Discussion of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC)
Finance Committee Meeting
Tuesday, November 18, 2025
10 Water Street, Lebanon, NH 03766
Discussion Only – No Quorum Present

Committee Members Present
Bill Malcolm, Josh Trow, Peter Guillette (remote)

Staff Present
Meghan Butts, Chris Courtemanche, Anne MacEwan

Call to Order
The Chair called the meeting to order at 4:00 PM and acknowledged the absence of a quorum. It was noted that the session would be conducted as a discussion only.

Approval of Minutes
No quorum, so minutes from September will be approved at the January 2026 meeting.

Financial Package
Anne reviewed the financial package and observed that the salary budget was set at $240,000, while actual expenses totaled $240,500. This indicates that the organization remains aligned with the budgetary expectations. Furthermore, the organization has experienced another successful month, with both income and expenses in line with the budget.

Update
Meghan reported that there are no updates on the final audit yet, as they are still waiting for the auditor to provide the final release date for the compliance supplement. She reminded the committee that Anne will retire at the end of the fiscal year and that Vickie will retire in October. Steps are being taken to transition other staff to take over Vickie's duties. However, we need to start looking for Anne's replacement in January or February to ensure training can occur before Anne leaves in July.
Meghan also discussed funding issues related to the Connecticut River Joint Commission (CRJC) with the State of New Hampshire and the possibility of no contract with New Hampshire, which would result in a $30,000 revenue loss.

Other Business
None

Adjournment
The discussion ended at 4:30 PM.

Notes taken and transcribed by Chris Courtemanche.