

Lakes Region Planning Commission

103 Main Street, Suite 3

Meredith, NH 03253

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



MEMORANDUM

TO LRPC Commissioners

CC Member Municipalities and Lakes Region Legislators
(Selectboards/City Councils, Planning Boards and Planning/Land Use Departments,
and Town/City Administrators/Managers)

FROM Jeff Hayes, Executive Director

DATE September 14, 2020

On Monday, September 28, 2020, the Lakes Region Planning Commission will hold its first meeting of FY21. **The meeting will be held virtually** by phone and video conference and will cover two topics of interest.

First, **State Hazard Mitigation Officer Meghan Wells** and **Assistant Chief of Grants Whitney Welch**, from New Hampshire's Homeland Security and Emergency Management division of NHDOS, will give a presentation about FEMA's Hazard Mitigation Assistance (HMA) programs, especially the Hazard Mitigation Grant Program (HMGP) and the **new Building Resilient Infrastructure and Communities (BRIC)** grant that is replacing FEMA's Pre-Disaster Mitigation (PDM) grant program.

Learn about how to submit applications for local hazard mitigation plans and mitigation projects, how to successfully update your community's local hazard mitigation plan, and the importance of having an updated plan. A question & answer session will follow.

Second, it has been four years since New Hampshire's **Accessory Dwelling Units (ADUs)** law went into effect, permitting owners of property with single-family dwellings to establish ADUs.

How have Lakes Region municipalities chosen to regulate ADUs and what has their experience been with ADUs in their communities? **LRPC Principal Planner Susan Slack** will give a presentation on these issues.

Please join us remotely to learn and share information, and to strategize on behalf of the Lakes Region. All LRPC meetings are open to the public. For additional information or special accommodation, please contact us at 279-5334 or admin@lakesrpc.org.

The meeting access phone number and Zoom link are posted on the attached agenda and on our [Events Calendar](#) and the [Commission Meetings/Agendas](#) page on our website.

Please see the next page for Guest Speaker bios.

Guest Speaker Bios

Meghan Wells is NH Homeland Security and Emergency Management's **State Hazard Mitigation Officer**. Her daily tasks include managing FEMA's Hazard Mitigation Assistance programs; Hazard Mitigation Assistance (HMA), Pre-Disaster Mitigation (PDM), Building Resilient Infrastructure and Communities (BRIC), and Flood Mitigation Assistance (FMA). Meghan is also a Co-Chair of the NH Silver Jackets and member of the Rivers Management Advisory Committee. Prior to becoming the State Hazard Mitigation Officer, she assisted New Hampshire communities with disaster recovery as the Program Assistant for the Public Assistance grant program.

Whitney Welch is NH Homeland Security and Emergency Management's **Assistant Chief of Grants**. Her daily tasks include overseeing the Emergency Management Performance Grant (EMPG) Program, Hazard Mitigation Assistance (HMA) Programs, the Hazardous Materials Emergency Preparedness (HMEP) Program, and the Public Assistance Program. Prior to her current position, Whitney was New Hampshire's State Hazard Mitigation Officer responsible for managing the three HMA Programs and assisting subrecipients in identifying potential hazard mitigation projects. Whitney is also a participating member in groups such as the Silver Jackets, State Environmental Resilience Group, State Stream Crossing Initiative, Rivers Management Advisory Committee, and more.



Lakes Region Planning Commission

Monday, September 28, 2020

6:00 PM

VIRTUAL MEETING

Due to the COVID-19/coronavirus outbreak, the LRPC Chair has determined that the Lakes Region Planning Commission will meet electronically as authorized under Governor Sununu's Emergency Order #12, pursuant to Executive Order 2020-04 and extended by Executive Order 2020-17. 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/83749175378>
Join By Phone: 1-929-205-6099 (New York)
Meeting ID: 837 4917 5378
Who to call for help: 603-279-5334 or email admin@lakesrpc.org

AGENDA

-
- 6:00 pm
1. **Call to Order**
 2. **Approve Minutes of June 22, 2020** Attachment
 3. **Approve FY22 Member Dues Appropriations** (no change from FY21) Attachment
Approve FY22 HHW Appropriations (no change from FY21) Attachment
 4. **Hazard Mitigation Community Outreach**
Guest Speakers: [Meghan Wells](#), State Hazard Mitigation Officer
[Whitney Welch](#), Assistant Chief of Grants
New Hampshire Department of Safety,
Homeland Security and Emergency Management
 5. **Accessory Dwelling Units (ADUs)**
Guest Speaker: [Susan Slack](#), LRPC Principal Planner
 6. **Commissioner Roundtable**
- 8:00 pm
7. **Adjourn**



Lakes Region Planning Commission Meeting

Draft Minutes of June 22, 2020

6:00 PM

Virtual Meeting via Zoom Conference

Commissioners Present

John Cotton, Andover
Mardean Badger, Ashland
David Kerr, Barnstead
Bill Dowey, Bristol
Mark McConkey, Freedom
John Ayer, Gilford
Robert Snelling, Holderness
Scott Bartlett, Moultonborough
Barbara Perry, Moultonborough
David Katz, New Hampton
Wayne Crowley, Northfield

Douglas Read, Northfield
Bill Bolton, Plymouth
Ian Raymond, Sanbornton
Pat Farley, Tamworth
Roger Murray, Wolfeboro

Guests and Public

Erin Cotton, Congresswoman Kuster's Office

LRPC Staff

Jeff Hayes, Executive Director
Tracey Ciriello, Executive Assistant

1. Welcome and Introductions / Call to Order / Approval of Minutes

Chairman Crowley called the meeting to order at 6:05 pm and reviewed the agenda. The Chairman asked for approval to declare a quorum; B. Perry motioned to approve; J. Ayer seconded; motion passed. The Chair declared a [virtual] quorum present. ROLL CALL VOTE: Ayer—yes, Katz—yes, Farley—yes, Kerr—yes, Snelling—yes, Badger—yes, Cotton—yes (visual hand signal), Bartlett—yes, Read—yes, Raymond—yes, Murray—yes, Dowey—yes, Perry—yes, McConkey—yes. **SO VOTED**

2. Approve Minutes of December 9, 2019

The minutes of December 9, 2019 were approved as presented. *Bartlett / Snelling* ROLL CALL VOTE: Ayer—yes, Katz—yes, Farley—yes, Kerr—yes, Snelling—yes, Badger—yes, Cotton—yes, Perry—yes, Bartlett—yes, Read—yes, Raymond—yes, Murray—yes, McConkey—yes, Dowey—yes. **SO VOTED**

3. Approve FY21 Budget

J. Hayes reviewed highlights of the FY21 budget and noted it was almost the same as last year—down a little, but only in contrast to FY19 being a little inflated due to contracted income coming in within a certain timeframe. Waiting to hear about potential revenues. The state school contract increased to \$18K; the contract will be signed Monday night. Town of Andover is looking to contract with LRPC for RSMS services. There are two new full-time positions submitted in the budget; one is dependent on a grant so would not be filled if the grant is not awarded. S. Bartlett asked what item J. Hayes was least confident about; J. Hayes indicated it was brownfields funding because it is highly competitive and is why LRPC applies every year. He noted the need for leeway in the budget to be able to take on other contracts throughout the year. The Chair asked what part was pass through; J. Hayes confirmed 25.

J. Hayes noted that on the expense side there was not too much of a change from previous years. Equipment such as laptops and cameras were removed from the budget because he decided to purchase those from this year instead of FY21. Some FY21 expenses included in the proposed budget are \$8,500 for software (including web and subscription-based) and 3% increase for staff. S. Bartlett asked what accounted for the bulk of the retirement fund; J. Hayes explained it was due to the two new proposed positions, for two staff members who started as interns and have been here a couple of years—and because they are working full-time, need to be made full-time employees. Also, two current staff members are getting closer or beginning to approach retirement, so building a new team is important.

S. Bartlett asked why item 7070—Professional Services, \$30,300, was so low. J. Hayes explained it was mainly a result of the Brownfields contract, for \$400K over two years, finally coming to a close; other expenses had been a temporary administrative assistant hired for special projects, and a subcontract to complete some work on the Moultonborough septic project.

D. Katz asked how working remotely was going; J. Hayes reported it was going very well and that he has been very impressed with the staff; if anything, there has been increased productivity as a result of real-time collaboration using Microsoft Teams and weekly staff meetings using Zoom. D. Katz suggested consolidating in the future. J. Hayes reported that he had received notification today that LRPC's office lease has been extended for one year and that the landlord (SAU2) would like to have a future conversation. J. Hayes noted the monthly rent was well under market value; also the amount of space the 50-year-old library takes up vs. storing it online is a factor; D. Katz suggested digitizing some of it with some of the rent savings.

S. Bartlett motioned to approve the FY21 budget and confirmed with J. Hayes that the Executive Board already reviewed it and recommended it for approval by the Commission. D. Kerr amended the motion to include the total dollar amount of \$799,174.94; D. Katz seconded the motion as amended. ROLL CALL VOTE: Ayer—yes, Katz—yes, Farley—yes, Kerr—yes, Snelling—yes, Badger—yes, Cotton (John)—yes, Perry—yes, Bartlett—yes, Read—abstained by default (lost connectivity), Raymond—yes, Murray—yes, McConkey—yes, Dowey—yes. **SO VOTED**

4. FY21 Meeting Calendar

The Chair announced he would take the next agenda items out of order. J. Hayes reviewed the proposed meeting schedule for FY21 and asked if the dates presented would work for Commissioners; the consensus was yes. The Executive Board will choose another date the second week of November since the regular meeting will fall on Veterans Day. 2021 has been chosen to mark LRPC's 50th anniversary; the plan is to celebrate at the June 2021 annual meeting.

5. Executive Board Election

J. Hayes announced the ballot results of the Executive Board election. (The nominees as presented were elected.) Three new members were elected: D. Katz as Vice Chair, M. Badger as At Large Commissioner, and Bill Bolton as At Large Commissioner. Incoming Chair J. Ayer thanked Chairman Crowley for his leadership.

6. New Business

The Chair asked if there were any new business. J. Hayes reviewed the latest changes due to COVID-19 on the HHW collections for July and August.

B. Dowey inquired about CARES funding. J. Hayes explained it was intended for towns rather than RPCs. However, LRPC does have a role in that LRPC is administering CDBG funds to regional EDCs. As far as broadband funding, LRPC is distributing that information and posting it on our website.

B. Dowey noted that Bristol is trying to determine if a county-wide broadband application can be submitted because the funds have to be expended by the end of this year, but there would be no way to expend the \$1.1 million they are asking for in that amount of time. J. Hayes asked P. Farley about towns in Carroll County; they had a Zoom meeting about the broadband funding on Thursday but did not realize the end of the year was the time limit for use of this funding. She indicated her hope that legislation can be proposed to extend the timeframe; the Chair noted the problem was that the funding is federal money.

R. Snelling reported that he attended NHPA's annual meeting and asked what happens to the allowance of virtual meetings when the next Emergency/Executive Orders expire? Will there be legislation to allow virtual meetings going forward? NHARPC plans to write a letter to the Governor this issue. In Holderness, two town board members with health issues have indicated they will not participate in person until a vaccine is in place. Will towns be required to have a mix of options for meetings, such as both in person and via Zoom, and how would that work?

7. Commissioner Roundtable

R. Murray, Wolfeboro—GALA just funding approval from several grants; building demolition begins soon. The Executive Director has done a brilliant job—things are looking good for the project.

J. Ayer, Gilford—Tractor Supply got approval last year for an old site by the movie theatre plaza and water tower. Finally the building will be at least half occupied; site work has started,

W. Crowley, Northfield—Construction to begin this year on 40,000 sq. ft. UPS warehouse on Rt. 140 with 160-180 new jobs—a good move for Northfield.

J. Hayes thanked retiring Executive Board members Chairman Wayne Crowley, Treasurer Barbara Perry, and Area Commissioner John Cotton for all their years of service and virtually presented each of them an engraved plaque of recognition in the form of a piece of granite in the shape of New Hampshire. Mr. Crowley served for 10 years on the Executive Board: 4 years as Chair, 2 years as Vice Chair, and 4 years as At Large Commissioner. Ms. Perry served as Treasurer for 12 years and went above and beyond, having first worked as an employee from 1986 until she retired in 2002. Mr. Cotton served as Area Commissioner on the Executive Board for 10 years. J. Hayes thanked the three for helping and supporting him throughout their time.

8. Adjourn

The Chair declared the meeting adjourned at 7:07 pm.

Respectfully Submitted,
Tracey Ciriello, Executive Assistant

Motions Summary

Motioned / Seconded / Passed

- | | |
|--|---------------------------------|
| 1. Declare quorum among those present upon unanimous vote | Katz / Bartlett / unanimous |
| 2. Approve Minutes of December 9, 2019 | Bartlett / Snelling / passed |
| 3. Approve FY20 budget as recommended by Executive Board and amended to include total dollar amount figure | Bartlett / Kerr / Katz / passed |

Lakes Region Planning Commission

Municipal Appropriations

7/1/2021 - 6/30/2022 (FY22)

Municipality	2010 Census	2017 Total Eq. Valuation (\$000's)	Comparison		FY22 Share	FY21 Share	\$ Change	% Change
			2018 Total Eq. Valuation (\$000's)	Total Eq. % Change				
Alexandria	1,613	\$ 189,010	\$ 209,747	10.97%	\$ 1,452	\$ 1,452	\$ -	0.00%
Andover	2,371	\$ 268,500	\$ 292,626	8.99%	\$ 2,108	\$ 2,108	\$ -	0.00%
Ashland	2,076	\$ 247,674	\$ 248,227	0.22%	\$ 1,882	\$ 1,882	\$ -	0.00%
Barnstead	4,593	\$ 526,504	\$ 575,876	9.38%	\$ 4,102	\$ 4,102	\$ -	0.00%
Belmont	7,356	\$ 664,245	\$ 754,924	13.65%	\$ 6,052	\$ 6,052	\$ -	0.00%
Bridgewater	1,083	\$ 361,972	\$ 422,743	16.79%	\$ 1,655	\$ 1,655	\$ -	0.00%
Bristol	3,054	\$ 497,087	\$ 520,016	4.61%	\$ 3,153	\$ 3,153	\$ -	0.00%
Center Harbor	1,096	\$ 435,466	\$ 481,986	10.68%	\$ 1,875	\$ 1,875	\$ -	0.00%
Danbury	1,164	\$ 114,314	\$ 116,979	2.33%	\$ 984	\$ 984	\$ -	0.00%
Effingham	1,465	\$ 167,193	\$ 176,783	5.74%	\$ 1,306	\$ 1,306	\$ -	0.00%
Franklin	8,477	\$ 562,251	\$ 624,281	11.03%	\$ 6,386	\$ 6,386	\$ -	0.00%
Freedom	1,489	\$ 530,240	\$ 570,709	7.63%	\$ 2,370	\$ 2,370	\$ -	0.00%
Gilford	7,126	\$ 1,839,993	\$ 2,035,591	10.63%	\$ 9,325	\$ 9,325	\$ -	0.00%
Gilmanton	3,777	\$ 477,220	\$ 504,172	5.65%	\$ 3,501	\$ 3,501	\$ -	0.00%
Hebron	602	\$ 285,352	\$ 311,979	9.33%	\$ 1,164	\$ 1,164	\$ -	0.00%
Hill	1,089	\$ 87,628	\$ 88,033	0.46%	\$ 865	\$ 865	\$ -	0.00%
Holderness	2,108	\$ 740,425	\$ 764,621	3.27%	\$ 3,326	\$ 3,326	\$ -	0.00%
Laconia	15,951	\$ 2,172,653	\$ 2,321,901	6.87%	\$ 15,241	\$ 15,241	\$ -	0.00%
Meredith	6,241	\$ 2,031,050	\$ 2,236,356	10.11%	\$ 9,381	\$ 9,381	\$ -	0.00%
Moultonborough	4,044	\$ 3,172,659	\$ 3,277,024	3.29%	\$ 11,451	\$ 11,451	\$ -	0.00%
New Hampton	2,165	\$ 312,139	\$ 305,319	-2.18%	\$ 2,119	\$ 2,119	\$ -	0.00%
Northfield	4,829	\$ 336,180	\$ 360,637	7.27%	\$ 3,684	\$ 3,684	\$ -	0.00%
Ossipee	4,345	\$ 693,820	\$ 781,520	12.64%	\$ 4,447	\$ 4,447	\$ -	0.00%
Plymouth	6,990	\$ 452,128	\$ 478,392	5.81%	\$ 5,232	\$ 5,232	\$ -	0.00%
Sanbornton	2,966	\$ 445,165	\$ 523,642	17.63%	\$ 2,953	\$ 2,953	\$ -	0.00%
Sandwich	1,326	\$ 445,473	\$ 426,075	-4.35%	\$ 2,033	\$ 2,033	\$ -	0.00%
Tamworth	2,856	\$ 363,093	\$ 368,060	1.37%	\$ 2,654	\$ 2,654	\$ -	0.00%
Tilton	3,567	\$ 528,259	\$ 580,059	9.81%	\$ 3,531	\$ 3,531	\$ -	0.00%
Tuftonboro	2,387	\$ 1,090,525	\$ 1,102,976	1.14%	\$ 4,496	\$ 4,496	\$ -	0.00%
Wolfeboro	6,269	\$ 2,171,387	\$ 2,239,448	3.13%	\$ 9,802	\$ 9,802	\$ -	0.00%
Total:	114,475	\$ 22,209,605	\$ 23,700,700	6.71%	\$ 128,530	\$ 128,530	\$ -	

Total Appropriations for Municipalities:

\$ 128,530 \$ 128,530

Lakes Region Planning Commission
Household Hazardous Waste Appropriation FY22
(based on housing figures)

Municipality	2010 Census		FY22 Share
	Total Dwelling Units	% Total Dwelling Units	
Alexandria	967	1.59%	\$ 1,636
Andover	1,121	1.84%	\$ 1,896
Belmont	3,615	5.94%	\$ 6,115
Bridgewater	995	1.63%	\$ 1,683
Bristol	2,488	4.09%	\$ 4,209
Center Harbor	795	1.31%	\$ 1,345
Effingham	963	1.58%	\$ 1,629
Franklin	3,938	6.47%	\$ 6,662
Freedom	1,580	2.59%	\$ 2,673
Gilford	5,111	8.39%	\$ 8,646
Gilmanton	2,118	3.48%	\$ 3,583
Hebron	600	0.99%	\$ 1,015
Hill	512	0.84%	\$ 866
Holderness	1,510	2.48%	\$ 2,554
Laconia	9,879	16.23%	\$ 16,712
Meredith	4,728	7.77%	\$ 7,998
Moultonborough	4,940	8.11%	\$ 8,357
New Hampton	1,083	1.78%	\$ 1,832
Northfield	1,969	3.23%	\$ 3,331
Ossipee	3,057	5.02%	\$ 5,171
Sanbornton	1,612	2.65%	\$ 2,727
Sandwich	1,057	1.74%	\$ 1,788
Tamworth	1,969	3.23%	\$ 3,331
Tilton	1,845	3.03%	\$ 3,121
Tuftsboro	2,435	4.00%	\$ 4,119
HHW Total (New Fixed Price contract)			\$ 99,000
Universal			\$ 4,000
TOTAL	60,887	100.0%	\$ 103,000