

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

SRPC Executive Committee Meeting Agenda
SRPC Small Conference Room (within the SRPC office)
May 17, 2019

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

- 1. Welcome/Introductions**
- 2. Non-Public**
 - a. RSA 91-A, II (a) “The dismissal, promotion, or compensation of any public employee or the disciplining of such employee...”
- 3. Action Items (Motions Required)**
 - a. Approval of the Minutes of April 19, 2019 (**Enclosed**)
 - b. Acceptance of Draft April Financials (**Enclosed**)
 - c. Concurrence with May Monthly Minors (**Enclosed**)
 - d. Recommendation of FY2020 Executive Committee Officers, Members, and Alternates to the Full Commission
- 4. Discussion**
 - a. Fiscal Year 2020 Draft Budget (**Enclosed**)
 - b. Strategic Plan Draft (**Separate Mailing**)
- 5. Updates**
 - a. Awards, Contracts, and General Business Update (**see memo**)
- 6. Other Business**
- 7. Adjourn**

Rules of Procedure

*Strafford Regional Planning Commission
Strafford Metropolitan Planning Organization, and
Strafford Economic Development District*

Meeting Etiquette

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

Ensure that only one person talks at a time. Raising your hand to be recognized by the chair or facilitator is good practice.

Do not interrupt others, or start talking before someone finishes.

Do not engage in cross talk.

Avoid individual discussions in small groups during the meeting. When one person speaks, others should listen.

Active participation is encouraged from all members.

When speaking, participants should adhere to topics of discussion directly related to agenda items.

When speaking, individuals should be brief and concise 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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WAKEFIELD

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

DRAFT Meeting Minutes
April 19, 2019

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

Staff members present: Jen Czys, executive director; Shayna Sylvia, communications and outreach planner

Guests present: Joe Boudreau

Committee members absent: Michael Bobinsky, Somersworth

1. Welcome/Introductions

The meeting began at 8:05 a.m.

2. Action Items

a. Approval of the Minutes of March 15, 2019

P. Nelson asked for a motion to accept the minutes of the Mar. 15, 2019, Executive Committee meeting. Marcia Gasses **MOVED** to accept the minutes. Donald Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

b. Acceptance of Draft March Financials

Jennifer Czys reviewed the draft March financials. She explained that almost all indirect expenditures have been incurred, as the end of the fiscal year is approaching. She reviewed SRPC's current financial standing, noting the effects of March being a three-payroll month, and the lack of EDA funding, which was originally allocated for FY 2019. An updated FY 2019 working budget was created where the EDA line item was zeroed out. J. Czys shared other notes regarding billable hour targets and commented on the profit and loss statement. Dave Landry asked about the additional payroll in March; it eventually balances out. J. Czys reviewed targets for SRPC's indirect rate, sharing the goal is to minimize overhead costs and maximize contract revenue.

A discussion ensued concerning the end of year financial position. P. Nelson asked how this affects the budget for the remaining time in FY 2019. J. Czynsz responded that the plan is for staff to complete as many billable hours as possible.

T. Crosby asked about NHDOT billing; it has been very timely.

J. Czynsz explained that when SRPC did not receive EDA funds, a good amount of time was then billed to indirect (overhead) for proposal writing. P. Nelson asked if we can receive funds outside of contract or projects; gifts can be accepted per the statutes.

Victoria Parmele revisited the idea of SRPC becoming a non-profit. J. Czynsz replied that there has been not recent work done on this process. She shared that an alternative is to work and partner with local non-profits.

A discussion ensued concerning ideas for fundraising. P. Nelson suggested diversifying how we operate.

J. Czynsz mentioned an example of strategically finding a new funding source for SRPC's Housing Needs Assessment. She shared that Upper Valley Lake Sunapee RPC (UVLSRPC) was able to leverage funds from a local hospital who needed more staff, and in turn more housing. J. Czynsz added that NHDOT has allowed SRPC to use a portion of UPWP funding for the housing needs assessment considering its nexus with transportation in the region. Targeted Block Grant funding can also be used to complete the housing needs assessment. P. Nelson suggested using Upper Valley's funding model.

P. Nelson opined that commissioners could have a role in helping secure funds for different projects, but would need bullets and speaking points.

J. Czynsz noted that UVLSRPC does a great job of leveraging unconventional funding sources.

A discussion ensued concerning creative funding strategies.

D. Hamann **MOVED** to accept the draft January financials. D. Landry **SECONDED** the motion, of which all were **IN FAVOR**.

c. Safety Protocol for the Installation and Removal of Automatic Vehicle Traffic

J. Czynsz explained that this document was drafted to codify best management practices related to data collection and safety. She gave a brief background on the document's creation, what is covered in the protocol, and added that this document should be approved before field staff begin data collection this season.

A discussion ensued about police detailing and types of counters used.

M. Gasses **MOVED** to accept the Safety Protocol for the Installation and Removal of Automatic Vehicle Traffic. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

3. Discussion

a. Fiscal Year 2020 Budget

J. Czynsz gave an update on the status of the FY2020 budget. She explained that all definite contracts for 2020 have been included, in addition to pending items. She explained staffing changes may occur dependent on contract awards. She added that expense items have been trimmed.

J. Czynsz updated members on upgrades to SRPC's internet speeds, and explained that a new phone system is a low priority.

J. Czynsz reviewed some of SRPC's pending contracts including the Durham Tax Map, Rochester's Downtown Master Plan, and another EPA Brownfields grant. She explained that our new UPWP included an extra \$25,000 for FTA transit planning award. This will allow SRPC to partner with Rockingham Planning Commission, COAST, and Wildcat.

D. Landry asked if we can apply for Community Development Block Grants (CDBG). J. Czynsz shared this is a new potential revenue stream, however, we wouldn't be the grant recipient. The Community Development Finance Authority has expressed interest in partnering with regional planning commissions to administer grants for our municipalities. We would be able to recoup an administrative fee to do so.

A discussion ensued concerning CDBG funding. SRPC staffer James Burdin will be going to a CDBG training at the end of April.

b. Executive Director Review

IT was decided that a non-public session would be added to the May agenda and the Executive Director review would occur during this time. J. Czynsz will prepare a self-assessment report based upon progress toward meeting this year's goals.

c. Current Legislation of Interest

V. Parmele shared that she went to the state budget hearing.

J. Czynsz stated that relevant bills were referenced in her memo that she sent to members prior to the meeting. M. Gasses asked about what it meant if a bill is retained. It means it's being held in committee for further work and will return in the next legislative session. She added that all current proposed bills that included funding have been retained; it is possible that those moving forward will be incorporated directly into the budget or budget trailer bills.

d. Status of Officers and Executive Committee Members for Fiscal Year 2020

All present members agreed to stay on the Executive Committee in FY 2020. V. Parmele shared that if someone is interested in the Chair position, then she could step down.

e. Strategic Planning Preliminary Draft

J. Czysz said that May meeting agenda can focus on updated to the strategic planning process. She added that an outline has been created and that things are moving forward.

4. Updates

a. Awards, Contracts, and General Business Update

This was already covered or is included in the memo. J. Czysz shared that she would be getting alternative quotes on health insurance due to an increase in plan amount.

5. Other Business

Shayna Sylvia asked members for venue suggestions for the annual meeting.

6. Adjournment

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

The meeting adjourned at 9:06 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 - April

April 30, 2019

FSB Checking Beginning Balance	\$73,213.77
Deposits	\$54,552.71
Payments	\$(53,779.25)
Uncleared Transactions	\$(41,282.35)
FSB Checking Ending Balance	\$32,704.88

Accounts Receivable	\$153,122.89
FSB Savings Account	\$16,066.80

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:	Reflects expected year end, EDA program funding has been zeroed out for the FY, Financial Consultant expenses reduced

FUNDING SOURCES - WORKING BUDGET

Due, Interest & Reimbursement	\$120,041
Metropolitan Planning Organization	\$543,691
State Agencies	\$110,943
Municipal & Nonprofit Agreements	\$89,023
Economic Development District	\$44,124
Total Revenue	\$907,822
Pending Grant Applications	\$334,783

EXPENSES - WORKING BUDGET

Personnel	\$653,395.92
Equipment	\$23,191.69
Communications	\$15,831.94
Fixed Expenses	\$45,716.00
Miscellaneous Expenses	\$10,195.00
Contracted Work	\$164,957.69
Total Expenses	\$913,288.24

STAFF PRESENTATIONS - ACTIVITIES MAY/APR.

SRPC Staff Meeting (All Staff)
 PFPNH Meeting (Rachel, Colin)
 Model Users Group Meeting (Colin, Rachel, Marcia)
 Somersworth and Dover CENSUS 2020 Meetings (Rachel, Marcia)
 NEARC Spring Conference (Marcia)
 Rochester Master Plan Interview (Kyle, Jen, James)
 Conference Call w/ Geosyntec (Kyle)
 Metro Plan Coordination (All Staff)
 Mural Reveal Event (Kyle)
 CAW Outreach (Kyle)
 Climate Summit Planning Meeting (Kyle)
 Madbury Hazard Mitigation Meeting (Kyle)
 NHPA Executive Committee Meeting (Kyle)
 NHPA Brown Bag Lunch (Kyle)
 Drinking Water Source Protection Conference (Kyle, Jen)
 Coastal Flood Risk STAP Meeting (Kyle)
 Seacoast Drinking Water Plan Kickoff Meeting (Kyle, Jen)
 Interview for Rochester Downtown Master Plan (Jen, Kyle, James, Jeff Hyland from Ironwood)
 Weekly Farmington office hours (James)
 CDBG Training (James)
 Farmington Master Plan Meeting w/ Arnett Development Group (town's consultant) (Jen, Kyle, Marcia, James)
 Economic Development Brownbag (James)
 Dover BUILD Grant Application Meeting (Jen, Colin, James)
 Northwood Hazard Mitigation Meeting (James)
 Northwood Planning Board April meeting and May workshop (James)
 BWWD coordination meeting with Adelles staff (Stef)
 CSNH Events Subcommittee Meeting x 2 (Shayna)
 CSNH Full Committee Meeting (Shayna, Colin)
 Explore Moose Mountains (Shayna)
 EMM MooseMade Expo (Shayna)
 Farmington Selectboard to discuss HSIP projects (Colin)
 COAST Board meeting (Colin)
 HSIP Committee meeting (Colin)
 108 complete streets project listening session in Somersworth (Colin, Jen)
 Meeting with Tufts Foundation about grant for ACT (Colin)
 ACT Executive Committee (Colin)
 Meeting about culvert assessments, infrastructure resilience and stream health for Farmington, Middleton, Milton, and New Durham (Colin)
 SB 285 Establishing a Coastal Resilience and Economic Development Program Hearing (Jen)
 NFWF Coastal Resilience Fund Opportunity scoping meeting (Jen)
 Health Insurance policy options information meeting (Jen, Kyle, Shayna)
 Dover BUILD Grant scoping meeting (Jen, James, Colin)
 RPC Directors Meeting (Jen)
 Greater Seacoast Workforce Housing Coalition Board meeting (Jen)
 Seacoast Stormwater Coalition Meeting (Nancy)

WEB AND SOCIAL MEDIA STATISTICS



Stafford.org

Sessions 756(+159)
 Users 621(+134)



Constant Contact

Subscribers 823(+24)
 Avg. Open Rate 34%(+3)



Facebook

Posts 16(+3)
 Reach 1325(-1516)
 Engagement 194(+46)



Twitter

Tweets 10(+3)
 Profile Visits 85(+2)
 Impressions 3,213(+927)
 Followers 256(+2)
 Mentions 3(+0)



Map Geo

Total Visits 1209(+279)
 Unique Visitors 665(+128)



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STRAFFORD
WAKEFIELD

DATE: May 9, 2019

TO: Executive Committee Members

FROM: Jen Czysz, Executive Director

RE: Director's Report for the May 2019 Meeting

The following notes correspond to individual agenda items for discussion.

3b. Acceptance of Draft February Financials

See annotations within the financial statements.

Balance Sheet: Bank balances continue to have about a month of operating costs on hand. Most all one-time annual expenses have been paid at this time. In terms of cash flow our April deposits were slightly greater than credits. As noted below, April billing was up, and we've begun to invoice FY2020 dues. May balances should increase. Differences between April 2018 and 2019 are primarily due to the timing of dues invoicing (a month earlier last year) and we've paid ESRI in full this year (saves a significant finance fee over making monthly payments).

Aging Summary: Most all receivables are current within 30 days. There is only one payment of \$225 that is overdue; mapping services that we will likely write off. \$82,076.49 of the \$153,122.89 accounts receivable are FY2020; the balance is the April billing sent out earlier this week.

Profit and Loss: Revenues exceeded expenses this month with a net profit of \$8,918.57. Any overhead related work has been put on hold, where possible, to allow staff to focus on revenue generating projects for the final quarter of the fiscal year. There are several projects pending local approvals this spring (tax mapping). Brownfields is ramping down. Staff time has ramped up on Hazard Mitigation grants (task based second invoice went out this month and project is expected to be 80% complete at the end of May), the CTAP Commute Smart program and has increased on the FHWA Level of Traffic Stress pilot project. Year-to-date we are still operating at a loss, -\$29,035.57 compared to -\$38,179.04 at the end of March. Kathy and I have projected out the final months of the year to focus on increasing staff billable time and decreasing indirect staff time and costs. The updated working budget reflects our best estimation of where we anticipate ending the year. As noted last month, the largest change is the removal of EDA funds and decrease in the financial consultant's time to reflect current billing levels. If we hit our billing targets over the next 3 months, it looks like we will end the year at a net loss of approximately \$5,500.

4a. Draft Fiscal Year 2020 Budget

The draft 2020 budget has been updated to reflect changes since the April meeting. Most notably, we were not awarded the Durham Tax Mapping project or the Rochester Downtown Master Plan. The Durham Tax Mapping project was entering into a new scale of mapping services for SRPC the contract

was awarded to a NH firm that specializes in large scale tax mapping projects. We were sadly disappointed to be the second-choice firm for the City of Rochester project and miss out on what would have been a fun and exciting planning project in our own back yard. The other critical pending revenue source is the EDA grant. I've sent another inquiry to our federal staff contacts but have not back. At the June EC meeting we will need to vote to send the draft budget to the full commission for adoption at the annual meeting.

4b. Strategic Plan Preliminary Draft

Given the focus on billable work in April, updates to the strategic plan since the last EC meeting have been slow. I will plan to send an updated draft out to EC members early next week.

5a. Awards, Contracts and General Business Update

Awards and Contracts:

Recently finalized new contracts include:

- SRPC was 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. Work will split between fiscal years. (\$7,500)
- SRPC's and RPC's collaborative NHDES Sourcewater Protection grant application was approved to conduct regional source water protection pilot projects and maps. The contract was approved by G&C in April. (\$20,000)
- The City of Rochester has asked that we prepare a Sidewalk Inventory for the City. The costs of the effort will be split between the UPWP and the City. (\$5,000)

Awarded but still pending contracts for FY2019 and 2020 include:

- EDA Economic Development District Funding (still waiting to hear on the status of our new contract, zeroed out in the FY2019 budget, currently in draft FY2020 budget)
- Durham Groundwater Model (contract scope of work in development, majority of work in FY2020)
- FTA Section 5305(e) [State Planning & Research Program](#) application for FY20-21 (\$50,000) was submitted on February 5, 2019. If awarded SRPC will work with RPC to analyze and quantify the economic benefit of transit service generated in our region. This grant would be added to our FY2020-21 UPWP.
- We have edited our draft UPWP scope of work and budget based on NH DOT, FHWA and FTA comments. The total funding will remain flat funded for the next two year. Contract is anticipated to be before G&C at their June 5th meeting.

Pending Grant Applications and Municipal Contracts include:

- 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 and possibly provide planning board technical assistance.
- Update to tax maps and associated GIS geodatabases for Newmarket, Somersworth and Strafford.
- Working in partnership with CAPSC, SRPC submitted an EPA [Environmental Justice Small Grants](#) (\$30,000) to develop a Tri-Cities Lead Paint and Healthy Homes initiative.

- Brookfield has inquired about costs to conduct supplemental traffic counts and mapping assistance for their master plan.

Recent proposals that were not awarded:

- Update to the Town of Durham’s tax maps (full redrawing of the existing maps and building a new associated database).
- City of Downtown Master Plan. We were a finalist for this RFP.

Dues: Dues expenditures to date are summarized below.

July – April Year to Date	
Income:	
Billable Mapping Services	\$2,446.50
FY19 Dues Paid	\$117,048.76
Total Income	\$119,495.26

Expenses:	
Planning Salaries*	\$9,530.03
Dues and Subscriptions	\$313.56
Office Software	\$4,000.00
Travel	\$432.48
Meeting Expense	\$1,899.58
Office Expense	\$77.71
Finance Charge	\$4.33
Accounting	\$187.50
Mapping Supplies	\$0.00
Mapping Salaries	\$1,892.03
Indirect*	\$14,620.24
Total SRPC Expenses	\$32,987.46

Cash Match:	
UPWP	\$49,238.46
Commute Smart/CTAP	\$1,118.50
Level of Traffic Stress Analysis	\$648.54
Total Cash Match	\$51,005.50

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
NOT RSMS	\$121.85
BCC Natural Resource Mapping	\$303.07
Coastal 2019	\$99.21
Total Contract Overages	\$2,860.27

Total Expenses	\$86,853.23
Annual Dues Remaining	\$32,642.03

* 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 137.5% for July through April down from 140% at the end of March and 145% last month at the end of February. Kathy and I have analyzed the remaining fiscal year to bring the indirect rate back down toward our approved rate by the end of the fiscal year. At this time, it is unlikely that we will reach the 128% target; we expect to be closer to 133% by year end. SRPC has a negotiated predetermined rate, meaning there is no requirement to “settle up” at the end of the fiscal year, nor an opportunity to be reimburse if we exceed our approved rate.

Health Insurance: HealthTrust has sent out their rates for FY2020 which will increase by 5% for the same policy. We have requested alternative quotes from other insurance brokers to ensure we get a competitive price. Preliminary quotes for fairly comparable coverage show a total potential savings to SRPC of about \$10,000 on single person plans. We have requested additional information for staff that may wish to cover their spouse or dependents. The goal is to maintain the current coverage for employees while not increasing costs if possible. That said, the draft FY2020 budget includes the 5% increase in premiums.

Not on the May agenda, however, following is an update of Current Legislation of Interest:

- [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 and House on 5/8/2019)
- [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. (Tabled by the Senate)
- [SB285](#)-establishing a coastal resilience and economic development program. SRPC and RPC are granted representation on a Coastal Resilience and Cultural and Historic District with a non-lapsing fund to be held by the department of natural and historic resources. Additionally, both SRPC and RPC may, either separately or jointly, form coastal resilience cooperative agreements with their municipalities and establish a coastal resilience fund. (3/21/19 passed by the Senate, House Municipal and County Government Committee voted MCG Ought to Pass with an Amendment on 5/8/2019 and referred the bill to the Public Works and Highways committee)
- [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. (House passed on 2/14/2019, Senate committees recommended OTP with AM for 5/15/2019 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. (Bill was referred to the House Finance Committee where it was retained)

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

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

Strafford Regional Planning Commission
Balance Sheet
As of April 30, 2019

DRAFT

	Apr 30, 19	Apr 30, 18	\$ Change
ASSETS			
Current Assets			
Checking/Savings	32,704.88	55,969.09	-23,264.21
FSB Checking	16,066.80	16,018.73	48.07
FSB Savings			
Total Checking/Savings	48,771.68	71,987.82	-23,216.14 ¹
Accounts Receivable			
Accounts Receivable	153,122.89	117,339.09	35,783.80 ²
Total Accounts Receivable	153,122.89	117,339.09	35,783.80
Other Current Assets			
Prepaid Expenses			
Prepaid Dues and Subscriptions	2,372.23	1,793.49	578.74
Prepaid training	600.00	0.00	600.00
Total Prepaid Expenses	2,972.23	1,793.49	1,178.74
Prepaid software support	5,906.04	326.63	5,579.41 ³
Total Other Current Assets	8,878.27	2,120.12	6,758.15
Total Current Assets	210,772.84	191,447.03	19,325.81
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	210,772.84	191,447.03	19,325.81
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	-2,500.00	-600.00	-1,900.00 ⁴
Accounts Payable			
Total Accounts Payable	-2,500.00	-600.00	-1,900.00

Strafford Regional Planning Commission
Balance Sheet
As of April 30, 2019

DRAFT

	Apr 30, 19	Apr 30, 18	\$ Change
Credit Cards			
FSB Credit Card	1,188.34	0.00	1,188.34
Citizens credit card Parent			
Citizens credit card_CJC	0.00	3,368.58	-3,368.58
Total Citizens credit card Parent	0.00	3,368.58	-3,368.58
Total Credit Cards	1,188.34	3,368.58	-2,180.24
Other Current Liabilities			
FY20 Dues in Advance	82,076.49	0.00	82,076.49
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue in Advance	26,953.60	201.02	26,752.58
FY18 Dues in Advance	0.00	17,946.34	-17,946.34
FY19 Dues in Advance	19,508.05	79,113.21	-59,605.16
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	2,580.27	3,429.81	-849.54
Total Payroll Liabilities	2,610.66	3,460.20	-849.54
Total Other Current Liabilities	131,196.80	100,768.77	30,428.03
Total Current Liabilities	129,885.14	103,537.35	26,347.79
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	8,887.50	4,100.00	4,787.50
Total Accrued expenses	48,345.64	45,587.27	2,758.37
Total Long Term Liabilities	48,345.64	45,587.27	2,758.37
Total Liabilities	178,230.78	149,124.62	29,106.16
Equity			
Retained Earnings	61,577.63	63,398.70	-1,821.07
Net Income	-29,035.57	-21,076.29	-7,959.28
Total Equity	32,542.06	42,322.41	-9,780.35
TOTAL LIABILITIES & EQUITY	210,772.84	191,447.03	19,325.81

DRAFT

**Strafford Regional Planning Commission
Balance Sheet
As of April 30, 2019**

1:41 PM
05/09/19
Accrual Basis

-
1. Total Checking/Savings - paid for ESRI licenses in full \$5100 and check to RSG for approximately \$18000
 2. Accounts Receivable - see AR Aging Summary. FY20 dues were billed in April this fiscal year, billed in March the previous year and several payments were received by the end of April. DOT and EPA receivables higher than in the previous fiscal year.
 3. Prepaid Software Support - Paid for ESRI in full this fiscal year; paid monthly in previous fiscal year. In addition, this fiscal Microsoft 365 was added and a year paid in full this fiscal year.
 4. Accounts Payable - Rent bill dated 5/1/19, check actually dated 4/16/19 in error
 5. Contract Revenue in Advance - NHCHF \$23700, Barrington MP \$3200
 6. Accrued Expenses - adjusted at year end

Stafford Regional Planning Commission
A/R Aging Summary
As of April 30, 2019

DRAFT

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Central NH RPC	1,851.46	1,263.76	0.00	0.00	0.00	3,115.22
CTAP Planning/State Coord						
Total Central NH RPC	1,851.46	1,263.76	0.00	0.00	0.00	3,115.22
DEPT OF SAFETY (OEM)	3,000.00	0.00	0.00	0.00	0.00	3,000.00
PDM 2017						
Total DEPT OF SAFETY (OEM)	3,000.00	0.00	0.00	0.00	0.00	3,000.00
DOT UPWP 18_19	40,311.58	0.00	0.00	0.00	0.00	40,311.58
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
EPA	9,383.62	0.00	0.00	0.00	0.00	9,383.62
Brownfields 2015-2018						
Total EPA	9,383.62	0.00	0.00	0.00	0.00	9,383.62
Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
LTA (Local Technical Assistance)						
Dues						
Town of Barrington dues	0.00	8,394.05	0.00	0.00	0.00	8,394.05
Town of Brookfield dues	0.00	873.74	0.00	0.00	0.00	873.74
Town of Durham dues	0.00	12,738.80	0.00	0.00	0.00	12,738.80
Town of Farmington dues	0.00	7,194.73	0.00	0.00	0.00	7,194.73
Town of Lee dues	0.00	5,353.93	0.00	0.00	0.00	5,353.93
Town of Madbury dues	0.00	2,214.36	0.00	0.00	0.00	2,214.36
Town of Middleton dues	0.00	2,200.88	0.00	0.00	0.00	2,200.88
Town of New Durham dues	0.00	5,610.05	0.00	0.00	0.00	5,610.05
Town of Nottingham dues	0.00	3,202.06	0.00	0.00	0.00	3,202.06
Town of Northwood dues	0.00	8,646.06	0.00	0.00	0.00	8,646.06
Town of Rollinsford dues	0.00	5,195.85	0.00	0.00	0.00	5,195.85
Town of Stafford dues	0.00	6,147.41	0.00	0.00	0.00	6,147.41
Town of Wakefield dues	0.00	3,121.19	0.00	0.00	0.00	3,121.19
Total Dues	0.00	5,005.91	0.00	0.00	0.00	5,005.91
	0.00	6,177.47	0.00	0.00	0.00	6,177.47
Total LTA (Local Technical Assistance) - Other	0.00	82,076.49	0.00	0.00	0.00	82,076.49
LTA (Local Technical Assistance)						
Total LTA (Local Technical Assistance)	0.00	82,076.49	0.00	0.00	0.00	82,076.49
Mapping Projects						
Billable Mapping Services						
Karen Gould	0.00	0.00	0.00	0.00	225.00	225.00
Total Billable Mapping Services	0.00	0.00	0.00	0.00	225.00	225.00
MapGeo						
Durham	167.00	0.00	0.00	0.00	0.00	167.00
Total MapGeo	167.00	0.00	0.00	0.00	0.00	167.00
Total Mapping Projects	167.00	0.00	0.00	0.00	225.00	392.00
NH DES						
PSM 18 Flood Risk Science & Guidance	417.42	855.98	0.00	0.00	0.00	1,273.40
Coastal FY19	0.00	909.18	0.00	0.00	0.00	909.18
Lee Floodplain Mgmt	2,060.31	877.55	0.00	0.00	0.00	2,937.86
Total NH DES	2,477.73	2,642.71	0.00	0.00	0.00	5,120.44
Rockingham Planning Commission						

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**Stafford Regional Planning Commission
A/R Aging Summary
As of April 30, 2019**

1:41 PM
05/09/19

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
LTS - Traffic Stress Pilot	2,102.37	491.81	0.00	0.00	0.00	2,594.18
Total Rockingham Planning Commission	2,102.37	491.81	0.00	0.00	0.00	2,594.18
Town of Durham	623.56	0.00	0.00	0.00	0.00	623.56
Wagon Hill Living Shoreline	623.56	0.00	0.00	0.00	0.00	623.56
Total Town of Durham	1,438.50	0.00	0.00	0.00	0.00	1,438.50
Town of Farmington	1,438.50	0.00	0.00	0.00	0.00	1,438.50
FAR Circuit Rider	1,438.50	0.00	0.00	0.00	0.00	1,438.50
Total Town of Farmington	2,342.22	0.00	0.00	0.00	0.00	2,342.22
Town of Northwood	2,342.22	0.00	0.00	0.00	0.00	2,342.22
2019 Tech Svcs	2,342.22	0.00	0.00	0.00	0.00	2,342.22
Total Town of Northwood	0.00	1,788.15	0.00	0.00	0.00	1,788.15
Town of Nottingham	0.00	1,788.15	0.00	0.00	0.00	1,788.15
RSMS	0.00	1,788.15	0.00	0.00	0.00	1,788.15
Total Town of Nottingham	474.62	462.31	0.00	0.00	0.00	936.93
UNH Contracts	474.62	462.31	0.00	0.00	0.00	936.93
Climate in the Classroom	474.62	462.31	0.00	0.00	0.00	936.93
Total UNH Contracts	64,172.66	88,725.23	0.00	0.00	225.00	153,122.89
TOTAL	64,172.66	88,725.23	0.00	0.00	225.00	153,122.89

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Stratford Regional Planning Commission
A/R Aging Summary
As of April 30, 2019

1:41 PM
05/09/19

-
1. CTAP - Received \$1263.76 on 5/8/19
 2. EPA - 4/30 invoice; payment received via ASAP 5/8/19
 3. BAR Dues - received 5/6/19
 4. NDU Dues - Received 5/8/19
 5. PSM - payment received 5/6/19
 6. Lee Floodplain - payment received 5/9/19
 7. NOT - Invoice resent on 5/9/19
 8. UNH - payment received on 5/7/19
 9. Karen Gould - reminder sent on 5/9/19

**Stafford Regional Planning Commission
Profit & Loss
April 2019**

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	Apr 19	Apr 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	2,342.22	1,537.06	805.16
Barrington Master Plan	1,067.50	672.31	395.19
UNH Lamprey River	474.62	0.00	474.62
NHCHF Pathways to Play	3,004.15	0.00	3,004.15
MapGeo Subscriptions	167.00	0.00	167.00
Municipal and NonProfit Revenue - Other	2,062.06	1,679.94	382.12
Total Municipal and NonProfit Revenue	9,117.55	3,889.31	5,228.24
Total SRPC Revenue	18,871.62	12,862.49	6,009.13
Economic Development Revenue			
EPA Brownfields	9,383.62	3,034.15	6,349.47
Total Economic Development Revenue	9,383.62	3,034.15	6,349.47
State Award Revenue			
NHDES			
Lee Floodplain Mapping	2,060.31	3,782.50	-1,722.19
PSM18	417.42	0.00	417.42
Coastal 2018	0.00	2,201.11	-2,201.11
Total NHDES	2,477.73	5,983.61	-3,505.88
OEM Haz Mit			
PDM 2017	4,594.61	0.00	4,594.61
OEM Haz Mit - Other	0.00	14,218.37	-14,218.37
Total OEM Haz Mit	4,594.61	14,218.37	-9,623.76
Total State Award Revenue	7,072.34	20,201.98	-13,129.64
MPO Revenue			
NH DOT			
UPWP	44,790.64	39,371.20	5,419.44
FHWA Multimodal Pilot (Bike LTS	2,627.96	0.00	2,627.96
CTAP CommuteSMART	2,230.41	0.00	2,230.41
Total NH DOT	49,649.01	39,371.20	10,277.81
Total MPO Revenue	49,649.01	39,371.20	10,277.81
Contra Income Cash Match			
RPC LTS Cash Match	-525.59	0.00	-525.59
CTAP Cash Match	-378.95	0.00	-378.95

Strafford Regional Planning Commission
Profit & Loss
April 2019

1:40 PM
 05/09/19
 Accrual Basis

DRAFT

	Apr 19	Apr 18	\$ Change
DOT Cash Match	-4,479.06	-3,937.12	-541.94
Total Contra Income Cash Match	-5,383.60	-3,937.12	-1,446.48
Contra Income InKind/Soft Match In-Kind HazMit Match	-1,594.61	-5,343.37	3,748.76
Total Contra Income InKind/Soft Match	-1,594.61	-5,343.37	3,748.76
Total Income	77,998.38	66,189.33	11,809.05
Gross Profit	77,998.38	66,189.33	11,809.05
Expense			
Personnel Expenses			
Salary and Wages	36,802.98	44,063.14	-7,260.16
Payroll Expenses			
Payroll Taxes	527.61	618.97	-91.36
Medicare Expense	2,255.98	2,646.65	-390.67
Social Security expense	0.00	-0.03	0.03
Payroll Taxes - Other			
Total Payroll Taxes	2,783.59	3,265.59	-482.00
Dental insurance expense	278.34	0.00	278.34
Health insurance expense	4,057.78	0.00	4,057.78
Life insurance expense	94.40	0.00	94.40
LTD insurance expense	47.64	0.00	47.64
STD insurance expense	160.71	0.00	160.71
Health incentive	104.95	75.00	29.95
Pension expense	1,104.10	1,321.87	-217.77
Unemployment expense	276.09	240.25	35.84
Workers Compensation	86.01	145.34	-59.33
Payroll Processing Fees	167.50	175.75	-8.25
Staff Training and Seminars	30.00	0.00	30.00
Dues and Subscriptions	398.49	384.41	14.08
Total Payroll Expenses	9,589.60	5,608.21	3,981.39
Total Personnel Expenses	46,392.58	49,671.35	-3,278.77
Equipment expense			
Copier Maintenance Contract	319.85	522.68	-202.83
Office furniture	0.00	16.92	-16.92
Software expense			
ArcInfo/View software	425.00	0.00	425.00
Transcad software/maintenance	0.00	1,200.00	-1,200.00
Grant Finder	0.00	82.92	-82.92
Prezi	13.25	13.25	0.00

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**Stafford Regional Planning Commission
Profit & Loss
April 2019**

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05/09/19
Accrual Basis

	Apr 19	Apr 18	\$ Change
Adobe In Design	153.90	139.90	14.00
Anti-virus software	34.38	45.84	-11.46
Office Software			
Microsoft	125.00	0.00	125.00
Office operating software	384.00	829.95	-445.95
Office Software - Other	0.00	56.45	-56.45
Total Office Software	509.00	886.40	-377.40
Total Software expense	1,135.53	2,368.31	-1,232.78
Traffic Count Expenses			
Traffic counting supplies	757.38	753.95	3.43
Total Traffic Count Expenses	757.38	753.95	3.43
Other Equipment Repair and Cost			
Data/Maps purchase	0.00	20.00	-20.00
Total Other Equipment Repair and Cost	0.00	20.00	-20.00
Total Equipment expense	2,212.76	3,681.86	-1,469.10
Communications			
Internet Communication Expense	114.00	114.00	0.00
Telephone	173.87	170.43	3.44
Travel & Ent			
Travel	842.21	987.62	-145.41
Total Travel & Ent	842.21	987.62	-145.41
Postage and Delivery	17.99	22.69	-4.70
Total Communications	1,148.07	1,294.74	-146.67
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			
Meetings Advertising Expense	126.76	0.00	126.76
Meetings Expense	28.97	0.00	28.97
Office Expense	43.49	74.73	-31.24
Plotter Ink and Supplies	0.00	72.22	-72.22
Office Supplies	9.99	0.00	9.99

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Stafford Regional Planning Commission
Profit & Loss
April 2019

1:40 PM
05/09/19
Accrual Basis

	Apr 19	Apr 18	\$ Change
Professional Fees			
Accounting, Audit	888.75	700.00	188.75
Legal Fees	300.00	0.00	300.00
Total Professional Fees	1,188.75	700.00	488.75
Total Administrative	1,397.96	846.95	551.01
Contract Labor			
Accounting & Bookkeeping	3,762.50	4,575.00	-812.50
Consulting Engineering Services	10,829.52	6,146.35	4,683.17
Network support	431.25	270.00	161.25
Website maintenance and updates	3.90	1,371.66	-1,367.76
Total Contract Labor	15,027.17	12,363.01	2,664.16
Total Expense	69,099.46	70,781.33	-1,681.87
Net Ordinary Income	8,898.92	-4,592.00	13,490.92
Other Income/Expense			
Other Income	19.65	9.54	10.11
Interest Income	19.65	9.54	10.11
Total Other Income	39.30	19.08	20.22
Net Other Income	19.65	9.54	10.11
Net Income	8,918.57	-4,582.46	13,501.03

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**Strafford Regional Planning Commission
Profit & Loss
April 2019**

1:40 PM
05/09/19
Accrual Basis

1. Reduction in staffing, two positions are 32 hours per week
2. FY18 two payments were dated in March, one should have been dated for April 2018
3. Transcad renewal 5/31; paid early in FY18
4. Website maintenance - RFP pages online and MapGeo work in FY18

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Strafford Regional Planning Commission
Income by Customer
April 2019

1:40 PM
05/09/19
Accrual Basis

Date	Name	Memo	Amount
NHCHF			
04/30/2019	Pathways to Play NHCHF:Pathwa...	Monthly Progress Billing - April 2019	3,004.15
	Total Pathways to Play		3,004.15
	Total NHCHF		3,004.15
Central NH RPC			
CTAP Planning/State Coord			
04/30/2019	Central NH RPC...	CTAP Monthly Progress Billing - April 2019	2,230.41
04/30/2019	Central NH RPC...	SRPC Match	-348.73
04/30/2019	Central NH RPC...	NCC Match	-30.22
	Total CTAP Planning/State Coord		1,851.46
	Total Central NH RPC		1,851.46
DEPT OF SAFETY (OEM)			
PDM 2017			
04/30/2019	DEPT OF SAFE...	Progress Billing April 2019, Task 2 for Madbury and Northwood	4,594.61
04/30/2019	DEPT OF SAFE...	In Kind Match for Hazard Mitigation contracts	-1,594.61
	Total PDM 2017		3,000.00
	Total DEPT OF SAFETY (OEM)		3,000.00
DOT UPWP 18_19			
04/30/2019	DOT UPWP 18...	UPWP Monthly Progress Billing - April 2019	44,790.64
04/30/2019	DOT UPWP 18...	10% Matching Funds	-4,479.06
	Total DOT UPWP 18_19		40,311.58
EPA			
Brownfields 2015-2018			
04/30/2019	EPA:Brownfield...	HAZARDOUS CREDERE AND PERSONNEL THROUGH APRIL 2019	8,322.02
04/30/2019	EPA:Brownfield...	PETROLEUM CREDERE AND PERSONNEL THROUGH APRIL 2019	1,061.60
	Total Brownfields 2015-2018		9,383.62
	Total EPA		9,383.62
LTA (Local Technical Assistance)			
04/01/2019	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			
04/30/2019	Mapping Project...	MapGeo May-Apr 2019	167.00

**Strafford Regional Planning Commission
Income by Customer
April 2019**

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Date	Name	Memo	Amount
	Total Durham		167.00
	Total MapGeo		167.00
	Total Mapping Projects		167.00
	NH DES		
	PSM 18 Flood Risk Science & Guidance		
04/30/2019	NH DES:PSM 1...	PSM Progress Billing - April 2019	417.42
	Total PSM 18 Flood Risk Science & Guidance		417.42
	Lee Floodplain Mgmt		
04/30/2019	NH DES:Lee Fl...	Lee Floodplain Mapping Monthly Progress Billing - April 2019	2,060.31
	Total Lee Floodplain Mgmt		2,060.31
	Total NH DES		2,477.73
	Rockingham Planning Commission		
	LTS - Traffic Stress Pilot		
04/30/2019	Rockingham Pla...	LTS Monthly Progress Billing - April 2019	2,627.96
04/30/2019	Rockingham Pla...	Cash match FHWA Pilot Grant	-525.59
	Total LTS - Traffic Stress Pilot		2,102.37
	Total Rockingham Planning Commission		2,102.37
	Town of Barrington		
	Barrington Master Plan Chapter		
04/30/2019	Town of Barringt...	Monthly Progress Billing - April 2019	1,067.50
	Total Barrington Master Plan Chapter		1,067.50
	Total Town of Barrington		1,067.50
	Town of Durham		
	Wagon Hill Living Shoreline		
04/30/2019	Town of Durha...	Living Shoreline Monthly Progress Billing - April 2019	623.56
	Total Wagon Hill Living Shoreline		623.56
	Total Town of Durham		623.56
	Town of Farmington		
	FAR Circuit Rider		
04/30/2019	Town of Farmin...	Circuit Rider Monthly Progress Billing - April 2019	1,438.50
	Total FAR Circuit Rider		1,438.50
	Total Town of Farmington		1,438.50

Strafford Regional Planning Commission
Income by Customer
April 2019



Date	Name	Memo	Amount
Town of Northwood			
2019 Tech Svcs			
04/30/2019	Town of Northw...	Circuit Rider Monthly Progress Billing, April 2019	2,342.22
	Total 2019 Tech Svcs		2,342.22
	Total Town of Northwood		2,342.22
UNH Contracts			
Climate in the Classroom			
04/30/2019	UNH Contracts:...	Climate in the Classroom Progress Billing April 2019	474.62
	Total Climate in the Classroom		474.62
	Total UNH Contracts		474.62
	TOTAL		77,998.38

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



	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
SRPC Revenue	97,540.70	97,540.80	-0.10	100.0%
SRPC Membership Dues	23,566.49	19,000.00	4,566.49	124.0%
Municipal and NonProfit Revenue	5,601.94	6,729.28	-1,127.34	83.2%
Northwood Planning Services	2,355.87	1,871.00	484.87	125.9%
Barrington Master Plan	500.00	500.00	0.00	100.0%
UNH Lamprey River	7,303.07	5,833.34	1,469.73	125.2%
ROC Technical Services	6,288.13	10,000.00	-3,711.87	62.9%
BCC Barrington Conservation	9,579.85	9,558.00	121.85	101.3%
NHCHF Pathways to Play	1,944.73	1,700.00	244.73	114.4%
Nottingham RSMS	1,490.26	1,465.00	25.26	101.7%
FAR Tax Map Updates	0.00	0.00	0.00	0.0%
NDU GIS Buildout Analysis	2,334.00	3,001.00	-667.00	77.8%
DUR Future Land Use	538.75	3,866.66	-3,327.91	13.9%
MapGeo Subscriptions	3,267.00	0.00	3,267.00	100.0%
GIS Projects				
Municipal and NonProfit Revenue - Other				
Total Municipal and NonProfit Revenue	64,870.09	63,524.28	1,345.81	102.1%
Total SRPC Revenue	162,410.79	161,065.08	1,345.71	100.8%
Economic Development Revenue				
EDD Partnership Planning	0.00	23,333.30	-23,333.30	0.0%
EPA Brownfields	41,199.68	53,615.37	-12,415.69	76.8%
Total Economic Development Revenue	41,199.68	76,948.67	-35,748.99	53.5%
State Award Revenue				
OEP Targeted Block	11,328.34	9,259.20	2,069.14	122.3%
NHDES				
Durham Groundwater Modeling	0.00	22,133.32	-22,133.32	0.0%
Coastal 2019	21,838.68	10,416.66	11,422.02	209.7%
Lee Floodplain Mapping	34,898.52	25,090.00	9,808.52	139.1%
Watershed PRB	6,526.00	21,750.00	-15,224.00	30.0%
PSM18	3,006.59	3,214.28	-207.69	93.5%
Coastal Resilience Grant	462.31	1,333.34	-871.03	34.7%
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	68,873.01	83,937.60	-15,064.59	82.1%
OEM Haz Mit				
PDM 2016	4,375.00	4,375.00	0.00	100.0%
PDM 2017	8,741.09	10,000.00	-1,258.91	87.4%

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

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	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
Lee HMPG	6,000.00			
Haz Mit with Towns	0.00	6,000.00	-6,000.00	0.0%
OEM Haz Mit - Other	0.00	0.00	0.00	0.0%
Total OEM Haz Mit	19,116.09	20,375.00	-1,258.91	93.8%
Total State Award Revenue	99,317.44	113,571.80	-14,254.36	87.4%
MPO Revenue				
NH DOT				
SHRP2	0.00	0.00	0.00	0.0%
UPWP	492,384.56	433,681.70	58,702.86	113.5%
FHWA MultiModal Pilot (Bike LTS)	3,242.72	9,256.68	-6,013.96	35.0%
CTAP CommuteSMART	6,668.01	4,626.00	2,042.01	144.1%
Total NH DOT	502,295.29	447,564.38	54,730.91	112.2%
Total MPO Revenue	502,295.29	447,564.38	54,730.91	112.2%
Contra Income Cash Match				
RPC LTS Cash Match	-648.54			
CTAP Cash Match	-1,118.50			
DOT Cash Match	-49,238.46	0.00	-49,238.46	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	-51,005.50	0.00	-51,005.50	100.0%
Contra Income InKind/Soft Match				
In Kind Lee Floodplain Match	-10,874.44			
In-Kind Coastal Match	-9,239.47	0.00	-9,239.47	100.0%
In-Kind EDD Match	0.00	0.00	0.00	0.0%
In-Kind HazMit Match	-2,741.09	0.00	-2,741.09	100.0%
Total Contra Income InKind/Soft Match	-22,855.00	0.00	-22,855.00	100.0%
Contract Overage	-2,860.27	0.00	-2,860.27	100.0%
Miscellaneous Income				
Health Trust 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	730,964.63	801,541.93	-70,577.30	91.2%
Gross Profit	730,964.63	801,541.93	-70,577.30	91.2%
Expense				
Personnel Expenses	446,566.18	444,639.00	1,927.18	100.4%
Salary and Wages				

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

DRAFT

	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
Payroll Expenses				
Payroll Taxes				
Medicare Expense	6,362.84	0.00	6,362.84	100.0%
Social Security expense	27,206.60	0.00	27,206.60	100.0%
Payroll Taxes - Other	-0.01	34,014.00	-34,014.01	-0.0%
Total Payroll Taxes	33,569.43	34,014.00	-444.57	98.7%
Dental insurance expense	2,669.23	2,860.84	-191.61	93.3%
Health insurance expense	38,628.77	41,705.00	-3,076.23	92.6%
Life Insurance expense	900.00	890.00	10.00	101.1%
LTD Insurance expense	487.05	619.16	-132.11	78.7%
STD insurance expense	1,644.66	1,749.16	-104.50	94.0%
Health incentive	3,452.08	4,540.00	-1,087.92	76.0%
Pension expense	13,042.02	13,090.00	-47.98	99.6%
Unemployment expense	2,545.86	2,402.50	143.36	106.0%
Workers Compensation	1,216.00	1,453.34	-237.34	83.7%
Payroll Processing Fees	1,923.25	1,875.00	48.25	102.6%
Staff Training and Seminars	4,780.00	4,166.66	613.34	114.7%
Dues and Subscriptions	4,424.59	4,583.34	-158.75	96.5%
Total Payroll Expenses	109,282.94	113,949.00	-4,666.06	95.9%
Total Personnel Expenses	555,849.12	558,588.00	-2,738.88	99.5%
Equipment expense				
Copier Maintenance Contract	3,708.36	3,708.00	0.36	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	1,470.84	-1,430.56	2.7%
Software expense				
ArcInfo/View software	4,574.00	5,320.00	-746.00	86.0%
Transportation Software	0.00	1,200.00	-1,200.00	0.0%
Grant Finder	165.84	0.00	165.84	100.0%
Prezi	132.50	0.00	132.50	100.0%
Adobe In Design	1,441.00	0.00	1,441.00	100.0%
Anti-virus software	366.64	0.00	366.64	100.0%
Office Software				
Microsoft	125.00			
Sonic Wall Remote Access	375.00			
Office operating software	4,650.76	0.00	4,650.76	100.0%
Office Software - Other	0.00	6,741.66	-6,741.66	0.0%
Total Office Software	5,150.76	6,741.66	-1,590.90	76.4%
Total Software expense	11,830.74	13,261.66	-1,430.92	89.2%
Traffic Count Expenses				

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

DRAFT

	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
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	2,107.21	0.00	2,107.21	100.0%
Traffic Count Expenses - Other	0.00	2,690.00	-2,690.00	0.0%
Total Traffic Count Expenses	2,955.19	2,690.00	265.19	109.9%
Other Equipment Repair and Cost				
Equipment Rental & Repair	0.00	294.00	-294.00	0.0%
Other Equipment Repair and Cost - Other	0.00	0.00	0.00	0.0%
Total Other Equipment Repair and Cost	0.00	294.00	-294.00	0.0%
Total Equipment expense	19,593.98	21,424.50	-1,830.52	91.5%
Communications				
Internet Communication Expense	1,140.00	1,140.00	0.00	100.0%
Telephone	1,748.01	1,700.00	48.01	102.8%
Travel & Ent				
Meals	0.00	0.00	0.00	0.0%
Hotel	0.00	0.00	0.00	0.0%
Travel	11,996.90	0.00	11,996.90	100.0%
Travel & Ent - Other	0.00	15,000.00	-15,000.00	0.0%
Total Travel & Ent	11,996.90	15,000.00	-3,003.10	80.0%
Marketing Expense	0.00	0.00	0.00	0.0%
Postage and Delivery	366.90	650.00	-283.10	56.4%
Total Communications	15,251.81	18,490.00	-3,238.19	82.5%
Fixed Expenses				
Depreciation Expense	0.00	0.00	0.00	0.0%
Insurance				
Liability Insurance	4,209.20	4,209.16	0.04	100.0%
Total Insurance	4,209.20	4,209.16	0.04	100.0%
Rent	25,000.00	25,000.00	0.00	100.0%
Total Fixed Expenses	29,209.20	29,209.16	0.04	100.0%
Administrative				
Bank Service Charges	0.00	0.00	0.00	0.0%
Library & Planning Books	1,834.45	2,000.00	-165.55	91.7%
Meetings Advertising Expense	126.76	0.00	126.76	100.0%
Meetings Expense	2,024.58	1,812.50	212.08	111.7%
Office Expense	830.79	1,083.34	-252.55	76.7%
Plotter Ink and Supplies	176.23			

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

DRAFT

	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
Office Supplies	1,061.74	2,100.00	-1,038.26	50.6%
Printing and Reproduction	1,218.42	1,000.00	218.42	121.8%
Professional Fees				
Accounting, Audit	8,887.50	8,887.50	0.00	100.0%
Consulting	0.00	0.00	0.00	0.0%
Legal Fees	300.00	833.34	-533.34	36.0%
Total Professional Fees	9,187.50	9,720.84	-533.34	94.5%
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	16,484.80	17,716.68	-1,231.88	93.0%
Contract Labor				
Pass Through Expense				
DUR Groundwater Consultant	0.00	0.00	0.00	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 DJR	0.00	0.00	0.00	0.0%
Total Pass Through Expense	0.00	0.00	0.00	0.0%
Accounting & Bookkeeping	38,470.00	45,500.00	-7,030.00	84.5% ⁹
Consulting Engineering Services	59,868.40	106,991.54	-47,123.14	56.0% ¹⁰
Network support	3,341.25	2,750.00	591.25	121.5% ¹¹
Model Assistance MOVES	18,713.77	20,795.00	-2,081.23	90.0%
Website and logo design	0.00	47.00	-47.00	0.0%
Website maintenance and updates	105.42	0.00	105.42	100.0%
GIS Contract Support	0.00	1,155.00	-1,155.00	0.0%
Other contract labor	3,355.00			
Total Contract Labor	123,853.84	177,238.54	-53,384.70	69.9%
Suspense	0.00	0.00	0.00	0.0%
Total Expense	760,242.75	822,666.88	-62,424.13	92.4%
Net Ordinary Income	-29,278.12	-21,124.95	-8,153.17	138.6%

DRAFT

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

1:40 PM
05/09/19
Accrual Basis

	Jul '18 - Apr 19	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income	242.55	83.34	159.21	291.0%
Interest Income	0.00	0.00	0.00	0.0%
Other Income				
Total Other Income	242.55	83.34	159.21	291.0%
Net Other Income	242.55	83.34	159.21	291.0%
Net Income	-29,035.57	-21,041.61	-7,993.96	138.0%

DRAFT

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

1:40 PM
05/09/19
Accrual Basis

1. EDA - Funding not received
2. EPA - contingent upon engineering consultant
3. TBG - used to fund economic development services normally funded through EDA
4. DUR Groundwater - funding not received yet, pending town loan application and approval
5. Watershed PRB – project is on hold with potential for grant to be revised due to unsuitability of site
6. Coastal Resilience – actual contract wasn't received until mid-March
7. LTS – contract received late February
8. Software – restructuring of ESRI licenses and Adobe products reduced anticipated costs
9. Contract Accounting – reduced hours from anticipated
10. Consulting Engineering – PRB project on hold
11. Network Support – additional IT time needed for new IT systems put into place (VPN)

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

May 17, 2019

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

RE: May 2019 Minor Revisions to the 2019-2022 TIP

Dear Mr. Watson:

The Strafford Metropolitan Planning Organization (SMPO) staff has received a request to approve the May 2019 Minor Revisions to the approved Strafford Metropolitan Planning Organization's 2019-2022 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 2019-2022 TIP as proposed.

Sincerely,

Jennifer Czysz
Executive Director
Strafford Regional Planning Commission

PROJECT	CHANGE
Dover 42366	Added federal and local funds in proportion.
Dover – Somersworth – Rochester (29604)	This is the first estimate in the current fiscal year, requires removing inflation in 2020 project years
Program CRDR	2019-2020 PE increased; moved from Construction The program is being adjusted to accommodate necessary changes in children project fund amounts
Program FLAP	PE and ROW funds moved from 2019, into 2019 Construction (The program is being adjusted to accommodate necessary changes in children project fund amounts)
Program NSTI	Added funds in 2019 and 2020; The program is being adjusted to accommodate necessary changes in children project fund amounts
Program PAVE-T1-RESURF	Added PE funds in 2019; The program is being adjusted to accommodate necessary changes in children project fund amounts
Program PAVE-T2-RESURF	Added funds in 2019 and 2020; The program is being adjusted to accommodate necessary changes in children project fund amounts

May 2019 TIP Minors

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Program FLAP	Page 5
Program NSTI	Page 6
Program PAVE-T1-RESURF	Page 7
Program PAVE-T2-RESURF	Page 8

2019-2022 SRPC Transportation Improvement Program Minor Revision

Please refer to the 2019-2022 TIP document and project listing for detailed COAST transit funding information. NHDOT groups federal funding for statewide public transit in large programs (e.g. FTA 5307); MPOs and RPCs track funding for individual transit providers and projects. Strafford MPO is currently updating its project database and will be incorporating individual project funding for final publication of the 2019-2022 TIP.

DOVER 42366

Towns: DOVER
 Road: Statewide
 Scope: AID Demonstration Grant for City of Dover: Creating a Benchmark for Traffic Signal Performance Proj

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
OTHER	2019	\$1,039,200		\$0	\$1,299,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
OTHER	2019	\$649,500		\$0	\$811,875

Funding Sources

FHWA

STIC Funding

OTHER

Towns

DOVER - SOMERSWORTH - ROCHESTER 29604

Towns: DOVER, ROCHESTER, SOMERSWORTH

Road: NH 108

Scope: NH Rte 108 - Complete Streets consistent with improvements under U-3 alternative

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$880,000		\$0	\$0	\$880,000
PE	2020	\$2,487,350		\$0	\$0	\$2,487,350
PE	2021	\$726,306		\$0	\$0	\$726,306
ROW	2019	\$440,000		\$0	\$0	\$440,000
ROW	2020	\$2,594,516		\$0	\$0	\$2,594,516

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$440,000		\$0	\$0	\$440,000
PE	2020	\$1,212,750		\$0	\$0	\$1,212,750
PE	2021	\$354,122		\$0	\$0	\$354,122
ROW	2019	\$220,000		\$0	\$0	\$220,000
ROW	2020	\$1,265,000		\$0	\$0	\$1,265,000

Funding Sources

FHWA

STP-State Flexible

NHDOT

Toll Credit

PROGRAM CRDR

Towns: Statewide

Road: Various

Scope: CULVERT REPLACEMENT/REHABILITATION & DRAINAGE REPAIRS (Annual Project)

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$800,000		\$0	\$0	\$800,000
PE	2020	\$200,000		\$0	\$0	\$200,000
PE	2021	\$200,000		\$0	\$0	\$200,000
PE	2022	\$200,000		\$0	\$0	\$200,000
ROW	2019	\$50,000		\$0	\$0	\$50,000
ROW	2020	\$50,000		\$0	\$0	\$50,000
ROW	2021	\$50,000		\$0	\$0	\$50,000
ROW	2022	\$50,000		\$0	\$0	\$50,000
CON	2019	\$3,740,000		\$0	\$0	\$3,740,000
CON	2020	\$3,740,000		\$0	\$0	\$3,740,000
CON	2021	\$3,740,000		\$0	\$0	\$3,740,000
CON	2022	\$3,740,000		\$0	\$0	\$3,740,000
OTHER	2019	\$10,000		\$0	\$0	\$10,000
OTHER	2020	\$10,000		\$0	\$0	\$10,000
OTHER	2021	\$10,000		\$0	\$0	\$10,000
OTHER	2022	\$10,000		\$0	\$0	\$10,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$530,000		\$0	\$0	\$530,000
PE	2020	\$580,000		\$0	\$0	\$580,000
PE	2021	\$100,000		\$0	\$0	\$100,000
PE	2022	\$100,000		\$0	\$0	\$100,000
ROW	2019	\$25,000		\$0	\$0	\$25,000
ROW	2020	\$25,000		\$0	\$0	\$25,000
ROW	2021	\$25,000		\$0	\$0	\$25,000
ROW	2022	\$25,000		\$0	\$0	\$25,000
CON	2019	\$1,870,000		\$0	\$0	\$1,870,000
CON	2020	\$1,390,000		\$0	\$0	\$1,390,000
CON	2021	\$1,740,000		\$0	\$0	\$1,740,000
CON	2022	\$1,870,000		\$0	\$0	\$1,870,000
OTHER	2019	\$5,000		\$0	\$0	\$5,000
OTHER	2020	\$5,000		\$0	\$0	\$5,000
OTHER	2021	\$5,000		\$0	\$0	\$5,000

OTHER	2022	\$5,000	\$0	\$0	<i>\$5,000</i>
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Funding Sources

FHWA

STP-Off System Bridge

STP-State Flexible

NHDOT

Toll Credit

PROGRAM FLAP

Towns: Statewide

Road: Various

Scope: Improving transportation facilities that access Federal Lands within NH {FLAP}

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$92,000		\$0	\$0	\$92,000
PE	2020	\$50,000		\$0	\$0	\$50,000
PE	2021	\$50,000		\$0	\$0	\$50,000
PE	2022	\$50,000		\$0	\$0	\$50,000
ROW	2019	\$50,000		\$0	\$0	\$50,000
ROW	2020	\$50,000		\$0	\$0	\$50,000
ROW	2021	\$25,000		\$0	\$0	\$25,000
ROW	2022	\$25,000		\$0	\$0	\$25,000
CON	2019	\$720,000		\$0	\$0	\$720,000
CON	2020	\$275,000		\$0	\$0	\$275,000
CON	2021	\$275,000		\$0	\$0	\$275,000
CON	2022	\$275,000		\$0	\$0	\$275,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2020	\$50,000		\$0	\$0	\$50,000
PE	2021	\$50,000		\$0	\$0	\$50,000
PE	2022	\$50,000		\$0	\$0	\$50,000
ROW	2020	\$50,000		\$0	\$0	\$50,000
ROW	2021	\$25,000		\$0	\$0	\$25,000
ROW	2022	\$25,000		\$0	\$0	\$25,000
CON	2019	\$1,325,000		\$0	\$0	\$1,325,000
CON	2020	\$275,000		\$0	\$0	\$275,000
CON	2021	\$275,000		\$0	\$0	\$275,000
CON	2022	\$275,000		\$0	\$0	\$275,000

Funding Sources

FHWA

Forest Highways

PROGRAM NSTI

Towns: DURHAM

Road: National Summer Transportation Institute

Scope: Programmatic project as a Cooperative Project Agreement (CPA) with the University of New Hampshire.

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2019	\$40,000		\$0	\$0	<i>\$40,000</i>
OTHER	2020	\$40,000		\$0	\$0	<i>\$40,000</i>
OTHER	2021	\$40,000		\$0	\$0	<i>\$40,000</i>
OTHER	2022	\$40,000		\$0	\$0	<i>\$40,000</i>

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2019	\$50,000		\$0	\$0	<i>\$50,000</i>
OTHER	2020	\$45,000		\$0	\$0	<i>\$45,000</i>
OTHER	2021	\$20,000		\$0	\$0	<i>\$20,000</i>
OTHER	2022	\$20,000		\$0	\$0	<i>\$20,000</i>

Funding Sources

FHWA

NSTI National Summer Transportation Institute

PROGRAM PAVE-T1-RESURF

Towns: Statewide
 Road: Tier 1 Highways
 Scope: Resurface Tier 1 Highways
 Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$600,000		\$0	\$0	\$600,000
PE	2020	\$600,000		\$0	\$0	\$600,000
PE	2021	\$600,000		\$0	\$0	\$600,000
PE	2022	\$600,000		\$0	\$0	\$600,000
CON	2019	\$24,000,000		\$0	\$0	\$24,000,000
CON	2020	\$24,500,000		\$0	\$0	\$24,500,000
CON	2021	\$24,500,000		\$0	\$0	\$24,500,000
CON	2022	\$24,500,000		\$0	\$0	\$24,500,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$600,000		\$0	\$0	\$600,000
PE	2020	\$300,000		\$0	\$0	\$300,000
PE	2021	\$300,000		\$0	\$0	\$300,000
PE	2022	\$300,000		\$0	\$0	\$300,000
CON	2019	\$12,000,000		\$0	\$0	\$12,000,000
CON	2020	\$12,250,000		\$0	\$0	\$12,250,000
CON	2021	\$12,250,000		\$0	\$0	\$12,250,000
CON	2022	\$12,250,000		\$0	\$0	\$12,250,000

Funding Sources

FHWA

STP-State Flexible

NHDOT

Toll Credit

PROGRAM PAVE-T2-RESURF

Towns: Statewide
 Road: Tier 2 Highways
 Scope: Resurfacing Tier 2 Roadways
 Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$600,000		\$0	\$0	\$600,000
PE	2020	\$600,000		\$0	\$0	\$600,000
PE	2021	\$600,000		\$0	\$0	\$600,000
PE	2022	\$600,000		\$0	\$0	\$600,000
ROW	2019	\$50,000		\$0	\$0	\$50,000
ROW	2020	\$50,000		\$0	\$0	\$50,000
ROW	2021	\$50,000		\$0	\$0	\$50,000
ROW	2022	\$50,000		\$0	\$0	\$50,000
CON	2019	\$19,050,000	\$12,000,000		\$0	\$31,050,000
CON	2020	\$19,050,000	\$12,000,000		\$0	\$31,050,000
CON	2021	\$28,800,000	\$12,000,000		\$0	\$40,800,000
CON	2022	\$28,800,000	\$12,000,000		\$0	\$40,800,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,200,000		\$0	\$0	\$1,200,000
PE	2020	\$1,000,000		\$0	\$0	\$1,000,000
PE	2021	\$800,000		\$0	\$0	\$800,000
PE	2022	\$800,000		\$0	\$0	\$800,000
ROW	2019	\$25,000		\$0	\$0	\$25,000
ROW	2020	\$25,000		\$0	\$0	\$25,000
ROW	2021	\$25,000		\$0	\$0	\$25,000
ROW	2022	\$25,000		\$0	\$0	\$25,000
CON	2019	\$11,525,000	\$6,000,000		\$0	\$17,525,000
CON	2020	\$9,525,000	\$6,000,000		\$0	\$15,525,000
CON	2021	\$13,550,000	\$6,000,000		\$0	\$19,550,000
CON	2022	\$13,550,000	\$6,000,000		\$0	\$19,550,000

Funding Sources

FHWA

STP-State Flexible

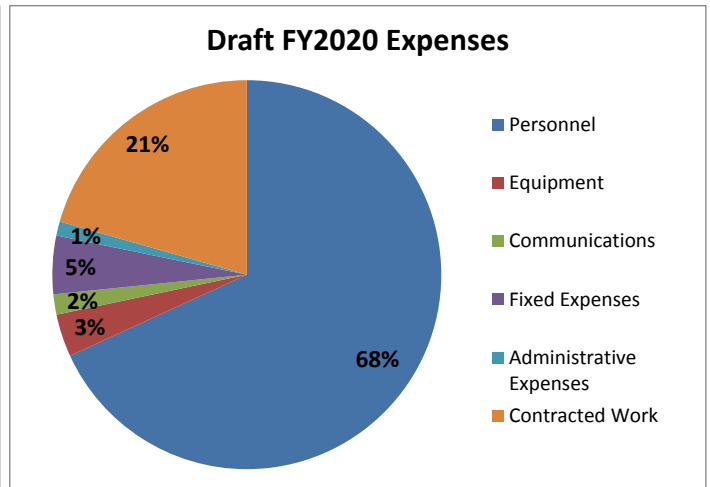
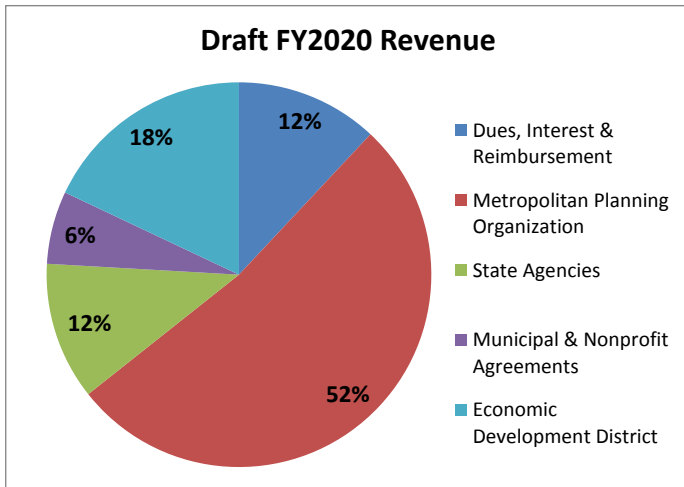
NHDOT

Betterment

Toll Credit

Stafford Regional Planning Commission			
DRAFT FY2020 Budget			
Summary Table			
	Adopted 2019*	Draft 2020 Budget	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	120,040.96	116,476.06	(3,564.90)
Metropolitan Planning Organization	541,242.24	509,019.40	(32,222.84)
State Agencies	144,226.00	112,554.33	(31,671.67)
Municipal & Nonprofit Agreements	79,737.36	59,523.00	(20,214.36)
Economic Development District	98,320.00	174,763.50	76,443.50
Total	983,567	972,336	(11,230)
	Expenses	Expenses	Net Change
Personnel	666,085	643,195	(22,890)
Equipment	25,309	33,485	8,176
Communications	22,188	15,904	(6,284)
Fixed Expenses	45,716	45,721	5
Administrative Expenses	10,195	11,100	905
Contracted Work	212,397	194,341	(18,056)
Total	981,891	943,747	(38,144)
Net Deficit/Surplus	1,676	28,590	26,914
	Unconfirmed Revenue Included Above	168,364	
	Unconfirmed Expenses Included Above	67,000	
	Confirmed Net Deficit/Surplus	(72,774)	

*Amended December 2018



Strafford Regional Planning Commission

Draft Budget Revenue						
FY2020 REVENUES	Funding Source Revenue	Internal Match using Dues	Outside Source Soft Match	Outside Source Cash Match	Net Outside Funding	
Total	969,669	71,085	74,740	2,667	972,336	
<i>minus unconfirmed projects</i>	<i>(168,364)</i>	<i>(15,000)</i>	<i>(55,000)</i>	<i>0</i>	<i>(168,364)</i>	
<i>Confirmed FY2020 Revenues</i>	<i>801,306</i>	<i>56,085</i>	<i>19,740</i>	<i>2,667</i>	<i>803,973</i>	
Dues, Interest & Reimbursements	116,476	0	0	0	116,476	12%
Municipal Dues (minus BRK, NOT, MIL, LEE)	115,876	0	0	0	115,876	
Interest	100	0	0	0	100	
Health Trust reward/reimbursement	500	0	0	0	500	
Misc Revenue	0				0	
Municipal & Nonprofit Service Agreements	59,523	0	1,000	0	59,523	6%
Durham Wagon Hill Living Shoreline Outreach	4,000	0	1,000	0	4,000	
FAR Temporary Town Planner Services	2,523	0	0		2,523	
MapGeo Subscriptions	6,000	0	0	0	6,000	
NH Children's Health Foundation (Pathways to Play)	15,000	0	0	0	15,000	
Northwood Technical Services: through 6/30/20	28,000	0	0	0	28,000	
Projected GIS projects (Tax Maps, MS4 Field Work)	4,000	0	0	0	4,000	
					0	
Economic Development District Agreements	174,764	15,000	55,000	0	174,764	18%
U.S. Dept of Economic Development Administration						
EDD Planning Grant, Dues & Inkind Match (7/1/19-6/30/20)	70,000	15,000	55,000	0	70,000	
U.S. Environmental Protection Administration						
Brownfields Community Assessment Grant: through 9/30/19	10,400	0	0	0	10,400	
Brownfields Community Assessment Grant: through 9/30/22	75,000	0	0	0	75,000	
Environmental Justice Small Grant (pending)	19,364	0	0	0	19,364	
State Agreements	109,887	2,292	18,740	2,667	112,554	12%
Office of Energy and Planning						
Targeted Block Grant for EDD Planning match: through 6/30/120	11,111	0	0	0	11,111	
Dept of Environmental Services						
Coastal Grant 2020 through 6/30/20	12,500	0	12,500	0	12,500	
Coastal Resilience Grant - UNH Climate in the Classroom (1/1/19-6/30/20)	1,000	0	0	0	1,000	
Durham Groundwater Modeling	55,713	0	0	0	55,713	
Project of Special Merit FY18 (10/1/18-3/31/20)	1,500	0	0	0	1,500	
Source Water Protection	18,333	2,292		2,667	21,000	
Watershed Assistance (Permeable Reactive Barrier): (10/1/18-12/2020)	8,980	0	5,990	0	8,980	
Department of Safety Homeland Security						
HazMitPlans PDM17-MAD,NOR (7/1/18-12/31/19)	750	0	250	0	750	
Metropolitan Planning Organization Agreements	509,019	53,793	0	0	509,019	52%
Dept of Transportation						
UPWP FY20/21 Federal Highways & Transit: through 6/30/20	502,396	52,822	0	0	502,396	
Rochester Sidewalks SADES Inventory	3,000	0	0	0	3,000	
FHWA MultiModal Connectivity Pilot (Bicycle LTS)	3,623	972	0	0	3,623	
					0	
100%						

Strafford Regional Planning Commission

	FY 2019	FY2020
FY2020 EXPENSES	Adopted MID-YEAR Budget Expenses	Draft Budget Expenses
Total	935,528	943,747
Unconfirmed Expenses		67,000
PERSONNEL	643,667 69%	643,195 68%
Salaries and Hourly Wages	530,121	509,033
Payroll Taxes	40,554	38,941
Health Insurance	50,046	51,128
Dental Insurance	3,433	3,507
Life Insurance	1,068	996
Shortterm Disability	2,099	1,929
Longterm Disability	743	572
Health Incentives	5,040	5,097
SIMPLE IRA Pension	15,604	15,271
Worker's Compensation	1,744	1,388
Payroll Processing - Quickbooks	2,250	2,600
Unemployment Insurance	2,883	3,313
Staff Training & Workshops	5,000	5,000
Professional Dues: AMPO, NHARPC, NHPA, APA, NHMA, NEARC, NADO	5,500	4,421
EQUIPMENT	26,184 3%	33,485 4%
ARCInfo/View Software: Maintenance	6,384	5,100
Plotter: Monthly charge (see Depreciation)	0	0
Server: Monthly charge (see Depreciation)	0	0
Transpo Software Maintenance: Transcad, Nvivo	1,200	1,200
Office Software: Maintenance, purchase	8,090	9,647
Maps, Databases for Transportation Model Planning	0	8,200
Traffic Count Expenses (Equipment, Repair, Supplies)	3,228	3,000
Equipment Rental and Repair	294	500
Copier Maintenance Contract	4,348	3,838
Office Furniture, Computers	1,765	2,000
COMMUNICATIONS	23,121 2%	15,904 2%
Postage and Delivery	780	400
Travel	18,000	12,000
Office Phone System	2,040	1,952
Internet	1,368	1,552
Marketing and Media Outreach Activities	0	0
FIXED EXPENSES	46,551 5%	45,721 5%
Property & Liability	5,051	5,056
Audit and Accounting Services	10,665	10,665
Depreciation	0	0
Rent	30,000	30,000
ADMINISTRATIVE EXPENSES	12,100 1%	11,100 1%
Printing	1,200	1,200
Legal	1,000	1,000
Office and Mapping Supplies	2,520	3,600
Office Expense	1,300	1,300
Meeting Expenses (Meetings and Meeting Adv)	2,175	2,000
Library & Subscriptions: NH Planning Books	2,000	2,000
OUTSOURCED CONTRACTS	183,905 20%	194,341 21%
Web Design & Maintenance	47	0
IT Services	3,390	4,240
Financial Services	54,600	60,000
EPA Brownfields - Credere (contract end 9/30/2019)	57,170	10,000
EPA Brownfields - Consultant TBD (10/1/2019-9/30/2022)		67,000
Durham SRF Groundwater Modeling Consultant	26,530	44,521
Watershed Assistance (Permeable Reactive Barrier) Consultant	27,220	8,580
Traffic Model Assistance	20,795	0
Lee Floodplain - Geosyntec	21,490	0
GIS Contract Support (FAR Tax Map Updates)	1,155	0
	100%	100%