



Upper Valley Lake Sunapee
Regional Planning Commission

UVLSRPC Executive Committee Meeting
Wednesday December 12, 2012
UVLSRPC Offices, Lebanon, NH
Approved April 10, 2013

Committee Present:

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

Others:

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

- Chair Larry LeClair called meeting to order at 5:20 p.m.
- The minutes from October were **“approved as is” by motion of Kevin/Kate with one abstention from Thain since he did not attend the October meeting.**
- Regional Plan: Christine noted that work is continuing with the Regional Plan and that the next step will be the Advisory Committee reviewing the Master Plans.
- Authorization of funding/grant applications: Christine stated that the Household Hazardous Waste Grant from the Department of Environmental Services would need to be authorized for funding at the Commission meeting on December 19, 2012.
- New Contracts: Christine noted that the City of Claremont has asked UVLSRPC to provide help two days per week for the next six months to help with the planner position, which is being vacated. The contract would be approximately \$22,000. After much discussion from the Committee, it was decided that this subject would be added to the agenda for the December Commission meeting.
- Unanticipated expenses: Christine stated that UVLSRPC brought a second-hand display unit from Whitman for \$1,100.00. This will be used at Annual Meeting and other public outreach events.

- Personnel Issues: Christine informed the committee that we have hired two part-time employees. Also noted was the new retirement plan that will be underway by the first of the year.
- Old Business: Christine noted that UVLSRPC would be returning \$9,000 to the Endowment for Health (Purchase of Service) due to this is money that was not spent.
- New Business: Christine asked the committee if they were interested in having Peter Martin videotape the Commission meetings at a cost of \$200.00 per event. After much discussion, the committee stated that it would be nice if a copy could be sent to each town and be put on the web. It was decided that this will be put on the agenda for the Commission meeting and if there is interest, we will consider it in the budget for next year.
- Commission Meeting Agenda:
 - Authorization to apply to NHDES for Household Hazardous Waste Grant
 - Discussion about hiring Peter Martin to videotape commission meetings
 - Committee reports – including audit overview
 - Planning and Zoning Conference update
 - New commissioners
 - Claremont NRI – contract for two days per week for approximately 6 months

Kevin/Kate made motion and the meeting was adjourned at 5:50 p.m.

Next meeting is on January 9, 2013 at 5:00 p.m.

Minutes prepared by Chris Courtemanche