Minutes of the Upper Valley Lake Sunapee Regional Planning Commission
Executive Committee Meeting
Wednesday, April 29, 2026, at 4:30 p.m.
10 Water Street, Lebanon, NH 03766
Approved May 27, 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 4:15 p.m.

Approval of Minutes
Jeff moved to approve the minutes from February 25, 2026, as presented, and John seconded the motion. It was passed unanimously.

Director Updates by Meghan
- Vickie confirmed that her retirement date is October 31. She is ensuring that all reporting and contract closeouts are completed by September 30.
- The annual meeting will be on June 10th at Eastman's Forbes Tavern. John will contact Steve Taylor to see if he would like to speak at the event.

Transportation Updates by Meghan:
- Safe Streets and Roads funding has been released.
- Continue to support Charlestown with their Safe Streets and Roads grant implementation, including helping them access the budget and move the project forward.
- Possible assistance in Newport's demonstration grant.
- Continued issues with Sunapee's demonstration project involving traffic calming measures.
- The Thriving Communities project advanced, with six out of ten engineering task orders moving forward

Other Business
- Officer positions were reviewed, with discussion about term limits. The following nominations will be presented at the annual meeting for approval.

Chair-Josh Trow
Vice Chair-Bill Malcolm
Treasurer-Peter Guillette
Secretary/Assistant Treasurer-Jeff Kessler

- Discussion regarding the potential additional office space and adding it to the fiscal year 2027 budget. *Motion was made by Jeff and seconded by John to sign an updated lease for expanding the office space. The motion passed unanimously.*

Adjournment
Josh moved to adjourn the meeting, and Jeff seconded. The meeting adjourned at 5:11 PM.

Minutes prepared and submitted by Chris Courtemanche