



**SRPC Executive Committee Meeting Agenda
November 20, 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 2020-18, 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/82847759823>

Meeting ID: 828 4775 9823

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. Presentation: FY 2020 DRAFT Audit: Melanson, Health, & Co, PC (separate mailing)

3. Action Items (Motions Required)

- a. Approval of the Minutes of October 16, 2020 (**enclosed**)
- b. Acceptance of the FY 2020 Draft Audit Report (**separate mailing**)
- c. Acceptance of Draft October Financials (**enclosed**)
- d. Recommend Commission Approval of Proposed Mid-Year Budget (**enclosed, see memo**)

4. Updates and Discussion

- a. Awards, Contracts, and General Business Update (**see memo**)
- b. November Monthly Minors (**separate mailing**)
- c. Executive Director Review Procedures (**see memo**)

5. Other Business

6. Adjourn

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

Rules of Procedure

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

Meeting Etiquette

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

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

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

Do not engage in cross talk.

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

Active participation is encouraged from all members.

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

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

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

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

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

October 16, 2020

DRAFT Meeting Minutes
Zoom Meeting

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

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

Absent: David Landry, Dover; Vice Chair Peter Nelson, Newmarket; Tom Crosby, Madbury;

1. Welcome/Introductions

The meeting began at 8:02 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 2020-18, 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 Barbara Holstein, Donald Hamann, Victoria Parmele, Bill Fisher, Shayna Sylvia and Jennifer Czysz.

The meeting started at 8:02 a.m.

V. Parmele seated Bill as a voting member for the duration of the meeting.

Mike Bobinsky joined the meeting at 8:05 a.m.

Each member introduced themselves and shared that they were home or in their office, and all were attending the meeting alone.

2. Action Items

a. Approval of the Minutes of September 18, 2020

D. Hamann **MOVED** to accept the September 18, 2020 minutes. B. Holstein **SECONDED** the motion.

The motion **CARRIED** via roll call vote of Barbara Holstein, Donald Hamann, Victoria Parmele, Bill Fisher and Mike Bobinsky all **IN FAVOR** .

b. Acceptance of the Draft September Financials

J. Czysz reiterated SRPC's process of depositing dues payments into the organization's savings account and then applying a set amount to the checking account each month. She explained that SRPC's accounts receivable are larger this year.

J. Czysz said that SRPC billed significantly higher in September, and that there is no need for concern as payments SRPC was awaiting came in just after the end of the month and so were not reflected in the September Financials. There are still some overdue invoices, but SRPC financial consultant Kathy Foster is good at following up on those items.

J. Czysz updated committee members on the Profit and Loss statement, sharing that SRPC's finances are balanced. She added that later in the report members can see that the net profit is close to the portion of dues that SRPC hasn't yet utilized.

J. Czysz explained that changes between the Fiscal Year 2020 and 2021 budgets can be attributed to different projects as the basis and timing of billing from certain consultants, like with SRPC's EPA Brownfields project.

J. Czysz updated members on the receipt of all dues payments for FY21. J. Czysz thanked M. Bobinsky for following up with the City of Somersworth regarding their dues. M. Bobinsky asked about the vote on the FY22 due rates. V. Parmele reviewed the results of this, which included the Commission approving the dues rate that only increased the dues based on the population estimates.

M. Bobinsky **MOVED** to accept the Draft Financials. D. Hamann **SECONDED** the motion.

The motion **CARRIED** via roll call vote of Barbara Holstein, Donald Hamann, Victoria Parmele, Bill Fisher and Mike Bobinsky all **IN FAVOR**.

c. Approval of the SIMPLE IRA Employer Contribution for CY2021

J. Czysz explained that each year E.C. members are asked to approve the amount SRPC matches its employee's SIMPLE IRA contributions. She added that all employees who earn at least \$5,000 are eligible for this benefit. SRPC matches employee contributions up to 3% of employee's annual compensation.

D. Hamann **MOVED** to approve the SIMPLE IRA Employer Contribution for CY2021. V. Parmele **SECONDED**.

The motion **CARRIED** via roll call vote of Barbara Holstein, Donald Hamann, Victoria Parmele, Bill Fisher and Mike Bobinsky in the affirmative.

3. Updates and Discussion

a. Draft Fiscal Year 2021 Executive Director Organizational Goals

J. Czysz explained that she had some minor word edits on her FY 2021 Executive Director Organizational Goals. She asked how the committee would like to review this document and asked if E.C. members could take action to approve her goals at this meeting.

J. Czysz explained that in the past her goals were more focused on the organization, sharing that this year she focused more on her personal goals. She said that she tried to better distinguish things that are her responsibility as Executive Director and those that are more traditional organizational goals that include working with other staff in the office.

She reviewed her goals which included working on strategic plan to build out an implementation table that would allow her to track progress and report out regularly to the Commission. She also shared that she would like to continue to strengthen relationships with municipalities. J. Czysz reiterated that she had been doing a "road tour" to visit municipalities each year, prior to the pandemic. When this resumes she will be assisted by Shayna Sylvia, V. Parmele asked if this would be in person, or virtual; it would be a combination. M. Bobinsky commended this goal, and acknowledged challenges with this occurring over Zoom, etc. He opined that boards are minimizing agendas, which might make it tough to schedule these meetings. M. Bobinsky asked for Commissioners to be informed of the schedule so that they can participate and attend.

Other goals included strengthening leadership opportunities for staff and Commissioners, working with Commissioners more, and researching different tools for improving board engagement. J. Czysz elaborated that she is looking to provide opportunities for senior staff to gain management experience.

J. Czysz shared that SRPC officially hired an economic recovery coordinator, who will start on Nov. 2. Her name is Natalie Moles. J. Czysz provided her background and job history. Natalie has a diverse experience with planning background and experience with furloughed businesses. Her first day will include going to the NHMA Conference.

J. Czysz shared that two new committees/roundtables have formed and have provided an opportunity for Commissioners to get more involved. She noted that Mark Richardson, Somersworth Commissioner, has been dedicated and super helpful. V. Parmele asked about her role on the resiliency committee, and how much she should ask staff for support. This was discussed.

J. noted that regional planner Stefanie Casella's time for the resiliency subcommittee is being supported by SRPC's Targeted Block Grant. This effort can now be billed partially to the EDA CARES Act grant.

J. Czysz discussed the benefits of Office 365's SharePoint site for collaboration for efforts like recycling roundtable and CHAT.

J. Czysz update E.C. members that SRPC is slowly working on its website. She added that SRPC added the Zoom webinar platform to its account. S. Sylvia reminded members about the upcoming mapping webinar.

J. Czysz shared that there is interest in the office to learn more about 3D visualization services SRPC could offer. S. Sylvia has currently used photoshop for visualization.

J. Czysz commented on SRPC's IT plan, and how the organization had implemented essential items pre-Covid, which ended up being super beneficial.

J. Czysz said that she would like to update the Employee Handbook to refine telecommuting policies, and what this would look like as formalized system.

J. Czysz updated E.C. members on two contracts that will have to go out to bid come January.

M. Bobinsky asked about bids for IT and a Financial Consultant. NHDOT requires SRPC to go out to bid for IT and a Financial Consultant. She added that K. Foster is contracted as she has her own business.

D. Hamann **MOVED** to accept the **Fiscal Year 2021 Executive Director Organizational Goals**

M. Bobinky **SECONDED**.

The motion **CARRIED** via roll call vote of Barbara Holstein, Donald Hamann, Victoria Parmele, Bill Fisher and Mike Bobinsky in the affirmative.

b. Awards, Contracts, and General Business Update

J. Czysz noted the continuance of the Seacoast Economy Calls, and reiterated that the EDA Cares Act grant is now official.

V. Parmele asked for a review on what Seacoast Economy Calls are about. J. Czysz explained that they are an opportunity for all E.D. staff an SRPC and RPC to gather virtually – sharing a discussion space for business related concerns arising with the COVID-19 pandemic.

B. Holstein commended senior regional planner James Burdin on moderating these discussions. She shared some anecdotes from the meeting. This is a great resource with discussion and experts. B. Holstein encouraged other E.C. members to jump on a call.

J. Czysz replied that with the EDA Cares Act grant funding we can now implement some of the ideas that have come out of the Seacoast Economy Calls.

E.C. Members asked if information from these calls can be shared. This is a regular topic in SRPC's weekly Bits and Pieces. Notes are also taken at each meeting.

J. Czysz updated E.C. members on data collection occurring in New Durham for Road Surface Management System reporting.

J. Czysz reviewed a couple of new contracts where SRPC is the subrecipient including one with RPC, and one with the NH Fish and Wildlife Foundation and NHDES.

SRPC is also an awardee for a project looking at vulnerable populations in Dover and how they may be adversely affected by climate change. This contract has been signed and is now going to Governor and Council for a start date in 2021.

J. Czysz shared that SRPC has been assisting with grant writing for a COVID decompression homeless shelter. If this funding is awarded, we would be grant administrator. This was an outcome of a training with CDBG, and James, Nancy and Jen working on this.

She added that SRPC has drafted a Local Source Water Protection grant to support MS4 permit compliance technical assistance for Rollinsford and Milton.

J. Czysz shared that the Indirect rate is holding steady.

c. Executive Director Review Procedures

Setting a procedure for the Executive Director's Review procedure were discussed. V. Parmele asked if this should be the responsibility of a smaller committee, or if all E.C. members should be involved. M. Bobinsky suggested that E.C. reflect on this and come to the next meeting with their thoughts. B. Holstein asked about NHMA conference. It was decided that SRPC should change to dates of its mapping tutorial.

4. Other Business

The auditors will be at the next E.C. meeting in November.

5. Adjourn

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

The motion **CARRIED** via roll call vote of Barbara Holstein, Donald Hamann, Victoria Parmele, and Bill Fisher all **IN FAVOR**.

The meeting adjourned at 8:58 a.m.

Minutes Respectfully Submitted by
Shayna Sylvia
Communications and Outreach Planner

SRPC FY 2021 Dashboard - October

For the November 20, 2020 Executive Committee Meeting

October 31, 2020	
FSB Checking Beginning Balance	\$36,492.86
Deposits	\$87,703.92
Payments	-\$76,983.19
Uncleared Transactions	-\$24,449.95
FSB Checking Ending Balance	\$22,763.64

Accounts Receivable	\$179,774.47
FSB Savings Account	\$114,894.42

OVERSIGHT ACTIVITIES	
Line of Credit Activated?	No; Extend to 12/31/2020
Audit Status	Presentation at Nov. EC Meeting

BUDGET NARRATIVE	
Federal Savings Bank Balance/Case on hand:	2 months cash on hand
Payables and Receivables	Current; several payments received in November
FY20 Working Budget:	Updated, Propose adoption at Dec. Commission meeting

FUNDING SOURCES - WORKING BUDGET	
Due, Interest & Reimbursement	\$119,406
Metropolitan Planning Organization	\$585,645
State Agencies	\$228,461
Municipal & Nonprofit Agreements	\$171,054
Economic Development District	\$310,507
Total Revenue	\$1,415,073
Pending Grant Applications	\$161,750

EXPENSES - WORKING BUDGET	
Personnel	\$886,625
Equipment	\$41,904
Communications	\$9,186
Fixed Expenses	\$47,043
Miscellaneous Expenses	\$42,965
Contracted Work	\$332,037
Reserve Funds	\$23,500
Total Expenses	\$1,383,260

STAFF PRESENTATIONS - ACTIVITIES OCTOBER

Standing Committees and Appointments

Explore Moose Mountains (Shayna)
 Seacoast Stormwater Coalition (Jackson, Alaina)
 COAST Board (Colin)
 ACT Executive Committee (Colin)
 HSIP Meeting (Colin)
 CAW Outreach & CAW Talks (Kyle) x 2
 Farmington, Northwood and Nottingham Board Meetings as Staff (Kyle, Stefanie, and James) x 4
 RPC Directors Meeting (Jen)
 Seacoast Drinking Water Commission (Kyle)
 NH Project for Code Reform Product Review Team (Jen)
 Strafford Public Health Advisory Committee (Nancy) x 3
 Commission to Study Barriers to Increased Density in NH (Jen) x 4
 Housing & Community Development Planning Council (Jen)
 NHARPC (Jen, Don)
 Commission to Study Offshore Wind and Port Development (Jen)

RPC Activity

2020 NRRRA Annual Meeting (Alaina)
 Recycling Roundtable (Alaina, Stephen)
 Resiliency Subcommittee Meeting (Stef, Jen) x 2
 Durham Climate Adaptation Team Meeting (Alaina, Kyle)
 Local Source Water Protection Grant Meetings (Alaina, Kyle, Jen, Jackson)
 RSMS Meeting with NDU (Stef, Stephen)
 POP! Meeting with Dover (Nancy, Stephen)
 RSMS meetings with other RPCS (Rachel, Stephen)
 PRB meeting with NHDES (Kyle)
 Dover Forest Management Committee (Kyle)
 King Tide Planning Committee (Kyle) x2
 Dover Flood Resilience (Kyle)
 Cocheco River LAC (Kyle)
 PRB meeting with project team (Kyle)
 Durham Groundwater Modeling (Kyle)
 CHAT Steering Committee Meeting (Shayna, Nancy, Jen)

EDD Activity

Seacoast Economic Development Stakeholders calls (Jen, Nancy, James)
 Homeless shelter CDBG-CV public hearing and application coordination meeting (Jen, Nancy, James) x 4
 UNH Cooperative Extension meeting to discuss resiliency planning initiatives (Jen, Nancy, James)
 EDA CARES Act Kickoff Meeting (Jen, Nancy, Kathy, James)
 Economic Development briefings w/ BEA Commissioner Caswell (James)

MPO Activity

NH/ME Traffic Incident Management Committee meeting (Colin)
 Safe & Sound: Safer Roads for New Hampshire (webinar series from UNH T2) (Colin)
 Dover Infrastructure tour with Chris Pappas (Colin, Jen)
 Public Transit advocacy meeting at COAST (Colin)

Staff Development & Trainings

NHMA Virtual Land Use Law Conference (Jen, James, Stef, Alaina, Natalie)
 NNECAPA Virtual Annual Conference (Jen, James, Kyle, Stef)
 SRPC Stop the Bleed Training (All Staff)
 From the Outskirts to Downtown: Taxes, Land Use, & Value in 15 NH Communities (Jen, James)
 Resiliency Academy (James, Nancy, Natalie, Stef)
 Engaging Meetings start with Good Agenda Design (Jen)

WEB AND SOCIAL MEDIA STATISTICS

Twitter		Instagram		Facebook	
Tweets	0 (-2)	Followers	7 (7)	Posts	17 (7)
Profile Visits	72 (36)	Posts	71 (71)	Reach	1246 (856)
Impressions	732 (-451)	Reach	650 (650)	Engagement	128 (90)
Followers	284 (-3)	Engagement	126 (9)		
Mentions	2 (-8)				
Constant Contact		Strafford.org		ArcGIS	
Subscribers	818 (15)	Sessions	748 (65)	Open Data	539 (-19)
Avg. Open Rate	0.26 (0)	Users	519 (29)	Portal Views	
				Tax Parcel Viewer Views	824 (105)



BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

DATE: November 13, 2020
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the November 20, 2020 Meeting

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

3b. Acceptance of the FY 2020 Draft Audit Report

The audit report will be circulated by email along with the updated meeting packet. Staff from Melanson Heath will present findings at the November meeting. During fiscal year 2020 SRPC's federal funding again fell below the threshold for a single audit, thus this year's reports include only the draft financial statements and governance letter. Once all questions are answered, the Committee should vote to accept the draft audit.

3c. Acceptance of Draft October Financials

The meeting packet will be updated on Monday to include detailed notes on the draft October financials.

Balance Sheet: The October end of month checking balance is reporting a negative however, this is a result of several checks to consultants that SRPC drafted on 10/31/2020 that have not yet been released and are not released until we receive payment from the grantor (includes a large payment to our Brownfields contractor). The savings account is very healthy as all dues were deposited into Savings. Total bank balances are below this time last year. Notable difference is within the account receivable that are nearly double this year reflecting the increased number of NH DES contracts and a slow down of payment processing in many state agencies and municipalities.

Aging Summary: The September billing amounts to \$110,098.62 and is not overdue at this time (included in the aging summary total of \$179,774.47). The DOT September invoice was paid on November 2nd. There is a limited amount overdue beyond the 30-day payable term. All municipal dues have been paid at this time.

Profit and Loss: October ended with a net income of \$12,000, about half that of October 2019. YTD we are at a net income of \$4,340.59, essentially breaking even. The primary differences between October 2020 and 2019 are more nuanced – DOT and DES billing as well as payroll expenses are up this year (increased staffing) otherwise most other items are fairly comparable.

3d. Recommend Commission Approval of Proposed Mid-Year Budget

Enclosed please find the draft mid-year budget amendment proposal.

Key changes on the revenue side include:

- Reduced the annual EDD planning grant to reflect 10 months out of the 12 month contract fall in this FY
- Added the EDA CARES Act grant (9 months out of the 24 month grant)
- Decreased the 604(b) Sunrise Lake grant to push additional funds into FY 2021
- Increased funds from the Watershed Assistance Permeable Reactive Barrier grant to reflect FY2019 actuals and anticipated FU 2020 work
- Increased the UPWP funds to reflect carryforward from FY 2019
- Added new small municipal transportation projects in New Durham and Lee

Key changes on the expense side:

- Increased Salaries and all other expense lines to add an Economic Recovery Planner and swap out the previously temporary intern and planner with a full time Environmental Planner
- Slight increases to software to reflect system updates
- Increase to Office Computers to purchase new equipment for new staff
- Increase Vehicle expenses to reflect actuals
- Increased office expense to provide cell phone stipends for staff and purchase PPE and air purifiers for the office
- Increase several outsourced contracts to reflect updated progress (pass through funds) and add a line for EDA CARES contract support
- Add a line for a Reserve Fund Contribution (equates to portion of dues not allocated to match or dues funded technical assistance)

4a. Awards, Contracts and General Business Update

COVID-19: [please refer to the enclosed updated SRPC Guidance and Procedures] As the field work season draws to an end, we are returning to all staff telecommuting as their primary work location. As we have had the office open we have reconfigured office seating to all staff to each have one designated day they may work in the office. Staff are grouped into teams of 3 or 4 individuals that frequently collaborate. We have purchased additional PPE for the winter months and air purifiers to help mitigate potential risks. Other updates to the document include information on additional PPE now available at the office and a revised list of symptoms corresponding to any updates issued by NHDHHS and/or CDC.

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 –

Awarded Pending Contract:

- NHDES Coastal Resilience: Climate Change Impacts on Vulnerable Populations (SRPC)
- NHDES Coastal Resilience: Coastal Innovative Land Use Guide & Regional Sustainability and Resiliency Program Framework (RPC)
- NHHSEM: Hazard Mitigation Plans for Barrington, New Durham, Rollinsford and Somersworth

Recently Submitted and Pending Decision:

- NHDES Local Source Water Protection: MS4 support for Rollinsford and Milton (\$20,000)
- National Fish and Wildlife Foundation: Great Bay Living Shorelines
- CDBG-CV: Strafford CAP 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 120% at the end of October.

Dues: Dues expenditures to date are summarized below.

October 2020 (FY2021 YTD)	
Income:	
Billable Mapping Services	\$0.00
FY20 Dues Paid	\$39,487.58
Total Income	\$39,487.58

Expenses:	
Vehicle Expenses	\$2,406.62
Planning Salaries	\$3,889.69
Dues and Subscriptions	\$38.28
Office Software	\$0.00
Travel	\$0.00
Meeting Expense	\$0.00
Office Expense	\$10.99
Finance Charge	\$0.00
Accounting	\$0.00
Mapping Supplies	\$0.00
Mapping Salaries	\$0.00
Indirect	\$4,978.80
Total SRPC Expenses	\$11,182.68

Cash Match:	
UPWP	\$15,392.39
EDA	\$1,772.85
Coastal	\$0.00
Total Cash Match	\$17,165.24

Contract Overages:	
Strafford Tax Maps 2020	\$147.50
Barrington MP	\$166.52
Durham Living Shoreline	\$41.80
Durham Trail Mapping	\$62.72
Total Contract Overages	\$418.54

Total Expenses	\$28,766.46
Annual Dues Remaining	\$10,721.12

4c. 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 December 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	\$40,000 +\$2,500 DOV cash match	\$1,000	\$13,500	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.
Hazard Mitigation Planning	NHHSEM	FY2021-2022	\$33,400			awarded	pending	Hazard Mitigation Plan updates for Barrington, New Durham, Rollinsford and Somersworth
Local Source Water Protection	NHDES	FY2021-2022	\$20,000			submitted	pending	MS4 stormwater regulations, outreach and drinking water asset mapping for ROL and MIL
COVID Decompression Homeless Shelter	CDFA CDBG-CV	FY2020-2021	\$29,000			submitted	pending	Grant writing and administration for Strafford County and CAPSC application to provide homeless shelter operations and services (\$471,000 to sheltering)
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 October 31, 2020

	Oct 31, 20	Oct 31, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	-35,512.49	90,491.28	-126,003.77
FSB Savings	114,880.17	16,091.08	98,789.09
Total Checking/Savings	79,367.68	106,582.36	-27,214.68
Accounts Receivable			
Accounts Receivable	179,774.47	87,322.17	92,452.30
Total Accounts Receivable	179,774.47	87,322.17	92,452.30
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	236.32	0.00	236.32
Prepaid Dues and Subscriptions	2,190.03	2,040.69	149.34
Prepaid training	600.00	600.00	0.00
Prepaid Expenses - Other	202.50	0.00	202.50
Total Prepaid Expenses	3,228.85	2,640.69	588.16
Prepaid software support	2,139.11	2,297.63	-158.52
Total Other Current Assets	5,367.96	4,938.32	429.64
Total Current Assets	264,510.11	198,842.85	65,667.26
Fixed Assets			
Vehicles			
Vehicle Accumulated Depreciation	-2,389.78	0.00	-2,389.78
Ford Transit	22,943.35	0.00	22,943.35
Total Vehicles	20,553.57	0.00	20,553.57
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	20,553.57	0.00	20,553.57
TOTAL ASSETS	285,063.68	198,842.85	86,220.83
LIABILITIES & EQUITY			

1

2

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

	Oct 31, 20	Oct 31, 19	\$ Change
Liabilities			
Current Liabilities			
Credit Cards			
FSB Credit Card	1,976.70	537.44	1,439.26
Total Credit Cards	1,976.70	537.44	1,439.26
Other Current Liabilities			
FY21 Dues in Advance	78,975.12	0.00	78,975.12
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	12,007.80	9,493.22	2,514.58
FY20 Dues in Advance	0.00	77,054.87	-77,054.87
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	2,147.66	2,573.35	-425.69
Total Payroll Liabilities	2,178.05	2,603.74	-425.69
Total Other Current Liabilities	93,208.97	89,199.83	4,009.14
Total Current Liabilities	95,185.67	89,737.27	5,448.40
Long Term Liabilities			
Lease Payable - Ford Motor Cred	16,956.20	0.00	16,956.20
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	8,440.00	9,440.00	-1,000.00
Total Accrued expenses	72,486.71	52,793.01	19,693.70
Total Long Term Liabilities	89,442.91	52,793.01	36,649.90
Total Liabilities	184,628.58	142,530.28	42,098.30
Equity			
Retained Earnings	96,094.51	45,213.16	50,881.35
Net Income	4,340.59	11,099.41	-6,758.82
Total Equity	100,435.10	56,312.57	44,122.53
TOTAL LIABILITIES & EQUITY	285,063.68	198,842.85	86,220.83

Strafford Regional Planning Commission
Balance Sheet Notes
As of October 31, 2020

1. Cash: Dues were deposited into the savings account. The monthly amount recognized as income each month is transferred to the checking account (\$9,871.89).
2. Accounts Receivable: see the following report.
3. Contract Revenue in Advance: Funds remaining in current fiscal year – GSCH Creating Age Friendly Communities \$7,594.20 and NHCHF Promoting Outdoor Play \$4,413.72
4. Lease Payable: this is the principal amount due for the least to own Ford Transit Connect
5. Accrued Expenses: These amounts are adjusted at year-end and have been carried forward from the 6/30/2020 adjusting entries to reflect wages paid in FY21 that were worked in FY20 and vacation hours accrued by staff at 6/30/20. The annual audit accrual is the FY 20 audit expected charge, per the auditors' engagement letter. The actual amount may be less if we fall below the threshold requiring preparation of a single audit.
6. Retained Earnings: cumulative posting of net income

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

	Current	1 - 30	31 - 60
5030 NRPC			
5031 NRPC GeoData Portal Project	2,000.00	0.00	0.00
Total 5030 NRPC	2,000.00	0.00	0.00
2000 LTA (Local Technical Assistance)	0.00	0.00	0.00
3302 Dover Resilience Grant	2,775.83	0.00	4,678.20
3400 Town of Durham			
3403 Durham Groundwater Modeling	2,373.34	0.00	4,810.24
3405 Durham Trail Mapping	2,000.00	0.00	0.00
3404 Durham Resilience Grant	1,134.31	0.00	1,817.93
Total 3400 Town of Durham	5,507.65	0.00	6,628.17
3500 Town of Farmington			
3501 FAR Circuit Rider	3,175.33	0.00	4,140.70
Total 3500 Town of Farmington	3,175.33	0.00	4,140.70
4200 Town of Northwood			
4201 NOR Circuit Rider	1,317.50	0.00	1,437.50
Total 4200 Town of Northwood	1,317.50	0.00	1,437.50
4300 Town of Nottingham			
4301 NOT Circuit Rider	2,052.50	0.00	0.00
Total 4300 Town of Nottingham	2,052.50	0.00	0.00
5310 Lamprey River LAC	0.00	0.00	0.00
6000 Office of Strategic Initiatives			
6000.000 FY20_21 TBG	6,915.79	0.00	0.00
Total 6000 Office of Strategic Initiatives	6,915.79	0.00	0.00
6100 NH DES			
6101 Coastal 2021	1,985.98	0.00	1,692.68
6250.000 PRB-Oyster River	0.00	0.00	1,559.00
6301.000 Local Source Water 2020	0.00	0.00	0.00
Total 6100 NH DES	1,985.98	0.00	3,251.68
6500 DEPT OF SAFETY (OEM)			
6500.000 PDM 2017	0.00	0.00	0.00
Total 6500 DEPT OF SAFETY (OEM)	0.00	0.00	0.00
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7002 EDA CARES	1,996.92	0.00	0.00
7001 EDA FY21	4,687.05	0.00	0.00
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION	6,683.97	0.00	0.00
7100 EPA			
7110 Brownfields 2019-2022	41,695.32	0.00	0.00
Total 7100 EPA	41,695.32	0.00	0.00
8000 DOT UPWP	35,988.75	0.00	39,990.58
4400 City of Rochester			
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00
Total 4400 City of Rochester	0.00	0.00	0.00
DOT_UPWP 2010-2011	0.00	0.00	0.00
TOTAL	110,098.62	0.00	60,126.83

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

	61 - 90	> 90	TOTAL
5030 NRPC			
5031 NRPC GeoData Portal Project	0.00	0.00	2,000.00
Total 5030 NRPC	0.00	0.00	2,000.00
2000 LTA (Local Technical Assistance)	0.00	0.00	0.00
3302 Dover Resilience Grant	2,324.02	0.00	9,778.05
3400 Town of Durham			
3403 Durham Groundwater Modeling	0.00	0.00	7,183.58
3405 Durham Trail Mapping	0.00	0.00	2,000.00
3404 Durham Resilience Grant	0.00	0.00	2,952.24
Total 3400 Town of Durham	0.00	0.00	12,135.82
3500 Town of Farmington			
3501 FAR Circuit Rider	0.00	0.00	7,316.03
Total 3500 Town of Farmington	0.00	0.00	7,316.03
4200 Town of Northwood			
4201 NOR Circuit Rider	0.00	0.00	2,755.00
Total 4200 Town of Northwood	0.00	0.00	2,755.00
4300 Town of Nottingham			
4301 NOT Circuit Rider	0.00	0.00	2,052.50
Total 4300 Town of Nottingham	0.00	0.00	2,052.50
5310 Lamprey River LAC	0.00	0.00	0.00
6000 Office of Strategic Initiatives			
6000.000 FY20_21 TBG	0.00	0.00	6,915.79
Total 6000 Office of Strategic Initiatives	0.00	0.00	6,915.79
6100 NH DES			
6101 Coastal 2021	0.00	0.00	3,678.66
6250.000 PRB-Oyster River	0.00	0.00	1,559.00
6301.000 Local Source Water 2020	6,850.00	0.00	6,850.00
Total 6100 NH DES	6,850.00	0.00	12,087.66
6500 DEPT OF SAFETY (OEM)			
6500.000 PDM 2017	0.00	375.00	375.00
Total 6500 DEPT OF SAFETY (OEM)	0.00	375.00	375.00
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7002 EDA CARES	0.00	0.00	1,996.92
7001 EDA FY21	0.00	0.00	4,687.05
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION	0.00	0.00	6,683.97
7100 EPA			
7110 Brownfields 2019-2022	0.00	0.00	41,695.32
Total 7100 EPA	0.00	0.00	41,695.32
8000 DOT UPWP	0.00	0.00	75,979.33
4400 City of Rochester			
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00
Total 4400 City of Rochester	0.00	0.00	0.00
DOT_UPWP 2010-2011	0.00	0.00	0.00
TOTAL	9,174.02	375.00	179,774.47

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

1. Payments received in November
2. NHDES is currently reviewing submission of materials in response to a change in project scope before payment of the final invoice.
3. PDM17: the final hazard mitigation project was approved by FEMA on 9/18/20 and final progress report submitted the first week of November. This should prompt issuance of the final payment.

Strafford Regional Planning Commission Income by Customer October 2020

Date	Name	Memo	Amount
5030 NRPC			
5031 NRPC GeoData Portal Project			
10/31/2020	5030 NRPC:5031 N...	NRPC GeoData Portal - Invoice #1	2,000.00
Total 5031 NRPC GeoData Portal Project			2,000.00
Total 5030 NRPC			2,000.00
5150 GSCH			
5151 Creating Age Friendly Communities			
10/31/2020	5150 GSCH:5151 C...	Progress Billing - GSCH - October 2020	4,143.94
Total 5151 Creating Age Friendly Communities			4,143.94
Total 5150 GSCH			4,143.94
2000 LTA (Local Technical Assistance)			
10/01/2020	2000 LTA (Local Te...	Dues 137284.46, LESS NOT, MIL, LEE, BRK, NOR REDUCTION=118462.70=9871.89 (Aug-Jun)	9,871.89
Total 2000 LTA (Local Technical Assistance)			9,871.89
3302 Dover Resilience Grant			
10/31/2020	3302 Dover Resilie...	Dover Resilience Progress Billing - October 2020	3,071.71
10/31/2020	3302 Dover Resilie...	Dover Resilience In-Kind Match	-295.88
Total 3302 Dover Resilience Grant			2,775.83
3400 Town of Durham			
3403 Durham Groundwater Modeling			
10/31/2020	3400 Town of Durh...	Progress Billing Durham Groundwater - October 2020	2,373.34
Total 3403 Durham Groundwater Modeling			2,373.34
3405 Durham Trail Mapping			
10/31/2020	3400 Town of Durh...	Durham Trail Mapping Final Invoice	2,062.72
10/31/2020	3400 Town of Durh...	To record when contracts go over budget in QuickBooks	-62.72
Total 3405 Durham Trail Mapping			2,000.00
3404 Durham Resilience Grant			
10/31/2020	3400 Town of Durh...	Progress Billing - Durham Resilience Grant - October 2020	1,134.31
Total 3404 Durham Resilience Grant			1,134.31
Total 3400 Town of Durham			5,507.65
3500 Town of Farmington			
3501 FAR Circuit Rider			
10/31/2020	3500 Town of Farmi...	Farmington Circuit Rider - Progress Billing - October 2020	3,175.33
Total 3501 FAR Circuit Rider			3,175.33

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

Date	Name	Memo	Amount
Total 3500 Town of Farmington			3,175.33
4200 Town of Northwood			
4201 NOR Circuit Rider			
10/31/2020	4200 Town of North...	Progress Billing Northwood Circuit Rider - October 2020	1,317.50
Total 4201 NOR Circuit Rider			1,317.50
Total 4200 Town of Northwood			1,317.50
4300 Town of Nottingham			
4301 NOT Circuit Rider			
10/31/2020	4300 Town of Nottin...	Progress Billing - Nottingham Circuit Rider - October 2020	2,052.50
Total 4301 NOT Circuit Rider			2,052.50
Total 4300 Town of Nottingham			2,052.50
5100 NHCHF			
5101 NHCHF Promoting Outdoor Play			
10/31/2020	5100 NHCHF:5101 ...	Promoting Outdoor Play - Progress Billing - October 2020	5,228.51
Total 5101 NHCHF Promoting Outdoor Play			5,228.51
Total 5100 NHCHF			5,228.51
6000 Office of Strategic Initiatives			
6000.000 FY20_21 TBG			
10/31/2020	6000 Office of Strat...	Targeted Block Grant - Progress Billing - October 2020	6,915.79
Total 6000.000 FY20_21 TBG			6,915.79
Total 6000 Office of Strategic Initiatives			6,915.79
6100 NH DES			
6101 Coastal 2021			
10/31/2020	6100 NH DES:6101...	Coastal 2021 Progress Billing	2,441.28
10/31/2020	6100 NH DES:6101...	In Kind match for Coastal grant	-455.30
Total 6101 Coastal 2021			1,985.98
Total 6100 NH DES			1,985.98
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7002 EDA CARES			
10/31/2020	7000 ECONOMIC ...	EDA CARES - Project 01-69-15047 - Progress Billing - 9/23/20-10/31/20	1,996.92
Total 7002 EDA CARES			1,996.92
7001 EDA FY21			
10/31/2020	7000 ECONOMIC ...	EDA Progress Billing - October 2020	15,756.82
10/31/2020	7000 ECONOMIC ...	Cash Match	-1,004.58

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

Date	Name	Memo	Amount
10/31/2020	7000 ECONOMIC ...	In Kind Match	-10,065.19
Total 7001 EDA FY21			4,687.05
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			6,683.97
7100 EPA			
7110 Brownfields 2019-2022			
10/31/2020	7100 EPA:7110 Bro...	Brownfields Progress Billing - Sept-Oct 2020	41,695.32
Total 7110 Brownfields 2019-2022			41,695.32
Total 7100 EPA			41,695.32
8000 DOT UPWP			
10/31/2020	8000 DOT UPWP	UPWP Progress Billing - October 2020	39,629.54
10/31/2020	8000 DOT UPWP	SRPC Cash Match	-2,844.61
10/31/2020	8000 DOT UPWP	September Cost Adjustment	357.96
10/31/2020	8000 DOT UPWP	September Match Adjustment	-35.80
10/31/2020	8000 DOT UPWP	NDU RSMS Cash Match	-1,118.34
Total 8000 DOT UPWP			35,988.75
TOTAL			129,342.96

Strafford Regional Planning Commission Profit & Loss

October 2020

	Oct 20	Oct 19	\$ Change
Ordinary Income/Expense			
Income			
SRPC Membership Dues	9,871.89	9,656.34	215.55
SRPC Revenue			
Municipal and NonProfit Revenue			
NRPC Geodata Portal	2,000.00	0.00	2,000.00
GSCH - Tufts	4,143.94	0.00	4,143.94
DUR Trail Mapping	2,062.72	0.00	2,062.72
Barrington Master Plan	0.00	622.94	-622.94
DOV Recreation MP Chapter	0.00	7,963.01	-7,963.01
FAR Circuit Rider	3,175.33	3,716.00	-540.67
FAR Master Plan Support	0.00	2,465.00	-2,465.00
NHCHF	5,228.51	3,394.08	1,834.43
Northwood Planning Services	1,317.50	2,664.44	-1,346.94
NOT Circuit Rider	2,052.50	3,376.70	-1,324.20
Municipal and NonProfit Revenue - Other	0.00	181.26	-181.26
Total Municipal and NonProfit Revenue	19,980.50	24,383.43	-4,402.93
Total SRPC Revenue	19,980.50	24,383.43	-4,402.93
Economic Development Revenue			
EDA CARES	1,996.92	0.00	1,996.92
EDD Partnership Planning	15,756.82	6,604.57	9,152.25
EPA Brownfields	41,695.32	6,319.97	35,375.35
Total Economic Development Revenue	59,449.06	12,924.54	46,524.52
State Award Revenue			
NHDES			
DUR Resilience	1,134.31	0.00	1,134.31
Coastal	2,441.28	1,497.42	943.86
DOV Coastal Resilience	3,071.71	0.00	3,071.71
Durham Groundwater Modeling	2,373.34	0.00	2,373.34
PSM18	0.00	874.50	-874.50
Total NHDES	9,020.64	2,371.92	6,648.72
OEP Targeted Block	6,915.79	0.00	6,915.79
Total State Award Revenue	15,936.43	2,371.92	13,564.51
MPO Revenue			
FHWA MultiModal Pilot (Bike LTS)	0.00	625.56	-625.56
NH DOT			
UPWP	39,987.50	40,878.49	-890.99
Total NH DOT	39,987.50	40,878.49	-890.99
Total MPO Revenue	39,987.50	41,504.05	-1,516.55
Contra Income Cash Match			
DOT Cash Match			
402.1 ROC Match	0.00	-1,369.77	1,369.77
DOT Cash Match - Other	-3,998.75	-2,718.08	-1,280.67
Total DOT Cash Match	-3,998.75	-4,087.85	89.10
EDD Cash Match	-1,004.58	-946.98	-57.60
RPC LTS Cash Match	0.00	-125.11	125.11
Total Contra Income Cash Match	-5,003.33	-5,159.94	156.61
Contra Income InKind/Soft Match			
IK DOV Resilience	-295.88	0.00	-295.88
In-Kind Coastal Match	-455.30	0.00	-455.30
In-Kind EDD Match	-10,065.19	-1,239.26	-8,825.93
Total Contra Income InKind/Soft Match	-10,816.37	-1,239.26	-9,577.11
Contract Overage	-62.72	0.00	-62.72
Total Income	129,342.96	84,441.08	44,901.88
Gross Profit	129,342.96	84,441.08	44,901.88
Expense			
Personnel Expenses			
Salary and Wages	46,756.61	38,780.84	7,975.77
Payroll Expenses			
Dental insurance expense	366.89	284.76	82.13
Health Insurance expense	5,541.10	4,256.60	1,284.50
Life Insurance expense	81.94	86.00	-4.06
LTD Insurance expense	46.40	47.84	-1.44
STD insurance expense	175.80	135.32	40.48
Payroll Processing Fees	180.50	174.00	6.50
Pension expense	1,405.70	1,135.08	270.62
Unemployment expense	0.00	276.09	-276.09
Workers Compensation	159.09	43.57	115.52
Payroll Taxes			
Medicare Expense	659.71	555.99	103.72
Social Security expense	2,820.84	2,377.35	443.49

Strafford Regional Planning Commission Profit & Loss

October 2020

	Oct 20	Oct 19	\$ Change
Payroll Taxes - Other	-0.01	0.00	-0.01
Total Payroll Taxes	3,480.54	2,933.34	547.20
Total Payroll Expenses	11,437.96	9,372.60	2,065.36
Dues and Subscriptions	408.83	350.88	57.95
Staff Training and Seminars	240.00	625.00	-385.00
Total Personnel Expenses	58,843.40	49,129.32	9,714.08
Equipment expense			
Copier Maintenance Contract	319.85	319.85	0.00
Office furniture			
Computer equipment	1,252.94	0.00	1,252.94 5
Total Office furniture	1,252.94	0.00	1,252.94
Software expense			
ArcInfo/View software	700.00	425.00	275.00 6
Office Software			
Zoom	230.51	0.00	230.51
Adobe In Design	73.98	73.98	0.00
Anti-virus software	30.10	0.00	30.10
Constant Contact	40.50	40.50	0.00
Microsoft Office 365	209.73	171.64	38.09
Total Office Software	584.82	286.12	298.70
Total Software expense	1,284.82	711.12	573.70
Total Equipment expense	2,857.61	1,030.97	1,826.64
Fixed Expenses			
Insurance			
Liability Insurance	480.42	458.84	21.58
Total Insurance	480.42	458.84	21.58
Rent	2,500.00	2,500.00	0.00
Vehicle Expenses			
Depreciation Expense	477.99	0.00	477.99
Vehicle Gas	21.91	0.00	21.91
Total Vehicle Expenses	499.90	0.00	499.90
Total Fixed Expenses	3,480.32	2,958.84	521.48
Communications			
Postage and Delivery	27.99	117.99	-90.00
Telephone and Internet	284.79	279.16	5.63
Website maintenance and updates			
Website and logo design	8.44	0.00	8.44
Website maintenance and updates - Other	0.00	3.90	-3.90
Total Website maintenance and updates	8.44	3.90	4.54
Total Communications	321.22	401.05	-79.83
Administrative			
Library & Planning Books	-141.70	-383.60	241.90
Meetings Expense			
Meetings Advertising Expense	0.00	252.56	-252.56
Total Meetings Expense	0.00	252.56	-252.56
Office Expense	1,795.42 7	115.44	1,679.98
Office Supplies			
Plotter Ink and Supplies	0.00	112.27	-112.27
Office Supplies - Other	9.99	199.27	-189.28
Total Office Supplies	9.99	311.54	-301.55
Professional Fees			
Accounting, Audit	902.50	902.50	0.00
Total Professional Fees	902.50	902.50	0.00
Travel & Ent			
Travel	525.52	1,655.32	-1,129.80 8
Total Travel & Ent	525.52	1,655.32	-1,129.80
Total Administrative	3,091.73	2,853.76	237.97
Contract Labor			
Financial Services	2,950.00	2,812.50	137.50
IT and Network support	326.25	270.00	56.25
Pass Through Expense			
Dov Resilience	2,440.00	0.00	2,440.00
DUR Groundwater Consultant	2,340.00	0.00	2,340.00
EPA Brownfields Consultants	40,714.91	0.00	40,714.91 8
Total Pass Through Expense	45,494.91	0.00	45,494.91

**Strafford Regional Planning Commission
Profit & Loss**

October 2020

	Oct 20	Oct 19	\$ Change
Total Contract Labor	48,771.16	3,082.50	45,688.66
Total Expense	117,365.44	59,456.44	57,909.00
Net Ordinary Income	11,977.52	24,984.64	-13,007.12
Other Income/Expense			
Other Income			
Interest Income	7.95	31.45	-23.50
Total Other Income	7.95	31.45	-23.50
Net Other Income	7.95	31.45	-23.50
Net Income	11,985.47	25,016.09	-13,030.62

Strafford Regional Planning Commission
Profit and Loss Notes
As of October 31, 2020

1. Brownfields program has ramped up. Billing by the QEP is not monthly and can vary significantly month to month.
2. NHDES: Additional DES projects underway during FY2021.
3. OEP Targeted Block Grant: RPCs have been encouraged to draw down the FY2021 TBG grants earlier in the FY
4. Payroll Expenses: Prior year had 10 permanent employees. This year there were 11 as of October and there are now 12 with the most recent starting full time on November 2nd.
5. Computer Equipment: Computer purchased using EDA CARES Act funds for new recovery coordinator staff member.
6. Software – ArcInfo/View: Purchased additional ESRI credits as part of the NH Geodata Portal project
7. Office Expense: Cell phone stipends for staff during COVID telecommuting
8. Travel: Limited due to COVID
9. Consulting Engineering Services: in the prior fiscal years these were aggregated into one account. For FY 20 forward consultants are broken out.

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual**

July through October 2020

	Jul - Oct 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
SRPC Membership Dues	39,487.58	39,602.00	-114.42
SRPC Revenue			
Municipal and NonProfit Revenue			
CDBG Grant	0.00	1.00	-1.00
GSCB - Tufts	11,405.90	12,666.64	-1,260.74
Barrington Master Plan	192.50	0.00	192.50
DUR Wagon Hill Living Shoreline	67.50	1,000.00	-932.50
FAR Circuit Rider	13,539.23	16,666.64	-3,127.41
FAR Tax Map Updates	1,091.42	0.00	1,091.42
GIS Projects	100.00	1,000.00	-900.00
MIL MS4 NOI	0.00	1.00	-1.00
NHCHF	15,586.28	6,666.64	8,919.64
Northwood Planning Services	10,175.00	9,333.36	841.64
NOT Circuit Rider	7,820.00	9,333.36	-1,513.36
Total Municipal and NonProfit Revenue	66,194.30	56,668.64	9,525.66
Total SRPC Revenue	66,194.30	56,668.64	9,525.66
Economic Development Revenue			
EDD Partnership Planning	23,047.11	38,181.84	-15,134.73
EPA Brownfields	42,716.90	36,666.64	6,050.26
Total Economic Development Revenue	67,766.93	74,848.48	-7,087.55
State Award Revenue			
NHDES			
RPC Water Buffers	0.00	3,060.00	-3,060.00
NFWF Great Bay Living Shoreline	0.00	1.00	-1.00
Sunrise Lake	1,540.00	14,229.36	-12,689.36
DUR Resilience	7,254.73	7,436.64	-181.91
NKT Local Source Water	800.10	0.00	800.10
Coastal	6,100.55	8,333.36	-2,232.81
DOV Coastal Resilience	16,075.74	8,837.00	7,238.74
Durham Groundwater Modeling	17,404.28	17,395.00	9.28
Local Source Water	10,583.50	12,584.00	-2,000.50
Watershed PRB	26,679.08	12,843.00	13,836.08
Total NHDES	86,437.98	84,719.36	1,718.62
OEP Targeted Block	8,791.11	2,777.75	6,013.36
Total State Award Revenue	95,229.09	87,497.11	7,731.98
MPO Revenue			
NH DOT			
UPWP	183,857.71	207,739.00	-23,881.29
Total NH DOT	183,857.71	207,739.00	-23,881.29
Total MPO Revenue	183,857.71	207,739.00	-23,881.29
Contra Income Cash Match			
RPC Water Buffers Cash Match	0.00	-300.00	300.00
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	-18,358.23	-20,773.64	2,415.41
EDD Cash Match	-1,772.85	-4,090.88	2,318.03
Total Contra Income Cash Match	-20,931.18	-27,748.52	6,817.34
Contra Income InKind/Soft Match			
IK DOV Resilience	-3,744.19	-4,337.00	592.81
IK DUR Resilience	-2,032.98	-1,756.64	-276.34
DUR Wagon Hill Soft Match	0.00	-1,000.00	1,000.00
In-Kind Coastal Match	-1,062.46	-4,166.64	3,104.18
In-Kind EDD Match	-13,002.65	-15,000.00	1,997.35
PRB IK Match	-8,626.08	-5,138.64	-3,487.44
Total Contra Income InKind/Soft Match	-28,468.36	-31,398.92	2,930.56
Contract Overage	-418.54	0.00	-418.54
Total Income	402,711.53	407,207.79	-4,496.26
Gross Profit	402,711.53	407,207.79	-4,496.26
Expense			
Personnel Expenses			
Salary and Wages	213,251.61	227,755.37	-14,503.76
Payroll Expenses			
FSA Fees	0.00	66.00	-66.00
Dental insurance expense	1,469.38	1,848.36	-378.98
Health incentive	4,647.88	5,247.00	-599.12
Health Insurance expense	22,009.33	24,519.64	-2,510.31
Life Insurance expense	332.76	364.00	-31.24
LTD Insurance expense	190.59	213.36	-22.77
STD insurance expense	715.78	603.64	112.14
Payroll Processing Fees	790.25	866.64	-76.39

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Strafford Regional Planning Commission Profit & Loss Budget vs. Actual

July through October 2020

	Jul - Oct 20	Budget	\$ Over Budget
Pension expense	6,005.52	6,579.64	-574.12
Unemployment expense	-529.64	722.64	-1,252.28
Workers Compensation	804.82	636.36	168.46
Payroll Taxes			
Medicare Expense	3,080.87	0.00	3,080.87
Social Security expense	13,173.38	0.00	13,173.38
Payroll Taxes - Other	-0.01	17,423.33	-17,423.34
Total Payroll Taxes	16,254.24	17,423.33	-1,169.09
Total Payroll Expenses	52,690.91	59,090.61	-6,399.70
Dues and Subscriptions	1,407.72	2,645.36	-1,237.64
Staff Training and Seminars	375.00	3,333.36	-2,958.36
Total Personnel Expenses	267,725.24	292,824.70	-25,099.46
Equipment expense			
Copier Maintenance Contract	1,426.90	1,279.36	147.54
Office furniture			
Computer equipment	2,732.92	2,578.36	154.56
Office furniture - Other	0.00	400.00	-400.00
Total Office furniture	2,732.92	2,978.36	-245.44
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	166.64	-166.64
Total Other Equipment Repair and Cost	512.37	166.64	345.73
Software expense			
ArcInfo/View software	1,900.00	2,166.64	-266.64
Office Software			
Timesheet Software	0.00	680.00	-680.00
Adobe In Design	815.90	295.92	519.98
Anti-virus software	118.25	129.00	-10.75
Constant Contact	162.00	162.00	0.00
DropBox	119.88	39.96	79.92
Microsoft Office 365	838.92	650.00	188.92
Sonic Wall Remote Access	0.00	181.64	-181.64
Total Office Software	2,285.46	2,138.52	146.94
Transcad software/maintenance	0.00	500.00	-500.00
Total Software expense	4,185.46	4,805.16	-619.70
Traffic Count Expenses			
Traffic counting supplies	385.15	2,000.00	-1,614.85
Total Traffic Count Expenses	385.15	2,000.00	-1,614.85
Total Equipment expense	9,402.78	11,229.52	-1,826.74
Fixed Expenses			
Insurance			
Liability Insurance	1,921.64	1,921.64	0.00
Total Insurance	1,921.64	1,921.64	0.00
Rent	10,000.00	10,000.00	0.00
Vehicle Expenses			
Depreciation Expense	1,911.96	1,400.00	511.96
Vehicle Gas	153.36	1,500.00	-1,346.64
Total Vehicle Expenses	2,406.62	2,900.00	-493.38
Total Fixed Expenses	14,328.26	14,821.64	-493.38
Communications			
Media Outreach Expense	0.00	166.64	-166.64
Office Telephone System	0.00	480.00	-480.00
Postage and Delivery	81.96	133.36	-51.40
Telephone and Internet	1,131.30	1,124.00	7.30
Website maintenance and updates			
Website and logo design	33.76	1,158.00	-1,124.24
Total Website maintenance and updates	122.76	1,158.00	-1,035.24
Total Communications	1,336.02	3,062.00	-1,725.98
Administrative			
Library & Planning Books	-141.70	0.00	-141.70
Meetings Expense	393.84	363.63	30.21
Office Expense	4,098.75	433.36	3,665.39
Office Supplies	367.51	1,200.00	-832.49
Printing and Reproduction	24.92	400.00	-375.08
Professional Fees			
Accounting, Audit	3,610.00	3,555.00	55.00
Legal Fees	0.00	333.36	-333.36
Total Professional Fees	3,610.00	3,888.36	-278.36

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Strafford Regional Planning Commission Profit & Loss Budget vs. Actual

July through October 2020

	Jul - Oct 20	Budget	\$ Over Budget
Travel & Ent			
Travel	820.90	0.00	820.90
Travel & Ent - Other	0.00	3,333.36	-3,333.36
Total Travel & Ent	820.90	3,333.36	-2,512.46
Total Administrative	9,174.22	9,618.71	-444.49
Contract Labor			
Financial Services	11,300.00	20,000.00	-8,700.00
IT and Network support	1,773.75	1,413.36	360.39
Pass Through Expense			
DUR Resilience Subcontract	0.00	1,180.00	-1,180.00
Sunrise Lake Subcontract	0.00	8,367.84	-8,367.84
Dov Resilience	7,890.00	2,500.00	5,390.00
DUR Groundwater Consultant	15,632.50	13,038.64	2,593.86
EPA Brownfields Consultants	40,714.91	34,666.64	6,048.27
PRB Consultants	19,150.99	6,619.00	12,531.99
Total Pass Through Expense	83,388.40	66,372.12	17,016.28
Total Contract Labor	96,462.15	87,785.48	8,676.67
Total Expense	398,428.67	419,342.05	-20,913.38
Net Ordinary Income	4,282.86	-12,134.26	16,417.12
Other Income/Expense			
Other Income			
Interest Income	57.73	0.00	57.73
Other Income	0.00	36.00	-36.00
Total Other Income	57.73	36.00	21.73
Net Other Income	57.73	36.00	21.73
Net Income	4,340.59	-12,098.26	16,438.85

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Strafford Regional Planning Commission
Profit and Loss Budget vs. Actual Notes
As of October 31, 2020

1. Economic Development Revenue – EDD Partnership Planning: contract state data was 9/1/2020 budget was established with an August start date.
2. RPC Water Buffers: Contract start date was 8/6/20 however, work has yet to be started. Budget spread out evenly each month starting August.
3. Sunrise Lake: Contract start date was late June 2020. The contract is billed based on completion of tasks (50% and 100%). Budget is set up for monthly revenue starting in July which may not coincide with actual billings.
4. Dover Resilience: this project is running ahead of schedule. Budget was spread out evenly each month.
5. PRB: this project is also based on completion of tasks and the budget may not coincide with actual billings.
6. Personnel Expenses: Budgeted personnel costs included temporary planners that have not all been hired yet. Due to COVID staff training costs are significantly down.
7. Traffic Count Equipment will likely be a larger single purchase in the spring to gear up for the next season.
8. Travel: Impacted by COVID
9. Financial Services: Decreased hours from 24 hours per week (M-W) to 21 hours for the first week of the month and one day per week for remaining weeks in the month, depending on need.
10. Pass through expenses: see notes pertaining to various contracts, not all contractors bill on a monthly basis causing variation month-to-month.

Strafford Regional Planning Commission

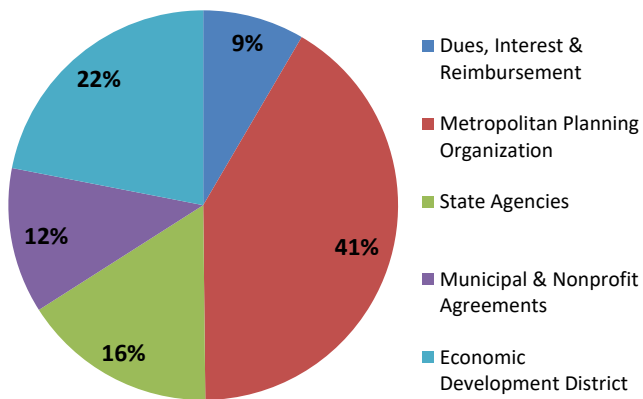
Proposed Mid Year Amended FY2021 Budget

Summary Table

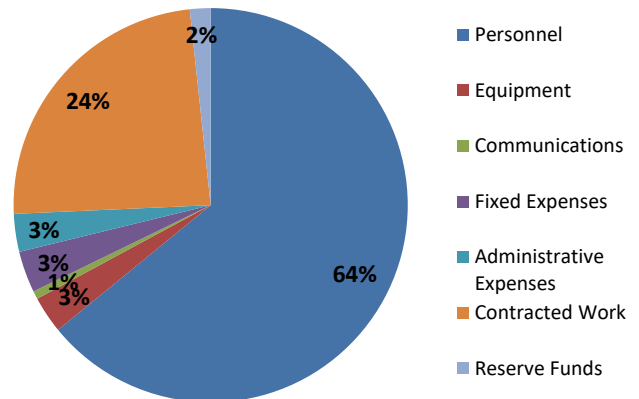
	Adopted FY21	MidYear FY21	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	119,406	119,406	0
Metropolitan Planning Organization	560,896	585,645	24,749
State Agencies	218,422	228,461	10,039
Municipal & Nonprofit Agreements	174,502	171,054	(3,448)
Economic Development District	180,000	310,507	130,507
Total	1,253,225	1,415,073	161,847
	Expenses	Expenses	Net Change
Personnel	841,238	886,625	45,386
Equipment	38,889	41,904	3,015
Communications	9,186	9,186	0
Fixed Expenses	44,465	47,043	2,578
Administrative Expenses	32,765	42,965	10,200
Contracted Work	268,935	332,037	63,102
Reserve Funds	0	23,500	23,500
Total	1,235,478	1,383,260	147,782
Net Deficit/Surplus	17,747	31,813	14,066

*As amended December 2019

Mid Year FY2021 Budget Revenue



Mid Year FY2021 Budget Expenses



Strafford Regional Planning Commission

FY2021 REVENUES	Adopted FY 21 Net Outside Revenue	FY2021 Draft Mid Year Budget Amended Revenue					Net Outside Funding	
		Funding Source Revenue	Internal Dues Match	Outside Source Soft Match	Outside Source Cash Match	Net Outside Funding		
Total	1,253,225	1,413,739	73,058	113,909	1,334	1,415,073		
Dues, Interest & Reimbursements	119,406	119,406	0	0	0	119,406	8%	
2000 Municipal Dues (minus BRK, NOT, MIL, LEE)	118,806	118,806	0	0	0	118,806		
0000 Interest	100	100	0	0	0	100		
0000 Health Trust reward/reimbursement	500	500	0	0	0	500		
0000 Misc Revenue	0	0	0	0	0	0		
Municipal & Nonprofit Service Agreements	174,502	171,054	0	0	0	171,054	12%	
3102 Barrington Master Plan	0	26	0	0	0	26		
0000 CDBG Grant Administration	1	1	0	0	0	1		
3300 Dover Arts and Recreation Master Plan Chapter	0	0	0	0	0	0		
3402 Durham Wagon Hill Living Shoreline Outreach	0	26	0	0	0	26		
3503 Farmington Master Plan Support	0	0	0	0	0	0		
3504 Farmington Tax Maps CYs 2020 & 2021	2,000	1,000	0	0	0	1,000		
3501 Farmington Town Planner Services	50,000	50,000	0	0	0	50,000		
3602 Lee Tax Maps CYs 2020 & 2021	2,000	1,000	0	0	0	1,000		
0000 MapGeo Subscriptions	0	0	0	0	0	0		
0000 MS4 Permit Assistance (TBD-MIL, NKT, ROL, SOM)	1	1	0	0	0	1		
5101 NH Children's Health Foundation	20,000	20,000	0	0	0	20,000		
4102 Newmarket Tax Maps CY 2021	1,500	1,000	0	0	0	1,000		
4201 Northwood Technical Services	28,000	28,000	0	0	0	28,000		
4301 Nottingham Town Planner Services	28,000	28,000	0	0	0	28,000		
4702 Strafford Tax Maps CYs 2020 & 2021	2,000	1,000	0	0	0	1,000		
5150 Tufts Health Plan Foundation - Healthy Aging	38,000	38,000	0	0	0	38,000		
5500 GIS projects (small billable projects)	3,000	3,000	0	0	0	3,000		
Economic Development District Agreements	180,000	310,507	14,583	45,833	0	310,507	22%	
U.S. Dept of Economic Development Administration								
7001 EDD Planning Grant, Dues & Inkind Match	70,000	58,333	14,583	45,833	0	58,333		
7002 CARES Act Recovery and Resiliency		142,174	0	0	0	142,174		
U.S. Environmental Protection Agency								
7110 Brownfields Community Assessment Grant: through 9/30/19	0	0	0	0	0	0		
7110 Brownfields Community Assessment Grant: through 9/30/22	110,000	110,000	0	0	0	110,000		
	0	0	0	0	0	0		
State Agreements	218,422	227,127	1,000	68,076	1,334	228,461	16%	
Office of Strategic Initiatives								
6000 Targeted Block Grant (used in part for EDD Planning match) through 6/30	11,111	11,111	0	0	0	11,111		
Dept of Environmental Services								
6251 604(b)-Sunrise Lake Watershed Management Plan	42,688	32,000	0	0	0	32,000		
6101 Coastal Grant 2021 through 6/30/21	12,500	12,500	0	12,500	0	12,500		
3302 Coastal Resilience Grant - Dover (spring 2020 through 6/30/2021)	13,500	17,531	0	12,277	0	17,531		
3404 Coastal Resilience Grant - Durham (spring 2020 through 6/30/2021)	17,040	17,540	0	8,770	0	17,540		
3403 Durham Groundwater Modeling (FYs 2020 - 2021)	52,185	52,185	0	0	0	52,185		
6181 NFWF-Living Shoreline Implementation for Great Bay	1	1	0	0	0	1		
6150 Project of Special Merit FY18 (10/1/18-3/31/20)	0	0	0	0	0	0		
6301 Source Water Protection-Water Resource Plans (Ext. to Aug 2020)	11,334	10,000	0	0	1,334	11,334		
6302 Source Water Protection-Buffers (7/1/2020-5/31/2021)	9,200	9,110	1,000	0	0	9,110		
6250 Watershed Assistance (Permeable Reactive Barrier): (10/1/18-12/2021)	23,113	39,399	0	26,279	0	39,399		
University of New Hampshire								
5203 Coastal Resilience Grant - Climate in the Classroom (1/1/19-6/30/20)	0	0	0	0	0	0		
Department of Safety Homeland Security								
6501 HazMit Plans PDM19- BAR,NDU,ROL,SOM (1/1/21-12/31/23)	25,750	25,750	0	8,250	0	25,750		
Metropolitan Planning Organization Agreements	560,896	585,645	57,475	0	0	585,645	41%	
Dept of Transportation								
UPWP FY20/21 Federal Highways & Transit: through 6/30/21	560,896	578,808	57,475	0	0	578,808		
Rochester Sidewalks SADES Inventory (match to UPWP)		0	0	0	0	0		
New Durham RSMS		4,937	0	0	0	4,937		
Lee Turning Movement Count (match to UPWP)		1,900	0	0	0	1,900		
FHWA MultiModal Connectivity Pilot (Bicycle LTS)		0	0	0	0	0		
								100%

Strafford Regional Planning Commission

FY2021 EXPENSES	Adopted FY21 Budget Expenses	FY21 Mid Year Budget Expenses	Net Change
Total	1,235,478	1,383,260	147,782
PERSONNEL	841,238	886,625	45,386
Salaries and Hourly Wages	657,960	694,221	36,261
Payroll Taxes	50,334	53,108	2,774
Health Insurance	73,559	76,711	3,151
Dental Insurance	5,545	5,218	(327)
Life Insurance	1,092	1,238	146
Shortterm Disability	1,811	2,108	297
Longterm Disability	640	752	112
FSA Fees	198	33	(165)
Health Incentives	5,247	7,121	1,874
SIMPLE IRA Pension	19,739	21,036	1,297
Worker's Compensation	1,909	1,909	0
Payroll Processing - QuickBooks	2,600	2,600	0
Unemployment Insurance	2,668	2,668	0
Staff Training & Workshops	10,000	10,000	0
Professional Dues: AMPO, NHARPC, NHPA, APA, NHMA, NEARC, NADO	7,936	7,903	(33)
EQUIPMENT	38,889	41,904	3,015
ARCInfo/View Software: Maintenance	6,500	6,500	0
Transpo Software Maintenance: Transcad, Nvivo	1,500	1,500	0
Office Software: Maintenance, purchase	6,416	7,316	900
Databases for Transportation Planning	8,200	8,200	0
Traffic Count Expenses (Equipment, Repair, Supplies)	3,000	3,000	0
Equipment Rental and Repair	500	500	0
Copier Maintenance Contract	3,838	3,838	0
Office Furniture, Computers	8,935	11,050	2,115
COMMUNICATIONS	9,186	9,186	0
Postage and Delivery	400	400	0
Office Phone System	1,440	1,440	0
Internet and Phone Service	3,372	3,372	0
Website Design and Maintenance (FY 20 in Outsourced Contracts)	3,474	3,474	0
Marketing and Media Outreach Activities	500	500	0
FIXED EXPENSES	44,465	47,043	2,578
Property & Liability	5,765	5,765	0
Office Vehicle Lease and Maintenance	8,700	11,278	2,578
Rent	30,000	30,000	0
ADMINISTRATIVE EXPENSES	32,765	42,965	10,200
Printing	1,200	1,200	0
Audit and Accounting Services	10,665	10,665	0
Legal	1,000	1,000	0
Office and Mapping Supplies	3,600	3,600	0
Office Expense	1,300	11,500	10,200
Meeting Expenses (Meetings and Meeting Notices)	3,000	3,000	0
Travel	10,000	10,000	0
Library & Subscriptions: NH Planning Books	2,000	2,000	0
OUTSOURCED CONTRACTS	268,935	332,037	63,102
Web Design & Maintenance (moved to Communications)	0	0	0
IT Services	4,240	4,240	0
Financial Services	60,000	60,000	0
EPA Brownfields - Credere (contract end 9/30/2019)	0	0	0
EPA Brownfields - NOBIS Engineering (10/1/2019-9/30/2022)	104,000	110,000	6,000
Durham SRF Groundwater Modeling Consultant	39,116	42,698	3,582
Watershed Assistance (Permeable Reactive Barrier) Consultants	19,857	34,324	14,467
Durham Coast Resilience - UNH Coop Ext & NH Sea Grant	3,540	3,540	0
604(b) Sunrise Lake Watershed Mgt Plan Consultants	30,682	33,000	2,318
EDA CARES Contract support	0	13,235	13,235
Contract Planning Staff Support (Dover Climate Resilience)	7,500	7,500	0
	0	0	0
RESERVE FUND CONTRIBUTION	0	23,500	23,500
	100%	98%	

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

November 20, 2020

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

RE: November 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 November 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

November 2020 TIP Minors

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Funding Changes

Durham 42873	Page 1
Statewide PAVE-T2-RESURF	Page 2

2019-2022 SRPC Transportation Improvement Program

Minor Revision

10/22/2020

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.

Durham 42873

Towns: Durham
 Road: UNH
 Scope: Purchase two CNG Buses and one Diesel (B20 biodiesel) bus.
 Acronyms: CMAQ: Congestion Mitigation Air Quality Improvement Program

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
OTHER	2022	\$1,233,600		\$0	\$308,400
					\$1,542,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
OTHER	2021	\$1,200,000		\$0	\$300,000
					\$1,500,000

Change Notes

NHDOT Description of Changes
 Fiscal year updated to reflect bus order timing.
 Inflation removed to original funding amount.

SRPC Notes
 Bus order being accelerated from 2022 to 2021.

Funding Sources

FHWA

Congestion Mitigation and Air Quality Program

OTHER

Towns

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	\$1,025,000		\$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	\$29,550,000	\$8,750,000		\$0	\$38,300,000
CON	2021	\$19,180,000	\$6,000,000		\$0	\$25,180,000
CON	2022	\$5,370,000	\$6,000,000		\$0	\$11,370,000

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	\$29,550,000	\$8,750,000		\$0	\$38,300,000
CON	2021	\$13,550,000	\$6,000,000		\$0	\$19,550,000
CON	2022	\$11,770,000	\$6,000,000		\$0	\$17,770,000

Change Notes

NHDOT Description of Changes

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

SRPC Notes

No regional or local projects being affected directly. Program contains funds for regional maintenance districts.

Funding Sources

FHWA

National Highway System
 STP-State Flexible

NHDOT

Betterment
 Toll Credit

SRPC COVID-19 Guidance and Procedures

Strafford Regional Planning Commission (SRPC) maintains that the health and safety of our employees and communities is our top priority. Consistent with the Governor's [Emergency Order 52](#), its subsequent extensions, and associated [Stay at Home 2.0](#) minimum standards, SRPC staff will continue to work at home until the Governor's Emergency Declaration is lifted and it is safe to return to work. The office will be available to SRPC staff as a resource.

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

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

Process for Screening for Employees Reporting to Work

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

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

The "health check form" will be completed daily prior to entering the Strafford Regional Planning Commission (SRPC) office or any other non-home-based work location. Forms are to be submitted to the Executive Director (or Financial Consultant if Director is unavailable) at the end of the month. Because SRPC does not have the ideal location to check on premises before entering the building the most logical location will be in the parking lot, in the employee's vehicle or for those who bike, walk, or travel by other means, prior to leaving their home. There are a thermometer, gloves, sanitizer, and masks available upon entering the office.

Do not come to work if you:

- Are feeling unwell,
- Come into contact with someone who is sick with the virus, OR
- Come into contact with someone who has been in contact with a confirmed case:
 - [Self-isolate and follow CDC's recommendations.](#)
 - Notify your supervisor as soon as possible.

Temperature Check

- If temperature is 100 degrees Fahrenheit or higher do not come into work or, if you have already arrived, leave the workplace.
 - Call your PCP.
 - Notify your supervisor as soon as possible.

Assess for Symptoms

Employees are not to come to work if experiencing flu-like symptoms that they do not normally experience in connection with a pre-existing health condition, and which are causing them to feel unwell.

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

Potential COVID-19 Symptoms		
Fever	Fatigue	Congestion
Chills	Muscle or body aches	Runny nose
Cough	Headache	Nausea or vomiting
Shortness of breath	New loss of taste or smell	Diarrhea
Difficulty breathing	Sore throat	

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

Guidance for Slowing the Spread and Reducing Exposure

Hygiene

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

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

Social Distancing

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

- Stay at least 6 feet (about 2 arms' length) from other people.
- Do not gather in groups larger than 10.
- Stay away from (as much as possible) crowded places and avoid mass gatherings.

Personal Protective Equipment (PPE)

Each employee will access to PPE that is relevant to the work that they do. Do not share any PPE. Supplies are available at the SRPC entry and in the storage room.

Entry/Front Counter

The following items are available for all staff and visitors upon entry to the SRPC office:

- Disposable masks
- Hand sanitizer
- Thermometer
- Disinfectant wipes
- Guest/visitor sign in log
- Disposable gloves

Face Masks

Based on the CDC and State of New Hampshire guidelines everyone should wear a mask when they are at the office or are out in public, even if you do not feel sick.

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

Gloves

- For field crews' leather or other material work gloves can be used at employee's discretion. Disinfect with an aerosol spray once per day after the conclusion of the workday. Gloves should not be shared.
- Non-sterile nitrile gloves can be used when touching communal or public surfaces (i.e. gas station pumps) at employees' discretion.

Please notify the executive director if you notice that any of the PPE supplies are running low.

[Strafford Regional Planning Commission Workspaces & Operational Procedures](#)

Strafford Regional Planning Commission Office

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

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

Staff Teams for in Office Work

To avoid exceeding office occupancy capacity, ensure adequate space between occupied desks, and minimize exposure, staff are assigned to programmatic teams. Each team has one day per week dedicated to them in which they may work at the office (Tuesdays, Wednesdays and Thursdays). Desk assignments have been adjusted to ensure adequate space between individuals when all team members are present. Staff may work at the office on Mondays and Fridays, however, will be responsible for communicating their planned in-office time with the full staff in advance to ensure adequate spacing between occupied desks and the total number of persons is not exceeded. Work at the office remains optional to staff and all remain in a work from home, telecommuting, arrangement for the winter months.

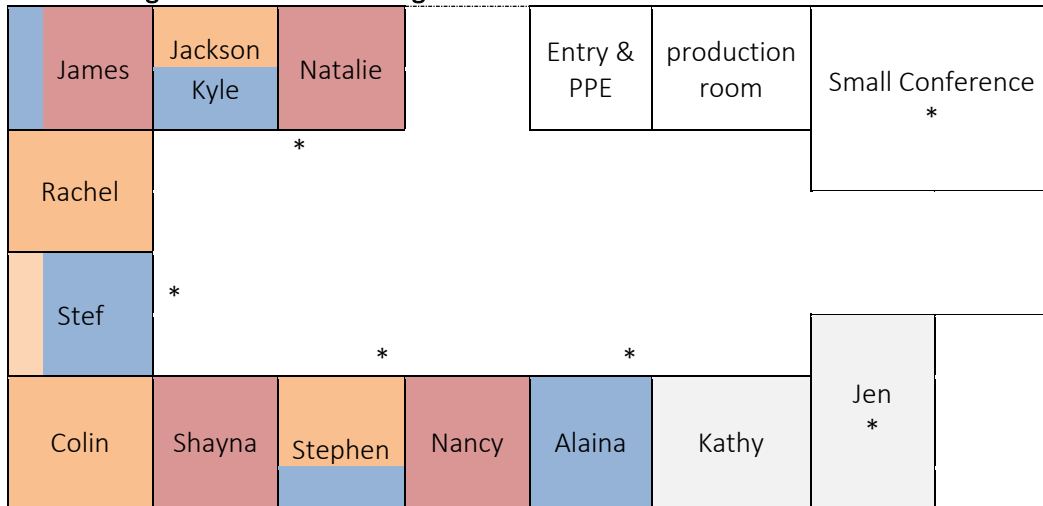
RPC Team	EDD Team	MPO Team
Alaina	James*	Colin
Kyle	Nancy	Jackson
Stef*	Natalie	Rachel
(James)*	Shayna	Stephen*
(Stephen)*		(Stef)*

*occasionally staff may need to switch days (secondary day)

Team Schedules

Week of the Month	Tuesday	Wednesday	Thursday
1st Week	RPC	MPO	EDD
2nd Week	EDD	RPC	MPO
3rd Week	MPO	RPC	EDD
4th Week	EDD	RPC	MPO
5th week	RPC	MPO	EDD

Office Configuration and Desk Assignments



* Approximate locations of air purifiers

Masks required at all times in common (unshaded) spaces or when 2 or more people are in an individual workspace.

Common Storage, Production, Small Conference, and Kitchen Spaces

- Only one staff member may be in the storage or server spaces at any given time.
- No more than two staff members may be in the kitchen or production space at any given time.
- No more than three staff members may be in the small conference room at any given time.
- Employees are required to wear a mask if work requires more two people to be within an individual's workspace or other common area,.
- Disinfect locks, handles, and other high traffic surfaces frequently using office cleaning supplies.

Visitors

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

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

Strafford Regional Planning Commission Vehicles

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

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

Offsite Field Work and Community (Public) Spaces

All field work will follow the guidelines in the SRPC Employee Handbook, Health and Wellness plan, and Field Work Safety Protocols with the addition of the measures included herein for COVID-19. No fieldwork will occur unless all individuals are agreeable to the risks and approval has been made by Executive Director. Field team partners will remain the same throughout the duration of COVID-19 to reduce the risk of exposure.

Public Interaction and Communications

With many of the public spaces in which employees conduct work in is it likely to come in contact with individuals seeking information about the work employees are doing. It is imperative that employees maintain compliance with CDC and state recommendations while in public spaces to ensure everyone's safety and to uphold Strafford Regional Planning Commission's reputation for professionalism.

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

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

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

Handwashing Station for Fieldwork

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

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

Social Distancing

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

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

Equipment Use

Fieldwork

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

Office

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

Cleaning and Disinfecting Guidelines

Everyday Steps

- [Disinfect high traffic, communal surfaces](#) (i.e. Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, copier, etc.) daily, midday.
- Employees when in the office are required to take five minutes daily to [disinfect your immediate work area](#).
- Each of the 12 office workstations has an 8oz spray bottle of disinfectant for daily cleaning needs. There are paper towels and reusable microfiber rags in the storage room. Used microfiber clothes should be placed in the bag hanging from the Executive Director's door for weekly laundering.
- There are also disposable sanitizer wipes available for staff use.

Air Purification

SRPC has purchases air purifiers for the main office space, small conference room, and executive director's office. The purifiers are designed to meet the needs of each office space based upon square footage. Doors should be closed to maximize their effectiveness.

Operation

- Purifiers should run on at least the medium fan speed when rooms are occupied.

- Staff are encouraged to use the timer function on the air purifiers when turned on at the beginning of the day to ensure they are turned off at the end of the day.

Maintenance

- First week of the month, for air purifiers in the main office and small conference room – wipe down or vacuum the prefilter screen surrounding the air purifiers filter drum. For the air purifier in the executive director's office, the pre-filter must be rinsed.
- First week of May and November of each year – replace all filters.

Office Disinfection if Someone is Sick

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

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

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

