

**SRPC EXECUTIVE COMMITTEE MEETING**

March 15, 2024, 8:00 a.m. to 9:00 a.m.  
Hybrid Meeting (Conference Rm 1A & via Zoom)  
Meeting Minutes

**1. Welcome/Introductions**

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

**Members attending in person:**

Dave Landry, Dover; William Fisher, Farmington; Tom Crosby, Madbury; Peter Nelson, Newmarket; Barbara Holstein, Rochester; Joe Boudreau, Rochester; Katrin Kasper, Lee; Michael Bobinsky, Somersworth

**Staff attending in person:** Jennifer Czysz

**2. Action Items**

**a. Acceptance of the February 15, 2024 Minutes**

B. Fisher motioned to approve the February 15, 2024 meeting minutes as presented.  
P. Nelson seconded the motion. The motion passed with a unanimous vote in favor.

**b. Acceptance of the Draft January Financials**

J. Czysz reviewed the Draft January Financials.

Balance Sheet: Account balances continue to be lower than we would like at this point in the year. We reached a new low at the end of January, December's three payrolls compounded by delayed payments with agency staff holidays (see accounts receivable, payments were received in February). Please refer to Kathy's notes on the financial report for additional information. As a result of most all past due invoices having been paid in February, plus, payments from several contracts that issue revenue in advance, the bank balances at the end of February are up to \$206,687.

Accounts Receivable: Of the \$220,980 due at the end of Jan., \$73,037 are current invoices. Another \$144,887 was received in February, with a past due balance of \$3,055.

Profit and Loss and Income by Customer: January's income by customer and associated profit and loss was down for the month. Ideally, in a regular two-payroll month, we want to see the total income by customer at least approximately \$125,000. In January it was \$95,256. This is directly attributable to two factors. First, the Christmas and New Year's holidays and vacation leave time fell into January payroll. Second, indirect staff time was up in January as all staff had increased indirect time to prepare for the server migration. As part of this process, we cleaned up and organized all digital records. This pulled time away from billable hours. As a result, the month ended with a loss of \$19,870 and a year-to-date net loss of \$59,717. The UPWP took the greatest hit during January as Rachel was pulled away from working on that contract to lead the migration process. Preliminary financials, based upon some ballpark estimates, for February look like we will end the month with a profit of approximately \$10,000; not all invoices are complete at this time.

J. Czysz stated that Principal Planner Angie Cleveland gave her resignation with two weeks' notice. Her last day will be March 29. J. Czysz stated she has a few prospects in mind to fill the position.

M. Bobinsky motioned to accept the Draft February financials as presented. J. Boudreau seconded the motion. The motion passed with a unanimous vote in favor.

### **3. Updates**

#### **a. Annual Meeting**

J. Czysz stated that we are in the beginning stages of planning the annual commissioner's luncheon. She asked the group for ideas for a venue, themes, and award solicitation.

Topics Discussed were:

- Development of downtown areas
- Building community
- Balance between conservation and development
- Focus on conservation areas and demonstrate how communities can plan for growth and development and preserve natural areas in a way that is done without competing.
- Solid Waste Management

Suggestions for a venue included going back to the Governor's Inn, Newicks and the Oaks in Somersworth. Megan will start researching next week.

#### **b. Commissioner 101**

J. Czysz stated that the scheduled March 29 date should be pushed back. There are several new commissioners joining soon. We would like to make the meeting fun, informative, and designed for both new and veterans commissions.

The group discussed several ideas for the Commissioner 101:

- Opportunity for new members to sit down with veteran members/mentor
- Breakout sessions
- Retreat style
- Acronym Bingo
- Geographical Quiz:
  - Match commissioners with their Town
  - How well do you know your region?
  - Favorite place in the region
- Share something not well known about your community
- Roundtable, breaking up into small groups
- Test on acronyms
- Attendance award

#### **c. Awards, Contracts, and General Business**

Indirect Rate: SRPC's approved indirect cost rate is 111.63%. As of the end of January, we are down from a high of 125.4% in September to 120.2% at the end of January. The largest driver of this increase was a 20% increase in indirect wages due to holidays and vacations between Christmas and New Year that were captured in January's payroll.

#### **4. March Monthly Minors**

C. Lentz stated that most changes this month were inflation adjustments.

#### **5. Adjourn**

M. Bobinsky motioned to adjourn seconded by T. Crosby. The motion passed with a unanimous vote in favor. The meeting adjourned at 8:55 AM.