



# UPPER VALLEY LAKE SUNAPEE REGIONAL PLANNING COMMISSION

## *Meeting Minutes*

February 22, 2012

### **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 February 22, 2012.

### **II. Members in attendance:**

Thain Allan - Grantham  
Dan Brand - Lyme  
Kate Connolly - Hanover  
Bernie Folta - Claremont  
Sam Greene - Lyme  
Judy Healey - Newbury  
Jeff Kessler - Newport  
Dan Kiley-Enfield  
Larry LeClair - Lebanon  
Kevin Lee - Springfield  
William Lipfert-Cornish  
George McCusker - Springfield  
Nancy Merrill - At Large  
Joan Monroe - Lebanon  
Ken Morley - Grafton County  
Mark Scarano - at-large  
Aaron Simpson - Sunapee  
Peter Stanley - New London  
Jim Taylor-Enfield  
Claire Vannatta - Newbury

Staff: Christine Walker, Yutian Zhang, Patricia Crocker  
Others Present: None

### **III. Welcome and Introductions:**

Chair Aaron Simpson called the meeting to order at 6:00 PM. Brief introductions followed.

#### **IV. Approval of minutes:**

**Motion:** Dan Kiley moved to approve the minutes of October 26, 2011. Larry LeClair seconded the motion to approve the minutes with minor typographic errors noted. **Vote to approve minutes as corrected approved with two abstentions.**

#### V. New Projects (approval is required of contracts above \$10,000)

- ***Kate Connolly/Mark Scarano moved to approve and expend funds and authorize Executive Director Walker to sign any documents associated with the fiscal year 2013 New Hampshire Department of Transportation (DOT) Section 5310 Federal Transit Administration funding.*** Discussion followed. Pat Crocker briefly explained the project service to seniors and individuals with a disability and that the application would provide reimbursement to volunteer drivers in Sullivan County and two other transit providers in Grafton and Coos Counties. ***Motion to approve was unanimous.***

***Motion to accept and expend funds for the City of Lebanon Municipal GIS Sewer Mapping-*** The GIS portion of the contract may be contracted to the UVLSRPC for two potential engineering firms. The work would not take place until sometime in FY 2013 but the timing was uncertain. The entire contract for mapping the Lebanon sewer system will be \$1M over 3 years, but the Commission would only be contracted through an engineer for a small piece of that. Tentative approval was requested in order to move forward on conversation with engineering firms. The Commission has the staff capability to do the work should the opportunity arise. Commissioner Monroe stated that the City needed to assess the sewer system and she mentioned that she thought the City was discussing the RFQ with engineering firms. Christine walker explained that engineering firms tend not to have GIS capability although they may have CAD systems for drawings. UVLSRPC is able to create the maps tying the engineering and data tables into the GIS system. The mapping will entail putting the flow activities into visual formats. **The motion was approved with one opposed with Joan Monroe abstaining.**

***Motion was made to accept and expend funds and to authorize Executive Director Walker to sign any documents associated with the USEPA Brownfield Assessment Program-\$200,000.*** Typically, the EPA contracts are awarded in April. A Brownfield is a developed area in need of clean up due to contamination but is not at a level to be deemed a Superfund site. The Brownfield program is a redevelopment program aimed at assessing areas and cleaning them up so they may be of value to redevelop, and is generally used as an economic development strategy. Christine explained that although the location of many Brownfields is known, that Phase I and II assessments were required before mitigation and funding could be used to clean up the site. A regional committee would be formed in order to prioritize which sites should be assessed. ***The motion was Approved unanimous.***

. The Town of Enfield wishes to have the Commission continue services in the planning department. Currently, Nate Miller is filing that role and Dan Kiley wished to compliment Nate on the professionalism and knowledge he has brought to the community. The contract could be six months or longer and therefore may exceed \$10,000. ***A motion was made by***

*Ken Morley/Kevin Lee to amend the Enfield Circuit Rider contract, it was approved unanimous.*

**VI. UVLSRPC Committee Reports:**

**Executive Committee**

Chair Simpson presented proposed changes in the UVLSRPC Bylaws to address handling of charitable donations, adopting indemnification provisions available by statute, and adding the Joint Loss Committee as a subcommittee of the Personnel Committee. Discussion of the amendments followed.

Extensive discussion of the charitable donations provision followed. The Executive Committee explained that they felt it would be appropriate to deal with donations on an ad hoc basis depending on the organization. Donations might include the costs of attending conferences related to the UVLSRPC mission versus purely charitable donations to unrelated organizations. The amendment would leave it to the Executive Committee to filter those requests.

*Motion: Dan Kiley moved to accept changes to bylaws, seconded by Jim Taylor.*

Further discussion followed and the **motion was withdrawn**. Extensive discussion followed on the wording of the amendment. Ken Morley said he opposed donations but not all charitable organizations as a result; the Executive Committee will revisit the language and bring it back to the Commissioners at the next regular meeting.

*Dan Kiley moved to accept the other changes to the Bylaws recommended on page 3 of the Bylaws and page 9 of the Commission packet. It was seconded.* Discussion followed.

Bernie moved to amend the motion to strike the \$1,000 and authorize any expenditures of Commission. Joan Monroe offered that some of the donations are really an opportunity to participate in and facilitate the Municipal Network. Dan Kiley agreed and said that we were supporting organizations that are doing work related to our Commission. Bernie Folta reminded Commissioners of their fiduciary responsibilities in the use of public funds. Jim Taylor noted that many of the expenses are not charitable contributions but are sponsorships for events and speakers on topics and organizations related to Commission business. Larry LeClair stated that the Commission should be sponsoring events and organizations that work on issues within the Commission's mission - this is not the same as providing a pure donation and there are some functions of non-profits that the Commission members or staff should be participating in. Thain Allan expressed that these are most often small expenditures and the effort was to assist the Executive Director in decisions and put it in the hands of the Commissioners.

*Vote on the original motion to amend the Bylaws provision on donations on page 3, Article VI, Section 1 (m): Defeated unanimously.*

***Thain Allen moved that the Executive Committee return with a revised policy statement for the Commission to approve at the next meeting. Jim Taylor seconded. The motion approve with one opposed.***

Discussion followed about other proposed Bylaw revision relating to the Joint Loss Committee. ***Ken Morley moved to approve the Joint Loss Committee becoming a Subcommittee of the Personnel Committee and Kevin Lee seconded.*** Discussion of the membership of both Committees followed and the advisability of both consisting of the same members. The Executive Committee explained that the idea was a way to consolidate the meetings of the Personnel Committee and the Committee of the Joint Loss Management committee which. Joint loss must meet quarterly and is required by law. The Personnel Committee determined that they too needed to keep up-date to date on legal changes that are discussed at the Joint Loss Committee. ***The motion was approved.***

***Thain Allan moved and Kevin Lee seconded a motion to have staff to make all corrections that are approved.*** The Commissioners will be presented the clean copy of the Bylaws for the April meeting so that everyone is aware of the changes made during this meeting.

Joan Monroe suggested that all references to the Joint Loss Committee be modified to reflect its status as a subcommittee which includes the recommended language on pages 8, 10 and 11 of the Bylaws (14, 16 and 17 of the Commission packet). ***All approved the motion.***

***Thain Allan offered an amendment to the motion seconded by Kate Connolly to add language that each subcommittee has a minimum of 3 members. Bernie Folta moved to further amend that subcommittees include at least one Commissioner. The motion was approved: Nine in favor; six opposed.***

***Kevin Lee moved and Ken Morley seconded a motion to approve the indemnification language added to the Bylaws on page 11 of the Bylaws*** (page 17 of the Commission packet). Joan Monroe/Jim Taylor moved to amend the motion and replace all references to “member” with “Commissioner.” ***The motion with amendment passed unanimous***

### **Finance Committee Report**

Treasurer Thain Allan presented the December financial statement and reported that the Commission is at about 46% of budget as expected at this point in the fiscal year. Revenues are solid for the remainder of the year. Expenses are also on schedule, while there was an unexpected replacement needed for the back-up system for the server which failed. The Timeslips Software installation is being implemented. From an operating standpoint, the Commission balance sheet is about \$56,000 ahead of this point in time the previous fiscal year.

Dan Kiley inquired about the status and benefits of the Timeslips. Christine Walker elaborated that the new system provides an accurate accounting of time by project, but it is also a database that connects to the Peachtree Accounting System and will assist in billing. It can provide a

very accurate print out of data by project, funders and activities. And subcategories will allow the Commission to provide the municipalities with a yearly synopsis of work that has been done for communities outlining all the funding sources that were used to provide the services. It has cut down on the time taken to actually complete timesheets. In the next phase, all the budget data will be available to staff to see where time stands on each project. Most important it is improving the ability to manage projects in a team process by tracking the work completed and by whom.

### **Regional Planning Committee**

Dan Brand called attention to the Housing Needs Assessment. Dan Kiley inquired why it had been removed from the website. Christine Walker explained that the edits on the various components of were needed final editing and would be reposted soon.

### **Program Committee**

The Program Committee has planned the Annual Meeting, for June 6 at the Common Man in Claremont. The Speaker will be the well-known author of many books on planning Armando Carbonnell of the Lincoln Institute of Land Policy located in Cambridge, Massachusetts.

### **Other Business**

Christine Walker offered an update on HB1561, a NH House bill to eliminate Planning Commissions. She thanked Commissioners for attending a hearing in Concord on the bill. Individuals from communities around the state testified in opposition to the proposal. Only the sponsor spoke in its favor. The bill was determined to be Inexpedient to Legislate. Bernie Folta offered to present copies of his written testimony, which noted his previous legislative proposals to create a subcommittee to study Planning Commissions.

### **Nominating Committee**

Chair Simpson called for volunteers to serve on the Nominating Committee. Five Commissioners on the Committee must be from different communities. Ken Morley, Dan Kiley, Bernie Folta, Aaron Simpson and Claire Vannatta volunteered to serve on the Committee. An initial meeting will be arranged prior to the April Commission meeting. *Chair Simpson asked for a vote to approve the Nominating Committee with those that have volunteered to serve as members. Unanimous to approve.*

### **Guest Presentation:**

Christine Walker reported on the HUD Challenge Grant progress. The project has four components:

1. Food Mapping
2. Housing Needs Assessment
3. Energy Assessment
4. Policy and Regulatory Policy Audits

The resulting plans should be used to help to inform decision making in communities.

She reviewed analysis and studies that suggested that the built environment is more effective approach to improving health than seeking personal behavioral changes. The studies also suggest that educational programs had little effect on changing behavior but that changing the built environment such as adding sidewalks, may have a greater impact. A recent item in the Valley News highlighted the work of two Commissioners, Claire Vanatta and Judy Healey, who went out to do assessments of food retailers and map the location of healthier food options. Christine explained how surveys are completed and assessed. The Livable Communities Corps now has 17 volunteers who have helped with the surveys. Three hours of training were required. In order to better assist communities in efforts to increase walkable areas and promote downtown resources, the Commission will be conducting three policy audits of regulations to help better align municipal aspirations with what transpires on the ground. Christine is teaching another survey class in Keene on Monday. If volunteers are not sufficient, staff may have to pick up the remaining work. The Housing Needs Assessment is nearly complete. Three documents are being prepared: a four-page summary, a 24-page document that is a condensed version of the entire 125 page technical report. Christine provided the major findings. Christine highlighted that some maps were drawn without municipal boundaries in order to provide a regional perspective. The hope is to have the report go to the printers this week.

#### **Commissioner Town Announcements**

Commissioner John Sheehy of Washington was thanked for his service with a Certificate of Appreciation.

Jeff Kessler reported that Mike McCrory had delivered a draft of the Master Plan for Newport and that a copy of the draft was the town website for those interested in reviewing it.

Christine Walker noted that she had been invited to Knoxville, Tennessee to the Smaller Places Summit as part of the HUD Sustainable Communities Initiative to learn from other communities about public engagement, changes to federal policy and to begin crafting a narrative for the New Hampshire project.

#### **Adjournment**

Chair Simpson asked for a motion to adjourn. Jeff Kessler moved to adjourn the meeting, with a second by Larry LeClair.

**Vote on the Motion:** Unanimous to Approve at 8:15pm.

Minutes submitted by: Patricia Crocker, Planner