Upper Valley Lake Sunapee Regional Planning Commission

Full Commission Meeting

February 11, 2026

Meriden Library ~ Meriden, NH 03770

Approved April 8th, 2026

COMMISSIONERS	COMMISSIONERS	STAFF PRESENT
Lynn Arnold-Sunapee Kevin Brekner-Unity (Remote) Nancy Cleveland-Wilmot Jerry Coogan-New London (Remote) Ted Cooley-Orford (Remote) Anne Duncan-Cooley (Remote) Alan Eisenberg-Wilmot Read Gildner-Blinn-Lempster Peter Guillette-Grantham (Remote) Sarah Jackson-At Large (Remote) Tom Luther-Claremont	Mark Lightner-Lempster Tom Luther-Claremont Bill Malcolm-Lyme Nancy Merrill-At Large (Remote) Dan Nash-Lebanon Nate Reichert-At Large Albert St. Pierre-Charlestown Josh Trow-Sunapee John Yacavone-Plainfield	Meghan Butts Chris Courtemanche Anna White (Remote)

Call to Order

Chair Bill Malcolm called the meeting to order at 5:00 PM.

Approval of Minutes from October 15, 2025

Josh Trow moved to approve the October 15, 2025, minutes. Kevin Brekner seconded the motion. The minutes were approved, with two abstentions.

Committee Reports

Finance Committee: Peter presented the financial report, noting a positive change in net position of $37,036. He explained that the December loss was due to a reduction in billable hours, primarily because of vacation and holiday time. Additionally, payroll, health, and retirement benefits align with the proposed budget, indicating we are continuing to make positive progress.

Executive Committee: Bill mentioned that at the Committee meeting on January 28th, they addressed changes to health and life insurance, updates to the wellness program, modifications to retirement plans, and updates to procurement and reserve policies, which Meghan will elaborate on in her report.

Personnel/Joint Loss Committee-John brought up the wellness benefit, while Peter reported that there is not much to share regarding the Joint Loss. He mentioned that the parking lot is prepared for winter, with sand buckets in place. Additionally, management has installed cameras around the exterior of the building, covering the entrance, parking lot, and loading dock for added security.

TAC-Meghan reported that the TAC is experiencing difficulties with quorum attendance, prompting plans to recruit from underrepresented communities. The TAC committee makes many decisions on regional transportation priorities, so maintaining quorum is important. Meghan reported that the New Hampshire DOT's next 10-year plan process will be adjusted due to recent funding instability, and the team is working to ensure their long-range transportation plan is updated accordingly.

Presentation
Meghan shared mid-year highlights from various projects that the staff has found successful.

Director Updates

- The audit has been completed and uploaded to the Federal Audit Clearinghouse website.
- Search has begun for a part-time finance consultant as Anne plans to retire at the end of June.
- Since our last meeting in October, we have signed a few more contracts, including grand administration for four new NBRC projects.
- We are nearing the completion of the first draft of the regional plan update. A meeting will be held with the Regional Planning Committee to discuss the draft and outreach strategies. After addressing the feedback, we will finalize the updates and send the draft for public comment, aiming for commission approval by the end of the year.

Regional Transportation Updates

- Meetings have taken place with engineering consultants and subawards to discuss cost estimates and conceptual designs for the Thriving Communities project.
- Preparing proposals for the upcoming season for field work related to culvert inventories, signage, and RSMS.

- The Long Island Sound Futures Fund project identified 101 potential sites for green stormwater infrastructure improvements aimed at reducing nitrogen levels in the Connecticut River. The next step is to select the top sites for further design work.
- A question was raised by Mark Lightner from Lempster regarding the possibility of sharing local transportation with schools. Meghan noted that this could be explored further with service providers

Other Business:

Personnel Policy Updates-Proposed:

- Employees scheduled to work 20 or more hours per week and less than 40 hours per week. Part-time employees shall be paid hourly. Part-time employees will be offered benefits at a pro-rated rate.
- Compensatory Time to be changed to Flextime to better define the policy for exempt employees.
- New health and wellness reimbursement program offering up to $20 monthly.
- Retirement recommendation is to remove the 6-month waiting period and allow a match from the first day of employment.

Josh made a motion to approve the updates listed above, and John seconded it. The motion was passed unanimously.

The health insurance proposal is to shift from 100% employer coverage to an 80/20 split between employer and employees, effective July 1, 2026. *Ted made a motion to approve the health insurance proposal, which Read seconded. The motion passed unanimously.*

Life insurance benefits will be $100,000 upon underwriting approval; if not approved, the policy will remain at $10,000. *Josh made a motion to approve the proposed life insurance benefit, which Nate seconded. The motion passed unanimously.*

Proposed updates to the Procurement Policy are necessary to align with federal requirements and establish clearer thresholds for different purchase levels. *Jeff proposed a motion to approve the procurement policy, which Read seconded. The motion passed with unanimous approval.*

Anne Duncan-Cooley provided details about a new childcare initiative in the Upper Valley region. This program offers facilities assessments, business advising, and equipment grants to both current and prospective childcare providers. Anne will send a summary of available childcare business support resources to anyone who requests it.

Adjourn:

John moved to adjourn the meeting. Josh seconded the motion, and the meeting was adjourned at 6:00 PM.

Minutes prepared by Chris Courtemanche

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The next meeting is on Wednesday, April 8, 2026