

# LAKES REGION PLANNING COMMISSION

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



## LRPC COMMISSIONER'S MEETING

Monday, October 23, 2023

6:00 PM

**Moultonborough Public Library**

4 Holland Street | Moultonborough

## AGENDA

1. **Call to Order, Establish Quorum**
2. **Approve Draft Minutes** of September 25, 2023 (*actionable item*) *Attachment 1*
3. **Old Business**
  - a. RHNA Adoption (*actionable item*) *Attachment 2*
  - b. By-Law Revision Adoption (*actionable item*)
  - c. CEDS and EDA District Process (*actionable item*)
4. **New Business**
  - a. CEDS Committee (formation of)
  - b. NHARPC Membership *Attachment 3*
5. **Presentations**
  - a. Economic Development and Grant Writing  
*Presenter:* Tracey Secula, LRPC Grant Administrator
  - b. Source Water Protection  
*Presenter:* Christine Marion, LRPC Land Use Planner
6. **Regional Updates/Announcements**
7. **Commissioner Roundtable**  
Share noteworthy news and happenings from your communities.
8. **Adjourn**

**NEXT MEETING: November 27, 2023**

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.

# *Attachment 1*

# LAKES REGION PLANNING COMMISSION

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## LRPC Commissioner Meeting

Location: Tilton Police Dept. | Community Room

Minutes of September 25, 2023

Commissioners Present		Commissioners Absent	
Andover:	Harold Tuttle	Alexandria:	George Tuthill
Barnstead:	David Kerr	Ashland:	Mardean Badger
Belmont:	Rod Cameron	Bridgewater:	Ken Weidman
Bristol:	Bill Dowey	Center Harbor:	Mark Hildebrand
Freedom:	Mark McConkey	Danbury:	John Taylor
Gilford:	John Ayer		Mark Zaccaria
Gilmanton:	Stephanie Verdile	Hebron:	Ivan Quinchia
Moultonborough:	Cristina Ashjian	Laconia:	Dean Anson, II
New Hampton:	Andy Anderson		Stacy Soucy
Northfield:	Wayne Crowley		Wes Anderson
	Doug Read	Meredith:	Stephanie Maltais
Plymouth:	John Christ	Moultonborough:	Celeste Burns
Sanbornton:	Robert Lambert	New Hampton:	David Katz
Sandwich:	Bonnie Osler	Plymouth:	William Bolton
Tamworth:	Lianne Prentice		Zachary Tirrell
Tilton:	Jeanie Forrester	Tamworth:	Richard Doucette
Tuftonboro:	Tim Galvin		Wyatt Berrier
Wolfeboro:	Roger Murray, III	Tilton:	Jane Alden
		Wolfeboro:	Tavis Austin

**LRPC Staff:** Executive Director Jeff Hayes, Administrative Assistant Linda Waldron, Regional Planner David Jeffers, Land Use Planner Christine Marion.

**Guest Speaker:** Andrew Dorsett, Housing Finance Director | NH Department of Business and Economic Affairs (BEA).

### 1. Call to Order

The meeting was called to order at 6:00 PM by Chair Ayer. Due to the presence of some newly appointed Commissioners, Chair Ayer invited everyone to introduce themselves and state what community they represented by way of welcome. A quorum was established.

### 2. Approval of Minutes

Chair Ayer directed the audience to the draft minutes of June 26, 2023 in the meeting packet and asked if there were any questions or concerns regarding their content. Absent any, he offered to take a motion that they be approved as presented. The motion was made by Secretary Prentice and seconded by Bonnie Osler. A voice vote was taken in which all members present were in favor. **Motion passed.**

### 3. Presentation

Executive Director Hayes introduced Andrew Dorsett who will be providing an update on InvestNH concerning the availability of some new funding. Mr. Dorsett spoke on the housing crisis and explained what the InvestNH program is about as well as the various sections of funding within it. The program was initially funded in the amount of \$100 million to address the workforce housing crisis in NH which has been allocated. A secondary influx of funding has been made available to InvestNH and The Housing Champion program in the total amount of \$15 million and, although much of it has been awarded, some is still available. Mr. Dorsett described the facets of each program and encouraged any municipality interested in applying for these funds to do so immediately before the rest is tapped out.

### 4. Old Business

- a. RNHA Adoption Discussion. Executive Director Hayes reminded Commissioners of the reason for and progress of the development of the Regional Housing Needs Assessment report now before the Commission. He identified the fair share table which allocates units by town, and which was part of the original model, stating that, in his opinion, it is not fair and not actionable. He went on to say that this was discussed at the Executive Board meeting earlier this month and it was decided that the fair share table is not something the Board feels comfortable including in the report. As such, the Board unanimously determined that the RHNA report should be presented to the full Commission for adoption with the recommendation that the fair share table be excluded. After a lengthy comment period, Chair Ayer directed the Commissioners to go back to their respective towns for additional review and guidance; ultimately deciding whether their town was willing to adopt the Lakes Region Housing Needs Assessment with or without the "fair share" table which allocates a specific number of "affordable housing" units to every community in the region. The RHNA discussion and potential adoption vote will be added to the November meeting agenda.
- b. Proposed By-Law Revisions. Executive Director Hayes made the Commission aware that the By-Laws have been revised in terms of reordering and clarifying several sections. The only substantive change relates to the appointment of alternates to the Executive Board (Section 8.3.3) in an effort to resolve quorum issues. These proposed changes have been reviewed by the Executive Board and it was their recommendation that they be presented to the full Commission for approval. There being no discussion, Executive Director Hayes announced that the 30-day consideration and comment period dictated by the By-Laws has now begun, encouraging Commissioners to review the document more thoroughly and to submit any comments to the Executive Board. The matter will be brought back before the Commission for a vote at the next meeting.

### 5. New Business

- a. FY24 Budget Proposal Approval. Executive Director Hayes stated that the By-Laws require the budget be brought forward to the full Commission at the first meeting of the new fiscal year for approval. Chair Ayer notes that the Executive Board has recommended approval. Roger Murray made a motion that the FY24 budget be approved as presented which was seconded by Andy Sanborn. A voice vote was taken in which all members present were in favor. **Motion passed.**
- b. FY25 Municipal Membership & HHW Appropriations. Executive Director Hayes reminded Commissioners that we need to provide these numbers to our municipalities by October for inclusion in their budgets. Municipal fiscal years differ from LRPC's fiscal year, therefore FY25 budgets are being procured now.

The proposed municipal membership dues include the standard inflation increase. A discussion period was offered of which there was none. Secretary Prentice put forth a motion to approve the FY25 municipal dues as presented to which Harold Tuttle seconded. A voice vote was taken in which all members present were in favor. **Motion passed.**

Concerning the HHW appropriations, Executive Director Hayes remarked that, as has been stated in the past, we will be entering into a new contract with our current vendor for future HHW collection events. Unfortunately, as anticipated, there has been a 40% increase from the last multi-year contract. After discussion, a motion was proffered by Cristina Ashjian to approve the HHW appropriations as presented. A second was provided by John Christ. A voice vote was taken in which all members present were in favor.

**Motion passed.**

- c. FY24 Proposed Meeting Calendar. Executive Director Hayes mentioned that the calendar has been approved by the Executive Board. Suggested Commissioners take note. Chair Ayer conducted a voice vote to accept the proposed meeting calendar. All members present indicated they were in favor. **Passed.**
- d. CEDS and EDA District Process. Executive Director Hayes talked about the Comprehensive Economic Development Strategy advising that it is a plan which would allow the LRPC to become eligible for economic development administration funding, public works funding, sewer & water funding, etc. He is proposing that the Lakes Region have its own economic development strategy plan and become its own district as we are currently lumped in with the north country district. In order to be considered as an independent district, we will need letters of support from our membership communities. It was decided that Commissioners should take this idea to their towns for consideration given that a letter of support will be required. We will revisit this at our next meeting.

#### **6. Roundtable**

Skipped due to time constraints.

#### **7. Adjournment**

Chair Ayer thanked volunteers, old and new alike, for their service and participation. The meeting was adjourned at 8:04 PM.

Respectfully Submitted,

Linda Waldron  
Administrative Assistant

# *Attachment 2*

## **IX. Conclusion**

Much like the rest of New Hampshire, in the Lakes Region the housing market is tight throughout and affordable housing is a particular challenge. Many of the same trends in population, economic activity, wages, housing availability, and affordability apply. There are some factors impacting housing and affordability that are particularly applicable in this part of the state.

The Lakes Region's population continues to grow and tends to be older than most of the state with nearly a quarter of the population over age 65. We have more 1- and 2-person (smaller) households than we did in 2010.

While the size of the labor force has changed little, the number of jobs has increased by about 10%. Much of that increase has been in the tourism industries of accommodations, food services, and retail trade, which are also among the lowest paying jobs.

There has been some growth in the number of housing units, however not as much as the population has grown. More than one-third of the housing in the Lakes Region is considered vacant, including seasonal housing. Much of the housing that has become available in the past decade is due to formerly vacant (seasonal) housing being converted to occupied housing.

The majority of housing units have three or more bedrooms. While this may be what is in demand for vacation properties, it is not in line with the needs of the growing demographics of the area. The density of housing units is lower than the state average, with the highest densities being in those communities with some sewer and water infrastructure.

In addition to a thriving formal hospitality industry, many housing units are also made available as short-term rental units for seasonal accommodations. This practice can result in removing year-round rental units from the market thus limiting the available supply.

While median wages have been rising, the cost of housing has risen far greater. For renters, median household income (MHI) rose 14% (2010 to 2020), whereas median monthly rent rose 28% (2009 – 2022). As for homeowners, MHI rose 28% (2010 – 2020), however the median home price more than doubled to \$360k (2002 – 2022).

Through several versions of the Lakes Region Housing Needs Assessment stretching back nearly two decades, the message has been consistent that there continues to be a need for more housing throughout the region. Not one-size-fits-all housing, not just single-family homes, but a mix of housing options. A sufficient variety of housing allowing reasonable options for the single person or couple starting out, for the growing family, and for those of us who might be downsizing later in life must be made available. Economically,

# FACT SHEET

Lakes Region RHNA housing crisis trends referenced in report of 10/05/23.

## Overall Housing Market Trends

- In 2020, the LRPC region has approximately 77,374 total units of which 28,623 (37%) were vacant (87% of vacant units are seasonal)
- LRPC's 2023 RHNA shows that the region is projected to need an additional 7,444 housing units by 2040 of which 3,163 (or 40%+) will need to be affordable
- Between 2010 to 2020, 3,272 units permitted for SFH (78%) and MFH (22%)
- 10% Increase in jobs over 10 years, 5% increase population, BUT only 1.54% increase in housing
- Household size decreases (1-2 BR) creating housing stock mismatch
- Population projected to grow more slowly than past decades but aging

## Owners

- For owners, MHI rose 28% (2010-2020) but median home price more than doubled (2002-2022) to \$360k

## Renters

- For renters, MHI rose 14% (2010-2020) and median monthly rents increased 28% (2009-2022).
- Nearly half of rental HH's earning \$35-\$50k are "cost over-burdened" paying over 30% of income
- A Quarter of rental HH's earning \$50-\$75k are "cost over-burdened" paying over 30% of income
- Nearly half of renters (49%) are considered low-income
- Rental vacancy 9.3% in 2009 and 1.1% in 2022

RHNA = Regional Housing Needs Assessment

SFH = Single Family Housing

MFH = Multi Family Housing

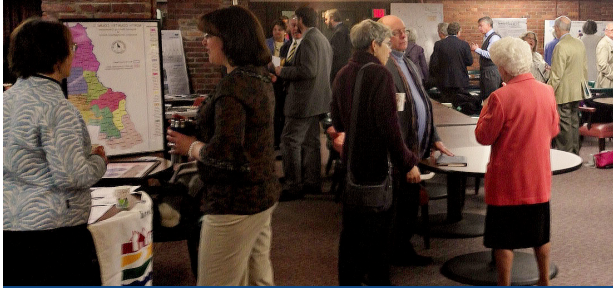
MHI = Median Household Income

HH = Households



# *Attachment 3*

## OUR MISSION



**NHARPC's mission is to support and promote NH's Regional Planning Commissions.**

This is done through maintaining strategic partnerships with state agencies, developing shared planning policies, promoting education on planning-related topics, and monitoring upcoming legislation related to the activities of the RPCs. NHARPC also provides a forum to coordinate regional planning initiatives on a statewide basis and to disseminate information about RPCs to other agencies and organizations

## ACHIEVING THE MISSION

NHARPC is governed by a board of directors made up of two representatives and the executive directors of each RPC. The board, in addition to individual RPCs and their staff, work toward the mission by offering the following support:

### Data Management and Development

- Geographic Information Systems.
- U.S. Census Data Center Affiliates.

### Land Use, Environmental Planning, and Community Development

- Local master plans & zoning ordinances/regulations.
- Environmental, economic development & emergency management planning.

### Transportation Planning and Technical Assistance

- Development and maintenance of regional transportation plans.
- Traffic analyses, transit planning, special studies, and other technical assistance.

## OUR MEMBERS



**Southwest  
Region  
Planning  
Commission**



## CONTACT US

**Central New Hampshire Regional Planning Commission**  
603-226-6020 | [www.cnhrpc.org](http://www.cnhrpc.org)

**Lakes Region Planning Commission**  
603-279-8171 | [www.lakesrpc.org](http://www.lakesrpc.org)

**Nashua Regional Planning Commission**  
603-424-2240 | [www.nashuarpc.org](http://www.nashuarpc.org)

**North Country Council**  
603-444-6303 | [www.nccouncil.org](http://www.nccouncil.org)

**Rockingham Planning Commission**  
603-778-0885 | [www.therpc.org](http://www.therpc.org)

**Southern New Hampshire Planning Commission**  
603-669-4664 | [www.snhpc.org](http://www.snhpc.org)

**Southwest Region Planning Commission**  
603-357-0557 | [www.swrpc.org](http://www.swrpc.org)

**Strafford Regional Planning Commission**  
603-994-3500 | [www.strafford.org](http://www.strafford.org)

**Upper Valley Lake Sunapee Regional Planning Commission**  
603-448-1680 | [www.uvlsrpc.org](http://www.uvlsrpc.org)

## NH ASSOCIATION OF REGIONAL PLANNING COMMISSIONS



## PLANNING PRINCIPLES

### LIVABILITY

- Support vibrant community centers that meet residents' needs.
- Use design principles to create neighborhoods with character.
- Provide a wide range of affordable housing.
- Promote social and cultural values, amenities, and activities.

### MOBILITY

- Provide for the safe and efficient movement of people and goods.
- Promote a balanced transportation system that incorporates all viable modes of travel.
- Reduce dependence on single-occupant vehicles.

### PROSPERITY

- Integrate economic development into the planning process.
- Incorporate costs and nonmonetary values into policies and decision-making.
- Balance employment opportunities and the cost of living.

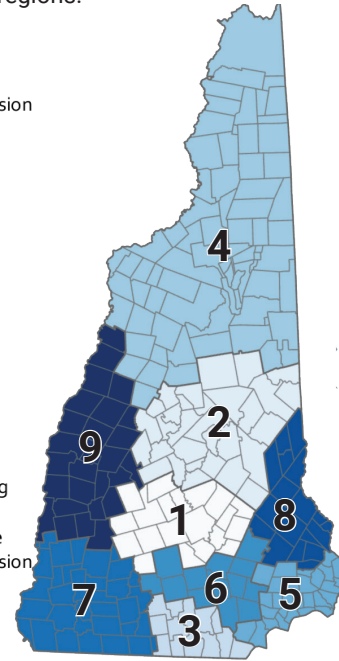
### SUSTAINABILITY

- Retain viable options for future generations.
- Design for energy efficiency.
- Preserve the natural carrying capacity of land and water resources.
- Create choices in housing opportunities.

## NH'S NINE REGIONAL PLANNING COMMISSIONS (RPCs)

The 234 municipalities in the state of New Hampshire are divided into nine planning regions.

- 1 Central New Hampshire Regional Planning Commission
- 2 Lakes Region Planning Commission
- 3 Nashua Regional Planning Commission
- 4 North Country Council
- 5 Rockingham Planning Commission
- 6 Southern New Hampshire Planning Commission
- 7 Southwest Region Planning Commission
- 8 Strafford Regional Planning Commission
- 9 Upper Valley Lake Sunapee Regional Planning Commission



## FIVE THINGS TO KNOW ABOUT NH'S REGIONAL PLANNING COMMISSIONS

- 1 In 1968 the New Hampshire Legislature enabled the creation of regional planning commissions.
- 2 Each city and town that joins an RPC has between two and four representatives depending on its population, and each county that joins has two.
- 3 The representatives that govern each RPC are nominated by their local planning boards and appointed by their municipal governing bodies.
- 4 State statutes require each RPC to perform a variety of duties, including create a regional comprehensive plan, complete a housing needs assessment, and review developments of regional impact.
- 5 Each RPC supports the planning and community development activities of the member communities in its region.

## WHAT WE DO

NH Association of Regional Planning Commissions (NHARPC) assists its RPC members in a variety of ways, including the following:



Meet quarterly, or as needed, to coordinate and exchange information.



Promote regional and statewide cooperation, collaboration, and coordination among the RPCs themselves and between the RPCs and other agencies.



Expand the RPCs' capabilities by sharing information, resources, and expertise.



Promote the RPCs' skills and services.



Help make the delivery of state and local services more efficient and effective.



Identify legislation that is important to planning and land-use decisions in New Hampshire, and legislation related to our planning principles.



Promote education on planning-related topics for the benefit of New Hampshire's communities and other stakeholders.

## LEARN MORE

Please visit our website at [www.nharpc.org](http://www.nharpc.org)

General Contact:

Megan Taylor-Fetter, NHARPC staff  
150 Wakefield St, Suite 12  
Rochester, NH 03867  
(603) 994-3500 x115  
[mtaylorfetter@strafford.org](mailto:mtaylorfetter@strafford.org)

*Presenter's  
Biographies*

# Tracey Secula

Grants Administrator  
Lakes Region Planning Commission



Tracey Secula received a Bachelor of Science in Urban Planning from Michigan State University and has worked in Michigan, Minnesota, and New Hampshire as a Community Planner, Community Development Specialist, Contract and Fiscal Specialist, Real Estate Broker, and Property Manager. She has been with Lakes Region Planning Commission for just over four years in a part-time capacity as an Economic Development Grant Administrator primarily assisting with Community Development Block Grant (CDBG) and Northern Border Regional Commission (NBRC) Grant Awards.

# Christine Marion

Land Use Planner  
Lakes Region Planning Commission



Christine Marion started in October 2022 as a land use planner with the Lakes Region Planning Commission. Prior to joining the Commission, Christine worked over 34 years for the Morris County Office of Planning and Preservation in New Jersey, starting as Senior Planning Aide three days out of college and after several promotions, became Planning Director for the last 11 years of her career. As director, she was responsible for administering Long Range Planning, Land Development Review, and four Preservation Trust Fund programs: Open Space, Farmland Preservation, Historic Preservation, and Flood Mitigation and managed the fourteen staff members working in those areas. She also reported to and undertook actions directed by the Morris County Planning Board, her Department Head and County Administrator.

In addition to her work with Morris County, she participated in training new municipal planning board members and as a speaker at conferences for the New Jersey League of Municipalities, Leadership Morris, New Jersey Planning Officials and Morris County Chamber of Commerce. She served as Secretary of the Rockaway River Watershed Cabinet and was active in the New Jersey County Planners Association serving as president in 2001. Christine is a member of the American Institute of Certified Planners. She is a graduate of Cook College, Rutgers University with an undergraduate degree in Environmental Planning and Design.

After residing, studying, and working in New Jersey her entire life, Christine retired in June 2020 and happily relocated with her husband and pets to Plymouth, New Hampshire. She is a member of the Appalachian Mountain Club and volunteers as a Trailhead Steward with the US Forest Service in the White Mountains. She enjoys hiking, bicycling, skiing, cross-country skiing, and snowshoeing.