



Upper Valley Lake Sunapee
Regional Planning Commission

Minutes of the Upper Valley Lake Sunapee Regional Planning Commission (UVALSRPC)
Executive Committee Meeting
Wednesday, October 1, 2014
UVALSRPC Offices, 10 Water Street, Lebanon, NH
Approved November 25, 2014

Committee Members:

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

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 July 30, 2014 and August 27, 2014

Peter Guillette moved to approve the minutes of July 30, 2014. Nancy Rollins seconded and the motion passed with Steve Schneider abstaining. Kate Connolly moved to approve the minutes of August 27, 2014. Peter Guillette seconded and the motion passed unanimously. Jeff Kessler abstained as he had to leave the August meeting early.

III. Review of UVALSRPC draft Bylaw Amendments

Nate Miller presented a draft copy of the Bylaws amendment, which the Committee agreed was as discussed in the August 27, 2014 meeting. The draft Bylaws amendment will be reviewed at the Commission meeting for discussion purposes only.

IV. Discussion of Potential External Sponsorship Policy

Nate Miller would like guidance as to whether or not he should get approval from the Executive Committee for external sponsorship requests (e.g. contributing dollars to sponsor a conference, training session, or special event). Nate noted that he gets several requests every year and would like guidelines for these situations.

Nate Miller noted that he was approached by City of Lebanon to be a sponsor the Upper Valley premier of "The Human Scale", which is a documentary film that is being shown on October 9, 2014 at the Lebanon Opera House. The contribution would be \$100.00.

Kate Connolly stated that sponsorship should be on an advisory basis and the Committee should be notified prior to an event that we are going to sponsor or donate to. Peter Guillette agrees with donations as long as it would promote the Commission.

After discussion, the consensus of the Committee is to donate \$100.00 to support the screening of "The Human Scale" film. Nate will draft guidelines for future requests for donations and/or sponsorships that are related to UVLSRPC.

V. Old Business

- a. Update on Draft 2015-2019 Mount Sunapee Master Development Plan – Nate Miller reported that the letter was well received and that the Regional Planning Committee deserves credit for their guidance. Nate also noted that DRED Commissioner Jeff Rose has scheduled a meeting of the Mount Sunapee Advisory Committee for October 14, 2014 at Veterans Hall in Newbury.
- b. Update on Administrative Assistance to the Connecticut River Joint Commissions – Nate Miller noted that CRJC is still evaluating the proposal they received. The CRJC Executive Committee has recommended the proposal be rejected and that the administrative assistance contract with UVLSRPC be extended.
- c. Update on Grant Proposals-Nate Miller informed the Committee that the TIGER grant was not funded and we should hear word about the Healthy NH Foundation grant proposal soon.

VI. Staffing Update

Nate Miller announced that we have hired Amber Boland to be the UVLSRPC's new Planner/GIS Coordinator. Amber will be started work with the Commission on September 15, 2014. In addition, Greg Somoff was hired as the new Finance Manager and started work on September 29, 2014. Nate noted that Yutian has been hired as a consultant to train Greg for the next two months. The Committee thanked Yutian for his dedication and hard work at UVLSRPC and noted that he will be missed.

VII. Other Business

Nate Miller reviewed the agenda for the October 8, 2014 Commission meeting.

- Call to Order/Introductions
- Action on Minutes from August 13, 2014
- Update on UVLSRPC Staffing
- Discussion with Sheryl Stephens Burke from Melanson Heath regarding Fiscal Year 2014 Audit Report
- Presentation of UVLSRPC Regional Transportation Plan
- Executive Committee Report
- Finance Committee Report
- Executive Director's Report
- Commissioner Updates/Announcements
- Adjourn

VIII. Adjourn

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

Minutes prepared by Chris Courtemanche