

EXECUTIVE COMMITTEE MEETING

May 16, 2025

8:00 a.m. to 9:00 a.m.

1) Welcome and Introductions:

Chair Katrin Kasper called the meeting to order and asked for introductions.

Committee members attending in person: Katrin Kasper, Lee; Michael Lehrman, Durham; Matt Towne, Barrington; Michael Bobinsky, Somersworth; Joe Boudreau, Rochester; Barbara Holstein, Rochester; Peter Nelson, Newmarket

Commissioner Paul Rasmussen attended as a potential EC member

Committee members attending on Zoom:

Staff attending in Person: Jen Czysz, Colin Lentz

Staff attending on Zoom: Megan Taylor-Fetter

2) Action Items

a) Approval of March 21, 2025 minutes

J. Boudreau motioned to approve the March 21, 2025 minutes, seconded by M. Towne. Following a unanimous vote in favor, the motion passed.

b) Acceptance of the Draft March Financials with Quarterly Profit and Loss by Job

J. Czysz presented an overview of the March financials and stated that generally, bank balances are in a respectable position for this time of year. While we are slightly behind this time last year, we received larger revenue in advance payments last year. Dues invoices will go out the end of this month, which will bring bank balances back up for the July 1 fiscal year start.

On the aging summary-we are keeping an eye on timeliness of payments, mostly continuingly smoothly. The federal agency staff are processing invoices pretty fast. In profit and loss, March was an exceptional month; we were extremely billable in March.

Currently, one staff member is on leave, which has increased our indirect time and reduced direct billable hours. We're also dedicating more effort to grant writing. Additionally, several payments scheduled for March have impacted our indirect rate. While these factors will raise indirect costs, we do not anticipate exceeding the 112% threshold. We're optimistic about maintaining profitability through the end of the year. The goal is to balance things out so that, when averaged over the past two years, the financial impact is neutral.



P. Nelson motioned to accept the draft March Financials with a second by J. Boudreau. Following a unanimous vote in favor, the motion passed.

c) FY2026 Health Plans

J. Czynsz stated that the plans for FY26 are almost identical to last year. The current intent is to continue to offer the same mix of health plans. We have two individuals on Plan 1. Last year we “grandfathered” this plan so that only existing enrollees could keep it, no new enrollees could subscribe to it. Despite having the lowest annual increase, it is still the costliest plan. We only have one staff member currently enrolled in Plan 2, which is increasing by 7.7%. Plan 3 is increasing by 15.1%, this is the lowest cost and most popular plan we offer. To keep the SRPC share comparable between the plans, the SRPC share is proposed to decrease from 85% to 83% for two person and family options on Plan 3. With this increased shift to employee shares, it still remains the lowest cost option for employees. The draft budget is based on the proposed rate schedule, plans, and existing enrollment. Open enrollment will begin after the EC meeting.

The group engaged in discussion regarding employee contribution amounts and alternative approaches to the process. They discussed factors such as deductibles and HRA contributions, and compared the health plan offerings to those available in municipalities and cities in the region.

M. Bobinsky motioned to accept the health plan schedule seconded by M. Lehman. The motion passed following a unanimous vote in favor.

3) Updates and Discussion Items

a) FY2026 Salary and Hourly Rate Schedule

J. Czynsz explained that all staff annual increases are currently very modest. We have undergone several years of larger increases to compete with the economy. That is not sustainable nor supported by our projected revenue.

The senior and principal planner salary brackets are proposed to increase up \$2,000. This corresponds with proposed staff increases of 1-2% for FY2026. Hourly rates increase commensurately as well as reflect the proposed increase of our indirect cost rate from 112% to 116%. Circuit rider contracts are proposed to increase from \$80 to \$85 per hour. Non-dues paying circuit rider contracts are proposed at \$95 per hour.

J. Czynsz asked the committee if SRPC contracts with an entity other than our municipalities, should we charge the same as non-dues paying communities. This discussion will continue in June.

b) Draft FY2026 Budget

The current draft budget is looking quite a bit better than it did in March. We have been busy developing new projects to launch in 2026. You will see projects that are still in development or pending highlighted in yellow on the revenue tab. Two long term contracts – Target Block Grant and the Coastal Technical Assistance grant – are highlighted as current state and federal budgets are proposing to remove these funds. We



will have a better sense of how each of these tentative items is shaping up a month from now. At that time, we will also have a better feel for the balances we'll be carrying forward from current projects that continue into the next fiscal year.

c) Executive Committee member renewals

We would like to confirm E.C. members' intentions to renew their position on the committee and discuss the slate of officers for FY2025. Under the bylaws there are 3 officers: Chair, Vice Chair, and Secretary-Treasurer. The Executive Committee consists of the 3 officers, 4 members elected by Commission, and alternates. Elections will take place at the Annual Business Meeting on June 20, 2025. Please let Megan know your intentions.

We also have 2 possible prospects for alternates. If they confirm, the EC may appoint them at any time to fill the remainder of the vacant terms, through June 30, 2025.

d) Executive Director Review

J. Czysz stated that given the tight budget year we are going into, she respectfully requested no salary adjustment at this time. In years past we have had EC members and staff complete a survey to aggregate comments, following which we scheduled a separate meeting to conduct the review. If the EC would like to proceed in the same manner Megan will begin the process.

e) Annual Meeting

The annual meeting is scheduled for June 26, 2025, 11 AM to 2 PM at the UNH Browne Center. We spoke with senior policy staff from NH Fiscal Policy Institute, Phil Sletten, who will be presenting as keynote speaker for the event to talk about the current fiscal climate and how it will affect our communities.

f) Awards, Contracts, and General Business

There was no discussion.

g) May Minors

- Barrington: Minor updates—culvert work along UA4 and a small increase in construction funding.
- Newington/ Dover (General Sullivan Bridge): The bridge will be removed. A new crossing is planned as a separate effort, but the replacement timeline remains uncertain.
- COAST Transit (FTA 5307 & 5339): Funding allocated for buses, shelters, and related facilities. Some child projects are receiving increased funding, though it's unclear if this will affect COAST directly.
- Statewide: An underwater bridge inspection is scheduled.
- Rochester (Route 11): Lighting project is underway. Funds are being reallocated, but the overall scope of the project remains unchanged.

4) Adjourn

Following a motion and a second to adjourn, and a unanimous vote in favor, the meeting ended at 9:00 AM.

