

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, September 11, 2024

9:00 AM

LRPC Office, First Floor Conference Room

Humiston Building, 103 Main Street, Meredith, NH

AGENDA

NOTE: Seven (6) Executive Board members must be present in-person at the meeting location to establish a quorum, so please let Linda know if you cannot attend.

1. **Call to Order**
2. **Approve Draft Minutes of June 12, 2024** (*actionable item*) Attachment 1
3. **Finance/Treasurer Report** (*fiscal year 2024 wrap up*) Attachment 2
4. **Monthly Executive Report** (*June, July, August*) Attachment 3
5. **Committee Reports**
None
6. **Old Business**
 - a. FY24 Annual Meeting Review
 - b. At Large Commissioner Appointment (*potential actionable item*)
7. **New Business**
 - a. FY24 Audit Presentation (Charlene Vallee of Hennessey & Vallee, PLLC)
 - b. FY25 Proposed Budget (*actionable item*) Attachment 4
 - c. FY25 Proposed Meeting Calendar Attachment 5
 - d. FY26 HHW & Municipal Membership Appropriations (*actionable item*) Attachment 6
 - e. Certificate of Authority (*actionable item*) Attachment 7
 - f. Solid Waste Grant Award Review
 - g. Area Commissioner Appointment
 - h. Conflict of Interest Forms
8. **Non-Public Executive Session** (RSA 91-A:3, II(b) - Personnel)
 - a. Approve Draft Minutes of June 12, 2024 (*actionable item*)
9. **Adjourn**

NEXT MEETING: October 9, 2024

The Lakes Region Planning Commission 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. The citations to the Right-to-Know Law are provisional and may be revised as circumstances required. The LRPC complies with the ADA regulations. Please contact the LRPC office if you need special assistance in order 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 June 12, 2024

PRESENT	Jane Alden, Dean Anson, Mardean Badger, Bill Bolton (virtual), David Katz (Vice Chair), David Kerr (Treasurer), Stephanie Maltais (alternate), Lianne Prentice (Secretary)
ABSENT	Cristina Ashjian, Tavis Austin, John Ayer (Chair), Rod Cameron (alternate), Mark Hildebrand
STAFF	Linda Waldron (Executive Administrative Assistant)
LOCATION	LRPC Office, 1 st Floor Conference Room, Meredith

1. Call to Order

Vice Chair Katz called the meeting to order at 9:02 AM. It was noted that Bill Bolton was attending virtually. In order to achieve quorum, alternate Stephanie Maltais was seated as a voting member.

2. Minutes

Draft minutes of the May 8th meeting were presented for approval. Mardean Badger made a motion to accept the minutes as submitted, seconded by Stephanie Maltais. A voice vote was taken indicating all present were in favor. **Motion passed.**

Vice Chair Katz advised that there would be a change in the order of business on the Agenda as two members would need to depart early. All business that requires action will be dealt with first.

7. New Business

- a. Bike/Ped Plan Adoption. The Plan was reviewed and some time was spent discussing its history, evolution, and current status. There being some minor concerns, Vice Chair Katz reminded the Board that this is a living document and subject to future changes as required. Dean Anson provided a motion to accept the document in its current form. Treasurer Kerr seconded same. A voice vote was taken indicating all present were in favor. **Motion passed.** Thereafter a separate motion was offered by Jane Alden to forward the now accepted Plan to the full Commission for adoption at their next meeting on June 17th. A second was also provided by Treasurer Kerr following which a voice vote was taken indicating all present were in favor. **Motion passed.**
- b. Certificate of Authority. A new Certificate of Authority is required which has been revised to reflect that Shanna Saunders currently holds the position of Executive Director and that the Executive Board is providing her with "the authority to apply for funding opportunities, accept monies, and execute any documents which may be necessary to effectuate contracts." The Certificate of Authority is primarily used in securing contracts and grants, and is signed by the Secretary as needed. A motion to approve the new Certificate of Authority was provided by Mardean Badger and seconded by Dean Anson. A voice vote was taken indicating all present were in favor. **Motion passed.**
- c. TYP Project Approval – Plymouth. Vice Chair Katz reminded the Board that this topic was discussed at last month's meeting and paraphrased as follows: Because we do not currently have a transportation planner and would not likely have one until the fall, there would be insufficient time to evaluate any new projects before the submission deadline. It was suggested that the TAC would be advised to suspend the acceptance of any new applications for this round, but instead reevaluate prior submissions – more specifically the Plymouth Route 3 project. After a brief discussion, Jane Alden proffered a motion to accept the prior ten year plan applicants. Mardean Badger seconded the motion. A voice vote was taken indicating all present were in favor. **Motion passed.**

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- d. Area Commissioner Appointment. This item of business no longer needs to be addressed by the Executive Board as we do have write-ins for the vacant position which will be voted on at the annual meeting.

As all actionable items have been attended to for the public session, Vice Chair Katz moved to enter into non-public session for personnel matters which was seconded by Jane Alden. A roll call vote was taken with all in attendance voting in the affirmative. **Motion passed** and the non-public session began at 9:17 AM.

Bill Bolton departed at 9:44 AM.

Jane Alden offered a motion to exit the non-public session, seconded by Secretary Prentice. A roll call vote was taken with all in attendance voting in the affirmative. **Motion passed**

A second motion was made by Mardean Badger to seal the minutes for a period of one year, also seconded by Secretary Prentice. A roll call vote was taken with all in attendance voting in the affirmative. **Motion passed** and the non-public session ended at 10:02 AM.

3. **Finance/Treasurer Report**

Vice Chair Katz noted that we do currently show a deficit which is primarily attributable to departure expenses of former Executive Director Jeff Hayes. It is believed that we will finish the fiscal year (at the end of the month) on a strong note as our municipal appropriation invoices went out recently and checks are arriving.

4. **Monthly Executive Report**

No substantive discussion.

5. **Committee Reports**

Transportation Advisory Committee (TAC). Treasurer Kerr stated that May's TAC meeting was very brief and more of a farewell to Sean Chamberlin. He is hopeful that the TAC will meet again in the fall with new leadership.

6. **Old Business**

- a. Staff Updates. Vice Chair Katz revisited Sean Chamberlin and Ryan Paterson's departure and announced that we have acquired two interns for the summer, one who will focus on culvert studies and solid waste management and one who will focus on traffic counts and GIS mapping. Vice Chair Katz also provided kudos to our Solid Waste Planner, Matt Rose, for his excellent outreach to transfer stations and coordination efforts regarding the HHW program.
- b. Annual Meeting Final Update. Executive Administrative Assistant Linda Waldron advised that registrations were a little low this year with a final count of 66 which took quite a bit of encouragement and reminders to attain. Only about half the commissioners had turned in ballots for the executive board election at this point.

7. **Roundtable**

Bypassed.

8. **Adjournment**

Vice Chair Ayer adjourned the meeting at 10:40 AM.

Respectfully Submitted,

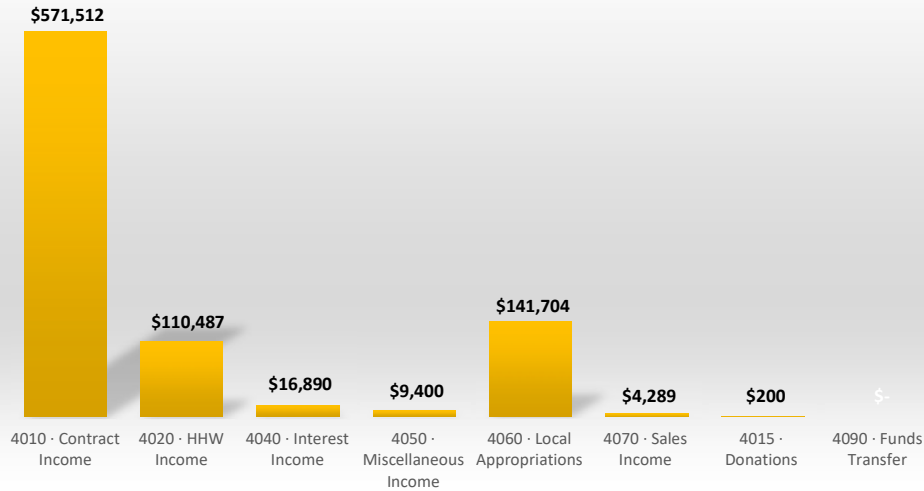
Linda Waldron
Executive Administrative Assistant

Attachment 2

DRAFT

Lakes Region Planning Commission - Dashboard

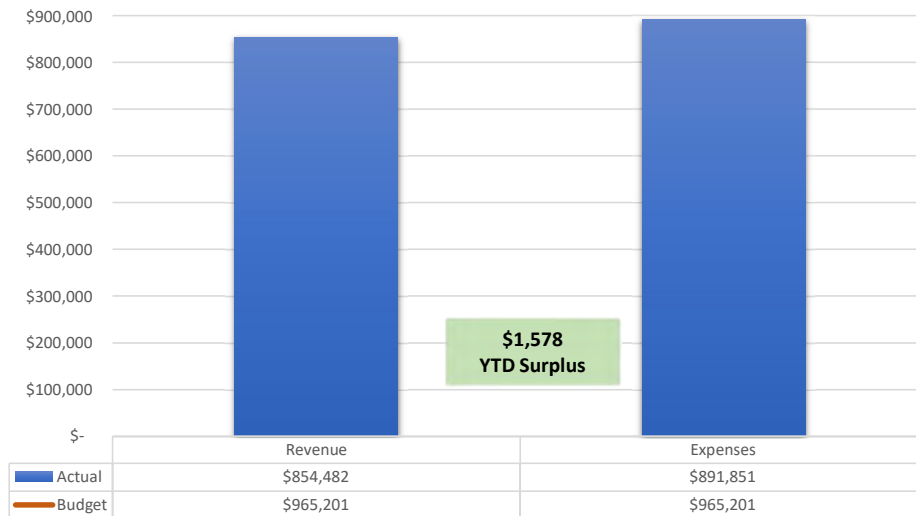
Revenue by Source Type



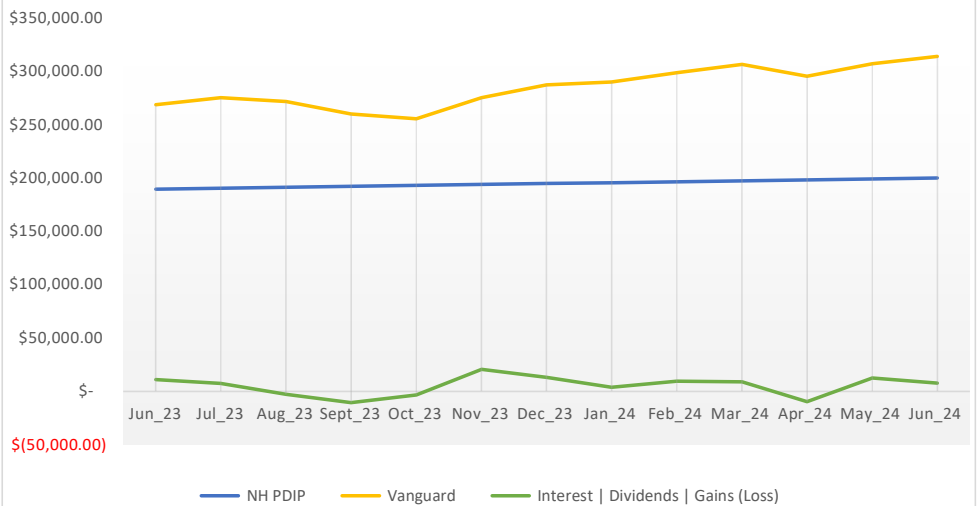
Income | Expenses | Deficit/Surplus by Month



YTD Operating Results



Vanguard and NH PDIP Investments



DRAFT

Lakes Region Planning Commission
STATEMENT OF FINANCIAL POSITION
As of June 30, 2024

	Jun 30, 24
ASSETS	
Current Assets	
Checking/Savings	
1011.00 · Operating Account	32,338.98
1040.00 · Petty Cash	150.00
1070.01 · Money Market	107,877.84
1071.00 · Savings	3,388.94
Total Checking/Savings	143,755.76
Accounts Receivable	
1110.00 · Accounts Receivable	213,789.88
Total Accounts Receivable	213,789.88
Other Current Assets	
1451.00 · Prepaid Postage	35.79
1452.00 · Bulk Mail Permit 98	30.46
1510.00 · Vanguard Investments	313,233.47
1580.00 · NH PDIP	199,478.90
Total Other Current Assets	512,778.62
Total Current Assets	870,324.26
Fixed Assets	0.00
TOTAL ASSETS	870,324.26
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	15,254.53
Credit Cards	
2550.00 · First National Bank of Omaha	
2550.01 · FNBO - Carl	881.29
Total 2550.00 · First National Bank of Omaha	881.29
Total Credit Cards	881.29
Other Current Liabilities	
2110.00 · Accrued Salaries & Wages	19,666.10
2120.00 · Accrued Vacation Payroll	2,338.43
2130.00 · Payroll Liabilities	
2133.00 · Payroll Taxes	1,210.72
2134.00 · FSA	771.50
Total 2130.00 · Payroll Liabilities	1,982.22
2350.00 · Deferred and Unearned Revenue	
2351.00 · Deferred Town Assessment	147,376.00
2352.00 · Deferred HHW Income	119,192.00
2353.00 · Deferred Other Income	6,869.01
Total 2350.00 · Deferred and Unearned Revenue	273,437.01
Total Other Current Liabilities	297,423.76
Total Current Liabilities	313,559.58
Total Liabilities	313,559.58
Equity	
3110.00 · Unrestricted Net Assets	555,186.70
Net Income	1,577.98
Total Equity	556,764.68
TOTAL LIABILITIES & EQUITY	870,324.26



Lakes Region Planning Commission
FY24 Budget Performance
 June 30, 2024

	Fiscal Year (24)-to-Date			
	FY24 Approved Annual Budget	FY24 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
Income				
4010 · Contract Income	\$ 694,886	\$ 571,512	\$ (123,373)	82.25%
4020 · HHW Income	\$ 115,148	\$ 110,487	\$ (4,661)	95.95%
4040 · Interest Income	\$ 6,163	\$ 16,890	\$ 10,727	274.06%
4050 · Miscellaneous Income	\$ 6,000	\$ 9,400	\$ 3,400	156.67%
4060 · Local Appropriations	\$ 141,704	\$ 141,704	\$ -	100.00%
4070 · Sales Income	\$ 1,300	\$ 4,289	\$ 2,989	329.92%
4015 · Donations	\$ -	\$ 200	\$ 200	
4090 · Funds Transfer	\$ -	\$ -	\$ -	
Total Income (est.)	\$ 965,201	\$ 854,482	\$ (110,718)	88.53%
Expense				
			Target:	100.00%
6030 · Custodian	\$ 4,420	\$ 4,335	\$ 85	98.08%
6050 · Education and Training	\$ 1,000	\$ 4,594	\$ (3,594)	459.40%
6060 · Equipment Maintenance	\$ 14,350	\$ 14,518	\$ (168)	101.17%
6070 · HHW Expense	\$ 99,662	\$ 96,678	\$ 2,984	97.01%
6080 · Insurance - Bonds and Business	\$ 3,450	\$ 3,469	\$ (19)	100.55%
7000 · Executive Director Recruitment	\$ -	\$ 4,522	\$ (4,522)	
7010 · Publishing/Memberships/Meetings	\$ 14,750	\$ 13,936	\$ 814	94.48%
7020 · Miscellaneous Expense	\$ 750	\$ 1,471	\$ (721)	196.16%
7030 · Office Improvements	\$ 1,000	\$ -	\$ 1,000	0.00%
7040 · Office Expense	\$ 15,580	\$ 21,596	\$ (6,016)	138.61%
7050 · Payroll Expenses	\$ 717,933	\$ 678,874	\$ 39,059	94.56%
7060 · Postage and Printing	\$ 1,050	\$ 526	\$ 524	50.12%
7069 · Allowance for Direct Grant Expenses	\$ -	\$ -	\$ -	
7070 · Professional Services	\$ 48,220	\$ 13,315	\$ 34,905	27.61%
7080 · Rent	\$ 9,672	\$ 9,672	\$ -	100.00%
7090 · Traffic Equipment	\$ 8,000	\$ 1,656	\$ 6,344	
7095 · SADES Equipment	\$ -	\$ 94	\$ (94)	
8010 · Travel Expense	\$ 4,500	\$ 3,612	\$ 888	80.26%
8050 · Utilities	\$ 15,364	\$ 15,335	\$ 29	99.81%
8060 · Vehicle O&M	\$ 5,500	\$ 3,649	\$ 1,851	66.34%
Total Expense	\$ 965,201	\$ 891,851	\$ 73,350	92.40%
			Target:	100.00%
Net Ordinary Income¹	\$ (0)	\$ (37,368)		
Realized Gain (Loss)²				
Unrealized Gain (Loss)²		\$ 38,946		
Net Income		\$ 1,578		



Lakes Region Planning Commission
FY24 Budget Performance
 June 30, 2024

	Fiscal Year (24)-to-Date			
	FY24 Approved Annual Budget	FY24 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
Membership	141,704	141,704	0	100.00%
Local Contracts				
PRLAC	\$ 2,700	\$ 4,200	\$ 1,500	155.56%
DES SWP (Belmont-Northfield-Sandwich)	\$ 24,825	\$ 16,977	\$ (7,848)	68.38%
RSMS Project New Hampton Update	\$ 1,298	\$ 1,298	\$ -	100.00%
Gilford CCDS		\$ 11,123	\$ 11,123	
Other Traffic Counts		\$ 540	\$ 540	
NBRC Gale School		\$ 1,189	\$ 1,189	
NBRC Town of Sandwich		\$ 2,363	\$ 2,363	
NBRC Town of Hebron		\$ 2,587	\$ 2,587	
CDBG Grafton County Micro Enterprise	\$ 45,333	\$ 62,144	\$ 16,811	137.08%
NBRC Town of Gilford		\$ 741	\$ 741	
NBRC Adaptive Sports		\$ 4,342	\$ 4,342	
NBRC GALA Community Center		\$ 2,609		
NBRC LR Model Railroad Museum		\$ 1,473	\$ 1,473	
Subtotal	\$ 74,156	\$ 111,586	\$ 34,821	150.48%
State / Federal Contracts				
OEP Targeted Block Grant	\$ 11,111	\$ 11,111	\$ -	100.00%
PRLAC Corridor Management Plan	\$ 1,700	\$ 1,700	\$ -	100.00%
DOS HSEM - Gilmanton	\$ 7,500	\$ 1,500	\$ (6,000)	20.00%
DOS HSEM - Moultonborough	\$ 7,500	\$ 1,500	\$ (6,000)	20.00%
DOS HSEM - Wolfeboro	\$ 9,000	\$ 1,800	\$ (7,200)	20.00%
DOS HSEM - Andover	\$ 7,500	\$ 1,500	\$ (6,000)	20.00%
DOS-HSEM - Bridgewater	\$ 1,500	\$ 1,500	\$ -	100.00%
DOS-HSEM - Tilton		\$ -	\$ -	
USDA Solid Waste Management FY23	\$ 39,063	\$ 39,063	\$ 0	100.00%
EPA FY24/25 Brownfields	\$ 72,133	\$ 19,518	\$ (52,615)	27.06%
USDA Solid Waste Management FY24	\$ 106,500	\$ 110,412	\$ 3,912	103.67%
DOT UPWP FY 24 / 25	\$ 305,411	\$ 264,730	\$ (40,681)	86.68%
DOS HSEM - Gilford				
DOT HSIP Data Collection		\$ -	\$ -	
HUD Region Plan (Sheeheen Ear Mark)	\$ 41,812	\$ 5,591	\$ (36,221)	13.37%
NBRC Admin and Coaching	\$ 10,000		\$ (10,000)	
Subtotal	\$ 620,730	\$ 459,926	\$ (160,804)	74.09%
Total 4010 - Contract Income	\$ 694,886	\$ 571,512	\$ (125,983)	82.25%
Other Income				
4020 - HHW	\$ 115,148	\$ 110,487	\$ (4,661)	95.95%
4021 - HHW Local	\$ 99,662	\$ 95,677	\$ (3,985)	96.00%
4022 - DES HHW	\$ 15,486	\$ 14,810	\$ (676)	95.63%
4015 - Donations	\$ -	\$ 200	\$ 200	
4040 - Interest & Dividends	\$ 6,163	\$ 16,890	\$ 10,727	274.06%
Land use book sales / GIS	\$ 1,300	\$ 4,289	\$ 2,989	329.92%
Other/Misc Income/Annual Meeting	\$ 6,000	\$ 9,400	\$ 3,400	156.67%
Fund Balance	\$ -	\$ -	\$ -	
Subtotal	\$ 128,611	\$ 141,266	\$ 12,655	109.84%
TOTAL	\$ 965,201	\$ 854,482	\$ (113,327)	88.53%
			Target:	100.00%



Lakes Region Planning Commission
FY24 Budget Performance
 June 30, 2024

Expense Account	Fiscal Year (24)-to-Date			
	FY24 Approved Annual Budget	FY24 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
6030 · Custodian	\$ 4,420	\$ 4,335	\$ 85	98.08%
6050 · Education and Training	\$ 1,000	\$ 4,594	\$ (3,594)	459.40%
6060 · Equipment Maintenance	\$ 14,350	\$ 14,518	\$ (168)	101.17%
6062 · Equipment/Computer Maintenance	\$ 14,350	\$ 14,269	\$ 81	99.43%
6061 · Equipment Purchases	\$ -	\$ 249	\$ (249)	
6070 · HHW Expense	\$ 99,662	\$ 96,678	\$ 2,984	97.01%
6080 · Insurance - Bonds and Business	\$ 3,450	\$ 3,469	\$ (19)	100.55%
7000 · Executive Director Recruitment		\$ 4,522		
7001 · Executive Search Fees		\$ 4,500	\$ (4,500)	
7005 · Meetings		\$ 22	\$ (22)	
7010 · Publishing/Memberships/Meetings	\$ 14,750	\$ 13,936	\$ 814	94.48%
7020 · Miscellaneous Expense	\$ 750	\$ 1,471	\$ (721)	196.16%
7030 · Office Improvements	\$ 1,000	\$ -	\$ 1,000	0.00%
7040 · Office Expense	\$ 15,580	\$ 21,596	\$ (6,016)	138.61%
7043 · Copier Lease	\$ 5,000	\$ 4,945	\$ 55	98.90%
7041 · Supplies	\$ 10,580	\$ 16,651	\$ (6,071)	157.38%
7050 · Payroll Expenses	\$ 717,933	\$ 678,874	\$ 39,059	94.56%
7051 · Salaries and Wages	\$ 526,833	\$ 499,995	\$ 26,838	94.91%
7052 · Health, Dental, Disability, Life & Unemp	\$ 105,161	\$ 94,770	\$ 10,391	90.12%
7055 · Retirement Fund	\$ 45,636	\$ 45,723	\$ (87)	100.19%
7057 · Payroll Taxes	\$ 40,303	\$ 38,386	\$ 1,917	95.24%
7060 · Printing & Postage	\$ 1,050	\$ 526	\$ 524	50.12%
7069 · Allowance for Direct Grant Expenses		\$ -		
7070 · Professional Services	\$ 48,220	\$ 13,315	\$ 34,905	27.61%
7071 · Audit	\$ 7,000	\$ 7,038	\$ (38)	100.54%
7072 · Contracted Services	\$ 40,000	\$ 5,605	\$ 34,395	14.01%
7074 · Legal	\$ 500	\$ -	\$ 500	0.00%
7075 · Payroll Service	\$ 720	\$ 672	\$ 48	93.33%
7080 · Rent	\$ 9,672	\$ 9,672	\$ -	100.00%
7090 · Traffic Equipment	\$ 8,000	\$ 1,656	\$ 6,344	20.70%
7095 · SADES Equipment	\$ -	\$ 94	\$ (94)	
8010 · Travel Expense	\$ 4,500	\$ 3,612	\$ 888	80.26%
8050 · Utilities	\$ 15,364	\$ 15,335	\$ 29	99.81%
8051 · Electricity and Propane	\$ 6,000	\$ 4,382	\$ 1,618	73.03%
8052 · Telephone and Internet	\$ 9,364	\$ 10,953	\$ (1,589)	116.97%
8060 · Vehicle O&M	\$ 5,500	\$ 3,649	\$ 1,851	66.34%
Totals	\$ 965,201	\$ 891,851	\$ 77,901	92.40%
			Target:	100.00%

Attachment 3



Monthly Executive Report

Local

- **Alton.** Forwarded letter concerning Development of Regional Impact requirements to Planning Board.
- **Andover HSEM.** Updated list of hazard events between 2019 and present day. Prepared draft goals for HMP. Developed materials, including maps. Facilitated meeting with Town Officials (image right).
- **Freedom.** Provided information on wetland specialists to Planning Board Chair.
- **Gilmanton.** Aided resident with understanding HHW locations this year and directed them to their closest location.
- **Laconia.** Assisted resident with information regarding proper disposal of asbestos removed from his home.
- **New Hampton.** Provided information on master plan efforts. Worked on request regarding retrieval of open space/land use map by rebuilding and converting same into ArcGIS and CAD layers. Reached out to NH GRANIT for additional information on current use data layers.
- **Hebron.** Provided letter of support for historic preservation grant.
- **Wolfeboro HSEM.** Distributed questionnaire to HMP Committee members. Drafted revised goal statements. Prepared and forwarded simplified vulnerability assessment table to HMP Committee members.



Grant Administration

- Completed close out for COVID Microenterprise Technical Assistance.
- Prepared receipt reconciliation for the 2022 Microenterprise Technical Assistance program year.
- Worked on 8 direct grants for the GRDC Microenterprise Technical Assistance program.
- Started 3 direct grants and 4th quarter Microenterprise Technical Assistance claim for CEDC.

Household Hazardous Waste

- Provided outreach to several communities in the Franklin area. 177 participants attended the June 22nd Franklin collection on a rainy Saturday morning. Next collections will be July 27th (Gilford & Meredith) and August 3rd (Bristol & Moultonborough).
- Released social media content to Facebook and Instagram concerning the HHW program events.

Economic Development

- **HUD Regional Plan Update.** Addressed inquiry regarding community septic/sewer regulations from Tamworth.
- **Brownfields.** Reviewed eligibility form for 12-acre property in Tamworth and submitted to EPA for approval. Site approved for Phase 1 and Phase 2 environmental assessment. Attended Brownfields meeting with Nobis to discuss the current status of our projects, and the status of Franklin's Stanley Mill project.

Regional

- **PRLAC.** Assisted group with outreach to communities regarding the new Pemi River Corridor Management Plan. Participated in June meeting (image below).



Solid Waste

- Conducted outreach at Laconia (96 residents), Franklin (120 residents), Gilmanton (220 residents), and Meredith (279 residents) transfer stations.
- Prepared items for annual meeting display table.

Transportation

- **Traffic Counting.**
 - The traffic count season is under way with more than 140 NHDOT counts throughout the region. We are having a high rate of success.
 - Three counters were put out for Laconia Bike Week at Funspot, Weirs Beach bridge, and Watson Road. A rough draft traffic report has been created.
 - Deployed and retrieved traffic counters in Danbury (12), Hill (4), and New Hampton (5). Processed data and submitted to NHDOT. All previous (20) counts submitted were accepted.
- **Gilford CCDS.**
 - Collecting data in the southwest portion of Gilford. The following amounts to roughly 20-25% of overall expected work in Gilford.
 - Drainage Structures (116)
 - Inlets (92)
 - Outlets (126)
 - Pipes (190)
 - Provided information to DPW Director of the areas that needed immediate attention and brush removal in order to assess accurately.

- **Bike/Ped Plan.** The Lakes Region Bicycle and Pedestrian Plan was adopted by the Commission (image right).
- **HSIP.** Attended June HSIP meeting. Potential Road Safety Audits (RSAs) for intersections of concern from around the state were discussed, including some in the Lakes Region (Belmont, Tuftonboro, Tamworth, Gilford).
- **SADES.** Field work and data review is progressing well.

Annual Meeting

- The FY24 Annual Meeting was held on June 17th at Mills Falls at Church Landing. Approximately 70 guests were in attendance. Guest speaker Laconia Mayor Andrew Hosmer spoke about the future vision for the City of Laconia and the potential redevelopment of the old Laconia State School property along with the expected impact of same on the City and surrounding communities. The Award of Excellence was presented to the Belknap County Conservation District and the Community Service Award was presented to Robert Harrington of Laconia. Five LRPC Commissioner and Executive Board members who retired over the past year were also recognized with awards (image below).



ACRONYMS

CCDS	Culverts & Closed Drainage Systems
CEDC	Coos Economic Development Corporation
DPW	Department of Public Works
EPA	Environmental Protection Agency
GIS	Geographic Information System
GRDC	Grafton Regional Development Corporation
HHW	Household Hazardous Waste
HMP	Hazard Mitigation Plan
HSEM	Homeland Security and Emergency Management
HSIP	Highway Safety Improvement Program
HUD	Housing & Urban Development
NHDOT	NH Department of Transportation
PRLAC	Pemigewasset River Local Advisory Committee
SADES	Statewide Asset Data Exchange System



Monthly Executive Report

Local

- **Andover HSEM.** Reviewed town meeting reports for development activity since 2019; prepared summary. Met with HMP committee.
- **Freedom.** Provided information on applications subject to site plan review to Planning Board Chair.
- **Gilford SADES.** The Gilford CCDS project data collection will be wrapped up by mid-August and work will begin on the maps and report. In July, we were able to assess 251 drainage structures, 77 drop inlets, 166 catch basins, 8 manholes, 259 inlets, 275 outlets, and 478 pipes (This includes pipes that were acknowledged between drainage structures, they were not fully assessed.).

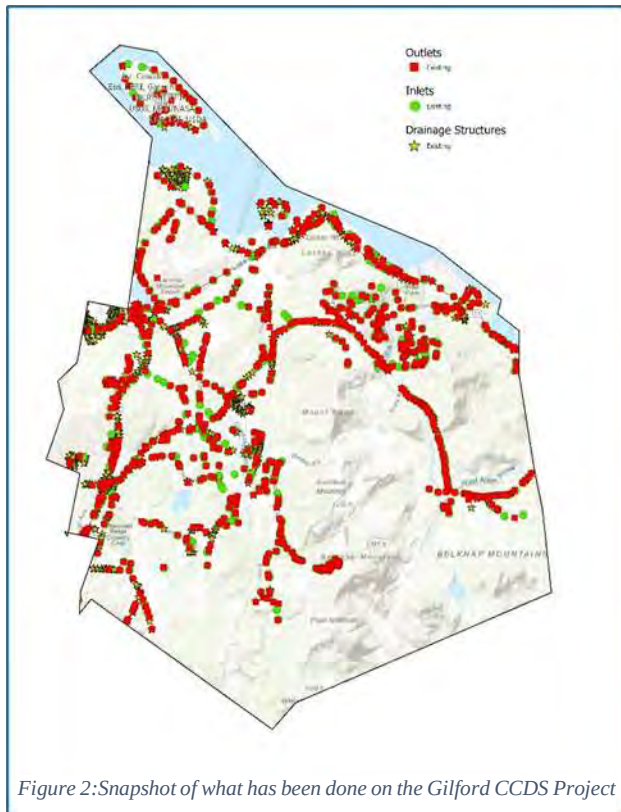


Figure 2: Snapshot of what has been done on the Gilford CCDS Project



Figure 1: The area that remains to be assessed for the Gilford CCDS Project

- **New Hampton.** Worked on scoping New Hampton's request for an updated open space/land use map. Data compatibility needs to be addressed. Obtained tax assessors database in order to understand tax codes related to the town's current use land map update. Began process of joining New Hampton current use list with the NH GRANIT land parcels shapefile.
- **Northfield.** Provided information to Land Use Clerk concerning notice requirements for abutters. Reviewed and researched Northfield's land use regulations and state statutes regarding removal of owner-occupancy requirement which was a condition for Zoning Board of Adjustment approval. Forwarded memorandum to Town Administrator.

- **Tilton/Northfield, Franklin.** Spoke with Methodist Church consultant concerning land use and demographic trends in the area.
- **Wolfeboro HSEM.** Prepared reports on development activity and projects related to hazard mitigation for July meeting. Prepared worksheet for review of 2019 mitigation strategies; researched assessed values for critical facilities and assets. Attended July HMP Committee meeting.

Grant Administration

- Submitted:
 - 4th quarter claims for CEDC, WREN, GRDC, and WEDCO
 - quarterly reports for all 7 active NBRC recipients
 - year-end subrecipient reports for all 5 microenterprise technical assistance awardees
- Amendment for Microenterprise Technical Assistance regarding Professional Service Agreement between LRPC and Grafton County was completed and approved.
- NBRC GALA award first billing processed.
- NBRC Lakes Region Model Railroad Museum grant received its Notice to Proceed.

Household Hazardous Waste

- Appropriations have been received from all 21 communities in the total amount of \$116K. The second HHW collection event was held on July 27th in Gilford and Meredith. Event was publicized through newspapers and social media. The Gilford collection served more than 210 households – a five-year high. The collection in Meredith had a lower turn out. Preparations are being made for the August 3rd collections in Bristol and Moultonborough.
- Telephone conference with Effingham Town Administrator to discuss resources for HHW advertisement, upcoming collection dates that would benefit Effingham residents, and website notification.
- Held the 3rd HHW Coordinator's meeting for planning advertisement, staffing, and discussion of current outreach efforts in each town.



Gilford Collection Event; photos courtesy of Dave Jeffers.

Economic Development

- **Brownfields.** Attended walkthrough of Ashland Mill Pond site. Confirmed dates for Phase 1 and Phase 2 assessments, and location of potential wellheads (existing). First meeting with Lakes Region Community Developers. Also attended walkthrough of Tamworth site to meet property owner, discuss site history, and confirm details of Phase 1 and Phase 2 assessments. Submitted 3rd quarter report to EPA along with ACRES report completed by Nobis Engineering.

Regional

- **PRLAC.** Participated in July meeting.

Solid Waste

- Scheduled roundtable training for solid waste operators for August 15th at the Gilford Public Library. Guest speakers from NRRRA will be discussing full cost accounting for solid waste, scales, pay-as-you-throw programs, and 2024 solid waste research for the Lakes Region. All 31 communities have been verbally contacted about the training and those with expiring licenses have been encouraged to attend.
- Contacted several conservation commissions, planning departments, and solid waste facilities to discuss LRPC's upcoming grant application for USDA's food waste diversion and composting grant.
- Submitted 3rd quarter USDA report for solid waste management grant FY23. Submitted documentation for new USDA grant award for FY24.

Transportation

- **Traffic Counting.** We are on track to complete this by the end of September. Processed and submitted 36 counts. There are currently 10 counters out in Ashland, Holderness, and Moultonborough. Partnered with NHDOT district engineers regarding projects they were starting and identified where there was overlap, resulting in rescheduling of counts in Sandwich.
- **EV Charging.** Reached out to Andover and Squam Lakes Science Center regarding potential EV charging sites.
- **HSIP.** Attended July HSIP meeting. Continued discussions for potential Road Safety Audits (RSAs) for intersections of concern from around the state were discussed, including some in the Lakes Region (Belmont, Tuftonboro, Tamworth, Gilford).

ACRONYMS

ACRES	Assessment, Cleanup, & Redevelopment Exchange System
CCDS	Culverts & Closed Drainage Systems
CEDC	Coos Economic Development Corporation
EPA	Environmental Protection Agency
EV	Electric Vehicle
GALA	Global Awareness, Local Action
GRANIT	Geographically Referenced Analysis and Information Transfer
GRDC	Grafton Regional Development Corporation
HHW	Household Hazardous Waste
HMP	Hazard Mitigation Plan
HSEM	Homeland Security and Emergency Management
HSIP	Highway Safety Improvement Program
LRPC	Lakes Region Planning Commission
NBRC	Northern Border Regional Commission
NHDOT	NH Department of Transportation
NRRA	Northeast Resource Recovery Association
PRLAC	Pemigewasset River Local Advisory Committee
SADES	Statewide Asset Data Exchange System
USDA	United States Department of Agriculture
WEDCO	Wentworth Economic Development Council
WREN	Women's Rural Enterprise Network



Monthly Executive Report

Local

- **Andover HSEM.** Created an accounting of development activity since 2019. Met with NH HSEM Planner regarding contracts, plans, plan review process, and access to FEMA data.
- **Ashland.** Provided information on zoning map and descriptions to Northpoint Engineer.
- **Center Harbor.** Received a request from the Land Use Administrator for a cost estimate to review and update Center Harbor's master plan.
- **Effingham.** Provided information to Effingham Planning Board regarding buildable area regulations.
- **Franklin Circuit Rider Assistance.** Met with staff in Franklin to discuss potential site plan reviews.
- **Gilmanton.** Generated revised goals for HSEM. Reviewed various town reports for development activity and land use regulation changes since 2019. Completed forms showing 2019 ratings for probability and vulnerability. Met with NH HSEM Planner regarding contracts, plans, plan review process, and access to FEMA data. Relayed HSIP concern and correspondence to Town Administrator and TAC representative.
- **Moultonborough.** Provided information on RSA 674:54 (Governmental Land Uses) to Heritage Commission.
- **New Hampton.** Edited scope and pricing for Conservation Lands/Open Space map for Conservation Commission with a focus on data readiness.
- **Northfield.** Researched inquiry from Land Use Department regarding master plan amendment and retention policies.
- **Plymouth.** Received DRI notice for a road on a lot abutting the Town of Hebron. Discussed Town and state statute requirements with Town Planner.
- **Wolfeboro HSEM.** Provided materials to Wolfeboro HMP Committee, including valuation forms and mitigation status forms. Held second HMP meeting addressing problem identification and mitigation actions. Met with NH HSEM Planner regarding contracts, plans, plan review process, and access to FEMA data.

Grant Administration

- Microenterprise Technical Assistance Subrecipients:
 - All five 4th quarter invoices have been paid.
 - All five year-end reports have been approved.
 - Three of five narrative reports have been completed.
 - All five subrecipient monitoring documentation has been completed.
- One final direct grant for Grafton Regional Development Corporation's 2024 Microenterprise Technical Assistance has been started.

- Belknap Economic Development Council encumbrance issue has been resolved.
- Received an extension on the end date of Hebron's NBRC Fiber Project from 09/30/24 to 09/30/25.

Household Hazardous Waste

- Addressed inquiries regarding the HHW collections from Laconia and Center Harbor residents.
- Moultonborough and Bristol collections were both held on August 3rd. Moultonborough saw a turn out of 249 households while Bristol only saw 164.



Bristol HHW Collection Event

Economic Development

- **Brownfields.** Approved the Tamworth [Clautier] property (374 Tamworth Road) and the Franklin (Stanley Mill) property assessment/clean up planning scope received from Nobis. Met with an EPA program support specialist to obtain guidance on reviewing project scopes and to ascertain additional services they may provide during site visits.

Regional

- **PRLAC.** Provided billing information to PRLAC. Corresponded with Franconia & Franklin regarding funding – both informational and contextual.

Solid Waste

- Ran the August 15th solid waste operator roundtable training on NRRRA's full-cost accounting, scales, pay-as-you-throw program, and 2024 solid waste research for the Lakes Region. Eleven people were in attendance.
- Received award of \$125,000 for 2025 USDA Solid Waste Management Grant program.
- Created an informational video on solid waste to be featured on our website, addressing the most common questions received from residents in 2024.
- Worked on composting grant application. Conducted telephone meetings with Lakes Region Community Developers to obtain a partnership for same. Also met with the Gilford Conservation Commission to gain their partnership to assist with outreach, unit distribution, and data collection. Partnering with these entities would aid in composting efforts for our sensitive populations in the Lakes Region.



Transportation

Traffic Counting.

- Created an ArcGIS dashboard for traffic count tracking. Current traffic count status.
- Provided Meredith Village Savings Bank with traffic count AADT resources.
- Set out 39 traffic counts in Alton, Barnstead, Effingham, Laconia, and Gilford.
- Began the 2024 update to the Traffic Counting Manual.

- **Gilford CCDS.** Returned to Gilford for a reassessment of some features. Refined and updated data for draft report.
- **CMAQ/EV Charging.** Submitted air quality modeling results to NH DOT regarding proposed charging stations in Plymouth (at Common Man). Relayed NH DOT CMAQ award information to Meredith and Plymouth planners and TAC representatives.

Training

- Attended ESRI training on creating ArcGIS Dashboards (Glenn).

ACRONYMS

AADT	Annual Average Daily Traffic
ArcGIS	Geographic Information System software program
CCDS	Culverts & Closed Drainage Systems
CMAQ	Congestion Mitigation Air Quality
DRI	Development of Regional Impact
EPA	Environmental Protection Agency
ESRI	Environmental Systems Research Institute, Inc. (private company)
EV	Electric Vehicle
FEMA	Federal Emergency Management Agency
HHW	Household Hazardous Waste
HMP	Hazard Mitigation Plan
HSEM	Homeland Security and Emergency Management
HSIP	Highway Safety Improvement Program
LRPC	Lakes Region Planning Commission
NBRC	Northern Border Regional Commission
NHDOT	NH Department of Transportation
NRRA	Northeast Resource Recovery Association
PRLAC	Pemigewasset River Local Advisory Committee
TAC	Transportation Advisory Committee
USDA	United States Department of Agriculture

Attachment 4

	FY24 Budget	FY25 Budget	
Ordinary Income/Expense	Approved	Proposal	Comments
Income			
4010 · Contract Income	\$ 694,886.00	\$ 944,400.00	New Contracts High Probability
	\$ 11,111.00	\$ 11,111.00	113 · Targeted Block Grant
	\$ 2,700.00	\$ 4,200.00	215 · PRLAC
		\$ 20,000.00	308 · Wolfeboro Circuit Rider 8 hours per week through December 31, 2024 @ \$95.50 per hour
		\$ 67,965.00	452 · CDBG Grafton County Microenterprise Technical Assistance FY24/25 [50% of agreement - \$135.930]
		\$ 93,750.00	454 · FY23/24 USDA SWG [75% of contract]
	\$ 10,000.00	\$ 100,000.00	453 · Transformation Planning Grant (subcontract \$67k, lrpc \$22k program and \$12k admin)
		\$ 11,869.00	444 · Pardoe
			Carryover Contracts:
	\$ 31,500.00	\$ 25,200.00	301 - 303 & 306 · Gilmanton Moultonborough Wolfeboro Andover HSEM
		\$ 10,000.00	307 · Gilford CCDS
	\$ 45,332.66	\$ 5,821.00	442 · CDBG Grafton County Microenterprise Technical Assistance FY23/24
	\$ 72,133.00	\$ 29,164.00	443 · FY24/25 EPA Brownfields (Oversight) 33% of remaining contract
		\$ 123,580.00	451 · FY24/25 EPA Brownfields (Contractual) 33% of remaining contract
			436 · NBRC Gale School Belmont
			438 · NBRC Town of Hebron
			441 · NBRC Laconia WOW Opechee Loop
	\$ 106,500.00	\$ 31,650.00	445 · FY23/24 USDA SWG [remaining balance of contract]
	\$ 41,812.34	\$ 64,000.00	450 · HUD Region Plan Shaheen Ear Mark
	\$ 305,411.00	\$ 346,090.00	724 · UPWP FY24/25 Budgeted Income 50% of total {includes FTA 5305e Transit Plan}
			Potential Revenues:
			Potential Revenues [not included in total Contract Income]:
	\$ 7,000.00	\$ -	Gilford HSEM
		\$ 50,000.00	CEDS planning grant
	\$ 10,000.00	\$ 10,000.00	NBRC Admin and Coaching 2-3
4020 · HHW Income			
4021 · HHW Local Income	\$ 99,662.00	\$ 144,000.00	HHW Total - \$140,000 and Site Stipends - \$4,000
4022 · HHW State Income	\$ 15,486.00	\$ 18,257.00	Per Grant Application Submitted
Total 4020 · HHW Income	\$ 115,148.00	\$ 162,257.00	
4045 · Interest & Dividends - Invest	\$ 6,163.00	\$ 15,000.00	Dividends and Interest Earned on Vanguard and NH PDIP Investments Averaging \$1,400 per month FY24 = \$16,890
4050 · Miscellaneous Income			
4053 · Annual Meeting	\$ 6,000.00	\$ 10,050.00	110 attendees @ \$55 Includes \$4,000 in Sponsorships
Total 4050 · Miscellaneous Income	\$ 6,000.00	\$ 10,050.00	
4060 · Local Appropriation Dues ⁽¹⁾	\$ 141,704.00	\$ 147,373.00	4% Increase Excludes Alton
4070 · Sales Income			
4071 · Land Use Book Sales	\$ 1,300.00	\$ 1,225.00	Net Sale Income
Total 4070 · Sales Income	\$ 1,300.00	\$ 1,225.00	
4090 · Fund Balance		\$ 27,643.00	
Total Income	\$ 965,201.00	\$ 1,307,948.00	

	FY24 Budget	FY25 Budget	
	Approved	Proposal	Comments
Expense			
6030 · Custodian	\$ 4,420.00	\$ 4,680.00	52 Weeks @ \$90.00 per Week
6050 · Education & Training	\$ 1,000.00	\$ 2,000.00	
6060 · Equipment Maintenance			
6062 · Equip. Maint	\$ 7,800.00	\$ 8,280.00	LRC \$690 per month * 12 months
6063 · Computer Maint.	\$ 1,000.00	\$ 1,000.00	
Total 6060 · Equipment Maintenance	\$ 8,800.00	\$ 9,280.00	
6061 · Equipment Purchases		\$ 1,500.00	
6070 · HHW Expense			
6072 · HHW Contractors	\$ 99,662.00	\$ 144,000.00	25 Community Participation
Total 6070 · HHW Expense	\$ 99,662.00	\$ 144,000.00	
6080 · Insurance - Bonds & Business	\$ 3,450.00	\$ 3,450.00	
7010 · Publishing/Memberships/Meetings			
7011 · Annual Meeting	\$ 8,000.00	\$ 11,500.00	Rental of Facilities and Caterer NHARPC (\$1,000) NESGFOA (\$50) APA NNECAPA (\$1,000) Municipal Management (\$110) NHMA (\$585) NH Planners Association (\$442) NAHMMA (\$150)
7012 · Memberships	\$ 5,000.00	\$ 3,000.00	
7013 · Commissioner/Other Meetings	\$ 1,250.00	\$ 1,250.00	
7015 · Publications, Subscriptions	\$ 500.00	\$ 500.00	
Total 7010 · Publishing/Memberships/Meetings	\$ 14,750.00	\$ 16,250.00	
7020 · Miscellaneous Expense	\$ 750.00	\$ 750.00	Monthly ACH Fee to Initiate NHRS and ICMA Batch (\$180) Monthly FSA Card Fee (\$132) MVSb Lock Box (\$75)
7030 · Office Improvements	\$ 1,000.00	\$ 1,000.00	New Air Conditioner Chair
7040 · Office Expense			
7041 · Supplies	\$ 5,500.00	\$ 5,500.00	Primarily Staples and W.B. Mason [Includes Checkmate Stamps.com Supplies Spillers Engraving Awards] ESRI (\$5,550) QuickBooks Payroll (\$550) QuickBooks Subscription (\$949) LRComputers (\$3,600) Adobe Pro (\$360) Canva (\$120)
7042 · Software Renewal	\$ 10,630.00	\$ 11,250.00	
Total 7040 · Office Expense	\$ 16,130.00	\$ 16,750.00	
7043 · Copier Lease	\$ 5,000.00	\$ 5,000.00	
7050 · Payroll Expenses			
7051 · Salaries & Wages	\$ 526,833.00	\$ 587,992.00	Core Staff: Executive Director, Regional Planner II, 3 Full-time Planners (Dave, Open, Matt) ,Part-Time Land Use Planner, Full-time Executive Administrative Assistant and Part-Time Grant Administrator and Finance Administrator.
Core Staff	\$ 501,465.00	\$ 555,967.00	
Summer Staff	\$ 25,368.00	\$ 32,025.00	Summer Staff Interns
7052 · Health Insurance	\$ 96,311.00	\$ 133,938.00	Executive Director Regional Planner II Regional, Transportation and Solid Waste Planners Executive Administrative Assistant
7053 · Life Insurance	\$ 600.00	\$ 650.00	Executive Director Regional Planner II Regional, Transportation and Solid Waste Planners Executive Administrative Assistant
7054 · Long Term Disability Insurance	\$ 837.00	\$ 950.00	Executive Director Regional Planner II Regional Planner Finance Administrator
7055 · Retirement Fund	\$ 45,636.00	\$ 55,327.00	Executive Director Regional Planner II Regional, Transportation and Solid Waste Planners Executive Administrative Assistant
7056 · Dental Insurance	\$ 5,013.00	\$ 7,253.00	Executive Director Regional Planner II Regional, Transportation and Solid Waste Planners Executive Administrative Assistant
7057 · Payroll Taxes	\$ 40,303.00	\$ 44,981.00	7.65% of Salaries and Wages
7058 · Workmans Comp.	\$ 1,000.00	\$ 1,250.00	
7059 · Unemployment Insurance	\$ -	\$ 750.00	
7061 · Short Term Disability Insurance	\$ 1,400.00	\$ 2,400.00	Executive Director Regional Planner II Regional, Senior Transportation and Solid Waste Planners Finance Administrator Executive Administrative Assistant
Total 7050 · Payroll Expenses	\$ 717,933.00	\$ 835,491.00	
7060 · Postage & Printing			
6064 · Postage Fee	\$ 300.00	\$ 360.00	Stamps.com (\$29.99 per month)
7062 · Postage	\$ 750.00	\$ 300.00	Includes postage for Annual Meeting
Total 7060 · Postage & Printing	\$ 1,050.00	\$ 660.00	

	FY24 Budget	FY25 Budget	
	Approved	Proposal	Comments
7070 · Professional Services			
7072 · Consultant	\$ 40,000.00	\$ 210,580.00	UPWP On-Call Engineer Budget (\$20,000) - TPG RPC's (\$67,000) Brownsfield Consultant (\$123,580)
7075 · Payroll Service	\$ 720.00	\$ 875.00	
Total 7070 · Professional Services	\$ 40,720.00	\$ 211,455.00	
7071 · Audit	\$ 7,000.00	\$ 7,500.00	
7074 · Legal	\$ 500.00	\$ 3,000.00	
7080 · Rent	\$ 9,672.00	\$ 9,672.00	\$806 per Month Thru June 2025 per agreement
7090 · Traffic Equipment	\$ 8,000.00	\$ 8,000.00	
8010 · Travel Expense	\$ 4,500.00	\$ 4,500.00	
8050 · Utilities			
6090 · Internet	\$ 4,060.00	\$ 5,210.00	FirstLight Piper Mountain Web
8051 · Utilities-Propane	\$ 3,500.00	\$ 3,500.00	
8052 · Telephone	\$ 5,304.00	\$ 5,000.00	Nextiva and Verizon Wireless
8053 · Electric	\$ 2,500.00	\$ 3,000.00	
Total 8050 · Utilities	\$ 15,364.00	\$ 16,710.00	
8060 · Vehicle O&M	\$ 5,500.00	\$ 6,300.00	Insurance Policy Fuel Usage Maintenance
Total Expense	\$ 965,201.00	\$ 1,307,948.00	
Net Ordinary Income	\$ -	\$ -	

Attachment 5

FY25 Meeting Calendar*

July 1, 2024 – June 30, 2025



July – December 2024

Executive Board	September 11, 2024	Wednesday	9 AM	LRPC, 1 st Fl Conf Rm	FY24 Audit Presentation FY25 Calendar FY25 Proposed Budget FY26 Municipal Membership & HHW Appropriations
Commission	SEPTEMBER 23, 2024	MONDAY	6–8 PM	Booster Club Building Ashland	FY25 Calendar FY25 Budget Approval FY26 Municipal Membership & HHW Appropriations Brownfields Update (Matt Rose & Nobis Engineering)
Executive Board	October 9, 2024	Wednesday	9 AM	LRPC, 1 st Fl Conf Rm	
COMMISSION	OCTOBER 23, 2024 <i>(adjusted date – NNECAPA conflict)</i>	WEDNESDAY	6–8 PM	Laconia (tentative)	NH Emergency Services & Communications – E911 Services In Your Community (Patrick Cavanaugh & Zachary Branscom)
Executive Board	November 13, 2024	Wednesday	9 AM	LRPC, 1 st Fl Conf Rm	TYP Priorities Review
COMMISSION	NOVEMBER 25, 2024	MONDAY	6–8 PM	Bridgewater (tentative)	Stormwater Management & Culvert Assessments
Executive Board	December 11, 2024	Wednesday	9 AM	LRPC, 1 st Fl Conf Rm	

January – June 2025

Executive Board	March 12, 2025	Wednesday	9 AM	LRPC, 1 st Fl Conf Rm	FY26 Budget Proposal TYP Priorities – Approval for Submission to DOT Establish Nominating & Awards Committees
COMMISSION	MARCH 24, 2025	MONDAY	6–8 PM	Meredith Community Center Meredith (tentative)	TBD
Executive Board	April 9, 2025	Wednesday	9 AM	LRPC, 1 st Fl Conf Rm	
COMMISSION	APRIL 28, 2025	MONDAY	6–8 PM	Gilford Public Library Gilford (tentative)	TBD
Executive Board	May 14, 2025	Wednesday	9 AM	LRPC, 1 st Fl Conf Rm	Annual Audit Contract
COMMISSION	May 19, 2025 <i>(adjusted date - holiday)</i>	MONDAY	6-8 PM	Wolfeboro (tentative)	TBD
Executive Board	June 11, 2025	Wednesday	9 AM	LRPC, 1 st Fl Conf Rm	
ANNUAL MEETING	June 23, 2025	Monday	4:30–8 PM	Chase House Meredith	Commissioner Meeting • Dinner & Awards Guest Speaker: Topic: TBD

Attachment 6

Lakes Region Planning Commission
Household Hazardous Waste Appropriation FY26
(based on total housing units)

	2020 Census			
Municipality	Total Housing Units	% Housing Units	FY25 Share (Disposal & Site Stipends)	FY26 Share (Disposal & Site Stipends)
Alexandria	941	1.52%	\$ 2,189	\$ 2,299
Andover	1,132	1.83%	\$ 2,634	\$ 2,765
Belmont	3,614	5.84%	\$ 8,408	\$ 8,828
Bridgewater	948	1.53%	\$ 2,206	\$ 2,316
Bristol	2,495	4.03%	\$ 5,805	\$ 6,095
Center Harbor	771	1.25%	\$ 1,794	\$ 1,883
Effingham	970	1.57%	\$ 2,257	\$ 2,370
Franklin	4,046	6.54%	\$ 9,413	\$ 9,884
Freedom	2,062	3.33%	\$ 4,797	\$ 5,037
Gilford	5,175	8.36%	\$ 12,040	\$ 12,642
Gilmanton	2,152	3.48%	\$ 5,007	\$ 5,257
Hebron	604	0.98%	\$ 1,405	\$ 1,475
Hill	499	0.81%	\$ 1,161	\$ 1,219
Holderness	1,428	2.31%	\$ 3,322	\$ 3,488
Laconia	10,275	16.60%	\$ 23,905	\$ 25,100
Meredith	4,742	7.66%	\$ 11,032	\$ 11,584
Moultonborough	4,910	7.93%	\$ 11,423	\$ 11,994
New Hampton	1,175	1.90%	\$ 2,734	\$ 2,870
Northfield	2,006	3.24%	\$ 4,667	\$ 4,900
Ossipee	2,982	4.82%	\$ 6,938	\$ 7,284
Sanbornton	1,695	2.74%	\$ 3,943	\$ 4,141
Sandwich	1,073	1.73%	\$ 2,496	\$ 2,621
Tamworth	1,883	3.04%	\$ 4,381	\$ 4,600
Tilton	1,928	3.11%	\$ 4,485	\$ 4,710
Tuftonboro	2,390	3.86%	\$ 5,560	\$ 5,838
HHW Total (Fixed Price contract)	61,896		\$ 140,000	\$ 147,000
Site Stipends (Roll-off, etc.)			\$ 4,000	\$ 4,200
TOTAL	61,896	100.0%	\$ 144,000	\$ 151,200

Data source: Housing Unit figures from Census 2020.

Lakes Region Planning Commission

Municipal Appropriations

7/1/2025 - 6/30/2026 | Fiscal Year 26

Municipality	2020 Census	Comparison			FY26 Share	FY25 Share	\$ Change	% Change
		2022 Total Eq. Valuation (\$000's)	2026 Total Eq. Valuation (\$000's)	Total Eq. % Change				
Alexandria	1,776	\$ 347,714	\$ 385,808	10.96%	\$ 1,781	\$ 1,713	\$ 68	3.97%
Andover	2,406	\$ 464,104	\$ 479,128	3.24%	\$ 2,340	\$ 2,308	\$ 32	1.39%
Ashland	1,938	\$ 443,133	\$ 425,023	-4.09%	\$ 1,950	\$ 1,982	\$ (32)	-1.61%
Barnstead	4,915	\$ 1,045,071	\$ 1,080,088	3.35%	\$ 4,950	\$ 4,888	\$ 62	1.27%
Belmont	7,314	\$ 1,214,736	\$ 1,454,974	19.78%	\$ 7,110	\$ 6,670	\$ 440	6.60%
Bridgewater	1,160	\$ 638,155	\$ 815,549	27.80%	\$ 2,111	\$ 1,848	\$ 263	14.23%
Bristol	3,244	\$ 924,526	\$ 1,010,270	9.27%	\$ 3,767	\$ 3,642	\$ 125	3.43%
Center Harbor	1,040	\$ 808,009	\$ 956,911	18.43%	\$ 2,272	\$ 2,075	\$ 197	9.49%
Danbury	1,250	\$ 212,087	\$ 227,025	7.04%	\$ 1,179	\$ 1,148	\$ 31	2.70%
Effingham	1,691	\$ 354,658	\$ 337,385	-4.87%	\$ 1,646	\$ 1,673	\$ (27)	-1.61%
Franklin	8,741	\$ 974,813	\$ 1,122,003	15.10%	\$ 7,460	\$ 7,125	\$ 335	4.70%
Freedom	1,689	\$ 1,044,320	\$ 1,146,118	9.75%	\$ 3,004	\$ 2,895	\$ 109	3.77%
Gilford	7,699	\$ 3,688,226	\$ 3,633,092	-1.49%	\$ 11,017	\$ 11,294	\$ (277)	-2.45%
Gilmanton	3,945	\$ 885,351	\$ 952,969	7.64%	\$ 4,118	\$ 4,006	\$ 112	2.80%
Hebron	632	\$ 440,001	\$ 567,662	29.01%	\$ 1,357	\$ 1,171	\$ 186	15.88%
Hill	1,017	\$ 152,227	\$ 176,229	15.77%	\$ 945	\$ 898	\$ 47	5.23%
Holderness	2,004	\$ 1,300,923	\$ 1,384,289	6.41%	\$ 3,605	\$ 3,544	\$ 61	1.72%
Laconia	16,871	\$ 4,077,786	\$ 4,683,324	14.85%	\$ 18,632	\$ 17,647	\$ 985	5.58%
Meredith	6,662	\$ 4,168,232	\$ 4,196,877	0.69%	\$ 11,304	\$ 11,505	\$ (201)	-1.75%
Moultonborough	4,918	\$ 5,926,656	\$ 6,385,040	7.73%	\$ 13,870	\$ 13,547	\$ 323	2.38%
New Hampton	2,377	\$ 520,507	\$ 561,183	7.81%	\$ 2,459	\$ 2,391	\$ 68	2.84%
Northfield	4,872	\$ 610,442	\$ 673,816	10.38%	\$ 4,240	\$ 4,090	\$ 150	3.67%
Ossipee	4,372	\$ 1,321,173	\$ 1,533,999	16.11%	\$ 5,367	\$ 5,042	\$ 325	6.45%
Plymouth	6,682	\$ 793,804	\$ 775,026	-2.37%	\$ 5,564	\$ 5,533	\$ 31	0.56%
Sanbornton	3,026	\$ 907,582	\$ 986,601	8.71%	\$ 3,588	\$ 3,478	\$ 110	3.16%
Sandwich	1,466	\$ 732,798	\$ 819,570	11.84%	\$ 2,313	\$ 2,205	\$ 108	4.90%
Tamworth	2,812	\$ 646,878	\$ 692,922	7.12%	\$ 2,958	\$ 2,883	\$ 75	2.60%
Tilton	3,962	\$ 891,375	\$ 1,145,205	28.48%	\$ 4,452	\$ 4,027	\$ 425	10.55%
Tuftonboro	2,467	\$ 2,045,803	\$ 2,087,179	2.02%	\$ 5,082	\$ 5,151	\$ (69)	-1.34%
Wolfeboro	6,416	\$ 3,965,612	\$ 4,584,595	15.61%	\$ 11,798	\$ 10,994	\$ 804	7.31%
Total:	119,364	\$ 41,546,703	\$ 45,279,859	8.99%	\$ 152,239	\$ 147,373	\$ 4,866	3.30%

Total Appropriations for Municipalities:

\$ 152,239 \$ 147,373

Total FY25 Municipal Membership Appropriation: \$ 147,373

Source: U.S. CPI U Unadjusted 12-mos [3.3%]. Ended May 2024: \$ 4,863

Total FY26 Municipal Membership Appropriation: \$ 152,236

Note: Dues are derived by calculating each municipality's share of the region's overall population and equalized property valuation on the year of the decennial census. Population and equalized valuation are weighted equally by taking the average of the two shares for each municipality. Dues are then increased annually according to the US Bureau of Labor Statistics CPI index.

Attachment 7

CERTIFICATE OF AUTHORITY

I, Lianne Prentice, do hereby certify that:

1. I am the duly elected Secretary of the Lakes Region Planning Commission, a regional planning agency established pursuant to the laws of the State of New Hampshire (RSA 36:45-53).
2. I sign and maintain, or cause to be maintained, and am familiar with the minutes of Commission.
3. I am duly authorized to issue certificates with respect to the contents of such minutes.
4. At its regular meeting held on September 11, 2024, the Executive Board of the Commission voted to grant the Commission's Executive Director, Shanna B. Saunders, the authority to apply for funding opportunities, accept monies, and execute any documents which may be necessary to effectuate contracts. It is agreed upon by the Executive Board that this authorization is deemed to be retroactive to June 17, 2024 and remains in full force and effect until it is revoked.
5. This authorization has not been revoked, annulled or amended in any manner whatsoever, and remains in full force and effect as of the date hereof.
6. The following person has been appointed to and now occupies the office indicated in (4) above:

Shanna B. Saunders, Executive Director

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary of the Lakes Region Planning Commission, this the ____ day of _____, 2024.

Lianne Prentice, Secretary

STATE OF NEW HAMPSHIRE
COUNTY OF BELKNAP

On this the ____ day of _____, 2024, before me, _____, the undersigned officer, personally appeared Lianne Prentice who acknowledged herself to be the Secretary of the Lakes Region Planning Commission and, being authorized to do so, executed the foregoing instrument for the purpose therein contained.

IN WITNESS WHEREOF, I have set my hand and official seal.

Notary Public
My Commission Expires: _____