

# LAKES REGION PLANNING COMMISSION

103 Main Street, Suite #3  
Meredith, NH 03253  
Tel 603.279.8171  
www.lakesrpc.org



## LRPC EXECUTIVE BOARD MEETING

Wednesday, November 8, 2023

9:00 AM

LRPC Office, First Floor Conference Room

Humiston Building, 103 Main Street, Meredith, NH

## AGENDA

**NOTE:** Seven (6) Executive Board members must be present in-person at the meeting location to establish a quorum. Please let Jeff or Linda know whether or not you are able to attend.

1. **Call to Order**
2. **Approve Draft Minutes of September 13, 2023** (*actionable item*) *Attachment*
3. **Finance/Treasurer Reports** (*September*) *Attachment*
4. **Monthly Executive Reports** (*September & October*) *Attachments*
5. **Committee Reports**
  - a. Transportation Advisory Committee (TAC)
6. **Old Business**
  - a. Brownfields RFP Selection Committee
  - b. Transformational Planning Grant Update
  - c. RHNA Update *Attachments*
7. **New Business**
  - a. New CEDS Committee
  - b. NHARPC Appointment *Attachment*
  - c. HealthTrust 14.6% Increase (starting July 1<sup>st</sup>)
8. **Roundtable**
9. **Adjourn**

**NEXT MEETING: December 13, 2023**  
**HAPPY THANKSGIVING!**

The Lakes Region Planning Commission reserves the right to hold a non-public session whether noted on the Agenda or not. Notice of a non-public session on an agenda is for planning purposes only. The citations to the Right-to-Know Law are provisional and may be revised as circumstances required. The LRPC complies with the ADA regulations. Please contact the LRPC office if you need special assistance in order to attend this meeting.

All meeting dates and times are subject to change.

# *Attachment 1*

# LAKES REGION PLANNING COMMISSION

103 Main Street, Suite #3  
Meredith, NH 03253  
Tel 603.279.8171  
www.lakesrpc.org



## LRPC Executive Board Meeting Minutes of September 13, 2023

PRESENT	Dean Anson, Cristina Ashjian, Tavis Austin, John Ayer (Chair), Mardean Badger, Bill Bolton, Patricia Farley (Secretary), David Katz (Vice Chair), David Kerr (Treasurer)
ABSENT	Mark Hildebrand
STAFF	Jeff Hayes (Executive Director), Linda Waldron (Administrative Assistant), Carl Carder, Finance Administrator)
OTHERS	Charlene Vallee (Auditor)
LOCATION	LRPC Office, 1 <sup>st</sup> Floor Conference Room, Meredith

### 1. Call to Order

Chair Ayer called the meeting to order at 9:00 AM and welcomed everyone back from summer break. A quorum was established.

### 2. Minutes

Minutes of June's Executive Board meeting were acknowledged for comments and discussion. Vice Chair Katz put forth a motion to accept the minutes as presented, seconded by Mardean Badger. A voice vote was taken indicating all present were in favor. **Motion passed.**

### 3. Finance/Treasurer Reports

Finance Administrator Carl Carder briefly summarized the reports stating that August's report shows a large deficit, but noted that the current quarter ends in September and end of quarters typically provide a large reimbursement opportunity. Therefore, he expects by the end of September to show in the black. We have some good projects this fiscal year which include a brownfields grant and a new USDA solid waste contract. Executive Director Hayes mentioned that brownfields begin October 1<sup>st</sup> and we are looking for projects. We recently have had conversations with Franklin and Laconia in these regards.

### 4. Monthly Executive Reports

Executive Director Hayes indicated that we had a busy summer. A few local items in the reports were discussed. There were additional discussions regarding the amount of flooding we had this year and Executive Director Hayes noted that LRPC's culvert inventory program is a valuable asset to communities. Participating in this program is a proactive way to avoid or mitigate flooding situations such as those we have seen this year. A full report is prepared documenting where each culvert is located and targets potential drainage issues such as condition, blockages, size, etc. There was also a brief review of this summer's HHW collections, noting we are having a special Fall collection this year. David Kerr asked what freight maps consisted of as it pertains to the Transportation section of July's report to which Executive Director Hayes advised that it concerned tracking freight trucking routes and showing the conditions of the roads, obstacles, traffic circle maneuvering, areas of improvement, etc.

### 5. Committee Reports

Transportation Advisory Committee (TAC). Treasurer Kerr informed us that there was a meeting of the TAC last week. The topic of the meeting was the bike/ped plan. Unfortunately, our plan is contingent on the State's plan which is behind, but still in the works. There was also a discussion concerning a free bus service to begin running between

# LAKES REGION PLANNING COMMISSION

103 Main Street, Suite #3  
Meredith, NH 03253  
Tel 603.279.8171  
www.lakesrpc.org



Penacook and Tilton in early October to allow for citizens to work at places along the bus route who don't otherwise have transportation. GACIT hearings are now underway. A new Chair and Vice Chair were voted in. FY24 TAC Meeting calendar was noted.

## 6. Old Business

- a. Proposed By-Law Revisions. The By-Laws have been overhauled in terms of reordering and clarifying. Changes have been reviewed extensively with input from Vice Chair Katz. The only substantive change was with regard to appointing alternates to the Executive Board (Section 8.3.3). After some discussion, and an agreed-upon minor amendment to allow the Executive Board Chair or in the absence of the Chair the presiding member – changed from the Executive Board – to temporarily fill vacancies on the Executive Board (Section 8.4), Vice Chair Katz proffered a motion that the Executive Board accept the current revision, as amended, and refer same to the full Commission for a 30-day review period and adoption. Bill Bolton seconded the motion. A voice vote was taken indicating all present were in favor. **Motion passed.**

Due to the above clarification, it was decided to reaffirm and obtain the Executive Board's vote concerning Chair Ayer's prior temporary appointment of Tavis Austin to the Board. Chair Ayer made a motion to appoint Tavis Austin as a member of the Executive Board. A voice vote was taken indicating all present were in favor, Tavis Austin abstaining. **Motion passed.**

- b. Annual Meeting Review. Executive Director Hayes stated that we had a great meeting with great speakers. We are looking to follow up on some work with ReVision Energy. Vice Chair Katz advised that he received a note from former Commissioner Steve Wingate indicating that he was extremely thrilled with the recognition award he received at the meeting.
- c. RHNA Adoption Discussion. Executive Director Hayes described that this matter has been on hold since last Spring due to issues with the fair share table and whether it should be included. Former Chair and current Commissioner Wayne Crowley had suggested that we move forward to accept the plan without the fair share table. This has been discussed in several Executive Board and Commissioner meetings throughout the year. Executive Director Hayes went over the draft plan, needs, strategies, barriers, etc. and agrees with Mr. Crowley's suggestion. Therefore, it is his recommendation that we accept the plan without the fair share table as there are certain legal implications in accepting it with the table as well as it being nonactionable in certain communities. Vice Chair Katz proposed a motion that the Executive Board accept the housing needs assessment and forward it on to the full commission with a recommendation that they accept same without the fair share table. Motion was seconded by Mardean Badger. A voice vote was taken indicating all present were in favor. **Motion passed.**

## 7. New Business

- a. Audit Presentation. Charlene Vallee of Hennessey & Vallee provided a little background and reviewed their firm's auditing standards as well as the areas which they audit and report on. She explained various sections of the report, and went into detail on certain aspects. At the conclusion of Ms. Vallee's presentation, Vice Chair Katz put forth a motion to accept the draft report as final subject to any minor updates forthcoming from Ms. Vallee. Motion was seconded by Treasurer Kerr. A voice vote was taken and all present indicated they were in favor. **Motion passed.**
- b. FY24 Proposed Budget. The Finance Report was compared to the Proposed Budget and Vice Chair Katz noted that the list of contracts did not match. Executive Director Hayes explained that this was likely due to the timeframe in which each document was created. Contracts come through quite regularly such that lists could differ from report to report depending on when a contract was received. Vice Chair Katz and Executive Director

# LAKES REGION PLANNING COMMISSION

103 Main Street, Suite #3  
Meredith, NH 03253  
Tel 603.279.8171  
www.lakesrpc.org



Hayes discussed and agreed that rather than list each individual contract, they could be consolidated to show only the total income figure in order to simplify and avoid continued discrepancies. Forwarding to the full commission for acceptance is recommended.

- c. FY25 Municipal Membership Appropriations. Executive Director Hayes made it known that this needs to be calculated in advance – due to differences in fiscal years – in order for municipalities to include it in their budgets which are being prepared now. The FY25 figures reflect standard inflation costs. No questions; no discussions.
- d. FY24 Proposed EB & Commissioner Meeting Calendar. The proposed calendar was reviewed. Chair Ayer stated that he previously advised Executive Director Hayes that he would be unable to attend the annual meeting traditionally scheduled for the last Monday in June. The calendar presented modifies this date, and the annual meeting is now tentatively scheduled for Monday, June 17<sup>th</sup>. Chair Ayer stated that he would also be unavailable on this date as it conflicts with his town's planning board meeting. There was some discussion on where we should hold the 2024 annual meeting and several suggestions were voiced. It was finally determined that we should contact Mill Falls to see if we can return there. It was also mentioned that the October meeting location listed on the calendar is unavailable, and we are working on finding an alternative location. Vice Chair Katz put forward a motion recommending that the proposed FY24 calendar be forwarded to the full Commission, subject to the aforementioned changes, which was seconded by Tavis Austin. A voice vote was taken and all present indicated they were in favor. **Motion passed.**
- e. Tradebe Contract. Executive Director Hayes communicated that Tradebe provided the only submission as a result of our request for proposal which is largely similar to our previous contract with them. The new contract does come with a 40% increase, which increase was satisfactorily explained, and the cost breaks down to \$140,000 per year. The primary change (aside from cost) is that going forward, we will be breaking up the collection event into 4 separate dates. Executive Director Hayes stated that it is important to get the contract in place in order for municipalities to include appropriations in their budgets for the next fiscal year. Dean Anson questioned the non-acceptance of DEA regulated drugs and the necessity of communicating to communities the proper way to dispose of these. After discussion, it was suggested that LRPC might communicate in its marketing of the event that prescription drugs are not accepted and one should contact their local police department for proper disposal options. A motion was made by Vice Chair Katz to grant the Executive Director authority to sign the contract. A second to the motion was provided by Secretary Farley. A voice vote was taken and all present indicated they were in favor. **Motion passed.**
- f. CEDS and EDA District Process. CEDS – Comprehensive Economic Development Strategies – was explained by Executive Director Hayes. Most of the RPCs in the state have prepared a CED strategy to make themselves available for Economic Development Administration funding. It was noted that the Bureau of Economic Affairs has now grouped the Lakes Region with the North Country (who has benefited from this funding for many years). However, this is unsettling as the Lakes Region has double the population and number of employees as the North Country. Executive Director Hayes feels he can assert that the Lakes Region should be its own district with its own CEDS plan, and that our communities should be eligible to apply for public works grant funding based on the strategy we maintain in this region. In order to accomplish this, we need a comprehensive approach including the formation of a CEDS committee, formulation of a strategy (which has been partially done), and the gathering of letters from individual communities supporting our being a designated district under the Economic Development Administration. Secretary Farley provided a motion that the Executive Board grant authority to the Executive Director to apply for a Lakes Region economic development district and to form a CEDS committee for

# LAKES REGION PLANNING COMMISSION

103 Main Street, Suite #3  
Meredith, NH 03253  
Tel 603.279.8171  
www.lakesrpc.org



this purpose. This was seconded by Vice Chair Katz. A voice vote was taken and all present indicated they were in favor. **Motion passed.**

## 8. Roundtable

D. Katz, New Hampton—Dave noted that the town has completed its RSMS update, and it is being incorporated into the next Capital Improvement Program. There will be a meeting on this next week. New Hampton has requested support from LRPC for a Master Plan update. They are suspending any changes to the zoning ordinance for 2024 in order to focus on the Master Plan. There will be one new ordinance amendment on the warrant for next year being a solar ordinance. Additionally, there is one red-listed bridge in town and it has been discovered that they can apply to the National Guard's Innovative Response Training (IRT) program for help. This is a DOD sponsored program whereby municipalities can be considered for installation assistance on certain projects through an application and internal bid process. Finally, the town is looking for a Town Administrator.

P. Farley, Tamworth—Pat advised that effective as of the end of this meeting, she will be retiring as Commissioner, Executive Board member, and Secretary of the LRPC, and she will be moving out of state. In order to fill the vacancies as soon as possible, Vice Chair Katz proposed a motion that Commissioner Lianne Prentice be appointed to the Executive Board which was seconded by Bill Bolton. A voice vote was taken indicating all present were in favor, Pat Farley abstaining. **Motion passed.** Next, it was asked if there was interest from any other Executive Board member in filling this position, which there was not. Vice Chair Katz proposed a second motion to also appoint Lianne Prentice as Secretary which was also seconded by Bill Bolton. A voice vote was taken indicating all present were in favor, Pat Farley abstaining. **Motion passed.**

Executive Director Hayes took a moment to present Pat Farley with a recognition award for her many years of outstanding service to the LRPC.

T. Austin, Wolfeboro—Wolfeboro had its last public information forum on the Ten Year Plan project concerning Route 28. Due to public input, the DOT is holding public survey open until the end of September, but construction should be on track for 2026-2027. The Economic Development Committee is starting to work with the Chamber of Commerce concerning the handling of logistics on the tearing up of Main Street. The town has picked up a project for water and sewer upgrades and a complete streets project from Pickering Corner to the Main Street bridge. Wolfeboro is wrapping up their CIP for next year. The Planning Board is having an informational forum on October 17<sup>th</sup> to obtain the public's input regarding affordable housing. Possible changes to zoning ordinances.

D. Anson, Laconia—There is a meeting tonight regarding Langley Bridge on Route 3. The City is looking to dovetail this project with Langley Cove and the sediment problems from Langley Brook. There is still concern regarding climate change impact on stormwater and the ability to accommodate additional volume.

B. Bolton, Plymouth—Plymouth is going to get a bus. A meeting has been scheduled with Tri-County CAP to work out the details. The Main Street project is nearly done and will have been completed in only one season. The town is trying to shut down the annual party which has been occurring downtown for nearly 40 years where several thousand kids take over the area leaving a mess in their wake.

M. Badger, Ashland—Mardean advised that the planning board is still dealing with White Mountain Country Club/Owl's Nest in enforcing procedures and rules; they are making progress. A couple of years ago, the ZBA turned down a request for excavation of a quarry in the West Street area. The owner is now making an informal proposal for 160+ townhouses on the property, but would need to lower the land – in essence still creating a quarry.

# LAKES REGION PLANNING COMMISSION

103 Main Street, Suite #3  
Meredith, NH 03253  
Tel 603.279.8171  
www.lakesrpc.org



D. Kerr, Barnstead—The town is still trying to recover from the floods and resulting road work. The Planning Board has concerns about the State's emphasis on ADUs. They have received an application to build 7 houses on a lot on a gravel road. A site walk has been done and it was noted that survey points have not been made and a good part of the land is wet land. The Planning Board is requesting that additional engineering be performed.

It was announced that Commissioner Bob Snelling has retired as Commissioner and Executive Board member due to recent health issues which have also forced him to move from Holderness to an assisted living facility in Meredith. He has been notified that if circumstances change such that he is able to recommence involvement with the LRPC in the future, he could seek to serve as a Commissioner for Meredith given that there is currently only one appointed Commissioner. A suggestion was made that we might consider some form of recognition or appreciation for Bob as one of our longest serving members at the next annual meeting.

J. Ayer, Gilford—John relays that he has nothing to add that hasn't already been stated in the past couple of meetings. There is a lot going on, but no changes significant enough to mention.

## 9. **Adjournment**

Chair Ayer adjourned the meeting at 11:49 AM.

Respectfully Submitted,  
Linda Waldron  
Administrative Assistant

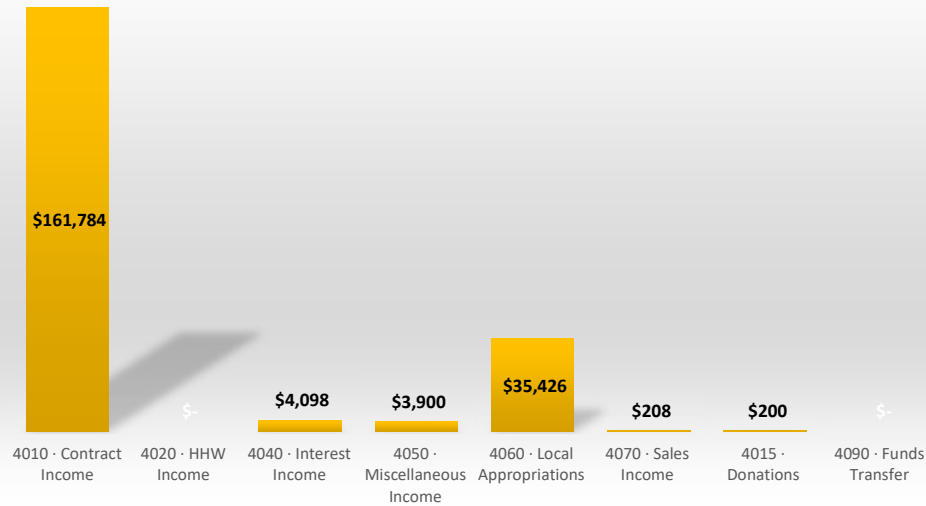
# *Attachment 2*



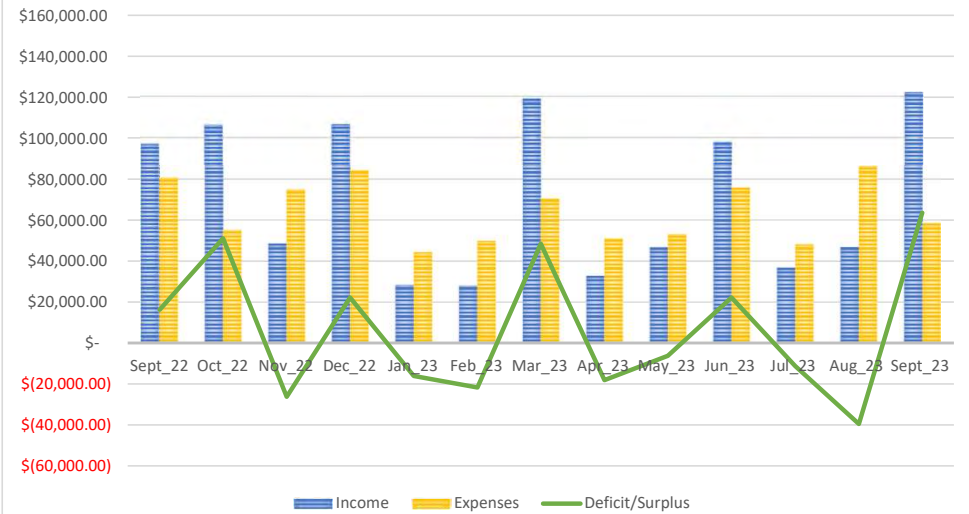
**DRAFT**

## Lakes Region Planning Commission - Dashboard

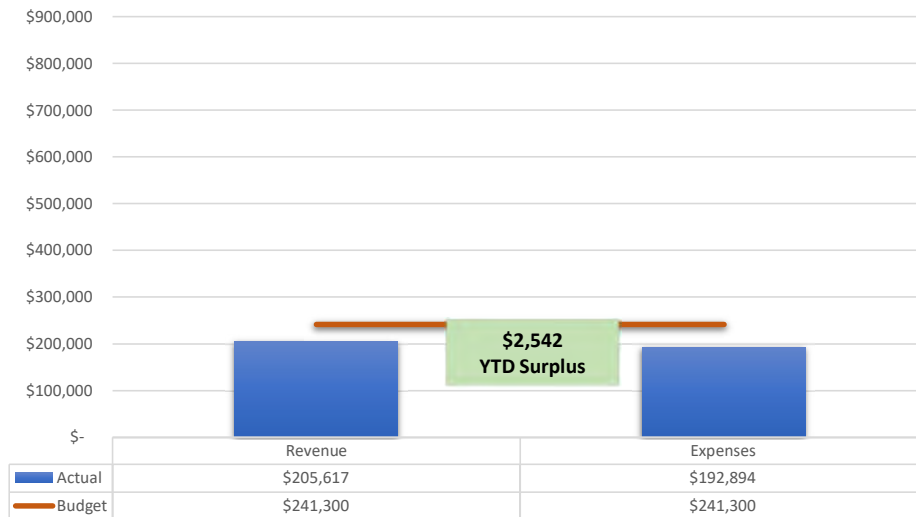
Revenue by Source Type



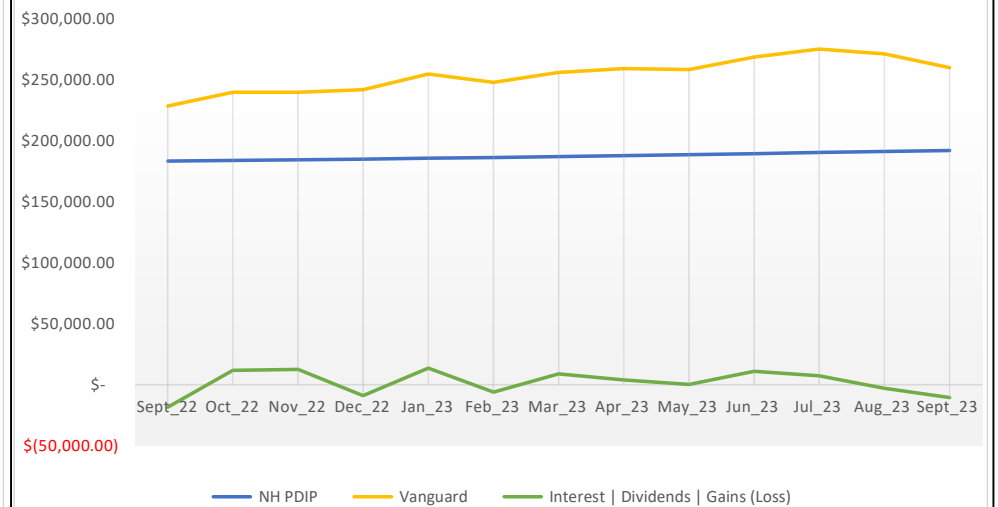
Income | Expenses | Deficit/Surplus by Month



YTD Operating Results



Vanguard and NH PDIP Investments



**DRAFT**

*Lakes Region Planning Commission*  
**STATEMENT OF FINANCIAL POSITION**  
As of September 30, 2023

	Sep 30, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1011.00 · Operating Account	(2,664.91)
1040.00 · Petty Cash	150.00
1070.01 · Money Market	161,270.37
1071.00 · Savings	2,014.33
<b>Total Checking/Savings</b>	160,769.79
<b>Accounts Receivable</b>	
1110.00 · Accounts Receivable	176,252.40
<b>Total Accounts Receivable</b>	176,252.40
<b>Other Current Assets</b>	
1451.00 · Prepaid Postage	51.04
1452.00 · Bulk Mail Permit 98	30.46
1510.00 · Vanguard Investments	259,422.54
1580.00 · NH PDIP	191,588.45
<b>Total Other Current Assets</b>	451,092.49
<b>Total Current Assets</b>	788,114.68
<b>Fixed Assets</b>	0.00
<b>TOTAL ASSETS</b>	<b>788,114.68</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2010.00 · Accounts Payable	4,243.44
<b>Total Accounts Payable</b>	4,243.44
<b>Credit Cards</b>	
2550.00 · First National Bank of Omaha	906.90
<b>Total Credit Cards</b>	906.90
<b>Other Current Liabilities</b>	
2110.00 · Accrued Salaries & Wages	838.00
2120.00 · Accrued Vacation Payroll	10,549.83
2130.00 · Payroll Liabilities	5,021.09
2350.00 · Deferred and Unearned Revenue	208,827.01
<b>Total Other Current Liabilities</b>	225,235.93
<b>Total Current Liabilities</b>	230,386.27
<b>Total Liabilities</b>	230,386.27
<b>Equity</b>	
3110.00 · Unrestricted Net Assets	555,186.70
Net Income	2,541.71
<b>Total Equity</b>	557,728.41
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>788,114.68</b>



**Lakes Region Planning Commission**  
**FY24 Budget Performance**  
 September 30, 2023

	Fiscal Year (24)-to-Date				
	FY24 Approved Annual Budget	FY24 YTD Actual	Difference (Budget v Actual)	% of Annual Budget	
Income					
4010 · Contract Income	\$ 694,886	\$ 161,784	\$ (533,101)	23.28%	
4020 · HHW Income	\$ 115,148	\$ -	\$ (115,148)	0.00%	
4040 · Interest Income	\$ 6,163	\$ 4,098	\$ (2,065)	66.50%	
4050 · Miscellaneous Income	\$ 6,000	\$ 3,900	\$ (2,100)	65.00%	
4060 · Local Appropriations	\$ 141,704	\$ 35,426	\$ (106,278)	25.00%	
4070 · Sales Income	\$ 1,300	\$ 208	\$ (1,092)	16.02%	
4015 · Donations	\$ -	\$ 200	\$ 200		
4090 · Funds Transfer	\$ -	\$ -	\$ -		
Total Income (est.)	\$ 965,201	\$ 205,617	\$ (759,584)	21.30%	
Expense			Target:	25.00%	
6030 · Custodian	\$ 4,420	\$ 1,105	\$ 3,315	25.00%	
6050 · Education and Training	\$ 1,000	\$ 3,828	\$ (2,828)	382.83%	
6060 · Equipment Maintenance	\$ 14,350	\$ 8,070	\$ 6,280	56.24%	
6070 · HHW Expense	\$ 99,662	\$ -	\$ 99,662	0.00%	
6080 · Insurance - Bonds and Business	\$ 3,450	\$ 3,018	\$ 432	87.48%	
7010 · Publishing/Memberships/Meetings	\$ 14,750	\$ 1,847	\$ 12,903	12.52%	
7020 · Miscellaneous Expense	\$ 750	\$ 105	\$ 646	13.93%	
7030 · Office Improvements	\$ 1,000	\$ -	\$ 1,000	0.00%	
7040 · Office Expense	\$ 15,580	\$ 4,362	\$ 11,218	27.99%	
7050 · Payroll Expenses	\$ 717,933	\$ 155,989	\$ 561,944	21.73%	
7060 · Postage and Printing	\$ 1,050	\$ 95	\$ 955	9.03%	
7069 · Allowance for Direct Grant Expenses	\$ -	\$ 1,188	\$ (1,188)		
7070 · Professional Services	\$ 48,220	\$ 2,360	\$ 45,860	4.89%	
7080 · Rent	\$ 9,672	\$ 2,418	\$ 7,254	25.00%	
7090 · Traffic Equipment	\$ 8,000	\$ 874	\$ 7,126		
7095 · SADES Equipment	\$ -	\$ -	\$ -		
8010 · Travel Expense	\$ 4,500	\$ 1,503	\$ 2,997	33.39%	
8050 · Utilities	\$ 15,364	\$ 3,184	\$ 12,180	20.72%	
8060 · Vehicle O&M	\$ 5,500	\$ 2,949	\$ 2,551	53.61%	
Total Expense	\$ 965,201	\$ 192,894	\$ 772,307	19.98%	
			Target:	25.00%	
Net Ordinary Income <sup>1</sup>	\$ (0)	\$ 12,723			
Realized Gain (Loss) <sup>2</sup>					
Unrealized Gain (Loss) <sup>2</sup>	\$ (10,181)				
Net Income	\$ 2,542				

<sup>1</sup>Net Ordinary (Operating) Income is as of September 30, 2023.

<sup>2</sup>Realized and Unrealized Investment Gain (Loss) are as of September 30, 2023.



**Lakes Region Planning Commission**  
**FY24 Budget Performance**  
 September 30, 2023

	Fiscal Year (24)-to-Date			
	FY24 Approved Annual Budget	FY24 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
<b>Membership</b>	<b>141,704</b>	<b>35,426</b>	<b>(106,278)</b>	<b>25.00%</b>
<b>Local Contracts</b>				
PRLAC	\$ 2,700	\$ 300	\$ (2,400)	11.11%
DES   SWP (Belmont-Northfield-Sandwich)	\$ 24,825		\$ (24,825)	
RSMS Project   New Hampton Update	\$ 1,298	\$ 1,298	\$ -	100.00%
Other Traffic Counts		\$ 540	\$ 540	
NBRC   Gale School			\$ -	
NBRC   Town of Sandwich			\$ -	
NBRC   Town of Hebron				
CDBG   Grafton County Micro Enterprise	\$ 45,333	\$ 22,576	\$ (22,757)	49.80%
Additional NBRCs			\$ -	
<b>Subtotal</b>	<b>\$ 74,156</b>	<b>\$ 24,714</b>	<b>\$ (49,442)</b>	<b>33.33%</b>
<b>State / Federal Contracts</b>				
OEP Targeted Block Grant	\$ 11,111	\$ 2,907	\$ (8,204)	26.17%
PRLAC Corridor Management Plan	\$ 1,700		\$ (1,700)	
DOS   HSEM - Gilmanton	\$ 7,500		\$ (7,500)	
DOS   HSEM - Moultonborough	\$ 7,500		\$ (7,500)	
DOS   HSEM - Wolfeboro	\$ 9,000		\$ (9,000)	
DOS   HSEM - Andover	\$ 7,500		\$ (7,500)	
DOS-HSEM - Bridgewater	\$ 1,500		\$ (1,500)	
DOS-HSEM - Tilton			\$ -	
USDA   Solid Waste Management FY23	\$ 39,063	\$ 39,063	\$ 0	100.00%
EPA   FY24/25 Brownfields	\$ 72,133	\$ 14,307	\$ (57,826)	19.83%
USDA   Solid Waste Management FY24	\$ 106,500		\$ (106,500)	
DOT UPWP FY 24 / 25	\$ 305,411	\$ 80,794	\$ (224,617)	26.45%
DOS   HSEM - Gilford				
DOT   HSIP Data Collection			\$ -	
HUD   Region Plan (Sheeheen Ear Mark)	\$ 41,812		\$ (41,812)	
NBRC   Admin and Coaching	\$ 10,000		\$ (10,000)	
<b>Subtotal</b>	<b>\$ 620,730</b>	<b>\$ 137,071</b>	<b>\$ (483,659)</b>	<b>22.08%</b>
<b>Total 4010 - Contract Income</b>	<b>\$ 694,886</b>	<b>\$ 161,784</b>	<b>\$ (533,101)</b>	<b>23.28%</b>
<b>Other Income</b>				
<b>4020 - HHW</b>	<b>\$ 115,148</b>	<b>\$ -</b>	<b>\$ (115,148)</b>	<b>0.00%</b>
4021 - HHW Local	\$ 99,662		\$ (99,662)	0.00%
4022 - DES HHW	\$ 15,486		\$ (15,486)	0.00%
4015 - Donations	\$ -	\$ 200	\$ 200	
4040 - Interest & Dividends	\$ 6,163	\$ 4,098	\$ (2,065)	66.50%
Land use book sales / GIS	\$ 1,300	\$ 208	\$ (1,092)	16.02%
Other/Misc Income/Annual Meeting	\$ 6,000	\$ 3,900	\$ (2,100)	65.00%
Fund Balance	\$ -		\$ -	
<b>Subtotal</b>	<b>\$ 128,611</b>	<b>\$ 8,407</b>	<b>\$ (120,204)</b>	<b>6.54%</b>
<b>TOTAL</b>	<b>\$ 965,201</b>	<b>\$ 205,617</b>	<b>\$ (759,584)</b>	<b>21.30%</b>
			<b>Target:</b>	<b>25.00%</b>

# DRAFT



**Lakes Region Planning Commission**  
**FY24 Budget Performance**  
September 30, 2023

Expense Account	Fiscal Year (24)-to-Date			
	FY24 Approved Annual Budget	FY24 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
6030 · Custodian	\$ 4,420	\$ 1,105	\$ 3,315	25.00%
6050 · Education and Training	\$ 1,000	\$ 3,828	\$ (2,828)	382.83%
6060 · Equipment Maintenance	\$ 14,350	\$ 8,070	\$ 6,280	56.24%
6062 · Equipment/Computer Maintenance	\$ 14,350	\$ 7,970	\$ 6,380	55.54%
6061 · Equipment Purchases	\$ -	\$ 100	\$ (100)	
6070 · HHW Expense	\$ 99,662	\$ -	\$ 99,662	0.00%
6080 · Insurance - Bonds and Business	\$ 3,450	\$ 3,018	\$ 432	87.48%
7010 · Publishing/Memberships/Meetings	\$ 14,750	\$ 1,847	\$ 12,903	12.52%
7020 · Miscellaneous Expense	\$ 750	\$ 105	\$ 646	13.93%
7030 · Office Improvements	\$ 1,000	\$ -	\$ 1,000	0.00%
7040 · Office Expense	\$ 15,580	\$ 4,362	\$ 11,218	27.99%
7043 · Copier Lease	\$ 5,000	\$ 1,189	\$ 3,811	23.77%
7041 · Supplies	\$ 10,580	\$ 3,173	\$ 7,407	29.99%
7050 · Payroll Expenses	\$ 717,933	\$ 155,989	\$ 561,944	21.73%
7051 · Salaries and Wages	\$ 526,833	\$ 110,022	\$ 416,811	20.88%
7052 · Health, Dental, Disability, Life & Unemp	\$ 105,161	\$ 24,147	\$ 81,014	22.96%
7055 · Retirement Fund	\$ 45,636	\$ 12,393	\$ 33,243	27.16%
7057 · Payroll Taxes	\$ 40,303	\$ 9,428	\$ 30,875	23.39%
7060 · Printing & Postage	\$ 1,050	\$ 95	\$ 955	9.03%
7069 · Allowance for Direct Grant Expenses		\$ 1,188	\$ (1,188)	
7070 · Professional Services	\$ 48,220	\$ 2,360	\$ 45,860	4.89%
7071 · Audit	\$ 7,000	\$ 2,200	\$ 4,800	31.43%
7072 · Contracted Services	\$ 40,000	\$ -	\$ 40,000	0.00%
7074 · Legal	\$ 500	\$ -	\$ 500	0.00%
7075 · Payroll Service	\$ 720	\$ 160	\$ 560	22.22%
7080 · Rent	\$ 9,672	\$ 2,418	\$ 7,254	25.00%
7090 · Traffic Equipment	\$ 8,000	\$ 874	\$ 7,126	10.92%
7095 · SADES Equipment	\$ -	\$ -	\$ -	
8010 · Travel Expense	\$ 4,500	\$ 1,503	\$ 2,997	33.39%
8050 · Utilities	\$ 15,364	\$ 3,184	\$ 12,180	20.72%
8051 · Electricity and Propane	\$ 6,000	\$ 739	\$ 5,261	12.31%
8052 · Telephone and Internet	\$ 9,364	\$ 2,445	\$ 6,919	26.11%
8060 · Vehicle O&M	\$ 5,500	\$ 2,949	\$ 2,551	53.61%
Totals	\$ 965,201	\$ 192,894	\$ 773,524	19.98%
			Target:	25.00%

# *Attachment 3*



# Monthly Executive Report

## Local

---

- **Belmont.** Addressed questions about HHW appropriations with Belmont Town Administrator.
- **Belmont, Northfield, Sandwich** | NHDES Stormwater Protection. Met with Pierce Rigrod and Melissa Mancheras of NHDES concerning proposed changes to the model Source Water Protection Ordinance. Informed towns of the significant proposed changes by DES to the model Source Water Protection Ordinance and advised they move forward with the current proposed changes (2015).
- **Center Harbor.** Communicated with town regarding review of site plan regulations. Provided initial draft to Land Use Secretary.
- **Freedom.** Responded to request for providing in-house training to new planning board members. Collected and presented statistics on Freedom residents attending 2023 HHW collection.
- **Gilford.** Discussed scoping of culverts and closed drainage systems update with Gilford; provided quote. Completed Local Development District contract for Gilford Foam Recycling Program/NBRC grant award.
- **Laconia.** Provided technical assistance to local business (North Water Marine) concerning replacement and disposal of fluorescent tubes.
- **New Hampton.** Provided culverts and closed drainage systems quote. Completed planning board map. Submitted RSMS update.
- **Northfield.** Met with Department of Public Works Director and Town Administrator regarding RSMS. Discussed possible participation in HHW collections with Northfield Town Administrator.
- **Ossipee.** Provided instructions on accessing the draft Housing Needs Assessment Report on the website and data on household size by age for those 65 years and older to planning consultant for Ossipee for developing their Housing Plan.
- **Tamworth.** Responded to request for examples of source water protection enforcement and implementation measures. Provided Town Administrator with Belmont's regulations and Best Management Practices, as well as information from the Department of Environmental Services as examples. Performed site visit for Tamworth's October HHW collection event.

## Grant Administration

---

- Awarded 4 new NBRC grant administration contracts totaling over \$30,000.
- Earned Grafton County Commissioner's support for new CDBG grant entitled *Transformational Planning Grant* program.
- Processed payments to economic development organizations operating in the region through Grafton County microenterprise grant administration contract.

## Household Hazardous Waste

---

- **2023 Collections.**
  - Worked with coordinators concerning volunteers and signage.
  - Dispatched e-blast to coordinators, communities and commissioners, as well as an email list of over 750 names concerning fall collection. Developed press release for publication. Addressed several HHW calls/emails regarding October 7<sup>th</sup> collection from Tamworth, Moultonborough, Laconia, Freedom, and LRPC Barnstead Commissioner.

- Discussed and provided universal waste disposal options to Bristol Commissioner and Town Administrator.
- **2024 Collections.**
  - Worked on finalizing sites and dates for 2024.
  - Prepared for finalization of contract and appropriations.

## Regional

---

- **TBG/CEDS.** Edited CEDS StoryMap and RHNA report.
- **PRLAC.** Corresponded with PRLAC Chair regarding administrative funding and participated in September meeting.
- **Pemi Corridor Plan.** Worked to finalize plan for review. Received data on state-owned lands from NHDES.

## Solid Waste

---

- Conducted roundtable on Universal Waste Management training for solid waste operators. Scheduled 3 guest speakers, providing notification to town administrators and solid waste operators.
- Continued work on FY25 Solid Waste Management grant application.
- Met with NHDES to discuss the LRPC compost PBN (permit by notification) guide and how to move forward with the information.



## Training

---

- Attended *Clean Energy is a Terrible Thing to Waste* webinar on recycling our nation's spent nuclear fuel.
- Attended MS2 training.
- Conducted CCDS field training.

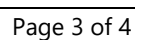
## Transportation

---

- **Traffic Counting.** Reviewed progress, results, and planning. We are into the final weeks of count collections. Worked with NHDOT on pilot program for regional planning commissions to QA/QC their own traffic data and upload to MS2. Created traffic count status report.
- **Mapping.**
  - Completed crash data heat map for TAC meeting.
  - Created regional bike/ped infrastructure map.
  - Created regional Level of Traffic Stress (LTS) map.
  - Completed economic development standard maps.
  - Worked on Labor Market Area (LMA) standard maps.
- **Data Management.** Compiled a variety of census data to be posted to LRPC website.
- Hosted monthly TAC meeting.
- Attended five GACIT hearings, presenting at four of them.
- Coordinated with TAC subcommittee on regional bike/ped plan draft development.



- ## Standard Map Set - Water and Sewer Infrastructure



# ACRONYMS

CCDS	Culverts and Closed Drainage Systems
CDBG	Community Development Block Grant
CEDS	Comprehensive Economic Development Strategy
ESRI	Environmental Systems Research Institute
FY	Fiscal Year
GACIT	Governor's Advisory Commission on Intermodal Transportation
GIS	Geographic Information System
HHW	Household Hazardous Waste
LRPC	Lakes Region Planning Commission
NBRC	Northern Border Regional Commission
NHDES	NH Department of Environmental Services
NHDOT	NH Department of Transportation
PBN	Permit by Notification
PRLAC	Pemigewasset River Local Advisory Committee
QA/QC	Quality Assurance/Quality Control
RHNA	Regional Housing Needs Assessment
RSMS	Road Surface Management System
TAC	Transportation Advisory Committee
TBG	Targeted Block Grant



# Monthly Executive Report

## Local

---

- **Belmont, Northfield, Sandwich** | NHDES Source Water Protection. Submitted 2<sup>nd</sup> quarterly report to DES. Researched and began compiling public education and outreach materials for publicizing Source Water Protection ordinance changes and educating public on source water protection. Attended Belmont Planning Board meeting on October 23<sup>rd</sup> to discuss proposed updates to their Groundwater Protection Ordinance; Belmont decided not to add the changes to the 2024 warrant.
- **Freedom**. Guided Freedom Conservation Commission representative regarding potential mapping projects for master plan. Created reference map and table of conserved lands for review. Provided contact information for NH GRANIT staff in order for town to obtain updated state layer of conserved lands.
- **Gilford**. Provided Gilford DPW Director with final culverts and closed drainage system (CCDS) quote.
- **Holderness**. Directed Land Use Board Assistant to Innovative Land Use Handbook.
- **New Hampton**. Prepared overview and wrote two documents for New Hampton regarding statutory requirements and planning basics for master plan with resources. Will meet on November 10<sup>th</sup> to discuss master plan request for proposal.
- **Northfield**. Provided Northfield Town Administrator and DPW with information on the usefulness of data provided in the RSMS and traffic counts. They presented this information to the selectboard.
- **Tamworth**. Met with town officials to discuss their past NBRC Catalyst program application to determine procedure to move forward with the Tamworth Recycling Facility project. Completed overview of the project.
- **Wolfeboro**. Presented at Wolfeboro's public hearing on housing on October 17<sup>th</sup>. Provided information on cluster housing.
- **HSEM (Andover, Bridgewater, Gilmanton, Moultonborough, Tilton, Wolfeboro)**. Submitted quarterly reports to HSEM. Corresponded with Emergency Management Directors. Developed strategy for an efficient and effective plan update process.

## Grant Administration

---

- Submitted quarterly and year-end financial documents for 4 active NBRC projects: Gale School, Town of Hebron, Town of Sandwich, and Laconia WOW Opechee Loop.
- Submitted 1<sup>st</sup> quarter technical assistance claims for all 5 subrecipients of Microenterprise Technical Assistance (BEDC, CEDC, GRDC, WEDCO, WREN) and LRPC's grant administration.
- Received 4 new Local Development District (LDD) contracts with NBRC awards.
- Presented at the October Commissioner's meeting on CDBG Microenterprise Technical Assistance program.
- Assisted the Town of Gilford in working towards a "notice to proceed" with their NBRC 2023 Catalyst Program grant award to begin the regional foam recycling program, including preparing and filing LDD grant agreement document.

## Household Hazardous Waste

---

- **2023 Collections.**

Conducted education and outreach in advance of the October 7<sup>th</sup> final collection event. Managed the successful HHW collection in Tamworth with 179 households participating. Distributed data and links regarding alternate HHW disposal options and National Prescription Drug Takeback Day to HHW coordinators, communities, and commissioners, as well as incorporating same into a press release and posting to our website.

- **2024 Collections.**

Signed a multi-year (2024 - 2027) fixed price contract with Tradebe, which included the possible rejoining of Northfield as the 25<sup>th</sup> HHW community. Appropriation and commitment letters to be sent out shortly. Arranged meetings with Tamworth and Tuftonboro regarding serving as a host site.



## Regional

---

- **Pemi Corridor Plan.** Reviewed NHDES feedback and input from PRLAC members on local examples of meanders along with recommendations. Worked on incorporating these into final plan.
- **PRLAC.** Passed along correspondence received regarding a wetlands permit submitted for property located in Ashland. Participated in October PRLAC meeting. Administrative funding letters were prepared for distribution.
- **TBG/CEDS.** Regional Planner Jeffers attended September's Commissioners' meeting on housing and its impacts on the region, and participated in follow-up discussions.

## Solid Waste

---

- **USDA.** Provided resources to Bristol, Northfield, and Tamworth regarding local, and possibly regional, options for disposal of universal waste products, including connections to three vendors, our website link to the Universal Waste Roundtable, a suggestion of neighboring communities to talk with about their experience, and contact for our Solid Waste Planner.
- **Solid Waste Management Grant.** Completed FY25 budget, scope of work, timeline, et cetera for new FY25 application.
- Complied all *in-kind* match hours for final report, totaling over \$15,000 worth of volunteer hours, for the FY22 USDA grant period.

## Training

---

- Attended two Primex training sessions: 1) The Do's and Don'ts of Employee Handbooks and 2) HR for the Non-HR Professional.

## Transportation

---

- Hosted Transportation Advisory Committee (TAC) meeting in Bristol which focused on updates for the ten year plan and GACIT hearings.
- Attended Moultonborough public meeting on NH DOT project for NH Route 25 between east and west Lake Shore Drive.
- Continued to track state's progress of electric vehicle infrastructure by attending webinars hosted by NHDOT and NHDES.

# ACRONYMS

BEDC	Belknap Economic Development Council
CDBG	Community Development Block Grant
CEDC	Coos Economic Development Corporation
CEDS	Comprehensive Economic Development Strategy
DPW	Department of Public Works
FEMA	Federal Emergency Management Agency
GACIT	Governor's Advisory Commission on Intermodal Transportation
GRDC	Grafton Regional Development Corporation
HHW	Household Hazardous Waste
HR	Human Resources
HSEM	Homeland Security & Emergency Management
LDD	Local Development District
LRPC	Lakes Region Planning Commission
NBRC	Northern Border Regional Commission
NHDES	NH Department of Environmental Services
NHDOT	NH Department of Transportation
PRLAC	Pemigewasset River Local Advisory Committee
RSMS	Road Surface Management System
TBG	Targeted Block Grant
USDA	United States Department of Agriculture
WEDCO	Wentworth Economic Development Council
WREN	Women's Rural Enterprise Network

# *Attachment 4*

## Admin3

---

**From:** Jeff Hayes  
**Sent:** Tuesday, October 24, 2023 8:34 AM  
**To:** John Ayer (jayer@gilfordnh.org); Admin3  
**Subject:** EB packet fair share disclaimer

One more addition to the EB packet on this, here is the disclaimer used by Rockingham Planning Commission who has put their RHNA in final draft, but there was no evidence that they ever adopted it. So that would mean five of the nine were in draft form as of last night.

The disclaimer supports some of what I was saying last night about how the numbers are disputed on all sides, including from New Hampshire housing finance authority, who requested this disclaimer. Jeff

### Disclaimer

This Regional Housing Needs Assessment and the methodology by Root Policy Research that resulted in the fair share table in Appendix E does not break out the current municipal fair share of regional need for workforce housing and therefore shouldn't be relied on for current compliance with the state's Workforce Housing Law, RSA 674:58 – 61. For a municipality to demonstrate that its existing housing stock supplies its current fair share of regional need for workforce housing would require an analysis at the municipal level undertaken separately from this assessment. Specifically, RSA 674:59, III states, "A municipality's existing housing stock shall be taken into consideration in determining its compliance with this section. If a municipality's existing housing stock is sufficient to accommodate its fair share of the current and reasonably foreseeable regional need for such housing, the municipality shall be deemed to be in compliance with this subdivision and RSA 672:1, III-e".

Get [Outlook for iOS](#)



## Regional Housing Needs Assessment

[Home](#) / [Regional Housing Needs Assessment](#)



Housing is a hot issue. In NH and throughout the country, scarce available housing is putting a strain on working families and preventing businesses from recruiting and retaining workers. Impacts from the housing crisis are rippling through communities. Studying housing issues is a core-function of NH's Regional Planning Commissions (RPCs), and by March 2023, each RPC completed a Regional Housing Needs Assessment (RHNA) aimed at addressing this issue. These updates are a function of RPCs per RSA 36:47.

This project, which is funded by the American Rescue Plan State and Local Fiscal Recovery Fund Grant, and coordinated by NH Office of Planning and Development, will allow the RPCs to look in-depth at housing needs within each region and across income levels. The RHNA's will provide a foundation for change by including tools, recommendations, and strategies for local decision makers to address these issues in their communities

### ◆ Central NH Regional Planning Commission

[View the project page.](#)

[Access the 2023 RHNA \(draft\).](#)

[Contact us.](#)

### ◆ Lakes Region Planning Commission

[View the project page.](#)

[Access the 2023 RHNA \(draft\).](#)

[Contact us.](#)

### ◆ Nashua Regional Planning Commission

[View the project page.](#)

[Access the 2023 RHNA.](#)

[Contact us.](#)

### ◆ North Country Council

[View the project page.](#)

[Access the 2023 RHNA \(draft\).](#)

[Contact us.](#)





---

---

◆ Rockingham Planning Commission

---

---

[View the project page.](#)

[Access the 2023 RHNA.](#)

[Contact us.](#)

---

---

◆ Southern NH Planning Commission

---

---

[View the project page.](#)

[Access the 2023 RHNA.](#)

[Contact us.](#)

---

---

◆ Southwest Region Planning Commission

---

---

[View the project page.](#)

[Access the 2023 RHNA \(draft\).](#)

[Contact us.](#)

---

---

◆ Strafford Regional Planning Commission

---

---

[View the project page.](#)

[Access the 2023 RHNA.](#)

[Contact Us.](#)

---

---

◆ Upper Valley Lake Sunapee Regional Planning Commission

---

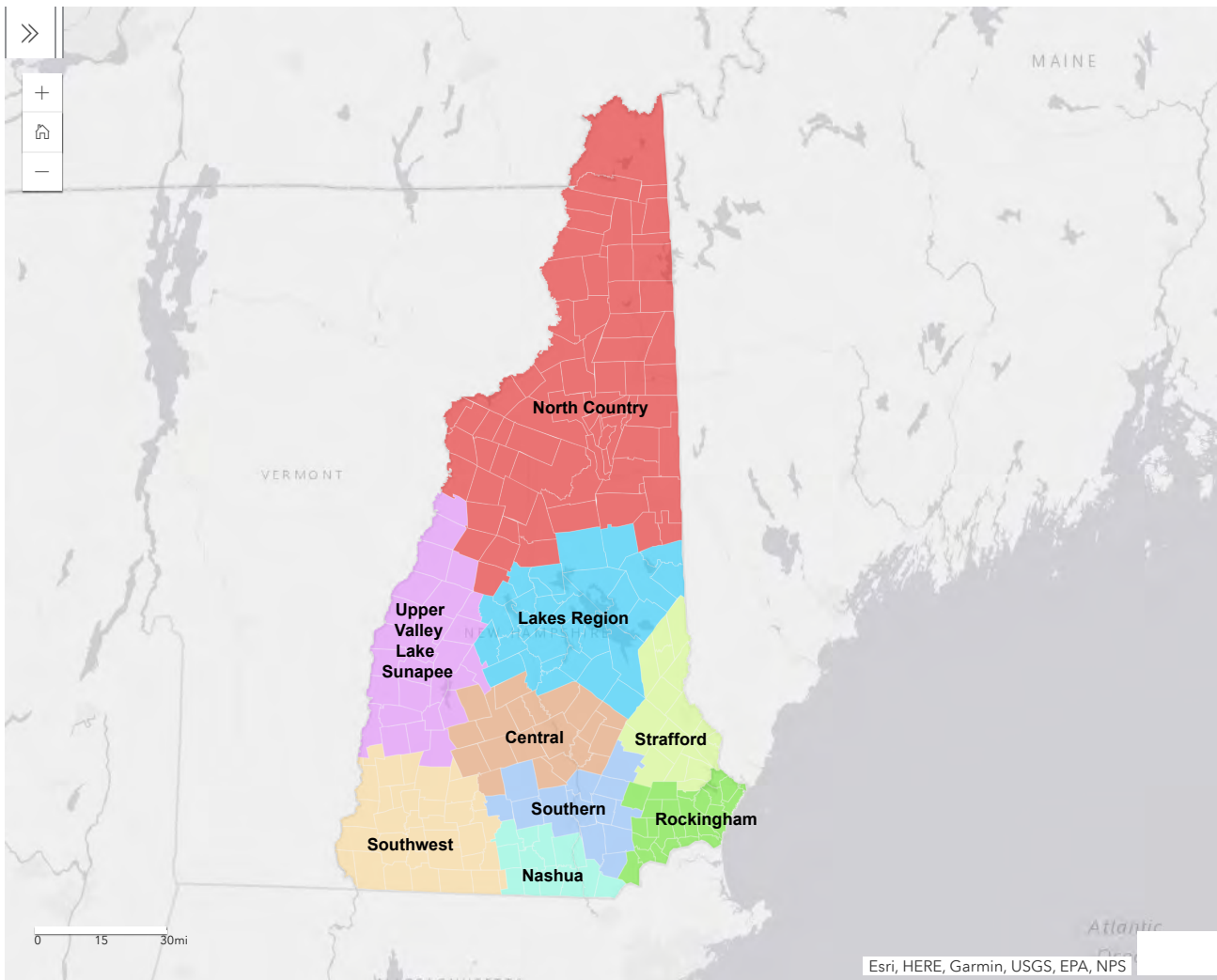
---

[View the project page.](#)

[Access the 2023 RHNA.](#)

[Contact us.](#)

==



GENERAL CONTACT

Megan Taylor-Fetter  
Office Coordinator, SRPC  
150 Wakefield St. Suite 12  
Rochester, NH 03857  
(603) 994-3500  
mtaylorfetter@strafford.org

WEBSITE CONTACT

Vincent Pagano  
Regional Planner, CNHRPC  
28 Commercial St.  
Concord, NH 03301  
(603) 226-6020  
vpagano@cnhrpc.org



# *Attachment 5*

## OUR MISSION



**NHARPC's mission is to support and promote NH's Regional Planning Commissions.**

This is done through maintaining strategic partnerships with state agencies, developing shared planning policies, promoting education on planning-related topics, and monitoring upcoming legislation related to the activities of the RPCs. NHARPC also provides a forum to coordinate regional planning initiatives on a statewide basis and to disseminate information about RPCs to other agencies and organizations

## ACHIEVING THE MISSION

NHARPC is governed by a board of directors made up of two representatives and the executive directors of each RPC. The board, in addition to individual RPCs and their staff, work toward the mission by offering the following support:

### Data Management and Development

- Geographic Information Systems.
- U.S. Census Data Center Affiliates.

### Land Use, Environmental Planning, and Community Development

- Local master plans & zoning ordinances/regulations.
- Environmental, economic development & emergency management planning.

### Transportation Planning and Technical Assistance

- Development and maintenance of regional transportation plans.
- Traffic analyses, transit planning, special studies, and other technical assistance.

## OUR MEMBERS



**Southwest  
Region  
Planning  
Commission**



## CONTACT US

**Central New Hampshire Regional Planning Commission**  
603-226-6020 | [www.cnhrpc.org](http://www.cnhrpc.org)

**Lakes Region Planning Commission**  
603-279-8171 | [www.lakesrpc.org](http://www.lakesrpc.org)

**Nashua Regional Planning Commission**  
603-424-2240 | [www.nashuarpc.org](http://www.nashuarpc.org)

**North Country Council**  
603-444-6303 | [www.nccouncil.org](http://www.nccouncil.org)

**Rockingham Planning Commission**  
603-778-0885 | [www.therpc.org](http://www.therpc.org)

**Southern New Hampshire Planning Commission**  
603-669-4664 | [www.snhpc.org](http://www.snhpc.org)

**Southwest Region Planning Commission**  
603-357-0557 | [www.swrpc.org](http://www.swrpc.org)

**Strafford Regional Planning Commission**  
603-994-3500 | [www.strafford.org](http://www.strafford.org)

**Upper Valley Lake Sunapee Regional Planning Commission**  
603-448-1680 | [www.uvlsrpc.org](http://www.uvlsrpc.org)

## NH ASSOCIATION OF REGIONAL PLANNING COMMISSIONS



## PLANNING PRINCIPLES

### LIVABILITY

- Support vibrant community centers that meet residents' needs.
- Use design principles to create neighborhoods with character.
- Provide a wide range of affordable housing.
- Promote social and cultural values, amenities, and activities.

### MOBILITY

- Provide for the safe and efficient movement of people and goods.
- Promote a balanced transportation system that incorporates all viable modes of travel.
- Reduce dependence on single-occupant vehicles.

### PROSPERITY

- Integrate economic development into the planning process.
- Incorporate costs and nonmonetary values into policies and decision-making.
- Balance employment opportunities and the cost of living.

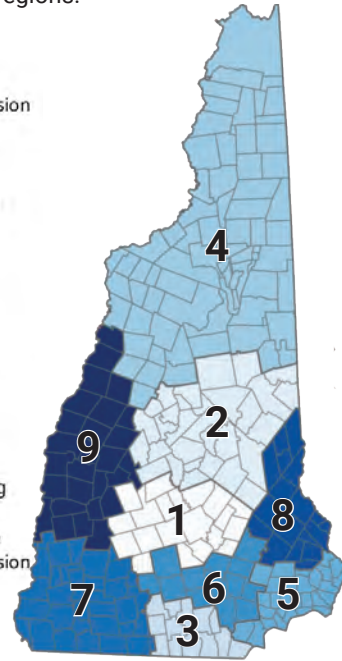
### SUSTAINABILITY

- Retain viable options for future generations.
- Design for energy efficiency.
- Preserve the natural carrying capacity of land and water resources.
- Create choices in housing opportunities.

## NH'S NINE REGIONAL PLANNING COMMISSIONS (RPCs)

The 234 municipalities in the state of New Hampshire are divided into nine planning regions.

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



## FIVE THINGS TO KNOW ABOUT NH'S REGIONAL PLANNING COMMISSIONS

- 1 In 1968 the New Hampshire Legislature enabled the creation of regional planning commissions.
- 2 Each city and town that joins an RPC has between two and four representatives depending on its population, and each county that joins has two.
- 3 The representatives that govern each RPC are nominated by their local planning boards and appointed by their municipal governing bodies.
- 4 State statutes require each RPC to perform a variety of duties, including create a regional comprehensive plan, complete a housing needs assessment, and review developments of regional impact.
- 5 Each RPC supports the planning and community development activities of the member communities in its region.

## WHAT WE DO

NH Association of Regional Planning Commissions (NHARPC) assists its RPC members in a variety of ways, including the following:



Meet quarterly, or as needed, to coordinate and exchange information.



Promote regional and statewide cooperation, collaboration, and coordination among the RPCs themselves and between the RPCs and other agencies.



Expand the RPCs' capabilities by sharing information, resources, and expertise.



Promote the RPCs' skills and services.



Help make the delivery of state and local services more efficient and effective.



Identify legislation that is important to planning and land-use decisions in New Hampshire, and legislation related to our planning principles.



Promote education on planning-related topics for the benefit of New Hampshire's communities and other stakeholders.

## LEARN MORE

Please visit our website at [www.nharpc.org](http://www.nharpc.org)

General Contact:

Megan Taylor-Fetter, NHARPC staff  
150 Wakefield St, Suite 12  
Rochester, NH 03867  
(603) 994-3500 x115  
[mtaylorfetter@strafford.org](mailto:mtaylorfetter@strafford.org)

# *Informational Material*

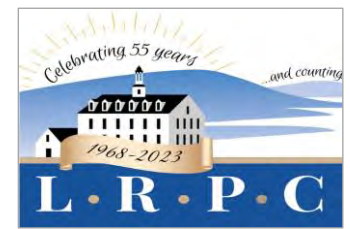
*FY24*

*Meeting Calendar*



# FY24 Meeting Calendar\*

July 1, 2023 – June 30, 2024



July – December 2023					
Executive Board	September 13, 2023	Wednesday	9–11 AM	LRPC, 1 <sup>st</sup> Fl Conf Rm	FY23 Audit Presentation FY24 Calendar   FY24 Proposed Budget By-Law Revision
COMMISSION	SEPTEMBER 25, 2023	MONDAY	6–8 PM	Tilton PD Community Room Tilton	FY24 Budget Approval   New HHW Contract Regional Fair Share Housing Discussion InvestNH Update (Andrew Dorsett, BEA)
Executive Board	October 11, 2023	Wednesday	9–11 AM	LRPC, 1 <sup>st</sup> Fl Conf Rm	FY25 Dues Allocation   FY24 LRPC Annual Report
COMMISSION	OCTOBER 23, 2023	MONDAY	6–8 PM	Moultonborough Public Library Moultonborough	Economic Development and Grant Writing (Tracey Secula) Source Water Protection (Christine Marion)
Executive Board	November 8, 2023	Wednesday	9–11 AM	LRPC, 1 <sup>st</sup> Fl Conf Rm	
COMMISSION	NOVEMBER 27, 2023	MONDAY	6–8 PM	Colonial Theater @ Canal St Mtg Room (with theater tour) Laconia	Water & Sewer Funding and Resources (Ted Diers, NH DES Water Division)
Executive Board	December 13, 2023	Wednesday	9–11 AM	LRPC, 1 <sup>st</sup> Fl Conf Rm	
January – June 2024					
Executive Board	March 13, 2024	Wednesday	9–11 AM	LRPC, 1 <sup>st</sup> Fl Conf Rm	FY25 Budget Proposal
COMMISSION	MARCH 25, 2024	MONDAY	6–8 PM	Town Office Bristol	LRPC Comprehensive Plan Update Regional Transportation Plan, including bike/ped Transportation Data Collection (Sean Chamberlin)
Executive Board	April 10, 2024	Wednesday	9–11 AM	LRPC, 1 <sup>st</sup> Fl Conf Rm	
COMMISSION	APRIL 22, 2024	MONDAY	6–8 PM	Runnell's Hall @ Chocorua Library Chocorua	LRPC's New Brownfields Assessment and Cleanup Funding Renewable Energy on Brownfield Sites Solid Waste Update (Matt Rose & Ryan Paterson)
Executive Board	May 8, 2024	Wednesday	9–11 AM	LRPC, 1 <sup>st</sup> Fl Conf Rm	
COMMISSION	MEMORIAL DAY	-----	-----	-----	Where the requisite 6 meetings have been scheduled, this date will not be rescheduled as a result of the holiday.
Executive Board	June 12, 2024	Wednesday	9–11 AM	LRPC, 1 <sup>st</sup> Fl Conf Rm	
ANNUAL MEETING	June 17, 2024 <i>adjusted date</i>	Monday	4:30–8 PM	Mill Falls @ Church Landing Meredith	Topic TBD Annual Meeting • Dinner & Awards



*FY23*

*Annual Financial  
Statement*

**LAKES REGION PLANNING COMMISSION**  
**ANNUAL FINANCIAL STATEMENTS**  
**JUNE 30, 2023**

# LAKES REGION PLANNING COMMISSION

## TABLE OF CONTENTS

	<b>Page(s)</b>
<b>INDEPENDENT AUDITORS' REPORT</b> .....	1 – 2
<b>MANAGEMENT'S DISCUSSION AND ANALYSIS</b> .....	3 – 6
<b>BASIC FINANCIAL STATEMENTS:</b>	
<i>Government-wide Financial Statements</i>	
Statement of Net Position .....	7
Statement of Activities .....	8
<i>Fund Financial Statements</i>	
<b>Governmental Funds –</b>	
Balance Sheet .....	9
Reconciliation of Total Governmental Fund Balances to Net Position of Governmental Activities in the Statement of Net Position .....	10
Statement of Revenues, Expenditures and Changes in Fund Balances .....	11
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities .....	12
<b>NOTES TO FINANCIAL STATEMENTS</b> .....	13 – 22
<b>NEW HAMPSHIRE RETIREMENT SYSTEM REPORTS:</b>	
Schedule of Proportionate Share of the Net Pension Liability .....	23
Schedule of Contributions .....	24
<b>INDEPENDENT AUDITORS' REPORT ON COMPLIANCE AND INTERNAL CONTROL</b> .....	25– 26

## INDEPENDENT AUDITORS' REPORT

*Professional Association / Accountants & Auditors*

To the Board of Commissioners  
Lakes Region Planning Commission

### ***Opinions***

We have audited the accompanying financial statements of the governmental activities and the major fund of Lakes Region Planning Commission, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the Table of Contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of Lakes Region Planning Commission, as of June 30, 2023, and the respective changes in financial position, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Commission, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditors' Responsibility for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that individually, or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.



In performing an audit in accordance with generally accepted auditing standards, we:

Exercise professional judgment and maintain professional skepticism throughout the audit.

Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, no such opinion is expressed.

Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

Conclude whether, in our judgment, there are conditions or events considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern for a reasonable period of time.

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 3-6 and the Schedule of Pension Liabilities and Contributions on pages 23 and 24 be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the *Governmental Accounting Standards Board*, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statement. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with evidence sufficient to express an opinion or provide any assurance.

#### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 9, 2022, on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control over financial reporting and compliance.

*Hennessey & Vallee LLC*  
Hennessey & Vallee, PLLC  
Concord, New Hampshire  
September 9, 2023

## MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Lakes Region Planning Commission (the "Commission"), we offer readers this narrative overview and analysis of the financial activities of the Commission for the fiscal year ended June 30, 2023.

### A. OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as an introduction to the basic financial statements. The basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements.

This report also contains required supplementary information in addition to the basic financial statements themselves.

#### *Government-wide financial statements*

The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The Statement of Net Position presents information on all assets, liabilities, and deferred outflows and inflows of resources, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The Statement of Activities presents information showing how the Commission's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused vacation leave).

#### *Fund financial statements*

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. The accounts of the Commission are reported as governmental funds.

#### *Governmental funds*

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures, and Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.



## A. OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

### *Notes to financial statements*

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

### *Other information*

In addition to the basic financial statements and accompanying notes, this report also contains certain required supplementary information which is required to be disclosed by accounting principles generally accepted in the United States of America.

## B. FINANCIAL HIGHLIGHTS

As of the close of the current fiscal year, the total assets and deferred outflows exceeded total liabilities and deferred inflows by \$303,300 (i.e., net position). In fiscal year 2018, the Commission implemented GASB Statement No. 68, *Accounting and Financial Reporting for Pensions - an amendment of GASB Statement No. 27*.

As of the close of the current fiscal year, governmental funds reported an ending fund balance of \$ 563,219.

## C. GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following is a summary of the condensed government-wide financial data for June 30, 2023.

### NET POSITION

Current assets	\$ 840,861
Noncurrent assets	25,373
Deferred outflows	<u>148,348</u>
Total assets and deferred outflows	<u>1,014,582</u>
Current liabilities	290,511
Noncurrent liabilities	414,142
Deferred inflows	<u>6,628</u>
Total liabilities and deferred inflows	<u>711,281</u>
Net position	
Unrestricted	<u>303,301</u>
Total net position	\$ <u>303,301</u>

*The accompanying notes are an integral part of these financial statements.*

## CHANGE IN NET POSITION

	2023	2022
Revenues:		
Program revenues:		
Operating grants and contributions	\$ 546,265	\$ 598,283
General revenues:		
Memership dues	134,952	128,532
Hazardous Waste	115,147	116,030
Investment (loss) income	35,639	(29,222)
Change in net pension liability	-	109,922
Donation income	225	2,718
Miscellaneous income	5,655	7,086
Land use book sales	1,209	1,535
Total revenues	<u>839,092</u>	<u>934,884</u>
Expenses:		
Salaries and wages	488,139	429,661
Legal and professional	20,474	23,638
Contractor fees	99,023	102,247
Employee benefits	106,012	93,490
Payroll taxes	41,427	31,116
Equipment, rentals, maintenance and support	15,834	24,564
Office expense	14,603	14,788
Publishing	7,262	7,898
Rent	9,672	9,672
Traffic equipment	1,908	23,549
Insurance	7,564	7,098
Telephone	5,363	8,444
Audit	6,600	6,600
Copier lease	4,919	4,890
Travel	2,518	2,915
Utilities	9,449	5,226
Training	1,103	485
Annual meeting	7,921	16,193
Postage and printing	350	935
Miscellaneous	806	2,774
Change in pension liability	158,224	-
Inflows and outflows	<u>(161,646)</u>	<u>84,622</u>
Total expenses	<u>847,525</u>	<u>900,805</u>
Change in Net Position	(8,432)	34,079
Net position- beginning of year	<u>311,733</u>	<u>277,654</u>
Net position- end of year	<u>\$ 303,301</u>	<u>\$ 311,733</u>

*The accompanying notes are an integral part of these financial statements.*



### Governmental Activities

Governmental activities for the year resulted in a change in net position of \$(8,432). Key elements of this change are as follows:

Operating results – General fund	\$	(17,208)
Change in deferred outflows of resources		90,530
Change in compensated absence liability		5,354
Change in net pension liability		(158,224)
Change in deferred inflows of resources		71,116
	\$	<u>(8,432)</u>

### **REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of Lakes Region Planning Commission's finances for all those with interest in the Commission's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Lakes Region Planning Commission  
103 Main Street Suite #3  
Meredith NH 03253

**LAKES REGION PLANNING COMMISSION**  
**GOVERNMENTAL ACTIVITIES**  
**STATEMENT OF NET POSITION**  
**June 30, 2023**

---

<b>A S S E T S AND DEFERRED OUTFLOWS OF RESOURCES</b>	
Current:	
Cash	\$ 380,754
Investments (Notes)	268,161
Grants and contract receivables	191,880
Prepaid expenses	66
Total current assets	<u>840,861</u>
Noncurrent:	
Capital assets, net of accumulated depreciation	<u>25,373</u>
TOTAL ASSETS	866,234
Deferred Outflows of Resources	<u>148,348</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 1,014,582</u>
 <b>L I A B I L I T I E S AND DEFERRED INFLOWS OF RESOURCES</b>	
Current:	
Accounts payable	\$ 5,997
Accrued payroll and related liabilities	22,033
Accrued vacation	12,869
Deferred revenue	<u>249,612</u>
Total current liabilities	290,511
Noncurrent:	
Net pension liability	388,769
Lease liability	<u>25,373</u>
Total noncurrent liabilities	<u>414,142</u>
TOTAL LIABILITIES	704,653
Deferred Inflows of Resources	<u>6,628</u>
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	<u>711,281</u>
NET POSITION	
Unrestricted	<u>303,301</u>
TOTAL NET POSITION	<u>\$ 303,301</u>

*The accompanying notes are an integral part of these financial statements.*

**LAKES REGION PLANNING COMMISSION**  
**GOVERNMENTAL ACTIVITIES**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2023**

	Expenses	Program Revenues Operating Grants and Contributions	Net (Expenses) Revenues and Change in Net Position  Governmental Activities
Governmental Activities:			
Planning services	\$ 847,525	\$ 546,265	\$ (301,260)
Total Governmental Activities	<u>\$ 847,525</u>	<u>\$ 546,265</u>	(301,260)
<b>General Revenues:</b>			
Local dues			134,952
HHW income			115,147
Investment gain			35,639
Miscellaneous			<u>7,089</u>
Total general revenues			<u>292,827</u>
Change in Net Position			(8,432)
<b>Net Position:</b>			
Beginning of year			<u>311,733</u>
End of year			<u>\$ 303,301</u>

*The accompanying notes are an integral part of these financial statements.*

**LAKES REGION PLANNING COMMISSION**  
**GOVERNMENTAL FUNDS**  
**BALANCE SHEET**

**June 30, 2023**  
(With Comparative Totals as of June 30, 2022)

	<b>GENERAL FUND</b>	
	<b>2023</b>	<b>2022</b>
<b>ASSETS</b>		
Cash	\$ 380,754	\$ 350,673
Investments	268,161	239,921
Grants and contract receivables	191,880	262,754
Prepaid expenses	66	161
<b>TOTAL CURRENT ASSETS</b>	<b>840,861</b>	<b>853,509</b>
Right of use asset	25,373	27,773
<b>TOTAL ASSETS</b>	<b>\$ 866,234</b>	<b>\$ 881,282</b>
<b>LIABILITIES AND FUND BALANCES</b>		
Current liabilities		
Accounts payable	\$ 5,997	\$ 11,014
Accrued payroll and related liabilities	22,033	22,452
Deferred revenue	249,612	239,616
<b>TOTAL CURRENT LIABILITIES</b>	<b>277,642</b>	<b>273,082</b>
Lease liability	25,373	27,773
<b>TOTAL LIABILITIES</b>	<b>303,015</b>	<b>300,855</b>
Fund Balances		
Unrestricted	563,219	580,427
<b>TOTAL FUND BALANCES</b>	<b>563,219</b>	<b>580,427</b>
<b>TOTAL LIABILITIES     AND FUND BALANCES</b>	<b>\$ 866,234</b>	<b>\$ 881,282</b>

*The accompanying notes are an integral part of these financial statements.*

**LAKES REGION PLANNING COMMISSION**  
**RECONCILIATION OF TOTAL GOVERNMENTAL FUND**  
**BALANCES TO NET POSITION OF GOVERNMENTAL**  
**ACTIVITIES IN THE STATEMENT OF NET POSITION**

**June 30, 2023**

Total governmental fund balances	\$ 563,219
Liabilities, including accrued vacation, are not due and payable in the current period and, therefore, are not reported in the governmental funds	(12,869)
Deferred outflows of resources from net pension liability	148,348
Deferred inflows of resources from net pension liability	(6,628)
Net pension liability	<u>(388,769)</u>
Net position of governmental activities	<u>\$ 303,301</u>

*The accompanying notes are an integral part of these financial statements.*



**LAKES REGION PLANNING COMMISSION**  
**GOVERNMENTAL FUNDS**  
**STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCES**

**FOR THE YEAR ENDED JUNE 30, 2023**  
(With Comparative Totals for the Year Ended June 30, 2022)

	<b>GENERAL FUND</b>	
	<b>2023</b>	<b>2022</b>
Revenues:		
Contract revenue	\$ 546,265	\$ 598,283
Hazardous Waste	115,147	116,030
Local dues	134,952	128,532
Donation income	225	2,718
Land use book sales	1,209	1,535
Miscellaneous income	5,655	7,086
Investment (loss) income	35,639	(29,222)
Total Revenues	<u>839,092</u>	<u>824,962</u>
Expenditures		
Salaries and wages	493,493	430,994
Legal and professional	20,474	21,168
Contractor fees	99,023	102,247
Employee benefits	106,012	93,490
Payroll taxes	41,427	31,116
Equipment, rentals, maintenance and support	15,834	24,564
Office expense	14,603	14,788
Publishing	7,262	7,898
Rent	9,672	9,672
Traffic equipment	1,908	23,549
Insurance	7,564	7,098
Telephone	5,363	8,444
Audit	6,600	6,600
Copier lease	4,919	4,890
Travel	2,518	2,915
Utilities	5,363	5,226
Internet	4,086	2,470
Postage and printing	350	935
Training	1,103	485
Annual meeting	7,921	16,193
Miscellaneous	806	2,774
Total expenses	<u>856,301</u>	<u>817,516</u>
Excess of revenues over expenditures	(17,208)	7,446
Fund balance - beginning of year	<u>580,427</u>	<u>572,981</u>
Fund balance - end of year	<u>\$ 563,219</u>	<u>\$ 580,427</u>

*The accompanying notes are an integral part of these financial statements.*

**LAKES REGION PLANNING COMMISSION**  
**RECONCILIATION OF THE STATEMENT OF REVENUES**  
**EXPENDITURES, AND CHANGES IN FUND BALANCES OF**  
**GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2022**

Net changes in fund balances- total governmental funds	\$ (17,208)
Some expenses reported in the Statement of Activities, such as compensated absences, do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds:	
Compensated absences	5,354
GASB 68 net pension liability changes:	
Net pension liability	(158,224)
Deferred outflows of resources	90,530
Deferred inflows of resources	<u>71,116</u>
Change in net position of governmental activities	<u>\$ (8,432)</u>

*The accompanying notes are an integral part of these financial statements.*

## LAKES REGION PLANNING COMMISSION NOTES TO FINANCIAL STATEMENTS

### 1. Summary of Significant Accounting Principles

The accounting policies of the Lakes Region Planning Commission (the "Commission") conform to the Generally Accepted Accounting Principles (GAAP) as applicable to governmental units. The following is a summary of the more significant policies:

#### A. Reporting Entity

The Lakes Region Planning Commission is a special-purpose entity, a public agency, established pursuant to New Hampshire RSA 36:45-53, governed by a member elected Board of Commissioners. Its purpose is (1) to provide regional planning services in order to prepare and maintain a coordinated plan for development of the region (taking into account present and future needs) with a view toward encouraging the most appropriate use of land, and (2) to provide technical planning assistance to local governments.

On May 30, 2000, the State of New Hampshire enacted Chapter Law 200:1 (codified in RSA 36) entitled "Regional Planning Commissions" with an effective date of July 29, 2000. The new law specifically re-enacts the status of Regional Planning Commissions as "political subdivisions" of the State of New Hampshire. The law also amends the purpose therein (RSA 36:45), amends the formation and representative of its members (RSA 36:46), and specifically defined its finances (RSA 36:49).

In fiscal year 2021, it was determined that no entities met the required GASB 14 (as amended) criteria of component units.

#### B. Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the primary government.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Program revenues include grants and contributions that are restricted to meeting the operational or capital requirements of a particular function.

#### Fund Financial Statements

Separate financial statements are provided for governmental funds.

#### C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

##### Government-wide Financial Statements

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Amounts reported as *program revenues* include operating grants and contributions. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.



**LAKES REGION PLANNING COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**

**1. Summary of Significant Accounting Principles (Continued)**

*C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)*

Fund Financial Statements

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

*D. Cash and Short-Term Investments*

Deposits with financial institutions consist of deposits in checking and savings accounts.

*E. Capital Assets*

Capital assets include furniture and equipment. Capital assets are defined by the Commission as assets with an estimated useful life in excess of five years. Such assets are recorded at historical cost. The costs of normal maintenance and repairs that do not add value to an asset or materially extend asset lives are not capitalized. Donated capital assets are recorded at estimated fair value at the date of donation.

Capital assets are depreciated using the straight-line method over the estimated useful lives of the respective assets over a period of five to ten years.

The Commission recognizes and measures its office lease in accordance with FASB ASC 842, Leases. See note 5.

*F. Compensated Absences*

It is the Commission's policy to permit employees to accumulate earned but unused vacation benefits. All vested vacation pay is accrued when incurred in the government-wide financial statements.

*G. Fund Equity*

Fund equity at the governmental fund financial reporting level is classified as "fund balance." Fund equity for all other reporting is classified as "net position."

Fund Balance – Generally, fund balance represents the difference between the current assets and current liabilities/deferred inflows. The Commission reserves those portions of fund balance that are legally segregated for a specific future use or which do not represent available, spendable resources and, therefore, are not available for appropriation or expenditure. Unassigned fund balance indicates that portion of fund balance that is available for appropriation in future periods.

The Commission's fund balance classification policies and procedures are as follows:

- 1) Nonspendable funds are either unspendable in current form (prepaid) or can never be spent.
- 2) Restricted funds are solely used for the purpose in which the fund was established. In the case of special revenue funds, these funds are created by statute or otherwise have external constraints on how the funds can be expended.

**LAKES REGION PLANNING COMMISSION  
NOTES TO FINANCIAL STATEMENTS**

**1. Summary of Significant Accounting Principles (Continued)**

- 3) Assigned funds are used for specific purposes established by management. These funds, which include encumbrances, have been assigned for specific goods and services ordered but not yet paid for. This account also includes fund balance voted to be used in the subsequent fiscal year.
- 4) Unassigned funds are available to be spent in future periods.

When an expenditure is incurred that would qualify for payment from multiple fund balances types, the Commission uses the following order to liquidate liabilities: restricted, committed, assigned and unassigned.

Net Position – Net position represents the difference between assets/deferred outflows and liabilities/deferred inflows. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the Commission or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The remaining net position is reported as unrestricted.

**H. Use of Estimates**

In preparation of basic financial statements in conformity with Generally Accepted Accounting Principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

**2. Cash and Short-Term Investments**

The carrying amount of the Commission's deposits with financial institutions on June 30, 2023 was \$380,754. The bank balance, which does not include items such as deposits in transit and outstanding checks, was fully insured.

**3. Fair Value Measurements**

Accounting Standards codification No 820 prioritizes, within the measurement of fair value, the use of market-based information over entity-specific information and establishes a three-level hierarchy for fair value measurements based on the inputs to information used in the valuation of an asset or liability as of the measurement date.

Fair value is defined as the price that would be received to sell an asset or amount paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Observable inputs are inputs that market participants would use in pricing the asset or liability developed based on market data obtained from sources independent of the Commission. Unobservable inputs are inputs that reflect the Commission's assumptions about the assumptions



**LAKES REGION PLANNING COMMISSION  
NOTES TO FINANCIAL STATEMENTS**

**3. Fair Value Measurements (Continued)**

their market participants would use in pricing the asset or liability developed based on the best information available in the circumstances.

The hierarchy is broken down into three levels based on the observability of inputs as follows:

Level 1 – Valuations based on quoted prices in active markets for identical assets or liabilities that the Commission can access. Valuation adjustments and block discounts are not applied to Level 1 instruments. Since valuations are based on quoted prices that are readily and regularly available in an active market, valuation of these products does not entail a significant degree of judgment.

Level 2 – Valuations based on one or more quoted prices in markets that are not active or for which all significant inputs are observable, either directly or indirectly.

Level 3 – Valuations based on inputs that are unobservable and significant to the overall fair value measurement.

Assets measured at fair value at June 30, 2023:

Level 1 Investments:

Stocks	\$ 176,474
Bonds	91,021
Short-term reserves	<u>666</u>
Total	\$ <u>268,161</u>

**4. Accounts Receivable**

Receivables are comprised of amounts due from federal, state, and local governments for contractual services.

**5. Lease Agreements**

The Commission leases office space from Inter-Lakes School District. Either party may terminate lease by giving six months notice of intent. Rent expense for the year ended June 30, 2023 was \$9,672. A lease was signed June 22, 2022, for the period July 1, 2022, through June 30, 2025, with monthly payments of \$806.

The Commission recognizes and measures its leases in accordance with FASB ASC 842, Leases, for its office space. The Commission recognizes a lease liability and right of use (ROU) asset at the commencement date of the lease. The lease liability is initially and subsequently recognized based on the present value of its future lease payments. The discount rate is the Commission's incremental borrowing rate. The ROU asset is measured throughout the lease term at the amount of the present value of the remaining payments. The lease cost is recognized on the straight-line basis over the lease term. The ROU asset and related liability are recorded on the balance sheet for the lease period beginning July 1, 2022 and ending June 30, 2025 in the amount of \$25,373.

**LAKES REGION PLANNING COMMISSION  
NOTES TO FINANCIAL STATEMENTS**

**5. Lease Agreements (Continued)**

The Commission entered into an agreement with Ricoh, USA, Inc. for the use of a Ricoh copier in May 2022. The agreement calls for minimum payments over a period of 4 years ending June 30, 2026 in the amount of \$287 per month.

Future Minimum Lease Payments are as follows for both the office and the copier:

2024	13,121
2025	13,121
2026	<u>3,449</u>
Total	\$29,691

**6. Restricted Net Position**

The accompanying entity-wide financial statements report restricted net position when external constraints from grantors or contributors are placed on net position.

**7. Commitments and Contingencies**

Grants – Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Commission expects such amounts, if any, to be immaterial.

**8. 457(b) Retirement Plan**

All employees have the option of participating in a 457(b) plan. The 457(b) plan is a non-qualified retirement plan in which contributions are invested in mutual funds subject to market fluctuations. Under this plan, an employee may make salary reduction contributions, not to exceed a statutorily limited percentage. The 457(b) plan is a voluntary program.

**9. New Hampshire Retirement System**

The Commission follows the provisions of GASB No. 68, *Accounting and Financial Reporting for Pensions-an amendment of GASB Statement No.27*, with respect to the State of New Hampshire Retirement System (NHRS).

**A. Plan Description**

Full-time employees participate in the State of New Hampshire Retirement System, a cost sharing, multiple-employer defined benefit contributory pension plan and trust established in 1967 by RSA 100-A:2 and qualified as a tax-exempt organization under sections 401(a) and 501(a) of the Internal Revenue Code. The plan is a contributory, defined benefit plan providing service, disability, death, and vested retirement benefits to members and their beneficiaries. Substantially all full-time state employees, public school teachers and administrators, permanent firefighters, and permanent police officers within the State of New Hampshire are eligible and required to participate in the system. Full-time employees of political subdivisions, including counties, municipalities, and school districts, are also eligible to participate as a group if the governing body of the political subdivision has elected participation.



**LAKES REGION PLANNING COMMISSION  
NOTES TO FINANCIAL STATEMENTS**

**9. New Hampshire Retirement System (Continued)**

The New Hampshire Retirement System, a Public Employees Retirement System (PERS), is divided into two membership groups. State or local employees and teachers belong to group *I*.

Police officers and firefighters belong to group *II*. All assets are held in a single trust and are available to each group. Additional information is disclosed in the NHRS annual report publicly available from the New Hampshire Retirement System located at 54 Regional Drive, Concord, New Hampshire 03301-8507.

**B. Benefits Provided**

Group I members at age 60 or 65 (for members who commence service after July 1, 2011) qualify for a normal service retirement allowance based on years of creditable service and average final salary for the highest of either three or five years, depending on when their service commenced. The yearly pension amount is  $1/60$  or 1.667% of average final compensation (AFC), multiplied by years of creditable service. At age 65, the yearly pension amount is recalculated at  $1/66$  or 1.515% of AFC multiplied by years of creditable service.

Group II members who are age 60, or members who are at least age 45 with at least 20 years of creditable service, can receive a retirement allowance at a rate of 2.5% of AFC for each year of creditable service, not to exceed 40 years. Members commencing service on or after July 1, 2011 or members who have a nonvested status as of January 1, 2012 can receive a retirement allowance at age 52.5 with 25 years of service or age 60. The benefit shall be equal to 2% of AFC times creditable service up to 42.5 years. However, a member who commenced service on or after July 1, 2011 shall not receive a retirement allowance until attaining the age of 52.5, but may receive a reduced allowance after age 50 if the member has at least 25 years of creditable service where the allowance shall be reduced, for each month by which the benefit commencement date precedes the month after which the member attains 52.5 years of age by  $1/4$  or 1% or age 60.

Members of both groups may qualify for vested deferred allowances, disability allowances and death benefit allowances subject to meeting various eligibility requirements. Benefits are based on AFC or earned compensation and/or service.

**C. Contributions**

Plan members are required to contribute a percentage of their gross earnings to the pension plan, which the contribution rates are 7% for employees and teachers 11.89% for police and 12.09% for fire. The Commission makes annual contributions to the pension plan equal to the amount required by Revised Statutes Annotated 100-A:16, and is 10.77% of covered compensation. The Commission's contributions to NHRS for the year ended June 30, 2023 were \$31,043 which was equal to its annual required contribution.

**D. Summary of Significant Accounting Policies**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the NHRS and additions to/deductions from NHRS' fiduciary net position have been determined on the same basis as they are reported by NHRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

**LAKES REGION PLANNING COMMISSION  
NOTES TO FINANCIAL STATEMENTS**

**9. New Hampshire Retirement System (Continued)**

**E. Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

At June 30, 2023, the Commission reported a liability of \$388,769 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2021. The Commission's proportion of the net pension liability was based on a projection of the Commission's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. On June 30, 2022, the Commission's proportion was .00677747 percent, which was an increase of .00015756 percent from its previous year proportion.

For the year ended June 30, 2023, the Commission recognized pension expense of \$31,043.

	<b>Deferred Inflows Of Resources</b>	<b>Deferred Outflows Of Resources</b>
Difference between expected and actual experience	\$ (1,492)	\$ 7,296
Net difference between projected and actual investment earnings		14,734
Changes in assumptions		20,679
Changes in proportion and differences between contributions and proportionate share of contributions	(5,136)	66,396
Contributions subsequent to the measurement date	<u>                    </u>	<u>39,243</u>
Total	<u>\$ (6,628)</u>	<u>\$ 148,348</u>

Deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2023. Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

June 30:	
2023	\$ 29,883
2024	29,572
2025	8,598
2026	<u>34,424</u>
Total	<u>\$ 102,477</u>



**LAKES REGION PLANNING COMMISSION  
NOTES TO FINANCIAL STATEMENTS**

**9. New Hampshire Retirement System (Continued)**

**E. Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)**

*Actuarial Assumptions*

The total pension liability in the June 30, 2022 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Price Inflation.....2.0 % per year  
Wage Inflation.....2.75%  
Salary increases.....5.4% average, including inflation  
Investment rate of return.....6.75% net of pension plan investment expense, including inflation

Mortality rates were based on Pub-2010 Health Retiree mortality table, projected to 2022 with Scale MP-2019. The table includes a margin of 15% for men and 17% for women for mortality improvements.

The actuarial assumptions used in the June 30, 2021 valuation were based on the results of the most recent actuarial experience study, which was for the period July 1, 2015 – June 30, 2019. The long-term expected rate of return on pension plan investments was selected from a best estimate range determined using the building block approach. Under this method, an expected future real return range is calculated separately for each asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return net of investment expenses by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

**E. Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)**

<b>Asset Class</b>	<b>Target Allocation Percentage</b>	<b>30 Year Geometric Return</b>
Broad US Equities	30.00 %	7.60%
Global Ex-US Equities	<u>20.00</u>	7.90%
Public equities	50.00	
Real Estate Equities	10.00	6.60%
Private Equities	<u>10.00</u>	8.85%
Total private market equities	20.00	
Private debt	<u>5.00</u>	7.25%
Fixed income	<u>25.00</u>	3.60%
Total	<u>100.00 %</u>	

**LAKES REGION PLANNING COMMISSION  
NOTES TO FINANCIAL STATEMENTS**

**9. New Hampshire Retirement System (Continued)**

*Discount Rate*

The discount rate used to measure the total pension liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that the plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. For purposes of the projection, member contributions and employer service cost contributions are projected based on the expected payroll of current members only. Employer contributions are determined based on the pension plan's actuarial funding policy and as required by RSA 100-A:16. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the collective total pension liability.

**E. Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)**

*Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate*

The following presents the Commission's proportionate share of the net pension liability calculated using the discount rate of 6.75%, as well as what the Commission's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.75%) or one percentage point higher (7.75%) than the current rate:

<b>Fiscal Year Ended</b>	<b>1% Decrease (5.75%)</b>	<b>Current Discount Rate (6.75%)</b>	<b>1% Increase (7.75%)</b>
June 30, 2022	\$ 521,629	\$ 388,769	\$ 278,307

*Pension Plan Fiduciary Net Position*

Detailed information about the pension plan's fiduciary net position is available in the separately issued NHRS financial report.

**10. Risk Management**

The Commission is exposed to various risk of loss related to torts, theft of, damage to, or destruction of assets, errors or omissions, injuries to employees, or natural disasters for which the Commission carries commercial insurance. There were no significant reductions in insurance coverage from the previous year and have been no material settlements in excess of coverage in any of the past three fiscal years.



**LAKES REGION PLANNING COMMISSION  
NOTES TO FINANCIAL STATEMENTS**

**11. Subsequent Events**

Management has evaluated events through September 9, 2023, the date the financial statements were available to be issued, and determined there were no material subsequent events that require disclosure.

**LAKES REGION PLANNING COMMISSION**  
**SCHEDULE OF PROPORTIONATE SHARE**  
**OF THE NET PENSION LIABILITY**  
(Unaudited)

	2023	2022	2021
<i>New Hampshire Retirement System</i>			
Proportion of the net pension liability for the most recent measure date	0.00677747	0.00520192%	0.00532300%
Proportionate share of the net pension liability for the most recent measurement date	388,769	230,545	340,467
Covered-employee payroll for the most recent measurement date	326,613	220,271	217,247
Proportionate share of the net pension liability as a percentage of its covered-employee payroll	119.03%	104.66%	156.72%

*The accompanying notes are an integral part of these financial statements.*

**LAKES REGION PLANNING COMMISSION**  
**SCHEDULE OF CONTRIBUTIONS**  
**(Unaudited)**

	2023	2022	2021
<i>New Hampshire Retirement System</i>			
Contractually required contribution for the current fiscal year	39,243	\$ 23,899	\$ 23,647
Contributions in relation to the contractually required contribution	<u>(39,243)</u>	<u>(23,899)</u>	<u>(23,647)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered-employee payroll for the current fiscal year	326,613	\$ 220,271	\$ 217,247
Contributions as a percentage of covered-employee payroll	12.02%	10.85%	10.88%

*The accompanying notes are an integral part of these financial statements.*

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT  
AUDITING STANDARDS***

To the Commissioners  
Lakes Region Planning Commission  
Meredith, New Hampshire

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Lakes Region Planning Commission, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise Lakes Region Planning Commission's basic financial statements, and have issued our report thereon dated September 9, 2023.

***Report on Internal Control over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Lakes Region Planning Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Lakes Region Planning Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Lakes Region Planning Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

***Report on Compliance and Other Matters***

As part of obtaining reasonable assurance about whether Lakes Region Planning Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.



***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Hennessey & Vallee PLLC*  
Hennessey & Vallee, PLLC  
Concord, New Hampshire

September 9, 2023