Minutes of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC)
Finance Committee Meeting
Wednesday, August 26, 2026
10 Water Street, Lebanon, NH 03766
Approved September 23, 2026

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

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

Call to Order
The meeting was called to order at 3:10 pm.

Approval of Minutes
Bill moved to approve the amended minutes from May 27, 2026, reflecting a change to the fixed asset policy cost threshold from $1,000 to $5,000. Jeff seconded the motion, and the committee approved it unanimously.

Financial Package
Ryan updated the committee on both June and July financials. Bill asked for clarification on the relationship between the Accounts Receivable Balance and monthly income. Ryan and Erin will review and provide an explanation.

Updates
- No updates

Other Business
- An updated version of the Fixed Asset Policy, which includes the comments from Peter Nichols, has been presented. After a brief discussion, we determined the wording is adequate.
- Recommendation for Approval of Finance Manager Contract-Meghan explained that the New Hampshire Department of Transportation (NH DOT) informed us that the Finance Manager contract did not comply with our procurement policy. Therefore, we need a motion from the committee recommending that the Executive Committee approve hiring a new Finance Consultant. Josh moved to approve the recommendation, and Bill seconded. The committee unanimously approved the recommendation to hire a Finance Consultant.

Adjournment
Bill moved to adjourn the meeting, and Jeff seconded. The meeting was adjourned at 3:50 p.m.

Minutes taken and transcribed by Chris Courtemanche