

SRPC EXECUTIVE COMMITTEE MEETING

February 20, 2026

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

Hybrid Meeting (Conference Rm 1A & via Zoom)

1. Welcome and Introductions

At 8:00AM, Chair Paul Rasmussen called the meeting to order and asked for introductions. Present: P. Rasmussen, Durham; Michael Bobinsky, Somersworth; Mark Richardson, Somersworth; Joe Boudreau, Rochester; Michael Lehrman, Durham; Steve Stancel, Wakefield.

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

At 8:05AM, P. Rasmussen motion to go into Non-Public Session per NH RSA 91-A:3, II (a). M. Lehrman seconded the motion. All members voted in favor by roll call; the motion passed.

At 8:25AM, J. Boudreau motioned to come out of non-public session. M. Bobinsky seconded the motion. All members voted unanimously in favor by roll call. Motion passed.

3. Action Items

a. Appointment of Vice Chair

J. Czys shared that Peter Nelson resigned from the Commission in December which leaves an opening for a Vice Chair and also leaves a vacancy for a regular member. After a brief discussion, P. Rasmussen moved to appoint Steve Stancel as a regular member. M. Richardson seconded. The motion passed unanimously.

M. Bobinsky moved to appoint M. Lehrman as Vice Chair. S. Stancel seconded. The motion passed unanimously.

b. December 19, 2025 Public and Non-Public Minutes

Following a motion and a second to approve the December 19, 2026 minutes, all members voted unanimously in favor. Motion passed.

c. Acceptance of Draft December Financials

J. Czys presented the draft December financials and noted that December was the first month of the fiscal year to close in the black. She explained that January will likely reflect higher leave usage and a slight decrease in direct billable hours. J. Czys provided an overview of billable hours, leave time, and how these factors influence the operating deficit. She added that staff are aware of the current deficit and that indirect salaries should not exceed 30-33% of total salaries; currently, they are approximately 38%.

A brief discussion followed regarding billable hours, grants, and indirect costs. It was noted that when there is a clear opportunity to pursue funding, staff may charge indirect



time to move the effort forward. However, if it appears there is no viable path to reimbursement, we may decide not to pursue the work.

There was also discussion around expectations for billable hours, including how many hours are needed from each billable employee. J. Czysz clarified that this is not a strict requirement but a guideline to support financial stability. J. Czysz also described the process for completing timesheets, which are submitted through an external platform and imported into the accounting system every other week during payroll. Additionally, she noted that some grant pursuits build upon existing work, allowing staff to direct-bill portions of grant preparation when appropriate.

M. Bobinsky moved to accept the December financials. M. Towne seconded. All members voted unanimously in favor. Motion passed.

d. Recommend approval of the Amended Mid-Year Budget

J. Czysz provided an overview of the amended mid-year budget and said we optimistically could break even by the end of the year, as long as we meet our billable hour goals and have a stronger second half. The updates mainly reflect grants that have since been confirmed, changes in project contracts, and adjustments to salaries to cover leave and temporary staffing needs. On the expense side, a few computers failed earlier than expected, audit and accounting costs increased by \$10,000, and some project-related contract costs shifted based on current needs.

There was discussion regarding changes in dues revenues, municipal contracts, and other agreements. The group also talked about options for leasing equipment instead of purchasing it, as well as the possibility of joint purchasing with other regional planning commissions—such as sharing the cost of traffic counters—which could provide volume discounts.

M. Bobinsky moved to approve the amended mid-year budget seconded by J. Boudreau. All members voted unanimously in favor. Motion passed.

4. Updates and Discussion Items

a. Awards, Contracts, and General Business

J. Czysz provided a brief summary of the contracts, and stated that our indirect rate is trending in the right direction. We are down another three percentage points, so we're down to 124%, still need to get to 112%.

b. February Minors

C. Lentz provided a brief update of the February minors and state there are only a few changes:

- Inflation change to a project in Barrington, to address the US 4 red list bridge over Oyster River and a culvert west of Topaz Dr in Barrington.
- Culvert replacement/rehabilitation & drainage repairs.
- Environmental commitments for post-construction obligations.



5. Other Business

There was no other business.

6. Adjourn

At 9:00AM, following a motion and a second, all members voted unanimously in favor to adjourn.

Respectfully submitted,
Megan Taylor-Fetter

