

**MINUTES**  
**STRAFFORD REGIONAL PLANNING COMMISSION**  
**EXECUTIVE COMMITTEE MEETING**

**March 16, 2012**  
**Conference Room**  
**Strafford Regional Planning Commission**  
**150 Wakefield Street**  
**Rochester, NH**

**Members Present:** Chairman Ed Jansen, Jr., Rollinsford, Vice Chairman Lou Vita, Middleton; C. Thomas Crosby, Secretary-Treasurer, Madbury, Sandra Keans, Rochester; Brian Tapscott, Somersworth, and Kenn Ortmann, Rochester.

**Staff Present:** Cynthia Copeland, Marilyn Barton, Marc Ambrosi

**Guests:** Sheryl Stevens-Burke and Alyssa Simard (Melanson and Heath, PC)

**1. Minutes of December 16, 2011 Executive Committee Meeting Non-Public Session**

Chairman Jansen asked if the members had read the minutes and if they had any comments or changes. The group had no comments or changes. Chairman Jansen asked for a motion to approve the minutes of December 16, 2011. T. Crosby made a motion and E. Jansen seconded that motion. All in favor, motion carried.

**2. Minutes of January 20, 2012 Executive Committee Meeting**

Chairman Jansen asked if the members had read the minutes and if they had any comments or changes. K. Ortmann noted on page three, the minutes read, "Ortmann stopped participating telephonically at 5:58 AM". K. Ortmann stated that should read 8:58 AM. Chairman Jansen asked for a motion to approve the minutes of January 20, 2012. K. Ortmann made a motion with the change as discussed and B. Tapscott seconded that motion. All in favor, motion carried.

**3. Minutes of February 17, 2012 Executive Committee Meeting**

Chairman Jansen asked if the members had read the minutes and if they had any comments or changes. The group had no comments or changes. Chairman Jansen asked for a motion to approve the minutes of February 17, 2012. B. Tapscott made a motion, K. Ortmann seconded that motion. All in favor, motion carried.

**4. Draft FY 2011 Audit Presentation**

Sheryl Stephens-Burke and Alyssa Simard from Melanson and Heath gave an overview of the FY 2011 audit. S. Burke highlighted the important items and changes and reviewed the Independent Auditors' Report, which she explained highlighted the firm's opinion and noted it was a clean audit opinion. S. Burke went over the various reports such as the statement of net assets and income statement. She also went over notes at the end of the report and the changes that were pertinent to the Commission. C. Copeland noted on page nineteen under the memorandum section she noticed that the contract award amounts for DOT and DES were the same amounts and that was incorrect. S. Burke stated the draft would need to be reviewed by SRPC and then send them any changes that need to be made. It was also discussed as to why the Independent Auditors' report was not dated and S. Burke explained that their

audit standards require the report to be dated after the report has been accepted by SRPC. It was decided the Committee would wait to approve the audit report after changes have been made.

**5. Draft financial reports for January 2012**

C. Copeland noted the financial reports for January were discussed at the February meeting. There were no additional comments or questions.

**6. Draft Financial reports for February 2012**

C. Copeland reviewed the financial reports for February. C. Copeland gave a highlight of the Profit and Loss statement noting total income was \$52,961.03 and total expenses were \$55,133.90. C. Copeland also reviewed the various types of billing and how much was being billed. C. Copeland also noted staff was getting ready for traffic count season and noted the equipment expense would be going up. C. Copeland also reviewed A/R Aging Summary.

**7. Motion to move funds to reserve account**

C. Copeland discussed the need to move funds to the reserve account. C. Copeland noted approximately \$5,000 was received from the NH Charitable Foundation as a match to the EDA grant and is currently in the reserve account. C. Copeland stated we will owe money to NHDOT as an indirect cost adjustment for FY 2011. C. Copeland stated that she wanted to move funds to the reserve account in anticipation of the FY 2011 indirect cost rate adjustment. C. Copeland noted that the audited indirect rate for the previous fiscal year is the provisional rate for the next fiscal year until an audit is completed and the adjustments are made. C. Copeland stated the total amount would be between \$9,000 to \$10,000 and noted we have not received the bill from DOT. After no other comments, Chairman Jansen asked for a motion to move funds to the reserve account. L. Vita made a motion and K. Ortmann seconded that motion. All in favor, motion carried.

**8. Approval of February Monthly Minor Administrative/Informational Revisions**

C. Copeland reviewed the administrative modifications. Chairman Jansen asked for a motion to approve the February Monthly Minor Administrative/Information Revisions as proposed by the Executive Director. K. Ortmann made a motion and T. Crosby seconded that motion

**9. Approval of March Monthly Minor Administrative/Information Revisions**

The Executive Director stated this was Durham Project 16236 and the changes were shifting the 2012 ROW to 2013 and the overall project funding decreased by \$180,000. A discussion ensued regarding the inconsistency between the proposed changes column and the comment column. It was questioned whether there was a decrease in 2012 and an increase in 2013 and why there was an overall decrease of the project. M. Ambrosi stated there had been a total funding decrease over all and the ROW was shifted to 2013. M. Ambrosi noted he had not received any more details other than it cost less to do the project. Chairman Jansen asked for a motion to approve the March Monthly Minor Administrative/Information Revisions as proposed by the Executive Director. K. Ortmann made a motion and B. Tapscott seconded that motion. All in favor, motion carried.

**10. Draft FY 2011 Audit Presentation**

This was discussed as item 4.

**11. Executive Director Report**

C. Copeland stated there had been a good recruitment of candidates for replacement of the Bookkeeper position and that she, M. Barton and D. Camara had conducted seven interviews. C. Copeland stated second interviews would begin on Monday and were narrowed down to three accounting/bookkeeping people from the original interviews. C. Copeland stated she had signed a retainer with an accounting firm

to process payroll for the interim until the Finance Manager position was filled. It was noted that L. Vita, T. Crosby, E. Jansen and K. Ortmann are able to sign checks.

## 12. Updates

### a. NH Rail Authority and New England Rail Coalition

S. Keans noted the meeting in Portsmouth had a pretty good turnout. S. Keans noted the Governor and Council turned down the appropriation to undertake a study of the Boston MA to Concord NH rail corridor at their meeting on March 7, 2012.

### b. NHARPC Legislative Committee and Priorities

It was noted HB 1561, which was a bill repeal with Regional Planning Commissions, was sent by the House as an inexpedient bill and was accepted by the Senate as such and is now considered dead.

### c. FEMA Mitigation Grants for Community Mitigation Planning

K. Ortmann stated Rochester has been working with K. Pimental on their hazard mitigation and stated he is doing a great job and appreciated his efforts. C. Copeland stated Milton is now working on their plan.

## 13. Other Business

B. Tapscott noted at the Policy Committee meeting last month there was no chairman or vice-Chairman available to run the meeting and there was nothing in the by-laws stating who should run the meeting in that case. B. Tapscott was asking if that could be on the next agenda for discussion and C. Copeland stated that would be handled by the Policy Committee and would be put on their upcoming agenda for April. No other business was discussed.

## 14. Adjournment

Chairman Jansen asked for a motion to adjourn the meeting at 9 a.m. K. Ortmann made a motion and B. Tapscott seconded that motion. All in favor, motion carried.

Minutes submitted by,



Marilyn Barton, PHR  
Recording Secretary

Minutes approved on April 20, 2012

By: Edmund Jansen, Jr., Chairman