



Lakes Region Planning Commission

Monday, April 25, 2022

6:00 PM

Tuftonboro Free Library
221 Middle Road
Center Tuftonboro, New Hampshire

AGENDA

- 6:00 PM
1. **Call to Order**
 2. **Approve Minutes of October 25, 2021 and March 28, 2022**
 3. **Lakes Region Housing Needs Assessment Updates**
Susan Slack, Principal Planner
Dave Jeffers, Regional Planner
 4. **Q&A on Local Housing Best Practices**
 5. **Regional Updates/Announcements**
 6. **Commissioner Roundtable**
Share noteworthy news and happenings from your communities
 7. **Adjourn**

NEXT MEETING: Monday, May 23, 2022



**Lakes Region Planning Commission
(DRAFT) Minutes of October 25, 2021**

6:00 – 8:00 PM

In-Person Attendance

Moultonborough Public Library
4 Holland Street, Moultonborough NH 03254

Virtual or Telephone-Only Attendance

Zoom Online: <https://us02web.zoom.us/j/89046121665> (audio only)
Zoom Telephone: Dial 1-929-205-6099 and enter Meeting ID 890 4612 1665

Commissioners Present

In Person

Mardean Badger, *Ashland*
David Kerr, *Barnstead*
Bill Dowe, *Bristol*
Steve Favorite, *Bristol*
Rep. Mark McConkey (*Carroll-3*), *Freedom*
John Ayer (Chair), *Gilford*
Rob Mora, *Laconia*
Lynn Montana, *Meredith*
Cristina Ashjian, *Moultonborough*
Celeste Burns, *Moultonborough*
David Katz, *New Hampton*
Doug Read, *Northfield*
Patricia Farley, *Tamworth*
Kelly Goodson, *Tamworth*
Wyatt Berrier, *Alternate, Tamworth*

Virtual

Mark Hildebrand, *Center Harbor*
Mark Hempton, *Effingham*
Stacy Soucy, *Laconia*
Bonnie Osler, *Sandwich*

David Rabinowitz, *Sandwich*
Jeanie Forrester, *Alternate, Tilton*
Steve Wingate, *Tuftonboro*

Others Present Included:

In Person

Rep. Brodie Deshaies (*Carroll-6*)
Nancy Dowe, *Bristol Sustainability Committee Chair*
William Farnum, *Tamworth Transfer Station Improvement Committee*
Ken Filpula, *Moultonborough Transfer Station Supervisor*

Virtual

Heather Herring, *NRRA (guest speaker)*
Michael Nork, *NHDES (guest speaker)*
Rep. Karen Ebel (*Merrimack-5*)
Rep. Suzanne Smith (*Grafton-8*)
Richard Doucette
Gabrielle Watson, *Tamworth Transfer Station Improvement Committee*

LRPC Staff Present

Jeff Hayes, *Executive Director*
Paige Wilson, *Solid Waste Planner/Assistant Grants Administrator*
Tracey Ciriello, *Meeting Recorder*

1. Call to Order

- a. Determination of Quorum
- b. Remote Participation

The meeting was called to order at 6:00 PM by the Chair. Because a quorum was not physically present, no action could be taken on any matters but there was consensus to continue meeting due to having guest speakers and for announcements.

2. New Business

- a. Approve Minutes of September 27, 2021
- b. Approve FY23 HHW Appropriations

- c. Proposed Draft Bylaws Amendments (for consideration & comment period)
- d. News and Updates
 - November 29 Meeting Cancelled
 - Updated FY22 Meeting Calendar

New business items were reviewed for announcement purposes only and by default are tabled until the next meeting. J. Hayes described the change in the FY23 HHW appropriations request as the first increase after 3 years of no increases as a result of new data available from the 2020 census. The census occurs every 10 years so previous HHW appropriations have been based on population/housing data from 2010. Some towns lost population and housing stock while others increased. Although the Commission will not be able to vote on the HHW appropriations until March due to lack of a quorum physically present, the Executive Board reviewed them on October 13, 2021 and voted to submit them as presented to the Commission for approval.

J. Hayes explained that the Executive Board's proposed amendments to the bylaws amounted to essentially three small but substantive changes: changing the quorum requirement of 50% to 51% so that a majority of member municipalities is required for a quorum; deleting the text stating that the Chair may declare a quorum when action is essential and upon the unanimous approval of those present; and inserting a new section stating that electronic participation in meetings is permitted pursuant to RSA 91-A:2, III. A consideration and comment period is now open regarding the preliminary proposed changes, after which the Executive Board will submit a report to the Commission summarizing comments received along with recommendations of the Executive Board and the final form as a written ballot. Per the bylaws, adoption of amendments requires the affirmative vote of a two-thirds (2/3) majority of Commissioners present and voting.

The November 29, 2021 meeting was cancelled by the Executive Board at its October 13, 2021 meeting due to conflicts with Thanksgiving and holiday travel. An updated FY22 meeting calendar was included in the electronic meeting packet and posted on the Commission Meeting page on the website.

3. Topic: Updates on Recycling Markets and NH's Solid Waste Legislation

J. Hayes gave some background history, noting that LRPC began its Solid Waste Management Program about 5-6 years ago, funded by a grant from USDA Rural Development while LRPC's annual Household Hazardous Waste program, now in its 35th year, began in 1986 and is one of the oldest and is the largest regional collection in the state, with 25 participating communities (the other 5 member communities belong to separate solid waste districts). He introduced Paige Wilson, LRPC's Solid Waste Planner and Assistant Grants Administrator, who gave an introduction/overview of LRPC's Solid Waste Management Program and introduced virtual guest speakers Michael Nork from the NH Department on Environmental Services (NHDES) and Heather Herring from Northeast Resource Recovery Association (NRRRA).

Mr. York's presentation focused primarily on updates regarding recent solid waste legislation—recently passed as well as proposed legislation for 2022. He reviewed HB 617 and HB 413 which passed in 2019 and 2021, respectively, regarding a committee to study recycling streams and solid waste management, compost facility rules, and reduction goals. He discussed disposal reduction goals vs. waste management, noting two goals for municipal solid waste and construction & demolition, first to reduce by 25% by 2030 and the second to reduce by 45% by 2050. The state's Solid Waste Management Plan is being updated with a completion goal of November 2022.

Ms. Herring gave a slideshow and talk describing her organization, a municipal-membership based in the northeast for cooperative marketing and purchasing of recyclable commodities—connecting municipalities selling recyclables to companies that purchase them, and gave an update on the most recent/current recycling markets and trends especially in light of the changes with the China market since 2018. With photos and graphics, she illustrated the process and materials, from single stream to source separated; the financial resources of municipalities vs. cost and strategies such as waste diversion (i.e., recycling); problems with contaminated items and what the effects are on the equipment, cost, and lifecycle of the stream; to transportation and the types of markets themselves—including what items are of current and/or future value.

Some of the pros and cons/viability and issues of different market types included glass and crushed glass (processed glass aggregate, or PGA), fibers, and aluminum.

The guest speakers answered questions from Commissioners. State Representatives Brodie Deshaies, Karen Ebel, and Suzanne Smith were invited to comment and/or take questions regarding recent and proposed solid waste legislation and LSRs (legislative service requests).

4. Commissioner Roundtable

Due to the time (7:59 pm), the Chair confirmed that there would not be a roundtable. Moultonborough Commissioners Cristina Ashjian and Celeste Burns were acknowledged for the town hosting the meeting.

The next meeting is scheduled for March 28, 2022 and will be tentatively held in Plymouth.

5. Adjourn

The meeting adjourned at 8:00 PM.

*Respectfully Submitted,
Tracey Ciriello
Meeting Recorder*

Motions Summary

Motioned / Seconded / Passed

None (quorum not present).

Post-Meeting Follow-up Materials

- | | |
|--|---------------------------------|
| 1. Guest presentation: NHDES – LRPC Solid Waste Legislation 10.25.21 | Posted on website after meeting |
| 2. Guest presentation: NRRRA – LRPC Recycling Markets 10.25.21 | Posted on website after meeting |

LAKES REGION PLANNING COMMISSION

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



Lakes Region Planning Commission

(DRAFT) Minutes of March 28, 2022 Commission Meeting

Plymouth Town Hall
6 Post Office Square
Plymouth, NH 03264

PRESENT

Commissioners		Others	
Ashland:	Mardean Badger	Bristol Planning Board, Alternate	John Miller
Barnstead:	David Kerr	Plymouth Highway Dept. Mgr.	Joseph Fagnant
Bridgewater:	Ken Weidman		Frank Miller
Bristol:	William Dowey		
Center Harbor:	Mark Hildebrand		
Freedom:	Mark McConkey	LRPC Staff	
Gilford:	John Ayer	Executive Director:	Jeff Hayes
Holderness:	Robert Snelling	Principal Planner:	Susan Slack
Laconia:	Rob Mora	Regional Planner:	David Jeffers
	Stacy Soucy	Solid Waste Planner/Asst. Grants Admin:	Paige Wilson
Moultonborough:	Cristina Ashjian	Assistant Planner:	Jessica Bighinatti
	Celeste Burns	Admin. Asst./Meeting Recorder:	Linda Waldron
Northfield:	Wayne Crowley		
	Douglas Read		
Plymouth:	William Bolton		
	Zachary Tirrell		
Tamworth:	Kelly Goodson		
	Wyatt Berrier, Alternate		

1. Call to Order

The meeting was called to order at approximately 6:10 PM by John Ayer, Chair.

Minutes of October 25, 2021 were not approved due to lack of quorum.

2. New Business

An opening welcome message was delivered by the Executive Director Jeff Hayes who also provided a brief overview on current regional transportation matters.

3. Lakes Region Transportation Program Updates

Jessica Bighinatti, Assistant Transportation Planner, offered a more detailed overview regarding transportation updates following both printed and visual modalities. Jessica reviewed the Regional Transportation Plan highlighting that the LRPC is in the process of updating the Long-Range Transportation Plan for completion some time next year. She explained what a corridor is, the various sections of same, and how it impacts transportation planning. Jessica later went on to go over the 2012 walking and bicycling plan updates which started in the Fall of 2019 and is scheduled to be completed by May 2022. A survey was sent out in this regard in January and there have been 633 completed surveys received to date. Jessica reviewed a few responses by way of example. Moving forward, we need to update the plan with new data and information, work with the Transportation Advisory Committee (TAC) to obtain feedback on goals and visions for the bike/ped plan, schedule a planning workshop to obtain the public's input, and finally adopt a plan for the Lakes Region.

Susan Slack, Principal Planner discussed the current 10-year plan (2023 – 2032) which is now before the legislature pending approval and the start of the new 10-year plan (2025 – 2034). The four projects taking shape in the 2023 – 2032 plan is: 1) the Laconia Elm Street sidewalk and path project, 2) the Laconia Weirs Boulevard bridge replacement project, 3) the Meredith NH Route 25 intersection improvements, and 4) the Plymouth NH 25 Tenney Mountain Highway intersection improvements. This year the LRPC is working with a consulting engineer to review the scope of projects, conceptual design, and cost estimates to help get these in shape for proposal to the DOT. Susan suggested that cities and towns should be looking to submitting their projects for the 2025 - 2034 plan.

Susan also presented on the transportation topic of Streetscaping and Sidewalk Planning and explained the elements of a streetscape which include sidewalks, curb extensions, lighting, seating, bike parking, landscaped buffers, planters, etc. Planning should take into consideration not only motor vehicle travel, but also bicycling, walking, wheelchair, and stroller traffic safety. The LRPC can help cities and town in this planning process by providing information on design concepts, assisting with assessments, mapping, and potentially securing funding resources. By expanding on these elements, it improves safety, invites tourism and new residents to the area, promotes more social activities, and connects all facets of a community.

David Jeffers, Regional Planner spoke on the topic of sidewalk assessments and its importance in a city's/town's infrastructure. Dave provided insight into the pilot program recently launched which allowed for data collection via GPS for sidewalk assessments in the towns of Plymouth and Ossipee. This data has been compiled and a map has been created. He also explained how the gathering of this information correlates with the work the Statewide Asset Data Exchange (SADES) program is doing.

Paige Wilson, Solid Waste Planner/Assistant Grants Administrator submitted alternative funding sources for streetscaping and sidewalk assessments. She explained grant planning as a whole and recommended things to consider when looking to submit a grant application. She briefly examined USDA rural development grants and loans, and advised that applications are accepted year round through this organization. She explained the application deadlines and the criteria by which grant money is determined. Another source examined was Northern Border Regional Commission (NBRC) grants. These grants are limited to Belknap, Carroll, and Grafton counties and are dependent on the economic and demographic distress of those counties (i.e., poverty and unemployment levels). There is still funding available for "attainment" counties.

Susan submitted that there is funding for transportation projects through LRPC and the DOT via the:

- Ten Year Plan (TYP)
- Transportation Alternatives (TAP)
- Congestion Mitigation and Air Quality (CMAQ)
- Highway Safety Improvement Program (HSIP)

Please contact the LRPC for assistance in applying for any of these funds.

Jeff Hayes provided a recap on the Regional Transportation Plan, citing the 10-year plan which is revisited every 2 years, that needs for transportation planning should be figured out on a regional level, that streetscaping and sidewalk projects should be submitted for potential funding in the upcoming 10-year plan, that sidewalk assessments are available with grant funding and that communities need to reach out for these, and that there are alternative funding sources available for transportation projects that cities and towns may not know about so they should contact LRPC for assistance on how to locate them and how to migrate through the application process.

Floor Opened for Questions:

A question was presented regarding small town concerns and how they can compete with larger municipalities for funding.

The LRPC can help. Small towns need to have community support and involvement. They need to devise a 10-year plan to help in determining their needs and accomplishing their goals. They need to get estimates for their proposed projects – preplanning is the key.

Paige offered to make a follow-up document available to help municipalities identify funders, RFPs, proposal templates, and writing tips.

4. Regional Updates/Announcements

The housing needs assessment survey recently posted was mentioned and the results should be available for the April 25th Commissioner meeting.

5. Commissioner Roundtable

John Ayer/Gilford

Gilford hired a new building inspector from Massachusetts who is very experienced. The town is excited to have him. There are planning projects in the works for retail space and storage facilities.

David Kerr/Barnstead

The recent town meeting had 3 ballot questions, all of which passed. The first defining short-term rental properties, the second defining recreational vehicles, and the third limiting the quantity and occupancy of recreational vehicles on one's personal property. David thanked Susan for her advice on a development application before the planning board and thanked Dave for agreeing to meet with the town regarding the RSMS pitch to the selectboard.

Joseph Fagnant/Plymouth Highway Dept.

Mr. Fagnant commented that the downtown stormwater improvement project is on track and that the 10-year transportation plan regarding the Highland Street reconstruction project for drainage and sidewalk upgrades is in its preliminary stages.

Rob Mora/Laconia

Rob spoke on new housing developments in the works and the “new Lakeport”, mentioned a marina to be revitalized, and that the city is in the process of updating its Master Plan.

Bill Bolton/Plymouth

Mentioned Pemi River Conservation project and that the voters have approved Keno in the town.

Bob Snelling/Holderness

The town passed a solar ordinance for both residential and commercial use.

Ken Weidman/Bridgewater

This is his first meeting. Susan met with the planning board last Fall regarding changes in zoning which have been approved.

Bill Dowey/Bristol

A new public safety building has been approved. Introduced a colleague from Bristol who anticipates working with LRPC on her project.

Stacy Soucy/Laconia

Updated on the Colonial Theater.

Mardean Badger/Ashland

The downtown sidewalk project was finished last summer (utilizing TAP funds). She explained how the process went. The planning board has had numerous inquiries regarding the development of some large tracts of land.

Wayne Crowley/Northfield

The planning board last year approved an application to construct a UPS trucking distribution center on Route 140. Construction will begin this summer. The town is about to review an application for the construction of an RV park.

Zachary Tirrell/Plymouth

The town has restarted its Capital Improvements Planning Subcommittee – it has been inactive for a long time. Three zoning ordinance changes were passed at the town meeting. RV related issues were addressed. There are some solar array considerations on the table.

Cristina Ashijan (w/Celeste Burns)/Moultonborough

The Heritage Commission will be hosting a historic barn preservation tour. There is a new code enforcement officer. Town meeting is scheduled for May. There will be a second hearing on zoning amendments for 2022 this Wednesday (March 30th). There is a controversial application for a housing development in Moultonborough right on the Center Harbor line.

Mark McConkey/Freedom

A 10-year plan was passed through the house last week. Mark highlighted the major points. They are looking for more plans for the North Country. The DOT is coming for a listening session.

Kelly Goodson/Tamworth & Wyatt Berrier, Alternate

A proposal to improve the transfer station was passed at the town meeting.

Mark Hildebrand/Center Harbor

Commented about the proposed 60 unit development in Moultonborough to be located on the Center Harbor town line. This is very close to the town beach and boat launch. They feel the development will overwhelm these amenities. Infrastructure issues are problematic. The town has a new building inspector (the prior inspector passed away).

6. Adjournment

Commissioner Ayer thanked the Town for hosting the meeting. The next meeting is scheduled for April 25, 2022 and will be held at the Tuftonboro Free Library.

Meeting adjourned at approximately 8:00 PM.