



SRPC Executive Committee Meeting Agenda

April 3, 2020 from 8 – 9:30 a.m.

Virtual - <https://zoom.us/j/705062673>

Phone: 1 646 558 8656

Meeting ID: 705 062 673

Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Committee is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order.

1. Welcome/Introductions

2. Action Items (Motions Required)

- a. Approval of the Minutes of February 21, 2020 (**Enclosed**)
- b. Acceptance of Draft February Financials (**Enclosed**)
- c. Acceptance of CY update to Health and Wellness Plan (**Enclosed**)
- d. Recommendation of the SRPC Strategic Plan to the Full Commission (**Enclosed**)

3. Updates and Discussion

- a. COVID-19 actions and updates (**See Memo**)
- b. Awards, Contracts, and General Business Update (**See Memo**)
- c. SRPC Annual Meeting (**See Memo**)
- d. March Monthly Minors (**Enclosed**)

4. Other Business

5. Adjourn

Reasonable accommodations for people with disabilities are available upon request. Include a description of the accommodation you will need including as much detail as you can. Also include a way we can contact you if we need more information. Make your request as early as possible; please allow at least 5 days advance notice. Last minute requests will be accepted, but may be impossible to fill. Please call (603) 994-3500 or email srpc@strafford.org.

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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ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

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

DRAFT Meeting Minutes
February 21, 2020

Committee members present: Chair Victoria Parmele, Northwood; Donald Hamann, Rochester; Secretary/Treasurer Tom Crosby, Madbury; David Landry, Dover; Barbara Holstein, Rochester

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

Committee members absent: Vice Chair Peter Nelson, Newmarket; Michael Bobinsky, Somersworth

1. Welcome/Introductions

The meeting began at 8:01 a.m.

2. Action Items

a. Approval of the Minutes of January 17, 2020

Victoria Parmele asked for a motion to accept the minutes of the January 17, 2020 Executive Committee meeting. Barbara Holstein **MOVED** to accept the minutes. David Landry **SECONDED** the motion, of which all were **IN FAVOR**.

b. Acceptance of the Draft January Financials

J. Czysz reviewed the Draft January Financials. She explained that the three-payroll month in January did not heavily impact the financials. She commented on how the financials would have differed if SRPC billed the Targeted Block Grant monthly. It is billed quarterly.

J. Czysz shared that monthly balance sheets have been consistent. She reviewed the aging summary, explaining that SRPC is awaiting payment on one its subrecipient contracts.

J. Czysz explained that for this point in the year the organization is slightly behind projected billing to the UPWP contract. She elaborated how this is due to time billed to other contracts. The excess in UPWP funds may be used to purchase or lease a vehicle to be used primarily for field work purposes.

J. Czysz elaborated on the car buying process and the FHWA Buy America requirements that will apply if we use UPWP funds.

J. Czysz reviewed the monthly dashboard, including staff activities.

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

c. Approval of CY update to Emergency Succession Plan

J. Czysz reminded Executive Committee members that SRPC updates and reviews the Emergency Succession Plan once every CY. She explained that she talked with the SRPC staff noted in the document to verify that they were aware of their duties if the plan was to be implemented.

J. Czysz explained that she incorporated a list of suggested acting director responsibilities that was complimentary to the plan to now be a part of the plan itself. B. Holstein agreed that this was a good idea.

D. Landry suggested that the staff noted in the plan keep a copy at home.

T. Crosby explained that this plan was originally created a few years ago.

D. Hamann **MOVED** to approve the CY update to the Emergency Succession Plan. B. Holstein **SECONDED** the motion, of which all were **IN FAVOR**.

d. Recommendation of the SRPC Strategic Plan to the Full Commission

J. Czysz reviewed the changes made to the strategic plan since the Committee last saw it in July.

B. Holstein asked if all commissioners would get a copy. They will.

A discussion ensued concerning structure of SRPC committees, potential changes to meeting amounts and times, and how RSAs and bylaws are considered when deciding on such matters.

D. Landry suggested tabling the vote considering absent Executive Committee members.

J. Czysz reiterated, as she has at previous meetings, that SRPC staffers are already implementing items in the strategic plan.

Shayna Sylvia provided an update on SRPC's work to launch a new website.

B. Holstein suggested the SRPC could hold workshops to encourage the Commissioners to help implement the strategic plan.

It was suggested that SRPC could include the monthly dashboard on the new website and also track measures for strategic planning.

A discussion ensued concerning the modes of governance workshop being planned with E.C. members. It was discussed that the modes of governance workshop could be used as a brainstorm for change needed at the Commission. An example was provided as changes to bylaws. If there were suggested changes to the bylaws they would have to be brought to full Commission. A subcommittee could be formed to take on this task.

J. Czynsz explained that she would have recommendation of the strategic plan to the full commission as an action item on next month's agenda and that she would email out the strategic plan word document.

3. Updates and Discussion

a. February Monthly Minors

The current minors were reviewed. J. Czynsz shared that the Barrington project is shifting funding, Engineering dollars were pulled into this year, as the project is ahead of schedule. Changes to funding for the Dover/Rochester/Somersworth - Route 108, Lee and Rochester projects are all based on inflation adjustments.

Statewide projects also had some adjustments to accommodate child projects. For this month there are no child projects in the SRPC region.

b. Awards, Contracts, and General Business Update

J. Czynsz explained that SRPC received a small contract with Regional Economic Development Center (REDC) to attend and present at its economic development visioning session in March at the Stone Church in Newmarket.

J. Czynsz stated that Durham has approved a small contract with SRPC for trail mapping services.

J. Czynsz updated E.C. members on the 604b Sunrise Lake project. SRPC was invited to submit a full proposal to the Environmental Protection Agency and is awaiting funding after Governor and Council review.

J. Czynsz shared that a NHDES Sourcewater Protection Grant was submitted with partners at Rockingham Planning Commission. She added that a contract to complete Lee's tax maps is pending. Nottingham may also be working with SRPC to update its tax maps.

J. Czynsz explained that SRPC submitted two new grant applications recently. One is a second grant application to the NH Children's Foundation to enhance the outputs of the Pathways to Play project. The second is through the Tufts Health Foundation, where SRPC would be partnering with Goodwin Community Health on a healthy aging program.

J. Czynsz shared that dues and indirect rates are holding steady. She added that If SRPC sees a sufficient balance the organization can put some in reserve.

Tom asked about NHDOT paying. They are mostly on time with payments.

4. Other Business

There was no other business.

5. Adjourn

D. Landry **MOVED** to adjourn the meeting. B. Holstein **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 9:05 a.m.

Minutes Respectfully Submitted by
Shayna Sylvia
Communications and Outreach Planner

Minutes approved on _____

By: _____
Victoria Parmele, Chair
– SRPC Executive Committee

DRAFT

SRPC FY 2019 Dashboard - February

For the March 20, 2020 Executive Committee Meeting

February 29, 2020	
FSB Checking Beginning Balance	\$75,728.40
Deposits	\$36,701.70
Payments	-\$67,351.66
Uncleared Transactions	\$33,928.71
FSB Checking Ending Balance	\$79,007.15

Accounts Receivable	\$55,877.74
FSB Savings Account	\$16,107.05

OVERSIGHT ACTIVITIES	
Line of Credit Activated?	No; Extend to 12/31/2020
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:	Updated to reflect mid year budget amendment (update will occur with preparation of draft FY 2021 budget)

FUNDING SOURCES - WORKING BUDGET	
Due, Interest & Reimbursement	\$116,726
Metropolitan Planning Organization	\$516,256
State Agencies	\$148,897
Municipal & Nonprofit Agreements	\$174,638
Economic Development District	\$155,266
Total Revenue	\$1,111,783
Pending Grant Applications	\$260,218

EXPENSES - WORKING BUDGET	
Personnel	\$669,330
Equipment	\$37,975
Communications	\$11,730
Fixed Expenses	\$46,156
Miscellaneous Expenses	\$32,765
Contracted Work	\$243,092
Total Expenses	\$1,041,049

STAFF PRESENTATIONS - ACTIVITIES FEB./MAR.

Standing Committees and Appointments

CommuteSmart NH Committee Meeting (Shayna)
 Explore Moose Mountains (Shayna)
 ACT Board & Executive Committee (Colin)
 CAW Outreach Committee (Kyle)
 Full CAW Committee (Kyle)
 COAST Board (Colin)
 HSIP Meeting (Colin)
 FAR, NOR and NOT Planning Board Staff (Kyle, James, Stef)
 NHPA Executive Committee (Kyle)
 Seacoast Drinking Water Commission (Kyle, Jen)
 Greater Seacoast Workforce Housing Council Board of Directors (Jen)
 Partnering for Performance NH (Rachel, Colin)
 Strafford Public Health Advisory Committee (Nancy)
 NHPA Legislative Subcommittee (Jen)
 RPC Directors Meeting (Jen)
 NHARPC Meeting (Jen, Don H.)

RPC Activity

Dover Recreation Steering Committee Meeting (Shayna)
 February Commission Meeting (Shayna, Rachel, Stef, James, Jen)
 Strategy Meeting with Greater Seacoast Community Health (Jen, Shayna, Nancy)
 Durham Trail Mapping Kickoff Meeting (Jackson, Kyle)
 Project of Special Merit Meeting (Kyle)
 Conference call for source water protection project coordination (Kyle, Jackson, Jen)
 Interview with UNH student to discussion regional collaboration (Kyle)
 New England Coastal Resilience Workshop (Kyle)

EDD Activity

Economic Development Brownbag Lunch (James, Kyle)
 Regional Economic Development Center Visioning Session (Jen, Nancy)

MPO Activity

BWWD planning meeting (Stef)
 Future of CommuteSmart Seacoast meeting (Jen, Shayna)
 Route 108 Complete Streets meeting (Colin, James)

Staff Development & Trainings

Urban Land Institute Housing Opportunity Conference (Nancy)
 OSI Spring Conference session call (Jen, James)
 MetroQuest Training (Shayna, Nancy, Colin, Rachel, Jen)

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 713(+64)
 Users 494(+6)



Constant Contact

Subscribers 804(+3)
 Avg. Open Rate 30%(-1%)



Facebook

Posts 20(+4)
 Reach 1357(+651)
 Engagement 137(+86)



Twitter

Tweets 9(+6)
 Profile Visits 20(+6)
 Impressions 1,947(-632)
 Followers 275(+1)
 Mentions 3(+2)



Instagram

Posts 10(+4)
 Reach 270(+136)
 Engagement 270(+191)



Map Geo

Total Visits *Not reported
 Unique Visitors *Not reported

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WAKEFIELD

DATE: March 30, 2020
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the ~~March~~ April 3, 2020 Meeting

Per the Governor's Emergency Order #12 issued on March 23, 2020, SRPC will hold a virtual meeting. The following notes correspond to individual agenda items for discussion.

2b. Acceptance of Draft February Financials

Balance Sheet: Bank balances are holding fairly steady from month to month. Overall net assets are on par with this time last year. One notable difference putting this year ahead of last is the variance of contract revenue received in advance. Bank balances were bolstered last year by several projects that issued payments or grant funds up front.

Aging Summary: Most all receivables are current. There is about \$7,000 in accounts that are more than 31 days overdue; most of which were paid in February, reminders have been sent for the others. Prior delayed reimbursement of the LTS grant project invoices is caught up. The items due beyond 61 days are both accounted for: one is a small mapping project and SRPC receives periodic installment payments, the other is Town of Lee land use books.

Profit and Loss: February saw a small net loss of \$2,576. There are a few projects that will see a boost in revenue at the end of March. Targeted Block Grant bills quarterly and the Brownfields program is now up and running and we expect the subcontract invoices to start. As of the end of February 2020, we have a year-to-date net profit of \$18,324.

2c. Acceptance of CY update to Health and Wellness Plan

Enclosed in your packet are the annual updates to the Wellness Plan. This is reviewed annually to ensure it is still consistent with other office policies and current practices. There are limited changes. The first is the inclement weather section was revised to clarify that there is flexibility and an option to telecommute at the director's discretion. Additionally, the traffic count safety protocols section was updated to remove specific items that are in the separate field data collection safety protocols and ensure the two are consistent. Lastly, there were other general edits for readability.

2d. Recommendation of the SRPC Strategic Plan to the Full Commission

The draft Strategic Plan included here is unchanged from February. This includes all edits developed at last summer's commissioner workshop, additional staff refinements, and the lingering preface content. I would like to dedicate the majority of our March EC meeting to this agenda item so we can send a final version to the full commission for their consideration and adoption.

3a. COVID-19 Actions and Updates

It has been a rapidly changing and busy couple weeks. As of March 17th, all SRPC staff transitioned to telecommuting with the office open only on Tuesdays for limited staff. This was a short notice, quick turn around with the City deciding on March 16th to officially close the community center building. Fortunately, we were prepared to handle remote connections for all staff. At this time, almost all staff have either a SRPC laptop or their SRPC desktop at home along with any other equipment they need to continue operations. While there have been some shifts in workload priorities, all staff remain fully employed and billable. Next time you see Rachel, please commend her for being our IT staff extraordinaire. To that end, all staff have been remarkably helpful, flexible and accommodating to make this work.

To maintain regular staff management and communications we've deployed a series of interim tools. All staff are completing a time log, denoting start and end work times that ties out with their regular timesheet. Staff are being encouraged to work during business hours, however we are allowing significant flexibility to allow off hours work to minimize bogging down remote connection speeds and balancing childcare. All staff are in regular communication throughout the day through Microsoft Teams in addition to typical email and phone communications. Additionally, we have added a paid subscription to ZOOM to schedule regular meetings.

All staff have been asked to sign a Telecommuting Agreement form (enclosed in your packet) that outlines work hours, expectations, and equipment staff have taken home. Given the high demand for staff to use personal resources (cellphones, high speed internet), I will be offering staff a \$50/month stipend for use of their personal equipment (reimbursement rate used by REDC for staff that are expected to use their personal cell for work). In contrast we expect no travel reimbursements for April.

Lastly, the passage of the Families First Coronavirus Response Act's extended FMLA benefits applies to SRPC. Under these provisions SRPC staff are eligible for paid sick leave and extended leave for lack of childcare. I will note, that while the act provide means of reimbursing private employers, it does not for public employers. At this time, without legislative changes, SRPC is liable for the additional cost of leave time should an employee request leave under the Act. I will keep you posted as I learn more. The RPC directors had a call with legal staff at PRIMEX (our liability, workers comp, unemployment insurance company) this afternoon to be briefed. They will be following up as they learn more. I have enclosed some information in your packet.

3b. Awards, Contracts and General Business Update

Awards and Contracts:

Recently finalized new contracts include:

- REDC Economic Development Visioning Sessions, submitted jointly with RPC, SNHPC and NRPC
- Durham Trail Mapping
- NH DES Drinking Water SRF to develop the Durham Groundwater Model
- Lee Tax Map updates

Awarded but still pending contracts for FY 2020 include:

- NH DES 604(b) Grant, Sunrise Lake Watershed Management Plan, selected by NH DES for full application submission and funding, submitted on December 5th.
- NH DES Source Water Protection Grant, Model Buffer Ordinance, submitted jointly with RPC

Pending Grant Applications and Municipal Contracts include:

- NH Children’s Health Foundation, Pathways to Play Phase 2, online storymapping and marketing
- Tufts Health Foundation, Equal Aging, outreach and planning around age friendly communities, submitted in partnerships with Greater Seacoast Community Health

Dues: Dues expenditures to date are summarized below.

July – February Year to Date (accrual based)	
Income:	
Billable Mapping Services	\$0.00
FY20 Dues Paid	\$77,250.70
Total Income	\$77,250.70

Expenses:	
Planning Salaries	\$5,514.41
Dues and Subscriptions	\$75.47
Office Software	\$0.00
Travel	\$479.33
Meeting Expense	\$226.57
Office Expense	\$76.05
Finance Charge	\$0.00
Accounting	\$0.00
Mapping Supplies	\$0.00
Mapping Salaries	\$18.75
Indirect	\$7,082.44
Total SRPC Expenses	\$18,884.37

Cash Match:	
UPWP	\$24,426.02
Level of Traffic Stress Analysis	\$2,543.90
EDA	\$9,227.67
Total Cash Match	\$36,197.59

Contract Overages:	
Farmington Tax Maps 2019	\$447.45
EPA Brownfields 2015-2018	\$24.66
Milton MS4 NOI	\$24.27
NHCHF Pathways to Play	\$395.28
Lamprey River Mapping (EDA)	\$840.00
RPC - LTS	\$7.74
Total Contract Overages	\$1,739.40

Total Expenses	\$56,821.36
Annual Dues Remaining	\$20,429.34

Indirect Rate: SRPC’s approved indirect rate (fringe benefits, plus overhead) for FY 2020 is 128% as approved by NH DOT. 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. As of the end of February the rate remains at 113%. We still have indirect funds not yet expended and budgeted for the website update, additional software enhancements (online timesheets, server back up, and online GIS capacity improvements), and annual license renewals (ESRI). Additionally, based on the experience of the first few days of office closure and telework, there will be additional indirect time to get staff established and iron out logistics.

3c. SRPC Annual Meeting

This year we are planning a few changes to the Annual Meeting. First, is to shift to a dinner instead of a lunch; we heard from many people that due to the time of day they were unable to attend. Second, we need to shift the date of the meeting from what was originally scheduled. The proposed meeting date is Thursday June 18, 2020. We would in turn cancel the regularly scheduled E.C. and Policy meetings that would be on Friday June 19. Lastly, we would like your input in determining a theme for the event. Please come prepared to brainstorm.

NEXT MEETING: April 17, 2020, 8 AM, ZOOM call in information will be sent out with the meeting packet.

PRIMEX³ LEGAL AND HUMAN RESOURCE INFORMATION

COVID-19: Human Resource Considerations

The employment landscape in the New Hampshire local government sector has significantly shifted over the past few weeks due to the COVID-19 pandemic. As our 'workplaces' adapt under these unprecedented circumstances, it is important to recognize that public sector employers are making decisions and confronting issues with respect to their workforces that are far outside the norm, and certainly beyond the scope of current policies and practices.

Below is a short list of Human Resource considerations for your review:

Workplace health and safety – Whether your employees are working on-site or remotely, encouraging safety in the workplace remains a critical employer best practice. As you review **state**, **federal**, and **international** guidelines, including the Governor's Emergency Orders, please remember that employee health and safety should be an essential consideration in your overall approach. Onsite and remote worksites are being directly impacted by potential and actual exposure to COVID-19, and in many cases have become a point of transmission.

Flexibility of employee leave and compensation - As you review your current leave policies, consider whether there is an opportunity to modify policy to allow for additional flexibility during this pandemic. Employers are considering flexibility in a number of ways, including offering extended paid leave to employees who become ill, have flu-like symptoms, need to stay home to care for a family member, are under quarantine, or feel uncomfortable coming into the workplace. There are different ways to approach this on a voluntary basis. In addition, beginning April 1st, the Families First Coronavirus Response Act creates periods of mandatory paid leave for eligible employees in specific situations related to COVID-19. Please see our bulletins and updates regarding this Act.

Continuity of operations – It is a good idea to develop/continually update an emergency operations plan tailored to the evolving crisis and your operational needs. Consider who should be on your Continuity of Operations Team, how often the team will meet, the division of labor, what services/functions are essential, how you will handle closure or significant loss of staff, and how you will continue to meet the needs and expectations of those you serve, as safely as possible.

Remote workers - If you haven't already done so, seriously consider allowing employees the opportunity to work from home. Examples of planning considerations include their equipment and technology needs, maintaining communication, adjusting supervision norms, developing

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PRIMEX³ LEGAL AND HUMAN RESOURCE INFORMATION

COVID-19: Human Resource Considerations

(continued)

reasonable work plans, and supporting employee burnout/loneliness. In conjunction with public health recommendations and Emergency Orders, it is appropriate to continually assess which employees truly need to remain together onsite. Allowing remote work, as much as is reasonably possible, will prevent your staff from being simultaneously impacted by an actual or potential exposure onsite.

Cybersecurity measures - With many Primex³ members and NH students working from home for the foreseeable future, and with employer attention focused on health, safety and continuity of operations, the potential for cyber-attacks has grown considerably. We have provided a Risk Management Bulletin entitled 'COVID-19 Cybersecurity Precautions' on the Resources tab of our website.

Returning to the workplace – There will come a time when employers begin welcoming their employees back into their facilities. We will address some key considerations on this topic in a future bulletin.

For more information or assistance, please contact our HR Consultant at 1-800-698-2364; ckilmister@nhprimex.org.

Please Note: All of our COVID-19 related updates and bulletins can be found on our website at www.nhprimex.org

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Bow Brook Place
46 Donovan Street
Concord, NH 03301

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PRIMEX³ LEGAL AND HUMAN RESOURCE BULLETIN

Employer Obligations Under Families First Coronavirus Response Act

On March 18, 2020, H.R. 6201, the President signed into law the Families First Coronavirus Response Act to provide employees with paid leave in difficult situations arising from COVID-19. The Act provides this relief through two modifications to the Family and Medical Leave Act (FMLA): **(A) Emergency Family and Medical Leave Expansion Act** and **(B) Emergency Paid Sick Leave Act**.

Effective Date: The Act will be effective April 1, 2020 to December 31, 2020.

Covered Employers: Public employers (regardless of number of employees) and private employers with 500 or less employees.

(A) FMLA Expansion Act

- Eligible full time and part time employees are permitted to take up to 12 weeks of leave if they are unable to work/telework due to a need to take care of their minor child resulting from:
 - *school closure due to a public health emergency; or*
 - *unavailability of a childcare provider due to a public health emergency.*
- A public health emergency is one declared by local, state or federal authorities.
- An employee is eligible if he/she has worked for the employer for at least 30 calendar days.
- The first 10 days of this leave may be unpaid; however, the employee is allowed to use accrued paid leave during this period.
- The rate of pay for this leave is 2/3 the employee's regular rate of pay.
- The cap on the pay is \$200/day; \$10,000 total.

(B) Emergency Paid Sick Leave Act

- Full and part time employees, regardless of the length of their employment, are entitled to receive up to 80 hours of paid sick leave for an absence related to COVID-19 if they are unable to work for any of the following reasons:
 - *1. governmental order that employee quarantine,*
 - *2. health care provider's advice that employee self-quarantine,*
 - *3. employee is symptomatic and seeks diagnosis,*

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PRIMEX³ LEGAL AND HUMAN RESOURCE BULLETIN

Employer Obligations Under Families First Coronavirus Response Act

(continued)

- 4. *employee is caring for an individual under either a governmental quarantine order or advice from a healthcare provider to self-quarantine,*
 - 5. *employee is caring for a son or daughter because their school or place of childcare has closed, or their child care provider is unavailable, due to precautions, or*
 - 6. *employee is experiencing another substantially similar condition specified by the Secretary of Health and Human Services.*
- For reasons 1, 2 and 3, paid sick leave is at the employee's regular pay rate, and capped at \$511/day; \$5,110 total.
 - For reasons 4, 5, and 6, paid sick leave is at 2/3 the employee's regular pay rate, and capped at \$200/day; \$2,000 total.

(C) General Rules

- Employers may not require an employee to use other employer provided paid leave, or to find a replacement worker, before providing leave under the Act.
- After the start of leave, an employer may require the employee to follow reasonable notice procedures to support continued paid leave.
- Employers do not have to carry over or pay out unused leave provided by the Act.
- Most employers will be required to restore employees to the same or an equivalent position in most situations. A decision to not restore should occur only after legal consultation.
- Violations will be considered failure to pay minimum wage under the Fair Labor Standards Act, and shall be subject to fines.
- Retaliation is prohibited and subject to penalties.
- Within 7 days of enactment, employers must conspicuously post on their premises, in a place where notices to employees (and applicants) are customarily posted, or in employee handbooks, a model notice to be created by the Secretary of Labor.

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PRIMEX³ LEGAL AND HUMAN RESOURCE BULLETIN

Employer Obligations Under Families First Coronavirus Response Act

(continued)

(D) Coordination with Workers Compensation

- With respect to a member employee's compensable work-related quarantine and/or work-related sickness from COVID-19, Primex³ workers compensation coverage will pay wage replacement at the rate defined by statute. At this point, it is fair to assume the employer must pay an eligible employee the difference between the workers compensation wage replacement and the emergency paid sick leave required by the Act. The coordination of potentially overlapping wage replacement vehicles, such as workers compensation and short-term disability benefits, may be the subject of future regulations or enforcement agency guidance.

Primex³ will update this bulletin when additional helpful information becomes available. Please contact Carol Kilmister, ckilmister@nhprimex.org; Kate Spillane, kspillane@nhprimex.org; or Mike Ricker, mricker@nhprimex.org, if you have any questions about this bulletin or if we can be of assistance.

Please Note: All of our COVID-19 related updates and bulletins can be found on our website at www.nhprimex.org

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3/25/20

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Temporary Telecommuting Agreement

Definition: Telecommuting is the use of telephones, computers, and related voice, video, and text technology to enable an employee to work outside of the traditional workplace for a specified and regular number of days a week. It is the exception, not the rule.

I. General Work Arrangement

1. This is an agreement between **Strafford Regional Planning Commission** ("the Commission") and **[Employee's Name]** ("Employee") to establish the terms and conditions for performing work at an alternate work site on a regular basis (*i.e.*: on the same day every week, or on some routine basis).
2. This agreement begins on **March 17, 2020** and continues until **May 4, 2020 (or later should the Governor's Stay at Home order be extended)**. This agreement will be reviewed at least annually. This agreement may be modified or cancelled at any time by the executive director. The following conditions apply:
 - a. Employee's telecommuting schedule is:
 - Monday: **Start Time – Stop Time, start – stop**
 - Tuesday: **Start – Stop, start – stop**
 - Wednesday: **Start – Stop, start – stop**
 - Thursday: **Start – Stop, start – stop**
 - Friday: **Start – Stop, start – stop**
 - b. Employee's regular telecommuting site location is **[location]**.
 - c. Employee's regular telecommuting phone number is **[telephone number]**. SRPC encourages staff not to share their personal phone number with work clients and partners beyond SRPC staff, however, during this mandatory period staff may be required to make calls from their personal phone.
3. While telecommuting, Employee will:
 - a. remain accessible during the telecommute work schedule;
 - b. check in with the Executive Director or colleagues to discuss status and open issues;
 - c. be available for teleconferences, scheduled on an as-needed basis;
 - d. request Executive Director approval in advance of working any overtime hours (if employee is non-exempt); and
 - e. request Executive Director approval to use vacation, sick, or other leave in the same manner as when working at Employee's regular work location.
4. Employee's duties, obligations, responsibilities, and conditions of employment with the Commission remain unchanged except those obligations and responsibilities specifically addressed in this agreement. The employee will continue to comply with the Commission policies and procedures while working off-site. Employee's salary and benefits remain unchanged. Job responsibilities and standards of performance remain the same as when working at the Commission's regular work site. The Executive Director reserves the right to assign work as necessary at any work site.
5. The employee will always remain responsible and maintain professional standards of behavior, as noted in the Employee Handbook. The employee will not use their home as a meeting location to conduct the Commission business. If the employee leaves their

home when Telecommuting for any Commission purpose, they will dress and present themselves in a professional manner.

6. The parties acknowledge that this agreement may be evaluated on an ongoing basis to ensure that Employee's work quality, efficiency, and productivity are not compromised by the telecommuting arrangement described herein.

II. Safety and Equipment; Information Security

1. Employee agrees to maintain a dedicated safe, secure, and ergonomic work environment and to report work-related injuries to Executive Director at the earliest reasonable opportunity. Employee agrees to hold the Commission harmless for injury to others at the alternate work site. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:
 - a. The employee has been provided with the following equipment, including software, for which they are responsible:
Note what you have and associated label #

 - b. Employee is responsible for providing telephone, networking and/or Internet capabilities at the telecommute location and will be reimbursed by the employer \$50 a month for these or related expenses.
 - c. Employee agrees to protect Commission-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
 - d. Employee agrees to report to Executive Director any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
 - e. Employee understands that all equipment, records, and materials provided by the Commission shall remain the property of the Commission.
2. Employee understands their workspace is considered an extension of the Commission workspace. Worker's Compensation from job related accidents would continue to exist within the defined workspace during their Telecommuting hours.
3. Executive Director and employee will periodically evaluate the Telecommuting arrangement and communicate effectively about problems and successes of Telecommuting. These reviews will occur at the discretion of the Executive Director.
4. Employee agrees to perform most, but necessarily all, Telecommuting work during normal Commission work hours.
5. The employee realizes telecommuting will require effective and frequent communication. The employee will regularly utilize Microsoft Teams, email and phone calls to one-another to keep current, share their schedule, and collaborate. Further, the employee will maintain all office protocols such as voice mail, computer files, etc.
6. Employee will organize the Commission office files and workspace so that others can find their materials when Telecommuting. Staff may work via shared OneDrive files and/or on their local hard drive. All content should be saved to the SRPC server daily.
7. Employee understands they may be expected to share the Commission workspace and equipment with other employees and telecommuters.
8. Employee understands they are expected to attend night meetings and activities outside normal work hours as needed whether they Telecommute,

9. All in-person meetings are to be rescheduled as virtual meetings whenever possible and appropriate, otherwise they are to be canceled. Should employee's attend an in-person meetings they may only do so if the convening conforms to current CDC protocols for COVID-19 and is consistent with the Governor's Emergency Orders.
10. Employee understands that Employee is responsible for tax consequences, if any, of this arrangement.
11. One current picture of your telecommuting workspace is required to be filed with SRPC (insert at end of this agreement).
12. Employee agrees to return Commission-owned equipment, records, and materials within 48 hours of termination of this agreement. Any software provided for Telecommuting will be deleted from any computer not belonging to the Commission. Within 48 hours of written notice, Employee must return Commission-owned equipment for inspection, repair, replacement, or repossession.

I hereby affirm by my signature that I have read this Telecommuting Agreement and understand and agree to all its provisions.

[Insert Employee's Name], Employee

Date

Jennifer Czysz, Executive Director

Date

Please send this signed agreement to Executive Director for placement in Employee's personnel file. The employee should keep a copy of this agreement for future reference.

Insert photo of your telecommuting workspace here:

Strafford Regional Planning Commission
Balance Sheet
As of February 29, 2020

DRAFT

	Feb 29, 20	Feb 28, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	77,841.12	59,651.67	18,189.45
FSB Savings	16,107.05	16,058.75	48.30
Total Checking/Savings	93,948.17	75,710.42	18,237.75 ¹
Accounts Receivable			
Accounts Receivable	55,877.74	61,159.19	-5,281.45
Total Accounts Receivable	55,877.74	61,159.19	-5,281.45
Other Current Assets			
Prepaid Expenses			
Prepaid Dues and Subscriptions	2,907.43	2,791.21	116.22
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	3,507.43	3,391.21	116.22
Prepaid software support	4,938.13	427.81	4,510.32 ²
Undeposited Funds	0.00	663.09	-663.09 ³
Total Other Current Assets	8,445.56	4,482.11	3,963.45
Total Current Assets	158,271.47	141,351.72	16,919.75
Fixed Assets			
Property and Equipment			
Accumulated Depreciation	-12,392.40	-30,383.48	17,991.08
Equipment Purchase			
Canon iPF760 Plotter	-3,353.04	3,353.04	-6,706.08
Lenova Think Server	3,983.04	3,983.04	0.00
Xerox Workcentre 7545P	0.00	11,285.00	-11,285.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
Total Equipment Purchase	12,392.40	30,383.48	-17,991.08 ⁴
Total Property and Equipment	0.00	0.00	0.00
Total Fixed Assets	0.00	0.00	0.00
TOTAL ASSETS	158,271.47	141,351.72	16,919.75
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
FSB Credit Card	116.99	368.99	-252.00

Strafford Regional Planning Commission
Balance Sheet
As of February 29, 2020

DRAFT

	Feb 29, 20	Feb 28, 19	\$ Change
Total Credit Cards	116.99	368.99	-252.00
Other Current Liabilities			
Benefits payable			
Simple IRA payable	48.00	46.64	1.36
Total Benefits payable	48.00	46.64	1.36
Contract Revenue In Advance	185.17	35,755.52	-35,570.35 ⁵
Direct Deposit Liabilities	0.00	-14,690.78	14,690.78
FY19 Dues in Advance	0.00	39,016.19	-39,016.19
FY20 Dues in Advance	38,429.51	0.00	38,429.51
Payroll Liabilities			
Federal withholding payable	0.00	-1,675.00	1,675.00
FUTA	30.41	30.41	0.00
Medicare payable	0.00	-550.78	550.78
Social Security Payable	-0.02	-2,355.06	2,355.04
Payroll Liabilities - Other	2,646.03	3,044.26	-398.23
Total Payroll Liabilities	2,676.42	-1,506.17	4,182.59 ⁶
Total Other Current Liabilities	41,339.10	58,621.40	-17,282.30
Total Current Liabilities	41,456.09	58,990.39	-17,534.30
Long Term Liabilities			
Accrued expenses			
Accrued Payroll	21,136.80	21,569.67	-432.87
Accrued Vacation	22,216.21	17,888.47	4,327.74
Annual Audit Accrual	9,925.00	7,110.00	2,815.00
Total Accrued expenses	53,278.01	46,568.14	6,709.87
Total Long Term Liabilities	53,278.01	46,568.14	6,709.87 ⁷
Total Liabilities	94,734.10	105,558.53	-10,824.43
Equity			
Retained Earnings	45,213.16	61,577.63	-16,364.47 ⁸
Net Income	18,324.21	-25,784.44	44,108.65
Total Equity	63,537.37	35,793.19	27,744.18
TOTAL LIABILITIES & EQUITY	158,271.47	141,351.72	16,919.75

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3/13/2020

Strafford Regional Planning Commission
Balance Sheet
As of February 29, 2020

DRAFT

-
1. Cash: Prepaid contracts and improved Accounts Receivable turnover have helped with cash flow and reserves
.....
 2. Prepaid Software: ESRI one-year Arc GIS licenses \$4800 paid in February
.....
 3. Undeposited Funds: Prior year payments received not yet deposited
.....
 4. Undeposited Funds: Prior year payments received not yet deposited
.....
 5. Contract Revenue in Advance: Funds remaining in current fiscal year - Barrington Master Plan \$90, Durham Living Shoreline \$95
.....
 6. Direct Deposit and Payroll Liabilities: In the previous fiscal year, these figures represent payroll processed in January with a paycheck date in February.
.....
 7. Accrued Expenses: Adjusted at year-end and based on differences between when time is worked and paid, amount of accrued vacation for all employees, and current audit charges per contract
.....
 8. Retained Earnings: Cumulative posting of net income from all prior years.
.....

**Stafford Regional Planning Commission
A/R Aging Summary
As of February 29, 2020**

DRAFT

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
6800 NH Housing Authority						
6801 ULI Conference	0.00	1,000.00 5	0.00	0.00	0.00	1,000.00
Total 6800 NH Housing Authority	0.00	1,000.00	0.00	0.00	0.00	1,000.00
2000 LTA (Local Technical Assistance)						
2200 PLUR Books						
2206 Town of Lee PLUR	0.00	0.00	0.00	0.00	20.55 1	20.55
Total 2200 PLUR Books	0.00	0.00	0.00	0.00	20.55	20.55
2000 LTA (Local Technical Assistance) - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 2000 LTA (Local Technical Assistance)	0.00	0.00	0.00	0.00	20.55	20.55
3300 City of Dover Master Plan	928.75	0.00	0.00	0.00	0.00	928.75
3500 Town of Farmington						
3501 FAR Circuit Rider	2,183.38	0.00	0.00	0.00	0.00	2,183.38
Total 3500 Town of Farmington	2,183.38	0.00	0.00	0.00	0.00	2,183.38
4100 Town of Newmarket						
4103 NKT Local Source Water Cash Match	0.00	800.10	0.00	0.00	0.00	800.10
Total 4100 Town of Newmarket	0.00	800.10	0.00	0.00	0.00	800.10
4200 Town of Northwood						
4201 NOR Circuit Rider	4,916.15	2,676.60 2	0.00	0.00	0.00	7,592.75
Total 4200 Town of Northwood	4,916.15	2,676.60	0.00	0.00	0.00	7,592.75
4300 Town of Nottingham						
4301 NOT Circuit Rider	2,099.50	0.00	0.00	0.00	0.00	2,099.50
Total 4300 Town of Nottingham	2,099.50	0.00	0.00	0.00	0.00	2,099.50
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
5500 Mapping Projects						
5511 Karen Gould	0.00	0.00	0.00	0.00	105.00 2	105.00
Total 5500 Mapping Projects	0.00	0.00	0.00	0.00	105.00	105.00
6100 NH DES						
6100.000 Coastal 2020	0.00	1,046.51	0.00	0.00	0.00	1,046.51
6250.000 PRB-Oyster River	0.00	0.00	1,000.00	0.00	0.00	1,000.00
Total 6100 NH DES	0.00	1,046.51	1,000.00	0.00	0.00	2,046.51
7000 ECONOMIC DEVELOPMENT ADMINISTRATION	7,039.36	0.00	0.00	0.00	0.00	7,039.36
8000 DOT UPWP 20_21	31,789.70	0.00	0.00	0.00	0.00	31,789.70
8100 RPC LTS - Traffic Stress Pilot	0.00	272.14	0.00	0.00	0.00	272.14
City of Rochester						
UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
Total City of Rochester	0.00	0.00	0.00	0.00	0.00	0.00
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	48,956.84	5,795.35	1,000.00	0.00	125.55	55,877.74

*Jen C
3/13/2020*

A/R Aging Summary

As of February 29, 2020

DRAFT

1. Town of Lee PLUR books not picked up yet

2. Karen Gould receives a monthly statement and sends \$20 per month

3. NHHA paid \$1000 in March

4. Town of Northwood paid \$2676.60 in March

Strafford Regional Planning Commission
Profit & Loss
 February 2020

DRAFT

	Feb 20	Feb 19	\$ Change
Ordinary Income/Expense			
Income			
SRPC Membership Dues	9,656.34	9,754.07	-97.73 ¹
SRPC Revenue			
Municipal and NonProfit Revenue			
Barrington Master Plan	319.55	585.44	-265.89
BCC Barrington Conservation	0.00	2,883.38	-2,883.38
DOV Recreation MP Chapter	928.75	0.00	928.75
FAR Circuit Rider	2,183.38	0.00	2,183.38
NHCHF Pathways to Play	0.00	1,276.44	-1,276.44
Northwood Planning Services	4,916.15	2,959.16	1,956.99
NOT Circuit Rider	2,099.50	0.00	2,099.50
Nottingham RSMS	0.00	1,340.52	-1,340.52
Total Municipal and NonProfit Revenue	10,447.33	9,044.94	1,402.39
Total SRPC Revenue	10,447.33	9,044.94	1,402.39 ²
Economic Development Revenue			
EDD Partnership Planning	15,697.23	0.00	15,697.23 ³
EPA Brownfields	0.00	128.75	-128.75
Total Economic Development Revenue	15,697.23	128.75	15,568.48
State Award Revenue			
NHDES			
PSM18	0.00	948.47	-948.47
Total NHDES	0.00	948.47	-948.47
Total State Award Revenue	0.00	948.47	-948.47 ⁴
MPO Revenue			
NH DOT			
CTAP CommuteSMART	0.00	1,406.67	-1,406.67
UPWP	35,321.89	53,631.01	-18,309.12
Total NH DOT	35,321.89	55,037.68	-19,715.79
Total MPO Revenue	35,321.89	55,037.68	-19,715.79 ⁵
Miscellaneous Income	20.00	0.00	20.00
Contra Income Cash Match			
CTAP Cash Match	0.00	-237.56	237.56
DOT Cash Match	-3,532.19	-5,363.10	1,830.91
EDD Cash Match	-1,508.74	0.00	-1,508.74
Total Contra Income Cash Match	-5,040.93	-5,600.66	559.73

Strafford Regional Planning Commission
Profit & Loss
February 2020

DRAFT

	Feb 20	Feb 19	\$ Change
Contra Income InKind/Soft Match			
In-Kind EDD Match	-7,149.13	0.00	-7,149.13
Total Contra Income InKind/Soft Match	-7,149.13	0.00	-7,149.13
Total Income	58,952.73	69,313.25	-10,360.52
Gross Profit	58,952.73	69,313.25	-10,360.52
Expense			
Personnel Expenses			
Salary and Wages	39,257.11	39,575.01	-317.90
Payroll Expenses			
Dental insurance expense	284.76	255.15	29.61
Health incentive	0.00	-500.00	500.00
Health Insurance expense	4,256.60	3,719.63	536.97
Life Insurance expense	86.00	89.00	-3.00
LTD Insurance expense	47.84	47.63	0.21
STD insurance expense	135.32	160.71	-25.39
Payroll Processing Fees	174.00	175.50	-1.50
Pension expense	1,157.56	1,187.26	-29.70
Unemployment expense	0.00	276.09	-276.09
Workers Compensation	159.09	12.93	146.16
Payroll Taxes			
Medicare Expense	562.90	552.32	10.58
Social Security expense	2,406.87	2,361.73	45.14
Payroll Taxes - Other	0.04	-0.01	0.05
Total Payroll Taxes	2,969.81	2,914.04	55.77
Total Payroll Expenses	9,270.98	8,337.94	933.04
Dues and Subscriptions	492.72	533.69	-40.97
Staff Training and Seminars	0.00	110.00	-110.00
Total Personnel Expenses	49,020.81	48,556.64	464.17
Equipment expense			
Copier Maintenance Contract	319.85	319.85	0.00
Software expense			
ArcInfo/View software	425.00	532.00	-107.00
Office Software			
Windows 10 Upgrade	187.00	0.00	187.00
Adobe In Design	73.98	153.90	-79.92
Anti-virus software	30.10	34.38	-4.28
Constant Contact	40.50	0.00	40.50
Microsoft Office 365	125.00	0.00	125.00
Office operating software	99.00	0.00	99.00

Strafford Regional Planning Commission
Profit & Loss
February 2020

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	Feb 20	Feb 19	\$ Change
Sonic Wall Remote Access	545.00	0.00	545.00 ⁶
Total Office Software	1,100.58	188.28	912.30
Prezi	0.00	13.25	-13.25
Total Software expense	1,525.58	733.53	792.05
Total Equipment expense	1,845.43	1,053.38	792.05
Fixed Expenses			
Insurance			
Liability Insurance	458.84	420.92	37.92
Total Insurance	458.84	420.92	37.92
Rent	2,500.00	2,500.00	0.00
Total Fixed Expenses	2,958.84	2,920.92	37.92
Communications			
Office Telephone System	2,250.00	0.00	2,250.00 ⁷
Postage and Delivery	17.99	70.99	-53.00
Telephone			
Internet Communication Expense	0.00	114.00	-114.00
Telephone - Other	0.00	189.59	-189.59
Total Telephone	0.00	303.59	-303.59
Telephone and Internet	280.53	0.00	280.53
Total Communications	2,548.52	374.58	2,173.94
Administrative			
Library & Planning Books	0.00	2,111.00	-2,111.00 ⁸
Meetings Expense			
Meetings Advertising Expense	280.80	0.00	280.80
Meetings Expense - Other	0.00	387.21	-387.21
Total Meetings Expense	280.80	387.21	-106.41
Office Expense	50.15	145.92	-95.77
Office Supplies			
Plotter Ink and Supplies	0.00	0.00	0.00
Office Supplies - Other	9.99	99.35	-89.36
Total Office Supplies	9.99	99.35	-89.36
Professional Fees			
Accounting, Audit	902.50	888.75	13.75

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03/10/20

Accrual Basis

Strafford Regional Planning Commission
Profit & Loss
February 2020

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	Feb 20	Feb 19	\$ Change
Total Professional Fees	902.50	888.75	13.75
Travel & Ent			
Travel	1,163.85	664.86	498.99
Total Travel & Ent	1,163.85	664.86	498.99
Total Administrative	2,407.29	4,297.09	-1,889.80
Contract Labor			
Financial Services	2,380.00	3,132.50	-752.50 ⁹
IT and Network support	270.00	270.00	0.00
Other contract labor	0.00	2,200.00	-2,200.00 ¹⁰
Pass Through Expense			
Consulting Engineering Services	0.00	2,639.55	-2,639.55
Total Pass Through Expense	0.00	2,639.55	-2,639.55
Traffic Model Assistance	0.00	18,713.77	-18,713.77
Website maintenance and updates	112.29	70.32	41.97
Total Contract Labor	2,762.29	27,026.14	-24,263.85 ¹¹
Total Expense	61,543.18	84,228.75	-22,685.57
Net Ordinary Income	-2,590.45	-14,915.50	12,325.05
Other Income/Expense			
Other Income			
Interest Income	14.59	32.31	-17.72
Total Other Income	14.59	32.31	-17.72
Net Other Income	14.59	32.31	-17.72
Net Income	-2,575.86	-14,883.19	12,307.33

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Stafford Regional Planning Commission
Profit & Loss
February 2020

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1. Dues: In the prior fiscal year SRPC had 3 communities that did not pay dues (BRK, MIL, NOT). This fiscal year, Lee declined to pay dues.
2. Municipal Revenue: Details from last month still apply. Several unanticipated municipal contracts have been put into place.
3. EDD: There was no funding in FY19.
4. State Award Revenue: PSM18 is winding down, only \$440 remaining funds. Kyle is still working to get PRB and Local Source water projects up and running. Targeted Block Grant is billed quarterly. Hazard Mitigation grant will be complete once Northwood adopts and gets final HSEM approval.
5. MPO Revenue: CTAP – No funding in FY20. UPWP - Possible purchase or lease of vehicle using UPWP funds to spend down the grant. Can carry over any unused cost to second year of grant period.
6. Sonic Wall Remote Access: Renewed in February for one year.
7. Office Telephone System: Final payment was made in February.
8. Library and Planning Books: PLUR books paid for in January current fiscal year, paid in February previous fiscal year.
9. Financial Services: I have cut back my hours at the planning commission. I will generally expect to work approximately 49 hours per month.
10. Other Contract Labor: Prior fiscal year costs were for the strategic planning retreat consultant.
11. Pass Through Expenses: New EPA Brownfields contract starting 10/1/19 required consulting engineers to go through formal bidding process. Final contract with new engineering firm signed early December (retroactive to 10/18/19). Nothing billed to date. Traffic Model update completed in prior fiscal year (no specified update period requirements, e.g., every two years).

Strafford Regional Planning Commission
Income by Customer
February 2020

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Date	Name	Memo	Amount
1000 Indirect Administration			
02/18/2020	1000 Indirect Ad...	Burdin Jury Duty	20.00
Total 1000 Indirect Administration			20.00
2000 LTA (Local Technical Assistance)			
02/01/2020	2000 LTA (Local...	Dues 115876.06, LESS NOT, MIL, LEE, BRK=115876.06=9656.34 (Aug-Jun)	9,656.34
Total 2000 LTA (Local Technical Assistance)			9,656.34
3100 Town of Barrington			
3102 Barrington Master Plan Chapter			
02/29/2020	3100 Town of B...	Progress Billing Master Plan Dec 2019 - February 2020	319.55
Total 3102 Barrington Master Plan Chapter			319.55
Total 3100 Town of Barrington			319.55
3300 City of Dover Master Plan			
02/29/2020	3300 City of Do...	PO 201910767 - Progress Billing Dover Master Plan Recreation Chapter - Februar...	928.75
Total 3300 City of Dover Master Plan			928.75
3500 Town of Farmington			
3501 FAR Circuit Rider			
02/29/2020	3500 Town of F...	Progress Billing - Circuit Rider, February 2020	2,183.38
Total 3501 FAR Circuit Rider			2,183.38
Total 3500 Town of Farmington			2,183.38
4200 Town of Northwood			
4201 NOR Circuit Rider			
02/29/2020	4200 Town of N...	Progress Billing - Circuit Rider - February 2020	4,916.15
Total 4201 NOR Circuit Rider			4,916.15
Total 4200 Town of Northwood			4,916.15
4300 Town of Nottingham			
4301 NOT Circuit Rider			
02/29/2020	4300 Town of N...	Progress Billing - Nottingham Circuit Rider - February 2020	2,099.50
Total 4301 NOT Circuit Rider			2,099.50
Total 4300 Town of Nottingham			2,099.50
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
02/29/2020	7000 ECONOMI...	Progress Billing - EDA - February 2020	15,697.23
02/29/2020	7000 ECONOMI...	Cash Match	-1,508.74
02/29/2020	7000 ECONOMI...	In Kind Match	-7,149.13

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03/10/20
Accrual Basis

Stafford Regional Planning Commission
Income by Customer
February 2020

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Date	Name	Memo	Amount
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			7,039.36
8000 DOT UPWP 20_21			
02/29/2020	8000 DOT UPW...	Progress Billing - UPWP - February 2020	35,321.89
02/29/2020	8000 DOT UPW...	10% Matching Funds	-3,532.19
Total 8000 DOT UPWP 20_21			31,789.70
TOTAL			58,952.73

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**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2019 through February 2020**

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	Jul '19 - Feb 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
SRPC Membership Dues	77,250.70	77,250.68	0.02
SRPC Revenue			
Municipal and NonProfit Revenue			
Barrington Master Plan	2,216.31	2,307.00	-90.69
DOV Recreation MP Chapter	21,562.43	24,900.00	-3,337.57
DUR Wagon Hill Living Shoreline	5,297.48	4,262.00	1,035.48
FAR Circuit Rider	28,717.85	32,000.00	-3,282.15
FAR Master Plan Support	5,263.92	5,000.00	263.92
FAR Tax Map Updates	3,034.95	2,588.00	446.95
GIS Projects	45.00	166.64	-121.64
NHCHF Pathways to Play	19,763.36	19,368.00	395.36
NKT Tax Maps	961.60	1,800.00	-838.40
Northwood Planning Services	20,918.72	20,188.00	730.72
NOT Circuit Rider	21,051.40	18,666.64	2,384.76
UNH Lamprey River	786.93	0.00	786.93
Municipal and NonProfit Revenue - Other	211.47	0.00	211.47
Total Municipal and NonProfit Revenue	134,710.69	131,246.28	3,464.41
Total SRPC Revenue	134,710.69	131,246.28	3,464.41
Economic Development Revenue			
EDD Partnership Planning	74,671.81	81,667.08	-6,995.27 ²
EPA Brownfields	27,543.60	57,766.64	-30,223.04 ³
Total Economic Development Revenue	102,215.41	139,433.72	-37,218.31
State Award Revenue			
NHDES			
NKT Local Source Water	800.10	1,666.86	-866.76 ⁴
Coastal 2019	1,363.90	0.00	1,363.90
Coastal 2020	9,144.10	16,666.68	-7,522.58 ⁵
Durham Groundwater Modeling	0.00	37,142.00	-37,142.00 ⁶
Local Source Water 2020	4,200.10	13,333.08	-9,132.98
PSM18	1,331.92	1,575.12	-243.20
UNH Climate in the Class	0.00	666.67	-666.67
Watershed PRB	1,000.00	40,008.00	-39,008.00 ⁷
Total NHDES	17,840.12	111,058.41	-93,218.29
OEM Haz Mit			
PDM 2017	1,500.00	1,875.00	-375.00
Total OEM Haz Mit	1,500.00	1,875.00	-375.00
OEP Targeted Block	3,409.78	7,070.64	-3,660.86 ⁸
Total State Award Revenue	23,749.90	120,004.05	-96,254.15
MPO Revenue			
FHWA MultiModal Pilot (Bike LTS)	11,411.22	10,136.88	1,274.34 ⁹
NH DOT			
ROC Sidewalk Assessment	5,000.00	5,000.00	0.00
UPWP	294,141.86	368,812.00	-74,670.14 ¹⁰

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2019 through February 2020**

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	Jul '19 - Feb 20	Budget	\$ Over Budget
Total NH DOT	299,141.86	373,812.00	-74,670.14
Total MPO Revenue	310,553.08	383,948.88	-73,395.80
Miscellaneous Income			
Plotter Sale	250.00	250.00	0.00
Total Miscellaneous Income	270.00	250.00	20.00
Contra Income Cash Match			
NKT Local Source Water Match	-800.10	-1,666.86	866.76
DOT Cash Match			
402.1 ROC Match	-5,000.00	-5,000.00	0.00
DOT Cash Match - Other	-24,414.19	-33,881.32	9,467.13
Total DOT Cash Match	-29,414.19	-38,881.32	9,467.13
EDD Cash Match	-9,227.67	-8,750.00	-477.67
RPC LTS Cash Match	-2,214.90	-2,261.33	46.43
Total Contra Income Cash Match	-41,656.86	-51,559.51	9,902.65
Contra Income InKind/Soft Match			
In-Kind Coastal Match	-2,872.69	-8,333.32	5,460.63
In-Kind EDD Match	-22,390.35	-32,083.52	9,693.17
PRB IK Match	0.00	-16,008.00	16,008.00
Total Contra Income InKind/Soft Match	-25,263.04	-56,424.84	31,161.80
Contract Overage	-2,068.40	0.00	-2,068.40 11
Total Income	579,761.48	744,149.26	-164,387.78
Gross Profit	579,761.48	744,149.26	-164,387.78
Expense			
Personnel Expenses			
Salary and Wages	359,709.20	364,819.16	-5,109.96 12
Payroll Expenses			
Dental insurance expense	2,278.08	2,435.32	-157.24
Health incentive	4,933.70	4,181.00	752.70
Health Insurance expense	34,052.80	35,505.32	-1,452.52 13
Life Insurance expense	694.60	664.00	30.60
LTD Insurance expense	377.78	381.32	-3.54
STD insurance expense	1,074.73	1,286.00	-211.27
Payroll Processing Fees	1,587.50	1,733.32	-145.82
Pension expense	10,270.05	10,539.32	-269.27
Unemployment expense	1,656.46	1,993.84	-337.38
Workers Compensation	705.69	952.96	-247.27
Payroll Taxes			
Medicare Expense	5,236.29	0.00	5,236.29
Social Security expense	22,389.67	0.00	22,389.67
Payroll Taxes - Other	-0.01	27,909.00	-27,909.01
Total Payroll Taxes	27,625.95	27,909.00	-283.05
Total Payroll Expenses	85,257.34	87,581.40	-2,324.06

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2019 through February 2020

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	Jul '19 - Feb 20	Budget	\$ Over Budget
Dues and Subscriptions	3,070.21	2,947.32	122.89
Staff Training and Seminars	3,472.72	6,666.64	-3,193.92 14
Total Personnel Expenses	451,509.47	462,014.52	-10,505.05
Equipment expense			
Computer Supplies	21.97	0.00	21.97
Copier Maintenance Contract	2,558.80	2,558.68	0.12
Office furniture			
Computer equipment	3,555.00	4,500.00	-945.00 15
Total Office furniture	3,555.00	4,500.00	-945.00
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	500.00	-500.00
Total Other Equipment Repair and Cost	0.00	500.00	-500.00
Software expense			
ArcInfo/View software	3,400.00	3,400.00	0.00
Office Software			
Windows 10 Upgrade	1,496.00	1,990.00	-494.00
Adobe In Design	650.77	559.92	90.85
Anti-virus software	180.56	193.50	-12.94
Constant Contact	324.00	324.00	0.00
DropBox	119.88	99.00	20.88
Microsoft Office 365	1,106.64	1,000.00	106.64
Sonic Wall Remote Access	545.00	400.00	145.00
Total Office Software	4,521.85	4,566.42	-44.57
Prezi	26.50	0.00	26.50
Transcad software/maintenance	0.00	800.00	-800.00 16
Total Software expense	7,948.35	8,766.42	-818.07
Traffic Count Expenses			
Traffic counting supplies	266.72	3,000.00	-2,733.28 17
Total Traffic Count Expenses	266.72	3,000.00	-2,733.28
Total Equipment expense	14,350.84	19,325.10	-4,974.26
Fixed Expenses			
Insurance			
Liability Insurance	3,463.70	3,370.68	93.02
Total Insurance	3,463.70	3,370.68	93.02
Office Vehicle Lease & Maint	0.00	8,400.00	-8,400.00 18
Rent	20,000.00	20,000.00	0.00
Total Fixed Expenses	23,463.70	31,770.68	-8,306.98
Communications			
Office Telephone System	4,500.00	8,000.00	-3,500.00 19
Postage and Delivery	243.92	266.68	-22.76
Telephone and Internet	2,338.10	2,220.00	118.10

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Accrual Basis

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2019 through February 2020

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	Jul '19 - Feb 20	Budget	\$ Over Budget
Total Communications	7,082.02	10,486.68	-3,404.66
Administrative			
Library & Planning Books	1,740.43	2,000.00	-259.57
Meetings Expense			
Meetings Advertising Expense	906.72	0.00	906.72
Meetings Expense - Other	-253.83	909.08	-1,162.91
Total Meetings Expense	652.89	909.08	-256.19
Office Expense	846.22	866.68	-20.46
Office Supplies			
Plotter Ink and Supplies	700.30	0.00	700.30
Office Supplies - Other	1,084.76	2,400.00	-1,315.24
Total Office Supplies	1,785.06	2,400.00	-614.94
Printing and Reproduction	1,352.38	1,145.40	206.98
Professional Fees			
Accounting, Audit	7,385.00	7,110.00	275.00
Legal Fees	0.00	666.68	-666.68
Total Professional Fees	7,385.00	7,776.68	-391.68
Travel & Ent			
Meals	259.55	0.00	259.55
Tolls & Parking	9.25	0.00	9.25
Travel	13,304.21	6,666.68	6,637.53 ²⁰
Total Travel & Ent	13,573.01	6,666.68	6,906.33
Total Administrative	27,334.99	21,764.52	5,570.47
Contract Labor			
Financial Services	26,072.50	40,000.00	-13,927.50 ²¹
IT and Network support	2,197.50	2,826.68	-629.18
Pass Through Expense			
Contract Planning Staff Support	0.00	3,000.00	-3,000.00
DUR Groundwater Consultant	0.00	29,680.68	-29,680.68
EPA Brownfields Consultants	9,250.32	49,258.08	-40,007.76
PRB Consultants	0.00	20,666.64	-20,666.64
Total Pass Through Expense	9,250.32	102,605.40	-93,355.08 ²²
Website maintenance and updates	374.53	0.00	374.53
Total Contract Labor	37,894.85	145,432.08	-107,537.23
Total Expense	561,635.87	690,793.58	-129,157.71
Net Ordinary Income	18,125.61	53,355.68	-35,230.07
Other Income/Expense			
Other Income			
Interest Income	198.60	66.68	131.92
Total Other Income	198.60	66.68	131.92

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Accrual Basis

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2019 through February 2020

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	Jul '19 - Feb 20	Budget	\$ Over Budget
Net Other Income	198.60	66.68	131.92
Net Income	18,324.21	53,422.36	-35,098.15

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Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2019 through February 2020

1. Municipal Revenue: DUR Living Shoreline prepaid the balance remaining on their contract; Other consists of communications services provided to RPC. Differences are the result of budget timing versus actual performance timing.
2. EDA: Grant was received late and did not start until August.
3. EPA Brownfields: New engineering form contract signed early December for new Brownfields contract. No billings yet from engineering firm. Two site assessments are being done in March.
4. NKT Local Source Water: This is the municipal match for Local Source Water contract. NKT is billed when DES is billed. The municipal project got off to a slower start than originally anticipated.
5. Coastal 2020 amounts include match. Billable work is on target. In-kind match is expected to hit target levels within the couple of months.
6. Durham Groundwater Modeling: Have not received contract.
7. Watershed PRB request for additional funds approved on 11/6/19. No bill from consulting firm to date. Several sites have been tested to determine potentially suitable sites. Final determination of suitability still pending. Finding suitable sites has been significantly challenging.
8. Targeted Block: Most economic development work is being billed to EDD. TBG funds are billed quarterly.
9. LTS: Final billing sent 1/31/20.
10. UPWP: The hours for the Intern retained after traffic count season will be increased during school vacation times, and a new intern will be hired for May-June to help draw down current year costs. In addition, \$8,200 for NPMRDS data analytics tools will be billed to UPWP in June. SRPC hopes to use UPWP funds to purchase/lease a vehicle prior to the field work season start and the budget adjustment was sent in for approval with the January invoice.
11. Contract Overages: Farmington Tax Map Update \$450, EPA \$25, MIL MS4 NOI \$24, NHCHF \$395, Lamprey River mapping \$840 (was used as match for the EDA grant), LTS \$337.
12. Salaries: Two staff members worked less than full-time (one has ramped up to full-time currently) and salary budget includes summer intern. The budget spreads total cost throughout the year based on number of paycheck dates in each month.
13. Health Insurance: One employee is expected to sign up for health insurance but has not done so yet.
14. Staff Training: Hard to predict the cost and timing of trainings in the budget process.
15. Computer Equipment: Remaining budget for tablets needed during traffic count season, and office ergonomic items.

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Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2019 through February 2020

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- 16. TransCAD: This was budgeted monthly, however the UPWP paid for the entire cost. Originally anticipated budgeted monthly as a prepaid expense.
.....
 - 17. Traffic Count Supplies: Costs budgeted for Jul-Oct.
.....
 - 18. Vehicle Lease not done yet. Investigating use of UPWP funds for lease/purchase.v
.....
 - 19. Office telephone system contract signed. 50% paid in November for down payment. Balance of \$2,250 paid in February. Cost was nearly half of what was projected.
.....
 - 20. Travel: Sidewalk assessment work has resulted in increased travel requirements. SRPC also has several circuit rider contracts and other local contracts requiring increased trips to municipalities. Increased number of staff attending workshops and conferences.
.....
 - 21. Financial Services: Decreased hours from 24 hours per week (M-W) to 21 hours, also only working 1-2 days per week after the first week of the month, depending on need.
.....
 - 22. Pass Through Expenses: DUR and DOV Resilience contracts finalized in January, Brownfields contract concluded 9/30/19-new contract had 10/1/19 start date and engineering consultant contract finalized early December but no invoices received yet, PRB project suitable site identified - additional funding approved 11/6/19. (See notes pertaining to various contracts above)
.....

WELLNESS & SAFETY PLAN



150 Wakefield Street, Suite 12
Rochester, New Hampshire 03867
Telephone: (603) 994-3500
Fax: (603) 994-3504
Email: srpc@strafford.org
Website: www.strafford.org

Adopted: January 20, 2017
Revised: January 19, 2018
Revised: January 18, 2019

The SRPC Executive Committee adopted these policies at its regularly scheduled meeting on INSERT DATE.

SRPC Chairperson

Date

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I. WELLNESS & SAFETY OBJECTIVES

Stafford Regional Planning Commission's most valuable resource is the people who work for the Commission. As such, the Commission is dedicated to providing a safe and healthy environment to protect its employees and preserve Commission assets and resources.

This Wellness & Safety Plan will assist the Commission and its employees in managing hazards and risks in order to minimize injuries and protect Commission property. It is the responsibility of all Commission employees to follow the policies and procedures outlined in the plan.

A. DUTIES & RESPONSIBILITIES

EXECUTIVE DIRECTOR

The Executive Director of the Commission is responsible for enforcing and implementing these policies and procedures. The Executive Director will report any management issues to the Executive Committee, which will discuss recommendations and implementation strategies. The Executive Director is also responsible for addressing and notifying the appropriate parties of any concerns pertaining to building safety.

The Executive Director will review workplace accidents, injuries, and health data; identify hazards in the workplace and find solutions; keep records of accidents and injuries; and ensure that the appropriate employees attend safety training.

Each year, the Executive Director will appoint at least two employees to act as wellness coordinators. These appointments will be announced to the Commission employees by the Executive Director.

COMMISSION EMPLOYEES

All employees must adhere to this plan. Employees will address safety issues as they arise, reporting any unsafe machinery, conditions, or hazardous acts to the Executive Director. Employees will be responsible for attending safety training, as required.

Employees will adhere to safe work habits and adopt a positive attitude about safety in the workplace both in and out of the office.

WELLNESS COORDINATORS

Wellness coordinators will serve as Commission employee representatives to assist the Executive Director in promoting a healthy and safe work environment. They will serve terms of one calendar year, from Jan. 1 to Dec. 31.

The coordinators will directly work with the HealthTrust wellness coordinators to stay current with all HealthTrust benefits and resources offered. The coordinators are responsible for distributing resources and information to employees regarding wellness benefits and opportunities.

Each year, the coordinators will develop a minimum of one campaign to promote wellness in the workplace. Campaigns must be designed to promote health, wellness, or safety. They will cover such topics as physical activity, nutrition, stress management, and heart healthy habits.

The coordinators will help the Executive Director decide how HealthTrust campaign funds will be used. Campaign funds shall be used to purchase items in support of health campaigns or to promote healthier habits and lifestyles of Commission employees. These funds can be used for a single campaign or spent throughout the year. Campaign funds shall be fully expended by December 31st of each year.

The coordinators are responsible for reviewing section III of this plan with employees and for reviewing and updating this plan each year.

II. IDENTIFICATION OF SIGNIFICANT HAZARDS PRESENT

A. PHYSICAL STRESS ASSOCIATED WITH DESK WORK

The nature of the Commission's work requires employees to sit at their desks for long periods, which elevates their risk of developing musculoskeletal disorders (MSDs).¹ Studies indicate that "MSDs are among the most frequently reported causes of lost or restricted work time."² The continuous use of computers and keyboards also puts employees at higher risk for eyestrain and carpal tunnel syndrome.

B. EMOTIONAL STRESS

Emotional stress is another hazard for Commission employees. Emotional stress can result from a heavy workload, infrequent breaks, long work hours, poor communication, poor social environment, conflicting or uncertain job expectations, job insecurity, lack of opportunity for growth, and rapid changes for which employees are unprepared.

C. FIELD WORK

Field work, especially the placement of traffic counting devices, places Commission employees at considerable risk. Numerous hazards are associated with setting and collecting traffic count devices, collecting culvert data, mapping trails, and performing other field work. They include the risk of being struck by a motor vehicle, injuries associated with traversing over rough or wet terrain, allergic reactions, insect bites, poison ivy, tick bites and Lyme disease, dehydration, and exposure to harsh conditions such as wind, rain, or sun. All field work staff must review and sign a mandatory safety protocol prior to beginning field work.

Commented [SS1]: This was added.

¹ Occupational Safety and Health Administration (OSHA). (2016). Prevention of Musculoskeletal Disorders in the Workplace. Retrieved from: <https://www.osha.gov/SLTC/ergonomics/>.

² Occupational Safety and Health Administration (OSHA). (2016). Prevention of Musculoskeletal Disorders in the Workplace. Retrieved from: <https://www.osha.gov/SLTC/ergonomics/>.

D. AUTOMOBILES & TRAVEL

Commission work requires employees to use their own vehicles to travel to and from meetings and to conduct fieldwork. Driving is inherently risky. The NH Division of Motor Vehicles processes over 40,000 crash reports a year; most crashes result from errors in driver judgment, rather than defective equipment or poor road conditions.³ Distracted driving due to cell phone use and texting can result in injury and loss of life. In 2014, 16 percent of all police-reported motor vehicle crashes in the country were caused by distracted driving.⁴

III. WELLNESS & SAFETY POLICIES

A. SMOKE-FREE WORKPLACE

Tobacco smoking has been clearly established as a preventable cause of illness in smokers and nonsmokers exposed to “secondhand” smoke. The Commission complies with New Hampshire’s Indoor Smoking Act to regulate smoking in enclosed workplaces. Smoking, including e-cigarettes, is not permitted anywhere in the Commission offices AND is allowed during lunch and break periods in designated areas outside the office building.

B. ALCOHOL & DRUG-FREE WORKPLACE

The illegal or unauthorized use, sale, distribution, or possession of narcotics, drugs, or controlled substances while on the job—on or off Commission property—will result in immediate disciplinary action, up to and including termination. The same penalties apply to being under the influence of these materials while on the job on or off Commission property.

The consumption of alcohol on Commission property is also prohibited unless at an authorized social function sponsored by the Commission, in which case consumption must be reasonable and responsible. Consumption of alcohol during working hours, or reporting to work under the influence of alcohol, is strictly prohibited.

The use of controlled substances prescribed to an employee by a licensed physician or available over the counter is not prohibited by this policy. However, if a physician has prescribed medication that requires any accommodation or poses safety concerns, please notify your supervisor or the Executive Director to discuss what accommodations are necessary.

As allowed by state law, the Commission, at this time, does not allow medical marijuana on work premises.

The Commission encourages employees in need of assistance with a controlled substance to seek proper medical or mental health assistance. The Commission offers help through the Employee Assistance Program (EAP), Life Resources. This service is provided in partnership with HealthTrust

³ Department of Safety Division of Motor Vehicles. State of New Hampshire Driver’s Manual. Retrieved from: <https://www.nh.gov/safety/divisions/dmv/forms/documents/nhdm.pdf>

⁴ Federal Communications Commission. The Dangers of Distracted Driving. Retrieved from: <https://www.fcc.gov/consumers/guides/dangers-texting-while-driving>

and is available 24 hours a day, seven days a week. For more information or to take advantage of EAP, contact Life Resources directly at 800-759-8122.

Non-compliance with this policy will result in disciplinary action, up to and including immediate termination of employment.

C. VIOLENCE-FREE WORKPLACE

The Commission is dedicated to nonviolent means of solving differences among employees or clients. All employees, commissioners, job applicants, contractors, clients, vendors, and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, customer, vendor, or business associate will not be tolerated. Commission resources, or personal resources used during work hours (i.e. personal cell phones), may not be used to threaten, stalk, or harass anyone at the workplace or outside of the workplace. Threats, threatening language, or any other acts of aggression or violence made toward or by any Commission employee will not be tolerated.

For the purposes of this policy, a threat includes any written, verbal or physical harassment or abuse, attempts to intimidate or to instill fear in others, menacing gestures, bringing weapons to the workplace, stalking, or any other hostile, aggressive, injurious, or destructive actions undertaken for the purpose of domination or intimidation. Weapons are prohibited on Commission premises unless such prohibition is restricted by applicable law.

Indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported as soon as possible to the Executive Director. When reporting a threat or incident of violence, including a verbal statement or physical action suggesting violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident. All threats will be promptly investigated and appropriate remedial action will be taken by the Executive Director. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat under this policy.

Anyone, regardless of position or title, whom the Commission determines has engaged in conduct that violates this policy, including retaliation, will be subject to discipline, up to and including termination of employment.

If you are threatened by an outside party, please follow the steps detailed in this section. It is important for the Commission to be aware of any potential danger in our workplace. Indeed, we want to take every precaution to protect everyone from the threat of a violent act by an employee or anyone else.

SRPC additionally maintains an Anti-Harassment Policy and Complaint Procedures within the Employee Handbook.

D. WORKPLACE WELLBEING

The Commission is dedicated to promoting the highest possible wellbeing of its employees. This policy outlines several steps that the Commission has taken to ensure employees work in an environment that is conducive to safety and health.

The Commission allows employees to take up to two 10-minute wellness breaks during the day. During these breaks, employees are encouraged to leave their workspace and move around, take some quiet time to de-stress and stretch, or take advantage of office break areas. Employees are eligible for an unpaid 30-minute lunch break.

Commented [SS2]: Language deleted saying you had to work five hours before taking a 30 min break.

The Commission encourages employees to adopt good ergonomics practices. Employees are encouraged to move around their workspace, keeping in mind that workspaces should be clean, tidy, and not blocking traffic areas. Information on good ergonomics and on how to prevent common MSDs will be posted next to the Health and Wellness Board in the production room.

The Commission also encourages employees to carpool or use alternate forms of transportation—such as walking, mass transit, or biking—to and from work. Alternate forms of transportation are not only good for the environment; they can also increase fitness and activity levels. The Rochester Community Center’s showers and changing facilities are available for employee use.

The Commission allows fulltime employees to use sick time for medical appointments and other matters related to their health. In addition, they may use medical leave to attend to an illness or health-related concern of a member of their immediate family or household. The Commission encourages employees to adopt healthy practices such as scheduling annual physical and frequent dental examinations.

The Commission allows employees—with the Executive Director’s approval—to work flexible schedules so they can exercise during work hours. Employees and the Executive Director can discuss taking longer lunch breaks for exercise by either coming in earlier or leaving later.

E. AUTOMOBILES AND TRAVEL

The Commission is committed to promoting safety on the road. When traveling to and from meetings, even when carpooling, Commission employees shall wear their seatbelts until they reach their destination.

Employees who drive during work time are prohibited from using a cell phone while operating a motor vehicle. Employees who need to communicate on any digital device should pull over to the side of the road and come to a complete stop. Any traffic violations due to using a digital device shall result in serious disciplinary action including possible termination.

During storms, the Executive Director may close the office, or close it before the end of normal business hours. When the Commission closes due to inclement weather, employees eligible to telecommute and who have work suitable to perform at home are encouraged to do so.

Decisions to close the office due to inclement weather are made at the Executive Director’s discretion. Every effort should be made to report to work; however, in emergencies such as severe

weather, fires, or power failures, if an employee believes that travel may put their safety at risk, the Executive director should be contacted.

Commented [SS3]: This language was reworded.

F. FIELD WORK

Traffic count data collection requires field personnel to work within the roadway right-of-way (R.O.W.). Therefore, it is imperative that sound safety precautions be taken during field work. No safety protocol or procedure can take the place of common sense and where-with-all in the field. All field personnel should carry identification and, if necessary, move carefully to ensure safety. Two employees will make up one data collection team.

Below is a list of some critical safety precautions that Commission employees should take while conducting field work.

Safety Protocols- for safety protocols, please refer to the SRPC Safety Protocol

Commented [SS4]: Updated to reference SRPC's safety protocol document.

Traveling to and from Field Work Activities

When traveling to and from field locations, employees are required to adhere to this plan's Automobile and Travel Policy.

Accidental Injury

Injuries that occur at work must be reported immediately to the Executive Director or other designated administrative employee.

Municipal Police & Public Works Assistance

Commission employees should ask the local police to control traffic at sites they determine may be hazardous. These locations should be identified early in the field season so that arrangements for traffic control can be made well in advance. Similarly, municipal road agents should be notified in advance of field work to minimize interference from their activities (i.e., street sweeping).

Posted – No Trespassing – Keep Out

Commission employees shall not navigate or step onto a site posted with no trespassing signs.

IV. SAFETY PROCEDURES

To maintain federal Occupational Safety and Health Administration standards for safety and health, the Commission complies with mandates to post information and provide training on key aspects of workplace safety. These activities include arranging annual updates on emergency evacuation, fire safety, ergonomics, and nutrition.

A. FIRE SAFETY, REPORTING, & RESPONSE

The Commission is located on the first floor of the Rochester Community Center on Wakefield Street. The office has two exits. Fire extinguishers and emergency lighting are located on the wall in the copier/production room and the kitchen.

In case of fire, all employees are to immediately evacuate the office through the closest exit and call 911 from outside the building. To ensure that everyone is accounted for employees who were in or on the premises at the time of the evacuation will meet by the three flagpoles diagonally across the parking lot from the main office entrance.



Three Flagpoles



Main Office Entrance

B. ACCIDENTAL INJURY

Injuries that occur at work must be reported immediately to the Executive Director or other designated administrative employee. All injuries must be reported regardless of whether they are minor, require minimal first aid, or are more serious and require immediate attention from a health care provider.

The Executive Director is responsible for reporting all workplace injuries in accordance with the requirements of the New Hampshire Workers' Compensation Law. Failure to report workplace accidents is a serious matter that may preclude an employee's coverage under Workers' Compensation Insurance.

C. FIRST AID

The office first aid kit is kept in the labeled kitchen cabinet. A list of the kit's contents can be found inside the kit.

Emergency response telephone numbers—hospital, poison control, ambulance/rescue, and police—are kept in the first aid kit.

V. DISTRIBUTION & CONFORMITY OF WELLNESS & SAFETY PLAN

Upon adoption of this program by the SRPC Executive Committee, each employee will receive a copy of the Wellness & Safety Plan. A copy of the plan will be kept next to the financial consultant's work area. Every employee will be asked to sign a copy of the attached form acknowledging that they have received the Wellness & Safety Plan.

Each year, the Wellness Coordinators will review and update this plan. Employees will have the opportunity to discuss safety issues and make recommendations for procedures.

VI. STRAFFORD REGIONAL PLANNING COMMISSION WELLNESS & SAFETY PLAN ACKNOWLEDGEMENT FORM

This Wellness & Safety Plan has been prepared for your information and understanding of the policies and procedures as well as the practices and expectations of the Commission. PLEASE READ IT CAREFULLY. Upon completion of your review of the plan, please sign the statement below and return it to the Executive Director.

I, _____, have received and read a copy of the Commission's Wellness & Safety Plan that outlines the SRPC's policies, procedures, and expectations for employees pertaining to workplace safety.

I have familiarized myself, at least generally, with the contents of this plan. By my signature below, I acknowledge, accept, and agree to comply with the plan provided to me by the Commission.

I understand that this plan is not intended to cover every situation that may arise during my employment, but is simply a guide to the policies and procedures, practices, and expectations of the Commission.

I also understand that the Wellness & Safety Plan is subject to change at any time the Commission deems appropriate.

Employee Signature

Date Received

Date Returned



STRATEGIC PLAN FY 2020-2022

Strafford Regional Planning Commission

February 14, 2020

Draft for Executive Committee Review on 2/21/2020 and Commission Adoption 2/27/2020

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INTRODUCTION

Periodically it is important to take stock, assess where we are today, and identify our direction for the next few years. We at SRPC have seen several recent transitions and milestones, making this a good time to develop a Strategic Plan.

The Strategic Plan is intended to provide a high-level strategic roadmap for the next five years. The plan will reflect upon historical and current mandates that define SRPC, as well as, our mission, vision, values, and current programs and operational realities. These various factors, in combination with progress toward implementation of our Regional Plan and evolving planning issues, shape SRPC's role within the region over the next few years.

To launch the Strategic Plan process, we surveyed staff, commissioners and stakeholders with an interest toward assessing current organizational values, services and operations. The retreat served as the basis to articulate our overarching strategic direction for the next few years, along with objectives, key outcomes, and several critical inputs for success. Conversations continued through a series of staff and Executive Committee meetings to refine ideas and concepts generated at the Retreat. To garner broader commissioner input, a workshop was held directly after the regularly scheduled Policy Committee meeting to further develop the draft recommendations and measures of success.

This document can serve several functions. Very simply, the descriptive overview may be useful to new staff, Commissioners, stakeholders, and the public who are seeking a better basic understanding of the agency. As an articulation of strategic priorities, it can be help employees align their efforts where they will make the most impact and help guide the development of scopes of work to better address agency and member community needs. Lastly, it provides a benchmark against which all Commission progress may be compared through time.

Activity	Participants	Timeframe
Online Surveys	Staff	September – November 2018
	Commissioners	September – November 2018
	Stakeholders (municipalities, state agencies, other organizations)	September – November 2018
Community Meetings	SRPC Director, Staff & Municipal Boards of Selectmen, City Councils	September 2018 – January 2019
Stakeholder Interviews	Staff & Select Stakeholders	September– December 2018
Regional Plan Implementation Actions Review	Staff	September – October 2018
Kick Off Discussions	Executive Committee & Staff	November 2018 – January 2019
Strategic Planning Retreat	Commissioners & Staff, Contractual Facilitator	February 8, 2019
Draft Report out of Findings	Staff & Contractual Facilitator	March 2019
Retreat Follow-up Workshop and Implementation Brainstorming	Full Commission and Staff	July 2019
Plan Writing	Staff	March 2019 – February 2020
Plan Review & Refinement	Executive Committee & Staff	July 2019 – February 2019
Plan Adoption	Commissioners	February 27, 2020

WHAT ARE WE?

STRAFFORD REGIONAL PLANNING COMMISSION

Strafford Regional Planning Commission has extensive experience in the creation and maintenance of a regional master plan, regional housing needs assessment, and reviews of projects of regional impact, in addition to the provision of technical assistance to municipalities in each respective planning region. Operating as a political subdivision of the state, regional planning commissions serve in an advisory role to local governments and organizations in accordance with RSA 36: 45-58. SRPC serves 18 municipalities in the Strafford region and is governed by Commissioners who are appointed by their respective municipal governments. Municipalities pay dues to support the operation of SRPC and they actively receive technical expertise and planning support from the SRPC staff. SRPC is also supported by funding from the New Hampshire Department of Transportation (NHDOT), the New Hampshire Office of Strategic Initiatives, and other federal, state, and private grant funding sources.

STRAFFORD METROPOLITAN PLANNING ORGANIZATION

A metropolitan planning organization (MPO) is a federally designated organization that functions as a transportation policy decision-making body in urbanized areas with populations greater than 50,000. One of four MPOs in New Hampshire, Strafford MPO supports regional transportation planning in several ways. Strafford MPO maintains the metropolitan transportation plan, a long-range policy document describing improvements to all modes of the regional transportation system; develops and maintains the Transportation Improvement Program, a document that tracks ongoing projects and federal funding in the region; ensures compliance with air quality requirements; and ensures local planning priorities are represented at the state level. The MPO is a working partner with NHDOT in developing the state Ten Year Plan and strives to engage the public in transportation planning in a transparent, open process.

STRAFFORD ECONOMIC DEVELOPMENT DISTRICT

An Economic Development District (EDD) is a federally designated organization charged with the maintenance and implementation of a regional Comprehensive Economic Development Strategy (CEDS). Strafford EDD's CEDS outlines a regional strategy for economic development and prosperity. Strafford EDD is tasked with completing annual updates to the CEDS, with completing a comprehensive update every five years, and with providing communities with technical assistance to promote economic development in the region.



EXISTING SERVICES

Strafford Regional Planning Commission (SRPC) is a responsive public agency that uses a full range of planning practices to assist municipalities and stakeholders accomplish their goals. SRPC is a strong collaborator that builds on existing relationships, and actively seeks to develop new connections. SRPC is a transparent forum for public engagement and decision-making. SRPC's project approach is to be conceptually aware of the "big picture" the goals, objectives and outcomes while also being careful and methodical in carrying out all the small items on a day to day basis that guarantee a project's success. SRPC attracts motivated professionals and inspires them to innovate in a dynamic field.

SRPC has a long and positive history of working closely with municipalities, state agencies and partners on a wide selection of projects. This includes updates to Master Plans, economic development strategies, stormwater management, transportation, regional impact studies, landscaping, water-efficiency, and groundwater protection regulations.

SRPC offers professional planning services to communities through our expertise in:

- Land use
- Housing
- Hazard mitigation
- Climate adaptation
- Economic development
- Transportation
- Natural resource protection
- Data collection, mapping, and geospatial analysis
- Outreach, engagement, communications, and graphic design
- Grant writing

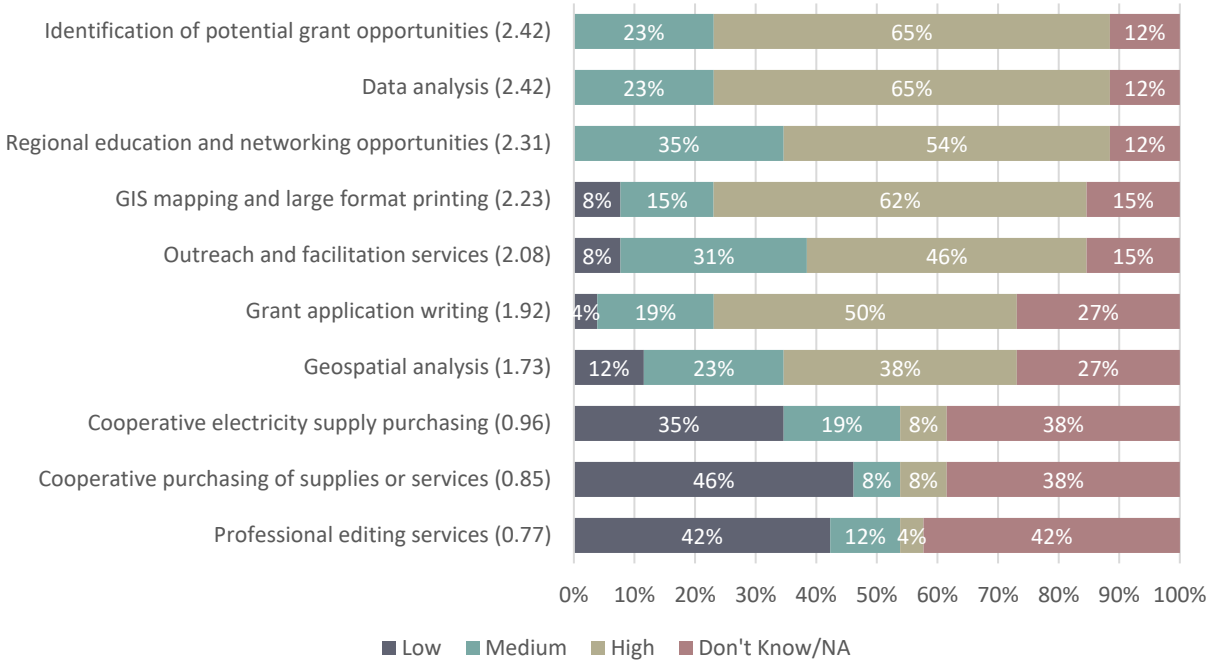
SRPC's mission is to plan and act in a manner that achieves sustainable development and thereby improves the quality of life for those living in the region. Our organization strives to support communities in their efforts to:

- Update and refine local planning documents and regulations
- Comply with evolving state and federal regulations
- Prioritize and fund projects and improvements
- Identify opportunities for collaboration and partnership with neighboring communities
- Create vibrant and sustainable communities
- Balance development and natural resource protection
- Continue to foster a high quality of life in the region

As part of this Strategic Planning process, SRPC surveyed stakeholders including municipal staff and officials, allied organizations, and frequent program funders to assess the value of existing and potential programs and services. (See following charts). High value services include comprehensive regional and municipal plans, data analysis, identification of funding opportunities.

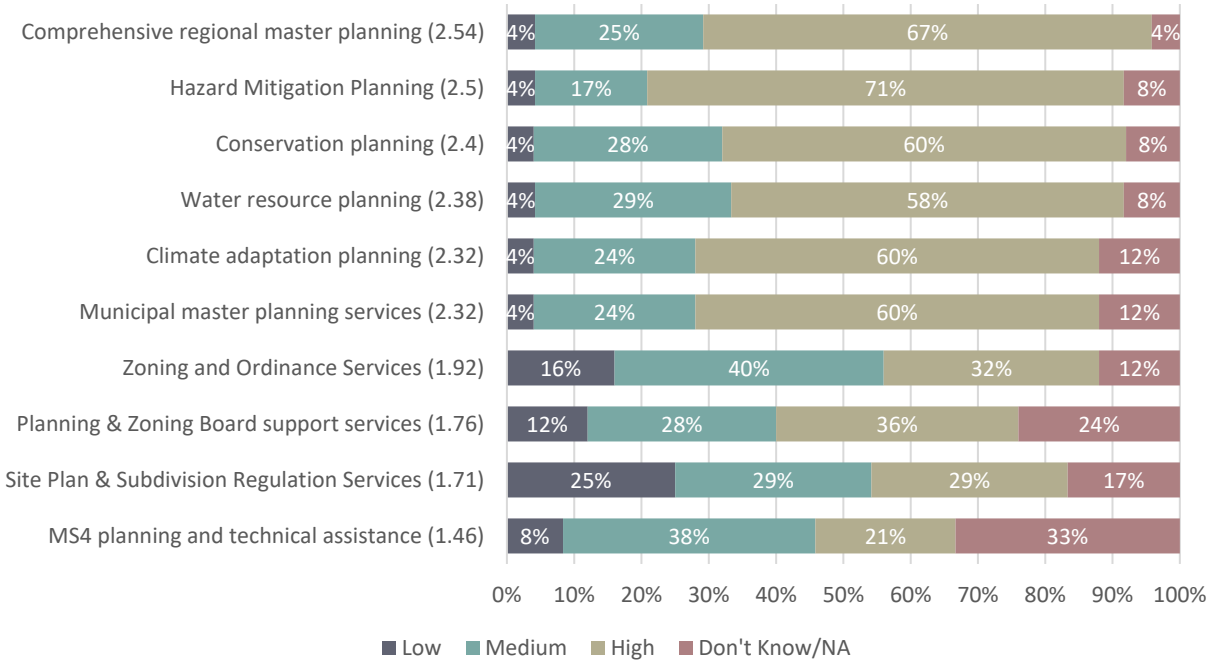
Value of General Planning and Administrative Services

(weighted score where 0 is not valued and 3 is highly valued)



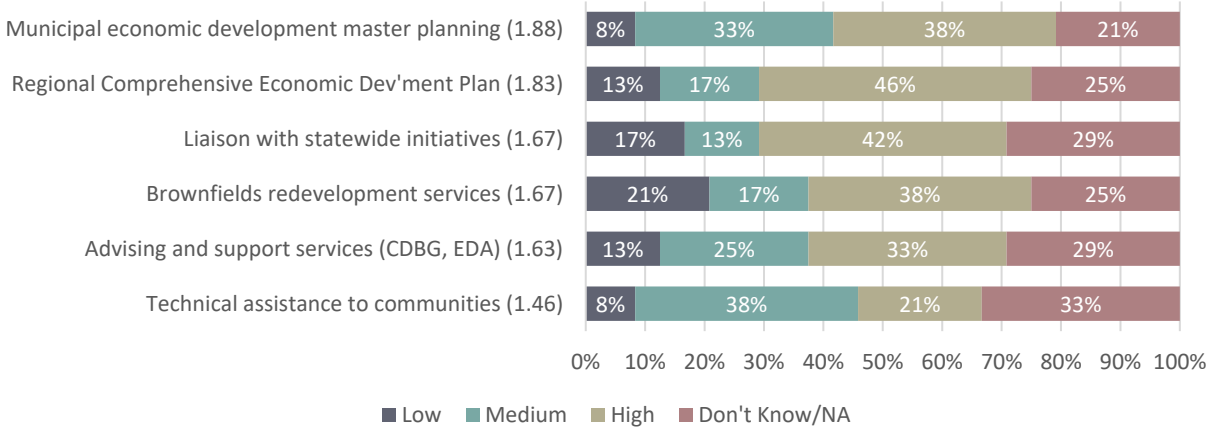
Value of Land Use and Environmental Planning Services

(weighted score where 0 is not valued and 3 is highly valued)



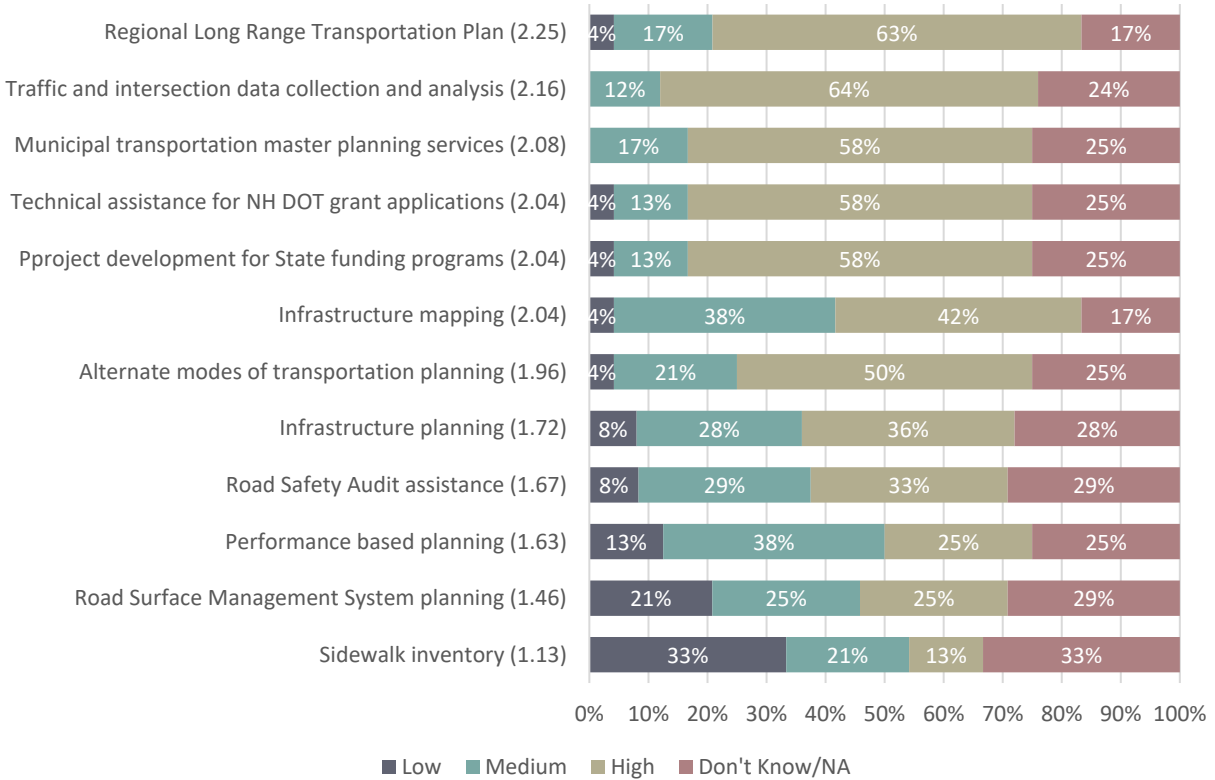
Value of Economic Development Planning Services

(weighted score where 0 is not valued and 3 is highly valued)



Value of Transportation Planning Services

(weighted score where 0 is not valued and 3 is highly valued)



THE COMMISSION

Per RSA 36:45-58 each member municipality is entitled to two representatives to the Commission. A municipality with a population (based upon the last federal census) over 10,000 but less than 25,000 is allowed three representatives, and a municipality with a population of 25,000 or over permitted four Commission representatives. Representatives on the Commission must be residents of the community they serve, are nominated by their local planning board, and are appointed by the municipal officers of the municipality. Commission members are appointed for a term of four years.

Regional Planning Commissioners:

- Keep current on regional activity through Commission emails, newsletters, reports, and other documents
- Represent their municipality at Commission, EDD Board, and MPO Policy Committee meetings
- Discuss their perspective and concerns regarding both local and regional issues with fellow Commissioners
- Brief their municipality's boards and officials on issues facing the region and serve as a liaison between community officials and the Commission
- Volunteer to serve on special committees, such as the Regional Impact Committee, and to attend planning seminars and workshops
- Volunteer to serve as an SRPC representative to the New Hampshire Association of Regional Planning Commissions

The Executive Committee (E.C) oversees the administration of the organization. In carrying out its responsibilities, the E.C. strives to ensure that work produced by SRPC is in accordance with the policies of the Commission, as stated in the mission statement and other Commission actions. Major responsibilities of committee members include being familiar with and overseeing finances, commission administration, hire and supervise the executive director, adopt personnel policies, and communicate and promote the mission and programs of the Commission.

The committee consists of a Chair, Vice-Chair, Secretary-Treasurer, and four members elected by the Commission at the Annual Meeting.

The officers for the Commission and Executive Committee (chair, vice-chair, secretary-treasurer) also serve as the officers for the MPO Policy Committee and Economic Development District Board.

Other Official Committees in furtherance of the Commission's roles as an RPC, MPO and EDD include:

- Regional Impact Committee (RPC)
- Transportation Technical Advisory Committee (MPO)
- Policy Committee (MPO)
- EDD Board
- CEDS Committee (EDD)

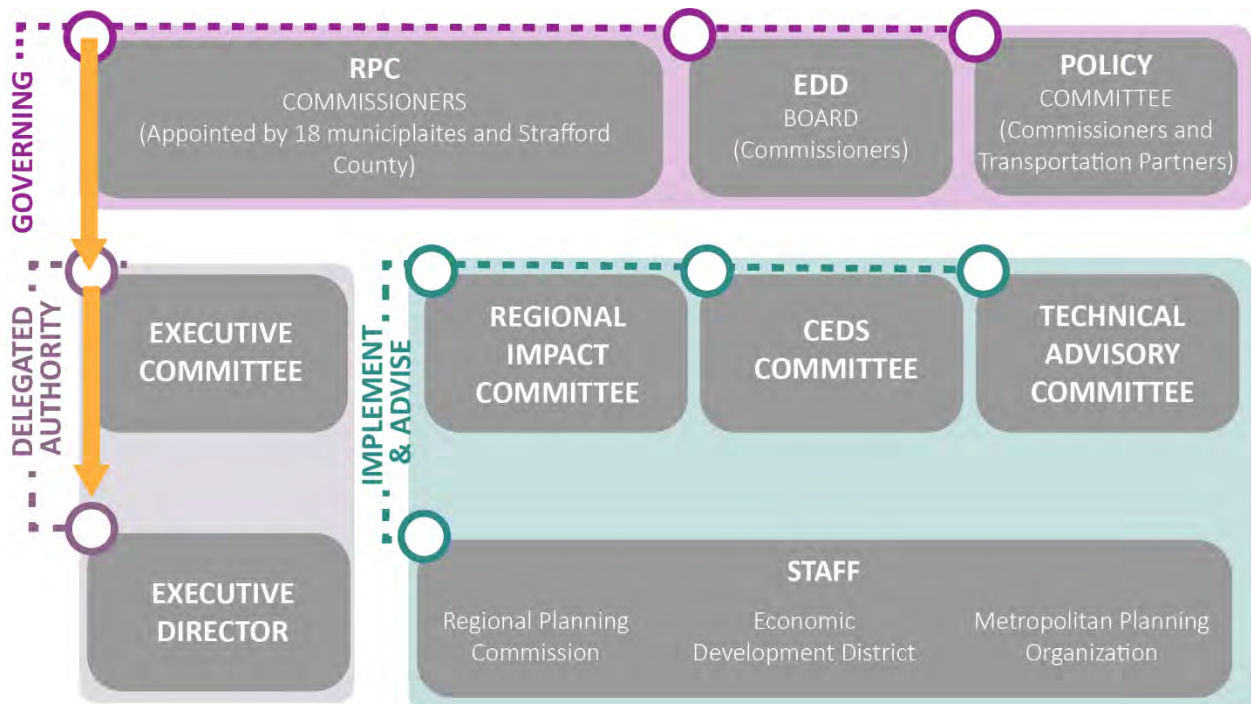
STAFFING

Stafford Regional Planning Commission employs a staff team with a comprehensive breadth of expertise to provide responsive planning services to its member communities. As a small and nimble organization, staff members may work across the organizations 3 organizational designations (RPC, MPO, EDD) and cover multiple programmatic functions.

Current staff positions include:

- Principal Regional Planner (RPC): land use and environmental programs
- Senior Regional Planner (RPC, EDD): land use and economic development programs
- Regional Planner (RPC, MPO): land use and transportation programs
- GIS Planner (RPC, MPO, EDD)
- Equity and Engagement Planner (RPC, MPO, EDD)
- Communications and Outreach Planner (RPC, MPO, EDD)
- Senior Transportation Planner (MPO)
- Data Analyst (MPO)
- Data Collection and GIS Intern (RPC, MPO, EDD)
- Financial Consultant (RPC, MPO, EDD)
- Executive Director (RPC, MPO, EDD)

ORGANIZATIONAL STRUCTURE



WHO ARE WE?

Established by state legislation in 1969 the regional planning commissions serve in an advisory role to local governments and community organizations. The Strafford Regional Planning Commission is composed of eighteen municipalities including all thirteen in Strafford County, three in Rockingham County, and two in Carroll County. The Commission's professional staff provide transportation, land use, economic development, hazard mitigation, water, public health, and natural resource planning services; support on design and implementation of spatial data collection processes and geospatial data analysis using geographic information systems (GIS); design of participatory processes for data collection, data compilation and analysis; facilitation; and project management.

OUR VISION

Our vision represents the collective ideals of our communities. It is the aspirational goal which we seek to achieve, and it shapes what we do. The vision answers the question “what should the Strafford Region be 20-30 years from today” and is similar to ones that guide municipal master plans. SRPC’s vision was adopted January 2015 as part of SRPC’s regional plan, [Local Solutions for the Strafford Region](#).

The Strafford Region is distinguished by its high quality of life – characterized by vibrant downtown communities, strong economies, coastal areas, and forested landscapes. The region offers excellence in education, health, and civic engagement while providing equitable access to transportation options, housing choices, and recreation opportunities.

MISSION

Strafford Regional Planning Commission’s mission was developed to guide programs and operational direction. The mission shapes how we work and the services we provide.

Ensure that the region is responsive to the needs of its residents through cooperation with federal and state agencies and its member municipalities, through the implementation of its policies and plans, and through the provision of local planning assistance. These actions foster sustainable development and improve the quality of life in the region. Sustainable development balances economic progress with environmental protection and community well-being.

VALUES

Our values further define and shape how we operate and work under our mission. Our values shape our core belief in making a difference through public service.

Guiding Principles

- We are a learning environment
- Our considerations and actions are comprehensive
- We are self-reliant creative problem-solvers
- We respect our history and plan for tomorrow
- Our actions lead us into the future

Core Values

- Collaboration: Respectful, Inclusive, Participatory
- High Standards of Service: Quality, Fiscal Soundness
- Integrity: Trust, Ethical, Forthright
- Responsiveness: Timely, Reliable, Respectful
- Resourcefulness: Creative, Open, Learning

We know the core values are working if they:

- Guide processes and decision making
- Are practical and easily lead to decisions
- Lead to decisions that promote the greater good
- Lead to decisions that are fair and just



MOVING FORWARD

The previously adopted mission, core values and vision served as a launching point for the strategic planning process. Staff, commissioners, and stakeholders, through a series of surveys, were asked to share their thoughts on what defines SRPC.

SRPC’s values can be *generally* summarized as: doing what is best for the region through a commitment to listening; providing access; protecting resources; sustainability and resiliency; economic practicality; a source of data, information and technology; local engagement; equal access and inclusion; thoughtful progress and the support to manage that; exceeding expectations; and being progressive.

The over-arching theme from the survey results, in terms of SRPC’s identity, is that we are an important resource for our communities. Our role as a resource involves being educators, providing support and expertise, acting as an intermediary between state and local government, being a regional collaboration driver and convener, we act as regional thinkers and advocates, and we are the go-to agency for regional impact.



KEY ISSUES

STRENGTHS

- SRPC's exceptional staff are curious and learning focused. When staff doesn't know the answer, they know how to find it. They provide valuable support to the SRPC communities, commissioners and committees.
- As an organization SRPC is flexible and nimble. Staff and the organization are continually evolving in order to jump on new opportunities.
- SRPC employs big picture thinking combined with an innovative and collaborative problem-solving approach to local and regional planning.
- As an organization, SRPC has a positive track record of credibility and impartiality. Its work is driven by data and effective communications.
- Staff diversity at SRPC offers municipalities a range expertise and a wide variety of resources for local planning needs.
- SRPC has secured an impressive amount of funding for the communities it serves at little cost to them; a significant and beneficial economic impact on the region.
- SRPC is a resource during local and regional expansion.
- Being regionally anchored and familiar with local communities makes SRPC competitive with other consultants.
- Diverse, qualified, experienced, and engaged Commissioners brought together to communicate and share ideas establishing a forum in which communities can learn from one another and strengthen themselves.

CHALLENGES AND THREATS

- Our name is a regular challenge – "Strafford" Regional Planning Commission is perceived as being tied to the county opposed to the "greater Strafford" region where there are member municipalities from Carroll and Rockingham Counties.
- Obscurity – people don't always know what we do creating a perpetual need for education and outreach.
- There is no substantial, dedicated funding to ensure sustainability of SRPCs planning programs.
- Limitations in technology, such as internet speed, software, and hardware similarly limit the ability to grow and be adaptive.
- We need to become more adept as an advocate. How do we advocate for our communities within the legislative process without crossing into lobbying? How can SRPC be proactive on important issues when communities may not be ready to address them?
- Staff retention and cross training has been a challenge in the fairly recent past.
- While we have a range of internal expertise there are some services that are not available inhouse such as project design and engineering or detailed legal expertise.
- The commission's relationship with citizen planners and municipal staff varies from community to community and is not as strong in smaller towns. We need to continually work to build stronger relationships with our municipalities.
- We need to build relationships and face perceived competition with UNH and other educational institutions. Instead, the perception of competition should be viewed as how to partner and expand service offerings available to our communities.

- External anti-planning viewpoints have, in the past, diverted energy away from fulfilling our mission and mandates.
- SRPC is often comprehensive (including elements) but not holistic (integrating elements).

OPPORTUNITIES MOVING FORWARD

- Build relationships with our municipalities.
- Develop more effective communication strategies, including branding and marketing.
- Improve and diversify our use of technology.
- Increase outreach and engagement with all communities to understand trends and remain current with needs.
- Increase the health and engagement of our committees.
- Diversify our services by either training current staff, offering professional development opportunities, or hiring staff with complementary talents.
- Create a more collaborative team environment and approach to projects.
- Develop capacity to be more responsive to funding opportunities.
- Increase cooperation and collaboration with legislative bodies, Congressional delegates, and state and federal agency representatives.
- Invest in improvements to office conditions, competitive pay, and benefits for employees.
- Improve internal office administration and transparency with a focus toward employee retention.



STRATEGIC DIRECTION

Stafford Regional Planning Commission strives to meet the continually evolving needs of the region and our communities.

PLANNING SERVICES AND CURRENT ISSUES

GOAL 1:

Align, build and improve municipal and regional planning services to address emerging issues and needs and allow SRPC to be financially stable, diversify our portfolio, and grow.

STRATEGY 1.1:

Identify emerging issues in all planning areas that will impact our communities and provide leadership, guidance, and technical assistance to our communities to address those issues.

OBJECTIVES:

- A. Expand our services to provide guidance on environmentally sustainable planning to address emerging issues such as clean energy and transportation, drinking water, water resource management, and climate change.
 - Identify opportunities to plan for climate change beyond existing efforts with SRPC's coastal communities.
 - Determine the needs and vulnerabilities (e.g. droughts) of non-coastal communities.
 - Increase the number of communities that develop a master plan chapter on climate change. SRPC's work with the City of Dover to establish a climate adaptation master plan chapter can serve as a possible model.
 - Work with communities to include climate change and infrastructure resiliency into their hazard mitigation plan.
 - Outreach, development and implementation of regulations that address climate change, sustainability, and natural resources.
 - Investigate funding sources to support the development of resilience and adaptation master plan chapters and technical studies.
 - Encourage communities to incorporate climate change into other master plan chapters.
 - Identify and define other emerging issues such as energy, transportation and natural resources and determine priorities at the local level and how SRPC can assist with those issues.
 - Establish a business approach to providing planning services.
 - Provide communities with the updated NH Coastal Risk and Hazards Commission 2020 Science and Technical Advisory Panel Report (STAP) guidelines.
 - Leverage GIS capabilities.
- B. Address the regional and local need for affordable housing.
 - Raise awareness of and provide educational support and technical to communities on housing affordability.

- Identify community planning support needs and tailor services to match.
- Identify funding resources, grant opportunities and technical assistance programs for municipalities to pursue workforce, and diverse housing opportunities.
- Promote and provide technical assistance to municipalities on creative ways to adjust land use regulations, zoning changes, and/or density bonuses to meet local and regional housing needs.
- Promote the Accessory Dwelling Unit guidelines to help communities expand housing opportunities in response to changing demographics and the 2020 Census results, when available.
- Use the 2020 Census to provide planning support on projections of population growth, housing needs and city/town growth opportunities.
- Transform the housing needs assessment to be action oriented and present solutions that:
 - Encourage diversification of housing stock to create a variety of options.
 - Enable residents to downsize within their community (going from big/community housing to smaller, single/family housing).
 - Keep people of all ages within the region.
 - Promote creative ideas for housing.

MEASURES OF SUCCESS:

General Planning Services

- A. Annual review of top ranking municipal and regional issues and challenges
- B. Annual update to the SRPC Commissioners on top issues to be addressed each year with time for them to seek input from their represented communities.
- C. Number of communities that have utilized SRPC staff for their data needs.

Climate Change and Resiliency

- D. Number of communities with an adopted climate adaptation chapter.
- E. Number of climate or resiliency focused ordinances or regulations adopted.
- F. Number of climate resilience grants awarded.
- G. Dollar amount of funding from grants for adaptation planning.

Housing Affordability and Choice

- H. Number of communities requesting information about housing.
- I. Number of communities that received a grant for workhouse housing opportunities.
- J. Number of outreach publications and/or presentations about affordable housing.
- K. Funds raised to support development of the housing needs assessment.
- L. An outreach publication that portrays an analysis of projections of population growth, or housing needs and opportunities using CENSUS 2020.
- M. Number of communities have created a housing chapter in their master plan that includes information on affordable housing.
- N. Number of communities that have adopted standardized ADU regulations and guidelines.
- O. A clear definition of affordability as a standard of success incorporated into the Housing Needs Assessment and a summary of whether we are meeting those definitions?

STRATEGY 1.2:

Expand our planning services to diversify the tools, technology and techniques at our disposal and the types of products that we can prepare on behalf of the region and our communities.

OBJECTIVES:

- A. Offer planning visualization, design, and interactive planning services
 - Develop a portfolio of current planning and design services.
 - Outreach to communities to inform of the current services SRPC can provide; and work with communities to assess the needs of new planning and design services.
 - Pilot new planning and design services using SRPC existing projects as examples.
 - Develop more interactive planning tools that will enable SRPC to host living documents and enhance outreach and engagement through social media, and website and data access.
 - Develop a fee structure for new services.

- B. Update the Geographic Information Services (GIS) Strategic Plan and market our GIS services.
 - Meet with SRPC municipalities to:
 - Identify the community support needs and tailor the services to match.
 - Identify the most pressing needs in terms of data and interactive online features (e.g. geolocation services).
 - Identify what municipal specific GIS data they maintain that could be shared with SRPC.
 - Evaluate SRPC capacity to prioritize current or new GIS services to communities.
 - Market SRPC's GIS services and highlight their usefulness to support better decision-making processes and planning.
 - Develop a marketing piece that highlights services that SRPC offers to be published alongside the launch of SRPC's new website.
 - Engage commissioners to solicit input from their communities.
 - Highlight successes in other communities on how to use online mapping.
 - Streamline data collection process through online platforms, cloud-based services, and form based data collection for surveys/mobile data collection, to better serve communities with a focus toward offering the best available technology to collect, analyze and use data.
 - Identify and market examples of local data collection needs such as stormwater infrastructure mapping.

MEASURES OF SUCCESS:

- A. Number of communities utilizing our planning and design services
- B. A portfolio with examples of design services
- C. A GIS strategic plan document revised by the commissioners
- D. At least three meetings with communities to talk about our GIS services
- E. Number website "hits" to SRPC's updated online mapping services

STRATEGY 1.3:

Increase SRPC's internal staffing and technological capacity to meet municipal and regional needs through regular reviews of hardware, tools, licenses, and skillsets to identify new tools and programs to add; current programs to be maintained or discarded; and opportunities to train or cross-train staff for efficiency and redundancy.

OBJECTIVES:

- A. Maintain an up to date IT plan that assesses the programs and software we currently use (GIS, online mapping platforms, NVivo, Synchro, TransCAD, Microsoft Office, etc.), and schedules hardware replacement (computers, phones, printers, plotter, server, other office equipment), and identifies improvements to be made.
 - Conduct a complete inventory of software and hardware including useful lifespan and anticipated replacement dates.
 - Assess current utilization of software and hardware.
 - Identify need for staff training.
 - Optimize use of existing platforms and services.
 - Identify options for replacement of existing software and hardware.
 - Assess the feasibility of expanded cloud-based services.

- B. Increase collaboration and cross training between staff.
 - Create teams tailored to specific projects.
 - Create a structure for project team development.
 - Approach all projects as team projects with a team leader with accountability for the project.
 - Distribute work equitably.
 - Offer "quality control" roles to employees.
 - Provide project management training to staff.
 - Provide professional development and other training opportunities to build capacity and expertise.
 - Establish and internal protocol library that includes resources and tutorial links for self-guided capacity building and course listing for professional development

MEASURES OF SUCCESS:

- A. An IT Plan to assess the current state of hardware, software, and services and prioritizes upgrades and replacements.
- B. A searchable catalog of hardware, tools, licenses, etc. with replacement and renewal schedules and condition information.
- C. An intranet site for interactive or guided cross training tutorials and resources.
- D. Increased use of cloud based or online services available for staff and constituent use.

RELATIONSHIPS, MARKETING, AND COMMUNICATIONS

GOAL 2:

Strengthen and enhance our relationships with new and existing partners and enhance marketing and communications of SRPCs achievements.

STRATEGY 2.1:

Strengthen and enhance marketing and communications.

OBJECTIVES:

- A. SRPC staff with assistance from Commissioners maintain existing relationships
 - Increase face-to-face communication with key staff in each municipality.
 - Maintain relationships with elected leaders – municipal officials, state legislators and federal delegation.
 - Maintain regular communications with municipalities (Commissioners to serve as a liaison between SRPC and their community).
- B. SRPC staff with assistance from Commissioners build new relationships
 - Increase face-to-face communication with key staff in each municipality.
 - Reach out to establish relationships when leadership changes within organizations.
 - Establish new relationships when elections result in a change in legislators.
 - Develop a networking committee comprised of Commissioners to engage new partners and develop relationships with advocates.
 - Identify messengers to fulfill the intermediary role of introducing relationships with new regional partners and non-traditional partners (those entities we might not naturally cross paths with but can open new doors and help enhance our abilities to meet changing community needs).
- C. Increase and Expand Non-Traditional Relationships
 - Develop a plan to engage the private sector and non-traditional partners.
 - Identify a specific staff person to reach out to potential non-traditional partners.
 - Build a direct relationship with UNH and commercial organizations.

MEASURES OF SUCCESS:

- A. Number of new partners contacted.
- B. Number of new grant partners.
- C. Number of business met with.
- D. Number of chambers of commerce meetings, presentations or events attended.
- E. Updated contact lists.
- F. Join the chambers.

STRATEGY 2.2:

Quantify and communicate the value of SRPC membership to the 18 communities within the region and potential funders.

OBJECTIVES:

- A. Define and quantify the value of SRPC Membership
 - Identify the need(s) that SRPC is addressing.
 - Identify the benefits and impact of SRPC membership.

- B. Communicate and Promote SRPC's Value Proposition
 - Develop an "elevator pitch" statement(s) that includes the value of membership to be created and used by staff and Commissioners.
 - Leverage relationships with entities that have established networks to communicate about SRPC, i.e. Chambers of Commerce, municipalities, etc.

MEASURES OF SUCCESS:

- A. Number of non-member communities contacted and engaged with an eye toward future membership.
- B. Number of annual contacts and presentations with a focus on marketing SRPC and the value of membership.
- C. Number of municipal annual reports published online that quantify the value of membership.

STRATEGY 2.3:

Share SRPC plans, materials, and expertise with regional stakeholders to inform their action on key issues.

OBJECTIVES:

- A. Develop a Communications Strategy that addresses:
 - Face-to-Face communication including:
 - Identify and attend community events to promote SRPC and gather contact information from interested attendees
 - Partner with state entities
 - Continue participation at identified meetings on a regular basis
 - Use of technology to further communication reach through:
 - Regular brief reports to key people
 - Promote news from small communities
 - Expand the use of social media platforms and posting frequency
 - Issue updates on transportation and other infrastructure improvements
 - Upload meeting videos

- B. Develop an advocacy strategy that coordinates the efforts of staff , commissioners, and partners with other organizations.

- Enable commissioners to become advocates for SRPC and the face of the organization.
- Tailor communication and advocacy strategy to different audiences with a focus on regional stakeholders and state entities.

MEASURES OF SUCCESS:

- A. Increased number of subscribers to SRPC's e-news contact lists
- B. Increased number of people attending SRPC meetings
- C. Increased number of people using the website or accessing reports
- D. Number of SRPC social media posts that are engaged with (liked, commented on, or shared)
- E. Number of articles published in the local press or regional/statewide publications.
- F. All SRPC meeting agendas, packets, and minutes are easily accessible online.

STRATEGY 2.4:

Improve SRPC communication strategies by developing a new website and a strong social media presence.

OBJECTIVES:

- A. Redesign the SRPC website to improve functionality and the user experience.
 - Reach out to communities to learn what online tools would be most valuable.
 - Redesign the website to be an easy to use, interactive, and informative resource that includes:
 - Search function
 - Comment section
 - Links to videos of meetings (hosted on YouTube)
 - High level overviews of SRPC services
 - Project portfolio that is searchable and easy to navigate
 - Improve social media presence
 - Increase the accessibility and visibility of existing online GIS data sources, mapping portals, etc. such as GRANIT and NHDOT.
- B. Enhance online data and GIS resources through creation of a GIS section/portal of the new SRPC webpage and highlighting existing web features.
 - Reach out to communities to learn what online tools would be most valuable.
 - Provide an online portal for data access and communication
 - Design the new GIS section of the new website to better communicate the GIS services that SRPC offers, which will be further developed based on strategy 1.2. and will be an easy to use resource for stakeholders, including:
 - Explanation of GIS services.
 - Links to currently existing, external, public GIS tools, data sets, mapping resources, and mapping portals such as GRANIT and NHDOT to increase the accessibility and visibility of existing resources.
 - GIS data section and connection to SRPC's ArcOnline webpage which will include a place for users to create their own maps, download GIS data, and view our online web maps and storymaps, etc.

- C. Grow the strength of SRPC'S social media presence
- Expand the use of social media platforms and posting frequency.
 - Share more events on SRPC's Facebook Page.
 - Grow following on SRPC newest platform on Instagram.
 - Use more hashtags to track posts by project.
 - Utilize Facebook and Instagram stories.

MEASURES OF SUCCESS:

- A. Launch of a new website
- B. Number of video uploads on YouTube
- C. Track web usage statistics for the Strafford.org website and online mapping services
- D. Social media analytics
- E. Number of our events shared on social media
- F. Number of Instagram followers
- G. Number of project hashtags used
- H. Number of Instagram/Facebook Stories posted
- I. Transportation projects more accessible online and feature a searchable database

INTERNAL ROLES, RESPONSIBILITIES, AND OPPORTUNITIES

GOAL 3:

Build opportunities for both staff and commissioners to excel and collaboratively further SRPC's mission.

STRATEGY 3.1:

Improve staff retention and opportunities for ongoing professional development.

OBJECTIVES:

- A. Develop creative staff retention incentives that address the personal needs of employees and increase the appeal of a SRPC career.
 - Continue to offer telecommuting and improve telecommunications.
 - Explore resources to allow for innovative employee benefits such as student loan assistance or forgiveness, paid volunteer time, etc.
 - Develop ladders for career mobility within SRPC.
 - Promote a sense of value for all positions.
 - Strengthen the employment pipeline by engaging students and interns.
 - Offer professional certification (such as AICP and GISP).
- B. Offer a diverse range professional development opportunities to meet both organizational and staff goals.
 - Encourage participation in training sessions, workshops, and conferences.
 - Promote new skills development such as graphic design, renderings, drone piloting, and project management.
 - Mentor staff to assume new responsibilities that offer an opportunity to learn new skills. For example, circuit riding provides an avenue for staff to learn about many diverse planning topics.

MEASURES OF SUCCESS:

- A. Length of staff tenure
- B. Lack of turnover with recognition that sometimes staff departures are not a reflection on the organization
- C. Number of staff partaking in and number of professional development opportunities in which staff participate

STRATEGY 3.2:

Clarify the role and responsibility of commissioners and more actively involve them in the Commission's work to help SRPC to be a dynamic, thriving organization utilizing all of the collective strengths and connections to communities that commissioners bring.

OBJECTIVES:

- A. Develop a more engaging and clear training and orientation for commissioners.
 - Re-work or re-organize the current orientation so that commissioners can gain a better understanding of what SRPC does, impacts of the work, their responsibilities, and how it all fits into a bigger statewide framework.
 - Offer ongoing trainings for commissioners on topics such as land use, transportation etc. For example, we could host webinar "viewing parties."
 - Provide commissioners with an acronym cheat sheet to improve understanding of the various programs and work tasks.

- B. Engage Commissioners on a regular basis to support and further the work of the Commission.
 - Engage commissioners more frequently on topics other than transportation.
 - Make more focused use of Commissioners. What do you really need from commissioners? How can they help achieve SRPC goals? Create and communicate specific "asks."
 - Engage to commissioners to act as conduits to share information about projects that communities are undertaking and the role SRPC may have to collaborate. Solicit input 2 weeks before meetings to share with the larger staff to identify opportunities for collaboration or assistance and formalize "match-making" between commissioners, their municipalities, and staff.
 - Increase regular communication with commissioners to ensure they are aware of efforts within their and surrounding community.
 - Invite commissioners to outreach events to represent SRPC and their community.

- C. Create opportunities for peer learning among commissioners and their respective communities.
 - Discuss and explore the meeting schedule and re-configure the annual calendar to increase engagement and relevance.
 - Encourage commissioners to work with one another, defining strengths and maximizing those for future opportunities to collaborate.
 - Create opportunities for a "regional show and tell" for commissioners to share local efforts and engage in peer learning.
 - Host networking/meetings created by Commissioners to engage all communities.
 - Team up Commissioners in small groups (or even just teams of two) to learn about and discuss each other's communities. Consider a 5-10-minute presentation at SRPC monthly meetings.

MEASURES OF SUCCESS:

- A. Number commissioners staying for repeated terms.
- B. Number outreach events attended by Commissioners.
- C. Number of actions taken by commissioners.

2019-2022 SRPC Transportation Improvement Program

Minor Revision

2/20/2020

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.

PROGRAM BRDG-T3/4-M&P

Towns: Statewide
 Road: Tier 3-4 Bridges
 Scope: Maintenance and preservation of tier 3 & 4 bridges.
 Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$205,000		\$0	\$0	\$205,000
PE	2020	\$50,000		\$0	\$0	\$50,000
PE	2021	\$150,000		\$0	\$0	\$150,000
PE	2022	\$150,000		\$0	\$0	\$150,000
ROW	2019	\$10,000		\$0	\$0	\$10,000
ROW	2020	\$10,000		\$0	\$0	\$10,000
ROW	2021	\$10,000		\$0	\$0	\$10,000
ROW	2022	\$10,000		\$0	\$0	\$10,000
CON	2019	\$3,530,000		\$0	\$0	\$3,530,000
CON	2020	\$3,325,000	\$175,000		\$0	\$3,500,000
CON	2021	\$3,230,000	\$170,000		\$0	\$3,400,000
CON	2022	\$3,230,000	\$170,000		\$0	\$3,400,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$205,000		\$0	\$0	\$205,000
PE	2020	\$50,000		\$0	\$0	\$50,000
PE	2021	\$150,000		\$0	\$0	\$150,000
PE	2022	\$150,000		\$0	\$0	\$150,000
ROW	2019	\$10,000		\$0	\$0	\$10,000
ROW	2020	\$10,000		\$0	\$0	\$10,000
ROW	2021	\$10,000		\$0	\$0	\$10,000
ROW	2022	\$10,000		\$0	\$0	\$10,000
CON	2019	\$3,530,000		\$0	\$0	\$3,530,000
CON	2020	\$3,325,000	\$175,000		\$0	\$3,500,000
CON	2021	\$3,230,000	\$170,000		\$0	\$3,400,000
CON	2022	\$3,230,000	\$170,000		\$0	\$3,400,000

Change Notes

NHDOT Description of Changes

SRPC Notes

Funding amounts not changed. NHDOT adjusted the funding type to better align with available federal funding. National Highway System added as a funding source.

Funding Sources

FHWA

National Highway System

STP-5 to 200K

STP-Non Urban Areas Under 5K

STP-State Flexible

NHDOT

General Fund, Toll Credit

PROGRAM HSIP

Towns: Statewide

Road: Various

Scope: HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,450,000		\$0	\$0	\$1,450,000
PE	2020	\$500,000		\$0	\$0	\$500,000
PE	2021	\$300,000		\$0	\$0	\$300,000
PE	2022	\$500,000		\$0	\$0	\$500,000
ROW	2019	\$150,000		\$0	\$0	\$150,000
ROW	2020	\$150,000		\$0	\$0	\$150,000
ROW	2021	\$150,000		\$0	\$0	\$150,000
ROW	2022	\$150,000		\$0	\$0	\$150,000
CON	2019	\$8,700,000		\$0	\$0	\$8,700,000
CON	2020	\$9,059,081		\$0	\$0	\$9,059,081
CON	2021	\$8,471,232		\$0	\$0	\$8,471,232
CON	2022	\$9,059,081		\$0	\$0	\$9,059,081
OTHER	2019	\$270,000		\$0	\$0	\$270,000
OTHER	2020	\$200,000		\$0	\$0	\$200,000
OTHER	2021	\$130,000		\$0	\$0	\$130,000
OTHER	2022	\$200,000		\$0	\$0	\$200,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,450,000		\$0	\$0	\$1,450,000
PE	2020	\$500,000		\$0	\$0	\$500,000
PE	2021	\$500,000		\$0	\$0	\$500,000
PE	2022	\$500,000		\$0	\$0	\$500,000
ROW	2019	\$150,000		\$0	\$0	\$150,000
ROW	2020	\$150,000		\$0	\$0	\$150,000
ROW	2021	\$150,000		\$0	\$0	\$150,000
ROW	2022	\$150,000		\$0	\$0	\$150,000
CON	2019	\$8,700,000		\$0	\$0	\$8,700,000
CON	2020	\$9,059,081		\$0	\$0	\$9,059,081
CON	2021	\$8,471,232		\$0	\$0	\$8,471,232
CON	2022	\$9,059,081		\$0	\$0	\$9,059,081
OTHER	2019	\$270,000		\$0	\$0	\$270,000
OTHER	2020	\$200,000		\$0	\$0	\$200,000
OTHER	2021	\$130,000		\$0	\$0	\$130,000
OTHER	2022	\$200,000		\$0	\$0	\$200,000

Change Notes

NHDOT Description of Changes

PE funds increased in 2021. HSIP funds used to improve Advanced Traffic Management Systems for statewide traffic monitoring and incident reponse. HSIP supports several projects in the Strafford region that are not impacted by this minor.

SRPC Notes

The program is being adjusted to accommodate necessary increases in children project fund amounts.

Funding Sources

FHWA

Highway Safety Improvement Program (HSIP)
STP-State Flexible

NHDOT

Toll Credit

SOMERSWORTH 41741

Towns: SOMERSWORTH
Road: High Street / Route 108
Scope: Signal optimization on High Street / Route 108 corridor
Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2020	\$64,200		\$0	\$16,050
CON	2021	\$508,654		\$0	\$127,164
					\$80,250
					\$635,818

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2020	\$64,200		\$0	\$16,050
CON	2021	\$494,800		\$0	\$123,700
					\$80,250
					\$618,500

Change Notes

NHDOT Description of Changes

SRPC Notes

CON funds reduced (\$13,854 in fed funds; \$3,464 in local funds) due to inflation changes. This is the first estimate in the new fiscal year; inflation rate needed to be updated.

Funding Sources

FHWA

Congestion Mitigation and Air Quality Program

OTHER

Towns