKINGHAM
P L A N N I N G
C O M M I S S I O N

156 Water Street
Exeter, NH 03833
603.778.0885

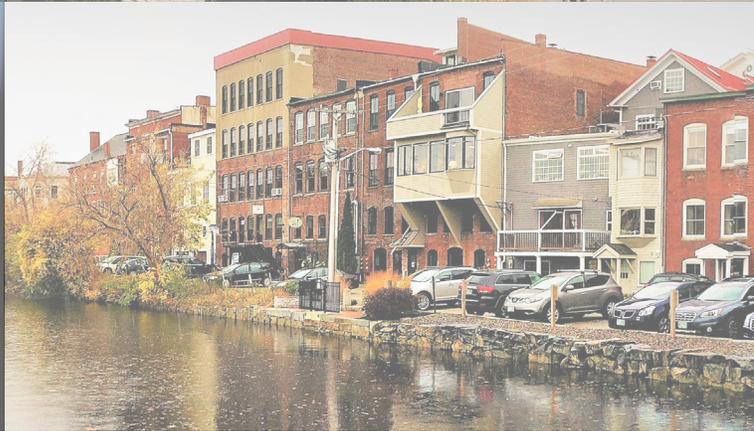
The Rockingham Planning Commission is a voluntary regional public organization enabled under RSA 36 and created and sustained by its 27 member communities and their appointed representatives. We provide professional planning assistance and advice to member communities concerning local and regional planning and by actively promoting and facilitating cooperation and coordination among the communities.

Our Commissioners

Mike Turell (Atkinson)
Vacant (Brentwood)
Edward G Warren (East Kingston)
Heather Bergeron (Epping)
Gwen English (Exeter)
Julie Gilman (Exeter)
Langdon Plumer (Exeter)
Leanne Miner (Fremont)
Roger Barham (Fremont)
Stephen Gerrato (Greenland)
Alan Davis (Hampstead)
Susan Hastings (Hampstead)
Ann Carnaby (Hampton)
Barbara Kravitz (Hampton)
Marl Olson (Hampton)
Alissa Welch (Raymond)
Andrew Brubaker (Hampton Falls)
Richard McDermott (Hampton Falls)
Christina McCarthy (Raymond)
Peter Merrill (Kensington)
Glenn Coppelman (Kingston)
Peter Coffin (Kingston)
Mike McAndrew (New Castle)
John Hayden (Newfields)

William Meserve (Newfields)
Denis Hebert (Newington)
Jim Doggett (Newton)
Mary Allen (Newton)
Annie Collyer (Newton)
Valarie Gamache (North Hampton)
Lauri Etela (North Hampton)
Alan Davis (Hampstead)
Peter Britz (Portsmouth)
Deaglan McEachern (Portsmouth)
Elizabeth Moreau (Portsmouth)
John Tabor (Portsmouth)
Kendra Ferm (Raymond)
Alissa Welch (Raymond)
Jaci Grote (Rye)
Phil Winslow (Rye)
Robert Donahue (Salem)
Paul Pelletier (Salem)
Mark Trager (Sandown)
Srinivasan Ravikumer (Seabrook)
Mike Rabideau (Seabrook)
James VanBokkelen (South Hampton)
Lucy Cushman (Stratham)

COMMISSIONER'S HANDBOOK



THE ROCKINGHAM PLANNING COMMISSION

156 Water Street, Exeter, NH 03833

Phone: 603-778-0885 Email: Email@therpc.org TheRPC.org

Welcome and congratulations on your appointment as a Commissioner of the Rockingham Planning Commission.

Being an RPC Commissioner is a rewarding and impactful experience, allowing you to help guide the region to a sustainable and resilient future. Your most important duty as RPC Commissioner is to represent the needs and interests of your community as we work in collaboration to plan for the region. As a Commissioner, you provide a conduit for two-way communication between the Commission and your community.



The Commission serves three main purposes: 1) to provide member communities with individual technical assistance in planning; 2) carry out regional land use and transportation planning as required by statute; and 3) to facilitate communication and cooperation among our Members to help solve problems that transcend municipal boundaries.

As a Commissioner you will also serve as a representative to the Rockingham Metropolitan Planning Organization (MPO) Policy Committee. Serving in this capacity, you will be involved in the regional transportation planning process and will help prioritize transportation needs in the region.

Our meetings are usually held on the second Wednesday of the month resulting in approximately ten meetings a year. Our practice is to meet in various locations, such as town halls and community centers around the region. You will receive an email the week before each meeting which includes the meeting location, agenda and related materials.

I invite you to read the attached Commissioner's Handbook in order to learn more about your duties as a commissioner, how the commission functions, allocation of your community's dues, and opportunities to participate in the RPC committees. Additionally, the Handbook provides links to access the RPC website at www.theRPC.org to see more information about the Commission, your role as Commissioner, how the agency operates, the RPC communities and our current work plan including regional transportation planning.

We would be pleased to answer any questions you may have, either in person, by email or by phone. If there is anything else you need, or if you have questions along the way, please don't hesitate to contact us.

Sincerely,



Tim Roache, Executive Director

WELCOME!

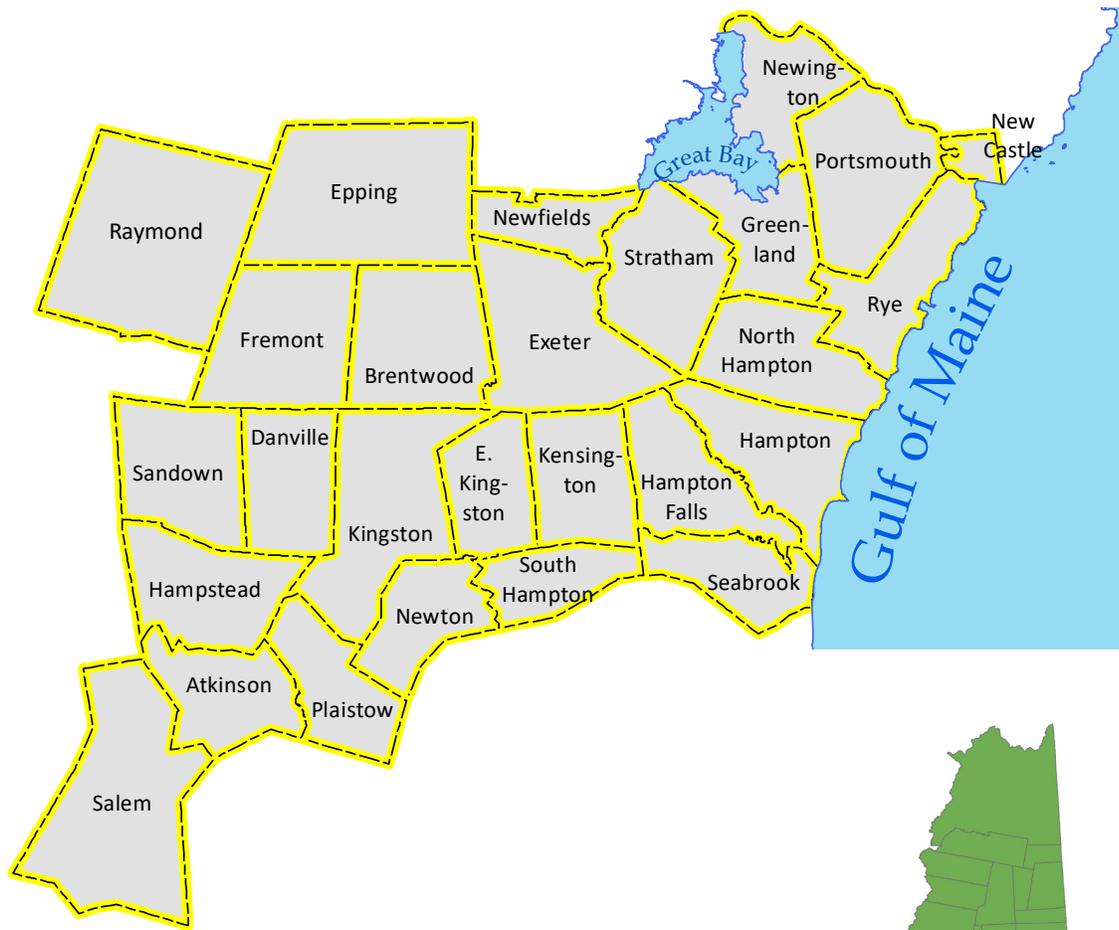
Welcome to the RPC Commissioner’s Handbook. This Handbook is for you!

Your participation and the contributions you make while working with the Commission will be of great value to our region as well as for your community. Most importantly, your city or town appointed you as their representative and they are counting on you to take advantage of the benefits and services available to your community as a Member of the RPC.

In this Handbook you will find information about the Rockingham Planning Commission and the Rockingham Metropolitan Planning Organization, your role as a Commissioner, opportunities to participate on the RPC Committees, and how to access more information.

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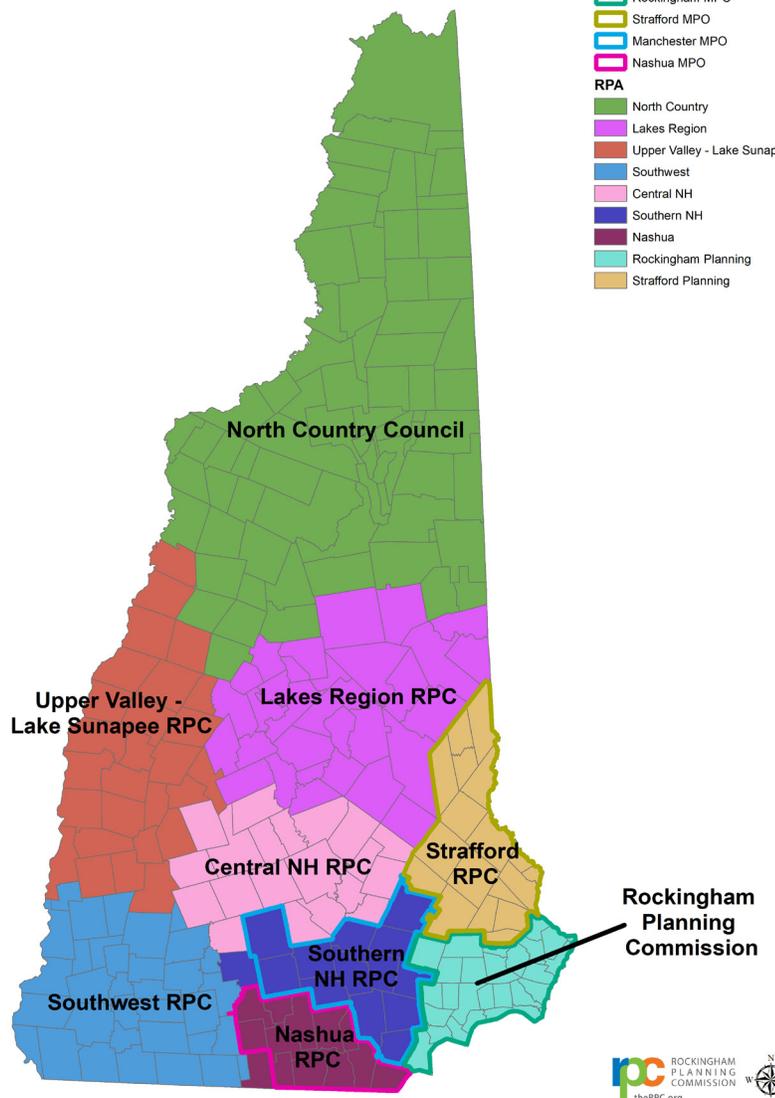
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- Rockingham MPO
 - Strafford MPO
 - Manchester MPO
 - Nashua MPO
- RPA**
- North Country
 - Lakes Region
 - Upper Valley - Lake Sunapee
 - Southwest
 - Central NH
 - Southern NH
 - Nashua
 - Rockingham Planning
 - Strafford Planning

Above: The RPC Communities

Right: New Hampshire's Planning Commissions. The four designated Metropolitan Planning Organizations are highlighted by a line around the represented region. The same 27 communities are in both the RPC and Rockingham MPO.



Rockingham Planning Commission



WHAT IS THE ROCKINGHAM PLANNING COMMISSION?

The **Rockingham Planning Commission** (the RPC) is one of nine regional planning commissions in New Hampshire. Established by RSA 36:46 in 1982, our region is comprised of 27 member communities in southern New Hampshire. Operating as a political subdivision of the State of New Hampshire, the Commission serves in an advisory role to local governments in order to promote coordinated planning, orderly growth, efficient land use, long range transportation planning, and environmental protection.

Commissioners are volunteers nominated by their local Planning Boards and appointed by Select Boards or the City Council. The term of office is 4 years; the member community may choose to appoint an alternate commissioner to vote when the delegated commissioner is absent; alternate members are encouraged to fully participate in

meetings. We meet about 10 times a year to adopt and oversee the annual work program and budget, establish Commission policies on a variety of land use and transportation planning issues important in the region, and to discuss current planning topics. The Commission is funded by membership dues, service contracts with individual municipalities for the preparation of special documents and projects, and state and federal grants aimed at strengthening local and regional planning.



WHAT IS THE METROPOLITAN PLANNING ORGANIZATION?

As a Commissioner you are also a member of the Policy Committee of the Rockingham Metropolitan Policy Organization (MPO), which is the federally designated transportation planning agency for 27 communities in southeastern New Hampshire. The MPO is part of a regional partnership with the United States Department of Transportation, New Hampshire Department of Transportation and other state agencies, regional transit agencies, community leadership, local planning and public works officials, the business community, and citizens across the planning area.



The MPO leads in the development of the region's long-range transportation plan and short-range Transportation Improvement Program (TIP) and contributes to ongoing conversations about land use, economic development, climate change, the environment, safety and security, and public health issues.

In cooperation with the New Hampshire Department of Transportation, the MPO works to plan, prioritize, and select transportation projects in our region for federal funding appropriated through the United States Department of Transportation Federal Highway Administration and Federal Transit Administration 10-year plan, and is responsible for ensuring the region is in compliance with federal planning requirements and national ambient air quality standards. In all of its programs and activities, the MPO also complies with Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and other federal and state non-discrimination statutes and regulations related to transportation.

For a list of current [Commissioners](#) you can visit our website.

What is Your Role?

As a commissioner you will be acting as an agent both of the Rockingham Planning Commission and the municipality you represent. Your role is to act as a liaison between your community and the Commission. We want you to share your knowledge of your community and in turn take information about the RPC back to

your community. Most importantly, you are in a position to recognize opportunities for the RPC to provide information and planning services for the municipality you represent. You will also be asked to contribute to the Commission through decision-making and policy setting.

What kind of Input Will Be Asked of Commissioners?

You are expected to make your opinion heard and support the nature and scope of the Commission's regional and local work programs. Review and approve the Commission's annual operating budget which will be spent to support the work activities outlined in the work program. Provide input on what you think the Commission's policies should be in specific areas like natural resources, land use, local technical assistance, water resources, housing, transportation, recreation, and open space.



Review staff produced plans and reports and communicate that information to your community when needed.

When Do We Meet ?

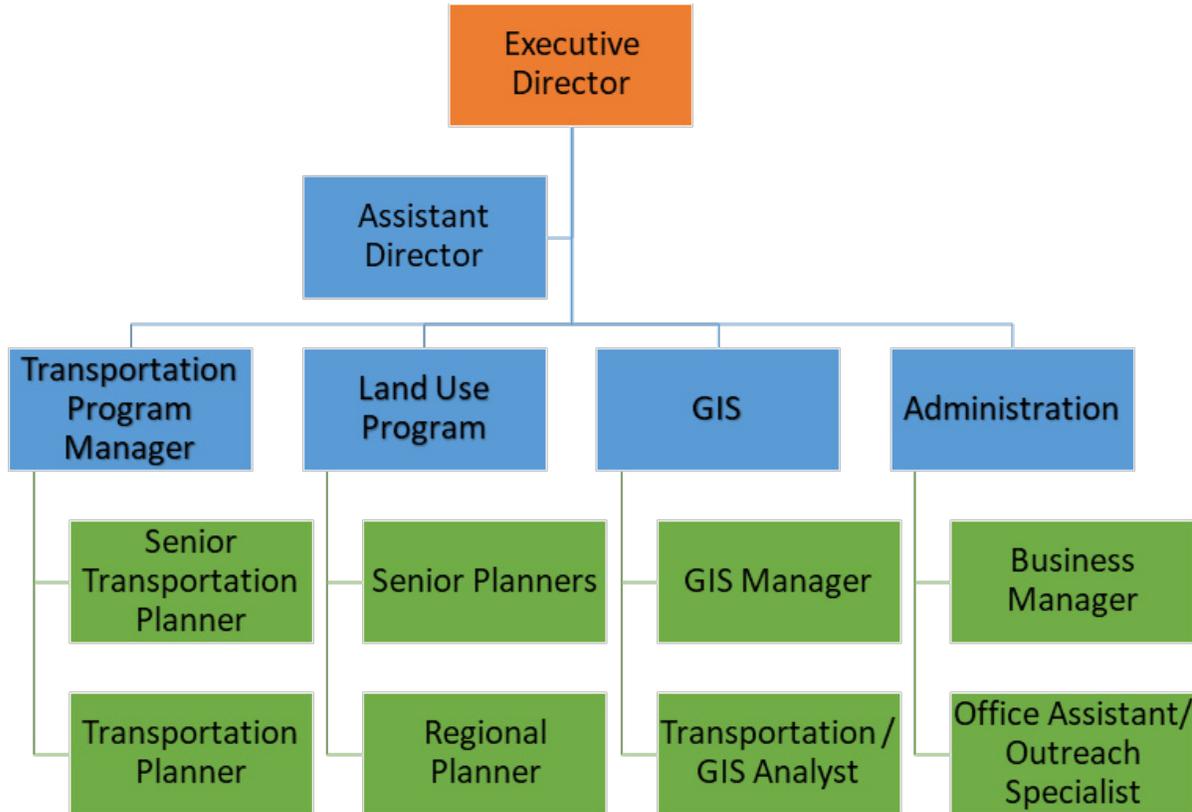
Commission meetings are usually held on the second Wednesday of each month at the Commission's office or at different communities in the region. We meet on average ten times a year. In addition, an Executive Committee meets monthly and is empowered to make decisions about the operation of the Commission within

the prescribed limits outlined in the by-laws. Some Commission meetings (about four per year) are also designated as MPO Policy meetings at which non-member towns and certain state and federal agencies involved with transportation are included in the decision making.



The RPC relies upon their staff members to carry out the work needed by our communities and the state. For a current list [Staff Members](#) you can visit our website.

Staff Organization Chart



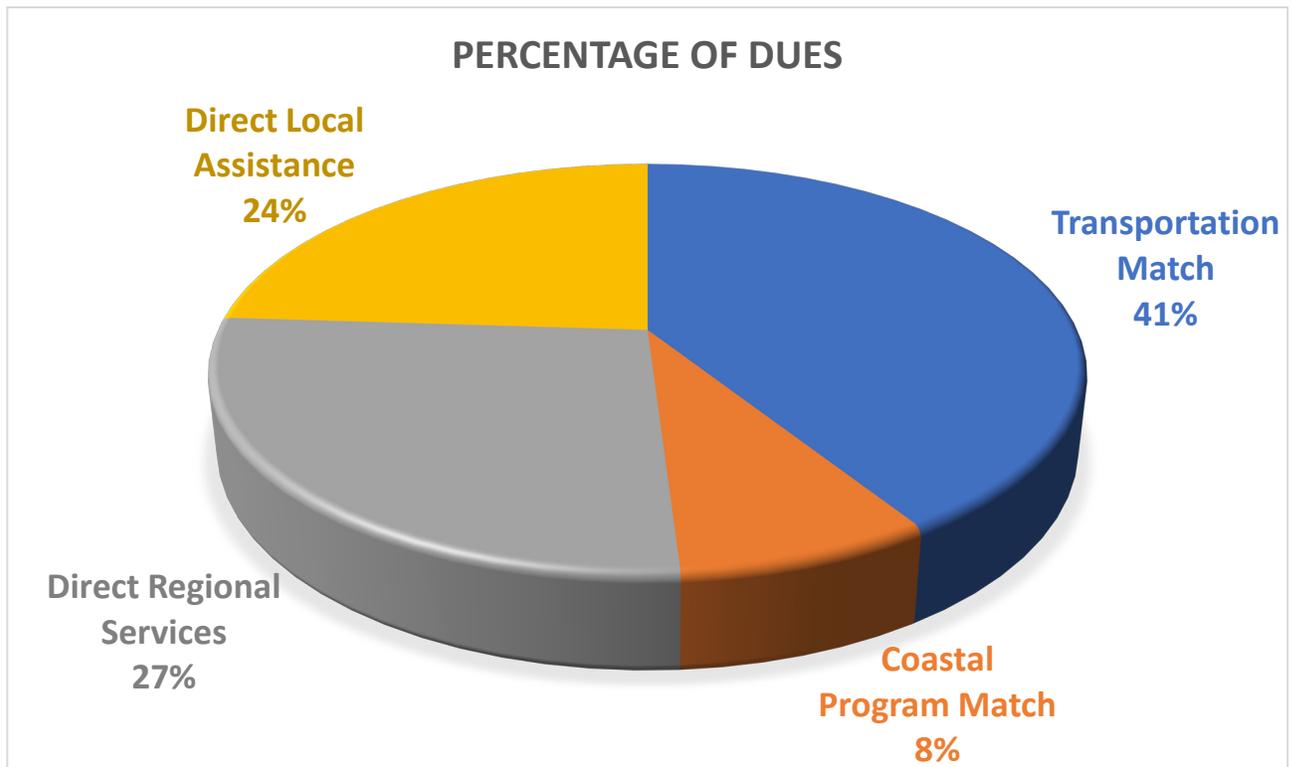
WHERE DO YOUR DUES GO?

Membership dues are used to support regional planning programs, the largest of which is our transportation planning program. Under federal law and state directive the RPC serves as the Metropolitan Planning Organization (MPO) for the region. A typical distribution of annual dues across our programs is shown in the table below.

The RPC in its role as the MPO is responsible for administering the Federal Transportation Planning process and coordinating it with the State's Ten Year Transportation Plan. The funding for this comes from the Federal Highway Administration and requires a non-federal match. In a typical fiscal year, the RPC uses approximately 41% of the local dues collected to match the federal funds and support this function. If the dues were not available to support this role, transportation construction dollars would be frozen in the region impacting progress on paving and transportation improvements region-wide.

The remainder of the dues are used to support other programs of community and regional interest. These include the coastal program work, standard map sets, projects of regional benefit like developing model ordinances and our electricity aggregation program. Dues can also be used to support a member community with technical assistance, which generally takes the form of Geographic Information Systems services, review of ordinances, grant writing, providing information services and other tasks that require a fixed number of hours of staff time assistance.

Dues paying members of the RPC are eligible to receive technical planning assistance. In addition, member municipalities may engage the RPC to support larger task items, such as Master Plan updates and other services that require a significant amount of a planners' time and effort to complete. Non-dues paying communities can contract for services at a non-member rate.



Commissioners are encouraged to participate in additional RPC activities. Contact the executive director if you have an interest in joining a committee. The Executive Committee appoints committee members.

Executive Committee

The Executive Committee oversees the Commission work program, the policy action of the commission and is responsible for the Commission in the interim between regular meetings. Its authority is established by the Commission to include carrying out the policies of the Commission, acting on personnel changes, taking action on routine monthly financial statements and executing contracts. The Executive Committee shall report all its activities to the Commission at the next regular Commission meeting.



consists of five (5) members. The members are nominated by the Nominating Committee and elected annually by the Commission.

The Executive Committee consists of the officers of the Commission, including Chair, Vice-Chair, Secretary, Treasurer and Immediate Past-Chair, as well as eight at-large members, provided that not more than two members shall be from the same community. A quorum

The nominating committee submits recommendations for Commissioners who have been especially active for their communities to serve on the Executive Committee. The full Commission appoints members of the Executive Committee at the Annual Meeting.

Legislative Policy Committee

The Legislative Policy Committee consists of a Chair, Vice Chair and up to 7 members as appointed by the Executive Committee. The function of the Legislative Policy Committee is threefold: to monitor and recommend positions on proposed legislation that is of specific interest or concern to the Commission members and the region generally; to develop Legislative Policies subject to adoption by

the Commission; and, to periodically organize a Legislative Forum on topics of interest to legislators, commissioners and municipal officials. The Committee tracks various legislative bills that may have impacts on our communities or the RPC, and provides letter of testimony on some bills.

The Committee meets on an as needed basis.



Regional Impact Committee

The Regional Impact Committee was established to assist in carrying out the requirements of RSA 36:54-58 – Developments of Regional Impact. The purposes of the Regional Impact Committee are: to fulfill the Commission’s responsibilities and obligations under the Developments of Regional Impact statute; provide notice to potentially affected municipalities concerning proposed developments which are likely to have impacts beyond the boundaries of a single municipality;

provide opportunities for the Commission and the potentially affected municipalities to furnish timely evaluation and recommendations to the municipality having jurisdiction; and, to encourage the interests of neighboring municipalities and the region to be considered during deliberations and decision-making. The Regional Impact Committee meetings occur as needed based on the receipt of a notice of regional impact from a municipality.

Regional Master Plan Committee

The Regional Master Plan Committee is responsible for overseeing the development and updating of the comprehensive Regional Master Plan, as defined by RSA 36:47. The Committee consists of at least three members but is open ended in number. Members are appointed by the Executive Committee. Meetings are as needed; the committee is required to report annually to the Commission.



Communications Committee

The Communications Committee meets as needed to address the Communication Plan for the RPC. Members discuss community outreach, branding, and the website. The committee welcomes contributions on how to better disseminate

information about the RPC to our communities, transit authorities and other agencies. Once a month a newsletter is sent to subscribers, we welcome members to share any items that are of interest.

Personnel Committee

The personnel committee conducts the annual review and salary recommendations of the Executive Director; establishes and maintains the Personnel policies of the Commission and when needed to coordinate the search for qualified

candidates for Executive Director. The Personnel Committee shall also serve as an appeals body for personnel matters that involve appeals by staff to a decision or action taken by the Executive Director.

Nominating Committee

A Nominating Committee of five representatives, including the Chair as ex officio, shall be appointed by the Executive Committee of the Commission at least 60 days in advance of the Commission’s Annual Meeting. Each representative of this Committee shall be from a different member municipality. The nominating committee may select one or more

candidates for each office. The report of the Committee shall be distributed to all voting Commission representatives no less than 30 days in advance of the annual meeting. In addition, the Nominating Committee may, at its discretion, submit nominations to fill vacancies in standing committees and nominations for Commission annual awards.

Ad Hoc Committees

From time to time, Ad Hoc Committees will be established when needed to address concerns such as review of bylaws or strategic planning.

The MPO Policy Committee

The MPO Policy Committee is charged with providing policy level recommendations, approvals and endorsements of the Rockingham MPO concerning transportation issues that have a bearing on the MPO's continued, comprehensive, and coordinated transportation planning process. This includes activities such as:

- Establishing the policy direction of the MPO through its adopted plans and policy statements;
- In cooperation with the New Hampshire Department of Transportation (NHDOT), establishing procedures and requirements whereby Section 112 (PL) and FTA Section 5303 (Metropolitan Transit Planning) funds will be allocated and made available.
- Adopting and amending the Unified Planning Work Program (UPWP), the Long Range Transportation Plan, and the Transportation Improvement Program (TIP);
- Reviewing and commenting on individual projects, programs, plans, and reports relative to the adopted transportation policies and positions;
- Reviewing and endorsing technical reports and studies prepared by the MPO staff or consultants;
- Ensuring compliance with the provisions of the Clean Air Act Amendment of 1990 by making conformity determinations for MPO TIPs and MPO transportation plans, with assistance from NHDOT.
- Adopting and/or revising plans, policies and findings recommended by the Technical Advisory Committee, including technical reports and memoranda;



- Providing a mechanism to facilitate and broaden public involvement in transportation planning and decision making processes.

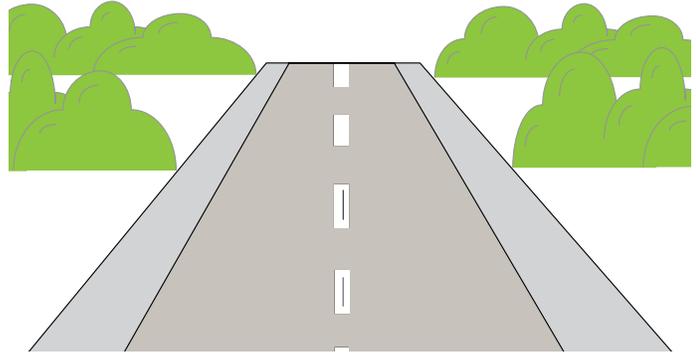
Voting membership on the Policy Committee includes Planning Commission representatives, plus representatives appointed by the NHDOT, NHDES (Air Resources Division), COAST, MTA/CART, UNH Wildcat Transit, the Pease Development Authority, and RPC non-member communities.

Non-voting members include federal transportation agency representatives, neighboring MPOs/RPCs, non-public transportation providers, and other state and federal transportation officials and other participants. The MPO Prospectus provides a detailed listing of the Policy Committee and Technical Advisory Committee membership broken down by voting and non-voting status.



Transportation Advisory Committee

The Technical Advisory Committee (TAC) is established by the Policy Committee as a standing committee of the MPO. The main purposes of the TAC are to provide technical guidance and recommendations to the RPC staff and the Policy Committee concerning transportation issues that have a bearing on the MPO's 3C's planning process, to review major work products prepared by staff as part of the transportation planning program, to provide a forum for individual members to bring transportation related issues and concerns to the attention of the MPO staff and Policy Committee, and to advise the staff and Policy Committee on major transportation issues in the region. The TAC does not establish policies for the MPO but may make both technical and policy recommendations to the organization.



Membership on the MPO TAC includes a representative from each of the 27 Study Area communities (Including communities that are not currently RPC members) plus staff from RPC, NHDOT, NHDES, COAST, CART, UNH Wildcat Transit, Pease Development Authority, and other state and federal planning partners and other participants.

WHERE TO FIND MORE INFORMATION ON OUR WEBSITE

- The [RPC Bylaws](#) have information concerning the RPC's authority and purpose, membership, officers, what constitutes a quorum and voting procedures, election of officers, adoption and amendment of bylaws, meetings and hearing, order of business, finances, committees, employees, and the history of the organization.
- The [Meetings](#) page has agendas, minutes and meeting documents.
- The [RPC communities](#) are featured on our website where maps and other relevant documents can be found.
- The [RPC Regional Master Plan](#) serves as a resource to RPC municipalities in developing local master plans, in recommending regional priorities, goals and actions, and identifying areas of potential regional collaboration and cooperation. The plan focuses on the subjects of land use, transportation, economic development, housing, infrastructure, energy, and cultural, historic, and natural resources.
- Further details about the MPO, the Long Range Transportation Plan, the Technical Advisory Committee, Bicycle and Pedestrian plans, and more, visit [RPC Transportation](#).
- [Environmental](#) information including land conservation, water resources, waste management and other resources.
- [Maps and Data](#) resources: the RPC has maintained a Geographic Information System (GIS).
- Find us on social media: [Facebook](#) and [Twitter](#).

TITLE III
TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES
CHAPTER 36
REGIONAL PLANNING COMMISSIONS
Regional Planning Commissions

Section 36:46

36:46 Formation of Regional Planning Commissions. –

I. If no regional planning commission exists in any specific planning region as delineated by the office of strategic initiatives, then 2 or more municipalities in said planning region and having planning boards may, by ordinance or resolution adopted by the respective legislative bodies of said municipalities, form a regional planning commission.

II. If a regional planning commission already exists in any specific planning region as delineated by the office of strategic initiatives, then any municipality in said planning region and having a planning board may, by ordinance or resolution adopted by the respective legislative body of said municipality, become a member of the regional planning commission. A regional planning commission may also include municipalities located in an adjacent state.

III. Each municipality which shall become a member of a regional planning commission shall be entitled to 2 representatives on said commission. A municipality with a population of over 10,000 but less than 25,000 shall be entitled to have 3 representatives on said commission and a municipality with a population of over 25,000 shall be entitled to have 4 representatives on said commission. Population as set forth in this section shall be deemed to be determined by the last federal census. Representatives to a regional planning commission shall be nominated by the planning board of each municipality from the residents thereof and shall be appointed by the municipal officers of each municipality. Representatives may be elected or appointed officials of the municipality or county. In any county or counties in which a regional planning commission has been formed, the county may, by resolution of its county commissioners, become a member of said regional planning commission and shall be entitled to appoint 2 representatives on said commission. The terms of office of members of a regional planning commission shall be for 4 years, but initial appointments shall be for 2 and 4 years. In municipalities entitled to 3 or more representatives, initial appointment shall be for 2, 3 and 4 years. Vacancies shall be filled for the remainder of the unexpired term in the same manner as original appointments. Municipalities and counties may also appoint alternate representatives. A representative to a regional planning commission shall, when acting within the scope of his official duties and authority, be deemed to be acting as an agent of both the regional planning commission and of the municipality or county which he represents. In addition, regional planning commissions are encouraged to consult, at their discretion, with agencies and institutions operating within the region whose activities influence planning and development in that region.

Source. 1969, 324:1. 1991, 72:4, eff. July 12, 1991. 2000, 200:3, eff. July 29, 2000. 2003, 319:9, eff. July 1, 2003. 2004, 257:44, eff. July 1, 2004. 2017, 156:64, eff. July 1, 2017.

History 1972-1974

In 1972, Governor Preston, through Executive Order No. 15, combined the seventeen (17) regions in New Hampshire into six (6) Sub-State Planning Regions for the purpose of reducing administrative duplication and creating more sustainable regional planning agencies. Strafford Regional Planning Commission, (headquartered in Dover); Southeast New Hampshire Regional Planning Commission, (headquartered in Exeter); and Southern Rockingham Regional Planning District, (headquartered in Salem) were merged into Sub-State Region Number #6. This action took effect on July 1, 1972.



In March 1974, the towns through town meeting vote and cities through action of the City Councils, voted to administratively combine the Strafford Regional Planning Commission, the Southern NH Planning Commission, the Southern Rockingham Planning District to form a single administrative entity called the Strafford-Rockingham Regional Council which conformed to the area defined as Sub-State District 6. With this vote, municipalities gained dual membership in both their respective regional planning commission and in the Council, and their representatives became members of both organizations.

History 1975-1982

Executive Order Number 82.7, dated June 16, 1982, merged the Southeast Regional Planning Commission and the Southern Rockingham Planning Commission, into the present Rockingham Planning Commission, serving 27 municipalities within Rockingham County, and which remained Sub-State Planning District 6. The third planning commission, the Strafford Regional Planning Commission, became an independent regional planning commission to serve Strafford County as well as the Towns of Newmarket, Nottingham and Northwood in Rockingham County, and was established as a new Sub-State Planning District 7.

Following this separation, the Strafford Rockingham Regional Council, given the absence of the Strafford County municipalities, voted to rename itself the Rockingham Planning Commission. Because the Rockingham Planning Commission maintained the designation as Sub-State Planning District 6, membership was deemed to be continuous from the date of the first municipal vote to join either the Southern Rockingham or Southeast Regional Planning Commission, most of which votes date from 1969 through 1973.

History – 1983-2016

On July 21, 2007, Governor John Lynch, by letter to the Federal Highway Administration approved the re-designation of the Salem-Plaistow-Windham and Seacoast MPOs which each covered portions of the RPC region, into a single MPO co-terminous with Sub-State Planning District 6. At the request of the Town of Windham, Executive Order Number 2013-2 dated January 24, 2013, was issued transferring Windham from Sub-State Planning District 6 to Planning District 5b (the Southern NH Planning Commission). At the request of the Town of Raymond, Executive Order Number 2016-7 dated November 2, 2016, was issued expanding the Rockingham Planning Commission to include Raymond.



ROCKINGHAM PLANNING COMMISSION

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