Minutes of the Upper Valley Lake Sunapee Regional Planning Commission
Executive Committee Meeting
Wednesday, February 25, 2026, at 4:30 p.m.
10 Water Street, Lebanon, NH 03766
Approved April 29, 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 4:11 p.m.

Approval of Minutes
Josh moved to approve the minutes from January 28, 2026, as presented, and Peter seconded the motion. It was passed unanimously.

Director Updates by Meghan
- Two new contracts with NBRC, totaling about 15 projects. We will need to train another staff member to help manage the grants due to the increasing volume.
- Potential temporary housing arrangements will be coordinated with Vital Communities, as their Executive Director is leaving.
- New contract with the Town of Newport as their interim planner for two months.
- Meghan is concerned that communities request proposals but only want free services. She will continue advocating for financial commitments from towns for larger projects.

Transportation Updates by Meghan:
- Meghan reported on the long-range transportation plan; we have received comments from NH DOT. The LRTP will be updated and aligned with the regional plan by the end of the year.

Other Business
- Reserve Policy-Discussion about updating the organization's reserve policy. *Jeff moved to forward the policy with revised wording to the full commission, retaining the fund balance terminology, which Bill seconded. The motion was approved unanimously.*
- Meghan informed that the previously selected candidate is no longer available due to increased hours with another client. Peter expressed disappointment after speaking with the candidate for 45 minutes, believing she was a great fit. He offered to reach out to other potential candidates.
- Discussion on upgrading the dental insurance plan to a no-deductible option took place. *Josh proposed to implement the new dental plan effective July 1, 2026, and Peter seconded the motion. The motion was passed unanimously.*

Adjournment
Josh moved to adjourn the meeting, and Jeff seconded. The meeting adjourned at 4:55 PM.

Minutes prepared and submitted by Chris Courtemanche