

SRPC EXECUTIVE COMMITTEE MEETING

November 15, 2024, 8:00 a.m. to 9:00 a.m.

Hybrid Meeting (Conference Rm 1A & via Zoom)

1. Introductions:

At 8:07 AM Chair David Landry called to order. In attendance: Dave Landry, Dover; Barbara Holstein, Rochester; Joe Boudreau, Rochester; Michael Lehrman, Durham; Matt Towne, Barrington; Michael Bobinsky, Somersworth; Katrin Kasper, Lee

Staff attending in person: Jen Czysz, Colin Lentz

Staff attending Zoom: Kyle Pimental, Megan Taylor-Fetter

2. Action Items

a) Approval of October 18, 2024 Minutes

B. Holstein motioned to approve the October 18, 2024 minutes as presented, seconded by K. Kasper. All members voted unanimously in favor.

b) Acceptance of the Draft September Financials

J. Czysz reviewed the September Financials:

Balance Sheet: Thanks to the prompt payment of invoices, register balances at the end of September are lower than ideal, \$123,700. Of note, several large invoices for pass through costs including a new transportation projects database and several contract consultants: engineering support for Farmington and Milton projects, Brownfields, HUD grant subawards to the RPCs, and the USDA technical assistance grant provider. Checks were written to pay these bills with a 9/30 date but had not actually been issued until the reimbursement received from the funding entity.

Accounts Receivable: At the end of September our accounts receivable increased to \$267,171. Of that total, \$162,443 was the current month's billables and another 68,266 was received in early September, leaving a total past due amount of \$36,462. There are a few items that have delayed payments – EDA's grant payment system was shut down for several weeks at the end of the federal fiscal year and HUD requested a budget amendment that needed to be processed before payment issued (submitted and pending).

Profit and Loss and Income by Customer: The August income by customer was on it's face extremely high – which would be theoretically great. However, the \$216,286 billed for projects included \$97,725 in pass through expenses. If those amounts are discounted, we only billed \$119,011. Ideally, billables should be in the \$130,000s or higher. Again, the month ended in the red, (8,626) and year to date we are at a net loss of (\$24,720). Year to date, billing against the UPWP contract is nearing the budget target. We are running behind on the EDD Partnership and several DES contracts. There are a couple contracts



where we are running behind, but largely due to the timing of pass through expenses for consultants whose timing can be variable (Brownfields, HUD).

M. Bobinsky motioned to accept the September financials seconded by D> Landry. All members voted unanimously in favor. The motion passed.

c) Revised Salary Schedule for FY2025

J. Czysz stated that one of the worst offenders for profitability is Circuit Riders. The salary schedule proposes to raise the hourly rate for circuit rider contracts from \$75 to \$80 per hour. This change would go into effect with new and renewal contracts. Four out of SRPC's five contracts renew on January 1st.

The group discussed if municipalities have been notified of this increase. J. Czysz stated she talked with Farmington. There will one day be a tipping point, and municipalities may look at hiring an in-house planner. All contracts have to equally and fairly absorb the indirect costs.

M. Bobinsky motioned for approval of the Revised Salary Schedule for FY2025. K. Kasper seconded the motion. All members voted in favor. The motion passed.

d) Adopt the Recovery Friendly Workplace Declaration

B. Holstein stated that she is involved with the Rochester Mental Health Alliance which works in tandem with this program. Holstein explained that this does not mean we offer guidance but instead provide resources. D. Landry suggested communicating with other RPC's and to exercise some level of caution.

The group discussed the employee assistance program which is also open to Commissioners.

K. Kasper motioned to adopt the Recovery Friendly Workplace Declaration. M. Towne seconded the motion. The motion passed with all members voting in favor. All in favor

3. Updates and Discussion Items

a) Organizational Profitability

J. Czysz stated that this is a continuation of our conversation on organizational profitability. To assist in the conversation.

J. Czysz stated that in thinking about a goal for the organization, a realistic initial goal would be to build the bank balance to have an unencumbered balance of \$120,000 in the bank at any given point. This is the equivalent of a month's operating costs (payroll, fringe benefits, rent, internet, etc.) and excludes reimbursable expenses.

b) Awards, Contracts, and General Business

J. Czysz reviewed the Awards, Contracts, and general business and stated that the Indirect Rate: Approved Rate: 111.63%. Year to Date Actual: 119.85%.



Discussion ensued on the process to determine the indirect rate and what could be done differently in the future.

c) November Minors

C. Lentz highlighted some interesting minors of note including:

- The Durham project 2 CMG buses to replace buses,
- UNH T-squared technology center,
- Lee 125 project near racetrack, a slight increase
- Newington Dover – funds are being broken out.

4. Other Business

- a) D. Landry discussed a questionnaire from the auditor which has been completed after receiving input from fellow committee members. J. Czysz stated the auditors will be at the December meeting.

b) Discussion on the succession plan for the chair appointment

D. Landry stated that his intention is to step down as chair after 6 years plus and ultimately resign from the Commission, He would like to pass the torch. One person has expressed interest in accepting the chair nomination. The committee will revisit this discussion at the next meeting. He stated that it has been an honor to serve as Chair.

- c) Landry stated the Commissioner 101 was fantastic and he learned some valuable information and got to know staff better. J. Czysz stated she is looking at using the September field trip date as another similar workshop.

5. Adjourn

Following a motion and a second, all members voted unanimously in favor of adjourning the meeting.

