



Upper Valley Lake Sunapee  
Regional Planning Commission

Minutes of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC)  
Annual Business Meeting  
Wednesday, June 18, 2014  
Mt. Sunapee Resort, Goosfeathers Pub, Newbury, NH  
**Approved August 13, 2014**

Commissioners Present:

Dan Brand-Lyme  
Lionel Chute-Sullivan Co.  
Kate Connolly-Hanover  
Bob Crane-New London  
Ann Green-Orford  
Sam Greene-Lyme  
Peter Gregory-At-Large  
Mary Grenier-Lempster  
Peter Guillette-Grantham  
Katheryn Holmes-Newbury  
Jeff Kessler -Newport  
Dan Kiley-Enfield  
Larry LeClair - Lebanon

Kevin Lee-Springfield  
Julie Magnuson-At-Large  
George McCusker-Springfield  
Dan Nash-Lebanon  
Harry Pease-Orford  
Tom Rock-Claremont  
Nancy Rollins-New London  
Steve Schneider-Enfield  
Linda Scofield-Wilmot  
Aaron Simpson-Sunapee  
Josh Trow-Sunapee  
Richard Wahrlich-Claremont  
Joanna Whitcomb-Hanover

Staff Attending:

Meghan Butts  
Chris Courtemanche  
Pat Crocker  
Vickie Davis  
Mike McCrory  
Nate Miller  
Adam Ricker  
Rachel Ruppel  
Yutian Zhang

Guests:

Paul Brown  
Van Chesnut  
Aileen Chute  
Michael Cryans  
Dennis Delay  
Bernie Folta  
Jeanie Forrester  
Jay Gamble  
Jim Grenier  
Kim Hallquist  
Tom Kennedy

Ingrid Locher  
Lucy St. John  
Heath Marsden  
Patricia Higgins  
Virginia Irwin  
Linda Lauer  
Susan MacKenzie  
Peter Martin  
Terry Martin  
Lorie McClory  
Scott Osgood

Ed Sauer  
Rita Seto  
Linda Tanner  
Everett Thurber  
Richard Wright

Chair Larry LeClair welcomed all guests to the Mt. Sunapee Resort and recognized the following guests:

- State Senator Jeanie Forrester;
- State Representative Jim Grenier;
- State Representative Patricia Higgins;
- State Representative Virginia Irwin;
- State Representative Linda Tanner;
- Grafton County Commissioner Michael Cryans.

Chair Larry LeClair noted thanked the UVLSRPC Commissioners who have served the region and whose terms expired, or will expire, this year including:

- Bill Bittinger who was an at-large representative;
- Joan Monroe who represented the City of Lebanon;
- Ken Ryder who represented the Town of Grantham.

Chair Larry LeClair also welcomed the new Commissioners who have joined the UVLSRPC this year.

- Lionel Chute representing Sullivan County;
- Mary Grenier representing the Town of Lempster;
- David Hoyt representing the Town of Newport;
- Jessie Levine representing Sullivan County.

**I. Call to Order**

Chair, Larry LeClair called the Annual Business Meeting to order at 5:45 pm.

**II. Minutes from April 23, 2014 and May 5, 2014**

*Peter Guillette moved to approve the minutes of April 23, 2014 and May 5, 2014. Ann Green seconded and the motion passed unanimously.*

**III. Nominations for Members-At-Large (Nominating Committee)**

Chair Larry LeClair recognized and thanked the members of the UVLSRPC Nominating Committee, including:

- Thain Allan representing the Town of Grantham;
- Sam Greene representing the Town of Lyme;
- Peter Guillette who previously represented the City of Claremont and now represents the Town of Grantham;
- Larry LeClair representing the City of Lebanon;
- Aaron Simpson representing the Town of Sunapee.

Chair Larry LeClair noted one update to the Nominating Committee's report. Bill Bittinger, who has served during the past year as a member at-large, has indicated that he will not

be able to continue serving this year due to increased work-related responsibilities. Thus, the nominees for at-large membership are:

- Andrew Gast-Bray, the Director of Planning and Zoning for the City of Lebanon;
- Peter Gregory, the Executive Director of the Two Rivers-Ottawaquechee Regional Commission in Vermont;
- Julie Magnuson, the Planning and Zoning Administrator for the Town of Newport;
- Nancy Merrill, the Director of Planning and Development for the City of Claremont;
- Mark Scarano, the Executive Director of the Grafton County Economic Development Council.

Chair Larry LeClair asked if there were any nominations from the floor for Commissioners at-large. No nominations were received from the floor. *Aaron Simpson moved to approve the nominees for at-large membership. Jeff Kessler seconded and the motion passed unanimously.*

#### IV. **Nominations for Fiscal Year 2015 UVLSRPC Officers (Nominating Committee)**

Chair Larry LeClair noted the nominees for Fiscal Year 2015 Officers as follows:

- Chair-Jeff Kessler representing the Town of Newport;
- Vice-Chair-Nancy Rollins representing the Town of New London;
- Treasurer-Peter Guillette representing the Town of Grantham;
- Assistant Treasurer/Secretary-Kate Connolly representing the Town of Hanover.

Chair Larry LeClair asked if there were any nominations from the floor for officers. No nominations were received from the floor. *Kevin Lee moved to approve the slate of officers for Fiscal Year 2015. Lionel Chute seconded and the motion passed unanimously.*

#### V. **Review and Adopt Fiscal Year 2015 UVLSRPC Budget and Work Plan**

Kate Connolly presented the Fiscal Year 2015 budget to the commission on behalf of Thain Allan, who was unable to attend. Kate Connolly noted that last year, the Commission adopted a \$77,000 deficit budget and is pleased to report that, through the development of new projects and sound control of expenses, the Commission is projecting to finish the year in positive territory.

Kate reported that the business cycle for the Commission will be changing in Fiscal Year 2015. A number of multi-year projects will be coming to an end, including our Regional Plan project and our Regional Broadband Planning Initiative.

Kate noted that Executive Director, Nate Miller, has worked closely with the Finance Committee to craft a budget that reflects the changing business cycle. Some of the highlights of the proposed Fiscal Year 2015 budget are as follows:

- Between municipal dues and Tier 1 project revenues, the Commission is 89% covered on our projected expenses for the year. This puts us ahead of where we

have been in previous years. In addition, Commission staff have been working hard with both municipalities and partner agencies to develop new projects and programs in Tier 2 and Tier 3. As always, our revenue picture at the Annual Meeting is only a snapshot in time, as new projects come to the commission on an ongoing basis, and are subject to the approval of the full commission;

- Our proposed staffing level provides the flexibility to respond to new projects and programs. One open position can be filled and one temporary position can be made permanent if needed;
- Our fixed costs have been well-controlled. In some cases, like liability and workers compensation insurance, our costs have been significantly reduced by transitioning to other vendors.

Overall, the Commission's financial position remains sound, and the proposed Fiscal Year 2015 budget is prudent and provides the commission with flexibility to respond the changing business cycle while maintaining a high level of planning services for the communities.

Chair Larry LeClair also noted the work plan for Fiscal Year 2015 that was included in the packets and asked if there were any questions on the proposed Fiscal Year 2015 budget and work plan. Since there were no questions, Larry asked for a motion to adopt the budget and work plan. *Jeff Kessler moved to adopt the budget and work plan for Fiscal Year 2015. Aaron Simpson seconded and the motion passed unanimously.*

#### VI. **Other Business**

Chair Larry LeClair requested additional motions for the following:

- As part of the budget just approved, the health insurance provided for Fiscal Year 2015 requires us to, by resolution, authorize and direct the Executive Director to execute and deliver the applicable health insurance plans for Fiscal Year 2015. *Jeff Kessler moved to authorize and direct the Executive Director to execute and deliver the applicable health insurance plans for Fiscal Year 2015. Nancy Rollins seconded and the motion passed unanimously.*
- A motion to authorize the Executive Director to sign and execute any and all documents, which may be necessary to effectuate any associated contracts to carry out the work outlined in the Fiscal Year 2015 work plan. *Kate Connolly moved to authorize the Executive Director to sign and execute any and all documents, which may be necessary to effectuate any associated contracts to carry out the work outlined in the Fiscal Year 2015 work plan. Kevin Lee seconded and the motion passed unanimously.*

#### VII. **Adjourn**

*Joanna Whitcomb made a motion to adjourn the meeting at 6:00 pm. Josh Trow seconded.*

