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

FINAL Meeting Minutes
October 18, 2019

Committee members present: Chair Victoria Parmele, Northwood; Vice Chair Peter Nelson, Newmarket; Secretary/Treasurer Tom Crosby, Madbury; David Landry, Dover; Michael Bobinsky, Somersworth

Staff members present: Jen Cysz, executive director; Shayna Sylvia, communications and outreach planner; Colin Lentz, senior transportation planner;

Committee members absent: Donald Hamann, Rochester

Guests: Barbara Holstein, Rochester;

1. Welcome/Introductions

The meeting began at 8:04 a.m.

2. Presentation: FY 2019 Draft Audit: Melanson, Heath, & Co., PC

Sheryl Burke and Alyssa Simard from Melanson, Heath, and Co, PC shared the results of the Fiscal Year 2019 audit report. She noted the audit process went very smoothly due to the SRPC's organization and thanked SRPC. A. Simmard explained that she would be reviewing the draft financial statements, and the governance letter. There was not a single audit this year.

A. Simmard 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, 2019, 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."

This is a clean, or unmodified opinion.

A. Simmard reviewed the Management's Discussion and Analysis section including an overview of the financial statements. She explained the government-wide financial analysis, noting changes between FY 2018 and FY 2019.

A. Simmard outlined the organization's unrestricted net position, noting that as SRPC does not participate in the State Retirement system, we avoid having to list a significant liability. David Landry asked if there are any planning

regions participating in the NH retirement system. She replied that one of the five region planning commissions that they audit participates.

A. Simmard reviewed the statement of activities, which looks at expenses against operating grants and expenses. She reported the numbers up to June 30, 2019.

A. Simmard reviewed the fund balances for the year. Victoria Parmele asked about a goal for fund balances Conclusion was there is not a set standard. Peter Nelson asked about non-spendable fund balances. A. Simmard responded these represent prepaid expenses. A. Simmard reviewed the changes in fund balances in comparison to fy 2018. She explained that the notes in the report are consistent with prior years.

She stated that SRPC's line of credit wasn't used in fy 2019. D. Landry asked about the history of deciding to open a line of credit. It was established shortly before J. Czysz started as Executive Director. It was opened because the organization was finding it difficult to meet payroll due to untimely payments from a funder.

A. Simmard detailed the new GASB statements including GASB 84, which may or may not influence SRPC. GASB 87, which is related to leases, may influence SRPC. This will go into effect for the year ending June 30, 2021 and requires operating leases to be included on the balance sheet.

V. Parmele asked about GASB 84, which would only apply if SRPC was acting in a fiscal agent authority. A. Simmard noted that there is another planning commission that acts as fiscal agent for another organization doing their accounting and administration.

A. Simmard explained that the second document is the governance letter. There were no management letter comments this year, as has been the case for the last few years. Michael Bobinsky asked about financial controls, and if we didn't have these would it be flagged in the governance letter. It would. J. Czysz reviewed SRPC's standard segregation of duties for financials and checks/payments.

V. Parmele, Tom Crosby and D. Landry commended Kathy Foster for her work and maintenance of the organization's finances.

3. Action Items

b. Acceptance of the FY2019 Draft Audit Report

M. Bobinsky **MOVED** to accept the FY2019 Draft Audit Report. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

a. Approval of the Minutes of September 20, 2019

V. Parmele asked for a motion to accept the minutes of the September 20, 2019, Executive Committee meeting. T. Crosby **MOVED** to accept the minutes. M. Bobinsky **SECONDED** the motion, of which all were **IN FAVOR**.

e. Appointment of E.C. Member

Full seat vacant. Barbara Holstein, Rochester Commissioner is interest. E,C, has the ability to appoint

T. Crosby **MOVED** to appoint Barbara Holstein as an E.C. member. V. Parmele **SECONDED** the motion, of which all were **IN FAVOR**.

c. Acceptance of Draft September Financials

J. Czysz reviewed the draft September financials. She shared that bank balances are up from last month and year due to the timing of payments, and that net asset are slightly lower, which is attributed to last year's net loss.

J. Czysz reviewed the aging summary and profit and loss. She explained that the Brownfields contract was able to start before the official start date and that SRPC was able to use some of those funds to conduct the RFP process. The project officially started on Oct. 1. She added that SRPC had billable costs in September which will show on the October financials, which is when the contract actually started. J. Czysz elaborated sharing that the prior Brownfields contract is now complete.

J. Czysz shared that EDA tasks and spending has ramped up in September and will continue. NHDOT billing is slightly low, this will be increasing in the coming months. She explained that the low billing amount may be due to several municipal projects that have gone online, and also could be due to the GIS Planner, Jackson, who was new and not fully billable in September. Staffers have also been billing to LTS a lot, which could explain lower NHDOT billing.

J. Czysz commented on the year to date financial position. While still operating at a loss for the year, the third payroll in August has been partially absorbed and should balance out after the October billing.

She noted that September was a busy month as indicated by the number of staff activities on the Dashboard sheet. J. Czysz commended program content coordinator, Nancy O'Connor, who has been doing an awesome job on making connections for the Pathways to Play project.

M. Bobsinky **MOVED** to accept the draft September financials. D. Landry **SECONDED** the motion, of which all were **IN FAVOR**.

d. Concurrence with October Monthly Minors

C. Lentz reviewed the monthly minors.

He explained the changes in preliminary engineering funding for the Dover CMAQ traffic signals at 108 intersecting Weeks Crossing project.

C. Lentz gave an update on the Durham bridge replacement on US 4 over Bunker Creek project. This was entered into the minors as information only, but there was an additional 4 million. Post construction addition. Information only usually means that changes in funding is small or that there was a typo. Due to the significant funding changes C. Lentz will follow-up with project manager Keith Cota.

C. Lentz reviewed the FTA 5310 project, commenting on the annual transfer from surface transportation funds that go to DOT and then get transferred to FTA. This is separate from the state budget which did include money for rural public transit.

C. Lentz gave an update on Somersworth's CMAQ project. This project will allow for signal improvements to improve traffic flow. The PE funds have been shifted back by one year to give the city time to execute an agreement with NHDOT. C. Lentz shared that he is working with M. Bobinsky from Somersworth DPW and Wendy Johnson at NHDOT because the CMAQ project includes the intersection of Indigo Hill Rd and NH9 (High St). There is an intersection safety improvement projects programmed in the Ten Year Plan for the same intersection, so C. Lentz is working with NHDOT and Somersworth to ensure the two projects are coordinated. M. Bobsinky commented on timelines of the two projects and how they play together.

C. Lentz commented on a number of road and weather system information signs that have been installed in the region. There is currently an RFP which is being reviewed before being release for more of these signs.

P. Nelson commented on sharing information such as this on the SRPC website.

M. Bobinsky **MOVED** to concur with the October Monthly Minors. D. Landy **SECONDED** the motion, of which all were **IN FAVOR**.

f. Approval of SIMPLE IRA Employer Contribution for CY2020

J. Czysz shared the annual reauthorization of a 3% match for employees' SIMPLE IRAs.

D. Landry asked if SRPC provided training about Simple IRAs for staff. This does not currently happen.

T. Crosby **MOVED** to approval the SIMPLE IRA Contribution of 3% for CY2020. M. Bobinsky **SECONDED** the motion, of which all were **IN FAVOR**.

4. Updates and Discussion

a. Awards, Contracts, and General Business

J. Czysz explained that SRPC has reached capacity on writing new grants over the past couple of months. They would be working on one upcoming application for 604(b) funding for Middleton to work on a watershed plan for Sunrise Lake.

She shared that SRPC is working with Rockingham Planning Commission on a joint sourcewater protection grant, which is already in process.

J. Czysz updated members on the Durham groundwater modelling revolving loan fund proposal, which was stalled due to the state budget. This should hopefully resume progressing through the funding process now that there is an adopted state budget.

There is also an opportunity to work on one or two coastal resilience grants, which are given to the municipality who can choose to contract with SRPC. These would come online in the spring.

J. Czysz stated that her and principal regional planner Kyle Pimental met with the Milton Town Administrator about helping them prepare their MS4 materials. A proposal, with associated costs, was sent to the town on Monday.

J. Czysz discussed SRPC's strategy for applying dues throughout the year. She shared that SRPC is under on its approved indirect rate, and that the organization wants to average out and not get over.

J. Czysz explained plans to replace the current phone system, and how it will affect the indirect rate. She also mentioned leasing a vehicle and asked for a volunteer to assist her. A discussion ensued concerning car shopping.

b. Draft Fiscal Year 2020 Executive Director Organizational Goals

J. Czysz reviewed her goals for the year, which were updated slightly since the last meeting.

She asked for vote of on the Draft Fiscal Year 2020 Executive Director Goals.

D. Landry noted there are no dates specific to the goals. He opined that there should be a check-in. Timelines for checking in on the goals was discussed.

P. Nelson noted how strengthening the role of E.C. and Commissioner should tie back to discussion at the municipal level.

B. Holstein shared that she reports back to the City about happenings at SRPC. This was an outcome of the strategic planning retreat.

M. Bobinsky **MOVED** to accept the Draft Fiscal Year 2020 Executive Director Goals. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

c. NHARPC Membership/Commissioner Convening

J. Czysz shared that M. Gasses resigned from E.C. and NHARPC. V. Parmele is an alternate for the NHARPC. J. Czysz explained that there is an open seat. J. Czysz shared that V. Parmele and Gary Anderson attended the Commissioner Convening event with her.

5. Other Business

There was no other business.

6. Adjourn

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

The meeting adjourned at 9:05 a.m.

Minutes Respectfully Submitted by
Shayna Sylvia
Communications and Outreach Planner

Minutes approved on 11/15/2019

By: 
Peter Nelson, Vice Chair – SRPC Executive Committee