



Upper Valley Lake Sunapee
Regional Planning Commission

Minutes of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC)
Full Commission Meeting
Wednesday, August 13, 2014
10 Water Street ▪ Suite 225 ▪ Lebanon, NH
Approved October 8, 2014

Commissioners Present:

Thain Allan-Grantham
Dan Brand-Lyme
Kate Connolly-Hanover
Jonathan Edwards-Hanover
Sam Greene-Lyme
Peter Guillette-Grantham
Jeff Kessler -Newport
Dan Kiley-Enfield

Kevin Lee-Springfield
Ken Morley-Grafton County
Tom Rock-Claremont
Nancy Rollins-New London
Steve Schneider-Enfield
Aaron Simpson-Sunapee
Robert Trabka-Unity
Josh Trow-Sunapee

Staff Attending:

Chris Courtemanche
Nate Miller

Guest:

Jennifer Griffith-
New England Waste
Management
Officials' Association
(NEWMOA)

I. **Call to Order**

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

II. **Minutes from June 18, 2014**

Aaron Simpson moved to approve the minutes of June 18, 2014. Tom Rock seconded. Kate Connolly noted a typo listing Joanna Whitcomb as being from Lebanon. The motion passed with the correction and three abstentions from Thain Allan, Ken Morley, and Jonathan Edwards.

III. **Guest Presentation: Jennifer Griffith of the New England Waste Management Officials' Association (NEWMOA)**

Jennifer Griffith gave a power point presentation regarding Pay-As-You-Throw (PAYT) pricing strategies for waste, noting that many towns use property taxes and/or a flat fee to fund the management of waste generated by their residents. PAYT programs are different; they charge residents for waste disposal based on the amount they throw away.

The benefits of PAYT include:

- Minimizing the need for local tax increases to fund solid waste programs;
- Providing freedom of choice;
- Giving residents more control over their costs;
- Improving the environment and public health.

Jennifer noted that PAYT works with both transfer station and curbside pickup systems. PAYT requires convenient locations to purchase bags/stickers, and involves some administrative costs and oversight to manage bags/stickers, but eliminates the need for transfer station personnel to handle cash.

Jennifer advised that the key to PAYT is charging a fee for waste that is disposed of, but not for recycling. New Hampshire communities typically provide free recycling for residents, so implementing PAYT focuses on reducing the amount of waste put in the trash for disposal.

IV. **UVLRPC Regional Broadband Plan Adoption**

Jeff Kessler reviewed the draft UVLSRPC Regional Broadband Plan and responsiveness document with the Commission, noting that all comments received during the Public Hearing and submitted in writing have been addressed. *Kate Connolly moved to adopt the UVLSRPC Regional Broadband Plan. Kevin Lee seconded and the motion passed unanimously.*

V. **Executive Committee Report**

- Action on Proposed FY 2016 Dues Rate – Jeff Kessler noted that, at the August 2013 Commission Meeting, members agreed to index the dues to the Northeast Region CPI rate. This results in a 1.9% increase for FY 2016. *Thain Allan moved to approve the FY 2016 dues rates. Peter Guillette seconded and the motion passed unanimously.*
- Action on FY 2015 Committee Appointments –Nate Miller noted that the Executive Committee reviewed the survey results and suggested that the Legislative Committee be merged with the Program Committee. *Aaron Simpson moved to merge the Legislative Committee with the Program Committee. Dan Kiley seconded and the motion passed unanimously.*

Aaron Simpson asked if the Commission can appoint alternates to Committees or if the Bylaws need to be revised. Steve Schneider is concerned that after the Regional Plan is completed, it will become more difficult to for the Regional Planning Committee to reach a quorum.

Dan Brand moved that the Commission ask the Executive Committee to take up the issue on how best to deal with quorums. Steve Schneider seconded and the motion passed with Aaron Simpson abstaining.

Aaron Simpson recommended that, if solving the quorum issue means revising the Bylaws, the Commission should consider appointing a special committee.

Thain Allan moved to appoint the following commissioners to Committees and external organizations for FY 2015. Dan Kiley seconded and the motion passed unanimously.

Finance Committee- Thain Allan, Kate Connolly, Peter Guillette, Jeff Kessler, Harry Pease

Personnel Committee- Thain Allan, Peter Gregory, Kevin Lee, and Jessie Levine

Regional Planning Committee- Dan Brand, Lionel Chute, Bob Crane, Jonathan Edwards, Dan Kiley, Jessie Levine, Nancy Merrill, Ken Morley, Dan Nash, Steve Schneider, Aaron Simpson

NH Association of Regional Planning Commissions- Thain Allan, Nancy Rollins

NH Rail Transit Authority- Jonathan Edwards

Upper Valley Housing Coalition- Sam Greene

North Country RC&D Council- Mary Grenier

The appointment of a UVLSRPC representative to the Connecticut River Joint Commissions was tabled.

- UVLSRPC Staffing update – Nate Miller informed the Commission that Yutian Zhang is moving to New Jersey and therefore will be leaving UVSLRPC in September. Nate noted that Yutian has done a great job and will be missed. Yutian is committed to assisting with our annual audit on September 2nd and 3rd and will assist in the training of a new Finance Manager. Nate also noted that the search is continuing for the Planner/GIS Coordinator position and that he has interviewed five new candidates. Nate noted that the resumes for the Finance Manager position are coming in and will be reviewing them with Kate Connolly and Peter Guillette on August 22, 2014.

VI. **Finance Committee Report**

- Peter Guillette informed the Commission that UVLSRPC ended the year in the black due to saving on expenses, additional contracts, and staff changes. Peter noted that we are starting off the year in good shape and should be able to transfer funds into the reserve account.

VII. **Personnel Committee Report**

- Nate Miller informed the Commission that during a routine billing review with the FHWA/NHDOT, they wanted UVLSRPC to formalize a Compensatory Time Policy for salaried employees who occasionally work more than 40 hours per week. Nate noted that the Compensatory Time Policy was drafted and reviewed by the Executive Committee and now needs to be approved by the Commission. Jeff

Kessler asked for any comments or suggestions or a motion to approve. *Aaron Simpson moved that the Commission approve the Compensatory Time Policy. Dan Kiley seconded and the motion passed unanimously.*

VIII. Executive Director's Update

- A public informational meeting for the Northern New England Intercity Rail Initiative project has been scheduled for November 17th at 7:00 pm at the Hotel Coolidge in White River Junction, VT.
- UVLSRPC will be holding a workshop next Wednesday, August 20th in Acworth with the New Hampshire Preservation Alliance to discuss local historic preservation tools and strategies.
- Nate noted that he will be co-facilitating a Public Hearing on Tuesday, August 26th with DRED Commissioner Jeffrey Rose to consider the proposed 2015-2019 Mount Sunapee Master Development Plan and Environmental Management Plan.
- Nate informed the Commission that he will be doing the NH Municipal Law Lecture in Keene on September 10th entitled "How to Administer a Land Use Board".
- A fall luncheon sponsored by the NHARPC is being planned for this fall in Canterbury, NH. The purpose of the luncheon is to discuss a potential statewide convening of RPC commissioners in the spring of 2015. Commissioners will be receiving electronic invitations in the near future. There is no cost for the luncheon, and it is a good opportunity to network with other RPC commissioners around the state.
- The Transportation Advisory Committee sent a request regarding the state of repair of the Lyme/Thetford Bridge. NHDOT agreed to advance construction due to the severity of structural deficiency.

IX. Commissioner Update/Announcements

- Tom Rock noted that Claremont's Stevens High School renovation is almost complete, the City Center Committee has been reinstated, and improvements are being made in Moody Park.
- Peter Guillette noted that the Grantham Planning Board approved a lot line adjustment.
- Dan Kiley noted that Enfield just had their first anniversary using Zero-Sort recycling and everything is going well.
- Kate Connolly noted that Hanover's Mobility Hub project to reconstruct the sidewalk and road in front of the Hanover Inn and Hopkins Center is proceeding well.
- Sam Greene noted that Lyme's school addition should be finished by the first week of September. Sam advised that NHDOT should be more communicative with Lyme residents regarding bridge construction process.
- Nancy Rollins noted that New London is getting a Cost Benefit Analysis by Primex for multi-town dispatch. Nancy also noted that the Town is determining which permits may be needed to build a treehouse.
- Dan Brand noted that Lyme is developing a 10 year plan for both paved and gravel

roads. Lyme's current park-and-ride facility is in poor condition, and the town is trying to get assistance in repairing and possibly expanding the lot.

- Robert Trabka noted that the Town of Unity recently celebrated their 250 year Anniversary. The Town is continuing work on the Master Plan, and the Unity School project should be completed in the coming weeks.
- Josh Trow noted that Sunapee has a new Library, and now the town needs to decide what to do with the old one. Josh also advised that Perkins Pond project is progressing.
- Steve Schneider noted that Enfield was the winner of the "Bark for your Park" contest from PetSafe and was awarded \$25,000 along with a matching \$25,000 grant from Jack and Dorothy Byrne Foundation to build a Dog Park on Route 4A.
- Jeff Kessler noted that Newport's Parlin Field will be holding its 14th Annual Open House and Fly-in on Saturday, August 16 from 8:00 AM to 3:00 PM. The day will include a pancake breakfast, Young Eagle flights, guided tours of the airport, flyovers, and unique aircraft.

X. **Adjourn**

Thain Allan made a motion to adjourn the meeting at 8:15 PM. Peter Guillette seconded.

Minutes prepared by Chris Courtemanche