

## **SRPC EXECUTIVE COMMITTEE MEETING**

October 17, 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; Michael Lehrman, Durham;

Staff members present: Jen Czysz

### **2. Non Public Session, RSA 91-A:3, II (a)**

At 8:05 AM Motion made by S. Stancel and seconded by M. Bobinsky to enter non-public session under RSA 91-A:3, II (a) to discuss a personnel matter. The motion passed unanimously.

At 8:35 AM, M. Richards motioned to end the non public session. With a second by M. Lehrman and a unanimous vote in favor, the motion carried.

M. Bobinsky motioned to seal the minutes seconded by P. Nelson. The motion passed unanimously.

The minutes from the non public session are in a separate document.

Colin Lentz joined the meeting.

### **3. Action Items**

#### **a. October 17, 2025 Minutes:**

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

#### **b. Acceptance of the Draft August Financials**

J. Czysz provided a brief overview of the August financial report, highlighting ongoing cash flow challenges. SRPC is currently relying on savings to cover overhead costs due to limited billable staff availability and scheduled staff vacations. For the first time, the organization may need to consider utilizing its line of credit, we are not sure if we need the approval of the Executive Committee to do so.

Another challenge is the EDA portal where we get our quarterly advance is not open for an unknown reason. HUD looks like it was processed, there is a delay but the funds may be in the bank today.



Discussion: The committee discussed options and recommended the following:

- Reaching out to the bank regarding line of credit options.
- Drafting a letter to Congressman Pappas to explain the situation.
- Inquiry into how other RPCs are managing similar issues.

M. Bobinsky motioned to approve the August Financials with the understanding to keep the committee members updated between now and November meeting. P. Rasmussen seconded the motion. With a unanimous vote in favor, the motion passed.

### **c. Approval of the SIMPLE IRA Employer Contribution CY2026**

J. Czysz shared that Strafford RPC has offered a Simple IRA retirement plan option since 2000. The plan has been unchanged since it was amended and restated in 2004. Retirement benefits are available to SRPC employees who earn at least \$5,000 a year. SPRC offers a matching contribution equal to each employee's contribution up to a limit of 3% of their annual compensation. Each year the executive committee is asked to approve the contribution limit, before completion of the annual Participant Notice that must be distributed to all eligible employees.

Discussion: The group discussed the total value the contribution is \$32,500 and possible options. Contributions are made as we do payroll. There are options for the employer contribution rate. Since it is not required, it is up for negotiation to drop the employer contribution. J. Czysz stated she doesn't think we are there yet. Some RPC's have a higher rate.

M. Bobinsky moved to approve **of the SIMPLE IRA Employer Contribution CY2026**. With a second by M. Richardrdson, the committee voted unanimously in favor.

## **4. Updates and Discussion Items**

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

J. Czysz summarized the awards, contracts, and general business. She stated that the indirect rate is still too high and we are drawing down the dues at a healthy rate. The Coastal Water Shed Grant is one where DES reached out indicating there is available money and asked for assistance in development of the scope of a grant. The contract is forthcoming.

M. Towne Barrington shared that Barrington is working on a conservation easement along the Isinglass to protect the watershed. He asked if that would be a potential candidate for the grant? J. J. Czysz responded potentially.

## **5. October Minors**

C. Lentz shared that there are three minors. The Rochester route 11 project just has a replacement adjustment and is still moving forward. The other two are other two are CMAC dollars which COAST and UNH applied. It is just a matter of moving the funds into



2026 and splitting the funds out. The dollars are not changing and the project is accelerating.

**6. Other Business**

J. Czysz stated the dues letters will be going out next week.

**7. Adjourn**

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

Respectfully submitted,

Megan Taylor-Fetter

