

LAKES REGION PLANNING COMMISSION

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



LRPC COMMISSIONER'S MEETING

Monday, September 23, 2024

6:00 PM

Ashland Booster Club

99 Main Street | Ashland

(directions on reverse)

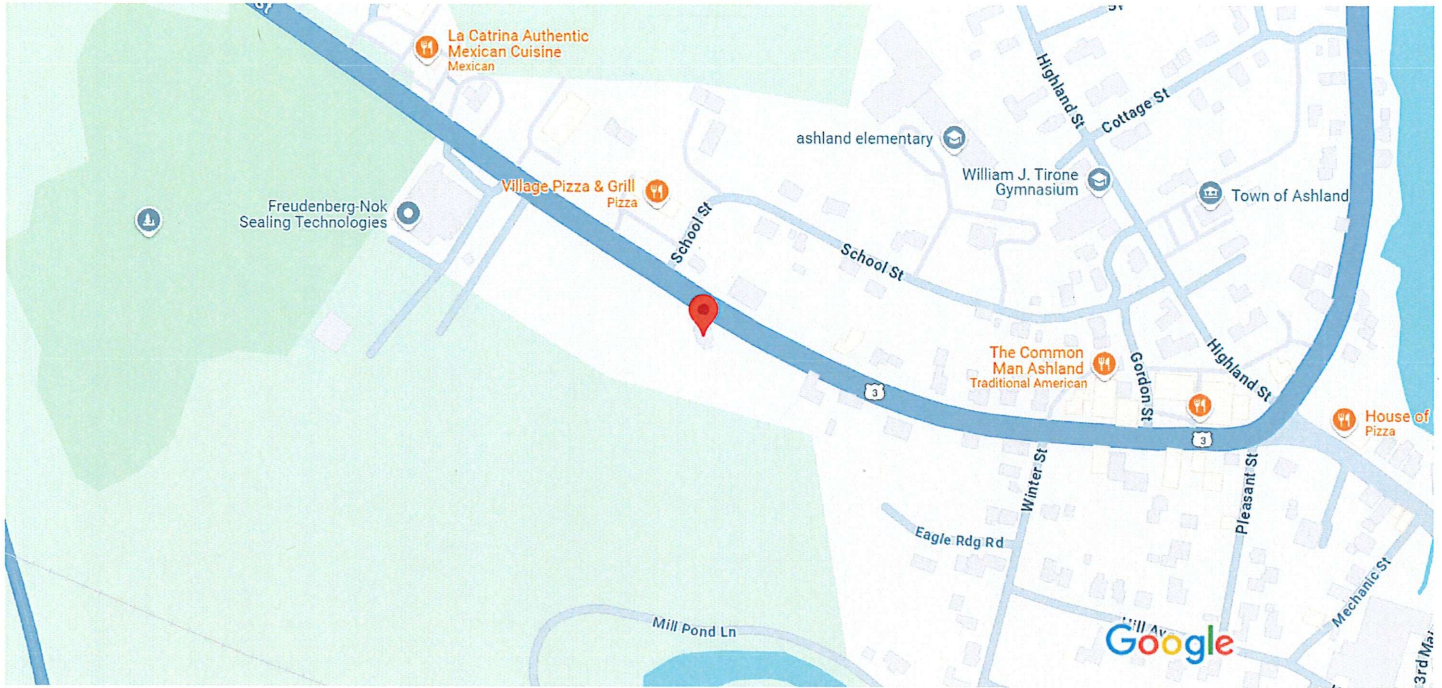
AGENDA

-
1. **Call to Order, Establish Quorum, Commissioner Appointment Changes**
 2. **Approve Draft Minutes** of June 17, 2024 (*actionable item*) *Attachment 1*
 3. **Old Business**
N/A
 4. **New Business**
 - a. FY25 Budget Proposal Approval (*actionable item*) *Attachment 2*
 - b. FY26 Municipal Membership & HHW Appropriations (*actionable item*) *Attachment 3*
 - c. FY25 Proposed Meeting Calendar *Attachment 4*
 - d. Annual Conflict of Interest Forms *Attachment 5*
 5. **Presentation**
Brownfields Update
Presenters: Tim Andrews, Nobis Engineering
 6. **General Updates/Announcements**
 7. **Commissioner Roundtable**
Share noteworthy news and happenings from your communities.
 8. **Adjourn**

NEXT MEETING: October 28, 2024

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.



Map data ©2024 200 ft



99 Main St

Building



Directions



Save



Nearby



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phone



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99 Main St, Ashland, NH 03217

Attachment 1

LAKES REGION PLANNING COMMISSION

103 Main Street, Suite #3
Meredith, NH 03253
Tel 603.279.8171
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LRPC Commissioner Meeting

Location: Church Landing at Mill Falls, Meredith
Minutes of June 17, 2024

Commissioners Present		Commissioners Absent	
Ashland:	Mardean Badger	Alexandria:	George Tuthill
Barnstead:	David Kerr	Andover:	Harold Tuttle
Belmont:	Rod Cameron	Bridgewater:	Ken Weidman
Bridgewater:	Judith Faran	Bristol:	Bill Dowey
Danbury:	John Taylor	Center Harbor:	Mark Hildebrand
Franklin:	Chip Ach	Danbury:	Mark Zaccaria
	Jo Brown	Freedom:	Mark McConkey
Hebron:	Ivan Quinchia	Gilford:	John Ayer
Laconia:	Dean Anson, II	Moultonborough:	Cristina Ashjian
	Tyler Carmichael		Celeste Burns
Meredith:	Stephanie Maltais	Northfield:	Ken Tripple
	Daniel Whitney	Plymouth:	Zachary Tirrell
New Hampton:	David Katz	Sandwich:	Bonnie Osler
	Andy Anderson	Tamworth:	Wyatt Berrier
Northfield:	Beth Keck	Tuftsboro:	Tim Galvin
Plymouth:	William Bolton		
	John Christ		
Tamworth:	Lianne Prentice		
	Richard Doucette		
Tilton:	Jane Alden		
	Joseph Jesseman		
	Nathan Langione		
Wolfeboro:	Tavis Austin		
	Roger Murray, III		

LRPC Staff: Executive Director Shanna Saunders, Finance Administrator Carl Carder, Executive Administrative Assistant Linda Waldron, Regional Planner David Jeffers, Solid Waste Planner Matthew Rose, Land Use Planner Christine Marion, Grants Administrator Tracey Secula, Transportation/GIS Intern Glenn Trefethen, Solid Waste Intern Sam Taksar.

1. Call to Order

The meeting was called to order at 5:14 PM by Vice Chair Katz. A quorum was established.

2. Executive Director Introduction

Vice Chair Katz introduced Shanna Saunders to the attendees as LRPC's new Executive Director.

3. Recognitions

Vice Chair Katz recognized several State legislators, the LRPC Executive Board, LRPC Commissioners, LRPC staff, and annual meeting sponsors.

4. Approval of Minutes

Vice Chair Katz noted the minutes of April 22, 2024 in the meeting packet and asked for any questions or comments. None were forthcoming. Vice Chair Katz accepted a motion to approve the minutes which was provided by Jo Brown and seconded by Andy Anderson. A voice vote was taken indicating all present were in favor. **Motion passed.**

5. Bike/Ped Plan Adoption

The Bike/Ped Plan penned by former Sr. Transportation Planner Sean Chamberlin was reviewed at the June Executive Board meeting where it was voted to accept the Plan and forward same to the full Commission for adoption. Barring any substantive changes, Vice Chair Katz offered to take a motion to adopt the Plan in its current form. No changes were noted; therefore Judy Faran provided the motion which was seconded by Treasurer Kerr. A voice vote was taken indicating all present were in favor. **Motion passed.**

6. Old Business

None

7. New Business

Approve Resolution

At the June Executive Board meeting, the Board voted to accept a resolution recognizing Jeff Hayes' contributions to the LRPC and to forward same to the full commission for its approval. Tavis Austin moved that the Resolution be approved by the Commission, seconded by Secretary Prentice. A voice vote was taken indicating all present were in favor. **Motion passed.**

8. Election of Officers & Executive Board

Secretary Prentice was introduced by Vice Chair Katz and presented the election results.

9. Adjournment

Vice Chair Katz adjourned the meeting at 5:25 PM.

Respectfully Submitted,

Linda Waldron
Executive Administrative Assistant

Attachment 2

Ordinary Income/Expense	FY24 Budget		FY25 Budget		Comments
	Approved		Proposal		
Income					
	4010 - Contract Income				
		\$ 694,886.00	\$	944,400.00	New Contracts High Probability
		\$ 11,111.00	\$	11,111.00	113 - Targeted Block Grant
		\$ 2,700.00	\$	4,200.00	215 - PRLAC
			\$	20,000.00	308 - Wolfeboro Circuit Rider 8 hours per week through December 31, 2024 @ \$95.50 per hour
			\$	67,965.00	452 - CDBG Grafton County Microenterprise Technical Assistance FY24/25 [50% of agreement - \$135,930]
			\$	93,750.00	454 - FY23/24 USDA SWG [75% of contract]
		\$ 10,000.00	\$	100,000.00	453 - Transformation Planning Grant (subcontract \$67k, lpc \$22k program and \$12k admin)
			\$	11,869.00	444 - Pardoe
				Carryover Contracts:	
		\$ 31,500.00	\$	25,200.00	301 - 303 & 306 - Gilmanton Moultonborough Wolfeboro Andover HSEM
			\$ 10,000.00	\$	307 - Gifford CCDS
		\$ 45,332.66	\$	5,821.00	442 - CDBG Grafton County Microenterprise Technical Assistance FY23/24
	\$ 72,133.00	\$	29,164.00	\$	443 - FY24/25 EPA Brownfields (Oversight) 33% of remaining contract
			\$ 123,580.00	\$	451 - FY24/25 EPA Brownfields (Contractual) 33% of remaining contract
				\$	436 - NBRC Gale School Belmont
				\$	438 - NBRC Town of Hebron
				\$	441 - NBRC Laconia WOW Opeechee Loop
	\$ 106,500.00	\$	31,650.00	\$	445 - FY23/24 USDA SWG (remaining balance of contract)
	\$ 41,812.34	\$	64,000.00	\$	450 - HUD Region Plan Shaheen Ear Mark
	\$ 305,411.00	\$	346,090.00	\$	724 - UPWP FY24/25 Budgeted Income 50% of total [includes FTA 5305e Transit Plan]
					Potential Revenues:
		\$ 7,000.00	\$	-	Potential Revenues [not included in total Contract Income]:
			\$	50,000.00	Gifford HSEM
			\$	10,000.00	CEDS planning grant
		\$ 10,000.00	\$	10,000.00	NBRC Admin and Coaching 2-3
				</	

	FY24 Budget	FY25 Budget	
	Approved	Proposal	Comments
Expense			
6030 · Custodian	\$ 4,420.00	\$ 4,680.00	
6050 · Education & Training	\$ 1,000.00	\$ 2,000.00	52 Weeks @ \$90.00 per Week
6060 · Equipment Maintenance			
6062 · Equip. Maint	\$ 7,800.00	\$ 8,280.00	
6063 · Computer Maint.	\$ 1,000.00	\$ 1,000.00	LRC \$690 per month * 12 months
Total 6060 · Equipment Maintenance	\$ 8,800.00	\$ 9,280.00	
6061 · Equipment Purchases		\$ 1,500.00	
6070 · HHW Expense			25 Community Participation
6072 · HHW Contractors	\$ 99,662.00	\$ 144,000.00	
Total 6070 · HHW Expense	\$ 99,662.00	\$ 144,000.00	
6080 · Insurance - Bonds & Business	\$ 3,450.00	\$ 3,450.00	
7010 · Publishing/Memberships/Meetings			
7011 · Annual Meeting	\$ 8,000.00	\$ 11,500.00	Rental of Facilities and Caterer NHARPC (\$1,000) NESGFOA (\$50) APA NNECAPA (\$1,000) Municipal Management (\$110) NHMA (\$585) NH Planners Association (\$442) NAHMMMA (\$190)
7012 · Memberships			
7013 · Commissioner/Other Meetings	\$ 5,000.00	\$ 3,000.00	
7015 · Publications, Subscriptions	\$ 1,250.00	\$ 1,250.00	
7015 · Publications, Subscriptions	\$ 500.00	\$ 500.00	
Total 7010 · Publishing/Memberships/Meetings	\$ 14,750.00	\$ 16,250.00	
7020 · Miscellaneous Expense	\$ 750.00	\$ 750.00	Monthly ACH Fee to Initiate NHRS and ICMA Batch (\$180) Monthly FSA Card Fee (\$132) MYSB Lock Box (\$75)
7030 · Office Improvements	\$ 1,000.00	\$ 1,000.00	New Air Conditioner Chair
7040 · Office Expense			
7041 · Supplies	\$ 5,500.00	\$ 5,500.00	Primarily Staples and W.B. Mason [Includes Checkmate Stamps.com Supplies Spillers Engraving Awards]
7042 · Software Renewal	\$ 10,630.00	\$ 11,250.00	ESR! (\$5,550) QuickBooks Payroll (\$550) QuickBooks Subscription (\$949) LRComputers (\$3,600) Adobe Pro (\$360) Canva (\$120)
Total 7040 · Office Expense	\$ 16,130.00	\$ 16,750.00	
7043 · Copier Lease	\$ 5,000.00	\$ 5,000.00	
7050 · Payroll Expenses			
7051 · Salaries & Wages	\$ 526,833.00	\$ 587,992.00	Core Staff: Executive Director, Regional Planner II, 3 Full-time Planners (Dave, Open, Matt) Part-Time Land Use Planner, Full-time Executive Administrative Assistant and Part-Time Grant Administrator and Finance Administrator. Summer Staff Interns Executive Director Regional Planner II Regional, Transportation and Solid Waste Planners Executive Administrative Assistant Executive Director Regional Planner II Regional, Transportation and Solid Waste Planners Executive Administrative Assistant Executive Director Regional Planner II Regional Planner Finance Administrator Executive Director Regional Planner II Regional, Transportation and Solid Waste Planners Executive Administrative Assistant Executive Director Regional Planner II Regional, Transportation and Solid Waste Planners Executive Administrative Assistant 7.65% of Salaries and Wages
7059 · Unemployment Insurance	\$ -	\$ 750.00	Executive Director Regional Planner II Regional, Senior Transportation and Solid Waste Planners Finance Administrator Executive Administrative Assistant
7061 · Short Term Disability Insurance	\$ 1,400.00	\$ 2,400.00	
Total 7050 · Payroll Expenses	\$ 717,933.00	\$ 835,491.00	
7060 · Postage & Printing			
6064 · Postage Fee	\$ 300.00	\$ 360.00	Stamps.com (\$29.99 per month)
7062 · Postage	\$ 750.00	\$ 300.00	Includes postage for Annual Meeting
Total 7060 · Postage & Printing	\$ 1,050.00	\$ 660.00	

Lakes Region Planning Commission
FY25 PROPOSED BUDGET

	FY24 Budget Approved	FY25 Budget Proposal	Comments
7070 · Professional Services			
7072 · Consultant	\$ 40,000.00	\$ 210,580.00	UPWP On-Call Engineer Budget (\$20,000) - TPG RPC's (\$67,000) Brownsfield Consultant (\$123,580)
7075 · Payroll Service	\$ 720.00	\$ 875.00	
Total 7070 · Professional Services	\$ 40,720.00	\$ 211,455.00	
7071 · Audit	\$ 7,000.00	\$ 7,500.00	
7074 · Legal	\$ 500.00	\$ 3,000.00	\$806 per Month <i>Thru June 2025 per agreement</i>
7080 · Rent	\$ 9,672.00	\$ 9,672.00	
7090 · Traffic Equipment	\$ 8,000.00	\$ 8,000.00	
8010 · Travel Expense	\$ 4,500.00	\$ 4,500.00	
8050 · Utilities			
6090 · Internet	\$ 4,060.00	\$ 5,210.00	FirstLight Piper Mountain Web
8051 · Utilities-Propane	\$ 3,500.00	\$ 3,500.00	
8052 · Telephone	\$ 5,304.00	\$ 5,000.00	Nextiva and Verizon Wireless
8053 · Electric	\$ 2,500.00	\$ 3,000.00	
Total 8050 · Utilities	\$ 15,364.00	\$ 16,710.00	
8060 · Vehicle O&M	\$ 5,500.00	\$ 6,300.00	Insurance Policy Fuel Usage Maintenance
Total Expense	\$ 965,201.00	\$ 1,307,948.00	
Net Ordinary Income	\$ -	\$ -	

Attachment 3

Lakes Region Planning Commission

Municipal Appropriations

7/1/2025 - 6/30/2026 | Fiscal Year 26

Municipality	2020 Census	Comparison			FY26 Share	FY25 Share	\$ Change	% Change
		2022 Total Eq. Valuation (\$000's)	2026 Total Eq. Valuation (\$000's)	Total Eq. % Change				
Alexandria	1,776	\$ 347,714	\$ 385,808	10.96%	\$ 1,781	\$ 1,713	\$ 68	3.97%
Andover	2,406	\$ 464,104	\$ 479,128	3.24%	\$ 2,340	\$ 2,308	\$ 32	1.39%
Ashland	1,938	\$ 443,133	\$ 425,023	-4.09%	\$ 1,950	\$ 1,982	\$ (32)	-1.61%
Barnstead	4,915	\$ 1,045,071	\$ 1,080,088	3.35%	\$ 4,950	\$ 4,888	\$ 62	1.27%
Belmont	7,314	\$ 1,214,736	\$ 1,454,974	19.78%	\$ 7,110	\$ 6,670	\$ 440	6.60%
Bridgewater	1,160	\$ 638,155	\$ 815,549	27.80%	\$ 2,111	\$ 1,848	\$ 263	14.23%
Bristol	3,244	\$ 924,526	\$ 1,010,270	9.27%	\$ 3,767	\$ 3,642	\$ 125	3.43%
Center Harbor	1,040	\$ 808,009	\$ 956,911	18.43%	\$ 2,272	\$ 2,075	\$ 197	9.49%
Danbury	1,250	\$ 212,087	\$ 227,025	7.04%	\$ 1,179	\$ 1,148	\$ 31	2.70%
Effingham	1,691	\$ 354,658	\$ 337,385	-4.87%	\$ 1,646	\$ 1,673	\$ (27)	-1.61%
Franklin	8,741	\$ 974,813	\$ 1,122,003	15.10%	\$ 7,460	\$ 7,125	\$ 335	4.70%
Freedom	1,689	\$ 1,044,320	\$ 1,146,118	9.75%	\$ 3,004	\$ 2,895	\$ 109	3.77%
Gilford	7,699	\$ 3,688,226	\$ 3,633,092	-1.49%	\$ 11,017	\$ 11,294	\$ (277)	-2.45%
Gilmanton	3,945	\$ 885,351	\$ 952,969	7.64%	\$ 4,118	\$ 4,006	\$ 112	2.80%
Hebron	632	\$ 440,001	\$ 567,662	29.01%	\$ 1,357	\$ 1,171	\$ 186	15.88%
Hill	1,017	\$ 152,227	\$ 176,229	15.77%	\$ 945	\$ 898	\$ 47	5.23%
Holderness	2,004	\$ 1,300,923	\$ 1,384,289	6.41%	\$ 3,605	\$ 3,544	\$ 61	1.72%
Laconia	16,871	\$ 4,077,786	\$ 4,683,324	14.85%	\$ 18,632	\$ 17,647	\$ 985	5.58%
Meredith	6,662	\$ 4,168,232	\$ 4,196,877	0.69%	\$ 11,304	\$ 11,505	\$ (201)	-1.75%
Moultonborough	4,918	\$ 5,926,656	\$ 6,385,040	7.73%	\$ 13,870	\$ 13,547	\$ 323	2.38%
New Hampton	2,377	\$ 520,507	\$ 561,183	7.81%	\$ 2,459	\$ 2,391	\$ 68	2.84%
Northfield	4,872	\$ 610,442	\$ 673,816	10.38%	\$ 4,240	\$ 4,090	\$ 150	3.67%
Ossipee	4,372	\$ 1,321,173	\$ 1,533,999	16.11%	\$ 5,367	\$ 5,042	\$ 325	6.45%
Plymouth	6,682	\$ 793,804	\$ 775,026	-2.37%	\$ 5,564	\$ 5,533	\$ 31	0.56%
Sanbornton	3,026	\$ 907,582	\$ 986,601	8.71%	\$ 3,588	\$ 3,478	\$ 110	3.16%
Sandwich	1,466	\$ 732,798	\$ 819,570	11.84%	\$ 2,313	\$ 2,205	\$ 108	4.90%
Tamworth	2,812	\$ 646,878	\$ 692,922	7.12%	\$ 2,958	\$ 2,883	\$ 75	2.60%
Tilton	3,962	\$ 891,375	\$ 1,145,205	28.48%	\$ 4,452	\$ 4,027	\$ 425	10.55%
Tuftsboro	2,467	\$ 2,045,803	\$ 2,087,179	2.02%	\$ 5,082	\$ 5,151	\$ (69)	-1.34%
Wolfeboro	6,416	\$ 3,965,612	\$ 4,584,595	15.61%	\$ 11,798	\$ 10,994	\$ 804	7.31%
Total:	119,364	\$ 41,546,703	\$ 45,279,859	8.99%	\$ 152,239	\$ 147,373	\$ 4,866	3.30%

Total Appropriations for Municipalities:

\$ 152,239 \$ 147,373

Total FY25 Municipal Membership Appropriation: \$ 147,373

Source: U.S. CPI U Unadjusted 12-mos [3.3%]. Ended May 2024: \$ 4,863

Total FY26 Municipal Membership Appropriation: \$ 152,236

Note: Dues are derived by calculating each municipality's share of the region's overall population and equalized property valuation on the year of the decennial census. Population and equalized valuation are weighted equally by taking the average of the two shares for each municipality. Dues are then increased annually according to the US Bureau of Labor Statistics CPI index.

Lakes Region Planning Commission
Household Hazardous Waste Appropriation FY26
(based on total housing units)

	2020 Census			
Municipality	Total Housing Units	% Housing Units	FY25 Share (Disposal & Site Stipends)	FY26 Share (Disposal & Site Stipends)
Alexandria	941	1.52%	\$ 2,189	\$ 2,299
Andover	1,132	1.83%	\$ 2,634	\$ 2,765
Belmont	3,614	5.84%	\$ 8,408	\$ 8,828
Bridgewater	948	1.53%	\$ 2,206	\$ 2,316
Bristol	2,495	4.03%	\$ 5,805	\$ 6,095
Center Harbor	771	1.25%	\$ 1,794	\$ 1,883
Effingham	970	1.57%	\$ 2,257	\$ 2,370
Franklin	4,046	6.54%	\$ 9,413	\$ 9,884
Freedom	2,062	3.33%	\$ 4,797	\$ 5,037
Gilford	5,175	8.36%	\$ 12,040	\$ 12,642
Gilmanton	2,152	3.48%	\$ 5,007	\$ 5,257
Hebron	604	0.98%	\$ 1,405	\$ 1,475
Hill	499	0.81%	\$ 1,161	\$ 1,219
Holderness	1,428	2.31%	\$ 3,322	\$ 3,488
Laconia	10,275	16.60%	\$ 23,905	\$ 25,100
Meredith	4,742	7.66%	\$ 11,032	\$ 11,584
Moultonborough	4,910	7.93%	\$ 11,423	\$ 11,994
New Hampton	1,175	1.90%	\$ 2,734	\$ 2,870
Northfield	2,006	3.24%	\$ 4,667	\$ 4,900
Ossipee	2,982	4.82%	\$ 6,938	\$ 7,284
Sanbornton	1,695	2.74%	\$ 3,943	\$ 4,141
Sandwich	1,073	1.73%	\$ 2,496	\$ 2,621
Tamworth	1,883	3.04%	\$ 4,381	\$ 4,600
Tilton	1,928	3.11%	\$ 4,485	\$ 4,710
Tuftonboro	2,390	3.86%	\$ 5,560	\$ 5,838
HHW Total (Fixed Price contract)	61,896		\$ 140,000	\$ 147,000
Site Stipends (Roll-off, etc.)			\$ 4,000	\$ 4,200
TOTAL	61,896	100.0%	\$ 144,000	\$ 151,200

Data source: Housing Unit figures from Census 2020.

Attachment 4

FY25 Meeting Calendar*

July 1, 2024 – June 30, 2025



July – December 2024						
Executive Board	September 11, 2024	Wednesday	9 AM	LRPC, 1 st Fl Conf Rm	FY24 Audit Presentation FY25 Calendar FY25 Proposed Budget FY26 Municipal Membership & HHW Appropriations	
Commission	SEPTEMBER 23, 2024	MONDAY	6–8 PM	Booster Club Building Ashland	FY25 Calendar FY25 Budget Approval FY26 Municipal Membership & HHW Appropriations Brownfields Update (Matt Rose & Nobis Engineering)	
Executive Board	October 9, 2024	Wednesday	9 AM	LRPC, 1 st Fl Conf Rm		
COMMISSION	OCTOBER 23, 2024 <i>(adjusted date – NNECAPA conflict)</i>	WEDNESDAY	6–8 PM	Laconia (tentative)	NH Emergency Services & Communications – E911 Services In Your Community (Patrick Cavanaugh & Zachary Branscom)	
Executive Board	November 13, 2024	Wednesday	9 AM	LRPC, 1 st Fl Conf Rm	TYP Priorities Review	
COMMISSION	NOVEMBER 25, 2024	MONDAY	6–8 PM	Bridgewater (tentative)	Stormwater Management & Culvert Assessments	
Executive Board	December 11, 2024	Wednesday	9 AM	LRPC, 1 st Fl Conf Rm		
January – June 2025						
Executive Board	March 12, 2025	Wednesday	9 AM	LRPC, 1 st Fl Conf Rm	FY26 Budget Proposal TYP Priorities – Approval for Submission to DOT Establish Nominating & Awards Committees	
COMMISSION	MARCH 24, 2025	MONDAY	6–8 PM	Meredith Community Center Meredith (tentative)	TBD	
Executive Board	April 9, 2025	Wednesday	9 AM	LRPC, 1 st Fl Conf Rm		
COMMISSION	APRIL 28, 2025	MONDAY	6–8 PM	Gilford Public Library Gilford (tentative)	TBD	
Executive Board	May 14, 2025	Wednesday	9 AM	LRPC, 1 st Fl Conf Rm	Annual Audit Contract	
COMMISSION	May 19, 2025 <i>(adjusted date - holiday)</i>	MONDAY	6-8 PM	Wolfeboro (tentative)	TBD	
Executive Board	June 11, 2025	Wednesday	9 AM	LRPC, 1 st Fl Conf Rm		
ANNUAL MEETING	June 23, 2025	Monday	4:30–8 PM	Chase House Meredith	Commissioner Meeting • Dinner & Awards Guest Speaker: Topic: TBD	

Attachment 5



LAKES REGION PLANNING COMMISSION

CONFLICT OF INTEREST POLICY

The following shall govern the conduct of Commissioners of the Lakes Region Planning Commission (LRPC).

I. Declaration of Policy

It is the policy of the LRPC that no Commissioner shall have any interest, financial or otherwise, direct or indirect, engage in any business transaction or professional activity, or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties. To implement this policy and to enhance the faith and confidence of the people of the region in their planning commission, this policy sets forth standards of conduct required of LRPC Commissioners in the performance of their official duties.

It is declared to be the policy of the LRPC that Commissioner are bound to perform their duties efficiently and faithfully under the laws of the state of New Hampshire. Commissioners are bound to observe the highest standards of ethics consistent with this policy regardless of personal considerations, recognizing that promoting the public interest and maintaining the respect of the people in their local municipalities must be of foremost concern.

II. Definition

“Conflict of Interest” shall mean a situation, circumstance, or financial interest which has the potential to cause a private interest to interfere with the proper exercise of a public duty.

III. Conflict of Interest

Commissioners shall avoid conflicts of interest or the appearance of a conflict of interest. Commissioners shall not participate in any matter in which they, or their spouse or dependents, have a private interest which may directly or indirectly affect or influence the performance of their duties.

IV. Misuse of Position

No Commissioner shall disclose or use confidential or privileged information for personal benefit or for financial gain. Commissioners shall not use their positions with the LRPC to secure privileges or advantages for themselves which are not generally available to the public, or to secure privileges or advantages for others.

V. Acceptance and Giving of Gifts

No Commissioner or their spouse or dependents shall give, solicit, accept or agree to accept a gift or favors from any person or entity who is subject to or likely to become subject to or interested in, any matter or action pending before or contemplated by the Commission or by the LRPC as a whole.

VI. Financial Disclosure

To ensure that the performance of official duties does not give rise to a conflict of interest or the appearance of a conflict of interest, Commissioners shall file an annual Conflict of Interest Disclosure, listing financial and organizational interests which might cause a conflict of interest.

Financial and organizational interests which might cause a conflict of interest.

Date: _____

Commissioner Signature: _____

Commissioner Printed Name: _____

Presenter's Biography

Tim Andrews, PG

Director of State & Municipal Projects

Nobis Group



Since joining Nobis in 2000, Tim has managed numerous environmental investigation, remediation, and construction projects at a variety of complex and technically challenging sites. Tim was named Director of State & Municipal Services due to his history of leadership, technical expertise, and his ability to collaborate with a diverse set of clients in both the public and private market. In his role as Director, he leads Nobis' State & Municipal growth strategies and business development efforts. He is responsible for pursuit of and overseeing implementation of opportunities and technical contracts with state agencies and municipalities throughout New England. In his role he frequently interacts with state agencies, cities, and towns to assist with technical scope development and identifying funding sources and strategy for implementing their engineering and investigation needs.

In addition to his role as Director, Tim serves as a Senior Project Manager where he currently leads projects for the Environmental Protection Agency (EPA), New Hampshire Department of Environmental Services (NHDES), and other state, municipal, and commercial clients. He has a particular passion for working on Brownfields Environmental Site Assessment and Cleanup projects as he enjoys helping communities reach their goals of beneficial reuse of underutilized properties.