



## Upper Valley Lake Sunapee Regional Planning Commission

UVLSRPC Executive Committee Meeting  
Wednesday August 10, 2011  
UVLSRPC offices, Lebanon

### Committee Present:

Katherine Connolly, Hanover  
Larry LeClair, Lebanon  
Kevin Lee, Springfield  
Thain Allan, Grantham  
Aaron Simpson, Sunapee

### Others:

Christine Walker, staff  
Bernie Folta, Claremont

- The meeting was called to order by Aaron at 5:05
- Minutes from July were discussed. It was noted that Aaron was not present although it had stated that Aaron opened the meeting. The dates for the Connecticut River Byway Tour were incorrect and Thain's last name was spelled incorrectly. **Minutes from July were approved as amended by motion of Kate/Larry.**
- Aaron asked Christine provide an overview of the statewide HUD Regional Planning Grant. The application was submitted last year unsuccessfully. This year the NH Charitable Foundation provided Nashua Regional Planning Commission with \$20K to hire a grant writer to pull the application together for year two of the HUD funding opportunity. The nine regional planning commissions in NH have once again teamed up with over 23 statewide partners such as UNH, NHDOT, the NH Charitable Foundation as well as getting support from local municipalities in order to gain funding that would allow each of the nine regional planning commissions to produce a thoughtful and citizen involved regional plan that would outline potential development and land use over the next 10-20 years. The regional plans from the nine planning commissions are hoped to inform the State Development Plan; the NH Office of Energy and Planning under the direction of the Governor is required under RSA 9-A:1 to create the State Development Plan.
- Aaron asked for an overview of proposals that were being submitted. Christine informed the Committee that the Commission was working on an application for the HUD Community Challenge Grant, which the Commission had received this past spring, in collaboration with the Two Rivers-Ottawaquechee Regional Commission and Southern Windsor Planning Commission in Vermont. Christine was uncertain if the application could be pulled together in the short timeframe but that it would be worked on. **Motion to approve the application by Aaron/Kate was unanimous.** The other application that is not currently in the FY 12 Work Plan is the HUD Regional Planning Grant application that was previously discussed. **Motion to approve the application by Kate/Kate was unanimous.**
- Aaron asked about the Annual Planning Conference. Christine announced that the Commission had made inquiry to the municipalities within the region and more than 65 people said they would attend if the conference was held in our region. For 18 years, the conference had been held

elsewhere in the state and managed by the NH Office of Energy and Planning. As a budget cutting measure the conference will not be held this year, and Christine thought that it is likely that it would not be held in future years either since HB1 had removed the requirement from NHOEP's directives.

- Christine informed the Committee that the Personnel Committee had completed its work on the Personnel Policy and it would once again be going to the Commission for approval.
- There was discussion around entering into nonpublic session to discuss the Executive Director's performance and compensation. **Kate motioned per RSA 91-A:3 (II) (a), to enter into non public session. Aaron asked for each member of the Committee to vote on the motion. Larry – yes, Aaron – yes, Kate – yes, Thain – yes, Kevin – yes. The Committee went into non public session.**
- When the Committee returned from nonpublic session Aaron announced the decisions that were made during nonpublic session. **The Executive Director position would receive a 2% increase in salary for the fiscal 2012 year.**
- Committee nominations were next on the agenda. After discussion about various options and inquiries to Christine about how the proposed list was generated, Christine outlined the survey feedback received, phone calls that had been made and past appointments. Kevin thought that the legal requirements for maintaining the Joint Loss Committee could be satisfied by being a subset of the Personnel Committee, thereby reducing the number of committees. Larry inquired if that met the Bylaws, and Christine referenced the Bylaws and it appeared to be consistent. **Motion to present the nomination for committee appointments with the elimination of the Joint-Loss Committee by Kate/Kevin was approved by all.** Aaron reiterated that it will be good to encourage nominations from the floor, and Christine informed the Committee that there would be a Board member from the Upper Valley Housing Coalition to provide an overview of the responsibilities involved in being assigned this external committee.
- The August 24<sup>th</sup> Commission meeting agenda was then discussed. Christine expressed concern that members of the Commission do not have an opportunity to interact at the meeting and there are enough new Commissioners that it is difficult for people to get to know one another and suggested that people come ½ hour early to enjoy pizza (or whatever there was to eat) and have a moment to socialize prior to the meeting starting. There was no disagreement. The Committee went through the list that was on the agenda. Larry reminded to discuss the Planning & Zoning Conference. Kate said to further the discussion of Commissioners knowing who is who asked if there could be name tags. Christine said that she would have them available at the meeting. Christine also informed the Committee that Mark Scarano will be bringing John Case to introduce him to people. He is the new Upper Valley Business Consultant for the NH Small Business Development Center.
- **Aaron adjourned the meeting at 6:35 after motion from Larry/Kate was approved.**

Minutes prepared by Christine Walker