



## Upper Valley Lake Sunapee Regional Planning Commission

UVLSRPC Executive Committee Meeting  
Wednesday July 6, 2011  
UVLSRPC offices, Lebanon

Committee Present:

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

Others:

Christine Walker, staff  
Bernie Folta, Claremont

- The meeting was called to order at 5:00
- **Minutes from June were approved as written by motion of Kate/Steve.**
- Christine provided an overview of the coordination happening on the State level with the Regional Planning Grants through Department of Housing and Urban Development (HUD) as a statewide project involving 23 partners. The NH Charitable Foundation is investing \$20K in grant writing assistance to the Nashua Regional Planning Commission in hopes that the \$3.5M award will be successful.
- Christine announced that the Housing Needs Assessment would be available on the new website within the next month. The preliminary report has been submitted by Bruce Mayberry.
- Larry asked if Christine would report out on any new developing opportunities. Christine provided an overview of a Regional Transportation/Housing Study that would provide the cost of housing and transportation and help the region make decisions about location of businesses and housing in the future. Discussion with the NH Housing Finance Authority and VT RPCs are ongoing in preparation for another round of Community Challenge Grants from HUD.
- Because of the increased work and taking over the contract for administration for the Connecticut River Joint Commissions (CRJC) in addition to a number of potential opportunities, Christine had talked with the Finance Committee about making a budget adjustment in order to hire a new staff person. After discussion about the organization and the work that is potential. Committee members asked Christine if there would be additional work that this person could not handle as well. Christine explained that while the goal is to create a budget that is secure, and all employees are fully booked for the year, it leaves the Commission in a difficult position when communities request assistance. And although it may appear to be a secure budget, it is actually better to leave some unaccounted for space in the budget to take in new unanticipated work during the year. Discussion amongst the Committee concluded with a **motion by Thain seconded by Kate to add the cost of one and ½ half positions and any costs associated with hiring those positions and bring a budget amendment to the full Commission in August. All approved.**

- Christine again announced the Celebration of the Scenic Byway Tour taking place on October 6<sup>th</sup> and 7<sup>th</sup>.
- Larry asked the Committee to consider the municipal dues for FY 13. The Finance Committee had met previously and will be recommending to the Commission an increase of 1.5% to the dues. As Kevin and Steve are not on the Finance Committee they asked for an overview from others who were. Kate and Larry stated that they felt that the dues should be consistent with cost of living increases and that the Commission should not let the dues become behind as it did years ago when there needed to be a significant increase because no increases had happened in years. Christine wanted to be on the record that she did not agree to the increase. The population changes are so significant for some communities that it may be difficult to explain. Kevin felt that Springfield was well aware that their population numbers had increased and would understand the change in dues. All agreed to support the Finance Committee's recommendation of the increase.
- Christine asked the Committee if they would be good with meeting on the second Wednesday of each month, and there were no objections.
- The Executive Director's review and pay adjustment was agreed to wait for Aaron to attend to.
- Christine explained that the Executive Committee was responsible for nominating Committee members, and also was reminded by Bernie that their annual survey had not been sent out to the Commissioners asking them of their preference. Christine asked the Committee members to think of potential candidates and that she would send out the survey and come back a list for the Committee's recommendation at the next meeting. Both Steve and Kevin volunteered to be on the Broadband Planning Advisory Committee that Rachel will be facilitating. Larry mentioned that Joan Monroe may be interested in being on the CRJC Board and would inquire. Christine also mentioned that Shawn was on the Rail Authority and may be willing to take on that role again. After the survey is received Christine will inquire with Shawn if he doesn't respond.
- Christine asked the Committee what they thought the interest level may be if the Commission stepped in and held a Fall Planning & Zoning Conference given that the State Office of Energy and Planning will not be holding theirs this year. Everyone seemed very interested.
- Christine quickly informed the Committee that HUD is requiring the Commission to have a written Cost Policy outlining how accounts are managed etc. HUD indicated that it would be except able for the Executive Committee to approve it, but the Committee believed it would be more appropriate to have the Commission approve it. Christine will have it available for the Executive Committee's next meeting and it will be on the August Commission agenda.

Meeting adjourned at per Larry/Kate at 6:00

Minutes prepared by Christine Walker