



Upper Valley Lake Sunapee Regional Planning Commission

UVLSRPC Commission Meeting

Wednesday, October 8, 2014

6:00 PM – 8:00 PM

10 Water Street (UVLSRPC Office) Lebanon, NH

Meeting Minutes

Approved December 17, 2014

Commissioners Present:

Dan Brand- Lyme
Kate Connolly- Hanover
Jonathan Edwards- Hanover
Mary Grenier- Lempster
Peter Guillette- Grantham
Katheryn Holmes- Newbury
Jeff Kessler- Newport
Dan Kiley- Enfield
Kevin Lee- Springfield
Julie Magnuson- Newport

George McCusker- Springfield
Ken Morley- Grafton County
Dan Nash- Lebanon
Nancy Rollins- New London
Steve Schneider- Enfield
Linda Scofield- Wilmot
Aaron Simpson- Sunapee
Jim Taylor- Plainfield
Josh Trow- Sunapee
Joanna Whitcomb- Hanover

Staff Attending:

Amber Boland
Chris Courtemanche
Nate Miller
Greg Somoff
Yutian Zhang

Guest:

Sheryl Stephens-Burke
Katherine O'Sullivan
(Melanson, Heath & Co.)

I. **Call to Order**

Vice Chair Nancy Rollins called the meeting to order at 6:05 PM.

II. **Minutes from August 13, 2014**

Dan Kiley moved to approve the minutes of August 13, 2014. Jonathan Edwards seconded. The motion passed with abstentions from Katheryn Holmes, Julie Magnuson, George McCusker, Linda Scofield, Jim Taylor, and Joanna Whitcomb.

III. **Update on UVLSRPC Staffing**

Nate Miller reported that we have hired Amber Boland as the new GIS/Coordinator Planner and Greg Somoff as the new Finance Manager. Yutian Zhang has relocated to New Jersey and will be missed. Yutian worked for the Commission for four years and was a very dedicated, hard-working employee. Nate Miller advised that Yutian will be here for another seven weeks as a part-time consultant to train Greg Somoff and ensure a smooth transition in the Finance Manager position.

IV. **Discussion Fiscal Year Audit Report**

Sheryl Stephens-Burke from Melanson, Heath & Co. reported that the draft audited FY 2014 Financial Statements are complete and they are still working on the A133 Single Audit report. Sheryl advised that it was a clean audit and is consistent with the prior year. Jonathan Edwards



asked why there is no list of recommendations. Sheryl noted that Yutian and the staff did such a great job that they have none.

V. **Update Signature Cards**

Kate Connolly moved to add Greg Somoff as a signatory for the Commission's accounts with Lake Sunapee Bank and Citizens Bank. Peter Guillette seconded and the motion passed unanimously.

VI. **UVLSRPC Regional Transportation Plan Draft**

Nate Miller presented the draft copy of the Transportation Plan and highlighted the following elements of the plan for Commissioners:

- Regional Transportation Scorecard
- Highway and Bridge vision and performance measures
- Highway and Bridge improvement needs
- Highway and Bridge implementation strategies
- Safety vision and performance measures
- Safety improvement needs
- Safety implementation strategies
- Public Transit vision and performance measures
- Public Transit improvement needs
- Public Transit implementation strategies
- Bicycle/Pedestrian vision and performance measures
- Bicycle/Pedestrian improvement needs
- Bicycle/Pedestrian transportation implementation strategies
- Rail vision and performance measures
- Rail improvement needs
- Rail implementation strategies
- Air transportation vision and performance measures
- Air transportation improvement needs
- Air transportation implementation strategies
- TDM vision and performance measures
- TDM improvement needs
- TDM implementation strategies
- Human service transportation vision and performance measures
- Human service transportation improvement needs
- Human service transportation implementation strategies

Nate Miller's presentation will be affixed to these minutes. The Regional Transportation Plan will be a component of the UVLSRPC Regional Plan, which will be released by the end of the calendar year.

VII. **Executive Committee Report**

- Update on Mount Sunapee Master Development Plan – Nate Miller reported that we have received many positive comments on the letter that was sent to the NH Dept. of Resources and



Upper Valley Lake Sunapee Regional Planning Commission

Economic Development. Commissioner Jeffrey Rose has scheduled a meeting of the Mount Sunapee Advisory Committee to review and discuss comments on October 14th at 9:30 AM at Veterans Hall in Newbury, NH.

- Nate Miller noted that the Connecticut River Joint Commissions (CRJC) put out a Request for Proposals for administrative assistance for the next 18 months. The UVLSRPC did not submit a proposal. The CRJC did receive one proposal, which they are still evaluating. Nate advised that our contract with CRJC ends December 31, 2014. If the CRJC accepts the proposal, we will work to assist in the transition to their new administrative agency. If the CRJC rejects the proposal, they may request an extension of our contract through the end of the fiscal year to provide time to conduct a second procurement process.
- Nate Miller informed the Commission that UVLSRPC/TRORC did not receive the TIGER Grant. But, on the positive side, the Commission's USDA Solid Waste Management Grant started October 1st. Nate advised that the Healthy NH Foundation has asked some follow-up questions about the application we submitted to build upon the Safe Routes to Play project in Lebanon. We should hear about the status of that application by the end of the month.
- Nate Miller reviewed the minor changes to the UVLSRPC Bylaws that the Executive Committee has proposed, which would establish a seven member limit on Committee membership. Jonathan Edwards noted a correction to Section 1.J.ii, which should read Commissioner not Commissioners. This amendment will be considered for approval at the December 10th meeting.

VIII. Finance Committee Report

- Peter Guillette informed the Commission that UVLSRPC year-to-date loss shown is due to a few key factors, including:
 1. We have paid invoices totaling nearly \$30,000 so far this fiscal year for household hazardous waste hauler costs. We will be able to recoup these costs, but cannot bill until all collections are completed and hauler invoices received.
 2. We have a number of "front-loaded" direct costs that are paid in full at the beginning of the fiscal year (e.g. insurance, outside organizational memberships, etc.)
 3. Our revenues and accounts receivable have been down temporarily while we were short-staffed. Now that we are fully staffed, we will be able to start billing more time.

Peter advised that the Finance Committee is confident that this loss will be mitigated over the coming months.

Peter Guillette noted that we are in the final year of our three-year contract with the audit firm Melanson, Heath & Co. We will be sending out a Request for Proposals (RFP) for the next three years. Aaron Simpson advised that it is good practice to consider another firm to get a different perspective.



IX. Executive Director's Update

- The NH Association of Regional Planning Commissions (NHARPC) luncheon for Commissioners is scheduled for October 16, 2014 at 11:30 AM at the Shaker Table in Canterbury, NH. The deadline to RSVP is tomorrow. As of last week, 25 RPC Commissioners from around the state have RSVP'd.
- The New England Chapter of the Congress for New Urbanism is sponsoring a showing of the documentary film "The Human Scale" at the Lebanon Opera House on Thursday, October 9th at 7:00 PM. The screening will be followed by a panel discussion with four planners and architects from around the Upper Valley.
- A public informational meeting for the Northern New England Intercity Rail Initiative project has been scheduled for November 17th at 7:00 PM at the Hotel Coolidge in White River Junction, VT.
- The UVLSRPC Transportation Advisory Committee will be evaluating and prioritizing Transportation Alternatives Program (TAP) applications in November. Three applications were received from Claremont, Enfield, and Hanover.
- New Hampshire Employment Security has released a publication "Sullivan County a Workforce Study". The publication is available at:
<http://www.nhes.nh.gov/elmi/products/documents/sullivan-county.pdf>
- Nate Miller reminded Commissioners that he has served on a Federal Highway Administration (FHWA) Steering Committee for the past 18 months. The product of that work, a Toolkit for Rural Local and Tribal Road Safety, has now been released. The Toolkit can be found at this link:
http://safety.fhwa.dot.gov/local_rural/training/fhwasa14072/index.cfm

X. Commissioner Update/Announcements

- Nancy Rollins reported that New London will hold a meeting on Saturday regarding dispatch. A study developed by Bob Berry from Primex will be reviewed.
- Peter Guillette reported that the Grantham Dunkin Donuts is currently closed, the Grantham Master Plan is 9 years old and will be rewritten, and the Capital Improvement Program Committee will be meeting with the Planning Board to finalize the CIP.
- Kate Connolly reported that the communication companies came together and will rebuild the tower in Hanover.
- Linda Scofield reported that Adam has been doing a good job as the new Circuit Rider for the Town of Wilmot.
- Josh Trow reported that the new Sunapee Library opens on the 15th; and the Sunapee Conservation Commission has an opportunity to preserve additional acres.
- George McCusker noted that Springfield finished painting the Town Hall, and the town is also putting in a new septic system for the Highway Department.
- Dan Kiley reported that Enfield will be planning a charrette to develop site design concepts for a parcel of land adjacent to Mascoma Lake that the NHDOT owns. The hope is to utilize this land as a recreational area for the town including public access for picnic



Upper Valley Lake Sunapee Regional Planning Commission

areas, sailing, and kayaking.

- Julie Magnuson noted that development of the former Arlington Sample Book Company site is progressing and they currently have 8,000 square feet of space; Advance Auto parts has opened and the landscape includes green lamp posts; Newport's Parlin Field Airport is currently being featured in Kearsarge Magazine.
- Jim Taylor reported that Plainfield is overrun with "pumpkin people" including pumpkin Johnny Cash.

XI. **Adjourn**

Aaron Simpson moved to adjourn the meeting at 8:10 PM. Kate Connolly seconded.

Minutes prepared by Chris Courtemanche