Minutes of the Upper Valley Lake Sunapee Regional Planning Commission
Executive Committee Meeting
Wednesday, May 27, 2026, at 4:30 p.m.
10 Water Street, Lebanon, NH 03766
Approved August 26, 2026

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

Staff Present
Meghan Butts, Chris Courtemanche

Call to Order
The meeting was called to order at 4:46 p.m.

Approval of Minutes
Jeff moved to approve the minutes from April 29, 2026, as presented, and Peter seconded the motion. It passed unanimously.

Director Updates by Meghan
- William Cleaveland, our new Associate Planner, will start on June 8th
- Currently doing staff annual reviews
- Annual Meeting, Wednesday, June 10th at Forbes Tavern, Eastman

Transportation Updates by Meghan:
- Engineers have finally begun work that was delayed by waiting for approvals from the NH DOT.
- Fieldwork for the season is now in progress, including conducting traffic counts and scheduling assessments for culverts in preparation for the upcoming work season.
- Tim and Ian have been coordinating a pop-up traffic calming demonstration to enhance pedestrian safety and village walkability, but they have faced challenges with the Town and its process.

Other Business
- The revised Fixed Asset Policy was reviewed, and the Committee agreed to recommend approval by the full Commission. *Josh moved, and Peter seconded, to bring the proposed change to the Fixed Asset Policy from $5,000 to $1,000 to the Annual Meeting. The motion passed unanimously.*
- The Committee reviewed the fiscal year 2027 budget. *Josh moved to submit the budget to the Full Commission for approval, and Bill seconded the motion. The motion passed unanimously.*
- Meghan reviewed the Sponsorship guidelines from prior years, and after some discussion, the Committee reached a consensus that these guidelines could serve as a foundational framework for upcoming requests.

Adjournment
Josh moved to adjourn the meeting, and Peter seconded. The meeting adjourned at 5:31 PM.

Minutes prepared and submitted by Chris Courtemanche