Minutes of the Upper Valley Lake Sunapee Regional Planning Commission
Executive Committee Meeting
Wednesday, September 23, at 5:00 p.m.
10 Water Street, Lebanon, NH 03766

Committee Members Present
Peter Guillette, 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 5:15 p.m.

Approval of Minutes
Peter moved to approve the minutes from August 26, 2026. John seconded the motion. The motion passed unanimously.

Director Updates by Meghan
Audit: Auditors confirmed no single audit is required this year; no issues have been identified so far.
Contract Completion: USDA, Stormwater, and Enfield and Wilmot HOP projects are nearing completion.
New Circuit Rider Contracts: Contracts have begun with Claremont and Charlestown. Ian will work in Charlestown one day a week; Renee will support Claremont remotely a few hours a week.
NH Funding: The state is exploring funding options, with more information expected within the next couple of months.
Conferences: Staff will attend NERC, NAHMMA, and NNECAPA conferences in October.
Regional Plan: The committee and staff continue updating the plan.

Transportation Updates by Meghan:
Field Season: Wrapping up the field season in the next few weeks
NHDOT Review: The mid-contract review went well; work is on track, and NHDOT is satisfied with the deliverables. We have received guidance confirming level funding for the next two-year cycle beginning July 1, 2027. Pending FHWA guidance on Planning Emphasis Areas, the current plan is to retain the prior cycle's work plan.

Other Business
Contract Rates & Municipal Dues: The Finance Committee reviewed the contract rates and municipal dues and recommended that the Executive Committee increase contract rates by $5.00 across the board and increase municipal dues for fiscal year 2028 by 3.5%, based on the current CPI. *Peter moved to recommend that the Full Commission approve a $5.00 increase for the contract rates effective on January 1st, 2027, on new contracts and a 3.5% increase in fiscal year 2028 for the municipal dues. Bill seconded the motion, which passed unanimously.*

Adjournment
Bill moved to adjourn the meeting, and Peter seconded. The meeting adjourned at 5:45 PM.

Minutes prepared and submitted by Chris Courtemanche

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