

# 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, March 11, 2026

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 November 12, 2025** (*actionable item*) *Attachment 1*
3. **Monthly Executive Reports** (*November - February*) *Attachment 2*
4. **Finance/Treasurer Report** *Attachment 3*
5. **Old Business**
  - a. At Large Commissioner Vacancy
6. **New Business**
  - a. Strategic Planning
  - b. Draft FY27 Budget Review
  - c. Staffing update
  - d. Annual Meeting Planning (June 22, 2026 @ Church Landing)
    - Keynote Speaker
    - Establish Nominating Subcommittee (full Executive Board ballot)
    - Establish Awards Subcommittee
7. **Announcements**
  - a. LRPC FY25 Annual Report
8. **Adjourn**

**NEXT MEETING: April 8, 2026**

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 November 12, 2025

PRESENT	Cristina Ashjian, John Ayer (Chair), Tyler Carmichael, John Christ, David Katz (Vice Chair), David Kerr (Treasurer), Lianne Prentice (Secretary)
EXCUSED	Jane Alden, Bill Bolton, Mark Hildebrand, Stephanie Maltais (alternate), Phil Villari
ABSENT	Rod Cameron (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

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### 1. Call to Order

Chair Ayer welcomed Board members and called the meeting to order at 9:04 AM. A quorum was established.

### 2. Minutes

Minutes of the October 8, 2025 Executive Board meeting were presented for approval. Vice Chair Katz made a motion to approve the minutes as submitted, seconded by John Christ. A voice vote was taken indicating all present were in favor. **Motion passed.**

### 3. Finance/Treasurer Report

Finance Administrator Carder provided a summary, reporting a cash flow surplus of \$19,393 for October and highlighting a balanced mix between PDIP and Vanguard investments. Executive Director Saunders attributed part of the surplus to increased revenue from municipal projects and stated the intention to continue promoting RPC services to municipalities at the upcoming annual NH Municipal Association Conference. Finance Administrator Carder concluded by noting that the new auditing firm has completed its audit, with the annual report presentation anticipated at the December meeting.

### 4. Monthly Executive Report

Executive Director Saunders provided updates on several ongoing projects and funding opportunities.

- ✚ As mentioned previously, USDA Solid Waste Management Grant funding was not awarded this year; however, a smaller composting grant (approximately \$30,000) was secured, which includes a separate pool of money (approximately \$50,000) designated for equipment purchases. We have partnered with five communities – Ashland, Bristol, Gilford, Moultonborough, and Wolfeboro – who will benefit from this grant. The newly ordered equipment will be delivered directly to each participating community for use by both residents and local transfer stations.
- ✚ Our EPA grant application for Brownfields work was unsuccessful, but we have discussed potential new partnerships with Laconia and Ashland to apply for joint funding.
- ✚ LRPC applied for a Drinking Water Source Protection Grant for Wolfeboro & Ashland and discovered eligibility for 604(b) funding to assist with stormwater ordinance work in various towns. We will be seeking projects for the 604(b) funds.
- ✚ Progress on the regional master plan, including outreach efforts at local events and plans for an upcoming survey was discussed.
- ✚ Updates were provided on transportation projects, along with the conclusion of the GACIT hearings and the public input process. A meeting is scheduled for this afternoon at the NHDOT to review the outcomes of the GACIT

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hearings and to discuss recommendations for the draft 2027-2036 TYP. Executive Director Saunders and Transportation Planner Trefethen will be attending.

✚ Work on master plans for various towns is ongoing.

## 5. Committee Reports

a. Transportation Advisory Committee (TAC). Treasurer Kerr reported that there was no TAC meeting this month; therefore, there was nothing to report.

## 6. Old Business

a. At Large Commissioner Vacancy. Chair Ayer announced that a commissioner has not yet been found for the position, but he will make a concerted effort to do so. The topic will be revisited at next month's meeting.

## 7. New Business

a. Staffing. Executive Director Saunders shared the news that our Regional Planner/Regional Manager, David Jeffers, has made the decision to retire, with his last day in the office being November 28<sup>th</sup>. Dave has been a dedicated member of the LRPC team for over 25 years, contributing his leadership, expertise, and deep commitment to regional development throughout his tenure. His presence and guidance have been instrumental in shaping many of the Commission's initiatives, and his retirement marks the end of an era for our organization.

In addition, Tracey Secula, our Grants Manager, has indicated her intention to resign. Tracey has been gradually winding down her responsibilities, focusing on closing out existing grants while stepping back from taking on new projects. Her thoughtful approach to this transition reflects her professionalism and care for the continuity of our work.

Both David and Tracey will leave a lasting impact on LRPC, and we are deeply grateful for their years of service and dedication.

b. NHDES Source Water Protection Grant. Discussed during the Monthly Executive Report highlights at #4 above.

## 8. Adjournment

Chair Ayer adjourned the meeting at 10:09 AM.

Respectfully Submitted,

Linda Waldron  
Executive Administrative Assistant

### Acronyms:

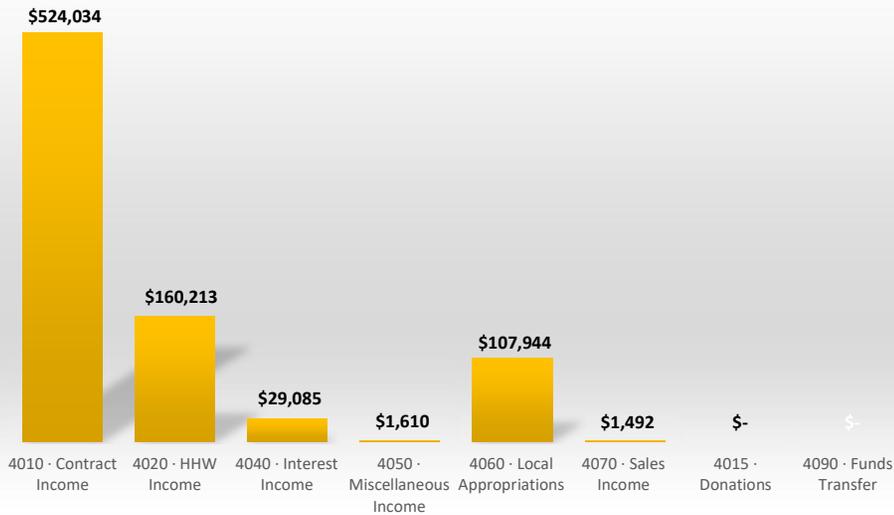
EPA = Environmental Protection Agency  
NHDES = NH Department of Environmental Services  
NH DOT = NH Department of Transportation  
GACIT = Governor's Advisory Commission on Intermodal Transportation  
PDIP = Public Deposit Investment Pool

RPC = Regional Planning Commission  
TAC = Transportation Advisory Committee  
TYP = Ten Year Plan  
USDA = United States Department of Agriculture

# Attachment 2

# Lakes Region Planning Commission - Dashboard

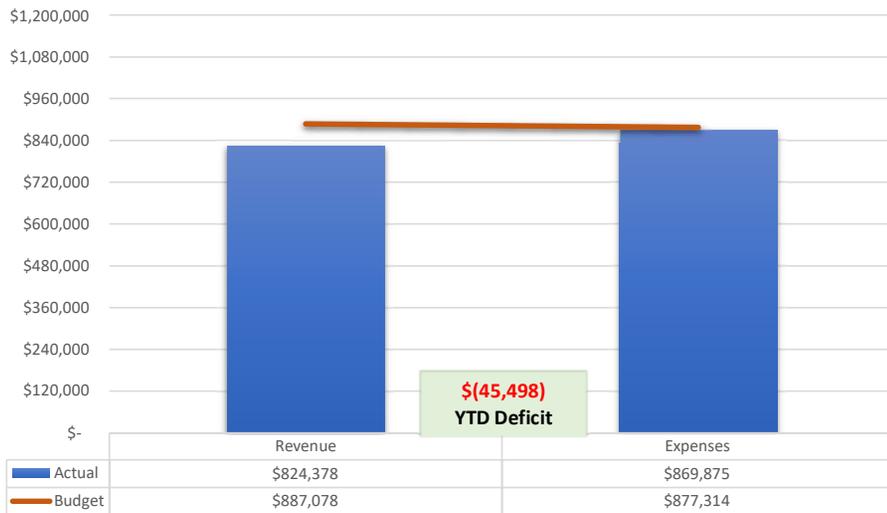
## Revenue by Source Type



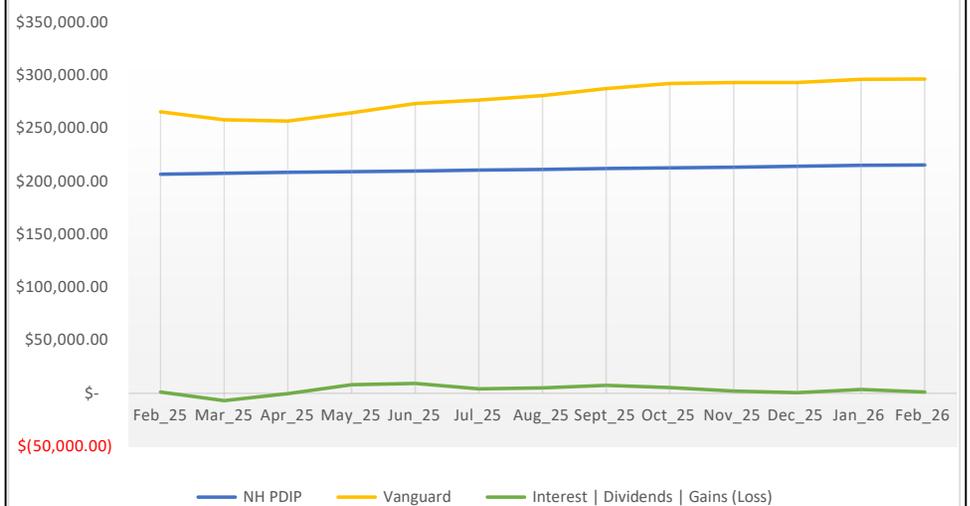
## Income | Expenses | Deficit/Surplus by Month



## YTD Operating Results



## Vanguard and NH PDIP Investments



*Lakes Region Planning Commission*  
 STATEMENT OF FINANCIAL POSITION  
 As of February 28, 2026

	Feb 28, 26
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1011.00 · Operating Account	3,340.51
1020.00 · Gift Cards	227.81
1040.00 · Petty Cash	150.00
1070.01 · Money Market	134,234.38
1071.00 · Savings	2,697.14
<b>Total Checking/Savings</b>	140,649.84
<b>Accounts Receivable</b>	
1110.00 · Accounts Receivable	127,614.95
<b>Total Accounts Receivable</b>	127,614.95
<b>Other Current Assets</b>	
1451.00 · Prepaid Postage	15.92
1452.00 · Bulk Mail Permit 98	30.46
1510.00 · Vanguard Investments	295,549.92
1580.00 · NH PDIP	214,803.76
<b>Total Other Current Assets</b>	510,400.06
<b>Total Current Assets</b>	778,664.85
<b>TOTAL ASSETS</b>	<b>778,664.85</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2010.00 · Accounts Payable	58,612.54
<b>Total Accounts Payable</b>	58,612.54
<b>Credit Cards</b>	
2550.00 · First National Bank of Omaha	
2550.01 · FNBO - Carl	476.24
<b>Total 2550.00 · First National Bank of Omaha</b>	476.24
<b>Total Credit Cards</b>	476.24
<b>Other Current Liabilities</b>	
2130.00 · Payroll Liabilities	
2132.00 · NHRS	(0.03)
2134.00 · FSA	2,637.23
<b>Total 2130.00 · Payroll Liabilities</b>	2,637.20
2350.00 · Deferred and Unearned Revenue	137,254.39
<b>Total Other Current Liabilities</b>	139,891.59
<b>Total Current Liabilities</b>	198,980.37
<b>Total Liabilities</b>	198,980.37
<b>Equity</b>	
3110.00 · Unrestricted Net Assets	625,182.07
Net Income	(45,497.59)
<b>Total Equity</b>	579,684.48
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>778,664.85</b>



**Lakes Region Planning Commission**  
**FY26 Budget Performance**  
 February 28, 2026

	<b>Fiscal Year (26)-to-Date</b>			
	<b>FY26 Approved Annual Budget</b>	<b>FY26 YTD Actual</b>	<b>Difference (Budget v Actual)</b>	<b>% of Annual Budget</b>
<b>Income</b>				
4010 · Contract Income	\$ 940,552	\$ 524,034	\$ (416,517)	55.72%
4020 · HHW Income	\$ 172,203	\$ 160,213	\$ (11,990)	93.04%
4040 · Interest Income	\$ 30,000	\$ 29,085	\$ (915)	96.95%
4050 · Miscellaneous Income	\$ 9,600	\$ 1,610	\$ (7,990)	16.77%
4060 · Local Appropriations	\$ 176,913	\$ 107,944	\$ (68,969)	61.02%
4070 · Sales Income	\$ 1,350	\$ 1,492	\$ 142	110.51%
4015 · Donations	\$ -	\$ -	\$ -	
4090 · Funds Transfer	\$ -	\$ -	\$ -	
<b>Total Income (est.)</b>	<b>\$ 1,330,618</b>	<b>\$ 824,378</b>	<b>\$ (506,240)</b>	<b>61.95%</b>
				<b>Target: 66.67%</b>
<b>Expense</b>				
6030 · Custodian	\$ 5,230	\$ 2,890	\$ 2,340	55.26%
6050 · Education and Training	\$ 2,000	\$ 7,071	\$ (5,071)	353.56%
6060 · Equipment Maintenance	\$ 22,860	\$ 19,211	\$ 3,649	84.04%
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	\$ 4,972	\$ 10,478	32.18%
7020 · Miscellaneous Expense	\$ 750	\$ 1,174	\$ (424)	156.49%
7030 · Office Improvements	\$ 1,000	\$ -	\$ 1,000	0.00%
7040 · Office Expense	\$ 18,480	\$ 12,525	\$ 5,955	67.78%
7050 · Payroll Expenses	\$ 775,347	\$ 452,196	\$ 323,151	58.32%
7060 · Postage and Printing	\$ 675	\$ 744	\$ (69)	110.16%
7070 · Professional Services	\$ 271,700	\$ 187,253	\$ 84,447	68.92%
7080 · Rent	\$ 9,672	\$ 6,448	\$ 3,224	66.67%
7090 · Traffic Equipment	\$ 6,750	\$ 4,395	\$ 2,355	
8010 · Travel Expense	\$ 7,500	\$ 5,147	\$ 2,353	68.62%
8050 · Utilities	\$ 17,125	\$ 10,379	\$ 6,746	60.61%
8060 · Vehicle O&M	\$ 2,479	\$ 4,448	\$ (1,969)	179.42%
<b>Total Expense</b>	<b>\$ 1,315,971</b>	<b>\$ 869,875</b>	<b>\$ 446,095</b>	<b>66.10%</b>
				<b>Target: 66.67%</b>
<b>Net Income</b>	<b>\$ 14,647</b>	<b>\$ (45,498)</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.



**Lakes Region Planning Commission**  
**FY26 Budget Performance**  
 February 28, 2026

	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>107,944</b>	<b>(68,969)</b>	<b>61.02%</b>
<b>Local Contracts</b>				
PRLAC	\$ 4,450	\$ 650	\$ (3,800)	14.61%
Wolfeboro Circuit Rider	\$ 17,930	\$ 30,283	\$ 12,353	168.90%
Wolfeboro Shoreland Permits		\$ 5,922	\$ 5,922	
Laconia HMP	\$ 2,160	\$ 2,400	\$ 240	111.11%
Moultonborough HOP Master Plan	\$ 15,875	\$ 3,174	\$ (12,701)	19.99%
Sandwich HOP Master Plan	\$ 11,500	\$ 1,514	\$ (9,986)	13.17%
Sanbornton HOP Master Plan	\$ 18,475	\$ 5,808	\$ (12,667)	31.44%
Gilford HMP	\$ 2,400		\$ (2,400)	0.00%
Holderness Master Plan	\$ 15,000	\$ 8,385	\$ (6,615)	55.90%
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		\$ 3,085	\$ 3,085	
NBRC   GALA Community Center		\$ 2,890	\$ 2,890	
NBRC   LR Model Railroad Museum		\$ 1,325	\$ 1,325	
CDBG   Grafton County Micro Enterprise	\$ 69,106	\$ 7,096	\$ (62,010)	10.27%
NBRC   Laconia WOW Opechee Loop		\$ 2,005	\$ 2,005	
CDBG   Grafton County Micro Enterprise	\$ 45,100	\$ 30,240	\$ (14,860)	67.05%
NH Charitable LID	\$ 25,000	\$ 849	\$ (24,151)	3.39%
NH Recycles		\$ 640	\$ 640	
NBRC   Potential Spring Grants	\$ 34,000		\$ (34,000)	0.00%
<b>Subtotal</b>	<b>\$ 276,084</b>	<b>\$ 110,142</b>	<b>\$ (108,430)</b>	<b>39.89%</b>
<b>State / Federal Contracts</b>				
USDA   Composting Grant	\$ 87,300	\$ 63,796	\$ (23,505)	73.08%
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	\$ 117,713	\$ (12,287)	90.55%
CDFA   Transformation Planning Grant	\$ 30,400	\$ 48,386	\$ 17,986	159.16%
USDA   Solid Waste Management FY25	\$ 9,500	\$ 9,550	\$ 50	100.53%
DOT UPWP FY 26 / 27	\$ 309,965	\$ 128,080	\$ (181,885)	41.32%
HUD   Region Plan (Sheeheen Ear Mark)	\$ 81,553	\$ 31,067	\$ (50,486)	38.09%
<b>Subtotal</b>	<b>\$ 664,468</b>	<b>\$ 413,892</b>	<b>\$ (250,576)</b>	<b>62.29%</b>
<b>Total 4010 - Contract Income</b>	<b>\$ 940,552</b>	<b>\$ 524,034</b>	<b>\$ (359,006)</b>	<b>55.72%</b>
<b>Other Income</b>				
<b>4020 - HHW</b>	<b>\$ 172,203</b>	<b>\$ 160,213</b>	<b>\$ (11,990)</b>	<b>93.04%</b>
4021 - HHW Local	\$ 155,273	\$ 145,545	\$ (9,728)	93.73%
4022 - DES HHW	\$ 16,930	\$ 14,668	\$ (2,262)	86.64%
4015 - Donations			\$ -	
4040 - Interest & Dividends	\$ 30,000	\$ 29,085	\$ (915)	96.95%
Land use book sales / GIS	\$ 1,350	\$ 1,492	\$ 142	110.51%
Other/Misc Income/Annual Meeting	\$ 9,600	\$ 1,610	\$ (7,990)	16.77%
Fund Balance			\$ -	
<b>Subtotal</b>	<b>\$ 213,153</b>	<b>\$ 192,400</b>	<b>\$ (20,753)</b>	<b>90.26%</b>
<b>TOTAL</b>	<b>\$ 1,330,618</b>	<b>\$ 824,378</b>	<b>\$ (448,728)</b>	<b>61.95%</b>
			<b>Target:</b>	<b>66.67%</b>



**Lakes Region Planning Commission**  
**FY26 Budget Performance**  
 February 28, 2026

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	\$ 2,890	\$ 2,340	55.26%
<b>6050 · Education and Training</b>	\$ 2,000	\$ 7,071	\$ (5,071)	353.56%
<b>6060 · Equipment Maintenance</b>	\$ 22,860	\$ 19,211	\$ 3,649	84.04%
6062 · Equipment/Computer Maintenance	\$ 19,860	\$ 15,758	\$ 4,102	79.35%
6061 · Equipment Purchases	\$ 3,000	\$ 3,453	\$ (453)	115.10%
<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	\$ 4,972	\$ 10,478	32.18%
<b>7020 · Miscellaneous Expense</b>	\$ 750	\$ 1,174	\$ (424)	156.49%
<b>7030 · Office Improvements</b>	\$ 1,000		\$ 1,000	0.00%
<b>7040 · Office Expense</b>	\$ 18,480	\$ 12,525	\$ 5,955	67.78%
7043 · Copier Lease	\$ 5,000	\$ 2,674	\$ 2,326	53.48%
7041 · Supplies	\$ 13,480	\$ 9,851	\$ 3,629	73.08%
<b>7050 · Payroll Expenses</b>	\$ 775,347	\$ 452,196	\$ 323,151	58.32%
7051 · Salaries and Wages	\$ 573,349	\$ 333,021	\$ 240,328	58.08%
7052 · Health, Dental, Disability, Life & Unemp	\$ 102,145	\$ 63,654	\$ 38,492	62.32%
7055 · Retirement Fund	\$ 54,756	\$ 31,155	\$ 23,600	56.90%
7057 · Payroll Taxes	\$ 45,096	\$ 24,365	\$ 20,731	54.03%
<b>7060 · Printing &amp; Postage</b>	\$ 675	\$ 744	\$ (69)	110.16%
<b>7070 · Professional Services</b>	\$ 271,700	\$ 187,253	\$ 84,447	68.92%
7071 · Audit	\$ 12,000	\$ 12,000	\$ -	100.00%
7072 · Contracted Services	\$ 194,000	\$ 125,082	\$ 68,918	64.48%
7073 · USDA Expenses	\$ 62,300	\$ 49,560	\$ 12,740	79.55%
7074 · Legal	\$ 2,000	\$ 100	\$ 1,900	5.00%
7075 · Payroll Service	\$ 1,400	\$ 511	\$ 889	36.50%
<b>7080 · Rent</b>	\$ 9,672	\$ 6,448	\$ 3,224	66.67%
<b>7090 · Traffic Equipment</b>	\$ 6,750	\$ 4,395	\$ 2,355	65.11%
<b>8010 · Travel Expense</b>	\$ 7,500	\$ 5,147	\$ 2,353	68.62%
<b>8050 · Utilities</b>	\$ 17,125	\$ 10,379	\$ 6,746	60.61%
8051 · Electricity and Propane	\$ 6,250	\$ 3,313	\$ 2,937	53.01%
8052 · Telephone and Internet	\$ 10,875	\$ 7,066	\$ 3,809	64.98%
<b>8060 · Vehicle O&amp;M</b>	\$ 2,479	\$ 4,448	\$ (1,969)	179.42%
<b>Totals</b>	\$ 1,315,971	\$ 869,875	\$ 446,095	66.10%
			<b>Target:</b>	<b>66.67%</b>

# Attachment 3



# Monthly Executive Report

## Local

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- **Barnstead.** Corresponded with Town Administrator and Planning Board Chair regarding Zoning and Aquifer Overlay District maps.
- **Holderness Master Plan.** Collected master plan drop boxes and posters previously placed around town and compiled outreach results.
- **New Hampton.** Completed draft scope of work and budget for the New Hampton water systems grant.
- **Sanbornton HOP Master Plan.** The Housing Open House poster session occurred on November 12<sup>th</sup> which was attended by about 70 - 75 people. During the in-person event, we received a lot of valuable input from participants. For those who couldn't attend, an online survey was created which has gathered 90 responses as of November 25<sup>th</sup>.

## Economic Development

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- **HUD Regional Master Plan.** Prepared and shared a summary of survey results obtained at the Laconia Pumpkin Festival as part of ongoing outreach for the Regional Master Plan. A social media graphic and narrative were developed and posted to Instagram and Facebook, with the same materials distributed to LRPC communities' city managers/town administrators, solid waste operators & DPW Directors, as well as TAC members for posting in various locations. In addition, a plan was created to host community outreach events across each of the four commission areas, with proposed locations in Franklin, Ashland, Ossipee, and Alton. Events are anticipated to be scheduled for late January through early March. General survey materials were also placed at businesses and town offices in Hebron, Bristol, Bridgewater, New Hampton, and Meredith to further promote participation. Began developing the framework for the Natural Resources Plan.
- **CDBG & BEDC.** LRPC has processed two direct grants for the Community Development Block Grant (CDBG) Micro Technical Assistance program: one for the WREN, which has been fully paid, and another for GRDC, which is still awaiting approval and payment from CDFA. In addition, for the BEDC Micro TA 23-25 award to be closed out, a detailed subrecipient monitoring is required. This requires an amendment to this award which has been created by LRPC and submitted to Grafton County (the Grantee) for signature in order for LRPC to oversee the hiring of this detailed project/financial management consultant.

## Environmental

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### Brownfields.

- Support was provided to Bristol regarding an asbestos surveying consultant hired outside the proper process, which required denial of the reimbursement request. Additional discussions were held with NOBIS to address this issue.
- Follow-up efforts continued with Laconia on progress toward approval of a Community Wide Assessment Grant. We are attempting to schedule a meeting with Laconia officials to review grant details ahead of the January 28, 2026 deadline.
- Completed gathering of community demographic information for upcoming grant application.
- Efforts continue to establish a Brownfields Advisory Committee.

## Household Hazardous Waste (HHW)

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- Completed the final report for the 2025 HHW grant and submitted to DES.
- Provided information on vape cartridge disposal and the HHW contract to Laconia.
- Work on plans for the 2026 HHW collection event.

## Regional

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- **PRLAC.** Attended monthly meeting.

## Solid Waste

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- **SWMG Application.** Completed the intergovernmental review draft letter and simplified budget chart for inclusion in the application narrative. Completed the 424 and 424A financial forms.
- Reviewed Tamworth recycling equipment bids for new transfer station upgrades.

## Transportation

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- Submitted a Request for Qualifications to NHDOT for an On-Call Engineer to provide services in support of transportation planning efforts which was subsequently approved. Requisite requests for publication were initiated.
- Finalized NH Route 16 Corridor letter with Ossipee, Tamworth and Albany and forwarded to Executive Councilors and NHDOT.
- Collaborated with multiple communities to respond to Executive Councilor Karen Liot Hill's request for a letter regarding their Ten Year Plan projects. This request was also leveraged to encourage communities within Executive Councilor Joseph Kenney's district to provide him with the same information. Ultimately, both Councilors received a letter outlining LRPC Regional Priority projects and detailing how the Ten Year Plan would impact them.
- Provided SNHRPC updates to the Lakes Region's Complete Street Projects for incorporation in their Statewide Complete Streets StoryMap.
- Received approval to establish the Lakes Region Bike/Pedestrian Technical Advisory Committee (BPTAC), with meetings scheduled to begin in February. Participated in the Statewide Complete Streets Advisory Committee meeting, where we provided updates on the BPTAC and introduced the concept of a future trail maintenance toolkit we are seeking to develop.
- Met with SNHRPC representatives to review their bike/pedestrian counting program and exchange information on standard traffic counting practices. The discussion resulted in several potential options to pursue for acquiring bike/pedestrian counters.
- December's TAC meeting was rescheduled to February 4<sup>th</sup>.
- Received final approvals from the traffic counting season. A total of 180 counts were accepted, 3 need to be redone next year, 2 were cancelled, and 1 was postponed to next year.
- Began gathering information to put together an RFQ for the Laconia Fixed Route & Micro-Transit Feasibility Study.
- Coordinating a meeting with Hebron Town Officials to address concerns related to the Braley Road culvert. Guided the town through the process and necessary steps for replacement and provided an updated CCDS assessment quote. The Town will engage with the Newfound Lake Association regarding a potential update to the Newfound Lake Watershed Culvert Assessment. Follow-up support is planned for the new year, including guidance on next steps and grant writing assistance.

- Attended GACIT Meeting #3 in Concord, November's Interagency Consultation Meeting, a Road Safety Audit in Tuftonboro, a Front Office meeting and a ROW Public Hearing for the Albany project, the State Coordinating Council meeting, and the monthly HSIP meeting.

## **Training & Conferences**

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- UNH T2 ESRI Training: Making Geodatabases Work For You.
- Attended the Northern New England Chapter of American Planners Association Annual Conference in Portland, Maine. Sessions included topics on Housing Challenges in Northern New England, Conservation-Friendly Zoning, Code Reform, Planning Sustainable Small Cities the Icelandic Way, Affordable Housing from a Developer's Point-of-View, and Informing Policy Through Data.
- Attended the Nature Conservancy conference in Plymouth on Storms, Streams and Solutions: Strengthening Infrastructure through Collaboration.
- Attended Culverts and Stream Crossing training at Plymouth State University.

# ACRONYMS

BEDC	Belknap Economic Development Council
CCDS	Culverts & Closed Drainage Systems
CDBG	Community Development Block Grant
CDFA	Community Development Finance Authority
DPW	Department of Public Works
ESRI	Environmental Systems Research Institute, Inc.
GACIT	Governor's Advisory Commission on Intermodal Transportation
GRDC	Grafton Regional Development Corporation
HHW	Household Hazardous Waste
HOP	Housing Opportunity Program
HSIP	Highway Safety Improvement Program
HUD	Department of Housing & Urban Development
LRPC	Lakes Region Planning Commission
NHDES	NH Department of Environmental Services
NHDOT	NH Department of Transportation
PRLAC	Pemigewasset River Local Advisory Committee
RFQ	Request for Qualifications
ROW	Right-of-Way
SNHRPC	Southern New Hampshire Regional Planning Commission
SWMG	Solid Waste Management Grant
TAC	Transportation Advisory Committee
TYP	Ten Year Plan
UNH	University of New Hampshire
WREN	Women's Rural Enterprise Network



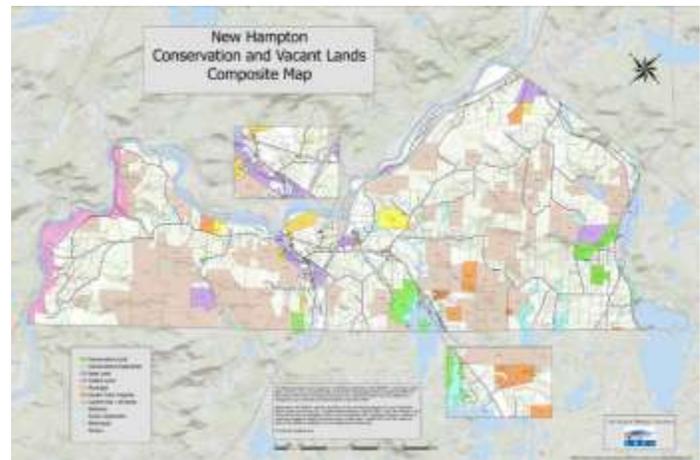
# Monthly Executive Report

## Local

- **Alton.** Attended Board of Selectmen meeting for NHDOT's Highway Safety presentation and pitch for All-Way Stop Control at "Busy Corner" NH11 & Rand Hill Road. Ultimately Alton chose not to go with All-Way Stop.
- **Barnstead.** Created an aquifer transmissivity map.
- **Belmont.** Attended a Board of Selectmen meeting for their TYP Project #43352, and advised them on a few points for their letter to NHDOT regarding project support.
- **Gilford HMP.** The 2025 Hazard Mitigation Plan draft was finalized.
- **Hebron.** Presented at the NHDES meeting concerning the Braley Road culvert project.
- **Holderness Master Plan.** A summary presentation of the Drop Box outreach event was presented to the Holderness Planning Board, and the data was shared with the Town. Collaboration continued with fellow consultant Tara Bamford to coordinate and plan future outreach efforts.
- **Laconia.** Drafted an RFP for the fixed route consultant. Met with stakeholders from the City, NHDOT, Lakes Region Community Services, Community Action Program Belknap-Merrimack Counties (CAPBM), Mid-State Regional Coordinating Council, and Transport Central to discuss the concerns with the RFP. Converted the RFP to an RFQ and forwarded to NHDOT and CAPBM for review.

- **New Hampton.** Provided the town with data from their 2017 CCDS collection. Met with Conservation Commission member to review maps and data discrepancies. Completed 5 maps for the New Hampton Conservation Commission:

- Aquifer Transmissivity
- Conservation and Vacant Lands Map
- Current Use Parcels
- Steep Slopes
- Watershed Boundaries



- **Sanbornton HOP Master Plan.** Results from the Open House Poster Session held in November were summarized, and a comprehensive contact list of event attendees was created. Summarized findings were presented at the HOP Committee Meeting. Additionally, work has begun to compile and summarize results from the online survey which mirrors the in-person Open House questions in preparation for a presentation to the HOP committee in January.
- **Tamworth.** Assisted the Energy Committee on an application to T-Mobile's Hometown Grant for installation of EV chargers at the town office. Provided some new data and resources to review. Wrote a letter of support for the grant.
- **Tuftonboro.** Met with the Tuftonboro Fire Captain regarding the Town's Hazard Mitigation Plan update.

## Economic Development

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- **HUD Regional Master Plan.** Staff coordinated to review next steps in the update process. Drafted a set of survey questions and conferred on an outreach session.
- The Professional Service Agreement between Grafton County and LRPC has been amended for the second time under the 2023 BEDC Microenterprise Technical Assistance (Micro TA) Grant Administration Monitoring Award. This amendment allocates \$20,013.00 to LRPC for completing the amendment and managing the hiring of a financial/program management consultant to oversee monitoring and close-out of the BEDC Micro TA Subrecipient Award. Additionally, LRPC assisted Grafton County in issuing an RFP for a financial management consultant, with a budget of up to \$10,000.00, to conduct program and financial monitoring of one microenterprise subrecipient to ensure proper closure of this award.

LRPC processed direct grants for two subrecipients under the Microenterprise Technical Assistance program for the 2025-2026 cycle (one for GRDC and one for WREN).

A budget revision request for WREN's Micro TA 2025–2026 program was submitted and approved, reallocating \$10,000.00 between the Micro TA and Direct Grant (DG) budget lines.

Preparation of the Micro TA semi-annual reports has begun. These reports, required for all nine active Micro TA awards, are due in mid-January. This includes five awards from the 2023–2025 cycle and four from the 2025–2026 cycle.

## Environmental

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### Brownfields.

- Additional test pits were approved for the Mill Pond site in Ashland.
- Met with the City of Laconia to discuss LRPC's needs related to preparing a City-Wide Assessment Grant application.
- Outreach to NHDES to obtain a letter of support for the Grafton County brownfields application.
- Met with representatives from NOBIS and the Tapply-Thompson Community Center in Bristol to discuss their Brownfields project and potential reuse plans. The meeting focused on identifying opportunities to leverage our existing brownfields grant to support their efforts, with anticipated assistance including facilitation of a community outreach and visioning session for the property in the spring to early summer timeframe.

## Household Hazardous Waste (HHW)

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- Met with NHDES's HHW Division to discuss our grant application for 2026 and how best to develop our budget usage for funding.
- Follow up work with Tradebe to solidify 2026 collection dates.

## Regional

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- **PRLAC.** Attended monthly meeting.

## Solid Waste

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- **Composting.** Prepared agenda for the January kick-off meeting. Conferred with USDA to review project updates, discuss annual reporting requirements, and confirm project identifiers for data collection. Held a follow-up meeting

with staff from Gilford, Wolfeboro, and NHDES to discuss composting permit submissions, permitting status updates, and on-site training needs. Worked in conjunction with NHDES to draft a training outline for residents participating in the composting program.

- **Solid Waste Management Grant.** Attended USDA grant training meeting. Developed a new 100k budget that highlights new projects and contamination prevention. Completed grant application and submitted all materials.

## **Transportation**

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### *Meetings:*

- Attended final GACIT hearing where Executive Councilors voted on a draft 2027-2036 TYP to send to the Governor. The Smith Bridge Road project in Plymouth was put back into the draft. Updated TAC members on hearing progress.
- Attended the December Interagency Meeting, several NHDOT Front Office meetings, Grafton Coos RCC meeting, Carroll County RCC meeting, and December HSIP meeting.
- Attended Meredith's Village Pathway Committee meeting to discuss LRPC's forthcoming Bike/Ped Technical Advisory Committee, and to hear about their progress on trail counting and the WOW Trail.
- Presented findings from our November meeting with Hebron to the NH Stream Crossing Initiative.

## **Training & Conferences**

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- Attended the NHAPA Conference in Manchester.
- Spoke at the December RPC Executive Directors Meeting on the status of the CDFA funding we received.
- Attended the EPA Narrative Criteria webinar.
- Attended the 2025 NH State Planners Association meeting on December 5<sup>th</sup>.
- Attended two EPA training sessions for grant writing work on the EPA Brownfields Community Wide assessment grant.

# ACRONYMS

BEDC	Belknap Economic Development Council
CCDS	Culverts & Closed Drainage Systems
CDBG	Community Development Block Grant
CDFA	Community Development Finance Authority
EPA	Environmental Protection Agency
EV	Electric Vehicle
GACIT	Governor's Advisory Commission on Intermodal Transportation
GRDC	Grafton Regional Development Corporation
HHW	Household Hazardous Waste
HMP	Hazardous Mitigation Plan
HOP	Housing Opportunity Program
HSIP	Highway Safety Improvement Program
HUD	Department of Housing & Urban Development
LRPC	Lakes Region Planning Commission
NHAPA	NH American Planning Association
NHDES	NH Department of Environmental Services
NHDOT	NH Department of Transportation
PRLAC	Pemigewasset River Local Advisory Committee
RCC	Regional Coordinating Council
RFP	Request for Proposal
RPC	Regional Planning Commission
RFQ	Request for Qualifications
TAC	Transportation Advisory Committee
TYP	Ten Year Plan
USDA	United States Department of Agriculture
WREN	Women's Rural Enterprise Network



# Monthly Executive Report

## Local

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- **Gilford HMP.** The Hazard Mitigation Plan draft was submitted to both the Committee and the public for review and comment, after which revisions to the document began based on feedback from the Committee. Additionally, the Plan Review Tool was prepared for submission alongside the final plan to FEMA and HSEM in February.
- **Holderness Master Plan.** Promotional materials were created to support distribution of the public survey. Coordination and communication took place with the Planning Board and fellow consultant Tara Bamford, including attending a joint meeting to discuss public outreach strategies. Drafted land use, zoning and zoning overlay maps.
- **Moultonborough.** Assisted in coordinating completion of the final Master Plan draft and presented it to the Planning Board. Led the prioritization of next steps for the ordinance re-write, focusing on the Cluster Ordinance, Definitions, Short-Term Rentals, and the Technical Review Committee/Minor Site Plan Committee.
- **New Hampton.** Re-evaluated data for New Hampton's Conservation Commission and submitted revised edits to the Town for review. Following their feedback, additional edits are underway to all previously completed maps in preparation for Commission review and a vote to include them in the Master Plan at the February 2 meeting.
- **Plymouth.** Met with representatives from Tri-County CAP to review the scope of services requested from LRPC, including mapping proposed Plymouth transit routes for presentation to the public for review and feedback.
- **Sanbornton HOP Master Plan.** Results from the online survey—designed to mirror the in-person Open House Poster Session questions—were summarized and prepared for presentation to the Committee in February, following the cancellation of the January meeting due to snow. Additionally, housing-related research was conducted to help inform a future update to the Housing Chapter, Ongoing communication was maintained with the Committee throughout this period.
- **Wolfeboro.** Attended ZBA, Planning Board, and Technical Review Committee meetings. Circuit riding services continue.

## Economic Development

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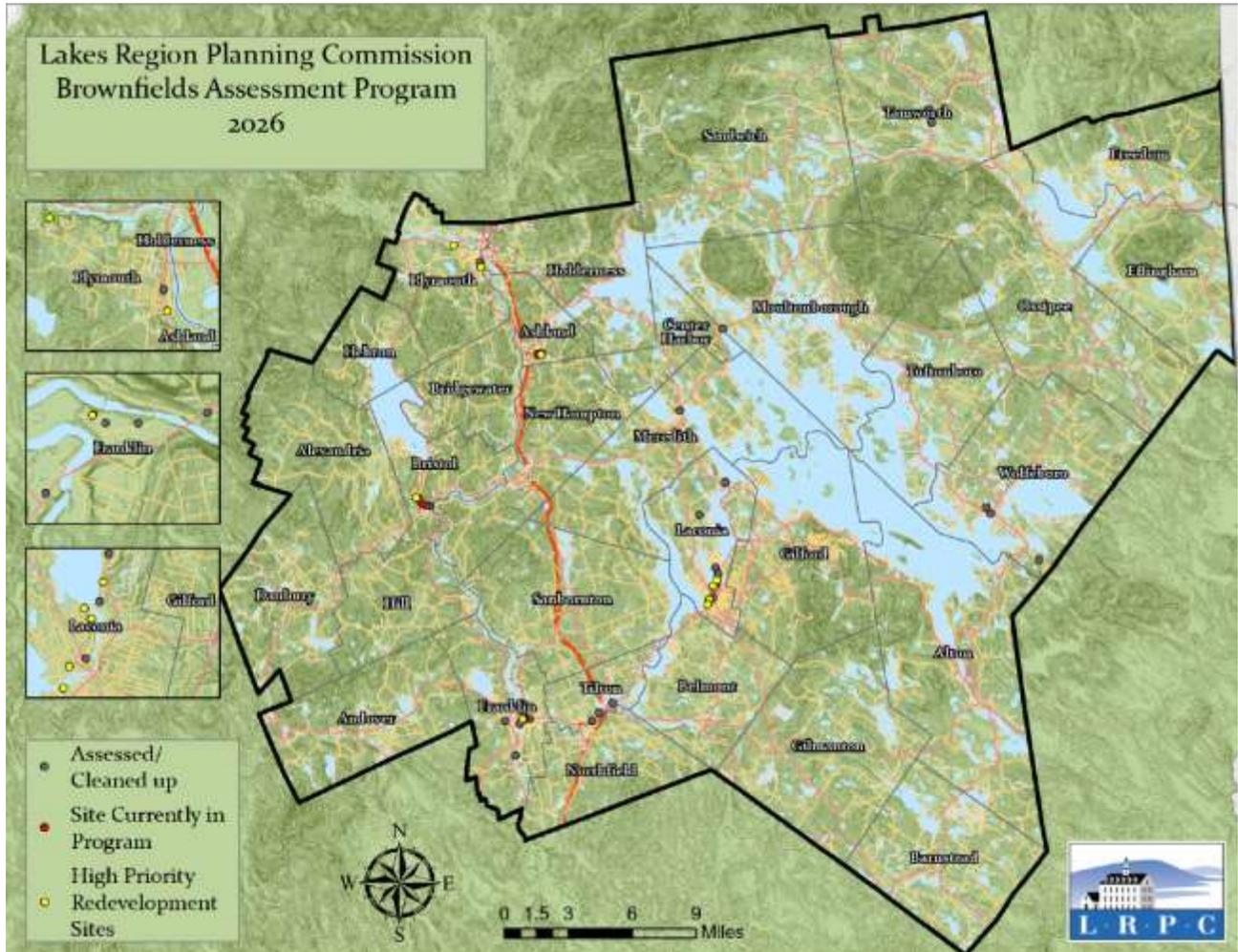
- **Grant Administration.** Processed seven direct grants for two subrecipients and submitted three NBRC quarterly narrative reports along with quarterly claims and semi-annual reports for active FY25–26 Microenterprise Technical Assistance (Micro TA) awards. LRPC also conducted several public hearings on behalf of Grafton County, including the required mid-grant hearing and outreach related to a new funding opportunity that required review of the Residential Anti-Relocation and Relocation Assistance (RARRA) and Housing and Community Development Plan (HCDP).
- **CDFA Transformational Grant.** Finalized all work across all four RPCs. Submitted final report and claim number 3.

## Environmental

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- Submitted to NHDES both a Source Water Protection Grant (for work in Ashland and Wolfeboro), and a Watershed Protection Grant (for work in Gilford).

- **Brownfields.** Communicated with Nobis Engineering regarding the Plymouth Inn and Stanley Mill projects. Worked on identifying potential new priority sites in Tilton, Ashland, Plymouth, Laconia, Bristol, and Franklin. Met with Plymouth Town Planner to discuss potential brownfield projects in that town. Drafted Section 1 of the FY26 Brownfields Grant criteria narrative in collaboration with Grafton County. Created new maps for use in the grant application. Finalized and submitted the Grafton County Community-Wide Assessment Grant application.



### Household Hazardous Waste (HHW)

- Submitted the 2026 HHW grant application and coordinated host site agreements.

### Regional

- **PRLAC.** Provided technical assistance related to permit coordination and management plan tracking.
- **HUD Regional Master Plan.** Developed online surveys for Housing, Economic Development, and Environmental Resource chapter updates. Conducted housing research and prepared the semi-annual report.

## **Solid Waste**

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- **Composting.** Coordinated trainings, reporting, and equipment logistics. Met with USDA to determine reporting requirements and deadlines. Organized logistics for composter tumbler delivery to five towns. Prepared annual narrative report. Held kick-off meeting for participating communities.
- **Technical Assistance.** As part of the NH Recycles Safety Summit effort, attended two planning meetings to support event coordination and logistics. A training site was scheduled at the Laconia Fire Station for February 12<sup>th</sup>, and all necessary equipment was confirmed. Outreach was conducted to solid waste operators throughout the Lakes Region to encourage participation in the training.

## **Transportation**

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- Reviewed RFQs for On-Call Engineering services and coordinated the scoring process. Submitted a letter to NHDOT documenting the RFQ process in compliance with federal procurement requirements and requesting authorization to proceed with contract negotiations with HEB Engineers.
- Met with Bill Watson (NHDOT) to discuss the potential pursuit of a BUILD Grant and to gain a clearer understanding of the Notice of Funding Opportunity (NOFO). Thereafter briefed Plymouth's Town Planner on the details of the BUILD Grant program and outlined what the application process and potential outcomes could look like should the town choose to move forward.
- Attended the January Interagency and HSIP meetings. Also attended the NHDOT Public Information hearing for the Moultonborough Project #40639 and the NHDOT Front Office meeting.
- Attended a meeting with NHDES and BEA, alongside other regional planning commissions, to discuss NHDES's potential pursuit of a Timber for Transit Grant to support stream crossing projects.
- Drafted a transportation survey for the Regional Transportation Plan/Lakes Region Master Plan updates.
- Worked with staff from UNH T<sup>2</sup> and SRPC to troubleshoot raster mapping issues.
- Received NHDOT approval for the Laconia Fixed Route Feasibility Study RFQ which will be posted in February.

## **Training & Conferences**

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- Attended ESRI Raster Data training course.
- Attended UNH T<sup>2</sup> Dashboard training (ArcGIS).
- Attended NHPA Legislative Subcommittee Meetings to review new LSRs and law changes.
- Attended USDA and EPA grant writing workshops.

# ACRONYMS

BEA	Business and Economic Affairs
BUILD	Better Utilizing Investments to Leverage Development (grant program)
CAP	Community Action Program
CDFA	Community Development Finance Authority
EPA	Environmental Protection Agency
ESRI	Environmental Systems Research Institute
FEMA	Federal Emergency Management Agency
HMP	Hazardous Mitigation Plan
HOP	Housing Opportunity Program
HSEM	New Hampshire Homeland Security & Emergency Management
HSIP	Highway Safety Improvement Program
HUD	Department of Housing & Urban Development
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
NHPA	NH Planners Association
PRLAC	Pemigewasset River Local Advisory Committee
RFQ	Request for Qualifications
RPC	Regional Planning Commission
SRPC	Southern Regional Planning Commission
UNH T2	University of New Hampshire Technology Transfer Center
USDA	United States Department of Agriculture
ZBA	Zoning Board of Adjustments



# Monthly Executive Report

## Local

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- **Gilford HMP.** Final edits were made to the draft Hazard Mitigation Plan in response to Committee member requests. The Plan was then submitted to HSEM for review. Following its review, HSEM forwarded the Plan to FEMA for Approval Pending Adoption (APA) status.
- **Holderness Master Plan.** Printing and mailing of promotional postcards announcing the Master Plan update survey was organized and completed for Holderness residents and out-of-town property owners. Work began on drafting the update to the Natural Resources chapter. A meeting was held with the Steering Committee to review the draft Land Use and Land Use/Zoning Composite Map which was subsequently updated based on this feedback. Work continued on the Residential Change and Conservation Change maps. Updated versions of the Land Use, Land Use/Zoning Composite, Residential Change, and Conservation Change maps were then submitted for discussion at the March Holderness Master Plan Steering Committee meeting. Thirteen interviews were conducted with Holderness Municipal Services including: Library, Solid Waste Department, Highway, Police Department, Fire Department, Recreation Department & Town Hall Departments resulting in the first draft of the Facilities & Services Chapter being submitted to the Planning Board.
- **Moultonborough HOP Master Plan.** Reviewed and compared terms and definitions across Moultonborough's Zoning Ordinance, Site Plan Review Regulations, and Subdivision Regulations to identify inconsistencies and areas for improvement. Researched definitions used by other municipalities and obtained guidance from the New Hampshire Municipal Association, the New Hampshire Housing Finance Authority, and the American Planning Association's Planner's Dictionary, to provide recommended revisions. A comprehensive document was then developed compiling the Town's current terms and definitions alongside proposed updates. Reviewed the draft of short-term rental changes for the Moultonborough Selectmen and continued work on a Cluster Ordinance rewrite.
- **New Hampton.** Spoke the Conservation Commission Vice Chair about the Route 104 storage-unit-condo development and its DRI, offering guidance on navigating the planning process and addressing access management concerns. The mapping work for the project has been completed and the DRI review has been finalized and submitted.
- **Sanbornton HOP Master Plan.** Presented combined results of the online survey and the in-person poster session to the Master Plan Committee, along with an overview of key findings and community input. Work began on drafting the updated Housing Chapter, incorporating preliminary data and themes identified through the outreach process.
- **Tuftonboro.** Reviewed contract for future hazard mitigation plan work with the Town.
- **Wolfeboro.** Assisted with review of shoreland permits. Other circuit riding services continue. Provided the Town with a topography map containing parcel data.

## Economic Development

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- **Grant Administration.** The CDBG Microenterprise Technical Assistance Financial Management Consultant contract was executed and fully set up, and payment was submitted to the Community Development Finance Authority (CDFA) to begin monitoring the Belknap Economic Development Council for the 2023–2025 MicroTA period. All required reports are scheduled for completion by the end of March, with findings to be submitted to both Grafton County and the CDFA. In addition, several Direct Equipment Grants were processed under the 2025–2026 MicroTA award, supporting one client from the Grafton Regional Development Corporation and two clients from the Women's Rural Entrepreneurial Network.

## Environmental

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- **Brownfields.** Explored potential Brownfields projects in Ossipee, Gilmanton, Effingham, and Freedom, including outreach to Freedom's Town Administrator, which led to a scheduled March meeting with the Board of Selectmen. Discussed Brownfields-related topics with Meredith's Town Planner. Met with members of Nobis Group to explore how the Brownfields program can support reuse planning and gained clarity on their needs. Confirmed Environmental Data Resources' availability to assist with a late spring charette.

## Household Hazardous Waste (HHW)

- Nothing to report this month.

## Regional

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- **PRLAC.** Attended monthly meeting.
- **HUD Regional Master Plan.** Online surveys for housing and transportation were developed, along with outreach materials for use across social media, flyers, websites, and other platforms. Work continued to refine the economic development survey questions.

## Solid Waste

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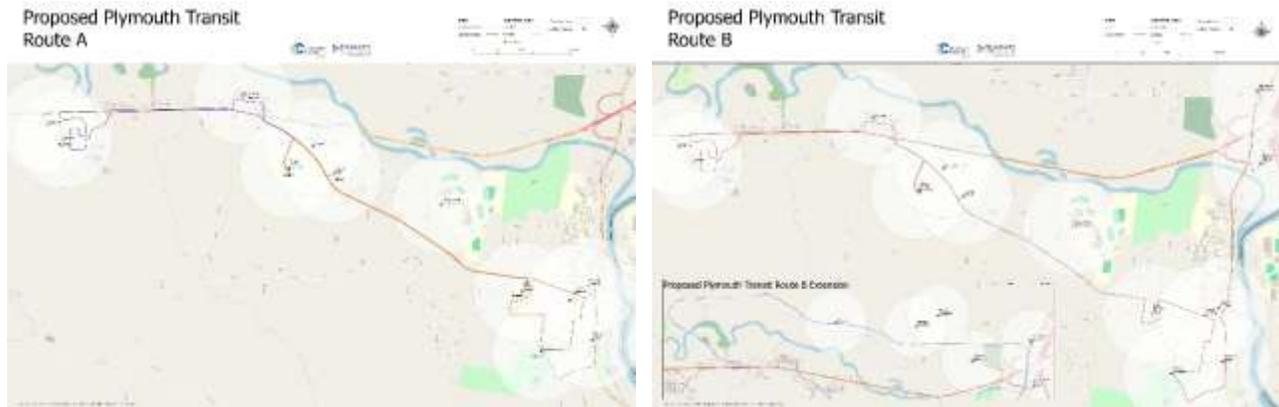
- **Composting.** Led discussions on advertising, residential signups and trainings, and answered tumbler related questions at the February Coordinator Kick-off meeting. Coordinated with NHDES and UNH to finalize a schedule on compost training for residential participants. Scheduled compost trainings for June for transfer station operators. Created content for the development of a Food Waste Composting Pilot Program page on our website, which can be accessed using this link: <https://lakesrpc.nh.gov/food-waste-composting-pilot-program/>. Attended the USDA composting partnership quarterly meeting and completed the first set of required quarterly reports for the ReePort grant portal.
- **Technical Assistance.** Attended the NH Recycles Safety Summit on lithium-ion batteries.

## Transportation

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- Worked with NHDOT and HEB Engineers on the qualification base selection process to obtain a draft master agreement for on-call engineering services.
- Disseminated the Statewide Strategic Highway Safety Plan Survey and the Regional Transportation Survey to LRPC Commissioners and TAC Members.
- Attended the following meetings: Interagency, HSIP, Grafton-Coos County RCC, and State Coordinating Council.
- Participated in the RPC Executive Director's Meeting which included NHDOT discussions on the upcoming ten year plan process. Met separately with NHDOT to review LRPC's planned strategy for the upcoming TYP.
- Finalized the Transportation Survey to be used for the Regional Transportation Plan and Lakes Region Master Plan updates.
- Spoke with the Town Planner about Meredith's village improvement plans and shared relevant details with SNHRPC for inclusion in the Statewide Complete Streets StoryMap.  
<https://storymaps.arcgis.com/stories/952fc598a56c46f588227de59adfe652>
- Assisted the Lake Winnepesaukee Alliance by providing culvert assessment data for Moultonborough, Center Harbor, Meredith, Gilford, and Wolfeboro. Also shared resources on obtaining building permit data from local municipalities.

- Provided comments on NHDOT’s road safety audit in Tuftonboro at NH171 and Durgin Road.
- The RFQ for the Laconia Fixed Route Feasibility Study was posted. We received 9 questions from 3 firms. Responses were provided to the firms and posted on the LRPC website.
- Drafted two maps for Tri-County CAP to be used for public outreach and preliminary planning of a future Plymouth Fixed Route.



### **Training & Conferences, etc.**

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- Presented at the Leadership Lakes Region Economic Development panel in tandem with Lakes Region Tourism Association and Lakes Region Chamber to discuss how today’s economy is affecting the region.
- Attended various Timber for Transit webinars.
- Attended SWRPC webinar regarding their Stream Crossing, Wetlands and Floodplain Project.
- Continued to participate in NH Planner’s Associations Legislative Subcommittee, including meetings with NHMA regarding coordination of efforts.

# ACRONYMS

CAP	Community Action Program
CDBG	Community Development Block Grant
CDFA	Community Development Finance Authority
DRI	Development of Regional Impact
FEMA	Federal Emergency Management Agency
HMP	Hazardous Mitigation Plan
HOP	Housing Opportunity Program
HSEM	New Hampshire Homeland Security & Emergency Management
HSIP	Highway Safety Improvement Program
HUD	Department of Housing & Urban Development
LRPC	Lakes Region Planning Commission
MicroTA	Microenterprise Technical Assistance
NHDES	NH Department of Environmental Services
NHDOT	NH Department of Transportation
NHMA	NH Municipal Association
PRLAC	Pemigewasset River Local Advisory Committee
RCC	Regional Coordinating Council
RFQ	Request for Qualifications
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SNHRPC	Southern NH Regional Planning Commission
SWRPC	Southwest Region Planning Commission
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TYP	Ten-Year Plan
UNH	University of New Hampshire
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