

EXECUTIVE COMMITTEE MEETING

July 17, 2026

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

1) Welcome and Introductions:

Chair Paul Rasmussen called the meeting to order at 8:00 A.M. and asked for introductions.

Committee members attending: Paul Rasmussen, Durham; Michael Lehrman, Durham; Mark Richardson, Somersworth; Joe Boudreau, Rochester; Curtis Register, Durham; Steve Stancel, Wakefield; and Michael Bobinsky, Somersworth

Staff attending Zoom: Megan Taylor-Fetter

K. Kasper was seated as a regular member until M. Lehrman arrived

2) Non-Public Session per NH RSA 91-A:3

At 8:04am, M. Lehrman motioned to enter in Non-Public session per RSA 91-A:3:

The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

M. Towne seconded the motion. The motion passed with a unanimous vote in favor.

Review of June 19, 2026, non-public minutes

J. Boudreau motioned to accept the June 19, 2026, non-public minutes. K. Kasper seconded the motion. All members voted in favor. The motion passed.

Executive Director Review

The committee reviewed the notes and recommendations from the July 16, 2026 non-public session regarding the Executive Director's annual review. Members agreed that Jen's accomplishments and successes should be formally acknowledged and documented in the meeting minutes. The committee also reached consensus that, in six months, Jen should review the organization's budget and, in consultation with the Executive Committee, determine whether staff bonuses could be awarded.

M. Bobinsky motioned to accept the notes of June 16, 2026, non-public session with edits. J. Boudreau seconded the motion. All members voted in favor. The motion passed.

At 8:14AM, P. Rasmussen motioned to close the non-public session. M. Towne seconded the motion. The motion passed with a unanimous vote in favor.



3) Action Items

a. Approval of the June 19, 2026 minutes

M. Bobinsky motioned to approve the June 19, 2026 minutes as written, M. Towne seconded the motion. The motion passed with a unanimous vote in favor.

b. Acceptance of the Draft May Financials

J. Czynsz reviewed the May financials as follows:

Balance Sheet: 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 checking balance was \$130,960 on May 29. We have continued to be able to operate without utilizing the line of credit.

Accounts Receivable: Of the \$456,342 due at the end of May, \$340,343 was the current month's billing. These significantly higher than usual amounts are attributable to the invoicing of annual dues in May, that are due in July, and that May was a three-payroll month with commensurately higher monthly billing. \$100,775 was received in June. This leaves a past due balance of \$15,224, a mix of NHDES and CDFA items.

Profit and Loss and Income by Customer: May is a month to celebrate. Our best month of the year with a profit of \$21,273, a significant improvement, but still leaving a gap that won't be fully recoverable in June. The year-to-date loss is now at \$47,956, nearly half of what it was mid-fiscal year. May's strong profit is a result of high direct salaries throughout the month. Being a three-payroll month, the monthly billing was up, over \$212,800.

The group discussed the timing of financial report reviews and questioned why reports are currently being reviewed a month behind. They considered moving the meeting to the fourth Friday of each month to allow for review of more current financial information. Jen Czynsz suggested an alternative approach: providing a preliminary set of financial reports for the current month the day before the meeting, while continuing to provide a complete set of finalized reports for the prior month. While these preliminary reports would not be available a week in advance for distribution, they would provide more up-to-date financial data for discussion.

The group agreed to receiving a preliminary current-month financial figures in addition to the finalized prior-month reports and will try this approach for one quarter.

M. Bobinsky motioned to accept, S. Stancel seconded the motion. The motion passed with a unanimous vote in favor.

4) Updates and Discussion Items

a. Executive Director Review

There was no discussion on the Executive Director Review.



b. Awards, Contracts, and General Business

Regarding the indirect rate: J. Czysz explained that May's three-paycheck month increased direct salary expenses while indirect costs remained relatively constant, resulting in an indirect cost rate that was lower than the approved rate. She noted that the current operating loss of approximately \$40,000 is likely attributable to Circuit Rider contracts and certain task-based contracts operating at a loss rather than to indirect cost recovery. Recent rate increases for Circuit Rider contracts and enhanced monitoring of task-based contracts, including hours allocation and contract performance, are expected to help address these issues. A more detailed analysis will be conducted after the June financials are finalized to identify the primary drivers of the fiscal year loss.

c. July Monthly Minors

There were no monthly minors to review.

5) Other Business

There was no other business

6) Citizens Comments

There were no citizens' comments

7) Adjournment

Following a motion and a second, the committee voted unanimously to adjourn at 9:00 A.M.

Respectfully submitted,

Megan Taylor-Fetter
Office Coordinator
Strafford Regional Planning Commission

