

LAKES REGION PLANNING COMMISSION

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



LRPC EXECUTIVE BOARD MEETING

Wednesday, March 12, 2025

9:00 AM

LRPC Office, First Floor Conference Room
Humiston Building, 103 Main Street, Meredith, NH

AGENDA

1. **Call to Order**
2. **Approve Draft Minutes of November 13, 2024** (*actionable item*) *Attachment 1*
3. **Finance/Treasurer Report** (*year to date*) *Attachment 2*
4. **Monthly Executive Report** (*November – February*) *Attachment 3*
5. **Committee Reports**
 - a. Transportation Advisory Committee (TAC)
6. **Old Business**
 - a. Strategic Plan/Organizational Vision
 - b. LRPC Investment Policy *Attachment 4*
 - c. Area 3 Commissioner Appointment
 - d. Outstanding Conflict of Interest Forms/Commissioner Handbook Acknowledgments
7. **New Business**
 - a. Resolution to Authorize ED as a Signatory on Financial Accounts (*actionable item*) *Attachment 5*
 - b. Annual Meeting Planning (establish nominating and awards subcommittees)
 - c. USDA - Composting Food Waste Reduction Program project "Lakes Region Planning Commission Food Waste Reduction Pilot Program" grant acceptance (*actionable item*)
8. **Adjourn**

NEXT MEETING: April 9, 2025

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

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LRPC Executive Board Meeting Minutes of November 13, 2024

PRESENT Jane Alden, Cristina Ashjian, John Ayer (Chair), Mardean Badger, Bill Bolton, Rod Cameron (alternate), Tyler Carmichael, John Christ, David Katz (Vice Chair), David Kerr (Treasurer), Lianne Prentice (Secretary)

EXCUSED Mark Hildebrand, Stephanie Maltais (alternate)

STAFF Shanna B. Saunders (Executive Director), Carl Carder (Finance Administrator), Linda Waldron (Executive Administrative Assistant)

LOCATION LRPC Office, 1st Floor Conference Room, Meredith

1. Call to Order

Chair Ayer called the meeting to order at 8:59 AM and a quorum was established.

2. Minutes

Minutes of the October 9, 2024 Executive Board meeting were presented for approval. There were no questions, comments, or discussions. Vice Chair Katz 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.**

3. Finance/Treasurer Report

Finance Administrator Carl Carder was in attendance to present the financial report and announced that October's year-to-date shows a small (\$340) deficit attributable in part to an operating shortfall and an unrealized loss on investments. He also mentioned that income and expenses are currently within budget. Vice Chair Katz commented that in reviewing the graph on the first page, the pattern shows consistency from year to year.

9:04 AM Finance Administrator Carder departed.

4. Monthly Executive Report

Executive Director Saunders verbally added to the Economic Development section of the report mentioning that the existing brownfields projects are moving along well. She stated that a meeting will be scheduled with Laconia in the next few weeks to discuss potential sites in that community which should use up the rest of the budget for this year. LRPC will be looking for potential sites for next Fall's round of grant money, and Executive Director Saunders urged members to touch base with their local officials for submissions.

The ten year plan under the current UPWP contract is moving forward and LRPC has been in contact with communities who have projects on the plan as to their status. She also advises that when the GACIT hearings begin, we will be looking to our Commissioners for a show of support for Lakes Region projects and the need for grant money to move forward with them.

Lastly, Executive Director Saunders stated that she has been conducting interviews for the regional planner position and is happy to say that she has extended an offer to one individual and is awaiting a response.

9:05 AM Commissioner Cristina Ashjian entered.

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5. Committee Reports

Transportation Advisory Committee (TAC). Treasurer Kerr informed the Board that the primary business at the November TAC meeting was approval of the ten-year plan (TYP) project for Plymouth. An excellent presentation was provided by Plymouth on their project which was unanimously approved. The TAC also reviewed the TAP program and projects.

Vice Chair Katz offered a motion to accept the TAC recommendation to approve the current TYP, which includes the Plymouth project, in two separate phases and to refer same to the full Commission for its endorsement. Secretary Prentice seconded the motion. A voice vote was taken indicating all present were in favor. **Motion passed.**

6. Old Business

- a. LRPC Investment Policy. Vice Chair Katz introduced a motion to postpone this matter to the next Executive Board meeting to allow more time for information gathering. Secretary Prentice seconded the motion. A voice vote was taken indicating all present were in favor. **Motion passed.**
- b. Area 3 Commissioner Appointment. This matter will be moved to the next Executive Board meeting. Talks are currently in progress with a couple of candidates.
- c. Final Audit Report Review. No discussion. Previously accepted at the September 11th Executive Board meeting, subject to proposed changes discussed at that time which appear to have been incorporated.

7. New Business

USDA – HHW & Composting. Executive Director Saunders reviewed the HHW results as shown on Attachment 5 to the agenda, and noted that there was a moderate decline in attendance this year. She opened the floor for discussions and suggestions on how to improve outreach in the hopes of improving participation.

8. Adjournment

Chair Ayer adjourned the meeting at 10:10 AM.

Respectfully Submitted,

Linda Waldron
Executive Administrative Assistant

Acronyms:

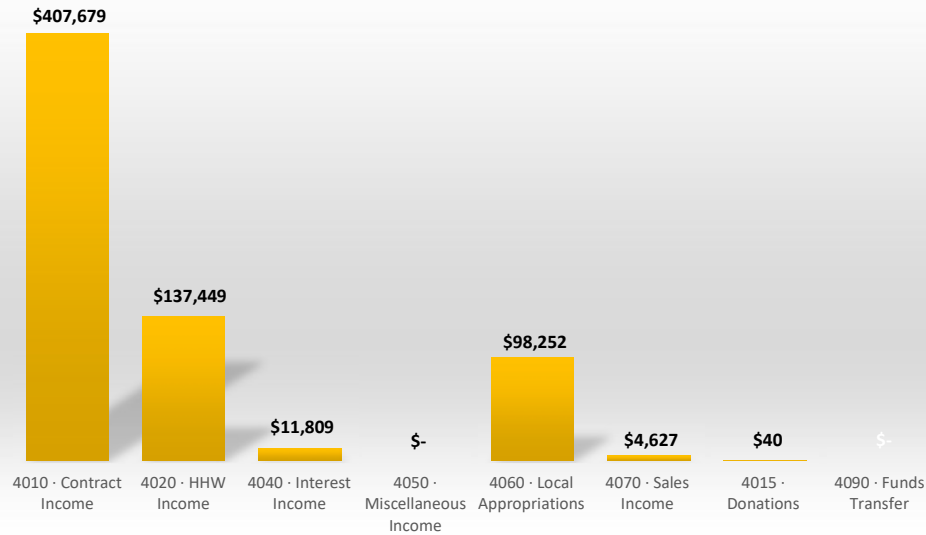
GACIT = Governor's Advisory Commission on Intermodal Transportation
HHW = Household Hazardous Waste
TAP = Transportation Alternatives Program
UPWP = Unified Planning Work Program

Attachment 2

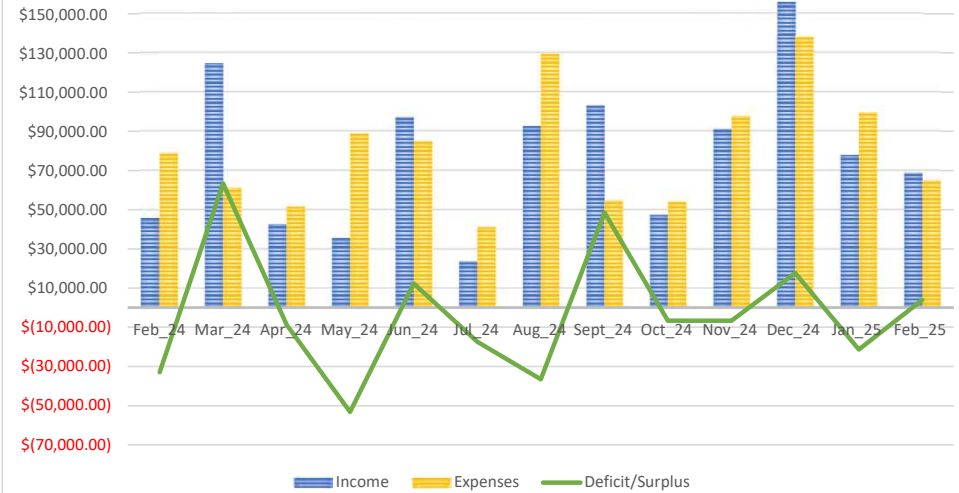
DRAFT

Lakes Region Planning Commission - Dashboard

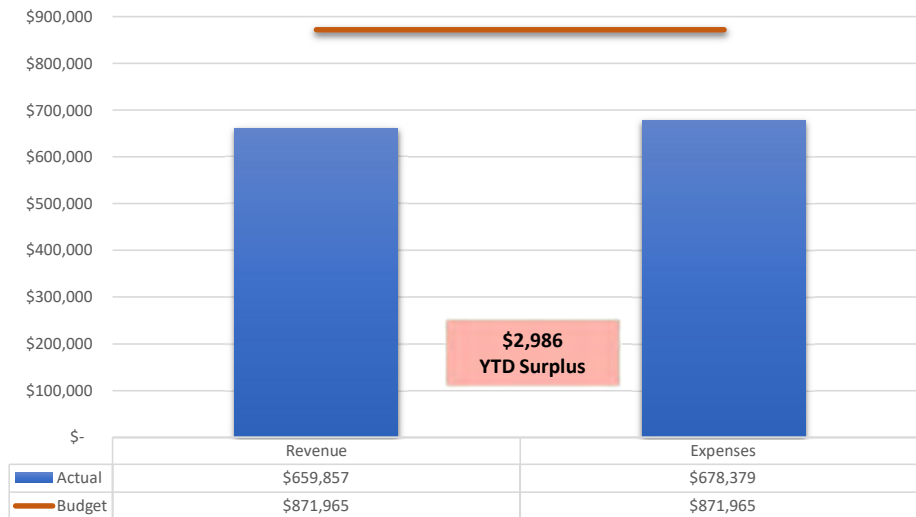
Revenue by Source Type



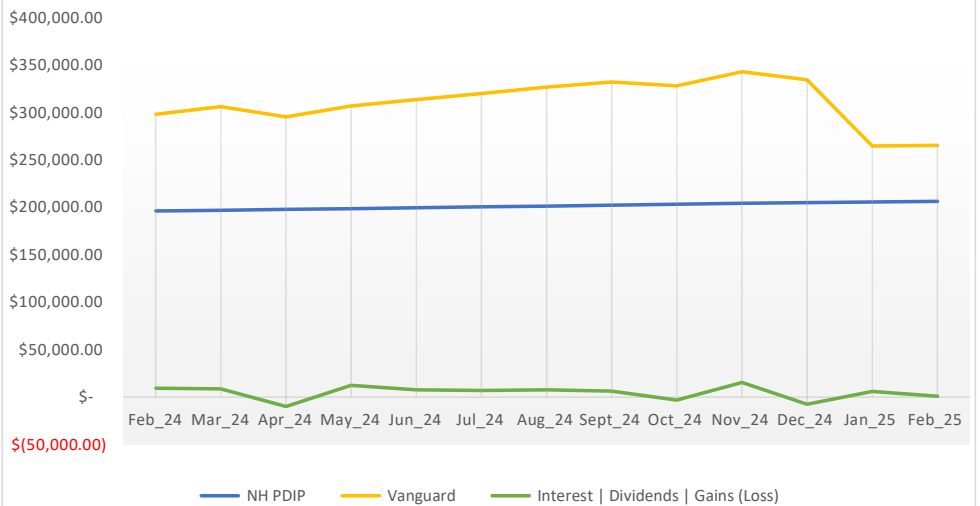
Income | Expenses | Deficit/Surplus by Month



YTD Operating Results



Vanguard and NH PDIP Investments



DRAFT

Lakes Region Planning Commission
STATEMENT OF FINANCIAL POSITION
As of February 28, 2025

	Feb 28, 25
ASSETS	
Current Assets	
Checking/Savings	
1011.00 · Operating Account	2,231.42
1040.00 · Petty Cash	150.00
1070.01 · Money Market	108,861.14
1071.00 · Savings	3,150.97
Total Checking/Savings	114,393.53
Accounts Receivable	83,020.92
Other Current Assets	
1450.00 · Prepaid Expenses	(16,283.00)
1451.00 · Prepaid Postage	13.34
1452.00 · Bulk Mail Permit 98	30.46
1510.00 · Vanguard Investments	264,801.40
1580.00 · NH PDIP	206,093.41
Total Other Current Assets	454,655.61
Total Current Assets	652,070.06
Fixed Assets	0.00
TOTAL ASSETS	652,070.06
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	2,482.47
Credit Cards	
2550.00 · First National Bank of Omaha	267.90
Total Credit Cards	267.90
Other Current Liabilities	
2110.00 · Accrued Salaries & Wages	838.00
2120.00 · Accrued Vacation Payroll	10,019.89
2130.00 · Payroll Liabilities	2,295.42
2150.00 · Accrued Expenses - Other	5,437.97
2350.00 · Deferred and Unearned Revenue	
2351.00 · Deferred Town Assessment	59,822.00
2353.00 · Deferred Other Income	11,869.01
Total 2350.00 · Deferred and Unearned Revenue	71,691.01
Total Other Current Liabilities	90,282.29
Total Current Liabilities	93,032.66
Total Liabilities	93,032.66
Equity	
3110.00 · Unrestricted Net Assets	556,406.76
Net Income	2,630.64
Total Equity	559,037.40
TOTAL LIABILITIES & EQUITY	652,070.06



Lakes Region Planning Commission
FY25 Budget Performance
February 28, 2025

	Fiscal Year (25)-to-Date				
	FY25 Approved Annual Budget	FY25 YTD Actual	Difference (Budget v Actual)	% of Annual Budget	
Income					
4010 · Contract Income	\$ 944,400	\$ 407,679	\$ (536,721)	43.17%	
4020 · HHW Income	\$ 162,257	\$ 137,449	\$ (24,808)	84.71%	
4040 · Interest Income	\$ 15,000	\$ 11,809	\$ (3,191)	78.73%	
4050 · Miscellaneous Income	\$ 10,050	\$ -	\$ (10,050)	0.00%	
4060 · Local Appropriations	\$ 147,373	\$ 98,252	\$ (49,121)	66.67%	
4070 · Sales Income	\$ 1,225	\$ 4,627	\$ 3,402	377.71%	
4015 · Donations	\$ -	\$ 40	\$ 40		
4090 · Funds Transfer	\$ 27,643	\$ -	\$ (27,643)		
Total Income (est.)	\$ 1,307,948	\$ 659,857	\$ (648,091)	50.45%	
Expense			Target:	66.67%	
6030 · Custodian	\$ 4,680	\$ 2,975	\$ 1,705	63.57%	
6050 · Education and Training	\$ 2,000	\$ 1,060	\$ 940	53.01%	
6060 · Equipment Maintenance	\$ 10,780	\$ 13,284	\$ (2,504)	123.23%	
6070 · HHW Expense	\$ 144,000	\$ 119,235	\$ 24,765	82.80%	
6080 · Insurance - Bonds and Business	\$ 3,450	\$ 3,178	\$ 272	92.12%	
7010 · Publishing/Memberships/Meetings	\$ 16,250	\$ 7,244	\$ 9,006	44.58%	
7020 · Miscellaneous Expense	\$ 750	\$ 314	\$ 436	41.90%	
7030 · Office Improvements	\$ 1,000	\$ 740	\$ 260	74.02%	
7040 · Office Expense	\$ 21,750	\$ 8,640	\$ 13,110	39.72%	
7050 · Payroll Expenses	\$ 835,491	\$ 419,158	\$ 416,333	50.17%	
7060 · Postage and Printing	\$ 660	\$ 410	\$ 250	62.18%	
7069 · Allowance for Direct Grant Expenses	\$ -	\$ -	\$ -		
7070 · Professional Services	\$ 221,955	\$ 78,132	\$ 143,823	35.20%	
7080 · Rent	\$ 9,672	\$ 6,448	\$ 3,224	66.67%	
7090 · Traffic Equipment	\$ 8,000	\$ 1,998	\$ 6,002		
7095 · SADES Equipment	\$ -	\$ -	\$ -		
8010 · Travel Expense	\$ 4,500	\$ 3,403	\$ 1,097	75.62%	
8050 · Utilities	\$ 16,710	\$ 8,764	\$ 7,946	52.45%	
8060 · Vehicle O&M	\$ 6,300	\$ 3,395	\$ 2,905	53.89%	
Total Expense	\$ 1,307,948	\$ 678,379	\$ 629,569	51.87%	
			Target:	66.67%	
Net Ordinary Income ¹	\$ -	\$ (18,522)			
Realized Gain (Loss) ²					
Unrealized Gain (Loss) ²	\$ 21,508				
Net Income	\$ 2,986				

¹Net Ordinary (Operating) Income is as of February 28, 2025.

²Realized and Unrealized Investment Gain (Loss) are as of February 28, 2025.



Lakes Region Planning Commission
FY25 Budget Performance
 February 28, 2025

	Fiscal Year (25)-to-Date			
	FY25 Approved Annual Budget	FY25 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
Membership	147,373	98,252	(49,121)	66.67%
Local Contracts				
PRLAC	\$ 4,200	\$ (4,200)		0.00%
Gilford CCDS	\$ 10,000	\$ 10,000	\$ -	100.00%
Wolfeboro Circuit Rider	\$ 20,000	\$ 33,688	\$ 13,688	168.44%
Franklin Circuit Rider		\$ 1,170		
Town of Center Harbor		\$ 382		
Other Traffic Counts		\$ -		
NBRC Gale School		\$ 1,850	\$ 1,850	
NBRC Town of Sandwich		\$ -		
NBRC Town of Hebron		\$ 2,548	\$ 2,548	
CDBG Grafton County Micro Enterprise	\$ 5,821	\$ 5,821	\$ 0	100.00%
Pardoe	\$ 11,869		\$ (11,869)	0.00%
NBRC Town of Gilford		\$ 409	\$ 409	
NBRC Adaptive Sports		\$ 2,158	\$ 2,158	
NBRC GALA Community Center		\$ 3,423	\$ 3,423	
NBRC LR Model Railroad Museum		\$ 2,202	\$ 2,202	
CDBG Grafton County Micro Enterprise	\$ 67,965	\$ 38,738	\$ (29,227)	57.00%
NBRC Laconia WOW Opechee Loop		\$ 1,773	\$ 1,773	
Subtotal	\$ 119,855	\$ 104,161	\$ (17,246)	86.91%
State / Federal Contracts				
OEP Targeted Block Grant	\$ 11,111	\$ 6,702	\$ (4,409)	60.32%
DOS HSEM - Gilmanton	\$ 6,300		\$ (6,300)	0.00%
DOS HSEM - Moultonborough	\$ 6,300		\$ (6,300)	0.00%
DOS HSEM - Wolfeboro	\$ 6,300	\$ 5,400	\$ (900)	85.71%
DOS HSEM - Andover	\$ 6,300	\$ 4,500	\$ (1,800)	71.43%
EPA FY24/25 Brownfields	\$ 152,744	\$ 49,849	\$ (102,895)	32.64%
USDA Solid Waste Management FY24	\$ 31,650	\$ 31,588	\$ (62)	99.80%
Transformation Planning Grant	\$ 100,000		\$ (100,000)	0.00%
USDA Solid Waste Management FY25	\$ 93,750	\$ 52,200	\$ (41,550)	55.68%
DOT UPWP FY 24 / 25	\$ 346,090	\$ 150,233	\$ (195,857)	43.41%
DOS HSEM - Gilford				
HUD Region Plan (Sheeheen Ear Mark)	\$ 64,000	\$ 3,047	\$ (60,953)	4.76%
NBRC Admin and Coaching			\$ -	
Subtotal	\$ 824,545	\$ 303,519	\$ (521,026)	36.81%
Total 4010 - Contract Income	\$ 944,400	\$ 407,679	\$ (538,272)	43.17%
Other Income				
4020 - HHW	\$ 162,257	\$ 137,449	\$ (24,808)	84.71%
4021 - HHW Local	\$ 144,000	\$ 119,192	\$ (24,808)	82.77%
4022 - DES HHW	\$ 18,257	\$ 18,257	\$ -	100.00%
4015 - Donations	\$ -	\$ 40	\$ 40	
4040 - Interest & Dividends	\$ 15,000	\$ 11,809	\$ (3,191)	78.73%
Land use book sales / GIS	\$ 1,225	\$ 4,627	\$ 3,402	377.71%
Other/Misc Income/Annual Meeting	\$ 10,050		\$ (10,050)	0.00%
Fund Balance	\$ 27,643		\$ (27,643)	
Subtotal	\$ 216,175	\$ 153,925	\$ (62,250)	71.20%
TOTAL	\$ 1,307,948	\$ 659,857	\$ (649,643)	50.45%
			Target:	66.67%



Lakes Region Planning Commission
FY25 Budget Performance
February 28, 2025

Expense Account	Fiscal Year (25)-to-Date			
	FY25 Approved Annual Budget	FY25 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
6030 · Custodian	\$ 4,680	\$ 2,975	\$ 1,705	63.57%
6050 · Education and Training	\$ 2,000	\$ 1,060	\$ 940	53.01%
6060 · Equipment Maintenance	\$ 10,780	\$ 13,284	\$ (2,504)	123.23%
6062 · Equipment/Computer Maintenance	\$ 9,280	\$ 5,680	\$ 3,600	61.21%
6061 · Equipment Purchases	\$ 1,500	\$ 7,604	\$ (6,104)	506.93%
6070 · HHW Expense	\$ 144,000	\$ 119,235	\$ 24,765	82.80%
6080 · Insurance - Bonds and Business	\$ 3,450	\$ 3,178	\$ 272	92.12%
7010 · Publishing/Memberships/Meetings	\$ 16,250	\$ 7,244	\$ 9,006	44.58%
7020 · Miscellaneous Expense	\$ 750	\$ 314	\$ 436	41.90%
7030 · Office Improvements	\$ 1,000	\$ 740	\$ 260	74.02%
7040 · Office Expense	\$ 21,750	\$ 8,640	\$ 13,110	39.72%
7043 · Copier Lease	\$ 5,000	\$ 2,488	\$ 2,512	49.75%
7041 · Supplies	\$ 16,750	\$ 6,152	\$ 10,598	36.73%
7050 · Payroll Expenses	\$ 835,491	\$ 419,158	\$ 416,333	50.17%
7051 · Salaries and Wages	\$ 587,992	\$ 311,171	\$ 276,821	52.92%
7052 · Health, Dental, Disability, Life & Unemp	\$ 147,191	\$ 58,044	\$ 89,147	39.43%
7055 · Retirement Fund	\$ 55,327	\$ 27,954	\$ 27,373	50.53%
7057 · Payroll Taxes	\$ 44,981	\$ 21,989	\$ 22,992	48.88%
7060 · Printing & Postage	\$ 660	\$ 410	\$ 250	62.18%
7069 · Allowance for Direct Grant Expenses		\$ -		
7070 · Professional Services	\$ 221,955	\$ 78,132	\$ 143,823	35.20%
7071 · Audit	\$ 7,500	\$ 7,500	\$ -	100.00%
7072 · Contracted Services	\$ 210,580	\$ 69,082	\$ 141,498	32.81%
7074 · Legal	\$ 3,000	\$ 1,087	\$ 1,913	36.23%
7075 · Payroll Service	\$ 875	\$ 463	\$ 412	52.91%
7080 · Rent	\$ 9,672	\$ 6,448	\$ 3,224	66.67%
7090 · Traffic Equipment	\$ 8,000	\$ 1,998	\$ 6,002	24.98%
7095 · SADES Equipment	\$ -	\$ -		
8010 · Travel Expense	\$ 4,500	\$ 3,403	\$ 1,097	75.62%
8050 · Utilities	\$ 16,710	\$ 8,764	\$ 7,946	52.45%
8051 · Electricity and Propane	\$ 6,500	\$ 2,347	\$ 4,153	36.10%
8052 · Telephone and Internet	\$ 10,210	\$ 6,417	\$ 3,793	62.85%
8060 · Vehicle O&M	\$ 6,300	\$ 3,395	\$ 2,905	53.89%
Totals	\$ 1,307,948	\$ 678,379	\$ 629,568	51.87%
			Target:	66.67%

Attachment 3



Monthly Executive Report

Local

- **Gilford.** On-going discussions with Gilford DPW Director and HSIP State Safety Engineer regarding Gilford Route 11A intersection.
- **New Hampton.** Continued work on conservation map project. Meeting scheduled for December to review.

Grant Administration

- Obtained Notice to Proceed for WOW Trail.
- BEDC submittal of Claim 2; final for Micro TA amendment year.
- Received all first quarter payments for the 5 subrecipient Micro TA projects.
- Received payment for the 4 WREN direct grants.
- Data collection for NBRC Hebron fiber project.
- Financial management tracking for 6 NBRC projects and 5 subrecipient Micro TA awardees.

Household Hazardous Waste (HHW)

- Wrapped up season's collections, including tabulation of manifests. Met with Tradebe representative to review 2024 collection results, and to discuss dates and possible small quantity generator collection for 2025. Compiled final reports for NHDES.
- Continued corresponded with communities regarding commitment to serving as a host site for 2025. Corresponded with communities regarding commitment for the 2025 collections. Seven commitments, representing \$50K, have been received.

Economic Development

- **Brownfields.**
 - Reviewed Phase 1 reports for both Ashland and Tamworth sites, and completed all appropriate inquiries reporting for the EPA program. Met with engineer to review overall budget and discuss Phase 2 work schedule.
 - Met with Laconia Planning Department and Pillsbury Realty Development (new owner of the former State School property) to discuss brownfields assessment work. Reviewed the 2010 Phase 1 report from DES.
 - Presented before the contaminated property polinator garden panel at the Belknap County Conservation District. Also presented LRPC's brownfields, sustainability, and solid waste programs for PSU students at a sustainability class.
 - Provided technical assistance to Tilton selectboard who has a registered brownfields site. Offered information on researching the property as well as NHDES Brownfields Division contact information.
 - Responded to inquiry from Tapply-Thomas Community Center for general information concerning a possible brownfield property in Bristol.

Regional

- **PRLAC.** Provided draft Scope of Services to PRLAC to assist with keeping efforts within budget.

Solid Waste

- Followed-up with solid waste operators who attended the Loon Lead Tackle presentation regarding advertisement for the program. Received commitment from NRRA and New Hampshire the Beautiful for 8 free signs to be used in conjunction with the Loon Lead Tackle Collection program.
- Completed scope of work for the new solid waste management grant application. Solicited letters of support for same from municipalities, conservation groups, DES, and PSU.

Transportation

- **TYP Project Review & Scoping.** Addressed several TAP projects and applications, including Andover, Center Harbor, Laconia, and Moultonborough. Prepared Plymouth's TYP TAC scores and presented them to TAC members for a vote. Project approved score was 89.91. The plan was later endorsed by both the Executive Board and Commissioners.
- Wrapped up the RFQ process within LPA & NHDOT guidelines to bring on HEB Engineers as our UPWP On-Call Engineer for TYP projects.
- **TAC.** Held a TAC meeting on November 6th. Topics covered included: TYP ranking, scoring results, and vote; confirming support of projects on the current TYP; new TAP Round 5, previous TAP projects presented through TAC; TYP engineer update.
- Assisted the Town of Andover and Proctor Academy to create a project scope and letter of intent for TAP Round 5 submission.
- Communicated with Center Harbor, Holderness, and Laconia (WOW Trail) on their letters of intent for TAP funding.
- **GIS.** Worked on administration of GIS and ArcGIS Pro project.
- **Funded Transit Planning Efforts.** Partnered with Strafford RPC to get Mid-State RCC FIPS codes into their census data collection program. Ongoing work on the Mid-State Coordinated Plan update and needs assessment.
- **SADES.** Sent finalized scope and pricing for potential RSMS and CCDS agreements to Ashland and Gilford DPW Directors. Revised outreach materials for SADES data collection programs.
- **Meetings Attended.**
 - Region 3, Mid-State RCC meeting in Laconia.
 - Mid-State RCC subcommittee meeting to create a Mobility Manager's workplan.
 - Region 2, Carroll County RCC meeting.
 - November Interagency meeting.
 - HSIP meetings.
 - CMAQ webinar.
 - Presented at LRPC Commissioner Meeting on November 25th on the topic of CCDS services offered by LRPC.

ACRONYMS

BEDC	Belknap Economic Development Council
CCDS	Culverts & Closed Drainage Systems
CMAQ	Congestion Mitigation Air Quality
DES	Department of Environmental Services
DOT	Department of Transportation
DPW	Department of Public Works
EPA	Environmental Protection Agency
FIPS	Federal Information Processing Standards
GIS	Geographic Information System
HHW	Household Hazardous Waste
HSIP	Highway Safety Improvement Program
LPA	Local Public Agency
Micro TA	MicroEnterprise Technical Assistance
NBRC	Northern Border Regional Commission
NRRA	Northeast Resource Recovery Association
PRLAC	Pemigewasset River Local Advisory Committee
RCC	Regional Coordinating Council
RFQ	Request for Qualifications/Quote
RPC	Regional Planning Commission
RSMS	Road Surface Management System
SADES	Statewide Asset Data Exchange System
TAC	Transportation Advisory Committee
TAP	Transportation Alternatives Program
TYP	Ten-Year Plan
UPWP	Unified Planning Work Program
WREN	Women's Rural Enterprise Network



Monthly Executive Report

Local

- **Andover.** Worked with Town Administrator and Proctor Academy representative to craft a letter of intent and scope of work regarding the US4/NH11 TAP project. Contracted with HEB Engineers through the IGE (Independent Government Estimate) process to create a set of conceptual plans, cost estimates, and summary for project application.
- **Andover/Wolfeboro HMP.** Worked on draft of HMP.
- **Laconia.** Researched and recorded all natural hazard events in Laconia over the last 7 years in preparation for updating their HMP.
- **Moultonborough.** Provided comments to Moultonborough ZBA on a Development of Regional Impact regarding a cellphone tower. Received a request for a Road Surface Management System (RSMS) update; prepared a scope and quote.
- **Sandwich.** Reviewed Master Plan.
- **Wolfeboro.** Provided circuit riding services.

Grant Administration

- Submitted final receipts for 3 of the 5 subrecipients providing direct grants for the FY23 Microenterprise Technical Assistance award (GRCD, CEDC, WREN).
- All Microenterprise Technical Assistance activities for FY24 have been completed by BEDC. Need to close out/file report before the June 2025 deadline.

Household Hazardous Waste (HHW)

- Followed up on host site confirmations.
- Eight commitments, representing more than \$52K, have been received.
- Telephone conference with Effingham Town Administrator to discuss the 2025 HHW collection event and Effingham's commitment.

Economic Development

Brownfields.

- Disussed project and funding statutes for brownfields assessment work with Laconia Airport representative.
- Met with NH DES to discuss Phase 2 addendum on the Ashland Mill Pond site, and to review the Franklin Stanley Mill budget/invoicing.
- Conducted Phase 1 site assessment at the Plymouth Inn property.
- Reviewed original site access agreement for the Laconia State School property from 2018. Attended a meeting concentering a new site access agreement.

Regional

- Submitted new local HMP contract.
- Scope of Work was accepted with minor adjustments by PRLAC membership.

Solid Waste

- Conducted Gilford foam recycling tour with Gilford staff and Bristol solid waste staff to discuss the potential for a second foam recycling hub in Bristol.
- Completed scope of work, budget, and timeline for the FY25 USDA Solid Waste Management Grant. Received 6 letters of support for same. Complete application was submitted on December 30, 2024.
- Attended a Loon Preservation Committee meeting to discuss next steps for setting up collection sites at transfer stations. This included sign ideas, funding, collection boxes and key contacts for solid waste sites.

Transportation

- **GIS & Data.** Guided member of the public in the use of GRANITView to access data as it applies to local community and resources. Worked on census data gathering and presentation for the region, including outreach to colleagues.
- Received TAP letters of intent from Andover, Belmont, Center Harbor, Laconia, Moultonborough, Ossipee and Tilton. Reached out to Ossipee and Tilton to offer support for the remainder of the application process.

Meetings

- Attended NHMA Annual Meeting; discussed PFAS and land use legislative updates.
- Attended Laconia Conservation Commission and Sandwich Planning Board meetings.
- Several staff attended the annual NH Planning Association meeting.
- Attended Mid-State RCC subcommittee meeting to discuss the mobility manager workplan. Worked with Mobility Manager on upcoming 5305e funding applications. LRPC plans to apply for funding to support a feasibility study for a Laconia fixed route & micro transit.
- Attended the Albany-Madison Project #29597 NH DOT public hearing to support Tamworth's Traffic Safety Commission. They are currently working on improving Route 16 through a TYP project proposal. Spoke with Commission members to help them navigate the complexities of a TYP project, and discuss the steps needed to create a strong application. Part of the presentation included a discussion on rumble strips.

ACRONYMS

BEDC	Belknap Economic Development Council
CEDC	Coos Economic Development Corporation
DES	Department of Environmental Services
DOT	Department of Transportation
GIS	Geographic Information System
GRCD	Grafton Regional Development Corporation
HMP	Hazard Mitigation Plan
NHMA	NH Municipal Association
PFAS	Per- and Polyfluoroalkyl Substances
PRLAC	Pemigewasset River Local Advisory Committee
RCC	Regional Coordinating Council
TAP	Transportation Alternatives Program
TYP	Ten-Year Plan
USDA	United States Department of Agriculture
WREN	Women's Rural Enterprise Network
ZBA	Zoning Board of Adjustment



Monthly Executive Report

Local

- **Andover.** Met with HEB Engineers, Andover Town Administrator, and Proctor Academy officials to create a summary of work, concept plans, and cost estimates associated with a TAP round 5 application.
- **Andover/Wolfeboro HMP.** Continued worked on HMP draft.
- **Alton.** Reviewed Planning Board minutes in preparation for a possible DRI.
- **Gilford.** Provided spreadsheets and updated indexed maps from the CCDS project to DPW Director to aid them in identifying pipes and drainage structures.
- **Gilford HMP.** Researched hazardous events in Gilford since 2018. Interviewed Gilford Fire Chief/EMD Stephen Carrier regarding updates. Analyzed and revised Gilford's goals for their HMP update. Created a community survey.
- **Laconia HMP.** Researched hazardous events in Laconia since 2017 as well as updated demographic data regarding population, housing, weather patterns, etc. Revised hazard mitigation survey. Developed committee interview questions. Worked to revise the community profile portion of the plan. Interviewed Laconia Fire Chief/EMD Timothy Joubert regarding updates.
- **Moultonborough HOP.** Researched ways to quantify future outreach, including community networks and various survey platforms. Reviewed current housing chapter. Met with members of the Town, RKG Associates, and Resilience Planning & Design concerning housing plan update.
- **New Hampton.** Met with TAC representative regarding concerns associated with development and access around NH104.
- **Ossipee.** Met with HEB Engineers, Town Administrator, and Ossipee Commissioner to create a summary of work and cost estimates for their TAP round 5 application.
- **Sanbornton HOP.** Researched community networks and demographics data for Sanbornton.
- **Sandwich HOP.** Researched ways to quantify future outreach, including community networks and various survey platforms. Reviewed current housing chapter. Demographics research. Met with a Master Plan Sub-Committee Member regarding the HOP grant. Worked on creating a Community Network Analysis Tool for purposes of engaging the community in the decision making process.
- **Tamworth.** Met with a member of the Traffic Safety Committee to discuss the role of the Committee in submitting a ten-year plan project. Assisted with understanding the process of a successful project submission.

Grant Administration

- Submitted semi-annual project reports and quarterly technical assistance billing for five (5) CDBG Microenterprise Technical Assistance subrecipients.
- Sent out quarterly reminders for seven (7) NBRC projects.

Household Hazardous Waste (HHW)

- Submitted final report for the 2024 collections to DES. Submitted HHW grant application for the 2025 collections to NHDES. Met with NHDES to review the 2024 report to close out collection criteria and to review the 2025 HHW grant application. All bills from Tradebe have been paid.

- Engaged with communities about their commitment to serving as a host site for 2025 as well as their involvement in the 2025 collections.
- Twelve commitments, representing \$66K, have been received.
- Had discussions regarding collection dates and the possibility of Small Quantity Generator (SQG) collections at a couple of sites.
- Corresponded with Alton & Wolfeboro officials concerning management of the Lakes Region HHW Product Facility moving forward.

Economic Development

Brownfields.

- Project status meeting with Nobis to discuss priority Phase 2 work and to discuss scheduling of subcontractors to provide land clearing and monitoring of well installations for the Ashland Mill Pond property.
- Submitted Quarterly Report #5 to EPA.

Regional

- **PRLAC.** Finalized contract and scope of services to help focus efforts within budget.
- **USDA.** Begin work to coordinate the 2025 roundtable sessions; met with NHDES to discuss topics and schedule. Submitted the first quarterly report for the FY24 grant.
- **HUD Regional Plan Update.** Reviewed Lakes Region Plan in preparation for revising the regional master plan. Researched resources and case studies pertaining to RSA 79-E for future HUD grant work. Met with representative of NH Community Loan Fund to discuss possible collaborations between that organization and LRPC. Began reviewing the Heart & Soul Community Analysis Tool in anticipation of bringing this model to Sandwich, Sanbornton, and Moultonborough during Master Plan updates.

Solid Waste

- Completed required responses from the panel review of our composting grant application submitted in August 2024. Completed required composting grant scope questionnaire.
- Reviewed new NBRC Catalyst Program criteria. Met with NBRC to discuss a significant benefit waiver application. Evaluated grant criteria from the Foam Recycling Coalition and USDA Community Facilities Program to present to the Town of Bristol, aiding in understanding potential funding sources for equipment needed in a foam recycling project.

Transportation

- **SADES.** Met with NHDES staff to discuss potential improvements (prioritization) to the stream crossing and culvert assessment.
- **Mid-State RCC.** Worked with Community Action Program Belknap Merrimack Inc. to apply for 5305e Research and Planning funding for a fixed route/micro transit feasibility study in Laconia. Met with CNHRPC members to discuss progress on the Mid-State Coordinated Transit Plan update.
- **Grafton-Coos RCC.** Corresponded with DOT Public Transit Administrator, Transport Central Director, and Transportation Planner regarding a capital funding opportunity.
- Coordinated and participated in a meeting between Tilton Town Administrator, Belmont Land Use Technician, and Winnepesaukee River Trail representative to coordinate scopes and applications for their TAP round 5 projects.

Meetings

- Attended and provided support at a Traffic Scoping meeting hosted by NHDOT for the Laconia Village Redevelopment, known as the Laconia State School property.
- Attended and provided support at a Traffic Scoping meeting hosted by NHDOT regarding a proposed distribution center in Tilton.
- Attended Highway Design Front Office meetings regarding Gilmanton and Moultonborough's TYP project updates.
- Attended HSIP and Complete Streets Advisory Committee meetings for LRPC visibility.

Training

Several staff members attended a Plan Reading & Analysis class hosted by SNHRPC Executive Director Sylvia von Aulock concerning land use planning.

Our new Regional Planner, Danielle Scadova-Vose, spent time learning, researching, and creating test surveys through two platforms, subsequently preparing a presentation with her analysis for use within the organization as another avenue for future data collection.

ACRONYMS

CCDS	Cluverts & Closed Drainage Systems
CDBG	Community Development Block Grant
CNHRPC	Central NH Regional Planning Commission
DES	Department of Environmental Services
DOT	Department of Transportation
DPW	Department of Public Works
DRI	Development of Regional Impact
EMD	Emergency Management Director
EPA	Environmental Protection Agency
HHW	Household Hazardous Waste
HMP	Hazard Mitigation Plan
HOP	Housing Opportunity Planning
HSIP	Highway Safety Improvement Program
HUD	[Department of] Housing & Urban Development
NBRC	Northern Border Regional Commission
PRLAC	Pemigewasset River Local Advisory Committee
RCC	Regional Coordinating Council
SADES	Statewide Asset Data Exchange System
SNHRPC	Southern NH Regional Planning Commission
TAC	Transportation Advisory Committee
TAP	Transportation Alternatives Program
USDA	United States Department of Agriculture



Monthly Executive Report

Local

- **Andover.** Worked on draft Hazard Mitigation Plan.
- **Gilford.** Conducted interview with the Gilford Town Planner for their HMP update, focusing on development trends, future concerns related to natural hazard events, and policy and regulation updates implemented since the previous HMP. Also interviewed the Gilford DPW Director for input, addressing hazardous events that have affected the department, anticipated future concerns regarding natural hazard events, and ongoing projects that could contribute to hazard mitigation. HMP meetings begin in March.
- **Laconia.** Interviewed Laconia DPW Director regarding updates concerning hazardous events which have impacted the department, future concerns regarding natural hazard events, and ongoing projects which might aid in hazard mitigation. Interviewed Laconia City Planner regarding development trends, future concerns involving natural hazard events, as well as policy and regulation revision made since the prior HMP updates. HMP meetings begin in March.
- **Moultonborough.** Developed outreach materials for the Town of Moultonborough to support public engagement in updating the Housing Chapter of their Master Plan. Collaborated with the Town Planner and Resilience Planning to strategize future outreach initiatives, including discussions on conducting an audit of the Town's Zoning Ordinances.
- **Sanbornton.** Participated in the Sanbornton Housing Chapter update for the Master Plan Kick-Off meeting. Discussions covered outreach strategies, housing needs and challenges specific to Sanbornton, and updated demographic data needed from LRPC. Additionally, the previous Housing Chapter was reviewed to identify which data figures need updating to initiate the process at the beginning of March.
- **Sandwich.** Developed outreach materials for the Town to support public engagement in the Housing Chapter update of their Master Plan. Collaborated with the Sandwich Master Plan Subcommittee to review the progress of focus groups, surveys, community meetings, and the collection of demographic data.
- **Tamworth.** Communicated with Tamworth on an update and timeline for the NH16 Corridor Study being conducted by NHDOT and how that relates to a future TYP project for the town. This was an extension of the previous meeting with the Tamworth Traffic Safety Committee, which is now on pause.
- **Wolfeboro.** Administrative and Planner circuit riding at Wolfeboro. Worked on draft Hazard Mitigation Plan.

Grant Administration

Household Hazardous Waste (HHW)

- Seventeen commitments, representing almost \$100K, have been received.
- Reached out to all HHW participating communities to provide timeframe due dates, and to request letters of commitment and host site agreements for the 2025 HHW meeting.
- Drafted 2025 flyers and obtained a price quote with design proof for t-shirts to be presented at first HHW meeting. Communicated with all HHW coordinators in an effort to determine quantity and sizes for their shirts orders.
- Met with Tradebe for updates.

Economic Development

Nothing to report.

Regional

- **PRLAC.** Followed water legislation. Corresponded with Franklin Planning Director regarding Pemi contribution & local representation. Attended February meeting, discussing Management Plan actions and land/water protection funding opportunities. Followed up with a variety of resources.
- **USDA.** Provided assistance to LRHHPF, including meetings with Alton Town Administrator and Wolfeboro DPW as well as NHDES. Contacted Clean Harbors seeking LRHHPF contract clarification. Met with NHDES for facility regulatory information. Discussed roundtable coordination with NHDES.
- **HUD Regional Plan Update.** Met with New Hampton Conservation Commission Chair to discussed potential grant writing work (Drinking Source Water Protection), water infrastructure, and the potential impact to housing density.

Solid Waste

- Worked to obtain a reversal of denial from USDA concerning our FY25 Solid Waste Management grant application. Reconsideration is in process.
- Spoke with NRRA to discuss current grant funding and collaboration to support both LRPC/NRRA grants moving forward.
- Collaborated with the Loon Preservation Committee on lead protection signs. A draft will be provided to solid waste operators for feedback.
- Completed January 2025 Solid Waste Management report for USDA.

Transportation

- Reviewed feedback from NHDOT regarding TYP prioritization for the Plymouth Project. Reached out to DOT, to discuss feedback and next steps.
- Developed a survey to be distributed to TAC Members for assigning weights to the scoring criteria of TAP Projects. The resulting weights will require amendment or approval through a vote at the March TAC Meeting. Communicated with Strafford Regional Planning Commission to learn more about their scoring criteria for TAP projects and their Bicycle Level of Traffic Stress tool.
- Preparations for March TAC meeting. Assisted Andover, Center Harbor, Laconia, Ossipee, and Tilton with their TAP presentations for the March TAC meeting.
- Met with Rekor, a traffic data collection company, to learn more about their AI technology (camera).
- **5305e Funded Transit Planning.** Collaborated with CNHRPC to align efforts on the draft and to develop a plan for stakeholder input and subsequent steps. Received approval of 5305e proposal to study the feasibility of fixed route and micro transit in Laconia.
- Reviewed UPWP and began work on drafting FY26-27 scope and budget.
- **GIS.** Worked on administration of GIS.
- **SADES.** Discussed staff recruitment and training for the upcoming SADES season. Explored refinements to the SADES program.

Meetings

- Several RPC director meetings geared toward UPWP and federal funds.

- Several internal meetings to discuss the FY26/27 UPWP rewrite. So far, we have successfully determined the percentage of the budget that should be allocated to each planning factor.
- NH Aquatic Restoration meeting.
- Interagency Meeting regarding Amendment 8 of the Statewide Transportation Improvement Plan (STIP).
- NHDOT public information meeting regarding Project #29615.
- February HSIP and Complete Streets Advisory Committee meetings for LRPC visibility.
- Grafton-Coos RCC Meeting.
- Mid-State RCC Meeting to provide an update on the Mid-State RCC Coordinated Plan.

Training

Researched visual preference surveys to utilize this approach during outreach for the Moultonborough, Sanbornton, and Sandwich Housing Chapter Master Plan updates.

Participated in Rails to Trails Conservancy webinar regarding federal funding, and the Culvert AOP webinar.

ACRONYMS

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TAC	Transportation Advisory Committee
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Attachment 4

Investment Policy

It is the Board's responsibility to develop policies that govern investment of the assets of the organization. This shall include delineating a specific philosophy of investment management and establish parameters for investment risk and return. Assisting in this function, the Board is authorized and permitted to engage the services of investment managers with the necessary specialized research facilities and skilled personnel to assure expertise in equity and fixed-income investments. These guidelines may be revised from time-to-time, but shall always be in writing.

- a. The investment policy of the organization will be approved by the Board of Directors and reviewed annually.
- b. Assets are to be managed with the goal of achieving the maximum annual income from interest and dividends, yet maintaining, insofar as possible, the purchasing power of the underlying assets. Investments shall be consistent with the overall mission of Bayside Cemetery Association.
- c. The investment manager, in consultation with the Finance Committee, and consistent with the guidelines described within, is granted discretion over the mix of assets, the selection of securities, and the timing of transactions.
- d. No more than 5 percent of the total portfolio cost value shall be in the securities of any one issuer.
- e. All investments shall adhere to such federal and state laws as now apply or may be applicable to the investments in the future.
- f. Gifts of securities will be sold immediately upon receipts unless otherwise restricted by the donor.
- g. Cash reserves, will be invested according to Board-approved investment policies, in consultation with the Finance Committee.
- h. The Finance Committee shall review the investment portfolio and results no less often than every six months. As part of the review, the Committee should discuss the investment objective, asset allocation, performance, diversification, and general compliance with these guidelines.
- i. The Board shall assist the designated investment manager and protect his/her position by setting up practical guidelines and clear performance objectives.
- j. The performance of the investment manager shall be measured by setting up practical guidelines and performance objectives. For comparison purposes, the equity performance should be compared to the Standard and Poor (or S&P) and the Lehman Government/Corporate Index.

Asset Allocation

The suggested asset allocation guideline is as follows:

Cash and Equivalents:	5-10% (not less than)
Fixed income:	25-35%
Equities:	60-70%

Fixed Income: The average maturity of debt securities should not exceed 10 years nor should the average duration exceed five years. All fixed income securities purchases shall have a minimum quality rating of “A” by either Mergent Bond Record (formerly Moody’s Investor Services), or Standard and Poor’s Corporation.

Common Stocks: The equity investments should be in companies that have a proven record of earnings’ growth, strong fundamentals and good valuations. The majority of the equity position should be in larger capitalization companies (stocks that have a market capitalization of over \$15 million), with only a small percentage devoted to mid cap (stocks with a market capitalization between \$1 and \$15 billion) and small cap (stocks that have less than \$1 billion in market capitalization). The equity portion of the portfolio must be broadly diversified. At the highest level, the maximum exposure to any one industry sector should not exceed twenty-five percent. At the security level, the purchase of a single security should not exceed five percent of the equity portion of the portfolio. The maximum exposure to any one name, because of price appreciation, should not exceed ten percent of the equities.

Adopted: April 4, 2014

Revised: June 4, 2014

INVESTMENT GUIDELINES
LAKES REGION PLANNING COMMISSION
May 2024

OBJECTIVE: To maintain or increase the purchasing power of the Commission's invested funds and to ensure maintenance of principal and income over the long term.

1. Because the income and principal are important to the Lakes Region Planning Commission, emphasis must be placed with (1) safety of principal, (2) reasonable and increasing income and (3) continuity of income through the ownership of securities of high investment quality.
2. The portfolio should be balanced among cash (to provide liquidity), fixed dollar assets (to deliver stable income) and equities to help offset the declining purchasing power caused by inflation.
3. The investment and management will be in accordance with the *Prudent Investor Rule*, codified in the Uniform Prudent Investor Act of 1992 (UPIA).
4. The Commission's Executive Board expects the assets to be managed for the long-term results. They neither expect nor encourage high turnover, nor emphasis on the short term. However, the Executive Board Finance Committee should regularly review the asset mix and individual holdings, keeping in mind the tax-free nature of the funds.
5. The asset allocation, of the combined portfolio shall be maintained by the Executive Board Finance Committee within the following parameters:

Cash	0% to 20%
Fixed Income	10% to 65%
Equities / Mutual Funds (domestic)	30% to 70%

Accumulated income will be invested into cash and/or fixed income securities.

6. The designated investment advisor(s) will make investment recommendations to the Finance Committee within the parameters stated above. The funds are currently under advice and management of the NH Public Deposit Investment Pool and Vanguard Securities. A majority vote of the Finance Committee will be necessary to approve any recommendation.

Attachment 5

**RESOLUTION OF THE LAKES REGION PLANNING COMMISSION
TO AUTHORIZE THE EXECUTIVE DIRECTOR AS SIGNATORY
ON FINANCIAL INSTITUTION ACCOUNTS**

DULY PASSED ON MARCH 12, 2025

WHEREAS, the Lakes Region Planning Commission Board of Directors seeks to ensure efficient and effective management of the organization's financial affairs; and

WHEREAS, it is in the best interest of the organization to designate the Executive Director as an authorized signatory for the organization's financial institution accounts.

THEREFORE, BE IT RESOLVED that the Board of Directors of Lakes Region Planning Commission, duly convened on this the 12th day of March 2025, hereby authorizes the Executive Director, Shanna B. Saunders, to serve as signatory on all financial institution accounts held in the name of Lakes Region Planning Commission.

BE IT FURTHER RESOLVED that the Executive Director is granted the authority to sign checks, drafts, and other financial instruments, and to execute any necessary documents in relation to the organization's financial accounts, subject to policies established by the Board of Directors.

BE IT FURTHER RESOLVED that this authorization shall remain in effect until such time as it is amended, revoked, or superseded by a subsequent resolution of the Board of Directors.

We, the undersigned, hereby certify that the Lakes Region Planning Commission Board of Directors is currently comprised of eleven members, of whom six, constituting a quorum, were present at a meeting duly and regularly called, noticed, convened, and held this 12th day of March 2025, and that the foregoing Resolution was duly adopted at said meeting by affirmative vote, and that said Resolution has been duly recorded in the minutes.

Chair

Vice Chair

Secretary

Treasurer