

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 October 8, 2025

Approved November 12, 2025

PRESENT	Cristina Ashjian, John Ayer (Chair), Bill Bolton, Rod Cameron (alternate), Mark Hildebrand, David Katz (Vice Chair), David Kerr (Treasurer), Lianne Prentice (Secretary), Phil Villari
EXCUSED	Jane Alden, Tyler Carmichael, John Christ, Stephanie Maltais (alternate)
STAFF	Shanna B. Saunders (Executive Director), Linda Waldron (Executive Administrative Assistant)
LOCATION	LRPC Office, 1 st Floor Conference Room, Meredith

1. Call to Order

Chair Ayer called the meeting to order at 9:00 AM. A quorum was established.

2. Minutes

Minutes of the September 10, 2025 Executive Board meeting were presented for approval. Cristina Ashjian made a motion to approve the minutes, which was seconded by Secretary Prentice. A voice vote was taken, indicating one abstention with all other members present voting in favor. **Motion passed.**

3. Finance/Treasurer Report

Elevated expenses were reported for the 1st quarter. Of note was the purchase of 3 new computers (two budgeted and one unexpected) and increased activity on the Brownfields and HHW programs which resulted in additional travel-related costs. Spending was also noted in the areas of insurance, operation & maintenance of the LRPC van, and essential equipment for traffic counting. Many of these expenditures are expected to be reimbursed through grant funding.

4. Monthly Executive Report

Executive Director Saunders provided an update on recent activities, highlighting the following:

- All submitted Hazard Mitigation Plans (Andover, Gilmanton, Moultonborough, and Wolfeboro) have received final approval from FEMA. The project is now complete with minimal fund overage.
- Progress continues on the HOP Master Plan updates, with data research, outreach efforts, and public surveys being conducted in Sanbornton and Sandwich.
- Holderness Master Plan has an extensive outreach program currently underway with posters and voting boxes town-wide.
- Planning for the HUD Regional Plan update will begin over the winter months, starting with outreach at Laconia's upcoming Pumpkin Festival. The plan is expected to be drafted next year.
- LRPC is in the process of finishing up the CDFA Transformational Planning Grant, which supports infrastructure development. Work under this grant has been conducted in partnership with New Hampton and Ashland.
- The Brownfields Program remains active in Plymouth, Bristol, Tamworth, Ashland, and Franklin, with notable progress reported. A meeting with engineering firm Nobis is anticipated to review summer activities.
- LRPC recently held a successful Brownfields public outreach session in Tamworth focused on reuse planning for a local property. Efforts are underway to reestablish the Brownfield Committee, following an unsuccessful attempt in June. Volunteers are being sought, and municipalities are encouraged to submit projects for future consideration.

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- ✚ Discussion took place regarding LRPC's potential involvement in state land use policy and gauging interest in hosting a regional meeting to address legislative overreach. Executive Director Saunders updated the Board regarding a meeting in Raymond where communities met over the same issue.
- ✚ The HHW collection event concluded for the year with excellent participation, marking the second highest turnout on record.

Cristina Ashjian departed at 9:55 AM due to another commitment.

- ✚ The solid waste program is slowing down due to the unsuccessful 2026 USDA grant application. However, we will proceed with the composting grant. We are also searching for a partner to apply for the next round of funding in 2027.
- ✚ Transportation planning efforts include work on the Ten-Year Plan and the GACIT update. The Regional Transportation Plan is also being revised as part of the broader regional plan update. Additionally, LRPC has received funding for a transit-focused regional plan aimed at improving access to medical transportation for disadvantaged and elderly residents.
- ✚ The Low Impact Development (LID) audit is nearing completion for Laconia, Gilford, Meredith, Moultonborough, and Wolfeboro. Staff are reviewing local regulations to identify existing LID language in preparation for meetings with each community to discuss potential ordinance revisions. This is being funded by the NH Charitable Foundation with support from NHDES.

5. Committee Reports

- a. Transportation Advisory Committee (TAC). Treasurer Kerr reported that the recent TAC meeting included a presentation on the "Driving Towards Zero" initiative, a program aimed at reducing accidents through traffic calming measures. Notable statistics from NHDOT were shared, including New Hampshire's ranking as 32nd in driver safety, with 135 fatalities recorded in 2024 and 98 so far this year. The meeting primarily focused on GACIT hearings and funding for the Ten-Year Transportation Plan. A draft version of the Regional Transportation Plan was also reviewed.

6. Old Business

- a. Area 2 Commissioner Vacancy. Chair Ayer announced that he had spoken with Cristina Ashjian, a current At-Large Commissioner, who has agreed to temporarily fill the Area 2 Commissioner vacancy. He officially appointed her to the position, effective until the next election. We will now be working to fill the At Large Commissioner opening.

7. New Business

- a. Federal Grants. Following notification that this year's USDA grant application was unsuccessful, a meeting was held with USDA to review the reasons why. It was noted that one contributing factor to the denial was the insufficient focus on PFAS-related issues. In response, LRPC is considering organizing a roundtable discussion to support the development of a stronger application.

This is the final year to apply for the Brownfields four-year grant, which offers \$500,000 in funding with no match requirement. To qualify, applicants must have expended at least 70% of their existing grant funds—a threshold LRPC did not meet. As a result, LRPC will seek to partner with another organization to submit an application next year. Future Brownfields grants are expected to be reduced to \$250,000 and will likely require a funding match.

- b. Website. Our new website should be up and running today, albeit with multiple issues. We are working with our new designer/host to resolve these as soon as possible.

Executive Director Saunders shared that the Executive Director of the Belknap Economic Development Council (BEDC) recently stepped down.

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8. **Adjournment**

Chair Ayer adjourned the meeting at 10:45 AM.

Respectfully Submitted,

Linda Waldron
Executive Administrative Assistant

Acronyms:

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

HHW = Household Hazardous Waste
HOP = Housing Opportunities Planning
HUD = Housing & Urban Development
PFAS = Per- and Polyfluoroalkyl Substances
USDA = United States Department of Agriculture