

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
December 21, 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 November 29, 2018 (**Enclosed**)
 - b. Acceptance of Draft November Financials (**Enclosed**)
 - c. Concurrence with December Monthly Minors (**Enclosed**)
 - d. Recommend full Commission approval of the Draft Mid-Year Budget (**Enclosed**)
 - e. Approval of the Updated Employee Handbook (**Separate Emailing**)
- 3. Discussion**
 - a. Strategic Planning (**see Memo**)
- 4. Updates**
 - a. Awards, Contracts, and General Business Update (**see Memo**)
 - b. Municipal Visits (**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.

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DATE: December 14, 2018
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the December 2018 Meeting

The following notes correspond to individual agenda items for discussion.

2b. Acceptance of Draft November Financials

See annotations within the financial statements.

Balance Sheet: Bank balances remain healthy and are about on par with this time last year. Year-to-year comparisons should start to come into alignment as funding for SHRP2 and EDA concluded in September and December of 2017. 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.

Aging Summary: We have received the \$5,942 in EDA funding on December 11, 2018. Next month this past due payment will fall off the Aging Summary. Reminders have been sent out to others with outstanding payments due.

Profit and Loss: UPWP billing again remains somewhat higher given the extensive amount staff time dedicated to developing the transportation model in November. We will have 2 new transportation related contracts that will offset lower monthly DOT billing in the second half of the fiscal year. Target Block Grant revenue and dues expenditures were also again higher than typical for this point in the year to enable staff to continue economic development planning services in lieu of the still pending EDA grant. Expenses are on target for the month; this month included printing the SRPC Annual Report. The month itself ended with a net income of \$7,709.31. Year-to-date while we are still operating at a loss, we expect to either break even or be in the black after December; -\$3,141.11 at the end of November compared to -\$10,850.42 as of the end of October.

2d. Recommend full Commission approval of the Draft Mid-Year Budget

Since last month's draft of the working budget there are two noteworthy changes to SRPC revenue: the award of the \$30,000 Children's Health Foundation grant (half of which is in this fiscal year) and the addition of several pending GIS Tax Map projects. On the expense side, personnel costs have been adjusted accordingly to correspond to the project workload. At this time, if there are no corrections or significant changes a motion is requested to recommend approval of the draft mid-year budget by the full commission. Time has been allotted within the December 21, 2019 Policy Committee meeting to allow the commission to convene a meeting for this single action item.

2e. Approval of the Updated Employee Handbook

The updated draft for review and approval at the December meeting includes a few additional changes based upon feedback from staff and the Committee in November. The new changes (yellow highlights in the draft) include:

- Updated the list of current staff position in the Organization Chart
- Incorporate commissioners into the anti-harassment policy and strike references to company equipment when defining what harassment may include so to not limit the source
- Permit telecommuting as one of the options available to employees when there is inclement weather and acknowledge that the office building may be closed by the City of Rochester or the Director in extreme situations.
- The Quarterly, Monthly and Weekly Reports section has been renamed to Timesheets and Project Reports to reflect current time tracking procedures where all data required to prepare invoices is entered directly into the timesheet function of our accounting software.
- Edited various sections to use a consistent definition of “family” throughout the document.

Edits shared with the Committee at the November meeting (aqua highlights in the draft) include:

- General edits to improve the documents readability.
- Regular part time employees are eligible for pro-rated benefits (part-time employees are unrecognized in current policies).
- Update language defining exempt and non-exempt employee status.
- Clarify benefit eligibility for temporary employees.
- Create a new flex time section that allows flexing within the pay period and limited permission to carry over flextime within the billing period for evening and weekend meetings/events with Executive Director prior approval.
- Add new provision for non-FMLA family medical leave and disclaimer that it is unlikely that SRPC employees will be eligible for FMLA.
- Outline procedures to submit a complaint under the anti-harassment section (process is currently vague/non-existent).
- Add detail to the prohibition of medical marijuana (not allowed on premises, while work is being conducted, or while operating a vehicle for commission business).
- Telecommuting Policy –remove references specific software, add requirements for staff to clearly document work completed while telecommuting on separate timesheet lines to allow full accountability/transparency.
- Add an appeals process.

Once approved by the Executive Committee, we will clean up the formatting and provide a clean copy for signature by the Chair.

3a. Strategic Planning

Tentative date for the retreat is Friday February 8th with February 21st as a snow date. Staff is in the process of procuring a location to host the retreat and to select a facilitator. Once a facilitator is selected we will schedule a meeting to plan the retreat agenda. I would like to have 2 or 3 Executive Committee members participate in this meeting if available. As of today we have 11 responses to the Commissioner Survey and 26 to the Stakeholder Survey. A summary of responses to the two surveys should be ready for distribution at the Executive Committee meeting.

4a. Awards, Contracts and General Business Update

Awards and Contracts: Several contracts in this year’s budget are still pending. These include:

- EDA Economic Development District Funding (contract anticipated for 1/1/2019)
- Durham Groundwater Model (contract scope of work in development)
- UNH’s Coastal Resilience Climate in the Classroom Grant
- FHWA Multi-Modal Connectivity Bicycle Level of Stress Analysis (G&C approval anticipated 12/19 or early January)
- NH DOT CTAP Commute Smart (contract expected the week of 12/17/2018)
- SRPC is included within a successful NHDES Aquatic Resource Mitigation grant application submitted by the Town of Durham. SRPC will provide education and outreach services for a proposed living shoreline project at Wagon Hill.

Pending Grant Applications and Municipal Contracts include:

- Update Rollinsford’s Road Surface Management System scenarios.
- Update to tax maps and associated GIS geodatabases for Newmarket, Somersworth and Strafford.
- SRPC submitted a joint NHDES Sourcewater Protection grant application along with Rockingham Planning Commission to develop regional source water protection planning tools and maps. Staff are meeting with DES to discuss the application on 12/18/2018.

IT Plan: Staffers continue work on an IT Plan. The copier replacement is complete. We are working with our IT consultant to price out a router replacement and VPN system and upgrades to our Microsoft Office software. Rachel and Marcia are working on inventorying current software and licenses in use by all staff in the office.

Dues: Dues expenditures to date are summarized below. Starting January 1 we will begin parsing expenses by municipality in addition to the following categories.

July – November Year to Date	
Income:	
Billable Mapping Services	\$2,946.50
FY19 Dues Paid	\$117,048.76
Total Income	\$119,995.26

Expenses:	
Planning Salaries*	\$4,990.85
Dues and Subscriptions	\$230.00
Office Software	\$4,000.00
Travel	\$283.29
Meeting Expense	\$1,476.24
Office Expense	\$26.47
Accounting	\$62.50
Mapping Supplies	\$0.00
Mapping Salaries	\$1,610.78
Indirect*	\$8,450.09
Total SRPC Expenses	\$21,130.22

Cash Match:	
UPWP	\$27,134.45
Total Cash Match	\$27,134.45

Contract Overages:	
Coastal FY18, NOT Aquifer	\$1,669.57
UNH Lamprey River	\$10.66
FAR Tax Map	\$244.73
NDU Build Out Analysis	\$25.00
NHARPC Brochure	\$168.84
Total Contract Overages	\$2,118.80

Total Expenses	\$50,383.47
Annual Dues Remaining	\$69,611.79

* Includes EDA match funds, local technical assistance

Indirect Rate: SRPC’s approved indirect rate (fringe benefits, plus overhead) for FY 2019 is 128% as approved by NH DOT. We are currently averaging 125.45% for July through November. SRPC has a

negotiated predetermined rate, meaning there is no requirement to “settle up” at the end of the fiscal year.

4b. Municipal Visits

Visits have been positive thus far. Communities have had several questions about transportation planning and opportunities for economic development. 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
- October 24 - Dover City Council
- October 22 - Barrington Selectboard
- November 5 - Lee Selectboard
- November 19 - Madbury Selectboard
- November 28 - Wakefield Selectboard
- December 10 - Farmington Selectboard

The remaining communities will be scheduled for 2019.

BARRINGTON
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NEW DURHAM
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ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

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

DRAFT Meeting Minutes
November 29, 2018

Committee members present: Chair Victoria Parmele, Northwood; Secretary/Treasurer Tom Crosby, Madbury; Donald Hamann, Rochester; Marcia Gasses, Dover; Peter Nelson, Newmarket; Fred Kaen, Lee

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

Committee members absent: Vice Chair Martin Laferte, Farmington

1. Welcome/Introductions

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

2. Action Items

a. Approval of the Minutes of October 19, 2018

V. Parmele asked for a motion to accept the minutes of the Oct. 19, 2018, Executive Committee meeting. Donald Hamann **MOVED** to accept the minutes. Marcia Gasses **SECONDED** the motion, of which all were **IN FAVOR**.

b. Acceptance of Draft October Financials

Jennifer Czysz reviewed the draft October financials. She explained the difference in bank balances between this month and last month. She discussed the status on EDA funding payment from Strafford EDD's last grant cycle and gave an update on funding for the EDD's next cycle, for which the organization is still awaiting. A discussion ensued concerning this process.

J. Czysz reviewed the profit and loss statement. She said field work was wrapped up at the beginning of November and data collection intern Monique Duchesne's position had ended. J. Czysz also said that EDA had notified Strafford EDD about its funding, which will begin in January and run until Dec. 31, 2019. This has affected the SRPC budget because the EDA funds were budgeted for all of Fiscal Year 2019, but will be awarded only in the second half.

M. Gasses offered an altered payment schedule for work with Barrington, if needed. P. Nelson asked about funding for Strafford EDD. A discussion ensued concerning Strafford EDD, its processes, and the schedule for pending funding.

J. Czynsz reviewed the month end and current year end statuses, and she said the organization is in good shape with regard to the indirect rate.

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

V. Parmele introduced agenda item 3a.

3. Discussion

a. Strategic Planning

J. Czynsz said that all staff members participated in an internal survey and the results were discussed at the staff meeting. She offered to share the responses with the Executive Committee. There have been eight responses to the commissioners' survey. J. Czynsz said the survey deadline had passed, but individuals can still complete the survey. She encouraged Executive Committee members to fill out the survey if they haven't yet.

J. Czynsz said that 17 individuals have filled out the stakeholder survey. She noted that Nancy O'Connor will be sending a Doodle poll for potential retreat days. A discussion ensued concerning a best day to hold the retreat.

V. Parmele introduced agenda item 2c.

2. Action Items

c. Concurrence with November Monthly Minors

Colin Lentz reviewed the November Monthly Minors, which noted changes in two local projects. The Durham/UNH Local Technical Assistance Program (LTAP), which is administered by the Technology Transfer Center, has a proposed increase of \$255 in federal funding. The Durham Bridge Replacement for the Route 4/Bunker Creek Bridge changed due to an additional funding source for 2018 preliminary engineering.

C. Lentz also reviewed statewide projects including funding-type adjustments for the municipal-owned bridge rehabilitation & replacement projects (MOBRR), an increase in 2019–2020 preliminary engineering funds of the resurfacing tier 1 highways program (PAVE-T1-RESURF), fund-type changes for construction for the rehabilitation of tier 2 highways program (PAVE-T2-REHAB), and funding increases for the statewide rideshare database using Trapeze Ridepro software, which is administered by COAST and affects the SRPC and Rockingham Planning Commission regions.

P. Nelson asked about the increase in the PAVE-T2-REHAB project. C. Lentz explained that no new state money had been allocated; rather, toll credits would now be used on this project. S. Sylvia discussed the Trapeze Ridepro software and how Commute SMART Seacoast uses it.

C. Lentz said that information from NHDOT is always getting more detailed and he and data analyst Rachel Dewey will update their database as they receive more detailed information.

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

d. Nomination of Regional Impact Committee members

S. Sylvia presented the proposed slate of RIC members. A discussion ensued concerning which of the current alternates would move to the vacant member position. The proposed slate has three members—Wes Merritt, Fred Kaen, and Marcia Gasses—and three alternates—Steve Diamond, Victoria Parmele, and Donald Hamann. S. Sylvia said that Wayne Burton and Michael Bobinsky had also expressed interest, and Leslie Schwartz said she would be interested in the future.

M. Gasses **MOVED** to nominate the slate of Regional Impact Committee members as proposed. D. Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

3. Discussion

a. Employee Handbook

J. Czysz reviewed changes to the employee handbook, explaining that work on the handbook started with an edit for readability under the previous executive director, Cynthia Copeland. J. Czysz said that changes would be made in rounds, according to level of priority and with consideration of staff input and strategic planning outcomes.

She noted that the first round of edits included the addition of the category of part-time employee and information about pro-rating benefits. M. Gasses asked about health insurance weekly hour requirements. This was discussed.

J. Czysz said that the handbook now allows flexing of work hours within a two-week period and, under extreme circumstances, outside a two-week period.

Other changes included provisions for non-FMLA family medical leave. As SRPC has fewer than 50 employees, the organization is not subject to FMLA. This addition will create a similar benefit for employees. In addition, a process was added for making complaints of harassment. Executive Committee members discussed Commissioners following SRPC's harassment policies, which was a comment from the staff meeting.

J. Czysz said the latest round of changes also addresses the telecommuting policy. She noted that a router has been ordered so the organization can set up a virtual private network, which will enable all staff members to telecommute at the same time. J. Czysz also said an appeals process was added that allows staffers to challenge disciplinary actions in front of the Executive Committee.

b. Working Budget

J. Czynsz said the budget is being prepped for a mid-year adjustment. Significant changes that have affected the budget include cost savings with a cheaper contract for SRPC's new copier, the purchase of a new router, the late start of the EDA grant, and potential funding through the New Hampshire Children's Health Foundation (formerly the HNH Foundation) and the Local Sourcewater Protection Grant.

J. Czynsz said Farmington may want to contract with SRPC for a staff member to act as the town's land use clerk until a permanent clerk is hired.

J. Czynsz discussed staff business.

J. Czynsz said she will bring the amended budget back to the Executive Committee at its Dec. 21 meeting. The amended budget will be presented to the full Commission as well for adoption.

4. Updates

a. Awards, Contracts, and General Business Update

J. Czynsz said Madbury's and Northwood's Hazard Mitigation program grants are now in place.

b. Municipal Visits

J. Czynsz said she has visited two more towns since the last Executive Committee meeting, and another round of meetings will be scheduled beginning in January.

5. Other Business

There was no other business.

6. Adjourn

T. Crosby **MOVED** to adjourn the meeting. D. Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 9 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 - November

NOVEMBER 30, 2018

FSB Checking Beginning Balance	\$101,790.52
Deposits	\$69,114.78
Payments	\$72,445.08
FSB Checking Ending Balance	\$98,460.22

Accounts Receivable	\$73,954.83
FSB Savings Account	\$16,046.90

OVERSIGHT ACTIVITIES

Line of Credit Activated?	No; extended to 12/31/2019
Audit Status	Complete

BUDGET NARRATIVE

Federal Savings Bank Balance/Case on hand:	We continue to have adequate cash on hand to meet monthly expenses
Payables and Receivables	EDA past due payment received on 12/11/2018
FY19 Working Budget:	Up to date with all current funding and expenses confirmed as of 12/14/18

FUNDING SOURCES - WORKING BUDGET

Due, Interest & Reimbursement	\$120,040.96
Metropolitan Planning Organization	\$541,242.24
State Agencies	\$144,226.00
Municipal & Nonprofit Agreements	\$79,737.36
Economic Development District	\$98,320.00
Total Revenue	\$983,566.56
Pending Grant Applications	\$29,000.00

EXPENSES - WORKING BUDGET

Personnel	\$666,085.40
Equipment	\$25,309.15
Communications	\$22,188.00
Fixed Expenses	\$45,716.00
Miscellaneous Expenses	\$10,195.00
Contracted Work	\$212,397.00
Total Expenses	\$981,890.55

STAFF PRESENTATIONS - ACTIVITIES NOV./DEC.

Staff Meeting (All)
 NHPA Annual Meeting (Kyle, Stef)
 PFPNH (Rachel, Marcia, Colin)
 Interagency (Rachel, Colin)
 NOT RSMS Forecasting Meeting (Stef, Colin)
 Meeting at OSI to discuss building permit data collection collaboration (Stef)
 Lee Hazard Mitigation Meetings (Kyle)
 Gonic Dam & Gonic Sawmill Dam Removal Project Meeting (Kyle, James, Jen)
 Interview with UNH Theater Department for Climigration Project (Kyle)
 Conference Call with NJ Futures on Climate Adaptation Projects (Kyle)
 Full CAW Meeting (Kyle)
 PRB Site Visits in Durham (Kyle)
 Durham Leadership Team Meeting for Climate Memory Project (Kyle)
 Meeting with NHDES Staff to Discuss 2018 PSM Scope of Work (Kyle)
 OSI Floodplain Workshop (Kyle)
 Conference Call with PRB Project Team (Kyle)
 Conference Call with NHDES to Discuss Future Energy Work (Kyle, Jen)
 CAW Outreach (Kyle)
 Climate in the Classroom Project Team Meeting (Kyle)
 Seacoast Stormwater Coalition Meeting (Kyle)
 Conference Call to Discuss Lamprey Symposium Presentation (Kyle)
 Stormwater Regulation Update Meeting - Newmarket Subcommittee (Kyle)
 Meeting with NHDES and RPC to Discuss Sourcewater Protection Grant Application (Kyle, Jen)
 Barrington Subcommittee meeting to Update Master Plan Chapter (Kyle)
 ACT Executive Committee (Colin)
 108 Complete Streets project coordination Meeting (Colin, Jen, James)
 Kittery/Portsmouth Naval Shipyard planning meeting (Colin, Jen)
 Wakefield Selectboard (Jen)
 Met with Farmington PlanNH Steering Committee to discuss parking study (Colin)
 Farmington Selectboard (Jen, Colin)
 COAST Board meeting (Colin)
 HSIP Committee meeting (Colin)
 WHC Rochester Housing Workshop meeting (Shayna)
 Explore Moose Mountains (Shayna)
 NH Plan on Aging Listening Session (Nancy)
 Community Development Finance Authority training on CDBG grant (Nancy)
 Public Health Advisory Committee virtual meeting (Nancy)
 Economic Development Brownbag (Nancy, Jen, James)
 EPA Environmental Justice Screen Webinar (Shayna)
 Commission Meeting (Jen, Shayna, Nancy, Stefanie, Marcia)
 Madbury Selectboard (Colin, Jen)

WEB AND SOCIAL MEDIA STATISTICS



Stafford.org

Sessions 604 (-190)
 Users 452 (-48)



Constant Contact

Subscribers 813(+4)
 Avg. Open Rate 34% (-1)



Facebook

Posts 28 (+6)
 Reach 1101 (+415)
 Engagement 123 (+41)



Twitter

Tweets 13(+4)
 Profile Visits 258 (+14)
 Impressions 3,068(+1093)
 Followers 247 (+1)
 Mentions 1 (+1)



Map Geo

Total Visits *
 Unique Visitors *

* There are no numbers to report due to an error with Google blocking MapGeo's statistics tool as a malicious site



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

DRAFT

	Nov 30, 18	Nov 30, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Citizens Bank Checking Account	0.00	48,136.68	-48,136.68
Citizens Municipal Rev Reserve	0.00	1,566.76	-1,566.76
FSB Checking	85,619.99	57,576.91	28,043.08
FSB Savings	16,046.90	1,000.35	15,046.55
Total Checking/Savings	101,666.89	108,280.70	-6,613.81
Accounts Receivable			
Accounts Receivable	73,954.83	121,188.35	-47,233.52
Total Accounts Receivable	73,954.83	121,188.35	-47,233.52
Other Current Assets			
Prepaid Expenses			
Prepaid Dues and Subscriptions	2,122.36	1,267.58	854.78
Prepaid training	600.00	0.00	600.00
Total Prepaid Expenses	2,722.36	1,267.58	1,454.78
Prepaid software support	411.70	1,276.56	-864.86
Undeposited Funds	724.43	4,754.57	-4,030.14
Total Other Current Assets	3,858.49	7,298.71	-3,440.22
Total Current Assets	179,480.21	236,767.76	-57,287.55
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	179,480.21	236,767.76	-57,287.55
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			

DRAFT

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

	Nov 30, 18	Nov 30, 17	\$ Change
Accounts Payable	0.00	-600.00	600.00 ⁷
Total Accounts Payable	0.00	-600.00	600.00
Credit Cards			
FSB Credit Card	143.21	0.00	143.21
Citizens credit card Parent			
Citizens credit card_CJC	0.00	1,571.23	-1,571.23
Total Citizens credit card Parent	0.00	1,571.23	-1,571.23
Total Credit Cards	143.21	1,571.23	-1,428.02 ⁸
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	5,449.13	0.00	5,449.13 ⁹
FY18 Dues in Advance	0.00	62,812.24	-62,812.24
FY19 Dues in Advance	68,278.40	0.00	68,278.40
Loan from Employee	0.00	4,036.71	-4,036.71
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	3,192.64	3,321.64	-129.00
Total Payroll Liabilities	3,223.03	3,352.03	-129.00
Total Other Current Liabilities	76,998.56	70,248.98	6,749.58
Total Current Liabilities	77,141.77	71,220.21	5,921.56
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	4,443.75	2,900.00	1,543.75
Total Accrued expenses	43,901.89	44,387.27	-485.38 ¹⁰
Total Long Term Liabilities	43,901.89	44,387.27	-485.38
Total Liabilities	121,043.66	115,607.48	5,436.18
Equity			
Retained Earnings	61,577.66	63,398.70	-1,821.04
Net Income	-3,141.11	57,761.58	-60,902.69

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

DRAFT

	<u>Nov 30, 18</u>	<u>Nov 30, 17</u>	<u>\$ Change</u>
Total Equity	58,436.55	121,160.28	-62,723.73
TOTAL LIABILITIES & EQUITY	179,480.21	236,767.76	-57,287.55

JAC
12/11/18

3:39 PM
12/11/18

Stafford Regional Planning Commission
Balance Sheet
As of November 30, 2018

Accrual Basis

1. Cash balances: reduced number of contracts for FY19. FY18 also had \$20,000 loan for operating expenses.
2. Accounts Receivable: In FY18 NHDOT owed two months of invoices. Reduced number of FY19 contracts is also contributing to lower receivables.
3. Prepaid Dues: Memberships have remained consistent. Difference is attributable to increases in dues across the board.
4. Prepaid Training: Economic development education credit to be used this year.
5. Prepaid Software: Elimination of Grant Finder software (approximately \$1,000 per year) and restructuring of Adobe services used.
6. Undeposited Funds: This QuickBooks account "holds" customer payments received until actual deposit is made at the bank.
7. Accounts Payable: Economic Development credit for education mentioned above. Moved to prepaid training in FY18.
8. Credit Cards: Elimination of Teamworks and DropBox (4 accounts) used previously for SHRP2 contract. Reduction in staff meeting refreshments paid for by organization. Staff currently doing a pot luck approach to meeting refreshments.
9. Contract Revenue in Advance: Barrington Conservation Commission natural resource mapping balance on contract. The Town of Barrington has also asked to be invoiced for remaining contract balance on the master plan chapter and will pay in advance in December or early January, approximately \$8,000.
10. Accrued expenses get adjusted annually at fiscal year end to reflect timing differences between paycheck date and fiscal year end work days, to accrue vacation time available to employees at year end, and to adjust audit expenses to the new fiscal year fee per the engagement letter.

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
NHARPC						
Communication Services	450.00	0.00	0.00	0.00	0.00	450.00
Total NHARPC	450.00	0.00	0.00	0.00	0.00	450.00
Town of Rochester						
ROU - Land Use	500.00	0.00	0.00	0.00	0.00	500.00
Total City of Rochester	500.00	0.00	0.00	0.00	0.00	500.00
OFFICE OF SAFETY (OEM)						
PD - 2016	500.00	0.00	0.00	0.00	0.00	500.00
OFFICE OF SAFETY (OEM)						
DC - 18_19	45,646.19	0.00	0.00	0.00	0.00	45,646.19
DOT_UPWP 010-2011						
ED - DEVELOPMENT ADMINISTRATION	0.00	0.00	0.00	0.00	5,942.50	5,942.50
Total ECONOMIC DEVELOPMENT ADMINISTRATION	0.00	0.00	0.00	0.00	5,942.50	5,942.50
EPA						
Brownfields 2015-2018	1,216.99	0.00	0.00	0.00	0.00	1,216.99
Total EPA	1,216.99	0.00	0.00	0.00	0.00	1,216.99
Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
LTA (Local Technical Assistance)						
PLUR Books						
Town of Brookfield PLUR	0.00	0.00	78.00	0.00	0.00	78.00
Total PLUR Books	0.00	0.00	78.00	0.00	0.00	78.00
LTA (Local Technical Assistance) - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total LTA (Local Technical Assistance)	0.00	0.00	78.00	0.00	0.00	78.00
Mapping Projects						
Billable Mapping Services						
Karen Gould	0.00	0.00	0.00	0.00	265.00	265.00
Total Billable Mapping Services	0.00	0.00	0.00	0.00	265.00	265.00
MapGeo						
Farmington	500.00	0.00	0.00	0.00	0.00	500.00
Rollinsford	0.00	0.00	0.00	667.00	0.00	667.00
Total MapGeo	500.00	0.00	0.00	667.00	0.00	1,167.00
Total Mapping Projects	500.00	0.00	0.00	667.00	265.00	1,432.00
NH DES						
Coastal FY19	1,888.92	1,249.64	0.00	0.00	0.00	3,138.56
Total NH DES	1,888.92	1,249.64	0.00	0.00	0.00	3,138.56
Office of Energy and Planning OEP						
FY19 Targeted Block Grant	897.35	0.00	0.00	0.00	0.00	897.35
Total Office of Energy and Planning OEP	897.35	0.00	0.00	0.00	0.00	897.35
Rockingham Planning Commission	188.73	0.00	0.00	0.00	0.00	188.73
Town of Barrington						
Barrington Master Plan Chapter	237.50	0.00	0.00	0.00	0.00	237.50

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Stafford Regional Planning Commission
A/R Aging Summary
As of November 30, 2018

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Total Town of Barrington	237.50	0.00	0.00	0.00	0.00	237.50
Town of Littleton 2018 WSP	4,384.92	0.00	0.00	0.00	0.00	4,384.92
Total Town of Littleton	4,384.92	0.00	0.00	0.00	0.00	4,384.92
Town of Northwood 2018 Technical Services	2,414.56	2,396.03	0.00	3,056.27	0.00	7,866.86
Total Town of Northwood	2,414.56	2,396.03	0.00	3,056.27	0.00	7,866.86
Town of Nottingham SWS	529.84	945.39	0.00	0.00	0.00	1,475.23
Total Town of Nottingham	529.84	945.39	0.00	0.00	0.00	1,475.23
TOTAL	59,355.00	4,591.06	78.00	3,723.27	6,207.50	73,954.83

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Stafford Regional Planning Commission
A/R Aging Summary
As of November 30, 2018

1. EDA ASAP request appears to have gone through 12/10/18
2. EPA Brownfields: Funds received 12/6/18
3. Woodfield PLUR books: statement emailed 12/10/18
4. Kristen Gould: statement emailed 12/10/18
5. Mapelo Rollinsford: statement emailed 12/10/18
6. Coastal 2019: Payment received 12/7/18
7. Northwood: Received payment of \$5,452.30 on 12/5/18

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

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	Nov 18	Nov 17	\$ Change
Ordinary Income/Expense			
Income			
SRPC Revenue			
SRPC Membership Dues	9,754.07	8,973.18	780.89
Municipal and NonProfit Revenue			
Lee HMPG	4,384.92	0.00	4,384.92
Northwood Planning Services	2,414.56	2,054.57	359.99
Barrington Master Plan	237.50	577.80	-340.30
Nottingham RSMS	529.84	0.00	529.84
DUR Future Land Use	0.00	4,390.40	-4,390.40
Other Agreements & Contracts			
GIS Projects	500.00	135.00	365.00
Total Other Agreements & Contracts	500.00	135.00	365.00
Municipal and NonProfit Revenue - Other	2,370.94	587.50	1,783.44
Total Municipal and NonProfit Revenue	10,437.76	7,745.27	2,692.49
Total SRPC Revenue	20,191.83	16,718.45	3,473.38
State Award Revenue			
OEP Targeted Block	897.35	0.00	897.35
NHDES			
Coastal 2019	1,888.92	0.00	1,888.92
Coastal 2018	0.00	3,089.38	-3,089.38
Project of Special Merit SAIL	0.00	2,211.60	-2,211.60
Total NHDES	1,888.92	5,300.98	-3,412.06
OEM Haz Mit			
PDM 2016	500.00	0.00	500.00
Total OEM Haz Mit	500.00	0.00	500.00
Total State Award Revenue	3,286.27	5,300.98	-2,014.71
MPO Revenue			
NH DOT			
UPWP	50,717.99	37,388.17	13,329.82
ICR Recoupment	0.00	7,611.06	-7,611.06
Total NH DOT	50,717.99	44,999.23	5,718.76
Total MPO Revenue	50,717.99	44,999.23	5,718.76
Economic Development Revenue			
EPA Brownfields	5,125.77	3,137.19	1,988.58
Total Economic Development Revenue	5,125.77	3,137.19	1,988.58

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

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	Nov 18	Nov 17	\$ Change
Contra Income Cash Match			
DOT Cash Match	-5,071.80	-3,738.82	-1,332.98
Total Contra Income Cash Match	-5,071.80	-3,738.82	-1,332.98
Contra Income InKind/Soft Match			
InKind Coastal Match	0.00	-1,889.11	1,889.11
Total Contra Income InKind/Soft Match	0.00	-1,889.11	1,889.11
Contract Overage	-168.84	-888.33	719.49
Miscellaneous Income	2,392.20	0.00	2,392.20
Total Income	76,473.42	63,639.59	12,833.83
Gross Profit	76,473.42	63,639.59	12,833.83
Expense			
Personnel Expenses			
Salary and Wages	43,375.08	40,095.42	3,279.66
Payroll Expenses			
Payroll Taxes			
Medicare Expense	612.28	560.37	51.91
Social Security expense	2,618.00	2,396.05	221.95
Payroll Taxes - Other	0.00	0.03	-0.03
Total Payroll Taxes	3,230.28	2,956.45	273.83
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	91.08	-2.08
LTD Insurance expense	47.64	63.68	-16.04
STD insurance expense	160.71	186.00	-25.29
Pension expense	1,247.26	1,191.30	55.96
Unemployment expense	240.25	322.25	-82.00
Workers Compensation	145.34	155.17	-9.83
Payroll Processing Fees	180.50	170.50	10.00
Staff Training and Seminars	90.00	-282.00	372.00
Dues and Subscriptions	439.37	492.78	-53.41
Total Payroll Expenses	10,206.47	11,502.63	-1,296.16
Total Personnel Expenses	53,581.55	51,598.05	1,983.50
Equipment expense			
Copier Maintenance Contract	0.00	368.85	-368.85
Software expense			
Arclnfo/View software	1,064.00	561.38	502.62
Grant Finder	0.00	82.92	-82.92
Prezi	13.25	13.25	0.00

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 Annual Basis

Strafford Regional Planning Commission
Profit & Loss
November 2018

	Nov 18	Nov 17	\$ Change
Adobe In Design	139.90	79.96	59.94
Anti-virus software	34.38	45.84	-11.46
Office Software			
Office operating software	0.00	50.50	-50.50
Total Office Software	0.00	50.50	-50.50
Total Software expense	1,251.53	833.85	417.68
Traffic Count Expenses			
Traffic counting supplies	0.00	40.60	-40.60
Total Traffic Count Expenses	0.00	40.60	-40.60
Total Equipment expense	1,251.53	1,243.30	8.23
Communications			
Internet Communication Expense	114.00	159.00	-45.00
Telephone	180.16	169.38	10.78
Travel & Ent			
Meals	0.00	31.90	-31.90
Travel	588.78	1,185.10	-596.32
Total Travel & Ent	588.78	1,217.00	-628.22
Postage and Delivery	65.99	6.65	59.34
Total Communications	948.93	1,552.03	-603.10
Fixed Expenses			
Insurance			
Liability Insurance	420.92	423.42	-2.50
Total Insurance	420.92	423.42	-2.50
Rent	2,500.00	2,500.00	0.00
Total Fixed Expenses	2,920.92	2,923.42	-2.50
Administrative			
Library & Planning Books	0.00	261.00	-261.00
Meetings Expense	88.29	0.00	88.29
Office Expense	53.12	42.47	10.65
Office Supplies	267.22	69.35	197.87
Printing and Reproduction	1,055.00	0.00	1,055.00
Professional Fees			
Accounting, Audit	888.75	700.00	188.75
Total Professional Fees	888.75	700.00	188.75
Interest Expense			

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 Actual Basis

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

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	Nov 18	Nov 17	\$ Change
Loan Interest	0.00	32.31	-32.31
Total Interest Expense	0.00	32.31	-32.31
Total Administrative	2,352.38	1,105.13	1,247.25
Contract Labor			
Accounting & Bookkeeping	3,550.00	4,062.50	-512.50
Consulting Engineering Services	3,908.78	3,137.19	771.59
Network support	270.00	270.00	0.00
Website and logo design	0.00	825.00	-825.00
Website maintenance and updates	3.90	1,306.25	-1,302.35
Total Contract Labor	7,732.68	9,600.94	-1,868.26
Total Expense	68,787.99	68,022.87	765.12
Net Ordinary Income	7,685.43	-4,383.28	12,068.71
Other Income/Expense			
Other Income			
Interest Income	23.88	27.54	-3.66
Total Other Income	23.88	27.54	-3.66
Net Other Income	23.88	27.54	-3.66
Net Income	7,709.31	-4,355.74	12,065.05

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Annual Basis

Strafford Regional Planning Commission
Profit & Loss
November 2018

1. Contract Overage FY18: NHARPC Brochure
2. Miscellaneous Income: Canon copier "rebate" equal to almost one year of lease payments (maintenance contract is separate)
3. Copier Maintenance Contract: New monthly payment \$319.85, which includes both the lease and maintenance contract. Prior year cost was just the maintenance contract with Conway Office Solutions.
4. Print/View Software: Two payments were dated in November.
5. Printing: Annual report printing

Strafford Regional Planning Commission
Income by Customer
November 2018

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Date	Name	Memo	Amount
NHARPC			
Communication Services			
11/30/2018	NHARPC:Communication Services	NHARPC Brochure - Design	440.37
11/30/2018	NHARPC:Communication Services	Editing	126.60
11/30/2018	NHARPC:Communication Services	Mapping	51.87
11/30/2018	NHARPC:Communication Services	To record when contracts go over budget in QuickBooks	-168.84
Total Communication Services			450.00
Total NHARPC			450.00
City of Rochester			
ROC Land Use			
11/30/2018	City of Rochester:ROC Land Use	Rochester Land Use	500.00
Total ROC Land Use			500.00
Total City of Rochester			500.00
DEPT OF SAFETY (OEM)			
PDM 2016			
11/30/2018	DEPT OF SAFETY (OEM):PDM 2016	PDM16, Rochester Task 6 (5% of \$10,000)	500.00
Total PDM 2016			500.00
Total DEPT OF SAFETY (OEM)			500.00
DOT UPWP 18_19			
11/30/2018	DOT UPWP 18_19	November 2018 Progress Billing	50,124.01
11/30/2018	DOT UPWP 18_19	10% Matching Funds	-5,012.40
11/30/2018	DOT UPWP 18_19	Jul-Oct Direct Cost Adjustment, see report	593.98
11/30/2018	DOT UPWP 18_19	10% Matching Funds	-59.40
Total DOT UPWP 18_19			45,646.19
EPA			
Brownfields 2015-2018			
11/20/2018	EPA:Brownfields 2015-2018	CREDERE ONLY - HAZARDOUS	2,816.53
11/20/2018	EPA:Brownfields 2015-2018	CREDERE ONLY - PETROLEUM	1,092.25
11/30/2018	EPA:Brownfields 2015-2018	Brownfields Personnel Only Sep-Nov 2018	1,216.99
Total Brownfields 2015-2018			5,125.77
Total EPA			5,125.77
Indirect Administration			
11/13/2018	Indirect Administration	one year lease payments per lease agreement - Canon	2,392.20
Total Indirect Administration			2,392.20
LTA (Local Technical Assistance)			

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 Accrual Basis

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

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Date	Name	Memo	Amount
11/01/2018	LTA (Local Technical Assistance)	Dues 129216.90, LESS NOT, MIL, BRK=117048.76/12=9754.07	9,754.07
Total LTA (Local Technical Assistance)			9,754.07
Mapping Projects			
MapGeo			
Farmington			
11/30/2018	Mapping Projects:MapGeo:Farmington	MapGeo Jan-Jun 2019	500.00
Total Farmington			500.00
Total MapGeo			500.00
Total Mapping Projects			500.00
NH DES			
Coastal FY19			
11/30/2018	NH DES:Coastal FY19	Coastal 2019 November 218 Progress Billing	1,888.92
Total Coastal FY19			1,888.92
Total NH DES			1,888.92
Office of Energy and Planning OEP			
FY19 Targeted Block Grant			
11/30/2018	Office of Energy and Planning OEP:FY19 Ta...	November 2018 Targeted Block Progress Billing	897.35
Total FY19 Targeted Block Grant			897.35
Total Office of Energy and Planning OEP			897.35
Rockingham Planning Commission			
11/30/2018	Rockingham Planning Commission	MPO Outreach Flyer design and content	188.73
Total Rockingham Planning Commission			188.73
Town of Barrington			
Barrington Master Plan Chapter			
11/30/2018	Town of Barrington:Barrington Master Plan ...	Master Plan Chapter November 2018 Progress Billing	237.50
Total Barrington Master Plan Chapter			237.50
BCC Natural Resource Mapping			
11/30/2018	Town of Barrington:BCC Natural Resource ...	November 2018 Progress Billing	1,063.37
Total BCC Natural Resource Mapping			1,063.37
Total Town of Barrington			1,300.87
Town of Lee			
2018 HMGP			

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Annual Basis

Strafford Regional Planning Commission
Income by Customer
November 2018

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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
11/30/2018	Town of Lee:2018 HMGP	Lee HMPG Sep-Nov 2018 Progress Billing	4,384.92
	Total 2018 HMGP		4,384.92
	Total Town of Lee		4,384.92
	Town of Northwood		
	2018 Technical Services		
11/30/2018	Town of Northwood:2018 Technical Services	Northwood Tech Svcs November 2018 Progress Billing	2,414.56
	Total 2018 Technical Services		2,414.56
	Total Town of Northwood		2,414.56
	Town of Nottingham		
	RSMS		
11/30/2018	Town of Nottingham:RSMS	Nottingham RSMS November 2018 Progress Billing	529.84
	Total RSMS		529.84
	Total Town of Nottingham		529.84
	TOTAL		76,473.42

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Account Basis

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through November 2018**

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	Jul - Nov 18	Budget	\$ Over Budget	% of Budget
Primary Income/Expense				
Income				
SRPC Revenue				
Membership Dues	48,770.35	48,770.40	-0.05	100.0%
Municipal and NonProfit Revenue				
Lee HMPG	4,384.92			
Northwood Planning Services	12,962.01	7,500.00	5,462.01	172.8%
Barrington Master Plan	841.25	2,083.30	-1,242.05	40.4%
Upper Lamprey River	1,881.25	2,270.00	-388.75	82.9%
Lee Barrington Conservation	1,550.87	2,916.69	-1,365.82	53.2%
FAR Master Plan	0.00	1.00	-1.00	0.0%
Wildlife Recreation and Parks	0.00	1.00	-1.00	0.0%
Wilmington RSMS	5,336.69	3,400.00	1,936.69	157.0%
DNR Future Land Use	0.00	0.00	0.00	0.0%
Other Agreements & Contracts				
GIS Projects	3,372.75	5,625.00	-2,252.25	60.0%
Total Other Agreements & Contracts	3,372.75	5,625.00	-2,252.25	60.0%
Municipal and NonProfit Revenue - Other	5,139.93	0.00	5,139.93	100.0%
Total Municipal and NonProfit Revenue	35,469.67	23,796.99	11,672.68	149.1%
Total SRPC Revenue	84,240.02	72,567.39	11,672.63	116.1%
State Award Revenue				
OEP Targeted Block	7,032.46	4,629.60	2,402.86	151.9%
NHDES				
Coastal 2019	13,384.76	5,208.31	8,176.45	257.0%
Lee Floodplain Mapping	25,891.09	18,514.17	7,376.92	139.8%
Watershed PRB	0.00	16,554.22	-16,554.22	0.0%
PSM18	0.00	1,000.00	-1,000.00	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	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%
Total NHDES	41,416.76	41,277.70	139.06	100.3%
OEM Haz Mit				
PDM 2017	0.00	6,250.00	-6,250.00	0.0%
PDM 2016	4,375.00	5,000.00	-625.00	87.5%
Haz Mit with Towns	0.00	3,125.00	-3,125.00	0.0%
OEM Haz Mit - Other	0.00	0.00	0.00	0.0%
Total OEM Haz Mit	4,375.00	14,375.00	-10,000.00	30.4%
Healthy Communities	0.00	1.00	-1.00	0.0%
Total State Award Revenue	52,824.22	60,283.30	-7,459.08	87.6%
MPO Revenue				
NH DOT				
SHRP2	0.00	0.00	0.00	0.0%
UPWP	271,344.39	214,387.50	56,956.89	126.6%
CTAP CommuteSMART	0.00	2,666.69	-2,666.69	0.0%
Total NH DOT	271,344.39	217,054.19	54,290.20	125.0%
Total MPO Revenue	271,344.39	217,054.19	54,290.20	125.0%
Economic Development Revenue				
EDD Partnership Planning	0.00	29,166.65	-29,166.65	0.0%
EPA Brownfields	29,353.72	14,085.44	15,268.28	208.4%

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through November 2018**

	Jul - Nov 18	Budget	\$ Over Budget	% of Budget
Total Economic Development Revenue	29,353.72	43,252.09	-13,898.37	67.9%
Contract Income Cash Match				
EDD Cash Match	-27,134.45	0.00	-27,134.45	100.0%
EED Cash Match	0.00	0.00	0.00	0.0%
EHA Cash Match	0.00	0.00	0.00	0.0%
Total Contra Income Cash Match	-27,134.45	0.00	-27,134.45	100.0%
Contract Income InKind/Soft Match				
Wind Lee Floodplain Match	-10,874.44			
In-Kind Coastal Match	-3,417.73	0.00	-3,417.73	100.0%
EEDD Match	0.00	0.00	0.00	0.0%
In-Kind HazMit Match	0.00	0.00	0.00	0.0%
Total Contra Income InKind/Soft Match	-14,292.17	0.00	-14,292.17	100.0%
Contract Coverage	-2,118.80	0.00	-2,118.80	100.0%
Miscellaneous Income				
Health Trust Credits	0.00	0.00	0.00	0.0%
Miscellaneous Income - Other	2,392.20	0.00	2,392.20	100.0%
Total Miscellaneous Income	2,392.20	0.00	2,392.20	100.0%
Total Income	396,609.13	393,156.97	3,452.16	100.9%
Gross Profit	396,609.13	393,156.97	3,452.16	100.9%
Expense				
Personnel Expenses				
Salary and Wages	231,977.71	208,545.40	23,432.31	111.2%
Payroll Expenses				
Payroll Taxes				
Medicare Expense	3,327.25	0.00	3,327.25	100.0%
Social Security expense	14,226.85	0.00	14,226.85	100.0%
Payroll Taxes - Other	0.01	15,953.75	-15,953.74	0.0%
Total Payroll Taxes	17,554.11	15,953.75	1,600.36	110.0%
Dental insurance expense	1,346.35	1,546.25	-199.90	87.1%
Health Insurance expense	19,484.37	25,047.94	-5,563.57	77.8%
Life Insurance expense	445.00	445.00	0.00	100.0%
LTD Insurance expense	238.20	309.56	-71.36	76.9%
STD insurance expense	803.91	874.56	-70.65	91.9%
Health incentive	3,847.13	4,541.00	-693.87	84.7%
Pension expense	6,604.31	6,131.25	473.06	107.7%
Unemployment expense	1,201.25	1,201.25	0.00	100.0%
Workers Compensation	726.70	726.69	0.01	100.0%
Payroll Processing Fees	937.00	937.50	-0.50	99.9%
Staff Training and Seminars	4,640.00	2,083.31	2,556.69	222.7%
Dues and Subscriptions	2,206.56	2,291.69	-85.13	96.3%
Total Payroll Expenses	60,034.89	62,089.75	-2,054.86	96.7%
Total Personnel Expenses	292,012.60	270,635.15	21,377.45	107.9%
Equipment expense				
Copier Maintenance Contract	1,789.26	2,500.00	-710.74	71.6%
Computer Supplies	294.41			
Office furniture	0.00	833.31	-833.31	0.0%
Software expense				
Arclnfo/View software	2,660.00	2,660.00	0.00	100.0%
Transportation Software	0.00	875.00	-875.00	0.0%
Grant Finder	165.84	0.00	165.84	100.0%
Prezi	66.25	0.00	66.25	100.0%

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through November 2018

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	Jul - Nov 18	Budget	\$ Over Budget	% of Budget
Adobe In Design	699.50	0.00	699.50	100.0%
Anti-virus software	194.74	0.00	194.74	100.0%
Office Software				
Office operating software	4,391.34	0.00	4,391.34	100.0%
Office Software - Other	0.00	2,166.69	-2,166.69	0.0%
Total Office Software	4,391.34	2,166.69	2,224.65	202.7%
Total Software expense	8,177.67	5,701.69	2,475.98	143.4%
Traffic Count Expenses				
Traffic Count Police Detail	563.98			
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	1,666.69	-1,666.69	0.0%
Total Traffic Count Expenses	1,913.81	1,666.69	247.12	114.8%
Other Equipment Repair and Cost				
Equipment Rental & Repair	0.00	0.00	0.00	0.0%
Other Equipment Repair and Cost - Other	0.00	208.31	-208.31	0.0%
Total Other Equipment Repair and Cost	0.00	208.31	-208.31	0.0%
Total Equipment expense	12,175.15	10,910.00	1,265.15	111.6%
Communications				
Internet Communication Expense	570.00	958.75	-388.75	59.5%
Telephone	861.87	850.00	11.87	101.4%
Travel & Ent				
Travel	8,336.53	0.00	8,336.53	100.0%
Travel & Ent - Other	0.00	7,500.00	-7,500.00	0.0%
Total Travel & Ent	8,336.53	7,500.00	836.53	111.2%
Marketing Expense	0.00	0.00	0.00	0.0%
Postage and Delivery	129.95	325.00	-195.05	40.0%
Total Communications	9,898.35	9,633.75	264.60	102.7%
Fixed Expenses				
Depreciation Expense	0.00	0.00	0.00	0.0%
Insurance				
Liability Insurance	2,104.60	2,104.56	0.04	100.0%
Total Insurance	2,104.60	2,104.56	0.04	100.0%
Rent	12,500.00	12,500.00	0.00	100.0%
Total Fixed Expenses	14,604.60	14,604.56	0.04	100.0%
Administrative				
Bank Service Charges	0.00	0.00	0.00	0.0%
Library & Planning Books	-276.55	0.00	-276.55	100.0%
Meetings Advertising Expense	0.00	0.00	0.00	0.0%
Meetings Expense	1,601.24	1,250.00	351.24	128.1%
Office Expense	376.62	541.69	-165.07	69.5%
Plotter Ink and Supplies	176.23			
Office Supplies	502.75	1,500.00	-997.25	33.5%
Printing and Reproduction	1,218.42	500.00	718.42	243.7%
Professional Fees				
Accounting, Audit	4,443.75	4,791.69	-347.94	92.7%
Consulting	0.00	0.00	0.00	0.0%
Legal Fees	0.00	416.69	-416.69	0.0%
Total Professional Fees	4,443.75	5,208.38	-764.63	85.3%

4:25 PM
12/1/18
Account Basis

Stafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through November 2018

	Jul - Nov 18	Budget	\$ Over Budget	% of Budget
Interest Expense				
Finance Charge	0.00	0.00	0.00	0.0%
Total Interest Expense	0.00	0.00	0.00	0.0%
Uncollectible Accounts Expense	20.00			
Total Administrative	8,062.46	9,000.07	-937.61	89.6%
Contract Labor				
Pass Through Expense				
DUR Septic Pass Through	0.00	0.00	0.00	0.0%
SWP2 Pass Through Expense	0.00	0.00	0.00	0.0%
Washed Assist DUR	0.00	0.00	0.00	0.0%
Pass Through Expense	0.00	0.00	0.00	0.0%
Accounting & Bookkeeping	20,750.00	25,000.00	-4,250.00	83.0%
Consulting Engineering Services	39,575.05	46,599.61	-7,024.56	84.9%
Network support	1,605.00	1,350.00	255.00	118.9%
Model Assistance MOVES	0.00	2,500.00	-2,500.00	0.0%
Website and logo design	0.00	1,250.00	-1,250.00	0.0%
Website maintenance and updates	19.50	0.00	19.50	100.0%
Other contract labor	1,155.00			
Total Contract Labor	63,104.55	76,699.61	-13,595.06	82.3%
Suspense	0.00	0.00	0.00	0.0%
Total Expense	399,857.71	391,483.14	8,374.57	102.1%
Net Ordinary Income	-3,248.58	1,673.83	-4,922.41	-194.1%
Other Income/Expense				
Other Income				
Interest Income	107.47	41.69	65.78	257.8%
Total Other Income	107.47	41.69	65.78	257.8%
Net Other Income	107.47	41.69	65.78	257.8%
Net Income	-3,141.11	1,715.52	-4,856.63	-183.1%

Jrc
12/1/18

Strafford Regional Planning Commission Profit & Loss Budget vs. Actual

July through November 2018

1. Northwood: James did a lot of work with the town zoning ordinances.
2. Barrington Master Plan: Invoiced in December for approximately \$8,000 for contract balance remaining.
3. Barrington Conservation Commission: Prepaid \$7,000 Contract Revenue in Advance
4. GIS/MapGeo cost and billings reduced by \$2,000 to adjust both SRPC and town billings to a July 1st annual renewal
5. Municipal - Other: RPC and NHARPC Communication Services, Farmington Tax Map Update, New Durham Build Out Analysis, Rochester Circuit Rider
6. Watershed PRB: Contract received mid-November
7. PSM18: Contract received mid-November
8. PDM 2017: Contract received mid-November
9. CTAP: Contract not received yet
10. EDD: Contract not received yet
11. Contract Overage: Coastal 2018, Nottingham Aquifer Mapping, UNH Lamprey Project, Farmington Tax Map, New Durham Build Out Analysis, NHARPC Brochure
12. Miscellaneous: Canon copier "rebate"
13. Personnel: Staffing increased from 10 to 11. Summer staff's final month was November.
14. Copier Maintenance Contract: New copier delivered. First billing has not been received. New monthly payment \$319.85.
15. Software: Actual cost includes \$4,000 for MapGeo. I don't see where MapGeo cost was included in the original budget (in June, 2018 anticipated at \$6,000 but prorated to \$4,000 for July 1 renewal)
16. Total Communications: Minimal
17. Total Fixed: Minimal
18. Total Administrative: Annual meeting costs higher than anticipated, with several underbudget offsets

4:25 PM
12/16/18
Account Basis

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through November 2018

19. Total Contract Labor: Reduced accounting fees, engineering dependent on consultant contract work, Model Assistance not begun yet

DRAFT

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

December 16, 2018

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

RE: December 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 December 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

December 2018 TIP Minors

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Town/Area Name:	Durham
Project #:	16254
Road/Route/Entity:	US4/NH108
Project Scope:	Intersection improvements at the US4 ramp intersection with NH108 (detailed scope is is being determined)
Acronym Defined:	
Change Notes:	PE and CON funds decreased in 2020. First estimate in current FFY; need to adjust inflation.

Approved

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
16254	PE	2017	\$110,000	\$0	\$0	STP-Areas Less Than 200K, Toll Credit	\$110,000
16254	PE	2018	\$27,500	\$0	\$0	National Highway System, Toll Credit	\$27,500
16254	PE	2019	\$27,500	\$0	\$0	National Highway System, Toll Credit	\$27,500
16254	ROW	2017	\$11,000	\$0	\$0	STP-5 to 200K, Toll Credit	\$11,000
16254	ROW	2019	\$27,500	\$0	\$0	STP-5 to 200K, Toll Credit	\$27,500
16254	ROW	2020	\$16,921	\$0	\$0	STP-5 to 200K, Toll Credit	\$16,921
16254	Con	2020	\$564,025	\$0	\$0	STP-State Flexible, Toll Credit	\$564,025
Totals			\$784,446	\$0	\$0		\$784,446

Proposed

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
16254	PE	2017	\$110,000	\$0	\$0	STP-Areas Less Than 200K, Toll Credit	\$110,000
16254	PE	2018	\$27,500	\$0	\$0	National Highway System, Toll Credit	\$27,500
16254	PE	2019	\$27,500	\$0	\$0	National Highway System, Toll Credit	\$27,500
16254	ROW	2017	\$11,000	\$0	\$0	STP-5 to 200K, Toll Credit	\$11,000
16254	ROW	2019	\$27,500	\$0	\$0	STP-5 to 200K, Toll Credit	\$27,500
16254	ROW	2020	\$16,500	\$0	\$0	STP-5 to 200K, Toll Credit	\$16,500
16254	Con	2020	\$550,000	\$0	\$0	STP-State Flexible, Toll Credit	\$550,000
			\$770,000	\$0	\$0		\$770,000

Changes

Federal \$ Change	State \$ Change	Other \$ Change	Total \$ Change
(\$14,446)	\$0	\$0	(\$14,446)



Town/Area Name:	Durham
Project #:	41753
Road/Route/Entity:	UNH - Amtrak Station
Project Scope:	Transit facility improvement at the UNH-Durham rail station to increase passenger ridership.
Acronym Defined:	
Change Notes:	In all phases, funds moved from 2020 to 2019. Funds are being transferred from FHWA to FTA to accelerate project

Approved

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
41753	PE	2019	\$48,000	\$0	\$12,000	Congestion Mitigation and Air Quality Program, Other	\$60,000
41753	PE	2020	\$32,816	\$0	\$8,204	Congestion Mitigation and Air Quality Program, Other	\$41,020
41753	ROW	2020	\$36,918	\$0	\$9,230	Congestion Mitigation and Air Quality Program, Other	\$46,148
41753	Const ructio	2020	\$680,112	\$0	\$170,028	Congestion Mitigation and Air Quality Program, Other	\$850,140
Totals			\$797,846	\$0	\$199,462		\$997,308

Proposed

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
41753	PE	2019	\$80,000	\$0	\$20,000	Congestion Mitigation and Air Quality Program, Other	\$100,000
41753	ROW	2019	\$36,000	\$0	\$9,000	Congestion Mitigation and Air Quality Program, Other	\$45,000
41753	Const ructio	2019	\$663,200	\$0	\$165,800	Congestion Mitigation and Air Quality Program, Other	\$829,000
			\$779,200	\$0	\$194,800		\$974,000

Changes

Federal \$ Change	State \$ Change	Other \$ Change	Total \$ Change
(\$18,646)	\$0	(\$4,662)	(\$23,308)



Town/Area Name:	Program
Project #:	FTA-5311
Road/Route/Entity:	Transit
Project Scope:	Nonurbanized Area (Rural) formula program - FTA Section 5311 Program
Acronym Defined:	FTA: Federal Transit Administration
Change Notes:	Other Funds increased in 2018-2020 to match FTA apportioned funds plus carryover.

Approved

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
FTA-5311	Other	2017	\$3,988,444	\$0	\$3,988,444	FTA 5311 Capital and Operating Program, Other	\$7,976,888
FTA-5311	Other	2018	\$4,281,941	\$0	\$4,281,941	FTA 5311 Capital and Operating Program, Other	\$8,563,882
FTA-5311	Other	2019	\$4,215,022	\$0	\$4,215,022	FTA 5311 Capital and Operating Program, Other	\$8,430,044
FTA-5311	Other	2020	\$4,299,323	\$0	\$4,299,323	FTA 5311 Capital and Operating Program, Other	\$8,598,646
Totals			\$16,784,730	\$0	\$16,784,730		\$33,569,460

Proposed

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
FTA-5311	Other	2017	\$3,988,444	\$0	\$3,988,444	FTA 5311 Capital and Operating Program, Other	\$7,976,888
FTA-5311	Other	2018	\$4,464,023	\$0	\$4,464,023	FTA 5311 Capital and Operating Program, Other	\$8,928,046
FTA-5311	Other	2019	\$4,421,635	\$0	\$4,421,635	FTA 5311 Capital and Operating Program, Other	\$8,843,270
FTA-5311	Other	2020	\$4,380,931	\$0	\$4,380,931	FTA 5311 Capital and Operating Program, Other	\$8,761,862
			\$17,255,033	\$0	\$17,255,033		\$34,510,066

Changes

Federal \$ Change	State \$ Change	Other \$ Change	Total \$ Change
\$470,303	\$0	\$470,303	\$940,606



Town/Area Name:	Rochester
Project #:	14350
Road/Route/Entity:	NH202A (Walnut St)
Project Scope:	Intersection improvements for safety through Strafford Square (N. Main St, Walnut St, and Washington St.)
Acronym Defined:	
Change Notes:	Added PE funds in 2019. Additional funds needed for utility coordination with utility company. Construction funds shifting from local to federal.

Approved

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
14350	PE	2017	\$64,800	\$0	\$46,277	Non Participating, STP-State Flexible, Towns	\$111,077
14350	CON	2019	\$560,000	\$0	\$3,928,153	STP-State Flexible, Towns	\$4,488,153
Totals			\$624,800	\$0	\$3,974,430		\$4,599,230

Proposed

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
14350	PE	2017	\$64,800	\$0	\$46,277	Non Participating, STP-State Flexible, Towns	\$111,077
14350	PE	2019	\$800	\$0	\$200	STP-State Flexible, Towns	\$1,000
14350	CON	2019	\$1,360,000	\$0	\$3,128,153	STP-State Flexible, Towns	\$4,488,153
			\$1,425,600	\$0	\$3,174,630		\$4,600,230

Changes

Federal \$ Change	State \$ Change	Other \$ Change	Total \$ Change
\$800,800	\$0	(\$799,800)	\$1,000

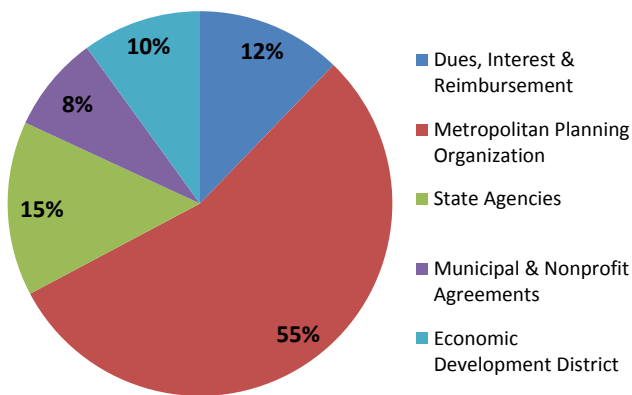
Strafford Regional Planning Commission

DRAFT FY2019 Mid-Year Budget

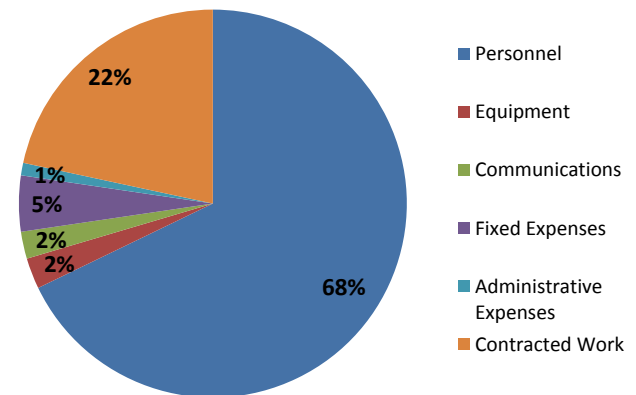
Summary Table

	Adopted	DRAFT MID-YEAR	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	117,649.00	120,040.96	2,391.96
Metropolitan Planning Organization	520,930.00	541,242.24	20,312.24
State Agencies	144,047.00	144,226.00	179.00
Municipal & Nonprofit Agreements	49,172.00	79,737.36	30,565.36
Economic Development District	103,805.00	98,320.00	(5,485.00)
Total	935,603	983,567	47,964
	Expenses	Expenses	Net Change
Personnel	643,667	666,085	22,418
Equipment	26,184	25,309	(875)
Communications	23,121	22,188	(933)
Fixed Expenses	46,551	45,716	(835)
Administrative Expenses	12,100	10,195	(1,905)
Contracted Work	183,905	212,397	28,492
Total	935,528	981,891	46,363
Net Deficit/Surplus	75	1,676	1,601

Draft Mid Year Revenue



Draft Mid Year Expenses



Strafford Regional Planning Commission

FY2019 REVENUES	Adopted FY 19 Funding Source Revenue	Draft MID-YEAR Budget Revenue			Net Change
	Funding Source Revenue	Internal Match using Dues	Outside Source Soft Match	12%	
Total	935,603	983,567	72,173	82,062	47,964
Dues, Interest & Reimbursements	117,649	120,041	0	0	2,392
Municipal Dues (minus BRK, NOT, MIL)	117,049	117,049	0	0	(0)
Interest	100	100	0	0	0
Health Trust reward/reimbursement	500	500	0	0	0
Misc Revenue (Copier Rebate)		2,392			2,392
Municipal & Nonprofit Service Agreements	49,172	79,737	1,535	2,376	30,565
Northwood Technical Services: through 6/30/19	18,000	24,000	0	0	6,000
Barrington Master Plan Chapters - through 6/30/19	5,000	8,844	0	0	3,844
UNH Lamprey River through 8/31/18	2,270	1,871	0	2,376	(399)
ROC Technical Services		500	0	0	500
LAC Barrington Conservation (7/1/18-12/31/18)	5,000	-	0	0	(5,000)
BCC Barrington Conservation (7/1/18-12/31/18)	2,000	7,000	0	0	5,000
FAR Master Plan Update RFP	1	-	0	0	(1)
WAK Recreation and Parks Needs Assessment RFP	1	-	0	0	(1)
NH Children's Health Foundation (Pathways to Play)	-	15,000	0	0	15,000
NOT RSMS (7/1/18-9/30/18)	3,400	9,558	0	0	6,158
FAR Tax Map Updates		1,700	0	0	1,700
NDU GIS Buildout Analysis		1,465	1,535	0	1,465
MapGeo Subscriptions		4,000	0	0	4,000
Projected GIS projects (NKT, SOM & STR Tax Maps, MS4 Field Work)	13,500	5,800	0	0	(7,700)
Economic Development District Agreements	103,805	98,320	7,500	27,500	(5,485)
U.S. Dept of Economic Development Administration					
EDD Planning Grant, Dues & Inkind Match (7/1/18-6/30/19)	70,000	35,000	7,500	27,500	(35,000)
U.S. Environmental Protection Administration					
Brownfields Community Assessment Grant: through 9/30/18	33,805	63,320	0	0	29,515
State Agreements	144,047	144,226	0	52,186	179
Office of Energy and Planning					
Targeted Block Grant for EDD Planning match: through 6/30/19	11,111	11,111	0	0	0
Dept of Environmental Services					
Coastal Grant 2019 through 6/30/19	12,500	12,500	0	12,500	0
Durham Groundwater Modeling		33,200	0	0	33,200
Lee Floodplain through 12/31/18	22,217	25,090	0	12,376	2,873
Watershed Assistance (Permeable Reactive Barrier): (10/1/18-12/2020)	66,217	30,450	0	20,310	(35,767)
Project of Special Merit FY18 (10/1/18-3/31/20)	4,500	4,500	0	0	0
Coastal Resilience Grant - UNH Climate in the Classroom (1/1/19-6/30/20)	1	2,000	0	0	1,999
Department of Safety Homeland Security					
HazMitPlans PDM16-FAR,ROC through 9/30/18	5,000	4,375	0	0	(625)
HazMitPlans PDM17-MAD,NOR (7/1/18-12/31/19)	15,000	15,000	0	5,000	0
HazMit Plans w Towns (Lee HMPG)	7,500	6,000	0	2,000	(1,500)
Department of Health and Human Services					
Fdn for Healthy Communities Active Transportation Partnership	1	-	0	0	(1)
Metropolitan Planning Organization Agreements	520,930	541,242.2400	63,138	0	20,312
Dept of Transportation					
UPWP FY18/19 Federal Highways & Transit: through 6/30/19	514,530	520,418	57,824	0	5,888
FHWA MultiModal Connectivity Pilot (Bicycle LTS)		13,885	3,886	0	13,885
Community Technical Assistance Program - CommuteSMART	6,400	6,939	1,427	0	539
100%					

Strafford Regional Planning Commission

FY2019 EXPENSES			
	FY 2019 Adopted Budget Expenses	FY2019 Draft MID-YEAR Budget Expenses	Net Change
Total	935,528	981,891	46,363
PERSONNEL	643,667 69%	666,085 68%	22,418
Salaries and Hourly Wages	500,509	530,121	29,612
Payroll Taxes	38,289	40,554	2,265
Health Insurance	60,115	50,046	(10,069)
Dental Insurance	3,711	3,433	(278)
Life Insurance	1,068	1,068	0
Shortterm Disability	2,099	2,099	0
Longterm Disability	743	743	(0)
Health Incentives	5,040	5,040	(0)
SIMPLE IRA Pension	14,715	15,604	889
Worker's Compensation	1,744	1,744	0
Payroll Processing - Quickbooks	2,250	2,250	0
Unemployment Insurance	2,883	2,883	0
Staff Training & Workshops	5,000	5,000	0
Professional Dues: AMPO, NHARPC, NHPA, APA, NHMA, NEARC, NADO	5,500	5,500	0
EQUIPMENT	26,184 3%	25,309 3%	(875)
ARCInfo/View Software: Maintenance	6,384	6,384	-
Plotter: Monthly charge (see Depreciation)	-	-	-
Server: Monthly charge (see Depreciation)	-	-	-
Transpo Software Maintenance: Transcad, Nvivo, Ktraxpro, TerraSync	2,100	1,200	(900)
Office Software: Maintenance, purchase	5,200	8,090	2,890
Maps, Databases for Transportation Model	-	-	-
Traffic Count Expenses (Equipment, Repair, Supplies)	4,000	3,228	(772)
Equipment Rental and Repair	500	294	(206)
Copier Maintenance Contract	6,000	4,348	(1,652)
Office Furniture, Computers	2,000	1,765	(235)
COMMUNICATIONS	23,121 2%	22,188 2%	(933)
Postage and Delivery	780	780	0
Travel	18,000	18,000	0
Office Phone System	2,040	2,040	0
Internet	2,301	1,368	(933)
Marketing and Media Outreach Activities	0	-	0
FIXED EXPENSES	46,551 5%	45,716 5%	(835)
Property & Liability	5,051	5,051	0
Audit and Accounting Services	11,500	10,665	(835)
Depreciation	0	-	0
Rent	30,000	30,000	0
ADMINISTRATIVE EXPENSES	12,100 1%	10,195 1%	(1,905)
Printing	1,200	1,200	0
Legal	1,000	1,000	0
Office and Mapping Supplies	3,600	2,520	(1,080)
Office Expense	1,300	1,300	0
Meeting Expenses (Meetings and Meeting Adv)	3,000	2,175	(825)
Library & Subscriptions: NH Planning Books	2,000	2,000	0
OUTSOURCED CONTRACTS	183,905 20%	212,397 22%	28,492
Web Design & Maintenance	3,000	47	(2,953)
Traffic Model Assistance	6,000	20,795	14,795
IT Services	3,240	3,390	150
Financial Services	60,000	54,600	(5,400)
EPA Brownfields - Credere	33,000	57,170	24,170
Lee Floodplain - Geosyntec	22,600	21,490	(1,110)
GIS Contract Support (FAR Tax Map Updates)		1,155	1,155
Durham SRF Groundwater Modeling Consultant		26,530	
Watershed Assistance: DUR Permeable Barrier	56,065	27,220	(28,845)
	100%	100%	

