



SRPC Executive Committee Meeting Agenda
April 17, 2020 from 8 – 9:30 a.m.

IMPORTANT MESSAGE

The Chair of SRPC has found that, due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, SRPC and committees thereof are authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order.

SRPC is utilizing Zoom for this electronic meeting. All members of the Committee have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in the meeting as follows:

Online Access: <https://zoom.us/j/623064889>

Telephone-only Access: 1-646-558-8656 and Meeting ID: 623 064 889

These instructions have also been provided on the SRPC website at www.strafford.org.

If anybody has a problem accessing the meeting, please email ssylvia@strafford.org. In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

1. Welcome/Introductions

2. Action Items (Motions Required)

- a. Approval of the Minutes of April 3, 2020 (**Enclosed**)
- b. Acceptance of Draft March Financials (**Enclosed**)

3. Updates and Discussion

- a. COVID-19 actions and updates (**See Memo**)
- b. Awards, Contracts, and General Business Update (**See Memo**)
- c. FY 2021 Draft Budget (**Enclosed**)
- d. April 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.

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

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

DRAFT Meeting Minutes
April 3, 2020

Committee members present: Chair Victoria Parmele, Northwood Vice Chair Peter Nelson, Newmarket; Secretary/Treasurer Tom Crosby, Madbury; Donald Hamann, Rochester; David Landry, Dover; Barbara Holstein, Rochester; Michael Bobinsky, Somersworth

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

1. Welcome/Introductions

The meeting began at 8:05 a.m.

V. Parmele called the meeting to order and as Chair of the SRPC Executive Committee declared that 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 hold an emergency meeting electronically. There was no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order: each member in attendance (via Zoom) confirmed their participation and name, and that they were the only one in the room (if connecting with video), or on the phone (if connecting with audio). Those in attendance at the start of the meeting included Victoria Parmele, Peter Nelson, David Landry, Michael Bobinsky, Barbara Holstein, Shayna Sylvia, and Jennifer Czysz.

2. Action Items

a. Approval of the Minutes of February 21, 2020

V. Parmele asked for a motion to accept the minutes of the February 21, 2020 Executive Committee meeting. D. Landry **MOVED** to accept the minutes. B. Holstein **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of V. Parmele, D. Landry, M. Bobinsky, B. Holstein, P. Nelson and V. Parmele in the affirmative.

b. Acceptance of the Draft February Financials

J. Czynsz reviewed the Draft February Financials. She shared that bank balances are steady, while also explaining that the organization is reaching the point in the year where balances are expected to decline as dues funds have been expended. J. Czynsz added that dues invoices for the 2022 fiscal year will be sent out in the coming weeks, but that they will not be due until July 1.

J. Czynsz noted that the aging summary is in a good place, and that most payments have been timely.

Donald Hamman joined the meeting at 8:10 a.m.

J. Czynsz projected that the organization will be in the black for the end of fiscal year 2021.

J. Czynsz elaborated on the remaining dues, explaining that the organization's profit is equal to the proportion of the dues we haven't yet utilized. She added that even though the organizational indirect rate is low, from a cash standpoint SRPC is breaking even. The indirect rate must be closely monitored.

J. Czynsz shared that the majority of projects are on target; noting that NHDOT billing is slightly under target.

Tom Crosby joined the meeting at 8:12 a.m.

P. Nelson asked for the financial forecast considering the current climate with COVID-19. J. Czynsz explained that financial consultant Kathy Foster would be running financials next week. There aren't any current implications to SRPC's functioning in relation to COVID-19. Staff are all telecommuting and remain billable. J. Czynsz explained that March should be a good month financially. J. Czynsz explained that Brownfield's billing has not been completed.

J. Czynsz elaborated on the effects of COVID-19 saying that SRPC is still able to bill our biggest contracts, DOT and EDA. She added that DOT has switched to an all-electronic process for invoice reporting, and that EDA is also electronic. EPA billing functions the same way.

The E.C. covered agenda Item 3a.

3. Updates and Discussion

a. COVID-19 actions and updates

J. Czynsz updated E.C. members on staff's new telecommuting processes. She explained that staff have a weekly meeting on Mondays to keep everyone on track and connected.

J. Czynsz stated that the traffic count season would be slightly delayed. She elaborated on the reasoning behind the delayed start. M. Bobinsky noted that traffic volumes are down significantly and agreed it would be appropriate to wait. A discussion ensued about traffic counts differences during the COVID-19 pandemic.

M. Bobinsky asked about pricing for SRPC's new Zoom subscription. It is \$149/ year for a single user pro account. It is working well so far.

V. Parmele asked about Policy/TAC meetings and whether they will be held in the coming month(s). J. Czynsz responded that unless there are pressing action items, these will be canceled. There is a forthcoming TIP amendment that will necessitate meeting, however timing has not yet been confirmed.

D. Landry asked if the organization foresees any future needs for Executive Orders that SRPC would require to operate efficiently. J. Czynsz replied by noting that Family First Coronavirus Response Act, while it would give some great benefits to employees, does not allow for reimbursement to public entities. She explained the terms of the Act and the liability involved for SRPC. J. Czynsz added that she has discussed flexibility options with staff allowing them to work on any of the seven days of the week, as long as they are partly available on business days/hours (M-F). She added that the goal is to keep staff billable and working as much as possible and to allow leave time to be used as needed by staff to accommodate family needs.

P. Nelson asked if everyone has resources for remote work. Everyone does have the materials/technology they need. J. Czynsz explained that SRPC setup a good model in a very short amount of time. This model is being used to advise other regional planning commissions (RPCs).

J. Czynsz reviewed what equipment staff took home, sharing the Jackson Rand (GIS planner) had to be setup with external hard drive with GIS data. He is backing up this data to server at the end of the day.

P. Nelson noted that he has resources for storage capacity if we need help with that. J. Czynsz responded that this pandemic has made the need for cloud storage more apparent. She added that for the current purpose our remote connection to the server is working for the organization. J. Czynsz added that Rachel Dewey (data analyst) is going to the SRPC office daily to get the backup tape. Kathy Foster, financial consultant, also has access to the office. Tom Crosby asked for confirmation that we aren't locked out of the building. Staff has a key and limited access.

The E.C. returned to agenda item 2b.

2. Action Items

b. Acceptance of the Draft February Financials

M. Bobinsky **MOVED** to accept the draft January financials. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of V. Parmele, D. Landry, D. Hamann, M. Bobinsky, B. Holstein, P. Nelson and T. Crosby in the affirmative.

c. Acceptance of CY update to Health and Wellness Plan

J. Czynsz explained that the Health and Wellness Plan must be updated yearly. She reviewed the minor changes made, most of which just added references to existing SRPC policies.

D. Landry **MOVED** to approve the CY update to the Health and Wellness Plan. M. Bobinsky **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of V. Parmele, D. Landry, D. Hamann, M. Bobinsky, B. Holstein, P. Nelson and T. Crosby in the affirmative.

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

V. Parmele asked if this item should be tabled. M, Bobinsky suggested a brief update.

J. Czynsz shared that the document is a complete document and is already being implemented. She reviewed goals and actions items providing examples of in-process projects and initiatives in line with those objectives.

P. Nelson asked if there is an opportunity for GIS to be used to map COVID-19 data, or for case reporting within the region. J. Czynsz replied that this was discussed, but that the need is already filled by the NH Department of Health and Human Services.

A discussion ensued about SRPC's role in data and partnering with health organizations during the COVID-19 pandemic. J. Czynsz said that we could reach out to our partners at Greater Seacoast Community Health to see if there is anything they need.

D. Landry suggested using a table to track progress on strategic planning goals. J. Czynsz replied that this is the next step, and that once this is being tracked it can be updated on the new SRPC website.

A discussion ensued about the approval of the SRPC Strategic Plan. It was decided that this document would be adopted by the E.C., and then shared with the full Commission.

J. Czynsz reviewed other examples of implementation of goals from the strategic plan already happening at SRPC. Some important discussion points noted included continuing to build the connection between SRPC and its municipalities through the Commissioners as the go-betweens and changing the Commission Training/onboarding process to be more interactive.

A discussion ensued concerning what people already know about SRPC, if anything; how to best spread the word about SRPC; and the differing engagement levels in each community and how this reflects on project, contracts and other technical assistance.

J. Czynsz shared that we are also moving along with the new website. Shayna Sylvia gave an update about the current status of this effort.

M. Bobinsky **MOVED** adopt the SRPC Strategic Plan and have a communication distribution to the Policy Committee at the next opportunity, building off of future milestone reports. D. Hamann **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of V. Parmele, D. Landry, D. Hamann, M. Bobinsky, B. Holstein, P. Nelson and T. Crosby in the affirmative.

3. Updates and Discussion

a. COVID-19 actions and updates

J. Czysz noted that most of this was covered previously in the meeting. She added that staff were asked to complete a telecommuting agreement. This allowed her to document equipment taken from the office, and for staff to show that they had a safe office space.

P. Nelson opined that language should be added about staff having equipment plugged in through a surge protector.

b. Awards, Contracts, and General Business Update

J. Czysz reviewed SRPC's recently finalized contracts. She added that the organization is still awaiting contract acceptances through Governor and Council, which is currently on hold. One of these, a project led by NRPC, is now deferred. The project's focus is to create a statewide GIS hub, collaborating with GRANIT.

J. Czysz shared that SRPC recently submitted a grant proposal to the Tufts Health Foundation and is also working on submitting a second grant application to the NH Children's Health Foundation. She reviewed what each of the projects would entail.

V. Parmele shared that it would be helpful to have a list of acronyms that goes along with the monthly dashboard.

c. SRPC Annual Meeting

S. Sylvia explained that she had sent out a survey for input on the upcoming annual meeting. She acknowledged the uncertainty with holding an in-person meeting and assured E.C. members that they would be updated as the COVID-19 situation progresses.

M. Bobinsky shared that he had filled out the survey, opining that resiliency – especially in light of the current situation with COVID-19 – would be an interesting topic. P. Nelson agreed. T. Crosby noted potential shifts in the work environment due to events like this and a general technology shift and how that should be kept in mind.

P. Nelson opined for technology dependent operations to help the organization run in a "lean and mean" manner. He elaborated that the organization has an opportunity to run things more cost efficiently. He recognized Jen and staff for adapting so quickly to telecommuting during this time.

J. Czysz elaborated on some other technology-based efforts currently happening. She shared that Rachel Dewey, data analyst and James Burdin, senior regional planner, are helping business owner Emmett Soldati build a new online business directory. James and Nancy, equity and engagement planner, are also hosting regular calls with economic development professionals across the region.

d. March Monthly Minors

Colin Lentz joined the meeting at 9:40 a.m.

He reviewed the March Monthly Minors, which included two programmatic. There was no funding changes in the statewide bridge project item. He noted that funds through the Highway Safety Improvement Program were used by the traffic systems and operations bureau to update their systems, and that this is money is well spent. C. Lentz explained inflation adjustments.

A discussion ensued about a project in Somersworth and concern with changes to the project as reflected on the minors. C. Lentz worked with M. Bobinsky to forward along these concerns.

4. Other Business

There was no other business.

5. Adjourn

M. Bobinsky **MOVED** to adjourn the meeting. D. Landry **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of V. Parmele, D. Landry, D. Hamann, M. Bobinsky, B. Holstein, P. Nelson and T. Crosby in the affirmative.

The meeting adjourned at 9:43 a.m.

Minutes Respectfully Submitted by
Shayna Sylvia
Communications and Outreach Planner

Minutes approved on _____

By: _____
Victoria Parmele, Secretary/Treasurer
– SRPC Executive Committee

SRPC FY 2019 Dashboard - March

For the April 17, 2020 Executive Committee Meeting

March 31, 2020	
FSB Checking Beginning Balance	\$45,078.44
Deposits	\$54,013.11
Payments	-\$65,582.62
Uncleared Transactions	-\$906.83
FSB Checking Ending Balance	\$32,602.10

Accounts Receivable	\$99,925.34
FSB Savings Account	\$16,111.14

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 year end projection

FUNDING SOURCES - WORKING BUDGET	
Due, Interest & Reimbursement	\$116,726
Metropolitan Planning Organization	\$457,756
State Agencies	\$76,673
Municipal & Nonprofit Agreements	\$184,237
Economic Development District	\$149,267
Total Revenue	\$984,657
<i>Pending Grant Applications</i>	\$233,200

EXPENSES - WORKING BUDGET	
Personnel	\$668,891
Equipment	\$37,975
Communications	\$11,730
Fixed Expenses	\$46,156
Miscellaneous Expenses	\$32,765
Contracted Work	\$155,394
Total Expenses	\$952,911

STAFF PRESENTATIONS - ACTIVITIES FEB./MAR.

Standing Committees and Appointments

Explore Moose Mountains x 2 (Shayna)
 ACT Board & Executive Committee (Colin)
 CAW Outreach Committee (Kyle)
 Full CAW Committee (Kyle)
 COAST Board (Colin)
 HSIP Meeting (Colin)
 Farmington, Northwood and Nottingham 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)
 Strafford Public Health Advisory Committee (Nancy)
 RPC Directors Meeting (Jen)

RPC Activity

Northwood Select Board – Presenting Hazard Mitigation Plan (James)
 Hampton Coastal Hazards Adaptation Team – presenting results of 2018 Durham Setting SAIL (James)
 Northwood Planning Board–testing capacity for online meetings (James)
 Durham housing interview (Jen, Nancy, James)
 CAW Municipal Users Group (Kyle)
 Source Water Protection Project Team Meeting (Kyle, Jackson, Jen)
 Dover Master Plan Staff Meeting (Kyle)

EDD Activity

MightySmall web collaboration meetings (Jen, Rachel, James)
 Seacoast Economy stakeholder check-ins (Jen, Nancy, James)
 FEMA Region I economic recovery conference call (James)
 Maine and New Hampshire EDD bi-weekly check-in calls (Jen, James)

MPO Activity

Bike and Walk to Work Day Meeting (Stef, Colin)
 Project development meeting (with Dover Planning/DPW staff (Colin)
 Future of Commute Smart Seacoast meetings (Jen, Shayna)

Staff Development & Trainings

CFR Summary Science and Guidance Workshop (Kyle)
 Cocheco Levee Initial Stakeholder Meeting (Kyle)
 Advocacy vs Lobbying Training by New Futures (Jen)
 Webinar – ESRI GIS Tools, Templates, and COVID-19 Resources x 2 (Jackson, Stephen)
 Webinar – FHWA and MassDOT Present on GIS for Local Agency Data Collection (Jackson, Stef, Rachel)

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 523 (-190)
 Users 366 (-128)



Constant Contact

Subscribers 804 (+0)
 Avg. Open Rate 35% (+5%)



Facebook

Posts 33 (+13)
 Reach 2193 (+836)
 Engagement 168 (+31)



Twitter

Tweets 21 (+12)
 Profile Visits 63 (+43)
 Impressions 2,975 (+1,028)
 Followers 276 (+1)
 Mentions 0 (-3)



Instagram

Posts 15 (+5)
 Reach 88 (-182)
 Engagement 570 (+300)



Map Geo

Total Visits *Not reported
 Unique Visitors *Not reported

ACRONYMS

ACT – Alliance of Community Transportation

CAW – Coastal Adaptation Workgroup

COAST – Cooperative Alliance for Seacoast Transportation

FEMA- Federal Emergency Management Agency

HSIP – Highway Safety Improvement Program

NHPA – NH Planners Association

RPC – Regional Planning Commission

NHARPC – NH Association of Regional Planning Commission

EDD – Economic Development District

DPW – Department of Public Works

CFR – Coastal Flood Risk

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

DATE: April 10, 2020
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the April 17, 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: We are reaching that time of year when bank balances are dipping to their lowest point. Dues invoices will start to go out the end of April and while not due till July 1, some communities pay earlier, bolstering balances. Comparing this point in the year to last year, balances are about \$10,000 lower. Last year, the February DOT invoice was received in March, this year April, suppressing this year's balance. Additionally, last year we had about \$31,000 of contract revenue received in advance inflating bank balances in comparison. These two items in mind, despite the lower balance available this year, we are in a better position. Overall, our net assets are about \$28,000 higher this year.

Aging Summary: accounts remain paid and current. The one larger item more than 31 days overdue was the February DOT invoice that has since been paid.

Profit and Loss: As you'll read later in the notes about the Draft Budget, while we are behind where we anticipated being on several state contracts and the UPWP, these all roll into the next Fiscal Year. The FY2020 working budget has been updated to reflect projected year end. Municipal contracts, however, have exceeded expectations this year. Despite, all staff telecommuting for half of March, billables remained strong. Telecommuting decreased regular expenses, travel reimbursements, and the acquisition of a vehicle. Additionally, we were able to bill the quarterly targeted block grant in March, leading to a net profit of nearly \$12,000 for the month. Year-to-date is holding strong with a net profit of \$30,000.

3a. COVID-19 Actions and Updates

There have been no significant changes since the April 3rd committee meeting. Staff have been to the office to pick up chairs and other supplies. We continue to hold a weekly staff meeting on Monday mornings to connect and coordinate. Generally, we have recognized that this scenario has improved overall coordination among staff.

Notably, SRPC has been dedicating significant time to supporting economic development needs and crisis response. SRPC has been leading a twice-weekly meeting with economic development (ED) leaders around our region. Building from our Economic Development monthly brownbag lunch series, this is a chance for those working closely with businesses and partners in our municipalities to get together, share resources, challenges, and successes. With the current COVID-19 crisis, it is particularly important

that we all be in contact to make sure that efforts or resources are not duplicated or redundant and to make sure that we all have access to the same information.

Meetings over the past three weeks have been immensely helpful, allowing SRPC to understand where our energies can best be put to action as an Economic Development District (EDD). This allows us to be efficient and helpful to our communities via collaboration with community leaders in building capacity and addressing pressing issues.

Additionally, Rachel Dewey has been working with Emmet Soldati, Teatotaller in Somersworth, to launch a new website, <https://mightysmall.io/> designed to promote local businesses operating under new rules of engagement.

We have heard from our EDA grant manager that new/additional grant funding will be available soon to further support recovery efforts. We are waiting for more information from EDA HQ regarding size of these awards and timeframe associated.

3b. Awards, Contracts and General Business Update

Dues: Dues expenditures to date are summarized below.

July – March Year to Date (accrual based)	
Income:	
Billable Mapping Services	\$75.00
FY20 Dues Paid	\$86,907.04
Total Income	\$86,982.04

Expenses:	
Planning Salaries	\$5,971.92
Dues and Subscriptions	\$85.04
Office Software	\$0.00
Travel	\$479.33
Meeting Expense	\$226.57
Office Expense	\$103.41
Finance Charge	\$0.00
Accounting	\$0.00
Mapping Supplies	\$0.00
Mapping Salaries	\$52.01
Indirect	\$7,710.63
Total SRPC Expenses	\$20,567.96

Cash Match:	
UPWP	\$27,943.88
Level of Traffic Stress Analysis	\$2,543.90
EDA	\$11,076.37
Total Cash Match	\$41,564.15

Contract Overages:	
Farmington Tax Map 18-19	\$447.45
EPA 2015-2018	\$24.66
Milton MS4 NOI	\$24.27
NHCHF Pathways to Play	\$113.61
Lamprey River Mapping (EDA)	\$840.00
NHCHF Pathways to Play	\$281.67
RPC - LTS	\$7.74
Total Contract Overages	\$1,756.89

Total Expenses	\$63,889.00
Annual Dues Remaining	\$23,093.04

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 reimbursed if we exceed our approved rate. The negotiated rate is based on the net of all programs that do not have indirect cost rate restrictions. As a result, the average rate should be lower than that approved by DOT. The average rate across all programs remains at 113% at the end of March. It is anticipated that with the office closure and telework, there will be additional indirect time associated with weekly staff meetings and other logistics. Additionally, April will be a heavier grant writing month.

Awards and Contracts:

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. (\$64,000 for FY21 and 22, \$46,000 pass through for engineering services)
- 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 (\$40,000 over 2 years)
- Tufts Health Foundation, Equal Aging, outreach and planning around age friendly communities, submitted in partnerships with Greater Seacoast Community Health (\$38,000 in FY21 and \$34,000 in FY22)

3c. FY2021 Draft Budget

The FY2020 working budget was updated to project the year end and estimate program revenues that will carry forward into FY2021.

Strafford Regional Planning Commission FY2020 Mid-Year Working Budget Summary Table			
	Adopted Revenue	Working Revenue	Net Change
Dues, Interest & Reimbursement	116,476	116,726	250
Metropolitan Planning Organization	516,256	457,756	(58,500)
State Agencies	148,897	76,673	(72,225)
Municipal & Nonprofit Agreements	174,638	184,237	9,599
Economic Development District	155,266	149,267	(6,000)
Total	1,111,533	984,657	(126,876)

	Expenses	Expenses	Net Change
Personnel	669,330	668,891	(440)
Equipment	37,975	37,975	0
Communications	11,730	11,730	0
Fixed Expenses	46,156	46,156	0
Administrative Expenses	32,765	32,765	0
Contracted Work	243,092	155,394	(87,698)
Total	1,041,049	952,911	(88,138)

Net Deficit/Surplus	70,485	31,747	(38,738)
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First, a few highlights from the FY2020 updated working budget. The net change in all revenues in the table above are carrying forward to the FY2021 budget. This includes the unused portion of the UPWP funds and several of the Environmental projects that took longer to go through the contracting process than anticipated or are able to delay their start dates (Durham and Dover Coastal Resilience Grants, Durham Groundwater Study, Durham Permeable Reactive Barrier installation) and the Brownfields

Grant (under EDD) that is projected to not expend all that was allocated this year. The significant drop in contracted work is associated with the DES and Brownfields and will also carry forward to 2021. The net surplus for FY2020 is inline with the current net profit and is predominantly unexpended dues.

A copy of the draft FY2021 budget is included in your packet. Most all of the project revenues are confirmed. There are a handful that are still pending (gray italics on the revenue page). These include several small tax map projects (current contract expected to repeat), a new round of grant funding from the NH Children's Health Foundation and a Tufts Health Plan Foundation grant. These two grants will be decided before July 1. I have also Italicized EDA as there is always a lingering doubt there. That said, we spoke with our EDA grant manager and it sounds like we are in a good position to expect full funding, and potential additional funding beyond the annual \$70,000. For the time being, the draft 2021 budget only includes the \$70,000.

On the expense side the largest changes are within the personnel section. The draft budget proposes hiring our current intern as a full time staff member following graduation this spring, 2 summer interns, and the potential to have one intern remain on part time (10 hours a week) during the school year. Additionally, included is a fulltime staff person to start in September and support grant projects. There is a significant increase in health insurance. A few things here – premiums are only increasing 0.9%, however, an ongoing goal of mine has been to provide partial employer paid coverage for 2 person and family plans. As we are going into another strong year, the draft budget looks at expanding coverage beyond the current SRPC policy of paying only 90% of a single plan and the employee responsible for the balance of costs for a 2-person or family plan. This proposal maintains that coverage for a single plan and proposes 75% employer paid coverage of the lower cost 2-person and family plan cost. If the employee chose to elect the higher cost plan they would be responsible for the difference.

Communications costs are lower in FY2021 as we had budgeted and installed a new phone system in Fy2020. The only other notable change on the expense side are the outsourced contracts which are all directly tied to their associated projects.

NEXT MEETING: May 15, 2020, 8 AM, Tentatively scheduled to be an in person meeting.

Strafford Regional Planning Commission
Balance Sheet
As of March 31, 2020

04/07/20

Accrual Basis

	Mar 31, 20	Mar 31, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	37,885.58	47,174.66	-9,289.08 ¹
FSB Savings	16,111.14	16,062.84	48.30
Total Checking/Savings	53,996.72	63,237.50	-9,240.78
Accounts Receivable			
Accounts Receivable	99,925.34	60,810.76	39,114.58 ²
Total Accounts Receivable	99,925.34	60,810.76	39,114.58
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	295.40	0.00	295.40
Prepaid Dues and Subscriptions	2,965.91	2,392.72	573.19
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	3,861.31	2,992.72	868.59
Prepaid software support	4,360.13	7,103.67	-2,743.54 ³
Total Other Current Assets	8,221.44	10,096.39	-1,874.95
Total Current Assets	162,143.50	134,144.65	27,998.85
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	162,143.50	134,144.65	27,998.85
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
FSB Credit Card	819.26	83.54	735.72

Strafford Regional Planning Commission
Balance Sheet
As of March 31, 2020

04/07/20

Accrual Basis

	Mar 31, 20	Mar 31, 19	\$ Change
Total Credit Cards	819.26	83.54	735.72
Other Current Liabilities			
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	185.17	31,025.25	-30,840.08 ⁵
FY19 Dues in Advance	0.00	29,262.12	-29,262.12
FY20 Dues in Advance	28,773.17	0.00	28,773.17
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	2,609.63	2,614.97	-5.34
Total Payroll Liabilities	2,640.02	2,645.36	-5.34
Total Other Current Liabilities	31,646.36	62,980.73	-31,334.37
Total Current Liabilities	32,465.62	63,064.27	-30,598.65
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	10,827.50	7,998.75	2,828.75
Total Accrued expenses	54,180.51	47,456.89	6,723.62 ⁶
Total Long Term Liabilities	54,180.51	47,456.89	6,723.62
Total Liabilities	86,646.13	110,521.16	-23,875.03
Equity			
Retained Earnings	45,213.16	61,577.63	-16,364.47 ⁷
Net Income	30,284.21	-37,954.14	68,238.35
Total Equity	75,497.37	23,623.49	51,873.88
TOTAL LIABILITIES & EQUITY	162,143.50	134,144.65	27,998.85

Strafford Regional Planning Commission
Balance Sheet
As of March 31, 2020

1. Cash: UPWP February invoice not received until April this fiscal year. Received in March prior fiscal year. Expenses were also lower this fiscal year, as compared to the prior fiscal year.

2. Accounts Receivable: UPWP February invoice was not paid until April.

3. Prepaid Software: Restructuring of ESRI licenses, elimination of Prezi software

4. Accumulated Depreciation and Fixed Assets: Removal of old copier and old plotter sold to Lee from the financial statements.

5. Contract Revenue in Advance: Funds remaining in current fiscal year - Barrington Master Plan \$90, Durham Living Shoreline \$95. All of contract revenue in advance projects have been completed.

6. 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

7. Retained Earnings: Cumulative posting of net income from all prior years.

Strafford Regional Planning Commission A/R Aging Summary

As of March 31, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
5400 REDC						
5401 2020 Visioning	0.00	1,500.00	0.00	0.00	0.00	1,500.00
Total 5400 REDC	0.00	1,500.00	0.00	0.00	0.00	1,500.00
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	1,084.05	0.00	0.00	0.00	0.00	1,084.05
3500 Town of Farmington						
3501 FAR Circuit Rider	3,923.38	0.00	0.00	0.00	0.00	3,923.38
Total 3500 Town of Farmington	3,923.38	0.00	0.00	0.00	0.00	3,923.38
4100 Town of Newmarket						
4103 NKT Local Source Water Cash Match	0.00	0.00	800.10	0.00	0.00	800.10
Total 4100 Town of Newmarket	0.00	0.00	800.10	0.00	0.00	800.10
4200 Town of Northwood						
4201 NOR Circuit Rider	2,537.05	0.00	4,916.15	0.00	0.00	7,453.20
Total 4200 Town of Northwood	2,537.05	0.00	4,916.15	0.00	0.00	7,453.20
4300 Town of Nottingham						
4301 NOT Circuit Rider	1,997.00	0.00	0.00	0.00	0.00	1,997.00
Total 4300 Town of Nottingham	1,997.00	0.00	0.00	0.00	0.00	1,997.00
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
5500 Mapping Projects						
5510 Cynthia Wyatt	75.00	0.00	0.00	0.00	0.00	75.00
5511 Karen Gould	0.00	0.00	0.00	0.00	85.00 ²	85.00
Total 5500 Mapping Projects	75.00	0.00	0.00	0.00	85.00	160.00
6000 Office of Strategic Initiatives						
6000.000 FY20 TBG	4,426.29	0.00	0.00	0.00	0.00	4,426.29
Total 6000 Office of Strategic Initiatives	4,426.29	0.00	0.00	0.00	0.00	4,426.29
6100 NH DES						
6100.000 Coastal 2020	1,851.42	0.00	1,046.51	0.00	0.00	2,897.93
6150.000 PSM 18 Flood Risk Sci & Guidance	439.69	0.00	0.00	0.00	0.00	439.69
6250.000 PRB-Oyster River	0.00	0.00	0.00	0.00	1,000.00	1,000.00
6301.000 Local Source Water 2020	1,500.00	0.00	0.00	0.00	0.00	1,500.00
Total 6100 NH DES	3,791.11	0.00	1,046.51	0.00	1,000.00	5,837.62
6500 DEPT OF SAFETY (OEM)						
6500.000 PDM 2017	375.00	0.00	0.00	0.00	0.00	375.00
Total 6500 DEPT OF SAFETY (OEM)	375.00	0.00	0.00	0.00	0.00	375.00
7000 ECONOMIC DEVELOPMENT ADMINISTRATION	8,625.52	0.00	0.00	0.00	0.00	8,625.52
8000 DOT UPWP 20_21	31,660.79	0.00	31,789.70 ³	0.00	0.00	63,450.49

**Strafford Regional Planning Commission
A/R Aging Summary**

As of March 31, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
8100 RPC LTS - Traffic Stress Pilot	0.00	0.00	272.14	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	58,495.19	1,500.00	38,824.60	0.00	1,105.55	99,925.34

**Strafford Regional Planning Commission
A/R Aging Summary**

As of March 31, 2020

1. Town of Lee PLUR books not picked up yet

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

3. UPWP received April

Strafford Regional Planning Commission
Profit & Loss
March 2020

	Mar 20	Mar 19	\$ Change
Ordinary Income/Expense			
Income			
SRPC Membership Dues	9,656.34	9,754.07	-97.73 1
SRPC Revenue			
Municipal and NonProfit Revenue			
DUR Trail Mapping	0.00	0.00	0.00
REDC Visioning	1,500.00	0.00	1,500.00
Barrington Master Plan	0.00	2,089.19	-2,089.19
BCC Barrington Conservation	0.00	1,766.69	-1,766.69
DOV Recreation MP Chapter	1,084.05	0.00	1,084.05
FAR Circuit Rider	3,923.38	0.00	3,923.38
GIS Projects	75.00	0.00	75.00
NHCHF Pathways to Play	0.00	1,177.46	-1,177.46
Northwood Planning Services	2,537.05	2,409.16	127.89
NOT Circuit Rider	1,997.00	0.00	1,997.00
Nottingham RSMS	0.00	1,910.00	-1,910.00
Total Municipal and NonProfit Revenue	11,116.48	9,352.50	1,763.98
Total SRPC Revenue	11,116.48	9,352.50	1,763.98 2
Economic Development Revenue			
EDD Partnership Planning	21,450.37	0.00	21,450.37 3
EPA Brownfields	0.00	1,049.26	-1,049.26 4
Total Economic Development Revenue	21,450.37	1,049.26	20,401.11
State Award Revenue			
NHDES			
Coastal 2019	0.00	2,489.59	-2,489.59
Coastal 2020	2,724.02	0.00	2,724.02
Coastal Resilience Grant	0.00	462.31	-462.31
Lee Floodplain Mapping	0.00	5,977.55	-5,977.55
Local Source Water 2020	1,500.00	0.00	1,500.00
PSM18	457.18	855.98	-398.80
Total NHDES	4,681.20	9,785.43	-5,104.23
OEM Haz Mit			
PDM 2017	375.00	4,146.48	-3,771.48
Total OEM Haz Mit	375.00	4,146.48	-3,771.48
OEP Targeted Block	4,426.29	0.00	4,426.29
Total State Award Revenue	9,482.49	13,931.91	-4,449.42 5
MPO Revenue			
FHWA MultiModal Pilot (Bike LTS)	0.00	614.76	-614.76
NH DOT			
CTAP CommuteSMART	0.00	1,531.27	-1,531.27
UPWP	35,178.65	40,717.77	-5,539.12
Total NH DOT	35,178.65	42,249.04	-7,070.39
Total MPO Revenue	35,178.65	42,863.80	-7,685.15 6
Contra Income Cash Match			

Strafford Regional Planning Commission
Profit & Loss
March 2020

	Mar 20	Mar 19	\$ Change
CTAP Cash Match	0.00	-267.51	267.51
DOT Cash Match	-3,517.86	-4,071.78	553.92
EDD Cash Match	-1,848.70	0.00	-1,848.70
RPC LTS Cash Match	0.00	-122.95	122.95
Total Contra Income Cash Match	-5,366.56	-4,462.24	-904.32
Contra Income InKind/Soft Match			
In-Kind Coastal Match	-872.60	-1,481.20	608.60
In-Kind EDD Match	-10,976.15	0.00	-10,976.15
In-Kind HazMit Match	0.00	-1,146.48	1,146.48
Total Contra Income InKind/Soft Match	-11,848.75	-2,627.68	-9,221.07
Contract Overage	-17.49	-524.13	506.64
Total Income	69,651.53	69,337.49	314.04
Gross Profit	69,651.53	69,337.49	314.04
Expense			
Personnel Expenses			
Salary and Wages	39,927.10	56,638.43	-16,711.33
Payroll Expenses			
Dental insurance expense	284.76	232.71	52.05
Health Insurance expense	4,256.60	3,251.43	1,005.17
Life Insurance expense	86.00	93.60	-7.60
LTD Insurance expense	47.84	58.30	-10.46
STD insurance expense	135.32	197.91	-62.59
Payroll Processing Fees	174.00	58.50	115.50
Pension expense	1,165.06	1,699.17	-534.11
Unemployment expense	-121.28	276.09	-397.37
Workers Compensation	159.09	86.01	73.08
Payroll Taxes			
Medicare Expense	572.61	808.60	-235.99
Social Security expense	2,448.41	3,457.43	-1,009.02
Payroll Taxes - Other	-0.02	0.01	-0.03
Total Payroll Taxes	3,021.00	4,266.04	-1,245.04
Total Payroll Expenses	9,208.39	10,219.76	-1,011.37
Dues and Subscriptions	357.52	398.49	-40.97
Total Personnel Expenses	49,493.01	67,256.68	-17,763.67
Equipment expense			
Copier Maintenance Contract	319.85	319.85	0.00
Software expense			
ArcInfo/View software	400.00	425.00	-25.00
Office Software			
Zoom	149.90	0.00	149.90
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	137.50	0.00	137.50

Strafford Regional Planning Commission
Profit & Loss
March 2020

04/07/20

Accrual Basis

	Mar 20	Mar 19	\$ Change
Office operating software	0.00	49.87	-49.87
Total Office Software	431.98	238.15	193.83
Prezi	0.00	13.25	-13.25
Total Software expense	831.98	676.40	155.58
Total Equipment expense	1,151.83	996.25	155.58
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			
Postage and Delivery	17.99	15.99	2.00
Telephone			
Internet Communication Expense	0.00	114.00	-114.00
Telephone - Other	0.00	167.43	-167.43
Total Telephone	0.00	281.43	-281.43
Telephone and Internet	280.53	0.00	280.53
Total Communications	298.52	297.42	1.10
Administrative			
Office Expense	110.80	106.25	4.55
Office Supplies			
Plotter Ink and Supplies	302.50	0.00	302.50
Office Supplies - Other	66.78	85.82	-19.04
Total Office Supplies	369.28	85.82	283.46
Professional Fees			
Accounting, Audit	902.50	888.75	13.75
Total Professional Fees	902.50	888.75	13.75
Travel & Ent			
Travel	295.50	-160.15	455.65
Total Travel & Ent	295.50	-160.15	455.65
Total Administrative	1,678.08	920.67	757.41
Contract Labor			
Financial Services	1,550.00	3,212.50	-1,662.50
IT and Network support	270.00	382.50	-112.50
Pass Through Expense			
Consulting Engineering Services	0.00	5,539.95	-5,539.95
Total Pass Through Expense	0.00	5,539.95	-5,539.95

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04/07/20

Accrual Basis

Strafford Regional Planning Commission
Profit & Loss
March 2020

	Mar 20	Mar 19	\$ Change
Website maintenance and updates			
Website and logo design	284.07	0.00	284.07
Website maintenance and updates - Other	24.99	3.90	21.09
Total Website maintenance and updates	309.06	3.90	305.16
Total Contract Labor	2,129.06	9,138.85	-7,009.79
Total Expense	57,709.34	81,530.79	-23,821.45
Net Ordinary Income	11,942.19	-12,193.30	24,135.49
Other Income/Expense			
Other Income			
Interest Income	17.81	23.60	-5.79
Total Other Income	17.81	23.60	-5.79
Net Other Income	17.81	23.60	-5.79
Net Income	11,960.00	-12,169.70	24,129.70

Strafford Regional Planning Commission
Profit & Loss
March 2020

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. EPA Brownfields: The first invoice was received from the subcontractor in April. Sites are being assessed and billing should commence in April.

5. State Award Revenue: The PRB project is having difficulty getting up and running. Local Source water project is being actively worked on. PSM18 is completed. PDM17 is just waiting for the final HSEM approval and the final invoice has been sent. Targeted Block Grant is being billed quarterly.

6. 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.

7. Payroll Expenses: Two current part-time employees, one other staff member was part-time and recently went to full-time status. Prior fiscal year all staff were primarily full-time.

8. Financial Services: I have cut back my hours at the planning commission. I will generally expect to work approximately 49 hours per month, as compared to approximately 104 hours per month in the previous fiscal year.

9. Pass Through Expenses: First Brownfields engineering invoice received in April. No work completed on PRB project.

Strafford Regional Planning Commission
Income by Customer
March 2020

Date	Name	Memo	Amount
5400 REDC			
5401 2020 Visioning			
03/24/2020	5400 REDC:5401 2...	REDC 2020 Visioning	1,500.00
	Total 5401 2020 Visioning		1,500.00
	Total 5400 REDC		1,500.00
2000 LTA (Local Technical Assistance)			
03/01/2020	2000 LTA (Local Te...	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
3300 City of Dover Master Plan			
03/31/2020	3300 City of Dover ...	PO 201910767 - Progress Billing Dover Master Plan Recreation Chapter - March 2020	1,084.05
	Total 3300 City of Dover Master Plan		1,084.05
3400 Town of Durham			
3405 Durham Trail Mapping			
03/31/2020	3400 Town of Durh...	Durham Trail Mapping Progress Billing, Feb-March 2020	0.00
	Total 3405 Durham Trail Mapping		0.00
	Total 3400 Town of Durham		0.00
3500 Town of Farmington			
3501 FAR Circuit Rider			
03/31/2020	3500 Town of Farmi...	Farmington Circuit Rider Progress Billing - March 2020	3,923.38
	Total 3501 FAR Circuit Rider		3,923.38
	Total 3500 Town of Farmington		3,923.38
4200 Town of Northwood			
4201 NOR Circuit Rider			
03/31/2020	4200 Town of North...	Northwood Circuit Rider Progress Billing - March 2020	2,537.05
	Total 4201 NOR Circuit Rider		2,537.05
	Total 4200 Town of Northwood		2,537.05
4300 Town of Nottingham			
4301 NOT Circuit Rider			
03/31/2020	4300 Town of Nottin...	Progress Billing - Nottingham Circuit Rider, March 2020	1,997.00
	Total 4301 NOT Circuit Rider		1,997.00
	Total 4300 Town of Nottingham		1,997.00
5500 Mapping Projects			
5510 Cynthia Wyatt			

Strafford Regional Planning Commission
Income by Customer
March 2020

04/07/20

Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
03/31/2020	5500 Mapping Proje...	Evaluated Wetlands for MMRG Annual Meeting	75.00
	Total 5510 Cynthia Wyatt		75.00
	Total 5500 Mapping Projects		75.00
6000 Office of Strategic Initiatives			
6000.000 FY20 TBG			
03/31/2020	6000 Office of Strat...	Targeted Block Grant Progress Billing, Jan - March 2020	4,426.29
	Total 6000.000 FY20 TBG		4,426.29
	Total 6000 Office of Strategic Initiatives		4,426.29
6100 NH DES			
6100.000 Coastal 2020			
03/31/2020	6100 NH DES:6100...	Coastal 2020 Progress Billing, Feb - Mar 2020	2,724.02
03/31/2020	6100 NH DES:6100...	In Kind match for Coastal grant	-872.60
	Total 6100.000 Coastal 2020		1,851.42
6150.000 PSM 18 Flood Risk Sci & Guidance			
03/31/2020	6100 NH DES:6150...	Progress Billing Project of Special Merit Jan-Mar 2020	457.18
03/31/2020	6100 NH DES:6150...	To record when contracts go over budget in QuickBooks	-17.49
	Total 6150.000 PSM 18 Flood Risk Sci & Guidance		439.69
6301.000 Local Source Water 2020			
03/31/2020	6100 NH DES:6301...	Local Source Water 2020 - SWP301 - Progress Billing, Feb-Mar 2020	1,500.00
	Total 6301.000 Local Source Water 2020		1,500.00
	Total 6100 NH DES		3,791.11
6500 DEPT OF SAFETY (OEM)			
6500.000 PDM 2017			
03/31/2020	6500 DEPT OF SA...	Final Billing 2017 PDM Grant	375.00
	Total 6500.000 PDM 2017		375.00
	Total 6500 DEPT OF SAFETY (OEM)		375.00
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
03/31/2020	7000 ECONOMIC ...	EDA Progress Billing, March 2020	21,450.37
03/31/2020	7000 ECONOMIC ...		-1,848.70
03/31/2020	7000 ECONOMIC ...		-10,976.15
	Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION		8,625.52
8000 DOT UPWP 20_21			
03/31/2020	8000 DOT UPWP 2...	UPWP Progress Billing - March 2020	35,178.65

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04/07/20

Accrual Basis

Strafford Regional Planning Commission
Income by Customer
March 2020

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
03/31/2020	8000 DOT UPWP 2...	10% Matching Funds	-3,517.86
Total 8000 DOT UPWP 20_21			31,660.79
TOTAL			69,651.53

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

	Jul '19 - Mar 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
SRPC Membership Dues	86,907.04	86,907.01	0.03
SRPC Revenue			
Municipal and NonProfit Revenue			
Barrington Master Plan	2,216.31	2,307.00	-90.69
DOV Recreation MP Chapter	22,646.48	24,900.00	-2,253.52
DUR Wagon Hill Living Shoreline	5,297.48	4,794.75	502.73
FAR Circuit Rider	32,641.23	36,000.00	-3,358.77
FAR Master Plan Support	5,263.92	5,625.00	-361.08
FAR Tax Map Updates	3,034.95	2,588.00	446.95
GIS Projects	120.00	249.98	-129.98
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	23,455.77	22,711.50	744.27
NOT Circuit Rider	23,048.40	20,999.98	2,048.42
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	145,827.17	141,344.21	4,482.96
Total SRPC Revenue	145,827.17	141,344.21	4,482.96 1
Economic Development Revenue			
EDD Partnership Planning	96,122.18	93,333.81	2,788.37
EPA Brownfields	27,543.60	66,099.98	-38,556.38
Total Economic Development Revenue	123,665.78	159,433.79	-35,768.01
State Award Revenue			
NHDES			
NKT Local Source Water	800.10	2,000.24	-1,200.14
DUR Coastal Resilience	0.00	633.75	-633.75
Coastal 2019	1,363.90	0.00	1,363.90
Coastal 2020	11,868.12	18,750.01	-6,881.89
DOV Coastal Resilience	0.00	1,332.00	-1,332.00
Durham Groundwater Modeling	0.00	41,784.75	-41,784.75
Local Source Water 2020	5,700.10	14,999.72	-9,299.62
PSM18	1,789.10	1,772.00	17.10
UNH Climate in the Class	0.00	777.78	-777.78
Watershed PRB	1,000.00	45,009.00	-44,009.00
Total NHDES	22,521.32	127,059.25	-104,537.93
OEM Haz Mit			
PDM 2017	1,875.00	1,875.00	0.00
Total OEM Haz Mit	1,875.00	1,875.00	0.00
OEP Targeted Block	7,836.07	8,080.73	-244.66
Total State Award Revenue	33,232.39	137,014.98	-103,782.59
MPO Revenue			
FHWA MultiModal Pilot (Bike LTS)	11,411.22	11,404.00	7.22
NH DOT			
ROC Sidewalk Assessment	5,000.00	5,000.00	0.00

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

	Jul '19 - Mar 20	Budget	\$ Over Budget
UPWP	329,320.51	414,913.50	-85,592.99 9
Total NH DOT	334,320.51	419,913.50	-85,592.99
Total MPO Revenue	345,731.73	431,317.50	-85,585.77
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	-2,000.24	1,200.14
DOT Cash Match			
402.1 ROC Match	-5,000.00	-5,000.00	0.00
DOT Cash Match - Other	-27,932.05	-38,116.49	10,184.44
Total DOT Cash Match	-32,932.05	-43,116.49	10,184.44
EDD Cash Match	-11,076.37	-10,000.00	-1,076.37
RPC LTS Cash Match	-2,214.90	-2,544.00	329.10
Total Contra Income Cash Match	-47,023.42	-57,660.73	10,637.31
Contra Income InKind/Soft Match			
In-Kind Coastal Match	-3,745.29	-9,374.99	5,629.70
In-Kind EDD Match	-33,366.50	-36,666.89	3,300.39
PRB IK Match	0.00	-18,009.00	18,009.00
Total Contra Income InKind/Soft Match	-37,111.79	-64,050.88	26,939.09
Contract Overage	-2,085.89	0.00	-2,085.89 10
Total Income	649,413.01	834,555.88	-185,142.87
Gross Profit	649,413.01	834,555.88	-185,142.87
Expense			
Personnel Expenses			
Salary and Wages	399,636.30	405,354.62	-5,718.32 11
Payroll Expenses			
Dental insurance expense	2,562.84	2,739.74	-176.90
Health incentive	4,933.70	4,181.00	752.70
Health Insurance expense	38,309.40	39,943.49	-1,634.09 12
Life Insurance expense	780.60	747.00	33.60
LTD Insurance expense	425.62	428.99	-3.37
STD insurance expense	1,210.05	1,446.75	-236.70
Payroll Processing Fees	1,761.50	1,949.99	-188.49
Pension expense	11,435.11	11,856.74	-421.63
Unemployment expense	1,535.18	2,162.38	-627.20
Workers Compensation	864.78	1,082.47	-217.69
Payroll Taxes			
Medicare Expense	5,808.90	0.00	5,808.90
Social Security expense	24,838.08	0.00	24,838.08
Payroll Taxes - Other	-0.03	31,010.00	-31,010.03
Total Payroll Taxes	30,646.95	31,010.00	-363.05

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

	Jul '19 - Mar 20	Budget	\$ Over Budget
Total Payroll Expenses	94,465.73	97,548.55	-3,082.82
Dues and Subscriptions	3,427.73	3,315.74	111.99
Staff Training and Seminars	3,472.72	7,499.98	-4,027.26 ¹³
Total Personnel Expenses	501,002.48	513,718.89	-12,716.41
Equipment expense			
Computer Supplies	21.97	0.00	21.97
Copier Maintenance Contract	2,878.65	2,878.51	0.14
Office furniture			
Computer equipment	3,555.00	4,500.00	-945.00
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			
ArInfo/View software	3,800.00	3,825.00	-25.00
Office Software			
Windows 10 Upgrade	1,496.00	1,990.00	-494.00
Adobe In Design	724.75	629.88	94.87
Anti-virus software	210.66	225.75	-15.09
Constant Contact	364.50	364.50	0.00
DropBox	119.88	99.00	20.88
Microsoft Office 365	1,244.14	1,125.00	119.14
Sonic Wall Remote Access	545.00	400.00	145.00
Total Office Software	4,953.83	4,834.13	119.70
Prezi	26.50	0.00	26.50
Transcad software/maintenance	0.00	900.00	-900.00 ¹⁴
Total Software expense	8,780.33	9,559.13	-778.80
Traffic Count Expenses			
Traffic counting supplies	266.72	3,000.00	-2,733.28 ¹⁵
Total Traffic Count Expenses	266.72	3,000.00	-2,733.28
Total Equipment expense	15,502.67	20,437.64	-4,934.97
Fixed Expenses			
Insurance			
Liability Insurance	3,922.54	3,792.01	130.53
Total Insurance	3,922.54	3,792.01	130.53
Office Vehicle Lease & Maint	0.00	9,075.00	-9,075.00 ¹⁶
Rent	22,500.00	22,500.00	0.00
Total Fixed Expenses	26,422.54	35,367.01	-8,944.47
Communications			
Office Telephone System	4,500.00	8,000.00	-3,500.00 ¹⁷
Postage and Delivery	261.91	300.01	-38.10

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

	Jul '19 - Mar 20	Budget	\$ Over Budget
Telephone and Internet	2,618.63	2,497.50	121.13
Total Communications	7,380.54	10,797.51	-3,416.97
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	1,022.72	-1,276.55
Total Meetings Expense	652.89	1,022.72	-369.83
Office Expense	957.02	975.01	-17.99
Office Supplies			
Plotter Ink and Supplies	1,002.80	0.00	1,002.80
Office Supplies - Other	1,151.54	2,700.00	-1,548.46
Total Office Supplies	2,154.34	2,700.00	-545.66
Printing and Reproduction	1,352.38	1,159.05	193.33
Professional Fees			
Accounting, Audit	8,287.50	7,998.75	288.75
Legal Fees	0.00	750.01	-750.01
Total Professional Fees	8,287.50	8,748.76	-461.26
Travel & Ent			
Meals	259.55	0.00	259.55
Tolls & Parking	9.25	0.00	9.25
Travel	13,599.71	7,500.01	6,099.70 18
Total Travel & Ent	13,868.51	7,500.01	6,368.50
Total Administrative	29,013.07	24,105.55	4,907.52
Contract Labor			
Financial Services	27,622.50	45,000.00	-17,377.50 19
IT and Network support	2,467.50	3,180.01	-712.51
Pass Through Expense			
Contract Planning Staff Support	0.00	6,000.00	-6,000.00
DUR Groundwater Consultant	0.00	33,390.76	-33,390.76
EPA Brownfields Consultants	9,250.32	56,480.31	-47,229.99
PRB Consultants	0.00	23,249.98	-23,249.98
Total Pass Through Expense	9,250.32	119,121.05	-109,870.73 20
Website maintenance and updates			
Website and logo design	284.07	2,546.00	-2,261.93
Total Website maintenance and updates	683.59	2,546.00	-1,862.41
Total Contract Labor	40,023.91	169,847.06	-129,823.15
Total Expense	619,345.21	774,273.66	-154,928.45
Net Ordinary Income	30,067.80	60,282.22	-30,214.42
Other Income/Expense			
Other Income			

5:20 PM

04/07/20

Accrual Basis

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

	Jul '19 - Mar 20	Budget	\$ Over Budget
Interest Income	216.41	75.01	141.40
Total Other Income	216.41	75.01	141.40
Net Other Income	216.41	75.01	141.40
Net Income	<u>30,284.21</u>	<u>60,357.23</u>	<u>-30,073.02</u>

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2019 through March 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. EPA Brownfields: New engineering form contract signed early December for new Brownfields contract. Two site assessments were done in March. First subcontractor invoice received April.

3. 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.

4. Coastal 2020 amounts include match. Billable work is on target. In-kind match is expected to hit target levels within the couple of months.

5. Durham Groundwater Modeling: Contract received mid-March.

6. Local Source Water: The time it took to secure the municipal project for this contract took longer than anticipated. The project is now able to move forward and is expected to finish on time.

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. LTS: Final billing sent 1/31/20.

9. 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.

10. 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, and PSM18 \$17.

11. 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.

12. Health Insurance: One employee has added coverage starting April.

13. Staff Training: Hard to predict the cost and timing of trainings in the budget process.

14. TransCAD: This was budgeted monthly, however the UPWP paid for the entire cost. Originally anticipated budgeted monthly as a prepaid expense.

15. Traffic Count Supplies: Costs budgeted for Jul-Oct. It is expected that the remaining budget will be spent down further May-June as preparation for traffic count season begins.

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

- 16. Vehicle Lease not done yet. Investigating use of UPWP funds for lease/purchase.

- 17. 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.

- 18. 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.

- 19. Financial Services: Decreased hours from 24 hours per week (M-W) to 21 hours for the first week of the month and decreased hours to one day per week for remaining weeks in the month, depending on need.

- 20. Pass Through Expenses: (See notes pertaining to various contracts above)

Strafford Regional Planning Commission

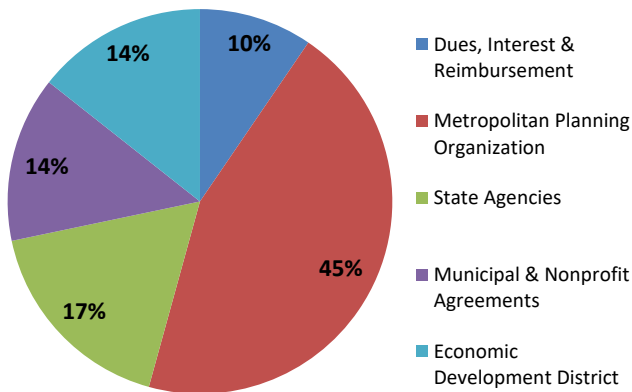
Draft FY2021 Budget

Summary Table

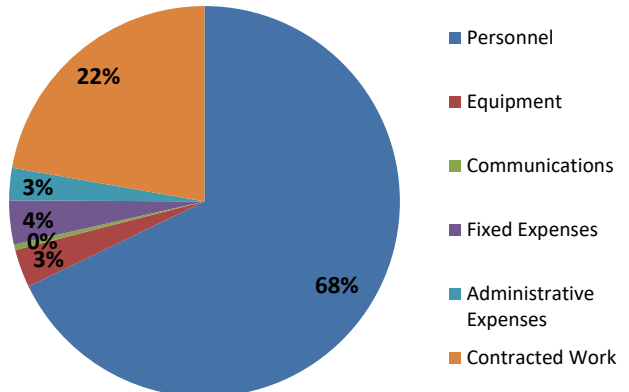
	Adopted Mid-Year	Draft FY2021	
	FY20 Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	116,476	119,406	2,930
Metropolitan Planning Organization	516,256	560,896	44,640
State Agencies	148,897	218,421	69,523
Municipal & Nonprofit Agreements	174,638	174,500	(138)
Economic Development District	155,266	180,000	24,734
Total	1,111,533	1,253,222	141,689
	FY20 Expenses	Expenses	Net Change
Personnel	669,330	831,126	161,796
Equipment	37,975	38,589	613
Communications	11,730	5,712	(6,018)
Fixed Expenses	46,156	44,465	(1,691)
Administrative Expenses	32,765	32,765	0
Contracted Work	243,092	272,409	29,317
Total	1,041,049	1,225,066	184,017
Net Deficit/Surplus	70,485	28,156	(42,328)

*As amended December 2019

Draft FY2021 Budget Revenue



Draft FY2021 Budget Expenses



Strafford Regional Planning Commission

FY2021 REVENUES	Adopted FY 20 Net Outside Revenue	Working Budget Revenue					Net Outside Funding	
		Funding Source Revenue	Internal Dues Match	Outside Source Soft Match	Outside Source Cash Match	Total		
Total	1,111,783	1,251,889	79,571	92,166	1,334	1,253,222		
Dues, Interest & Reimbursements	116,726	119,406	0	0	0	119,406	10%	
Municipal Dues (minus BRK, NOT, MIL, LEE)	115,876	118,806	0	0	0	118,806		
Interest	100	100	0	0	0	100		
Health Trust reward/reimbursement	500	500	0	0	0	500		
Misc Revenue	250	0				0		
Municipal & Nonprofit Service Agreements	174,638	174,500	0	1,000	0	174,500	14%	
Barrington Master Plan	2,307	0	0	0	0	0		
Dover Arts and Recreation Master Plan Chapter	24,900	0	0	0	0	0		
Durham Wagon Hill Living Shoreline Outreach	5,393	0	0	1,000	0	0		
Farmington Master Plan Support	7,500	0	0	0	0	0		
Farmington Tax Maps	2,588	2,000	0	0	0	2,000		
Farmington Town Planner Services	48,000	50,000	0	0	0	50,000		
Lee Tax Maps	0	2,000	0	0	0	2,000		
MapGeo Subscriptions	4,000	0	0	0	0	0		
Milton MS4 Permit Assistance	0	0	0	0	0	0		
NH Children's Health Foundation	19,368	20,000	0	0	0	20,000		
Newmarket Tax Maps	1,800	1,500	0	0	0	1,500		
Northwood Technical Services	30,282	28,000	0	0	0	28,000		
Nottingham Town Planner Services	28,000	28,000	0	0	0	28,000		
Strafford Tax Maps	0	2,000	0	0	0	2,000		
Tufts Health Plan Foundation - Healthy Aging	0	38,000	0	0	0	38,000		
GIS projects (small billable projects)	500	3,000	0	0	0	3,000		
Economic Development District Agreements	155,266	180,000	15,000	55,000	0	180,000	14%	
U.S. Dept of Economic Development Administration								
EDD Planning Grant, Dues & Inkind Match	64,167	70,000	15,000	55,000	0	70,000		
U.S. Environmental Protection Administration								
Brownfields Community Assessment Grant: through 9/30/19	16,100	0	0	0	0	0		
Brownfields Community Assessment Grant: through 9/30/22	75,000	110,000	0	0	0	110,000		
	0	0	0	0	0	0		
State Agreements	148,897	217,087	2,250	36,166	1,334	218,421	17%	
Office of Energy and Planning								
Targeted Block Grant for EDD Planning match: through 6/30/120	11,111	11,111	0	0	0	11,111		
Dept of Environmental Services								
604(b)-Sunrise Lake Watershed Management Plan	0	42,688	0	0	0	42,688		
Coastal Grant 2021 through 6/30/21	12,500	12,500	0	12,500	0	12,500		
Coastal Resilience Grant - Dover (spring 2020 through 6/30/2021)	2,535	13,500	0	0	0	13,500		
Coastal Resilience Grant - Durham (spring 2020 through 6/30/2021)	5,328	17,040	0	0	0	17,040		
Durham Groundwater Modeling (FYs 2020 - 2021)	55,713	52,185	0	0	0	52,185		
Project of Special Merit FY18 (10/1/18-3/31/20)	1,772	0	0	0	0	0		
Source Water Protection-Water Resource Plans (Ext. to Sept 2020)	21,000	10,000	1,250	0	1,334	11,334		
Source Water Protection-Buffers (7/1/2020-5/31/2021)	0	9,200	1,000	0	0	9,200		
Watershed Assistance (Permeable Reactive Barrier): (10/1/18-12/2021)	36,000	23,113	0	15,416	0	23,113		
University of New Hampshire								
Coastal Resilience Grant - Climate in the Classroom (1/1/19-6/30/20)	1,063	0	0	0	0	0		
2020 Piscataqua Region Environmental Planning Assessment	0	0	0	0	0	0		
Department of Safety Homeland Security								
HazMit Plans PDM-BAR,NDU,ROL,SOM (1/1/21-12/31/23)	1,875	25,750	0	8,250	0	25,750		
Metropolitan Planning Organization Agreements	516,256	560,896	62,321	0	0	560,896	45%	
Dept of Transportation								
UPWP FY20/21 Federal Highways & Transit: through 6/30/21	502,396	560,896	62,321	0	0	560,896		
Rochester Sidewalks SADES Inventory (match to UPWP)	5,000	0	0	0	0	0		
FHWA MultiModal Connectivity Pilot (Bicycle LTS)	8,860	0	0	0	0	0		
							100%	

Strafford Regional Planning Commission

FY2021 EXPENSES	Adopted Budget Expenses		Working Budget Expenses		Net Change
Total	1,041,049		1,225,066		184,017
PERSONNEL	669,330	<i>69%</i>	831,126	<i>68%</i>	161,796
Salaries and Hourly Wages	526,961		631,692		104,731
Payroll Taxes	40,313		48,324		8,012
Health Insurance	53,258		93,292		40,034
Dental Insurance	3,653		7,242		3,589
Life Insurance	996		1,137		141
Shortterm Disability	1,929		1,978		50
Longterm Disability	572		688		116
Health Incentives	4,681		3,558		(1,122)
SIMPLE IRA Pension	15,809		18,951		3,142
Worker's Compensation	1,471		1,909		439
Payroll Processing - QuickBooks	2,600		2,600		0
Unemployment Insurance	2,668		2,668		0
Staff Training & Workshops	10,000		10,000		0
Professional Dues: AMPO, NHARPC, NHPA, APA, NHMA, NEARC, NADO	4,421		7,086		2,665
	37,975	<i>3%</i>	38,589	<i>3%</i>	613
ARCInfo/View Software: Maintenance	5,100		6,500		1,400
Transpo Software Maintenance: Transcad, Nvivo	1,200		1,200		0
Office Software: Maintenance, purchase	11,637		6,416		(5,222)
Databases for Transportation Planning	8,200		8,200		0
Traffic Count Expenses (Equipment, Repair, Supplies)	3,000		3,000		0
Equipment Rental and Repair	500		500		0
Copier Maintenance Contract	3,838		3,838		0
Office Furniture, Computers	4,500		8,935		4,435
COMMUNICATIONS	11,730	<i>2%</i>	5,712	<i>0%</i>	(6,018)
Postage and Delivery	400		400		0
Office Phone System (replacement of hardware)	8,000		1,440		(6,560)
Internet and Phone Service	3,330		3,372		42
Marketing and Media Outreach Activities	0		500		500
FIXED EXPENSES	46,156	<i>5%</i>	44,465	<i>4%</i>	(1,691)
Property & Liability	5,056		5,765		709
Office Vehicle Lease and Maintenance	11,100		8,700		(2,400)
Rent	30,000		30,000		0
ADMINISTRATIVE EXPENSES	32,765	<i>1%</i>	32,765	<i>3%</i>	0
Printing	1,200		1,200		0
Audit and Accounting Services	10,665		10,665		0
Legal	1,000		1,000		0
Office and Mapping Supplies	3,600		3,600		0
Office Expense	1,300		1,300		0
Meeting Expenses (Meetings and Meeting Notices)	3,000		3,000		0
Travel	10,000		10,000		0
Library & Subscriptions: NH Planning Books	2,000		2,000		0
OUTSOURCED CONTRACTS	243,092	<i>20%</i>	272,409	<i>22%</i>	29,317
Web Design & Maintenance	10,184		3,474		(6,710)
IT Services	4,240		4,240		0
Financial Services	60,000		60,000		0
EPA Brownfields - Credere (contract end 9/30/2019)	13,147				(13,147)
EPA Brownfields - NOBIS Engineering (10/1/2019-9/30/2022)	65,000		104,000		39,000
Durham SRF Groundwater Modeling Consultant	44,521		39,116		(5,405)
Watershed Assistance (Permeable Reactive Barrier) Consultants	31,000		19,857		(11,143)
Durham Coast Resilience - UNH Coop Ext & NH Sea Grant	0		3,540		3,540
604(b) Sunrise Lake Watershed Mgt Plan Consultants	0		30,682		30,682
Contract Planning Staff Support (Dover Climate Resilience)	15,000		7,500		(7,500)
	0		0		0
		<i>100%</i>		<i>100%</i>	

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

April 17, 2020

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

RE: April 2020 Minor Revisions to the 2019-2022 TIP

Dear Mr. Watson:

The Strafford Metropolitan Planning Organization (SMPO) staff has received a request to approve the April 2020 Minor Revisions to the approved Strafford Metropolitan Planning Organization's 2019-2022 Transportation Improvement Program (TIP).

The following information is in the Strafford MPO Prospectus that was revised and adopted on January 19, 2018 at the Strafford MPO Policy Committee Meeting:

In the Strafford MPO the Executive Director has the authority to review Administrative Modification and/or Informational Revisions. The Executive Director may request the advice of members of the MPO Technical Advisory Committee to complete this review. The Executive Director may make recommendations to the Executive Committee for their concurrence or non-concurrence with Administrative Modifications and/or Informational revisions and for a procedural change from Administrative Modification and/or Informational Revisions to Amendment. The Executive Director will issue a letter to the NHDOT indicating their decision. Copies of these letters will be provided to members of the TAC and MPO.

Based on these procedures, the Executive Director recommends the approval of the following Administrative Modifications to the 2019-2022 TIP as proposed.

Sincerely,

Jennifer Czysz
Executive Director
Strafford Regional Planning Commission

April 2020 TIP Minors

Table of Contents

Funding Changes

Dover (40437)	Page 1
Dover (41373)	Page 2
Dover (41746)	Page 3
Lee (41322)	Page 4
Program (PAVE-T2-RESURF)	Page 5

2019-2022 SRPC Transportation Improvement Program

Minor Revision

3/19/2020

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.

Dover 40437

Towns: Dover
 Road: Dover Community Trail
 Scope: Const multi-use path to connect 2 portions of the Dover Community Trail, which are gaps (14-27TAP)
 Acronyms:

Approved Funding

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
CON	2020	\$307,856		\$0	\$133,821
					\$441,677

Change Notes

NHDOT Description of Changes

SRPC Notes

This project was previously included under the statewide Transportation Alternatives "programmatic". It's being added to the STIP as an individual project because Dover is including additional non-participating (local) funds.

Funding Sources

FHWA

TAP - Transportation Alternatives

OTHER

Non Par Other

Towns

Dover 41373

Towns: Dover
Road: Rte 155, Rte 108, Bellamy Rd. Daley Dr. Durham Rd (Community Trail)
Scope: Construct multi-use path from Knox Marsh Rd. to Bellamy Rd.
Acronyms:

Approved Funding

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2020	\$69,314	\$0	\$17,328	\$86,642
PE	2021	\$20,538	\$0	\$5,134	\$25,672
ROW	2021	\$34,400	\$0	\$8,600	\$43,000
CON	2022	\$116,164	\$0	\$144,315	\$260,479

Change Notes

NHDOT Description of Changes

SRPC Notes

This project was previously included under the statewide Transportation Alternatives "programmatic". It's being added to the STIP as an individual project because Dover is including additional non-participating (local) funds.

Funding Sources

FHWA

TAP - Transportation Alternatives

OTHER

Towns

DOVER 41746

Towns: DOVER

Road: RTE 108

Scope: Traffic signal improvements and installation of a camera system to monitor traffic flow.

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$12,000		\$0	\$3,000	\$15,000
PE	2020	\$4,000		\$0	\$1,000	\$5,000
CON	2021	\$106,912		\$0	\$26,728	\$133,640

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$12,000		\$0	\$3,000	\$15,000
PE	2020	\$4,000		\$0	\$1,000	\$5,000
CON	2021	\$104,000		\$0	\$26,000	\$130,000

Change Notes

NHDOT Description of Changes

SRPC Notes

Estimate is being updated for the first time in the fiscal year; inflation being reduced.

Funding Sources

FHWA

Congestion Mitigation and Air Quality Program

OTHER

Towns

LEE 41322

Towns: LEE
Road: NH Route 125
Scope: Bridge Replacement of culvert carrying NH 125 over Little River Br No 073/084
Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$220,000		\$0	\$0	\$220,000
ROW	2022	\$16,962		\$0	\$0	\$16,962
CON	2022	\$1,696,200		\$0	\$0	\$1,696,200

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$220,000		\$0	\$0	\$220,000
ROW	2022	\$16,962		\$0	\$0	\$16,962
CON	2022	\$1,696,200		\$0	\$0	\$1,696,200

Change Notes

NHDOT Description of Changes

SRPC Notes

Funding types being updated to reflect available funds.

Funding Sources

FHWA

National Highway System

STP-Non Urban Areas Under 5K

NHDOT

Toll Credit

PROGRAM PAVE-T2-RESURF

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

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,190,000		\$0	\$0	\$1,190,000
PE	2020	\$1,000,000		\$0	\$0	\$1,000,000
PE	2021	\$800,000		\$0	\$0	\$800,000
PE	2022	\$800,000		\$0	\$0	\$800,000
ROW	2020	\$25,000		\$0	\$0	\$25,000
ROW	2021	\$25,000		\$0	\$0	\$25,000
ROW	2022	\$25,000		\$0	\$0	\$25,000
CON	2019	\$19,800,000	\$6,000,000		\$0	\$25,800,000
CON	2020	\$12,330,000	\$8,750,000		\$0	\$21,080,000
CON	2021	\$7,800,000	\$8,750,000		\$0	\$16,550,000
CON	2022	\$4,800,000	\$8,750,000		\$0	\$13,550,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,190,000		\$0	\$0	\$1,190,000
PE	2020	\$1,000,000		\$0	\$0	\$1,000,000
PE	2021	\$800,000		\$0	\$0	\$800,000
PE	2022	\$800,000		\$0	\$0	\$800,000
ROW	2020	\$25,000		\$0	\$0	\$25,000
ROW	2021	\$25,000		\$0	\$0	\$25,000
ROW	2022	\$25,000		\$0	\$0	\$25,000
CON	2019	\$19,800,000	\$6,000,000		\$0	\$25,800,000
CON	2020	\$17,330,000	\$8,750,000		\$0	\$26,080,000
CON	2021	\$13,550,000	\$6,000,000		\$0	\$19,550,000
CON	2022	\$13,550,000	\$6,000,000		\$0	\$19,550,000

Change Notes

NHDOT Description of Changes

No child projects in the Strafford region are being affected.

SRPC Notes

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

Funding Sources

FHWA

National Highway System

STP-State Flexible

NHDOT

Betterment

Toll Credit