



SRPC Executive Committee Meeting Agenda
August 21, 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 2020-16, 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/83494437750>

Meeting ID: 834 9443 7750

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 jczyz@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 July 17, 2020 (**Two Sets; Meeting Minutes – Enclosed & Non-Public Minutes – Separate Mailing**)
 - b. Acceptance of Draft July Financials (**Enclosed**)
 - c. FY 2022 Dues Recommendation to SRPC Commission (**Enclosed**)
- 3. Updates and Discussion**
 - a. Executive Director Review Procedures (**see memo**)
 - b. Awards, Contracts, and General Business Update (**see memo**)
 - c. August Monthly Minors (**Enclosed**)
- 4. Other Business**
- 5. Adjourn**

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

Rules of Procedure

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

Meeting Etiquette

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

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

Do not interrupt others, or start talking before someone finishes.

Do not engage in cross talk.

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

Active participation is encouraged from all members.

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

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

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

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

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

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

DRAFT Meeting Minutes
July 17, 2020
Zoom Meeting

Committee members present: Chair Victoria Parmele, Northwood; Donald Hamann, Rochester; David Landry, Dover; Barbara Holstein, Rochester; Michael Bobinsky, Somersworth; Bill Fisher, Farmington

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

1. Welcome/Introductions

The meeting began at 8:05 a.m.

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 David Landry, Michael Bobinsky, Barbara Holstein, Donald Hamann, Victoria Parmele, Bill Fisher and Jennifer Czysz.

2. Action Items

a. Approval of the Minutes of June 19, 2020

D. Landry **MOVED** to accept the minutes. M. Bobinsky **SECONDED** the motion.

V. Parmele seated alternate Bill Fisher as a voting member.

B. Fisher abstained; all remaining members were **IN FAVOR**. The motion **CARRIED** via roll call vote of David Landry, Michael Bobinsky, Barbara Holstein, Don Hamann, and Victoria Parmele in the affirmative.

b. Acceptance of the Draft June Financials

J. Czysz shared that Fiscal Year 2020 ended on a positive note. She explained what goes into the year-end financials, and the work that Kathy Foster does towards that. J. Czysz stated that generally our net assets are higher than they were in FY 2019, which is in part attributable to our net profit for this year, and whereas the prior year we had more contract revenues that were paid in advance. J. Czysz added that dues funds are being deposited to the organization's savings accounts.

J. Czysz gave an update on the balance sheet and receipt of dues payments. She explained that the high balance reflected on the aging summary is due to the large amount billed in June to close out the fiscal year. D. Landry asked if the July financials will better reflect a more accurate status of the dues; this is true.

J. Czysz reviewed the profit and loss; we are ending the year in the black. The organization was successful with the number of municipal contracts brought in. She added that an additional staff member, Stephen Geis, was hired full-time. He was previously a data collection & analysis assistant and will now be working on the summer data collection program and assisting with GIS projects and integrating new GIS technologies and applications. She commended S. Geis for being a quick and engaged learner and employee.

J. Czysz shared that most contracts were on budget at the end of the fiscal year. For the organization's Unified Planning Working Program (UPWP), contract funds run on a two-year cycle and so the rest will be expended in the new fiscal year.

J. Czysz shared that SRPC paid for a subscription to traffic data, which will be used for metrics tracking. M. Bobinsky asked if this is a new subscription. J. Czysz replied that it is, and that costs were split between Metropolitan Planning Organizations (MPOs) in the state. The information is based off cell phone data.

J. Czysz shared a message from Colin Lentz explaining that the Minors provided to the committee members were from the wrong month. She explained that she would share the link to the new set of Minors.

J. Czysz explained that on the expense side we are no longer paying for MapGeo. We will now be strictly using ArcGIS Online.

J. Czysz reiterated that the organization is ending the year in the black.

A discussion ensued concerning dues payments and putting those into the SRPC savings account.

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

c. Authorization of Certificate of Vote

J. Czysz explained that the Authorization of Certificate of Vote allows for the Executive Director to sign contracts. This authorization is voted on each year.

M. Bobinsky **MOVED** to authorize the Certificate of Vote. D. Landry **SECONDED** the motion, of which all were **IN FAVOR**. The motion **CARRIED** via roll call vote of Bill Fisher, David Landry, Michael Bobinsky, Barbara Holstein, Donald Hamann, and Victoria Parmele in the affirmative.

Shayna Sylvia joined the meeting at 8:30 a.m.

3. Updates and Discussion

a. Awards, Contracts, and General Business Update

J. Czysz explained that she organized contracts differently this month in her memo. Categories include topic areas like newly funded and pending or applied. V. Parmele shared that this breakdown is helpful.

J. Czysz updated members on remote staff operations. SRPC has reached a stable plateau in operations. She commented on how some towns are beginning to operate in person, and how others are using a hybrid model. She commended Nottingham for their process where appointments are scheduled with applicants to make sure they are comfortable with the technology for virtual meetings/public hearings.

V. Parmele commented on Northwood's process.

J. Czysz explained that staff working as contract planners collaborate via a group chat, and that this helps them to connect on common issues and questions. She commended regional planner Stefanie Casella for her input on a recent question posed to that group.

J. Czysz reviewed two grants which are in development for potential funding through the DES Coastal Resilience Grant Fund. One project has Dover as the applicant on a sea-level rise engineering project where SRPC would provide outreach and engagement assistance; while another has SRPC as the main applicant partnering with Dover to assess how more vulnerable populations may be more adversely affected by climate change.

These contracts are in addition to a handful that have already been submitted. J. Czysz explained that SRPC has submitted documentation for annual EDA funds, a proposal to do RSMS in New Durham, a grant submission with primary applicant NHDES Coastal Program to work on land use policy and outreach surrounding the Durham Wagon Hill Living Shoreline Project, and a proposal to the EDA CARES program.

J. Czysz reviewed approved contracts including one with Rockingham Planning Commission (RPC) to work on for water quality buffer regulations and other model regulations. This will allow SRPC to work with communities within the region on that tool, and associated outreach. She added that funding was secured through the TUFTS Health Plan Foundation for SRPC's Creating Age Friendly Communities project.

For completed contracts, the Sunrise Lake Watershed Management Plan has kicked off with SRPC drafting an RFQ to hire an engineering consultant. The Promoting Outdoor Play! Project also started, which is a follow up to the Pathways to Play (PTP) project. An email was sent to all Commissioners looking for volunteers to visit parks and playgrounds in the region. This volunteer effort includes expanding the PTP data layer by taking photos of each of the sites. The overall goal of POP! Is for municipalities to advertise their recreational resources using a marketing campaign to promote this in Summer 2021.

D. Landry asked about the parks and the assessments. This was clarified.

M. Bobinsky commented on the way J. Czyns organized the grants in her memo and how it was helpful. D. Landry asked about the sea-level rise project with Dover, and J. Czyns suggested he contact principal planner Kyle Pimental.

M. Bobinsky asked about the EDA CARES Act, and about the allocation SRPC would receive. J. Czyns described the background and how portions of the CARES Act funding were sectioned specifically for Economic Development Districts. J. Czyns explained how Strafford EDD should have been able to apply to the special invite that was only to partner planning programs; but that our EDD has not been incorporated into that program yet. She elaborated on how this effects our yearly funding. This issue is on the radar of our congressional delegation and they will be reaching out to EDA.

J. Czyns elaborated on what type of work funds from the EDA CARES Act would support.

M. Bobinsky asked about a line item on the budget under the contractual line; it was related to the engineering consultant for the Sunrise Lake project.

J. Czyns gave an update on the FY 2020 dues, and what was left in the savings, which makes up for prior year's loses. She explained that the Indirect is a little low and that Kathy will be looking into doing a net amount calculation.

b. July Monthly Minors

Colin Lentz joined the meeting for the Monthly Minors. The first project he reviewed was the Durham – Route 108/ Route 4 ramp project. NHDOT just implemented the bid list, and will be adjusting the budget according to that bid. There was a public session about this project on Monday of the prior week. NHDOT is collaborating with Riverwoods. C. Lentz has been coordination with the town about pedestrian safety.

M, Bobinsky added that the Right of Way changed. NHDOT will now be exclusively in the ROW. The sidewalk piece is part of Riverwoods' site plan.

C. Lentz reviewed the Newfields/Newmarket bridge project; there is a shift to correspond with project schedules.

C. Lentz explained the minor addressing the Statewide guardrail replacement. There are no child projects in our region.

4. Other Business

There was no other businesses

5. Non-Public

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

M. Bobinsky **MOVED** to enter into a Non-Public session per RSA 91-A, II (a). D. Hamann **SECONDED** the motion. The motion **CARRIED** via roll call vote of via roll call vote of Bill Fisher, David Landry, Michael Bobinsky, Barbara Holstein, Donald Hamann, and Victoria Parmele in the affirmative.

B. Fisher **MOVED** to exit from the Non-Public session per RSA 91-A, II (a). M. Bobinsky **SECONDED** the motion. The motion **CARRIED** via roll call vote of via roll call vote of Bill Fisher, David Landry, Michael Bobinsky, Barbara Holstein, Donald Hamann, and Victoria Parmele in the affirmative.

D. Hamann **MOVED** to seal the Non-Public minutes. M. Bobinsky **SECONDED** the motion. The motion **CARRIED** via roll call vote of via roll call vote of Bill Fisher, David Landry, Michael Bobinsky, Barbara Holstein, Donald Hamann, and Victoria Parmele in the affirmative.

6. Adjourn

B. Fisher **MOVED** to adjourn the meeting. D. Hamann **SECONDED** the motion, of which all were **IN FAVOR**. The motion **CARRIED** via roll call vote of via roll call vote of Bill Fisher, 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

SRPC FY 2019 Dashboard - July

For the August 21, 2020 Executive Committee Meeting

July 31, 2020	
FSB Checking Beginning Balance	\$85,466.86
Deposits	\$98,514.04
Payments	-\$133,983.86
Uncleared Transactions	-\$15,396.88
FSB Checking Ending Balance	\$34,600.16

Accounts Receivable	\$156,592.40
FSB Savings Account	\$87,908.84

OVERSIGHT ACTIVITIES	
Line of Credit Activated?	No; Extend to 12/31/2020
Audit Status	Scheduled for September

BUDGET NARRATIVE	
Federal Savings Bank Balance/Case on hand:	2 months cash on hand
Payables and Receivables	Current; several payments received in August
FY20 Working Budget:	Updated to reflect final FY2020 year end carry forward balances

FUNDING SOURCES - WORKING BUDGET	
Due, Interest & Reimbursement	\$119,406
Metropolitan Planning Organization	\$580,708
State Agencies	\$239,149
Municipal & Nonprofit Agreements	\$174,554
Economic Development District	\$180,000
Total Revenue	\$1,293,816
Pending Grant Applications	\$453,514

EXPENSES - WORKING BUDGET	
Personnel	\$844,102
Equipment	\$38,889
Communications	\$15,686
Fixed Expenses	\$47,043
Miscellaneous Expenses	\$32,765
Contracted Work	\$282,068
Total Expenses	\$1,260,552

STAFF PRESENTATIONS - ACTIVITIES JULY

Standing Committees and Appointments

Commute Smart NH Meeting (Shayna)
 Explore Moose Mountains (Shayna)
 Seacoast Stormwater Coalition (Jackson)
 CAW Outreach (Kyle)
 NHPA Executive Committee (Kyle)
 Full CAW Meeting (Kyle)
 Seacoast Drinking Water Commission (Kyle)
 Greater Seacoast Workforce Housing Council Board of Directors (Jen)
 RPC Directors Meeting (Jen)
 COAST Board meeting (Colin)
 ACT board meeting (Colin)

RPC Activity

Tufts Partner Meeting - Pre-Kick Off Steering Committee (Nancy, Shayna, Jen)
 Barrington Planning Board Meeting (Jen)
 Resilience Public Policy Brainstorming Workshop (Kyle)
 Farmington Planning Board (Kyle)
 Resilience Policy Advisory Team Meeting (Kyle)
 Nottingham Planning Board Meeting (Stef)

EDD Activity

Seacoast Economy Calls (James, Nancy, Jen, Jack)
 Seacoast Economy Technical Assistance Subteam (Jen)
 Strafford County Homeless Shelter Meetings (James, Nancy, Jen)

MPO Activity

Somersworth Sidewalk Assessment meeting (Stef, Rachel, Stephen, Jen)
 COAST Legislative Subcommittee (Colin)
 Madbury Select board to discuss projects (Colin)
 Partnering for Performance NH (Colin)

Staff Development & Trainings

Webinar: Meeting People Where They Are: Tools for Engaging your Community this Summer and Fall (Shayna, Nancy)
 Racial Disparities and COVID-19 (Alaina)
 Dover's Equity Adaptation Work and Masters Defense (Kyle)
 Safer at home 2.0 Webinar (Jen)
 Economic Resiliency through Economic Opportunity Response Teams (James, Jen)
 New England Housing Forum (Jen)

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 695 (37)
 Users 476 (77)



Constant Contact

Subscribers 803 (1)
 Avg. Open Rate 0.29 (0.02)



Facebook

Posts 14 (-6)
 Reach 562 (-982)
 Engagement 25 (-104)



Twitter

Tweets 6 (-6)
 Profile Visits 13 (-8)
 Impressions 1494 (-774)
 Followers 287 (2)
 Mentions 0 (-1)



Instagram

Followers 2 (-4)
 Posts 21 (-7)
 Reach 184 (-119)
 Engagement 109 (5)



Map Geo

Total Visits *
 Unique Visitors *

*Will no longer track.

ACRONYMS

ACT – Alliance of Community Transportation

CAW – Coastal Adaptation Workgroup

COAST – Cooperative Alliance for Seacoast Transportation

FEMA- Federal Emergency Management Agency

HSIP – Highway Safety Improvement Program

NHPA – NH Planners Association

RPC – Regional Planning Commission

NHARPC – NH Association of Regional Planning Commission

EDD – Economic Development District

DPW – Department of Public Works

CFR – Coastal Flood Risk

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

DATE: August 14, 2020
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the August 21, 2020 Meeting

Per the Governor's Emergency Order #12 issued on August 7, 2020, SRPC will hold a virtual meeting. The following notes correspond to individual agenda items for discussion.

2b. Acceptance of Draft July Financials

Balance Sheet: Bank balances are looking good. The July checking balance was low, given that July was a 3-payroll month. The savings account is very healthy with most June invoices paid and only 2 communities with outstanding dues payments (Northwood, Somersworth). Comparing this point in the year to last year, balances are \$47,604 higher. We remain in a better overall position than last year. We continue to deposit the FY21 dues into the savings account.

Aging Summary: Slightly more than half of the accounts receivable (\$156,592) is the July billing (\$87,466) and as such not overdue. Another \$34,192 of those invoices issued 31+ ago were paid in August. This leaves a balance of \$34,934 overdue beyond the 30-day payable term. Half of which are dues for the 2 remaining communities and the balance smaller municipal and state contracts.

Profit and Loss: July started off the year with 3-payrolls. This is the most notable difference with July 2019. July 2020 expenses were approximately \$30,000 higher than that of 2019. This equates to the third payroll and associated payroll expenses. As a result, we ended July with approximately a \$22,876 loss compared to last year's monthly profit of \$5,300.

2c. FY2022 Dues Recommendation to the SRPC Commission

A motion is not essential at the August meeting so long as dues are acted on before the September Commission meeting. Dues are assessed on a per capita basis. Each year they are adjusted based upon current population estimates and inflated by the year's consumer price index. Given that municipal budgets may be tight, we've prepared 3 possible alternatives.

Options in your packet include:

- Option 1- freeze the dues to set FY2022 at the current FY2021 rate
- Option 2- only adjust to reflect current population changes, does not apply CPI inflation
- Option 3- applies both the population change and CPI change

Of note, the region's population change is estimated to have grown by 1,034 persons from 2018 to 2019. The 12 months, all items CPI at the increased only 0.6% (June 2020).

3a. Executive Director Review Procedures

SRPC does not currently have set procedures for conducted executive director reviews. The last couple years I have been providing a self-assessment using a similar format as completed by SRPC's employees. Per the chair's request, time has been included on the August agenda to discuss establishing a procedure. To aid in this discussion, I have enclosed the personnel evaluation procedures I use with staff. Additionally, there are several resources online that I would recommend reviewing. While we are not a non-profit organization, the principals are similar and may be helpful. These include:

- NH Charitable Trusts Unit: [Guidebook for NH Charitable Organizations](#) (see page 6)
- BoardSource: [Recommended Governance Practices](#) (see page 2, item E7)
- BoardSource: [CEO Assessment Sample Report](#)
- National Council of Nonprofits: [Executive Compensation](#)

3b. Awards, Contracts and General Business Update

COVID-19: We have a conditional approval of our CARES Act Economic Resiliency and Recovery grant application to EDA. The contract should be in place by September 4th. Otherwise, we continue along as we have for the last couple months. As the field work season draws to an end, I anticipate fewer staff members will be working in the office.

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 complete)
- NHDES Source Water: Model Water Quality Buffer Regulation (contract complete)
- Town of Lee: Turning Movement Count

Recently Submitted and Pending Decision:

- EDA: Strafford EDD Annual Planning Grant (verbal approval received)
- EDA: CARES Act Regional Recovery and Resiliency Planning and Technical Assistance (verbal approval received)
- New Durham: RSMS Update
- National Fish and Wildlife Foundation: Great Bay Living Shorelines
- NHDES Coastal Resilience: Climate Change Impacts on Vulnerable Populations (SRPC)
- NHDES Coastal Resilience: (RPC)
- NHDES Coastal Resilience: (UNH)

In Development:

- CDBG-CV: Strafford CAP Emergency Homeless Shelter

EDA: Following on last month's discussion, the current plan is to follow up with Senator Shaheen's staff toward the end of the federal fiscal year (late September) to request they reach out to EDA HQ and advocate for our inclusion in the planning partnership program. Until then we are focused on getting our new funding contracts into place.

Indirect Rate: SRPC's approved indirect rate (fringe benefits, plus overhead) for FY 2020-2021 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.

We finished FY2020 with an average rate of 117%, as reported last month. After removing those programs with indirect restrictions, the net rate for the year was 127%.

Beginning the FY2021 year, the average rate across all programs is 107% at the end of July.

Dues: Dues expenditures to date are summarized below.

June 2020 (FY2021 YTD)	
Income:	
Billable Mapping Services	\$0.00
FY20 Dues Paid	\$9,900.44
Total Income	\$9,900.44

Expenses:	
Vehicle Expenses	\$710.09
Planning Salaries	\$2,630.08
Dues and Subscriptions	\$9.57
Office Software	\$0.00
Travel	\$0.00
Meeting Expense	\$0.00
Office Expense	\$0.00
Finance Charge	\$0.00
Accounting	\$0.00
Mapping Supplies	\$0.00
Mapping Salaries	\$0.00
Indirect	\$3,366.5
Total SRPC Expenses	\$6,716.24

Cash Match:	
UPWP	\$5,460.94
EDA	\$0.00
Coastal	\$0.00
Total Cash Match	\$5,460.94

Contract Overages:	
Strafford Tax Maps 2020	\$147.50
Total Contract Overages	\$147.50

Total Expenses	\$12,324.68
Annual Dues Remaining	-\$2,424.24

NEXT MEETING September 18, 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
Climate Change Impacts on Vulnerable Populations (SRPC)	NHDES Coastal Resilience	FY2021-2022	\$27,208	\$1,000	\$8,225	submitted	pending	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.
Coastal Innovative Land Use Guide & Regional Sustainability and Resiliency Program Framework	NHDES Coastal Resilience	FY2021-2022	\$8,750	\$1,250		submitted	pending	Rockingham Planning Commission will subcontract with SRPC to assist with development a user-friendly coastal innovative land use guide that will provide guidance and best practices through model regulations and implementable actions to achieve local goals.
Moving Out of Harm's Way	NHDES Coastal Resilience	FY2021-2022	\$3,488	\$871.88		submitted	pending	UNH is applicant. SRPC will serve on the leadership team. Study will conduct and analysis and prepare considerations for NH seacoast planners and communities (climigration scenarios)
Planning Grant	EDA	FY2021	\$70,000	\$17,500		submitted	pending	Annual economic development funding in support of the Strafford EDD
CARES Act	EDA	FY2021-2022	\$379,131			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.
RSMS Update	New Durham	FY2021	\$4,937			submitted	pending	Reassessment of road conditions and preparation of asset management report
Great Bay Living Shorelines	NFWF	FY2021-2022	\$30,000			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 Dover, Durham, and Newmarket along the Great Bay Estuary. SRPC will assist with community planning, site assessments and community engagement activities.
Turning Movement Count	Town of Lee	FY2021	\$1,900			awarded	complete	perform a turning movement count and left turn lane warrant analysis for relocation of the Lee town hall at S&J Transportation (Clement Way), north of George Bennett Rd
The Model Water Quality Buffer Regulation	NHDES Sourcewater	FY2021	\$9,200	1000		awarded	complete	RPC Application; 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			awarded	complete	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.

Updates since last meeting

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

DRAFT

	Jul 31, 20	Jul 31, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	42,195.72	66,421.42	-24,225.70 ¹
FSB Savings	87,908.84	16,078.94	71,829.90
Total Checking/Savings	130,104.56	82,500.36	47,604.20
Accounts Receivable			
Accounts Receivable	156,592.40	142,618.57	13,973.83
Total Accounts Receivable	156,592.40	142,618.57	13,973.83 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	261.64	0.00	261.64
Prepaid Dues and Subscriptions	1,092.01	1,150.73	-58.72
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	1,953.65	1,750.73	202.92
Prepaid software support	4,089.80	4,116.76	-26.96
Undeposited Funds	0.00	5,982.32	-5,982.32 ³
Total Other Current Assets	6,043.45	11,849.81	-5,806.36
Total Current Assets	292,740.41	236,968.74	55,771.67
Fixed Assets			
Vehicles			
Vehicle Accumulated Depreciatio	-955.81	0.00	-955.81
Ford Transit	22,943.35	0.00	22,943.35 ⁴
Total Vehicles	21,987.54	0.00	21,987.54
Property and Equipment			
Accumulated Depreciation	-15,745.44	-19,098.48	3,353.04
Equipment Purchase			
Canon iPF760 Plotter	0.00	3,353.04	-3,353.04
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	15,745.44	19,098.48	-3,353.04
Total Property and Equipment	0.00	0.00	0.00
Total Fixed Assets	21,987.54	0.00	21,987.54
TOTAL ASSETS	314,727.95	236,968.74	77,759.21
LIABILITIES & EQUITY			

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

DRAFT

	Jul 31, 20	Jul 31, 19	\$ Change
Liabilities			
Current Liabilities			
Credit Cards			
FSB Credit Card	139.98	1,944.68	-1,804.70
Total Credit Cards	139.98	1,944.68	-1,804.70
Other Current Liabilities			
FY21 Dues in Advance	108,905.28	0.00	108,905.28
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	33,347.35	20,869.01	12,478.34 ⁵
FY20 Dues in Advance	0.00	106,023.89	-106,023.89
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Medicare payable	0.00	0.02	-0.02
Social Security Payable	-0.02	0.00	-0.02
Payroll Liabilities - Other	2,451.92	2,454.07	-2.15
Total Payroll Liabilities	2,482.31	2,484.50	-2.19
Total Other Current Liabilities	144,782.94	129,425.40	15,357.54
Total Current Liabilities	144,922.92	131,370.08	13,552.84
Long Term Liabilities			
Lease Payable - Ford Motor Cred	18,014.40	0.00	18,014.40 ⁶
Accrued expenses			
Accrued Payroll	31,349.33	21,136.80	10,212.53
Accrued Vacation	32,697.38	22,216.21	10,481.17
Annual Audit Accrual	11,732.50	11,732.50	0.00
Total Accrued expenses	75,779.21	55,085.51	20,693.70 ⁷
Lease Payable-Canon	-351.05	0.00	-351.05
Total Long Term Liabilities	93,442.56	55,085.51	38,357.05
Total Liabilities	238,365.48	186,455.59	51,909.89
Equity			
Retained Earnings	99,238.71	45,213.16	54,025.55 ⁸
Net Income	-22,876.24	5,299.99	-28,176.23
Total Equity	76,362.47	50,513.15	25,849.32
TOTAL LIABILITIES & EQUITY	314,727.95	236,968.74	77,759.21

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

DRAFT

-
1. Cash: Current fiscal year had three payrolls in July, prior year had two payrolls in July.

 2. Accounts Receivable: Approximately \$32,000 is attributable to expected Dues payments. Payment has been slower from agencies, due to COVID-19. \$19,000 is a new GSCH grant that will be contract revenue in advance.

 3. Undeposited Funds: In the prior year, this amount represents payments received but not yet deposited into the bank.

 4. Ford Transit: This is the total cost of the vehicle plus lights and installation. The vehicle will be depreciated over 48 months at a rate of \$477.99 per month. All vehicle costs will be paid out of dues.

 5. Contract Revenue in Advance: Funds remaining in current fiscal year – GSCH Creating Age Friendly Communities \$17,266, NHCHF Promoting Outdoor Play \$16,030, Barrington Master Plan \$26, Durham Living Shoreline \$25.

 6. Lease Payable: This is the principal amount due for the lease to own Ford Transit Connect.

 7. Accrued Expenses: These amounts are adjusted at year-end and have been carried forward from the 6/30/20 adjusting entries to reflect wages paid in FY21 worked in FY20 and vacation hours accrued by staff at 6/30/20. The annual audit accrual is the FY20 audit expected charge, per the auditors' engagement letter. The actual amount is anticipated to be less, as I don't believe that we will meet the threshold requiring the preparation of a single audit.

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

**Stafford Regional Planning Commission
A/R Aging Summary
As of July 31, 2020**

DRAFT

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
5150 GSCH						
5151 Creating Age Friendly Communities	19,000.00	0.00	0.00	0.00	0.00	19,000.00
Total 5150 GSCH	19,000.00	0.00	0.00	0.00	0.00	19,000.00
2000 LTA (Local Technical Assistance)						
2100 Dues						
2112 Town of Northwood dues	0.00	0.00	0.00	0.00	5,343.02	5,343.02
2114 City of Rochester dues	0.00	0.00	0.00	21,423.31	0.00	21,423.31
2116 City of Somersworth dues	0.00	0.00	0.00	10,266.79	0.00	10,266.79
Total 2100 Dues	0.00	0.00	0.00	31,690.10	5,343.02	37,033.12
2000 LTA (Local Technical Assistance) - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 2000 LTA (Local Technical Assistance)	0.00	0.00	0.00	31,690.10	5,343.02	37,033.12
3302 Dover Resilience Grant	2,553.50	0.00	1,854.58	1,614.33	0.00	6,022.41
3400 Town of Durham						
3405 Durham Trail Mapping	0.00	0.00	0.00	2,000.00	0.00	2,000.00
3404 Durham Resilience Grant	1,022.70	0.00	2,288.40	0.00	0.00	3,311.10
Total 3400 Town of Durham	1,022.70	0.00	2,288.40	2,000.00	0.00	5,311.10
3500 Town of Farmington						
3504 Town of Farmington 2020 Tax Map	1,091.42	0.00	832.50	0.00	0.00	1,923.92
3501 FAR Circuit Rider	3,741.60	0.00	3,467.05	0.00	0.00	7,208.65
3503 ADG Master Plan Support	0.00	0.00	1,285.00	0.00	0.00	1,285.00
Total 3500 Town of Farmington	4,833.02	0.00	5,584.55	0.00	0.00	10,417.57
4100 Town of Newmarket						
4103 NKT Local Source Water Cash Match	800.10	0.00	533.40	0.00	800.10	2,133.60
Total 4100 Town of Newmarket	800.10	0.00	533.40	0.00	800.10	2,133.60
4200 Town of Northwood						
4201 NOR Circuit Rider	4,377.50	0.00	1,977.50	0.00	0.00	6,355.00
Total 4200 Town of Northwood	4,377.50	0.00	1,977.50	0.00	0.00	6,355.00
4300 Town of Nottingham						
4301 NOT Circuit Rider	1,812.50	0.00	0.00	0.00	0.00	1,812.50
Total 4300 Town of Nottingham	1,812.50	0.00	0.00	0.00	0.00	1,812.50
4700 Town of Stafford						
4702 Stafford Tax Map Update	158.75	0.00	228.75	0.00	0.00	387.50
Total 4700 Town of Stafford	158.75	0.00	228.75	0.00	0.00	387.50
5201 UNH						
5203 UNH Climate in the Classroom	0.00	0.00	37.50	0.00	0.00	37.50
Total 5201 UNH	0.00	0.00	37.50	0.00	0.00	37.50
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
6000 Office of Strategic Initiatives						
6000.000 FY20_21 TBG	0.00	0.00	3,273.05	0.00	0.00	3,273.05
Total 6000 Office of Strategic Initiatives	0.00	0.00	3,273.05	0.00	0.00	3,273.05
6100 NH DES						
6101 Coastal 2021	1,359.43	0.00	0.00	0.00	0.00	1,359.43
6100.000 Coastal 2020	0.00	0.00	2,173.06	0.00	0.00	2,173.06
6301.000 Local Source Water 2020	2,400.00	0.00	3,400.00	0.00	0.00	5,800.00
Total 6100 NH DES	3,759.43	0.00	5,573.06	0.00	0.00	9,332.49
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	0.00	0.00	5,953.08	0.00	0.00	5,953.08
8000 DOT UPWP	49,148.48	0.00	0.00	0.00	0.00	49,148.48
4400 City of Rochester						
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00

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

DRAFT

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
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	87,465.98	0.00	27,303.87	35,304.43	6,518.12	156,592.40

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

DRAFT

-
1. City of Rochester dues received in August.

 2. Farmington Tax Map received in August.

 3. Farmington Circuit Rider received in August.

 4. ADG Master Plan Support received in August.

 5. Town of Newmarket Local Source Water Cash Match received in August was \$1,333.50.

 6. Town of Strafford Tax Map received in August.

 7. UNH Climate in the Classroom received in August.

Strafford Regional Planning Commission
Profit & Loss
 July 2020

DRAFT

	Jul 20	Jul 19	\$ Change
Ordinary Income/Expense			
Income			
SRPC Membership Dues	9,900.44	9,656.32	244.12
SRPC Revenue			
Municipal and NonProfit Revenue			
GSCH - Tufts	1,734.42	0.00	1,734.42
Barrington Master Plan	0.00	547.94	-547.94
DUR Wagon Hill Living Shoreline	0.00	909.54	-909.54
FAR Circuit Rider	3,741.60	4,046.00	-304.40
FAR Tax Map Updates	1,091.42	3,034.95	-1,943.53
NHCHF	3,969.89	5,257.40	-1,287.51
Northwood Planning Services	4,377.50	3,365.69	1,011.81
NOT Circuit Rider	1,812.50	2,164.70	-352.20
Strafford Tax Map	306.25	0.00	306.25
Total Municipal and NonProfit Revenue	17,033.58	19,326.22	-2,292.64
Total SRPC Revenue	17,033.58	19,326.22	-2,292.64
Economic Development Revenue			
EPA Brownfields	0.00	9,795.01	-9,795.01
Total Economic Development Revenue	0.00	9,795.01	-9,795.01
State Award Revenue			
NHDES			
DUR Resilience	1,207.59	0.00	1,207.59
NKT Local Source Water	800.10	0.00	800.10
Coastal	1,544.32	0.00	1,544.32
DOV Coastal Resilience	2,973.18	0.00	2,973.18
Local Source Water	3,200.10	0.00	3,200.10
Total NHDES	9,725.29	0.00	9,725.29
Total State Award Revenue	9,725.29	0.00	9,725.29
MPO Revenue			
FHWA MultiModal Pilot (Bike LTS)	0.00	6,680.97	-6,680.97
NH DOT			
UPWP	54,609.42	44,294.83	10,314.59
Total NH DOT	54,609.42	44,294.83	10,314.59
Total MPO Revenue	54,609.42	50,975.80	3,633.62
Contra Income Cash Match			
NKT Local Source Water Match	-800.10	0.00	-800.10
DOT Cash Match			
402.1 ROC Match	0.00	-1,341.86	1,341.86
DOT Cash Match - Other	-5,460.94	-3,087.62	-2,373.32
Total DOT Cash Match	-5,460.94	-4,429.48	-1,031.46
RPC LTS Cash Match	0.00	-1,336.20	1,336.20
Total Contra Income Cash Match	-6,261.04	-5,765.68	-495.36
Contra Income InKind/Soft Match			

**Strafford Regional Planning Commission
Profit & Loss
July 2020**

DRAFT

	Jul 20	Jul 19	\$ Change
IK DOV Resilience	-419.68	0.00	-419.68
IK DUR Resilience	-184.89	0.00	-184.89
In-Kind Coastal Match	-184.89	0.00	-184.89
Total Contra Income InKind/Soft Match	-789.46	0.00	-789.46
Contract Overage	-147.50	-447.45	299.95
Total Income	84,070.73	83,540.22	530.51
Gross Profit	84,070.73	83,540.22	530.51
Expense			
Personnel Expenses			
Salary and Wages	71,993.26	40,759.54	31,233.72
Payroll Expenses			
Dental insurance expense	368.71	284.76	83.95
Health incentive	4,534.86	5,312.60	-777.74
Health Insurance expense	4,450.38	4,256.60	193.78
Life Insurance expense	82.35	89.00	-6.65
LTD Insurance expense	51.27	47.64	3.63
STD insurance expense	183.05	134.79	48.26
Payroll Processing Fees	239.00	199.50	39.50
Pension expense	1,934.67	1,136.40	798.27
Unemployment expense	0.00	276.09	-276.09
Workers Compensation	159.09	86.01	73.08
Payroll Taxes			
Medicare Expense	1,087.40	660.57	426.83
Social Security expense	4,649.57	2,824.46	1,825.11
Payroll Taxes - Other	0.00	0.00	0.00
Total Payroll Taxes	5,736.97	3,485.03	2,251.94
Total Payroll Expenses	17,740.35	15,308.42	2,431.93
Dues and Subscriptions	360.74	344.00	16.74
Staff Training and Seminars	0.00	645.00	-645.00
Total Personnel Expenses	90,094.35	57,056.96	33,037.39
Equipment expense			
Computer Supplies	159.98	0.00	159.98
Copier Maintenance Contract	319.85	319.85	0.00
Office furniture			
Computer equipment	1,479.98	0.00	1,479.98
Total Office furniture	1,479.98	0.00	1,479.98
Other Equipment Repair and Cost	450.00	0.00	450.00
Software expense			
ArcInfo/View software	400.00	425.00	-25.00
Office Software			
Adobe In Design	73.98	132.91	-58.93
Anti-virus software	27.95	34.38	-6.43
Constant Contact	40.50	40.50	0.00
DropBox	119.88	119.88	0.00

Strafford Regional Planning Commission
Profit & Loss
July 2020

DRAFT

	Jul 20	Jul 19	\$ Change
Microsoft Office 365	209.73	155.00	54.73
Office operating software	519.98	0.00	519.98
Total Office Software	992.02	482.67	509.35
Prezi	0.00	13.25	-13.25
Total Software expense	1,392.02	920.92	471.10
Traffic Count Expenses			
Traffic counting supplies	0.00	266.72	-266.72
Total Traffic Count Expenses	0.00	266.72	-266.72
Total Equipment expense	3,801.83	1,507.49	2,294.34
Fixed Expenses			
Insurance			
Liability Insurance	480.42	458.76	21.66
Total Insurance	480.42	458.76	21.66
Rent	2,500.00	2,500.00	0.00
Vehicle Expenses			
Depreciation Expense	477.99	0.00	477.99
Vehicle Gas	58.09	0.00	58.09
Vehicle Interest	174.01	0.00	174.01
Total Vehicle Expenses	710.09	0.00	710.09
Total Fixed Expenses	3,690.51	2,958.76	731.75
Communications			
Postage and Delivery	17.99	17.99	0.00
Telephone and Internet	279.35	276.99	2.36
Website maintenance and updates			
Website and logo design	8.44	0.00	8.44
Website maintenance and updates - Other	89.00	43.89	45.11
Total Website maintenance and updates	97.44	43.89	53.55
Total Communications	394.78	338.87	55.91
Administrative			
Meetings Expense			
Meetings Advertising Expense	0.00	5.00	-5.00
Meetings Expense - Other	0.00	-480.40	480.40
Total Meetings Expense	0.00	-475.40	475.40
Office Expense	1,153.16	97.09	1,056.07
Office Supplies			
Plotter Ink and Supplies	0.00	193.51	-193.51
Office Supplies - Other	9.99	163.17	-153.18
Total Office Supplies	9.99	356.68	-346.69
Printing and Reproduction	24.92	0.00	24.92
Professional Fees			

**Strafford Regional Planning Commission
Profit & Loss
July 2020**

DRAFT

	Jul 20	Jul 19	\$ Change
Accounting, Audit	902.50	1,067.50	-165.00
Total Professional Fees	902.50	1,067.50	-165.00
Travel & Ent			
Travel	117.76	1,782.65	-1,664.89 5
Total Travel & Ent	117.76	1,782.65	-1,664.89
Total Administrative	2,208.33	2,828.52	-620.19
Contract Labor			
Financial Services	3,387.50	4,862.50	-1,475.00 6
IT and Network support	307.50	270.00	37.50
Pass Through Expense			
Dov Resilience	1,520.00	0.00	1,520.00
DUR Groundwater Consultant	1,560.00	0.00	1,560.00
EPA Brownfields Consultants	0.00	8,438.39	-8,438.39
Total Pass Through Expense	3,080.00	8,438.39	-5,358.39 7
Total Contract Labor	6,775.00	13,570.89	-6,795.89
Total Expense	106,964.80	78,261.49	28,703.31
Net Ordinary Income	-22,894.07	5,278.73	-28,172.80
Other Income/Expense			
Other Income			
Interest Income	17.83	21.26	-3.43
Total Other Income	17.83	21.26	-3.43
Net Other Income	17.83	21.26	-3.43
Net Income	-22,876.24	5,299.99	-28,176.23

Strafford Regional Planning Commission
Profit & Loss
July 2020

DRAFT

1. EPA Brownfields: Difficulty in getting subcontractor to submit their invoice prior to SRPC billing cycle. Three invoices were received in June for \$18,760. No invoices were received for July billing.
2. Payroll Expenses: Prior year had 10 employees, current fiscal year has 12 employees. In addition, current year had three payrolls and the prior fiscal year had two payrolls.
3. Equipment: New laptop purchase and associated software.
4. Office Expense: Each permanent employee is receiving \$25 per pay to reimburse for using "home office" while working remotely. In addition, webcams and other computer peripherals purchased so staff could work at home more effectively.
5. Travel: Due to COVID, meetings are being held using Zoom, etc.
6. Financial Services: Hours have been reduced from the previous year, based on need.
7. Consulting Engineering Services: In the prior fiscal year, these were clumped into one account. For FY20 forward, consultants are broken out by project. Brownfield consultants need to coordinate engineering invoices with SRPC billing cycle.v

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

DRAFT

Date	Name	Memo	Amount
5150 GSCH			
07/31/2020	5150 GSCH	Progress Billing - GSCH -July Actual Cost	1,734.42
Total 5150 GSCH			1,734.42
2000 LTA (Local Technical Assistance)			
07/01/2020	2000 LTA (Local...	Dues 137284.46, LESS NOT, MIL, LEE, BRK=118805.72=9900.48 (Aug-Jun)	9,900.44
Total 2000 LTA (Local Technical Assistance)			9,900.44
3302 Dover Resilience Grant			
07/31/2020	3302 Dover Res...	Dover Resilience Progress Billing - July 2020	2,973.18
07/31/2020	3302 Dover Res...	Dover Resilience In-Kind Match	-419.68
Total 3302 Dover Resilience Grant			2,553.50
3400 Town of Durham			
3404 Durham Resilience Grant			
07/31/2020	3400 Town of D...	Progress Billing - Durham Resilience Grant - July 2020	1,207.59
07/31/2020	3400 Town of D...	In Kind Match	-184.89
Total 3404 Durham Resilience Grant			1,022.70
Total 3400 Town of Durham			1,022.70
3500 Town of Farmington			
3504 Town of Farmington 2020 Tax Map			
07/31/2020	3500 Town of F...	Intern Aponas	175.00
07/31/2020	3500 Town of F...	Planner I Geis	765.00
07/31/2020	3500 Town of F...	Planner III Rand	30.00
07/31/2020	3500 Town of F...	Direct Expenses - Printing and Accounting	37.42
07/31/2020	3500 Town of F...	Printing In House	84.00
Total 3504 Town of Farmington 2020 Tax Map			1,091.42
3501 FAR Circuit Rider			
07/31/2020	3500 Town of F...	Farmington Circuit Rider Progress Billing July 2020	3,741.60
Total 3501 FAR Circuit Rider			3,741.60
Total 3500 Town of Farmington			4,833.02
4100 Town of Newmarket			
4103 NKT Local Source Water Cash Match			
07/31/2020	4100 Town of N...	Town Cash Match for Local Source Water 2020 - July 2020	800.10
Total 4103 NKT Local Source Water Cash Match			800.10
Total 4100 Town of Newmarket			800.10
4200 Town of Northwood			
4201 NOR Circuit Rider			

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

DRAFT

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
07/31/2020	4200 Town of N...	Northwood Circuit Rider Progress Billing July 2020	4,377.50
	Total 4201 NOR Circuit Rider		4,377.50
	Total 4200 Town of Northwood		4,377.50
4300 Town of Nottingham			
4301 NOT Circuit Rider			
07/31/2020	4300 Town of N...	Progress Billing - Nottingham Circuit Rider July 2020	1,812.50
	Total 4301 NOT Circuit Rider		1,812.50
	Total 4300 Town of Nottingham		1,812.50
4700 Town of Strafford			
4702 Strafford Tax Map Update			
07/31/2020	4700 Town of St...	To record when contracts go over budget in QuickBooks	-147.50
07/31/2020	4700 Town of St...	Strafford Tax Map Update Progress Billing - July 2020	306.25
	Total 4702 Strafford Tax Map Update		158.75
	Total 4700 Town of Strafford		158.75
5100 NHCHF			
5101 NHCHF Promoting Outdoor Play			
07/31/2020	5100 NHCHF:5...	Promoting Outdoor Play Progress Billing - July 2020	3,969.89
	Total 5101 NHCHF Promoting Outdoor Play		3,969.89
	Total 5100 NHCHF		3,969.89
6100 NH DES			
6101 Coastal 2021			
07/31/2020	6100 NH DES:6...	Coastal 2021 Progress Billing - July 2020	1,544.32
07/31/2020	6100 NH DES:6...	In Kind match for Coastal grant	-184.89
	Total 6101 Coastal 2021		1,359.43
6301.000 Local Source Water 2020			
07/31/2020	6100 NH DES:6...	Local Source Water 2020 - SWP301 - Progress Billing - July 2020	3,200.10
07/31/2020	6100 NH DES:6...	NKT Cash Match = 30% of \$2,667 = \$800.10	-800.10
	Total 6301.000 Local Source Water 2020		2,400.00
	Total 6100 NH DES		3,759.43
8000 DOT UPWP			
07/31/2020	8000 DOT UPWP	Progress Billing UPWP - July 2020	54,609.42
07/31/2020	8000 DOT UPWP	10% Matching Funds	-5,460.94
	Total 8000 DOT UPWP		49,148.48

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Accrual Basis

Strafford Regional Planning Commission
Income by Customer
July 2020

DRAFT

Date	Name	Memo	Amount
TOTAL			<u>84,070.73</u>

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

DRAFT

	Jul 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
SRPC Membership Dues	9,900.44	9,900.50	-0.06
SRPC Revenue			
Municipal and NonProfit Revenue			
CDBG Grant	0.00	1.00	-1.00
GSCH - Tufts	1,734.42	3,166.63	-1,432.21
FAR Circuit Rider	3,741.60	4,166.63	-425.03
FAR Tax Map Updates	1,091.42	0.00	1,091.42
GIS Projects	0.00	250.00	-250.00
MIL MS4 NOI	0.00	1.00	-1.00
NHCHF	3,969.89	1,666.63	2,303.26
Northwood Planning Services	4,377.50	2,333.37	2,044.13
NOT Circuit Rider	1,812.50	2,333.37	-520.87
Total Municipal and NonProfit Revenue	<u>16,727.33</u>	<u>13,918.63</u>	<u>2,808.70</u>
Total SRPC Revenue	16,727.33	13,918.63	2,808.70
Economic Development Revenue			
EPA Brownfields	0.00	9,166.63	-9,166.63 ¹
Total Economic Development Revenue	0.00	9,166.63	-9,166.63
State Award Revenue			
NHDES			
NFWF Great Bay Living Shoreline	0.00	1.00	-1.00
Sunrise Lake	0.00	3,557.37	-3,557.37 ²
DUR Resilience	1,207.59	1,859.13	-651.54
NKT Local Source Water	800.10	0.00	800.10
Coastal	1,544.32	2,083.37	-539.05
DOV Coastal Resilience	2,973.18	2,209.25	763.93
Durham Groundwater Modeling	0.00	4,348.75	-4,348.75 ³
Local Source Water	3,200.10	6,292.00	-3,091.90 ⁴
Watershed PRB	0.00	3,210.75	-3,210.75 ⁵
Total NHDES	<u>9,725.29</u>	<u>23,561.62</u>	<u>-13,836.33</u>
Total State Award Revenue	9,725.29	23,561.62	-13,836.33
MPO Revenue			
NH DOT			
UPWP	54,609.42	51,934.75	2,674.67
Total NH DOT	<u>54,609.42</u>	<u>51,934.75</u>	<u>2,674.67</u>
Total MPO Revenue	54,609.42	51,934.75	2,674.67
Contra Income Cash Match			
Local Source Water Cash Match	0.00	-625.00	625.00

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

DRAFT

	Jul 20	Budget	\$ Over Budget
NKT Local Source Water Match	-800.10	-667.00	-133.10
DOT Cash Match	-5,460.94	-5,193.38	-267.56
Total Contra Income Cash Match	-6,261.04	-6,485.38	224.34
Contra Income InKind/Soft Match			
IK DOV Resilience	-419.68	-1,084.25	664.57
IK DUR Resilience	-184.89	-439.13	254.24
In-Kind Coastal Match	-184.89	-1,041.63	856.74
PRB IK Match	0.00	-1,284.63	1,284.63
Total Contra Income InKind/Soft Match	-789.46	-3,849.64	3,060.18
Contract Overage	-147.50	0.00	-147.50
Total Income	83,764.48	98,147.11	-14,382.63
Gross Profit	83,764.48	98,147.11	-14,382.63
Expense			
Personnel Expenses			
Salary and Wages	71,993.26	75,918.44	-3,925.18
Payroll Expenses			
FSA Fees	0.00	16.50	-16.50
Dental insurance expense	368.71	462.12	-93.41
Health incentive	4,534.86	5,247.00	-712.14
Health Insurance expense	4,450.38	6,129.88	-1,679.50
Life Insurance expense	82.35	91.00	-8.65
LTD Insurance expense	51.27	53.37	-2.10
STD insurance expense	183.05	150.88	32.17
Payroll Processing Fees	239.00	216.63	22.37
Pension expense	1,934.67	1,644.88	289.79
Unemployment expense	0.00	180.63	-180.63
Workers Compensation	159.09	159.12	-0.03
Payroll Taxes			
Medicare Expense	1,087.40	0.00	1,087.40
Social Security expense	4,649.57	0.00	4,649.57
Payroll Taxes - Other	0.00	5,807.81	-5,807.81
Total Payroll Taxes	5,736.97	5,807.81	-70.84
Total Payroll Expenses	17,740.35	20,159.82	-2,419.47
Dues and Subscriptions	360.74	661.37	-300.63
Staff Training and Seminars	0.00	833.37	-833.37
Total Personnel Expenses	90,094.35	97,573.00	-7,478.65
Equipment expense			
Copier Maintenance Contract	319.85	319.87	-0.02

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

DRAFT

	Jul 20	Budget	\$ Over Budget
Office furniture			
Computer equipment	1,479.98	644.62	835.36
Office furniture - Other	0.00	100.00	-100.00
Total Office furniture	1,479.98	744.62	735.36
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	41.63	-41.63
Total Other Equipment Repair and Cost	0.00	41.63	-41.63
Software expense			
ArcInfo/View software	400.00	541.63	-141.63
Office Software			
Timesheet Software	0.00	170.00	-170.00
Adobe In Design	73.98	73.98	0.00
Anti-virus software	27.95	32.25	-4.30
Constant Contact	40.50	40.50	0.00
DropBox	119.88	9.99	109.89
Microsoft Office 365	209.73	162.50	47.23
Sonic Wall Remote Access	0.00	45.38	-45.38
Total Office Software	472.04	534.60	-62.56
Transcad software/maintenance	0.00	125.00	-125.00
Total Software expense	872.04	1,201.23	-329.19
Traffic Count Expenses			
Traffic counting supplies	0.00	500.00	-500.00
Total Traffic Count Expenses	0.00	500.00	-500.00
Total Equipment expense	2,671.87	2,807.35	-135.48
Fixed Expenses			
Insurance			
Liability Insurance	480.42	480.38	0.04
Total Insurance	480.42	480.38	0.04
Rent	2,500.00	2,500.00	0.00
Vehicle Expenses			
Depreciation Expense	477.99	350.00	127.99
Vehicle Gas	58.09	375.00	-316.91
Total Vehicle Expenses	536.08	725.00	-188.92
Total Fixed Expenses	3,516.50	3,705.38	-188.88
Communications			

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

DRAFT

	Jul 20	Budget	\$ Over Budget
Media Outreach Expense	0.00	41.63	-41.63
Office Telephone System	0.00	120.00	-120.00
Postage and Delivery	17.99	33.37	-15.38
Telephone and Internet	279.35	281.00	-1.65
Website maintenance and updates			
Website and logo design	8.44	289.50	-281.06
Total Website maintenance and updates	8.44	289.50	-281.06
Total Communications	305.78	765.50	-459.72
Administrative			
Meetings Expense	0.00	90.90	-90.90
Office Expense	1,153.16	108.37	1,044.79 ⁸
Office Supplies	9.99	300.00	-290.01
Printing and Reproduction	24.92	100.00	-75.08
Professional Fees			
Accounting, Audit	902.50	888.75	13.75
Legal Fees	0.00	83.37	-83.37
Total Professional Fees	902.50	972.12	-69.62
Travel & Ent			
Travel	117.76	0.00	117.76
Travel & Ent - Other	0.00	833.37	-833.37
Total Travel & Ent	117.76	833.37	-715.61
Total Administrative	2,208.33	2,404.76	-196.43
Contract Labor			
DUR Resilience Subcontract	0.00	295.00	-295.00
Financial Services	3,387.50	5,000.00	-1,612.50 ⁹
IT and Network support	307.50	353.37	-45.87
Pass Through Expense			
Dov Resilience	1,520.00	625.00	895.00
DUR Groundwater Consultant	1,560.00	3,259.63	-1,699.63
EPA Brownfields Consultants	0.00	8,666.63	-8,666.63
PRB Consultants	0.00	1,654.75	-1,654.75
Total Pass Through Expense	3,080.00	14,206.01	-11,126.01¹⁰
Total Contract Labor	6,775.00	19,854.38	-13,079.38
Total Expense	105,571.83	127,110.37	-21,538.54
Net Ordinary Income	-21,807.35	-28,963.26	7,155.91
Other Income/Expense			

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3:43 PM

08/12/20

Accrual Basis

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

	<u>Jul 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income			
Interest Income	17.83	0.00	17.83
Other Income	0.00	12.00	-12.00
Total Other Income	<u>17.83</u>	<u>12.00</u>	<u>5.83</u>
Net Other Income	<u>17.83</u>	<u>12.00</u>	<u>5.83</u>
Net Income	<u><u>-21,789.52</u></u>	<u><u>-28,951.26</u></u>	<u><u>7,161.74</u></u>

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

DRAFT

-
1. EPA Brownfields: Need to coordinate engineering invoices with SRPC billing cycle.

 2. Sunrise Lake: Contract start date is late June. This contract is billed based on completion of tasks and is billed at 50% and 100% completion of each task.

 3. Durham Groundwater: This project is billed based on 100% completion of project tasks.

 4. Local Source Water: The time it took to secure the municipal project for this contract took longer than anticipated. The project end date was extended to August 30, 2020 and is expected to be completed on time.

 5. Watershed PRB: Finding suitable sites has been significantly challenging. Drilling began at two sites in mid-July.

 6. Contract Overage for Strafford Tax Map.

 7. Personnel Expenses: Budgeted personnel costs include two temporary planners that have not been hired yet. Due to COVID, there has been no staff training.

 8. Office Expense: Includes COVID health supplies and employee work-at-home reimbursements and small equipment needs.

 9. 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.

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

Strafford Regional Planning Commission

Draft Fiscal Year 2022 Dues Rates - OPTION 1: Freeze Dues at FY2021 Rates

To be reviewed by the Executive Committee on 8/21/20 for adoption by the full Commission September 2020

Community	Current FY2021 Dues Rates				Proposed FY2022 Dues Rates				
	2018 Population Estimates Source: NH OSI	FY2021 Per Capita Rate for up to 5,000 Population	FY2021 Per Capita Rate for above 5,000 Population	FY2021 Approved Dues (Based off of 2018 Pop Estimates)	2018 Population Estimates Source: NH OSI	Maintain FY 2021 Per Capita Rates	Maintain FY2021 Per Capita Rates	FY2022 Proposed Dues (Based off of 2018 Pop Estimates)	Dues Change from FY2021-FY2022
Dover	31,326	\$1.2475	\$0.5884	\$21,727.51	31,326	\$1.2475	\$0.5884	\$21,727.51	\$0.00
Rochester	30,809	\$1.2475	\$0.5884	\$21,423.31	30,809	\$1.2475	\$0.5884	\$21,423.31	\$0.00
Durham	15,946	\$1.2475	\$0.5884	\$12,678.02	15,946	\$1.2475	\$0.5884	\$12,678.02	\$0.00
Somersworth	11,848	\$1.2475	\$0.5884	\$10,266.79	11,848	\$1.2475	\$0.5884	\$10,266.79	\$0.00
Newmarket	9,455	\$1.2475	\$0.5884	\$8,858.76	9,455	\$1.2475	\$0.5884	\$8,858.76	\$0.00
Barrington	9,060	\$1.2475	\$0.5884	\$8,626.35	9,060	\$1.2475	\$0.5884	\$8,626.35	\$0.00
Farmington	6,902	\$1.2475	\$0.5884	\$7,356.59	6,902	\$1.2475	\$0.5884	\$7,356.59	\$0.00
Wakefield	5,141	\$1.2475	\$0.5884	\$6,320.43	5,141	\$1.2475	\$0.5884	\$6,320.43	\$0.00
Nottingham	5,099	\$1.2475	\$0.5884	\$6,295.72	5,099	\$1.2475	\$0.5884	\$6,295.72	\$0.00
Milton	4,620	\$1.2475		\$5,763.42	4,620	\$1.2475		\$5,763.42	\$0.00
Lee	4,421	\$1.2475		\$5,515.17	4,421	\$1.2475		\$5,515.17	\$0.00
Northwood	4,283	\$1.2475		\$5,343.02	4,283	\$1.2475		\$5,343.02	\$0.00
Strafford	4,142	\$1.2475		\$5,167.12	4,142	\$1.2475		\$5,167.12	\$0.00
New Durham	2,636	\$1.2475		\$3,288.39	2,636	\$1.2475		\$3,288.39	\$0.00
Rollinsford	2,579	\$1.2475		\$3,217.29	2,579	\$1.2475		\$3,217.29	\$0.00
Middleton	1,807	\$1.2475		\$2,254.22	1,807	\$1.2475		\$2,254.22	\$0.00
Madbury	1,826	\$1.2475		\$2,277.92	1,826	\$1.2475		\$2,277.92	\$0.00
Brookfield	725	\$1.2475		\$904.43	725	\$1.2475		\$904.43	\$0.00
TOTALS	152,625			\$ 137,284.46	152,625			\$137,284.46	\$0.00

Inflation not applied to per capita rate

Sources:

<http://www.bls.gov/news.release/pdf/cpi.pdf>

<https://www.nh.gov/osi/data-center/population-estimates.htm>

Strafford Regional Planning Commission

Draft Fiscal Year 2022 Dues Rates - OPTION 2: Adjust by 2019 Population Estimate Only

To be reviewed by the Executive Committee on 8/21/20 for adoption by the full Commission September 2020

Community	Current FY2021 Dues Rates				Proposed FY2022 Dues Rates				
	2018 Population Estimates Source: NH OSI	FY2021 Per Capita Rate for up to 5,000 Population	FY2021 Per Capita Rate for above 5,000 Population	FY2021 Approved Dues (Based off of 2018 Pop Estimates)	2019 Population Estimates Source: NH OSI	Maintain FY 2021 Per Capita Rates	Maintain FY2021 Per Capita Rates	FY2022 Proposed Dues (Based off of 2019 Pop Estimates)	Dues Change from FY2021-FY2022
Dover	31,326	\$1.2475	\$0.5884	\$21,727.51	31,795	\$1.2475	\$0.5884	\$22,003.46	\$275.96
Rochester	30,809	\$1.2475	\$0.5884	\$21,423.31	30,992	\$1.2475	\$0.5884	\$21,530.98	\$107.68
Durham	15,946	\$1.2475	\$0.5884	\$12,678.02	16,085	\$1.2475	\$0.5884	\$12,759.81	\$81.79
Somersworth	11,848	\$1.2475	\$0.5884	\$10,266.79	11,844	\$1.2475	\$0.5884	\$10,264.43	-\$2.35
Newmarket	9,455	\$1.2475	\$0.5884	\$8,858.76	9,460	\$1.2475	\$0.5884	\$8,861.70	\$2.94
Barrington	9,060	\$1.2475	\$0.5884	\$8,626.35	9,123	\$1.2475	\$0.5884	\$8,663.41	\$37.07
Farmington	6,902	\$1.2475	\$0.5884	\$7,356.59	6,883	\$1.2475	\$0.5884	\$7,345.41	-\$11.18
Wakefield	5,141	\$1.2475	\$0.5884	\$6,320.43	5,141	\$1.2475	\$0.5884	\$6,320.43	\$0.00
Nottingham	5,099	\$1.2475	\$0.5884	\$6,295.72	5,144	\$1.2475	\$0.5884	\$6,322.20	\$26.48
Milton	4,620	\$1.2475		\$5,763.42	4,617	\$1.2475		\$5,759.68	-\$3.74
Lee	4,421	\$1.2475		\$5,515.17	4,483	\$1.2475		\$5,592.52	\$77.34
Northwood	4,283	\$1.2475		\$5,343.02	4,300	\$1.2475		\$5,364.22	\$21.21
Strafford	4,142	\$1.2475		\$5,167.12	4,179	\$1.2475		\$5,213.28	\$46.16
New Durham	2,636	\$1.2475		\$3,288.39	2,641	\$1.2475		\$3,294.63	\$6.24
Rollinsford	2,579	\$1.2475		\$3,217.29	2,579	\$1.2475		\$3,217.29	\$0.00
Middleton	1,807	\$1.2475		\$2,254.22	1,812	\$1.2475		\$2,260.46	\$6.24
Madbury	1,826	\$1.2475		\$2,277.92	1,846	\$1.2475		\$2,302.87	\$24.95
Brookfield	725	\$1.2475		\$904.43	735	\$1.2475		\$916.91	\$12.47
TOTALS	152,625			\$ 137,284.46	153,659			\$137,993.70	\$709.24

Inflation not applied to per capita rate

Sources:

<http://www.bls.gov/news.release/pdf/cpi.pdf>

<https://www.nh.gov/osi/data-center/population-estimates.htm>

Strafford Regional Planning Commission

Draft Fiscal Year 2022 Dues Rates - OPTION 3: Adjust by 2019 Population Estimate and CPI

To be reviewed by the Executive Committee on 8/21/20 for adoption by the full Commission September 2020

Community	Current FY2021 Dues Rates				Proposed FY2022 Dues Rates				
	2018 Population Estimates Source: NH OSI	FY2021 Per Capita Rate for up to 5,000 Population	FY2021 Per Capita Rate for above 5,000 Population	FY2021 Approved Dues (Based off of 2018 Pop Estimates)	2019 Population Estimates Source: NH OSI	FY2022 Per Capita Rate for up to 5,000 Population using 0.6% CPI Increase	FY2022 Per Capita Rate for above 5,000 Population using 0.6% CPI Increase	FY2022 Proposed Dues (Based off of 2019 Pop Estimates)	Dues Change from FY2021-FY2022
Dover	31,326	\$1.2475	\$0.5884	\$21,727.51	31,795	\$1.2550	\$0.5919	\$22,135.48	\$407.98
Rochester	30,809	\$1.2475	\$0.5884	\$21,423.31	30,992	\$1.2550	\$0.5919	\$21,660.17	\$236.86
Durham	15,946	\$1.2475	\$0.5884	\$12,678.02	16,085	\$1.2550	\$0.5919	\$12,836.37	\$158.35
Somersworth	11,848	\$1.2475	\$0.5884	\$10,266.79	11,844	\$1.2550	\$0.5919	\$10,326.02	\$59.23
Newmarket	9,455	\$1.2475	\$0.5884	\$8,858.76	9,460	\$1.2550	\$0.5919	\$8,914.87	\$56.11
Barrington	9,060	\$1.2475	\$0.5884	\$8,626.35	9,123	\$1.2550	\$0.5919	\$8,715.40	\$89.05
Farmington	6,902	\$1.2475	\$0.5884	\$7,356.59	6,883	\$1.2550	\$0.5919	\$7,389.49	\$32.89
Wakefield	5,141	\$1.2475	\$0.5884	\$6,320.43	5,141	\$1.2550	\$0.5919	\$6,358.36	\$37.92
Nottingham	5,099	\$1.2475	\$0.5884	\$6,295.72	5,144	\$1.2550	\$0.5919	\$6,360.13	\$64.41
Milton	4,620	\$1.2475		\$5,763.42	4,617	\$1.2550		\$5,794.24	\$30.82
Lee	4,421	\$1.2475		\$5,515.17	4,483	\$1.2550		\$5,626.07	\$110.90
Northwood	4,283	\$1.2475		\$5,343.02	4,300	\$1.2550		\$5,396.41	\$53.39
Strafford	4,142	\$1.2475		\$5,167.12	4,179	\$1.2550		\$5,244.56	\$77.44
New Durham	2,636	\$1.2475		\$3,288.39	2,641	\$1.2550		\$3,314.40	\$26.01
Rollinsford	2,579	\$1.2475		\$3,217.29	2,579	\$1.2550		\$3,236.59	\$19.30
Middleton	1,807	\$1.2475		\$2,254.22	1,812	\$1.2550		\$2,274.02	\$19.80
Madbury	1,826	\$1.2475		\$2,277.92	1,846	\$1.2550		\$2,316.69	\$38.77
Brookfield	725	\$1.2475		\$904.43	735	\$1.2550		\$922.41	\$17.98
TOTALS	152,625			\$ 137,284.46	153,659			\$138,821.67	\$1,537.20

FY2022 per capita rate = FY2021 per capita rate inflated **0.6%** (June 2019 to June 2020 CPI change)

Sources:

<http://www.bls.gov/news.release/pdf/cpi.pdf>

<https://www.nh.gov/osi/data-center/population-estimates.htm>



SRPC Performance Evaluation Procedures (PEP)

STRAFFORD REGIONAL PLANNING COMMISSION

Annual Performance Evaluations:

Performance Evaluations will be conducted annually between January 1st and March 31st, reflecting back on the prior calendar year and setting goals for the new year. Performance reviews will aid the Executive Director in setting the draft budget for the upcoming fiscal year and serve as the basis for salary adjustments to be effective on July 1st.

Performance Evaluations Consist of:

Annual Goal Setting: Employees will meet with the Executive Director to set goals and associated performance criteria for the new calendar year. Goals and metrics should be focused on both the accomplishment of individual work tasks and job descriptions, professional development, and furthering SRPCs mission and strategic initiatives. Employees should identify three to five goals, each with associated performance criteria.

Employee Self Evaluation: This is an opportunity for employees to reflect back on their goals and performance criteria for the recently concluded year and articulate where they were the most successful or could improve, as well as, identify opportunities for continued growth.

Manager Evaluation: The manager evaluation directly responds to each of the employee's goals and associated performance for the prior year. Overall performance is rated along with comments offered on successes and opportunities for improvement. Additionally, should there be other items to address they will be documented as part of the manager evaluation.

Mid-Year Check In:

A check in meeting will be scheduled during July and August with each employee to review progress toward meeting goals and discuss whether any goals have changed over the course of the year. This is an opportunity to adjust as new projects and initiatives arise.



SRPC Performance Evaluation Procedures (PEP)

STRAFFORD REGIONAL PLANNING COMMISSION
Employee Goals

Employee Name:	Date:
Title:	Manager:

The following summarizes goals for the upcoming performance appraisal year and associated performance criteria:

1. Goal
 - Performance Criteria: measurable steps to achieve the goal
2. Goal
 - Performance Criteria: measurable steps to achieve the goal
3. Goal
 - Performance Criteria: measurable steps to achieve the goal
4. Goal
 - Performance Criteria: measurable steps to achieve the goal

Employee Schedule:

M-F 8:30-4:00, 40 hours/week, occasional staggered schedule or work from home



SRPC Performance Evaluation Procedures (PEP)

**STRAFFORD REGIONAL PLANNING COMMISSION
Self-Evaluation Form**

Employee Name:	Date:
Title:	Evaluation Period:

PROGRESS TOWARD GOALS AND PERFORMANCE CRITERIA:

- 1. Over the course of the evaluation period, what part(s) of your job do you think you do the best?**
- 2. Over the course of the evaluation period, what part or parts of your job did you enjoy the most?**
- 3. Over the course of the evaluation period, where do you think you achieved significant progress or improvement?**
- 4. Over the course of the evaluation period, what part of your job do you think you need to improve?**

LOOKING FORWARD:

- 5. What training, if any, do you think would be helpful to you in your job?**
 - 6. What types of "rewards" for good work are meaningful and motivating to you?**
 - 7. Is there anything else that your manager or SRPC could do to help you do a better job?**
-



SRPC Performance Evaluation Procedures (PEP)

**STRAFFORD REGIONAL PLANNING COMMISSION
Manager Evaluation**

Employee Name:	Evaluation Period:
Title:	Manager Preparing Evaluation:
Date:	

Evaluation Ratings:

- **Outstanding:** (Exemplary performance far exceeding performance criteria. Work done well above the call of duty. Always shows initiative and creativity in work functions. This rating is reserved for performance deserving special recognition.)
- **Exceeds Expectations:** (Performance generally exceeds the level normally expected. Performance is consistently above average and is never less than satisfactory.)
- **Meets Expectations:** Generally, performance is satisfactory in both quantity and quality of work. Performance may occasionally exceed or fail to meet performance.
- **Below Expectations:** Unacceptable performance requiring immediate attention. Performance consistently fails to meet performance standards. Failure to make improvement may result in termination.
- **Not Applicable.**

O = Outstanding; EE = Exceeds Expectations; ME = Meets Expectations; BE = Below Expectations; N/A = Not Applicable

Goal and Associated Performance Criteria:	Rating:
Comments:	

Goal and Associated Performance Criteria:	Rating:
Comments:	

Goal and Associated Performance Criteria:	Rating:
Comments:	

Goal and Associated Performance Criteria:	Rating:
Comments:	

Other Comments:



SRPC Performance Evaluation Procedures (PEP)

CERTIFICATION

The signature of the employee indicates that the attached evaluation has been reviewed with him or her. It does not indicate agreement with the Manager or Executive Director's evaluation. The employee has the right to express his or her opinion by attaching comments.

Employee Signature: _____ **Date** _____

Executive Director's Signature: _____ **Date** _____



SRPC Performance Evaluation Procedures (PEP)

STRAFFORD REGIONAL PLANNING COMMISSION
Mid-Year Progress Report

Employee Name:	Date:
Title:	Manager:

The following bulleted list summarizes _____'s Mid-Year progress to date:

Tasks that are progressing successfully:

-

Tasks that will take precedence and/or to emphasize in the coming months:

-

The following section notes any major changes or amendments to job duties or goals, as planned during the start of the review cycle:

-
-

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

August 21, 2020

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

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

Dear Mr. Watson:

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

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

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

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

Sincerely,

Jennifer Czysz
Executive Director
Strafford Regional Planning Commission

August 2020 TIP Minors

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PROGRAM CRDR

Towns: Statewide

Road: Various

Scope: CULVERT REPLACEMENT/REHABILITATION & DRAINAGE REPAIRS (Annual Project)

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$530,000		\$0	\$0	\$530,000
PE	2020	\$580,000		\$0	\$0	\$580,000
PE	2021	\$100,000		\$0	\$0	\$100,000
PE	2022	\$100,000		\$0	\$0	\$100,000
ROW	2019	\$16,500		\$0	\$0	\$16,500
ROW	2020	\$25,000		\$0	\$0	\$25,000
ROW	2021	\$25,000		\$0	\$0	\$25,000
ROW	2022	\$25,000		\$0	\$0	\$25,000
CON	2019	\$1,870,000		\$0	\$0	\$1,870,000
CON	2020	\$1,390,000		\$0	\$0	\$1,390,000
CON	2021	\$1,740,000		\$0	\$0	\$1,740,000
CON	2022	\$1,870,000		\$0	\$0	\$1,870,000
OTHER	2020	\$5,000		\$0	\$0	\$5,000
OTHER	2021	\$5,000		\$0	\$0	\$5,000
OTHER	2022	\$5,000		\$0	\$0	\$5,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$530,000		\$0	\$0	\$530,000
PE	2020	\$580,000		\$0	\$0	\$580,000
PE	2021	\$400,000		\$0	\$0	\$400,000
PE	2022	\$100,000		\$0	\$0	\$100,000
ROW	2019	\$16,500		\$0	\$0	\$16,500
ROW	2021	\$27,500		\$0	\$0	\$27,500
ROW	2022	\$25,000		\$0	\$0	\$25,000
CON	2019	\$1,870,000		\$0	\$0	\$1,870,000
CON	2020	\$1,990,000		\$0	\$0	\$1,990,000
CON	2021	\$1,437,500		\$0	\$0	\$1,437,500
CON	2022	\$1,870,000		\$0	\$0	\$1,870,000
OTHER	2021	\$5,000		\$0	\$0	\$5,000
OTHER	2022	\$5,000		\$0	\$0	\$5,000

Change Notes

NHDOT Description of Changes

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

SRPC Notes

Multiple changes resulted in an overall decrease of \$570,000. No projects in the region are affected by this minor.

Funding Sources

FHWA

National Highway System

STP-Off System Bridge

STP-State Flexible

NHDOT

Toll Credit

PROGRAM FTA5307

Towns: ATKINSON, EAST KINGSTON, HAMPSTEAD, HAMPTON, KINGSTON, LONDONDERRY, PLAISTOW, SALEM, WINDHAM

Road: Boston Urbanized Area (UZA)

Scope: Boston Urbanized Area (UZA) FTA Section 5307 apportioned funds for NHDOT transit projects.

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2019	\$3,556,816		\$0	\$0	\$3,556,816
OTHER	2020	\$3,678,319		\$0	\$0	\$3,678,319
OTHER	2021	\$3,751,251		\$0	\$0	\$3,751,251
OTHER	2022	\$3,825,643		\$0	\$0	\$3,825,643

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2019	\$3,556,816		\$0	\$0	\$3,556,816
OTHER	2020	\$7,381,325		\$0	\$0	\$7,381,325
OTHER	2021	\$3,751,251		\$0	\$0	\$3,751,251
OTHER	2022	\$3,825,642		\$0	\$0	\$3,825,642

Change Notes

NHDOT Description of Changes

CARES Act funding amounts are being added to the FTA5307

SRPC Notes

Funding Sources

FTA

FTA 5307 Capital and Operating Program

NHDOT

Toll Credit

PROGRAM HSIP

Towns: Statewide

Road: Various

Scope: HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,450,000		\$0	\$0	\$1,450,000
PE	2020	\$700,000		\$0	\$0	\$700,000
PE	2021	\$600,000		\$0	\$0	\$600,000
PE	2022	\$500,000		\$0	\$0	\$500,000
ROW	2019	\$150,000		\$0	\$0	\$150,000
ROW	2020	\$150,000		\$0	\$0	\$150,000
ROW	2021	\$250,000		\$0	\$0	\$250,000
ROW	2022	\$150,000		\$0	\$0	\$150,000
CON	2019	\$8,700,000		\$0	\$0	\$8,700,000
CON	2020	\$8,509,081		\$0	\$0	\$8,509,081
CON	2021	\$7,071,232		\$0	\$0	\$7,071,232
CON	2022	\$9,059,081		\$0	\$0	\$9,059,081
OTHER	2019	\$270,000		\$0	\$0	\$270,000
OTHER	2020	\$550,000		\$0	\$0	\$550,000
OTHER	2021	\$1,330,000		\$0	\$0	\$1,330,000
OTHER	2022	\$200,000		\$0	\$0	\$200,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,450,000		\$0	\$0	\$1,450,000
PE	2020	\$800,000		\$0	\$0	\$800,000
PE	2021	\$600,000		\$0	\$0	\$600,000
PE	2022	\$500,000		\$0	\$0	\$500,000
ROW	2019	\$150,000		\$0	\$0	\$150,000
ROW	2020	\$50,000		\$0	\$0	\$50,000
ROW	2021	\$250,000		\$0	\$0	\$250,000
ROW	2022	\$150,000		\$0	\$0	\$150,000
CON	2019	\$8,700,000		\$0	\$0	\$8,700,000
CON	2020	\$8,509,081		\$0	\$0	\$8,509,081
CON	2021	\$7,071,232		\$0	\$0	\$7,071,232
CON	2022	\$9,059,081		\$0	\$0	\$9,059,081
OTHER	2019	\$270,000		\$0	\$0	\$270,000
OTHER	2020	\$550,000		\$0	\$0	\$550,000
OTHER	2021	\$1,330,000		\$0	\$0	\$1,330,000
OTHER	2022	\$200,000		\$0	\$0	\$200,000

Change Notes

NHDOT Description of Changes

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

SRPC Notes

2020 PE funds increased; 2020 ROW funds decreased.
No regional projects are affected by this minor.

Funding Sources

FHWA

Highway Safety Improvement Program (HSIP)

STP-State Flexible

NHDOT

Toll Credit

PROGRAM MOBRR

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

Acronyms:

Approved Funding

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

Proposed Funding

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

Change Notes

NHDOT Description of Changes

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

SRPC Notes

2020 PE funds decreased; 2020 ROW funds decreased. Milton-Lebanon bridge project is funded through the MOBRR program.

Funding Sources

FHWA

Bridge Off System

STP-State Flexible

OTHER

Other

PROGRAM PAVE-T2-RESURF

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

Approved Funding

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

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,190,000		\$0	\$0	\$1,190,000
PE	2020	\$1,025,000		\$0	\$0	\$1,025,000
PE	2021	\$800,000		\$0	\$0	\$800,000
PE	2022	\$800,000		\$0	\$0	\$800,000
ROW	2021	\$25,000		\$0	\$0	\$25,000
ROW	2022	\$25,000		\$0	\$0	\$25,000
CON	2019	\$19,800,000	\$6,000,000		\$0	\$25,800,000
CON	2020	\$19,880,000	\$8,750,000		\$0	\$28,630,000
CON	2021	\$19,180,000	\$6,000,000		\$0	\$25,180,000
CON	2022	\$5,370,000	\$6,000,000		\$0	\$11,370,000

Change Notes

NHDOT Description of Changes
 Multiple funding changes due to requested changes for child projects.

SRPC Notes
 No regional or local projects are affected by this minor.

Funding Sources

FHWA
 National Highway System
 STP-State Flexible

NHDOT
 Betterment
 Toll Credit

SOMERSWORTH 41741

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

Approved Funding

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

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2020	\$42,662		\$0	\$10,665	\$53,327
PE	2021	\$25,680		\$0	\$6,420	\$32,100
CON	2021	\$494,800		\$0	\$123,700	\$618,500

Change Notes

NHDOT Description of Changes

Partial funds moved from FY2020 to FY2021; Final Design funds not needed until 2021.

SRPC Notes

Project is being coordinated with a concurrent CMAQ project.

Funding Sources

FHWA

Congestion Mitigation and Air Quality Program

OTHER

Towns