Minutes of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC)
Finance Committee Meeting
Wednesday, May 27, 2026
10 Water Street, Lebanon, NH 03766
Approved August 26, 2026

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

Staff Present
Meghan Butts, Chris Courtemanche, Anne, and Ryan

Call to Order
The meeting was called to order at 4:03 pm.

Approval of Minutes
Jeff moved to approve the minutes from April 29, 2026. Josh seconded the motion, which was unanimously approved.

Financial Package
Anne noted that there was nothing unusual for April, and the payroll expenses, along with health and retirement benefits, continue to track closely to the budget.

Updates
- Meghan welcomed Ryan, who will shadow Anne throughout June before taking over the Finance Consultant position.
- CRJC funding is reinstated in New Hampshire, retroactive to July 2025, and will be included in the budget for fiscal year 2027.

Other Business
- Meghan noted that included in the packets is the fixed asset policy, which proposes changing the cost threshold from $1,000 to $5,000. *Josh moved to recommend the proposed fixed asset policy to the Executive Committee, with a $5,000 threshold. Jeff seconded the motion, which passed unanimously.*
- Meghan presented the fiscal year 2027 budget, highlighting that it is currently 90% funded. She also explained the Tier II program*. Josh proposed that the budget be forwarded to the Executive Committee for review before it is approved at the annual meeting. Bill seconded the motion, which was approved unanimously.*

Adjournment
Josh moved to adjourn the meeting at 4:45 p.m.

Minutes taken and transcribed by Chris Courtemanche