

SRPC EXECUTIVE COMMITTEE MEETING

November 21, 2025

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

Hybrid Meeting (Conference Rm 1A & via Zoom)

1. Welcome and Introductions:

Chair Paul Rasmussen called the meeting to order and asked for 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; Matt Towne, Barrington

Staff members present: Jen Czysz

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

At 8:05 AM Motion made by M. Richardson and seconded by M. Lehrman to enter non-public session under RSA 91-A:3, II (a) to discuss a personnel matter. The motion passed unanimously by roll call vote of all members present.

At 8:40 AM, M. Richards motioned to end the non-public session. With a second by M. Lehrman and a unanimous vote in favor by a roll call vote of all members present, the motion carried.

M. Bobinsky motioned to seal the minutes seconded by P. Nelson. The motion passed unanimously by a roll call vote of all members present.

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

Colin Lentz joined the meeting.

3. Action Items

a. October 17, 2025 Public and Non-Public Minutes:

P. Rasmussen motioned to approve the October 17, 2025 minutes as written. Following a second by M. Richardson and a unanimous vote in favor, the motion passed.

b. Acceptance of the Draft September Financials

J. Czysz provided a brief overview of the September financial report, highlighting ongoing cash flow challenges.

Balance Sheet: At the end of September our bank register balances were very low, actual balances were kept in the black through strategically holding contractor checks pending reimbursements and making it through October payroll. The September financials were



prepared before the third October payroll. We were prepared to rely on the line of credit, however, we did not need to use it as payments continued to come in during October.

Accounts Receivable: Of the \$338,880 due at the end of September, \$175,174 was the current month's billing. Only \$13,185 was received in October (invoices went out late in September). Leaving a past due balance of \$150,520, which contributed to the low bank balances going into October.

Profit and Loss and Income by Customer: We continue to operate at a loss, September was a net loss of \$7,595. Monthly billing is improving, but we need to still be higher. In September we billed \$209,762 against project contracts. Looking at the profit and loss budget versus actuals report, we are running behind in project billing by \$129,743 of that \$70,383 is purely pass through expenses. The difference of \$59,360 is the driver behind our year-to-date operating net loss of \$52,481. Primary contracts where we need to increase billing (that isn't primarily pass through expenses) is the MPO UPWP (transportation program) and Somersworth HOP grant.

In aggregate, this puts us in tenuous position going into October, which is a 3 payroll month with additional staff out on leave. As a result, our billables will be lower than we would like them for the month.

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.

4. Updates and Discussion Items

a. Awards, Contracts, and General Business

J. Czynsz 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.

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 were awarded. 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

7. Adjourn

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

Respectfully submitted,
Megan Taylor-Fetter

