

# IMPORTANT MESSAGE



## **SRPC Executive Committee Meeting Agenda September 18, 2020 from 8:00 – 9:00 a.m.**

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 2020-17, 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](http://www.strafford.org).

**If anybody has a problem accessing the meeting, please email [jczyz@strafford.org](mailto: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 August 21, 2020 (**enclosed**)
- b. Acceptance of Draft August Financials (**enclosed**)
- c. FY 2022 Dues Recommendation to SRPC Commission (**enclosed**)
- d. Appointment to the Commission to Study Offshore Wind and Port Development (**see memo**)

### **3. Updates and Discussion**

- a. Draft Fiscal Year 2021 Executive Director Organizational Goals (**see memo**)
- b. Awards, Contracts, and General Business Update (**see memo**)
- c. September Monthly Minors (**enclosed**)
- d. Executive Director Review Procedures (**see memo**)

### **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](mailto: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  
August 21, 2020  
Zoom Meeting

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

**Committee members absent:** Treasurer Tom Crosby, Madbury

**Staff members present:** Jen Czysz, executive director; Stefanie Casella, regional 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 2020-16, 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, Donald Hamann, Michael Bobinsky, Barbara Holstein, Peter Nelson Victoria Parmele, Bill Fisher, Stefanie Casella and Jennifer Czysz.

## 2. Action Items

### a. Approval of the Minutes of July 17, 2020

M. Bobinsky **MOVED** to accept the public minutes of July 17, 2020. D. Landry **SECONDED** the motion.

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

The motion **CARRIED** via roll call vote of David Landry, Michael Bobinsky, Barbara Holstein, Don Hamann, Bill Fisher and Victoria Parmele in the affirmative.

M. Bobinsky **MOVED** to accept the non-public minutes of July 17, 2020. D. Hamann **SECONDED** the motion.

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

#### b. **Acceptance of the Draft July Financials**

J. Czysz reviewed that there were three payroll periods in the month of July and that it was also the first month of the fiscal year. She explained the impact of this on the financials. J. Czysz explained the differences in accounts between the 2020 and 2021 fiscal years. She reviewed the status of the organization's savings account, explaining that it is in good shape regardless of outstanding dues balances. J. Czysz shared that herself and J. Burdin will meet with the Northwood Board of Selectmen regarding the town's budget and how it relates to dues and its contract planning agreement with SRPC.

D. Hamman **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, Peter Nelson and Victoria Parmele in the affirmative.

#### c. **FY 2022 Dues Recommendation to SRPC Commission**

J. Czysz explained the three options she had prepared for FY2022 dues. The first option included freezing dues for each municipality. Option two, included adjusting dues based on the 2019 population estimates only. And option three, included adjusting dues by 2019 population estimates and the July to June CPI.

D. Landry asked where the 5,000 population threshold had come from. J. Czysz responded that it was a historic threshold that SRPC has used. The committee discussed the various scenarios and their real and perceived impacts to local budgets despite the potential limited increases of options 2 and 3. The committee decided to revisit the topic at the September meeting.

### 3. **Updates and Discussion**

#### a. **Executive Director Review Procedures**

At the request of V. Parmele, J. Czysz introduced the topic of adopting a formalized Executive Director review process. She sent the members resources including the internal staff review processes and director review processes for non-profit organizations with similar operating procedures as SRPC. In the past there have been various approaches to executive director evaluations and reviews but no standardized or formally documented process. Members were appreciative of the resources provided as well as the proactive approach. It was decided that the goal is to find or create a review process by the spring. The committee will review the resources and revisit the discussion at the September meeting.

b. **Awards, contract, and general Business Updates**

J. Czysz explained that she had some grant updates not covered in her memo to the committee. She shared that SRPC was recently granted funds exceeding their requested amount from DES to focus on climate change impacts on vulnerable populations. She added that another grant, one where the University of New Hampshire was the primary applicant, was not approved.

J. Czysz noted that SRPC received conditional approval for the EDA CARES Act application; the organization has been "Fast-Tracked" and is waiting for the formal approval. With this conditional approval in place the new Economic Recovery Coordinator position has been posted. This will allow a new staffer to start immediately once funding is granted. J. Czysz finished by stating that the Tufts Health Foundation money is in now in place and everything is moving forward.

b. **August Monthly Minors**

J. Czysz review that the August Monthly Minors.

There were changes to statewide projects including Culvert Replacement/Rehabilitation & Drainage Repairs, Boston Urbanized Area (UZA) FTA Section 5307 apportioned funds for NHDOT transit, the Highway Safety Improvement Program, the municipal owned bridge rehabilitation and replacement projects – which has a child project in the SRPC region Projects, the Milton-Lebanon Bridge, and the Resurfacing Tier 2 Roadways program.

There was also a change to the Somersworth High Street/Route 108 signal optimization project. Partial funds were moved from FY2020 to FY2021, and final design funds are not needed until 2021. This project is being coordinated with a concurrent CMAQ project.

4. **Other Business**

There was no other businesses.

5. **Adjournment**

The meeting adjourned at 9:00 a.m.

D. Haman **MOVED** to adjourn the meeting. M. Bobinsky **SECONDED** the motion.

The motion **CARRIED** via roll call vote of David Landry, Michael Bobinsky, Barbara Holstein, Don Hamann, Bill Fisher and Victoria Parmele in the affirmative.

Minutes Respectfully Submitted by

Stefanie Casella  
Regional Planner



# SRPC FY 2021 Dashboard - August

For the September 18, 2020 Executive Committee Meeting

August 31, 2020	
FSB Checking Beginning Balance	\$49,997.04
Deposits	\$47,768.83
Payments	-\$73,409.20
Uncleared Transactions	-\$6,710.53
<b>FSB Checking Ending Balance</b>	<b>\$17,646.14</b>

Accounts Receivable	<b>\$166,721.14</b>
FSB Savings Account	<b>\$99,588.37</b>

OVERSIGHT ACTIVITIES	
Line of Credit Activated?	No; Extend to 12/31/2020
Audit Status	Underway; virtual site visit 9/14 and 9/15

BUDGET NARRATIVE	
<b>Federal Savings Bank Balance/Case on hand:</b>	2 months cash on hand
<b>Payables and Receivables</b>	Current; several payments received in September
<b>FY20 Working Budget:</b>	Unchanged from August

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
<b>Total Revenue</b>	<b>\$1,293,816</b>
<b>Pending Grant Applications</b>	<b>\$450,026</b>

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

## STAFF PRESENTATIONS - ACTIVITIES AUGUST

### Standing Committees and Appointments

Explore Moose Mountains (Shayna)  
 Commute Smart NH Meeting (Shayna)  
 Seacoast Stormwater Coalition (Jackson)  
 COAST Board (Colin)  
 ACT Executive Committee (Colin)  
 HSIP Meeting (Colin)  
 Policy Committee Meeting (Colin)  
 TAC Committee meeting (Colin)  
 CAW Outreach (Kyle)  
 NHPA Executive Committee (Kyle)  
 Farmington, Northwood and Nottingham Planning Board Staff (Kyle, Stef, James)  
 NHARPC Meeting (Jen, Don H.)

### RPC Activity

Source Water Task 2 Check-In Meeting (Jackson, Kyle, Jen)  
 Dover Coastal Resilience Meeting (Jackson, Kyle)  
 Durham Leadership Team Meeting (Kyle, Alaina)  
 OSI/NHMA conference presentation meeting (James)  
 Northwood planning services contract update (prep meeting and BOS meeting) (Jen, James)  
 POP! Meetings-Mad, ROC, DOV, SOM, Nature Groupie (Nancy, Stephen)  
 TUFTS (Nancy, Jen, Shayna)

### EDD Activity

Seacoast Economy calls (Jen, Nancy, James, Jack)  
 Homeless shelter CDBG-CV application calls (Jen, Nancy, James)  
 Somersworth Old Police Station cleanup grant application call (James)

### MPO Activity

Statewide Peer Exchange: Volunteer Driver Program development (Colin)  
 COAST Legislative Outreach Sub-Committee ()  
 FTA economic value of transit study (Colin, Jen, Nancy, James)

### Staff Development & Trainings

ArcGIS Urban Virtual Workshop and Seminar (Jackson, Stef, Stephen)  
 Racial Disparities & COVID-19 (Alaina)  
 Whose Public? Planning and Placemaking for Welcoming Public Spaces-Part 2 (Alaina)  
 Building the Cities of the Future: More Markets or More Regulation (Jen)

## WEB AND SOCIAL MEDIA STATISTICS



### Strafford.org

Sessions 914 (219)  
 Users 698 (222)



### Constant Contact

Subscribers 803 (0)  
 Avg. Open Rate 28% (-1%)



### Facebook

Posts 7 (-7)  
 Reach 363 (-199)  
 Engagement 32 (7)



### Twitter

Tweets 2 (-4)  
 Profile Visits 11 (-2)  
 Impressions 556 (-938)  
 Followers 0 (-287)  
 Mentions 0 (0)



### Instagram

Followers 3 (1)  
 Posts 26 (5)  
 Reach 208 (24)  
 Engagement 112 (3)



### ArcGIS\*

Open Data 572 (71)  
 Portal Views  
 Tax Parcel 508 (101)  
 Viewer Views

\*New measure





BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



NEW DURHAM  
NEWMARKET  
NORTHWOOD  
NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

**DATE:** UPDATED September 16, 2020  
**TO:** Executive Committee Members  
**FROM:** Jen Czysz, Executive Director  
**RE:** Director's Report for the September 18, 2020 Meeting

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

### **2b. Acceptance of Draft August Financials**

*Balance Sheet:* The August end of month checking balance was very low, given the timing of several payments that weren't received until early September. The savings account is very healthy as all dues were deposited into Savings. Despite the low checking account balance, compared to this last year, balances are \$80,170 higher. We remain in a better overall position than last year.

*Aging Summary:* The August billing amounts to \$81,577.88 and is not overdue at this time (included in the aging summary total of \$180,477). \$68,994.81 of those invoices issued 31+ ago were paid in September. This leaves a balance of \$29,874.37 overdue beyond the 30-day payable term. The majority is the NHDES source water protection invoices and City of Somersworth dues.

*Profit and Loss:* August's billings have balanced out July's three paycheck month. YTD we are at a net income of \$1,665.82, essentially breaking even. The primary differences between August 2020 and 2019 are active projects (for example last year EDA was effective in August, this year the contract started September 1) and last year the three payroll month was in August rather than July.

### **2c. FY2022 Dues Recommendation to the SRPC Commission**

A motion is now required so that dues can be acted on at 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).

## **2d. Appointment to the Commission to Study Offshore Wind and Port Development**

“A representative of the Strafford regional planning commission, appointed by the organization” has been named as a member of the recently created Commission to Study Offshore Wind and Port Development. The commission was established [by HB 1245, Chapter 37:103, RSA 374-F:10, Laws of 2020](#). Specific commission found on page 43 of the [bill text](#).

I would be happy to represent SRPC to the Commission as I already am the agencies named designed to the Coastal Resilience and Cultural and Historic Reserve District Commission. Additionally, the appointment to this new study commission will need to be familiar with all SRPC coastal communities and be able to draw upon our many different regional planning documents and efforts.

## **3a. Draft Fiscal Year 2021 Executive Director Organizational Goals**

The following goals build off my 2020 goals and current initiatives underway:

- Strategic Plan Implementation:
  - Build an implementation table to track progress
  - Report implementation progress quarterly to the Executive Committee
  - Annual updates to the full Commission
- Continue to build relationships with municipalities and allied organization in the region.
  - Schedule and complete a second round of check in meetings with each community’s Board of Selectmen, Town/City Council, and/or Planning Board in coordination with commissioners.
  - Encourage commissioners to attend the check in meetings.
- Strengthen leadership opportunities for staff and SRPC commissioners.
  - Invite commissioners to participate in local outreach events.
  - Develop opportunities to engage commissioners and committee members in all modes of governance ([generative, strategic and fiduciary](#)).
  - Launch and run the SRPC Commissioner’s Sustainability Committee (Stef C. staff lead) and Recycling Roundtable (Alaina R. staff lead).
  - Build senior staff’s contract management skills and introduce opportunities to take on supervisory roles (James, Colin, Kyle).
  - Create opportunities for all staff to be a project team lead.
- Implement priority initiatives such as:
  - Finalize and launch new SRPC website (staff support from Shayna, Rachel, Jackson).
  - Market GIS services and online mapping functionality (staff lead Jackson).
  - Offer planning visualization and design services (staff lead Shayna).
  - Complete IT plan and computer hardware replacements (staff lead Rachel, Stephen support)
  - SRPC employee handbook updates (formalize telecommuting policies and identify any other needed updates)
- Contract administration – two contracts to go out to bid:
  - IT services
  - Financial services

## **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 4<sup>th</sup>. 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:

- EDA: Strafford EDD Annual Planning Grant

Awarded Pending Contract:

- NHDES Coastal Resilience: Climate Change Impacts on Vulnerable Populations (SRPC)
- NHDES Coastal Resilience: (RPC)

Recently Submitted and Pending Decision:

- EDA: CARES Act Regional Recovery and Resiliency Planning and Technical Assistance (conditional approval received)
- New Durham: RSMS Update
- National Fish and Wildlife Foundation: Great Bay Living Shorelines

In Development:

- CDBG-CV: Strafford CAP Emergency Homeless Shelter

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. The average FY2021 rate, across all programs, is 111.5% at the end of August.

Dues: Dues expenditures to date are summarized below.

August 2020 (FY2021 YTD)	
<b>Income:</b>	
Billable Mapping Services	\$0.00
FY20 Dues Paid	\$19,743.80
<b>Total Income</b>	<b>\$19,743.80</b>

<b>Expenses:</b>	
Vehicle Expenses	\$1,211.08
Planning Salaries	\$3,244.87
Dues and Subscriptions	\$19.14
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	\$4,153.43
<b>Total SRPC Expenses</b>	<b>\$8,628.52</b>

<b>Cash Match:</b>	
UPWP	\$8,068.58
EDA	\$0.00
Coastal	\$0.00
<b>Total Cash Match</b>	<b>\$8,068.58</b>

<b>Contract Overages:</b>	
Strafford Tax Maps 2020	\$355.82
<b>Total Contract Overages</b>	<b>\$355.82</b>

<b>Total Expenses</b>	<b>\$17,052.92</b>
<b>Annual Dues Remaining</b>	<b>\$2,690.88</b>

### **3d. Executive Director Review Procedures**

(The following is a repeat of information from August for your reference)

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](#)

**NEXT MEETING October 16, 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 \$	Contract ual \$	Application Status	Contract Status	Description/Notes
Climate Change Impacts on Vulnerable Populations (SRPC)	NHDES Coastal Resilience	FY2021-2022	\$27,208	\$1,000	\$8,225	awarded	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		awarded	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		Not funded	NA	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		awarded	complete	Annual economic development funding in support of the Strafford EDD
CARES Act	EDA	FY2021-2022	\$379,131			Conditionally awarded	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.

Updates since last meeting



**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of August 31, 2020**

DRAFT

09/15/20

Accrual Basis

	Aug 31, 20	Aug 31, 19	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
FSB Checking	5,102.99	78,550.75	-73,447.76
FSB Savings	99,588.37	16,083.03	83,505.34
<b>Total Checking/Savings</b>	104,691.36	94,633.78	10,057.58 <sup>1</sup>
<b>Accounts Receivable</b>			
Accounts Receivable	180,447.06	100,276.81	80,170.25
<b>Total Accounts Receivable</b>	180,447.06	100,276.81	80,170.25 <sup>2</sup>
<b>Other Current Assets</b>			
<b>Prepaid Expenses</b>			
Prepaid Website Expenses	253.20	0.00	253.20
Prepaid Dues and Subscriptions	1,786.85	806.65	980.20 <sup>3</sup>
Prepaid training	600.00	600.00	0.00
<b>Total Prepaid Expenses</b>	2,640.05	1,406.65	1,233.40
Prepaid software support	3,439.57	3,478.63	-39.06
<b>Total Other Current Assets</b>	6,079.62	4,885.28	1,194.34
<b>Total Current Assets</b>	291,218.04	199,795.87	91,422.17
<b>Fixed Assets</b>			
<b>Vehicles</b>			
Vehicle Accumulated Depreciation	-1,433.80	0.00	-1,433.80
Ford Transit	22,943.35	0.00	22,943.35
<b>Total Vehicles</b>	21,509.55	0.00	21,509.55
<b>Property and Equipment</b>			
Accumulated Depreciation	-15,745.44	-19,098.48	3,353.04
<b>Equipment Purchase</b>			
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
<b>Total Equipment Purchase</b>	15,745.44	19,098.48	-3,353.04
<b>Total Property and Equipment</b>	0.00	0.00	0.00
<b>Total Fixed Assets</b>	21,509.55	0.00	21,509.55
<b>TOTAL ASSETS</b>	<b>312,727.59</b>	<b>199,795.87</b>	<b>112,931.72</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			

**Strafford Regional Planning Commission**  
**Balance Sheet**  
 As of August 31, 2020

DRAFT

	Aug 31, 20	Aug 31, 19	\$ Change
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
FSB Credit Card	526.37	362.89	163.48
<b>Total Credit Cards</b>	526.37	362.89	163.48
<b>Other Current Liabilities</b>			
FY21 Dues in Advance	98,718.90	0.00	98,718.90
<b>Benefits payable</b>			
Simple IRA payable	48.00	48.00	0.00
<b>Total Benefits payable</b>	48.00	48.00	0.00
Contract Revenue In Advance	27,422.98	16,608.52	10,814.46 <sup>4</sup>
FY20 Dues in Advance	0.00	96,367.55	-96,367.55
<b>Payroll Liabilities</b>			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	2,350.50	2,646.15	-295.65
<b>Total Payroll Liabilities</b>	2,380.89	2,676.54	-295.65
<b>Total Other Current Liabilities</b>	128,570.77	115,700.61	12,870.16
<b>Total Current Liabilities</b>	129,097.14	116,063.50	13,033.64
<b>Long Term Liabilities</b>			
Lease Payable - Ford Motor Cred	17,663.35	0.00	17,663.35 <sup>5</sup>
<b>Accrued expenses</b>			
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	11,635.00	11,635.00	0.00
<b>Total Accrued expenses</b>	75,681.71	54,988.01	20,693.70 <sup>6</sup>
<b>Total Long Term Liabilities</b>	93,345.06	54,988.01	38,357.05
<b>Total Liabilities</b>	222,442.20	171,051.51	51,390.69
<b>Equity</b>			
Retained Earnings	96,094.51	45,213.16	50,881.35 <sup>7</sup>
Net Income	-5,809.12	-16,468.80	10,659.68
<b>Total Equity</b>	90,285.39	28,744.36	61,541.03
<b>TOTAL LIABILITIES &amp; EQUITY</b>	312,727.59	199,795.87	112,931.72



**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of August 31, 2020**

DRAFT

- 
1. Cash: Dues are being deposited to the Savings account. The monthly amount recognized as income each month is being transferred to the Checking account, which is \$9,871.89.

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  2. Accounts Receivable: UPWP was approved late and was received in September in the amount of \$49,148.48. See the Accounts Receivable Summary report for other Accounts Receivable comments.

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  3. Prepaid Dues: The NHARPC dues invoice was received and paid in August for the current year. Prior year NHARPC dues was paid in September.

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  4. Contract Revenue in Advance: Funds remaining in current fiscal year – GSCH Creating Age Friendly Communities \$14,862, NHCHF Promoting Outdoor Play \$12,561

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

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  6. 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.

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

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

**DRAFT**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>2000 LTA (Local Technical Assistance)</b>						
<b>2100 Dues</b>						
2112 Town of Northwood dues	0.00	0.00	0.00	0.00	5,000.00	5,000.00
2116 City of Somersworth dues	0.00	0.00	0.00	0.00	10,266.79	10,266.79
<b>Total 2100 Dues</b>	0.00	0.00	0.00	0.00	15,266.79	15,266.79
<b>2000 LTA (Local Technical Assistance) - Other</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 2000 LTA (Local Technical Assistance)</b>	0.00	0.00	0.00	0.00	15,266.79	15,266.79
<b>3302 Dover Resilience Grant</b>	2,324.02	0.00	2,553.50	1,854.58	1,614.33	8,346.43
<b>3400 Town of Durham</b>						
3403 Durham Groundwater Modeling	10,220.70	0.00	0.00	0.00	0.00	10,220.70
3404 Durham Resilience Grant	1,246.81	0.00	1,022.70	1,144.20	0.00	3,413.71
<b>Total 3400 Town of Durham</b>	11,467.51	0.00	1,022.70	1,144.20	0.00	13,634.41
<b>3500 Town of Farmington</b>						
3504 Town of Farmington 2020 Tax Map	0.00	0.00	1,091.42	0.00	0.00	1,091.42
3501 FAR Circuit Rider	2,481.60	0.00	3,741.60	0.00	0.00	6,223.20
<b>Total 3500 Town of Farmington</b>	2,481.60	0.00	4,833.02	0.00	0.00	7,314.62
<b>3600 Town of Lee</b>						
3603 Lee TMC Match	1,875.04	0.00	0.00	0.00	0.00	1,875.04
<b>Total 3600 Town of Lee</b>	1,875.04	0.00	0.00	0.00	0.00	1,875.04
<b>4100 Town of Newmarket</b>						
4103 NKT Local Source Water Cash Match	0.00	533.40	0.00	0.00	0.00	533.40
<b>Total 4100 Town of Newmarket</b>	0.00	533.40	0.00	0.00	0.00	533.40
<b>4200 Town of Northwood</b>						
4201 NOR Circuit Rider	3,042.50	0.00	4,377.50	1,977.50	0.00	9,397.50
<b>Total 4200 Town of Northwood</b>	3,042.50	0.00	4,377.50	1,977.50	0.00	9,397.50
<b>4300 Town of Nottingham</b>						
4301 NOT Circuit Rider	1,737.50	0.00	0.00	0.00	0.00	1,737.50
<b>Total 4300 Town of Nottingham</b>	1,737.50	0.00	0.00	0.00	0.00	1,737.50
<b>4700 Town of Strafford</b>						
4702 Strafford Tax Map Update	0.00	0.00	158.75	0.00	0.00	158.75
<b>Total 4700 Town of Strafford</b>	0.00	0.00	158.75	0.00	0.00	158.75
<b>5310 Lamprey River LAC</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>6100 NH DES</b>						
6251 Sunrise Lake	1,540.00	0.00	0.00	0.00	0.00	1,540.00
6101 Coastal 2021	0.00	0.00	1,359.43	0.00	0.00	1,359.43
6250.000 PRB-Oyster River	15,744.00	0.00	0.00	0.00	0.00	15,744.00
6301.000 Local Source Water 2020	0.00	6,850.00	2,400.00	3,400.00	0.00	12,650.00
<b>Total 6100 NH DES</b>	17,284.00	6,850.00	3,759.43	3,400.00	0.00	31,293.43
<b>6500 DEPT OF SAFETY (OEM)</b>						
6500.000 PDM 2017	0.00	0.00	0.00	0.00	375.00	375.00
<b>Total 6500 DEPT OF SAFETY (OEM)</b>	0.00	0.00	0.00	0.00	375.00	375.00
<b>7100 EPA</b>						
7110 Brownfields 2019-2022	1,021.58	0.00	0.00	0.00	0.00	1,021.58
<b>Total 7100 EPA</b>	1,021.58	0.00	0.00	0.00	0.00	1,021.58
<b>8000 DOT UPWP</b>	40,344.13	0.00	49,148.48	0.00	0.00	89,492.61
<b>4400 City of Rochester</b>						
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 4400 City of Rochester</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>DOT_UPWP 2010-2011</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>81,577.88</b>	<b>7,383.40</b>	<b>65,853.38</b>	<b>8,376.28</b>	<b>17,256.12</b>	<b>180,447.06</b>

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

DRAFT

- 
1. Town of Northwood dues received September

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  2. Dover Resilience received in September 1614.33+1854.58

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  3. Durham Resilience received in September 1022.70+1144.20

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  4. Town of Farmington Circuit Rider and Tax Map received in September 1091.42+3741.60

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  5. Town of Northwood Circuit Rider received in September 4377.50. Linda Smith is checking to see why we didn't receive the June invoice payment.

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  6. UPWP received in September

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  7. I followed up again on the Somersworth dues on 8/18/20. I have been sending correspondence to T Gora. I have not gotten any responses to my follow up.

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

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	Aug 20	Aug 19	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
SRPC Membership Dues	9,871.89		
SRPC Revenue		9,656.34	215.55
<b>Municipal and NonProfit Revenue</b>			
Lee TMC	1,847.50	0.00	1,847.50
GSCH - Tufts	2,404.07	0.00	2,404.07
Barrington Master Plan	192.50	0.00	192.50
DUR Wagon Hill Living Shoreline	67.50	658.75	-591.25
FAR Circuit Rider	2,481.60	3,767.30	-1,285.70
FAR Master Plan Support	0.00	2,456.42	-2,456.42
NHCHF	3,468.62	4,260.49	-791.87
NKT Tax Maps	0.00	605.00	-605.00
Northwood Planning Services	3,042.50	2,527.25	515.25
NOT Circuit Rider	1,737.50	2,836.70	-1,099.20
<b>Total Municipal and NonProfit Revenue</b>	15,241.79	17,111.91	-1,870.12
<b>Total SRPC Revenue</b>	15,241.79	17,111.91	-1,870.12
<b>Economic Development Revenue</b>			
EDD Partnership Planning	0.00	3,072.56	-3,072.56 <sup>1</sup>
EPA Brownfields	1,021.58	0.00	1,021.58
<b>Total Economic Development Revenue</b>	1,021.58	3,072.56	-2,050.98
<b>State Award Revenue</b>			
<b>NHDES</b>			
Sunrise Lake	1,540.00	0.00	1,540.00
DUR Resilience	2,094.66	0.00	2,094.66
NKT Local Source Water	0.00	0.00	0.00
Coastal 2019	0.00	1,363.90	-1,363.90
DOV Coastal Resilience	3,395.92	0.00	3,395.92
Durham Groundwater Modeling	10,220.70	0.00	10,220.70
Local Source Water	7,383.40	0.00	7,383.40
Watershed PRB	22,132.22	0.00	22,132.22
<b>Total NHDES</b>	46,766.90	1,363.90	45,403.00
<b>OEM Haz Mit</b>			
PDM	0.00	1,500.00	-1,500.00 <sup>2</sup>
<b>Total OEM Haz Mit</b>	0.00	1,500.00	-1,500.00
<b>OEP Targeted Block</b>	0.00	848.82	-848.82 <sup>3</sup>
<b>Total State Award Revenue</b>	46,766.90	3,712.72	43,054.18
<b>MPO Revenue</b>			
FHWA MultiModal Pilot (Bike LTS	0.00	1,731.97	-1,731.97
NH DOT			
UPWP	44,826.81	36,502.97	8,323.84
<b>Total NH DOT</b>	44,826.81	36,502.97	8,323.84
<b>Total MPO Revenue</b>	44,826.81	38,234.94	6,591.87
<b>Contra Income Cash Match</b>			

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

09/15/20

Accrual Basis

	Aug 20	Aug 19	\$ Change
<b>DOT Cash Match</b>			
Lee TMC Cash Match	-1,847.50	0.00	-1,847.50
402.1 ROC Match	0.00	-159.53	159.53
DOT Cash Match - Other	-2,607.64	-3,490.77	883.13
<b>Total DOT Cash Match</b>	-4,455.14	-3,650.30	-804.84
<b>EDD Cash Match</b>	0.00	-430.03	430.03
<b>RPC LTS Cash Match</b>	0.00	-346.39	346.39
<b>Total Contra Income Cash Match</b>	-4,455.14	-4,426.72	-28.42
<b>Contra Income InKind/Soft Match</b>			
IK DOV Resilience	-1,071.90	0.00	-1,071.90
IK DUR Resilience	-847.85	0.00	-847.85
In-Kind EDD Match	0.00	-636.11	636.11
Contra Income InKind/Soft Match - Other	-6,388.22	0.00	-6,388.22
<b>Total Contra Income InKind/Soft Match</b>	-8,307.97	-636.11	-7,671.86
<b>Contract Overage</b>	-208.32	0.00	-208.32
<b>Total Income</b>	104,757.54	66,725.64	38,031.90
<b>Gross Profit</b>	104,757.54	66,725.64	38,031.90
<b>Expense</b>			
<b>Personnel Expenses</b>			
Salary and Wages	47,989.08	65,218.03	-17,228.95
<b>Payroll Expenses</b>			
Dental insurance expense	366.89	284.76	82.13
Health incentive	113.02	121.10	-8.08
Health Insurance expense	6,476.75	4,256.60	2,220.15
Life Insurance expense	86.53	94.60	-8.07
LTD Insurance expense	46.52	48.30	-1.78
STD insurance expense	181.10	141.03	40.07
Payroll Processing Fees	187.00	216.25	-29.25
Pension expense	1,308.19	1,741.45	-433.26
Unemployment expense	0.00	276.09	-276.09
Workers Compensation	159.09	86.01	73.08
Payroll Taxes			
Medicare Expense	677.58	937.76	-260.18
Social Security expense	2,897.25	4,009.78	-1,112.53
Payroll Taxes - Other	-0.01	-0.04	0.03
<b>Total Payroll Taxes</b>	3,574.82	4,947.50	-1,372.68
<b>Total Payroll Expenses</b>	12,499.91	12,213.69	286.22
<b>Dues and Subscriptions</b>	332.99	479.28	-146.29
<b>Staff Training and Seminars</b>	90.00	125.00	-35.00
<b>Total Personnel Expenses</b>	60,911.98	78,036.00	-17,124.02
<b>Equipment expense</b>			
Copier Maintenance Contract	467.35	319.85	147.50
Software expense			

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

DRAFT

	Aug 20	Aug 19	\$ Change
<b>ArcInfo/View software</b>	400.00	425.00	-25.00
<b>Office Software</b>			
Adobe In Design	73.98	73.98	0.00
Anti-virus software	30.10	34.38	-4.28
Constant Contact	40.50	40.50	0.00
Microsoft Office 365	209.73	155.00	54.73
<b>Total Office Software</b>	354.31	303.86	50.45
<b>Prezi</b>	0.00	13.25	-13.25
<b>Total Software expense</b>	754.31	742.11	12.20
<b>Traffic Count Expenses</b>			
Traffic counting supplies	128.78	0.00	128.78
<b>Total Traffic Count Expenses</b>	128.78	0.00	128.78
<b>Total Equipment expense</b>	1,350.44	1,061.96	288.48
<b>Fixed Expenses</b>			
<b>Insurance</b>			
Liability Insurance	480.38	251.90	228.48
<b>Total Insurance</b>	480.38	251.90	228.48
<b>Rent</b>	2,500.00	2,500.00	0.00
<b>Vehicle Expenses</b>			
Depreciation Expense	477.99	0.00	477.99
Vehicle Gas	23.00	0.00	23.00
<b>Total Vehicle Expenses</b>	500.99	0.00	500.99
<b>Total Fixed Expenses</b>	3,481.37	2,751.90	729.47
<b>Communications</b>			
Postage and Delivery	17.99	17.99	0.00
Telephone and Internet	283.58	279.16	4.42
<b>Website maintenance and updates</b>			
Website and logo design	8.44	0.00	8.44
Website maintenance and updates - Other	0.00	3.90	-3.90
<b>Total Website maintenance and updates</b>	8.44	3.90	4.54
<b>Total Communications</b>	310.01	301.05	8.96
<b>Administrative</b>			
<b>Meetings Expense</b>			
Meetings Advertising Expense	0.00	126.76	-126.76
Meetings Expense - Other	0.00	98.32	-98.32
<b>Total Meetings Expense</b>	0.00	225.08	-225.08
<b>Office Expense</b>	549.18	57.48	491.70
<b>Office Supplies</b>	337.54	363.95	-26.41
<b>Professional Fees</b>			
Accounting, Audit	902.50	902.50	0.00

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

DRAFT

	Aug 20	Aug 19	\$ Change
<b>Total Professional Fees</b>	902.50	902.50	0.00
<b>Travel &amp; Ent</b>			
Travel	86.19	951.84	-865.65
<b>Total Travel &amp; Ent</b>	86.19	951.84	-865.65
<b>Total Administrative</b>	1,875.41	2,500.85	-625.44
<b>Contract Labor</b>			
Financial Services	2,425.00	3,525.00	-1,100.00
IT and Network support	645.00	270.00	375.00
Pass Through Expense			
Dov Resilience	1,080.00	0.00	1,080.00
DUR Groundwater Consultant	7,182.50	0.00	7,182.50
EPA Brownfields Consultants	0.00	77.25	-77.25
PRB Consultants	8,430.03	0.00	8,430.03
<b>Total Pass Through Expense</b>	16,692.53	77.25	16,615.28
<b>Total Contract Labor</b>	19,762.53	3,872.25	15,890.28
<b>Total Expense</b>	87,691.74	88,524.01	-832.27
<b>Net Ordinary Income</b>	17,065.80	-21,798.37	38,864.17
<b>Other Income/Expense</b>			
Other Income			
Interest Income	2.02	29.58	-27.56
<b>Total Other Income</b>	2.02	29.58	-27.56
<b>Net Other Income</b>	2.02	29.58	-27.56
<b>Net Income</b>	<b>17,067.82</b>	<b>-21,768.79</b>	<b>38,836.61</b>

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

DRAFT

- 
1. EDA: Contract received. Start date is 9/1/20.

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  2. PDM: Work was completed in March, pending final FEMA approval.

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  3. Targeted Block: Billed quarterly this fiscal year.

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  4. Payroll Expenses: Prior year had 3 payrolls in August.

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  5. Financial Services: Hours have been reduced from the previous year, based on need.

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  6. 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.

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

DRAFT

09/15/20

Accrual Basis

Date	Name	Memo	Amount
<b>5150 GSCH</b>			
<b>5151 Creating Age Friendly Communities</b>			
08/31/2020	5150 GSCH:515...	Progress Billing - GSCH - August 2020	2,404.07
Total 5151 Creating Age Friendly Communities			2,404.07
Total 5150 GSCH			2,404.07
<b>2000 LTA (Local Technical Assistance)</b>			
08/01/2020	2000 LTA (Local...	Dues 137284.46, LESS NOT, MIL, LEE, BRK, NOR REDUCTION=118462.70=98...	9,871.89
Total 2000 LTA (Local Technical Assistance)			9,871.89
<b>3100 Town of Barrington</b>			
<b>3102 Barrington Master Plan Chapter</b>			
08/31/2020	3100 Town of B...	Final Billing - Barrington Master Plan Chapter	192.50
08/31/2020	3100 Town of B...	To record when contracts go over budget in QuickBooks	-166.52
Total 3102 Barrington Master Plan Chapter			25.98
Total 3100 Town of Barrington			25.98
<b>3302 Dover Resilience Grant</b>			
08/31/2020	3302 Dover Res...	Dover Resilience Progress Billing - August 2020	3,395.92
08/31/2020	3302 Dover Res...	Dover Resilience In-Kind Match	-1,071.90
Total 3302 Dover Resilience Grant			2,324.02
<b>3400 Town of Durham</b>			
<b>3403 Durham Groundwater Modeling</b>			
08/31/2020	3400 Town of D...	Progress Billing Durham Groundwater - July-August 2020	10,220.70
Total 3403 Durham Groundwater Modeling			10,220.70
<b>3404 Durham Resilience Grant</b>			
08/31/2020	3400 Town of D...	Progress Billing - Durham Resilience Grant - August 2020	2,094.66
08/31/2020	3400 Town of D...	In Kind Match	-847.85
Total 3404 Durham Resilience Grant			1,246.81
<b>3402 Wagon Hill Living Shoreline</b>			
08/31/2020	3400 Town of D...	Final Billing - Wagon Hill Living Shoreline	67.50
08/31/2020	3400 Town of D...	To record when contracts go over budget in QuickBooks	-41.80
Total 3402 Wagon Hill Living Shoreline			25.70
Total 3400 Town of Durham			11,493.21
<b>3500 Town of Farmington</b>			
<b>3501 FAR Circuit Rider</b>			
08/31/2020	3500 Town of F...	Progress Billing - Farmington Circuit Rider - August 2020	2,481.60

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

DRAFT

Date	Name	Memo	Amount
Total 3501 FAR Circuit Rider			2,481.60
Total 3500 Town of Farmington			2,481.60
<b>3600 Town of Lee</b>			
<b>3603 Lee TMC Match</b>			
08/31/2020	3600 Town of L...	Lee Turning Movement Counts - Intern Aponas	100.00
08/31/2020	3600 Town of L...	Planner I Geis	175.00
08/31/2020	3600 Town of L...	Planner I Rogers	150.00
08/31/2020	3600 Town of L...	Planner II Casella	480.00
08/31/2020	3600 Town of L...	Planner III Dewey	731.25
08/31/2020	3600 Town of L...	Planner III Sylvia	211.25
08/31/2020	3600 Town of L...	Travel Mileage	27.54
Total 3603 Lee TMC Match			1,875.04
Total 3600 Town of Lee			1,875.04
<b>4100 Town of Newmarket</b>			
<b>4103 NKT Local Source Water Cash Match</b>			
08/30/2020	4100 Town of N...	Town Cash Match for Local Source Water 2020	533.40
Total 4103 NKT Local Source Water Cash Match			533.40
Total 4100 Town of Newmarket			533.40
<b>4200 Town of Northwood</b>			
<b>4201 NOR Circuit Rider</b>			
08/31/2020	4200 Town of N...	Progress Billing - Northwood Circuit Rider - August 2020	3,042.50
Total 4201 NOR Circuit Rider			3,042.50
Total 4200 Town of Northwood			3,042.50
<b>4300 Town of Nottingham</b>			
<b>4301 NOT Circuit Rider</b>			
08/31/2020	4300 Town of N...	Progress Billing - Nottingham Circuit Rider - August 2020	1,737.50
Total 4301 NOT Circuit Rider			1,737.50
Total 4300 Town of Nottingham			1,737.50
<b>5100 NHCHF</b>			
<b>5101 NHCHF Promoting Outdoor Play</b>			
08/31/2020	5100 NHCHF:5...	Progress Billing - Promoting Outdoor Play - August 2020	3,468.62
Total 5101 NHCHF Promoting Outdoor Play			3,468.62
Total 5100 NHCHF			3,468.62
<b>6100 NH DES</b>			
<b>6251 Sunrise Lake</b>			

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

**DRAFT**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
08/31/2020	6100 NH DES:6...	Sunrise Lake Progress Billing - 6/24/2020-8/31/2020	1,540.00
Total 6251 Sunrise Lake			1,540.00
<b>6250.000 PRB-Oyster River</b>			
08/31/2020	6100 NH DES:6...	PRB Progress Billing, PO 1064375, 1/1/20 - 8/31/20	22,132.22
08/31/2020	6100 NH DES:6...	In Kind Match - PRB	-6,388.22
Total 6250.000 PRB-Oyster River			15,744.00
<b>6301.000 Local Source Water 2020</b>			
08/30/2020	6100 NH DES:6...	Local Source Water 2020 - SWP301 - Progress Billing	7,383.40
08/30/2020	6100 NH DES:6...	Town Cash Match for Local Source Water 2020	-533.40
Total 6301.000 Local Source Water 2020			6,850.00
Total 6100 NH DES			24,134.00
<b>7100 EPA</b>			
<b>7110 Brownfields 2019-2022</b>			
08/31/2020	7100 EPA:7110 ...	Progress Billing - Brownfields - August 2020	1,021.58
Total 7110 Brownfields 2019-2022			1,021.58
Total 7100 EPA			1,021.58
<b>8000 DOT UPWP</b>			
08/31/2020	8000 DOT UPWP	Progress Billing - UPWP August 2020	44,826.81
08/31/2020	8000 DOT UPWP	Lee TMC Cash Match	-1,875.04
08/31/2020	8000 DOT UPWP	SRPC Cash Match	-2,607.64
Total 8000 DOT UPWP			40,344.13
<b>TOTAL</b>			<b>104,757.54</b>

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

**DRAFT**

	Jul - Aug 20	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
SRPC Membership Dues	19,743.80	19,801.00	-57.20
SRPC Revenue			
Municipal and NonProfit Revenue			
CDBG Grant	0.00	1.00	-1.00
GSCH - Tufts	4,138.49	6,333.30	-2,194.81
Barrington Master Plan	192.50	0.00	192.50
DUR Wagon Hill Living Shoreline	67.50	0.00	67.50
FAR Circuit Rider	6,223.20	8,333.30	-2,110.10
FAR Tax Map Updates	1,091.42	0.00	1,091.42
GIS Projects	0.00	500.00	-500.00
MIL MS4 NOI	0.00	1.00	-1.00
NHCHF	7,438.51	3,333.30	4,105.21
Northwood Planning Services	7,420.00	4,666.70	2,753.30
NOT Circuit Rider	3,550.00	4,666.70	-1,116.70
<b>Total Municipal and NonProfit Revenue</b>	<b>30,121.62</b>	<b>27,835.30</b>	<b>2,286.32</b>
<b>Total SRPC Revenue</b>	<b>30,121.62</b>	<b>27,835.30</b>	<b>2,286.32</b>
<b>Economic Development Revenue</b>			
EDD Partnership Planning	0.00	12,727.30	-12,727.30 <sup>1</sup>
EPA Brownfields	1,021.58	18,333.30	-17,311.72 <sup>2</sup>
<b>Total Economic Development Revenue</b>	<b>1,021.58</b>	<b>31,060.60</b>	<b>-30,039.02</b>
<b>State Award Revenue</b>			
NHDES			
RPC Water Buffers	0.00	1,020.00	-1,020.00
NFWF Great Bay Living Shoreline	0.00	1.00	-1.00
Sunrise Lake	1,540.00	7,114.70	-5,574.70 <sup>3</sup>
DUR Resilience	3,302.25	3,718.30	-416.05
NKT Local Source Water	800.10	0.00	800.10
Coastal	1,544.32	4,166.70	-2,622.38
DOV Coastal Resilience	6,369.10	4,418.50	1,950.60
Durham Groundwater Modeling	10,220.70	8,697.50	1,523.20
Local Source Water	10,583.50	12,584.00	-2,000.50
Watershed PRB	22,132.22	6,421.50	15,710.72
<b>Total NHDES</b>	<b>56,492.19</b>	<b>48,142.20</b>	<b>8,349.99</b>
<b>Total State Award Revenue</b>	<b>56,492.19</b>	<b>48,142.20</b>	<b>8,349.99</b>
<b>MPO Revenue</b>			
NH DOT			
UPWP	99,436.23	103,869.50	-4,433.27
<b>Total NH DOT</b>	<b>99,436.23</b>	<b>103,869.50</b>	<b>-4,433.27</b>
<b>Total MPO Revenue</b>	<b>99,436.23</b>	<b>103,869.50</b>	<b>-4,433.27</b>
<b>Contra Income Cash Match</b>			
RPC Water Buffers Cash Match	0.00	-100.00	100.00
Local Source Water Cash Match	0.00	-1,250.00	1,250.00
NKT Local Source Water Match	-800.10	-1,334.00	533.90
DOT Cash Match	-8,068.58	-10,386.80	2,318.22

**Stafford Regional Planning Commission  
Profit & Loss Budget vs. Actual  
July through August 2020**

**DRAFT**

	Jul - Aug 20	Budget	\$ Over Budget
EDD Cash Match	0.00	-1,363.60	1,363.60
<b>Total Contra Income Cash Match</b>	<b>-8,868.68</b>	<b>-14,434.40</b>	<b>5,565.72</b>
<b>Contra Income InKind/Soft Match</b>			
IK DOV Resilience	-1,491.58	-2,168.50	676.92
IK DUR Resilience	-1,032.74	-878.30	-154.44
In-Kind Coastal Match	-184.89	-2,083.30	1,898.41
In-Kind EDD Match	0.00	-5,000.00	5,000.00
PRB IK Match	0.00	-2,569.30	2,569.30
<b>Total Contra Income InKind/Soft Match</b>	<b>-2,709.21</b>	<b>-12,699.40</b>	<b>9,990.19</b>
<b>Contract Overage</b>	<b>-355.82</b>	<b>0.00</b>	<b>-355.82</b>
<b>Total Income</b>	<b>194,881.71</b>	<b>203,574.80</b>	<b>-8,693.09</b>
<b>Gross Profit</b>	<b>194,881.71</b>	<b>203,574.80</b>	<b>-8,693.09</b>
<b>Expense</b>			
<b>Personnel Expenses</b>			
Salary and Wages	119,982.34	126,530.75	-6,548.41
<b>Payroll Expenses</b>			
FSA Fees	0.00	33.00	-33.00
Dental insurance expense	735.60	924.20	-188.60
Health incentive	4,647.88	5,247.00	-599.12
Health Insurance expense	10,927.13	12,259.80	-1,332.67
Life Insurance expense	168.88	182.00	-13.12
LTD Insurance expense	97.79	106.70	-8.91
STD Insurance expense	364.15	301.80	62.35
Payroll Processing Fees	426.00	433.30	-7.30
Pension expense	3,242.86	3,289.80	-46.94
Unemployment expense	0.00	361.30	-361.30
Workers Compensation	318.18	318.20	-0.02
<b>Payroll Taxes</b>			
Medicare Expense	1,764.98	0.00	1,764.98
Social Security expense	7,546.82	0.00	7,546.82
Payroll Taxes - Other	-0.01	9,679.65	-9,679.66
<b>Total Payroll Taxes</b>	<b>9,311.79</b>	<b>9,679.65</b>	<b>-367.86</b>
<b>Total Payroll Expenses</b>	<b>30,240.26</b>	<b>33,136.75</b>	<b>-2,896.49</b>
Dues and Subscriptions	665.90	1,322.70	-656.80
Staff Training and Seminars	90.00	1,666.70	-1,576.70
<b>Total Personnel Expenses</b>	<b>150,978.50</b>	<b>162,656.90</b>	<b>-11,678.40</b>
<b>Equipment expense</b>			
Copier Maintenance Contract	787.20	639.70	147.50
Office furniture			
Computer equipment	1,479.98	1,289.20	190.78
Office furniture - Other	0.00	200.00	-200.00
<b>Total Office furniture</b>	<b>1,479.98</b>	<b>1,489.20</b>	<b>-9.22</b>
Other Equipment Repair and Cost			

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

**DRAFT**

	Jul - Aug 20	Budget	\$ Over Budget
Equipment Rental & Repair	0.00	83.30	-83.30
<b>Total Other Equipment Repair and Cost</b>	<b>0.00</b>	<b>83.30</b>	<b>-83.30</b>
<b>Software expense</b>			
ArcInfo/View software	800.00	1,083.30	-283.30
<b>Office Software</b>			
Timesheet Software	0.00	340.00	-340.00
Adobe In Design	147.96	147.96	0.00
Anti-virus software	58.05	64.50	-6.45
Constant Contact	81.00	81.00	0.00
DropBox	119.88	19.98	99.90
Microsoft Office 365	419.46	325.00	94.46
Sonic Wall Remote Access	0.00	90.80	-90.80
<b>Total Office Software</b>	<b>826.35</b>	<b>1,069.24</b>	<b>-242.89</b>
Transcad software/maintenance	0.00	250.00	-250.00
<b>Total Software expense</b>	<b>1,626.35</b>	<b>2,402.54</b>	<b>-776.19</b>
<b>Traffic Count Expenses</b>			
Traffic counting supplies	128.78	1,000.00	-871.22
<b>Total Traffic Count Expenses</b>	<b>128.78</b>	<b>1,000.00</b>	<b>-871.22</b>
<b>Total Equipment expense</b>	<b>4,022.31</b>	<b>5,614.74</b>	<b>-1,592.43</b>
<b>Fixed Expenses</b>			
<b>Insurance</b>			
Liability Insurance	960.80	960.80	0.00
<b>Total Insurance</b>	<b>960.80</b>	<b>960.80</b>	<b>0.00</b>
<b>Rent</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>
<b>Vehicle Expenses</b>			
Depreciation Expense	955.98	700.00	255.98
Vehicle Gas	81.09	750.00	-668.91
<b>Total Vehicle Expenses</b>	<b>1,037.07</b>	<b>1,450.00</b>	<b>-412.93</b>
<b>Total Fixed Expenses</b>	<b>6,997.87</b>	<b>7,410.80</b>	<b>-412.93</b>
<b>Communications</b>			
Media Outreach Expense	0.00	83.30	-83.30
Office Telephone System	0.00	240.00	-240.00
Postage and Delivery	35.98	66.70	-30.72
Telephone and Internet	562.93	562.00	0.93
<b>Website maintenance and updates</b>			
Website and logo design	16.88	579.00	-562.12
<b>Total Website maintenance and updates</b>	<b>16.88</b>	<b>579.00</b>	<b>-562.12</b>
<b>Total Communications</b>	<b>615.79</b>	<b>1,531.00</b>	<b>-915.21</b>
<b>Administrative</b>			
Meetings Expense	0.00	181.81	-181.81
Office Expense	1,702.34	216.70	1,485.64

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Accrual Basis

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

**DRAFT**

	Jul - Aug 20	Budget	\$ Over Budget
Office Supplies	347.53	600.00	-252.47
Printing and Reproduction	24.92	200.00	-175.08
Professional Fees			
Accounting, Audit	1,805.00	1,777.50	27.50
Legal Fees	0.00	166.70	-166.70
<b>Total Professional Fees</b>	<b>1,805.00</b>	<b>1,944.20</b>	<b>-139.20</b>
Travel & Ent			
Travel	203.95	0.00	203.95
Travel & Ent - Other	0.00	1,666.70	-1,666.70
<b>Total Travel &amp; Ent</b>	<b>203.95</b>	<b>1,666.70</b>	<b>-1,462.75</b>
<b>Total Administrative</b>	<b>4,083.74</b>	<b>4,809.41</b>	<b>-725.67</b>
Contract Labor			
Financial Services	5,812.50	10,000.00	-4,187.50
IT and Network support	952.50	706.70	245.80
Pass Through Expense			
DUR Resilience Subcontract	0.00	590.00	-590.00
Sunrise Lake Subcontract	0.00	2,789.30	-2,789.30
Dov Resilience	2,600.00	1,250.00	1,350.00
DUR Groundwater Consultant	8,742.50	6,519.30	2,223.20
EPA Brownfields Consultants	0.00	17,333.30	-17,333.30
PRB Consultants	8,430.03	3,309.50	5,120.53
<b>Total Pass Through Expense</b>	<b>19,772.53</b>	<b>31,791.40</b>	<b>-12,018.87</b>
<b>Total Contract Labor</b>	<b>26,537.53</b>	<b>42,498.10</b>	<b>-15,960.57</b>
<b>Total Expense</b>	<b>193,235.74</b>	<b>224,520.95</b>	<b>-31,285.21</b>
<b>Net Ordinary Income</b>	<b>1,645.97</b>	<b>-20,946.15</b>	<b>22,592.12</b>
Other Income/Expense			
Other Income			
Interest Income	19.85	0.00	19.85
Other Income	0.00	20.00	-20.00
<b>Total Other Income</b>	<b>19.85</b>	<b>20.00</b>	<b>-0.15</b>
<b>Net Other Income</b>	<b>19.85</b>	<b>20.00</b>	<b>-0.15</b>
<b>Net Income</b>	<b>1,665.82</b>	<b>-20,926.15</b>	<b>22,591.97</b>

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

DRAFT

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1. EDA: Contract received. Start date is 9/1/20.

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  2. Brownfields: Engineers still have not submitted any invoices

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  3. 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.

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

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

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  6. 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.

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

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# 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
<b>Dover</b>	31,326	\$1.2475	\$0.5884	\$21,727.51	31,326	\$1.2475	\$0.5884	\$21,727.51	\$0.00
<b>Rochester</b>	30,809	\$1.2475	\$0.5884	\$21,423.31	30,809	\$1.2475	\$0.5884	\$21,423.31	\$0.00
<b>Durham</b>	15,946	\$1.2475	\$0.5884	\$12,678.02	15,946	\$1.2475	\$0.5884	\$12,678.02	\$0.00
<b>Somersworth</b>	11,848	\$1.2475	\$0.5884	\$10,266.79	11,848	\$1.2475	\$0.5884	\$10,266.79	\$0.00
<b>Newmarket</b>	9,455	\$1.2475	\$0.5884	\$8,858.76	9,455	\$1.2475	\$0.5884	\$8,858.76	\$0.00
<b>Barrington</b>	9,060	\$1.2475	\$0.5884	\$8,626.35	9,060	\$1.2475	\$0.5884	\$8,626.35	\$0.00
<b>Farmington</b>	6,902	\$1.2475	\$0.5884	\$7,356.59	6,902	\$1.2475	\$0.5884	\$7,356.59	\$0.00
<b>Wakefield</b>	5,141	\$1.2475	\$0.5884	\$6,320.43	5,141	\$1.2475	\$0.5884	\$6,320.43	\$0.00
<b>Nottingham</b>	5,099	\$1.2475	\$0.5884	\$6,295.72	5,099	\$1.2475	\$0.5884	\$6,295.72	\$0.00
<b>Milton</b>	4,620	\$1.2475		\$5,763.42	4,620	\$1.2475		\$5,763.42	\$0.00
<b>Lee</b>	4,421	\$1.2475		\$5,515.17	4,421	\$1.2475		\$5,515.17	\$0.00
<b>Northwood</b>	4,283	\$1.2475		\$5,343.02	4,283	\$1.2475		\$5,343.02	\$0.00
<b>Strafford</b>	4,142	\$1.2475		\$5,167.12	4,142	\$1.2475		\$5,167.12	\$0.00
<b>New Durham</b>	2,636	\$1.2475		\$3,288.39	2,636	\$1.2475		\$3,288.39	\$0.00
<b>Rollinsford</b>	2,579	\$1.2475		\$3,217.29	2,579	\$1.2475		\$3,217.29	\$0.00
<b>Middleton</b>	1,807	\$1.2475		\$2,254.22	1,807	\$1.2475		\$2,254.22	\$0.00
<b>Madbury</b>	1,826	\$1.2475		\$2,277.92	1,826	\$1.2475		\$2,277.92	\$0.00
<b>Brookfield</b>	725	\$1.2475		\$904.43	725	\$1.2475		\$904.43	\$0.00
<b>TOTALS</b>	<b>152,625</b>			<b>\$ 137,284.46</b>	<b>152,625</b>			<b>\$137,284.46</b>	<b>\$0.00</b>

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
<b>Dover</b>	31,326	\$1.2475	\$0.5884	\$21,727.51	31,795	\$1.2475	\$0.5884	\$22,003.46	\$275.96
<b>Rochester</b>	30,809	\$1.2475	\$0.5884	\$21,423.31	30,992	\$1.2475	\$0.5884	\$21,530.98	\$107.68
<b>Durham</b>	15,946	\$1.2475	\$0.5884	\$12,678.02	16,085	\$1.2475	\$0.5884	\$12,759.81	\$81.79
<b>Somersworth</b>	11,848	\$1.2475	\$0.5884	\$10,266.79	11,844	\$1.2475	\$0.5884	\$10,264.43	-\$2.35
<b>Newmarket</b>	9,455	\$1.2475	\$0.5884	\$8,858.76	9,460	\$1.2475	\$0.5884	\$8,861.70	\$2.94
<b>Barrington</b>	9,060	\$1.2475	\$0.5884	\$8,626.35	9,123	\$1.2475	\$0.5884	\$8,663.41	\$37.07
<b>Farmington</b>	6,902	\$1.2475	\$0.5884	\$7,356.59	6,883	\$1.2475	\$0.5884	\$7,345.41	-\$11.18
<b>Wakefield</b>	5,141	\$1.2475	\$0.5884	\$6,320.43	5,141	\$1.2475	\$0.5884	\$6,320.43	\$0.00
<b>Nottingham</b>	5,099	\$1.2475	\$0.5884	\$6,295.72	5,144	\$1.2475	\$0.5884	\$6,322.20	\$26.48
<b>Milton</b>	4,620	\$1.2475		\$5,763.42	4,617	\$1.2475		\$5,759.68	-\$3.74
<b>Lee</b>	4,421	\$1.2475		\$5,515.17	4,483	\$1.2475		\$5,592.52	\$77.34
<b>Northwood</b>	4,283	\$1.2475		\$5,343.02	4,300	\$1.2475		\$5,364.22	\$21.21
<b>Strafford</b>	4,142	\$1.2475		\$5,167.12	4,179	\$1.2475		\$5,213.28	\$46.16
<b>New Durham</b>	2,636	\$1.2475		\$3,288.39	2,641	\$1.2475		\$3,294.63	\$6.24
<b>Rollinsford</b>	2,579	\$1.2475		\$3,217.29	2,579	\$1.2475		\$3,217.29	\$0.00
<b>Middleton</b>	1,807	\$1.2475		\$2,254.22	1,812	\$1.2475		\$2,260.46	\$6.24
<b>Madbury</b>	1,826	\$1.2475		\$2,277.92	1,846	\$1.2475		\$2,302.87	\$24.95
<b>Brookfield</b>	725	\$1.2475		\$904.43	735	\$1.2475		\$916.91	\$12.47
<b>TOTALS</b>	<b>152,625</b>			<b>\$ 137,284.46</b>	<b>153,659</b>			<b>\$137,993.70</b>	<b>\$709.24</b>

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
<b>Dover</b>	31,326	\$1.2475	\$0.5884	\$21,727.51	31,795	\$1.2550	\$0.5919	\$22,135.48	\$407.98
<b>Rochester</b>	30,809	\$1.2475	\$0.5884	\$21,423.31	30,992	\$1.2550	\$0.5919	\$21,660.17	\$236.86
<b>Durham</b>	15,946	\$1.2475	\$0.5884	\$12,678.02	16,085	\$1.2550	\$0.5919	\$12,836.37	\$158.35
<b>Somersworth</b>	11,848	\$1.2475	\$0.5884	\$10,266.79	11,844	\$1.2550	\$0.5919	\$10,326.02	\$59.23
<b>Newmarket</b>	9,455	\$1.2475	\$0.5884	\$8,858.76	9,460	\$1.2550	\$0.5919	\$8,914.87	\$56.11
<b>Barrington</b>	9,060	\$1.2475	\$0.5884	\$8,626.35	9,123	\$1.2550	\$0.5919	\$8,715.40	\$89.05
<b>Farmington</b>	6,902	\$1.2475	\$0.5884	\$7,356.59	6,883	\$1.2550	\$0.5919	\$7,389.49	\$32.89
<b>Wakefield</b>	5,141	\$1.2475	\$0.5884	\$6,320.43	5,141	\$1.2550	\$0.5919	\$6,358.36	\$37.92
<b>Nottingham</b>	5,099	\$1.2475	\$0.5884	\$6,295.72	5,144	\$1.2550	\$0.5919	\$6,360.13	\$64.41
<b>Milton</b>	4,620	\$1.2475		\$5,763.42	4,617	\$1.2550		\$5,794.24	\$30.82
<b>Lee</b>	4,421	\$1.2475		\$5,515.17	4,483	\$1.2550		\$5,626.07	\$110.90
<b>Northwood</b>	4,283	\$1.2475		\$5,343.02	4,300	\$1.2550		\$5,396.41	\$53.39
<b>Strafford</b>	4,142	\$1.2475		\$5,167.12	4,179	\$1.2550		\$5,244.56	\$77.44
<b>New Durham</b>	2,636	\$1.2475		\$3,288.39	2,641	\$1.2550		\$3,314.40	\$26.01
<b>Rollinsford</b>	2,579	\$1.2475		\$3,217.29	2,579	\$1.2550		\$3,236.59	\$19.30
<b>Middleton</b>	1,807	\$1.2475		\$2,254.22	1,812	\$1.2550		\$2,274.02	\$19.80
<b>Madbury</b>	1,826	\$1.2475		\$2,277.92	1,846	\$1.2550		\$2,316.69	\$38.77
<b>Brookfield</b>	725	\$1.2475		\$904.43	735	\$1.2550		\$922.41	\$17.98
<b>TOTALS</b>	<b>152,625</b>			<b>\$ 137,284.46</b>	<b>153,659</b>			<b>\$138,821.67</b>	<b>\$1,537.20</b>

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>



BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



NEW DURHAM  
NEWMARKET  
NORTHWOOD  
NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

September 18, 2020

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

RE: September 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 September 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

## September 2020 TIP Minors

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# 2019-2022 SRPC Transportation Improvement Program

## Minor Revision

9/4/2020

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

### 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

Phase	Fiscal Year	Federal	State	Other	Total
PE	2020	\$70,000		\$0	\$105,000
ROW	2022	\$4,523		\$0	\$6,271

#### Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2021	\$96,250		\$0	\$87,500
ROW	2022	\$5,654		\$0	\$5,140

#### Change Notes

NHDOT Description of Changes

#### SRPC Notes

PE increased and moved from 2020 to 2021. PE not ready until 2021 & funding type adjusted to better align with available federal funding.

#### Funding Sources

##### FHWA

STP-5 to 200K

STP-Non Urban Areas Under 5K

##### NHDOT

Toll Credit

##### OTHER

Maine

Non Par Other

Towns

# PROGRAM BRDG-HIB-M&P

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

## Approved Funding

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

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$558,000		\$0	\$0	<b>\$558,000</b>
PE	2020	\$115,000		\$0	\$0	<b>\$115,000</b>
PE	2021	\$100,000		\$0	\$0	<b>\$100,000</b>
PE	2022	\$85,000		\$0	\$0	<b>\$85,000</b>
ROW	2019	\$20,000		\$0	\$0	<b>\$20,000</b>
ROW	2020	\$20,000		\$0	\$0	<b>\$20,000</b>
ROW	2021	\$20,000		\$0	\$0	<b>\$20,000</b>
ROW	2022	\$20,000		\$0	\$0	<b>\$20,000</b>
CON	2020	\$8,131,000		\$0	\$0	<b>\$8,131,000</b>
CON	2022	\$269,000		\$0	\$0	<b>\$269,000</b>

## Change Notes

### NHDOT Description of Changes

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

### SRPC Notes

Changes to PE and CON in 2020 and 2022 - No change to overall funding. This program does not currently contain any projects in the SRPC region.

## Funding Sources

### FHWA

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

### NHDOT

Toll Credit



# PROGRAM BRDG-T1/2-M&P

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

## Approved Funding

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

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,145,000		\$0	\$0	<b>\$1,145,000</b>
PE	2020	\$950,000		\$0	\$0	<b>\$950,000</b>
PE	2021	\$100,000		\$0	\$0	<b>\$100,000</b>
PE	2022	\$50,000		\$0	\$0	<b>\$50,000</b>
ROW	2019	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2020	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2021	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2022	\$25,000		\$0	\$0	<b>\$25,000</b>
CON	2019	\$10,000,000		\$0	\$0	<b>\$10,000,000</b>
CON	2020	\$13,225,000	\$400,000		\$0	<b>\$13,625,000</b>
CON	2021	\$4,195,000	\$380,000		\$0	<b>\$4,575,000</b>
CON	2022	\$4,620,000	\$380,000		\$0	<b>\$5,000,000</b>

## Change Notes

### NHDOT Description of Changes

The program is being adjusted to accommodate necessary changes in children project fund amounts. Increased funding is due to end-of-fiscal-year federal redistribution.

### SRPC Notes

Changes to PE and CON in 2020 and 2022 - No change to overall funding. This program does not currently

## Funding Sources

### FHWA

- Hwy Infrastructure
- National Highway System
- STP-5 to 200K
- STP-Non Urban Areas Under 5K
- STP-State Flexible

### NHDOT

contain any projects in the SRPC region.

General Fund

Toll Credit

# PROGRAM BRDG-T3/4-M&P

Towns: Statewide  
 Road: Tier 3-4 Bridges  
 Scope: Maintenance and preservation of tier 3 & 4 bridges.  
 Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$205,000		\$0	\$0	<b>\$205,000</b>
PE	2020	\$50,000		\$0	\$0	<b>\$50,000</b>
PE	2021	\$150,000		\$0	\$0	<b>\$150,000</b>
PE	2022	\$150,000		\$0	\$0	<b>\$150,000</b>
ROW	2019	\$10,000		\$0	\$0	<b>\$10,000</b>
ROW	2020	\$10,000		\$0	\$0	<b>\$10,000</b>
ROW	2021	\$10,000		\$0	\$0	<b>\$10,000</b>
ROW	2022	\$10,000		\$0	\$0	<b>\$10,000</b>
CON	2019	\$3,530,000		\$0	\$0	<b>\$3,530,000</b>
CON	2020	\$3,325,000	\$175,000		\$0	<b>\$3,500,000</b>
CON	2021	\$3,230,000	\$170,000		\$0	<b>\$3,400,000</b>
CON	2022	\$3,230,000	\$170,000		\$0	<b>\$3,400,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$205,000		\$0	\$0	<b>\$205,000</b>
PE	2020	\$460,000		\$0	\$0	<b>\$460,000</b>
PE	2021	\$100,000		\$0	\$0	<b>\$100,000</b>
PE	2022	\$100,000		\$0	\$0	<b>\$100,000</b>
ROW	2019	\$10,000		\$0	\$0	<b>\$10,000</b>
ROW	2020	\$10,000		\$0	\$0	<b>\$10,000</b>
ROW	2021	\$10,000		\$0	\$0	<b>\$10,000</b>
ROW	2022	\$10,000		\$0	\$0	<b>\$10,000</b>
CON	2019	\$3,530,000		\$0	\$0	<b>\$3,530,000</b>
CON	2020	\$2,925,000	\$175,000		\$0	<b>\$3,100,000</b>
CON	2021	\$3,230,000	\$170,000		\$0	<b>\$3,400,000</b>
CON	2022	\$1,890,000	\$170,000		\$0	<b>\$2,060,000</b>

## Change Notes

### NHDOT Description of Changes

The program is being adjusted to accommodate necessary changes in children project fund amounts. Increased funding is due to end-of-fiscal-year federal redistribution.

### SRPC Notes

Changes to PE and CON in 2020 and 2022. This program does not currently contain any projects in okh#

## Funding Sources

### FHWA

National Highway System  
 STP-5 to 200K  
 STP-Non Urban Areas Under 5K  
 STP-State Flexible

### NHDOT

General Fund u #

# 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	<b>\$530,000</b>
PE	2020	\$580,000		\$0	\$0	<b>\$580,000</b>
PE	2021	\$400,000		\$0	\$0	<b>\$400,000</b>
PE	2022	\$100,000		\$0	\$0	<b>\$100,000</b>
ROW	2019	\$16,500		\$0	\$0	<b>\$16,500</b>
ROW	2021	\$27,500		\$0	\$0	<b>\$27,500</b>
ROW	2022	\$25,000		\$0	\$0	<b>\$25,000</b>
CON	2019	\$1,870,000		\$0	\$0	<b>\$1,870,000</b>
CON	2020	\$1,990,000		\$0	\$0	<b>\$1,990,000</b>
CON	2021	\$1,437,500		\$0	\$0	<b>\$1,437,500</b>
CON	2022	\$1,870,000		\$0	\$0	<b>\$1,870,000</b>
OTHER	2021	\$5,000		\$0	\$0	<b>\$5,000</b>
OTHER	2022	\$5,000		\$0	\$0	<b>\$5,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$530,000		\$0	\$0	<b>\$530,000</b>
PE	2020	\$580,000		\$0	\$0	<b>\$580,000</b>
PE	2021	\$400,000		\$0	\$0	<b>\$400,000</b>
PE	2022	\$100,000		\$0	\$0	<b>\$100,000</b>
ROW	2019	\$16,500		\$0	\$0	<b>\$16,500</b>
ROW	2021	\$27,500		\$0	\$0	<b>\$27,500</b>
ROW	2022	\$25,000		\$0	\$0	<b>\$25,000</b>
CON	2019	\$1,870,000		\$0	\$0	<b>\$1,870,000</b>
CON	2020	\$3,304,196		\$0	\$0	<b>\$3,304,196</b>
CON	2021	\$1,437,500		\$0	\$0	<b>\$1,437,500</b>
CON	2022	\$1,870,000		\$0	\$0	<b>\$1,870,000</b>
OTHER	2021	\$5,000		\$0	\$0	<b>\$5,000</b>
OTHER	2022	\$5,000		\$0	\$0	<b>\$5,000</b>

## Change Notes

NHDOT Description of Changes

This program contains one project in Barrington which was not impacted in this minor. Increased funding is due to end-of-fiscal-year federal redistribution.

SRPC Notes

Increased CON funds in 2020. The program is being

## Funding Sources

### FHWA

National Highway System

STP-Off System Bridge

STP-State Flexible

### NHDOT

adjusted to accommodate necessary changes in children project fund amounts.

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	<b>\$1,450,000</b>
PE	2020	\$800,000		\$0	\$0	<b>\$800,000</b>
PE	2021	\$600,000		\$0	\$0	<b>\$600,000</b>
PE	2022	\$500,000		\$0	\$0	<b>\$500,000</b>
ROW	2019	\$150,000		\$0	\$0	<b>\$150,000</b>
ROW	2020	\$50,000		\$0	\$0	<b>\$50,000</b>
ROW	2021	\$250,000		\$0	\$0	<b>\$250,000</b>
ROW	2022	\$150,000		\$0	\$0	<b>\$150,000</b>
CON	2019	\$8,700,000		\$0	\$0	<b>\$8,700,000</b>
CON	2020	\$8,509,081		\$0	\$0	<b>\$8,509,081</b>
CON	2021	\$7,071,232		\$0	\$0	<b>\$7,071,232</b>
CON	2022	\$9,059,081		\$0	\$0	<b>\$9,059,081</b>
OTHER	2019	\$270,000		\$0	\$0	<b>\$270,000</b>
OTHER	2020	\$550,000		\$0	\$0	<b>\$550,000</b>
OTHER	2021	\$1,330,000		\$0	\$0	<b>\$1,330,000</b>
OTHER	2022	\$200,000		\$0	\$0	<b>\$200,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,450,000		\$0	\$0	<b>\$1,450,000</b>
PE	2020	\$820,000		\$0	\$0	<b>\$820,000</b>
PE	2021	\$600,000		\$0	\$0	<b>\$600,000</b>
PE	2022	\$500,000		\$0	\$0	<b>\$500,000</b>
ROW	2019	\$150,000		\$0	\$0	<b>\$150,000</b>
ROW	2020	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2021	\$230,000		\$0	\$0	<b>\$230,000</b>
ROW	2022	\$150,000		\$0	\$0	<b>\$150,000</b>
CON	2019	\$8,700,000		\$0	\$0	<b>\$8,700,000</b>
CON	2020	\$9,709,081		\$0	\$0	<b>\$9,709,081</b>
CON	2021	\$7,071,232		\$0	\$0	<b>\$7,071,232</b>
CON	2022	\$7,859,081		\$0	\$0	<b>\$7,859,081</b>
OTHER	2019	\$270,000		\$0	\$0	<b>\$270,000</b>
OTHER	2020	\$575,000		\$0	\$0	<b>\$575,000</b>
OTHER	2021	\$1,330,000		\$0	\$0	<b>\$1,330,000</b>
OTHER	2022	\$200,000		\$0	\$0	<b>\$200,000</b>

## Change Notes

### NHDOT Description of Changes

HSIP contains multiple local projects in the region that were not affected in this minor. Increased funding is due to end-of-fiscal-year federal redistribution.

### SRPC Notes

Changes to PE, ROW, and CON in 2020 and 2022 - No change to overall funding. The program is being adjusted to accommodate necessary changes in children project fund amounts.

## Funding Sources

### FHWA

Highway Safety Improvement Program (HSIP)

STP-State Flexible

### NHDOT

Toll Credit

# PROGRAM PAVE-T1-RESURF

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

## Approved Funding

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

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$525,000		\$0	\$0	<b>\$525,000</b>
PE	2020	\$475,000		\$0	\$0	<b>\$475,000</b>
PE	2021	\$300,000		\$0	\$0	<b>\$300,000</b>
PE	2022	\$300,000		\$0	\$0	<b>\$300,000</b>
CON	2019	\$17,000,000		\$0	\$0	<b>\$17,000,000</b>
CON	2020	\$17,450,000		\$0	\$0	<b>\$17,450,000</b>
CON	2021	\$12,250,000		\$0	\$0	<b>\$12,250,000</b>
CON	2022	\$12,250,000		\$0	\$0	<b>\$12,250,000</b>

## Change Notes

### NHDOT Description of Changes

Increased funding is due to end-of-fiscal-year federal redistribution.

### SRPC Notes

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

## Funding Sources

### FHWA

National Highway System  
 STP-State Flexible

### NHDOT

Toll Credit



# 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	<b>\$1,190,000</b>
PE	2020	\$1,025,000		\$0	\$0	<b>\$1,025,000</b>
PE	2021	\$800,000		\$0	\$0	<b>\$800,000</b>
PE	2022	\$800,000		\$0	\$0	<b>\$800,000</b>
ROW	2021	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2022	\$25,000		\$0	\$0	<b>\$25,000</b>
CON	2019	\$19,800,000	\$6,000,000		\$0	<b>\$25,800,000</b>
CON	2020	\$19,880,000	\$8,750,000		\$0	<b>\$28,630,000</b>
CON	2021	\$19,180,000	\$6,000,000		\$0	<b>\$25,180,000</b>
CON	2022	\$5,370,000	\$6,000,000		\$0	<b>\$11,370,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,190,000		\$0	\$0	<b>\$1,190,000</b>
PE	2020	\$1,025,000		\$0	\$0	<b>\$1,025,000</b>
PE	2021	\$800,000		\$0	\$0	<b>\$800,000</b>
PE	2022	\$800,000		\$0	\$0	<b>\$800,000</b>
ROW	2021	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2022	\$25,000		\$0	\$0	<b>\$25,000</b>
CON	2019	\$19,800,000	\$6,000,000		\$0	<b>\$25,800,000</b>
CON	2020	\$29,550,000	\$8,750,000		\$0	<b>\$38,300,000</b>
CON	2021	\$19,180,000	\$6,000,000		\$0	<b>\$25,180,000</b>
CON	2022	\$5,370,000	\$6,000,000		\$0	<b>\$11,370,000</b>

## Change Notes

### NHDOT Description of Changes

Increased funding is due to end-of-fiscal-year federal redistribution.

### SRPC Notes

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

## Funding Sources

### FHWA

National Highway System  
 STP-State Flexible

### NHDOT

Betterment  
 Toll Credit

# STATEWIDE 41756

Towns: Statewide  
Road: Various  
Scope: Evaluate 61+ traffic control signals and develop&implement signal timings to improve traffic flow

Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2020	\$82,500		\$0	\$0	<b>\$82,500</b>
OTHER	2021	\$169,620		\$0	\$0	<b>\$169,620</b>
OTHER	2022	\$87,185		\$0	\$0	<b>\$87,185</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2021	\$165,000		\$0	\$0	<b>\$165,000</b>
OTHER	2022	\$169,620		\$0	\$0	<b>\$169,620</b>

## Change Notes

### NHDOT Description of Changes

This is a statewide project funded through CMAQ to improve signal timing. Two locations along NH16 in Wakefield.

### SRPC Notes

Funds were moved from 2020 and 2021 to 2022.  
Funds moved due to delay in consultant selection process.

## Funding Sources

### FHWA

Congestion Mitigation and Air Quality Program

### NHDOT

Toll Credit