

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**  
**October 19, 2018**

*Time: 8-9 a.m.*  
**150 Wakefield Street, Suite 12**  
**Rochester, NH**

- 1. Welcome/Introductions**
- 2. Action Items (Motions Required)**
  - a. Approval of the Minutes of September 21, 2018 (**Enclosed**)
  - b. Acceptance of Draft September Financials (**Enclosed**)
  - c. Concurrence with October Monthly Minors (**Separate Mailing**)
  - d. Approval of SIMPLE IRA Employer Contribution for CY2019 (**see Memo**)
- 3. Discussion**
  - a. Revision of micro-purchase and procurement thresholds (**see Memo**)
  - b. Strategic Planning (**see Memo**)
  - c. Municipal Visits (**see Memo**)
- 4. Updates**
  - a. Awards, Contracts, and General Business Update (**see Memo**)
- 5. Other Business**
- 6. 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 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.

BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



NEW DURHAM  
NEWMARKET  
NORTHWOOD  
NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

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

**DRAFT** Meeting Minutes  
September 21, 2018

**Members present:** Chair Victoria Parmele, Northwood; Vice Chair Martin Laferte, Farmington; Secretary/Treasurer Tom Crosby, Madbury; Fred Kaen, Lee; Donald Hamann, Rochester; Marcia Gasses, Dover

**Staff present:** Jen Czysz, executive director; Kathy Foster, financial consultant

**Guests present:** Sheryl Burke, Melanson, Heath & Co, PC; Alyssa Simard, Melanson, Heath & Co, PC

**Members absent:** Peter Nelson, Newmarket

## 1. Welcome/Introductions

Chair Victoria Parmele began the meeting at 8:05 a.m.

Introductions were given around the room.

## 2. Presentation: FY 2018 DRAFT Audit: Melanson, Heath & Co, PC

Sheryl Burke and Alyssa Simard from Melanson, Heath, and Co, PC shared the results of the Fiscal Year 2018 audit report. S. Burke said she would review the draft financial statements, single audit report, and the governance letter. She thanked the Commission for its support during the audit process and said she would share relevant, new Governmental Accounting Standards Board (GASB) statements. She noted that none of the new statements directly affect Strafford Regional Planning Commission, but do affect municipalities, counties, and schools.

S. Burke read the following opinion included in the independent auditors report:

“In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of Strafford Regional Planning Commission, as of June 30, 2018, and the respective changes in financial position, for the year then ended in conformity with accounting principles generally accepted in the United State of America.”

S. Burke explained that the Commission was subject to a single audit because it expended more than \$750,000 in FY 2018.

S. Burke reviewed the *Management's Discussion and Analysis* section including an overview of the financial statements. She explained the government-wide financial analysis, noting changes between FY 2017 and FY 2018. She said that changes were due to a decrease in receivables. S. Burke reviewed changes in liabilities, which reflect a decrease in accounts payable, and noted the similarity in noncurrent liabilities of accrued employee time between FY 2018 and FY 2017. She said that the deferred inflows of service are directly tied to member dues payments received in advance.

S. Burke outlined the organization's net position and the breakdown of revenues and expenses. She noted the recovery of indirect costs and the benefits of this.

S. Burke reviewed the statement of net position, statement of activities, and the statement of revenues, expenditures, and changes in fund balances. There were slight modifications in the notes to the financial statement. The footnotes last year addressed an organizational loan; this year, they addressed the organization's new line of credit.

S. Burke outlined new GASB statements including GASB 75, which refers to retirees on a health plan, and GASB 87, which must be implemented in 2020 and relates to long-term lease commitments and the way they are reflected on the balance sheet.

S. Burke introduced the "Independent Auditor's Reports Pursuant to Governmental Auditing Standards and Uniform Guidance." This is the second year in a row SRPC has been subject to a single audit. The single audit ensures the organization is in compliance with the federal guidelines. This includes testing financial statements and how the organization processes payments. S. Burke said that the organization has been able to achieve an adequate separation of duties. No issues were discovered during this review. The second part of the single audit tests for compliance with federal programs and ensures that a process is in place to adequately manage contracts. The auditors tested what is referred to as the "Highway Planning and Construction Cluster." There was a clean report and the organization has an adequate process in place.

S. Burke explained the recent changes in federal procurement policies. The threshold for small purchases was increased from \$3,500 to \$10,000. Jen Czysz explained that SRPC uses NHDOT's standards, which are more stringent than the federal requirements. She added that the organization's procurement policies are on the agenda for later on in the meeting.

Fred Kaen asked about the change in net position and whether it is related to a decrease in grant funding. The end of the SHRP2 grant had a large effect on this change.

V. Parmele commended Kathy Foster and J. Czysz for their work and maintenance of the organization's finances during the transition of executive directors. Marcia Gasses said that the way in which the information was presented was easily digestible. V. Parmele thanked Melanson, Heath, & Co, PC for their work.

### 3. Action Items

#### b. Acceptance of FY 2018 Draft Audit

V. Parmele asked for a motion to accept the FY 2018 draft audit. M. Gasses **MOVED** to accept the FY 2018 draft audit. Donald Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

#### a. Approval of the Minutes of August 17, 2018

V. Parmele asked for a motion to accept the minutes of the August 17, 2018 Executive Committee meeting. T. Crosby **MOVED** to accept the minutes. M. Gasses **SECONDED** the motion, of which all were **IN FAVOR**.

#### c. Acceptance of Draft August Financials

J. Czynsz said that K. Foster included all notes with the financial statements. J. Czynsz noted that three paychecks were issued in August, which slightly affected the financial statements for August. M. Gasses asked when this situation would occur next, and she was told it will happen in March 2019.

J. Czynsz updated the committee on the status of a pending grant application submitted by the organization. A discussion ensued concerning this grant and the process and timeline of funding availability. Pending repayment is a factor with this source of funding; it can be repaid through grant extensions from a previous round.

F. Kaen questioned the balances in the checking and savings accounts, and he asked for the reason behind having two separate accounts. He was told the interest is slightly higher on the savings account and having that account allows K. Foster to have a reserve for payroll, if necessary.

D. Hamann asked about the monthly ArcGIS payments and the interest payment. It was explained that this is the best payment option for the organization.

J. Czynsz noted that many staffers are contributing to the transportation model effort, which led to a higher billing month for the organization's UPWP contract. Information from the building permit report is also relevant to this process. M. Gasses asked if all communities submit uniformly categorized data. J. Czynsz said she would check with the report's author. A discussion about the data collection process followed.

D. Hamann **MOVED** to accept the draft August financials. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

V. Parmele introduced agenda item e.

#### e. Approval of FY 2019 Executive Director Organizational Goals

J. Czynsz noted that she did not receive any additional comments on the FY 2019 Executive Director Organizational Goals. T. Crosby **MOVED** to approve the FY 2019 Executive Director Organizational Goals. V. Parmele **SECONDED** the motion, of which all were **IN FAVOR**.

**d. Concurrence with September Monthly Minors**

C. Lentz reviewed the September Monthly Minors, which noted changes in the following local projects: COAST 60000B – Preventative Maintenance; COAST 60000C – Misc. Support Equipment; COAST 60000G – Capital program; and Durham 16236 – US4 Bridge Replacement. He also reviewed changes to these statewide projects: BRDG-HIB-M&P – Maintenance and Preservation of High-Investment Bridges; BRDG-T1/2-M&P – Maintenance and Preservation of Tier 1 and 2 Bridges; CRDR – Culvert Replacement/Rehabilitation and Drainage Repairs; FLAP – Improving Transportation Facilities that Access Federal Lands within NH; HSIP – Highway Safety Improvement Program, including a child project in Rochester; PAVE-T2-PRES – Preservation of Tier 2 pavements; PAVE-T2-REHAB – Rehabilitation of Tier 2 highways; RRRCS – Reconstruction of Crossings, Signals, and Related Work, including a child project in Wakefield; and USSS – Project to Update Signing on State System.

T. Crosby **MOVED** to concur with the September Monthly Minors. D. Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

**4. Discussion**

**a. Revision of micro-purchase and procurement thresholds**

J. Czyns said that the auditors previously forwarded changes in federal procurement thresholds. J. Czyns reviewed the current procurement stipulations and suggested that current limits be adjusted. She suggested keeping the micro-purchase threshold at \$500, but increasing the other high-end thresholds to \$3,500, \$35,000, and \$35,001+ respectively. UPWP related purchases would still need to comply with the lower thresholds per the contract award. She reviewed the requirements of each range.

M. Gasses said that adopting these changes would streamline processes, which would be beneficial to the organization. D. Hamann agreed. The purchase of a vehicle for traffic counts, and how a purchase would be made, was discussed. Mileage for vehicles during traffic count season was also discussed.

**b. Strategic Planning and Municipal Visits**

J. Czyns reported that her first municipal visit was with Durham on Monday, Sept. 24. She has one or two meetings per week scheduled with municipalities in the region over the next couple of months.

J. Czyns explained that the information to be covered under agenda item 5 is summarized on the memo she distributed in the meeting packet.

**5. Updates**

V. Parmele said that Northwood's town administrator is resigning.

**a. Draft FY2019 Working Budget**

**b. Awards, Contracts, and General Business Update**

J. Czyns noted there were no other updates beyond those noted in the director's memo included within Committee member's packets.

**6. Other Business**

There was no other business.

**7. Adjourn**

Upon a motion duly made and seconded, the meeting adjourned at 9:05 a.m.

Minutes Respectfully Submitted by,  
Shayna Sylvia  
Communications and Outreach Planner

Minutes approved on \_\_\_\_\_

By: \_\_\_\_\_  
Victoria Parmele, Chair – SRPC Executive  
Committee





# SRPC FY 2019 Dashboard - October

## SEPTEMBER 30, 2018

### Federal Savings Bank

Beginning Balance	\$70,808.46
Deposits	\$62,620.59
Payments	\$78,303.56
<b>Ending Balance</b>	<b>\$55,125.49</b>

## SEPTEMBER 30, 2018

Accounts Payable	\$0
Accounts Receivable	\$150,044.35

## OVERSIGHT ACTIVITIES

Line of Credit Activated?	No
FSB Savings Account	\$16,038.87
Audit Status	Complete

## BUDGET NARRATIVE

<b>Federal Savings Bank Balance/Case on hand:</b>	We continue to have adequate cash on hand to meet monthly expenses
<b>Payables and Receivables</b>	Continuing to work with EDA to resolve outstanding reimbursement
<b>FY19 Working Budget:</b>	Relatively unchanged from the month prior, updated CTAP funding levels

## FUNDING SOURCES - WORKING BUDGET

Due, Interest & Reimbursement	\$117,649
Metropolitan Planning Organization	\$543,357
State Agencies	\$114,026
Municipal & Nonprofit Agreements	\$65,222
Economic Development District	\$133,320
<b>Total Revenue</b>	<b>\$973,575</b>
<b>Pending Grant Applications</b>	<b>\$105,450</b>

## EXPENSES - WORKING BUDGET

Personnel	\$651,700.90
Equipment	\$26,184.00
Communications	\$23,121.00
Fixed Expenses	\$46,551.00
Miscellaneous Expenses	\$12,100.00
Contracted Work	\$189,070.30
<b>Total Expenses</b>	<b>\$948,727.20</b>

## STAFF PRESENTATIONS - ACTIVITIES AUG./SEPT.

Staff Meeting (All staff)  
 Strafford Public Health Network Fall Meeting (Nancy)  
 Meeting with Chris Scott- Special Assistant for Policy and Projects, Senator Shaheen Staff (Jen, Colin, Ken, Nancy)  
 Travel Demand Modeling with TransCAD Training (Rachel, Marcia)  
 Interagency Consultation (Rachel, Colin)  
 Travel Demand Model Training Webinar (Rachel, Marcia, Colin)  
 MS4 Regional Planning Meeting (Kyle, Marcia)  
 Protecting Drinking Water Supply Lands Workshop (Kyle)  
 Lee Floodplain Study Team Conference Call (Kyle)  
 NH's Economic Development Plan Build Sessions (Kyle, James, Nancy, Jen)  
 CCAP/CAW 6th Annual Meeting (Kyle)  
 Dover Rising Waters Youth Art Contest Meeting (Kyle)  
 Climate Summit Conference Call (Kyle)  
 SELT's Strategic Plan Meeting (Kyle)  
 CAW Outreach Meeting (Kyle)  
 Lee Hazard Mitigation Planning Committee Meeting (Kyle)  
 SeaGrant NH Review (Kyle)  
 AMPO (Colin)  
 Highway Safety Improvement Program committee (Colin)  
 PFPNH (Colin)  
 Northwood Selectboard (Colin, James, Jen)  
 Newmarket Town Council (Colin, Jen)  
 Ten Year Plan Project development sub-committee meeting (Colin, James, TAC and Policy members)  
 COAST Annual Meeting (Jen)  
 SRPC Commission Meeting (Jen, Shayna, Kyle, Stef, Monique)  
 Somersworth City Council Meeting (Colin, Jen)  
 Rochester City Council Meeting (Jen)  
 NHHFA Annual Housing and the Economy Conference (James, Jen)  
 RPC Directors Meeting (Jen)  
 NHARPC Meeting (Jen)  
 Great Bay Water Keeper Tour (Marcia, Kyle, Jen)  
 Durham Town Council Meeting (Kyle, Jen)  
 Newmarket Town Council Meeting (Jen)  
 Explore Moose Mountains (Shayna)  
 CommuteSMART Seacoast Advisory Board Meeting (Shayna)

## WEB AND SOCIAL MEDIA STATISTICS



### Strafford.org

Sessions 600 (-119)  
 Users 446 (-57)



### Constant Contact

Subscribers 794(+0)  
 Avg. Open Rate 34% (-3%)



### Facebook

Posts 20(-2)  
 Reach 1457(+328)  
 Engagement 152(+53)



### Twitter

Tweets 4(-4)  
 Profile Visits 76(-147)  
 Impressions 665(-1356)  
 Followers 243 (+6)  
 Mentions 0(-3)



### Map Geo

Total Visits 625(-76)  
 Unique Visitors 387(-64)



BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



NEW DURHAM  
NEWMARKET  
NORTHWOOD  
NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

**DATE:** October 12, 2018  
**TO:** Executive Committee Members  
**FROM:** Jen Czysz, Executive Director  
**RE:** Director's Report for the October 2018 Meeting

---

The following notes correspond to individual agenda items for discussion.

**2b. Acceptance of Draft August Financials**

See annotations within the financial statements. Bank balances are lower at the end of September given the timing of a couple invoice payments received in the first few days of October, particularly the \$55,361 DOT payment received on 10/2/2018. Year-to-year comparisons are predominantly affected by two project contracts: we are still waiting for the EDA funding contract for FY19 and no longer have SHRP2. There are several grants in addition to EDA that we anticipate for the second half of the year that will help bring revenue up to at least FY18 levels. September 2018's expenses look comparatively lower than September 2017 because that was a 3 pay period month. Nearly all dues payments have now been received. While we've made limited progress to recoup the outstanding \$5,942 in EDA funding, we still struggle to get EDA staff to follow through. We have reached out to staffers within Senator Shaheen's office who have offered to help.

Looking at the Profit and Loss, UPWP billing remains somewhat higher given the extensive amount of field work conducted in the summer. Additionally, while we wait for several new contracts, all staffers have dedicated additional time to supporting data analysis for the transportation demand model. Travel expenses were slightly lower in September and are expected to taper off after October as field work will begin to cease for the year and "conference season" comes to a close. The three large training and conference events staff attend are in September and early October. Expenses are on target for the month. Consulting and Engineering services are largely for the Brownfields Program and Lee Floodplain Mapping. The month itself ended with a net income of \$655.92, the year however remains at a loss of \$12,813.32.

**2c. Concurrence with the October Monthly Minors**

See the monthly minors report included in your meeting packet.

**2d. Approval of SIMPLE IRA Employer Contribution for CY 2019**

Strafford RPC has offered a Simple IRA retirement plan option since 2000. The plan has been unchanged since it was amended and restated in 2004. Retirement benefits are available to SRPC employees who earn at least \$5,000 a year. SPRC offers a matching contribution equal to each employee's contribution up to a limit of 3% of their annual compensation. Each year the executive committee is asked to approve the contribution limit, before completion of the annual Participant Notice that must be distributed to all eligible employees by November 2, 2018.

### 3a. Revision of Micro-Purchase and Procurement Thresholds

In a recent communication from our auditors, we were advised that the Office of Management and Budget announced updates for procurements made under federal financial assistance awards. Federal thresholds are now \$10,000 and below for micro-purchases (simple price comparison required), simplified acquisitions between \$10,001 and \$249,999 require three quotes, and only purchases of \$250,000 or more require a full RFP and bid process.

SRPC's procurement policies adopted the significantly lower NH DOT standard of less than \$500 for micro-purchases, \$500-999 requires documentation of three quotes, \$1,000-2,000 three written quotes, and \$2,001+ requires a full RFP bid process. While purchases with NH DOT funds (UPWP) would still need to comply with the significantly lower thresholds, other purchases need only comply with the more stringent standard – SRPC's operating policies, grant specific requirements or OMB's Uniform Guidance.

As currently set, most all office equipment is likely to trip the current \$2,000 threshold set in our procurement policies and require a full bid process adding significant time and expense. It is worth considering amending the SRPC FY 2018 Operating Procedures and raising the thresholds as follows:

## VII. FEDERAL CASH MANAGEMENT

### E. Procurement Procedures

#### 2. Purchase Methods

##### a. Micro Purchase (under \$500)<sup>1</sup>

A good faith effort should be made to compare prices with comparable suppliers, and purchases must be distributed equitably among qualified suppliers.

##### b. Other Purchases

##### i. (~~\$500-\$999~~ \$3,500)<sup>2</sup>

Price or rate quotes from at least three qualified sources must be documented. Quotes may be obtained by telephone or by visiting websites. If three price or rate quotes are not possible, documentation must be maintained to detail the process used and to explain why three quotes could not be obtained.

##### ii. (~~\$1,000-\$2,000~~ \$3,501-\$35,000)<sup>3</sup>

Three written quotes must be obtained. The process used and the price quotes obtained must be kept in the project file for documentation purposes.

##### iii. (~~\$2,001-\$35,001~~ and over)<sup>4</sup>

Goods and services over \$35,000-2,000 must be obtained through a competitive bid process. Bids shall be solicited by publishing written specifications in a newspaper of general circulation, or other electronic or print publication with wide distribution or readership in the area where the goods or services will be used. Copies of the advertisement that identifies the date(s) published and newspapers where the ads appeared will be kept in the

<sup>1</sup> NHDOT Local Public Agency Manual for the Development of Project, Section 28

<sup>2</sup> NHDOT Local Public Agency Manual for the Development of Project, Section 28

<sup>3</sup> NHDOT Local Public Agency Manual for the Development of Project, Section 28

<sup>4</sup> NHDOT Local Public Agency Manual for the Development of Project, Section 28

project file. The advertisement shall be available to bidders a minimum of three weeks prior to opening of bids.

### **3b. Strategic Planning**

Following up on prior months' conversation related to the Strategic Planning process, SRPC staff has been briefed on the effort. Online surveys are now ready for staff, [commissioners](#) and stakeholders and will be distributed in the next week. Any recommended stakeholders and contacts are appreciated. At the October meeting I would like to start discussing the plans for a retreat to be held in December or January (schedule, facilitation, objectives, attendees, location).

### **3c. Municipal Visits**

Visits have been positive thus far. Communities have had several questions about opportunities for economic development and completed visits include:

- September 17 - Durham Town Council
- October 1 - Somersworth City Council
- October 2 - Rochester City Council
- October 9- Northwood Selectboard
- October 17 - Newmarket Town Council

Upcoming visits:

- October 24 - Dover City Council
- October 22 - Barrington Selectboard
- November 5 - Lee Selectboard
- November 19 - Madbury Selectboard
- November 28 - Wakefield Selectboard
- December 4 - Strafford Selectboard
- December 10 - Farmington Selectboard

Commissioners are encouraged to attend if available. The remaining communities will be scheduled for 2019.

### **4a. Awards, Contracts and General Business Update**

Kathy and I continue to refine the system to track how and where our dues funds are expended. This includes tracking dues time dedicated to local technical assistance efforts and better identification of dues expenditures within our QuickBooks Accounting software. We hope this will help improve an understanding of how and why we depend on dues funds.

Related, Kathy and I have also set up a new model to budget and track staff time for all projects; giving staff a mechanism to monitor projects and aid in completing projects within budget.

Several contracts in this year's budget are still pending. These include:

- EDA Economic Development District Funding
- Durham Groundwater Model
- PDM Hazard Mitigation funds for Madbury and Northwood (contract signed and pending G&C approval)
- UNH's Coastal Resilience Climate in the Classroom Grant
- FHWA Multi-Modal Connectivity Bicycle Level of Stress Analysis

- NH DOT CTAP Commute Smart (contract expected to be before G&C on October 31)

Pending Grant Applications and Municipal Contracts include:

- Update Rollinsford's Road Surface Management System scenarios
- HNH*foundation* grant application to inventory and map recreation lands in the region and conduct a pilot project in Somersworth assessing active transportation network access to recreation facilities.
- NH DES 604(b) grant application to prepare a watershed based plan for Sunrise Lake in Middleton.
- Update to Somersworth's tax map GIS parcel data layer
- SRPC is included within a NHDES Aquatic Resource Mitigation grant application submitted by the Town of Durham to provide education and outreach services for a proposed living shoreline project at Wagon Hill.
- In the coming weeks we will be submitting a joint NHDES Sourcewater Protection grant application along with Rockingham Planning Commission to develop regional source water protection plans.

Staffers continue work on an IT Plan and have met with Pete Nelson to discuss the plan. One quick item achieved was the replacement of the existing SRPC copier. This will bring down annual costs by about \$1,200, plus for the first year of the new contract SRPC will receive a rebate of \$2,392. We are working with the IT provider to scope out various improvements to office software packages, remote connection, and phone service.

3:30 PM

10/03/18

Accrual Basis

**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of September 30, 2018**

*DRAFT*

	Sep 30, 18	Sep 30, 17	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Citizens Bank Checking Account	0.00	135,159.92	-135,159.92
Citizens Municipal Rev Reserve	0.00	1,566.75	-1,566.75
FSB Checking	26,922.12	-16.48	26,938.60
FSB Savings	16,034.92	0.00	16,034.92
<b>Total Checking/Savings</b>	<b>42,957.04</b>	<b>136,710.19</b>	<b>-93,753.15 <sup>1</sup></b>
<b>Accounts Receivable</b>			
Accounts Receivable	150,044.35	92,066.26	57,978.09 <sup>2</sup>
<b>Total Accounts Receivable</b>	<b>150,044.35</b>	<b>92,066.26</b>	<b>57,978.09</b>
<b>Other Current Assets</b>			
<b>Prepaid Expenses</b>			
Prepaid Dues and Subscriptions	2,809.10	2,142.44	666.66
Prepaid training	600.00	0.00	600.00 <sup>3</sup>
<b>Total Prepaid Expenses</b>	<b>3,409.10</b>	<b>2,142.44</b>	<b>1,266.66</b>
Prepaid software support	520.21	1,495.50	-975.29 <sup>4</sup>
<b>Total Other Current Assets</b>	<b>3,929.31</b>	<b>3,637.94</b>	<b>291.37</b>
<b>Total Current Assets</b>	<b>196,930.70</b>	<b>232,414.39</b>	<b>-35,483.69</b>
<b>Fixed Assets</b>			
<b>Property and Equipment</b>			
Accumulated Depreciation	-30,383.48	-30,383.48	0.00
<b>Equipment Purchase</b>			
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
<b>Total Equipment Purchase</b>	<b>30,383.48</b>	<b>30,383.48</b>	<b>0.00</b>
<b>Total Property and Equipment</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Fixed Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>196,930.70</b>	<b>232,414.39</b>	<b>-35,483.69</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
FSB Credit Card	4,625.87	0.00	4,625.87
Citizens credit card Parent			

1

3:30 PM

10/03/18

Accrual Basis

**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of September 30, 2018**

*DRAFT*

	Sep 30, 18	Sep 30, 17	\$ Change
Citizens credit card_CJC	0.00	4,271.14	-4,271.14
<b>Total Citizens credit card Parent</b>	<b>0.00</b>	<b>4,271.14</b>	<b>-4,271.14</b>
<b>Total Credit Cards</b>	<b>4,625.87</b>	<b>4,271.14</b>	<b>354.73 <sup>5</sup></b>
<b>Other Current Liabilities</b>			
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
<b>Total Benefits payable</b>	<b>48.00</b>	<b>48.00</b>	<b>0.00</b>
Contract Revenue In Advance	7,000.00	0.00	7,000.00 <sup>6</sup>
FY18 Dues in Advance	0.00	80,758.60	-80,758.60
FY19 Dues in Advance	87,786.54	0.00	87,786.54
Loan from Employee	0.00	12,054.90	-12,054.90 <sup>7</sup>
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	3,384.20	3,476.68	-92.48
<b>Total Payroll Liabilities</b>	<b>3,414.59</b>	<b>3,507.07</b>	<b>-92.48</b>
<b>Total Other Current Liabilities</b>	<b>98,249.13</b>	<b>96,368.57</b>	<b>1,880.56</b>
<b>Total Current Liabilities</b>	<b>102,875.00</b>	<b>100,639.71</b>	<b>2,235.29</b>
<b>Long Term Liabilities</b>			
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	5,166.25	9,000.00	-3,833.75
<b>Total Accrued expenses</b>	<b>44,624.39</b>	<b>50,487.27</b>	<b>-5,862.88 <sup>8</sup></b>
<b>Total Long Term Liabilities</b>	<b>44,624.39</b>	<b>50,487.27</b>	<b>-5,862.88</b>
<b>Total Liabilities</b>	<b>147,499.39</b>	<b>151,126.98</b>	<b>-3,627.59</b>
<b>Equity</b>			
Retained Earnings	61,577.63	63,398.70	-1,821.07 <sup>9</sup>
Net Income	-12,146.32	17,888.71	-30,035.03
<b>Total Equity</b>	<b>49,431.31</b>	<b>81,287.41</b>	<b>-31,856.10</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>196,930.70</b>	<b>232,414.39</b>	<b>-35,483.69</b>

*Jan C*  
*10/10/18*  
*(2)*



3:30 PM  
10/03/18  
Accrual Basis

**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of September 30, 2018**

DRAFT

1. NHDOT was beginning to catch up past due payments. This in conjunction with an increased number of contracts in 2017 resulted in the difference in cash flow and fund balances.
2. \$55,000 is NHDOT amount due, paid 10/2/18 - See Accounts Receivable Aging Summary notes
3. EDA Training Credit to be used sometime in the future
4. One of the biggest software expenses is the maintenance on the ArcGIS licenses. This was previously prepaid for the year, but is now being paid monthly
5. Credit card activity in total is not material
6. This is a Barrington contract that they wanted to prepay to get the cost into their fiscal year financials
7. Loan from Cynthia that has been paid off as of December 2017
8. These numbers remain constant until year end, where I make an adjustment based on the number of days in a pay period that fall into the July beginning of the next fiscal year. The audit accrual will also be adjusted at year end, since we have signed a three year contract with Melanson and Heath and have locked in costs for each of the three years
9. This number is the cumulative effect of net income/loss over the years

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

*DRAFT*

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
DEPT OF SAFETY (OEM) PDM 2016	0.00	3,875.00	0.00	0.00	0.00	3,875.00 R
<b>Total DEPT OF SAFETY (OEM)</b>	<b>0.00</b>	<b>3,875.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,875.00</b>
DOT UPWP 18_19	45,264.66	55,361.39 R	0.00	0.00	0.00	100,626.05
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 R
<b>Total ECONOMIC DEVELOPMENT ADMINISTRATION</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,942.47</b>	<b>5,942.47</b>
Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
LTA (Local Technical Assistance) Annual Dinner Attendance	0.00	0.00	0.00	0.00	20.00	20.00 R
Dues Town of Northwood dues	0.00	0.00	0.00	0.00	2,500.00	2,500.00 R
<b>Total Dues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,500.00</b>	<b>2,500.00</b>
LTA (Local Technical Assistance) - Other	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total LTA (Local Technical Assistance)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,520.00</b>	<b>2,520.00</b>
Mapping Projects Billable Mapping Services Karen Gould	0.00	0.00	0.00	0.00	285.00	285.00 R
<b>Total Billable Mapping Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>285.00</b>	<b>285.00</b>
MapGeo Lee Northwood Rollinsford	667.00 667.00 667.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	667.00 667.00 667.00
<b>Total MapGeo</b>	<b>2,001.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,001.00 R</b>
<b>Total Mapping Projects</b>	<b>2,001.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>285.00</b>	<b>2,286.00</b>
NH DES Coastal FY18 Coastal FY19 Lee Floodplain Mgmt	0.00 0.00 0.00	0.00 4,118.64 11,121.65	0.00 0.00 0.00	538.79 0.00 0.00	0.00 0.00 0.00	538.79 R 4,118.64 11,121.65
<b>Total NH DES</b>	<b>0.00</b>	<b>15,240.29</b>	<b>0.00</b>	<b>538.79</b>	<b>0.00</b>	<b>15,779.08</b>
Office of Energy and Planning OEP FY19 Targeted Block Grant	3,716.92	1,106.16	0.00	0.00	0.00	4,823.08
<b>Total Office of Energy and Planning OEP</b>	<b>3,716.92</b>	<b>1,106.16</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,823.08</b>
Town of Barrington BCC Natural Resource Mapping	0.00	0.00	7,000.00	0.00	0.00	7,000.00 R
<b>Total Town of Barrington</b>	<b>0.00</b>	<b>0.00</b>	<b>7,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,000.00</b>
Town of New Durham Build Out Analysis	902.76	0.00	0.00	0.00	0.00	902.76
<b>Total Town of New Durham</b>	<b>902.76</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>902.76</b>
Town of Northwood 2018 Technical Services	3,056.27	1,933.31	0.00	0.00	0.00	4,989.58
<b>Total Town of Northwood</b>	<b>3,056.27</b>	<b>1,933.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,989.58</b>
Town of Nottingham RSMS	350.00	950.33	0.00	0.00	0.00	1,300.33
<b>Total Town of Nottingham</b>	<b>350.00</b>	<b>950.33 R</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,300.33</b>
<b>TOTAL</b>	<b>55,291.61</b>	<b>78,466.48</b>	<b>7,000.00</b>	<b>538.79</b>	<b>8,747.47</b>	<b>150,044.35</b>

*Jac  
10/10/18  
④*

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

DRAFT

1. NHDOT received 10/2/18
2. NOT RSMS received 10/1/18
3. HSEM generally pays in about 60 days, payment is also contingent on approval of hazardous mitigation plans
4. EDA from December 2017 still remains unresolved. Jen has been following up with EDA program manager.
5. I have written this off to bad debt effective in October (one annual dinner ticket unpaid)
6. Linda Smith is paying this in her next billing cycle.
7. Send statement to Karen Gould again, no response this time.
8. All of these MapGeo contracts have been prorated to a Jul-Jun period starting 7/1/19. Northwood is going to a different service that is compatible with their systems. I just received notice from them to cancel the invoice for \$667.
9. Final deliverables sent near the end of Sept. I have confirmation that this invoice is approved and has been sent to NHDES accounting for processing.
10. Invoice sent again on 9/25/18 and contact confirmed.

DRAFT

3:37 PM

**Stafford Regional Planning Commission  
Profit & Loss  
September 2018**

10/09/18

Accrual Basis

	Sep 18	Sep 17	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
SRPC Revenue			
SRPC Membership Dues	9,754.07	8,973.18	780.89
Municipal and NonProfit Revenue			
Northwood Planning Services	3,056.27	902.05	2,154.22
Barrington Master Plan	0.00	139.63	-139.63
Nottingham RSMS	350.00	0.00	350.00
DUR Future Land Use	0.00	3,056.25	-3,056.25
Nottingham Traffic Counts	0.00	374.08	-374.08
Other Agreements & Contracts			
GIS Projects	1,334.00	0.00	1,334.00
<b>Total Other Agreements &amp; Contracts</b>	1,334.00	0.00	1,334.00
<b>Municipal and NonProfit Revenue - Other</b>	927.76	0.00	927.76
<b>Total Municipal and NonProfit Revenue</b>	5,668.03	4,472.01	1,196.02
<b>Total SRPC Revenue</b>	15,422.10	13,445.19	1,976.91
State Award Revenue			
OEP Targeted Block	3,716.92	0.00	3,716.92
NHDES			
Lee Floodplain Mapping	6,603.75	0.00	6,603.75
Project of Special Merit SAIL	0.00	11,656.78	-11,656.78
<b>Total NHDES</b>	6,603.75	11,656.78	-5,053.03
<b>Total State Award Revenue</b>	10,320.67	11,656.78	-1,336.11
MPO Revenue			
NH DOT			
SHRP2	0.00	22,820.24	-22,820.24
UPWP	50,294.07	44,234.40	6,059.67
<b>Total NH DOT</b>	50,294.07	67,054.64	-16,760.57
<b>Total MPO Revenue</b>	50,294.07	67,054.64	-16,760.57
Economic Development Revenue			
EDD Partnership Planning	0.00	4,926.54	-4,926.54
EPA Brownfields	10,326.20	12,969.84	-2,643.64
<b>Total Economic Development Revenue</b>	10,326.20	17,896.38	-7,570.18
Contra Income Cash Match			
DOT Cash Match	-5,029.41	-4,423.44	-605.97
EDD Cash Match	0.00	-1,087.68	1,087.68
<b>Total Contra Income Cash Match</b>	-5,029.41	-5,511.12	481.71
<b>Contract Overage</b>	-25.00	-428.42	403.42
<b>Total Income</b>	81,308.63	104,113.45	-22,804.82
<b>Gross Profit</b>	81,308.63	104,113.45	-22,804.82
<b>Expense</b>			

6

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

DRAFT

	Sep 18	Sep 17	\$ Change
<b>Personnel Expenses</b>			
Salary and Wages	43,975.04	74,265.31	-30,290.27
<b>Payroll Expenses</b>			
Payroll Taxes			
Medicare Expense	620.97	1,046.92	-425.95
Social Security expense	2,655.20	4,476.57	-1,821.37
Payroll Taxes - Other	-0.02	0.01	-0.03
<b>Total Payroll Taxes</b>	3,276.15	5,523.50	-2,247.35
Dental Insurance expense	278.34	362.80	-84.46
Health Insurance expense	4,057.78	5,792.62	-1,734.84
Life Insurance expense	89.00	87.40	1.60
LTD Insurance expense	47.64	63.30	-15.66
STD Insurance expense	160.71	179.08	-18.37
Pension expense	1,247.26	1,993.64	-746.38
Unemployment expense	240.25	322.25	-82.00
Workers Compensation	145.34	155.17	-9.83
Payroll Processing Fees	180.50	91.00	89.50
Staff Training and Seminars	3,195.00	1,330.00	1,865.00
Dues and Subscriptions	396.54	436.68	-40.14
<b>Total Payroll Expenses</b>	13,314.51	16,337.44	-3,022.93
<b>Total Personnel Expenses</b>	57,289.55	90,602.75	-33,313.20
<b>Equipment expense</b>			
Copier Maintenance Contract	412.64	831.85	-419.21
<b>Software expense</b>			
ArcInfo/View software	532.00	561.38	-29.38
Grant Finder	0.00	82.92	-82.92
Prezi	0.00	13.25	-13.25
Adobe In Design	139.90	79.96	59.94
Anti-virus software	34.38	26.33	8.05
Office Software			
Office operating software	4,159.00	50.50	4,108.50
<b>Total Office Software</b>	4,159.00	50.50	4,108.50
<b>Total Software expense</b>	4,865.28	814.34	4,050.94
<b>Traffic Count Expenses</b>			
Traffic counting supplies	54.66	0.00	54.66
<b>Total Traffic Count Expenses</b>	54.66	0.00	54.66
<b>Total Equipment expense</b>	5,332.58	1,646.19	3,686.39
<b>Communications</b>			
Internet Communication Expense	114.00	159.00	-45.00
Telephone	177.12	158.10	19.02
Travel & Ent			
Travel	1,825.35	3,545.19	-1,719.84
<b>Total Travel &amp; Ent</b>	1,825.35	3,545.19	-1,719.84

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

*DRAFT*

	Sep 18	Sep 17	\$ Change
Postage and Delivery	15.99	70.87	-54.88
<b>Total Communications</b>	<b>2,132.46</b>	<b>3,933.16</b>	<b>-1,800.70</b>
<b>Fixed Expenses</b>			
<b>Insurance</b>			
Liability Insurance	420.92	423.42	-2.50
<b>Total Insurance</b>	420.92	423.42	-2.50
<b>Rent</b>	2,500.00	2,500.00	0.00
<b>Total Fixed Expenses</b>	<b>2,920.92</b>	<b>2,923.42</b>	<b>-2.50</b>
<b>Adminlstrative</b>			
<b>Meetings Expense</b>	50.00	128.39	-78.39
<b>Office Expense</b>	104.62	176.25	-71.63
<b>Office Supplies</b>	60.22	33.63	26.59
<b>Professional Fees</b>			
Accounting, Audit	888.75	700.00	188.75
Legal Fees	0.00	635.00	-635.00
<b>Total Professional Fees</b>	888.75	1,335.00	-446.25
<b>Interest Expense</b>			
Finance Charge	0.00	48.97	-48.97
Loan Interest	0.00	32.19	-32.19
<b>Total Interest Expense</b>	0.00	81.16	-81.16
<b>Total Adminlstrative</b>	<b>1,103.59</b>	<b>1,754.43</b>	<b>-650.84</b>
<b>Contract Labor</b>			
Accounting & Bookkeeping	3,675.00	6,637.50	-2,962.50
Consulting Engineering Services	7,949.19	12,969.84	-5,020.65
Network support	270.00	375.00	-105.00
Website and logo design	0.00	1,755.00	-1,755.00
Website maintenance and updates	3.90	0.00	3.90
<b>Total Contract Labor</b>	<b>11,898.09</b>	<b>21,737.34</b>	<b>-9,839.25</b>
<b>Total Expense</b>	<b>80,677.19</b>	<b>122,597.29</b>	<b>-41,920.10</b>
<b>Net Ordinary Income</b>	<b>631.44</b>	<b>-18,483.84</b>	<b>19,115.28</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Interest Income	24.48	1.11	23.37
<b>Total Other Income</b>	24.48	1.11	23.37
<b>Net Other Income</b>	24.48	1.11	23.37
<b>Net Income</b>	<b>655.92</b>	<b>-18,482.73</b>	<b>19,138.65</b>

*JAC*  
*10/10/18*  
**(8)**

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

DRAFT

1. Revenue changes are due to changes and timing in contract portfolio. Main reduction in revenue due to SHRP2 and reduced number of contracts currently being billed.
2. In the last fiscal year, September had three payroll periods.
3. MapGeo renewal of annual maintenance contract was \$4,000. This expense will be used as EDA match, once the grant is received. Contract was prorated for November 2018 through June, 2019. At that time, we expect the full year renewal will be \$6,000.
4. Prior fiscal year included travel for the SHRP2 travel. Travel expense correlates with the reduced number of projects for FY18.
5. My work flow has become more streamlined since the hire of the new Executive Director.
6. This reflects billings for the EPA contract and the Lee Floodplain contract.

**Strafford Regional Planning Commission**  
**Income by Customer**  
**September 2018**

DRAFT

Date	Name	Memo	Amount
<b>DOT UPWP 18_19</b>			
09/30/2018	DOT UPWP 18...	Progress Billing September 2018	50,294.07
09/30/2018	DOT UPWP 18...	10% Matching Funds	-5,029.41
Total DOT UPWP 18_19			45,264.66
<b>EPA</b>			
<b>Brownfields 2015-2018</b>			
09/17/2018	EPA:Brownfield...	Hazardous Credere and Personnel Jul-Aug 2018	8,607.34
09/17/2018	EPA:Brownfield...	Petroleum Credere and Personnel Jul-Aug 2018	1,718.86
Total Brownfields 2015-2018			10,326.20
Total EPA			10,326.20
<b>LTA (Local Technical Assistance)</b>			
09/01/2018	LTA (Local Tech...	Dues 129216.90, LESS NOT, MIL, BRK=117048.76/12=9754.07	9,754.07
Total LTA (Local Technical Assistance)			9,754.07
<b>Mapping Projects</b>			
<b>MapGeo</b>			
<b>Lee</b>			
09/30/2018	Mapping Project...	Map Geo November 2018-June 2019	667.00
Total Lee			667.00
<b>Northwood</b>			
09/30/2018	Mapping Project...	Map Geo November 2018-June 2019	0.00
Total Northwood			0.00
<b>Rollinsford</b>			
09/30/2018	Mapping Project...	Map Geo Nov 2018-June 2019	667.00
Total Rollinsford			667.00
Total MapGeo			1,334.00
Total Mapping Projects			1,334.00
<b>NH DES</b>			
<b>Lee Floodplain Mgmt</b>			
09/19/2018	NH DES:Lee Fl...	GEOSYNTEC INVOICE ONLY	6,603.75
Total Lee Floodplain Mgmt			6,603.75
Total NH DES			6,603.75
<b>Office of Energy and Planning OEP</b>			
<b>FY19 Targeted Block Grant</b>			



**Strafford Regional Planning Commission  
Income by Customer  
September 2018**

*DRAFT*

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
09/30/2018	Office of Energy...	September 2018 TBG Progress Billing, PO 1057014	3,716.92
	Total FY19 Targeted Block Grant		3,716.92
	Total Office of Energy and Planning OEP		3,716.92
<b>Town of New Durham</b>			
<b>Build Out Analysis</b>			
09/30/2018	Town of New Du...	NDU Build Out Analysis Progress Billing September 2018	927.76
09/30/2018	Town of New Du...	To record when contracts go over budget in QuickBooks	-25.00
	Total Build Out Analysis		902.76
	Total Town of New Durham		902.76
<b>Town of Northwood</b>			
<b>2018 Technical Services</b>			
09/30/2018	Town of Northw...	Progress Billing September 2018	3,056.27
	Total 2018 Technical Services		3,056.27
	Total Town of Northwood		3,056.27
<b>Town of Nottingham</b>			
<b>RSMS</b>			
09/30/2018	Town of Notting...	RSMS Progress Billing September 2018	350.00
	Total RSMS		350.00
	Total Town of Nottingham		350.00
	<b>TOTAL</b>		<b>81,308.63</b>

*Jmc  
10/10/18*

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

July through September 2018

Accrual Basis

	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary income/Expense</b>				
<b>Income</b>				
<b>SRPC Revenue</b>				
SRPC Membership Dues	29,262.21	29,262.24	-0.03	100.0%
<b>Municipal and NonProfit Revenue</b>				
Northwood Planning Services	8,151.42	4,500.00	3,651.42 1	181.1%
Barrington Master Plan	0.00	1,249.98	-1,249.98 2	0.0%
UNH Lamprey River	1,881.25	2,270.00	-388.75	82.9%
BCC Barrington Conservation	0.00	1,750.03	-1,750.03 3	0.0%
FAR Master Plan	0.00	1.00	-1.00 4	0.0%
WAK Recreation and Parks	0.00	1.00	-1.00 5	0.0%
Nottingham RSMS	3,861.46	3,400.00	461.46	113.6%
DUR Future Land Use	0.00	0.00	0.00	0.0%
Other Agreements & Contracts				
GIS Projects	2,872.75	3,375.00	-502.25	85.1%
<b>Total Other Agreements &amp; Contracts</b>	2,872.75	3,375.00	-502.25	85.1%
<b>Municipal and NonProfit Revenue - Other</b>	3,711.68	0.00	3,711.68 6	100.0%
<b>Total Municipal and NonProfit Revenue</b>	20,478.56	16,547.01	3,931.55	123.8%
<b>Total SRPC Revenue</b>	49,740.77	45,809.25	3,931.52	108.6%
<b>State Award Revenue</b>				
OEP Targeted Block	4,823.08	2,777.76	2,045.32 7	173.6%
<b>NHDES</b>				
Coastal 2019	5,442.60	3,124.97	2,317.63 8	174.2%
Lee Floodplain Mapping	14,409.15	11,108.51	3,300.64 9	129.7%
Watershed PRB	0.00	0.00	0.00	0.0%
PSM18	0.00	0.00	0.00	0.0%
Coastal Resilience Grant	0.00	1.00	-1.00	0.0%
Coastal 2017	0.00	0.00	0.00	0.0%
Coastal 2018	2,140.91	0.00	2,140.91 10	100.0%
Local Water 17 ROC DOV	0.00	0.00	0.00	0.0%
NERRS	0.00	0.00	0.00	0.0%
Project of Special Merit SAIL	0.00	0.00	0.00	0.0%
<b>Total NHDES</b>	21,992.66	14,234.48	7,758.18	154.5%
<b>OEM Haz Mit</b>				
PDM 2017	0.00	3,750.00	-3,750.00 11	0.0%
PDM 2016	3,875.00	5,000.00	-1,125.00 12	77.5%
Haz Mit with Towns	0.00	1,875.00	-1,875.00 13	0.0%
OEM Haz Mit - Other	0.00	0.00	0.00	0.0%
<b>Total OEM Haz Mit</b>	3,875.00	10,625.00	-6,750.00	36.5%
<b>Healthy Communities</b>	0.00	1.00	-1.00	0.0%
<b>Total State Award Revenue</b>	30,690.74	27,638.24	3,052.50	111.0%
<b>MPO Revenue</b>				
<b>NH DOT</b>				
SHRP2	0.00	0.00	0.00	0.0%
UPWP	167,487.99	128,632.50	38,855.49 14	130.2%
CTAP CommuteSMART	0.00	1,600.03	-1,600.03 15	0.0%
<b>Total NH DOT</b>	167,487.99	130,232.53	37,255.46	128.6%
<b>Total MPO Revenue</b>	167,487.99	130,232.53	37,255.46	128.6%
<b>Economic Development Revenue</b>				
EDD Partnership Planning	0.00	17,499.99	-17,499.99 16	0.0%
EPA Brownfields	19,122.67	8,451.28	10,671.39 17	226.3%

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

DRAFT

July through September 2018

	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
<b>Total Economic Development Revenue</b>	19,122.67	25,951.27	-6,828.60	73.7%
<b>Contra income Cash Match</b>				
DOT Cash Match	-16,748.81	0.00	-16,748.81	100.0%
EDD Cash Match	0.00	0.00	0.00	0.0%
EPA Cash Match	0.00	0.00	0.00	0.0%
<b>Total Contra Income Cash Match</b>	-16,748.81	0.00	-16,748.81	100.0%
<b>Contra income inKind/Soft Match</b>				
In-Kind Coastal Match	-1,323.96	0.00	-1,323.96	100.0%
In-Kind EDD Match	0.00	0.00	0.00	0.0%
in-Kind HazMit Match	0.00	0.00	0.00	0.0%
<b>Total Contra income InKind/Soft Match</b>	-1,323.96	0.00	-1,323.96	100.0%
<b>Contract Coverage</b>	-1,949.96	0.00	-1,949.96	100.0%
<b>Miscellaneous income</b>				
HealthTrust Credits	0.00	0.00	0.00	0.0%
Miscellaneous Income - Other	0.00	0.00	0.00	0.0%
<b>Total Miscellaneous Income</b>	0.00	0.00	0.00	0.0%
<b>Total Income</b>	247,019.44	229,631.29	17,388.15	107.6%
<b>Gross Profit</b>	247,019.44	229,631.29	17,388.15	107.6%
<b>Expense</b>				
<b>Personnel Expenses</b>				
Salary and Wages	145,231.31	125,127.24	20,104.07	116.1%
<b>Payroll Expenses</b>				
Payroll Taxes				
Medicare Expense	2,102.75	0.00	2,102.75	100.0%
Social Security expense	8,991.08	0.00	8,991.08	100.0%
Payroll Taxes - Other	0.01	9,572.25	-9,572.24	0.0%
<b>Total Payroll Taxes</b>	11,093.84	9,572.25	1,521.59	115.9%
Dental insurance expense	789.67	927.75	-138.08	85.1%
Health insurance expense	11,368.81	15,028.78	-3,659.97	75.6%
Life insurance expense	267.00	267.00	0.00	100.0%
LTD insurance expense	142.92	185.72	-42.80	77.0%
STD insurance expense	482.49	524.72	-42.23	92.0%
Health incentive	3,847.13	4,541.00	-693.87	84.7%
Pension expense	4,109.79	3,678.75	431.04	111.7%
Unemployment expense	720.75	720.75	0.00	100.0%
Workers Compensation	436.02	436.03	-0.01	100.0%
Payroll Processing Fees	576.00	562.50	13.50	102.4%
Staff Training and Seminars	4,235.00	1,249.97	2,985.03	338.8%
Dues and Subscriptions	1,327.82	1,375.03	-47.21	96.6%
<b>Total Payroll Expenses</b>	39,397.24	39,070.25	326.99	100.8%
<b>Total Personnel Expenses</b>	184,628.55	164,197.49	20,431.06	112.4%
<b>Equipment expense</b>				
Copier Maintenance Contract	1,376.62	1,500.00	-123.38	91.8%
Computer equipment	294.41			
Office furniture	0.00	499.97	-499.97	0.0%
<b>Software expense</b>				
ArcInfo/View software	1,596.00	1,596.00	0.00	100.0%
Transportation Software	0.00	525.00	-525.00	0.0%
Grant Finder	165.84	0.00	165.84	100.0%
Prezi	26.50	0.00	26.50	100.0%
Adobe In Design	419.70	0.00	419.70	100.0%

13

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

**DRAFT**

July through September 2018

	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
Anti-virus software	125.98	0.00	125.98	100.0%
Office Software				
Office operating software	4,391.34	0.00	4,391.34	100.0%
Office Software - Other	0.00	1,300.03	-1,300.03	0.0%
<b>Total Office Software</b>	<b>4,391.34</b>	<b>1,300.03</b>	<b>3,091.31</b>	<b>337.8%</b>
<b>Total Software expense</b>	<b>6,725.36</b>	<b>3,421.03</b>	<b>3,304.33</b>	<b>196.6%</b>
<b>Traffic Count Expenses</b>				
Traffic Count Police Detail	321.99			
Traffic Count Equipment Repair	0.00	0.00	0.00	0.0%
Traffic counting equipment	0.00	0.00	0.00	0.0%
Traffic counting supplies	1,349.83	0.00	1,349.83	100.0%
Traffic Count Expenses - Other	0.00	1,000.03	-1,000.03	0.0%
<b>Total Traffic Count Expenses</b>	<b>1,671.82</b>	<b>1,000.03</b>	<b>671.79</b>	<b>167.2%</b>
<b>Other Equipment Repair and Cost</b>				
Equipment Rental & Repair	0.00	0.00	0.00	0.0%
Other Equipment Repair and Cost - Other	0.00	124.97	-124.97	0.0%
<b>Total Other Equipment Repair and Cost</b>	<b>0.00</b>	<b>124.97</b>	<b>-124.97</b>	<b>0.0%</b>
<b>Total Equipment expense</b>	<b>10,068.21</b>	<b>6,546.00</b>	<b>3,522.21</b>	<b>153.8%</b>
<b>Communications</b>				
Internet Communication Expense	342.00	575.25	-233.25	59.5%
Telephone	513.88	510.00	3.88	100.8%
Travel & Ent				
Travel	6,383.36	0.00	6,383.36	100.0%
Travel & Ent - Other	0.00	4,500.00	-4,500.00	0.0%
<b>Total Travel &amp; Ent</b>	<b>6,383.36</b>	<b>4,500.00</b>	<b>1,883.36</b>	<b>141.9%</b>
Marketing Expense	0.00	0.00	0.00	0.0%
Postage and Delivery	47.97	195.00	-147.03	24.6%
<b>Total Communications</b>	<b>7,287.21</b>	<b>5,780.25</b>	<b>1,506.96</b>	<b>126.1%</b>
<b>Fixed Expenses</b>				
Depreciation Expense	0.00	0.00	0.00	0.0%
Insurance				
Liability Insurance	1,262.76	1,262.72	0.04	100.0%
<b>Total Insurance</b>	<b>1,262.76</b>	<b>1,262.72</b>	<b>0.04</b>	<b>100.0%</b>
Rent	7,500.00	7,500.00	0.00	100.0%
<b>Total Fixed Expenses</b>	<b>8,762.76</b>	<b>8,762.72</b>	<b>0.04</b>	<b>100.0%</b>
<b>Administrative</b>				
Bank Service Charges	0.00	0.00	0.00	0.0%
Library & Planning Books	54.95	0.00	54.95	100.0%
Meetings Advertising Expense	0.00	0.00	0.00	0.0%
Meetings Expense	1,437.95	750.00	687.95	191.7%
Office Expense	267.39	325.03	-57.64	82.3%
Office Supplies	419.27	900.00	-480.73	46.6%
Printing and Reproduction	103.48	300.00	-196.52	34.5%
Professional Fees				
Accounting, Audit	2,666.25	2,875.03	-208.78	92.7%
Consulting	0.00	0.00	0.00	0.0%
Legal Fees	0.00	250.03	-250.03	0.0%
<b>Total Professional Fees</b>	<b>2,666.25</b>	<b>3,125.06</b>	<b>-458.81</b>	<b>85.3%</b>
Interest Expense				

14

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

July through September 2018

DRAFT

	Jul - Sep 18	Budget	\$ Over Budget	% of Budget
Finance Charge	0.00	0.00	0.00	0.0%
<b>Total Interest Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Administrative</b>	<b>4,949.29</b>	<b>5,400.09</b>	<b>-450.80</b>	<b>91.7%</b>
<b>Contract Labor</b>				
Pass Through Expense				
DUR Septic Pass Through	0.00	0.00	0.00	0.0%
SHRP2 Pass Through Expense	0.00	0.00	0.00	0.0%
Watershed Assist DUR	0.00	0.00	0.00	0.0%
<b>Total Pass Through Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
Accounting & Bookkeeping	12,262.50	15,000.00	-2,737.50	81.8%
Consulting Engineering Services	29,953.49	19,550.01	10,403.48	153.2%
Network support	810.00	810.00	0.00	100.0%
Model Assistance MOVES	0.00	1,500.00	-1,500.00	0.0%
Website and logo design	0.00	750.00	-750.00	0.0%
Website maintenance and updates	11.70	0.00	11.70	100.0%
Other contract labor	1,155.00			
<b>Total Contract Labor</b>	<b>44,192.69</b>	<b>37,610.01</b>	<b>6,582.68</b>	<b>117.5%</b>
Suspense	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>259,888.71</b>	<b>228,296.56</b>	<b>31,592.15</b>	<b>113.8%</b>
<b>Net Ordinary Income</b>	<b>-12,869.27</b>	<b>1,334.73</b>	<b>-14,204.00</b>	<b>-964.2%</b>
<b>Other income/Expense</b>				
Other Income				
Interest Income	55.95	25.03	30.92	223.5%
<b>Total Other Income</b>	<b>55.95</b>	<b>25.03</b>	<b>30.92</b>	<b>223.5%</b>
<b>Net Other income</b>	<b>55.95</b>	<b>25.03</b>	<b>30.92</b>	<b>223.5%</b>
<b>Net Income</b>	<b>-12,813.32</b>	<b>1,359.76</b>	<b>-14,173.08</b>	<b>-942.3%</b>

*Juc  
10/10/18*

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

July through September 2018

DRAFT

1. Northwood has been processing several applications and James has been working on zoning amendments for town meeting in March.
2. Contract started 9/1/18 and work began at the end of September.
3. Barrington BCC work has not begun yet. Contract started 8/1/18.
4. FAR master plan chapter- this contract did not go through.
5. WAK Rec & Parks - this contract did not go through.
6. FAR tax map, NDU build out analysis, and RPC communication services not included in the original budget.
7. This grant is being used to fund economic development activities until the new EDA grant money is received.
8. Per last month, Coastal 2019 - Dover component need to be completed by the end of this calendar year. In addition, SRPC assisted with Wagon Hill Living Shoreline ARM funding application. Revenue spread evenly throughout budget year, but work has been more intensive during the first three months of the year.
9. Lee Floodplain - contingent on engineering contractor. Geosyntec submitted a sizeable bill for September.
10. Per last month - Coastal 2018 revenue is in actuality for services performed in last fiscal year but billed late.
11. PDM 2017 - funding not received yet. Grant packet sent to HSEM last week.
12. PDM 2016 - billing is contingent on town adoption and various government approvals of the plans.
13. Haz Mit with Towns - just received Lee contract on 9/12/18 for \$6,000.
14. UPWP - costs spread evenly throughout the year. More labor intensive currently due to traffic counts, RSMS and SADES work, and working with data for the travel demand model. It is expected that SRPC may receive additional funds through NHDOT to fund the travel demand model.
15. CTAP - funding not received yet.
16. EDA - have not received funding yet.
17. EPA Brownfields - contingent on engineering consultant. They are working on a report for a new site and have been working on addressing issues pertaining to the qualifications of the site.
18. Coastal 2018 actual cost was \$1600 over contract.

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

July through September 2018

DRAFT

- 
19. Personnel Costs - SRPC has 11 people on staff, compared to 10 last fiscal year. In addition, there are several trainings that took place during the beginning of this fiscal year to date.

---

  20. Software costs - renewal of MapGeo for \$4,000 to be used as EDA match. See comment 3 on Profit and Loss report.

---

  21. Total Communications - increase is due to increased travel associated with training events.

---

  22. Contract Labor - accounting time has been reduced from last year due to streamlining of work flows. Other contractor costs are contingent upon engineering consultant activity.

---

  23. This bottom line will differ from the net income on the Balance Sheet report. When the Balance Sheet and AR Aging Summary reports were originally run, Northwood MapGeo services of \$667 had been invoiced. Northwood has decided not to renew their MapGeo because they found another service more compatible with their systems. I have voided that invoice at the running of this report. With commented reports, I would have to do my comments all over on the Balance Sheet and AR Aging Summary reports, so I left those reports intact. The Profit and Loss, Income by Customer, and Profit and Loss Budget to Actual reflect the voided invoice, whereas, the Balance Sheet and AR Aging Summary include the voided invoice.

---





BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



NEW DURHAM  
NEWMARKET  
NORTHWOOD  
NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

October 19, 2018

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

RE: October 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 October 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

**October 2018 TIP Minors**

---

Table of Contents

Program GRR..... Page 1

---



Town/Area Name:	Program
Project #:	GRR
Road/Route/Entity:	Guardrails
Project Scope:	Replacement of guardrails [annual federal guardrail improvement program]
Acronym Defined:	GRR: Guardrail replacement
Change Notes:	PE funds increased in 2020. The program is being adjusted to accommodate necessary decreases in children project fund amounts. This does not include changes to child projects in the Strafford MPO region.

## Approved

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
GRR	PE	2017	\$150,000	\$0	\$0	STP-State Flexible, Toll Credit	\$150,000
GRR	PE	2018	\$180,000	\$0	\$0	STP-State Flexible, Toll Credit	\$180,000
GRR	PE	2019	\$150,000	\$0	\$0	STP-State Flexible, Toll Credit	\$150,000
GRR	PE	2020	\$120,000	\$0	\$0	STP-State Flexible, Toll Credit	\$120,000
GRR	ROW	2017	\$5,000	\$0	\$0	STP-State Flexible, Toll Credit	\$5,000
GRR	ROW	2018	\$5,000	\$0	\$0	STP-State Flexible, Toll Credit	\$5,000
GRR	ROW	2019	\$5,000	\$0	\$0	STP-State Flexible, Toll Credit	\$5,000
GRR	ROW	2020	\$5,000	\$0	\$0	STP-State Flexible, Toll Credit	\$5,000
GRR	Const	2017	\$560,000	\$0	\$0	STP-State Flexible, Toll Credit	\$560,000
GRR	Const	2018	\$1,880,000	\$0	\$0	STP-State Flexible, Toll Credit	\$1,880,000
GRR	Const	2019	\$1,880,000	\$0	\$0	STP-State Flexible, Toll Credit	\$1,880,000
GRR	Const	2020	\$1,880,000	\$0	\$0	STP-State Flexible, Toll Credit	\$1,880,000
<b>Totals</b>			\$6,820,000	\$0	\$0		\$6,820,000

## Proposed

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
GRR	PE	2017	\$150,000	\$0	\$0	STP-State Flexible, Toll Credit	\$150,000
GRR	PE	2018	\$180,000	\$0	\$0	STP-State Flexible, Toll Credit	\$180,000
GRR	PE	2019	\$150,000	\$0	\$0	STP-State Flexible, Toll Credit	\$150,000
GRR	PE	2020	\$150,000	\$0	\$0	STP-State Flexible, Toll Credit	\$150,000
GRR	ROW	2017	\$5,000	\$0	\$0	STP-State Flexible, Toll Credit	\$5,000
GRR	ROW	2018	\$5,000	\$0	\$0	STP-State Flexible, Toll Credit	\$5,000
GRR	ROW	2019	\$5,000	\$0	\$0	STP-State Flexible, Toll Credit	\$5,000
GRR	ROW	2020	\$5,000	\$0	\$0	STP-State Flexible, Toll Credit	\$5,000
GRR	Const	2017	\$560,000	\$0	\$0	STP-State Flexible, Toll Credit	\$560,000
GRR	Const	2018	\$1,880,000	\$0	\$0	STP-State Flexible, Toll Credit	\$1,880,000
GRR	Const	2019	\$1,880,000	\$0	\$0	STP-State Flexible, Toll Credit	\$1,880,000
GRR	Const	2020	\$1,880,000	\$0	\$0	STP-State Flexible, Toll Credit	\$1,880,000
			\$6,850,000	\$0	\$0		\$6,850,000

## Changes

Federal \$ Change	State \$ Change	Other \$ Change	Total \$ Change
\$30,000	\$0	\$0	\$30,000

