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NEW DURHAM
NEWMARKET
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ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

SRPC Executive Committee Meeting **AMENDED Agenda**
LOCATION CHANGE: SRPC Small Conference Room (within the SRPC office)
February 15, 2019

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 January 18, 2019 (**Enclosed**)
 - b. Acceptance of Draft January Financials (**Enclosed**)
 - c. Concurrence with February Monthly Minors (**Enclosed**)
 - d. Recommend Appointment of Executive Committee Members and Vice Chair
- 3. Discussion**
 - a. Strategic Planning Retreat Debrief (**see memo**)
 - b. Current Legislation of Interest (**see memo**)
 - c. Recruitment of Commission and Executive Committee members
- 4. Updates**
 - a. Awards, Contracts, and General Business Update (**see memo**)
 - b. IT Plan (**Enclosed**)
- 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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Strafford Regional Planning Commission
Executive Committee Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867

DRAFT Meeting Minutes
January 18, 2019

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

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

Committee members absent: Secretary/Treasurer Tom Crosby,

1. Welcome/Introductions

Peter Nelson began the meeting since Chair Victoria Parmele was not present. The meeting began at 8:10 a.m.

2. Action Items

a. Approval of the Minutes of December 21, 2018

P. Nelson asked for a motion to accept the minutes of the Dec. 21, 2018, Executive Committee meeting. Donald Hamann **MOVED** to accept the minutes. Fred Kaen **SECONDED** the motion, of which all were **IN FAVOR**.

b. Acceptance of Draft December Financials

Jennifer Czysz reviewed the draft December financials. She compared SRPC's current financial position to the prior year's.

Marcia Gasses asked if SRPC will be affected by the government shutdown. J. Czysz said the EDA contract is the only funding source affected, and we were originally expecting to receive funding in January. She said the repayment SRPC was awaiting from the EDA for its previous grant has been paid and removed from the aging summary.

J. Czysz said the current fiscal year budget will be short until SRPC receives its Fiscal Year 2019 EDA grant. P. Nelson asked if SRPC could use its line of credit if needed. J. Czysz said it could be used if absolutely necessary, adding that there are enough projects and contracts for staff members to bill their time to in the meantime.

J. Czysz updated E.C. members on the status of the UPWP contract. She said we had budgeted to spend more during the UPWP contract's first half than in the second. To supplement the second half of the UPWP contract we have contracts through the Local Technical Assistance Program (LTAP) and the NH Office of Strategic Initiatives (OSI) for work related to CommuteSMART New Hampshire (CSNH), and a Federal Highways Administration (FHWA) contract to complete a bicycle level-of-stress analysis.

J. Czysz reported that SRPC received the NH Children's Health Foundation for which we had applied. There is \$15,000 of this contract budgeted for FY 2019, with the rest allocated for FY 2020.

J. Czysz reviewed the last of the financial statements and noted SRPC's end-of-month financial status, gave a year-to-date update for the fiscal year, and reviewed the aging summary in depth.

D. Hamann **MOVED** to accept the draft November financials. M. Gasses **SECONDED** the motion, of which all were **IN FAVOR**.

J. Czysz suggested covering agenda item 2d while waiting for Colin Lentz to join the meeting and review the Monthly Minors.

d. Approval of the 2019 update to the Emergency Succession Plan

J. Czysz said that the Emergency Succession Plan was originally adopted in 2017, before the previous executive director retired. She reviewed changes to the 2019 version of the document and explained that all references to an E.C. subcommittee, which no longer exists, were replaced with references to the executive committee as a whole.

P. Nelson noted there was some confusion over who had authority to sign checks if the succession plan is implemented. J. Czysz explained how the check-signing process is setup and how it is covered in the succession plan.

M. Gasses **MOVED** to approve the 2019 Emergency Succession Plan. D. Hamann **SECONDED** the motion.

V. Parmele asked whether the E.C. subcommittee was an option for the future. J. Czysz said it could be used if needed. J. Czysz explained her preference for using subcommittees for specific issues that need to be tackled. She offered the example of M. Gasses and V. Parmele joining her after the E.C. meeting for a phone call with a potential facilitator for SPRC's strategic planning retreat.

All were **IN FAVOR**. The motion **CARRIED**.

c. Concurrence with January Monthly Minors

C. Lentz reviewed the monthly minors. He also reviewed funding changes for the Durham US4/NH108 project, which includes signalization westbound of Route 4. He said that funding was increased for right of way and construction in 2020.

C. Lentz explained the other minor amendment, which is an increase in funding in 2019 for preliminary engineering and construction for the PAVE-T2 RESURF statewide program. There were no child projects in our region. He said that some of the money does go to districts 3 and 6, which are responsible for communities in the Strafford region.

M. Gasses shared an anecdote from Barrington about an NHDOT paving project and subsequent upgrades that were required.

P. Nelson asked if subsequent upgrades to projects are included in the initial project contract. The answer to this question was not known.

D. Hamann gave an update on the Strafford Square project and said the City of Rochester is planning to begin the project in spring 2019.

C. Lentz gave an update on the Amtrak station updates.

C. Lentz said that data analyst Rachel Dewey had developed a new database for tracking Transportation Improvement Program (TIP) projects. He said he had used it to enter new projects for the draft TIP update. The new database this should be fully functional by the time the new TIP is adopted. A discussion about minors processed during the draft TIP and in which TIP they are recorded followed.

V. Parmele **MOVED** to concur with the January monthly minors. D. Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

e. Approval of annual update to Health and Wellness Plan

J. Czyns said the Health and Wellness Plan is like the Emergency Succession Plan in that it needs to be updated each calendar year. She said that communications and outreach planner Shayna Sylvia and program content coordinator Nancy O'Connor are the wellness coordinators for the office and are responsible for assisting with the plan update and with coordinating different activities that promote health and wellness. She gave as an example the plank challenge completed by the staff.

Jen reviewed the edits to the Health and Wellness Plan, including an update to the violence-free workplace section taken from the employee handbook and minor language changes to the field work section of the document. J. Czyns said a separate field work safety policy will be implemented before the spring 2019 field work season. She noted that we have hired police details, as necessary, field work projects. P. Nelson asked about using the sheriff's office rather than the police department and whether there are cost differences. A discussion followed.

V. Parmele **MOVED** to approve the Health and Wellness Plan. M. Gasses **SECONDED** the motion, of which all were **IN FAVOR**.

3. Discussion

a. Appointment of NHARPC representative(s)

J. Czyns said SRPC can have two representatives and additional alternates on the NH Association of Regional Planning Commissions (NHARPC). She gave as an example of work done during NHARPC meetings a discussion at the last meeting about State Rep. David Danielson's bill relative to the number of regional planning commissions. NHARPC members suggested changing the boundaries to follow Executive Council districts as originally proposed wouldn't work for planning purposes particularly when considering major roadways and watershed districts. It was decided at that meeting that the NHARPC would ask Rep. Danielson to withdraw the bill because there needs to be more conversation about this topic.

A discussion followed about who would represent SRPC on the NHARPC and what additional topics are covered at each meeting.

J. Czysz said that NHARPC began a partnership in 2017 with the NH Municipal Association's Town and City magazine to write an article every month. SRPC has contributed to several of these articles. J. Czysz said that Kyle Pimental, principal regional planner, will be co-writing an article about how parts of New Hampshire are growing younger, using Dover as an example.

V. Parmele noted that NHARPC hired a lobbyist in the past, but is now more focused on education and less on lobbying.

M. Gasses and D. Hamann agreed to be members, with V. Parmele as an alternate.

P. Nelson **MOVED** to nominate the slate of M. Gasses as member, D. Hamann as member, and V. Parmele as alternate. V. Parmele **SECONDED** the motion, of which all were **IN FAVOR**.

b. Strategic Planning

J. Czysz said that N. O'Connor had sent out invitations to the strategic planning retreat and is awaiting RSVPs. She added that a call is scheduled for today, Jan. 18, to discuss facilitation for the retreat with SRPC's chosen facilitator and to review the retreat agenda.

UNH seniors will assist with note-taking during the retreat, which will take place on Friday, Feb. 8.

V. Parmele asked whether the facilitator, Maria, is from UNH. J. Czysz said Maria works for the Carsey Institute, but her facilitation services are a separate contract service.

P. Nelson said he would not be able to attend the retreat, but he would try and provide comments to be considered in the process.

J. Czysz asked E.C. members for feedback on the agenda and process for the day. She asked if the group wanted to revisit the organizational mission. It was decided that the group could look at the values statement and the mission.

V. Parmele asked about the difference between the mission and the planning areas. She said commissioners and staff should look at our services and whether they align with community needs.

J. Czysz responded with an example that could come out of the strategic planning retreat. She said that, if retreat attendees brought up that SRPC might want to explore a new planning area like energy planning, they might also need to look at the bigger picture about staffers who can work in that area and, ultimately, employee retention. J. Czysz added that the staff and commissioners will have two different viewpoints that could be helpful for the big and small pictures.

A discussion followed concerning how the retreat will run and how pre-retreat materials will be distributed.

4. Updates

a. Awards, Contracts, and General Business Update

J. Czysz gave a brief update on the information technology (IT) plan and said that R. Dewey will be working on this document in the coming weeks.

J. Czysz discussed dues expended to date and how she and financial consultant Kathy Foster are working on a better way to track this amount. She updated members on indirect billing, which saw an increase due to holiday and vacation time.

5. Other Business

There was no other business.

6. Adjournment

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

The meeting adjourned at 9:03 a.m.

Minutes Respectfully Submitted by
Shayna Sylvia
Communications and Outreach Planner

Minutes approved on _____

By: _____
Victoria Parmele, Chair – SRPC Executive
Committee

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DATE: February 11, 2018
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the February 2019 Meeting

The following notes correspond to individual agenda items for discussion.

2b. Acceptance of Draft January Financials

See annotations within the financial statements. All current fiscal year budget information has been updated to reflect the mid-year amended budget adopted in December.

Balance Sheet: Bank balances remain healthy with about 1.5 months operating costs on hand. There is approximately \$40,000 more in the bank this January compared to January 2018 attributable to the timing of payments received.

Aging Summary: Most all receivables are current within 60 days. Reminders have been sent out to the couple with outstanding payments overdue by 60+ days.

Profit and Loss: UPWP billing has begun to level off with staff time dedicated to the CTAP Commute Smart program commencing in January. Target Block Grant revenue (now fully drawn down) 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 and significantly less than January 2018 when the server was purchased and various office improvements completed. Consulting costs for Lee Floodplain and Brownfields (include as Consulting Engineering Services) are down-Lee Floodplain is temporarily on hold, Brownfields is winding down. The month itself ended with a net loss of \$6,621.41 (compared to a net loss of \$16,554.36 January 2018). January's net loss is largely attributable to higher than typical indirect salary time. Year-to-date we are still operating at a loss, -\$9,647.75.

3a. Strategic Planning Retreat Debrief

The retreat held on Friday February 8th was facilitated by Maria Sillari with assistance provided by students in Mary Friedman's, lecturer at UNH, Senior Capstone Class. We have received a preliminary draft report out from Maria and after review will circulate the draft to all retreat participants and E.C. members for review and comment as we begin to prepare a first draft of the Strategic Plan (March E.C. agenda item).

3b. Current Legislation of Interest

Items of potential interest to the Commission (many of the following will also be discussed at the Policy Committee meeting):

- Legislative Service Request (LSR #2019-0581), Representative Danielson, Bedford, relative to the number of Regional Planning Commissions was withdrawn
- [SB43](#)-establishing a commission to study barriers to increased land development in New Hampshire. The commission would include one representative of the NH Association of Regional Planning Commissions. (Passed by Senate on 1/31/19)
- [SB202](#)-establishing a stormwater management and flood resilience fund within the department of environmental services and making an appropriation to the fund. Provides grants to municipalities, Regional Planning Commissions and other organizations. (recommended OTP, floor vote 2/14/19)
- [SB285](#)-establishing a coastal resilience and economic development program. Provides SRPC and RPC bonding for regional infrastructure projects. Tim Roache and I are working with Senator Watters to draft amendments to clarify this process and authority to include municipal oversight. Additionally, the bill includes RPCs in a collaborative approach to planning for coastal resilience, transportation coastal risk planning, and establishing cultural and historic reserve districts. (Hearing was 2/5/19, executive session to be scheduled)
- [HB534](#)-relative to certain major state projects. While not directly an RPC related bill, it proposed to include the department of transportation under the state's definition of major projects requiring a competitive bid process. Worth keeping an eye on whether this modifies current procurement policies for our UPWP contracts and municipal LPA transportation projects. (committee recommended OTP for 2/14/2019 floor vote)
- [HB542](#)-establishing a grant program to support municipalities in updating their wetlands regulations. The bill prioritizes grant awards to municipalities that work with a regional planning commission. (Executive Session: 02/13/2019 10:00 am LOB 305)
- [SB306](#)-establishing the housing appeals board. This bill does not directly have an impact to regional planning, however, I have been asked to testify in support of the bill by its proponents.

Refer to the NH Municipal Association's Legislative Bulletins for regular updates:

<https://www.nhmunicipal.org/LegislativeBulletins>

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 was anticipated for 1/1/2019, agency currently closed due to Federal Government shutdown)
- Durham Groundwater Model (contract scope of work in development)
- UNH's Coastal Resilience Climate in the Classroom Grant
- 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:

- SRPC has been notified its NHDES Sourcewater Protection grant application developed along with Rockingham Planning Commission to create regional source water protection planning tools and maps was selected. Official notification will come with a draft project scope of work and contract.
- FY19 Brownfields Assessment Grant Application was submitted at the end of January and again requests \$300,000 to operate a 3 year program (\$32,000 would be for SRPC costs, the balance for the environmental professional)

- Update Rollinsford’s Road Surface Management System scenarios.
- Update to tax maps and associated GIS geodatabases for Newmarket, Somersworth and Strafford.
- SRPC staff are currently working on proposals for additional grant applications, including:
 - FTA Section 5305(e) [State Planning & Research Program](#) for FY20-21 (~\$40-50,000)
 - EPA [Environmental Justice Small Grants](#) (~\$30,000)

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

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

| | |
|--------------------------------|--------------------|
| Expenses: | |
| Planning Salaries ⁺ | \$6,401.30 |
| Dues and Subscriptions | \$285.39 |
| Office Software | \$4,000.00 |
| Travel | \$376.80 |
| Meeting Expense | \$1,483.40 |
| Office Expense | \$50.34 |
| Accounting | \$4.33 |
| Mapping Supplies | \$150.00 |
| Mapping Salaries | \$0.00 |
| Indirect ⁺ | \$10,535.46 |
| Total SRPC Expenses | \$25,116.55 |

| | |
|-------------------------|--------------------|
| Cash Match: | |
| UPWP | \$35,324.52 |
| Total Cash Match | \$35,324.52 |

| | |
|--------------------------------|-------------------|
| 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 |
| Targeted Block Grant | \$217.34 |
| Total Contract Overages | \$2,336.14 |

| | |
|------------------------------|--------------------|
| Total Expenses | \$63,011.69 |
| Annual Dues Remaining | \$56,316.57 |

⁺ 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 138.25% for July through January. The jump in indirect costs is largely attributable to increased staff indirect salaries for paternity leave, retreat planning, and drafting the brownfields grant application. SRPC has a negotiated predetermined rate, meaning there is no requirement to “settle up” at the end of the fiscal year.

SRPC FY 2019 Dashboard - January

| JANUARY 31, 2018 | |
|------------------------------------|---------------------|
| FSB Checking Beginning Balance | \$95,727.56 |
| Deposits | \$90,460.29 |
| Payments | \$83,831.22 |
| FSB Checking Ending Balance | \$102,356.63 |

| | |
|---------------------|--------------------|
| Accounts Receivable | \$52,456.98 |
| FSB Savings Account | \$16,055.06 |

| 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 | Remains current to be paid/received within 30 to 60 days |
| FY19 Working Budget: | SRPC Editor has accepted a new position and resigned effective 2/15/2019. Working budget reflects this position not being filled this fiscal year, pending resolution of EDA funding. |

| FUNDING SOURCES - WORKING BUDGET | |
|------------------------------------|--------------------|
| Due, Interest & Reimbursement | \$120,041 |
| Metropolitan Planning Organization | \$541,082 |
| State Agencies | \$144,226 |
| Municipal & Nonprofit Agreements | \$79,737 |
| Economic Development District | \$98,320 |
| Total Revenue | \$983,407 |
| Pending Grant Applications | \$61,000.00 |

| EXPENSES - WORKING BUDGET | |
|---------------------------|---------------------|
| Personnel | \$649,801.00 |
| Equipment | \$25,309.00 |
| Communications | \$22,188.00 |
| Fixed Expenses | \$45,716.00 |
| Miscellaneous Expenses | \$10,195.00 |
| Contracted Work | \$212,397.00 |
| Total Expenses | \$965,606.00 |

| STAFF PRESENTATIONS - ACTIVITIES JAN./FEB. |
|---|
| SRPC Strategic Retreat (all staff) |
| Staff Meeting (all staff) |
| Economic Development Brownbag Lunch (James, Nancy, Jen) |
| Nottingham RSMS (Stef, Rachel) |
| CAW meeting (Kyle) |
| NHPA Executive Committee Meeting (Kyle) |
| PRB Site Visit in Durham (Kyle) |
| CAW Outreach (Kyle) |
| PFPNH (Rachel, Colin, Jen) |
| Health Trust Training (Shayna, Nancy) |
| FHWA Peer Exchange on Stakeholder Collaboration using PlanWorks (Nancy) |
| CommuteSMART Seacoast (Shayna) |
| CommuteSMART NH Full Committee Meeting (Shayna, Colin) |
| CommuteSMART NH Events Subcommittee Meeting (Shayna) |
| Explore Moose Mountains (Shayna) |
| COAST board (Colin) |
| Tri-City Homelessness Task Force meeting in Dover (Jen, Colin) |
| Statewide Bicycle Level of Stress analysis project meeting (Colin) |
| RPC Culvert Assessment Conference Call (Colin) |
| ACT board meeting (Colin) |
| Meeting with Wolfeboro Planning Staffer Regarding Branch River Scenic Byway Expansion (Colin) |
| Town of Lee Select Board Budget Hearing (Jen) |
| Meeting with Seacoast Workforce Housing Coalition Executive Director (Jen) |
| Guest at UNH Community and Environmental Planning Capstone Class (Jen) |
| SB285 Coastal Resilience and Economic Development Program Hearing (Jen) |
| UNH Natural Resources and the Environment Industry Career Fair (Jen) |
| EDA EDD Data Call (James) |
| RPC Directors Meeting (Jen) |
| NHARPC Meeting (Jen) |

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 667 (-84)
Users 464 (+308)



Constant Contact

Subscribers 800 (-2)
Avg. Open Rate 34% (-1)



Facebook

Posts 18 (-15)
Reach 1231 (-223)
Engagement 162 (-6)



Twitter

Tweets 11 (-7)
Profile Visits 218 (-52)
Impressions 3,367 (+311)
Followers 250 (+1)
Mentions 3 (+0)



Map Geo

Total Visits 907 (+247)
Unique Visitors 542 (+139)

Strafford Regional Planning Commission
Balance Sheet
As of January 31, 2019

| | Jan 31, 19 | Jan 31, 18 | \$ Change |
|-------------------------------------|-------------------|-------------------|-------------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| Citizens Bank Checking Account | 0.00 | 36,080.56 | -36,080.56 |
| Citizens Municipal Rev Reserve | 0.00 | 1,566.78 | -1,566.78 |
| FSB Checking | 97,352.69 | 35,191.21 | 62,161.48 |
| FSB Savings | 16,055.06 | 1,000.77 | 15,054.29 |
| Total Checking/Savings | 113,407.75 | 73,839.32 | 39,568.43 |
| Accounts Receivable | | | |
| Accounts Receivable | 52,456.98 | 108,776.17 | -56,319.19 ¹ |
| Total Accounts Receivable | 52,456.98 | 108,776.17 | -56,319.19 |
| Other Current Assets | | | |
| Prepaid Expenses | | | |
| Prepaid Dues and Subscriptions | 2,946.70 | 2,089.00 | 857.70 |
| Prepaid training | 600.00 | 0.00 | 600.00 ² |
| Total Prepaid Expenses | 3,546.70 | 2,089.00 | 1,457.70 |
| Prepaid software support | 316.44 | 832.62 | -516.18 ³ |
| Total Other Current Assets | 3,863.14 | 2,921.62 | 941.52 |
| Total Current Assets | 169,727.87 | 185,537.11 | -15,809.24 |
| 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 | 169,727.87 | 185,537.11 | -15,809.24 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | 0.00 | -600.00 | 600.00 |

Strafford Regional Planning Commission
Balance Sheet
As of January 31, 2019

| | Jan 31, 19 | Jan 31, 18 | \$ Change |
|--|------------|------------|-------------------------|
| Total Accounts Payable | 0.00 | -600.00 | 600.00 ⁴ |
| Credit Cards | | | |
| FSB Credit Card | 333.41 | 0.00 | 333.41 |
| Citizens credit card Parent | | | |
| Citizens credit card_CJC | 0.00 | 370.79 | -370.79 |
| Total Citizens credit card Parent | 0.00 | 370.79 | -370.79 |
| Total Credit Cards | 333.41 | 370.79 | -37.38 |
| 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 | 39,088.28 | 0.00 | 39,088.28 ⁵ |
| Direct Deposit Liabilities | -14,730.51 | 0.00 | -14,730.51 ⁶ |
| FY18 Dues in Advance | 0.00 | 44,865.88 | -44,865.88 |
| FY19 Dues in Advance | 48,770.26 | 0.00 | 48,770.26 |
| Payroll Liabilities | | | |
| Federal withholding payable | 1,675.00 | 0.00 | -1,675.00 |
| FUTA | 30.41 | 30.41 | 0.00 |
| Medicare payable | -552.32 | -0.02 | -552.30 |
| Social Security Payable | -2,361.78 | -0.04 | -2,361.74 |
| Payroll Liabilities - Other | 3,167.85 | 3,086.14 | 81.71 |
| Total Payroll Liabilities | -1,390.84 | 3,116.49 | -4,507.33 ⁷ |
| Total Other Current Liabilities | 71,785.19 | 48,030.37 | 23,754.82 |
| Total Current Liabilities | 72,118.60 | 47,801.16 | 24,317.44 |
| 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 | 6,221.25 | 2,000.00 | 4,221.25 |
| Total Accrued expenses | 45,679.39 | 43,487.27 | 2,192.12 |
| Total Long Term Liabilities | 45,679.39 | 43,487.27 | 2,192.12 |
| Total Liabilities | 117,797.99 | 91,288.43 | 26,509.56 |
| Equity | | | |
| Retained Earnings | 61,577.63 | 63,398.70 | -1,821.07 |
| Net Income | -9,647.75 | 30,849.98 | -40,497.73 |

3:50 PM

02/11/19

Accrual Basis

Strafford Regional Planning Commission
Balance Sheet
As of January 31, 2019

| | Jan 31, 19 | Jan 31, 18 | \$ Change |
|---------------------------------------|-------------------|-------------------|-------------------|
| Total Equity | 51,929.88 | 94,248.68 | -42,318.80 |
| TOTAL LIABILITIES & EQUITY | 169,727.87 | 185,537.11 | -15,809.24 |

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JMC
2/11/19

Strafford Regional Planning Commission
Balance Sheet
As of January 31, 2019

1. AR - UPWP owed two months of invoices and an invoice for FY17 indirect cost rate reimbursement
2. Prepaid Training - EDA credit from UNH to be used
3. Prepaid software - Adobe is paid monthly now, no longer have Grant Finder
4. AP - UNH training credit was reclassified to prepaid training
5. Contract Revenue in Advance - NHCHF \$29,170 of \$30,000; BAR Master Plan \$5,571 of \$8,000; BAR Conservation Commission \$4,347 of \$7,000
6. Direct Deposit Liabilities - Payroll was processed on 1/30/19 but not direct deposited until 2/1/19
7. Payroll Liabilities - See note 6, delay between payroll processing and actual pay date

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**Stafford Regional Planning Commission
A/R Aging Summary
As of January 31, 2019**

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL |
|--|------------------|-----------------|-----------------|---------------|---------------|------------------|
| Central NH RPC | | | | | | |
| CTAP Planning/State Coord | 1,265.18 | 0.00 | 0.00 | 0.00 | 0.00 | 1,265.18 |
| Total Central NH RPC | 1,265.18 | 0.00 | 0.00 | 0.00 | 0.00 | 1,265.18 |
| DEPT OF SAFETY (OEM) | | | | | | |
| PDM 2016 | 0.00 | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 |
| Total DEPT OF SAFETY (OEM) | 0.00 | 0.00 | 500.00 | 0.00 | 0.00 | 500.00 |
| DOT UPWP 18_19 | 34,361.83 | 0.00 | 0.00 | 0.00 | 0.00 | 34,361.83 |
| DOT_UPWP 2010-2011 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Lamprey River LAC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| LTA (Local Technical Assistance) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Mapping Projects | | | | | | |
| Billable Mapping Services | | | | | | |
| Karen Gould | 0.00 | 0.00 | 0.00 | 0.00 | 245.00 | 245.00 |
| Total Billable Mapping Services | 0.00 | 0.00 | 0.00 | 0.00 | 245.00 | 245.00 |
| Total Mapping Projects | 0.00 | 0.00 | 0.00 | 0.00 | 245.00 | 245.00 |
| NH DES | | | | | | |
| PSM 18 Flood Risk Science & Guidance | 0.00 | 0.00 | 784.72 | 0.00 | 0.00 | 784.72 |
| Coastal FY19 | 912.12 | 0.00 | 711.67 | 0.00 | 0.00 | 1,623.79 |
| Lee Floodplain Mgmt | 969.57 | 0.00 | 0.00 | 0.00 | 0.00 | 969.57 |
| PRB-Oyster River | 1,931.00 | 0.00 | 4,595.00 | 0.00 | 0.00 | 6,526.00 |
| Total NH DES | 3,812.69 | 0.00 | 6,091.39 | 0.00 | 0.00 | 9,904.08 |
| Office of Energy and Planning OEP | | | | | | |
| FY19 Targeted Block Grant | 2,644.37 | 0.00 | 0.00 | 0.00 | 0.00 | 2,644.37 |
| Total Office of Energy and Planning OEP | 2,644.37 | 0.00 | 0.00 | 0.00 | 0.00 | 2,644.37 |
| Rockingham Planning Commission | 0.00 | 0.00 | 0.00 | 188.73 | 0.00 | 188.73 |
| Town of Northwood | | | | | | |
| 2019 Tech Svcs | 1,171.66 | 0.00 | 0.00 | 0.00 | 0.00 | 1,171.66 |
| 2018 Technical Services | 0.00 | 1,722.28 | 0.00 | 0.00 | 0.00 | 1,722.28 |
| Total Town of Northwood | 1,171.66 | 1,722.28 | 0.00 | 0.00 | 0.00 | 2,893.94 |
| Town of Nottingham | | | | | | |
| RSMS | 453.85 | 0.00 | 0.00 | 0.00 | 0.00 | 453.85 |
| Total Town of Nottingham | 453.85 | 0.00 | 0.00 | 0.00 | 0.00 | 453.85 |
| TOTAL | 43,709.58 | 1,722.28 | 6,591.39 | 188.73 | 245.00 | 52,456.98 |

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JHC
2/11/19

Stafford Regional Planning Commission
A/R Aging Summary
As of January 31, 2019

1. PDM16 - Follow up email and sent invoice again to Whitney Welch on 2/11/19
2. Karen Gould Mapping - Sent statement again on 2/11/19
3. RPC - Sent invoice again to Tim Roache on 2/11/19

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Strafford Regional Planning Commission
Profit & Loss
 January 2019

02/11/19

Accrual Basis

| | Jan 19 | Jan 18 | \$ Change |
|--|------------------|------------------|-------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| SRPC Revenue | | | |
| SRPC Membership Dues | 9,754.07 | 8,973.18 | 780.89 |
| Municipal and NonProfit Revenue | | | |
| Northwood Planning Services | 1,171.66 | 799.56 | 372.10 |
| Barrington Master Plan | 1,781.25 | 1,084.81 | 696.44 |
| BCC Barrington Conservation | 1,102.13 | 0.00 | 1,102.13 |
| NHCHF Pathways to Play | 830.08 | 0.00 | 830.08 |
| Nottingham RSMS | 454.36 | 0.00 | 454.36 |
| DUR Future Land Use | 0.00 | 2,968.63 | -2,968.63 |
| MapGeo Subscriptions | -667.00 | 0.00 | -667.00 |
| GIS Projects | 0.00 | 1,000.00 | -1,000.00 |
| Municipal and NonProfit Revenue - Other | 0.00 | 5,352.18 | -5,352.18 |
| Total Municipal and NonProfit Revenue | 4,672.48 | 11,205.18 | -6,532.70 |
| Total SRPC Revenue | 14,426.55 | 20,178.36 | -5,751.81 |
| Economic Development Revenue | | | |
| EPA Brownfields | 254.33 | 54,853.09 | -54,598.76 |
| Total Economic Development Revenue | 254.33 | 54,853.09 | -54,598.76 |
| State Award Revenue | | | |
| OEP Targeted Block | 2,861.71 | 2,678.34 | 183.37 |
| NHDES | | | |
| Coastal 2019 | 3,565.63 | 0.00 | 3,565.63 |
| Lee Floodplain Mapping | 969.57 | 0.00 | 969.57 |
| Watershed PRB | 1,931.00 | 0.00 | 1,931.00 |
| Coastal 2018 | 0.00 | 4,242.93 | -4,242.93 |
| Project of Special Merit SAIL | 0.00 | 4,383.49 | -4,383.49 |
| Total NHDES | 6,466.20 | 8,626.42 | -2,160.22 |
| Total State Award Revenue | 9,327.91 | 11,304.76 | -1,976.85 |
| MPO Revenue | | | |
| NH DOT | | | |
| UPWP | 38,179.81 | 31,354.34 | 6,825.47 |
| CTAP CommuteSMART | 1,499.66 | 0.00 | 1,499.66 |
| Total NH DOT | 39,679.47 | 31,354.34 | 8,325.13 |
| Total MPO Revenue | 39,679.47 | 31,354.34 | 8,325.13 |
| Contra Income Cash Match | | | |
| CTAP Cash Match | -234.48 | 0.00 | -234.48 |
| DOT Cash Match | -3,817.98 | -3,135.43 | -682.55 |

Stafford Regional Planning Commission
Profit & Loss
 January 2019

02/11/19

Accrual Basis

| | Jan 19 | Jan 18 | \$ Change |
|---------------------------------------|-----------|------------|------------|
| Total Contra Income Cash Match | -4,052.46 | -3,135.43 | -917.03 |
| Contra Income InKind/Soft Match | | | |
| In-Kind Coastal Match | -2,653.51 | -2,817.59 | 164.08 |
| Total Contra Income InKind/Soft Match | -2,653.51 | -2,817.59 | 164.08 |
| Contract Overage | -217.34 | 0.00 | -217.34 |
| Miscellaneous Income | 70.00 | 0.00 | 70.00 |
| Total Income | 56,834.95 | 111,737.53 | -54,902.58 |
| Gross Profit | 56,834.95 | 111,737.53 | -54,902.58 |
| Expense | | | |
| Personnel Expenses | | | |
| Salary and Wages | 40,481.31 | 40,139.04 | 342.27 |
| Payroll Expenses | | | |
| Payroll Taxes | | | |
| Medicare Expense | 567.91 | 562.07 | 5.84 |
| Social Security expense | 2,428.23 | 2,403.35 | 24.88 |
| Payroll Taxes - Other | -0.01 | 0.01 | -0.02 |
| Total Payroll Taxes | 2,996.13 | 2,965.43 | 30.70 |
| 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 | 90.62 | -1.62 |
| LTD Insurance expense | 47.64 | 61.91 | -14.27 |
| STD insurance expense | 160.71 | 174.95 | -14.24 |
| Pension expense | 1,214.45 | 1,204.15 | 10.30 |
| Unemployment expense | 276.09 | 240.25 | 35.84 |
| Workers Compensation | 159.09 | 145.34 | 13.75 |
| Payroll Processing Fees | 410.75 | 284.75 | 126.00 |
| Dues and Subscriptions | 447.99 | 550.30 | -102.31 |
| Total Payroll Expenses | 10,137.97 | 11,873.12 | -1,735.15 |
| Total Personnel Expenses | 50,619.28 | 52,012.16 | -1,392.88 |
| Equipment expense | | | |
| Copier Maintenance Contract | 319.85 | 368.85 | -49.00 |
| Computer equipment | 765.00 | 3,174.00 | -2,409.00 |
| Office furniture | 40.28 | 0.00 | 40.28 |
| Software expense | | | |
| ArcInfo/View software | 532.00 | 561.38 | -29.38 |
| Grant Finder | 0.00 | 82.92 | -82.92 |
| Prezi | 13.25 | 13.25 | 0.00 |
| Adobe In Design | 139.90 | 79.96 | 59.94 |

Stafford Regional Planning Commission
Profit & Loss
 January 2019

| | Jan 19 | Jan 18 | \$ Change |
|-------------------------------------|-----------------|-----------------|------------------------|
| Anti-virus software | 34.38 | 45.84 | -11.46 |
| Office Software | | | |
| Sonic Wall Remote Access | 375.00 | 0.00 | 375.00 |
| Office operating software | 0.00 | 49.00 | -49.00 |
| Total Office Software | 375.00 | 49.00 | 326.00 |
| Total Software expense | 1,094.53 | 832.35 | 262.18 |
| Traffic Count Expenses | | | |
| Traffic Count Police Detail | 284.00 | 0.00 | 284.00 |
| Total Traffic Count Expenses | 284.00 | 0.00 | 284.00 |
| Total Equipment expense | 2,503.66 | 4,375.20 | -1,871.54 |
| Communications | | | |
| Internet Communication Expense | 114.00 | 249.00 | -135.00 |
| Telephone | 180.48 | 191.20 | -10.72 |
| Travel & Ent | | | |
| Travel | 1,781.31 | 794.51 | 986.80 ⁴ |
| Total Travel & Ent | 1,781.31 | 794.51 | 986.80 |
| Postage and Delivery | 115.99 | 75.14 | 40.85 |
| Total Communications | 2,191.78 | 1,309.85 | 881.93 |
| 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 | | | |
| Bank Service Charges | 0.00 | 1.50 | -1.50 |
| Library & Planning Books | 0.00 | 1,930.00 | -1,930.00 ⁵ |
| Meetings Advertising Expense | 0.00 | 1,097.87 | -1,097.87 ⁶ |
| Meetings Expense | 7.16 | 0.00 | 7.16 |
| Office Expense | 28.05 | 52.51 | -24.46 |
| Plotter Ink and Supplies | 0.00 | 476.80 | -476.80 |
| Office Supplies | 62.86 | 74.35 | -11.49 |
| Professional Fees | | | |
| Accounting, Audit | 888.75 | 700.00 | 188.75 |
| Total Professional Fees | 888.75 | 700.00 | 188.75 |
| Repairs | | | |

Stafford Regional Planning Commission
Profit & Loss
 January 2019

| | Jan 19 | Jan 18 | \$ Change |
|---------------------------------|-----------|------------|-------------------------|
| Building Repairs | 0.00 | 1,131.00 | -1,131.00 ⁷ |
| Total Repairs | 0.00 | 1,131.00 | -1,131.00 |
| Staff Recruitment | 0.00 | 295.00 | -295.00 |
| Interest Expense | | | |
| Finance Charge | 4.33 | 0.00 | 4.33 |
| Total Interest Expense | 4.33 | 0.00 | 4.33 |
| Total Administrative | 991.15 | 5,759.03 | -4,767.88 |
| Contract Labor | | | |
| Accounting & Bookkeeping | 3,625.00 | 5,287.50 | -1,662.50 ⁸ |
| Consulting Engineering Services | 254.33 | 54,853.09 | -54,598.76 ⁹ |
| Network support | 382.50 | 1,800.00 | -1,417.50 ¹⁰ |
| Website maintenance and updates | 3.90 | 0.00 | 3.90 |
| Total Contract Labor | 4,265.73 | 61,940.59 | -57,674.86 |
| Total Expense | 63,492.52 | 128,320.25 | -64,827.73 |
| Net Ordinary Income | -6,657.57 | -16,582.72 | 9,925.15 |
| Other Income/Expense | | | |
| Other Income | | | |
| Interest Income | 36.16 | 28.36 | 7.80 |
| Total Other Income | 36.16 | 28.36 | 7.80 |
| Net Other Income | 36.16 | 28.36 | 7.80 |
| Net Income | -6,621.41 | -16,554.36 | 9,932.95 |

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2/11/19

Strafford Regional Planning Commission
Profit & Loss
January 2019

1. Brownfields - contingent on engineering consultant. SRPC has very little billable time.
2. Total Gross Profit - mostly attributable to Brownfields.
3. Computer Equipment - Bought server in FY18
4. Travel - FHWA Peer Exchange in Little Rock, AR
5. Library and Planning Books - PLUR Books - Received invoice in Feb for FY19.
6. Meeting Advertising Expense - (3) RFP notices, Metro Plan public comment, Draft TYP public comment, SMPO Prospectus public comment advertisements
7. Building Repairs - Office painting in FY18
8. Accounting/Bookkeeping - Kathy is working 21 hours per week for FY19, compared to over 24 hours per week in FY18
9. Consulting Engineering Services - See note in revenue section regarding Brownfields. Credere had cut way back on services for January, in addition Geosyntec has put work on hold for the Lee Floodplain project pending additional funding via amendment. Amendment has been approved and work on the Lee Floodplain should resume soon.
10. Network Support - Labor associated with setting up the new server in FY18

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Strafford Regional Planning Commission Income by Customer January 2019

| Date | Name | Memo | Amount |
|---|---------------------|--|-----------|
| NHCHF | | | |
| Pathways to Play | | | |
| 01/31/2019 | NHCHF:Pathwa... | Pathways to Play January 2019 Progress Invoice | 830.08 |
| Total Pathways to Play | | | 830.08 |
| Total NHCHF | | | 830.08 |
| Central NH RPC | | | |
| CTAP Planning/State Coord | | | |
| 01/31/2019 | Central NH RPC... | CTAP January 2019 Progress Billing | 1,499.66 |
| 01/31/2019 | Central NH RPC... | SRPC Match | -234.48 |
| 01/31/2019 | Central NH RPC... | NCC Match | 0.00 |
| Total CTAP Planning/State Coord | | | 1,265.18 |
| Total Central NH RPC | | | 1,265.18 |
| DOT UPWP 18_19 | | | |
| 01/31/2019 | DOT UPWP 18... | UPWP January 2019 Progress Invoice | 38,179.81 |
| 01/31/2019 | DOT UPWP 18... | 10% Matching Funds | -3,817.98 |
| Total DOT UPWP 18_19 | | | 34,361.83 |
| EPA | | | |
| Brownfields 2015-2018 | | | |
| 01/28/2019 | EPA:Brownfield... | Credera Only Invoice 3783 - Hazardous | 54.33 |
| 01/28/2019 | EPA:Brownfield... | Credera Only Invoice 3783 - Petroleum | 200.00 |
| Total Brownfields 2015-2018 | | | 254.33 |
| Total EPA | | | 254.33 |
| Indirect Administration | | | |
| 01/02/2019 | Indirect Adminis... | reimbursed for FY18 stop payment fees (bank charges) Citizens | 70.00 |
| Total Indirect Administration | | | 70.00 |
| LTA (Local Technical Assistance) | | | |
| 01/01/2019 | 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 |
| Mapping Projects | | | |
| MapGeo | | | |
| Rollinsford | | | |
| 01/16/2019 | Mapping Project... | Map Geo prorated through 6/30/18 - client does not want to renew | -667.00 |
| Total Rollinsford | | | -667.00 |
| Total MapGeo | | | -667.00 |

Strafford Regional Planning Commission
Income by Customer
January 2019

02/11/19

Accrual Basis

| Date | Name | Memo | Amount |
|--|---------------------|--|-----------|
| Total Mapping Projects | | | -667.00 |
| NH DES | | | |
| Coastal FY19 | | | |
| 01/31/2019 | NH DES:Coasta... | Coastal 2019 January 2019 Progress Billing | 3,565.63 |
| 01/31/2019 | NH DES:Coasta... | In Kind match for Coastal grant | -2,653.51 |
| Total Coastal FY19 | | | 912.12 |
| Lee Floodplain Mgmt | | | |
| 01/31/2019 | NH DES:Lee FI... | Lee Floodplain Mapping January 2019 Progress Invoice | 969.57 |
| Total Lee Floodplain Mgmt | | | 969.57 |
| PRB-Oyster River | | | |
| 01/31/2019 | NH DES:PRB-O... | PRB Progress Billing, PO 1064375, Task 5 | 1,931.00 |
| Total PRB-Oyster River | | | 1,931.00 |
| Total NH DES | | | 3,812.69 |
| Office of Energy and Planning OEP | | | |
| FY19 Targeted Block Grant | | | |
| 01/31/2019 | Office of Energy... | Targeted Block January 2019 Progress Billing | 2,861.71 |
| 01/31/2019 | Office of Energy... | To record when contracts go over budget in QuickBooks | -217.34 |
| Total FY19 Targeted Block Grant | | | 2,644.37 |
| Total Office of Energy and Planning OEP | | | 2,644.37 |
| Town of Barrington | | | |
| Barrington Master Plan Chapter | | | |
| 01/31/2019 | Town of Barringt... | January 2019 Master Plan Progress Billing | 1,781.25 |
| Total Barrington Master Plan Chapter | | | 1,781.25 |
| BCC Natural Resource Mapping | | | |
| 01/31/2019 | Town of Barringt... | January 2019 Progress Billing - Natural Resource Mapping | 1,102.13 |
| Total BCC Natural Resource Mapping | | | 1,102.13 |
| Total Town of Barrington | | | 2,883.38 |
| Town of Northwood | | | |
| 2019 Tech Svcs | | | |
| 01/31/2019 | Town of Northw... | January 2019 Progress Billing | 1,171.66 |
| Total 2019 Tech Svcs | | | 1,171.66 |
| Total Town of Northwood | | | 1,171.66 |
| Town of Nottingham | | | |

Strafford Regional Planning Commission
Income by Customer
January 2019

| <u>Date</u> | <u>Name</u> | <u>Memo</u> | <u>Amount</u> |
|--------------------------|--------------------|------------------------------------|------------------|
| RSMS | | | |
| 01/31/2019 | Town of Notting... | January 2019 Progress Billing RSMS | 454.36 |
| Total RSMS | | | 454.36 |
| Total Town of Nottingham | | | 454.36 |
| TOTAL | | | 56,834.95 |

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2/11/19

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July 2018 through January 2019

| | Jul '18 - Jan 19 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|---------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| SRPC Revenue | | | | |
| SRPC Membership Dues | 68,278.49 | 68,278.56 | -0.07 | 100.0% |
| Municipal and NonProfit Revenue | | | | |
| Northwood Planning Services | 15,855.95 | 11,500.00 | 4,355.95 | 137.9% |
| Barrington Master Plan | 3,272.31 | 3,557.29 | -284.98 | 92.0% |
| UNH Lamprey River | 1,881.25 | 1,871.00 | 10.25 | 100.5% |
| ROC Technical Services | 500.00 | 500.00 | 0.00 | 100.0% |
| BCC Barrington Conservation | 2,653.00 | 4,083.35 | -1,430.35 | 65.0% |
| NHCHF Pathways to Play | 830.08 | 2,500.00 | -1,669.92 | 33.2% |
| Nottingham RSMS | 6,429.33 | 7,434.00 | -1,004.67 | 86.5% |
| FAR Tax Map Updates | 1,944.73 | 1,700.00 | 244.73 | 114.4% |
| NDU GIS Buildout Analysis | 1,490.26 | 1,465.00 | 25.26 | 101.7% |
| DUR Future Land Use | 0.00 | 0.00 | 0.00 | 0.0% |
| MapGeo Subscriptions | 2,167.00 | 2,834.00 | -667.00 | 76.5% |
| GIS Projects | 538.75 | 966.65 | -427.90 | 55.7% |
| Municipal and NonProfit Revenue - Other | 1,204.94 | 0.00 | 1,204.94 1 | 100.0% |
| Total Municipal and NonProfit Revenue | 38,767.60 | 38,411.29 | 356.31 | 100.9% |
| Total SRPC Revenue | 107,046.09 | 106,689.85 | 356.24 | 100.3% |
| Economic Development Revenue | | | | |
| EDD Partnership Planning | 0.00 | 5,833.31 | -5,833.31 2 | 0.0% |
| EPA Brownfields | 30,638.05 | 39,058.38 | -8,420.33 3 | 78.4% |
| Total Economic Development Revenue | 30,638.05 | 44,891.69 | -14,253.64 | 68.2% |
| State Award Revenue | | | | |
| OEP Targeted Block | 11,328.34 | 6,481.44 | 4,846.90 4 | 174.8% |
| NHDES | | | | |
| Durham Groundwater Modeling | 0.00 | 5,533.30 | -5,533.30 5 | 0.0% |
| Coastal 2019 | 19,349.09 | 7,291.65 | 12,057.44 6 | 265.4% |
| Lee Floodplain Mapping | 26,860.66 | 22,217.00 | 4,643.66 7 | 120.9% |
| Watershed PRB | 6,526.00 | 8,700.00 | -2,174.00 8 | 75.0% |
| PSM18 | 784.72 | 1,285.71 | -500.99 | 61.0% |
| Coastal Resilience Grant | 0.00 | 333.33 | -333.33 | 0.0% |
| Coastal 2017 | 0.00 | 0.00 | 0.00 | 0.0% |
| Coastal 2018 | 2,140.91 | 0.00 | 2,140.91 9 | 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 | 55,661.38 | 45,360.99 | 10,300.39 | 122.7% |
| OEM Haz Mit | | | | |
| PDM 2016 | 4,375.00 | 4,375.00 | 0.00 | 100.0% |
| PDM 2017 | 0.00 | 2,500.00 | -2,500.00 10 | 0.0% |
| Lee HMPG | 6,000.00 | 0.00 | 6,000.00 | 0.0% |
| Haz Mit with Towns | 0.00 | 6,000.00 | -6,000.00 11 | 0.0% |
| OEM Haz Mit - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total OEM Haz Mit | 10,375.00 | 12,875.00 | -2,500.00 | 80.6% |
| Total State Award Revenue | 77,364.72 | 64,717.43 | 12,647.29 | 119.5% |

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July 2018 through January 2019

| | Jul '18 - Jan 19 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|-------------------------|---------------|
| MPO Revenue | | | | |
| NH DOT | | | | |
| SHRP2 | 0.00 | 0.00 | 0.00 | 0.0% |
| UPWP | 353,245.14 | 303,577.19 | 49,667.95 ¹² | 116.4% |
| FHWA MultiModal Pilot (Bike LTS) | 0.00 | 2,314.17 | -2,314.17 ¹³ | 0.0% |
| CTAP CommuteSMART | 1,499.66 | 1,156.50 | 343.16 | 129.7% |
| Total NH DOT | 354,744.80 | 307,047.86 | 47,696.94 | 115.5% |
| Total MPO Revenue | 354,744.80 | 307,047.86 | 47,696.94 | 115.5% |
| Contra Income Cash Match | | | | |
| CTAP Cash Match | -234.48 | | | |
| DOT Cash Match | -35,324.52 | 0.00 | -35,324.52 | 100.0% |
| EDD Cash Match | 0.00 | 0.00 | 0.00 | 0.0% |
| EPA Cash Match | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Contra Income Cash Match | -35,559.00 | 0.00 | -35,559.00 | 100.0% |
| Contra Income InKind/Soft Match | | | | |
| In Kind Lee Floodplain Match | -10,874.44 | | | |
| In-Kind Coastal Match | -7,758.27 | 0.00 | -7,758.27 | 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% |
| Total Contra Income InKind/Soft Match | -18,632.71 | 0.00 | -18,632.71 | 100.0% |
| Contract Overage | -2,336.14 | 0.00 | -2,336.14 | 100.0% |
| Miscellaneous Income | | | | |
| HealthTrust Credits | 0.00 | 0.00 | 0.00 | 0.0% |
| Miscellaneous Income - Other | 2,462.20 | 2,392.00 | 70.20 | 102.9% |
| Total Miscellaneous Income | 2,462.20 | 2,392.00 | 70.20 | 102.9% |
| Total Income | 515,728.01 | 525,738.83 | -10,010.82 | 98.1% |
| Gross Profit | 515,728.01 | 525,738.83 | -10,010.82 | 98.1% |
| Expense | | | | |
| Personnel Expenses | | | | |
| Salary and Wages | 313,549.76 | 316,416.00 | -2,866.24 | 99.1% |
| Payroll Expenses | | | | |
| Payroll Taxes | | | | |
| Medicare Expense | 4,474.31 | 0.00 | 4,474.31 | 100.0% |
| Social Security expense | 19,131.46 | 0.00 | 19,131.46 | 100.0% |
| Payroll Taxes - Other | -0.01 | 24,204.00 | -24,204.01 | -0.0% |
| Total Payroll Taxes | 23,605.76 | 24,204.00 | -598.24 | 97.5% |
| Dental insurance expense | 1,903.03 | 2,002.60 | -99.57 | 95.0% |
| Health Insurance expense | 27,599.93 | 29,193.50 | -1,593.57 | 94.5% |
| Life Insurance expense | 623.00 | 623.00 | 0.00 | 100.0% |
| LTD Insurance expense | 333.48 | 433.40 | -99.92 | 76.9% |
| STD insurance expense | 1,125.33 | 1,224.40 | -99.07 | 91.9% |
| Health incentive | 3,847.13 | 5,040.00 | -1,192.87 | 76.3% |
| Pension expense | 9,051.49 | 9,319.00 | -267.51 | 97.1% |
| Unemployment expense | 1,717.59 | 1,681.75 | 35.84 | 102.1% |

Stafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July 2018 through January 2019

| | Jul '18 - Jan 19 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|------------------|---------------|
| Workers Compensation | 1,031.05 | 1,017.35 | 13.70 | 101.3% |
| Payroll Processing Fees | 1,521.75 | 1,312.50 | 209.25 | 115.9% |
| Staff Training and Seminars | 4,640.00 | 2,916.65 | 1,723.35 | 159.1% |
| Dues and Subscriptions | 3,093.92 | 3,208.35 | -114.43 | 96.4% |
| Total Payroll Expenses | 80,093.46 | 82,176.50 | -2,083.04 | 97.5% |
| Total Personnel Expenses | 393,643.22 | 398,592.50 | -4,949.28 | 98.8% |
| Equipment expense | | | | |
| Copier Maintenance Contract | 2,748.81 | 2,748.00 | 0.81 | 100.0% |
| Computer equipment | 765.00 | 0.00 | 765.00 | 100.0% |
| Computer Supplies | 294.41 | 0.00 | 294.41 | 100.0% |
| Office furniture | 40.28 | 1,029.60 | -989.32 | 3.9% |
| Software expense | | | | |
| ArInfo/View software | 3,192.00 | 3,724.00 | -532.00 | 85.7% |
| Transportation Software | 0.00 | 0.00 | 0.00 | 0.0% |
| Grant Finder | 165.84 | 0.00 | 165.84 | 100.0% |
| Prezi | 92.75 | 0.00 | 92.75 | 100.0% |
| Adobe In Design | 979.30 | 0.00 | 979.30 | 100.0% |
| Anti-virus software | 263.50 | 0.00 | 263.50 | 100.0% |
| Office Software | | | | |
| Sonic Wall Remote Access | 375.00 | | | |
| Office operating software | 4,375.89 | 0.00 | 4,375.89 | 100.0% |
| Office Software - Other | 0.00 | 4,719.15 | -4,719.15 | 0.0% |
| Total Office Software | 4,750.89 | 4,719.15 | 31.74 | 100.7% |
| Total Software expense | 9,444.28 | 8,443.15 | 1,001.13 | 111.9% |
| Traffic Count Expenses | | | | |
| Traffic Count Police Detail | 847.98 | | | |
| 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 | 1,883.00 | -1,883.00 | 0.0% |
| Total Traffic Count Expenses | 2,197.81 | 1,883.00 | 314.81 | 116.7% |
| Other Equipment Repair and Cost | | | | |
| Equipment Rental & Repair | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Equipment Repair and Cost - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Other Equipment Repair and Cost | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Equipment expense | 15,490.59 | 14,103.75 | 1,386.84 | 109.8% |
| Communications | | | | |
| Internet Communication Expense | 798.00 | 798.00 | 0.00 | 100.0% |
| Telephone | 1,217.12 | 1,190.00 | 27.12 | 102.3% |
| Travel & Ent | | | | |
| Meals | 0.00 | 0.00 | 0.00 | 0.0% |
| Hotel | 0.00 | 0.00 | 0.00 | 0.0% |
| Travel | 10,649.98 | 0.00 | 10,649.98 | 100.0% |
| Travel & Ent - Other | 0.00 | 10,500.00 | -10,500.00 | 0.0% |

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July 2018 through January 2019

| | Jul '18 - Jan 19 | Budget | \$ Over Budget | % of Budget |
|-----------------------------------|------------------|-----------|-------------------------|-------------|
| Total Travel & Ent | 10,649.98 | 10,500.00 | 149.98 | 101.4% |
| Marketing Expense | 0.00 | 0.00 | 0.00 | 0.0% |
| Postage and Delivery | 261.93 | 455.00 | -193.07 | 57.6% |
| Total Communications | 12,927.03 | 12,943.00 | -15.97 | 99.9% |
| Fixed Expenses | | | | |
| Depreciation Expense | 0.00 | 0.00 | 0.00 | 0.0% |
| Insurance | | | | |
| Liability Insurance | 2,946.44 | 2,946.40 | 0.04 | 100.0% |
| Total Insurance | 2,946.44 | 2,946.40 | 0.04 | 100.0% |
| Rent | 17,500.00 | 17,500.00 | 0.00 | 100.0% |
| Total Fixed Expenses | 20,446.44 | 20,446.40 | 0.04 | 100.0% |
| Administrative | | | | |
| Bank Service Charges | 0.00 | 0.00 | 0.00 | 0.0% |
| Library & Planning Books | -276.55 | 2,000.00 | -2,276.55 ¹⁵ | -13.8% |
| Meetings Advertising Expense | 0.00 | 0.00 | 0.00 | 0.0% |
| Meetings Expense | 1,608.40 | 1,268.75 | 339.65 | 126.8% |
| Office Expense | 535.13 | 758.35 | -223.22 | 70.6% |
| Plotter Ink and Supplies | 176.23 | | | |
| Office Supplies | 866.58 | 1,470.00 | -603.42 | 59.0% |
| Printing and Reproduction | 1,218.42 | 700.00 | 518.42 | 174.1% |
| Professional Fees | | | | |
| Accounting, Audit | 6,221.25 | 6,221.25 | 0.00 | 100.0% |
| Consulting | 0.00 | 0.00 | 0.00 | 0.0% |
| Legal Fees | 0.00 | 583.35 | -583.35 | 0.0% |
| Total Professional Fees | 6,221.25 | 6,804.60 | -583.35 | 91.4% |
| Repairs | | | | |
| Building Repairs | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Repairs | 0.00 | 0.00 | 0.00 | 0.0% |
| Interest Expense | | | | |
| Finance Charge | 4.33 | 0.00 | 4.33 | 100.0% |
| Loan Interest | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Interest Expense | 4.33 | 0.00 | 4.33 | 100.0% |
| Uncollectible Accounts Expense | 20.00 | | | |
| Total Administrative | 10,373.79 | 13,001.70 | -2,627.91 | 79.8% |
| Contract Labor | | | | |
| Pass Through Expense | | | | |
| DUR Groundwater Consultant | 0.00 | 4,421.67 | -4,421.67 ¹⁶ | 0.0% |
| DUR Septic Pass Through | 0.00 | 0.00 | 0.00 | 0.0% |
| SHRP2 Pass Through Expense | 0.00 | 0.00 | 0.00 | 0.0% |
| UNH Local Source Water 2016-NKT | 0.00 | 0.00 | 0.00 | 0.0% |
| Watershed Assist DUR | 0.00 | 7,777.15 | -7,777.15 ¹⁷ | 0.0% |
| Total Pass Through Expense | 0.00 | 12,198.82 | -12,198.82 | 0.0% |

Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July 2018 through January 2019

| | Jul '18 - Jan 19 | Budget | \$ Over Budget | % of Budget |
|---------------------------------|-------------------|-------------------|----------------------|---------------|
| Accounting & Bookkeeping | 28,362.50 | 31,850.00 | -3,487.50 18 | 89.1% |
| Consulting Engineering Services | 40,859.38 | 56,616.00 | -15,756.62 19 | 72.2% |
| Network support | 2,257.50 | 1,890.00 | 367.50 | 119.4% |
| Model Assistance MOVES | 0.00 | 5,198.75 | -5,198.75 20 | 0.0% |
| Website and logo design | 0.00 | 47.00 | -47.00 | 0.0% |
| Website maintenance and updates | 27.30 | 0.00 | 27.30 | 100.0% |
| GIS Contract Support | 0.00 | 1,155.00 | -1,155.00 | 0.0% |
| Other contract labor | 1,155.00 | | | |
| Total Contract Labor | 72,661.68 | 108,955.57 | -36,293.89 | 66.7% |
| Suspense | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Expense | 525,542.75 | 568,042.92 | -42,500.17 | 92.5% |
| Net Ordinary Income | -9,814.74 | -42,304.09 | 32,489.35 | 23.2% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| Interest Income | 166.99 | 58.35 | 108.64 | 286.2% |
| Other Income | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Other Income | 166.99 | 58.35 | 108.64 | 286.2% |
| Net Other Income | 166.99 | 58.35 | 108.64 | 286.2% |
| Net Income | -9,647.75 | -42,245.74 | 32,597.99 | 22.8% |

DRAFT

Jrc
2/11/19

Stafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2018 through January 2019

1. RPC and NHARPC Communication Services provided
2. EDA - Still have not received funding
3. Brownfields - Contingent on engineering services
4. Targeted Block - Funds spent down faster due to lack of EDA funding
5. DUR Grounwater - Haven't received funding
6. Coastal 2019 - Dover component of project had to be completed by calendar year end
7. Lee Floodplain - Geosyntec consultant put a hold on work until additional funding approved. Approval was received 1/23/19
8. Watershed PRB - Contingent on consultant services
9. Coastal 2018 - should have been billed in FY18
10. PDM17 - Unable to bill until tasks are complete. Staff is in the process of assembling committees, etc.
11. Haz Mit with Towns - This item has been given its own line item - Lee HMPG
12. UPWP - Several projects in the first half of the FY - traffic counts, RSMS and the Model Update
13. LTS - NHDOT had several revisions/comments, contract should be final this month
14. Staff Training - (2) people attended TransCAD training this year, typically the budget is set for only one staff member to attend
15. Library and Planning Books - The vendor was late sending the PLUR books. This cost will be incurred in Feb.
16. DUR Groundwater - Contract not in place yet
17. Watershed PRB - Just received January invoice from one of the engineering firms, still waiting to be billed by the other engineering firm
18. Accounting - Kathy working 21 hours per week

5:18 PM

02/11/19

Accrual Basis

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2018 through January 2019

19. Consulting Engineering - Credere and Geosyntec services have slowed down, see previous notes pertaining to Brownfields and Lee Floodplain

20. Model Assist - RSG invoice not received yet

DRAFT

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

February 15, 2019

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

RE: February 2019 Minor Revisions to the 2017-2020 TIP

Dear Mr. Watson:

The Strafford Metropolitan Planning Organization (SMPO) staff has received a request to approve the February 2019 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,

A handwritten signature in black ink, appearing to read "Jennifer Czysz".

Jennifer Czysz
Executive Director
Strafford Regional Planning Commission

February 2019 TIP Minors

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Somersworth 40646..... Page 1



| | |
|--------------------|---|
| Town/Area Name: | Somersworth |
| Project #: | 40646 |
| Road/Route/Entity: | NH 9 (High Street), Blackwater Rd, Indigo Hill Rd |
| Project Scope: | Intersection safety improvements |
| Acronym Defined: | |
| Change Notes: | Inflation removed from updated estimate |

Approved

| Project # | Phase | FY | Federal \$ | State \$ | Other \$ | Funding Category | Totals |
|-----------|-------|------|------------|----------|----------|---------------------------|-----------|
| 40646 | PE | 2020 | \$90,244 | \$0 | \$22,561 | STP-State Flexible, Towns | \$112,805 |
| Totals | | | \$90,244 | \$0 | \$22,561 | | \$112,805 |

Proposed

| Project # | Phase | FY | Federal \$ | State \$ | Other \$ | Funding Category | Totals |
|-----------|-------|------|------------|----------|----------|---------------------------|-----------|
| 40646 | PE | 2020 | \$88,000 | \$0 | \$22,000 | STP-State Flexible, Towns | \$110,000 |
| | | | \$88,000 | \$0 | \$22,000 | | \$110,000 |

Changes

| Federal \$ Change | State \$ Change | Other \$ Change | Total \$ Change |
|-------------------|-----------------|-----------------|-----------------|
| (\$2,244) | \$0 | (\$561) | (\$2,805) |

IT Plan Update for Executive Committee

Recent Progress

- Installed VPN system to allow all staff to connect remotely.
- Learned about the phone system. It was purchased in 2001. The anticipated lifespan of the equipment in use is 12-15 years so it is likely due for replacement soon.
- Continued efforts to reduce software licensing and monthly service costs.
 - Completed – GoToMyPC (annual cost \$594) replaced with SonicWALL VPN (annual cost \$400). GoToMyPC has been canceled and service will end on 2/16/2019.
 - Pending invoice – ArcGIS licenses shuffled and reduced from \$5700 annual to \$5100 for Feb. 2019 renewal.
 - Upcoming – FirstLight (phone and internet provider) vs other phone and internet providers in the area.
 - Upcoming – Adobe Creative Cloud for Business (monthly cost \$153.90) can be converted to two Adobe Creative Cloud for Individuals licenses (monthly cost \$69.98).
- Worked on FY2020 IT Budget.

Next Steps

- Develop IT Plan with our resources broken out into three categories: Hardware, Software, and Services.
- Update internet service (April 3, 2019).
- Implement SonicWALL firewall (installed December 2018) for VPN. Set up of this new VPN system is complete, but staff are adjusting to the new system and bugs are being worked through.
- Upgrade Office 365 email-only licenses to full Office 365 licenses with new software.
- Upgrade 5 laptops purchased in 2016-2017 from Windows 7 to Windows 10. Upgrades for these laptops are free and can be done at any time.

Future Priorities

- Replace 1-2 computers per year.
- Update phone system.
- Replace website.

FY2019

| Annual Licenses | FY19 mid year budget | Projected end of year | Projected remaining |
|--|----------------------|-----------------------|---------------------|
| Office 365 Business (11.5) subscription - annual | \$ 540.00 | \$ 575.00 | \$ (35.00) |
| Exchange 365 Email (11.5) subscription - annual | \$ 695.00 | \$ 459.89 | \$ 235.11 |
| Constant Contact subscription - annual | \$ 486.00 | \$ 486.00 | \$ - |
| SonicWall Licenses | \$ 219.00 | \$ 219.00 | \$ - |
| Adobe for Business (min. 10 licenses) - Creative Cloud (1), InDesign (1), and InCopy (8) | \$ 1,679.00 | \$ 1,679.00 | \$ - |
| Dropbox | \$ 99.00 | \$ 99.00 | \$ - |
| TransCAD software support | \$ 1,200.00 | \$ 1,200.00 | \$ - |
| ArcGIS licenses | \$ 6,384.00 | \$ 5,956.00 | \$ 428.00 |
| MapGEO | \$ 4,000.00 | \$ 4,000.00 | \$ - |
| Anti-Virus - Vipre for Business | \$ 435.00 | \$ 435.00 | \$ - |
| GrantFinder | \$ 166.00 | \$ 166.00 | \$ - |
| GoToMyPC subscription - annual | \$ 594.00 | \$ 346.50 | \$ 247.50 |
| Teamwork | \$ 98.00 | \$ 98.00 | \$ - |
| Prezi | \$ 159.00 | \$ 159.00 | \$ - |
| Total | \$16,754.00 | \$15,878.39 | \$875.61 |

| IT and Web Services | FY19 mid year budget | Projected end of year | Projected remaining |
|---|----------------------|-----------------------|---------------------|
| Seacoast Computers (On-call IT services and network maintenance) | \$ 3,240.00 | \$ 3,240.00 | \$ - |
| Atlantic Broadband or Comcast - 4 POTS phone lines | | \$ 480.00 | \$ (480.00) |
| FirstLight - 4 POTS phone lines | \$ 2,040.00 | \$ 1,360.00 | \$ 680.00 |
| Atlantic Broadband or Comcast - 25M x 10M Internet (or higher), IP Transport, 1 POTS voice line | | \$ 479.92 | \$ (479.92) |
| FirstLight - 12M x 2M Internet, IP Transport, 1 POTS voice line | \$ 1,368.00 | \$ 912.00 | \$ 456.00 |
| Web Hosting service - Pair Networks | \$ 47.00 | \$ 104.00 | \$ (57.00) |
| SonicWall installation | \$ 150.00 | \$ 150.00 | \$ - |
| Domain Names - Network Solutions (strafford.org, partneringforperformancen.org) | \$ - | \$ 40.00 | \$ (40.00) |
| Total | \$6,845.00 | \$6,765.92 | \$79.08 |

| Capital Equipment | FY19 mid year budget | Projected end of year | Projected remaining |
|--|----------------------|-----------------------|---------------------|
| Canon Lease (319.85 per month for 8 months) | \$ 2,558.80 | \$ 2,558.80 | \$ - |
| Conway Office Solutions (412.63/month for 4 months + one PO for 138.7) | \$ 1,789.22 | \$ 1,789.00 | \$ 0.22 |
| Total | \$4,348.02 | \$4,347.80 | \$0.22 |

FY2020

| Annual Licenses | FY20 Budget |
|--|--------------------|
| Office 365 Business (11.5) subscription - annual | \$ 1,725.00 |
| Constant Contact subscription - annual | \$ 486.00 |
| SonicWall Licenses | \$ 400.00 |
| Adobe for individuals - Creative Cloud (2), InDesign (1) | \$ 839.76 |
| Dropbox | \$ 99.00 |
| TransCAD software support | \$ 1,200.00 |
| ArcGIS licenses | \$ 5,500.00 |
| MapGEO | \$ 6,000.00 |
| Anti-Virus - Vipre for Business | \$ 322.50 |
| Total | \$16,572.26 |

| IT and Web Services | FY20 Budget |
|---|-------------------|
| Seacoast Computers (On-call IT services and network maintenance) | \$ 3,240.00 |
| Atlantic Broadband or Comcast - 4 POTS phone lines | \$ 1,440.00 |
| Atlantic Broadband or Comcast - 25M x 10M Internet (or higher), IP Transport, 1 POTS voice line | \$ 1,439.76 |
| Web Hosting service - Pair Networks | \$ 104.00 |
| Domain Names - Network Solutions (strafford.org, partneringforperformancen.org) | \$ 80.00 |
| Total | \$6,303.76 |

| Capital Equipment | FY20 Budget |
|----------------------------------|-------------------|
| Canon lease - Copier and plotter | \$ 3,838.20 |
| Total | \$3,838.20 |

| Small Equipment | FY19 mid year budget | Projected end of year | Projected remaining |
|---|----------------------|-----------------------|---------------------|
| Annual Traffic Count equipment and supplies | \$ 3,228.00 | \$ 2,814.00 | \$ 414.00 |
| Furniture and computers | \$ 1,000.00 | | \$ 1,000.00 |
| SonicWALL Router | \$ 765.00 | \$ 765.00 | \$ - |
| Total | \$4,993.00 | \$3,579.00 | \$1,414.00 |

| | | | |
|---------------------------------------|--------------------|--------------------|-------------------|
| Total Expenses for Fiscal Year | \$32,940.02 | \$30,571.11 | \$2,368.91 |
|---------------------------------------|--------------------|--------------------|-------------------|

| Revenues | FY19 mid year budget | Projected end of year | Projected remaining |
|------------------------------------|----------------------|-----------------------|---------------------|
| Canon rebate (first year of lease) | \$ 2,392.00 | \$ 2,392.00 | \$ - |
| Plotter sale (pending) | | | \$ - |
| Total | \$2,392.00 | \$2,392.00 | \$0.00 |

| Small Equipment | FY20 Budget |
|---|-------------------|
| Annual Traffic Count equipment and supplies | \$ 3,000.00 |
| Furniture and computers | \$ 1,765.00 |
| Total | \$4,765.00 |

| | |
|---------------------------------------|--------------------|
| Total Expenses for Fiscal Year | \$31,479.22 |
|---------------------------------------|--------------------|

| Revenues | FY20 Budget |
|--------------|---------------|
| | |
| | |
| Total | \$0.00 |