



Lakes Region Planning Commission

Monday, November 28, 2022

6:00 PM

Pease Public Library
1 Russell Street
Plymouth, NH

AGENDA

1. **Call to Order, Establish Quorum**
2. **Approve Draft Minutes** of October 24, 2022 *Attachment*
3. **Old Business**
None
4. **New Business**
Proposed By-Laws Update – Term of Office *Attachment*
(30-day consideration and comment phase)
5. **Presentations**
 - a. Transportation Program Overview (*Sean Chamberlin*)
 - b. Data Collection & GIS Programs (*Ryan Paterson*)
6. **Regional Updates/Announcements**
 - a. Reappointed/Newly Elected Commissioners
 - b. Planner’s Roundtable Discussion (*Christine Marion*)
7. **Commissioner Roundtable**
Share noteworthy news and happenings from your communities.
8. **Adjourn**

NEXT MEETING: March 27, 2023
Happy Holidays and have a safe winter!

LAKES REGION PLANNING COMMISSION

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Meredith, NH 03253
Tel 603.279.8171
www.lakesrpc.org



Lakes Region Planning Commission

Minutes of October 24, 2022 Commission Meeting

Moultonborough Public Library
4 Holland Street
Moultonborough, NH

PRESENT

Commissioners		Others	
Ashland:	Mardean Badger	Donna Crisp Duclos	Andover
Barnstead:	David Kerr		
Bristol:	William Dowey		
Center Harbor:	Mark Hildebrand		
Gilford:	John Ayer		
Holderness:	Robert Snelling		
Laconia:	Stacy Soucy		
Moultonborough:	Cristina Ashjian		
	Celeste Burns		
Northfield:	Wayne Crowley	LRPC Staff	
	Douglas Read	Executive Director:	Jeff Hayes
Sandwich:	Bonnie Osler	Regional Planner:	David Jeffers
Tamworth:	Kelly Goodson	Solid Waste Planner:	Matt Rose
	Wyatt Berrier, Alt.	Administrative Assistant:	Linda Waldron

1. Call to Order

The meeting was called to order at approximately 6:00 PM by Chair John Ayer.

2. Approval of Minutes

Chair Ayer asked if there were any questions, comments, discussions, or changes concerning the minutes before the Commission for approval. Receiving none of the aforementioned, Chair Ayer asked for a motion for approval. Mardean Badger put forth a motion to approve the minutes as presented; Bonnie Osler seconded the motion. Chair Ayer conducted a verbal vote on the motion with all voices signifying they were in favor. Motion passed.

3. Old Business

None

4. New Business

Executive Director Hayes referred to attendance issues, mentioning that our By-Laws govern that if a Commissioner misses 3 consecutive meetings, the Executive Board is directed to prepare a letter notifying the municipality served by the Commissioner of the lack of attendance. This is something we have been deficient in doing and we would like to back on track. Given that our previous notification letter was outdated, a new draft was prepared which was provided to the Commissioner's at the outset of the meeting. This letter was provided for informational purposes only and does not need to be approved.

5. Presentations (FY23 Solid Waste Management Grant & Household Hazardous Waste)

Executive Director Hayes provided a brief history and specifics of the Solid Waste and Household Hazardous Waste programs, then introduced Matt Rose (Solid Waste Planner) and Dave Jeffers (Regional Planner) who had organized a PowerPoint presentation.

Matt Rose took the podium and further introduced himself, providing information on the USDA Solid Waste Management Grant which the LRPC has applied for and been awarded for a few years now. This year's (FY23) award was the largest ever received at \$147,300. Matt explained in detail what is involved in each of the areas the grant covers: technical assistance, research, expansion of our regional HHW collection program, regional purchases, and public outreach/education.

Matt Rose then introduced Dave Jeffers to speak on our HHW collection events and plans to expand the program. Dave provided a history of past events and supplied some data regarding this past summer's activity. It is anticipated that next year's collection dates will remain the same, but that some site locations will change. Dave mentions that there is a need for future discussions regarding the collection of universal waste (e.g., CFL light bulbs, waste oil, mercury devices, fire extinguishers, tires, rechargeable batteries, etc.). Finally, 2023 is the last year of the fixed rate contract with our waste disposal vendor (Tradebee) therefore it is anticipated that negotiations on a new contract will begin soon.

Matt returned to the podium to offer information on regional purchases in solid waste management. This would include items such as bailers and storage bins for recyclables and paper which would benefit municipalities in their recycling programs. Other considerations include water and sewer updates to protect our groundwater, large scale storage facilities to accommodate smaller communities that cannot recycle on their own, and renewable energy implementation (e.g., solar and wind farms, etc.).

6. Regional Updates/Announcements

- a. PRLAC – Pemigewasset River Corridor Management Plan Update. Dave Jeffers touched upon the corridor management plan update in coordination with PRLAC. This plan has not been updated since 2013 and we expect it to take about a year to complete. This update can then be adopted by communities for use in their master plans.
- b. Planning & Land Use Regulations Book Order. Executive Director Hayes advises that orders have been placed and we expect books to be delivered early next year.

7. Commissioner Roundtable

Due to the length of the presentation and the conclusion of the meeting being minutes away, Chair Ayer suggested that rather than cycling through everyone present for news, anyone with something substantial to share should be heard.

C. Ashjian, Moultonborough—Welcomed the LRCP to her Town and was glad we were there. She mentioned that the school district intends on erecting an electronic video message board on governmental property located at the gateway to the village. Although unlikely, she remains hopeful they may reconsider this decision.

S. Soucy, Laconia—Mentions that the DWP in Laconia is short 6 employees and wonders if anyone present may know of any people with a CDL license looking for work. The plans for the old Laconia State School property which was presented to the City last week has not been finalized and there are still 90 days before the sale will be complete. There is much more detailed information needed from the developer.

8. Adjournment

Chair Ayer thanked Dave and Matt for their presentations.

Donna Crisp Duclos of Andover spoke up to inform the Commissioners that she will be appointed as Commissioner for the Town of Andover this Wednesday evening. She looks forward to future meetings as she got a great deal of information from tonight's meeting.

Jeff reminds Commissioners that next month's meeting is being held at the public library in Plymouth and that the topic will be transportation.

The meeting was adjourned at 8:02 PM.

DRAFT

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 Term of Office

In accordance with RSA 36:48, the Chairman, Vice-Chairman, Secretary, and Treasurer shall be elected annually. The term of office for Executive Board Members shall begin immediately after the Annual Meeting at which they are declared elected and shall end immediately after the end of the Annual Meeting of the following year; 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

Sean Chamberlin
Sr. Transportation Planner
Lakes Region Planning Commission



Sean Chamberlin graduated from UNH in 2017 with a B.S. in Civil Engineering. His first position out of school was for a structural engineering firm in Richmond, VA where he helped design a concourse expansion at the Richmond International Airport. Sean moved back to the Northeast in 2019 where he work at Weston & Sampson assisting towns develop new DPW and fueling facilities. In 2021, Sean transitioned to public planning with the Town of Danvers, MA. With his directors recommendation Sean applied for the Sr. Transportation Planner position at LRPC and has been working for the Commission since April. Sean now lives in Laconia where he enjoys woodworking in his garage.

Ryan Paterson
Transportation Intern
Lakes Region Planning Commission



Ryan Paterson began working for Lakes Region Planning Commission in May of 2022 as a transportation intern. Ryan is currently finishing his bachelor's degree in environmental planning at Plymouth State University with a geographic information systems (GIS) certificate and a minor in sustainability. Ryan's first experience in regional planning came from completing an internship in the summer of 2021 with Upper Valley Lake Sunapee Regional Planning Commission. Prior to this, he was a U.S. Army infantryman, Department of Defense contractor, and U.S. Army Corps of Engineers employee. Some of his work includes conducting traffic counting around the region, road surface management system assessment and forecast, pedestrian infrastructure assessments, and GIS mapping.

Christine Marion

Land Use Planner
Lakes Region Planning Commission



Christine Marion started in October 2022 as a land use planner with the Lakes Region Planning Commission. Prior to joining the Commission, Christine worked over 34 years for the Morris County Office of Planning and Preservation in New Jersey, starting as Senior Planning Aide three days out of college and after several promotions, became Planning Director for the last 11 years of her career. As director, she was responsible for administering Long Range Planning, Land Development Review, and four Preservation Trust Fund programs: Open Space, Farmland Preservation, Historic Preservation, and Flood Mitigation and managed the fourteen staff members working in those areas. She also reported to and undertook actions directed by the Morris County Planning Board, her Department Head and County Administrator.

In addition to her work with Morris County, she participated in training new municipal planning board members and as a speaker at conferences for the New Jersey League of Municipalities, Leadership Morris, New Jersey Planning Officials and Morris County Chamber of Commerce. She served as Secretary of the Rockaway River Watershed Cabinet and was active in the New Jersey County Planners Association serving as president in 2001. Christine is a member of the American Institute of Certified Planners. She is a graduate of Cook College, Rutgers University with an undergraduate degree in Environmental Planning and Design.

After residing, studying, and working in New Jersey her entire life, Christine retired in June 2020 and happily relocated with her husband and pets to Plymouth, New Hampshire. She is a member of the Appalachian Mountain Club and volunteers as a Trailhead Steward with the US Forest Service in the White Mountains. She enjoys hiking, bicycling, skiing, cross-country skiing, and snowshoeing.