

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 March 11, 2026

Approved April 8, 2026

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

1. Call to Order

Chair Ayer welcomed everyone and called the meeting to order at 9:02 AM. A quorum was not established; however, the meeting did proceed and all agenda items were reviewed.

2. Minutes

Approval of the November 12, 2025 Executive Board meeting minutes was deferred to the April meeting due to the lack of a quorum.

3. Monthly Executive Report

Executive Director Saunders provided an overview of the three reports on the agenda, highlighting several regional projects. She noted HUD funding supporting an update to the regional plan, with surveys for the transportation chapter underway and additional chapter surveys to follow. She also reported on the final leg of the current EPA Brownfields Grant activities presently focusing on projects on the eastern side of the Lakes Region with the western side targeted for the next grant. Funds are available in the Brownfields Grant for reuse planning and Executive Director Saunders encouraged Board members to submit potential projects from their communities. Additional updates covered progress on Low Impact Development (LID) and UPWP transportation projects, as well as developments in the USDA-funded food waste composting program, with composting units now delivered to participating communities and training sessions scheduled. Updates were also provided on the HHW program.

4. Finance/Treasurer Report

At approximately three-quarters through the fiscal year, Executive Director Saunders stated that the organization is currently facing a \$45,000 operating deficit, largely due to grant writing efforts which took away from billable project work, though the investment portfolio remains relatively stable. Cash flow was strained for a couple of months resulting from federal payment delays, including outstanding CDFR reimbursements and HUD delays caused by system issues. LRPC has decided to withdraw from NBRC grant management due to struggles with federal framework challenges such as system issues which made administration difficult along with lack of communication and training. It was suggested that we explore additional revenue sources if upcoming USDA and EPA grant applications are not successful.

5. Old Business

- a. At Large Commissioner Vacancy. Chair Ayer announced that Board member Rod Cameron has agreed to fill this position. This will leave his current alternate position vacant, which will be added to next month's meeting agenda. *Executive Administrative Assistant's note: Although not discussed during the meeting, LRPC By-Laws specify that an appointment by the Chair is temporary and remains in effect only until the next election—scheduled for June 23, 2026.*

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6. New Business

- a. Strategic Planning. Executive Director Saunders explained that this item was added to the agenda prematurely and must be set aside until the proposed FY27 budget is more fully developed.
- b. Draft FY27 Budget Review. The full budget is not yet available, but it is expected to be ready in its entirety for next month's Executive Board meeting. A brief discussion followed regarding several anticipated increases, including a 17% rise in healthcare expenses. It was noted that LRPC currently covers 75% of employee health insurance costs.
- c. Staffing Update. Staffing concerns were addressed, noting the current flat structure following Planning Manager Dave Jeffers' departure at the end of last year and the absence of any successionary placement to absorb his responsibilities, as well as the possibility of elevating one of the three junior planners to a senior planner role to provide additional management support to the Executive Director.
- d. Annual Meeting Planning. The Board discussed plans for the upcoming June annual meeting, including potentially inviting *Plan NH* as the keynote speaker to discuss community charrettes. A nominating committee was established consisting of Chair Ayer, Vice Chair Katz, and Secretary Prentice with plans to reach out for Executive Board candidates. An awards committee was also established consisting of Vice Chair Katz, John Christ, and Cristina Ashjian to handle awards nominations.

7. Announcements

- a. LRPC FY25 Annual Report. It was announced that the individual FY25 town reports have been completed and distributed to each member town for inclusion in their annual town reports. It was also noted that LRPC's FY25 Annual Report is also finished and available for review on our website at <https://lakesrpc.nh.gov/annual-reports/>.

8. Adjournment

Chair Ayer adjourned the meeting at 10:00 AM.

Respectfully Submitted,

Linda Waldron
Executive Administrative Assistant

Acronyms:

CDFA = Community Development Finance Authority
EPA = Environmental Protection Agency
HHW = Household Hazardous Waste
HUD = Housing and Urban Development

NBRC = Northern Border Regional Commission
UPWP = Unified Planning Work Program
USDA = United States Department of Agriculture