

## EXECUTIVE COMMITTEE MEETING

July 18, 2025

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

### 1) Welcome and Introductions:

Vice Chair Peter Nelson called the meeting to order and asked for introductions.

**Committee members attending:** Peter Nelson, Newmarket; Mark Richardson, Somersworth; Joe Boudreau, Rochester; Barbara Holstein, Rochester; Michael Lehrman, Durham; Paul Rasmussen, Durham; Matthew Towne, Barrington; Paul Rasmussen, Durham; and Michael Bobinsky, Somersworth

P. Nelson seated Mark Richardson as a voting member.

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

### 2) Action Items

#### a. Approval of the June 20, 2025 minutes

*B. Holstein motioned to approve the minutes with one correction: She was not present at the June 20, 2025 meeting. M. Bobinsky seconded the motion. The motion passed with a unanimous vote in favor. M. Lehrman abstained.*

#### b. Acceptance of the Draft May Financials

J. Czysz the draft May financials:

Balance Sheet: As of the end of May our bank balances are the tightest we've seen. It was a three-payroll month which made things a bit tighter than normal. Additionally, our accounts receivable was very high. Through June we held checks waiting for reimbursements to come in before releasing them. Dues invoices are out and should help to bolster the savings account over the next couple of months.

Accounts Receivable: All dues invoices went out mid-May with a July 15, 2025 due date. With the issuance of those invoices, the prepaid Barrington dues is now balanced out and removed from the aging summary. Of the \$446,816 due at the end of May, \$196,550 was the current month's billing. Another \$ was received in June. Leaving a past due balance of \$18,291.15 (less the \$140,901 dues balances and \$64,394 of May's billings received in June).

Profit and Loss and Income by Customer: Three payroll months are never the best for us. After several strong months, May ended with a loss of \$13,203. While our billing was strong, we had several pass through consultant invoices, and not enough billable staff time to balance the month. Year to date we continue to do well with a net income of \$29,032.

*M. Bobinsky motioned to accept the May financials as presented. M. Lehrman seconded the motion. The motion passed with a unanimous vote in favor.*



### **c. Executive Committee Officers**

J. Czysz stated that the Executive Committee needs to appoint a new chair. Lee is no longer paying dues therefore K. Kasper has stepped down from the Executive Committee. By state statute, the Lee Commissioners can retain their commission seats but lose their voting power per the commission bylaws with the exception of the federal transportation programs where they retain one vote.

J. Czysz provided a brief explanation of why the Town of Lee has chosen to not pay dues. Despite transportation planning and engineering services provided to the town by SRPC at a cost two to three times what they were paying for dues, their planning department did not value the services and stated poor customer service.

The group discussed ways to boost membership on the Commission and fill vacancies.

*After discussion, M. Lehrman motioned to appoint P. Rasmussen as a full member and to serve as Chair. M. Bobinsky seconded the motion. The motion passed with a unanimous vote in favor.*

P. Nelson will remain Vice Chair.

*M. Towne motioned to approve the three officers, Chair Paul Rasmussen, Vice Chair Peter Nelson, and Treasurer Joseph Boudreau as signers on the SRPC checking account. Peter Nelson seconded the motion. The motion passed with a unanimous vote in favor.*

### **3) Updates and Discussion Items**

#### **a. 501(c)(3) status**

J. Czysz stated SRPC will start the process for the establishment of a non-profit to support SRPC's activities. A colleague at the Dover Chamber of Commerce has shared what is entailed in the process as they are mid-process.

J. Czysz stated that she has been gaining insights from peers at other RPC's that have an associated non-profit:

- Nashua RPC
- Rockingham Planning Commission
- Southern NH Planning Commission
- Upper Valley Lake Sunapee RPC

The first step is to draft articles of incorporation and then request an Employer Identification Number (EIN) from the Internal Revenue Service (IRS). Stay tuned for updates as this process is underway.

B. Holstein noted that the New Hampshire Center for Non-Profits will be hosting a Non-Profit Leadership Summit in Fall and it is a good idea to attend.



**b. Draft Organizational Goals**

A Draft of the FY2026 Organization Goals was included in the meeting packet. J. Czysz asked the committee members to review the goals and send any comments to her.

**c. Awards, Contracts, and General Business**

J. Czysz provided a brief review of the Awards, Contracts, and General Business.

**d. June Minors**

C. Lentz reported that a few local projects, including a Barrington bridge project, the Rochester NH11 widening project, and the Dover community trail are affected due to inflation. The General Sullivan Bridge project is still in process; there has been a reduction in the funds with no further details available now. Statewide programmatic did not have any impacts to "child" projects in the region.

If any communities have ideas for recreation trails, please reach out to Colin or Mark. In-kind match is allowed on recreation trail grants.

**4) Other Business**

There was no other business

**5) Citizens Comments**

There were no citizens' comments

**6) Adjournment**

Following a motion and a second, the committee voted unanimously to adjourn.

