Minutes of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC)
Finance Committee Meeting
Wednesday, January 28, 2026
10 Water Street, Lebanon, NH 03766
Approved February 25, 2026

Committee Members Present
Jeff Kessler, Bill Malcolm, and Josh Trow were present, while Peter Guillette joined remotely.

Staff Present
Meghan Butts, Chris Courtemanche

Call to Order
The meeting was called to order at 4:05 pm.

Approval of Minutes
Jeff moved to approve the amended minutes from September 24, 2025. Bill seconded the motion, which was unanimously approved. Also, no questions on the November discussion notes.

Financial Package
Since Anne is away, Peter reported that the December finances are straightforward. There is a positive net position of $37,000, compared to $20,000 a year ago, which is good news. The decrease in billable hours in December is always expected for that time of year. Additionally, payroll, health, and retirement benefits remain closely aligned with the proposed budget.

Updates
None

Other Business
Reserve Fund Policy-After discussions, Meghan will clarify the language regarding fund types and change to two instead of three months of operating expenses and present the revised policy to the Finance Committee at the meeting on February 25th.
Meghan requested approval to transfer $50,000 from the operating account to the money market account to earn interest, rather than leaving it in the operating account without accruing interest. *Bill moved to transfer $50,000 from the operating account to the money market account to earn interest. Peter seconded the motion, and it was approved unanimously.*
Meghan mentioned that we are continuing the recruitment process for the new part-time finance manager position. This will involve onboarding and some overlap with the current finance manager before the transition. Both Peter and Anne interviewed the same candidate, who has shown interest in the position. Meghan has reached out to this candidate and is awaiting a response.
Meghan announced that the audit ending June 30, 2025, is complete and has been uploaded to the Federal Audit Clearinghouse website.

Adjournment
Bill moved to adjourn the meeting, and Jeff seconded. The meeting was adjourned at 4:53 PM since there was no additional business to address.

Minutes taken and transcribed by Chris Courtemanche