



Upper Valley Lake Sunapee  
Regional Planning Commission

Commission Meeting  
Minutes

Wednesday, March 6, 2013 (rescheduled date due to February meeting was cancelled)  
UVLSRPC, 10 Water Street, Lebanon, NH  
6:00 pm

**Approved April 24, 2013**

*Members present:* Thain Allan, Dan Brand, Bob Crane, Andrew Gast-Bray, Sam Greene, Peter Guillette, Jeff Kessler, Dan Kiley, Larry LeClair, Kevin Lee, Joan Monroe, Ken Morley, Nancy Rollins, Steve Schneider, Linda Scofield, William Trought, Josh Trow, and Joanna Whitcomb

*Staff:* Chris Courtemanche, Pat Crocker, Nate Miller, Christine Walker

*Guests:* Barbara Brill (Community Alliance of Human Services), Roberta Berner (Grafton County Senior Citizens) Emma Crane.

1. Chair Larry LeClair called the meeting to order at 6:01 pm.
2. *Approval of minutes:* Motion was made by Jeff Kessler, and seconded by Dan Kiley to approve the minutes of the December 19, 2012 meeting. **Motion carried**
3. *Presentation: Regional Coordination Councils*  
Roberta Berner stated that the objectives of the Grafton-Coos Regional Coordination Council were:
  - Transportation accessible to all; inviting to all ages and all walks of life;
  - Collaboration among human service agencies, municipalities, businesses, and citizens;
  - Expanded public transportation services and options, including volunteers, carpooling, taxi services, and rail, bicycle and pedestrian paths;
  - Transportation within the counties and connections with other regions.Barbara Brill reported that Community Alliance of Human Services has a Volunteer Driver Program that provides rides to medical appointments, the pharmacy, banks, grocery shopping, or just to visit friends.  
Individuals that need rides call the Volunteer Driver Coordinator. Whenever possible, volunteer service will help, riders connect to existing bus service. When this is not practical, the volunteer driver will take the rider to the appointment and home again. Chair Larry LeClair stated that a motion to reappoint the Grafton-Coos Regional Coordination Council and Sullivan County Regional Council for two years was needed. **Motion made by Thain Allan to reaffirm the Regional Coordination Council for the next two years and seconded by Kevin Lee. Motion carried.**
4. *Presentation: Joanna Whitcomb-Dartmouth College Planning*  
The Dartmouth College Master Plan is a road map to help:
  - Ensure that the next 10 years support can handle strategic plan
  - Prioritize landscape and infrastructure projects that unify the campus
  - Enhance the environment

- Address transportation and parking needs

Objectives:

- Optimize use of existing buildings
- Renew campus landscapes
- Collaborate with the community

Principles:

- Walkable campus

Goals:

- Mixed-use campus
- Sustainable storm water management
- Downtown and off campus Real Estate

5. *Approval of and to authorize the Executive Director, Christine Walker, to apply for, accept, and expend funds, and to sign any and all documents related to the following five contracts:*

- Unified Planning Work Program (NHDOT) for fiscal years 2014 and 2015. The funding comes from the Federal Highways Administration and is used for staff time to assist communities in transportation related projects, conduct traffic counts that are part of the formula that determines municipal highway block grants and assist communities to attain funding for local projects. Approximately \$450,000, still under negotiation with NHDOT. Motion made by Jeff Kessler and seconded by Dan Kiley. **Motion carried.**
- Targeted Block Grant (NH Office of Energy and Planning) \$10,810. This is the Commission's only source of State funding and allows the commission to assist communities with technical questions, respond to municipalities who submit Developments of Regional Impact and provide services such as the newsletter, e-bulletin, and board training. Motion made by Jeff Kessler and seconded by Joanna Whitcomb. **Motion carried.**
- Purchase of Transportation Service (Federal Transit Administration funding) in order to continue the volunteer driver program in Sullivan County for FY14. Contract estimated at \$60,000. Motion made by Thain Allan and seconded by Joanna Whitcomb. **Motion carried.**
- Funding of \$30,000 each from New Hampshire Community Planning Grants for Claremont, Lebanon, and Springfield. Motion made by Jeff Kessler and seconded by Peter Guillette. **Motion carried.**
- Quabbin to Cardigan Trail connectivity modeling contract through The Society for the Protection of NH Forests for \$24,000. Motion made by Dan Kiley and seconded by Kevin Lee. **Motion carried.**

6. *Update on the Regional Plan:* Christine Walker noted focus group sessions will be held sometime in May at which the Commission will present findings from the various public outreach activities and from the Master Plan analysis and seek input from people about regional vision. In addition, postcards were sent through Every Door Direct Mail (USPS) to approximately 13,000 residents and businesses throughout the region. Also, a NH Listens session was held at the Common Man in Claremont, NH in which 70 people attended and participated in valuable and productive conversation. The Commission continues to be on track with meeting with municipalities in September.

7. *Committee Reports:*

- *Finance Committee* – Thain Allan reviewed the December and January financials and noted that we ended with a positive cash flow and are on schedule. Thain also noted

that the "Reserves for Operational Contingencies" policy will be presented at the April 2013 meeting for adoption.

- *Executive Committee* – Larry Leclair noted that the company vehicle lease is up in April and the Commission needs to renegotiate another 3-year lease. Motion was made by Peter Guillette to enter into a three year lease agreement for a Commission vehicle to be used for traffic counts, road inventories and other DOT required work in addition to use by staff for travel associated with Commission business totaling approximately \$385.00 per month, and further to authorize the Executive Director, Christine Walker to sign all paperwork necessary to execute the lease agreement. Dan Kiley seconded motion. **Motion carried.**

*Volunteers/nominations for this year's Nominating Committee* - Larry Leclair noted that the committee needs five members to serve each from a different municipality per our Bylaws. Volunteers are Sam Greene, Peter Guillette, Dan Kiley, Joanna Whitcomb, and Ken Morley. Larry motioned to appoint the volunteers to the Nominating Committee, the vote was unanimously approved. Chris Courtemanche will contact them with a meeting date.

- *Personnel Committee* – Kevin Lee noted that the Personnel Committee sent a letter to Steve Whitman regarding concerns over access in and out of the building after regular business hours and has not received a response yet. Kevin also noted that the committee would review job descriptions and salaries at the next meeting.
- *Program Committee* – Joanna Whitcomb noted that the Program Committee did not meet but was informed that the speaker for the commission meeting in April is not available.
- *Regional Planning Advisory Committee* – Christine Walker noted that the meeting in February was cancelled due to weather and rescheduled for March 19.

#### **8. Commission Town Announcements and other Announcements:**

- Nate Miller was asked by the Federal Highway Administration to be part of the Technical Oversight Working Group meeting in Washington, DC, which took place in February 2013 to develop training and technical assistance for road safety programs that will be distributed nation-wide.
- Christine Walker has been invited to Wealth Creation Strategies for Rural America to discuss opportunities and challenges with building wealth in rural and small metropolitan regions using framework developed jointly by the Ford Foundation, Rural Policy and Research Institute, the Aspen Institute, and Yellow Wood Associates. The event is targeting 10-12 of NADO's emerging national leaders and will be held March 13-14.
- Andrew Gast-Bray noted that Lebanon is working on a new zoning ordinance.
- Sam Greene stated that Lyme would be voting on the school bond at Town Meeting.
- Josh Trow noted that Sunapee is working on a bike path project and the sewer plant extension to serve the Perkins Pond area.
- Linda Scolfield reported that Wilmot has a prospect for a pizza parlor.
- William Trought noted that Dorchester now has high-speed internet.
- Peter Guillette reported that the new Claremont City Center has opened and new memberships are exceeding what the City had projected. In addition, a bond will be voted on to renovate Stevens High School on March 13.
- Bob Crane noted that New London would be reviewing their zoning ordinances.

- Jeff Kessler noted the Newport's Sturm, Ruger & Company would help support a top of the line gun range in Newport.
- Steve Schneider reported that Enfield is looking for a part-time planner for approximately 20 hours; also, the zoning amendment and school bond will be voted on at the March 16 town meeting.

9. *Adjournment:* There being no further business, upon motion made and carried; the meeting was adjourned at 8:10 p.m.

*Respectfully submitted,*

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*Chris Courtemanche*