Minutes of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC)
Personnel Committee Meeting
December 9, 2025, at 9:00 AM
10 Water Street, Lebanon, NH 03766
Approved April 14, 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 Gregory made a motion to approve the minutes from October 27, 2025. Peter Guillette seconded the motion, and it was approved unanimously.

Updates
Meghan had no updates

Other Business
- Meghan presented the health insurance rates, with the option to transition to an 80/20 plan for single, two-person, and family coverage. *Following a brief discussion, Peter Gregory proposed a motion to recommend to the Executive Committee that the health insurance plan be modified to 80/20 for all coverage options. Peter Guillette seconded the motion, which was approved unanimously.*
- Options were presented to increase the Life Insurance benefit to $100,000, subject to underwriting. The guaranteed issue would remain at $10,000, with no underwriting. *Peter Gregory proposed a motion to recommend to the Executive Committee that the life insurance benefit be offered at $100,000, subject to underwriting approval, while keeping the guaranteed issue at $10,000, with no underwriting required. Peter Guillette seconded the motion, which was approved unanimously*.
- Retirement Plan - As discussed during the October meeting, the Personnel Committee proposes to amend the personnel policy to specify that new employees will have immediate eligibility to enroll in the company-sponsored retirement plan. Furthermore, the company will start matching contributions from the date of enrollment. *Peter Guillette made a motion to recommend to the Executive Committee that employees should be eligible to enroll in the company-sponsored retirement plan immediately. Additionally, the matching contributions will also take effect on the enrollment date. Peter Gregory seconded the motion, which was approved unanimously.*
- Meghan explained that the staff is interested in a wellness benefit. After some discussion, it was agreed that UVLSRPC could provide up to $20.00 per month for this benefit. *John Yacavone made a motion to recommend to the Executive Committee the addition of a wellness benefit of up to $20.00 per month, contingent upon proof of receipt. Peter Gregory seconded the motion, and it passed unanimously.*
- Meghan requested that we update the Personnel Policy to clarify the definition of a part-time employee to read “Employees scheduled to work 20 or more hours per week and less than 40 hours per week. Part-time employees shall be hourly employees and paid on an hourly basis.” *Peter Gregory motioned to*

update the language regarding part-time employees in the Personnel Policy. Peter Guillette seconded the motion, and it passed unanimously.

- Meghan requested that the Personnel Policy change all references from "Compensatory Time" to "Flex-time" to better define the policy for exempt employees*. Peter Gregory made a motion to update the wording to "Flex-time." Peter Guillette seconded the motion, and it passed unanimously.*

Adjournment

Peter Gregory motioned to adjourn the meeting, and John Yacavone seconded the motion. The meeting adjourned at 10:56
AM.

Minutes submitted by Chris Courtemanche

The next meeting is scheduled for March 3, 2026, at 9:00 AM