Minutes of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC)
Finance Committee Meeting
Wednesday, April 29, 2026
10 Water Street, Lebanon, NH 03766
Approved May 27, 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 4:15 pm.

Approval of Minutes
Jeff moved to approve the minutes from February 25, 2026. Josh seconded the motion, which was unanimously approved.

Financial Package
Anne noted that billable hours were 30% above average for the month, contributing to a successful outcome. While larger expenses are nearing the budget, total income stands at 87% of the budgeted amount. Regarding the $14,466 payment from the New Hampshire Department of Environmental Services, Chris confirmed it is expected to be received by the following week.

Updates
- Ryan Scelza will fill Ann's position in an interim role. He will begin on May 7th, shadowing Anne's work.
- The draft budget was reviewed, including multiple revenue line items extending beyond the next fiscal year, with particular attention to consulting contracts and potential grant funding. Josh raised concerns about the phone and internet bill, which has doubled to $300 per month, questioning whether it was necessary and suggesting we explore potential cost-saving options. Chris and Meghan will investigate current services and costs, focusing on potentially switching to a more affordable internet provider, such as Fidium or Consolidated.
- We discussed the availability of an additional 640 square feet of space next door. The cost of this space would be $20,000, and it would help address our current space constraints and improve staff productivity. The property manager has agreed to install a new door to connect the two offices. *Jeff proposed a motion to recommend to the Executive Committee that we accept this space, which Bill seconded. The motion passed unanimously.*

Other Business
No other business

Adjournment
Josh moved to adjourn the meeting, and Bill seconded the motion. The meeting was adjourned at 4:50 PM.

Minutes taken and transcribed by Chris Courtemanche