



Upper Valley Lake Sunapee Regional Planning Commission

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

Finance Committee Meeting

Wednesday, April 22, 2015

UVLSRPC Offices • 10 Water Street • Lebanon, NH

Approved May 27, 2015

Committee Members Present:

Kate Connolly, Hanover

Peter Guillette, Grantham

Jeff Kessler, Newport

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 4:10 PM.

II. Minutes of the meeting from March 25, 2015

Jeff Kessler moved to approve the amended minutes of March 25, 2015. Kate Connolly seconded and the motion was passed unanimously.

III. Review February Financial Reporting Package:

Greg Somoff reviewed highlights, trends and issues from the March Financial Reporting Package. Greg will revise the March Finance Statements on which the match portion has been reclassified out of Tier 1 Revenues for the following contracts:

#11 NH DOT Unified Plan Work Program – YZ had correctly classified the match portion on the July through Sept 14 invoices. I had not – accordingly I have reclassified the Oct 14 thru Mar 15 11.11% match portion for \$10,340.89 (increased Tier 1 revenue and shown as a negative on the “Less Match” line item)

#14 NH HSEM Pre-disaster Mitigation – The 25% match on this first invoice for this contract (billed quarterly) has been recorded for \$330.00

#18 Southern Windsor County Regional Planning Commission /Connecticut River Byway – This contract was final billed in January 2015. Accordingly I have reclassified the Oct 14 through Jan 15 10% match portion for \$1,022.00

#72 NTIA Broadband Mapping – This contract was final billed in December 2014. YZ had not recorded the match portion. Accordingly I have reclassified the Jul 14 though Dec 14 5% match portion for \$1,242.73



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Re: #22 HUD Regional Plan – I have reviewed the current fiscal year invoices issued for this project, which was final billed in December 2014, and learned that there was no match required as the match on this project had been met prior to July 2014.

Re: #23 NH DES Fluvial Geomorphology – I have likewise reviewed the invoices issued for this project and concluded that no further match appears to be required. I did locate the attached letter from 2012 indicating that there was a match component and am assuming, since YZ's invoices in 2014 have no match, that this too has already been met.

IV. Other Business

Nate Miller reviewed the current draft budget for Fiscal Year 2016 noting that NHDOT Unified Planning Work Program (UPWP) is not allowed to reduce the Grant by 10%, therefore, the grant amount for Fiscal Year 2016 is \$202,000. Nate also noted that as of April 22, 2015, the budget is 80% covered.

VII. Adjourn

Kate Connolly moved to adjourn the meeting. Jeff Kessler seconded. Meeting adjourned at 5:00 PM.

Minutes prepared by Chris Courtemanche