

# STRAFFORD

Regional Planning Commission

Strafford Regional Planning Commission  
Executive Committee Meeting  
150 Wakefield Street, Conference Room 1A  
Rochester, NH 03867  
December 16, 2022  
Meeting Minutes

## 1. Welcome/Introductions

At 8:12 A.M. Chair Dave Landry called the meeting to order and asked for introductions.

**Members present:** Bill Fisher, Farmington; Dave Landry, Dover; Don Hamann, Rochester; Mike Bobinsky, Somersworth

**Staff present:** Jennifer Czysz

**Members attending remotely:** Barbara Holstein, Rochester; Joe Boudreau, Rochester.

**Guests attending remotely:** Alyssa Simard of Melanson, PC

**Staff attending remotely:** Kyle Pimental and Megan Taylor-Fetter

## 2. Presentation: FY2022 Draft Audit: Melanson

Alyssa Simard of Melanson, PC presented the highlights of the FY 2022 audit report.

A. Simard reviewed the draft financial statements in the independent auditor's report. She stated that this report compared to previous years shows substantial differences. This is due to new auditing standards that changed the content and the layout with a goal of added visibility and transparency.

Simard explained that the first section, Opinion, is viewed as the most important part of the independent audit. The opinion is an unmodified or clean opinion based on auditing and governmental standards.

On the Change in Accounting Principle, A. Simard explained that in the year ending June 30, 2022, the Commission adopted GASB Statement 87, Leases. This opinion is not modified in respect to this matter.

Responsibilities of Management for the Financial Statements, A. Simard explained that the Commission's management is responsible for the preparation of the financial statements in accordance with accounting principles and for internal control.

Simard touched on the auditors' responsibilities for the audit of the financial statements. She explained that the auditor's objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement.

With regard to Management's Discussion and Analysis, A. Simard explained that this is an overview of the financial statements and changes; a summary of government-wide activity to get a snapshot for comparison year to year. The variances are the result of GASB. Revenue

has gone up from 2021 with factors that include operating grants contribution from ARPA and CARES. This is the most revenue SRPC has had.

Simard continued with a review of the financial reports and notes. Financial highlights include:

- As of the close of the current FY, total assets exceeded liability and deferred inflows by \$176,019, a change of \$18,783 in comparison to the prior fiscal year.
- As of the close of the current fiscal year, governmental funds reported an ending balance of \$217,693, a change of \$25,437 in comparison to the prior fiscal year
- As of the close of the current fiscal year, unassigned fund balance for the General Fund was \$209,547, a change of \$25,467 in comparison to the prior fiscal year.

The Governance Letter requires communication to those charged with governance. Areas discussed in the letter include responsibility, compliance with ethics and independence. A single audit must go through an engagement quality review.

On Significant Risks Identified, A. Simard explained areas of significant management judgement and significant unusual transactions may often be identified as significant risks and are areas that require significant auditor attention.

A. Simard explained there are 4 significant risks. The first two are present in every entity. Risks include:

- Management override of internal control.
- Recognition of revenue
- Indirect cost, a risk that eligible cost could be charged to the indirect cost pool.
- Executive Director's general ledger access, there is a risk for misappropriation.

The Commission safeguards against these risks through the design and implementation of effective internal controls. No issues identified when assessing these risks and there was no breakdown of internal controls.

The committee engaged in a brief discussion on risks. A. Simard gave kudos to the financial manager, Kathy Foster, for having accurate statements and records. There was no material corrected or uncorrected misstatements. There will be a single audit performed because there was over \$750,00 expended in FY2023. This will be completed within the next few months.

A. Simard thanked J. Czysz and K. Foster for making the process go smoothly. She said they are both a pleasure to work with.

The committee members thank Alysia for her presentation.

### **3. Action Items (Motions Required/Requested)**

#### **a. Approval of the November 18, 2022 Minutes**

D. Hamann moved to approve the November 18, 2022 minutes as written seconded by M. Bobinsky. Discussion: Joe Boudreau asked for a correction in the attendance section to reflect that he represents Rochester, not Farmington. The motion was amended to accept the minutes as revised. A roll call vote was taken: B. Fisher, D. Landry, D. Hamann, M. Bobinsky, B. Holsten and J. Boudreau all in favor. Motion passed with a unanimous vote in favor.

#### **b. Acceptance of the Draft Nov. Financials**

J. Czysz provided a brief summary of the draft November financials. She reported that the checking and savings register totals remain stable and ahead of this time next year.

On the aging summary, the majority of the outstanding balance is the current month's billings.

The profit and loss is similar to October. The net loss coming is back down. The goal is to break even.

D. Hamann moved to accept the November financials as presented seconded by M. Bobinsky. A roll call vote was taken: B. Fisher, D. Landry, D. Hamann, M. Bobinsky, B. Holsten and J. Boudreau all in favor. Motion passed with a unanimous vote in favor.

#### **c. Approval of NH Paid Family and Medical Leave**

J. Czysz gave an explanation of the PFML plan and costs. The committee was presented with four cost options:

- 100% Employer Paid with 6 weeks paid leave: 0.34% of wages, \$2,742/year
- 100% Employer Paid with 12 weeks paid leave: 0.68% of wages, \$4,483/year
- Any % Employee Share with 6 weeks paid leave: 0.54% of wages, \$4,354/year
- Any % Employee Share with 12 weeks paid leave: 1.11% of wages, \$8,951/year

J. Czysz explained that 100% employer paid is almost half the cost as partial employee paid and recommended to the committee approve 100% employer paid. The group engaged in discussion. There was agreement that this benefit presents a strong incentive to retain and recruit employees; it is small change for such a great benefit. The members were in agreement to approve a 12-week benefit.

B Fisher motioned to approve 100% employer paid for the 12 weeks benefit of New Hampshire Paid Family Medical Leave Insurance for SRPC staff, D. Hamann seconded the motion. A roll call vote was taken: B. Fisher, D. Landry, D. Hamann, M. Bobinsky, B. Holsten and J. Boudreau all in favor. Motion passed with a unanimous vote in favor.

Kyle Pimental thanked the committee for approving this and said this is a great marketing tool to attract employees. M. Taylor-Fetter will look into how this benefit will benefit Kyle's paternity leave in March.

#### **d. Acceptance of the Draft FY2022 Audit Report**

M. Bobinsky motioned to accept the Draft FY2022 Audit Report, seconded by D. Hamann. A roll call vote was taken: B. Fisher, D. Landry, D. Hamann, M. Bobinsky, B. Holsten and J. Boudreau all in favor. Motion passed with a unanimous vote in favor.

### **4. Updates and Discussion Items**

#### **a. Draft Mid-Year Budget Amendments**

J. Czysz presented the Draft Mid-Year Budget Amendments.

Summary of Changes – REVENUE:

- Minor adjustments to the Municipal and Non-Profit Agreements to reflect current funding levels and three small new contracts including the Lee trail maps, Nottingham trail maps and Explore Moose Mountain market study
- Adjustment to reflect balances carried forward on multi-year projects including the EDA Cares Act, EPA Brownfields, ARPA HNA, Various DES Grants and DOT funding levels.

- Shift a portion of HUD grant funds originally budgeted for FY2023 into FY202
- Add the new Housing Navigator Grant

Summary of Changes – EXPENSES:

- Adjustments to several personnel related lines to reflect actual staffing levels and hiring of a Housing Navigator
- Reduction in health and dental as one employee had a plan change at the beginning of the year
- Adjustment of equipment to reflect software subscriptions for adjusted staffing
- Increase in Office Expense to extend the staff \$25/pay period phone stipend through to the end of the fiscal year
- Increase of travel funds to reflect projected expenses
- Adjustment of outsources contracts to reflect actual carryforward contract amounts on multiyear projects
- Reduction of HUD grant pass through to shift expenses from FY2023 to 2024

**b. Awards, Contracts, and General Business**

J. Czysz gave a very brief update. and stated the Rochester recreation master Plan is in development. She added that the indirect cost rate is inching up.

**c. December Monthly Minors**

Colin Lentz presented on the monthly minors. He reported that there is one local project and a statewide program that does not affect the region. For the Lee bride replacement, there is no change in overall funding or scope. And lastly, the recreation trails program is valuable to snow mobile clubs, to maintain and improve trails. This is set up for smaller lower cost projects. And also allows for in kind match.

**5. Other Business**

Bobinsky reported that Somersworth is coming to the end of a long process dealing with an infill development of 128 units. This is a major renovation project that will address housing needs and will be an aesthetic improvement to the area.

D. Hamann reported that Easter Seals has an affordable housing project going in. In the downtown, the Hoffman building g torn down, construction is now moving along where the Hoffman building was. It will be a 6-story building. J. Czysz added that this was a brownfields project.

J. Czysz reported that Farmington submitted a Brownfields grant for the old fire station building.

B. Fisher reported that there are grants available to update municipal recycling programs.

**6. Adjourn**

M. Bobinsky motioned to adjourn seconded by D Hamann. A roll call vote was taken: B. Fisher, D. Landry, D. Hamann, M. Bobinsky, B. Holsten and J. Boudreau all in favor. Motion passed with a unanimous vote in favor.