

LAKES REGION PLANNING COMMISSION

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



LRPC Executive Board Meeting

Minutes of September 14, 2022

Approved October 12, 2022

PRESENT	Dean Anson, III, Cristina Ashjian, John Ayer (Chair), Mardean Badger, Bill Bolton, Pat Farley (Secretary), Mark Hildebrand, David Katz (Vice Chair), David Kerr (Treasurer), Steve Wingate
ABSENT	Steve Favorite, Bob Snelling
STAFF	Jeff Hayes (Executive Director), Linda Waldron (Administrative Assistant), Carl Carder, Finance Administrator
PUBLIC	Charlene Vallee, Hennessey & Vallee, PLLC (auditor)
LOCATION	LRPC Office, 1 st Floor Conference Room, Meredith

1. Call to Order

Chair Ayer called the meeting to order at 9:00 AM.

2. Minutes

Chair Ayer asked if there were amendments or comments regarding the June 8th draft minutes. There were no concerns. Vice Chair Katz put forth a motion to approve the minutes as drafted. Secretary Farley seconded this motion. A voice vote was taken and all were in favor. Minutes were approved as submitted.

3. Finance/Treasurer Report

Executive Director Hayes suggested this report be reviewed in conjunction with the audit presentation and Chair Ayer agreed.

4. Monthly Executive Reports *(June & July/August)*

Executive Director Hayes briefly explained that these reports were looking good and that staff are contributing highlights more regularly so monthly reports should be produced consistently going forward. Vice Chair Katz inquired as to how the summer interns had worked out. Executive Director Hayes summarized their performance and contributions, and concluded that they were a highly productive and an excellent addition to our staff.

5. Committee Reports (TAC)

Treasurer Kerr discussed the TAC meeting last week and mentioned there was not a quorum. The next round 10 year plan was the primary topic of discussion. The Committee received a handout from the State setting forth the expected criteria to be used for evaluations. There will be 3 presentations at the next meeting coming from Laconia, Meredith, and Plymouth. It was mentioned that there will be an additional one million dollars of funds available this year, some of which may be able to be used for previously approved projects.

6. Old Business

Contents of the [FY23 Meeting Calendar](#) was briefly discussed including locations and topics. We are still working on securing meeting locations and the calendar will be amended as these are locked down. No changes were suggested to the calendar as presented.

LAKES REGION PLANNING COMMISSION

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



7. New Business

- a. Audit Report. Chair Ayer introduced Charlene Vallee of Hennessey & Vallee. Charlene gave a brief bio and went over the draft audit report referring to specific pages for a more detailed breakdown of certain items. She described some changes in the way they prepared their report this year. She reviewed what types of items they audit and how they make their determinations, as well as how the report is structured. Charlene notes that our balance sheet is strong. There were no concerns from the Board. Executive Director Hayes applauded Finance Administrator Carl Carder for his exemplary organization of data lending to a smooth audit process. Vice Chair Katz made a motion to accept the draft audit subject to the final executed submission from the auditor which was seconded by Steve Wingate. A voice vote was taken resulting in a unanimous approval.

A pause was taken by Chair Ayer to present our two new Board members – Cristina Ashjian from the Town of Moultonborough and Mark Hildebrand from the Town of Center Harbor. Cristina introduced herself and provided a little insight as to her background and achievements. She is Chair of the Heritage Commission and has been on other various committees within her community primarily focusing on reinvesting in their downtown/Main Street area. Mark introduced himself and stated that he is a member of the Conservation Commission in Center Harbor as well as a Planning Board member. Members of the Board also introduced themselves to Cristina and Mark and welcomed them.

- b. Solid Waste Grant Award. This announcement was made by Executive Director Hayes who stated that we have received a USDA grant in the amount of \$147,00.00 which was noted to be the biggest award ever received. Executive Director Hayes also mentioned that our new Solid Waste Planner (Matt Rose) is a very hands-on individual who has made tremendous strides in reaching out to our communities.
- c. FY24 Municipal Appropriations. Executive Director Hayes went over these numbers stating that inflation has been calculated to be 8.6% but that in an effort to moderate the increase, the LRPC has only raised its dues for the organization by an overall 5% to keep up with operating costs. Chair Ayer commented that he was in agreement with this moderation. Treasurer Kerr voiced a concern that the Town of Alton had been included in the appropriations calculations and because they have not yet rejoined the LRPC, the budget may be skewed if they do not join. Finance Administrator Carder explained that Alton's share will be excluded from applicable line item in the proposed budget unless they do join. It was suggested by Vice Chair Katz that we might add an asterisk to the budget line item indicating that the total doesn't include Alton. Vice Chair Katz made a motion to accept the dues structure proposed for FY24 as part of the overall budget for the Commissioner's approval to which Bill Bolton seconded. A voice vote was taken and all members were in favor.
- d. FY23 Proposed Budget. Executive Director Hayes stated this is up for review by the Executive Board after which it will be presented to the full commission for approval. As there is a potential for change to the budget resulting from the Non-Public (Executive) Session, this topic was tabled until after its conclusion.
- e. Commitment to Serve/Conflict of Interest Policy. Executive Director Hayes explained that these are standard forms we ask the Executive Board members to sign annually. These forms were passed out at the outset of the meeting, and we are asking that members review and sign each of the two documents and hand them in before leaving this morning.

LAKES REGION PLANNING COMMISSION

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



8. **Non-Public (Executive) Session.** Chair Ayer announced that we have need for a non-public session today to discuss a personnel issue which could affect the reputation of the organization. Pursuant to RSA 91-A, Secretary Farley put forth a motion to go into non-public session and to allow Administrative Assistant Waldron to attend a portion of same for note taking purposes. The motion was seconded by Steve Wingate.

Roll Call vote to enter non-public session:

Dean Anson	yes	Cristine Ashjian	yes	John Ayer	yes
Mardean Badger	yes	Bill Bolton	yes	Patricia Farley	yes
Mark Hildebrand	yes	David Katz	yes	David Kerr	yes
Steve Wingate	yes				

- 7d. After the non-public session ended, the FY23 Proposed Budget topic was revisited. After discussion, it was determined to add a "Bonus" line item and to increase the overall budget for utilities. A motion was made by Vice Chair Katz to recommend the proposed budget, subject to the changes previously discussed, to the full commission for approval. Motion was seconded by Mardean Badger. Voice vote was taken resulting in unanimous approval.

9. Roundtable

M. Hildebrand, Center Harbor—The only entry to Squam Lake in Center Harbor is via a small boat launch having limited parking. This has been problematic as it is increasingly being used by non-residents. To try to resolve the matter, a sign was erected advising of the implementation of a fine for use by non-residents. So far, this has worked. The new building inspector has been successful in bringing matters up to date, but they are struggling with the issue of what factors determine when a stone wall becomes a retaining wall or a structure, when "junky" yards become junk yards, and the fact that they have no ordinances with regards to tiny houses.

P. Farley, Tamworth—The Town's current sewer is over capacity. This impacts the Town's growth. They have been in touch with a couple of professionals to assist in coming up with a plan for a new system. Tonight there will be a public hearing on capital improvements and also on the Planning Board's groundwater protection concerns. There is also a broadband education forum which will be conducted via public session and Zoom scheduled for December.

S. Wingate, Tuftonboro—There has been a lot of development going on lately and the Conservation Commission has been receiving increased calls regarding potential violations which the Commission feels should be directed somewhere else.

Dean Anson, Laconia—The current City Manager is being replaced. His replacement comes from the Fire Department and he will be taking the position mid-October. There is an opening for a Planner they need to fill. With regard to the Conservation Commission, they have been advised by the Planning Director that if they see what they perceive to be a violation on private property, they are to report it to the Planning Department for follow-up. The Winnisquam Watershed Network, working with a couple other organizations, has put together a management plan for the watershed and they are going to implement 3 projects utilizing 319 grants which should begin sometime next year. A similar study is being done on Lake Opechee for implementation of a management plan there. They have also revised their natural resource inventory plan and the Planning Board has accepted that as a chapter for the Master Plan. The only public access ramp to Lake Winnisquam has been manned by lakes hosts who have surveyed about 4,000 boats and only had 2 major saves pertaining to water chestnuts.

LAKES REGION PLANNING COMMISSION

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



D. Katz, New Hampton—Zoning amendments are progressing and the hope is to have them finalized by December. Dave suggested that Mark (Hildebrand) take a look at New Hampton's zoning revisions as a reference on how to address their concerns regarding "junky" yards. Because there had been no site plan reviews for Airbnb's in the past, they have now revised this such that when a person converts their property to a rental of that nature, it constitutes a change in use and thus requires a site plan review. A notice is published on their website. As a result, there is an upcoming site plan review for an Airbnb rental now on the agenda. They have had several subdivisions with no significant action to the development of the property and they are trying to get a handle back on that concern.

B. Bolton, Plymouth—Bill advises there currently is a Town Manager vacancy and they have a Town Planning leaving January 1st opening up another vacancy.

M. Badger, Ashland—Mardean reports that the Mill Pond area is being eyed for a possible mixed use project which would develop 60 apartment units for workforce housing, 20 apartment units for seniors, and 4 lots for Habitat for Humanity use. They also have a new code enforcement officer which is working out great.

D. Kerr, Barnstead—The builder of one of their major subdivisions which was approved as a phased-in development is in hot water. At the start of construction, when the builder would come into the planning board office, he was somewhat aggressive in his mannerisms towards the clerk such that he became required to make an appointment so another person could be present during his visit. A few weeks ago he was working on the subdivision and had an altercation with a nearby resident which necessitated police intervention. Dave also mentioned that they are now conducting site walks on subdivisions; something they had not done in the past.

J. Ayer, Gilford—Starbucks is experiencing another delay as the tenant in the other half of their building needs to make some modifications to the location. The Michael's store in the Wal-Mart plaza is almost ready to open. The storage units being built are progressing nicely. There has been approval for a new subdivision at the end of Glidden Road and Route 11A just before the Alton town line. A Governor's Island seasonal resident recently purchased the Pheasant Ridge Country Club property. The old King's Grant Inn property on the corner of Routes 11B & 11C has been sold and the new owners are working on plans for mixed use development. It is their intention to have low income, affordable, market rate, and senior housing. They are also one of the groups who have submitted plans for the old State School property.

J. Hayes, LRPC—Jeff mentioned that the topic of regional housing needs is on the agenda for the upcoming Commissioner meeting. He has received preliminary numbers from State consultants that are not in line with the numbers we have calculated based upon the data we have collected. The State's data indicates the most need is for units in the low income tier. There is a large amount of NH Invest money as well as NH Housing Finance Authority grant money for this, and he feels there should be meetings scheduled to discuss this before publishing our RHNA data.

10. **Adjournment**

Chair Ayers declared the meeting adjourned at 11:45 AM.

Respectfully Submitted,
Linda Waldron
Administrative Assistant