

FINANCE COMMITTEE
Berkshire Regional Planning Commission
APPROVED - Minutes of Meeting of May 4, 2017

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

Others Present: None

I. Call to Order

Chair Chuck Ogden called the meeting to order at 5:14 pm with a quorum being present. Open Meeting Statement was read by Chuck.

II. Minutes from JANUARY 12, 2017

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

III. Action Required - Recommend FY2018 Budget

Tom explained the following:

Revenue

BRPC did not replace two positions when they left. The result is BRPC has carryover Revenue for Transportation and District Local Technical Assistance. BRPC will be hiring a temporary planner for 6 months. If additional revenue is received then the position could become permanent. The unsecured amount is much lower than in the past. On the Revenue document, there are footnotes for contracts we have not received yet.

1. Applied for / requested – no decision as of 4/28/2017
2. Assumes \$100,000 state budget item
3. As of 4/28/2017 not yet under contract
4. Includes \$2,500 new funds

Both CDBG and EPA the assumption is BRPC will get at least one of the grant applications. Other contracts are funded at previous levels.

Expenses

Salaries increased due to pay scale adjustments, cost of living and merit increases and the additional planner position. Intern expense also increased for a summer intern. Benefits increased due to increases in health (4%) and dental (3.8) insurance.

We have also budgeted to put \$45,000 into the Trust and a reserve of \$15,000.

Marianne explained operating expenses for copying and printing has decreased while other expenses for the replacement of the Executive Director have increased.

Chuck requested he would accept a motion to recommend the FY2018 budget.

A motion was made by Kyle Hanlon to recommend to the Full Commission the FY2018 Budget; seconded by Sam Haupt. Unanimously approved.

IV. Trust

- BRPC is planning on putting the full \$45,000 into the Trust because our year to date overhead rate is 142.973% as of March FY2017.
- Trust Balance as of 04/21/2017 totals \$323,246.23

- I. GASB 75:** The effect on BRPC is the evaluation (full calculation) will have to be done every 2 years instead of every 3 years. It may change our numbers slightly. The full OPEB liability will be added to the liability on the balance sheet. It will increase the OPEB liability by about \$1 million

for the unfunded portion. GASB 75 goes into effect as of 6/30/2018.

- V. **State Retirement Update:** No change in RPA employer contribution. BRPC does not owe any money while some other RPAs have received new bills for money owed. There is a Working Group working on the Retirement Funding.

Nat explained on of the other RPA's received invoice for FY16 for \$160,000 or \$170,000. The other RPA's are questioning the invoices because it is a federal requirement to accrue expenses to pay the bills. They are retroactively billing for past years and asking for payment schedules for the past 20 years. The RPA's cannot charge past contracts and the only money available is their Community Assessment money. These RPA's would go bankrupt on year one. The Working Group is setting up a meeting with the Lieutenant Governor to discuss the issue and a Legislative fix for the issue. The State Retirement let this issue go on for forty years.

Also, the Vocational School Districts will pass their expenses to their member communities.

Nat stated BRPC is keeping a low profile.

- VI. **Other Business** - None
- VII. **Next Meeting** - The next meeting will be scheduled as needed.
- VIII. **Adjournment**
Sam Haupt moved to adjourn the meeting at 5:34; seconded by Kyle Hanlon. Unanimously approved.

Materials distributed or presented during this meeting:

Agenda
Minutes
ICMARC Trust balance as of 4/21/22017
Memo- Proposed FY 2018 Budget
Recommended FY18 Budget – Revenue
Recommended FY18 Budget – Expenditures