

LAKES REGION PLANNING COMMISSION

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



LRPC EXECUTIVE BOARD MEETING

Wednesday, October 12, 2022

9:00 – 11:00 AM

LRPC Office, First Floor Conference Room
Humiston Building, 103 Main Street, Meredith, NH

AGENDA

NOTE: Seven (7) 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 September 14, 2022** *Attachment*
3. **Finance/Treasurer Report**
4. **Monthly Executive Report (September)** *Attachment*
5. **Committee Reports**
 - a. Transportation Advisory Committee (TAC)
6. **Old Business**
 - a. FY22 EB & Commissioner Attendance *Attachment*
 - b. Housing Needs Update
7. **New Business**
 - a. Title VI Policy 2022 Updates *Attachment*
8. **Non-Public Session**
9. **Roundtable**
10. **Public Input**
11. **Adjourn**

NEXT MEETING: November 9, 2022

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.

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LRPC Executive Board Meeting Minutes of September 14, 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.

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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.

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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 junk 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.

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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 junk 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

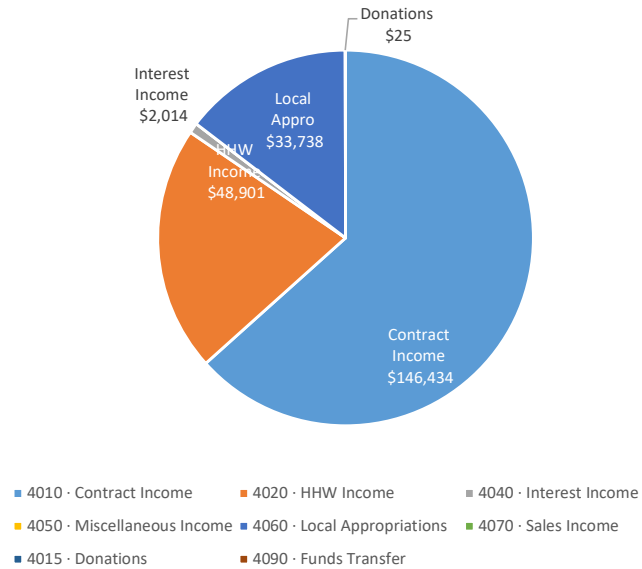
Chair Ayers declared the meeting adjourned at 11:45 AM.

Respectfully Submitted,
Linda Waldron
Administrative Assistant

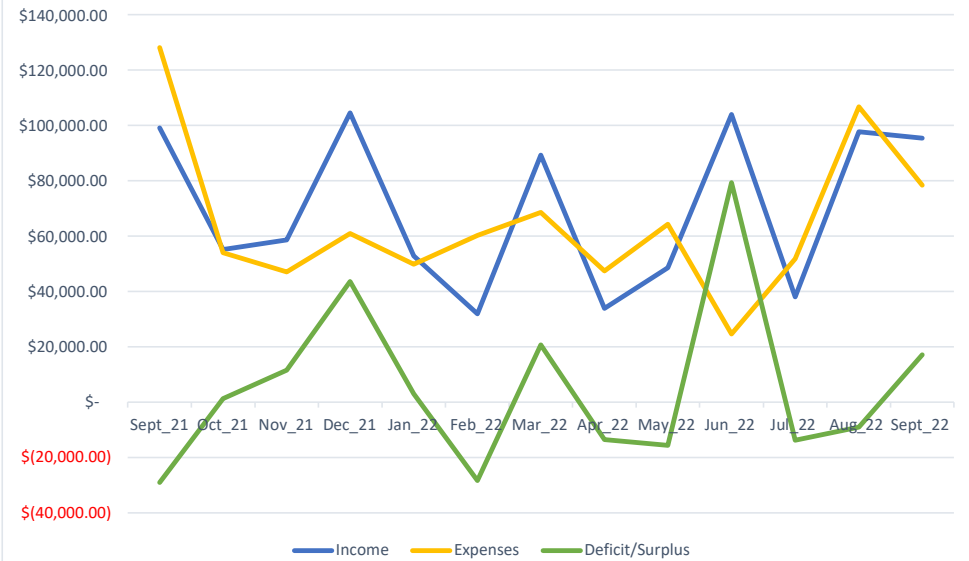
DRAFT

Lakes Region Planning Commission - Dashboard

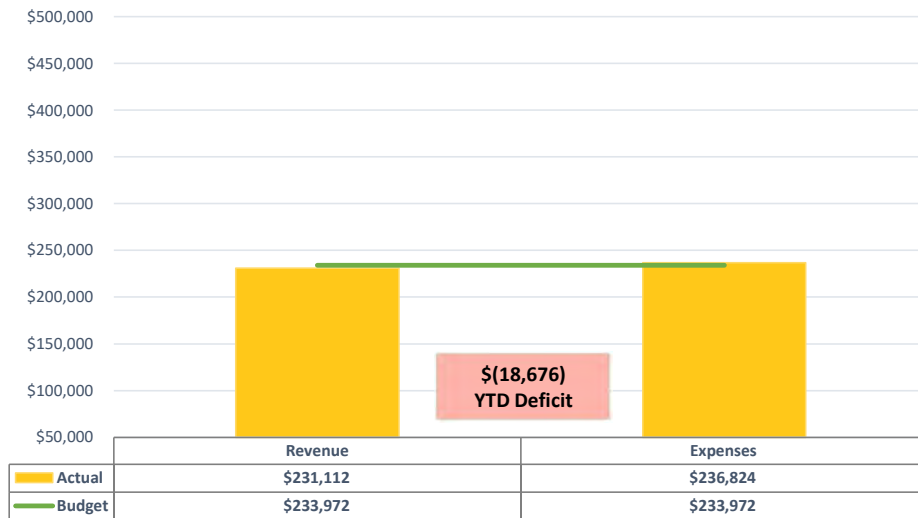
Revenue by Source Type



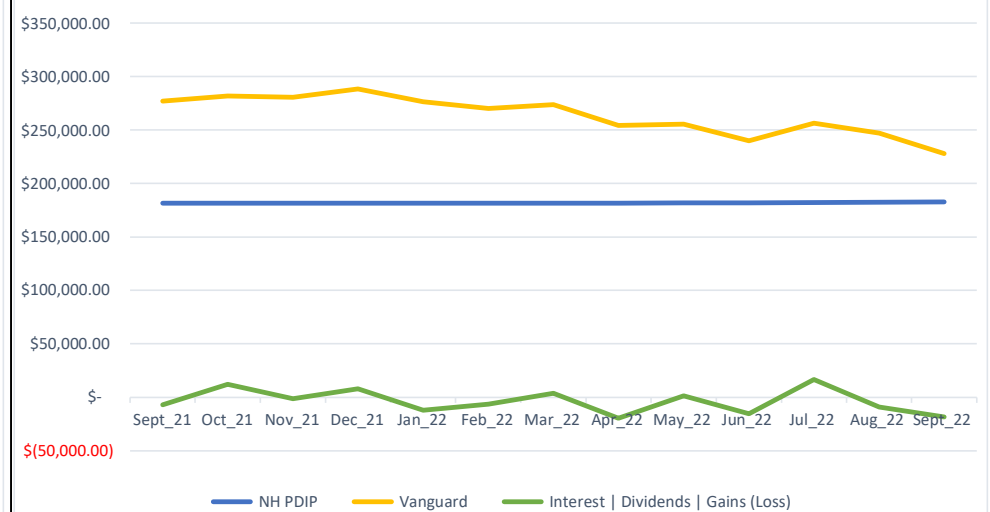
Income, Expenses, and Deficit/Surplus by Month



YTD Operating Results



Vanguard and NH PDIP Investments





Lakes Region Planning Commission
STATEMENT OF FINANCIAL POSITION
As of September 30, 2022

	Sep 30, 22
ASSETS	
Current Assets	
Checking/Savings	
1011.00 · Operating Account	4,064.59
1040.00 · Petty Cash	150.00
1070.00 · Cash Management	242,492.79
1071.00 · Savings	1,433.53
Total Checking/Savings	248,140.91
Accounts Receivable	
1110.00 · Accounts Receivable	115,053.86
Total Accounts Receivable	115,053.86
Other Current Assets	
12000 · *Undeposited Funds	300.00
1451.00 · Prepaid Postage	38.31
1452.00 · Bulk Mail Permit 98	30.46
1510.00 · Vanguard Investments	227,949.56
1580.00 · NH PDIP	182,867.44
Total Other Current Assets	411,185.77
Total Current Assets	774,380.54
Fixed Assets	
1640.00 · Furniture, Fixtures & Equipment	30,533.50
1745.00 · Furniture & Equipment - Deprec	(30,533.50)
Total Fixed Assets	0.00
TOTAL ASSETS	774,380.54
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010.00 · Accounts Payable	51,281.15
Total Accounts Payable	51,281.15
Other Current Liabilities	
2120.00 · Accrued Vacation Payroll	14,363.06
2130.00 · Payroll Liabilities	
2135.00 · 401(k) Contribution	3,230.38
Total 2130.00 · Payroll Liabilities	3,230.38
2350.00 · Deferred and Unearned Revenue	
2351.00 · Deferred Town Assessment	101,217.00
2352.00 · Deferred HHW Income	50,760.23
2353.00 · Deferred Other Income	10,000.00
Total 2350.00 · Deferred and Unearned Revenue	161,977.23
Total Other Current Liabilities	179,570.67
Total Current Liabilities	230,851.82
Total Liabilities	230,851.82
Equity	
3110.00 · Unrestricted Net Assets	562,204.29
Net Income	(18,675.57)
Total Equity	543,528.72
TOTAL LIABILITIES & EQUITY	774,380.54



Lakes Region Planning Commission
FY22 Budget Performance
September 30, 2022

	Fiscal Year (23)-to-Date			
	FY23 Proposed Annual Budget	FY23 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
Income				
4010 · Contract Income	\$ 624,441	\$ 146,434	\$ (478,007)	23.45%
4020 · HHW Income	\$ 119,688	\$ 48,901	\$ (70,787)	40.86%
4040 · Interest Income	\$ 4,000	\$ 2,014	\$ (1,986)	50.35%
4050 · Miscellaneous Income	\$ 8,000	\$ -	\$ (8,000)	0.00%
4060 · Local Appropriations	\$ 134,957	\$ 33,738	\$ (101,219)	25.00%
4070 · Sales Income	\$ 1,300	\$ -	\$ (1,300)	0.00%
4015 · Donations	\$ 2,500	\$ 25	\$ (2,475)	1.00%
4090 · Funds Transfer	\$ 41,000	\$ -	\$ (41,000)	
Total Income (est.)	\$ 935,886	\$ 231,112	\$ (704,774)	24.69%
Expense				
			Target:	25.00%
6030 · Custodian	\$ 4,160	\$ 1,050	\$ 3,110	25.24%
6050 · Education and Training	\$ 1,000	\$ -	\$ 1,000	0.00%
6060 · Equipment Maintenance	\$ 12,360	\$ 8,093	\$ 4,267	65.48%
6070 · HHW Expense	\$ 103,000	\$ 48,901	\$ 54,099	47.48%
6080 · Insurance - Bonds and Business	\$ 3,000	\$ 2,719	\$ 281	90.63%
7010 · Publishing/Memberships/Meetings	\$ 15,750	\$ 923	\$ 14,827	5.86%
7020 · Miscellaneous Expense	\$ 500	\$ 167	\$ 333	33.35%
7030 · Office Improvements	\$ 1,000	\$ -	\$ 1,000	0.00%
7040 · Office Expense	\$ 10,700	\$ 3,179	\$ 7,521	29.71%
7050 · Payroll Expenses	\$ 697,844	\$ 158,254	\$ 539,590	22.68%
7060 · Postage and Printing	\$ 1,300	\$ 257	\$ 1,043	19.81%
7069 · Allowance for Direct Grant Expenses	\$ -	\$ -	\$ -	
7070 · Professional Services	\$ 50,461	\$ 4,472	\$ 45,989	8.86%
7080 · Rent	\$ 10,680	\$ 2,418	\$ 8,262	22.64%
7090 · Traffic Equipment	\$ -	\$ 100	\$ (100)	
7095 · SADES Equipment	\$ -	\$ -	\$ -	
8010 · Travel Expense	\$ 5,000	\$ 468	\$ 4,532	9.37%
8050 · Utilities	\$ 14,631	\$ 3,336	\$ 11,295	22.80%
8060 · Vehicle O&M	\$ 4,500	\$ 2,487	\$ 2,014	55.26%
Total Expense	\$ 935,886	\$ 236,824	\$ 699,062	25.30%
			Target:	25.00%
Net Ordinary Income¹	\$ -	\$ (5,713)		
Realized Gain (Loss)²				
Unrealized Gain (Loss)²		\$ (12,963)		
Net Income		\$ (18,676)		

¹Net Ordinary (Operating) Income is as of September 30, 2022.

²Realized and Unrealized Investment Gain (Loss) are as of September 30, 2022.



Lakes Region Planning Commission
FY22 Budget Performance
September 30, 2022

	Fiscal Year (23)-to-Date			
	FY23 Proposed Annual Budget	FY23 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
Membership	134,957	33,738	(101,219)	25.00%
Local Contracts				
PRLAC	\$ 2,700		\$ (2,700)	
Other Traffic Counts		\$ 900	\$ 900	
Northfield Circuit Rider	\$ 4,000		\$ (4,000)	
Bristol Master Plan Development			\$ -	
Center Harbor Circuit Rider			\$ -	
Plymouth Circuit Rider	\$ 2,500		\$ (2,500)	
NBRC Laconia Area Community Land Trust			\$ -	
NBRC G.A.L.A. Community Center			\$ -	
Pardoe	\$ 10,000		\$ (10,000)	
CDBG Grafton County Micro Enterprise			\$ -	
NBRC Gale School	\$ 7,500		\$ (7,500)	
NBRC Town of Sandwich	\$ 12,405		\$ (12,405)	
CDBG Grafton County Micro Enterprise	\$ 20,000	\$ 17,211	\$ (2,789)	
RSMS Project Hebron			\$ -	
RSMS Project Plymouth			\$ -	
CCDS Project Plymouth			\$ -	
Additional NBRCs			\$ -	
Subtotal	\$ 59,105	\$ 18,111	\$ (40,994)	30.64%
State / Federal Contracts				
USDA CF Disaster TAT Streetscaping	\$ 10,000	\$ 10,998	\$ 998	
PRLAC Corridor Management Plan	\$ 15,000		\$ (15,000)	
DOS-HSEM - Bridgewater	\$ 6,000		\$ (6,000)	
DOS-HSEM - Tilton			\$ -	
DOS-HSEM - Tuftonboro	\$ 6,000		\$ (6,000)	
APR Regional Housing Assessment	\$ 55,000	\$ 33,071	\$ (21,929)	60.13%
USDA Solid Waste Management FY22	\$ 22,400	\$ 16,800	\$ (5,600)	
USDA Solid Waste Management FY23	\$ 110,000		\$ (110,000)	
Regional Plan Update	\$ 50,000		\$ (50,000)	
DOT UPWP FY 22 / 23	\$ 279,825	\$ 66,036	\$ (213,789)	23.60%
OEP Targeted Block Grant	\$ 11,111	\$ 1,417	\$ (9,694)	
Subtotal	\$ 565,336	\$ 128,323	\$ (437,013)	22.70%
Other Income				
4020 · HHW	\$ 119,688	\$ 48,901	\$ (70,787)	40.86%
4021 · HHW Local	\$ 103,000	\$ 48,901	\$ (54,099)	47.48%
4022 · DES HHW	\$ 16,688		\$ (16,688)	0.00%
4015 · Donations	\$ 2,500	\$ 25	\$ (2,475)	1.00%
4040 · Interest & Dividends	\$ 4,000	\$ 2,014	\$ (1,986)	50.35%
Land use book sales / GIS	\$ 1,300		\$ (1,300)	0.00%
Other/Misc Income/Annual Meeting	\$ 8,000		\$ (8,000)	0.00%
Fund Balance	\$ 41,000		\$ (41,000)	0.00%
Subtotal	\$ 176,488	\$ 50,940	\$ (125,548)	28.86%
TOTAL	\$ 935,886	\$ 231,112	\$ (704,774)	24.69%
			Target:	25.00%



Lakes Region Planning Commission
FY22 Budget Performance
September 30, 2022

Expense Account	Fiscal Year (23)-to-Date			
	FY23 Proposed Annual Budget	FY23 YTD Actual	Difference (Budget v Actual)	% of Annual Budget
6030 · Custodian	\$ 4,160	\$ 1,050	\$ 3,110	25.24%
6050 · Education and Training	\$ 1,000	\$	\$ 1,000	0.00%
6060 · Equipment Maintenance	\$ 12,360	\$ 8,093	\$ 4,267	65.48%
6062 · Equipment/Computer Maintenance	\$ 12,360	\$ 6,313	\$ 6,048	51.07%
6061 · Equipment Purchases	\$ -	\$ 1,780	\$ (1,780)	
6070 · HHW Expense	\$ 103,000	\$ 48,901	\$ 54,099	47.48%
6080 · Insurance - Bonds and Business	\$ 3,000	\$ 2,719	\$ 281	90.63%
7010 · Publishing/Memberships/Meetings	\$ 15,750	\$ 923	\$ 14,827	5.86%
7020 · Miscellaneous Expense	\$ 500	\$ 167	\$ 333	33.35%
7030 · Office Improvements	\$ 1,000	\$	\$ 1,000	0.00%
7040 · Office Expense	\$ 10,700	\$ 3,179	\$ 7,521	29.71%
7043 · Copier Lease	\$ 5,000	\$ 1,186	\$ 3,814	23.72%
7041 · Supplies	\$ 5,700	\$ 1,992	\$ 3,708	34.96%
7050 · Payroll Expenses	\$ 697,844	\$ 158,254	\$ 539,590	22.68%
7051 · Salaries and Wages	\$ 513,186	\$ 117,640	\$ 395,546	22.92%
7052 · Health, Dental, Disability, Life & Unemp	\$ 103,704	\$ 21,917	\$ 81,787	21.13%
7055 · Retirement Fund	\$ 41,695	\$ 8,274	\$ 33,421	19.85%
7057 · Payroll Taxes	\$ 39,259	\$ 10,424	\$ 28,835	26.55%
7060 · Printing & Postage	\$ 1,300	\$ 257	\$ 1,043	19.81%
7069 · Allowance for Direct Grant Expenses		\$	\$ -	
7070 · Professional Services	\$ 50,461	\$ 4,472	\$ 45,989	8.86%
7071 · Audit	\$ 7,000	\$ 4,400	\$ 2,600	62.86%
7072 · Contracted Services	\$ 42,661	\$	\$ 42,661	0.00%
7074 · Legal	\$ 500	\$	\$ 500	0.00%
7075 · Payroll Service	\$ 300	\$ 72	\$ 228	24.00%
7080 · Rent	\$ 10,680	\$ 2,418	\$ 8,262	22.64%
7090 · Traffic Equipment	\$ -	\$ 100	\$ (100)	
7095 · SADES Equipment	\$ -	\$	\$ -	
8010 · Travel Expense	\$ 5,000	\$ 468	\$ 4,532	9.37%
8050 · Utilities	\$ 14,631	\$ 3,336	\$ 11,295	22.80%
8051 · Electricity and Propane	\$ 6,500	\$ 936	\$ 5,564	14.41%
8052 · Telephone and Internet	\$ 8,131	\$ 2,400	\$ 5,731	29.52%
8060 · Vehicle O&M	\$ 4,500	\$ 2,487	\$ 2,014	55.26%
Totals	\$ 935,886	\$ 236,824	\$ 699,091	25.30%
			Target:	25.00%



Monthly Executive Report

Local

- **Ashland.** Responded to Planning Board request for recreated zoning maps.
- **Barnstead.** Revised report on 9 municipal counts requested by the Town.
- **Danbury & Franklin.** Delivered zoning layer to St. Anslem's College for use in State zoning map.
- **Hebron.** RSMS forecasting has been reviewed and the report has been drafted. Met with Highway Supervisor to review forecast for approval. Responded to Selectman's request for information on State's recreational trail grant program.
- **Tilton.** Worked on compilation of draft HMP update. Researched recent events and municipal resources.
- **Barnstead.** Completed and submitted municipal traffic counting report.
- **Holderness.** Provided information to Town Administrator on funding sources for new sidewalk construction.
- **Sanbornton.** Provided information to Land Use Clerk on determining land use constraints for updating Master Plan.

Economic Development

- Creating tracking system for local development corporations to provide assistance to area small businesses.

Housing

- Regional Housing Needs Assessment – continuation of work on data acquisition and analysis. Met with colleagues from other RPCs, OPD, NHHFA, and contractors regarding data completion and analysis, population projections, as well as Housing Gap and Fair Share Analyses (methods, results, and transparency). Continued development of RHNA report. Developed and refined presentation for Commissioners at September 26th Commissioner meeting.



Watershed Management

- On August 30th PRLAC, Dave Jeffers and Matt Rose presented PRLAC representatives with the updates accomplished to date. Extension for Task 2 (Resources research) to January 2023 which was approved.
- A kick-off meeting was held on September 27th at the Pease Public Library in Plymouth at which LRPC presented information regarding its plan for updating the 2013 Pemi Corridor Management Plan which included scope of work, timelines, and discussion of resources and laws regarding the Pemigewasset River. A survey was provided to those in attendance requesting opinions on the Pemigewasset River. The survey is also available via this link: [Pemi River Corridor Mgmt Plan Survey](#).

Household Hazardous Waste & Solid Waste

- We reviewed HHW assessments for Summer 2023 and discussed timing of RFP for 2024-2026. An HHW Coordinator's meeting was held on September 14th. There will be some changes in collection site locations for 2023. Dave Jeffers participated in the North American Hazardous Materials Management Association Roundtable which was held on September 15th, the primary topic being HHW pricing.
- A map has been posted to our website which lists all the transfer station locations in the Lakes Region. The interactive map will assist residents (and non-residents) in locating their closest facility. By clicking on their city/town, the map will pop up with the address of the facility in that area. This map can be viewed on our webpage in the *Services* dropdown menu under *Solid Waste*. Click on "*Maps – interactive map collection*" in the center of the page which will bring you down the page to the maps section. Lakes Region Transfer Stations is the last item in the grid and the *Location Map* link will bring you to the interactive map.

Transportation

- Continued with NH DOT traffic counts (153 out of 160 completed; 146 out of 160 processed and submitted to NH DOT). Data collection and processing should be finalized by mid-October. Several used but functioning JAMAR traffic counters were acquired from Strafford RPC. Discussed future traffic counting plans and pilot program to include traffic counts on local roads. Ryan Paterson attended a traffic counting seminar at NH DOT on September 29th and obtained information on micro-mobility studies and all paved road counts by 2026.
- Met with several RPC and UNH T² colleagues regarding the development of an RSMS presentation for the NHMA Conference on November 16th.
- Completed/corrected regional freight map and Route 3 freight map.
- Contracted with on-call engineering firm to estimate Plymouth & Meredith project costs for the NH DOT TYP.
- Attended Route 11 Corridor Advisory Committee meeting with NH DOT regarding Alton & Gilford; attended public informational meeting for Andover bridge project on Route 11.
- Supported Chocorua Lake Conservancy road concerns at Albany public informational meeting.

Training

- Regional Planner and new part-time Land Use Planner attended a two-day long training program on new requirements for Homeland Security Hazard Mitigation Plans. Over 10 HMP's will be expiring in the region over the next couple of years and now LRPC is positioned to assist with updates as needed.

ACRONYMS

HHW	Household Hazardous Waste
HMP	Hazard Mitigation Plan
LRPC	Lakes Region Planning Commission
NH DOT	NH Department of Transportation
NHHFA	New Hampshire Housing Finance Authority
NHMA	New Hampshire Municipal Association
OPD	Office of Planning & Development
PRLAC	Pemigewasset River Local Advisory Committee
RFP	Request for Proposal
RHNA	Regional Housing Needs Assessment
RPC	Regional Planning Commission
RSMS	Road Surface Management System
TYP	Ten Year Plan

FY22 EXECUTIVE BOARD ATTENDANCE

	BOARD MEMBER	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
1	ANSON	#	#	A	A	A	*	#	#	P	A	A	E
2	AYER	#	#	P	P	P	*	#	#	P	P	E	P
3	BADGER	#	#	P	P	P	*	#	#	P	P	P	E
4	BOLTON	#	#	P	P	P	*	#	#	P	P	P	P
5	FARLEY	#	#	P	P	E	*	#	#	P	P	P	P
6	FAVORITE	#	#	P	A	P	*	#	#	P	P	A	P
7	GIUNTA	#	#	A	A	A	*	#	#	E	E	E	P
8	KATZ	#	#	P	P	P	*	#	#	A	PV	P	P
9	KERR	#	#	P	P	P	*	#	#	P	P	P	P
10	MARSHALL	#	#	A	A	PV	*	#	#	A	A	A	A
11	SNELLING	#	#	P	P	P	*	#	#	P	E	P	P
12	WINGATE	#	#	P	P	PV	*	#	#	P	P	E	P

9/8 10/13 11/10 12/8 03/09 04/13 05/11 06/08

A = Absent

E = Excused

P = Present

PV = Present Virtual

R = Resigned

= No meeting

* = Meeting cancelled

(Note: Excused means the Executive Board member notified LRPC or the Chair in advance of the meeting that he or she could not attend)

	PRESENT	EXCUSED	ABSENT	TOTALS (out of 7 meetings)
ANSON	1	1	5	
AYER	6	1	0	
BADGER	6	1	0	
BOLTON	7	0	0	
FARLEY	6	1	0	
FAVORITE	5	0	2	
GIUNTA	1	3	3	
KATZ	6	0	1	
KERR	7	0	0	
MARSHALL	1	0	6	
SNELLING	6	1	0	
WINGATE	6	1	0	

FY22 LRPC COMMISSIONER ATTENDANCE

COMMISSIONER	MUNICIPALITY	SEPT	OCT	NOV	MAR	APR	MAY	JUN
CARON, Alternate	Alexandria	A	A		A	A	A	A
Non-member	Alton	-	-		-	-	-	-
Vacant	Andover	V	V		V	V	V	V
BADGER	Ashland	P	P		P	P	E	P
KERR	Barnstead	A	P		P	A	P	P
CONDODEMETRAKY	Belmont	A	A		A	A	A	A
WEIDMAN	Bridgewater	V	V		P	A	E	E
FAVORITE	Bristol	A	P		A	A	A	P
DOWEY	Bristol	A	P		P	P	A	P
HILDEBRAND	Center Harbor	A	PV		P	P	P	P
TAYLOR	Danbury	A	A		A	A	A	A
HEMPTON	Effingham	A	PV		A	A	A	A
GIUNTA	Franklin	A	A		A	A	A	P
MARSHALL	Freedom	P	A		E	A	A	A
MCCONKEY	Freedom	P	P		P	A	E	P
AYER	Gilford	P	P		P	P	E	P
Vacant	Gilmanton	V	V		V	V	V	V
Vacant	Hebron	V	V		V	V	V	V
Vacant	Hill	V	V		V	V	V	V
SNELLING	Holderness	P	PV		P	A	A	E
ANSON, II	Laconia	P	A		E	A	A	E
MORA	Laconia	PV	P		P	E	P	P
SOUCY	Laconia	PV	PV		P	E	P	P
BUTLER	Meredith	A	A		A	A	A	V
MONTANA	Meredith	A	P		A	A	A	V
ASHJIAN	Moultonborough	P	P		P	E	P	P
BURNS	Moultonborough	P	P		P	A	P	P
KATZ	New Hampton	P	P		E	E	P	P
CROWLEY	Northfield	A	A		P	E	P	E
READ	Northfield	P	P		P	P	P	P
Vacant	Ossipee	V	V		V	V	V	V
BOLTON	Plymouth	E	E		P	A	A	P
RANDLETT/TIRRELL	Plymouth	A	E		P	A	A	P
Vacant	Sanbornton	V	V		V	V	V	V
OSLER	Sandwich	PV	PV		E	E	A	E
RABINOWITZ	Sandwich	PV	PV		A	A	A	A
FARLEY	Tamworth	P	P		E	P	E	P
GOODSON	Tamworth	-	P		P	P	E	E
BERRIER, Alternate	Tamworth	-	P		P	P	E	P
MOYNIHAN	Tilton	A	A		E	A	A	A
FORRESTER, Alternate	Tilton	PV	PV		E	E	E	P
WINGATE	Tuftonboro	P	PV		A	P	E	P
MURRAY, III	Wolfeboro	P	A		E	P	A	E

9/27 10/25 11/29 03/28 04/25 05/23 06/29

LEGEND

Grey shading = cancelled

A = Absent/No Show

E = Excused

P = Present

PV = Present Virtually

V = Vacant

3 or more unexcused absences

3 or more absences (excused or unexcused)

Lakes Region Planning Commission

Title VI Policy



Approved *date*

To Ensure Nondiscrimination in all
Programs and Activities

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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, age, creed, disability, 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.org.

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.**

“LRPC operates its programs and activities without regard to race, color, national origin, sex, religion, disability or age 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 IV may file a complaint with LRPC. For more information on LRPC’s civil rights program and the procedures to file a complaint, please contact LRPC’s Office Administrator at (603) 279-5334; via email at admin3@lakesrpc.org, or by visiting our administrative office 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.org. 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 she or he has been discriminated against on the basis of race, color, national origin, sex, religion, disability, or age by LRPC may file a Title IV 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.org, 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, or national origin. 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, 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: _____