



UVLSRPC Full Commission Meeting

Wednesday, April 13, 2016

6:00 PM – 8:00 PM

UVLSRPC Office ▪ 10 Water Street ▪ Lebanon, NH

Meeting Minutes

Commissioners Present:

Dan Brand-Lyme
David Brooks-At-Large
Lionel Chute-Sullivan County
Kate Connolly-Hanover
Mary Grenier-Lempster
Peter Guillette - Grantham
Jeff Kessler- Newport

Judith Lindahl-Orange
George McCusker-Springfield
Harry Pease-Orford
Tom Rock-Claremont
Linda Scofield-Wilmot
Aaron Simpson-Sunapee
Bill Wilmot - Newport
John Yacavone - Plainfield

Staff Attending:

Chris Courtemanche
Nate Miller
Guest: Nancy DuMont-Alice
Peck Day Memorial Hospital

I. Call to Order

Chair Jeff Kessler called the meeting to order at 6:00 PM.

II. Minutes from February 10, 2016

Peter Guillette moved to approve the February 10, 2016 minutes. Judith Lindahl seconded. The motion passed with Mary Grenier, Harry Pease, Tom Rock, and Linda Scofield abstaining.

III. Contract Authorizations

Nate Miller reviewed a series of new contracts for FY 2017.

- NHOEP-Targeted Block Grant- 11,111.00
- NHDOS-Hazard Mitigation Plans for Claremont, Cornish, and Newbury. The contract is in the mail and will total \$19,500.
- Town of Wilmot Master Plan -\$14,980

Bill Wilmot made a motion to authorize the Executive Director to sign and execute all documents pertaining to the NHOEP Targeted Block Grant, NHDOS Hazard Mitigation Plans, and Town of Wilmot Master Plan. Tom Rock seconded. The motion passed unanimously.

IV. Appointment of Nominating Committee

Nate Miller advised that, per the UVLSRPC bylaws, the Nominating Committee must consist of at least five members representing five different municipalities or counties. The Nominating Committee meets prior to the UVLSRPC Annual Meeting and submits its recommendations about Officers and At-Large members to the full Commission.



Upper Valley Lake Sunapee Regional Planning Commission

Jeff Kessler asked if there were any volunteers for the Nominating Committee. Peter Guillette, Jeff Kessler, Harry Pease, Tom Rock, and Aaron Simpson volunteered to be on the Nominating Committee. Nate Miller advised that he will send an email to schedule a meeting.

Judith Lindhal asked why the At-Large member and Officer terms are only for one year. After some discussion, Dan Brand requested that the Executive Committee review Officer and At-Large term structure as well as discuss the potential formation of a Bylaws Committee for a comprehensive review.

Judith Lindhal moved to appoint Peter Guillette, Jeff Kessler, Harry Pease, Tom Rock, and Aaron Simpson to the Nominating Committee. John Yacavone seconded. The motion passed with Aaron Simpson abstaining.

V. Executive Director's Report

Nate Miller reported the following items to the Commission.

- The UVLSRPC Annual Meeting has been scheduled for Wednesday, June 15, 2016 at The Common Man Inn and Restaurant, Claremont, NH.
- The 2nd Annual NHARPC Commissioner Convening is scheduled for May 12th at Lake Opechee Resort in Laconia. Nate encouraged Commissioners to attend. The agenda includes strategic planning for the future of Regional Planning Commissions in NH, and NHDOT Commissioner Victoria Sheehan will be the keynote speaker.
- NH DRED has announced their final decision on the proposed expansion of the Mount Sunapee Resort, and that decision has been approved by the Governor and Council. Nate noted that a number of UVLSRPC recommendations were directly incorporated into the final plan.
- The UVLSRPC has been assisting the City of Claremont with the visioning portion of their Master Plan update process. UVLSRPC staff facilitated a well-attended forum in Claremont on March 3rd and used keypad polling to get instant feedback from participants.
- Staff has submitted an initial project proposal with the EPA to do an air quality improvement campaign in the region targeting particulate matter.
- The Household Hazardous Waste Collection Schedule has been finalized. Flyers detailing the schedule were distributed to Commissioners.
- UVLSRPC staff members have been active on the speaking circuit lately. Mike McCrory will be doing a session on climate change at the NHOEP Conference on June 4th in Concord. Nate Miller did a training session on Highway Safety for the NH Public Works Association on March 30th, and Nate will be a featured speaker at the NH Institute of Transportation Engineers spring training meeting on Friday, April 15th.



VI. **Presentation: Upper Valley Region Community Health Needs Assessment**

Nancy DuMont, Director of Community Health at the Alice Peck Day Memorial Hospital presented highlights of the 2015 Community Health Needs Assessment. The Community Health Needs Assessment was jointly developed by Dartmouth Hitchcock Medical Center, Alice Peck Day Memorial Hospital, New London Hospital, Valley Regional Hospital, and Mt. Ascutney Hospital. Nancy DuMont's presentation is available upon request.

VII. **Executive Committee Report**

- UVLSRPC vehicle lease – Nate Miller informed the Commission that Ford Motor Credit would not lease to a governmental entity. Therefore, we have signed another 36-month lease with Toyota for a RAV 4.
- NHARPC Commissioner Convening-Nate Miller reminded the Commissioner's that the NH Association of Regional Planning Commissions (NHARPC) Commissioner Convening is scheduled for Thursday, May 12, 2016 at the Lake Opechee Inn in Laconia, NH.
- UVLSRPC Housing Needs Assessment- Nate Miller advised that per RSA 36:47, the Regional Housing Needs Assessment needs to be updated in 2017. Nate noted that we are looking for potential financial resources to support this effort.

VIII. **Finance Committee Report**

Peter Guillette reported that we are in a sound financial position and overall everything is going smoothly. It was also noted that we are still waiting on approval of our indirect cost rate from EPA. Once this is received, we can bill for the Healthy Communities project, which will help bring the net position in line.

Nate Miller presented an early draft of the FY 2017 Budget with the following highlights:

- UVLSRPC is still adjusting to the end of multi-year planning projects and remains focused on developing new projects and diversifying revenue streams.
- Projected staffing change is to combine the Administrative Assistant position with Office Manager duties, which will eliminate or reduce the need for a full-time Finance Manger.
- Health Insurance costs will be increasing 6.7%.
- Short-term Disability costs will be decreasing 14%.
- Long-term Disability and Life Insurance will stay level.
- Retirement Match staying level at 6%.
- PRIMEX Property and Liability Insurance will increase from \$5,865 to \$6,155.
- Primex Worker's Compensation expenses will stay level.
- New UVLSRPC vehicle lease will result in a savings of approximately \$60/month.
- Melanson & Heath's audit cost will be reduced from \$11,500 to approximately \$9,000, as an A-133 Single Audit will not be required.
- Software and Data Service expenses are anticipated to increase approximately \$1,200 due to increased cloud storage fees.
- Website consultant contract will be changed from retainer to on-call resulting in a savings



of approximately \$1,500.

- Legal fees and other professional services costs are projected to stay level
- Base rent charges have increased as a result of the lease renewal, and Common Area Maintenance/Utility expenses are expected to increase by 2-3%.

Nate Miller advised that the revenue picture is likely to change significantly between now and the Annual Meeting, as we await word on significant grant applications like EPA Brownfields and USDA Solid Waste Management.

IX. **Commissioner Update/Announcements**

Peter Guillette reported that Grantham's Library project is complete and the town continues to make progress with the Master Plan.

Tom Rock reported that Claremont is working on their Master Plan and there is ongoing work on getting tenants for the Syd Clarke Park.

Linda Scofield noted that Wilmot will be updating their Master Plan and there are three active lawsuits related to the Huckleberry development.

Judith Lindahl reported that Orange passed their Large Wind Energy Systems Ordinance.

Mary Grenier reported that Lempster voted to raise and appropriate the sum of \$1,000,000 for the purpose of reconstructing and repaving Mountain Road from Route 10 to the Washington Town Line.

George McCusker reported that the Town of Springfield's has approved \$50,000 to hire a Code Enforcement Officer.

John Yacavone reported that the Plainfield Planning Board's top priority is encouraging the development of affordable housing options, like accessory dwelling units. Other priorities include developing public transportation between Plainfield, Claremont, and Lebanon and facilitating residential solar energy.

Harry Pease reported that Orford is beginning their Master Plan update process. Also, Harry noted that Orford and Piermont will be holding a satellite HHW Collection in October.

Dan Brand reported that Lyme is awaiting the release of erosion studies developed as part of the relicensing process for the Wilder Dam.

Kate Connolly reported the Town of Hanover Planning and Zoning department is working on re-organizing the Town's zoning ordinances.

David Brooks mentioned the upcoming "Solar 101 Workshop for Municipal Officials" in Lebanon.



Upper Valley Lake Sunapee Regional Planning Commission

The event is scheduled for Tuesday, May 17, 3:00-5:00 pm, at Lebanon City Hall. The workshop will highlight resources to help municipalities reduce costs and simplify the process of implementing residential solar photovoltaic installations in their communities.

Jeff Kessler reported that Newport is preparing for their Town Meeting in May.

X. **Adjourn**

Aaron Simpson moved that the meeting be adjourned at 8:20 PM. Dan Brand seconded.

Minutes prepared by Chris Courtemanche

Next meeting scheduled for June 15, 2016 at The Common Man, Claremont, NH

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