STRAFFORD
Regional Planning Commission

SRPC EXECUTIVE COMMITTEE MEETING

May 15, 2026
8:00 a.m. to 9:00 a.m.
Hybrid Meeting (Conference Rm 1A & via Zoom)

Agenda Item

1. Welcome and Introductions

Present: Paul Rasmussen, Durham; Joe Boudreau, Rochester; Mark Richardson, Somersworth; Michael Bobinsky, Somersworth; Matthew Towne, Barrington; Katrin Kasper, Lee.

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

At 8:05 AM, M. Richardson motioned to enter into non-public session. The motion was seconded by M. Bobinsky and passed with a unanimous vote in favor.

At 8:25 a.m., P. Rasmussen moved to exit non-public session. The motion was seconded by M. Towne and passed with a unanimous vote in favor.

M. Bobinsky motioned to seal the minutes of the non-public session. The motion was seconded by M. Richardson and passed with a unanimous vote in favor.

3. Action Items

a. April 17, 2026 Minutes

M. Bobinsky motioned to approve the April 17, 2026 minutes. The motion was seconded by S. Stancel and passed with a unanimous vote in favor.

b. **Acceptance of the Draft March Financials**

J. Czysz reported that March is the best month we've had so far this year and we had an approximately $16,000 profit for the month. March was a strong month for billing, and indirect costs were well managed. Overall, financial performance showed significant improvement.

J. Czysz provided an overview of the March financials:
Balance Sheet: At the end of March our bank register balances were bolstered by a few new awards that issue payment in advance. These funds have been deposited in the savings account. Within the checking account, actual balances were higher given the timing of transactions and through strategically holding contractor checks pending reimbursements. The checking actual balances was $139,350 on March 31. We have continued to be able to operate without utilizing the line of credit.

Accounts Receivable: Of the $286,759 due at the end of March, $156,290 was the current month's billing. $140,644 was received in April and May this includes some of the current month's billing. All accounts with lingering past due amounts are caught up.

<u>Profit and Loss and Income by Customer</u>: March was an ideal month with a profit of $15,689, a significant improvement. Obviously the goal will be to continue this trend. April will be tighter however as we had both Kathy and Vickie working together for the full month. They are predominantly indirect funded, so costs will be up without counter balancing billable revenue. Year to date is still struggling at a loss of $73,680.

P. Rasmussen moved to accept the March Financials. M. Bobinsky seconded the motion. The motion passed with a unanimous vote in favor.

4. Updates and Discussion Items

a) FY2027 Salary Schedule

J. Czysz reviewed a draft of the FY2027 salary schedule. While working on the budget, we look at our salary schedule and also our billing rate structure. That in turn sets in place how we invoice all our contracts. Particular to the circuit rider contracts, a weighted average of current staff and budgets would require a $10/hour increase in the billable rates to break even across all 5 contracts if we were to keep a flat rate. Jen provided some alternatives for discussion.

She stated that best compromise is to take a tiered approach; if you have a regional planner or a senior planner, it's $90 an hour, principal planner or greater, $95 an hour.

The group discussed the possibility that communities might choose to contract for less senior staff if they are aware of pricing differences among circuit rider options and whether that would impact the scope of work.

The group discussed how hours are monitored. Currently, hours are tracked on a monthly basis as invoices are prepared. Staff are aware of their average monthly hour allocations for each contract and manage their time accordingly.

J. Czysz stated that a vote is not required at this time and will be addressed at the June meeting.

b) FY2027 Budget

J. Czysz stated that the draft budget is looking better. She provided a brief summary and stated there are a few items on the revenue side that are speculative, but strong possibilities. We have been conservative in estimating speculative items with the recognition that should one of these not come to fruition, we always have unexpected new funding opportunities arise each year. Next month we will be adopting the budget.

c) Awards, Contracts, and General Business

J. Czysz stated there were no major updates. The indirect rate has improved to about 120%, which is better than earlier in the fiscal year, but it remains unsustainably high and continues to drive the operating loss, especially with rising health insurance costs.

d) TIP Minors

Colin Lentz summarized several project updates; most involve no change in overall funding, only adjustments to timing or funding sources. These include TIP minor updates (Rochester/Somersworth), Milton (sidewalk project shifted from FY26 to FY27), and

Rollinsford (Oak Street Bridge funds moved from FY26 to FY27). The Northwood/Nottingham intersection project received a $100,000 increase for preliminary engineering. Other programs, such as major bridge investments and culvert replacements, saw little to no change in the region.

5. Other Business

There was no other business.

6. Adjourn

P. Rasmussen motioned to adjourn M. Bobinsky seconded the motion. The motion passed with all members voting in favor.
Meeting adjourned at 8:55AM.

Respectfully submitted,

Megan Taylor-Fetter