



Upper Valley Lake Sunapee  
Regional Planning Commission

UVLSRPC Full Commission Meeting  
Wednesday, October 23, 2013  
10 Water Street, Lebanon, NH 03766  
**Approved December 18, 2013**

**Commissioners Present:**

Dan Brand - Lyme  
Kate Connolly - Hanover  
Bob Crane – New London  
Jonathan Edwards - Hanover  
Ann Green – Orford  
Sam Greene-Lyme  
Peter Guillette – Claremont  
Jeff Kessler - Newport  
Larry LeClair – Lebanon

Kevin Lee - Springfield  
George McCusker - Springfield  
Ken Morley – Grafton County  
Harry Pease - Orford  
Thomas Rock – Claremont  
Nancy Rollins-New London  
Aaron Simpson-Sunapee  
Jim Taylor-Plainfield  
Bob Trabka – Unity

**Others Attending:**

Christine Frost, Staff  
Chris Courtemanche, Staff  
Nate Miller, Staff  
Vickie Davis, Staff  
Yutian Zhang, Staff  
Guests:  
Cheryl Burke  
(Melanson Heath & Co)

**1. Call to Order**

Chair Larry LeClair called the meeting to order at 6:00 p.m.

**2. Approval of Minutes:**

Minutes from August 28, 2013 were approved as written. *Jeff Kessler moved to approve the Minutes of August 28, 2013; Peter Guillette provided a second. Motion carried.*

**3. Audit-Guest Cheryl Burke from Melanson Heath & Co:** Cheryl reviewed the audit results and reported that UVLSRPC had a clean audit with no internal control issues. Christine provided that the audit will be loaded onto the website as they have in previous years, but that if any Commissioner would like a hard copy to feel free to contact Chris Courtemanche and she'll send you one.

**4. Presentation:** Vickie Davis reported on the USDA Solid Waste grant that was received last year in the amount of \$184,000. Vickie noted that the criteria for the grant are as follows:

- Reduce pollution of water resources and improve management of solid waste sites
- Towns with population of less than 10,000
- Preference to Towns with average household income less than 100% of State's median household income.
- Applicant had to provide at least 50% of staff
- Provide hands-on training and technical assistance
- Commitment of non-federal resources

Vickie explained the tasks of the USDA grant which were household hazardous waste management; expand unwanted medicine collection into Vermont; education; and composting. Marc Morgan was also hired as a consultant and recommended satellite HHW collections; greater publicity of events; greater assistance for universal waste and oil collections; evaluate Vermont "Paint Care" participation; continue one-day HHW collections, and evaluate Hartford permanent facility.

Vickie noted that they did have their first satellite collection in Piermont in which 32 people attended. In addition, a HHW Awareness workshop was held in Grantham and a chemical safety awareness workshop was held in Claremont.

Vickie reported that for marketing they made magnets, brochures, and labels which have recipes for healthy home and safe cleaning and have attended many events to spread the word.

**5. Overview of the “Our Regional Future”:** Christine Frost reported that eight of the ten municipal leaders meetings have been held throughout the region. At each meeting, a brief overview of data is given followed by what is happening in each municipality. Christine noted that the conversation has been great and the Commission has a better understanding of what is valued by the communities and what issues need to be addressed in the regional plan.

#### **6. UVLSRPC Committee Reports:**

Executive – Larry LeClair called for a motion to nominate Julie Magnuson as an At-Large Commissioner. *Motion was made by Aaron Simpson to nominate Julie Magnuson as an At-Large Commissioner; Kevin Lee provided a second. Motion carried.*

Larry presented the Fixed Asset Policy and asked for any comments or suggestions from the Commission. Aaron Simpson asked about the disposal policy and recommended an amended policy. *Kevin Lee moved that the Commission approve the Fixed Asset policy, with the following amendments – 1. Authority to dispose of property lie with the Executive Committee; 2. Take out the specifics of how and where items that have no value are disposed. Aaron Simpson provided a second. Motion carried.*

Finance – Kate Connolly reported that the financial statement has been reformatted so that Commissioners could easily align the financials to the budget that they approved in June. Kate noted the current month shows a loss due to two months of occupancy expense being paid in the same month. There were no other questions on the financials.

#### **7. Announcements:**

Christine Frost informed the commission about the SB99 Site Evaluation Committee workshops and that effort was being made to encourage the Office of Energy and Planning to hold a listening session in the region; Regional Planning Commission will have a booth at the Municipal Association on November 6 and 7; a Broadband Forum will be held in Claremont on October 30<sup>th</sup>; last chance to order Planning and Land Use handbooks – Christine also noted that any Commissioner who would like one to please notify Chris; the Commission has seen an increase in activity since the municipal meetings held around the region – inquiries from Orange, Croydon, Canaan, Unity, Washington, Claremont and New London for GIS, technical assistance and master plan work; lastly, a traffic counter was damaged in Plainfield, it is presumed that it was ‘mowed’ by NHDOT, who is looking into how to replace it. The cost to replace the counter is approximately \$1,300. The Commission normally purchases a couple of these through its UPWP contract with NHDOT each year and old ones are rotated out of use. So either way DOT funds will be used to replace it.

#### **8. Commissioner Town/City Announcements:**

Jonathan Edwards reported that Hanover will be holding a West Wheelock Street Design Charrette on November 8 from 3 – 4:30pm and 6-7:30pm at the Parish Hall, St. Thomas Church and on November 9 from 9am – 11am, in the Board Room, Municipal Building, Hanover.

Jim Taylor reported that Plainfield is in a dispute between trail route and a property owner; also River Road is in the process of being paved.

Kevin Lee reported that Springfield has finished paving Route 114; the Planning Board is in the process of drafting a letter to all residents/businesses in Springfield to address businesses that are not permitted; there is a petition going around town in reference to internet service.

Tom Rock reported that Claremont is wrapping up the big construction projects of the summer and are finishing the granite curbing, installing lights; zoning is being reviewed and updated.

Harry Pease reported that the Orford Conservation Committee is working on an invasive species project. Invasives have been discovered on town owned property. Orford hired a plant scientist to determine the best way to handle the problem and is current working on a grant proposal for education next year to help identify and control invasive species.

Josh Trow reported that Sunapee has received final approval for a new septic system on Perkins Pond; Abbot Library has broken ground on the new library.

Bob Crane reported that New London is negotiating the CIP; New London is working with Rachel on a Broadband survey.

Peter Guillette reported that Claremont is having a medicine collection this weekend; Claremont also had a clean audit; UVLSRPC will be holding a Regional Municipal meeting on October 24; local elections will be the first week in November.

Jeff Kessler reported that Newport's Beverly Rodeschin has resigned from the Board of Selectmen due to health reasons and Bill Wilmot will step into Beverly's spot until May; Newport's Recreation Committee is looking at land for a new Recreation Center; there is a proposal for Main Street and Route 10 to approve traffic control; Newport's Economic Corporation is working with Sturm Ruger to see if they can lease part of the Ash Landfill for use of an industrial firing range.

Larry LeClair reported that Lebanon is piloting back-in parking near Salt Hill Pub; Lebanon did their CIP; construction has begun Route 120 to build a hotel.

**9. Adjournment:** Josh Trow moved to adjourn seconded by Ken Morley at 7:55pm.

Respectfully submitted:  
Chris Courtemanche, UVLSRPC Administrative Assistant