

# 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, April 9, 2025

9:00 AM

**LRPC Office, First Floor Conference Room**

Humiston Building, 103 Main Street, Meredith, NH

## AGENDA

**NOTE:** Seven (7) Executive Board members must be present in-person at the meeting location to establish a quorum, so please let Shanna or Linda know if you cannot attend.

1. **Call to Order**
2. **Approve Draft Minutes of March 12, 2025** *(actionable item)* Attachment 1
3. **Finance/Treasurer Report** Attachment 2
4. **Monthly Executive Report** Attachment 3
5. **Committee Reports**
  - a. Transportation Advisory Committee (TAC)  
*Ratification of the TAP Grant Prioritization & Recommendation to NH DOT* *(actionable item)* Attachment 4
  - b. Brownfields Advisory Committee
6. **Old Business**
  - a. Area 3 Commissioner Appointment
7. **New Business**
  - a. Land Use Legislation and State Budget
8. **Adjourn**

**NEXT MEETING: May 14, 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 March 12, 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 <sup>st</sup> Floor Conference Room, Meredith

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### 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:

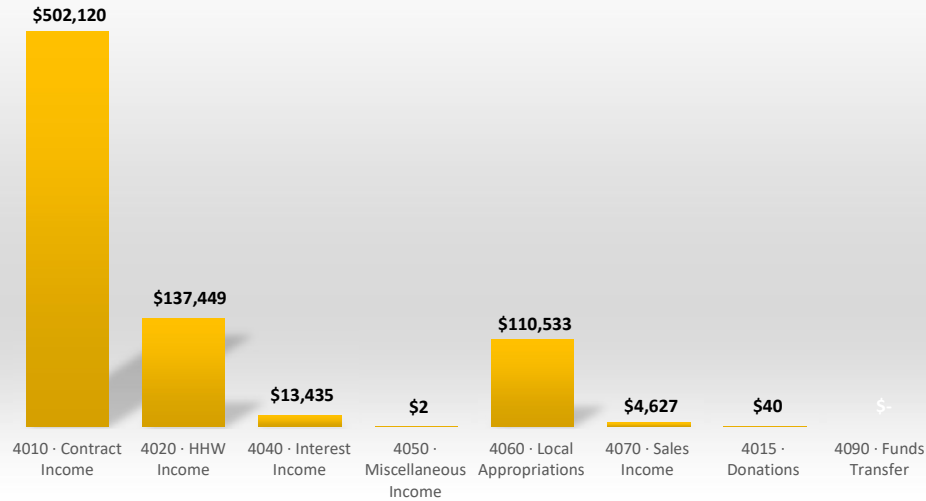
- \* SADES = Statewide Asset Data Exchange System
- \*\* CCDS = Culverts and Closed Drainage Systems
- \*\*\* CDFA = Community Development Finance Authority

# Attachment 2

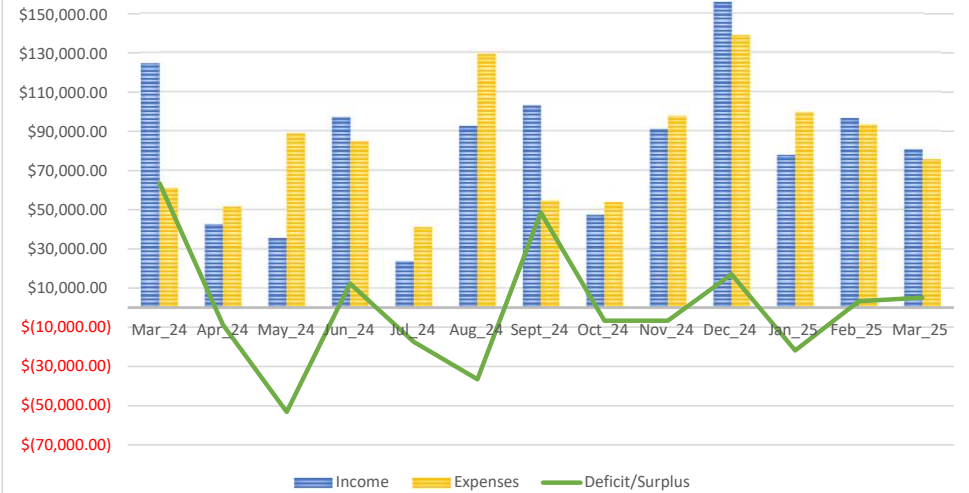
DRAFT

## Lakes Region Planning Commission - Dashboard

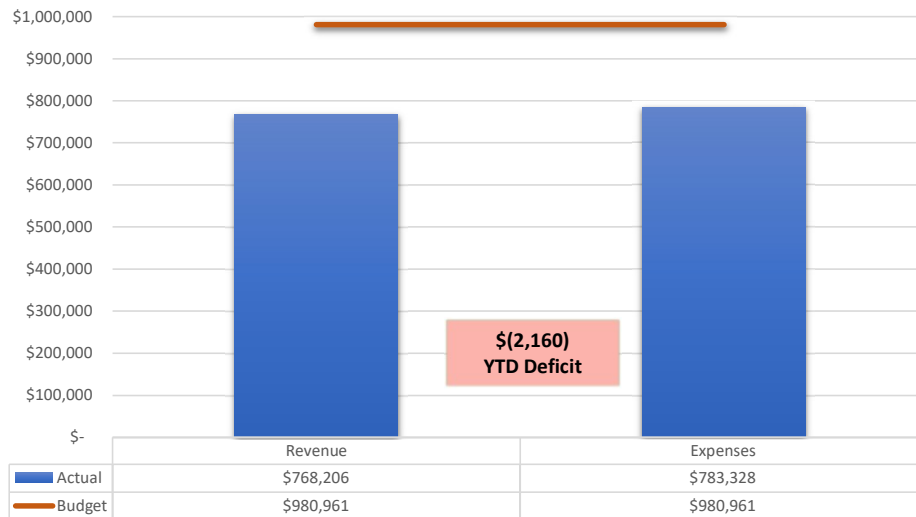
Revenue by Source Type



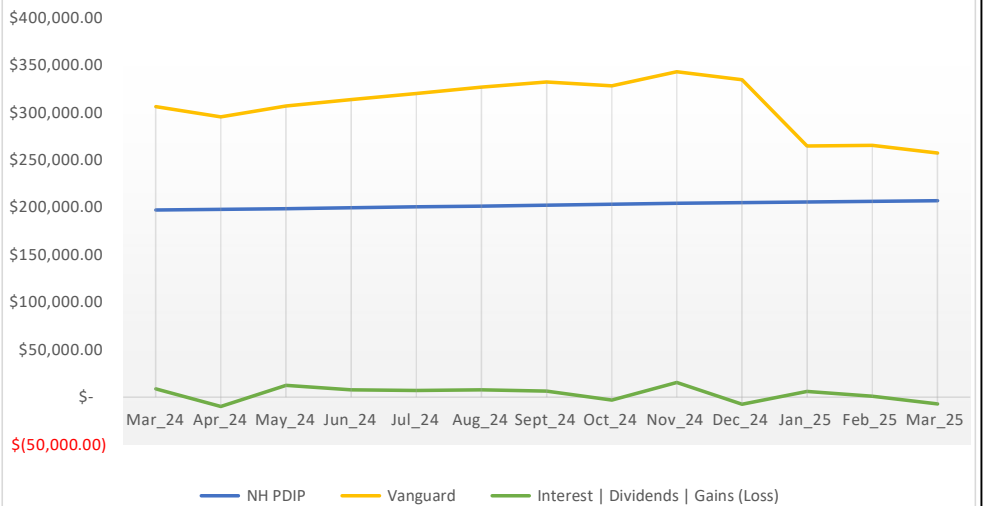
Income | Expenses | Deficit/Surplus by Month



YTD Operating Results



Vanguard and NH PDIP Investments



**DRAFT**

*Lakes Region Planning Commission*  
**STATEMENT OF FINANCIAL POSITION**  
**As of March 31, 2025**

	Mar 31, 25
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1011.00 · Operating Account	583.01
1040.00 · Petty Cash	150.00
1070.01 · Money Market	102,624.49
1071.00 · Savings	3,135.77
Total Checking/Savings	106,493.27
Accounts Receivable	
1110.00 · Accounts Receivable	100,975.56
Total Accounts Receivable	100,975.56
Other Current Assets	
1450.00 · Prepaid Expenses	(16,283.00)
1451.00 · Prepaid Postage	19.18
1452.00 · Bulk Mail Permit 98	30.46
1510.00 · Vanguard Investments	257,103.37
1580.00 · NH PDIP	206,859.42
Total Other Current Assets	447,729.43
Total Current Assets	655,198.26
Fixed Assets	0.00
<b>TOTAL ASSETS</b>	<b>655,198.26</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2010.00 · Accounts Payable	14,332.01
Total Accounts Payable	14,332.01
Credit Cards	
2550.00 · First National Bank of Omaha	4,091.41
Total Credit Cards	4,091.41
Other Current Liabilities	82,528.02
Total Current Liabilities	100,951.44
Total Liabilities	100,951.44
Equity	
3110.00 · Unrestricted Net Assets	556,406.76
Net Income	(2,159.94)
Total Equity	554,246.82
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>655,198.26</b>



**Lakes Region Planning Commission**  
**FY25 Budget Performance**  
**March 31, 2025**

	Fiscal Year (25)-to-Date			
	FY25 Approved Annual Budget	FY25 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
<b>Income</b>				
4010 · Contract Income	\$ 944,400	\$ 502,120	\$ (442,280)	53.17%
4020 · HHW Income	\$ 162,257	\$ 137,449	\$ (24,808)	84.71%
4040 · Interest Income	\$ 15,000	\$ 13,435	\$ (1,565)	89.57%
4050 · Miscellaneous Income	\$ 10,050	\$ 2	\$ (10,048)	0.02%
4060 · Local Appropriations	\$ 147,373	\$ 110,533	\$ (36,840)	75.00%
4070 · Sales Income	\$ 1,225	\$ 4,627	\$ 3,402	377.71%
4015 · Donations	\$ -	\$ 40	\$ 40	
4090 · Funds Transfer	\$ 27,643	\$ -	\$ (27,643)	
<b>Total Income (est.)</b>	<b>\$ 1,307,948</b>	<b>\$ 768,206</b>	<b>\$ (539,742)</b>	<b>58.73%</b>
				<b>Target: 75.00%</b>
<b>Expense</b>				
6030 · Custodian	\$ 4,680	\$ 3,315	\$ 1,365	70.83%
6050 · Education and Training	\$ 2,000	\$ 1,135	\$ 865	56.76%
6060 · Equipment Maintenance	\$ 10,780	\$ 14,019	\$ (3,239)	130.05%
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	\$ 7,390	\$ 8,860	45.47%
7020 · Miscellaneous Expense	\$ 750	\$ 342	\$ 408	45.56%
7030 · Office Improvements	\$ 1,000	\$ 740	\$ 260	74.02%
7040 · Office Expense	\$ 21,750	\$ 12,648	\$ 9,102	58.15%
7050 · Payroll Expenses	\$ 835,491	\$ 485,544	\$ 349,947	58.11%
7060 · Postage and Printing	\$ 660	\$ 430	\$ 230	65.08%
7069 · Allowance for Direct Grant Expenses	\$ -	\$ -	\$ -	
7070 · Professional Services	\$ 221,955	\$ 106,008	\$ 115,947	47.76%
7080 · Rent	\$ 9,672	\$ 7,254	\$ 2,418	75.00%
7090 · Traffic Equipment	\$ 8,000	\$ 2,511	\$ 5,489	
7095 · SADES Equipment	\$ -	\$ -	\$ -	
8010 · Travel Expense	\$ 4,500	\$ 4,013	\$ 487	89.17%
8050 · Utilities	\$ 16,710	\$ 11,940	\$ 4,770	71.45%
8060 · Vehicle O&M	\$ 6,300	\$ 3,628	\$ 2,672	57.59%
<b>Total Expense</b>	<b>\$ 1,307,948</b>	<b>\$ 783,328</b>	<b>\$ 524,620</b>	<b>59.89%</b>
				<b>Target: 75.00%</b>
<b>Net Ordinary Income<sup>1</sup></b>	<b>\$ -</b>	<b>\$ (15,122)</b>		
<b>Realized Gain (Loss)<sup>2</sup></b>				
<b>Unrealized Gain (Loss)<sup>2</sup></b>		\$ 12,962		
<b>Net Income</b>		<b>\$ (2,160)</b>		

<sup>1</sup>Net Ordinary (Operating) Income is as of March 31, 2025.

<sup>2</sup>Realized and Unrealized Investment Gain (Loss) are as of March 31, 2025.





**Lakes Region Planning Commission**  
**FY25 Budget Performance**  
 March 31, 2025

	Fiscal Year (25)-to-Date			
	FY25 Approved Annual Budget	FY25 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
<b>Membership</b>	<b>147,373</b>	<b>110,533</b>	<b>(36,840)</b>	<b>75.00%</b>
<b>Local Contracts</b>				
PRLAC	\$ 4,200		\$ (4,200)	0.00%
Center Harbor		\$ 382		
Gilford   CCDS	\$ 10,000	\$ 10,000	\$ -	100.00%
Wolfeboro Circuit Rider	\$ 20,000	\$ 41,771	\$ 21,771	208.85%
Franklin Circuit Rider		\$ 1,170		
Laconia HMP		\$ 2,400		
Moultonborough HOP Master Plan		\$ 3,014		
Sandwich HOP Master Plan		\$ 845		
Sanbornton HOP Master Plan		\$ 1,656		
Gilford HMP		\$ 2,160		
NBRC LRCD   Gale School Project		\$ 1,850	\$ 1,850	
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	\$ 52,710	\$ (15,255)	77.56%
NBRC   Laconia WOW Opechee Loop		\$ 1,773	\$ 1,773	
<b>Subtotal</b>	<b>\$ 119,855</b>	<b>\$ 136,292</b>	<b>\$ 4,809</b>	<b>113.71%</b>
<b>State / Federal Contracts</b>				
OEP Targeted Block Grant	\$ 11,111	\$ 11,111	\$ -	100.00%
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	\$ 77,599	\$ (75,145)	50.80%
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	\$ 63,491	\$ (30,259)	67.72%
DOT UPWP FY 24 / 25	\$ 346,090	\$ 167,171	\$ (178,919)	48.30%
HUD   Region Plan (Sheeheen Ear Mark)	\$ 64,000	\$ 4,968	\$ (59,032)	7.76%
NBRC   Admin and Coaching			\$ -	
<b>Subtotal</b>	<b>\$ 824,545</b>	<b>\$ 365,829</b>	<b>\$ (458,716)</b>	<b>44.37%</b>
<b>Total 4010 - Contract Income</b>	<b>\$ 944,400</b>	<b>\$ 502,120</b>	<b>\$ (453,907)</b>	<b>53.17%</b>
<b>Other Income</b>				
<b>4020 - HHW</b>	<b>\$ 162,257</b>	<b>\$ 137,449</b>	<b>\$ (24,808)</b>	<b>84.71%</b>
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	\$ 13,435	\$ (1,565)	89.57%
Land use book sales / GIS	\$ 1,225	\$ 4,627	\$ 3,402	377.71%
Other/Misc Income/Annual Meeting	\$ 10,050	\$ 2	\$ (10,048)	0.02%
Fund Balance	\$ 27,643		\$ (27,643)	
<b>Subtotal</b>	<b>\$ 216,175</b>	<b>\$ 155,553</b>	<b>\$ (60,622)</b>	<b>71.96%</b>
<b>TOTAL</b>	<b>\$ 1,307,948</b>	<b>\$ 768,206</b>	<b>\$ (551,369)</b>	<b>58.73%</b>
			<b>Target:</b>	<b>75.00%</b>



**Lakes Region Planning Commission**  
**FY25 Budget Performance**  
**March 31, 2025**

Expense Account	Fiscal Year (25)-to-Date			
	FY25 Approved Annual Budget	FY25 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
<b>6030 · Custodian</b>	\$ 4,680	\$ 3,315	\$ 1,365	70.83%
<b>6050 · Education and Training</b>	\$ 2,000	\$ 1,135	\$ 865	56.76%
<b>6060 · Equipment Maintenance</b>	\$ 10,780	\$ 14,019	\$ (3,239)	130.05%
6062 · Equipment/Computer Maintenance	\$ 9,280	\$ 6,415	\$ 2,865	69.13%
6061 · Equipment Purchases	\$ 1,500	\$ 7,604	\$ (6,104)	506.93%
<b>6070 · HHW Expense</b>	\$ 144,000	\$ 119,235	\$ 24,765	82.80%
<b>6080 · Insurance - Bonds and Business</b>	\$ 3,450	\$ 3,178	\$ 272	92.12%
<b>7010 · Publishing/Memberships/Meetings</b>	\$ 16,250	\$ 7,390	\$ 8,860	45.47%
<b>7020 · Miscellaneous Expense</b>	\$ 750	\$ 342	\$ 408	45.56%
<b>7030 · Office Improvements</b>	\$ 1,000	\$ 740	\$ 260	74.02%
<b>7040 · Office Expense</b>	\$ 21,750	\$ 12,648	\$ 9,102	58.15%
7043 · Copier Lease	\$ 5,000	\$ 3,497	\$ 1,503	69.93%
7041 · Supplies	\$ 16,750	\$ 9,151	\$ 7,599	54.63%
<b>7050 · Payroll Expenses</b>	\$ 835,491	\$ 485,544	\$ 349,947	58.11%
7051 · Salaries and Wages	\$ 587,992	\$ 353,309	\$ 234,683	60.09%
7052 · Health, Dental, Disability, Life & Unemp	\$ 147,191	\$ 76,217	\$ 70,974	51.78%
7055 · Retirement Fund	\$ 55,327	\$ 31,136	\$ 24,191	56.28%
7057 · Payroll Taxes	\$ 44,981	\$ 24,882	\$ 20,099	55.32%
<b>7060 · Printing &amp; Postage</b>	\$ 660	\$ 430	\$ 230	65.08%
<b>7069 · Allowance for Direct Grant Expenses</b>		\$ -		
<b>7070 · Professional Services</b>	\$ 221,955	\$ 106,008	\$ 115,947	47.76%
7071 · Audit	\$ 7,500	\$ 7,500	\$ -	100.00%
7072 · Contracted Services	\$ 210,580	\$ 96,879	\$ 113,701	46.01%
7074 · Legal	\$ 3,000	\$ 1,087	\$ 1,913	36.23%
7075 · Payroll Service	\$ 875	\$ 542	\$ 333	61.96%
<b>7080 · Rent</b>	\$ 9,672	\$ 7,254	\$ 2,418	75.00%
<b>7090 · Traffic Equipment</b>	\$ 8,000	\$ 2,511	\$ 5,489	31.38%
<b>7095 · SADES Equipment</b>	\$ -	\$ -		
<b>8010 · Travel Expense</b>	\$ 4,500	\$ 4,013	\$ 487	89.17%
<b>8050 · Utilities</b>	\$ 16,710	\$ 11,940	\$ 4,770	71.45%
8051 · Electricity and Propane	\$ 6,500	\$ 4,194	\$ 2,306	64.52%
8052 · Telephone and Internet	\$ 10,210	\$ 7,746	\$ 2,464	75.86%
<b>8060 · Vehicle O&amp;M</b>	\$ 6,300	\$ 3,628	\$ 2,672	57.59%
<b>Totals</b>	<b>\$ 1,307,948</b>	<b>\$ 783,328</b>	<b>\$ 524,649</b>	<b>59.89%</b>
			<b>Target:</b>	<b>75.00%</b>

# Attachment 3



# Monthly Executive Report

## Local

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- **Andover.** Worked on Hazard Mitigation Plan draft.
- **Gilford.** Created materials to guide Hazard Mitigation Plan committee discussion and provide updated information. The first committee meeting was held to talk about natural hazards which have occurred since the previous 2017 plan, to review development trends and demographic data, and to examine critical facilities in the Town. The next meeting is scheduled for April 11<sup>th</sup>. Work has begun on revising documents, which will contribute to the drafting of the new HMP. Task 1 completed. Provided Town Planner with housing unit data.
- **Laconia.** Created materials to guide Hazard Mitigation Plan committee discussion and provide updated information. The first committee meeting was held to talk about natural hazards which have occurred since the previous 2017 plan, to review development trends and demographic data, and to examine critical facilities in the City. The next meeting is scheduled for April 4<sup>th</sup>. Work has begun on revising documents, which will contribute to the drafting of the new HMP. Task 1 completed.
- **Moultonborough.** Met with the Town Planner to discuss community outreach and engagement avenues. Attended a zoning audit meeting with Resilience Planning and Town Planner. Attended an additional meeting with RKG (data consultant), Resilience Planning, and Town Planner to review housing data compiled by RKG. This data will be presented to the Planning Board next month. Began drafting a map of community water systems to identify possible areas for housing development.
- **New Hampton.** Discussed RSMS reports with new DPW staff.
- **Sanbornton.** Started revising housing demographic data to update the housing chapter of the Town's Master Plan.
- **Sandwich.** Received request to update the Town's demographics data.
- **Tilton.** Assisted Tilton and the Winnepesaukee River Trail Association in their design and engineering proposal application for the Rural & Tribal Assistance Pilot Program.
- **Wolfeboro.** Continued circuit riding assistance for the currently vacant town planner and administrative assistant positions. Worked on Hazard Mitigation Plan draft.

## Economic Development

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- **HUD Regional Plan Update.** Conducted housing-related research including, form-based codes, visual preference surveys, housing-friendly zoning amendments, and inclusionary housing ordinances. Began researching and updating regional housing demographics data.

## Environmental

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- **Brownfields.** Efforts focused on advancing brownfields initiatives in various communities. Meetings were held with Moultonborough officials to explore a potential brownfields site near the local school, and with a Tamworth official to coordinate site access agreements and machinery needs for phase 2 assessments. A quality assurance checklist was finalized for the former Plymouth Inn site, paving the way for phase 2 assessment work. Additionally, a brochure was developed to highlight LRPC's brownfields program, detailing its funding, goals, and property assessment phases

to assist interested communities. Collaboration with Nobis continued, addressing updates on the Tamworth site and reviewing progress across all active projects.

## Grant Administration

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- **Reports:** Approved five semi-annual reports for Microenterprise Technical Assistance through CDFA.
- **Public Hearings:** Led hearings for both active mid-grant Microenterprise Technical Assistance and upcoming 2025–2026 Microenterprise Technical Assistance funding opportunities.
- **Grant Applications:** Submitted four Microenterprise Technical Assistance grant applications for potential July 2025 awards.
- **Collaborative Efforts:** Engaged in discussions to review/rescope a potential CEDC project, culminating in a Memorandum of Agreement with BEDC, approved by CDFA and Grafton County (Grantee).

## Household Hazardous Waste

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- Conducted follow-up on commitments.
- Developed promotional and outreach materials for 2025 collection event.
- Supported Center Harbor and Gilford residents with information on the regional HHW collection program.

## Regional

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- Attended BCCD & NRCS discussion session focused on local natural resource priorities for Belknap County.
- **PRLAC.** Followed water legislation. Corresponded with the Chair regarding agenda items and membership.

## Solid Waste

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- An interview was conducted with Sanbornton’s solid waste operator regarding their pay-as-you-throw (PAYT) program. Four site visits were scheduled in Ashland, Bristol, Gilford, and Moultonborough to carry out composting survey work at transfer stations. Discussions took place with staff from Barnstable County Cape Cod Regional Government about their Boat Plastic Recycling program. Loon Preservation Committee signs have been ordered. Additionally, the composting grant project was discussed with USDA to further its objectives.

## Training

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- Floodplain ordinance webinar provided by the NH Office of Planning & Development.
- NH land use bills and the political process for bills in NH.
- Introduction to SADES & RSMS hosted by SADES Manager at UNH T2.
- NH DES webinar on stormwater.

## Transportation

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- Met with NH DOT Bureau of Planning to discuss feedback regarding TYP proposals and to obtain adjusted phasing year of expenditure amounts.
- Explored refinements to the SADES program.

- Attended various meetings: Tilton Board of Selectmen, Interagency, Complete Streets Advisory Committee, and CommuteSmart NH.
- Held March TAC Meeting. Secured Jill Edelman of NH DOT Cultural Resources as guest speaker for the next TAC meeting.
- Conducted research into AI products and radar equipment for use in traffic data collection.
- The Mid-State Coordinated Transit Plan update is nearly concluded.

# ACRONYMS

AI	Artificial Intelligence
BEDC	Belknap Economic Development Council
BCCD	Belknap County Conservation District
CDFA	Community Development Finance Authority
CEDC	Coos Economic Development Corporation
DPW	Department of Public Works
HHW	Household Hazardous Waste
HMP	Hazard Mitigation Plan
HUD	Housing and Urban Development
LRHHPF	Lakes Region Household Hazardous Product Facility
LRPC	Lakes Region Planning Commission
NH DES	NH Department of Environmental Services
NH DOT	NH Department of Transportation
NRCS	Natural Resources Conservation Service
PRLAC	Pemigewasset River Local Advisory Committee
RSMS	Road Surface Management System
SADES	Statewide Asset Data Exchange System
TAC	Transportation Advisory Committee
TYP	Ten Year Plan
UNH	University of New Hampshire
UPWP	Unified Planning Work Program
USDA	United States Department of Agriculture

# Attachment 4



	<b><u>Andover</u></b> US4/NH11 Pedestrian Safety & Mobility Enhancement	<b><u>Center Harbor</u></b> Village Sidewalk Improvements	<b><u>Laconia</u></b> The Opechee Loop	<b><u>Tilton</u></b> Winnepesaukee River Trail Phase III (Engineering & Design)	<b><u>Ossipee</u></b> Conway Branch Rail Trail Phase I
<b>Average Scores:</b>	86.05	83.40	81.55	79.80	75.05
<b>Overall Rank:</b>	1	2	3	4	5

## **Andover**

### US4/NH11 Pedestrian Safety & Mobility Enhancement

The project for pedestrian and bicycle improvements on Main Street is located from Field House Lane to the Community Hub. The goal is to provide pedestrian infrastructure and accommodate bicyclists throughout the downtown/Proctor Academy area. To achieve the goals of the project, improving the roadway cross-section is paramount in providing a safe space for all roadway users, especially vulnerable road users. The proposed improvements would provide consistent 11-foot travel lanes through the downtown area, with 5-foot paved shoulders for bicyclists. It's also proposed to provide raised curbing and a 4-foot grass buffer to provide separation from the 6-foot-wide bituminous sidewalks. It's recommended to provide High Visibility Pedestrian Crossing treatments at all the uncontrolled pedestrian crossings.

## **Center Harbor**

### Village Sidewalk Improvements

Phase 1 of a 3 Phase approach to enhance the Village core for safe pedestrian connectivity between Town facilities, lodging, restaurants, commercial areas, recreational area, for cultural events, i.e. Band Stand, and transportation – Mount Washington and Concord Trailways Addresses center of Village for connectivity and safety in highest density use area. Phase One could connect with NHDOT Project #40639 Moultonborough if NHDOT extends project to Center Harbor Town Line and would include Stormwater drainage improvements, ADA compliant 5-foot paved sidewalks. Vertical granite curbing at road edge of pavement for pedestrian safety and Controlled NH Rte 25 crosswalks – existing signals, RRFB (Rectangular Rapid Flashing Beacons) at Lake (NHDOT)

## **Laconia**

### Opechee Loop

The project aims to fund 4 segments out of an 8-segmented vision for the multi-use path called the Opechee Loop. Currently 3 segments are in planning and development through NBRC, and 2021 TAP funding. Project scope is a 3,000-foot segment of Elm Street that ends at NH106 which includes reducing lane width, adding separation to widen/add sidewalk as well as a RRFB at NH106 crossing. The remaining project starts on Shore Drive heading downtown, project scope includes paint and signage. On Shore Drive segment and a separated and widened sidewalk on pleasant street.

## **Tilton**

### Winnepesaukee River Trail Phase III

Proposed engineering and design of the Phase III (final) of the Winnepesaukee River Trail from NH140 – Silver Lake Road which comes within 2,000 feet of Belmont Townline. The Winnepesaukee River Trail already has 5.9 miles from Franklin to NH140 Tilton. Engineering and Design are being requested due to concerns with the cost of construction from obstacles due to the project's rail with trail design in a narrow railroad corridor with steep slopes and wetland issues and The Winnepesaukee Sewer Basin is also within the RR Corridor.

## **Ossipee**

### Conway Branch Rail Trail Phase I

Stemming from HB1468 that's purpose was to create a Conway Branch Planning Group to create a plan for the best use of the corridor. Phase I is a part of a 3 Phase approach for the 21-mile corridor. Phase I (2.7miles) starting in Ossipee Center at Moultonville Road to NH16 is proposed to remove rails and ties to construct a 10-foot-wide stone dust pathway with 2 foot gravel shoulders to meet the 12 foot minimum cross section to accommodate snowmobile use. This would include re-decking of a bridge crossing and a the creation of a welcoming trail head.