Minutes of the Upper Valley Lake Sunapee Regional Planning Commission
Executive Committee Meeting
Tuesday, January 28, 2026, at 4:30 p.m.
10 Water Street, Lebanon, NH 03766
Approved February 25, 2026

Committee Members Present
Jeff Kessler, Bill Malcolm, Josh Trow, and John Yacavone were present, while Peter Guillette joined remotely.

Staff Present
Meghan Butts, Chris Courtemanche

Call to Order
The meeting was called to order at 4:54 p.m.

Approval of Minutes
Peter moved to approve the minutes from November 18, 2025, as presented, and John seconded the motion. It passed unanimously.

Director Updates by Meghan
- Applications have been submitted for USDA and Brownfields grants. Projects are progressing, and updates will be provided at the February full commission meeting.
- Wilmot has appointed two new commissioners to UVSLRPC, replacing Bill Chaisson and Polly Crocker.
- We had a lot of PTO in December, but also engaged in staff social and morale building.
- The Regional Plan is progressing. Much of the plan is drafted, and the discussion will take place at the upcoming commission meeting. Additionally, the regional planning committee will convene to review and provide advice on further outreach efforts.

Transportation Updates by Meghan:
- UPWP work has slowed down in recent months but is now increasing again with requests for technical assistance and project development.
- Preparations for proposals regarding field work for the upcoming 2026 season are currently underway.
- With the Thriving Communities project, we are currently working on subawards and collaborating closely with our on-call engineers on various engineering tasks.
- The Stormwater project will meet next week for site selections from the consultant.

Other Business
- Health & Life Insurance changes for fiscal year 2027-Meghan presented the health insurance rates, with the option to transition to an 80/20 plan for single, two-person, and family coverage. Options were presented to increase the Life Insurance benefit to $100,000, subject to underwriting. The guaranteed issue would remain at $10,000, with no underwriting. Retirement Plan - As discussed at the October meeting, the Personnel Committee proposes to amend the personnel policy to specify that new employees will be immediately eligible to enroll in the company-sponsored retirement plan. Furthermore, the company will begin matching contributions on the date of enrollment.

- Meghan explained that the staff is interested in a wellness benefit. After some discussion, it was agreed that UVLSRPC could provide up to $20.00 per month for this benefit.
- Meghan requested that we update the Personnel Policy to clarify the definition of a part-time employee to read “Employees scheduled to work 20 or more hours per week and less than 40 hours per week. Part-time employees should be paid on an hourly basis.
- Meghan provided an update to the Committee regarding Anne's retirement, which is scheduled for June 30, 2026. Following a thorough discussion, the Committee reached a consensus that Meghan should initiate the search for a candidate. This search may include interim options until a permanent replacement is identified.

Jeff motioned to recommend changes to the full commission for approval at the February meeting. Peter seconded. The motion passed unanimously.

- Non-public session 91-A:3, II (e)

Motion to enter Nonpublic Session made by Josh at 5:25 pm

Roll Call vote to enter nonpublic session:
John-Yes
Jeff-Yes
Peter-Yes
Josh-Yes
Bill-Yes

Discussion of pending Connecticut River Joint Commission litigation

Motion to exit the nonpublic session and return to the public session by Jeff, seconded by John, at 5:45 PM.

Adjournment
Josh moved to adjourn the meeting, and Jeff seconded. The meeting adjourned at 5:40 PM.

Minutes prepared and submitted by Chris Courtemanche