Minutes of the Upper Valley Lake Sunapee Regional Planning Commission
Executive Committee Meeting
Tuesday, November 18, 2025, at 4:30 p.m.
10 Water Street, Lebanon, NH 03766
Approved January 28, 2026

Committee Members Present
Peter Guillette, Bill Malcolm, Josh Trow, and John Yacavone

Staff Present
Meghan Butts, Chris Courtemanche

Call to Order
The meeting was called to order at 4:30 p.m.

Approval of Minutes
Peter made a motion to approve the amended September 24, 2026, minutes, noting that Bill Malcolm was present at the September 24, 2025, meeting, and John seconded it. The motion was passed unanimously.

Director Updates by Meghan
- Dues letters were sent out to municipalities last month for the fiscal year 2027.
- Currently working on Bylaw update
- Meghan reminded the committee that Anne will retire at the end of the fiscal year and that Vickie will retire in October. Steps are being taken to transition other staff to take over Vickie's duties. However, we need to start looking for Anne's replacement in January or February to ensure training can occur before Anne leaves in July.

Transportation Updates by Meghan:
- The GACIT hearings have concluded. Our staff has met several times with our Executive Counselor, who is very engaged in this process. As you know, there is a budget shortfall, so she is doing what she can to keep the projects in her district moving forward.

Other Business
- Procurement Policy updates-Meghan presented suggested updates, and after some discussion, the committee agreed to make a motion to the full commission to recommend a three-tier procurement policy as follows:
    a) Under $1,500: Micro-purchases with minimal documentation
    b) $1,500-$15,000: Small purchases requiring written or verbal quotes
    c) Over $15,000: Major purchases requiring a formal RFQ process

Meghan will make editorial changes to remove references to RPCs and other non-applicable text.
Bill made a motion to recommend the updated procurement policy for approval by the full commission. John seconded the motion, and it passed unanimously.

- Meghan mentioned that the Personnel Committee is currently reviewing employee benefits. This includes potential changes to the health insurance plan, including a reduction in the employer contribution from 100% to 80%. The committee is also considering increasing the life insurance benefit, enhancing the

employer contribution to the wellness program, and modifying the waiting period for enrollment and matching contributions in the retirement plan. Josh questioned whether modifying the waiting period on the retirement plan would influence recruitment since current employees accepted the existing terms. Peter emphasized that during the Personnel Committee meeting, the members agreed that changing the waiting period for the retirement plan would enhance the benefits package and help attract and retain employees. Meghan and Chris will continue discussions with the Personnel Committee and present options at the December meeting.

Adjournment

John moved to adjourn, and Peter seconded the motion. The meeting adjourned at 5:15 PM.

Minutes prepared and submitted by Chris Courtemanche

Next meeting is scheduled for January 28, 2026