



## LRPC Executive Board Meeting

Minutes of October 13, 2021

APPROVED ON NOVEMBER 10, 2021

PRESENT John Ayer (Chair), Mardean Badger, Bill Bolton (virtual), Pat Farley, David Katz, David Kerr, Robert Snelling, Steve Wingate (virtual)

ABSENT Dean Anson, Steve Favorite, Tony Giunta, Jean Marshall

STAFF Jeff Hayes (Executive Director), Dave Jeffers (Regional Planner), Tracey Ciriello (Meeting Recorder)

PUBLIC None

LOCATION Hybrid Meeting: LRPC Office, 1st Floor Conference Room, Meredith / Zoom Conference

### 1. Call to Order

The Chair called the meeting to order at 9:03 AM and stated a quorum was present with six Executive Board members in person and the seventh (B. Bolton) virtually via Zoom due to emergency circumstances (COVID exposure and the need to approve HHW appropriations and proposed bylaws amendments in order to send both to the Commission for approval). B. Bolton attended via Zoom due to exposure to COVID-19 so was unable to attend in person as planned. D. Katz motioned to allow remote participation per 91-A:2. B. Bolton seconded the motion. ROLL CALL attendance by the Chair: Badger—present; Bolton—present via Zoom; Farley—present; Katz—present; Kerr—present; Snelling—present; Wingate—present via Zoom due to a personal meeting overlapping with this meeting. There was no one else present at B. Bolton's and S. Wingate's locations. **SO VOTED**

### 2. Approve Minutes of September 8, 2021

D. Katz moved to accept the minutes of September 8, 2021, with the following corrections: change Bolt to Bolton throughout and under item 6.b, FY23 Dues Appropriations: change 'approve' to 'accept' in motion language; insert P. Farley as the person who seconded the motion; and make corrections accordingly in the MOTION SUMMARY section. M. Badger seconded the motion. ROLL CALL VOTE by the Chair: Badger—yes; Bolton—yes; Farley—yes; Katz—yes; Kerr—yes; Snelling—yes; Wingate—yes; Ayer—yes. **SO VOTED**

### 3. Finance Report

The monthly finance report was not available when the meeting materials were sent, so was handed out before the meeting began. J. Hayes explained it was a little late and not as complete as usual due to staff illness coupled with September being a 3-payroll month. He described how income was being captured, was being watched carefully, and that he is expecting a strong financial year. He noted that later in the agenda HHW cash donations would be discussed as a possible way of covering dumpster expenses for host towns. The host towns, which benefit from higher participation, get the bills for the dumpsters then send them to LRPC. D. Katz asked if they could do a quarterly look ahead; J. Hayes agreed that was a very reasonable request. The Chair asked whether there was a need to formally accept the report; J. Hayes indicated no since it represents unaudited financials.

### 4. Monthly Executive Report

J. Hayes noted that staff was very busy and praised the report content and format, noting it represents selected highlights of staff activities. He announced that the Lakeshore Redevelopment Planning Commission returned the \$1 million dollar grant to NBRC for which LRPC was grant administrator. He reported that LRPC was over budget on Hazard Mitigation Plans (HMPs), so he remains concerned about it, indicating it would have to be decided whether to continue subsidizing HMPs. He noted at least \$30K in losses this year due to HMP updates, and that the issue contributed to lost operating costs last year. D. Katz proposed adding HMPs on the next agenda. J. Hayes will need time to talk with staff about the issues and gather more information. LRPC received a new Solid Waste Management Grant for FY22; an intern is working with Solid Waste Planner Paige Wilson on social media content. It was agreed the report was well done and the photos especially liked.

## 5. Committee Reports

### a. Transportation Technical Advisory Committee (TAC)

D. Kerr reported that a quorum was not present at the TAC meeting a week ago, so the election of officers could not be held and proposed revisions to the standing rules of the committee could not be voted on before sending to the Executive Board for approval. He described significant problems with remote access/connectivity and that the virtual guest speaker, NHDOT Active Transportation Engineer Nick Sanders, could not be heard at times and there was no video.

J. Hayes remarked on New Hampshire's percentage of GDP related to outdoor recreation, noting the state ranks as one of the top ten outdoor recreation economies. NHDBEA also hired an outdoor recreation director; the lakes region is home to whitewater in Franklin and mountain biking in Northfield. He suggested maybe having Mr. Sanders back to speak at a Commission meeting, since it would be relevant to LRPC updating our bike/ped plan which has not been updated since 2012. D. Kerr announced that dates have been set for GACIT hearings with Executive Councilors; J. Hayes noted that he and Susan Slack (LRPC Staff) met with Executive Councilor Cinde Warmington yesterday. There was general discussion about hybrid meetings, types of technology/equipment, technical meeting set-up, and COVID safety measures given that Belknap County is still listed as high transmission.

## 6. Old Business

### a. FY23 HHW Appropriations

J. Hayes introduced LRPC Regional Planner Dave Jeffers, who has been running LRPC's HHW program for 19 years, to give an update on HHW collections. D. Jeffers showed PowerPoint slides with photos, infographics, and data. He described the collection process and cost breakdown, and cited some of this year's numbers/stats, including:

8 collection sites | 24 participating communities | 1,721 households | 5 meetings for HHW Coordinators | about 80 local workers and volunteers in addition to the contractor personnel | 25,000 feet (4.5 miles) of fluorescent tubing | 2,200 CFLs | 78,000 pounds—or 39 tons—of household hazardous waste.

He described the 3-year, fixed price contract with HHW vendor TRADEBE for \$99,000, adjustments the vendor has made the past two years when some members did not participate due to COVID, and the resulting impacts. He summed up additional costs (such as \$4,000 for universal waste, dumpsters for the 8 collection sites, volunteer T-shirts, advertising) and explained the funding sources, primarily local appropriations from participating members; about \$16,000 from an NHDES reimbursement grant which LRPC applies for annually; and resident donations of about \$2,500.

Regarding appropriations, which are based on each community's proportion of Total Housing Units out of the total participating members, the costs to participating members for HHW disposal have not changed for the past 3 years and were based on 2010 Census data. Now that the 2020 Census is complete, appropriations have been calculated based on the new data. An anomaly/discrepancy was discovered in Freedom where the 2010 Census apparently missed a campground of about 400 units but has been corrected in the 2020 Census.

One of the vendor's requests last year was that LRPC extend the contract when the current 3-year contract ends, for the same price, which means the vendor assumes the risk. The Executive Board discussed the contract and insurance and asked questions such as what happens to the HHW when it leaves the lakes region, how is it handled, and what historical trends have been. J. Hayes noted the handling and transport was governed by federal law as "cradle-to-grave custody". LRPC will be doing outreach to participating members, including Northfield, for next year's collection. The vendor has been providing good service, and while HHW Coordinators may have a few items to suggest for improvement, LRPC has been happy with them. With one more year left on the contract, for the FY23/summer 2022 collection, LRPC will start working on a new contract a year from now. D. Katz recognized LRPC Solid Waste Planner Paige Wilson for her efforts for the HHW program and asked that D. Jeffers extend his appreciation on his behalf. P. Farley moved to recommend the FY23 HHW Appropriations to the full Commission for approval. R. Snelling seconded the motion. ROLL CALL VOTE by the Chair: Mardean—yes; Bolton—yes; Farley—yes; Katz—yes; Kerr—yes; Snelling—yes; Wingate—yes; Ayer—yes. **SO VOTED**

b. **John Cotton Update**

J. Hayes confirmed that the Kim Ayers Award will be presented to John Cotton at the Peabody Home in Franklin where he is currently residing after being diagnosed with Parkinson's. John's wife Tina sent a summary biography to LRPC staff for use in documenting the award presentation and plaque certificate. Mr. Cotton has been told of the award, as planned, by his wife who reported how deeply pleased he was to receive the news. Based on strict visitor rules with a limit of 2 guests due to the pandemic and after discussing ideas for the presentation, consensus was for J. Ayer and J. Hayes to present the award in person at the Peabody Home and document the visit based on John's and Tina's comfort and discretion.

c. **Proposed Bylaws Amendments**

The amendments proposed in writing at the last meeting were discussed at length and in detail. Discussion included clarifying terms and roles such as member, representative, and commissioner; what constitutes our voting membership—the towns or the commissioners; and who/what constitutes a quorum. Every commissioner has a right to vote unless they are an alternate, in which case an alternate may only vote in the absence of the regular commissioner for whom they are appointed alternate. A quorum was defined as a majority (51%) of member municipalities in good standing (dues-paying) with at least one appointed commissioner (representative). Once a quorum of the membership (the municipalities) is present (counted, based on attendance), all commissioners and/or alternate commissioners are allowed to vote on matters before the Commission.

D. Katz asked if we were having a legislative event this year, but there is none planned for 2021; he suggested that RSA 91A should be an agenda item the next time we host a legislative forum.

The original proposed amendments were edited down to the following proposed changes, to be marked with strikethroughs for deleted text and all deletions, changes, or additions highlighted in yellow, to be sent to the full Commission for review and comment:

- 1) Page 1: Insert **PROPOSED BYLAWS AMENDMENTS 2021**, before Article I.
- 2) Page 6: Strike (delete) entire paragraph under 9.6.1 Commission/and Area Meetings:  
  
~~Commissioners from 50% of the member municipalities, which have voting privileges and which have appointed at least one Commissioner, shall constitute a quorum. In circumstances when a quorum is not present and when Commission action is essential, the Chairman may declare a quorum upon the unanimous approval of those Commissioners present.~~
- 3) Page 6: Insert new sentence under 9.6.1 Commission/and Area Meetings:  
  
**A quorum consists of 51% of member municipalities in good standing with at least one appointed Commissioner.**
- 4) Page 7: Strike (delete) second sentence under 9.6.2 Executive Board:  
  
~~In circumstances when a quorum is not present and when Executive Board action is essential, the Chairman may declare a quorum upon the unanimous approval of those Executive Board Members present.~~
- 5) Page 7: Add new section—insert section 9.8 after section 9.7:  
  
**9.8 Electronic Participation in Meetings**  
  
**Pursuant to RSA 91-A:2, III, remote participation in meetings is permitted.**

D. Katz moved to accept the proposed bylaws amendments as edited. M. Badger seconded the motion. The proposed amendments will be submitted to the full Commission for a period of comment not less than 30 days. ROLL CALL VOTE by the Chair: Mardean—yes; Bolton—yes; Farley—yes; Katz—yes; Kerr—yes; Snelling—yes; Wingate—yes; Ayer—yes. **SO VOTED**

d. **Annual Meeting Planning**

Plans for the annual meeting in June 2022 were recapped to date and discussed in detail concerning tent rental to be done now/soon, number of people per table if social distancing is used, buffet vs. plated,

etc. The venue is planned in Franklin at the Mojalaki Country Club, which is donating use of their space. Consensus was for a plated dinner outdoors under a tent for roughly 150-250 people. Staff will follow up on tent rental, finding a caterer, and determining site logistics such as if there's a kitchen that can be used. It was further agreed to speak with Mojalaki about how many people/tables/people per table, then back into the total numbers needed for invitations and tent size since the seating/siting logistics will determine the actual number of people that can attend. Due to a conflict with the Monday, June 27, 2022 meeting date for the Chair, Wednesday, June 29 was agreed as the replacement date, provided that the venue and invited guest speaker are both available on June 29 instead of June 27. If they are not, the meeting will default to the original date of June 27. J. Hayes indicated that more admin support is needed for this endeavor, and how difficult it has been to find qualified people. Because another part-time position is already in the budget, the consensus was to hire a meeting/event planner or part-time consultant just for the 2022 annual meeting (planning and event).

## 7. New Business

### a. Annual Conflict of Interest Forms

The annual conflict of interest disclosure form and policy was distributed with the meeting materials. Hardcopies must be signed and returned or mailed to the LRPC Admin.

### b. Nominating Committee

Consensus was to appoint the Chair and Vice Chair as the members of the Nominating Committee. The committee will draft a memo to email to Executive Board members inquiring whether they wish to be renominated for election in June 2022.

## 8. Roundtable

The next Commission Meeting will be at Moultonborough Public Library on October 25. Both the Chair and Vice Chair will be out of town for the November 29 Commission Meeting as well as a potential alternate date of November 22, so a consensus agreed that the November meeting should be cancelled. P. Farley moved to cancel the November 29th Commission Meeting. R. Snelling seconded the motion. ROLL CALL VOTE by the Chair: Mardean—yes; Bolton—yes; Farley—yes; Katz—yes; Kerr—yes; Snelling—yes; Ayer—yes. (S. Wingate left the meeting prior to the vote.) **SO VOTED**

D. Katz, New Hampton—Finally pushed through the memorandum with NHDOT, with the Planning Board and Board of Selectmen both signing off on the letter to DOT. Thanks to everyone on the TAC. Also, the Planning Board will be hearing 14 proposed zoning changes and hopes to get through them all before the holidays.

M. Badger, Ashland—Finally have a court date regarding the Planning Board's denial of a site excavation, where it denied both the initial application and a rehearing.

B. Bolton, Plymouth—A new committee, Plymouth Trails, has been created under the Conservation Commission.

D. Kerr, Barnstead—The town will have a working session next week on Short-term Rentals, a sore issue in one area of town, in order to come up with something to put to voters.

J. Ayer, Gilford—Short-term Rentals are still being looked at and the ZBA will look at an appeal.

## 9. Adjourn

The Chair declared the meeting adjourned at 11:58 AM.

*Respectfully Submitted,  
Tracey Ciriello, Meeting Recorder*

### MOTIONS SUMMARY MOTIONED / SECONDED / RESULT

- |  |                            |
|--|----------------------------|
| 1. Allow remote participation for this meeting                                       | Katz / Bolton / passed     |
| 2. Approve September 8, 2021 minutes with corrections                                | Katz / Badger / passed     |
| 3. Recommend FY23 HHW Appropriations to the Commission for approval                  | Farley / Snelling / passed |
| 4. Accept/approve proposed bylaws amendments, as edited, for submittal to Commission | Katz / Badger / passed     |
| 5. Cancel November 29 Commission Meeting   | Farley / Snelling / passed |

Additional materials: Finance Report through September 30, 2021 (hardcopy distributed before start of meeting)