

MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING

June 10, 2005
SRPC Office
2 Ridge Street, Suite 4
Dover, NH

Members Present: Tom Fargo, Chairman, Dover; Edmund Jansen, Jr., Vice Chairman, Rollinsford; Bruce Woodruff, Alternate, Milton; Heidi Seaverns, Nottingham; Kenn Ortmann, Rochester; Rod Cools, Wakefield.

Members Absent: Al Dixon, Secretary-Treasurer, Newmarket; Thomas Crosby, Madbury.

Staff Present: Cynthia Copeland, Linda Osburn.

Others Present: Frank Byron and Sheryl Stephens-Burke of Melanson Heath & Company.

Chairman Fargo called the meeting to order at 7:46 AM.

1. Minutes

Chairman Fargo entertained a motion to approve the minutes of the May 13, 2005 Executive Committee meeting. Cools made the motion to approve the minutes of the May 13, 2005 minutes as written. Seaverns seconded the motion. The motion passed unanimously.

2. Financial Reports

Copeland reviewed the May financial reports She stated that the income projections were not met due to under-spending of the current Unified Planning Work Program (UPWP) contract and two contracts that will not be completed by June 30th. Copeland stated that she would cut contract labor and extend the current UPWP contract to manage cash flow while waiting for approval of new contracts at the state level.

Byron and Stephens-Burke joined the meeting at 8:01 AM and Chairman Fargo requested that the Committee address Item # 4 of the agenda at this time.

4. Audit presentation by Melanson Heath & Company

Frank Byron, CPA and President of Melanson Heath & Company introduced himself and Sheryl Stephens-Burke, CPA at Melanson Heath & Company. He stated that his company had completed the financial audits of Strafford Regional Planning Commission for the fiscal years 2001,2002, 2003 and 2004. Stephens-Burke gave an overview of the independent auditor's report and financial statements of the fiscal years 2001, 2002 and 2003. She stated that the balance sheet and income statements looked consistent over the years and retained earnings remained positive. Byron noted the loss in FY 2002 due to decreased revenue from government contracts. Chairman Fargo asked if the financial statements reflected the amount owed to the NH Department of Transportation for the

UPWP contract audit. Stephens-Burke answered that the amount was included in the accounts payable item.

Byron briefly discussed the supplemental schedules for each fiscal year that detailed the revenue and expenses for each project. Stephens-Burke stated that multi-year contracts show only one year of activity on each supplemental project schedule per fiscal year. She suggested the implementation of the management letter's recommendation to allocate the indirect costs to each contract in QuickBooks.

Stephens-Burke stated that FY 2004 financials were presented in a new format due to the GASB 34 requirements. She stated that the capital lease for equipment was a new item. Stephens-Burke reviewed the statement of activities and noted that expenses exceeded revenues by \$52,479.00. Copeland stated that the shortfall was due to contracts approved late at the state level that did not allow retroactive expenses.

Woodruff joined the meeting at 8:21 AM. Stephens-Burke reviewed the management letter and stated that the accounting system was in good shape and recommended the following improvements: enter indirect costs for each project in QuickBooks, increased documentation for vendor disbursements, documentation of employee pay changes in individual assessments, and Executive Committee documentation of payroll wire transfers and bank reconciliations. Stephens-Burke stated that Melanson Heath & Company relied on the NH DOT audit in the FY 01, 02 and 03 single program audits. Chairman Fargo asked why a single program audit had been necessary. Byron explained the federal requirement for a single program audit if revenue of \$300,000 in federal funds was received in those fiscal years. He stated that the limit had been raised to \$500,000 in FY 2004. Stephens-Burke stated that the NH DOT audit issue had been resolved and that no further compliance issues were found. Byron and Stephens-Burke left the meeting at 8:40 AM.

5. Management Goals for FY 2005

Copeland discussed the possibility of requiring an escrow account for USA Springs invoices to guarantee payment to SRPC. Ortmann discussed the payment of invoices as a condition of approval.

Copeland discussed staffing issues. Woodruff discussed the impact on cash flow for a furlough, where the employee would receive no salary for a specified time but would keep his/her benefits, and a lay-off, where the employee would receive a one-time payout for any accrued vacation. Ortmann stated that if the Executive Director determined it necessary, she should put together a package to pay benefits but no salary to save funds over the summer months. A brief discussion of the vacation liability payout followed.

Chairman Fargo entertained a motion to authorize the Executive Director to take action as necessary and determined by the Executive Director. Cools made the motion to authorize the Executive Director to take action as necessary and Seaverns seconded the motion. The motion passed unanimously.

Cools left the meeting at 8:55 AM.

3. Approval to write off Farmington FY 2005 dues

Osburn requested approval to write off the Farmington FY 2005 dues. She stated that Farmington had rejoined Strafford Regional Planning Commission and had paid the FY 2006 dues.

Chairman Fargo entertained a motion to write off the Farmington 2005 dues. Ortmann made the motion to write off the Farmington 2005 dues and Seaverns seconded the motion. The motion passed unanimously.

6. Other business

Osburn requested approval to send a \$27,000.00 check to the NH DOT as final payment for the FY 2003 invoice.

Chairman Fargo entertained a motion to approve sending a \$27,000.00 check to the NH DOT as final payment for the FY 2003 invoice. Ortmann made the motion and Woodruff seconded it. The motion passed unanimously.

Copeland distributed the FY 2006 Work Plan. She discussed the Train the Trainers in NH program to train the planning staff in regional planning commissions with twelve weekly 3-hour sessions. Copeland stated that the first priority would be to train the commission staff beginning in late July and then the local planning boards beginning next spring. Ortmann suggested that the sessions be offered once a month instead of each week and that the training would be good for land use clerks called upon to act as planners. Chairman Fargo asked if the sessions could be organized to allow interested parties to choose the sessions they wanted to attend. Ortmann suggested a certificate be issued to those attending all twelve sessions. Discussion followed regarding volunteer and staff attendance time at training sessions.

Chairman Fargo entertained a motion to make May 9, 2005 as the effective date of the Executive Director's raise. Seaverns made the motion and Jansen seconded it. The motion passed unanimously.

Seaverns left the meeting at 9:22 AM. Chairman Fargo suggested adding an item entitled "On-Going and Emerging Regional Planning Issues Roundtable" to future agendas. He discussed the planned Liberty Mutual expansion project on 6th Street in Dover and the possible reduction in planned parking spaces to reduce runoff. Woodruff discussed the park'n'ride planned on Indian Brook Drive, shuttle busses and potential intercity transit. Chairman Fargo stated the need to identify where the workers are originating to determine traffic impact. He stated that the regional impact determination would be made by the Dover Planning Board when the project is presented at the June 24, 2005 meeting. Jansen expressed concern regarding additional traffic in Rollinsford from the expansion. Copeland stated that in other communities, a board member would address the reasons they believed a project impacted the region. Chairman Fargo suggested that Rochester and Rollinsford send a letter requesting the full disclosure of data to the planning departments or selectmen. Woodruff stated that there is some resistance to find a project of regional impact if there is limited ability to mitigate the regional impact to other communities. Copeland stated that this was a good opportunity to demonstrate merging transit and land use on a regional level. Woodruff briefly discussed the COAST schedule. Chairman Fargo noted other potential regional projects such as Measured Progress. Ortmann noted that the projects had been completed or substantially completed.

Chairman Fargo entertained a motion to adjourn. Ortmann made the motion to adjourn, and Woodruff seconded the motion. The motion passed unanimously, and the meeting adjourned at 9:43 AM.

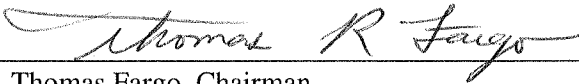
Executive Committee Meeting Minutes
June 10, 2005

Respectfully submitted,



Linda Osburn
Bookkeeper

Minutes approved on July 8, 2005.

By: 

Thomas Fargo, Chairman