



Upper Valley Lake Sunapee Regional Planning Commission

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

Finance Committee Meeting

Wednesday, September 29, 2015

UVLSRPC Offices • 10 Water Street • Lebanon, NH

Approved December 2, 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
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 September 2, 2015

Jeff Kessler moved to approve the minutes of September 2, 2015. Kate Connolly seconded and the motion passed unanimously.

III. Review of August 2015 Finance Reporting Package/FY 2015 Audit Report Update

Nate Miller reviewed the August Financial Reporting Package with the Committee, noting the following:

- August was a breakeven month for the Commission, with a small net loss from depreciation of \$561.92. Depreciation expenses related to the office fit-up will decrease starting next month due to UVLSRPC signing a five-year lease extension.
- Expenses are in line with expectations through the first two months of the year.
- The Commission's cash position remains strong, and \$6,500 was added to the money market reserve account in August.
- September will be a substantial positive month for the Commission, because of routine quarterly billings and final invoicing for the NHDES Fluvial Geomorphology and USDA Solid Waste Management projects.

IV. Discussion of Staffing (Finance Manager)

Nate informed the Committee that Yutian Zhang is helping with invoicing and monthly financial reporting as a consultant. This will be discussed in more detail at the Executive Committee meeting.

V. FY2015 Audit Report Update

Nate noted that Sheryl Stephens-Burke from Melanson & Heath will be at the Commission meeting on October 14, 2015 to report that UVLSRPC FY 2015 audit was clean and answer any questions from Commissioners.

Thain Allan moved to adjourn the meeting at 5:00 PM. Nancy Rollins seconded.