# LAKES REGION PLANNING COMMISSION

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## LRPC Executive Board Meeting

### Minutes of November 13, 2024

### Approved March 12, 2025

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

1. **Call to Order**
Chair Ayer called the meeting to order at 8:59 AM and a quorum was established.

2. **Minutes**
Minutes of the October 9, 2024 Executive Board meeting were presented for approval. There were no questions, comments, or discussions. Vice Chair Katz moved to approve the minutes as submitted which was seconded by Mardean Badger. A voice vote was taken indicating all present were in favor. Motion passed.

3. **Finance/Treasurer Report**
Finance Administrator Carl Carder was in attendance to present the financial report and announced that October's year-to-date shows a small ($340) deficit attributable in part to an operating shortfall and an unrealized loss on investments. He also mentioned that income and expenses are currently within budget. Vice Chair Katz commented that in reviewing the graph on the first page, the pattern shows consistency from year to year.

9:04 AM Finance Administrator Carder departed.

4. **Monthly Executive Report**
Executive Director Saunders verbally added to the Economic Development section of the report mentioning that the existing brownfields projects are moving along well. She stated that a meeting will be scheduled with Laconia in the next few weeks to discuss potential sites in that community which should use up the rest of the budget for this year. LRPC will be looking for potential sites for next Fall's round of grant money, and Executive Director Saunders urged members to touch base with their local officials for submissions.

The ten year plan under the current UPWP contract is moving forward and LRPC has been in contact with communities who have projects on the plan as to their status. She also advises that when the GACIT hearings begin, we will be looking to our Commissioners for a show of support for Lakes Region projects and the need for grant money to move forward with them.

Lastly, Executive Director Saunders stated that she has been conducting interviews for the regional planner position and is happy to say that she has extended an offer to one individual and is awaiting a response.

9:05 AM Commissioner Cristina Ashjian entered.

5. **Committee Reports**

Transportation Advisory Committee (TAC). Treasurer Kerr informed the Board that the primary business at the November TAC meeting was approval of the ten-year plan (TYP) project for Plymouth. An excellent presentation was provided by Plymouth on their project which was unanimously approved. The TAC also reviewed the TAP program and projects.

Vice Chair Katz offered a motion to accept the TAC recommendation to approve the current TYP, which includes the Plymouth project, in two separate phases and to refer same to the full Commission for its endorsement. Secretary Prentice seconded the motion. A voice vote was taken indicating all present were in favor. Motion passed.

6. **Old Business**
   a. LRPC Investment Policy. Vice Chair Katz introduced a motion to postpone this matter to the next Executive Board meeting to allow more time for information gathering. Secretary Prentice seconded the motion. A voice vote was taken indicating all present were in favor. Motion passed.
   b. Area 3 Commissioner Appointment. This matter will be moved to the next Executive Board meeting. Talks are currently in progress with a couple of candidates.
   c. Final Audit Report Review. No discussion. Previously accepted at the September 11th Executive Board meeting, subject to proposed changes discussed at that time which appear to have been incorporated.

7. **New Business**

USDA – HHW & Composting. Executive Director Saunders reviewed the HHW results as shown on Attachment 5 to the agenda, and noted that there was a moderate decline in attendance this year. She opened the floor for discussions and suggestions on how to improve outreach in the hopes of improving participation.

8. **Adjournment**

Chair Ayer adjourned the meeting at 10:10 AM.

Respectfully Submitted,

Linda Waldron
Executive Administrative Assistant

Acronyms:
- GACIT = Governor's Advisory Commission on Intermodal Transportation
- HHW = Household Hazardous Waste
- TAP = Transportation Alternatives Program
- UPWP = Unified Planning Work Program