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MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
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ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

FINAL

MINUTES

STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

December 19, 2014

Community Center Conference Room #1

Strafford Regional Planning Commission

150 Wakefield Street, Suite 12

Rochester, NH

Members Present: Chairman Brian Tapscott, Somersworth; Vice Chair Victoria Parmele, Northwood; Secretary/Treasurer Tom Crosby, Madbury; Sandra Keans, Rochester; Bill Connor, Somersworth; Kenn Ortmann, Rochester; Alternate Wayne Burton; Durham

Staff Present: Cynthia Copeland, Executive Director; Shayna Sylvia, Communications & Outreach Specialist, Kathy Foster, SRPC Financial Consultant

Members Absent: Bob Jaffin, Rochester; Alternate Ed Jansen, Rollinsford

Guests: Sheryl Burke, CPA at Melanson, Heath, Co; Alyssa Simard, CPA Melanson, Heath and Co

1. **Welcome/Introductions**

Chairman B. Tapscott welcomed everyone. Introductions were made around the room. The meeting began at 8:05 AM.

2. **Presentation: FY 2014 SRPC DRAFT Audit Presentation from Melanson, Heath, & Co, PC**

B. Tapscott welcomed Melanson, Heath and Co, PC to give the report of the FY 2014 SRPC DRAFT Audit Report.

Sheryl Burke and Alyssa Simard from Melanson, Heath, and Co, PC shared the results of the FY2014 Audit Report. A. Simard reviewed the financial statements. The opinion

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included in the independent auditors report was explained. This opinion was stated as follows:

“In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of Strafford Regional Planning Commission, as of June 30, 2014, and the respective change in financial position, for the year then ended in conformity with accounting principles generally accepted in the United State of America.”

A. Simard and S. Burke explained the financial statements including the statement of net position, deferred inflows, the statement of activities, expenditures, and other information indicating where SRPC, as an organization, stands financially. Financials were also reviewed on a short and long term basis. SRPC finances were presented in various formats to provide different perspectives of the organization.

Questions were answered during the presentation and included definitions of financial terms; inquiry as to who reviews the audit at the state and federal levels; a question on budgeting with depreciation; and how materiality is calculated and plays into the given audit opinion. The auditors responded that financial language is addressed in the footnotes with explanations as to what each terms means. Changes in reporting and guidelines for auditing were also explained, and how guidelines vary between organizations like SRPC and within municipalities. A discussion ensued concerning expenditures and materiality with contracts and staffing turnover.

S. Burke shared the Single Audit Report. This report is a second level of audit that is required due to expenditure limits. The threshold will be changing, so SRPC may not be subject to the single audit in the future. A discussion ensued concerning audit requirements. S. Burke explained that there were no compliance findings, which means that SRPC was in compliance. Guidelines for determining compliance were reviewed.

The new OMB super circular was discussed, which will be effective in calendar year 2015. A discussion ensued concerning the changing of rules and regulations to make the audit process for grants more uniform, and how important it is for participating grantees/organizations to be aware of these changes.

C. Copeland shared that she has requested training on the super circular from NH DOT and had suggested that COAST request training from Federal Transit as well. She shared with S. Burke that training on the super circular from Melanson, Health, and Co. would be very useful. A discussion ensued concerning potential trainings.

C. Copeland requested that the schedule of expenditures or federal awards and the schedule of findings and questions costs be discussed. S. Burke shared that the schedule of expenditures or federal awards is a listing of all the federally funded grants that were

received and expended. Only certain contracts are required to be looked at. For SRPC this included the UPWP contract. The 'schedule of findings and questioned costs' was shared as well. S. Burke explained that it is a summary of the financial audit statement and whether the organization is in compliance, which it is. S. Burke added that SRPC qualified as a low risk auditee, which means that the organization hasn't had a single audit findings or material weaknesses on financial statements within two years and that the organization filled the single audit report in a timely fashion. The difference between compliance and secure financial standing was discussed. There was no management letter.

The Commission thanked the presenters, and the Financial Consultant K. Foster. K. Ortmann asked if an action needed to be taken. B. Connor suggested the Treasurer make a motion to accept the FY 2014 SRPC DRAFT Audit. T. Crosby **MOVED** to accept the Audit. B. Connor **SECONDED** the motion, of which all were **IN FAVOR**.

3. Action Items

a. **Approval of Minutes of October 17, 2014**

Tom Crosby **MOVED** to accept the November Minutes. W. Burton **SECONDED** the motion, of which all were **IN FAVOR**. V. Parmele **ABSTAINED**.

b. **Acceptance of Draft November Financials**

K. Foster reviewed the financials including an accounts receivable aging summary. She attached notes to the reports to highlight areas that may be interesting or confusing. K. Foster shared updates for the receivables. The dues have all been paid. Statements will be sent out to organizations running outside of 60 days for processing of payments. K. Foster explained the employee receivable on the balance sheet. K. Foster noted that there was charge for a reissued check that she is working on sorting out. She shared that a one month snapshot of the profit and loss is included in the financials packet. A discussion ensued concerning billing for one of SRPC's contracts. For the purposes of discussion K. Ortmann **MOVED** to accept the draft November Financials. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

c. **Concurrence with November Monthly Minors**

K. Ortmann shared that he would follow up with Glenn Davisson at the Policy meeting concerning the monthly minors process. K. Ortmann **MOVED** to concur with the Executive Director's recommendation to approve the administrative modification recommended by the Executive Director. T. Crosby **SECONDED** the motion of which all were **IN FAVOR**.

K. Ortmann **MOVED** to recess. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting recessed at 9:00 am.

K. Ortmann **MOVED** to reconvene the meeting. S. Keans **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting reconvened at 11:00 am.

4. **Discussion**

a. **NADO Assessment Review**

This item was tabled.

5. **Updates**

a. **Contract Updates**

C. Copeland shared that a grant application was sent out for a Special Merit Consideration for Coastal grant funds. The last two years NH has received funding. This application is a partnership between SRPC and UNH, Rockingham Planning Commission, and the NH Coastal Program.

A Letter of Intent was also sent out with partners Goodwin Health Center and the Strafford County Health Network to the Healthy New Hampshire Foundation to establish a WIC/SNAP Farmer's Market at Goodwin Community Health. The other component would be for SRPC to assist with the Community Health Investment Plan development, which has to be completed and submitted to the State this year.

C. Copeland added that SRPC is also applying for a Brownfields grant. Milton Mills and Somersworth have been used as spotlight communities. The money can be used for assessments within any community. B. Connor asked about Breton Cleaners; this is a cleanup project not an assessment project.

K. Ortmann shared that the State's Department of Environmental Services works with homeowners with old fuel tanks. In addition to big projects like Brownfields, the State offers services for smaller projects that could also effect the environment. A discussion ensued about this program.

C. Copeland stated that SRPC's contract with Northwood had been renewed for work in planning, plan reviews, and on the Master Plan. Matt Sullivan is the Planner. C.

Copeland also shared that Farmington's Town Planner Kathy Menici is retiring and she inquired as to whether SRPC would want to offer interim planning services for the Town.

C. Copeland explained that as 2014 ends there are many contracts closing including: the Coastal 2014 contract, the Healthy Eating Active Living (HEAL) contract, the Nashua Regional Planning Commission /Housing and Urban Development Sustainable Communities contract, the New Hampshire Broadband Mapping and Planning Program (NHBMP) contract, and the Department of Safety contracts.

C. Copeland added that she may be contracting with a writing professional to work with staff on their writing skills. A discussion ensued concerning this service for staff and how it could be useful for collaborative writing.

C. Copeland stated that SRPC has received several comments on **Local Solutions for the Strafford Region**. These comments are appreciated and have been documented internally, as well as posted online. V. Parmele shared that she didn't want negative comments to become a morale issue for staff. B. Connors shared that comments will help the Plan be a useable document.

b. Employee Handbook Subcommittee-V. Parmele, T. Crosby, C. Copeland

There is progress being made with the Employee Handbook. Marilyn Barton, will have the body of the handbook written by March. The edits included reorganization of the document. The purpose of this rewrite is not to reinvent the wheel, but to make necessary compliance updates.

c. NH Rail Authority and New England Rail Coalition-B. Jaffin

B. Jaffin was not present as he was at the NH Rail Authority and New England Rail Coalition meeting. B. Connor asked about the Working Rail Group that has been established. There are no updates for the working rail group, but a meeting is being planned in the near future.

C. Copeland added that the Rochester Economic Development Committee has been hosting the Spaulding Coalition. They are interested in contacting legislators along the corridor for an informational forum. They are looking at the original Spaulding Route 16 Corridor Study as a starting point. A discussion ensued about Route 16 and its relation to rail. Exit 10 was also discussed. The priorities of SRPC involving these issues were discussed. C. Copeland shared that this is important, but more pressing issues such as **Local Solutions for the Strafford Region** are in the forefront of work tasks for the months of December and January.

d. NHARPC Committee Update-Kenn Ortmann

K. Ortmann shared that the committee met on December 11th. A new process has been started to have Regional Planning Commissions present at these meetings, and Rockingham Planning Commission presented at this first meeting. There is a working group to develop a Commissioner's Luncheon. The plan is to have this event in mid-May.

The legislative session is underway. 718+ bills have been introduced. K. Ortmann shared there is a subcommittee to determine bills of importance to the NHARPC. The contract with the legislative consultant was revised so that a weekly summary could be sent out to NHARPC members concerning bills.

B. Connor asked if the Regional Master Plan DRAFT completion was discussed at the last NHARPC meeting, which it was not. V. Parmele asked about LSRs concerning Planning Commissions. To everyone's knowledge there has not been any submitted on this topic.

6. Other Business

B. Connor readdressed the UPWP funding issue discussed at the last meeting concerning the 10% match. C. Copeland shared that the UPWP budget and scope of work will be in process and completed by the end of January. It will follow the Transportation Improvement Program and the Annual Listing work tasks. C. Copeland stated that we would be negotiating with NH DOT, and discussing the local match issue.

B. Connor shared that the Somersworth School Board came forward at the Planning Board meeting and requested for members to join Strafford Regional Planning Commission. He has made a continuing effort to recruit members for the Commission. It was discussed that it might be useful to have a handout with bullet points to share with those interested in getting involved with Strafford Regional Planning Commission. There needs to be a way to get the word out regarding what SRPC does for municipalities.

C. Copeland shared that in Dover SRPC has sent updates to Tom Clark, SRPC Commissioner, to share with the Planning Board; these can be read into the record. This process could be duplicated with other communities. V. Parmele also opined that the work SRPC is doing in other communities should be shared with the rest of town/cities so they can see an example of the work that the organization is doing.

B. Tapscott shared that Evaluation Committee will be meeting soon to continue the process. B. Connor recognized the workload that SRPC is now faced with, and the complexity of the organization. A discussion ensued about the workload and the final product of the nine Regional Planning Commissions on a statewide level.

7. Adjournment

K. Ortmann **MOVED** to adjourn the meeting. B. Connor **SECONDED** the motion. All were **IN FAVOR**.

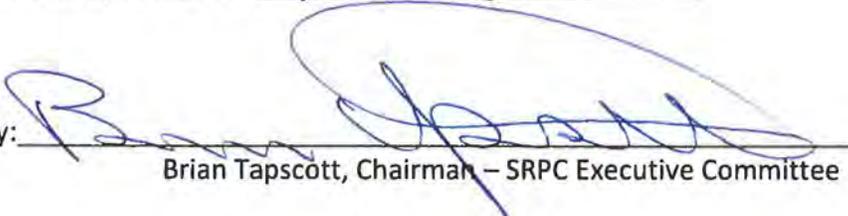
The meeting was recessed at 12:00 PM.

Minutes Respectfully Submitted by,

Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on 1/16/2015

By:


Brian Tapscott, Chairman – SRPC Executive Committee

