



UVLSRPC Full Commission Meeting

Wednesday, April 8, 2015

6:00 PM – 8:00 PM

UVLSRPC Office ▪ 10 Water Street ▪ Lebanon, NH

Meeting Minutes

Approved June 17th, 2015

Commissioners Present:

Dan Brand - Lyme
Kate Connolly - Hanover
Ann Green – Orford
Mary Grenier - Lempster
Peter Guillette - Grantham
Jeff Kessler - Newport
Dan Kiley – Enfield
Kevin Lee - Springfield

Staff Attending:

Jessie Levine - Sullivan County
Ken Morley - Grafton County
Dan Nash - Lebanon
Steve Schneider – Enfield
Aaron Simpson - Sunapee
Bob Trabka - Unity
Josh Trow - Sunapee
John Yacavone - Plainfield
Chris Courtemanche
Nate Miller

I. **Call to Order**

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

II. **Minutes from February 18, 2015**

Dan Brand advised that on page 4, ninth bullet, the statement “where there is a landside” should be changed to “where there is a potential landside.” In addition, Dan noted that on page 4, ninth bullet, “\$25,000” should be changed to “\$30,000” and the park-and-ride facility would be increased “from 17 to 34 spaces”. John Yacavone noted a typographical error on page 5, tenth bullet. *Peter Guillette moved to approve the February 18, 2015 minutes as amended. Dan Kiley seconded. The motion passed with abstentions from Mary Grenier, Kevin Lee, Jessie Levine, and Bob Trabka.*

III. **Action on Lease Renewal for 10 Water Street office Space**

Nate Miller noted the initial term of the Commission’s Lease of 10 Water Street, Suite 225 is for five years and nine months and will terminate on September 30, 2015. As noted in the lease agreement item 5, “The term of the Lease may be extended, at the option of the Tenant, for one additional term of five years. Such option to extend shall be exercised by the Tenant by giving written notice to the Landlord no later than one hundred eighty days prior to the expiration of the initial term.”

Nate noted that the base rent will increase approximately 10% at the start of the five year



renewal period.

Nate stated that since the Executive Committee recommended that the five year lease renewal option for 10 Water Street be exercised, we will need a motion to sign the lease from the Commission. *Dan Nash moved that UVLSRPC to renew the lease for another five (5) years. Aaron Simpson seconded and the motion passed unanimously.*

IV. **Review of Draft UVLSRPC Regional Plan Responsiveness Document**

Nate Miller noted that the Regional Plan/Regional Advisory Committee has reviewed the responsiveness document. The Regional Plan will be edited accordingly and presented to the Full Commission at the Annual Meeting on June 17th for adoption.

V. **Contract Authorizations**

- Grantham Master Plan – *Aaron Simpson moved to approve and to authorize the Executive Director, Nate Miller to apply for, accept, and expend funds, and to sign and all documents related to the Grantham Master Plan Contract. Peter Guillette seconded the motion. The motion passed unanimously.*
- Lebanon Culvert Inventory – *Dan Kiley moved to approve and to authorize the Executive Director, Nate Miller to apply for, accept, and expend funds, and to sign any and all documents related to the Lebanon Culvert Inventory Contract. Aaron Simpson seconded the motion. The motion passed unanimously.*
- NHDOT FY 2016-2017 Unified Planning Work Program (UPWP) – *Kate Connolly moved to approve and to authorize the Executive Director, Nate Miller to apply for, accept, and expend funds, and to sign any and all documents related to the UPWP Contract. Dan Nash seconded the motion. The motion passed unanimously.*
- NHOEP Targeted Block Grant – *Aaron Simpson moved to approve and to authorize the Executive Director, Nate Miller to apply for, accept, and expend funds, and to sign any and all documents related to the NHOEP Targeted Block Contract. John Yacavone seconded the motion. The motion passed unanimously.*
- Newbury Master Plan – *Kate Connolly moved to approve and to authorize the Executive Director, Nate Miller to apply for, accept, and expend funds, and to sign any and all documents related to the Newbury Master Plan Contract. Dan Kiley seconded the motion. The motion passed unanimously.*
- Lebanon Pre-Disaster Mitigation – *Kevin Lee moved to approve and to authorize the Executive Director, Nate Miller to apply for, accept, and expend funds, and to sign any and all documents related to the Lebanon Pre-Disaster Mitigation Contract. Dan Kiley seconded the motion. The motion passed unanimously.*

VI. **FY 2016 Budget Overview**

Nate Miller reviewed the draft Fiscal Year 2016 draft budget with the Commission. The Finance Committee will continue refining the budget leading to the Annual Meeting on June 17th.

VII. **Executive Committee Report**



Upper Valley Lake Sunapee Regional Planning Commission

Jeff Kessler reminded the Commission of the NH Association of Regional Planning Commission's (NHARPC) Legislative Breakfast on April 15th at 8:00 AM at the State House Cafeteria in Concord. Jeff also noted that the inaugural NHARPC Commissioner Convening will be held on May 21, 2015 from 2:00 PM to 8:00 PM at the Lake Opechee Inn in Laconia, NH. Nate Miller encouraged Commissioners to register for the event if they haven't already.

VIII. **Finance Committee Report**

Peter Guillette reported that we are current with the billing and in good shape financially. In addition, as of April 8, 2015, we are at 78% of budget which is more than the 75% of the fiscal year that is now complete.

IX. **Personnel Committee Report**

Kevin Lee reported that our Property Liability Insurance Company has recommended that we do background checks on new hires. On behalf of the Personnel Committee, Jessie Levine will research this, and over the coming months, the Committee will develop a proposal for the full Commission's consideration. In addition, the Committee has recommended a budget increase of 3% for salary line item in FY 2016.

X. **Executive Director's Report – Nate reported the following announcements:**

- The UVLSRPC Annual Meeting will be on Wednesday, June 17, 2015 from 5:00 PM to 8:00 PM at Bistro Nouveau in Grantham, NH.
- Commissioner Jeff Rose will announce his recommendation regarding the Mount Sunapee West Bowl expansion on the morning of April 16, 2015 at Veterans Hall in Newbury. This will be followed by a Public Hearing on May 5, 2015.
- Judith Lindhal will be joining the Commission as a representative from the Town of Orange.

XI. **Commissioner Update/Announcements**

Aaron Simpson reported that the Bradford Road, Trask Brook Bridge is closed. The town's hope is to reopen the bridge to one lane of traffic.

Ann Green reported that at the Orford Town Meeting, residents approved a proposal to place a bandstand at the north end of the town's east common along Route 10. Ann noted that all the money for construction would come from donations and other private funds, not taxpayer dollars. In addition, Ann thanked Nate and staff for their work on the Orford Long Range Community Facilities plan.

Mary Grenier reported on the tax assessment status of the Lempster windfarm.

Jessie Levine reported that the 27th Annual Pancake Breakfast will be held on May 31, 2015 from 8:00 – 11:00 AM at the Sullivan County Health Care Facility in Unity, NH.

Peter Guillette reported that the roads are posted in Grantham for mud season. In addition, Peter noted that the voters in Grantham approved funding for expansion and renovations to the



Dunbar Free Library.

Dan Brand reported the Town of Lyme has approved funding for expansion of the local park-and-ride facility.

Jeff Kessler reported that the Lil' Red Baron Restaurant at the Newport Airport has closed due to an inoperable septic system. A warrant article authorizing the sale of the property is on the Town Meeting warrant. If the property is not purchased, it will likely be the end of any restaurant being able to operate there. The most likely outcome if this article is defeated would be the eventual demolition of the building, since without an operable septic system the building would be uninhabitable.

XII. **Adjourn**

Dan Nash moved that the meeting be adjourned. Aaron Simpson seconded. The meeting adjourned at 8:05 pm.

Minutes prepared by Chris Courtemanche

Next meeting scheduled for June 17, 2015 from 5:00 pm – 8:00 pm at Bistro Nouveau in Grantham, NH.