

Proposed Scope of Work and Cost Estimate for Salem Open Space Plan Update

August 2, 2024

Revised August 12, 2024

PROPOSED SERVICES TO BE PERFORMED: The following tasks will be performed by the Rockingham Planning Commission (RPC) to assist the Town of Salem in its efforts to update the 2010 Open Space Plan. The purpose of the update is to refresh the mapping and prioritization of critical natural resources, including agricultural, open and undeveloped land in Salem, and to select and prioritize the lands that should be excluded from residential, commercial, and industrial development. In doing so, the Town will have a blueprint for protecting the ecosystem function provided by these natural resources.

Based on anticipated work tasks, RPC estimates that this proposed scope of work can be completed within a 9-to-12-month period depending on the start date and coordination with other Salem planning efforts, including the current Master Plan update.

WORK TASKS

Task 1 - Communication and Outreach: RPC staff will work with the Conservation Commission and Salem staff to establish an Open Space Steering Committee that will oversee the update of the Plan. Up to ~~five~~ **four** meetings will be held with the Steering Committee in the preparation of the Plan to allow for review of drafts and incorporation of feedback. RPC will assist the Steering Committee with the development of an implementation strategy for engaging stakeholders and the public in the planning process (e.g., workshops, surveys, public meetings). RPC will assist Salem staff in the development of necessary public meeting documentation.

Deliverables:

- Establish Open Space Steering Committee
- Up to ~~five~~ **four** meetings with Steering Committee
- Stakeholder engagement plan

Task 2 - Data Collection: RPC staff will review Salem planning document goals and recommendations, including the Master Plan, Hazard Mitigation Plan, other planning efforts regarding open space and natural resource protection to ensure continuity between those documents and alignment of implementation strategies. RPC staff will gather relevant data such as parcel data, land use patterns, and environmental conditions to support mapping and assessment. The Town of Salem will be responsible for providing RPC relevant local GIS data, including parcels and town-owned land information.

Deliverable:

- Updated land use data

Task 3 - Mapping and Data Assessment: RPC staff will update GIS generated maps displaying land use, natural resources, and open space areas in Salem. The updated mapping will be used to conduct an updated assessment of current open space resources, including parks, trails, natural areas, and recreational facilities.

Deliverables:

- Map 1 - Land Use
- Map 2 - Soils
- Map 3 - Surface Water and Wetlands
- Map 4 - Aquifer
- Map 5 - Agricultural Soils
- Map 6 - NH Fish and Game Wildlife Action Plan
- Map 7 - Impervious Surface
- Map 8 - FEMA Flood Plains
- Map 9 - Unfragmented Land
- Map 10 - Topography
- Map 11 - Aerial Photo
- Map 12 - Open Space
- Map 13 - Rare Natural Communities
- Map 14 - Drinking Water Resources
- Map 15 - Parcel Prioritization from Task 4

Task 4 - Parcel Prioritization: - RPC staff will work with the Steering Committee to review and develop a prioritization criterion; this criteria discussion and prioritization will be discussed as part of the meeting identified in Task 1. This scheme will use the data from the maps in task 3 and a co-occurrence model to score parcels in comparison to each other. The RPC will facilitate a prioritization process and workshop to arrive at updated parcel priorities.

Deliverable:

- Updated and documented prioritization criteria

Task -5 - Updated Open Space Plan: RPC staff will prepare narrative descriptions to accompany the natural resource maps listed in Task 3 and finalize the updated Open Space Plan. The Plan will include recommendations regarding conservation priorities and the rational for these priorities as directed by the Steering Committee.

Deliverable:

- Updated Open Space Plan

Task 6 - Implementation Toolkit: RPC staff will develop supporting materials such as fact sheets, social media posts, funding strategies, and policy recommendations to facilitate plan implementation. The type of materials developed will be determined based on discussions with the Open Space Steering Committee and Salem staff.

Deliverable:

- Implementation Toolkit

Task 7 - Presentation of Open Space Plan to the Conservation Commission at a regularly scheduled meeting. RPC staff will assist the Open Space Steering Committee with a presentation to the Conservation Commission. RPC will prepare a presentation and attend the Conservation Commission meeting to share the results of the plan and seek feedback.

Deliverable:

- Presentation of Open Space Plan to the Conservation Commission.

Task 8 - Presentation of Open Space Plan Planning Board and Town Council: RPC staff will assist the Open Space Steering Committee with presentations to the Planning Board and Town Council. RPC will prepare a presentation and attend a joint session of the

Planning Board and Town Council to share the results of the plan update and implementation strategy.

Deliverable:

- Presentation of Open Space Plan at a joint meeting of the Town Council and Planning Board.

TOTAL ESTIMATED COST: \$19,000