

STRAFFORD

Regional Planning Commission

**Strafford Regional Planning Commission
Executive Committee Meeting
University of New Hampshire Campus
Holloway Commons-Lamprey Room
December 15, 2023
Meeting Minutes**

1. Welcome/Introductions

Chair Dave Landry called the meeting to order at 8:05 A.M.

Members attending in person: Dave Landry, Dover; Peter Nelson, Newmarket; Joe Boudreau, Rochester; John Mullen, Middleton; Michael Bobinsky, Somersworth, Mark Richardson, Somersworth,

There was no remote option for this meeting.

Staff attending in person: Jen Czysz, Megan Taylor-Fetter

2. Action Items

- a.** Approval of the November 17, 2023 minutes.

D. Landry motioned to approve the minutes of November 17, 2023 as presented. M. Bobinsky seconded the motion. The motion passed with a unanimous vote in favor.

- b.** Acceptance of the Draft October 2023 financials.

J. Czysz stated that the financials are being presented a month behind. A draft of the November financials will be available soon. J. Czysz summarized the financials as follows:

Balance Sheet: Account balances continue to be lower than we would like at this point in the year. The checking and savings held close to constant between September and October. Looking ahead at preliminary figures for the November Statements, bank balances are climbing upward, from about \$91,000 at Oct. 31, 2023 to \$104,00 as of Nov. 30, 2023.

Accounts Receivable: Of the \$217,302 due at the end of October, \$87,473 was the current month's invoices. Another \$112,415 was received in November, leaving a past due balance of \$17,414. All instances of previously delayed reimbursements have been reconciled as of November.

Profit and Loss: October saw a small net gain of \$3,185, starting an upward trend. Year-to-date, we continue to run at a net loss, at the end of October -\$45,163. Factors that continue to impact the profit and loss include not achieving billable targets for the UPWP and high indirect rates.

Income by Customer: as previously noted, managers have been emphasizing increased billable hours. October we were able to bill \$124,197 against contracts. November preliminary results are consistent with this amount despite 3 holidays and vacation days. Comparatively August and September were \$105,433 and \$107,390 respectively.

A positive is that grants will be submitted soon. Hours spent on grants burn up the indirect rate.

After a brief discussion, J. Boudreau motioned to accept the October 2023 financials. P. Nelson seconded the motion. With a unanimous vote in favor, the motion passed.

3. Updates and Discussion Items

a. Draft Mid-Year Budget Amendments

J. Czysz stated that the working mid-year budget has been updated to reflect changes to current projects, including reconciling actual amounts carried forward from prior years or final contract amounts set after the budget was adopted. Additionally, the revenue table includes any new projects that came online after the budget was adopted. Changes to expenses, adjust for actual staffing levels – adjusted schedules for current staff members and interns. As well as associated changes to benefits and software subscriptions. Additionally, IT costs are adjusted to reflect current estimates for server replacement and cloud migration.

J. Czysz stated that a revised draft will be presented to the Committee in January then to the Commission for approval.

b. Awards, Contracts, and General Business Update

J. Czysz reviewed the Proposals and grant applications with the committee.

c. December Monthly Minors

C. Lentz reviewed the December minors and stated that there are funding changes for the Dover/South Berwick project due to inflation.

4. Other Business

There was no other business

5. Adjourn

M. Bobinsky motioned to adjourn. D. Landry seconded the motion. With a unanimous vote in favor, the meeting adjourned at 8:55 AM