

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 March 12, 2025

Approved April 9, 2025

PRESENT	Jane Alden, Cristina Ashjian, John Ayer (Chair), Mardean Badger, John Christ, Mark Hildebrand, David Katz (Vice Chair) [virtually], David Kerr (Treasurer), Lianne Prentice (Secretary)
EXCUSED	Tyler Carmichael, Rod Cameron (alternate)
ABSENT	Bill Bolton, Stephanie Maltais (alternate)
STAFF	Shanna B. Saunders (Executive Director), Linda Waldron (Executive Administrative Assistant)
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 a quorum was established.

2. Minutes

Minutes of the November 13, 2024 Executive Board meeting were presented for approval. There were no questions, comments, or discussions. Jane Alden moved to approve the minutes as submitted which was seconded by Mardean Badger. A voice vote was taken indicating all present were in favor. **Motion passed.**

The Executive Director took a moment to brief the Board on recent government actions aimed at eliminating several federally funded programs that constitute a significant portion of our budget, along with the possibility of a government shutdown by the week's end. She stated that although the decision to discontinue these programs was reversed, it prompted LRPC to reassess its current financial standing and introduce diversification measures to maintain liquidity.

3. Finance/Treasurer Report

Executive Director Saunders reported a budget surplus and noted several new projects. These include circuit riding contracts and three Housing Opportunity Planning (HOP) grants for Moultonborough, Sanbornton & Sandwich. Additionally, there is potential for master plan work in Belmont and Center Harbor, and Laconia has inquired about assistance in rewriting their site plan and subdivision regulations. These new projects align with our strategy to diversify beyond federal programs.

4. Monthly Executive Report

Executive Director Saunders reviewed several aspects of the four reports presented, highlighting the following:

- Progress is being made on the 2025 HHW program.
- Alton will be rejoining LRPC as a member.
- Current brownfields projects are advancing in Ashland and Tamworth, with a new project underway in Plymouth and potential for a brownfields in Moultonborough.
- Three HOP grants are in progress, alongside some master plan work.
- LRPC is collaborating with Moultonborough on a regulations audit.
- For Transportation Planning
 - The ten-year plan proposal for Plymouth has been submitted, and we are working with DOT on phasing and funding.
 - Transportation Alternatives Program (TAP) grant funding has concluded for this year.
 - We are starting work with several communities on road quality (SADES)* and culvert (CCDS)** assessment programs for the summer.
 - Applied for and received 5305e funding for a fixed route/micro transit feasibility study in Laconia.
- LRPC has HUD and CDFA*** funds to update portions of the Regional Housing Needs Assessment (RHNA).

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5. Committee Reports

Transportation Advisory Committee (TAC). Treasurer Kerr updated the Board on the TAP presentations held at the recent TAC meeting and summarized each applicant's goals.

6. Old Business

- a. Strategic Plan/Organizational Vision and
- b. LRPC Investment Policy.

Executive Director Saunders conveyed that after a meeting with the Finance Committee, it was recommended that due to the unpredictable nature of the current financial climate, this is not the best time to reframe our planning focus and redefine our future investment policy. She recommended pausing these activities for six months. A motion to table the strategic plan/organizational vision and investment policy for six months was provided by Secretary Prentice. Motion was seconded by John Christ. A voice vote was taken indicating all present were in favor. **Motion passed.**

- c. Area 3 Commissioner Appointment. No update currently.
- d. Outstanding Conflict of Interest Forms/Commissioner Handbook Acknowledgments. Overdue forms were discussed and several Board members will reach out to the non-compliant members to urge them to sign and submit their forms. This should also be brought up at the next Commissioner meeting.

7. New Business

- a. Resolution to Authorize ED as a Signatory on Financial Accounts. Executive Director Saunders stated that it was recently discovered that although she has the authority to sign on or access certain financial accounts, this did not specifically include investment accounts. This resolution will enable her to act as a signatory on all LRPC financial institution accounts and execute any necessary related documents. Jane Alden voiced a motion to adopt the Resolution which was seconded by Secretary Prentice. A voice vote was taken indicating all present were in favor. **Motion passed.**
- b. Annual Meeting Planning. Speakers and topics were discussed. Chair Ayer, Vice Chair Katz, and Secretary Prentice volunteered to be part of the Nominating Committee for the annual elections, and Cristina Ashjian offered to be on the Awards Committee. An attempt to enlist a couple of other members at the next Commissioner meeting will be made. Award Nomination letters will be sent out to various town officials by LRPC administration.
- c. USDA – Composting Food Waste Reduction Program. Executive Director Saunders informed the Board that LRPC has been awarded a \$75,000 waste diversion grant to be distributed over three years. Our plan includes working with two communities to establish a municipal-based composting infrastructure at their transfer station and working with five towns to focus on single-family home waste reduction. Additionally, the possibility of creating a multi-family project as part of a pilot program was discussed. Mardean Badger offered a motion to endorse the program and accept the grant funds with a second to the motion provided by Mark Hildebrand. A voice vote was taken indicating all present were in favor. **Motion passed.**

8. Adjournment

Chair Ayer adjourned the meeting at 10:06 AM.

Respectfully Submitted,

Linda Waldron
Executive Administrative Assistant

Acronyms:

- * SADES = Statewide Asset Data Exchange System
- ** CCDS = Culverts and Closed Drainage Systems
- *** CDFA = Community Development Finance Authority