

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

July 20, 2012
Conference Room
Strafford Regional Planning Commission
150 Wakefield Street
Rochester, NH

Members Present: Chairman, Lou Vita, Middleton; Vice Chairman, Brian Tapscott, Somersworth; Secretary-Treasurer, C. Thomas Crosby, Madbury; Kenn Ortmann, Rochester; Sandra Keans, Rochester; William Cote, Durham, and Victoria Parmele, Northwood; Alternate Bill Connor, Somersworth; and Alternate Robert Jaffin, Rochester

Member Absent: Alternate, Ed Jansen Jr., Rollinsford.

Staff Present: Cynthia Copeland and Tammy Butt

Chairman L. Vita noted a quorum at 8:00 a.m. and began the meeting.

1. Minutes of May 18, 2012 Executive Committee Meeting Public Session

Chairman L. Vita asked if everyone had a chance to look over the minutes of May 18, 2012 and if anyone had any questions or discussion comments. K. Ortmann made a motion to approve the minutes of May 18, 2012. B. Tapscott seconded that motion. All were in favor, with abstention from B. Cote & V. Parmele because they weren't present. The motion was carried.

2. Draft Financial Reports May & June 2012

C. Copeland indicated that the financials were summarized in her Executive Director's Report in items 2 – 6. June draft revenue was \$98,304.69. As of June 30, 2012 we will be taking into income \$33,259.91 in dues as may be adjusted per the auditor reports for FY2012. We are tracking accounts receivables which are \$227,180.05 as of June 30, 2012. Milton & Dover have confirmed they are not paying dues this year (FY2013). We are waiting to hear from Wakefield, Brookfield, and Farmington. July 2013 financials will reflect these dues adjustments. Notices of unpaid invoices have been sent to the towns on the A/R Aging Summary asking them to notify us if dues will not be paid so that we may update our records.

C. Copeland noted #5 of the Executive Director's Report states clean-up activities within the financial system are ongoing and may take a few weeks/couple of months. We have to research back to 2004 in some instances. These adjustments will most likely affect our financial statements. The goal is to clean up, restructure processes, and automate as much as possible; limit the amount of manual entries (less reliance on Excel manual spreadsheets), and start the 2013 fiscal year with a "clean" financial system. Estimated closing of FY2012 will be done in the financial system by the end of August 2012. The annual audit from Melanson & Heath is scheduled for the end of September. They will conduct the annual audit first; afterwards they will perform an audit of our Indirect Rate. Included in the meeting packet is the Audit Engagement Letter to let the Executive Committee see what the objectives, scope, and structure of the current audit. (Agenda item #10 – Other Business) No approval is necessary from the Executive Committee; it is an information item.

3. Citizens Bank Signature Card & Certificate of Authority

Chairman Vita introduced the next agenda item to have the Executive Committee sign the Citizens Bank Signature Card and Certificate of Authority. T. Butt elaborated that only the cover letter was included in the meeting packet. She handed out the paperwork for signatures from all check signers.

4. PayPal & Credit Card Purchase Order Process Flow Chart

T. Butt explained that these are two separate issues rolled into one agenda item. A process flow chart for proposing how to use PayPal for online purchases is in the meeting packet. A similar process flow chart will be created for credit card purchases, if the board approves. When SRPC registers for conferences, training seminars, travel, or purchases items online, it would be beneficial to use a PayPal account or business credit card for these types of transactions. Currently we are using personal credit cards, usually the Executive Director's, to make these purchases. The Executive Director submits an expense reimbursement form. It would be more efficient to use a PayPal account linked to the Citizens Bank account and/or SRPC business credit card to fund these types of transactions. A discussion ensued about PayPal & business credit cards, what their liabilities, benefits, and mitigating risks are, and the various types of transactions they could be utilized for. The committee asked for more specific examples of when PayPal would be used versus a business credit card at the next meeting in August. Also to review next month is consideration of what limits would be placed on both types of transactions, and the controls in place to prevent fraudulent charges.

5. July Monthly/Minor Administrative/Informational Revisions

C. Copeland stated the July Administrative Modifications and/or Informational Revisions to the 2011-2014 Transportation Improvement Program is part of the Metropolitan Planning Organization work SRPC completes together with NH Department of Transportation, the Environmental Protection Agency, as well as the other three Metro Plan Organizations. Projects must be documented in a process that is fiscally constrained and programmatically accurate. Local and statewide projects are coordinated monthly through the monthly interagency coordination call. SRPC reviews several types of projects in our region for administrative modifications and informational revisions. K. Ortmann made a motion to concur with the Executive Director recommendation; C. Thomas Crosby seconded the motion. All approved; motion was carried.

6. Executive Director Job Description & Goals

C. Copeland requested the Executive Committee officers provide feedback on her job performance annually, acknowledging that her salary increases will remain on the existing biennial schedule. She stated this annual effort is essential for her to keep staff goals and the various projects she oversees on a cohesive path. This effectively assists in managing the group as a whole and keeping her individual goals in line with everyone else's. K. Ortmann made a motion appointing the Executive Committee Officers as the members of the Executive Director Review Committee, B. Tapscott seconded the motion. All approved; motion was carried.

7. Non-Compete & Non-Piracy Agreements

C. Copeland suggested this be reviewed at the August Executive Committee meeting due to time constraints. She will further research to better understand how the new law applies to SRPC. The Executive Committee agreed to table this agenda item and add it to the August agenda for discussion.

8. Executive Director Report

C. Copeland reported that the June hours were not yet updated when she wrote the report. She will complete and send to the Executive Committee within the next day or two. The first pages were discussed under the monthly financials. Moving on to new business on page 7, C. Copeland explained

there is a possible new community planning grant with Farmington, funded through HUD. SRPC wrote a letter indicating the scope of work and time constraints for consideration of the Town Selectmen. A 604(b) Water Quality Planning grant letter of intent will be submitted today. There is more progress on the HUD Regional Planning grant, as indicated in more detail in her report, section D & E.

9. Updates

a. NH Rail Authority and New England Rail Coalition

S. Keans stated the state plan was put together for a Director's Board meeting for approval. C.T. Crosby mentioned a passenger rail from Portland, ME to Montreal, Canada proposal may be in the works.

b. NHARPC Legislative Committee and Priorities

K. Ortmann had printed out for the Executive Committee a list of House Bills presented over the past year that the NH Association of Regional Planning Commissions watched. These are legislative bills that the NHARPC may have had concerns or issues with, and they monitored the progress of the bill. This item should be added to the Executive Committee August Agenda for a discussion and review of the priorities and action items.

c. FEMA Mitigation Grants for Community Mitigation Planning

R. Jaffin noted he had nothing to report as there hasn't been any activity in months. He asked that this agenda item be moved to the February 2013 Executive Committee agenda.

10. Other Business

C. Copeland explained that our monthly TAC & Policy Commission meetings will have a new agenda item added at the end, a Citizens Forum, to address any public questions, concerns or comments. There will be a 3 minute time limit per person. FHWA agreed with this concept to continue to reach out to the public as well as to ensure business at meetings is efficiently conducted.

11. Adjournment

Chairman Vita asked for a motion to adjourn the meeting at 9:00 a.m. B. Tapscott made a motion to adjourn the meeting. K. Ortmann seconded that motion. All in favor; motion carried.

Minutes respectfully submitted by,

Tammy Butt, MBA
Finance Manager & Recording Secretary

Minutes approved on August 17, 2012

By: 

