

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:

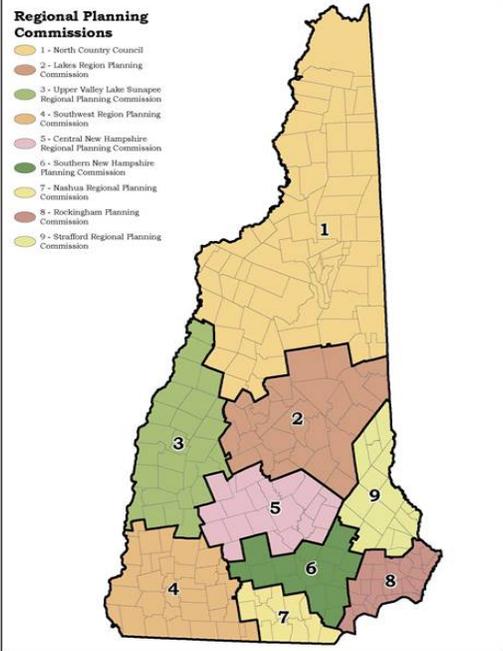
- ✓ Public agency – enabled by state statute
- ✓ Association of local governments
- ✓ Political subdivision of the state
- ✓ Quasi-governmental public entity

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



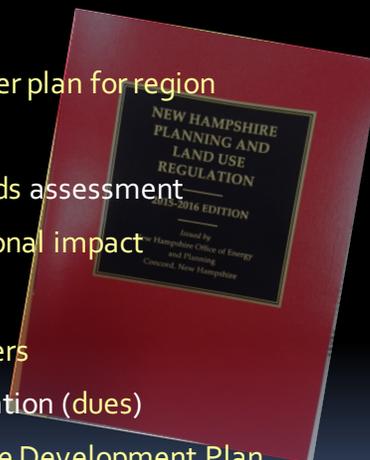
Enabling Law

- **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

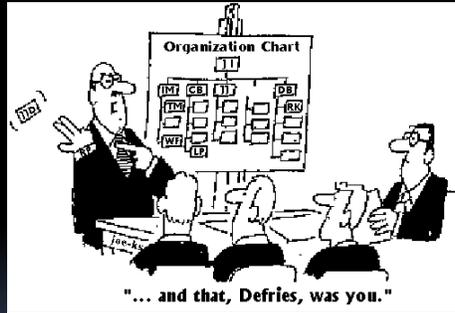
Powers and Duties

(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

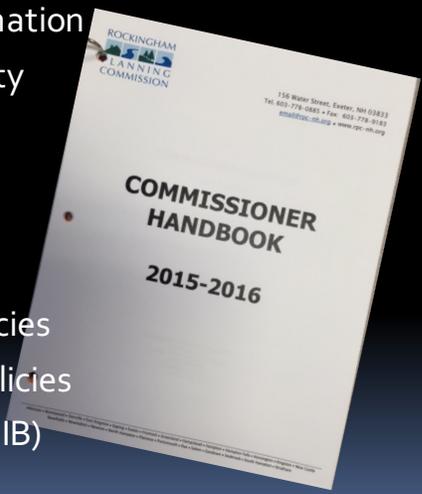


RPC STANDING COMMITTEES

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)



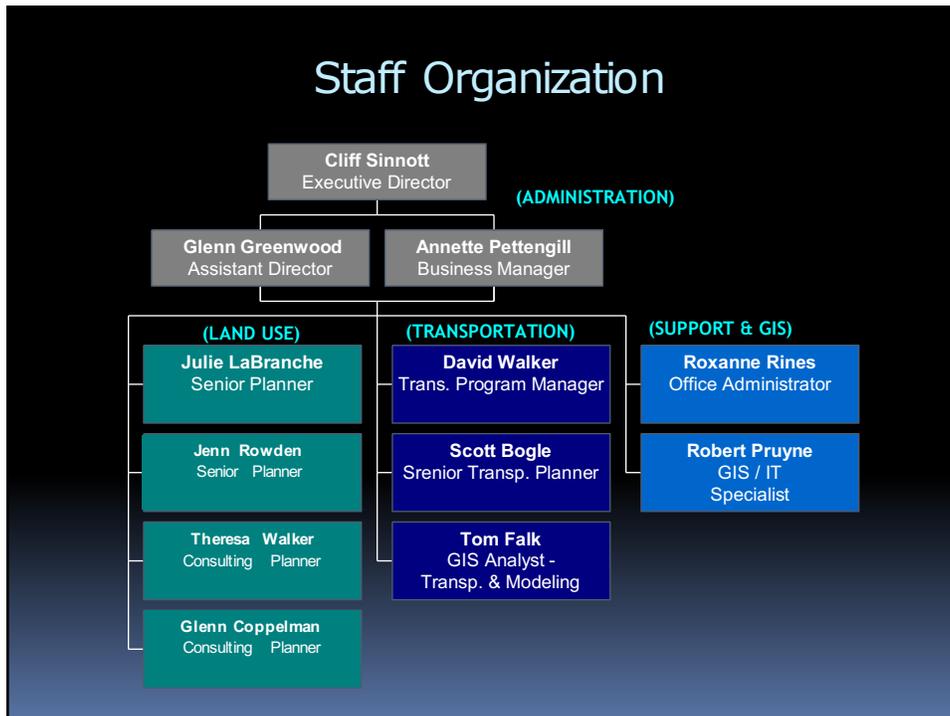
**Handbook –
General
Information
Section
(pp G1-G49)**

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

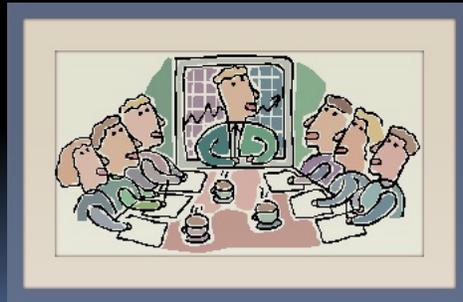
gcoppelman@gmail.com

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

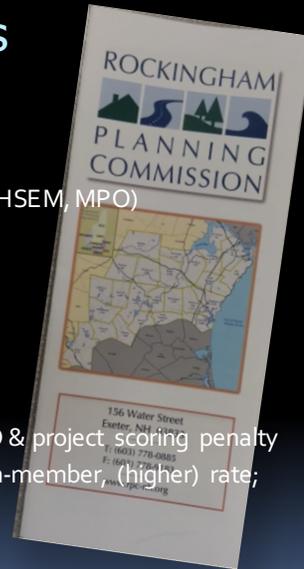


RPC Commissioner = MPO Policy Committee Member

- 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")

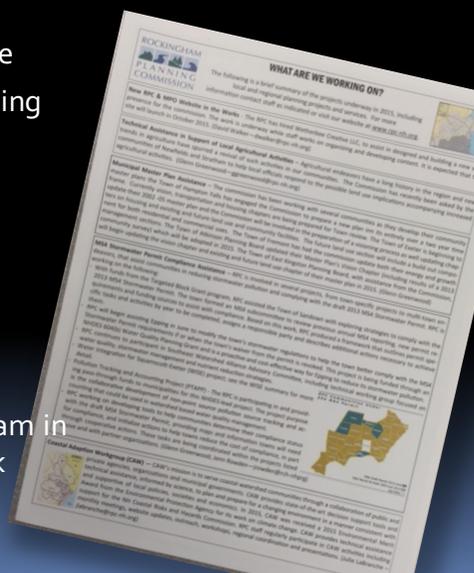
RPC Member Services

- 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

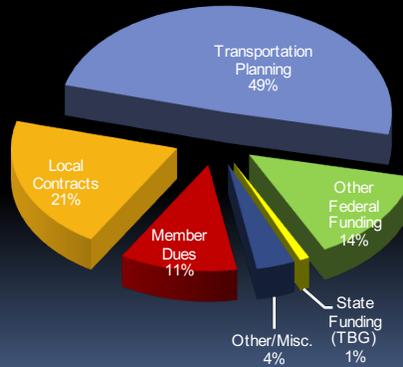
- Local Planning Assistance
- Regional Land Use Planning
 - land use
 - environmental planning
 - economic development
 - hazard mitigation planning
- Transportation Planning
 - MPO related
 - Special Projects
- Full Adopted work program in Commissioner Handbook



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

