

UPPER VALLEY LAKE SUNAPEE REGIONAL PLANNING COMMISSION Executive Committee Meeting

Wednesday May 8, 2013 – 5:00 -6:00
UVLSRPC Meeting Room – 10 Water Street

- Minutes from April*(attached)
- Regional Plan: ^ **Overview of state coordination and progress on regional level**
- Housing Needs Assessment:^ **none**
- Developments of Regional Impact: ^ **none**
- Authorization of funding/grant applications:* **none**
- New Contracts* (*approval of those above \$10,000 that need to go to the Commission*)
- Development of Work Plan:^ **on schedule**
- Sole Source Purchases:* **none to approve**
- Commissioner expense reimbursements:* **none to approve**
- Approval of unanticipated expenses (*between \$3,000 and \$10,000*):* **none to approve**
- Personnel Issues: **None**
- Programs and Events: ^ **Annual Meeting**
- Old Business:
 - **Update on IT issues**
- New Business:
 - Trademarking logos
 - Director Vacation
- Commission Meeting Agenda: ^
Items:
 - ✓ **FY 14 budget**
 - ✓ **Work Plan**
- Other business:
 - Contract Execution:^
 - Signatures Required:^ **Office of Energy and Planning Contract**

^no action needed – informational only

**need Executive Committee approval*



Upper Valley Lake Sunapee
Regional Planning Commission

UVLSRPC Executive Committee Meeting
Wednesday, April 10, 2013
UVLSRPC Offices, Lebanon, NH

Committee Present:

Thain Allan, Grantham
Katherine Connolly, Hanover
Jeff Kessler, Newport
Larry LeClair, Lebanon
Kevin Lee, Springfield

Others:

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

- Chair Larry LeClair called meeting to order at 5:00 p.m.
- Minutes from December were **"approved as is" by motion of Kevin/Thain**. The minutes from January were **"approved as is" by motion of Jeff/Thain**. The minutes from February were **"approved as is" by motion of Jeff/Kate with one abstention from Kevin since he did not attend the February meeting**.
Motions carried.
- Regional Plan: Christine informed the Committee that the Regional Advisory Committee met on April 9th. There are plans underway to coordinate seven focus groups that would review the information that has been gathered to date and provide feedback to the Commission on a regional vision and begin to talk about implementation. In September the Commission will coordinate meetings with groups of municipal leaders who will provide feedback on the Regional Plan in addition to outlining plans in place to implement elements of the Regional Plan. Progress continues to move forward.
- Sole Source Purchases: Informational only – Christine stated that approval would be needed from the Commission for FY14 to purchase traffic counters from JAMAR (traffic count supplies) at approximately \$3,000. The other option would be to change out all the software necessary to conduct traffic counting as well as all the counters that we currently own. Being an expensive undertaking to switch vendors the Executive Committee agreed that it should be on the Commission agenda.
- Approval of unanticipated expenses: Christine explained to the Committee that the computer server has many issues and is in need of replacement. The other option is to use a remote server. A quote from 3rd Level has been received to host the Commission work. This includes licenses for the majority of software that the Commission currently has to purchase for each computer individually. There was discussion by the Committee members as to the cost and likelihood of purchasing a new server every 3-4 years. Moving the information to a remote server lessens vulnerability to productivity and reduces the amount of time and money that is currently being spent on troubleshooting issues that currently are on almost a daily basis. **A motion was made by Kevin/Jeff to approve up to \$5,000 to move to a remote network. Motion carried**
- Personnel issues: Christine informed the committee that Quinn Molloy has been hired full-time effective May 1, 2013.

- Program and Events: Christine informed the Committee that the Office of Energy and Planning will reinstate their spring Planning and Zoning Conference. Given this she did not feel it was a good use of staff resources to have the Commission hold a training conference this year. After some discussion and recognition that this had been a good service to the municipalities, the Committee agreed. It was also announced that the Commission be turning 50 this year. The Annual Meeting will be held in June.
- Old business: The discussion about forming a non-profit sister organization was again discussed. Jeff and Larry think we should move forward but there were concerns from Kate and Kevin about "how do we raise funds". The Committee asked Christine to keep in on the radar for future discussion.
- New Business:
 - Annual Meeting – Christine solicited ideas from the Committee regarding where the meeting should be held and who to have for a speaker. Kate suggested that the Commission should ask Bob Varney to speak as a past Director and invite all past Directors to the meeting. The Committee liked the idea of having the meeting at the Hanover Inn with the theme being "History of the Organization". Larry mentioned that staff should contact CATV to broadcast the meeting. Chris will follow up on the Hanover Inn and CATV for the Annual Meeting. Christine will contact Bob Varney as a possible speaker.
 - Ten Year Transportation planning process: Nate explained the process that the Transportation Advisory Committee (TAC) used to prioritize transportation projects within the region. NHDOT provided a guideline of \$82M in projects for the UVLSRPC region over the next 10 years which would include state highway and bridge project: Attached is the prioritization of projects that was submitted to NHDOT.
 - Personnel Committee: Kevin wanted to Executive Committee to be aware of the work the Personnel Committee had completed that provides salary guidelines when hiring new staff at the Commission. He explained that the Personnel Committee had used salary surveys from the American Planning Association, the NH Local Government Center and the nine RPCs within NH. The Executive Committee agreed with the guidelines. When asked, Christine noted that Performance Reviews would be conducted over the next few months, and that the salary matrix is helpful in preserving equity within the office. Kevin stated that he would be in contact with landlord, Steve Whitman regarding the panic bar on the front door of the Whitman Communication building. Chris will provide Kevin with contact information for Steve.
- Commission Meeting Agenda:
 - FY14 budget
 - Reserve Policy
 - Annual Meeting
 - Sole Source Procurement of JAMAR

Motion made by Kate and second by Kevin to adjourn the meeting at 6:05 pm.

Minutes prepared by Chris Courtemanche