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Strafford Regional Planning Commission  
Executive Committee Meeting  
Conference Room 1A, 150 Wakefield Street  
Rochester, NH 03867

FINAL Meeting Minutes  
September 21, 2018

**Members present:** Chair Victoria Parmele, Northwood; Vice Chair Martin Laferte, Farmington; Secretary/Treasurer Tom Crosby, Madbury; Fred Kaen, Lee; Donald Hamann, Rochester; Marcia Gasses, Dover

**Staff present:** Jen Cysz, executive director; Kathy Foster, financial consultant

**Guests present:** Sheryl Burke, Melanson, Heath & Co, PC; Alyssa Simard, Melanson, Heath & Co, PC

**Members absent:** Peter Nelson, Newmarket

## 1. Welcome/Introductions

Chair Victoria Parmele began the meeting at 8:05 a.m.

Introductions were given around the room.

## 2. Presentation: FY 2018 DRAFT Audit: Melanson, Heath & Co, PC

Sheryl Burke and Alyssa Simard from Melanson, Heath, and Co, PC shared the results of the Fiscal Year 2018 audit report. S. Burke said she would review the draft financial statements, single audit report, and the governance letter. She thanked the Commission for its support during the audit process and said she would share relevant, new Governmental Accounting Standards Board (GASB) statements. She noted that none of the new statements directly affect Strafford Regional Planning Commission, but do affect municipalities, counties, and schools.

S. Burke read the following opinion included in the independent auditors report:

"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, 2018, and the respective changes in financial position, for the year then ended in conformity with accounting principles generally accepted in the United State of America."

### 3. Action Items

#### b. Acceptance of FY 2018 Draft Audit

V. Parmele asked for a motion to accept the FY 2018 draft audit. M. Gasses **MOVED** to accept the FY 2018 draft audit. Donald Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

#### a. Approval of the Minutes of August 17, 2018

V. Parmele asked for a motion to accept the minutes of the August 17, 2018 Executive Committee meeting. T. Crosby **MOVED** to accept the minutes. M. Gasses **SECONDED** the motion, of which all were **IN FAVOR**.

#### c. Acceptance of Draft August Financials

J. Czysz said that K. Foster included all notes with the financial statements. J. Czysz noted that three paychecks were issued in August, which slightly affected the financial statements for August. M. Gasses asked when this situation would occur next, and she was told it will happen in March 2019.

J. Czysz updated the committee on the status of a pending grant application submitted by the organization. A discussion ensued concerning this grant and the process and timeline of funding availability. Pending repayment is a factor with this source of funding; it can be repaid through grant extensions from a previous round.

F. Kaen questioned the balances in the checking and savings accounts, and he asked for the reason behind having two separate accounts. He was told the interest is slightly higher on the savings account and having that account allows K. Foster to have a reserve for payroll, if necessary.

D. Hamann asked about the monthly ArcGIS payments and the interest payment. It was explained that this is the best payment option for the organization.

J. Czysz noted that many staffers are contributing to the transportation model effort, which led to a higher billing month for the organization's UPWP contract. Information from the building permit report is also relevant to this process. M. Gasses asked if all communities submit uniformly categorized data. J. Czysz said she would check with the report's author. A discussion about the data collection process followed.

D. Hamann **MOVED** to accept the draft August financials. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

V. Parmele introduced agenda item e.

#### e. Approval of FY 2019 Executive Director Organizational Goals

J. Czysz noted that she did not receive any additional comments on the FY 2019 Executive Director Organizational Goals. T. Crosby **MOVED** to approve the FY 2019 Executive Director Organizational Goals. V. Parmele **SECONDED** the motion, of which all were **IN FAVOR**.

**6. Other Business**

There was no other business.

**7. Adjourn**

Upon a motion duly made and seconded, the meeting adjourned at 9:05 a.m.

Minutes Respectfully Submitted by,  
Shayna Sylvia  
Communications and Outreach Planner

Minutes approved on 10/19/18  
By: Victoria M. Parmele  
Victoria Parmele, Chair - SRPC Executive  
Committee