



Upper Valley Lake Sunapee Regional Planning Commission

Minutes of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC)

Executive Committee Meeting

Wednesday, April 22, 2015

UVLSRPC Offices • 10 Water Street • Lebanon, NH

Approved May 27, 2015

Committee Members Present:

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

Others:

Nate Miller, Executive Director
Chris Courtemanche, Administrative Assistant

I. Call to Order

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

II. Minutes of the Meeting from March 25, 2015

Peter Guillette moved to approve the minutes of March 25, 2015. Nancy Rollins seconded and the motion passed with one abstention by Steve Schneider.

III. Authorization of Project Proposals and Grant Applications:

- a. EPA Healthy Communities – *Kate Connolly moved to allow Nate Miller to submit the grant application for EPA Healthy Communities. Peter Guillette seconded. The motion passed unanimously.*
- b. Connecticut River Joint Commissions – *Nate Miller reported that the CRJC proposal would be submitted jointly with North Country Council. UVLSRPC would do the Administrative Support portion and North Country Council would handle Program Support for the five Local River Subcommittees. After some discussion, Nancy Rollins moved that the Executive Committee authorize the submission of the proposal. Jeff Kessler seconded and the motion passed unanimously.*

IV. Update on Fiscal Year 2016 Budget

Nate Miller reviewed the current draft budget for Fiscal Year 2015 noting that the NHDOT Unified Planning Work Program will be level funded for Fiscal Year 2015 at \$202,000. Nate also noted that as of April 22, 2015, the budget is more than 80% covered, which is ahead of last year.

V. Update on NH Association of Regional Planning Commissions Legislative Breakfast

Nate Miller noted that he and Nancy Rollins had a lot of visitors and good exposure at the Legislative Breakfast.



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VI. Update on NH Association of Regional Planning Commissions Commissioner Convening

Nate Miller noted that five UVLSRPC commissioners have registered for the NHARPC Convening on May 21. In addition, Nate stated that Commissioner Tom Burack from NH Department of Environmental Services will be the Keynote Speaker.

VII. Sole Source Procurement Authorization

Nate Miller noted that historically, UVLSRPC replaces two traffic counters each year and would like to continue to do that with JAMAR Technologies this year. Nate explained that if we went with a different vendor, the cost to change over would be substantial. Therefore, authorization is needed to order traffic supplies through Sole Source procurement. *Kate Connolly moved to approve the authorization for Nate to purchase traffic supplies with JAMAR Technologies through Sole Source procurement. Peter Guillette seconded and the motion passed unanimously.*

VIII. Adjourn

Nancy Rollins moved to adjourn the meeting. Peter Guillette seconded. Meeting adjourned at 6:05 PM.

Minutes prepared by Chris Courtemanche