

LAKES REGION PLANNING COMMISSION

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



LRPC EXECUTIVE BOARD MEETING

Wednesday, September 14, 2022

9:00 – 11:00 AM

LRPC Office, First Floor Conference Room
Humiston Building, 103 Main Street, Meredith, NH

AGENDA

NOTE: Seven (7) Executive Board members must be present in-person at the meeting location to establish a quorum, so please let Jeff or Linda know if you cannot attend.

1. **Call to Order**
2. **Approve Draft Minutes of June 8, 2022** *Attachment*
3. **Finance/Treasurer Report** *(June & July/August)* *Attachments*
4. **Monthly Executive Reports** *(July & August)* *Attachments*
5. **Committee Reports**
 - a. Transportation Advisory Committee (TAC)
6. **Old Business**
 - a. Approval of FY23 Meeting Calendar *Attachment*
7. **New Business**
 - a. Audit Presentation (Charlene Vallee of Hennessey & Vallee, PLLC)
 - b. Solid Waste Grant Award
 - c. FY24 Municipal Appropriations *Attachment*
 - d. FY23 Proposed Budget *Attachment*
 - e. Commitment to Serve/Conflict of Interest Policy
8. **Non-Public Session**
9. **Roundtable**
10. **Public Input**
11. **Adjourn**

NEXT MEETING: October 12, 2022

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.

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LRPC Executive Board Meeting Minutes of June 8, 2022

PRESENT John Ayer (Chair), Bill Bolton, Pat Farley (Secretary), Steve Favorite, Tony Giunta, David Katz (Vice Chair), David Kerr (Treasurer), Bob Snelling, Steve Wingate

ABSENT Dean Anson, II, Mardean Badger, Jean Marshall

STAFF Jeff Hayes (Executive Director), Linda Waldron (Administrative Assistant)

PUBLIC None

LOCATION LRPC Office, 1st Floor Conference Room, Meredith

1. Call to Order

Chair Ayers called the meeting to order at 9:00 AM and noted that a quorum was present.

2. Minutes

Vice Chair Katz made a motion to accept all three sets of minutes needing approval in one vote. Steve Favorite seconded this motion. There were 8 approvals and 1 abstention. Minutes were approved as submitted.

3. Finance Report

Executive Director Hayes presented the finance report indicating that we have a surplus. He mentioned that the overhead rate needs to be reviewed and stated we did have some unexpected costs this past year by way of a new server and phone system.

4. Committee Report

Treasurer Kerr highlighted the events of the TAC meeting of June 1st which was held at the Meredith Library, and he applauded their exemplary meeting room. Minutes were not yet available for review. He noted there was no quorum to conduct official business. Representative McConkey, Vice Chair of the Transportation Committee (TC), was in attendance and expressed concern with Route 153 being used as a bypass alternative to Route 16 in the Conway area. McConkey said that the NHDOT is being directed to look at this project to gather data and devise a solution. The Route 11 study project is ongoing with a goal towards realignment of various sections/intersections. There was also a 10-year plan update.

5. Old Business

Annual Meeting Update

Executive Director Hayes stated that registrations are much lower than the anticipated 200 – 250. We are probably looking for an attendance of 125 at best. This is likely due to COVID concerns. ED Hayes also reviewed the new Household Hazardous Waste (HHW) award whereby we will be recognizing 8 of our communities who have hosted the collection day events for many years. We will also be presenting a special award to Regional Planner David Jeffers for his many years of coordinating this event.

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Vice Chair Kerr reviewed the changes to the Proposed Slate of Executive Board Members and Ballot. After discussion, Pat Farley moved to accept the proposed ballot as drafted and Treasurer Kerr seconded same. The motion was unanimously approved. Ballots may be completed and left at the conclusion of this meeting, mailed to LRPC, or brought to the annual meeting.

EB Alternates – Bylaws

ED Hayes began by stating that quorum issues need to be addressed in the bylaws (proposed changes attached to agenda). The LRPC initially started out as a non-profit organization, but is now considered a political subdivision (a governmental body). Electronic meetings are an option, but this doesn't solve the quorum issues as non-physically present members cannot be counted for voting purposes. When counting for a quorum, only one commissioner (or alternate) per municipality can be counted and only those municipalities who have commissioners will be counted in the total. For example, we have 30 municipality members. Of those, 7 currently do not have appointed commissioners. This brings the voting municipality members to 23. To achieve a quorum, we would need 51% of those municipalities or 12 commissioners in attendance. EB alternates are also appointed positions and their acceptance of that position should be conditioned upon their agreement to regularly attend EB meetings. ED Hayes will prepare draft language for submission at the next EB meeting in these regards. It was also mentioned that the bylaws provide for Associate Commissioner memberships for those who have an interest in regional planning without the need for dues and without voting privileges.

6. New Business

Pat Farley mentioned that retiring executive board members might be recognized at the annual meeting. There was discussion on this as well as a suggestion that we might take a moment to recognize all executive board members who have served in the past 10 years (exclusive of current board members) at the annual meeting. Pat made a motion that this be implemented, and Steve Favorite seconded. 8 commissioners were in favor and 1 abstained. Motion granted.

7. Roundtable

D. Katz, New Hampton—The historic 1798 Town House is undergoing a condition assessment to identify needed repairs. They will be seeking to obtain grant money to assist with the cost. This building is the longest, continually used meeting house in the state.

P. Farley, Tamworth—At the last planning board meeting the master plan was discussed. They are planning to tackle it one chapter at a time.

B. Bolton, Plymouth—Bill received an ARPA (American Rescue Plan Act)/GOFERR (Governor's Office for Emergency Relief and Recovery) funds announcement this morning from Representative Joyce Weston. He mentioned that Joyce is stepping down from her position and that Bill will be running for her state representative position. He also received the Road Surface Management Report (RSMR) report from LRPC. The Main Street infrastructure project has been placed on hold until next spring.

T. Giunta, Franklin—Tony states that the City of Franklin is excited to be hosting our annual meeting and that the owners of Mojalaki Country Club have been extremely cooperative with organization efforts. There was a press release about the renovations to the Stephens Mill buildings and that \$30 million has been secured for upgrade. There will

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be about 150 new housing units and about 50 business units when completed. Also, the deal on the new Cumby's building has closed.

S. Wingate, Tuftonboro—the Lakes Management Advisory Committee will be conducting a Winni tour to assess any potential lake management issues.

R. Snelling, Holderness—Concerns about wake boats on Squam. A piece of White Oak Pond property was purchased by a family who experienced a tragic loss which has been converted into a park to honor those lost. There was a hotel on the property as well which has been converted to summer housing for AmeriCorp members. This facility is free to anyone in the watershed area.

D. Kerr, Barnstead—At last Thursdays meeting, they received a conceptual proposal from an online gun and sporting goods dealer. The previously mentioned application for a subdivision has still not been approved due to continued engineering issues and constant changes. St. A's housing survey is done relative to affordable housing.

S. Favorite, Bristol—Steve says they are still trying to build a unity building for the Fire Dept. and the Police Dept., but are facing funding issues. The Town Administrator will be leaving to accept a new position in Lebanon. They are looking for a replacement. In the interim, the State will offer a temporary fill in. They are also having wake issues. The State has offered to provide a boat for training purposes regarding proper operation on the water and prevention of boat hazards. They have finished the photocell buildout.

J. Ayer, Gilford—The new Michaels' store should be open by the end of July. The Starbucks store is progressing slowly due to water table issues. There is a subdivision application pending for land near the Alton town line which currently has multiple apple trees and blueberry bushes on it. The applicant intends to implement them into the planning design. There would be several high end units starting at around \$1.2 million. The new building inspector is still going strong. He is very knowledgeable about the codes and multiple other matters, so he has been a great asset to the Town.

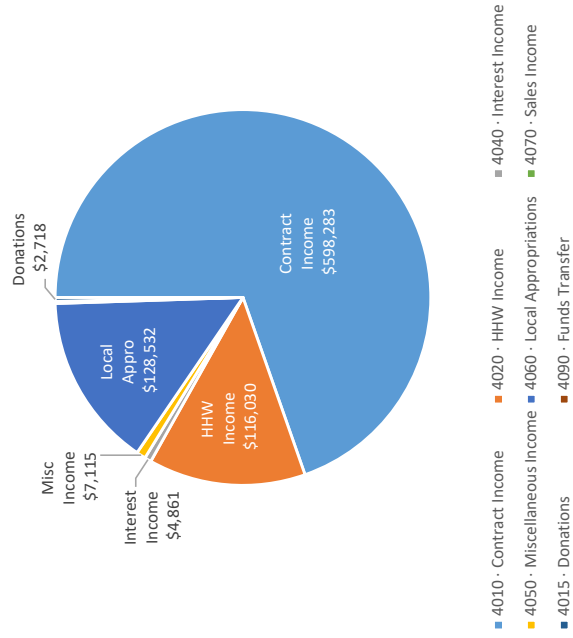
8. **Adjournment**

Chair Ayers declared the meeting adjourned at 11:05 AM.

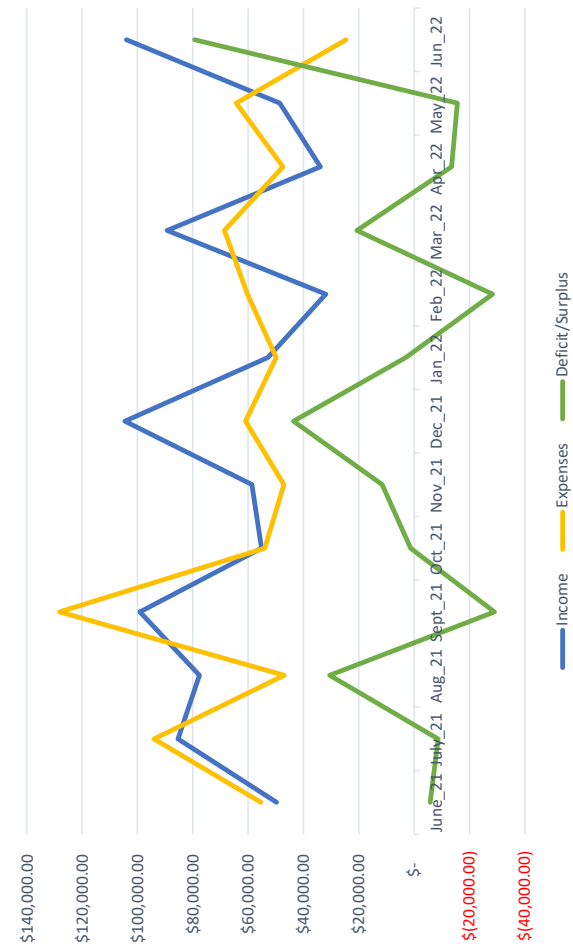
Respectfully Submitted,
Linda Waldron
Administrations Assistant

Lakes Region Planning Commission - Dashboard

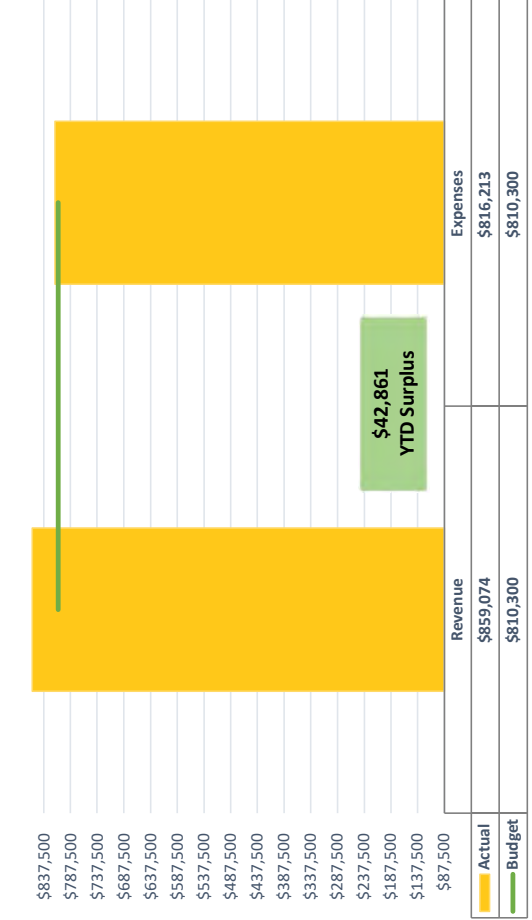
Revenue by Source Type



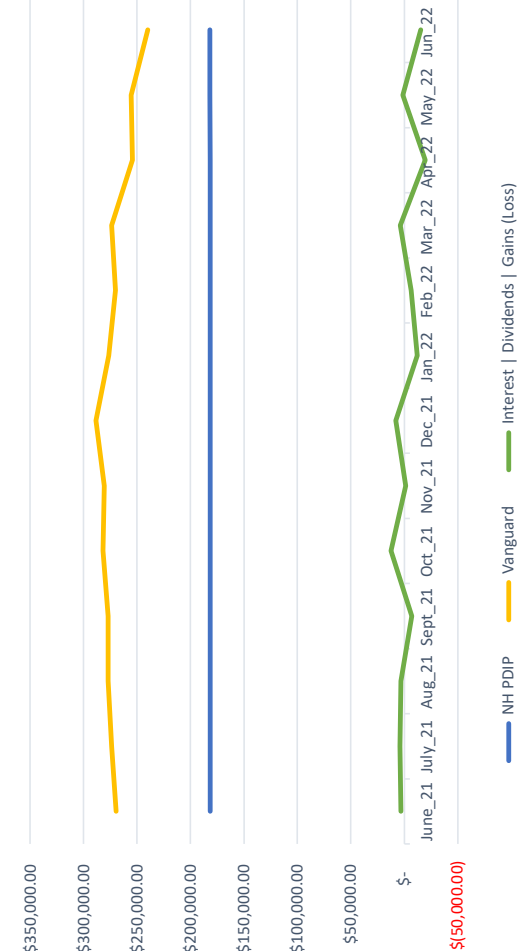
Income, Expenses, and Deficit/Surplus by Month



YTD Operating Results



Vanguard and NH PDIP Investments



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Lakes Region Planning Commission
STATEMENT OF FINANCIAL POSITION
 As of June 30, 2022

| | <u>Jun 30, 22</u> |
|--|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1011.00 · Operating Account | 13,730.76 |
| 1040.00 · Petty Cash | 150.00 |
| 1070.00 · Cash Management | 153,310.44 |
| 1071.00 · Savings | 1,588.42 |
| Total Checking/Savings | <u>168,779.62</u> |
| Accounts Receivable | |
| 1110.00 · Accounts Receivable | 262,754.25 |
| Total Accounts Receivable | <u>262,754.25</u> |
| Other Current Assets | |
| 1451.00 · Prepaid Postage | 130.62 |
| 1452.00 · Bulk Mail Permit 98 | 30.46 |
| 1510.00 · Vanguard Investments | 239,920.88 |
| 1580.00 · NH PDIP | 181,893.19 |
| Total Other Current Assets | <u>421,975.15</u> |
| Total Current Assets | <u>853,509.02</u> |
| Fixed Assets | <u>0.00</u> |
| TOTAL ASSETS | <u>853,509.02</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2010.00 · Accounts Payable | 11,014.06 |
| Total Accounts Payable | <u>11,014.06</u> |
| Other Current Liabilities | |
| 2110.00 · Accrued Salaries & Wages | 21,042.07 |
| 2120.00 · Accrued Vacation Payroll | 18,223.20 |
| 2130.00 · Payroll Liabilities | |
| 2132.00 · NHRS | 63.63 |
| 2135.00 · 401(k) Contribution | 1,345.77 |
| Total 2130.00 · Payroll Liabilities | <u>1,409.40</u> |
| 2350.00 · Deferred and Unearned Revenue | |
| 2351.00 · Deferred Town Assessment | 134,955.00 |
| 2352.00 · Deferred HHW Income | 99,661.00 |
| 2353.00 · Deferred Other Income | 5,000.00 |
| Total 2350.00 · Deferred and Unearned Revenue | <u>239,616.00</u> |
| Total Other Current Liabilities | <u>280,290.67</u> |
| Total Current Liabilities | <u>291,304.73</u> |
| Total Liabilities | <u>291,304.73</u> |
| Equity | |
| 3110.00 · Unrestricted Net Assets | 553,425.45 |
| Net Income | 8,778.84 |
| Total Equity | <u>562,204.29</u> |
| TOTAL LIABILITIES & EQUITY | <u>853,509.02</u> |

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Lakes Region Planning Commission
FY22 Budget Performance
June 30, 2022

| | Fiscal Year (22)-to-Date | | | |
|--|-----------------------------------|--------------------|---------------------------------|-----------------------|
| | FY22 Approved Annual Budget | FY22 YTD Actual | Difference (Budget v Actual) | % of Annual Budget |
| Income | | | | |
| 4010 · Contract Income | \$ 546,470 | \$ 598,283 | \$ 51,813 | 109.48% |
| 4020 · HHW Income | \$ 119,000 | \$ 116,030 | \$ (2,970) | 97.50% |
| 4040 · Interest Income | \$ 4,000 | \$ 4,861 | \$ 861 | 121.53% |
| 4050 · Miscellaneous Income | \$ 6,000 | \$ 7,115 | \$ 1,115 | 118.58% |
| 4060 · Local Appropriations | \$ 128,530 | \$ 128,532 | \$ 2 | 100.00% |
| 4070 · Sales Income | \$ 3,800 | \$ 1,535 | \$ (2,265) | 40.38% |
| 4015 · Donations | \$ 2,500 | \$ 2,718 | \$ 218 | 108.73% |
| 4090 · Funds Transfer | \$ - | \$ - | \$ - | |
| Total Income (est.) | \$ 810,300 | \$ 859,074 | \$ 48,774 | 106.02% |
| Expense | | | | |
| | | | Target: | 100.00% |
| 6030 · Custodian | \$ 4,160 | \$ 3,900 | \$ 260 | 93.75% |
| 6050 · Education and Training | \$ 1,000 | \$ 485 | \$ 515 | 48.50% |
| 6060 · Equipment Maintenance | \$ 11,650 | \$ 21,761 | \$ (10,111) | 186.79% |
| 6070 · HHW Expense | \$ 103,000 | \$ 102,247 | \$ 753 | 99.27% |
| 6080 · Insurance - Bonds and Business | \$ 3,000 | \$ 2,739 | \$ 261 | 91.30% |
| 7010 · Publishing/Memberships/Meetings | \$ 18,275 | \$ 24,091 | \$ (5,816) | 131.83% |
| 7020 · Miscellaneous Expense | \$ 758 | \$ 2,803 | \$ (2,045) | 369.82% |
| 7030 · Office Improvements | \$ 500 | \$ 864 | \$ (364) | 172.79% |
| 7040 · Office Expense | \$ 10,000 | \$ 14,143 | \$ (4,143) | 141.43% |
| 7050 · Payroll Expenses | \$ 590,299 | \$ 558,626 | \$ 31,673 | 94.63% |
| 7060 · Postage and Printing | \$ 1,000 | \$ 935 | \$ 65 | 93.54% |
| 7069 · Allowance for Direct Grant Expenses | \$ - | \$ 12,490 | \$ (12,490) | |
| 7070 · Professional Services | \$ 27,461 | \$ 27,767 | \$ (306) | 101.12% |
| 7080 · Rent | \$ 9,672 | \$ 9,672 | \$ - | 100.00% |
| 7090 · Traffic Equipment | \$ 4,125 | \$ 11,059 | \$ (6,934) | 268.10% |
| 7095 · SADES Equipment | \$ - | \$ - | \$ - | |
| 8010 · Travel Expense | \$ 5,000 | \$ 2,915 | \$ 2,085 | 58.30% |
| 8050 · Utilities | \$ 15,900 | \$ 16,140 | \$ (240) | 101.51% |
| 8060 · Vehicle O&M | \$ 4,500 | \$ 3,574 | \$ 926 | 79.42% |
| Total Expense | \$ 810,300 | \$ 816,213 | \$ (5,913) | 100.73% |
| | | | Target: | 100.00% |
| Net Ordinary Income¹ | \$ - | \$ 42,861 | | |
| Realized Gain (Loss)² | | \$ 175 | | |
| Unrealized Gain (Loss)² | | \$ (34,257) | | |
| Net Income | | \$ 8,779 | | |

¹Net Ordinary (Operating) Income is as of June 30, 2022.

²Realized and Unrealized Investment Gain (Loss) are as of June 30, 2022.

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Lakes Region Planning Commission FY22 Budget Performance June 30, 2022

| | Fiscal Year (22)-to-Date | | | |
|--|-----------------------------------|--------------------|---------------------------------|-----------------------|
| | FY22 Approved Annual Budget | FY22 YTD Actual | Difference (Budget v Actual) | % of Annual Budget |
| Membership | 128,530 | 128,532 | 2 | 100.00% |
| Local Contracts | | | | |
| PRLAC | \$ 2,700 | \$ 2,700 | \$ - | 100.00% |
| Energy Aggregation | | | \$ - | |
| Other Traffic Counts | | \$ 480 | \$ 480 | |
| Northfield Circuit Rider | \$ 4,000 | \$ 6,399 | \$ 2,399 | |
| Bristol Master Plan Development | | \$ 6,500 | \$ 6,500 | |
| Center Harbor Circuit Rider | \$ 4,000 | \$ 81 | \$ (3,919) | |
| Plymouth Circuit Rider | | \$ 3,544 | \$ 3,544 | |
| NBRC Bristol | | \$ 1,504 | \$ 1,504 | |
| NBRC Laconia Area Community Land Trust | | | \$ - | |
| CDBG Wolfeboro GALA | \$ 10,000 | \$ 20,750 | \$ 10,750 | 207.50% |
| NBRC G.A.L.A. Community Center | | \$ 1,160 | \$ 1,160 | |
| NBRC LR Community College | | \$ 1,213 | \$ 1,213 | |
| Lakeshore Redevel Laconia State School | \$ 10,000 | \$ 3,027 | \$ (6,973) | 30.27% |
| CDBG Grafton County Micro Enterprise | | \$ 10,114 | \$ 10,114 | |
| CDBG Grafton County Micro Enterprise | \$ 12,000 | \$ 23,341 | \$ 11,341 | |
| CDBG Grafton County Micro Enterprise | \$ 35,000 | \$ 35,000 | \$ - | |
| NBRC State School | \$ 14,000 | | \$ (14,000) | |
| RSMS Project Hebron | \$ 6,000 | \$ 3,250 | \$ (2,750) | |
| RSMS Project Plymouth | \$ 5,000 | | \$ (5,000) | |
| CCDS Project Plymouth | \$ 5,000 | | \$ (5,000) | |
| Additional NBRCs | \$ 10,750 | | \$ (10,750) | 0.00% |
| Subtotal | \$ 118,450 | \$ 119,062 | \$ 612 | 100.52% |
| State / Federal Contracts | | | | |
| NCCRPC Coordinated Public Transit | \$ 1,350 | \$ - | \$ (1,350) | 0.00% |
| NRPC NH Geodata Portal | \$ 1,375 | \$ 1,375 | \$ - | 100.00% |
| USDA CF Disaster TAT Streetscaping | \$ 30,000 | \$ 23,083 | \$ (6,917) | 76.94% |
| DOS HSEM - Center Harbor | | \$ 1,500 | \$ 1,500 | |
| DOS HSEM - Sanbornton | | | \$ - | |
| DOS-HSEM - Bridgewater | \$ 3,000 | | \$ (3,000) | 0.00% |
| DOS-HSEM - Tilton | \$ 3,000 | \$ 6,000 | \$ 3,000 | 200.00% |
| DOS-HSEM - Tuftonboro | \$ 2,000 | \$ 7,500 | \$ 5,500 | 375.00% |
| USDA Solid Waste Management FY21 | \$ 34,000 | \$ 38,159 | \$ 4,159 | 112.23% |
| EPA Composting & Gardening | | \$ 17,965 | \$ 17,965 | |
| APR Regional Housing Assessment | | \$ 54,342 | \$ 54,342 | |
| USDA Solid Waste Management FY22 | \$ 74,999 | \$ 68,100 | \$ (6,899) | 90.80% |
| DOT UPWP FY 22 / 23 | \$ 267,185 | \$ 250,087 | \$ (17,098) | 93.60% |
| OEP Targeted Block Grant | \$ 11,111 | \$ 11,111 | \$ - | 100.00% |
| Subtotal | \$ 428,020 | \$ 479,221 | \$ 51,201 | 111.96% |
| Other Income | | | | |
| 4020 · HHW | \$ 119,000 | \$ 116,030 | \$ (2,970) | 97.50% |
| 4021 · HHW Local | \$ 103,000 | \$ 99,668 | \$ (3,332) | 96.77% |
| 4022 · DES HHW | \$ 16,000 | \$ 16,362 | \$ 362 | 102.26% |
| 4015 · Donations | \$ 2,500 | \$ 2,718 | \$ 218 | 108.73% |
| 4040 · Interest & Dividends | \$ 4,000 | \$ 4,861 | \$ 861 | 121.53% |
| Land use book sales / GIS | \$ 3,800 | \$ 1,535 | \$ (2,265) | 40.38% |
| Other/Misc Income/Annual Meeting | \$ 6,000 | \$ 7,115 | \$ 1,115 | 118.58% |
| Fund Balance | | | \$ - | |
| Subtotal | \$ 135,300 | \$ 132,259 | \$ (3,041) | 97.75% |
| TOTAL | \$ 810,300 | \$ 859,074 | \$ 48,774 | 106.02% |
| | | | Target: | 100.00% |

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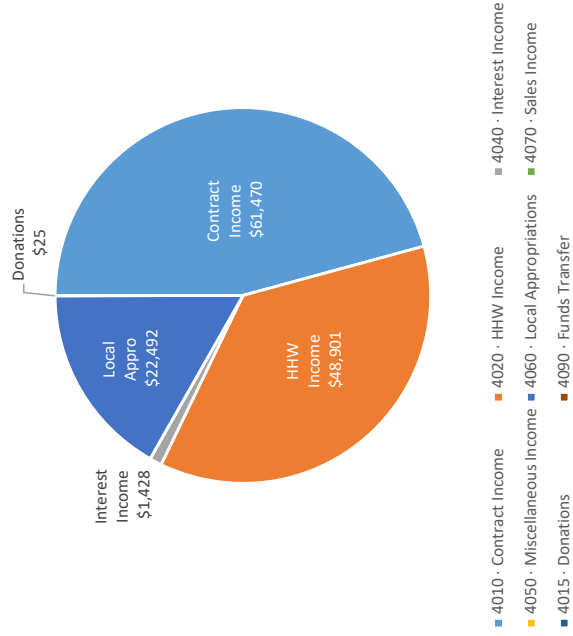


Lakes Region Planning Commission
FY22 Budget Performance
June 30, 2022

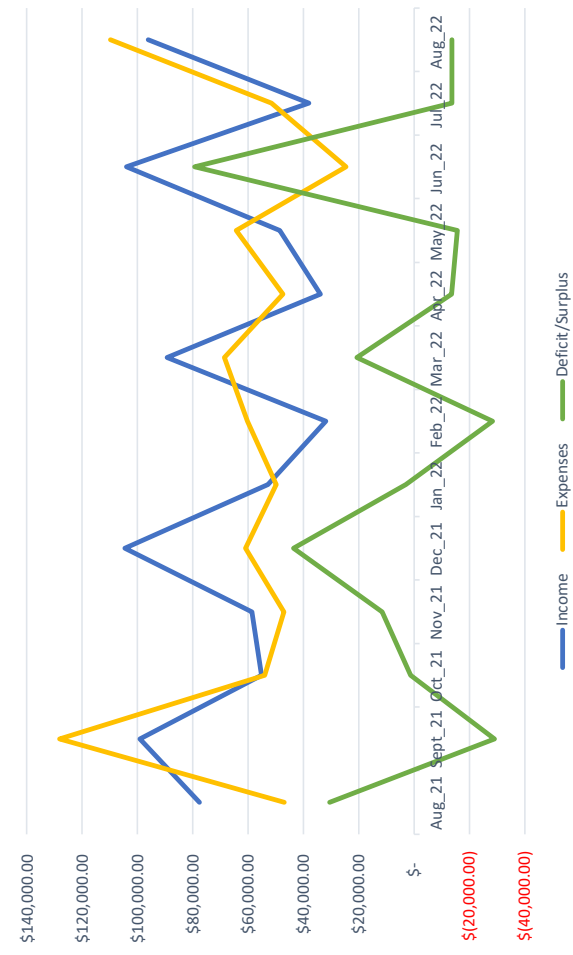
| Expense Account | Fiscal Year (22)-to-Date | | | |
|---|-----------------------------------|--------------------|---------------------------------|-----------------------|
| | FY22 Approved Annual Budget | FY22 YTD Actual | Difference (Budget v Actual) | % of Annual Budget |
| 6030 · Custodian | \$ 4,160 | \$ 3,900 | \$ 260 | 93.75% |
| 6050 · Education and Training | \$ 1,000 | \$ 485 | \$ 515 | 48.50% |
| 6060 · Equipment Maintenance | \$ 11,650 | \$ 21,761 | \$ (10,111) | 186.79% |
| 6062 · Equipment/Computer Maintenance | \$ 11,650 | \$ 7,655 | \$ 3,995 | 65.71% |
| 6061 · Equipment Purchases | \$ - | \$ 14,106 | \$ (14,106) | |
| 6070 · HHW Expense | \$ 103,000 | \$ 102,247 | \$ 753 | 99.27% |
| 6080 · Insurance - Bonds and Business | \$ 3,000 | \$ 2,739 | \$ 261 | 91.30% |
| 7010 · Publishing/Memberships/Meetings | \$ 18,275 | \$ 24,091 | \$ (5,816) | 131.83% |
| 7020 · Miscellaneous Expense | \$ 758 | \$ 2,803 | \$ (2,045) | 369.82% |
| 7030 · Office Improvements | \$ 500 | \$ 864 | \$ (364) | 172.79% |
| 7040 · Office Expense | \$ 10,000 | \$ 14,143 | \$ (4,143) | 141.43% |
| 7043 · Copier Lease | \$ 5,000 | \$ 4,890 | \$ 110 | 97.80% |
| 7041 · Supplies | \$ 5,000 | \$ 9,253 | \$ (4,253) | 185.07% |
| 7050 · Payroll Expenses | \$ 590,299 | \$ 558,626 | \$ 31,673 | 94.63% |
| 7051 · Salaries and Wages | \$ 452,118 | \$ 429,661 | \$ 22,457 | 95.03% |
| 7052 · Health, Dental, Disability, Life & Unemp | \$ 60,839 | \$ 57,659 | \$ 3,180 | 94.77% |
| 7055 · Retirement Fund | \$ 42,755 | \$ 40,191 | \$ 2,564 | 94.00% |
| 7057 · Payroll Taxes | \$ 34,587 | \$ 31,116 | \$ 3,471 | 89.96% |
| 7060 · Printing & Postage | \$ 1,000 | \$ 935 | \$ 65 | 93.54% |
| 7069 · Allowance for Direct Grant Expenses | | \$ 12,490 | \$ (12,490) | |
| 7070 · Professional Services | \$ 27,461 | \$ 27,767 | \$ (306) | 101.12% |
| 7071 · Audit | \$ 7,000 | \$ 6,600 | \$ 400 | 94.29% |
| 7072 · Contracted Services | \$ 19,661 | \$ 20,921 | \$ (1,260) | 106.41% |
| 7074 · Legal | \$ 500 | \$ - | \$ 500 | 0.00% |
| 7075 · Payroll Service | \$ 300 | \$ 246 | \$ 54 | 82.00% |
| 7080 · Rent | \$ 9,672 | \$ 9,672 | \$ - | 100.00% |
| 7090 · Traffic Equipment | \$ 4,125 | \$ 11,059 | \$ (6,934) | 268.10% |
| 7095 · SADES Equipment | | \$ - | \$ - | |
| 8010 · Travel Expense | \$ 5,000 | \$ 2,915 | \$ 2,085 | 58.30% |
| 8050 · Utilities | \$ 15,900 | \$ 16,140 | \$ (240) | 101.51% |
| 8051 · Electricity and Propane | \$ 6,000 | \$ 5,226 | \$ 774 | 87.10% |
| 8052 · Telephone and Internet | \$ 9,900 | \$ 10,914 | \$ (1,014) | 110.25% |
| 8060 · Vehicle O&M | \$ 4,500 | \$ 3,574 | \$ 926 | 79.42% |
| Totals | \$ 810,300 | \$ 816,213 | \$ 6,606 | 100.73% |
| | | | Target: | 100.00% |

Lakes Region Planning Commission - Dashboard

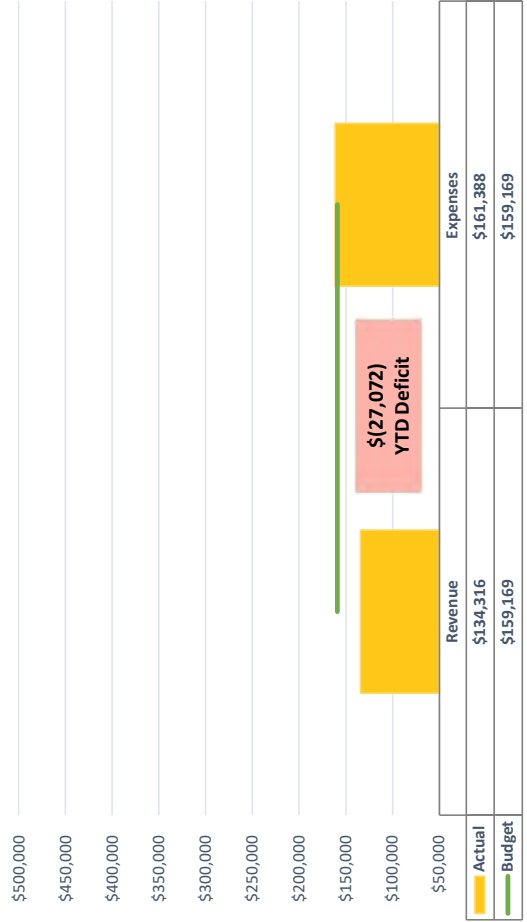
Revenue by Source Type



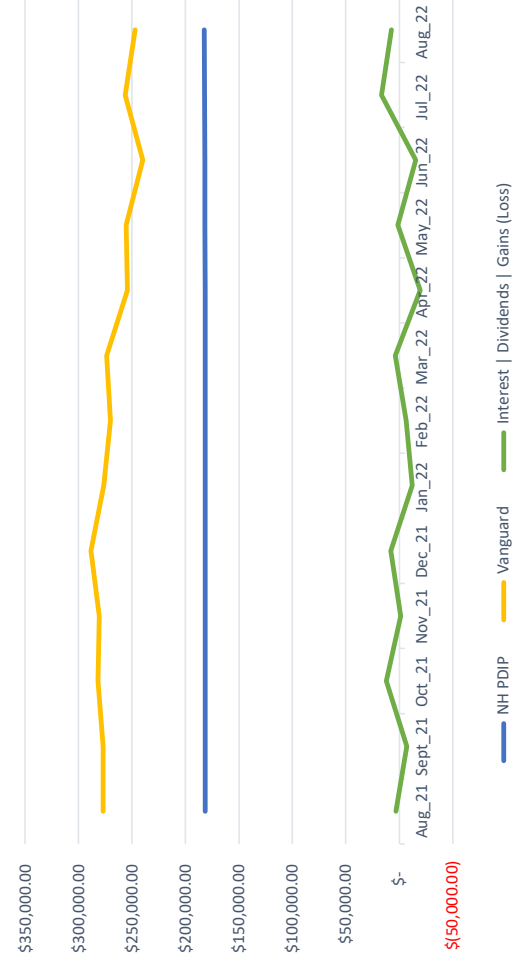
Income, Expenses, and Deficit/Surplus by Month



YTD Operating Results



Vanguard and NH PDIP Investments



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Lakes Region Planning Commission
STATEMENT OF FINANCIAL POSITION
 As of August 31, 2022

| | <u>Aug 31, 22</u> |
|--|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1011.00 · Operating Account | 9,638.23 |
| 1040.00 · Petty Cash | 150.00 |
| 1070.00 · Cash Management | 243,035.64 |
| 1071.00 · Savings | 1,538.57 |
| Total Checking/Savings | <u>254,362.44</u> |
| Accounts Receivable | |
| 1110.00 · Accounts Receivable | 88,347.54 |
| Total Accounts Receivable | <u>88,347.54</u> |
| Other Current Assets | |
| 1451.00 · Prepaid Postage | 130.62 |
| 1452.00 · Bulk Mail Permit 98 | 30.46 |
| 1510.00 · Vanguard Investments | 246,849.63 |
| 1580.00 · NH PDIP | 182,485.58 |
| Total Other Current Assets | <u>429,496.29</u> |
| Total Current Assets | <u>772,206.27</u> |
| Fixed Assets | <u>0.00</u> |
| TOTAL ASSETS | <u><u>772,206.27</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2010.00 · Accounts Payable | 51,622.57 |
| Total Accounts Payable | <u>51,622.57</u> |
| Other Current Liabilities | |
| 2111.00 · Direct Deposit Liabilities | (14,127.93) |
| 2120.00 · Accrued Vacation Payroll | 17,728.34 |
| 2130.00 · Payroll Liabilities | |
| 2132.00 · NHRS | 63.63 |
| 2135.00 · 401(k) Contribution | 2,422.69 |
| Total 2130.00 · Payroll Liabilities | <u>2,486.32</u> |
| 2350.00 · Deferred and Unearned Revenue | |
| 2351.00 · Deferred Town Assessment | 112,463.00 |
| 2352.00 · Deferred HHW Income | 50,760.23 |
| 2353.00 · Deferred Other Income | 10,000.00 |
| Total 2350.00 · Deferred and Unearned Revenue | <u>173,223.23</u> |
| Total Other Current Liabilities | <u>179,309.96</u> |
| Total Current Liabilities | <u>230,932.53</u> |
| Total Liabilities | <u>230,932.53</u> |
| Equity | |
| 3110.00 · Unrestricted Net Assets | 562,204.29 |
| Net Income | (20,930.55) |
| Total Equity | <u>541,273.74</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>772,206.27</u></u> |



Lakes Region Planning Commission
FY22 Budget Performance
 August 31, 2022

| | Fiscal Year (23)-to-Date | | | |
|--|-----------------------------------|--------------------|---------------------------------|-----------------------|
| | FY23 Proposed Annual Budget | FY23 YTD Actual | Difference (Budget v Actual) | % of Annual Budget |
| Income | | | | |
| 4010 · Contract Income | \$ 639,441 | \$ 61,470 | \$ (577,971) | 9.61% |
| 4020 · HHW Income | \$ 119,688 | \$ 48,901 | \$ (70,787) | 40.86% |
| 4040 · Interest Income | \$ 4,000 | \$ 1,428 | \$ (2,572) | 35.71% |
| 4050 · Miscellaneous Income | \$ 12,125 | \$ - | \$ (12,125) | 0.00% |
| 4060 · Local Appropriations | \$ 134,957 | \$ 22,492 | \$ (112,465) | 16.67% |
| 4070 · Sales Income | \$ 1,300 | \$ - | \$ (1,300) | 0.00% |
| 4015 · Donations | \$ 2,500 | \$ 25 | \$ (2,475) | 1.00% |
| 4090 · Funds Transfer | \$ 41,000 | \$ - | \$ (41,000) | |
| Total Income (est.) | \$ 955,011 | \$ 134,316 | \$ (820,695) | 14.06% |
| Expense | | | | |
| | | | Target: | 16.67% |
| 6030 · Custodian | \$ 4,160 | \$ 675 | \$ 3,485 | 16.23% |
| 6050 · Education and Training | \$ 1,000 | \$ - | \$ 1,000 | 0.00% |
| 6060 · Equipment Maintenance | \$ 12,360 | \$ 7,810 | \$ 4,550 | 63.19% |
| 6070 · HHW Expense | \$ 103,000 | \$ 48,901 | \$ 54,099 | 47.48% |
| 6080 · Insurance - Bonds and Business | \$ 3,000 | \$ 2,719 | \$ 281 | 90.63% |
| 7010 · Publishing/Memberships/Meetings | \$ 30,375 | \$ 527 | \$ 29,848 | 1.73% |
| 7020 · Miscellaneous Expense | \$ 500 | \$ 133 | \$ 368 | 26.50% |
| 7030 · Office Improvements | \$ 5,500 | \$ - | \$ 5,500 | 0.00% |
| 7040 · Office Expense | \$ 10,700 | \$ 2,458 | \$ 8,242 | 22.97% |
| 7050 · Payroll Expenses | \$ 697,844 | \$ 91,557 | \$ 606,287 | 13.12% |
| 7060 · Postage and Printing | \$ 1,300 | \$ 165 | \$ 1,135 | 12.71% |
| 7069 · Allowance for Direct Grant Expenses | \$ - | \$ - | \$ - | |
| 7070 · Professional Services | \$ 50,461 | \$ 48 | \$ 50,413 | 0.10% |
| 7080 · Rent | \$ 10,680 | \$ 1,612 | \$ 9,068 | 15.09% |
| 7090 · Traffic Equipment | \$ - | \$ 100 | \$ (100) | |
| 7095 · SADES Equipment | \$ - | \$ - | \$ - | |
| 8010 · Travel Expense | \$ 5,000 | \$ 225 | \$ 4,775 | 4.50% |
| 8050 · Utilities | \$ 14,631 | \$ 2,053 | \$ 12,578 | 14.03% |
| 8060 · Vehicle O&M | \$ 4,500 | \$ 2,405 | \$ 2,095 | 53.44% |
| Total Expense | \$ 955,011 | \$ 161,388 | \$ 793,623 | 16.90% |
| | | | Target: | 16.67% |
| Net Ordinary Income¹ | \$ - | \$ (27,072) | | |
| Realized Gain (Loss)² | | | | |
| Unrealized Gain (Loss)² | | \$ 6,141 | | |
| Net Income | | \$ (20,931) | | |

¹Net Ordinary (Operating) Income is as of May 31, 2022.

²Realized and Unrealized Investment Gain (Loss) are as of May 31, 2022.

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Lakes Region Planning Commission
FY22 Budget Performance
 August 31, 2022

| | Fiscal Year (23)-to-Date | | | |
|--|-----------------------------------|--------------------|---------------------------------|-----------------------|
| | FY23 Proposed Annual Budget | FY23 YTD Actual | Difference (Budget v Actual) | % of Annual Budget |
| Membership | 134,957 | 22,492 | (112,465) | 16.67% |
| Local Contracts | | | | |
| PRLAC | \$ 2,700 | | \$ (2,700) | |
| Other Traffic Counts | | \$ 90 | \$ 90 | |
| Northfield Circuit Rider | \$ 4,000 | | \$ (4,000) | |
| Bristol Master Plan Development | | | \$ - | |
| Center Harbor Circuit Rider | | | \$ - | |
| Plymouth Circuit Rider | \$ 2,500 | | \$ (2,500) | |
| NBRC Laconia Area Community Land Trust | | | \$ - | |
| NBRC G.A.L.A. Community Center | | | \$ - | |
| Pardoe | \$ 10,000 | | \$ (10,000) | |
| CDBG Grafton County Micro Enterprise | | | \$ - | |
| NBRC Gale School | \$ 7,500 | | \$ (7,500) | |
| NBRC Town of Sandwich | \$ 12,405 | | \$ (12,405) | |
| CDBG Grafton County Micro Enterprise | \$ 20,000 | | \$ (20,000) | |
| RSMS Project Hebron | | | \$ - | |
| RSMS Project Plymouth | | | \$ - | |
| CCDS Project Plymouth | | | \$ - | |
| Additional NBRCs | | | \$ - | |
| Subtotal | \$ 59,105 | \$ 90 | \$ (59,015) | 0.15% |
| State / Federal Contracts | | | | |
| USDA CF Disaster TAT Streetscaping | \$ 10,000 | | \$ (10,000) | |
| PRLAC Corridor Management Plan | \$ 15,000 | | \$ (15,000) | |
| DOS-HSEM - Bridgewater | \$ 6,000 | | \$ (6,000) | |
| DOS-HSEM - Tilton | | | \$ - | |
| DOS-HSEM - Tuftonboro | \$ 6,000 | | \$ (6,000) | |
| APR Regional Housing Assessment | \$ 55,000 | \$ 24,005 | \$ (30,995) | 43.65% |
| USDA Solid Waste Management FY22 | \$ 22,400 | | \$ (22,400) | |
| USDA Solid Waste Management FY23 | \$ 75,000 | | \$ (75,000) | |
| Regional Plan Update | \$ 100,000 | | \$ (100,000) | |
| DOT UPWP FY 22 / 23 | \$ 279,825 | \$ 37,375 | \$ (242,450) | 13.36% |
| OEP Targeted Block Grant | \$ 11,111 | | \$ (11,111) | |
| Subtotal | \$ 580,336 | \$ 61,380 | \$ (518,956) | 10.58% |
| Other Income | | | | |
| 4020 · HHW | \$ 119,688 | \$ 48,901 | \$ (70,787) | 40.86% |
| 4021 · HHW Local | \$ 103,000 | \$ 48,901 | \$ (54,099) | 47.48% |
| 4022 · DES HHW | \$ 16,688 | | \$ (16,688) | 0.00% |
| 4015 · Donations | \$ 2,500 | \$ 25 | \$ (2,475) | 1.00% |
| 4040 · Interest & Dividends | \$ 4,000 | \$ 1,428 | \$ (2,572) | 35.71% |
| Land use book sales / GIS | \$ 1,300 | | \$ (1,300) | 0.00% |
| Other/Misc Income/Annual Meeting | \$ 12,125 | | \$ (12,125) | 0.00% |
| Fund Balance | \$ 41,000 | | \$ (41,000) | 0.00% |
| Subtotal | \$ 180,613 | \$ 50,354 | \$ (130,259) | 27.88% |
| TOTAL | \$ 955,011 | \$ 134,316 | \$ (820,695) | 14.06% |
| | | | Target: | 16.67% |

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Lakes Region Planning Commission
FY22 Budget Performance
 August 31, 2022

| Expense Account | Fiscal Year (23)-to-Date | | | |
|---|-----------------------------------|--------------------|---------------------------------|-----------------------|
| | FY23 Proposed Annual Budget | FY23 YTD Actual | Difference (Budget v Actual) | % of Annual Budget |
| 6030 · Custodian | \$ 4,160 | \$ 675 | \$ 3,485 | 16.23% |
| 6050 · Education and Training | \$ 1,000 | | \$ 1,000 | 0.00% |
| 6060 · Equipment Maintenance | \$ 12,360 | \$ 7,810 | \$ 4,550 | 63.19% |
| 6062 · Equipment/Computer Maintenance | \$ 12,360 | \$ 6,080 | \$ 6,280 | 49.19% |
| 6061 · Equipment Purchases | \$ - | \$ 1,730 | \$ (1,730) | |
| 6070 · HHW Expense | \$ 103,000 | \$ 48,901 | \$ 54,099 | 47.48% |
| 6080 · Insurance - Bonds and Business | \$ 3,000 | \$ 2,719 | \$ 281 | 90.63% |
| 7010 · Publishing/Memberships/Meetings | \$ 30,375 | \$ 527 | \$ 29,848 | 1.73% |
| 7020 · Miscellaneous Expense | \$ 500 | \$ 133 | \$ 368 | 26.50% |
| 7030 · Office Improvements | \$ 5,500 | | \$ 5,500 | 0.00% |
| 7040 · Office Expense | \$ 10,700 | \$ 2,458 | \$ 8,242 | 22.97% |
| 7043 · Copier Lease | \$ 5,000 | \$ 818 | \$ 4,182 | 16.35% |
| 7041 · Supplies | \$ 5,700 | \$ 1,640 | \$ 4,060 | 28.77% |
| 7050 · Payroll Expenses | \$ 697,844 | \$ 91,557 | \$ 606,287 | 13.12% |
| 7051 · Salaries and Wages | \$ 510,543 | \$ 64,858 | \$ 445,685 | 12.70% |
| 7052 · Health, Dental, Disability, Life & Unemp | \$ 103,704 | \$ 15,589 | \$ 88,115 | 15.03% |
| 7055 · Retirement Fund | \$ 44,540 | \$ 4,765 | \$ 39,775 | 10.70% |
| 7057 · Payroll Taxes | \$ 39,057 | \$ 6,345 | \$ 32,712 | 16.24% |
| 7060 · Printing & Postage | \$ 1,300 | \$ 165 | \$ 1,135 | 12.71% |
| 7069 · Allowance for Direct Grant Expenses | | | \$ - | |
| 7070 · Professional Services | \$ 50,461 | \$ 48 | \$ 50,413 | 0.10% |
| 7071 · Audit | \$ 7,000 | | \$ 7,000 | 0.00% |
| 7072 · Contracted Services | \$ 42,661 | | \$ 42,661 | 0.00% |
| 7074 · Legal | \$ 500 | | \$ 500 | 0.00% |
| 7075 · Payroll Service | \$ 300 | \$ 48 | \$ 252 | 16.00% |
| 7080 · Rent | \$ 10,680 | \$ 1,612 | \$ 9,068 | 15.09% |
| 7090 · Traffic Equipment | \$ - | \$ 100 | \$ (100) | |
| 7095 · SADES Equipment | \$ - | | \$ - | |
| 8010 · Travel Expense | \$ 5,000 | \$ 225 | \$ 4,775 | 4.50% |
| 8050 · Utilities | \$ 14,631 | \$ 2,053 | \$ 12,578 | 14.03% |
| 8051 · Electricity and Propane | \$ 6,500 | \$ 361 | \$ 6,139 | 5.55% |
| 8052 · Telephone and Internet | \$ 8,131 | \$ 1,693 | \$ 6,438 | 20.82% |
| 8060 · Vehicle O&M | \$ 4,500 | \$ 2,405 | \$ 2,095 | 53.44% |
| Totals | \$ 955,011 | \$ 161,388 | \$ 793,652 | 16.90% |
| | | | Target: | 16.67% |



Monthly Executive Report

Regional

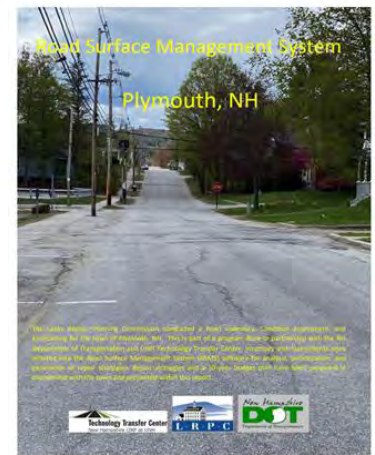
- **USDA Streetscape.** Worked to coordinate sidewalk assessments and discuss examples of best practices in the region. Assessed pedestrian infrastructure along NH 25. Researched streetscaping and local projects in the region. Discuss new sidewalk proposal with Northfield DPW Director.
- **GIS.** Finalized license and maintenance renewal with ESRI. Completed GIS map of highway corridors for each of the seven corridors.
- Continue traffic counting in various municipalities. Process previous counts.
- Respond to UNH researcher's questions about 2019 Moultonborough septic system project.

Economic Development

- **Regional Housing Needs Assessment** – Worked on data acquisition, formatting, and analysis. Contributed to a project article in *Town & City* magazine. Prepared for and participated in Housing Needs Projections, Fair Share, Data, and Toolbox group meetings. Relayed comments from local planners to NH OPD regarding anticipated big housing projects and their potential to impact population projections.
- **Northern Border Regional Commission (NBRC).** Remind the 4 NBRC awardees about quarterlies due at end of month.
- **CDBG - Grafton Co - Microenterprise TA.** Complete and file contract for Grafton Co (LRPC)'s GA and GW for FY23. Develop 4 subrecipient contracts and send out for review.

Local

- **Holderness.** Responded to technical assistance questions about map sets and provided roads data – spreadsheet and shapefile.
- **Tamworth.** Corresponded with Planning Board Chair, NH DES Water Bureau, and GIS staff regarding Groundwater and Wellhead Protection data. Supplied layer and materials to Planning Board Chair.
- **Laconia.** A municipal traffic count was conducted and submitted to DPW. Additionally, the report on the bike week counts were completed and submitted.
- **Effingham.** Nine municipal counts were set out at the request of the Board of Selectmen. A report will be submitted in August.
- **Plymouth:** Assisted (along with senior transportation planner) with Ten Year Transportation application priorities.
 - **RSMS** – Completed forecasting, submitted report to town, and presented to BoS.
- **Hebron RSMS.** Met with Road Agent and guided intern on forecasting.
- **Tuftonboro.** Hazard Mitigation Plan completed and HSEM and FEMA approval obtained.
- **Bristol.** Master Plan Land Use chapter submitted to planning board.
- **Northfield.** Development of Regional Impact memo provided to Northfield Planning Board on Winnepesaukee River Campground proposal. Assisted Planning Board and Zoning Board of Adjustment with applications and appeals under Circuit Rider contract.
- **Hill.** Safety concerns involving Murray Hill Road (a state-maintained road) relayed to NH DOT District 2.



- **Sandwich.** Assisted Land Use Clerk with questions about Development of Regional Impact process.
- **Meredith.** Discussed NH 25 traffic and pedestrian safety issues at Inter-Lakes school campus with Meredith Community Development director.
- **Center Harbor.** Assisted Center Harbor land use clerk with Planning Board site plan application under Circuit Rider contract.
- **Tilton.** Compiled and submitted quarterly report to NH HSEM.

Household Hazardous Waste & Solid Waste

- Twenty-four communities participating (committed and paid for – more than \$99K). Arranged for half a dozen site visits with the Tradebe project manager. Held third Coordinators’ meeting. This year, LRPC staff focused on increasing resident participation in towns/sites that normally did not receive most of the attention. As a result, the July 30th collections attracted nearly 700 residents/property-owners.



Franklin HHW



Belmont HHW

- **Outreach & Advertisement Continues.** Travel to various transfer stations in the Lakes Region to promote the 2022 HHW collection days. Advertisement was offered to all participating members in the HHW collections. The towns visited in July 2022 were Sandwich, Ossipee, Gilmanton, and Alexandria. Total number of residents reached: 767.
- **Tradebe site visits.** These site visits allow LRPC coordinating staff and contracted toxic waste vendor (Tradebe) to visually identify issues with traffic flow, designated entrance/exit sites and pull off areas for unorganized participants as well as universal waste pull off areas. On 7/6/22, Matt Rose (LRPC), Dave Jeffers (LRPC), and Glen Wilkenson (Tradebe) visited Gilford, Meredith, and Franklin sites for inspection. One of these sites were to illustrate a sound site plan, the second had improvements to the traffic flow (by request) and the third required a completely new traffic flow/setup.
- **Municipal Site visits.** The Solid Waste Planner, Matt Rose has been conducting site visits for all transfer stations across the Lakes Region since his employment. Sites visited have been Meredith, Moultonborough, Tuftonboro, Wolfeboro, LRHHWPF, Gilford, Casella (Belmont), Franklin, Alexandria, Sandwich, Bristol, Alton, Gilmanton, Ossipee and Sanbornton. Bristol was also visited by Matt in order to understand how their source separated facility worked, what types of materials they take in and don’t take in, and to identify improvements they would like to make to their facility. Site visits have helped Matt obtain a greater understanding of how recycling works in New Hampshire, challenges our transfer stations face and direction on how to reduce waste entering our New Hampshire waste stream.



ACRONYMS

| | |
|---------|---|
| BoS | Board of Selectmen |
| CDBG | Community Development Block Grant |
| DPW | Department of Public Works |
| ESRI | Environmental Systems Research Institute, Inc, |
| FEMA | Federal Emergency Management Agency |
| GA | ? |
| GW | ? |
| GIS | Geographic Information System |
| HHW | Household Hazardous Waste |
| HSEM | Homeland Security and Emergency Management |
| LRHHWPF | Lakes Region Household Hazardous Waste Product Facility |
| LRPC | Lakes Region Planning Commission |
| NH DES | NH Department of Environmental Services |
| NH DOT | NH Department of Transportation |
| NH OPD | NH Office of Planning & Development |
| RSMS | Road Surface Management System |
| TA | Technical Assistance |
| TYP | Ten Year Plan |
| UNH | University of New Hampshire |
| USDA | United States Department of Agriculture |



Monthly Executive Report

Local

- **Hebron.** RSMS - Forecasting has been completed and with the town for review. The report has been drafted.
- **Effingham.** Reviewed and edited report on nine municipal counts requested by the town.
- **Meredith.** Created multiple maps for Inter Lakes School district to use for bus route planning.
- **Holderness.** Provided slopes shapefile to Holderness land use office.
- **Barnstead.** Provided stream crossing shapefile to Barnstead to locate culverts.
- **Center Harbor.** Provided information to Building Inspector regarding regulations and definitions for retaining walls and fences.

Environmental

- **PRLAC.** Explained what a DRI is to PRLAC Chair and representatives, and provided handouts. Discussed steps that PRLAC might take to address concerns about development and cumulative water withdrawals. Discussed scope and timing of contract with colleagues, NH DES Rivers Coordinator, and PRLAC Chair.
- The **Corridor Management Plan** is an indication of resources, wildlife, laws, public input/recommendations for the Pemigewasset River watershed. LRPC was award grant money by NH DES in April 2022 to update the corridor management plan since it's last revision in 2013. LRPC staff, Dave Jeffers and Matt Rose will be working on this update directly to improve the information provided to PRLAC and other stakeholders regarding the watershed.

Economic Development

- **Regional Housing Needs Assessment.** Worked on data acquisition, formatting, and analysis. Began compiling draft report. Population Projects are being released and an update on the Fair Share Analysis is due out this month.
- **Community Development Finance Authority (CDFA).** Received close-out technical assistance documentation for FY20 (07/01/20 to 06/30/21).
- Started review of one-on-one direct grant awards for four new technical assistance awards.

Household Hazardous Waste & Solid Waste

- **HHW Collection Days.** The August 6th collections were held in Bristol, Laconia, Moultonborough, and Ossipee and attracted just under 1,000 residents/property-owners (total collection 1,697). LRPC has gathered collections data and has begun to prepare a draft report which will be posted on our website. A final coordinator's meeting will be held September 14th.
- **Gilford Foam Recycling Project.** The Gilford Department of Public Works has recently taken initiative towards starting a foam recycling program in Northern New England. The goal of the project is to reduce waste in our landfills, save money on trash disposal, and potentially generate revenue through recycling the foam material (#6 plastic). A company called Foam Cycle, located in the State of Pennsylvania, has provided Gilford DPW with their patented foam recycling setup to start densifying expanded polystyrene (a/k/a Styrofoam) collected in the Town. Approximately \$50,000 of the \$82,000 cost of the machine has already been obtained by Meghan Theriault (DPW director, Gilford) through the Foam Recycling Coalition's grant program. LRPC is currently assisting Director Theriault with obtaining further funding to help pay for the machine and provide collection bins. The hope is to include other surrounding communities in foam recycling with Gilford as the recycling hub. More equipment, like collection bins would need to be purchased as a way for communities to collect and transport their foam. Other ideas like monthly free collection days for outside residents, have also been mentioned to include other communities in foam recycling/collection. Once the program is in place, the Lakes Region will have an option for a more responsible, and economic way to dispose of foam plastic (#6 plastic).



- After visiting with many transfer stations and talking with residents, it became apparent that in New Hampshire we have a lot of "do-it-yourselfers" when it comes to vehicle oil changes. What is also apparent, is that many residents are not sure of where to bring their used oil. Matt Rose has reviewed information from solid waste operators, contacted local car garages, and confirmed locations with local Walmarts in the Lakes Region for the purpose of making an interactive map. The interactive Google map is located on the LRPC website (lrpc.org) under the Services tab for Solid Waste and identifies multiple waste oil drop off locations. As more locations are discovered, they will be added to the current map.

Transportation

- As of mid-August approximately 39% (65/165) counts have been *accepted* by NH DOT. Processed an additional 43 counts and submitted to NHDOT (108 of 160 counts are now complete). Data collection is expected to wrap-up by the end of September.
- Negotiations with on-call engineers (reduced profit margins).
- Attended Wolfeboro NH 28 PAC meeting. Discussed funding sources with the Town and NH DOT.
- Completed UPWP mid-contract review.
- Planning and scheduling routes – municipal outreach.
- Finished Ashland and Northfield pedestrian assessments. Completed their sidewalk maps and assessment reports.
- Completed selection of engineering consultant for Ten Year Plan transportation projects.

ACRONYMS

| | |
|--------|---|
| DPW | Department of Public Works |
| HHW | Household Hazardous Waste |
| LRPC | Lakes Region Planning Commission |
| NH DES | NH Department of Environmental Services |
| NH DOT | NH Department of Transportation |
| PAC | Project Advisory Committee |
| PRLAC | Pemigewasset River Local Advisory Committee |
| RSMS | Road Surface Management System |
| UPWP | Unified Planning Work Program |

FY23 Meeting Calendar*

July 1, 2022 – June 30, 2023

Lakes Region Planning Commission
 103 Main Street, Suite 3
 Meredith, NH 03253
 603-279-5334 | www.lakesrpc.org



| July – December 2022 | | | | | | |
|----------------------|--------------------------|-----------|--|--|---|--|
| Executive Board | September 14, 2022 | Wednesday | 9–11 AM | LRPC, 1 st Fl Conf Rm | FY22 Audit Presentation FY23 Calendar | |
| COMMISSION | SEPTEMBER 26, 2022 | MONDAY | 6–8 PM | Laconia Location (TBD) | FY23 Budget Approval Housing Affordability Trends (Dave) and How Invest NH Funds Can Help (Susan) | |
| Executive Board | October 12, 2022 | Wednesday | 9–11 AM | LRPC, 1 st Fl Conf Rm | FY24 Dues Allocation and FY23 LRPC Annual Report | |
| COMMISSION | OCTOBER 24, 2022 | MONDAY | 6–8 PM | Tilton/Northfield Location (TBD) | FY23 SW Mgt Grant (Matt) and HHW (Dave) Overview | |
| Executive Board | November 9, 2022 | Wednesday | 9–11 AM | LRPC, 1 st Fl Conf Rm | | |
| COMMISSION | NOVEMBER 28, 2022 | MONDAY | 6–8 PM | Pease Public Library - Plymouth (unconfirmed) | Transportation Program Overview (Sean) | |
| Executive Board | December 7, 2022* | Wednesday | 9–11 AM | LRPC, 1 st Fl Conf Rm | *Requested meeting date change | |
| January – June 2023 | | | | | | |
| Executive Board | March 8, 2023 | Wednesday | 9–11 AM | LRPC, 1 st Fl Conf Rm | FY24 Budget Proposal | |
| COMMISSION | MARCH 27, 2023 | MONDAY | 6–8 PM | TriCap – Tamworth (unconfirmed) | Regional Housing Needs Toolbox Implementation (Dave and Susan) | |
| Executive Board | April 12, 2023 | Wednesday | 9–11 AM | LRPC, 1 st Fl Conf Rm | | |
| COMMISSION | APRIL 24, 2023 | MONDAY | 6–8 PM | Meredith Library (unconfirmed) | Updating the Lakes Region Comprehensive Plan - Overview and Feedback (Team Approach) | |
| Executive Board | May 10, 2023 | Wednesday | 9–11 AM | LRPC, 1 st Fl Conf Rm | | |
| COMMISSION | MAY 29, 2023 | MONDAY | 6–8 PM | LOCATION TBD | Open | |
| Executive Board | June 14, 2023 | Wednesday | 9–11 AM | LRPC, 1 st Fl Conf Rm | | |
| ANNUAL MEETING | June 26, 2023 | Monday | 4:30–8 PM <i>tentative start time</i> | Castle in the Clouds? | Renewable Energy Speaker? Annual Meeting • Dinner & Awards | |

Lakes Region Planning Commission

Municipal Appropriations

7/1/2023 - 6/30/2024 | Fiscal Year 24

| Municipality | 2020 Census | Comparison | | | FY24 Share |
|----------------|----------------|---|---|--------------------------|-------------------|
| | | 2020 Total Eq. Valuation (\$000's) | 2021 Total Eq. Valuation (\$000's) | Total Eq. % Change | |
| Alexandria | 1,776 | \$ 241,449 | \$ 286,189 | 18.53% | \$ 1,653 |
| Alton | 5,894 | \$ 1,850,355 | \$ 2,615,908 | 41.37% | \$ 8,922 |
| Andover | 2,406 | \$ 309,039 | \$ 362,290 | 17.23% | \$ 2,187 |
| Ashland | 1,938 | \$ 294,840 | \$ 376,092 | 27.56% | \$ 1,935 |
| Barnstead | 4,915 | \$ 688,076 | \$ 808,876 | 17.56% | \$ 4,609 |
| Belmont | 7,314 | \$ 857,348 | \$ 1,110,890 | 29.57% | \$ 6,668 |
| Bridgewater | 1,160 | \$ 462,030 | \$ 625,362 | 35.35% | \$ 1,984 |
| Bristol | 3,244 | \$ 563,362 | \$ 758,831 | 34.70% | \$ 3,506 |
| Center Harbor | 1,040 | \$ 573,866 | \$ 717,206 | 24.98% | \$ 2,101 |
| Danbury | 1,250 | \$ 142,802 | \$ 172,106 | 20.52% | \$ 1,103 |
| Effingham | 1,691 | \$ 205,997 | \$ 263,885 | 28.10% | \$ 1,556 |
| Franklin | 8,741 | \$ 720,394 | \$ 845,724 | 17.40% | \$ 6,975 |
| Freedom | 1,689 | \$ 624,645 | \$ 876,376 | 40.30% | \$ 2,818 |
| Gilford | 7,699 | \$ 2,297,705 | \$ 2,890,465 | 25.80% | \$ 10,568 |
| Gilmanton | 3,945 | \$ 593,019 | \$ 710,184 | 19.76% | \$ 3,825 |
| Hebron | 632 | \$ 305,313 | \$ 410,082 | 34.32% | \$ 1,224 |
| Hill | 1,017 | \$ 105,285 | \$ 120,498 | 14.45% | \$ 857 |
| Holderness | 2,004 | \$ 1,003,825 | \$ 1,061,558 | 5.75% | \$ 3,388 |
| Laconia | 16,871 | \$ 2,673,831 | \$ 3,242,400 | 21.26% | \$ 16,783 |
| Meredith | 6,662 | \$ 2,432,152 | \$ 3,283,198 | 34.99% | \$ 10,757 |
| Moultonborough | 4,918 | \$ 3,819,913 | \$ 4,642,282 | 21.53% | \$ 12,516 |
| New Hampton | 2,377 | \$ 359,454 | \$ 454,054 | 26.32% | \$ 2,359 |
| Northfield | 4,872 | \$ 428,013 | \$ 516,710 | 20.72% | \$ 3,981 |
| Ossipee | 4,372 | \$ 909,081 | \$ 1,042,496 | 14.68% | \$ 4,766 |
| Plymouth | 6,682 | \$ 523,662 | \$ 601,379 | 14.84% | \$ 5,239 |
| Sanbornton | 3,026 | \$ 579,584 | \$ 737,225 | 27.20% | \$ 3,331 |
| Sandwich | 1,466 | \$ 493,947 | \$ 588,686 | 19.18% | \$ 2,091 |
| Tamworth | 2,812 | \$ 417,844 | \$ 556,147 | 33.10% | \$ 2,830 |
| Tilton | 3,962 | \$ 643,519 | \$ 865,088 | 34.43% | \$ 4,155 |
| Tuftsboro | 2,467 | \$ 1,320,637 | \$ 1,680,675 | 27.26% | \$ 4,942 |
| Wolfeboro | 6,416 | \$ 2,578,499 | \$ 3,130,675 | 21.41% | \$ 10,295 |
| Total: | 125,258 | \$ 23,700,700 | \$ 36,353,539 | 53.39% | \$ 149,924 |

Total Appropriations for Municipalities:

\$ 149,924

\$ 142,787

\$ 7,139

\$ 149,926

(1) Although the U.S. CPI Unadjusted 12-mos ended May 2022 is 8.6%, LRPC is proposing an increase in appropriations by only 5%.

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.

Lakes Region Planning Commission FY23 PROPOSED BUDGET

| | FY21 Budget | FY22 Budget | FY23 Budget |
|---|----------------------|----------------------|----------------------|
| | Proposal | Proposal | Proposal |
| Ordinary Income/Expense | | | |
| Income | | | |
| 4010 · Contract Income | \$ 442,101.00 | \$ 546,470.00 | \$ 639,441.00 |
| 4015 · Donations | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 |
| 4020 · HHW Income | | | |
| 4021 · HHW Local Income | \$ 103,000.00 | \$ 103,000.00 | \$ 103,000.00 |
| 4022 · HHW State Income | \$ 15,090.00 | \$ 16,000.00 | \$ 16,688.00 |
| Total 4020 · HHW Income | \$ 118,090.00 | \$ 119,000.00 | \$ 119,688.00 |
| 4040 · Interest Income | \$ - | | |
| 4045 · Interest & Dividends - Invest | \$ 2,700.00 | \$ 4,000.00 | \$ 4,000.00 |
| 4050 · Miscellaneous Income | | | |
| 4053 · Annual Meeting | \$ 6,500.00 | \$ 6,000.00 | \$ 12,125.00 |
| 4055 · Office Cost Recovery | \$ - | | |
| 4056 · Miscellaneous | \$ - | | |
| Total 4050 · Miscellaneous Income | \$ 6,500.00 | \$ 6,000.00 | \$ 12,125.00 |
| 4060 · Local Appropriation Dues | \$ 128,530.00 | \$ 128,530.00 | \$ 134,957.00 |
| 4070 · Sales Income | | | |
| 4071 · Land Use Book Sales | \$ 1,000.00 | \$ 3,800.00 | \$ 1,300.00 |
| Total 4070 · Sales Income | \$ 1,000.00 | \$ 3,800.00 | \$ 1,300.00 |
| 4090 · Fund Balance | \$ 35,253.94 | | \$ 41,000.00 |
| Total Income | \$ 736,674.94 | \$ 810,300.00 | \$ 955,011.00 |
| Gross Profit | \$ 736,674.94 | \$ 810,300.00 | \$ 955,011.00 |
| Expense | | | |
| 6030 · Custodian | \$ 4,160.00 | \$ 4,160.00 | \$ 4,160.00 |
| 6050 · Education & Training | \$ 5,450.00 | \$ 1,000.00 | \$ 1,000.00 |
| 6060 · Equipment Maintenance | | | |
| 6062 · Equip. Maint | \$ 1,650.00 | \$ 1,650.00 | \$ 1,650.00 |
| 6063 · Computer Maint. | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 |
| Total 6060 · Equipment Maintenance | \$ 3,150.00 | \$ 3,150.00 | \$ 3,150.00 |
| 6061 · Equipment Purchases | \$ - | | |
| 6070 · HHW Expense | | | |
| 6072 · HHW Contractors | \$ 103,000.00 | \$ 103,000.00 | \$ 103,000.00 |
| Total 6070 · HHW Expense | \$ 103,000.00 | \$ 103,000.00 | \$ 103,000.00 |
| 6080 · Insurance - Bonds & Business | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 |
| 7010 · Publishing/Memberships/Meetings | | | |
| 6020 · Books Land Use | \$ - | \$ 2,700.00 | \$ - |
| 7011 · Annual Meeting | \$ 7,500.00 | \$ 10,025.00 | \$ 22,125.00 |
| 7012 · Memberships | \$ 6,000.00 | \$ 6,000.00 | \$ 6,000.00 |
| 7013 · Commissioner/Other Meetings | \$ 1,750.00 | \$ 1,750.00 | \$ 1,750.00 |
| 7015 · Publications, Subscriptions | \$ 500.00 | \$ 500.00 | \$ 500.00 |
| Total 7010 · Publishing/Memberships/Meetings | \$ 15,750.00 | \$ 18,275.00 | \$ 30,375.00 |
| 7020 · Miscellaneous Expense | \$ 750.00 | \$ 758.00 | \$ 500.00 |
| 7030 · Office Improvements | \$ 1,000.00 | \$ 500.00 | \$ 5,500.00 |
| 7040 · Office Expense | | | |
| 7041 · Supplies | \$ 6,000.00 | \$ 5,000.00 | \$ 5,700.00 |
| 7042 · Software Renewal | \$ 8,500.00 | \$ 8,500.00 | \$ 9,210.00 |
| Total 7040 · Office Expense | \$ 14,500.00 | \$ 13,500.00 | \$ 14,910.00 |
| 7043 · Copier Lease | \$ 5,750.00 | \$ 5,000.00 | \$ 5,000.00 |

Lakes Region Planning Commission FY23 PROPOSED BUDGET

| | FY21 Budget | FY22 Budget | FY23 Budget |
|---|----------------------|----------------------|----------------------|
| | Proposal | Proposal | Proposal |
| 7050 · Payroll Expenses | | | |
| 7051 · Salaries & Wages | \$ 418,817.26 | \$ 452,118.00 | \$ 510,543.00 |
| | \$ 393,704.00 | \$ 440,778.00 | \$ 461,383.00 |
| | | | \$ 11,059.00 |
| | \$ 25,113.26 | \$ 11,340.00 | \$ 49,160.00 |
| 7052 · Health Insurance | \$ 59,413.00 | \$ 50,823.00 | \$ 90,539.00 |
| 7053 · Life Insurance | \$ 300.00 | \$ 300.00 | \$ 432.00 |
| 7054 · Long Term Disability Insurance | \$ 1,162.00 | \$ 1,200.00 | \$ 1,200.00 |
| 7055 · Retirement Fund | \$ 33,223.00 | \$ 42,755.00 | \$ 44,540.00 |
| 7056 · Dental Insurance | \$ 4,867.26 | \$ 4,676.00 | \$ 6,586.00 |
| 7057 · Payroll Taxes | \$ 32,040.00 | \$ 34,587.00 | \$ 39,057.00 |
| 7058 · Workmans Comp. | \$ 800.00 | \$ 800.00 | \$ 1,000.00 |
| 7059 · Unemployment Insurance | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 |
| 7061 · Short Term Disability Insurance | \$ 2,040.00 | \$ 2,040.00 | \$ 2,947.00 |
| Total 7050 · Payroll Expenses | \$ 553,662.52 | \$ 590,299.00 | \$ 697,844.00 |
| 7060 · Postage & Printing | | | |
| 6064 · Postage Fee | \$ 300.00 | \$ 300.00 | \$ 300.00 |
| 7062 · Postage | \$ 700.00 | \$ 700.00 | \$ 1,000.00 |
| Total 7060 · Postage & Printing | \$ 1,000.00 | \$ 1,000.00 | \$ 1,300.00 |
| 7070 · Professional Services | | | |
| 7072 · Consultant | \$ - | \$ 17,661.00 | \$ 42,661.00 |
| 7073 · USDA Expenses | | \$ 2,000.00 | \$ - |
| 7075 · Payroll Service | \$ 300.00 | \$ 300.00 | \$ 300.00 |
| Total 7070 · Professional Services | \$ 300.00 | \$ 19,961.00 | \$ 42,961.00 |
| 7071 · Audit | \$ 7,000.00 | \$ 7,000.00 | \$ 7,000.00 |
| 7074 · Legal | \$ 500.00 | \$ 500.00 | \$ 500.00 |
| 7080 · Rent | \$ 9,672.00 | \$ 9,672.00 | \$ 10,680.00 |
| 7090 · Traffic Equipment | \$ 7,600.00 | \$ 4,125.00 | \$ - |
| 8010 · Travel Expense | \$ 6,500.00 | \$ 5,000.00 | \$ 5,000.00 |
| 8050 · Utilities | | | |
| 6090 · Internet | \$ 2,000.00 | \$ 2,400.00 | \$ 3,960.00 |
| 8051 · Utilities-Propane | \$ 3,750.00 | \$ 3,500.00 | \$ 4,000.00 |
| 8052 · Telephone | \$ 7,500.00 | \$ 7,500.00 | \$ 4,171.00 |
| 8053 · Electric | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 |
| Total 8050 · Utilities | \$ 15,750.00 | \$ 15,900.00 | \$ 14,631.00 |
| 8060 · Vehicle O&M | \$ 4,500.00 | \$ 4,500.00 | \$ 4,500.00 |
| Total Expense | \$ 762,994.52 | \$ 810,300.00 | \$ 955,011.00 |
| Net Ordinary Income | | \$ - | \$ - |