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

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

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

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

Approval of Minutes
Josh moved to approve the minutes from August 26, 2026; Bill seconded; and the motion was approved unanimously.

Financial Package
Ryan and Erin updated the committee on the August financials. Ryan explained that they adjusted accrued payroll in September to reflect the correct number of payroll days in July. This offset July net income to a negative balance of $2,772.67, a significant change from the original July net income of $21,568.27.

Updates
October lease increase: We received notification from Stonehouse Works, our office landlord, that rent will increase by 3.4% in October, based on the current Consumer Price Index (CPI).
New contracts: Several Tier II proposals have moved to Tier I and are now new contracts. These include USDA, Brownfields, and three contracts with the Northern Border Regional Commission.

Other Business
Contract Rates & Dues for Fiscal Year 2028: Peter proposed a $5.00 increase across all categories for new contracts, effective January 1. *Josh moved to recommend the increase to the Executive Committee; Bill seconded. The motion passed unanimously.* The Committee also reviewed the current Consumer Price Index (CPI) and recommended a 3.5% increase in municipal dues for fiscal year 2028. *Bill moved to recommend the 3.5% increase to the Executive Committee; Peter seconded. The motion passed unanimously.*

Adjournment
Josh moved to adjourn the meeting, and Bill seconded. The meeting was adjourned at 4:48 p.m.

Minutes taken and transcribed by Chris Courtemanche

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