

LAKES REGION PLANNING COMMISSION

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



LRPC EXECUTIVE BOARD MEETING

Wednesday, March 13, 2024

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 December 13, 2023** (*actionable item*) *Attachment 1*
3. **Finance/Treasurer Report** (*December, January & February*) *Attachment 2*
4. **Monthly Executive Report** (*December, January & February*) *Attachment 3*
5. **Committee Reports**
 - a. Transportation Advisory Committee (TAC) - *David Kerr*
 - b. Search Committee
6. **Old Business**
 - a. New Commissioners/Executive Board Vacancies (*vacancies actionable item*)
 - b. Transformational Planning Grant Pilot Awarded
7. **New Business**
 - a. Draft FY25 Budget *Attachment 4*
 - b. Brownfields Contract Update
 - c. Title VI Policy re Nondiscrimination (2024 Update: added Appendix B) (*potential actionable item*) *Attachment 5*
 - d. Annual Meeting
 - Establish Nominating Committee (full Executive Board ballot)
 - Establish Awards Committee
 - Sponsorships
 - e. Alton Event Facility Proposal | Possible DRI (*discussion only*)
8. **Public Input**
9. **Executive (Non-Public) Session**
10. **Announcements**
 - a. LRPC FY23 Annual Report *Emailed Separately*
 - b. FY25 Congressionally Directed Spending *Attachment 6*
11. **Roundtable**
12. **Adjourn**

NEXT MEETING: April 10, 2024

The Lakes Region Planning Commission reserves the right to hold a non-public session whether noted on the Agenda or not. Notice of a non-public session on an agenda is for planning purposes only. The citations to the Right-to-Know Law are provisional and may be revised as circumstances required. The LRPC complies with the ADA regulations. Please contact the LRPC office if you need special assistance in order to attend this meeting.

All meeting dates and times are subject to change.

Attachment 1

LAKES REGION PLANNING COMMISSION

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LRPC Executive Board Meeting Minutes of December 13, 2023

PRESENT Dean Anson, Cristina Ashjian, John Ayer (Chair), Mardean Badger, Bill Bolton, David Katz (Vice Chair) [virtually], David Kerr (Treasurer), Lianne Prentice (Secretary)

ABSENT Tavis Austin, Mark Hildebrand

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

LOCATION LRPC Office, 1st Floor Conference Room, Meredith

1. Call to Order

Chair Ayer started the meeting at 9:04 AM at which time a quorum was established. There was discussion regarding filling the two vacant board positions as well as the two newly created alternate positions. It was decided that board members should give some thought as to recommendations and forward any such to Chair Ayer and/or Executive Director Hayes and we will address this at the next meeting in March 2024.

2. Minutes

Minutes of September's Executive Board meeting were presented for approval. Cristina Ashjian made a motion to accept the minutes as presented, seconded by Mardean Badger. A voice vote was taken indicating all present were in favor. **Motion passed.**

3. Finance/Treasurer Reports

Executive Director Hayes stated that these reports are typically cyclical and confirmed that we are a little behind. We do have some billing ready to go out which should help. He also noted that investment revenue was down, but we will likely catch up next quarter.

4. Monthly Executive Reports

Executive Director Hayes pointed out that LRPC has performed a great deal of local and technical assistance outreach work. Grant administration continues to go smoothly. We entered into a new HHW contract with our hauling vendor. The updated corridor management plan is almost finished. The solid waste program is going well, and we are using same to pivot into renewable energy as well as looking at landfill and transfer station sites around the region. Transportation continues to be our largest contract area, and it is mentioned that the bike/ped plan was just updated and a draft has been distributed to TAC members for review.

5. Committee Reports

Transportation Advisory Committee (TAC). Treasurer Kerr stated that the TAC meetings have been much better as of late, and that attendance has been up. The presentation at the November meeting on electric vehicles was very interesting. The Lakes Region bike/ped plan draft is now complete and was distributed to TAC members for review. Finally, Dave expressed that the primary focus of December's meeting was the development of public works directors and transitioning from road agents to public works departments.

(Bill Bolton joined the meeting at approximately 9:50 AM.)

6. Old Business

a. Brownfield RFP Selection Committee. Executive Director Hayes advised that we have received a \$475,000 grant (\$375,000 of which will go to an engineering firm) to address brownfield assessments. The request for proposals has gone out with an end of January deadline for submissions. A selection committee has been formed with Dean Anson and Mardean Badger agreeing to serve as members. Additionally, we do anticipate that a member of Lakes Region

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Community Developers will be joining the committee and we have made attempts to acquire either Seth Creighton or Dick Lewis of Franklin as a member. A tentative meeting for February 15, 2024 has been set to conduct interviews with the engineering firms who have submitted proposals.

(Dean Anson left the meeting at approximately 9:58 AM.)

- b. Transformational Planning Grant Update. This is a new CDBG grant program available to all cities and towns in NH with funding focused on housing. LRPC filed an application through Grafton County and will receive \$100,000 to be divided among 3 subrecipients to directly work on water and sewer or renewable energy projects which we will administer as described by Executive Director Hayes.
- c. RHNA Update. Executive Director Hayes wanted to clear up the misunderstanding at the last commissioner meeting concerning the number of RPCs who had adopted the regional needs assessment and the implication that LRPC was the only holdout. Review of the NHARPC website clearly indicated that at the time of the October commissioner meeting, there were several commissions who were still in draft status. LRPC ultimately voted to adopt its draft RHNA report – without the fair share housing table – at that meeting.

7. New Business

- a. New CEDS Committee. We will be moving forward with the formation of a CEDS committee after the holidays in an effort to obtain an Economic Development District designation. Executive Director Hayes noted that a draft CEDS is posted on our website, but it could use additional public participation and a steering committee.
- b. NHARPC Appointment. According to Executive Director Hayes, there will be a meeting of this statewide commission next week. Bob Snelling was previously our representative and, due to his retirement, we would like to fill his spot. The primary purpose of this commission is to track and discuss legislation. They have an annual meeting and occasional meetings with other RPCs in the state. LRPC is a dues-paying member and is looking for at least one commissioner to act as a liaison (we can have up to two).
- c. HealthTrust 14.6% Increase. Executive Director Hayes made the Executive Board aware that there will be an increase in our health insurance which will be reflected in the next budget.
- d. Granite State Clean Cities Coalition. A supplemental handout was provided, and Executive Director Hayes remarked that the coalition is looking for us to endorse their mission. After some discussion regarding their goals and what our endorsement would signify, it was decided that we do not have enough information to provide an endorsement and we can revisit the matter at a later date if we get more details.

8. Roundtable

L. Prentice, Tamworth—Lianne began by stating that the planning board would be holding their second meeting tonight to approve subdivision regulation revisions. A side effect of this process is linked to selectboard enforcement should any issues arise, but there is currently no enforcement mechanism in place. Therefore, they have created and posted a position for a compliance agent who would be tasked with creating a guide to address enforcement matters. She also stated that they have a new energy committee which has proposed the installation of two new charging stations to be located in the town office parking lot and they are exploring funding opportunities. The transfer station improvement plan had received a certain level of funding from the town, and the group working on the plan would like to obtain additional grant funding in order to expand the plan. Unfortunately, the engineering study indicates a huge overrun of the town's portion of funding requiring some adjustments in order to make it work.

C. Ashjian, Moultonborough—The planning board is still working on potential amendments; Moultonborough's town meeting isn't until May whereas other towns hold theirs in March. Cristina brought some of the newly published Heritage Commission books for those who might be interested in a copy.

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D. Katz, New Hampton—Dave noted that the planning board had fully endorsed both the RHNA and CEDS application, and announced the town now has a new administrator. There are, however, concerns regarding ageing staff members and the ability to find replacements when needed. Dave thanked Christine Marion for her input regarding their master plan. It was decided that changes or updates are not necessary at this time. This will free up some money in the budget to be utilized towards RSMS.

B. Bolton, Plymouth—Plymouth roads and culverts were reviewed recently, and they are now using that information to determine which roads will need to be worked on. The downtown infrastructure improvement project is nearing its endpoint and final paving will be done in the spring. Work on the budget should be wrapped up soon. Bill noted that their tax rate has decreased, but revaluations increased. It is likely revaluations will be done every other year. Zoning changes concerning various overlays and definitions are almost ready for town meeting. CIP is being updated and there is a housing project going on. Lastly, they are working with a university student group to get their input on economic development and parking plans.

M. Badger, Ashland—Mardean advised that at the next planning board meeting they will be conducting a public hearing concerning approval of the site plan regulation revisions. Subdivision regulations will be reviewed and updated next. There will be a zoning board hearing in January concerning a variance on the size of senior apartments in the proposal for the Mill Pond development. She notes that the community is not in favor of this project. A few warrant articles have been proposed: some revisions of building regulations and a couple of items in the zoning ordinances.

D. Kerr, Barnstead—There will be about 10 – 12 “no money” ballot items for town meeting. The planning board is getting together tomorrow to go over the ballots and try to create a video to be posted to their website and social media in an effort to explain each ballot item. Current subdivision requirements dictate that if a project has 4 or more units, a cistern must be built. However, the developer for the project Dave has described in the past would like to utilize sprinklers instead and the fire department agrees. Dave suggested that if the sprinkler route is approved, then there should be a requirement to install generators in order to keep the sprinklers functioning in a power outage. Through research provided by LRPC’s Land Use Planner Christine Marion, it has been determined that the town already has a mechanism in place to implement the requirement that a developer contribute to the cost of any required improvements in the form of an impact fee. He has brought this information to the selectmen, and they agree in principle. He needs to come up with a proposal.

J. Ayer, Gilford—John relays that they have an application for a petition to rezone two lots that are side by side with different zoning to be the same as the owner has an eye towards the development of a hotel, condos, or rental cabins. With regard to the density ordinance, John is proposing that the current ordinance not only refers to senior housing, but also to workforce housing with an additional proposal to modify parking requirements for workforce housing. They have a few new short-term rental applications. They are aware of some residents renting without approval, and need to get a handle on this. The storage unit building near Walmart is coming along which is the first of two such buildings. Starbucks still plans to open a location in Gilford, but is moving very slow. A detention pond for a three-lot subdivision had a blowout due to the recent heavy rain. A new application for a wedding venue and event center at the old Kimball Castle property has been filed. The old Kings Grant new property owner is making plans to develop the property, possibly for a housing cluster.

9. **Adjournment**

Chair Ayer adjourned the meeting at 11:07 AM.

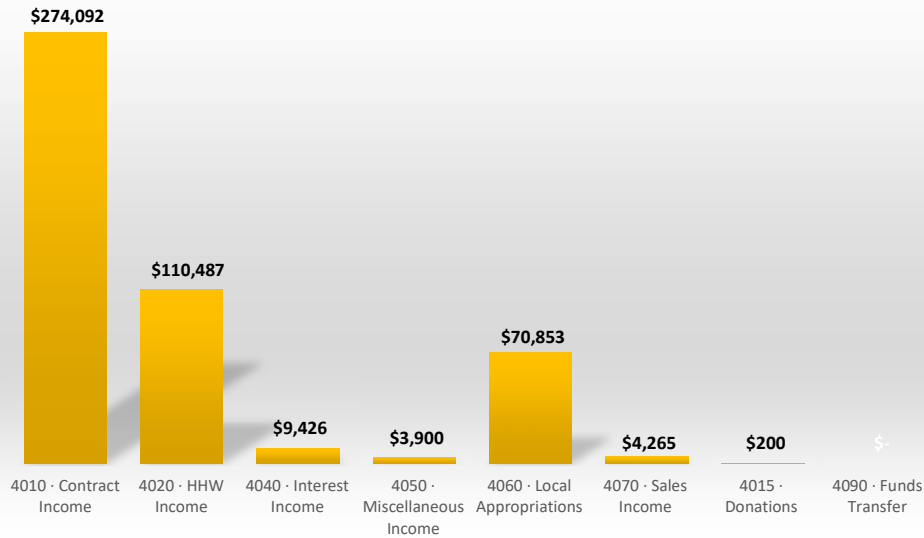
Respectfully Submitted,
Linda Waldron
Administrative Assistant

Attachment 2

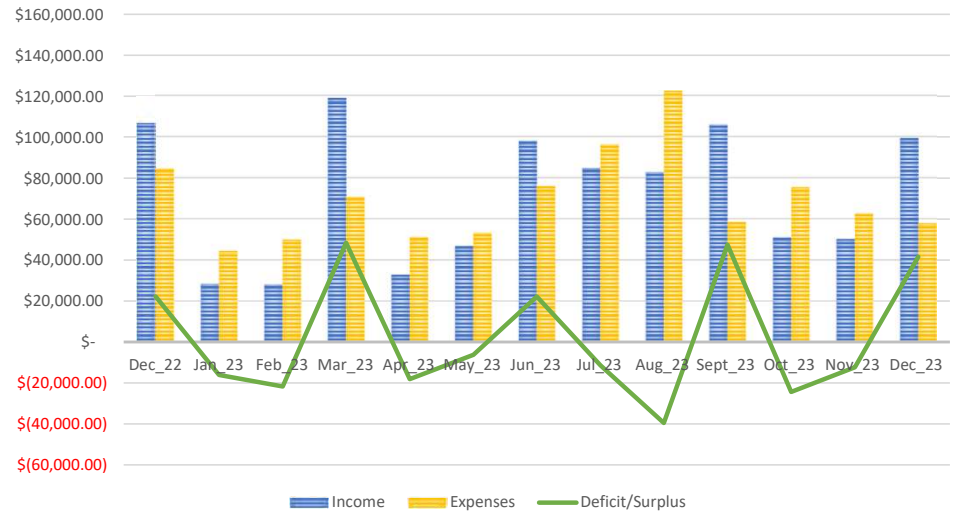
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Lakes Region Planning Commission - Dashboard

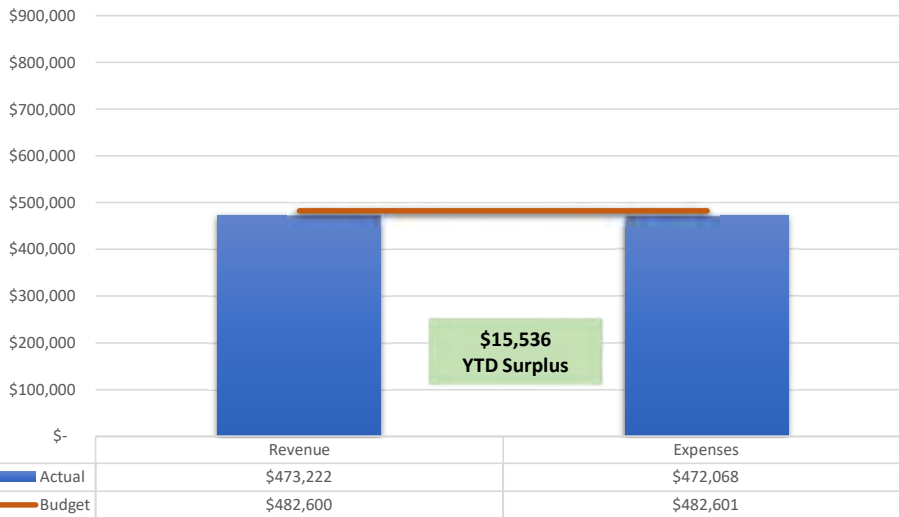
Revenue by Source Type



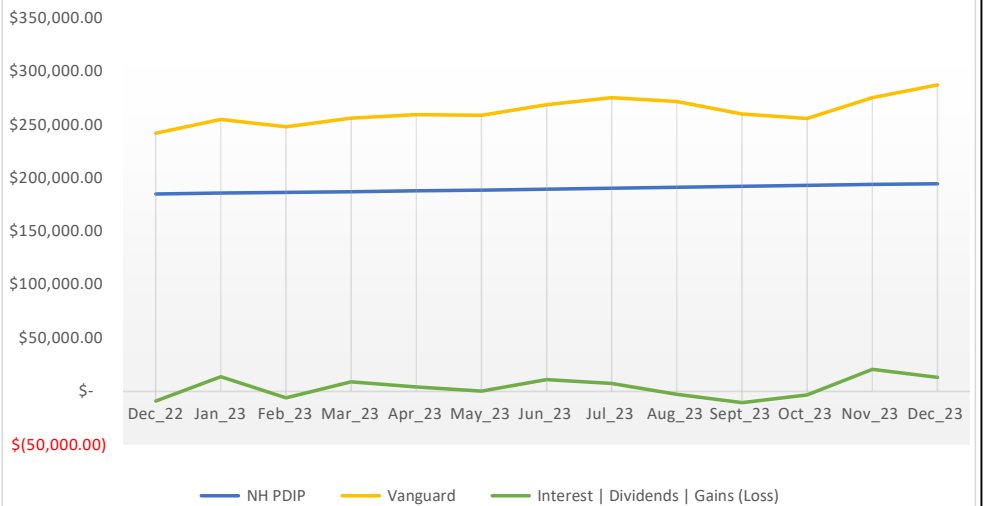
Income | Expenses | Deficit/Surplus by Month



YTD Operating Results



Vanguard and NH PDIP Investments



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

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1011.00 · Operating Account	304.29
1040.00 · Petty Cash	150.00
1070.01 · Money Market	174,623.38
1071.00 · Savings	1,881.20
Total Checking/Savings	176,958.87
Accounts Receivable	
1110.00 · Accounts Receivable	128,266.96
Total Accounts Receivable	128,266.96
Other Current Assets	
1451.00 · Prepaid Postage	61.41
1452.00 · Bulk Mail Permit 98	30.46
1510.00 · Vanguard Investments	286,550.62
1580.00 · NH PDIP	194,239.99
Total Other Current Assets	480,882.48
Total Current Assets	786,108.31
Fixed Assets	0.00
TOTAL ASSETS	786,108.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010.00 · Accounts Payable	103,407.94
Total Accounts Payable	103,407.94
Credit Cards	
2550.00 · First National Bank of Omaha	
2550.01 · FNBO - Carl	133.91
2550.02 · FNBO - Jeff	296.54
Total 2550.00 · First National Bank of Omaha	430.45
Total Credit Cards	430.45
Other Current Liabilities	
2110.00 · Accrued Salaries & Wages	838.00
2120.00 · Accrued Vacation Payroll	14,217.97
2130.00 · Payroll Liabilities	
2134.00 · FSA	840.52
Total 2130.00 · Payroll Liabilities	840.52
2350.00 · Deferred and Unearned Revenue	
2351.00 · Deferred Town Assessment	84,401.00
2352.00 · Deferred HHW Income	4,381.00
2353.00 · Deferred Other Income	6,869.01
Total 2350.00 · Deferred and Unearned Revenue	95,651.01
Total Other Current Liabilities	111,547.50
Total Current Liabilities	215,385.89
Total Liabilities	215,385.89
Equity	
3110.00 · Unrestricted Net Assets	555,186.70
Net Income	15,535.72
Total Equity	570,722.42
TOTAL LIABILITIES & EQUITY	786,108.31



Lakes Region Planning Commission
FY24 Budget Performance
 December 31, 2023

	Fiscal Year (24)-to-Date			
	FY24 Approved Annual Budget	FY24 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
Income				
4010 · Contract Income	\$ 694,886	\$ 274,092	\$ (420,794)	39.44%
4020 · HHW Income	\$ 115,148	\$ 110,487	\$ (4,661)	95.95%
4040 · Interest Income	\$ 6,163	\$ 9,426	\$ 3,263	152.94%
4050 · Miscellaneous Income	\$ 6,000	\$ 3,900	\$ (2,100)	65.00%
4060 · Local Appropriations	\$ 141,704	\$ 70,853	\$ (70,851)	50.00%
4070 · Sales Income	\$ 1,300	\$ 4,265	\$ 2,965	328.04%
4015 · Donations	\$ -	\$ 200	\$ 200	
4090 · Funds Transfer	\$ -	\$ -	\$ -	
Total Income (est.)	\$ 965,201	\$ 473,222	\$ (491,979)	49.03%
Expense				
			Target:	50.00%
6030 · Custodian	\$ 4,420	\$ 1,785	\$ 2,635	40.38%
6050 · Education and Training	\$ 1,000	\$ 3,938	\$ (2,938)	393.84%
6060 · Equipment Maintenance	\$ 14,350	\$ 10,212	\$ 4,138	71.16%
6070 · HHW Expense	\$ 99,662	\$ 96,678	\$ 2,984	97.01%
6080 · Insurance - Bonds and Business	\$ 3,450	\$ 3,469	\$ (19)	100.55%
7010 · Publishing/Memberships/Meetings	\$ 14,750	\$ 6,827	\$ 7,923	46.28%
7020 · Miscellaneous Expense	\$ 750	\$ 1,217	\$ (467)	162.23%
7030 · Office Improvements	\$ 1,000	\$ -	\$ 1,000	0.00%
7040 · Office Expense	\$ 15,580	\$ 7,280	\$ 8,300	46.73%
7050 · Payroll Expenses	\$ 717,933	\$ 313,893	\$ 404,040	43.72%
7060 · Postage and Printing	\$ 1,050	\$ 301	\$ 749	28.64%
7069 · Allowance for Direct Grant Expenses	\$ -	\$ 1,188	\$ (1,188)	
7070 · Professional Services	\$ 48,220	\$ 7,368	\$ 40,853	15.28%
7080 · Rent	\$ 9,672	\$ 4,836	\$ 4,836	50.00%
7090 · Traffic Equipment	\$ 8,000	\$ 550	\$ 7,450	
7095 · SADES Equipment	\$ -	\$ -	\$ -	
8010 · Travel Expense	\$ 4,500	\$ 2,078	\$ 2,422	46.17%
8050 · Utilities	\$ 15,364	\$ 7,149	\$ 8,215	46.53%
8060 · Vehicle O&M	\$ 5,500	\$ 3,301	\$ 2,199	60.01%
Total Expense	\$ 965,201	\$ 472,068	\$ 493,133	48.91%
			Target:	50.00%
Net Ordinary Income¹	\$ (0)	\$ 1,154		
Realized Gain (Loss)²				
Unrealized Gain (Loss)²		\$ 14,382		
Net Income		\$ 15,536		

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

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



Lakes Region Planning Commission
FY24 Budget Performance
 December 31, 2023

	Fiscal Year (24)-to-Date			
	FY24 Approved Annual Budget	FY24 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
Membership	141,704	70,853	(70,851)	50.00%
Local Contracts				
PRLAC	\$ 2,700	\$ 600	\$ (2,100)	22.22%
DES SWP (Belmont-Northfield-Sandwich)	\$ 24,825		\$ (24,825)	
RSMS Project New Hampton Update	\$ 1,298	\$ 1,298	\$ -	100.00%
Other Traffic Counts		\$ 540	\$ 540	
NBRC Gale School			\$ -	
NBRC Town of Sandwich		\$ 1,902	\$ 1,902	
NBRC Town of Hebron				
CDBG Grafton County Micro Enterprise	\$ 45,333	\$ 34,799	\$ (10,534)	76.76%
Additional NBRCs			\$ -	
Subtotal	\$ 74,156	\$ 39,139	\$ (35,017)	52.78%
State / Federal Contracts				
OEP Targeted Block Grant	\$ 11,111	\$ 4,782	\$ (6,329)	43.04%
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	\$ 0	100.00%
EPA FY24/25 Brownfields	\$ 72,133	\$ 14,585	\$ (57,548)	20.22%
USDA Solid Waste Management FY24	\$ 106,500	\$ 27,574	\$ (78,926)	
DOT UPWP FY 24 / 25	\$ 305,411	\$ 148,950	\$ (156,461)	48.77%
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	\$ 234,953	\$ (385,777)	37.85%
Total 4010 · Contract Income	\$ 694,886	\$ 274,092	\$ (420,794)	39.44%
Other Income				
4020 · HHW	\$ 115,148	\$ 110,487	\$ (4,661)	95.95%
4021 · HHW Local	\$ 99,662	\$ 95,677	\$ (3,985)	96.00%
4022 · DES HHW	\$ 15,486	\$ 14,810	\$ (676)	95.63%
4015 · Donations	\$ -	\$ 200	\$ 200	
4040 · Interest & Dividends	\$ 6,163	\$ 9,426	\$ 3,263	152.94%
Land use book sales / GIS	\$ 1,300	\$ 4,265	\$ 2,965	328.04%
Other/Misc Income/Annual Meeting	\$ 6,000	\$ 3,900	\$ (2,100)	65.00%
Fund Balance	\$ -		\$ -	
Subtotal	\$ 128,611	\$ 128,277	\$ (334)	99.74%
TOTAL	\$ 965,201	\$ 473,222	\$ (491,979)	49.03%
			Target:	50.00%

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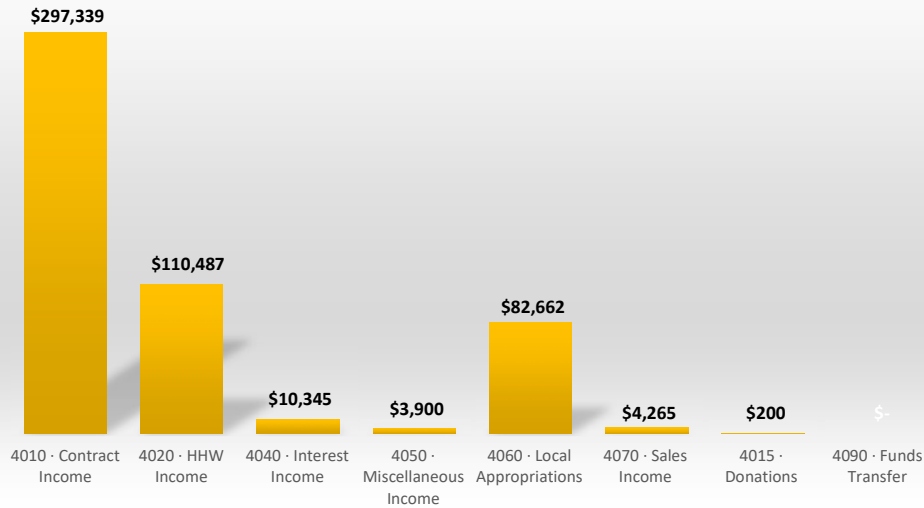
Lakes Region Planning Commission FY24 Budget Performance December 31, 2023

Expense Account	Fiscal Year (24)-to-Date			
	FY24 Approved Annual Budget	FY24 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
6030 · Custodian	\$ 4,420	\$ 1,785	\$ 2,635	40.38%
6050 · Education and Training	\$ 1,000	\$ 3,938	\$ (2,938)	393.84%
6060 · Equipment Maintenance	\$ 14,350	\$ 10,212	\$ 4,138	71.16%
6062 · Equipment/Computer Maintenance	\$ 14,350	\$ 10,039	\$ 4,311	69.96%
6061 · Equipment Purchases	\$ -	\$ 173	\$ (173)	
6070 · HHW Expense	\$ 99,662	\$ 96,678	\$ 2,984	97.01%
6080 · Insurance - Bonds and Business	\$ 3,450	\$ 3,469	\$ (19)	100.55%
7010 · Publishing/Memberships/Meetings	\$ 14,750	\$ 6,827	\$ 7,923	46.28%
7020 · Miscellaneous Expense	\$ 750	\$ 1,217	\$ (467)	162.23%
7030 · Office Improvements	\$ 1,000	\$ -	\$ 1,000	0.00%
7040 · Office Expense	\$ 15,580	\$ 7,280	\$ 8,300	46.73%
7043 · Copier Lease	\$ 5,000	\$ 2,455	\$ 2,545	49.10%
7041 · Supplies	\$ 10,580	\$ 4,825	\$ 5,755	45.60%
7050 · Payroll Expenses	\$ 717,933	\$ 313,893	\$ 404,040	43.72%
7051 · Salaries and Wages	\$ 526,833	\$ 223,577	\$ 303,256	42.44%
7052 · Health, Dental, Disability, Life & Unemp	\$ 105,161	\$ 49,967	\$ 55,194	47.51%
7055 · Retirement Fund	\$ 45,636	\$ 22,990	\$ 22,646	50.38%
7057 · Payroll Taxes	\$ 40,303	\$ 17,360	\$ 22,943	43.07%
7060 · Printing & Postage	\$ 1,050	\$ 301	\$ 749	28.64%
7069 · Allowance for Direct Grant Expenses		\$ 1,188	\$ (1,188)	
7070 · Professional Services	\$ 48,220	\$ 7,368	\$ 40,853	15.28%
7071 · Audit	\$ 7,000	\$ 7,038	\$ (38)	100.54%
7072 · Contracted Services	\$ 40,000	\$ -	\$ 40,000	0.00%
7074 · Legal	\$ 500	\$ -	\$ 500	0.00%
7075 · Payroll Service	\$ 720	\$ 330	\$ 390	45.83%
7080 · Rent	\$ 9,672	\$ 4,836	\$ 4,836	50.00%
7090 · Traffic Equipment	\$ 8,000	\$ 550	\$ 7,450	6.87%
7095 · SADES Equipment	\$ -	\$ -	\$ -	
8010 · Travel Expense	\$ 4,500	\$ 2,078	\$ 2,422	46.17%
8050 · Utilities	\$ 15,364	\$ 7,149	\$ 8,215	46.53%
8051 · Electricity and Propane	\$ 6,000	\$ 2,337	\$ 3,663	38.95%
8052 · Telephone and Internet	\$ 9,364	\$ 4,812	\$ 4,552	51.39%
8060 · Vehicle O&M	\$ 5,500	\$ 3,301	\$ 2,199	60.01%
Totals	\$ 965,201	\$ 472,068	\$ 493,350	48.91%
			Target:	50.00%

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Lakes Region Planning Commission - Dashboard

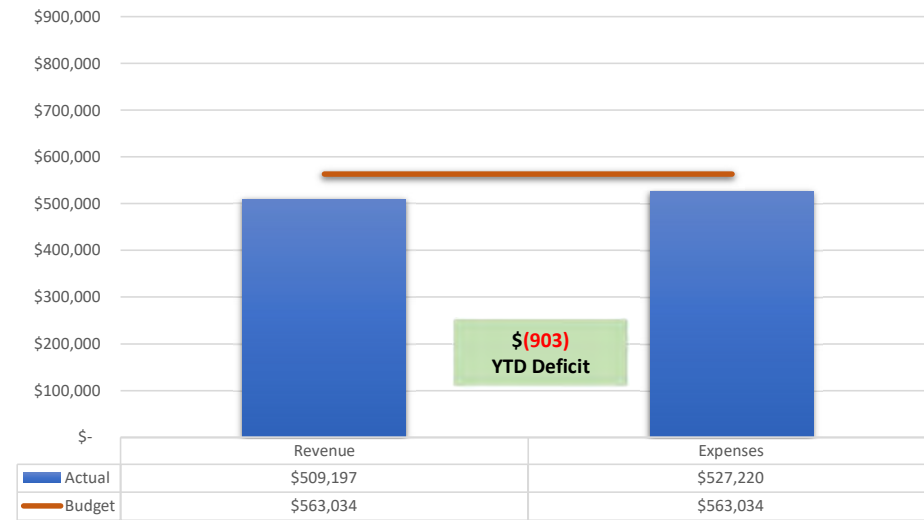
Revenue by Source Type



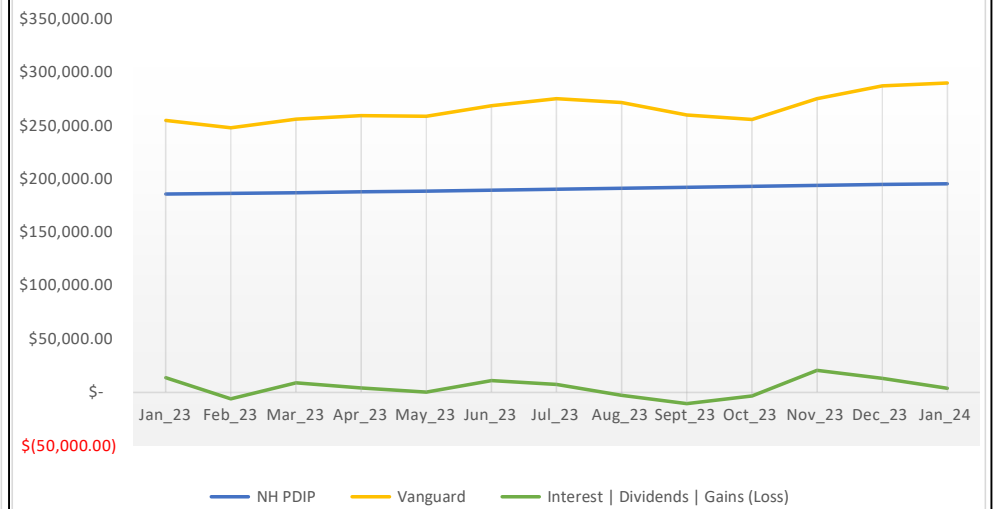
Income | Expenses | Deficit/Surplus by Month



YTD Operating Results



Vanguard and NH PDIP Investments



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Lakes Region Planning Commission
 STATEMENT OF FINANCIAL POSITION
 As of January 31, 2024

	<u>Jan 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1011.00 · Operating Account	20,028.19
1040.00 · Petty Cash	150.00
1070.01 · Money Market	119,274.32
1071.00 · Savings	1,851.37
Total Checking/Savings	<u>141,303.88</u>
Accounts Receivable	
1110.00 · Accounts Receivable	117,550.03
Total Accounts Receivable	<u>117,550.03</u>
Other Current Assets	
1451.00 · Prepaid Postage	61.41
1452.00 · Bulk Mail Permit 98	30.46
1510.00 · Vanguard Investments	289,291.96
1580.00 · NH PDIP	195,129.92
Total Other Current Assets	<u>484,513.75</u>
Total Current Assets	<u>743,367.66</u>
Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u><u>743,367.66</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010.00 · Accounts Payable	98,302.17
Total Accounts Payable	<u>98,302.17</u>
Credit Cards	
2550.00 · First National Bank of Omaha	869.02
Total Credit Cards	<u>869.02</u>
Other Current Liabilities	
2110.00 · Accrued Salaries & Wages	838.00
2111.00 · Direct Deposit Liabilities	(13,160.31)
2120.00 · Accrued Vacation Payroll	11,212.41
2130.00 · Payroll Liabilities	519.57
2350.00 · Deferred and Unearned Revenue	90,503.01
Total Other Current Liabilities	<u>89,912.68</u>
Total Current Liabilities	<u>189,083.87</u>
Total Liabilities	<u>189,083.87</u>
Equity	
3110.00 · Unrestricted Net Assets	555,186.70
Net Income	(902.91)
Total Equity	<u>554,283.79</u>
TOTAL LIABILITIES & EQUITY	<u><u>743,367.66</u></u>



Lakes Region Planning Commission
FY24 Budget Performance
 January 31, 2024

	Fiscal Year (24)-to-Date			
	FY24 Approved Annual Budget	FY24 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
Income				
4010 · Contract Income	\$ 694,886	\$ 297,339	\$ (397,547)	42.79%
4020 · HHW Income	\$ 115,148	\$ 110,487	\$ (4,661)	95.95%
4040 · Interest Income	\$ 6,163	\$ 10,345	\$ 4,182	167.86%
4050 · Miscellaneous Income	\$ 6,000	\$ 3,900	\$ (2,100)	65.00%
4060 · Local Appropriations	\$ 141,704	\$ 82,662	\$ (59,042)	58.33%
4070 · Sales Income	\$ 1,300	\$ 4,265	\$ 2,965	328.04%
4015 · Donations	\$ -	\$ 200	\$ 200	
4090 · Funds Transfer	\$ -	\$ -	\$ -	
Total Income (est.)	\$ 965,201	\$ 509,197	\$ (456,003)	52.76%
Expense				
			Target:	58.33%
6030 · Custodian	\$ 4,420	\$ 2,550	\$ 1,870	57.69%
6050 · Education and Training	\$ 1,000	\$ 3,973	\$ (2,973)	397.34%
6060 · Equipment Maintenance	\$ 14,350	\$ 10,897	\$ 3,453	75.94%
6070 · HHW Expense	\$ 99,662	\$ 96,678	\$ 2,984	97.01%
6080 · Insurance - Bonds and Business	\$ 3,450	\$ 3,469	\$ (19)	100.55%
7010 · Publishing/Memberships/Meetings	\$ 14,750	\$ 7,222	\$ 7,528	48.96%
7020 · Miscellaneous Expense	\$ 750	\$ 1,248	\$ (498)	166.43%
7030 · Office Improvements	\$ 1,000	\$ -	\$ 1,000	0.00%
7040 · Office Expense	\$ 15,580	\$ 8,063	\$ 7,517	51.75%
7050 · Payroll Expenses	\$ 717,933	\$ 364,027	\$ 353,906	50.70%
7060 · Postage and Printing	\$ 1,050	\$ 331	\$ 719	31.50%
7069 · Allowance for Direct Grant Expenses	\$ -	\$ 1,188	\$ (1,188)	
7070 · Professional Services	\$ 48,220	\$ 7,422	\$ 40,799	15.39%
7080 · Rent	\$ 9,672	\$ 5,642	\$ 4,030	58.33%
7090 · Traffic Equipment	\$ 8,000	\$ 550	\$ 7,450	
7095 · SADES Equipment	\$ -	\$ -	\$ -	
8010 · Travel Expense	\$ 4,500	\$ 2,220	\$ 2,280	49.33%
8050 · Utilities	\$ 15,364	\$ 8,440	\$ 6,924	54.93%
8060 · Vehicle O&M	\$ 5,500	\$ 3,301	\$ 2,199	60.01%
Total Expense	\$ 965,201	\$ 527,220	\$ 437,981	54.62%
			Target:	58.33%
Net Ordinary Income¹	\$ (0)	\$ (18,023)		
Realized Gain (Loss)²				
Unrealized Gain (Loss)²		\$ 17,120		
Net Income		\$ (903)		

¹Net Ordinary (Operating) Income is as of January 31, 2024.

²Realized and Unrealized Investment Gain (Loss) are as of January 31, 2024.



Lakes Region Planning Commission
FY24 Budget Performance
 January 31, 2024

	Fiscal Year (24)-to-Date			
	FY24 Approved Annual Budget	FY24 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
Membership	141,704	82,662	(59,042)	58.33%
Local Contracts				
PRLAC	\$ 2,700	\$ 600	\$ (2,100)	22.22%
DES SWP (Belmont-Northfield-Sandwich)	\$ 24,825		\$ (24,825)	
RSMS Project New Hampton Update	\$ 1,298	\$ 1,298	\$ -	100.00%
Other Traffic Counts		\$ 540	\$ 540	
NBRC Gale School		\$ 1,189	\$ 1,189	
NBRC Town of Sandwich		\$ 1,902	\$ 1,902	
NBRC Town of Hebron		\$ 1,952		
CDBG Grafton County Micro Enterprise	\$ 45,333	\$ 34,799	\$ (10,534)	76.76%
Additional NBRCs			\$ -	
Subtotal	\$ 74,156	\$ 42,281	\$ (33,827)	57.02%
State / Federal Contracts				
OEP Targeted Block Grant	\$ 11,111	\$ 4,782	\$ (6,329)	43.04%
PRLAC Corridor Management Plan	\$ 1,700	\$ 1,700	\$ -	
DOS HSEM - Gilmanton	\$ 7,500		\$ (7,500)	
DOS HSEM - Moultonborough	\$ 7,500		\$ (7,500)	
DOS HSEM - Wolfboro	\$ 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	\$ 0	100.00%
EPA FY24/25 Brownfields	\$ 72,133	\$ 15,104	\$ (57,029)	20.94%
USDA Solid Waste Management FY24	\$ 106,500	\$ 27,574	\$ (78,926)	
DOT UPWP FY 24 / 25	\$ 305,411	\$ 166,835	\$ (138,576)	54.63%
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	\$ 255,058	\$ (365,672)	41.09%
Total 4010 · Contract Income	\$ 694,886	\$ 297,339	\$ (399,500)	42.79%
Other Income				
4020 · HHW	\$ 115,148	\$ 110,487	\$ (4,661)	95.95%
4021 · HHW Local	\$ 99,662	\$ 95,677	\$ (3,985)	96.00%
4022 · DES HHW	\$ 15,486	\$ 14,810	\$ (676)	95.63%
4015 · Donations	\$ -	\$ 200	\$ 200	
4040 · Interest & Dividends	\$ 6,163	\$ 10,345	\$ 4,182	167.86%
Land use book sales / GIS	\$ 1,300	\$ 4,265	\$ 2,965	328.04%
Other/Misc Income/Annual Meeting	\$ 6,000	\$ 3,900	\$ (2,100)	65.00%
Fund Balance	\$ -		\$ -	
Subtotal	\$ 128,611	\$ 129,197	\$ 586	100.46%
TOTAL	\$ 965,201	\$ 509,197	\$ (457,956)	52.76%
			Target:	58.33%

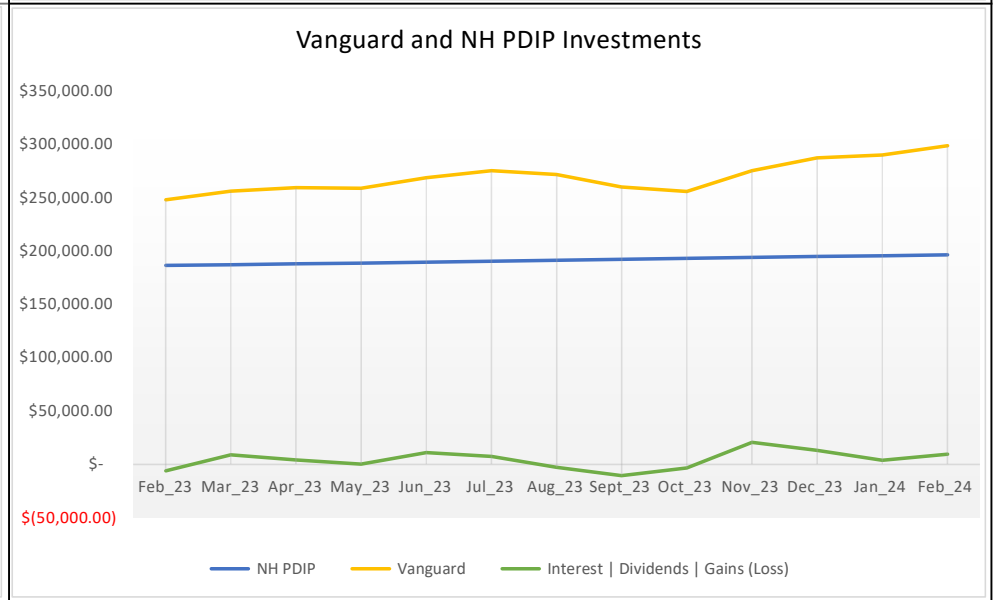
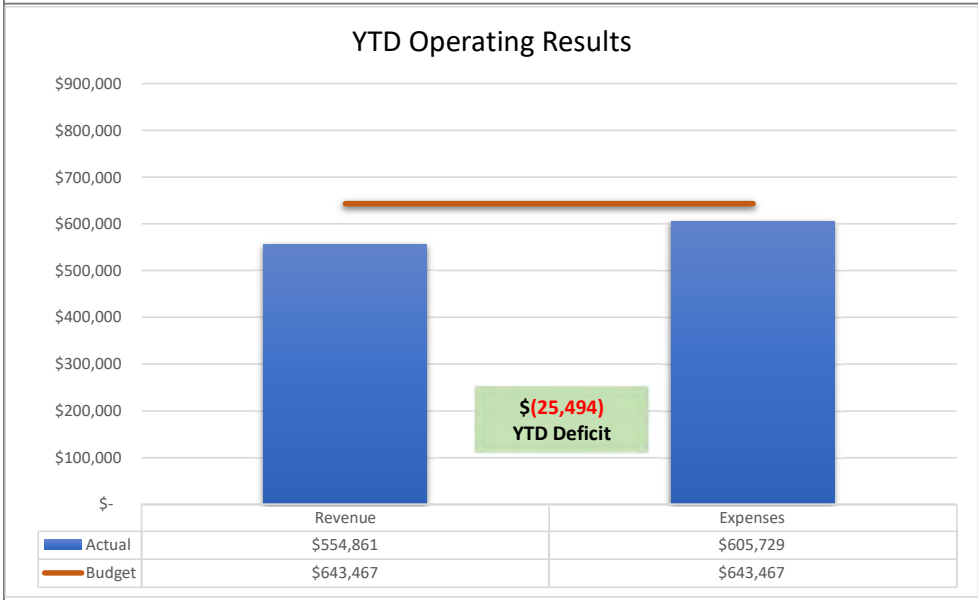
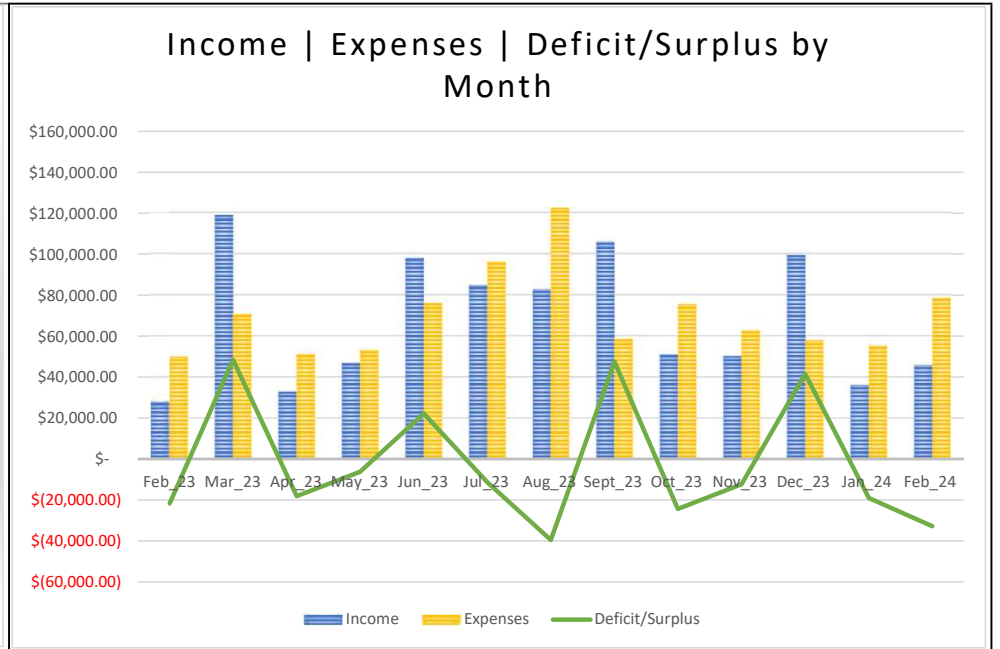
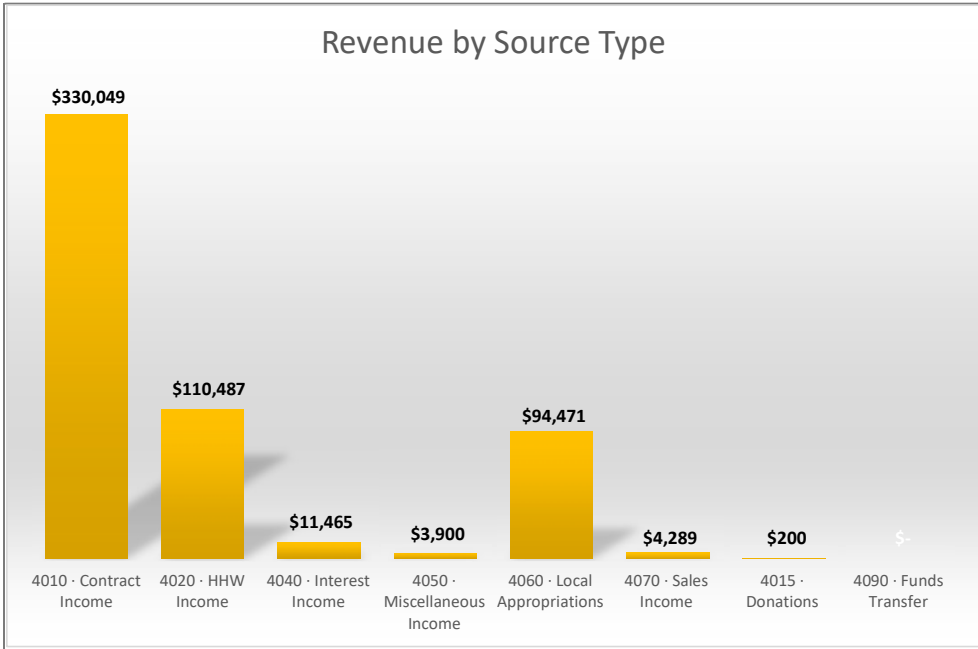


Lakes Region Planning Commission
FY24 Budget Performance
 January 31, 2024

Expense Account	Fiscal Year (24)-to-Date			
	FY24 Approved Annual Budget	FY24 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
6030 · Custodian	\$ 4,420	\$ 2,550	\$ 1,870	57.69%
6050 · Education and Training	\$ 1,000	\$ 3,973	\$ (2,973)	397.34%
6060 · Equipment Maintenance	\$ 14,350	\$ 10,897	\$ 3,453	75.94%
<i>6062 · Equipment/Computer Maintenance</i>	\$ 14,350	\$ 10,724	\$ 3,626	74.73%
<i>6061 · Equipment Purchases</i>	\$ -	\$ 173	\$ (173)	
6070 · HHW Expense	\$ 99,662	\$ 96,678	\$ 2,984	97.01%
6080 · Insurance - Bonds and Business	\$ 3,450	\$ 3,469	\$ (19)	100.55%
7010 · Publishing/Memberships/Meetings	\$ 14,750	\$ 7,222	\$ 7,528	48.96%
7020 · Miscellaneous Expense	\$ 750	\$ 1,248	\$ (498)	166.43%
7030 · Office Improvements	\$ 1,000	\$ -	\$ 1,000	0.00%
7040 · Office Expense	\$ 15,580	\$ 8,063	\$ 7,517	51.75%
<i>7043 · Copier Lease</i>	\$ 5,000	\$ 2,780	\$ 2,220	55.59%
<i>7041 · Supplies</i>	\$ 10,580	\$ 5,284	\$ 5,296	49.94%
7050 · Payroll Expenses	\$ 717,933	\$ 364,027	\$ 353,906	50.70%
<i>7051 · Salaries and Wages</i>	\$ 526,833	\$ 258,544	\$ 268,289	49.08%
<i>7052 · Health, Dental, Disability, Life & Unemp</i>	\$ 105,161	\$ 58,706	\$ 46,455	55.83%
<i>7055 · Retirement Fund</i>	\$ 45,636	\$ 26,670	\$ 18,966	58.44%
<i>7057 · Payroll Taxes</i>	\$ 40,303	\$ 20,107	\$ 20,196	49.89%
7060 · Printing & Postage	\$ 1,050	\$ 331	\$ 719	31.50%
7069 · Allowance for Direct Grant Expenses		\$ 1,188	\$ (1,188)	
7070 · Professional Services	\$ 48,220	\$ 7,422	\$ 40,799	15.39%
<i>7071 · Audit</i>	\$ 7,000	\$ 7,038	\$ (38)	100.54%
<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	\$ 384	\$ 336	53.33%
7080 · Rent	\$ 9,672	\$ 5,642	\$ 4,030	58.33%
7090 · Traffic Equipment	\$ 8,000	\$ 550	\$ 7,450	6.87%
7095 · SADES Equipment	\$ -	\$ -	\$ -	
8010 · Travel Expense	\$ 4,500	\$ 2,220	\$ 2,280	49.33%
8050 · Utilities	\$ 15,364	\$ 8,440	\$ 6,924	54.93%
<i>8051 · Electricity and Propane</i>	\$ 6,000	\$ 2,906	\$ 3,094	48.44%
<i>8052 · Telephone and Internet</i>	\$ 9,364	\$ 5,533	\$ 3,831	59.09%
8060 · Vehicle O&M	\$ 5,500	\$ 3,301	\$ 2,199	60.01%
Totals	\$ 965,201	\$ 527,220	\$ 439,198	54.62%
			Target:	58.33%

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Lakes Region Planning Commission - Dashboard





Lakes Region Planning Commission
 STATEMENT OF FINANCIAL POSITION
 As of February 29, 2024

	<u>Feb 29, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1011.00 · Operating Account	3,986.42
1040.00 · Petty Cash	150.00
1070.01 · Money Market	70,853.66
1071.00 · Savings	1,851.37
Total Checking/Savings	<u>76,841.45</u>
Accounts Receivable	
1110.00 · Accounts Receivable	56,034.82
Total Accounts Receivable	<u>56,034.82</u>
Other Current Assets	
1451.00 · Prepaid Postage	61.41
1452.00 · Bulk Mail Permit 98	30.46
1510.00 · Vanguard Investments	297,837.21
1580.00 · NH PDIP	195,958.69
Total Other Current Assets	<u>493,887.77</u>
Total Current Assets	<u>626,764.04</u>
Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u><u>626,764.04</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	2,645.02
Credit Cards	1,751.01
Other Current Liabilities	
2110.00 · Accrued Salaries & Wages	838.00
2120.00 · Accrued Vacation Payroll	11,164.39
2130.00 · Payroll Liabilities	1,979.16
2350.00 · Deferred and Unearned Revenue	
2351.00 · Deferred Town Assessment	64,810.00
2352.00 · Deferred HHW Income	7,015.00
2353.00 · Deferred Other Income	6,869.01
Total 2350.00 · Deferred and Unearned Revenue	<u>78,694.01</u>
Total Other Current Liabilities	<u>92,675.56</u>
Total Current Liabilities	<u>97,071.59</u>
Total Liabilities	97,071.59
Equity	
3110.00 · Unrestricted Net Assets	555,186.70
Net Income	(25,494.25)
Total Equity	<u>529,692.45</u>
TOTAL LIABILITIES & EQUITY	<u><u>626,764.04</u></u>



Lakes Region Planning Commission
FY24 Budget Performance
 February 29, 2024

	Fiscal Year (24)-to-Date			
	FY24 Approved Annual Budget	FY24 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
Income				
4010 · Contract Income	\$ 694,886	\$ 330,049	\$ (364,837)	47.50%
4020 · HHW Income	\$ 115,148	\$ 110,487	\$ (4,661)	95.95%
4040 · Interest Income	\$ 6,163	\$ 11,465	\$ 5,302	186.02%
4050 · Miscellaneous Income	\$ 6,000	\$ 3,900	\$ (2,100)	65.00%
4060 · Local Appropriations	\$ 141,704	\$ 94,471	\$ (47,233)	66.67%
4070 · Sales Income	\$ 1,300	\$ 4,289	\$ 2,989	329.92%
4015 · Donations	\$ -	\$ 200	\$ 200	
4090 · Funds Transfer	\$ -	\$ -	\$ -	
Total Income (est.)	\$ 965,201	\$ 554,861	\$ (410,340)	57.49%
Expense				
			Target:	66.67%
6030 · Custodian	\$ 4,420	\$ 2,890	\$ 1,530	65.38%
6050 · Education and Training	\$ 1,000	\$ 3,973	\$ (2,973)	397.34%
6060 · Equipment Maintenance	\$ 14,350	\$ 11,582	\$ 2,768	80.71%
6070 · HHW Expense	\$ 99,662	\$ 96,678	\$ 2,984	97.01%
6080 · Insurance - Bonds and Business	\$ 3,450	\$ 3,469	\$ (19)	100.55%
7010 · Publishing/Memberships/Meetings	\$ 14,750	\$ 7,372	\$ 7,378	49.98%
7020 · Miscellaneous Expense	\$ 750	\$ 1,329	\$ (579)	177.16%
7030 · Office Improvements	\$ 1,000	\$ -	\$ 1,000	0.00%
7040 · Office Expense	\$ 15,580	\$ 9,268	\$ 6,312	59.49%
7050 · Payroll Expenses	\$ 717,933	\$ 437,877	\$ 280,056	60.99%
7060 · Postage and Printing	\$ 1,050	\$ 361	\$ 689	34.35%
7069 · Allowance for Direct Grant Expenses	\$ -	\$ 1,188	\$ (1,188)	
7070 · Professional Services	\$ 48,220	\$ 7,476	\$ 40,745	15.50%
7080 · Rent	\$ 9,672	\$ 6,448	\$ 3,224	66.67%
7090 · Traffic Equipment	\$ 8,000	\$ 550	\$ 7,450	
7095 · SADES Equipment	\$ -	\$ -	\$ -	
8010 · Travel Expense	\$ 4,500	\$ 2,632	\$ 1,868	58.49%
8050 · Utilities	\$ 15,364	\$ 9,336	\$ 6,028	60.77%
8060 · Vehicle O&M	\$ 5,500	\$ 3,301	\$ 2,199	60.01%
Total Expense	\$ 965,201	\$ 605,729	\$ 359,472	62.76%
			Target:	66.67%
Net Ordinary Income¹	\$ (0)	\$ (50,868)		
Realized Gain (Loss)²				
Unrealized Gain (Loss)²		\$ 25,375		
Net Income		\$ (25,493)		

¹Net Ordinary (Operating) Income is as of February 29, 2024.

²Realized and Unrealized Investment Gain (Loss) are as of February 29, 2024.



Lakes Region Planning Commission
FY24 Budget Performance
 February 29, 2024

	Fiscal Year (24)-to-Date			
	FY24 Approved Annual Budget	FY24 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
Membership	141,704	94,471	(47,233)	66.67%

Local Contracts

PRLAC	\$ 2,700	\$ 600	\$ (2,100)	22.22%
DES SWP (Belmont-Northfield-Sandwich)	\$ 24,825		\$ (24,825)	
RSMS Project New Hampton Update	\$ 1,298	\$ 1,298	\$ -	100.00%
Other Traffic Counts		\$ 540	\$ 540	
NBRC Gale School		\$ 1,189	\$ 1,189	
NBRC Town of Sandwich		\$ 2,363	\$ 2,363	
NBRC Town of Hebron		\$ 1,952		
CDBG Grafton County Micro Enterprise	\$ 45,333	\$ 34,799	\$ (10,534)	76.76%
Additional NBRCs			\$ -	
Subtotal	\$ 74,156	\$ 42,742	\$ (33,366)	57.64%

State / Federal Contracts

OEP Targeted Block Grant	\$ 11,111	\$ 4,782	\$ (6,329)	43.04%
PRLAC Corridor Management Plan	\$ 1,700	\$ 1,700	\$ -	
DOS HSEM - Gilmanton	\$ 7,500		\$ (7,500)	
DOS HSEM - Moultonborough	\$ 7,500		\$ (7,500)	
DOS HSEM - Wolfboro	\$ 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	\$ 0	100.00%
EPA FY24/25 Brownfields	\$ 72,133	\$ 16,680	\$ (55,453)	23.12%
USDA Solid Waste Management FY24	\$ 106,500	\$ 27,574	\$ (78,926)	25.89%
DOT UPWP FY 24 / 25	\$ 305,411	\$ 196,168	\$ (109,243)	64.23%
DOS HSEM - Gilford				
DOT HSIP Data Collection			\$ -	
HUD Region Plan (Sheeheen Ear Mark)	\$ 41,812	\$ 1,341	\$ (40,471)	3.21%
NBRC Admin and Coaching	\$ 10,000		\$ (10,000)	
Subtotal	\$ 620,730	\$ 287,307	\$ (333,423)	46.29%
Total 4010 · Contract Income	\$ 694,886	\$ 330,049	\$ (366,789)	47.50%

Other Income

4020 · HHW	\$ 115,148	\$ 110,487	\$ (4,661)	95.95%
4021 · HHW Local	\$ 99,662	\$ 95,677	\$ (3,985)	96.00%
4022 · DES HHW	\$ 15,486	\$ 14,810	\$ (676)	95.63%
4015 · Donations	\$ -	\$ 200	\$ 200	
4040 · Interest & Dividends	\$ 6,163	\$ 11,465	\$ 5,302	186.02%
Land use book sales / GIS	\$ 1,300	\$ 4,289	\$ 2,989	329.92%
Other/Misc Income/Annual Meeting	\$ 6,000	\$ 3,900	\$ (2,100)	65.00%
Fund Balance	\$ -		\$ -	
Subtotal	\$ 128,611	\$ 130,341	\$ 1,730	101.34%

TOTAL	\$ 965,201	\$ 554,861	\$ (412,293)	57.49%
			Target:	66.67%



Lakes Region Planning Commission
FY24 Budget Performance
 February 29, 2024

Expense Account	Fiscal Year (24)-to-Date			
	FY24 Approved Annual Budget	FY24 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
6030 · Custodian	\$ 4,420	\$ 2,890	\$ 1,530	65.38%
6050 · Education and Training	\$ 1,000	\$ 3,973	\$ (2,973)	397.34%
6060 · Equipment Maintenance	\$ 14,350	\$ 11,582	\$ 2,768	80.71%
<i>6062 · Equipment/Computer Maintenance</i>	\$ 14,350	\$ 11,409	\$ 2,941	79.50%
<i>6061 · Equipment Purchases</i>	\$ -	\$ 173	\$ (173)	
6070 · HHW Expense	\$ 99,662	\$ 96,678	\$ 2,984	97.01%
6080 · Insurance - Bonds and Business	\$ 3,450	\$ 3,469	\$ (19)	100.55%
7010 · Publishing/Memberships/Meetings	\$ 14,750	\$ 7,372	\$ 7,378	49.98%
7020 · Miscellaneous Expense	\$ 750	\$ 1,329	\$ (579)	177.16%
7030 · Office Improvements	\$ 1,000	\$ -	\$ 1,000	0.00%
7040 · Office Expense	\$ 15,580	\$ 9,268	\$ 6,312	59.49%
<i>7043 · Copier Lease</i>	\$ 5,000	\$ 3,149	\$ 1,851	62.98%
<i>7041 · Supplies</i>	\$ 10,580	\$ 6,119	\$ 4,461	57.83%
7050 · Payroll Expenses	\$ 717,933	\$ 437,877	\$ 280,056	60.99%
<i>7051 · Salaries and Wages</i>	\$ 526,833	\$ 315,431	\$ 211,402	59.87%
<i>7052 · Health, Dental, Disability, Life & Unemp</i>	\$ 105,161	\$ 66,030	\$ 39,131	62.79%
<i>7055 · Retirement Fund</i>	\$ 45,636	\$ 32,191	\$ 13,445	70.54%
<i>7057 · Payroll Taxes</i>	\$ 40,303	\$ 24,225	\$ 16,078	60.11%
7060 · Printing & Postage	\$ 1,050	\$ 361	\$ 689	34.35%
7069 · Allowance for Direct Grant Expenses		\$ 1,188	\$ (1,188)	
7070 · Professional Services	\$ 48,220	\$ 7,476	\$ 40,745	15.50%
<i>7071 · Audit</i>	\$ 7,000	\$ 7,038	\$ (38)	100.54%
<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	\$ 438	\$ 282	60.83%
7080 · Rent	\$ 9,672	\$ 6,448	\$ 3,224	66.67%
7090 · Traffic Equipment	\$ 8,000	\$ 550	\$ 7,450	6.87%
7095 · SADES Equipment	\$ -	\$ -	\$ -	
8010 · Travel Expense	\$ 4,500	\$ 2,632	\$ 1,868	58.49%
8050 · Utilities	\$ 15,364	\$ 9,336	\$ 6,028	60.77%
<i>8051 · Electricity and Propane</i>	\$ 6,000	\$ 3,168	\$ 2,832	52.81%
<i>8052 · Telephone and Internet</i>	\$ 9,364	\$ 6,168	\$ 3,196	65.87%
8060 · Vehicle O&M	\$ 5,500	\$ 3,301	\$ 2,199	60.01%
Totals	\$ 965,201	\$ 605,729	\$ 360,689	62.76%
			Target:	66.67%

Attachment 3



Monthly Executive Report

Local

- **Belmont.** Corresponded with EMD regarding HMP/HSEM grant forms and HMP updates.
- **Bridgwater HMP.** Scheduled two hybrid meetings for January to complete the mitigation action development, prioritization, and implementation process. Reached out to Emergency Health Preparedness Coordinator and Tri-County CAP for input/attendance.
- **Center Harbor.** Corresponded with EMD regarding HMP/HSEM grant forms.
- **Freedom.** Provided technical assistance on mapping information for the Freedom Conservation Commission.
- **Meredith.** Provided information regarding GIS data availability to master plan consultant.
- **New Hampton.** Met with New Hampton Planning Assistant regarding local zoning and master plan update efforts.
- **Northfield.** Attended Northfield Planning Board meeting to continue to discuss changes to Northfield's Groundwater Protection Ordinance. The Board decided to table further discussion until the new model ordinance is released.
- **Sandwich.** Began working on public outreach and education for changes to Sandwich's groundwater protection ordinance. Provided draft one page summary of changes to Sandwich for public information.
- **Tamworth.** Reviewed Onestop data from NHDES reports for North Country Recycling Center and provided comments to Tamworth representatives. We discussed the need for an environmental review of the property before purchasing.
- **Tilton HMP.** Met with State HMP Planner to work through required revisions from FEMA.

Grant Administration

- Four direct grants for GRDC processed and paid.
- Three direct grants for GRDC processed.
- One direct grant for WREN processed.

Household Hazardous Waste

- **2023 Collections.** Finalized and submitted HHW 2023 report to NHDES.
- **2024 Collections.** Received host site commitments from all eight sites. Eleven commitments have been received representing more than \$68K.

Regional

- **PRLAC.** Distributed agenda and minutes for special January PRLAC meeting. Posted website link to the draft 2024 Pemi River Corridor Management Plan.

Solid Waste

- Contacted solid waste operators in the Lakes Region to discuss upcoming roundtable topics for 2024 and availability.
- Utilizing data obtained from NHDES meeting on composting guides, we have documented how to incorporate same into decision trees and quick use guides for solid waste operators.
- Inventoried solid waste projects for the 2023 year to send into NHDES.
- Completed USDA solid waste management grant (SWM) application with MHI graph numbers, current solid waste material quantities, and HHW participation rate for 2023.
- Submitted solid waste management grant application for 2024.
- Prepared a write-up to include project description and budget amounts for the RBDG application for a circuit rider position.
- Communicated with USDA to determine contacts for RBDG, required forms and grant application package availability, as well as additional grants that could be used for the same project. Completed scope of work and timeline, and drafted narrative for RBDG application. Seeking to schedule meeting with USDA RBDG representatives to review grant application and project scope.

Transportation

- Created regional and standard maps for communities in the Lakes Region.
- Created online traffic counting dashboard for communities to view locations and progress of counts.
- Outreach and information on RSMS/SADES programs and availabilities.
- Distributed to members a final draft of the bike/ped plan for comment at the December TAC meeting.
- Attended scoping meeting for 63 Laconia Road, Tilton.
- Distributed transportation newsletter with new funding opportunities.

ACRONYMS

CAP	Community Action Program
EMD	Emergency Management Director
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
LRPC	Lakes Region Planning Commission
MHI	Median Household Income
NHDES	NH Department of Environmental Services
PRLAC	Pemigewasset River Local Advisory Committee
RBDG	Rural Business Development Grant
RSMS	Road Surface Management System
SADES	Statewide Asset Data Exchange System
SWM	Solid Waste Management
TAC	Transportation Advisory Committee
USDA	United States Department of Agriculture
WREN	Women's Rural Enterprise Network



Monthly Executive Report

Local

- **Bridgewater.** Rescheduled two hybrid meetings for early February to complete the mitigation action development, prioritization, and implementation process.
- **Effingham.** Responded to inquiries from ZBA regarding DRI notice.
- **Sandwich.** Researched and reviewed agendas and minutes regarding Sandwich Planning Board discussion and action on proposed amendments to its Groundwater Protection Ordinance. Documented that Sandwich posted one page summary of amendments for public information on its website. Provided GIS data for town to their vendor.
- **Tilton.** Revisions were made to the Tilton Hazard Mitigation Plan and the revised plan was resubmitted for FEMA review. Provided update to Interim Town Manager regarding plan status.

Economic Development

- **Regional Plan Update – HUD.** Finalized sub-agreement with Strafford Regional Planning Commission for regional plan update.

Grant Administration

- WREN direct grant paid.
- 5 quarterly micro technical assistance claims generated and approved, including LRPC's claim.
- 5 semi-annual reports for micro technical assistance claims were submitted.

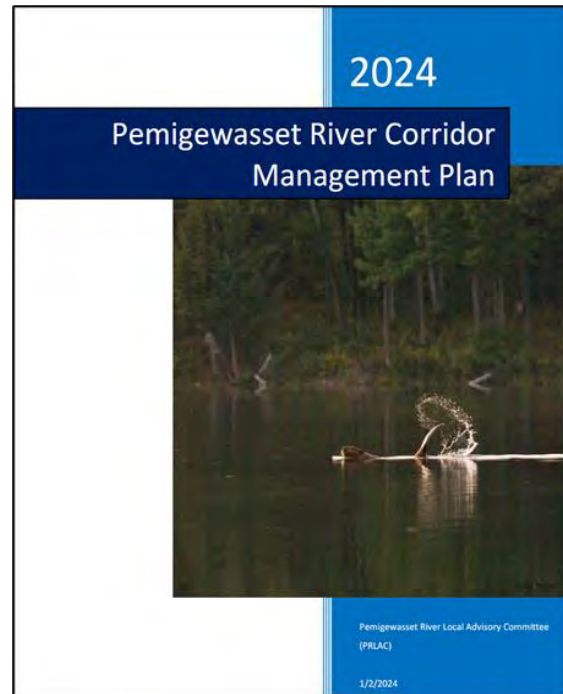
Household Hazardous Waste

- **2023 Collections.** Received completeness confirmation from vendor and submitted final manifests to NHDES.
- **2024 Collections.** Submitted application to NHDES for 2024 collections and reimbursement grant. Twelve commitment letters have been received, representing more than \$73K.

Regional

- **NHDES | Source Water Protection - Belmont, Northfield, and Sandwich).** Prepared quarterly report for the grant. Contacted NHDES regarding status of updated model ordinance and was advised that the ordinance may be available in February. Informed towns.
- **PRLAC.** Distributed PRLAC's Annual Report to Town Offices and local representatives.

- **Pemi River Corridor Management Plan.** The Pemigewasset River Local Advisory Plan was finalized, adopted, and posted to LRPC's website. A note with the link to the plan on the PRLAC webpage was sent to all riparian communities and PRLAC representatives. The approved plan was submitted to NHDES along with an invoice.



Solid Waste



- Scheduled 3 site visits: Town of Moultonborough, Town of Meredith, and Town of Wolfeboro. The Moultonborough transfer station site visit was conducted on January 8th to review single stream recycling methods and progress on foam collection. Completed single stream recycling, cost review, revenue production, and foam collection research report. Visited the Meredith transfer station site on January 18th and subsequently prepared a report on source separation recycling, cost review, and revenue production. Wolfeboro's transfer station site visit was performed on January 22nd. A report was prepared concerning source separation, cost review, and revenue production for this facility.
- Wrote sections for the RBDG grant application narrative, including economic and recovery plan (NH), Lakes Region CEDS plan, economic benefits, project needs, project funding, and budget for energy circuit rider position.
- Participated in Solid Waste Management Grant Entrance Conference (virtually) with USDA representatives. Submitted first quarter report for the USDA Solid Waste Management Grant.
- Completed review work for the USDA solid waste management audit.

Transportation

- Finalized RCC Rider survey and prepared for distribution.
- Met with WOW group to discuss extension of trail into Meredith.
- Attended Complete Streets Advisory Committee and Highway Safety Improvement Program meetings.
- Met with Tuftonboro Selectboard to discuss RSMS/SADES and estimated cost.

ACRONYMS

CEDS	Comprehensive Economic Development Strategy
DRI	Development of Regional Impact
FEMA	Federal Emergency Management Agency
HUD	Housing and Urban Development
LRPC	Lakes Region Planning Commission
NHDES	NH Department of Environmental Services
PRLAC	Pemigewasset River Local Advisory Committee
RCC	Regional Coordinating Council
RBDG	Rural Business Development Grant
USDA	United States Department of Agriculture
WREN	Women's Rural Enterprise Network
ZBA	Zoning Board of Adjustment



Monthly Executive Report

Local

- **Barnstead.** Prepared RSMS quote.
- **Bridgewater.** Held two hazard mitigation plan public committee meetings, incorporated input, and completed the HMP update. Submitted to NHHSEM & FEMA for review.
- **Meredith.** Met with sewer/water personnel and Town Planner to discuss connections between water and sewer infrastructure, zoning, and affordable housing.

Economic Development

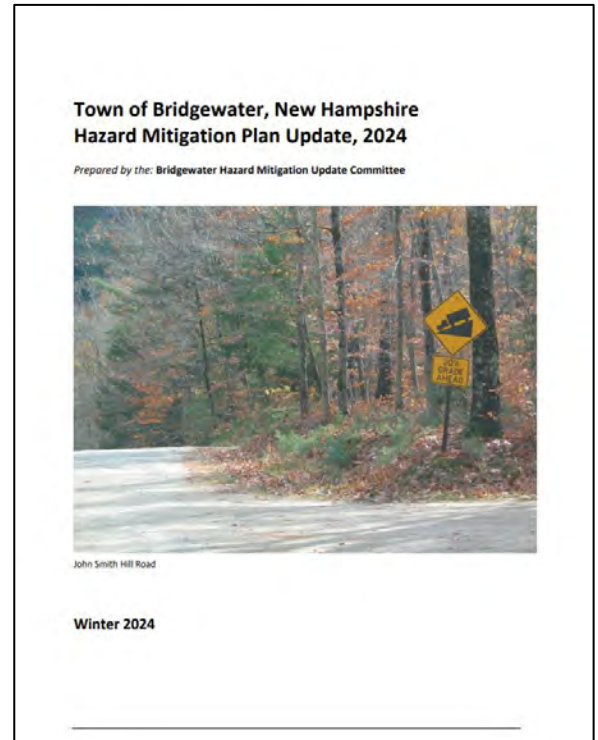
- **Regional Plan Update – HUD.** Worked on mapping the intersections of infrastructure and multifamily housing zones.

Grant Administration

- 5 semi-annual reports *approved* for microenterprise technical assistance.
- Attended mid-grant public hearing for microenterprise technical assistance.
- 2 direct grants for Coos Economic Development Corporation.
- Performed site visit at Wentworth Economic Development Council.

Household Hazardous Waste

- Forwarded reminders to communities who have not yet submitted their 2024 commitment letters.
- Addressed several inquiries from residents regarding HHW options.
- Worked on preparations for event, including obtaining price quotes for t-shirts and banners and designing pamphlets, flyers and advertisement.
- Submitted permit to NH Parks & Recreation Department for use of White Lake State Park in Tamworth as an HHW collection site.



Regional

- **NHDES | Source Water Protection - Belmont, Northfield, and Sandwich).** Received and reviewed draft of updated source water protection model ordinance from NHDES.
- **PRLAC.** Participated in monthly meeting. Discussed outreach opportunities with membership.

Solid Waste



Picture by Matt Rose: horizontal-baling machine from January's solid waste site visit in Wolfeboro.

- Attended circuit rider grant resources training.
- Began preparations for the March 26th solid waste operator training roundtable. Topics will include 2024 HHW program updates, the NHDES webpage "Managing My Waste", and pending state legislation for waste materials. Contacted solid waste operators and town administrators from each member municipality to advise them of the upcoming roundtable.
- **Brownfields.** Completed RFP process with brownfields ranking committee and selected engineering firm to move forward with a contract. Attended meeting with selected engineering firm to discuss scope of work, contract terms, and upcoming stakeholder meetings. Attended meeting regarding Ashland Mill Pond site to discuss moving forward with Phase 1 assesement.

Transportation

- Hosted TAC meeting on complete streets and Statewide Asset Data Exchange System (SADES). Presented information on data collection services.
- Attended Spring Transportation Planner Collaborative (TPC), Mid-State RCC, and HSIP committee meetings.
- Finalized and distributed Regional Coordinating Council ridership survey to region.
- Created Transportation Newsletter.
- Met with NHDES regarding stormwater and stream crossing, and scheduled guest speaker for April meeting.
- Attended NH House of Representatives public works and highways committee discussions on House Bill 2024 relative to the state ten year transportation improvement plan for 2025 – 2034.

ACRONYMS

FEMA	Federal Emergency Management Agency
HHW	Household Hazardous Waste
HMP	Hazard Mitigation Plan
HSIP	Highway Safety Improvement Program
HUD	Housing and Urban Development
NHDES	NH Department of Environmental Services
NHHSEM	NH Homeland Security and Emergency Management
PRLAC	Pemigewasset River Local Advisory Committee
RCC	Regional Coordinating Council
RFP	Request for Proposal
RSMS	Road Surface Management System
TAC	Transportation Advisory Committee

Attachment 4

Lakes Region Planning Commission FY25 PROPOSED BUDGET

	FY24 Budget Approved	FY25 Budget Proposal
Ordinary Income/Expense		
Income		
4010 · Contract Income	\$ 694,886.00	\$ 982,654.00
4020 · HHW Income		
4021 · HHW Local Income	\$ 99,662.00	\$ 144,000.00
4022 · HHW State Income	\$ 15,486.00	\$ 16,899.00
Total 4020 · HHW Income	\$ 115,148.00	\$ 160,899.00
4045 · Interest & Dividends - Invest	\$ 6,163.00	\$ 23,357.00
4050 · Miscellaneous Income		
4053 · Annual Meeting	\$ 6,000.00	\$ 10,050.00
Total 4050 · Miscellaneous Income	\$ 6,000.00	\$ 10,050.00
4060 · Local Appropriation Dues ⁽¹⁾	\$ 141,704.00	\$ 147,373.00
4070 · Sales Income		
4071 · Land Use Book Sales	\$ 1,300.00	\$ 1,225.00
Total 4070 · Sales Income	\$ 1,300.00	\$ 1,225.00
4090 · Fund Balance		\$ 50,000.00
Total Income	\$ 965,201.00	\$ 1,375,558.00
Gross Profit	\$ 965,201.00	\$ 1,375,558.00
Expense		
6030 · Custodian	\$ 4,420.00	\$ 4,550.00
6050 · Education & Training	\$ 1,000.00	\$ 1,000.00
6060 · Equipment Maintenance		
6062 · Equip. Maint	\$ 7,800.00	\$ 8,280.00
6063 · Computer Maint.	\$ 1,000.00	\$ 1,000.00
Total 6060 · Equipment Maintenance	\$ 8,800.00	\$ 9,280.00
6061 · Equipment Purchases		
6070 · HHW Expense		
6072 · HHW Contractors	\$ 99,662.00	\$ 144,000.00
Total 6070 · HHW Expense	\$ 99,662.00	\$ 144,000.00
6080 · Insurance - Bonds & Business	\$ 3,450.00	\$ 3,450.00
7010 · Publishing/Memberships/Meetings		
7011 · Annual Meeting	\$ 8,000.00	\$ 8,000.00
7012 · Memberships	\$ 5,000.00	\$ 5,000.00
7013 · Commissioner/Other Meetings	\$ 1,250.00	\$ 1,250.00
7015 · Publications, Subscriptions	\$ 500.00	\$ 500.00
Total 7010 · Publishing/Memberships/Meetings	\$ 14,750.00	\$ 14,750.00
7020 · Miscellaneous Expense	\$ 750.00	\$ 750.00
7030 · Office Improvements	\$ 1,000.00	\$ 1,000.00
7040 · Office Expense		
7041 · Supplies	\$ 5,500.00	\$ 5,500.00
7042 · Software Renewal	\$ 10,630.00	\$ 11,250.00
Total 7040 · Office Expense	\$ 16,130.00	\$ 16,750.00
7043 · Copier Lease	\$ 5,000.00	\$ 5,000.00

Lakes Region Planning Commission FY25 PROPOSED BUDGET

	FY24 Budget	FY25 Budget
	Approved	Proposal
7050 · Payroll Expenses		
7051 · Salaries & Wages	\$ 526,833.00	\$ 596,335.00
<i>Core Staff</i>	\$ 501,465.00	\$ 563,510.00
<i>Summer Staff</i>	\$ 25,368.00	\$ 32,825.00
7052 · Health Insurance	\$ 96,311.00	\$ 117,864.00
7053 · Life Insurance	\$ 600.00	\$ 600.00
7054 · Long Term Disability Insurance	\$ 837.00	\$ 875.00
7055 · Retirement Fund	\$ 45,636.00	\$ 60,539.00
7056 · Dental Insurance	\$ 5,013.00	\$ 5,928.00
7057 · Payroll Taxes	\$ 40,303.00	\$ 45,620.00
7058 · Workmans Comp.	\$ 1,000.00	\$ 1,250.00
7059 · Unemployment Insurance	\$ -	\$ 750.00
7061 · Short Term Disability Insurance	\$ 1,400.00	\$ 2,350.00
Total 7050 · Payroll Expenses	\$ 717,933.00	\$ 832,111.00
7060 · Postage & Printing		
6064 · Postage Fee	\$ 300.00	\$ 360.00
7062 · Postage	\$ 750.00	\$ 300.00
Total 7060 · Postage & Printing	\$ 1,050.00	\$ 660.00
7070 · Professional Services		
7072 · Consultant	\$ 40,000.00	\$ 289,000.00
7075 · Payroll Service	\$ 720.00	\$ 875.00
Total 7070 · Professional Services	\$ 40,720.00	\$ 289,875.00
7071 · Audit	\$ 7,000.00	\$ 7,500.00
7074 · Legal	\$ 500.00	\$ 500.00
7080 · Rent	\$ 9,672.00	\$ 9,672.00
7090 · Traffic Equipment	\$ 8,000.00	\$ 8,000.00
8010 · Travel Expense	\$ 4,500.00	\$ 4,500.00
8050 · Utilities		
6090 · Internet	\$ 4,060.00	\$ 5,210.00
8051 · Utilities-Propane	\$ 3,500.00	\$ 3,500.00
8052 · Telephone	\$ 5,304.00	\$ 5,000.00
8053 · Electric	\$ 2,500.00	\$ 3,000.00
Total 8050 · Utilities	\$ 15,364.00	\$ 16,710.00
8060 · Vehicle O&M	\$ 5,500.00	\$ 5,500.00
Total Expense	\$ 965,201.00	\$ 1,375,558.00
Net Ordinary Income	\$ -	\$ -

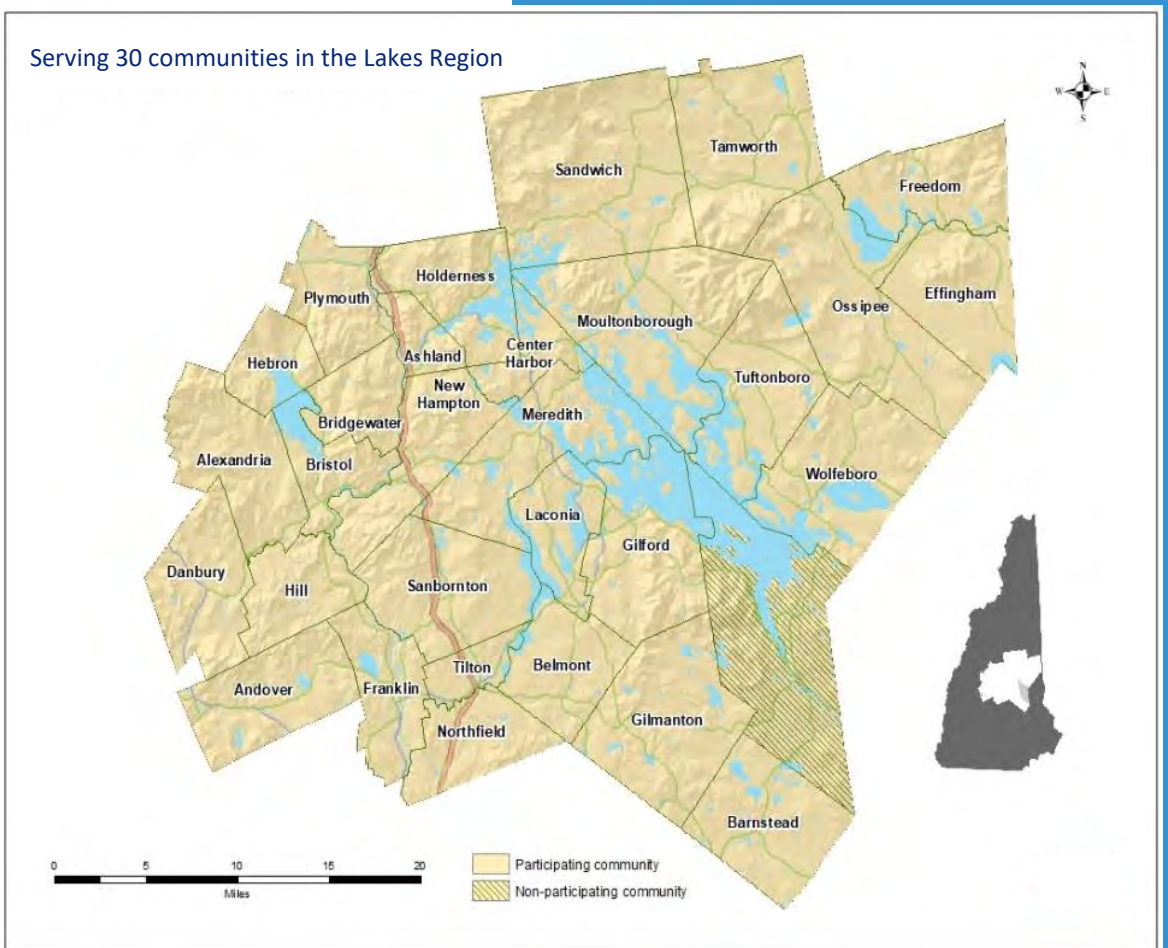
Attachment 5

Lakes Region Planning Commission



Title VI Policy

To Ensure Nondiscrimination in
all Programs and Activities



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

TABLE OF CONTENTS

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

Civil Rights Policy

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

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

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

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

LRPC's Goals

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

LRPC's Accomplishments

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

Notice to the Public

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

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

Discrimination Complaint Procedures

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

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

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

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

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

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

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

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

Active Lawsuits, Complaints, or Inquiries Alleging Discrimination

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

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

Public Participation and Decision-Making Body

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

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

Appendix A

TITLE VI COMPLAINT FORM: Lakes Region Planning Commission

SECTION I

Name: _____

Address: _____

Telephone Numbers: (home) _____ (work) _____

E-Mail Address: _____

Accessible Format Requirements?

Large Print _____ Audio _____ TDD _____ Other _____

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

SECTION II

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

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

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

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

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

SECTION III

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

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

Have you ever filed with any of the following agencies?

Any federal agency _____ NHDOT _____ Department of Justice _____

Equal Opportunity Commission _____ Other _____

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

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

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

SECTION IV

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

SECTION V

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

May we release your identity? Yes _____ No _____

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

Printed Name: _____

Date: _____

Appendix B

Section 504 Grievance Procedure

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

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

Procedure:

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

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

Attachment 6

A N N O U N C E M E N T

FY25 Congressionally Directed Spending (CDS) Process

The portal to submit FY25 Congressionally Directed Spending requests to the Office of Senator Jeanne Shaheen is *now open*. Applications will be accepted until Friday, March 22, 2024. To access the application portal, click [here](#).

Senator Shaheen's office has just announced that they will be co-hosting two webinars in partnership with the NH Municipal Association and the NH Center for Nonprofits for eligible NH entities to learn more about the FY25 CDS process. They have been scheduled as follows:

NH Municipal Association

- Date/Time: Tuesday, March 5th from 10:30am – 11:30am
- Registration link: https://us06web.zoom.us/webinar/register/WN_N3Pr8IU8SoOquF2qQ1BnRQ#/registration

NH Center for Nonprofits

- Wednesday, March 6th from 1pm – 2pm
- Registration link: <https://www.nhnonprofits.org/events/partner-event-how-submit-congressional-directed-spending-0>

Background on CDS (as provided by Senator Shaheen's office):

One of the most fundamental constitutional duties of Congress is the appropriations process—the annual allocation of funds for federal discretionary programs that support national defense, small businesses, transportation, food assistance for low-income seniors, research and development, and much more. As a member of the Senate Appropriations Committee, Senator Shaheen looks to ensure that the federal government invests in policies and programs that provide assistance to Granite State communities and help our nation move forward.

Only public and non-profit entities may request congressional directed spending items.

While we don't know the exact accounts that will be made available for requests, past years have had little fluctuations in the following bills:

1. Agriculture, Rural Development, Food and Drug Administration, and Related Agencies
2. Commerce, Justice, Science and Related Agencies
3. Energy and Water Development, and Related Agencies
4. Financial Services and General Government
5. Homeland Security
6. Interior, Environment, and Related Agencies
7. Labor, Health, and Human Services, Education, and Related Agencies
8. Military Construction, Veterans Affairs, and Related Agencies
9. Transportation, Housing and Urban Development, and Related Agencies

If any changes occur to this list, we will notify you.

For examples of previous year projects, please review FY2022, Senator Shaheen secured [\\$69,047,000 for New Hampshire projects](#) and FY2023, Senator Shaheen secured [\\$111,359,972 for 105 New Hampshire projects](#).

Any questions and/or concerns can be directed to appropriations_shaheen@shaheen.senate.gov.

News Articles

City names Rob Mora as new planning director to start Jan. 22

By ADAM DRAPCHO
THE LACONIA DAILY SUN

LACONIA — The city now has its third planning director in the past 12 months, with the announcement on Tuesday of Rob Mora to the position.

Coinciding with the new appointment is a restructuring of the Planning and Code Enforcement departments, consolidating them into one office, located on the lower floor of City Hall.

Mora should be well-known to City Hall regulars. He previously served Laconia as its zoning technician, then assistant planner, for a five year period before leaving to take a job as state master planner for the Department

of Military Affairs and Veteran Services. He is also currently a member of the Planning Board, a role he will need to vacate to lead the department.

At this time last year, the Planning Department was led by Dean Trefethen, who resigned at the end of February amid a criminal investigation, which is still ongoing. The city appointed Kathy Menici, first as interim director, then as permanent director, but in the announcement issued Jan. 2, City Manager Kirk Beattie explained Menici resigned on Dec. 11.

Menici “has stepped down from her position so she can better attend to personal matters,” the announce-

ment read. “Those of us who worked alongside Kathy were very pleased with the job she did. I would like to thank her for her service to the City of Laconia, and wish her the best moving forward.”

Mora, as described in the announcement, is a Laconia native and served for 12 years in the U.S. Air Force. He is expected to begin his new position on Jan. 22.

In an interview, Beattie explained why Mora was selected for the position.

“Rob has a history of working here, also has served on the Planning Board, he knows the city, he lives in the city, he has an understanding of all of our processes and procedures. He is

going to hit the ground running right on Day 1, which is particularly important as we have a lot of building going on,” Beattie said, specifically noting the anticipated development of the former Laconia State School property. “That is going to require an active participation from our planner. With [Mora’s] history of being here, he was certainly the best choice for the position.”

Beattie said Mora will resign from his Planning Board seat, after which city council will begin the process of selecting an appointee.

When Mora takes over at the Planning Department, it will be a newly reorganized department that

includes the Code Enforcement Department. This is both a change as well as a return to a former mode of organization. Historically, the announcement noted, those two services were housed within the same department. The departments were split three years ago.

The Code Enforcement operations will be led by Joseph Gray, who has been working for the city for five years. “Joe was instrumental in helping both departments continue to move forward during the transition of leadership that the Planning and Code Enforcement Departments have experienced over the last eight months.”

Melissa Beth Countway sworn in as 110th associate justice on NH Supreme Court

STAFF REPORT
NASHUA TELEGRAPH

CONCORD — Melissa Beth Countway, of Alton, was officially sworn in today as the 110th Associate Justice of the New Hampshire Supreme Court. Administering the oath of office to Justice Countway in the David Souter Conference Room of the New Hampshire Supreme Court was Chief Justice Gordon J. MacDonald. Justice Countway had served as a Judge in the New Hampshire Circuit Court from

2017-2023, and previously served as the Belknap County Attorney as well as an attorney in private practice. Countway was nominated to the Supreme Court by Governor Christopher T. Sununu on November 8, 2023 and confirmed by the New Hampshire Executive Council on December 20, 2023.

Justice Countway makes history as the 4th woman to serve on the New Hampshire Supreme Court and the first ever Circuit Court Judge to be elevated to the Supreme Court. She will be present to hear her first oral arguments as an Associate Justice of the



Melissa Beth Countway sworn in as associate justice to NH Supreme Court by Chief Justice Gordon MacDonald. (Courtesy photo)

Supreme Court on January 3, 2024. Justice Countway will be formally sworn in at a public ceremony in the near future.

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FRIDAY

FRIDAY, JANUARY 5, 2024

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LACONIA, N.H.

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FREE



Clearing leaves — not snow — in January

Groundskeeper Edward Lasata dumps out the third of four full barrels of dead leaves after cleaning up around the property of the Lake Opechee Inn and Spa in Laconia on Thursday morning, (Daniel Sarch/The Laconia Daily Sun photo)

Casinos may be permitted already in city

Weirs Beach commercial resort zone may encompass this use

By ADAM DRAPCHO
THE LACONIA DAILY SUN

LACONIA — The landscape for operating a casino in the city became a bit clearer this week, as it appears such an operation could be permitted within the city's current zoning ordinances.

That would be a significant development, because it would preclude the need for the lengthy process needed to amend zoning.

City Manager Kirk Beattie provided

see **CASINOS** page 8

Incoming planner says State School, staffing will be top priorities

By ADAM DRAPCHO
THE LACONIA DAILY SUN

LACONIA — Robert Mora, the incoming director of the city's Planning Department, said the largest priority for him will be the former State School project, and the first challenge he will confront is going to be staffing.

see **PLANNER** page 6

Walking path at Gunstock will honor longtime employee

see *Sunshine Effect*, page 4



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TOWN OF NEW HAMPTON PLANNING BOARD

Tuesday, January 16, 2024 • 6:00 PM
in the Fire Department Training Room
26 Intervale Drive, New Hampton, NH

1. Pledge of Allegiance
2. Roll Call
3. Minutes: 12/19/23
4. Correspondence
5. Keri Camarigg & Mary Ann Coughlin – Cedar Lane, Tax Map R7, Lot 22B; Signing of amended plans based on conditions approved by Planning Board.
6. Douglas & Doreen Tehan – 322 NH Route 104, Tax Map R11, Lot 10; Signing of amended plans based on conditions approved by Planning Board.
7. Randy Colby (on property belonging to New Hampton Route 104 LLC) – Continuation of PUBLIC HEARING/SUBMISSION OF APPLICATION – 337 NH Route 104, Tax Map R-4, Lot 90A; Landscape & plant supply/sales and storage facility for landscape equipment, Site Plan Review.
8. Joshua & Robi Tyrrell – 18 Gordon Hill Road, Tax Map R3, Lot 9A; 2-lot subdivision; signing of plans.
9. Edwin & Jeanette Huckins 1997 Rev. Trust – 338 Dana Hill Road, Tax Map R16, Lot 19; 2-lot subdivision; signing of plans.
10. Michael Sharp – review project status for Professional Building, for which Site Plan approval was given on 12/20/22.
11. Tracy & Ruth Simula – PUBLIC HEARING/SUBMISSION OF APPLICATION; 221 Dana Hill Road, Tax Map R10, Lot 12; 3-lot subdivision.
12. Review of draft RFP for Planning Consultant.
13. Review of Standing Committees.
14. And any other business that may come before the board.

PLANNER from page 1

Mora was named as the new planning director earlier this week. He will be succeeding Kathy Menici, who was appointed interim director in March, following the abrupt departure of Dean Trefethen. Menici, who was eventually elevated to permanent director, stepped away from the job in December due to personal reasons, according to City Manager Kirk Beattie.

Mora is no stranger to City Hall. He worked for the city from 2017 to 2022, as both a zoning technician and then as assistant planner. He is also currently a member of the Planning Board, though he is expected to resign from that position in order to lead the department as director.

Mora, who responded to questions via email, explained why he left the city's employment in 2022.

"I saw an advertisement for the master planner position for the New Hampshire Army National Guard and decided it was time to expand my professional experience." He said he gained it from his time working at the state level, both

through experience and relationships, but also realized he missed working at the community scale, specifically working with residents and developers to pursue their projects.

"I've also missed working with the various board members and other department heads," Mora explained. "So, when I saw the advertisement for the director position, I knew I had to apply."

Mora listed the planned development of the former Laconia State School property as the top of his priority list.

"I am extremely excited for the potential this project has to leave a positive impact on our community through good jobs and much needed housing," he said. "I look forward to working with the developer, city leaders and the community to help determine how this project will shape Laconia for future generations."

His first challenge will be filling the open positions within the department, he said. The city's website is currently



MORA

advertising for the positions of assistant planner and for planner technician.

"We, as residents, are fortunate to have the great staff within the Planning Department, but vacant positions have put a significant strain on those who have been picking up the slack," Mora said.

"My first priority will be to hire the right individuals needed to fill those vacancies before our current staff is burned out."

Mora said he is grateful to have a second opportunity to work for Laconia, where he grew up and resides. "I can't wait to engage with our residents and business owners as well as work with the mayor, city council and city manager to create a vibrant future for the city. We have such a great community, and I am thrilled to be working here again."

Mora is expected to assume his new role on Monday, Jan. 22.

...

To contact Adam Drapcho, email AD@laconiadailysun.com.

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