

LAKES REGION PLANNING COMMISSION

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



LRPC COMMISSIONER'S MEETING

Monday, March 25, 2024

6:00 PM

Town Office

5 School Street | Bristol

AGENDA

1. **Call to Order, Establish Quorum**
2. **Approve Draft Minutes** of November 27, 2023 (*actionable item*) *Attachment 1*
3. **Old Business**
None.
4. **New Business**
None.
5. **Presentation**
LRPC Comprehensive Plan Updates, Regional Transportation Plan & Data Collection
Presenter: Sean Chamberlin, LRPC Sr. Transportation Planner
6. **Regional Updates/Announcements**
 - New Commissioner Appointments
 - Annual Meeting: Award Nominations
 - Title VI Policy Update *Attachment 2*
 - Meeting Calendar Update *Attachment 3*
 - LRPC FY23 Annual Report *Emailed Separately*
7. **Commissioner Roundtable**
Share noteworthy news and happenings from your communities.
8. **Adjourn**

NEXT MEETING: April 22, 2024

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.

Sean Chamberlin
Sr. Transportation Planner
Lakes Region Planning Commission



Sean Chamberlin graduated from UNH in 2017 with a B.S. in Civil Engineering. His first position out of school was for a structural engineering firm in Richmond, VA where he helped design a concourse expansion at Richmond International Airport. Sean moved back to the Northeast in 2019 where he worked at Weston & Sampson assisting towns develop new DPW and fueling facilities. In 2021, Sean transitioned to public planning with the Town of Danvers, MA. With his director's recommendation, Sean applied for the Sr. Transportation Planner position at LRPC and has been working for the Commission since April 2022. Sean now lives in Laconia and enjoys woodworking in his spare time.

Attachment 1

LAKES REGION PLANNING COMMISSION

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



LRPC Commissioner Meeting

Location: Colonial Theater, Laconia

Minutes of November 27, 2023

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

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

Public: Ted Diers, Assistant Director, NH DES Water Division (presenter), Rich James (Hebron Selectboard Member), Trish Stafford (Sanbornton Town Administrator).



1. Call to Order

The meeting was called to order at 5:59 PM by Chair Ayer who welcomed everyone. A quorum was established.

2. Approval of Minutes

Chair Ayer asked if there were any questions or comments concerning the October 23, 2023 minutes. As there were none, he offered to take a motion to approve same. Cristina Ashjian provided the motion to approve the minutes which was seconded by Jane Alden. A voice vote was taken, and a majority of the members present were in favor. **Motion passed.**

3. Old Business

None

4. New Business

None

5. Presentation

Executive Director Hayes provided an introduction of Ted Diers, Assistant Director of the NH Department of Environmental Services Water Division and explained the need for water and sewer infrastructure in order to build new housing. Mr. Diers took the podium and conducted his presentation on water infrastructure funding programs. He commented that the remaining funds available are limited and any municipality considering a project of this nature should act now. Several informative slides were shown in conjunction with the presentation which will be posted to LRPC's website for reference. At the conclusion of the presentation, Mr. Diers asked the audience not to forget that dams are water infrastructures too and fall within the funding programs. Time was taken for a question and answer session.

6. Regional Updates/Announcements

None.

7. Commissioner Roundtable

D. Kerr, Barnstead—Trying to get the selectmen to agree to the usage of exaction language in developer's plans. Dave explains that exaction language can be added to a developer's plan by the planning board which would require the developer to contribute to required offsite improvements. Of particular concern is a current project which will likely more than double the traffic on an already busy dirt road where the development is being built. If there was an exaction in the developer's plan, the town would be able to pave that section of the road and require the developer to pay a portion of the cost. This would require selectmen involvement to commit to using town funds to make the recommended improvements on a cost share basis with the developer.

Jane Alden, Tilton—No real changes since last meeting. The town did have a wonderful Halloween party with over 1,000 people attending and is currently planning their Christmas parade. Jane also mentioned that the large resort project is moving along nicely. Due to some concerns regarding additional traffic in and out of the resort, the developer has volunteered to construct an additional turn lane to mitigate potential traffic problems.

B. Dowey, Bristol—The public safety building is now fully on schedule. Interestingly, they will be installing a water treatment facility in the front of the building to treat runoff water from the fire engines when they return from a fire.

L. Prentice, Tamworth—Lianne was curious about how many municipalities were sticking to their plan cycles concerning revisions to their master plans. They are trying to motivate their planning board to update theirs.

K. Weidman, Bridgewater—From a planning board perspective, the most significant accomplishment this past year was to go to town meeting with a change to their zoning in the area of Bridgewater Hill. There have been a couple of site plan reviews which were prompted by a change of use, not a new project; they are unlikely to see any major subdivision requests. Ken notes that the planning board would like to do an update of their master plan, but the selectmen have yet to fund it.

B. Cameron, Belmont—Belmont has been working on updating some of their ordinances. Bob believes there is a general disinterest in expanding the water and sewer systems in the community and he wonders if there is a program available (on the state level) which could educate communities and individuals regarding the need for these types of systems and the potential impact of not having them. He feels that if not, planning commissions along with the state should take this on. Also, concerning the lack of available water treatment plant personnel, is there a program available where an individual could obtain free training? In his opinion, if there was, it might draw in young people looking to make a career move without the need to go to college.

W. Crowley, Northfield—Like Belmont, Northfield does not seem to have the appetite or capacity to expand their water and sewer systems.

S. Maltais, Meredith—They are in the middle of their community engagement for housing. They have an online survey and workshops trying to gather perspective.

R. Lambert, Sanbornton—Assessments have gone out. The new police station is now operational.

A. Anderson, New Hampton—The planning board was working on a revision of their master plan simultaneously with all ordinances and requirements, but determined this was not efficient given that the master plan needed priority. The master plan should be completed in the next month, then they can move on to the ordinances next year where they will need to address solar energy for the first time.

D. Katz, New Hampton—Some language has been drafted regarding a solar ordinances addressing residential, community, and commercial uses. Dave thanked Cristina Ashjian for assisting in their master plan improvements. In response to Lianne's question about master plan updates, they do not address their master plan in cycles but, rather, through continuous improvement projects.

J. Brown, Franklin—On the issue of solar ordinances, Jo urges municipalities to write their zoning ordinances very clearly. Franklin is in the midst of a lawsuit on this issue concerning visibility and Eversource's need for additional equipment on the poles. Stephens Mill is being renovated and one of the upsides of this is that it is in town where there is existing infrastructure which will be upgraded by the developer to accommodate the renovation of over 150 housing units.

C. Ach, Franklin—Chip advises that there was a recent gas station leak in the downtown area which required some evacuation. Clean Harbor has been onsite and getting it cleaned up. Franklin is having their holiday parade on Friday.

J. Christ, Plymouth—The town is going forward with their municipal solar array but in the process, they have discovered that their zoning ordinance does not allow for solar use. This is something that needs to be looked at. They are having their holiday parade on Saturday. There are 7 zoning ordinances coming forward this year, most having to do with housing issues. The downtown drainage project is winding down.

M. Badger, Ashland—The planning board has finished revising their site plan review regulations and has started updating their subdivision regulations. There is a cell tower proposal coming in which will likely need a determination of regional impact.

M. Hildbrand, Center Harbor—Concerning the ongoing battle between the Center Harbor/Moultonborough town line development project, Mark advises that DES has determined that the developer cannot draw down from the 2 wells they installed on the property between the abutting laundromat and gas station as it will affect 30 or more wells within range.

C. Ashjian, Moultonborough—The planning board continues to look at the new master plan proposal and they are working on ordinance changes. From the Heritage Commission, the new *images* book has now been published and will be launched at the Moultonborough library on Wednesday.

M. Zaccaria, Danbury—The entire town is zoned residential, so any commercial entity requires a variance. The planning board has updated the master plan, but it has not been approved and there does not seem to be an interest in doing so at the next town meeting. There currently is no water infrastructure and no one can financially justify the need given the size of the town.

T. Austin, Wolfeboro—Their master plan was updated in 2019, but they may revisit the housing chapter in the next year or two. The town is consistently putting aside about \$1 million in CIP for wastewater treatment plant system maintenance, but that does not cover any increase in capacity. There are also plans to revamp the shorefront regulations again.

S. Verdile, Gilmanston—Working on zoning and budgeting amendments. The planning board's plate is full with a large 8-lot subdivision.

M. McConkey, Freedom—Zoning amendments are coming forward to town meeting and an interesting one is that the planning board would like the town to adopt state standards concerning shorelines, rather than the more restrictive and difficult to administer regulations currently in place.

I. Quinchia, Hebron—They are looking at their second 3-lot subdivision for the year. Also, starting work on a 10-year plan. Zoning ordinances for solar systems were implemented 3 years ago.

J. Ayer, Gilford—Hoping not to receive any more requests for storage facilities, but did get a new inquiry on using shipping containers which raise some interesting building code issues.

8. Adjournment

Chair Ayer adjourned the meeting at 7:22 PM.

Respectfully Submitted,

Linda Waldron
Administrative Assistant

Attachment 2

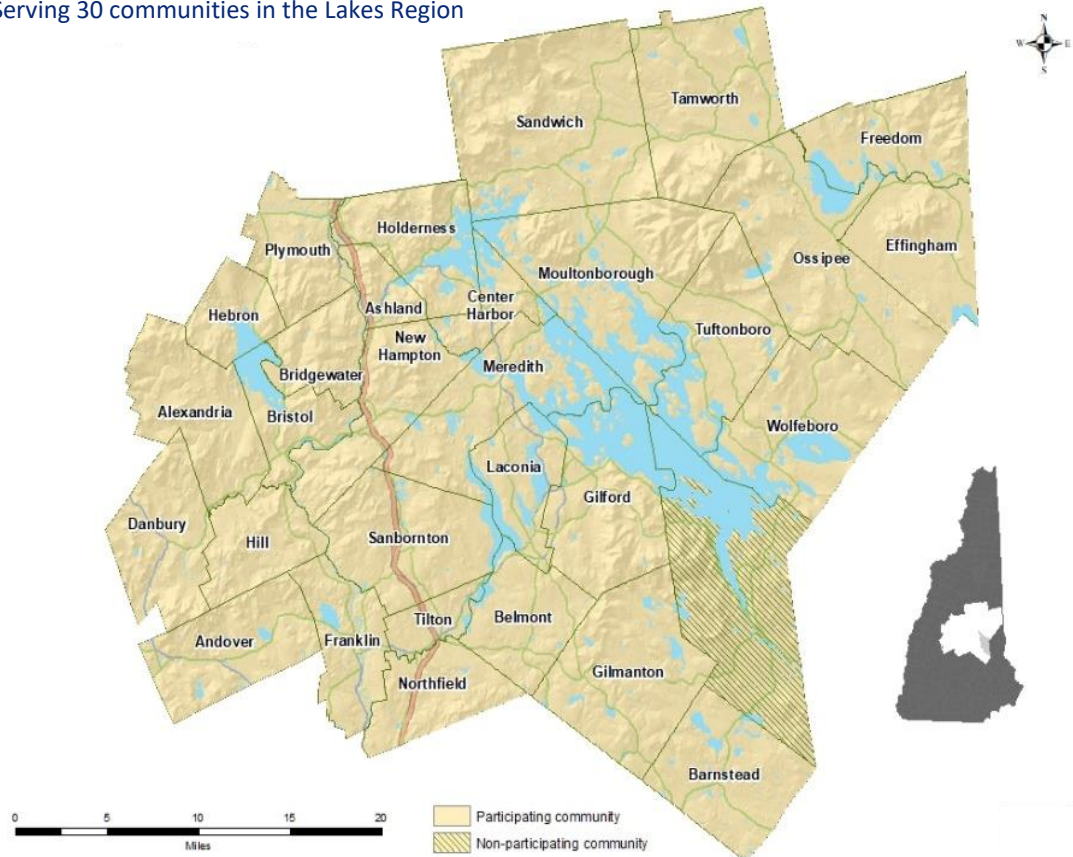
Lakes Region Planning Commission



Title VI Policy

To Ensure Nondiscrimination in
all Programs and Activities

Serving 30 communities in the Lakes Region



Approved October 12, 2022
(updated 02/02/2024)

TABLE OF CONTENTS

Civil Rights Policy	1
LRPC's Goals	1
LRPC's Accomplishments	1
Notice to the Public	2
Discrimination Complaint Procedures	2
Active Lawsuits, Complaints, or Inquiries Alleging Discrimination	3
Public Participation and Decision-Making Body	3
Appendix A: Title VI Complaint Form	4
Appendix B: Section 504 Grievance Procedure	6

Civil Rights Policy

The Lakes Region Planning Commission's (LRPC) Title VI Program ensures that the level and quality of the LRPC's services are provided in a nondiscriminatory manner, and that the opportunity for full and fair participation is offered to the region's citizens.

The LRPC's policy is to ensure compliance with Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), as amended, and other statutes and authorities that prohibit discrimination in any federally assisted program or service.

No person shall, on the grounds of race, color, national origin, sex, disability or age, religion or income status be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity carried out by LRPC. The LRPC will also monitor and enforce statutory requirements imposed on its sub-recipients and participants of federally assisted programs and projects. The LRPC further assures that every effort will be made to ensure nondiscrimination in all of its programs and operations, regardless of funding source.

LRPC operates without regard to race, color, national origin, sex, disability or age, religion or income status. LRPC's meetings are held in accessible locations, and reasonable accommodations are made for individuals with disabilities upon request (with reasonable advanced notice). In addition, minutes of all public meetings are posted to LRPC's website, and any documents utilized are available for review upon request if unable to attend a public meeting. If accessibility or language accommodation are required for any LRPC meeting, please contact the LRPC Administrative Assistant at (603) 279-5334 or by email at admin3@lakesrpc.nh.gov.

LRPC's Goals

- Complete LRPC's Public Participation Plan that includes Title VI information.
- Continue to allow virtual opportunities to join public meetings.
- Continue to post minutes of public meetings to LRPC's website and make hard copies available upon request.
- Update *and adopt* LRPC's Title VI Policy and post to website.

LRPC's Accomplishments

- Regularly posting minutes of LRPC's public meetings to our website.

Notice to the Public

To make the public aware of its commitment to Title VI compliance and their right to file a civil rights complaint, **LRPC has posted the following information in English on its website and in the LRPC office.**

“The LRPC operates its programs and activities without regard to race, color, national origin, sex, disability or age, religion or income status in accordance with Title VI of the Civil Rights Act and other statutes and authorities that prohibit discrimination in federally assisted programs and activities. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the LRPC. For more information on LRPC’s civil rights program and procedures to file a complaint, please contact LRPC’s Office Administrator at (603) 279-5334, via email at admin3@lakesrpc.nh.gov, or by visiting our administrative office located at 103 Main Street, Suite #3, Meredith, NH from 8:00am – 4:30pm Monday thru Friday. For more about LRPC’s programs and services, visit www.lakesrpc.nh.gov. If information is needed in another language, please contact LRPC at (603) 279-5334.”

Discrimination Complaint Procedures

LRPC has established a process for anyone to file a complaint under Title VI. Any person who believes that they have been discriminated against on the basis of race, color, national origin, sex, disability or age, religion or income status by LRPC may file a Title VI Complaint by completing and submitting the agency’s Title VI Complaint Form below, also available at our office or on our website at www.lakesrpc.nh.gov, along with a written narrative describing the complaint. You have the right to file a complaint with the LRPC Administrative Assistant, NHDOT Title VI Coordinator, **or another federal or state agency.**

Methods of filing a complaint: Complete the complaint form along with a written narrative, and send it to:

LRPC
103 Main Street, Suite #3
Meredith, NH 03253
Attention: Personnel Manager

The written narrative should include the basis of discrimination (i.e. race, disability, age, etc.), the program or service the discrimination relates to, names and/or titles of individuals involved, the nature of relationship to the person for whom the complaint is being filed about, a description of the incident including date and location, and the complainant’s (and their third party representative, if applicable) contact information.

Once a complaint is received, the LRPC will review it and the complainant will receive an acknowledgement letter. LRPC will assign an investigator to the case and begin any investigation within sixty (60) days of receiving the complaint. The investigator has up to thirty (30) days to complete the investigation. If more information is needed to resolve the case, the LRPC investigator may contact the complainant in writing. The complainant then has thirty (30) days from the date of the letter to forward any requested information to the investigator. If LRPC's investigator is not contacted by the complainant or does not receive the additional information within thirty (30) days, the LRPC can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case. Once the LRPC investigator completes the investigation, one of two letters will be issued to the complainant: a closure letter or a letter of finding (LOF).

A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.

A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, they have ten (10) days after the date of the closure letter or the LOF to do so.

A person may also file a complaint directly with the federal government.

Active Lawsuits, Complaints, or Inquiries Alleging Discrimination

LRPC is responsible for maintaining a list of active investigations conducted by federal entities, including lawsuits and complaints naming LRPC that allege discrimination on the basis of race, color, national origin, sex, disability or age, religion or income status. This list includes the date the Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by LRPC in response, or final findings related to the investigation, lawsuit, or complaint.

As of the writing of this program, there are **zero (0)** complaints pending which allege discrimination on the grounds of race, color, national origin, sex, disability or age, religion or income status, or any other form of discrimination.

Public Participation and Decision-Making Body

The Commissioners for the LRPC are appointed by each of the thirty municipalities in the region. The Commissioners meet multiple times a year and make decisions related the operation of the LRPC. The Executive Board, a twelve-person subcommittee, meets monthly to deal with administrative issues. The full Commission and Executive Board meetings are open to the public. Please see the LRPC's website for the date, time, and location of the next scheduled meetings.

The LRPC encourages members of the public to attend and provide input.

Appendix A

TITLE VI COMPLAINT FORM: Lakes Region Planning Commission

SECTION I

Name: _____

Address: _____

Telephone Numbers: (home) _____ (work) _____

E-Mail Address: _____

Accessible Format Requirements?

Large Print _____ Audio _____ TDD _____ Other _____

In the Lakes Region Planning Commission (LRPC) complaint investigation process, we analyze the complaint's allegations for possible Title VI violations. Assistance is offered to correct the inadequacies within a predetermined timeframe.

SECTION II

Are you filing this complaint on your own behalf? Yes _____ No _____

If you answered "yes" to this question, go to Section III.

If the answer was "no," please supply the name of the person for whom you are complaining:

Please explain why you have filed for a third party: _____

Please confirm that you have obtained permission of the aggrieved party if you are filing on behalf of a third party? Yes _____ No _____

SECTION III

Have you previously filed a Title VI complaint with LRPC? Yes _____ No _____

If "yes," what was the date of your complaint? _____

Have you ever filed with any of the following agencies?

Any federal agency _____ NHDOT _____ Department of Justice _____

Equal Opportunity Commission _____ Other _____

Have you filed a lawsuit regarding this complaint? Yes _____ No _____

If "yes", please provide a copy of the complaint form.

(Note: The above information is helpful for administrative tracking purposes. However, if litigation is pending regarding the same issues, we defer to the decision of the court.)

SECTION IV

On separate sheets, please describe your complaint. You should include specific details such as names, dates, times, route number, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint.

SECTION V

May we release a copy of your complaint? Yes _____ No _____

May we release your identity? Yes _____ No _____

Signature: _____
(Note: We cannot accept your complaint without a signature.)

Printed Name: _____

Date: _____

Appendix B

Section 504 Grievance Procedure

It is the policy of the Lakes Region Planning Commission (LRPC) not to discriminate on the basis of disability. Lakes Region Planning Commission has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of the Executive Director (phone: 603-279-5334), who has been designated to coordinate the efforts of the Lakes Region Planning Commission to comply with Section 504.

Any person who believes they have been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the Lakes Region Planning Commission to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

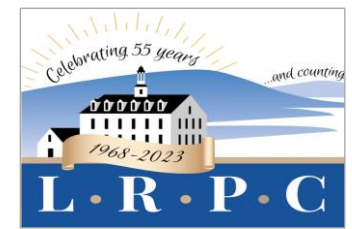
- Grievances must be submitted to the Section 504 Coordinator within 7 business days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or their designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of the Lakes Region Planning Commission relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Lakes Region Planning Commission Board of Directors within 15 days of receiving the Section 504 Coordinator's decision. The Lakes Region Planning Commission Board of Directors shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

The Lakes Region Planning Commission will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

Attachment 3

FY24 Meeting Calendar*

July 1, 2023 – June 30, 2024



July – December 2023					
Executive Board	September 13, 2023	Wednesday	9–11 AM	LRPC, 1 st Fl Conf Rm	FY23 Audit Presentation FY24 Calendar FY24 Proposed Budget By-Law Revision
COMMISSION	SEPTEMBER 25, 2023	MONDAY	6–8 PM	Tilton PD Community Room Tilton	FY24 Budget Approval New HHW Contract Regional Fair Share Housing Discussion InvestNH Update (Andrew Dorsett, BEA)
Executive Board	October 11, 2023	Wednesday	9–11 AM	LRPC, 1 st Fl Conf Rm	FY25 Dues Allocation FY24 LRPC Annual Report
COMMISSION	OCTOBER 23, 2023	MONDAY	6–8 PM	Moultonborough Public Library Moultonborough	Economic Development and Grant Writing (Tracey Secula) Source Water Protection (Christine Marion)
Executive Board	November 8, 2023	Wednesday	9–11 AM	LRPC, 1 st Fl Conf Rm	
COMMISSION	NOVEMBER 27, 2023	MONDAY	6–8 PM	Colonial Theater @ Canal St Mtg Room (with theater tour) Laconia	Water & Sewer Funding and Resources (Ted Diers, NH DES Water Division)
Executive Board	December 13, 2023	Wednesday	9–11 AM	LRPC, 1 st Fl Conf Rm	
January – June 2024					
Executive Board	March 13, 2024	Wednesday	9–11 AM	LRPC, 1 st Fl Conf Rm	FY25 Budget Proposal
COMMISSION	MARCH 25, 2024	MONDAY	6–8 PM	Town Office Bristol	Regional Transportation Plan, including bike/ped Transportation Data Collection (Sean Chamberlin)
Executive Board	April 10, 2024	Wednesday	9–11 AM	LRPC, 1 st Fl Conf Rm	
COMMISSION	APRIL 22, 2024	MONDAY	6–8 PM	Runnell's Hall @ Chocorua Library Chocorua	Solid Waste Update (Matt Rose)
Executive Board	May 8, 2024	Wednesday	9–11 AM	LRPC, 1 st Fl Conf Rm	
COMMISSION	MEMORIAL DAY	-----	-----	-----	Where the requisite 6 meetings have been scheduled, this date will not be rescheduled as a result of the holiday.
Executive Board	June 12, 2024	Wednesday	9–11 AM	LRPC, 1 st Fl Conf Rm	
ANNUAL MEETING	June 17, 2024 <i>adjusted date</i>	Monday	4:30–8 PM	Mill Falls @ Church Landing Meredith	Guest Speaker: Laconia Mayor Andrew Hosmer Topic: Laconia State School Redevelopment Annual Meeting • Dinner & Awards