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MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
December 20, 2013
Community Center Conference Room #1
Strafford Regional Planning Commission
150 Wakefield Street, Suite 12
Rochester, NH

Members Present: Chairman Brian Tapscott, Somersworth; Sandra Keans, Rochester; Bill Connor, Somersworth; Bob Jaffin, Rochester; Secretary/Treasurer Tom Crosby, Madbury; Kenn Ortmann, Rochester

Staff Present: Cynthia Copeland, Executive Director and Shayna Sylvia, Community Outreach Intern

Members Absent: Alternate, Ed Jansen Jr., Rollinsford; Vice Chair Victoria Parmele, Northwood

Guests: Sheryl Burke, CPA at Melanson, Heath & Co, PC and Kathy Foster, SRPC Contract Finance Services

Chairman B. Tapscott welcomed everyone. The meeting began at 8:00am.

1. Welcome/Introductions

There were no communications or appointments.

Chairman B. Tapscott introduced the next agenda item.

2. FY2013 SRPC Audit Presentation from Melanson, Heath, & Co, PC

The FY 2013 SRPC Audit completed by Melanson, Heath & Co, PC was presented by S. Burke. S. Burke reported that the audit was successful. She explained that the way the results were reported was slightly different than in previous years due to changes in reporting standards. The process of the audit and what needed to occur for a clean audit opinion was discussed. The changes in the audit process were explained, including changes in terminology from the previous year's reporting standards.

S. Burke provided a review of the organization's financial position. After S. Burke reviewed the non-spendable portion of the balance sheets K. Ortmann asked for the definition of non-spendable. S. Burke explained that it is a balance that is not spendable in the next fiscal year. C.

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Copeland noted the large scale change in postage cost from ten years ago compared with today. C. Copeland made a comment on the Retirement Plan section of the Notes to Financial Statements, stating that the wording may need to be changed from all permanent employees to any employee that will earn \$5000 in a year. This policy is set by the Simple IRA regulations. S. Burke explained that future standards for retirement will be changing in FY 2015. B. Connor asked how much the audit cost. S. Burke disclosed the amount. C. Copeland shared that SRPC also paid extra for a single audit which is required as the organization received \$500,000 or more in federal funds. B. Connor asked how much staff effort was spent in aiding the audit. K. Foster shared that it took 6 to 8 hours overall, and that there are portions of the audit that are ongoing. K. Ortmann asked about the opinion coming from the audit, and whether there is a disclosure associated with the audit to explain that the auditors are not under any kind of investigation, or in other words are considered trustworthy. S. Burke explained that auditing firms are required to undergo their own audit every three years called a peer review report. State Board of Accountancy can also be contacted for the interested party to request information on whether there have been complaints filed against the auditing company. S. Keans asked if this report has identified anything that is wrong, citing the changing of treasurers/financial staff recently, and how this affects the audit. S. Burke shared that the reports issued assess the processing of transactions looking for fraudulency, and assesses the risk, and that this would have been brought to the board. B. Tapscott asked if the process was continuous. S. Burke responded that questions and documents can be submitted on an ongoing basis. K. Ortmann questioned staff changes and whether this raises a red flag for certain areas that need to be looked at more closely than others. S. Burke explained that the change in financial staff doesn't seem to be a real risk for SRPC.

S. Burke reviewed the single audit report, which requires testing for compliance with the federal audit guidelines. SRPC was found to be in compliance with all federal issues. S. Burke reviewed the yellow book report, which refers to the financial statement audit, and allows auditors to give an opinion on the numbers, and review the SRPC's internal control on financial reporting, test process and systems to ensure assets aren't misappropriated and that SRPC has a system that will give them accurate financial reporting. There were no issue found from this report. K. Ortmann questioned if the Yellow Book report had an overall summary. S. Burke identified the key point for the report and that it is required to be reported in a certain format. Suggestions were communicated to K. Foster and C. Copeland concerning areas for improvement that was supplied as a letter, but this is not required to be reported on. B. Tapscott asked for a copy of this letter, and C. Copeland shared that she would provide this. S. Burke shared that the single audit threshold will be raised to \$750,000 for FY2016. K. Ortmann asked if any action needs to be taken to approve the audit report. C. Copeland stated that this would be an action item at the January Executive Committee Meeting.

3. Action Items-motion required

a. Approval of Minutes of November 15, 2013 Executive Committee Meeting

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T. Crosby **MOVED** to approve the minutes. K. Ortmann **SECONDED** the motion, which passed unanimously.

b. December Monthly Minor Revisions

There were no December Monthly Minor Revisions. K. Ortmann asked if it was normal to have two months without revisions. C. Copeland stated that it is not ordinary.

c. SIMPLE IRA

C. Copeland shared that SIMPLE IRA stands for Savings Incentive Match for Employees of Small Employers. The Commission has historically matched the employee contribution up to 3% of the employees compensation, which is in the budget under SIMPLE IRA pension.

K. Ortmann **MOVED** to approve the continued designation of 3%. T. Crosby **SECONDED** the motion, which passed unanimously. S. Keans asked how many employees are taking advantage of this. C. Copeland shared that five or six employees are taking advantage of this. B. Connor asked if SRPC is affected by the Affordable Healthcare Act. C. Copleand responded saying that we will not be, as we are under 50 employees.

Chair B. Tapscott introduced agenda item number four.

4. Discussion

a. SRPC Organization and Executive Director Goals for FY2014

B. Connor asked C. Copeland about her other obligations, such as serving on the LCHIP board, and what effect this has on the balancing of work schedules. B. Connor requested that the Commission understand that C. Copleand has other duties as well, and that the Committee should keep this in mind when making requests from C. Copeland. C. Copeland shared her role and duties for LCHIP.

T. Crosby **MOVED** to endorse the SRPC Organization and Executive Director Goals for FY2014. K. Ortmann **SECONDED** the motion, which passed unanimously.

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b. SRPC Assessment Exercise Update TAB C & D

C. Copeland requested that the Committee turn in their completed assessments. S. Keans asked about the assessment section as the questions seemed to be directed at the executive director. C. Copeland responded that the committee should answer as if the questions were instead directed at them. K. Ortmann asked about the terminology in the assessment sections and the group clarified this issue. K. Ortmann also addressed questions that lumped differing subject together, making some questions difficult to answer. C. Copeland responded that when coming across these issues, it would be helpful for committee members to make notes on their assessment document for later discussion. K. Ortmann questioned whether the assessment section could be converted in PDF, that could be filled out electronically. S. Sylvia responded that she would PDF the assessment and send it to committee members.

B, Tapscott introduced the next agenda item.

c. Draft October and November Financial Report

C. Copeland shared that one of the item the auditors suggested SRPC work on was the monthly reporting package sent to the Executive Committee. The balance sheets from August to the end of November were shared with the Committee members. It was also requested that the Committee receive a budget versus actual report, the format for this is currently being worked on. This is challenging as the approved budget isn't the working budget, because as additional monies comes in the budget changes. C. Copeland elaborated that half year budget revisions used to be made by the Commission.

C. Copeland shared SRPC's income for the year thus far, the budget for the year, and projected and necessary monthly spending. C. Copeland added that the fund balance was up, which is helpful for cash flow. The suggestions from the auditors are being addressed as "completed", "in process", or "to do." These suggestions and the actions to be taken will be discussed at the next meeting. S. Keans made suggestions concerning the monthly budget sheets that would make them less complicated. A discussion ensued concerning different options for formatting and sharing the budget with the Executive Committee, the timeline for reporting on the budget, and how the reporting of the budget has changed over time.

K. Ortmann **MOVED** to recess the meeting. B. Jaffin **SECONDED** the motion, which passed unanimously.

The meeting moved to recess at 9:00 am.

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K. Ortmann **MOVED** to reconvene the meeting. B. Jaffin **SECONDED** the motion, which passed unanimously.

The meeting reconvened at 10:30 am.

d. Employee Handbook Amendments

C. Copeland stated that K. Foster and Marilyn Barton shared that the annual leave/vacation section in the employee handbook may have been interpreted incorrectly. This will be brought to the Committee in January. A discussion ensued as to the best way to address this issue. B. Connor wants to ensure that this policy doesn't negatively impact employees.

B. Tapscott introduced the next agenda item.

5. Non Public

The committee did not go into non-public.

B. Tapscott introduced the next agenda item.

6. Update

It was shared that the Executive Directors Review Committee would be meeting again after the holidays. B. Tapscott shared that their work to date was the Executive Director Goals document. C. Copeland shared that she has provided the Committee with her work schedule for the past two years. B. Tapscott shared that they would be using the same form as previously used for the review of C. Copeland. A new form would be created for next year's review. B. Connor asked if the Review Committee had a target date. B. Tapscott suggested that this be decided at the next meeting.

a. NH Rail Authority and New England Rail Coalition-S.Keans

S. Keans shared that the coalition was currently meeting, so she was not able to attend. She shared that Tom McMann is the new chair, and is bringing in guest speakers.

b. NHARPC Committee Update

K. Ortmann stated that the last meeting was to review the process of legislative service requests (lsrs) and that guests came to review bills that they were proposing. The next meeting is on January 9th. There is a subcommittee to review some of the bills of interest.

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B. Jaffin shared that the organization is beginning to evolve and change, and it is a positive thing that two members of the lower house attended. B. Jaffin shared the need for SRPC to meet with legislators. B. Connor asked if Government Oversight was filming the meetings. B. Jaffin responded that this was the case. K. Ortmann shared that there is usually a live twitter stream as well.

B. Tapscott introduced the next agenda item.

7. Other Business

C. Copeland requested that the Executive Committee come for lunch at the MPO planning review on February 27th.

The dates of the upcoming meetings (Policy, E.C., Commission meeting) were shared. C. Copeland shared that she wanted the Economic Development annual report to be ready for approval in the first quarter. C. Copeland informed the Committee that they had heard back about the Economic Development District application, and that there was only a few small changes to be made.

C. Copeland stated that she needed to start doing the Executive Director reports again. They were suggested in the audit and are a good tool to keep E.C. members updated. A discussion ensued about the value of these reports.

The option of having an extra commission meeting this year was discussed. C. Copeland shared that she and Matt Sullivan went to Brookfield to do an outreach presentation. Participants questioned the Master Plan process and timelines for the updates. Participants questioned the Housing Needs Assessment as well, and the timeline for this update. K. Ortmann asked if the results were different than expected, C. Copeland responded that yes, they were.

B. Connor asked about the individuals who volunteered to be part of the Regional Impact Committee (RIC) at the last Commissioner's Meeting. He shared with the Committee that according to RIC procedures that the filling of vacant position shall be by a vote of the Executive Committee. C. Copeland stated that this could be done at the January Executive Committee meeting. The volunteers will be coming for training. Middleton has a regional impact project that needs to be addressed, as well as Somersworth.

C. Copeland shared that for the Coastal Program SRPC will be working with Newmarket to complete a visioning chapter and future land use chapter. Kyle Pimental and Dan Camara will be working on this. Diane Hardy, the town planner for Newmarket, has tentative approval for \$10,000 in her budget. SRPC will also be applying to complete Durham's Master Plan update. C. Copeland shared that SRPC was also invited to put in a proposal for Dover. This offer was respectively declined.

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8. Adjournment

K. Ortmann **MOVED** to adjourn. B. Connor **SECONDED** the motion, which **PASSED** unanimously.

The meeting adjourned at 11:25 am.

Minutes Respectfully Submitted by,

Shayna Sylvia
Community Outreach Intern

Minutes approved on 1/17/2014,

By: Brian Tapscott
Brian Tapscott, Chairman – SRPC Executive Committee