

# 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 April 9, 2025

Approved May 14, 2025

PRESENT	Jane Alden, Cristina Ashjian, John Ayer (Chair), Mardean Badger, Bill Bolton, Rod Cameron (alternate), Tyler Carmichael, John Christ, Mark Hildebrand, David Katz (Vice Chair) [virtually], David Kerr (Treasurer), Lianne Prentice (Secretary)
EXCUSED	Stephanie Maltais (alternate)
STAFF	Shanna B. Saunders (Executive Director), Linda Waldron (Executive Administrative Assistant), Carl Carder (Finance Administrator)
LOCATION	LRPC Office, 1 <sup>st</sup> Floor Conference Room, Meredith

---

### 1. Call to Order

Chair Ayer called the meeting to order at 9:05 AM and a quorum was established.

### 2. Minutes

Minutes of the March 12, 2025 Executive Board meeting were presented for approval. There were no questions, comments, or discussions. Lianne Prentice moved to approve the minutes as submitted which was seconded by Jane Alden. A voice vote was taken indicating all present were in favor. **Motion passed.**

### 3. Finance/Treasurer Report

Finance Administrator Carl Carder reported a slight budget deficit, largely in part due to unrealized gains. There are no items of concern regarding income and expenses. He noted that, in light of the recent volatile nature of federal government program funding, we have shifted from quarterly billing to monthly billing resulting in an improvement in our income stream.

### 4. Monthly Executive Report

Executive Director Saunders provided a review of the report, highlighting the following:

- Master Plan Work: Multiple projects are kicking off this spring, including three Housing Opportunity Program (HOP) grants in Sanbornton, Sandwich, and Moultonborough. Outreach efforts for additional grants and master plans are ongoing, with plans to attend various public events. We are also working on Regional Master Plans – both an update as well as implementation – with HUD and CDFA funds, and the UPWP Regional Transportation Plan.
- Circuit Riding: We are continuing to assist Wolfeboro with administrative tasks due to the loss of key staff.
- Brownfields Projects: Active work continues in Plymouth, Tamworth, and Ashland. Moultonborough may have a potential new site. We are constantly looking for new projects, and the EPA has indicated that funding for Brownfields will be available again this fall. This funding will also help us provide reuse planning services.
- Household Hazardous Waste Program: Host community contracts are nearly finalized and the schedule for waste drop-off locations will be ready for public release shortly. We are also assisting Wolfeboro under separate contracts to potentially manage their facility and have helped them with grant management and DES paperwork.

# LAKES REGION PLANNING COMMISSION

103 Main Street, Suite #3  
Meredith, NH 03253  
Tel 603.279.8171  
[www.lakesrpc.nh.gov](http://www.lakesrpc.nh.gov)



- Solid Waste Program: We recently received notice of award for a composting grant and are moving forward with that initiative, working alongside several communities to provide homeowner training, composting equipment, and collaborating with conservation commissions. This will also include a pilot program for assistance with two multifamily complexes—one in Franklin has been confirmed, while the second is still undetermined.
- Grants Administration: LRPC had been gradually shifting away from managing Northern Border Regional Commission (NBRC) grants due to past challenges, including frequent changes to program rules. However, improved support from the State Office has mitigated some difficulties, enabling us to better assist applicants once funds are available. We are prepared to handle the increased workload of new NBRC projects and will notify stakeholders of upcoming grant rounds later this year.
- Transportation Funding: A UPWP Federal Highways funding application was submitted for FY26, with level funding confirmed for the new two-year grant.

## 5. Committee Reports

- a. Transportation Advisory Committee (TAC). Treasurer Kerr explained that the TAC recommendations for the upcoming TYP and TAP rounds were ratified by the Commissioners at this past Monday's meeting. This early ratification occurred because the Commissioner meeting, originally scheduled before the TAC meeting, was rescheduled to follow it. Without this adjustment, the ratification would have been delayed until the end of the month, allowing the Board to vote first. As a result, the Board's confirmation of the ratification is now being sought.

Cristina Ashjian moved that the Board ratify the Commissioner's recommendation to approve the one TYP and five TAP projects proposed by the TAC. A second to the motion was provided by Jane Alden. A voice vote was taken indicating all present were in favor. **Motion passed.**

- b. Brownfields Advisory Committee. Executive Director Saunders mentioned that in the past, LRPC had a Brownfields Advisory Committee comprised of local members offering guidance and ideas for regional projects, which was inactive during the last grant cycle. Plans are underway to revive the committee in preparation for the next Brownfields grant. Former members will be contacted, and new participation is welcome. The committee's goal will be to identify and prioritize projects with a more regional and commission-oriented approach, rather than relying on the current first-come, first-served method. The Board agreed it was a good idea to restart this Brownfields Committee.

## 6. Old Business

- a. Area 3 Commissioner Appointment. No update.

## 7. New Business

- a. Land Use Legislation and State Budget. Executive Director Saunders referred to several bills which were presented at Monday's Commissioner meeting which could have a substantial effect on local zoning & land use regulations if passed and examined a couple for the Board. For further details on these bills, please consult the April Commissioner meeting slides available on the [LRPC website](http://www.lakesrpc.nh.gov). Additionally, you can use the [NHMA Bill Tracker](http://www.nh.gov) to view these bills and track newly proposed legislation throughout the process.

Executive Director Saunders also provided a brief update concerning the progress of annual meeting preparations.

# LAKES REGION PLANNING COMMISSION

103 Main Street, Suite #3  
Meredith, NH 03253  
Tel 603.279.8171  
[www.lakesrpc.nh.gov](http://www.lakesrpc.nh.gov)



## 8. **Adjournment**

Chair Ayer adjourned the meeting at 9:53 AM.

Respectfully Submitted,

Linda Waldron  
Executive Administrative Assistant

### Acronyms:

CDFA = Community Development Finance Authority  
DES = Department of Environmental Services  
EPA = Environmental Protection Agency  
HUD = Housing & Urban Development  
TAP = Transportation Alternatives Program  
TYP = Ten Year Plan  
UPWP = Unified Planning Work Program