



Upper Valley Lake Sunapee
Regional Planning Commission

Minutes of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC)
Executive Committee Meeting
Wednesday, March 25, 2015
UVLSRPC Office- 10 Water Street, Lebanon, NH
Approved April 22, 2015

Committee Members:

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

Others:

Nate Miller, Staff
Chris Courtemanche, Administrative Assistant

I. Call to Order

Chair Jeff Kessler called the meeting to order at 5:05 PM.

II. Minutes of the meeting from February 25, 2015

Peter Guillette moved to approve the minutes of February 25, 2015. Nancy Rollins seconded and the motion passed unanimously.

III. Authorization of Project Proposals and Grant Applications

- ✓ Newbury Master Plan
- ✓ Lebanon Culvert Inventory
- ✓ Vital Communities

Kate Connolly moved to recommend these project proposals to the Full Commission for approval. Peter Guillette seconded and the motion passed unanimously.

Nate Miller advised that the Connecticut River Joint Commissions is preparing a Request for Proposals for FY 2016 administrative assistance. Nate advised that, once the RFP is released, a detailed discussion about this project will be scheduled for the April Executive Committee meeting.

IV. Discussion of Lease Renewal for 10 Water Street

Nate noted the initial term of the Lease is for five (5) years and nine (9) months and will terminate on September 30, 2015. As noted in the lease agreement item 5, "The term of the Lease may be extended, at the option of the Tenant, for one (1) additional term of five (5) years. Such option to extend shall be exercised by the Tenant by giving written notice to the Landlord no later than one

hundred eighty (180) days prior to the expiration of the Initial Term.”

Nate Miller noted that the base rent will increase approximately 10% at the start of the five year renewal period.

As some discussion regarding the cost of the initial fit-up for the office space, Peter Guillette moved that the Executive Committee recommend to the Full Commission that the five (5) year lease renewal option for 10 Water Street Suite 225 be exercised. Nancy Rollins seconded and the motion passed unanimously.

V. Discussion of NHARPC Legislative Breakfast

Nate Miller reported that the NHARPC Legislative Breakfast will be held on April 15, 2015 from 8:00 – 9:30 in Concord, NH. Nate Miller and Nancy Rollins will be attending on behalf of the Commission.

VI. Discussion of NHARPC Commissioner Convening

Nate Miller announced that the NHARPC Inaugural RPC Commissioner Convening will be May 21, 2015 from 2:00 pm – 7:45 pm at the Lake Opechee Inn in Laconia, NH. Nate will send an email to all UVLSRPC Commissioners asking them to attend and encouraging them to participate.

VII. Update on UVLSRPC Regional Plan

Nate Miller reported that the Regional Plan Advisory Committee reviewed the comments on the Draft UVLSRPC Regional Plan and prepared a Responsiveness Document which will be included in the packets for the Full Commission meeting on Wednesday, April 8, 2015. The goal is to formally adopt the plan at the June 17th Annual Meeting.

VIII. Non-Public Session under RSA 91-A:3 II (a)

Nancy Rollins moved to enter nonpublic session under RSA 91-A: 3 II (a) at 5:50 PM. Peter Guillette seconded. By a roll call vote, the motion carried 4-0.

Peter Guillette moved to exit non public session at 6:20 PM. Nancy Rollins seconded and the motion passed unanimously.

The UVLSRPC Executive Director’s salary was set at \$78,000 for FY 2016.

IX. Adjourn

Peter Guillette moved to adjourn the meeting at 6:25 PM. Nancy Rollins seconded.

Minutes prepared by Chris Courtemanche