

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

May 18, 2012
Conference Room
Strafford Regional Planning Commission
150 Wakefield Street
Rochester, NH

Members Present: Vice Chairman, Lou Vita, Middleton; Secretary-Treasurer, C. Thomas Crosby, Madbury; Brian Tapscott, Somersworth; and Kenn Ortmann, Rochester. Sandra Keans, Rochester arrived during budget discussion.

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

Guest: Bill Connor, Somersworth, a new MPO member.

Staff Present: Cynthia Copeland and Tammy Butt

Vice Chairman L. Vita noted a quorum at 8 a.m. and began the meeting. C.T. Crosby requested the commission make any voting decisions prior to the Policy Committee meeting at 9:00 because he needs to leave the office by 10 am.

1. Minutes of April 20, 2012 Executive Committee Meeting Public Session

Vice Chairman L. Vita asked if everyone had a chance to look over the minutes of April 20, 2012 and if anyone had any questions or discussion comments. B. Tapscott made a motion to approve the minutes of April 20, 2012 with a change requested by K. Ortmann, to delete him from the members present as he did not attend. C.T. Crosby seconded that motion with the change. All in favor, motion carried.

2. FY2011 Audit Report Acceptance

Vice Chairman L. Vita made a motion to accept the FY2011 Audit from Melanson Heath & Co, PC. K. Ortmann added the committee accepts the audit based on the basis of the presentation of the auditor and documentation received, C.T. Crosby seconded the motion. All in favor, motion carried.

3. FY2013 Budget for Recommendation

C. Copeland asked to skip to agenda items 5 & 6 because the items needed votes from the committee members and she wanted to spend time to discuss the financial status of SRPC with the committee. The format of the FY2013 budget was revised & modernized by new Finance Manager, T. Butt. C. Copeland explained under Revenues the only change was that the Outside Source Cash Match under Metropolitan Planning Organization Contracts was an anticipated carryover of funds. Expenses had adjustments to salaries and added a consultant for a Metro Plan Update task (\$25k). State rules changed for carryover in federal highway funds, and SRPC will not have the ability to carry over federal highway funding in the future. Funds must be spent down in 2 years or lose it. K. Ortmann had a question about the percentages on the expense budget from FY2012 to FY2013. C. Copeland will double-check formulas. Health & dental insurance went down this year. Some other RPC's went out of LGC and are going through private insurance companies. They've had 30% to 40% increases this year. K. Ortmann made a motion to recommend for approval the FY2013 budget to the full Commission at the annual meeting, C.T. Crosby seconded the motion, all in favor, motion was carried.

4. FY2013 Draft Slate of Officers for Recommendation

C. Copeland specified the EC still has a vacancy and she hasn't received any word about interested parties to join. Notice was sent to the Commissioners. There has been one instance where a quorum was not obtained this year wherein a quorum is 4 members. Slate of Officers document should be updated to state the vacancy is as a regular EC member (not alternate). Robert Jaffin had suggested he would like to be a member, however, due to his residency in Rochester, he thought it might pose a problem having 3 members from the same community on the EC. He had offered to take an alternate position, if necessary. C. Copeland stated that the bylaws do not specify any number of alternate members or which communities the members represent; the bylaws require a minimum of 3 officers and 4 members of the committee at large. The Executive Committee agreed to add Robert Jaffin as an alternate member.

K. Ortmann suggested Bill Connor could become a member or alternate member, if he is interested. B. Connor agreed to fill in as an alternate or member for the EC in the interim until the vacancy is filled. C. Copeland added that normal practice for EC members was to have a year's experience. B. Tapscott indicated he didn't have one year experience when he joined. B. Tapscott made a motion to recommend that B. Connor to become an alternate member of the EC committee. K. Ortmann seconded the motion, all approved, motion was carried.

C. Copeland indicated that there still would remain a vacancy in the slate of officers for a regular member of the EC. At the annual meeting on May 31, 2012, the full commission will vote on the recommended slate of officers and members to the EC. Other Commissioners may be nominated at the annual meeting. Members cannot join the EC mid-term. Vice Chairman Vita directed that a motion was made to recommend the Slate of Officers to the full Commission at the annual meeting with a vacancy for a member. K. Ortmann seconded the motion, all in favor, motion was carried.

5. May Monthly/Minor Administrative/Informational Revisions

C. Copeland stated the May Administrative Modifications and/or Informational Revisions to the 2011-2014 Transportation Improvement Program (TIP) is for a statewide project for pavement resurfacing, rehabilitation & crack seal program done each year. A funding source shift for FY2013 is proposed that will need an increase in funding to \$3.435mil. C. Copeland recommended a concurrence of the changes in the projects as proposed to SRPC by the NH DOT. K. Ortmann made a motion to concur with the ED recommendation, B. Tapscott seconded the motion, all approved, motion was carried.

6. Draft financial reports for FY2012 (July 1, 2011 to May 17, 2012)

C. Copeland explained the auditor advisory letter dated March 16, 2012 identified areas where SRPC can improve and make efficiencies. These recommendations were not in the formal audit management letter. We have already implemented having C. T. Crosby sign the ED timesheets each pay period. T. Butt is working on clearing year-end accruals, old and debit balances in payroll withholding accounts, & fixed asset activity. S. Keans asked if T. Butt was familiar working with these kinds of discrepancies. T. Butt affirmed that she is researching them and can develop a process going forward once we clean up the past entries in the system. C. Copeland clarified that some accounts are not mapped in our software system correctly. C. T. Crosby suggested our outside auditor come down to discuss these items with T. Butt. C. Copeland agreed it would be worthwhile. Vice Chairman Vita thought we needed a motion to have the auditor, sit with T. Butt to review discrepancies and corrections. C. Copeland asked to add Seacoast Accountability consultant to the motion. K. Ortmann asked if there is a separate line item on the budget for auditors, accounting, or consultants, would a vote be needed? The EC discussed that the decision of the ED regarding consultants should be left up to her discretion and she is responsible for notifying the EC, which is what she currently is doing. No motion was necessary. The EC supports the auditor and consultant assisting T. Butt with the audit recommendations.

C. Copeland stated that the invoices for March & April were paid without any discrepancies or issues. T. Butt purchased QuickBooks 2012 version and installed on May 15th. She wants to utilize the software to automate procedures and make more efficient for everyone in SRPC.

S. Keans asked about SRPC using Citizens Bank and the fees associated with this bank. C. Copeland stated SRPC has used this bank since she's worked here, and T. Butt hasn't seen any fees associated with the banking as of her one month tenure. There is a meeting scheduled with a representative from Citizens May 23rd to discuss our banking relationship and needs. The board discussed checking with competitors. K. Ortmann noted that the Accounts Receivables aging is better than it's been in a long time. Vice Chairman Vita noted there was no action for the board to take; this was just a financial status/advisory discussion. He asked to move on to the next agenda item.

7. Family Justice – Building Security Updates

C. Copeland reported that the police officer for Family Justice met with Bruce Young, the Facility Manager for the City, to discuss putting up a wall in the hallway outside his office with a door that locks. The officer offered to do a presentation for the Executive Committee. S. Keans stated she wanted the officer to document his problems and send them to the City of Rochester. She feels this is a public/City building and we should not lock down the building for one tenant. The officer should deal with the Public Works Department, and the City of Rochester. Vice Chairman Vita mentioned other organizations are using the conference room 1A, and SRPC front door was locked after 6 pm. C. Copeland will check on what time the outside SRPC entrance door is being locked to notify anyone using the conference rooms.

K. Ortmann motioned to recess the EC meeting to attend the PC meeting, B. Tapscott seconded, all in favor and motion was carried.

The meeting recessed at 9 a.m. due to a Policy Committee meeting.

Vice Chairman Vita reconvened the meeting at 11:20 a.m. with Executive Committee members K. Ortmann, B. Tapscott and S. Keans present. SRPC staff present: C. Copeland & T. Butt. Guest: Bill Connor, Somersworth.

8. Updates

a. NH Rail Authority and New England Rail Coalition

S. Keans said the support from Executive Council for rail grants is not there anymore. The future of this program is unclear.

b. NHARPC Legislative Committee and Priorities

K. Ortmann stated this year has been difficult. S. Keans asked about any crucial bills. K. Ortmann discussed one regarding a Monadnock region/trail hiking bill. A discussion ensued.

c. FEMA Mitigation Grants for Community Mitigation Planning

The Executive Committee felt that Robert Jaffin should have monthly updates for the EC. R. Jaffin called SRPC earlier in the week and noted he had nothing to report.

9. Executive Director Report

The Executive Director emphasized that a Broadband Planning & Mapping presentation was given by Matt Sullivan to Rochester Economic Development Committee and the Strafford CEDS Strategy committee on May 10, 2012. Both were well received. We are looking for other opportunities for presenting to communities, business associations or groups. C Copeland asked the committee whether

they could make introductions or help find more audiences for this broadband planning presentation in the future.

C. Copeland noted that L. Vita wished to discuss the Sustainable Communities Initiative HUD project. It was decided to discuss under Other Business. L. Vita asked if any further discussion regarding the Executive Director's report. With no questions, L. Vita proceeded to Other Business.

10. Other Business

L. Vita mentioned the project, A Granite State Future, had a 16-page-document that was published and he wasn't aware of it. C. Copeland explained that a partnership agreement was sent out to communities who had submitted letters of support in August 2010 for the grant application. The first week of May 2012, C. Copeland finally received approval for the partnership agreement to be sent to the six communities who had sent a letter of support. Some communities still have questions about the agreement, and staff is working with them. Rochester has it on the agenda for June 5th. S. Keans mentioned that this program has been on-going for 3 years; this is not a new item. L. Vita suggested he felt the board's input should have been asked for prior to releasing the document. K. Ortmann paraphrased that the funding application process requested letters of support from various communities, to get a high percentage of support throughout the state. When the grant was awarded, maybe the ED didn't have a chance to discuss the grant's second portion, which is "how will you work with the communities" on this partnership, K. Ortmann suggested. His question now is, where does the EC draw the line to not micromanage all of the contracts the ED has the authority to approve? C. Copeland apologized and explained that while this project funding was being approved; she was dealing with SRPC's financial status and the fact that the major finance duties were handled by one person who left the agency in March. She provides a summary in her monthly report showing which contracts she is reviewing, and SRPC is currently working on. C. Copeland stated that she was waiting to get official approval from Nashua to release the partnership agreement. S. Keans offered that if she doesn't know answers to questions immediately, she tells the inquirer that she will try to find out answers and/or direct them to the agency that can further help them. B. Connor suggested a simple checklist could be presented to the EC. C. Copeland stated her ED Report sort of functions as a checklist. She recognizes the value of the report, and will be more diligent about updating it in the future.

11. Adjournment

Vice Chairman Vita asked for a motion to adjourn the meeting at 12:15 p.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

Cynthia Copeland,
Executive Director

Minutes approved on July 20, 2012, 2012

By: 