



Upper Valley Lake Sunapee Regional Planning Commission

UVLSRPC Annual Meeting and Dinner

Wednesday, June 17, 2015

5:00 PM – 8:00 PM

Bistro Nouveau ▪ Grantham, NH

Approved August 12, 2015

Meeting Minutes

Commissioners Present:

Thain Allan-Grantham
Marion Allen-Wilmot
Dan Brand - Lyme
Kate Connolly - Hanover
Bob Crane-New London
Jonathan Edwards-Hanover
Peter Gregory-At-Large
Mary Grenier - Lempster
Peter Guillette - Grantham
Jeff Kessler - Newport
Dan Kiley – Enfield
Kevin Lee – Springfield
Jessie Levine-Sullivan County

Julie Magnuson-At-Large
George McCusker-Springfield
Nancy Merrill-At-Large
Dan Nash – Lebanon
Tom Rock-Claremont
Nancy Rollins-New London
Steve Schneider – Enfield
Linda Scofield-Wilmot
Aaron Simpson - Sunapee
Bob Trabka - Unity
Josh Trow - Sunapee
John Yacavone – Plainfield
Bill Wilmot-Newport

Staff Attending:

Amber Boland
Meghan Butts
Chris Courtemanche
Vickie Davis
Nate Miller
Adam Ricker

Guest List attached

I. **Call to Order**

Chair Jeff Kessler called the Annual Business Meeting to order at 5:50 PM.

II. **Minutes from April 8, 2015**

Kate Connolly moved to approve the April 8, 2015 minutes. Nancy Merrill seconded. The motion passed with three abstentions.

III. **Adoption of UVLSRPC Regional Plan**

Jeff Kessler noted that the Regional Plan is the culmination of a multi-year effort, and thanked the staff and the Regional Planning Committee for their hard work in developing the Regional Plan. In addition, Jeff noted that the Regional Plan has undergone extensive review, including a 30-day written comment period and a Public Hearing hosted by the Commission in February. Every comment received has been responded to in writing in the form of a Responsiveness Document, and where appropriate, the draft plan is being edited accordingly to incorporate public feedback.



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Thain Allan moved, seconded by Nancy Rollins, that the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) Regional Plan be adopted. The motion passed unanimously.

IV. **Approval of Auditing Contract**

Jeff Kessler reported that this spring, the Commission released a Request for Proposals for auditing services. Five firms responded with proposals that the Finance Committee reviewed. Jeff advised that the Finance Committee recommends that Melanson, Heath & Co. be awarded the contract. Melanson Heath is our incumbent firm, and they have been very helpful with improving our internal controls.

Peter Guillette moved, seconded by Nancy Rollins, that UVLSRPC approve the three-year audit contract with Melanson, Heath & Co. The motion passed unanimously.

V. **Nominations for Members-At-Large**

Jeff Kessler reviewed the report of the UVLSRPC Nominating Committee, and advised that the following persons have been nominated to serve as At-Large Commissioners for FY 2016.

- David Brooks, Director of Planning and Zoning, City of Lebanon
- Peter Gregory, Executive Director, Two Rivers-Ottauquechee Regional Commission
- Julie Magnuson, Planning and Zoning Administrator, Town of Newport
- Nancy Merrill, Director of Planning and Zoning, City of Claremont
- Ken Ryder, CEO and General Manager, Eastman Community Association

Jeff Kessler asked for any additional nominations from the floor. There were no nominations from the floor. *Kate Connolly moved, seconded by Kevin Lee, that David Brooks, Peter Gregory, Julie Magnuson, Nancy Merrill, and Ken Ryder be appointed as Members-At-Large for Fiscal Year 2016. The motion passed unanimously.*

VI. **Nominations for Fiscal Year 2016 UVLSRPC Officers**

Jeff Kessler continued reviewing the report of the UVLSRPC Nominating Committee, and advised that the following persons have been nominated to serve as UVLSRPC Officers for FY 2016.

- Chair – Jeff Kessler, Town of Newport
- Vice-Chair – Nancy Rollins, Town of New London
- Treasurer – Peter Guillette, Town of Grantham
- Secretary/Assistant Treasurer – Kate Connolly, Town of Hanover

Jeff Kessler asked for any additional nominations from the floor. There were no nominations from the floor. *Nancy Merrill moved, seconded by Josh Trow, that the UVLSRPC Officers for Fiscal Year 2016 be Jeff Kessler, Nancy Rollins, Peter Guillette, and Kate Connolly. The motion passed unanimously.*



VII. **Introduction of Staff**

Nate Miller thanked Bistro Nouveau for their service and Peter Martin for video taping the event. In addition, Nate introduced the UVLSRPC staff:

- Amber Boland
- Meghan Butts
- Chris Courtemanche
- Pat Crocker
- Vickie Davis
- Mike McCrory
- Adam Ricker
- Greg Somoff
- Jenevra Wetmore (Summer Intern)
- Rachel Ruppel (Departed from the Commission in the past year)
- Yutian Zhang (Departed from the Commission in the past year)

VIII. **Review and Adopt Fiscal Year 2016 UVLSRPC Budget and Work Plan**

Peter Guillette noted that he is pleased to report that, through the development of new projects and sound control of expenses, the UVLSRPC is on track to finish this year in positive territory. As discussed in our Commission meetings throughout the year, our business cycle continues to change. A number of large, multi-year projects came to an end this year, including our Regional Plan, and Regional Broadband Planning initiative. Peter reported that our Executive Director, Nate Miller, has worked closely with the Finance Committee to craft a budget that reflects this changing business cycle. Some of the highlights of the proposed Fiscal Year 2016 budget are as follows:

- Between municipal dues and Tier 1 project revenues, we are 92% covered on our projected expenses for the year. This puts us substantially ahead of where we have been in previous years. As always, our revenue picture at the Annual Meeting is only a snapshot in time, as new projects come to the commission on an ongoing basis, and are subject to the approval of the Full Commission.
- There are more than 25 different projects in Tier 1, which means our staff will be very busy this coming year.
- We are proposing level staffing at 9 employees with no significant changes to our fringe benefit package. With the exception of a modest increase in our rent resulting from our lease renewal, occupancy and business expenses are largely flat.
- Our fixed costs have been well-controlled through competitive bidding of insurance and professional services like auditing.



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- Consulting expenses are higher in the proposed budget. This is primarily due to the Commission administering a special transit study at the request of the New Hampshire Department of Transportation on behalf of Advance Transit.

Peter noted that overall, our financial position remains sound. Our cash flow position is strong, and we hope to deposit additional funds to continue to build our reserve account. The proposed Fiscal Year 2016 budget is prudent and provides the commission with flexibility to respond to the changing business cycle while maintaining a high level of planning services for our communities. Peter advised that the Finance Committee recommends adoption of the proposed Fiscal Year 2016 budget. *Jonathan Edwards moved, seconded by Aaron Simpson to adopt the proposed Fiscal Year 2016 budget and work plan. The motion passed unanimously.*

In addition, Peter noted that as part of the budget that was just approved, our health insurance provider requires us to, by resolution, authorize and direct the Executive Director to execute and deliver the applicable health insurance plans for Fiscal Year 2016. *Josh Trow moved, seconded by July Magnuson, to authorize the Executive Director to execute and deliver the applicable health insurance plans for Fiscal Year 2016. The motion passed unanimously.*

Lastly, Peter requested a motion to authorize the Executive Director to sign and execute any and all documents, which may be necessary to carry out the work outlined in the Fiscal Year 2016 work plan. *Kate Connolly moved, seconded by Dan Nash to authorize the Executive Director to sign and execute any and all documents, which may be necessary to carry out the work outlined in the Fiscal Year 2016 work plan. The motion passed unanimously.*

IX. **Adjourn**

Nancy Rollins moved that the meeting be adjourned. Kate Connolly seconded. The meeting adjourned at 6:15 PM.

Minutes prepared by Chris Courtemanche

The next meeting is scheduled for August 12th at 6:00 PM at the UVLSRPC Office, 10 Water Street, Lebanon, NH.