



Upper Valley Lake Sunapee Regional Planning Commission

UVLSRPC Full Commission Meeting

Wednesday, February 18, 2015

6:00 PM – 8:00 PM

Grantham Town Office ▪ 300 Route 10 South ▪ Grantham, NH

Approved April 8, 2015

Meeting Minutes

Commissioners Present:

Thain Allan-Grantham
Dan Brand-Lyme
Lionel Chute-Sullivan County
Kate Connolly- Hanover
Bob Crane – New London
Jonathan Edwards- Hanover
Peter Guillette - Grantham
Jeff Kessler- Newport

Dan Kiley - Enfield
Ken Morley-Grafton County
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

Guests:

Emma Crane
Van Chesnut
Rep. Patricia Higgins

I. **Call to Order**

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

II. **Minutes from December 17, 2014**

Aaron Simpson noted on page 2, section 7, second line, changing the statement “towards a break-even” to “towards breaking even”. In addition, page 2, section 8, forth bullet “Fy” to FY”. Kate Connolly moved to approve the December 17, 2014 minutes as amended. Nancy Rollins seconded the motion. The motion passed with abstentions from Dan Kiley, Nancy Rollins, Steve Schneider, Linda Scofield, and John Yacavone.

III. **Public Hearing: Draft UVLSRPC Regional Plan**

Nate Miller gave a presentation on the Draft Regional Plan. The presentation covered the nine key themes of the plan, and highlighted the recommendations from each of the chapters of the plan.

The next steps for Draft Regional Plan are as follows:

- UVLSRPC staff, in coordination with the UVLSRPC Regional Planning Committee, will compile all of the written comments received thus far as well as any comments received tonight into a Responsiveness Document.
- Each of the comments will be reviewed. In some cases, the plan will be revised accordingly to reflect the substance of the comment. In other cases, we’ll explain in



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writing in the Responsiveness Document why we are not going to revise the plan.

- We will be working through the month of March with the Regional Planning Committee and staff to review the comments. The Commission will receive the draft Responsiveness Document in their April 8th meeting packet.

Chair Jeff Kessler opened the hearing to comments from the public.

- Jeff Kessler noted that since the draft plan document came out the FCC has revised their definition of Broadband and looks like they are moving towards regulating Broadband much like a utility. Jeff would like to see a footnote regarding the change in the plan.
- Thain Allan advised that, because other Regional Planning Commissions also are under the same mandate to deliver a Regional Plan, this would offer a great opportunity to integrate those plans into an overall statewide plan that highlights regional commonalities and differences. Nate Miller advised that New Hampshire Office of Energy and Planning (NHOEP) is tasked with developing a State Development Plan, but due to budgetary constraints, they have not been able to do this in years. The Nashua Regional Planning commission is leading an effort to develop a statewide document that compiles key themes and recommendations across the nine Regional Planning Commissions. The intent of that effort, which is being supported by the New Hampshire Charitable Foundation, is to provide that document to NHOEP and recommend that they consider it as the foundation of the next State Development Plan.

With no further comments, Chair Jeff Kessler closed the public hearing.

IV. **Contract Authorizations**

- Upper Valley Public Health Council- UVLSRPC has proposed to assist the Upper Valley Public Health Council with two different planning projects: 1) Community readiness assessments for improving active recreation opportunities (approx. \$11,500); and 2) Assessing the regional public health impacts of climate change (approx. \$17,500).
- NHDOT Section 5305 - This project involves conducting a feasibility study for a potential public transportation route along the Interstate 89 Corridor from New London to the Upper Valley. The grant totals \$64,000 with \$16,000 in local match.
- NHDOT Section 5305 – UVLSRPC has been asked to be the receipt of Section 5305 funding on behalf of Advance Transit. This project involves conducting a feasibility study for the implementation of a transit signal priority system in Lebanon and Hanover. The grant totals approximately \$53,000 with \$13,000 in local match provided by Advance Transit.
- NHDOT Section 5310 - Purchase of Service for Sullivan County for Disabled and Elderly Transportation. UVLSRPC is the administrator for purchasing elderly and disabled transportation services in Sullivan County from Community Alliance. The contract period is two years for approximately \$100,000. Of this funding, 95% is used to purchase rides and 5% is used for administrative purposes.



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- NHDES Household Hazardous Waste Program- This is a grant that we apply for every year to reduce HHW participation costs for communities. The grant totals approximately \$11,000.

Kate Connolly moved to approve and to authorize the Executive Director, Nate Miller to apply for, accept, and expend funds, and to sign any and all documents related to the the above contracts. Peter Guillette seconded the motion. The motion passed unanimously.

V. **Executive Committee Report**

Jeff Kessler noted that the last meeting consisted of preparing for the Regional Plan Public Hearing and authorizing new grant proposals.

VI. **Finance Committee Report**

Peter Guillette reported that we are up to date on the billing and in good shape financially. Peter also noted that Nate Miller and Greg Somoff are doing an excellent job refining the layout of the finance reports and the budget.

VII. **Appointment of Nominating Committee**

Nate Miller advised that, per the UVLSRPC bylaws, the Nominating Committee consists of at least five members representing five different municipalities or counties. The Nominating Committee meets prior to the UVLSRPC Annual Meeting and submits its recommendations to the full Commission at least 15 days in advance of the Annual Meeting. The Nominating Committee nominates the Commission's officers and make recommendations for members-at-large.

Jeff Kessler asked for volunteers for the Nominating Committee. Aaron Simpson, Lionel Chute, Thain Allan, Ken Morley, and Dan Brand volunteered to be on the Nominating Committee. Aaron Simpson will notify the Committee by e-mail regarding the date and time of meeting.

VIII. **Executive Director's Update**

- Nate Miller reported that the Commission's solicitation for 2017-2026 Ten-Year Transportation Improvement Plan projects has been sent to every Selectboard, Planning Board, and Road Agent/Public Works Department in the region.
- Nate Miller reported that the Commission's top priority project in the Transportation Alternatives Program (TAP) has been funded. The project involves Rail Trail improvements and sidewalk improvements in Claremont's East Street neighborhood.
- Nate Miller advised that the Northern New England Intercity Rail Initiative's Build Alternative report has been released, and it does include a stop in Claremont.
- Nate Miller reported that the Governor's budget does include RPC block grant funding from the NH Office of Energy and Planning.
- Nate Miller announced that the New Hampshire Department of Environmental Services has funded the Commission's application to assist the Town of Enfield in developing a Wellhead Protection Plan.
- Nate Miller reported that the Commission's EPA Brownfield's Assessment program



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application was submitted in December and we expect to hear back in the spring.

- Nate Miller noted that the New Hampshire Association of Regional Planning Commissions met last Friday to review this session's planning-related legislation.
- Nate Miller noted that the Commission's health insurance provider (Anthem Blue Cross/Blue Shield) had a cyber attack and is providing identity theft coverage for all that are impacted.

IX. Commissioner Update/Announcements

- Peter Guillette reported that Grantham's Olde Farms Road Bridge construction will start in June 2015 after school is out. In addition, Grantham is hoping to replace the Miller Pond Road Bridge. Peter also noted that UVLSRPC completed a Culvert Inventory which was very beneficial to the town, so they know which culverts need to be replaced and prioritize the needs for the future.
- Ken Morley reported that Lebanon City Manager Greg Lewis has announced his retirement.
- Linda Scofield reported that Wilmot has a recent application by a fuel company out of Boston for a Propane and Heating Oil storage area. There has been a lot of interest in Wilmot related to this proposal. Also, the Planning Board noted that Wilmot needs to update their Zoning Ordinance.
- Kate Connolly reported that Hanover is involved in the "Solarize Upper Valley" program. Kate also noted that Hanover is planning on changing the zoning on West Wheelock Street based on the results of the recent charrette, which the Commission assisted with.
- Steve Schneider reported that Enfield is getting ready for Town Meeting, and announced that Enfield's Town Report for this year has been dedicated to Dan Kiley. One of the important agenda items is a new Fire truck that would cost \$400,000.
- Lionel Chute reported that the Sullivan County Conservation District has three projects that some communities may be interested in: 1) Native Bees – The District will be having workshops and a regional summit in the Fall; 2) Stream Table- The District has acquired a Fluvial Erosion model which can be loaned to communities and local organizations; and 3) The District will be working to install a total of 6 weather stations (3 in Sullivan and 3 in Grafton County) that will provide additional climate and weather information in the greater Upper Valley.
- Jeff Kessler reported that the Dunkin Donuts construction is progressing in Newport. There has also been good attendance at the school budget sessions this year. Jeff noted that Newport is looking for a new Town Manager, as Paul Brown will be re-assuming his former position as the Town's Finance Manager.
- Josh Trow reported that the new Library is open in Sunapee.
- Dan Brand reported that Lyme is facing about \$3,000,000 in highway reconstruction on River Road and Goose Pond Road. River Road is back down to one lane on the section where there is a potential landside 80 feet down to the river. There is a warrant article for \$150,000 at Town Meeting for road construction costs. Dan noted that the town is also hoping to increase the local park-and-ride facility would be increased from 17 to 34 spaces. The State will pay half (approx. \$30,000) and the Town is hoping to get \$30,000



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appropriated at Town Meeting.

- John Yacavone reported that the Post Office on the Kimball Union Academy campus will be moved. March 7 is the Annual Wild Game Dinner at KUA from 5:00 PM to 7:00 PM, which is hosted by the Meriden Volunteer Fire Department
- Bob Crane reported that New London is thinking about changing some of the Zoning Regulations.

X. **Adjourn**

Aaron Simpson moved to adjourn the meeting at 8:15 PM. Dan Brand seconded.

Minutes prepared by Chris Courtemanche