



Upper Valley Lake Sunapee Regional Planning Commission

Minutes of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC)

Finance Committee Meeting

Wednesday, September 2, 2015

UVLSRPC Offices • 10 Water Street • Lebanon, NH

Approved September 29, 2015

Committee Members Present:

Thain Allan, Grantham
Kate Connolly, Hanover
Peter Guillette, Grantham
Jeff Kessler, Newport
Nancy Rollins, New London

Others:

Nate Miller, Executive Director
Greg Somoff, Finance Manager
Chris Courtemanche, Administrative Assistant

I. Call to Order

Peter Guillette called the meeting to order at 4:00 PM.

II. Minutes of the meeting from July 22, 2015

Jeff Kessler moved to approve the minutes of July 22, 2015. Nancy Rollins seconded and the motion passed unanimously.

III. Review July Financials and draft of June 30, 2015 Audit Report

Greg Somoff reviewed the July Financial Reporting Package reporting the following:

- Cash position=\$275,110 per the Financial Statements and \$214,967 as of August 24, 2015.
- Accounts Receivable=\$106,928 per the Finance Statements and \$89,133 as of August 24, 2015.
- Accounts Payable=\$28,927 per the Finance Statements, which includes a bill from Clean Ventures for \$14,000 for the June 20, 2015 Household Hazardous Waste collection event in Sunapee.
- Overall, we have completed the first of our new twelve month fiscal year or 8.3% of the year.
- Per the external auditors, there were no adjustments other than reclassifying the Net Position Accounts for Net Investment in Fixed Assets and Restricted Assets. Staff from our auditing firm (Melanson, Heath, and Co.) will present at the October Commission Meeting.

VII. Other Business

Greg Somoff noted that Friday, September 4, 2015 will be his last day since he has taken a job in Burlington, Vermont. Greg has offered to stay on as a consultant until we find a replacement.

Nate noted that we have put an ad in the local papers as well as NH Office of Energy and Planning, NH Municipal Association, and NH Works for a 32 hour per week Finance Manager.

VII. Adjourn

Thain Allan moved to adjourn the meeting. Nancy Rollins seconded. Meeting adjourned at 4:40 PM.

Minutes prepared by Chris Courtemanche

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