

January 18, 2024

Matt Scruton, Town Administrator
Town of Rye
10 Central Road
Rye, NH 03870

RE: 2023-2024 Circuit Rider Contract Amendment

If the Town of Rye is in agreement, this letter will serve as an amendment to the 2023 -2024 Circuit Rider Contract requested by the Rye Planning Board. The amendment consists of planning assistance that is in addition to the tasks outline in Appendix A of the current contract (July 1, 2023 – June 30, 2024).

Rockingham Planning Commission staff will assist the Rye Planning Board with reestablishment of a Technical Review Committee (TRC) for the purposes of providing review of land use applications that come before the Planning Board. The purpose of the TRC will be to ensure compliance with town regulations, provide advisory comments to applicants, and aid in efficiency in process for applicants, staff, and Board members. RPC will work with the Planning Board and Rye staff and consultant team to review TRC process, draft procedural documents, and assist with adoption of regulatory components required for the TRC. This service will be conducted in addition the RPC's other services provided under this contract.

The components of this task are as follows:

1. RPC will facilitate up to three meetings with Rye staff and other land use application consultants to discuss the purpose and process of Technical Review Committee. The purposes of these meetings will be to establish basic understanding of the intent of a TRC and its process and to gain feedback as to how it can best fit with the Rye staff duties and responsibilities. These discussions will include review of procedural documents.
2. RPC will meet with the Planning Board either while regular Board meetings or with up to three additional meetings to discuss the purpose and process of the TRC, to review procedural documents, and to review any components of the TRC that require Planning Board adoption.
3. RPC staff will draft TRC documentation, that include procedural components and forms, for review and comment by the Planning Board and Rye staff. RPC will provide Rye with examples of other municipalities' TRC processes to aid in the evaluation of appropriate procedures for Rye.

The timeframe for this service will be from January 18, 2024, through June 30, 2024. Payment on contract tasks shall be invoiced monthly with the existing Circuit Rider and will be based on time spent.

Contract Amendment not to exceed \$4,500.

If you are in agreement with this extension, please a respond to this letter in the affirmative.

Sincerely,



Tim Roache,
RPC Executive Director