



Memorandum

To: LRPC Commissioners
From: Jeff Hayes, Executive Director
Date: October 15, 2021
Subject: **October Commission Meeting — Final Meeting of Calendar Year 2021**
CC: Member Municipalities and Lakes Region Legislators

The Lakes Region Planning Commission will hold its next meeting on **Monday, October 25, 2021**, at **6:00 PM** at the **Moultonborough Public Library** in Moultonborough. This will be a hybrid meeting. Social distancing measures will be in place.

Our topic will cover **Updates on Recycling Markets and NH's Solid Waste Legislation**. We will be joined by virtual **guest speakers Michael Nork** from the NH Department on Environmental Services (NHDES) and **Heather Herring** from Northeast Resource Recovery Association (NRRRA).

LRPC Solid Waste Planner and Assistant Grant Administrator **Paige Wilson** will kick off the topic with an introduction to solid waste management along with LRPC's role and projects. Our guests will provide an overview of solid waste management practices in New Hampshire, specifically focusing on updates about recycling markets and legislation related to composting and state committees dedicated to studying our waste stream.

Also on the agenda are the **proposed FY23 Household Hazardous Waste (HHW) Appropriations**, which were reviewed and accepted by the Executive Board on October 13, 2021, and must now be approved the Commission. A physical quorum must be present at the in-person meeting for this vote.

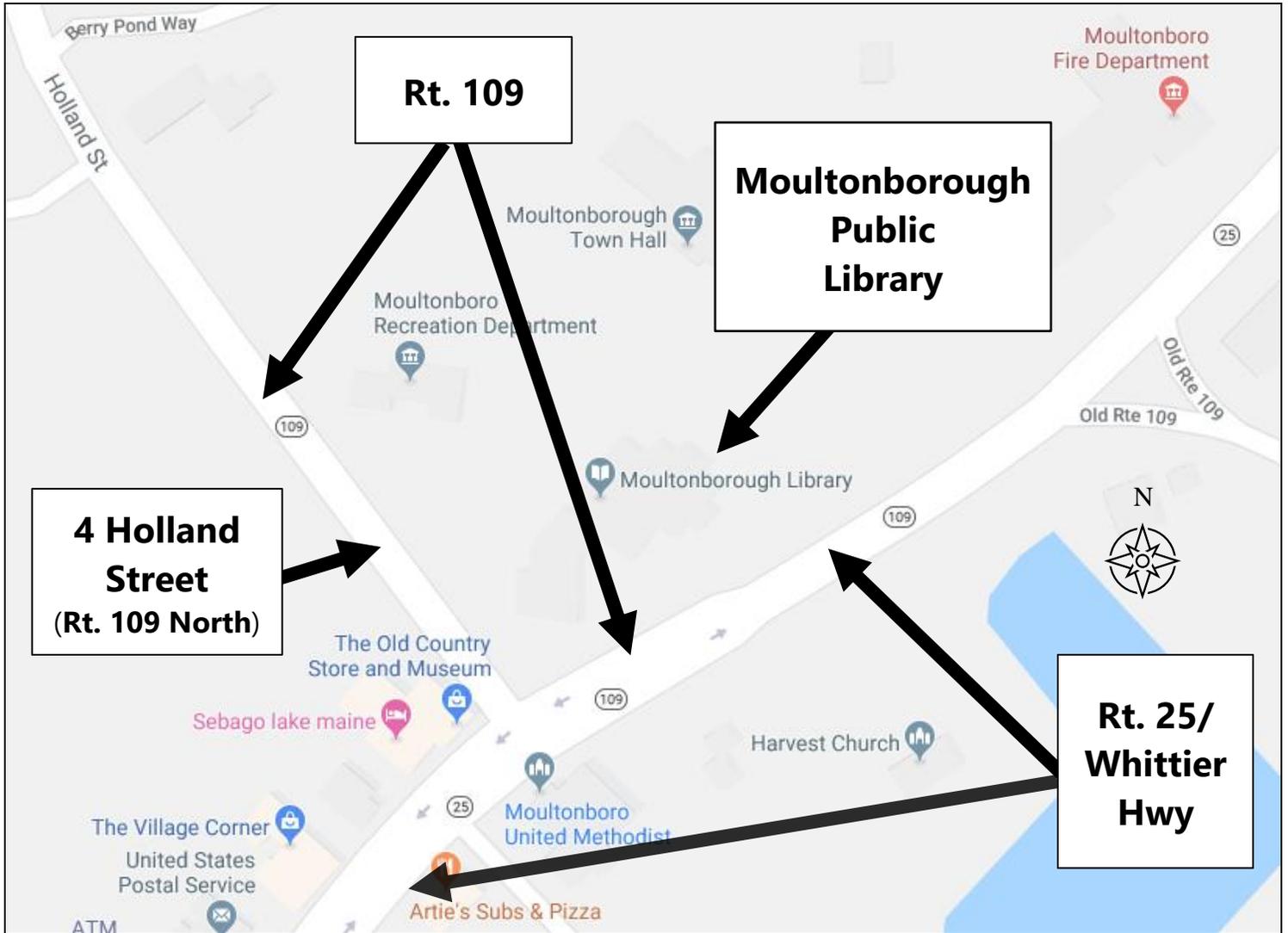
Please note a **change in the FY22 meeting schedule** as well: The **November 29 Commission Meeting** has been **cancelled** due to conflicts with holiday travel before and after Thanksgiving. With four (4) meetings already scheduled for the second half of our fiscal year, in calendar year 2022, the total number of meetings for FY22 will be six (6).

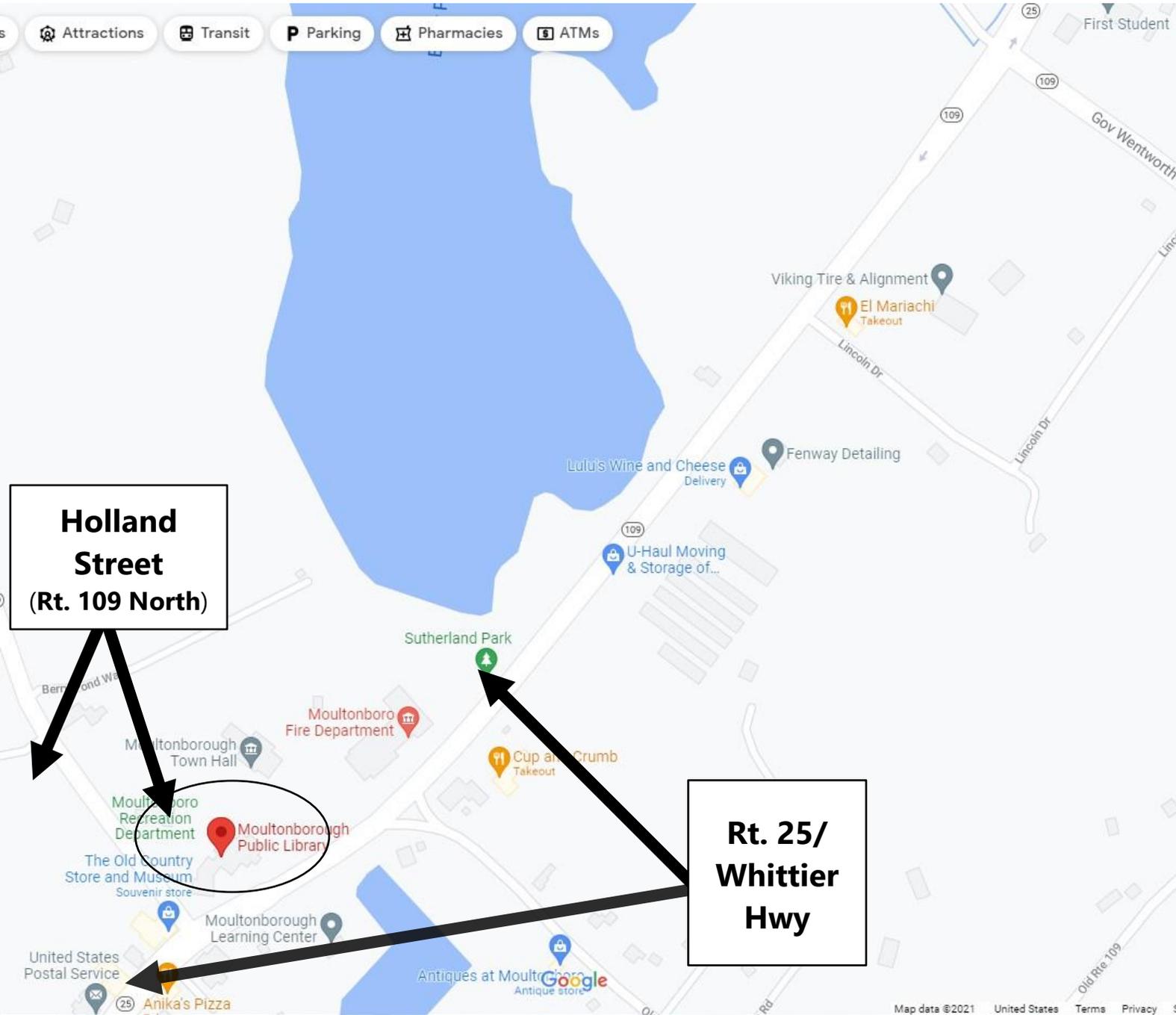
Please join us to learn, share information, and strategize on behalf of our region. All LRPC meetings are open to the public, whether held electronically or in person. Meeting information and materials are posted on our website in two places: on the [Events Calendar](#) and on the [Commission Meetings/Agendas](#) page under About LRPC.

If you have any questions about meeting logistics or need other information, please contact us at 279-5334 or admin@lakesrpc.org.

Moultonborough Public Library

4 Holland Street
Moultonborough NH 03254
603-476-8895





**Holland Street
(Rt. 109 North)**

**Rt. 25/
Whittier Hwy**

Moultonborough Public Library

Sutherland Park

Moultonborough Fire Department

Moultonborough Town Hall

Moultonborough Recreation Department

The Old Country Store and Museum
Souvenir store

Moultonborough Learning Center

United States Postal Service

Anika's Pizza

Antiques at Moultonborough
Antique store

Cup and Crumb Takeout

U-Haul Moving & Storage of...

Lulu's Wine and Cheese Delivery

Fenway Detailing

El Mariachi Takeout

Viking Tire & Alignment

First Student

Gov Wentworth



Lakes Region Planning Commission Meeting

Monday, October 25, 2021

6:00 – 8:00 PM

IN-PERSON ATTENDANCE

Moultonborough Public Library

4 Holland Street

Moultonborough, NH 03254

VIRTUAL OR TELEPHONE-ONLY ATTENDANCE

ZOOM ONLINE ACCESS: <https://us02web.zoom.us/j/81648193707>

TELEPHONE-ONLY ACCESS: Dial 1-929-205-6099 and enter Meeting ID 816 4819 3707

- NOTE:** 1) Per LRPC's Bylaws, Commissioners physically present from 50% of dues-paying member municipalities that have appointed at least one commissioner shall constitute a **quorum**.
- 2) Pursuant to **RSA 91-A:2, III**, the quorum can vote to allow **remote participation by other Commissioners**. *(see next page)*

AGENDA

- 6:00 PM
1. **Call to Order**
 - a. Determination of Quorum
 - a. Remote Participation *(motion required)*
 2. **New Business**
 - a. **Approve Minutes of September 27, 2021** *(motion required)*
 - b. **Approve FY23 HHW Appropriations** *(motion required)*
(as recommended by the Executive Board on 10/13/21 for approval by Commission)
 - c. **Proposed Draft Bylaws Amendments** *(for consideration & comment period)*
 - d. **News and Updates**
 - November 29 Meeting Cancelled
 - Updated FY22 Meeting Calendar
 3. **Topic: Updates on Recycling Markets and NH's Solid Waste Legislation**
Guest Speakers: [Michael Nork](#) (NHDES), [Heather Herring](#) (NRRRA), [Paige Wilson](#) (LRPC)
 4. **Commissioner Roundtable**
Share noteworthy news and happenings from your communities.
 5. **Adjourn**

NEXT MEETING: Monday, [March 28, 2022](#)

This Agenda and instructions have also been provided on the LRPC website at www.LakesRPC.org.

For more information, or questions regarding accessibility,
please call the LRPC at 603-279-5334 or email admin@lakesrpc.org.

The excerpt below is copied from <http://www.gencourt.state.nh.us/rsa/html/VI/91-A/91-A-2.htm>.

91-A:2 Meetings Open to Public. –

- III. A **public body may**, but is not required to, **allow one or more members of the body to participate** in a meeting **by electronic or other means** of communication **for the benefit of the public and the governing body**, subject to the provisions of this paragraph.
- (a) A **member of the public body may participate in a meeting other than by attendance in person at the location of the meeting only when such attendance is not reasonably practical. Any reason that such attendance is not reasonably practical shall be stated in the minutes of the meeting.**
 - (b) Except in an emergency, a quorum of the public body shall be physically present at the location specified in the meeting notice as the location of the meeting. For purposes of this subparagraph, an "emergency" means that immediate action is imperative and the physical presence of a quorum is not reasonably practical within the period of time requiring action. The determination that an emergency exists shall be made by the chairman or presiding officer of the public body, and the facts upon which that determination is based shall be included in the minutes of the meeting.
 - (c) **Each part of a meeting required to be open to the public shall be audible or otherwise discernable to the public at the location specified in the meeting notice as the location of the meeting. Each member participating electronically or otherwise must be able to simultaneously hear each other and speak to each other during the meeting, and shall be audible or otherwise discernable to the public in attendance at the meeting's location. Any member participating in such fashion shall identify the persons present in the location from which the member is participating.** No meeting shall be conducted by electronic mail or any other form of communication that does not permit the public to hear, read, or otherwise discern meeting discussion contemporaneously at the meeting location specified in the meeting notice.
 - (d) Any meeting held pursuant to the terms of this paragraph shall comply with all of the requirements of this chapter relating to public meetings, and shall not circumvent the spirit and purpose of this chapter as expressed in RSA 91-A:1.
 - (e) **A member participating in a meeting by the means described in this paragraph is deemed to be present at the meeting for purposes of voting. All votes taken during such a meeting shall be by roll call vote.**

Source. 1967, 251:1. 1969, 482:1. 1971, 327:2. 1975, 383:1. 1977, 540:3. 1983, 279:1. 1986, 83:3. 1991, 217:2. 2003, 287:7. 2007, 59:2. 2008, 278:2, eff. July 1, 2008 at 12:01 a.m.; 303:4, eff. July 1, 2008. 2016, 29:1, eff. Jan. 1, 2017. 2017, 165:1, eff. Jan. 1, 2018; 234:1, eff. Jan. 1, 2018. 2018, 244:1, eff. Jan. 1, 2019.

About the Speakers



Paige Wilson

LRPC Solid Waste Planner and Assistant Grant Administrator

Paige is LRPC's Solid Waste Planner and Assistant Grant Administrator. She primarily implements LRPC's Solid Waste Management Grant—a nationally competitive grant for the purpose of reducing or eliminating pollution of our water sources under USDA Rural Utilities Service's Water & Environmental Programs. The grant work includes providing technical assistance & training through roundtables, facility site visits, data collection, and public outreach to solid waste operators in our region to improve the planning and management of solid waste sites. Paige started interning at LRPC in 2018 while working on her Master's degree in Environmental Science & Policy at Plymouth State University. Her M.S. research focused on assessing composting regulations in several New England states, which sparked her passion for waste management.



Michael Nork

Environmental Analyst, NH Department of Environmental Services

Mike has been working in the Solid Waste Management Bureau at the New Hampshire Department of Environmental Services (**NHDES**) since 2017, where he provides permitting support for solid waste facilities and also serves as the agency's point person on waste reduction and diversion. Prior to joining NHDES, he worked for the Northeast Resource Recovery Association helping municipalities and businesses to optimize their recycling programs. Mike holds a Master of Science degree in Sustainable Development and Climate Change from Antioch University New England and a Bachelor of Arts from the University of Connecticut.



Heather Herring

Member Services Rep, Northeast Resource Recovery Association

In her role as a Member Services Representative at Northeast Resource Recovery Association (**NRRA**), Heather supports municipal members with cooperative marketing and purchasing and technical assistance. In addition, she educates municipal staff and schools about recycling and waste reduction and coordinates monthly Member Operations Marketing meetings for solid waste operators. Heather received a Master of Science degree in Environmental Studies from Antioch University New England and a Bachelor of Arts degree in Environmental Biology from Antioch College. She is certified as a Principal Operator through the NHDES Solid Waste Facility Operator Training and Certification Program.



Lakes Region Planning Commission

DRAFT Minutes of September 27, 2021

6:00 PM

In-Person Attendance

Meredith Community Center, 1 Circle Drive, Meredith NH 03253

Virtual or Telephone-Only Attendance

Zoom Online: <https://us02web.zoom.us/j/89046121665> (audio only)

Zoom Telephone: Dial 1-929-205-6099 and enter Meeting ID 890 4612 1665

Commissioners Present

In Person

Mardean Badger, *Ashland*
Mark Hildebrand, *Center Harbor*
Jean Marshall, *Freedom*
Rep. Mark McConkey (Carroll-3), *Freedom*
Robert Snelling, *Holderness*
John Ayer, *Gilford*
Dean Anson, *Laconia*
Cristina Ashjian, *Moultonborough*
Celeste Burns, *Moultonborough*
David Katz, *New Hampton*
Doug Read, *Northfield*
Patricia Farley, *Tamworth*
Steve Wingate, *Tuftonboro*
Roger Murray, *Wolfboro*

Virtual

Rob Mora, *Laconia*
Stacy Soucy, *Laconia*
Lynn Montana, *Meredith*

Bonnie Osler, *Sandwich*

David Rabinowitz, *Sandwich*

Jeanie Forrester, *Alternate, Tilton*

Others Present Included:

In Person

Rep. Suzanne Smith (Grafton-8), *Guest Speaker*
Michelle Davis, *NH LAKES, Guest Speaker*
Bobby Graham, *Special Assistant for Policies & Projects, Senator Hassan's Office*

Virtual

Senator Bob Giuda (District 2)
Bree Rossiter, *Lake Winnepesaukee Association*
Chuck Mitchell, *Tilton Conservation Commission Member*

LRPC Staff Present

Jeff Hayes, *Executive Director*
Jessica Bighinatti, *Assistant Planner*
Tracey Ciriello, *Meeting Recorder*

1. Call to Order

The meeting was called to order at 6:00 PM by LRPC Chair J. Ayer. Roll call attendance was taken by the Chair to determine whether a quorum was present physically:

Badger (**Ashland**)—present; Hildebrand (**Center Harbor**)—present; Marshall (**Freedom**)—present; McConkey—present; Snelling (**Holderness**)—present; Anson (**Laconia**)—present; Mora—present via Zoom; Soucy—present via Zoom; Ashjian (**Moultonborough**)—present; Burns—present; Katz (**New Hampton**)—present; Read (**Northfield**)—present; Osler—present via Zoom; Rabinowitz—present via Zoom; Farley (**Tamworth**)—present; Forrester, Alternate, present via Zoom; Wingate (**Tuftonboro**)—present; Murray (**Wolfboro**)—present.

The Chair announced a quorum was present at the location. Motion to allow remote participation by Commissioners attending virtually moved by D. Katz. P. Farley seconded the motion. Voice vote taken by those present in the room; motion carried with none opposed. **SO VOTED**

2. Announced at June 28, 2021 Informational-Only Meeting

- a. 50th Anniversary News
J. Hayes recapped the announcement from June that the 50th anniversary celebration has been delayed until the June 2022 Annual Meeting, scheduled to be held in Franklin.
- b. FY22 Meeting Schedule
The FY22 meeting schedule was also distributed in June (and with the materials for this meeting). Topics and locations are being determined based on availability due to COVID and ideas for preferred topics are always welcome.

3. New Business

- a. D. Anson moved to approve the minutes of April 26, 2021. D. Katz seconded the motion. Voice vote taken by those present in the room; motion carried with none opposed. **SO VOTED**
- b. The FY22 budget was reviewed by the Executive Board which recommended it be submitted to the Commission for approval. There were no questions or discussion. D. Katz moved to approve the FY22 Budget as presented. D. Anson seconded the motion. Voice vote taken by those present in the room; motion carried with none opposed. **SO VOTED**
- c. J. Hayes indicated that dues appropriations had remained the same for the past 3 years so the proposed FY23 membership appropriations reflect new Census numbers and a rise in inflation. D. Katz moved to approve the FY23 membership dues appropriations as presented. P. Farley seconded the motion. Voice vote taken by those present in the room; motion carried with none opposed. **SO VOTED**

4. Topic: Wake Boats

Guest Panel: **State Rep. Suzanne Smith**, Grafton – District 8
Wake Boat Study Commission Chair and Member representing NH House of Representatives
Michelle Davis, NH LAKES Policy & Advocacy Program Manager
Steve Wingate, LRPC Executive Board Commissioner At Large, Tuftonboro
Member of Conservation Commission and Milfoil Committee, Tuftonboro

Guest presenters Rep. Smith and Ms. Davis gave a joint update on wake boats, starting with the Wake Boat Study Commission created by the NH Legislature, who served on the commission, and what the findings were. Rep. Smith was the appointed members representing the NH House, and also chaired the study commission. She described 2021 legislation about wake boats, namely [HB115](#) defining wake surfing and [HB229](#) defining wake boats, and explained the gist of what is meant by wake boats in this context:

a recreational sport where no tow rope is used, personal flotation device (PFD) required, separate observer on deck, person wake surfs (on a board) directly behind boat, and can only wake surf behind a boat designed for that purpose (engine located under instead of behind the boat). Ballast is used to create a wake, the most popular being ballast bags filled with water when ready to start wake surfing, then discharged after. However, a bit of water always remains after emptying the bags or tanks, and discharging into a different area or lake than filled from can spread things like aquatic invasive species (AIS).

The study commission also looked at other positive and negative aspects of wake boat use in addition to AIS, such as relationship to shoreline erosion and private property impact, economic impact of recreational boating, popularity of water sports, and safety for others on the water like swimmers and non-motorized boaters. Balancing the competing uses and interests of NH's (public) waters—held in trust by the state for the reasonable use and enjoyment by the public—was the major challenge the study commission. The study commission did not reach a final overall consensus, reaching a consensus on some issues but not on others.

One of the positive things resulting from the study commission was that the amount of information gathered has helped make the boating industry more aware of issues, and in turn, look for solutions. For example, some in the industry are now looking into a type of fine mesh filter for dealing with AIS in ballast water bags. Relative House legislation proposed for 2022 so far is in the LSR (legislative service request) stage; nothing has been proposed from the Senate as yet. Commissioners asked questions such as whether photos shown

were of NH lakes, whether anecdotal data is discounted or taken into consideration, and whether a specific, unique impact could be attributed solely to wake boats.

S. Wingate gave a talk, accompanied by a photo slideshow, describing a 2021 Boat Wake Study that he, Abby Adams, and Joanne Akie conducted as citizen volunteers from June – September 2021. Assistance with the study was provided from Bob Craycraft, Lakes Monitoring Program Coordinator at the University of New Hampshire Extension; Pat Tarpey, Lake Winnepesaukee Association Executive Director; Andrea LaMoreaux, NH LAKES President; and Warren Muir of Wolfeboro Waters. His interest began because of his vantage point observing the lake over time, having inherited 750 feet of undeveloped waterfront property originally purchased in 1928 by his grandfather at Tuftonboro Neck, Winter Harbor, Lake Winnepesaukee. He presented photos spanning over 50 years, then depicted a graph showing results of their study, which took 25 hours to develop, 100 hours for the water sampling and boat counts, and 60 hours to analyze the data. The graph showed measurements in turbidity, phosphorous levels, high water levels, wind, and wave factors, by date and time of day as morning or afternoon. While more study will be needed, increases phosphorous and turbidity were both found, with higher increases on weekends.

5. Commissioner Roundtable

Due to time constraints, the roundtable was not held. Two Commissioners had announcements:

C. Ashjian announced that Plan NH had two upcoming charettes, as Moultonborough had done previously and Tilton did this past summer: October 22-23 in Wolfeboro and October 29-30 at Castle in the Clouds.

P. Farley announced that Carroll County Broadband is sending a letter to all Carroll County towns requesting that two people be nominated to the committee so it can ramp up its effort to apply for grants and other potential funding.

6. Adjourn

The Chair reminded everyone that the next meeting will be Monday, October 25, and declared the meeting adjourned at 7:54 PM.

*Respectfully Submitted,
Tracey Ciriello
Meeting Recorder*

Motions Summary

Motioned / Seconded / Passed

- | | |
|--|---------------------------|
| 1. Approve remote participation by Commissioners attending virtually | Farley / Katz / unanimous |
| 2. Approve minutes of April 26, 2021 as presented | Anson / Katz / unanimous |
| 3. Approve FY22 Budget as presented | Katz / Anson / unanimous |
| 4. Approve FY23 Member Dues Appropriations as presented | Katz / Farley / unanimous |

Post-Meeting Follow-up Materials

- | | |
|--|---------------------------------------|
| 1. Wake Boat Update PowerPoint Presentation (Smith, Davis) | To be posted on website after meeting |
| 2. 2021 Boat Wake Study (Wingate) | To be posted on website after meeting |

Lakes Region Planning Commission
Household Hazardous Waste Appropriation FY23
(based on total housing units)

Municipality	2010 Census		FY22 Share	2020 Census		FY23 Share
	Total Housing Units	% Housing Units		Total Housing Units	% Housing Units	
Alexandria	967	1.59%	\$ 1,636	941	1.52%	\$ 1,566
Andover	1,121	1.84%	\$ 1,896	1,132	1.83%	\$ 1,884
Belmont	3,615	5.94%	\$ 6,115	3,614	5.84%	\$ 6,014
Bridgewater	995	1.63%	\$ 1,683	948	1.53%	\$ 1,578
Bristol	2,488	4.09%	\$ 4,209	2,495	4.03%	\$ 4,152
Center Harbor	795	1.31%	\$ 1,345	771	1.25%	\$ 1,283
Effingham	963	1.58%	\$ 1,629	970	1.57%	\$ 1,614
Franklin	3,938	6.47%	\$ 6,662	4,046	6.54%	\$ 6,733
Freedom	1,580	2.59%	\$ 2,673	2,062	3.33%	\$ 3,431
Gilford	5,111	8.39%	\$ 8,646	5,175	8.36%	\$ 8,612
Gilmanton	2,118	3.48%	\$ 3,583	2,152	3.48%	\$ 3,581
Hebron	600	0.99%	\$ 1,015	604	0.98%	\$ 1,005
Hill	512	0.84%	\$ 866	499	0.81%	\$ 830
Holderness	1,510	2.48%	\$ 2,554	1,428	2.31%	\$ 2,376
Laconia	9,879	16.23%	\$ 16,712	10,275	16.60%	\$ 17,098
Meredith	4,728	7.77%	\$ 7,998	4,742	7.66%	\$ 7,891
Moultonborough	4,940	8.11%	\$ 8,357	4,910	7.93%	\$ 8,171
New Hampton	1,083	1.78%	\$ 1,832	1,175	1.90%	\$ 1,955
Northfield	1,969	3.23%	\$ 3,331	2,006	3.24%	\$ 3,338
Ossipee	3,057	5.02%	\$ 5,171	2,982	4.82%	\$ 4,962
Sanbornton	1,612	2.65%	\$ 2,727	1,695	2.74%	\$ 2,821
Sandwich	1,057	1.74%	\$ 1,788	1,073	1.73%	\$ 1,786
Tamworth	1,969	3.23%	\$ 3,331	1,883	3.04%	\$ 3,133
Tilton	1,845	3.03%	\$ 3,121	1,928	3.11%	\$ 3,208
Tuftonboro	2,435	4.00%	\$ 4,119	2,390	3.86%	\$ 3,977
HHW Total (Fixed Price contract)			\$ 99,000			\$ 99,000
Universal Waste (fluorecent bulbs, batteries)			\$ 4,000			\$ 4,000
TOTAL	60,887	100.0%	\$ 103,000	61,896	100.0%	\$ 103,000

Data source: Housing Unit figures from 2010 Census and Census 2020.

Lakes Region Planning Commission, Inc.

BY-LAWS

*As amended: April, 1982
June, 1998
April, 2008
October, 2017*

→ PROPOSED BYLAW AMENDMENTS 2021

ARTICLE 1 LEGAL BASIS FOR PLANNING COMMISSION

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

ARTICLE 2 NAME

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

"THE LAKES REGION PLANNING COMMISSION, INC."

ARTICLE 3 PURPOSE

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

ARTICLE 4 REPRESENTATION OF MEMBER MUNICIPALITIES AND THE COUNTIES

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

4.2 Representation

Representation on the Commission shall be by: Commissioners, Alternate Commissioners and Associate Commissioners.

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

4.3 **Alternate Commissioners**

Each member municipality or county may appoint Alternate Commissioners, who shall be authorized to act as Commissioners for the municipality in the absence of a Commissioner. In no case shall the total number of votes cast by a municipality or county exceed the authorized number of Commissioners.

4.4 **Associate Commissioners**

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

ARTICLE 5 VOTING PRIVILEGES

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

ARTICLE 6 FINANCES

6.1 **City and Town Appropriations to the Commission**

The Commission shall prepare an annual budget and shall determine on a reasonable and equitable basis in relation to the current State valuations and population of municipalities the amount to be paid by each member. The amount to be paid by each member shall be certified to its municipal officers in sufficient time to allow an appropriation to be made.

The failure of a member to appropriate and pay the amount determined by the Commission within a year of the mailings of the assessment notice terminates its membership except as provided under Section 4.4.

ARTICLE 7 DUTIES AND RESPONSIBILITIES OF THE COMMISSION

7.1 **Commission**

The Commission shall be comprised of the Commissioners from each member municipality having voting rights as established by these Bylaws.

7.2 **Duties**

The Commission shall be the policy making body and, as such, shall establish positions to be taken on all matters of regional importance, shall determine the Goals and Objectives for the Regional Planning Program, and shall review and approve the Annual Work Program and Budget which shall provide the operational framework for the Executive Board.

7.3 **Standing Rules**

The Commission may adopt Standing Rules for the purpose of establishing Employee Policies, Financial Procedures and other Commission policies. Such Rules may be amended by a majority vote of the Commission at any regular meeting upon recommendation of the Executive Board.

7.4 **Responsibilities**

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

ARTICLE 8 EXECUTIVE BOARD AND STAFF

8.1 **Executive Board**

The officers of the Commission shall include a Chairman, a Vice-Chairman, a Secretary, a Treasurer and an Executive Board consisting of the previously mentioned officers, four (4) Area Commissioners and up to four (4) At Large Commissioners elected by the Commission. The Area Commissioners shall each reside within and represent one of the four geographic Areas within the LRPC Region as shown in Fig. 1 (Area Map). The four (4) At Large Commissioners shall provide the same geographic representation insofar as possible. Commissioners shall not be reimbursed for their services, but may be reimbursed for expenses incurred on behalf of the Commission upon approval of the Executive Board.

8.2 **Staff**

- a. The Staff of the Commission shall include an Executive Director.
- b. The Executive Director shall annually prepare and submit to the Executive Board a recommended schedule of personnel required to carry out the annual work program. Such schedule to include at a minimum the number of positions, job description and salary range.
- c. The Executive Board shall take action, as required, on the recommended schedule for submission to the Commission as part of the Annual Work Program and Budget.
- d. The Executive Director shall be responsible for filling the approved positions in a manner consistent with the Commission's Personnel Policies.
- e. Staff members shall not have voting powers in Commission affairs.

8.3 **Nomination of Executive Board**

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

8.4 **Election of Executive Board**

The Executive Board shall be elected by the affirmative written ballots of a majority of the Commissioners voting at the Annual Meeting every two (2) years. The results of the ballots shall be totaled and announced at that meeting. Commissioners are privileged to vote for any qualified person, whether or not he be nominated by the Nominating Committee. In case no candidate for a particular office shall receive a majority of the votes cast, a second ballot shall be cast between the two candidates with the most votes. Then, in the event of a tie, the office will be determined by lot.

8.5 **Terms of Office**

The Chairman, Vice-Chairman, Secretary and Treasurer shall be elected for terms of two (2) years. The terms of office of Executive Board Members shall begin immediately after the Annual Meeting of each year at which they are declared elected and shall end immediately after the end of the Annual Meeting of each year at the end of their term; but officers shall hold office until their successors have been elected and assume the duties of the office.

8.6 **Vacancies**

The Executive Board may temporarily fill vacancies in office occurring between annual elections, Executive Board Members so elected to hold office only for the balance of the current year or until their successors are elected and assume the duties of the office.

8.7 **Duties of Executive Board**

The Executive Board shall be responsible for the carrying out of the Annual Work Program within the Budget as approved by the Commission.

For this purpose, the Executive Board is authorized to take all actions necessary to implement the Work Program, including but not limited to, approving and signing of contracts in the name of the Commission and publicizing the position of the Commission on matters of concern to local and Regional Planning issues.

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

The Vice-Chairman shall act as Chairman in the absence or incapacity of the Chairman.

The Secretary shall perform such duties as are customary to the office, including responsible direction of such secretarial duties as are assigned by these By-laws, and shall put into effect the directives of the Commission.

The duties of the Recording Secretary may be assigned to the Commission's staff by the Commission. In the absence of the Secretary at any meeting, a Secretary Pro Tem shall be appointed by the Chairman for that meeting.

The Treasurer shall perform such duties as are customary to the office, including responsible direction of such financial duties as are assigned by these By-laws and shall put into effect the directives of the Commission.

The Treasurer, Chairman, and Vice-Chairman shall be bonded for the faithful performance of their duties if and when so voted by the Commission in an amount to be determined and approved by the Commission. The premiums for such bonds shall be paid from Commission funds.

It is the duty of the Area Commissioner to convene Area meetings and bring issues of local concern to the attention of the Executive Board, along with representing the interest of the Commissioners in their area on any matters that may come to a vote before the Executive Board. It is also the responsibility of the Area Commissioner to bring certain matters as requested by the Executive Board to the attention of the Commissioners within their area for consideration and recommendations.

Any contract previously approved by the Executive Board may be signed by the Executive Director, with confirmation by the Chairman. If such confirmation is given verbally, it shall be confirmed in writing by the Chairman within thirty (30) days.

8.8 Duties of Staff

The Executive Director shall be in charge of the office and all other employed staff; shall conduct a regional planning program subject to the approval of the Executive Board; shall be in charge of all general correspondence of the Commission; shall prepare an annual budget, including estimated revenues and expenditures for the fiscal year, to be reviewed by the Executive Board prior to submission for approval by the Commission; and shall keep accounts which shall at all times be open to inspection by the Officers and Executive Board and which shall be submitted for an annual auditing as prescribed by the Executive Board. He shall be bonded for the faithful performance of his duties and shall further undertake such other duties as the Executive Board shall assign to him.

8.9 Annual Reports

The Executive Director shall prepare an annual written report which shall be presented to the Commission at its first meeting following the Annual Meeting, including an audited statement by a C.P.A. as of June 30. He shall also submit monthly financial reports to the Executive Board.

ARTICLE 9 MEETINGS

9.1 Commission Meetings

There shall be at least two meetings a year of the entire Commission to be held at a time and place to be determined by the Executive Board which shall best serve the

convenience of the greatest number of Commissioners. The Annual Meeting shall be held in June.

9.1.1 **Area Commission Meetings**

There shall be at least one (1) and up to two (2) meetings a year of the Commission in each of the four Areas hosted by the Commissioners from each of the four Areas.

9.2 **Additional Meetings**

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

9.3 **Notice of Meetings**

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

9.4 **Minutes of Meetings**

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

9.5 **Meetings of the Executive Board**

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

9.6 **Quorum**

9.6.1 **Commission/and Area Meetings**

→ DELETE ENTIRE PARAGRAPH:

~~Commissioners from 50% of the member municipalities, which have voting privileges and which have appointed at least one Commissioner, shall constitute a quorum. In circumstances when a quorum is not present and when Commission action is essential, the Chairman may declare a quorum upon the unanimous approval of those Commissioners present.~~

→ REPLACE WITH:

A quorum consists of 51% of member municipalities in good standing with at least one appointed Commissioner.

9.6.2 Executive Board

→ DELETE SECOND SENTENCE:

Seven (7) Executive Board Members shall constitute a quorum.

~~In circumstances when a quorum is not present and when Executive Board action is essential, the Chairman may declare a quorum upon the unanimous approval of those Executive Board Members present.~~

9.7 Parliamentary Procedures

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

→ ADD A NEW SECTION, SECTION 9.8:

9.8 *Electronic Participation in Meetings*

Pursuant to RSA 91-A:2, III, remote participation in meetings is permitted.

ARTICLE 10 AMENDMENTS

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

ARTICLE 11 SAVING CLAUSE

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



FY22 Meeting Calendar

July 1, 2021 – June 30, 2022

Lakes Region Planning Commission

103 Main Street, Suite 3

Meredith, NH 03253

603-279-5334 | www.LakesRPC.org

July – December 2021					
Executive Board	September 8, 2021	Wednesday	9–11 AM	1st Floor Conference Room	FY21 Audit Presentation
COMMISSION	SEPTEMBER 27, 2021	MONDAY	6–8 PM	Meredith Community Center	Wake Boats Presentation FY22 Budget Vote • FY23 Membership Appropriations Vote
Executive Board	October 13, 2021	Wednesday	9–11 AM	1st Floor Conference Room	
COMMISSION	OCTOBER 25, 2021	MONDAY	6–8 PM	Moultonborough Public Library	Updates on Solid Waste Legislation and Recycling Markets FY23 HHW Appropriations Vote • Draft Bylaws Amendments
Executive Board	November 10, 2021	Wednesday	9–11 AM	1st Floor Conference Room	
COMMISSION	NOVEMBER 29, 2021	MONDAY	6–8 PM	CANCELLED	
Executive Board	December 8, 2021	Wednesday	9–11 AM	Location TBD	
January – June 2022					
Executive Board	March 9, 2022	Wednesday	9–11 AM	1st Floor Conference Room	
COMMISSION	MARCH 28, 2022	MONDAY	6–8 PM	Tentative Location: Plymouth	Transportation: Streetscaping, Bike/Ped, Active Transportation Manager, Electric Vehicle Permitting & Regulations Approve Proposed Bylaws Amendments
Executive Board	April 13, 2022	Wednesday	9–11 AM	1st Floor Conference Room	
COMMISSION	APRIL 25, 2022	MONDAY	6–8 PM	Tentative Location: Tuftonboro	LRPC Regional Housing Needs Assessment FY23 HHW
Executive Board	May 11, 2022	Wednesday	9–11 AM	1st Floor Conference Room	
COMMISSION	MAY 23, 2022	MONDAY	6–8 PM	Tentative Location: Gilford	Route 11 Planning Study – NHDOT Update
Executive Board	June 8, 2022	Wednesday	9–11 AM	1st Floor Conference Room	
Annual Meeting	June 27, 2022	Monday	5–8 PM	Franklin	Annual Dinner Meeting • 50th Anniversary Celebration FY23 Budget Vote • Election of FY23-24 Executive Board