

LAKES REGION PLANNING COMMISSION

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



LRPC EXECUTIVE BOARD MEETING

Wednesday, December 7, 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 November 9, 2022** *Attachment*
3. **Finance/Treasurer Report**
4. **Monthly Executive Report (November)** *Attachment*
5. **Committee Reports**
 - a. Transportation Advisory Committee (TAC)
6. **Old Business**
 - a. Censure Follow-up
 - b. Annual Meeting Location *Attachments*
 - c. Draft Fair Share Housing Allocation by Town *Attachments*
7. **New Business**

None.
8. **Roundtable**
9. **Adjourn**

NEXT MEETING: March 8, 2023
Happy Holidays and have a safe winter!

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 November 9, 2022

PRESENT	Dean Anson, II, Cristina Ashjian, John Ayer (Chair), Mardean Badger, Pat Farley (Secretary), Mark Hildebrand, David Katz (Vice Chair), David Kerr (Treasurer), Bob Snelling
ABSENT	Bill Bolton, Steve Favorite, Steve Wingate
STAFF	Jeff Hayes (Executive Director), Linda Waldron (Administrative Assistant), Sean Chamberlin (Sr. Transportation Planner)
LOCATION	LRPC Office, 1 st Floor Conference Room, Meredith

1. **Call to Order**

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

2. **Minutes**

Minutes of October's Executive Board meeting was presented for approval. There were no comments or discussion. Bob Snelling submitted a motion to approve the minutes as presented which was seconded by David Katz. A voice vote was taken and all were in favor. Minutes were approved as presented.

3. **Finance/Treasurer Report**

Executive Director Hayes noted that Vice Chair Katz had made some inquiries of the Finance Administrator regarding certain items in the report since receiving it and asked Vice Chair Katz to share some of his questions and the responses received with the Board. Executive Director Hayes also noted that we still show a small deficit, but this is trending up and we should be caught up by December.

4. **Monthly Executive Report (October)**

Chair Ayer asked Executive Director Hayes if he would like to highlight any items of specific interest or importance contained in the report and he briefly mentioned a couple items.

5. **Committee Reports (TAC)**

Treasurer Kerr stated that November's TAC meeting topic was on prioritizing ten year transportation plans which will be addressed further in the meeting (see: 7a). Executive Director Hayes noted that attendance and quorum issues plague the TAC as well.

6. **Old Business**

a/b. Attendance & Vacancy Letters. The language in the proposed letters was mostly favorable. It was suggested that a letter addressing those municipalities that currently have no commissioner be sent out after town meetings in March and members agreed. Vice Chair Katz asked if there were similar attendance letters used by the TAC for their members. Currently there is no attendance policy as it relates to the Executive Board or the TAC, and Executive Director Hayes offered that we should use the same attendance policy for the Executive Board and TAC members as are in the Commission By-Laws. Vice Chair Katz agreed that we should strive for consistency across the organization by responding in the same manner regarding attendance/absences and vacancies.

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As an aside, Executive Director Hayes noted that recently we changed our By-Laws to reflect a two-year term for officers, however it has been pointed out that RSA 36:48 states that we shall elect officers annually. This puts our By-Laws in direct opposition to the RSA. As such, we will need to amend the By-Laws to reflect consistency with the RSA.

- c. Censure Letter Follow-up. Executive Director Hayes recapped the reason for issuing this letter. He stated that the member receiving same has continued to be non-compliant. Executive Director Hayes has spoken with the town officials of the member's municipality and has been advised that the selectboard will be taking up the matter at their next meeting. We will wait until we know the outcome of the selectboard meeting to determine if further action is necessary on our part.

7. New Business

- a. Ten Year Transportation Plan Priorities. Executive Director Hayes stated that one of the TAC's duties is to prioritize ten year plan funding. We have a \$6.1 million dollar target allocation to prioritize projects in the Lakes Region every two years. The TAC receives proposed projects from municipalities which they review and score, subsequently providing recommendations to the Executive Board who has the ultimate authority to recommend submissions to the NH DOT. Executive Director Hayes reviewed the scoring results, noting that we have two fairly good engineering reports; one from Meredith and one from Plymouth, but the third, from Laconia, is problematic regarding its validity in that it is an estimate from 2019. Executive Director Hayes also mentioned that it was concerning that there was not a quorum for the TAC meeting, especially given that this is the most importance TAC meeting of the year. There was discussion about whether or not to attempt to move all three projects forward despite the outstanding issues of Laconia's lack of updated values and Meredith's problem of being underfunded. Consensus was that we should move forward with preliminary recommendation of the TAC to submit all three projects to the DOT with the understanding that the Laconia project would be *at risk*. In the meantime, we should attempt to get a more current estimate from Laconia. Vice Chair Katz made a motion to recommend that Meredith be listed as first priority at \$2.4 million, Plymouth Phase 1 as second priority at \$4.5 million, and Laconia as third priority at \$2.2 million. Mardean Badger seconded the motion. Chair Ayer conducted a voice vote which resulted in a unanimous approval. Motion passed.
- b. Brownfield Community-Wide Assessment Grant Application. Executive Director Hayes provided an update that we are working on a new grant application for an additional \$500,000 in funding for the region. Franklin, Laconia, and Ashland will be the target communities, but funds are open to the entire region. We have submitted a DES source water protection grant application to assist towns with groundwater overlay districts and are looking to apply to the USDA to fund a clean energy circuit rider in order to support local communities with renewable energy projects.
- c. Private Mapping Companies in the Lakes Region. Executive Director Hayes pointed to the list provided which included the 5 or so mapping companies serving the region and advised that the LRPC can provide additional services to communities at very low member rates. This would include zoning changes, lot line adjustments, parcel lines, etc. We can do future capacity buildouts as well. Executive Director Hayes is interested in growing our GIS mapping services into a fulltime position for the organization. On that front, LRPC is participating in a DOT pilot program concerning local traffic counting and undertaking more outreach to municipalities.

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- d. Obtaining a ".gov" Website. Executive Director Hayes advised that we are investigating the possibility of converting from a .org domain name to a .gov domain name in order to boost our cybersecurity via additional services provided by the federal government. We need to conduct more research into the pros and cons, and talk with other communities that have made this transition.
- e. Executive Board Biographies. Executive Director Hayes noted that we would like to obtain a short biography from EB members who do not currently have one on file with the organization. This would be posted to our website and assist community members in identifying their representatives and learn a little more about them.

Vice Chair Katz asked to discuss briefly preliminary considerations for the 2023 annual meeting. It was noted that this will take place on June 26th and the focus will be on clean energy alternatives. We would like to put together a panel of participants in the clean/renewable energy field and potential locations to hold the meeting were offered. We will attempt to put together some more ideas and information for the next meeting.

8. Roundtable

D. Katz, New Hampton—Going through the budgeting process. Looking to enter a warrant article to continue work on RSMS plan and updating. The planning board is going through their zoning amendments.

P. Farley, Tamworth—There will be a broadband forum on December 7th via Zoom regarding currently available choices. The planning board is working on a groundwater protection ordinance which will likely be on the ballot in March.

C. Ashjian, Moultonborough—The little schoolhouse project is progressing. There is a lot of new development movement. The Village school's electronic video message board is going forward. The planning board will be considering an updated cost application for Bean Road.

M. Hildebrand, Center Harbor—The Carroll County Superior Court shut down the developer's high density calculations for the Center Harbor/Moultonborough project, but the developer will be submitting a new application tonight at the planning board meeting.

Sean Chamberlin, LRPC—We will be pushing through the ten-year plan projects and conducting future outreach to municipalities regarding discretionary grant opportunities for other transportation projects.

J. Perez, Plymouth—Advised Scott Weden has been named the new Town Manager. They are actively working on ten-year plan projects. They have been awarded an *InvestNH* grant which will be used for hiring a consultant to conduct a housing needs analysis, the consultant will conduct an audit of the Town's current regulations, and the consultant will draft a plan which includes public engagement.

D. Anson, Laconia—Concerning the issue of affordable housing, there are two big development projects in the works which include the previous state school property and the Langley Cove project of which only the state school property proposal mentions any affordable housing; the Langley Cove project is all high-end. There is a new City Manager. There are openings in the DPW and the planning department. There are meetings being scheduled about the homeless issue. Dean attended a NH Association of Conservation Commission meeting recently and spoke about an app that can be downloaded to a phone that will allow an individual to identify plants and animals which can then be used to update a community's natural resource inventory and used to share this information with other communities.

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Finally, it is noted that Laconia's ability to fight any forest fires is not adequate and the danger of having one due to climate change concerns is elevated.

R. Snelling, Holderness—Nothing new to report in Holderness.

M. Badger, Ashland—There are information discussions being conducted between the planning board and the Mill Pond developers. Current issues are primary access to the property and a secondary access point which has an easement to the ballfield.

D. Kerr, Barnstead—There are normal planning board issues such as lot lines and subdivisions. Residents' expressing concerns regarding short term rentals such as noise, traffic, and capacity. The Town is not interested in RSMS even after Dave Jeffers' previous presentation concerning same. It is expected that a proposed school board construction project will be on the ballot in March. There is a massive piece of privately owned property, part of which is being parsed out to various tenants, but a large part of the property is essentially a scrap yard which is of concern.

J. Ayer, Gilford—The new Michael's store is now open. Progress is continuing on the construction of 2 large self-storage buildings across from the Walmart plaza. Two subdivisions have come in for property on Glidden Road which are slated for high-end housing.

9. **Adjournment**

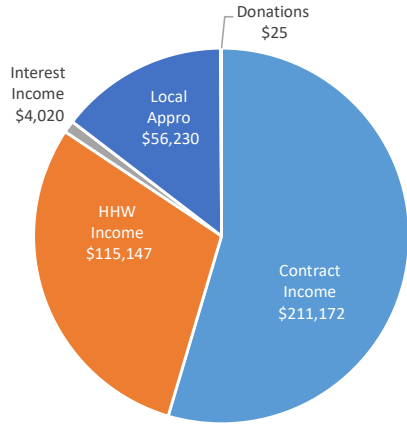
Chair Ayer adjourned the meeting at 11:00 AM.

Respectfully Submitted,
Linda Waldron
Administrative Assistant

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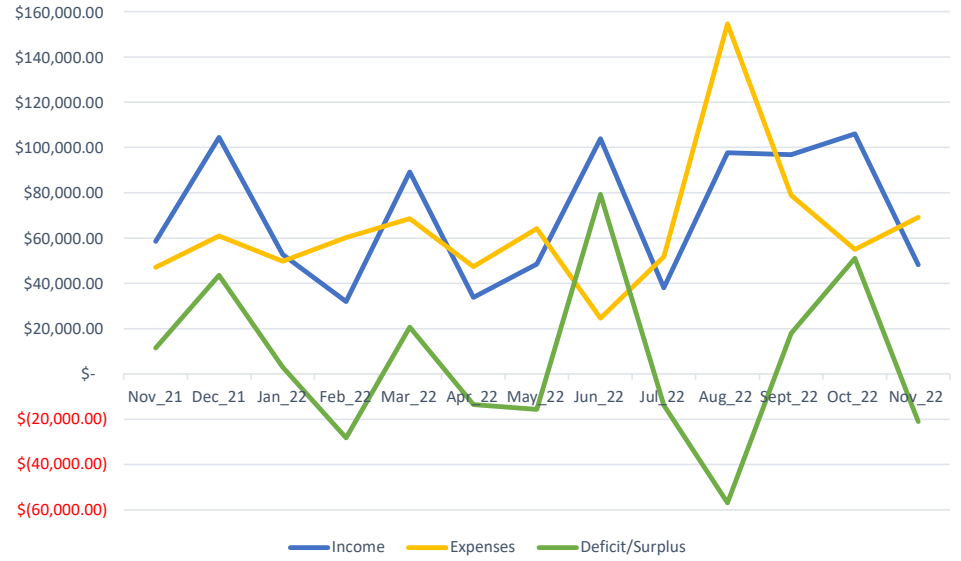
Lakes Region Planning Commission - Dashboard

Revenue by Source Type

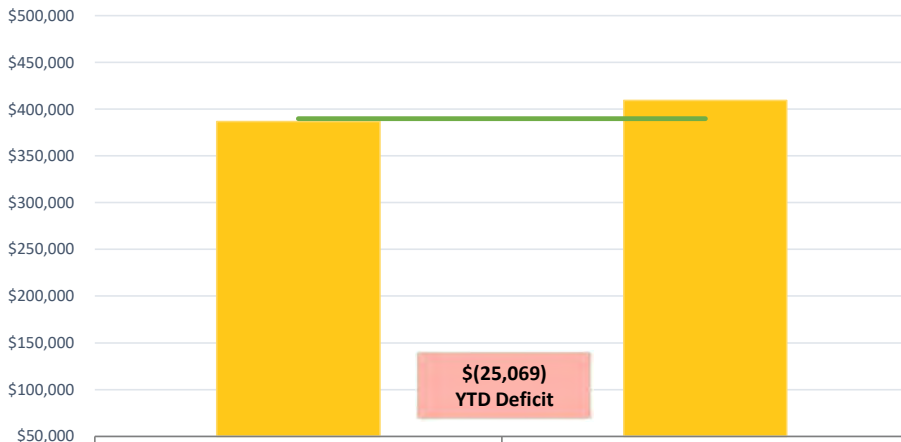


- 4010 - Contract Income
- 4020 - HHW Income
- 4040 - Interest Income
- 4050 - Miscellaneous Income
- 4060 - Local Appropriations
- 4070 - Sales Income
- 4015 - Donations
- 4090 - Funds Transfer

Income, Expenses, and Deficit/Surplus by Month

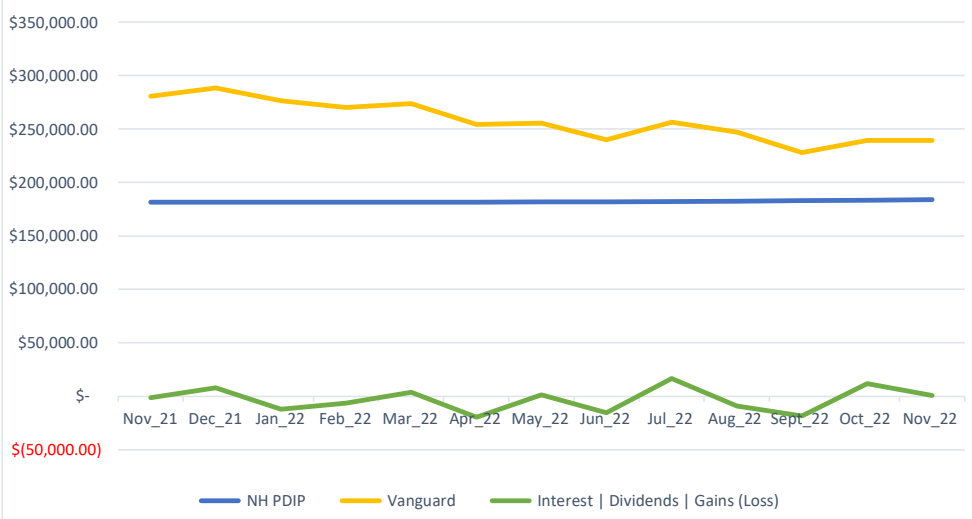


YTD Operating Results



	Revenue	Expenses
Actual	\$386,793	\$409,372
Budget	\$389,953	\$389,953

Vanguard and NH PDIP Investments



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

	<u>Nov 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1011.00 · Operating Account	4,484.95
1040.00 · Petty Cash	150.00
1070.00 · Cash Management	132,449.15
1070.01 · Money Market	121,435.69
1071.00 · Savings	1,378.78
Total Checking/Savings	<u>259,898.57</u>
Accounts Receivable	
1110.00 · Accounts Receivable	77,994.49
Total Accounts Receivable	<u>77,994.49</u>
Other Current Assets	
1451.00 · Prepaid Postage	37.74
1452.00 · Bulk Mail Permit 98	30.46
1510.00 · Vanguard Investments	239,268.73
1580.00 · NH PDIP	183,917.29
Total Other Current Assets	<u>423,254.22</u>
Total Current Assets	761,147.28
Fixed Assets	0.00
TOTAL ASSETS	<u>761,147.28</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010.00 · Accounts Payable	120,862.69
Total Accounts Payable	<u>120,862.69</u>
Other Current Liabilities	
2120.00 · Accrued Vacation Payroll	13,616.39
2130.00 · Payroll Liabilities	
2135.00 · 401(k) Contribution	807.69
Total 2130.00 · Payroll Liabilities	<u>807.69</u>
2350.00 · Deferred and Unearned Revenue	
2351.00 · Deferred Town Assessment	78,725.00
2353.00 · Deferred Other Income	10,000.00
Total 2350.00 · Deferred and Unearned Revenue	<u>88,725.00</u>
Total Other Current Liabilities	<u>103,149.08</u>
Total Current Liabilities	<u>224,011.77</u>
Total Liabilities	224,011.77
Equity	
3110.00 · Unrestricted Net Assets	562,204.29
Net Income	(25,068.78)
Total Equity	<u>537,135.51</u>
TOTAL LIABILITIES & EQUITY	<u>761,147.28</u>



Lakes Region Planning Commission
FY22 Budget Performance
 October 31, 2022

	Fiscal Year (23)-to-Date			
	FY23 Approved Annual Budget	FY23 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
Income				
4010 · Contract Income	\$ 624,441	\$ 211,172	\$ (413,269)	33.82%
4020 · HHW Income	\$ 119,688	\$ 115,147	\$ (4,541)	96.21%
4040 · Interest Income	\$ 4,000	\$ 4,020	\$ 20	100.50%
4050 · Miscellaneous Income	\$ 8,000	\$ -	\$ (8,000)	0.00%
4060 · Local Appropriations	\$ 134,957	\$ 56,230	\$ (78,727)	41.67%
4070 · Sales Income	\$ 1,300	\$ 200	\$ (1,100)	15.37%
4015 · Donations	\$ 2,500	\$ 25	\$ (2,475)	1.00%
4090 · Funds Transfer	\$ 41,000	\$ -	\$ (41,000)	
Total Income (est.)	\$ 935,886	\$ 386,793	\$ (549,093)	41.33%
Expense				
			Target:	41.67%
6030 · Custodian	\$ 4,160	\$ 1,650	\$ 2,510	39.66%
6050 · Education and Training	\$ 1,000	\$ -	\$ 1,000	0.00%
6060 · Equipment Maintenance	\$ 12,360	\$ 8,778	\$ 3,582	71.02%
6070 · HHW Expense	\$ 103,000	\$ 99,477	\$ 3,523	96.58%
6080 · Insurance - Bonds and Business	\$ 3,000	\$ 2,719	\$ 281	90.63%
7010 · Publishing/Memberships/Meetings	\$ 15,750	\$ 1,854	\$ 13,896	11.77%
7020 · Miscellaneous Expense	\$ 500	\$ 351	\$ 149	70.18%
7030 · Office Improvements	\$ 1,000	\$ -	\$ 1,000	0.00%
7040 · Office Expense	\$ 10,700	\$ 4,739	\$ 5,961	44.29%
7050 · Payroll Expenses	\$ 697,844	\$ 249,437	\$ 448,407	35.74%
7060 · Postage and Printing	\$ 1,300	\$ 338	\$ 962	25.96%
7069 · Allowance for Direct Grant Expenses	\$ -	\$ -	\$ -	
7070 · Professional Services	\$ 50,461	\$ 24,507	\$ 25,954	48.57%
7080 · Rent	\$ 10,680	\$ 4,030	\$ 6,650	37.73%
7090 · Traffic Equipment	\$ -	\$ 100	\$ (100)	
7095 · SADES Equipment	\$ -	\$ -	\$ -	
8010 · Travel Expense	\$ 5,000	\$ 766	\$ 4,234	15.31%
8050 · Utilities	\$ 14,631	\$ 6,007	\$ 8,624	41.06%
8060 · Vehicle O&M	\$ 4,500	\$ 4,619	\$ (119)	102.66%
Total Expense	\$ 935,886	\$ 409,372	\$ 526,514	43.74%
			Target:	41.67%
Net Ordinary Income¹	\$ -	\$ (22,578)		
Realized Gain (Loss)²				
Unrealized Gain (Loss)²		\$ (2,491)		
Net Income		\$ (25,069)		

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

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

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Lakes Region Planning Commission
FY22 Budget Performance
 October 31, 2022

	Fiscal Year (23)-to-Date			
	FY23 Approved Annual Budget	FY23 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
Membership	134,957	56,230	(78,727)	41.67%
Local Contracts				
PRLAC	\$ 2,700	\$ 900	\$ (1,800)	
Other Traffic Counts		\$ 900	\$ 900	
Northfield Circuit Rider	\$ 4,000	\$ 1,134	\$ (2,866)	
Bristol Master Plan Development			\$ -	
Center Harbor Circuit Rider		\$ 810	\$ 810	
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	\$ 17,211	\$ (2,789)	
RSMS Project Hebron			\$ -	
RSMS Project Plymouth			\$ -	
CCDS Project Plymouth			\$ -	
Additional NBRCs			\$ -	
Subtotal	\$ 59,105	\$ 20,955	\$ (38,150)	35.45%
State / Federal Contracts				
USDA CF Disaster TAT Streetscaping	\$ 10,000	\$ 10,998	\$ 998	
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	\$ 42,661	\$ (12,339)	77.57%
USDA Solid Waste Management FY22	\$ 22,400	\$ 16,800	\$ (5,600)	
USDA Solid Waste Management FY23	\$ 110,000		\$ (110,000)	
Regional Plan Update	\$ 50,000		\$ (50,000)	
DOT UPWP FY 22 / 23	\$ 279,825	\$ 118,259	\$ (161,566)	42.26%
OEP Targeted Block Grant	\$ 11,111	\$ 1,498	\$ (9,613)	
Subtotal	\$ 565,336	\$ 190,217	\$ (375,119)	33.65%
Other Income				
4020 · HHW	\$ 119,688	\$ 115,147	\$ (4,541)	96.21%
4021 · HHW Local	\$ 103,000	\$ 99,661	\$ (3,339)	96.76%
4022 · DES HHW	\$ 16,688	\$ 15,486	\$ (1,202)	92.80%
4015 · Donations	\$ 2,500	\$ 25	\$ (2,475)	1.00%
4040 · Interest & Dividends	\$ 4,000	\$ 4,020	\$ 20	100.50%
Land use book sales / GIS	\$ 1,300	\$ 200	\$ (1,100)	15.37%
Other/Misc Income/Annual Meeting	\$ 8,000		\$ (8,000)	0.00%
Fund Balance	\$ 41,000		\$ (41,000)	0.00%
Subtotal	\$ 176,488	\$ 119,392	\$ (57,096)	67.65%
TOTAL	\$ 935,886	\$ 386,793	\$ (549,093)	41.33%
			Target:	41.67%

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Lakes Region Planning Commission
FY22 Budget Performance
 October 31, 2022

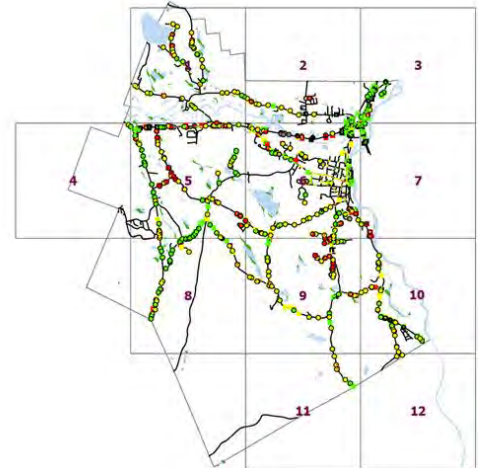
Expense Account	Fiscal Year (23)-to-Date			
	FY23 Approved Annual Budget	FY23 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
6030 · Custodian	\$ 4,160	\$ 1,650	\$ 2,510	39.66%
6050 · Education and Training	\$ 1,000		\$ 1,000	0.00%
6060 · Equipment Maintenance	\$ 12,360	\$ 8,778	\$ 3,582	71.02%
6062 · Equipment/Computer Maintenance	\$ 12,360	\$ 6,998	\$ 5,363	56.61%
6061 · Equipment Purchases	\$ -	\$ 1,780	\$ (1,780)	
6070 · HHW Expense	\$ 103,000	\$ 99,477	\$ 3,523	96.58%
6080 · Insurance - Bonds and Business	\$ 3,000	\$ 2,719	\$ 281	90.63%
7010 · Publishing/Memberships/Meetings	\$ 15,750	\$ 1,854	\$ 13,896	11.77%
7020 · Miscellaneous Expense	\$ 500	\$ 351	\$ 149	70.18%
7030 · Office Improvements	\$ 1,000		\$ 1,000	0.00%
7040 · Office Expense	\$ 10,700	\$ 4,739	\$ 5,961	44.29%
7043 · Copier Lease	\$ 5,000	\$ 1,575	\$ 3,425	31.50%
7041 · Supplies	\$ 5,700	\$ 3,164	\$ 2,536	55.51%
7050 · Payroll Expenses	\$ 697,844	\$ 249,437	\$ 448,407	35.74%
7051 · Salaries and Wages	\$ 513,186	\$ 185,665	\$ 327,521	36.18%
7052 · Health, Dental, Disability, Life & Unemp	\$ 103,704	\$ 36,042	\$ 67,662	34.75%
7055 · Retirement Fund	\$ 41,695	\$ 12,318	\$ 29,377	29.54%
7057 · Payroll Taxes	\$ 39,259	\$ 15,412	\$ 23,847	39.26%
7060 · Printing & Postage	\$ 1,300	\$ 338	\$ 962	25.96%
7069 · Allowance for Direct Grant Expenses			\$ -	
7070 · Professional Services	\$ 50,461	\$ 24,507	\$ 25,954	48.57%
7071 · Audit	\$ 7,000	\$ 4,400	\$ 2,600	62.86%
7072 · Contracted Services	\$ 42,661	\$ 19,116	\$ 23,545	44.81%
7074 · Legal	\$ 500	\$ 835	\$ (335)	167.00%
7075 · Payroll Service	\$ 300	\$ 156	\$ 144	52.00%
7080 · Rent	\$ 10,680	\$ 4,030	\$ 6,650	37.73%
7090 · Traffic Equipment	\$ -	\$ 100	\$ (100)	
7095 · SADES Equipment	\$ -		\$ -	
8010 · Travel Expense	\$ 5,000	\$ 766	\$ 4,234	15.31%
8050 · Utilities	\$ 14,631	\$ 6,007	\$ 8,624	41.06%
8051 · Electricity and Propane	\$ 6,500	\$ 2,168	\$ 4,332	33.35%
8052 · Telephone and Internet	\$ 8,131	\$ 3,839	\$ 4,292	47.22%
8060 · Vehicle O&M	\$ 4,500	\$ 4,619	\$ (119)	102.66%
Totals	\$ 935,886	\$ 409,372	\$ 526,514	43.74%
			Target:	41.67%



Monthly Executive Report

Local

- **Center Harbor.** Provided information on detached accessory dwelling units and tiny homes to town.
- **Tamworth.** Provided information about parcel mapping vendors.
- **Sanbornton.** Addressed question from Sanbornton Planning Board Assistant regarding accessory dwelling units (ADUs), workforce housing, and Fair Share. Materials provided included RSA and a couple from NHHFA.
- **Hebron.** Coordinated meeting with Conservation Commission Chair regarding Water Resources maps. Discussed RSMS revisions with technician based on meeting with Hebron Board of Selectmen, especially incorporating newly updated pricing to realistically reflect current conditions. Created new maintenance forecast.
- **Tilton.** Submitted draft of Tilton HMP to Town for review and comment prior to submission to NH HSEM.
- **Plymouth.** Began mapping Plymouth CCDS data.



Index map for Plymouth CCDS map set

Economic Development

- **Regional Housing Needs Assessment** – Continued progressed on data gathering and analysis. Met with colleagues from other RPCs, OPD, NHHFA, and contractors regarding data completion and analysis, current needs, toolbox, and Fair Share Analyses (finalizing methodology, results, and potential regional adjustments). Continued development of RHNA report including drafting of section on 'Opportunities/Barriers: Land Use Regulations, Policies and Other Controls'. Edited section on 'Communities of Interest'.

Regional

- Reviewed Corridor Management Guide (NH DES) and current Pemi River Corridor Management Plan. Worked on updating the Resources section of the Plan (due Jan. 2023). Developed a sheet for PRLAC representative submission of additional local information.
- Created a spreadsheet of all contractors used by member communities for their tax maps.
- Having attended NH DES Brownfields Grant bootcamp, used edits from University of Connecticut staff to modify narrative for LRPC's FY23 Brownfields grant application. Finalized application and submitted to EPA.
- Attended Environmental Justice screen (EPA) webinar training conducted by University of Connecticut.

Household Hazardous Waste & Solid Waste

- Submitted report and request for reimbursement to NH DES. Discussed 2024-26 contract vendor concerns (dates, staffing, heat) and Lakes Region priorities (predictability, convenience, quality).
- Discussed contracts and practices around the state and changes in the state HHW program with colleagues at other RPCs and NH DES staff.
- Addressed a few disposal inquiries from residents (Laconia) and businesses (Moultonborough).
- Distributed leftover HHW supplies to municipalities.
- Attended circuit rider meeting with Clean Energy NH to discuss the potential of renewable energy implementation in a transfer station setting.
- Researched and reviewed potential sights for implementing a composting project. Reached out to Lakes Region Community College regarding the possibility of setting up a composting project at the college and using the Culinary Department's food scraps for composting. Completed project proposal.
- Researched funding opportunities for the Gilford Styrofoam project (reviewing new available EPA and USDA Solid Waste Management grants).
- Researched boat plastic recycling for a roundtable training topic. Located a successful boat plastic recycler in Cape Cod Massachusetts. Discussed with concerned residents current recycling options in the Lakes Region for boat plastic.
- Working on new FY23-24 USDA SWM application for next round of funding.
- Provided technical assistance to the Tamworth Memorial Cook Library concerning information on how to properly recycle CFL lightbulbs and tubes. Supplied them with contact information for NLR (NH state contractor for universal waste hauling) and advised that Lowes and Home Depot collect and dispose of CFL light bulbs for free (**not CFL tubes**).



Transportation

- Worked with ESRI Tech Support to resolve some software issues.
- Participated in census workshop. Explored data management opportunities.
- Participated in Mid-State RCC meeting.
- Connected Inter-Lakes Community Caregivers Director with Carroll County RCC Mobility Manager as their service area straddles both regions.
- Finalized and submitted HSIP Pilot proposal for expanded traffic counting and associated data management. Met with NH DOT Traffic Engineer regarding SMART grant for traffic monitoring.
- Participated in presentation at NHMA conference on November 16th. StoryMap presentation is attached. To view Dave Katz's RSMS interview, visit: <https://youtu.be/nMPONK7RS4Y>.
- Processed and submitted final traffic counts to NH DOT.
- Compiled TAC scoring of Ten Year Plan project proposals and sent draft of ranked proposals for our \$6.1M allocation to NH DOT as follows: 1) Existing Meredith intersections project to receive an additional \$2.4M, 2) Plymouth N. Main Street project to receive \$4.5M for Phase 1, and 3) Laconia Union Avenue rehabilitation project to receive \$2.2M.
- Completed Local Public Agency (LPA) certification to better assist towns through LPA projects.
- Assisted Foothills Foundation in coordinating a roundtable meeting of region's trail groups.
- Attended Transportation Planning Collaborative meeting where we reviewed ten year plan process, CMAQ applications, and updates to statewide planning projects.

- Assisted Chocorua Lake Conservancy submit a Road Safety Audit Application for Tamworth.
- Coordinated final task order deliverables with on-call engineer.

Grant Administration

- Submitted three direct grant claims for Women's Rural Entrepreneurial Network (WREN).
- Assist Laconia WOW Opechee Loop with National Environmental Policy Act (NEPA)/Notice to Proceed Requirements.
- Submitted one direct grant claim for Grafton Regional Development Corporation (GRDC)/Coos Economic Development Corporation (CEDC).

ACRONYMS

CCDS	Culverts and Closed Drainage Systems
CMAQ	Congestion Mitigation Air Quality
EPA	Environmental Protection Agency
ESRI	Environmental Systems Research Institute, Inc.
HHW	Household Hazardous Waste
HMP	Hazard Mitigation Plan
HSEM	Homeland Security and Emergency Management
HSIP	Highway Safety Improvement Program
NH DES	NH Department of Environmental Services
NH DOT	NH Department of Transportation
NHHFA	New Hampshire Housing Finance Authority
NHMA	New Hampshire Municipal Association
OPD	Office of Planning & Development
PRLAC	Pemigewasset River Local Advisory Committee
RCC	Regional Coordinating Council
RHNA	Regional Housing Needs Assessment
RPC	Regional Planning Commission
RSA	Revised Statutes Annotated
RSMS	Road Surface Management System
SMART	Specific, Measurable, Attainable, Realistic, Time-Bound
TAC	Transportation Advisory Committee
USDA	United States Department of Agriculture



Road Surface Management System

Road Surface Management System

Municipal Pavement Planning and Budgeting

New Hampshire Association of Regional Planning Commissions



New Hampshire Association of Regional Planning
Commissions

Presenters & Contributors



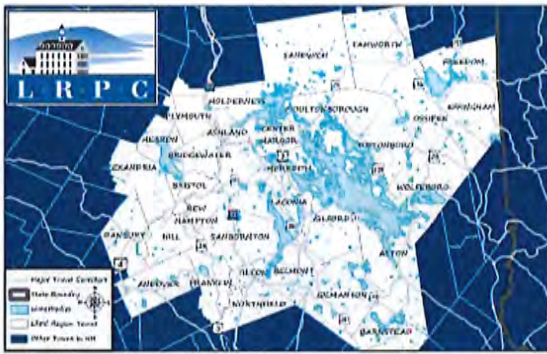
SWRPC

Andrew Smeltz, Planner
Southwest Region Planning
Commission - Keene, NH

Dave Jeffers, Regional Planner & GIS

Ryan Paterson, Planning Technician

Lakes Region Planning Commission - Meredith, NH



STRAFFORD
Regional Planning Commission

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T²) - Durham NH



Matt Waitkins, MPO Coordinator
Tyrel Borowitz, GIS Specialist
Vince Noga, Transportation/Planning
Analyst

Nashua Regional Planning Commission - Nashua, NH



Matt Baronas, Region Planner
Central New Hampshire Regional
Planning Commission

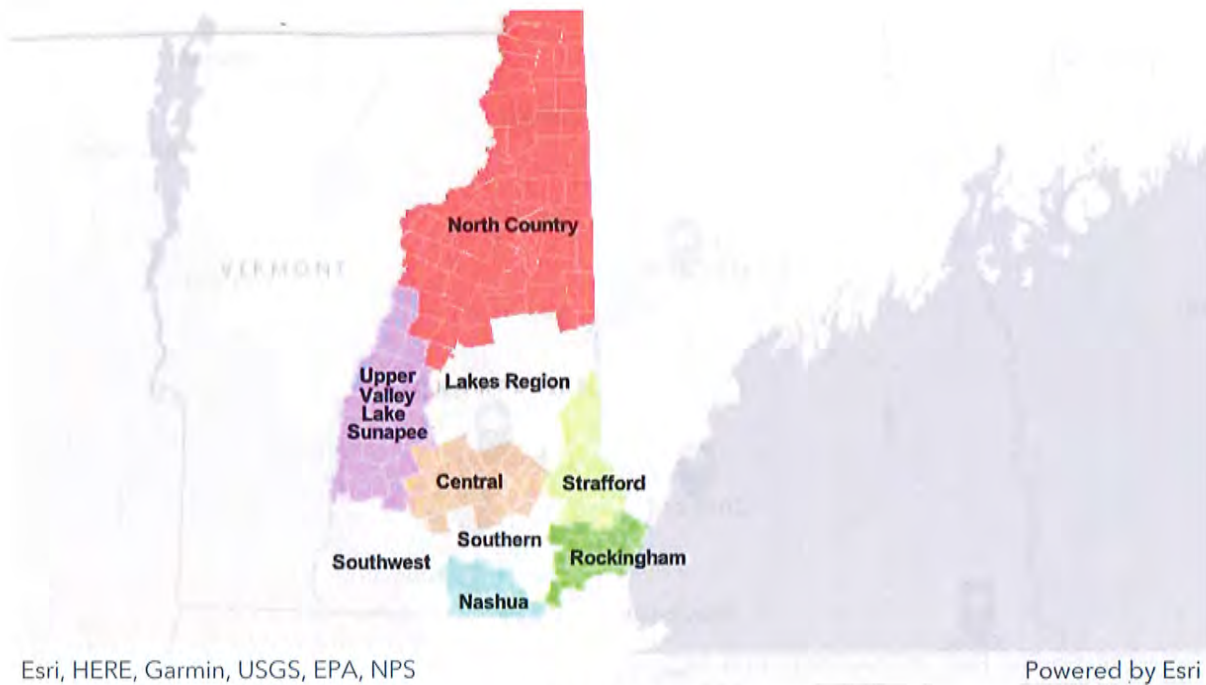


Regional Planning Commissions

- Non-profit, membership organizations comprised of local municipalities
- Governed by commissioners appointed by the municipal officers
- Primary role to assist municipalities with planning and community development

RPC Services include:

- Master Planning, Zoning, and Land Use Regulation
- Intermunicipal Coordination
- Transportation Planning
- Housing Build-Out and Suitability Analyses
- Economic Development Planning
- Emergency Management Planning
- Water Resource Planning
- And More!



Esri, HERE, Garmin, USGS, EPA, NPS

Powered by Esri

NH ARPC Map

Road Surface Management System

RSMS is a methodology which provides an overview of a road system's condition and the anticipated costs for future maintenance and improvement.

RSMS provides a systematic approach for local officials to answer basic questions about their road system.

The RSMS process includes:

- Road inventory
- Paved surface condition survey
- Pavement Condition Index (PCI) values
- Priority analysis
- Repair selection

- Forecasting future pavement conditions and repair costs
- Paving plan



Importance of Pavement Preservation

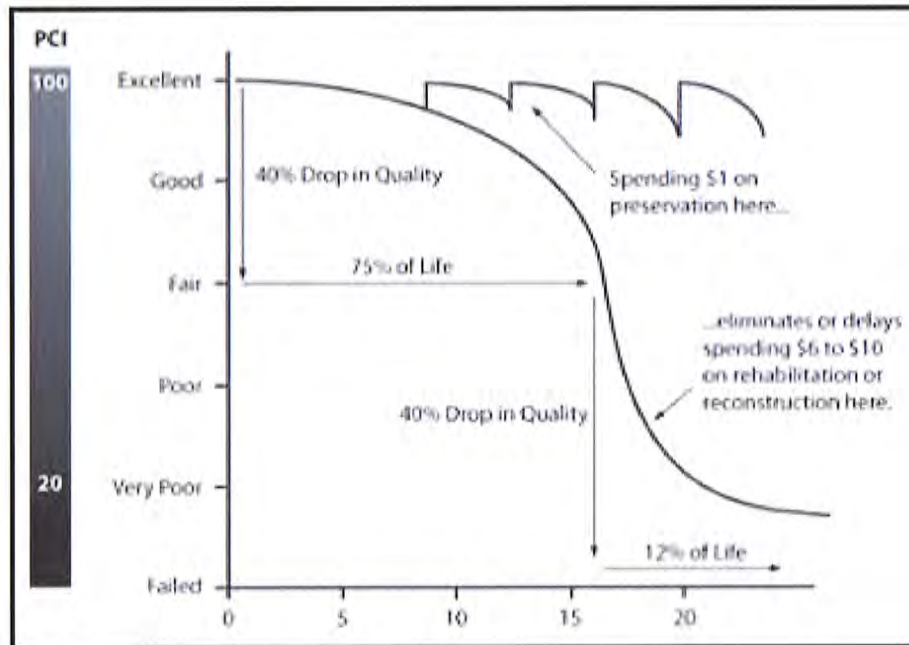
Pavement Preservation

- Repairs that improve or sustain the condition of pavement already in good condition
- Non-structural, surface applications
- Seal paved surface and prevent water intrusion
- Example: crack seal, surface treatments that utilize spray emulsions and thin overlays

Importance of Pavement Preservation

- Protects the significant investment made in road network
- Corrects surface deficiencies
- Preserves the pavement system

- Maintains or improves the functional condition of the pavement system
- Practices to extend pavement life
- \$\$\$ Saves budget dollars



Pavement Life

- After installation, pavement requires little maintenance
- For about 75% of pavement life, maintenance costs are low
- Pavement will deteriorate rapidly in the last quarter of life
 - Maintenance costs are high
- Pavement deteriorates at different rates
 - There is an “art” to management in knowing when a road has reached the critical 75% mark
- A RSMS will help track pavement deterioration across the road network and implement cost-effective maintenance strategies

Benefits of RSMS

1. Road Inventory

RSMS Provides objective data on road network, including maps and visual representations of condition across entire road network and detailed road attributes.

Potential Inventory Deliverables:

Maps, Summary Reports, Dashboards and Web Maps, Excel Tables

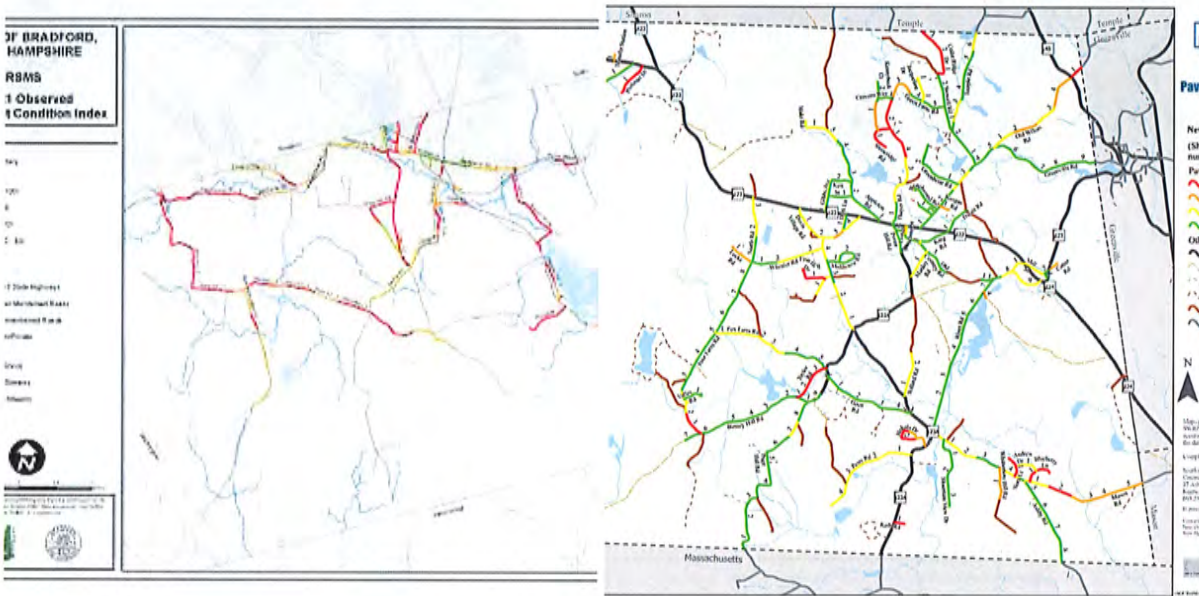
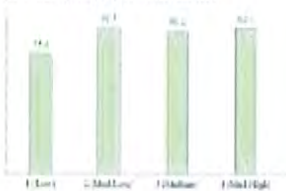


Fig 1 - Network PCI by Road Importance Value Class

Road Importance Value	Network PCI
1 (Low)	74.4
2 (Medium Low)	82.1
3 (Medium)	85.2
4 (Medium High)	87.1
5 (High)	89.7
6 (High)	89.9

Fig 2 - Network PCI by Road Importance Value Class



1 - Network PCI Condition Index

Network condition index (PCI) is a value representing pavement condition, ranging from 0 (failed to not open) to 100 (best). Each of the 15' road segments receives a PCI value. Network PCI is the average PCI value across a road system. The Network PCI is then grouped into PCI 4 (Poor) and PCI 5 (Fair) if you wish to see more details.

Table 1 displays the road network of road segments by PCI Class. The first PCI class, or good condition (PCI 4-5), is 100% good (PCI 4-5) and poor (PCI 1-3).

Table 1 - Road Network Summary by PCI Class

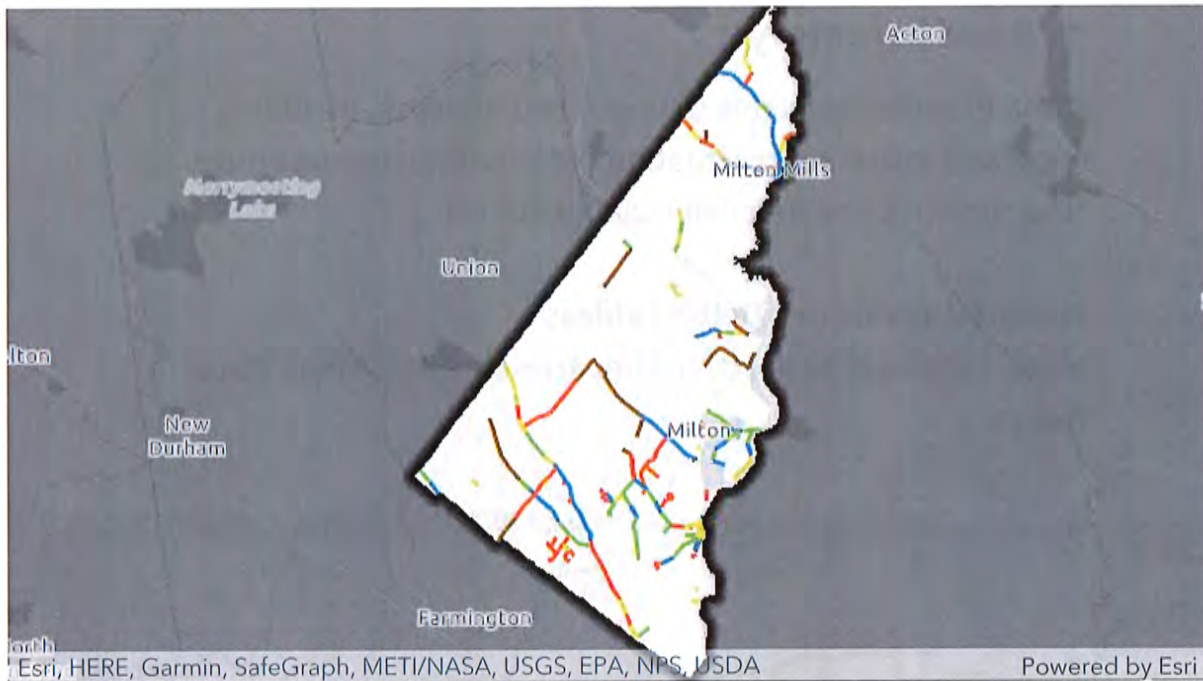
PCI Category	Dist	Miles	%
Excellent (4-5)	110,279	23.4	17.8%
Good (4-5)	17,075	3.7	2.9%
Fair (4-5)	50,119	10.4	8.1%
Poor (PCI 1-3)	22,807	4.8	3.8%
Total	200,280	42.3	100%

Figure 1 - Road Network Summary by PCI Category




An Excel spreadsheet showing detailed road network data. The columns include various attributes such as Road ID, Road Name, Road Type, Road Length, Road Condition, and Road Status. The data is organized into a grid format, with rows representing individual road segments.

Web Maps:



Milton RSMS 2022

Dashboards:

SADES RSMS Dashboard		Town Choose a Town
RSMS Network - Locally maintained Roads  VCGI, Esri, HERE, ... Powered by Esri Map	Select a Town above to see the road data Select a Select a	

SADES RSMS Dashboard

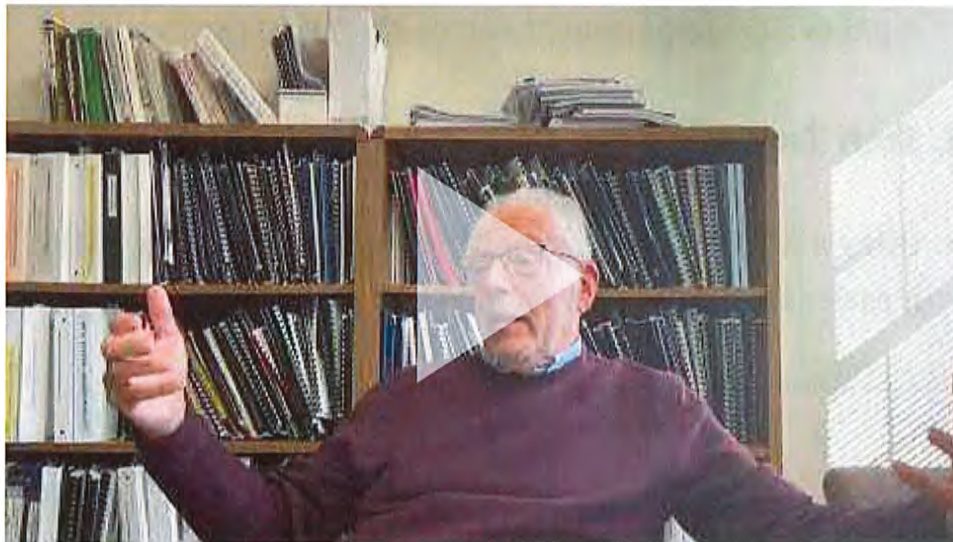
2. Budgeting and Capital Improvement Planning

- RSMS promotes communication between DPW/Highway Department and Select Board and Budget Committees
- Data allows DPW/Highway Department to communicate and justify maintenance need

- RSMS communicates road maintenance needs and consequences of deferred maintenance
- RSMS predicts future repair cost and future pavement conditions



Annual Repair Spending and Pavement Condition Graph



Dave Katz - Town of New Hampton

3. Prioritizing Maintenance Need

- During RSMS process, roads roads are assigned a priority value based on:
 - Pavement Condition Index (PCI)
 - Traffic Volume

- Road Importance Value
- Prioritizing roads is important to avoid a “worst-first” approach to maintenance
 - Worst-first approach to pavement maintenance can lead to expensive repairs and leaving inadequate funding for preservation and other maintenance
- Prioritizing roads provides an objective, unbiased approach for selecting roads for repair
 - Citizens can see when their road will be repaired

4. Making Efficient Use of Town's Highway Budget

- RSMS will assist in implementing well-timed pavement preservation
- RSMS can generate future cost savings by preventing the rapid decline of pavement and costly future repairs

5. Staff Transitions

- Using a RSMS to create a multi-year paving plan will make it easier for a new road agent to step in
-

RSMS with a Regional Planning Commission

1) Technical Expertise

- Regional Planning Commissions (RPC) will provide technical expertise
- RPC staff receive training from UNH Technology Transfer Center (UNH T2) on technology and paving from subject

matter experts

- RPC staff work independently to collect data and perform analyses with computerized applications

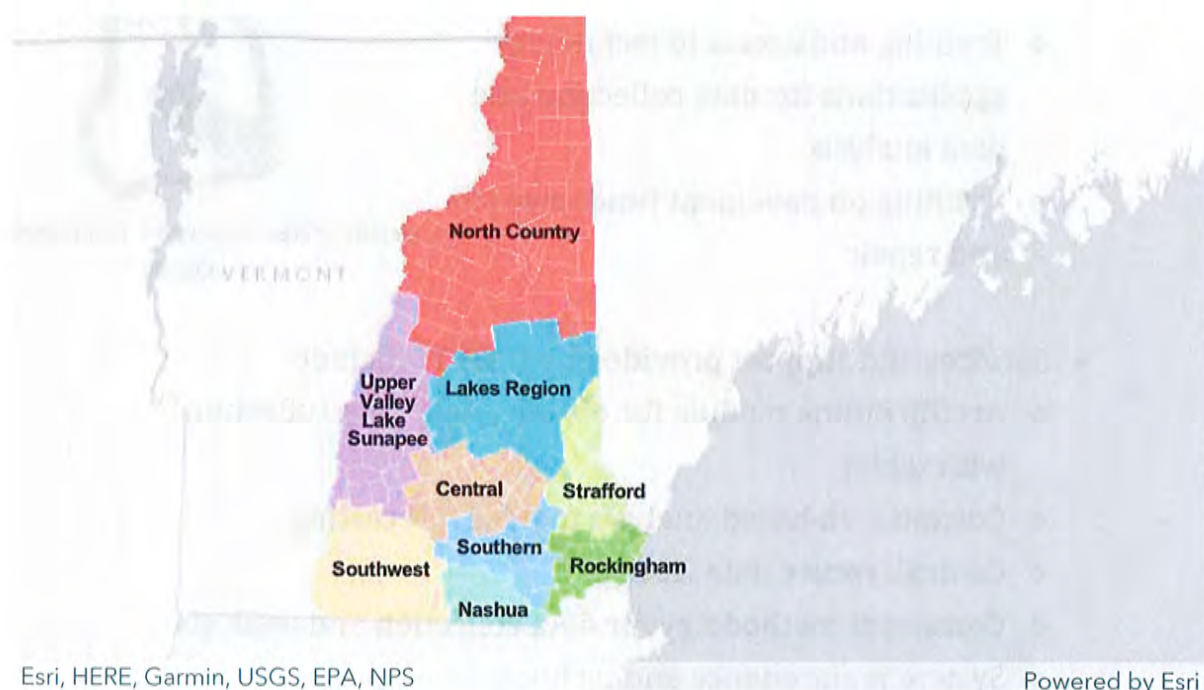
2) Cost

- NH Department of Transportation provides some funding that can help make this a cost-efficient option



3) Local Familiarity

- RPC's have existing relationships and familiarity with Towns in their Region



NHARPC Map

Program History

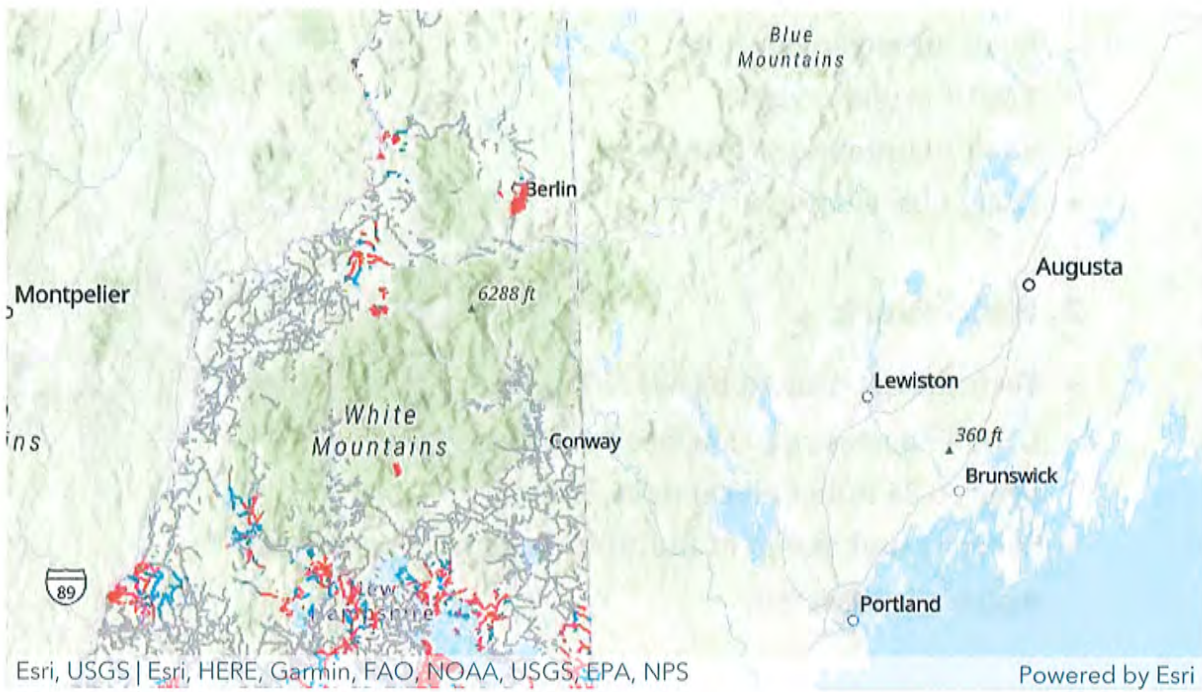
- Before 2015, Regional Planning Commissions used pencil and paper to collect field data for RSMS

- In 2015, NH RPC's partnered with the **Statewide Asset Data Exchange System (SADES)** to provide a computerized system for field data collection and analysis
- In 2015, the SADES RSMS program was launched. Each RPC conducted a RSMS for a Town in their Region
- To date NH RPC's have assessed:
 - 59 Towns and 1 Condo association
 - 2,170 miles of road
- SADES and the University of New Hampshire Technology Transfer Center (UNH T²) provide RPC staff with:
 - Training and access to technology applications for data collection and data analysis
 - Training on pavement fundamentals and repair



University of New Hampshire Technology Transfer Center

- Services and support provided by UNH T² include:
 - ArcGIS online module for off-line, field data collection with tablet
 - Custom web-based analysis tool for forecasting
 - Central, secure data storage
 - Consistent methodology for data collection and analysis
 - System maintenance and technology support

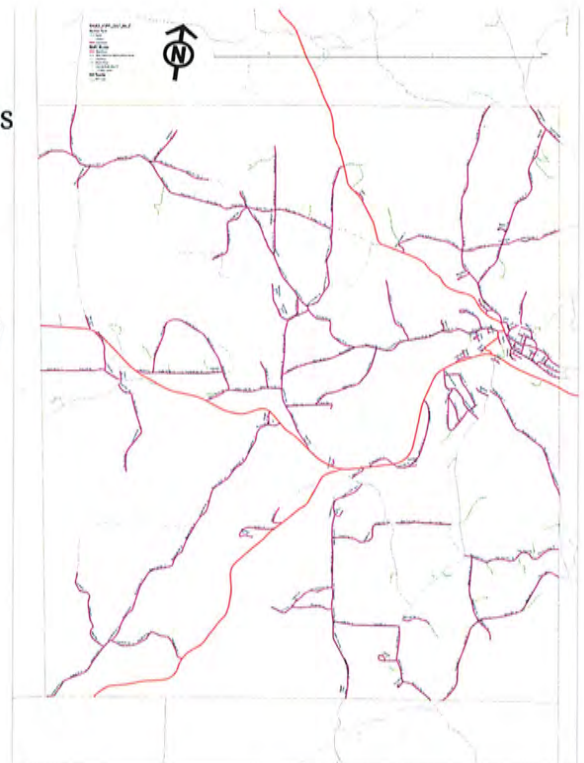


RSMS Map for Presentation

Completing a RSMS

1. Kick-Off Meeting

- RPC staff meet with municipal officials to provide project overview and discuss pavement management goals
- Define road network and local factors
- Explain data collection protocol



RPC Staff collect data on local factors from municipal officials:

- Road importance value
- Traffic volume value
- Road maintenance history
- Local observations

2. Field Work

- Technicians trained by NH DOT and UNH T² assess road surface conditions every 0.25 mile of local paved roads.
- Severity and extent of multiple categories pavement distress is assessed.

Pavement Distress



Pavement Distress

Pavement Distress Categories

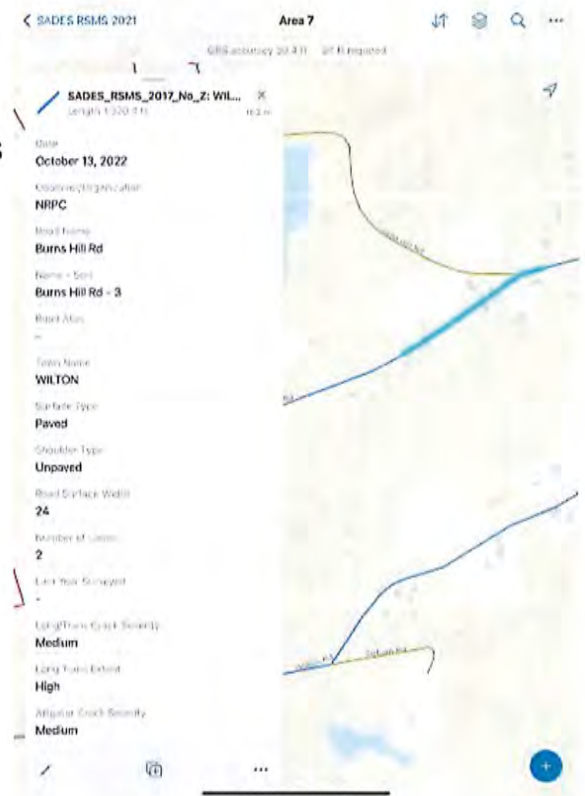
Pavement Defect Category	Pavement Defect Attributes
Longitudinal or Transverse Cracking	Severity (No Defects, Low, Medium, High)
	Extent (Low, Medium, High)
Alligator Cracking	Severity (No Defects, Low, Medium, High)
	Extent (Low, Medium, High)
Edge Cracking	Severity (No Defects, Low, Medium, High)
	Extent (Low, Medium, High)
Patching or Potholes	Extent (No Defects, Low, Medium, High)
Drainage	Condition (Good, Fair, Poor)
Rutting	Severity (No Defects, Low, Medium, High)
	Extent (Low, Medium, High)
Roughness	Condition (Smooth, Noticeably Uneven, Rough, Very Rough)
Frost Heave	Severity (None, Low, Medium, Severe)

Other attributes:

- Length and width
- Shoulder
- Number of lanes
- Local factors:
 - Road importance value
 - Traffic volume value

Data Input

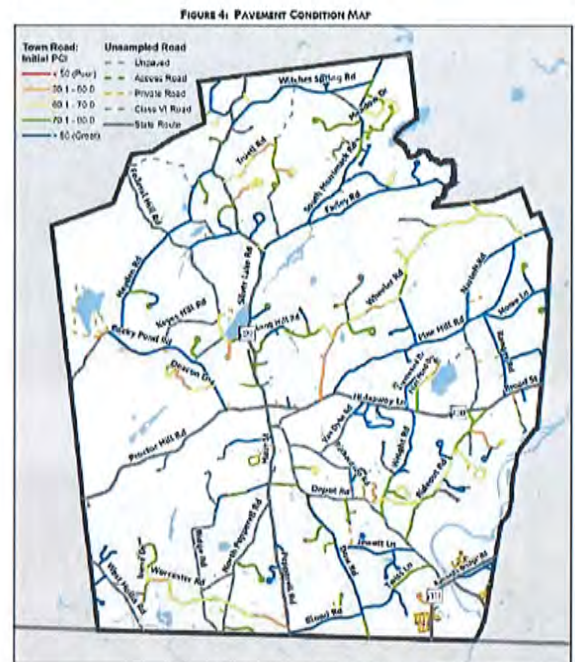
- Field data collected with offline tables through ArcGIS Online
- Data syncs across platforms
- PC and tablet editing
- Online tools for sharing



3. Calculate the Pavement Condition Index (PCI)

- Value representing pavement condition ranging from 0 (failed) to 100 (perfect)

- PCI is rated individually for each segment (0.25 mile)
- PCI is based on pavement conditions observed during field data collection
- PCI is also determined for the entire road network



4. Repair Analysis

FIGURE 6: RSMS REPAIR OPTIONS

CRACK SEALING

- Crack Seal (Major)
- Crack Seal (Minor)

OVERLAYS

- HMA Overlay (1")
- HMA Overlay (1.25")
- HMA Overlay (1.5")
- Milling/HMA Overlay (1.5")

PATCHING

- Isolated Patch & HMA Shim

PAVEMENT PRESERVATION/MAINTENANCE

- Chip Seal
- Double Chip Seal
- Fog Seal
- Sand Seal
- Microsurfacing (Single)
- HMA Shim (1/2") & Chip Seal
- Asphalt Rubber SAM
- Bonded Wearing Course
- HMA Shim (3/4")

REHABILITATE AND REBUILD

- Revert to Gravel
- FDR & CMA (4")
- FDR & HMA (4")
- FDR w/Asphalt Stabilization & HMA (3")
- FDR w/CaCl₂ & HMA (4")

- Repair treatments are assigned to roads based on condition in the year of need
- The RSMS program uses a set of recommended repair treatments
- Repair treatments and repair costs can be customized
- Repair strategies can be analyzed with scenarios
- Balancing preservation with rehabilitation

Isolated Patch



Hot Mix Asphalt (HMA) Overlay

Building your Capital Plan

Maintenance Categories

- Routine Maintenance - \$0.50 - \$2.00
 - Fog Seal
 - Crack Seal
- Preventative Maintenance - \$4.00 - \$12.00
 - Chip Seal
 - Microsurfing
 - Cape Seal
 - Bonded Wearing Course
 - Slurry and Overlay
- Minor Rehabilitation - \$14.00 - \$30.00
 - Mill and Overlay
 - Hot In-Place Recycling
 - Cold In-Place Recycling
- Major Rehabilitation - \$40.00+
 - Full Depth Reconstruction
 - Reconstruction



5. Forecasting and Budgeting

- RSMS software will predict:
 - Future pavement condition
 - Cost of future repairs
- RPC Staff and works with public works staff to create 10-year Scenarios

- Select roads for repair
- Select repair type
- Select repair year

Segment PCI and Repair Cost	2019	2020	2021	2022	2023	2024	2026
Average PCI Before Repairs	31.34	31.74	32.15	32.55	32.95	33.35	33.75
Average PCI After Repairs	96.77	93.41	88.15	84.85	81.49	78.13	74.87
Total Repair Cost (\$Mill)	24,280.28	0.00	0.00	0.00	0.00	0.00	0.00

STRAFFORD
Regional Strategic Transportation

Total (2022-2026)

	2022	2023	2024	2025	2026
Average PCI After Repairs	79.36	80.15	79.31	78.53	77.26
Average PCI Without Repairs	74.95	71.57	68.35	65.28	62.34
Total Miles Treated	403	410	281	365	201
Total Repair Cost	\$269,155	\$213,730	\$206,494	\$259,846	\$195,250

6. Pavement Preservation Plan

- Comprehensive final product
- Maps
- Summary of data and scenarios
- Key findings and recommendations
- List of roads for repair by year and intended repair type
- Educational presentation for staff, committees, and public

Final deliverable may take on different forms:

The RMS software uses inventory information and field data to assign an overall rating of pavement condition that is referred to as the pavement condition index (PCI). Roads scored with a PCI of greater than 80 are considered "good". Roads with a PCI less than 80 are considered "poor". All other miles represent "fair", "poor" or "very good" conditions. According to the PCI, a significant percentage of Lincoln's pavements are in "poor" condition. At the time of assessment, 26.8 miles (42.4%) were in "poor" condition, less than 1 mile (0.3%) "very good" condition, 1.6 miles (2.6%) were in "fair", 15.9 miles (25.1%) were in "good" condition and 18.7 miles (29.6%) were in "very good" condition.

PCI Class	Total Mileage by PCI Class	%
< 50 (poor)	0.2	0.3%
50-59 (fair)	1.6	2.6%
60-69 (poor)	15.9	25.1%
70-79 (very good)	18.7	29.6%
> 80 (good)	26.8	42.4%
Total	63.2	100%

FIGURE 3: INITIAL PAVEMENT CONDITION CATEGORIES BY MILEAGE

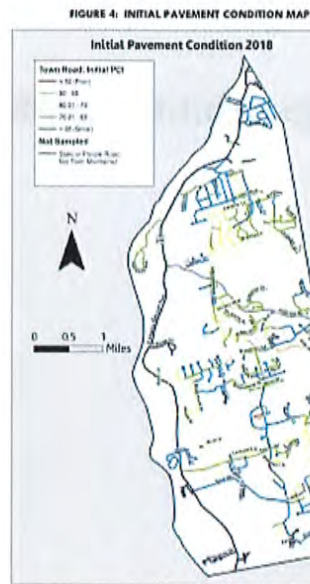


FIGURE 4: INITIAL PAVEMENT CONDITION MAP

1.01.000 - Initial Pavement Condition Report for the City of Lincoln, Nebraska. This report provides a summary of the initial pavement condition assessment for the City of Lincoln, Nebraska. The assessment was conducted on a sample of 63.2 miles of pavement. The results of the assessment are as follows:

1.01.000 - Initial Pavement Condition Report

1.01.000 - Initial Pavement Condition Report

1.01.000 - Initial Pavement Condition Report

1.02.000 - Summary of Pavement Maintenance Activities

1.02.000 - Summary of Pavement Maintenance Activities

1.02.000 - Summary of Pavement Maintenance Activities

1.03.000 - Summary of Pavement Maintenance Activities

1.03.000 - Summary of Pavement Maintenance Activities

1.03.000 - Summary of Pavement Maintenance Activities

APPENDIX 4: AVERAGE PAVEMENT CONDITION

Year	Average PCI
2018	68.5
2017	68.5
2016	68.5
2015	68.5
2014	68.5
2013	68.5
2012	68.5
2011	68.5
2010	68.5
2009	68.5
2008	68.5
2007	68.5
2006	68.5
2005	68.5
2004	68.5
2003	68.5
2002	68.5
2001	68.5
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1998	68.5
1997	68.5
1996	68.5
1995	68.5
1994	68.5
1993	68.5
1992	68.5
1991	68.5
1990	68.5
1989	68.5
1988	68.5
1987	68.5
1986	68.5
1985	68.5
1984	68.5
1983	68.5
1982	68.5
1981	68.5
1980	68.5

APPENDIX 5: AVERAGE PAVEMENT CONDITION BY ROAD TYPE

Road Type	Average PCI
Arterial	68.5
Collector	68.5
Local	68.5
Expressway	68.5
Interstate	68.5
State	68.5
County	68.5
City	68.5
Neighborhood	68.5
Other	68.5

APPENDIX 6: AVERAGE PAVEMENT CONDITION BY ROAD TYPE

Road Type	Average PCI
Arterial	68.5
Collector	68.5
Local	68.5
Expressway	68.5
Interstate	68.5
State	68.5
County	68.5
City	68.5
Neighborhood	68.5
Other	68.5

Questions

For more information contact:

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Dave Jeffers - djeffers@lakesrpc.org

Stephen Geis - sgeis@strafford.org

Tyrel Borowitz - tyrelb@nashuarpc.org

<https://bit.ly/RSMSStoryMap2022>



New Hampshire Association of Regional Planning Commissions

LAKES REGION PLANNING COMMISSION

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



M E M O R A N D U M

TO: Jeff Hayes

FROM: Linda Waldron

DATE: November 21, 2022

RE: Church Landing Meeting

Carl and I met with Samantha Young, Group Sales Manager at Mill Falls. We viewed the two meeting rooms that would accommodate our guests after advising her that we were expecting 75 – 100 people. There are 3 entry points to the meeting room area; one is through the main entrance where you would have to go down some stairs, although there is an elevator which can be used instead, the second is to the left of the main entrance and down a small sloping paved area, and the third is at the rear of the building off a lower level parking lot. There are 3 options for meeting space.

The first room is called the Carriage House and accommodates up to 100 people. The room is den or lodge-like in that the walls are covered with dark wood paneling although, in addition to the interior lighting, there is plenty of natural light that comes in from the ample windows and the view from this room is the best by far. There is space to set up a small bar area at the rear of the room.



LAKES REGION PLANNING COMMISSION

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Tel 603.279.8171
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The second room is called the Ballroom and accommodates up to 300 people. There is an air wall that can be utilized cutting off about a third of the room which would then accommodate up to 150 people. This room is much brighter with beautiful chandeliers and natural lighting from the south; however the view is somewhat limited. This room also has a nice fireplace.



AMY DONOHUE

LAKES REGION PLANNING COMMISSION

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There is a bar area just outside the space where you enter the room which is also very bright and has some beautiful views. There is also plenty of room here for socializing and networking.



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The third option is for a tent place in close proximity to the lake with obvious spectacular views. The tent would accommodate 130 people. They would still be able to do plated meals at this location and power is supplied.



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www.lakesrpc.org



Cost:

Tent	\$595	130 people
Carriage House	\$695	100 people
Ballroom	\$795	150 people

Bar:

There is no charge for the bartender unless sales are less than \$250, then there is a \$75 charge. See attached for available selections and pricing.

Deposit: The room rental is the deposit.

Meals:

- Meals are prepared and catered by The Common Man.
- There is an 8.5% meals tax and a 22% service charge which needs to be added to any food and beverage item.
- There is a **maximum** 3 entree (two proteins plus a vegetarian) selection for plated dinners. See attached for selections and pricing.
- Buffet option is available. See attached for selections and pricing.
- Hors D 'Oeuvres (displayed or passed) are available. See attached for selections and pricing.
- Attendance and dinner selection counts are required 10 days before the event (e.g., 78 people with 48 haddock and 30 filet mignon). They can set 5% over this count to account for any unexpected arrivals, but cannot reduce once set.

AV equipment is available for rent. See attached for pricing.

SPIRITS & LIBATIONS

Cocktail Pricing Below is Based on a Single Liquor Cocktail. Cocktails Requiring Multiple Liquors will be Charged Accordingly. Specialty Martinis, Signature Drinks, Special Request Wines and Beers are Available Upon Request.

DRINK PRICING

Beer Selections - **\$5.50 - \$8.50** Per Drink

Silver Gate Wines - **\$8** Per Glass

Premium Wines - Ask the Sales Office for More Information

Cocktails & Mixed Drinks - **\$9 - \$15** Per Drink

Glass of House Champagne - **\$7** Per Glass

Soft Drinks/Juices - **\$3** Each

BAR SELECTIONS

BEERS Budweiser, Bud Light, Miller Lite, Samuel Adams, Samuel Adams Seasonal, Smuttynose IPA, Light Sky by Blue Moon, Corona, Corona Premiere Heineken, Moat Mountain Miss V's Blueberry, Angry Orchard, Common Man IPA, White Claw, Kaliber (Non-Alcoholic)

WINES: Silver Gate Wines from California: Sauvignon Blanc, Chardonnay, Pinot Grigio, Merlot, Cabernet Sauvignon, Pinot Noir

LIQUORS: Grey Goose, Hendricks, Jack Daniels, Jameson, Common Man Woodford Bourbon, Johnny Walker Black, Absolut, Absolut Citron, Stolichnaya Flavors, Bacardi, Captain Morgans, Malibu, Tanqueray, Beefeater, Bombay Sapphire, Canadian Club, Seagram's 7, Seagram's VO, Southern Comfort, Jim Beam, Dewar's, Jose Cuervo Gold, Peachtree Schnapps, Razzmatazz, Apple Pucker, Tito's, Cointreau, Midori Melon, Baileys, Kahlua, Amaretto Disaronno, Sambuca

Ask About Premium Wines and/or Brands Not Listed

BUBBLES BAR

Zardetto Prosecco, Chambord, Elderflower Liquor, Peachtree Schnapps, Deep Eddy Grapefruit Vodka and Deep Eddy Cranberry Vodka, Served with Orange Juice, Cranberry, Pineapple, Grapefruit and Pomegranate Juices

\$10 Per Person (25 Guest Minimum, Bartender Fee - **\$75**)

BLOODY MARY BAR

Tito's, Absolut Peppar, Ketel One and Grey Goose Vodkas Served with House Bloody Mary Mix, Tomato Juice, Limes, Lemons, Pickles, Celery, Olives, Shrimp Cocktail, Pepperoncini, Cheddar Cheese Cubes, Celery Salt, Lemon Pepper and Chili Lime Rims

\$12 Per Person (25 Guest Minimum, Bartender Fee - **\$75**)

SEASONAL SANGRIAS

Must Be Preordered with a Guaranteed Guest Count and Paid for in Advance. Available at the Bar or Passed During a Cocktail Hour. Minimum of 20 Guests.

WINTER SANGRIA: Red Wine, Cranberry, Orange Juice, Cointreau, and Fresh Cranberries

SPRING SANGRIA: Rose, Lemon Vodka, Raspberry Lemonade, and Raspberries

SUMMER SANGRIA: White Wine, Malibu Rum, Pineapple Juice, and Pineapple Slice

FALL SANGRIA: White Wine, Caramel Vodka, and Apple Cider

\$9 Per Glass

SHOULD THE TOTAL REVENUE NOT EXCEED \$250, A BARTENDER FEE OF \$75 WILL BE ADDED TO THE FINAL INVOICE

Cash Bar – Guests Pay for Their Own Drinks

Hosted Consumption Bar – Client Pays for All Drinks Ordered. Credit Card on File is Required, and Will be Billed Within 48 Hours After the Event for the Total Amount Due

Above prices are per person (unless noted) and do not include 15% service charge, 7% admin fee, or 8.5% NH state tax. Special dietary needs accommodated upon request when possible. All prices subject to change at any time without notice. Some menus require a minimum final guest count.

PLATED DINNER

All plated dinner selections include artisan bread and butter, choice of soup or salad, choice of starch, chef's choice seasonal vegetable, chef's choice dessert and locally roasted coffee service. We ask that a maximum of two protein entrées, plus a vegetarian selection be chosen to offer to your guests. Ask us about plated appetizers, premium soups and salads and surf 'n turf options. All entrees are priced per person.

SOUPS & SALAD (Choose One)

Field Greens Salad with Balsamic Vinaigrette
Classic Caesar Salad

OR

Minestrone, Broccoli and Smoked Aged Cheddar, Tomato Basil Bisque with Parmesan Cheese, Coconut Curry Bisque with Pumpkin Seeds, or Clam Chowder

ENTRÉES

(Choose Two Plus One Vegetarian Option)

Bourbon Beef Tips with Rosemary and Cracked Pepper Demi-Glace \$49

Cider Braised Boneless Short Ribs \$49

Baked Sole crab and scallop-stuffed, sherry crumbs with béarnaise sauce \$47

Seared Salmon with New Hampshire Mustard Maple Glaze \$46

Seared Salmon with arugula scape pesto \$46

Baked Haddock lobster sherry cream sauce \$48

Sliced Garlic Roasted Sirloin-thyme and sherry jus and horseradish crème \$51

Bacon-Wrapped Filet Mignon red wine demi-glace \$56

Crab Cake with Summer corn relish and spicy remoulade \$48

Chili-Herbed Rubbed Pork Tenderloin with pancetta crisp and blueberry gastrique \$44

Caprese Statler Chicken with Pesto Mornay \$46

Seared Staler Chicken Breast olive and artichoke stuffed with Chorizo Vinaigrette \$46

Roasted Statler Chicken with Caramelized Shallot Jus \$44

Eggplant Napoleon breaded eggplant cutlet, portabella wilted spinach, fire roasted peppers, fresh mozzarella. With pomodoro \$37

Butternut Squash Ravioli with Sage Brown Butter Sauce \$37

Spinach Ravioli, oven roasted tomatoes, snap peas, Beurre Blanc sauce \$37

Vegetable Curry with roasted spiced cauliflower, spaghetti squash in a red curry sauce. With bell pepper, snap peas, carrot and crisp wontons \$37

STARCHES

(Choose One)

Traditional Whipped Potatoes
Herb Roasted Fingerling Potatoes
Wild Rice Pilaf
Roasted Maple Sweet Potatoes

UPGRADED STARCHES - \$3 Per Person

Truffle Parmesan Whipped Potatoes
Herbed Pecorino Risotto
Potato Gratin with Gruyere Cheese
Creamy Leek and Goat Cheese Polenta

CHILDREN'S MENU

Choose One of the Following to be Served to Children Under 12. All Children's Meals are Served with a Fruit Cup.

Chicken Fingers and French Fries **OR** Pasta with Creamy Cheese Sauce - \$18

Petite Filet Mignon with Starch and Vegetable - \$23

Above prices are per person (unless noted) and do not include 15% service charge, 7% admin fee, or 8.5% NH state tax. Special dietary needs accommodated upon request when possible. All prices subject to change at any time without notice. Some menus require a minimum final guest count.

CHEF'S DINNER BUFFET \$49

All dinner buffets include artisan bread and butter, choice of one salad, choice of a starch, chef's choice seasonal vegetable, chef's selection of dessert and locally roasted coffee station. The Buffet price includes choice of two protein entrées, plus a vegetarian selection. All buffets are priced per person. **There is a 20 Guest Minimum for all buffets. If your guaranteed count falls below the minimum, the minimum guest count will be charged.**

SALADS

(Choose One)

Field Greens Salad with Assorted Dressings

Classic Caesar Salad

Chopped Salad with Iceberg Lettuce, Cucumbers, Celery, Tomatoes, Hard-Boiled Eggs and, Blue Cheese Dressing

Spinach Salad with Bacon, Red Onion, Tomatoes, Blue Cheese, and Maple Balsamic Vinaigrette

STARCHES

(Choose One)

Traditional Whipped Potatoes

Herbed Roasted Fingerling Potatoes

Wild Rice Pilaf

Roasted Maple Sweet Potatoes

ENTRÉES

(Choose Two Plus One Vegetarian Option)

Bourbon Beef Tips with Rosemary and Cracked Pepper Demi-Glace

Cider Braised Boneless Short Ribs

Baked Sole crab and scallop-stuffed, sherry crumbs and béarnaise sauce

Seared Salmon with New Hampshire Mustard Maple Glaze

Seared Salmon with Arugula Scape Pesto

Baked Haddock lobster sherry cream sauce

Chili-Herbed Rubbed Pork Tenderloin with Pancetta Crisp and Blueberry Gastrique

Caprese Statler Chicken with Pesto Mornay

Seared Statler Chicken Breast olive and artichoke stuffed with Chorizo Vinaigrette

Roasted Statler Chicken with Caramelized Shallot Jus

Eggplant Napoleon: breaded eggplant cutlet, portabella wilted spinach, fire roasted peppers, fresh mozzarella. With pomodoro

Creamy Polenta with Eggplant and summer squash caponata, and Olive and Artichoke Pomodoro Sauce

Butternut Squash Ravioli with Sage Brown Butter Sauce

Spinach Ravioli with roasted tomatoes, snap peas, Beurre Blanc sauce.

Above prices are per person (unless noted) and do not include 15% service charge, 7% admin fee, or 8.5% NH state tax. Special dietary needs accommodated upon request when possible. All prices subject to change at any time without notice.

HORS D'OEUVRES

Displayed Hors d' Oeuvres are priced per person. Final display count must be equal to or greater than your final guest count.

DISPLAYED HORS D'OEUVRES

RAW BAR- Must be ordered for full guest count

Oysters, Little Neck Clams and Jumbo Shrimp Cocktail with Cocktail Sauce, Horseradish, Lemons, Tabasco Sauce and Red Wine Mignonette. **\$20**

Lobster Tails – Market Price Per Person Additional | Clam and Oyster Shucking by Uniformed Chef - **\$75 Chef Attendant Fee**

LOBSTER CORN CHOWDER STATION Must be ordered for full guest count

Fresh Lobster Corn Chowder Topped with Sauteed Lobster Meat Accompanies by Sweet Cornbread Muffins and Presented by a Chef.

\$10 + \$75 Chef Attendant Fee

HANDCRAFTED ARTISANAL CHEESE AND CHARCUTERIE

Artisan Cheeses, Charcuterie and House-Made Pate with Seasonal Preserves, Nuts, Berries, Grapes, Crackers, and French Bread Crostini. **\$12**

ANTIPASTO

Assorted Meats and Cheese with Roasted Marinated Vegetables, Olives, Pepperoncini, Toasted Breads, Breadsticks, Dips and Seasoned Oils **\$11**

BAKED TRIO OF DIPS

Wild New Hampshire Mushroom • Creamy Five Onion • Fire-Roasted Corn and Pico de Gallo Accompanied by Assorted Breads, Crackers and Vegetables **\$8**

CHILLED TRIO OF DIPS

Creamy Spinach Dip • Black Olive Tapenade • Pico de Gallo accompanied by Pita Crisps, Tortilla Chips, Carrot and Celery Sticks **\$8**

FRESH VEGETABLE CRUDITES

House-made Ranch and Traditional Hummus **\$7**

SLICED FRESH FRUIT DISPLAY

Assorted Fresh Fruit thinly sliced and accompanied by Grapes and Berries **\$7**

Above prices are per person (unless noted) and do not include 15% service charge, 7% admin fee, or 8.5% NH state tax. Special dietary needs accommodated upon request when possible. All prices subject to change at any time without notice. Some menus require a minimum final guest count.

PASSED HORS D'OEUVRES

Passed Hors d' Oeuvres are priced per 100 pieces. Passed Hors d' Oeuvres can be ordered in quantities of 25 pieces.

Scallops Wrapped in Bacon *Tossed with Maple Syrup and Lime Juice* \$400

Crab Cakes *with roasted red pepper remoulade* \$375

Mini Beef Wellington *with Shaved Truffles and Dijonnaise* \$375

Short Rib Pastry Bites *goat cheese whipped potatoes and horseradish crème* \$350

Chicken Parmesan Spring Roll *house Pomodoro* \$325

Pork Pot Stickers *with Ponzu Drizzle* \$300

Chicken Tempura *Drizzled with Honey Soy Sesame Glaze* \$275

Sweet Chili Thai Chicken Bites \$300

Macaroni and Cheese Bites *topped with smoked pulled pork pickled onions* \$350

New Hampshire Wild Mushroom Arancini *with caramelized shallots and Gruyere mornay* \$300

Vegetable Spring Rolls *with Ginger Soy Dipping Sauce* \$250

Spanakopita Wraps *with Tzatziki Sauce* \$250

Sweet Baby Bell Peppers *Stuffed with creamy Pico de Gallo and corn* \$225

Buffalo Cauliflower *with blue cheese crème* \$300

Jumbo Shrimp Cocktail *with Horseradish Cocktail Sauce and Fresh Lemon* \$375

Lobster Butter Lettuce Cups *julienned vegetables citrus vinaigrette* \$400

Tuna Taco *with Wasabi Aioli* \$350

Seared Steak Crostini *blue cheese and blueberry red onion jam* \$350

Curried Chicken Salad *served on endive with blistered grapes* \$300

Antipasto Skewers *with mozzarella, sun-dried tomato, kalamata olive, artichoke and balsamic drizzle* \$300

Bruschetta *marinated, slow-roasted tomatoes on crostini with basil and balsamic reduction* \$225

Dried Apricot, Goat Cheese and Almond phyllo cup \$225

Roasted red pepper hummus, toasted pita, roasted curried carrot straws \$225

Seasonal Hors d'oeuvres

Spring ~ Crab Salad *with scallions in a tortilla cup* \$375

Summer ~ Watermelon Cube *feta cheese crumbles, balsamic reduction* \$200

Fall ~ Open-Faced Chicken Pot Pie *cranberry chutney* \$325

Winter ~ Sausage Stuffed Mini Portabella Mushroom Caps \$300

We are happy to offer the following in-house audio visual equipment:

<i>Item/ Description</i>	<i>Fee</i>
65" LCD TV	\$ 150.00
Additional Vendor Tables	\$ 15.00
American Flag and/or State Flag	\$ 20.00
Bluetooth Speaker - (Small)	\$ 35.00
Camera - (for Zoom Calls, etc)	\$ 75.00
Cornhole Boards & Bags	\$ 20.00
Dance Floor - (sizes from 12 x 12 - 18 x 21)	\$ 250.00
Dry Erase Board - (Includes markers, eraser)	\$ 25.00
Easel	\$ 10.00
Flipchart Easel - (Includes paper, markers)	\$ 35.00
Flipchart Papers	\$ 25.00
Laptop	\$ 50.00
LCD Projector & Screen - (Includes power, connectors, audio cable)	\$ 175.00
Microwave	\$ 10.00
Polycom Speaker Phone -	\$ 50.00
Portable Speaker - (includes tripod, microphone, ipod hookup, connectors)	\$ 100.00
Projector Screen - (Includes connectors)	\$ 50.00
Propane Heater - (80k BTU)	\$ 225.00
Risers - (4 x 6 panels)	\$ 25.00
Risers - (4 x 8 panels)	\$ 35.00
Small Fridge	\$ 15.00
Table-Top Power Strips - (accommodates up to 40 ppl at U-shape or Boardroom)	\$ 20.00
Tent Dance Floor - (12 x 12)	\$ 400.00
Tent Music	FREE
Tent Sides - (Full)	\$ 350.00
Tent Sides - (Half)	\$ 200.00
Use of In-House Audio System	FREE
WIFI - Complimentary	FREE

Please note: Should your audio visual needs exceed our in-house inventory, we are happy to provide additional resources from our trusted third-party vendors. Those fees would be subject to their individual pricing.



LAKES REGION PLANNING COMMISSION

103 Main Street, Suite #3
Meredith, NH 03253
Tel 603.279.8171
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M E M O R A N D U M

TO: Jeff Hayes

FROM: Linda Waldron

DATE: December 1, 2022

RE: The Barn on The Pemi

I spoke with Carole from The Barn on The Pemi this afternoon regarding meeting space for our annual meeting. She advised that The Barn is available on this date. Ample parking convenient to the entrance on a flat, paved surface is a plus.



The Barn is spacious and will accommodate us easily on the main floor. The atmosphere is rustic.



ALEXANDRIA • ANDOVER • ASHLAND • BARNSTEAD • BELMONT • BRIDGEWATER • BRISTOL • CENTER HARBOR • DANBURY
EFFINGHAM • FRANKLIN • FREEDOM • GILFORD • GILMANTON • HEBRON • HILL • HOLDERNESS • LACONIA • MEREDITH • MOULTONBOROUGH
NEW HAMPTON • NORTHFIELD • OSS�PEE • PLYMOUTH • SANBORNTON • SANDWICH • TAMWORTH • TILTON • TUFTONBORO • WOLFEBORO

There is a fieldstone patio which may be used for the cocktail hour, weather permitting.



The room fee is \$500 which includes AV equipment (podium, screen, projector, and mic), linens, and bar/bartender. The bar is on the first floor of the meeting room.

They have options for both plated dinners as well as a buffet. Prices are per guest depending on selections. Attached is a copy of their offerings and prices for each.

An 8.5% NH state tax and 20% service fee is added to all food and non-alcoholic beverages purchased. A guaranteed guest count is required 12 days prior to your event. The final guaranteed guest count is non-negotiable and non-refundable. Ivory house linens (napkins and tablecloths) are included for in-house events. We offer linens in a variety of colors for an additional fee. A deposit is required to reserve your event and secure your event date. This deposit must be returned with your signed contract. A payment of half the estimated food and beverage total is required three months prior to the date of your event. The final payment is due one week prior to the event, after we receive your guaranteed guest count (please see above). All deposits are non-refundable.

Fair Share Housing Production Model Report

This report accompanies the Fair Share Housing Production Model that was created to assist New Hampshire's Regional Planning Commissions (RPCs) determine the housing production needed to meet current and future demand.

It begins with an overview of New Hampshire's Housing Needs. It then discusses the state laws that provide the rationale for the model's approach. The core section of the report discusses the model and includes a technical appendix with additional detail on the model worksheets and formulas.

New Hampshire's Housing Needs

Like many areas in New England, New Hampshire has experienced a recent and very rapid increase in housing prices. Between 2019 and 2022, the median price of a sold home increased by \$100,000—a 35% jump. The median cost of monthly rent reached \$1,510 in 2022—an increase of \$260 per month, or 21%, in three years.

Income growth has failed to keep pace with rising housing costs. Since 2000, median home values rose by 111%, and rents, by 94%—compared to a 73% increase in median income.

Homes for sale and for rent are very hard to find in the current market, as the state's housing vacancy rate is below 1%. Low vacancy rates depress the ability of households to move into housing that best meets their needs—for accessing employment, to achieve homeownership, to accommodate a growing family, and to respond to aging.

Currently,

- If only 10% of the state's low income renters were looking to move—about 7,400 renters—they would have about 350 units from which to choose. The likelihood that they would find an affordable, vacant unit is about 5%.
- If only 10% of the state's renters with income of 61 to 100% AMI were looking to buy—about 3,700 renters—they would have about 550 units from which to choose. The likelihood that they would find an affordable unit for sale is about 15%.

The state's lowest income renters face a severe shortage of affordable units. An estimated 3.5% of New Hampshire's housing units have a contract or are managed by an entity that ensures their affordability. This supply is far short of need: an estimated 23,000 renters need more affordable units or rental assistance.

Cost burden—when households pay more than 30% of their income in housing cost—has historically been very high for the state’s lowest income owners and renters. The prevalence of cost burden has widened to include moderate income renters: 60% of renters with income of \$35,000 to \$50,000 are burdened; 25% of renters with income of \$50,000 to \$75,000 are burdened.

Rates of cost burden are higher among those unemployed or out of the labor force (45% are burdened), but they are almost as high among those working in the Arts, Entertainment, Recreation, Accommodation and Food Services industry—essential industries for the state’s tourism and recreation sector.

The shortage of affordable homeownership units has led to a decline in homeownership in the state. Middle aged (ages 35 to 44) adults experienced the largest decline in homeownership between 2010 and 2020, with rates dropping from 74% to 68%. Households with income of between \$75,000 and \$100,000 also saw a steep decline in ownership, dropping from 84% to 75%. The lack of affordable homeownership products requires renters to rent longer, limiting supply, especially for the lowest income renters who are less competitive in the market.

Additional public funding can realistically only address a proportion of needs. Housing needs and future housing demand should be addressed through a combination of affordable unit production and housing cost assistance.

State-level modeling on production needs estimates that between 2020 and 2040, approximately 88,400 units will be needed to meet household growth demand and bring the state’s housing market into balance. This is in addition to units needed to respond to seasonal and second home demand.

As of 2022, to stabilize the housing market and restore it to a functional vacancy rate—5% for rental units and 2% for ownership units—10,905 additional rental units are needed and 12,764 ownership units are needed.

This report and accompanying model provides guidance for the housing production needed to address demand.

New Hampshire Workforce Housing Statute

New Hampshire’s Workforce Housing Law, RSA 674 requires every New Hampshire community to provide “reasonable and realistic opportunities” for the development of workforce housing.

That law codified the principles established in the 1991 *Britton v. Chester* case, which challenged the constitutionality of the Town of Chester’s zoning ordinances. In that case, the state Supreme Court held that when exercising its authority to regulate the use of land through zoning, every state jurisdiction must provide a reasonable and realistic

opportunity for the development of affordable housing. The Court stated that regional needs are relevant in determining a jurisdiction's proportionate or "fair share" of affordable housing—although the court did not define fair share.

Workforce housing is defined by the law as:

- Ownership housing—affordable to households with income equal to or less than 100% of the Area Median Income (AMI) for a 4-person household, as published by the U.S. Department of Housing and Urban Development (HUD) for the MSA or county in which the jurisdiction is located.
- Renter housing—affordable to households with income equal to or less than 60% of the Area Median Income (AMI) for a 3-person household, as published by HUD for the MSA or county in which the jurisdiction is located.
- Affordable means housing costs, including utilities and combined mortgage loan debt, property taxes, and required insurance, that do not exceed 30 percent of a household's gross annual income.
- Housing developments that exclude minor children from more than 20% of the units, or in which more than 50% of the units have fewer than 2 bedrooms, do not constitute workforce housing.

The Workforce Housing Law does not define how much workforce housing must be developed in a jurisdiction, nor does it prescribe a method for estimating that number. Instead, the law provides guidance, which was utilized in developing the Fair Share Housing Production Model in 2022, described in the remainder of this report. That model is an update to the 2014 model, and is meant to be used by the state's RPCs, as they advise their member jurisdictions on housing production needs and to raise awareness of the need for affordable and workforce housing.

Fair Share Housing Production Model

Overview of approach. The Fair Share Housing Production model ("model") projects the number of housing units, by tenure and Area Median Income (AMI) threshold, that jurisdictions should allow or accommodate to meet projected population and employment demand—and to support a more balanced housing market in New Hampshire.

The employment component is critical to support economic stabilization and growth, especially in the state's small towns and rural areas. A model based solely on demographic projections—which are based on historical trends—would drive housing demand into urban areas and away from rural areas that are aging. This would result in rural economies that cannot support the needs of aging residents, tourism and recreation activity—including second and vacation homeowners—and economic development.

How to use the housing production numbers. The output from the model is the number of housing units that are needed to accommodate population growth and support employment growth, and return New Hampshire's housing market to a stable and functioning state. Housing unit numbers are provided for five-year increments in 2025, 2030, 2035, and 2040. Stabilization of the housing market is achieved through adding production to achieve a 5% rental vacancy and a 2% ownership vacancy rate. This stabilization factor is smoothed throughout the 2020 to 2040 period to best reflect the cyclical nature of housing development (v. front loading the units needed as of 2022).

The model presents *cumulative* housing production numbers for 2025, 2030, 2035, and 2040.

These housing production numbers are presented for all owners, and for owners below and above 100% AMI for a 4-person household; and for all renters and renters below and above 60% AMI for a 3-person household. The AMI is the regional AMI for the RPCs, which was developed for RPC use in regional housing needs assessments and for this model. It is based on the AMIs published by the U.S. Department of Housing and Urban Development (HUD). The accompanying memorandum (to be attached as an appendix – HA) dated 7/14/2022 and entitled *Regional AMI methodology* describes the methodology used to derive the regional AMIs. In sum, the regional AMI is created through a weighted average of the HUD AMI assigned to each town in a region and occupied housing units as a share of total occupied housing units in the region.

Jurisdictions and Regional Planning Commissions (RPCs) should use these numbers as guidance for accommodating and responding to development interests. It is important to note that RPCs are not required to do fair share analyses; they undertake this exercise to support their member jurisdictions. Housing production numbers are what communities need to allow and accommodate should a developer propose to build them. There are many factors that will determine if/when units get built (e.g., developer interest, developer financing, building costs, economic development).

RPCs and communities should understand that the housing production model is not a perfect substitute for current conditions, and that other factors and data points should be taken into consideration—including current vacancy rates, wait lists in assisted housing developments, and current market data regularly provided by New Hampshire housing—when development applications are evaluated.

Hypothetical case:

Community X reviews the Fair Share Tables and notes that it should be prepared to accommodate demand for 100 units by 2025 and 299 units by 2040. Of these units, 200 should be for owners, with about half affordable to households with income of 100% AMI and less. Another 100 should be for renters, with 55% affordable to renters with income of 60% AMI and less.

Community X looks to the Development Capacity Test tab and finds that it has plenty of capacity to accommodate about 95% of the units, but may need to consider some changes in density to allow for the units on land that has water and sewer connections. Increasing the allowable density to 8 units per acre in areas near Main Street appears to be a solution that would not only allow for needed housing production, it would also meet community goals of conservation and cost-efficient development.

A developer approaches Community X with an application. This community agrees to upzone the developer's parcels with the condition that the units would be affordable to <100% AMI owner and <60% AMI renter households.

Methodology

The model begins with projected growth for 2025, 2030, 2035, and 2040 at the jurisdiction level based on demographic projections that were conducted by RLS Demographics (*State of New Hampshire State, County, and Municipal Population Projections: 2020-2050*, Robert Scardamalia RLS Demographics, Inc. and New Hampshire Department of Business and Economic Affairs).

The RLS demographic projections included projected numbers of people (not households) by age cohort. To form residents into households, the model applies a "headship ratio," which converts people into households based on the share of people to households, by age cohort, in 2020. The age cohort considerations is important to adjust for the variance in household sizes and formation through lifecycles.

Component 1—Planning for Projected Household Growth. The first part of the model allocates a share of projected household growth to housing production; the base model uses 50%. Households include all types of people projected to live in a jurisdiction: retirees, remote workers, unemployed people, and others.

To separate households into renters and owners, the model holds constant the statewide 2020 ownership rate. The statewide ownership rate is used to fairly distribute rental housing among regions and avoid replicating past exclusionary development patterns.

The model determines the share of owner and renters households that fall below and above the Area Median Income (AMI) categories of: 60% AMI for a 3-person household for renters, 100% AMI for a 4-person household for owners, with AMI defined by the regional AMI. *This is consistent with RSA 672:1.*

Component 2.—Planning for Employment Growth. The second part of the model allocates the remaining 50% of projected household growth weighted toward workforce housing needs, embracing the premise that workers should be allowed to live throughout a labor market area.

There are two parts to Component 2.

- a. The state's Workforce Housing Statute states that: *"In every municipality that exercises the power to adopt land use ordinances and regulations, such ordinances and regulation shall provide reasonable and realistic opportunities for the development of workforce housing."* To satisfy this clause, the model considers the share of the state's employment that exists in the labor market area (LMA) in which a jurisdiction is part.
- b. *"A municipality's existing housing stock shall be taken into consideration in determining its compliance..."* The model then reapportions housing production to jurisdictions based on their share of the defined LMA housing units. The model effectively says that all jurisdictions should contribute to the workforce housing needed for a functioning labor market. Those that have not contributed to historical growth must catch up to a reasonable vacancy rate and by building housing for permanent residents.

A balanced approach. We recommend weighting Components 1 and 2 equally for two reasons:

- Weighting household growth too heavily would perpetuate the state's trends of declining workforce, which is linked to lack of affordable housing;
- Weighting household growth too heavily would create labor markets where older adults exist without the workforce needed for them to age and receive adequate health care, home care, and related supportive services.

Therefore, the model assumes an equal balance between household growth and workforce growth.

The model also balances housing needed to accommodate future growth with existing needs and accounts for deficiencies in housing provision. The model includes a factor to bring the state's housing vacancy rate up to a functioning level. This reflects current need, particularly the need for units in high demand, low vacancy jurisdictions. It also corrects for past exclusionary practices that have resulted in a very low supply of workforce housing units.

The model does not factor in housing in poor condition because public data are unavailable. As such, Regional Planning Commissions should work with jurisdictions to increase their housing production numbers to account for units that are inhabitable, not appropriate for workforce housing, and/or will be demolished.

Buildable land and infrastructure considerations. Housing production can be constrained by limited public infrastructure—water and sewer systems and roads—which is often costly to extend. A similar constraint is found in difficult-to-develop land. Allocating an unrealistic number of units to jurisdictions where infrastructure and

developable land are major impediments could result in an underproduction of housing units statewide.

To correct for this risk, the Office of Planning and Development developed a worksheet that estimates the buildable area by jurisdiction after accounting for environmental constraints (water bodies, wetlands, and steep slopes > 20%), public roads, and conservation/public land restrictions. The buildable land is categorized by the number of acres that are (1) within a 500 foot buffer of public water and sewer systems; or (2) within 500 feet of one but not both; or (3) outside a 500 foot buffer from public water and sewer systems. Buildable land includes land with existing housing or other structures since some of this land could lend itself to infill development.¹

This buildable land worksheet was used to check each jurisdiction's capacity to accommodate housing production numbers (see Development Capacity Test worksheet description in the Technical Appendix). That exercise estimates new unit capacity based on two scenarios: four units/acre and one unit/acre and flags jurisdictions in which there may be insufficient capacity to meet the housing production numbers.

¹ RSA 674:58 (III) allows municipalities to take into account land that may be "unduly inhibited by natural features."

Technical Appendix

This appendix accompanies the Fair Share Housing Production model. It defines the parameter variables, describes the function of each worksheet within the Excel model (with a **How to use this worksheet** section for relevant worksheets (an absence of that indicates the formulas/worksheet is a feeder sheet), and steps through the model formulas. It is organized by worksheet tab.

Parameters. This worksheet contains the assumptions that drive the model including:

- **Headship Ratio 2020.** This assumption “fits” people into households. It is based on 2020 Census data.
- **Component weight parameters.** This assumption determines the weights applied to population and household growth v. employment-driven growth.
- **Vacancy rates.** This assumption is the statewide rental and ownership vacancy rate to achieve a functioning market that is applied to the housing production numbers.
- **Workers.** This assumption is the number of workers per household; it “fits” workers into housing units. A lower number of workers per housing unit increases housing production needed at lower AMI levels.
- **Ownership rate.** The 2020 statewide ownership rate that is held constant to determine the share of new households who will be owners v. renters.
- **Development capacity.** These assumptions feed the Development Capacity Test worksheet. They determine the share of developable land that will be residential development, the average units per acre for both land with and without public water and sewer systems, and the efficiency of a land parcel to accommodate development.

How to use this worksheet. Users can change the following fields within the worksheet to see how unit production changes with changes in economic and planning assumptions.

- **Headship Ratio 2020.** Changing the parameters will change household formation rates and therefore housing unit demand. It is advised to change the assumptions for illustrative purposes only. As this assumption is a major driver of housing units production estimates, any permanent changes should be agreed upon and applied across RPCs.
- **Component weight parameters**—could be changed if a policy decision is made by the Fair Share Allocation Committee to weight population and household growth and employment growth differently. This field flows to Component 1 and Component 2 worksheets.
- **Vacancy rates**—could be changed to increase or lower the target residential vacancy rates for owner and rental housing. Note that the current rates are those considered reasonable industry standards, which

allow households to move among units and between rentership and ownership to maximize housing choice.

- **Workers**—could be changed to reflect changing workforce to housing unit trends.
- **Ownership rate**—could be changed if sustaining 2020 homeownership rates appears to be inconsistent with trends, as new data on homeownership become available from the American Community Survey.
- **Development capacity**—could be changed to replicate realistic or changing development patterns. Changes should be agreed upon and documented to avoid inconsistencies among regions and appearance of bias.

Fair Share Tables. This worksheet contains the resulting housing production numbers by jurisdiction and region for 2025, 2030, 2035, and 2040, by tenure and AMI. The AMI thresholds by tenure used household size are determined by the State Workforce Housing law.

How to use this worksheet. These are the final housing production numbers. Users should copy and paste these tables for sharing with jurisdictions and other appropriate audiences.

This worksheet also **contains fields for a reapportionment** by RPCs based on:

- **Uninhabitable and poor condition units and Known future demolitions.** If a jurisdiction has known and significant uninhabitable housing units and/or known future demolitions, the housing production number should be increased by the number of uninhabitable, poor condition, and to-be-demolished units.
- **Buildable land and infrastructure.** RPCs should look to the Development Capacity Test worksheet Insufficient Capacity flags. Those flags indicate the units that could be developed on buildable land assuming three density scenarios (four units to an acre, 1.5 units an acre, and one unit to an acre).

If a jurisdiction does not have sufficient capacity to accommodate its housing production numbers, RPCs should contact those jurisdictions, confirm the limitation, and explore solutions.

Solutions could include:

- Modest upzoning and/or modified setbacks of land with water and sewer connections, especially in exchange for affordability of a certain share of units;
- Exploring funding to extend infrastructure in strategic locations where development is likely to occur;

- Repurposing existing underutilized property—both residential and commercial—to accommodate housing. Utilizing infill, redeveloping existing properties, and facilitating ADU development, are all reasonable solutions that should be considered in this situation.

- **Opportunity index.** The opportunity index is based on New Hampshire Housing’s opportunity index used in Qualified Allocation Plan scoring for Low Income Housing Tax Credit (LIHTC) development proposals. This index uses NH Hampshire Housing’s scores for prosperity, education, and health to measure access to economic opportunity.

Higher values indicate jurisdictions with better access. The RPCs should be mindful of reapportioning units from high to low opportunity areas without sufficient rationale. Methodology for the index is appended to this report. (Will attach NH Housing methodology as an appendix – HA)

- **Community resources.** This factor uses the Assessed Valuation of property as a proxy for the ability of a jurisdiction to dedicate resources and budget for growth. It is presented as the jurisdiction’s value per acre and the proportion of the RPC’s total valuation. The RPCs should look to these measures to understand a jurisdiction’s relative ability to provide services to new households and support growth in the region.

Reapportionment considerations. If an RPC needs to reapportion units, it should consider dividing that reapportionment among several, adjacent communities, rather than assign the full reapportionment to a single community. In addition:

- The apportionment should consider units by tenure and AMI (v. a broad reapportionment of total housing production numbers).
- Reapportionment should occur among communities within the same LMA, or closely adjacent LMAs. Great weight should also be given to communities with regional employment centers.
- Greater weight should be given to communities with high opportunity indices—indices that are 4.0 and higher. In keeping with typical affordable housing policies, it is reasonable to assign a 10% to 15% boost in reapportioned *affordable* units to high opportunity communities.
- After reallocating based on the opportunity index, RPCs should look to the community resources measure to ensure that communities have the capacity to support growth of the reallocated units. Communities with very low valuation per acre relative to other communities in the region are likely to have trouble absorbing growth without additional funding.

Fair Share Numbers. This worksheet adds the numbers in Component 1 and Component 2 to produce a total housing production number, by jurisdiction, by tenure, by AMI, and for 2025, 2030, 2035, and 2040.

Development Capacity Test. Total developable land by jurisdiction was determined by the Office of Planning and Development, who developed a model in GIS that estimates the buildable area by jurisdiction after accounting for environmental constraints (water, wetlands, steep slopes > 20%), public roads, and conservation/public land restrictions. The buildable land is categorized by the number of acres that are (1) within a 500 foot buffer of public water and sewer systems; or (2) within 500 feet of one but not both; or (3) outside a 500 foot buffer from public water and sewer systems. Buildable land includes land with existing housing or other structures since some of this land could lend itself to infill development.

An adjustment is applied to the total number of buildable acres to account for non-residential land (commercial, industrial, institutional); this is currently set at 20% of land and is changeable in the Parameters worksheet. The model also applies an “efficiency” adjustment—currently set at 65% and changeable in the Parameters worksheet—to account for parts of parcels that may not be developable.

The model assumes the following densities:

- 4 units per acre² for land within a 500 foot buffer of public water and sewer systems;
- 1.5 units per acre for land within 500 feet of one but not both;
- 1 unit per acre for land outside a 500 foot buffer from public water and sewer systems; and
- For Concord, Manchester, and Nashua, density is assumed at 8 units per acre rather than 4 units per acre for land within a 500 foot buffer of public water and sewer systems to reflect historical development patterns and densities.³

It then aggregates the buildable land under the above densities and removes current housing units to calculate the potential for new units. Where the potential for new units is less than the housing production numbers under the above assumptions, the model flags that condition with “1”. The column on the far right shows excess unit capacity—or, if negative, shortage—beyond what is needed to accommodate 2040 housing production needs.

Three worksheets provide the source data for the Development Capacity Test worksheet: Data Development Capacity Test, towns_polygon_Build_Watsew, and towns_build_notbuild_types

² An acre is 43,560 square feet; for example, four units per acre would be a 10,890 sq ft lot on average.

³ If this is not assumed, the model incorrectly attempts to house existing residents in densities too low to accommodate current population.

How to use this worksheet. Users should examine the “Insufficient Capacity” flag for the jurisdictions in their region. It is important to note that this flag is meant to be an initial but blunt first step in assessing development capacity. After examining the flagged data, and evaluating the capacity against the assumptions used, RPCs may want to contact jurisdictions to discuss options for increasing development capacity.

Component 1. This worksheet takes the number of projected households, separately for owners and renters, and applies the share of growth allocated to Component 1 in the Parameters worksheet. It then distributes owner and renter households to above and below AMI categories as determined by the Workforce Housing Statute: 100% 4-person AMI for owners and 60% 3-person AMI for renters.

Component 2. This worksheet allocates the remaining share of projected household growth for the State of New Hampshire overall to jurisdictions by weighting their share of state jobs and their share of housing units within the LMA.

The premise of this component is that jurisdictions are expected to support the LMAs in which they exist by providing the same share of housing for workforce that they do for all types of housing units. It also corrects for undersupply relative of housing in jurisdictions that have not contributed a fair share of workforce housing. Jurisdictions that have not been providing workforce housing relative to their share of all units will increase housing production numbers; the inverse will reduce housing production numbers.

Units are distributed according to the AMI distribution derived from average wages by industry in each LMA. For example, if the model concludes a jurisdiction needs 10 rental units, and in the LMA 20% of all employment belongs to the retail industry, then 2 units will be assigned the average wage level of the retail industry. To calculate the annual income, the annual wage level of the retail industry is multiplied by 2 workers per household. The resulting income level is then compared to the regional AMI brackets to assign the units to the appropriate AMI bracket (e.g., below or above the 60% AMI for a 3-person household).

Headship Ratio. The demographic projections conducted by RLS Demographics (*State of New Hampshire State, County, and Municipal Population Projections: 2020-2050, Robert Scardamalia RLS Demographics, Inc. and New Hampshire Department of Business and Economic Affairs*). included projected numbers of people (not households) by age cohort. To form residents into households, this worksheet applies a “headship ratio,” which converts people into households based on the share of households to people in 2020. The headship ratio is used in the Population and Households worksheet to convert projected population growth in to projected household growth.

Population and Households. This worksheet contains the population forecasts by age cohort from the RLS Demographics report. Those are presented for 2020, 2025, 2030, 2035, and 2040. The Headship Ratio is then applied to convert people into households and

then into households added, by subtracting total households from 2020 households. The Households Added fields feed the Tenure worksheet.

Tenure. This worksheet divides the households added into owners and renters.

It also contains the vacancy adjustment. The vacancy adjustment increases housing production to achieve a reasonable vacancy rate for ownership and rental housing. These numbers exclude housing that is vacant for seasonal and recreational use. Housing production numbers represent the units needed for year-round residents, including workers, families, and retirees.

That adjustment is as follows:

- 1) The projected numbers of units needed to accommodate new owners and renters are increased by the desired vacancy rates; this ensures that these new households have an ample supply of homes from which to choose.
- 2) An adjustment is applied to fix the current deficit of housing. That adjustment increases or lowers a jurisdiction's housing production number based on the county's current level of vacant for sale and for rent units and applied to the jurisdiction with a population weight. Each jurisdiction is assumed to have the countywide vacancy rate estimated by the latest New Hampshire Housing Rental Cost Survey Report; these units are then subtracted from the units needed to reach a 5% vacancy rate. To estimate vacant units for sale, the number of "vacant for sale units" from the Census is used; these units are subtracted from the units needed to reach a 2% vacancy rate. That deficit "catch up" is spread out over the 20 years modeling time period.
- 3) The result is a final housing production number with vacancy adjustments.

LMA Data. This worksheet feeds the Component 2 worksheet. It contains the share of state jobs for each jurisdiction based on that jurisdiction's inclusion in a Labor Market Area (LMA). LMAs are defined by the U.S. Bureau of Labor Statistics, a map of the LMAs used can be found here: <https://www.nhes.nh.gov/elmi/tools/documents/nh-towns-lma.pdf>

It also compares the housing units in each jurisdiction to the LMA.

The second part of the worksheet contains the distribution of jobs across industries. This distribution is used in the Renter and Owner Industry Distribution worksheets to assign workers to specific industries. The average wages of those workers by industry determine the AMI categories for housing units.

AMI Distribution. This worksheet contains the proportion of each jurisdiction's owners and renters that fall above the AMI levels determined by the Workforce Housing Statute: 100% 4-person AMI for owners and 60% 3-person AMI for renters. The regional

AMI measure is created by averaging the AMI assigned to each town in a region. The average is a weighted average where the weight represents the share of occupied housing units in a town as a percent of total occupied housing units in the region—obtained from Census counts included in table H1: Occupancy Status. See the accompanying memo "Regional AMI methodology."

Wage AMI Distribution, Renter Industry Distribution, Owner Industry Distribution. These worksheets all feed the Component 2 worksheet. They are used to fit average industry wages by profession into the above or below AMI categories for owner and renter households. Data used for this analysis can be found here: <https://www.nhes.nh.gov/elmi/statistics/qcew-ann-data.htm>

Vacancy Data. This worksheet contains the number of vacant units for sale and for rent and is used for the vacancy adjustment in the Tenure worksheet to ensure that the existing supply of vacant units that could be occupied by owners and renters are considered in the housing production numbers.

Supporting worksheets. Several worksheets appear after the Vacancy Data tab. These are informative in nature and contain the source data for the key variables in the model described in this Technical Appendix.

Region	Town	2025			2030			2035			2040																		
		Owners 2025	Below 100 % AMI	Above 100 % AMI	Owners 2030	Below 100 % AMI	Above 100 % AMI	Owners 2035	Below 100 % AMI	Above 100 % AMI	Owners 2040	Below 100 % AMI	Above 100 % AMI																
LRPC	Alton town	118	81	28	52	37	16	21	219	149	52	97	70	31	39	284	192	68	125	91	40	51	317	213	75	139	104	45	59
LRPC	Barnstead town	88	60	28	32	28	7	21	164	112	53	59	52	14	38	212	144	68	76	68	18	50	236	159	75	84	77	20	57
LRPC	Belmont town	131	90	45	45	41	15	26	244	166	83	83	77	28	49	315	214	107	107	101	37	65	352	237	118	119	115	41	74
LRPC	Gilmanton town	73	50	21	29	23	10	13	135	92	38	54	43	18	24	174	118	49	69	56	24	32	195	131	54	77	64	27	37
LRPC	Freedom town	55	37	21	16	17	7	11	98	66	38	29	32	12	19	124	84	48	36	41	15	26	136	90	51	39	45	16	29
LRPC	Sandwich town	37	25	11	14	12	2	10	66	45	19	25	21	3	18	83	56	24	32	27	3	24	89	60	26	33	30	4	26
LRPC	Tamworth town	68	47	26	20	22	9	13	122	83	46	36	39	15	24	153	103	58	45	50	19	31	165	110	62	48	55	20	35
LRPC	Franklin city	186	126	69	57	60	17	43	342	230	126	104	112	32	80	447	299	164	135	148	42	106	505	334	183	151	171	49	122
LRPC	Hill town	22	15	7	8	7	2	5	41	28	13	15	13	5	9	54	36	16	20	18	6	12	61	40	18	22	21	7	14
LRPC	Northfield town	99	67	33	34	32	12	20	181	122	60	62	59	23	36	237	158	79	80	78	30	48	268	177	88	89	90	35	56
LRPC	Sanbornton town	78	53	24	30	25	6	19	145	98	44	55	46	11	35	188	127	56	70	61	14	46	210	141	63	78	69	16	53
LRPC	Tilton town	96	66	37	29	31	10	21	178	121	68	53	57	18	39	231	156	88	68	75	23	51	258	173	97	76	85	26	59
LRPC	Gilford town	210	143	53	90	67	18	49	389	264	98	166	125	33	92	504	340	126	214	164	43	121	565	378	140	238	187	48	138
LRPC	Laconia city	439	299	127	172	140	45	95	812	552	235	317	260	84	177	1,052	710	302	408	341	109	232	1,180	790	336	454	390	123	267
LRPC	Center Harbor town	24	16	6	10	7	1	7	43	29	11	18	14	1	12	56	38	14	24	18	2	16	63	42	16	26	21	2	19
LRPC	Meredith town	148	101	48	53	47	21	26	274	186	89	98	87	40	48	354	240	114	126	115	52	63	397	266	127	140	130	58	72
LRPC	Moultonborough town	130	89	42	47	42	7	34	233	158	74	84	75	13	62	295	198	93	106	96	16	80	319	212	99	114	106	17	90
LRPC	New Hampton town	46	32	16	16	15	6	9	86	59	30	29	27	11	16	112	76	39	37	36	15	21	125	84	43	41	41	17	24
LRPC	Andover town	43	29	13	16	14	6	8	80	54	25	29	26	11	15	104	70	32	38	35	14	20	118	78	36	42	40	16	23
LRPC	Danbury town	24	16	8	8	8	3	5	43	29	15	14	14	5	9	56	38	20	18	19	7	11	64	42	22	20	22	8	13
LRPC	Alexandria town	36	24	13	12	12	5	7	69	46	24	22	23	9	14	90	59	31	28	30	12	18	102	66	35	32	35	14	21
LRPC	Ashland town	44	30	16	14	15	5	9	84	56	31	26	28	10	18	109	72	39	33	37	14	23	124	81	44	37	43	16	27
LRPC	Bridgewater town	29	19	9	10	9	3	7	54	36	17	19	18	5	13	70	47	22	24	24	7	17	80	52	25	27	27	8	19
LRPC	Bristol town	78	52	26	26	26	10	15	147	98	50	48	49	20	29	191	127	64	62	65	27	38	217	142	72	70	75	31	44
LRPC	Hebron town	17	11	5	6	6	1	4	32	21	10	12	11	2	8	41	27	12	15	14	3	11	47	31	14	17	16	4	13
LRPC	Holderness town	46	31	14	17	15	4	12	88	59	27	32	29	7	22	114	76	34	41	39	9	29	129	85	38	46	45	11	34
LRPC	Plymouth town	119	80	41	39	39	18	21	227	151	78	74	76	36	40	295	195	100	95	100	47	53	334	218	112	106	116	55	61
LRPC	Effingham town	35	24	11	13	11	5	6	62	42	19	23	20	8	11	77	52	23	29	25	10	15	82	55	24	31	27	11	16
LRPC	Ossipee town	95	65	40	25	30	17	13	169	115	70	45	54	31	23	212	143	86	57	69	38	30	226	151	90	61	75	40	35
LRPC	Tuftonboro town	61	42	21	21	19	4	15	109	74	37	38	35	7	28	138	93	46	47	45	9	36	148	99	48	51	49	9	40
LRPC	Wolfboro town	139	95	45	50	44	15	29	248	169	80	89	79	26	53	311	210	99	112	101	33	68	333	222	104	119	111	35	76
LRPC	Total	2,815	1,914	903	1,011	901	306	596	5,183	3,512	1,658	1,854	1,671	569	1,102	6,683	4,498	2,121	2,377	2,185	739	1,446	7,444	4,962	2,334	2,629	2,482	829	1,653