



UVLSRPC Full Commission Meeting

Wednesday, December 9, 2015

6:00 PM – 8:00 PM

UVLSRPC Office ▪ 10 Water Street ▪ Lebanon, NH

Meeting Minutes

Approved February 10, 2016

Commissioners Present:

Thain Allan-Grantham
Marion Allen-Wilmot
Dan Brand-Lyme
Lionel Chute-Sullivan County
Kate Connolly-Hanover
Ann Green-Orford
Mary Grenier - Lempster
Peter Guillette - Grantham
Jeff Kessler- Newport
Jessie Levine-Sullivan County

Judith Lindahl-Orange
Julie Magnuson-At-Large
George McCusker-Springfield
Carl Porter-Lebanon
Tom Rock-Claremont
Nancy Rollins-New London
Steve Schneider-Enfield
Linda Scofield-Wilmot
Aaron Simpson-Sunapee
Josh Trow-Sunapee
John Yacavone - Plainfield

Staff Attending:

Chris Courtemanche
Nate Miller
Guest: Shane O'Keefe

I. Call to Order

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

II. Minutes from October 14, 2015

Nancy Rollins moved to approve the October 14, 2015 minutes. Aaron Simpson seconded. The motion passed with abstentions from Ann Green, Jessie Levine, Judith Lindhal, and Carl Porter.

III. Finance Committee Report

Peter Guillette reported that we are in a sound financial position and overall everything is going smoothly. Peter also noted that the Finance Committee has reviewed the Finance Manager position and agrees with Nate Miller's recommendation to continue using Yutian Zhang as a contractor for the next five to six months and then revisit the position. Both Nate and Yutian feel comfortable that this arrangement is working well.

IV. Executive Committee Report

Nate Miller reminded Commissioners that the joint meeting involving Upper Valley Lake Sunapee Regional Planning Commission, Two Rivers Ottauquechee Regional Commission, Upper Valley Adaptation Workgroup, and Vital Communities will be on January 20, 2016 at the Montshire Museum, Norwich, Vermont at 5:30 pm. The Draft agenda is as follows:



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- Meet and Greet (Poster Session);
- Business Meetings by individual commissions (if needed);
- Convene as a group and each Executive Director will give a brief background of what regions they serve;
- Presentation by Eric Osterberg of Dartmouth College regarding local Climate Change trends and issues facing the region;
- Each Director will talk about projects in their region regarding climate change mitigation and adaptation;
- Close with group discussion.

Jeff asked if there are any projects we should showcase in our region. It was noted that within our Regional Plan there is information regarding Climate Change mitigation and adaptation projects. Nate noted that the Culvert Inventory project should be highlighted as well.

V. **Contract Authorizations**

Nate Miller noted that we need authorization from the Commission to extend services to the City of Claremont for Planning Technical Assistance and GIS Technical Assistance through June 30, 2016.

Josh Trow moved to authorize extending services to the City of Claremont through June 30, 2016. Nancy Rollins seconded. The motion passed unanimously.

VI. **Guest Speaker: Eric Law (U.S. Department of Agriculture Rural Development)**

Eric Law of the U.S. Department of Agriculture Rural Development provided a presentation to Commissioners about the programs administered by the USDA Rural Development agency. Eric provided an overview of more than two dozen programs that could benefit municipalities and/or residents of the Upper Valley Lake Sunapee Region.

Eric noted that while it is the Department of Agriculture, the mission of USDA Rural Development extends beyond farms and farming. USDA Rural Development has made a commitment to the future development of rural communities. The programs administered by USDA Rural Development include housing-related grants and loans, community facilities, rural economic development, rural renewable energy development, solid waste, water and wastewater infrastructure development, and broadband development.

Eric provided handouts summarizing the USDA Rural Development programs to Commissioners, and also provided his contact information for Commissioners to ask follow-up questions.

VII. **Update on Grant Applications for New Projects**

- USDA Application – Nate noted that the grant is for \$200,000 and we are currently in the middle of scoping and writing it. If funded, the grant will be used for the following:
 - Developing a food scrap composting training for municipalities;
 - Continuing to provide technical assistance to transfer station staff (workshops,



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etc.);

- Expanding offerings to schools for green cleaning;
 - Working with Hartford, Norwich, Lebanon, and Hanover for a permanent HHWC building which would potentially be located in Hartford;
 - Expanding Household Hazardous Waste Collection satellite locations.
- Brownfields Assessment Application- Nate reported that this grant is for \$400,000 over a three year period. \$200,000 would be used for assessing and redevelopment planning for sites with hazardous materials and the remaining \$200,000 for assessing and redevelopment planning for sites with sites containing petroleum.

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

- The UVLSRPC Transportation Advisory Committee (TAC) will be meeting on December 16, 2015 from 5:00 pm – 6:30 pm at the Grantham Town Hall. The TAC will hear a presentation from New Hampshire Department of Transportation Commissioner Victoria Sheehan followed by a public forum for questions/discussion with Commission Sheehan.
- The New Hampshire Housing Finance Authority (NHHFA) and Plan NH Non-Profit are partnering on a new grant program for municipal technical assistance. Grants will be awarded in the amount of \$2,500 - \$10,000 to communities who are doing work to develop new or revised regulations to improve housing choice and availability. Guidelines will be released January 4th, 2016.
- The NHARPC is monitoring House Bill #1439, which would revise Regional Planning Commissions enabling legislation as follows: *“A regional planning commission shall prepare and make available to the public an annual report which shall include an audited financial statement and a detailed summary of all grants received, including the terms and conditions of each agreement it or any related government entity entered into to receive such grant.”*
- The Governors Advisory Commission on Intermodal Transportation (GACIT) adopted the ten-year plan, which has been sent to the governor for her review. The City of Lebanon benefited substantially for the reconstruction of Mechanic Street. All of our region's projects are still in the plan including the reconstruction from NH 12A in Charlestown to Almar Street; Bridge replacement on NH Route 25A over Brackett Brook in Orford; Interstate maintenance on I-89 which would include pavement joint North of Exit 10 to pavement joint at Exit 11 in Sutton-New London.
- The U.S. House of Representatives has passed the Fixing America's Surface Transportation Act (FAST). The bill solves a series of short-term funding patches and would direct \$875 million over the next five years to New Hampshire infrastructure projects.
- We have received Health Insurance rates for next year and we are looking at a potential 9% maximum increase with HealthTrust. Nate noted that he will be working with the Personnel Committee over the coming months to talk about other options if necessary.

IX. **Commissioner Update/Announcements**

Steve Schneider reported that on Monday night Enfield held a public hearing to review the



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economic viability of a food Co-op. Enfield hired consultants to do a study and the consultants have found that Enfield is too close to Lebanon to support a large supermarket.

Jessie Levine reported that Sullivan County will be doing renovations on the Nursing Home. The County is also talking about housing for inmates who have been released and preparing for high speed internet expansion.

Lionel Chute reported that Sullivan County recently hired an Educational and Outreach Specialist, Felicia Schwartz who will be providing assistance to increase the amount of outdoor education that kids are receiving. This is known as Place-Based Ecology Education (PBEE).

Linda Scofield reported that the Conservation Commission is looking at a possible conservation easement in North Wilmot. The fall out from the recent Huckleberry development proposal continues, as three petitions have been signed for amendments to Wilmot's Zoning Ordinance.

Judith Lindahl reported that the Orange Conservation Commission is finishing up their natural resource inventory, and the Planning Board is finalizing its ordinance for regulating wind turbines.

Tom Rock reported that Claremont is ready to start on its Master Plan update, which will take place over the next 18 months.

Carl Porter reported that Lebanon's Planning Board continues to review a proposal to move the Carter Country Club golf course and construct about 300 homes on land off Mechanic Street, near exit 19 on Interstate 89. Dartmouth Coach is preparing to renovate the existing Miller Auto building and relocate its terminal there. ICV Holdings is looking to construct a total of 228 apartments on land above the Mascoma Building on Route 120.

Josh Trow reported that the Town of Sunapee is trying to figure out how to fund the rehabilitation and maintenance of town bridges. Also there has been talk of building a Dunkin Donuts in the current Pizza Chef building. The new sewer plant is doing well.

Mary Grenier reported that Lempster received an LCHIP grant to do repairs on the Library; also property that was given to the town is being cleaned up in hopes of physically moving the Town Office building.

Nancy Rollins reported that New London voted to move town meeting back to March. Also, the Town's Capital Improvement Plan has accentuated that New London's infrastructure is deteriorating.

Ann Green reported that Orford's Floodplain Ordinance has been updated and will go to Town Meeting in March. Also the Conservation Commission is looking at a parcel of land on the west side of Orford. Upper Valley Land Trust is involved, and is trying to raise funds. The Town is also



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looking at the possibility of a LCHIP grant. Lastly, the Planning Board is looking to start the process of updating the Master Plan.

Thain Allan reported that Mike McCrory has been helping with the Master Plan and will begin to look at the preliminary draft next month. Also, the Energy Commission is getting signatures on a petition for the Town Warrant related to solar electricity generation located in open spaces owned by the town.

Kate Connolly reported that Hanover is currently working on rearranging the Zoning Ordinance in time for the Town Meeting in May.

Julie Magnuson reported that Newport's zoning amendment proposal will be going to Town Meeting in May regarding the application of septage on lands within Newport. Also, the Newport Health Center has broken ground and concrete has been poured. Lastly, Dunkin Donuts Building (former Arlington Sample building) is still looking for tenants.

Jeff Kessler reported that Newport is looking for proposals from parties that are interested in buying or leasing about one acre of property at the Parlin Field Airport.

Dan Brand reported that Lyme is dealing with another land slide on the River Road.

George McCusker reported that Springfield is looking for a part-time Code Enforcement Officer. Also, the Planning Board is putting final touches on the Wetlands Report for consideration at Town Meeting.

John Yacavone reported that Plainfield has two new restaurants that will be opening. One is Olde Village Haunt and the other Poor Thom's Tavern. Also there is talk of moving the Post Office.

X. **Adjourn**

Josh Trow moved that the meeting be adjourned at 8:20 PM. Ann Green seconded.

Minutes prepared by Chris Courtemanche

Next meeting scheduled for February 10, 2016