



UVLSRPC Full Commission Meeting

Wednesday, October 14, 2015

6:00 PM – 8:00 PM

UVLSRPC Office ▪ 10 Water Street ▪ Lebanon, NH

Meeting Minutes

Approved December 9, 2015

Commissioners Present:

Marion Allen - Wilmot
David Brooks- At-Large
Kate Connolly – Hanover
Jonathan Edwards-Hanover
Peter Gregory- At-Large
Mary Grenier - Lempster
Peter Guillette - Grantham
Jeff Kessler- Newport
Kevin Lee- Springfield
George McCusker- Springfield

Harry Pease – Orford
Tom Rock- Claremont
Nancy Rollins - New London
Ken Ryder- At-Large
Linda Scofield – Wilmot
Aaron Simpson- Sunapee
Steve Schneider- Enfield
Josh Trow - Sunapee
Bill Wilmot - Newport
John Yacavone - Plainfield

Staff Attending:

Chris Courtemanche
Nate Miller
Adam Ricker

- I. **Call to Order**
Chair Jeff Kessler called the meeting to order at 6:00 PM.
- II. **Minutes from August 12, 2015**
Peter Guillette moved to approve the August 12, 2015 minutes. Nancy Rollins seconded. The motion passed with abstentions from Jonathan Edwards, Jeff Kessler, Kevin Lee, Tom Rock, Steve Schneider, and Aaron Simpson.
- III. **Overview of UVLSRPC Fiscal Year 2015 Audit (Sheryl Stephens Burke of Melanson Heath)**
Sheryl reported that that audit was completed early this year, but was a very smooth audit with no adjustments. Sheryl advised that the threshold for an A-133 Single Audit is increasing to \$750,000, so UVLSRPC may not need to do the A-133 Single Audit next year.
- IV. **Presentation: Local Culvert Inventory Accomplishments (Adam Ricker-see enclosed)**
- V. **Contract Authorizations**
Nate Miller noted that, although the Commission already approved this as a Tier 2 project in the Fiscal Year 2016 workplan, he would like to have authority from the Commission to enter into a contract with Environmental Protection Agency (EPA) for the Healthy Communities grant. *Kevin*



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Lee moved to authorize the Executive Director to sign and execute all documents pertaining to the EPA Healthy Communities grant. Jonathan Edwards seconded. The motion passed unanimously.

VI. **Executive Committee Report**

- Jeff Kessler asked for a motion to approve the amended By-Laws regarding adding alternative members for the Regional Planning Committee. After some discussion, it was noted that the last sentence needs to be amended to say “disqualifies” without the word “must.” *Aaron Simpson moved to approve the amended By-Laws. Jonathan Edwards seconded and the motion passed unanimously.*
- Nate Miller noted that the UVLSRPC, Two Rivers Ottauquechee RPC, and Southern Windsor County RPC are planning a joint meeting in January 2016. Nate reported that the meeting would be in addition to our February meeting and would be focusing on climate change issues and what can be done locally. Since there was positive discussion regarding the meeting, Nate Miller noted that he will work on an agenda and look into a place and time that would work for everyone.

VII. **Finance Commission Report**

Peter Guillette reported that we are in a sound financial position which should enable us to deposit another \$6,500 in our reserve account in the first quarter of 2016. Peter also noted that Yutian Zhang is helping out two days a week on the finance side of the Commission. Nate Miller noted that he is currently preparing a new ad and will readvertise position as full-time.

VIII. **Executive Director’s Report – Nate Miller reported the following announcements:**

- The New Hampshire Municipal Association’s 74th Annual Conference is scheduled for November 19 - 20 at the Radisson Hotel, Manchester, NH. Nate Miller will be leading a session regarding “Driving Toward Zero: State and Local Efforts to Improve Highway Safety and Eliminate Highway Fatalities in New Hampshire.”
- The Granite State Future “Statewide Snapshot” report has been released – The report can be reviewed online at <http://www.granitestatefuture.org/our-plans/research/>
- New Hampshire’s Regional Planning Commissions won the Plan of the Year award at the Northern New England Chapter American Planning (NNECAPA) Conference.
- The Governor’s Advisory Commission on Intermodal Transportation (GACIT) hearings were held in Lebanon and Charlestown with good turnout at both hearings.
- Jonathan Edwards may be stepping down from the NH Rail Transit Authority Advisory Board, therefore, we are looking for a new appointee for that position.
- NHDES Local Source Water Protection grants are available for communities. UVLSRPC can help with the application process. Applications are due by November 2, 2015.
- “There is no immediate timeline on the final (Mount Sunapee) decision” according to NH DRED Commissioner Jeff Rose.
- Staff recently attended training sessions with NNECAPA and the Certified Floodplain Manager Program.
- The 5th Annual New Hampshire Healthy Homes Conference is scheduled for October 27, 2015 at the Grappone Marriot Conference Center, Concord, NH.



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- Congresswoman Ann Kuster will be hosting the Northeast Passenger Rail Summit on October 19, 2015 at the Nashua City Hall Auditorium, Nashua, NH.

IX. **Commissioner Update/Announcements**

Kate Connolly reported that Hanover's Route 10 improvement project is complete which added an improved bike lane.

Nate Miller noted that the new Mobility Hub located in front of the Hopkins Center in Hanover is up and running with heated waiting space and transit information.

Marion Allen reported that additional Zoning Board hearings are pending for the proposed Huckleberry development in Wilmot.

Nancy Rollins reported that New London has a lot of projects going on right now. Work is in progress at the Academy Building/Town Office. Repairs will be made to the Bandstand and Cupola at Whipple Hall. The Department of Environmental Services recently informed New London that they have to close the sewer lagoons.

Peter Guillette reported that Grantham's expansion and renovations to the Dunbar Free Library are falling behind.

Steve Schneider reported that Enfield is entering into an agreement with Lakeview Condominiums to extend the town sewer line 1.5 miles.

David Brooks reported that on Tuesday, October 20th, the City of Lebanon will host its first Public Meeting to gather community input on the Downtown Visioning Study and Tunnel Project.

Bill Wilmot reported that Newport held a groundbreaking ceremony for the new Newport Health Center. Construction is expected to take 12 months.

Tom Rock reported that in Claremont, Jewell Transportation had a groundbreaking ceremony at Syd Clarke Park to make way for their new facility.

X. **Adjourn**

Josh Trow moved that the meeting be adjourned at 8:20 PM. Kate Connolly seconded.

Minutes prepared by Chris Courtemanche

Next meeting scheduled for December 9, 2015 at 6:00 PM.