

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 September 10, 2025

Approved October 8, 2025

PRESENT	Jane Alden, Cristina Ashjian, John Ayer (Chair), Rod Cameron (alternate), Tyler Carmichael, John Christ, David Katz (Vice Chair), David Kerr (Treasurer), Lianne Prentice (Secretary), Phil Villari
EXCUSED	Mark Hildebrand
ABSENT	Bill Bolton, Stephanie Maltais (alternate)
STAFF	Shanna B. Saunders (Executive Director), Linda Waldron (Executive Administrative Assistant), Carl Carder (Finance Administrator)
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 welcomed everyone back from summer break. The Board was reminded that Area 2 Commissioner Mardean Badger announced her resignation (which became effective July 6, 2025) at the May Executive Board meeting so we will need to look for her replacement. A quorum was established.

2. Minutes

Minutes of the May 14, 2025 Executive Board meeting were presented for approval. There were no questions, comments, or discussions. Tyler Carmichael moved to approve the minutes as submitted which was seconded by Secretary Prentice. A voice vote was taken indicating all present were in favor. **Motion passed.**

3. Finance/Treasurer Report

Executive Director Saunders reported that fiscal year 2025, which concluded on June 30th, ended with a positive balance—approximately \$11,000 in operating funds—as well as notable investment gains. Activity remained strong in both circuit riding and master plan efforts. With federal grant deadlines approaching this fall, LRPC plans to submit applications for funding through the EPA, USDA, CDFA, and DES which will tell us a lot about how the next fiscal year will go.

Finance Administrator Carder noted that cash flow remains healthy, strengthened by the receipt of all municipal appropriations. It is anticipated that a portion of the current surplus will be reinvested to restore reserve funds that were drawn down last year. Additionally, transitioning many federal grants from quarterly or bi-annual billing to monthly billing has further improved cash flow. Current investments continue to perform well.

4. Monthly Executive Reports

Executive Director Saunders provided an overview of the four reports presented, highlighting a highly productive summer and expressing appreciation for the staff's dedication and energy.

She provided updates on the hazard mitigation plans (HMPs) LRPC has been working on for several communities. In August, the timeline for completion was unexpectedly accelerated from two years to two months, necessitating an “all hands on deck” response. All submitted plans have received approval from both the state and FEMA. With federal funding for new HMP work no longer available, the final plan will be completed using remaining funds—though there is rumor that funding may resume.

Concerning EPA Brownfields funding, this marks the final year under the current grant structure. LRPC will reapply this October and is actively identifying new sites for next year, as current projects are progressing well. Notably, new funding has been allocated for reuse initiatives, with Tamworth already participating and Plymouth under consideration.

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The USDA grant, which supports solid waste technical assistance and household hazardous waste (HHW) programming, was not awarded this cycle due to limited federal resources and heightened competition. Should another opportunity arise this fall, LRPC intends to reapply. In the interim, municipalities will be asked to assume greater responsibility for outreach and staffing to sustain our efforts.

Additional federal funding opportunities include the NHDES Drinking Water and Source Water Protection program, which supports zoning ordinance updates related to stormwater and aquifer protection. After a period of inactivity, the organization has been encouraged to reengage with this program.

A joint grant application is being developed in collaboration with other regional planning commissions for CDFA funding to support implementation of the housing needs assessment.

Currently, four municipalities are in queue for master plan assistance, with work anticipated to begin next year.

The regional plan update is scheduled to commence this fall and continue through the winter.

Circuit riding support remains available to municipalities.

Finally, two HHW collection events remain for the year. Wolfeboro and Alton joined the program late, resulting in some logistical challenges, but overall participation is expected to exceed last year's numbers.

5. Committee Reports

- a. Transportation Advisory Committee (TAC). Treasurer Kerr reported that the Ten-Year Transportation Plan for 2027–2035 is currently the committee's primary focus. At present, the New Hampshire Department of Transportation (DOT) budget does not include funding for any new projects. A \$400 million budget shortfall has resulted in a 40% reduction in planned initiatives. Of the six projects submitted by the Transportation Advisory Committee (TAC) to DOT this year, only one was incorporated into the Ten-Year Plan. Moving forward, the DOT will prioritize paving and maintenance of existing roadways, rehabilitation of red-listed state bridges, and continuation of projects already underway, including the Moultonborough intersection project within our region. Treasurer Kerr further stated that the I-93 Bow/Concord project—considered the state's most significant transportation undertaking—has now been formally put on hold.

Executive Director Saunders noted that upcoming GACIT (Governor's Advisory Commission on Intermodal Transportation) hearings will be held in Franklin, Plymouth, and Barnstead. She urged board members to encourage municipal participation to advocate for the retention of local projects in the plan, as they remain at risk of being cut.

6. Old Business

- a. FY25 Annual Meeting Review. There was a brief review of attendance as well as income and expenses.

7. New Business

- a. FY27 Municipal Appropriations. Municipal appropriations are determined using a formula based on property valuations and the Consumer Price Index and are typically used for providing technical assistance to member communities. Of specific note, this year LRPC experienced a reduction of \$11,000 in state RPC funding—resources traditionally leveraged to match federal grant dollars and support municipal technical assistance. To offset this shortfall, the amount will be incorporated into the municipal appropriation calculations and equitably distributed across all 31 member municipalities. Vice Chair Katz moved to accept the municipal appropriations proposal as submitted and refer to the next commission meeting, with Jane Alden seconding the motion. A voice vote was taken indicating all present were in favor. **Motion passed.**

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- b. FY27 HHW Appropriations. HHW appropriations are determined using a formula based on total housing units within a municipality and are used to fund the annual collection events. We are currently in the second year of a three-year fixed-rate contract with Tradebe. The addition of Wolfeboro and Alton has introduced a ninth collection site and triggered an extra premium from Tradebe, both of which have been distributed across all participating municipalities for FY27. A \$50 per-site stipend increase has also been included to help offset additional costs incurred by host communities. Originally projected at a 4% increase, the Tradebe contract rate has risen to approximately 7.8% for FY27 due to the expanded service area. Additionally, while the contract was based on 25 participating municipalities, five have since opted out, prompting a rate adjustment by Tradebe. Vice Chair Katz moved to accept the HHW appropriations proposal as submitted and refer to the next commission meeting. Secretary Prentice seconded the motion. A voice vote was taken indicating all present were in favor. **Motion passed.**
- c. FY26 Proposed Budget. The budget reflects minimal changes compared to the previous fiscal year. While fund balances were utilized last year to meet budgetary requirements, this is not expected to be necessary in the coming year. A review of current projects and contracts indicates a modest increase in projected income. Of specific note regarding expenses were increases in equipment purchases for overdue computer upgrades, software renewal (ESRI), auditor's fee, and travel expenses. The budget does include a 6% salary adjustment for staff, comprising a 3% cost-of-living increase and a 3% merit-based raise. Other operational costs are anticipated to remain stable. Vice Chair Katz moved to accept the budget proposal as submitted and refer to the next commission meeting, with Secretary Prentice seconding the motion. A voice vote was taken indicating all present were in favor. **Motion passed.**
- d. FY26 Meeting Calendar. The meeting calendar was reviewed with no revisions proposed. Executive Director Saunders noted that presentation topics are still being solicited for upcoming meetings and encouraged suggestions.
- e. Grant Award Review. (recap)
 - i. *USDA Solid Waste Technical Assistance*. LRPC was not awarded this grant for FY26 but will apply next month for FY27.
 - ii. *US EPA Brownfields*. One year remains under the existing grant and we will apply for the next round.
 - iii. *NHDES Source Water Protection*. DES is urging us to pursue a new grant opportunity this fall, which is expected to be the final chance to apply for this particular funding for the foreseeable future.
- f. Area 2 Commissioner Vacancy. We will be working on this over the course of the next few weeks.

8. Adjournment

Chair Ayer adjourned the meeting at 10:43 AM.

Respectfully Submitted,

Linda Waldron
Executive Administrative Assistant

Acronyms:

CDFA = Community Development Finance Authority
DES = Department of Environmental Services
DOT = Department of Transportation
EPA = Environmental Protection Agency
FEMA = Federal Emergency Management Agency
GACIT = Governor's Advisory Commission on Intermodal Transportation

HHW = Household Hazardous Waste
HMP = Hazard Mitigation Plan
RPC = Regional Planning Commission
TAC = Transportation Advisory Committee
TYP = Ten Year Plan
USDA = United States Department of Agriculture