

EXECUTIVE COMMITTEE MEETING

June 20, 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; Joe Boudreau, Rochester; Peter Nelson, Newmarket

Commissioners Paul Rasmussen, Durham and Mark Richardson, Somersworth attended as potential EC members

Staff attending Zoom: Megan Taylor-Fetter

2) Action Items

a) Approval of May 16, 2025 minutes

P. Nelson motioned to approve the May 16, 2025 minutes. B. Holstein seconded the motion. All members voted unanimously in favor. The motion passed.

b) Acceptance of the Draft April Financials

J. Czysz reviewed the draft April financials. 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 went out at the end of May with a July 15 due date. This will bring bank balances back up for the start of the July 1 fiscal year.

At the end of March, \$157,057 of the \$241,103 due was the current month's billing. \$85,949 was received in the first half of May. Of those funds \$4,996 was from the current month's billing, EPA pays their invoices within 24 hours. The result is a past due balance of \$12,571 when removing the advance dues payment by Barrington.

April was another exceptional month for our profit and loss. The Income by Customer was just shy of the March amount, billing \$189,802 for the month, with a moderate month for pass-through expenses. As a result, the month ended with a profit of \$8,418. This brings our year-to-date profit up to \$42,234, exceeding where we hoped to be by the end of April.

K. Kasper motioned to approve the draft June financials. B. Holstein seconded the motion.

All members voted unanimously in favor. The motion passed.

c) Recommend Adoption of the FY2026 Budget

J. Czysz stated that the final draft of the proposed FY2026 budget includes balanced revenues and expenses. While there is some speculation on revenues (italicized rows) the



amounts included are conservative placeholders where if funded the amounts would be significantly higher. This provides room for one or more items not to be funded. Refer to the application tracker for possible increased amounts. Additionally, as presented, Lee and Nottingham's dues are removed. However, there are active efforts in both communities to restore dues. If funded, each community is approximately \$6,000.

On the expense side, all staff are retained. Temporary part-time staff are extended into FY2026 at a reduced number of hours. Increases were capped at 2%. The other significant change in salaries and wages is the April 30, 2026 retirement of Kathy, our Finance Manager. The budget provides a one month overlap between Kathy and a replacement. The other noticeable change is an increase in short- and long-term disability insurance. We have had legacy coverage amounts that are not reflective of current coverage needs. Other notable increases include traffic count supplies and repair – we need to replace our traffic counters, a decrease in office supplies to reflect current trends, and a significant decrease in contract services.

K. Kasper motioned to recommend to the Commission to approve the adoption of the FY2026 Budget as presented. P. Nelson seconded the motion. All members voted unanimously in favor. The motion passed.

d) Approve the FY2026 Billing Rate Schedule and Salaries

J. Cysz stated that following last month's conversation, additional narrative has been added regarding the distinction between dues paying communities, non-dues paying communities, non-profits and commercial entities. Dues paying communities are proposed to be invoiced at cost, a 10% markup is set for non-dues paying communities and non-profits, and a 20% markup for commercial entities. Further, to help SRPC fairly administer the billing rate schedule and incentivize dues membership, language has been developed to distinguish between what services can be offered and when contracting is required.

P. Nelson motioned to approve the FY2026 Billing Rate Schedule as presented. J. Boudreau seconded the motion. All members voted unanimously in favor. The motion passed.

K. Kasper suggested providing a review survey for the municipalities to better understand their needs. Ask the municipalities for feedback upon completion of a project.

e) Recommendation of Officers

K. Kasper motioned to approve the slate of officers and Executive Committee members as presented:

Commissioner	Current Office	Proposed Office	Community	Commission Term
Katrin Kasper	Chair	Chair	Lee	11/21/2028
Peter Nelson	Vice-Chair	Vice-Chair	Newmarket	03/1/2029



Joe Boudreau	Member	Sec/Treas	Rochester	6/30/2026
Barbara Holstein	Sec./Treas.	Member	Rochester	6/6/2026
Michael Bobinsky	Member	Member	Somersworth	5/2/2028
Matt Towne	Member	Member	Barrington	7/9/2027
Michael Lehrman	Member	Member	Durham	4/30/2026
Mark Richardson		Alternate	Somersworth	5/31/2029
Paul Rasmussen		Alternate	Durham	4/30/2029

P. Nelson seconded the motion. All members voted unanimously in favor. The motion passed

f) Authorize Certificate of Vote

On an annual basis the Executive Committee should affirm, or reaffirm, that the Executive Director is authorized to file applications, sign contracts and implement the annual work program.

M. Towne made a motion that the Executive Director, or in his/her absence, the Acting Executive Director, be authorized to file applications with federal, state and local governmental units, and other agencies and organizations to implement Strafford Regional Planning Commission's work program, and to execute agreements to receive funds for such purposes. P. Nelson seconded the motion. All members voted unanimously in favor. The motion passed.

3) Updates and Discussion Items

a) Executive Director Review: Survey

J. Czysz stated that a non-public meeting has been scheduled for 9 AM, July 11, 2025. Megan will send out a link to an evaluation survey to assist the committee in their review process. Results of will be made available in advance of the meeting.

b) Awards, Contracts, and General Business

J. Czysz provided a brief review of the awards, contracts and general business. The approved indirect rate is 111.63%. The year to date actual is 100.5%.

4) July Minors

C. Lentz stated we are transitioning to a new project database that has mapping and project scoring components and can be viewed online. All the individual projects except for one were for inflation changes. There are a couple statewide programmatic projects with no impact to child projects in the region.

5) Adjourn

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

