

## SRPC EXECUTIVE COMMITTEE MEETING

September 19, 2025

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

Hybrid Meeting (Conference Rm 1A & via Zoom)

### 1. Welcome and Introductions:

Executive Committee members present: Steve Stancel, Wakefield; Paul Rasmussen, Durham; Joe Boudreau, Rochester; Mike Bobinsky, Somersworth; Matt Towne, Barrington; Peter Nelson, Newmarket; Mark Richardson, Somersworth

Staff members present: Colin Lentz, Kyle Pimental, Jen Czysz

### 2. Action Items

#### a. August 15, 2025 Minutes:

J. Boudreau motioned to approve the August 15, 2025 minutes as written. Following a second by M. Bobinsky and a unanimous vote in favor, the motion passed.

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

J. Czysz reviewed the Draft financials as follows.

#### Balance Sheet:

As of the end of July, bank balances were low due to large contractor payments being held until June reimbursements arrived. About \$72,000 in dues were still outstanding, though most came in during August. On the liabilities side, contract revenue received in advance is much lower than last year, mainly because the current mix of funders predominantly pay on a reimbursement basis.

#### Accounts Receivable:

Dues invoices were sent in mid-May with a July 15 due date. As of now, only Wakefield's payment is still outstanding. Of the \$380,483 due at the end of July, \$106,556 was billed that month, and \$223,661 was received in August or September. That leaves a past due balance of \$50,256, which is higher than usual.

#### Profit & Loss / Income by Customer:

The start of each 2-year DOT contract is typically slow, and July includes several one-time expenses. Since the contract begins July 1 and billing is tied to payroll, payroll week 1 was covered in June's reimbursement. This timing mismatch means July's revenue only reflects 3 weeks, while expenses cover all 4. As a result, we billed just \$131,000 in July compared to around \$200,000 in previous months, starting the year with a \$33,865 loss. While not ideal, this is a normal pattern.

The group discussed salary expenses and how leaves of absence affect them. Leaves of absence lower payroll costs and reduce billable hours—leading to a higher indirect rate. There was interest in discussing this further in a non-public session, but since it wasn't on the agenda, it was suggested to revisit the topic next month.



*M. Bobinsky moved to accept the DRAFT July Financials as presented. With a second by P. Nelson and all members voting in favor, the motion passed.*

**c. Approve the FY2026 Organizational Goals**

J. Czysz explained that there were no edits submitted since last meeting. The group was provided with a copy of the organizational goals as follows:

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.



*There were no comments or suggested edits. P. Rasmussen moved to approve the organizational goals as presented. With a second from P. Nelson, the committee voted unanimously in favor.*

#### **d. Recommend Approval of the FY2027 Municipal Dues**

J. Czynsz stated that last month the committee looked at the four different dues scenarios for FY2027, was in consensus to proceed with option 2(b) that increases dues by CPI plus 2%. There was conversation on how to communicate an explanation of the dues. They agreed to have Jen draft a letter 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.

*P. Nelson moved to make a recommendation to the full commission to adopt the FY2027 dues schedule. With a second from S. Stancel, the committee voted unanimously in favor.*

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

#### **a. Awards, Contracts, and General Business**

J. Czynsz stated that the indirect rate is slightly higher than the approved rate. We tried to negotiate a higher rate. Health insurance is up. We track every penny and dues utilization is tracked monthly through timesheets. Beyond being used as match dues support legislative compliance and provides resources for municipalities. Looking at the summary of pending grant applications and proposals, current and upcoming projects include the first Asset Management Plan for Middleton through the Clean Water State Revolving Fund. Additionally, work is underway on the Milton Three Ponds Nitrogen Removal Plan.

K. Pimental shared that Farmington asked SRPC to put together a proposal for a full-service veterans' hospital at former Collins and Aikman property, a superfund site. The proposal was sent to Congressman Pappas. This project was driven by local veterans.

#### **b. September Minors**

Colin provided a brief summary of the minors and stated that inflation adjustments are being applied to several local projects, including the 108 Complete Streets initiative and the Dover Bridge project. While there are changes to statewide programmatic elements, these do not impact child projects within our region. One more inflation-related adjustment is being made to the Somersworth Blackwater Road project.

### **4. Other Business**

There was no other business.

### **5. Adjourn**

At 9:00 AM, M. Bobinsky moved to adjourn. Following a second, the motion passed with all members voting in favor.

Respectfully submitted,

Megan Taylor-Fetter  
Office Coordinator

