



Upper Valley Lake Sunapee  
Regional Planning Commission

UVLSRPC Executive Committee Meeting  
Wednesday, September 11, 2013  
UVLSRPC Offices, Lebanon, NH  
**Approved October 9, 2013**

Committee Present:

Thain Allan, Grantham  
Katherine Connolly, Hanover  
Jeff Kessler, Newport  
Larry LeClair, Lebanon  
Kevin Lee, Springfield  
Steven Schneider, Enfield

Others:

Christine Walker, staff  
Chris Courtemanche, staff  
Nate Miller, staff

- Chair Larry LeClair called meeting to order at 5:00 p.m.
- **Minutes from May 29, July 10, and August 28 were approved with minor corrections with a motion from Kate and second from Steve. Motion carried.**
- Regional Plan Municipal Meetings: Ten meetings have been scheduled starting September 23 focusing on highlights of public feedback, survey's etc. Christine noted that staff will present an overview of research completed to date. Additionally, staff will lead the participants through a facilitated discussion regarding what is valued by municipal leadership and what projects and initiatives should be in the regional plan.
- Disposal Policy: Christine noted that a draft has been started but is still in process, therefore, will revisit this at the October meeting.
- Update on CRJC: Christine informed the committee that she signed the contract on behalf of the Commission for another year and will continue the contract with CRJC at this time. Pat Crocker will be taking on a bigger role with CRJC for this fiscal year.
- NH Association of Regional Planning Commission (NHARPC): Christine informed the committee that the NHARPC is reassessing their role and mission. The RPC Directors asked the National Association of Development Organizations (NADO) to complete an assessment of the Regional Planning Commissions to measure the effectiveness of their work and their relationships with state agencies. There was support for holding a day-long training for Commissioners in spring of 2015. Christine asked the Committee what would be helpful from their prospective to get out of this training:
  - Kate: It would be important to learn how other Commissions do business, what their concerns are and how they interact with their communities.

- Jeff: Networking
  - Kevin: How other communities use their RPC
  - Thain: Organizational structure
- Strategic Planning for UVLSRPC: Christine provided an overview of past strategic planning initiatives UVLSRPC has undertaken. There have been none since she began in 2007. She went over the Core Capacity Assessment Tool (CCAT) that was completed in 2008 for UVLSRPC and asked if the Executive Committee was interested in completing this again. This would provide a confirmation of the organization's strengths and suggestions for strengthening its capacities. The report can be used as a starting point for discussions; suggested checklist for changes; barometer for comparison to similar organizations; way to track organization growth and development; and method for involving committee members in discussing organizational capacities. Larry noted that the CCAT would select four staff and four officers or Commissioners to do the assessment. After much discussion, the Committee agreed that the assessment would be of value for the RPC and Steve noted that the Commission should be involved and that the process should begin right away and not wait until next year.

**A motion was made by Kate to adjourn the meeting and seconded by Thain. Meeting adjourned at 6:00pm.**

Minutes prepared by Chris Courtemanche