



Upper Valley Lake Sunapee Regional Planning Commission

Meeting Minutes-Final

August 24, 2011

I. Call to order

Chair Aaron Simpson called to order the regular meeting of the Upper Valley Lake Sunapee Regional Planning Commission (Commission) at 6:00pm on August 24, 2011 in 10 Water Street, Lebanon, New Hampshire.

II. **The following persons were present:** Thain, Allan, Dan Brand, Kate Connolly, Bernie Folta, Suzanne Gottling, Peter Gregory, Judy Healey, Jeff Kessler, Larry LeClair, Kevin Lee, Nancy Merrill, Joan Monroe, Ken Morley, Mark Scarano, Aaron Simpson, Richard Winters, Christine Walker- Staff, Chris Courtemanche- Staff, Peter Martin-video, and John Casey-Guest from New Hampshire Small Business Development.

III. **Introduction of New Commissioners and Commissioner leaving** Nancy Merrill-At-Large Claremont, Sam Greene-Lyme (not present). Richard Winters who represents Plainfield will be moving and therefore leaving the Commission.

IV. Introduction of John Casey from New Hampshire Small Business Development Center

Commissioners Mark Scarano introduced John Casey from New Hampshire Small Business Development Center (NHSBDC) which covers the Commission area. NHSBDC provides professional, one-on-one business management advice and educational programs, at no cost, to new and existing businesses. Small businesses are vital to our state's economic vitality; "our goal is to help your business success." Client companies come from all sectors and range in size from the individual seeking to start or acquire a business to small companies with several employees and manufacturing firms employing one hundred or more.

Businesses may be very early-stage, or have been in business many years. Over half of NH SBDC clients are already in business when they seek SBDC assistance.

Business owners come to us seeking advice on financing, improving operations, or bringing new products to market. Others want to know where to start in launching a new business or purchasing an existing one.

Educational programs are offered around the state on topics such as Business Basics, QuickBooks, and health and safety issues. Free e-learning courses are also available at this website, 24 hours a day. Courses focus on management, marketing, money, and starting and financing a business in New Hampshire.

John stated that they also work with public and private sector partners to create economic development programs that address business needs systematically throughout the state. John is located at 16 Cavendish Court, Lebanon, New Hampshire 03766 - Phone: 603-397-7001 or email jkcinhanover@gmail.com.

- V. **Approval of minutes from June meeting:** Motion made by Jeff Kessler to approve the minutes from the June 16, 2011 meeting with addition of the attendees, correct some typographical errors, and to add the representative from Senator Ayotte's office. Seconded by Kate Connolly. **Motion carrier with three abstentions by Larry LeClair, Ken Morley and Suzanne Gottling.**

VI. **Committee Reports:**

- a) *Finance Committee* - Thain Allan reported that the Commission had a good year. Audit is in process and should be finalized by the end of September. The budget for fiscal year 2012 was explained as well as the need for a budget amendment, which includes Connecticut River Joint Commissions contract, which will add revenue and increase the necessity to hire a new Assistant Planner position, which would be around \$55,000 including benefits. Motion made by Thain Allan to approve the amended budget. Seconded by Larry LeClair. **Motion passed.** Christine Walker explained the "Financial Procedures Statement" which was needed to satisfy the requirements of the Commission's Housing Urban Development Community Challenge grant. There was additional conversation about creating a policy that would better outline internal controls, but that the requirement by HUD was a good beginning.

- b) *Executive Committee* –

Presentation of Nominations for Committees: Connecticut River Joint Commissions Committee - Bernie Folta nominated Joan Monroe with Katherine Connolly seconded the nomination. After discussion and information about the role of the CJRC Commissioner and that it provided some links to the river subcommittees, the **Motion passed with one abstained by Joan Monroe.**

Ken Morley questioned why he had been nominated to represent the Commission on the NH Rail Transit Authority since he does not remember marking it off on the survey. Christine stated that he may have inadvertently checked off the box in the survey and that she had also questioned Ken's interest, but gave the information from the survey to the Executive Committee as reported. Ken Morley accepted nomination. Joan Monroe asked to table the discussion on the NH Rail Transit Authority until Shawn Donovan could be present. Seconded by Dan Brand, vote will be tabled until next meeting. **Vote passed.**

Regional Planning Committee - Dan Brand questioning when a meeting will be scheduled. Christine Walker will inquire with Mike McCrory and have a meeting set up as soon as possible. Motion was made to amend Ken Morley's name to the Planning Committee list. **Motion passed. One abstained.** Motion made by Bernie Folta to add Jeff Kessler to the Planning Committee. Motion was seconded by Larry LeClair. **Motion passed.**

Personnel Committee- Kevin Lee made a motion to nominate Bernie Folta, because the Executive Committee proposed to fold the state mandated Joint-Loss Management Committee, on which Bernie served, into the Personnel Committee. It was seconded by Larry LeClair. Bernie accepted the nomination. **Motion passed. One abstention by Bernie Folta.**

Finance Committee - (no discussion) - **Vote passed as proposed.**

Program Committee - Joan Monroe requested an explanation of what kind of budget the Program Committee has. Christine explained that the only real budget for programs outside of what are part of contracts that staff are working on are funds set aside for the Annual Meeting. The Program Committee use to have some funding to put on programs, but the Office of Energy and Planning Targeted Block Grant has been reduced to \$10K which needs to be used for technical assistance to municipalities. Christine additionally explained that since Office of Energy Planning is not holding their Planning & Zoning Conference which planning other local boards have been attending for 18 years the Commission has stepped forward to try to fill the gap for our municipalities and will be providing training on Saturday, October 29, 2011. A location has yet to be determined. Judy Healey would like to be nominated to the program committee. **Vote passed.**

Legislative Committee (no discussion) - **Vote passed as nominated by the Executive Committee.**

Nominating Committee – the Nominating Committee is generally developed in the spring as their role is to nominate officers for the following year.

North Country Resource Conservation & Development - Motion made to have Nate Miller continue to represent the Commission. **Vote passed.**

NH Association of Regional Planning Commissions - As presented. **Vote passed. One abstained by Katherine Connolly.**

Upper Valley Housing Coalition - Tabled until next meeting, as there has been no Commissioner who was interested to date.

Municipal dues for fiscal year 2013 - Motion made by LeClair to approve the municipal dues for fiscal year 2013 that would use 2010 CENSUS numbers in addition to increasing the per capita charged to each community. Seconded by Kessler. Christine noted for the minutes that the use of the 2010 CENSUS data is appropriate but that she was not in support of increasing the per capita rate to municipalities. **The Motion passed as proposed by the Executive Committee.**

- c) Personnel Committee - Kevin Lee stated that the Personnel Policy has been legally reviewed and is completed. Joan Monroe and Aaron Simpson had questions regarding page 26 of the Personnel Policy. After discussion, a motion was made by Jeff Kessler to accept the Personnel Policy with the

information on page 26 to be reviewed and possibly amended later. Seconded by Kate Connolly. **Motion passed with Joan Monroe opposed.**

- d) Other Committee Reports - No discussion

VII. New business/Town Announcements

- a) Regional Planning & Zoning Conference will be held on Saturday, October 29, 2011 from 8:30am - 4:00pm. Location to be determined. Commissioners will not be charged for the Conference and we welcome any help that Commissions would like to give.
- b) Jeff Kessler reported that Newport is concerned that Dartmouth Hitchcock Medical Center may be cutting back on their DART helicopter service, which the Town of Newport believes, is very important to their area. Selectmen are working with the Fire Department and Emergency services to inform the State of the importance of this service. Jeff suggests that other Towns do the same.
- c) Bernie Folta- Claremont had their first joint meeting of the Planning Board and Zoning Board.
- d) Dan Brand stated that Lyme has completed the roadway improvements to the intersection. Thanks to the Commission and Nate Miller for assisting the Town. Traffic is flowing fine with no complaints.

VIII. Adjournment

Aaron Simpson entertained a motion to adjourn the meeting, which was made by Judy Healey and seconded by Larry LeClair at **7:45pm**.

Minutes submitted by: Chris Courtemanche, Administrative Assistant