



SRPC Executive Committee Meeting Agenda
January 15, 2021 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 2020-25, 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 jczysz@strafford.org. In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

1. Welcome/Introductions

2. Action Items (Motions Required)

- a. Approval of the Minutes of December 18, 2020 (**enclosed**)
- b. Acceptance of Draft December Financials (**enclosed**)

3. Updates and Discussion

- a. Annual Goals Update (**see memo**)
- b. Executive Director Review Procedures (**see memo and enclosed**)
- c. January Monthly Minors (**separate mailing**)
- d. Awards, Contracts, and General Business Update (**see memo**)
- e. 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@strafford.org.

Rules of Procedure

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

Meeting Etiquette

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

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

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

Do not engage in cross talk.

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

Active participation is encouraged from all members.

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

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

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

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

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

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

December 18, 2020

DRAFT Meeting Minutes
Zoom Meeting

Committee members present: Chair Victoria Parmele, Northwood; Secretary/Treasurer Tom Crosby, Madbury; 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

Absent: Vice Chair Peter Nelson, Newmarket

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 2020-24, 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 Victoria Parmele, Shayna Sylvia, Jen Czysz, Barbara Holstein, Donald Hamann, Victoria Parmele, Dave Landry and Bill Fisher.

Mike Bobinsky joined the meeting at 8:04 a.m.

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

2. Actions Items

a. Approval of the Minutes of November 20, 2020

D. Landry **MOVED** to approve the November 20, 2020 minutes. D. Hamann **SECONDED** the motion.

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

M. Bobinsky **MOVED** to seat B. Fisher as a voting member for the duration of the meeting. D. Landry **SECONDED** the motion.

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

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

b. Acceptance of the Draft November Financials

J. Czysz noted that the month of November ended with a lower balance in the checking account, and a higher balance in the savings account. She reiterated from past meeting that 1/12 of the annual dues are transferred from the savings into the checking account each month. She added that SRPC has two ongoing projects that are paid in advance, and that those funds have also been added to the savings account and like dues are steadily transferred to the checking account. This process alleviates the heavy reliance on dues in spring and allows SRPC to better budget expenses and gradually increase account balances.

J. Czysz reviewed the aging summary noting that the increase in billing is due to the number of ongoing projects, and the 3 additional full time staffers recently hired. J. Czysz explained that while the aging summary reflect payments due, most are not overdue. She added that several items were paid in first week of December.

For unpaid invoices, financial consultant Kathy Foster is following up with reminder emails.

J. Czysz shared the Profit and Loss statements. November was a healthy month despite the holidays. She noted that January is a three-payroll month.

V. Parmele noted the amazing presentation of meetings and trainings displayed on the monthly dashboard. D. Landry noted that SRPC is lucky to be in a good spot financially considering the COVID-19 pandemic. D. Landry inquired about SRPC's bank account, adding that SRPC should change its documentation to First Seacoast Bank on the dashboard, etc.

V. Parmele asked about the extension for SRPC bank accounts, and the line of credit. J. Czysz responded that SRPC usually sends in that information around this time each year, and that she will follow up with K. Foster.

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, and Bill Fisher in the **AFFIRMATIVE**.

3. Updates and Discussion

Tom Crosby joined the meeting at an unmarked time.

a. Executive Director Review Procedures

Jen prepared an outline and explained that has a template for staff reviews. The objective is to create a similar template for the director. She explained that staff annual reviews are held in February and March, and how this is aligned with putting together the budget in March and April. The E.C. sees a first draft budget by April with a final proposal in May.

J. Czysz opined that in the future, her goals should be done in July, which would allow for a mid-year goals update. She could provide a self-evaluation due to the E.C. in March, with a review itself happening in April. This would allow time for any adjustments to go into the budget. In line with her review, J. Czysz added that in May/June the E.C. should focus on reviewing the Continuity of Operations Plan. She explained that SRPC also has an emergency succession plan which normally has an annual review at the beginning of the calendar year. She noted that she may push the review of this document so that it aligns instead with the start of the fiscal year.

A discussion ensued about the difference between a COI Plan and an Emergency Succession Plan. The COI plan is in place for emergencies, like COVID-19 and explains how SRPC can sustain its work with similar circumstances. She added that this was implemented successfully beginning in March 2020. An Emergency Succession Plan has procedures for if the Executive Director is unable to run the organization due to an unforeseen circumstance or leave of absence.

V. Parmele asked if J. Czysz is comfortable with the Emergency Succession Plan, which she is.

J. Czysz shared that the COI Plan needs to be updated with COVID-19 lessons learned.

In moving forward with the Executive Director review schedule, J. Czysz suggested starting with the schedule, and then continuing from there to work on how we do the review process.

J. Czysz reminded E.C. members that at the last meeting they talked about the 360 method for feedback and evaluation. There was a sample report from Board Source that was referenced, and J. Czysz shared that this could be recreated or adapted for SRPC.

M. Bobinsky shared that the 360 approach is outstanding in getting varied and great feedback, and that it is a valuable tool. He added that it can be hard to maintain as the administrative pieces can be tedious. M. Bobinsky stated that he liked the idea of a matrix/survey tool for the executive committee.

J. Czysz said she would welcome staff opinions in her review, as staff would offer a good perspective on how things are different and be able to provide insight on innovative ideas for the organization's future. She added that having different perspectives is important.

It was discussed how in the organization's past less people were involved in the review of the E.D. and that lent to a less useful process.

D. Landry shared that he was in management for many years. He agreed with M. Bobinsky. He shared his experience with 360 reviews, which came as a result of staff being upset that they did not have input.

J. Czysz noted that the work of SRPC is dependent on continual feedback and conversations with communities.

The committee decided that the next step would be for them to see a policy document to review related to the E.D. annual review.

J. Czysz provided an overview of the review process used for staff. She then showed the results of the example evaluations survey from board source.

A discussion ensued about the sample assessment, and it was decided to keep SRPC's version for the E.D. simpler. The committee extensively discussed who should be evaluating the E.D. It was decided to start simple with only E.C. members and staff.

J. Czysz explained that she would come back with a draft process and templated evaluation tool for staff and E.C. members to use in her evaluation.

b. December Monthly Minors

J. Czysz reviewed the statewide projects covered in the monthly minors, explaining changes in each project.

c. Awards, Contracts, and General Business Update

J. Czysz shared that staff have continued to work remotely. Staff will be full time at home until mid-January when non-mandatory office hour availability will be reassessed.

J. Czysz explained that SRPC is awaiting a few contracts which need to go through Governor and Council. SRPC secured CDBG COVID funds, and will serve as the grant administrator for Strafford CAP. The funding will support continued operation of the winter warming shelter and drop-in services at Bradley Commons and a temporary overnight shelter.

She updated E.C. members on the Great Bay Living Shoreline project. SRPC is a partner and receives a share of the funds along with other statewide and regional entities.

J. Czysz shared that there may be some upcoming contract work with Somersworth and Barrington. Barrington is looking for assistance with a CDBG grant writing and administration if they were to get the funding.

V. Parmele asked about SRPC's economic development work. Natalie, Nancy, James and Stephen are working on updating the Comprehensive Economic Development Strategy.

J. Czynsz added that Town of Wakefield also reached out to SRPC as they have set aside a small amount of money to assist with planning board applications. This would be a smaller circuit rider contract. J. Czynsz will fill this role for now, and environmental planner Alaina Rogers will be trained to eventually take over. J. Czynsz added that senior regional planner James Burdin has previously helped the town with planning related technical assistance in the past.

J. Czynsz reviewed the Indirect rate, which is steady at about 113%.

She updated E.C. members on the allocation of OSI funds and expedited timeline for drawdown.

d. Commissioner Skills Matrix

J. Czynsz shared that Commissioners should have received the Commissioner Skills Matrix to fill out. Regional planner Stefanie Casella put this together, and Shayna Sylvia sent it out. This will help staff to get a better sense of commissioners' areas of expertise.

A discussion ensued about how this could be modified.

Staff will send out a new email clarifying the purpose of the assignment which is understanding commissioners interests in addition to their areas of expertise.

4. Other Business

D. Hamann shared that he took a LTA class that senior transportation planner Colin Lentz had sent along. He was able to learn a lot about bicycle and pedestrian safety.

5. Adjourn

D. Hamann MOVED to adjourn the meeting. D. Landry **SECONDED** the motion.

The meeting adjourned at 9:43 a.m.

Minutes Respectfully Submitted by
Shayna Sylvia
Communications and Outreach Planner

SRPC FY 2021 Dashboard - December

For the January 15, 2021 Executive Committee Meeting

December 31, 2020	
FSB Checking Beginning Balance	\$32,464.37
Deposits	\$173,869.45
Payments	-\$135,320.52
Uncleared Transactions	\$86.59
FSB Checking Ending Balance	\$71,099.89

Accounts Receivable	\$84,856.21
FSB Savings Account	\$97,298.19

OVERSIGHT ACTIVITIES	
Line of Credit Activated?	renewal pending
Audit Status	complete

BUDGET NARRATIVE	
First Seacoast Bank Balance/Case on hand:	2 months cash on hand
Payables and Receivables	Current; limited past due payments
FY21 Working Budget:	Reflects working budget; includes transportation engineering consultant

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	\$181,315

EXPENSES - WORKING BUDGET	
Personnel	\$848,740
Equipment	\$42,904
Communications	\$9,186
Fixed Expenses	\$47,043
Miscellaneous Expenses	\$42,965
Contracted Work	\$392,037
Reserve Funds	\$23,500
Total Expenses	\$1,406,375



STAFF PRESENTATIONS - ACTIVITIES DECEMBER

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 (Kyle) + CAW Meeting (Kyle)
 Board Meetings as Staff - FAR, NOR, NOT (Kyle, James, Stef)
 RPC Directors Meeting (Jen)
 Strafford Public Health Advisory Committee (Nancy)
 Resiliency Subcommittee Meeting (Stef, Jen)
 CommuteSmart NH (Shayna)
 CommuteSMART Seacoast (Shayna)
 CAW Summit Planning Subcommittee Meeting (Kyle)
 CAW Talks (Kyle)
 NHPA Legislative Subcommittee (Jen)
 SRPC Commission (Shayna, Kyle, Jen, Alaina, Natalie, James)

RPC Activity

Age-friendly project coordination with Dover (James, Nancy)
 Durham Planning Board Meeting (Kyle)
 NHDES Fellowship Advisory Team Meeting (Kyle)
 NHDES Coastal Program Annual Scoping Meeting (Kyle, Jen)
 Regional GIS Integration - NH Geodata Portal Project Mtg (Jackson, Stephen)
 GIS Technical Users Meeting (Jackson, Stephen)

MPO Activity

Farmington TAP Meeting (Kyle, Colin)
 Transportation Planner's Collaborative (Colin)
 Barrington TAP project development (Colin)

EDD Activity

Seacoast Economy Calls (James, Jen, Natalie, Nancy)
 Meeting with Northwood to discuss renewal of ERZs (James)
 Brownfields Advisory Committee (James, Jen, Stephen, Natalie)
 MightySmall Discussions with current and potential project partners (James, Rachel, Natalie)
 EDD Connections Session - US EDA (James, Jen, Natalie)
 CDFA CDBG Grant Writing Workshop (Jen, James, Nancy)

Staff Development & Trainings

NHPA Annual Meeting (James, Alaina, Kyle, Jen and a bunch more people)
 Seacoast WHC Annual Meeting (James, Jen)
 Overview of 2019-2020 LU Regs Results (Alaina, Kyle)
 Wellness Coordinator Holiday Meeting (Alaina)
 Update to BMPs for Recycling Facilities During COVID-19 (Alaina)
 GovTech: Ransomware Rising: Defending Against and Responding to Cyber Threats (Stephen)
 The Housing We Need 2020 (Jen)

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 635 (15)
 Users 460 (-17)



Constant Contact

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



Facebook

Posts 11 (-2)
 Reach 1194 (585)
 Engagement 36 (-5)



Twitter

Tweets 3 (-2)
 Profile Visits 25 (-48)
 Impressions 654 (-213)
 Followers 283 (-1)
 Mentions 1 (0)



Instagram

Followers 2 (-2)
 Posts 26 (6)
 Reach 122 (-59)
 Engagement 147 (15)



ArcGIS

Open Data 489(-105)
 Portal Views
 Tax Parcel 622(-292)
 Viewer Views

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

DATE: January 8, 2021

TO: Executive Committee Members

FROM: Jen Czysz, Executive Director

RE: Director's Report for the January 15, 2021 Meeting

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 December Financials

Balance Sheet: The December end of month checking and savings account register balances are both very healthy. December ended with \$155,440 cash on hand, \$59,421 more than last year this time.

Aging Summary: All November invoices were paid timely in December along with several other over-due items. The December billing amount, \$79,029, comprises the majority of accounts due and is not overdue at this time (included in the aging summary total of \$84,856). There is a limited amount overdue beyond the 30-day payable term (\$5,827).

Profit and Loss: December, as expected for a three payroll month, ended with a net loss (-\$14,359). Overall however, YTD we retained a net income (\$11,391). The primary differences between 2020 and 2019 continue to be more nuanced – DOT and DES billing as well as payroll expenses are up this year (increased staffing) and we have an increased number of state and economic development district contracts, otherwise most other items are fairly comparable.

3a. Annual Goals Update

Goal 1: *Continue implementation of the Strategic Plan with a focus on:*

- Building an implementation table to track progress
- Reporting implementation progress quarterly to the Executive Committee
- Presenting annual updates to the full Commission

Goal 1 Progress:

- Regular reports and updates still forthcoming

Goal 2: *Continue to build relationships with municipalities and allied organization in the region.*

- Schedule and complete a second round of check in meetings with each community's Board of Selectmen, Town/City Council, and/or Planning Board in coordination with commissioners.
- Encourage commissioners to attend the check in meetings.

Goal 2 Progress:

- Efforts to schedule check in meetings are planned for the upcoming months. It was important to get both the EDA CARES funded effort off the ground as well as the Tufts Fdn. Funded Communities for Healthy Aging Transitions (CHAT) outreach introduced to municipal staff first.

Goal 3: Strengthen leadership opportunities for staff and SRPC commissioners.

- Invite commissioners to participate in local outreach events.
- Develop opportunities to engage commissioners and committee members in all modes of governance ([generative, strategic and fiduciary](#)).
- Launch and run the SRPC Commissioner's Resiliency Subcommittee (Stef C. staff lead) and Recycling Roundtable (Alaina R. staff lead).
- Build senior staff's contract management skills and introduce opportunities to take on supervisory roles (James, Colin, Kyle).
- Create opportunities for all staff to be a project team lead.

Goal 3 Progress:

- There have been no local outreach events planned thus far. Stay tuned for upcoming outreach in each community for the CHAT project that will also be featured at the February Commission meeting.
- Commissioners have been invited to complete a skills matrix to help understand who is at the virtual table. (See update later in this memo)
- Also part of this memo and agenda, the EC is in the process of taking a direct role in formalizing the Executive Director Review process.
- The Resiliency Subcommittee has been meeting 2 times a month and is still working to refine its focus areas/priorities and next steps.
- The Recycling Roundtable has met a couple of times. Participation from municipal staff has waned and we need to reassess how to be effective. In the interim staff are collecting data from each municipality on existing recycling trends, a key need identified as part of the roundtable conversation.
- I have worked with Kyle and James to have each begin supervising staff. I've also been working with Colin to build his capacity to delegate work responsibilities and take on a greater role managing the transportation programs. Colin recently participated in a PRIMEX manager training program.
- With increasing project contracts, I've been working with staff to provide each with an opportunity to take ownership over a project or function in the office. To help, I've started an internal "show and tell" where staff give brief presentations to all on their current projects. All staff will ultimately present on the projects where they are the primary assigned individual.

Goal 4: Implement priority initiatives such as:

- Finalize and launch new SRPC website (staff leads Shayna, Rachel, Jackson).
- Market GIS services and online mapping functionality (staff lead Jackson).
- Offer planning visualization and design services (staff lead Shayna).
- Complete IT plan and computer hardware replacements (staff lead Rachel, Stephen support)
- Update the SRPC employee handbook to formalize telecommuting policies and identify any other needed updates.

Goal 4 Progress:

- A lot of progress was made on the website over the summer. Jackson has completely redesigned the online mapping functions. These are live now. As contract work picked up this fall we've had to reduce time dedicated to drafting new content for the website. The frame however, is designed and just waiting for the content.

- Shayna and Jackson recently hosted a couple webinars on the online GIS portal and how to build your own custom map. These have been recorded and are available online.
- Computer hardware replacements are complete. Next step is the transition to a cloud based back up system. This week we rolled out a new online timesheet system.
- Employee handbook updates are planned for the spring.

Goal 5: Contract administration – two contracts to go out to bid:

- IT services
- Financial services

Goal 5 Progress:

- IT services will go out to bid this spring.
- We have resigned with Kathy for another year of financial services. We will have to go out to bid this coming fall for a January 1, 2022 start date.
- We currently have a RFQ posted for transportation engineering services in lieu of hiring a temporary employee.

3b. Executive Director Review Procedures

A couple items are included in your packet for review and discussion:

- Draft outline of review process, self-evaluation form, annual review survey, and executive committee review form
- Calendar of EC agenda items, including director review steps

3d. 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. We may allow limited and optional in office work starting on January 18. This determination is still pending.

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
- Wakefield Contract Planning Services

In Development:

- NHDES Coastal Program Project of Special Merit

Not Funded

- Barrington CDBG Grant Writing and Administration

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 112.7% at the end of December.

Dues: Dues expenditures to date are summarized below.

FY2021 YTD as of end of December 2020	
Income:	
Billable Mapping Services	\$0.00
FY20 Dues Paid	\$59,231.36
Total Income	\$59,231.36

Expenses:	
Vehicle Expenses	\$3,673.11
Planning Salaries	\$4,312.51
Dues and Subscriptions	\$57.42
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	\$5,520.01
Total SRPC Expenses	\$13,232.14

Cash Match:	
UPWP	\$23,973.45
EDA	\$4,649.11
Coastal	\$0.00
Total Cash Match	\$28,622.56

Contract Overages:	
Strafford Tax Maps 2020	\$147.50
Barrington MP	\$166.52
Durham Living Shoreline	\$41.80
Durham Trail Mapping	\$62.72
Target Block Grant	\$54.27
Total Contract Overages	\$472.81

Total Expenses	\$42,327.51
Annual Dues Remaining	\$16,903.85

3d. Commissioners Skills Matrix

At this time, we have received responses back from about 1/3 of commissioners. A preliminary summary of responses is included in your packet.

Some weaknesses in commissioner representation based on responses received thus far include:

- Younger representatives
- Persons of color
- Expressive, new ideas type thinkers/personalities
- Persons with design, engineering, finance, GIS/data, IT, and/or legal skills
- Persons with experience or interest in energy, demographics, and/or tourism

NEXT MEETING February 19, 2021, 8 AM, 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	\$21,150			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
Contract Planner	Wakefield	1/1/2021	12/31/2021	\$3,000		submitted	pending	As needed professional planner support services
Project of Special Merit	NOAA/NHDES	10/1/2021	3/31/2023	\$20,000				Support local technical assistance mini-grants to promote adoption of increased flood protections
CDBG Grant Writing and Administration	Barrington	FY2021-2022	\$29,000			not funded	-	Responded to RFP for town service

Updates since last meeting

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

DRAFT

	Dec 31, 20	Dec 31, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	70,780.04	79,919.58	-9,139.54
FSB Savings	84,659.62	16,099.14	68,560.48
Total Checking/Savings	155,439.66	96,018.72	59,420.94 ¹
Accounts Receivable			
Accounts Receivable	84,856.21	82,282.03	2,574.18
Total Accounts Receivable	84,856.21	82,282.03	2,574.18 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	219.44	0.00	219.44
Prepaid Dues and Subscriptions	2,096.21	2,495.85	-399.64
Prepaid training	600.00	600.00	0.00
Prepaid Expenses - Other	421.50	0.00	421.50
Total Prepaid Expenses	3,337.15	3,095.85	241.30
Prepaid software support	845.40	1,319.13	-473.73
Total Other Current Assets	4,182.55	4,414.98	-232.43
Total Current Assets	244,478.42	182,715.73	61,762.69
Fixed Assets			
Vehicles			
Vehicle Accumulated Depreciation	-3,345.76	0.00	-3,345.76
Ford Transit	22,943.35	0.00	22,943.35
Total Vehicles	19,597.59	0.00	19,597.59
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	19,597.59	0.00	19,597.59
TOTAL ASSETS	264,076.01	182,715.73	81,360.28
LIABILITIES & EQUITY			

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

01/07/21

Accrual Basis

	Dec 31, 20	Dec 31, 19	\$ Change
Liabilities			
Current Liabilities			
Credit Cards			
FSB Credit Card	67.99	1,511.56	-1,443.57
Total Credit Cards	67.99	1,511.56	-1,443.57
Other Current Liabilities			
FY21 Dues in Advance	59,231.34	0.00	59,231.34
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	4,080.32	1,526.79	2,553.53 ³
FY20 Dues in Advance	0.00	57,742.19	-57,742.19
Payroll Liabilities			
FSA Payable	63.48	0.00	63.48
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	2,534.89	2,500.55	34.34
Total Payroll Liabilities	2,628.76	2,530.94	97.82
Total Other Current Liabilities	65,988.42	61,847.92	4,140.50
Total Current Liabilities	66,056.41	63,359.48	2,696.93
Long Term Liabilities			
Lease Payable - Ford Motor Cred	16,242.27	0.00	16,242.27 ⁴
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	10,245.00	8,120.00	2,125.00
Total Accrued expenses	74,291.71	51,473.01	22,818.70 ⁵
Total Long Term Liabilities	90,533.98	51,473.01	39,060.97
Total Liabilities	156,590.39	114,832.49	41,757.90
Equity			
Retained Earnings	96,094.51	45,213.16	50,881.35 ⁶
Net Income	11,391.11	22,670.08	-11,278.97
Total Equity	107,485.62	67,883.24	39,602.38
TOTAL LIABILITIES & EQUITY	264,076.01	182,715.73	81,360.28

1/7/2021

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01/07/21

Accrual Basis

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

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-
1. Cash: Dues and Fund Advances (NHCHF and GSCH) 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. In addition, amounts received in advance (NHCHF and GSCH), are also being transferred from savings to checking relative to the actual billing for each month.

 2. Accounts Receivable: See the Accounts Receivable Summary report for other Accounts Receivable comments.

 3. Contract Revenue in Advance: Funds remaining in current fiscal year – GSCH Creating Age Friendly Communities \$636, NHCHF Promoting Outdoor Play \$3,444

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

 5. 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.

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

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

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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
2000 LTA (Local Technical Assistance)	0.00	0.00	0.00	0.00	0.00	0.00
3302 Dover Resilience Grant	658.64	0.00	1,733.17	0.00	0.00	2,391.81
3400 Town of Durham						
3403 Durham Groundwater Modeling	3,510.28	0.00	0.00	0.00	0.00	3,510.28
3404 Durham Resilience Grant	998.86	0.00	0.00	0.00	0.00	998.86
Total 3400 Town of Durham	4,509.14	0.00	0.00	0.00	0.00	4,509.14
3500 Town of Farmington						
3501 FAR Circuit Rider	5,102.00	0.00	0.00	0.00	0.00	5,102.00
Total 3500 Town of Farmington	5,102.00	0.00	0.00	0.00	0.00	5,102.00
4000 Town of New Durham						
4002 New Durham RSMS	100.32	0.00	644.96 ¹	0.00	0.00	745.28
Total 4000 Town of New Durham	100.32	0.00	644.96	0.00	0.00	745.28
4200 Town of Northwood						
4201 NOR Circuit Rider	927.50	0.00	1,557.50	0.00	0.00	2,485.00
Total 4200 Town of Northwood	927.50	0.00	1,557.50	0.00	0.00	2,485.00
4300 Town of Nottingham						
4301 NOT Circuit Rider	2,637.50	0.00	0.00	0.00	0.00	2,637.50
Total 4300 Town of Nottingham	2,637.50	0.00	0.00	0.00	0.00	2,637.50
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
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
6000 Office of Strategic Initiatives						
6000.000 FY20_21 TBG	547.71	0.00	0.00	0.00	0.00	547.71
Total 6000 Office of Strategic Initiatives	547.71	0.00	0.00	0.00	0.00	547.71
6100 NH DES						
6101 Coastal 2021	1,941.09	0.00	1,516.26	0.00	0.00	3,457.35
6250.000 PRB-Oyster River	5,410.00	0.00	0.00	0.00	0.00	5,410.00
Total 6100 NH DES	7,351.09	0.00	1,516.26	0.00	0.00	8,867.35
6500 DEPT OF SAFETY (OEM)						
6500.000 PDM 2017	0.00	0.00	0.00	0.00	375.00 ²	375.00
Total 6500 DEPT OF SAFETY (OEM)	0.00	0.00	0.00	0.00	375.00	375.00
7000 ECONOMIC DEVELOPMENT ADMINISTRATION						
7001 EDA FY21	6,444.87	0.00	0.00	0.00	0.00	6,444.87
7002 EDA CARES	13,034.81	0.00	0.00	0.00	0.00	13,034.81

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

DRAFT

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION	19,479.68	0.00	0.00	0.00	0.00	19,479.68
7100 EPA						
7110 Brownfields 2019-2022	626.33	0.00	0.00	0.00	0.00	626.33
Total 7100 EPA	626.33	0.00	0.00	0.00	0.00	626.33
8000 DOT UPWP	37,089.41	0.00	0.00	0.00	0.00	37,089.41
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	79,029.32	0.00	5,451.89	0.00	375.00	84,856.21


1/7/2021

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

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-
1. New Durham RSMS payment received in January

 2. PDM17 followed up on 12/29. No response. A quarterly report was recently submitted and the plan has been approved by HSEM.

 3. EPA payment received in January

Strafford Regional Planning Commission
Profit & Loss
December 2020

DRAFT

	Dec 20	Dec 19	\$ Change
Ordinary Income/Expense			
Income			
SRPC Membership Dues	9,871.89		
SRPC Revenue		9,656.34	215.55
Municipal and NonProfit Revenue			
NDU RSMS	100.32	0.00	100.32
GSCH - Tufts	4,802.54	0.00	4,802.54
DOV Recreation MP Chapter	0.00	2,495.08	-2,495.08
DUR Wagon Hill Living Shoreline	0.00	522.50	-522.50
FAR Circuit Rider	5,102.00	3,896.24	1,205.76
FAR Master Plan Support	0.00	342.50	-342.50
GIS Projects	0.00	45.00	-45.00
LRAC Mapping	0.00	1,440.00	-1,440.00
MIL MS4 NOI	0.00	1,504.27	-1,504.27
NHCHF	358.26	1,481.23	-1,122.97
Northwood Planning Services	927.50	1,356.94	-429.44
NOT Circuit Rider	2,637.50	2,308.90	328.60
Strafford Tax Map	0.00	610.00	-610.00
UNH Climate in the Classroom	0.00	327.84	-327.84
Total Municipal and NonProfit Revenue	13,928.12	16,330.50	-2,402.38
Total SRPC Revenue	13,928.12	16,330.50	-2,402.38
Economic Development Revenue			
EDA CARES	13,034.81	0.00	13,034.81
EDD Partnership Planning	13,444.03	13,454.00	-9.97
EPA Brownfields	626.33	8,938.76	-8,312.43
Total Economic Development Revenue	27,105.17	22,392.76	4,712.41
State Award Revenue			
NHDES			
DUR Resilience	998.86	0.00	998.86
Coastal	1,941.09	3,482.10	-1,541.01
DOV Coastal Resilience	658.64	0.00	658.64
Durham Groundwater Modeling	3,510.28	0.00	3,510.28
PSM18	0.00	457.42	-457.42
Watershed PRB	5,410.00	1,000.00	4,410.00
Total NHDES	12,518.87	4,939.52	7,579.35
OEP Targeted Block	601.98	2,560.96	-1,958.98
Total State Award Revenue	13,120.85	7,500.48	5,620.37
MPO Revenue			
NH DOT			
UPWP	41,210.46	30,151.86	11,058.60
Total NH DOT	41,210.46	30,151.86	11,058.60
Total MPO Revenue	41,210.46	30,151.86	11,058.60
Contra Income Cash Match			
DOT Cash Match	-4,121.05	-3,015.19	-1,105.86

Strafford Regional Planning Commission
Profit & Loss
December 2020

DRAFT

	Dec 20	Dec 19	\$ Change
EDD Cash Match	-1,381.32	-1,366.11	-15.21
Total Contra Income Cash Match	-5,502.37	-4,381.30	-1,121.07
Contra Income InKind/Soft Match			
In-Kind Coastal Match	0.00	-2,058.51	2,058.51
In-Kind EDD Match	-5,617.84	-5,714.00	96.16
Total Contra Income InKind/Soft Match	-5,617.84	-7,772.51	2,154.67
Contract Overage	-54.27	-977.88	923.61
Total Income	94,062.01	72,900.25	21,161.76
Gross Profit	94,062.01	72,900.25	21,161.76
Expense			
Personnel Expenses			
Salary and Wages	76,480.49	39,123.28	37,357.21
Payroll Expenses			
Dental insurance expense	465.51	284.76	180.75
Health incentive	369.95	0.00	369.95
Health Insurance expense	7,108.04	4,256.60	2,851.44
Life Insurance expense	94.69	86.00	8.69
LTD Insurance expense	60.40	47.84	12.56
STD insurance expense	227.80	135.32	92.48
Payroll Processing Fees	226.00	174.00	52.00
Pension expense	2,298.94	1,150.06	1,148.88
Unemployment expense	0.00	276.01	-276.01
Workers Compensation	0.00	85.99	-85.99
Payroll Taxes			
Medicare Expense	1,079.19	560.95	518.24
Social Security expense	4,614.45	2,398.58	2,215.87
Payroll Taxes - Other	0.00	-0.01	0.01
Total Payroll Taxes	5,693.64	2,959.52	2,734.12
Total Payroll Expenses	16,544.97	9,456.10	7,088.87
Dues and Subscriptions	333.91	350.92	-17.01
Staff Training and Seminars	25.00	972.72	-947.72
Total Personnel Expenses	93,384.37	49,903.02	43,481.35
Equipment expense			
Copier Maintenance Contract	319.85	319.85	0.00
Office furniture			
Computer equipment	0.00	1,185.00	-1,185.00
Total Office furniture	0.00	1,185.00	-1,185.00
Software expense			
Arcinfo/View software	400.00	425.00	-25.00
Office Software			
Windows 10 Upgrade	0.00	1,309.00	-1,309.00
Adobe In Design	73.98	73.98	0.00
Anti-virus software	36.55	27.95	8.60

Strafford Regional Planning Commission
Profit & Loss
December 2020

DRAFT

	Dec 20	Dec 19	\$ Change
Constant Contact	33.75	40.50	-6.75
Microsoft Office 365	209.73	125.00	84.73
Total Office Software	354.01	1,576.43	-1,222.42
Total Software expense	754.01	2,001.43	-1,247.42
Total Equipment expense	1,073.86	3,506.28	-2,432.42
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	100.00	0.00	100.00
Vehicle Interest	79.40	0.00	79.40
Vehicle Registration	50.00	0.00	50.00
Total Vehicle Expenses	707.39	0.00	707.39
Total Fixed Expenses	3,687.81	2,958.84	728.97
Communications			
Postage and Delivery	17.99	17.99	0.00
Telephone and Internet	285.40	281.70	3.70
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	311.83	303.59	8.24
Administrative			
Library & Planning Books	2,090.00	0.00	2,090.00 ²
Office Expense	1,019.11	81.47	937.64
Office Supplies	11.99	223.68	-211.69
Professional Fees			
Accounting, Audit	902.50	902.50	0.00
Total Professional Fees	902.50	902.50	0.00
Travel & Ent			
Meals	0.00	259.55	-259.55
Travel	34.50	3,056.13	-3,021.63
Total Travel & Ent	34.50	3,315.68	-3,281.18
Total Administrative	4,058.10	4,523.33	-465.23
Contract Labor			
Financial Services	2,442.50	4,767.50	-2,325.00 ³
IT and Network support	345.00	307.50	37.50
Pass Through Expense			

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Accrual Basis

Strafford Regional Planning Commission
Profit & Loss
 December 2020

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	Dec 20	Dec 19	\$ Change
DUR Groundwater Consultant	3,120.00	0.00	3,120.00
Total Pass Through Expense	3,120.00	0.00	3,120.00
Total Contract Labor	5,907.50	5,075.00	832.50
Total Expense	108,423.47	66,270.06	42,153.41
Net Ordinary Income	-14,361.46	6,630.19	-20,991.65
Other Income/Expense			
Other Income			
Interest Income	2.92	23.58	-20.66
Total Other Income	2.92	23.58	-20.66
Net Other Income	2.92	23.58	-20.66
Net Income	-14,358.54	6,653.77	-21,012.31

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Strafford Regional Planning Commission
Profit & Loss
December 2020

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1. Payroll Expenses: Prior year had 10 permanent employees, this year there are 12 permanent staff. December of this year also had three paycheck dates, whereas the prior year only had two.
2. Library and Planning Books: PLUR books were paid in January in the prior fiscal year.
3. Financial Services: Hours have been reduced from the previous year, based on need.
4. Pass Through Expense: 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
December 2020

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Date	Name	Memo	Amount
2000 LTA (Local Technical Assistance)			
12/01/2020	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
3302 Dover Resilience Grant			
12/31/2020	3302 Dover Res...	Dover Resilience Progress Billing - Dec 2020	658.64
Total 3302 Dover Resilience Grant			658.64
3400 Town of Durham			
3403 Durham Groundwater Modeling			
12/31/2020	3400 Town of D...	Progress Billing Durham Groundwater	3,510.28
Total 3403 Durham Groundwater Modeling			3,510.28
3404 Durham Resilience Grant			
12/31/2020	3400 Town of D...	Progress Billing - Durham Resilience Grant - Dec 2020	998.86
Total 3404 Durham Resilience Grant			998.86
Total 3400 Town of Durham			4,509.14
3500 Town of Farmington			
3501 FAR Circuit Rider			
12/31/2020	3500 Town of F...	Progress Billing - Farmington Circuit Rider - Dec 2020	5,102.00
Total 3501 FAR Circuit Rider			5,102.00
Total 3500 Town of Farmington			5,102.00
4000 Town of New Durham			
4002 New Durham RSMS			
12/31/2020	4000 Town of N...	Progress Billing - New Durham RSMS - Dec 2020	100.32
Total 4002 New Durham RSMS			100.32
Total 4000 Town of New Durham			100.32
4200 Town of Northwood			
4201 NOR Circuit Rider			
12/31/2020	4200 Town of N...	Progress Billing - Northwood Circuit Rider - Dec 2020	927.50
Total 4201 NOR Circuit Rider			927.50
Total 4200 Town of Northwood			927.50
4300 Town of Nottingham			
4301 NOT Circuit Rider			
12/31/2020	4300 Town of N...	Progress Billing - Nottingham Circuit Rider - Dec 2020	2,637.50

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Strafford Regional Planning Commission
Income by Customer
December 2020

01/07/21

Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total 4301 NOT Circuit Rider			2,637.50
Total 4300 Town of Nottingham			2,637.50
5100 NHCHF			
5101 NHCHF Promoting Outdoor Play			
12/31/2020	5100 NHCHF:5...	Progress Billing - Promoting Outdoor Play - Dec 2020	358.26
Total 5101 NHCHF Promoting Outdoor Play			358.26
Total 5100 NHCHF			358.26
5150 GSCH			
5151 Creating Age Friendly Communities			
12/31/2020	5150 GSCH:515...	Progress Billing - GSCH - Dec 2020	4,802.54
Total 5151 Creating Age Friendly Communities			4,802.54
Total 5150 GSCH			4,802.54
6000 Office of Strategic Initiatives			
6000.000 FY20_21 TBG			
12/31/2020	6000 Office of S...	Final Billing - Targeted Block Grant - Dec 2020	601.98
12/31/2020	6000 Office of S...	To record when contracts go over budget in QuickBooks	-54.27
Total 6000.000 FY20_21 TBG			547.71
Total 6000 Office of Strategic Initiatives			547.71
6100 NH DES			
6101 Coastal 2021			
12/31/2020	6100 NH DES:6...	Coastal 2021 Progress Billing - Dec 2020	1,941.09
Total 6101 Coastal 2021			1,941.09
6250.000 PRB-Oyster River			
12/31/2020	6100 NH DES:6...	PRB Progress Billing, PO 1064375, D3ec 2020	5,410.00
Total 6250.000 PRB-Oyster River			5,410.00
Total 6100 NH DES			7,351.09
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7001 EDA FY21			
12/31/2020	7000 ECONOMI...	Progress Billing - EDA Technical Grant - Dec 2020	13,444.03
12/31/2020	7000 ECONOMI...	Cash Match	-1,381.32
12/31/2020	7000 ECONOMI...	In Kind Match	-5,617.84
Total 7001 EDA FY21			6,444.87
7002 EDA CARES			

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Accrual Basis

Strafford Regional Planning Commission
Income by Customer
December 2020

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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
12/31/2020	7000 ECONOMI...	EDA CARES - Project 01-69-15047 - Progress Billing - Dec 2020	13,034.81
	Total 7002 EDA CARES		13,034.81
	Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION		19,479.68
	7100 EPA		
	7110 Brownfields 2019-2022		
12/31/2020	7100 EPA:7110 ...	Progress Billing - Brownfields - Dec 2020	626.33
	Total 7110 Brownfields 2019-2022		626.33
	Total 7100 EPA		626.33
	8000 DOT UPWP		
12/31/2020	8000 DOT UPWP	Progress Billing - UPWP - Dec 2020	41,210.46
12/31/2020	8000 DOT UPWP	NDU Cash Match	-100.32
12/31/2020	8000 DOT UPWP	SRPC Cash Match	-4,020.73
	Total 8000 DOT UPWP		37,089.41
	TOTAL		94,062.01


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Accrual Basis

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

	Jul - Dec 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
SRPC Membership Dues	59,231.36	59,403.00	-171.64
SRPC Revenue			
Municipal and NonProfit Revenue			
CDBG Grant	0.00	1.00	-1.00
GSCH - Tufts	18,363.64	18,999.98	-636.34
Barrington Master Plan	192.50	0.00	192.50
DUR Wagon Hill Living Shoreline	67.50	1,000.00	-932.50
FAR Circuit Rider	23,179.61	24,999.98	-1,820.37
FAR Tax Map Updates	1,091.42	0.00	1,091.42
GIS Projects	100.00	1,500.00	-1,400.00
MIL MS4 NOI	0.00	1.00	-1.00
NHCHF	16,556.02	9,999.98	6,556.04
Northwood Planning Services	12,660.00	14,000.02	-1,340.02
NOT Circuit Rider	12,330.00	14,000.02	-1,670.02
Total Municipal and NonProfit Revenue	92,639.30	84,501.98	8,137.32
Total SRPC Revenue	92,639.30	84,501.98	8,137.32
Economic Development Revenue			
EDD Partnership Planning	49,146.56	63,636.38	-14,489.82 ²
EPA Brownfields	57,023.85	54,999.98	2,023.87 ³
Total Economic Development Revenue	131,013.22	118,636.36	12,376.86
State Award Revenue			
NHDES			
RPC Water Buffers	0.00	5,100.00	-5,100.00 ⁴
NFWF Great Bay Living Shoreline	0.00	1.00	-1.00
Sunrise Lake	3,080.00	21,344.02	-18,264.02 ⁵
DUR Resilience	12,395.26	11,154.98	1,240.28
NKT Local Source Water	800.10	0.00	800.10
Coastal	10,476.35	12,500.02	-2,023.67 ⁶
DOV Coastal Resilience	18,802.15	13,255.50	5,546.65 ⁷
Durham Groundwater Modeling	26,307.34	26,092.50	214.84
Local Source Water	10,333.50	12,584.00	-2,250.50
Watershed PRB	36,770.08	19,264.50	17,505.58 ⁸
Total NHDES	118,964.78	121,296.52	-2,331.74
OEP Targeted Block	11,165.27	5,555.50	5,609.77 ⁹
Total State Award Revenue	130,130.05	126,852.02	3,278.03
MPO Revenue			
NH DOT			
UPWP	269,668.22	311,608.50	-41,940.28
Total NH DOT	269,668.22	311,608.50	-41,940.28
Total MPO Revenue	269,668.22	311,608.50	-41,940.28
Contra Income Cash Match			
RPC Water Buffers Cash Match	0.00	-500.00	500.00
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

DRAFT

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

	Jul - Dec 20	Budget	\$ Over Budget
DOT Cash Match	-26,939.29	-31,160.48	4,221.19
EDD Cash Match	-4,649.11	-6,818.16	2,169.05
Total Contra Income Cash Match	-32,388.50	-41,062.64	8,674.14
Contra Income InKind/Soft Match			
IK DOV Resilience	-4,078.79	-6,505.50	2,426.71
IK DUR Resilience	-2,032.98	-2,634.98	602.00
DUR Wagon Hill Soft Match	0.00	-1,000.00	1,000.00
In-Kind Coastal Match	-1,980.91	-6,249.98	4,269.07
In-Kind EDD Match	-22,805.97	-25,000.00	2,194.03
PRB IK Match	-8,626.08	-7,707.98	-918.10
Total Contra Income InKind/Soft Match	-39,524.73	-49,098.44	9,573.71
Contract Overage	-472.81	0.00	-472.81
Total Income	610,296.11	610,840.78	-544.67
Gross Profit	610,296.11	610,840.78	-544.67
Expense			
Personnel Expenses			
Salary and Wages	338,802.24	328,979.99	9,822.25
Payroll Expenses			
FSA Fees	8.25	99.00	-90.75
Dental insurance expense	2,149.46	2,772.52	-623.06
Health incentive	5,581.56	5,247.00	334.56
Health Insurance expense	32,128.66	36,779.48	-4,650.82
Life Insurance expense	517.89	546.00	-28.11
LTD Insurance expense	306.73	320.02	-13.29
STD Insurance expense	1,080.75	905.48	175.27
Payroll Processing Fees	1,203.25	1,299.98	-96.73
Pension expense	9,779.57	9,869.48	-89.91
Unemployment expense	-529.64	1,083.98	-1,613.62
Workers Compensation	645.73	954.52	-308.79
Payroll Taxes			
Medicare Expense	4,852.52	0.00	4,852.52
Social Security expense	20,748.69	0.00	20,748.69
Payroll Taxes - Other	0.01	25,167.01	-25,167.00
Total Payroll Taxes	25,601.22	25,167.01	434.21
Total Payroll Expenses	78,473.43	85,044.47	-6,571.04
Dues and Subscriptions	2,293.54	3,968.02	-1,674.48
Staff Training and Seminars	850.00	5,000.02	-4,150.02
Total Personnel Expenses	420,419.21	422,992.50	-2,573.29
Equipment expense			
Copier Maintenance Contract	2,066.60	1,919.02	147.58
Office furniture			
Computer equipment	6,822.15	3,867.52	2,954.63
Office furniture - Other	0.00	600.00	-600.00

DRAFT

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

	Jul - Dec 20	Budget	\$ Over Budget
Total Office furniture	6,822.15	4,467.52	2,354.63
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	249.98	-249.98
Total Other Equipment Repair and Cost	512.37	249.98	262.39
Software expense			
ArcInfo/View software	2,700.00	3,249.98	-549.98
Office Software			
Timesheet Software	0.00	1,020.00	-1,020.00 ¹²
Adobe In Design	963.86	443.88	519.98
Anti-virus software	184.90	193.50	-8.60
Constant Contact	236.25	243.00	-6.75
DropBox	119.88	59.94	59.94
Microsoft Office 365	1,258.38	975.00	283.38
Sonic Wall Remote Access	0.00	272.48	-272.48
Total Office Software	2,993.78	3,207.80	-214.02
Transcad software/maintenance	0.00	750.00	-750.00
Total Software expense	5,693.78	7,207.78	-1,514.00
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	15,668.47	15,844.30	-175.83
Fixed Expenses			
Insurance			
Liability Insurance	2,882.48	2,882.48	0.00
Total Insurance	2,882.48	2,882.48	0.00
Rent	15,000.00	15,000.00	0.00
Vehicle Expenses			
Depreciation Expense	2,867.94	2,100.00	767.94
Vehicle Gas	253.36	2,250.00	-1,996.64
Total Vehicle Expenses	3,673.11	4,350.00	-676.89
Total Fixed Expenses	21,555.59	22,232.48	-676.89
Communications			
Media Outreach Expense	0.00	249.98	-249.98
Office Telephone System	136.75	720.00	-583.25
Postage and Delivery	107.94	200.02	-92.08
Telephone and Internet	1,702.10	1,686.00	16.10
Website maintenance and updates			
Website and logo design	50.64	1,737.00	-1,686.36 ¹³
Total Website maintenance and updates	139.64	1,737.00	-1,597.36
Total Communications	2,086.43	4,593.00	-2,506.57
Administrative			

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

DRAFT

	Jul - Dec 20	Budget	\$ Over Budget
Library & Planning Books	1,748.10	0.00	1,748.10 ¹⁴
Meetings Expense	393.84	545.45	-151.61
Office Expense	5,720.22	650.02	5,070.20 ¹⁵
Office Supplies	420.27	1,800.00	-1,379.73
Printing and Reproduction	24.92	600.00	-575.08
Professional Fees			
Accounting, Audit	5,415.00	5,332.50	82.50
Legal Fees	0.00	500.02	-500.02
Total Professional Fees	5,415.00	5,832.52	-417.52
Travel & Ent			
Travel	923.55	0.00	923.55
Travel & Ent - Other	0.00	5,000.02	-5,000.02 ¹⁶
Total Travel & Ent	923.55	5,000.02	-4,076.47
Total Administrative	14,645.90	14,428.01	217.89
Contract Labor			
Financial Services	15,530.00	30,000.00	-14,470.00 ¹⁷
IT and Network support	2,726.25	2,120.02	606.23
Pass Through Expense			
DUR Resilience Subcontract	2,029.54	1,770.00	259.54
Sunrise Lake Subcontract	0.00	13,946.38	-13,946.38
Dov Resilience	8,830.00	3,750.00	5,080.00
DUR Groundwater Consultant	22,262.50	19,557.98	2,704.52
EPA Brownfields Consultants	54,094.66	51,999.98	2,094.68
PRB Consultants	19,150.99	9,928.50	9,222.49
Total Pass Through Expense	106,367.69	100,952.84	5,414.85 ¹⁸
Total Contract Labor	124,623.94	133,072.86	-8,448.92
Total Expense	598,999.54	613,163.15	-14,163.61
Net Ordinary Income	11,296.57	-2,322.37	13,618.94
Other Income/Expense			
Other Income			
Interest Income	94.54	0.00	94.54
Other Income	0.00	52.00	-52.00
Total Other Income	94.54	52.00	42.54
Net Other Income	94.54	52.00	42.54
Net Income	11,391.11	-2,270.37	13,661.48

[Signature]
1/7/2021

**Stafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through December 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: Contract started a month later than originally anticipated when preparing the budget. In addition, SRPC received an EDA CARES grant not included in the original budget.
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 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. An additional computer and accessories were purchased for new EDD staff member, to be reimbursed by EDA.
12. Office Software: TSheets has been tested during December and is going live 1/11/20.
13. Website: The website is being handled internally. Budget figure includes \$3000 for this fiscal year for website redesign templates and plug-ins.
14. Library and Planning Books: PLUR books were paid in January in the prior fiscal year.
15. Office Expense: Includes COVID health supplies and employee work-at-home reimbursements and small equipment needs not anticipated in original budget process.
16. Travel: Impacted by COVID.
17. 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,

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

DRAFT

depending on need.

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



SRPC Performance Evaluation Procedures (PEP)

STRAFFORD REGIONAL PLANNING COMMISSION

Annual Executive Director Performance Evaluation:

Performance Evaluations will be conducted annually in April, reflecting back on the fiscal year to date. Results of the performance review will inform any salary adjustments to be incorporated into the draft budget in time for the May Executive Committee meeting and in time for adoption at the June Commission meeting.

Performance Evaluations Consist of:

Annual Goal Setting: The director will draft goals to be presented to the Executive Committee in June of each year for approval at the July meeting. Goals will be set for the fiscal year.

Director Self Evaluation: The self-evaluation is to reflect back on goals and performance criteria for the fiscal year to date and articulate where they were the most successful or could improve, as well as identify opportunities for continued growth.

Annual Review Survey: The director will work with the Executive Committee to update the annual review survey to be distributed to executive committee members and staff. The survey will help to inform the Executive Committee's evaluation.

Executive Committee Evaluation: The executive committee evaluation directly responds to each of the employee's goals and associated performance for the prior year. Overall performance is rated along with comments offered on successes and opportunities for improvement. Additionally, should there be other items to address they will be documented as part of the evaluation. Any salary adjustments will be included as part of this process and offered subsequent to a [review of competitive rates](#).

Mid-Year Update: The director will provide an update on goals at the December meeting of the Executive Committee. This will be an opportunity to assess progress to date and adjust as needed.

Review Schedule:

July	Goals approval
August	
September	
October	
November	
December	Goals Update
January	
February	Set review survey content
March	Self-evaluation due
April	Compile survey results
May	ED Annual Review (non-public)
June	Draft of goals for next Fiscal Year



SRPC Performance Evaluation Procedures (PEP)

STRAFFORD REGIONAL PLANNING COMMISSION
Self-Evaluation Form

Employee Name:	Date:
Title:	Evaluation Period:

PROGRESS TOWARD GOALS AND PERFORMANCE CRITERIA:

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

LOOKING FORWARD:

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



SRPC Performance Evaluation Procedures (PEP)

**STRAFFORD REGIONAL PLANNING COMMISSION
Executive Director Review Survey**

1) Please identify yourself. (Select 1)

- Executive Committee Member
- SRPC Staff Member
- Executive Director

2) The following performance goals were established for the executive director. Please indicate whether the executive director met your expectations in pursuing or achieving each of these goals.

Evaluation Ratings:

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

Annual Goals	Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Not Applicable	Don't Know
Goal 1						
Goal 2						
Goal 3						
Goal 4						
Goal 5						

3) Do you have specific comments about the executive director's performance on these annual goals? [open ended response]

4) Please indicate whether the executive director met your expectation in the following areas.
Use the same evaluation ratings as defined in question 2.



SRPC Performance Evaluation Procedures (PEP)

	Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Not Applicable	Don't Know
Core Responsibilities						
Ensure the Commission has long-range strategies to achieve its mission and is making consistent and timely progress						
Provide leadership in developing programmatic, organizational, and financial plans						
Allocate staff resources and oversee the annual work program						
Negotiate, enter into, and manage contracts on behalf of the Commission						
Ensure compliance with federal and state regulations						
Promote commissioner participation						
Inform the Executive Committee on the condition of the organization						
Represent SRPC to and interact with partner agencies, organizations, officials, and the public to understand priorities and establish relationships						
Implement and oversee human resources and administrative procedures						
Oversee cash flow and financial management						
Attract, motivate and retain high quality employees						
Ensure employees have access to professional development opportunities						
Manage staff in a way to provide opportunity for frequent interactions and discussions						

5) Do you have any specific comments about the executive director's performance on these core responsibilities? (as evaluated in question 4)? [open ended response]



SRPC Performance Evaluation Procedures (PEP)

**STRAFFORD REGIONAL PLANNING COMMISSION
Executive Committee's Evaluation of the Executive Director**

Name:	Evaluation Period:
Title:	Member Preparing Evaluation:
Date:	

Evaluation Ratings:

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

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

Goal and Associated Performance Criteria:	Rating:
Comments:	

Goal and Associated Performance Criteria:	Rating:
Comments:	

Goal and Associated Performance Criteria:	Rating:
Comments:	

Goal and Associated Performance Criteria:	Rating:
Comments:	

Goal and Associated Performance Criteria:	Rating:
Comments:	



SRPC Performance Evaluation Procedures (PEP)

Other Comments:

CERTIFICATION

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

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

SRPC Chairperson's Signature: _____ **Date** _____

Annual Executive Committee Meeting Agenda Calendar

Ongoing Monthly Items

- ACTION- Minutes
- ACTION- Financials
- DISCUSSION- Awards, Contracts and General Business Update
- DISCUSSION- Transportation Minors

	Financials & Governance	Budget	Director Goals and Review	Strategic Plan	Plans and Policies
July			Goals approval		
August	1 st draft dues	Working budget w/ carryforwards			Employee Handbook
September	Final dues proposal			Progress update	
October	Approve Simple IRA 3% contribution				Emergency Succession Plan
November	Audit presentation & acceptance	Mid-Year Amendment			
December			Goals Update	Progress update	IT Plan
January					
February	Brainstorm EC and Commission recruitment	Working budget w/ updated CY closeouts	Set review survey content		Health and Wellness Plan
March	EC member renewals	Rough budget	Self-evaluation due Compile survey results	Progress update	
April	Health Plans	1 st Draft Budget	ED Annual Review (non-public)		Operating Policies
May	Approve recommended officers/EC	Final Budget			
June	Authorize Certificate of Vote	Billing Rates & Benefits Package	draft Goals for next FY	Progress update	Continuity of Operations Plan

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

January 15, 2021

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

RE: January 2021 Minor Revisions to the 2019-2022 TIP

Dear Mr. Watson:

The Strafford Metropolitan Planning Organization (SMPO) staff has received a request to approve the January 2021 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

January 2021 TIP Minors

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2019-2022 SRPC Transportation Improvement Program

Minor Revision

12/23/2020

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.

BARRINGTON 41415

Towns: BARRINGTON
 Road: US Route 4
 Scope: Rehab or Replacement of red list bridge carrying US 4 over Oyster River in the Town of Barrington

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2020	\$110,000		\$0	\$0	\$110,000
PE	2021	\$110,000		\$0	\$0	\$110,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2020	\$110,000		\$0	\$0	\$110,000
PE	2021	\$110,000		\$0	\$0	\$110,000

Change Notes

NHDOT Description of Changes
 Funding source adjusted to better align with available federal funding for STIP Update.

SRPC Notes

Funding Sources

FHWA
 National Highway System
 STP-5 to 200K
NHDOT
 Toll Credit

LEE 41322

Towns: LEE
Road: NH Route 125
Scope: Bridge Replacement of culvert carrying NH 125 over Little River Br No 073/084
Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$220,000		\$0	\$0	\$220,000
ROW	2022	\$16,962		\$0	\$0	\$16,962
CON	2022	\$1,696,200		\$0	\$0	\$1,696,200

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$220,000		\$0	\$0	\$220,000
ROW	2022	\$16,500		\$0	\$0	\$16,500
CON	2022	\$1,650,000		\$0	\$0	\$1,650,000

Change Notes

NHDOT Description of Changes
Funding source adjusted to better align with available federal funding for STIP Update.

SRPC Notes

Funding Sources

FHWA

Hwy Infrastructure
National Highway System
STP-Non Urban Areas Under 5K

NHDOT

Toll Credit

PROGRAM HSIP

Towns: Statewide
 Road: Various
 Scope: HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)
 Acronyms:

Approved Funding

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

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,450,000		\$0	\$0	\$1,450,000
PE	2020	\$820,000		\$0	\$0	\$820,000
PE	2021	\$1,200,000		\$0	\$0	\$1,200,000
PE	2022	\$500,000		\$0	\$0	\$500,000
ROW	2019	\$150,000		\$0	\$0	\$150,000
ROW	2020	\$25,000		\$0	\$0	\$25,000
ROW	2021	\$230,000		\$0	\$0	\$230,000
ROW	2022	\$150,000		\$0	\$0	\$150,000
CON	2019	\$8,700,000		\$0	\$0	\$8,700,000
CON	2020	\$9,709,081		\$0	\$0	\$9,709,081
CON	2021	\$6,471,232		\$0	\$0	\$6,471,232
CON	2022	\$7,859,081		\$0	\$0	\$7,859,081
OTHER	2019	\$270,000		\$0	\$0	\$270,000
OTHER	2020	\$575,000		\$0	\$0	\$575,000
OTHER	2021	\$1,330,000		\$0	\$0	\$1,330,000
OTHER	2022	\$200,000		\$0	\$0	\$200,000

Change Notes

NHDOT Description of Changes

PE and CON funds decreased in 2021. No projects in the SRPC region affected

SRPC Notes

Funding Sources

FHWA

Highway Safety Improvement Program (HSIP)

STP-State Flexible

NHDOT

Toll Credit

PROGRAM PAVE-T2-RESURF

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

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,190,000		\$0	\$0	\$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

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	\$23,120,000	\$6,000,000		\$0	\$29,120,000
CON	2022	\$2,200,000	\$6,000,000		\$0	\$8,200,000

Change Notes

NHDOT Description of Changes

CON funds increase in 2021; decrease in 2022 - no net change in program funding. No projects in the SRPC region affected.

SRPC Notes

Funding Sources

FHWA

National Highway System
 STP-State Flexible

NHDOT

Betterment
 Toll Credit

SOMERSWORTH 40646

Towns: SOMERSWORTH

Road: NH 9 (High Street), Blackwater Rd, Indigo Hill Rd

Scope: Intersection safety improvements; NH Route 9, Blackwater Road, Indigo Hill Road

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2022	\$113,080		\$0	\$113,080

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2022	\$110,000		\$0	\$110,000

Change Notes

NHDOT Description of Changes

PE funds decreased in 2022 to remove inflation and better align with available federal funding for STIP.

SRPC Notes

Funding Sources

FHWA

National Highway System

STP-5 to 200K

STP-State Flexible

NHDOT

Toll Credit

OTHER

Towns

SRPC Commissioners Experience/Skills/Connections Matrix

Number of Respondents 10

Subject Matter Expertise	Commissioners
Economy, Economic Development	30%
Environment	40%
Energy	10%
Water	40%
Food	30%
Housing	40%
Waste Management/Recycling	40%
Transportation	30%
Demographics	20%
Equity	50%
Culture	50%
Infrastructure	30%
Tourism	10%
Hazard mitigations and emergency response	40%
Recreation	30%
Other (please specify below)	0%

Skills	Commissioners
Administration and management	90%
Community engagement, outreach and education	70%
Design	10%
Engineering	0%
Finance/Accounting	0%
GIS and/or data analysis	10%
Grant writing and/or management	50%
Human Resources	20%
Information Technology	0%
Planning	50%
Legal Expertise	0%
PR/Marketing/ Communications	20%
Professional planning	20%
Public Policy/Advocacy	30%
Real Estate Development/ Construction	20%
Research	30%
Story Telling	20%
Volunteerism	50%
Other (please specify below)	0%

SRPC Commissioners Experience/Skills/Connections Matrix

Community Connections (Leaders of):	Commissioners
Local land use board	50%
Education	40%
Media	0%
Political	40%
Philanthropy	10%
Small business	0%
Social services	30%
Emergency Management	20%
Religious	10%
Other (please specify below)	0%

Gender	Commissioners
Male	50%
Female	50%
Other	0%

What is your Personal Style?	Commissioners
Relationship Builder/Bridge Builder	80%
Expressive/New ideas/High energy	20%
Strategist/Big Picture/Analytical	70%
Detail Oriented/Highly Organized	40%

Race/Ethnicity	Commissioners
African American/Black	0%
Asian/Pacific Islander	10%
Caucasian/White	90%
Hispanic/Latino	0%
Native American/Indian	0%
Multi-racial	0%
Other	0%

Age	Commissioners
Under 24	0%
24-34	0%
35-44	10%
45-54	10%
55-64	30%
Over 65	40%