Minutes of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC)
Personnel Committee Meeting
April 14, 2026, at 11:30 AM
10 Water Street, Lebanon, NH 03766
Approved June 2, 2026

Committee Members Present
Peter Gregory and John Yacavone were present, while Peter Guillette joined remotely.

Staff Present
Meghan Butts, Chris Courtemanche

Call to Order
The meeting was called to order at 10:07 AM

Approval of Minutes
Peter Guillette moved to approve the minutes from December 9, 2025. Peter Gregory seconded the motion, and it was approved unanimously.

Updates

- We are currently seeking to hire a Finance Manager or Consultant to fill a key role, as Anne will be leaving at the end of June. We have a potential interim candidate in mind, but the deal has not been finalized yet. We have also hired a full-time Associate Planner, William Cleveland, who was our summer intern last year. He will assist with summer fieldwork and transition into planning tasks.
- The proposed fiscal year 2027 budget will include a one-time salary increase for all employees to cover the new health insurance costs, effective July 1st.
- The Full Commission has approved the Wellness benefit, along with the recommended changes to Health Insurance and modifications to Retirement plans as discussed by this committee in a prior meeting.
- We have the opportunity to acquire adjacent office space measuring approximately 640 square feet. This additional space will allow us to have more meeting areas. We will present this proposal to the Finance and Executive Committee in April to evaluate whether it fits within our budget.

Other Business
There is no additional business to discuss.

Adjournment
Peter Gregory proposed to adjourn the meeting, which was seconded by Peter Guillette. The meeting ended at 11:48 AM.

Minutes submitted by Chris Courtemanche

The next meeting is scheduled for June 2nd at 9:00 am