UVLSRPC Annual Meeting
Forbes Tavern ~ Grantham, NH
June 10, 2026, 4:30 pm – 7:30 pm

Meeting Minutes

Commissioners Present	Guests Present	Staff Present
Lynn Arnold-Sunapee	Guests:	Meghan Butts
Nancy Cleveland-Wilmot	Dan Collins	William Cleaveland
Dan Collins-Canaan	David Fracht	Chris Courtemanche
Jerry Coogan-New London	Peggy Plunkett	Ian Garland
Alan Eisenberg-Wilmot	Mindy Schwartzberg	John Haffner
Peter Guillette-Grantham	Rob Taylor	Grace Jackson
Andrew Hatch-Washington	Everett Thurber	Tim Josephson
Ellen Hender-At-Large		Anne MacEwan
Jeff Kessler-Newport	Steve Taylor-Speaker	Ryan Scelza
Mark Lightner-Lempster		Renee Theall
Tom Luther-Claremont		Anna White
Bill Malcolm-Lyme		
Nancy Merrill-At-Large		
Peter Nichols-New London		
Albert St. Pierre-Charlestown		
Josh Trow-Sunapee		
John Tuthill-Acworth		
John Yacavone-Plainfield		

Call to Order and Roll Call
Chair Bill Malcolm called the Annual Business Meeting to order at 5:20 PM.

Minutes from April 8, 2026
Josh Trow motioned to approve the minutes from April 8, 2026, seconded by Albert St. Pierre. The motion passed with Dan Collins and Tom Luther abstaining.

Executive Director Update
Meghan took the time to highlight the achievements of each staff member, detailing their individual contributions and the impact of their work on the team and overall organization.

Reserve Policy Approval
Bill asked if there were any questions regarding the revised Reserve Policy. Since there were no questions, Bill

requested a motion. *John Yacavone moved, seconded by Jeff Kessler, to approve the Reserve Policy. Motion passed with Dan Collins abstaining.*

Fixed Asset Policy Approval
Bill asked if there were any questions regarding the revised Fixed Asset Policy. Jeff Kessler moved, seconded by Josh Trow, to approve the Fixed Asset Policy. Motion passed with Dan Collins abstaining. The Finance Committee will review the wording at the July meeting.

Nominations for Members-At-Large
The following nominees for At-Large members are:

- Anne Duncan Cooley - Chief Executive Officer, Grafton Regional Development Corporation
- Peter Gregory - Executive Director, Two Rivers-Ottauquechee Regional Commission
- Ellen Hender-Executive Director, Vital Communities
- Nancy Merrill- Economic Development
- Nathan Reichert – Director of Planning and Zoning, City of Lebanon

Jeff Kessler moved, seconded by Albert St. Pierre, to appoint Anne Duncan Cooley, Peter Gregory, Ellen Hender, Nancy Merrill, and Nathan Reichert as Members-At-Large for 2027. The motion passed with Dan Collins abstaining.

Nominations for Fiscal Year 2027 UVLSRPC Officers
Bill presented the Nominating Committee's report and asked for a motion to approve the following slate of officers for fiscal year 2027.

- Chair-Josh Trow, Town of Sunapee
- Vice Chair- Bill Malcolm, Town of Lyme
- Treasurer-Peter Guillette, Town of Grantham
- Secretary/Assistant Treasurer-Jeff Kessler, Town of Newport

After no other nominations were made, *Andrew Hatch made a motion, seconded by Dan Collins, to elect the following UVLSRPC officers for 2027: Josh Trow as Chair, Bill Malcolm as Vice Chair, Peter Guillette as Treasurer, and Jeff Kessler as Secretary/Assistant Treasurer. The motion passed with Dan Collins and Tom Luther abstaining.*

Review of Financials
Peter Guillette reported that Executive Director Meghan, Office Manager Chris, and Finance Consultant Anne worked closely with the Finance Committee to develop a budget that reflects the Commission's current business cycle.

He noted that the Commission remains in a strong financial position, supported by stable cash flow. The budget represents a snapshot in time and may change significantly in the weeks and months ahead. The proposed fiscal year 2027 budget is reasonable and provides the Commission with the flexibility needed to respond to an evolving business landscape while continuing to deliver high-quality planning services to the community.

Review and adopt the fiscal year 2027 UVLSRPC Budget and Work Plan
Bill asked if there were any questions regarding the proposed fiscal year 2027 budget and work plan. *Tom Luther made a motion to adopt the proposed fiscal year 2027 budget and work plan, which Nancy Merrill seconded. The*

motion passed with Dan Collins abstaining.

Insurance Plans for fiscal year 2027
Bill noted that, as part of the budget recently approved by the Commission, our health insurance provider requires us to adopt a resolution authorizing and directing the Executive Director to execute and deliver the necessary insurance plans for fiscal year 2027. *Josh Trow made a motion, which was seconded by Jeff Kessler, to authorize the Executive Director to execute and provide the appropriate insurance plans for fiscal year 2027. The motion passed with Dan Collins abstaining.*

Execution of Documents for the fiscal year 2027
Bill requested a motion to authorize the Executive Director to sign and execute all necessary documents to implement the work outlined in the fiscal year 2027 work plan. *Peter Nichols moved to approve the Executive Director's authority to sign and execute all required documents for the work plan, and Dan Collins seconded the motion. The motion passed with Dan Collins abstaining.*

Other Business: None

Adjourn
Dan Collins made a motion to adjourn the meeting. The business meeting concluded at 5:50 PM.

Minutes prepared by Chris Courtemanche

The meeting was followed by dinner and a presentation by Steve Taylor.