Minutes of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC)
Personnel Committee Meeting
October 27, 2025 – 9:00 AM
10 Water Street, Lebanon, NH 03766
Approved

Committee Members Present
Peter Gregory, Peter Guillette, John Yacavone

Staff Present
Chris Courtemanche

Call to Order
The meeting was called to order at 9:00 A.M.

Approval of Minutes
Peter Guillette moved to approve the June 30, 2025, minutes. Peter Gregory seconded the motion, and it passed unanimously.

Updates
- Vickie Davis will be retiring in October 2026. She has been a long-time employee of UVLSRPC for 18 years.

Other Business
Health Insurance-Meghan informed the committee that HealthTrust's medical rates will increase by 17.9% effective July 1, 2026. Chris will research other options to present at the December meeting.

Survey Benefit Questions:
- Peter Gregory referred to the Health & Dental question and suggested offering an 80/20 plan for all employees, regardless of whether they have single, two-person, or family coverage.
- The committee agreed that we should look elsewhere for Life Insurance since HealthTrust's maximum benefit with underwriting is $25,000.
- Peter Gregory proposed that our retirement plan should have no waiting period for enrollment or matching contributions, and both the committee and Meghan agreed with this suggestion. As a result, we will need to revise the wording in our personnel policy and amend our plans at Mission Square accordingly. Chris and Meghan will be collaborating on this task with the objective of completing it by the upcoming meeting in December.
- Chris will research the cost of annual memberships at several gyms in the area and report back at the next meeting.
- Annual incentives based on your length of service with UVLSRPC. After discussion, it was agreed that any increase in pay or bonuses should be based on performance rather than years of service.

The Committee agrees that reviewing and improving benefits is essential to remain competitive and reduce staff turnover.

Adjournment

Peter Gregory motioned to adjourn the meeting, and Peter Guillette seconded the motion. The meeting adjourned at 9:45 A.M.

Minutes submitted by Chris Courtemanche

The next meeting is scheduled for December 2, 2025