

SRPC EXECUTIVE COMMITTEE MEETING

June 21, 2024, 8:00 a.m. to 9:00 a.m.

Hybrid Meeting (Conference Rm 1A & via Zoom)

Meeting Minutes

1. Welcome and Introductions

Chair D. Landry opened the meeting and asked for introductions:

Members attending in person: Dave Landry, Dover; Barbara Holstein, Rochester; Don Hamann, Rochester; Joe Boudreau, Rochester; Peter Nelson, Newmarket; Michael Bobinsky, Somersworth

Members attending on Zoom: Katrin Kasper, Lee; Michael Lehrman, Durham

2. Action Items

a. Approval of the May 17, 2024 Minutes

D. Hamann motioned to accept the May 17, 2024 minutes as written seconded by J. Boudreau. All members voted in favor. P. Nelson abstained. The motion passed.

b. Acceptance of the Draft April Financials

J. Czysz reviewed the April financials. She stated it is pretty much the same situation as last month.

Balance Sheet: Account balances remained about where we would like to see them. April 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 \$243,346 due at the end of April, \$168,010 is attributable to current invoices. Another \$55,859 was received in May, with a past due balance of \$19,477.

Profit and Loss and Income by Customer: April 2024 ended with a net profit of \$24,973 for the month. Billing exceeded our target for the month at \$164,416. Our year-to-date loss continues to trend downward; -\$19,066 at the end of April. If we can keep the final quarter in the black, while we may still end the year in a deficit, it should be smaller.

D. Hamann motioned to accept the draft April Financials seconded by M. Bobinsky. All in favor, motion passed unanimously.

c. Recommend Adoption of the FY2025 Budget

J. Czysz stated the budget has been adjusted slightly since last month to reflect final staffing plans and expected carryover revenue of multi-year contracts.

D. Hamann motioned to recommend the full Commission to Adopt the FY 2025 Budget. P. Nelson seconded the motion. All members voted in favor. The motion passed unanimously.

d. Recommend Approval of the Slate of Officers

J. Czysz stated that under the bylaws the executive committee consists of 3 officers, 4 members elected by the commission, and any alternates.

The officers and executive committee members for FY2025:

- | | | | | |
|--------------------|--------------|---------------|---------------|--------------|
| • Dave Landry | • Chair | • Chair | • Dover | • 11/5/2027 |
| • Peter Nelson | • Vice-Chair | • Vice-Chair | • Newmarket | • 03/1/2025 |
| • Barbara Holstein | • Member | • Sec./Treas. | • Rochester | • 6/6/2026 |
| • Michael Bobinsky | • Member | • Member | • Somersworth | • 5/2/2028 |
| • Katrin Kasper | • Member | • Member | • Lee | • 11/21/2024 |
| • Joe Boudreau | • Alternate | • Member | • Rochester | • 6/30/2026 |
| • Matt Towne | • - | • Member | • Barrington | • 7/9/2027 |
| • Michael Lehrman | • - | • Alternate | • Durham | • 4/30/2026 |
| • Vacant | | • - | | • Alternate |

P. Nelson motioned to recommend the proposed slate of officers to the Commission. D. Hamann seconded the motion. All members voted in favor. The motion passed unanimously.

e. Authorize Certificate of Vote

J. Czysz stated that on an annual basis the Executive Committee should affirm, or reaffirm, that the Executive Director is authorized to file applications, sign contracts and implement the annual work program. A motion is needed.

D. Hamann motioned that the Executive Director, or in his/her absence, the Acting Executive Director, be authorized to file applications with federal, state and local governmental units, and other agencies and organizations to implement Strafford Regional Planning Commission’s work program, and to execute agreements to receive funds for such purposes. Nelson seconded the motion. All members voted in favor. The motion passed unanimously.

3. Updates and Discussion Items

a. Executive Director Review

J. Czysz stated that due to unforeseen circumstances her review had to be rescheduled. Megan will reach out to the committee members to schedule a meeting for the review.

b. Review FY2025 Commissioner Handbook

The handbook, enclosed in your packet minus the appended bylaws, has been updated to reflect the revised meeting format, current staff and commissioners, and incorporated the updated bylaws. It will be distributed to commissioners later in the summer.

P. Nelson motioned to approve the FY2025 Commissioner Handbook as presented. M. Bobinsky seconded the motion. All members voted in favor. The motion passed unanimously.

c. Awards, Contracts, and General Business

J. Czysz reviewed the awards, contracts, and general business. She stated there have been limited changes since last month. An updated table will be provided at the next meeting. She stated that we are talking with other communities about HOP grants.

Talking with a few communities about HOP Grants.

d. June Monthly Minors

C. Lentz reviewed the June monthly minors. He stated there are small changes to projects throughout the state. Larger changes require public comment. There is no impact on 108 complete streets corridor.

e. Other Business

There was no other business.

f. Adjourn

With a motion and a second to adjourn and a unanimous vote in favor, the meeting adjourned at 9:10 A.M.