



## Upper Valley Lake Sunapee Regional Planning Commission

UVLSRPC Finance Committee Meeting  
Wednesday July 6, 2011  
UVLSRPC offices, Lebanon

### Committee Present:

Katherine Connolly, Hanover  
Bernie Folta, Claremont  
Jeff Kessler, Newport  
Larry LeClair, Lebanon  
Shawn Donovan, Lebanon  
Thain Allan, Grantham

### Not Present:

Aaron Simpson, Sunapee

### Others:

Yutian Zhang, staff  
Christine Walker, staff

- Thain called the meeting to order at 4:04.
- **Minutes from June 6, were approved as written.**
- Christine explained that a number of projects that were pending had either been received or not funded and the budget was more solid than as presented at the Annual Meeting.
- Yutian explained that he had compared the short-term CD rates from Citizens Bank and Mascoma Saving bank. Yutian set up a new money market account at Lake Sunapee Bank. \$100,000.00 had been transferred from the general checking account to the money market account.
- Larry asked about accrued payroll liabilities. Yutian explained that due to current month total of 19-day salaries earned by employee has not shown as paid. Accrued salaries line is higher compared to previous month. Shawn asked about VT tax liability. Yutian explained it is employee withholding tax.
- Bernie asked the period for the year-end audit. Yutian explained that the audit report should be done by the end of September.
- Christine explained the new indirect rate had been approved by the NHDOT at 157.25%. Bernie asked about other RPC's indirect rate and performance. Christine reiterated that UVLSRPC's indirect rate is one of the highest in the state, but that the cost of doing business is widely varied in that some RPCs have significant rent brakes from municipally owned facilities, and others are larger organizations that require less administrative overhead as a percentage of the # of employees.
- Yutian will be responsible for Finance Committee agendas, minutes etc. in the future, so Christine can have more time to complete work on contracted projects.
- Thain introduced that we may need a budget adjustment because the amount of work that the organization is taking on will require additional staff. A new contract with the Connecticut River Joint Commissions (CJRC) is funded through both the State of VT Agency of Natural Resources and the State of NH Department of Environmental Services/. CRJC is transferring all their files to UVLSRPC. Christine explained that due to increasing workload, UVLSRPC plans to add another associate planner to shift certain job responsibilities from Nate Miller and

- other staff.
- Christine explained UVLSRPC was unsuccessful in receiving the USDA Rural Development Solid Waste grant. Larry encouraged applying for the grant this year again.
  - Thain moved the agenda item to discuss the municipal dues for FY 2013. Christine explained two options to calculate the FY13 dues; the first option is using 2010 CENSUS data times the current rate of \$1.23057 per capita. This would provide for a redistribution of the dues based on new CENSUS data, but would not increase the per capita costs. Many communities would see a change, some increase and some decrease in their dues. The second option is using the 2010 census population number times the current CPI, which would be an increase to \$1.249 per capita. After discussion among the Committee, Kate noted that it was important to be consistent in the method of figuring out the dues and continue with keeping consistent with the increase in CPI. **Jeff motioned that the dues be raised to \$1.249 per capita using the 2010 CENSUS population numbers. Seconded by Shawn. Larry. Thain, Katherine approved the motion. Bernie objected the motion and he explained he did not like to see the dues for Claremont increase. Motion passed 5-1.**
  - Given the time of the meeting, Thain suggested that Finance Committee discuss Bernie's proposal to use financial ratio as part of the financial statement next time.

**Meeting adjourned at 5:00.**

Minutes prepared by Yutian Zhang