

LAKES REGION PLANNING COMMISSION

103 Main Street, Suite #3
Meredith, NH 03253
Tel 603.279.8171
www.lakesrpc.nh.gov



LRPC Executive Board Meeting

Minutes of October 9, 2024

Approved November 13, 2024

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

1. Call to Order

Chair Ayer called the meeting to order at 9:02 AM and welcomed Plymouth Commissioner John Christ as our newly appointed At-Large Commissioner.

2. Minutes

Both sets of draft minutes (public & non-public) from the September 11th meeting were presented for approval. There being no questions, comments, or discussions, Mardean Badger moved to approve both sets of minutes as submitted. Motion was seconded by Jane Alden. A voice vote was taken indicating all present were in favor. **Motion passed.**

9:05 AM Commissioner Rod Cameron entered.

3. Finance/Treasurer Report

Finance Administrator Carl Carder was introduced and presented a summary of the report which covers the first three months of this fiscal year. He noted a slight deficit, attributed in part to the previously vacant transportation planner position, and the lack of billing to the UPWP line item. With that position now filled, billable hours will appear in the next report. Carl also mentioned that by including investment income, a surplus would be seen. Executive Director Saunders reminded the Board of the cyclical nature of our finances.

9:14 AM Commissioner Ashjian entered.

Vice Chair Katz suggested obtaining a risk profile from either legal counsel or our insurance company considering the numerous contracts we enter into each year. This profile would help assess whether our insurance coverage is adequate. Executive Director Saunders will look into this.

Vice Chair Katz asked that we take item 7a on the agenda out of order to obtain Finance Administrator Carder's input before he departs. Everyone agreed.

7. New Business

- a. LRPC Investment Policy. Vice Chair Katz began by noting that the current policy is a decade old. After a thorough review, he is proposing the simplified version included in the meeting packet. He went on to say that several items in the current policy are outdated, and his new draft aims to provide more flexibility in managing current and future investments. Following a brief discussion, members were advised to take more time to thoroughly consider the changes, with action set for the next meeting. Vice Chair Katz proposed a motion to table action on the revised Investment Policy until the November Executive Board meeting. Secretary Prentice provided a second. A voice vote was taken indicating all present were in favor. **Motion passed.**
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9:24 AM Finance Administrator Carder departed.

4. **Monthly Executive Report**

Executive Director Saunders provided an update on the Wolfeboro Circuit Rider contract. The Franklin Circuit Rider contract will be ending shortly as the City has hired a planner who will begin at the end of October. Hazard Mitigation Plan (HMP) contract funding will be shifting slightly such that municipalities will now be in charge of their monies and will contract with RPCs directly. LRPC is looking to streamline our HMP process as this service is financially unproductive, typically due to delays and changes. Vice Chair Katz suggested that we include a "changes" clause in the HMP contracts which may help mitigate the losses.

5. **Committee Reports**

- a. Transportation Advisory Committee (TAC). Treasurer Kerr advised that he was unable to attend the October meeting and could not comment. Executive Director Saunders attended the meeting and reported that it featured a presentation on the WOW Trail. She also mentioned that a representative from the Regional Coordinating Council was present to explain their services. Additionally, Plymouth's Transportation Planner gave a presentation on the scope for their TYP submittal.
- b. FY25 TAC Meeting Calendar. This was provided for informational purposes and for any input. There was none.

6. **Old Business**

- a. Area Commissioner Appointment. We have not yet found a suitable appointee and will revisit at the next meeting.

7. **New Business**

- b. Strategic Plan/Organizational Vision. This topic was initially brought up at the June 12th Executive Board meeting by a former Commissioner. Due to its complexity, it was decided to revisit it in the next fiscal year. Executive Director Saunders mentioned that the last plan was completed in 2017/2018. After some discussion exploring different approaches, it was decided to create a subcommittee to draft a proposal for presentation to the full Board at a later date.

8. **Adjournment**

Chair Ayer adjourned the meeting at 10:03 AM.

Respectfully Submitted,

Linda Waldron
Executive Administrative Assistant