



Upper Valley Lake Sunapee
Regional Planning Commission

Commission Meeting

Minutes

Wednesday, October 24, 2012

UVLSRPC, 10 Water Street, Lebanon, NH

6:00 pm

Approved December 19, 2012

Members present: Thain Allan, Dan Brand, Katherine Connolly, Jeff Kessler, Dan Kiley, Larry LeClair, Kevin Lee, George McCusker, Ken Morley, Steve Schneider, William Schroeter, Aaron Simpson, Robert Trabka, William Trought, Claire Vannatta, and Joanna Whitcomb.

Staff: Chris Courtemanche, Nate Miller, Adam Ricker, Rachel Ruppel, Christine Walker

Guests: Dick Colburn, Karen Davis, Andrew Gast-Bray

1. Chair Larry LeClair called the meeting to order at 6:00 pm.
2. *Approval of minutes:*
Motion was made by Ken Morley, and seconded by Kate Connolly to approve the minutes of the August 22, 2012 meeting. Motion carried with two abstentions.
3. *Presentation by Adam Ricker and Rachel Ruppel on Broadband Planning Project:* Adam Ricker reported on the current efforts of the Broadband Project, which include needs, barriers, and strategies. Adam asked that the Commissioners participate in 4-question survey. After the surveys were completed, there was a 10-minute question and answer session.
4. *Update on the Regional Plan:* Christine Walker noted that work is continuing with the Regional Plan and that we have an Advisory Committee that will be reviewing Master Plans and looking for visions from the 27 municipalities in our region. Municipalities were notified with a letter regarding review of the Master Plans. The Advisory Committee invited the Commission to participate in a Master Plan survey that will also help in determining what the values and visions are of each municipality.
5. *Committee Reports:*
 - *Personnel Committee* – Kevin Lee reported that the Personnel Committee met in the spring of 2012 and decided to recommend to the Commission that the staff retirement be increased from its current 3% to 6%. There was not time to get this request into the FY13 year budget, as the Commission was not to meet prior to the annual meeting. Therefore, the task was handed over to the Executive Committee who recently met and agreed to increase the staff retirement to 6% as of January 1, 2013. Additionally, they recommend changing the retirement plan from the current “simple” plan, which by IRS regulations the employer cannot contribute more than 3% to 457(b) plan which is appropriate for the organization as a political subdivision of the State of NH. Additionally, the Executive Committee recommends that the administrative cost of the

program be paid for by the Commission estimates this estimated to be \$1,400 per year after initial set up of \$800.00. **Joanna Whitcomb moved to change the current retirement plan to a 457(b) plan and increase the contribution from the employer to 6% with the administrative costs of \$1,400.00 being paid by UVLSRPC. Seconded by Larry LeClair. Motion carried with two abstentions.**

- *Finance Committee* - Thain Allan reviewed the monthly financials and the September Pro Forma. Thain noted that the Commission broke even at the end of August and that we are on track with projected expenses. **Aaron Simpson moved to approve the financial report, seconded by Jeff Kessler. Motion carried.**
- *Executive Committee* –
 - NH Association of Regional Planning Commission (annual review of Legislative Priorities) – Christine asked the Commission for their suggestions with the 2012-2013 NHARPC Legislative Priorities. After much discussion, all agreed that all pages need to be amended as follows:
 - a. Bullet the items so as not to assume prioritization
 - b. Delete #(bullet)2
 - c. Change #(bullet)8 t read: Support to sustain current shoreland protection regulations

Kevin Lee moved, Larry LeClair seconded, unanimously agreed to forward to the NH Association of Regional Planning Commissions.

- *Unity Dues* – Christine noted that the commission has received a request from the Town of Unity to have the population of the correctional facility and the county nursing home subtracted from the dues, which is estimated to be \$305.04. **After some discussion, a motion to exempt the Sullivan County Correctional Facility and the Sullivan County Nursing Home population for a reduction of the FY14 dues for Unity was made by Ken Morley and seconded by Kevin Lee. Motion carried.** Christine noted that staff would determine an acceptable baseline and would review this # each year to obtain an accurate accounting of the two facilities' populations.

6. Approval of Contracts exceeding \$10,000:

- *Enfield Circuit Rider (\$13,824.00)* – **Larry LeClair noted that we need a motion to authorize the Executive Director, Christine Walker, to apply for, accept and expend funds, and to sign all documents related to this grant. Kevin Lee moved to accept the motion and seconded by Larry LeClair. Motion carried.**

7. Commission Town Announcements and other Announcements:

- Kevin Lee noted that the Wetland Subcommittee has completed the final reports, which are approximately 400 pages long and all are welcome to read it.
- Dan Kiley noted that Keene Medical Supply would be moving to Enfield.
- Christine Walker reported the application process for the second round of the New Hampshire Community Planning Grant Program would be announced shortly.
- Dan Brand stated that the Lyme Planning Board is continuing to update the Master Plan.
- Jeff Kessler noted that Sturm, Ruger & Company is recognized in the November 5th issue of Forbes magazine as the “comeback company”.

8. *Adjourn*: There being no further business, upon motion made and carried; the meeting was adjourned at 7:45 p.m.