



Upper Valley Lake Sunapee
Regional Planning Commission

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

Committee Present:

Katherine Connolly, Hanover
Jeff Kessler, Newport
Larry LeClair, Lebanon
Kevin Lee, Springfield
Steve Schneider, Enfield

Others:

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

- Chair Larry LeClair called meeting to order at 5:02 p.m.
- The minutes from September were **“approved as is” by motion of Katherine/Jeff with one abstention from Kevin since he did not attend the September meeting.**
- Regional Plan: Christine noted that the public outreach event in Sunapee was rained out on Saturday but we have four more events set up for this year.
- Authorization of funding/grant applications: Christine stated that we just signed an amendment extending our contract for the Enfield Circuit Rider through November and will bring it to the commission in December to extend the contract through March 2013. **A motion was made by Kevin/Jeff to present the new contract for the Enfield Circuit Rider at the October Commission meeting. Motion passed.**
- Old business:
 - Discussion of non-profit - Christine presented the Committee with the costs involved with filing for a 501(c) 3 status and the benefits of having this status when it comes to software. The commission would like Christine to research this further and obtain answers to the following questions: How do you fund the non-profit? How would it affect the Regional Planning Commission?
 - Staff retirement plan – Christine noted that since we were unable to get the Personnel Committee together for a meeting, we would like to pass the decision on whether to change

to a 457B plan to the Executive Committee so that we can provide a proposal for the October commission meeting. **A motion was made by Kate/Steve to propose a 457B retirement plan that will allow up to 6% matching funds to the December commission meeting. Motion passed unanimously. Also, recommend that a proposal be presented to the commission showing that UVSLRPC add \$9,700.00 to the budget to account for administration and the increased % from the Commission. Motion made Kevin/Jeff. Motion passed unanimously.**

Budget amendment – Christine noted that the Lake Sunapee Byway project will not be moving forward because the Towns of Sunapee, New London and Newbury were not comfortable with the conditions DOT was placing on the project and the communities were not in a position to come up with the additional funding that would be necessary to complete the contract under DOT's new policies. In December of 2011 the three communities sent the Commission funds to use as match to the project. The Commission will need to return the unused portion of those funds to the communities as soon as they send letters to the Commission stating that they do not have the capacity to move forward. The total budget impact of new projects is for the most part offset by the discontinuation of the Byway project. However, because the Byway project consisted largely of pass through funding to consultants and the new contracts are work for Commission staff there needs to be some budget line item adjustments. The handout provides the best estimate that Christine is hoping the Commission will approve as a budget amendment. **A motion was made by Jeff/Steve to propose the budget amendment and bring to the commission meeting in October. Motion passed unanimously.**

- New Business: Christine noted that Unity would like the population of the correctional facility and the county nursing home to be subtracted from the dues, which would equal to \$305.04 based on current population estimates. The committee agreed to put this on the agenda for the October commission meeting.
- Christine shared an Endowment manual, which describes everything from meeting times, bylaws, and outline of the company. Christine recommended to the committee that UVLSRPC prepare a manual and have new commissioners go through a formal training.
- Commission Meeting Agenda:
 - Broadband planning project
 - Staff retirement plan
 - Monthly financials
 - Budget adjustment
 - NH Association of RPC annual review of Legislative Priorities and Policies
 - Unity dues
 - Approval of contracts exceeding \$10,000 – Enfield Circuit Rider

Larry adjourned the meeting at 6:00 p.m.

Next meeting is on November 14, 2012 at 5:00 p.m.

Minutes prepared by Chris Courtemanche