



UVLSRPC Full Commission Meeting
Wednesday, December 18, 2013
10 Water Street, Lebanon, NH 03766
Approved February 26, 2014

Commissioners Present:

Thain Allan - Grantham
Bill Bittinger – At-Large
Dan Brand - Lyme
Kate Connolly - Hanover
Bob Crane – New London
Jonathan Edwards - Hanover
Peter Gregory – At-Large
Mary Grenier - Lempster

Jeff Kessler – Newport
Dan Kiley - Enfield
Julie Magnuson – At-Large
Ken Morley – Grafton County
Harry Pease - Orford
Nancy Rollins-New London
Aaron Simpson-Sunapee
Josh Trow - Sunapee
Joanna Whitcomb - Hanover

Others Attending:

Christine Frost, Staff
Chris Courtemanche, Staff
Nate Miller, Staff
Rachel Ruppel, Staff
Yutian Zhang, Staff

1. Call to Order

Vice Chair Jeff Kessler called the meeting to order at 6:00 p.m.

2. Approval of Minutes:

Harry Pease moved to accept the minutes as amended, Nancy Rollins second. Motion carried with abstentions from Thain Allan, Mary Grenier, Dan Kiley, Julie Magnuson, and Joanna Whitcomb.

- Section 4 should be 10,000 not \$10,000.
- Section 6 change Aaron Simon to Aaron Simpson
- Correct minutes from August 28, 2013 to show that Joanna Whitcomb was present

3. Overview of "Our Regional Future and Broadband": Christine Frost reported that the staff is working on writing chapters which will go to the RPC for review. In addition, we are planning on three public meetings in late spring to give an overview and get feedback. Highlights are as follows:

- Present to the commission a Broadband Plan which will be pulled into the Regional Plan
- Would like to formally adopt the Broadband Plan as a Regional Plan piece
- Notice of Hearing in March 2014
- February Commission meeting, Rachel Ruppel will give a presentation regarding what is in the broadband plan, what is happening and where it is going so that the commission will have information. The April meeting will be used as a public hearing so that the public can comment on it as well.
- Public comment period which will close on May 30
- That will allow us to get feedback, make changes, and formally adopt the plan at the August commission meeting.

Rachel Ruppel reported on the highlights of the Broadband Plan:

- Have had amazing participation in developing the regional broadband plan. More than two thirds of towns have had representatives attend Broadband Stakeholder meetings.
- One key thing that we are focusing on in our region is that much of the region is still underserved; broadband internet speed is not sufficient to accommodate today's business and educational needs.
- To change we need to look at a couple of different strategies. Make policy statements to the

state and federal level on how the state could take more leadership in expanding broadband and on the local level look at opportunities like the Fast Roads open access fiber network which runs from Orford through our region and down to Rindge and how that network can continue to expand into more communities and to households, businesses and institutions

- Potential for other technologies in rural areas to be used, such as wireless and TV whitespace.
- A major area of focus will be how to arrange financing for further expansion. Comes down to money and looking at a local level and how we can look at financing for further expansion
- Rachel noted that she has been working with New London to create a survey to send out to the town to get a better handle on what people are getting for internet service and speed.
- Website for speed test is www.iwantbroadbandnh.org.

4. Mid-year progress on Work Plan and pending contracts: Christine Frost presented a chart showing what contracts were approved at the annual meeting and new contracts that we have received. Current budgeted revenue is \$1,064,469.39. It is estimated that the Commission will realize \$556,000 by the end of December. Christine Frost noted changes regarding the following contracts:

- Town of Dorchester's hazard mitigation plan will be done by a private consultant and Homeland Security & Emergency Management has reduced our contract by \$5,000;
- NHDES Fluvial Geomorphology was estimated in spring of 2013, but the amount remaining is now known to be \$51,335.00;
- Statewide Coordination Council Assistance – NHDOT has realigned how to move forward with the Statewide Coordination Council and the \$21K will need to come from our UPWP contract instead;
- Southern Windsor RPC - estimated \$8,000.00 but completed more of the work in 2013 so less money carried over to FY 14;
- Claremont Circuit Rider will be extended through the end of June 2014 for an additional \$28K;
- Lebanon Community Planning Grant - Originally thought there would be more contracting work, but the Commission will be completing more work that anticipated, increasing the contract by \$8K;
- Springfield Community Planning Grant - Same as Lebanon CPG, increased by \$8K;
- Quabbin to Cardigan - Mapping project that Rachel has been working on. The contract has not changed but we did more of the work in FY13, so less carryover to FY 14.

New Contracts:

- National Park Service (part of Quabbin to Cardigan) for analysis and mapping, \$1K;
- Supplemental CPG for Lebanon (energy work), contract amount of \$4,125;
- Supplemental CPG for Claremont to support rezoning B-2 districts, contract amount of \$10,000;
- Eastman GIS contract - \$5,000;
- Eastman Trails Charrette - Eastman wants to create trails for walking and biking, total contract is for \$21K, but approximately \$5,000 will be in FY 14;
- Mascoma Local Advisory Committee - hiring the Commission to put together a conference for Canaan, Enfield, and Lebanon. Cardigan Mountain School wants to engage the public so they are hosting the event at their facility, free of charge with lunch included. Date and time to be determined;
- Work with Two Rivers Commission on joint regional plan publication.

Potential other work: New London has asked that we provide their Planning Board with training, Claremont Emergency Operations Plan and Grantham Culvert Inventory.

5. UVLSRPC Committee Reports:

Executive –Christine Frost noted that the Commission will once again be applying for USDA Solid Waste Grant funds. She provided an overview of the work that would be completed for the region if the grant was successful. In order to apply, a motion is needed to authorize the Executive Director, Christine Frost, to apply for, accept, and expend funds and to sign any and all documents related to

this grant. **Motion made by Kate Connolly and seconded by Thain Allan. Motion carried.**

Finance – Thain Allan noted that the November financials have not been reviewed by the Finance Committee yet, but are being distributed so that the Commission has the most up to date financials as possible. Finance Committee reviews cash flow projections at each meeting, at their last meeting they felt that the Commission would be able to meet its goal of adding to the restricted reserve account at year end. Thain Allan reported that the forecast is very positive. Thain also reported that the Commission has written off dues for the Town of Grafton and Sullivan County.

Personnel Committee - Thain Allan noted that even though Health Trust is increasing their rate by 6.3%, the Committee felt that the Commission should continue the health coverage for the upcoming year. **Motion was made by Aaron Simpson to continue the health coverage with Health Trust and seconded by Dan Kiley. Motion carried.**

6. Announcements:

Christine Frost informed the commission of the following announcements:

- Need to consider New Hampshire Municipal Association (NHMA) membership for FY 2015 budget;
- Legislators' Reception - January 21, 2014 at the Hanover Inn from 5:30 pm - 7:30 pm;
- The Commission will be advertising through an RFQ process for a formal contract with an IT provider. Need Commissioners who may be knowledgeable to help with this. Josh Trow, Peter Gregory and Jeff Kessler volunteered to assist Christine with this process;
- Strategic Plan – The Commission went through an assessment process in July 2008 and again in December 2013. Christine noted that it provides a starting point to develop a strategic plan for the organization;
- The Commission will go out to bid for Liability Insurance in the Spring of 2014;
- Christine along with Anne Duncan Cooley from the Upper Valley Housing Coalition attended the final HUD Convening held in Washington DC and had a formal graduation for the HUD grant. The three year project is being completed on time and within budget. The communities of Lebanon, New London and Newport will be provided some recommendations to their local policies as the final product. The grant concludes in February 2014.

7. Commissioner Town/City Announcements:

- Kate Connolly reported that the Hanover Planning Board heard testimony about the improvement of the Elementary School project as well as expansion of the recreation building.
- Harry Pease reported that Orford's invasive plant project is proceeding.
- Bob Crane reported that New London finished the CIP; town is considering if old school building should be used for recreation; ongoing issues with boat houses.
- Joanna Whitcomb gave a "thank you" to Nate Miller for assisting with the West Wheelock Charrette.
- Dan Kiley reported that Family Dollar broke ground on Route 4 in Enfield.
- Josh Trow reported that Sunapee's Library is progressing; sewer project is still getting permits and hopefully starting construction next year.
- Mary Grenier reported that Lempster moved into their new Fire Station; also in process of placing a conservation easement on a parcel of town forest and looking for funding on that project.
- Nate Miller noted that they are always looking for volunteers for the Joint Loss Committee which met last month and are current working on emergency procedure operations.
- Julie Magnuson reported that Newport is putting in a 44 seat restaurant; Advanced Auto will be going by the General Dollar Store; Dartmouth Motors was purchased by Newport Chevrolet and will be renovating the existing building; more hearings are in the future for the gun range and to look at different locations at Ash Landfill which is on the Newport/Claremont line.

- Ken Morley noted that Grafton County is still adjusting to the loss of Ray Burton; also there will be a meeting in January to discuss a conceptual plan regarding natural gas lines in Etna.
- Jonathan Edwards reported that he is a representative of the NH Rail Transit and the meetings have been very interesting; also there will be a meeting on January 22, 2014 at the Hotel Coolidge regarding high-speed rail line. Commission staff has been actively promoting a NH stop.
- Aaron Simpson reported that currently CRJC is involved in the process of relicensing of dams; also presentations about the potential of pipe lines from Alberta, across the Great Lakes and Montreal.
- Jeff Kessler noted that Newport will be meeting with NHDOT regarding revising traffic around the common and looking into widening the intersection.

8. Adjournment: Thain Allan moved to adjourn seconded by Josh Trow at 7:45pm.

Respectfully submitted:
Chris Courtemanche, UVLSRPC Administrative Assistant