

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 June 12, 2024

Approved September 11, 2024

PRESENT	Jane Alden, Dean Anson, Mardean Badger, Bill Bolton (virtual), David Katz (Vice Chair), David Kerr (Treasurer), Stephanie Maltais (alternate), Lianne Prentice (Secretary)
ABSENT	Cristina Ashjian, Tavis Austin, John Ayer (Chair), Rod Cameron (alternate), Mark Hildebrand
STAFF	Linda Waldron (Executive Administrative Assistant)
LOCATION	LRPC Office, 1 st Floor Conference Room, Meredith

1. Call to Order

Vice Chair Katz called the meeting to order at 9:02 AM. It was noted that Bill Bolton was attending virtually. In order to achieve quorum, alternate Stephanie Maltais was seated as a voting member.

2. Minutes

Draft minutes of the May 8th meeting were presented for approval. Mardean Badger made a motion to accept the minutes as submitted, seconded by Stephanie Maltais. A voice vote was taken indicating all present were in favor. **Motion passed.**

Vice Chair Katz advised that there would be a change in the order of business on the Agenda as two members would need to depart early. All business that requires action will be dealt with first.

7. New Business

- a. Bike/Ped Plan Adoption. The Plan was reviewed and some time was spent discussing its history, evolution, and current status. There being some minor concerns, Vice Chair Katz reminded the Board that this is a living document and subject to future changes as required. Dean Anson provided a motion to accept the document in its current form. Treasurer Kerr seconded same. A voice vote was taken indicating all present were in favor. **Motion passed.** Thereafter a separate motion was offered by Jane Alden to forward the now accepted Plan to the full Commission for adoption at their next meeting on June 17th. A second was also provided by Treasurer Kerr following which a voice vote was taken indicating all present were in favor. **Motion passed.**
- b. Certificate of Authority. A new Certificate of Authority is required which has been revised to reflect that Shanna Saunders currently holds the position of Executive Director and that the Executive Board is providing her with "the authority to apply for funding opportunities, accept monies, and execute any documents which may be necessary to effectuate contracts." The Certificate of Authority is primarily used in securing contracts and grants, and is signed by the Secretary as needed. A motion to approve the new Certificate of Authority was provided by Mardean Badger and seconded by Dean Anson. A voice vote was taken indicating all present were in favor. **Motion passed.**
- c. TYP Project Approval – Plymouth. Vice Chair Katz reminded the Board that this topic was discussed at last month's meeting and paraphrased as follows: Because we do not currently have a transportation planner and would not likely have one until the fall, there would be insufficient time to evaluate any new projects before the submission deadline. It was suggested that the TAC would be advised to suspend the acceptance of any new applications for this round, but instead reevaluate prior submissions – more specifically the Plymouth Route 3 project. After a brief discussion, Jane Alden proffered a motion to accept the prior ten year plan applicants. Mardean Badger seconded the motion. A voice vote was taken indicating all present were in favor. **Motion passed.**

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- d. Area Commissioner Appointment. This item of business no longer needs to be addressed by the Executive Board as we do have write-ins for the vacant position which will be voted on at the annual meeting.

As all actionable items have been attended to for the public session, Vice Chair Katz moved to enter into non-public session for personnel matters which was seconded by Jane Alden. A roll call vote was taken with all in attendance voting in the affirmative. **Motion passed** and the non-public session began at 9:17 AM.

Bill Bolton departed at 9:44 AM.

Jane Alden offered a motion to exit the non-public session, seconded by Secretary Prentice. A roll call vote was taken with all in attendance voting in the affirmative. **Motion passed**

A second motion was made by Mardean Badger to seal the minutes for a period of one year, also seconded by Secretary Prentice. A roll call vote was taken with all in attendance voting in the affirmative. **Motion passed** and the non-public session ended at 10:02 AM.

3. **Finance/Treasurer Report**

Vice Chair Katz noted that we do currently show a deficit which is primarily attributable to departure expenses of former Executive Director Jeff Hayes. It is believed that we will finish the fiscal year (at the end of the month) on a strong note as our municipal appropriation invoices went out recently and checks are arriving.

4. **Monthly Executive Report**

No substantive discussion.

5. **Committee Reports**

Transportation Advisory Committee (TAC). Treasurer Kerr stated that May's TAC meeting was very brief and more of a farewell to Sean Chamberlin. He is hopeful that the TAC will meet again in the fall with new leadership.

6. **Old Business**

- a. Staff Updates. Vice Chair Katz revisited Sean Chamberlin and Ryan Paterson's departure and announced that we have acquired two interns for the summer, one who will focus on culvert studies and solid waste management and one who will focus on traffic counts and GIS mapping. Vice Chair Katz also provided kudos to our Solid Waste Planner, Matt Rose, for his excellent outreach to transfer stations and coordination efforts regarding the HHW program.
- b. Annual Meeting Final Update. Executive Administrative Assistant Linda Waldron advised that registrations were a little low this year with a final count of 66 which took quite a bit of encouragement and reminders to attain. Only about half the commissioners had turned in ballots for the executive board election at this point.

7. **Roundtable**

Bypassed.

8. **Adjournment**

Vice Chair Katz adjourned the meeting at 10:40 AM.

Respectfully Submitted,

Linda Waldron
Executive Administrative Assistant