

LAKES REGION PLANNING COMMISSION

103 Main Street, Suite 3
Meredith, NH 03253

(603) 279-8171 | www.LakesRPC.org



M E M O R A N D U M

TO LRPC Commissioners
CC Member Select Boards, Planning Boards/Departments, Town Administrators, and Lakes Region Legislators
FROM Jeff Hayes, Executive Director
DATE June 8, 2020

As announced in April, LRPC's traditional 2020 annual meeting dinner was cancelled as a result of the national and global public health crisis.

In lieu of the cancelled annual meeting, the Lakes Region Planning Commission will hold a regular meeting via Zoom on Monday, June 22, 2020, at 6:00 PM to adopt the FY21 budget and elect officers and Executive Board members for FY21-22.

Due to the COVID-19/coronavirus outbreak, the LRPC Chair has determined that the Lakes Region Planning Commission will meet electronically, without a physical quorum present, as authorized under Governor Sununu's Emergency Order #12, pursuant to Executive Order 2020-04 and extended by Executive Order 2020-10.

The meeting will be accessible by the public via Zoom phone and video conference. The meeting will be adjourned if the public is unable to access the meeting. Meeting access information will be posted on our website at www.lakesrpc.org/events.asp.

For additional information or special accommodation, please contact the LRPC at 279-5334 or admin@lakesrpc.org.



Lakes Region Planning Commission

REGULAR MEETING

Monday, June 22, 2020

6:00 PM

Via Zoom Conference – No Physical Location

Due to the COVID-19/coronavirus outbreak, the LRPC Chair has determined that the Lakes Region Planning Commission will meet electronically as allowed under Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04 and as extended by Executive Order 2020-10. The meeting will be accessible by the public via phone or video conference using Zoom. The meeting will be adjourned if the public is unable to access the meeting.

Join Online [https://us02web.Zoom.us/j/84740293889](https://us02web.zoom.us/j/84740293889)

Join By Phone Dial: +1-929-205-6099 *(New York)*
Meeting ID: 847 4029 3889
or One tap mobile +19292056099,,84740293889# *(New York)*

Who To Call For Help If the meeting is not accessible, please notify the LRPC at 279-5334 or admin@lakesrpc.org so that the Chair may be alerted

AGENDA

-
- 6:00 PM 1. **Call to Order**
2. **Approve Minutes of December 9, 2019** MOTION REQUIRED Attachment
3. **Approve FY21 Budget** MOTION REQUIRED Attachment
4. **Executive Board Election** (**ballot** distributed separately)
5. **FY21 Meeting Calendar** Attachment
6. **Adjourn**

Next Meeting: Monday, **September 28, 2020** | Location or Virtual Meeting to be determined

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Lakes Region Planning Commission Meeting

5:00-8:00 PM

Lakes Region Community College
379 Belmont Road, Route 106, Laconia, NH

LEGISLATIVE RECEPTION

5:00–7:00 pm Joint Legislative Forum on Economic Development

Host Panel

Jeff Hayes, Executive Director
Lakes Region Planning Commission
Dr. Larissa Baia, President
Lakes Region Community College
Justin Slattery, Executive Director
Belknap Economic Development Council
Carmen Lorentz, Executive Director
Lakes Region Community Developers
George Bald, Chair
Lakeshore Redevelopment Commission

Moderator

Chris Kelly, Board Chair
Belknap Economic Development Council

Legislators

Bobby Graham Office of Senator Hassan
Chuck Henderson, Office of Senator Shaheen
Chris Scott, Office of Senator Shaheen
Dalton McLaughlin, Office of Congressman Pappas
David Devoy, Belknap County Commissioner
Harry Bean, State Rep.
Dennis Fields, State Rep.
Joyce Fulweiler, State Rep.
Ned Gordon, State Rep.
David Huot, State Rep.
Vincent Migliore, State Rep.
Charlie St. Clair, State Rep.
Michael Sylvia, State Rep.
Susan Ticehurst, State Rep.
Franklin Tilton, State Rep.

Kenneth Wells, State Rep.

LRPC Commissioners

David Toth
David Kerr
Bill Dowey
Steve Favorite
Mark Hempton
Mark Hildebrand
Mark McConkey
Gary Anderson
Robert Snelling
Peter Brunette
Scott Bartlett
Wayne Crowley
Douglas Read
Ian Raymond
Roger Murray
Matt Sullivan

LRCC Staff

Marsha Borden
Patrick Cate
Andy Duncan
Joyce Larson
Liz Lawton, Office of President Baia
Doug Morriseey
Shannon Reid
Ross Gittell, Chancellor
Aaron Bassett
Chris Dickinson
Ben Wilson

Public

Paul Bemis
Susan Duncan
John Edgar
Aaron Hayward
Tracey Hutton, Northfield Town Admin

Walter Johnson, Moultonbrough Town Administrator
Frances Newton, Ashland Selectboard
Tim Otterbach
Steve Tucker

DRAFT MINUTES OF COMMISSION MEETING

7:02 pm LRPC Regular Meeting

Present

David Toth, Ashland
David Kerr, Barnstead
Bill Dowey, Bristol
Steve Favorite, Bristol
Mark Hempton, Effingham
Mark Hildebrand, Center Harbor
Mark McConkey, Freedom
Gary Anderson, Gilmanton
Robert Snelling, Holderness
Peter Brunette, Laconia
Scott Bartlett, Moultonborough
Wayne Crowley, Northfield

Douglas Read, Northfield
Ian Raymond, Sanbornton
Roger Murray, Wolfeboro
Matt Sullivan, Wolfeboro

Guests and Public

Diane MacArthur, Moultonborough
Cristina Ashjian, Moultonborough

LRPC Staff

Jeff Hayes, Executive Director
Tracey Ciriello, Executive Assistant
Ally King, Administrative Assistant

1. Call to Order

Chairman Crowley called the meeting to order at 7:02 pm. The Chairman asked for approval to declare a quorum; S. Bartlett motioned to approve; D. Kerr seconded; the vote was unanimous. *Bartlett / Kerr* **SO VOTED**

2. Approve Minutes of October 28, 2019

The minutes of October 28, 2019 were approved as presented. *Snelling / Bartlett* **SO VOTED**

3. New/Other Business

J. Hayes gave an update on the progress/direction regarding lack of cell phone signal coverage and will provide an update after his next inquiry. The FCCs' formal investigation into cell phone carriers is not over, and he will be following up with our U.S. Senator. Commissioners also asked questions and shared local examples/issues.

S. Bartlett asked the Chair to recognize members of the public in attendance from Moultonborough. C. Ashjian, Chair of the Moultonborough Heritage Commission and D. MacArthur of the Community Development Advisory Committee discussed the Town's participation in the New Hampshire First Impressions project where two towns in the state are matched/paired to rate each other's assets. Moultonborough was matched with Derry and results were announced at a public forum in October with program recommendation.

4. Commissioner Roundtable

Commissioners discussed their challenges with cell coverage in their communities, rural zoning, workforce housing, and mixed use development.

B. Dowey, Bristol—How to increase the tax base—new industry. How to do mixed use housing—overlay/rural districts/high density with mixed use?

D. Kerr, Barnstead—2 acres vs. 20-acre lots—definition at Town Meeting. Too many houses with 2-acre lots being built.

G. Anderson, Gilmanston—Planning Board announced they have prepared a warrant article for changes to zoning ordinances. Revisiting zoning ordinances. 55+ communities being voted on in March in an effort to raise the tax base, but tax subsidies for Rt. 106 didn't work out. No backlash yet regarding the warrant article.

M. Hempton, Effingham—discussed accessory dwelling units (ADUs).

M. McConkey, Freedom—If there are any lessons learned regarding "Rise of the ADUs", would like to see case studies, examples.

M. Hempton would like to see the same; G. Anderson said they did this in Gilmanston. S. Bartlett suggested we obtain feedback from towns regarding success stories with ADUs.

M. Hildebrand, Center Harbor—Sign ordinance update, e.g., Heath Hardware.

5. Other Business

Announcements: The Chair reminded everyone that there will be no meetings during January and February. The next Commission meeting will take place on Monday, March 23, 2020 from 6–8 PM.

6. Adjourn

The meeting adjourned at 7:29 pm.

Motions Summary

Motioned / Seconded / Passed

- | | |
|--|---------------------------------|
| 1. Declared quorum among those present upon unanimous approval | Bartlett / Kerr / unanimous |
| 2. Approved Minutes of November 28, 2019 | Snelling / Bartlett / unanimous |

Ordinary Income/Expense	FY20 Budget		FY20 Actual	FY21 Budget	Comments
	FY19 Budget	Approved	03-31-2020	Proposal	
Income					
4010 · Contract Income	\$ 709,060.37	\$ 589,005.00	\$ 469,896.15	\$ 504,601.00	
				\$ 11,111.00	110 · Targeted Block Grant
				\$ 2,700.00	215 · PRLAC
				\$ 5,400.00	278 · NCCRPC Coordinated Public Transit
				\$ 10,000.00	279 · Winnisquam Watershed Management Plan Pardoe
				\$ 6,000.00	386 · Sanbornton HSEM
				\$ 6,000.00	392 · Bridgewater HSEM
				\$ 6,000.00	393 · Tilton
				\$ 6,000.00	394 · Tuftonboro HSEM
				\$ 4,000.00	418 · CDBG Wolfeboro G.A.L.A.
				\$ 18,000.00	420 · USDA Solid Waste Grant FY20
				\$ 35,000.00	427 · CDBG Grafton County Micro Enterprise
				\$ 214,490.00	720 · FY20/21 UPWP
					Potential Revenues:
				\$ 25,000.00	410 · Brownfields Oversight
				\$ 12,000.00	425 · Lakeshore Redevelopment Planning Commission Laconia State School
				\$ 67,500.00	USDA Solid Waste Management Grant
				\$ 12,000.00	Additional NBRCs
				\$ 5,900.00	NH Geo Portal
				\$ 10,000.00	Gilmanton SADES
				\$ 37,500.00	USDA Streetscaping
				\$ 10,000.00	Gilford RSMS and Culverts
4015 · Donations	\$ 3,000.00	\$ 5,000.00	\$ 2,767.48	\$ 2,500.00	Based on FY20 Actual
4020 · HHW Income					
4021 · HHW Local Income	\$ 97,489.00	\$ 103,000.00	\$ 102,999.00	\$ 103,000.00	No Increase Over FY20
4022 · HHW State Income	\$ 15,800.00	\$ 16,597.00	\$ 16,597.00	\$ 15,090.00	Per Grant Application Submitted
Total 4020 · HHW Income	\$ 113,289.00	\$ 119,597.00	\$ 119,596.00	\$ 118,090.00	
4045 · Interest & Dividends - Invest	\$ 4,000.00	\$ 5,374.00	\$ 5,505.00	\$ 2,700.00	1.5% Return on NH PDIP Investment
4050 · Miscellaneous Income					
4053 · Annual Meeting	\$ 5,500.00	\$ 6,500.00	\$ -	\$ 6,500.00	
4055 · Office Cost Recovery	\$ 1,800.00	\$ -	\$ -	\$ -	
4056 · Miscellaneous	\$ -	\$ -	\$ -	\$ -	
Total 4050 · Miscellaneous Income	\$ 7,300.00	\$ 6,500.00	\$ -	\$ 6,500.00	
4060 · Local Appropriation Dues	\$ 125,029.00	\$ 128,530.00	\$ 96,397.00	\$ 128,530.00	Maintained at FY20 Budget
4070 · Sales Income					
4071 · Land Use Book Sales	\$ 3,500.00	\$ 1,500.00	\$ 3,542.50	\$ 1,000.00	Net Proceeds from Sales
Total 4070 · Sales Income	\$ 3,500.00	\$ 1,500.00	\$ 3,542.50	\$ 1,000.00	
4090 · Fund Balance				\$ 35,253.94	
Total Income	\$ 966,422.94	\$ 855,506.00	\$ 697,704.13	\$ 799,174.94	
Gross Profit	\$ 966,422.94	\$ 855,506.00	\$ 697,704.13	\$ 799,174.94	
Expense					
6030 · Custodian	\$ 3,900.00	\$ 3,900.00	\$ 3,300.00	\$ 4,160.00	\$5 per week increase 6.667%
6050 · Education & Training	\$ 2,000.00	\$ 5,450.00	\$ -	\$ 5,450.00	
6060 · Equipment Maintenance					
6062 · Equip. Maint	\$ 2,600.00	\$ 2,750.00	\$ 705.00	\$ 1,650.00	LRC \$137.50 per month * 12 months
6063 · Computer Maint.	\$ 1,000.00	\$ 1,500.00	\$ 1,081.22	\$ 1,500.00	
Total 6060 · Equipment Maintenance	\$ 3,600.00	\$ 4,250.00	\$ 1,786.22	\$ 3,150.00	
6061 · Equipment Purchases	\$ 19,000.00	\$ 2,000.00	\$ 3,184.86	\$ -	5-Cameras with microphones @ \$180 Each 4 Laptops @ \$2,000 Each
6070 · HHW Expense					
6072 · HHW Contractors	\$ 97,450.00	\$ 103,000.00	\$ 101,223.82	\$ 103,000.00	
Total 6070 · HHW Expense	\$ 97,450.00	\$ 103,000.00	\$ 101,223.82	\$ 103,000.00	
6080 · Insurance - Bonds & Business	\$ 3,084.00	\$ 3,000.00	\$ 2,738.00	\$ 3,000.00	

	FY19 Budget	FY20 Budget Approved	FY20 Actual 03-31-2020	FY21 Budget Proposal	Comments
7010 · Publishing/Memberships/Meetings					
6020 · Books Land Use	\$ 2,450.00	\$ -	\$ 2,542.00	\$ -	
7011 · Annual Meeting	\$ 6,500.00	\$ 7,500.00	\$ -	\$ 7,500.00	
7012 · Memberships	\$ 4,575.00	\$ 4,575.00	\$ 5,363.00	\$ 6,000.00	NHARPC NESGFOA APA NADO Small Business NHMA NH Planners Association
7013 · Commissioner/Other Meetings	\$ 1,000.00	\$ 1,500.00	\$ 1,235.90	\$ 1,750.00	
7015 · Publications, Subscriptions	\$ 500.00	\$ 500.00	\$ 422.60	\$ 500.00	
Total 7010 · Publishing/Memberships/Meetings	\$ 15,025.00	\$ 14,075.00	\$ 9,563.50	\$ 15,750.00	
7020 · Miscellaneous Expense	\$ 500.00	\$ 1,000.00	\$ 395.32	\$ 750.00	
7030 · Office Improvements	\$ 6,000.00	\$ 3,500.00	\$ 935.42	\$ 3,500.00	
7040 · Office Expense					
7041 · Supplies	\$ 3,250.00	\$ 5,000.00	\$ 2,975.69	\$ 6,000.00	
7042 · Software Renewal	\$ 5,600.00	\$ 8,500.00	\$ 7,335.77	\$ 8,500.00	ESRI Community Viz MS Exchange MS Office 365 Webroot Labtech Monitoring Adobe Pro
Total 7040 · Office Expense	\$ 9,450.00	\$ 13,500.00	\$ 10,311.46	\$ 14,500.00	
7043 · Copier Lease	\$ 4,950.00	\$ 5,600.00	\$ 4,205.85	\$ 5,750.00	
7050 · Payroll Expenses					
7051 · Salaries & Wages	\$ 385,974.25	\$ 406,070.00	\$ 265,803.03	\$ 417,716.00	3% increase for Core Staff
7052 · Health Insurance	\$ 44,475.00	\$ 53,118.00	\$ 42,033.16	\$ 59,412.42	Hayes Jeffers Slack Wilson Bighinnati
7053 · Life Insurance	\$ 85.00	\$ 300.00	\$ 167.86	\$ 300.00	Hayes Jeffers Slack Wilson Bighinnati
7054 · Long Term Disability Insurance	\$ 1,225.00	\$ 900.00	\$ 674.65	\$ 1,162.00	Hayes Jeffers Slack Wilson Bighinnati Carder
7055 · Retirement Fund	\$ 22,942.08	\$ 23,982.00	\$ 17,108.45	\$ 33,223.00	Hayes Jeffers Slack Wilson Bighinnati
7056 · Dental Insurance	\$ 3,275.00	\$ 3,900.00	\$ 3,140.22	\$ 4,867.26	Hayes Jeffers Slack Wilson Bighinnati Carder Harwood
7057 · Payroll Taxes	\$ 29,526.61	\$ 31,064.00	\$ 20,327.84	\$ 31,955.00	
7058 · Workmans Comp.	\$ 674.00	\$ 800.00	\$ 682.00	\$ 800.00	
7059 · Unemployment Insurance	\$ 1,000.00	\$ 1,000.00	\$ 529.67	\$ 1,000.00	
7061 · Short Term Disability Insurance	\$ 1,275.00	\$ 1,500.00	\$ 1,160.22	\$ 2,040.00	Hayes Jeffers Slack Wilson Bighinnati Carder Harwood
Total 7050 · Payroll Expenses	\$ 490,451.94	\$ 522,634.00	\$ 351,627.10	\$ 557,342.94	
7060 · Postage & Printing					
6064 · Postage Fee	\$ 400.00	\$ 300.00	\$ 224.91	\$ 300.00	
7062 · Postage	\$ 600.00	\$ 700.00	\$ 277.02	\$ 700.00	
Total 7060 · Postage & Printing	\$ 1,000.00	\$ 1,000.00	\$ 501.93	\$ 1,000.00	
7070 · Professional Services					
7072 · Consultant	\$ 251,567.00	\$ 116,500.00	\$ 135,307.19	\$ 30,000.00	
7073 · USDA Expenses	\$ 3,423.00	\$ 3,500.00	\$ 640.79		
7075 · Payroll Service	\$ 275.00	\$ 300.00	\$ 180.00	\$ 300.00	
Total 7070 · Professional Services	\$ 258,015.00	\$ 120,300.00	\$ 136,127.98	\$ 30,300.00	
7071 · Audit	\$ 7,500.00	\$ 6,500.00	\$ 6,027.50	\$ 7,000.00	
7074 · Legal	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	
7080 · Rent	\$ 9,672.00	\$ 9,672.00	\$ 7,254.00	\$ 9,672.00	
7090 · Traffic Equipment	\$ 7,600.00	\$ 7,600.00	\$ 1,126.04	\$ 7,600.00	
8010 · Travel Expense	\$ 6,000.00	\$ 6,500.00	\$ 4,077.46	\$ 6,500.00	
8050 · Utilities					
6090 · Internet	\$ 2,525.00	\$ 2,525.00	\$ 2,327.17	\$ 2,000.00	Consolidated Communications Piper Mountain Web
8051 · Utilities-Propane	\$ 4,000.00	\$ 5,000.00	\$ 1,886.00	\$ 3,750.00	
8052 · Telephone	\$ 8,250.00	\$ 7,500.00	\$ 5,254.60	\$ 7,500.00	
8053 · Electric	\$ 1,800.00	\$ 2,000.00	\$ 1,487.11	\$ 2,500.00	
Total 8050 · Utilities	\$ 16,575.00	\$ 17,025.00	\$ 10,954.88	\$ 15,750.00	
8060 · Vehicle O&M	\$ 4,150.00	\$ 4,500.00	\$ 2,137.17	\$ 4,500.00	Insurance Policy Fuel Usage Maintenance
Total Expense	\$ 966,422.94	\$ 855,506.00	\$ 657,478.51	\$ 799,174.94	
Net Ordinary Income	\$ 0.00	\$ -	\$ 40,225.62	\$ 0.00	

FY21 Meeting Calendar

July 1, 2020 – June 30, 2021



July–December 2020

Executive Board	September 9, 2020	Wednesday	9-11 AM	LRPC 1st Floor Conference Room		
COMMISSION	SEPTEMBER 28, 2020	MONDAY	6-8 PM	<i>Franklin</i>	AREA	
Executive Board	October 14, 2020	Wednesday	9-11 AM	LRPC 1st Floor Conference Room		
COMMISSION	OCTOBER 26, 2020	MONDAY	6-8 PM		AREA	
Executive Board	November 11, 2020	Wednesday	9-11 AM	LRPC 1st Floor Conference Room		
COMMISSION	NOVEMBER 30, 2020	MONDAY	5-8 PM		AREA	
Executive Board	December 9, 2020	Wednesday	9-11 AM	LRPC 1st Floor Conference Room		

January–June 2021

50th Anniversary Year Begins

Executive Board	March 10, 2021	Wednesday	9-11 AM	LRPC 1st Floor Conference Room		
Executive Board	April 14, 2021	Wednesday	9-11 AM	LRPC 1st Floor Conference Room		
COMMISSION	APRIL 26, 2021	MONDAY	6-8 PM	Tamworth	AREA	
Executive Board	May 12, 2021	Wednesday	9-11 AM	LRPC 1st Floor Conference Room		
COMMISSION	MAY 24, 2021	MONDAY	6-8 PM	Tamworth	AREA	
Executive Board	June 9, 2021	Wednesday	9-11 AM	LRPC 1st Floor Conference Room		
COMMISSION	JUNE 28, 2021	MONDAY	5-8 PM		AREA	ANNUAL MEETING 50 th Anniversary Celebration