

STRAFFORD

Regional Planning Commission

**Strafford Regional Planning Commission
Executive Committee Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867
November 17, 2023
Meeting Minutes**

1. Welcome/Introductions

Vice Chair Peter Nelson called the meeting to order at 8:05A.M.

Members attending in person: Peter Nelson, Newmarket; Don Hamann, Rochester; Bill Fisher, Farmington; Joe Boudreau, Rochester; Barbara Holstein, Rochester; Tom Crosby, Madbury; John Mullen, Middleton; Michael Bobinsky, Somersworth,

Members attending on Zoom: Katrin Kasper, Lee

Staff attending in person: Jen Czysz

Staff attending on Zoom: Megan Taylor-Fetter, Kyle Pimental,

Guests attending on Zoom: Andrew Gordon, Marcum LLP

2. Presentation: FY2023 Draft Audit: Marcum LLP, Andrew Gordon

J. Czysz introduced Andrew Gordon and stated that the audit group Melansen merged into Marcum LLC, and with the reassignment of roles, Andrew was the new lead on this year's audit.

Mr. Gordon started by thanking J. Czysz and K. Foster for their diligence in maintaining the finances and their assistance with the audit preparation. They were a pleasure to work and made the process go smoothly. He highlighted the account balances and trends. He stated that the FY 23 audit did not include a management letter, which typically is the case if there are no issues with internal controls. Safeguarding commissions assets.

Mr. Gordon reviewed the independent audit opinions, the management discussion and analysis and results of operations for the FY. He reviewed the Statement of net Position and Governmental Activities as of June 30, 2023

J. Czysz-stated that SRPC is updating the operating procedures which will change some of the internal processes.

P. Nelson asked can we compare trends year to year?

Gordon responded that for the critical success factors, there is nothing from an audit perspective that would say the commission is turning in a negative direction. All final statements are posted to the website. A. Gordon will provide past audit results at future presentations.

There are no new governmental regulations of note for FY 24. The most recent the is the right to use leased assets.

The group thanked Mr. Gordon for his presentation and for his work on the audit.

3. Action Items

a. Approval of the October 20, 2023 Minutes

D. Hamann motioned to approve the October 20, 2023 minutes seconded by T. Crosby. There was no discussion. Motion passed with all members voting in favor.

b. Acceptance of the Draft August Financials

D. Hamann motioned to approve the draft September financials seconded by T. Crosby. Discussion:

J. Czynski highlighted the draft August financials.

Balance Sheet: Account balances continue are lower than we would like at this point in the fiscal year due to two factors: late payments from NHDOT and Farmington, that are now resolved, and running at a deficit in the first quarter of FY24.

Accounts Receivable: Of the \$194,844 due at the end of September, \$84,491 were the current month's invoices. Another \$86,096 was received in October, including the late DOT payments, leaving a past due balance of \$24,257.

Profit and Loss: September again operated at a loss (\$10,399). Year-to-date, the net loss at the end of September was \$47,479. Factors impacting the profit and loss include not achieving billable targets for the UPWP and environmental projects, compounded by higher indirect rates due to vacation time over the summer and a period of heavier grant writing. This has been reviewed with project managers to help monitor and increase billable time as we enter the 2nd quarter of the fiscal year.

The motion was brought back to the table for a vote. The motion passed with all members voting in favor.

c. Acceptance of the Draft FY2023 Audit

M. Bobinsky motioned to approve the draft FY23 Audit seconded by D. Hamann. All members voted in favor, and the motion passed.

Discussion: K. Pimental stated that regarding the indirect rate from a staff perspective, in last two months or so we have applied for 6 grants of which 5 have been selected or asked to submit a full proposal. The total \$300,000, will set us up for FY 25. Sometimes they stack on top of each other. There is a lot of time spent on the grant application side but that will bring in revenue.

4. Updates and Discussion Items

a. Awards, Contracts, and General Business

J. Czynski stated that at the request of the committee, the grant tracker has been reorganized into a table and is set up to produce a report faster.

J. Czysz highlighted the Awards and Contracts. She stated that the indirect rate as of July 1, 2023 is 111.63%. As of the end of September, we are operating at 125.4%.

b. Monthly Minors

C. Lentz reviewed the monthly minors. He stated there are just a few this month:

- Barrington's sidewalk project had a typo and there are no changes to funding.
- COAST, changes to 2 projects include shifting the fiscal year forward and a phase shift.
- Statewide Culvert project which has no child project changes in our region.

c. Other Matters

There were no other matters discussed.

d. Adjournment

B. Fisher motioned to adjourn seconded by D. Hamann. All in favor. Meeting adjourned at 9:00 AM