



Upper Valley Lake Sunapee
Regional Planning Commission

Full Commission Meeting
Wednesday, August 22, 2012
UVLSRPC, 10 Water Street, Lebanon, NH – 6:00 pm
Minutes
Approved October 24, 2012

- I. **Meeting called to order at 6:00 pm by Vice Chair Jeff Kessler.**
Present: Thain Allan, Dan Brand, Katherine Connolly, Bernie Folta, Peter Gregory, Sam Greene, Peter Guillette, Jeff Kessler, Dan Kiley, Nancy Merrill, Joan Monroe, Ken Morley, William Schroeter, Robert Trabka, Josh Trow, Joanne Whitcomb.
Staff: Christine Walker, Chris Courtemanche
Guests: Rhonda Shippee, USDA, Peter Martin, videotaping for Bernie Folta
- II. **New Commissioners:** Vice Chair Jeff Kessler welcomed new Commissioners Peter Guillette-Claremont, William Schroeter-Unity, Robert Trabka-Unity, and noted additionally John O'Connor and Linda Scofield both from Wilmot.
- III. **Retiring Commissioners:** Vice Chair Jeff Kessler announced that Bernie Folta and Judy Healey have retired from the Commission. As a parting gift, Bernie handed out a small packet of "informational materials" assembled by Bernie.
- IV. **Presentation by Rhonda Shippee from USDA Rural Development:** Rhonda Shippee Community Programs Director announced that UVLSRPC was awarded a Solid Waste Management Grant for \$187,747. Rhonda noted that it was a national competition and is one of the larger grants awarded. Rhonda congratulated Vickie Davis and UVLSRPC organization for a job well done. One of the strengths of the application was the qualifications of Vickie Davis and Cindy Sterling Clark who have a long history of collaborating with the solid waste districts, local pharmacies, and community volunteers, additionally USDA really like that idea of using successful programs in one location in another. Composting taking place in southern Vt will be piloted in the NH area and the medicine waste which UVLSRPC has done for three years now will be introduced in VT.
- V. **Review minutes from June 6, 2012:**
Motion: To approve minutes from June 6, 2012.
Made by: Thain Allan **Second:** Ken Morley **Vote:** Passed with two abstentions from Joanne Whitcomb and Katherine Connolly.
- VI. **Committee Reports:**
 - Finance Committee – Thain Allan reported that the Commission finished the year on target regarding overall budget, but pointed out that revenue and expense were below budget due to the Lake Sunapee Scenic Byways project not moving forward.
 - Regional Planning Committee/Advisory Committee – Jeff Kessler noted that the Committee has been meeting on a regular basis and are currently working on the

Regional Plan by conducting public in events throughout the region to collect input from people about what is important to them about where they live and work.

VII. Committee appointments:

Vice Chair Jeff Kessler presented the FY 13 recommendations from the Executive Committee for committee appointments and asked for a motion.

Discussion: Joan Monroe asked about communities that do not currently have a representative to the Commission. Christine Walker noted that while many communities continue to use Commission services, there aren't always volunteers who are willing to travel significant distances (some municipalities are an hour away from Lebanon meeting space). Some Commissioners inquired about reaching out to those communities more. Christine noted that she consistently meets with selectboards and planning boards, generally with those communities that are not connected in some way to the Commission (staff is not currently working on a project – Hazard Mitigation Plan, etc.) and that any community that is interested in having the Commission come and explain what we do is welcome to let her know and she would be more than happy to attend one of their meetings.

Motion: To accept the recommendations for committee appointments

Made by: Kate Connolly **Second:** Ken Morley **Vote:** Passed unanimously

Joan Monroe stated that she would not be able to continue to represent the Commission on the CRJC as she has many other commitments. Christine Walker asked if there were additional Commissioners who would consider being on the Finance Committee as the finances of the organization are very complicated and it is good to have more people understanding how the Commission works. Peter Guillette volunteered. Lastly, Sam Greene said he would be interested in serving as the representative to the Upper Valley Housing Coalition. **Motion:** To accept Peter Guillette on the Finance Committee and Sam Greene to UVHC

Made by: Kate Connolly **Second:** Ken Morley **Vote:** Passed unanimously

VIII. Fiscal Year 2014 Dues:

Jeff Kessler, Vice Chair gave an overview of the FY14 dues and asked for a motion to approve.

Motion: To accept the FY14 schedule of membership dues for municipalities in our region.

Made by: Joanna Whitcomb **Second:** Peter Guillette **Vote:** Passed unanimously

IX. Commission Town Announcements:

- Joanne Whitcomb noted that the Hanover Safe Routes to School contract has been signed and will be starting the contract next week. Also moving forward with the residential zoning and have received one proposal so far. Joanne also noted that Nate Miller was successful in getting a Federal Transit Administration grant to build the transit hub in front of the Hopkins Center.
- Nancy Merrill appreciates what Nate Miller did on Washington Street safety audit in Claremont. Additionally, Claremont is almost completed the HUD sustainability grant and thanked Mike for his help, this is expected to really help the downtown area of Claremont.
- Dan Brand stated the River Road has reopened in Lyme at a cost of \$600,000. Dan also noted that Lyme has developed a traffic committee who will be studying the roads to see which one will fall into the river next.
- Ken Morley announced the open house for the new Lebanon Middle School is on Saturday, August 25 from 10am – 12pm.

- William Schroeter noted that the Unity School project is back under construction at a cost of \$4.5 million, when completed the school will have the capacity to hold up to 560 people for event/meetings. William stated that they are hoping to move in January.
- Peter Martin stated that Newport just opened a new Dollar General and another food market will open this week.
- Jeff Kessler announced the Apple Pie Craft Fair is being held in Newport on Saturday, August 25 and UVLSRPC will be there collecting data for the Regional Plan project.

X. Overview of “Your Regional Future” – part of “A Granite State Future”

Christine Walker played a presentation of “Your Regional Future”

How do we keep what we value, increase prosperity and opportunity for success and provide for the future?

- Since 1963, the Regional Commission has existed to assist municipalities throughout the region.
- The last regional plan was amended in 2005.
- In 2011 the nine Regional Planning Commissions in New Hampshire were successful in receiving funding to embark on A Granite State Future to: Listen to the needs of the region; Identify assets to build upon; Efficiently use resources available to the region

What will be happening?

- Staff will be at regional venues such as farmer’s markets to talk with people and seek input.
- A web-based tool will be created in order to get input from the people about what they think the issues and assets are within their community.
- Input boxes will be around the region for people to provide comments and inform the Commission about what they see as valuable to the region.
- Many opportunities to have your voice heard through focus groups, conversations and electronic media.

What will result from all this effort?

- A common understanding of what is important and valued within the region.
- A strategy outlining projects that, when implemented, will create successful and vibrant communities.
- Efficient use of limited resources through targeted investment in assets and infrastructure that are important to the people within the region.
- Understanding of the capacities and assets of the region’s resources including Housing; Transportation; Water and sewer infrastructure; Natural resources; Economic opportunities; Energy; Telecommunications; Future prosperity and security.

XI. Approval of Contracts exceeding \$10,000:

- Ct River Byway – up to \$25,000 (will be creating a web page for the Ct River Byway, as well as other work on behalf of the Southern Windsor RPC)
- Enfield Community Planning Grant - \$15,000
- Lebanon Planning Grant - up to \$25,000 – used to look at every element of all the ordinances and how they can incorporate energy efficiency into their policies.
- Foundation for Healthy Communities - \$250,000 (approx. \$40,000 would stay with UVLSRPC) we would work with six other RPC’s. The grant will be used for active transportation, active living and healthy eating and how these can be part of the Regional Plan.

Christine Walker stated that there may need to be a budget adjustment and/or hire new staff (more than likely part-time and temporary) to help with the additional contracts. A proposal may be presented at the October if necessary.

Motion: To accept the contracts as presented.

Made by: Thain Allan **Second:** Kate Connolly **Vote:** Passed unanimously

Motion: To authorize Executive Director, Christine Walker, to sign and execute any documents, which may be necessary to complete the contracts noted above.

Made by: Jeff Kessler **Second:** Kate Connolly **Vote:** Passed unanimously

XII. Other Announcements:

Christine Walker noted the comic brochure that Mike McCrory helped create, called "Workforce Housing". The Fall Zoning and Planning Conference is set for November 10, 2012 at the Common Man in Claremont, NH.

Jeff Kessler stated that the New Hampshire Department of Education received the ok to use the GIS software for schools. If interested, go to website www.nhedgis.org or contact Rachel Ruppel for more information.

XIII. **Motion:** To adjourn at 7:50 pm

Made by: Joanne Whitcomb **Second:** Bernie Folta

Respectfully Submitted by, Chris Courtemanche