

# 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, November 12, 2025

9:00 AM

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

## AGENDA

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1. **Call to Order**
2. **Approve Draft Minutes of October 8, 2025** (*actionable item*) *Attachment 1*
3. **Finance/Treasurer Report** *Attachment 2*
4. **Monthly Executive Report** (*October*) *Attachment 3*
5. **Committee Reports**  
Transportation Advisory Committee (TAC)
6. **Old Business**
  - a. At Large Commissioner Vacancy
7. **New Business**
  - a. Staffing
  - b. NHDES Source Water Protection Grant
8. **Adjourn**

**NEXT MEETING: December 10, 2025**

The Lakes Region Planning Commission (LRPC) 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. Citations to the Right-to-Know Law are provisional and may be revised as circumstances require. LRPC complies with ADA regulations. Please contact the LRPC office if you need special assistance 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 October 8, 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 <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. 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 1<sup>st</sup> 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 Authority  
DES = Department of Environmental Services  
DOT = Department of Transportation  
FEMA = Federal Emergency Management Agency  
GACIT = Governor's Advisory Commission on Intermodal Transportation

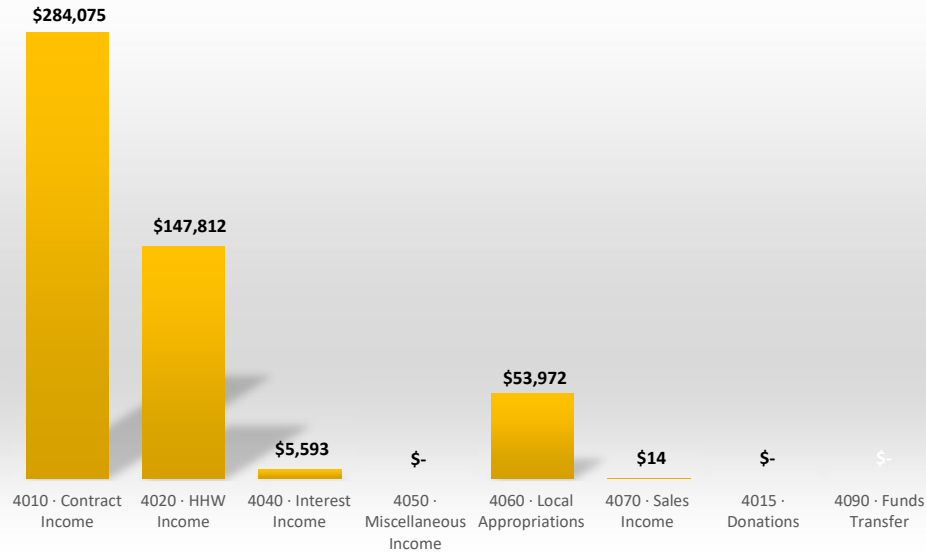
HHW = Household Hazardous Waste  
HOP = Housing Opportunities Planning  
HUD = Housing & Urban Development  
PFAS = Per- and Polyfluoroalkyl Substances  
USDA = United States Department of Agriculture

# Attachment 2

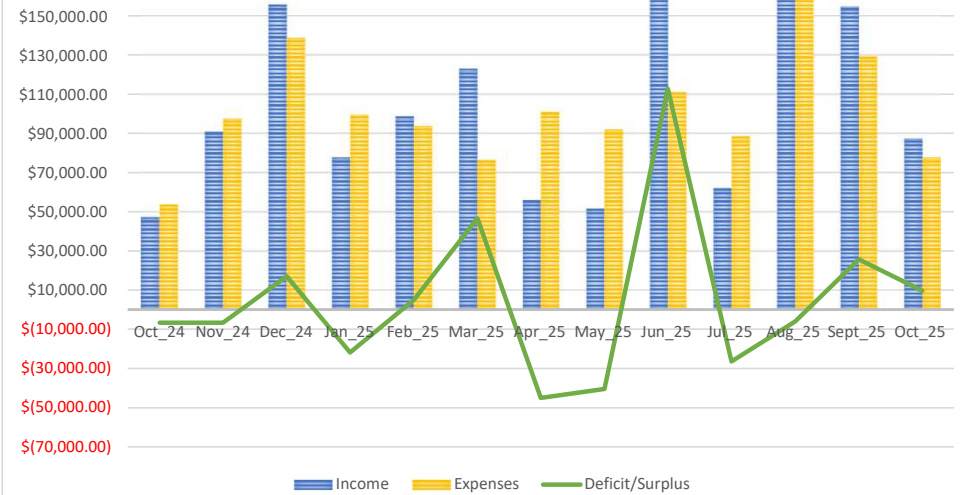
**DRAFT**

## Lakes Region Planning Commission - Dashboard

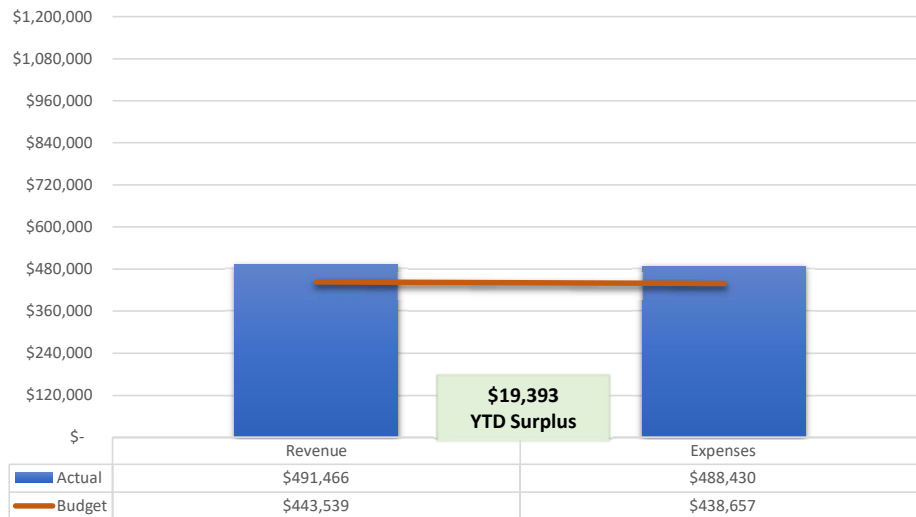
Revenue by Source Type



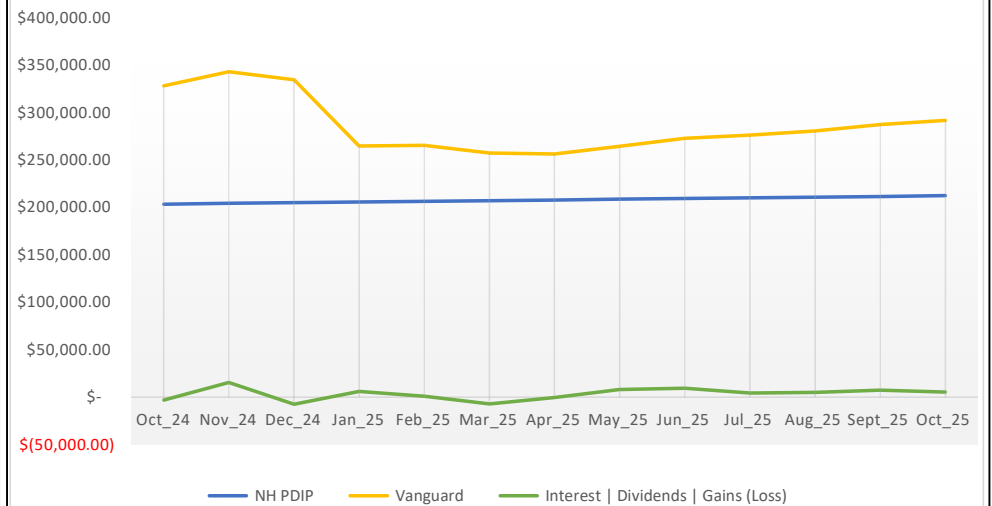
Income | Expenses | Deficit/Surplus by Month



YTD Operating Results



Vanguard and NH PDIP Investments



**DRAFT**

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

	Oct 31, 25
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1011.00 · Operating Account	1,970.88
1040.00 · Petty Cash	150.00
1070.01 · Money Market	178,048.54
1071.00 · Savings	2,816.15
Total Checking/Savings	182,985.57
Accounts Receivable	
1110.00 · Accounts Receivable	132,511.14
Total Accounts Receivable	132,511.14
Other Current Assets	
12000 · *Undeposited Funds	28,930.01
1451.00 · Prepaid Postage	41.90
1452.00 · Bulk Mail Permit 98	30.46
1510.00 · Vanguard Investments	291,184.70
1580.00 · NH PDIP	212,128.91
Total Other Current Assets	532,315.98
Total Current Assets	847,812.69
<b>TOTAL ASSETS</b>	<b>847,812.69</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	56,428.75
Credit Cards	
2550.00 · First National Bank of Omaha	433.66
Total Credit Cards	433.66
Other Current Liabilities	
2110.00 · Accrued Salaries & Wages	838.00
2130.00 · Payroll Liabilities	
2132.00 · NHRS	(0.01)
2134.00 · FSA	2,410.81
Total 2130.00 · Payroll Liabilities	2,410.80
2350.00 · Deferred and Unearned Revenue	143,964.39
Total Other Current Liabilities	147,213.19
Total Current Liabilities	204,075.60
<b>Total Liabilities</b>	<b>204,075.60</b>
Equity	
3110.00 · Unrestricted Net Assets	624,344.07
Net Income	19,393.02
Total Equity	643,737.09
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>847,812.69</b>





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

	Fiscal Year (26)-to-Date			
	FY26 Approved Annual Budget	FY26 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
<b>Income</b>				
4010 · Contract Income	\$ 940,552	\$ 284,075	\$ (656,477)	30.20%
4020 · HHW Income	\$ 172,203	\$ 147,812	\$ (24,391)	85.84%
4040 · Interest Income	\$ 30,000	\$ 5,593	\$ (24,407)	18.64%
4050 · Miscellaneous Income	\$ 9,600	\$ -	\$ (9,600)	0.00%
4060 · Local Appropriations	\$ 176,913	\$ 53,972	\$ (122,941)	30.51%
4070 · Sales Income	\$ 1,350	\$ 14	\$ (1,336)	1.02%
4015 · Donations	\$ -	\$ -	\$ -	
4090 · Funds Transfer	\$ -	\$ -	\$ -	
<b>Total Income (est.)</b>	<b>\$ 1,330,618</b>	<b>\$ 491,466</b>	<b>\$ (839,152)</b>	<b>36.94%</b>
<b>Expense</b>				
			<b>Target:</b>	<b>33.33%</b>
6030 · Custodian	\$ 5,230	\$ 1,530	\$ 3,700	29.25%
6050 · Education and Training	\$ 2,000	\$ 4,972	\$ (2,972)	248.61%
6060 · Equipment Maintenance	\$ 22,860	\$ 15,903	\$ 6,957	69.57%
6070 · HHW Expense	\$ 155,273	\$ 147,512	\$ 7,761	95.00%
6080 · Insurance - Bonds and Business	\$ 3,680	\$ 3,512	\$ 168	95.43%
7010 · Publishing/Memberships/Meetings	\$ 15,450	\$ 1,565	\$ 13,885	10.13%
7020 · Miscellaneous Expense	\$ 750	\$ 123	\$ 627	16.36%
7030 · Office Improvements	\$ 1,000	\$ -	\$ 1,000	0.00%
7040 · Office Expense	\$ 18,480	\$ 6,202	\$ 12,278	33.56%
7050 · Payroll Expenses	\$ 775,347	\$ 228,508	\$ 546,839	29.47%
7060 · Postage and Printing	\$ 675	\$ 124	\$ 551	18.36%
7070 · Professional Services	\$ 271,700	\$ 58,579	\$ 213,121	21.56%
7080 · Rent	\$ 9,672	\$ 3,224	\$ 6,448	33.33%
7090 · Traffic Equipment	\$ 6,750	\$ 3,877	\$ 2,873	
8010 · Travel Expense	\$ 7,500	\$ 3,298	\$ 4,202	43.97%
8050 · Utilities	\$ 17,125	\$ 5,123	\$ 12,002	29.92%
8060 · Vehicle O&M	\$ 2,479	\$ 4,377	\$ (1,898)	176.58%
<b>Total Expense</b>	<b>\$ 1,315,971</b>	<b>\$ 488,430</b>	<b>\$ 827,541</b>	<b>37.12%</b>
			<b>Target:</b>	<b>33.33%</b>
<b>Net Ordinary Income<sup>1</sup></b>	<b>\$ 14,647</b>	<b>\$ 3,036</b>		
<b>Realized Gain (Loss)<sup>2</sup></b>				
<b>Unrealized Gain (Loss)<sup>2</sup></b>		\$ 16,356		
<b>Net Income</b>		<b>\$ 19,393</b>		

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

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

# DRAFT



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

	Fiscal Year (26)-to-Date			
	FY26 Approved Annual Budget	FY26 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
<b>Membership</b>	<b>176,913</b>	<b>53,972</b>	<b>(122,941)</b>	<b>30.51%</b>
<b>Local Contracts</b>				
PRLAC	\$ 4,450		\$ (4,450)	0.00%
Wolfeboro Circuit Rider	\$ 17,930	\$ 10,750	\$ (7,180)	59.95%
Wolfeboro Shoreland Permits		\$ 4,820	\$ 4,820	
Laconia HMP	\$ 2,160	\$ 2,400	\$ 240	111.11%
Moultonborough HOP Master Plan	\$ 15,875	\$ 3,092	\$ (12,783)	19.48%
Sandwich HOP Master Plan	\$ 11,500	\$ 1,514	\$ (9,986)	13.16%
Sanbornton HOP Master Plan	\$ 18,475	\$ 5,384	\$ (13,091)	29.14%
Gilford HMP	\$ 2,400		\$ (2,400)	0.00%
Holderness Master Plan	\$ 15,000	\$ 5,747	\$ (9,253)	38.32%
NBRC LRCD   Gale School Project	\$ 1,044	\$ 1,403	\$ 359	134.38%
NBRC   Town of Hebron	\$ 2,175	\$ 2,473	\$ 298	113.69%
Pardoe	\$ 11,869		\$ (11,869)	0.00%
NBRC   Adaptive Sports			\$ -	
NBRC   GALA Community Center			\$ -	
NBRC   LR Model Railroad Museum		\$ 1,325	\$ 1,325	
CDBG   Grafton County Micro Enterprise	\$ 69,106	\$ 1,142	\$ (67,964)	1.65%
NBRC   Laconia WOW Opechee Loop		\$ 2,005	\$ 2,005	
CDBG   Grafton County Micro Enterprise	\$ 45,100	\$ 17,349	\$ (27,751)	38.47%
NH Charitable LID	\$ 25,000	\$ 849	\$ (24,151)	3.39%
NBRC   Potential Spring Grants	\$ 34,000		\$ (34,000)	0.00%
<b>Subtotal</b>	<b>\$ 276,084</b>	<b>\$ 60,251</b>	<b>\$ (157,681)</b>	<b>21.82%</b>
<b>State / Federal Contracts</b>				
USDA   Composting Grant	\$ 87,300	\$ 27,893	\$ (59,407)	31.95%
DOS   HSEM - Gilmanton	\$ 6,000	\$ 6,000	\$ -	100.00%
DOS   HSEM - Moultonborough	\$ 6,000	\$ 6,000	\$ -	100.00%
DOS   HSEM - Wolfeboro	\$ 2,250	\$ 1,800	\$ (450)	80.00%
DOS   HSEM - Andover	\$ 1,500	\$ 1,500	\$ -	100.00%
EPA   FY24/25 Brownfields	\$ 130,000	\$ 55,241	\$ (74,759)	42.49%
CDFA   Transformation Planning Grant	\$ 30,400	\$ 16,367	\$ (14,033)	53.84%
USDA   Solid Waste Management FY25	\$ 9,500	\$ 9,550	\$ 50	100.53%
DOT UPWP FY 26 / 27	\$ 309,965	\$ 86,113	\$ (223,852)	27.78%
HUD   Region Plan (Sheeheen Ear Mark)	\$ 81,553	\$ 13,359	\$ (68,194)	16.38%
<b>Subtotal</b>	<b>\$ 664,468</b>	<b>\$ 223,824</b>	<b>\$ (440,644)</b>	<b>33.68%</b>
<b>Total 4010 - Contract Income</b>	<b>\$ 940,552</b>	<b>\$ 284,075</b>	<b>\$ (598,325)</b>	<b>30.20%</b>
<b>Other Income</b>				
<b>4020 - HHW</b>	<b>\$ 172,203</b>	<b>\$ 147,812</b>	<b>\$ (24,391)</b>	<b>85.84%</b>
4021 - HHW Local	\$ 155,273	\$ 145,545	\$ (9,728)	93.73%
4022 - DES HHW	\$ 16,930	\$ 2,267	\$ (14,663)	13.39%
4015 - Donations			\$ -	
4040 - Interest & Dividends	\$ 30,000	\$ 5,593	\$ (24,407)	18.64%
Land use book sales / GIS	\$ 1,350	\$ 14	\$ (1,336)	1.02%
Other/Misc Income/Annual Meeting	\$ 9,600		\$ (9,600)	0.00%
Fund Balance			\$ -	
<b>Subtotal</b>	<b>\$ 213,153</b>	<b>\$ 153,419</b>	<b>\$ (59,734)</b>	<b>71.98%</b>
<b>TOTAL</b>	<b>\$ 1,330,618</b>	<b>\$ 491,466</b>	<b>\$ (781,000)</b>	<b>36.94%</b>
			<b>Target:</b>	<b>33.33%</b>



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

Expense Account	Fiscal Year (26)-to-Date			
	FY26 Approved Annual Budget	FY26 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
<b>6030 · Custodian</b>	\$ 5,230	\$ 1,530	\$ 3,700	29.25%
<b>6050 · Education and Training</b>	\$ 2,000	\$ 4,972	\$ (2,972)	248.61%
<b>6060 · Equipment Maintenance</b>	\$ 22,860	\$ 15,903	\$ 6,957	69.57%
6062 · Equipment/Computer Maintenance	\$ 19,860	\$ 12,538	\$ 7,322	63.13%
6061 · Equipment Purchases	\$ 3,000	\$ 3,365	\$ (365)	112.17%
<b>6070 · HHW Expense</b>	\$ 155,273	\$ 147,512	\$ 7,761	95.00%
<b>6080 · Insurance - Bonds and Business</b>	\$ 3,680	\$ 3,512	\$ 168	95.43%
<b>7010 · Publishing/Memberships/Meetings</b>	\$ 15,450	\$ 1,565	\$ 13,885	10.13%
<b>7020 · Miscellaneous Expense</b>	\$ 750	\$ 123	\$ 627	16.36%
<b>7030 · Office Improvements</b>	\$ 1,000		\$ 1,000	0.00%
<b>7040 · Office Expense</b>	\$ 18,480	\$ 6,202	\$ 12,278	33.56%
7043 · Copier Lease	\$ 5,000	\$ 1,382	\$ 3,618	27.63%
7041 · Supplies	\$ 13,480	\$ 4,821	\$ 8,659	35.76%
<b>7050 · Payroll Expenses</b>	\$ 775,347	\$ 228,508	\$ 546,839	29.47%
7051 · Salaries and Wages	\$ 573,349	\$ 167,410	\$ 405,939	29.20%
7052 · Health, Dental, Disability, Life & Unemp	\$ 102,145	\$ 33,953	\$ 68,192	33.24%
7055 · Retirement Fund	\$ 54,756	\$ 14,868	\$ 39,888	27.15%
7057 · Payroll Taxes	\$ 45,096	\$ 12,277	\$ 32,820	27.22%
<b>7060 · Printing &amp; Postage</b>	\$ 675	\$ 124	\$ 551	18.36%
<b>7070 · Professional Services</b>	\$ 271,700	\$ 58,579	\$ 213,121	21.56%
7071 · Audit	\$ 12,000	\$ 8,400	\$ 3,600	70.00%
7072 · Contracted Services	\$ 194,000	\$ 49,892	\$ 144,108	25.72%
7073 · USDA Expenses	\$ 62,300	\$ -	\$ 62,300	0.00%
7074 · Legal	\$ 2,000	\$ -	\$ 2,000	0.00%
7075 · Payroll Service	\$ 1,400	\$ 287	\$ 1,113	20.50%
<b>7080 · Rent</b>	\$ 9,672	\$ 3,224	\$ 6,448	33.33%
<b>7090 · Traffic Equipment</b>	\$ 6,750	\$ 3,877	\$ 2,873	57.43%
<b>8010 · Travel Expense</b>	\$ 7,500	\$ 3,298	\$ 4,202	43.97%
<b>8050 · Utilities</b>	\$ 17,125	\$ 5,123	\$ 12,002	29.92%
8051 · Electricity and Propane	\$ 6,250	\$ 1,178	\$ 5,072	18.84%
8052 · Telephone and Internet	\$ 10,875	\$ 3,946	\$ 6,929	36.28%
<b>8060 · Vehicle O&amp;M</b>	\$ 2,479	\$ 4,377	\$ (1,898)	176.58%
<b>Totals</b>	<b>\$ 1,315,971</b>	<b>\$ 488,430</b>	<b>\$ 827,541</b>	<b>37.12%</b>
			<b>Target:</b>	<b>33.33%</b>

# Attachment 3



# Monthly Executive Report

## Local

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- **Andover.** Produced updated Andover road maps in various sizes and delivered to the Highway Department. Discussed the maps and a proposed scope of work under the Culverts and Closed Drainage Systems initiative with the Highway Supervisor and the Town Administrator.
- **Barnstead.** Corresponded with Town Administrator and Planning Board Chair regarding zoning and aquifer overlay district maps.
- **Effingham.** Assisted town with a Development of Regional Impact (DRI) concerning a wireless communications tower.
- **Gilford HMP.** Continue to work on drafting Gilford's Hazard Mitigation Plan update.
- **Gilmanton.** Discussed with the Town Administrator the open Road Agent position, the removal of a TYP project, next steps for the town, and the Culverts and Closed Drainage Systems proposal.
- **Hebron.** Following a discussion with Hebron about the NH Stream Crossings Initiative, potential funding sources, and the characteristics of a proposed project area, a November meeting has been arranged with their Emergency Management Director and Town Administrator to better understand their needs and conduct a site walk.
- **Holderness Master Plan.** Switched out topics on master plan drop boxes located around town.
- **New Hampton.** Received an executed GIS Scope of Work from the Conservation Commission and held a detailed discussion regarding deadlines and details. Completed three preliminary maps: Aquifer Transmissivity, Watershed Boundaries (both including parcel data), and Utility Easement information. Additionally, a composite map was produced that integrates all datasets into a single visual resource.
- **Sanbornton HOP Master Plan.** To prepare for the housing open house poster session scheduled for November 12<sup>th</sup>, outreach materials were developed, including a newspaper advertisement, roadside signage, and event posters to promote community engagement. Participated in committee meetings to collaborate with town representatives. Submitted press releases to local newspapers to further publicize the event and encourage attendance.
- **Sandwich HOP Master Plan.** Communicated with Master Plan Subcommittee regarding next steps.
- **Wolfeboro.** Partnered with the Town and the Wolfeboro Waters group to post an RFP for stormwater improvements to Rust Pond. Continued to review Shoreland Permits for the Planning Department.





## Economic Development

- **HUD Regional Plan.** Developed promotional materials for the Laconia Pumpkin Festival, including eye-catching posters, branded stickers, survey cards, and a custom project logo to boost visibility and encourage participation. During the festival, our team was on-site to connect directly with residents—sparking conversations, gathering valuable feedback, and inviting the community to share their thoughts on the project’s direction. We currently have 42 responses to our survey.



*Pumpkin Festival Preparations*



*Pumpkin Festival Attendees*



*Shanna Handing Out Surveys*



*Glenn, Shanna & Danielle*

- **CDFA MicroEnterprise Technical Assistance and NBRC.** During the reporting period, Quarterly Micro Technical Assistance Claims for BEDC, CEDC, GRDC, and WREN were successfully submitted, approved, and paid by the Community Development Finance Authority. In addition, NBRC narratives and annual reports were due and submitted for six awardees. Of these, two are currently in closing status with a project end date of September 30, 2025; one awardee received an extension through September 30, 2026; and the remaining three projects remain open and active through September 30, 2026.

## Environmental

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### Brownfields.

- Met with Laconia's Economic Development Coordinator and NHDES to discuss the potential Brownfields work in Laconia with an aim towards encouraging Laconia to apply for a Community Wide Assessment Grant where LRPC would assist in the administration of the grant.
- Discussed project updates with Nobis.
- Completed Brownfields Quarterly Report.

### Household Hazardous Waste (HHW)

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- Held the HHW Coordinator Final Wrap-Up meeting on October 1, 2025, where we reviewed resident attendance, vendor performance, and operational details for each collection event.
- Obtained all waste manifests from the 2025 collection and completed the ITRC summary table, which outlines the types and quantities of hazardous waste collected.
- Continued progress on the HHW NHDES grant report to finalize our 2025 grant objectives, with submission planned for the November.



#### 2025 HHW Collection Highlights:

- 1,635 households participated (an increase of 171 from 2024)
- 47,822 lbs. of ignitables collected (primarily oil-based materials)
- 80,990 lbs. of total hazardous waste (up 14,445 lbs. from the previous year)

## Regional

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**PRLAC.** Followed correspondence related to permits and other activities along the river. Reviewed materials for ten-year corridor management plan and scope of work items. Attended monthly meeting.

### Solid Waste

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- Submitted the final report for FY24 solid waste management grant.
- Meetings were held with NHDES staff to discuss landfill monitoring, hazardous waste topics, PFAS water testing of landfill wells, and scope of work items which could be added to our grant scope of work.

### Transportation

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- Received signatures on the joint NH Route 25 letter drafted in September and submitted to NHDOT.
- October TAC Meeting. Topics of discussion were Driving Towards Zero, transit updates, GACIT updates, and review of portions of the Regional Transportation Plan. Also,
  - Coordinated with NHDOT Highway Safety regarding their presentation on Driving Towards Zero,
  - Coordinated with Mobility Manager on materials related to transit in the region and state, and
  - Using feedback from this meeting, drafted a workplan for the Regional Transportation Plan update.
- To enhance our public engagement efforts, we contacted the platform Social Pinpoint to begin utilizing their free outreach tools and services available through NHDOT. Following this, we participated in a meeting with Social Pinpoint representatives to explore additional tools and services beyond the transportation scope that could benefit our organization, including options available at an added cost.

- Finished out traffic counting season and submitted our last batch of 61 counts to NHDOT. Waiting for those approvals for final season numbers. Met with NHDOT traffic staff to discuss trouble locations, equipment, coordination, and details of our season.
- Submitted quotes and proposals of work to nine Communities: Alton, Andover, Ashland, Bristol, Gilmanton, New Hampton, Northfield, Sanbornton, Sandwich. (Barnstead was done in September for ten quotes total).
- Requested crash data for Tenney Mountain Highway and several intersections, including Laker Lane, True Road, Quarry Road, and Patrician Shores in Meredith, as well as Redding Lane and Sherriden Road in Moultonborough. These locations are part of projects proposed for removal from the Ten-Year Plan (TYP), and the data will support the development of a Road Safety Audit (RSA) application for highway safety funding.

## **Training & Conferences**

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- NH Office of Planning and Development Floodplain Management Program Training
- Attended Conway GACIT hearing and was part of a joint presentation with North Country Council. Also presented at the Plymouth GACIT hearing.
- Attended the Statewide Coordinating Council Meeting (virtually).
- Attended the RCC Region 1 Grafton-Coos Meeting to help facilitate discussion on the future and planning of Plymouth Transit.
- Attended NHDOT Highway Safety Improvement Program Meeting.
- Attended the Albany-Madison Informational Hearing and connected with NHDOT representatives to discuss ongoing transportation initiatives. During these conversations, a request was made to draft a corridor support letter for NH Route 16, modeled after the previous NH Route 25 Corridor letter. Coordination efforts continued with additional input from NHDOT staff and local stakeholders. Information was gathered from regional traffic and safety committees, as well as economic development representatives, to ensure the letter reflected community needs and priorities. After compiling this feedback, a draft was completed and circulated to include North Country communities, Albany, and Madison. The final version was sent to town managers and the TAC representative for review and signature.
- Explored the possibility of utilizing our on-call engineers to conduct Road Safety Audits to accelerate the process. The intent is to ensure that, if pursued, the project would meet eligibility requirements for Highway Safety funding.
- Attended Rails to Trails Conservancy TrailNation Summit in Cleveland, Ohio. The conference was heavily focused on finding ways forward in a difficult federal funding environment as well as looking at trails regionally, and as economic engines. A presentation will be held about this conference at the December TAC Meeting.
- Attended the RPC Director's Meeting. Discussed presenting to municipalities at NHMA's Annual Conference to raise awareness of the services RPCs provide.
- Attended NH Planner's Association's Legislative Subcommittee Meeting to discuss new LSRs.
- Attended Belknap Economic Development Council Board Meeting.
- Hosted a luncheon for all Regional Planners to discuss zoning updates required to meet legislative changes passed last year.
- Attended a legislative subcommittee meeting for the Commission to study planning and zoning enabling statutes.



# ACRONYMS

BEDC	Belknap Economic Development Council
CEDC	Coos Economic Development Corporation
DRI	Development of Regional Impact
GACIT	Governor's Advisory Commission on Intermodal Transportation
GIS	Geographic Information System
GRDC	Grafton Regional Development Corporation
HHW	Household Hazardous Waste
HMP	Hazard Mitigation Plan
HOP	Housing Opportunity Program
HSIP	Highway Safety Improvement Program
HUD	Department of Housing & Urban Development
ITC	Ignitables, Toxics, Reactives, Corrosives
LRPC	Lakes Region Planning Commission
LSR	Legislative Service Request
NBRC	Northern Border Regional Commission
NHDES	NH Department of Environmental Services
NHDOT	NH Department of Transportation
NHMA	New Hampshire Municipal Association
PFAS	Per- and polyfluoroalkyl substances
PRLAC	Pemigewasset River Local Advisory Committee
RCC	Regional Coordinating Council
RFP	Request for Proposal
RPC	Regional Planning Commission
RSA	Revised Statutes Annotated
TAC	Transportation Advisory Committee
TYP	Ten Year Plan
WREN	Women's Rural Enterprise Network