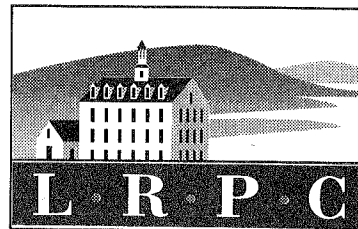



# LAKES REGION PLANNING COMMISSION

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## MINUTES OF EXECUTIVE BOARD MEETING July 8, 2009

TO: LRPC Executive Board

FROM:  Kimon Koulet, Executive Director

DATE: August 20, 2009

PRESENT: Stan Bean, Herb Farnham, Thomas Hoopes, Maggie LaBerge, George Luciano, Barbara Perry, Robert Snelling, Richard Waitt

OTHERS: Kimon Koulet, Marie Gelinas

EXCUSED: Herb Cooper, Dan McLaughlin, Phyllis Taylor

### 1. Call to Order

Chairman Robert Snelling called the meeting to order at approximately 8:31 a.m. He welcomed Herb Farnham to the executive board. M. LaBerge arrived at 9:35 a.m.

### 2. Consideration of the Minutes of June 10, 2009, as amended

W. Hutchins noted that he was in attendance at the June meeting, and incorrectly marked as absent. The minutes were reviewed and a motion to accept them as amended was unanimously approved. *M/S/P Hoopes/Luciano*

### 3. Consideration of the pre-audit Treasurer's Report for June 2009

K. Koulet said the Treasurer's Report is the preliminary end of fiscal year report. The auditor will review the books in August. An audited Treasurer's Report will be available at the September board meeting. After a brief discussion, the Treasurer's Report for June 2009 was unanimously approved, subject to audit. *M/S/P Hutchins/Luciano*

### 4. FY-09 Commissioner/Executive Board Attendance Review

B. Snelling noted nine commissioners did not participate in area commission meetings for FY09. He said letters of non-participation will be sent asking their interest to continue serving and, if no response is received, submit letters to the appropriate municipalities to appoint a representative. T. Hoopes suggested sending the meeting schedule with the letter to the commissioners.

### 5. Indemnification of Damages and Certificate of Authority

K. Koulet said the governing body votes to approve the Indemnification of Damages. B. Snelling asked if the executive board or the commission is considered the governing body.

There was varied response by those present. D. Waitt recommended the board adopt the indemnification of damages today and send to commissioners for them to vote on. A motion to adopt RSA 31:105 Indemnification of Damages was unanimously approved. *M/S/P Hutchins/Waitt*

B. Snelling asked for clarification on the legal definition of being negligent. T. Hoopes thought that if a person is representing the business outside the office and does not comply with office policy, the person is acting in willful negligence.

K. Koulet said the intent of having signed original Certificates of Authority is to expedite processing of state contracts, which can require a quick response. W. Hutchins suggested numbering the Certificates of Authority and maintaining a log. A motion to allow the executive board secretary to sign Certificates of Authority for the purpose of expediting contracts was approved. *M/S/P Waitt/Luciano*

**6. LRPC Commissioner Conflict of Interest and Pledge**

K. Koulet noted that executive board members had agreed to sign a Conflict of Interest and Commitment to Serve pledge on an annual basis. Anyone who has a conflict of interest with an organization must specify the organization or entity that may be perceived as a conflict with LRPC on the document.

**7. Active Sub-Committee/Committee Reports**

*TAC* – D. Waitt said the Transportation Advisory Committee (TAC) did not hold a meeting in June. The next meeting is scheduled for August. K. Koulet said 12 Letters of Intent (LOI) have been received for Transportation Enhancement (TE) funds. TAC will review the LOI at the August meeting.

*NHARPC* - K. Koulet said NHARPC decided to postpone the June meeting until the fall.

*NCRC&D* – No report.

*BCEDC* – K. Koulet said BECDC continues to assist businesses with loans, part due to need, part to grow their loan portfolio. The County has yet to disburse their approved funding. BCEDC has worked effectively with the town of Barnstead to secure a Community Development Block Grant (CDBG) for a new biomass plant.

*CEDS* – D. Waitt noted the CEDS Committee is working to expand its membership. He said the Economic Development Administration (EDA) had lost the CEDS report. K. Koulet said he spoke with the field representative who verbally said the CEDS was approved, but would not commit in writing. He commented that a five megawatt biomass plant in Barnstead based on woodchips would stimulate business in the wood industry. A project spec sheet would need to be prepared and submitted to EDA to apply for EDA funds. In addition, Gunstock Reborn would allow Gunstock to expand. They have a group of investors interested. A project spec sheet would also be prepared and submitted to the CEDS committee for review. The next CEDS meeting would occur by September.

*NHRA* – Report enclosed.

*Executive Report for June* – K. Koulet said that preparations for the 2009 HHW collections have been well underway. An intern has assisted with advertising the event on Facebook, in an attempt to reach a younger demographic. Publicity has been released over three months, and contracts with DES are waiting Governor and Council approval in July. Clean Harbors continues to be or primary vendor.

LRPC was also successful in obtaining a \$6,000 grant from DES to provide sheds to a couple of municipalities as a pilot paint storage project. The contract is awaiting approval from Governor and Council.

K. Koulet commented that June has been extremely busy involving the usual end of year activities as well as completing a lengthy DOT contract process, completing an on-line NOAA application for the Lake Winnepesaukee Watershed Management Plan; and pursuing a broadband option with other RPCs.

**8. FY11 LRPC Appropriation Review**

K. Koulet said last year the board used the change in the Consumer Price Index (CPI) from May 2007 to May 2008 as a basis to increase municipal dues. The CPI from May 2008 to May 2009 decreased by 1.3%. He commented that it might change for June and the board may want to consider waiting to see what that rate will be before making a decision. B. Snelling pointed out that the board did not specify what month to use for CPI dealing with municipal dues. K. Koulet said the board will need to reach an agreement on this matter at the September meeting in order to send out requests for FY11. W. Hutchins said if the board were to use the May CPI, it would have a \$1,500 impact. B. Snelling said he did not anticipate the CPI to decrease and a change in policy may need to be brought before the full membership. After a brief discussion, the consensus was to see what the June CPI will be and make a decision at the September meeting.

**9. Continuation of Survey Assessment and Next Steps**

S. Bean said the board needs to take the next steps and come to a consensus on priorities established by the 2009 Commissioner Survey results. W. Hutchins suggested K. Koulet and B. Snelling discuss what LRPC's role should be. K. Koulet recommended inviting county commissioners to meet with the executive board to garner feedback. After further conversation, S. Bean, B. Snelling, and K. Koulet will meet prior to the next Executive Board meeting.

**10. Other Business**

**Board and Commission Meeting Dates for FY-10**

K. Koulet noted that the board meetings are planned for the second Wednesday of the month at 8:30 AM, with six commission meetings per year. A motion to approve the FY10 meeting scheduled was unanimously approved. *M/S/P Hoopes/Perry*

**Board and Administrator** – The Board and Administrator newsletter for June 2009 was briefly reviewed.

**Brownfields Advisory Committee**

K. Koulet said the Brownfields Advisory Committee (BAC) needs to be reformed, and staff has considered broadening commissioner involvement. He noted that a site selection process will be used to identify sites for possible redevelopment. Area commissioners may bring a regional perspective to the process. After further discussion, B. Snelling recommended contacting the commissioners first. T. Hoopes (Area 4) and M. LaBerge (Area 1) expressed interest in serving on the committee.

**11. Executive Session**

A motion was unanimously approved to enter into executive session for the purpose of talking about a new agreement with the executive director. *M/S/P Hutchins/Perry*. At the end of the session, the Executive Board agreed to continue the executive director's contract and will vote on a final version at the September 2009 meeting.

There being no other business, R. Snelling declared the meeting adjourned at 10:56 a.m.