



Upper Valley Lake Sunapee Regional Planning Commission

UVLSRPC Executive Committee Meeting
Wednesday November 9, 2011
UVLSRPC Offices, Lebanon

Committee Present:

Katherine Connolly, Hanover
Larry LeClair, Lebanon
Kevin Lee, Springfield
Aaron Simpson, Sunapee
Steve Schneider, Enfield

Others:

Christine Walker, staff
Bernie Folta, Claremont

- The meeting was called to order at 5:00 PM.
- The minutes from October were **“approved as is” by motion of Steve/Larry**. The Committee asked Christine to pass along to Nate that he had done a great job in her absence.
- Christine informed the Committee that there has been no word from HUD or Nashua Regional Planning Commission regarding the planning grant, but expected to hear within the next month.
- Aaron asked Christine to explain the scope change for the Brownfields Grant. Christine told the Committee that the NH Department of Environmental Services had taken the lead and was completing a ‘coalition’ grant. However after guidance given by EPA, the state NHDES has decided not to participate in the application. Last minute Christine is trying to put together an application from this region. She explained that the difference is that instead of the \$30K to participate in the statewide initiative totaling \$1M, the UVLSRPC would received (if awarded) \$200K of which about 60% would be contracted to engineers to conduct the site assessments.
- Aaron questioned why the Eastman Community Association was on the agenda. Christine informed the Committee that the ECA had asked the UVLSRPC to continue to assist and specifically mentioned that Rachel Ruppel had been of great help to the association. The contract is under the \$10K threshold requiring authorization, but Christine wanted the Executive Committee to be aware.
- Christine provided some feedback about the Planning and Zoning Conference. The evaluations that were received were very positive other than a couple of comments about the size of the chairs. Kate asked if the conference would be available next year and all agreed that it would be great to have this as an annual event. Others questioned that they had heard that Southwestern RPC was interested in participating, but from feedback at the conference and among the Executive Committee that would be great as long as the location remained in our region.
- Christine asked for clarification on the donation/support to other organizations policy. Kate stated that the policy as written was sufficient as is. After much discussion it was agreed to rewrite the policy to be more specific. Larry suggested wording such as “that meets the mission of the RPC”.

The Committee asked Christine to prepare with changes for the next meeting.

- A couple of Commissioners asked why the indemnification policy was necessary. Aaron explained that it was a good idea given that many Commissioners are not elected officials but are volunteers for their communities, additionally; the Local Government Center (LGC) could change their policy at any time and the Commissioners may no longer be covered unless there was a directive from the Bylaws to ensure it. **Steve moved to recommend to the Commission a change of the Bylaws that would incorporate the indemnification issue. Larry seconded the motion, the motion passed unanimously.**
- Aaron asked Christine to inform the Executive Committee about the recently completed audit. Christine explained that the audit was great regarding the financial information, but that the auditor had suggested some changes to the internal control policies. Changes will be recommended to the Commission that includes the Treasurer signing all checks and approving staff payroll. This will change the process for Accounts Payable, and the role of the Treasurer and other officers of the Commission. Christine will have an outline of the new duties of the officers at the next Executive Committee meeting in December. Larry commented that this is a common issue that he has seen in his business dealings and that the officers will need to understand the changes and be willing to fulfill the duties associated with the role of an officer.
- Before view a video from the National Association of Development Organizations (NADO) of which the Commission is a member, Christine provided a quick outline of the letters that were submitted to the Governor's Advisory Committee on Intermodal Transportation (GACIT) supporting the Transportation Advisory Committee's (TAC) number one priority project in Charlestown and the reinstatement of the 5310 funding that is being used for the volunteer driver program in Sullivan County.

Minutes prepared by Christine Walker