



**SRPC Executive Committee Meeting Agenda  
December 18, 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 2020-23, 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.trafford.org](http://www.trafford.org).

**If anybody has a problem accessing the meeting, please email [jczyz@trafford.org](mailto:jczyz@trafford.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 November 20, 2020 (**enclosed**)
- b. Acceptance of Draft November Financials (**enclosed**)

**3. Updates and Discussion**

- a. Executive Director Review Procedures (**see memo**)
- b. December Monthly Minors (**enclosed**)
- c. Awards, Contracts, and General Business Update (**see memo**)
- d. Commissioners Skills Matrix (**see memo and enclosed**)

**4. Other Business**

**5. Adjourn**

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

November 20, 2020

**DRAFT** Meeting Minutes  
Zoom Meeting

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

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

**Guests:** Alyssa Simard, Melanson

**Absent:** 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 2020-23, this Committee is authorized to meet electronically. There was no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order: each member in attendance (via Zoom) confirmed their participation and name, and that they were the only one in the room (if connecting with video), or on the phone (if connecting with audio).

Those in attendance at the start of the meeting included Peter Nelson, David Landry, Barbara Holstein, Donald Hamann, Victoria Parmele, Bill Fisher, Shayna Sylvia and Jennifer Czysz, and Alyssa Simard.

Mike Bobinsky joined the meeting at 8:07 a.m.

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

## **2. Presentation: FY 2020 DRAFT Audit: Melanson, Health, and Co, PC**

A. Simmard from Melanson shared the results of the Fiscal Year 2020 audit report for SRPC.

A. Simmard thanked Jen Czysz and Kathy Foster, SRPC financial consultant, for their cooperation during this year's remote audit. She added that this went smoothly due to the SRPC's organization.

A. Simmard began reviewing the draft financial statements and the governance letter. There was no single audit this year, in line with the last few years. She reviewed the management's responsibility in this process. She also reviewed the auditor's responsibility.

A. Simmard read the following opinion included in the independent auditor's report:

"In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of Strafford Regional Planning Commission, as of June 30, 2020, and the respective changes in financial position, for the year then ended in conformity with accounting principles generally accepted in the United State of America."

She added that this is a clean, or unmodified opinion.

A. Simmard reviewed the governance letter – there were no significant difficulties, or disagreement with management. She explained that there are some upcoming accounting practices that may apply to SRPC. She explained GASB 87 – which will apply to leases. This will be implemented beginning in FY 2022 and will apply on SRPC's statement.

There were no significant deficiencies or material weaknesses notes during the audit.

A. Simmard reviewed the Management's Discussion and Analysis section including an overview of the financial statements. She explained the government-wide financial analysis, noting changes between FY 2019 and FY 2020.

A. Simmard reviewed the statement of net position, and how it changed from FY19 to FY20. A major difference in the was due to SRPC's new transit van.

A. Simmard reviewed the statement of activities, which looks at expenses against operating grants and expenses. She reported the numbers up to June 30, 2020.

She reviewed the Statement of Revenues, Expenditures, and Changes in Fund Balances. Most expenditures for SRPC, like similar organizations are for employees and benefits.

She reviewed the note disclosures. SRPC did not need to draw online of credit. This line of credit is a backup for inconsistent or untimely payments.

A. Simmard explained that SRPC could add a relevant note to its report noting uncertainty due to COVID-19 if preferred.

D. Landry asked about line of credit. He asked if similar organizations ever use their line of credit in a strategic manner. A. Simmard responded that she has not seen other RPCs use it in this way. It was noted that in the past year or two, similar organizations haven't needed to rely on their lines of credit as reimbursement periods and timing have gotten better.

A. Simmard explained that Melanson will finalize this report upon acceptance by the E.C.

V. Parmele explained that she was contacted to answer some questions for the audit. V. Parmele shared that because of COVID-19, SRPC has adapted, and noted that this didn't change the operating of the organization. D. Hamann also had to fill out a form for the audit, as he is a check signor for SRPC.

V. Parmele commended the audit process and how it appears to go smoother each year. V. Parmele opined that committee members are setup with great information each month via the meeting packets.

A. Simmard explained that from an audit perspective, there was a smooth transition to telecommuting. V. Parmele asked for a comparison with other organizations. A. Simmard shared that she has seen other organizations with a more difficult transition.

D. Landry commended the financial reports provided each month, sharing that the footnotes on each page makes it easy to read and follow. A. Simmard explained that she too found this as a helpful resource, and has shared with her boss, Sheryl at Melanson. A. Simmard said this speaks volumes. J. Czysz commended K. Foster, noting she maintained the organization's financials through both the executive director and remote office transitions, and this has continued. V. Parmele opined that reporting the financials in this way should be institutionalized or a requirement for SRPC. She added that it is very helpful to those who don't have an accounting background. D. Hamann agreed. D. Landry mentioned this method of reporting could be shared with other RPCs.

V. Parmele commended A. Simmard's presentation. M. Bobinsky commended the audit, and commended Melanson, noting that we not take this positive reporting for granted. He noted the important or having a solid audit and how impressive that is. M. Bobinsky commended J. Czysz and the SRPC staff on behalf of Somersworth. V. Parmele thanked A. Simmard for her presentation.

J. Czysz commended Kathy Foster for her work. She explained that she is usually present at this meeting but was not able to make it.

### 3. Action Items

#### a. Approval of the Minutes of October 16, 2020

D. Hamann **MOVED** to approve the October 16, 2020 minutes with three minor changes. These included changing Don Hamann's title in the minutes, changing "acceptance" to "approval" on the first action item, and deleting a duplicative sentence about what time the meeting started. M. Bobinsky **SECONDED** the motion.

A roll call vote was taken. D. Landry and P. Nelson abstained.

V. Parmele seated B. Fisher as a voting member.

V. Parmele, D. Hamann, B. Holstein, B. Fisher, and M. Bobinsky **VOTED** in the affirmative. The motion **CARRIED**.

#### b. Acceptance of FY 2020 Draft Audit Report

D. Hamann **MOVED** to accept the FY 2020 Draft Audit Report. D. Landry **SECONDED** the motion.

The motion **CARRIED** via roll call vote of M. Bobinsky, D. Landry, B. Fisher, V. Parmele, P. Nelson, D. Hamann, and B. Holstein in the **AFFIRMATIVE**.

#### c. Acceptance of the Draft October Financials

J. Czysz explained what appears to be a negative checking account balance on the financials. This is due to timing of invoices, billing, and received payments, and is not actually a negative balance.

She reviewed the differences between FY19 and FY20. She explained that the monthly billing rate is higher this year due to increased contracts and work.

J. Czysz reviewed the aging summary sharing that there were no major concerns there. She added that all dues have been paid on time, and that most past due items were

received in first week of following month. She explained that everything is on track with the accounts receivable.

Elaborating, J. Czys shared that individual projects account for the biggest differences on the Profit and Loss statements. She stated that there is also a large difference in the personnel lines as SRPC now has two additional staffers. J. Czys added that the new staffer supported by the EDA CARES Act funding started full time on Nov. 2.

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, Dave Landry, Mike Bobinsky, Peter Nelson, and Bill Fisher in the **AFFIRMATIVE**.

**d. Recommended Commission Approval of Proposed Mid-Year Budget**

J. Czys reviewed the proposed Mid-Year Budget. She noted the biggest change as the award of the EDA CARES Act funding, of which nine months of that will fall within FY21. SRPC's EDA Planning funds can now be used over a longer term and the organization is able to carryover funds into the next fiscal year. J. Czys shared that there was also a decrease in the FY21 funding for the 604-b grant so there is more carryover in FY22. She updated committee members on the Permeable Reactive Barrier project in Durham which had a lot of delays but is now proceeding quickly. The UPWP hours were also updated from the estimate to more accurately what is left to expend in FY21.

J. Czys explained that on the expense side, the salaries line item increased with the new economic recovery coordinator position. In addition, Stephen Geis and Alaina Rogers were added on as full-time staff. There were also slight increases to software line item. The biggest decrease on the expense side was eliminating SRPC's MapGeo contract.

J. Czys updated members on SRPC's timesheet software. Currently staff use Quickbooks, but SRPC is looking to add a program called TSheets, which allows staff to complete their timesheet online, and is a more efficient method than what is used currently. There were also increases with other software relative to the purchase of new computers. Vehicle expenses were updated from an initial estimate to the actual prices. She shared that SRPC is still offering stipends for staff to offset the use of their personal phones and internet connections. SRPC also added a line item under the EDA CARES Act grant for contract support. This would allow SRPC to look beyond internal expertise.

J. Czys shared a line item was added for the reserve fund contribution, and that non-allocated dues are included here. D. Landry asked about the purpose of this. J. Czys responded that it is setup like this organizationally so we can more easily tell where SRPC stands. It also protects us should invoices not be paid on time or should an urgent planning

issue arise, we have the funds available to respond. J. Czysz explained this unexpended portion of dues is referenced as a profit for the organization.

D. Landry asked about the timing of the EDA CARES Act. J. Czysz explained the contract lasts 24 months October 2020-September 2022 and has been spread out based on this fiscal year's proportionate share of the total grant (9 out of 24 months). D. Landry asked if that mean on the expense side that the EDA CARES is similarly budgeted. Yes, the staff person is included in the budget based on their actual start date and costs associated with this fiscal year. The additional costs associated with this grant will be apparent on next month's draft financials.

D. Hamann **MOVED** to recommend the approval of proposed Mid-Year Budget. D. Landry **SECONDED**.

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

#### **4. Updates and Discussion**

##### **a. Awards, Contracts, and General Business Update**

J. Czysz shared that there is now an updated COVID-19 policy for staff. This includes the data collection staff now working from home more regularly. She shared that a plan is now in place to allow staff into the office, if need be, to work at socially distanced desks with staff having assigned days to come into the office.

J. Czysz reviewed her and K. Foster's end of month billing schedules.

J. Czysz shared that SRPC has a few contracts signed and waiting on Governor and Council. SRPC was recently awarded through NHDES's successful National Fish and Wildlife grant to work on living shorelines. SRPC's portion of that grant totals \$30,000, most of which is allocated in FY22. She noted that SRPC's indirect rate is stable. She updated the committee on the dues expended and remaining in the saving account.

##### **b. November Monthly Minors**

Shayna reviewed the November Monthly Minors. There was one project in Durham and one statewide project.

##### **c. Executive Director Review Procedures**

It was suggested that a review for the Executive Director take place in April or May. This discussion can take place earlier on the agenda next month. M. Bobinsky shared that he



researched some of the links J. Czyz had sent. He opined that the online version from Board Source looked good. It was discussed that remote access options might make sense. J. Czyz is unsure of the associated costs. A discussion ensued on the notion of 360 evaluation. This takes a lot of ongoing training and knowledge so this would be something to consider. J. Czyz noted we could replicate one of these approaches via Survey Monkey.

## **5. Other Business**

There was no other business.

## **6. Adjourn**

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

The meeting adjourned at 9:00 a.m.

Minutes Respectfully Submitted by  
Shayna Sylvia  
Communications and Outreach Planner



# SRPC FY 2021 Dashboard - December

For the December 18, 2020 Executive Committee Meeting

November 30, 2020	
FSB Checking Beginning Balance	\$47,213.59
Deposits	\$122,198.27
Payments	-\$136,947.49
Uncleared Transactions	-\$12,193.56
<b>FSB Checking Ending Balance</b>	<b>\$20,270.81</b>

Accounts Receivable	<b>\$163,864.86</b>
FSB Savings Account	<b>\$97,298.19</b>

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

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 December
<b>FY20 Working Budget:</b>	Reflects adopted mid year budget

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
<b>Total Revenue</b>	<b>\$1,415,073</b>
<b>Pending Grant Applications</b>	<b>\$190,165</b>

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
<b>Total Expenses</b>	<b>\$1,383,260</b>

## STAFF PRESENTATIONS - ACTIVITIES NOVEMBER

### Standing Committees and Appointments

Seacoast Stormwater Coalition (Jackson, Alaina)  
 COAST Board (Colin)  
 ACT Executive Committee (Colin)  
 HSIP Meeting (Colin)  
 CAW Outreach (Kyle)  
 Farmington, Northwood and Nottingham Board Meetings as Staff (Kyle, James and Stef) x 5  
 RPC Directors Meeting (Jen)  
 Seacoast Drinking Water Commission (Jen)  
 NH Project for Code Reform Product Review Team (Jen)  
 Strafford Public Health Advisory Committee (Nancy) x 3  
 Resiliency Subcommittee Meeting (Stef, Jen) x 2  
 Commission to Study Offshore Wind and Port Development (Jen)  
 NHPA Executive Committee (Kyle)  
 CommuteSmart NH (Shayna)

### RPC Activity

Durham Groundwater Rise Project Team Meeting (Jackson, Kyle)  
 Workforce Housing Coalition Strategic Planning Retreat (Jen)  
 NRRR Annual Meeting (Alaina)  
 CAW-CCAP Exchange 2020 (Alaina)  
 NROC Nov Meeting (Alaina)  
 Climate Summit Planning Subcommittee (Kyle)  
 NHPA Annual Meeting (Kyle, Nancy, Stef)  
 King Tide Event (Kyle)  
 Dover Urban Street Tree Meeting (Kyle, Jackson)  
 Durham Conservation Commission (Kyle)  
 Strafford County Lead poisoning Task Force (Nancy)

### MPO Activity

PSNY JLUS Implementation Committee (Jen)  
 Safe & Sound: Safer Roads for New Hampshire (Colin)  
 SRPC hosted webinar about electric vehicle charging stations (Colin, Shayna, Jen)

### EDD Activity

Seacoast Economic Development Stakeholders calls (Jen, Nancy, Natalie, James)  
 REDC CEDS Kick-off (Jen, James, Natalie)  
 REDC and the RPCs Resiliency Planning Call (Jen, James, Natalie)  
 CDFA Community Development Advisory Committee Meeting (Jen)  
 Call with BEA consultant to discuss stakeholder network (James)  
 QEP and EPA grant officer call about Brownfields assessment methods (James)  
 Seacoast Housing Summit (Stef)

### Staff Development & Trainings

NEARC Conference (Jackson, Stephen)  
 SRPC GIS ArcOnline Webinar (Jackson, Shayna, Alaina)  
 Seacoast Housing Summit: The Future of Housing (Jen, Natalie)  
 Mitchell Center Talk: Equity Assessment of Maine's Climate Policy Plan (Alaina)  
 NPMRDS Webinar (Stephen)  
 Awakening to Racism as a Public Health Issue (Black Thought Series) (Colin)  
 SBDC Marketing Adaptation in Times of Covid (Natalie)  
 Using Law and Policy to Create Equitable Communities (Nancy)

## WEB AND SOCIAL MEDIA STATISTICS



### Strafford.org

Sessions 620 (-128)  
 Users 477 (-42)



### Constant Contact

Subscribers 803 (0)  
 Avg. Open Rate 26% (-2%)



### Facebook

Posts 13 (-4)  
 Reach 609 (-637)  
 Engagement 41 (-87)



### Twitter

Tweets 5 (5)  
 Profile Visits 73 (1)  
 Impressions 867 (135)  
 Followers 0 (-284)  
 Mentions 1 (-1)



### Instagram

Followers 4 (-3)  
 Posts 20 (-51)  
 Reach 181 (-469)  
 Engagement 132 (6)



### ArcGIS

Open Data 594 (55)  
 Portal Views  
 Tax Parcel 914 (90)  
 Viewer Views





BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



NEW DURHAM  
NEWMARKET  
NORTHWOOD  
NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

**DATE:** December 11, 2020  
**TO:** Executive Committee Members  
**FROM:** Jen Czysz, Executive Director  
**RE:** Director's Report for the December 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 November Financials**

*Balance Sheet:* The November end of month checking account register balance remains low. The savings account is very healthy as all dues were deposited into Savings. Overall, at the end of November we had \$104,189 cash on hand, \$32,332 more than last year this time.

*Aging Summary:* The November billing amounts to \$99,997.14 and is not overdue at this time (included in the aging summary total of \$163,864.86). The DOT October invoice, along with sever other October items, were paid the first week of December. There is a limited amount overdue beyond the 30-day payable term (\$20,527.78).

*Profit and Loss:* November ended with a net income of \$22,000 and YTD we are at a net income of \$26,000, setting us up well for December when there will be a third payroll. The primary differences between 2020 and 2019 continue to more nuanced – DOT and DES billing as well as payroll expenses are up this year (increased staffing) otherwise most other items are fairly comparable.

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

This will be the primary discussion item at the December meeting.

Process steps to review and discuss:

- Format and content of the self-evaluation report.
- Method of conducting the evaluation:
  - 360-degree feedback: E.C., municipalities, staff, other partners
  - Creating the evaluation criteria, content, format
- Salary review method, develop a sound justification for salary

While this has not been the schedule thus far this year, I'd propose we align the executive director review process and associated tasks such as goal development toward this schedule moving forward. The following schedule is based on the fiscal year (July 1-June 30).

<b>July</b>	FY Executive Director and Organizational Goals Approval at E.C. Meeting
<b>August</b>	
<b>September</b>	Strategic Plan Progress Update
<b>October</b>	
<b>November</b>	
<b>December</b>	Mid-Year Executive Director and Organizational Goals Update
<b>January</b>	
<b>February</b>	Strategic Plan Progress Update
<b>March</b>	E.D. Self-Evaluation for FY due
<b>April</b>	Completion of Executive Director evaluation and recommendation – non-public session
<b>May</b>	Draft Continuity of Operations Plan due Draft updates to the Emergency Succession Plan due
<b>June</b>	Approval of the Continuity of Operations Plan and Emergency Succession Plan at the E.C. Meeting Executive Committee Discussion of draft Executive Director and Organizational Goals for the next FY

While we are not a non-profit organization, the principals included in the following resources are similar and may be helpful.

- 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](#)

### **3c. Awards, Contracts and General Business Update**

COVID-19: All staff are currently working remotely given the increased prevalence of COVID-19 across the state and country. Only staff in the office are me and Kathy to run financials and one staff member stops in daily to check mail, the server and backups.

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
- CDBG-CV: Strafford CAP Homeless Shelter
- National Fish and Wildlife Foundation: Great Bay Living Shorelines

#### Recently Submitted and Pending Decision:

- NHDES Local Source Water Protection: MS4 support for Rollinsford and Milton
- Somersworth Tax Map Updates
- Barrington CDBG Grant Writing and Administration

#### In Development

- Wakefield Contract Planning Services

**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 113.3% at the end of October.

**Dues:** Dues expenditures to date are summarized below.

<b>FY2021 YTD as of end of November 2020</b>	
<b>Income:</b>	
Billable Mapping Services	\$0.00
FY20 Dues Paid	\$49,359.47
<b>Total Income</b>	<b>\$49,359.47</b>

<b>Expenses:</b>	
Vehicle Expenses	\$2,965.72
Planning Salaries	\$4,032.26
Dues and Subscriptions	\$47.85
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	\$5,161.29
<b>Total SRPC Expenses</b>	<b>\$11,876.21</b>

<b>Cash Match:</b>	
UPWP	\$19,852.40
EDA	\$3,267.79
Coastal	\$0.00
<b>Total Cash Match</b>	<b>\$23,120.19</b>

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

<b>Total Expenses</b>	<b>\$35,414.94</b>
<b>Annual Dues Remaining</b>	<b>\$13,944.53</b>

### 3d. Commissioners Skills Matrix

The enclosed Matrix will be sent out to all Commissioners early next week. Objective is to better understand the skills and expertise we have around the table. This was something initial conceived as a potential action item to better engage commissioners as part of the Strategic Plan efforts. Subsequently, this was also brought up the resiliency committee looking to get a feel for who might have different expertise they could lend.

**NEXT MEETING January 15, 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
COVID Decompression Homeless Shelter	CDFA CDBG-CV	FY2020-2021	\$24,000			awarded	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			awarded	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.
Local Source Water Protection	NHDES	FY2021-2022	\$20,000			submitted	pending	MS4 stormwater regulations, outreach and drinking water asset mapping for ROL and MIL
Tax Map Updates	Somersworth	FY2021-2022	\$4,415			submitted	pending	Complete several years of tax map updates, layout new maps
CDBG Grant Writing and Administration	Barrington	FY2021-2022	\$29,000			submitted	pending	Responded to RFP for town service
Contract Planner	Wakefield	TBD	TBD			In development		As needed professional planner support services

Updates since last meeting



**Strafford Regional Planning Commission**  
**Balance Sheet**  
As of November 30, 2020

DRAFT

	Nov 30, 20	Nov 30, 19	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
FSB Checking	6,891.06	55,762.13	-48,871.07
FSB Savings	97,298.19	16,095.04	81,203.15
<b>Total Checking/Savings</b>	<b>104,189.25</b>	<b>71,857.17</b>	<b>32,332.08</b> <sup>1</sup>
Accounts Receivable			
Accounts Receivable	163,864.86	104,541.89	59,322.97
<b>Total Accounts Receivable</b>	<b>163,864.86</b>	<b>104,541.89</b>	<b>59,322.97</b> <sup>2</sup>
<b>Other Current Assets</b>			
Prepaid Expenses			
Prepaid Website Expenses	227.88	0.00	227.88
Prepaid Dues and Subscriptions	1,856.12	2,482.77	-626.65
Prepaid training	600.00	600.00	0.00
Prepaid Expenses - Other	421.50	0.00	421.50
<b>Total Prepaid Expenses</b>	<b>3,105.50</b>	<b>3,082.77</b>	<b>22.73</b>
Prepaid software support	1,488.88	1,707.13	-218.25
Undeposited Funds	0.00	6,504.04	-6,504.04
<b>Total Other Current Assets</b>	<b>4,594.38</b>	<b>11,293.94</b>	<b>-6,699.56</b>
<b>Total Current Assets</b>	<b>272,648.49</b>	<b>187,693.00</b>	<b>84,955.49</b>
<b>Fixed Assets</b>			
Vehicles			
Vehicle Accumulated Depreciation	-2,867.77	0.00	-2,867.77
Ford Transit	22,943.35	0.00	22,943.35
<b>Total Vehicles</b>	<b>20,075.58</b>	<b>0.00</b>	<b>20,075.58</b>
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
<b>Total Equipment Purchase</b>	<b>15,745.44</b>	<b>19,098.48</b>	<b>-3,353.04</b>
<b>Total Property and Equipment</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Fixed Assets</b>	<b>20,075.58</b>	<b>0.00</b>	<b>20,075.58</b>
<b>TOTAL ASSETS</b>	<b>292,724.07</b>	<b>187,693.00</b>	<b>105,031.07</b>

**Strafford Regional Planning Commission**  
**Balance Sheet**  
As of November 30, 2020

DRAFT

	Nov 30, 20	Nov 30, 19	\$ Change
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
FSB Credit Card	81.57	977.02	-895.45
<b>Total Credit Cards</b>	81.57	977.02	-895.45
<b>Other Current Liabilities</b>			
FY21 Dues in Advance	69,103.23	0.00	69,103.23
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
<b>Total Benefits payable</b>	48.00	48.00	0.00
Contract Revenue In Advance	9,241.12	1,777.13	7,463.99 <sup>4</sup>
FY20 Dues in Advance	0.00	67,398.53	-67,398.53
<b>Payroll Liabilities</b>			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	2,101.30	2,536.95	-435.65
<b>Total Payroll Liabilities</b>	2,131.69	2,567.34	-435.65
<b>Total Other Current Liabilities</b>	80,524.04	71,791.00	8,733.04
<b>Total Current Liabilities</b>	80,605.61	72,768.02	7,837.59
<b>Long Term Liabilities</b>			
Lease Payable - Ford Motor Cred	16,600.09	0.00	16,600.09 <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	9,342.50	10,342.50	-1,000.00
<b>Total Accrued expenses</b>	73,389.21	53,695.51	19,693.70 <sup>6</sup>
<b>Total Long Term Liabilities</b>	89,989.30	53,695.51	36,293.79
<b>Total Liabilities</b>	170,594.91	126,463.53	44,131.38
<b>Equity</b>			
Retained Earnings	96,094.51	45,213.16	50,881.35 <sup>7</sup>
Net Income	26,034.65	16,016.31	10,018.34
<b>Total Equity</b>	122,129.16	61,229.47	60,899.69
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>292,724.07</b>	<b>187,693.00</b>	<b>105,031.07</b>

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12/9/2020

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12/8/2020

**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of November 30, 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.
2. Accounts Receivable: See the Accounts Receivable Summary report for other Accounts Receivable comments.
3. Undeposited Funds: Payments received (prior fiscal year), but not yet deposited to the bank.
4. Contract Revenue in Advance: Funds remaining in current fiscal year – GSCH Creating Age Friendly Communities \$5,439, NHCHF Promoting Outdoor Play \$3,802
5. Lease Payable: This is the principal amount due for the lease to own Ford Transit Connect.
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.
7. Retained Earnings: Cumulative posting of net income from all prior years.

**Strafford Regional Planning Commission  
A/R Aging Summary  
As of November 30, 2020**

DRAFT

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>4000 Town of New Durham</b>						
4002 New Durham RSMS	644.96	1,136.86 1	0.00	0.00	0.00	1,781.82
<b>Total 4000 Town of New Durham</b>	644.96	1,136.86	0.00	0.00	0.00	1,781.82
<b>5030 NRPC</b>						
5031 NRPC GeoData Portal Project	0.00	2,000.00 2	0.00	0.00	0.00	2,000.00
<b>Total 5030 NRPC</b>	0.00	2,000.00	0.00	0.00	0.00	2,000.00
<b>2000 LTA (Local Technical Assistance)</b>						
<b>2200 PLUR Books</b>						
2202 Town of Brookfield PLUR	0.00	79.20	0.00	0.00	0.00	79.20
2213 Town of Nottingham PLUR	0.00	121.00 3	0.00	0.00	0.00	121.00
<b>Total 2200 PLUR Books</b>	0.00	200.20	0.00	0.00	0.00	200.20
<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	200.20	0.00	0.00	0.00	200.20
<b>3302 Dover Resilience Grant</b>	1,733.17	2,775.83	0.00	0.00	0.00	4,509.00
<b>3400 Town of Durham</b>						
3403 Durham Groundwater Modeling	5,392.78	0.00	0.00	0.00	0.00	5,392.78
3405 Durham Trail Mapping	0.00	2,000.00	0.00	0.00	0.00	2,000.00
3404 Durham Resilience Grant	4,141.67	1,134.31	0.00	0.00	0.00	5,275.98
<b>Total 3400 Town of Durham</b>	9,534.45	3,134.31	0.00	0.00	0.00	12,668.76
<b>3500 Town of Farmington</b>						
3501 FAR Circuit Rider	4,538.38	0.00	0.00	0.00	0.00	4,538.38
<b>Total 3500 Town of Farmington</b>	4,538.38	0.00	0.00	0.00	0.00	4,538.38
<b>4200 Town of Northwood</b>						
4201 NOR Circuit Rider	1,557.50	1,317.50 4	0.00	1,437.50	0.00	4,312.50
<b>Total 4200 Town of Northwood</b>	1,557.50	1,317.50	0.00	1,437.50	0.00	4,312.50
<b>4300 Town of Nottingham</b>						
4301 NOT Circuit Rider	1,872.50	0.00	0.00	0.00	0.00	1,872.50
<b>Total 4300 Town of Nottingham</b>	1,872.50	0.00	0.00	0.00	0.00	1,872.50
<b>5310 Lamprey River LAC</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>6000 Office of Strategic Initiatives</b>						
6000.000 FY20_21 TBG	1,772.18	6,915.79	0.00	0.00	0.00	8,687.97
<b>Total 6000 Office of Strategic Initiatives</b>	1,772.18	6,915.79	0.00	0.00	0.00	8,687.97
<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	1,516.26	1,985.98	0.00	0.00	0.00	3,502.24
6250.000 PRB-Oyster River	4,681.00	0.00	0.00	0.00	0.00	4,681.00
6301.000 Local Source Water 2020	0.00	0.00	0.00	0.00	6,600.00	6,600.00
<b>Total 6100 NH DES</b>	7,737.26	1,985.98	0.00	0.00	6,600.00	16,323.24
<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>7000 ECONOMIC DEVELOPMENT ADMINISTRATION</b>						

**Strafford Regional Planning Commission  
A/R Aging Summary  
As of November 30, 2020**

*DRAFT*

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
7002 EDA CARES	9,811.08	0.00	0.00	0.00	0.00	9,811.08
7001 EDA FY21	6,975.00	0.00	0.00	0.00	0.00	6,975.00
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATI...	16,786.08	0.00	0.00	0.00	0.00	16,786.08
7100 EPA						
7110 Brownfields 2019-2022	13,680.62	0.00	0.00	0.00	0.00	13,680.62
Total 7100 EPA	13,680.62	0.00	0.00	0.00	0.00	13,680.62
8000 DOT UPWP	40,140.04	35,988.75	0.00	0.00	0.00	76,128.79
4400 City of Rochester						
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
Total 4400 City of Rochester	0.00	0.00	0.00	0.00	0.00	0.00
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>99,997.14</b>	<b>55,455.22</b>	<b>0.00</b>	<b>1,437.50</b>	<b>6,975.00</b>	<b>163,864.86</b>

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12/8/2020*

Stafford Regional Planning Commission  
A/R Aging Summary  
As of November 30, 2020

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- 
1. New Durham RSMS payment received in December

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  2. NRPC payment received in December

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  3. Nottingham PLUR book payment received in December

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  4. Northwood payment received in December. Linda is checking on the September invoice of \$1,437.50.

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  5. UPWP \$35,988.75 received in December
  6. EPA Brownfields \$13,680.62 in December

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

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	Nov 20	Nov 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>			
NDU RSMS	1,781.82	0.00	1,781.82
GSCH - Tufts	2,155.20	0.00	2,155.20
Barrington Master Plan	0.00	725.88	-725.88
DOV Recreation MP Chapter	0.00	3,676.81	-3,676.81
FAR Circuit Rider	4,538.38	4,292.30	246.08
NHCHF	611.48	1,990.21	-1,378.73
NKT Tax Maps	0.00	356.60	-356.60
Northwood Planning Services	1,557.50	1,847.21	-289.71
NOT Circuit Rider	1,872.50	2,908.90	-1,036.40
<b>Total Municipal and NonProfit Revenue</b>	<b>12,516.88</b>	<b>15,797.91</b>	<b>-3,281.03</b>
<b>Total SRPC Revenue</b>	<b>12,516.88</b>	<b>15,797.91</b>	<b>-3,281.03</b>
<b>Economic Development Revenue</b>			
EDA CARES	9,811.08	0.00	9,811.08
EDD Partnership Planning	12,655.42	7,486.87	5,168.55
EPA Brownfields	13,680.62	0.00	13,680.62
<b>Total Economic Development Revenue</b>	<b>36,147.12</b>	<b>7,486.87</b>	<b>28,660.25</b>
<b>State Award Revenue</b>			
<b>NHDES</b>			
Sunrise Lake	1,540.00	0.00	1,540.00
DUR Resilience	4,141.67	0.00	4,141.67
Coastal	2,434.71	0.00	2,434.71
DOV Coastal Resilience	2,067.77	0.00	2,067.77
Durham Groundwater Modeling	5,392.78	0.00	5,392.78
Watershed PRB	4,681.00	0.00	4,681.00
<b>Total NHDES</b>	<b>20,257.93</b>	<b>0.00</b>	<b>20,257.93</b>
<b>OEP Targeted Block</b>	<b>1,772.18</b>	<b>0.00</b>	<b>1,772.18</b>
<b>Total State Award Revenue</b>	<b>22,030.11</b>	<b>0.00</b>	<b>22,030.11</b>
<b>MPO Revenue</b>			
FHWA MultiModal Pilot (Bike LTS)	0.00	672.43	-672.43
<b>NH DOT</b>			
ROC Sidewalk Assessment	0.00	5,000.00	-5,000.00
UPWP	44,600.05	33,057.07	11,542.98
<b>Total NH DOT</b>	<b>44,600.05</b>	<b>38,057.07</b>	<b>6,542.98</b>
<b>Total MPO Revenue</b>	<b>44,600.05</b>	<b>38,729.50</b>	<b>5,870.55</b>
<b>Miscellaneous Income</b>			
Plotter Sale	0.00	250.00	-250.00
<b>Total Miscellaneous Income</b>	<b>0.00</b>	<b>250.00</b>	<b>-250.00</b>
<b>Contra Income Cash Match</b>			
DOT Cash Match			

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12/08/20

Accrual Basis

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

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	Nov 20	Nov 19	\$ Change
402.1 ROC Match	0.00		
DOT Cash Match - Other	-4,460.01	-1,747.50	1,747.50
<b>Total DOT Cash Match</b>	<b>-4,460.01</b>	<b>-3,305.71</b>	<b>-1,154.30</b>
EDD Cash Match	-1,494.94	-1,273.20	-221.74
RPC LTS Cash Match	0.00	-134.49	134.49
<b>Total Contra Income Cash Match</b>	<b>-5,954.95</b>	<b>-4,713.40</b>	<b>-1,241.55</b>
Contra Income InKind/Soft Match			
IK DOV Resilience	-334.60	0.00	-334.60
In-Kind Coastal Match	-918.45	0.00	-918.45
In-Kind EDD Match	-4,185.48	-273.26	-3,912.22
<b>Total Contra Income InKind/Soft Match</b>	<b>-5,438.53</b>	<b>-273.26</b>	<b>-5,165.27</b>
<b>Total Income</b>	<b>113,772.57</b>	<b>66,933.96</b>	<b>46,838.61</b>
<b>Gross Profit</b>	<b>113,772.57</b>	<b>66,933.96</b>	<b>46,838.61</b>
<b>Expense</b>			
Personnel Expenses			
Salary and Wages	49,070.14	39,165.82	9,904.32
Payroll Expenses			
FSA Fees	8.25	0.00	8.25
Dental insurance expense	214.57	284.76	-70.19
Health incentive	200.99	0.00	200.99
Health Insurance expense	3,011.29	4,256.60	-1,245.31
Life Insurance expense	90.44	86.00	4.44
LTD Insurance expense	55.74	47.84	7.90
STD insurance expense	137.17	135.32	1.85
Payroll Processing Fees	187.00	174.00	13.00
Pension expense	1,475.11	1,142.57	332.54
Unemployment expense	0.00	276.09	-276.09
Workers Compensation	-159.09	86.01	-245.10
Payroll Taxes			
Medicare Expense	692.46	561.58	130.88
Social Security expense	2,960.86	2,401.21	559.65
Payroll Taxes - Other	0.02	-0.01	0.03
<b>Total Payroll Taxes</b>	<b>3,653.34</b>	<b>2,962.78</b>	<b>690.56</b>
<b>Total Payroll Expenses</b>	<b>8,874.81</b>	<b>9,451.97</b>	<b>-577.16</b>
Dues and Subscriptions	551.91	350.92	200.99
Staff Training and Seminars	450.00	0.00	450.00
<b>Total Personnel Expenses</b>	<b>58,946.86</b>	<b>48,968.71</b>	<b>9,978.15</b>
Equipment expense			
Computer Supplies	28.44	0.00	28.44
Copier Maintenance Contract	319.85	319.85	0.00
Office furniture			
Computer equipment	4,090.22	0.00	4,090.22



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

DRAFT

	Nov 20	Nov 19	\$ Change
Total Office furniture	4,090.22	0.00	4,090.22
Software expense			
ArclInfo/View software	400.00	425.00	-25.00
Office Software			
Adobe In Design	73.98	73.98	0.00
Anti-virus software	30.10	27.95	2.15
Constant Contact	40.50	40.50	0.00
Microsoft Office 365	209.73	125.00	84.73
Total Office Software	354.31	267.43	86.88
Total Software expense	754.31	692.43	61.88
Total Equipment expense	5,192.82	1,012.28	4,180.54
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 Interest	81.11	0.00	81.11
Total Vehicle Expenses	559.10	0.00	559.10
Total Fixed Expenses	3,539.52	2,958.84	580.68
Communications			
Office Telephone System	0.00	2,250.00	-2,250.00
Postage and Delivery	17.99	17.99	0.00
Telephone and Internet	422.15	281.70	140.45
Website maintenance and updates			
Website and logo design	8.44	0.00	8.44
Website maintenance and updates - Other	0.00	198.85	-198.85
Total Website maintenance and updates	8.44	198.85	-190.41
Total Communications	448.58	2,748.54	-2,299.96
Administrative			
Library & Planning Books	-200.20	0.00	-200.20
Office Expense	602.36	248.41	353.95
Office Supplies	40.77	27.97	12.80
Professional Fees			
Accounting, Audit	902.50	902.50	0.00
Total Professional Fees	902.50	902.50	0.00
Travel & Ent			
Travel	68.15	2,016.02	-1,947.87
Total Travel & Ent	68.15	2,016.02	-1,947.87

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

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	Nov 20	Nov 19	\$ Change
Total Administrative	1,413.58	3,194.90	-1,781.32
Contract Labor			
Financial Services	1,787.50	2,887.50	-1,100.00 <b>4</b>
IT and Network support	607.50	270.00	337.50
Pass Through Expense			
DUR Resilience Subcontract	2,029.54	0.00	2,029.54
Dov Resilience	940.00	0.00	940.00
DUR Groundwater Consultant	3,510.00	0.00	3,510.00
EPA Brownfields Consultants	13,379.75	0.00	13,379.75
Total Pass Through Expense	19,859.29	0.00	19,859.29 <b>5</b>
Total Contract Labor	22,254.29	3,157.50	19,096.79
Total Expense	91,795.65	62,040.77	29,754.88
Net Ordinary Income	21,976.92	4,893.19	17,083.73
Other Income/Expense			
Other Income			
Interest Income	19.64	23.71	-4.07
Total Other Income	19.64	23.71	-4.07
Net Other Income	19.64	23.71	-4.07
Net Income	<b>21,996.56</b>	<b>4,916.90</b>	<b>17,079.66</b>

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12/8/2020*

*CTC J  
12/9/2020*

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

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1. Payroll Expenses: Prior year had 10 permanent employees, this year there are 12 permanent staff. Newest staff member went permanent in September. *permanent FT in Nov.*
2. Computer Equipment: Two laptops and needed accessories were purchased and charged to DOT.
3. Office Telephone System: New phone system was purchased in prior fiscal year.
4. Financial Services: Hours have been reduced from the previous year, based on need.
5. Consulting Engineering Services: In the prior fiscal year, these were clumped into one account. For FY20 forward, consultants are broken out by project.

**Stafford Regional Planning Commission**  
**Income by Customer**  
**November 2020**

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Date	Name	Memo	Amount
<b>4000 Town of New Durham</b>			
<b>4002 New Durham RSMS</b>			
11/09/2020	4000 Town of N...	Progress Billing - New Durham RSMS - Sept-Oct 2020	1,136.86
11/30/2020	4000 Town of N...	Progress Billing - New Durham RSMS - Nov 2020	642.96
11/30/2020	4000 Town of N...	Progress Billing - New Durham RSMS - Underbilled Sep 2020	2.00
Total 4002 New Durham RSMS			1,781.82
Total 4000 Town of New Durham			1,781.82
<b>5150 GSCH</b>			
<b>5151 Creating Age Friendly Communities</b>			
11/30/2020	5150 GSCH:515...	Progress Billing - GSCH - Nov 2020	2,155.20
Total 5151 Creating Age Friendly Communities			2,155.20
Total 5150 GSCH			2,155.20
<b>2000 LTA (Local Technical Assistance)</b>			
11/01/2020	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>3302 Dover Resilience Grant</b>			
11/30/2020	3302 Dover Res...	Dover Resilience Progress Billing - November 2020	2,067.77
11/30/2020	3302 Dover Res...	Dover Resilience In-Kind Match	-334.60
Total 3302 Dover Resilience Grant			1,733.17
<b>3400 Town of Durham</b>			
<b>3403 Durham Groundwater Modeling</b>			
11/30/2020	3400 Town of D...	Progress Billing Durham Groundwater - Nov 2020	5,392.78
Total 3403 Durham Groundwater Modeling			5,392.78
<b>3404 Durham Resilience Grant</b>			
11/30/2020	3400 Town of D...	Progress Billing - Durham Resilience Grant - November 2020	4,141.67
Total 3404 Durham Resilience Grant			4,141.67
Total 3400 Town of Durham			9,534.45
<b>3500 Town of Farmington</b>			
<b>3501 FAR Circuit Rider</b>			
11/30/2020	3500 Town of F...	Progress Billing - Farmington Circuit Rider - November 2020	4,538.38
Total 3501 FAR Circuit Rider			4,538.38
Total 3500 Town of Farmington			4,538.38
<b>4200 Town of Northwood</b>			
<b>4201 NOR Circuit Rider</b>			

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

*DRAFT*

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
11/30/2020	4200 Town of N...	Progress Billing - Northwood Circuit Rider - November 2020	1,557.50
	Total 4201 NOR Circuit Rider		1,557.50
	Total 4200 Town of Northwood		1,557.50
<b>4300 Town of Nottingham</b>			
<b>4301 NOT Circuit Rider</b>			
11/30/2020	4300 Town of N...	Progress Billing - Nottingham Circuit Rider - November 2020	1,872.50
	Total 4301 NOT Circuit Rider		1,872.50
	Total 4300 Town of Nottingham		1,872.50
<b>5100 NHCHF</b>			
<b>5101 NHCHF Promoting Outdoor Play</b>			
11/30/2020	5100 NHCHF:5...	Progress Billing - Promoting Outdoor Play - Nov 2020	611.48
	Total 5101 NHCHF Promoting Outdoor Play		611.48
	Total 5100 NHCHF		611.48
<b>6000 Office of Strategic Initiatives</b>			
<b>6000.000 FY20_21 TBG</b>			
11/30/2020	6000 Office of S...	Progress Billing - Targeted Block Grant - Nov 2020	1,772.18
	Total 6000.000 FY20_21 TBG		1,772.18
	Total 6000 Office of Strategic Initiatives		1,772.18
<b>6100 NH DES</b>			
<b>6251 Sunrise Lake</b>			
11/30/2020	6100 NH DES:6...	Sunrise Lake Progress Billing - Sep-Nov 2020	1,540.00
	Total 6251 Sunrise Lake		1,540.00
<b>6101 Coastal 2021</b>			
11/30/2020	6100 NH DES:6...	Coastal 2021 Progress Billing - Nov 2020	2,434.71
11/30/2020	6100 NH DES:6...	In Kind match for Coastal grant	-918.45
	Total 6101 Coastal 2021		1,516.26
<b>6250.000 PRB-Oyster River</b>			
11/30/2020	6100 NH DES:6...	PRB Progress Billing, PO 1064375, Oct-Nov 2020	4,681.00
	Total 6250.000 PRB-Oyster River		4,681.00
	Total 6100 NH DES		7,737.26
<b>7000 ECONOMIC DEVELOPMENT ADMINISTRATION</b>			
<b>7002 EDA CARES</b>			

Stafford Regional Planning Commission  
Income by Customer  
November 2020

*L. P. A. H.*

Date	Name	Memo	Amount
11/30/2020	7000 ECONOMI...	EDA CARES - Project 01-69-15047 - Progress Billing - Nov 2020	9,811.08
Total 7002 EDA CARES			9,811.08
<b>7001 EDA FY21</b>			
11/30/2020	7000 ECONOMI...	Progress Billing - EDA Planning - Nov 2020	12,655.42
11/30/2020	7000 ECONOMI...	In Kind Match - EDA	-4,185.48
11/30/2020	7000 ECONOMI...	Cash Match	-1,494.94
Total 7001 EDA FY21			6,975.00
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			16,786.08
<b>7100 EPA</b>			
<b>7110 Brownfields 2019-2022</b>			
11/30/2020	7100 EPA:7110 ...	Progress Billing - Brownfields - Nov 2020	13,680.62
Total 7110 Brownfields 2019-2022			13,680.62
Total 7100 EPA			13,680.62
<b>8000 DOT UPWP</b>			
11/30/2020	8000 DOT UPWP	Progress Billing - UPWP - Nov 2020	44,600.05
11/30/2020	8000 DOT UPWP	Cash Match	-642.96
11/30/2020	8000 DOT UPWP	Cash Match	-3,817.05
Total 8000 DOT UPWP			40,140.04
<b>TOTAL</b>			<b>113,772.57</b>

*CTD*  
*12/9/2020*

*Jnc*  
*12/8/2020*

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

DRAFT

	Jul - Nov 20	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
SRPC Membership Dues	49,359.47		
SRPC Revenue		49,502.50	-143.03
<b>Municipal and NonProfit Revenue</b>			
CDBG Grant	0.00	1.00	-1.00
GSCH - Tufts	13,561.10	15,833.31	-2,272.21
Barrington Master Plan	192.50	0.00	192.50
DUR Wagon Hill Living Shoreline	67.50	1,000.00	-932.50
FAR Circuit Rider	18,077.61	20,833.31	-2,755.70
FAR Tax Map Updates	1,091.42	0.00	1,091.42
GIS Projects	100.00	1,250.00	-1,150.00
MIL MS4 NOI	0.00	1.00	-1.00
NHCHF	16,197.76	8,333.31	7,864.45
Northwood Planning Services	11,732.50	11,666.69	65.81
NOT Circuit Rider	9,692.50	11,666.69	-1,974.19
<b>Total Municipal and NonProfit Revenue</b>	<b>78,711.18</b>	<b>70,585.31</b>	<b>8,125.87</b>
<b>Total SRPC Revenue</b>	<b>78,711.18</b>	<b>70,585.31</b>	<b>8,125.87</b>
<b>Economic Development Revenue</b>			
EDD Partnership Planning	35,702.53	50,909.11	-15,206.58
EPA Brownfields	56,397.52	45,833.31	10,564.21
<b>Total Economic Development Revenue</b>	<b>103,908.05</b>	<b>96,742.42</b>	<b>7,165.63</b>
<b>State Award Revenue</b>			
<b>NHDES</b>			
RPC Water Buffers	0.00	4,080.00	-4,080.00
NFWF Great Bay Living Shoreline	0.00	1.00	-1.00
Sunrise Lake	3,080.00	17,786.69	-14,706.69
DUR Resilience	11,396.40	9,295.81	2,100.59
NKT Local Source Water	800.10	0.00	800.10
Coastal	8,535.26	10,416.69	-1,881.43
DOV Coastal Resilience	18,143.51	11,046.25	7,097.26
Durham Groundwater Modeling	22,797.06	21,743.75	1,053.31
Local Source Water	10,333.50	12,584.00	-2,250.50
Watershed PRB	31,360.08	16,053.75	15,306.33
<b>Total NHDES</b>	<b>106,445.91</b>	<b>103,007.94</b>	<b>3,437.97</b>
<b>OEP Targeted Block</b>	<b>10,563.29</b>	<b>2,777.75</b>	<b>7,785.54</b>
<b>Total State Award Revenue</b>	<b>117,009.20</b>	<b>105,785.69</b>	<b>11,223.51</b>
<b>MPO Revenue</b>			
NH DOT			
UPWP	228,457.76	259,673.75	-31,215.99
<b>Total NH DOT</b>	<b>228,457.76</b>	<b>259,673.75</b>	<b>-31,215.99</b>
<b>Total MPO Revenue</b>	<b>228,457.76</b>	<b>259,673.75</b>	<b>-31,215.99</b>
<b>Contra Income Cash Match</b>			
RPC Water Buffers Cash Match	0.00	-400.00	400.00
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

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

DRAFT

	Jul - Nov 20	Budget	\$ Over Budget
DOT Cash Match	-22,818.24	-25,967.06	3,148.82
EDD Cash Match	-3,267.79	-5,454.52	2,186.73
<b>Total Contra Income Cash Match</b>	<b>-26,886.13</b>	<b>-34,405.58</b>	<b>7,519.45</b>
<b>Contra Income InKind/Soft Match</b>			
IK DOV Resilience	-4,078.79	-5,421.25	1,342.46
IK DUR Resilience	-2,032.98	-2,195.81	162.83
DUR Wagon Hill Soft Match	0.00	-1,000.00	1,000.00
In-Kind Coastal Match	-1,980.91	-5,208.31	3,227.40
In-Kind EDD Match	-17,188.13	-20,000.00	2,811.87
PRB IK Match	-8,626.08	-6,423.31	-2,202.77
<b>Total Contra Income InKind/Soft Match</b>	<b>-33,906.89</b>	<b>-40,248.68</b>	<b>6,341.79</b>
Contract Overage	-418.54	0.00	-418.54
<b>Total Income</b>	<b>516,234.10</b>	<b>507,635.41</b>	<b>8,598.69</b>
<b>Gross Profit</b>	<b>516,234.10</b>	<b>507,635.41</b>	<b>8,598.69</b>
<b>Expense</b>			
<b>Personnel Expenses</b>			
Salary and Wages	262,321.75	278,367.68	-16,045.93
<b>Payroll Expenses</b>			
FSA Fees	8.25	82.50	-74.25
Dental insurance expense	1,683.95	2,310.44	-626.49
Health incentive	4,926.61	5,247.00	-320.39
Health Insurance expense	25,020.62	30,649.56	-5,628.94
Life Insurance expense	423.20	455.00	-31.80
LTD Insurance expense	246.33	266.69	-20.36
STD insurance expense	852.95	754.56	98.39
Payroll Processing Fees	977.25	1,083.31	-106.06
Pension expense	7,480.63	8,224.56	-743.93
Unemployment expense	-529.64	903.31	-1,432.95
Workers Compensation	645.73	795.44	-149.71
<b>Payroll Taxes</b>			
Medicare Expense	3,773.33	0.00	3,773.33
Social Security expense	16,134.24	0.00	16,134.24
Payroll Taxes - Other	0.01	21,295.17	-21,295.16
<b>Total Payroll Taxes</b>	<b>19,907.58</b>	<b>21,295.17</b>	<b>-1,387.59</b>
<b>Total Payroll Expenses</b>	<b>61,643.46</b>	<b>72,067.54</b>	<b>-10,424.08</b>
<b>Dues and Subscriptions</b>	<b>1,959.63</b>	<b>3,306.69</b>	<b>-1,347.06</b>
<b>Staff Training and Seminars</b>	<b>825.00</b>	<b>4,166.69</b>	<b>-3,341.69</b>
<b>Total Personnel Expenses</b>	<b>326,749.84</b>	<b>357,908.60</b>	<b>-31,158.76</b>
<b>Equipment expense</b>			
Copier Maintenance Contract	1,746.75	1,599.19	147.56
<b>Office furniture</b>			
Computer equipment	6,822.15	3,222.94	3,599.21
Office furniture - Other	0.00	500.00	-500.00



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

DRAFT

	Jul - Nov 20	Budget	\$ Over Budget
Total Office furniture	6,822.15	3,722.94	3,099.21
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	208.31	-208.31
Total Other Equipment Repair and Cost	512.37	208.31	304.06
Software expense			
ArcInfo/View software	2,300.00	2,708.31	-408.31
Office Software			
Timesheet Software	0.00	850.00	-850.00
Adobe In Design	889.88	369.90	519.98
Anti-virus software	148.35	161.25	-12.90
Constant Contact	202.50	202.50	0.00
DropBox	119.88	49.95	69.93
Microsoft Office 365	1,048.65	812.50	236.15
Sonic Wall Remote Access	0.00	227.06	-227.06
Total Office Software	2,639.77	2,673.16	-33.39
Transcad software/maintenance	0.00	625.00	-625.00
Total Software expense	4,939.77	6,006.47	-1,066.70 <sup>12</sup>
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	14,594.61	13,536.91	1,057.70
Fixed Expenses			
Insurance			
Liability Insurance	2,402.06	2,402.06	0.00
Total Insurance	2,402.06	2,402.06	0.00
Rent	12,500.00	12,500.00	0.00
Vehicle Expenses			
Depreciation Expense	2,389.95	1,750.00	639.95
Vehicle Gas	153.36	1,875.00	-1,721.64
Total Vehicle Expenses	2,965.72	3,625.00	-659.28
Total Fixed Expenses	17,867.78	18,527.06	-659.28
Communications			
Media Outreach Expense	0.00	208.31	-208.31
Office Telephone System	0.00	600.00	-600.00
Postage and Delivery	89.95	166.69	-76.74
Telephone and Internet	1,553.45	1,405.00	148.45
Website maintenance and updates			
Website and logo design	42.20	1,447.50	-1,405.30 <sup>13</sup>
Total Website maintenance and updates	131.20	1,447.50	-1,316.30
Total Communications	1,774.60	3,827.50	-2,052.90
Administrative			

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

URAM

	Jul - Nov 20	Budget	\$ Over Budget
Library & Planning Books	-341.90	0.00	-341.90
Meetings Expense	393.84	454.54	-60.70
Office Expense	4,701.11	541.69	4,159.42 <sup>14</sup>
Office Supplies	408.28	1,500.00	-1,091.72
Printing and Reproduction	24.92	500.00	-475.08
Professional Fees			
Accounting, Audit	4,512.50	4,443.75	68.75
Legal Fees	0.00	416.69	-416.69
<b>Total Professional Fees</b>	<b>4,512.50</b>	<b>4,860.44</b>	<b>-347.94</b>
Travel & Ent			
Travel	889.05	0.00	889.05
Travel & Ent - Other	0.00	4,166.69	-4,166.69 <sup>15</sup>
<b>Total Travel &amp; Ent</b>	<b>889.05</b>	<b>4,166.69</b>	<b>-3,277.64</b>
<b>Total Administrative</b>	<b>10,587.80</b>	<b>12,023.36</b>	<b>-1,435.56</b>
Contract Labor			
Financial Services	13,087.50	25,000.00	-11,912.50 <sup>16</sup>
IT and Network support	2,381.25	1,766.69	614.56
Pass Through Expense			
DUR Resilience Subcontract	2,029.54	1,475.00	554.54
Sunrise Lake Subcontract	0.00	11,157.11	-11,157.11
Dov Resilience	8,830.00	3,125.00	5,705.00
DUR Groundwater Consultant	19,142.50	16,298.31	2,844.19
EPA Brownfields Consultants	54,094.66	43,333.31	10,761.35
PRB Consultants	19,150.99	8,273.75	10,877.24
<b>Total Pass Through Expense</b>	<b>103,247.69</b>	<b>83,662.48</b>	<b>19,585.21 <sup>17</sup></b>
<b>Total Contract Labor</b>	<b>118,716.44</b>	<b>110,429.17</b>	<b>8,287.27</b>
<b>Total Expense</b>	<b>490,291.07</b>	<b>516,252.60</b>	<b>-25,961.53</b>
<b>Net Ordinary Income</b>	<b>25,943.03</b>	<b>-8,617.19</b>	<b>34,560.22</b>
Other Income/Expense			
Other Income			
Interest Income	91.62	0.00	91.62
Other Income	0.00	44.00	-44.00
<b>Total Other Income</b>	<b>91.62</b>	<b>44.00</b>	<b>47.62</b>
<b>Net Other Income</b>	<b>91.62</b>	<b>44.00</b>	<b>47.62</b>
<b>Net Income</b>	<b>26,034.65</b>	<b>-8,573.19</b>	<b>34,607.84</b>

etc  
12/9/2020

Jenc  
12/8/2020

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

DRAFT

1. Total Municipal contracts: Circuit Rider contracts are somewhat limited due to COVID and more time is being spent on contracts that don't require customer contact.
2. EDA: EDA: Contract received. Start date is 9/1/20. Budget was established with an August start date.
3. EPA Brownfields: Contractor invoices are being received on a more regular, monthly basis.
4. RPC Water Buffers: Contract start date is 8/6, but work is yet to be started. Budget spread out evenly each month, starting August.
5. 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. Budget is set up for monthly revenue starting in July, which may not coincide with actual billings.
6. Coastal: This amount includes match, which is currently impacted due to COVID.
7. Durham and Dover Resilience: These projects are running ahead of schedule. Budget was spread out evenly each month.
8. PRB: The project was behind schedule but is now moving forward. This project is also billed based on completion of tasks and the budget may not coincide with actual billings.
9. Targeted Block: SRPC had received recommendation to spend funds down by calendar year end.
10. Personnel Expenses: Budgeted personnel costs include two temporary planners that were not been hired. Due to COVID, there has been no staff training. In addition, we received credits for unemployment (full annual premium covered plus a refund of \$529.64), workers compensation (\$318.18), and health insurance expenses (\$2,529.81).
11. Computer Equipment: Two new laptops purchased with accessories, to be reimbursed by DOT.
12. Office Software: SRPC hopes to go to an online timesheet program at the beginning of the calendar year.
13. Website: The website is being handled internally. Budget figure includes \$3000 for this fiscal year for website redesign templates and plug-ins.
14. Office Expense: Includes COVID health supplies and employee work-at-home reimbursements and small equipment needs not anticipated in original budget process.
15. Travel: Impacted by COVID.
16. 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.
17. Pass Through Expenses: (See notes pertaining to various contracts above)



BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



NEW DURHAM  
NEWMARKET  
NORTHWOOD  
NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

December 18, 2020

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

RE: December 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 December 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

## December 2020 TIP Minors

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# 2019-2022 SRPC Transportation Improvement Program

## Minor Revision

12/3/2020

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.

# PAVE-T2-REHAB PAVE-T2-REHAB

Towns: Statewide  
 Road: Various  
 Scope: Rehab of Tier 2 roads.  
 Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2020	\$125,000		\$0	\$0	<b>\$125,000</b>
PE	2021	\$125,000		\$0	\$0	<b>\$125,000</b>
PE	2022	\$125,000		\$0	\$0	<b>\$125,000</b>
ROW	2020	\$30,000		\$0	\$0	<b>\$30,000</b>
ROW	2021	\$30,000		\$0	\$0	<b>\$30,000</b>
ROW	2022	\$30,000		\$0	\$0	<b>\$30,000</b>
CON	2019	\$3,300,000		\$0	\$0	<b>\$3,300,000</b>
CON	2020	\$2,345,000		\$0	\$0	<b>\$2,345,000</b>
CON	2021	\$2,345,000		\$0	\$0	<b>\$2,345,000</b>
CON	2022	\$2,345,000		\$0	\$0	<b>\$2,345,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2020	\$125,000		\$0	\$0	<b>\$125,000</b>
PE	2021	\$200,000		\$0	\$0	<b>\$200,000</b>
PE	2022	\$50,000		\$0	\$0	<b>\$50,000</b>
ROW	2020	\$30,000		\$0	\$0	<b>\$30,000</b>
ROW	2021	\$30,000		\$0	\$0	<b>\$30,000</b>
ROW	2022	\$30,000		\$0	\$0	<b>\$30,000</b>
CON	2019	\$3,300,000		\$0	\$0	<b>\$3,300,000</b>
CON	2020	\$2,345,000		\$0	\$0	<b>\$2,345,000</b>
CON	2021	\$2,345,000		\$0	\$0	<b>\$2,345,000</b>
CON	2022	\$5,045,000		\$0	\$0	<b>\$5,045,000</b>

## Change Notes

### NHDOT Description of Changes

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

### SRPC Notes

No child projects in the region are being affected

## Funding Sources

### FHWA

National Highway System  
 STP-State Flexible

### NHDOT

Betterment  
 Toll Credit



# 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	\$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>

## 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	\$700,000		\$0	\$0	<b>\$700,000</b>
PE	2022	\$400,000		\$0	\$0	<b>\$400,000</b>
ROW	2019	\$16,500		\$0	\$0	<b>\$16,500</b>
ROW	2021	\$27,500		\$0	\$0	<b>\$27,500</b>
ROW	2022	\$51,700		\$0	\$0	<b>\$51,700</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	\$1,430,000		\$0	\$0	<b>\$1,430,000</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

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

SRPC Notes

colvert replacement being added on Beards Creek north of US4 in Madbury (PE funds in 2021)

## Funding Sources

### FHWA

National Highway System

STP-Off System Bridge

STP-State Flexible

### NHDOT

# PROGRAM FTA5307

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

Road: Boston Urbanized Area (UZA)

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

Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2019	\$	\$711,363	\$0	\$0	<b>\$3,556,816</b>
OTHER	2020	\$	\$1,476,265	\$0	\$0	<b>\$7,381,325</b>
OTHER	2021	\$	\$750,250	\$0	\$0	<b>\$3,751,251</b>
OTHER	2022	\$	\$765,128	\$0	\$0	<b>\$3,825,642</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2019	\$2,156,816		\$0	\$0	<b>\$2,156,816</b>
OTHER	2020	\$1,381,325		\$0	\$0	<b>\$1,381,325</b>
OTHER	2021	\$8,209,917		\$0	\$0	<b>\$8,209,917</b>
OTHER	2022	\$6,450,935		\$0	\$0	<b>\$6,450,935</b>

## Change Notes

NHDOT Description of Changes  
 State funds being lumped in with federal. 2020 funds shifted to 2021 and 2022

SRPC Notes  
 Funds usually reserved to support transit service in Boston urbanized area. SRPC towns are not included, but COAST serves whole region. Funding is being made more flexible to support transit services statewide during COVID-19.

## Funding Sources

**FTA**  
 FTA 5307 Capital and Operating Program

**NHDOT**  
 Toll Credit

# PROGRAM RRRCS

Towns: Statewide

Road: Statewide Railroad Crossings

Scope: RECONSTRUCTION OF CROSSINGS, SIGNALS, & RELATED WORK (Annual Project)

Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$305,656		\$0	\$0	<b>\$305,656</b>
PE	2020	\$250,000		\$0	\$0	<b>\$250,000</b>
PE	2021	\$250,000		\$0	\$0	<b>\$250,000</b>
PE	2022	\$250,000		\$0	\$0	<b>\$250,000</b>
ROW	2019	\$5,000		\$0	\$0	<b>\$5,000</b>
ROW	2020	\$5,000		\$0	\$0	<b>\$5,000</b>
ROW	2021	\$5,000		\$0	\$0	<b>\$5,000</b>
ROW	2022	\$5,000		\$0	\$0	<b>\$5,000</b>
CON	2019	\$783,991		\$0	\$0	<b>\$783,991</b>
CON	2020	\$925,000		\$0	\$0	<b>\$925,000</b>
CON	2021	\$925,000		\$0	\$0	<b>\$925,000</b>
CON	2022	\$925,000		\$0	\$0	<b>\$925,000</b>
OTHER	2019	\$100,000		\$0	\$0	<b>\$100,000</b>
OTHER	2020	\$5,000		\$0	\$0	<b>\$5,000</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	\$305,656		\$0	\$0	<b>\$305,656</b>
PE	2020	\$170,500		\$0	\$0	<b>\$170,500</b>
PE	2021	\$303,156		\$0	\$0	<b>\$303,156</b>
PE	2022	\$250,000		\$0	\$0	<b>\$250,000</b>
ROW	2019	\$5,000		\$0	\$0	<b>\$5,000</b>
ROW	2020	\$5,000		\$0	\$0	<b>\$5,000</b>
ROW	2021	\$5,000		\$0	\$0	<b>\$5,000</b>
ROW	2022	\$5,000		\$0	\$0	<b>\$5,000</b>
CON	2019	\$783,991		\$0	\$0	<b>\$783,991</b>
CON	2020	\$372,960		\$0	\$0	<b>\$372,960</b>
CON	2021	\$1,548,384		\$0	\$0	<b>\$1,548,384</b>
CON	2022	\$925,000		\$0	\$0	<b>\$925,000</b>
OTHER	2019	\$100,000		\$0	\$0	<b>\$100,000</b>
OTHER	2020	\$5,000		\$0	\$0	<b>\$5,000</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

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

### SRPC Notes

Rail crossing child projects in Somersworth, Dover, and Wakefield are not being affected in this minor.

## Funding Sources

### FHWA

Highway Safety Improvement Program (HSIP)

RL - Rail Highway

### NHDOT

Toll Credit

**SRPC Commissioners Experience/Skills/Connections Matrix**

**Enter Your Name Here**

**Municipality**

Subject Matter Expertise	Do you have this expertise? (Yes/No)	I would recommend talking to (enter name)
Economy, Economic Development		
Environment		
Energy		
Water		
Food		
Housing		
Waste Management/Recycling		
Transportation		
Demographics		
Equity		
Culture		
Infrastructure		
Tourism		
Hazard mitigations and emergency response		
Recreation		
<b>Other (please specify below)</b>		

Skills	Do you have this skill? (Yes/No)	I would recommend talking to (enter name)
Administration and management		
Community engagement, outreach and education		
Design		
Engineering		
Finance/Accounting		
GIS and/or data analysis		
Grant writing and/or management		
Human Resources		
Information Technology		
Planning		
Legal Expertise		
PR/Marketing/ Communications		
Professional planning		
Public Policy/Advocacy		
Real Estate Development/ Construction		
Research		
Story Telling		
Volunteerism		
<b>Other (please specify below)</b>		

**SRPC Commissioners Experience/Skills/Connections Matrix**

<b>Community Connections (Leaders of):</b>	<b>Do you have this connection? (Yes/No)</b>	<b>I would recommend talking to (enter name)</b>
Local land use board		
Education		
Media		
Political		
Philanthropy		
Small business		
Social services		
Emergency Management		
Religious		
<b>Other (please specify below)</b>		

<b>Demographics</b>	<b>Select From List</b>
Gender	-
Race/Ethnicity	-
Age	-

<b>What is your Personal Style?</b>	<b>Yes/No if applicable (pick up to 2)</b>
Relationship Builder/Bridge Builder	
Expressive/New ideas/High energy	
Strategist/Big Picture/Analytical	
Detail Oriented/Highly Organized	

**Tell us more - Is there anything else you would like to share? Interests?**