



Upper Valley Lake Sunapee  
Regional Planning Commission

Annual Full Commission Meeting  
Wednesday, June 6, 2012  
The Common Man Inn and Restaurant, Claremont, NH – 6:00 pm  
**Minutes Approved August 22, 2012**

- I. **Meeting was called to order by Chair Aaron Simpson**  
**Present:** Thain Allan, Dan Brand, Shawn Donovan, Bernie Folta, Peter Gregory, Sam Greene, Peter Guillette, Jeff Kessler, Dan Kiley, Larry LeClair, Kevin Lee, Georg McCusker, Nancy Merrill, Joan Monroe, Ken Morley, John O'Connor, Steve Schneider, Aaron Simpson, Josh Trow, Claire Vannatta  
**Staff:** Christine Walker, Nate Miller, Pat Crocker, Vickie Davis, Rachel Ruppel, Adam Ricker, Yutian Zhang, Chris Courtemanche
- II. **Welcome from Guy Santagate, City Manager of Claremont**
- III. **Chair Aaron Simpson welcomed special guests, new commissioners and outgoing commissioners.**
- IV. **Review Minutes from April 25, 2012 meeting**  
**Motion:** To approve minutes from April 25, 2012  
**Made by:** Shawn Donovan      **Second:** Kevin Lee      **Vote:** Motion approved with four abstentions, minutes amended to read Jeff Kessler is from Newport and Judy Healey is from Newbury.
- V. **Nominations for At-Large Members**  
Peter Gregory, Nancy Merrill, and Mark Scarano were presented, no nominations from the floor.  
**Motion:** To approve Peter Gregory, Nancy Merrill, and Mark Scarano to be At-Large Members for fiscal year 2013.  
**Made by:** Shawn Donovan      **Second:** Jeff Kessler      **Vote:** Passed unanimously
- VI. **Nominations for Slate of Officers from Nominating Committee**  
Larry LeClair – Chair, Jeff Kessler-Vice Chair, Thain Allan-Treasurer, Katherine Connolly-Secretary-Assistant Treasurer. No nominations from the floor.  
**Motion:** To elect officers  
**Made by:** Ken Morley      **Second:** Shawn Donovan      **Vote:** Passed unanimously
- VII. **Review and adopt budget**  
Thain presented the budget for fiscal year 13  
**Motion:** To approve fiscal year 13 budget  
**Made by:** Shawn Donovan      **Second:** Larry LeClair      **Vote:** Passed unanimously  
Thain Allan reported that the photocopier needs replacement

**Motion:** To approve authorization to enter into a 5-year lease with Oce North American for the copier.

**Made by:** Jeff Kessler                      **Second:** Shawn Donovan                      **Vote:** Passed unanimously  
Thain Allan reported that as part of the budget the health insurance plan for fiscal year 13, the commission is required to authorize and direct Christine Walker to execute and deliver the applicable health insurance plans.

**Motion:** By resolution, authorize and direct Christine Walker to execute and deliver the applicable health insurance plans.

**Made by:** Aaron Simpson                      **Second:** Kevin Lee                      **Vote:** Passed unanimously

**VIII. Review and adopt the Work Plan**

Aaron Simpson, Chair presented the fiscal year work plan. Bernie Folta noted that in the past few years, the work plan and budget have doubled. Bernie thinks the reason for this is the increased efficiency and professionalism of the Regional Planning Commission. Bernie made an affirmative statement that Christine Walker has guided the Regional Planning Commission in this and stated his wished for more years of effectiveness.

**Motion:** To approve the fiscal year 13 work plan

**Made by:** Shawn Donovan                      **Second:** Larry LeClair                      **Vote:** Passed unanimously

Aaron Simpson noted that now that the work plan is adopted, need a motion to authorize Christine Walker to sign and execute any documents, which may be necessary to make any associated contracts to carry out the work outlined in the work plan.

**Motion:** To authorize Christine Walker to sign and execute any documents, which may be necessary to make any associated contracts to carry out the work outlined in the work plan.

**Made by:** Shawn Donovan                      **Second:** Jeff Kessler                      **Vote:** Passed unanimously

**IX. Introduction of new Chair**

Aaron Simpson introduced the new Chair, Larry LeClair. Larry asked if there was any new business to discuss. There being no new or old business motion to adjourn.

**Motion:** To adjourn

**Made by:** Shawn Donovan                      **Second:** Nancy Merrill                      **Vote:** Passed unanimously

Respectfully Submitted by, Chris Courtemanche