



Upper Valley Lake Sunapee
Regional Planning Commission

UVLSRPC Executive Committee Meeting
Wednesday, April 9, 2014
UVLSRPC Offices, Lebanon, NH
Meeting Minutes Approved May 28, 2014

Committee Members Present:

Thain Allan, Grantham
Katherine Connolly, Hanover
Jeff Kessler, Newport
Steve Schneider, Enfield

Others:

Nate Miller, staff
Chris Courtemanche, staff

- Vice Chair, Jeff Kessler called the meeting to order at 5:15 PM.
- **Thain Allan moved to approve the minutes of February 12, 2014. Kate Connolly seconded and the motion passed. Steve Schneider abstained due to absence.**
- Nate Miller informed the committee that the RFPs for IT Support Services and Property Liability Insurance have been advertised in the Valley News and sent to potential vendors.
- Nate Miller reported that the Annual Meeting is scheduled for June 18, 2014 from 5:00 PM – 8:00 PM at the Mount Sunapee Resort (Goosefeathers Pub). Nate also noted that we are reaching out to potential keynote speakers for the event.
- Nate Miller provided the committee with an overview of the FY 2015 preliminary budget which showed two scenarios based on different staffing levels. Nate detailed revenue and expense assumptions for the committee. Committee members commended Nate for his hard work and suggested that Scenario #2 of the preliminary budget be used to present to the full commission on April 23rd.
- Nate Miller provided an overview of the grant applications in development, noting that the EPA Healthy Communities Program would include both New Hampshire and Vermont. The goal is to bring together groups that are involved in public health in a forum, and develop a coordination plan for emergency preparedness and response services.
- Nate informed the committee that representatives from FHWA/NHDOT will be here on April 25th to do a billing review for the Unified Planning Work Program.
- Nate reported that Meghan Butts has been hired as a temporary GIS Technician/Assistant Planner and will start on April 23rd. Nate also noted that, since the preliminary FY15 budget has a projected revenue gap, he did not feel comfortable hiring an additional person for the Transportation Planner position. Therefore, he has offered the position in-house to Adam

Ricker. Nate noted that he will work closely with Adam to get him up to speed, but felt confident that Adam has a solid transportation planning background. Nate believes he will be a good fit and grow into the position over time.

- Nate reviewed the agenda items for the April 23rd commission meeting, which include the following:
 - Regional Broadband Plan Public Hearing
 - UVLSRPC Committee Reports
 - Preliminary Budget Review for FY 2015
 - Authorize Grant Applications
 - Authorize the Executive Director to accept and expend funds, and to sign any and all documents related to the Eastman Trails Plan and Orford Long-Range Community Facilities Plan contracts.
 - Approve UVLSRPC Vehicle Policy and Emergency Procedures
 - Appoint Additional Member(s) to the Nominating Committee (must have 5 people from 5 municipalities).
 - Review Proposed FY 2015 Meeting Dates (Finance and Executive Committee meetings moved to 4th Wednesday of the month)
 - Annual Meeting Updates

Thain Allan moved to adjourn the meeting at 6:09 PM. Steve Schneider seconded and the motion passed unanimously.

Minutes prepared by Chris Courtemanche