

SRPC EXECUTIVE COMMITTEE MEETING

June 19, 2026

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

Hybrid Meeting (Conference Rm 1A & via Zoom)

Agenda Item

1. Welcome and Introductions

Present: M. Lehrman, Durham; Mark Richardson, Somersworth; Michael Bobinsky, Somersworth; Matthew Towne, Barrington; Steve Stancel, Wakefield; Katrin Kasper, Lee.

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

At 8:05 AM, M. Towne motioned to enter into non-public session. The motion was seconded by M. Bobinsky. All members voted in favor, and the motion carried unanimously.

At 8:20 a.m., M. Richardson moved to exit non-public session. The motion was seconded by S. Stancel. All members voted in favor, and the motion carried unanimously.

K. Kasper motioned to seal the minutes of the non-public session. The motion was seconded by S. Stancel. All members voted in favor, and the motion carried unanimously.

3. Action Items

a) Approval of the May 15, 2026 Minutes

M. Bobinsky motioned to approve the May 15, 2026 minutes as written. M. Richardson seconded the motion. All members voted in favor. The motion passed.

b) Acceptance of the Draft April Financials

J. Czysz reviewed the April Financials and reported that the good news is we are trending in the right direction. On the balance sheet, the bank balances remain bolstered by the advanced grant payments received in March. Within the checking account, actual balances were higher given the timing of transactions and through strategically holding contractor checks pending reimbursements. The actual balance in checking was \$182,196 on March 31. We have continued to be able to operate without utilizing the line of credit.

On accounts receivable, of the \$275,136 due at the end of April, \$169,928 was the current month's billing. \$97,126 was received in May this excluding any current month's invoices paid in May. This leaves a past due balance of \$8,082.

For profit and loss and income by customer, April was good month with a profit of \$5,197, a continued improvement. The goal will be to continue this trend. May is expected to have a net profit of \$16,000 or slightly more. The year-to-date loss is now at \$68,484.

M. Bobinsky motioned to approve the April financials seconded by K. Kasper. All members voted in favor, and the motion carried unanimously.



c) Recommend Adoption of the FY2027 Budget

J. Czysz reviewed the final draft of the proposed FY2027 budget and stated it includes balanced revenues and expenses. There are only two lines on the revenue side that are speculative, conservatively so. These include recently submitted Coastal Resilience Grant applications (two) and PREPA grant application (four) and are assumed only one of each is funded. Revenue is slightly lower this year and it is likely that new opportunities will arise over the course of the fiscal year.

On the expense side, all staff are retained. Temporary part-time staff are extended into FY2027 at a reduced number of hours so to complete ongoing projects. Annual salary increases were set at a range of 1.5% to 3.0% depending on individual performance. Health insurance is one of our larger increases with a notable increase to the premiums this year. Additionally, our property and liability insurance also saw a significant increase after being stable for several years. The largest decrease among expenses is anticipated pass-through contractor costs with the retirement of several projects and progress made on others.

The group discussed salary increases, insurance rates, and other insurances. Also discussed budget and versus actual expenses.

The Commission discussed exploring revenue-generating opportunities, including offering educational programs and services for a fee and seeking non-government funding sources. A future meeting will be dedicated to a broader discussion on revenue and funding strategies.

K. Kasper motioned to recommend to the Commission to adopt the FY2027 Budget, the motion was seconded by M. Bobinsky. All members voted in favor, and the motion carried unanimously.

d) Approve the FY2027 Billing Rate and Salaries Schedule

J. Czysz stated that per the conversation at last month's meeting, the circuit rider rates have been set on a tiered basis where billing levels of principal planner or higher will be set at \$95/hour and all other billing levels at \$90/hour.

M. Towne made a motion to approve the FY2027 billing rate schedule. The motion was seconded by M. Bobinsky. All members voted in favor, and the motion carried unanimously.

Joe Boudreau joined the meeting remotely.

K. Kasper motioned to allow Joe to attend remotely. M. Bobinsky seconded the motion. All members voted in favor, and the motion carried unanimously.



e) Recommend Approval of the Slate of Officers

The Slate Officers and Executive Committee Membership for FY2027 is:

Commissioner	Current Office	Proposed Office	Community	Commission Term
Paul Rasmussen	Chair	Chair	Durham	04/30/2029
Michael Lehrman	Vice-Chair	Vice-Chair	Durham	04/30/2030
Joe Boudreau	Treasurer	Treasurer	Rochester	06/30/2026
Michael Bobinsky	Member	Member	Somersworth	05/02/2028
Mark Richardson	Member	Member	Somersworth	05/31/2029
Matt Towne	Member	Member	Barrington	07/09/2027
Steve Stancel	Member	Member	Wakefield	08/01/2026
Katrin Kasper	Alternate	Alternate	Lee	11/21/2028
Krysta Gingue		Alternate	Dover	11/04/2027
Curtis Register		Alternate	Durham	04/30/2027

M. Bobinsky, motioned to recommend approval of the slate of officers as presented to the Commission. M. Richardson seconded the motion. All members voted in favor by roll call vote, and the motion carried unanimously.

a) Authorize Certificate of Vote

J. Czysz stated that on an annual basis the Executive Committee should affirm, or reaffirm, that the Executive Director is authorized to file applications, sign contracts and implement the annual work program.

M. Bobinsky motioned that the Executive Director, or in his/her absence, the Acting Executive Director, be authorized to file applications with federal, state and local governmental units, and other agencies and organizations to implement Strafford Regional Planning Commission's work program, and to execute agreements to receive funds for such purposes. K. Kasper seconded the motion. All members voted in favor by roll call vote, and the motion carried unanimously.

4. Updates and Discussion Items

a) Schedule Executive Director Review

The group agreed that the review should be scheduled separately from an executive committee meeting in July. Megan will reach out with date options and will send the review survey ahead of the meeting.

b) Awards, Contracts, and General Business

J. Czysz provided a brief update on awards, contracts, and general business. She reported that the indirect rate stood at 117% at the end of April and noted the importance of



maintaining a higher year-end rate to support future rate negotiations. She also stated that they are drawing the dues dollars well.

J. Czysz explained that several PREPA grant applications were still being finalized when the project tracker was prepared, so complete information was not yet available. She also noted that staff submitted several pitch proposals for additional Great Bay 2030 funding. These pitches serve as preliminary letters of intent and are part of a three-step process used to refine projects before full funding applications are submitted.

c) June Monthly Minors

C. Lentz reviewed the minor amendments to transportation projects, including funding schedule adjustments in Barrington, Rochester, Rollinsford, and Dover. Updates primarily involved shifting funding between fiscal years and funding source changes, while all projects—including highway safety, culvert replacement, pavement marking, railroad crossing, and bridge projects—continue to move forward as planned.

5. Other Business

M. Bobinsky reported that the City of Somersworth applied for a BRIC grant using its existing Hazard Mitigation Plan, which is being updated for the next five years. The current plan enabled the City to meet the application deadline for a stormwater improvements project valued at just over \$100,000. However, funding for the project could not be included in the FY2027 budget.

6. Adjourn

M. Bobinsky Motioned to adjourn. S. Stancel seconded the motion. All members voted in favor. The motion passed.

The meeting adjourned at 9:00 a.m.

Respectfully submitted,

Megan Taylor-Fetter

