

SRPC EXECUTIVE COMMITTEE MEETING

May 16, 2025

8:00 a.m. to 9:00 a.m.

Hybrid Meeting (Conference Rm 1A & via Zoom)

In accordance with RSA 91:A, the Commission requires an in-person quorum. So long as an in-person quorum, Commissioners may participate virtually. Guests may attend the meeting virtually or at the SRPC Office. All participants, both in-person and virtual, can communicate contemporaneously.

Meeting URL: <https://us02web.zoom.us/j/84905778392>

Meeting ID: 849 0577 8392

Telephone-only Access: +1 312 626 6799

These instructions have also been provided at www.straftford.org. If anybody is unable to access the meeting, please email mtaylorfetter@straftford.org or call 603-994-3500 (x115).

Agenda Item	Time	Notes
1) Welcome and Introductions	8:00-8:05	N/A
2) Action Items <ul style="list-style-type: none"> a) Approval of March 21, 2025 Minutes b) Acceptance of the Draft March Financials with Quarterly Profit & Loss by Job c) FY2026 Health Plans 	8:05-8:20	Packet to be updated with meeting materials in advance of the meeting.
3) Updates and Discussion Items <ul style="list-style-type: none"> a) Draft FY2026 Budget b) FY2026 Salary and Hourly Rate Schedule c) Executive Committee member renewals d) Executive Director Review e) Annual Meeting f) Awards, Contracts, and General Business g) May Minors 	8:20-8:50	Packet to be updated with meeting materials in advance of the meeting.
4) Other Business	8:50-8:55	N/A
5) Adjourn	9:00	N/A

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@straftford.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.



EXECUTIVE COMMITTEE MEETING

March 21, 2025

8:00 a.m. to 9:00 a.m.

1) Welcome and Introductions:

Chair Katrin Kasper called the meeting to order and asked for introductions.

Committee members attending in person: Katrin Kasper, Lee; Michael Lehrman, Durham; Matt Towne, Barrington; Michael Bobinsky, Somersworth, Joe Boudreau, Rochester

Committee members attending on Zoom: Barbara Holstein, Rochester

Staff attending in Person: Jen Czysz, Colin Lentz

Staff attending on Zoom: Megan Taylor-Fetter, SRPC, Mark Davie, SRPC

2) Action Items

a) Approval of February 21, 2025 minutes

M. Bobinsky motioned to approve the February 21, 2025 minutes, seconded by M. Towne. Following a unanimous vote in favor, the motion passed.

b) Acceptance of the Draft January and February Financials

J. Czysz provided an overview of the January and February financials. Generally, the bank balances are ahead of where they were last year at this time. The biggest difference is in the timing of payments from the NH Charitable Foundation. Due to funding concerns, SRPC has sped up the invoicing to federal agencies like EPA, USDA, and HUD who have in turn sped up their reimbursements. Those agencies have maintained a good positive interface with SRPC. The final result is a past due balance of \$20,555 when removing the advance dues payment by Barrington.

Discussion ensued concerning the future of funding and the many unknowns. J. Czysz stated that if we request extensions for things that are federally funded, we risk sending up a red flag; we can look at other revenue sources. The NHARPC is planning a convening for May 9 which will address the current climate and concerns for funding. M. Towne suggested the Commissioners draft a letter to Washington. J. Czysz responded that the message is better received from members of the community. We can reach out to our allies in state leadership to deliver our message.

The group also discussed the salaries and benefits staff receive and the advantage of offering a competitive package for recruitment and retention. The employee handbook states that employees who work 20 hours or more a week are eligible for benefits.

K. Kasper motioned to accept the DRAFT January and February Financials with a second by M. Bobinsky. Following a unanimous vote in favor, the motion passed.



3) Updates and Discussion Items

a) Senate Bill 297

SRPC has heard from both HealthTrust, our health, dental, short and long-term disability insurance provider, as well as Primex, our property and liability, workers compensation, and unemployment insurance provider regarding Senate Bill 297.

If the bill passes, we will be required to establish a non-lapsing reserve account and fund it each year at a rate of 1% of our annual health contributions until we have a balance of 4%. For our health insurance premiums, we paid approximately \$151,000 in FY2024, this equates to building a reserve of \$6,040. There are other aspects of this we are unable to understand what the risk to SRPC might be. If the committee agrees, J. Czysty would like to testify in opposition of this bill.

b) Draft FY2026 Budget

J. Czysty stated that this draft is very preliminary. A more refined budget will be presented in May and a final copy in June for approval. J. Czysty provided an overview of the draft budget. Under revenues, we are looking at a shortage of just under 150,000. We have 4 months left in the fiscal year and are speculating. We have a lot of contracts that carry forward year to year; we are guessing what 30-33% of the drawdowns are going to be this fiscal year.

c) Annual Meeting

J. Czysty stated that the annual meeting is scheduled for June 26, 2025, 11 AM to 2 PM. We have reserved the Browne Center in Durham for the event. As the Regional Plan Update is a focus for us, we would like to center the event on that theme. J. Czysty asked the committee to send suggestions for topics and speakers and to consider having a keynote speaker and not a panel this year.

d) Awards, Contracts, and General Business

J. Czysty highlighted the awards, contracts, and general business. The approved indirect rate is 111.63%; year to date actual is 104.4%.

e) March Minors

C. Lentz provided an overview of the March Minors. There is a campaign to reduce impaired driving. The Newington-Dover project is still in progress and is being broken into individual components. The General Sullivan Bridge will have to be removed. There is uncertainty in future federal dollars. There are no child projects being affected in the culvert replacement project.

4) Other Business

The April 18 Commission meeting will be held at the Rochester Childcare Center. The committee agreed to cancel the April Executive Committee meeting.

5) Following a motion and a second, with all present in favor of adjourning, the meeting ended at 9:00 AM.

