

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 May 13, 2026

Approved June 10, 2026

PRESENT	Cristina Ashjian, John Ayer (Chair), Rod Cameron, Tyler Carmichael, John Christ, David Katz (Vice Chair), David Kerr (Treasurer), Lianne Prentice (Secretary), Phil Villari
ABSENT	Jane Alden (E), Bill Bolton (E), Stephanie Maltais [alternate]
STAFF	Linda Waldron (Executive Administrative Assistant), Danielle Scadova-Vose (Regional Planner), Glenn Trefethen (Transportation Planner)
LOCATION	LRPC Office, 1 st Floor Conference Room, Meredith

1. Call to Order

Chair Ayer welcomed everyone and called the meeting to order at 9:00 AM. A quorum was established. Chair Ayer announced that Executive Director Saunders was not well and would not be joining us.

2. Minutes

Minutes of the April 8, 2026 Executive Board meeting was presented for approval. A motion was made by Tyler Carmichael to approve the minutes as submitted, seconded by John Christ. A voice vote was taken; David Katz and Phil Villari abstained, and all other members present voted in favor. **Motion passed.**

3. Finance/Treasurer Report

Finance Administrator Carl Carder reported that the organization's Vanguard investments saw strong gains this month, helping to offset the losses of last month. Expenses exceeded income, though both categories remain under budget overall. Education and training costs were above budget due to required conference registrations, but 64% of this was covered by grant funding. Vehicle maintenance costs were also higher than usual, primarily due to the age of the vehicle; however, this expense is fully reimbursable through the UPWP grant. April deficits are typical in the budget cycle, although this year's deficit is smaller than last year's April deficit.

4. Monthly Executive Report

In Executive Director Saunders' absence, Vice-Chair Katz highlighted the substantial progress underway in the Brownfields Assessments and noted the successful rollout of the composting program, which recently received positive coverage in the Laconia Daily Sun. Chair Ayer also reported that Gilford's HMP has now received final approval.

5. Old Business

- a. Executive Board Vacancies. Chair Ayer announced that Mark Hildebrand has resigned from the Center Harbor Planning Board as well as from his roles as commissioner and Executive Board member at LRPC. Recruitment strategies to fill the three open positions on the Board were discussed. With Chair Ayer not seeking reappointment, Vice-Chair Katz will run for Chair and Secretary Prentice will run for Vice-Chair, leaving the Secretary position open. After further discussion, Tyler Carmichael agreed to run for Secretary. This leaves the Area 4 Commissioner seat vacant, an At Large seat vacant (left by Hildebrand), and an Alternate seat.

Although not on the Agenda, Regional Planner Danielle Scadova-Vose was called upon to provide an update on the Regional Master Plan. Danielle reported on the survey progress, stating that the Transportation survey received 190 responses before closing, the Housing survey closed with about 80 responses, and the combined Economic Development and Natural Resources survey which remains open currently has 49 responses. The plan is to have drafts for the Transportation, Housing, Economic Development, and Natural Resources chapters by July, incorporating data from various sources including the recent surveys and the 2023 Regional Housing Needs Assessment.

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- b. Annual Meeting Update. Executive Administrative Assistant Waldron stated that invitations were circulated on May 10th via email along with approximately 20 hard copy invitations to select officials. Current sponsorships total only \$1,750. Board members were encouraged to reach out for additional sponsors. Cristina Ashjian reported that the Awards Committee received a total of 8 nominations for the 3 award categories from 5 towns: Franklin, Tamworth, Tuftonboro, Tilton, and New Hampton. The Committee will gather after the conclusion of this meeting to determine the winners.

6. New Business

- a. Draft FY27 Budget Proposal Review. Vice-Chair Katz presented the draft budget, characterizing it as “fragile” due to two uncertain (highlighted) revenue sources: the USDA Solid Waste Grant which has a 30% probability of being awarded and the Grafton County Brownfields Grant which has an 80% probability of being awarded. If both are awarded, we will be near a \$1 million total budget. Transportation funding and other non-highlighted items are confirmed. Better clarity is expected in July or August regarding grant awards. The Board consensus was approval of the draft budget with a formal vote to be taken at a later meeting after grant award decisions and adjustments.

Again, although not on the Agenda, Transportation Planner Glenn Trefethen was called upon to provide Brownfields and Transportation updates. He noted that while most Brownfields funds have been allocated (Franklin & Bristol), there remains \$150,000 available for new projects, with potential work identified in communities such as Ashland. The Tamworth project closed out with funds returned. Upcoming transportation projects were reviewed including traffic counting starting in June and new contracts with Andover for CCDS and RSMS work. The new Grafton County Brownfields Grant, if received, will focus on housing development opportunities and Brownfield remediation connection. Of mention was the Laconia Fixture Feasibility Study awaiting NHDOT approval; the Plymouth–Smith Bridge Road project which is being rescope after reinstatement without funding; and Tilton seeking CMAQ support for a proposed Route 3 & 11 multi-use path.

7. Announcements

Two other Commissioners have stepped down: Wolfeboro Commissioner Roger Murray and Tilton Alternate Commissioner Nathan Langione chose not to seek reappointment after their terms expired. Given the growing number of commissioner vacancies (currently 7 towns have no representation), a discussion ensued concerning the challenges with commissioner attendance and participation. An action item assigned to Executive Administrative Assistant Waldron was to distribute current fiscal year attendance records to all Executive Board members. The possibility of engaging county commissioners to provide additional representation was suggested. Action items were assigned to Executive Director Saunders to follow up on this recommendation and to reach out to towns with vacancies to recruit new commissioners.

The next Commissioner meeting will be this coming Monday, May 17th, which is 1 week earlier due to the Memorial Day holiday and will be held in the Gilford Public Library.

8. Adjournment

Chair Ayer adjourned the meeting at 10:08 AM.

Respectfully Submitted,

Linda Waldron
Executive Administrative Assistant

Acronyms:

CCDS = Culverts & Closed Drainage Systems
CMAQ = Congestion Mitigation and Air Quality
DOT = Department of Transportation
HMP = Hazard Mitigation Plan

RSMS = Road Surface Management System
UPWP = Unified Planning Work Program
USDA = United States Department of Agriculture