

SRPC EXECUTIVE COMMITTEE MEETING

December 19, 2025

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

Hybrid Meeting (Conference Rm 1A & via Zoom)

1. Welcome and Introductions:

At 8:05 AM, Chair Paul Rasmussen called the meeting to order and asked for introductions.

Executive Committee members present: 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 8:06 AM P. Rasmussen motioned to enter into non-public session under RSA 91-A:3, II (a) to discuss a personnel matter. J. Boudreau seconded the motion. The motion passed unanimously by roll call vote of all members present.

At 8:18 AM, J. Boudreau motioned to end the non-public session. With a second by P. Rasmussen and a unanimous vote in favor 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. November 21, 2025 Public and Non-Public Minutes:

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

b. Acceptance of the Draft October Financials

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

Balance Sheet: At the end of October our bank register balances were in the negative, however, actual balances were kept in the black given the timing of transactions and



through strategically holding contractor checks pending reimbursements. The checking and savings total actual balances were \$142,442.25 on October 31 and \$111,518.73 on November 29. We have continued to be able to operate without utilizing the line of credit.

Accounts Receivable: Of the \$276,437 due at the end of October, \$134,118 was the current month's billing. \$114,901 was received in November. Leaving a past due balance of \$27,418. The largest share of this past due balance is attributable to two customers. Our emails to the Town of Strafford with our invoices were being blocked after our domain name change, this has been rectified and the past due \$16,195 was received yesterday. The Town of Wakefield confused the chain of responsibility for payment on the Northern Borders Grant Administration services and has not yet paid the \$6,171 due. This is in the process of being reconciled however as of yet no funds have been received.

Profit and Loss and Income by Customer: We knew we were in a tenuous position going into October, a three payroll month. We made it through, but not unscathed. The month was very challenging with three staff members out on leave, reducing our ability to generate the needed billable hours. October closed with a net loss of \$30,966. This brings our net loss for the year up to \$85,574 from \$52,481. If you are doing the math, there is an additional jump of \$2,127. This is attributable to an adjustment made in October to the rate of accrual for the annual audit. The contract cost was higher than the budgeted amount and the monthly accrual was accordingly adjusted for July through October.

Last month we briefly discussed whether we need to change billing rates. We do have a scheduled increase to the circuit rider contracts that was made effective July 1 that will bump up the four out of five contracts that renew on January 1. While the increase is nominal, increase from \$80/hour to \$85; I will be adding a clause to the contracts that will provide for rate adjustments effective July 1 to reflect annual salary increases. For discussion would be phasing out of the flat rate circuit rider contract and shift to actual rates.

The group engaged in a discussion on the challenges and what the next steps should be. The committee suggested holding a separate meeting for a more robust discussion on the financials.

M. Bobinsky motioned to approve the October Financials P. Nelson seconded the motion. With a unanimous vote in favor, the motion passed.

J. Czysz asked whether the January 16 EC meeting should be canceled since the legislative forum is scheduled for 9:00 a.m. at the Rochester Public Works building. Jen will provide an update a week beforehand and decide at that time whether the meeting should be held.

The Finance Manager position will be posted during the first week of January. The goal is to have someone start in early March, allowing six to eight weeks of overlap for training and transition. We recognize this timeline may be challenging, but it is important to



ensure Kathy has sufficient time to train her replacement. Because much of our work involves federal grants management and is a skill set that is not always common; we aim to find a candidate who either already possesses these qualifications or is capable of learning them quickly.

4. Updates and Discussion Items

a. Awards, Contracts, and General Business

J. Czysz summarized the awards, contracts, and general business. She stated that SRPC's approved indirect cost rate is 112% and in effect for FY2026-2027. As of October 31, 2025, we are operating at 128%. This is a continued improvement but still a way to go.

5. October Minors

C. Lentz provided a brief summary of the October Minors and stated there are just 2 local projects in the list, both of which are just getting inflation adjustments. The Newington–Dover project involves the removal of the General Sullivan Bridge superstructure, while the Rollinsford–Dover project covers the Oak Street Bridge, which Dover is managing for Rollinsford.

All other items are statewide programmatic updates—such as bridge work on Tier 3 and 4 highways, EV infrastructure, and Tier 2 paving—and do not affect specific regional projects. These largely reflect internal fund shifts.

The Highway Safety Improvement Program (HSIP) is also included; it funds analysis and construction for various safety projects statewide. Local HSIP-related efforts include the US 4/Madbury Road project in Durham and multiple road safety audits, with one upcoming in Wakefield.

6. Other Business

There was no other business.

7. Adjourn

P. Rasmussen moved to adjourn. Following a second by M. Lehrman, the motion passed with all members voting in favor.

The meeting adjourned at 8:55 AM

Respectfully submitted,
Megan Taylor-Fetter

