

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

**SRPC Executive Committee Meeting Agenda
Conference Room 1
July 20, 2018**

Time: 8-9 a.m.

**150 Wakefield Street, Suite 12
Rochester, NH**

- 1. Welcome/Introductions**
- 2. Non-Public**
 - a. RSA 91-A
- 3. Action Items (Motions Required)**
 - a. Approval of the Minutes of June 15, 2018 (**Enclosed**)
 - b. Acceptance of Draft June Financials (**Enclosed**)
 - c. Concurrence with the Draft July Monthly Minors (**Enclosed**)
 - d. Approval of FY 2019 Billing Rate Structure (**Enclosed**)
- 4. Discussion**
 - a. FY2019 Executive Director Organizational Goals
 - b. IT Plan (**SRPC Equipment Overview Enclosed**)
 - c. Strategic Planning
 - d. Non-Profit Designation
 - e. Office Lease
- 5. Updates**
 - a. Contract Updates – J. Czysz
- 6. Other Business**
- 7. Adjourn**

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.

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.

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WAKEFIELD

Strafford Regional Planning Commission
Executive Committee Meeting
Conference Room 1A, 150 Wakefield Street
Rochester, NH 03867

DRAFT Meeting Minutes
June 15, 2018

Members present: Chair Victoria Parmele, Northwood; Secretary/Treasurer Tom Crosby, Madbury; Sandy Keans, Rochester; Peter Nelson, Newmarket;

Guests: Martin Laferte, Farmington

Members absent: Tony McManus, Dover

Staff present: Jen Czysz, executive director; Shayna Sylvia, communications and outreach specialist; Colin Lentz, regional transportation planner

1. Welcome/Introductions

Chair Victoria Parmele began the meeting at 8:14 a.m. Introductions were made around the room.

2. Non-Public

a. RSA 91-A

A Non-Public session was not needed.

3. Action Items

a. Approval of the Minutes of May 18, 2018

V. Parmele asked for comments or corrections on the minutes of May 18, 2018. There were none. Tom Crosby **MOVED** to approve the Minutes of May 18, 2018. P. Nelson **SECONDED** the motion, of which all were **IN FAVOR**.

b. Acceptance of Draft May Financials

Jen Czysz explained there were no notes with this month's draft financials, but shared that the notes would be similar to those from the April financials. J. Czysz reviewed the financials. She noted that the organization has a credit that can be used for a future

UNH training, and reviewed payment and billing timelines with partner organizations, including lessons learned from billing processes. J. Czyns added that she would be working on the new indirect cost rate in the coming weeks, and noted how this has been affecting net income. A discussion ensued concerning the calculation of the indirect cost rate. P. Nelson asked whether this is calculated every year; it is normally calculated every two years. V. Parmele asked J. Czyns about her budget strategy. J. Czyns responded with her plans to narrow in on the indirect rate and to seek additional grant funding to support the organization's work. She opined that a mid-year adjustment of the budget would be beneficial to the organization.

T. Crosby **MOVED** to approve the Draft May Financials. V. Parmele **SECONDED** the motion, of which all were **IN FAVOR**.

S. Sylvia left the room to invite Colin Lentz, regional transportation planner to review the Draft June Monthly Minors. V. Parmele introduced agenda item 2d.

d. Recommendation of Fiscal Year 2019 Executive Committee Officers Members, and Alternates to the full Commission

V. Parmele reviewed the proposed slate of officers for FY 2019. Shayna Sylvia explained that the Executive Committee was voting on the slate again, as another individual expressed interest in being on the Executive Committee. There are currently two open alternate positions with all member positions filled. Tom Crosby **MOVED** to recommend the proposed slate of officers for FY 2019 to the full Commission. P. Nelson **SECONDED** the motion, of which all were **IN FAVOR**.

V. Parmele introduced agenda item 2c.

c. Concurrence with the Draft June Monthly Minors

C. Lentz explained that the funding changes for the COAST 68069 project are still being finalized and will change slightly from what is currently recorded in the Draft June Monthly Minors report. This project is related to mitigation for the Newington-Dover project.

C. Lentz reviewed the Dover-Rochester 29440 project. The budget decreased significantly as plans for tolling infrastructure changed to all electronic tolling versus the previously proposed booth and median style setup. He explained the programmatic for child projects and shared that Strafford MPO staffers met with NHDOT to learn how to better track regional child projects. He noted that there were changes in preliminary engineering for the Highway Safety Improvement Program (HSIP). There were also changes for all phases in 2018 for the Reconstruction of Rail Road Crossings, Signals, and Related work (RRRCS). He explained that he met with Michael Dugas at NHDOT about at grade rail crossings in the Strafford region, and how they can be addressed. This will now be overseen by the improved NHDOT safety department. V. Parmele asked how this would be analyzed and planned for differently than in the past. C. Lentz responded that Dover proposed a roundabout on Chestnut Street near the tracks and is also interested in improving crossing guard timings.

The Safe Routes to School (SRTS) program also experienced shifting funds. P. Nelson asked if there is a way to track child project that are in the region. There will be a better method for this moving forward as NHDOT will be sharing its more detailed pivot tables. There is a SRTS project in Farmington. J. Czynsz explained that when NHDOT switched over their database the RPCs lost the ability to track regional child project, but that this has now been rectified. C. Lentz reviewed a shift in funding from 2018 to 2019 for the Road and Weather Information Systems 25198 project.

Sandy Keans **MOVED** to concur with the June Monthly Minors. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

e. Draft FY 2019 SRPC Budget for Recommendation to the full Commission

J. Czynsz reviewed the Draft FY 2019 SRPC Budget, including the revenues and expenses. She explained that the organization is currently applying or has applied for several grants, and that those are represented by placeholders within the budget. J. Czynsz reviewed these projects and what SRPC's role would be on each. These range from short term contracts to a five-year contract. P. Nelson shared some insight from Newmarket regarding interest in identifying priority projects that would help the town implement its completed master plan. A discussion ensued concerning possibilities for implementation of one of the grants the organization applied for. P. Nelson suggested some potential projects in Newmarket.

J. Czynsz explained that prior Executive Director Cynthia Copeland set up the two year UPWP to have a larger budget in year two. This will be paired with carryover from year one, which is beneficial for the FY 2019 proposed budget.

P. Nelson asked about a line item on the budget under expenses titled 'Maps, Databases for Transportation Model'. J. Czynsz explained this item was probably encompassed in another line item. V. Parmele commented on the decrease in traffic count expenses. J. Czynsz explained that there is less budgeted when compared with last year because most of the traffic count equipment was replaced in the last year or two. V. Parmele asked if there was any item removed from the budget that would make it more difficult for the organization to continue its work, this is not the case.

J. Czynsz added that Rachel Dewey, data analyst has drafted a list of software and IT needs with different priority levels. P. Nelson shared that he could offer input on this list. P. Nelson opined that an IT Plan might be helpful, and that he could assist with this process. A discussion ensued concerning IT applications, and hardware and software needs.

T. Crosby **MOVED** to recommend the Draft FY 2019 SRPC Budget to the full commission. S. Keans **SECONDED** the motion, of which all were **IN FAVOR**.

5. Updates

J. Czynsz reviewed items 5a and 5b.

a. Contract Updates – J. Czysz

J. Czysz explained that many contracts are closing as the fiscal year ends. There are some that may carryover, like the EPA Brownfields grant. SRPC is applying for an extension.

b. NHARPC Commissioner Convening

J. Czysz shared that the NHARPC Commission will take place on June 28, after the SRPC Annual Meeting. She invited members of the Executive Committee to attend. J. Czysz reminded E.C. members to register for the SRPC Annual Luncheon if they have not yet registered.

4. Discussion

J. Czysz reviewed item 4a.

a. Financial processes

i. Signors

J. Czysz reviewed the current process with two signors. She explained the process at Nashua Regional Planning Commission where the assistant executive director would sign checks. For now, the organization will continue to require two signors.

6. Other Business

There was no other business.

7. Adjourn

S. Sylvia recognized S. Keans as it was her last meeting on the Executive Committee. T. Crosby **MOVED** to adjourn the meeting. S. Keans **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 9:02 a.m.

Minutes Respectfully Submitted by,
Shayna Sylvia
Communications and Outreach Specialist

Minutes approved on _____

By: _____
Victoria Parmele, Chair – SRPC Executive
Committee

SRPC FY 2019 Dashboard - July



JUNE 30, 2018	
Federal Savings Bank	
Beginning Balance	\$21,878.20
Deposits	\$106,392.54
Payments	\$61,464.09
Ending Balance	\$66,806.65

JUNE 30, 2018	
Accounts Payable	\$0.00
Accounts Receivable	\$157,677.29






OVERSIGHT ACTIVITIES	
Line of Credit Activated?	No
FSB Savings Account	\$16,026.76
Audit Status	FY18 preliminary work scheduled for August 6

BUDGET NARRATIVE	
Federal Savings Bank Balance/Case on hand:	We continue to have adequate cash on hand to meet monthly expenses
Payables and Receivables	Continuing to work with EDA to resolve outstanding reimbursement
FY19 Working Budget:	Draft will be available for August with new projects (Nottingham RSMS, Tri City Homelessness Plan) and updated FY18 carryover balances

FUNDING SOURCES - ADOPTED BUDGET	
Due, Interest & Reimbursement	\$117,649
Metropolitan Planning Organization	\$520,930
State Agencies	\$144,047
Municipal & Nonprofit Agreements	\$49,172
Economic Development District	\$103,805
Total Revenue	\$935,603
Pending Grant Applications	\$163,005

STAFF PRESENTATIONS - ACTIVITIES JUNE/JULY
Annual Luncheon (All staff)
Staff Meeting (All staff)
Submitted EDA partnership planning grant (Jen, James, Nancy)
Brownfields Advisory Committee (James, Jen)
Farmington Select Board TAP Presentation (Jen, Colin, James)
REDC CEDS Meeting (James)
Regional Economic Developers' Meetings (James)
Greening America Focus Group (Kyle, Colin, James)
Explore Moose Mountains Meeting (Nancy)
Hard Road to Travel (Colin)
COAST board and Executive Committee (Colin)
ACT Board (secretary) and Executive Committee (Colin)
Statewide Transit Assessment mtg – Intercity bus planning (Colin)
Statewide Freight Summit (Colin, Jen)
Scenic Byways outreach to New Durham (Colin, Stef)
GIS Planner Interviews (Jen, Kyle, James, Colin)
Tri-City Mayors' Task Force on Homelessness (Jen)
Annual Climate Summit (Jen, Kyle)
Coastal Adaptation Workgroup Outreach Committee (Kyle)
National Coastal Resilience Fund Webinar (Kyle)
Seacoast Stormwater Coalition Meeting (Jen)
2018 NHARPC Commissioner Convening (Jen, Victoria)
RPC Director's Retreat (Jen)
PFPNH (Rachel, Colin)
Model Users Group (Rachel, Colin)
Traffic Counts (Stef, Monquie, Rachel)
Culvert Assessments (Stef, Monique, Rachel)
RSMS (Stef, Monquie)

WEB AND SOCIAL MEDIA STATISTICS

 Strafford.org Sessions 239 Users 231	 Constant Contact Subscribers 755 Avg. Open Rate 231
 Facebook Posts 34 Reach 2,437 Engagement 218	 Twitter Tweets 25 Profile Visits 278 Impressions 4,810 Followers 171 Mentions 7
 Map Geo Total Visits 745 Unique Visitors 488	

EXPENSES - ADOPTED BUDGET	
Personnel	\$643,667
Equipment	\$26,184
Communications	\$23,121
Fixed Expenses	\$46,551
Miscellaneous Expenses	\$12,100
Contracted Work	\$183,905
Total Expenses	\$935,528

Strafford Regional Planning Commission
Balance Sheet
 As of June 30, 2018

DRAFT

	Jun 30, 18	Jun 30, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Citizens Bank Checking Account	0.00	5,329.07	-5,329.07
Citizens Municipal Rev Reserve	0.00	31,566.57	-31,566.57
FSB Checking	55,331.94	0.00	55,331.94
FSB Savings	16,026.76	0.00	16,026.76
Total Checking/Savings	71,358.70	36,895.64	34,463.06
Accounts Receivable			
Accounts Receivable	157,677.29	231,886.32	-74,209.03
Total Accounts Receivable	157,677.29	231,886.32	-74,209.03
Other Current Assets			
Prepaid Expenses			
Prepaid Dues and Subscriptions	1,822.72	2,152.48	-329.76
Prepaid training	600.00	0.00	600.00
Total Prepaid Expenses	2,422.72	2,152.48	270.24
Prepaid software support	426.03	894.13	-468.10
Undeposited Funds	128.00	0.00	128.00
Total Other Current Assets	2,976.75	3,046.61	-69.86
Total Current Assets	232,012.74	271,828.57	-39,815.83
Fixed Assets			
Property and Equipment			
Accumulated Depreciation	-30,383.48	-30,383.48	0.00
Equipment Purchase			
Canon iPF760 Plotter	3,353.04	3,353.04	0.00
Lenova Think Server	3,983.04	3,983.04	0.00
Xerox Workcentre 7545P	11,285.00	11,285.00	0.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
Total Equipment Purchase	30,383.48	30,383.48	0.00
Total Property and Equipment	0.00	0.00	0.00
Total Fixed Assets	0.00	0.00	0.00
TOTAL ASSETS	232,012.74	271,828.57	-39,815.83
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			

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Strafford Regional Planning Commission
Balance Sheet
As of June 30, 2018

DRAFT

	Jun 30, 18	Jun 30, 17	\$ Change
Accounts Payable	0.00	27,077.76	-27,077.76
Total Accounts Payable	0.00	27,077.76	-27,077.76
Credit Cards			
FSB Credit Card	196.76	0.00	196.76
Citizens credit card Parent			
Citizens credit card_CJC	96.39	2,024.33	-1,927.94
Total Citizens credit card Parent	96.39	2,024.33	-1,927.94
Total Credit Cards	293.15	2,024.33	-1,731.18
Other Current Liabilities			
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	0.00	133.98	-133.98
FY18 Dues in Advance	0.00	107,678.14	-107,678.14
FY19 Dues in Advance	117,048.75	0.00	117,048.75
Loan from Employee	0.00	18,020.54	-18,020.54
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	3,058.18	3,529.46	-471.28
Total Payroll Liabilities	3,088.57	3,559.85	-471.28
Total Other Current Liabilities	120,185.32	129,440.51	-9,255.19
Total Current Liabilities	120,478.47	158,542.60	-38,064.13
Long Term Liabilities			
Accrued expenses			
Accrued Payroll	21,569.67	24,228.65	-2,658.98
Accrued Vacation	17,888.47	17,258.62	629.85
Annual Audit Accrual	10,500.00	8,400.00	2,100.00
Total Accrued expenses	49,958.14	49,887.27	70.87
Total Long Term Liabilities	49,958.14	49,887.27	70.87
Total Liabilities	170,436.61	208,429.87	-37,993.26
Equity			
Retained Earnings	63,398.70	78,558.16	-15,159.46
Net Income	-1,822.57	-15,159.46	13,336.89

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07/10/18
Accrual Basis

Strafford Regional Planning Commission
Balance Sheet
As of June 30, 2018

DRAFT

	Jun 30, 18	Jun 30, 17	\$ Change
Total Equity	61,576.13	63,398.70	-1,822.57
TOTAL LIABILITIES & EQUITY	232,012.74	271,828.57	-39,815.83

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Accrual Basis

Strafford Regional Planning Commission
Balance Sheet
As of June 30, 2018

DRAFT

1. Improved cash flow from prior year as NHDOT is paying on a timely basis currently
2. FY17 had more billing activity than FY18
3. This is an auditor adjustment reclassifying some expense to payable, as the expense checks were not cashed until July

**Strafford Regional Planning Commission
A/R Aging Summary**

As of June 30, 2018

DRAFT

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
City of Rochester ROC Land Use	1,065.77	0.00	0.00	0.00	0.00	1,065.77
Total City of Rochester	1,065.77	0.00	0.00	0.00	0.00	1,065.77
DEPT OF SAFETY (OEM) PDM 2016	0.00	4,625.00	0.00	0.00	0.00	4,625.00
Total DEPT OF SAFETY (OEM)	0.00	4,625.00	0.00	0.00	0.00	4,625.00
DOT UPWP 16_19	41,227.69	0.00	0.00	0.00	0.00	41,227.69
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
ECONOMIC DEVELOPMENT ADMINISTRATION EDA	0.00	0.00	0.00	0.00	5,942.47	5,942.47
Total ECONOMIC DEVELOPMENT ADMINISTRATION	0.00	0.00	0.00	0.00	5,942.47	5,942.47
Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
LTA (Local Technical Assistance) Annual Dinner Attendance	20.00	0.00	0.00	0.00	0.00	20.00
Dues						
City of Dover dues	0.00	20,381.60	0.00	0.00	0.00	20,381.60
City of Rochester dues	0.00	20,013.10	0.00	0.00	0.00	20,013.10
City of Somersworth dues	0.00	9,708.98	0.00	0.00	0.00	9,708.98
Town of Durham dues	0.00	0.00	0.00	0.00	12,198.64	12,198.64
Town of Farmington dues	0.00	0.00	0.00	0.00	6,982.04	6,982.04
Town of Lee dues	0.00	0.00	0.00	0.00	5,162.35	5,162.35
Town of Newmarket dues	0.00	0.00	0.00	0.00	8,297.87	8,297.87
Town of Northwood dues	0.00	0.00	0.00	0.00	2,500.00	2,500.00
Total Dues	0.00	50,103.68	0.00	0.00	35,120.90	85,224.58
LTA (Local Technical Assistance) - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total LTA (Local Technical Assistance)	20.00	50,103.68	0.00	0.00	35,120.90	85,244.58
Mapping Projects Karen Gould	0.00	0.00	0.00	0.00	285.00	285.00
Mapping Projects - Other	0.00	0.00	39.88	0.00	0.00	39.88
Total Mapping Projects	0.00	0.00	39.88	0.00	285.00	324.88
NH DES Coastal FY18	0.00	1,081.61	0.00	0.00	0.00	1,081.61
Lee Floodplain Mgmt	0.00	3,052.50	0.00	0.00	0.00	3,052.50
Total NH DES	0.00	4,134.11	0.00	0.00	0.00	4,134.11
Office of Energy and Planning OEP FY18 Targeted Block Grant	0.00	1,367.95	0.00	0.00	0.00	1,367.95
Total Office of Energy and Planning OEP	0.00	1,367.95	0.00	0.00	0.00	1,367.95
Rockingham Planning Commission RPC MS4 Base Mapping	1,305.13	0.00	0.00	0.00	0.00	1,305.13
Total Rockingham Planning Commission	1,305.13	0.00	0.00	0.00	0.00	1,305.13
Town of Northwood 2018 Technical Services	2,243.09	2,617.21	0.00	0.00	0.00	4,860.30
Total Town of Northwood	2,243.09	2,617.21	0.00	0.00	0.00	4,860.30
Town of Strafford Tax Map Update FY18	0.00	3,500.00	0.00	0.00	0.00	3,500.00
Total Town of Strafford	0.00	3,500.00	0.00	0.00	0.00	3,500.00
UNH Contracts Lamprey Project	2,399.47	0.00	1,679.94	0.00	0.00	4,079.41
Total UNH Contracts	2,399.47	0.00	1,679.94	0.00	0.00	4,079.41
TOTAL	48,261.15	66,347.95	1,719.82	0.00	41,348.37	157,677.29

JnC
7/11/18

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Strafford Regional Planning Commission
A/R Aging Summary
As of June 30, 2018

DRAFT

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1. This is the final invoice from December 2017. Grants Online system is inaccessible and EDA is having difficulty processing the invoice.
 2. Kathy will follow up at the beginning of August. She researched the payment history and most of these town typically made payment last year in late July and early August.
 3. Kathy contacted Bindy in the UNH finance department and resent both invoices to the correct contact in early July.

**Strafford Regional Planning Commission
Profit & Loss
June 2018**

DRAFT

	Jun 18	Jun 17	\$ Change
Ordinary Income/Expense			
Income			
SRPC Revenue			
SRPC Membership Dues	8,973.16	8,629.15	344.01
Municipal and NonProfit Revenue			
Barrington Master Plan	0.00	387.50	-387.50
DUR Future Land Use	0.00	1,885.48	-1,885.48
Northwood Planning Services	2,243.09	1,705.42	537.67
Municipal and NonProfit Revenue - Other	3,465.24 ¹	0.00	3,465.24
Total Municipal and NonProfit Revenue	5,708.33	3,978.40	1,729.93
Other Agreements & Contracts			
GIS Projects	1,305.13 ²	2,051.40	-746.27
Total Other Agreements & Contracts	1,305.13	2,051.40	-746.27
Total SRPC Revenue	15,986.62	14,658.95	1,327.67
State Award Revenue			
NHDES			
Coastal 2017	0.00	8,087.53	-8,087.53
Lee Floodplain Mapping	3,052.50	0.00	3,052.50
Project of Special Merit SAIL	0.00	4,345.83	-4,345.83
Total NHDES	3,052.50	12,433.36	-9,380.86
OEM Haz Mit			
Haz Mit with Towns	0.00	6,000.00	-6,000.00
Total OEM Haz Mit	0.00	6,000.00	-6,000.00
Total State Award Revenue	3,052.50	18,433.36	-15,380.86
MPO Revenue			
NH DOT			
SHRP2	0.00	28,762.94	-28,762.94
UPWP	45,808.55	85,625.83	-39,817.28 ³
Total NH DOT	45,808.55	114,388.77	-68,580.22
Total MPO Revenue	45,808.55	114,388.77	-68,580.22
Economic Development Revenue			
EDD Partnership Planning	0.00	40,447.90	-40,447.90
EPA Brownfields	3,366.03	64,772.70	-61,406.67 ⁴
Total Economic Development Revenue	3,366.03	105,220.60	-101,854.57
Contra Income Cash Match			
DOT Cash Match	-4,580.86	-8,562.58	3,981.72
EDD Cash Match	0.00	-14,098.51	14,098.51
Total Contra Income Cash Match	-4,580.86	-22,661.09	18,080.23
Contra Income InKind/Soft Match			
In-Kind Coastal Match	0.00	-5,426.98	5,426.98

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07/10/18
Accrual Basis

Strafford Regional Planning Commission
Profit & Loss
June 2018

DRAFT

	Jun 18	Jun 17	\$ Change
Total Contra Income InKind/Soft Match	0.00	-5,426.98	5,426.98
Contract Overage	0.00	-154.28	154.28
Miscellaneous Income	0.00	1,872.24	-1,872.24
Total Income	63,632.84	226,331.57	-162,698.73
Gross Profit	63,632.84	226,331.57	-162,698.73
Expense			
Personnel Expenses			
Salary and Wages	33,168.43	51,090.81	-17,922.38
Payroll Expenses			
Payroll Taxes			
Medicare Expense	507.15	708.23	-201.08
Social Security expense	2,168.53	3,028.27	-859.74
Payroll Taxes - Other	-0.02	0.00	-0.02
Total Payroll Taxes	2,675.66	3,736.50	-1,060.84
Dental Insurance expense	272.10	362.80	-90.70
Health Insurance expense	4,264.01	5,663.23	-1,399.22
Life Insurance expense	77.51	100.28	-22.77
LTD Insurance expense	49.25	70.50	-21.25
STD insurance expense	137.75	181.52	-43.77
Health Incentive	1,005.47	0.00	1,005.47
Pension expense	1,032.51	1,480.16	-447.65
Unemployment expense	240.25	322.25	-82.00
Workers Compensation	145.34	155.17	-9.83
Payroll Processing Fees	175.50	193.25	-17.75
Staff Training and Seminars	0.00	1,220.00	-1,220.00
Dues and Subscriptions	-170.64	480.74	-651.38
Total Payroll Expenses	9,904.71	13,966.40	-4,061.69
Total Personnel Expenses	43,073.14	65,057.21	-21,984.07
Equipment expense			
Copier Maintenance Contract	412.64	438.35	-25.71
Computer equipment	0.00	7,908.79	-7,908.79
Computer Supplies	29.99	104.07	-74.08
Office furniture	528.50	720.00	-191.50
Software expense			
ArcInfo/View software	1,064.00	561.38	502.62
Grant Finder	82.92	82.92	0.00
Prezi	13.25	13.25	0.00
Adobe In Design	139.90	1,626.26	-1,486.36
Anti-virus software	45.84	26.33	19.51
Office Software			
Office operating software	-332.92	0.00	-332.92
Office Software - Other	0.00	14,050.50	-14,050.50
Total Office Software	-332.92	14,050.50	-14,383.42
Total Software expense	1,012.99	16,360.64	-15,347.65
Traffic Count Expenses			



**Strafford Regional Planning Commission
Profit & Loss
June 2018**

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	Jun 18	Jun 17	\$ Change
Traffic counting equipment	0.00	23,964.58	-23,964.58
Traffic counting supplies	9.99	869.81	-859.82
Total Traffic Count Expenses	9.99	24,834.39	-24,824.40
Other Equipment Repair and Cost	0.00	116.93	-116.93
Total Equipment expense	1,994.11	50,483.17	-48,489.06
Communications			
Internet Communication Expense	121.00	176.75	-55.75
Telephone	142.68	169.17	-26.49
Travel & Ent			
Travel	1,156.61	2,436.19	-1,279.58 3
Total Travel & Ent	1,156.61	2,436.19	-1,279.58
Postage and Delivery	15.99	69.10	-53.11
Total Communications	1,436.28	2,851.21	-1,414.93
Fixed Expenses			
Insurance			
Liability Insurance	423.38	389.50	33.88
Total Insurance	423.38	389.50	33.88
Rent	2,500.00	2,500.00	0.00
Total Fixed Expenses	2,923.38	2,889.50	33.88
Administrative			
Bank Service Charges	27.00	27.52	-0.52
Library & Planning Books	0.00	24.14	-24.14
Meetings Advertising Expense	0.00	864.08	-864.08
Meetings Expense	-119.73	1,617.59	-1,737.32 7
Office Expense	76.86	240.59	-163.73
Office Supplies	89.30	792.90	-703.60
Printing and Reproduction	0.00	355.00	-355.00
Professional Fees			
Accounting, Audit	5,700.00	700.00	5,000.00 8
Legal Fees	0.00	315.00	-315.00
Total Professional Fees	5,700.00	1,015.00	4,685.00
Repairs			
Building Repairs	0.00	78.21	-78.21
Total Repairs	0.00	78.21	-78.21
Interest Expense			
Loan Interest	0.00	45.83	-45.83
Total Interest Expense	0.00	45.83	-45.83
Uncollectible Accounts Expense	15.00	0.00	15.00
Total Administrative	5,788.43	5,060.86	727.57
Contract Labor			

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**Strafford Regional Planning Commission
Profit & Loss
June 2018**

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	Jun 18	Jun 17	\$ Change
Pass Through Expense			
SHRP2 Pass Through Expense	0.00	14,901.66	-14,901.66
Total Pass Through Expense	0.00	14,901.66	-14,901.66
Accounting & Bookkeeping	3,537.50	6,550.00	-3,012.50
Consulting Engineering Services	6,418.53	74,474.43	-68,055.90
Network support	270.00	270.00	0.00
Website and logo design	0.00	1,769.97	-1,769.97
Website maintenance and updates	43.89	0.00	43.89
Total Contract Labor	10,269.92	97,966.06	-87,696.14
Suspense	0.00	-1,709.15	1,709.15
Total Expense	65,485.26	222,598.86	-157,113.60
Net Ordinary Income	-1,852.42	3,732.71	-5,585.13
Other Income/Expense			
Other Income			
Interest Income	8.73	0.71	8.02
Total Other Income	8.73	0.71	8.02
Net Other Income	8.73	0.71	8.02
Net Income	-1,843.69	3,733.42	-5,577.11

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Strafford Regional Planning Commission
Profit & Loss
June 2018

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1. City of Rochester Land Use and UNH Lamprey River Project
2. Rockingham Planning Commission MS4 Mapping
3. In FY17 SRPC had four interns working and bought several pieces of equipment with UPWP funds to "spend down" the remaining balance since it was the end of the two year agreement and could not be carried forward
4. The billing for this grant is dependent on the engineering consultant activity
5. Reduction in summer temporary staff - four interns and a transportation writer were working in FY17. FY18 utilized one summer intern and no longer has a transportation writer position filled.
6. Reduction in travel costs is associated with decrease in summer intern staff from FY17 to FY18
7. The FY18 annual meeting expense was not paid until July
8. Difference is an adjusting entry made at fiscal year end to reflect actual fee presented in three year engagement letter
9. This is related to the Brownfields grant mentioned above

Strafford Regional Planning Commission
Income by Customer
 June 2018

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Date	Name	Memo	Amount
City of Rochester			
ROC Land Use			
06/30/2018	City of Rocheste...	April through June 2018 Progress Billing	1,065.77
Total ROC Land Use			1,065.77
Total City of Rochester			1,065.77
DOT UPWP 18_19			
06/30/2018	DOT UPWP 18...	June 2018 Progress Billing	45,808.55
06/30/2018	DOT UPWP 18...	10% Matching Funds	-4,580.86
Total DOT UPWP 18_19			41,227.69
EPA			
Brownfields 2015-2018			
06/30/2018	EPA:Brownfield...	May Credere Invoice Only	3,366.03
Total Brownfields 2015-2018			3,366.03
Total EPA			3,366.03
LTA (Local Technical Assistance)			
06/01/2018	LTA (Local Tech...	Dues 125414.51, less WAK,NOT,MIL,BRO=107678.15/12=8973.18	8,973.16
Total LTA (Local Technical Assistance)			8,973.16
NH DES			
Lee Floodplain Mgmt			
06/18/2018	NH DES:Lee FI...	June Progress Billing - Geosyntec Invoice Only	3,052.50
Total Lee Floodplain Mgmt			3,052.50
Total NH DES			3,052.50
Rockingham Planning Commission			
RPC MS4 Base Mapping			
06/30/2018	Rockingham Pla...	May-June 2018 MS4 Mapping	1,305.13
Total RPC MS4 Base Mapping			1,305.13
Total Rockingham Planning Commission			1,305.13
Town of Northwood			
2018 Technical Services			
06/30/2018	Town of Northw...	June 2018 Progress Billing	2,243.09
Total 2018 Technical Services			2,243.09
Total Town of Northwood			2,243.09
UNH Contracts			

Stafford Regional Planning Commission
Profit & Loss Budget vs. Actual

July 2017 through June 2018

DRAFT

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
SRPC Revenue				
SRPC Membership Dues	107,678.14	107,678.00	0.14	100.0%
Municipal and NonProfit Revenue				
Barrington Master Plan	4,973.42	4,500.00	473.42	110.5%
DUR Future Land Use	18,959.90	13,500.00	5,459.90 1	140.4%
Northwood Planning Services	16,419.54	12,000.00	4,419.54 2	136.8%
Nottingham Traffic Counts	1,666.51			
Municipal and NonProfit Revenue - Other	20,501.36	2,600.00	17,901.36 3	788.5%
Total Municipal and NonProfit Revenue	62,520.73	32,600.00	29,920.73	191.8%
Other Agreements & Contracts				
GIS Projects	8,488.51	500.00	7,988.51 4	1,697.7%
Total Other Agreements & Contracts	8,488.51	500.00	7,988.51	1,697.7%
Total SRPC Revenue	178,687.38	140,778.00	37,909.38	126.9%
State Award Revenue				
NHDES				
604(b) Durham Septic	0.00	0.00	0.00	0.0%
Coastal 2016	0.00	0.00	0.00	0.0%
Coastal 2017	7,887.09	9,000.00	-1,112.91	87.6%
Coastal 2018	24,670.94	16,000.00	8,670.94 5	154.2%
Lee Floodplain Mapping	9,910.00			
Local Water 17 ROC DOV	18,722.00	18,722.00	0.00	100.0%
Local Water 2016-NKT	0.00	0.00	0.00	0.0%
NERRS	0.00	2,990.00	-2,990.00 6	0.0%
Project of Special Merit CRISe	0.00	0.00	0.00	0.0%
Project of Special Merit SAIL	32,156.95	32,000.00	156.95	100.5%
Watershed PRB	0.00	25,000.00	-25,000.00 7	0.0%
Total NHDES	93,346.98	103,712.00	-10,365.02	90.0%
OEM Haz Mit				
Haz Mit with Towns	0.00	12.00	-12.00	0.0%
OEM Haz Mit - Other	53,768.20	44,000.00	9,768.20 8	122.2%
Total OEM Haz Mit	53,768.20	44,012.00	9,756.20	122.2%
OEP Targeted Block	11,296.49	11,111.00	185.49	101.7%
Total State Award Revenue	158,411.67	158,835.00	-423.33	99.7%
MPO Revenue				
NH DOT				
ICR Recoupment	33,198.07			
SHRP2	70,375.51	80,500.00	-10,124.49 9	87.4%
UPWP	503,431.28	530,440.00	-27,008.72 10	94.9%
Total NH DOT	607,004.86	610,940.00	-3,935.14	99.4%
Total MPO Revenue	607,004.86	610,940.00	-3,935.14	99.4%
Economic Development Revenue				
EDD Partnership Planning	77,435.58	130,000.00	-52,564.42 11	59.6%
EPA Brownfields	103,286.00	156,255.00	-52,969.00 12	66.1%
Total Economic Development Revenue	180,721.58	286,255.00	-105,533.42	63.1%
Contra Income Cash Match				
DOT Cash Match	-50,343.13	-53,044.00	2,700.87	94.9%
EDD Cash Match	-47,439.47	-10,000.00	-37,439.47	474.4%
EPA Cash Match	0.00	-6,255.00	6,255.00	0.0%

Income p/...
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Accrual Basis

Strafford Regional Planning Commission
Income by Customer
June 2018

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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
	Lamprey Project		
06/30/2018	UNH Contracts:...	May-June 2018 Progress Billing	2,399.47
	Total Lamprey Project		2,399.47
	Total UNH Contracts		2,399.47
TOTAL			63,632.84

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Stafford Regional Planning Commission
Profit & Loss Budget vs. Actual

July 2017 through June 2018

DRAFT

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Total Contra Income Cash Match	-97,782.60	-69,299.00	-28,483.60	141.1%
Contra Income InKind/Soft Match				
In-Kind Coastal Match	-16,184.46	-12,500.00	-3,684.46	129.5%
In-Kind EDD Match	0.00	-50,000.00	50,000.00	0.0%
In-Kind HazMit Match	-15,789.62	-10,002.00	-5,787.62	157.9%
Total Contra Income InKind/Soft Match	-31,974.08	-72,502.00	40,527.92	44.1%
Contract Overage	-2,857.66	0.00	-2,857.66	100.0%
Miscellaneous Income				
HealthTrust Credits	0.00	500.00	-500.00	0.0%
Miscellaneous Income - Other	0.00	0.00	0.00	0.0%
Total Miscellaneous Income	0.00	500.00	-500.00	0.0%
Total Income	992,211.15	1,055,507.00	-63,295.85	94.0%
Gross Profit	992,211.15	1,055,507.00	-63,295.85	94.0%
Expense				
Personnel Expenses				
Salary and Wages	547,139.42	510,000.00	37,139.42	107.3%
Payroll Expenses				
Payroll Taxes				
Medicare Expense	7,768.91	0.00	7,768.91	100.0%
Social Security expense	33,218.80	0.00	33,218.80	100.0%
Payroll Taxes - Other	-0.03	39,015.00	-39,015.03	-0.0%
Total Payroll Taxes	40,987.68	39,015.00	1,972.68	105.1%
Dental insurance expense	4,308.25	4,400.00	-91.75	97.9%
Health Insurance expense	68,722.79	86,890.00	-18,167.21	79.1%
Life Insurance expense	1,060.99	1,032.00	28.99	102.8%
LTD Insurance expense	754.81	744.00	10.81	101.5%
STD insurance expense	2,125.51	1,860.00	265.51	114.3%
Health incentive	3,600.98	2,756.00	844.98	130.7%
Pension expense	15,841.96	15,450.00	391.96	102.5%
Unemployment expense	3,375.00	3,867.00	-492.00	87.3%
Workers Compensation	1,803.02	1,862.00	-58.98	96.8%
Payroll Processing Fees	2,433.57	2,700.00	-266.43	90.1%
Staff Training and Seminars	5,299.96	5,000.00	299.96	106.0%
Dues and Subscriptions	4,791.86	8,000.00	-3,208.14	59.9%
Total Payroll Expenses	155,106.38	173,576.00	-18,469.62	89.4%
Total Personnel Expenses	702,245.80	683,576.00	18,669.80	102.7%
Equipment expense				
Copier Maintenance Contract	5,761.43	6,500.00	-738.57	88.6%
Computer equipment	3,174.00			
Computer Supplies	29.99			
Office furniture	774.92	2,000.00	-1,225.08	38.7%
Postage Meter Rental/Lease	0.00	0.00	0.00	0.0%
Software expense				
ArcInfo/View software	7,151.04	6,732.00	419.04	106.2%
Transportation Software	-584.74	5,025.00	-5,609.74	-11.6%
Transcad software/maintenance	2,400.00	0.00	995.04	100.0%
Grant Finder	995.04	0.00	159.00	100.0%
Prezi	159.00	0.00	1,738.98	100.0%
Adobe In Design	1,738.98	0.00	491.55	100.0%
Anti-virus software	491.55	0.00		
Office Software				
Office operating software	269.58	5,000.00	-4,730.42	5.4%

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual**

July 2017 through June 2018

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	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Office Software - Other	1,546.40	0.00	1,546.40	100.0%
Total Office Software	1,815.98	5,000.00	-3,184.02	36.3%
Total Software expense	14,166.85	16,757.00	-2,590.15 15	84.5%
Traffic Count Expenses				
Traffic Count Equipment Repair	0.00	0.00	0.00	0.0%
Traffic counting equipment	336.00	12,000.00	-11,664.00 16	2.8%
Traffic counting supplies	933.27	0.00	933.27	100.0%
Traffic Count Expenses - Other	0.00	0.00	0.00	0.0%
Total Traffic Count Expenses	1,269.27	12,000.00	-10,730.73	10.6%
Other Equipment Repair and Cost				
Equipment Rental & Repair	708.62	500.00	208.62	141.7%
Data/Maps purchase	520.00			
Other Equipment Repair and Cost - Other	710.00			
Total Other Equipment Repair and Cost	1,938.62	500.00	1,438.62 17	387.7%
Total Equipment expense	27,115.08	37,757.00	-10,641.92	71.8%
Communications				
Internet Communication Expense	2,058.00	2,000.00	58.00	102.9%
Telephone	2,011.46	1,866.00	145.46	107.8%
Travel & Ent				
Meals	162.16			
Travel	18,242.48	21,000.00	-2,757.52	86.9%
Travel & Ent - Other	0.00	0.00	0.00	0.0%
Total Travel & Ent	18,404.64	21,000.00	-2,595.36	87.6%
Marketing Expense	0.00	1,200.00	-1,200.00	0.0%
Postage and Delivery	806.20	1,300.00	-493.80	62.0%
Total Communications	23,280.30	27,366.00	-4,085.70 18	85.1%
Fixed Expenses				
Depreciation Expense	0.00	3,000.00	-3,000.00 19	0.0%
Insurance				
Liability Insurance	5,081.00	4,800.00	281.00	105.9%
Total Insurance	5,081.00	4,800.00	281.00	105.9%
Rent	30,000.00	30,000.00	0.00	100.0%
Total Fixed Expenses	35,081.00	37,800.00	-2,719.00	92.8%
Administrative				
Bank Service Charges	54.18	0.00	54.18	100.0%
Library & Planning Books	1,957.45	3,000.00	-1,042.55	65.2%
Meetings Advertising Expense	1,792.62	0.00	1,792.62 20	100.0%
Meetings Expense	2,465.24	3,000.00	-534.76	82.2%
Office Expense	1,442.30	1,880.00	-437.70	76.7%
Plotter Ink and Supplies	1,037.14			
Office Supplies	2,183.51	4,500.00	-2,316.49 21	48.5%
Printing and Reproduction	1,024.30	3,500.00	-2,475.70 22	29.3%
Professional Fees				
Accounting, Audit	13,400.00	11,500.00	1,900.00	116.5%
Consulting	0.00	0.00	0.00	0.0%
Legal Fees	3,208.83	2,500.00	708.83	128.4%
Professional Fees - Other	0.00	0.00	0.00	0.0%
Total Professional Fees	16,608.83	14,000.00	2,608.83	118.6%
Repairs				

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Stafford Regional Planning Commission
Profit & Loss Budget vs. Actual

July 2017 through June 2018

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	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Building Repairs	2,738.41			
Total Repairs	2,738.41			
Staff Recruitment	295.00			
Interest Expense	89.11	0.00	89.11	100.0%
Finance Charge	207.07			
Loan Interest				
Total Interest Expense	296.18	0.00	296.18	100.0%
Uncollectible Accounts Expense	15.00			
Total Administrative	31,910.16	29,880.00	2,030.16	106.8%
Contract Labor				
Pass Through Expense				
DUR Septic Pass Through	0.00	0.00	0.00	0.0%
SHRP2 Pass Through Expense	8,183.12	6,000.00	2,183.12	136.4%
UNH Local Source Water 2016-NKT	0.00	0.00	0.00	0.0%
Watershed Assist DUR	0.00	21,000.00	-21,000.00	23%
Total Pass Through Expense	8,183.12	27,000.00	-18,816.88	30.3%
Accounting & Bookkeeping	53,410.00	57,000.00	-3,590.00	24
Consulting Engineering Services	99,041.20	140,000.00	-40,958.80	25
Network support	5,111.25	3,600.00	1,511.25	142.0%
Model Assistance MOVES	0.00	8,000.00	-8,000.00	26
Website and logo design	6,090.00	3,000.00	3,090.00	27
Website maintenance and updates	2,733.38	0.00	2,733.38	28
Total Contract Labor	174,568.95	238,600.00	-64,031.05	73.2%
Suspense	0.00	0.00	0.00	0.0%
Total Expense	994,201.29	1,054,979.00	-60,777.71	94.2%
Net Ordinary Income	-1,990.14	528.00	-2,518.14	-376.9%
Other Income/Expense				
Other Income				
Interest income	167.57	15.00	152.57	1,117.1%
Total Other Income	167.57	15.00	152.57	1,117.1%
Net Other Income	167.57	15.00	152.57	1,117.1%
Net income	-1,822.57	543.00	-2,365.57	-335.6%

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**Stafford Regional Planning Commission
Profit & Loss Budget vs. Actual**

July 2017 through June 2018

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1. The Durham future land use chapter was extended and additional billings were invoiced from what was projected
2. The Northwood circuit rider contract was extended and additional revenue generated from what was projected
3. Not included in original adopted budget: Tax Map Updates for Lee, Milton, Newmarket, Durham and Strafford, two Rochester contracts - one for editing services and one for land use consulting, UNH Lamprey River project
4. Lamprey Advisory Committee mapping, \$5,000 from Map Geo product, contract with Rockingham Planning Commission for MS4 mapping - all unanticipated contracts after budget adoption
5. The Coastal 2018 contract end date is 12/31/18, however all project funding was "spent down" during FY18
6. SRPC did not receive this funding
7. SRPC did not receive this funding in FY18. NHDES had issues with getting the funding secured, but SRPC is expected to receive funds in FY19
8. The PDM 2016 grant was restructured to a task based type agreement by town resulting in quicker reimbursement of costs than has been historically experienced
9. The SHRP2 project revenue was contingent on the billings submitted by the other RPCs involved in the project so it was hard to estimate
10. Cynthia had budgeted UPWP costs and revenue evenly between the two year contract period for the adopted budget. After budget adoption, she had set aside more funds for the second year of the UPWP based on upcoming work tasks, and therefore less funds were expended in the first year than originally budgeted. SRPC had approximately \$1500 carryover from year one to year two, based on the revised first year budget authorized by NHDOT.
11. SRPC expected to get a second round of funding from this source but did not receive the additional funding.
12. The Brownfields grant revenue/cost is mainly contingent on the billings of the engineering consultant.
13. See supplemental report at the end of the financial packet (Page 20)
14. SRPC had four summer interns during the beginning of the fiscal year, as well as a transportation writer. Due to staffing turnover, and additional positions required to fulfil the UPWP
15. Total software costs should be used to for comparison. SRPC reviewed office software, number of licenses, etc. and made changes throughout the year to reduce costs in this area
16. Several traffic counters were purchased in the previous year and very little new equipment was needed
17. There were numerous ongoing issues with the plotter and it was practically rebuilt.

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Accrual Basis

Stafford Regional Planning Commission

Profit & Loss Budget vs. Actual

July 2017 through June 2018

18. Travel is hard to estimate. I have no idea what \$1200 in marketing expense was budgeted for.
19. All leased equipment was paid off in the previous year. This may have been a placeholder in the event SRPC needed to replace any equipment.
20. Three unanticipated Requests for Proposal requests were required to be advertised in the paper due to NHDOT directive - Financial Consultant, Audit, Server purchase
21. Previous year expense was \$4,800, so I imagine Cynthia based this number on the previous year
22. Previous year expense was \$4,100, so I imagine that this number was based on the previous year cost
23. This cost relates to Note 7 contract not received in FY18
24. I am in the budget for approximately 24 hours per week, but holidays and work flow dictate actual cost
25. The engineering consultant relates to Note 12, the Brownfields contract
26. The transportation model has been on hold for various reasons, but was due for updating in FY18
27. Request for Proposal was sent out after adoption of the budget for the SHRP2 website, which cost \$5,265
28. The bulk of this cost was spent on adding a Request for Proposal section to advertise requests and maintenance work needed when SRPC changed servers

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Strafford Regional Planning Commission
Transaction Detail By Account
July 2017 through June 2018

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Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Contract Overage								
Invoice	09/15/2017	5838	Town of Barrington:BAR Vision Chapter	To record wh...		Accounts Rece...	-5.65	-5.65
Invoice	09/30/2017	5841	DOT SHRP2 ROUND 6	To record wh...		Accounts Rece...	-422.77	-428.42
Invoice	11/30/2017	5870	Town of Durham:Future Land Use	To record wh...		Accounts Rece...	-888.33	-1,316.75
Invoice	12/31/2017	5882	NH DES:Coastal 2017	To record wh...		Accounts Rece...	-197.85	-1,514.60
Invoice	12/31/2017	5875	ECONOMIC DEVELOPMENT ADMINISTRATION:EDA	To record wh...		Accounts Rece...	-708.59	-2,223.19
Invoice	02/28/2018	5911	NH DES:PSM-SAIL	To record wh...		Accounts Rece...	-290.19	-2,513.38
Invoice	05/31/2018	5960	Office of Energy and Planning OEP:FY18 Targeted Block Grant	To record wh...		Accounts Rece...	-185.49	-2,698.87
Invoice	05/31/2018	5961	Town of Barrington:BAR Economic Dev Chapter	To record wh...		Accounts Rece...	-83.79	-2,782.66
Invoice	05/31/2018	5962	Town of Strafford:Tax Map Update FY18	To record wh...		Accounts Rece...	-75.00	-2,857.66
Total Contract Overage							-2,857.66	-2,857.66
TOTAL							-2,857.66	-2,857.66

mc
7/11/18

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

July 20, 2018

William Watson, Administrator
NH Department of Transportation
Bureau of Planning and Community Assistance
7 Hazen Drive
Concord, NH 03302

RE: July 2018 Minor Revisions to the 2017-2020 TIP

Dear Mr. Watson:

The Strafford Metropolitan Planning Organization (SMPO) staff has received a request to approve the July 2018 Minor Revisions to the approved Strafford Metropolitan Planning Organization's 2017-2020 Transportation Improvement Program (TIP).

The following information is in the Strafford MPO Prospectus that was revised and adopted on January 19, 2018 at the Strafford MPO Policy Committee Meeting:

In the Strafford MPO the Executive Director has the authority to review Administrative Modification and/or Informational Revisions. The Executive Director may request the advice of members of the MPO Technical Advisory Committee to complete this review. The Executive Director may make recommendations to the Executive Committee for their concurrence or non-concurrence with Administrative Modifications and/or Informational revisions and for a procedural change from Administrative Modification and/or Informational Revisions to Amendment. The Executive Director will issue a letter to the NHDOT indicating their decision. Copies of these letters will be provided to members of the TAC and MPO.

Based on these procedures, the Executive Director recommends the approval of the following Administrative Modifications to the 2017-2020 TIP as proposed.

Sincerely,

Jennifer Czysz
Executive Director
Strafford Regional Planning Commission

July 2018 TIP Minors

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2017-2020 TIP June Minors Report

Thursday, July 12, 2018

Town/Area Name:	Program
Project #:	FTA-5310
Road/Route/Entity:	Various
Project Scope:	Capital, Mobility Mgmt, and Operating for Seniors & Individuals w/ Disabilities - FTA 5310 Program
Acronym Defined:	FTA: Federal Transit Administration
Change Notes:	Funding changes are based on updated FTA apportionments and prior year carry over fund.

Approved

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
FTA-5310	Other	2017	\$1,942,486	\$0	\$485,622	FTA 5307 Capital and Operating Program, Flexible	\$2,428,108
FTA-5310	Other	2018	\$1,787,131	\$0	\$446,783	FTA 5307 Capital and Operating Program, Flexible	\$2,233,914
FTA-5310	Other	2019	\$1,689,811	\$0	\$422,453	FTA 5307 Capital and Operating Program, Flexible	\$2,112,264
FTA-5310	Other	2020	\$1,723,608	\$0	\$430,902	FTA 5307 Capital and Operating Program, Flexible	\$2,154,510
Totals			\$7,143,036	\$0	\$1,785,760		\$8,928,796

Proposed

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
FTA-5310	Other	2017	\$1,942,486	\$0	\$485,622	FTA 5307 Capital and Operating Program, Other	\$2,428,108
FTA-5310	Other	2018	\$3,268,336	\$0	\$817,084	FTA 5307 Capital and Operating Program, Other	\$4,085,420
FTA-5310	Other	2019	\$1,174,826	\$0	\$293,706	FTA 5307 Capital and Operating Program, Other, STP State Flexible	\$1,468,532
FTA-5310	Other	2020	\$1,082,039	\$0	\$270,510	FTA 5307 Capital and Operating Program, Other, STP State Flexible	\$1,352,549
			\$7,467,687	\$0	\$1,866,922		\$9,334,609

Changes

Federal \$ Change	State \$ Change	Other \$ Change	Total \$ Change
\$324,651	\$0	\$81,162	\$405,813

BARRINGTON
 BROOKFIELD
 DOVER
 DURHAM
 FARMINGTON
 LEE
 MADBURY
 MIDDLETON
 MILTON



NEW DURHAM
 NEWMARKET
 NORTHWOOD
 NOTTINGHAM
 ROCHESTER
 ROLLINSFORD
 SOMERSWORTH
 STRAFFORD
 WAKEFIELD

BILLING RATE STRUCTURE
 FISCAL YEAR 2019
 July 1, 2018 – June 30, 2019

Draft to be Approved by the Executive Committee on July 20, 2018

Billing Level	Per Hour Rates For Dues Paying Communities*	Per Hour Rates For Non Dues Paying Communities**
Executive	\$105	\$110
Principal	\$75	\$80
Level A	\$60	\$65
Level B	\$55	\$60
Level C	\$50	\$55
Level D	\$40	\$45
Level E	\$35	\$40

*Billing may be conducted at actual salary rates plus indirect costs.

**The Non Dues Municipal Rate reflects a \$5 adjustment over the Dues Paying Municipal rate.

SRPC Equipment Overview

Computers

As of June 2018, SRPC owns 20 laptops and computer towers. These computers are Dell, HP, and Equus. In 2017, four UPWP computers were replaced¹.

Table 1: All SRPC Computers

Brand	Laptop	Tower
Dell	7	5
Equus	0	3
HP	5	0
Total	12	8

Three of the old computers were restored and kept as spares, they are now listed in the SRPC equipment. Two of these computers were towers and were kept to be set up in the conference room and for QuickBooks. The tower that was saved for QuickBooks has not been set up yet. The third computer is called “the Farmington laptop” and was kept for James to use. The fourth computer had a bad motherboard and was recycled, but the hard drive was kept as a spare.

SRPC has on average 10-11 of our 13 workstations in use at any time. In the summer of 2017, SRPC had 15 staff, including two telecommuters. This is unusual, but also drove the need to buy more computers. Because of the telecommuters, the new computers were all laptops.

In FY2019, seven SRPC computers and one UPWP computer will be eligible for replacement. As of June 2018, none of these computers are in immediate need of replacement. The priorities would be keeping Kyle, Shayna, and the GIS Planner’s computers up to date and fully functioning since their work requires frequent use of ArcGIS and Adobe. These three computers are bolded in the tables below. Shayna and the GIS Planner’s computers are not due for replacement until FY2020, but would be suitable for less intensive users if other computers could be replaced instead.

Table 2: UPWP Computers

Brand	Model	Style	Purchase Date	Replacement	Location/User
HP	ProBook 6570b	Laptop	2/14/2013	Eligible FY2018	Spare - Conference Room
Dell	Optiplex 9020	Tower	6/29/2015	Eligible FY2020	GIS Desk
Dell	Optiplex 9020	Tower	6/29/2015	Eligible FY2020	Stef
Dell	Optiplex 9020	Tower	6/30/2015	Eligible FY2020	Nancy
Dell	Precision M4800	Laptop	5/10/2016	Eligible FY2021	Rachel
Dell	Precision 7510	Laptop	3/10/2017	Eligible FY2022	Ken
Dell	Precision 7510	Laptop	4/14/2017	Eligible FY2022	Spare - Conference Room
Dell	Precision 7510	Laptop	5/11/2017	Eligible FY2022	Colin
Dell	Precision 7510	Laptop	6/28/2017	Eligible FY2022	Spare - GIS

¹ When computers are replaced, the hard drives are wiped. Then the computer is either restored or recycled.

Table 3: SRPC Computers

Brand	Model	Style	Purchase Date	Replacement	Location/User
HP	Probook 6550b	Laptop	6/30/2011	Not Eligible	Spare – James’
Equus	Nobilis i488	Tower	6/30/2011	Not Eligible	Spare – Serve Room
Equus	Nobilis I370M	Tower	6/15/2012	Not Eligible	Spare – Conference Room
HP	ProBook 6570b	Laptop	9/10/2013	Eligible FY2019	QuickBooks
HP	ProBook 6570b	Laptop	9/10/2013	Eligible FY2019	Jen
Dell	Optiplex 3010	Tower	9/10/2013	Eligible FY2019	Monique
Dell	Optiplex 3010	Tower	9/10/2013	Eligible FY2019	Kathy
Dell	Optiplex 3010	Tower	9/10/2013	Eligible FY2019	Spare – Next to Nancy
HP	ProBook 450	Laptop	5/13/2014	Eligible FY2019	Kyle
Equus	Nobilis E3101	Tower	5/13/2014	Eligible FY2019	James
Dell	Optiplex 9020	Tower	11/13/2014	Eligible FY2020	Shayna

IPads

SRPC has eight iPads. Two of them have water proof cases and are used primarily for data collection. They have waterproof cases and straps so that they don’t get dropped in streams. The other six are used for TAC, Policy, and EC meetings to reduce the amount of paper copies of things we have to print each month. They are also available for staff to sign out. Four were purchased in 2017, two in 2015, and one in 2013.

Server

The server was replaced in December 2017 and shouldn’t need to be replaced for another 3-5 years. The server runs backups every night. We have 7 backup “Tapes” that the server stores the backups on. There are two Friday tapes that are alternated weekly and one monthly tape that runs around the 8th each month. Each tape holds 2 TB. Our server has more than 2 TB on it, so these will need to be upgraded to larger tapes soon. They run at about \$549 each for the 4TB tapes. We can gradually update them in over time if necessary.

In addition to the nightly backups, there is also one external hard drive with a backup of the aerial imagery that Kyle keeps offsite. This allows us to skip the aerial imagery in the nightly backups.

Printers

We have three printers in the office: the Xerox WorkCentre, the Canon plotter, and the Xerox Phaser. The WorkCentre was purchased in 2011, so we should have someone come and service it regularly. The Plotter was purchased in 2014, but has had significant repairs in 2018 and should have a few more years in it. Like the WorkCentre, routine servicing should prolong its life. The Phaser was purchased in 2016.

Phones

The phone system was purchased in 2002. One of the phones was having issues where people regularly complained about not being able to hear anything when they called and spoke with Rachael Mack. We replaced the cable from the phone to the wall and she stopped getting complaints. So now the phone at the desk next to Nancy is unplugged. A 10 or 15 foot cable should fix that, but it is a low priority as that desk is empty.

Data Collection Equipment

As of June 2018, no new data collection equipment needs to be purchased at this time. Supplies may need to be purchased throughout the summer and will need to be purchased in spring of 2019. The traffic tubes that were purchased this spring were based on a best guess using 2012-2015 tube purchases. We may need to buy more before the end of the season.

Currently, we have 25 Pico Counters, 6 Houston Radar Counters, 3 Eco-Visio Bike/Ped counters, 5 turning movement counters, and 25 Jamar Counters. The Pico Counters get used the most, followed by the Houston Radar counters. The turning movement counters are only used by request. We are still in the process of developing our bike/ped counting strategy, so those counters are not used much yet. The Jamar tube counters have not been used since the 2015 data collection season.

Table 4: Traffic Counters

Counter	Year of purchase	Number
Pico	2016	24
	2017	1
Houston Radar	2015	2
	2017	4
Eco-Visio	2017	3
Jamar Tube counters	2000	3
	2005	4
	2011	8
	2012	6
	2013	4
Jamar Turning Movement Counters	1993	3
	2015	2

Safety equipment includes four "Survey crew" signs, fourteen traffic cones, a flashing beacon, safety vests, and hard hats. In addition to the traffic count equipment, we have assorted levels, distance meters, and handheld GPS devices, depth rods, and the tools used for setting all of the equipment.

Annual supply orders include new gloves for field staff, waders as needed, traffic tubes, tape, nails, poison ivy wipes, bug spray, and sun screen.

Other Equipment

Other equipment includes:

- One handheld document scanner
- Two projectors
- Three digital cameras
- Two camcorders
- Two audio recorders
- One microphone
- 50 Turning Point Clickers
- One external disc drive
- A label maker

Disposals

There are a few things in the office that can be disposed of.

- The old server is still on the floor in the server room. The plan was for Seacoast Computers to collect it in the spring, but that didn't happen. I will contact Gary about getting it done soon.
- There is a very old fax machine in the storage/equipment room.
- The Jamar counters, especially the 2000 and 2005 counters. These are not used at all anymore and haven't been outside since 2015.

Labeling Project

I have been slowly working on labeling everything. The computers and iPads are all labeled. Most of the monitors are done, and the newer traffic count equipment is labeled. The gaps are about 8 monitors and all of the handheld devices – cameras, recorders, the distance meters, etc.

The labels use the following formats:

- Computers: Fund source – Year – C##. For example, mine is UPWP-2016-C01.
- iPads: Fund source – Year – T##.
- Monitors: Fund source – M##. These are in no particular order. I made a list of all the serial numbers, identified whether UPWP bought it, and numbered them. I have SRPC-M19 and SRPC-M20.
- The Pico Counters are numbered 1-26. #14 is missing because it broke and was replaced by #26.
- The Radar counters are H1, H2, and A1-A4. The H counters cannot download data over Bluetooth, but the A's can.
- The bike/ped counters are E1-E3.
- Someone else labeled a few of the cameras: SRPC, SRPC 01, and SRPC 02. Two of them are UPWP owned.