

LAKES REGION PLANNING COMMISSION

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



LRPC Executive Board Meeting

Minutes of September 11, 2024

Approved October 9, 2024

PRESENT	Jane Alden, Cristina Ashjian, John Ayer (Chair), Mardean Badger, Bill Bolton, Rod Cameron (alternate), Tyler Carmichael, Mark Hildebrand, David Katz (Vice Chair), David Kerr (Treasurer), Lianne Prentice (Secretary)
EXCUSED	Stephanie Maltais (alternate)
STAFF	Shanna Saunders (Executive Director), Linda Waldron (Executive Administrative Assistant)
PUBLIC	Charlene Vallee, Hennessey & Vallee, PLLC (auditor)
LOCATION	LRPC Office, 1 st Floor Conference Room, Meredith

1. Call to Order

Chair Ayer called the meeting to order at 9:00 AM and welcomed the membership back from summer break. A moment of silence was taken in observance of 9/11. Alternate Rod Cameron was seated as a voting member. Members were asked to introduce themselves.

2. Minutes

Draft minutes of the June 12th meeting were presented for approval. Vice Chair Katz moved to approve the minutes as submitted, seconded by Secretary Prentice. A voice vote was taken indicating all present were in favor. **Motion passed.**

3. Finance/Treasurer Report

Executive Director Saunders noted that LRPC's Finance Administrator was scheduled to present the budget, but had a family emergency and could not join us. Vice Chair Katz observed that by comparing the bar chart figures on page 1 of the draft budget for June 2023 and June 2024, he noticed that we ended each fiscal year with a net positive balance, indicating a consistent trend.

4. Monthly Executive Report

Executive Director Saunders highlighted that LRPC has been very busy this summer with our solid waste grant and our Household Hazardous Waste (HHW) collections. As this 2-year grant closes out, we are fortunate enough to have received another 2-year grant from the USDA which will enable us to continue with our solid waste technical assistance program as well as the HHW program. Additionally, activity on the Brownfields 2-year program is underway as we have partnered with Tamworth, Ashland, Franklin on projects in their communities for this year, and have interest from Laconia and Plymouth for next year's projects. Nobis Group is providing engineering services, and they have been out doing Phase 1 work which includes a historical study and site visit to ascertain the scope for each project. Executive Director Saunders announced that we have hired a new Transportation Planner. Glenn Trefethen, a summer transportation intern who worked on NH DOT traffic counts and culvert assessments for the Town of Gilford, has stepped into the position.

5. Committee Reports

None.

6. Old Business

- a. FY24 Annual Meeting Review. Consensus was that the meeting went well, and the food was excellent. It was suggested that we should institutionalize the location for all our annual meetings. However, in an attempt to secure the location for 2025 a couple of weeks back, we were advised it was unavailable, but we were able to reserve the Chase House, across the street.

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- b. At Large Commissioner Appointment. Chair Ayer announced that he has discussed the vacant At Large Commissioner position with Commissioner John Christ of Plymouth, who has agreed to accept the appointment. Under the authority granted to him by Section 8.4 of the LRPC By-Laws, John Christ is hereby appointed interim At Large Commissioner until the next election.

7. New Business

- a. FY24 Audit Presentation. Charlene Vallee of Hennessey & Vallee, presented the results of the FY24 audit. She indicated that the raw numbers show a net profit, and that losses improved over last year's numbers due to contract revenue and investment income. Vice Chair Katz submitted a motion to accept the audit as submitted, subject to the proposed changes discussed, to which Secretary Prentice seconded. A voice vote was taken indicating all present were in favor. **Motion passed.**
- b. FY25 Proposed Budget. Executive Director Saunders reviewed various areas of the budget which will change from previous years as follows:
- With regard to income, she remarked that she would like to shift our revenue stream from economic development to a focus on planning. We have already picked up a couple of circuit riding contracts and have also had a number of communities reach out to us for master plan assistance which we have not been able to provide in the past due to staffing issues. With the intent of hiring additional planning staff, we anticipate providing these services moving forward.
 - LRPC applied for a USDA composing grant this year. Letters of partnership were obtained from NH DES and UNH Cooperative Extension as well as letters of support from four municipalities. If received, it will provide a strong source of income.
 - NBRC grants are becoming more complicated, therefore it is suggested that we move away from these.
 - Turning to expenses, a line item has been added for Asset Management concerning electronic equipment which will allow us to replace outdated hardware on an annual basis to keep up with advances in technology. Also added was a line item for legal services to provide advice on new contracts and grants as well as other legal matters that may arise.
 - Staffing. In addition to hiring our summer intern as the transportation planner, we anticipate hiring a full time regional planner as we have elevated our current regional planner to planning manager. Our part time land use planner will be retiring at the end of October so we will need to fill that position with an eye towards making it full time should the need arise. We also expanded our solid waste planner to environmental planner in an effort to provide a broader scope for addressing various other environmental issues. There is also an allowance for the hiring of 3 interns for summer 2025 – up from the previous 2.

Cristina Ashjian departed at 10:17 AM.

Vice Chair Katz proffered a motion that the budget be accepted as submitted and refer same to the full commission for approval. Motion was seconded by Jane Alden. A voice vote was taken indicating all present were in favor. **Motion passed.**

- c. FY25 Proposed Meeting Calendar. The calendar was reviewed and briefly discussed.
- d. FY26 HHW & Municipal Membership Appropriations.
- Executive Director Saunders relayed that under our new HHW contract with Tradebe there was a price increase which is reflected in the FY26 HHW appropriations. She also offered that the HHW appropriations are calculated based on housing units per municipality. Vice Chair Katz moved to accept the proposed FY26 HHW appropriations as presented and refer same to the full commission for approval which was seconded by Tyler Carmichael. A voice vote was taken indicating all present were in favor. **Motion passed.**

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- Executive Director Saunders continued by stating that the process for identifying municipal appropriations has not changed from previous years and that calculations are based on total property valuation and overall census population. Vice Chair Katz again moved to accept the proposed FY26 municipal appropriations as presented and refer same to the full commission for approval which was seconded by Bill Bolton. A voice vote was taken indicating all present were in favor. **Motion passed.**

- e. Certificate of Authority. It was noted that a new Certificate of Authority is required designating Executive Director Saunders as the authorized individual to apply for funding opportunities, accept monies, and execute any documents which may be necessary to effectuate contracts. A motion was proffered by Vice Chair Katz to authorize Secretary Prentice to execute the Certificate of Authority naming Executive Director Saunders as LRPC's signatory. Motion was seconded by Jane Alden. A voice vote was taken indicating all present were in favor. **Motion passed.**
- f. Solid Waste Grant Award Review. Executive Director Saunders announced that we have received a new solid waste management grant which will begin October 1st, noting that the amount of the grant was \$25,000 less than last year. This will be complimented by the composting grant should we be awarded that.
- g. Area Commissioner Appointment. Chair Ayer advised that we would revisit this next meeting.
- h. Conflict of Interest Forms. Executive Director Saunders reminded the Board that all commissioners are asked to sign this document at the outset of their appointment and annually thereafter. Minor discussions were had.

8. **Non-Public Executive Session** (RSA 91-A:3, II(b) – Personnel).

Secretary Prentice made a motion to enter non-public executive session under RSA 91-A:3, II(b). A second was provided by Jane Alden.

Roll Call vote:

Jane Alden	yes	John Ayer	yes	Mardean Badger	yes
Bill Bolton	yes	Rod Cameron	yes	Tyler Carmichael	yes
Mark Hildebrand	yes	David Katz	yes	David Kerr	yes
Lianne Prentice	yes				

Motion passed. Executive Director Saunders recused herself. The non-public executive session began at 10:58 AM.

Vice Chair Katz made a motion to exit the non-public executive session which was seconded by Secretary Prentice.

Roll Call vote:

Jane Alden	yes	John Ayer	yes	Mardean Badger	yes
Bill Bolton	yes	Rod Cameron	yes	Tyler Carmichael	yes
Mark Hildebrand	yes	David Katz	yes	David Kerr	yes
Lianne Prentice	yes				

Motion passed.

7. **Adjournment**

Chair Ayer adjourned the meeting at 11:07 AM.

Respectfully Submitted,

Linda Waldron
Executive Administrative Assistant