



MEETING MINUTES

Full Commission Meeting of the Upper Valley Lake Sunapee Regional Planning Commission
April 25, 2012
Conference Room, 10 Water Street, Lebanon, NH 03766

1. Call to order

Chair Aaron Simpson called meeting to order at 6:00 p.m.

2. Present

Thain Allan – Town of Grantham
Katherine Connolly – Town of Hanover
Bernie Folta – City of Claremont
Judy Healey – Town of Newbury
Jeff Kessler – Town of Newport
Dan Kiley – Town of Enfield
Larry LeClair – City of Lebanon
George McCusker – Town of Springfield
Nancy Merrill – Claremont At-Large
Ken Morley – Grafton County
Aaron Simpson – Town of Sunapee
Peter Stanley – Town of New London
William Trought – Town of Dorchester
Josh Trow – Town of Sunapee
Claire Vannatta – Town of Newbury
Joanna Whitcomb – Town of Hanover

Guest:

June Fichter from Lake Sunapee Protective Association (LSPA)

Staff:

Christine Walker
Chris Courtemanche

3. Minutes from February Commission Meeting

Ken Morley requested a change be made on page 3 section VI of the minutes. Statement should say that Ken Morley said he opposed all donations not all charitable organizations. Kate Connolly moved to approve the minutes of February 22, 2012. Larry LeClair seconded the motion to approve the minutes with a correction to Ken Morley's statement. **Motion was approved with two abstentions.**

4. Program Committee Guest Presentation

June Fichter noted that LSPA was founded in 1898, is a member-supported nonprofit organization dedicated to preserving and enhancing the special environment of the Lake

Sunapee region, through education, research and collaborative action. LSPA works year-round to maintain the quality of Lake Sunapee and its watershed and has over 1000 family and business members who support LSPA financially and volunteer as weed-watchers, water monitors, lake hosts or on a variety of committees.

LSPA's programs focus on water quality and watershed science and on education and outreach for children and adults. They actively engage in scientific research, water quality sampling for laboratory analysis of water quality factors, prevention and control of invasive aquatic species, and education programs.

5. New Projects (Informational only)

Christine gave an overview of the Housing graphic novel depicting housing issues, a project through NH Housing, which will provide \$5,000

We have also been asked to provide mapping for United Way Needs Assessment for \$2500.

6. New Contracts

Jeff Kessler/Ken Morley moved to approve, expend funds, and authorize Executive Director Christine Walker to sign any documents associated with the Healthy New Hampshire Foundation Grant for \$15,000. **Motion to approve was unanimous.**

Jeff Kessler/Ken Morley moved to approve, expend funds, and authorize Executive Director Christine Walker to sign any documents associated with the Dartmouth Hitchcock-Healthy Eating Active Living Initiative Grant for \$10,000. **Motion to approve was unanimous.**

Jeff Kessler/Ken Morley moved to approve, expend funds, and authorize Executive Director Christine Walker to sign any documents associated with the New Hampshire Office of Energy and Planning Targeted Block Grant for \$10,801. **Motion to approve was unanimous.**

Jeff Kessler/Ken Morley moved to approve, expend funds, and authorize Executive Director Christine Walker to sign any documents associated with the Section 5317, New Freedom Grant for \$25,000. **Motion to approve was unanimous.**

Christine Walker noted that we have been notified that USDA Rural Development Solid Waste will fund the grant for \$187,000. This is a bi-state project following up on the work the Vickie Davis has done over the past few years with solid waste hauling, recycling, household hazardous waste and medicine waste.

7. Committee Reports

Executive Committee

Christine Walker reported that it is important to keep JAMAR contract for traffic counting equipment for Fiscal Year 13. If the Commission were to change vendors, it would need to replace all the associated inventory of traffic counting equipment as the different vendors and not compatible. Therefore, a **motion was made by Thain Allan/Larry LeClair to authorize Christine Walker to continue using JAMAR as the sole source contract for traffic counting equipment for Fiscal Year 13. Motion to approve was unanimous.**

Finance Committee

Treasurer Thain Allan presented the March financial statement and reported that the Commission is at about 65% of budget as expected at this point in the fiscal year. Revenues are solid for the remainder of the year although Christine noted that the Lake Sunapee Scenic

Byway project is behind schedule due to administrative issues with NHDOT. Additionally we still have not been able to finalize the Fluvial contract with NH Department of Environmental Services. Expenses are also on schedule.

Fiscal Year 13 Preliminary Budget has been prepared and reviewed but will need to be adjusted now that the USDA grant was funded.

Thain Allan reported that we received two proposals for the Audit Services for Fiscal Years 13, 14, and 15. After reviewing the proposals, the Finance Committee suggests that we hire Melanson, Heath & Company from Nashua, New Hampshire and would like a motion to approve the audit contract with them for 3 years. **Bernie Folta/Larry LeClair made a motion to approve rehiring Melanson, Heath & Company for Audit Services during Fiscal Years 13, 14, and 15. Motion to approve passed unanimously.**

Regional Planning Committee

Jeff Kessler noted that the Housing Needs Assessment report and brochure have been completed and can be requested by contacting Chris Courtemanche or the UVLSRPC's website along with the technical report. Christine Walker also noted that UVLSRPC would be doing a lot of public outreach in regards to the Regional Plan to make sure the Commission hears what it is that the people want and need.

Program Committee

Christine Walker announced that the Annual meeting is scheduled for June 6, 2012 at the Common Man in Claremont and that invitations will be sent at the end of next week.

8. Commissioner Town Announcements

Newport – Jeff Kessler noted that the new Master Plan was adopted on April 10, 2012. In addition, the Airport Advisory Board is updating the Airport Master Plan. The updating process is expected to take several months. Lastly, the Town of Newport was awarded a \$400,000 Community Development Block grant for renovations to Maple Manor.

Hanover-Joanne Whitcomb provided information about studies that will be done to find out “How to better serve employees in their town”. Additionally, expressed interest for the Commission to continue discussions about the bus route between Claremont and Lebanon that Pat Crocker completed recently.

Lebanon/Hanover – Ken Morley reported that Lebanon and Hanover had a joint session regarding how to improve traffic flow on Route 120.

Lebanon – Larry LeClair noted that Lebanon has completed their Master Plan and that the City Council accepted it. Implementation of some of the plans will be in Fiscal Year 13 and 14.

9. Adjournment

Chair Aaron Simpson asked for a motion to adjourn. Kate Connolly moved to adjourn the meeting, with a second by Judy Healey. **Motion to adjourn approved at 7:20 p.m.**