



UVLSRPC Full Commission Meeting

Wednesday, August 12, 2015

6:00 PM – 8:00 PM

UVLSRPC Office ▪ 10 Water Street ▪ Lebanon, NH

Approved October 14, 2015

Meeting Minutes

Commissioners Present:

Marion Allen - Wilmot
Dan Brand - Lyme
Kate Connolly - Hanover
Mary Grenier - Lempster
Peter Guillette - Grantham
Dan Kiley - Enfield
Judith Lindhal - Orange
Julie Magnuson - At-Large

Staff Attending:

George McCusker - Springfield
Ken Morley - Grafton County
Harry Pease - Orford
Nancy Rollins - New London
Linda Scofield - Wilmot
Josh Trow - Sunapee
Bill Wilmot - Newport
John Yacavone - Plainfield
Chris Courtemanche
Vickie Davis
Nate Miller

I. **Call to Order**

Vice Chair Nancy Rollins called the meeting to order at 6:00 PM.

II. **Minutes from June 17, 2015**

Josh Trow noted that George McCusker represents the Town of Springfield. *Peter Guillette moved to approve the June 17 minutes as amended. Kate Connolly seconded. The motion passed with one abstention from Ken Morley.*

III. **Presentation: USDA Solid Waste Management Planning Program (See Power Point attached)**

IV. **Appointment of Fiscal Year 16 Committees**

Nancy Rollins reviewed the FY 2016 committee survey results, noting that the UVLSRPC bylaws cap the number of Regional Planning Committee members at seven. *Kate Connolly moved to approve seven members to the Committee and ask the Executive Committee to prepare a bylaws amendment for the full Commission's consideration that would allow for the appointment of alternate members to the Regional Planning Committee. Ken Morley seconded and the motion passed unanimously.*

Josh Trow moved to appoint the following commissioners to Committees and external organizations for Fiscal Year 2016. George McCusker seconded and the motion passed



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unanimously.

Finance Committee

- Thain Allan
- Katherine Connolly
- Peter Guillette
- Jeff Kessler
- Nancy Rollins

Legislative Committee/Program Committee

- Mary Grenier
- Julie Magnuson

Personnel Committee/Joint Loss Management

- Thain Allan
- Peter Gregory
- Kevin Lee
- Jessie Levine
- John Yacavone

Regional Planning Committee

- Dan Brand
- Bob Crane
- Jonathan Edwards
- Dan Kiley
- Jessie Levine
- Judith Lindhal
- Steve Schneider
- David Brooks, Alternate
- Nancy Merrill, Alternate

Connecticut River Joint Commissions

- Marion Allen

NH Association of Regional Planning Commission

- Julie Magnuson
- Nancy Rollins

NH Rail Transit Authority

- Jonathan Edwards

Transportation Management Association

- Nate Miller

Upper Valley Housing Coalition

- Jonathan Edwards

V. **Executive Committee Report**

Nancy Rollins noted that the Executive Committee has recommended a dues rate of \$1.331 per capita for Fiscal Year 2017 dues. This represents a 1% increase over FY 2016 levels. *Kate Connolly*



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moved to approve the 1% rate increase for Fiscal Year 2017 dues. Peter Guillette seconded. The motion passed unanimously.

VI. **Finance Committee Report**

Peter Guillette reported that we are in a very sound position which will allow us to continue to grow our reserve funds. As recommended by the Finance Committee, a deposit to our reserve account will be done in two stages with \$6,500 now and another \$6,500 in six months.

Peter also noted that staff is doing an excellent job and provides complete details each month making it easier to review the finances.

In addition, Peter noted that Melanson Heath completed our FY 2015 audit fieldwork with no negative findings. Sheryl Stephens-Burke will report on the audit at the October 14, 2015 Commission meeting.

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

- The state Broadband Report is available electronically on the UVLSRPC website as well in hard copy.
- On September 11, 2015, the NH Housing Finance Authority will be hosting a Housing Forum from 11:30 AM – 1:30 PM at the Radisson in Manchester, NH. Nate noted that he will be a panelist as well as James Vayo, Rebecca Perkins, Carolyn Maloney, and Bill Weidacher.
- Nate noted that he wrote an article about the Orford Community Facilities Plan that will be in the September/October issue of Town & City Magazine.
- The draft 2017-2026 Ten-Year Transportation Improvement Plan is being developed as we speak, and local GACIT Hearings will be scheduled for September in Lebanon and Charlestown.
- The Commission will be helping the Town of Unity with their Local Emergency Operations Plan over the next few months.
- The Commission has released a Request for Qualifications (RFQ) for a professional engineering firm to provide engineering services as necessary to determine the feasibility of implementing a Transit Signal Priority System for signalized intersections within Advance Transit's fixed-route service area in the City of Lebanon and Town of Hanover, and the towns of Hartford and Norwich, Vermont.
- We had eight communities volunteer for the Community Readiness Assessment process, but only have enough funding to assist three communities. Enfield, Lebanon, and Newbury will be the first communities.

VIII. **Commissioner Update/Announcements**

Peter Guillette reported that Grantham's expansion and renovations to the Dunbar Free Library should be completed this fall. In addition, Peter noted that Grantham is in the process of updating their Master Plan with Mike McCrory's help. UVLSRPC will be sending a survey to the public within the week.



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Julie Magnuson reported that Newport received a proposal from the New London Hospital Association to construct a new, two-story health clinic which would mean demolishing the existing health clinic and bowling alley structures.

Ken Morley suggested that the Regional Planning Committee add a Hazardous Waste Regional Plan to their agenda.

Mary Grenier reported that Lempster is finishing the sprinkler system in the Fire Station.

Dan Brand reported that Lyme has a serious road problem and has received a road report from the Geotechnical Engineer stating that the segments 0.2 miles south of East Thetford Road and 2.9 miles north of the Hanover/Lyme town line are unstable. The Town will need to obtain ledge and soil calculations to be able to develop a cost effective and long term solution.

Dan Kiley reported that two years ago, NHDOT replaced the Shaker Bridge and has \$697,000 left from the project. Enfield is working with the State of New Hampshire to revitalize approximately 1,200 feet of Mascoma Lake frontage by putting in a park with access for non-motorized boats as well as a pavilion. The site may not be an ideal place for swimming but it is an attractive place to launch a sailboat or canoe. The Town is hoping they will hear from the NHDOT by September. In addition, Dan noted that a developer from Boston is in the initial planning stages of a substantial development with two entrances on Route 4 which will be both residential and commercial.

Judith Lindhal reported that Orange has delivered its Master Plan. The Planning Board is struggling with third public meeting regarding the Spruce Ridge Wind project along the mountain ridge lines visible from the Town of Orange.

Harry Pease reported that Orford's Conservation Commission is in the process of planning for the Mason Pond Project. A Public Hearing will be held on August 20th to discuss the budget and fund raising.

Linda Scofield reported that Wilmot passed the Huckleberry project with a conditional approval. In addition, all lead paint was removed from the Library.

Bill Wilmot reported that Newport hired Shane O'Keefe on July 27, 2015 as the new Town Manager. In addition, Bill noted that NH Executive Councilor Joseph Kenney will carry on Ray Burton's tradition of doing an annual airport tour on August 28, 2015, 11:00 AM at the Parlin Field Airport.

John Yacavone reported that Plainfield is participating in curbside collection of refuse and zero-sort recycling.

Josh Trow reported that Sunapee is in a revaluation year, the town sewer plant is starting to



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operate, a new Memory Care unit with 15 beds is being built at Sunapee Cove site, and the Bradford Road Bridge is safe for school buses to travel over again.

Kate Connolly reported that the Route 10 improvement project is progressing.

George McCusker reported that Springfield town office will be converting to propane. In addition, the town office steps will be replaced with granite.

Nancy Rollins reported that New London is having shoreline compliance issues as some projects are being done without the proper permitting and paperwork in place. The Town is considering a warrant article for exterior repairs to the Town Office building which was originally constructed in the 1800's.

IX. **Adjourn**

Josh Trow moved that the meeting be adjourned. Julie Magnuson seconded. The meeting adjourned at 8:20 pm.

Minutes prepared by Chris Courtemanche

Next meeting scheduled for October 14, 6:00 pm – 8:00 pm