



Upper Valley Lake Sunapee
Regional Planning Commission

UVLSRPC Executive Committee Meeting
Tuesday, May 27, 2014
UVLSRPC Offices, Lebanon, NH
Meeting Minutes
Approved June 11, 2014

Committee Members Present:

Katherine Connolly, Hanover
Larry LeClair, Lebanon
Jeff Kessler, Newport
Steve Schneider, Enfield

Others:

Nate Miller, staff
Chris Courtemanche, staff

Chairman Larry LeClair called the meeting to order at 5:00 PM.

Kate Connolly moved to approve the minutes of April 9, 2014. Jeff Kessler seconded and the motion passed unanimously.

Nate Miller informed the committee that after reviewing the proposals for Property/Liability Insurance, the Commission will be signing with Primex and cancelling HealthTrust Property Liability coverage effective July 1st. Nate noted that this will save the Commission nearly \$3,000 in FY 2015.

Nate Miller provided an update on the FY2015 Budget and noted that if we get the USDA grant, we will be close to where we need to be.

Nate Miller reported that the FHWA/NHDOT billing review went well, but they would like us to formalize a policy for salaried employees who occasionally work more than 40 hours per week. There are three options:

1. Pay overtime to salaried employees.
2. Adopt an uncompensated overtime policy which would require us to recalculate effective pay rates if salaried employees work over 40 hours.
3. Adopt a compensatory time policy for salaried employees that work over 40 hours.

After some discussion, the committee agreed that Option 3 would be the best for both the Commission and its employees. **Kate Connolly moved that Nate Miller draft a compensatory time**

policy to be reviewed at the June 11, 2014 Executive Committee meeting and invite the Personnel Committee to join the meeting on the 11th to review the policy. Jeff Kessler seconded and the motion passed unanimously.

Nate Miller reminded the committee that each year, the Commission replaces two traffic counters and purchases supplies (road tape, spikes, etc) at the start of the traffic counting season. Executive Committee authorization is needed for a sole source purchase of this equipment from JAMAR Technologies. **Jeff Kessler moved to authorize Nate Miller to purchase the equipment needed for the FY 2015 traffic counts through a sole source purchase from JAMAR Technologies. Kate Connolly seconded and the motion passed unanimously.**

Nate Miller asked committee members if they thought their communities had a need for the Community Development Block Grant (CDBG) administration and Brownfields Assessment. Jeff Kessler advised that there is a market in the communities for CDBG administration and suggested that we continue to explore this program. As for the Brownfields Assessment program, Nate noted that we have tried year after year, but it is very hard to get the grant. Nate also noted that even if we did get the grant, it does not pay for all indirect costs. Steve Schneider advised that maybe the towns could pay the indirect costs. Nate noted that, as with the CDBG program, we will revisit this in the near future.

Kate Connolly moved to adjourn the meeting at 5:45 PM. Jeff Kessler seconded and the motion passed unanimously.

Minutes prepared by Chris Courtemanche