



Upper Valley Lake Sunapee  
Regional Planning Commission

Minutes of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC)  
Finance Committee Meeting  
Wednesday, July 30, 2014  
UVLSRPC Offices, 10 Water Street, Lebanon, NH  
**Approved August 27, 2014**

Committee Members Present:

Kate Connolly, Hanover  
Peter Guillette, Grantham  
Jeff Kessler, Newport  
Harry Pease, Orford

Others:

Nate Miller, staff  
Yutian Zhang, staff  
Chris Courtemanche, staff

**I. Call to Order**

Peter Guillette called the meeting to order at 4:00 pm.

**II. Minutes of the meeting from June 11, 2014**

Kate Connolly moved to approve the minutes of June 11, 2014. Jeff Kessler seconded and the motion passed unanimously.

**III. Review June 2014 Financial Statement**

Yutian Zhang provided correspondence to the Committee showing the current numbers through the end of June, and noted that the cash flow projection is within the suggested target range. In addition, Yutian Zhang stated that within the new few weeks, we should be receiving checks from the Municipalities for dues which will improve cash flow.

Jeff Kessler reminded the Committee of our goal to put \$13,000 in the reserve account at the end of August. Yutian will conduct an analysis and suggest an amount to increase the reserve account at the next meeting.

**IV. Update on Fiscal Year 15 Budget**

Nate Miller provided the Committee with an updated budget projection, which included a contract with the State of New Hampshire Homeland Security Emergency Management that has been increased by \$3,500. The NHDES 604(b) proposal needs three communities in the

Little Sugar River Watershed to participate which would be Acworth, Charlestown, and Unity. Nate noted that the project is not a high priority for Acwoth and Unity at this time. As such, we are removing this from this list of Tier 2 projects.

V. **Dues Rate discussion**

Nate Miller presented the Committee with a copy of the proposed FY16 dues based on a New England CPI increase of 1.9%. Kate Connolly moved to recommend the FY16 dues to the Executive Committee. Harry Pease seconded and the motion passed unanimously.

VI. **Other Business**

Nate Miller confirmed that Yutian Zhang will be not be a full-time UVLSRPC employee after September 5<sup>th</sup>, as his family is relocating to New Jersey. Yutian is committed to stay on two days per week to help train a new Finance Manager and tie up loose ends. Nate Miller also noted that we have advertised in the Valley News, Eagle Times, and CPA websites for the Finance Manager Position.

Nate asked if any members of the Finance Committee would be interested in assisting with the interview process when the time comes. Peter Guillette and Kate Connolly volunteered.

**Adjourn**

Kate Connolly moved to adjourn the meeting at 5:00 pm. Harry Pease seconded.

Minutes prepared by Chris Courtemanche