



Upper Valley Lake Sunapee Regional Planning Commission

UVLSRPC Commission Meeting

Wednesday, December 17, 2014

6:00 PM – 8:00 PM

10 Water Street (UVLSRPC Office) Lebanon, NH

Meeting Minutes

Approved February 18, 2015

Commissioners Present:

Thain Allan-Grantham
Dan Brand-Lyme
Lionel Chute-Sullivan County
Kate Connolly- Hanover
Jonathan Edwards- Hanover
Jessie Levine-Sullivan County
Jeff Kessler- Newport

Ken Morley-Grafton County
Harry Pease-Orford
Aaron Simpson-Sunapee
Jim Taylor-Plainfield
Josh Trow-Sunapee
Bob Trabka-Unity

Staff Attending:

Amber Boland
Meghan Butts
Chris Courtemanche
Nate Miller

I. **Call to Order**

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

II. **Minutes from October 8, 2014**

Aaron Simpson moved to approve the minutes of October 8, 2014. Jim Taylor seconded. The motion passed with abstentions from Lionel Chute, Jessie Levine, Harry Pease, Tom Rock, and Bob Trabka.

III. **UVLSRPC Bylaws Amendment**

Jeff Kessler reviewed the draft UVLSRPC Bylaws Amendment, which establishes a cap of seven members for committees of the Commission. Jeff explained that the amendment is being proposed because some committees of the Commission have more than a dozen members, and continually have trouble meeting the quorum requirement to conduct business. *Thain Allan moved to approve the amended Bylaws. Kate Connolly seconded. The motion passed with an abstention from Aaron Simpson.*

IV. **Staff Presentation of Draft of UVLSRPC Regional Plan**

UVLSRPC staff provided an overview of key findings and recommendations of the UVLSRPC Regional Plan. The powerpoint presentation shall be affixed to these minutes.

V. **Contract Authorizations**



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- CRJC extension of Administrative Assistance through 6/30/2015-*Jim Taylor moved to approve the extension of the CRJC contract through June 30, 2015. Jonathan Edwards seconded. Aaron Simpson abstained.*
- City of Claremont extension of Planning Technical Assistance through 6/30/2015-*Kate Connolly moved to approve the City of Claremont extension for Planning Technical Assistance. Thain Allan seconded. Motion passed unanimously.*
- City of Claremont extension of GIS Technical Assistance through 6/30/2015- *Kate Connolly moved to approve the City of Claremont extension for GIS Technical Assistance. Thain Allan seconded. Motion passed unanimously.*
- NHDES Sourcewater Protection Grant-Town of Enfield Wellhead Protection Plan- *Kate Connolly moved to approve the NHDES Sourcewater Protection Grant for the Town of Enfield Wellhead Protection Plan. Thain Allan seconded. Motion passed unanimously.*
- Newbury Circuit Rider (renewal for calendar year 2015)- *Kate Connolly moved to approve the Newbury Circuit Rider contract renewal. Thain Allan seconded. Motion passed unanimously.*

VI. Executive Committee Report

- External Sponsorship Guidelines –Nate Miller reviewed draft external sponsorship guidelines developed by the Executive Committee. The purpose of the policy is to ensure that all requests are vetted by the Executive Committee and follow the same review process. After some discussion, Aaron noted that the guidelines should be amended as follows:
 - a) A4 – Change Dave to Date
 - b) B – First sentence should be a qualifying condition for consideration
 - c) C – All qualified event(s), strike approved and replace with considered, strike prior to the distribution of funds, add or deny after right to fund.*Kate Connolly moved to approve the External Sponsorship Guidelines as amended. Tom Rock seconded. Motion passed unanimously.*
- External appointments for Connecticut River Joint Commission (CRJC) and Upper Valley Housing Coalition (UVHC) – Nate Miller informed the Commission that we have not filled the CRJC appointment, but Jonathan Edwards did volunteer for the UVHC appointment. *Aaron Simpson moved to appoint Jonathan Edwards as the UVLSRPC representative for UVHC. Jim Taylor seconded. Motion passed unanimously.*

VII. Finance Committee Report

Kate Connolly reviewed a financial summary through October 31, 2014. As expected the year-to-date loss continues to be mitigated and the year is tracking towards breaking-even.

VIII. Executive Director's Update

- The next UVLSRPC Broadband Stakeholders Forum is being held December 18, 2014 at 10 Water Street, Lebanon, NH from 4:00pm – 6:00pm.
- UVLSRPC received a grant for \$16,236 from HNH Foundation which will be used for the Phase II of the Lebanon Safe Routes to Play project.



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- Vickie Davis is currently working on application for the Brownfields Assessment grant which will be submitted on Friday.
- There is a possibility that UVLSRPC will be assisting Grantham with their Master Plan in FY 2016.
- We are still waiting for a response from Commissioner Jeffrey Rose regarding the Mount Sunapee Master Development Plan.
- NHDOT's new two-year contract with UVLSRPC will be starting July 1, 2015. Initial projections are for a 10% reduction in funding statewide.
- Greg Somoff and Amber Boland are doing a great job. Greg has been doing very well in organizing the financials.
- The Executive Director will be out of the office from December 24, 2014 – January 1, 2015.

IX. **Adjourn**

Aaron Simpson moved to adjourn the meeting at 8:45 PM. Dan Brand seconded.

Minutes prepared by Chris Courtemanche