



Upper Valley Lake Sunapee Regional Planning Commission

UVLSRPC Finance Committee Meeting

Thursday March 29, 2012

UVLSRPC

Lebanon, NH

Approved April 11, 2012

Committee members present:

Katherine Connolly, Hanover

Jeff Kessler, Newport

Larry LeClair, Lebanon

Bernie Folta, Claremont

Others:

Yutian Zhang, staff

Christine Walker, Executive director

- Christine called the meeting to order at 4:05pm
- Christine went through preliminary budget line by line for the confirmed contract. Lake Sunapee Scenic Byway Fiscal Year 12 is in question. Contract might be cancelled if NH Department of Transportation (NHDOT) will not approve the engineering plan, which will potentially eliminate \$10,6315.30. New London Circuit Rider contract budget amount of \$5,000.00 will move from confirmed contract to pending contract. New contract for \$15,000.00 from DHMC was not on the list, therefore, increasing the cash flow for next month. Total budget for revenue is \$138,4101.30
- Total budget expenses are \$125,989.00. Salaries will be kept as the same as previous year. Retirement match percentage might be increased if the Personnel Committees agrees with the change proposal. Flexible spending amount will be decrease 50%. Staff development, travel, room and meal will be slightly increased.
- Audit proposal received two positive feedbacks from CPA firms. Our previous auditor indicated interest but has not sent their proposal.
- Repayment the DOT liabilities due to indirect rate changes had been all agreed. Bill Waterson from DOT indicates that the debt should be cleared by the end this fiscal year.
- Yutian got the signature for the checks need to be sent to various vendors from Katherine.
- Copier and truck lease question needs to be more clearly researched and bring up to the next committee discussion
- **Meeting adjourned at 5:00pm by motion from Larry.**

Minutes prepared by Yutian Zhang