Upper Valley Lake Sunapee Regional Planning Commission

Full Commission Meeting

October 15, 2025

Meriden Library ~ Meriden, NH 03770

Approved February 11, 2026

Commissioners	**Commissioners**	**Staff Present**
Lynn Arnold-Sunapee Kevin Brenker-Unity (Remote) Chaisson, Bill-Wilmot Cooley, Ted-Orford (Remote) Duncan-Cooley, Anne (Remote) Ferland, Derek-Sullivan County Read Gildner-Blinn-Lempster Peter Guillette-Grantham Andrew Hatch-Washington Chris Kennedy-Hanover Tom Luther-Claremont	Bill Malcolm-Lyme Nancy Merrill-At Large Dan Nash-Lebanon Peter Nichols-New London Nate Reichert-At Large Josh Trow-Sunapee John Tuthill-Acworth Richard Wahrlich-Claremont John Yacavone-Plainfield Guest-John Boulay-Audit Manager RHR Smith & Company, CPA's (Remote)	Meghan Butts Chris Courtemanche

Call to Order

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

Approval of Minutes from August 13, 2025

Josh Trow moved to approve the August 13, 2025, minutes. Peter Guillette seconded the motion. The minutes were approved, with Tom abstaining.

Committee Reports

Finance Committee: Peter reported that the RPC continues to have a positive month, and projects are on track with the budget. After the start of the new year, we will begin the budgeting process for fiscal year 2027.

Executive Committee: The Committee reviewed the proposed contract rates and municipal dues, which will be discussed and voted on under "Other Business.

TAC-Dan Nash reported that the committee met yesterday and reminded everyone about the GACIT Hearings. The Lebanon GACIT meeting is scheduled for October 27, 2025, emphasizing the importance of attendance.

Presentation

John Boulay from RHR Smith & Company presented the annual audit findings

- Clean audit with no internal control comments
- Procurement policy will be updated and presented at the December 10th commission meeting.
- Meghan mentioned that in the single audit, the grant titled "Highway Planning and Construction" should actually be referred to as the "New Hampshire Department of Transportation UPWP project." John will check if they are permitted to correct the name.

Director Updates

- Meghan mentioned that we have signed a five-year lease for our office space, but unfortunately, our request for a three-year option was declined.
- We have hired a new intern to work on the Green Stormwater Infrastructure project. Additionally, we will have another unpaid intern from Dartmouth to support various projects and gain regional planning experience starting sometime in January or February.
- Vickie Davis, who has been with the commission for 18 years as of November 2025, will be retiring in October 2026.
- The Northeast Energy Efficiency Partnership (NEEP) project was canceled, along with other energy projects cut by the federal government, resulting in a loss of $107,000 from our budget. Fortunately, we received a USDA grant of $100,000, which will help offset some of that loss. Meghan also stated that no staff changes will be made due to the project's cancellation, as she is more focused on future fiscal years than on the current one.

Regional Transportation Updates

- Fieldwork is still ongoing, but we are approaching the end of the season. As we plan next year's fieldwork, please remind your municipalities that we offer services including stream crossings, drainage culverts, pedestrian infrastructure, pavement management, and guardrail assessments.
- Beta Group has been hired as the On-Call Engineer for the next two years.
- Sullivan County's SS4A initiative, with UVSLRPC as a stakeholder, is progressing, but greater participation from the municipalities is needed.

- Attending GACIT hearings is crucial, as projects are being delayed or removed from the ten-year plan. The final regional GACIT hearing will be held in Lebanon next Tuesday at 7 PM. Commissioners are encouraged to attend these hearings to advocate for regional projects and demonstrate support for the transportation funding planning process.

Other Business:

- Municipal Dues fiscal year 2027- *After some discussion, Peter Nichols proposed a 3% increase in dues for fiscal year 2027, effective July 1, 2026. Ted Cooley seconded the motion, which passed unanimously.*
- *Josh Trow proposed that the contract rates will remain unchanged for the following calendar year. Peter Guillette seconded the motion, which passed unanimously*.
- Bylaw Update - Meghan explained the reasons for modifying the bylaws to allow staff to respond to Developments of Regional Impact (DRIs*). After some discussion, Nancy Merrill made a motion to amend the bylaws to authorize staff to review and respond to DRIs. Bill Chaisson seconded the motion, which passed unanimously.*

Adjourn:

John moved to adjourn the meeting. The meeting was adjourned at 6:20 PM.

Minutes prepared by Chris Courtemanche

The next meeting is Wednesday, December 10, 2025, at City Hall in Lebanon, NH.