

**SRPC EXECUTIVE COMMITTEE MEETING**

**May 17, 2024, 8:00 a.m. to 9:00 a.m.**

**Hybrid Meeting (Conference Rm 1A & via Zoom)**

**Meeting Minutes**

**Members attending in person:** Dave Landry, Dover; Barbara Holstein, Rochester; Katrin Kasper, Lee Joe Boudreau, Rochester, Mike Bobinsky, Somersworth

**Staff attending in person:** Jennifer Czysz, Colin Lentz

**Staff attending on Zoom:** Megan Taylor-Fetter and K. Pimental

**1. Welcome/Introductions**

Chair D. Landry called the meeting to order at 8:06 A.M.

**2. Action Items**

**a. Acceptance of the April 19, 2024 Minutes**

D. Landry motioned to approve the April 19, 2024 meeting minutes as presented. B. Holstein seconded the motion. The motion passed with a unanimous vote in favor.

**b. Acceptance of the March Financials**

J. Czysz reviewed the March Financials:

Balance Sheet: Account balances remained about where we would like to see them. March 2024 is slightly better than 2023. That said, much of this remains attributable to several projects with contract revenue in advance (see p. 2 of the Balance Sheet, midway on the page).

Accounts Receivable: Of the \$189,059 due at the end of March, \$109,351 is attributable to current invoices. Another \$66,919 was received in April, with a past due balance of \$12,789.

Profit and Loss and Income by Customer: March 2024 ended with a net profit of \$7,204 for the month. Billing remains on target for the month at \$135,934. Our year-to-date loss continues to trend downward; -\$44,039 at the end of March. If we can keep the final quarter in the black, while we may still end the year in a deficit, it should be smaller.

J. Czysz noted that the van is now paid off.

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

**c. Fill Executive Committee Vacancy**

J. Czysz stated that Bill Fisher's resignation leaves a vacancy for the remainder of his term through to the end of June. B. Holstein nominated K. Kasper to fill the vacancy. With a second, all members voted in favor.

### **3. Updates and Discussion Items**

#### **a. Executive Committee member renewals**

J. Czysz stated we would like to confirm E.C. members intentions to renew their position on the committee and discuss the slate of officers for FY2025. Under the bylaws there are 3 officers: Chair, Vice Chair, and Secretary-Treasurer. The Executive Committee consists of 3 officers, 4 members elected by Commission, and any alternate. Elections occur at the Annual Business Meeting on June 21, 2024.

J. Czysz stated that Tom Crosby requested to step down as treasurer but will remain on the Executive Committee. He is currently in the hospital, and it is uncertain whether he will be back due to his failing health. Jen Czysz shared the first SRPC newsletter from 1983 which lists Tom Crosby as a Commissioner.

J. Czysz stated that D. Hamann is stepping down at the end of his term on June 30, which leaves another vacancy.

D. Hamann nominated D. Landry to continue as Chair. M. Bobinsky seconded the nomination. D, Landry stated that after 3 years as chair, he would be fine with anyone else volunteering to be chair. The motion passed with all in favor.

K. Kasper nominated B. Holstein as Secretary / Treasurer. M. Bobinsky seconded the motion. The motion passed with all in favor.

K. Kasper nominated P. Nelson as Vice Chair. J. Boudreau seconded the motion. The motion passed with all in favor.

J. Boudreau offered to fill Don Hamann's vacancy as a regular member. D. Hamann's resignation leaves a vacancy on the NHARPC.

All members present confirmed they wish to remain on the Executive Committee. Alternates are needed.

#### **b. Draft FY2025 Budget**

J. Czysz reviewed the FY2025 Budget. She stated that Autumn Scott resigned her position as environmental and equity regional planner position. We have not posted the position yet. J. Czysz has extended an offer to an EDD candidate. Kerrie Diers is working part time on the Newmarket project. One big change is the 14.5 percent increase in the health insurance premiums.

There is nothing to do at this point. There will be one more fine tuning before the annual meeting vote to recommend to commission to adopt the budget.

### **c. FY2025 Salary and Hourly Rate Schedule**

J. Czys stated that like last year, billing rates are based upon actual hourly rates associated with the salary schedule, plus indirect costs (111.63%). Non-dues paying communities will be charged a 10% fee on top of actual billable rates. Circuit rider rates are proposed to increase from the current \$65-70 and hour to \$75 per hour for all new contracts entered into after July 1, 2024. If the Committee is comfortable with the schedule as presented, it may be voted approved at this meeting. Otherwise, it will be on the June meeting agenda as an action.

Discussion ensued comparing salaries to other organizations, recruiting and turnover. SRPC salaries are competitive but do not pay as much as the cities, however, the cities tend to hire more experienced planners. We have more flexibility.

K. Kasper motioned to approve the salary and rate schedule with the correction to the intern's rate of pay. D. Hamann seconded the motion. The motion passed with all votes in favor.

### **d. FY2025 Health Plans**

J. Czys stated that SRPC's health insurance rates are increasing 14.5% in FY2025. Last year rates increased 16.7% for fiscal year 2024. Dental rates and short-term disability, long-term disability and life insurance all remain the same, or nearly so. We will keep the third health plan option that was added last year. It is a lower cost but higher deductible plan as a way to offer lower cost impacts to staff. The enclosed cost share tables are slightly adjusted to decrease SRPC's share for the most expensive single plan (bringing it more in line with the total contribution paid by SRPC for the other single plans). Similarly, and to incentivize choosing the lowest cost plan, the SRPC share of the lowest cost plan is increased. While the committee does not formally vote on the plans, I would like input before open enrollment starts on May 20th.

J. Czys asked for feedback for costs for plan one. The consensus was to revisit this next year but for this year only offer it to staff who currently have it and to make the employee share 20%.

### **e. Executive Director Review**

Megan will reach out to schedule a review.

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

J. Czys reviewed the awards, contracts and general business and stated that 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 114.6% at the end of March. If we can hold a 115-116% rate that would be a more realistic rate for future years. This year's audited rate will serve as the basis for setting the FY2026-2027 rate.

**g. May Monthly Minors**

C. Lentz reviewed the May monthly minors

**4. Other Business**

**5. Adjourn**

Following a motion and a second, the meeting adjourned with all members voting in favor.