

MINUTES

EXECUTIVE COMMITTEE

Feb 4, 2015

RPC Conference Room

156 Water Street, Exeter, NH

Members Present: G. Coppelman (Chairman); M. Turell, F. Chase, K. Woolhouse, B. Kravitz (Member at Large); J. Whitney (Secretary); P. Wilson (Vice Chair); B. Goodrich (Treasurer)

Staff: C. Sinnott (Executive Director); A. Pettengill (Business Manager); S. Bogle (Sr. Transportation Planner)

Guests: Sheryl Burke, Alyssa Simard (Melanson & Heath CPA)

Chairman Coppelman convened the meeting at 5:05 p.m.

Roundtable introductions were made and Coppelman introduced Sheryl & Alyssa w/ Melanson & Heath.

I. Minutes of December 10, 2014

Chase moved to approve the Minutes as presented; Whitney seconded. **SO VOTED.**
(Turell, Woolhouse, Wilson abstained)

II. FY 2014 Financial Audit Presentation: Sheryl & Alyssa, Melanson & Heath CPA

Alyssa began by thanking the Commission for inviting them to present the audit and she referred to the Financial Statement document. She explained that everyone strives for an unqualified opinion signifying a clean audit and the RPC has again achieved that (see page 2 of the Financial Statement). She continued by reviewing each section of the audit report and explained the difference between the two types of Government Accounting Standards: Government Wide, which includes long term debt; and Fund Basis, which portrays the short term position. She noted as seen on Page 9 the Commission has a positive change of \$20,524 from last year under the Government wide standard and a fund balance of \$68,285 under the Fund Basis standard. She continued her review and noted there were no significant changes from last year.

Sheryl noted, as explained page 20, note #15, that one of the new GASB Standards will go into effect for FY 15 requiring next year's audit to include any liability and expense applicable to the Commission's portion of the NH Retirement System's actuarially accrued liability. Discussion followed.

Sheryl also reviewed the Single Audit Report and noted that next year the federal requirement for Single Audit will go up to \$750,000 from the current threshold of \$500,000. She explained that since the UPWP is our largest federal funding program, that is the one they test internal controls on. Both the Financial Statement and the Single Audit are clean reports and she noted that the Governing Letter from Melanson Heath stated that the audit process was smooth, with only minor audit adjustments. As they do every year, the audit team has made some process and procedure suggestions to which Annette has been extremely responsive in the past .

Chase moved to approve the FY 2014 RPC Annual Financial Statement and Single Audit and recommend acceptance to the full Commission; Turell seconded. **SO VOTED** (Goodrich abstained)

Agenda Items taken out of order

VIII. Legislative Policy Committee Update & Revised Policy for Energy Recommendation

Kravitz distributed Minutes from the latest Legislative Policy meeting. She noted that Sinnott has the title of Secretary. Moore is putting together a list of of Bills and LSRs previously reviewed by the Committee together with the Association's list to enable the Committee to review items quickly and make it easier to know what needs to be tracked. She noted that two letters are being sent by the Commission, one in support of SB 229 and one in opposition to repealing RGGI. Discussion followed on RGGI (Renewable Greenhouse Gas Initiative).

Revised Policy for Energy Recommendation: Sinnott reviewed the new policy draft shown in the Minutes that was written by James VanBokkelen. Discussion followed. Wilson suggested that the policy be limited to the last sentence alone. His reasoning was that the first two imply facts about which we cannot be certain. Kravitz moved to approve the Energy Policy with one change: delete sentence #2; and amend the RPC Legislative Policy 2014/15 summary list; Chase seconded. **SO VOTED.**

Discussion followed on SB 146 regarding Accessory apartments. The Legislative Policy Committee will likely consider / recommend a position of this bill at its next meeting.

III. Financial Report December 2014

Coppelman asked for questions on the Financial Report. Kravitz asked about the Bank Svcs overage and Pettengill explained that the overage was due to the fees incurred for the People's Bank Line of Credit that was secured. Sinnott added that the ICR Reserve will increase when the FY 13 ICR reconciliation w/ NHDOT is complete. FY 13 was the last year we were using a reconciled form of indirect cost calculation and it appears the RPC will receive \$28k back from the DOT for what we undercharged them in FY 13.

VI. Budget Amendment #1 FY 15

Coppelman recused himself so there was no conflict of interest on his part. Sinnott noted that this is the customary mid-year correction. He reviewed each item that was changing in the Revenue section (Table 1), including: Greenland CR ended; the addition of 2 locally matched

projects for TBG; Seabrook SRTS added back in as current project; reflects the balance of what's left from year 1; Newfields/Sandown PDM reduced due to Newfields using another consultant; added PTAP & Brownfields projects. He stated that the overall budget increases slightly however most of it is pass through or contracted services. He also reviewed each change in the Expense budget (Table 2) including: salaries are lower due to one less employee and Rowden on short term disability, and he also noted that the adopted salaries assumed a 1.7% COLA in September, however it wasn't instituted until December so it was increased to 2% to offset the timing delay; contracted salaries adjusted to reflect Scenic Byways contracted service that will occur this year vs. last year; Sandown & Fremont PDM projects will be completed by consultant; and PTAP will have subcontracts.

Turell moved to approve the Budget Amendment #1; Chase seconded. SO VOTED.

V. COAST request RPC to be lead agency in NHDOT/FTA 5310 Purchase of Service Agreement

Bogle distributed a memo from NHDOT announcing the availability of Federal funds to support coordinated transportation services for seniors and persons with disabilities. The intent of these 5310 Purchase of Service (POS) funds is to expand the availability of transportation services in NH. The funds are allocated by region and distributed to a single lead agency or designated regional transportation coordinator in each region. Bogle explained that for the last ten years COAST has served as the lead agency in Purchase of Service funds for this region. He would like to propose that the RPC apply for the funds and if selected, serve as lead agency to do the contracting with agencies that need the funds and meet the federal requirements such as Meals on Wheels, COAST, and others. Other planning agencies have been doing this and 5% of the grant amount can be used for grant administration. The RPC role would be review of invoices and forwarding to DOT. Coppelman asked if there is enough staff time to do the administration work and Sinnott replied that although the UPWP is declining in funding next year, we have approx. \$35k that will be moved from the current UPWP to the next 2 year UPWP. Discussion followed.

Turell moved to allow the RPC to apply for 5310 Purchase of Service funding; Kravitz seconded. SO VOTED.

VII. Contract Authorization: NHDES Brownfields Site Assessment Passthrough

Sinnott explained that NHDES has offered funds to complete a site assessment of the D'Agostino Rose Farm and it would mostly be passthrough to consultants to complete the assessment.

Goodrich moved to authorize the Executive Director to enter into and accept funds from the NH Dept of Environmental Services for the Brownfields Revolving Loan Fund-Site Assessment; Turell seconded. SO VOTED.

IV. Waiver Request for General Liability Insurance

Sinnott reviewed the previous meeting's action where, in response to Coppelman's request to waive liability insurance required for consultant contract, the Professional Liability insurance requirement of the RPC standard consultant contract was waived. He explained that the next

question to debate is whether or not to waive general liability insurance as well. Sinnott asked the RPC general liability insurer (Liberty Mutual) for advice and they responded that it is mostly based on the nature of the work and adding the agency as a "named insured" on a contractor's insurance is common practice. Sinnott also distributed a proposed clause for indemnifying the RPC and waiving insurance provisions. Discussion followed. Turell moved to amend the terms of the current consulting contract for sole proprietors to the first two sentences of Clause #14 on distributed information sheet; Chase seconded. SO VOTED.

XI. Other Business

- A. Communications Committee-Tabled
- B. Annual Meeting topic/speaker ideas - Discussion included energy systems; Revision Energy; Jack Ruderman, PUC; or continue with idea to go to Smuttynose and do local produced goods/food theme.

X. Public Comment: None

Meeting adjourned at 7:50 p.m.

Respectfully Submitted,

Annette Pettengill, Business Manager