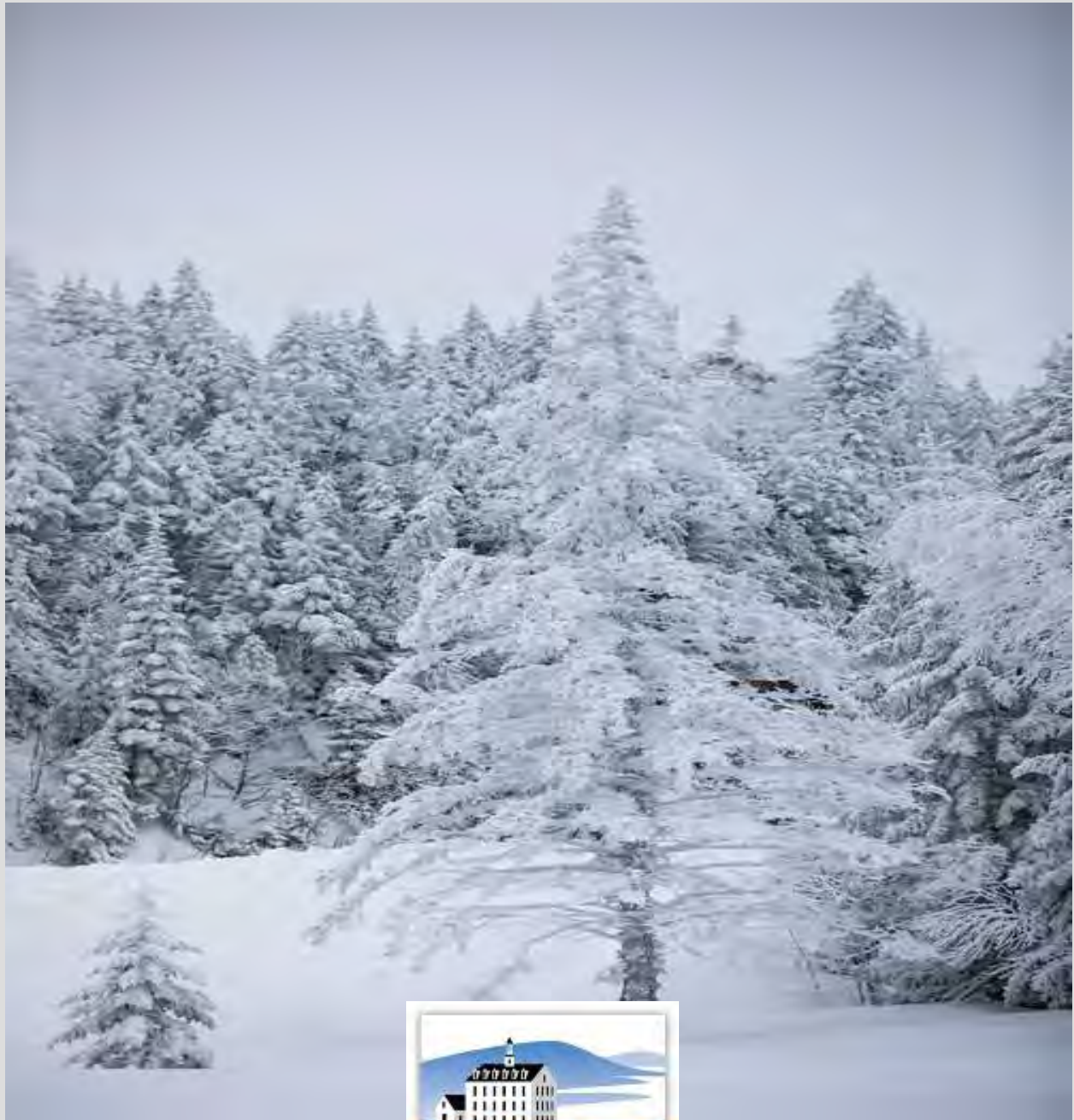




Lakes Region Planning Commission

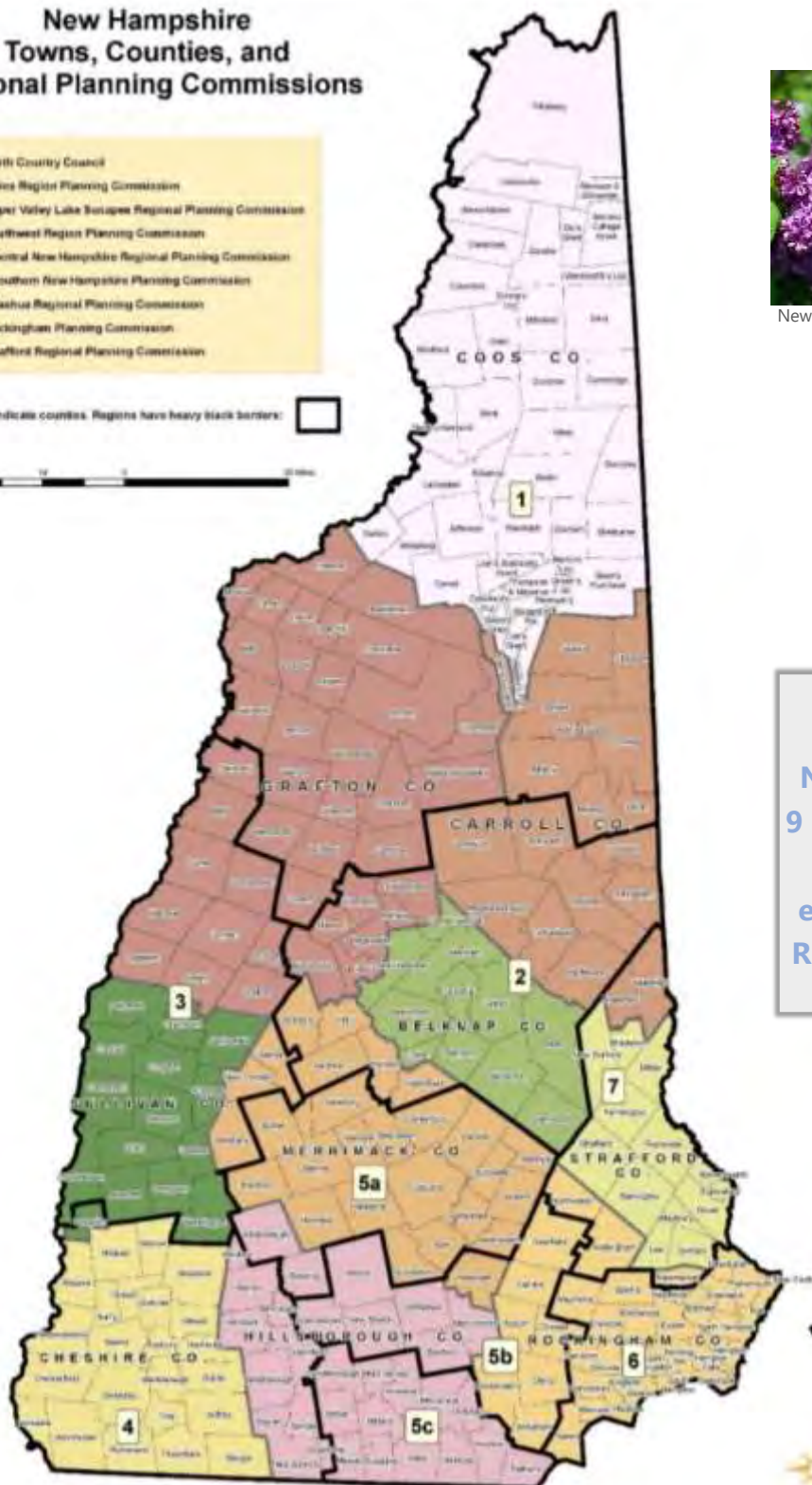
Fiscal Year 2024 Annual Report

New Hampshire Towns, Counties, and Regional Planning Commissions

1. North Country Council
2. Lakes Region Planning Commission
3. Upper Valley Lake Sunapee Regional Planning Commission
4. Southwest Region Planning Commission
- 5a. Central New Hampshire Regional Planning Commission
- 5b. Southern New Hampshire Planning Commission
- 5c. Nashua Regional Planning Commission
6. Rockingham Planning Commission
7. Strafford Regional Planning Commission

Colors indicate counties. Regions have heavy black borders: 

0 10 20 30 Miles



New Hampshire State Flower
Purple Lilac

LRPC is one of
New Hampshire's
9 regional planning
commissions
established under
RSA 36:46 in 1969.

NH Office of Strategic Initiatives, May 2018

Annual Report for Fiscal Year 2024
July 1, 2023 – June 30, 2024

Contents

Map of State Regional Planning Areas2

Executive Director’s Message3

Our Region4

Commissioners & Executive Board5

FY24 Program Highlights

Regional.....6

Local.....9

Economic Development.....10

Household Hazardous Waste12

Solid Waste Management14

Transportation.....15

FY24 Commissioner Meeting Summary18

FY24 Budget Summary22

FY24 Annual Audit Letter24

FY24 Staff & Training26

L

R

P

C

Plan Regionally. Grow Locally.

Our Region

Who We Are

The Lakes Region Planning Commission (LRPC) is a voluntary association of local communities that pools its resources to obtain a highly trained, professional staff to provide a wide variety of services. An Executive Board, together with the Commissioners, governs the LRPC. Operations are overseen by an Executive Director and implemented by professional planners, specialists, and support staff. LRPC recognizes that the foundation of regional decision-making lies within local communities.

Mission

Our mission is to provide effective planning in order to achieve and sustain a quality environment, a dynamic economy, and local cultural values by supporting community efforts through leadership, education, technical assistance, information, advocacy, coordination, and responsive representation.

Municipalities

Alton*	Hill
Alexandria	Holderness
Andover	Laconia
Ashland	Meredith
Barnstead	Moultonborough
Belmont	New Hampton
Bridgewater	Northfield
Bristol	Ossipee
Center Harbor	Plymouth
Danbury	Sanbornton
Effingham	Sandwich
Franklin	Tamworth
Freedom	Tilton
Gilford	Tuftsboro
Gilmanton	Wolfeboro
Hebron	

*Alton is currently a non-member



Commissioners & Executive Board

FY24 COMMISSIONERS

Alexandria

Gary Tomlinson
George Tuthill, *Alt.*

Andover

Harold Tuttle

Ashland

Mardean Badger

Barnstead

David Kerr

Belmont

Roderick Cameron

Bridgewater

Ken Weidman
Judith Faran

Bristol

William Dowey

Center Harbor

Mark Hildebrand

Danbury

John Taylor
Mark Zaccaria

Effingham

Vacant

Franklin

Chip Ach
Jo Brown
David Liberatore, *Alt.*

Freedom

Jean Marshall
Mark McConkey

Gilford

John Ayer

Gilmanton

Stephanie N. Verdile

Hebron

Ivan Quinchia

Hill

Vacant

Holderness

Robert Snelling

Laconia

Dean Anson, II
Stacy Soucy
Wes Anderson
Tyler Carmichael
Scott McWilliam

Meredith

Stephanie Maltais
Daniel Whitney

Moultonborough

Cristina Ashjian
Celeste Burns

New Hampton

David E. Katz
Andrew Anderson

Northfield

Wayne Crowley
Douglas Read
Beth Keck
Ken Tripple

Ossipee

Vacant

Plymouth

Bill Bolton
John Christ
Zachary Tirrell, *Alt.*

Sanbornton

Robert Lambert

Sandwich

Bonnie Osler
David Rabinowitz

Tamworth

Patricia Farley
Lianne Prentice
Richard Doucette
Wyatt Berrier, *Alt.*

Tilton

Jane Alden
Joseph Jesseman
Jeanie Forrester, *Alt.*
Paul Branscombe, *Alt.*
Nathan Langione, *Alt.*

Tuftsboro

Tim Galvin

Wolfeboro

Roger F. Murray, III
Tavis Austin

FY24 Executive Board

OFFICERS

Chair John Ayer

Vice Chair David Katz

Secretary Lianne Prentice

Treasurer David Kerr

AREA COMMISSIONERS

Area 1 Bill Bolton

Area 2 Mardean Badger

Area 3 Tavis Austin

Area 4 Dean Anson, II

AT LARGE COMMISSIONERS

Area 1 Jane Alden

Area 2 Cristina Ashjian

Area 2 Mark Hildebrand

Area 4 Robert Lambert

ALTERNATES

Jo Brown

Roderick Cameron

Stephanie Maltais

Special Thanks to Outgoing Executive Board Members

Dean Anson, II, Area 4 Commissioner

Tavis Austin, Area 3 Commissioner

Jo Brown, Alternate

Robert Lambert, At Large Commissioner

Thank You to Outgoing Commissioners

Wes Anderson, Dean Anson, Paul Branscombe, Wayne Crowley,
Patricia Farley, Jeanie Forrester, Robert Lambert, David Liberatore,
Jean Marshall, Scott McWilliam, David Rabinowitz, Douglas Read,
Robert Snelling, Gary Tomlinson, Stephanie Verdile

Regional Highlights & Accomplishments

Development of Regional Impact (DRI)

We performed two DRI reviews, pursuant to NH RSA 36:54, for the planning and/or zoning boards of Freedom and Moultonborough.

Intergovernmental Review Process (IRP)

The LRPC continues to monitor and review project notices under the New Hampshire Intergovernmental Review Agreement, a process that requires public notification to the regional planning commissions of all projects in the region intended to receive federal financial support.

Total Reviews Completed: 8

Project Totals: \$12,710,873.00

Economic Development Assistance

Community Development Block Grant (CDBG) – Transformational Planning Grant.

All nine RPCs in the State received funding from CDBG to implement action items from the 2022 Regional Housing Needs Assessment, including technical support directly to communities and predominantly low to moderate income populations for implementation of action items. Action items include infrastructure expansion, renewable energy projects, brownfields and underutilized property redevelopment for housing, pedestrian and connectivity improvements, and economic development efforts such as expansion of childcare.

Brownfields. LRPC received funding for a multi-year Brownfields Assessment and Planning Grant to target Lakes Region Communities including, but not limited to, Franklin, Ashland and Laconia. A majority of the technical assessment work is completed by a firm obtained through a formal Request for Proposal process: Nobis Engineering. This year we assisted Franklin on assessment work related to the City's Clean up grant for the Stanley Mill. In addition assessment work was completed in Ashland with work on pending assessments in Plymouth, Tamworth and Laconia.

HUD Regional Plan Update. All nine RPCs in the State received multi-year funding from HUD to update both the Regional Housing Needs Assessment (RHNA, 2022) as well as the Comprehensive Regional Plan (2015), with a focus on planning for implementation solutions, including housing opportunities, transportation, infrastructure upgrades, economic growth, resilience, and emergency preparedness. Work begins with community outreach and assessment of implementation, and culminates with an adopted plan update with an eye to regional needs over the next decade.

Household Hazardous Waste (HHW)

Under a new three-year agreement, our 38th annual HHW collection days for the region provided seven collection sites over five dates in June, July, August, and September (Franklin, Gilford, Meredith, Bristol, Moultonborough, Tuftonboro, and Laconia), including a special weekday collection event during the fall at our new site (Tuftonboro). These events were widely promoted to reach the maximum number of households and resulted in the safe removal and disposal of over 30 tons of hazardous waste. For additional information, please see the Household Hazardous Waste section of this report.

Total Regional Savings: Priceless

Regional Highlights & Accomplishments

Solid Waste Management

USDA & Solid Waste Management Program. Once again, LRPC received USDA Solid Waste funding to help with Solid Waste Operator Training and development of programs to reduce waste stream. This year's topics included Styrofoam recycling, composting, transfer station traffic flow, and lead tackle recycling. Social media outreach was increased this year with postings on both Facebook and Instagram, as well as a new info-video on LRPC's website. For additional information please see the Solid Waste Section of this report.

DES Source Water Protection Grant

Worked with several Town's Land Use Departments and Boards to review the NHDES's Model Groundwater Protection Ordinance and then assisted in drafting updates for adoption of local ordinances and regulations to incorporate the new language.

Transportation Advisory Committee (TAC)

The Transportation Advisory Committee provided administrative support and facilitated communications for eight (8) meetings involving city/town appointed representatives in order to engage community participation and local involvement in regional transportation planning and project development. Topics (some with guest speakers) included – **September:** bike/ped plan updates, Week Without Driving initiative, Mid-State RCC Transit, crash data, GACIT hearings, **October:** GACIT summary, ten-year plan (TYP) update, Road Safety Audit applications, **November:** Wolfeboro TYP update, electric vehicle grant opportunities presentation by NH DES, and a NH National Electric Vehicle Infrastructure program presentation by NH DOT, **December:** TYP review and updates, legislation (HB412), towns transitioning to a DPW, **February:** TYP updates, complete streets projects, Statewide Asset Database Exchange System (SADES) program, **March:** solar eclipse impacts, Mid-State RCC Rider Survey, legislation tracking, **April:** NH DES Stormwater & Wastewater Asset Management Program presentation by DES Stormwater Coordinator and Sustainability Engineer, and NH Stream Crossing Replacement Prioritization project presentation by DES Watershed Management Specialist and UNH grad student, and **May:** TYP – congestion mitigation air quality (CMAQ) additions, funding opportunities, and LRPC transportation update.

Closed Culvert Drainage System (CCDS) Analysis. LRPC completed an analysis for the Town of Gilford that included specific drainage system asset data collection and mapping. Work included combining Gilford's GIS data layer with LRPC's 2016 data layer for Gilford to create a comprehensive map of the locations needed for CCDS data collection. Final report of CCDS size, type and condition, and presentation poster provided to Town in early FY25.

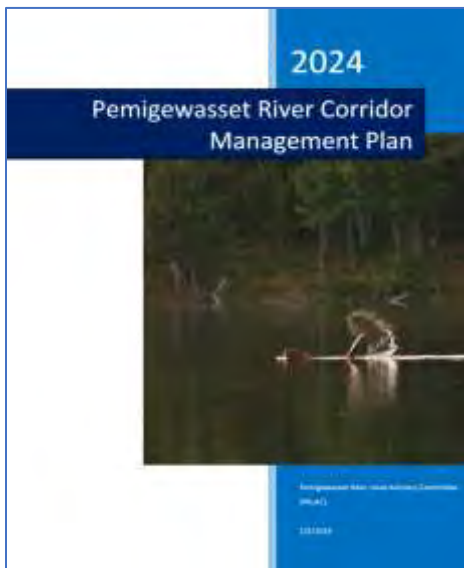
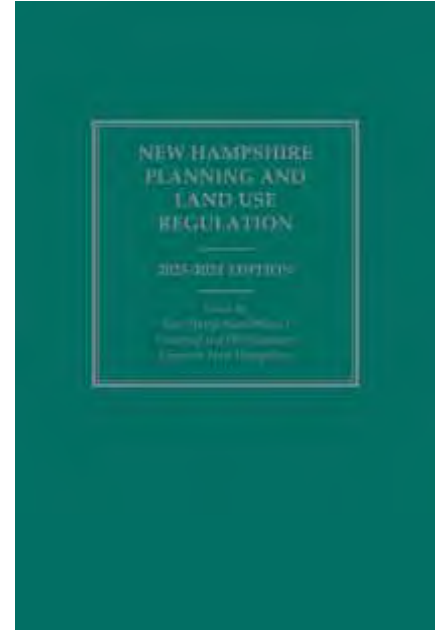
Homeland Security Emergency Management/Hazard Mitigation Plans (HMP). LRPC provides consulting services for HSEM Hazard Mitigation Plan grants, including plan audit, update, and community outreach. Plans completed in fiscal year 2024 included were for the towns of Bridgewater and Tilton.

Regional Highlights & Accomplishments

Land Use Books Regional Purchase

LRPC handled the regional bulk purchase of the annual edition of the *New Hampshire Planning and Land Use Regulation* books. 28 of 30 member communities ordered a total of 335 books at a savings of \$104.75 per book/e-book and \$96.50 per book with supplemental e-book.

Total Regional Savings: \$34,942.75



Pemigewasset Local River Advisory Committee (PRLAC)

The Pemigewasset River Corridor Management Plan reports on resources, wildlife, laws, public input/recommendations for the Pemigewasset River watershed. LRPC was awarded grant money by the

NH Department of Environmental Services (DES) in April 2022 to update the corridor management plan (last revision was 2013). LRPC staff, along with PRLAC and other stakeholders, worked to update information, resources, and recommendations regarding actions to take to enhance protection, awareness, and appreciation of the watershed. The Plan was adopted in early 2024.

LRPC supported PRLAC members in the development and distribution of an outreach brochure explaining and promoting PRLAC, and assisted with the updated Pemigewasset River Corridor Management Plan.

We attended nine PRLAC meetings (usually held at the Pease Public Library in Plymouth), providing support and technical assistance.



Local Highlights

FY24 Local Contracted Projects Included:

Andover	Homeland Security & Emergency Management Plan
Bridgewater	Homeland Security & Emergency Management Plan
Gilford	Culverts and Closed Drainage Systems
Gilmanton	Homeland Security & Emergency Management Plan
Moultonborough	Homeland Security & Emergency Management Plan
Tilton	Homeland Security & Emergency Management Plan
Wolfeboro	Homeland Security & Emergency Management Plan

Member Services we provide include:

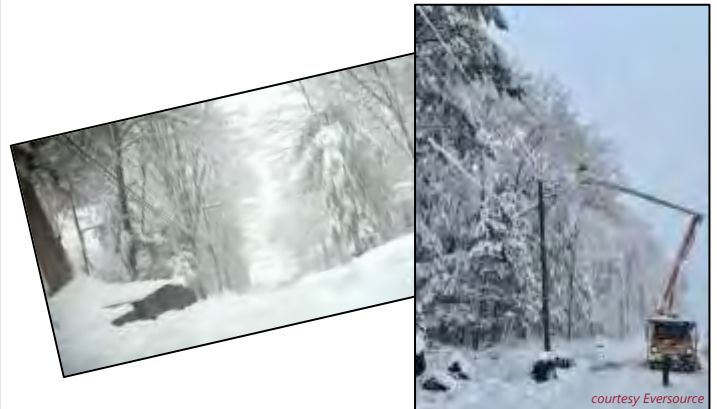
Circuit Rider Assistance
Master Plans
Capital Improvement Plans
Hazard Mitigation Plans
Zoning & Site Plan Regulations
Culvert Inventory & Assessment
Road Surface Management System (RSMS)
GIS Mapping

Hazard Mitigation Plans address:

Wind Damage



Snow Damage



Water Damage



Economic Development

Grant Administration

Northern Border Regional Commission (NBRC)

State Economic & Infrastructure Development Investment Program

The Lakes Region Planning Commission continues to provide grant administration assistance to three member communities as well as four non-profit organizations that had been awarded NBRC grants. The following are open awards:

- **Town of Gilford**
 - o The Town of Gilford finalized installation of New Hampshire's first foam densification unit, providing a regional foam recycling program.
Grant Amount: \$54,000; Total Project Amount: \$108,000
- **City of Laconia**
 - o Progress continues for this ongoing project is for an extension of the existing multi-use WOW bike trail in Laconia, which is a portion of the "Opechee Loop". The WOW trail connects Laconia and Weirs along a scenic route, allowing a connection that avoids growing vehicle traffic on the road.
Grant Amount: \$225,000; Total Project Amount: \$450,000
- **Town of Hebron**
 - o Hebron will construct a 25-mile fiber-optic network that will be a middle mile network connecting and integrating into the Town of Bristol and University of New Hampshire's fiber networks. This fiber network will create a resilient, fail-safe broadband system that spurs economic growth.
Grant Amount: \$ 995,110; Total Project Amount: \$ 1,860,020
- **GALA Community Center, Wolfeboro**
 - o This project is a Business and Workforce Development Initiative building upon the success and momentum of GALA Community Center's makerspace and vocation hub, Makers Mill. Makers Mill will develop workforce, entrepreneur, and small business programming and resources that align with local and regional development plans and results in new businesses, job creation and a more prepared workforce.
Grant Amount: \$499,883 and \$557,807; Total Project Amount: \$1,007,690
- **Granite State Adaptive, Wolfeboro**
 - o Permits are in progress for this project, that will build a state-of-the-art energy efficient equine therapeutic center consisting of an accessible facility including a barn, a classroom, indoor arena, and composting system. This facility will extend the season for adaptive and therapeutic recreation programs with youth, teens, disabled adults, and Veterans.
Grant Amount: \$1,000,000; Total Project Amount: \$2,000,000

Economic Development

- **Lakes Region Model Railroad Museum, Wolfeboro**
 - o This funding will enable a multi-phase project to revitalize the 1872 Freight House to create a model railroad museum and STEM education center.
Grant Amount: \$250,000; Total Project Amount: \$535,000
- **Laconia Area Community Land Trust, Inc. DBA Lakes Region Community Developers**
 - o Permits are underway for this redevelopment project that will improve 7,000 square feet of vacant and dilapidated space at the former Gale School in Belmont Village, and will result in the addition of 60 childcare slots to the region and the creation of 11 permanent, full-time jobs.
Grant Amount: \$ 350,000; Total Project Amount: \$1,738,500



Gale School, Belmont, NH

Community Development Block Grants (CDBG)

The Lakes Region Planning Commission has administered CDBG Microenterprise funding for Grafton County over the past several years. This funding assists businesses and economic development organizations in Grafton, Belknap, and Carroll counties. **Total grant amount: \$750,000.**

- **Grafton County – Microenterprise Technical Assistance Award**
 - o The microenterprise program helped foster economic development by supporting organizations that provide a full range of entrepreneurial training and technical assistance services to low- and moderate-income microbusiness owners and start-ups (those with fewer than 5 employees). The most current award to Grafton County covers the period of 7/1/2023-12/31/2024.
 - o The County contracted with 5 subagencies to assist with this task. Subagencies included Belknap County Economic Development Council (BEDC) being awarded **\$100,815**, Coos Economic Development Corporation (CEDC) being awarded **\$153,175**, Grafton Regional Development Corporation (GRDC) being awarded **\$245,960**, Wentworth Economic Development Corporation (WEDCO) being awarded **\$85,800**, and Women's Rural Entrepreneurial Network (WREN) being awarded **\$161,865**.

Household Hazardous Waste

Summer/Fall 2024 Household Hazardous Waste Collection Days

After completion of an open bid process, the LRPC coordinated the regional Household Hazardous Waste Collection Days for the 38th consecutive year under a new three-year contract. This enabled us to hold collections on multiple dates in June, July, August, and September, providing more variability for participation. Collections were held in Franklin (June), Gilford & Meredith (July), Bristol & Moultonborough (August), and Tuftonboro & Laconia (September). For the first time, a weekday collection was held (at our new site in Tuftonboro).

This year, over 50 local staff and volunteers dedicated their time to the program. Our local coordinators played a crucial role in spreading the word about all the HHW collection events within their communities.



Franklin pour-off

In total, more than 1,460 households from 21 communities brought in materials for disposal at the seven collection sites during these regional events designed to assist residents and residential taxpayers in safely cleaning out their homes, garages, and sheds while also safeguarding our water and soil resources. These materials included oil-based paints, lawn & garden products, household cleaners, automotive fluids, and pool chemicals.

This resulted in over 30 tons of household hazardous waste being collected and properly disposed of. These collections ensure that hazardous material does not enter our drinking water or the environment upon which our local economy is so dependent.

Our HHW survey indicates that more than one-third of the participants are new to HHW collection events, and that two-thirds of all participants might be able to attend weekday collections.

This year we developed and delivered large vinyl banners to each participating community, sent several eblasts to a list of more than 1,100 addresses, sent press releases to local newspapers, and conducted outreach at multiple transfer stations. Advertisement was offered to all participating members. A variety of new brochures, flyers, and handouts were created. Four HHW coordinator meetings were held to discuss event changes, share knowledge and tips, as well as coordinate site visits to work with site coordinators, ensuring a smooth-flowing event. Several new local HHW coordinators, including 3 new site coordinators, volunteered their services.



HHW Survey in Gilford

Total HHW Appropriations: \$116,000 from 21 municipalities.

Collection dates for 2025 are currently being scheduled. Please check our website periodically for updates and other details.

Household Hazardous Waste

For more information on this program, participating municipalities, maps to the sites, accepted and unaccepted items, as well as alternative disposal options, please visit us at lakesrpc.nh.gov/hhw or use the QR Code.



Cars lined up in the rain at the Tuftonboro HHW Collection on Sept. 26th.



A Laconia cyclist waiting patiently to drop off HHW on Sept. 28th.

Solid Waste Management

USDA Solid Waste Management Grant Highlights & Accomplishments

Project Summary: The primary purposes of the Lakes Region Planning Commission's (LRPC) Solid Waste Management (SWM) program are to provide technical assistance for communities, training for solid waste operators, and infrastructure improvements for their municipalities to:

- Reduce the quantity and toxicity of our solid waste stream
- Promote innovative techniques to reduce waste
- Increase community awareness about local waste management challenges
- Promote safety for residents and solid waste operators at the transfer station

During this fiscal year, solid waste efforts were focused on providing training for our municipal member solid waste operators, technical assistance for our solid waste facilities, maximizing the use of our Household Hazardous Waste Program, and grant writing assistance for improving our region's recycling efforts. Tasks listed below show work completed during this fiscal year.

Activities/outcomes from this project have included:

1. Working with our member municipalities' solid waste operators around the region by addressing solid waste issues through training (roundtables) and site visits. Three roundtable training sessions for 44 Lakes Region operators included the topics of Universal Waste Management, HHW 2024 and Solid Waste Updates from DES, and NRRRA waste diversion toolkit.
2. Coordinating a special daytime HHW collection in Tamworth for the Fall of 2024 with targeted outreach for nearby communities.
3. Conducting research for solid waste facilities to identify areas of greatest costs, greatest revenue generators, systems review, traffic flow, and recycling methods.
4. Securing a new three-year fixed price contract for our annual HHW collection event through 2026.

5. Conducting several transfer station site visits to new facilities, providing public outreach, discussing infrastructure improvement, and conducting site walkthroughs for documentation. Facilities visited this fiscal year included Franklin, Gilmanton, Holderness, Laconia, Meredith, Northfield, Sanbornton, Tamworth, Wolfeboro, and the Effingham, Barnstead, Chichester, Epsom, & Pittsfield Solid Waste District.

6. Assisting the Town of Gilford with grant writing technical assistance for the NBRC Catalyst program. Successfully submitting a complete application for the Regional Foam Recycling Program and securing the grant award.

7. Offering technical assistance to the Town of Tamworth to enhance their transfer station and utilize their USDA grant award. This involved a site walkthrough, a three-page site summary for the Transfer Station Improvement Committee, research and cost analysis for scales, bailers, and buildings (including real quotes), and several meetings.

8. Updating 2024 HHW outreach materials, conducting targeted outreach for communities resulting from extended collection dates, and supplying all participating communities with new HHW collection banners.



Gilford DPW Director Meaghan Theriault & Congressman Chris Pappas on a site tour at Gilford Transfer Station – April 2024



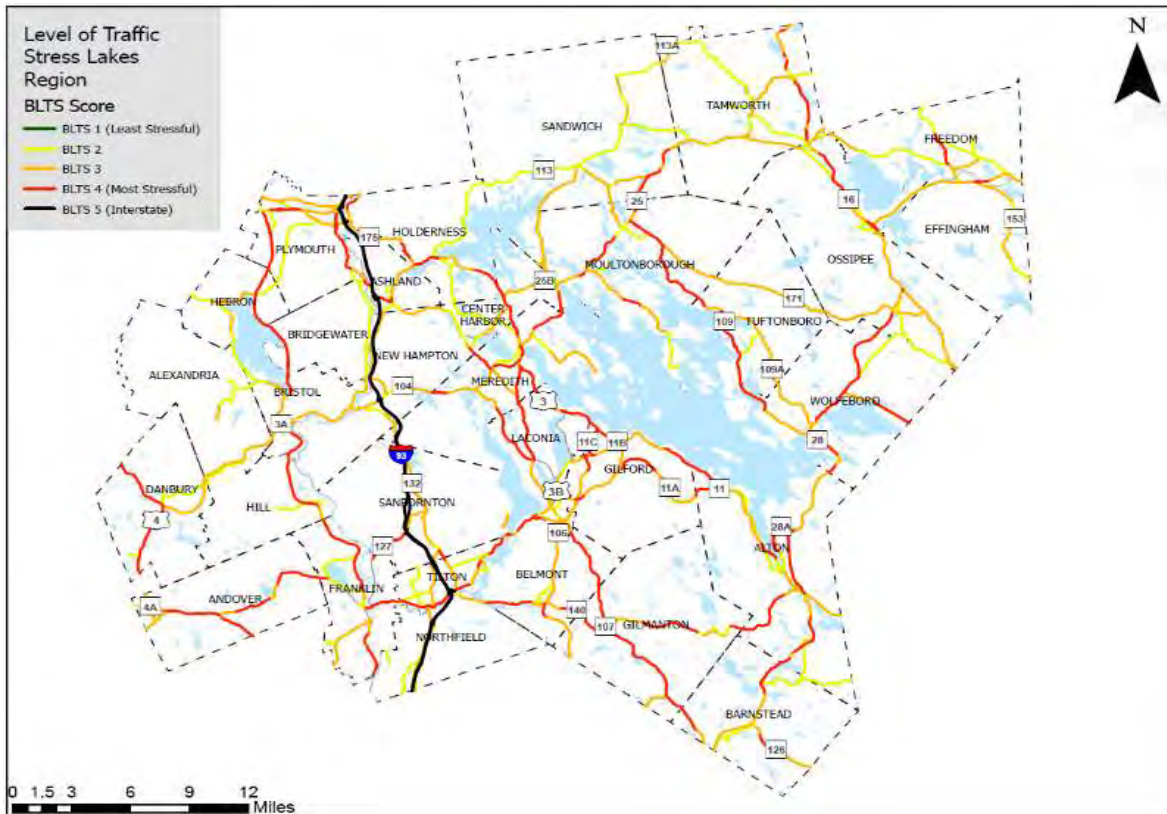
Horizontal bailing machine at Wolfeboro Transfer Station. Taken by Matt Rose at January 2024 site visit.

Transportation



Bicycle and Pedestrian Plan

- The updated Lakes Region Bicycle and Pedestrian Plan was adopted by the LRPC on June 17, 2024.
- Created a standardized map depicting the bicycle level of traffic stress in the Lakes Region.



Ten-Year Plan (TYP)

- Attended Governor's Advisory Commission on Intermodal Transportation (GACIT) hearings to support Lakes Region ten-year plan projects.
- Began soliciting projects for the 2027-2036 ten-year plan.



Collaborations & General Highlights

- Met with NHDES and UNH to work on a culvert prioritization tool.
- Attended webinars hosted by NHDOT and NHDES to assist with tracking the State's progress on electric vehicle infrastructure.
- Created and distributed a Lakes Region Transportation newsletter to communities.
- Hosted eight LRPC Transportation Advisory Committee meetings.
- Employed two summer interns to assist with various transportation-related assignments.



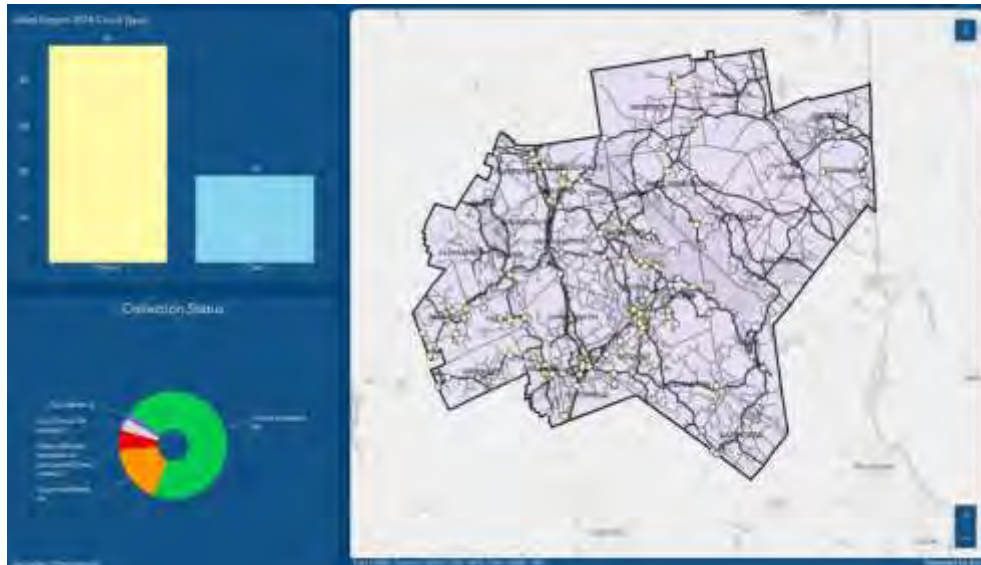
Summer Interns Sam Taksar & Glenn Trefethen

Transportation

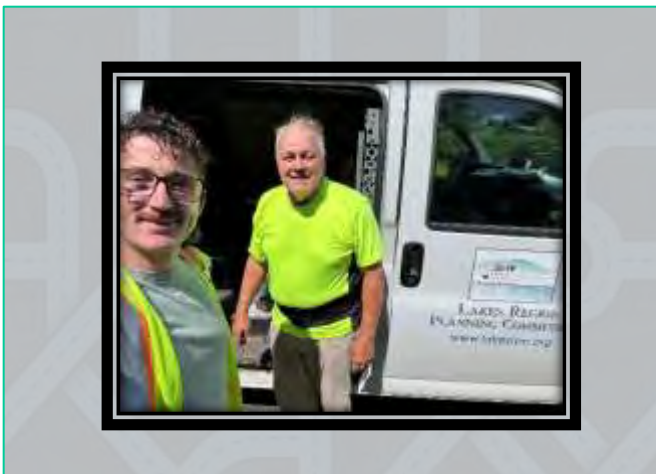


Data Collection & Analysis

- Collected traffic count data at 147 assigned locations throughout the region for NHDOT along with 6 municipal requested counts, including 3 during Laconia Bike Week.
- Piloted a NHDOT initiative to have regional planning commissions upload traffic count data to the State's MS2 website.



- Created a workplan for the Gilford Culverts and Closed Drainage Systems/Statewide Asset Data Exchange System (CCDS/SADES) 2024/2025 collection season.
- Updated and standardized over two dozen draft maps for regional use.
- Completed and distributed ridership survey to Mid-State Regional Coordinating Council communities for use in upcoming Coordinated Transit & Human Services Transportation Plan.



LRPC Traffic Counting Team
Glenn Trefethen & Allen Constant



Preparing for the Future

Transportation

Transportation Technical Advisory Committee

FY24 Voting Members

Alexandria

George Tuthill

Andover

Vacant

Ashland

Charles Bozzello
Robert Letourneau
Craig Moore, *Alt.*

Barnstead

David Kerr

Belmont

Rod Cameron
Brian Jackes, *Alt.*

Bridgewater

Vacant

Bristol

William Dowey, *Alt.*

Center Harbor

Jeff Haines

Danbury

Vacant

Effingham

Vacant

Franklin

Seth Creighton
Justin Hanscom, *Alt.*

Freedom

Scott Brooks

Gilford

Meghan Theriault
Roger Weeks, *Alt.*

Gilmanton

Travis Mitchell

Hebron

Paul Hazelton
Patrick Moriarty, *Alt.*

Hill

Vacant

Holderness

Malcolm "Tink" Taylor

Laconia

Wes Anderson
Nate Guerette, *Alt.*

Meredith

Angela LaBrecque, *Alt.*

Moultonborough

Dari Sassan
Chris Theriault, *Alt.*

New Hampton

Robert Pollock

Northfield

Vacant

Ossipee

Vacant

Plymouth

Joe Fagnant
Joseph Perez, *Alt.*

Sanbornton

Vacant

Sandwich

Bonnie Osler

Tamworth

John Gotjen

Tilton

Lee Ann Moynihan
Shane Dow, *Alt.*
Kevin Duval, *Alt.*

Tuftonboro

Lloyd Wood

Wolfeboro

Tavis Austin

Non-Voting Members

Belknap Merrimack CAP

Cindy Yanski

Carroll County Delegation

Glenn Cordelli

NH DES, Air Resources Division

Vanessa Partington
Jessica Wilcox

NH DOT, Bureau of Planning & Community Assistance

William Rose
Bill Watson

NH DOT District 2

Chris Turgeon
Ross Wood

NH DOT District 3

Samantha Fifield
Nancy Spaulding

NH DOT, Policy & Planning

Lucy St. John

Newfound Pathways

Jan Collins
Beth Greever

Friends of Northern Rail Trail

Don Moyer

Thank You to Our Outgoing Members

Tavis Austin, Seth Creighton, William Dowey,
Kevin Duval, Angela LaBrecque,
Robert Letourneau, Craig Moore,
Lee Ann Moynihan, Bonnie Osler

Chair: Malcolm "Tink" Taylor

Vice Chairs: Paul Hazelton (July – Sept)
Tavis Austin (Sept – June)

Commissioner Meeting Summary

SEPTEMBER 2023 – InvestNH Update

The first Commissioner Meeting of the fiscal year was held on September 25th in the Community Room at the Tilton Police Department. Guest speaker Andrew Dorsett, Business and Economic Affairs (BEA) Housing Finance Director, prepared a slide presentation updating the Commission on BEA's ambitious \$100 million program intended to bring much needed relief to the affordable housing market across the state and to promote efficiency in local planning and zoning to create a regulatory environment that encourages the construction of housing affordable to New Hampshire's growing workforce. Mr. Dorsett advised that a secondary influx of funding had been made available to InvestNH and The Housing Champion program in the total amount of \$15 million and, although much of it had been awarded, some was still available and encouraged any municipality interested in applying for these funds to do so immediately before the rest was tapped out.

Local Capital Grant Projects & Awards

Direct Capital Grant Awards*

- 28 Capital Awards
- \$45,131,667
- 1,405 units

Capital Subsidy Grant Awards*

- \$10,000,000 to support NHHFA selected projects
- 4 projects obligated currently
- 81 units

Municipal Per-Unit Awards*

- 11 Per Unit Grants
- 437 unique units

Municipal Demolition Awards*

- 20 DEMO Grants
- 381 unique units

Municipal Planning and Zoning Grant

- NHHFA Housing Academy - 100 participants from 30 communities
- NHHFA Community Navigator Program - 5 Projects
- NHHFA Housing Opportunity Program (HOP) 44 municipalities



BEA BUSINESS AND ECONOMIC AFFAIRS

OCTOBER 2023 – Economic Development and Grant Writing

October's Commissioner Meeting was held at the Moultonborough Public Library on October 23rd. LRPC's Grant Administrator, Tracey Secula, conducted a presentation concerning Community Development Block Grants (CDBG) and the Microenterprise Program. This grant is federally funded and focuses on housing and community development needs. Funding is distributed by the US Department of Housing & Urban Development (HUD) to the Community Development Finance Authority (CDFA) who administers NH's allocation. The CDFA then awards these resources to eligible local governments (cities, towns, and counties) who, in turn, sub-grants the money to various subrecipients specializing in meeting the Microenterprise Program requirements.

CDBG FUNDING FLOW



MICROENTERPRISE GRANTS

Provides a range of services to low- and moderate-income micro-business owners and start-ups.

1) Technical assistance, advice, and training

- a. Business advising; b. Business planning, marketing and financial management; c. Business development workshops, training or classes; d. Job training for business owners and/or employees.

2) Financial assistance

- a. Loans; b. Loan guarantees; and c. Grants

3) Supportive services

- a. Childcare/dependent services; b. Transportation to/from locations where DE or credit services are provided; c. Peer-support groups; d. Counseling; and e. Assistance accessing/paying for direct costs of training and education (tuition, fees)

Commissioner Meeting Summary

NOVEMBER 2023 – Water & Sewer Funding and Resources

The Colonial Theater in Laconia was the venue for our November 27th Commissioner meeting. Those present were treated to a guided tour of the theater in light of its recent massive renovation. Water and sewer funding was topic of the evening. Presenter Ted Diers, Assistant Director of the Water Division of the NH Department of Environmental Services explained the need for water and sewer infrastructure in order to build new housing. Mr. Diers focused on water infrastructure funding programs. At the conclusion of the presentation, Mr. Diers asked the audience not to forget that dams are water infrastructures too and fall within the funding programs.



MARCH 2024 –Comprehensive Plan Updates, Regional Transportation Plan & Data Collection

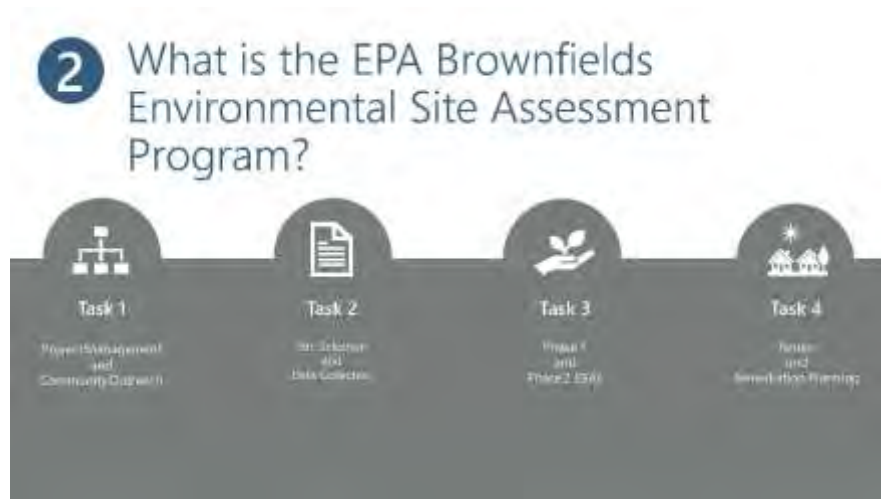
Following winter break, the LRPC returned for its March 25th Commissioner meeting which was convened at the Town Offices in Bristol. LRPC's Sr. Transportation Planner, Sean Chamberlin, delivered a slide presentation addressing both the most recent ten year plan (2025 – 2034) updates and updating of the bike/ped plan (which is required in order to meet grant application requirements), and spoke about our collaboration with Central NH Regional Planning Commission to update the Mid-State Regional Coordinating Council (RCC) plan. He also provided an overview of the Statewide Asset Data Exchange System (SADES) whose online dashboard offers an overview and estimate of road system conditions and approximate costs for future improvement.



Commissioner Meeting Summary

APRIL 2024 – Brownfields

At the Chocorua Public Library on April 22nd, LRPC held its next meeting. Executive Director Hayes provided an overview of LRPC's Solid Waste and Household Hazardous Waste programs. Following this, the organization's Solid Waste Planner, Matthew Rose, announced receipt of a recent grant in the amount of \$142,000 for solid waste management technical assistance. He detailed the costs and revenue generation for transfer stations, solid waste systems, the 2023 foam research and recycling program (with 2024 updates), as well as the LRPC Brownfields program. Guest speaker Mark Westa from Environmental Design & Research, a certified Woman-Owned Business dedicated to sustainable, multidisciplinary solutions, enlightened attendees on the Brownfields Environmental Site Assessment Program and explained how his company collaborates with firms like Nobis Group to develop usage plans for reclaimed Brownfields sites.



Matthew Rose | LRPC



Mark Westa | EDR

JUNE 2023 – Laconia State School Redevelopment

The Commissioner Meeting, which also serves as our Annual Meeting, was held on June 17th. Once again, we convened in the Winnepesaukee Ballroom of Church Landing at Mill Falls in Meredith. Guests and friends included municipal, regional, and political officials. The festivities were officiated by Vice Chair David Katz who started by welcoming everyone and introducing LRPC's new Executive Director, Shanna B. Saunders. LRPC Executive Board members, Commissioners, and staff were recognized. Business included approval of the April 22nd meeting minutes and the annual election of Officers and Executive Board members for FY25. After a plated dinner, Vice Chair David Katz and Executive Director Shanna Saunders presented an Award of Excellence to the Belknap County Conservation District, and a Community Service Award to Mr. Robert Harrington of Tuftonboro. Outstanding Service Awards were presented to several Executive Board members and one former Commissioner, all of whom resigned during the fiscal year and gave more than 5 years of service to the LRPC. Following the award presentations, keynote speaker Mayor Andrew Hosmer of Laconia spoke about the former Laconia State School property and how its anticipated development will not only positively affect the future of the City of Laconia, but its surrounding communities as well.

Commissioner Meeting Summary

LRPC Annual Meeting 2024



Our sincere appreciation goes out to those who generously sponsored our Annual Meeting:



Nobis Group



Samyn-D'Elia Architects



Ippolito's Furniture



Moulton Farm



Meredith Village Savings Bank



Irwin Automotive Group



R.M. Piper, Inc.

FY24 Budget Summary

The FY24 audit was presented to the Executive Board by the independent audit firm of Hennessey & Vallee, PLLC on September 11, 2024. The charts below show the distribution of actual revenue and expenses from July 1, 2023 through June 30, 2024 while the following page depicts revenue by program.



FY24 Revenues

Federal	\$ 236,729	26.5%
State	\$ 332,375	37.2%
Local Contracts	\$ 112,538	12.6%
Memberships	\$ 141,704	15.9%
Other	\$ 70,083	7.8%
Total	\$ 893,429	100.0%

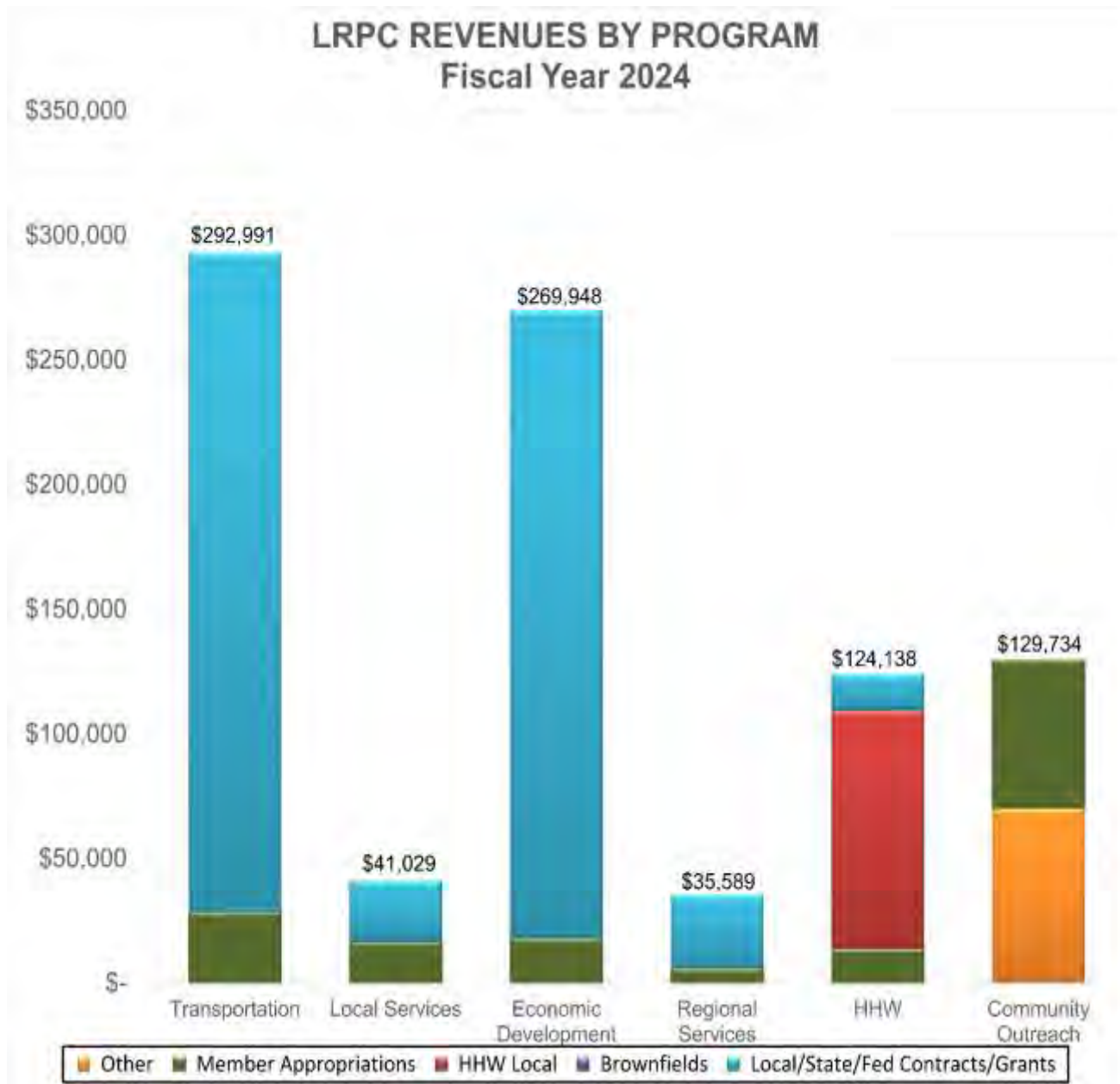
FY24 Expenses

Contracted Services	\$ 6,277	0.7%
HHW	\$ 96,678	10.9%
Benefits	\$ 144,058	16.2%
Overhead	\$ 99,979	11.3%
Travel	\$ 7,261	0.8%
Labor	\$ 533,120	60.1%
Total	\$ 887,373	100.0%



FY24 Budget Summary

FY24 Revenue by Program



Annual Audit Letter

HENNESSEY & VALLEE PLLC

For Individual / Business / Non-profit

H&V

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Commissioners
Lakes Region Planning Commission
Meredith, New Hampshire

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Lakes Region Planning Commission, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise Lakes Region Planning Commission's basic financial statements, and have issued our report thereon dated September 6, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Lakes Region Planning Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Lakes Region Planning Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Lakes Region Planning Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Lakes Region Planning Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

125 North State Street, Concord, NH 03301 • Telephone (603) 218-0941 • Fax (603) 218-6018
www.hvcpafirm.com

210 North State Street, Concord, NH 03301 Phone: 603.225.0941 Fax: 603.218.6028

www.hvcpafirm.com

We take pride in the personal attention we provide along with our professionalism and quality.

Annual Audit Letter

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Hennessey & Vallee, PLLC

Hennessey & Vallee, PLLC
Concord, New Hampshire

September 6, 2024

- Page 26 of 26 -



New Hampshire State Bird
Purple Finch

FY24 Staff

Executive Director	Jeff Hayes (retired June '24)
	Shanna B. Saunders (June '24)
Finance Administrator	Carl Carder
Regional Planner	David Jeffers
Solid Waste Planner	Matthew Rose
Sr. Transportation Planner	Sean Chamberlin (resigned May '24)
Land Use Planner	Christine Marion
Assistant Planner	Ryan Paterson (resigned March '24)
Grants Administrator	Tracey Secula
Executive Admin. Assistant	Linda Waldron
Transportation Technician	Allen Constant
Transportation Intern	Glenn Trefethen
Solid Waste Intern	Sam Taksar

FY24 Staff Training

UNH T2 grant writing class for transportation grants. Received training on demo model of Leetron AI video traffic counter. Participated in GTFS (General Transit Feed Specifications) gathering on transit data and MOVES4 (air pollution modeling) training sessions.

EPA *National Brownfields Training Conference* in Detroit for training on LRPC's Brownfields grant award.

Clean Energy is a Terrible Thing to Waste webinar on recycling our nation's spent nuclear fuel.

MS2 training (transportation data management software).

Stream Crossing & Culverts and Closed Drainage Systems field training.

The Do's and Don'ts of Employee Handbooks and *HR for the Non-HR Professional* presented by Primex³.

Circuit Rider grant resources training.

Revitalizing New England: Brownfields Summit 2024 training event in Portland, Maine.

... and more

VISIT US ONLINE: www.lakesrpc.nh.gov | Facebook | Instagram



Lakes Region Planning Commission
103 Main Street, Suite 3
Meredith, NH 03253

603-279-8171 | execadmin@lakesrpc.nh.gov