

LAKES REGION PLANNING COMMISSION

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



LRPC Executive Board Meeting

Minutes of October 12, 2022

Approved November 9, 2022

PRESENT	Cristina Ashjian, Mardean Badger, Pat Farley (Secretary), David Katz (Vice Chair), David Kerr (Treasurer), Bob Snelling, Steve Wingate
ABSENT	Dean Anson, II, John Ayer (Chair), Bill Bolton, Mark Hildebrand*, Steve Favorite
STAFF	Jeff Hayes (Executive Director), Linda Waldron (Administrative Assistant)
LOCATION	LRPC Office, 1 st Floor Conference Room, Meredith

1. Call to Order

Vice Chair Katz called the meeting to order at 9:00 AM and announced that this will be an informational meeting whereas a quorum has not been established.

Executive Director Hayes addressed the matter of implementing the use of remote equipment to allow for virtual participation in meetings. A pros and cons discussion of this approach ensued. The consensus was that it was acceptable to conduct future meetings with virtual participation. However, a physical quorum must be present in order to conduct a **business** meeting. Therefore, if a quorum could not be established physically, it would be announced that the meeting was for informational purposes only.

Cristina Ashjian entered the room at 9:03, thereby establishing a quorum.

2. Minutes

Minutes of September's Executive Board meeting was presented for approval. Vice Chair Katz noted a very minor change. No other comments or requests for amendments were forthcoming. Mardean Badger put forth a motion to approve the minutes as amended which was seconded by David Kerr. A voice vote was taken, and all were in favor. Minutes were approved with amendments.

3. Finance/Treasurer Report

Executive Director Hayes went over the report and noted that it does currently show a small deficit. He stated that it is very early in the year so there was no immediate concern. Vice Chair Katz asked if we were adequately staffed and able to meet our commitments to which Executive Director Hayes replied we were. Vice Chair Katz also asked if there were any major expenses anticipated at this time. Executive Director Hayes advised that we have funds set aside for some office improvements, but these have not been positively identified yet.

4. Monthly Executive Report (September)

Executive Director Hayes reviewed the report briefly. Vice Chair Katz asked for more detailed information regarding the Housing section of the report as he was unable to attend the meeting. Executive Director Hayes expanded on this section, including information regarding needs and gaps, regulations vs. law, and commented that density is a

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primary factor in complying with the fair share analysis. A comment was also made in regard to smaller towns that have infrastructure (sewer & water) limitations being able to fulfill their fair share requirements.

Concerning the Household Hazardous Waste & Solid Waste section of the Monthly Executive Report, Vice Chair Katz asked Executive Director Hayes to inform the Board on the concern of continuing to include universal waste (batteries, lightbulbs, etc.) collections during our annual HHW Collection Days. Executive Director Hayes stated that this has created staffing issues at some of the collection facilities due to the need for additional workforce to manage this area of collection. Some collection sites are pushing back looking for LRPC to cover this need. We may need to cut back or remove this inclusion as we are unable to offer additional assistance to them.

5. **Committee Reports (TAC)**

Treasurer Kerr stated that October's meeting was cancelled as the scheduled presentation for the 3 engineering projects (Laconia, Meredith, and Plymouth) had not been completed.

6. **Old Business**

a. FY22 EB & Commissioner Attendance. There was considerable discussion regarding how to manage this situation and foster more consistent attendance at meetings. Our By-Laws currently dictate that if a Commissioner misses three consecutive meetings, the Executive Board shall notify the Commissioner's municipality. We do not provide for any recommendations in this notification. It was mentioned that we also need to address the multiple commissioner vacancies we currently have. We have begun sending our meeting packets out to the Planning Board Chairs, Selectboard Chairs, and Town Administrators of municipalities with vacancies so they are aware of the meetings in the hopes it may encourage them to appoint commissioners to represent their cities and towns. It was decided that we would continue to send letters out for 3 consecutive absences per the By-Laws. We will also draft a letter with additional language addressing Commissioners with more than 3 absences and municipalities with vacancies for review and discussion at the next Executive Board meeting.

b. Housing Needs Update. Whereas this was discussed above in Executive Director Hayes' expansion of the Housing section of the Monthly Executive Report, no further discussion was needed.

7. **New Business**

Title VI Policy 2022 Updates. Executive Director Hayes explained the policy and went over the purpose. There was some brief discussion among the Board members resulting in a few inconsistencies being pointed out, a suggested change to the policy cover page, and a question as to the correct terminology to be used to describe a person's gender. It was decided that the inconsistencies would be corrected, the cover page would be revised, and the concern regarding gender description would be reviewed with counsel. Whereas this policy update does not need to be presented to the full commission for approval, Pat Farley made a motion that the updates be approved with the stated changes and Steve Wingate seconded the motion. A voice vote was taken, and all were in favor. The updates were adopted with noted changes. Should the gender description need to be modified after review by counsel, the Executive Board will revisit approval of an additional update.

8. **Non-Public (Executive) Session.**

A discussion took place as to whether or not we should vote to unseal last meeting's non-public session minutes and refrain from entering into a non-public session for this meeting. Since last month's meeting, the subject of the non-

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public session was brought to the attention of legal counsel who advised, in this instance, there would be no violation of RSA 91-A:3 in making the session public. Executive Director Hayes advised the Board that in order to move forward with resolution of the infraction, which is the subject of the non-public session, we may need to involve the Town that appointed the Board member who committed same. If we remain in non-public session, we cannot take the matter to the Town officials, therefore there can be no resolution as the LRPC has no authority to remove an appointed member.

Vice Chair Katz offered to entertain a motion to unseal the minutes of the previous non-public session to permit public discussion which was made by Mardean Badger and seconded by Steve Wingate.

Roll Call vote to unseal the non-public session minutes:

Pat Farley	yes	Cristine Ashjian	yes	David Katz	yes
Mardean Badger	yes	Bob Snelling	yes		
Steve Wingate	yes	David Kerr	yes		

Motion passed. Minutes are unsealed. Discussions ensued regarding what steps should be taken to move the matter forward to resolution.

Typographical errors were noted on the minutes of non-public session after which a motion was made by Bob Snelling to accept the minutes with corrections which Mardean Badger seconded. A voice vote was taken, all members assented to the motion, and the minutes were accepted with corrections.

Vice Chair Katz next offered to entertain a motion to draft a censure letter addressing the violator's inappropriate behavior exhibited at the August Household Hazardous Waste Collection Day as well as subsequent negative interactions with staff employees. Bob Snelling made the motion and Steve Wingate seconded. A voice vote was taken, all members assented to the motion, and the motion passed.

After the voting, further discussion culminated in the decision to first, schedule a private meeting between the offender, the Executive Director, the Chair and Vice-Chair of the Executive Board. The result of this meeting would determine any next steps.

9. **Roundtable**

P. Farley, Tamworth—Still having issues with the Town's sewer and water limitations which in turn impacts housing development. On December 7th there will be a broadband forum taking place on Zoom.

M. Badger, Ashland—Progress is continuing on the Mill Pond project for multi-family housing units. There is a meeting tonight for some information discussions with Lakes Region Community Developers. It is noted that there is sewer and water access to the beginning of the development.

S. Wingate, Tuftonboro—The Town is exploring solar options to provide energy to Town facilities.

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C. Ashjian, Moultonborough—The little schoolhouse in the center of Moultonborough Village has been lifted up and a new foundation has been poured. The Moultonborough schools are moving forward with the installation of an electronic video sign replacing the reader board to be placed at the gateway to the village despite negative feedback.

R. Snelling, Holderness—The Town's attempt to obtain approval for a cell tower is unlikely to occur this year.

D. Kerr, Barnstead—Nothing new to report.

D. Katz, New Hampton—Dave has been consulting with the Selectboard and the Town Administrator in an effort to utilize tax deeded property for solar installations. Towns are not in a position to sell tax deeded property as they are only allowed to recover for back taxes and associated fees, but they are allowed to make use of the property such as erecting solar panels for the good of the general public.

10. **Adjournment**

There being no further discussions, Vice Chair Katz invited a motion to adjourn. Pat Farley moved that the meeting be adjourned. Steve Wingate seconded the motion. A voice vote was taken, all members assented to the motion, and the motion passed. Vice Chair Katz declared the meeting adjourned at 11:45 AM.

Respectfully Submitted,
Linda Waldron
Administrative Assistant