



SRPC Executive Committee Meeting Agenda
July 17, 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/84187694244> **Meeting ID:** 841 8769 4244

Telephone-only Access: 1-646-558-8656

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 June 19, 2020 (**Enclosed**)
- b. Acceptance of Draft June Financials (**Enclosed**)
- c. Authorization of Certificate of Vote (**Enclosed**)

3. Updates and Discussion

- a. Awards, Contracts, and General Business Update (**see memo**)
- b. July Monthly Minors (**Enclosed**)

4. Other Business

5. Non-Public

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

6. 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

DRAFT Meeting Minutes
June 19, 2020
Zoom Meeting

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

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

1. Welcome/Introductions

The meeting began at 8:04 a.m.

Victoria 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 2020-10, this Committee is authorized to meet 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 May 15, 2020

Don Hamann **MOVED** to accept the minutes. Mike 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, Don Hamann, and Victoria Parmele in the affirmative.

b. Acceptance of the Draft May Financials

Jen Czynsz shared that all incoming dues for the 2021 Fiscal Year were set aside in the organization's savings account, and that this money will not be used until the start of FY 2021. J. Czynsz explained that current bank balances are lower than they were at the close out of the last fiscal year. This is attributable to several FY 2020 contracts being paid in advance.

Tom Crosby joined the meeting at 8:08 a.m.

J. Czynsz updated committee members on pending payments. A discussion ensued about funding from the NH Department of Environmental Services (NHDES). The funds discussed are federal, not state dollars and should not be impacted by potential state revenue slowdowns.

J. Czynsz reviewed the Profit and Loss statement. She explained that staff did not hit Unified Planning Work Program (UPWP) target hours for year one, but that this is okay as funding rolls over. For other contracts ending in June, staff have specific targets to meet. The organization is still on track to end the fiscal year in the black.

V. Parmele noted that SRPC's municipal contracts have exceeded expectations. J. Czynsz replied that SRPC has tripled its circuit riding contracts, with the addition of two communities. All circuit riding contracts will continue in FY 2021.

M. Bobinsky asked for an update on pending dues payment from municipalities. This was reflected in the aging summary.

D. Hamann **MOVED** to accept the Draft 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, Victoria Parmele, and Tom Crosby in the affirmative.

c. Approval FY 2021 Billing Rate Schedule

Small changes in the billing rate schedule. Jen reviewed these. Rates are salary plus full indirect.

M. Bobinsky **MOVED** to recommend the FY 2021 Billing Rate Schedule. 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, Victoria Parmele, and Tom Crosby in the affirmative.

d. Recommendation of the FY2021 Executive Committee Officers, Members, and Alternates

Committee members were provided the slate of officers for FY2021 to recommend to the full Commission.

D. Hamann **MOVED** to recommend the FY 2021 Executive Committee Officers, Members and Alternates. Peter 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, Tom Crosby, and Victoria Parmele in the affirmative.

e. COVID-19 Policies

J. Czynsz shared that she drafted organizational COVID-19 policies and wanted E.C. members to provide guidance and a review of these new practices. She added that these practices are especially useful for circuit riding planners so that our policies carry with them to the separate towns. This will give SRPC staffers the ability to remove themselves if they feel unsafe.

A discussion ensued and committee members suggested that the memo to communities be shifted to make it clear that these are policies for SRPC staff. It was decided to make the memo neutral, while still laying out SRPC's policies.

J. Czynsz shared that employees coming into the office are required to fill out a health questionnaire before entering. This was modeled after Primex's.

J. Czynsz reiterated that SRPC's COVID-19 policy is to be used as a policy to back up staff if they don't feel comfortable in-office or at a meeting. It also allows for opening dialogue and discussion with the municipalities we work with.

V. Parmele explained that that Northwood's meetings have been remote, and that the Board of Selectmen created a subcommittee to organize this. V. Parmele added that SRPC senior planner James Burdin is providing leadership in this area in his role as contract town planner. V. Parmele discussed Northwood's adaption practices.

M. Bobinsky suggested that this memo be addressed to all communities instead of just the communities that SRPC has contract planning agreements with. J. Czynsz agreed and said this was a change she was making. It was decided that this memo would be addressed to staff, and then copied to the regional municipalities.

M. Bobinsky asked about the health questionnaire. J. Czynsz explained the process by which staff self-assess before entering the office. M. Bobinsky asked about setting up the office for safety; the current strategy is to wear masks when not seated at a desk and to limit the amount of people in the office.

J. Czynsz shared that to protect the office from outside parties, the exterior door is now locked. All staff will be given keys to that door. M. Bobinsky commended these processes.

A discussion ensued about other's personal choices and how to respond. Strategies include maintaining a distance of 6 feet and looking for larger meeting spaces.

D. Landry asked about the self-assessment form and whether this can be digital. These are guidance documents and not terms of employment. J. Czynsz explained that the goal is to deter employees from coming into the office if they have symptoms. The process for documenting and storing these records was discussed.

T. Crosby **MOVED** to accept the COVID-19 Policies. Mike 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, Tom Crosby, and Victoria Parmele in the affirmative.

3. Updates and Discussion

a. FY2020 Annual Meeting

J. Czysz reminded members that SRPC's upcoming annual meeting webinar is scheduled for Jun. 25. She reviewed the speakers, topic, and registration process.

SRPC's annual meeting is split into two meetings this year, one for action items, and one for the panel presentation. Shayna Sylvia elaborated on the format of each.

b. Awards, Contracts, and General Business Update

J. Czysz updated members that SRPC is now using its new transit vehicle for field work. She explained the terms of the lease and the process of procuring the vehicle.

J. Czysz updated members on pending grants. The Source Water Protection Grant that we are a subrecipient of through Rockingham Planning Commission was just approved by Governor and Council. The NH Children's Health Foundation (NHCHF) contract was recently signed and submitted. S. Sylvia shared that SRPC received an award from the NH Planners Association for Plan of the Year for work completed through its first NHCHF grant.

J. Czysz stated that SRPC is still waiting to hear if its TUFTS Health Foundation application is successful. She added that SRPC staff met with the funder and its partners earlier in May. Results should be released by Jul. 1.

J. Czysz explained that a grant application for funding through the Coastal program is being submitted next week. This would support SRPC and its partners on a large living shoreline project, with \$30,000 budgeted for outreach and policy.

Additionally, SRPC applied to the EDA CARES program. If successful, funding would support the hiring of an economic development planner to focus on resiliency and work directly with municipalities. The grant would also support data analyst Rachel Dewey's work on developing the Mighty Small website.

J. Czysz shared that SRPC is on track with dues, and with year-end targets.

c. June Monthly Minors

There is one monthly minor for June and it does not affect our region.

M. Bobinsky asked about projects outside of region; these are noted as statewide projects in our Transportation Improvement Program (TIP).

4. Other Business

T. Crosby asked for clarification about the next meeting.

5. Adjourn

T. Crosby **MOVED** to adjourn the meeting. 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, Tom Crosby, and Victoria Parmele in the affirmative.

The meeting adjourned at 8:56 a.m.

Minutes Respectfully Submitted by
Shayna Sylvia
Communications and Outreach Planner

DRAFT

SRPC FY 2019 Dashboard - June

For the July 17, 2020 Executive Committee Meeting

June 30, 2020	
FSB Checking Beginning Balance	\$24,053.09
Deposits	\$172,725.50
Payments	-\$111,311.73
Uncleared Transactions	-\$27,802.80
FSB Checking Ending Balance	\$57,664.06

Accounts Receivable	\$195,153.85
FSB Savings Account	\$50,994.46

OVERSIGHT ACTIVITIES	
Line of Credit Activated?	No; Extend to 12/31/2020
Audit Status	To be scheduled for Aug/Sept

BUDGET NARRATIVE	
Federal Savings Bank Balance/Case on hand:	We continue to have adequate cash on hand to meet monthly expenses
Payables and Receivables	Outstanding receivables reflect remaining dues and year end billing
FY20 Working Budget:	Adopted FY2021 budget

FUNDING SOURCES - ADOPTED BUDGET	
Due, Interest & Reimbursement	\$119,406
Metropolitan Planning Organization	\$560,896
State Agencies	\$218,422
Municipal & Nonprofit Agreements	\$174,502
Economic Development District	\$180,000
Total Revenue	\$1,253,225
Pending Grant Applications	\$565,268

EXPENSES - ADOPTED BUDGET	
Personnel	\$841,238
Equipment	\$38,889
Communications	\$9,186
Fixed Expenses	\$44,465
Miscellaneous Expenses	\$32,765
Contracted Work	\$267,601
Total Expenses	\$1,234,144

STAFF PRESENTATIONS - ACTIVITIES MAY/JUN.

Standing Committees and Appointments

Commute SMART NH Meeting (Shayna)
 Explore Moose Mountains (Shayna)
 ACT Board & Executive Committee (Colin)
 CAW Outreach Committee (Kyle)
 Full CAW Committee (Kyle)
 CAW "Talks" 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

Joint Policy/Commission Meeting (Colin, Shayna, Jen)
 SRPC Annual Meeting Webinar (all staff)
 Nottingham Assessor Meeting (Stef)
 Dover Urban Tree Plan Meeting (Kyle, Alaina)
 Durham Climate Adaptation Master Plan Meeting (Kyle, Alaina)
 Durham Groundwater Modeling Meeting (Kyle, Jen)
 Coastal Resilience Grant Meeting w/ Dover Staff (Kyle, Alaina)
 Sunrise Lake Conference Call w/ NHDDES (Kyle, Jen, Alaina)
 Coastal Fellowship Stakeholder Meeting (Kyle)
 Tri-Cities CDBG Planning Meeting (James, Nancy)
 Barrington Planning Board Master Plan Presentation (Jen)

EDD Activity

Weekly seacoast economy check-ins (Jen, Nancy, James)

MPO Activity

Policy Committee (Colin, Jen)
 Project development meetings: SOM, NDU, and BAR (Colin)
 Project meeting with NHDOT staff for NH108/US4 intersection (Colin)
 Mobility data presentation from Teralytics (Colin, Rachel, and other NH MPO staff)
 Federal legislation update from AMPO (Colin)
 Transportation Planners Collaborative (Colin)
 DOT Interagency & Front Office Calls (Colin)
 Commute Smart NH Transition Meeting (Shayna)
 FTA Special Project (Colin, James, Nancy, Jen)
 Durham Town Council Project Hearing (Jen)
 Transfer of Commute Smart Seacoast Meeting (Shayna)

Staff Development & Trainings

Beyond the Board Statement: How can Boards Join the Racial Justice Movement? (Jen, Nancy)
 NHPA Virtual Conference "Housing" Session (Jen, Kyle, Alaina)
 NHMA Safer at Home 2.0 Municipal Guidance Webinar (Jen)

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 658 (12)
 Users 399 (-78)



Constant Contact

Subscribers 802 (-1)
 Avg. Open Rate 0.28 (-0.02)



Facebook

Posts 20 (-10)
 Reach 1544 (-3977)
 Engagement 129 (-303)



Twitter

Tweets 12 (-8)
 Profile Visits 21 (-40)
 Impressions 2268 (-2715)
 Followers 285 (0)
 Mentions 1 (0)



Instagram

Followers 12 (-8)
 Posts 21 (-40)
 Reach 2268 (-2715)
 Engagement 285 (0)



Map Geo

Total Visits 704(19)
 Unique Visitors 386(-1)

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

DATE: July 9, 2020
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the July 17, 2020 Meeting

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

2b. Acceptance of Draft June Financials

Note: The final FY 2020 financials will be completed by Tuesday 7/14/2020. I will distribute the financials and send out an updated memo when they are complete. The following is based upon preliminary calculations. All billing is complete for FY 2020 and remaining adjustments to the year-end financials include payroll and paid time off accruals, verification of monthly accruals for prepaid expenses, add the vehicle as an asset and book the lease, and any required adjustments for unpaid dues if we do not hear from Brookfield or Wakefield.

Balance Sheet: Bank balances are levelling out. June balances are back up with the receipt of both the April and May DOT payments in June. We have also received payment from several of the overdue state invoices. Comparing this point in the year to last year, balances are about \$21,649 higher. We remain in a better overall position than this time last year. We continue to deposit the FY21 dues into the savings account with the exception of \$10,000 that we deposited into checking to give us a small buffer mid-month when we were still waiting for a few payments. Overall, our net assets are significantly higher this year.

Aging Summary: our accounts receivable appears high with \$195,154 outstanding. Dues invoices went out to towns in April and the three cities at the end of May. At this time, we have received either payment or a response back that the town will not be paying from all but Brookfield, Newmarket, Northwood and Wakefield. We anticipate that Brookfield will continue to be a non-dues paying community. We are having difficulty contacting the new Wakefield town administrator. The three cities, Newmarket, and Northwood typically pay after July 1. Outstanding dues account for \$74,800 of the accounts receivable. The June billing represents the majority of the accounts receivable (\$106,113). As it is the end of the year, all open contracts were billed out in June so that we can close the fiscal year.

Profit and Loss: As noted previously, while we are behind where we anticipated billing on several state contracts and the UPWP, these all roll into the next Fiscal Year. June's profit and loss is indicative of what is looking to be a very successful year financially. Billables have remained strong. We continue to provide staff with a small cell phone stipend to address the requirement that they use their personal equipment and plan for office business. On the expense side, June's notable differences with last year include the addition of one FTE, we did not renew the MapGeo software platform this year (migrated all online mapping to a single point using ESRI), and this year we paid for our INRIX traffic data subscription.

Year-to-date is holding strong with a DRAFT net profit of \$70,000 – this number will change once Kathy books the year end expense accruals (adjustments to reflect time worked in the prior year and paid in the following year and similar for accrued paid time off).

2c. Authorization of Certificate of Vote

See the enclosed recommended motion and sample of a certificate of vote. On an annual basis it is good practice for the Executive Committee to affirm, or reaffirm, that the Executive Director is authorized to file applications, sign contracts and implement the annual work program.

3a. Awards, Contracts and General Business Update

COVID-19: The guidance memo and policy documents reviewed and approved at the prior E.C. meeting have been distributed. There were no notable changes in our COVID related operations adjustments at this time. We are hopeful that we will soon hear the results of our CARES Act Economic Resiliency and Recovery grant application to EDA. MightySmall, the website that SRPC's Rachel Dewey has been collaborating with Emmett Soldati of Teatoaller in Somersworth, will be officially launched next week. They have been working to improve the interface. Users can now search by topic or location and click business listing to learn more about how each business is operating during the pandemic. Businesses can now [make an account and add/edit their own listing](#).

Awards and Contracts: Please refer to the table of pending and recently awarded grants and contracts at the end of this memo for full details. Highlights include –

Newly funded:

- Tufts Foundation: Creating Age Friendly Communities (contract pending)
- NH Children's Health Foundation: Promoting Outdoor Play
- NHDES Source Water: Model Water Quality Buffer Regulation (contract pending)
- NHDES 604(b): Sunrise Lake Watershed Plan

Recently Submitted and Pending Decision:

- EDA: Strafford EDD Annual Planning Grant
- New Durham: RSMS Update
- National Fish and Wildlife Foundation: Great Bay Living Shorelines
- EDA: CARES Act Regional Recovery and Resiliency Planning and Technical Assistance

In Development:

- NHDES Coastal: Dover Sea Level Rise Engineering Study
- NHDES Coastal: Climate Change Impacts on Vulnerable Populations

EDA: While we are faring much better these days with EDA, we are still seeing a lingering impact of the past funding delays when SRPC and other newly designated EDDs were caught in the prior budget/government shutdown. When the budget was passed EDA programs were essentially level funded. As a result, no new EDDs were pulled into the partnership program – the traditional funding source for EDDs. EDAs regional office has been very accommodating and has worked to ensure we receive our EDD funding by using their annual short term planning program. This have been fine as a stop gap, however, cannot remain as the long-term solution.

Most immediately, one impact is that we were not invited to submit for EDD CARES Act funding under the non-competitive direct funding opportunity. Our EDA rep, Alan Brigham, called to apologize and give us a heads up that we would be the only EDD in his territory that would not receive a direct invite. There was another in the Philadelphia region in a similar situation. Both he and his supervisor, Marguerite in the Philadelphia field office, tried to get an explanation for us and they were only able to share with us that HQ said that only those in the partnership program would receive the direct invitation, all others would have to apply through the competitive funding opportunity (which was a separate funding opportunity from that set up for the EDD invite only applications).

We followed the guidance issued to the EDDs and submitted a comparable application on June 5th. We have not yet heard the status of that application. Our understanding was that the EDD grants were going to be made first (and were announced this week), then using the balance remaining in the fund, those in the competitive rolling deadline would begin to be awarded. Our grant rep for NH has been very supportive and apologetic and has offered to do all he can to assist us.

For us, this raises both a short term and long-term issue. I have been in contact with Michele Cota from Senator Shaheen's office who is looking into what she can do to lend support. Most pressing is the success of our pending CARES Act application. Looking forward to the long term, EDA has continued to fund our EDD through annual applications to their short-term planning assistance program. We have been fortunate in that our regional office has continued to set those funds aside for us when that funding support should be coming from the partnership program. Long term we to ensure SRPC is added to the partnership program and its funding allocation.

Indirect Rate: The final YTD indirect rate will be updated by Tuesday 7/14/2020. I will send out an updated memo when the calculations are complete.

Dues: The final YTD dues expenditures will be updated by Tuesday 7/14/2020. I will send out an updated memo when the calculations are complete.

5a. Non-Public Session

I will separately forward my self-evaluation as part of the annual executive director evaluation.

NEXT MEETING August 21, 2020, 8 AM, tentatively scheduled to be a call or "Zoom" in.

Status of Grant Applications and Project Proposals

Title	Funder	Funding Year(s)	Award \$	Dues Match \$	Contractual \$	Application Status	Contract Status	Description/Notes
Sea Level Rise Engineering Study	NHDES Coastal	FY2021-2022	TBD			1-in development		Dover is applicant; an engineering study to investigate the impacts from sea level rise on existing outfalls in the Henry Law Park area.
Climate Change Impacts on Vulnerable Populations	NHDES Coastal	FY2021-2022	TBD			1-in development		Assessment of how Dover's socially vulnerable populations, including minority, POCs (people of color), disabled, and lower income populations will be unequally affected by climate change impacts.
Planning Grant	EDA	FY2021	\$70,000	\$17,500		2-submitted	pending	Annual economic development funding in support of the Strafford EDD
RSMS Update	New Durham	FY2021	\$4,937			2-submitted	pending	Reassessment of road conditions and preparation of asset management report
Great Bay Living Shorelines	NFWF	FY2021-2022	\$30,000			2-submitted	pending	DES Coastal is the applicant. Create a pipeline of living shoreline erosion management and asset protection projects that enhance resilience of salt marsh habitat and coastal community assets and avoid future hard shoreline stabilization in the City of Dover, Town of Durham, and Town of Newmarket along the Great Bay Estuary of New Hampshire (NH). SRPC will assist with community planning, site assessments and community engagement activities.
CARES Act	EDA	FY2021-2022	\$379,131			2-submitted	pending	Proposed activities are intended to prevent further economic damage by providing information and technical assistance to at-risk businesses and industries, while also adding capacity to municipalities to ensure resilient and efficient municipal operations in the face of tightening budgets.
The Model Water Quality Buffer Regulation	NHDES Sourcewater	FY2020-2021	\$9,200	1000		3-awarded	pending	Application submitted by RPC; produce a regulatory tool that incorporates current information and research on buffer implementation, buffer effectiveness, buffer widths and buffer functions
Creating Age Friendly Communities	Tufts Fdn	FY2021-2022	\$72,000			3-awarded	pending	GSCH is the applicant; outreach and engagement to gain insight into how each municipality is responding to its aging population and the needs of those 55 and older; prepare Community Assessments, a regional resource guide, pilot action plans and implementation projects.
Sunrise Lake Watershed Plan	NHDES 604(b)	FY2020-2021	\$64,000		\$44,000	3-awarded	complete	Watershed Management Plan for Sunrise Lake in Middleton
Promoting Outdoor Play	NHCHF	FY2021-2022	\$40,000		\$15,000	3-awarded	complete	To create a dynamic, forward-facing online resource that will connect families with young children to the many recreation resources available in our region and run a family centered outreach program designed to generate app engagement and encourage visits to regional recreation sites.

Strafford Regional Planning Commission

Balance Sheet

07/10/20

As of June 30, 2020

Accrual Basis

	Jun 30, 20	Jun 30, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	58,303.57	71,573.76	-13,270.19
FSB Savings	50,994.46	16,074.85	34,919.61
Total Checking/Savings	109,298.03	87,648.61	21,649.42
Accounts Receivable			
Accounts Receivable	195,153.85	142,522.07	52,631.78
Total Accounts Receivable	195,153.85	142,522.07	52,631.78
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	269.39	0.00	269.39
Prepaid Dues and Subscriptions	1,883.88	1,494.73	389.15
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	2,753.27	2,094.73	658.54
Prepaid software support	4,276.13	4,542.89	-266.76
Undeposited Funds	0.00	7,449.60	-7,449.60
Total Other Current Assets	7,029.40	14,087.22	-7,057.82
Total Current Assets	311,481.28	244,257.90	67,223.38
Fixed Assets			
Vehicles			
Ford Transit	4,142.35	0.00	4,142.35
Total Vehicles	4,142.35	0.00	4,142.35
Property and Equipment			
Accumulated Depreciation	-12,392.40	-19,098.48	6,706.08
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
Equipment Purchase - Other	11,762.40	11,762.40	0.00
Total Equipment Purchase	12,392.40	19,098.48	-6,706.08
Total Property and Equipment	0.00	0.00	0.00
Total Fixed Assets	4,142.35	0.00	4,142.35
TOTAL ASSETS	315,623.63	244,257.90	71,365.73
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
FSB Credit Card	932.71	82.91	849.80
Total Credit Cards	932.71	82.91	849.80
Other Current Liabilities			
FY21 Dues in Advance	119,710.15	0.00	119,710.15
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	20,051.66	26,674.35	-6,622.69
FY20 Dues in Advance	-195.85	115,680.21	-115,876.06
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	2,451.93	2,510.87	-58.94

Strafford Regional Planning Commission

07/10/20

Balance Sheet

Accrual Basis

As of June 30, 2020

	Jun 30, 20	Jun 30, 19	\$ Change
Total Payroll Liabilities	2,482.32	2,541.26	-58.94
Total Other Current Liabilities	142,096.28	144,943.82	-2,847.54
Total Current Liabilities	143,028.99	145,026.73	-1,997.74
Long Term Liabilities			
Loan Payable Ford Motor Credit	-437.22	0.00	-437.22
Accrued expenses			
Accrued Payroll	21,136.80	21,136.80	0.00
Accrued Vacation	22,216.21	22,216.21	0.00
Annual Audit Accrual	13,535.00	10,665.00	2,870.00
Total Accrued expenses	56,888.01	54,018.01	2,870.00
Total Long Term Liabilities	56,450.79	54,018.01	2,432.78
Total Liabilities	199,479.78	199,044.74	435.04
Equity			
Retained Earnings	45,213.16	61,577.63	-16,364.47
Net Income	70,930.69	-16,364.47	87,295.16
Total Equity	116,143.85	45,213.16	70,930.69
TOTAL LIABILITIES & EQUITY	315,623.63	244,257.90	71,365.73

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Strafford Regional Planning Commission A/R Aging Summary

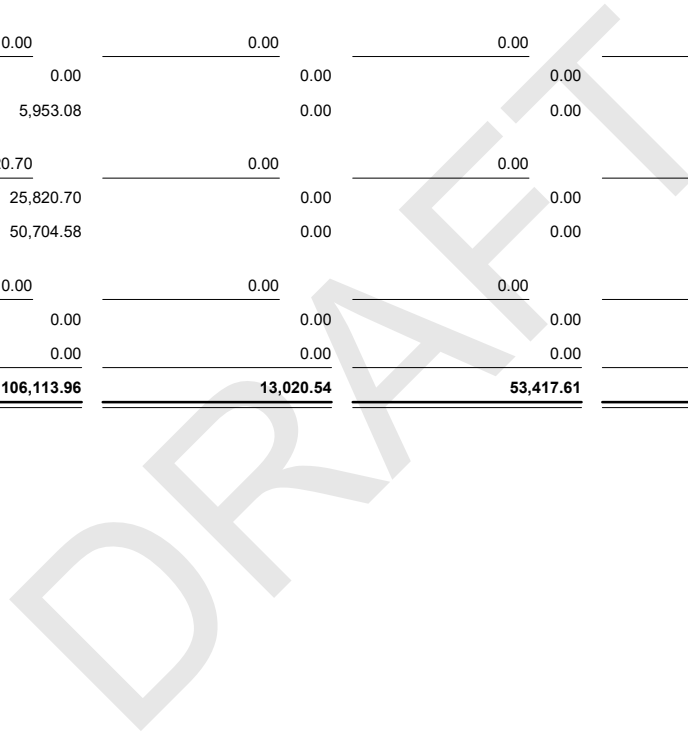
As of June 30, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
2000 LTA (Local Technical Assistance)						
2100 Dues						
2102 Town of Brookfield dues	0.00	0.00	0.00	904.43	0.00	904.43
2103 City of Dover dues	0.00	0.00	21,727.51	0.00	0.00	21,727.51
2111 Town of Newmarket dues	0.00	0.00	0.00	8,858.76	0.00	8,858.76
2112 Town of Northwood dues	0.00	0.00	0.00	5,343.02	0.00	5,343.02
2114 City of Rochester dues	0.00	0.00	21,423.31	0.00	0.00	21,423.31
2116 City of Somersworth dues	0.00	0.00	10,266.79	0.00	0.00	10,266.79
2118 Town of Wakefield dues	0.00	0.00	0.00	6,320.43	0.00	6,320.43
Total 2100 Dues	0.00	0.00	53,417.61	21,426.64	0.00	74,844.25
2000 LTA (Local Technical Assistance) - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 2000 LTA (Local Technical Assistance)	0.00	0.00	53,417.61	21,426.64	0.00	74,844.25
3302 Dover Resilience Grant	1,854.58	1,614.33	0.00	0.00	0.00	3,468.91
3400 Town of Durham						
3403 Durham Groundwater Modeling	0.00	3,031.00	0.00	0.00	0.00	3,031.00
3405 Durham Trail Mapping	0.00	2,000.00	0.00	0.00	0.00	2,000.00
3404 Durham Resilience Grant	1,144.20	0.00	0.00	0.00	0.00	1,144.20
Total 3400 Town of Durham	1,144.20	5,031.00	0.00	0.00	0.00	6,175.20
3500 Town of Farmington						
3504 Town of Farmington 2020 Tax Map	832.50	0.00	0.00	0.00	0.00	832.50
3501 FAR Circuit Rider	3,467.05	2,982.50	0.00	0.00	0.00	6,449.55
3503 ADG Master Plan Support	1,285.00	590.00	0.00	0.00	0.00	1,875.00
Total 3500 Town of Farmington	5,584.55	3,572.50	0.00	0.00	0.00	9,157.05
3600 Town of Lee						
3602 Lee Tax Map	1,598.50	0.00	0.00	0.00	0.00	1,598.50
Total 3600 Town of Lee	1,598.50	0.00	0.00	0.00	0.00	1,598.50
4100 Town of Newmarket						
4103 NKT Local Source Water Cash Match	533.40	0.00	0.00	0.00	800.10	1,333.50
Total 4100 Town of Newmarket	533.40	0.00	0.00	0.00	800.10	1,333.50
4200 Town of Northwood						
4201 NOR Circuit Rider	1,977.50	1,962.50	0.00	0.00	0.00	3,940.00
Total 4200 Town of Northwood	1,977.50	1,962.50	0.00	0.00	0.00	3,940.00
4300 Town of Nottingham						
4302 Town of Nottingham FY21 CR	537.50	0.00	0.00	0.00	0.00	537.50
Total 4300 Town of Nottingham	537.50	0.00	0.00	0.00	0.00	537.50
4700 Town of Strafford						
4702 Strafford Tax Map Update	228.75	0.00	0.00	0.00	0.00	228.75
Total 4700 Town of Strafford	228.75	0.00	0.00	0.00	0.00	228.75
5201 UNH						
5202 UNH PREPA	2,000.00	0.00	0.00	0.00	0.00	2,000.00
5203 UNH Climate in the Classroom	37.50	0.00	0.00	0.00	0.00	37.50
Total 5201 UNH	2,037.50	0.00	0.00	0.00	0.00	2,037.50
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
5500 Mapping Projects	47.75	0.00	0.00	0.00	0.00	47.75
6000 Office of Strategic Initiatives						

Strafford Regional Planning Commission A/R Aging Summary

As of June 30, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
6000.000 FY20_21 TBG	3,273.05	0.00	0.00	0.00	0.00	3,273.05
Total 6000 Office of Strategic Initiatives	3,273.05	0.00	0.00	0.00	0.00	3,273.05
6100 NH DES						
6100.000 Coastal 2020	1,418.32	840.21	0.00	0.00	0.00	2,258.53
6301.000 Local Source Water 2020	3,400.00	0.00	0.00	0.00	0.00	3,400.00
Total 6100 NH DES	4,818.32	840.21	0.00	0.00	0.00	5,658.53
6500 DEPT OF SAFETY (OEM)						
6500.000 PDM 2017	0.00	0.00	0.00	0.00	375.00	375.00
Total 6500 DEPT OF SAFETY (OEM)	0.00	0.00	0.00	0.00	375.00	375.00
7000 ECONOMIC DEVELOPMENT ADMINISTRATION	5,953.08	0.00	0.00	0.00	0.00	5,953.08
7100 EPA						
7110 Brownfields 2019-2022	25,820.70	0.00	0.00	0.00	0.00	25,820.70
Total 7100 EPA	25,820.70	0.00	0.00	0.00	0.00	25,820.70
8000 DOT UPWP	50,704.58	0.00	0.00	0.00	0.00	50,704.58
4400 City of Rochester						
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
Total 4400 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	106,113.96	13,020.54	53,417.61	21,426.64	1,175.10	195,153.85



Strafford Regional Planning Commission
Income by Customer
June 2020

Date	Name	Memo	Amount
2000 LTA (Local Technical Assistance)			
06/01/2020	2000 LTA (Local Te...	Dues 115876.06, LESS NOT, MIL, LEE, BRK=115876.06=9656.34 (Aug-Jun)	9,656.34
Total 2000 LTA (Local Technical Assistance)			9,656.34
3100 Town of Barrington			
3102 Barrington Master Plan Chapter			
06/30/2020	3100 Town of Barri...	Progress Billing Master Plan - March through June 2020	64.00
Total 3102 Barrington Master Plan Chapter			64.00
Total 3100 Town of Barrington			64.00
3302 Dover Resilience Grant			
06/30/2020	3302 Dover Resilie...	Dover Resilience Progress Billing - June 2020	2,589.04
06/30/2020	3302 Dover Resilie...	Dover Resilience In-Kind Match	-734.46
Total 3302 Dover Resilience Grant			1,854.58
3400 Town of Durham			
3403 Durham Groundwater Modeling			
06/24/2020	3400 Town of Durh...	Progress Billing Durham Groundwater - January 2, 2020 through June 24, 2020	3,031.00
Total 3403 Durham Groundwater Modeling			3,031.00
3405 Durham Trail Mapping			
06/30/2020	3400 Town of Durh...	Durham Trail Mapping Final Invoice	2,012.72
06/30/2020	3400 Town of Durh...	To record when contracts go over budget in QuickBooks	-12.72
Total 3405 Durham Trail Mapping			2,000.00
3404 Durham Resilience Grant			
06/30/2020	3400 Town of Durh...	Progress Billing - Durham Resilience Grant - 1/15-6/30/20	1,144.20
Total 3404 Durham Resilience Grant			1,144.20
3402 Wagon Hill Living Shoreline			
06/30/2020	3400 Town of Durh...	Progress Billing Living Shoreline - Feb-Jun 2020	69.51
Total 3402 Wagon Hill Living Shoreline			69.51
Total 3400 Town of Durham			6,244.71
3500 Town of Farmington			
3504 Town of Farmington 2020 Tax Map			
06/30/2020	3500 Town of Farmi...	Intern Aponas	105.00
06/30/2020	3500 Town of Farmi...	Reg Planner I Geis	697.50
06/30/2020	3500 Town of Farmi...	Reg Planner III Rand	30.00
Total 3504 Town of Farmington 2020 Tax Map			832.50
3501 FAR Circuit Rider			

Strafford Regional Planning Commission
Income by Customer
June 2020

Date	Name	Memo	Amount
06/30/2020	3500 Town of Farmi...	Progress Billing - Circuit Rider - June 2020	3,467.05
Total 3501 FAR Circuit Rider			3,467.05
3503 ADG Master Plan Support			
06/30/2020	3500 Town of Farmi...	Progress Billing Farmington Master Plan Support	1,285.00
Total 3503 ADG Master Plan Support			1,285.00
Total 3500 Town of Farmington			5,584.55
3600 Town of Lee			
3602 Lee Tax Map			
06/30/2020	3600 Town of Lee:3...	Reg Planner I Geis	106.00
06/30/2020	3600 Town of Lee:3...	Intern Rogers	80.00
06/30/2020	3600 Town of Lee:3...	Executive Director Czysz	110.00
06/30/2020	3600 Town of Lee:3...	Reg Planner III Rand	942.50
06/30/2020	3600 Town of Lee:3...	Printing, per page, 24"x36"	360.00
Total 3602 Lee Tax Map			1,598.50
Total 3600 Town of Lee			1,598.50
4100 Town of Newmarket			
4103 NKT Local Source Water Cash Match			
06/30/2020	4100 Town of New...	Town Cash Match for Local Source Water 2020 (Feb-June 2020 progress billing)	533.40
Total 4103 NKT Local Source Water Cash Match			533.40
Total 4100 Town of Newmarket			533.40
4200 Town of Northwood			
4201 NOR Circuit Rider			
06/30/2020	4200 Town of North...	Progress Billing - Northwood Circuit Rider - June 2020	1,977.50
Total 4201 NOR Circuit Rider			1,977.50
Total 4200 Town of Northwood			1,977.50
4300 Town of Nottingham			
4302 Town of Nottingham FY21 CR			
06/30/2020	4300 Town of Nottin...	Progress Billing - Nottingham Circuit Rider - June 2020	537.50
Total 4302 Town of Nottingham FY21 CR			537.50
Total 4300 Town of Nottingham			537.50
4700 Town of Strafford			
4702 Strafford Tax Map Update			
06/30/2020	4700 Town of Straff...	Strafford Tax Map Update Progress Billing - June 2020	228.75

Strafford Regional Planning Commission Income by Customer June 2020

Date	Name	Memo	Amount
Total 4702 Strafford Tax Map Update			228.75
Total 4700 Town of Strafford			228.75
5201 UNH			
5202 UNH PREPA			
06/30/2020	5201 UNH:5202 UN...	UNH PREPA PO #P20UZM36 Progress Billing - through June 15, 2020, 50% of contract amount	2,000.00
Total 5202 UNH PREPA			2,000.00
5203 UNH Climate in the Classroom			
06/30/2020	5201 UNH:5203 U...	Final Billing - Climate in the Classroom, Jan-Dec 2020	37.50
Total 5203 UNH Climate in the Classroom			37.50
Total 5201 UNH			2,037.50
5500 Mapping Projects			
06/30/2020	5500 Mapping Proje...	Reg Planner I Geis	39.75
06/30/2020	5500 Mapping Proje...	36" x 48" Zoning Map, Town of Lee	8.00
Total 5500 Mapping Projects			47.75
6000 Office of Strategic Initiatives			
6000.000 FY20_21 TBG			
06/30/2020	6000 Office of Strat...	Progress Billing - Targeted Block Grant - Mar-Jun 2020	3,273.05
Total 6000.000 FY20_21 TBG			3,273.05
Total 6000 Office of Strategic Initiatives			3,273.05
6100 NH DES			
6100.000 Coastal 2020			
06/30/2020	6100 NH DES:6100...	Coastal 2020 Final Billing - 6/1-6/30/2020	7,042.79
06/30/2020	6100 NH DES:6100...	Cash Match	-4,609.84
06/30/2020	6100 NH DES:6100...	In Kind match for Coastal grant	-1,014.63
Total 6100.000 Coastal 2020			1,418.32
6301.000 Local Source Water 2020			
06/30/2020	6100 NH DES:6301...	Local Source Water 2020 - SWP301 - Progress Billing	3,933.40
06/30/2020	6100 NH DES:6301...	Cash Match - Task 3 Newmarket	-533.40
Total 6301.000 Local Source Water 2020			3,400.00
Total 6100 NH DES			4,818.32
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
06/30/2020	7000 ECONOMIC ...	Progress Billing - EDA - June 2020	21,714.65
06/30/2020	7000 ECONOMIC ...	Cash Match	-5,346.74
06/30/2020	7000 ECONOMIC ...	In Kind Match	-10,414.83

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

Date	Name	Memo	Amount
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			5,953.08
7100 EPA			
7110 Brownfields 2019-2022			
06/30/2020	7100 EPA:7110 Bro...	Progress Billing - Brownfields - May through June 2020	25,820.70
Total 7110 Brownfields 2019-2022			25,820.70
Total 7100 EPA			25,820.70
8000 DOT UPWP			
06/30/2020	8000 DOT UPWP	Progress Billing - UPWP - June 2020	56,338.42
06/30/2020	8000 DOT UPWP	10% Matching Funds	-5,633.84
Total 8000 DOT UPWP			50,704.58
TOTAL			<u>120,934.81</u>

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Accrual Basis

Strafford Regional Planning Commission
Profit & Loss
June 2020

	Jun 20	Jun 19	\$ Change
Ordinary Income/Expense			
Income			
SRPC Membership Dues	9,656.34	9,753.98	-97.64
SRPC Revenue			
Municipal and NonProfit Revenue			
DUR Groundwater	3,031.00	0.00	3,031.00
Lee Tax Map	1,598.50	0.00	1,598.50
DUR Trail Mapping	2,012.72	0.00	2,012.72
Barrington Master Plan	64.00	866.69	-802.69
DUR Wagon Hill Living Shoreline	69.51	1,250.00	-1,180.49
FAR Circuit Rider	3,467.05	2,866.00	601.05
FAR Master Plan Support	1,285.00	0.00	1,285.00
FAR Tax Map Updates	832.50	0.00	832.50
GIS Projects	47.75	12.00	35.75
MapGeo Subscriptions	0.00	4,000.00	-4,000.00
NHCHF Pathways to Play	0.00	2,540.57	-2,540.57
Northwood Planning Services	1,977.50	1,359.72	617.78
NOT Circuit Rider	537.50	0.00	537.50
Strafford Tax Map	228.75	0.00	228.75
UNH Lamprey River	37.50	0.00	37.50
Municipal and NonProfit Revenue - Other	3,144.20	506.60	2,637.60
Total Municipal and NonProfit Revenue	18,333.48	13,401.58	4,931.90
Total SRPC Revenue	18,333.48	13,401.58	4,931.90
Economic Development Revenue			
EDD Partnership Planning	21,714.65	0.00	21,714.65
EPA Brownfields	25,820.70	4,960.28	20,860.42
Total Economic Development Revenue	47,535.35	4,960.28	42,575.07
State Award Revenue			
NHDES			
NKT Local Source Water	533.40	0.00	533.40
Coastal 2020	7,042.79	0.00	7,042.79
DOV Coastal Resilience	2,589.04	0.00	2,589.04
Lee Floodplain Mapping	0.00	6,483.97	-6,483.97
Local Source Water 2020	3,933.40	0.00	3,933.40
PSM18	0.00	794.95	-794.95
Watershed PRB	0.00	15,250.42	-15,250.42
Total NHDES	14,098.63	22,529.34	-8,430.71
OEM Haz Mit			
PDM 2017	0.00	5,307.27	-5,307.27
Total OEM Haz Mit	0.00	5,307.27	-5,307.27

Strafford Regional Planning Commission
Profit & Loss
June 2020

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Accrual Basis

	Jun 20	Jun 19	\$ Change
OEP Targeted Block	3,273.05	0.00	3,273.05
Total State Award Revenue	17,371.68	27,836.61	-10,464.93
MPO Revenue			
FHWA MultiModal Pilot (Bike LTS	0.00	4,708.86	-4,708.86
NH DOT			
CTAP CommuteSMART	0.00	998.42	-998.42
UPWP	56,338.42	47,783.38	8,555.04
Total NH DOT	56,338.42	48,781.80	7,556.62
Total MPO Revenue	56,338.42	53,490.66	2,847.76
Contra Income Cash Match			
NKT Local Source Water Match	-533.40	0.00	-533.40
CTAP Cash Match	0.00	-213.15	213.15
DOT Cash Match	-5,633.84	-4,717.72	-916.12
EDD Cash Match	-5,346.74	0.00	-5,346.74
RPC LTS Cash Match	0.00	-941.77	941.77
Contra Income Cash Match - Other	-4,609.84	0.00	-4,609.84
Total Contra Income Cash Match	-16,123.82	-5,872.64	-10,251.18
Contra Income InKind/Soft Match			
In-Kind Coastal Match	-1,014.63	0.00	-1,014.63
In-Kind EDD Match	-10,414.83	0.00	-10,414.83
In-Kind HazMit Match	0.00	-1,182.27	1,182.27
In Kind Lee Floodplain Match	0.00	-5,497.76	5,497.76
Contra Income InKind/Soft Match - Other	-734.46	-7,921.42	7,186.96
Total Contra Income InKind/Soft Match	-12,163.92	-14,601.45	2,437.53
Contract Overage	-12.72	-670.29	657.57
Total Income	120,934.81	88,298.73	32,636.08
Gross Profit	120,934.81	88,298.73	32,636.08
Expense			
Vehicle Expenses			
Reimbursed Vehicle Expenses	-264.04	0.00	-264.04
Vehicle Gas	25.04	0.00	25.04
Vehicle Registration	8.00	0.00	8.00
Total Vehicle Expenses	-231.00	0.00	-231.00
Personnel Expenses			
Salary and Wages	45,155.53	40,697.80	4,457.73

Strafford Regional Planning Commission
Profit & Loss
June 2020

	Jun 20	Jun 19	\$ Change
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	187.00	167.50	19.50
Pension expense	1,252.81	1,104.10	148.71
Unemployment expense	0.00	276.09	-276.09
Workers Compensation	159.09	86.01	73.08
Payroll Taxes			
Medicare Expense	647.37	527.61	119.76
Social Security expense	2,768.07	2,255.98	512.09
Payroll Taxes - Other	-0.02	-0.01	-0.01
Total Payroll Taxes	<u>3,415.42</u>	<u>2,783.58</u>	<u>631.84</u>
Total Payroll Expenses	10,581.74	9,050.75	1,530.99
Dues and Subscriptions	<u>360.69</u>	<u>479.01</u>	<u>-118.32</u>
Total Personnel Expenses	56,097.96	50,227.56	5,870.40
Equipment expense			
Copier Maintenance Contract	319.85	319.85	0.00
Software expense			
ArcInfo/View software	500.00	425.00	75.00
Office Software			
Adobe In Design	73.98	153.90	-79.92
Anti-virus software	30.10	34.38	-4.28
Constant Contact	283.50	0.00	283.50
MapGeo Software	0.00	6,000.00	-6,000.00
Microsoft Office 365	137.50	155.00	-17.50
Office operating software	40.00	0.00	40.00
Total Office Software	<u>565.08</u>	<u>6,343.28</u>	<u>-5,778.20</u>
Prezi	0.00	13.25	-13.25
Software expense - Other	0.00	167.89	-167.89
Total Software expense	1,065.08	6,949.42	-5,884.34
Traffic Count Expenses			
Traffic counting equipment	602.98	0.00	602.98
Traffic counting supplies	4.60	155.63	-151.03
Total Traffic Count Expenses	<u>607.58</u>	<u>155.63</u>	<u>451.95</u>
Transportation Databases	<u>8,173.89</u>	<u>0.00</u>	<u>8,173.89</u>

Strafford Regional Planning Commission
Profit & Loss
June 2020

07/10/20

Accrual Basis

	Jun 20	Jun 19	\$ Change
Total Equipment expense	10,166.40	7,424.90	2,741.50
Fixed Expenses			
Insurance			
Liability Insurance	458.84	420.88	37.96
Total Insurance	458.84	420.88	37.96
Rent	2,500.00	2,500.00	0.00
Total Fixed Expenses	2,958.84	2,920.88	37.96
Communications			
Postage and Delivery	44.34	17.99	26.35
Telephone	0.00	280.75	-280.75
Telephone and Internet	279.35	0.00	279.35
Total Communications	323.69	298.74	24.95
Administrative			
Bank Service Charges	27.00	1.48	25.52
Meetings Expense			
Meetings Advertising Expense	0.00	25.00	-25.00
Meetings Expense - Other	0.00	560.49	-560.49
Total Meetings Expense	0.00	585.49	-585.49
Office Expense	797.25	76.75	720.50
Office Supplies	9.99	9.99	0.00
Professional Fees			
Accounting, Audit	902.50	888.75	13.75
Total Professional Fees	902.50	888.75	13.75
Travel & Ent			
Travel	529.70	1,041.10	-511.40
Total Travel & Ent	529.70	1,041.10	-511.40
Total Administrative	2,266.44	2,603.56	-337.12
Contract Labor			
Financial Services	3,300.00	3,962.50	-662.50
IT and Network support	345.00	270.00	75.00
Pass Through Expense			
Dov Resilience	1,640.00	0.00	1,640.00
Consulting Engineering Services	0.00	11,085.39	-11,085.39
EPA Brownfields Consultants	18,759.11	0.00	18,759.11

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Accrual Basis

Strafford Regional Planning Commission
Profit & Loss
June 2020

	Jun 20	Jun 19	\$ Change
Total Pass Through Expense	20,399.11	11,085.39	9,313.72
Traffic Model Assistance	0.00	2,061.91	-2,061.91
Website maintenance and updates			
Website and logo design	8.44	0.00	8.44
Website maintenance and updates - Other	39.99	3.90	36.09
Total Website maintenance and updates	48.43	3.90	44.53
Total Contract Labor	24,092.54	17,383.70	6,708.84
Total Expense	95,674.87	80,859.34	14,815.53
Net Ordinary Income	25,259.94	7,439.39	17,820.55
Other Income/Expense			
Other Income			
Interest Income	12.44	23.40	-10.96
Total Other Income	12.44	23.40	-10.96
Net Other Income	12.44	23.40	-10.96
Net Income	25,272.38	7,462.79	17,809.59

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

	Jul '19 - Jun 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
SRPC Membership Dues	115,876.06	115,876.00	0.06
SRPC Revenue			
Municipal and NonProfit Revenue			
Barrington Master Plan	2,280.31	2,307.00	-26.69
DOV Recreation MP Chapter	25,298.98	24,900.00	398.98
DUR Wagon Hill Living Shoreline	5,366.99	6,393.00	-1,026.01
FAR Circuit Rider	42,553.28	48,000.00	-5,446.72
FAR Master Plan Support	7,138.92	7,500.00	-361.08
FAR Tax Map Updates	3,867.45	2,588.00	1,279.45
GIS Projects	167.75	500.00	-332.25
MapGeo Subscriptions	0.00	4,000.00	-4,000.00
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	28,353.27	30,282.00	-1,928.73
NOT Circuit Rider	27,845.40	28,000.00	-154.60
UNH Lamprey River	824.43	0.00	824.43
Municipal and NonProfit Revenue - Other	5,355.67	0.00	5,355.67
Total Municipal and NonProfit Revenue	183,928.90	175,638.00	8,290.90
Total SRPC Revenue	183,928.90	175,638.00	8,290.90
Economic Development Revenue			
EDD Partnership Planning	140,559.70	128,334.00	12,225.70
EPA Brownfields	60,435.91	91,100.00	-30,664.09
Total Economic Development Revenue	200,995.61	219,434.00	-18,438.39
State Award Revenue			
NHDES			
NKT Local Source Water	1,333.50	2,667.00	-1,333.50
DUR Coastal Resilience	0.00	2,535.00	-2,535.00
Coastal 2019	1,363.90	0.00	1,363.90
Coastal 2020	22,141.88	25,000.00	-2,858.12
DOV Coastal Resilience	4,203.37	5,328.00	-1,124.63
Durham Groundwater Modeling	0.00	55,713.00	-55,713.00
Local Source Water 2020	11,333.50	18,333.00	-6,999.50
PSM18	1,789.10	1,772.00	17.10
UNH Climate in the Class	0.00	1,063.00	-1,063.00
Watershed PRB	1,000.00	60,012.00	-59,012.00
Total NHDES	43,165.25	172,423.00	-129,257.75
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	11,109.12	11,111.00	-1.88
Total State Award Revenue	57,149.37	185,409.00	-128,259.63
MPO Revenue			
FHWA MultiModal Pilot (Bike LTS	11,411.22	11,404.00	7.22
NH DOT			

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

	Jul '19 - Jun 20	Budget	\$ Over Budget
ROC Sidewalk Assessment	5,000.00	5,000.00	0.00
UPWP	473,578.82	553,218.00	-79,639.18
Total NH DOT	478,578.82	558,218.00	-79,639.18
Total MPO Revenue	489,990.04	569,622.00	-79,631.96
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	-1,333.50	-2,667.00	1,333.50
DOT Cash Match			
402.1 ROC Match	-5,000.00	-5,000.00	0.00
DOT Cash Match - Other	-42,357.88	-50,822.00	8,464.12
Total DOT Cash Match	-47,357.88	-55,822.00	8,464.12
EDD Cash Match	-19,073.84	-13,750.00	-5,323.84
RPC LTS Cash Match	-2,543.90	-2,544.00	0.10
Total Contra Income Cash Match	-76,568.45	-74,783.00	-1,785.45
Contra Income InKind/Soft Match			
DUR Wagon Hill Soft Match	0.00	-1,000.00	1,000.00
In-Kind Coastal Match	-5,501.19	-12,500.00	6,998.81
In-Kind EDD Match	-51,485.87	-50,417.00	-1,068.87
PRB IK Match	0.00	-24,012.00	24,012.00
Total Contra Income InKind/Soft Match	-57,721.52	-87,929.00	30,207.48
Contract Overage	-2,497.59	0.00	-2,497.59
Total Income	911,422.42	1,103,517.00	-192,094.58
Gross Profit	911,422.42	1,103,517.00	-192,094.58
Expense			
Personnel Expenses			
Salary and Wages	523,517.17	526,961.00	-3,443.83
Payroll Expenses			
Dental insurance expense	3,512.04	3,653.00	-140.96
Health incentive	4,933.70	4,181.00	752.70
Health Insurance expense	52,498.08	53,258.00	-759.92
Life Insurance expense	1,038.60	996.00	42.60
LTD Insurance expense	569.14	572.00	-2.86
STD insurance expense	1,616.01	1,929.00	-312.99
Payroll Processing Fees	2,296.50	2,600.00	-303.50
Pension expense	15,018.05	15,809.00	-790.95
Unemployment expense	1,535.18	2,668.00	-1,132.82
Workers Compensation	1,342.05	1,471.00	-128.95
Payroll Taxes			
Medicare Expense	7,584.60	0.00	7,584.60
Social Security expense	32,430.73	0.00	32,430.73

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

	Jul '19 - Jun 20	Budget	\$ Over Budget
Payroll Taxes - Other	-0.03	40,313.00	-40,313.03
Total Payroll Taxes	40,015.30	40,313.00	-297.70
Total Payroll Expenses	124,374.65	127,450.00	-3,075.35
Dues and Subscriptions	4,509.76	4,421.00	88.76
Staff Training and Seminars	3,472.72	10,000.00	-6,527.28
Total Personnel Expenses	655,874.30	668,832.00	-12,957.70
Equipment expense			
Computer Supplies	21.97	0.00	21.97
Copier Maintenance Contract	3,838.20	3,838.00	0.20
Office furniture			
Computer equipment	3,664.99	4,500.00	-835.01
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	5,100.00	5,100.00	0.00
Office Software			
Windows 10 Upgrade	1,496.00	1,990.00	-494.00
Adobe In Design	946.69	839.76	106.93
Anti-virus software	296.66	322.50	-25.84
Constant Contact	729.00	486.00	243.00
DropBox	119.88	99.00	20.88
MapGeo Software	0.00	6,000.00	-6,000.00
Microsoft Office 365	1,656.64	1,500.00	156.64
Sonic Wall Remote Access	545.00	400.00	145.00
Total Office Software	6,462.77	11,637.26	-5,174.49
Prezi	26.50	0.00	26.50
Transcad software/maintenance	1,500.00	1,200.00	300.00
Total Software expense	13,089.27	17,937.26	-4,847.99
Traffic Count Expenses			
Traffic counting equipment	602.98	0.00	602.98
Traffic counting supplies	1,426.20	3,000.00	-1,573.80
Total Traffic Count Expenses	2,029.18	3,000.00	-970.82
Transportation Databases	8,173.89	8,200.00	-26.11
Total Equipment expense	30,817.50	37,975.26	-7,157.76
Fixed Expenses			
Insurance			
Liability Insurance	5,299.06	5,056.00	243.06
Total Insurance	5,299.06	5,056.00	243.06

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

	Jul '19 - Jun 20	Budget	\$ Over Budget
Office Vehicle Lease & Maint	0.00	11,100.00	-11,100.00
Rent	30,000.00	30,000.00	0.00
Total Fixed Expenses	35,299.06	46,156.00	-10,856.94
Communications			
Office Telephone System	4,500.00	8,000.00	-3,500.00
Postage and Delivery	397.23	400.00	-2.77
Telephone and Internet	3,457.86	3,330.00	127.86
Total Communications	8,355.09	11,730.00	-3,374.91
Administrative			
Bank Service Charges	27.00	0.00	27.00
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	3,000.00	-3,253.83
Total Meetings Expense	961.09	3,000.00	-2,038.91
Office Expense	3,423.03	1,300.00	2,123.03
Office Supplies			
Plotter Ink and Supplies	1,002.80	0.00	1,002.80
Office Supplies - Other	1,318.29	3,600.00	-2,281.71
Total Office Supplies	2,321.09	3,600.00	-1,278.91
Printing and Reproduction	1,352.38	1,200.00	152.38
Professional Fees			
Accounting, Audit	10,995.00	10,665.00	330.00
Legal Fees	0.00	1,000.00	-1,000.00
Total Professional Fees	10,995.00	11,665.00	-670.00
Travel & Ent			
Meals	259.55	0.00	259.55
Tolls & Parking	9.25	0.00	9.25
Travel	14,180.94	10,000.00	4,180.94
Total Travel & Ent	14,449.74	10,000.00	4,449.74
Total Administrative	35,269.76	32,765.00	2,504.76
Contract Labor			
Financial Services	34,435.00	60,000.00	-25,565.00
IT and Network support	3,352.50	4,240.00	-887.50
Pass Through Expense			
Contract Planning Staff Support	0.00	15,000.00	-15,000.00
DUR Groundwater Consultant	0.00	44,521.00	-44,521.00
EPA Brownfields Consultants	34,100.67	78,147.00	-44,046.33
PRB Consultants	0.00	31,000.00	-31,000.00
Total Pass Through Expense	36,780.67	168,668.00	-131,887.33
Website maintenance and updates			
Website and logo design	359.08	10,184.00	-9,824.92

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

	Jul '19 - Jun 20	Budget	\$ Over Budget
Total Website maintenance and updates	798.59	10,184.00	-9,385.41
Total Contract Labor	75,366.76	243,092.00	-167,725.24
Total Expense	840,751.47	1,040,550.26	-199,798.79
Net Ordinary Income	70,670.95	62,966.74	7,704.21
Other Income/Expense			
Other Income			
Interest Income	259.74	100.00	159.74
Total Other Income	259.74	100.00	159.74
Net Other Income	259.74	100.00	159.74
Net Income	70,930.69	63,066.74	7,863.95

DRAFT

Annual Grant and Contract Authorization
Fiscal Year 2021

On an annual basis the Executive Committee should affirm, or reaffirm, that the Executive Director is authorized to file applications, sign contracts and implement the annual work program.

Proposed Motion:

THAT the Executive Director, or in his/her absence, the acting Executive Director, be authorized to file applications with federal, state and local governmental units and other agencies to implement the FY 2021 work program of the Commission, and to execute agreements to receive funds for such purposes.

CERTIFICATE OF VOTE

I, _____, [Chair, Vice Chair, or Secretary/Treasurer] of the Strafford Regional Planning Commission, do hereby certify that:

- 1) I am the duly elected [Chair, Vice Chair, or Secretary/Treasurer];
- 2) At the meeting held on July 17, 2020, the Strafford Regional Planning Commission voted to authorize the Executive Director, and in his/her absence the acting Executive Director, to sign & execute any contracts for SRPC;
- 3) This authorization has not been revoked, annulled, or amended in any manner whatsoever, and remains in full force and effect as of the date hereof; and
- 4) The following person has been appointed to and now occupies the office indicated in (2) above: Executive Director Jennifer Czysz

IN WITNESS WHEREOF, I have hereunto set my hand as the [Chair, Vice Chair, or Secretary/Treasurer] of the

Strafford Regional Planning Commission,

this ____ day of _____, 2020.

Name, [Chair, Vice Chair, or Secretary/Treasurer]

STATE OF NEW HAMPSHIRE
County of Strafford

On this the ____ day of _____, 2020, before me

_____ the undersigned officer, personally appeared NAME, who acknowledged him/herself to be the [Chair, Vice Chair, or Secretary/Treasurer] of the Strafford Regional Planning Commission being authorized so to do, executed the foregoing instrument for the purpose therein contained.

In witness whereof, I have set my hand and official seal.

Notary Public

Commission Expiration Date:
(Seal)

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

June 21, 2019

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

RE: June 2019 Minor Revisions to the 2019-2022 TIP

Dear Mr. Watson:

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

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Czysz". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jennifer Czysz
Executive Director
Strafford Regional Planning Commission

June 2019 TIP Minors

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2019-2022

Minor Revision

Please refer to the 2019-2022 TIP document and project listing for detailed COAST transit funding information. NHDOT groups federal funding for statewide public transit in large programs (e.g. FTA 5307); MPOs and RPCs track funding for individual transit providers and projects. Strafford MPO is currently updating its project database and will be incorporating individual project funding for final publication of the 2019-2022 TIP.

MILTON, NH-LEBANON, ME 40658

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

Approved Funding

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2020	\$60,000		\$0	\$150,000
ROW	2020	\$8,000		\$0	\$20,000
CON	2020	\$492,000		\$0	\$1,230,000

Change Notes

NHDOT Description of Changes

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

SRPC Notes

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

Funding Sources

FHWA

STP-State Flexible

OTHER

Maine

Towns

PROGRAM RCTRL

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

Approved Funding

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

Proposed Funding

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

Change Notes

NHDOT Description of Changes

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

SRPC Notes

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

Funding Sources

FHWA

Recreational Trails

NHDOT

Betterment

Non Participating

Toll Credit

OTHER

DNCR

Statewide 42248

Towns: Statewide

Road: Various

Scope: Surface Transportation System Funding Alternatives Grant-Phase1 Study

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2019	\$500,000		\$0	\$0	\$500,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2019	\$500,000		\$0	\$0	\$500,000

Change Notes

NHDOT Description of Changes

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

SRPC Notes

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

Funding Sources

FHWA

Other Fed

STP-State Flexible

NHDOT

Toll Credit

