

# 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 November 12, 2025

Approved April 8, 2026

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