

Minutes of the Meeting of the
MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)
Doyle Center
464 Abbott Avenue
Leominster, MA 01453



THURSDAY, MARCH 28, 2019
7:00 PM

1. Open Meeting, Introductions and Announcements

J. Telepciak called the meeting to order at 7:00 p.m.

2. Approval of March 7, 2019 MRPC Minutes

G. Corbosiero moved that the Montachusett Regional Planning Commission approve the March 7, 2019 minutes as printed. The motion was seconded and passed unanimously.

3. Fiscal Year 2018 Audit – Presentation by Roland P. Lambalot, CPA

R. Lambalot distributed the FY18 Audit to the members. Highlights of his presentation included:

- GASB75 is now in affect which is a radical change from GASB45. It made an impact to the agency's Total Net Position. GASB 45 focused on a determination of what your expense would be for Other Post Employment Benefits on an annual basis. GASB75 doesn't focus on annual expense, it focuses on benefits that are due over an extended period of time. It is required that this information be included in the Statements of Revenues, Expense and Changes in Net Position in the audit.
- MA State Board of Retirement dispute is now in its six year. A House Bill has been filed by the Department of the Treasurer. The Bill states that the State would be willing to write off reimbursement by the RPAS for years 2013, 2014, and 2015. MRPC has disclosed in the audit this is special funding situation which means the State is paying the contributions which they have been doing since 1968 for MRPC.
- Opinion on statements is unmodified.
- Positive note going forward is the MRPC was able to sell the majority of the MEC properties with a substantial gain. MRPC could look at possibly using some of that gain to set up a trust to fund OPEB. When funding OPEB, it becomes an allowable expense. Funding the trust would lead to a higher indirect rate which MRPC would have to monitor.
- OPEB actuarial valuation affects MRPC's total Net Position. The value of the agency becomes a negative because of the OPEB computation. If MRPC does not fund the OPEB liability, the net position will continue to be in the negative.
- Referring to the statement of revenues, expenses and changes in Net Position, the OPEB valuation gives the appearance the agency lost \$57,000 when in realty if you remove the expense the agency has a positive result of \$17,000.

..

- There was one material weakness – inadequate controls over Fiscal Department. A corrective action plan has to be submitted to the Federal Clearinghouse. The Plan was attached to the audit regarding the material weakness.
- No matters were reported on instances of non-compliance.

A. Pease moved that the Montachusett Regional Planning Commissions accept the Fiscal Year 2018 Audit as presented by the Auditor. The motion was seconded and passed unanimously.

4. Administrative Matters

4.1 Revisions to Travel, Conferences and Meals Policy

L. Parmenter stated that revisions to MRPC's Travel, Conferences and Meals Policy were emailed to all MRPC members and alternates last week for review. The policy has been rewritten to address corrective actions of the FY18 audit. She explained the revisions.

G. Corbosiero suggested the following changes be made to the revised policy that was distributed via email.

- 1) Sentence that reads:
 "...flights should be booked no less than 14 days in advance of departure date." should be changed to read "...flights should be booked no less than 21 days in advance of departure date."
- 2) The following sentence should remain in the policy removing the reference to debit card and changing the word "charges" to "expenses".

 In the event that the employee is being accompanied on a trip by a non-employee of the agency, no ~~charges~~ expenses are allowable ~~on the debit card~~ for any non-employee.
- 3) Sentence that reads:
 "An overnight stay at a airport hotel before departure is prohibited." should be changed to read: "An overnight stay at an airport hotel before departure is not an allowable expense."
- 4) Paragraph 1, sentence 2, "Fiscal" should be changed to read "Fiscal Department".
- 5) Add allowable expenses to the following sentence. "Employees will use their own funds for meals, and other expenses (i.e. Uber and taxi) and allowable expenses will be reimbursed by MRPC when they return;..."

B. Yocum suggested that the policy reference the utilization of the Federal Per Diem Guide rates for lodging, meals and incidentals.

G. Corbosiero moved that the Montachusett Regional Planning Commission approves the changes to MRPC's Travel, Conferences and Meals Policy effective immediately with the changes referenced above. MRPC will revisit the policy at the May Commission meeting to include wording about Federal Per Diem Guide rates. The motion was second and passed unanimously

4.2 Elimination of Computer Purchase Program

G. Eaton indicated that MRPC's Employee Computer Purchase Program Policy was emailed to all MRPC members and alternates last week and based on the corrective action plan of the FY18 Audit he recommends the elimination of this policy.

G. Corbosiero moved that the Montachusett Regional Planning Commission approves the elimination of the Computer Purchase Program Policy effective immediately. The motion was seconded and passed unanimously.

4.3 Administration of Existing Environmental Protection Agency (EPA) Revolving Loan Funds (RLF) for Future Brownfield Assessments Leading to Site Cleanup Loans

G. Eaton explained that in 2001 the MRPC was awarded a Revolving Loan Fund grant to provide loans to clean up sites for re-use of property. MRPC has made one loan. We have a positive program income fund balance in excess of \$100,000. At the May meeting he will have a policy for review and approval by the Board on how we will re-loan the money. He has reviewed the policy with a couple of banking institutions and will be reviewing it with another for their input. By the Summer we would like to market the program.

4.4 Fiscal Year 2020 MRPC Budget Update

G. Eaton distributed a memo to the Board regarding the Proposed Revenue and Expense Report for FY20. Highlights of his presentation included:

- Projected Revenue is \$1,337,147 vs. Projected Costs is \$1,365,056
- An increase in services is critical for revenue generation.
- This projection includes one step increases in salary for staff on July 1, 2019.
- At this point of time MRPC cannot provide this increase.
- It is early in the budget season, if the picture changes we may be able to provide the one step. Additional steps beyond one step may be considered only when employees take on additional responsibilities and show potential for advancement within the organization.
- Indirect expenses vs. direct expenses leads us to an estimated indirect cost rate of 1.395%.
- G. Eaton briefly explained each contract.

4.5 Nominations to the Nominating Committee

The Chairman called for Nominations to the Nominating Committee.

Guy Corbosiero, Roger Hoyt and Alan Pease volunteered to serve on the Nominating Committee.

S. Donahue moved that the Montachusett Regional Planning Commission elect the following individuals to serve on the Nominating Committee: Guy Corbosiero, Roger Hoyt, Alan Pease. The motion was seconded and passed unanimously.

5. New Business

G. Eaton distributed information to members regarding new grant opportunities, Green communities, Affordable Access to Regional Coordination, Conservation Assistance for Small Communities Grant, Municipal Vulnerability Preparedness Action Grant and Planning Grant.

6. Adjournment

There being no further business the meeting adjourned at 8:35 p.m.

Meeting Attendance					
Name	M/A	Representing	Appointment Date	PRESENT	ABSENT
Meissner, Rosemarie	A	Ashburnham	3.2019	X	
Hoyt, Roger	M	Ashburnham	7.2011	X	
Pease, Alan	M	Ashby	7.2001	X	
Stacy, Wayne	A	Ashby	7.2005		X
Truehart, Duane	M	Athol	7.2016	X	
Rebecca Bialecki	A	Athol	7.2017		X
Vacant	M	Ayer			X
Vacant	A	Ayer			X
Duffy, Phil	M	Clinton	12.2011		X
Vacant	A	Clinton			X
Lowitt, Peter	N/V	DREZ	7.2001		X
Caron, Paula	M	Fitchburg	7.2002		X
Vacant	A	Fitchburg			X

Gross, Allen	M	Gardner	2.2005		X
Cruz, Maribel	A	Gardner	8.2017	X	
Burke, Russ	M	Groton	7.2016		X
Vacant	A	Groton			X
Donahue, Stacia	M	Harvard	7.2018	X	
Vacant	A	Harvard			X
Vacant	M	Hubbardston	7.2016		X
Stauder, Michael	A	Hubbardston			X
Christopher, Thomas	A	Lancaster	7.2016		X
Williston, Russell	M	Lancaster	11.2018	X	
Vacant	M	Leominster			X
Vacant	A	Leominster			X
Cole, Tanner	M	Lunenburg	7.2018		X
Adams, Kathryn	A	Lunenburg	7.2018		X
Vacant	M	Petersham			X
Allen, Nancy	A	Petersham	7.2015		X
Vacant	M	Phillipston			X
Telepciak, John	A	Phillipston	10.201	X	
Natrowicz, Kyle	M	Royalston	7.2015		X
Barclay, James	A	Royalston	7.2017		X
Widing, Sarah	A	Shirley	7.2015		X
Yocum, Barbara	M	Shirley	8.2017	X	
Pineo, Michael	M	Sterling	7.2014		X
Kilcoyne, John	A	Sterling	7.2014		X

Rich, Dennis	M	Templeton	7.2017		X
Terenzini, Carter	A	Templeton	9.2016		X
Shifrin, Laura	M	Townsend	7.2018		X
King, Cindy	A	Townsend	7.2016		X
Weist, Linda	M	Westminster	7.2017		X
Vacant	A	Westminster			X
Corbosiero, Guy	M	Winchendon	7.2011	X	
Barbaro, Michael	A	Winchendon	3.2019		X

STAFF PRESENT: Glenn Eaton, Linda Parmenter, Linda Quinlivan, Brad Harris, John Hume

GUESTS PRESENT: Roland Lambalot, Auditor; Scott Lambalot, Auditor.

EXHIBITS/DOCUMENTS PRESENTED AT MEETING

March 26, 2019 MRPC Handout

March 7, 2019 MRPC Minutes

Fiscal Year 18 Audit Report

Conference Travel Policy

Computer Purchase Program Policy

Memo re: Proposed Revenue and Expense Report for FY20

Grant Opportunities Spreadsheet