

LAKES REGION PLANNING COMMISSION

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



LRPC EXECUTIVE BOARD MEETING

Wednesday, September 13, 2023

9:00 AM

LRPC Office, First Floor Conference Room

Humiston Building, 103 Main Street, Meredith, NH

AGENDA

NOTE: Seven (6) Executive Board members must be present in-person at the meeting location to establish a quorum, so please let Jeff or Linda know if you cannot attend.

1. **Call to Order**
2. **Approve Draft Minutes of June 14, 2023** *Attachment*
3. **Finance/Treasurer Reports** *(June, July & August)* *Attachments*
4. **Monthly Executive Report** *(June, July & August)* *Attachments*
5. **Committee Reports**
 - a. Transportation Advisory Committee (TAC)
 - b. FY24 Schedule *Attachment*
6. **Old Business**
 - a. Proposed By-Law Revisions *Attachment*
 - b. FY23 Annual Meeting Review
 - c. RHNA Adoption Discussion
7. **New Business**
 - a. Audit Presentation (Charlene Vallee of Hennessey & Vallee, PLLC)
 - b. FY24 Proposed Budget *Attachments*
 - c. FY25 Municipal Membership Appropriation *Attachment*
 - d. FY24 Proposed Meeting Calendar *Attachment*
 - e. Tradebe Contract *Attachment*
 - f. CEDS and EDA District Process *Attachment*
8. **Roundtable**
9. **Adjourn**

NEXT MEETING: October 11, 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 Executive Board Meeting Minutes of June 14, 2023

PRESENT	Dean Anson, John Ayer (Chair), Mardean Badger, Bill Bolton, Patricia Farley (Secretary), Mark Hildebrand, David Katz (Vice Chair), David Kerr (Treasurer), Bob Snelling
ABSENT	Cristina Ashjian, Tavis Austin
STAFF	Jeff Hayes (Executive Director), Linda Waldron (Administrative Assistant)
OTHERS	Lianne Prentice (Tamworth Commissioner)
LOCATION	LRPC Office, 1 st Floor Conference Room, Meredith

1. Call to Order

Chair Ayer welcomed everyone and wished all a happy Flag Day. He called the meeting to order at 8:57 AM and a quorum was established. Tamworth Commissioner Lianne Prentice was recognized as present.

2. Minutes

Minutes of May's Executive Board meeting were acknowledged for comments and discussion. Vice Chair Katz put forth a motion to accept the minutes as presented, seconded by Mark Hildebrand. A voice vote was taken indicating all present were in favor. Motion passed.

3. Finance/Treasurer Report

Executive Director Hayes reviewed this report with the Board and noted that we were slightly in the red again. He attributes this to the low overhead ratio set by the DOT. LRPC's overhead has increased primarily due to some full time employees now being eligible for additional benefits – specifically retirement and dental. Attempts are being made to minimize overhead to the extent possible.

4. Monthly Executive Report (May)

Executive Director Hayes elaborated with additional detail in various areas such as PRLAC and Grants Administration.

5. Committee Reports (TAC)

Treasurer Kerr advised that June's TAC meeting was sparsely attended and, as such, there was no quorum. The informational topic was on glass recycling which was presented by the BCEP Solid Waste District Director who described the glass crushing process at their facility as well as how the final material is used by highway departments. He also provided information on how this saves money as compared to paying for offsite disposal. This is a win-win situation for both the transfer station and the highway department.

6. Old Business

- a. Annual Meeting Update. Executive Director Hayes and Administrative Assistant Waldron provided an update as to the number of registered attendees and answered various questions.
 - b. By-Law Amendments/Proposed Language. Executive Director Hayes noted that the current proposed change being made was in an effort to clarify in Section 8.3 that nominees for Executive Board shall come from the full commissioner membership. After a brief discussion, Vice Chair Katz proposed a motion to accept the proposed change as drafted and refer same to the full Commission for adoption. The motion was seconded by Mardean Badger. A voice vote was taken indicating all present were in favor. Motion passed.
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Additionally, Executive Director Hayes asked the Executive Board to consider the election of two alternate members to the Board for the purpose of serving in the capacity of any absent member at any given meeting in order to establish a quorum. After extensive discussion on the proper wording to convey the proposed intent, consensus was that two alternates should be elected but more time was needed to draft the appropriate language for the By-Laws. Vice Chair Katz offered a motion that this matter be tabled for the current meeting and revisited at the next meeting with a draft of the proposed language. Motion was seconded by Secretary Farley. A voice vote was taken indicating all present were in favor. Motion passed.

7. New Business

- a. Request for Proposals for HHW Collection. Executive Director Hayes reviewed portions of the RFP and noted that it is anticipated that there will be an increase in appropriations of approximately 40% for the coming year. The RFP has been published, but we have not yet received any bids (aside from the previously unsolicited bid from our current contractor, Tradebe). A committee was established to review and evaluate any proposals received which will consist of Vice Chair Katz, Commissioner Bob Snelling, Commissioner Dean Anson, Meghan Theriault (Gilford DPW Director), and likely a couple LRPC staff members. Bob Snelling mentioned that it seemed unclear to him the length of term for the bid we are soliciting. After discussion, it was determined that we should issue a clarification stating that a complete bid package should contain a one-year bid followed by a three-year bid.

Executive Director Hayes advised that our universal waste contract (through a separate vendor) recently fell through so we will need to cancel this portion of the HHW collections for this year. We are reaching out to municipalities to offer alternate resources for disposal.

8. Roundtable

D. Katz, New Hampton—Dave noted that town's portion of Route 104 has three different types of zoning, but that no development has been done since 2005 in any of the zones. The Planning Board is looking to extend the mixed use district portion in order to promote growth and possibly encourage cluster development. A subcommittee has been formed tasked with rewriting the zoning ordinance which will likely take quite some time.

P. Farley, Tamworth—There was an Economic Development meeting last evening. They have scheduled a tentative forum for August 15th to discuss property legacy matters which will feature an attorney versed in this area as well as another forum proposed for the fall regarding the formation of various types of business entities.

L. Prentice, Tamworth—The selectboard voted not to sign a permit for the "Reach the Beach" relay that typically passes through the town in September. She states that the race has grown too large to control and notes safety issues, illegal parking, trespassing and litters problems among others. The event costs the town more than benefits it.

B. Bolton, Plymouth—Road construction continues on Route 3, but is scheduled to be complete by fall. Some engineering issues have come to light which caused delays. The town recently contracted for a housing study to be performed. A recent Planning Board/Town meeting involved discussion of zoning changes such as multiple use which met with mixed views.

M. Badger, Ashland—Mardean advised that the Catholic church property was sold to a private developer and will be repurposed for various housing. Proposal for the Mill Pond area development is still in a very early informational stage having town easement matters to contend with. The buyer of the golf course property still needs a site plan review for its development. They haven't come back with this yet, but likely will soon due to recent attorney involvement. She notes that PRLAC is also involved in this project.

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D. Anson, Laconia—An interim planning director has been hired. She will be looking into a proposed project on Route 3 across from the Hack-ma-tack camping area to put in an RV facility to accommodate about 100 RVs for access from May to October. The Conservation Commission does not support this. The Planning Board advises there are multiple issues with this project including the need for third party review on stormwater, steep slopes, and blasting matters. The Lake Winnepesaukee Association received a grant to study Langley Brook as it pertains to Langley Cove and sediment deposits which have collected there. As such, residents are unable to access their docks.

R. Snelling, Holderness—Holderness is still waiting for approval on the access road to the cell tower. Consequently, there is still no cell service. The main concern is road construction erosion.

M. Hildebrand, Center Harbor—The property historically known as the Coe House was purchased by a group of developers a couple of years ago who have now constructed on the property a post and beam building with outdoor seating for event use. For the main house, they are looking to possibly have a restaurant on the first floor connected to the outdoor seating with condos or offices on the second floor. They have also purchased another parcel of property across the street on Wharf Road for future development.

D. Kerr, Barnstead—The Planning Board conducted a meeting a couple of weeks ago and invited a local property owner who had purchased a +/- 100 parcel to discuss a site plan review. He attended along with his attorney. The town advised the landowner that they have received numerous complaints of firearm use on the property at all times of the day and night which is disruptive to abutters. Internet research discovered that advertisements have been posted for courses in weapons training on the property. The landowner denies this is his doing and states that he has allowed a friend to use the property who is the responsible party. The Planning Board has asked to have the "friend" attend the next meeting to address the issue and to cease and desist all shooting activity until then. This matter will likely take some time to resolve.

J. Ayer, Gilford—John relays that the Airport Country Store & Deli will be torn down to make way for redevelopment along with the adjoining lot which will become a Haffner's location. Over at the movie theater complex, the new Ax and Ale Taphouse is about to open after a slight delay. Construction on the Starbucks location is about to get underway, and the other half of the building will house a Citizen's Bank branch.

9. **Adjournment**

Chair Ayer adjourned the meeting at 10:57AM.

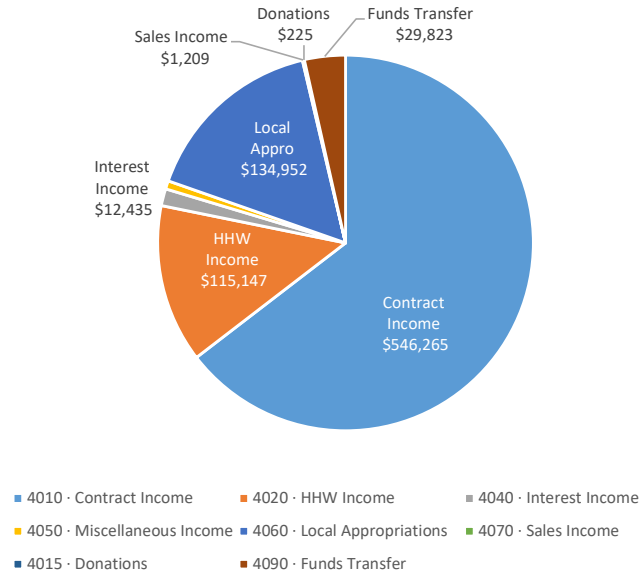
Respectfully Submitted,
Linda Waldron
Administrative Assistant

Attachment 2

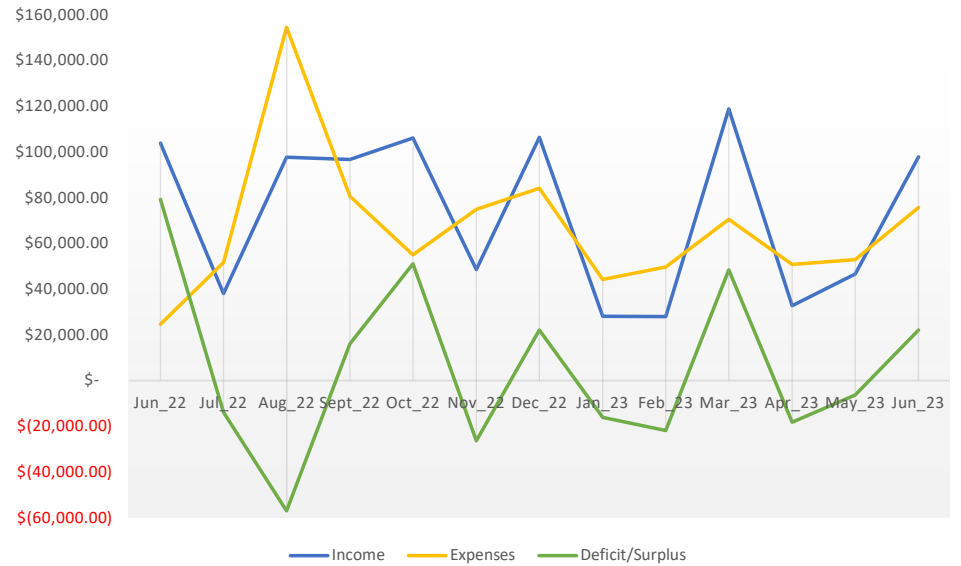
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Lakes Region Planning Commission - Dashboard

Revenue by Source Type



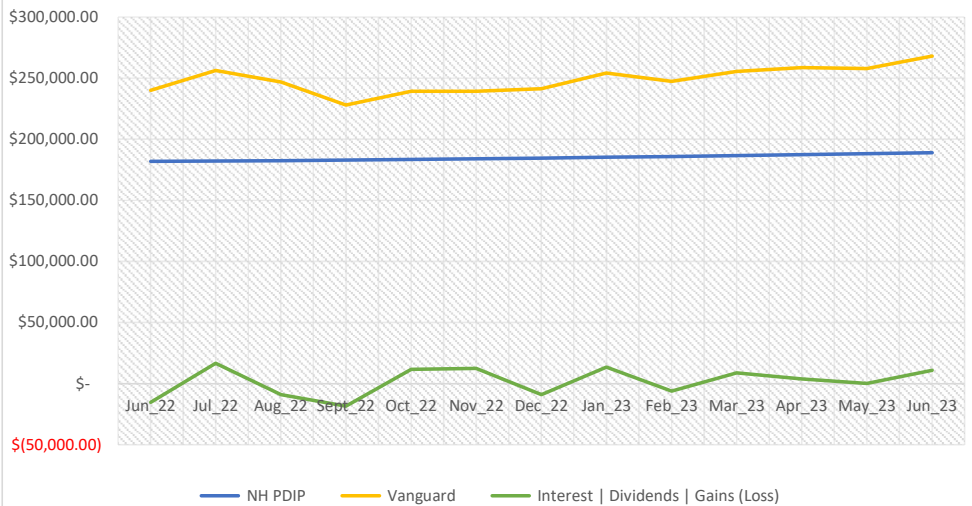
Income, Expenses, and Deficit/Surplus by Month



YTD Operating Results



Vanguard and NH PDIP Investments



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Lakes Region Planning Commission
STATEMENT OF FINANCIAL POSITION
 As of June 30, 2023

	<u>Jun 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1011.00 · Operating Account	2,950.42
1040.00 · Petty Cash	150.00
1070.01 · Money Market	185,565.81
1071.00 · Savings	3,060.05
Total Checking/Savings	<u>191,726.28</u>
Accounts Receivable	
1110.00 · Accounts Receivable	192,015.48
Total Accounts Receivable	<u>192,015.48</u>
Other Current Assets	
1451.00 · Prepaid Postage	35.87
1452.00 · Bulk Mail Permit 98	30.46
1510.00 · Vanguard Investments	268,160.99
1580.00 · NH PDIP	189,027.88
Total Other Current Assets	<u>457,255.20</u>
Total Current Assets	<u>840,996.96</u>
Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u>840,996.96</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	5,964.66
Credit Cards	
2550.00 · First National Bank of Omaha	457.80
Total Credit Cards	<u>457.80</u>
Other Current Liabilities	
2110.00 · Accrued Salaries & Wages	18,966.74
2120.00 · Accrued Vacation Payroll	12,030.54
2130.00 · Payroll Liabilities	(2,195.48)
2350.00 · Deferred and Unearned Revenue	249,748.00
Total Other Current Liabilities	<u>278,549.80</u>
Total Current Liabilities	<u>284,972.26</u>
Total Liabilities	284,972.26
Equity	
3110.00 · Unrestricted Net Assets	532,111.63
Net Income	23,913.07
Total Equity	<u>556,024.70</u>
TOTAL LIABILITIES & EQUITY	<u>840,996.96</u>

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Lakes Region Planning Commission
FY23 Budget Performance
May 31, 2023

	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	\$ 546,265	\$ (78,176)	87.48%
4020 · HHW Income	\$ 119,688	\$ 115,147	\$ (4,541)	96.21%
4040 · Interest Income	\$ 4,000	\$ 12,435	\$ 8,435	310.88%
4050 · Miscellaneous Income	\$ 8,000	\$ 5,925	\$ (2,075)	74.06%
4060 · Local Appropriations	\$ 134,957	\$ 134,952	\$ (5)	100.00%
4070 · Sales Income	\$ 1,300	\$ 1,209	\$ (91)	92.99%
4015 · Donations	\$ 2,500	\$ 225	\$ (2,275)	9.00%
4090 · Funds Transfer	\$ 41,000	\$ 29,823	\$ (11,177)	
Total Income (est.)	\$ 935,886	\$ 845,982	\$ (89,904)	90.39%
Expense				
			Target:	91.67%
6030 · Custodian	\$ 4,160	\$ 4,105	\$ 55	98.68%
6050 · Education and Training	\$ 1,000	\$ 1,103	\$ (103)	110.28%
6060 · Equipment Maintenance	\$ 12,360	\$ 12,032	\$ 328	97.35%
6070 · HHW Expense	\$ 103,000	\$ 99,023	\$ 3,977	96.14%
6080 · Insurance - Bonds and Business	\$ 3,000	\$ 2,719	\$ 281	90.63%
7010 · Publishing/Memberships/Meetings	\$ 15,750	\$ 15,182	\$ 568	96.40%
7020 · Miscellaneous Expense	\$ 500	\$ 808	\$ (308)	161.52%
7030 · Office Improvements	\$ 1,000	\$ -	\$ 1,000	0.00%
7040 · Office Expense	\$ 10,700	\$ 14,122	\$ (3,422)	131.98%
7050 · Payroll Expenses	\$ 697,844	\$ 634,323	\$ 63,521	90.90%
7060 · Postage and Printing	\$ 1,300	\$ 655	\$ 645	50.37%
7069 · Allowance for Direct Grant Expenses	\$ -	\$ -	\$ -	
7070 · Professional Services	\$ 50,461	\$ 27,074	\$ 23,387	53.65%
7080 · Rent	\$ 10,680	\$ 9,672	\$ 1,008	90.56%
7090 · Traffic Equipment	\$ -	\$ 1,908	\$ (1,908)	
7095 · SADES Equipment	\$ -	\$ -	\$ -	
8010 · Travel Expense	\$ 5,000	\$ 2,518	\$ 2,482	50.36%
8050 · Utilities	\$ 14,631	\$ 14,811	\$ (180)	101.23%
8060 · Vehicle O&M	\$ 4,500	\$ 5,217	\$ (717)	115.93%
Total Expense	\$ 935,886	\$ 845,272	\$ 90,614	90.32%
			Target:	91.67%
Net Ordinary Income¹	\$ -	\$ 709		
Realized Gain (Loss)²				
Unrealized Gain (Loss)²		\$ 23,204		
Net Income		\$ 23,913		

¹Net Ordinary (Operating) Income is as of April 30, 2023.

²Realized and Unrealized Investment Gain (Loss) are as of April 30, 2023.



Lakes Region Planning Commission
FY23 Budget Performance
 May 31, 2023

	Fiscal Year (23)-to-Date			
	FY23 Approved Annual Budget	FY23 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
Membership	134,957	134,952	(5)	100.00%
Local Contracts				
PRLAC	\$ 2,700	\$ 2,700	\$ -	
Moultonborough Circuit Rider		\$ 7,017		
RSMS Project New Hampton Update		\$ 1,298		
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			\$ -	
CDBG Grafton County Micro Enterprise			\$ -	
NBRC Gale School	\$ 7,500	\$ 3,046	\$ (4,454)	
NBRC Town of Sandwich	\$ 12,405	\$ 3,641	\$ (8,764)	
NBRC Town of Hebron		\$ 6,104		
CDBG Grafton County Micro Enterprise	\$ 20,000	\$ 47,300	\$ 27,300	
Pardoe	\$ 10,000	\$ 8,131	\$ (1,869)	
RSMS Project Hebron		\$ 3,250	\$ 3,250	
RSMS Project Plymouth		\$ 5,000	\$ 5,000	
CCDS Project Plymouth		\$ 5,000	\$ 5,000	
Additional NBRCs			\$ -	
Subtotal	\$ 59,105	\$ 95,332	\$ 21,807	161.29%
State / Federal Contracts				
USDA CF Disaster TAT Streetscaping	\$ 10,000	\$ 10,998	\$ 998	
PRLAC Corridor Management Plan	\$ 15,000	\$ 13,300	\$ (1,700)	
DOS-HSEM - Bridgewater	\$ 6,000	\$ 6,000	\$ -	
DOS-HSEM - Tilton		\$ 1,500	\$ 1,500	
DOS-HSEM - Tuftonboro	\$ 6,000		\$ (6,000)	
APR Regional Housing Assessment	\$ 55,000	\$ 45,658	\$ (9,342)	83.02%
USDA Solid Waste Management FY22	\$ 22,400	\$ 16,800	\$ (5,600)	
USDA Solid Waste Management FY23	\$ 110,000	\$ 108,237	\$ (1,763)	
Regional Plan Update	\$ 50,000		\$ (50,000)	
DOT UPWP FY 22 / 23	\$ 279,825	\$ 237,328	\$ (42,497)	84.81%
OEP Targeted Block Grant	\$ 11,111	\$ 11,111	\$ -	
Subtotal	\$ 565,336	\$ 450,933	\$ (114,403)	79.76%
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	\$ 225	\$ (2,275)	9.00%
4040 · Interest & Dividends	\$ 4,000	\$ 12,435	\$ 8,435	310.88%
Land use book sales / GIS	\$ 1,300	\$ 1,209	\$ (91)	92.99%
Other/Misc Income/Annual Meeting	\$ 8,000	\$ 5,925	\$ (2,075)	74.06%
Fund Balance	\$ 41,000	\$ 29,823	\$ (11,177)	72.74%
Subtotal	\$ 176,488	\$ 164,765	\$ (11,723)	93.36%
TOTAL	\$ 935,886	\$ 845,982	\$ (104,324)	90.39%
			Target:	91.67%

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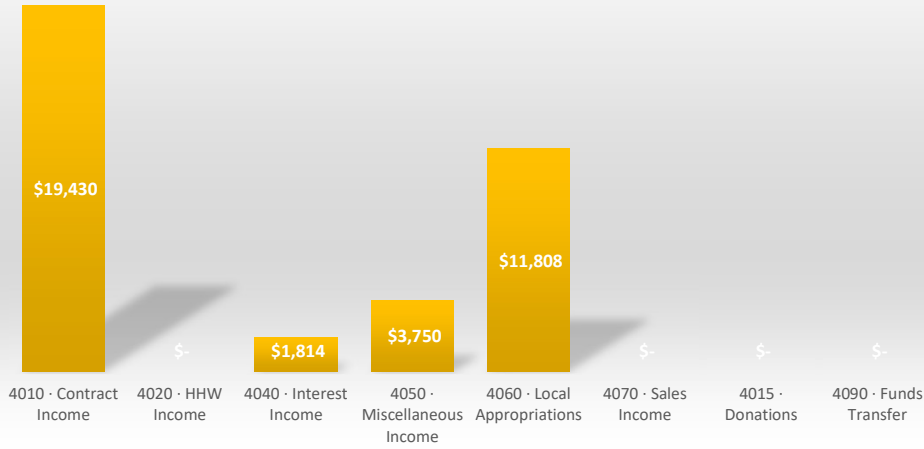
Lakes Region Planning Commission FY23 Budget Performance May 31, 2023

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	\$ 4,105	\$ 55	98.68%
6050 · Education and Training	\$ 1,000	\$ 1,103	\$ (103)	110.28%
6060 · Equipment Maintenance	\$ 12,360	\$ 12,032	\$ 328	97.35%
6062 · Equipment/Computer Maintenance	\$ 12,360	\$ 9,570	\$ 2,790	77.43%
6061 · Equipment Purchases	\$ -	\$ 2,462	\$ (2,462)	
6070 · HHW Expense	\$ 103,000	\$ 99,023	\$ 3,977	96.14%
6080 · Insurance - Bonds and Business	\$ 3,000	\$ 2,719	\$ 281	90.63%
7010 · Publishing/Memberships/Meetings	\$ 15,750	\$ 15,182	\$ 568	96.40%
7020 · Miscellaneous Expense	\$ 500	\$ 808	\$ (308)	161.52%
7030 · Office Improvements	\$ 1,000	\$ -	\$ 1,000	0.00%
7040 · Office Expense	\$ 10,700	\$ 14,122	\$ (3,422)	131.98%
7043 · Copier Lease	\$ 5,000	\$ 4,919	\$ 81	98.38%
7041 · Supplies	\$ 5,700	\$ 9,202	\$ (3,502)	161.45%
7050 · Payroll Expenses	\$ 697,844	\$ 634,323	\$ 63,521	90.90%
7051 · Salaries and Wages	\$ 513,186	\$ 487,301	\$ 25,885	94.96%
7052 · Health, Dental, Disability, Life & Unemp	\$ 103,704	\$ 79,814	\$ 23,890	76.96%
7055 · Retirement Fund	\$ 41,695	\$ 31,043	\$ 10,652	74.45%
7057 · Payroll Taxes	\$ 39,259	\$ 36,165	\$ 3,094	92.12%
7060 · Printing & Postage	\$ 1,300	\$ 655	\$ 645	50.37%
7069 · Allowance for Direct Grant Expenses			\$ -	
7070 · Professional Services	\$ 50,461	\$ 27,074	\$ 23,387	53.65%
7071 · Audit	\$ 7,000	\$ 6,600	\$ 400	94.29%
7072 · Contracted Services	\$ 42,661	\$ 19,123	\$ 23,538	44.83%
7074 · Legal	\$ 500	\$ 835	\$ (335)	167.00%
7075 · Payroll Service	\$ 300	\$ 516	\$ (216)	172.00%
7080 · Rent	\$ 10,680	\$ 9,672	\$ 1,008	90.56%
7090 · Traffic Equipment	\$ -	\$ 1,908	\$ (1,908)	
7095 · SADES Equipment	\$ -	\$ -	\$ -	
8010 · Travel Expense	\$ 5,000	\$ 2,518	\$ 2,482	50.36%
8050 · Utilities	\$ 14,631	\$ 14,811	\$ (180)	101.23%
8051 · Electricity and Propane	\$ 6,500	\$ 5,362	\$ 1,138	82.49%
8052 · Telephone and Internet	\$ 8,131	\$ 9,449	\$ (1,318)	116.21%
8060 · Vehicle O&M	\$ 4,500	\$ 5,217	\$ (717)	115.93%
Totals	\$ 935,886	\$ 845,272	\$ 90,614	90.32%
			Target:	91.67%

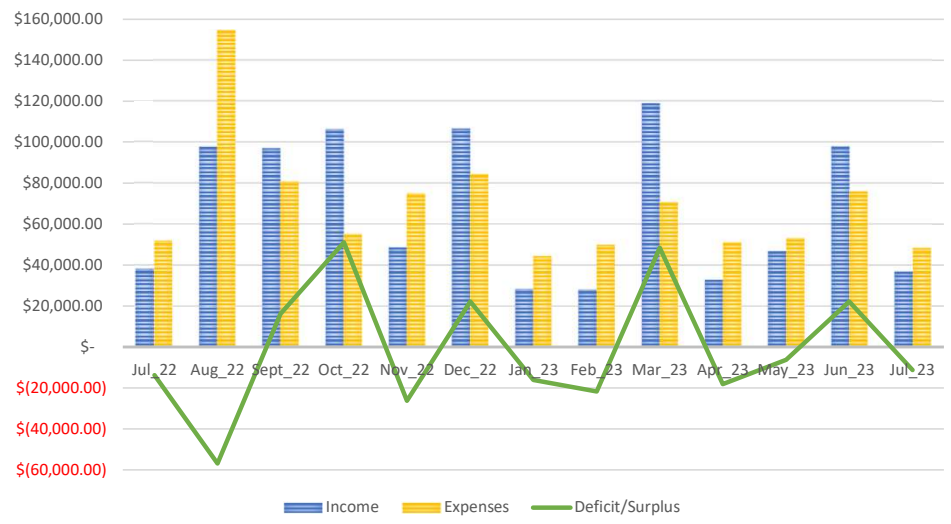
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Lakes Region Planning Commission - Dashboard

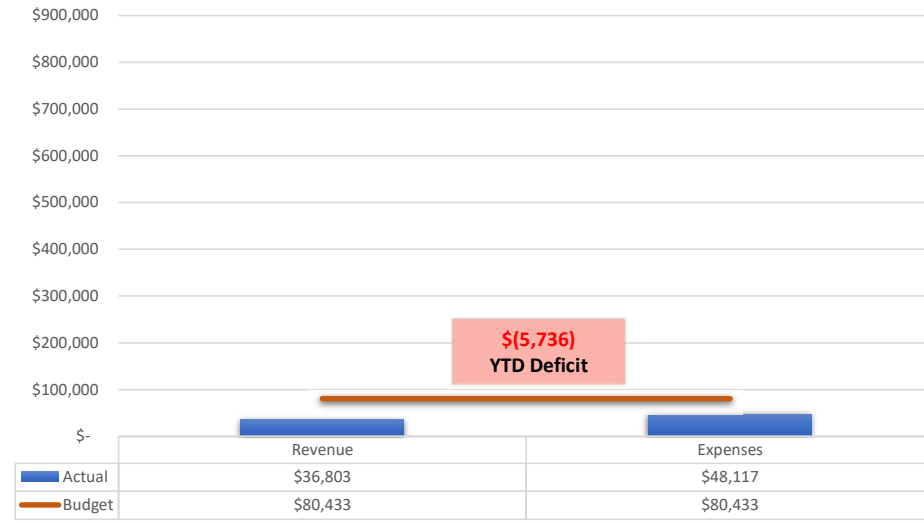
Revenue by Source Type



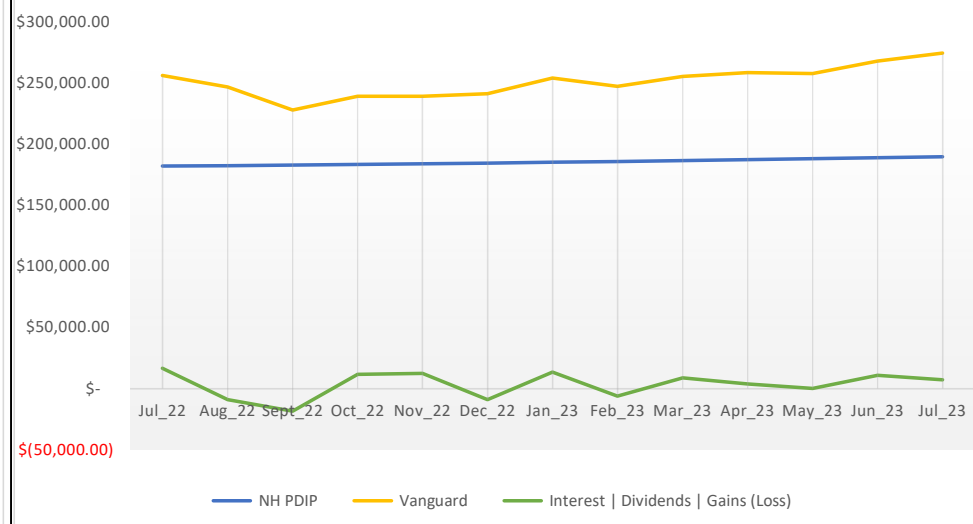
Income | Expenses | Deficit/Surplus by Month



YTD Operating Results



Vanguard and NH PDIP Investments



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Lakes Region Planning Commission
STATEMENT OF FINANCIAL POSITION
 As of July 31, 2023

	<u>Jul 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1011.00 · Operating Account	22,425.18
1040.00 · Petty Cash	150.00
1070.01 · Money Market	219,566.93
1071.00 · Savings	2,044.14
Total Checking/Savings	<u>244,186.25</u>
Accounts Receivable	
1110.00 · Accounts Receivable	98,423.09
Total Accounts Receivable	<u>98,423.09</u>
Other Current Assets	
1451.00 · Prepaid Postage	16.79
1452.00 · Bulk Mail Permit 98	30.46
1510.00 · Vanguard Investments	274,659.91
1580.00 · NH PDIP	189,861.95
Total Other Current Assets	<u>464,569.11</u>
Total Current Assets	<u>807,178.45</u>
Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u>807,178.45</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010.00 · Accounts Payable	2,996.33
Total Accounts Payable	<u>2,996.33</u>
Credit Cards	
2550.00 · First National Bank of Omaha	467.03
Total Credit Cards	<u>467.03</u>
Other Current Liabilities	
2120.00 · Accrued Vacation Payroll	12,146.37
2130.00 · Payroll Liabilities	
2131.00 · ICMA	1,994.62
2132.00 · NHRS	1,887.53
2134.00 · FSA	434.60
2135.00 · 401(k) Contribution	2,153.84
Total 2130.00 · Payroll Liabilities	<u>6,470.59</u>
2350.00 · Deferred and Unearned Revenue	234,809.01
Total Other Current Liabilities	<u>253,425.97</u>
Total Current Liabilities	<u>256,889.33</u>
Total Liabilities	256,889.33
Equity	
3110.00 · Unrestricted Net Assets	532,111.63
32000 · *Unrestricted Net Assets	23,913.07
Net Income	(5,735.58)
Total Equity	<u>550,289.12</u>
TOTAL LIABILITIES & EQUITY	<u>807,178.45</u>

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Lakes Region Planning Commission
FY24 Budget Performance
July 31, 2023

	Fiscal Year (24)-to-Date			
	FY24 Proposed Annual Budget	FY24 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
Income				
4010 · Contract Income	\$ 694,886	\$ 19,430	\$ (675,455)	2.80%
4020 · HHW Income	\$ 115,148	\$ -	\$ (115,148)	0.00%
4040 · Interest Income	\$ 6,163	\$ 1,814	\$ (4,349)	29.44%
4050 · Miscellaneous Income	\$ 6,000	\$ 3,750	\$ (2,250)	62.50%
4060 · Local Appropriations	\$ 141,704	\$ 11,808	\$ (129,896)	8.33%
4070 · Sales Income	\$ 1,300	\$ -	\$ (1,300)	0.00%
4015 · Donations	\$ -	\$ -	\$ -	
4090 · Funds Transfer	\$ -	\$ -	\$ -	
Total Income (est.)	\$ 965,201	\$ 36,803	\$ (928,398)	3.81%
Expense				
			Target:	8.33%
6030 · Custodian	\$ 4,420	\$ 340	\$ 4,080	7.69%
6050 · Education and Training	\$ 1,000	\$ -	\$ 1,000	0.00%
6060 · Equipment Maintenance	\$ 14,350	\$ 6,700	\$ 7,650	46.69%
6070 · HHW Expense	\$ 99,662	\$ -	\$ 99,662	0.00%
6080 · Insurance - Bonds and Business	\$ 3,450	\$ 3,018	\$ 432	87.48%
7010 · Publishing/Memberships/Meetings	\$ 14,750	\$ 1,000	\$ 13,750	6.78%
7020 · Miscellaneous Expense	\$ 750	\$ 37	\$ 714	4.87%
7030 · Office Improvements	\$ 1,000	\$ -	\$ 1,000	0.00%
7040 · Office Expense	\$ 15,580	\$ 1,253	\$ 14,327	8.04%
7050 · Payroll Expenses	\$ 717,933	\$ 30,386	\$ 687,547	4.23%
7060 · Postage and Printing	\$ 1,050	\$ 49	\$ 1,001	4.67%
7069 · Allowance for Direct Grant Expenses	\$ -	\$ 1,188	\$ (1,188)	
7070 · Professional Services	\$ 48,220	\$ 50	\$ 48,170	0.10%
7080 · Rent	\$ 9,672	\$ 806	\$ 8,866	8.33%
7090 · Traffic Equipment	\$ 8,000	\$ -	\$ 8,000	
7095 · SADES Equipment	\$ -	\$ -	\$ -	
8010 · Travel Expense	\$ 4,500	\$ 202	\$ 4,298	4.49%
8050 · Utilities	\$ 15,364	\$ 933	\$ 14,431	6.07%
8060 · Vehicle O&M	\$ 5,500	\$ 2,156	\$ 3,344	39.19%
Total Expense	\$ 965,201	\$ 48,117	\$ 917,084	4.99%
			Target:	8.33%
Net Ordinary Income¹	\$ (0)	\$ (11,314)		
Realized Gain (Loss)²				
Unrealized Gain (Loss)²		\$ 5,578		
Net Income		\$ (5,736)		

¹Net Ordinary (Operating) Income is as of July 31, 2023.

²Realized and Unrealized Investment Gain (Loss) are as of July 31, 2023.

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Lakes Region Planning Commission
FY24 Budget Performance
 July 31, 2023

	Fiscal Year (24)-to-Date			
	FY24 Proposed Annual Budget	FY24 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
Membership	141,704	11,808	(129,896)	8.33%
Local Contracts				
PRLAC	\$ 2,700	\$ 300	\$ (2,400)	11.11%
DES SWP (Belmont-Northfield-Sandwich)	\$ 24,825		\$ (24,825)	
RSMS Project New Hampton Update	\$ 1,298		\$ (1,298)	
Other Traffic Counts			\$ -	
NBRC Gale School			\$ -	
NBRC Town of Sandwich			\$ -	
NBRC Town of Hebron			\$ -	
CDBG Grafton County Micro Enterprise	\$ 45,333		\$ (45,333)	
Additional NBRCs			\$ -	
Subtotal	\$ 74,156	\$ 300	\$ (73,856)	0.40%
State / Federal Contracts				
OEP Targeted Block Grant	\$ 11,111		\$ (11,111)	
PRLAC Corridor Management Plan	\$ 1,700		\$ (1,700)	
DOS HSEM - Gilmanton	\$ 7,500		\$ (7,500)	
DOS HSEM - Moultonborough	\$ 7,500		\$ (7,500)	
DOS HSEM - Wolfeboro	\$ 9,000		\$ (9,000)	
DOS HSEM - Andover	\$ 7,500		\$ (7,500)	
DOS-HSEM - Bridgewater	\$ 1,500		\$ (1,500)	
DOS-HSEM - Tilton			\$ -	
USDA Solid Waste Management FY23	\$ 39,063		\$ (39,063)	
EPA FY24/25 Brownfields	\$ 72,133		\$ (72,133)	
USDA Solid Waste Management FY24	\$ 106,500		\$ (106,500)	
DOT UPWP FY 24 / 25	\$ 305,411	\$ 19,130	\$ (286,281)	6.26%
DOS HSEM - Gilford			\$ -	
DOT HSIP Data Collection			\$ -	
HUD Region Plan (Sheeheen Ear Mark)	\$ 41,812		\$ (41,812)	
NBRC Admin and Coaching	\$ 10,000		\$ (10,000)	
Subtotal	\$ 620,730	\$ 19,130	\$ (601,600)	3.08%
Other Income				
4020 · HHW	\$ 115,148	\$ -	\$ (115,148)	0.00%
4021 · HHW Local	\$ 99,662		\$ (99,662)	0.00%
4022 · DES HHW	\$ 15,486		\$ (15,486)	0.00%
4015 · Donations	\$ -		\$ -	
4040 · Interest & Dividends	\$ 6,163	\$ 1,814	\$ (4,349)	29.44%
Land use book sales / GIS	\$ 1,300		\$ (1,300)	0.00%
Other/Misc Income/Annual Meeting	\$ 6,000	\$ 3,750	\$ (2,250)	62.50%
Fund Balance	\$ -		\$ -	
Subtotal	\$ 128,611	\$ 5,564	\$ (123,047)	4.33%
TOTAL	\$ 965,201	\$ 36,803	\$ (928,398)	3.81%
			Target:	8.33%

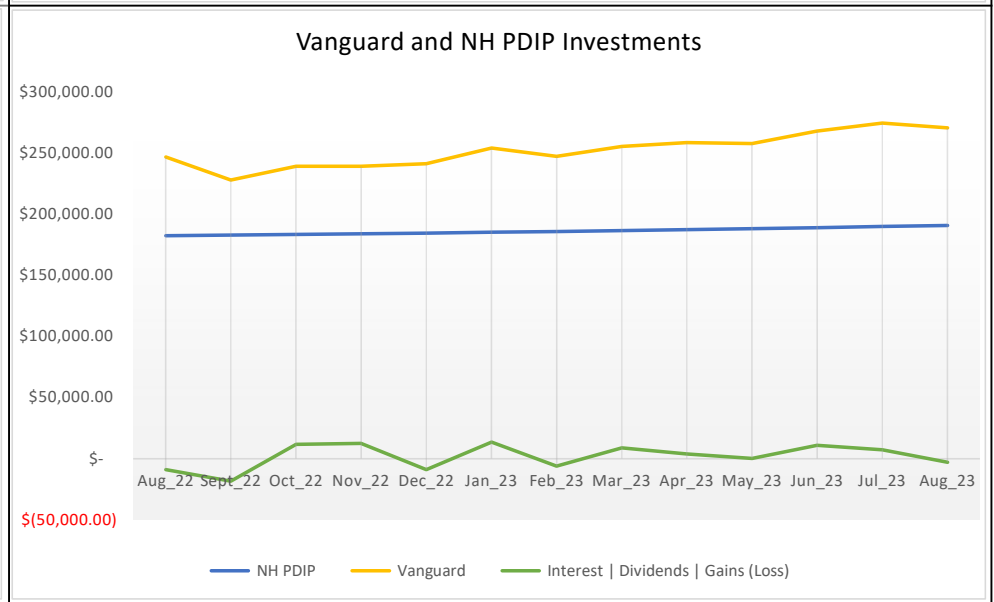
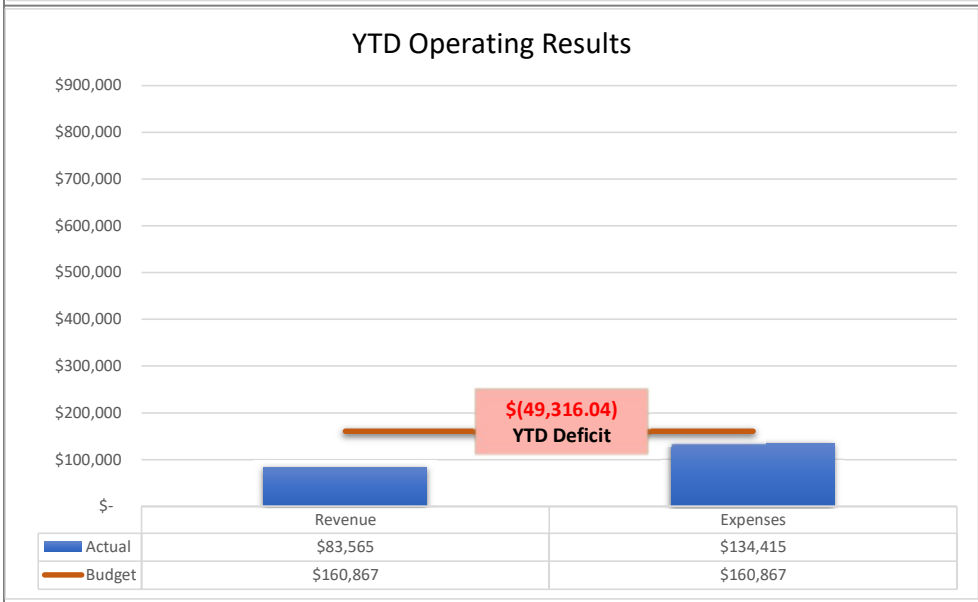
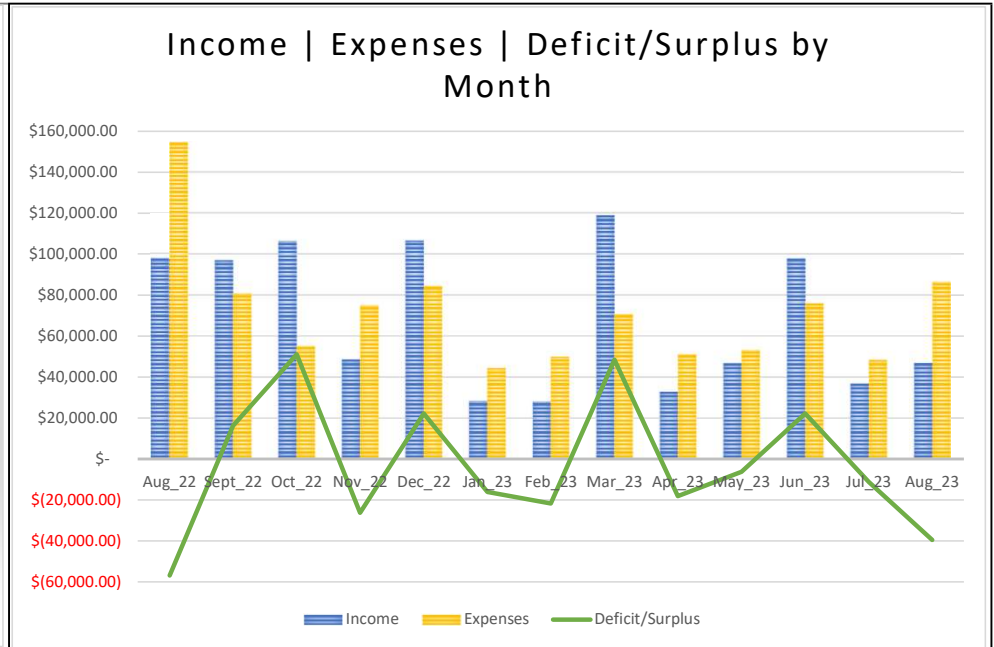
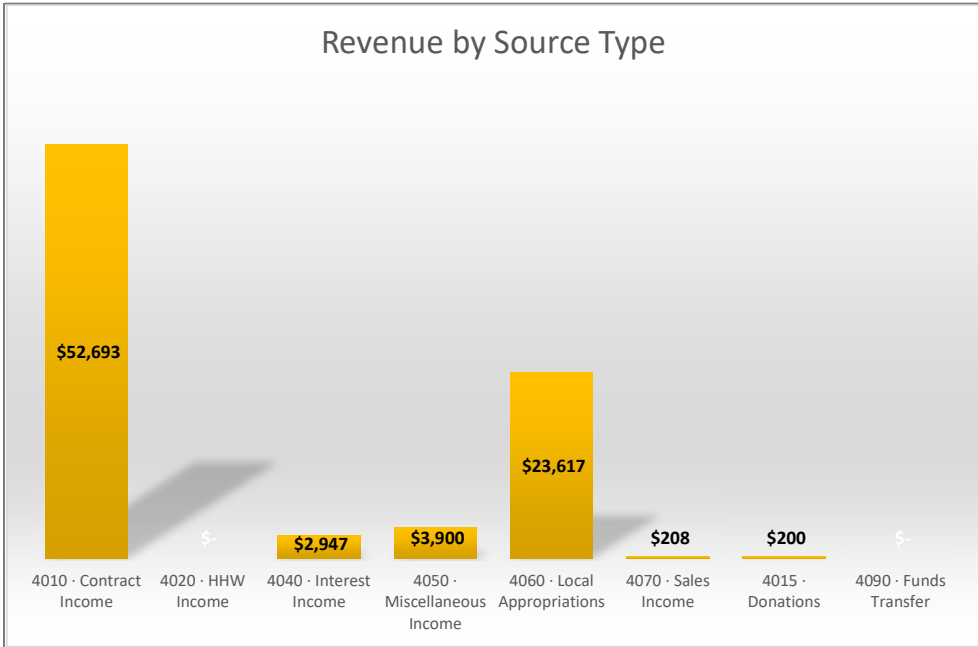


Lakes Region Planning Commission
FY24 Budget Performance
 July 31, 2023

Expense Account	Fiscal Year (24)-to-Date			
	FY24 Proposed Annual Budget	FY24 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
6030 · Custodian	\$ 4,420	\$ 340	\$ 4,080	7.69%
6050 · Education and Training	\$ 1,000	\$ -	\$ 1,000	0.00%
6060 · Equipment Maintenance	\$ 14,350	\$ 6,700	\$ 7,650	46.69%
<i>6062 · Equipment/Computer Maintenance</i>	\$ 14,350	\$ 6,600	\$ 7,750	45.99%
<i>6061 · Equipment Purchases</i>	\$ -	\$ 100	\$ (100)	
6070 · HHW Expense	\$ 99,662	\$ -	\$ 99,662	0.00%
6080 · Insurance - Bonds and Business	\$ 3,450	\$ 3,018	\$ 432	87.48%
7010 · Publishing/Memberships/Meetings	\$ 14,750	\$ 1,000	\$ 13,750	6.78%
7020 · Miscellaneous Expense	\$ 750	\$ 37	\$ 714	4.87%
7030 · Office Improvements	\$ 1,000	\$ -	\$ 1,000	0.00%
7040 · Office Expense	\$ 15,580	\$ 1,253	\$ 14,327	8.04%
<i>7043 · Copier Lease</i>	\$ 5,000	\$ 373	\$ 4,627	7.45%
<i>7041 · Supplies</i>	\$ 10,580	\$ 880	\$ 9,700	8.32%
7050 · Payroll Expenses	\$ 717,933	\$ 30,386	\$ 687,547	4.23%
<i>7051 · Salaries and Wages</i>	\$ 526,833	\$ 19,047	\$ 507,786	3.62%
<i>7052 · Health, Dental, Disability, Life & Unemp</i>	\$ 105,161	\$ 8,597	\$ 96,564	8.18%
<i>7055 · Retirement Fund</i>	\$ 45,636	\$ -	\$ 45,636	0.00%
<i>7057 · Payroll Taxes</i>	\$ 40,303	\$ 2,741	\$ 37,562	6.80%
7060 · Printing & Postage	\$ 1,050	\$ 49	\$ 1,001	4.67%
7069 · Allowance for Direct Grant Expenses		\$ 1,188	\$ (1,188)	
7070 · Professional Services	\$ 48,220	\$ 50	\$ 48,170	0.10%
<i>7071 · Audit</i>	\$ 7,000	\$ -	\$ 7,000	0.00%
<i>7072 · Contracted Services</i>	\$ 40,000	\$ -	\$ 40,000	0.00%
<i>7074 · Legal</i>	\$ 500	\$ -	\$ 500	0.00%
<i>7075 · Payroll Service</i>	\$ 720	\$ 50	\$ 670	6.94%
7080 · Rent	\$ 9,672	\$ 806	\$ 8,866	8.33%
7090 · Traffic Equipment	\$ 8,000	\$ -	\$ 8,000	0.00%
7095 · SADES Equipment	\$ -	\$ -	\$ -	
8010 · Travel Expense	\$ 4,500	\$ 202	\$ 4,298	4.49%
8050 · Utilities	\$ 15,364	\$ 933	\$ 14,431	6.07%
<i>8051 · Electricity and Propane</i>	\$ 6,000	\$ 233	\$ 5,767	3.88%
<i>8052 · Telephone and Internet</i>	\$ 9,364	\$ 700	\$ 8,664	7.48%
8060 · Vehicle O&M	\$ 5,500	\$ 2,156	\$ 3,344	39.19%
Totals	\$ 965,201	\$ 48,117	\$ 918,301	4.99%
			Target:	8.33%

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Lakes Region Planning Commission - Dashboard





	<u>Aug 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1011.00 · Operating Account	15,336.91
1040.00 · Petty Cash	150.00
1070.01 · Money Market	200,235.19
1071.00 · Savings	2,014.15
Total Checking/Savings	<u>217,736.25</u>
Accounts Receivable	
1110.00 · Accounts Receivable	67,160.82
Total Accounts Receivable	<u>67,160.82</u>
Other Current Assets	
1451.00 · Prepaid Postage	51.04
1452.00 · Bulk Mail Permit 98	30.46
1510.00 · Vanguard Investments	270,873.85
1580.00 · NH PDIP	190,735.80
Total Other Current Assets	<u>461,691.15</u>
Total Current Assets	<u>746,588.22</u>
Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u>746,588.22</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010.00 · Accounts Payable	5,166.53
Total Accounts Payable	<u>5,166.53</u>
Credit Cards	
2550.00 · First National Bank of Omaha	533.70
Total Credit Cards	<u>533.70</u>
Other Current Liabilities	
2120.00 · Accrued Vacation Payroll	9,495.29
2130.00 · Payroll Liabilities	
2134.00 · FSA	1,086.50
2135.00 · 401(k) Contribution	2,961.53
Total 2130.00 · Payroll Liabilities	<u>4,048.03</u>
2350.00 · Deferred and Unearned Revenue	220,636.01
Total Other Current Liabilities	<u>234,179.33</u>
Total Current Liabilities	<u>239,879.56</u>
Total Liabilities	239,879.56
Equity	
3110.00 · Unrestricted Net Assets	532,111.63
32000 · *Unrestricted Net Assets	23,913.07
Net Income	(49,316.04)
Total Equity	<u>506,708.66</u>
TOTAL LIABILITIES & EQUITY	<u>746,588.22</u>

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Lakes Region Planning Commission
FY24 Budget Performance
August 31, 2023

	Fiscal Year (24)-to-Date			
	FY24 Proposed Annual Budget	FY24 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
Income				
4010 · Contract Income	\$ 694,886	\$ 52,693	\$ (642,193)	7.58%
4020 · HHW Income	\$ 115,148	\$ -	\$ (115,148)	0.00%
4040 · Interest Income	\$ 6,163	\$ 2,947	\$ (3,216)	47.82%
4050 · Miscellaneous Income	\$ 6,000	\$ 3,900	\$ (2,100)	65.00%
4060 · Local Appropriations	\$ 141,704	\$ 23,617	\$ (118,087)	16.67%
4070 · Sales Income	\$ 1,300	\$ 208	\$ (1,092)	16.02%
4015 · Donations	\$ -	\$ 200	\$ 200	
4090 · Funds Transfer	\$ -	\$ -	\$ -	
Total Income (est.)	\$ 965,201	\$ 83,565	\$ (881,636)	8.66%
Expense				
			Target:	16.67%
6030 · Custodian	\$ 4,420	\$ 680	\$ 3,740	15.38%
6050 · Education and Training	\$ 1,000	\$ 3,828	\$ (2,828)	382.83%
6060 · Equipment Maintenance	\$ 14,350	\$ 7,385	\$ 6,965	51.46%
6070 · HHW Expense	\$ 99,662	\$ -	\$ 99,662	0.00%
6080 · Insurance - Bonds and Business	\$ 3,450	\$ 3,018	\$ 432	87.48%
7010 · Publishing/Memberships/Meetings	\$ 14,750	\$ 1,593	\$ 13,157	10.80%
7020 · Miscellaneous Expense	\$ 750	\$ 73	\$ 677	9.73%
7030 · Office Improvements	\$ 1,000	\$ -	\$ 1,000	0.00%
7040 · Office Expense	\$ 15,580	\$ 2,419	\$ 13,161	15.53%
7050 · Payroll Expenses	\$ 717,933	\$ 104,641	\$ 613,292	14.58%
7060 · Postage and Printing	\$ 1,050	\$ 95	\$ 955	9.03%
7069 · Allowance for Direct Grant Expenses	\$ -	\$ 1,188	\$ (1,188)	
7070 · Professional Services	\$ 48,220	\$ 2,305	\$ 45,915	4.78%
7080 · Rent	\$ 9,672	\$ 1,612	\$ 8,060	16.67%
7090 · Traffic Equipment	\$ 8,000	\$ 147	\$ 7,853	
7095 · SADES Equipment	\$ -	\$ -	\$ -	
8010 · Travel Expense	\$ 4,500	\$ 876	\$ 3,624	19.47%
8050 · Utilities	\$ 15,364	\$ 1,766	\$ 13,598	11.50%
8060 · Vehicle O&M	\$ 5,500	\$ 2,787	\$ 2,713	50.67%
Total Expense	\$ 965,201	\$ 134,415	\$ 830,786	13.93%
			Target:	16.67%
Net Ordinary Income¹	\$ (0)	\$ (50,849)		
Realized Gain (Loss)²				
Unrealized Gain (Loss)²		\$ 1,533		
Net Income		\$ (49,316)		

¹Net Ordinary (Operating) Income is as of August 31, 2023.

²Realized and Unrealized Investment Gain (Loss) are as of August 31, 2023.

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Lakes Region Planning Commission
FY24 Budget Performance
 August 31, 2023

	Fiscal Year (24)-to-Date			
	FY24 Proposed Annual Budget	FY24 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
Membership	141,704	23,617	(118,087)	16.67%
Local Contracts				
PRLAC	\$ 2,700	\$ 300	\$ (2,400)	11.11%
DES SWP (Belmont-Northfield-Sandwich)	\$ 24,825		\$ (24,825)	
RSMS Project New Hampton Update	\$ 1,298		\$ (1,298)	
Other Traffic Counts			\$ -	
NBRC Gale School			\$ -	
NBRC Town of Sandwich			\$ -	
NBRC Town of Hebron			\$ -	
CDBG Grafton County Micro Enterprise	\$ 45,333		\$ (45,333)	
Additional NBRCs			\$ -	
Subtotal	\$ 74,156	\$ 300	\$ (73,856)	0.40%
State / Federal Contracts				
OEP Targeted Block Grant	\$ 11,111		\$ (11,111)	
PRLAC Corridor Management Plan	\$ 1,700		\$ (1,700)	
DOS HSEM - Gilmanton	\$ 7,500		\$ (7,500)	
DOS HSEM - Moultonborough	\$ 7,500		\$ (7,500)	
DOS HSEM - Wolfeboro	\$ 9,000		\$ (9,000)	
DOS HSEM - Andover	\$ 7,500		\$ (7,500)	
DOS-HSEM - Bridgewater	\$ 1,500		\$ (1,500)	
DOS-HSEM - Tilton			\$ -	
USDA Solid Waste Management FY23	\$ 39,063		\$ (39,063)	
EPA FY24/25 Brownfields	\$ 72,133		\$ (72,133)	
USDA Solid Waste Management FY24	\$ 106,500		\$ (106,500)	
DOT UPWP FY 24 / 25	\$ 305,411	\$ 52,393	\$ (253,018)	17.15%
DOS HSEM - Gilford			\$ -	
DOT HSIP Data Collection			\$ -	
HUD Region Plan (Sheeheen Ear Mark)	\$ 41,812		\$ (41,812)	
NBRC Admin and Coaching	\$ 10,000		\$ (10,000)	
Subtotal	\$ 620,730	\$ 52,393	\$ (568,337)	8.44%
Other Income				
4020 · HHW	\$ 115,148	\$ -	\$ (115,148)	0.00%
4021 · HHW Local	\$ 99,662		\$ (99,662)	0.00%
4022 · DES HHW	\$ 15,486		\$ (15,486)	0.00%
4015 · Donations	\$ -	\$ 200	\$ 200	
4040 · Interest & Dividends	\$ 6,163	\$ 2,947	\$ (3,216)	47.82%
Land use book sales / GIS	\$ 1,300	\$ 208	\$ (1,092)	16.02%
Other/Misc Income/Annual Meeting	\$ 6,000	\$ 3,900	\$ (2,100)	65.00%
Fund Balance	\$ -		\$ -	
Subtotal	\$ 128,611	\$ 7,255	\$ (121,356)	5.64%
TOTAL	\$ 965,201	\$ 83,565	\$ (881,636)	8.66%
			Target:	16.67%

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Lakes Region Planning Commission
FY24 Budget Performance
August 31, 2023

Expense Account	Fiscal Year (24)-to-Date			
	FY24 Proposed Annual Budget	FY24 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
6030 · Custodian	\$ 4,420	\$ 680	\$ 3,740	15.38%
6050 · Education and Training	\$ 1,000	\$ 3,828	\$ (2,828)	382.83%
6060 · Equipment Maintenance	\$ 14,350	\$ 7,385	\$ 6,965	51.46%
6062 · Equipment/Computer Maintenance	\$ 14,350	\$ 7,285	\$ 7,065	50.77%
6061 · Equipment Purchases	\$ -	\$ 100	\$ (100)	
6070 · HHW Expense	\$ 99,662	\$ -	\$ 99,662	0.00%
6080 · Insurance - Bonds and Business	\$ 3,450	\$ 3,018	\$ 432	87.48%
7010 · Publishing/Memberships/Meetings	\$ 14,750	\$ 1,593	\$ 13,157	10.80%
7020 · Miscellaneous Expense	\$ 750	\$ 73	\$ 677	9.73%
7030 · Office Improvements	\$ 1,000	\$ -	\$ 1,000	0.00%
7040 · Office Expense	\$ 15,580	\$ 2,419	\$ 13,161	15.53%
7043 · Copier Lease	\$ 5,000	\$ 745	\$ 4,255	14.90%
7041 · Supplies	\$ 10,580	\$ 1,674	\$ 8,906	15.83%
7050 · Payroll Expenses	\$ 717,933	\$ 104,641	\$ 613,292	14.58%
7051 · Salaries and Wages	\$ 526,833	\$ 72,841	\$ 453,992	13.83%
7052 · Health, Dental, Disability, Life & Unemp	\$ 105,161	\$ 16,088	\$ 89,073	15.30%
7055 · Retirement Fund	\$ 45,636	\$ 8,891	\$ 36,745	19.48%
7057 · Payroll Taxes	\$ 40,303	\$ 6,822	\$ 33,481	16.93%
7060 · Printing & Postage	\$ 1,050	\$ 95	\$ 955	9.03%
7069 · Allowance for Direct Grant Expenses		\$ 1,188	\$ (1,188)	
7070 · Professional Services	\$ 48,220	\$ 2,305	\$ 45,915	4.78%
7071 · Audit	\$ 7,000	\$ 2,200	\$ 4,800	31.43%
7072 · Contracted Services	\$ 40,000	\$ -	\$ 40,000	0.00%
7074 · Legal	\$ 500	\$ -	\$ 500	0.00%
7075 · Payroll Service	\$ 720	\$ 105	\$ 615	14.58%
7080 · Rent	\$ 9,672	\$ 1,612	\$ 8,060	16.67%
7090 · Traffic Equipment	\$ 8,000	\$ 147	\$ 7,853	1.84%
7095 · SADES Equipment	\$ -	\$ -	\$ -	
8010 · Travel Expense	\$ 4,500	\$ 876	\$ 3,624	19.47%
8050 · Utilities	\$ 15,364	\$ 1,766	\$ 13,598	11.50%
8051 · Electricity and Propane	\$ 6,000	\$ 436	\$ 5,564	7.27%
8052 · Telephone and Internet	\$ 9,364	\$ 1,330	\$ 8,034	14.21%
8060 · Vehicle O&M	\$ 5,500	\$ 2,787	\$ 2,713	50.67%
Totals	\$ 965,201	\$ 134,415	\$ 832,003	13.93%
			Target:	16.67%

Attachment 3



Monthly Executive Report

Local

- **Andover.** Provided technical assistance on hazardous waste vendors servicing NH. Placed 8 traffic counters in Andover.
- **Tamworth.** Worked on Aquifer Protection/Wellhead Protection Area (WHPA) and Commercial ID mapping project, including potential intersections. Obtained up-to-date parcel layer from CAI Technologies mapping and began initial overlay.
- **Barnstead.** Set up initial map for Flood Hazard Area (FHA) as requested.
- **Tuftonboro, Tilton, Bridgewater HMP.** Updated Tilton Town Administrator on approval status (no change). Performed outreach to Bridgewater to resume the update.
- **Gilmanton.** Planned, mapped, and placed 6 traffic counters as requested by town.
- **New Hampton.** Reviewed RSMS results and completed first draft of update which was submitted to the Road Agent for review and feedback. Provided information to town representative regarding traffic count numbers along Route 104 to assist in zoning discussions.
- **Belmont, Northfield, Sandwich – DES | Stormwater Protection.** Completed comparison of Sandwich and Northfield ordinances against 2015 model NHDES ground water protection ordinance. Provided comments and shared with NHDES. Reviewed Squam Lake and Winnisquam Lake Watershed Management Plans for relevance to source water protection. Reviewed town ordinances for stormwater management regulations. Contacted NHDES looking for any updates to the stormwater model ordinance. Scheduled initial meetings with each town for the week of July 10th. Prepared draft of project timelines for each town.

Regional

- **PRLAC.** Followed PRLAC correspondence regarding permit applications and attended June meeting.
- **Pemi Corridor Plan.** Completed a draft of recommendations (Task #3) [Threats/ Goals/ Objectives/ Actions] narrative and matrix, and distributed to PRLAC representatives for feedback. Incorporated feedback and discussed these with PRLAC representatives. Finalized recommendations for submission to NHDES along with invoice for Task #3.

Household Hazardous Waste

2023 Collections.

- Sixteen communities and more than \$75K have been formally committed. Fifteen communities have paid more than \$53K to date. Worked with Finance Administrator to coordinate follow-up invoices.
- Conducted visits to four sites where changes are occurring this year (Meredith, Bristol, Belmont, Laconia). Provided suggestions regarding the flow of traffic and the layout at two of the sites.
- Conducted outreach and held HHW Coordinators meeting on June 21st. Addressed several phone calls from residents of Sanbornton, Belmont, and Laconia.

- Facilitated updates to LRPC's HHW webpage with current information and links to printable pamphlets. Distributed first press release.
- Completed initial outreach regarding decision to not collect universal waste this year. Created and ordered signage for this year's event.
- Negotiated a mutually agreeable arrangement with Tradebe for an 8th collection in the eastern section of the region for this fall. Worked on identifying and confirming a suitable site and requested permission to use it.

2024 Collections.

- Developed a *Clarifications and Questions* sheet for the FY25 request for proposal.
- One fixed-price bid was received which was from our current vendor.

Solid Waste

- Completed and submitted NBRC grant application for Gilford's Regional Foam Program.
- Conducted second USDA roundtable – in conjunction with a TAC meeting – for solid waste operator's training on Glass Management, Efficiencies, and Uses.
- Completed additional edits for EPA brownfields grant application and final award.
- Phone interview with Tamworth Distillery to discuss grant work and composting implementation for the distillery's property. Phone meeting with NHDES Solid Waste Management Department regarding permit by notification applications and regulations for composting in New Hampshire. Worked on compiling ENV-SW (NH Code of Administrative Rules – Solid Waste) regulations that pertain to permits by notification for composting and created a quick guide for applicants applying.
- Completed a solid waste site visit in Freedom.



Freedom Transfer Station



Transportation

- Reviewed and discussed safety equipment and practices with other RPCs and NHDOT. Attended RPC Director's meeting on traffic counting safety.
- Transportation technicians have completed 32 of 149 counts for NHDOT. Next group of counts have been scheduled.
- Reviewed GIS license and training needs. Renewed ESRI licenses and maintenance agreement.

- Researched new video-based traffic counting equipment.
- Co-hosted a joint TAC and Solid Waste Operator roundtable focused on PGA usage in municipal road projects.
- Attended a 'Green Your Fleet' workshop at NH Speedway.



- Attended the Complete Streets Advisory Committee meeting and the Spring Transportation Planner Collaborative meeting.
- Outlined a storm water toolkit for municipalities.

Grants Administration

- Final 5 Direct Grants for GRDC/CEDC submitted and processed for Micro Technical Assistance.
- Final 3 Micro Technical Assistance quarter claims started (GRDC-CEDC, BEDC-WEDCO, WREN).
- Final 4 Micro Technical Assistance LRPC administrative claims started.
- Subrecipient contracts for new Micro Technical Assistance program FY24.

Annual Meeting

FY23 annual meeting was held on June 26th at Church Landing at Mill Falls and attended by nearly 95 members and guests. The meeting was officiated by Chair John Ayers and the business portion of the meeting was brief. Election of officers was held and, by unanimous vote, all previous officers were re-elected for another one-year term. Dinner was served thereafter following which several awards were presented. The event culminated with guest speakers from Clean Energy NH and ReVision Energy who provided information regarding renewable energy in both the public and private sectors. The door prize was won by Bill Haley of the Meredith Energy Committee.



ACRONYMS

BEDC	Belknap Economic Development Council
CEDC	Coos Economic Development Corporation
ENV-SW	Environmental – Solid Waste (also referred to as <i>NH Code of Administrative Rules – Solid Waste</i>)
EPA	Environmental Protection Agency
ESRI	Environmental Systems Research Institute, Inc.
FY	Fiscal Year
GIS	Geographic Information System
GRDC	Grafton Regional Development Corporation
HHW	Household Hazardous Waste
HMP	Hazard Mitigation Plan
LRPC	Lakes Region Planning Commission
NBRC	Northern Border Regional Commission
NHDES	NH Department of Environmental Services
NHDOT	NH Department of Transportation
PGA	Processed Glass Aggregate
PRLAC	Pemigewasset River Local Advisory Committee
RPC	Regional Planning Commission
RSMS	Road Surface Management System
TAC	Transportation Advisory Committee
USDA	United States Department of Agriculture
WEDCO	Wentworth Economic Development Council
WREN	Women’s Rural Enterprise Network



Monthly Executive Report

Local

- **Andover, Gilmanton, Moultonborough, Wolfeboro** HMP. Review of local materials. Submitted quarterly report.
- **Barnstead.** Provided FEH (flood & erosion) maps and supporting information to town office and planning board (copied Commissioner).
- **Belmont, Northfield, Sandwich** – DES | Stormwater Protection. Met with planning staff of each town to review scope of work, provide model ordinance comparisons, timeline, and schedule meetings with planning boards. Reviewed and compiled information on each town's groundwater protection area mapping.
- **Bridgewater, Tilton, Tuftonboro** HMP. Reviewed status and materials of Bridgewater plan. Began edit of draft report. Prepared for August 3rd Board of Selectmen meeting to discuss committee meetings, participation, and project completion. Submitted quarterly report.
- **Gilmanton.** Submitted report regarding municipal traffic counts.
- **New Hampton** RSMS Update. Review of project status and options based on new information provided by the road agent.
- **Sanbornton.** Provided information on wetlands and affordable housing to town officials.
- **Tamworth.** Provided Aquifer Protection/Wellhead Protection Area (WHPA) and Commercial ID map with data/formatting update to Planning Board Chair. *See copy of map on page 4.*

Regional

- **PRLAC.** Corresponded with PRLAC Chair regarding a contribution received, potential scope of work, the annual funding request, and the July meeting agenda.
- **Pemi Corridor Plan.** Began compiling various sections of the plan into a draft report. Updated PRLAC on the plan status, remaining tasks, and timeline.

Household Hazardous Waste

2023 Collections.

- All 24 communities have paid for participation in the collections.
- Conducted outreach and held HHW Coordinators meeting on July 12th.
- Prepared multiple press releases, made several posts on social media, and sent eblast reminders concerning the HHW event.
- Addressed several calls regarding HHW from residents of Laconia, Effingham, Center Harbor, Sanbornton, Belmont, Moultonborough. Reached out to Freedom Town Administrator to clarify that all residents may go to any HHW site. Also addressed Northfield resident's questions about options and town participation.

- Met with the Carroll County Commissioners and the Tamworth Board of Selectmen regarding a possible collection site for the Fall.
- Participated in first HHW collection event in Belmont, Franklin, Gilford & Meredith. Turnout was light.

Images from the 7/29 HHW Collection in Meredith



2024 Collections.

- Sent evaluation package and reminders to Evaluation Committee. Received, compiled, shared, and discussed feedback along with next steps. An agreement will be prepared for the September 13th Executive Board meeting.

Solid Waste

- Submitted 3rd quarter solid waste management report to USDA.
- Prepared for HHW collection event – traffic flow design, signage, t-shirts, etc.
- Worked on a portion of the Solid Waste Management (SWM) grant project pertaining to small food waste composting facilities. Drafted a set of guidelines to be used in conjunction with completing a *Permit By Notification* application after discussion with NHDES to obtain clarification on several aspects of the application.

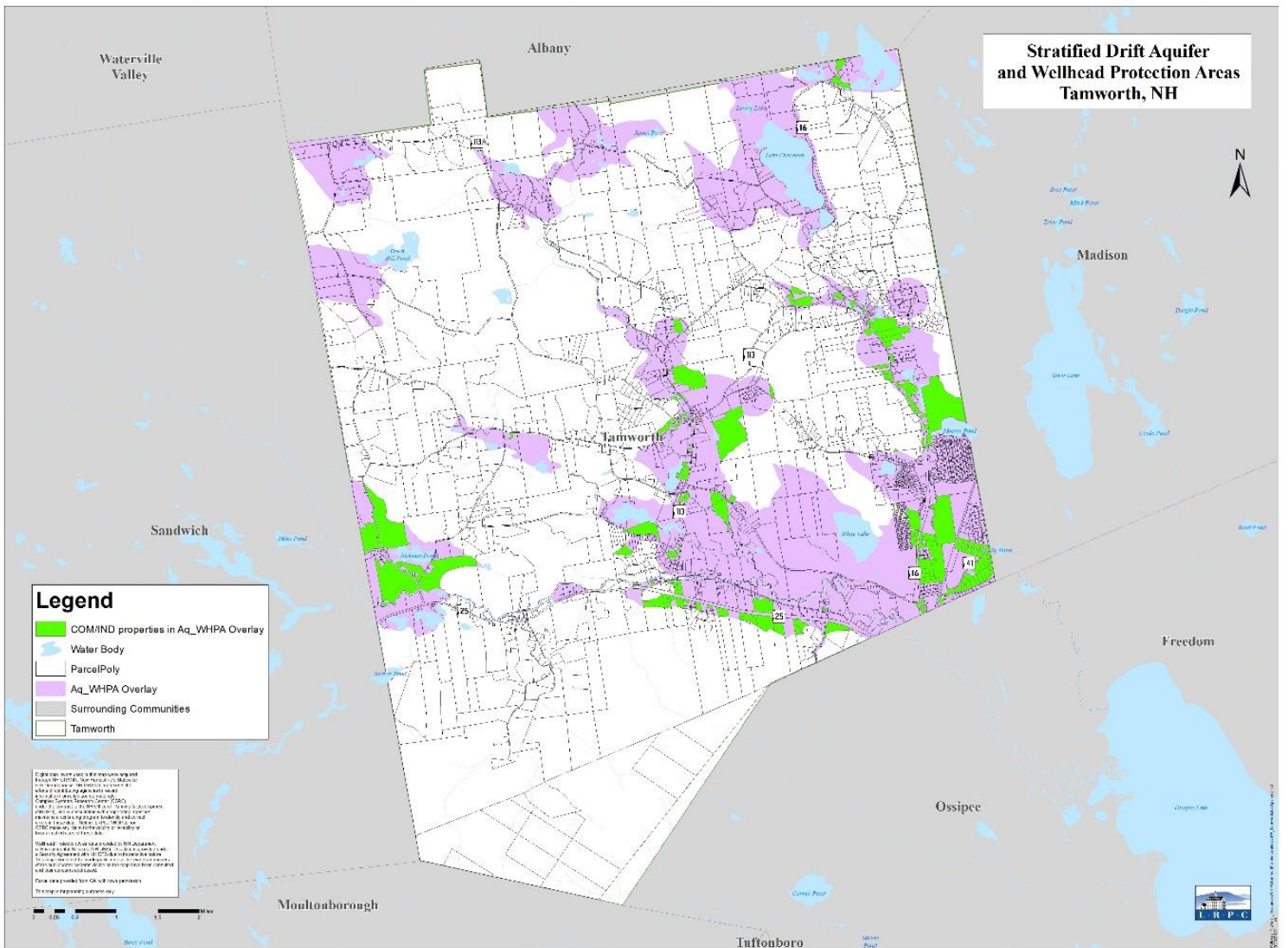
Transportation

- **Traffic Counting.** 55 of 149 counts from NHDOT have been completed. Had discussions regarding maintenance of traffic counters and testing of new types of video counters. Scheduled and prepared for next counts, including municipal outreach.
- **GIS.** Discussed the potential for mapping of transportation activities - such as traffic count status.
- **Data Management.** Explored options for accessing NHDOT data.
- **Mapping.** Created standard map set and regional map of electric vehicle charging stations. Created transit map. Completed freight maps for Rt 28, Rt 16, and Rt 25 corridors. Began working with NHDOT crash data to create heat maps.
- **Meetings.** Attended July Interagency meeting. Contributed to the public meeting for the Andover bridge project #40392.

- **Training.** Attended UNH T2 grant writing class for transportation grants. Received training on demo model of Leetron AI video traffic counter. Participated in GTFS (General Transit Feed Specifications) gathering on transit data and MOVES4 (air pollution modeling) training sessions.
- Worked on Regional Transportation Plan, Bicycle-Pedestrian Plan, and UPWP Final Report.

Grants Administration

- Project close out for CDBG Micro TA 2022 for July 1, 2021 - June 30, 2022.
- Final report of data and subrecipient narratives for Micro TA 2022.
- NBRC quarterly reports due: Hebron, Gale, Laconia, Sandwich.
- Start new Micro TA program for July 1, 2023 - June 30, 2024.



ACRONYMS

AI	Artificial Intelligence
CDBG	Community Development Block Grant
FEH	Fluvial Erosion Hazard
GIS	Geographic Information System
HHW	Household Hazardous Waste
HMP	Hazard Mitigation Plan
Micro TA	Microenterprise Technical Assistance
MOVES	MOtor Vehicle Emission Simulator
NHDES	NH Department of Environmental Services
NHDOT	NH Department of Transportation
PRLAC	Pemigewasset River Local Advisory Committee
RSMS	Road Surface Management System
UNH	University of New Hampshire
UPWP	Unified Planning Work Program
USDA	United States Department of Agriculture



Monthly Executive Report

Local

- **Belmont, Northfield, Sandwich** | DES Stormwater Protection. Met with the planning boards of Northfield and Sandwich to discuss updating their respective ordinances. Provided parcel based zoning map with groundwater protection areas to Sandwich.
- **Bridgewater** HMP. Continuing work on draft. Incorporated responses from committee members.
- **Gilford**. Assisted in completing NEPA intake form for NBRC grant.
- **New Hampton**. Created maps and report for RSMS forecast update.
- **Ossipee**. Provided historical housing data to Ossipee housing consultant.
- **Tilton** HMP. Corresponded with HSEM and Town Administrator regarding status of the Plan. Status: State approved and forwarded on to FEMA.
- **Wolfeboro**. Addressed question from Wolfeboro Emergency Management Dept. Reviewed existing materials and began preparations for outreach.

Economic Development

- **USDA**. Worked on development of roundtable on universal waste.

Grant Administration

- Budget revision for Sandwich NBRC
- Rescope of Laconia WOW trail
- Extension on Gale School project and budget/match changes
- Direct grant for GRDC new Micro Technical Assistance
- Set up of new Micro Technical Assistance forms/documents to all five subrecipients
- Two direct grants for CEDC for Micro Technical Assistance

Household Hazardous Waste

- **2023 Collections.**
 - Distributed press releases, sent eblasts, and made Facebook posts advertising the August 5 collection. Prepared new flyer for October 7 collection.

- Addressed several HHW calls from residents (Moultonborough, Alexandria, Meredith, Belmont, Tamworth, Ossipee), including some who missed the collections. Directed an interested resident from Rochester to LRHHPF. Sent thank you note to donor (Moultonborough site).
- Participated in HHW collections. Checked in regularly with local coordinators and Tradebe site and project managers. Turn-out at six sites was light to average, but heavy in Moultonborough (317 households).
- Compiled survey data. Seven-site total is 1,382 households. Notably more than 60% of respondents indicated they could attend a weekday collection.
- Drafted report to DES. Recorded manifests received (26/29). Received 4/7 invoices. Worked to get correct paperwork to DES for reimbursement. Corresponded with DES Administrator regarding October collection and project close-out.
- Received approval to proceed with 8th collection at the K.A. Brett School in Tamworth on Sat. Oct. 7th. Worked on coordination of site visit with stakeholders.



The early birds in Laconia.



A gaylord of pesticides.



Pouring off oil-based paint.

- **2024 Collections.**

- Sent contract for HHW Collections 2024 to Tradebe for review and acceptance.
- Updated the Municipal Appropriations table and developed appropriations letter to communities.
- Addressed question from Gilmanston Town Administrator regarding 2024 appropriation.

Regional

- **TBG/CEDS.** Updated CEDS document including additional data, maps, and text to meet required elements and better describe the region and purpose of the CEDS.
- **PRLAC.** Corresponded with PRLAC Chair regarding PRLAC meetings. Distributed minutes & agenda.
- **Pemi Corridor Plan.** Worked on text to pull the various sections of the plan together for PRLAC review. Received feedback from DES on the plan along with billing status. Updated PRLAC and requested some local examples for inclusion in plan.

Solid Waste

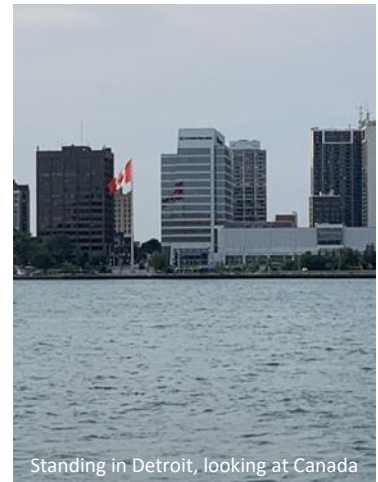
- Assisted Melissa Florio from the Town of Freedom with information on New Hampshire the Beautiful sign application.
- Completed research on signage requirements at NH transfer stations to help Freedom determine appropriate signs for their facility.
- Completed draft of a compost PBN application guide to help municipalities navigate NH's composting regulations and apply through the PBN process. Sent the draft PBN guide to DES for their review. Currently working on a meeting to review the guide thoroughly with DES and produce a final copy.
- Scheduled a third Solid Waste Operator training/roundtable on universal waste management for September 21, 2023 from 2:00-4:30 PM at the Meredith Public Library.
- Completed a Universal Waste Disposal Guide for solid waste operators and residents. Inventoried all Lakes Region towns regarding current management of universal waste in the Lakes Region. Discussed universal waste management and training opportunities with Mark Bucklin from Bristol and Tom O'Shea from New Hampton.

Training

- Several staff members attended the 2023 EPA National Brownfields Conference in Detroit for training on LRPC's Brownfields grant award.

Transportation

- **Traffic Counting.** Data collection is now occurring twice a week. Multiple counters have been placed throughout the region. Discussed maintenance of traffic counters and testing & cost of new types of video counters. Discussed feedback from DOT on rejected counts. Processed and submitted all traffic counting data to date.
- **GIS.** Conferred regarding revision and development of standard map sets. Began planning for future work.
- **Data Management.** Worked with DES staff on accessing data through the OneStop website.
- Created tables and density maps of crash data.
- Provided feedback to DOT for ArcOnline traffic counting map.
- Updated SADES information sheet.
- Created budget estimate for proposed Gilford CCDS project.
- Discussed DOT pilot on having regional planning commissions upload data to MS2.
- Attended Complete Streets Advisory Committee meeting.
- Attended Wolfeboro public information meeting for ten year plan project.



Standing in Detroit, looking at Canada

- Sr. Transportation Planner, Sean Chamberlin, traveled to Ireland on vacation. While he was there, he learned how they number and categorize their roadway network!



ACRONYMS

CCDS	Culverts and Closed Drainage Systems
CEDC	Coos Economic Development Corporation
CEDS	Comprehensive Economic Development Strategy
EPA	Environmental Protection Agency
FEMA	Federal Emergency Management Agency
GIS	Geographic Information System
GRDC	Grafton Regional Development Corporation
HHW	Household Hazardous Waste
HMP	Hazard Mitigation Plan
HSEM	Homeland Security and Emergency Management
LRHHPF	Lakes Region Household Hazardous Product Facility
LRPC	Lakes Region Planning Commission
NBRC	Northern Border Regional Commission
NEPA	National Environmental Policy Act
NHDES	NH Department of Environmental Services
NHDOT	NH Department of Transportation
PBN	Permit by Notification
PRLAC	Pemigewasset River Local Advisory Committee
RSMS	Road Surface Management System
SADES	Statewide Asset Data Exchange System
TBG	Targeted Block Grant
USDA	United States Department of Agriculture

Attachment 4

Lakes Region Planning Commission

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

FY24 TAC Meeting Calendar

July 1, 2023 – June 30, 2024



July – December 2023				
September 6, 2023	Wednesday	2 – 4 PM	Meredith Library	Rail Trail, Bike/Ped Plan
October 2, 2023	Monday	2 – 4 PM	Minot-Sleeper Library*	EVs
November 6, 2023	Monday	2 – 4 PM	Wolfeboro Library*	Regional Plan Update
December 4, 2023	Monday	2 – 4 PM	Pease Public Library*	Stormwater Management
January – June 2024				
February 5, 2024	Monday	2 – 4 PM	Tamworth Tri-County CAP*	NH HB0412, Town Transition to DPW
March 4, 2024	Monday	2 – 4 PM	Laconia Library*	Grants & Funding
April 1, 2024	Monday	2 – 4 PM	Moultonborough Library*	TBD
May 6, 2024	Monday	2 – 4 PM	Belmont Mill*	TBD
June 3, 2024	Monday	2 – 4 PM	Meredith Library*	TBD

* Locations are intended. Final reservations not yet made.

Attachment 5

LAKES REGION PLANNING COMMISSION

BY-LAWS

including amendments of:
April 1982 | June 1998 | April 2008
October 2017 | June 2022 | March 2023
(tentative October 2023)

ARTICLE 1. LEGAL BASIS FOR PLANNING COMMISSION

- 1.1 The legal basis for the Regional Planning Commission is contained in Chapter 36:45 of N.H. RSA.
- 1.2 The legal basis for the provision of technical assistance is contained in Chapter 292 of N.H. RSA.

ARTICLE 2. NAME

- 2.1 The name of this Regional Planning Commission shall be:

“LAKES REGION PLANNING COMMISSION”

ARTICLE 3. PURPOSE

- 3.1 The purpose of the Lakes Region Planning Commission (LRPC) shall be to promote the growth and prosperity of cities, towns, and villages in the Lakes Region. This purpose will be advanced by promoting a spirit of regional cooperation and decision making; providing technical assistance, on request, to member communities; and otherwise serving as a regional planning commission as set forth in RSA 36:45-58.

ARTICLE 4. REPRESENTATION OF MEMBER MUNICIPALITIES AND THE COUNTIES

- 4.1 Each municipality and county which shall become a member of the Lakes Region Planning Commission shall be entitled to representation on said Commission as provided by Chapter 36:46 of N.H. RSA.

- 4.2 Representation

Representation on the Commission shall be by: Commissioners, Alternate Commissioners, and Associate Commissioners. Commissioners to the Lakes Region Planning Commission shall be persons from municipalities comprising Planning and Development Region #2 as delineated by Governor's Executive Order, which have fully paid current assessments.

- 4.3 Alternate Commissioners

Each member municipality or county may appoint an Alternate Commissioner, who shall be authorized to act as Commissioner for the municipality in the

absence of a Commissioner. In no case shall the total number of votes cast by a municipality or county exceed the authorized number of Commissioners.

4.4 Associate Commissioners

Municipalities, which have not paid current assessments, or which are otherwise ineligible for full voting membership but are nevertheless interested in Regional Planning, may be Associate Members and appoint Associate Commissioners to the Commission. The Lakes Region Planning Commission may also, by vote, accept as Associate Commissioners any person who has an interest in Regional Planning.

ARTICLE 5. VOTING PRIVILEGES

5.1 Commissioners shall have full voting privileges and shall be eligible to hold any office in the Commission, except those for which remuneration is provided. Alternate Commissioners may exercise the voting privileges of an absent Commissioner from his municipality or county.

ARTICLE 6. FINANCES

6.1 City and Town Appropriations to the Commission

The Commission shall prepare an annual budget and shall determine on a reasonable and equitable basis, in relation to the current state valuations and population of municipalities, the amount to be paid by each member. The amount to be paid by each member shall be certified to its municipal officers in sufficient time to allow an appropriation to be made. The failure of a member to appropriate and pay the amount determined by the Commission within a year of the mailings of the assessment notice terminates its membership except as provided under Section 4.4.

ARTICLE 7. COMMISSION STRUCTURE, DUTIES, AND RESPONSIBILITIES

7.1 Commission Structure

The Commission shall be comprised of appointed Commissioners from each member municipality having voting rights as established by these By-Laws. Commissioners shall not be reimbursed for their services, but may be reimbursed for expenses incurred on behalf of the Commission upon approval of the Executive Director.

7.2 Appointment of Commissioners

Each member municipality is entitled to two (2) representatives (three (3) for populations over 10,000) plus an alternate who may act and vote as a Commissioner in the absence of the Commissioner from their own municipality. Commissioners are voluntary representatives nominated by the planning board and appointed by the governing body of each member municipality as established under RSA 36:46-III. The governing body shall provide written notification of the appointment to the LRPC in a timely manner.

7.3 Commissioner Term of Office

Commissioners serve 4-year terms, but initial appointments are staggered terms of 2 and 4 years (2, 3 and 4 years for municipalities that are entitled to three or more representatives). A term is set upon the initial appointment of a vacant position and carries through with that position (not the appointee) until such time as the position becomes vacant for a period of six months after the term expires, whereby a new term will be determined upon filling the vacancy.

7.4 Commissioner Vacancies

Vacancies shall be filled in the same manner as in Section 7.2. If the vacancy being filled has a balance of term from a prior Commissioner, a new appointee would assume the balance of that term.

7.5 Officers

The officers of the Commission shall include a Chair, a Vice Chair, a Treasurer, and a Secretary. *See also Article 8.*

7.6 Duties

The Commission shall be the policy making body and, as such, shall establish positions to be taken on all matters of regional importance, shall determine the goals and objectives for the regional planning program, and shall review and approve the annual work program and budget which shall provide the operational framework for the Executive Board.

7.7 Standing Rules

The Commission may adopt Standing Rules for the purpose of establishing employee policies, financial procedures, and other Commission policies. Such Rules may be amended by a majority vote of the Executive Board at any regular meeting.

7.8 Responsibilities

7.8.1 Commissioners are required to sign a Commitment to Serve and a Conflict of Interest document which will be provided by the LRPC upon receipt of the appointment notice. The Conflict of Interest document shall be updated annually.

7.8.2 Commissioners are responsible for reviewing the Commissioner Handbook which will be provided by the LRPC upon receipt of the appointment notice. The Commissioner Handbook provides various helpful information such as directories of LRPC staff, Commissioners, Executive Board members, and officers.

7.8.3 Commissioners shall attend all regular meetings of the Commission. In the event a Commissioner misses three (3) consecutive regular meetings, the appointing authority shall be notified in writing by the Executive Board.

ARTICLE 8. EXECUTIVE BOARD STRUCTURE, DUTIES, AND RESPONSIBILITIES

8.1 Executive Board Structure

The Executive Board shall consist of the previously mentioned four (4) officers (*see Section 7.5*), four (4) Area Commissioners, up to four (4) At Large Commissioners, and two (2) alternates as elected by the Commission. The Area Commissioners shall each reside within and represent one of the four (4) geographic areas within the LRPC Region as shown in Fig. 1 (Area Map). The four (4) At Large Commissioners shall provide the same geographic representation insofar as possible.

8.2 Nomination of Executive Board

A Nominating Committee of up to five (5) Commissioners shall be appointed by the Executive Board of the Commission at least one hundred eighty (180) days in advance of the annual commission meeting. The Nominating Committee shall consider the interest, ability, and residency of Commissioner members in serving as members of the Executive Board. It shall also be the responsibility of the Nominating Committee to nominate officers and alternates. The Executive Board, officers, and alternates shall be nominated from the then current pool of Commissioners. This information shall be used in preparing a ballot to be submitted to the Commission. The Nominating Committee may nominate one or more candidates for each office.

8.3 Election of Executive Board & Terms of Office

8.3.1 Officers

In accordance with RSA 36:48, the Chair, Vice Chair, Secretary, and Treasurer shall be elected annually. Elections shall be held every year in the same manner as the Executive Board members defined in Section 8.3.2 below.

8.3.2 Area and At Large Commissioners

Area and At Large Commissioners of the Executive Board shall be elected by the affirmative written ballots of a majority of the Commissioners voting at the annual meeting every two (2) years. Commissioners may vote for any qualified Commissioner, whether or not nominated by the Nominating Committee. In the event of a tie, the office will be determined by lot. The results of the ballots shall be totaled and announced at said meeting.

8.3.3 Executive Board Alternates

The Commission may also elect up to two (2) alternate members to serve on the Executive Board who shall have all the rights and responsibilities of an Executive Board member, including attendance at Executive Board meetings, but who shall only become a voting member when seated by the Chair to fill a

vacancy in order to achieve a quorum. Alternates shall be elected every two (2) years in conjunction with and in the same manner as the Executive Board members defined in Section 8.3.2 above.

8.3.4 Executive Board Terms of Office

The term of office for Executive Board officers shall begin immediately after the annual meeting at which they are declared elected, and shall end immediately after the annual meeting of the following year; officers shall hold office until their successors have been elected and assume the duties of the office.

The term of office for Area Commissioners, At Large Commissioners, and Alternates shall begin immediately after the annual meeting at which they are declared elected, and shall continue for two (2) years ending immediately after the annual meeting of the next election.

8.4 Executive Board Vacancies

The Executive Board may temporarily fill any vacant position on the Executive Board occurring between elections. Temporary Executive Board members shall hold office for the balance of the term for which they are appointed or until their successors are elected at the next applicable annual meeting and assume the duties of the office.

8.5 Duties of Executive Board

8.5.1 The Executive Board shall be responsible for the carrying out of the annual work program within the budget as approved by the Commission.

8.5.2 For this purpose, the Executive Board is authorized to take all actions necessary to implement the work program including, but not limited to, approving contracts in the name of the Commission, and publicizing the position of the Commission on matters of concern to local and regional planning organizations.

8.5.3 The Chair shall call meetings of the Commission and the Executive Board and shall preside over these meetings. The Chair shall, except as otherwise provided, create and discharge standing committees and special committees, and serve as a non-voting ex-officio member of all committees – except in the case of a tie when a vote shall be required. The Chair shall also perform such other duties as are customary to the office.

8.5.4 The Vice Chair shall act as Chair in the absence or incapacity of the Chair.

- 8.5.5 The Secretary shall perform such duties as are customary to the office, including responsible direction of such secretarial duties as are assigned by these By-Laws, and shall put into effect the directives of the Commission. The duties of the Recording Secretary may be assigned to the Commission's staff by the Commission. In the absence of the Secretary at any meeting, a Secretary *Pro Tem* may be appointed by the Chair, at their discretion, for that meeting.
- 8.5.6 The Treasurer shall perform such duties as are customary to the office, including responsible direction of such financial duties as are assigned by these By-Laws and shall put into effect the directives of the Commission.
- 8.5.7 The Treasurer, Chair, and Vice Chair shall be bonded for the faithful performance of their duties if and when so voted by the Commission, in an amount to be determined and approved by the Commission. The premiums for such bonds shall be paid from Commission funds.
- 8.5.8 It is the duty of Area Commissioners to convene area meetings and bring issues of local concern to the attention of the Executive Board, along with representing the interest of the Commissioners in their area on any matters that may come to a vote before the Executive Board. It is also the responsibility of Area Commissioners to bring certain matters as requested by the Executive Board to the attention of the Commissioners within their area for consideration and recommendations.

ARTICLE 9. MEETINGS

9.1 Commission Meetings

There shall be at least two (2) meetings per year of the entire Commission to be held at a time and place as determined by the Executive Board, which shall best serve the convenience of the greatest number of Commissioners. The annual meeting shall be held in June.

9.2 Area Commission Meetings

There shall be at least one (1) meeting per year of the entire Commission to be held in each of the four (4) areas.

9.3 Additional Meetings

Additional meetings may be called by the Chair or by a majority vote of the Executive Board.

9.4 Notice of Commission Meetings

Seven (7) days' notice of all meetings of the Commission shall be provided by the Secretary or Executive Director to all Commissioners, Alternate Commissioners and Associate Commissioners except in an emergency when, with the approval of a majority of the Executive Board, the Chair may call a meeting on shorter notice. Distribution of a calendar of meetings shall meet the requirement for a meeting notice if a reminder is distributed to the Commissioners prior to each meeting.

9.5 Executive Board Meetings

Meetings of the Executive Board shall be called by the Chair as frequently as, in his/her judgment, the accumulation of business to be transacted shall demand, and at places and times to be determined by him/her.

9.6 Notice of Executive Board Meetings

Seven (7) days' notice of all meetings of the Executive Board shall be provided by the Secretary or Executive Director to all Executive Board members, except in an emergency when the Chair may call a meeting on shorter notice. Distribution of a calendar of meetings shall meet the requirement for a meeting notice if a reminder is distributed to the Executive Board members prior to each meeting.

9.7 Minutes of Meetings

Minutes of all meetings of the Commission and the Executive Board shall be kept by the Secretary or a person designated by the Executive Board.

9.8 Quorum

Except in cases of emergency as defined in RSA 91-A: 2, III (b), a quorum of the Commission or Executive Board (or any other committee or subcommittee) shall be established by the physical presence of the percentage recognized below at the location specified in the meeting notice.

9.8.1 Commission and Area Meetings

Commissioners from 51% of dues-paying municipalities that have voting privileges, and that have appointed at least one (1) Commissioner, shall constitute a quorum.

9.8.2 Executive Board Meetings

Fifty-one percent (51%) of the elected or Board appointed members shall constitute a quorum.

9.9 Parliamentary Procedures

Roberts Rule of Order, as amended, shall govern in questions of parliamentary procedure, except as herein otherwise provided.

9.10 Membership's Electronic Participation in Meetings

- 9.10.1 The Commission and the Executive Board (and any other committee or sub-committee that may be established) may, but is not required to, allow one or more members of its body to participate in a meeting by electronic or other means of communication for the benefit of the public and the governing body, subject to the provisions of RSA 91-A:2, III.
- 9.10.2 To follow the provisions of RSA 91-A:2, III, for a Commissioner or Executive Board member (or any other committee or sub-committee member) to participate in a meeting electronically or otherwise, the following must occur:
- a. Each member participating electronically must articulate for the minutes why they cannot physically attend the meeting (i.e. the member cannot participate due to work, health, or personal reasons).
 - b. Each member participating electronically must identify other people present in the location from which the member is participating.
 - c. Each part of the meeting required to be open to the public must be audible or otherwise discernable such that each member participating electronically must be able to simultaneously hear and speak to each other during the meeting as well as with those in physical attendance at the meeting location.
 - d. All votes taken during such meeting shall be by roll call and recorded in the minutes.

ARTICLE 10. STAFF

- 10.1 The staff of the Commission shall include an Executive Director.
- 10.2 The Executive Director shall annually prepare and submit to the Executive Board a recommended schedule of personnel required to carry out the annual work program. Such schedule to include – at a minimum – the number of positions, job description, and salary range.
- 10.3 The Executive Director shall take action as required on the recommended schedule for submission to the Commission as part of the annual work program and budget.
- 10.4 Any contract previously approved by the Executive Board may be signed by the Executive Director. If approval is given orally, it shall be confirmed in writing within thirty (30) days.
- 10.5 The Executive Director shall prepare an annual written report which shall be presented to the Commission at its first meeting following the Annual Meeting, including an audited statement by a C.P.A. as of June 30th. The Executive Director shall also submit monthly financial reports to the Executive Board.

- 10.6 The Executive Director shall be responsible for filling the approved staff positions in a manner consistent with the Commission's personnel policies.
- 10.7 The Executive Director shall be in charge of the office and all employed or contracted staff; shall conduct a regional planning program subject to the approval of the Executive Board; shall be in charge of all general correspondence of the Commission; shall prepare an annual budget, including estimated revenues and expenditures for the fiscal year, to be reviewed by the Executive Board prior to submission for approval by the Commission; and shall keep accounts which shall at all times be open to inspection by the Officers and Executive Board and which shall be submitted for annual auditing as prescribed by the Executive Board. The Executive Director shall be bonded for the faithful performance of his/her duties and shall further undertake such other duties as the Executive Board shall assign to him/her.
- 10.8 Staff members shall not have voting powers in Commission affairs, but are expected to faithfully advise the Commission within the scope of their expertise.

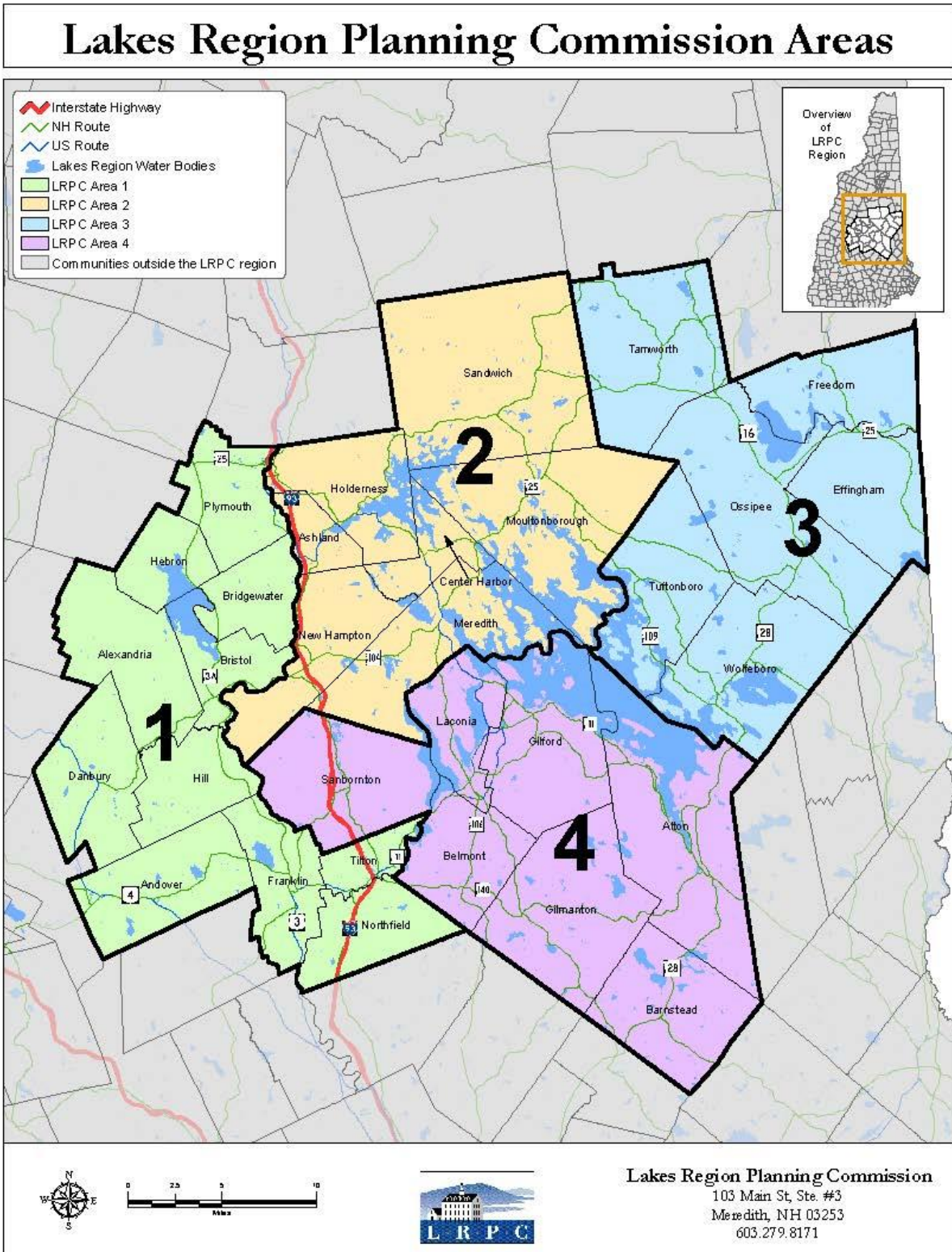
ARTICLE 11. AMENDMENTS

- 11.1 By vote of the Executive Board or by a majority vote of the Commissioners, a proposed amendment to the By-Laws shall first be submitted to the Commissioners in preliminary form for consideration and comment for a period of not less than thirty (30) days. Not later than thirty (30) days after this period, the Executive Board shall submit to the Commission a report summarizing any comments received by, and any recommendations of, the Executive Board along with the proposed amendment in final form as a written ballot. Adoption of any amendment shall require a quorum and the affirmative vote of two-thirds (2/3) of the Commissioners present and voting.

ARTICLE 12. SAVING CLAUSE

- 12.1 Any portion of these By-Laws found to be contrary to law shall not invalidate other portions.

Fig. 1



Attachment 6

Ordinary Income/Expense	FY22 Budget	FY23 Budget	FY24 Budget	Comments
	Proposal	Proposal	Proposal	
Income				
4010 · Contract Income	\$ 546,470.00	\$ 624,441.00	\$ 694,886.00	New Contracts High Probability
			\$ 11,111.00	112 · Targeted Block Grant
			\$ 2,700.00	215 · PRLAC
			\$ 24,825.00	295 · DES SWP Belmont-Northfield-Sandwich
			\$ 31,500.00	301 - 303 & 306 · Gilmanton Moultonborough Wolfeboro Andover HSEM
			\$ 45,332.66	442 · CDBG Grafton County Microenterprise Technical Assistance FY23/24 66.7% of total
			\$ 305,411.00	724 · UPWP FY24/25 Budgeted Income 50% of total (includes FTA 5305e Transit Plan)
			\$ 10,000.00	NBRC Admin and Coaching 2-3
			\$ 106,500.00	445 · FY23/24 USDA SWG 75% of total
			\$ 72,133.00	443 · FY24/25 EPA Brownfields 50% of total
			\$ 43,110.34	HUD Region Plan Sheeheen Ear Mark
				Carryover Contracts:
			\$ 39,063.00	440 · USDA Solid Waste Grant FY22/23
			\$ 1,700.00	293 · PRLAC Corridor Management Plan
			\$ 1,500.00	392 · Bridgewater HSEM
			\$ 1,298.00	305 · New Hampton RSM Inventory Update
				Potential Revenues [not included in total Contract Income]:
			\$ 7,000.00	Gilford HSEM
			\$ 60,000.00	HSIP Data Collection
4015 · Donations	\$ 2,500.00	\$ 2,500.00	\$ -	HHW only
4020 · HHW Income				
4021 · HHW Local Income	\$ 103,000.00	\$ 103,000.00	\$ 99,662.00	Maintained at FY22 Budget No increase from FY 20 [Four Years of Level Funding]
4022 · HHW State Income	\$ 16,000.00	\$ 16,688.00	\$ 15,486.00	Per Grant Application Submitted
Total 4020 · HHW Income	\$ 119,000.00	\$ 119,688.00	\$ 115,148.00	
4045 · Interest & Dividends - Invest	\$ 4,000.00	\$ 4,000.00	\$ 6,163.00	Dividends and Interest Earned on Vanguard and NH PDIP Investments Averaging \$965 per month FY23
4050 · Miscellaneous Income				
4053 · Annual Meeting	\$ 6,000.00	\$ 8,000.00	\$ 6,000.00	
Total 4050 · Miscellaneous Income	\$ 6,000.00	\$ 8,000.00	\$ 6,000.00	
4060 · Local Appropriation Dues ⁽¹⁾	\$ 128,530.00	\$ 134,957.00	\$ 141,704.00	5% Increase vesus May CPI of 8.6% that customarily would be used Excludes Alton
4070 · Sales Income				
4071 · Land Use Book Sales	\$ 3,800.00	\$ 1,300.00	\$ 1,300.00	Net Sale Income
Total 4070 · Sales Income	\$ 3,800.00	\$ 1,300.00	\$ 1,300.00	
4090 · Fund Balance		\$ 41,000.00		
Total Income	\$ 810,300.00	\$ 935,886.00	\$ 965,201.00	
Gross Profit	\$ 810,300.00	\$ 935,886.00	\$ 965,201.00	
Expense				
6030 · Custodian	\$ 4,160.00	\$ 4,160.00	\$ 4,420.00	52 Weeks @ \$85 per Week
6050 · Education & Training	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
6060 · Equipment Maintenance				
6062 · Equip. Maint	\$ 1,650.00	\$ 1,650.00	\$ 7,800.00	LRC \$650 per month * 12 months
6063 · Computer Maint.	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	
Total 6060 · Equipment Maintenance	\$ 3,150.00	\$ 3,150.00	\$ 8,800.00	
6061 · Equipment Purchases				
6070 · HHW Expense				
6072 · HHW Contractors	\$ 103,000.00	\$ 103,000.00	\$ 99,662.00	Maintained at FY23 Budget Excludes Tilton's Participation
Total 6070 · HHW Expense	\$ 103,000.00	\$ 103,000.00	\$ 99,662.00	
6080 · Insurance - Bonds & Business	\$ 3,000.00	\$ 3,000.00	\$ 3,450.00	

	FY22 Budget	FY23 Budget	FY24 Budget	
	Proposal	Proposal	Proposal	Comments
7010 · Publishing/Memberships/Meetings				
7011 · Annual Meeting	\$ 10,025.00	\$ 7,500.00	\$ 8,000.00	Rental of Facilities and Caterer
				NHARPC (\$1,000) NESGFOA (\$50) APA NADO (\$3,000) Municipal Management (\$110) NHMA (\$585) NH Planners Association (\$442) NAHMMA (\$150)
7012 · Memberships	\$ 6,000.00	\$ 6,000.00	\$ 5,000.00	
7013 · Commissioner/Other Meetings	\$ 1,750.00	\$ 1,750.00	\$ 1,250.00	
7015 · Publications, Subscriptions	\$ 500.00	\$ 500.00	\$ 500.00	
Total 7010 · Publishing/Memberships/Meetings	\$ 18,275.00	\$ 15,750.00	\$ 14,750.00	
7020 · Miscellaneous Expense	\$ 758.00	\$ 500.00	\$ 750.00	Monthly ACH Fee to Initiate NHRS and ICMA Batch (\$180) Monthly FSA Card Fee (\$132) MVS Lock Box (\$75)
7030 · Office Improvements	\$ 500.00	\$ 1,000.00	\$ 1,000.00	New Air Conditioner Chair
7040 · Office Expense				
7041 · Supplies	\$ 5,000.00	\$ 5,700.00	\$ 5,500.00	Primarily Staples and W.B. Mason [Includes Checkmate Stamps.com Supplies Spillers Engraving Awards]
7042 · Software Renewal	\$ 8,500.00	\$ 9,210.00	\$ 10,630.00	ESRI (\$5,550) QuickBooks Payroll (\$500) QuickBooks Subscription (\$800) LRComputers (\$3,300) Adobe Pro (\$360) Canva (\$120)
Total 7040 · Office Expense	\$ 13,500.00	\$ 14,910.00	\$ 16,130.00	
7043 · Copier Lease	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
7050 · Payroll Expenses				
7051 · Salaries & Wages	\$ 452,118.00	\$ 513,186.00	\$ 526,833.00	
<i>Core Staff</i>	\$ 440,778.00	\$ 464,026.00	\$ 501,465.00	Core Staff: Exexecutive Director, 4 Full-time Planners, 2 Part-Time Planners, 1 Full-time Administrative Assistant and Part-Time Finance
<i>Summer Staff</i>	\$ 11,340.00	\$ 49,160.00	\$ 25,368.00	Summer Staff Interns
7052 · Health Insurance	\$ 50,823.00	\$ 90,539.00	\$ 96,311.00	Hayes Jeffers Assistant Planner Senior Transportation and Solid Waste Planners Administrative Assistant
7053 · Life Insurance	\$ 300.00	\$ 432.00	\$ 600.00	Hayes Jeffers Senior Transportation and Solid Waste Planners Administrative Assistant
7054 · Long Term Disability Insurance	\$ 1,200.00	\$ 1,200.00	\$ 837.00	Hayes Jeffers Carder Administrative Assistant Senior Transportation and Solid Waste Planners
7055 · Retirement Fund	\$ 42,755.00	\$ 41,695.00	\$ 45,636.00	Hayes Jeffers Senior Transportation and Solid Waste Planners Administrative Assistant [13.35% rate]
7056 · Dental Insurance	\$ 4,676.00	\$ 6,586.00	\$ 5,013.00	Hayes Jeffers Senior Transportation and Solid Waste Planners Carder Administrative Assistant
7057 · Payroll Taxes	\$ 34,587.00	\$ 39,259.00	\$ 40,303.00	7.65% of Salaries and Wages
7058 · Workmans Comp.	\$ 800.00	\$ 1,000.00	\$ 1,000.00	
7061 · Short Term Disability Insurance	\$ 2,040.00	\$ 2,947.00	\$ 1,400.00	Hayes Jeffers Carder Administrative Assistant Senior Transportation and Solid Waste Planners
Total 7050 · Payroll Expenses	\$ 590,299.00	\$ 697,844.00	\$ 717,933.00	
7060 · Postage & Printing				
6064 · Postage Fee	\$ 300.00	\$ 300.00	\$ 300.00	Stamps.com (\$24.99 per month)
7062 · Postage	\$ 700.00	\$ 1,000.00	\$ 750.00	Includes postage for Annual Meeting
Total 7060 · Postage & Printing	\$ 1,000.00	\$ 1,300.00	\$ 1,050.00	
7070 · Professional Services				
7072 · Consultant	\$ 17,661.00	\$ 42,661.00	\$ 40,000.00	50% of UPWP On-Call Engineer Budget Minimal CEDS Update Regional CEDS Brownsfield Consultant
7075 · Payroll Service	\$ 300.00	\$ 300.00	\$ 720.00	
Total 7070 · Professional Services	\$ 19,961.00	\$ 42,961.00	\$ 40,720.00	
7071 · Audit	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	
7074 · Legal	\$ 500.00	\$ 500.00	\$ 500.00	
7080 · Rent	\$ 9,672.00	\$ 10,680.00	\$ 9,672.00	\$806 per Month <i>Thru June 2024 per agreement</i>
7090 · Traffic Equipment	\$ 4,125.00	\$ -	\$ 8,000.00	
8010 · Travel Expense	\$ 5,000.00	\$ 5,000.00	\$ 4,500.00	
8050 · Utilities				
6090 · Internet	\$ 2,400.00	\$ 3,960.00	\$ 4,060.00	FirstLight Piper Mountain Web
8051 · Utilities-Propane	\$ 3,500.00	\$ 4,000.00	\$ 3,500.00	
8052 · Telephone	\$ 7,500.00	\$ 4,171.00	\$ 5,304.00	Nextiva and Verizon Wireless
8053 · Electric	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
Total 8050 · Utilities	\$ 15,900.00	\$ 14,631.00	\$ 15,364.00	
8060 · Vehicle O&M	\$ 4,500.00	\$ 4,500.00	\$ 5,500.00	Insurance Policy Fuel Usage Maintenance
Total Expense	\$ 810,300.00	\$ 935,886.00	\$ 965,201.00	
Net Ordinary Income	\$ -	\$ -	\$ 0.00	

Attachment 7

Lakes Region Planning Commission

Municipal Appropriations

7/1/2024 - 6/30/2025 | Fiscal Year 25

Municipality	2020 Census	Comparison			FY25 Share
		2021 Total Eq. Valuation (\$000's)	2022 Total Eq. Valuation (\$000's)	Total Eq. % Change	
Alexandria	1,776	\$ 286,189	\$ 347,714	21.50%	\$ 1,713
Andover	2,406	\$ 362,290	\$ 464,104	28.10%	\$ 2,308
Ashland	1,938	\$ 376,092	\$ 443,133	17.83%	\$ 1,982
Barnstead	4,915	\$ 808,876	\$ 1,045,071	29.20%	\$ 4,888
Belmont	7,314	\$ 1,110,890	\$ 1,214,736	9.35%	\$ 6,670
Bridgewater	1,160	\$ 625,362	\$ 638,155	2.05%	\$ 1,848
Bristol	3,244	\$ 758,831	\$ 924,526	21.84%	\$ 3,642
Center Harbor	1,040	\$ 717,206	\$ 808,009	12.66%	\$ 2,075
Danbury	1,250	\$ 172,106	\$ 212,087	23.23%	\$ 1,148
Effingham	1,691	\$ 263,885	\$ 354,658	34.40%	\$ 1,673
Franklin	8,741	\$ 845,724	\$ 974,813	15.26%	\$ 7,125
Freedom	1,689	\$ 876,376	\$ 1,044,320	19.16%	\$ 2,895
Gilford	7,699	\$ 2,890,465	\$ 3,688,226	27.60%	\$ 11,294
Gilmanton	3,945	\$ 710,184	\$ 885,351	24.67%	\$ 4,006
Hebron	632	\$ 410,082	\$ 440,001	7.30%	\$ 1,171
Hill	1,017	\$ 120,498	\$ 152,227	26.33%	\$ 898
Holderness	2,004	\$ 1,061,558	\$ 1,300,923	22.55%	\$ 3,544
Laconia	16,871	\$ 3,242,400	\$ 4,077,786	25.76%	\$ 17,647
Meredith	6,662	\$ 3,283,198	\$ 4,168,232	26.96%	\$ 11,505
Moultonborough	4,918	\$ 4,642,282	\$ 5,926,656	27.67%	\$ 13,547
New Hampton	2,377	\$ 454,054	\$ 520,507	14.64%	\$ 2,391
Northfield	4,872	\$ 516,710	\$ 610,442	18.14%	\$ 4,090
Ossipee	4,372	\$ 1,042,496	\$ 1,321,173	26.73%	\$ 5,042
Plymouth	6,682	\$ 601,379	\$ 793,804	32.00%	\$ 5,533
Sanbornton	3,026	\$ 737,225	\$ 907,582	23.11%	\$ 3,478
Sandwich	1,466	\$ 588,686	\$ 732,798	24.48%	\$ 2,205
Tamworth	2,812	\$ 556,147	\$ 646,878	16.31%	\$ 2,883
Tilton	3,962	\$ 865,088	\$ 891,375	3.04%	\$ 4,027
Tuftonboro	2,467	\$ 1,680,675	\$ 2,045,803	21.73%	\$ 5,151
Wolfeboro	6,416	\$ 3,130,675	\$ 3,965,612	26.67%	\$ 10,994
Total:	119,364	\$ 33,737,630	\$ 41,546,703	23.15%	\$ 147,373
Total Appropriations for Municipalities:					\$ 147,373

Note: Dues are derived by calculating each municipality's share of the region's overall population and equalized property valuation on the year of the decennial census. Population and equalized valuation are weighted equally by taking the average of the two shares for each municipality. Dues are then increased annually according to the US Bureau of Labor Statistics CPI index.

Lakes Region Planning Commission
Household Hazardous Waste Appropriation FY 24 & FY25
(based on total housing units)

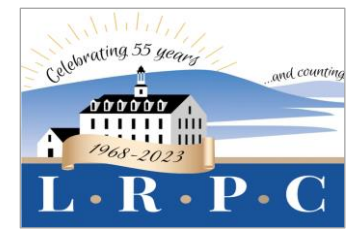
Municipality	2020 Census		FY24 Share (Initial)	FY24 Share (Final)	FY25 Share (Disposal)	FY25 Share (Disposal & Site Stipends)
	Total Housing Units	% Housing Units				
Alexandria	941	1.52%	\$ 1,515	\$ 1,454	\$ 2,128	\$ 2,189
Andover	1,132	1.83%	\$ 1,823	\$ 1,750	\$ 2,560	\$ 2,634
Belmont	3,614	5.84%	\$ 5,819	\$ 5,586	\$ 8,174	\$ 8,408
Bridgewater	948	1.53%	\$ 1,526	\$ 1,465	\$ 2,144	\$ 2,206
Bristol	2,495	4.03%	\$ 4,017	\$ 3,856	\$ 5,643	\$ 5,805
Center Harbor	771	1.25%	\$ 1,241	\$ 1,192	\$ 1,744	\$ 1,794
Effingham	970	1.57%	\$ 1,562	\$ 1,499	\$ 2,194	\$ 2,257
Franklin	4,046	6.54%	\$ 6,515	\$ 6,253	\$ 9,151	\$ 9,413
Freedom	2,062	3.33%	\$ 3,320	\$ 3,187	\$ 4,664	\$ 4,797
Gilford	5,175	8.36%	\$ 8,333	\$ 7,998	\$ 11,705	\$ 12,040
Gilmanton	2,152	3.48%	\$ 3,465	\$ 3,326	\$ 4,868	\$ 5,007
Hebron	604	0.98%	\$ 973	\$ 933	\$ 1,366	\$ 1,405
Hill	499	0.81%	\$ 803	\$ 771	\$ 1,129	\$ 1,161
Holderness	1,428	2.31%	\$ 2,299	\$ 2,207	\$ 3,230	\$ 3,322
Laconia	10,275	16.60%	\$ 16,544	\$ 15,880	\$ 23,241	\$ 23,905
Meredith	4,742	7.66%	\$ 7,635	\$ 7,329	\$ 10,726	\$ 11,032
Moultonborough	4,910	7.93%	\$ 7,906	\$ 7,589	\$ 11,106	\$ 11,423
New Hampton	1,175	1.90%	\$ 1,892	\$ 1,816	\$ 2,658	\$ 2,734
Northfield	2,006	3.24%	\$ 3,230	\$ 3,100	\$ 4,537	\$ 4,667
Ossipee	2,982	4.82%	\$ 4,801	\$ 4,609	\$ 6,745	\$ 6,938
Sanbornton	1,695	2.74%	\$ 2,729	\$ 2,620	\$ 3,834	\$ 3,943
Sandwich	1,073	1.73%	\$ 1,728	\$ 1,658	\$ 2,427	\$ 2,496
Tamworth	1,883	3.04%	\$ 3,032	\$ 2,910	\$ 4,259	\$ 4,381
Tilton	1,928	3.11%	\$ 3,104	\$ 2,980	\$ 4,361	\$ 4,485
Tuffonboro	2,390	3.86%	\$ 3,848	\$ 3,694	\$ 5,406	\$ 5,560
HHW Total (Fixed Price contract)	61,896		\$ 95,662	\$ 95,662	\$ 140,000	\$ 140,000
Site Stipends (Roll-off, etc.)			\$ 4,000	\$ -		\$ 4,000
TOTAL	61,896	100.0%	\$ 99,662	\$ 95,662	\$ 140,000	\$ 144,000

Data source: Housing Unit figures from Census 2020.

Attachment 8

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 (confirmed)	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	Meredith Public Library Meredith	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 (confirmed)	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 (confirmed)	LRPC Comprehensive Plan Update 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 (confirmed)	LRPC's New Brownfields Assessment and Cleanup Funding Renewable Energy on Brownfield Sites Solid Waste Update (Matt Rose & Ryan Paterson)
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	Monday	4:30–8 PM <i>tentative start time</i>	Laconia	Topic TBD Annual Meeting • Dinner & Awards

Attachment 9

HOUSEHOLD HAZARDOUS WASTE COLLECTION AGREEMENT
Between
LAKES REGION PLANNING COMMISSION
And
TRADEBE

This agreement dated this ___ day of _____ 2023 by and between the Lakes Region Planning Commission ("Commission") and Tradebe Environmental Services, LLC ("THE CONTRACTOR"), states as follows:

WHEREAS, the Commission desires to operate a series of one-day Household Hazardous Waste (HHW) Collection event to provide a safe, convenient place where designated citizens can dispose of hazardous wastes, and

WHEREAS, the Commission desires to hire a professional contractor knowledgeable and experienced in conducting such a Program.

WHEREAS, THE CONTRACTOR has represented that it is staffed with personnel knowledgeable and experienced in conducting such a Program.

WITNESSETH:

Now, therefore, in consideration of the mutual promises and benefits of this Agreement, Commission and THE CONTRACTOR agree as follows:

1. Employment of THE CONTRACTOR.

The Commission agrees to hire THE CONTRACTOR and THE CONTRACTOR agrees to act as the Commission's contractor to service the Program.

2. Scope of Services.

THE CONTRACTOR shall perform a series of HHW collections (see Attachment A) in a professional manner the services identified in the proposed work plan (see Attachment B).

- a. THE CONTRACTOR shall have present at each delivery site (the "Site") an employee or agent of THE CONTRACTOR trained in the identification of all hazardous and acutely hazardous wastes (collectively "Wastes") (as defined by New Hampshire and Federal Laws and Regulations) and such additional employees or agents of THE CONTRACTOR and such materials and equipment as are necessary to handle, containerize, and where applicable, label, load, store, and transport such wastes out of the Site in a manner conforming to New Hampshire and federal laws and regulations.

THE CONTRACTOR shall accept Wastes, for transportation and disposal from the site, only from such individuals as are designated by the Commission's representative present at the site as being residents of the Commission's service area, and only in such amounts as are approved by such representative.

- b. Except as provided in Paragraph c below, THE CONTRACTOR disclaims all responsibility for and assumes no liability for the following Wastes which it will neither handle at the site nor accept for disposal:

1.

LRPC Initials Tradebe Initials

Asbestos, Creosote, Explosives or Shock Sensitive Materials and Ammunition, Radioactive Materials, Infectious or Biologically Active Materials, or other materials that the CONTRACTOR on-site Project Manager deems unacceptable.

- c. THE CONTRACTOR shall have full responsibility for management and operation of the Collection. The services it will provide will include the following:
 - 1) Provide for all Wastes to be stored or transported by appropriately licensed transporters to appropriately licensed processing and/or disposal facilities.
 - 2) Supply complete manifest documentation to the Commission for all materials transported through and including final disposal.
 - 3) Provide all required reporting to the NH DES and assume responsibility for continued compliance with all environmental and safety regulations.
- d. THE CONTRACTOR shall be deemed to be the "generator" (for purposes of New Hampshire and federal laws and regulations) of all agreed upon wastes accepted by THE CONTRACTOR at the Site from residents of the participating Municipalities.
- e. THE CONTRACTOR shall transport all agreed upon wastes which it has accepted from participants at the Site out of the Site prior to 4:00 P.M. on the day the collection takes place.

3. Licenses.

THE CONTRACTOR certifies that on the day of the collection, it shall have:

- a. A valid Environmental Protection Agency identification number for generation, transportation, and storage of hazardous and acutely hazardous wastes;
- b. All required licenses to generate, transport, treat, store and dispose of hazardous and acutely hazardous wastes;
- c. A vehicle identification device for each vehicle used by THE CONTRACTOR to transport wastes away from the Site;
- d. Authorization from the Interstate Commerce Commission and the appropriate state agency to operate as a common carrier;
- e. Liability insurance for claims resulting from bodily injury or death and property damage evidenced by a Certificate of Insurance naming the Commission as Certificate Holder;
- f. All other state and federal permits and licenses necessary to legally transport wastes in intrastate and interstate commerce.

4. Insurance.

- a. THE CONTRACTOR shall procure and maintain, at its expense during the terms of this Agreement, at least the following insurance covering the services to be performed under this Agreement:
- 1) Workers' Compensation insurance as provided for in New Hampshire General Statutes, for all employees for the facility and all volunteers, and all employees of any subcontractor.
 - 2) Comprehensive general liability in the amount of \$2,000,000 per occurrence.
 - 3) Coverage is provided under an umbrella policy to satisfy the above insurance coverages.

5. Title to Waste.

Title to all identified Waste accepted by THE CONTRACTOR at the site of the Commission's service area for transport and disposal by THE CONTRACTOR shall pass directly from such residents to THE CONTRACTOR at the time of acceptance.

6. Warranty.

THE CONTRACTOR warrants that it understands the currently known hazards and suspected hazards which are presented to persons, property and the environment by the transportation, treatment, and disposal of Wastes. THE CONTRACTOR further warrants that it will perform all services under this Agreement in a safe, efficient, and lawful manner using industry-accepted practices, and in full compliance with all applicable New Hampshire and federal laws and regulations. THE CONTRACTOR shall have the right to close the Site at any time if, in the opinion of THE CONTRACTOR, safety or other concerns warrant closing the Site.

7. Indemnification.

THE CONTRACTOR shall at all times indemnify, hold harmless and defend the Municipality, Lakes Region Planning Commission, their officials, officers, boards, agents, volunteers, and employees from and against any and all liabilities, claims, penalties, fines, forfeitures, suits and the costs and expenses incident thereto (including clean-up costs under CERCLA, costs of defense, settlement, and reasonable attorney's fees) which may be alleged against the Commission, their office, and said officers, Municipal boards, agents, and employees of which the Municipality, their officials and said officers, Commission boards, agents, Commission members, volunteers, and employees may incur, become responsible for, or pay out as a result of death or bodily injury and occurrences to any person, destruction or damage to any property, contamination of or adverse effects on the environment, or any violation or alleged violation of governmental laws, regulations or orders to the extent caused by THE CONTRACTOR's performance of the services at the Site on the day of collection. THE CONTRACTOR shall be liable for and indemnify the Municipality, Commission, their office and said offices, officers, boards, agents, volunteers, and employees from and against any injury, clean-up costs under CERCLA, or loss whatever to the extent caused by the negligent act of THE CONTRACTOR or any employee or agent of THE CONTRACTOR. The obligation of THE CONTRACTOR to indemnify hereunder is conditioned upon its receipt of reasonable notice of any claim which may result in indemnification and upon THE CONTRACTOR having the right to defend all proceedings and actions with counsel of its own selection.

8. Excuse of Performance

The Commission's obligation to deliver and THE CONTRACTOR'S obligation to accept for servicing any waste pursuant to this agreement may be suspended by either party in the event of: act of God, war, riot, fire, explosion, accident, flood, sabotage, lack of adequate fuel, power, raw material, labor, containers, or transportation facilities; compliance with governmental requests, laws, regulations, orders or actions; revocation or modification of governmental permits or other required licenses or approvals; breakage or failure of machinery or apparatus; national defense requirements or other event beyond the reasonable control of such party; labor trouble, strike, lockout or injunction (provided that neither party shall be required to settle a labor dispute against its own best judgment); which prevent the delivery, transportation, acceptance, treatment, or incineration or disposal of the waste. In the event of one or more of these occurrences, the time of the performance and contract period of this agreement may be extended by mutual written agreement of the parties.

9. Compensation and Payment.

From the funds received from the collection, the Commission agrees to pay THE CONTRACTOR for its services in accordance with the prices set forth in Item #17 below. THE CONTRACTOR agrees to forward the invoices and complete manifests from all the Commission's collection sites to the Commission at the same time and as expeditiously as possible following the collection day. Payment terms are expected to be net ninety (90) days from THE CONTRACTOR'S invoice. However, the Commission will only pay THE CONTRACTOR no later than ten (10) working days after the Commission's receipt of state grant monies from the NH DES. The Commission agrees to forward the invoices, and any other pertinent information, to the State of New Hampshire Department of Environmental Services (NH DES) within five (5) working days upon receipt of *all* invoices from THE CONTRACTOR.

10. THE CONTRACTOR is and shall fulfill this agreement as an independent contractor, and as such, shall have and maintain complete control over all its employees and operations. Neither THE CONTRACTOR nor anyone employed by it shall be, represent, act, and purport to act, or be deemed to be the agent, representative, volunteers, employee or servant of the Municipality or their Commission.

11. THE CONTRACTOR further agrees to the following provisions:

a) That THE CONTRACTOR shall handle all household hazardous waste collected at the project Site and readied for transportation, as hazardous wastes, and shall comply with all state and federal laws and regulations governing hazardous waste, including but not limited to, the provisions of RSA 147-A and the hazardous waste rules, He-P 1905, readopted as subtitle ENV-WM Chapters 100-1000, as amended, involving hazardous waste safety standards, transportation requirements, and requirements for proper generation, treatment, storage and disposal of hazardous wastes provided that the NH Department of Environmental Services' payment of funds to the Commission shall not be construed as a waiver of any past, present or future right, claim, or cause of action related to the performance of this agreement or the enforcement of any applicable Federal Law. Said requirements shall include RSA 147-A, He-P, and those of the state(s) through which and to which the waste has been sent;

b) That THE CONTRACTOR shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, comprehensive public liability insurance against all claims of bodily injuries, death, or property damage, in amounts and terms complying with at a minimum, all applicable state requirements for hazardous waste transporters, NH Administrative Code, ENV-WM 352.01 (d), as amended. Such policies shall comply, in form

and substance, with all applicable provisions of the New Hampshire Liability Insurance Act, RSA Chapter 412, and the rules hereunder;

c) THE CONTRACTOR shall not invoice the Commission, until after; 1) the NH Department of Environmental Services has received copies of all Project manifest forms signed by the operator of the permitted hazardous waste facility or facilities to which the Project's collected hazardous wastes were delivered; and 2) the NH Department of Environmental Services has reviewed the Project's collection, handling, transportation, storage, treatment, recycling and disposal of hazardous waste for compliance with applicable state and federal requirements;

d) That THE CONTRACTOR shall adhere to a work plan (Attachment B) and a Site Safety Plan (Attachment C), such plans to be reviewed by the NH Department of Environmental Services and to be set forth as exhibits within the contract;

e) That the NH Department of Environmental Services may exercise its authority to modify, suspend or terminate that Project if it decides that the Project poses a threat to human health or the environment; and

f) That it is understood that through the State's approval and/or payment of Grant Monies for the Project, the State, including the NH Department of Environmental Services, Waste Management Division, officers and employees, assumes no liability regarding this project, including, but not limited to, liability for injury, death, or property damage that might arise during or from this project during or from the State's conduct of its hazardous waste management program under RSA 147-A and B and ENV-WM Chapter 100-1000, as amended. Further, THE CONTRACTOR shall defend, indemnify and hold harmless the Commission, the State, their officers or employees, from and against any and all claims, liabilities, or penalties asserted against the Commission, the State, their officers and employees by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the act or omissions of the Municipalities, Commission, the State, or any persons participating in the Project. Nothing in this agreement shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of the agreement.

12. Any waiver by either party of any provision or condition of this agreement shall not be construed or decreed agreement, nor a waiver of a subsequent breach of the same provision or condition, unless such waiver be expressed in writing by the party to be bound.

13. No modification of this agreement shall be binding on THE CONTRACTOR or the Commission unless stated in writing and signed by all parties.

14. This agreement shall be interpreted in accordance with the laws of the State of New Hampshire.

15. Any notice or other communication given under this agreement shall be in writing and addressed or delivered to the following:

For: Lakes Region Planning Commission
103 Main Street, Suite 3
Meredith, NH 03253
ATTN: Executive Director

Tradebe Environmental Services, LLC
1433 E. 83rd Ave. Ste. 200
Merriville, IN 46410
ATTN: Zach Taylor,

16. Neither this agreement nor any rights or obligations of THE CONTRACTOR hereunder shall be assigned by THE CONTRACTOR. THE CONTRACTOR may subcontract its obligations hereunder, provided that any subcontractor shall be fully qualified and licensed as required by

applicable law and this agreement. If this is to take place, THE CONTRACTOR will acquire prior approval from the Commission and State of N.H.

17. The price and terms of payment, established for the services under this agreement, shall be set forth in Attachment D of this agreement, which is incorporated herein and made a part hereof. Any changes in this budget must be agreed upon by THE CONTRACTOR and the Commission prior to the collection.
18. THE CONTRACTOR agrees to remove all its materials and equipment from the Site and restore the Site to its original condition before finally departing the Site on the specified date.
19. Upon request, THE CONTRACTOR agrees to provide the Site Coordinator with a profile of the waste contents that the host municipality has the responsibility to dispose of as regular solid waste.
20. **Termination**
Either party may terminate this Agreement immediately if the other party breaches this Agreement and fails to cure or diligently prosecute the cure within a reasonable time upon notice thereof.
21. **Access to Premises**
The Commission shall make appropriate arrangements so that THE CONTRACTOR, its agents, and employees shall have reasonable access to all collection sites for the purpose of fulfilling its obligations under this Agreement. THE CONTRACTOR shall comply with all appropriate local, state, and federal safety procedures while on any of the collection sites.
22. **Entire Agreement**
This Agreement and the supporting Bid documents constitute the entire Agreement between the Commission and THE CONTRACTOR. All the representations and undertakings set forth in THE CONTRACTOR'S Bid Proposal are incorporated in this Agreement unless an obvious contrary intent is manifested in the terms of this Agreement. No modification of this Agreement shall be binding on THE CONTRACTOR or the Commission unless it is in writing and signed by both parties specifically amending this Agreement.

In witness whereof, the parties hereto have executed this agreement under seal by their duly authorized representative.

By: _____

Title: _____

Date: _____

[CONTRACTOR]

By: _____

Title: _____

Date: _____

[LAKES REGION PLANNING COMMISSION]

Attachment A
Schedule

Eight collections will be conducted on four separate dates, two each in June, July, August, and September. The exact dates to be determined by mutual written agreement of the parties.

Host communities will likely be located in the municipalities of Belmont, Bristol, Franklin, Gilford, Laconia, Meredith, Moultonborough, and Tamworth. The sites are to be determined by mutual written agreement of the parties.

Attachment B
Work Plan

Tradebe will furnish all the labor, packing, transportation, and disposal needs required by the Region under the requirements and Scope of Work requested in the RFP. Tradebe's trained chemists and lab pack technicians will be present during the HHW collection day to fulfill all the segregating and packing duties. Tradebe's Technical Service Specialist will work with the Commission's designated coordinator to develop final plans for each event. For regulatory purposes, Tradebe will assume generator status for the collected HHW and will be responsible for waste from the time of collection until said waste is properly disposed of at our facility. Tradebe already has the necessary permits and licenses to fulfill this purpose. On the day of the HHW event, Tradebe will secure and remove all material by the end of the day.

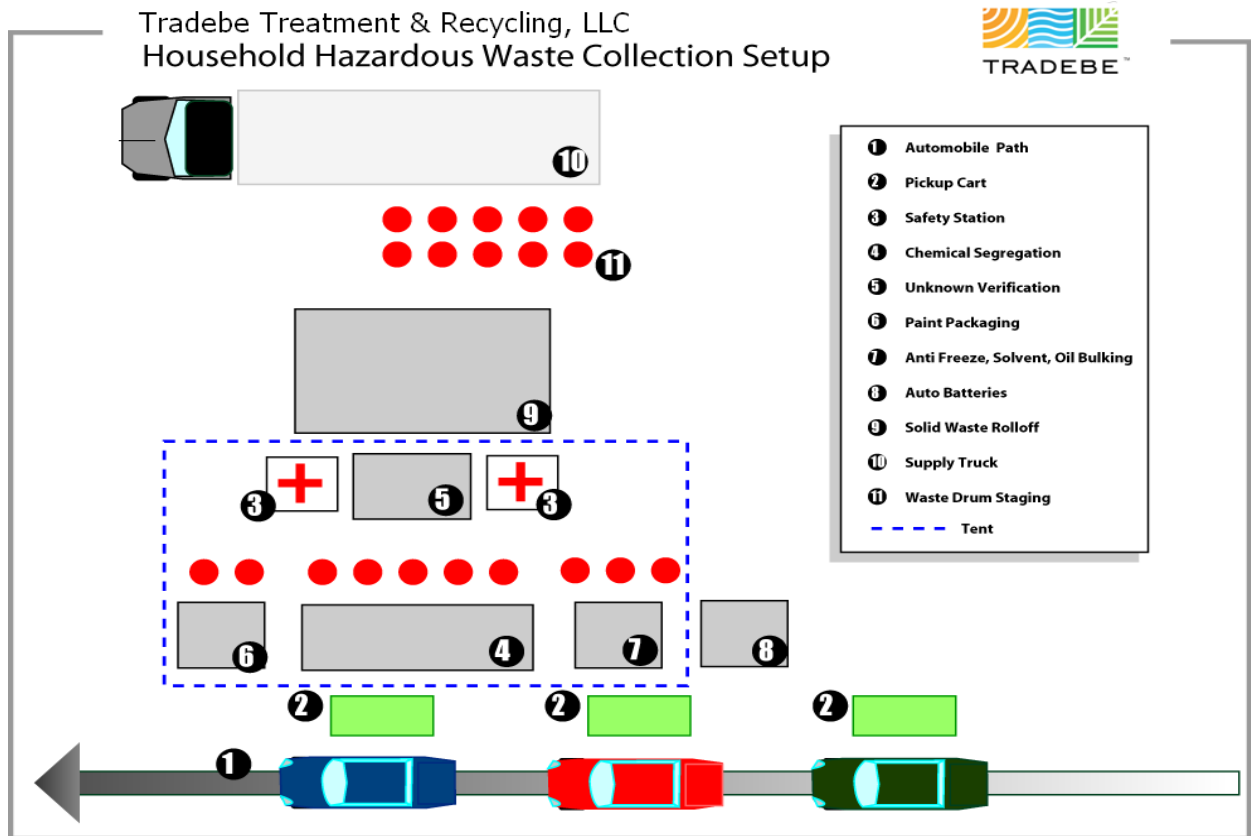
For each one-day collection event, Tradebe will provide personnel to prepare the site, screen residents regarding materials, unload vehicles, segregate waste, and package all waste to be transported offsite. Staff will arrive one (1) hour before the start of the event in order to begin set up.

- Set up will include:
- protective material under work area
- protection of drains against spills
- liner for solid waste roll-off
- all equipment for moving/loading waste in container

Tradebe understands that the Commission will provide the following services for the HHW collection event:

- Security for the site;
- Control of traffic;
- Checking eligibility of participants;
- Stand-by fire, medical, and hazmat emergency crews;
- Comfort facilities for all on-site workers;
- Advertising for the event
- Container for disposal of waste packaging

Below is a diagram that illustrates how Tradebe will typically set up a site for an HHW collection event depending on the geography of the location. Over the years, we have learned this to be the most safe and efficient method to serve participants attending the events. The Project Manager along with District personnel will adapt setup as needed to best serve participants while keeping everyone safe.



Screening, Receiving & Off-Loading Participants

Tradebe will work to unload the participants' vehicles safely and efficiently in a friendly and professional manner. Tradebe's on-site personnel will have a clear understanding of hazardous chemicals and will be able to answer questions from residents.

As the vehicle pulls into the unloading lane, the participant will be asked to put their car in the park position and remain in the vehicle. The unloader(s) will inspect the load for any leaking containers or unacceptable material and notify the customer if any are found. If any potentially dangerous items (i.e. explosive, radioactive, and bio hazardous) are discovered, a chemist will be called over to inspect the material and determine the best course of action.

The unloader(s) will then carefully remove all acceptable material and place it on a plastic cart. If a waste item is determined to be too heavy or large for the unloading cart, the unloader(s) will request that a drum cart or forklift be used to transport the waste item to the appropriate workstation. The chemist will segregate and help pack waste that is collected. Any lab pack material (items requiring special attention) will be packed by a qualified chemist.

Tradebe will ask that the participant identify any unlabeled material found in the vehicle. This information will immediately be written on the container with a permanent marker. If it cannot be identified, the material will be taken to the screening area for analysis.

On-Site Bulking

Tradebe will be able to bulk on-site used oils, antifreeze, and flammable liquids into 55-gallon drums. A bulking station will be set up away from the receiving area where cars will be coming through. The bulking stations will be set up on spill pads and will be grounded in order to avoid any static electricity sparks from generating. A spill response kit containing a shovel and Oil-Dry will be on hand in case of any accidental spill. Based on our experience at hundreds of HHW events, bulking of oil-based paint in cans and latex paint in cans is counterproductive and not an efficient use of labor resources due to the non-pourable nature of most oil-based paint and latex paint in cans which are typically brought to HHW events.

Waste Identification/Packaging

The collection site will be divided into several areas. A segregation station will be set up with tables covered with plastic. Empty waste containers will be arranged a few feet behind the segregation tables. Tradebe's fully trained field chemist will manage this workstation. Tradebe's chemists will examine the labels of the individual containers to determine the list of chemical constituents and their concentrations. From this information, the chemist will be able to determine the proper hazard class and packaging protocol for the waste item. If the chemist requires additional information, the waste item will be further analyzed through Tradebe's unknown testing procedures. Absorbent materials, such as oil dry, spill pads, and cotton rags will also be present on-site, in case of a spill. Most of the items received at the segregation table will be lab packed or loose packed.

All waste material that is unloaded at the segregation table will be placed in UN-rated/DOT approved containers. The field chemists will then pack the waste items according to Tradebe's Lab Pack Guidelines, which are based on DOT and EPA regulations. In some cases, Tradebe's guidelines are more stringent than DOT or EPA's regulations for packaging waste material. Once the drum is closed, the chemists will add the appropriate labels for shipment to Tradebe. These labels and markings include:

- ❑ Non-Regulated Waste Label
- ❑ DOT hazard class, as required
- ❑ Drum inventory sheet, if lab pack drum
- ❑ Tradebe waste stream number or lab pack number

All collected materials will be removed from the designated HHW site by the end of the day.

Unknown Identification

Tradebe will identify any unknowns they come across during their waste receiving process. Tradebe's chemists will sample and test the waste materials utilizing Tradebe's Unknown Testing Procedures. From the field analysis, Tradebe's chemists should be able to determine hazard class and proper packaging protocol. The procedures are only completed in the presence of other trained chemists for safety purposes. Chemists will don appropriate safety gear (which may include respirators) while performing the tests. Tradebe's Unknown Testing Procedures aid our qualified field personnel in the verification and subsequent acceptance of unknown materials encountered during on-site operations. Tradebe's field chemists can test for the following:

- › Physical Appearance
- › pH
- › Flammability
- › Solubility
- › Water Reactivity
- › Cyanide
- › Sulfides
- › Peroxides
- › Oxidizers
- › Qualitative PCB
- › Air Reactive
- › Explosives

List of Equipment

The equipment and supplies provided by Tradebe will meet the requirements of all federal, state, and local codes and regulations.

Packaging Supplies:

- › Drums (Steel/Poly/Fiber)(5,15,30, and 55 gallon sizes)
- › Cubic Yard Boxes
- › Rolls of Tape
- › Drum Liners
- › Paper Work (Manifests, Profile sheets, Land Bans, Drum Inventory Forms, etc.)
- › Reference Materials (40 CFR, 49 CFR, Chemical Dictionary)
- › 85 Gallon Over Packs
- › Pallets
- › Vermiculite
- › DOT/EPA Labels, Markings

Safety Equipment:

- › ABC Fire Extinguishers
- › First Aid Kits
- › Respirators
- › Nitrile Gloves
- › Safety Glasses
- › Caution Tape
- › Spill Station (Broom, Shovel, 55 Gallon drum, and a bag of oil dry)
- › Metal-X Fire Extinguishers
- › Tyvek Suits (Poly Coated)
- › Steel-toe shoes
- › Latex Gloves
- › Full Face Shield
- › Portable Eyewash Station

Miscellaneous Supplies:

- › Scales
- › Drum Carts
- › Unknown Test Kits
- › Paint Sticks/Markers
- › Grounding Straps
- › Oil Dry
- › Pallet Jacks
- › Spark Proof Tools
- › Air Horn
- > Plastic Sheeting for work area
- > Liners for Roll-off
- > Forklift, if needed

Transportation Equipment:

- › Semi-Truck
- › Box Truck

Unacceptable Waste

Tradebe is **NOT** permitted to haul or accept:

- × Bio Hazardous Waste – Sharps/Syringes
- × Explosive
- × Radioactives
- × DEA regulated drugs
- × Ammunition
- × PAFO's/AFFF Material

However, Tradebe will be pleased to assist the Commission in arranging appropriate transportation and disposal outlets for these materials if needed. Tradebe will ask that residents be informed of the excluded items as a part of the promotion process and recognizes that the Commission does not plan on

accepting any of the above-listed materials. Tradebe shall notify all individuals unloading materials from participants' vehicles of items that will not be accepted. If an excluded item is offloaded and not found until the vehicle has left the collection site, Tradebe can arrange through our outsourcing department for the handling, transportation, and disposal of these excluded items.

Attachment C Emergency and Safety Plans

A. Emergency Response Plan

Tradebe will contain, control, and clean up any spills occurring during collection, packaging, or storing to protect the public health and environment. Our Safety, Spill and Emergency Plan is presented below.

B. Safety, Spill, and Emergency Plan

If any chemicals are spilled while Tradebe is on site, Tradebe's field personnel will serve as the initial emergency responders. Tradebe's field personnel are fully trained on the proper procedures for responding to small chemical spills and fires. Tradebe will keep the following information at the work site:

- Emergency Response Guidelines (Actions to be taken)
- Emergency Response Contacts and Telephone Numbers (Site Safety Plan)
- A map to the nearest medical facility

C. Emergency Equipment

The following equipment will be available for an emergency response situation:

Internal Communication and Alarm System

Telephones should be located on-site within easy access to all areas where an emergency incident may arise. The telephone will be used in an emergency situation to call 911 and to communicate with the appropriate outside agencies.

Emergency Eye Wash

Emergency eyewash will be present on-site.

First Aid Supplies

First aid kits will be available on-site.

Fire Prevention System

Fire extinguishers will be present on-site and within easy access to all areas where an emergency incident may arise. All fire extinguishers are inspected on a regular basis and recharged annually.

Spill Kit

The spill kit will contain a broom, shovel, and absorbent material.

D. Emergency Response Guidelines

Unplanned releases fall into two categories: either an Incidental Release or an Emergency Response. Tradebe personnel will respond to incidental releases, nuisance spills, or minor releases of hazardous substances where the substance can be absorbed, neutralized, or otherwise controlled at the time of release. Incidental releases are limited in quantity, exposure potential, and toxicity and clearly do not present a significant safety or health risk to the personnel assigned to cleaning up the release.

Upon determining that the release is containable and controllable, the specified Tradebe Emergency Response Coordinator (ERC) will implement the following clean-up action plan. During clean-up procedures, all reasonable measures will be taken to ensure that the fires, explosions, and releases do not occur, recur, or spread to other areas. A small spill includes drips and splashes that cover a small surface, area less than one square foot with estimated volumes less than one (1) pint.

A moderate spill includes splashes that cover a surface area greater than one square foot and with estimated volumes of less than one-half (1/2) gallon of material.

The following procedures will be performed by the Emergency Response Coordinator (ERC) and other trained Tradebe personnel in the event of an Incidental release.

1. Small fire
 - a. Stay upwind and out of low areas.
 - b. Eliminate ignition sources.
 - c. Move the appropriate firefighting equipment to the area; extinguish the fire.
 - d. Using a shovel, transfer the spent material to a lined drum (or equivalent container) and seal the container.
 - e. Ensure that the recovered waste or contaminated material is properly stored in a container storage unit.
 - f. Decontaminate the area, equipment, and personnel.

2. Chemical Spill
 - a. Eliminate all ignition sources and secure the area.
 - b. Don the proper personal protective equipment.
 - c. Move unaffected chemicals out of the area, if no hazard is involved.
 - d. Contain the spill to prevent the spill from spreading. Use Damming Diking and/or absorbent materials to stop the spread of the spilled materials.
 - e. Absorb the spilled materials with absorbents, including Vermiculite, Ultrasorb, or spill pillows.
 - f. Using a broom and shovel, transfer the spent material to a lined drum (or equivalent container) and seal the container.
 - g. Ensure that the recovered waste or contaminated material is properly stored in a container in the storage unit.
 - h. Decontaminate the area, equipment and personnel.

3. Solvent or Oil Spills
 - a. Eliminate all ignition sources and secure the area.
 - b. Don the proper personal protective equipment.
 - c. Move unaffected chemicals out of the area, if no hazard is involved.
 - d. Contain the spill to prevent the spill from spreading. Use Damming Diking and/or absorbent materials to stop the spread of the spilled materials.
 - e. Absorb the spilled materials with absorbents, including Vermiculite, Ultrasorb, or spill pillows.
 - f. Using a broom and shovel, transfer the spent material to a lined drum (or equivalent container) and seal the container.
 - g. Ensure that the recovered waste or contaminated material is properly stored in a container in the storage unit.
 - h. Decontaminate the area, equipment, and personnel.

The Emergency Action Plan shall be implemented in the event of the following situation:

1. Fire
 - a. The fire could generate the release of toxic fumes.
 - b. The fire could spread and ignite materials at other locations.
 - c. The fire could spread off-site.
 - d. The use of fire suppressant materials could cause contaminated run-off.
2. Explosion
 - a. Imminent danger exists which could cause an explosion, resulting in extreme heat and gas generation.
 - b. Imminent danger exists which could ignite materials at other locations.
 - c. An explosion could occur which could release toxic fumes.
3. Unplanned Release of Hazardous Waste
 - a. The release of flammable liquids or vapors could create a potential fire or explosion hazard.
 - b. The release could contain toxic liquids and/or fumes.
 - c. The release has the potential to contaminant air, soil, or surface water.

In the event of an emergency requiring the implementation of the Emergency Action Plan, the Emergency Response Coordinator (ERC) assumes the lead role in responding to the emergency and will call the 911 emergency number and implement site control and evacuation, if necessary. This of course includes local police and fire department emergency response personnel.

E. Transportation Spill Guidelines

In the event of an on-the road spill or other emergency, the driver will follow these procedures:

1. Remain in the unit and warn all pedestrians and motorists to stay away from the spill area. Point out to them the danger involved and have someone call the police or fire department.
2. Upon the arrival of the police or fire department, the driver will inform them of what kind of material has been spilled and request the area be blocked off to both pedestrians and vehicles to prevent property damage or any serious personal injury. The driver will request the first responder, fire, or police personnel to protect the area while the driver reports to a facility Emergency Coordinator.
3. The Emergency Coordinator will gather the following information from the driver and relay it to the National Response Center and the appropriate State agency.
 - a. Name of person reporting the incident.
 - b. Name, address, and identification number of the transporter.
 - c. Phone number where person reporting can be reached.
 - d. Date, time, and location of the incident.
 - e. The extent of injuries, if any.
 - f. Classification, name, and quantity of hazardous materials, wastes involved, if such information is available.
 - g. Type of incident and nature of hazardous materials/wastes involved if such information is available.
 - h. For each waste product involved provide:

- Name and identification number of generator.
 - Product shipping, hazardous class and UN or NA number.
 - Estimated quantity of material spilled.
 - If possible, the extent of contamination to land, water, or air.
- i. Shipping name, hazard class, and identification of any other material carried.
4. Specific actions to be taken at the scene of the spill are:
- a. Containment - the critical problem is to prevent the escape of any spilled liquid or solid into the ground or into a storm or sanitary sewer. A barrier must be erected immediately to prevent the escape of spilled materials/waste liquids, using whatever material is at hand, even a dirt curb, to prevent the spread of the spill. Containment of solids will be dependent on wind and weather conditions. Use tarpaulin in the vehicle or plastic (available at most supply stores) if conditions are wet and windy. Simultaneously, the sources of the spill or leak must be located and controlled, e.g., a drum plugged or taped, turned upside down.
- The possibility of evacuation should be considered in the event of a major spill (e.g., a collision with another vehicle or a loaded trailer that is turned over, with subsequent container(s) rupturing). Major concerns involve ignitable wastes that may catch fire and possibly explode or generate toxic fumes. If fire threatens or occurs, personnel should be evacuated a distance of at least a half-mile as recommended by the Emergency Response Guidebook. If no fire threatens, and no container(s) has ruptured, a distance of 50 to 100 ft. should suffice.
- If the shipping description is known (refer to the manifest) find the name in your Emergency Response Guidebook in the blue pages and turn to the Corresponding Guide Number (orange top page – last 1/3 of the book).
- If the shipping description is not known, check the placard on the vehicle for an “UN” or “NA” number, look up the number in the yellow pages and refer to the Corresponding Guide Number, or contact the generator of the waste for safety data.
- b. Cleanup - with containment effected and the spillage source controlled, cleanup is the next step. If the spill is contained on an impervious paved surface, material should be absorbed onto a compatible material (e.g., sand, diatomaceous earth). Any of a number of commercial absorbent inert materials may be used, but make sure they are compatible with the waste and will not cause a reaction. If the spillage has reached earth, all contaminated dirt should be collected into drums or bags for disposal at an EPA approved site.

If any spilled waste has reached the ground, the contaminated soil will be removed. The extent of contamination will be determined by sampling the spill area. A qualified laboratory will analyze the sample. Sampling techniques, chain-of-custody requirements, and analytical methods will follow approved procedures such as those outlined in SW-846. Any soil exhibiting contamination above the local background level will be removed to an appropriate permitted disposal site.

F. EMERGENCY EQUIPMENT:

Each tractor carries the following emergency equipment stored in sturdy aluminum box:

- Gloves
- Goggles
- Slicker Suit
- Hazorb (4 pillows)
- Shovel

- Full-face Respirator
- Boots
- DOT Emergency response Guidebook
- Skin & Eye Neutralization Solution
- Emergency Reflective Triangles (3)

Each Tractor Also Carries:

- First Aid Kit
- Flares
- Ten (10)-pound ABC Fire Extinguisher

Two steps remain once the immediate emergency aspects of a spill have been taken care of:

Decontamination – a truck or trailer exposed to a leak or spill will be decontaminated at the site in order to prevent any further release to the extent that it can be transported (or move under its own power) to an authorized facility capable of further decontamination if necessary.

Equipment will be decontaminated in the following manner:

Each item used will be placed in an open head container and thoroughly rinsed with a compatible solvent or cleaning compound. The residue or wash water will then be drained into a tight head container, sealed, and disposed of per Federal and State Regulations at an authorized disposal site.

Clothing – Contaminated clothing will be placed with the cleanup residue and disposed of per Federal and State Regulations at an authorized disposal site. If clothing is reusable, then it will be decontaminated properly, and the residue managed the same as the spill waste.

Notification – The Department of Transportation, Director of Hazardous Materials Registration, Materials and Transportation Bureau, Washington, DC 10590 will be notified, in writing, of the occurrence and nature of the incident and a copy will be submitted to the proper Environmental Management Facility.

G. Site Safety Plans

Tradebe will prepare a site-specific Safety Plan. Tradebe will ensure the on-site employees are familiar with the approved Safety Plan.

Attachment D
Payment

From the funds received from municipalities, the Commission agrees to pay THE CONTRACTOR a flat fee of \$140,000 to cover all expenses for the eight collection events in the year 2024. The flat fee will be invoiced at \$17,500 for each of the 8 collection events.

If adjustments need to be made, the parties will need to bring it up for discussion within 30 days of the last collection. If any of the 24 municipalities notify the COMMISSION of their decision to withdraw before May 1, then the overall cost of services will be reduced by an amount equal to that municipality's share.

Pricing for subsequent years is shown in the table below. Invoices for one-eighth of the collection total will be submitted once the collection has concluded.

LRPC Price Schedule			
<i>Description</i>	<i>UOM</i>	<i>Qty</i>	<i>Unit Price</i>
Price Per Event (2024)	EA	8	\$17,500
One-Year Bid (2024)	Yr.	1	\$140,000
Three-Year Extension (2025 - 2027)			
2025	Yr.	1	\$147,000
2026	Yr.	1	\$154,350
2027	Yr.	1	\$162,067
*Pricing includes all disposal, supplies, personnel, mobilization, and fees.			

Attachment 10

Potential Benefits to EDA CEDS District Approval

Overview of CEDS

A CEDS should promote economic development and opportunity, foster effective transportation access, enhance, and protect the environment, and balance resources through sound management of development.

Each CEDS is unique, reflecting the challenges and opportunities facing its region. It should contain four main elements: analysis, vision, action plan, and evaluation. The analysis should assess the state of the regional economy's strengths and weaknesses, and the opportunities and threats posed by external trends and forces, as well as the availability of partners and resources for economic development. The community's vision and goals, together with an appraisal of the region's competitive advantage, should set the strategic direction for the action plan. The action plan should present priority programs and projects for implementation. Finally, the CEDS should describe the process for evaluation and periodic update.

Advantages of the Region becoming an Economic Development District (EDD):

EDDs were set up by the federal government to assist areas that met some condition of economic distress.

1. Local governments in the district will receive an additional 10 percent bonus under EDA funded programs (i.e. 60% federal participation instead of 50%).
2. Eliminate the need for counties to update their CEDS annually to qualify for EDA funding. The EDD's CEDS annual update would suffice.
3. Provide CEDS for counties that do not have one.
4. The EDD is available to provide technical assistance to local governments on their economic development activities, programs, and grant applications.
5. Regional economic development partnerships are enhanced.
6. Potential for additional federal funding: i.e., disaster preparedness and recovery, brownfield mitigation, revolving loan fund, and Southern Crescent Commission.

The primary functions of the EDD are:

1. Preparation and maintenance of a Comprehensive Economic Development Strategy (CEDS).
2. Assist in the implementation strategies identified in the CEDS.
3. Provide technical assistance to Economic Development Organizations throughout the region.

EDD Funding and technical assistance could also be used to:

- Maintain the economic development element in comprehensive plans.
- Coordinate between economic development councils.
- Coordinate between local government economic development departments.

- Encourage research and development and other identified targets.
- Annual short class on economic development.
- Market the region and attract businesses.
- Improve the view of our educational system.
- Cultivate education and business partnerships.
- Administer a revolving loan program.
- Package economic development with infrastructure improvements.
- Provide or arrange for training programs.
- Serve as or help develop incubators.

What is the Comprehensive Economic Development Strategy (CEDS)?

A CEDS is developed with the help of a representatively diverse steering committee, and contains the following:

- An analysis of economic and community development problems and opportunities including incorporation;
- of any relevant material or suggestions from other government sponsored or supported plans;
- Background and history of the economic development situation of the area covered, with a discussion of the economy, geography, population, labor force, resources, and the environment;
- A discussion of community participation in the planning efforts;
- A section setting forth goals and objectives for taking advantage of the opportunities and solving the economic development problems in the region;
- A plan of action, including broad project suggestions, to implement the goals and objectives set forth in the strategy; and
- Performance measures that will be used to evaluate whether and to what extent goals and objectives have been or are being met.

What are the elements of the CEDS?

1. Analysis: Where are we now?

The analysis should address the following:

- The state of the regional economy.

- External trends and forces.
- Partners for economic development.
- Resources for economic development.

And may include:

- Demographic, labor force and socioeconomic data.
- Geographic, climatic, environmental, and natural resource profiles.
- An infrastructure assessment.
- Identification of major sectors of the local economies past, present, and projected.
- Factors that directly and indirectly affect economic performance.
- Recognition of relationships between the region's economy and that of the state.

2. Vision: Where do we want to be?

- The vision statement, goals and objectives should respond to the analysis of the region's development potential and problems.
- The vision statement should answer these questions:
 - Where do we want to be? What are the goals? What are the areas in which the region can build competitive advantages?
 - How can the region's strengths and opportunities be maximized, and its weaknesses and threats be mitigated?

3. Action Plan: How do we get there?

- The region's action plan describes activities and groups them into programs designed to achieve the goal and objectives identified in the vision. The action plan outlines the region's economic development programs, activities, and projects.

4. Evaluation Criteria

Performance measures should be identified to evaluate the progress of activities in achieving the vision and goals. Preparation of an evaluation is the responsibility of the EDD under the guidance of the CEDS steering committee.