



**SRPC Executive Committee Meeting Agenda
May 15, 2020 from 8:00 – 9:00 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 2020-08, 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://us02web.zoom.us/j/81558895048>

Telephone-only Access: 1-646-558-8656 and Meeting ID: 815-5889-5048

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 17, 2020 (**Enclosed**)
- b. Acceptance of Draft April Financials (**Enclosed**)
- c. FY 2021 Draft Budget (**Enclosed**)
- d. Approval of the updated SRPC Employee Handbook (**Enclosed**)

3. Updates and Discussion

- a. COVID-19 actions and updates (**See Memo**)
- b. FY2021 Executive Committee Officers, Members, and Alternates (**See Memo**)
- c. FY 2020 Annual Meeting (**See Memo**)
- d. Awards, Contracts, and General Business Update (**See Memo**)
- e. May Monthly Minors (**Separate Mailing**)

4. Other Business

Beas Adjourn 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

Virtual Zoom Meeting

DRAFT Meeting Minutes
April 17, 2020

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

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

Committee members absent: Chair Victoria Parmele, Northwood;

1. Welcome/Introductions

The meeting began at 8:07 a.m.

P. Nelson called the meeting to order. He shared 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 Peter Nelson, David Landry, Michael Bobinsky, Barbara Holstein, Donald Hamann Shayna Sylvia, and Jennifer Czysz.

2. Action Items

a. Approval of the Minutes of April 3, 2020

P. Nelson asked for a motion to accept the minutes of the April 3, 2020 Executive Committee meeting. D. Hamann **MOVED** to accept the minutes. M. Bobinsky **SECONDED** the motion, of which all were **IN**

FAVOR. The motion carried via roll call vote of D. Landry, M. Bobinsky, B. Holstein, P. Nelson and D. Hamann in the affirmative.

Tom Crosby joined the meeting at 8:11 a.m.

b. Acceptance of the Draft March Financials

J. Czynsz reviewed the Draft March Financials.

J. Czynsz shared the status of the bank balances. SRPC was awaiting payments from NHDOT, but this have been resolved. She shared that finances are more closely monitored at this point in the year, as the fiscal year ends June 30. She noted that in comparison to the end of fiscal year 2019, we are in a better financial position.

She explained that declining balances at this point in the year are expected, as SRPC draws down dues payments received nearly a year ago. J. Czynsz shared she is comfortable with the status of the current financials. She added that none of the current funds are restricted, which was not the case last year.

J. Czynsz reviewed the profit and loss statement, explaining that the organization will end in a strong financial position, especially when compared with the last few years. She added that the fiscal year should end in the black. The dues applied to the budget incrementally throughout the year. To date we have not fully expended all dues for the fiscal year, contributing to the current profit.

J. Czynsz shared context for the FY 2021 budget, explaining that when you look at profit and loss budget versus actuals for FY 2020, you'll see several of the contracts (particularly NHDES and NHDOT) haven't been expended to the anticipated amount. She added that we will still be able to expend some more of these funds before June 30, and that these contracts roll over to FY 2021. She adjusted the working budget for FY 2020, and has brought it into alignment for where we project to be year end, and the balances that will be carried forward

A discussion ensued concerning rent payments for SRPC's office space during the time that the building is closed and if this should be adjusted and about potential for saving money during the COVID-19 pandemic, in general.

J. Czynsz replied that SRPC is saving money with office supplies and added that financial consultant Kathy Foster has reduced her hours due to increased business with tax season.

J. Czynsz explained that on the revenue side, the COVID-19 pandemic has not impacted us.

J. Czynsz shared that the adopted mid-year budget included potential new contracts with a net amount of \$70,000. \$40,000 will be rolling forward to 2021, and \$30,000 is a net surplus as of today. This is where we should end the fiscal year. She added that we expect the monthly profit and loss to break even over the next few months. J. Czynsz added that she has several new projects that are coming along in the next few months. She added that the organization is in a pretty good financial position, if there is no impact to dues payments. Due invoices were sent out on Tuesday of this week.

P. Nelson asked for J. Czysz to elaborate on the impacts of decreased or late dues payments, and any other unforeseen financial issues due to COVID-19. This will be covered when talking about the FY 2021 budget later on the agenda.

D. Hamann **MOVED** to accept the Draft March Financials. M. Bobinsky **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of D. Landry, M. Bobinsky, B. Holstein, P. Nelson and D. Hamann, and T. Crosby

3. Updates and Discussion

a. COVID-19 actions and updates

J. Czysz explained that COVID-19 hasn't influenced internal operations or the financials. She shared that the organization has been very busy with economic development technical assistance. Nancy O' Connor and James Burdin have been hosting calls with economic development staff on a weekly basis. SRPC as Strafford Economic Development District is developing different ways as a regional entity to provide support. Strafford EDD was also able to connect with Commissioner Taylor Caswell at N.H. Department of Business and Economic Affairs, and they are facilitating receipt of a listing of all business in good standing from secretary of state's office. This information is usually provided at a cost, but Strafford EDD will be receiving an export of this data. This will help EDD staff connect with the businesses within their communities.

J. Czysz shared that J. Burdin has been serving as a direct liaison between a larger seacoast group and the NH Small Business Administration (SBA), to improve municipal technical assistance. She added that Strafford EDD heard directly from Alan Brigham, our Economic Development Agency (EDA) representative, that there are stimulus funds coming to EDA and that he will be working with us to put together a proposal for a share of these funds. These funds are anticipated be less competitive or non-competitive, and it seems as if Strafford EDD has a strong chance of receiving a share of the funds in support of the COVID-19 crisis.

J. Czysz updated the committee on a web resource called Mighty Small, that was created by SRPC and a business owner in Somersworth. S. Sylvia shared this will be linked in Bits and Pieces. J. Czysz elaborated on the weekly phone calls being held, sharing that there has been regular participation from Milton, Barrington, local Chambers of Commerce, the tri-cities, SBA staff, Exeter, and Portsmouth. A discussion ensued on the outcome of these phone calls.

B. Holstein commended the work of J. Burdin and the other EDD staffers. She commented on continuing these efforts and connections outside of the COVID-19 pandemic.

It was suggested that more outreach be done to inform municipalities and businesses of resources like Mighty Small.

J. Czysz explained that most of the hours billed to the EDA grant in the last several weeks were for technical assistance related to COVID-19. EDA confirmed that this was proper procedure to deal with the crisis before other contractual items, like the Comprehensive Economic Development Strategy (CEDs).

J. Czynsz updated committee members on funding available through the TUFTS Health Grant, that is in addition to the funding that SRPC already applied for. The organization is able to adapt our current TUFTS Health grant proposal to incorporate responses to COVID-19.

M. Bobinsky shared that he appreciates the social media statistic tracking on the monthly dashboard.

b. Awards, Contracts, and General Business Update

A discussion ensued about notarized documents during COVID-19. B. Holstein is a notary.

c. FY 2021 Draft Budget

J. Czynsz shared her draft FY 2021 budget, explaining that her calculation of expenses is on the high end.

She commented on the amount of funds being carried over from FY 2020, explaining the SRPC deliberately delayed the start of some projects to have the bulk of funds available in 2021. She stated that SRPC has hired a consultant to assist with a resilience project in Dover. The project the consultant will be working on is slated to begin in May.

J. Czynsz discussed the difficulties with beginning the summer field work program, due to COVID-19.

J. Czynsz explained certain items on the draft budget, sharing which items were in place, and which funding sources were awaiting confirmation, like the TUFTS Health Grant and funding from NH Children's Health Foundation.

She reiterated that no funding sources have been impacted by the Stay at Home order, not even circuit riding contracts.

J. Czynsz shared the expense portion of the draft budget is more conservative. She explained the biggest changes, adding that if we have a surplus of additional contracts we are going to need to hire. She added that Stephen Geis, currently an intern, was recently offered a full-time position. He will be helping with the traffic counts, processing data for the Metropolitan Transportation Plan and CEDS, and is our second GIS staffer in the office.

J. Czynsz said that a new temporary staff member would hypothetically begin in September. She stated that we plan to hire two summer interns.

She reviewed different hiring scenarios and their effects on the budget.

J. Czynsz reviewed her plans for current staff salary increases and health care options. She went into detail about the health insurance changes and how this added to expenses in the budget, explaining that to be implemented changes would have to be made to the employee handbook.

M. Bobinsky shared that he appreciated J. Czynsz's budget options showing best- and worst-case scenarios.

A discussion ensued about the health care plan options.

J. Czysz reminded members that we normally adopt the budget at the June annual meeting.

It was decided that a final decision would be made at the next E.C. meeting, along with the recommendation of the FY 2021 budget to the full commission.

J. Czysz elaborated on her plans for salary increases and moving this to a pay scale schedule. E.C. members suggested that J. Czysz modify the base salary adjustment to a lower percentage.

D. Landry asked about tax caps and town budgets, and if J. Czysz is concerned about receipt of dues. The organization can only wait and see what happens considering COVID-19.

P. Nelson suggested better marketing our services. This is being done as SRPC plans its new website. The goal of having 100% of members pay dues was discussed.

J. Czysz shared that for the next meeting she would make some revisions to budget to tighten salaries line, using a lower cost of living increase as a base, find out about temporary employee expenses and health insurance eligibility, confirm staff participation, and will monitor dues responses. She added that she would also look into editing the employee handbook, using Nashua RPC's as a model. D. Hamann liked NRPC wording. D. Landry agreed. Discussion ensued. Updates on this to E.C. will be included in memo for next meeting.

d. April Monthly Minors

J. Czysz shared that there was a relevant project in Dover, and that senior transportation planner Colin Lentz spoke with Dover. They concur with the minors

For the statewide projects, there were no child projects in the region.

4. Other Business

S. Sylvia gave a brief update from annual meeting survey. The topic of most interest was resiliency in response to the COVID-19 pandemic.

5. Adjourn

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

The meeting adjourned at 10:00 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 - April

For the May 15, 2020 Executive Committee Meeting

April 31, 2020	
FSB Checking Beginning Balance	\$33,508.93
Deposits	\$78,853.62
Payments	-\$50,165.91
Uncleared Transactions	-\$3,209.59
FSB Checking Ending Balance	\$58,987.05

Accounts Receivable	\$151,900.45
FSB Savings Account	\$16,115.10

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
FY20 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
Pending Grant Applications	\$253,200

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 MAR./APR.

Standing Committees and Appointments

Explore Moose Mountains (Shayna)
 Commute SMART NH Meeting (Shayna)
 ACT Board & Executive Committee (Colin)
 CAW Outreach Committee (Kyle)
 Full CAW Committee (Kyle)
 CAW Municipal Users Group (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)
 NH Housing and Community Development Planning Council (Jen)

RPC Activity

Budget Review Meeting (Kyle, Jen, Colin, James)
 Meeting with Milton Town Administrator (Kyle, Colin, Jen)
 NHPA Conference Organizing Group Call (Kyle)
 Partner Meeting for the TUFTS Grant (Shayna, Jen, Nancy)

EDD Activity

Twice-weekly seacoast economy check-ins (Jen, Nancy, James)
 Call with NCC to discuss upcoming Town and City article collaboration (Jen, James)
 EDA conference call with NH and ME EDDS (Jen, James)

MPO Activity

Technical Advisory Committee (Colin, Jackson, Jen)
 Policy Committee (Colin, Jen)
 Interview with Potential Data Collection Intern (Kyle, Jen, Stef)
 Transportation Planners Collaborative (Colin)
 DOT Interagency Calls (Colin, Jen)

Staff Development & Trainings

MS4 General Permit Webinar (Kyle, Jackson, Jen)
 Advocacy versus Lobbying Training (Jen)

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 594(+71)
 Users 403(+37)



Constant Contact

Subscribers 805(+1)
 Avg. Open Rate 32%(-3%)



Facebook

Posts 50(+27)
 Reach 5,616(+3,423)
 Engagement 360(+192)



Twitter

Tweets 48(+27)
 Profile Visits 135(+72)
 Impressions 6,992(-+4,017)
 Followers 285(+9)
 Mentions 3(+3)



Instagram

Followers 90(+18)
 Posts 19(+4)
 Reach 853(+261)
 Engagement 131(+41)



Map Geo

Total Visits 683*
 Unique Visitors 354*

*Wasn't reported in previous month

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: May 8, 2020
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the May 15, 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 April Financials

Balance Sheet: We are reaching that time of year when bank balances are dipping to their lowest point. Dues invoices went out in April and while not due till July 1, many communities have already submitted payments in May which will be deposited into our savings account to reserve the funds for July 1. Bank balances are back up some since March due to the timing of DOT and other larger payments. Comparing this point in the year to last year, balances are about \$17,000 higher. We remain in a better overall position than this time last year. Overall, our net assets are about \$37,000 higher this year.

Aging Summary: accounts remain paid and current. The couple items more than 31 days overdue are both DES payments. One of which has been received in May.

Profit and Loss: As noted last month, while we are behind where we anticipated billing on several state contracts and the UPWP, these all roll into the next Fiscal Year. The FY2020 working budget was updated to reflect projected year end. Municipal contracts, however, have exceeded expectations this year. Despite, all staff telecommuting for April, billables remained strong. Telecommuting decreased regular expenses, travel reimbursements, and the acquisition of a vehicle. However, in recognition that SRPC is dependent on employee provision of their own cell phone, internet, etc. we have provide a \$50/month stipend to offset those costs. Year-to-date is holding strong with a net profit of \$30,000.

2c. FY2021 Draft Budget

A copy of the draft FY2021 budget is included in your packet. Most all of the project revenues are confirmed. There are no changes to the projected revenues since last month's review, however, a couple placeholders were added for items that are potentially in the works (\$1 each). The two grants that will be decided before July 1 are noted as unconfirmed, however, given the strong chance of funding, the full amount is included. I have also Italicized EDA as there is always a lingering doubt there. That said, 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 several changes have been incorporated in response to our conversation at the April 17th committee meeting. Highlights: COLAs were reduced, 3 staff promotions are included, temporary staffing was increased to account for the increase in grant funded work that must be completed before the end of FY2021. Health insurance rates have been adjusted from 90% of the

highest cost single employee plan to SRPC paying 85% of a single no-deductible plan, and 60% of the two-person or family plan; or 90% of the low-deductible single plan, and 75% of the two-person or family plan.

Summary of FY 2020 to FY 2021 budgeted expense differences:

Comparison of FY2020 Salaries/Wages to Draft FY2021

Total FY 2020 Budget	\$526,961
Total Draft FY 2021 Budget	\$657,960
Difference	-\$130,999

Summary of Staffing and Salary Changes

Temp Env. Employee (9 mos)	\$32,800
Temp Trans/EcDev Employee (9 mos)	\$41,000
GIS Planner to FT in FY21	\$7,120
New Planning Technician FTE	37440
Net Change of Interns**	-\$11,400
Personnel Changes	\$106,960
Individual Promotions (3) & COLAs (8)	\$24,039
Increased Costs	\$130,999

**Maintains 2 summer and 1 academic year interns, FY20 academic year intern worked more hours than budgeted in FY21 and was hired full time. Also FY20 included extra hours for summer interns to start in May 2020.

Comparison of FY2020 Health Insurance to Draft FY2021

Total FY 2020 Budget	\$53,258.18
Total Draft FY 2021 Budget	\$73,559.24
Difference	-\$20,301.07

Plan Rates - SRPC Shares

	Single AB20	2Person ABSOS	Family ABSOS
FY2020	\$8,521.31	\$8,521.31	\$8,521.31
FY2021	\$8,112.57	\$12,239.98	\$16,629.00
Ann. Sav (+) or Loss (-)/FTE	\$408.74	-\$3,718.67	-\$8,107.69

Summary of the draft difference between FYs 2020 and 2021

The following include the 0.9% premium increase from FY20 to 21

Single Plan changes in SRPC share (3 employees)	-\$1,226.21
1 FTE @ 3 mos in FY20 and full 12 mos in FY21	\$5,982.24
Added costs for (2) 2-person and (1) family plan	\$15,545.04
	\$20,301.07

It is assumed the 2 employees who opt out will continue to do so. Additionally, temporary employees are not eligible for insurance benefits.

The budget is designed to balance out – the draft \$17,747 net surplus corresponds to the portion of dues funds that are not allocated to staff time for local technical assistance or as match to grants. This surplus equates to an anticipated potential reserve contribution. Similarly, to realize the revenues we need to have adequate staffing to complete and fully bill projects. As such, the following represents the “contingency plan” to balance the budget should some of the grant funds not come through.

Uncertain Revenues & Corresponding Expense Reductions**Revenue**

Farmington Tax Maps	\$2,000
Lee Tax Maps	\$2,000
NH Children's Health Foundation	\$20,000
Newmarket Tax Maps	\$1,500
Strafford Tax Maps	\$2,000
Tufts Health Plan Foundation - Healthy Aging	\$38,000
GIS projects (small billable projects)	\$3,000
True Unknowns	\$68,500
EDD Planning Grant	\$70,000
True Unknowns with Probable EDA (worst case)	\$138,500

Expenses

Additional Temp Staff Persons (2 for 9 months ea.)	\$83,576
<i>Salaries and Hourly Wages</i>	<i>\$73,800</i>
<i>Payroll Taxes</i>	<i>\$5,646</i>
<i>SIMPLE IRA Pension</i>	<i>\$2,214</i>
<i>Computer/Phone/Software/Etc.</i>	<i>\$1,916</i>
Academic Year Intern	\$4,320
Small Conf Set up: Tower, keyboard/mouse, video, speakers	\$1,135
NADO and other new dues	\$2,850
Financial Services (reduce to 16 hours/week)	\$20,000
Total Reduced Expenses	\$111,881

Net Deficit/Surplus

Draft Budget (as presented) Net Deficit/Surplus	\$17,747
Adjusted with True Unknowns and Reduced Expenses	\$61,128
Adjusted with Worst Case Revenue and Reduced Expenses	-\$8,872

3a. COVID-19 Actions and Updates

The website that Rachel Dewey has been working on with Emmet Soldati, Teatotaler in Somersworth, is now live, <https://mightysmall.io/> and is designed to promote local businesses operating under new rules of engagement.

A notice of funding availability was posted yesterday for potential new/additional grant funds to support economic recovery efforts. We will be speaking with our EDA grant manager in the coming week to learn more.

SRPC is preparing to return to the office. At this time, transportation field staff (essential employees) will be returning on May 26th to begin prepping for outdoor data collection. Our two summer interns are scheduled to start on May 27th. If the governor's stay home order is not further extended, all other staff will return on June 1st. We are working on developing new safety protocols for both day to day office work, as well as additional protections for field staff.

Regarding SRPC's monthly office lease, Rochester is not currently offering a payment holiday. However, should we face a financial hardship we may request a waiver from paying our monthly lease to be approved by the City Council. We do not anticipate needing to do so. So far we are not seeing a financial

impact as a result of the Covid pandemic and communities have been submitting their FY21 dues payments.

3b. Executive Committee Officers, Members and Alternates

Prior to the start of each fiscal year we reach out to Executive Committee members to see if they are interested in continuing to serve in the same capacity for the next year. Shayna sent out an email on Monday, May 4 concerning this topic. All current E.C. members are interested in continuing to serve in FY 2021. We are aware that some current members are open to shifting positions within the Committee, which we can discuss at next Friday’s meeting.

3c. FY2020 Annual Meeting

While the stay at home order may likely be lifted by the time of the annual meeting, large gatherings will still not be advisable. While we look forward to holding the annual meeting, we are preparing an alternative approach. At this time, we’d like to propose holding the regularly scheduled June 19th Executive Committee and Policy meetings. We would use the Policy meeting to hold a joint Commission/Policy meeting and conduct the business portion of the Annual Meeting. In lieu of the June 25th scheduled annual meeting, we propose hosting a webinar open to all commissioners, municipal representatives, and legislators focused on resilience planning in a time of crisis.

3d. Awards, Contracts and General Business Update

Dues: Dues expenditures to date are summarized below.

July – April Year to Date (accrual based)	
Income:	
Billable Mapping Services	\$75.00
FY20 Dues Paid	\$96,563.38
Total Income	\$96,638.38

Expenses:	
Planning Salaries	\$6,897.45
Dues and Subscriptions	\$94.61
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	\$8,895.31
Total SRPC Expenses	\$16,748.69

Cash Match:	
UPWP	\$32,674.12
Level of Traffic Stress Analysis	\$2,543.90
EDA	\$12,947.32
Total Cash Match	\$48,165.34

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	\$66,670.92
Annual Dues Remaining	\$29,967.46

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 is 112% at the end of April.

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)
- NHDES Coastal Program has included SRPC in its application to the National Fish and Wildlife Foundation for a Great Bay living shorelines project. Approximately \$20,000 is budgeted for SRPC to assist with community planning, site assessments and community engagement activities.

NEXT MEETING June 19, 2020, 8 AM, Tentatively scheduled to be an in person meeting with an option to call or "Zoom" in.

BARRINGTON
 BROOKFIELD
 DOVER
 DURHAM
 FARMINGTON
 LEE
 MADBURY
 MIDDLETON
 MILTON



NEW DURHAM
 NEWMARKET
 NORTHWOOD
 NOTTINGHAM
 ROCHESTER
 ROLLINSFORD
 SOMERSWORTH
 STRAFFORD
 WAKEFIELD

DATE: May 8, 2020

TO: SRPC Commissioners

FROM: Shayna Sylvia, Communications and Outreach Planner

RE: Executive Committee Officers and Members for FY 2021

Prior to the start of each fiscal year we reach out to Executive Committee members to see if they are interested in continuing to serve in the same capacity for the next year.

An email was sent out regarding this topic on Monday, May 4. All current E.C. members are interested in continuing to serve in FY 2021.

We are aware that some current members are open to shifting positions within the Committee, which we can discuss at next Friday's meeting.

Commissioner	Current Office	Community	Term	Commission Term
Victoria Parmele	Chair	Northwood	FY 2021	4/30/2023
Peter Nelson	Vice-Chair	Newmarket	FY 2021	03/1/2021
Tom Crosby	Secretary/Treasurer	Madbury	FY 2021	09/01/2022
Donald Hamann	Member	Rochester	FY 2021	6/30/2021
David Landry	Member	Dover	FY 2021	11/4/2023
Barbara Holstein	Member	Rochester	FY 2021	6/6/2023
Michael Bobinsky	Member	Somersworth	FY 2021	5/2/2020
Vacant	Alternate	N/A	FY 2021	N/A
Vacant	Alternate	N/A	FY 2021	N/A

After E.C. on May 15, we will send out a recruitment to the full Commission for the alternate positions.

Strafford Regional Planning Commission
Balance Sheet
As of April 30, 2020

05/06/20

Accrual Basis

	Apr 30, 20	Apr 30, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	51,070.58	32,992.75	18,077.83
FSB Savings	16,115.10	16,066.80	48.30
Total Checking/Savings	67,185.68	49,059.55	18,126.13 ¹
Accounts Receivable			
Accounts Receivable	151,900.45	152,927.04	-1,026.59
Total Accounts Receivable	151,900.45	152,927.04	-1,026.59
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	286.27	0.00	286.27
Prepaid Dues and Subscriptions	2,605.26	2,372.23	233.03
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	3,491.53	2,972.23	519.30
Prepaid software support	5,432.13	5,906.04	-473.91
Undeposited Funds	20,091.81	0.00	20,091.81
Total Other Current Assets	29,015.47	8,878.27	20,137.20
Total Current Assets	248,101.60	210,864.86	37,236.74
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 ³
Total Property and Equipment	0.00	0.00	0.00
Total Fixed Assets	0.00	0.00	0.00
TOTAL ASSETS	248,101.60	210,864.86	37,236.74
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	0.00	-2,500.00	2,500.00

Strafford Regional Planning Commission
Balance Sheet
As of April 30, 2020

	Apr 30, 20	Apr 30, 19	\$ Change
Total Accounts Payable	0.00	-2,500.00	2,500.00
Credit Cards			
FSB Credit Card	401.99	1,188.34	-786.35
Total Credit Cards	401.99	1,188.34	-786.35
Other Current Liabilities			
FY21 Dues in Advance	83,866.85	0.00	83,866.85
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	26,953.60	-26,768.43 ⁴
FY19 Dues in Advance	0.00	19,508.05	-19,508.05
FY20 Dues in Advance	19,116.83	81,880.64	-62,763.81
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	2,573.23	2,580.27	-7.04
Total Payroll Liabilities	2,603.62	2,610.66	-7.04
Total Other Current Liabilities	105,820.47	131,000.95	-25,180.48
Total Current Liabilities	106,222.46	129,689.29	-23,466.83
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	11,730.00	8,887.50	2,842.50
Total Accrued expenses	55,083.01	48,345.64	6,737.37
Total Long Term Liabilities	55,083.01	48,345.64	6,737.37 ⁵
Total Liabilities	161,305.47	178,034.93	-16,729.46
Equity			
Retained Earnings	45,213.16	61,577.63	-16,364.47 ⁶
Net Income	41,582.97	-28,747.70	70,330.67
Total Equity	86,796.13	32,829.93	53,966.20
TOTAL LIABILITIES & EQUITY	248,101.60	210,864.86	37,236.74

Strafford Regional Planning Commission
Balance Sheet
As of April 30, 2020

1. Cash: Improved monitoring of indirect cost rate and profitability on circuit rider contracts.
.....
2. Undeposited Funds: Invoice payment received not yet deposited to the bank.
.....
3. Accumulated Depreciation and Fixed Assets: Removal of old copier and old plotter sold to Lee from the financial statements.
.....
4. 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.
.....
5. 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
.....
6. Retained Earnings: Cumulative posting of net income from all prior years.
.....

**Strafford Regional Planning Commission
A/R Aging Summary
As of April 30, 2020**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
2000 LTA (Local Technical Assistance)						
2100 Dues						
2102 Town of Brookfield dues	0.00	904.43	0.00	0.00	0.00	904.43
2104 Town of Durham dues	0.00	12,678.02	0.00	0.00	0.00	12,678.02
2105 Town of Farmington dues	0.00	7,356.59	0.00	0.00	0.00	7,356.59
2106 Town of Lee dues	0.00	5,515.17	0.00	0.00	0.00	5,515.17
2107 Town of Madbury dues	0.00	2,277.92	0.00	0.00	0.00	2,277.92
2108 Town of Middleton dues	0.00	2,254.22	0.00	0.00	0.00	2,254.22
2109 Town of Milton dues	0.00	5,763.42	0.00	0.00	0.00	5,763.42
2110 Town of New Durham dues	0.00	3,288.39	0.00	0.00	0.00	3,288.39
2111 Town of Newmarket dues	0.00	8,858.76	0.00	0.00	0.00	8,858.76
2112 Town of Northwood dues	0.00	5,343.02	0.00	0.00	0.00	5,343.02
2113 Town of Nottingham dues	0.00	6,295.72	0.00	0.00	0.00	6,295.72
2118 Town of Wakefield dues	0.00	6,320.43	0.00	0.00	0.00	6,320.43
Total 2100 Dues	0.00	66,856.09	0.00	0.00	0.00	66,856.09
2200 PLUR Books						
2206 Town of Lee PLUR	0.00	0.00	0.00	0.00	20.55	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	66,856.09	0.00	0.00	20.55	66,876.64
3300 City of Dover Master Plan	1,652.50	0.00	0.00	0.00	0.00	1,652.50
3500 Town of Farmington						
3501 FAR Circuit Rider	3,462.50	3,923.38	0.00	0.00	0.00	7,385.88
Total 3500 Town of Farmington	3,462.50	3,923.38	0.00	0.00	0.00	7,385.88
3600 Town of Lee						
3602 Lee Tax Map	901.25	0.00	0.00	0.00	0.00	901.25
Total 3600 Town of Lee	901.25	0.00	0.00	0.00	0.00	901.25
4100 Town of Newmarket						
4103 NKT Local Source Water Cash Match	0.00	0.00	0.00	800.10	0.00	800.10
Total 4100 Town of Newmarket	0.00	0.00	0.00	800.10	0.00	800.10
4200 Town of Northwood						
4201 NOR Circuit Rider	957.50	2,537.05	0.00	0.00	0.00	3,494.55
Total 4200 Town of Northwood	957.50	2,537.05	0.00	0.00	0.00	3,494.55
4300 Town of Nottingham						
4301 NOT Circuit Rider	1,692.50	0.00	0.00	0.00	0.00	1,692.50
Total 4300 Town of Nottingham	1,692.50	0.00	0.00	0.00	0.00	1,692.50
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	85.00	85.00
Total 5500 Mapping Projects	0.00	0.00	0.00	0.00	85.00	85.00
6000 Office of Strategic Initiatives						
6000.000 FY20 TBG	0.00	4,426.29	0.00	0.00	0.00	4,426.29
Total 6000 Office of Strategic Initiatives	0.00	4,426.29	0.00	0.00	0.00	4,426.29
6100 NH DES						
6100.000 Coastal 2020	0.00	1,851.42	0.00	1,046.51	0.00	2,897.93
6150.000 PSM 18 Flood Risk Sci & Guidance	0.00	439.69	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	0.00	1,500.00	0.00	0.00	0.00	1,500.00
Total 6100 NH DES	0.00	3,791.11	0.00	1,046.51	1,000.00	5,837.62
6500 DEPT OF SAFETY (OEM)						
6500.000 PDM 2017	0.00	375.00	0.00	0.00	0.00	375.00
Total 6500 DEPT OF SAFETY (OEM)	0.00	375.00	0.00	0.00	0.00	375.00
7000 ECONOMIC DEVELOPMENT ADMINISTRATION	8,729.34	0.00	0.00	0.00	0.00	8,729.34
7100 EPA						
7110 Brownfields 2019-2022	7,071.61	0.00	0.00	0.00	0.00	7,071.61

**Strafford Regional Planning Commission
A/R Aging Summary
As of April 30, 2020**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Total 7100 EPA	7,071.61	0.00	0.00	0.00	0.00	7,071.61
8000 DOT UPWP 20_21	42,572.17	0.00	0.00	0.00	0.00	42,572.17
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	67,039.37	81,908.92	0.00	1,846.61	1,105.55	151,900.45

Strafford Regional Planning Commission
A/R Aging Summary
As of April 30, 2020

1. Dues: Received in May and deposited to Savings – Madbury and New Durham

2. Town of Lee PLUR books not picked up yet

3. Town of Farmington received in May

4. Coastal paid in full in May

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

Strafford Regional Planning Commission
Profit & Loss
 April 2020

	Apr 20	Apr 19	\$ Change
Ordinary Income/Expense			
Income			
SRPC Membership Dues	9,656.34	9,754.07	-97.73 ¹
SRPC Revenue			
Municipal and NonProfit Revenue			
Lee Tax Map	901.25	0.00	901.25
Barrington Master Plan	0.00	1,067.50	-1,067.50
DOV Recreation MP Chapter	1,652.50	0.00	1,652.50
DUR Wagon Hill Living Shoreline	0.00	623.56	-623.56
FAR Circuit Rider	3,462.50	1,438.50	2,024.00
MapGeo Subscriptions	0.00	167.00	-167.00
NHCHF Pathways to Play	0.00	3,004.15	-3,004.15
Northwood Planning Services	957.50	2,342.22	-1,384.72
NOT Circuit Rider	1,692.50	0.00	1,692.50
UNH Lamprey River	0.00	474.62	-474.62
Total Municipal and NonProfit Revenue	8,666.25	9,117.55	-451.30
Total SRPC Revenue	8,666.25	9,117.55	-451.30
Economic Development Revenue			
EDD Partnership Planning	14,033.51	0.00	14,033.51 ²
EPA Brownfields	7,071.61	9,383.62	-2,312.01 ³
Total Economic Development Revenue	21,105.12	9,383.62	11,721.50
State Award Revenue			
NHDES			
Coastal 2019	0.00	4,007.35	-4,007.35
Lee Floodplain Mapping	0.00	2,060.31	-2,060.31
PSM18	0.00	417.42	-417.42
Total NHDES	0.00	6,485.08	-6,485.08
OEM Haz Mit			
PDM 2017	0.00	4,594.61	-4,594.61
Total OEM Haz Mit	0.00	4,594.61	-4,594.61
Total State Award Revenue	0.00	11,079.69	-11,079.69 ⁴
MPO Revenue			
FHWA MultiModal Pilot (Bike LTS)	0.00	2,627.96	-2,627.96
NH DOT			
CTAP CommuteSMART	0.00	2,230.41	-2,230.41
UPWP	47,302.41	44,790.64	2,511.77
Total NH DOT	47,302.41	47,021.05	281.36
Total MPO Revenue	47,302.41	49,649.01	-2,346.60 ⁵

Strafford Regional Planning Commission
Profit & Loss
 April 2020

	Apr 20	Apr 19	\$ Change
Contra Income Cash Match			
CTAP Cash Match	0.00	-378.95	378.95
DOT Cash Match	-4,730.24	-4,479.06	-251.18
EDD Cash Match	-1,870.95	0.00	-1,870.95
RPC LTS Cash Match	0.00	-525.59	525.59
Contra Income Cash Match - Other	0.00	-3,300.31	3,300.31
Total Contra Income Cash Match	-6,601.19	-8,683.91	2,082.72
Contra Income InKind/Soft Match			
In-Kind Coastal Match	0.00	-707.04	707.04
In-Kind EDD Match	-3,433.22	0.00	-3,433.22
In-Kind HazMit Match	0.00	-1,594.61	1,594.61
Total Contra Income InKind/Soft Match	-3,433.22	-2,301.65	-1,131.57
Total Income	76,695.71	77,998.38	-1,302.67
Gross Profit	76,695.71	77,998.38	-1,302.67
Expense			
Personnel Expenses			
Salary and Wages	39,537.08	36,802.98	2,734.10
Payroll Expenses			
Dental insurance expense	284.76	278.34	6.42
Health incentive	0.00	104.95	-104.95
Health Insurance expense	4,256.60	4,057.78	198.82
Life Insurance expense	86.00	94.40	-8.40
LTD Insurance expense	47.84	47.64	0.20
STD insurance expense	135.32	160.71	-25.39
Payroll Processing Fees	174.00	167.50	6.50
Pension expense	1,165.06	1,104.10	60.96
Unemployment expense	0.00	276.09	-276.09
Workers Compensation	159.09	86.01	73.08
Payroll Taxes			
Medicare Expense	566.96	527.61	39.35
Social Security expense	2,424.23	2,255.98	168.25
Payroll Taxes - Other	0.01	0.00	0.01
Total Payroll Taxes	2,991.20	2,783.59	207.61
Total Payroll Expenses	9,299.87	9,161.11	138.76
Dues and Subscriptions	360.65	398.49	-37.84
Staff Training and Seminars	0.00	30.00	-30.00
Total Personnel Expenses	49,197.60	46,392.58	2,805.02
Equipment expense			

Strafford Regional Planning Commission
Profit & Loss
 April 2020

	Apr 20	Apr 19	\$ Change
Copier Maintenance Contract	319.85	319.85	0.00
Software expense			
Arclnfo/View software	400.00	425.00	-25.00
Office Software			
Survey Monkey	384.00	0.00	384.00
Adobe In Design	73.98	153.90	-79.92
Anti-virus software	27.95	34.38	-6.43
Constant Contact	40.50	0.00	40.50
Microsoft Office 365	137.50	125.00	12.50
Office operating software	0.00	384.00	-384.00
Total Office Software	663.93	697.28	-33.35
Prezi	0.00	13.25	-13.25
Transcad software/maintenance	1,500.00	0.00	1,500.00
Total Software expense	2,563.93	1,135.53	1,428.40
Traffic Count Expenses			
Traffic counting supplies	0.00	757.38	-757.38
Total Traffic Count Expenses	0.00	757.38	-757.38
Total Equipment expense	2,883.78	2,212.76	671.02
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	17.99	0.00
Telephone			
Internet Communication Expense	0.00	0.00	0.00
Telephone - Other	0.00	0.00	0.00
Total Telephone	0.00	0.00	0.00
Telephone and Internet	280.53	0.00	280.53
Total Communications	298.52	17.99	280.53
Administrative			
Meetings Expense			
Meetings Advertising Expense	308.20	126.76	181.44

Strafford Regional Planning Commission
Profit & Loss
 April 2020

	Apr 20	Apr 19	\$ Change
Meetings Expense - Other	0.00	28.97	-28.97
Total Meetings Expense	308.20	155.73	152.47
Office Expense	783.41	43.49	739.92 ⁸
Office Supplies	9.99	9.99	0.00
Professional Fees			
Accounting, Audit	902.50	888.75	13.75
Legal Fees	0.00	300.00	-300.00
Total Professional Fees	902.50	1,188.75	-286.25
Travel & Ent			
Travel	17.03	842.21	-825.18
Total Travel & Ent	17.03	842.21	-825.18 ⁹
Total Administrative	2,021.13	2,240.17	-219.04
Contract Labor			
Financial Services	1,575.00	3,762.50	-2,187.50 ¹⁰
IT and Network support	270.00	431.25	-161.25
Pass Through Expense			
Consulting Engineering Services	0.00	10,829.52	-10,829.52
EPA Brownfields Consultants	6,091.24	0.00	6,091.24
Total Pass Through Expense	6,091.24	10,829.52	-4,738.28 ¹¹
Website maintenance and updates			
Website and logo design	9.13	0.00	9.13
Website maintenance and updates - Other	0.00	3.90	-3.90
Total Website maintenance and updates	9.13	3.90	5.23
Total Contract Labor	7,945.37	15,027.17	-7,081.80
Total Expense	65,305.24	68,811.59	-3,506.35
Net Ordinary Income	11,390.47	9,186.79	2,203.68
Other Income/Expense			
Other Income			
Interest Income	18.28	19.65	-1.37
Total Other Income	18.28	19.65	-1.37
Net Other Income	18.28	19.65	-1.37
Net Income	11,408.75	9,206.44	2,202.31

Stafford Regional Planning Commission
Profit & Loss
April 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. EDD: There was no funding in FY19.
3. EPA Brownfields: The first invoice was received from the subcontractor in April. Sites are being assessed and billing should commence in April.
4. 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.
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. Payroll Expenses: Two current part-time employees, one other staff member was part-time and recently went to full-time status. Increased wage rates to "catch employees up" to industry rates.
7. TransCAD: Support services expire end of May. Due to stay-at-home order bill was processed in April this fiscal year. Prior fiscal year the renewal was processed in May. Reimbursed by NHDOT.
8. Office Expense: \$75 was provided to each employee for business use of internet and telephone for 3/17-4/24/20. Employees will receive \$25 each paycheck until the office reopens.
9. Travel: COVID-19 has limited travel.
10. 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.
11. Pass Through Expenses: First Brownfields engineering invoice received in April. No work completed on PRB project.

Strafford Regional Planning Commission
Income by Customer
April 2020

Date	Name	Memo	Amount
2000 LTA (Local Technical Assistance)			
04/01/2020	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
3300 City of Dover Master Plan			
04/30/2020	3300 City of Do...	PO 201910767 - Progress Billing Dover Master Plan Recreation Chapter - April 2020	1,652.50
Total 3300 City of Dover Master Plan			1,652.50
3500 Town of Farmington			
3501 FAR Circuit Rider			
04/30/2020	3500 Town of F...	Progress Billing - Circuit Rider - April 2020	3,462.50
Total 3501 FAR Circuit Rider			3,462.50
Total 3500 Town of Farmington			3,462.50
3600 Town of Lee			
3602 Lee Tax Map			
04/30/2020	3600 Town of L...	Progress Billing - Lee Tax Mapping - Mar-Apr 2020	901.25
Total 3602 Lee Tax Map			901.25
Total 3600 Town of Lee			901.25
4200 Town of Northwood			
4201 NOR Circuit Rider			
04/30/2020	4200 Town of N...	Progress Billing - Circuit Rider - April 2020	957.50
Total 4201 NOR Circuit Rider			957.50
Total 4200 Town of Northwood			957.50
4300 Town of Nottingham			
4301 NOT Circuit Rider			
04/30/2020	4300 Town of N...	Progress Billing - Nottingham Circuit Rider - April 2020	1,692.50
Total 4301 NOT Circuit Rider			1,692.50
Total 4300 Town of Nottingham			1,692.50
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
04/30/2020	7000 ECONOMI...	Progress Billing - April 2020	14,033.51
04/30/2020	7000 ECONOMI...	Dues Match	-1,870.95
04/30/2020	7000 ECONOMI...	In Kind Match	-3,433.22
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			8,729.34
7100 EPA			
7110 Brownfields 2019-2022			

2:19 PM

05/06/20

Accrual Basis

Strafford Regional Planning Commission
Income by Customer
April 2020

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
04/30/2020	7100 EPA:7110 ...	Progress Billing February - April 2020	7,071.61
	Total 7110 Brownfields 2019-2022		7,071.61
	Total 7100 EPA		7,071.61
	8000 DOT UPWP 20_21		
04/30/2020	8000 DOT UPW...	Progress Billing April 2020	47,302.41
04/30/2020	8000 DOT UPW...	10% Matching Funds	-4,730.24
	Total 8000 DOT UPWP 20_21		42,572.17
	TOTAL		76,695.71

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

	Jul '19 - Apr 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
SRPC Membership Dues	96,563.38	96,563.34	0.04
SRPC Revenue			
Municipal and NonProfit Revenue			
Barrington Master Plan	2,216.31	2,307.00	-90.69
DOV Recreation MP Chapter	24,298.98	24,900.00	-601.02
DUR Wagon Hill Living Shoreline	5,297.48	5,327.50	-30.02
FAR Circuit Rider	36,103.73	40,000.00	-3,896.27
FAR Master Plan Support	5,263.92	6,250.00	-986.08
FAR Tax Map Updates	3,034.95	2,588.00	446.95
GIS Projects	120.00	333.32	-213.32
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	24,413.27	25,235.00	-821.73
NOT Circuit Rider	24,740.90	23,333.32	1,407.58
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	154,493.42	151,442.14	3,051.28
Total SRPC Revenue	154,493.42	151,442.14	3,051.28
Economic Development Revenue			
EDD Partnership Planning	110,155.69	105,000.54	5,155.15
EPA Brownfields	34,615.21	74,433.32	-39,818.11
Total Economic Development Revenue	144,770.90	179,433.86	-34,662.96
State Award Revenue			
NHDES			
NKT Local Source Water	800.10	2,333.62	-1,533.52
DUR Coastal Resilience	0.00	1,267.50	-1,267.50
Coastal 2019	1,363.90	0.00	1,363.90
Coastal 2020	11,868.12	20,833.34	-8,965.22
DOV Coastal Resilience	0.00	2,664.00	-2,664.00
Durham Groundwater Modeling	0.00	46,427.50	-46,427.50
Local Source Water 2020	5,700.10	16,666.36	-10,966.26
PSM18	1,789.10	1,772.00	17.10
UNH Climate in the Class	0.00	888.89	-888.89
Watershed PRB	1,000.00	50,010.00	-49,010.00
Total NHDES	22,521.32	142,863.21	-120,341.89
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	9,090.82	-1,254.75
Total State Award Revenue	33,232.39	153,829.03	-120,596.64
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 April 2020**

	Jul '19 - Apr 20	Budget	\$ Over Budget
UPWP	376,622.92	461,015.00	-84,392.08 ⁹
Total NH DOT	381,622.92	466,015.00	-84,392.08
Total MPO Revenue	393,034.14	477,419.00	-84,384.86
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	-2,333.62	1,533.52
DOT Cash Match			
402.1 ROC Match	-5,000.00	-5,000.00	0.00
DOT Cash Match - Other	-32,662.29	-42,351.66	9,689.37
Total DOT Cash Match	-37,662.29	-47,351.66	9,689.37
EDD Cash Match	-12,947.32	-11,250.00	-1,697.32
RPC LTS Cash Match	-2,214.90	-2,544.00	329.10
Total Contra Income Cash Match	-53,624.61	-63,479.28	9,854.67
Contra Income InKind/Soft Match			
In-Kind Coastal Match	-3,745.29	-10,416.66	6,671.37
In-Kind EDD Match	-36,799.72	-41,250.26	4,450.54
PRB IK Match	0.00	-20,010.00	20,010.00
Total Contra Income InKind/Soft Match	-40,545.01	-71,676.92	31,131.91
Contract Overage	-2,085.89	0.00	-2,085.89 ¹⁰
Total Income	726,108.72	923,781.17	-197,672.45
Gross Profit	726,108.72	923,781.17	-197,672.45
Expense			
Personnel Expenses			
Salary and Wages	439,173.38	445,890.08	-6,716.70 ¹¹
Payroll Expenses			
Dental insurance expense	2,847.60	3,044.16	-196.56
Health incentive	4,933.70	4,181.00	752.70
Health Insurance expense	42,566.00	44,381.66	-1,815.66 ¹²
Life Insurance expense	866.60	830.00	36.60
LTD Insurance expense	473.46	476.66	-3.20
STD insurance expense	1,345.37	1,607.50	-262.13
Payroll Processing Fees	1,935.50	2,166.66	-231.16
Pension expense	12,600.17	13,174.16	-573.99
Unemployment expense	1,535.18	2,330.92	-795.74
Workers Compensation	1,023.87	1,211.98	-188.11
Payroll Taxes			
Medicare Expense	6,375.86	0.00	6,375.86
Social Security expense	27,262.31	0.00	27,262.31
Payroll Taxes - Other	-0.02	34,111.00	-34,111.02
Total Payroll Taxes	33,638.15	34,111.00	-472.85

Stafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July 2019 through April 2020

	Jul '19 - Apr 20	Budget	\$ Over Budget
Total Payroll Expenses	103,765.60	107,515.70	-3,750.10
Dues and Subscriptions	3,788.38	3,684.16	104.22
Staff Training and Seminars	3,472.72	8,333.32	-4,860.60 13
Total Personnel Expenses	550,200.08	565,423.26	-15,223.18
Equipment expense			
Computer Supplies	21.97	0.00	21.97
Copier Maintenance Contract	3,198.50	3,198.34	0.16
Office furniture			
Computer equipment	3,664.99	4,500.00	-835.01 14
Total Office furniture	3,664.99	4,500.00	-835.01
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	4,200.00	4,250.00	-50.00
Office Software			
Windows 10 Upgrade	1,496.00	1,990.00	-494.00
Adobe In Design	798.73	699.84	98.89
Anti-virus software	238.61	258.00	-19.39
Constant Contact	405.00	405.00	0.00
DropBox	119.88	99.00	20.88
Microsoft Office 365	1,381.64	1,250.00	131.64
Sonic Wall Remote Access	545.00	400.00	145.00
Total Office Software	5,617.76	5,101.84	515.92
Prezi	26.50	0.00	26.50
Transcad software/maintenance	1,500.00	1,000.00	500.00
Total Software expense	11,344.26	10,351.84	992.42
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	18,496.44	21,550.18	-3,053.74
Fixed Expenses			
Insurance			
Liability Insurance	4,381.38	4,213.34	168.04
Total Insurance	4,381.38	4,213.34	168.04
Office Vehicle Lease & Maint	0.00	9,750.00	-9,750.00 16
Rent	25,000.00	25,000.00	0.00
Total Fixed Expenses	29,381.38	38,963.34	-9,581.96
Communications			
Office Telephone System	4,500.00	8,000.00	-3,500.00 17
Postage and Delivery	279.90	333.34	-53.44

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

	Jul '19 - Apr 20	Budget	\$ Over Budget
Telephone and Internet	2,899.16	2,775.00	124.16
Total Communications	7,679.06	11,108.34	-3,429.28
Administrative			
Library & Planning Books	1,740.43	2,000.00	-259.57
Meetings Expense			
Meetings Advertising Expense	1,214.92	0.00	1,214.92
Meetings Expense - Other	-253.83	1,136.36	-1,390.19
Total Meetings Expense	961.09	1,136.36	-175.27
Office Expense	1,740.43	1,083.34	657.09
Office Supplies			
Plotter Ink and Supplies	1,002.80	0.00	1,002.80
Office Supplies - Other	1,161.53	3,000.00	-1,838.47
Total Office Supplies	2,164.33	3,000.00	-835.67
Printing and Reproduction	1,352.38	1,172.70	179.68
Professional Fees			
Accounting, Audit	9,190.00	8,887.50	302.50
Legal Fees	0.00	833.34	-833.34
Total Professional Fees	9,190.00	9,720.84	-530.84
Travel & Ent			
Meals	259.55	0.00	259.55
Tolls & Parking	9.25	0.00	9.25
Travel	13,616.74	8,333.34	5,283.40
Total Travel & Ent	13,885.54	8,333.34	5,552.20 ¹⁸
Total Administrative	31,034.20	26,446.58	4,587.62
Contract Labor			
Financial Services	29,197.50	50,000.00	-20,802.50
IT and Network support	2,737.50	3,533.34	-795.84
Pass Through Expense			
Contract Planning Staff Support	0.00	9,000.00	-9,000.00
DUR Groundwater Consultant	0.00	37,100.84	-37,100.84
EPA Brownfields Consultants	15,341.56	63,702.54	-48,360.98
PRB Consultants	0.00	25,833.32	-25,833.32
Total Pass Through Expense	15,341.56	135,636.70	-120,295.14 ²⁰
Website maintenance and updates			
Website and logo design	293.20	5,092.00	-4,798.80
Total Website maintenance and updates	692.72	5,092.00	-4,399.28
Total Contract Labor	47,969.28	194,262.04	-146,292.76
Total Expense	684,760.44	857,753.74	-172,993.30
Net Ordinary Income	41,348.28	66,027.43	-24,679.15
Other Income/Expense			
Other Income			

3:11 PM

05/06/20

Accrual Basis

Stafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2019 through April 2020

	Jul '19 - Apr 20	Budget	\$ Over Budget
Interest Income	234.69	83.34	151.35
Total Other Income	234.69	83.34	151.35
Net Other Income	234.69	83.34	151.35
Net Income	41,582.97	66,110.77	-24,527.80

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

1. Municipal Revenue: 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. Targeted Block revenue was budgeted monthly, but this grant is now being billed quarterly.
9. UPWP: The hours for the Intern retained after traffic count season will be increased during school vacation times, and two new interns will be hired in May 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 lease a vehicle prior to the field work season start.
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 May.
13. Staff Training: Hard to predict the cost and timing of trainings in the budget process. Prior fiscal year, two employees attended TransCAD training (\$3,000) in September, none attended this fiscal year.
14. Computer Equipment: Remaining budget for tablets needed during traffic count season, and office ergonomic items.
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.

Stafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2019 through April 2020

- 16. Vehicle: Lease not done yet, but vehicles and dealers have been narrowed down.
.....
- 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 earlier in the year.
.....
- 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)
.....
- 21. Website: Development and maintenance of the website was taken in-house this fiscal year. Staff are beginning the processes of re-branding and designing a new website.
.....

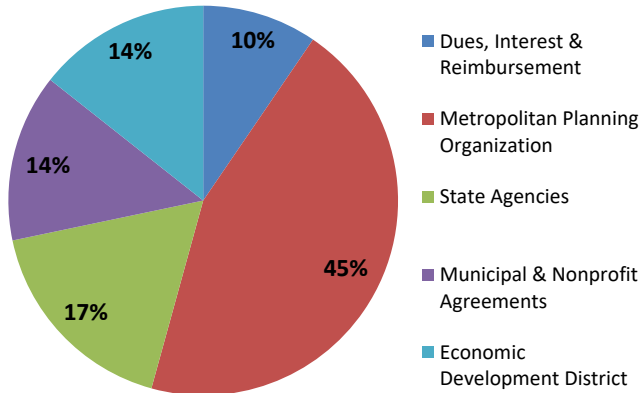
Strafford Regional Planning Commission

Draft FY2021 Budget Summary Table

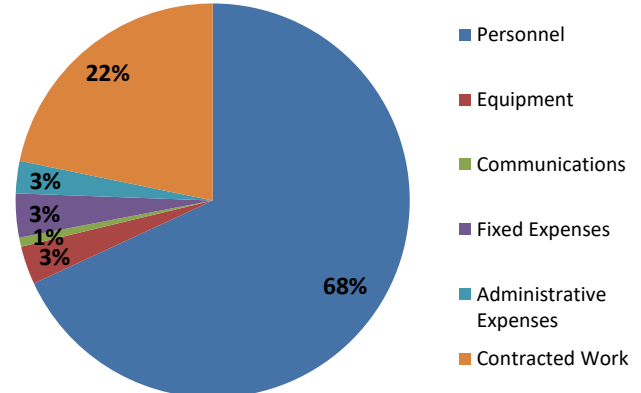
	Adopted Mid-Year FY20 Revenue	Draft FY2021 Revenue	Net Change
Dues, Interest & Reimbursement	116,476	119,406	2,930
Metropolitan Planning Organization	516,256	560,896	44,640
State Agencies	148,897	218,422	69,524
Municipal & Nonprofit Agreements	174,638	174,502	(136)
Economic Development District	155,266	180,000	24,734
Total	1,111,533	1,253,225	141,692
	FY20 Expenses	Expenses	Net Change
Personnel	669,330	841,238	171,908
Equipment	37,975	38,889	913
Communications	11,730	9,186	(2,544)
Fixed Expenses	46,156	44,465	(1,691)
Administrative Expenses	32,765	32,765	0
Contracted Work	243,092	268,935	25,843
Total	1,041,049	1,235,478	194,429
Net Deficit/Surplus	70,485	17,747	(52,737)

*As amended December 2019

Draft FY2021 Budget Revenue



Draft FY2021 Budget Expenses

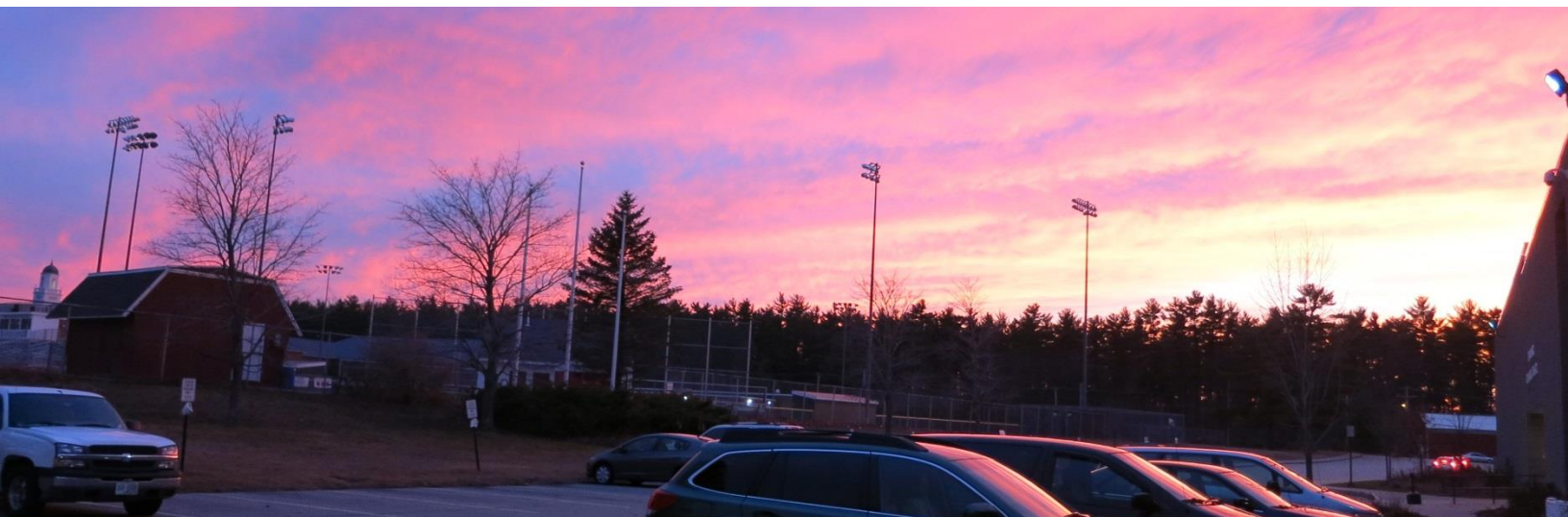


Strafford Regional Planning Commission

FY2021 REVENUES	Adopted FY 20 Net Outside Revenue	Draft FY2021 Budget Revenue					Net Outside Funding	
		Funding Source Revenue	Internal Dues Match	Outside Source Soft Match	Outside Source Cash Match	Total		
Total	1,111,783	1,251,892	79,571	110,447	1,334	1,253,225		
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	174,502	0	1,000	0	174,502	14%	
Barrington Master Plan	2,307	0	0	0	0	0		
<i>CDBG Grant Administration</i>		1	0	0	0	1		
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		
<i>Farmington Tax Maps</i>	2,588	2,000	0	0	0	2,000		
Farmington Town Planner Services	48,000	50,000	0	0	0	50,000		
<i>Lee Tax Maps</i>		2,000	0	0	0	2,000		
MapGeo Subscriptions	4,000	0	0	0	0	0		
<i>MS4 Permit Assistance (TBD-MIL, NKT, ROL, SOM)</i>		1	0	0	0	1		
NH Children's Health Foundation	19,368	20,000	0	0	0	20,000		
<i>Newmarket Tax Maps</i>	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		
<i>Strafford Tax Maps</i>		2,000	0	0	0	2,000		
<i>Tufts Health Plan Foundation - Healthy Aging</i>		38,000	0	0	0	38,000		
<i>GIS projects (small billable projects)</i>	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								
<i>EDD Planning Grant, Dues & Inkind Match</i>	64,167	70,000	15,000	55,000	0	70,000		
U.S. Environmental Protection Agency								
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	217,088	2,250	54,447	1,334	218,422	17%	
Office of Strategic Initiatives								
Targeted Block Grant (used in part for EDD Planning match) through 6/30/21	11,111	11,111	0	0	0	11,111		
Dept of Environmental Services								
604(b)-Sunrise Lake Watershed Management Plan		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	13,011	0	13,500		
Coastal Resilience Grant - Durham (spring 2020 through 6/30/2021)	5,328	17,040	0	5,270	0	17,040		
Durham Groundwater Modeling (FYs 2020 - 2021)	55,713	52,185	0	0	0	52,185		
<i>NFWF-Living Shoreline Implementation for Great Bay</i>		1	0	0	0	1		
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)		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		
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 FY20 Budget Expenses		Draft FY21 Budget Expenses		Net Change
Total	1,041,049		1,235,478		194,429
PERSONNEL	669,330	69%	841,238	68%	171,908
Salaries and Hourly Wages	526,961		657,960		130,999
Payroll Taxes	40,313		50,334		10,021
Health Insurance	53,258		73,559		20,301
Dental Insurance	3,653		5,545		1,892
Life Insurance	996		1,092		96
Shortterm Disability	1,929		1,811		(117)
Longterm Disability	572		640		68
FSA Fees	0		198		198
Health Incentives	4,681		5,247		567
SIMPLE IRA Pension	15,809		19,739		3,930
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		7,936		3,515
EQUIPMENT	37,975	3%	38,889	3%	913
ARCInfo/View Software: Maintenance	5,100		6,500		1,400
Transpo Software Maintenance: Transcad, Nvivo	1,200		1,500		300
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	2%	9,186	1%	(2,544)
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
Website Design and Maintenance (FY 20 in Outsourced Contracts)			3,474		
Marketing and Media Outreach Activities	0		500		500
FIXED EXPENSES	46,156	5%	44,465	4%	(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	1%	32,765	3%	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	20%	268,935	22%	25,843
Web Design & Maintenance (moved to Communications)	10,184				(10,184)
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			30,682		30,682
Contract Planning Staff Support (Dover Climate Resilience)	15,000		7,500		(7,500)
	0		0		0
		100%		100%	



Strafford Regional Planning Commission Employee Handbook

The SRPC Executive Committee adopted these policies at their regularly scheduled meeting on ~~December 21, 2018.~~

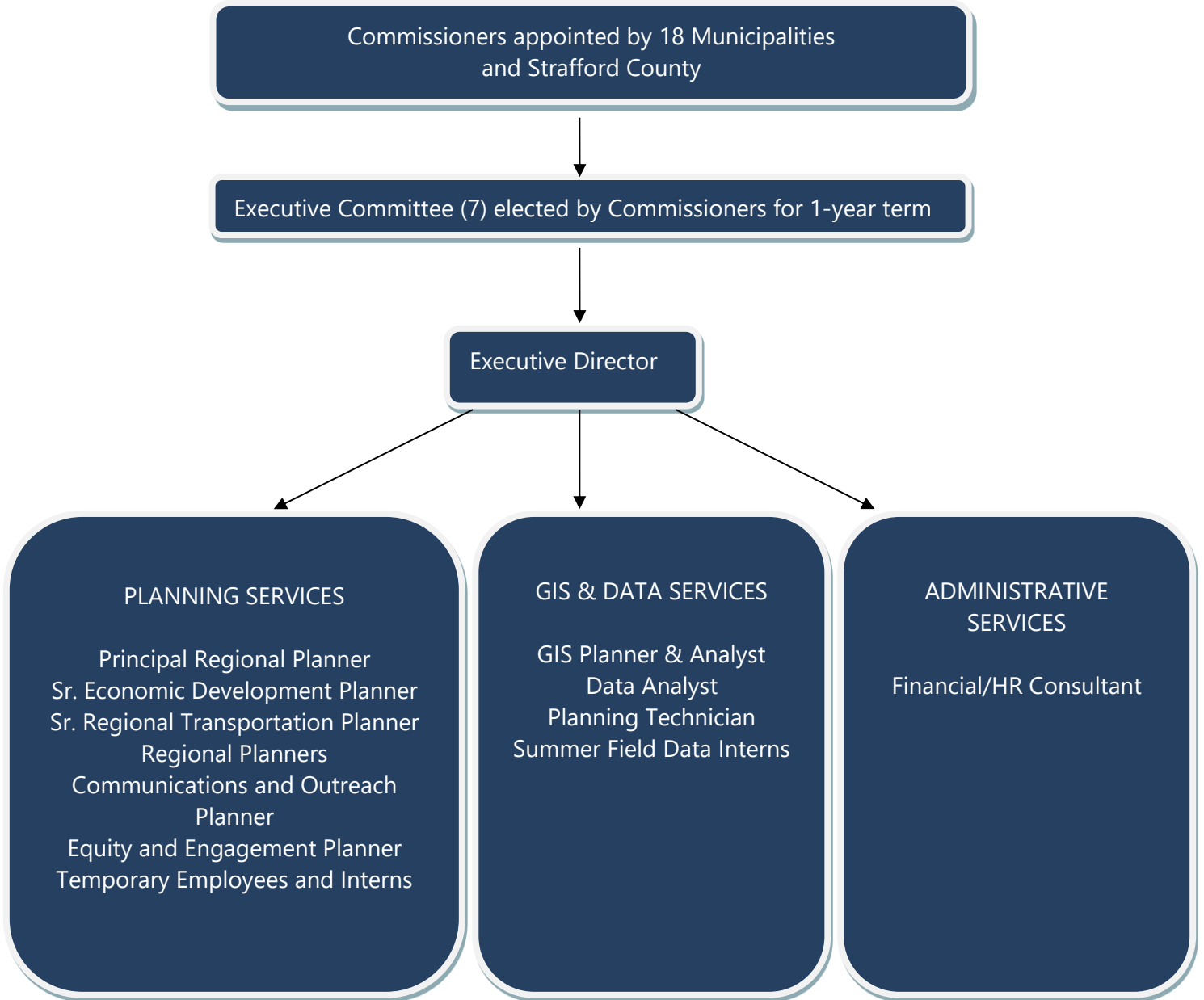
Your Guide to Employment at Strafford Regional Planning Commission

The SRPC Executive Committee adopted these policies at their regularly scheduled meeting on ~~December 21, 2018~~May 15, 2020.

SRPC Chairperson

Date

C. Organization Chart



VII. BENEFITS

This section provides a very general description of the benefits to which employees may be entitled. Please understand that this explanation does not, nor is it intended to, provide all the details of these benefits. Therefore, the handbook does not change or otherwise interpret the terms of the official plan documents. Your rights as an employee can be determined only by referring to the full text of the official plan documents, which are available for examination from the Human Resources Department. To the extent that any of the information in this handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing in this handbook or the benefit plans described here shall be held or construed to create a promise of employment or of continued or future benefits, or a binding contract between the Commission and its employees, retirees, or their dependents for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

The Commission reserves the right, at its sole and absolute discretion, to amend, modify, or terminate, in whole or in part, any or all of the provisions of the benefit plans described here, including any health benefits that may be extended to retirees and their dependents. Further, the Commission reserves the exclusive right, power, and authority, at its sole and absolute discretion, to administer, apply, and interpret the benefit plans described here and to decide all matters arising in connection with the operation or administration of such plans.

A. Health Insurance

The Commission offers permanent regular full-time and part-time employees a group health insurance plan. ~~Temporary employees may be offered coverage at the discretion of the Executive Director.~~ Insurance plans are reviewed annually by the Executive Director.

Employees may change enrollment in health insurance only during open enrollment periods, or upon a qualifying life event.

~~All regular full-time employees are eligible to participate in a group health insurance plan offered by the Commission. The Commission will pay 90 percent of the premium for one-person coverage, and the employee will pay 10 percent. The Commission also offers family and two-person coverage, as permitted by the insurance carrier. If an employee wishes to have family or two-person coverage, the employee must pay the cost of the premium above the cost for employee-only coverage. SRPC contributes to offset the cost of the premium at a rate determined by the Executive Director. The percentage contributed by~~

SRPC may vary annually depending on the cost of the selected health plan(s) and the constraints of the resources allocated in the annual operating budget. For regular part-time employees, the Commission contribution shall be reduced proportionately for regular part-time employees. The Commission's contribution toward coverage will be specified in the employee's offer letter.

Health insurance payments, required or optional, are deducted from employee paychecks.

Information on the current health insurance plan is available from the insurance carrier, HealthTrust, and from the Executive Director or Financial/HR Consultant.

It is the responsibility of the employee to inform the Financial/HR Consultant or health insurance carrier of all changes in personal data and coverage needs.

Health insurance coverage begins on the first day of the first full month of employment with the Commission.

B. Health Insurance Incentive Option

The Commission offers a cash payment to eligible staff members who elect not to participate in the health and dental insurance plans.

After showing proof of enrollment in another health insurance plan, an employee who chooses the incentive option will receive a check at the end of each fiscal year in an amount equal to 20 percent of the total annual premium the Commission would have paid for single-person coverage for both health and dental plans for that employee. This incentive payment will be pro-rated for months of employment during the immediate past fiscal year and the status of the employee, i.e., approved regular part-time employees' incentive payment will be prorated based on their regularly scheduled weekly hours. The incentive option payment is a nonwage benefit from which all applicable taxes will be withheld by the Commission.

C. Dental Insurance

All regular full- and part-time employees enrolled in the Commission health insurance plan, regardless of coverage program selected, are eligible to participate in the group dental insurance plan. SRPC contributes to offset the cost of the dental insurance premium is covered 100 percent by the Commission at a rate determined by the Executive Director. The Commission contribution is reduced proportionately for employees whose regular schedule is less than 40 hours per week. ~~Temporary employees may be offered coverage at the discretion of the Executive Director.~~

Dental insurance coverage will begin on the first day of the first full month of employment with the Commission.

D. Life Insurance

The Commission provides group life insurance to all regular full-time employees. Life insurance coverage for regular part-time ~~and temporary~~ employees is at the discretion of the Executive Director. There is no shared cost with employees.

The amount of each employee's life insurance policy is equal to their annual wages or salary. For specific information on the life insurance plan, contact the Executive Director or the Financial/HR Consultant.

E. Short-Term Disability

All regular employees are covered for short-term disabling illness or injury at no cost to them. Employees are insured for 66.67 percent of their basic weekly wages with a maximum of \$600 dollars per week for 13 weeks. There is a waiting period for collection of payments.

For specific information on the short-term disability insurance plan, contact the Executive Director or the Financial/HR Consultant.

F. Long-Term Disability

All regular employees are covered for long-term disabling illness or injury at no cost to the employee. Employees are insured for 60 percent of their basic monthly wages with a maximum monthly benefit of \$2,000. There is a waiting period for collection of payments.

For specific information on the long-term disability insurance plan, contact the Executive Director or the Financial/HR Consultant.

G. COBRA

The Commission complies with the provisions of the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) by providing eligible employees who have left the organization the option to continue group health and dental benefits for up to 18 months at their own expense.

If an employee dies, dependents of the employee already on the insurance plan can continue coverage for up to 36 months under the guidelines established for an employee who leaves the organization.

HealthTrust will notify individuals eligible for COBRA of the premium costs and the payment process.

Premium payments are the sole responsibility of the individual. Late payments are subject to interest charges and may result in a discontinuation of the benefit. A lapse in payment of the premium will result in loss of coverage.

H. SIMPLE IRA

All employees earning more than \$5,000 in a calendar year are eligible to participate in the 5304-SIMPLE IRA (Savings Incentive Match for Employees of Small Employers). The Commission will match, dollar for dollar, employee contributions of up to 3 percent of their gross pay. Employees are encouraged to participate in the SIMPLE IRA and save for their future retirement.

To obtain specific information about the SIMPLE IRA, please see the Executive Director or the Financial Consultant.

I. Benefits, Educational Reimbursement Plan, Seminars, and Workshops

The Commission may reimburse the cost of post-secondary-level accredited studies that are deemed to be directly related to employees' performance of their work. This benefit is for regular full-time employees of the Commission only and is offered at the discretion of the Executive Director; it does not extend to family members of employees or to anyone else associated with the Commission who is not an employee.

Educational assistance is subject to budget constraints and internal needs for employee training. The Executive Director is responsible for determining whether coursework qualifies for reimbursement.

Employees seeking educational assistance must present supporting information to the Executive Director and must obtain the Executive Director's written approval before enrolling in a course. To qualify for the educational expenses benefit, an employee must start and complete a course while a regular full-time employee of the Commission on the active payroll (i.e., not on a leave of absence).

Employee Handbook

Upon completion of an approved course, the employee must provide certification that all course requirements were completed along with the official grade. The employee will be reimbursed based on the grade received according to the following schedule:

A	75%
B	50%
C	25%
D or below	0%
Pass	25%

Attendance at work-related seminars and workshops approved in advance by the Executive Director will be reimbursed 100 percent.

STRAFFORD REGIONAL PLANNING COMMISSION EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

This Employee Handbook has been prepared for your information and understanding of the policies, philosophies and practices and benefits of the Commission. PLEASE READ IT CAREFULLY. Upon completion of your review of this Handbook, please sign the statement below, and return to the Executive Director or Financial/HR Consultant.

I _____, have received and read a copy of the Commission's Employee Handbook, which outlines the goals, policies, benefits, and expectations of the Commission, as well as my responsibilities as an employee.

I have familiarized myself with the contents of the handbook. By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in the employee handbook provided to me by the Commission Secretary. I understand this handbook is not intended to cover every situation that may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits, and expectations of the Commission.

I understand that the policies and benefits described in the handbook are subject to change at the Commission's sole discretion at any time. I further understand that the handbook is not intended as an express or implied contract for employment, benefits, or other terms and conditions of employment between the Commission and any of its employees.

I acknowledge that I have the right to terminate my employment with the Commission at any time, with or without cause or notice. In turn, I acknowledge that the Commission has the right to terminate my employment at any time, with or without cause or notice, at its sole discretion.

I understand that this version of the handbook supersedes and replaces all previous manuals, handbooks, policies, procedures, and understandings.

I understand that my signature below indicates that I have read and understood the above statements.

Print Employee Name _____

Employee Signature _____

Date: _____

(version: ~~December 21, 2018~~ May 15, 2020)

TIP Minors Quick Notes
May 2020

Lee (42876)

This is a CMAQ-funded project that was approved in February. NHDOT is managing the project. ROW funding was shifted to 2022 and increased to align with an updated project schedule.

PROGRAM BRDG-HIB-M&P

This change does not affect projects in the Strafford region. Changes to other child projects required adjustments.

PROGRAM BRDG-T1/2-M&P

This change does not affect projects in the Strafford region. Changes to other child projects required adjustments.

PROGRAM FTA5310

Funding increased in 2020-2022. Updating based on adjusted apportionment and carryover.

PROGRAM HSIP

The HSIP program funds multiple projects in the region. Funds were added to project in Rochester-Farmington on Rt 11 (two-way left turn lane). Other child projects outside the region were adjusted.

PROGRAM MOBRR

The MOBRR program includes funds for the Milton-Lebanon Bridge replacement, but that project was not affected in this minor. Increase in 2020 CON funds. The program is being adjusted to accommodate necessary changes in children project fund amounts.

PROGRAM PAVE-T1-RESURF

This change does not affect projects in the Strafford region. Construction funds added to 2022. The program is being adjusted to accommodate necessary changes in children project fund amounts.

SOMERSWORTH 41741

This is a CMAQ-funded project to improve signal timing and coordination on NH9 from intersection with Blackwater Rd and Indigo Hill Rd. Connected and coordinated with similar project on NH108 in Dover. \$4,142 were added to the PE phase to fully fund PE based on the approved scope & fee.

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

May 15, 2020

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

RE: May 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 May 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

May 2020 TIP Minors

Table of Contents

Funding Changes

Lee (42876)	Page 1
Program (BRDG-HIB-M&P)	Page 2
Program (BRDG-T1/2-M&P)	Page 3
Program (FTA 5310)	Page 4
Program (HSIP)	Page 5-6
Program (MOBRR)	Page 7
Program (PAVE-T1-RESURF)	Page 8
Somersworth (41741)	Page 9

2019-2022 SRPC Transportation Improvement Program

Minor Revision

5/7/2020

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.

LEE 42876

Towns: Lee
 Road: NH125
 Scope: Construct up to an 80 space Park and Ride Lot near the junction of US4 and NH125.
 Acronyms: CMAQ: Congestion Mitigation Air Quality Improvement Program

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$137,500		\$0	\$0	\$137,500
ROW	2021	\$82,500		\$0	\$0	\$82,500
CON	2022	\$876,370		\$0	\$0	\$876,370

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$137,500		\$0	\$0	\$137,500
ROW	2022	\$84,810		\$0	\$0	\$84,810
CON	2022	\$876,370		\$0	\$0	\$876,370

Change Notes

NHDOT Description of Changes
 CMAQ project approved in February
 SRPC Notes
 Shifted FFY to align with project schedule.

Funding Sources

FHWA
 Congestion Mitigation and Air Quality Program
NHDOT
 Toll Credit

PROGRAM BRDG-HIB-M&P

Towns: Statewide
 Road: Various
 Scope: Maintenance and preservation efforts for High Investment Bridges
 Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$558,000		\$0	\$0	\$558,000
PE	2020	\$100,000		\$0	\$0	\$100,000
PE	2021	\$100,000		\$0	\$0	\$100,000
PE	2022	\$100,000		\$0	\$0	\$100,000
ROW	2019	\$20,000		\$0	\$0	\$20,000
ROW	2020	\$20,000		\$0	\$0	\$20,000
ROW	2021	\$20,000		\$0	\$0	\$20,000
ROW	2022	\$20,000		\$0	\$0	\$20,000
CON	2020	\$2,800,000		\$0	\$0	\$2,800,000
CON	2021	\$2,800,000		\$0	\$0	\$2,800,000
CON	2022	\$2,800,000		\$0	\$0	\$2,800,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$558,000		\$0	\$0	\$558,000
PE	2020	\$100,000		\$0	\$0	\$100,000
PE	2021	\$100,000		\$0	\$0	\$100,000
PE	2022	\$100,000		\$0	\$0	\$100,000
ROW	2019	\$20,000		\$0	\$0	\$20,000
ROW	2020	\$20,000		\$0	\$0	\$20,000
ROW	2021	\$20,000		\$0	\$0	\$20,000
ROW	2022	\$20,000		\$0	\$0	\$20,000
CON	2020	\$6,731,000		\$0	\$0	\$6,731,000
CON	2022	\$1,669,000		\$0	\$0	\$1,669,000

Change Notes

NHDOT Description of Changes

This change does not affect projects in the Strafford region

SRPC Notes

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

Funding Sources

FHWA

Hwy Infrastructure
 National Highway System
 STP-5 to 200K
 STP-State Flexible

NHDOT

Toll Credit

PROGRAM BRDG-T1/2-M&P

Towns: Statewide
 Road: Tier 1-2 Bridges
 Scope: Maintenance & preservation of tier 1 & 2 bridges.
 Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,145,000		\$0	\$0	\$1,145,000
PE	2020	\$700,000		\$0	\$0	\$700,000
PE	2021	\$200,000		\$0	\$0	\$200,000
PE	2022	\$200,000		\$0	\$0	\$200,000
ROW	2019	\$25,000		\$0	\$0	\$25,000
ROW	2020	\$25,000		\$0	\$0	\$25,000
ROW	2021	\$25,000		\$0	\$0	\$25,000
ROW	2022	\$25,000		\$0	\$0	\$25,000
CON	2019	\$10,000,000		\$0	\$0	\$10,000,000
CON	2020	\$7,600,000	\$400,000	\$0	\$0	\$8,000,000
CON	2021	\$7,220,000	\$380,000	\$0	\$0	\$7,600,000
CON	2022	\$7,220,000	\$380,000	\$0	\$0	\$7,600,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,145,000		\$0	\$0	\$1,145,000
PE	2020	\$700,000		\$0	\$0	\$700,000
PE	2021	\$200,000		\$0	\$0	\$200,000
PE	2022	\$200,000		\$0	\$0	\$200,000
ROW	2019	\$25,000		\$0	\$0	\$25,000
ROW	2020	\$25,000		\$0	\$0	\$25,000
ROW	2021	\$25,000		\$0	\$0	\$25,000
ROW	2022	\$25,000		\$0	\$0	\$25,000
CON	2019	\$10,000,000		\$0	\$0	\$10,000,000
CON	2020	\$10,625,000	\$400,000	\$0	\$0	\$11,025,000
CON	2021	\$4,195,000	\$380,000	\$0	\$0	\$4,575,000
CON	2022	\$7,220,000	\$380,000	\$0	\$0	\$7,600,000

Change Notes

NHDOT Description of Changes

This change does not affect projects in the Strafford region

SRPC Notes

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

Funding Sources

FHWA

Hwy Infrastructure

National Highway System

STP-5 to 200K

STP-Non Urban Areas Under 5K

STP-State Flexible

NHDOT: General.Fund Toll.Credit

PROGRAM FTA5310

Towns: Statewide
 Road: Various
 Scope: Capital, Mobility Mgmt, and Operating for Seniors & Individuals w/ Disabilities - FTA 5310 Program

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2019	\$1,974,826		\$0	\$493,706	\$2,468,532
OTHER	2020	\$2,011,734		\$0	\$502,934	\$2,514,668
OTHER	2021	\$2,049,139		\$0	\$512,285	\$2,561,424
OTHER	2022	\$2,087,292		\$0	\$521,823	\$2,609,115

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2019	\$1,974,826		\$0	\$493,706	\$2,468,532
OTHER	2020	\$2,344,631		\$0	\$586,158	\$2,930,789
OTHER	2021	\$2,382,080		\$0	\$595,520	\$2,977,600
OTHER	2022	\$2,420,277		\$0	\$605,069	\$3,025,346

Change Notes

NHDOT Description of Changes

SRPC Notes

Increases in 2020-2022. Updating apportioned funds and carryover.

Funding Sources

FHWA

STP-State Flexible

FTA

FTA 5310 Capital Program

OTHER

Other

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	\$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

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,450,000		\$0	\$0	\$1,450,000
PE	2020	\$700,000		\$0	\$0	\$700,000
PE	2021	\$600,000		\$0	\$0	\$600,000
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	\$250,000		\$0	\$0	\$250,000
ROW	2022	\$150,000		\$0	\$0	\$150,000
CON	2019	\$8,700,000		\$0	\$0	\$8,700,000
CON	2020	\$8,509,081		\$0	\$0	\$8,509,081
CON	2021	\$7,071,232		\$0	\$0	\$7,071,232
CON	2022	\$9,059,081		\$0	\$0	\$9,059,081
OTHER	2019	\$270,000		\$0	\$0	\$270,000
OTHER	2020	\$550,000		\$0	\$0	\$550,000
OTHER	2021	\$1,330,000		\$0	\$0	\$1,330,000
OTHER	2022	\$200,000		\$0	\$0	\$200,000

Change Notes

NHDOT Description of Changes

HSIP funds multiple projects in the region. Funds added to project in Rochester-Farmington on Rt 11 (two-way left turn lane)

SRPC Notes

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

Funding Sources

FHWA

Highway Safety Improvement Program (HSIP)

STP-State Flexible

NHDOT

Toll Credit

PROGRAM MOBRR

Towns: Statewide
 Road: Various
 Scope: MUNICIPAL OWNED BRIDGE REHABILITATION & REPLACEMENT PROJECTS (MOBRR PROGRAM)

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$80,000		\$0	\$20,000	\$100,000
PE	2020	\$80,000		\$0	\$20,000	\$100,000
PE	2021	\$80,000		\$0	\$20,000	\$100,000
PE	2022	\$80,000		\$0	\$20,000	\$100,000
ROW	2019	\$20,000		\$0	\$5,000	\$25,000
ROW	2020	\$20,000		\$0	\$5,000	\$25,000
ROW	2021	\$20,000		\$0	\$5,000	\$25,000
ROW	2022	\$20,000		\$0	\$5,000	\$25,000
CON	2019	\$3,600,000		\$0	\$900,000	\$4,500,000
CON	2020	\$3,600,000		\$0	\$900,000	\$4,500,000
CON	2021	\$3,600,000		\$0	\$900,000	\$4,500,000
CON	2022	\$3,600,000		\$0	\$900,000	\$4,500,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2020	\$152,000		\$0	\$38,000	\$190,000
PE	2021	\$160,000		\$0	\$40,000	\$200,000
PE	2022	\$80,000		\$0	\$20,000	\$100,000
ROW	2020	\$48,000		\$0	\$12,000	\$60,000
ROW	2021	\$20,000		\$0	\$5,000	\$25,000
ROW	2022	\$44,000		\$0	\$11,000	\$55,000
CON	2019	\$3,600,000		\$0	\$900,000	\$4,500,000
CON	2020	\$4,200,000		\$0	\$1,050,000	\$5,250,000
CON	2021	\$3,520,000		\$0	\$880,000	\$4,400,000
CON	2022	\$3,576,000		\$0	\$894,000	\$4,470,000

Change Notes

NHDOT Description of Changes

MOBRR funds the Milton-Lebanon Bridge replacement, but not affected in this minor.

SRPC Notes

Increase in 2020 CON funds. The program is being adjusted to accommodate necessary changes in children project fund amounts.

Funding Sources

FHWA

Bridge Off System

STP-State Flexible

OTHER

Other

PROGRAM PAVE-T1-RESURF

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

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2019	\$525,000		\$0	\$525,000
PE	2020	\$375,000		\$0	\$375,000
PE	2021	\$300,000		\$0	\$300,000
PE	2022	\$300,000		\$0	\$300,000
CON	2019	\$17,000,000		\$0	\$17,000,000
CON	2020	\$12,250,000		\$0	\$12,250,000
CON	2021	\$12,000,000		\$0	\$12,000,000
CON	2022	\$10,000,000		\$0	\$10,000,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2019	\$525,000		\$0	\$525,000
PE	2020	\$375,000		\$0	\$375,000
PE	2021	\$300,000		\$0	\$300,000
PE	2022	\$300,000		\$0	\$300,000
CON	2019	\$17,000,000		\$0	\$17,000,000
CON	2020	\$12,250,000		\$0	\$12,250,000
CON	2021	\$12,250,000		\$0	\$12,250,000
CON	2022	\$12,250,000		\$0	\$12,250,000

Change Notes

NHDOT Description of Changes

This change does not affect projects in the Strafford region.

SRPC Notes

Construction funds added. The program is being adjusted to accommodate necessary changes in children project fund amounts.

Funding Sources

FHWA

National Highway System
 STP-State Flexible

NHDOT

Toll Credit

SOMERSWORTH 41741

Towns: SOMERSWORTH
Road: Hight 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	\$80,250
CON	2021	\$494,800		\$0	\$123,700	\$618,500

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2020	\$68,342		\$0	\$17,085	\$85,427
CON	2021	\$494,800		\$0	\$123,700	\$618,500

Change Notes

NHDOT Description of Changes

CMAQ project to improve signal timing and coordination on NH9. Connected to similar project on NH108 in Dover.

SRPC Notes

\$4,142 added to PE phase. To fully fund Preliminary Design based on the approved scope & fee.

Funding Sources

FHWA

Congestion Mitigation and Air Quality Program

OTHER

Towns