



Upper Valley Lake Sunapee
Regional Planning Commission

Commission Meeting
Minutes

Wednesday, December 19, 2012
UVLSRPC, 10 Water Street, Lebanon, NH
6:00 pm

Approved February 27, 2012

Members present: Thain Allan, Dan Brand, Katherine Connolly, Bob Crane, Peter Gregory, Dan Kiley, Jeff Kessler, Dan Kiley, Larry LeClair, Kevin Lee, Brian Miller, Ken Morley, John O'Connor, Nancy Rollins, William Schroeter, Aaron Simpson, Robert Trabka, Josh Trow, Jim Taylor, Claire Vannatta, and Joanna Whitcomb.

Staff: Chris Courtemanche, Nate Miller, Christine Walker

Guests: Emma Crane

1. Chair Larry LeClair called the meeting to order at 6:00 pm.
2. *New Commissioners:* Brian Miller (Town of Acworth), Bob Crane and Nancy Rollins (Town of New London)
3. *Approval of minutes:* Motion was made by Jeff Kessler, and seconded by Thain Allan to approve the minutes of the October 24, 2012 meeting. **Motion carried**
4. *Household Hazardous Waste Collections grant funding:* Motion was made by Joanna Whitcomb for the approval of Household Hazardous Waste Collections grant funds with the New Hampshire Department of Environmental Services and to authorize the Executive Director, Christine Walker, to apply for, accept, and expend funds, and to sign any and all documents related to this grant and seconded by Jeff Kessler. **Motion carried**
5. *Update on the Regional Plan:* Christine Walker noted that work is continuing with the Regional Plan and that an Advisory Committee is currently reviewing the Master Plans of all 27 municipalities. Focus groups will be developed and held sometime in April or May and data collection to provide an overview of current resources and trends is underway.
6. *Update on Work Plan and Upcoming Proposals:*
 - Mike has been working with the City of Claremont City Center Project and will be wrapping that up shortly.
 - Rachel has been working with the Mascoma River Committee in which the funding will be ending at the end of December at which time, the Committee is hoping to contract directly and do fundraising to keep Rachel working for them.
 - Household Hazardous Waste Collections will be starting in May for 2013 and will offer more collections throughout September 2013.

- The City of Claremont planner has moved on and they will need temporary assistance from our office. Therefore, we will be entering into three contracts. 1) Mapping, 2) Technical assistant GIS, 3) Technical assistance. Due to the amount of work, we have put out an ad for a temporary planning assistant until June.
- Eastman GIS – Rachel will be training people in Eastman to use GIS
- Newbury Circuit Rider will continue
- Brownfield’s application for fiscal year 14 has been submitted for \$200,000 to assist municipalities with assessing areas such as abandoned mill parcels.

7. Committee Reports:

- *Finance Committee* – Thain Allan reviewed the October financials and noted that we ended with a positive month. He also provided an overview of the FY 2012 Audit and noted the auditor’s praise for changes from the FY 2011 internal controls. Thain thanked Yutian on behalf of the Finance Committee for his work and efforts in having a clean audit.
- *Executive Committee* – Larry informed the Commission that the Executive Committee has been exploring the creation of a non-profit, which would assist with software purchases and expand opportunities for the Commission. Larry also informed the Commission that there has been a lot of work on the Committee level to creating a reserve policy, which the Finance Committee would be bringing to the Commission for their approval sometime in February or April.
- *Personnel Committee* – Kevin noted that the Personnel Committee had discussed sending a letter to Steve Whitman regarding concerns over access in and out of the building after regular business hours.
- *Program Committee* – Joanna Whitcomb noted that the Program Committee met and came up with several ideas for upcoming programs. They would like Cameron Wake from UNH to come and discuss climate adaptation analysis that they will be completing for the Regional Plan, and Joanna herself would like to keep the Commission informed about the planning that Dartmouth College is discussing. Lastly, the Commission celebrates its 50th Anniversary in FY13 and the Program Committee is working on some events and video for the Annual Meeting.
- *Regional Planning (Advisory Committee)* – Christine Walker noted that the Committee is helping to compile the vision and values identified in Master Plans from all 27 municipalities. Staff is currently working on chapters and will be reviewing the information collected in January. Focus groups that will provide feedback about work to date in April and all the information will be presented to municipal leaders in September.

- 8. Approval of Contracts exceeding \$10,000:** Claremont Technical Assistance (\$26,000) – Motion was made by Dan Kiley to authorize the Executive Director, Christine Walker, to apply for, accept and expend funds, and to sign all documents related to this contract. Katherine Connolly seconded the motion. **Motion carried.**

9. Commission Town Announcements and other Announcements:

- Thain Allan noted that the Grantham Planning Board would hold a public hearing on January 8, 2013, when proposed 2013 ballot warrant article relating to designation of prime wetlands will be discussed and voted on.

- Ken Morley discussed the growing concern regarding traffic congestion on the Route 120 corridor between Hanover and Lebanon. This will require regional cooperation among the area's municipalities and major employers in order for it to be solved.
- Dan Brand stated that the Lyme Planning Board is continuing to update the Master Plan and that Christine Walker and Mike McCrory helped facilitate a World Café style of meetings that were very successful.
- Josh Trow noted that Sunapee's sewer plan is moving forward as well as reconstruction of Sunapee's wastewater treatment building.
- Dan Keily reported that Enfield's Route 4 Water/Sewer Extension Project is finished for the winter.
- Bob Crane noted that New London would be reviewing their zoning ordinances.
- Bill Schroeter reported that the Unity Planning Board has started to work on the Master Plan.
- Joanna Whitcomb reported the Hanover Town Library (in Etna) has been named to the national Register of Historic Places.
- Jeff Kessler noted the Newport's Capital Improvement Program process is starting; Dunkin Donuts will be moving in the Arlington factory; Strum, Ruger & Company will help support a top of the line gun range in Newport; Newport is looking for a part time building inspector
- Kevin Lee reported that Springfield is in the process of updating their Master Plan
- Jim Taylor noted that Plainfield completed their Hazardous Mitigation project.
- Christine Walker noted that the Workforce Housing Comic brochure is available if anyone would like a copy and we may look at doing more comics for other subjects as well. In addition, Christine noted that since we are using Time Slips now, we are able to print out reports specifically showing what the staff has done for each town and she is using this information to create specific reports for communities' Town Reports.
- Nate Miller noted that he is working with the NH Department of Transportation on the ten-year plan in which every two years a request is sent out to municipalities for projects to be considered by the Transportation Advisory Committee. The cycle is starting now for new projects with a deadline of February 28, 2013 for consideration in the ten-year plan.

10. Adjournment: There being no further business, upon motion made and carried the meeting adjourned at 7:20 p.m.

Respectfully submitted,

Chris Courtemanche