

STRAFFORD

Regional Planning Commission

**Strafford Regional Planning Commission
Executive Committee Meeting
February 16, 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; Tom Crosby, Madbury; Bill Fisher, Farmington; Peter Nelson, Newmarket

Members attending remotely: Joe Boudreau, Rochester; Katrin Kasper, Lee; Barbara Holstein, Rochester;

Staff attending in person: Jen Czysz,

Staff attending virtually: Kyle Pimental, Megan Taylor-Fetter

2. Action Items

a. Approval of the January 19, 2024 minutes.

P. Nelson motioned to approve the minutes of January 19, 2024, as presented. B. Fisher seconded the motion. The motion passed with a unanimous vote in favor.

b. Acceptance of the Draft December 2023 Financials

J. Czysz stated it is more of the same and provided an overview of the financials:

Balance Sheet: Account balances continue to be lower than we would like at this point in the year. We reached a low at the end of December after paying out 3 pay periods and seeing delays in DOTs invoice processing. Please refer to Kathy's notes on the financial report for additional information.

Accounts Receivable: Of the \$178,974 due at the end of December, \$102,855 was the current month's invoice. Another \$53,714 was received in December, leaving a past due balance of \$22,406. Kathy has sent out several reminders of funds past due. The Milton dues were received in February.

Profit and Loss and Income by Customer: December while there was a healthy income by customer of \$142,896, revenues were not enough to compensate for a three-payroll month, holidays and vacations. As a result, the month ended with a loss of \$10,453. Subsequent months are expected to return to net positive revenue. Year-to-date, we continue to run at a net loss, at the end of December we were at -\$39,847. Factors that continue to impact the profit and loss include not achieving billable targets for the UPWP, high indirect rates, and circuit rider actual billables exceeding contract rates.

J. Czysz stated there is an extra pay period this year.

M. Bobinsky motioned to accept the December 2023 financials. P. Nelson seconded the motion. With a unanimous vote in favor, the motion passed.

3. Updates and Discussion Items

a. Town of Raymond Request to join SRPC

J. Czysz stated that the Town of Raymond recently contacted her to inquire how they might go about switching from Rockingham Planning Commission to Strafford Regional Planning Commission. Less than 10 years ago, Raymond was a member of Southern NH Planning Commission. Some questions and concerns I have in regard to whether we should support this change include:

- The change in regional boundaries creates a cascading impact upon all Commission systems, programs, and publications. Some examples:
 - Fundamental revisions to our website structure and content.
 - GIS systems are built around the current geography, all systems, base maps, standard maps, and online mapping services would have to be revised.
 - All the code written to run the Data Snapshot analysis would have to be revised to change the regional geography and the document overhauled.
- Our transportation programs are only 7 months into a 24-month contract budgeted based upon the region's 2023 population and highway miles. Without a contract change, and a corresponding decrease to RPC's budget, SRPC would not be compensated for transportation planning services to Raymond until July 1, 2025.
- If Raymond joins the SRPC region, will they stay? Or will we experience something like Rockingham Planning Commission with the town leaving after less than 10 years with the commission?

J. Czysz stated that while Raymond would begin paying dues upon switching regions, we should ascertain whether that revenue would offset the costs to the commission to integrate a new community into our systems and programs. Alternatively, is it acceptable to take several years to phase in the integration of a new community into our body of work?

Discussion ensued on how this would benefit the commission and how it could possibly burden the commission financially.

b. Awards, Contracts, and General Business

J. Czysz provided an overview of the Awards, Contracts and General Business. She stated that the indirect cost rate is 111.63%. As of the end of December, we are down from a high of 125.4% in September to 114.3% at the end of November.

c. February Monthly Minors

4. C. Lentz stated there are funding changes for 2 projects:

- PROGRAM BRDG-T3/4-M&P, maintenance, and preservation of tier 3-4 bridges. There are no projects in the SRPC region.
- Dover, Route 155, route 108, Bellamy Road, Daley Drive, Durham Road; construct multi-use pathway from Know marsh Road to Bellamy Road. This is a phase shift.

5. Other Business:

There was no other business.

6. Adjourn

B. Fisher motioned to adjourn. P. Nelson seconded the motion. With a unanimous vote in favor, the meeting adjourned at 8:55 AM