

EXECUTIVE COMMITTEE MEETING

August 15, 2025

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

1) Welcome and Introductions:

Chair Paul Rasmussen called the meeting to order at 8:00 A.M. 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; Steve Stencil, Wakefield; and Michael Bobinsky, Somersworth

Staff attending Zoom: Megan Taylor-Fetter, Kyle Pimental

2) Action Items

a. Approval of the July 18, 2025 minutes

B. Holstein motioned to approve the July 18 minutes as written, P. Nelson seconded the motion. The motion passed with a unanimous vote in favor.

b. Acceptance of the Draft June Financials

J. Czysz reviewed the draft June financials:

Balance Sheet:

The most notable issue is the tight bank balances, which appear negative in the register—but this doesn't reflect the actual bank account. This happens because checks are written for invoices but held until incoming payments are received. The register also doesn't show what we're owed. At the end of the fiscal year, we adjust liabilities, including accrued payroll and vacation. This only happens once a year in June. Vacation accruals increased again, showing that staff aren't taking enough time off. The maximum accrual is 320 hours, with a payout cap of 160 hours (up to 50% of the total accrued).

Accounts Receivable:

All dues invoices were sent out in May, and although they're not reflected in the report, we've now received all dues payments. At the end of June, we were owed \$438,000, about \$185,000 of that was June billing. Some payments come in quickly, but about \$46,000 remains outstanding and past due, which is higher than usual. DES continues to be the slowest payer due to multiple approval steps.

Profit & Loss by Customer:

The Profit and Loss report compares June to the same month last year, but the bottom line is most important – the Profit and Loss Budget Versus Actuals. SRPC closed out the fiscal year with a net profit of \$12,588. Looking specifically at June, the salaries and wages are higher than typical because they include accrued paid time off (PTO). Vacation time is a "use it or lose it" benefit; once you reach 320 hours, you do not accrue. Payout



is half of your accrued balance up to 160 hours. Vacation and sick are combined into one single PTO.

Following discussion, M. Bobinsky motioned to accept the July financials as presented. J. Boudreau seconded the motion. The motion passed with a unanimous vote in favor.

c. Executive Committee Alternate Appointment

Following the announcement at the July Commission meeting of an opening on the EC for an alternate, Steve Stancel of Wakefield expressed interest in filling the alternate seat.

B. Holstein announced that she is stepping down from her position on the Executive Committee.

P. Rasmussen motioned to appoint Steve Stancel to the Executive Committee as an alternate and to appoint Mark Richardson as a regular member. Second by P. Nelson. The motion passed with all in favor.

3) Updates and Discussion Items

a. FY2027 Municipal Dues

J. Czynsz stated there are four dues scenarios to consider for dues assessments for FY2027. Each summer, the Executive Committee reviews the annual dues structure and prepares a proposal for the full commission to vote on in September. This timing aligns with towns beginning their budgeting process for the upcoming fiscal year. J. Czynsz presented a history of dues assessments since 2000 and how it compares to the overall budget.

Dues are a main funding source to replace our former state funding for use as EDD grant match and to build a financial safety net. Each of the scenarios is followed by how the proposed total assessment meets budget targets for the commission. It is not expected that we fully meet goals through a single year of dues adjustments. We need to balance the impact on municipalities with meeting our goals.

The group discussed alternatives to make up for the lost Targeted Block Grant monies and how transitioning to a nonprofit status will affect the use of matching funds.

The group was in consensus to proceed with option 2(b) that increases dues by CPI plus 2%. This option would be a total of a \$12,700 increase-the closest to money necessary to match grants. J. Czynsz will draft a sample communication to municipalities that will state that the 2% is to meet increasing match funds required by grants and replace lost state revenue used as match and summarize benefits to communities as a result of dues.

b. Non-Profit Progress

J. Czynsz reported that since last month's meeting, she connected with the three RPCs with active non-profits to understand whether they found it worthwhile and the administrative



impacts. They all found it was worthwhile in that they have been able to fund larger projects through donations, funding from private foundations, and other grants limited to non-profits.

Two of the RPCs have used the non-profit to purchase software at a discount and then in turn invoice the RPC for the costs. Biggest challenge is to know upfront the intent and purpose of the non-profit and set it up accordingly.

J. Czysz will follow up with the other RPC's to ask some follow-up questions. The Committee will discuss at a future meeting whether to move forward.

c. Draft Organizational Goals

J. Czysz reviewed the list of goals:

1. Finalize and adopt updates to 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.
 - iv. Updates to various sections including remedial actions and required documentation for employees
 - b. Update SRPC's Operating Policies.
 - c. Complete the Disaster Recovery Plan and Continuity of Operations Plan.
 - d. Update the SRPC Bylaws to formalize the EDD Board of Directors and Strategy Committee similar to the MPO Policy Committee and TAC.
2. Continue efforts to strengthen Commissioner engagement.
 - a. Continue the 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.
 - c. Engaged in regular conversations at Commission meetings regarding commissioners' roles in engagement.
 - d. Conduct a board self-evaluation.
 - e. Develop a simple guide of our services the commissioners can use when advocating for SRPC with municipal officials.
3. Improve and grow staff and project management capabilities.
 - a. Either identify new tools and strategies to track project progress and staff time to ensure projects are completed on time and on budget or revive the hours allocation model.
 - b. Grow distributed management capacity within the office with more hands-on senior staff monitoring junior work progress with frequent check-ins to incrementally review work progress and products.
 - c. Utilize the executive committee as a resource when addressing staffing and human resource concerns. This includes having periodic scheduled non-public sessions to address any items that arise.
4. Strengthen SRPC's financial position.



- a. 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.
- b. Pursue 501(c)(3) status in collaboration with executive committee members.
- c. Continue efforts to ensure the financial sustainability of the SRPC circuit rider program.
- d. 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.

J. Czysz asked the committee members to send her any comments, suggestions, edits by September 8. The Committee will vote to approve the goals at the September meeting if there are no further edits.

d. 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 end actual is 105.5%.

e. July Minors

C. Lentz reviewed the July minors which included Tier 1 and tier 2 resurfacing programs, 42578, the Rollinsford-Dover bridge carrying Oak Street between Dover and Rollinsford, and 44491, the statewide Coastal hydraulic design manual supplement.

4) Other Business

There was no other business

5) Citizens Comments

There were no citizens' comments

6) Adjournment

Following a motion by J. Boudreau and a second by P. Nelson, the committee voted unanimously to adjourn at 9:05 A.M.

Respectfully submitted,

Megan Taylor-Fetter
Office Coordinator
Strafford Regional Planning Commission

