



Upper Valley Lake Sunapee
Regional Planning Commission

Minutes of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC)
Executive Committee Meeting
Wednesday, June 11, 2014
UVLSRPC Offices, 10 Water Street, Lebanon, NH
Approved July 30, 2014

Committee Members:

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

Others:

Nate Miller, staff
Chris Courtemanche, staff
Peter Guillette, Grantham

I. Call to Order

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

II. Minutes of the meeting from May 27, 2014

Jeff Kessler moved to approve the minutes of May 27, 2014. Kate Connolly seconded, and the motion passed with one abstention from Kevin Lee who was absent from the May 27th meeting.

III. Update on Budget Draft for Fiscal Year 15

Nate Miller presented the Committee with an updated draft version of the FY15 budget with both the expenses and revenue on one sheet of paper making it easier to read. Nate noted that in the draft budget, the Commission is 89% covered from Tier 1 project revenues, which puts us slightly ahead of previous years. Nate also noted that, since we received the USDA Solid Waste Management Grant, the expense side of the budget now incorporates equipment purchases and contractor expenses for that project. Committee members reviewed a series of graphs showing budget details by revenue and expense category, and historical comparative analysis. Nate advised that all Commissioners have received this information in their Annual Meeting packets.

IV. Review of Draft Compensatory Time Policy

Nate provided the Committee with a draft of the Compensatory Time Policy, noting that the policy had been reviewed by the staff, Peter Gregory (Personnel Committee), Bill Watson of NHDOT, and the Commission's auditor (Melanson, Heath, and Co). Nate noted that one change needed to be

made in the first paragraph (fourth line), which should read “This is leave time offered in recognition that night meetings outside of standard office hours and occasional special assignments are common requirements of planning positions at the UVLSRPC.” Nate reported that for administrative accounting purposes, staff will use code #00 (comp time) when completing their timesheets, which will allow Yutian to track compensatory time usage internally.

Jeff Kessler asked if Nate had an email from the auditor stating that the comp policy that was created is acceptable. If so, Jeff suggested that it be attached to these minutes.

Kate Connolly moved that the draft Compensatory Time Policy be implemented on July 1, 2014 pending approval of the Full Commission. Jeff Kessler seconded and the motion passed unanimously.

V. Authorization of New Grant Applications – Healthy NH Foundation

Nate provided an overview of the Healthy NH Foundation Grant, which would be used to help childhood obesity in the City of Lebanon. This grant builds on the Safe Routes to Play project that UVLSRPC and the City of Lebanon have been developing. Lebanon currently needs new playground equipment for pre-kindergarten (0-5 year old) children. We will work with Lebanon to scope an assessment of playground needs for pre-kindergarten children, and then evaluate if the equipment made a difference.

Kate Connolly moved to approve submitting the grant application to the Healthy NH Foundation. Jeff Kessler seconded and the motion passed unanimously.

VI. Staffing update

Nate informed the Committee that Rachel Ruppel will be leaving UVLSRPC on June 30 to pursue a new position in Bend, Oregon. Nate noted that an ad has been distributed and he has already had one interview with a very qualified applicant. Committee members noted that Rachel would be greatly missed as her work ethic and talent will be hard to fill.

Nate also noted that Yutian Zhang’s spouse has been transferred to New Jersey, therefore, Yutian may be leaving sometime in August or September. Nate reported that he will be having a conversation with Yutian to see about training another applicant for his position and to find out more details regarding his move. The Committee noted that Yutian has done a great job.

VII. Adjourn

Kate Connolly made a motion to adjourn the meeting at 5:30 PM. Jeff Kessler seconded.

Minutes prepared by Chris Courtemanche