



**SRPC Executive Committee Meeting Agenda
June 19, 2020 from 8:00 – 8:55 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/84951117976>; Password: 594033

Telephone-only Access: 1-646-558-8656 and Meeting ID: 849-5111-7976

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 May 15, 2020 (**Enclosed**)
- b. Acceptance of Draft May Financials (**Enclosed**)
- c. Approval of FY 2021 Billing Rate Schedule (**Enclosed**)
- d. Recommendation of the FY2021 Executive Committee Officers, Members, and Alternates (**Enclosed**)
- e. COVID-19 Policies (**Enclosed**)

3. Updates and Discussion

- a. FY 2020 Annual Meeting (**See Memo**)
- b. Awards, Contracts, and General Business Update (**See Memo**)
- c. June Monthly Minors (**Separate Mailing**)

4. Other Business

5. Adjourn

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

Rules of Procedure

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

Meeting Etiquette

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

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

Do not interrupt others or start talking before someone finishes.

Do not engage in cross talk.

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

Active participation is encouraged from all members.

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

When speaking, individuals should be brief and concise when speaking.

The Strafford Regional Planning Commission & Metropolitan Planning Organization holds both public meetings and public hearings.

For public meetings, guests are welcome to observe, but should follow proper meeting etiquette allowing the meeting to proceed uninterrupted. Members of the public who wish to be involved and heard should use venues such as Citizen Forum, Public Hearings, Public Comment Periods, outreach events, seminars, workshops, listening sessions, etc.

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

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

DRAFT Meeting Minutes
May 15, 2020
Zoom Meeting

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

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

Committee members absent: Secretary/Treasurer Tom Crosby, Madbury

1. Welcome/Introductions

The meeting began at 8:04 a.m.

V. Parmele called the meeting to order. She 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, Victoria Parmele, Shayna Sylvia, and Jennifer Czysz.

2. Action Items

a. Approval of the Minutes of April 17, 2020

Michael Bobinsky **MOVED** to accept the minutes. Donald Hamann **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of Peter Nelson, David Landry, Michael Bobinsky, Barbara Holstein, Donald Hamann, and Victoria Parmele in the affirmative.

b. Acceptance of the Draft April Financials

J. Czysz reviewed the Draft April Financials.

J. Czysz shared the that balance sheet was looking better than in the previous month due to an incoming payment from the NHDOT. She added that dues payments are beginning to come in. These are being put in the saving account as they are for Fiscal Year 2021. This will be reflected on the May financials.

J. Czysz explained that with the aging summary most everything is up to date. There are a few NHDES payments that we are awaiting. Jen recognized NHDOT for their switch to online invoicing, which has worked well for the organization.

J. Czysz stated that indirect funds are being used to start replacing older computers within the office. She explained that as we move forward, we will be billing more to NHDOT with work on the Metropolitan Transportation Plan. She added that we will finish the month of May in the black, and similarly the end of the year should be the same.

J. Czysz shared that the organization has not fully expended the accrued FY 2020 dues.

Dave Landry asked about the grant money reflected on the monthly dashboard.

J. Czysz reviewed how some pending grant projects, like the pending 604 b project for a watershed management plan for Sunrise Lake, are not reflected on the dashboard's working budget, or in the current adopted budget.

J. Czysz cited other examples like a joint DES source water protections model with RPC, and three additional pending grants – TUFTS, NH Children's Health Foundation, and a National Fish and Wildlife grant where we would partner with the Coastal Adaptation Workgroup.

A discussion ensued concerning the budget and all projects, those both currently reflected in the budget, and those that are not.

M. Bobinsky asked about the vehicle lease. The organization will lease a Ford Transit Connect vehicle for field work.

D. Hamann **MOVED** to accept the Draft April Financials. M. Bobinsky **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of Peter Nelson, David Landry, Michael Bobinsky, Barbara Holstein, Donald Hamann, and Victoria Parmele in the affirmative.

c. FY 2021 Draft Budget

J. Czysz laid out budget changes in the memo.

She reviewed main changes including salaries adjustments. She added that temporary employees are not eligible for health insurance, and that the new full-time employee opted out of the health insurance. She gave some other updates on health insurance.

The key differences in the budget for the upcoming FY and the current one are mostly due to projected staff changes. If the organization gets all the grants it applied for, then temporary staff will need to be hired.

J. Czysz reviewed that another big change is health insurance for family plans.

J. Czysz commented on additional funds that the organization may receive through the EDA CARES program. She explained that Strafford Economic Development District can apply for up to \$400,000 for two years. This is not yet reflected in the budget for FY2021 as it is too premature.

M. Bobinsky thanked J. Czysz for her level of detail. He asked about impacts of membership and dues. J. Czysz responded explaining that she hasn't heard anything from municipalities about inability to pay FY 2021 dues. Dues letters were sent out and six communities have already sent in their payments.

A discussion ensued about FY 2022 dues rates, and whether we should freeze dues at 2021 rate. It would be good when municipalities are looking to balance their budgets.

J. Czysz updated members on the Annual Meeting, explaining that there was not going to be an in-person meeting. Instead, the business items from the annual meeting will be on the agenda for a joint June Policy/Commission Meeting. The presentation portion of the annual meeting will take place as a webinar with a focus on resilience.

D. Hamann **MOVED** to recommend the FY 2021 Draft Budget to the full Commission. P. Nelson **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of Peter Nelson, David Landry, Michael Bobinsky, Barbara Holstein, Donald Hamann, and Victoria Parmele in the affirmative.

d. Approval of the update SRPC Handbook

J. Czysz explained that the changes in the employee handbook are related to the health insurance, and that the organizational structure chart was updated.

M. Bobinsky **MOVED** to approve the updated SRPC Handbook. D. Hamann **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of Peter Nelson, David Landry, Michael Bobinsky, Barbara Holstein, Donald Hamann, and Victoria Parmele in the affirmative.

3. Updates and Discussion

a. COVID-19 actions and updates

J. Czysz updated Commissioners that staff continue to work from home and connect twice a week with Zoom staff meetings.

J. Czysz shared that the Mighty Small website is live. This is an online website directory for local businesses. Costs for supporting that site can be built into the EDA grant that Strafford EDD will be applying to. She went into detail about the EDA grant's specificity, and explained that this would include hiring a two-year resilience planner.

J. Czysz updated members on current staffing demands. She explained that we are beginning the data collection season and are refining additional safety protocols. She shared that Stefanie, Rachel and herself will be in the office beginning on May 26, and that the interns will start on May 27. Remaining staff will flex back in after June 1.

J. Czysz explained that if we encountered a financial hardship, we could apply to have rent waived, but that we are not in that situation.

V. Parmele asked if staff don't feel comfortable coming back, if they can continue to work at home. J. Czysz responded yes.

b. FY2021 Executive Committee Officers, Members, and Alternates

All current members expressed staying on the Executive Committee in their current roles.

c. FY 2020 Annual Meeting

This was discussed earlier in the meeting.

d. Awards, Contracts, and General Business Update

J. Czysz explained that dues and implementation of dues is tracked monthly. This system has been improved from previous years.

V. Parmele asked if this information could be available to towns. It can. J. Czysz explained that this information is also provided in annual reports to the towns.

J. Czysz reviewed the indirect rate, which is still low. We have a net adjusted rate for some indirect on certain contracts.

e. May Monthly Minors

J. Czysz shared that Colin touched based with Lee and Somersworth and they are comfortable with the changes. Jen reviewed Colin's memo:

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.

4. Other Business

V. Parmele asked about the upcoming MPO meeting. The meeting is focused on the MTP, and there is a public hearing for the Transportation Improvement Program. There will also be a discussion about how COVID is affecting municipalities.

5. Adjourn

M. Bobinsky **MOVED** to adjourn the meeting. David Landy **SECONDED** the motion, of which all were **IN FAVOR**. The motion carried via roll call vote of Peter Nelson, David Landry, Michael Bobinsky, Barbara Holstein, Donald Hamann, and Victoria Parmele in the affirmative.

The meeting adjourned at 9:00 a.m.

Minutes Respectfully Submitted by
Shayna Sylvia
Communications and Outreach Planner

Minutes approved on _____

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

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

DATE: June 12, 2020
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the June 14, 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 May 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 were deposited into our savings account to reserve the funds for July 1. Bank balances down in May due to the timing of DOT and other larger payments. While DOT was expeditious in processing the April invoice, there was a delay by the treasury department in processing the payment. Comparing this point in the year to last year, balances are about \$19,000 lower – this is primarily attributable to the timing of the DOT payment and the fact that we had several contracts with revenues received in advance in 2019. We remain in a better overall position than this time last year. Overall, our net assets are significantly higher this year.

Aging Summary: our accounts receivable is looking rather grim with nearly \$100,000 31 days or more over due. Several items have been received in June, however there are still outstanding payments due from OSI and DES. Kathy will be following up with municipalities about dues payments and delinquent payments on Tuesday June 16th when she is in the office.

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. While telecommuting decreased typical office expenses and travel reimbursements we have been offering staff a small cell phone stipend to address the requirement that they use their personal equipment and plan for office business. Year-to-date is holding strong with a net profit of \$45,000.

2c. Approval of the FY 2021 Billing Rate Schedule

Enclosed in you packet is an updated billing rate schedule for FY 2021. There are only slight changes to the schedules from last year. At this time we are looking for the Committee's approval of the schedule.

2d Recommendation of the 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 and a subsequent inquiry to the full commission last week. At this time we need a motion to recommend the slate of officers for approval by the full commission.

2e. COVID-19 Policies

SRPC transportation field staff (essential employees) will be returned to the office on May 26th to begin prepping for outdoor data collection. Our two summer interns started on May 27th. All other staff will remain working remotely for the foreseeable future. New safety protocols (enclosed in your packet) were issued to staff on 6/22/2020 for both day to day office work, as well as additional protections for field staff. Additionally, all staff reporting to work outside of telecommuting from home are required to complete a daily self-health screening form (also enclosed here). The next step is to address SRPC staff attendance at planning board and other municipal meetings. SRPC remains liable for protecting the health and safety of our employees, even when reporting to work at another location. As such, I have drafted a memo to issue to municipalities clearly articulating our current operating policies and limitations on when or if staff may participate in in-person meetings or office hours. I would like your thoughts and if you see necessary, approval of the enclosed draft memo, procedures policy document and health screening form.

Last month a notice of funding availability was posted for new/additional grant funds to support economic recovery efforts. SRPC has submitted an application under this EDA CARES Act opportunity for 379,131 for 2 years (Fiscal Years 2021 and 2022). Funds would be used to hire a full-time economic recovery planner to provide direct technical assistance. Additional funds would be available for use by existing staff to provide additional planning assistance.

3a. FY2020 Annual Meeting

As a reminder – don't forget to register for the SRPC Webinar to be held in lieu of the annual meeting!

3b. Awards, Contracts and General Business Update

Office Vehicle: After much to-do about nothing, SRPC has acquired a Ford Transit Connect van. In the end we went with a municipal lease to own agreement. Because FHWA does not allow the purchase of a vehicle, we are using indirect funds to pay for the van.

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 May.

Awards and Contracts:

Awarded but still pending contracts for FY 2021 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 (\$9,200 for FY2021)
- NH Children's Health Foundation, Pathways to Play Phase 2, online storymapping and marketing (\$40,000 over FY 2021 and FY 2022)

Pending Grant Applications and Municipal Contracts include:

- 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. \$30,000 is budgeted for SRPC to assist with community planning, site assessments and community engagement activities.
- EDA CARES Act Economic Recovery and Resilience Planning, \$379,131 over FYs 2021 and 2022 to hire an additional economic development planner and support existing staff to provide recovery and resiliency planning and local technical assistance.

Dues: Dues expenditures to date are summarized below.

July – May Year to Date (accrual based)	
Income:	
Billable Mapping Services	\$75.00
FY20 Dues Paid	\$106,219.72
Total Income	\$106,219.72

Expenses:	
Planning Salaries	\$8,132.18
Dues and Subscriptions	\$104.18
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	\$10,475.76
Total SRPC Expenses	\$19,573.44

Cash Match:	
UPWP	\$36,735.87
Level of Traffic Stress Analysis	\$2,872.90
EDA	\$15,425.85
Coastal	\$1,649.49
Total Cash Match	\$56,684.11

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
Project of Special Merit	\$17.49
Dover Master Plan Chapter	\$398.98
Total Contract Overages	\$2,155.87

Total Expenses	\$78,413.42
Annual Dues Remaining	\$27,881.30

NEXT MEETING July 17, 2020, 8 AM, Tentatively scheduled to be an in person meeting with an option to call or "Zoom" in.

SRPC FY 2019 Dashboard - May

For the June 19, 2020 Executive Committee Meeting

May 31, 2020	
FSB Checking Beginning Balance	\$62,196.64
Deposits	\$25,244.39
Payments	-\$63,387.94
Uncleared Transactions	-\$7,962.15
FSB Checking Ending Balance	\$16,090.94

Accounts Receivable	\$58,734.46
FSB Savings Account	\$212,610.28

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	We are starting to see a slow down in processing payments at the state
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	\$594,331

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 APR./MAY

Standing Committees and Appointments

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 & Executive Committee (Colin)
 HSIP Meeting (Colin)
 Farmington, Northwood and Nottingham Planning Board Staff (Kyle, James, Stef)
 NHPA Executive Committee (Kyle)
 Greater Seacoast Workforce Housing Council Board of Directors (Jen)
 Strafford Public Health Advisory Committee (Nancy)
 RPC Directors Meeting (Jen)

RPC Activity

NHPA Conference Organizing Group Call (Kyle)
 Meeting with Greater Seacoast Community Health and Tufts Health Plan Foundation (Shayna, Nancy, Jen)
 Seacoast Stormwater Coalition Meeting X 2 (Jackson)
 Dover Coastal Resilience Kick-Off Meeting (Kyle, Jackson)

EDD Activity

Twice-weekly seacoast economy check-ins (Jen, Nancy, James)

MPO Activity

Technical Advisory Committee (Colin, Jackson, Jack, Jen, Rachel)
 Policy Committee (Colin, Jen)
 Transportation Planners Collaborative (Colin)
 DOT Interagency Calls (Colin)
 Virtual Road Safety Audit for Scruton Pond Rd in Barrington (Colin)
 Ten Year Plan Senate hearing (Colin)
 Commute Smart NH Transition Meeting x 2 (Jen and Shayna)

Staff Development & Trainings

Webinar: Lessons in Flexibility: What COVID-19 Teaches Cities about Working Through Disruption (Colin and Stephen)
 Electrify America Cycle 3 National Outreach Webinar (Colin)
 Health Insurance Open Enrollment Webinar (All Staff)
 Webinar: Holding Remote Hearings (Stef)
 Webinar: Remote Public Meetings in the Time of COVID-19 (Stef, Jen, James)
 Webinar Today: Accommodation and Food Services Sector Economic Census Update (Nancy)
 NEARC Spring Conference (Jackson, Stephen)
 Webinar: Using GIS to Create A State of the System Map (Jackson)
 SADES RSMS Training (Alaina, Jack, Stef, Stephen)
 SADES Pedestrian Infrastructure Training (Alaina, Stef, Jack, Stephen, Rachel)
 SADES CCDS Training (Alaina, Stef, Jack, Stephen, Rachel, Jackson)
 Global Citizens Circle (Jen, Nancy)
 The Housing We Need: Reflections On The Ethics Of Affordable Housing Amid Covid-19 (Jen, Stef)

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 646(52)
 Users 477(74)



Constant Contact

Subscribers 803(-2)
 Avg. Open Rate 0.3(0.02)



Facebook

Posts 30(-20)
 Reach 5521(-95)
 Engagement 432(72)



Twitter

Tweets 20(-28)
 Profile Visits 61(-74)
 Impressions 4983(-2009)
 Followers 2(-283)
 Mentions 1(-2)



Instagram

Followers 10(-9)
 Posts 53(-78)
 Reach 346(-507)
 Engagement 101(11)



Map Geo

Total Visits 685(52)
 Unique Visitors 387(33)

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

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

06/09/20

Accrual Basis

	May 31, 20	May 31, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	13,722.79	75,095.53	-61,372.74
FSB Savings	58,734.46	16,070.89	42,663.57
Total Checking/Savings	72,457.25	91,166.42	-18,709.17 ¹
Accounts Receivable			
Accounts Receivable	212,610.28	99,979.29	112,630.99
Total Accounts Receivable	212,610.28	99,979.29	112,630.99
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	277.83	0.00	277.83
Prepaid Dues and Subscriptions	2,244.57	1,973.74	270.83
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	3,122.40	2,573.74	548.66
Prepaid software support	4,854.13	5,308.41	-454.28
Total Other Current Assets	7,976.53	7,882.15	94.38
Total Current Assets	293,044.06	199,027.86	94,016.20
Fixed Assets			
Vehicles			
Ford Transit	3,000.00	0.00	3,000.00 ²
Total Vehicles	3,000.00	0.00	3,000.00
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	3,000.00	0.00	3,000.00
TOTAL ASSETS	296,044.06	199,027.86	97,016.20
LIABILITIES & EQUITY			
Liabilities			

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

	May 31, 20	May 31, 19	\$ Change
Current Liabilities			
Credit Cards			
FSB Credit Card	1,578.78	77.99	1,500.79 ⁴
Total Credit Cards	1,578.78	77.99	1,500.79
Other Current Liabilities			
FY21 Dues in Advance	137,284.46	0.00	137,284.46
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	30,081.61	-29,896.44 ⁵
Direct Deposit Liabilities	-1,894.60	0.00	-1,894.60
FY19 Dues in Advance	0.00	9,753.98	-9,753.98
FY20 Dues in Advance	9,460.49	69,505.56	-60,045.07
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	2,494.39	2,545.57	-51.18
Total Payroll Liabilities	2,524.78	2,575.96	-51.18
Total Other Current Liabilities	147,608.30	111,965.11	35,643.19
Total Current Liabilities	149,187.08	112,043.10	37,143.98
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	12,632.50	9,776.25	2,856.25
Total Accrued expenses	55,985.51	49,234.39	6,751.12 ⁶
Total Long Term Liabilities	55,985.51	49,234.39	6,751.12
Total Liabilities	205,172.59	161,277.49	43,895.10
Equity			
Retained Earnings	45,213.16	61,577.63	-16,364.47 ⁷
Net Income	45,658.31	-23,827.26	69,485.57
Total Equity	90,871.47	37,750.37	53,121.10
TOTAL LIABILITIES & EQUITY	296,044.06	199,027.86	97,016.20

Tulcea Parnell

JAC
6/12/2020

4:57 PM

Strafford Regional Planning Commission

06/09/20

Balance Sheet

Accrual Basis

As of May 31, 2020

-
1. Cash: Slight decrease in invoice revenues and increase in Accounts Receivable *+ See also note 5? Contract revenue in advance*
 2. Ford Transit: Down payment, purchase finalized in June
 3. Accumulated Depreciation and Fixed Assets: Removal of old copier and old plotter sold to Lee from the financial statements.
 4. FSB Credit Card: Several supplies needed for reopening of office to be in compliance with COVID guidelines, traffic count supplies restocked
 5. Contract Revenue in Advance: Funds remaining in current fiscal year - Barrington Master Plan \$90, Durham Living Shoreline \$95. All of contract revenue in advance projects have been completed. *FY 19^{also} included NH Childrens Health Fdn. grant funds*
 6. Accrued Expenses: Adjusted at year-end and based on differences between when time is worked and paid, amount of accrued vacation for all employees, and current audit charges per contract
 7. Retained Earnings: Cumulative posting of net income from all prior years.
-

Nelson Palmer

*JAC
6/12/2020*

**Strafford Regional Planning Commission
A/R Aging Summary
As of May 31, 2020**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
2000 LTA (Local Technical Assistance)						
2100 Dues						
2102 Town of Brookfield dues	0.00	0.00	904.43	0.00	0.00	904.43
2103 City of Dover dues	0.00	21,727.51	0.00	0.00	0.00	21,727.51
2106 Town of Lee dues	0.00	0.00	5,515.17	0.00	0.00	5,515.17
2108 Town of Middleton dues	0.00	0.00	2,254.22	0.00	0.00	2,254.22
2109 Town of Milton dues	0.00	0.00	5,763.42	0.00	0.00	5,763.42
2111 Town of Newmarket dues	0.00	0.00	8,858.76	0.00	0.00	8,858.76
2112 Town of Northwood dues	0.00	0.00	5,343.02	0.00	0.00	5,343.02
2113 Town of Nottingham dues	0.00	0.00	6,295.72	0.00	0.00	6,295.72
2114 City of Rochester dues	0.00	21,423.31	0.00	0.00	0.00	21,423.31
2116 City of Somersworth dues	0.00	10,266.79	0.00	0.00	0.00	10,266.79
2118 Town of Wakefield dues	0.00	0.00	6,320.43	0.00	0.00	6,320.43
Total 2100 Dues	0.00	53,417.61	41,255.17	0.00	0.00	94,672.78
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	53,417.61	41,255.17	0.00	20.55	94,693.33
3300 City of Dover Master Plan	601.02	0.00	0.00	0.00	0.00	601.02
3302 Dover Resilience Grant	1,614.33	0.00	0.00	0.00	0.00	1,614.33
3500 Town of Farmington						
3501 FAR Circuit Rider	2,982.50	0.00	3,462.50	0.00	0.00	6,445.00
3503 ADG Master Plan Support	590.00	0.00	0.00	0.00	0.00	590.00
Total 3500 Town of Farmington	3,572.50	0.00	3,462.50	0.00	0.00	7,035.00
4100 Town of Newmarket						
4103 NKT Local Source Water Cash Match	0.00	0.00	0.00	0.00	800.10	800.10
Total 4100 Town of Newmarket	0.00	0.00	0.00	0.00	800.10	800.10
4200 Town of Northwood						
4201 NOR Circuit Rider	1,962.50	0.00	0.00	0.00	0.00	1,962.50
Total 4200 Town of Northwood	1,962.50	0.00	0.00	0.00	0.00	1,962.50
4300 Town of Nottingham						
4301 NOT Circuit Rider	2,567.00	0.00	0.00	0.00	0.00	2,567.00
Total 4300 Town of Nottingham	2,567.00	0.00	0.00	0.00	0.00	2,567.00
5201 UNH PREPA	2,000.00	0.00	0.00	0.00	0.00	2,000.00
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
6000 Office of Strategic Initiatives						
6000.000 FY20 TBG	0.00	0.00	0.00	4,426.29	0.00	4,426.29
Total 6000 Office of Strategic Initiatives	0.00	0.00	0.00	4,426.29	0.00	4,426.29
6100 NH DES						
6100.000 Coastal 2020	840.21	0.00	0.00	0.00	0.00	840.21
6250.000 PRB-Oyster River	0.00	0.00	0.00	0.00	1,000.00	1,000.00
6301.000 Local Source Water 2020	1,700.00	0.00	0.00	1,500.00	0.00	3,200.00
Total 6100 NH DES	2,540.21	0.00	0.00	1,500.00	1,000.00	5,040.21
6500 DEPT OF SAFETY (OEM)						
6500.000 PDM 2017	0.00	0.00	0.00	375.00	0.00	375.00
Total 6500 DEPT OF SAFETY (OEM)	0.00	0.00	0.00	375.00	0.00	375.00
7000 ECONOMIC DEVELOPMENT ADMINISTRATION	3,638.26	0.00	8,729.34	0.00	0.00	12,367.60
8000 DOT UPWP 20_21	36,555.73	0.00	42,572.17	0.00	0.00	79,127.90
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	55,051.55	53,417.61	96,019.18	6,301.29	1,820.65	212,610.28

Tutor Pamela

Jan 6/12/2020

Strafford Regional Planning Commission
A/R Aging Summary
As of May 31, 2020

1. Dues: Received in June and deposited to Savings – Middleton. Credit Memo needed for Lee and Milton. Will follow up on remaining Town invoices during June.
2. Town of Lee PLUR books dropped off and paid in June
3. Town of Farmington received in June
4. EDA received in June
5. DOT received in June

Strafford Regional Planning Commission
Profit & Loss
 May 2020

06/09/20

Accrual Basis

	May 20	May 19	\$ Change
Ordinary Income/Expense			
Income			
SRPC Membership Dues	9,656.34	9,754.07	-97.73 ¹
SRPC Revenue			
Municipal and NonProfit Revenue			
Barrington Master Plan	0.00	68.75	-68.75
DOV Recreation MP Chapter	1,000.00	0.00	1,000.00
DUR Wagon Hill Living Shoreline	0.00	233.75	-233.75
FAR Circuit Rider	2,982.50	3,156.05	-173.55
FAR Master Plan Support	590.00	0.00	590.00
GIS Projects	0.00	308.75	-308.75
NHCHF Pathways to Play	0.00	1,803.24	-1,803.24
Northwood Planning Services	1,962.50	3,475.69	-1,513.19
NOT Circuit Rider	2,567.00	0.00	2,567.00
Municipal and NonProfit Revenue - Other	2,000.00	0.00	2,000.00
Total Municipal and NonProfit Revenue	11,102.00	9,046.23	2,055.77
Total SRPC Revenue	11,102.00	9,046.23	2,055.77
Economic Development Revenue			
EDD Partnership Planning	8,689.36	0.00	8,689.36 ²
EPA Brownfields	0.00	6,021.01	-6,021.01 ³
Total Economic Development Revenue	8,689.36	6,021.01	2,668.35
State Award Revenue			
NHDES			
Coastal 2020	3,230.97	0.00	3,230.97
DOV Coastal Resilience	1,614.33	0.00	1,614.33
Lee Floodplain Mapping	0.00	143.75	-143.75
Local Source Water 2020	1,700.00	0.00	1,700.00
PSM18	0.00	426.85	-426.85
Total NHDES	6,545.30	570.60	5,974.70
OEM Haz Mit			
PDM 2017	0.00	4,652.73	-4,652.73
Total OEM Haz Mit	0.00	4,652.73	-4,652.73
Total State Award Revenue	6,545.30	5,223.33	1,321.97 ⁴
MPO Revenue			
FHWA MultiModal Pilot (Bike LTS)	0.00	3,620.03	-3,620.03
NH DOT			
CTAP CommuteSMART	0.00	3,516.30	-3,516.30
UPWP	40,617.48	38,682.04	1,935.44

Stafford Regional Planning Commission
Profit & Loss
 May 2020

	May 20	May 19	\$ Change
Total NH DOT	40,617.48	42,198.34	-1,580.86
Total MPO Revenue	40,617.48	45,818.37	-5,200.89
Contra Income Cash Match			
CTAP Cash Match	0.00	-591.70	591.70
DOT Cash Match	-4,061.75	-3,868.20	-193.55
EDD Cash Match	-779.78	0.00	-779.78
RPC LTS Cash Match	-329.00	-724.01	395.01
Contra Income Cash Match - Other	-1,649.49	0.00	-1,649.49
Total Contra Income Cash Match	-6,820.02	-5,183.91	-1,636.11
Contra Income InKind/Soft Match			
In-Kind Coastal Match	-741.27	0.00	-741.27
In-Kind EDD Match	-4,271.32	0.00	-4,271.32
In-Kind HazMit Match	0.00	-1,652.73	1,652.73
Total Contra Income InKind/Soft Match	-5,012.59	-1,652.73	-3,359.86
Contract Overage	-398.98	0.00	-398.98
Total Income	64,378.89	69,026.37	-4,647.48
Gross Profit	64,378.89	69,026.37	-4,647.48
Expense			
Personnel Expenses			
Salary and Wages	39,188.26	36,802.94	2,385.32
Payroll Expenses			
Dental insurance expense	332.22	278.34	53.88
Health Insurance expense	4,966.04	4,057.78	908.26
Life Insurance expense	86.00	89.00	-3.00
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	1,165.07	1,104.10	60.97
Unemployment expense	0.00	276.09	-276.09
Workers Compensation	159.09	86.01	73.08
Payroll Taxes			
Medicare Expense	561.37	527.61	33.76
Social Security expense	2,400.35	2,255.98	144.37
Payroll Taxes - Other	0.01	0.03	-0.02
Total Payroll Taxes	2,961.73	2,783.62	178.11
Total Payroll Expenses	10,027.31	9,050.79	976.52
Dues and Subscriptions	360.69	398.49	-37.80

Stafford Regional Planning Commission
Profit & Loss
 May 2020

	May 20	May 19	\$ Change
Staff Training and Seminars	0.00	125.00	-125.00
Total Personnel Expenses	49,576.26	46,377.22	3,199.04
Equipment expense			
Copier Maintenance Contract	319.85	319.85	0.00
Software expense			
ArcInfo/View software	400.00	425.00	-25.00
Office Software			
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
Total Office Software	279.93	313.28	-33.35
Prezi	0.00	13.25	-13.25
Transportation Software	0.00	1,200.00	-1,200.00
Total Software expense	679.93	1,951.53	-1,271.60
Traffic Count Expenses			
Traffic counting supplies	1,154.88	29.95	1,124.93
Total Traffic Count Expenses	1,154.88	29.95	1,124.93
Total Equipment expense	2,154.66	2,301.33	-146.67
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	72.99	17.99	55.00
Telephone	0.00	564.53	-564.53
Telephone and Internet	279.35	0.00	279.35
Total Communications	352.34	582.52	-230.18
Administrative			
Meetings Expense			
Meetings Advertising Expense	0.00	223.52	-223.52
Total Meetings Expense	0.00	223.52	-223.52

Strafford Regional Planning Commission
Profit & Loss
 May 2020

	May 20	May 19	\$ Change
Office Expense	885.35	48.49	836.86 ⁸
Office Supplies	146.77	91.43	55.34
Professional Fees			
Accounting, Audit	902.50	888.75	13.75
Total Professional Fees	902.50	888.75	13.75
Travel & Ent			
Travel	34.50	1,320.54	-1,286.04
Total Travel & Ent	34.50	1,320.54	-1,286.04 ⁹
Total Administrative	1,969.12	2,572.73	-603.61
Contract Labor			
Financial Services	1,937.50	3,212.50	-1,275.00 ¹⁰
IT and Network support	270.00	270.00	0.00
Pass Through Expense			
Dov Resilience	1,040.00	0.00	1,040.00
Consulting Engineering Services	0.00	5,885.84	-5,885.84
Total Pass Through Expense	1,040.00	5,885.84	-4,845.84 ¹¹
Website maintenance and updates			
Website and logo design	57.44	0.00	57.44
Website maintenance and updates - Other	0.00	3.90	-3.90
Total Website maintenance and updates	57.44	3.90	53.54
Total Contract Labor	3,304.94	9,372.24	-6,067.30
Total Expense	60,316.16	64,126.96	-3,810.80
Net Ordinary Income	4,062.73	4,899.41	-836.68
Other Income/Expense			
Other Income			
Interest Income	12.61	21.03	-8.42
Total Other Income	12.61	21.03	-8.42
Net Other Income	12.61	21.03	-8.42
Net Income	4,075.34	4,920.44	-845.10

Nature Pamela

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6/12/2020*

Strafford Regional Planning Commission
Profit & Loss
May 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: Difficulty in getting subcontractor to submit their invoice prior to SRPC billing cycle.
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. FHWA Multi-Modal is completed. UPWP - Can carry over any unused cost to second year of grant period.
6. Payroll Expenses: Two interns hired in May. FY20 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: Purchase of COVID health supplies for reopening, and employee \$25 COVID work-at-home reimbursements
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: No invoice received for Brownfields engineering services for May. No work completed on PRB project.

Strafford Regional Planning Commission
Income by Customer
May 2020

Date	Name	Memo	Amount
2000 LTA (Local Technical Assistance)			
05/01/2020	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			
05/31/2020	3300 City of Do...	PO 201910767 - Progress Billing Dover Master Plan Recreation Chapter - Final Bil...	1,000.00
05/31/2020	3300 City of Do...	To record when contracts go over budget in QuickBooks	-398.98
Total 3300 City of Dover Master Plan			601.02
3302 Dover Resilience Grant			
05/31/2020	3302 Dover Res...	Dover Resilience Progress Billing - January through May 2020	1,614.33
Total 3302 Dover Resilience Grant			1,614.33
3500 Town of Farmington			
3501 FAR Circuit Rider			
05/31/2020	3500 Town of F...	Farmington Circuit Rider Progress Billing May 2020	2,982.50
Total 3501 FAR Circuit Rider			2,982.50
3503 ADG Master Plan Support			
05/31/2020	3500 Town of F...	Progress Billing Farmington Master Plan Support - Jan -May 2020	590.00
Total 3503 ADG Master Plan Support			590.00
Total 3500 Town of Farmington			3,572.50
4200 Town of Northwood			
4201 NOR Circuit Rider			
05/31/2020	4200 Town of N...	Progress Billing Northwood Circuit Rider - May 2020	1,962.50
Total 4201 NOR Circuit Rider			1,962.50
Total 4200 Town of Northwood			1,962.50
4300 Town of Nottingham			
4301 NOT Circuit Rider			
05/31/2020	4300 Town of N...	Progress Billing - Nottingham Circuit Rider - May 2020	2,567.00
Total 4301 NOT Circuit Rider			2,567.00
Total 4300 Town of Nottingham			2,567.00
5201 UNH PREPA			
05/31/2020	5201 UNH PRE...	UNH PREPA PO #P20UZM36 Progress Billing - through May 2020, 50% of contra...	2,000.00
Total 5201 UNH PREPA			2,000.00
6100 NH DES			
6100.000 Coastal 2020			

**Strafford Regional Planning Commission
Income by Customer
May 2020**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
05/31/2020	6100 NH DES:6...	Coastal 2020 Progress Billing - April-May 2020	3,230.97
05/31/2020	6100 NH DES:6...	In Kind match for Coastal grant	-741.27
05/31/2020	6100 NH DES:6...	Cash Match for Coastal grant	-1,649.49
Total 6100.000 Coastal 2020			840.21
6301.000 Local Source Water 2020			
05/31/2020	6100 NH DES:6...	Local Source Water 2020 - SWP301 - Progress Billing	1,700.00
Total 6301.000 Local Source Water 2020			1,700.00
Total 6100 NH DES			2,540.21
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
05/31/2020	7000 ECONOMI...	EDA Progress Billing, May 2020	8,689.36
05/31/2020	7000 ECONOMI...	Cash Match Using Dues	-779.78
05/31/2020	7000 ECONOMI...	In Kind Match	-4,271.32
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			3,638.26
8000 DOT UPWP 20_21			
05/31/2020	8000 DOT UPW...	UPWP Progress Billing - May 2020	40,617.48
05/31/2020	8000 DOT UPW...	10% Matching Funds	-4,061.75
Total 8000 DOT UPWP 20_21			36,555.73
8100 RPC LTS - Traffic Stress Pilot			
05/04/2020	8100 RPC LTS -...	Cash match FHWA Pilot Grant - PSU	-329.00
Total 8100 RPC LTS - Traffic Stress Pilot			-329.00
TOTAL			64,378.89

Nelson Carmelo

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6/12/2020*

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

06/09/20

Accrual Basis

	Jul '19 - May 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
SRPC Membership Dues	106,219.72	106,219.67	0.05
SRPC Revenue			
Municipal and NonProfit Revenue			
Barrington Master Plan	2,216.31	2,307.00	-90.69
DOV Recreation MP Chapter	25,298.98	24,900.00	398.98
DUR Wagon Hill Living Shoreline	5,297.48	5,860.25	-562.77
FAR Circuit Rider	39,086.23	44,000.00	-4,913.77
FAR Master Plan Support	5,853.92	6,875.00	-1,021.08
FAR Tax Map Updates	3,034.95	2,588.00	446.95
GIS Projects	120.00	416.66	-296.66
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	26,375.77	27,758.50	-1,382.73
NOT Circuit Rider	27,307.90	25,666.66	1,641.24
UNH Lamprey River	786.93	0.00	786.93
Municipal and NonProfit Revenue - Other	2,211.47	0.00	2,211.47
Total Municipal and NonProfit Revenue	165,595.42	161,540.07	4,055.35
Total SRPC Revenue	165,595.42	161,540.07	4,055.35 1
Economic Development Revenue			
EDD Partnership Planning	118,845.05	116,667.27	2,177.78
EPA Brownfields	34,615.21	82,766.66	-48,151.45 2
Total Economic Development Revenue	153,460.26	199,433.93	-45,973.67
State Award Revenue			
NHDES			
NKT Local Source Water	800.10	2,667.00	-1,866.90 3
DUR Coastal Resilience	0.00	1,901.25	-1,901.25
Coastal 2019	1,363.90	0.00	1,363.90
Coastal 2020	15,099.09	22,916.67	-7,817.58 4
DOV Coastal Resilience	1,614.33	3,996.00	-2,381.67
Durham Groundwater Modeling	0.00	51,070.25	-51,070.25 5
Local Source Water 2020	7,400.10	18,333.00	-10,932.90 6
PSM18	1,789.10	1,772.00	17.10
UNH Climate in the Class	0.00	1,000.00	-1,000.00
Watershed PRB	1,000.00	55,011.00	-54,011.00 7
Total NHDES	29,066.62	158,667.17	-129,600.55
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	10,100.91	-2,264.84 8
Total State Award Revenue	39,777.69	170,643.08	-130,865.39
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 May 2020

	Jul '19 - May 20	Budget	\$ Over Budget
UPWP	417,240.40	507,116.50	-89,876.10 ⁹
Total NH DOT	422,240.40	512,116.50	-89,876.10
Total MPO Revenue	433,651.62	523,520.50	-89,868.88
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	-2,667.00	1,866.90
DOT Cash Match			
402.1 ROC Match	-5,000.00	-5,000.00	0.00
DOT Cash Match - Other	-36,724.04	-46,586.83	9,862.79
Total DOT Cash Match	-41,724.04	-51,586.83	9,862.79
EDD Cash Match	-13,727.10	-12,500.00	-1,227.10
RPC LTS Cash Match	-2,543.90	-2,544.00	0.10
Total Contra Income Cash Match	-60,444.63	-69,297.83	8,853.20
Contra Income InKind/Soft Match			
In-Kind Coastal Match	-4,486.56	-11,458.33	6,971.77
In-Kind EDD Match	-41,071.04	-45,833.63	4,762.59
PRB IK Match	0.00	-22,011.00	22,011.00
Total Contra Income InKind/Soft Match	-45,557.60	-79,302.96	33,745.36
Contract Overage	-2,484.87	0.00	-2,484.87 ¹⁰
Total Income	790,487.61	1,013,006.46	-222,518.85
Gross Profit	790,487.61	1,013,006.46	-222,518.85
Expense			
Personnel Expenses			
Salary and Wages	478,361.64	486,425.54	-8,063.90 ¹¹
Payroll Expenses			
Dental insurance expense	3,179.82	3,348.58	-168.76
Health incentive	4,933.70	4,181.00	752.70
Health Insurance expense	47,532.04	48,819.83	-1,287.79 ¹²
Life Insurance expense	952.60	913.00	39.60
LTD Insurance expense	521.30	524.33	-3.03
STD insurance expense	1,480.69	1,768.25	-287.56
Payroll Processing Fees	2,109.50	2,383.33	-273.83
Pension expense	13,765.24	14,491.58	-726.34
Unemployment expense	1,535.18	2,499.46	-964.28
Workers Compensation	1,182.96	1,341.49	-158.53
Payroll Taxes			
Medicare Expense	6,937.23	0.00	6,937.23
Social Security expense	29,662.66	0.00	29,662.66
Payroll Taxes - Other	-0.01	37,212.00	-37,212.01
Total Payroll Taxes	36,599.88	37,212.00	-612.12

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

	Jul '19 - May 20	Budget	\$ Over Budget
Total Payroll Expenses	113,792.91	117,482.85	-3,689.94
Dues and Subscriptions	4,149.07	4,052.58	96.49
Staff Training and Seminars	3,472.72	9,166.66	-5,693.94 13
Total Personnel Expenses	599,776.34	617,127.63	-17,351.29
Equipment expense			
Computer Supplies	21.97	0.00	21.97
Copier Maintenance Contract	3,518.35	3,518.17	0.18
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	4,600.00	4,675.00	-75.00
Office Software			
Windows 10 Upgrade	1,496.00	1,990.00	-494.00
Adobe In Design	872.71	769.80	102.91
Anti-virus software	266.56	290.25	-23.69
Constant Contact	445.50	445.50	0.00
DropBox	119.88	99.00	20.88
Microsoft Office 365	1,519.14	1,375.00	144.14
Sonic Wall Remote Access	545.00	400.00	145.00
Total Office Software	5,897.69	5,369.55	528.14
Prezi	26.50	0.00	26.50
Transcad software/maintenance	1,500.00	1,100.00	400.00
Total Software expense	12,024.19	11,144.55	879.64
Traffic Count Expenses			
Traffic counting supplies	1,421.60	3,000.00	-1,578.40 15
Total Traffic Count Expenses	1,421.60	3,000.00	-1,578.40
Total Equipment expense	20,651.10	22,662.72	-2,011.62
Fixed Expenses			
Insurance			
Liability Insurance	4,840.22	4,634.67	205.55
Total Insurance	4,840.22	4,634.67	205.55
Office Vehicle Lease & Maint	0.00	10,425.00	-10,425.00 16
Rent	27,500.00	27,500.00	0.00
Total Fixed Expenses	32,340.22	42,559.67	-10,219.45
Communications			
Office Telephone System	4,500.00	8,000.00	-3,500.00 17
Postage and Delivery	352.89	366.67	-13.78

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

	Jul '19 - May 20	Budget	\$ Over Budget
Telephone and Internet	3,178.51	3,052.50	126.01
Total Communications	8,031.40	11,419.17	-3,387.77
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	1,250.00	-1,503.83
Total Meetings Expense	961.09	1,250.00	-288.91
Office Expense	2,625.78	1,191.67	1,434.11 ¹⁸
Office Supplies			
Plotter Ink and Supplies	1,002.80	0.00	1,002.80
Office Supplies - Other	1,308.30	3,300.00	-1,991.70
Total Office Supplies	2,311.10	3,300.00	-988.90
Printing and Reproduction	1,352.38	1,186.35	166.03
Professional Fees			
Accounting, Audit	10,092.50	9,776.25	316.25
Legal Fees	0.00	916.67	-916.67
Total Professional Fees	10,092.50	10,692.92	-600.42
Travel & Ent			
Meals	259.55	0.00	259.55
Tolls & Parking	9.25	0.00	9.25
Travel	13,651.24	9,166.67	4,484.57
Total Travel & Ent	13,920.04	9,166.67	4,753.37 ¹⁹
Total Administrative	33,003.32	28,787.61	4,215.71
Contract Labor			
Financial Services	31,135.00	55,000.00	-23,865.00 ²⁰
IT and Network support	3,007.50	3,886.67	-879.17
Pass Through Expense			
Contract Planning Staff Support	0.00	12,000.00	-12,000.00
DUR Groundwater Consultant	0.00	40,810.92	-40,810.92
EPA Brownfields Consultants	15,341.56	70,924.77	-55,583.21
PRB Consultants	0.00	28,416.66	-28,416.66
Total Pass Through Expense	16,381.56	152,152.35	-135,770.79 ²¹
Website maintenance and updates			
Website and logo design	350.64	7,638.00	-7,287.36
Total Website maintenance and updates	750.16	7,638.00	-6,887.84 ²²
Total Contract Labor	51,274.22	218,677.02	-167,402.80
Total Expense	745,076.60	941,233.82	-196,157.22
Net Ordinary Income	45,411.01	71,772.64	-26,361.63
Other Income/Expense			
Other Income			

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

	Jul '19 - May 20	Budget	\$ Over Budget
Interest Income	247.30	91.67	155.63
Total Other Income	247.30	91.67	155.63
Net Other Income	247.30	91.67	155.63
Net Income	45,658.31	71,864.31	-26,206.00

Teresa Carmela

*JWC
6/12/2020*

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2019 through May 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. Need to coordinate engineering invoices with SRPC billing cycle.
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. *> Project delayed due to COVID-19 - mtgs. Post-poned*
4. Coastal 2020 amounts include match. Billable work is on target. Working on in-kind match, which has been limited due to stay-at-home order.
5. Durham Groundwater Modeling: Contract received mid-March. Still finalizing all subcontractor paperwork.
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: Two new interns were hired in May. In addition, \$8,200 for NPMRDS data analytics tools will be billed to UPWP in June. Amount remaining can be carried forward to next fiscal year.
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, PSM18 \$17, and City of Dover Master Plan \$399.
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. *(budgeted as April)*
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.

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

- 16.** Vehicle: Vehicle has been purchased during June. Waiting on final signed documents from Ford Motor Credit. There will be no lease line item, since it was a purchase.

- 17.** Office telephone system contract signed. 50% paid in November for down payment. Balance of \$2,250 paid in February. Cost was nearly half of what was projected.

- 18.** Office Expense: Includes COVID health supplies and employee work-at-home reimbursements.

- 19.** 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.

- 20.** 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.

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

- 22.** 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.

BARRINGTON
 BROOKFIELD
 DOVER
 DURHAM
 FARMINGTON
 LEE
 MADBURY
 MIDDLETON
 MILTON



NEW DURHAM
 NEWMARKET
 NORTHWOOD
 NOTTINGHAM
 ROCHESTER
 ROLLINSFORD
 SOMERSWORTH
 STRAFFORD
 WAKEFIELD

FISCAL YEAR 2020
July 1, 2020 – June 30, 2021

DRAFT for Review and Approval by the Executive Committee on 6/19/2020

BILLING RATE STRUCTURE

Billing Level	Per Hour Rates For Dues Paying Communities	Per Hour Rates For Non-Dues Paying Communities**
Executive Director	\$105	\$110
Principal Planner	\$80	\$85
Senior Planner	\$65	\$70
Municipal Circuit Rider Regional Planner III	\$60	\$65
Regional Planner II	\$55	\$60
Regional Planner I	\$45	\$50
Intern	\$35	\$40

**The Non-Dues Municipal Rate reflects a \$5 adjustment over the Dues Paying Municipal rate.

SALARY RANGES

Billing Level	Salary Range	Experience
Principal Planner	\$65,000 - \$80,000	Bachelors +8 years' experience; Masters +6 years' experience; +supervisory experience
Senior Planner	\$55,000 - \$64,999	Bachelors +7 years' experience; Masters +5 years' experience; +project management
Regional Planner III	\$50,000 - \$54,999	Bachelors + 6 years' experience; Masters + 4 years' experience
Regional Planner II	\$45,000 - \$49,999	Bachelors +4 years' experience; Masters +2 years experience
Regional Planner I	\$35,500 - \$44,999	Bachelors 0-3 years' experience; Masters +0 experience
Intern	\$15 - \$17/hour	Undergrad – Graduate Student

BARRINGTON
 BROOKFIELD
 DOVER
 DURHAM
 FARMINGTON
 LEE
 MADBURY
 MIDDLETON
 MILTON



NEW DURHAM
 NEWMARKET
 NORTHWOOD
 NOTTINGHAM
 ROCHESTER
 ROLLINSFORD
 SOMERSWORTH
 STRAFFORD
 WAKEFIELD

DATE: June 8, 2020

TO: SRPC Executive Committee

FROM: Shayna Sylvia, Communications and Outreach Planner

RE: Election of Officers and Executive Committee for FY 2021

At the May Executive Committee (E.C.) meeting current members were asked about their interest in continuing to serve as officers and members of the E.C. in fiscal year 2021. All current Committee members expressed interest staying on in their roles.

With this proposed slate there are still openings for two alternates.

Commissioner	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	5/2/2024
Vacant	Alternate	N/A	FY 2021	N/A
Vacant	Alternate	N/A	FY 2021	N/A

If you are interested in serving on the Executive Committee in an alternate position, please let us know by Thursday, June 11, COB. Nominations for Officers and Executive Committee members will also be entertained at the June joint Policy/Commission meeting. If you have any questions or comments, please feel free to contact Jen Czysz, AICP, Executive Director, at 603-994-3500 or jczysz@strafford.org.

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

DATE: June 12, 2020 (draft for review by EC, to be issued on 6/19/2020 if approved)
TO: Farmington, Northwood and Nottingham Town Administrators
FROM: Jen Czysz, SRPC Executive Director
SRPC Executive Committee
CC: SRPC Municipal Circuit Rider Staff
RE: COVID-19 Staff In-Person Participation in Office Hours and Board Meeting Protocols

At this time most all SRPC staff are continuing to work from home and will continue to do so for the foreseeable future. The only SRPC staff members that have been allowed to return to work are those classified as essential: transportation field crew and financial administration. As such, we request your assistance in maintaining a safe work environment for our staff that mitigates their risk of exposure and that of conversely protects the health of your staff and the public. In addition to the adoption of best practices, SRPC has enacted policies and procedures for its staff to adhere to if working at the office or another non-home location. Additionally, SRPC staff are required to complete a health questionnaire before reporting to work at a non-home-based location. Both are attached here for your reference.

I have directed SRPC Circuit Riding staff that their participation in in-person board meetings should be limited, with a preference given to virtual meetings when possible. When in person participation is required, their attendance is limited to those meetings where the best practices set forth by the Centers for Disease Control, NH Department of Health and Human Services and the NH Governors Stay at Home 2.0 Universal Guidelines are employed.

SRPC staff attendance at public meetings should be limited to when the following conditions are met:

1. Meeting space should be disinfected prior to public meetings
2. Good hand washing and cover your cough hygiene is practiced by all
3. There shall be fewer than 10 attendees present at any given time in one location
4. All attendees are to be separated by at least 6 feet (staff, board members, applicants, public)
5. All attendees are to wear masks when not seated and/or 6 feet apart
6. Anyone who is sick or not feeling well is required to stay home (Possible symptoms of COVID-19 include fever, runny nose, sore throat, cough, shortness of breath, muscle aches, chills, fatigue, change in sense of taste of or smell)

Additionally, in-person staffing should be limited as follows:

1. Preference should be to attending office hours for scheduled appointments only
2. Indoor workspaces are regularly sanitized
3. Plexiglass or other barriers should be utilized to separate staff from the public
4. Limits are carefully set on the number of people allowed in an enclosed location based upon the room size and ventilation
5. Conditions 2-6 outlined above for public meetings shall also apply for in-person staffing/office hours

Health Check

Date: _____ Name: _____

Please complete this form prior to entering the SRPC office or other non-home-based work location each workday.

1. I have had one respiratory symptom (column A) YES NO
2. I have had two of symptoms in column B YES NO

A	B
Respiratory Symptoms	Or at Least Two of These Symptoms
Cough	Chills Muscle pain
Shortness of breath	Headache Repeated shaking with chills
Difficulty breathing	Sore throat New loss of taste or smell
	Vomiting Diarrhea
	Fever Severe fatigue

3. I have a household family member who has symptoms as outlined in #1 causing them to feel unwell. YES NO
4. I answered no to #1 and #2 but I (or a household family member) did have symptoms within the last 72 hours. YES NO
5. I have had contact with an individual who has tested positive for COVID-19 within the last 14 calendar days. YES NO
6. I have had contact with an individual who is experiencing virus symptoms such as those indicated in #1, but has not been tested, within the last 14 calendar days. YES NO
7. I have traveled (hotel, airplane, etc.) outside of NH in the last 14 days. YES NO
8. I have been involved in other activities that put me at a greater risk to come in contact with COVID-19. YES NO
9. I have taken my temperature today AND it is less than or equal to 100.0 F YES NO

If you answer "Yes" to any of questions 1 through 8, return to or stay home, seek advice from your PCP, and notify your supervisor as soon as possible.

Health Check

Date: _____ Name: _____

Please complete this form prior to entering the SRPC office or other non-home-based work location each workday.

1. I have had one respiratory symptom (column A) YES NO
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A	B
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9. I have taken my temperature today AND it is less than or equal to 100.0 F YES NO

If you answer "Yes" to any of questions 1 through 8, return to or stay home, seek advice from your PCP, and notify your supervisor as soon as possible.

Screening Process for Employees Reporting to Work

Each day prior to employees entering the workplace they will be required to go through a health check using guidance from the CDC, State of New Hampshire and PRIMEX. This is to ensure the safety of our employees and communities along with slowing the spread of COVID-19.

All employees **must self-certify via the “health check” form** before each workday that they are symptom free using the following guidance from the CDC, State of New Hampshire and PRIMEX guidelines.

The “health check form” will be completed and self-reported to the Executive Director (or Financial Consultant if Director is unavailable) each day prior to entering the Strafford Regional Planning Commission (SRPC) office or any other non-home-based work location. Because SRPC does not have the ideal location to check on premises before entering the building the most logical location will be in the parking lot, in the employee’s vehicle or for those who bike, walk, or travel by other means, prior to leaving their home.

- If you are feeling unwell,
- If you come into contact with someone who is sick with the virus, OR
- If you come into contact with someone who has been in contact with a confirmed case.
 - **Do not come to work!**
 - [Self-isolate and follow CDC’s recommendations.](#)
 - Notify your supervisor as soon as possible.

Temperature Check

- If temperature is 100.4 degrees Fahrenheit or higher do not come into work or, if you have already arrived, leave the workplace.
 - Call your PCP.
 - Notify your supervisor as soon as possible.

Assess for Symptoms

- If the employee answers “YES” to any respiratory [symptoms](#) in question 1, two of the other symptoms in question 2, or to questions 3-8:
 - **Return to or stay home** and seek advice from your PCP.
 - Notify your supervisor as soon as possible.

If illness occurs during working hours, the affected employee should **leave the location immediately**, seek medical advice from their PCP, and notify supervisor as soon as possible. Protocol for active deep clean will be initiated.

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 - Notify your supervisor as soon as possible.

If illness occurs during working hours, the affected employee should **leave the location immediately**, seek medical advice from their PCP, and notify supervisor as soon as possible. Protocol for active deep clean will be initiated.

Strafford Regional Planning Commission Guidance and Procedures for Response to COVID-19

Due to the contractual relationships that Strafford Regional Planning Commission has with state and federal agencies that are deemed under [Emergency Order #17¹](#) (requesting Granite Staters to stay at home due to the presence of COVID-19) to be [essential businesses](#). Strafford Regional Planning Commission is permitted to provide work under contracts with tasks that are pertinent to the essential function of those agencies. Strafford Regional Planning Commission will keep the health and safety of our employees and communities as the priority.

The purpose of this document is to provide Strafford Regional Planning Commission employees with operating procedures and guidelines that abide by CDC and [State of New Hampshire guidelines](#) and government issued orders to prevent the spread of COVID-19 while ensuring a safe, positive and productive work environment. These guidelines are non-negotiable and must be followed during work hours to ensure your safety and the safety of others.

All Strafford Regional Planning Commission employees must remain vigilant in following [CDC guidelines](#) and complying with government issued orders at all times. This document is subject to change contingent on the latest pandemic information, best practices, and updates to public health guidelines

Process for Screening for Employees Reporting to Work

Each day prior to employees entering the workplace they will be required to go through a health check using guidance from the CDC, State of New Hampshire and PRIMEX. This is to ensure the safety of our employees and communities along with slowing the spread of COVID-19.

All employees **must self-certify via the “health check” form** before each workday that they are symptom free using the following guidance from the CDC, State of New Hampshire and PRIMEX guidelines.

The “health check form” will be completed and self-reported to the Executive Director (or Financial Consultant if Director is unavailable) each day prior to entering the Strafford Regional Planning Commission (SRPC) office or any other non-home-based work location. Because SRPC does not have the ideal location to check on premises before entering the building the most logical location will be in the parking lot, in the employee’s vehicle or for those who bike, walk, or travel by other means, prior to leaving their home. Each employee will be assigned a health check kit that includes health forms, contact numbers and an oral thermometer along with directions for reporting.

- If you are feeling unwell,
- If you come into contact with someone who is sick with the virus, OR
- If you come into contact with someone who has been in contact with a confirmed case:
 - **Do not come to work!**
 - [Self-isolate and follow CDC’s recommendations.](#)
 - Notify your supervisor as soon as possible.

¹ And as amended in Emergency Orders 40 and 49 as of 6/12/2020 and any subsequent amendments; see <https://www.governor.nh.gov/news-and-media/emergency-orders-2020>

Temperature Check

- If temperature is 100.4 degrees Fahrenheit or higher do not come into work or, if you have already arrived, leave the workplace.
 - Call your PCP.
 - Notify your supervisor as soon as possible.

Assess for Symptoms

- If the employee answers yes to any of the following respiratory [symptoms](#) or two of the other symptoms.
 - **Return to or stay home** and seek advice from your PCP.
 - Notify your supervisor as soon as possible.

If illness occurs during working hours, the affected employee should **leave the location immediately**, seek medical advice from their PCP, and notify supervisor as soon as possible. Protocol for active deep clean will be initiated.

Respiratory Symptoms	Or at Least Two of These Symptoms	
Cough	Chills	Muscle pain
Shortness of breath	Repeated shaking with chills	Headache
Difficulty breathing	Sore throat	New loss of taste or smell
	Vomiting	Diarrhea
	Fever	Severe fatigue

Guidance for Slowing the Spread and Reducing Exposure

Hygiene

All employees are required to practice good hygiene during work hours and are encouraged to maintain these practices while away from work.

- Frequently [wash hands](#) with soapy water for at least 20 seconds especially before eating, after coughing or sneezing, or touching any potentially contaminated surface.
- Use alcohol-based hand sanitizer when soap and water is not available.
- [Disinfect high traffic communal surfaces](#), both at work and at home.
- Take five minutes daily to [disinfect your work area](#).
- Avoid touching face, nose, and eyes.

Social Distancing

To the greatest extent possible, all employees should maintain safe social distancing, which means keeping a distance of at least 6 or more feet between one another at all times. Keeping space between you and others is one of the best tools to avoid being exposed to COVID-19 and slowing its spread.

- Stay at least 6 feet (about 2 arms' length) from other people.
- Do not gather in groups larger than 10.
 - State of New Hampshire [Emergency Order #16](#) temporary prohibition on scheduled gatherings of 10 or more attendees
- Stay away from (as much as possible) crowded places and avoid mass gatherings.

Personal Protective Equipment (PPE)

Each employee will be issued PPE that is relevant to the work that they do. Do not share any PPE and it is to remain on your person.

- **Gloves**

- For field crews' leather or other material work gloves can be used at employee's discretion. Disinfect with an aerosol spray once per day after the conclusion of the workday.
- All employees' non-sterile nitrile gloves can be used when touching communal or public surfaces (i.e. gas station pumps) at employees' discretion.

- **Face Masks**

Based on the CDC and State of New Hampshire guidelines everyone should wear a mask when they have to go out in public even if you do not feel sick. Each employee will be issued a mask as part of their PPE kit, please inform your supervisor when you are in need of a new mask as soon as possible.

- Continue to a minimum of 6 feet between yourself and others a mask is not a substitute for social distancing.
- The [State of NH is recommending](#) that all Granite Staters wear cloth face coverings when outside of the home to help slow the spread of COVID19.
- Wearing a mask is especially important when social distancing is difficult, when dealing with the public, trips for supplies or groceries. It is important to wear your mask properly and follow the [CDC guidelines](#).

Strafford Regional Planning Commission Workspaces & Operational Procedures

Strafford Regional Planning Commission Office

Strafford Regional Planning Commission main office located at 150 Wakefield Street. Rochester, NH is closed to visitors (March 17th, 2020 until further notice). Due our small space there should be no more than seven scheduled employees in the space at one time.

- Ensure minimum of 6 foot spacing among all employees and visitors at all times when possible.
- Employees should wear masks while at Strafford Regional Planning Commission office when there are two or more people in the office, in common areas, where 6' feet distance cannot be maintained (i.e. hall, kitchen, entry way).
- Visitors that enter the building are to be documented in the visitor log.
- [Disinfect high traffic, communal surfaces](#) (i.e. copier, common work surfaces, kitchen) daily.
- Employees (when in the office) are required to take five minutes daily to [disinfect your immediate work area](#).

Strafford Regional Planning Commission Vehicles

Only one staff may be in a vehicle at any given time for work purposes, unless in an emergency. In the event carpooling is required, staff must wear masks, have windows rolled down, and space as far apart as possible in the vehicle. Each vehicle is equipped with a disinfectant kit. Employees must disinfect the vehicle after every use and/or switch in driver.

- Disinfect all frequently touched surfaces inside and out (i.e. inside/outside door handles, seatbelts, steering wheel, controls, turn signals, wipers radio etc.) at the end of each daily use and/or driver switch.
- Wipe and/or spray keys with disinfectant at the of the day upon return to office.
- Use nitrile gloves when fueling vehicles.

Common Storage, Production, Small Conference, and Kitchen Spaces

- Only one staff member may be in the storage, production, small conference or kitchen spaces at any given time.
- If work requires more two people, employees are required to wear a mask.
- Disinfect locks, handles, and other high traffic surfaces frequently using the disinfection kit located at the office.

Visitors

Reducing the number of visitors in Strafford Regional Planning Commission workspace is essential to ensure the safety of our employees and communities along with slowing the spread of COVID-19. As of March 17, 2020, no visitors are allowed into Strafford Regional Planning Commission office space.

- If a visitor needs to pick up or deliver materials to the office a scheduled time needs to be established for the exchange to occur curbside.
- Visitors that need to physically enter Strafford Regional Planning Commission office (i.e. cleaners, copier or IT repair vendors, or executive committee members fulfilling essential business opportunities) will need to be logged into the visitor log (name, association, and phone number).

Offsite Field & Community (Public) Space

All field work will follow the guidelines in the SRPC Employee Handbook, Health and Wellness plan, and Field Work Safety Protocols with the addition of the measures included herein for COVID-19.

No fieldwork will occur unless all individuals are agreeable to the risks and approval has been made by Executive Director.

Field team partners will remain the same throughout the duration of COVID-19 to reduce the risk of exposure.

At all times, employees will have a printed copy of both the [Emergency Order #17](#) and [Exhibit A to Emergency Order #17](#) (Requesting Granite Staters to Stay at Home Due to the presence of COVID-19 in the State) and have a letter from Executive Director, authorizing the employees to travel to/from various worksites to provide essential services. It is recommended this is to be in personnel vehicles and Strafford Regional Planning Commission vehicles.

Public Interaction and Communications

With many of the public spaces in which employees conduct work in is it likely to come in contact with individuals seeking information about the work employees are doing. It is imperative that employees maintain compliance with CDC and state recommendations while in public spaces to

ensure everyone's safety and to uphold Strafford Regional Planning Commission's reputation for professionalism.

Example - *When a member of the public is approaching the worksite, acknowledge their presence in a friendly manner while maintaining distance. Answer questions from minimum of 6 foot distance, if needed politely remind individual(s) about social distancing for everyone's safety "slow the spread".*

Be prepared to discuss Strafford Regional Planning Commission's procedures that ensure public safety during this time. Refer them to the Executive Director with any questions you do not feel comfortable answering.

- Example of what to say – *"We are continuing to work on critical project objectives in public spaces in support of our state and federal partners while following CDC and state recommendations of limiting group sizes, maintaining at least 6 foot. distance between individuals, driving to site locations in separate vehicles, and following health and sanitary guidelines by washing our hands frequently throughout the work day, wiping down potentially shared surfaces with disinfectants, and any PPE."*

Handwashing Station for Fieldwork

Each day, a handwashing station must be prepped at the worksite and/or office consisting of:

- 1-gallon water jug
- Hand soap
- Paper towels
- Disinfectant (Wipes, spray)

Social Distancing

Some project objectives/work tasks may not be feasible while maintaining compliance in the public spaces' employees work within.

- Lead field team member and Executive Director will determine on a case-by-case basis what field projects need to be postponed or altered until the pandemic is under control in collaboration with project partners.
- Disperse employees as much as possible on projects.
- Spread out to ensure minimum of 6 foot distance if in a public meeting situation utilize signage for spacing (i.e. painters' tape, post-it notes, signs).

Equipment Use

Fieldwork

- If sharing tools is unavoidable, disinfect before exchanging and at the end of each workday.

Office

- Minimize sharing of office equipment (i.e. staples, tape, scissors, 3-hole punch, computers, and associated equipment).
- Each employee at workstation has general office supplies if you need additional equipment submit a request to the Executive Director.
- Common equipment where sharing is unavoidable (i.e. copier, paper cutter, file cabinets, projector) should be disinfected during the five-minute cleaning break.

Cleaning and Disinfecting Guidelines

Everyday Steps

- [Disinfect high traffic, communal surfaces](#) (i.e Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.) daily and initial the cleaning log posted in the kitchen.
- Employees when in the office are required to take five minutes daily to [disinfect your immediate work area](#).

[Disinfecting if Someone is Sick](#)

If there is a confirmed case of COVID-19 with an employee or individual that has been in Strafford Regional Planning Commission space – decision will be made by the Executive Director or Finance Manager to call the building manager to arrange to disinfect the space (all employees will remote work until cleaning can be completed).

- Close off areas used by the individual/employee who is sick.
- Open outside doors to increase air circulation in the area while cleaning service is in space.
- Wait 24 hours before disinfecting. If 24 hours is not feasible, wait as long as possible.
- Disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.

All Safety provisions required during COVID -19 measures will remain in effect until authorized by the Executive Director under the advice of Federal, State, and local authorities.