



Upper Valley Lake Sunapee
Regional Planning Commission

UVLSRPC Executive Committee Meeting
Wednesday, May 8, 2013
UVLSRPC Offices, Lebanon, NH
Approved May 29, 2013

Committee Present:

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

Others:

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

- Chair Larry LeClair called meeting to order at 5:00 p.m.
- Minutes from April **"approved as is" by motion of Kate/Jeff. Motion carried.**
- Regional Plan: Christine informed the committee that the Regional Advisory Committee is in the process of forming focus groups to review the information that has been gathered. Also in process is a phone survey that will be done by University of New Hampshire throughout the state. Kevin suggested that we should contact towns prior to the survey to let them know the details. Progress continues to move forward.
- New Contracts: Christine noted that Unity has signed a contract for the commission to do survey work and Upper Valley Trails Alliance in Eastman signed a contract for a master plan for the trail system.
- Personnel issues: Kevin reported that he spoke to Steve Whitman twice regarding the crash bar for the front door. Steve noted that he would get a price in two weeks but questions whether or not it is needed. It was suggested that Kevin call the city to find out the guidelines for the door.
- Programs: Christine informed the committee that the Annual Meeting and Dinner would be held at the Hanover Inn on June 18, 2013. Invites will be sent out within the next few days.
- Old business: Christine stated that 3rd Level would take down the server on June 13 at 5:00pm to migrate everything to the Cloud network system. Therefore, staff will not have access to computer, email etc until Monday June 17. Christine noted that she would contact 3rd Level to see if we can hold off for one week due to the Annual Meeting on June 18.
- New Business:
 - Trademarking logos: Christine expressed concerns that our logo should probably be trademarked to avoid any issues. The committee agreed that Christine should look into the process of trademarking our logo.
 - Director vacation: Christine noted that she would be taking vacation for two and a half weeks in August.
 - Disposal of equipment policy: Christine explained to the committee that we should have a disposal policy for future equipment. The committee agreed that a policy should be written

up. Christine will look into this further and get back to the committee at the May 29 meeting.

- Current fixed assets: Christine noted that the fixed assets have not been updated since Jenny left two years ago. Christine assigned this project to Yutian to review and updated information.]
 - Committee Meeting: Kate noted that the Finance Committee has scheduled the next meeting for May 29, 2013. The committee agreed that the Executive Committee would follow the Finance meeting.
 - Contractor invoice: Christine explained to the committee that the contractor that was let go would be paid a portion of the invoice until or if she can produce the deliverables as noted on the invoice.
- Commission Meeting Agenda:
 - FY14 budget
 - Nominating Committee
 - Reserve Policy
 - Work Plan

Kate moved to adjourn at 5:40pm

Minutes prepared by Chris Courtemanche