

**FINANCE COMMITTEE**  
**Berkshire Regional Planning Commission**  
**APPROVED - Minutes of Meeting of January 12, 2017**

Members Present: Chuck Ogden-Chair, Sheila Irvin, Kyle Hanlon, Sam Haupt,  
Nat Karns-Executive Director, Marianne Sniezek-Office Manager

Others Present: None

**I. Call to Order**

Chair Chuck Ogden called the meeting to order at 5:00 pm with a quorum being present. Open Meeting Statement was read by Chuck.

**II. Minutes from May 5, 2016**

A motion was made by Sheila Irvin to approve the minutes; seconded by Kyle Hanlon. Unanimously approved.

**III. Action Required - Recommend Assessment FY2018**

Options:

A. No increase over FY17	\$ 97,086.29
B. 1% increase over FY17	\$ 98,057.15
C. 2 ½% increase over FY17	\$ 99,513.45
D. 10% increase over FY17	\$106,794.92
E. 12.5% increase over FY17	\$109,222.08

Options D and E are not options for increases due to Proposition 2 ½%. BRPC found a 1982 Department of Revenue letter from the Deputy Commissioner Division of Local Services on their interpretation of Regional Planning Districts Assessment increases cannot be more than 2 ½% of the total for the preceding fiscal year.

Marianne explained after asking a few other RPAs if they had ever increased more than 2 ½%, one did increase more when in previous years there were no increases. The idea to increase the 10% or 12 ½% was based on BRPC's history back to 2002, there were 5 years with no increases. The thought was the additional money could be used for one Regional Project due to the DLTA money was unknown. When the agenda was sent out the 1982 letter was made known by Tom.

Nat explained BRPC would quietly inquire if there have been any other interpretations since 1982 to know what are our options are.

Chuck requested he would accept a motion of Zero or 2 1/2% increase.

A motion was made by Sam Haupt to recommend to the Full Commission the 2 ½% increase for FY2018 Assessments; seconded by Kyle Hanlon. Unanimously approved.

**IV. FY2016 Audit**

No Findings

No Recommendations

\$26,400.70 Surplus excluding GASB 45 Other postemployment Benefits for Retirees and GASB 68 Pension. Nat explained the careful oversight of the General Fund monthly and how we are spending on grant applications and other items.

Overhead rate 149.86% below our target of 150%. Nat explained to control the overhead rate BRPC did not put the entire \$45,000 into the trust in FY2016.

Chuck thanked all involved in the finances and the audit.

**V. Trust**

- \$11,250 put into the trust instead of \$45,000 to ensure a lower overhead rate for FY2016.
- Marianne reported as of the beginning of January 2017 the Balance in the Trust was \$291,277.01. For FY2017, our target is to invest \$45,000.

**VI. State Retirement**

There is no change in RPA employer contribution. BRPC does not owe any money while other RPA's have received new bills for money owed. Nat explained other RPA's are in the system and owe large amounts. BRPC, FRCOG and MAPC do not owe any money. We will continue to monitor.

**VII. Other Business - None**

**VIII. Next Meeting - The next meeting will be scheduled as needed.**

**IX. Adjournment**

Kyle Hanlon moved to adjourn the meeting at 5:15; seconded by Sam Haupt. Unanimously approved.

**Materials distributed or presented during this meeting:**

Agenda  
Minutes  
FY2018 Assessment Options  
BRPC Assessments History FY2002 to FY2017  
1982 Dept. of Revenue Deputy Commissioner Div. of Local Services letter RE: Prop 2 ½%