Minutes of the Upper Valley Lake Sunapee Regional Planning Commission
Executive Committee Meeting
Wednesday, August 2026, at 4:00 p.m.
10 Water Street, Lebanon, NH 03766
Approved September 23, 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 3:51 p.m.

Approval of Minutes
Jeff moved to approve the amended minutes from May 27, 2026, reflecting a change to the fixed asset policy cost threshold from $1,000 to $5,000. Peter seconded the motion, and the board approved it unanimously.

Director Updates by Meghan
- Vickie Davis is retiring at the end of October. We currently have no plans to replace her, as our staffing needs are sufficient
- Finance Manager-Our new Finance Manager, Erin, starts tomorrow.
- Funding-No new contracts have been issued since the August Commission meeting. However, we submitted a grant application and are currently awaiting a response.

Transportation Updates by Meghan:
- Fieldwork has begun in Newport for the SADES CCDS culvert and drainage assessments.
- NH Ten-Year Plan (TYP) status was voted on by the Governor and subsequently overturned by the legislature. We have not received any guidance from the NH Department of Transportation at this time.
- Thriving Communities Update-Almost all the $250,000 sub-award money is allocated to 18 engineering projects and one GIS intern.

Other Business
- The Committee approved the temporary hiring of Finance Manager Ryan until the end of September. He will be training Erin, who will take over his responsibilities after September, as recommended by the Finance Committee. Peter made the motion, and Bill seconded it. The motion passed unanimously.

Adjournment
Peter moved to adjourn the meeting, and Bill seconded. The meeting adjourned at 4:04 PM.

Minutes prepared and submitted by Chris Courtemanche