

# 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, May 13, 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 April 8, 2026** *(actionable items)* *Attachment 1*
3. **Finance/Treasurer Report** *Attachment 2*
4. **Monthly Executive Report** *(April)* *Attachment 3*
5. **Old Business**
  - a. EB Vacancies
  - b. Annual Meeting Update
    - Sponsorships
    - Awardees
6. **New Business**
  - a. Draft FY27 Budget Proposal Review
7. **Announcements**
8. **Adjourn**

**NEXT MEETING: June 10, 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 April 8, 2026

PRESENT Jane Alden, Cristina Ashjian, John Ayer (Chair), Bill Bolton, Rod Cameron, Tyler Carmichael, John Christ, David Kerr (Treasurer), Lianne Prentice (Secretary)

ABSENT Mark Hildebrand (E), David Katz (Vice Chair) (E), Stephanie Maltais [alternate], Phil Villari

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 welcomed everyone and called the meeting to order at 9:01 AM. A quorum was established.

### 2. Minutes

Minutes of the November 12, 2025 and the March 11, 2026 Executive Board meetings were presented for approval. A motion was made by John Christ to approve the minutes as submitted, seconded by Secretary Prentice. A voice vote was taken indicating all present were in favor. **Motion passed.**

### 3. Finance/Treasurer Report

A formal report was not available for this meeting as the Finance Administrator has been on vacation. However, Executive Director Saunders did mention that there have been no significant changes since last month and we are maintaining stability. She also spoke about several new funding opportunities that have emerged in the past week, including a second round of NH Charitable Foundation funding for stormwater audits, potential CDBG grant administration work with a developer, and a partnership with the Community Loan Fund to provide technical assistance to manufactured housing parks on infrastructure planning and co-op conversions. EPA and USDA grants remain pending.

### 4. Monthly Executive Report

HOP Master Plans are ongoing in Sandwich, Moultonborough, and Tamworth. Work on hazard mitigation plans continues as well, with the Gilford plan now progressing following FEMA funding approval. Grant administration activities were highlighted. The Belknap Economic Development Council/Colonial Theater complex project is nearing completion and is expected to go to City Council mid-April. Brownfields reuse planning is moving forward in Bristol, Ashland, Franklin, and Plymouth. The household hazardous waste collection event is fully committed and scheduled. All available residential slots have been filled for the composting pilot program, and the training schedule has been set. This program looks to be a huge success; unfortunately, funding to continue is not available this year. Regional master plan survey participation was noted to have a lackluster response to the last survey disbursed – Economic Development & Natural Resources – despite strong input at the start. Board members were asked to help promote the surveys to local boards and commissions before mid/late May. Transportation initiatives include the traffic counting program for spring/summer and CMAQ grant funding for intersection improvements which are available summer through fall. The ten-year transportation plan was discussed with the Plymouth project having been restored by Executive Council after being dropped by DOT. Route 25 projects are moving forward with engineering despite construction funding cuts. Next year's submittals remain on hold.

### 5. Old Business

- a. Alternate Vacancy. Tabled until next meeting.
- b. Annual Meeting Update. Plan NH has been confirmed as our guest speaker with an enthusiastic response. They will present on charrettes generally, their Lakes Region history, and feature the Belmont Mill project. After discussion, a motion was made by Secretary Prentice to set the ticket cost for this year at \$75 which was seconded by Jane Alden. A

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voice vote was taken indicating all present were in favor. **Motion passed.** This is an increase of \$5 over last year due to a rise in food costs of about 6%. Sponsorship strategy and tier levels were reviewed. A motion was presented to eliminate the lowest sponsorship tier (under \$250) by Cristina Ashjian, seconded by Jane Alden. A voice vote was taken indicating all present were in favor. **Motion passed.** Outreach for award nominations is lacking. With a targeted deadline of May 4<sup>th</sup> to submit these, Board members were encouraged to spread the word through community boards, emails, and announcements at board/committee meetings. The possibility of converting the annual meeting into more of a fundraising event was brought up with a suggestion that a subcommittee could be formed to explore this idea.

## 6. New Business

- a. NH DES Source Water Protection Grant. A motion to approve and accept a \$30,000 Source Water Protection Grant was made by Rod Cameron with a second being provided by Secretary Prentice. A voice vote was taken indicating all present were in favor. **Motion passed.**
- b. Draft Election Ballot. Chair Ayer asked to have his name removed from the election ballot as he looks towards retirement and suggested that Vice Chair Katz and Secretary Prentice move up the ladder, respectively.
- c. Draft FY27 Budget Proposal Review. The FY27 budget was reviewed and concern was expressed that a deficit would occur if the USDA & Brownfields grants were not awarded. In that event, it is anticipated that the potential new funding opportunities mentioned in the finance report above could help mitigate the impact. However, reserve funds are available to cover any potential shortfall if necessary. Also noted was rising healthcare costs as well as the inclusion of cost-of-living and merit increases for staff. Final budget approval is expected next month pending resolution of several outstanding unknowns.

## 7. Announcements

None.

## 8. Adjournment

Chair Ayer adjourned the meeting at 10:43 AM.

Respectfully Submitted,

Linda Waldron  
Executive Administrative Assistant

### Acronyms:

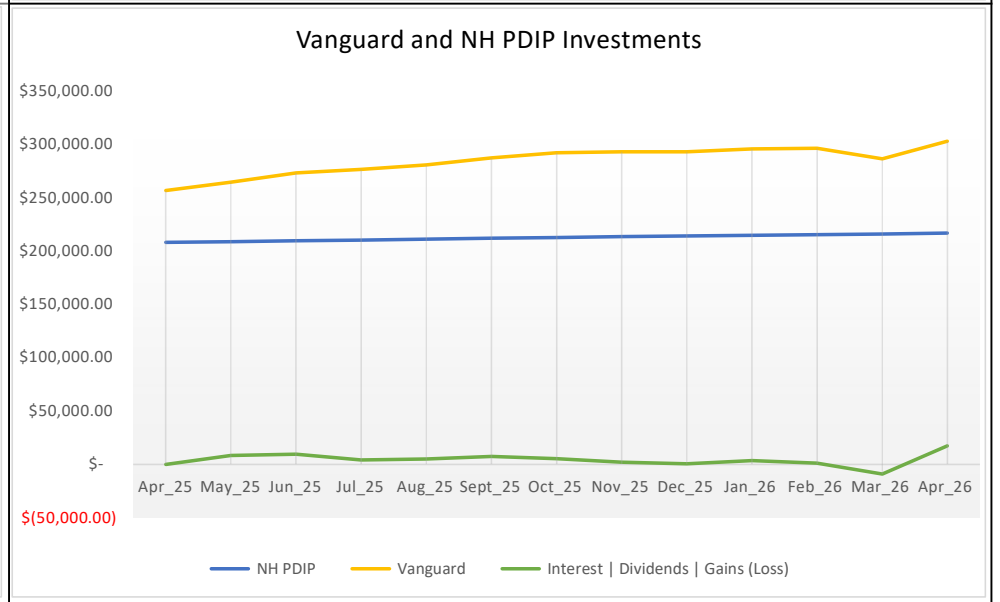
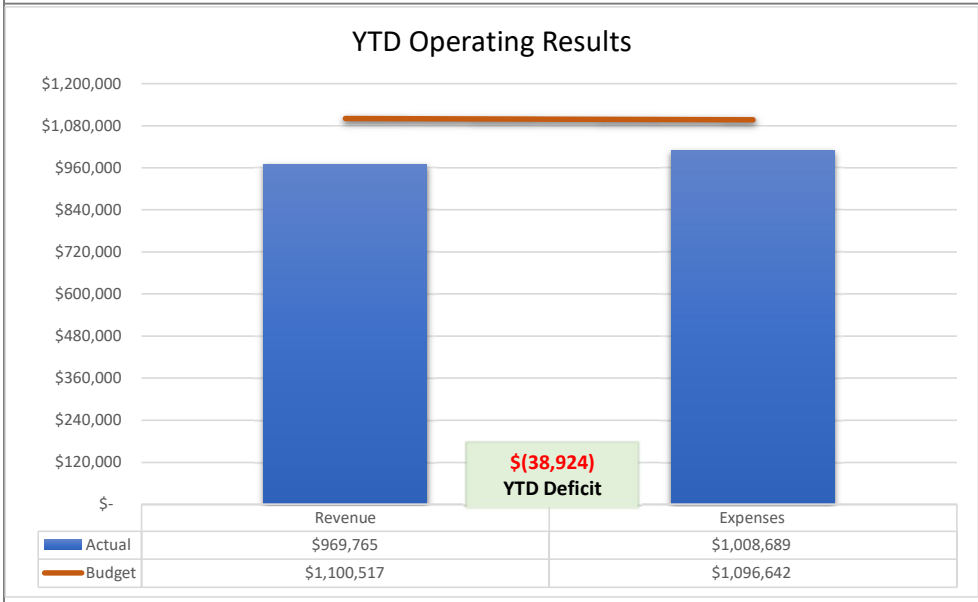
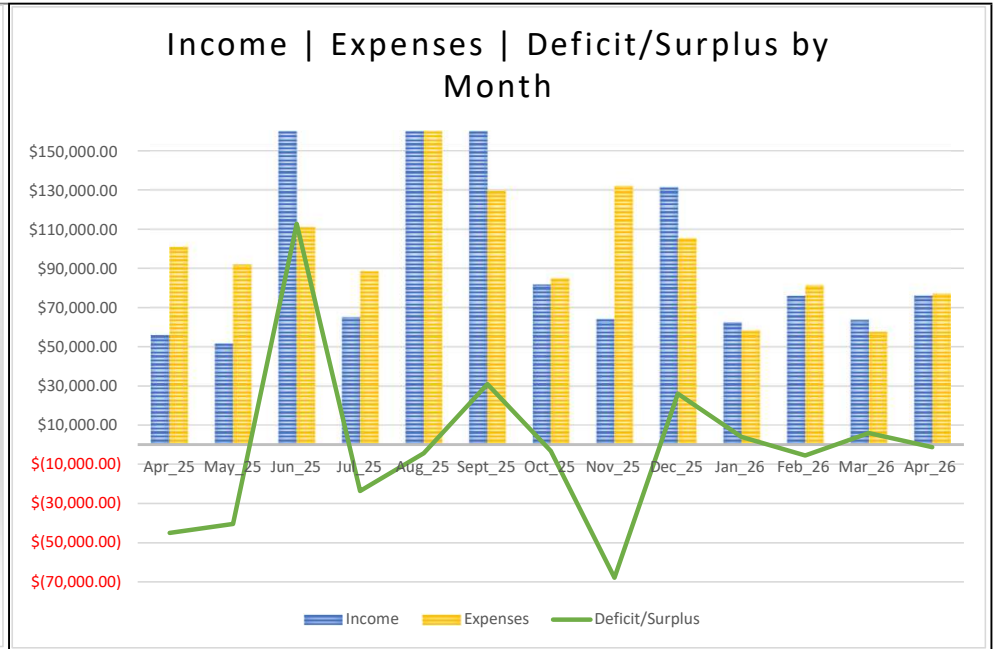
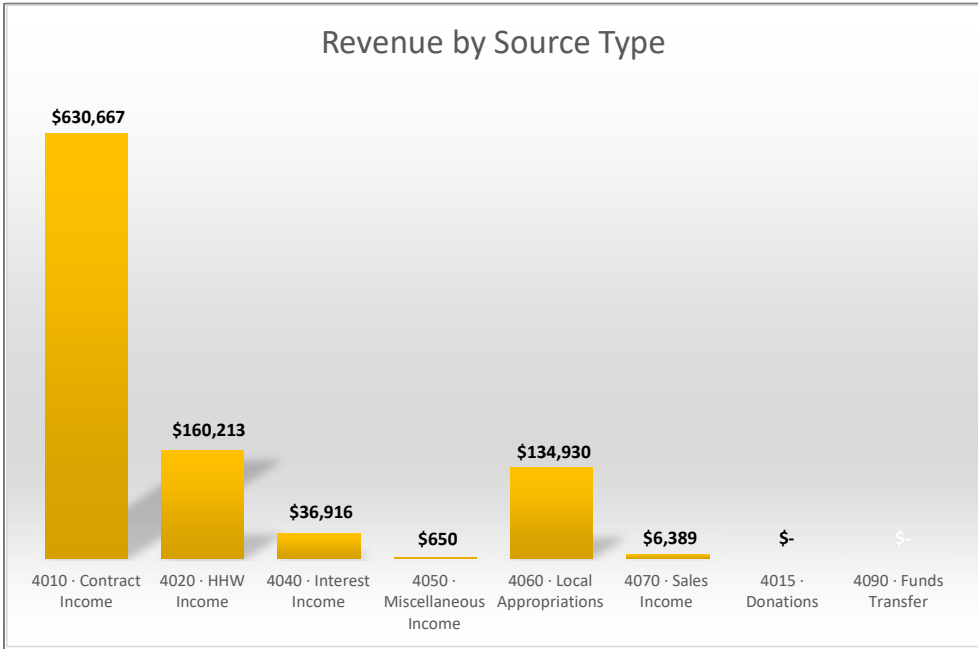
CDBG = Community Development Block Grant  
CMAQ = Congestion Mitigation and Air Quality  
EPA = Environmental Protection Agency

FEMA = Federal Emergency Management Agency  
HOP = Housing Opportunity Program  
USDA = United States Department of Agriculture

# Attachment 2

**DRAFT**

## Lakes Region Planning Commission - Dashboard





	<u>Apr 30, 26</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1011.00 · Operating Account	4,720.14
1020.00 · Gift Cards	73.87
1040.00 · Petty Cash	150.00
1070.01 · Money Market	122,867.59
1071.00 · Savings	2,477.89
	<hr/>
<b>Total Checking/Savings</b>	130,289.49
<b>Accounts Receivable</b>	71,745.15
<b>Other Current Assets</b>	
1450.00 · Prepaid Expenses	50.00
1451.00 · Prepaid Postage	40.92
1452.00 · Bulk Mail Permit 98	30.46
1510.00 · Vanguard Investments	302,019.81
1580.00 · NH PDIP	216,109.18
	<hr/>
<b>Total Other Current Assets</b>	518,250.37
	<hr/>
<b>Total Current Assets</b>	720,285.01
	<hr/>
<b>TOTAL ASSETS</b>	<b>720,285.01</b>
	<hr/> <hr/>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	25,176.43
<b>Credit Cards</b>	
2550.00 · First National Bank of Omaha	2,391.71
	<hr/>
<b>Total Credit Cards</b>	2,391.71
<b>Other Current Liabilities</b>	
2130.00 · Payroll Liabilities	
2132.00 · NHRS	(0.01)
2134.00 · FSA	2,581.49
	<hr/>
<b>Total 2130.00 · Payroll Liabilities</b>	2,581.48
2350.00 · Deferred and Unearned Revenue	103,877.15
	<hr/>
<b>Total Other Current Liabilities</b>	106,458.63
	<hr/>
<b>Total Current Liabilities</b>	134,026.77
	<hr/>
<b>Total Liabilities</b>	134,026.77
<b>Equity</b>	
3110.00 · Unrestricted Net Assets	625,182.07
Net Income	(38,923.83)
	<hr/>
<b>Total Equity</b>	586,258.24
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>720,285.01</b>
	<hr/> <hr/>

# DRAFT



Lakes Region Planning Commission  
FY26 Budget Performance  
April 30, 2026

	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	\$ 945,552	\$ 630,667	\$ (314,885)	66.70%
4020 · HHW Income	\$ 172,203	\$ 160,213	\$ (11,990)	93.04%
4040 · Interest Income	\$ 30,000	\$ 36,916	\$ 6,916	123.05%
4050 · Miscellaneous Income	\$ 9,600	\$ 650	\$ (8,950)	6.77%
4060 · Local Appropriations	\$ 161,916	\$ 134,930	\$ (26,986)	83.33%
4070 · Sales Income	\$ 1,350	\$ 6,389	\$ 5,039	473.28%
4015 · Donations	\$ -	\$ -	\$ -	
4090 · Funds Transfer	\$ -	\$ -	\$ -	
<b>Total Income (est.)</b>	<b>\$ 1,320,621</b>	<b>\$ 969,765</b>	<b>\$ (350,855)</b>	<b>73.43%</b>
<b>Expense</b>				
			<b>Target:</b>	<b>83.33%</b>
6030 · Custodian	\$ 5,230	\$ 3,570	\$ 1,660	68.26%
6050 · Education and Training	\$ 2,000	\$ 7,918	\$ (5,918)	395.91%
6060 · Equipment Maintenance	\$ 22,860	\$ 20,846	\$ 2,014	91.19%
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	\$ 8,739	\$ 6,711	56.56%
7020 · Miscellaneous Expense	\$ 750	\$ 1,867	\$ (1,117)	248.99%
7030 · Office Improvements	\$ 1,000	\$ -	\$ 1,000	0.00%
7040 · Office Expense	\$ 18,480	\$ 17,627	\$ 853	95.38%
7050 · Payroll Expenses	\$ 775,347	\$ 548,101	\$ 227,246	70.69%
7060 · Postage and Printing	\$ 675	\$ 798	\$ (123)	118.28%
7070 · Professional Services	\$ 271,700	\$ 207,964	\$ 63,736	76.54%
7080 · Rent	\$ 9,672	\$ 8,060	\$ 1,612	83.33%
7090 · Traffic Equipment	\$ 6,750	\$ 7,859	\$ (1,109)	116.42%
8010 · Travel Expense	\$ 7,500	\$ 5,764	\$ 1,736	76.85%
8050 · Utilities	\$ 17,125	\$ 13,001	\$ 4,124	75.92%
8060 · Vehicle O&M	\$ 2,479	\$ 5,551	\$ (3,072)	223.90%
<b>Total Expense</b>	<b>\$ 1,315,971</b>	<b>\$ 1,008,689</b>	<b>\$ 307,282</b>	<b>76.65%</b>
			<b>Target:</b>	<b>83.33%</b>
<b>Net Income</b>	<b>\$ 4,650</b>	<b>\$ (38,924)</b>		

# DRAFT



## Lakes Region Planning Commission FY26 Budget Performance April 30, 2026

	Fiscal Year (26)-to-Date			
	FY26 Approved Annual Budget	FY26 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
<b>Membership</b>	<b>161,916</b>	<b>134,930</b>	<b>(26,986)</b>	<b>83.33%</b>
<b>Local Contracts</b>				
PRLAC	\$ 4,450	\$ 1,000	\$ (3,450)	22.47%
Wolfeboro Circuit Rider	\$ 17,930	\$ 38,442	\$ 20,512	214.40%
Wolfeboro Shoreland Permits		\$ 7,482	\$ 7,482	
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	\$ 2,294	\$ (9,206)	19.95%
Sanbornton HOP Master Plan	\$ 18,475	\$ 20,592	\$ 2,117	111.46%
Gilford HMP	\$ 2,400	\$ 2,160	\$ (240)	90.00%
Holderness Master Plan	\$ 15,000	\$ 11,416	\$ (3,584)	76.11%
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	\$ 10,681	\$ (58,425)	15.46%
NBRC   Laconia WOW Opechee Loop		\$ 2,005	\$ 2,005	
CDBG   Grafton County Micro Enterprise	\$ 45,100	\$ 41,013	\$ (4,087)	90.94%
NH Charitable LID	\$ 25,000	\$ 10,356	\$ (14,644)	41.42%
NH Recycles		\$ 640	\$ 640	
NBRC   Potential Spring Grants	\$ 34,000		\$ (34,000)	0.00%
<b>Subtotal</b>	<b>\$ 276,084</b>	<b>\$ 164,830</b>	<b>\$ (63,250)</b>	<b>59.70%</b>
<b>State / Federal Contracts</b>				
USDA   Composting Grant	\$ 87,300	\$ 66,258	\$ (21,042)	75.90%
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	\$ 135,000	\$ 119,705	\$ (15,295)	88.67%
CDFA   Transformation Planning Grant	\$ 30,400	\$ 50,136	\$ 19,736	164.92%
USDA   Solid Waste Management FY25	\$ 9,500	\$ 9,550	\$ 50	100.53%
DOT UPWP FY 26 / 27	\$ 309,965	\$ 165,849	\$ (144,116)	53.51%
HUD   Region Plan (Sheeheen Ear Mark)	\$ 81,553	\$ 39,039	\$ (42,514)	47.87%
<b>Subtotal</b>	<b>\$ 669,468</b>	<b>\$ 465,837</b>	<b>\$ (203,630)</b>	<b>69.58%</b>
<b>Total 4010 · Contract Income</b>	<b>\$ 945,552</b>	<b>\$ 630,667</b>	<b>\$ (266,880)</b>	<b>66.70%</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	\$ 36,916	\$ 6,916	123.05%
Land use book sales / GIS	\$ 1,350	\$ 6,389	\$ 5,039	473.28%
Other/Misc Income/Annual Meeting	\$ 9,600	\$ 650	\$ (8,950)	6.77%
Fund Balance		\$ -	\$ -	
<b>Subtotal</b>	<b>\$ 213,153</b>	<b>\$ 204,168</b>	<b>\$ (8,985)</b>	<b>95.78%</b>
<b>TOTAL</b>	<b>\$ 1,320,621</b>	<b>\$ 969,765</b>	<b>\$ (302,851)</b>	<b>73.43%</b>
			<b>Target:</b>	<b>83.33%</b>

# DRAFT



Lakes Region Planning Commission  
FY26 Budget Performance  
April 30, 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	\$ 3,570	\$ 1,660	68.26%
<b>6050 · Education and Training</b>	\$ 2,000	\$ 7,918	\$ (5,918)	395.91%
<b>6060 · Equipment Maintenance</b>	\$ 22,860	\$ 20,846	\$ 2,014	91.19%
6062 · Equipment/Computer Maintenance	\$ 19,860	\$ 17,393	\$ 2,467	87.58%
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	\$ 8,739	\$ 6,711	56.56%
<b>7020 · Miscellaneous Expense</b>	\$ 750	\$ 1,867	\$ (1,117)	248.99%
<b>7030 · Office Improvements</b>	\$ 1,000	\$	\$ 1,000	0.00%
<b>7040 · Office Expense</b>	\$ 18,480	\$ 17,627	\$ 853	95.38%
7043 · Copier Lease	\$ 5,000	\$ 3,347	\$ 1,653	66.94%
7041 · Supplies	\$ 13,480	\$ 14,280	\$ (800)	105.93%
<b>7050 · Payroll Expenses</b>	\$ 775,347	\$ 548,101	\$ 227,246	70.69%
7051 · Salaries and Wages	\$ 573,349	\$ 403,342	\$ 170,007	70.35%
7052 · Health, Dental, Disability, Life & Unemp	\$ 102,145	\$ 76,679	\$ 25,466	75.07%
7055 · Retirement Fund	\$ 54,756	\$ 38,557	\$ 16,199	70.42%
7057 · Payroll Taxes	\$ 45,096	\$ 29,522	\$ 15,575	65.46%
<b>7060 · Printing &amp; Postage</b>	\$ 675	\$ 798	\$ (123)	118.28%
<b>7070 · Professional Services</b>	\$ 271,700	\$ 207,964	\$ 63,736	76.54%
7071 · Audit	\$ 12,000	\$ 12,000	\$ -	100.00%
7072 · Contracted Services	\$ 194,000	\$ 144,890	\$ 49,110	74.69%
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	\$ 1,414	\$ (14)	101.00%
<b>7080 · Rent</b>	\$ 9,672	\$ 8,060	\$ 1,612	83.33%
<b>7090 · Traffic Equipment</b>	\$ 6,750	\$ 7,859	\$ (1,109)	116.42%
<b>8010 · Travel Expense</b>	\$ 7,500	\$ 5,764	\$ 1,736	76.85%
<b>8050 · Utilities</b>	\$ 17,125	\$ 13,001	\$ 4,124	75.92%
8051 · Electricity and Propane	\$ 6,250	\$ 3,966	\$ 2,284	63.45%
8052 · Telephone and Internet	\$ 10,875	\$ 9,035	\$ 1,840	83.08%
<b>8060 · Vehicle O&amp;M</b>	\$ 2,479	\$ 5,551	\$ (3,072)	223.90%
<b>Totals</b>	\$ 1,315,971	\$ 1,008,689	\$ 307,282	76.65%
			<b>Target:</b>	<b>83.33%</b>

# Attachment 3



# Monthly Executive Report

## Local

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- **Andover.** Met with the Town of Andover and its Transportation Subcommittee to review LRPC's CCDS and RSMS programming. Following the discussion, received Select Board approval to implement both programs over the summer. The approved contract amounts are \$17,500 for CCDS and \$10,000 for RSMS. In coordination with this effort, partnered with NRPC to discuss RSMS training best practices to better support Andover.
- **Bristol.** Attended the NHDOT Public Information Hearing for Bristol's Ten-Year Plan Project #40636, which involves widening NH 104 between Summer Street and Danforth Brook Road.
- **Gilford HMP.** FEMA granted the Gilford Hazard Mitigation Plan Approval Pending Adoption (APA) status on April 8<sup>th</sup>, and the Gilford Select Board formally adopted the plan at its meeting later that same evening. The plan subsequently received formal approval from FEMA on April 13<sup>th</sup>, and this confirmation was promptly communicated to the Gilford Fire Chief.
- **Holderness Master Plan.** Met with the Holderness Planning Board to review current Master Plan Survey results and plan corrective steps following the USPS failure to distribute the "Every Door Direct Mail" materials to increase resident participation in the survey. Assisted Tara Bamford by providing updates on the status of proposed transportation projects and corridor studies to support the update of Holderness's Master Plan Transportation Chapter.
- **Sanbornton HOP Master Plan.** Met with the Master Plan Housing Committee to present the first draft of the Housing Chapter Update, outlining key findings and proposed revisions. Followed up with the Committee to review the first round of draft edits and discuss feedback, questions, and next steps for refining the chapter.
- **Tamworth.** Attended Tamworth's Public Listening Session on NHDOT's proposed All Way Stop Control on NH16.
- **Tilton.** Met with Tilton's Town Administrator and a representative of the Winnepesaukee River Trail to discuss a potential CMAQ application for the US 3/11 multi-use path along the Tanger outlets complex. As a result, received Select Board approval to proceed with scheduling a scoping meeting with HEB Engineers.
- **Wolfeboro.** Supported the Town by circuit riding, including assisting at Planning Board and Zoning Board meetings, managing TRC, and reviewing shoreland permit applications.

## Economic Development

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- **Grant Administration.** Quarterly technical assistance billing was submitted for the three subrecipients participating in the CDFA Microenterprise Technical Assistance Awards administered through Grafton County. Adjustments to all three subrecipient budgets were requested and approved, allowing for the reallocation of a portion of BEDC subrecipient funds through formal budget amendments.

## Environmental

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- **Brownfields.** Met with NHDES and the Town of Ashland to discuss the L.W. Packard Mill project and outline the steps required to position the town to apply for an EPA Cleanup Grant for site removal and remediation. Following this discussion, received approval from the Ashland Board of Selectmen to proceed with the necessary preparatory work. Also met with the Town of Bristol, the Tapply Thompson Community Center, EDR, and Nobis to review scope-of-work needs for a Brownfields Reuse Planning Event at 90 Lake Street, scheduling an on-site event for June 16<sup>th</sup> and a follow-

up event during Bristol's Old Home Day on August 26<sup>th</sup>. In addition, presented on Brownfields Reuse Planning at the April LRPC Commissioners Meeting, submitted the FY26 Quarter 2 Report, and attended the HUD and EPA Housing Forum at Saint Anselm College. Finally, presented at the April Commissioner Meeting on Brownfields Reuse Planning.

## LRPC's Current EPA Brownfield Assessment Grant

**Awarded in 2023**  
**Award Amount: \$475,000**  
**Project Period: July 1, 2023 - September 30, 2027**

Eligible Activities

<p><b>Assessments:</b> Phase I Environmental Assessment (ESA) Phase II Environmental Assessment (ESA) Hazardous Building Material Survey</p> 	<p><b>Site Reuse Planning:</b> Community Visioning Market Analysis Conceptual Plan</p> 	<p><b>Clean Up Planning:</b> Development of a cleanup and management plan</p> 
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### Household Hazardous Waste (HHW)

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- A project kickoff meeting with Tradebe was held on April 9<sup>th</sup>, marking the start of program coordination. A coordinator kickoff meeting has been scheduled for May 27<sup>th</sup>, with invitations having been distributed. Renewal of the Household Hazardous Waste (HHW) coordinator license has been scheduled through NHDES for July, and all updated HHW program materials and handouts have been revised and posted to the LRPC website for public access.

### Regional

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- **HUD Regional Master Plan.** Communicated with LRPC Commissioners on April 1<sup>st</sup> regarding the Transportation, Housing and Economic Development & Natural Resources surveys. Have you taken the surveys and shared them with your community? 😊
- **Low Impact Development (LID) Ordinance Audit.** During the month of April, work focused on completing tasks associated with the New Hampshire Charitable Foundation grant, including conducting Low Impact Development ordinance language audits and developing a model ordinance language template. LID ordinance review meetings were held with municipal planning staff in Meredith and Laconia to discuss existing regulatory language and explore how updated LID provisions could be incorporated into local site plan and stormwater regulations. These meetings also included discussion of potential future collaboration in support of a forthcoming grant application focused on implementing new LID projects across the Lakes Region. For the current grant round, executive summaries for each community's LID audit were finalized, meeting notes from all audit sessions were completed, and the first draft of an LID model language template chart was developed to support creation of a regional model ordinance for Lakes Region communities.

## Solid Waste

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- **Composting.** Work in April focused on coordinating with municipal composting coordinators to organize operations for resident training events. Through internal review and consultation with NHDES, several standardized materials were developed, including guidance for measuring food waste using milk jugs (liters), a resident food waste tracking sheet, and a training outline designed to ensure consistency across events. The first composting training was held on



April 23<sup>rd</sup> at Bristol's historic Town Hall. The 32 compost tumblers available for this event were distributed to registered participants. An additional 11 residents attended the training session despite not receiving a tumbler. The event was highly successful and received positive feedback. The next training is scheduled for May 7<sup>th</sup> at the Gilford Town Hall. Annual reporting paperwork required by the USDA grant was submitted, and updated resources were posted to LRPC's website to provide centralized public access. Work is also underway with the Town of Ashland to implement a public vegetable garden and composting site, as required under the grant agreement.

## Transportation

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- Coordinated a scoping meeting with HEB Engineers and the Town of Plymouth to develop updated concept plans and cost estimates for Plymouth's Ten-Year Plan Project #43532, Smith Bridge Road and NH 25. In support of this, we provided HEB with ten years of crash data along the Tenney Mountain Highway. Also attended the Plymouth informational hearing regarding the red-listed bridge over the Baker River.
- The April TAC meeting was held where CMAQ and the TYP process were discussed.
- Obtained approval from NHDOT to participate in a joint purchase with SRPC for new Picco traffic counters to be used for this summer's traffic counting season which have since been received. Also completed an updated map and a field maps data collection tool for this summer's traffic counts.
- Applied for the ESRI Conservation Program which will save over \$8k on LRPC's next contract with ESRI Services.
- Submitted the contract for the Laconia Fixed Route Feasibility Study services to NHDOT; currently waiting for approval.

## Training & Conferences, etc.

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- Attended Listening Session with Senator Maggie Goodlander and Local Municipal Representatives to discuss issues related to Liberty Utilities moratorium.
- Presented on Transportation Planning at Plymouth State University's Community Planning Class.
- Attended The Strategic Highway Safety Plan Summit in Concord.

# ACRONYMS

BEDC	Belknap Economic Development Council
CCDS	Culverts and Closed Drainage Systems
CDFA	Community Development Finance Authority
CMAQ	Congestion Mitigation & Air Quality
EPA	Environmental Protection Agency
ESRI	Environmental Systems Research Institute, Inc.
FEMA	Federal Emergency Management Agency
FY	Fiscal Year
HMP	Hazardous Mitigation Plan
HOP	Housing Opportunity Program
HUD	Department of Housing & Urban Development
LID	Low Impact Development
LRPC	Lakes Region Planning Commission
NHDES	NH Department of Environmental Services
NHDOT	NH Department of Transportation
NRPC	Nashua Regional Planning Commission
RSMS	Road Surface Management System
SRPC	Strafford Regional Planning Commission
TAC	Transportation Advisory Committee
TRC	Technical Review Committee
TYP	Ten-Year Plan
USDA	U.S. Department of Agriculture
USPS	U.S. Postal Service