FINAL MINUTES
STRAFFORD REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
November 18, 2016
Community Center Conference Room #1
Strafford Regional Planning Commission
150 Wakefield Street, Suite 12
Rochester, NH

Members Present: Chair Victoria Parmele, Northwood; Vice Chair Bill Connor, Somersworth; Secretary/Treasurer Tom Crosby, Madbury; Brian Tapscott, Somersworth; Sandra Keans, Rochester; Bob Jaffin, Rochester; Judy Nelson, Rollinsford; Alternate Tony McManus, Dover; Alternate Wayne Burton, Durham

Staff Present: Cynthia Copeland, Executive Director; Shayna Sylvia, Communications & Outreach Specialist; Kathy Foster, Financial Analyst; Colin Lentz, Regional Transportation Planner

Guest(s) Present: Cheryl Burke & Alyssa Simard, Melanson, Heath, & Co, PC; Marcia Gasses, Dover

1. Welcome/Introductions

Chair Victoria Parmele welcomed the group. Introductions took place. The meeting began at 8:00 AM.

a. Appointment of alternates, if needed

There was a quorum and no alternates needed to be appointed as voting members.

2. Presentation: FY 2016 DRAFT Audit: Melanson, Heath, & Co, PC

Sheryl Burke and Alyssa Simard from Melanson, Heath, and Co, PC shared the results of the FY2016 Audit Report. S. Burke explained that the audit was completed in a very efficient manner with the assistance of Kathy Foster, SRPC Financial Consultant. The organization did not need a single audit like in past years due to changes in the OMB Circular. S. Burke noted that the audit was clean and that there were no audit recommendations as well as no management letter.

The opinion 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, 2016, 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."

S. Burke explained the *Management's Discussion and Analysis* section including an overview of the financial statements. She reviewed the statement of net position which includes capitol assets, net of depreciation, expense, long-term liabilities such as compensated absences, and other components. S. Burke discussed new Governmental Accounting Standards Board (GASB) regulations, and how they don't currently apply to SRPC in terms of health insurance for retirees and retirement plans in general. C. Copeland asked about healthcare. S. Burke explained the net other postemployment benefits (OPEB) obligation which allows retirees to participate in healthcare after retiring, and went into detail about the liability and how it would affect an organization.

Financials were also reviewed on a short and long term basis including an explanation of the fund balance. SRPC finances were presented in various formats to provide different perspectives of the organization.

Cynthia Copeland explained a situation that had occurred in the closed fiscal year concerning a change in billing processes for a contract and how it had affected SRPC's finances. She elaborated on the fund balance, the cash reimbursement model, and how these elements affect the organization.

Judy Nelson asked for further information about the fund balance considering the explained billing difficulties. C. Copeland reviewed the history of the fund balance and how billing rates and payment schedules impact this. A discussion ensued concerning this topic.

S. Burke reviewed the statement of revenues, expenditure and changes in fund balances. S. Burke noted the new legislation relative to overtime and what it means for the organization. C. Copeland noted how this affects SRPC and how staff members have adjusted over the summer in order for SRPC to have compliant practices.

A governance letter will be sent once the audit is approved by the Executive Committee. Bill Connor asked about the price of the audit, which was consistent with last year with the exception of the absence of the single audit.

The Commission thanked the presenters.

3. Action Items

C. Copeland suggested that an alternate be appointed as a voting member as Bob Jaffin had to excuse himself from the meeting. V. Parmele appointed Tony McManus as a voting member for the duration of the meeting.

a. Approval of Minutes of October 21, 2016 Executive Committee Meeting

Brian Tapscott **MOVED** to approve the October 21, 2016 minutes. J. Nelson **SECONDED** the motion. Tom Crosby and V. Parmele **ABSTAINED.** The motion **CARRIED.**

b. Acceptance of Draft October Financials

K. Foster reviewed the October financials, explaining different line items as necessary. She explained the change in our cash position which is due to reimbursement of bills. B. Connor asked about reimbursement issues. A discussion ensued.

B. Connor **MOVED** to accept the draft October financials. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

c. Concurrence with November Monthly Minors

C. Lentz joined the meeting to review the November Monthly Minors. He gave a detailed review of projects within the region, in addition to statewide projects. Some of the changes took place in the funding categories, but not in the actual funding amounts.

T. Crosby **MOVED** to concur with the November Monthly Minors. B. Tapscott **SECONDED** the motion. All were **IN FAVOR.** The motion **CARRIED**.

d. Acceptance of the Value Statement

J. Nelson gave an overview of the work and outcome of the Executive Director Review Subcommittee's work on the organizational Value Statement. After acceptance at the Executive Committee, the document will be recommended to the full Commission. B. Connor asked if this would be included in the Commissioner's Handbook, which it will. C. Copeland added that the non-profit status item should be adapted. B. Connor suggested identifying areas of concern for the organization. C. Copeland shared that this would be part of a strategic plan. A discussion ensued concerning the organization and its values. This Value Statement document is currently being utilized with staff members.

B. Connor **MOVED** to accept the Value Statement, with the discussed changes. B. Tapscott **SECONDED** the motion. All were **IN FAVOR.**

e. Approval of FY2017 Billing Rate Structure

B. Connor **MOVED** to approve the FY2017 Billing Rate. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

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

The meeting recessed at 9:00 am.

T. Crosby **MOVED** to reconvene the meeting. B. Connor **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting reconvened at 10:59 am.

4. Discussion

a. Executive Director Draft FY2017 Goals

i. Executive Director Review Subcommittee – J. Nelson

J. Nelson shared that the Executive Director Review Subcommittee will begin looking at completing an emergency plan by the end of the calendar year. The timeline for this project was discussed.

The group discussed the Executive Director Review Calendar and the Organizational Calendar.

5. Updates

a. Contracts and Project Updates- C. Copeland

C. Copeland shared that the organization is looking at applying for additional EPA Brownfields funds. She discussed the grant application process.

B. Connor thanked SRPC for their efforts in Somersworth on the current EPA Brownfields grant. W. Burton commended SRPC's work in the Town of Durham.

C. Copeland added that SRPC is hiring for an economic development planner. She updated the Executive Committee on Economic Development District (EDD) funding. The group discussed potential partners.

C. Copeland noted that SRPC had applied for some water resource grants, and will be launching the Ten Year Plan project solicitation for Strafford MPO.

S. Sylvia updated the Executive Committee concerning the next Commission meeting, which will be held on December 1, 2016. She added that the FY 2016 Annual Report and Commissioner's Handbook will be finalized for the December meeting.

b. NH Rail Transit Authority – B. Jaffin

B. Jaffin was not present to give an update as he was in attendance at the NH Rail Transit Authority meeting.

c. NHARPC Committee Update – V. Parmele

C. Copeland added that the NHARPC organization is looking to share services in terms of marketing and outreach. The group is also strategizing on the best way to track bills. W. Burton shared that the New Hampshire Municipal Association does a great job of tracking bills.

d. Executive Director Review Calendar – C. Copeland

This topic was addressed earlier in the meeting.

6. <u>Other Business</u>

V. Parmele addressed the topic of Executive Committee members and alternates. A discussion ensued concerning the process for electing alternates, the need for alternates on the Committee, and the process for recruiting alternates. Executive Director C. Copeland explained the adopted Bylaws process for appointing alternates to vote at a meeting.

T. Crosby **MOVED** to adjourn the meeting. B. Connor **SECONDED** the motion, of which all were **IN FAVOR.**

The meeting adjourned at 11:40 am.

Minutes Respectfully Submitted by,

Shayna Sylvia

Communications and Outreach Specialist

Minutes approved on 12/16/16,

By: Victoria Parmele

Victoria Parmele, Chair – SRPC Executive Committee