

MEETING NOTICE AND AGENDA

**NEW COMMISSIONER ORIENTATION
 -and-
 EXECUTIVE COMMITTEE MEETING
 Wednesday, February 24, 2016
 6:00PM
 RPC Conference Room
 156 Water St., Exeter, NH**

-- NEW COMMISSIONER ORIENTATION--

5:45PM SOCIAL TIME – meet and greet Executive Committee members and Staff; tour of the office.

~ Light supper / sandwiches available ~

6:10 Orientation Presentation (Conference Room):

- Welcome & Introductions – *Phil Wilson, Chair*
- Commission Overview & Organization – *Cliff Sinnott, Exec Director*
- Commissioner roles and responsibilities – *Phil Wilson, and Exec. Comm. members*
- Details about Work Program; Funding; Meeting Calendar – *C. Sinnott*
- Q&A; Adjourn

--EXECUTIVE COMMITTEE MEETING--

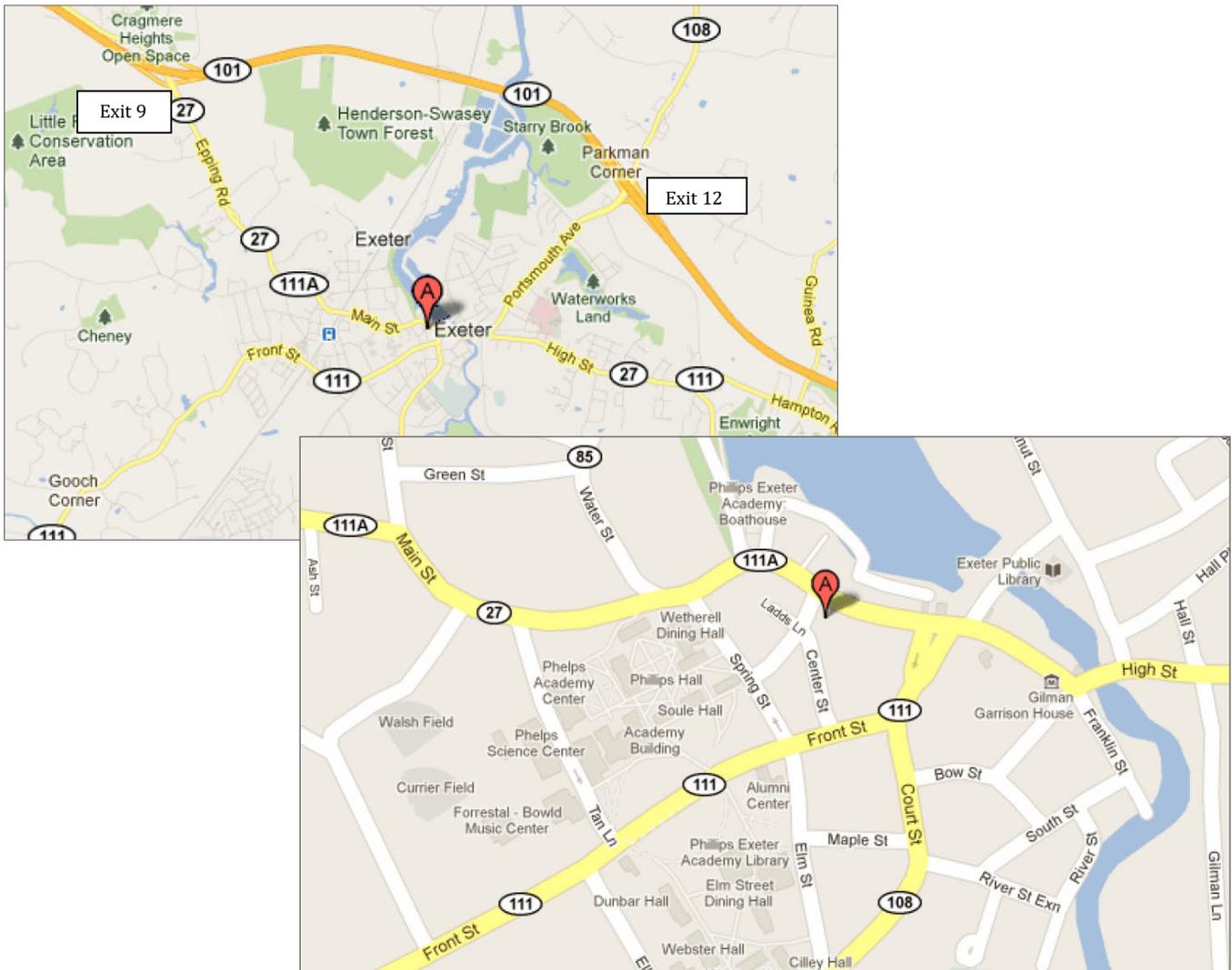
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|------|-------|--|-----------------------|
| 7:15 | I. | Approval of Minutes from January 27, 2016 MOTION TO APPROVE | <i>[Attachment 1]</i> |
| 7:20 | II. | Financial Report for January, 2016 | <i>[Attachment 2]</i> |
| 7:25 | III. | Strategic Planning (tabled from Jan 27)
• Priorities, resources and timeframes – continued discussion
• Joint Staff/Executive Committee planning session | [to be distributed] |
| 7:45 | IV. | NHARPC Update – New Policy for Responding to Legislation | <i>[Attachment 3]</i> |
| 7:55 | V. | Legislative Committee Update | |
| 8:05 | VI. | New/Other Business
A. Funding outlook for FY17
B. Update on annual meeting speaker & venue
C. Other | |
| 8:15 | VII. | Public Comment | |
| | VIII. | Adjourn | |

**Directions to the
Rockingham Planning Commission**
156 Water Street, Exeter, NH
for Assistance: 603-778-0885

From NH 101 Eastbound: Take Exit 9 off NH 101 eastbound. At the end of the exit ramp, turn right onto NH 27 (Epping Road). Continue on Epping Road, which becomes Main Street and then Water Street, as it enters downtown Exeter (approx. 2.0 miles). As you enter the downtown, take the first right onto Center Street, located just after the Peoples United Bank and just before the Citizen’s Bank. (continues below)

From NH 101 Westbound: Take Exit 12 off NH 101 westbound. At the end of the ramp, turn left onto NH 111 (Exeter Rd.) and proceed approximately 0.25 miles to a ‘T’ intersection with NH 27 (Hampton Rd./ High Street). Turn right toward Exeter (NH 111 continues to the right as well). Continue for approximately 2.5 miles to a signalized intersection with Portsmouth Avenue (NH 108) which enters from the right. Go straight through the intersection, over a short bridge and enter the downtown area. Proceed past the bandstand in the center of Town and take the next left onto Center Street, just after the Citizen’s Bank and just before the Ocean National Bank. (continues below)

The RPC is located on the second floor of the Citizen’s Bank building. On-street parking is available on Center St, on Water St, or in lots off of Center St and off of Water St. (see downtown inset). Our main entrance is on Water Street, to the right of the Citizen’s Bank’s entrance, or via an elevator from the building lobby which is accessed from the 1 Center Street entrance (next to Exeter Copy & More).



RPC Commissioner Orientation



Rockingham Planning Commission
February 24, 2016

Outline

- Welcome & Self-introductions – *Phil Wilson, Chair*
- Commission & Agency Overview - *Cliff Sinnott, Exec. Director*
- Commissioner Roles and Responsibilities - *Phil Wilson*
- Services, Work Program and Budget - *Cliff Sinnott*
- Questions, Discussion - *ALL*
- Adjourn Orientation (~7:15PM)

Commission Overview



Overview

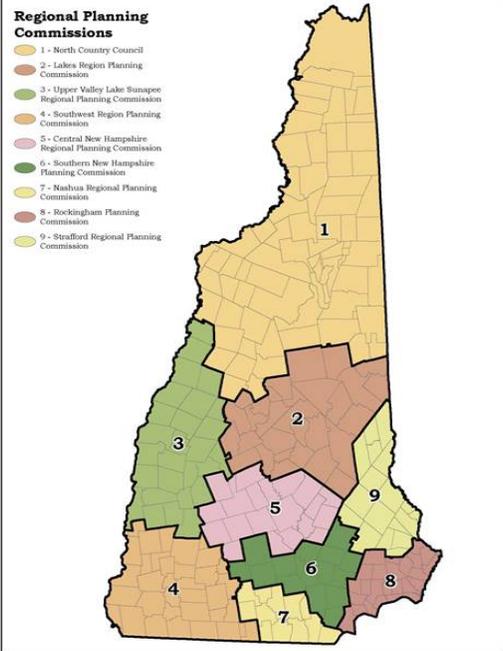
- Established by its member towns in 1970s under state authorizing legislation - RSA 36:45-58
- The RPC is one of 9 regional planning commissions in NH
- RPC's planning district includes 26 communities (not all of Rockingham County)
- Governed by our Board of Commissioners: representatives from each member town or city – i.e. “the Commission”
- Voluntary association of local government - municipalities choose to join
- Advisory, not regulatory

What we are:

- ✓ Public agency – enabled by state statute
- ✓ Association of local governments
- ✓ Political subdivision of the state
- ✓ Quasi-governmental public entity

What we are NOT:

- ☒ Not part of Rockingham County
- ☒ Not a State Agency
- ☒ Not a 501(c)3 (Private Non-profit)
- ☒ Not a regional government



Regional Planning Commissions

- 1 - North Country Council
- 2 - Lakes Region Planning Commission
- 3 - Upper Valley Lake Sunapee Regional Planning Commission
- 4 - Southwest Region Planning Commission
- 5 - Central New Hampshire Regional Planning Commission
- 6 - Southern New Hampshire Planning Commission
- 7 - Nashua Regional Planning Commission
- 8 - Rockingham Planning Commission
- 9 - Strafford Regional Planning Commission

REGIONAL PLANNING COMMISSIONS

Region 1: North Country Council
Bethlehem, NH (State Planning District 1)
Barbara Robinson, Executive Director

Region 2: Lakes Region Planning Commission
Meredith, NH (State Planning District 2)
Jeff Hayes, Executive Director

Region 3: Upper Valley Lakes Sunapee Regional Planning Commission (State Planning District 3)
Lebanon, NH
Nate Miller, Executive Director

Region 4: Southwest Region Planning Comm.
Keene, NH (State Planning District 4)
Tim Murphy, Executive Director

Region 5: Central NH Regional Planning Comm.
Concord, NH (State Planning District 5a)
Michael Tardiff, Executive Director

Region 6: Southern NH Planning Commission
Manchester, NH (State Planning District 5b)
David Preece, Executive Director

Region 7: Nashua Regional Planning Commission
Merrimack, NH (State Planning District 5c)
Tim Roache, Executive Director

Region 8: Rockingham Planning Commission
Exeter, NH (State Planning District 6)
Cliff Sinnott, Executive Director

Region 9: Strafford Regional Planning Commission
Rochester, NH (State Planning District 7)
Cynthia Copeland, Executive Director



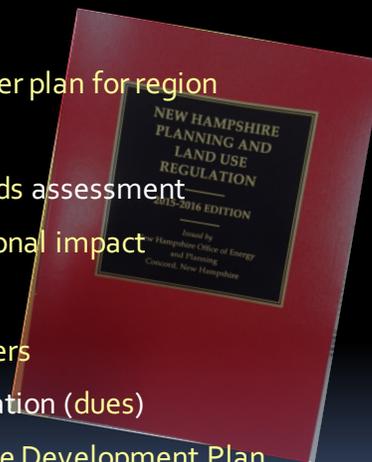
Enabling Law

- **RSA 36:45-58** “Regional Planning Commissions” (1969)
- Purpose: to enable cities & towns to form RPA to foster a “coordinated plan for the development of the region”
- Planning districts determined (and modified) by OEP
- Town / City legislative body votes to join (initially)
- Member communities entitled to from 2-4 representatives depending on population
- Representatives **nominated** by planning board and **appointed** by selectmen/council to 4 year terms
- Act as agents of both town/city and RPC

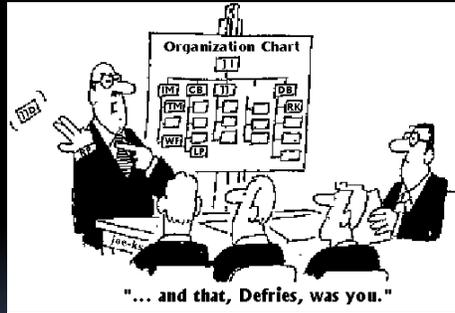
Powers and Duties

(RSA 36:45-58)

1. Prepare comprehensive **master plan for region**
2. Assist **local planning efforts**
3. Prepare **regional housing needs assessment**
4. Review **developments of regional impact**
5. Conduct **special studies**
6. Hold annual elections of officers
7. Establish equitable cost allocation (**dues**)
8. Provide **comment** on the State Development Plan
9. Comment on **local master plans**.



Commission Organization



Commission Organization

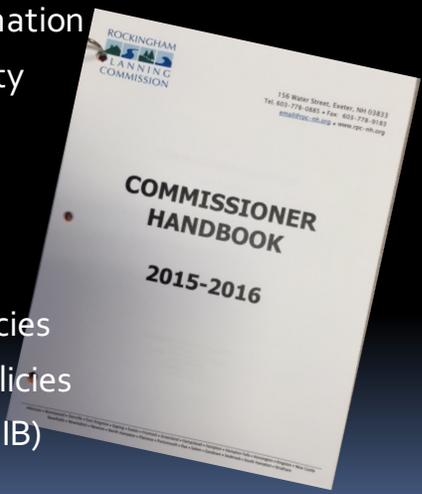


RPC STANDING COMMITTEES

Executive Committee (13 members elected by Commission) (Quorum = 5 members)		Regional Impact Committee (5 members; 3 Alternates)	Regional Master Plan Committee (membership not defined)
Members Chairman: Phil Wilson (No. Hampton) Vice Chairman: Joan Whitney (Kensington) Secretary: Barbara Kravitz (Hampton) Treasurer: Mike Turell (Atkinson) Past Chairman: Glenn Coppelman (Kingston) <i>Staff:</i> Cliff Sinnott, Executive Dir. Annette Pettengill, Business Manager	At-Large Members Francis Chase (Seabrook) Don Marshall (Fremont) Tim Moore (Plaistow) Richard McDermott (Hampton Falls) Rick Taintor *(Portsmouth) Mark Traeger (Sandown) Katherine Woolhouse (Exeter) -- VACANT -- *Delegate for John Ricci, Commissioner and Chair of Portsmouth Planning Board	Members & Alternates Chair: Vacant Glenn Coppelman (Kingston) Francis Chase (Seabrook) Joan Whitney (Kensington) Phil Wilson (North Hampton) Rick Taintor (Portsmouth) Alternates (up to 3): Langdon Plumer (Exeter) <i>Staff:</i> Glenn Greenwood, Assistant Director, Roxanne Rines	Members Chair: Tim Moore (Plaistow) Glenn Coppelman (Kingston) Bob Goodrich (Stratham) Barbara Kravitz (Hampton) Rick Taintor (Portsmouth) <i>Staff:</i> Cliff Sinnott, Executive Director Jenn Rowden, Sr. Planner
Nominating Committee (5 members appointed by Exec. Comm.* per Bylaws)	Personnel Committee (Chair, Past Chair, Vice Chair)	Legislative Policy Committee (Ad Hoc)	MPO Committees (Per MPO Prospectus)
Members Chair: Joan Whitney (Kensington) Glenn Coppelman (Kingston) Barbara Kravitz (Hampton) Tim Moore, (Plaistow) Phil Wilson, <i>Ex Officio</i> (North Hampton) (*appointed at least 60 days prior to Annual Meeting) <i>Staff:</i> Cliff Sinnott, Executive Director	Members Chair: Glenn Coppelman (Kingston) Past Chair: Tim Moore (Plaistow) Vice Chair: Phil Wilson (North Hampton) <i>Staff:</i> Cliff Sinnott, Exec. Director & As required	Members Chair: Barbara Kravitz (Hampton) James VanBokkelen (So. Hampton) Francis Chase (Seabrook) Jason Janvrin (Seabrook) Tim Moore (Plaistow) Mark Traeger (Sandown) <i>Staff:</i> Cliff Sinnott, Executive Director; Scott Bogle, Sr. Trans. Planner	Members MPO Policy Committee: all RPC Commissioners plus NHDOT, NHDES, COAST, CART, PDA, UNH MPO Technical Adv. Comm: Appointed reps from each Town, plus plus NHDOT, NHDES, COAST, CART, PDA, UNH <i>Staff:</i> David Walker, Transp. Prog. Mngr.; Scott Bogle

Commissioners' Handbook

- Section 1 – General Information
- Section 2 – Health & Safety plan
- Section 3 – Bylaws
- Section 4 – Commission [Planning] Policies
- Section 5 – Personnel Policies
- Section 6 – GIS Service Policies
- Community Profiles (ELMIB)



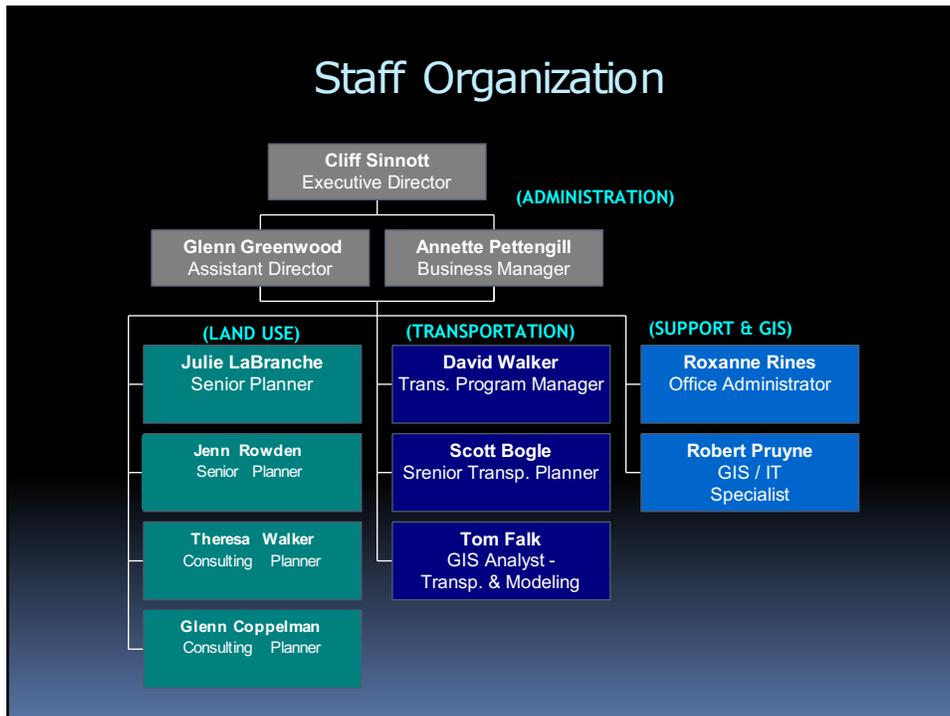
**Handbook –
General
Information
Section
(pp G1-G49)**

GENERAL INFORMATION

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Staff Organization



Fulltime Staff



Glenn Greenwood, Assistant Director

ggreenwood@rpc-nh.org

Glenn has been a planner at RPC since 1987, and has served as the Assistant Director since 1996. His predominant responsibilities at the RPC is land use planning, regional impact projects, and serving as the circuit rider planner for Brentwood and Kingston. Glenn has extensive experience in the municipal planning, site plan review and land use regulatory arenas. Development reviews, master plan preparation, capital improvements programming, municipal technical assistance are primary areas of specialty. Glenn has a Bachelor's degree from Eisenhower College, and Master's degree in Urban and Regional Planning from San Jose State University, CA. Glenn lives with his

family in Kensington, N.H



Annette Pettengill, Business Manager

apettengill@rpc-nh.org

Annette has been with the RPC for 30 years. She is responsible for maintaining and monitoring the Commission's financial, accounting, payroll, personnel and benefits, and grants and contracts, in addition to providing administrative support to the Executive and Assistant Directors and commissioners.

Annette has an ABS in Travel & Tourism/Secretarial Management and also has her NH Real Estate license. Annette grew up in the region and currently resides in Newfields.



Roxanne Rines, Office Administrator

rrines@rpc-nh.org

Roxanne has been the Office Administrator for 17 years. Her responsibilities include general office duties along with support for the Transportation and Land Use Departments as well as several other committees. Previously, she attended and transcribed minutes for the Town of Madbury's Planning and Zoning Boards and worked as the Planning and Zoning Secretary for the City of Somersworth. Roxanne is a lifelong resident of the Seacoast area and lives with her family in Madbury, NH.



David Walker, Transportation Program Manager

dwalker@rpc-nh.org

David received a B.A. in Political Science from the University of Vermont and a Masters in Urban and Regional Planning from the University of Hawaii. He joined the Rockingham Planning Commission in 2000, and was promoted to the Transportation Program Manager in 2010. Primarily Dave works on the development and management of the Unified Planning Work Program (UPWP), agency transportation planning documents such as the Long Range Transportation Plan and Transportation Improvement Program (TIP), strategic documents such as the Congestion Management Process (CMP) and corridor studies, and technical assistance to communities in the region. Dave lives in Exeter with his wife and three children.

Fulltime Staff



Scott Bogle, Senior Transportation Planner

sbogle@rpc-nh.org

Scott is a Senior Transportation Planner with the Rockingham Planning Commission, where he works with municipalities, transit agencies, human service transportation providers, and other partners at the local, regional and state level to expand access to community transportation, and safe accommodation for bicycling and walking. Prior to joining the staff at RPC in 2001, he worked for the University of Hawaii Sea Grant Extension Service and the National Park Service. He holds a Bachelor's degree from Brown University, and a Masters of Community and Regional Planning from the University of Oregon. He lives in Durham, and outside of work can be found bicycling or hiking

with his family, rowing or building furniture.



Tom Falk, Transportation Analyst/GIS Coordinator

tfalk@rpc-nh.org

Tom is currently the Transportation/GIS analyst. His responsibilities include collection of a variety of transportation data, managing the Regional Transportation Model, and providing some mapping support for the Planning Staff. He has been working with digital mapping software since 1985 and most recently worked for NH GRANIT at UNH. Tom and his wife, Linda, raised two sons in Madbury, NH.



Robert Pruyne, GIS Specialist

rpruyne@rpc-nh.org

Robert has been at the RPC since 2002, and serves as the GIS Specialist and IT person. He obtained his B.S. from Skidmore College in environmental planning and studied Civil and Environmental Engineering at the University of Massachusetts. He earned his professional GIS certification (GISP) in 2009. Robert has served on several public boards in Newmarket including the CIP, Conservation Commission, Open Space Commission and chaired the Planning Board. Additionally, Robert has served on the Board of Directors for Lamprey River Watershed Assoc. (LRWA) and the New England Chapter of URISA (NEURISA).



Julie LaBranche, Senior Planner

jlabranche@rpc-nh.org

Julie is a Senior Planner with 16 years of planning experience with particular interest in climate change planning which she began while employed by the State of Maryland and as chair of the Chesapeake Bay Program Climate Workgroup (1999-2005). She is a native of seacoast New Hampshire, an avid gardener and supporter of the local agriculture and food scene. Her work in the region includes assisting communities with: development of Master Plans and policies; zoning ordinances and regulations relating to land use, natural resource protection, climate change, energy, and stormwater management; and integrating land use and transportation planning concepts. Julie

participates as a member of the NH Sea Grant Policy Advisory Committee, the NH Coastal Adaptation Workgroup, and Vice President of Northern New England Chapter of the American Planning Association (2009-2015). She holds a BS in Geological Sciences from Salem State College, MA and a MS in Earth Sciences-Geology from Montana State University, Bozeman.

RPC Consulting Staff



Theresa Walker, Consultant Environmental Planner

theresawalker@comcast.net

Theresa is a consulting planner for the RPC and has worked with the agency since 2001. She works with municipal officials on a wide variety of projects, including natural hazard mitigation planning, water quality and wildlife habitat protection, natural resource inventories, and the retention of the region's working landscape of farms and forests. Theresa has a BS from the University of Delaware, a Masters in Land Use from College of Environmental Science and Forestry at SUNY Syracuse. Theresa and her family live in Durham.



Glenn Coppelman, Consultant Planner

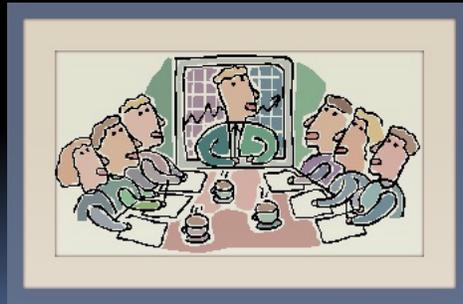
gcoppelman@gmail.com

Glenn has been consulting with RPC as a circuit rider planner since 2014, and specializes in advising communities, non-profits and businesses in the areas of planning, economic development, grant writing and strategic initiatives. Previously, Glenn was the Economic Development Director for the NH Community Development Finance Authority (CDFA) where he was responsible for overseeing economic development grant making for the agency, as well as implementation of the NH Investment Tax Credit Program administered by CDFA. Glenn earned his Bachelor's degree from Framingham State College, and his Master's in Resource Administration and Management from the University of New Hampshire. Glenn has served as Kingston's representative to RPC since 1985, and has served as the Chairman of the Commission for four terms over the past 30 years. Glenn lives in Kingston, NH where he serves on multiple town boards and grows Christmas trees.

Staff Town Assignments:
(in Handbook)

	Cliff Sinnott	Glenn Greenwood	Julie LaBranche	Jenn Rowden	Theresa Walker	Glenn Coppelman
Atkinson			L (CR)			
Brentwood		L (CR)				
Darville						
East Kingston			L (CR)			
Epping				L		
Exeter	L					
Fremont				L (CR)		
Greenland		L				
Hampstead		L				
Hampton				L		
Hampton Falls						L (CR)
Kensington			L (CR)			
Kingston		L (CR)				
New Castle	L					
Newfields		L				
Newington	L					
Newton				L (CR)		
North Hampton				L (CR)		
Plaistow	L					
Portsmouth	L					
Rye			L			
Salem						
Sandown			L			
Seabrook			L			
South Hampton		L				
Stratham					L	

Meetings, Appointments, Commissioner Roles and Responsibilities



Meetings

- Typically 10 per year
 - Four Regular Meetings (RPC)
 - Four Metropolitan Planning Organization Meetings (MPO)
 - Legislative Forum in November
 - Annual Meeting in June
 - No Meetings in December or August
- Locations vary
- Agenda & materials mailed or emailed about 1 week prior
- Tell us your preferred way to communicate (email or paper)

Commissioner Appointments, Records, etc.

- Planning Board Nominates & Governing Body Appoints (cf. RSA 36:46)
- Term: 4 years
- RPC needs an Appointment Letter or Copy of Minutes
- Maintaining your appointment status is important:
 - Near the end of your term the RPC will notify appointing body & you.
 - Please ensure that your contact information is up to date.

Roles & Responsibilities of Commissioners: General

- **Commissioners represent both...**
 - ... their towns
 - AND**
 - ... the region.
- **Commissioners are the key RPC<->Town link about...**
 - ... local planning needs, issues & activities,
 - ... intermunicipal & regional needs & issues,
 - ... grant funding,
 - ... land use & planning legislation, and
 - ... training & education opportunities.

Roles & Responsibilities of Commissioners

AXIOM:

Towns with the most active commissioners gain the most from the Commission.

Roles & Responsibilities of Commissioners: Communicating

- Establish a protocol for regular communications in your town
- Communicate with the Town Planner (if you have one):
 - Get to know him or her.
 - Invite him or her to RPC/MPO meetings.
 - Ask how the RPC can assist your planning department.
- Get to know your fellow Commissioners:
 - Networking & information exchange are great benefits.
- Information available from the Commission:
 - Staff know-how
 - Resource library of planning documents & maps
 - Extensive repository of maps

Roles & Responsibilities of Commissioners: Participating

- Attend meetings & contribute.
- Come prepared:
 - Read agendas & attachments before meetings.
 - Contribute your ideas.
 - And, help us stay on topic!
- Take back to your Town what you learn.
- Offer to host a meeting occasionally.
- Organize a 'community visit' for RPC staff & officers.

Roles & Responsibilities of Commissioners: Other advice

- Read your Commissioner's Handbook.
- Get to know your RPC circuit rider or staff liaison.
- Learn your Town's wants & needs from the RPC.
- Serve on an RPC committee.
- TLAs! – insist that they be decoded.
- Keep track of your appointment status.
- Ask questions!

MPO, Work Program, Funding & Budget, Other Details

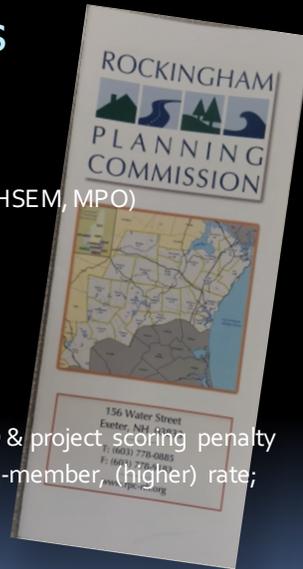


RPC Commissioner = MPO Policy Committee Member

- As RPC Commissioner you are also a member of the MPO Policy Committee
- MPO = Regional Transportation Planning Body; Federally mandated
- Purpose is to plan and prioritize transportation projects in the region
- Long Range Transportation Plan and TIP (Transportation Improvement Program) are required for Federal funding of projects
- Meetings are quarterly, sometimes combined with regular Commission meetings.
- MPO Policy Committee approves the Long Range Plan, TIP, Air Quality Analyses and biennial work program ("UPWP")

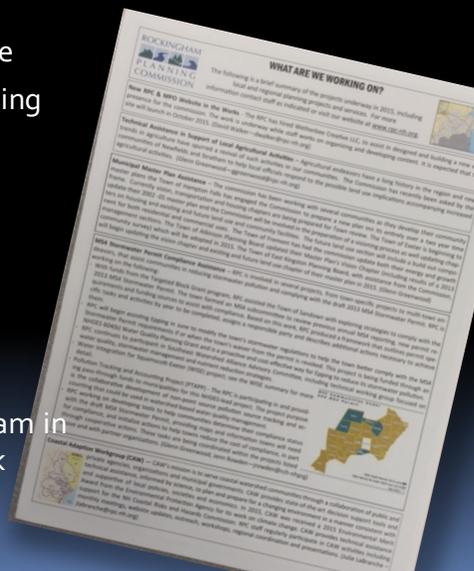
RPC Member Services

- Member Communities
 - Dues services
 - Access to matching grants (TBG, CZP, HSEM, MPO)
 - Contractual
- Non Member Communities
 - No dues related services
 - No Access to matching grants
 - No voting representation on RPC;
 - Reduced voting representation on MPO & project scoring penalty
 - If available, contracted services at a non-member, (higher) rate; lowest priority for services;



Work Program - Overview

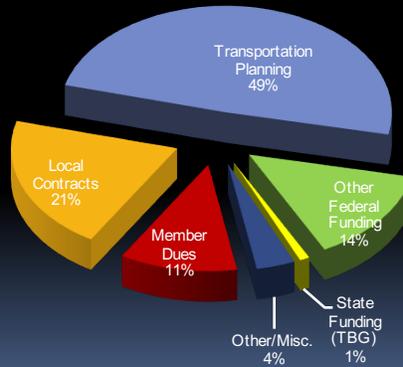
- Local Planning Assistance
- Regional Land Use Planning
 - land use
 - environmental planning
 - economic development
 - hazard mitigation planning
- Transportation Planning
 - MPO related
 - Special Projects
- Full Adopted work program in Commissioner Handbook



RPC Funding Sources

SOURCE	FY 2016
Member Dues	\$131,000
Local Contracts	\$234,000
Transportation Planning	\$563,000
Other Federal Funding	\$162,000
State Funding (TBG)	\$11,000
Miscellaneous	\$43,000
TOTAL	\$1,144,000
Passthrough or Contracted	(\$130,000)
TOTAL OPERATING	\$1,014,000

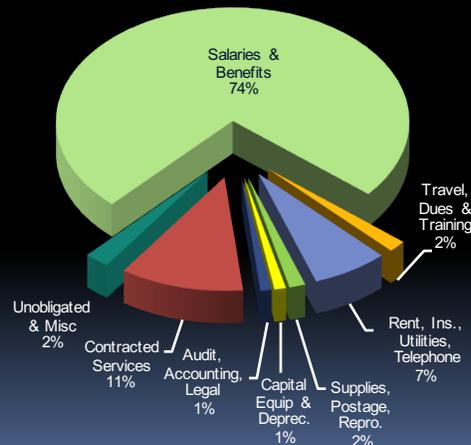
Funding Sources FY 2016

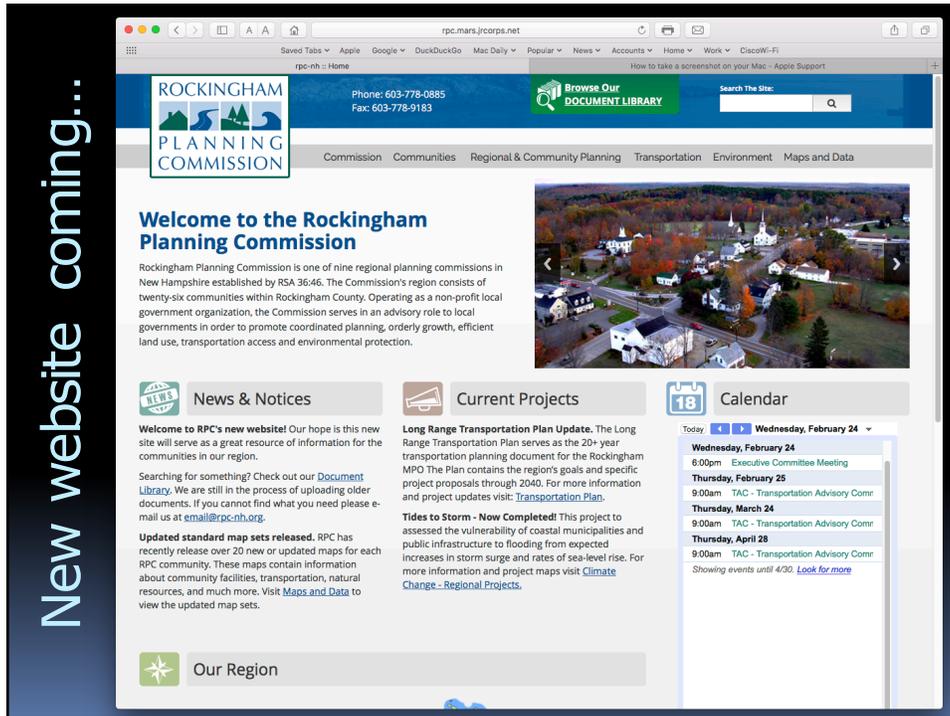


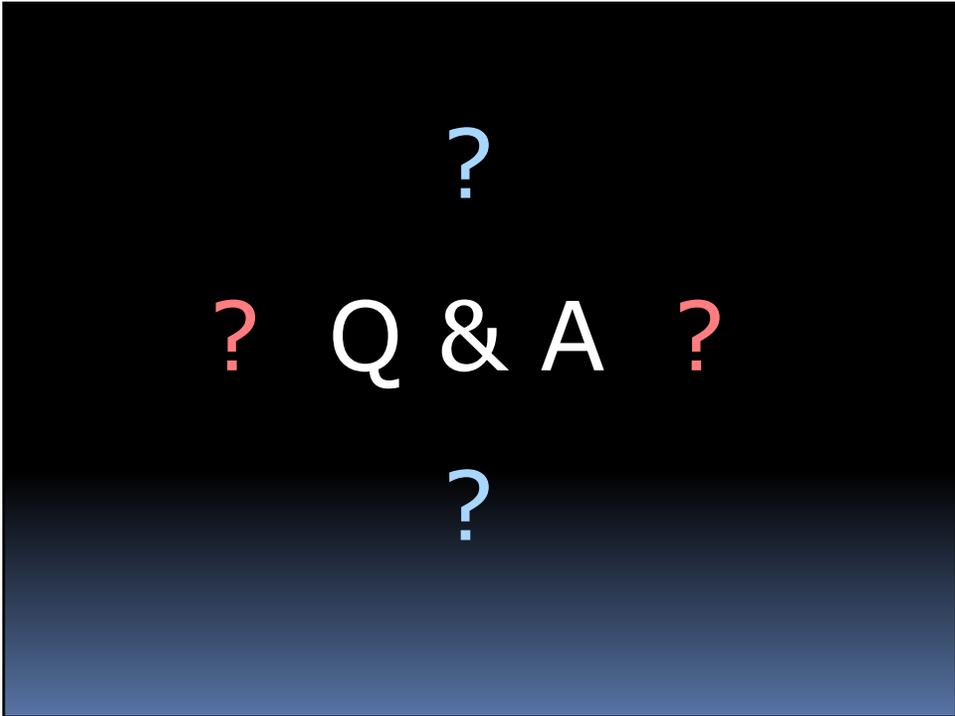
RPC Expense Budget

EXPENSE	FY 2016
Salaries & Benefits	\$847,997
Travel, Dues & Training	\$19,000
Rent, Ins., Utilities, Telephone	\$79,791
Supplies, Postage, Repro.	\$17,000
Capital Equip & Deprec.	\$12,100
Audit, Accounting, Legal	\$11,745
Contracted Services	\$129,645
Unobligated & Misc	\$26,329
TOTAL OPERATING	\$1,144,000

Expense Budget FY 2016







**MINUTES
EXECUTIVE COMMITTEE**

**Rockingham Planning Commission
January 27, 2016
RPC Conference Room, Exeter NH**

Members Present: P. Wilson (Chairman); J. Whitney (Vice Chair); B. Kravitz (Secretary); M. Turell (Treasurer); G. Coppelman (Past Chair); T. Moore, D. Marshall, K. Woolhouse, R. McDermott, R. Taintor (Members at Large)

Staff: C. Sinnott (Executive Director); S. Bogle (Sr. Transportation Planner); A. Pettengill (Business Manager)

Chairman Wilson convened the meeting at 6:00 p.m.

I. Minutes of December 9, 2015

Correction: Add K. Woolhouse to list of attendees.

*Coppelman moved to approve the Minutes of December 9, 2015 as corrected; Taintor seconded. **SO VOTED.** (1 abstention)*

II. Financial Report December 2015

Sinnott noted that the income and expenses continue to run closely side by side and it is rare that we see this parity, however it could be due to the tight budgeting and fine tuning that has been done with this particular budget. Discussion followed.

III. Request to Join NH Complete Streets Coalition, S. Bogle, RPC

Bogle referred to Attachment 3 and explained the concept of Complete Streets as an effort to safely accommodate all travelers and many modes of travel on streets and roads. Currently 28 other states have adopted Complete Street Policies, including 5 of the New England states. Portsmouth, Concord, Keene and Dover have also done so.

The NH Complete Streets Coalition is an organization working to encourage adoption of a statewide Complete Streets Policy for NH as well as at the local level. Passage of SB364 would establish a study committee on development of a statewide Complete Streets Policy. RPC staff is asking for permission & support for the RPC to join the Coalition. Currently five other RPC's in the State have joined.

Marshall asked what would be required of the RPC as a member of the Coalition. Bogle stated that we would merely be a member of the group and would not endorse “projects”, only “policy”. Taintor agreed that the endorsement is of policy, not projects, and Portsmouth already has created its own Complete Streets Policy. They use that Policy as a lense to look at existing roads, newly developed roads or road improvement projects, and in many other facets of the planning process.

Coppelman asked why NHDOT is not a member of the Coalition and Bogle responded that the Coalition members met with DOT regarding membership, however the DOT feels its more appropriate for the legislature to direct them in that regard.

Wilson noted concern that NH does not have the funds to maintain and support the roads and bridges they already have and he is concerned that this will add more funding requirements to projects. He raised many questions over a “Policy” and how it affects towns now and how it could affect them in the future. He maintained that he is in support of the Coalition but doesn’t want the RPC’s membership to be construed as being in favor of any local mandates.

Whitney stated she thinks it a good idea for the RPC to have representation on the Coalition.

Kravitz moved that the RPC participate with the NH Complete Street Coalition for the purpose of being at the table as policies are developed. She also asked that updates from this Coalition to the Executive Committee be regular and a letter be sent to all member communities explaining this initiative and the RPC’s role in it as to protect and represent the community’s interest in this topic; McDermott seconded.

Discussion followed regarding newsletters and what types of things are currently communicated via letter to member towns. Suggestions included revisiting the topic at the February meeting.

*Whitney moved to change the motion to “allow S. Bogle and the RPC to join NH Complete Streets Coalition as an advocate for our rural communities and in an effort to keep member communities informed; McDermott seconded. **SO VOTED** (1 opposition)*

IV. Website Update

Sinnott noted that the proposed launch date has been postponed, but the hope is to launch in March. He distributed an example of the Document Library, Calendar & home page of the website. Several features and capabilities were discussed. He noted staff is also considering an eNewsletter option through Mailchimp which allows 12,000 email distributions per month, far exceeding our need. Discussion on the internal process, template, design and editorial decisions of an eNewsletter.

V. NHARPC Update

Sinnott announced that the NHARPC's new Chairman is Glenn Coppelman and discussions have been around how the NHARPC's decisions on legislation relates back to the RPC's. He asked the Committee if they are in favor of the Association taking positions on legislation that this Committee hasn't discussed. Discussion followed. General consensus was that since the RPC's are cannot lobby (as stipulated through Federal grant requirements), the role of the NHARPC should be primarily an educational one regarding the consequences of proposed legislation.

VI. Legislative Committee Update

Kravitz noted that the practice has been to keep watch and report on a list of Bills from the NHARPC that we as a Commission find important. Last year the Legislative Committee focused on a smaller number of Bills and didn't rely so heavily on the NHARPC. Those identified categories of focus include: Accessory Apartments; net metering; transportation; regional planning/right to know; agriculture and agritourism; shoreline protection & coastal hazard risks.

VII. Strategic Planning – Tabled; Staff will attend March meeting for joint strategic planning session. Staff to secure a larger meeting space.

VIII. New/Other Business

- A. New Commissioner Orientation: Feb 27th;
- B. February Commission meeting on the 10th: Kingston Town Hall; audit approval, commissioner roundtable, agritourism & Supreme Court decision on signage & impacts
- C. Conference Room upgrade: an idea to purchase 50-60 inch display monitors was investigated. Unfortunately, it's cost prohibitive at \$1700-\$3000 and the room features are difficult to work with. Discussion followed on options with tables & chairs and for screen placement.
- D. Annual meeting speaker & venue: Woolhouse secured prices from Throwback Brewery and it is too expensive to hold there on our typical 2nd Wednesday in June; Smuttynose isn't large enough; staff to look at Atlantic Grill, Atkinson Country Club and the Brookstone. Possible speakers include Fish & Game or Rebecca Rule
- E. Executive Committee vacancy: Since Bob Goodrich resigned, his seat on Executive Committee needs to be replaced. *Turell moved to delay filling Goodrich's seat until the Slate of Officers is reviewed prior to new fiscal year/annual meeting; Kravitz seconded.*
SO VOTED.

IX. Public Comment – None

X. Adjourn

Meeting adjourned at 8:30 p.m.

Respectfully submitted,
Annette Pettengill, Recording Secretary

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
January 2016

	Jan 2016	YTD FY 16	Revised Amendment #1	Balance	% Budget
Income					
RESOURCES					
Federal Contracts	\$	-	\$	-	
Grants	\$	-	\$	-	
Local Dues	\$ -	\$ 134,784	\$ 130,524	\$ (4,260)	103.3%
Other Income	\$ -		\$ 6,500	\$ 6,500	0.0%
Local Planning Contracts	\$ 7,285	\$ 170,011	\$ 278,460	\$ 108,449	61.1%
State Contracts	\$ 56,474	\$ 340,150	\$ 748,075	\$ 407,925	45.5%
Total RESOURCES	\$ 63,759	\$ 644,945	\$ 1,163,559	\$ 518,614	55.4%
Total Income	\$ 63,759	\$ 644,945	\$ 1,163,559	\$ 518,614	55.4%
Expense					
Newspaper/Media	\$ -	\$ 1,035	\$ 1,500	\$ 465	69.0%
Contracted Printing	\$ -	\$ 2,061	\$ 2,000	\$ (61)	103.1%
Contracted Services	\$ 4,072	\$ 99,168	\$ 149,555	\$ 50,387	66.3%
Total Salaries	\$ 50,063	\$ 379,223	\$ 659,037	\$ 279,814	57.5%
Travel	\$ 140	\$ 2,262	\$ 9,000	\$ 6,738	25.1%
Reconciliation Discrepancies			\$ -	\$ -	
Payroll Processing Fees	\$ 37	\$ 282	\$ 425	\$ 143	66.4%
Janitorial	\$ 150	\$ 1,190	\$ 3,900	\$ 2,710	30.5%
Accounting	\$ -		\$ 1,200	\$ 1,200	0.0%
Audit	\$ 5,300	\$ 9,800	\$ 10,020	\$ 220	97.8%
Bank & Service Charges	\$ -	\$ 281	\$ 350	\$ 69	80.4%
**Dues & Subscriptions	\$ 1,024	\$ 5,541	\$ 6,500	\$ 959	85.2%
Employee Co Contrib of Benefits					
C Deferred Comp 457	\$ 3,437	\$ 24,624	\$ 41,830	\$ 17,206	58.9%
C Dental Insurance	\$ 837	\$ 6,077	\$ 10,388	\$ 4,311	58.5%
C Health Ins.	\$ 4,323	\$ 32,391	\$ 61,070	\$ 28,679	53.0%
C Life Insurance	\$ 84	\$ 619	\$ 1,100	\$ 481	56.3%
C LTD Insurance	\$ 117	\$ 865	\$ 1,881	\$ 1,016	46.0%
C NH Retirement 414E	\$ 2,635	\$ 18,785	\$ 33,401	\$ 14,616	56.2%
C STD Insurance	\$ 86	\$ 632	\$ 1,111	\$ 479	56.9%
**Equipment	\$ 1,450	\$ 3,031	\$ 10,100	\$ 7,069	30.0%
**Equipment & Software Maint.	\$ 1,808	\$ 7,543	\$ 12,500	\$ 4,957	60.3%

Rockingham Planning Commission
Financial Statement
Budget vs. Actual
January 2016

	Jan 2016	YTD FY 16	Revised Amendment #1	Balance	% Budget
General Insurance	\$ 854	\$ 2,617	\$ 4,625	\$ 2,008	56.6%
Misc	\$ -	\$ (2,598)	\$ 6,500	\$ 9,098	-40.0%
**Office Supplies	\$ 3,233	\$ 8,843	\$ 10,500	\$ 1,657	84.2%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 3,782	\$ 28,782	\$ 50,416	\$ 21,634	57.1%
SUTA	\$ 158	\$ 158	\$ 500	\$ 342	31.6%
**Postage	\$ 391	\$ 1,241	\$ 3,000	\$ 1,759	41.4%
Rent	\$ 4,081	\$ 24,330	\$ 48,816	\$ 24,486	49.8%
Telephone & Internet	\$ 407	\$ 2,950	\$ 5,200	\$ 2,250	56.7%
**Training & Workshops	\$ -	\$ 120	\$ 3,500	\$ 3,380	3.4%
Utilities	\$ 501	\$ 3,052	\$ 6,750	\$ 3,698	45.2%
Total Expense	\$ 88,971	\$ 664,905	\$ 1,156,675	\$ 491,770	57.5%
Net Ordinary Income	\$ (25,212)	\$ (19,960)			
Unobligated Funds			\$ 1,884	\$ 1,884	
Fund Balance Accrual	\$ -		\$ 5,000	\$ 5,000	
ICR Reserve			\$ -	\$ -	
Net	\$ (25,212)	\$ (19,960)	\$ 1,163,559	\$ 498,654	

NOTE: Jan 31st is 58% through the fiscal year

NHARPC Legislation Review Process

February 4, 2016

Background

The New Hampshire Association of Regional Planning Commissions (NHARPC) fundamentally serves as a body which provides a venue for NH's nine regional planning commissions to coordinate on a range of matters and, at times, speak in a unified voice. Over the years, NHARPC has reviewed proposed state legislation for the purpose of determining whether specific bills may facilitate, hinder or in some way unduly complicate the functions and interests of regional planning in NH. In this role, NHARPC's input on specific bills is often shared with legislative committees and others via written correspondence, verbal testimony, or both.

Purpose

Over the past couple years, questions and comments have been made during regular NHARPC meetings regarding the level of emphasis as well as the approach and process used in NHARPC's review of proposed legislation. Following more focused discussion at its January 14, 2016 meeting, it was suggested that a proposal regarding NHARPC's legislation review guidelines, including the manner in which feedback is presented in written correspondence and testimony, be developed for consideration. The intent of this write-up is to offer such a proposal for further discussion.

Proposal

Identifying legislative initiatives of potential interest to NHARPC. For each legislative cycle, NHARPC may review legislative service requests as well as proposed and/or actual bill text to identify a subset of legislative initiatives which it collectively determines to have a significant bearing on the functions and interests of regional planning in NH. Due to the high volume of bills typically filed as well as the level of effort involved in analyzing, tracking and addressing each bill, NHARPC should put an emphasis on limiting the number of bills which are identified in any given legislative cycle. NHARPC may choose to engage a subset of itself serving as a legislative policy committee and/or utilize the services of a legislative consultant in these activities.

Basis of review of legislative initiatives. In reviewing legislative initiatives, NHARPC will rely on legislation guidelines which are developed and may be updated from time to time. Such guidelines have a rational nexus to the functions and interests of regional planning in NH. For example, the attached policies are derived from the document entitled *Granite State Future – The Statewide Snapshot* which was developed in conjunction with NH's nine regional planning commissions (RPCs). These guidelines will be used as a filter to assist in identifying proposed legislation of interest and in determining appropriate input. In addition, NHARPC may choose to establish legislation priorities specific to a particular legislative cycle. The intent for developing such legislation priorities is to assist NHARPC in being more strategic and focused in the legislative review process for a particular legislative cycle than would be offered by the more generic legislation policies.

Review of legislative initiatives. Proposed legislation is to be reviewed and discussed during regular meetings of NHARPC. These discussions are the forum for determining NHARPC's stance on various bills. In preparing for these discussions, it is the responsibility of the NHARPC membership to become

familiarized with the bill text, its meaning and implications. These discussions are to be led by the NHARPC Chair (or Vice-Chair in the absence of the Chair) for the purpose of sharing perspectives and in arriving at an agreeable stance for moving forward with various bills. In doing so, NHARPC acknowledges the following guiding principles:

- NH's RPCs, which are comprised of professional planners and appointed civilian governing board. which are recognized for having made significant contributions in the State of NH for approximately 50 years relative to planning issues and matters concerning community and quality of life.
- NH's RPCs are seen as possessing expertise and perspectives which would be of value to legislators in their review of certain legislative proposals.
- In most instances it is appropriate that NHARPC's stance and input on legislative proposals be geared to educate legislators by sharing informed perspectives and implications, whether they be positive or negative, in the event the proposal were to be enacted.
- In a limited number of instances it may be appropriate for NHARPC to be more direct in its stance and input on legislative proposals through a recommendation to support or oppose a particular proposal or through recommending an amendment; it is anticipated that such instances will be limited to proposals which directly reference RPCs or are determined by NHARPC to affect the core functions and interests of regional planning in NH.
- NH's RPC's have a history of coordination and collaboration with a range of stakeholders including local interests, state agencies, business and institutional leaders, NGOs, etc.; therefore in conducting its review of legislative proposals, it is important that this be done with consideration given to implications of proposals on these partners.

NHARPC may choose to rely on its legislative policy committee and/or legislative consultant to provide background, analysis and recommendations in conducting these activities.

Written correspondence and testimony. In determining a stance on legislative proposals, it is imperative that a member(s) of the NHARPC assume leadership in drafting written correspondence and/or providing verbal testimony during legislative hearings. This leadership can be based on a member's particular expertise or passion for a particular issue, or may simply be a matter of sharing the workload among the NHARPC body. Such correspondence and testimony should follow a standard format for the purpose of consistency and be respectful of the guiding principles outlined above. Draft correspondence and testimony should be shared with the NHARPC Chair and staff in a timely manner for the purpose of editing, formatting, and achieving the consistency and professional standards to which we all aspire.

New Hampshire Association of Regional Planning Commissions

Legislation Review Guidelines

February 4, 2016

Following is a listing of legislation guidelines adopted by the New Hampshire Association of Regional Planning Commissions based upon livability principles identified in the document entitled *Granite State Future – The Statewide Snapshot* created in 2015 through the collaborative efforts of the State’s nine Regional Planning Commissions. As legislation guidelines, these are intended to serve as generalized statements which may be used by NHARPC as a filter to assist in identifying proposed legislation of interest and in determining appropriate input. In addition to these guidelines, NHARPC may choose to establish legislation priorities specific to a particular legislative cycle and which may be updated on a more frequent basis.

Community and Economic Vitality

“New Hampshire’s high quality of life is frequently cited as a key economic strength, but high utility costs and difficulty in retaining skilled younger workers represent barriers to economic growth in the state.”

Promote the development of infrastructure, including financial investment, to attract and retain economic opportunity that fosters community growth and provides the highest quality of life for New Hampshire residents.

Natural Resources

“New Hampshire’s rich natural landscape is often cited as a major attraction among new residents and visitors.”

Ensure the integrity of New Hampshire’s beautiful natural landscape and diversity of wildlife species for the benefit of future generations by protecting and improving resources including water, air, forests, and farmlands.

Housing

“Due in part to the state’s abundance of large lot single family homes, New Hampshire’s existing housing supply is poorly aligned with projected demand as a result of changing demographics and consumer preferences.”

Promote the availability of convenient and affordable housing choices to a full range of income levels in NH’s communities.

Transportation

“New Hampshire residents depend significantly on automobiles to meet basic transportation needs; approximately nine of every ten Granite Staters carpool or drive alone to work.”

Provide options which offer choices for people to travel safely and efficiently to where they need to go, whether it is by walking, driving, biking, public transportation, carpooling, or taking a train or plane.

Traditional Settlement Patterns

“New Hampshire’s diversity of communities, from very rural outposts to dynamic urban centers, represent one of the state’s defining features and its cherished assets.”

Respect the traditional New Hampshire landscape by focusing development in town centers and village areas while emphasizing agriculture, recreation, and other suitable uses in our more open and rural areas.

Climate Change and Energy Efficiency

“Volatile utility costs and Climate Change represents emerging threats to the sustainability of NH communities.”

Seek opportunities to conserve energy and reduce risks such as those caused by extreme weather events and flooding to our communities, businesses and citizens.

Adopted 2/4/16

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