



UPPER VALLEY LAKE SUNAPEE REGIONAL PLANNING COMMISSION

Meeting Minutes

December 14, 2011

I. Call to order:

A Full Commission meeting of the Upper Valley Lake Sunapee Regional Planning Commission was held at 10 Water Street, Lebanon, New Hampshire on December 14, 2011. The meeting convened at 6:00pm, Vice Chair Larry LeClair presiding.

II. Members in attendance:

Thain Allan-Grantham
Dan Brand-Lyme
Kate Connolly-Hanover
Bernie Folta-Claremont
Shaun Donovan, Lebanon
Sam Greene-Lyme
Judy Healey-Newbury
Jeff Kessler- Newport
Larry LeClair-Lebanon
Kevin Lee-Springfield
George McCusker-Springfield
Joan Monroe - Lebanon
Ken Morley-Grafton County
Claire Vannatta-Newbury

Staff: Christine Walker, Mike McCrory, Yutian Zhang, Chris Courtemanche

Others Present: Sheryl Stephens Burke, CPS, MST-Melanson Heath & Company, PC, Andrew Gast-Bray- City of Lebanon Planner, Peter Martin-Exquisite Productions

III. Welcome and Introductions:

Vice Chair Larry LeClair, welcomed Sheryl Stephen Burke from Melanson Heath & Company attended to present and discuss the Financial Audit.

IV. Approval of minutes:

Kate Connolly moved to approve the minutes of October 26, 2011. Thain Allan seconded and the motion passed with one abstention from Shawn Donovan who did not attend the October meeting.

V. Review of audit:

Sheryl Stephen Burke provided an overview of the Fiscal Year 2011 audit for the Commissioners. Sheryl commented on the "Internal Control Procedures" form that Christine Walker prepared and would like to share it with other clients since it was well done. Since there were no questions from members of the Commission, Sheryl completed her review. Larry LeClair noted that the internal control procedure form with the flow chart was very easy to read and very important for anyone who comes into the Commission to understand the process.

VI. Authorization for funding/ grant applications:

Larry asked Christine to provide an overview of the various project and contracts that were to be discussed. Included in the list was the three-year, \$3.37 million grant from the U.S. Department of Housing and Urban Development's Regional Planning Grant Program to develop comprehensive regional plans in each of the state's nine regional planning commission regions.

Shawn Donovan moved to authorize the Commission to apply/accept/expand funds and authorize, Executive Director, Christine Walker to sign all necessary documents for the USDA Solid Waste Grant for federal fiscal year 2013. Jeff Kessler seconded and the motion passed unanimously.

Kevin Lee moved to authorize the Commission to apply/accept/expand funds and authorize, Executive Director, Christine Walker to sign all necessary documents for the Household Hazardous Waste Collections Grant. Jeff Kessler seconded and the motion passed unanimously.

Jeff Kessler moved to authorize the Commission to apply/accept/expand funds and authorize, Executive Director, Christine Walker to sign all necessary documents for the Homeland Security and Emergency Management contract for FY12-14. Thain Allan seconded and the motion passed unanimously.

Shawn Donovan moved to authorize the Commission to apply/accept/expand funds and authorize, Executive Director, Christine Walker to sign all necessary documents for the Rural Addressing sub-grant through the Nashua Regional Planning Commission. Kevin Lee seconded and the motion passed unanimously.

Jeff Kessler moved to authorize the Commission to apply/accept/expand funds and authorize, Executive Director, Christine Walker to sign all necessary documents for the HUD Regional Planning Grant, sub-granted through Nashua Regional Planning Commission for FY11-FY14. Bernie Folta seconded and the motion passed unanimously.

VII. Committee Reports:

- a) Finance Committee: Thain Allen reviewed the financial statement and noted that the Commission appears to be on track with expenses. *Shawn Donovan moved to accept the financial statement as written. Kevin Lee seconded and the motion passed unanimously.* Christine Walker added that because of the new internal control policies that have been implemented, the Treasurer will need to come to the office to review payables and sign checks, and authorize payroll every two weeks, which is an added responsibility that is very appreciated. In the future, the role of the officers, especially the Treasurer will need to be clearly outlined for new Commissioners.

- b) Executive Committee: Kate Connolly stated that there was not a quorum in November. Christine Walker noted that there are two items that need to be addressed by the Commission. One being “proposed policy for charitable gifts and other donations” and the other motion to amend Bylaws to include indemnification. It was suggested that the Executive Committee could provide guidance, or that limits could be set. After much discussion on both topics, ***it was moved by Jeff Kessler to table the discussion until the February Commission meeting. Shawn Donovan seconded and the motion passed unanimously.*** Christine will make changes to the Charitable Donation policy and bring both issues back to the Commissioners in February.
- c) Regional Planning Committee: Dan Brand reported that the Regional Planning Committee has been working on the Housing Assessment study and that it is well worth reading. The final report should be completed by the end of this month. Christine added that this Committee would be the base for the Regional Advisory Committee as part of the Regional Plan that will take place over the next three years.
- d) Program Committee: Claire and Judy reported that Christine would be providing a presentation of the HUD Challenge Grant at the February Commission Meeting.
- e) Connecticut River Joint Commissions (CRJC): Joan Monroe reported that there was a meeting in November with most of the topic being Hurricane Irene and how to improve the response to changes in the river and initial efforts to repair river damage. It was noted that communities need to address all hazards through their hazard mitigation plans, but that risks from flooding can be mitigated through thoughtful land use planning. It was also noted that CRJC needs to do a better job with communicating the information and recommendations contained within plans. CRJC can help to keep the topic on the table through education, supporting mitigation strategies, and helping to address the repetitive loss problem with undersized culverts.

VIII. Commissioner Town Announcements

- a) Shawn Donovan reported on the progress of the Mascoma River Advisory Committee. Members have been appointed and begun to meet to outline future initiatives.
- b) Larry LeClair stated that Lebanon received the Source Water Protection Plan from the Commission.

IX. Presentation: Sam Greene on the Mosaic Project:

Sam Greene was a guest speaker at the Commission. Sam is a Commissioner, but also works with the NH Department of Revenue Administration (DRA). He gave an overview of the Mosaic Parcel Map project. The mapping project will contain tax map information for communities that choose to participate. Almost all communities within the state have been mapped to date. The Mosaic Parcel Map project has already been seen as a vital disaster recovery tool, aiding in identification of property loss. The DRA is in the process of creating MOU’s with all the RPCs to transfer the data to the GIS systems of the RPCs to be available to use in analysis to assist communities.

X. Adjournment

Vice Chair, Larry LeClair asked for a motion to adjourn. Claire Vannatta moved to adjourn the meeting, with a second by Jeff Kessler. Motion approve unanimously, meeting adjourned at 8:15pm.

Approved