

**SRPC EXECUTIVE COMMITTEE MEETING**  
**October 18, 2024, 8:00 a.m. to 9:00 a.m.**  
**Hybrid Meeting (Conference Rm 1A & via Zoom)**

**1. Introductions:**

At 8:07 AM Chair David Landry called to order. In attendance: Dave Landry, Dover; Barbara Holstein, Rochester; Joe Boudreau, Rochester; Michael Lehrman, Durham; Matt Towne, Barrington; Michael Bobinsky, Somersworth; Katrin Kaster, Lee

**Staff attending in person:** Jen Czysz, Colin Lentz

**Staff attending Zoom:** Kyle Pimental, Megan Taylor-Fetter

**2. Action Items**

**a) Approval of September 20, 2024 Minutes**

B. Holstein motioned to approve the September 20 minutes as presented, seconded by K. Kasper. All members voted unanimously in favor.

**b) Acceptance of the Draft August Financials**

J. Czysz reviewed the August Financials:

Balance Sheet: Thanks to the prompt payment of invoices, bank balances at the end of August were up over \$225,000.

Accounts Receivable: At the end of August our accounts receivable was at \$221,821. Of that total, \$124,201 was the current month's billables and another 78,101 was received in early September, leaving a total past due amount of \$19,519.

Profit and Loss and Income by Customer: The August income by customer was in the general ballpark of where we'd like to see monthly billing. Ideally, billables should be in the \$130,000s or higher. There was a large payment out (\$7,750) as our second of two payments of match to the Safe Streets for All project grant (administered by Rockingham Planning Commission on behalf of the 4 MPOs) that suppressed the month's billing. We also still need to get the DOT billing up about another \$10,000 per month. August ended with a net loss of \$3,113, bringing the first two months of the year to a net loss of \$16,139.

The group discussed the consequences of a municipality not paying dues; the process for submitting hazard mitigation plans, and additional pay periods in certain months.

M. Bobinsky motioned to approve the August financials seconded by Joe Boudreau. All members voted in favor. The motion passed.



### **c) FY2025 Organizational Goals**

J. Czysz presented the FY2025 Organizational Goals:

- 1.** Update SRPC's organizational policies.
  - a.** Update the Employee Handbook to include:
    - i.** a social media policy for use of SRPC's accounts.
    - ii.** A policy or guidelines for use of ChatGPT and similar AI applications.
    - iii.** Identify and incorporate policies to reward longevity.
  - b.** Update SRPC's Operating Policies.
  - c.** Complete the Disaster Recovery Plan and Continuity of Operations Plan.
- 2.** Strengthen Commissioner engagement.
  - a.** Host an annual SRPC 101 training in the evening open to all commissioners and interested individuals.
  - b.** Increase regular communication with commissioners to ensure they are aware of efforts within their and surrounding communities.
- 3.** Further develop organizational management skills, tools, and capacity.
  - a.** Identify new tools and strategies to track project progress and staff time to ensure projects are completed on time and on budget with interim draft review points.
  - b.** Internally revive management team meetings to coordinate project tracking and operations.
  - c.** Use a procurement process to select an on-call engineering firm and/or landscape architect to supplement staff capacity for future projects.
  - d.** Take steps to ensure the circuit rider program is a sustainable revenue source and a cost-effective way for municipalities to utilize professional planner services.
  - e.** Build capacity among all staff to represent SRPC and market our services, as well as take an entrepreneurial approach and seek new funding opportunities that meet community needs.
  - f.** Create opportunities to mentor staff directly or pair senior staff with more junior staff members on projects to build capacity and professional growth.
  - g.** Continued monitoring of SRPC's financial position and make adjustments as needed to meet budgetary expectations and implement best practices identified by the auditors, SRPC's leadership and/or executive committee.

The group discussed the process and determining factors for setting the indirect rate, how to connect with commissioners, and the budget process.

K. Kasper motioned to accept the FY25 Director's Organizational Goals, and M. Bobinsky seconded the motion. All members voted in favor. The motion passed.

### **d) Approval of the SIMPLE IRA Employer Contribution for CY2025**

J. Czysz stated that Strafford RPC has offered a Simple IRA retirement plan option since 2000. The plan has been unchanged since it was amended and restated in 2004. Retirement benefits are available to SRPC employees who earn at least \$5,000 a year. SPRC offers a matching contribution equal to each employee's contribution up to a limit of 3% of their annual compensation. Each year the executive committee is asked to approve



the contribution limit, before completion of the annual Participant Notice (enclosed) that must be distributed to all eligible employees.

J. Boudreau motioned to approve the Simple IRA Employer Contribution for CY2025 to match contribution equal to each employee's contribution up to a limit of 3% of their annual compensation. K. Kasper seconded the motion. All members voted in favor. The motion passed.

### **3. Updates and Discussion Items**

#### **a) Annual Audit Executive Officer Questionnaire**

J. Czysz stated that the new audit team and firm working on our annual audit have modified the questionnaire that was previously only completed by the chair and treasurer. The new approach is a form that is completed by the chair with input from Executive Committee members. D> Landry asked the committee members to share any possible comments or responses to questions they might have with him

#### **b) Awards and Contracts and General Business Update**

J. Czysz stated that the approved indirect cost rate is 111.63%. As of the close of July the rate was 121.67%. For the grants the only change is that we have contracts, several with DES, most have kicked off.

#### **c) October monthly minors.**

C. Lentz reviewed the October Minors and stated the Dover bridge replacement project moving forward, DOT has newish program for electric vehicle charging infrastructures. Surfacing pavements on tier 2 highways, no impact to the various child projects in the region. There is an amendment coming up.

### **4. Other Business**

There was no other business.

### **5. Adjourn**

Following a motion and a second, all members voted unanimously in favor to adjourn the meeting.

