

SRPC EXECUTIVE COMMITTEE MEETING

August 16, 2024, 8:00 a.m. to 9:00 a.m.

Hybrid Meeting (Conference Rm 1A & via Zoom)

Agenda Item

Introductions: At 8:00 a.m., Chair Dave Landry called the meeting to order and asked for introductions: Dave Landry, Dover; Barbara Holstein, Rochester; Katrin Kasper, Lee; Joe Boudreau, Rochester; Matt Towne, Barrington; Michael Bobinsky, Somersworth

Staff attending in person: Jen Czysz

Staff attending on Zoom: Kyle Pimental

1) Enter in Non-Public Session per RSA91-A:3,II (a), Personnel Matters: 8:00a.m.

At 8:01, Dave Landry motioned to enter into Non-Public Session per RSA91-A:3, II (a), Personnel Matters with a second by K. Kasper. All members voted in favor.

J. Czysz and K. Pimental were excused from the meeting.

At 8:25 a.m. M. Bobinsky motioned to come out of Non-Public Session, K. Kasper second

J. Czysz re-joined the meeting and K. Pimental re-joined Zoom.

2) Action Items

a) Approval of the June 21, 2024 and July 31, 2024 (non-public) Minutes

D. Landry motioned to approve the June 21, 2024 and July 31, 2024 (non-public) Minutes as presented, seconded by J. Boudreau.

b) Acceptance of the Draft May and June Financials

J. Czysz reviewed the draft financials:

Balance Sheet: Bank balances remain tight and buoyed by grants with contract revenue in advance. June's savings account balance is up from May as a result of dues payments that have started to come in for FY2025. As indicated in the detailed report notes, reimbursements are lagging. SRPC holds contractor payments until receipt of reimbursement. This includes approximately \$29,000 in pass-through expenses in May and another \$75,600 in June. As these have been entered into the check register, the balance sheet shows the account balances as if all checks were cashed. Therefore, while showing a negative checking account balance in June, the actual balance was higher.



Accounts Receivable: At the end of May our total Accounts Receivable were \$432,777 of which \$275,119 were the current month's billing, \$127,726 was received in June and another \$29,933 was past due. June's outstanding balance was not improved. Of the \$417,803 in receivables at the end of June, \$229,058 was the current month, \$90,791 received in July, and \$97,953 past due. This June increase is due to the late processed May DOT invoice and several of the municipal HOP grants that have been inconsistently paid.

Profit and Loss and Income by Customer: Starting with the bad news, the fiscal year closed with a loss of \$30,297, greater than where we hoped to be. At the end of May our year-to-date net loss was down to \$16,761. The month of May ended with a profit of \$2,300 and \$186,772 in customer income. June had a similar income by customer of \$181,803, however, because a greater share of June's expenses were attributable to pass through expenses than in May, our total expenses for the month were also higher. As a result, we saw a net loss for the month of \$13,767. This is partially, but not fully, attributable to increased leave times and reduced billable hours between the executive and assistant directors due to unforeseen circumstances. The other factor in June were the health insurance buyouts paid to staff who do not enroll in SRPC's health plans.

The group discussed the account balances and the processes and circumstances for the outcome.

K. Kasper motioned to approve the draft May and June financials seconded by M. Towne. The motion passed with a unanimous vote in favor.

3) Updates and Discussion Items

a) Awards, Contracts, and General Business

J. Czysz highlighted the awards, contracts and general business summed up, starting to talk with communities about different hop grants and Barrington reached out about update of open space and recreation master plan chapter. A few things in the works. The rest are waiting and following the contract process. Indirect rate finished year at 11.34. Very close to the target.

b) August Monthly Minors

C. Lentz reviewed the minors and stated there are 2 minors this month that do not affect projects in our region.

4) Other Business

There was no other business.

5) Adjourn

At 9:00 a.m. M. Bobinsky motioned to adjourn the meeting seconded by D. Landry. All members voted unanimously in favor.

Reasonable accommodations for people with disabilities are available upon request. Include a detailed description of the accommodation you will need along with your contact info. Please make your request as early as possible; allowing at least 5 days advance notice. Last-minute requests will be accepted but may be impossible to fill. Please call (603) 994-3500 x115 or email srpc@strafford.org.



RULES OF PROCEDURE

*Strafford Regional Planning Commission
Strafford Metropolitan Planning Organization, and
Strafford Economic Development District*

Meeting Etiquette

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

Ensure that only one person talks at a time. Raising your hand to be recognized by the chair or facilitator is good practice.

Do not interrupt others or start talking before someone finishes.

Do not engage in cross talk.

Avoid individual discussions in small groups during the meeting. When one person speaks, others should listen.

Active participation is encouraged from all members.

When speaking, participants should adhere to topics of discussion directly related to agenda items.

When speaking, individuals should be brief and concise when speaking.

The Strafford Regional Planning Commission & Metropolitan Planning Organization holds both public meetings and public hearings.

For public meetings, guests are welcome to observe, but should follow proper meeting etiquette allowing the meeting to proceed uninterrupted. Members of the public who wish to be involved and heard should use venues such as Citizen Forum, Public Hearings, Public Comment Periods, outreach events, seminars, workshops, listening sessions, etc.

