

EXECUTIVE COMMITTEE MEETING

August 21, 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; Steve Stancel, Wakefield; Michael Bobinsky, Somersworth; Matt Towne, Barrington; and Krista Gingue, Dover

Staff attending Zoom: Megan Taylor-Fetter, Kyle Pimental

2) Action Items

a. Approval of the July 17, 2026 meeting minutes

J. Czysz stated that the July 17, Non Public minutes were not sealed and were incorporated into the July 17 public meeting minutes.

M. Richardson motioned to approve the July 17, 2026 minutes as written, J. Boudreau seconded the motion. The motion passed with a unanimous vote in favor. K. Gingue abstained.

It was agreed that the non public minutes of July 16, 2026 had been approved at the July 17, 2026 meeting.

b. Acceptance of the Draft June Financials

J. Czysz reviewed the May financials as follows:

Balance Sheet: Bank balances remain bolstered by the advanced grant payments received in March, additionally, municipal dues payments have started to come in. 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 \$101,016 on June 30. Please note that we expect changes to the June balance sheet. As Vickie works to close out the fiscal year there are legacy items that she will be looking at with the auditors to adjust with their advice. Examples include details within the fixed assets accumulated depreciation. Some items should be aged out and removed. On the accrued long-term liabilities, the annual audit accrual should be zeroed out as the costs have been paid and there is no remaining liability. This change will be made as a credit and the net result will be a commensurate decrease in the year's operating loss.

J. Czysz noted that Vickie Blackden, financial manager, is reviewing QuickBooks records to correct inconsistencies from past bookkeeping practices. She identified an old \$11,762 fixed asset entry that lacks documentation and is likely fully depreciated. She will work



with the auditors to make adjustments, so June and year-end financial statement numbers may change in the final audit.

Accounts Receivable: Of the \$378,642 due at the end of June, \$244,830 was the current month's billing. These higher than usual amounts are attributable to the invoicing of annual dues in May, that are due in July. \$192,716 was received in July. Excluding current items, this leaves a past due balance of \$27,608, a mix of NHDES and CDFA items. Note, at this time all municipal dues, except Wakefield, have been received.

Profit and Loss and Income by Customer: June was another respectable month with a profit of \$9,112. The year-to-date loss is now at \$37,691, more than half of what it was mid-fiscal year. The second half of the year, particularly the final quarter were very strong. The correction noted above relative to adjusting the accrued annual audit will bring the annual loss down to be closer to \$20,000 once adjusted.

Preliminary July Financials: Most but not all July invoices have been completed at this time. A more accurate picture will be available closer to the EC meeting date. July currently shows a profit of \$1,616. This will likely increase some as there may still be a few remaining invoices to complete, which will increase the revenue booked for the month. All July expenses have been booked at this time. Additionally, the July balance sheet shows a total bank balance of \$327,594.

M. Bobinsky motioned to accept the Draft June, 2026 financials as presented. M. Lehrman seconded the motion. The motion passed with a unanimous vote in favor.

c. Appointment of Intuit Account Admin

J. Czysz stated that Intuit is the parent company of our accounting software, QuickBooks; timesheet system, QuickBooks Time; and our paystub distribution, Workforce. While the previous finance manager, Kathy Foster, initiated the process to transfer the designated administrator from herself to current finance manager, Vickie Blackden, before retirement, it did not carry through to each of the platforms and as a result Intuit still has K. Foster as the primary administration designated for our Intuit accounts. As a result, we need Executive Committee Action to reassign the administrator.

P. Rasmussen motioned to designate Vickie Blackden, financial manager, as the primary administrator accounts including but not limited to QuickBooks, QuickBooks Time and Workforce. M. Bobinsky seconded the motion. The motion passed with a unanimous vote in favor

3) Updates and Discussion Items

a. Audit Quotes

J. Czysz stated that Vickie Blackden has been soliciting quotes for our FY 2026 audit. We will again need to audit the financial statements as well as have a federal single audit. Only two firms were available and provided quotes. One firm recommended reaching back out in the fall for next years audit as they may have capacity at that time to take a new client.



- CBIZ/Grant Thornton: \$22,600 for financial statements and \$6,300 for single audit
- Berry Dunn: \$31,000 for financial statements and \$6,000 for single audit
- RKO-CPAs: Unable to support at this time advised booking in Fall of 2026
- Leone, McDonnell & Roberts: Unable to support, no governmental audits
- Roberts & Greene: Unable to support
- Vachon & Clukay: Unable to Support
- Plodzik & Sanderson: Unable to support
- Hennessy and Vallee: Unable to support

Based on the responses received, the recommendation is to sign for 1 year with CBIZ, the same firm we have had for many years. The FY2026 audit quote is an increase of \$900 over FY2025's audit. J. Czysz added that she and Vickie discussed running an RFP this fall to seek a new firm for the 2027-2029 audits, a 3-year contract with an option to renew.

The group discussed the timing of seeking a new auditing firm and whether it might be beneficial to pursue a shared audit arrangement with the other RPCs to obtain more competitive pricing. The question was also raised as to whether a potential transition to nonprofit status would affect the selection of auditors. Jen clarified that it would not, as SRPC would continue to operate as a governmental agency and remain subject to the same auditing requirements.

b. Annual Goal Setting

J. Czysz reviewed the goals:

1. Finalize and adopt updates to SRPC's organizational policies.
 - a. Update to the Wellness and Safety Policy.
 - b. Update the Employee Handbook to include:
 - i. A social media policy for use of SRPC's accounts.
 - ii. A policy or guidelines for use of AI applications.
 - iii. Updates to various sections including remedial actions and required documentation for employees.
 - iv. Set requirements for onsite versus telecommuting hours.
 - c. Update SRPC's Operating Policies.
 - d. Complete the Disaster Recovery Plan and Continuity of Operations Plan.
2. Continue efforts to strengthen Commissioner engagement.
 - a. Continue events such as the commissioner 101, field trips, and include regular opportunities on monthly meeting agendas for commissioners to lead the conversation.
 - b. Continue to increase regular communication with commissioners to ensure they are aware of efforts within their and surrounding communities.
 - c. Conduct a board self-evaluation.
 - d. Develop a resources commissioners can use when advocating for SRPC with municipal officials.
 - e. Ensure availability of commissioners to participate in municipal executive director road show presentations. For communities without commissioners, invite one or two executive committee members to join and speak to the benefits of representation.



3. Improve and grow staff and project management capabilities.
 - a. Strengthen existing and develop RPC, MPO, EDD, and Data team managers. Ensure each team lead and participates in at least one management and supervision training this year.
 - b. Participate in at least three Primex trainings to strengthen the executive director management and human resource skills.
 - c. Continue to grow distributed management capacity within the office with more hands-on senior staff monitoring junior work progress with frequent check-ins to incrementally review work progress and products.
 - d. Set periodic, at least quarterly, scheduled non-public sessions to address any items that arise with the executive committee.
4. Strengthen SRPC's financial position.
 - a. Establish a revenue diversification subcommittee comprised of commissioners that can assist with and/or advise on development of marketing materials, new revenue opportunities, establishment of a non-profit.
 - b. Pursue 501(c)(3) status in collaboration with executive committee members.
 - c. Closely monitor the financial sustainability of the SRPC circuit rider program and task-based contracts that have historically led to significant financial losses.
 - d. Maintain the revived contract hours allocation model with updates issued after each payroll period concludes. To be maintained in collaboration with program managers to share the workload and help ensure timeliness.
 - e. Work with the new financial manager to identify cost savings and opportunities for SRPC to grow income.

Kyle noted that the new hours allocation tracking process has been very beneficial for staff. Reviewing hours on a bi-weekly basis provides employees with a clearer, real-time understanding of how their time is being allocated across projects. The system also helps staff and managers quickly identify changes in workload, such as when new contracts begin or hours are shifted between projects, making it easier to manage workloads and avoid over-programming.

Several suggestions were made to strengthen the goals. For Goal 4D, recommend emphasizing the hours allocation model as a tool for managing staff workloads, tracking time, and supporting project and program decisions. For Goal 4A, members suggested focusing on identifying new revenue opportunities and evaluating their financial benefits before considering the creation of a nonprofit (501(c)(3)) organization.

Additional recommendations included holding meetings in different communities throughout the region, developing an organization-wide AI policy to address operational and risk considerations, supporting staff participation in leadership development programs such as Leadership Seacoast, and adding a goal focused on tracking and implementing recommendations from major planning efforts, including the Economic Development Plan, Metropolitan Transportation Plan, and Regional Plan.

c. Awards, Contracts, and General Business



J. Czysz reported indirect costs were brought under control during the year, resulting in an actual indirect rate of about 110% compared to the approved rate of 112%. While this meant a lower reimbursement rate than hoped, it allowed the organization to essentially break even on indirect costs by year-end. Early in the year, indirect costs exceeded reimbursements and contributed to losses, but later months helped recover those costs as rates came back into line. Staff also noted that membership dues were managed closely, with nearly all available dues funding utilized by the end of the year.

d. August Monthly Minors

C. Lentz stated there is just the Rochester project involving improvements to Route 11 north of the Route 16 Spaulding Turnpike. The project includes new pedestrian sidewalks and a traffic signal. He noted that the project is moving forward and coordination with the City of Rochester is complete. The project is currently in the preliminary engineering (PE) phase. Although it is locally managed by the City of Rochester, it includes both federal funding and federal oversight requirements.

4) Other Business

There was no other business

5) Citizens Comments

There were no citizens' comments

6) Adjournment

M. Bobinsky motioned to adjourn. S. Stancel seconded the motion. The committee voted unanimously to adjourn at 9:00 A.M.

Respectfully submitted,

Megan Taylor-Fetter
Office Coordinator
Strafford Regional Planning Commission

