



Upper Valley Lake Sunapee
Regional Planning Commission

UVLSRPC Executive Committee Meeting
Wednesday, October 9, 2013
UVLSRPC Offices, Lebanon, NH
Approved December 4, 2013

Committee Present:

Thain Allan, Grantham
Katherine Connolly, Hanover
Larry LeClair, Lebanon
Kevin Lee, Springfield
Steven Schneider, Enfield

Others:

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

- Chair Larry LeClair called meeting to order at 5:00 p.m.
- **Minutes from September 11, 2013 were approved with a motion from Kate and second from Thain. Motion carried.**
- Regional Plan Municipal Meetings: Five of ten meetings have taken place focusing on highlights of public feedback, survey's etc. Christine noted that although there has not been a huge turnout, the conversation has been good, and interesting with topics and ideas of what is valued by communities. The staff is presenting an overview of research completed to date at each meeting. Additionally, participants are led through a facilitated discussion regarding what is valued by municipal leadership and what projects and initiatives should be in the regional plan. Christine also noted that Quinn Molloy (staff) has been video taping each meeting and will put together a five minute film that will be used at the Granite State Future Mid-Term Statewide Convening on Monday, November 4 to report our key findings, and priorities to date.
- Fixed Asset Policy: Christine provided the Committee with a draft copy of the Fixed Asset policy. After some discussion, the Committee noted a few typographical errors and asked that the Executive Committee make the decision of transfer of ownership of any Commission assets. They also suggested that a new database be created since the one that Jenny used has not been updated. In addition, Christine will inform the Committee when an item needs to be discarded.
Motion was made by Kevin and seconded by Thain to recommend to the Commission the Fixed Asset Policy with the changes noted. Motion carried.

- CCAT Organizational assessment: Christine informed the Committee that the assessment has been paid for and will begin soon. Three officers and three staff will complete the survey. The Committee agreed that Larry, Jeff, and Thain should complete the survey for the officers and Christine, Nate, and Rachel for the staff.
- Dartmouth Work Study student: Christine informed the Committee that Matt West has been hired to input the statewide metrics on the website and update other web based material.
- At-large Commissioner Julie Manguson: Christine noted that Julie had contacted the Commission with interest in becoming a Commissioner. Julie lives in Sunapee and works in Newport but Sunapee has the maximum amount of Commissioners. Julie cannot be a Commissioner for Sunapee; therefore, she would like to be an At-Large Commissioner. After some discussion the Committee would like Christine to discuss this with Jeff Kessler to see how Newport feels about this, but as long as there were no issues from Newport it should go to the Commission. **A motion was made by Kate and seconded by Kevin to put this on the Commission agendas after Christine talks with Jeff Kessler. Motion carried.**
- October Commission meeting agenda:
 - Audit (Melanson & Heath to attend)
 - Regional Plan update
 - Fixed Asset Policy
 - Program Committee (Zero sort)
 - At-Large Julie Manguson

A motion was made by Kevin to adjourn the meeting and seconded by Thain. Meeting adjourned at 5:50pm.

Minutes prepared by Chris Courtemanche