

**FINANCE COMMITTEE**  
**Berkshire Regional Planning Commission**  
**DRAFT - Minutes of Meeting of January 10, 2018**

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

Others Present: None

**I. Call to Order**

Chair Chuck Ogden called the meeting to order at 4:00 pm with a quorum being present. Open Meeting Statement was read by Chuck.

**II. Minutes from May 4, 2017**

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

**III. Action Required – Assessments FY2019**

Chuck requested he would accept a motion to recommend the Assessments for FY2019.

A motion was made by Sam Haupt to recommend to the Full Commission a 2 ½% increase for the FY2019 Assessments; seconded by Kyle Hanlon. Unanimously approved.

**IV. FY2017 Audit**

Management Letter

GASB Statement 75 – Financial Reporting in FY2018 of Full accrued liability as of June 30, 2017 the accrued liability is \$1,844,275. BRPC has recognized \$1,498,727. BRPC will continue to use Milliman to calculate the GASB 75 obligation.

- No Comments and Recommendations based on the FY2017 Audit
- BRPC had a Surplus of \$14,332 excluding GASB 45 Other postemployment Benefits for Retirees and the GASB 68 Pension
- FY2017 overhead rate was 141.23% down from FY2016 overhead rate of 149.86%. Marianne explained to reduce our overhead in FY2017 BRPC did not put the full \$45,000 into the trust.

Chuck thanked all the Finance team for their work and clean audit.

**I. Trust**

- Balance in the Trust as of 12/27/2017 totals \$395,368.00
- BRPC budgeted \$45,000 for contributions into the trust (\$11,250 per quarter).
- BRPC's overhead at the close of November was 128.4%. We are going to use contributions into the trust to level off our overhead rate. When we close December we are going to target the overhead rate to be 135% by making a larger contribution into the trust. At any time, we cannot do contributions into the trust if our overhead increases. BRPC sends checks quarterly to the trust.
- Marianne explained using the trust to have a targeted rate of 135% is easier to budget the 76 contracts we currently have. We decrease or not make a contribution into the trust if for some reason our Admin expenses increase. One example would be a staff person who normally charges to projects go out on short term liability. Tom explained our aging phone system could need to be replaced. If we receive a large grant and BRPC needs to hire more staff then

space will be an issue. The hiring of the new Executive Director could also impact the expenses to Admin.

**V. State Retirement Update:**

No Change in RPA employer contribution. BRPC does not owe any money. There is no immediate threat. A legislative change would be needed to pull BRPC, FRCOG and MAPC into contributing an employer portion.

Tom commented that the other RPA's going forward will have to pay and the thought it would be a graduated increase. The liability for the past would not be paid. The RPA's involved are meeting but the past couple of meetings have been cancelled. BRPC is continuing to monitor and the feeling is if BRPC and FRCOG are pulled in MAPC should be too.

**VI. Other Business**

**Executive Director search update**

Sheila reported the first round of interviews will be January 20, 2018. Possible 2<sup>nd</sup> round interviews could be in February.

**FY2019 Budget**

Tom reported we are receiving District Local Technical Assistance (DLTA) and Executive Office of Energy and Environmental Affairs Municipal (EOEEA) grants for Cheshire Housing bylaws, Age Friendly Berkshire Housing bylaws and Lanesborough assistance for the mall had been tied up in 9C cuts.

BRPC's has applied for a grant to the Department of Public Health to qualify to be the fiscal agent for the Community Health Initiative program with a potential budget of \$5 million dollars. BRPC applied for 9% Admin fee for our services. The determination of need is to promote health and wellness in underserved areas.

We are currently working on the status of all contracts for FY2018 and funding that can be carried over into FY2019.

**VII. Next Meeting - The next meeting will be in May to recommend the budget.**

**VIII. Adjournment**

Sam Haupt moved to adjourn the meeting at 4:30; seconded by Kyle Hanlon. Unanimously approved.

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

Agenda  
Minutes  
ICMARC Trust balance as of 12/27/2017  
Memo  
BRPC FY2017 Audit – Management Letter  
Recommended Assessment FY2019