

STRAFFORD

Regional Planning Commission

**Strafford Regional Planning Commission
Executive Committee Meeting
January 19, 2024
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; Michael Bobinsky, Somersworth; Katrin Kasper, Lee; Bill Fisher, Farmington; Don Hamann, Rochester; Barbara Holstein, Rochester;

Members attending remotely: Joe Boudreau, Rochester; Peter Nelson, Newmarket;

Staff attending in person: Jen Czysz,

Staff attending virtually: Kyle Pimental, Megan Taylor-Fetter

2. Action Items

a. Approval of the December 15, 2023 minutes.

D. Hamann motioned to approve the minutes of December 15, 2023, as presented. M. Bobinsky seconded the motion. The motion passed with a unanimous vote in favor.

b. Acceptance of the Draft November 2023 Financials

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 are slightly improved from September and October (up about \$13,000). New on the Assets, under prepaid expenses, is that our Property and Liability (P & L) now must be paid annually instead of monthly.

Accounts Receivable: Of the \$148,178 due at the end of November, \$95,409 was the current month's invoice. Another \$2,293 was received in November, leaving a past due balance of \$50,475. DOT again is running behind in reimbursements and accounts for 40,264 of the outstanding balance.

Profit and Loss: November saw a small healthy gain of \$12,193, continuing an upward trend. Year-to-date, we continue to run at a net loss, at the end of November - \$29,394. Factors that continue to impact the profit and loss include not achieving billable targets for the UPWP and high indirect rates. We will see an increased loss in December due to a three payroll month, holidays, and vacation.

Income by Customer: as previously noted, managers have been emphasizing increased billable hours. November we were able to bill \$124,592 against contracts, up a few hundred from November. Similar to the note above under the profit and loss, December's billables while higher because we could invoice 3 pay periods, is not as high as it would otherwise be given task-based billing (that does not capture the 3rd pay period) and holidays and vacations that reduced billable hours.

D. Hamann motioned to accept the November 2023 financials. M. Bobinsky seconded the motion. With a unanimous vote in favor, the motion passed.

c. Recommend approval of the Mid-Year Budget

J. Czynsz stated that minor adjustments have been made since the draft presented in December. Overall, 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 on line after the budget was adopted. Changes to expenses include adjustments 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.

D Hamann motioned to recommend to the full Commission to adopt the Mid-Year Budget. M. Bobinsky seconded the motion. With a unanimous vote in favor, the motion passed.

3. Updates and Discussion Items

a. Awards, Contracts, and General Business

J. Czynsz stated that as of the end of November, the indirect rate is down from a high of 125.4% in September to 116.6% at the end of November. She stated that the dues are plugging along, and the unexpended dues covers the fact that we are operating on a deficit.

J. Czynsz reviewed the proposals and grant applications.

4. Other Business:

D. Landry asked the other members if they were in favor of continuing the annual review process for the Executive Director as discussed at the previous review. The process is to start in April with formatting, data collection and to electronically, compile the information. The members were in consensus to follow the same procedure and start in April.

5. January Monthly Minors

C. Lentz stated that the only local minor is in Dover and is a small change to the community trail extension.

6. Other Business

There was no other business.

7. Adjourn

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