

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)**  
**June 21, 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 May 17, 2019 (**Enclosed**)
  - b. Acceptance of Draft May Financials (**Enclosed**)
  - c. Concurrence with June Monthly Minors (**Enclosed**)
  - d. Recommendation of FY2020 Budget to the Full Commission (**Enclosed**)
- 4. Discussion**
  - a. 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.

BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



NEW DURHAM  
NEWMARKET  
NORTHWOOD  
NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

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

**DRAFT** Meeting Minutes  
May 17, 2019

**Committee members present:** Chair Victoria Parmele, Northwood; Vice Chair Peter Nelson, Newmarket; Donald Hamann, Rochester; David Landry, Dover; Michael Bobinsky, Somersworth

**Staff members present:** Jen Czysz, executive director; Shayna Sylvia, communications and outreach planner; Colin Lentz, Transportation Planner

**Guests present:** Richard Michaud, Somersworth

**Committee members absent:** Secretary/Treasurer Tom Crosby, Madbury; Marcia Gasses, Dover

## 1. Welcome/Introductions

Introductions were given around the room. The meeting began at 8:03 a.m.

## 2. Non-Public

- a. RSA 91-A, II (a) ""The dismissal, promotion, or compensation of any public employee or the disciplining of such employee..."

This section is being tabled until the next meeting.

## 3. Action Items

### a. Approval of the Minutes of May 19, 2019

Victoria Parmele asked for a motion to accept the minutes of the May 19, 2019, Executive Committee meeting. Donald Hamann **MOVED** to accept the minutes. David Landry **SECONDED** the motion, of which all were **IN FAVOR**.

### b. Acceptance of Draft April Financials

Jennifer Czysz reviewed the draft April financials. She explained that SRPC achieved its billable targets in April and was able to successfully reduce the indirect rate.

She elaborated on the aging summary sharing that one item, an overdue mapping service worth \$200 would most likely be written off. The increase in accounts receivable reflect incoming dues payments for Fiscal Year 2020.

J. Czysz explained the pending increase in CTAP funding, noting that SRPC took a larger role on the statewide CommuteSmart NH challenge initiative.

J. Czysz shared what SRPC's financial position will be on June 30, the end of the fiscal year. It is good considering the gap in the budget after not receiving EDA funding.

Peter Nelson asked for clarification on the financials regarding the organization's dues match for the UPWP contract. J. Czysz explained that approximately half of the total dues received are used to match the UPWP contract.

M. Bobinsky asked about SRPC's financial position at the end of FY 2018. J. Czysz responded that she did not know off the top of her head, as it was around when she had just started at SRPC, but that she would follow up. A discussion ensued about how a deficit in the budget was almost absolved during FY 2019. M. Bobinsky asked about the audit. J. Czysz explained that audit processes and timeline.

D. Landry asked how SRPC made up so much of the gap left by the lack of EDA funding. J. Czysz explained the increase in grant writing, which equated to the increase in SRPC's indirect rate. She added that SRPC focused on bringing in additional revenue, and then on trimming expenses.

D. Hamann commented on the internet upgrades.

D. Landry asked about the FY 2020 budget and the status of the EDA contract. It is still unknown when SRPC will receive the EDA funds.

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

J. Czysz suggested that the committee address agenda item 4a. Fiscal Year 2020 Draft Budget.

#### **4. Discussion**

##### **a. Fiscal Year 2020 Draft Budget**

J. Czysz updated the committee on the status of the FY 2020 budget. She discussed the EDA grant and the impact it will have on the budget if we still do not receive it.

She reviewed pending potential funding sources including the EDA funding for Strafford's Economic Development District, an EPA Brownfields grant, and a EPA Environmental Justice Small Grant in cooperation with Strafford Community Action Partnership (CAP) for lead paint remediation.

She elaborated on the EDA funding, explaining that as an EDD SRPC is supposed to have program funds. This has been halted as EDA funding has been pushed farther and farther out. The reason behind this being that they overcommitted funds in the last fiscal year, and then then only got a

portion of their budget funded. Now that EDA has received a full fiscal year of funding, appropriations need to be redistributed to the regional offices and then to the EDDs.

D. Landry asked why SRPC wouldn't just take this funding source out of the FY 2020 budget. J. Czynsz explained that SRPC needs this funding source to complete obligations as an EDD.

V. Parmele asked what the EDA money is obligated for. J. Czynsz explained that Strafford EDD would use the funding to actively engage with economic development in the region. She added that SRPC cannot take on the update to the Comprehensive Economic Development Strategy (CEDS) without this funding. It would also support programs like SRPC's brownbag economic development lunch, and technical assistance to groups like Explore Moose Mountains. Currently these are supplemented with other program funds and dues.

D. Landry asked about other EDD tasks. J. Czynsz explained that these will evolve based on the regional economic development environment and demographics, which SRPC will have a better understanding of after completing the next CEDS.

D. Landry asked about the chance of SRPC receiving each pending contract. Jen noted that the EPA Brownfields grants are extremely competitive. SRPC is also planning to respond to RFPs that Dover will be issuing.

P. Nelson suggested exploring ideas for diversifying funding. He asked if there are grants for software to encourage productivity, and for equipment and overhead costs.

A discussion ensued concerning exploring new funding sources. J. Czynsz noted the NH Children's Health Foundation as a new funding source. She added that the New Hampshire Charitable Foundation used to fund RPCs but have since changed their funding policies.

J. Czynsz mentioned that TUFTS and ARRP could be new potential funding sources. Other RPCs have received funding from these sources.

M. Bobinsky noted resiliency and climate change as areas where there is a lot of work to be done, and that funding to support this could be beneficial. J. Czynsz said that SRPC just received information on a coastal resilience grant, and that SRPC will be sitting down with NHDES program coordinators.

P. Nelson noted the Volkswagen settlement and how money could be used for electric charging stations. P. Nelson opined that SRPC could explore energy funding and could even conduct a study to see where electric charging stations are needed.

A discussion ensued concerning electric charging station and assessing where they could be needed in the region.

D. Landry asked about budgeting and using placeholders. J. Czynsz explained why she uses placeholders and how there is a difference between the adopted budget and the working budget.

Discussion ensued about the FY 2020 budget and staffing constraints.

## **b. Strategic Plan Update**

J. Czysz shared that it is partially edited. She will email out the draft to everyone and incorporate any changes for the June E.C. meeting. Following the June meeting this document will be presented for a vote of adoption and the annual meeting on June 27. V. Parmele asked if there was a hard deadline for this, which there is not.

V. Parmele introduced agenda item 3c. Concurrence with the May Monthly Minors.

## **3. Action Items**

### **c. Concurrence with the May Monthly Minors**

Colin Lentz reviewed the seven projects with adjustments for the month of May. This included the traffic signal performance project in Dover, which has ties with ongoing CMAQ projects, the Complete Streets 108 project and other statewide programs.

C. Lentz explained that he and Rachel Dewey, data analyst, are still trying to troubleshoot the NHDOT database.

He reviewed changes in the statewide program affecting culverts, improving transportation facilities that access federal lands, highway resurfacing, and a program supporting a UNH internship.

P. Nelson asked for clarification on the internship program. Colin reviewed what the money funds, and how the work being done by the UNH intern serves as advisory and as a recommendation which NHDOT can then use.

M. Bobinsky shared his interest in this program and said he would follow up with Colin and Jen about utilizing this program.

A discussion ensued concerning the funding shifts in the TIP.

D. Hamann **MOVED** to concur with the May Monthly Minors M. Bobinsky **SECONDED** the motion, of which all were **IN FAVOR**.

### **d. Recommendation of FY2020 Executive Committee Officers, Members, and Alternates to the Full Commission**

Shayna Sylvia shared the recommended slate. M. Bobinsky **MOVED** to approve the recommend FY2020 Executive Committee Officers, Members, and Alternates to the full Commission. D. Landry **SECONDED** the motion, of which all were **IN FAVOR**.

## 5. Updates

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

J. Czysz noted that SRPC received an award for source water protection. This was good recognition for the work we've done in the region.

She shared that much of the business under this agenda item is covered in the memo.

J. Czysz reviewed the indirect rate. D. Landry asked why are the target rates for indirect are so high. J. Czysz responded that it is because it included fringe and overhead, and is a percentage of direct salaries.

A discussion ensued concerning how this process works with NHDOT, and the overall process.

J. Czysz reiterated the pending list of grants, and the ones that were recently pending that we did or did not receive.

A discussion ensued about two of the grants SRPC did not received in Durham and Rochester, and why.

## 6. Other Business

J. Czysz explained the health insurance options she is exploring for SRPC.

J. Czysz reviewed an email received on senate bill 306. This will change the appeals process landscape in New Hampshire. It may not be our place to testify here.

She explained that the letter received about a project in Barrington was in reference to a former project of regional impact.

## 7. Adjournment

M. Bosbinky **MOVED** to adjourn the meeting. D. Hamann **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 - May

April 30, 2019

FSB Checking Beginning Balance	\$73,987.23
Deposits	\$102,989.92
Payments	\$(93,174.60)
Uncleared Transactions	\$(14,574.33)
<b>FSB Checking Ending Balance</b>	<b>\$69,228.22</b>

Accounts Receivable	<b>\$112,550.22</b>
FSB Savings Account	<b>\$16,070.89</b>

## OVERSIGHT ACTIVITIES

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

## BUDGET NARRATIVE

<b>Federal Savings Bank Balance/Case on hand:</b>	We continue to have adequate cash on hand to meet monthly expenses
<b>Payables and Receivables</b>	Remains current to be paid/received within 30 to 60 days
<b>FY19 Working Budget:</b>	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	\$540,973
State Agencies	\$110,943
Municipal & Nonprofit Agreements	\$87,611
Economic Development District	\$44,124
<b>Total Revenue</b>	<b>\$903,692</b>
<b>Pending Grant Applications</b>	<b>\$59,783</b>

## 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
<b>Total Expenses</b>	<b>\$913,288.24</b>

## STAFF PRESENTATIONS - ACTIVITIES MAY/JUNE

SRPC Staff Meeting (All Staff)  
 PFPNH Meeting (Colin, Rachel)  
 Interagency Consultation Meeting (Colin, Rachel)  
 LTS meeting (Colin, Rachel, Nancy)  
 RSMS training (Rachel, Stef)  
 State Safety Performance Measure meeting (Rachel)  
 Pathways to Play - Sommersworth (Marcia, Nancy)  
 Esri ArcGIS Seminar - Concord NH (Marcia, Stef)  
 Climate Remembrance Project Meeting (Kyle)  
 CAW Meeting x 2 (Kyle)  
 New England Municipal Sustainability Conference (Kyle)  
 NH Emergency Preparedness Conference (Kyle)  
 Madbury Hazard Mitigation Committee Meeting (Kyle)  
 Lee Planning Board Meeting (Kyle)  
 Barrington Master Plan Subcommittee Meeting (Kyle)  
 COAST Board of Directors (Colin)  
 COAST public input session (Colin)  
 FHWA Freight workshop (Colin)  
 Wakefield RSMS meeting (Colin, Stef)  
 COAST meeting with Senator Watters (Colin, Jen)  
 ACT Executive Committee meeting (Colin)  
 HSIP meeting (Colin)  
 Northwood ZBA Meeting (James)  
 Northwood Planning Board Meeting and Workshop (James)  
 Milton Board of Selectmen (Jen, James)  
 NHPA Spring Conference (Kyle, James)  
 Economic Development Brownbag (Jen, Colin, James)  
 Meeting with SEDC and consultant re: UNH Research Park (James)  
 Farmington Conservation Commission (James)  
 SRPC Brownfields Meeting w/ EPA and Credere (Jen, James)  
 Culvert Training with NHDES, Field and classroom (Stef)  
 SADES Pedestrian Infrastructure training (Stef)  
 Intern interview (Stef, Jen)  
 Wolfeboro Board of Selectman Meeting (Stef, Colin)  
 Seacoast Drinking Water Source Protection Plan kickoff (Kyle, Jen, Marcia)  
 Renewable Energy Taxation 101 (Jen)  
 Rochester Strafford Square Public Informational Meeting (Colin, Jen)  
 OSI Annual Planning and Zoning Conference (Jen)  
 Workforce Housing Coalition 2019 Annual Meeting (Jen)  
 NHARPC Legislative Breakfast (Shayna, Jen)  
 2019 Brownfields Grant Announcement Press Event (James, Jen)  
 COAST Public Information Session in Rochester (Jen)  
 RPC Executive Directors Meeting (Jen)  
 NHARPC Meeting (Don, Marcia Gasses, Jen)  
 Nottingham Board of Selectmen (Jen)  
 GACIT Kick Off meeting (Jen)  
 CommuteSmartNH Full Committee Meeting (Shayna)  
 CSNH Subcommittee meeting (Shayna)

## WEB AND SOCIAL MEDIA STATISTICS



### Stafford.org

Sessions 695(-58)  
 Users 549(-72)



### Constant Contact

Subscribers 820(-3)  
 Avg. Open Rate 33% (-1%)



### Facebook

Posts 41(+25)  
 Reach 10,264(+8,939)  
 Engagement 807(+613)



### Twitter

Tweets 17(+7)  
 Profile Visits 103(+18)  
 Impressions 3,851(+638)  
 Followers 261 (+4)  
 Mentions 4(+1)



### Map Geo

Total Visits 1,230(+21)  
 Unique Visitors 667(+2)





BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



NEW DURHAM  
NEWMARKET  
NORTHWOOD  
NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

**DATE:** June 14, 2019

**TO:** Executive Committee Members

**FROM:** Jen Czysz, Executive Director

**RE:** Director's Report for the June 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 are up as FY2020 dues start to come in. Most all one-time annual expenses have been paid at this time. In terms of cash flow our May deposits were slightly greater than credits. As noted below, May billing was again up. June balances should increase further. Differences between April 2018 and 2019 are primarily due to the timing of dues invoicing (a month earlier last year).

*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. \$32,824 of the accounts receivable beyond 30 days are FY2020 dues (due by July 1). There have been some challenges with LTS reimbursements that have been delayed at NH DOT.

*Profit and Loss:* Revenues exceeded expenses this month with a net profit of \$4,920.44. 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. 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 -\$23,827.26, compared to -\$29,035.57 at the end of April and -\$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. Between increased emphasis on grant and proposal writing and the reduction of costs, we've nearly recouped the \$70,000 program loss. The most recent challenge is to hit this year's billing target for the LTS project; a collaborative initiative between MPOs that had a delayed start. If we hit our billing targets over the next month, it looks like we will end the year at a net loss of approximately \$10,000. Last year, FY2018, closed out at -\$1,822.57

### **4a. Draft Fiscal Year 2020 Budget**

The draft 2020 budget has been updated to reflect changes since the May meeting. Most notably, we were awarded the Brownfields Assessment Grant and have been asked by both Farmington and

Nottingham to provide town planner services. 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. Enclosed is the version with all pending items. I will update the budget file right before next week's meeting with any new items that I am able to confirm (actively working with Farmington and Nottingham now) before the EC meeting.

#### **4b. Strategic Plan Preliminary Draft**

Given the focus on billable work in April and May, 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:

- 2019 Tax Map updates for Farmington (\$2,587.50) and Newmarket (\$1,800)

Awarded but still pending contracts for FY2019 and 2020 include:

- SRPC's FY19 Brownfields Assessment Grant was approved! The grant will provide \$300,000 to operate a 3-year program (\$32,000 would be for SRPC costs, the balance for the environmental professional).
- 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 as unconfirmed)
- Durham Groundwater Model (final application submitted to DES)

Pending Grant Applications and Municipal Contracts include:

- Dover Arts and Recreation Master Plan chapter – submitted RFP on June 13, 2019 (\$25,000).
- 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.

*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 33% for July through May down from a peak of 145% 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 remain at 133%. 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:* We decided to continue the current plan for one more year and offered an alternate HRA based plan with a deductible as an alternative. Staff have been advised that a year from now we will discontinue the current plan given its higher costs.

Dues: Dues expenditures to date are summarized below.

July – April Year to Date	
<b>Income:</b>	
Billable Mapping Services	\$2,755.25
FY19 Dues Paid	\$117,048.76
<b>Total Income</b>	<b>\$119,804.01</b>

<b>Expenses:</b>	
Planning Salaries <sup>+</sup>	\$10,533.50
Dues and Subscriptions	\$322.95
Office Software	\$4,000.00
Travel	\$530.50
Meeting Expense	\$1,899.58
Office Expense	\$77.71
Finance Charge	\$4.33
Accounting	\$225.00
Mapping Supplies	\$0.00
Mapping Salaries	\$2,013.56
Indirect <sup>+</sup>	\$16,060.24
<b>Total SRPC Expenses</b>	<b>\$35,697.37</b>

<b>Cash Match:</b>	
UPWP	\$53,106.66
Commute Smart/CTAP	\$1,118.50
Level of Traffic Stress Analysis	\$1,372.55
<b>Total Cash Match</b>	<b>\$55,597.71</b>

<b>Contract Overages:</b>	
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
<b>Total Contract Overages</b>	<b>\$2,860.27</b>

<b>Total Expenses</b>	<b>\$94,155.35</b>
<b>Annual Dues Remaining</b>	<b>\$25,648.66</b>

<sup>+</sup> Includes EDA match funds, local technical assistance

**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 both the House and Senate, Senate concurred with House amendment)
- [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. (Passed by both the House and Senate, Senate concurred with House amendment)
- [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, Senate passed with amendments, house did not concur with amendments, committee of conference has been appointed)
- [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 May 31, 2019

	May 31, 19	May 31, 18	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
FSB Checking	75,095.53	12,097.19	62,998.34
FSB Savings	16,070.89	16,022.81	48.08
<b>Total Checking/Savings</b>	<b>91,166.42</b>	<b>28,120.00</b>	<b>63,046.42</b> <sup>1</sup>
Accounts Receivable			
Accounts Receivable	112,550.22	164,270.92	-51,720.70 <sup>2</sup>
<b>Total Accounts Receivable</b>	<b>112,550.22</b>	<b>164,270.92</b>	<b>-51,720.70</b>
<b>Other Current Assets</b>			
Prepaid Expenses			
Prepaid Dues and Subscriptions	1,973.74	1,652.08	321.66
Prepaid training	600.00	0.00	600.00
<b>Total Prepaid Expenses</b>	<b>2,573.74</b>	<b>1,652.08</b>	<b>921.66</b>
Prepaid software support	5,308.41	184.62	5,123.79 <sup>3</sup>
Undeposited Funds	0.00	-4,119.02	4,119.02 <sup>4</sup>
<b>Total Other Current Assets</b>	<b>7,882.15</b>	<b>-2,282.32</b>	<b>10,164.47</b>
<b>Total Current Assets</b>	<b>211,598.79</b>	<b>190,108.60</b>	<b>21,490.19</b>
<b>Fixed Assets</b>			
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
<b>Total Equipment Purchase</b>	<b>30,383.48</b>	<b>30,383.48</b>	<b>0.00</b>
<b>Total Property and Equipment</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Fixed Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>211,598.79</b>	<b>190,108.60</b>	<b>21,490.19</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	0.00	-600.00	600.00

**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of May 31, 2019**

06/12/19

Accrual Basis

	May 31, 19	May 31, 18	\$ Change
<b>Total Accounts Payable</b>	0.00	-600.00	600.00
<b>Credit Cards</b>			
<b>FSB Credit Card</b>	77.99	264.99	-187.00
<b>Citizens credit card Parent</b>			
<b>Citizens credit card_CJC</b>	0.00	657.07	-657.07
<b>Total Citizens credit card Parent</b>	0.00	657.07	-657.07
<b>Total Credit Cards</b>	77.99	922.06	-844.07
<b>Other Current Liabilities</b>			
<b>Benefits payable</b>			
<b>Simple IRA payable</b>	48.00	48.00	0.00
<b>Total Benefits payable</b>	48.00	48.00	0.00
<b>Contract Revenue In Advance</b>	30,081.61	0.00	30,081.61
<b>FY18 Dues in Advance</b>	0.00	8,973.16	-8,973.16
<b>FY19 Dues in Advance</b>	9,753.98	67,787.00	-58,033.02
<b>FY20 Dues in Advance</b>	82,076.49	0.00	82,076.49
<b>Payroll Liabilities</b>			
<b>FUTA</b>	30.41	30.41	0.00
<b>Social Security Payable</b>	-0.02	-0.02	0.00
<b>Payroll Liabilities - Other</b>	2,545.57	3,240.90	-695.33
<b>Total Payroll Liabilities</b>	2,575.96	3,271.29	-695.33
<b>Total Other Current Liabilities</b>	124,536.04	80,079.45	44,456.59
<b>Total Current Liabilities</b>	124,614.03	80,401.51	44,212.52
<b>Long Term Liabilities</b>			
<b>Accrued expenses</b>			
<b>Accrued Payroll</b>	21,569.67	24,228.65	-2,658.98
<b>Accrued Vacation</b>	17,888.47	17,258.62	629.85
<b>Annual Audit Accrual</b>	9,776.25	4,800.00	4,976.25
<b>Total Accrued expenses</b>	49,234.39	46,287.27	2,947.12
<b>Total Long Term Liabilities</b>	49,234.39	46,287.27	2,947.12
<b>Total Liabilities</b>	173,848.42	126,688.78	47,159.64
<b>Equity</b>			
<b>Retained Earnings</b>	61,577.63	63,398.70	-1,821.07
<b>Net Income</b>	-23,827.26	21.12	-23,848.38
<b>Total Equity</b>	37,750.37	63,419.82	-25,669.45



3:56 PM

06/12/19

Accrual Basis

**Strafford Regional Planning Commission**  
**Balance Sheet**  
As of May 31, 2019

---

	May 31, 19	May 31, 18	\$ Change
TOTAL LIABILITIES & EQUITY	<u>211,598.79</u>	<u>190,108.60</u>	<u>21,490.19</u>

DRAFT

*Juc*  
*6/14/19*

**Stafford Regional Planning Commission**  
**Balance Sheet**  
**As of May 31, 2019**

---

1. Cash: Almost \$37,000 received in dues during the month of May, as compared to \$4,800 the prior year. Accounts receivable turnaround time has also decreased, increasing cash flow
  2. See Accounts Receivable Aging Summary Report, actual at 6/12/19 is approximately \$85,000. \$6845 written off after Balance Sheet run for denial of dues from Brookfield, Lee, and Nottingham.
  3. Prepaid Software Support: The Arc/GIS licensing was paid up front to ESRI, \$5,100
  4. Undeposited Funds: Prior year, deposit was recorded prior to recording the customer payment in QuickBooks
  5. Contract Revenue in Advance: NHCHF \$21,900, Rochester Sidewalks \$5,000, Barrington Master Plan \$3,200
- 

DRAFT

## Strafford Regional Planning Commission A/R Aging Summary As of May 31, 2019

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>Central NH RPC</b>						
CTAP Planning/State Coord	2,924.60	0.00	1,851.46	0.00	0.00	4,776.06
<b>Total Central NH RPC</b>	2,924.60	0.00	1,851.46	0.00	0.00	4,776.06
<b>DEPT OF SAFETY (OEM)</b>						
PDM 2017	3,000.00	0.00	0.00	0.00	0.00	3,000.00
<b>Total DEPT OF SAFETY (OEM)</b>	3,000.00	0.00	0.00	0.00	0.00	3,000.00
<b>DOT UPWP 18_19</b>	34,813.84	0.00	0.00	0.00	0.00	34,813.84
<b>DOT_UPWP 2010-2011</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>EPA</b>						
Brownfields 2015-2018	6,021.01	0.00	0.00	0.00	0.00	6,021.01 <sup>1</sup>
<b>Total EPA</b>	6,021.01	0.00	0.00	0.00	0.00	6,021.01
<b>Lamprey River LAC</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>LTA (Local Technical Assistance)</b>						
Dues						
Town of Farmington dues	0.00	0.00	7,194.73	0.00	0.00	7,194.73 <sup>2</sup>
Town of Milton dues	0.00	0.00	5,610.05	0.00	0.00	5,610.05 <sup>3</sup>
Town of Newmarket dues	0.00	0.00	8,646.06	0.00	0.00	8,646.06 <sup>4</sup>
Town of Northwood dues	0.00	0.00	5,195.85	0.00	0.00	5,195.85
Town of Wakefield dues	0.00	0.00	6,177.47	0.00	0.00	6,177.47
<b>Total Dues</b>	0.00	0.00	32,824.16	0.00	0.00	32,824.16
LTA (Local Technical Assistance) - Other	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total LTA (Local Technical Assistance)</b>	0.00	0.00	32,824.16	0.00	0.00	32,824.16
<b>Mapping Projects</b>						
Billable Mapping Services						
Karen Gould	0.00	0.00	0.00	0.00	205.00	205.00 <sup>5</sup>
Cynthia Wyatt	0.00	308.75	0.00	0.00	0.00	308.75 <sup>6</sup>
<b>Total Billable Mapping Services</b>	0.00	308.75	0.00	0.00	205.00	513.75
<b>Total Mapping Projects</b>	0.00	308.75	0.00	0.00	205.00	513.75
<b>NH DES</b>						
PSM 18 Flood Risk Science & Guidance	426.85	0.00	417.42	0.00	0.00	844.27 <sup>7</sup>
Coastal FY19	0.00	0.00	0.00	909.18	0.00	909.18 <sup>8</sup>
Lee Floodplain Mgmt	0.00	143.75	2,060.31	0.00	0.00	2,204.06 <sup>9</sup>
<b>Total NH DES</b>	426.85	143.75	2,477.73	909.18	0.00	3,957.51
<b>Rockingham Planning Commission</b>						
LTS - Traffic Stress Pilot	2,896.02	0.00	2,102.37	491.81	0.00	5,490.20 <sup>10</sup>
<b>Total Rockingham Planning Commission</b>	2,896.02	0.00	2,102.37	491.81	0.00	5,490.20
<b>Town of Durham</b>						
Wagon Hill Living Shoreline	233.75	0.00	0.00	0.00	0.00	233.75
<b>Total Town of Durham</b>	233.75	0.00	0.00	0.00	0.00	233.75
<b>Town of Farmington</b>						
FAR Circuit Rider	3,156.05	0.00	1,438.50	0.00	0.00	4,594.55 <sup>11</sup>
<b>Total Town of Farmington</b>	3,156.05	0.00	1,438.50	0.00	0.00	4,594.55
<b>Town of Northwood</b>						
2019 Tech Svcs	3,475.69	0.00	0.00	0.00	0.00	3,475.69
<b>Total Town of Northwood</b>	3,475.69	0.00	0.00	0.00	0.00	3,475.69
<b>UNH Contracts</b>						
Climate in the Classroom	0.00	0.00	474.62	0.00	0.00	474.62 <sup>12</sup>
<b>Total UNH Contracts</b>	0.00	0.00	474.62	0.00	0.00	474.62
<b>TOTAL</b>	<b>56,847.81</b>	<b>452.50</b>	<b>41,168.84</b>	<b>1,400.99</b>	<b>205.00</b>	<b>100,175.14</b>

*June*  
*06/14/19*

**Strafford Regional Planning Commission**  
**A/R Aging Summary**  
As of May 31, 2019

---

1. EPA: Payment received 6/11/19
2. Farmington Dues: Payment received 6/10/19
3. Milton Dues: Second request for denial letter or response sent 6/12/19
4. Nemarket Dues: Will pay at the start of their fiscal year July 1
5. Gould: Montly statement sent 6/12/19
6. Wyatt: Statement sent 6/12/19
7. PSM: Payment received 6/7/19
8. Coastal: The closeout invoice has been processed and the final report approved. Payment should be received soon.
9. Lee Floodplain: Paymenty received 6/7/19
10. LTS: Payment received for March and April invoices 6/11/19. There was a hang up at NHDOT.
11. Farmington Circuit Rider: Payment received 6/10/19
12. UNH: Payment received 6/10/19

DRAFT

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

06/12/19

Accrual Basis

	May 19	May 18	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>SRPC Revenue</b>			
SRPC Membership Dues	9,754.07	8,973.18	780.89
<b>Municipal and NonProfit Revenue</b>			
Northwood Planning Services	3,475.69	2,617.21	858.48
Barrington Master Plan	68.75	284.81	-216.06
NHCHF Pathways to Play	1,803.24	0.00	1,803.24
GIS Projects	308.75	1,447.38	-1,138.63
Municipal and NonProfit Revenue - Other	3,389.80	3,575.00	-185.20
<b>Total Municipal and NonProfit Revenue</b>	9,046.23	7,924.40	1,121.83
<b>Total SRPC Revenue</b>	18,800.30	16,897.58	1,902.72
<b>Economic Development Revenue</b>			
EPA Brownfields	6,021.01	4,119.02	1,901.99
<b>Total Economic Development Revenue</b>	6,021.01	4,119.02	1,901.99
<b>State Award Revenue</b>			
OEP Targeted Block	0.00	1,553.44	-1,553.44
<b>NHDES</b>			
Lee Floodplain Mapping	143.75	3,075.00	-2,931.25
PSM18	426.85	0.00	426.85
Coastal 2018	0.00	1,081.61	-1,081.61
Local Water 17 ROC DOV	0.00	18,722.00	-18,722.00
<b>Total NHDES</b>	570.60	22,878.61	-22,308.01
<b>OEM Haz Mit</b>			
PDM 2017	4,652.73	0.00	4,652.73
OEM Haz Mit - Other	0.00	7,075.71	-7,075.71
<b>Total OEM Haz Mit</b>	4,652.73	7,075.71	-2,422.98
<b>Total State Award Revenue</b>	5,223.33	31,507.76	-26,284.43
<b>MPO Revenue</b>			
<b>NH DOT</b>			
UPWP	38,682.04	38,444.25	237.79
FHWA MultiModal Pilot (Bike LTS)	3,620.03	0.00	3,620.03
CTAP CommuteSMART	3,516.30	0.00	3,516.30
<b>Total NH DOT</b>	45,818.37	38,444.25	7,374.12
<b>Total MPO Revenue</b>	45,818.37	38,444.25	7,374.12
<b>Contra Income Cash Match</b>			
RPC LTS Cash Match	-724.01	0.00	-724.01

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

06/12/19

Accrual Basis

	May 19	May 18	\$ Change
CTAP Cash Match	-591.70	0.00	-591.70
DOT Cash Match	-3,868.20	-3,844.43	-23.77
<b>Total Contra Income Cash Match</b>	<b>-5,183.91</b>	<b>-3,844.43</b>	<b>-1,339.48</b>
Contra Income InKind/Soft Match			
In-Kind HazMit Match	-1,652.73	-2,450.71	797.98
<b>Total Contra Income InKind/Soft Match</b>	<b>-1,652.73</b>	<b>-2,450.71</b>	<b>797.98</b>
Contract Overage	0.00	-344.28	344.28
<b>Total Income</b>	<b>69,026.37</b>	<b>84,329.19</b>	<b>-15,302.82</b>
<b>Gross Profit</b>	<b>69,026.37</b>	<b>84,329.19</b>	<b>-15,302.82</b> <sup>1</sup>
<b>Expense</b>			
<b>Personnel Expenses</b>			
Salary and Wages	36,802.94	33,966.63	2,836.31
<b>Payroll Expenses</b>			
Payroll Taxes			
Medicare Expense	527.61	473.66	53.95
Social Security expense	2,255.98	2,025.27	230.71
Payroll Taxes - Other	0.03	0.01	0.02
<b>Total Payroll Taxes</b>	<b>2,783.62</b>	<b>2,498.94</b>	<b>284.68</b>
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	89.01	-0.01
LTD Insurance expense	47.64	61.91	-14.27
STD insurance expense	160.71	174.95	-14.24
Pension expense	1,104.10	1,018.98	85.12
Unemployment expense	276.09	240.25	35.84
Workers Compensation	86.01	145.34	-59.33
Payroll Processing Fees	167.50	173.75	-6.25
Staff Training and Seminars	125.00	0.00	125.00
Dues and Subscriptions	398.49	384.41	14.08
<b>Total Payroll Expenses</b>	<b>9,574.28</b>	<b>10,942.96</b>	<b>-1,368.68</b>
<b>Total Personnel Expenses</b>	<b>46,377.22</b>	<b>44,909.59</b>	<b>1,467.63</b>
<b>Equipment expense</b>			
Copier Maintenance Contract	319.85	412.64	-92.79
Office furniture	0.00	0.00	0.00
<b>Software expense</b>			
ArcInfo/View software	425.00	532.00	-107.00
Transportation Software	1,200.00	0.00	1,200.00

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

06/12/19

Accrual Basis

	May 19	May 18	\$ Change
Grant Finder	0.00	82.92	-82.92
Prezi	13.25	13.25	0.00
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	0.00	50.50	-50.50
<b>Total Office Software</b>	<b>125.00</b>	<b>50.50</b>	<b>74.50</b>
<b>Total Software expense</b>	<b>1,951.53</b>	<b>864.41</b>	<b>1,087.12</b>
Traffic Count Expenses			
Traffic counting supplies	29.95	37.92	-7.97
<b>Total Traffic Count Expenses</b>	<b>29.95</b>	<b>37.92</b>	<b>-7.97</b>
Other Equipment Repair and Cost			
Data/Maps purchase	0.00	500.00	-500.00
<b>Total Other Equipment Repair and Cost</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>
<b>Total Equipment expense</b>	<b>2,301.33</b>	<b>1,814.97</b>	<b>486.36</b>
Communications			
Telephone			
Internet Communication Expense	0.00	114.00	-114.00
Telephone - Other	564.53	182.14	382.39 <sup>3</sup>
<b>Total Telephone</b>	<b>564.53</b>	<b>296.14</b>	<b>268.39</b>
Travel & Ent			
Travel	1,320.54	1,067.17	253.37
<b>Total Travel &amp; Ent</b>	<b>1,320.54</b>	<b>1,067.17</b>	<b>253.37</b>
Postage and Delivery	17.99	172.69	-154.70
<b>Total Communications</b>	<b>1,903.06</b>	<b>1,536.00</b>	<b>367.06</b>
Fixed Expenses			
Insurance			
Liability Insurance	420.92	423.42	-2.50
<b>Total Insurance</b>	<b>420.92</b>	<b>423.42</b>	<b>-2.50</b>
Rent	2,500.00	2,500.00	0.00
<b>Total Fixed Expenses</b>	<b>2,920.92</b>	<b>2,923.42</b>	<b>-2.50</b>
Administrative			
Meetings Advertising Expense	223.52	0.00	223.52

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

	May 19	May 18	\$ Change
Meetings Expense	0.00	85.39	-85.39
Office Expense	48.49	166.79	-118.30
Office Supplies	91.43	164.99	-73.56
Professional Fees			
Accounting, Audit	888.75	700.00	188.75
Legal Fees	0.00	409.72	-409.72
<b>Total Professional Fees</b>	<b>888.75</b>	<b>1,109.72</b>	<b>-220.97</b>
<b>Total Administrative</b>	<b>1,252.19</b>	<b>1,526.89</b>	<b>-274.70</b>
Contract Labor			
Accounting & Bookkeeping	3,212.50	3,062.50	150.00
Consulting Engineering Services	5,885.84	7,194.02	-1,308.18
Network support	270.00	270.00	0.00
Website maintenance and updates	3.90	3.90	0.00
<b>Total Contract Labor</b>	<b>9,372.24</b>	<b>10,530.42</b>	<b>-1,158.18</b>
<b>Total Expense</b>	<b>64,126.96</b>	<b>63,241.29</b>	<b>885.67</b>
<b>Net Ordinary Income</b>	<b>4,899.41</b>	<b>21,087.90</b>	<b>-16,188.49</b>
Other Income/Expense			
Other Income			
Interest Income	21.03	9.51	11.52
<b>Total Other Income</b>	<b>21.03</b>	<b>9.51</b>	<b>11.52</b>
<b>Net Other Income</b>	<b>21.03</b>	<b>9.51</b>	<b>11.52</b>
<b>Net Income</b>	<b>4,920.44</b>	<b>21,097.41</b>	<b>-16,176.97</b>

*Jmc*  
6/14/19



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

---

1. Gross Profit: Difference is mostly attributable to the Local Source Water contract in the prior year. Contract structure prohibited progress billing and bulk of the contract was billed in the final month of May.  
.....
2. ArcInfo Software: Prior year bill was paid in April, not due until the end of May  
.....
3. Internet and Telephone will combined on one line going forward, bundled contract.  
.....

DRAFT

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

	Jul '18 - May 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>SRPC Revenue</b>				
SRPC Membership Dues	107,294.77	107,294.88	-0.11	100.0%
<b>Municipal and NonProfit Revenue</b>				
Northwood Planning Services	27,042.18	21,500.00	5,542.18	125.8%
Barrington Master Plan	5,670.69	7,786.61	-2,115.92	72.8%
UNH Lamprey River	2,355.87	1,871.00	484.87	125.9%
ROC Technical Services	500.00	500.00	0.00	100.0%
BCC Barrington Conservation	7,303.07	6,416.67	886.40	113.8%
NHCHF Pathways to Play	8,091.37	12,500.00	-4,408.63	64.7%
Nottingham RSMS	9,679.85	9,558.00	121.85	101.3%
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	2,334.00	3,001.00	-667.00	77.8%
GIS Projects	847.50	4,833.33	-3,985.83	17.5%
Municipal and NonProfit Revenue - Other	6,656.80	0.00	6,656.80	100.0%
<b>Total Municipal and NonProfit Revenue</b>	73,916.32	71,131.61	2,784.71	103.9%
<b>Total SRPC Revenue</b>	181,211.09	178,426.49	2,784.60	101.6%
<b>Economic Development Revenue</b>				
EDD Partnership Planning	0.00	29,166.63	-29,166.63	0.0% <sup>1</sup>
EPA Brownfields	47,220.69	58,467.70	-11,247.01	80.8%
<b>Total Economic Development Revenue</b>	47,220.69	87,634.33	-40,413.64	53.9%
<b>State Award Revenue</b>				
OEP Targeted Block	11,328.34	10,185.12	1,143.22	111.2%
<b>NHDES</b>				
Durham Groundwater Modeling	0.00	27,666.66	-27,666.66	0.0% <sup>2</sup>
Coastal 2019	25,846.03	11,458.33	14,387.70	225.6%
Lee Floodplain Mapping	35,042.27	25,090.00	9,952.27	139.7%
Watershed PRB	6,526.00	26,100.00	-19,574.00	25.0% <sup>3</sup>
PSM18	3,433.44	3,857.14	-423.70	89.0%
Coastal Resilience Grant	462.31	1,666.67	-1,204.36	27.7%
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%
<b>Total NHDES</b>	73,450.96	95,838.80	-22,387.84	76.6%
<b>OEM Haz Mit</b>				
PDM 2016	4,375.00	4,375.00	0.00	100.0%
PDM 2017	13,393.82	12,500.00	893.82	107.2%

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

	Jul '18 - May 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%
<b>Total OEM Haz Mit</b>	<b>23,768.82</b>	<b>22,875.00</b>	<b>893.82</b>	<b>103.9%</b>
<b>Total State Award Revenue</b>	<b>108,548.12</b>	<b>128,898.92</b>	<b>-20,350.80</b>	<b>84.2%</b>
<b>MPO Revenue</b>				
NH DOT				
SHRP2	0.00	0.00	0.00	0.0%
UPWP	531,066.60	477,049.87	54,016.73	111.3%
FHWA MultiModal Pilot (Bike LTS)	6,862.75	11,570.85	-4,708.10	59.3%
CTAP CommuteSMART	10,184.31	5,782.50	4,401.81	176.1%
<b>Total NH DOT</b>	<b>548,113.66</b>	<b>494,403.22</b>	<b>53,710.44</b>	<b>110.9%</b>
<b>Total MPO Revenue</b>	<b>548,113.66</b>	<b>494,403.22</b>	<b>53,710.44</b>	<b>110.9%</b>
<b>Contra Income Cash Match</b>				
RPC LTS Cash Match	-1,372.55			
CTAP Cash Match	-1,710.20			
DOT Cash Match	-53,106.66	0.00	-53,106.66	100.0%
EDD Cash Match	0.00	0.00	0.00	0.0%
EPA Cash Match	0.00	0.00	0.00	0.0%
Contra Income Cash Match - Other	-3,300.31			
<b>Total Contra Income Cash Match</b>	<b>-59,489.72</b>	<b>0.00</b>	<b>-59,489.72</b>	<b>100.0%</b>
<b>Contra Income InKind/Soft Match</b>				
In Kind Lee Floodplain Match	-10,874.44			
In-Kind Coastal Match	-9,946.51	0.00	-9,946.51	100.0%
In-Kind EDD Match	0.00	0.00	0.00	0.0%
In-Kind HazMit Match	-4,393.82	0.00	-4,393.82	100.0%
<b>Total Contra Income InKind/Soft Match</b>	<b>-25,214.77</b>	<b>0.00</b>	<b>-25,214.77</b>	<b>100.0%</b>
<b>Contract Overage</b>	<b>-2,860.27</b>	<b>0.00</b>	<b>-2,860.27</b>	<b>100.0%</b>
<b>Miscellaneous Income</b>				
HealthTrust Credits	0.00	0.00	0.00	0.0%
Miscellaneous Income - Other	2,462.20	2,392.00	70.20	102.9%
<b>Total Miscellaneous Income</b>	<b>2,462.20</b>	<b>2,392.00</b>	<b>70.20</b>	<b>102.9%</b>
<b>Total Income</b>	<b>799,991.00</b>	<b>891,754.96</b>	<b>-91,763.96</b>	<b>89.7%</b>
<b>Gross Profit</b>	<b>799,991.00</b>	<b>891,754.96</b>	<b>-91,763.96</b>	<b>89.7%</b>
<b>Expense</b>				
Personnel Expenses				

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

	Jul '18 - May 19	Budget	\$ Over Budget	% of Budget
<b>Salary and Wages</b>	483,369.12	487,380.00	-4,010.88	99.2%
<b>Payroll Expenses</b>				
<b>Payroll Taxes</b>				
Medicare Expense	6,890.45	0.00	6,890.45	100.0%
Social Security expense	29,462.58	0.00	29,462.58	100.0%
Payroll Taxes - Other	0.02	37,284.00	-37,283.98	0.0%
<b>Total Payroll Taxes</b>	36,353.05	37,284.00	-930.95	97.5%
Dental insurance expense	2,947.57	3,146.92	-199.35	93.7%
Health Insurance expense	42,686.55	45,875.50	-3,188.95	93.0%
Life Insurance expense	989.00	979.00	10.00	101.0%
LTD Insurance expense	534.69	681.08	-146.39	78.5%
STD insurance expense	1,805.37	1,924.08	-118.71	93.8%
Health incentive	3,452.08	4,540.00	-1,087.92	76.0%
Pension expense	14,146.12	14,347.00	-200.88	98.6%
Unemployment expense	2,821.95	2,642.75	179.20	106.8%
Workers Compensation	1,302.01	1,598.67	-296.66	81.4%
Payroll Processing Fees	2,090.75	2,062.50	28.25	101.4%
Staff Training and Seminars	4,905.00	4,583.33	321.67	107.0%
Dues and Subscriptions	4,823.08	5,041.67	-218.59	95.7%
<b>Total Payroll Expenses</b>	118,857.22	124,706.50	-5,849.28	95.3%
<b>Total Personnel Expenses</b>	602,226.34	612,086.50	-9,860.16	98.4%
<b>Equipment expense</b>				
Copier Maintenance Contract	4,028.21	4,028.00	0.21	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	1,617.92	-1,577.64	2.5%
<b>Software expense</b>				
ArcInfo/View software	4,999.00	5,852.00	-853.00	85.4%
Transportation Software	1,200.00	1,200.00	0.00	100.0%
Grant Finder	165.84	0.00	165.84	100.0%
Prezi	145.75	0.00	145.75	100.0%
Adobe In Design	1,594.90	0.00	1,594.90	100.0%
Anti-virus software	401.02	0.00	401.02	100.0%
<b>Office Software</b>				
Microsoft	250.00			
Sonic Wall Remote Access	375.00			
Office operating software	4,650.76	0.00	4,650.76	100.0%
Office Software - Other	0.00	7,415.83	-7,415.83	0.0%
<b>Total Office Software</b>	5,275.76	7,415.83	-2,140.07	71.1%
<b>Total Software expense</b>	13,782.27	14,467.83	-685.56	95.3%

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

	Jul '18 - May 19	Budget	\$ Over Budget	% of Budget
<b>Traffic Count Expenses</b>				
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	2,137.16	0.00	2,137.16	100.0%
Traffic Count Expenses - Other	0.00	2,959.00	-2,959.00	0.0%
<b>Total Traffic Count Expenses</b>	2,985.14	2,959.00	26.14	100.9%
<b>Other Equipment Repair and Cost</b>				
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%
<b>Total Other Equipment Repair and Cost</b>	0.00	294.00	-294.00	0.0%
<b>Total Equipment expense</b>	21,895.31	23,366.75	-1,471.44	93.7%
<b>Communications</b>				
Telephone				
Internet Communication Expense	1,026.00	1,254.00	-228.00	81.8%
Telephone - Other	2,138.67	1,870.00	268.67	114.4%
<b>Total Telephone</b>	3,164.67	3,124.00	40.67	101.3%
Travel & Ent				
Meals	0.00	0.00	0.00	0.0%
Hotel	0.00	0.00	0.00	0.0%
Travel	13,317.44	0.00	13,317.44	100.0%
Travel & Ent - Other	0.00	16,500.00	-16,500.00	0.0%
<b>Total Travel &amp; Ent</b>	13,317.44	16,500.00	-3,182.56	80.7%
Marketing Expense	0.00	0.00	0.00	0.0%
Postage and Delivery	384.89	715.00	-330.11	53.8%
<b>Total Communications</b>	16,867.00	20,339.00	-3,472.00	82.9%
<b>Fixed Expenses</b>				
Depreciation Expense	0.00	0.00	0.00	0.0%
Insurance				
Liability Insurance	4,630.12	4,630.08	0.04	100.0%
<b>Total Insurance</b>	4,630.12	4,630.08	0.04	100.0%
Rent	27,500.00	27,500.00	0.00	100.0%
<b>Total Fixed Expenses</b>	32,130.12	32,130.08	0.04	100.0%
<b>Administrative</b>				
Bank Service Charges	0.00	0.00	0.00	0.0%
Library & Planning Books	1,834.45	2,000.00	-165.55	91.7%

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

	Jul '18 - May 19	Budget	\$ Over Budget	% of Budget
Meetings Advertising Expense	350.28	0.00	350.28	100.0%
Meetings Expense	2,024.58	1,993.75	30.83	101.5%
Office Expense	879.28	1,191.67	-312.39	73.8%
Plotter Ink and Supplies	176.23			
Office Supplies	1,153.17	2,310.00	-1,156.83	49.9%
Printing and Reproduction	1,218.42	1,100.00	118.42	110.8%
Professional Fees				
Accounting, Audit	9,776.25	9,776.25	0.00	100.0%
Consulting	0.00	0.00	0.00	0.0%
Legal Fees	300.00	916.67	-616.67	32.7%
<b>Total Professional Fees</b>	<b>10,076.25</b>	<b>10,692.92</b>	<b>-616.67</b>	<b>94.2%</b>
Repairs				
Building Repairs	0.00	0.00	0.00	0.0%
<b>Total Repairs</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
Interest Expense				
Finance Charge	4.33	0.00	4.33	100.0%
Loan Interest	0.00	0.00	0.00	0.0%
<b>Total Interest Expense</b>	<b>4.33</b>	<b>0.00</b>	<b>4.33</b>	<b>100.0%</b>
Uncollectible Accounts Expense	20.00			
<b>Total Administrative</b>	<b>17,736.99</b>	<b>19,288.34</b>	<b>-1,551.35</b>	<b>92.0%</b>
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 DUR	0.00	0.00	0.00	0.0%
<b>Total Pass Through Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
Accounting & Bookkeeping	41,682.50	50,050.00	-8,367.50	83.3%
Consulting Engineering Services	65,754.24	119,700.78	-53,946.54	54.9%
Network support	3,611.25	3,070.00	541.25	117.6%
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	109.32	0.00	109.32	100.0%
GIS Contract Support	0.00	1,155.00	-1,155.00	0.0%
Other contract labor	3,355.00			
<b>Total Contract Labor</b>	<b>133,226.08</b>	<b>194,817.78</b>	<b>-61,591.70</b>	<b>68.4%</b>

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

	Jul '18 - May 19	Budget	\$ Over Budget	% of Budget
Suspense	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>824,081.84</b>	<b>902,028.45</b>	<b>-77,946.61</b>	<b>91.4%</b>
<b>Net Ordinary Income</b>	<b>-24,090.84</b>	<b>-10,273.49</b>	<b>-13,817.35</b>	<b>234.5%</b>
<b>Other Income/Expense</b>				
Other Income				
Interest Income	263.58	91.67	171.91	287.5%
Other Income	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	<b>263.58</b>	<b>91.67</b>	<b>171.91</b>	<b>287.5%</b>
<b>Net Other Income</b>	<b>263.58</b>	<b>91.67</b>	<b>171.91</b>	<b>287.5%</b>
<b>Net Income</b>	<b>-23,827.26</b>	<b>-10,181.82</b>	<b>-13,645.44</b>	<b>234.0%</b>

DRAFT

Junc  
6/14/19

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

---

1. EDA: Funding not received
2. Durham Groundwater: Funding not received
3. Watershed PRB: Looking to restructure contract due to unsuitability of initially chosen sites
4. LTS: Project has been ramping up
5. CTAP: Additional funding received, and second round of additional funding expected
6. Arc/Info software: eliminated extra license not needed

DRAFT



BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



NEW DURHAM  
NEWMARKET  
NORTHWOOD  
NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

June 21, 2019

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

RE: June 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 June 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

## June 2019 TIP Minors

---

### Table of Contents

Milton, NH-Lebanon, ME 40658	Page 1
Program RCTRL	Page 2
Statewide 42248	Page 3

---

# 2019-2022

## 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.

### MILTON, NH-LEBANON, ME 40658

Towns: Milton  
Road: Townhouse Road over Northeast Pond  
Scope: Bridge Replacement-Townhouse Road over Northeast Pond-formerly Br. #168/152 - proposed Br. #168/151  
Acronyms: MOBRR: Municipally-Owned Bridge Replacement and Rehabilitation

#### Approved Funding

#### Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2020	\$60,000		\$0	\$90,000
ROW	2020	\$8,000		\$0	\$12,000
CON	2020	\$492,000		\$0	\$738,000

#### Change Notes

##### NHDOT Description of Changes

This is a new project. Local funds ("non-par") were added to match funds from the municipal bridge programmatic.

##### SRPC Notes

This is a new project. Local funds ("non-par") were added to match funds from the municipal bridge programmatic.

#### Funding Sources

##### FHWA

STP-State Flexible

##### OTHER

Maine

Towns

# PROGRAM RCTRL

Towns: Statewide  
 Road: Various  
 Scope: RECREATIONAL TRAILS FUND ACT- PROJECTS SELECTED ANNUALLY  
 Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2019	\$1,250,000		\$0	\$312,500	<b>\$1,562,500</b>
OTHER	2020	\$1,250,000		\$0	\$312,500	<b>\$1,562,500</b>
OTHER	2021	\$1,250,000		\$0	\$312,500	<b>\$1,562,500</b>
OTHER	2022	\$1,250,000		\$0	\$312,500	<b>\$1,562,500</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2019	\$1,256,000		\$0	\$314,000	<b>\$1,570,000</b>
OTHER	2020	\$1,250,000		\$0	\$312,500	<b>\$1,562,500</b>
OTHER	2021	\$1,250,000		\$0	\$312,500	<b>\$1,562,500</b>
OTHER	2022	\$1,250,000		\$0	\$312,500	<b>\$1,562,500</b>

## Change Notes

NHDOT Description of Changes

Increased 2019 funds; updating to match actual grant plan for 2019

SRPC Notes

Increased 2019 funds; updating to match actual grant plan for 2019

## Funding Sources

### FHWA

Recreational Trails

### NHDOT

Betterment

Non Participating

Toll Credit

### OTHER

DNCR

# Statewide 42248

Towns: Statewide  
Road: Various  
Scope: Surface Transportation System Funding Alternatives Grant-Phase1 Study  
Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
OTHER	2019	\$500,000		\$0	<b>\$500,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
OTHER	2019	\$500,000		\$0	<b>\$500,000</b>

## Change Notes

NHDOT Description of Changes

Project was recently accepted for federal grant funds;  
NHDOT added state funds to match

SRPC Notes

Funding Type Change: adjusted to better align with  
available federal funding.

## Funding Sources

### FHWA

Other Fed  
STP-State Flexible

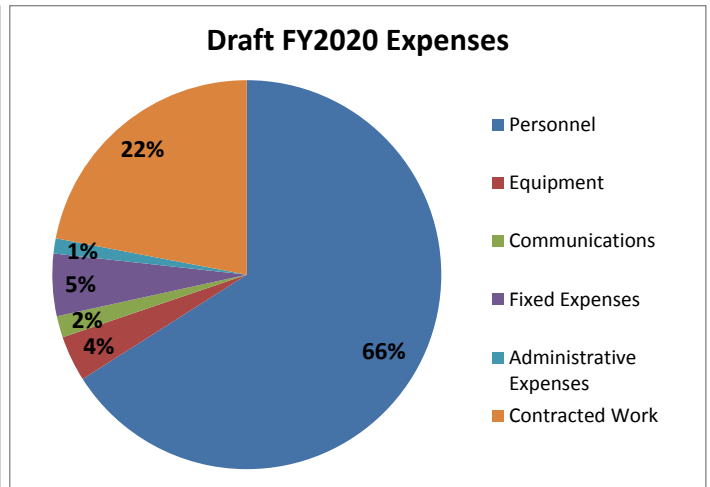
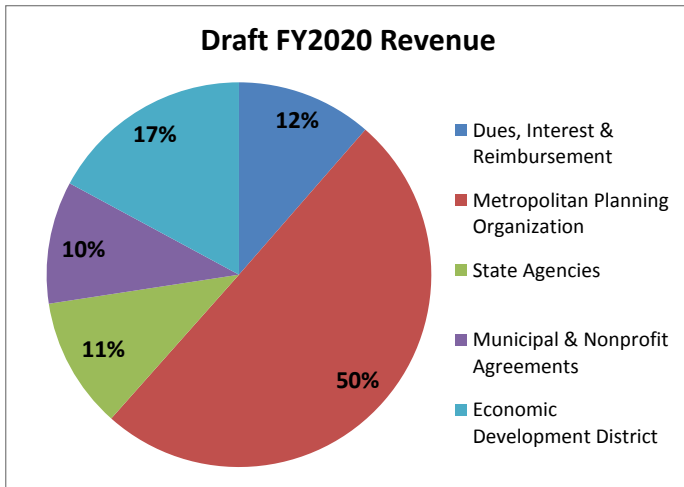
### NHDOT

Toll Credit



<b>Strafford Regional Planning Commission</b>			
<b>DRAFT FY2020 Budget</b>			
<b>Summary Table</b>			
	<b>Adopted 2019*</b>	<b>Draft 2020 Budget</b>	
	<b>Revenue</b>	<b>Revenue</b>	<b>Net Change</b>
Dues, Interest & Reimbursement	120,040.96	116,476.06	(3,564.90)
Metropolitan Planning Organization	541,242.24	511,736.95	(29,505.29)
State Agencies	144,226.00	112,554.33	(31,671.67)
Municipal & Nonprofit Agreements	79,737.36	105,001.00	25,263.64
Economic Development District	98,320.00	174,763.50	76,443.50
<b>Total</b>	<b>983,567</b>	<b>1,020,532</b>	<b>36,965</b>
	<b>Expenses</b>	<b>Expenses</b>	<b>Net Change</b>
Personnel	666,085	582,883	(83,202)
Equipment	25,309	33,485	8,176
Communications	22,188	15,730	(6,458)
Fixed Expenses	45,716	45,721	5
Administrative Expenses	10,195	11,100	905
Contracted Work	212,397	194,341	(18,056)
<b>Total</b>	<b>981,891</b>	<b>883,261</b>	<b>(98,630)</b>
<b>Net Deficit/Surplus</b>	<b>1,676</b>	<b>137,271</b>	<b>135,595</b>
	Unconfirmed Revenue Included Above	136,605	
	Unconfirmed Expenses Included Above	0	
	<b>Confirmed Net Deficit/Surplus</b>	<b>667</b>	

\*As amended December 2018



# Strafford Regional Planning Commission

<b>FY2020 REVENUES</b>	<i>Draft Budget Revenue</i>				
	Funding Source Revenue	Internal Match using Dues	Outside Source Soft Match	Outside Source Cash Match	Net Outside Funding
<b>Total</b>	<b>1,017,865</b>	<b>71,814</b>	<b>74,740</b>	<b>2,667</b>	<b>1,020,532</b>
<i>minus unconfirmed projects</i>	<i>(136,605)</i>	<i>(15,000)</i>	<i>(55,000)</i>	<i>0</i>	<i>(136,605)</i>
<i>Confirmed FY2020 Revenues</i>	<i>881,260</i>	<i>56,814</i>	<i>19,740</i>	<i>2,667</i>	<i>883,927</i>
<b>Dues, Interest &amp; Reimbursements</b>	<b>116,476</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>116,476</b> <span style="float: right;">11%</span>
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	0	0	0
<b>Municipal &amp; Nonprofit Service Agreements</b>	<b>105,001</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>105,001</b> <span style="float: right;">10%</span>
Dover Arts and Recreation Master Plan Chapter	25,000	0	0	0	25,000
Durham Wagon Hill Living Shoreline Outreach	4,000	0	1,000	0	4,000
Farmington Town Planner Services (current contract confirmed @ \$5,760)	24,000	0	0	0	24,000
MapGeo Subscriptions	5,000	0	0	0	5,000
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
Nottingham Town Planner Services	1	0	0	0	1
Projected GIS projects (Tax Maps, MS4 Field Work)	4,000	0	0	0	4,000
					0
<b>Economic Development District Agreements</b>	<b>174,764</b>	<b>15,000</b>	<b>55,000</b>	<b>0</b>	<b>174,764</b> <span style="float: right;">17%</span>
<b>U.S. Dept of Economic Development Administration</b>					
EDD Planning Grant, Dues & Inkind Match (7/1/19-6/30/20)	70,000	15,000	55,000	0	70,000
<b>U.S. Environmental Protection Administration</b>					
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
<b>State Agreements</b>	<b>109,887</b>	<b>2,292</b>	<b>18,740</b>	<b>2,667</b>	<b>112,554</b> <span style="float: right;">11%</span>
<b>Office of Energy and Planning</b>					
Targeted Block Grant for EDD Planning match: through 6/30/120	11,111	0	0	0	11,111
<b>Dept of Environmental Services</b>					
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	0	2,667	21,000
Watershed Assistance (Permeable Reactive Barrier): (10/1/18-12/2020)	8,980	0	5,990	0	8,980
<b>Department of Safety Homeland Security</b>					
HazMitPlans PDM17-MAD,NOR (7/1/18-12/31/19)	750	0	250	0	750
<b>Metropolitan Planning Organization Agreements</b>	<b>511,737</b>	<b>54,522</b>	<b>0</b>	<b>0</b>	<b>511,737</b> <span style="float: right;">50%</span>
<b>Dept of Transportation</b>					
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)	6,341	1,700	0	0	6,341
					0
<b>100%</b>					



# Strafford Regional Planning Commission

	FY 2019	FY2020
FY2020 EXPENSES	Adopted MID-YEAR Budget Expenses	Draft Budget Expenses
<b>Total</b>	<b>935,528</b>	<b>883,261</b>
<i>Unconfirmed Expenses</i>		<i>0</i>
<b>PERSONNEL</b>	<b>643,667</b> 69%	<b>582,883</b> 66%
Salaries and Hourly Wages	530,121	462,357
Payroll Taxes	40,554	35,370
Health Insurance	50,046	43,317
Dental Insurance	3,433	2,971
Life Insurance	1,068	941
Shorterm Disability	2,099	1,724
Longterm Disability	743	513
Health Incentives	5,040	5,097
SIMPLE IRA Pension	15,604	13,871
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
<b>EQUIPMENT</b>	<b>26,184</b> 3%	<b>33,485</b> 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
Databases for Transportation 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
<b>COMMUNICATIONS</b>	<b>23,121</b> 2%	<b>15,730</b> 2%
Postage and Delivery	780	400
Travel	18,000	12,000
Office Phone System (combined with internet)	2,040	0
Internet and Phone Service	1,368	3,330
Marketing and Media Outreach Activities	0	0
<b>FIXED EXPENSES</b>	<b>46,551</b> 5%	<b>45,721</b> 5%
Property & Liability	5,051	5,056
Audit and Accounting Services	10,665	10,665
Depreciation	0	0
Rent	30,000	30,000
<b>ADMINISTRATIVE EXPENSES</b>	<b>12,100</b> 1%	<b>11,100</b> 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
<b>OUTSOURCED CONTRACTS</b>	<b>183,905</b> 20%	<b>194,341</b> 22%
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
	<b>100%</b>	<b>100%</b>

