

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 11, 2023

9:00 AM

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

AGENDA

NOTE: Six (6) 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 13, 2023** (*actionable item*) *Attachment 1*
3. **Finance/Treasurer Report**
4. **Monthly Executive Report** (*September*) *Attachment 2*
5. **Committee Reports**
 - a. Transportation Advisory Committee (TAC)
 - b. Proposed New CEDS Committee
6. **Old Business**
 - a. Brownfields RFP Selection Committee
 - b. Transformational Planning Grant Update
 - c. RHNA *Attachment 3*
7. **New Business**

None
8. **Roundtable**
9. **Adjourn**

NEXT MEETING: November 8, 2023

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.

Attachment 1

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LRPC Executive Board Meeting Minutes of September 13, 2023

PRESENT	Dean Anson, Cristina Ashjian, Tavis Austin, John Ayer (Chair), Mardean Badger, Bill Bolton, Patricia Farley (Secretary), David Katz (Vice Chair), David Kerr (Treasurer)
ABSENT	Mark Hildebrand
STAFF	Jeff Hayes (Executive Director), Linda Waldron (Administrative Assistant), Carl Carder, Finance Administrator)
OTHERS	Charlene Vallee (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 and welcomed everyone back from summer break. A quorum was established.

2. Minutes

Minutes of June's Executive Board meeting were acknowledged for comments and discussion. Vice Chair Katz put forth a motion to accept the minutes as presented, seconded by Mardean Badger. A voice vote was taken indicating all present were in favor. **Motion passed.**

3. Finance/Treasurer Reports

Finance Administrator Carl Carder briefly summarized the reports stating that August's report shows a large deficit, but noted that the current quarter ends in September and end of quarters typically provide a large reimbursement opportunity. Therefore, he expects by the end of September to show in the black. We have some good projects this fiscal year which include a brownfields grant and a new USDA solid waste contract. Executive Director Hayes mentioned that brownfields begin October 1st and we are looking for projects. We recently have had conversations with Franklin and Laconia in these regards.

4. Monthly Executive Reports

Executive Director Hayes indicated that we had a busy summer. A few local items in the reports were discussed. There were additional discussions regarding the amount of flooding we had this year and Executive Director Hayes noted that LRPC's culvert inventory program is a valuable asset to communities. Participating in this program is a proactive way to avoid or mitigate flooding situations such as those we have seen this year. A full report is prepared documenting where each culvert is located and targets potential drainage issues such as condition, blockages, size, etc. There was also a brief review of this summer's HHW collections, noting we are having a special Fall collection this year. David Kerr asked what freight maps consisted of as it pertains to the Transportation section of July's report to which Executive Director Hayes advised that it concerned tracking freight trucking routes and showing the conditions of the roads, obstacles, traffic circle maneuvering, areas of improvement, etc.

5. Committee Reports

Transportation Advisory Committee (TAC). Treasurer Kerr informed us that there was a meeting of the TAC last week. The topic of the meeting was the bike/ped plan. Unfortunately, our plan is contingent on the State's plan which is behind, but still in the works. There was also a discussion concerning a free bus service to begin running between

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Penacook and Tilton in early October to allow for citizens to work at places along the bus route who don't otherwise have transportation. GACIT hearings are now underway. A new Chair and Vice Chair were voted in. FY24 TAC Meeting calendar was noted.

6. Old Business

- a. Proposed By-Law Revisions. The By-Laws have been overhauled in terms of reordering and clarifying. Changes have been reviewed extensively with input from Vice Chair Katz. The only substantive change was with regard to appointing alternates to the Executive Board (Section 8.3.3). After some discussion, and an agreed-upon minor amendment to allow the Executive Board Chair or in the absence of the Chair the presiding member – changed from the Executive Board – to temporarily fill vacancies on the Executive Board (Section 8.4), Vice Chair Katz proffered a motion that the Executive Board accept the current revision, as amended, and refer same to the full Commission for a 30-day review period and adoption. Bill Bolton seconded the motion. A voice vote was taken indicating all present were in favor. **Motion passed.**

Due to the above clarification, it was decided to reaffirm and obtain the Executive Board's vote concerning Chair Ayer's prior temporary appointment of Tavis Austin to the Board. Chair Ayer made a motion to appoint Tavis Austin as a member of the Executive Board. A voice vote was taken indicating all present were in favor, Tavis Austin abstaining. **Motion passed.**

- b. Annual Meeting Review. Executive Director Hayes stated that we had a great meeting with great speakers. We are looking to follow up on some work with ReVision Energy. Vice Chair Katz advised that he received a note from former Commissioner Steve Wingate indicating that he was extremely thrilled with the recognition award he received at the meeting.
- c. RHNA Adoption Discussion. Executive Director Hayes described that this matter has been on hold since last Spring due to issues with the fair share table and whether it should be included. Former Chair and current Commissioner Wayne Crowley had suggested that we move forward to accept the plan without the fair share table. This has been discussed in several Executive Board and Commissioner meetings throughout the year. Executive Director Hayes went over the draft plan, needs, strategies, barriers, etc. and agrees with Mr. Crowley's suggestion. Therefore, it is his recommendation that we accept the plan without the fair share table as there are certain legal implications in accepting it with the table as well as it being nonactionable in certain communities. Vice Chair Katz proposed a motion that the Executive Board accept the housing needs assessment and forward it on to the full commission with a recommendation that they accept same without the fair share table. Motion was seconded by Mardean Badger. A voice vote was taken indicating all present were in favor. **Motion passed.**

7. New Business

- a. Audit Presentation. Charlene Vallee of Hennessey & Vallee provided a little background and reviewed their firm's auditing standards as well as the areas which they audit and report on. She explained various sections of the report, and went into detail on certain aspects. At the conclusion of Ms. Vallee's presentation, Vice Chair Katz put forth a motion to accept the draft report as final subject to any minor updates forthcoming from Ms. Vallee. Motion was seconded by Treasurer Kerr. A voice vote was taken and all present indicated they were in favor. **Motion passed.**
- b. FY24 Proposed Budget. The Finance Report was compared to the Proposed Budget and Vice Chair Katz noted that the list of contracts did not match. Executive Director Hayes explained that this was likely due to the timeframe in which each document was created. Contracts come through quite regularly such that lists could differ from report to report depending on when a contract was received. Vice Chair Katz and Executive Director

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Hayes discussed and agreed that rather than list each individual contract, they could be consolidated to show only the total income figure in order to simplify and avoid continued discrepancies. Forwarding to the full commission for acceptance is recommended.

- c. FY25 Municipal Membership Appropriations. Executive Director Hayes made it known that this needs to be calculated in advance – due to differences in fiscal years – in order for municipalities to include it in their budgets which are being prepared now. The FY25 figures reflect standard inflation costs. No questions; no discussions.
- d. FY24 Proposed EB & Commissioner Meeting Calendar. The proposed calendar was reviewed. Chair Ayer stated that he previously advised Executive Director Hayes that he would be unable to attend the annual meeting traditionally scheduled for the last Monday in June. The calendar presented modifies this date, and the annual meeting is now tentatively scheduled for Monday, June 17th. Chair Ayer stated that he would also be unavailable on this date as it conflicts with his town's planning board meeting. There was some discussion on where we should hold the 2024 annual meeting and several suggestions were voiced. It was finally determined that we should contact Mill Falls to see if we can return there. It was also mentioned that the October meeting location listed on the calendar is unavailable, and we are working on finding an alternative location. Vice Chair Katz put forward a motion recommending that the proposed FY24 calendar be forwarded to the full Commission, subject to the aforementioned changes, which was seconded by Tavis Austin. A voice vote was taken and all present indicated they were in favor. **Motion passed.**
- e. Tradebe Contract. Executive Director Hayes communicated that Tradebe provided the only submission as a result of our request for proposal which is largely similar to our previous contract with them. The new contract does come with a 40% increase, which increase was satisfactorily explained, and the cost breaks down to \$140,000 per year. The primary change (aside from cost) is that going forward, we will be breaking up the collection event into 4 separate dates. Executive Director Hayes stated that it is important to get the contract in place in order for municipalities to include appropriations in their budgets for the next fiscal year. Dean Anson questioned the non-acceptance of DEA regulated drugs and the necessity of communicating to communities the proper way to dispose of these. After discussion, it was suggested that LRPC might communicate in its marketing of the event that prescription drugs are not accepted and one should contact their local police department for proper disposal options. A motion was made by Vice Chair Katz to grant the Executive Director authority to sign the contract. A second to the motion was provided by Secretary Farley. A voice vote was taken and all present indicated they were in favor. **Motion passed.**
- f. CEDS and EDA District Process. CEDS – Comprehensive Economic Development Strategies – was explained by Executive Director Hayes. Most of the RPCs in the state have prepared a CED strategy to make themselves available for Economic Development Administration funding. It was noted that the Bureau of Economic Affairs has now grouped the Lakes Region with the North Country (who has benefited from this funding for many years). However, this is unsettling as the Lakes Region has double the population and number of employees as the North Country. Executive Director Hayes feels he can assert that the Lakes Region should be its own district with its own CEDS plan, and that our communities should be eligible to apply for public works grant funding based on the strategy we maintain in this region. In order to accomplish this, we need a comprehensive approach including the formation of a CEDS committee, formulation of a strategy (which has been partially done), and the gathering of letters from individual communities supporting our being a designated district under the Economic Development Administration. Secretary Farley provided a motion that the Executive Board grant authority to the Executive Director to apply for a Lakes Region economic development district and to form a CEDS committee for

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this purpose. This was seconded by Vice Chair Katz. A voice vote was taken and all present indicated they were in favor. **Motion passed.**

8. Roundtable

D. Katz, New Hampton—Dave noted that the town has completed its RSMS update, and it is being incorporated into the next Capital Improvement Program. There will be a meeting on this next week. New Hampton has requested support from LRPC for a Master Plan update. They are suspending any changes to the zoning ordinance for 2024 in order to focus on the Master Plan. There will be one new ordinance amendment on the warrant for next year being a solar ordinance. Additionally, there is one red-listed bridge in town and it has been discovered that they can apply to the National Guard's Innovative Response Training (IRT) program for help. This is a DOD sponsored program whereby municipalities can be considered for installation assistance on certain projects through an application and internal bid process. Finally, the town is looking for a Town Administrator.

P. Farley, Tamworth—Pat advised that effective as of the end of this meeting, she will be retiring as Commissioner, Executive Board member, and Secretary of the LRPC, and she will be moving out of state. In order to fill the vacancies as soon as possible, Vice Chair Katz proposed a motion that Commissioner Lianne Prentice be appointed to the Executive Board which was seconded by Bill Bolton. A voice vote was taken indicating all present were in favor, Pat Farley abstaining. **Motion passed.** Next, it was asked if there was interest from any other Executive Board member in filling this position, which there was not. Vice Chair Katz proposed a second motion to also appoint Lianne Prentice as Secretary which was also seconded by Bill Bolton. A voice vote was taken indicating all present were in favor, Pat Farley abstaining. **Motion passed.**

Executive Director Hayes took a moment to present Pat Farley with a recognition award for her many years of outstanding service to the LRPC.

T. Austin, Wolfeboro—Wolfeboro had its last public information forum on the Ten Year Plan project concerning Route 28. Due to public input, the DOT is holding public survey open until the end of September, but construction should be on track for 2026-2027. The Economic Development Committee is starting to work with the Chamber of Commerce concerning the handling of logistics on the tearing up of Main Street. The town has picked up a project for water and sewer upgrades and a complete streets project from Pickering Corner to the Main Street bridge. Wolfeboro is wrapping up their CIP for next year. The Planning Board is having an informational forum on October 17th to obtain the public's input regarding affordable housing. Possible changes to zoning ordinances.

D. Anson, Laconia—There is a meeting tonight regarding Langley Bridge on Route 3. The City is looking to dovetail this project with Langley Cove and the sediment problems from Langley Brook. There is still concern regarding climate change impact on stormwater and the ability to accommodate additional volume.

B. Bolton, Plymouth—Plymouth is going to get a bus. A meeting has been scheduled with Tri-County CAP to work out the details. The Main Street project is nearly done and will have been completed in only one season. The town is trying to shut down the annual party which has been occurring downtown for nearly 40 years where several thousand kids take over the area leaving a mess in their wake.

M. Badger, Ashland—Mardean advised that the planning board is still dealing with White Mountain Country Club/Owl's Nest in enforcing procedures and rules; they are making progress. A couple of years ago, the ZBA turned down a request for excavation of a quarry in the West Street area. The owner is now making an informal proposal for 160+ townhouses on the property, but would need to lower the land – in essence still creating a quarry.

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D. Kerr, Barnstead—The town is still trying to recover from the floods and resulting road work. The Planning Board has concerns about the State’s emphasis on ADUs. They have received an application to build 7 houses on a lot on a gravel road. A site walk has been done and it was noted that survey points have not been made and a good part of the land is wet land. The Planning Board is requesting that additional engineering be performed.

It was announced that Commissioner Bob Snelling has retired as Commissioner and Executive Board member due to recent health issues which have also forced him to move from Holderness to an assisted living facility in Meredith. He has been notified that if circumstances change such that he is able to recommence involvement with the LRPC in the future, he could seek to serve as a Commissioner for Meredith given that there is currently only one appointed Commissioner. A suggestion was made that we might consider some form of recognition or appreciation for Bob as one of our longest serving members at the next annual meeting.

J. Ayer, Gilford—John relays that he has nothing to add that hasn’t already been stated in the past couple of meetings. There is a lot going on, but no changes significant enough to mention.

9. **Adjournment**

Chair Ayer adjourned the meeting at 11:49 AM.

Respectfully Submitted,
Linda Waldron
Administrative Assistant

Attachment 2



Monthly Executive Report

Local

- **Belmont.** Addressed questions about HHW appropriations with Belmont Town Administrator.
- **Belmont, Northfield, Sandwich** | NHDES Stormwater Protection. Met with Pierce Rigrod and Melissa Mancheras of NHDES concerning proposed changes to the model Source Water Protection Ordinance. Informed towns of the significant proposed changes by DES to the model Source Water Protection Ordinance and advised they move forward with the current proposed changes (2015).
- **Center Harbor.** Communicated with town regarding review of site plan regulations. Provided initial draft to Land Use Secretary.
- **Freedom.** Responded to request for providing in-house training to new planning board members. Collected and presented statistics on Freedom residents attending 2023 HHW collection.
- **Gilford.** Discussed scoping of culverts and closed drainage systems update with Gilford; provided quote. Completed Local Development District contract for Gilford Foam Recycling Program/NBRC grant award.
- **Laconia.** Provided technical assistance to local business (North Water Marine) concerning replacement and disposal of fluorescent tubes.
- **New Hampton.** Provided culverts and closed drainage systems quote. Completed planning board map. Submitted RSMS update.
- **Northfield.** Met with Department of Public Works Director and Town Administrator regarding RSMS. Discussed possible participation in HHW collections with Northfield Town Administrator.
- **Ossipee.** Provided instructions on accessing the draft Housing Needs Assessment Report on the website and data on household size by age for those 65 years and older to planning consultant for Ossipee for developing their Housing Plan.
- **Tamworth.** Responded to request for examples of source water protection enforcement and implementation measures. Provided Town Administrator with Belmont's regulations and Best Management Practices, as well as information from the Department of Environmental Services as examples. Performed site visit for Tamworth's October HHW collection event.

Grant Administration

- Awarded 4 new NBRC grant administration contracts totaling over \$30,000.
- Earned Grafton County Commissioner's support for new CDBG grant entitled *Transformational Planning Grant* program.
- Processed payments to economic development organizations operating in the region through Grafton County microenterprise grant administration contract.

Household Hazardous Waste

- **2023 Collections.**
 - Worked with coordinators concerning volunteers and signage.
 - Dispatched e-blast to coordinators, communities and commissioners, as well as an email list of over 750 names concerning fall collection. Developed press release for publication. Addressed several HHW calls/emails regarding October 7th collection from Tamworth, Moultonborough, Laconia, Freedom, and LRPC Barnstead Commissioner.

- Discussed and provided universal waste disposal options to Bristol Commissioner and Town Administrator.
- **2024 Collections.**
 - Worked on finalizing sites and dates for 2024.
 - Prepared for finalization of contract and appropriations.

Regional

- **TBG/CEDS.** Edited CEDS StoryMap and RHNA report.
- **PRLAC.** Corresponded with PRLAC Chair regarding administrative funding and participated in September meeting.
- **Pemi Corridor Plan.** Worked to finalize plan for review. Received data on state-owned lands from NHDES.

Solid Waste

- Conducted roundtable on Universal Waste Management training for solid waste operators. Scheduled 3 guest speakers, providing notification to town administrators and solid waste operators.
- Continued work on FY25 Solid Waste Management grant application.
- Met with NHDES to discuss the LRPC compost PBN (permit by notification) guide and how to move forward with the information.



Training

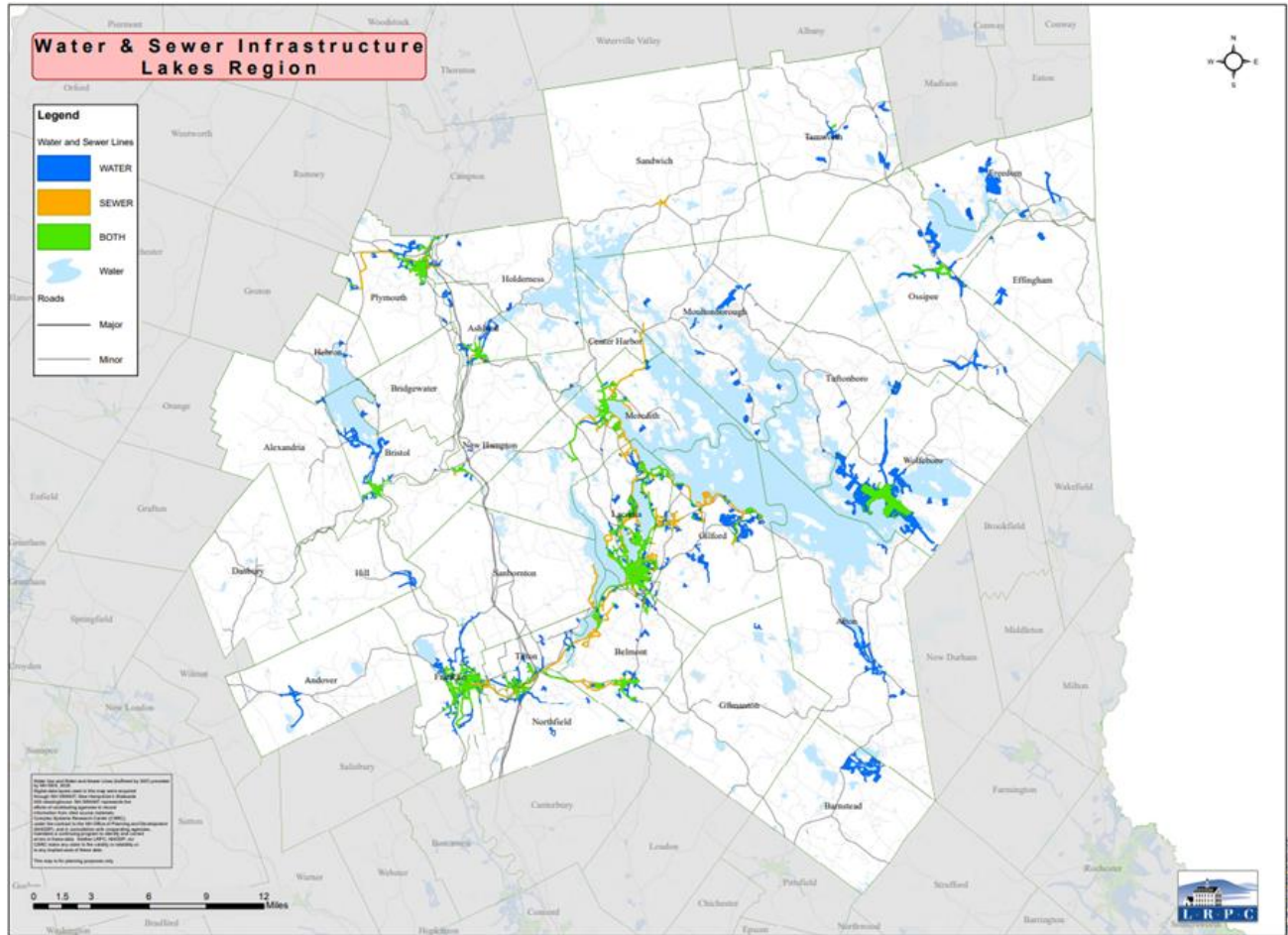
- Attended *Clean Energy is a Terrible Thing to Waste* webinar on recycling our nation's spent nuclear fuel.
- Attended MS2 training.
- Conducted CCDS field training.

Transportation

- **Traffic Counting.** Reviewed progress, results, and planning. We are into the final weeks of count collections. Worked with NHDOT on pilot program for regional planning commissions to QA/QC their own traffic data and upload to MS2. Created traffic count status report.
- **Mapping.**
 - Completed crash data heat map for TAC meeting.
 - Created regional bike/ped infrastructure map.
 - Created regional Level of Traffic Stress (LTS) map.
 - Completed economic development standard maps.
 - Worked on Labor Market Area (LMA) standard maps.
- **Data Management.** Compiled a variety of census data to be posted to LRPC website.
- Hosted monthly TAC meeting.
- Attended five GACIT hearings, presenting at four of them.
- Coordinated with TAC subcommittee on regional bike/ped plan draft development.

- Met with Mid State Regional Coordinating Council on transit plan.
- **GIS.** Worked on development of standard map sets. Continued working with ESRI Technical Support to troubleshoot issues on StoryMaps and Business Analyst.

Standard Map Set - Water and Sewer Infrastructure



ACRONYMS

CCDS	Culverts and Closed Drainage Systems
CDBG	Community Development Block Grant
CEDS	Comprehensive Economic Development Strategy
ESRI	Environmental Systems Research Institute
FY	Fiscal Year
GACIT	Governor's Advisory Commission on Intermodal Transportation
GIS	Geographic Information System
HHW	Household Hazardous Waste
LRPC	Lakes Region Planning Commission
NBRC	Northern Border Regional Commission
NHDES	NH Department of Environmental Services
NHDOT	NH Department of Transportation
PBN	Permit by Notification
PRLAC	Pemigewasset River Local Advisory Committee
QA/QC	Quality Assurance/Quality Control
RHNA	Regional Housing Needs Assessment
RSMS	Road Surface Management System
TAC	Transportation Advisory Committee
TBG	Targeted Block Grant

Attachment 3



Town of
Wolfeboro

Town of Wolfeboro Planning Board
84 South Main Street
Wolfeboro, NH 03894
(603)569-5970

October 5, 2023

Lakes Region Planning Commission
c/o Jeff Hayes, Executive Director
103 Main Street, Suite #3
Meredith, NH 03253

RE: Town of Wolfeboro Planning Board Supports RHNA

Mr. Hayes,

Thank you for your letter of September 26, 2023. The Wolfeboro Planning Board appreciates the update provided by your *"September LRPC Commissioner Meeting Summary RHNA and CEDS/EDD Recap."* At our October 3, 2023 regular meeting we were also provided a similar update by our two commissioners, Roger Murray III, and Tavis Austin, our Planning and Development Director.

The Board discussed the importance of the Regional Housing Needs Assessment (RHNA) both for the Town as well as the LRPC; specifically as our Board looks to potential zoning amendments designed to encourage and support the much needed housing opportunities in our area. Concerns were raised over the fairshare housing table as Board members concurred it may appear a promise or commitment for each communities' fair share number of housing units rather than a target or estimated goal suggestion for communities to consider.

With that in mind, the Board voted unanimously to support the current draft of the RHNA without the fairshare housing table, as recommended by the LRPC Executive Committee. Please feel free to share this information with the LRPC and LRPC Executive Committee as you feel appropriate.

Additionally, the Board would like to receive updates on the CEDS/EDD element of your September letter as well. Thank you in advance for your continued efforts to assist the LRPC communities.

Regards,

Kathy Barnard, Chair
Wolfeboro Planning Board