



Upper Valley Lake Sunapee
Regional Planning Commission

Minutes of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC)
Executive Committee Meeting
Wednesday, July 30, 2014
UVLSRPC Offices, 10 Water Street, Lebanon, NH
Approved October 1, 2014

Committee Members:

Katherine Connolly, Hanover
Peter Guillette, Grantham
Jeff Kessler, Newport
Nancy Rollins, New London

Others:

Nate Miller, Staff
Chris Courtemanche, Staff

I. Call to Order

Chair Jeff Kessler called the meeting to order at 5:00 PM.

II. Minutes of the meeting from June 11, 2014

Kate Connolly moved to approve the minutes of June 11, 2014. Peter Guillette seconded, and the motion passed with one abstention from Nancy Rollins who did not attend the June 11th meeting.

III. Discussion of Fiscal Year 16 Dues Rate

Nate Miller presented the Committee with a copy of the proposed FY16 dues, noting that in August 2013, a policy was established to link the dues rate to the New England Consumer Price Index. The proposed dues rate for FY 2016 would be \$1.318 per capita. Peter Guillette moved to endorse the proposed FY 2016 dues rate and recommend adoption by the full Commission. Nancy Rollins seconded and the motion passed unanimously.

IV. Update on Fiscal Year 15 Budget

Nate provided the Committee with an updated budget projection which included a contract with the State of New Hampshire Homeland Security Emergency Management Department that has been increased by \$3,500. The Commission will not be moving forward with an application to the NHDES Section 604(b) (Clean Water Act) program for culvert assessments in the Little Sugar River watershed. Three communities in the Sugar River Watershed would need to participate (Acworth, Charlestown, and Unity). Charlestown is in strong support of the project. However, Acworth and Unity have indicated that the effort is not a priority at this time.

V. Discussion of Administrative Assistance to Connecticut River Joint Commissions (CRJC)

Nate noted that UVLSRPC has been acting as a third party administrator for Connecticut River Joint

Commissions (CRJC) for the past three years. A Request for Proposals (RFP) has been advertised for the next 18 months of administrative support for the CRJC. Nate would like some input as to whether or not the Commission should submit a proposal. The submission deadline is August 15, 2014.

After some discussion regarding the potential pros and cons of providing administrative assistance to the CRJC, Nancy Rollins made a motion that Nate develop a draft proposal for the Executive Committee to review at a special meeting on Wednesday, August 13, 2014 at 5:30pm. Peter Guillette seconded and the motion passed unanimously.

VI. Discussion of Fiscal Year 2015 Committee Appointments

Nate advised that each year, a poll of Commissioners is conducted to determine preferences for UVLSRPC Committee appointments. The Executive Committee reviewed this year's survey results. Nancy Rollins suggested that we roll the Legislative Committee into the Program Committee since the Legislative Committee's only task is to organize the Legislative Reception. The survey results will be included in the August 13th meeting packet. Additional volunteers will be needed for some committees.

VII. Staffing update

Nate informed the Committee that the search for a new GIS Coordinator/Planner is still ongoing. In addition, Yutian Zhang will transition to being a part-time employee in September. Thus, Nate has prepared an advertisement for a Finance Manager. The advertisement has been distributed through the Valley News and Eagle Times and on applicable websites (e.g. NH CPA Association).

VIII. Review August Commission Meeting Agenda

Nate noted the following topics to be discussed at the Full Commission meeting on August 13, 2014:

- Minutes from June 18, 2014 meeting
- Guest Presentation: Jennifer Griffith of the New England Waste Management Assoc.
- Action on UVLSRPC Regional Broadband Plan
- Finance Committee Report
- Executive Committee Report
- Personnel Committee Report
- Executive Director's Report
- Committee Appointments
- Commissioner Updates/Announcements

IX. Other Business

Nate informed the Committee that the all four of the company vehicle tires as well as the rear driver's side rim had to be replaced due to a staff member hitting a curb in White River Junction, VT. The cost of the damage was \$998. Nate noted that since our auto insurance deductible is \$1,000, we will not be submitting this to the Primex.

X. Adjourn

Peter Guillette moved to adjourn the meeting at 6:10 PM. Kate Connolly seconded.

Minutes prepared by Chris Courtemanche