



Upper Valley Lake Sunapee Regional Planning Commission

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

Executive Committee Meeting

Wednesday, April 27, 2016

UVLSRPC Offices • 10 Water Street • Lebanon, NH

Approved May 25, 2017

Committee Members Present:

Kate Connolly, Hanover
Peter Guillette, Grantham
Jeff Kessler, Newport
Steve Schneider, Enfield

Others:

Nate Miller, Executive Director
Chris Courtemanche, Administrative Assistant

I. Call to Order

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

II. Minutes of the Meeting from March 23, 2016

Kate Connolly moved to approve the minutes of March 23, 2016. Peter Guillette seconded and the motion passed unanimously.

III. Authorization of Project Proposals

- a. CRJC Administrative Assistance for Fiscal Year 2017
- b. Lempster Master Plan.

It was the consensus of the Committee to put CRJC Administrative Assistance and Lempster Master Plan on the Fiscal Year 2017 Work Plan.

IV. Discussion of Upper Valley Lake Sunapee Regional Planning Committee Bylaws

Nate reminded the Committee that, at the Full Commission meeting on April 13, 2016, a request was made to review Officer and At-Large Member term structure and discuss potential formation of a Bylaws Committee for a comprehensive review. After some discussion by the Committee, the consensus was to revisit the Bylaws conversation after the Annual Meeting in July or August.

V. Discussion of Potential Project Funding Sources Involving the Sale of Tax Credits

Nate presented the Committee with information regarding the Community Development Finance Authority (CDFA) L5 Capacity Program, which could potentially provide resources to update the Regional Housing Needs Assessment. This program is different than normal funding program, as it would involve the sale of Tax Credits. The Committee agreed that the L5 Capacity Program is worth pursuing, therefore, UVLSRPC will apply.



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- VI. **Update of Fiscal Year 2017 Budget** – Nate reviewed the preliminary budget highlights that were discussed at the Finance Committee meeting.
- VII. **Sole Source Procurement Authorization** – Nate requested authorization to purchase JAMAR traffic counting equipment and supplies for this season. Nate also noted that we choose to remain with JAMAR; because it would be very costly to change everything over to a different company.
*Kate Connolly moved to approve the purchase of traffic counting equipment and supplies from JAMAR.
Peter Guillette seconded. Motion passed unanimously.*
- VIII. **Adjourn**
Steve Schneider moved to adjourn the meeting. Kate Connolly seconded. Meeting was adjourned at 5:45 PM.

Minutes prepared by Chris Courtemanche