



**Strafford Regional Planning Commission
Executive Committee Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867
November 19, 2021
Meeting Minutes**

1. Welcome/Introductions

David Landry called the meeting to order at 8:00 A.M. and asked for introductions.

Committee members present: Chair David Landry, Dover; Barbara Holstein, Rochester; Bill Fisher, Farmington; Mike Bobinsky, Somersworth; Tom Crosby, Madbury

Committee Members participating remotely: Peter Nelson; Newmarket

Staff members present: Jen Czysz; Executive Director SRPC.

Guests attending remotely: Alyssa Simard of Melanson, PC

Staff attending remotely: Kathy Foster, Megan Taylor-Fetter,

2. Presentation: FY 2021 DRAFT Audit: Melanson, Heath, and Co, PC

A. Simard from Melanson shared the results of the Fiscal Year 2021 audit report for SRPC.

A. Simard thanked Jen Czysz and Kathy Foster, SRPC financial consultant, for their cooperation during this year's remote audit. She added that this went smoothly due to the SRPC's organization.

A. Simard began reviewing the draft financial statements and the governance letter. There was a single audit this year, however, it is still pending final guidance being issued from the federal government. She reviewed the management's responsibility in this process. She also reviewed the auditor's responsibility.

A. Simard read the following opinion included in the independent auditor's 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, 2021, 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.”

She added that this is a clean, or unmodified opinion.

A. Simard reviewed the governance letter – there were no significant difficulties, or disagreement with management.

There were no significant deficiencies or material weaknesses noted during the audit.

A. Simard 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 2020 and FY 2021.

A. Simard reviewed the statement of net position, and how it changed from FY20 to FY21.

A. Simard reviewed the statement of activities, which looks at expenses against operating grants and expenses. She reported the numbers up to June 30, 2021.

She reviewed the Statement of Revenues, Expenditures, and Changes in Fund Balances. Most expenditures for SRPC, like similar organizations, are for employees and benefits.

She reviewed the note disclosures. SRPC did not need to draw online of credit. This line of credit is a backup for inconsistent or untimely payments.

3. Action Items

a. Approval of the Minutes of September 17, 2021

M. Bobinsky **MOVED** to approve the September 17, 2021 minutes with a minor change B. Holstein **SECONDED** the motion. A roll call vote was taken. B. Fisher abstained. T. Crosby, B. Holstein, M. Bobinsky, D. Landry, P. Nelson **VOTED** in the affirmative. The motion **CARRIED**.

b. Acceptance of FY 2021 Draft Audit Report

B. Fisher **MOVED** to accept the FY 2021 Draft Audit Report. D. Landry **SECONDED** the motion. The motion **CARRIED** via roll call vote of M. Bobinsky, T. Crosby, D. Landry, B. Fisher, P. Nelson, and B. Holstein in the **AFFIRMATIVE**.

c. **Acceptance of the Draft September and October Financials**

J. Czysz reviewed the Draft September and October Financials. On the balance sheet she explained that the checking and savings register totals remained healthy through September and October. FY 2022 is looking better than this time last year.

Aging Summary: J. Czysz explained that looking at the aging summary as of the end of October, \$122,527 of the outstanding \$188,698 is the current month's billings. She noted the DOT reimbursements are running a week or two behind. The outstanding \$32,724 payment was received just prior to the meeting. J. Czysz continued her review of the aging summary by explaining that there have been delays by EDA processing the CARES act payments and the September invoice has yet to be processed by their staff. There is a handful of smaller items past due that K. Foster is following up on.

Profit and Loss: J. Czysz explained that September saw a slight loss, just under \$8,000, however, October is looking like the month will end with a \$46,671 profit. This is a result of a few things. Several task-based contracts were billed in October where we were previously unable to bill for costs until the task was complete. Several contracts only bill quarterly or less frequent bases and were able to be invoiced in October. Many of the one-time annual expenses were completed in the first few months of the year resulting in lower monthly expenses for the remainder of the year.

T. Crosby **MOVED** to accept the Draft Financials. M. Bobinsky **SECONDED** the motion. The motion **CARRIED** via a roll call vote of M. Bobinsky, T. Crosby, D. Landry, B. Fisher, P. Nelson, and B. Holstein in the **AFFIRMATIVE**.

d. **Approval of Simple IRA Employer Contribution for CY2022**

J. Czysz explained that Strafford RPC has offered a Simple IRA plan since 2000 and that it has been unchanged since it was amended and restated in 2004. She continued by stating that retirement benefits are available to SRPC employees who earn at least \$5,000 per year. SRPC offers a matching contribution equal to each employee's contribution up to a limit of 3% of their annual compensation. Each year the executive committee is asked to approve the contribution limit before the completion of the annual Participant Notice that must be distributed to all eligible employees.

J. Czysz explained that staff had been participating in bimonthly staff trainings and there is an upcoming training on retirement planning. D. Landry opined that it is an important benefit to employees.

K. Pimental asked if an increase to the contribution could be considered. J. Czysz responded that can be reviewed.

M. Bobinsky **MOVED** to approve the SIMPLE IRA Employer Contribution for CY2022. T. Crosby **SECONDED** the motion. The motion **CARRIED** via roll call vote of M. Bobinsky, T. Crosby, D. Landry, B. Fisher, P. Nelson, and B. Holstein in the **AFFIRMATIVE**.

e. Recommend Commission Approval of Proposed Mid-Year Budget

J. Czysz reviewed the key changes on the revenue side which included contracts that carried forward from FY 2021 have been updated to reflect actual balances remaining. Added new contracts and splitting the EDA Planning line to reflect the two separate contracts.

J. Czysz reviewed the key changes on the expense side which includes adjustments to salaries and benefits to reflect actuals, adjustments to reflect purchases. The large change in office expenses as a result of a detailed contract review. The travel line reflects the total amount of travel budgeted in individual contracts.

J. Czysz explained that Kathy Foster has sold her business and is now a part time employee. This has reduced financial services expenses. The remaining outsourced contracts have been updated to reflect the actual balances remaining after the close of FY2021.

4. Updates and Discussion

a. Employee Handbook Updates

Chair D. Landry tabled this discussion to a future meeting

b. Awards Contracts and General Business Update

J. Czysz explained that in regard to Covid 19, the plan was to gradually set schedules for in office and telecommuting effective after Labor Day, that was then postponed to New Years. However, due to the recent uptick in cases, the current practice will continue until cases come down to safe levels. In addition, staff are strongly encouraged to wear masks when at in person meetings and in the office.

Indirect Rate and Dues: J. Czysz updated the members and stated that as of the end of October, the indirect rate is 114%.

Awards and Contracts: J. Czysz reviewed the awarded pending contracts including Commute Smart Seacoast, NHDES Coastal Program Project of Special

Merit, NHC DFA-CV Housing Grant which SRPC will serve as the grant writer and administrator and finally Rollinsford Road Surface management System Plan.

J. Czysz updated the committee on recently submitted and pending decision grants and contracts including AARP, Regional Housing Needs Assessment, EDA Build Back Better and NHDES Local Source Water Protection.

J. Czysz stated that the EPA Brownfields assessment Grant is in development and the NHDES Coastal Resilience Grant was not funded.

c. November Minors

C. Lentz joined the meeting to present the monthly minors:

- Statewide Pavement Marking Annual Project
- Dover, Newington: NH Widen Turnpike including Little bay Bridges from Gosling Road to Dover Toll
- Statewide: Upgrades to sidewalks, curb ramps, and signals to be compliant with ADA laws
- Statewide: Rehab of Tier 2 roads
- Lee: Bridge replacement of culvert carrying NH 125 over Little River Ber. Number 073/084
- Somersworth: Signal Optimization on High Street
- Statewide: Evaluate 61+ traffic control signals and develop & implement timings to improve traffic flow
- Somersworth: Signal optimization on High Street/route 108 corridor
- Lee: Construct up to an 80 space Park and Ride Lot near the junction of US4 and NH 125
- Statewide: Project to update signing on state system
- Statewide: Guardrail replacement

M. Bobinsky did not concur with the proposed change to project 41741 in Somersworth (changing the construction phase from FY2022 to FY2023). The city will be ready to go out for bid on the project by March 2022 and any more delays will be detrimental.

M. Bobinsky **MOVED** to approve all proposed changes in the November minors except the proposed change to Somersworth 41741. T. Crosby **SECONDED** the motion. The motion **CARRIED** via roll call vote of M. Bobinsky, T. Crosby, D. Landry, B. Fisher, P. Nelson, and B. Holstein in the **AFFIRMATIVE**.

5. Other Business

There was no other business.

6. Adjourn

M. Bobinsky **MOVED** to adjourn the meeting. B. Fisher **SECONDED** the motion. **All in favor to adjourn, none opposed.**

The meeting adjourned at 9:00 a.m.