

## SRPC Executive Committee Meeting Agenda <u>February 19, 2021</u> from 8:00 – 9:00 a.m.

The Chair of SRPC has found that, due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's 2020 Emergency Order #12, issued pursuant to Executive Order 2020-04, and as extended by Executive Order 2021-01, 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 communication 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: <u>https://us02web.zoom.us/j/82847759823</u> 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 <u>jczysz@strafford.org</u>. 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 January 15, 2021 (enclosed)
- b. Acceptance of Draft January Financials (enclosed)
- c. Approval of 2021 Health and Wellness Plan (separate mailing)

#### 3. Updates and Discussion

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

#### 4. Other Business

#### 5. Adjourn

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

#### 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

January 18, 2021

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; Vice Chair Peter Nelson, Newmarket

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

## 1. Absent: Welcome/Introductions

The meeting began at 8:08 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 2020-25, 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, Tom Crosby, Peter Nelson, Bill Fisher. David Landry, and Michael Bobinsky.

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 December 18, 2020

D. Landry **MOVED** to approve the December 18, 2020 minutes. M. Bobinsky **SECONDED** the motion.

P. Nelson and T. Crosby ABSTAINED.

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

## b. Acceptance of the Draft December Financials

J. Czysz shared that while December was a three-payroll month the financials are still in a good position. She explained that all November invoices were paid in December, which was timely. This put the organization in a better position with the three-payroll month. J. Czysz added the SRPC ended the month with healthy balances in the checking and savings accounts.

J. Czysz reviewed the aging summary, adding that financial consultant K. Foster has followed up with the necessary partners.

J. Czysz explained that the financials for the month of December did end in the red. She added that due to accumulated profits over the last few months, SRPC remains is in the black for the year.

J. Czysz updated committee members on dues amounts, adding that SRPC hasn't been fully utilizing the dues funds. SRPC now has these funds for a cash match, and it allows the organization to leave some of the dues in reserve at the end of the fiscal year. She noted that while we haven't depended upon dues funds, we still have been building and expanding our direct technical assistance to municipalities. V. Parmele noted her approval.

D. Hamann **MOVED** to accept the Draft Financials. T. Crosby **SECONDED** the motion.

The motion to approve the minutes **CARRIED** via roll call vote of Victoria Parmele, Barbara Holstein, Donald Hamann, Tom Crosby, Peter Nelson, David Landry, and Michael Bobinsky in the **AFFIRMATIVE.** 

## 3. Updates and Discussion

## a. Annual Goals Update

J. Czysz updated E.C. members on her annual goals. She shared that executive directors at RPCs across the state have found themselves shifting priorities due to the COVID-19 pandemic. Mostly the Executive Directors find themselves doing more work on the administrative side of things.

J. Czysz updated members on the continued implementation of SRPC's strategic plan. She reviewed her goal to focus on the plan's implementation table and update this for reporting to the full Commission.

J. Czysz shared the progress on the SRPC website. This is being done in house and is currently on hold due to the other time sensitive projects.

J. Czysz updated members on her goal to do an annual road tour of communities. This hasn't happened since its inauguration due to the pandemic and other projects. She shared that S. Sylvia has been reaching out to municipalities to schedule outreach for the Communities for Healthy Aging Transitions (CHAT), adding that she may be able to follow-up after those meetings and build off that to schedule the road tour meetings.

J. Czysz shared that SRPC's economic development branch, Strafford Economic Development District, is underway with its EDA CARES Act program.

J. Czysz reviewed her goal item about strengthening staff and commissioner capacity and leadership. She added that a lot of staff time has gone into this and that herself and other SRPC staffers are working on this currently. She reminded members about the skills matrix document that was developed and send to commissioners to gauge their expertise and interests. This will allow SRPC a better way to connect with and utilize Commissioners. There will also be opportunities for Commissioners to engage through CHAT outreach events.

V. Parmele opined that SRPC and its staff are doing so much and that E.C. and Commissioners often don't have an ability to learn and connect. She added that she often feels like there are limited opportunities for Commissioners to get involved in the projects. It was suggested that new projects could be called out on the monthly dashboard.

Current means to engage Commissioners were discussed, including the annual report, newsletter, and weekly updates. J. Czysz shared that at Nashua Regional Planning Commission staff would do an update with each quarterly meeting. This would be a direct communication to commissioners.

P. Nelson opined that SRPC should make a bigger push to update its website. He added that SRPC should do a better job of advertising its ArcOnline account. He suggested that materials and information should be less static and more interactive, and that SRPC may be missing some opportunities to leverage new tools. The emphasis should be on allowing commissioner, partners, etc. to view and see data and know how to get involved.

J. Czysz replied that SRPC has been making strides to improve in these areas and moving forward will be focusing more on modernizing our processes and taking them to the next level.

M. Bobinsky shared his agreement, adding that it can be important for projects to have a web presence. CHAT could be a good example of this.

J. Czysz explained that staff's allocated hours and dedication to certain projects effects the timeline for the website, and other ideas shared by P. Nelson. There are not currently other staff hours to allocate.

A discussion ensued about technology and priorities, including themes like ArcOnline and the shift to online time sheet reporting.

J. Czysz asked in any members had remaining questions or comments on her goal progress, as shared in the memo. V. Parmele said with the curve balls SRPC has faced (including a pandemic), it is tremendous to see the number of projects SRPC has and is working on.

#### b. Executive Director Review Procedures

J. Czysz explained that she has used the SRPC staff review template as a basis for what can be used for her review. She noted the timeline for her review process. She will be creating a survey that E.C. members can fill out, which will allow them to compile their thoughts on her annual progress. This can also be shared with staff, as they work more closely with the executive director on a day-to-day basis.

She explained that her review should take place in a non-public session at the April E.C. meeting, adding that she had created an updated processes calendar for E.C. meeting agenda items and tasks.

The members discussed the logistics of this and options for the survey.

J. Czysz explained that members could think about the materials provided for the review process and bring back comments at the February meeting.

The process by which J. Czysz created her goals was discussed.

## c. January Monthly Minors

J. Czysz shared that transportation planner Colin Lentz is officially on leave due to the near arrival of his son.

J. Czysz reviewed the minors. She explained that there were <u>amendments to</u> several statewide programs, none of which effect local/regional projects.

Two projects, one in Lee and one in Barrington, have funding source changes, and a project in Somersworth has changes removing inflation in preparation for the upcoming Statewide Transportation Improvement Program (STIP) update.

#### d. Awards, Contracts, and General Business Update

J. Czysz shared that SRPC is awaiting FEMA funds to begin the next set of hazard mitigation plan updates. This funding is waiting on Governor and Council. This is also the case with the two Coastal Resilience grants via NHDES.

J. Czysz updated E.C. members on the CDBG funding. SRPC acted as the grant writer and will be the administrator for these funds. SRPC is also awaiting funds as a subrecipient of NHDES on a National Fish and Wildlife Foundation grant.

J. Czysz shared that SRPC has submitted its Local Source Water Protection Grant to NHDES. In the area of municipal contracts, Michelle Mears, City Planner in Somersworth, has reached out to SRPC about updating the City's tax maps. This work would be done closer to spring. SRPC will also be contracting with Wakefield to provide planning support. J. Czysz added that SRPC recently submitted an application to NHDES for its project of special merit program. This would allow for improved floodplain management in coastal communities. J. Czysz shared that SRPC was in talks with Barrington to assist with a Letter of Intent for funds but that the town ended up choosing another consultant they had worked with previously.

J. Czysz explained that SRPC met with AARP and that they have available funds that could supplement the Communities for Healthy Aging Transitions (CHAT) project.

J. Czysz updated the E.C. on talks about who SRPC's cognizant agency is after recent communications from EDA and NHDOT. The EDA will now be SRPC's cognizant agency as per federal regulations, EDA is the default cognizant agency for all Economic Development Districts. The indirect cost rate will be established through EDA moving forward.

## e. Commissioner Skills Matrix

J. Czysz reminded E.C. members to submit their skills matrix if they hadn't yet. SRPC has gotten about a third of these back.

## 4. Other Business

There was no other business.

## 5. Adjourn

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

The meeting adjourned at 9:02 a.m.

Minutes Respectfully Submitted by Shayna Sylvia Communications and Outreach Planner

# SRPC FY 2021 Dashboard - January

For the February 19, 2021 Executive Committee Meeting

January 31, 2020	
FSB Checking Beginning Balance	\$71,013.30
Deposits	\$55,542.76
Payments	-\$85,553.52
Uncleared Transactions	-\$6,408.85
FSB Checking Ending Balance	\$34,593.69

Accounts Receivable	\$161,843.90
FSB Savings Account	\$69,639.47

OVERSIGHT ACTIVITIES		
Line of Credit Activated?	No; pending extension to 12/21	
Audit Status	Complete	
BUDGET NARRATIVE		
First Seacoast Bank Balance/Case on hand:	2 months cash on hand	
Payables and Receivables	<b>s</b> 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	\$111,315

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

779

## **STAFF PRESENTATIONS - ACTIVITIES JANUARY**

Standing Committees and Appointments Explore Moose Mountains (Shayna) Seacoast Stormwater Coalition (Jackson, Alaina) COAST Board (Colin) ACT Executive Committee (Colin) HSIP Meeting (Colin) NHPA Executive Committee Meeting (Kyle) FAR, NOR, NOT Board Meetings as Staff (Kyle, James, Stef) RPC Directors Meeting (Jen) Strafford Public Health Advisory Committee (Nancy) Resiliency Subcommittee Meeting (Stef, Jen) NH Housing & Community Development Planning Council Meeting (Jen) CommuteSmart NH (Shayna) CommuteSMART Seacoast (Shayna) CAW Summit Planning Subcommittee Meeting (Kyle) Seacoast Workforce Housing Coalition Board of Directors (Jen) NHPA Legislative Subcommittee (Jen) NHARPC (Jen, Victoria, Don)

#### **RPC Activity**

Sunrise Lake Project Kickoff meeting (Alaina, Kyle, Jen, Jackson) ARM Funding Discussion with RPC (Kyle, Stef, Jen, Rachel) PRB Installation Meeting w/ Durham (Kyle) Great Bay Living Shoreline Project Kick Off (Kyle) Interview w/ UNH Student (Kyle) Lead poisoning Task Force Meeting (Nancy) Public Health Advisory Committee Meetings (Nancy) NH Council on Workforce Housing Stability workgroup meeting (Jen)

#### **MPO Activity**

NDU RSMS Forecasting Meeting (Stef, Stephen, Rachel) ROC TAP Meeting (Colin, Stephen)

#### **EDD Activity**

Seacoast Economy Calls (James, Jen, Natalie, Nancy) EDD Connections Session - US EDA (James, Jen, Natalie) CDBG-CV duplication of benefit discussions (Jen, James) SBA Webinar Wednesday's (Natalie ) SBDC Federal Relief Updates (Natalie ) Bi-Weekly Call with Commissioner Caswell (James, Natalie ) SCORE Webinar PPP Revisions (Natalie) Shuttered Venues Grant Webinar (Natalie) Senator Shaheen and Senator Hassan Business Resource Panel Discussion (Natalie, James, Nancy, Jen)

#### Staff Development & Trainings

NHBSR Equity Discussion (Shayna, Nancy, Jen, James, Stef, Alaina) Gearing Up for Grant Writing Workshop-UNHCE (Alaina) Wellness Coordinator training (Alaina, Stef) NHPA Legislative Primer Training (Kyle, James) Overview of 2019 New Hampshire Housing Supply Report by Ken Gallagher (Stephen, Natalie) Smart Growth America-Equity Summit (Nancy)

## WEB AND SOCIAL MEDIA STATISTICS



## Strafford.org

Users

Sessions 1100 (465) 847 (387)



Posts 10 (-1) Reach 369 (-825) 17 (-19) Engagement

Posts Reach Engagement

13)	
2)	(LS

# Subscribers

7303 (-5) Avg. Open Rate 0.29 (-0.06)

**Constant Contact** 

## Twitter

Tweets	4 (1)
<b>Profile Visits</b>	23 (-2)
Impressions	860 (206)
Followers	283 (0)
Mentions	0 (-1)





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9	Followers
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0 (-122) 0 (-147)

0 (-2 0 (-26)

# ArcGIS



Open Data Portal Views

BARRINGTON BROOKFIELD DOVER DURHAM FARMINGTON LEE MADBURY MIDDLETON MILTON



NEW DURHAM NEWMARKET NORTHWOOD NOTTINGHAM ROCHESTER ROLLINSFORD SOMERSWORTH STRAFFORD WAKEFIELD

**DATE**: February 12, 2021

TO: Executive Committee Members

FROM: Jen Czysz, Executive Director

RE: Director's Report for the February 19, 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 January Financials

*Balance Sheet:* The January end of month checking balance was back down and savings account register balance very healthy. January 2021 ended with approximately the same as this time last year.

Aging Summary: Most December invoices were paid timely in January. There are several items such as the \$35,993 from NHDOT that shows on the aging summary as overdue that were received in early February. Additionally, the \$19,000 in the 1-30 days column was also received in February and deposited into the savings account as contract revenue in advance. This leaves \$86,370 as current billing from January, and \$20,480.87 past due.

*Profit and Loss:* January essentially broke even with a net profit of 2,500 for the month. Compared to January last year, there are a few key differences: last January was a three pay roll month; last year we had 10 permanent employees, this year we have 12; Kathy's hourly rates have increased and we had a few additional administrative tasks this past month than last year. Year to date we are more or less on target. We maintain a net profit of 12,802, predominantly in the form of unexpended dues funds. The budget column has been updated to reflect the amended mid year budget.

## 2c. Approval of 2021 Health and Wellness Plan

The updated document will be circulated next week. Annually, SRPC reviews its Heath and Wellness Plan and presents any amendments to the Executive Committee for review and approval.

## 3a. Executive Director Review Procedures

At the last meeting we briefly looked at the draft review procedures and materials. The Committee requested time to review and to hold the discussion at the February meeting. Included in your packet here is a draft outline of review process, self-evaluation form, annual review survey, and executive committee review form. Additionally, I've included the calendar of EC agenda items, including director review steps.

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

<u>COVID-19</u>: 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. Occasionally, one additional staff member may work from the office when the need to do so.

<u>Awards and Contracts</u>: Please refer to the table of pending and recently awarded grants and contracts at the end of this memo for full details. Highlights include –

Our 2 year transportation contract draft was submitted to NHDOT for review earlier this week. The draft will be distributed to TAC and Policy for review in March before the final draft is due to NHDOT in early April.

Contracts Recently Fully Executed:

- NHDES Coastal Resilience: Climate Change Impacts on Vulnerable Populations (SRPC)
- NHHSEM: Hazard Mitigation Plans for Barrington, New Durham, Rollinsford and Somersworth
- Wakefield Contract Planning Services

Awarded Pending Contract:

- NHDES Coastal Resilience: Coastal Innovative Land Use Guide & Regional Sustainability and Resiliency Program Framework (RPC)
- CDBG-CV: Strafford CAP Homeless Shelter
- National Fish and Wildlife Foundation: Great Bay Living Shorelines (contract to be drafted week of 2/16)
- NHDES Local Source Water Protection: MS4 support for Rollinsford and Milton

Recently Submitted and Pending Decision:

- Somersworth Tax Map Updates
- NHDES Coastal Program Project of Special Merit

In Development:

• Sanbornville Water Precinct NBRC Grant Administration

*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	\$69,103.25
Total Income	\$69,103.25

Expenses:	
Vehicle Expenses	\$4,250.87
Planning Salaries	\$4,591.87
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	\$5,877.59
Total SRPC Expenses	\$14,446.84

Cash Match:	
UPWP	\$27,411.02
EDA	\$5,783.94
Coastal	\$0.00
Total Cash Match	\$33,194.96

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	\$48,114.61
Annual Dues Remaining	\$20,988.64

<u>Indirect Rate</u>: 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 116.5% at the end of January.

#### 3d. Commissioners Engagement

At this time, we have received 15 out of 32 responses. Stef will be following up with the remaining commissioners with individual communications to try and capture all. It is also time to start thinking about Executive Committee membership and Commissioner recruitment. Current members should consider whether they wish to continue in their current role. Shayna will reach out to the Commissioners to begin recruitment of new members soon.

NEXT MEETING March 19, 2021, 8 AM, scheduled to be a call or "Zoom" in.

## Status of Grant Applications and Project Proposals

		Funding		Dues	Contract	Application	Contract	
Title	Funder	Year(s)	Award \$	Match \$	ual \$	Status	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	complete	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.
Hazard Mitigation Planning	NHHSEM	FY2021- 2022	\$33,400			awarded	<mark>complete</mark>	Hazard Mitigation Plan updates for Barrington, New Durham, Rollinsford and Somersworth
Contract Planner	Wakefield	1/1/2021	12/31/20 21	\$3,000		<mark>awarded</mark>	<mark>complete</mark>	As needed professional planner support services
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.
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	<mark>\$19,000</mark>			<mark>awarded</mark>	pending	MS4 stormwater regulations, outreach and drinking water asset mapping for ROL and MIL
Sanbornville Water Precinct Grant Administration	NBRC	FY2021- 2022	<mark>\$14,000</mark>			awarded	pending	The Water Precinct was awarded a grant from the Northern Borders Regional Commission to replace water lines. The program requires they contract with their RPC to provide grant administration. Our contract is pending.
Tax Map Updates	Somerswo rth	FY2021- 2022	\$4,415			submitted	pending	Complete several years of tax map updates, layout new maps
Project of Special Merit	NOAA/NH DES	10/1/202 1	3/31/202 3	\$20,000		<mark>submitted</mark>	<mark>pending</mark>	Support local technical assistance mini-grants to promote adoption of increased flood protections
					Undatos sin	ce last meeting		

Updates since last meeting

4:25 PM 02/10/21

Accrual Basis

Strafford Regional Planning Commission Balance Sheet As of January 31, 2021

RA11."

-	Jan 31, 21	Jan 31, 20	\$ Change
SSETS			
Current Assets			
Checking/Savings			
FSB Checking	12,408.44	70,043.01	-57,634.57
FSB Savings	69,639.47	16,103.23	53,536.24
Total Checking/Savings	82,047.91	86,146.24	-4,098.33
Accounts Receivable			
Accounts Receivable	161,843.90	81,522.35	80,321.55
Total Accounts Receivable	161,843.90	81,522.35	80,321.55
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	211.00	0.00	211.00
Prepaid Dues and Subscriptions	1,762.46	2,138.44	-375.98
Prepaid training	600.00	600.00	0.00
Prepaid Expenses - Other	421.50	0.00	421.50
Total Prepaid Expenses	2,994.96	2,738.44	256.52
Prepaid software support	586.67	728.63	-141.96
Undeposited Funds	100.32	0.00	100.32
Total Other Current Assets	3,681.95	3,467.07	214.88
Total Current Assets	247,573.76	171,135.66	76,438.10
Fixed Assets			
Vehicles			
Vehicle Accumulated Depreciatio	-3,823.75	0.00	-3,823.75
Ford Transit	22,943.35	0.00	22,943.35
Total Vehicles	19,119.60	0.00	19,119.60
Property and Equipment			
Accumulated Depreciation	-15,745.44	-15,745.44	0.00
Equipment Purchase			
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	15,745.44	0.00
Total Property and Equipment	0.00	0.00	0.00
Total Fixed Assets	19,119.60	0.00	19,119.60
DTAL ASSETS	266,693.36	171,135.66	95,557.70

LIABILITIES & EQUITY

Strafford Regional Planning Commission
Balance Sheet
As of January 31, 2021



	Jan 31, 21	Jan 31, 20	\$ Change
Liabilities Current Liabilities Credit Cards			
FSB Credit Card	454.49	1,295.53	-841.04
Total Credit Cards	454.49	1,295.53	-841.04
Other Current Liabilities FY21 Dues in Advance Benefits payable	49,359.45	0.00	49,359.45
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance FY20 Dues in Advance Payroll Liabilities	16,610.68 0.00	504.72 48,085.85	16,105.96 3 -48,085.85
FSA Payable FUTA	42.32 30.41	0.00	42.32
Social Security Payable	-0.02	30.41 -0.02	0.00 0.00
Payroll Liabilities - Other	2,424.29	2,682.43	-258.14
Total Payroll Liabilities	2,497.00	2,712.82	-215.82
Total Other Current Liabilities	68,515.13	51,351.39	17,163.74
Total Current Liabilities	68,969.62	52,646.92	16,322.70
Long Term Liabilities Lease Payable - Ford Motor Cred Accrued expenses	15,882.74	0.00	15,882.74
Accrued Payroll	31,349.33	21,136.80	10,212.53
Accrued Vacation Annual Audit Accrual	32,697.38 8,897.50	22,216.21 9,022.50	10,481.17 -125.00
	6,697.50	9,022.50	··
Total Accrued expenses	72,944.21	52,375.51	20,568.70 5
Total Long Term Liabilities	88,826.95	52,375,51	36,451.44
Total Liabilities	157,796.57	105,022.43	52,774.14
Equity			
Retained Earnings Net Income	96,094.51 12,802.28	45,213.16 20,900.07	50,881.35 <u>6</u> -8,097.79
Total Equity	108,896,79	66,113.23	42,783.56
2			······································
TOTAL LIABILITIES & EQUITY	266,693.36	171,135.66	95,557.70

02/1	5 PM       Strafford Regional Planning Commission       DRA // // // // // // // // // // // // //	
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 Che 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 \$14585, NHCHF Promoting Outdoor Play \$2026	******
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 h 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 we did not me threshold requiring the preparation of a single audit.	
6.	Retained Earnings: Cumulative posting of net income from all prior years.	

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#### Strafford Regional Planning Commission A/R Aging Summary As of January 31, 2021

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
2000 LTA (Local Technical Assistance)	0.00	0.00	0.00	0.00	0.00	0.0
3302 Dover Resilience Grant	897.18	0.00	658.64	0.00	0.00	1,555.8
3400 Town of Durham 3403 Durham Groundwater Modeling	5,093.96	0.00	3,510.28	0.00	0.00	8,604.24
3404 Durham Resilience Grant	1,934.06	0.00	998.86	0.00	0.00	2,932.92
Total 3400 Town of Durham	7,028.02	0.00	4,509.14	0.00	0.00	11,537.1
3500 Town of Farmington 3501 FAR Circuit Rider	4,136.45	0.00	5,102.00	0.00	0.00	9,238.45
Fotal 3500 Town of Farmington	4,136.45	0.00	5,102.00	0.00	0.00	9,238.4
4000 Town of New Durham 4002 New Durham RSMS	478.23	0.00	0.00	0.00	0.00	478.23
Total 4000 Town of New Durham	478.23	0.00	0.00	0.00	0.00	478.2
4200 Town of Northwood 4201 NOR Circuit Rider	2,161.25	0.00	927.50	1,557.50	0.00	4,646.25
Total 4200 Town of Northwood	2,161.25	0.00	927.50	1,557.50	0.00	4,646.2
4300 Town of Nottingham 4301 NOT Circuit Rider	2,296.25	0.00	0.00	0.00	0.00	2,296.25
Total 4300 Town of Nottingham	2,296.25	0.00	0.00	0.00	0.00	2,296.2
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	0.0
5150 GSCH 5151 Creating Age Friendly Communities	0.00	19,000.00	0.00	0.00	0.00	19,000.00
Total 5150 GSCH	0.00	19,000.00	0.00	0.00	0.00	19,000.0
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.0
6100 NH DES 6101 Coastal 2021	970.17	0.00	1,941.09	0.00	0.00	2,911.26
6250.000 PRB-Oyster River	3,455.00	0.00	5,410.00	0.00	0.00	8,865.00
6251 Sunrise Lake	803.00	0.00	0.00	0.00	0.00	803.00
Total 6100 NH DES	5,228.17	0.00	7,351.09	0.00	0.00	12,579.2
6500 DEPT OF SAFETY (OEM) 6500.000 PDM 2017	0.00	0.00	0.00	0.00	375.00	375.00
Total 6500 DEPT OF SAFETY (OEM)	0.00	0.00	0.00	0.00	375.00	375.0
7000 ECONOMIC DEVELOPMENT ADMINISTRATION 7001 EDA FY21	5,294.79	0.00	0.00	0.00	0.00	5,294.79
7002 EDA CARES	15,241.55	0.00	0.00	0.00	0.00	15,241.55
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRA	20,536.34	0.00	0.00	0.00	0.00	20,536.34
7100 EPA 7110 Brownfields 2019-2022	8,365.92	0.00	0.00	0.00	0.00	8,365.92
Total 7100 EPA	8,365.92	0.00	0.00	0.00	0.00	8,365.9
8000 DOT UPWP	35,242.16	0.00	35,993.06	0.00	0.00	71,235.22
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.0
DTAL	86,369.97	19,000.00	54,541.43	1,557.50	375.00	161,843.90

## Strafford Regional Planning Commission Profit & Loss

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02/10/21

Accrual Basis

	-			-	LOO	-
	Ja	n	ua	iry	2021	

	Jan 21	Jan 20	\$ Change	
ary Income/Expense ncome				
SRPC Membership Dues SRPC Revenue	9,671.89	9,656.34	215.55	
Municipal and NonProfit Revenue				
NDU RSMS	478.23	0.00	478.23	
GSCH - Tufts	5,051,79	0.00	5,051.79	
DOV Recreation MP Chapter	0.00	2,526,20	-2,526.20	
DUR Wagon Hill Living Shoreline	0.00	1,022.07	-1,022,07	
FAR Circuit Rider	4,136,45	3,550.63	585.82	
NHCHF	1,417,85	281.67	1,136,18	
Northwood Planning Services	2,161.25	2,676.60	-515,35	
NOT Circuit Rider	2,296,25	3,007.50	-711.25	
Strafford Tax Map	0.00	1,325.00	-1,325.00	
Total Municipal and NonProfit Revenue	15,541,82	14,389.67	1,152,15	
Total SRPC Revenue	15,541.82	14,389.67	1,152.1	
Economic Development Revenue				
EDA CARES	15,241.55	0.00	15.241.55	
EDD Partnership Planning	11,060.69	19,796,19	-8.735.50	
EPA Brownfields	8,365_92	1,120.96	7,244.96	
Total Economic Development Revenue	34,668.16	20,917.15	13,751.0	
State Award Revenue				
NH Housing Authority	0.00	1,000.00	-1,000.00	
NHDES				
Sunrise Lake	1,019.40	0.00	1,019,40	
DUR Resilience	1,934.06	0.00	1,934_06	
NKT Local Source Water	0.00	800.10	-800,10	
Coastal	970.17	1,860.69	-890,52	
DOV Coastal Resilience	1,332.54	0.00	1,332,54	
Durham Groundwater Modeling	5,093.96	0.00	5,093.96	
Local Source Water	0.00	4,200.10	-4,200.10	
Watershed PRB	6,772.03	0.00	6,772.03	
Total NHDES	17,122.16	6,860.89	10,261.27	
Total State Award Revenue	17,122.16	7,860.89	9,261.2	
MPO Revenue				
FHWA MultiModal Pilot (Bike LTS	0.00	676.92	-676.92	
NH DOT UPWP	39,157.96	42,145.02	-2,987.06	
Total NH DOT	39,157.96	42,145.02	-2,987.06	
Total MPO Revenue	39,157.96	42,821.94	-3,663.98	
Contra Income Cash Match				
NKT Local Source Water Match	0.00	-800.10	800-10	
DOT Cash Match	0.00	-000.10	600.10	
NDU RSMS Match	-478.23	0.00	-478.23	
DOT Cash Match - Other	-3,437,57	-4.214.50	776.93	
	-0,401.01	-4,214.00	110.85	

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Accrual Basis

## Strafford Regional Planning Commission Profit & Loss



January 2021

	Jan 21	Jan 20	\$ Change
Total DOT Cash Match	-3,915.80	-4,214.50	298.70
EDD Cash Match RPC LTS Cash Match	-1,134.83 0.00	-2,614,44 -68_04	1,479.61 68.04
Total Contra Income Cash Match	-5,050_63	-7,697.08	2,646.45
Contra Income InKind/Soft Match IK DOV Resilience In-Kind Coastal Match In-Kind EDD Match PRB IK Match Contra Income InKind/Soft Match - Other	-435,36 0.00 -4,631.07 -3,317.03 -216,40	0,00 814.18 4,983.48 0.00 0,00	-435.36 814.18 352.41 -3,317.03 -216.40
Total Contra Income InKind/Soft Match	-8,599.86	-5,797 66	-2,802.20
Contract Overage	0.00	-618.41	618.41
Total Income	102,711.50	81,532.84	21,178.66
Gross Profit	102,711.50	81,532.84	21,178_66
Expense Personnel Expenses Salary and Wages	51,610.13	59,791,22	-8,181.09
Payroll Expenses Dental insurance expense Health incentive Health insurance expense Life Insurance expense STD insurance expense STD insurance expense Payroll Processing Fees Payroll Processing Fees Pension expense Unemployment expense Workers Compensation Payroll Taxes Medicare Expense Social Security expense Payroll Taxes Total Payroll Taxes Total Payroll Expenses Dues and Subscriptions Staff Training and Seminars	416.20 125.00 6,322.60 90.44 55.74 209.80 282.25 1,551.31 168.51 159.01 728.49 3,114.93 0.00 3,843.42 13,224.28 513.15 0.00	284.76 -500.00 4,256.60 86.00 47.84 135.32 301.75 1,725.10 0.00 159.01 857.48 3,666.46 -0.02 4,523.92 11,020.30 357.41 820.00	131.44 625.00 2,066.00 4.44 7.90 74.48 -19.50 173.79 168.51 0.00 128.99 551.53 0.02 680.50 2,203.98 <b>1</b> 155.74 820.00
Total Personnel Expenses	65,347.56	71,988,93	-6,641.37
Equipment expense Computer Supplies Copier Maintenance Contract Software expense ArcInfo/View software Office Software	0.00 319.85 400.00	21.97 319.85 425.00	-21.97 0.00 -25.00
Timesheet Software	70.00	0.00	70.00

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Strafford Regional Planning Commission
Profit & Loss
January 2021



02/10/21 Accrual Basis

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	Jan 21		Jan 20		\$ Change		
Adobe In Design	73,98		73.98		0.00		
Anti-virus software	36.55		25.80		10.75		
Constant Contact	85.50		40.50		45.00		
Microsoft Office 365	209.73		125.00		84.73		
Total Office Software	475.76		265.28		210.48		
Total Software expense		875.76		690.28		185,48	
Total Equipment expense		1,195.61		1,032.10			163,5
Fixed Expenses							
Insurance							
Liability Insurance	480.42		458.84		21_58		
Total Insurance		480.42		458.84		21.58	
Rent	:	2,500.00	2	2,500.00		0.00	
Vehicle Expenses							
Depreciation Expense	477.99		0.00		477.99		
Vehicle Gas	22,08		0,00		22.08		
Vehicle Interest	77,69		0.00		77.69		
Total Vehicle Expenses		577.76		0.00		577.76	
otal Fixed Expenses		3,558,18		2,958.84			599
Communications							
Postage and Delivery		17.99		17.99		0.00	
Telephone and Internet		290.55		281.70		8.85	
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		316.98		303,59	1		13
Administrative							
Library & Planning Books Meetings Expense		0.00	2	2,124.03	-2	,124.03	2
Meetings Advertising Expense	112.80		241 60		400.00		
Meetings Expense - Other	0.00		128.25		-128 80 -128 25		
Total Meetings Expense		112.80		369.85		-257.05	
Office Expense		729.40		154.22		575.18	
Office Supplies		11.99		86.74		-74.75	
Printing and Reproduction		0.00		408.32		-408.32	
Professional Fees Accounting, Audit	902.50		902.50		0.00		
Total Professional Fees	902.50	902.50	902,50	902.50	0.00	0.00	
						0,00	
Travel & Ent Travel	25.20		1,325.79		-1,300.59		
	23.20		1,020,75		-1,000.09		

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Accrual Basis

## Strafford Regional Planning Commission Profit & Loss



January 2021

	Jan 21	Jan 20	\$ Change
Total Travel & Ent	25.20	1,325.79	-1,300_59
Total Administrative	1,781_89	5,371_45	-3,589.56
Contract Labor			
Financial Services	3,295.00	1,400.00	1,895.00 3
IT and Network support	270.00	270.00	0.00
Pass Through Expense			
DUR Resilience Subcontract	1,371.75	0.00	1,371.75
Sunrise Lake Subcontract	2,097 20	0.00	2,097.20
Dov Resilience	680.00	0.00	680,00
DUR Groundwater Consultant	4,680.00	0.00	4,680.00
EPA Brownfields Consultants	8,134,50	0.00	8,134.50
PRB Consultants	7,491.95	0.00	7,491.95
Total Pass Through Expense	24,455.40	0,00	24,455.40 4
Total Contract Labor	28,020.40	1,670.00	26,350,40
Total Expense	100,220.62	83,324_91	16,895,71
Net Ordinary Income	2,490.88	-1,792.07	4,282,95
Other Income/Expense Other Income Interest Income	9.23	22.06	40.00
interest income	9,20		-12.83
Total Other Income	9,23	22.06	-12,83
Net Other Income	9.23	22.06	-12.83
Net Income	2,500.11	-1,770.01	4,270.12

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1.	Payroll Expenses: Prior year had 3 payroll cycles, current year had only two payroll cycles. 10 permanent employees in the prior year, this year there are 12 permanent staff.
2.	Library and Planning Books: PLUR books were paid in January in the prior fiscal year and was paid in December this fiscal year.
3.	Financial Services: Increased hours this year due to several HR tasks that needed to be completed, mid-year raises, IRA changes, health insurance changes, etc. I also went up on my hourly rate, effective January 2021.
4.	Pass Through Expense: In the prior fiscal year, these were clumped into one account. For FY20 forward, consultants are broken out by project and costs are contingent upon utilization.

02/10/21

Accrual Basis

## Strafford Regional Planning Commission Income by Customer January 2021

Date	Name	Memo	Amount
	al Technical Assista		
		Dues 137284.46, LESS NOT, MIL, LEE, BRK, NOR REDUCTION=118462.70=98	9,871.89
Total 2000 LTA	(Local Technical As	sistance)	9,871.89
3302 Dover Re 01/31/2021 01/31/2021	3302 Dover Res	Dover Resilience Progress Billing - January 2021 Dover Resilience In-Kind Match	1,332.54 -435.36
Total 3302 Dov	er Resilience Grant		897.18
	Durham m Groundwater Moo 3400 Town of D	<b>deling</b> Progress Billing Durham Groundwater	5,093.96
	Ourham Groundwater		
			5,093,96
3404 Durna 01/31/2021	am Resilience Grant 3400 Town of D	Progress Billing - Durham Resilience Grant - January 2021	1,934.06
Total 3404 I	Durham Resilience G	irant	1,934.06
Total 3400 Tow	n of Durham		7,028.02
3500 Town of I 3501 FAR C 01/31/2021	•	Progress Billing - Farmington Circuit Rider - January 2021	4,136.45
Total 3501 F	AR Circuit Rider		4,136.45
Total 3500 Tow	n of Farmington		4,136,45
4000 Town of I 4002 New D	New Durham urham RSMS		
	4000 Town of N	Progress Billing - New Durham RSMS - January 2021	478.23
Total 4002 N	lew Durham RSMS		478.23
Total 4000 Tow	n of New Durham		478.23
4200 Town of I 4201 NOR C 01/31/2021		Progress Billing - Northwood Circuit Rider - January 2021	2.161.25
Total 4201 N	IOR Circuit Rider		2,161.25
Total 4200 Tow	n of Northwood		2,161.25
4300 Town of M 4301 NOT C	Nottingham ircuit Rider		
01/31/2021	4300 Town of N	Progress Billing - Nottingham Circuit Rider - January 2021	2,296.25

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02/10/21

Accrual Basis

## Strafford Regional Planning Commission Income by Customer January 2021

10.00	11 N 1	1 Igent	1.5
10.531	D) //	1 12.7	11
11 311	m1/-	111	- 2
E	64	1314	Ψ(===

Date	Name	Memo	Amount
Total 4301 NO	T Circuit Rider		2,296.25
Total 4300 Town o	of Nottingham		2,296.25
	Promoting Outdo	o <b>r Play</b> Progress Billing - Promoting Outdoor Play - January 2021	1,417.85
	CHF Promoting O		· ·
Total 5100 NHCH	-	doornay	1,417.85
	F		1,417.85
	Age Friendly Co 150 GSCH:515	mmunities Progress Billing - GSCH - January 2021	5,051.79
Total 5151 Cre	ating Age Friendly	/ Communities	5,051.79
Total 5150 GSCH			5,051,79
6100 NH DES 6101 Coastal 2 01/31/2021 6	2 <b>021</b> 100 NH DES:6	Coastal 2021 Progress Billing - January 2021	970.17
Total 6101 Coa	stal 2021		970.17
	- <b>Oyster River</b> 100 NH DES:6 100 NH DES:6	PRB Progress Billing, PO 1064375, January 2021 In Kind Match - PRB	6,772.03 -3,317.03
Total 6250.000	PRB-Oyster Rive	ſ	3,455.00
	<b>_ake</b> 100 NH DES:6 100 NH DES:6	Sunrise Lake Progress Billing - January 2021 Sunrise Lake In Kind Match	1,019.40 -216.40
Total 6251 Sun	rise Lake		803.00
Total 6100 NH DE	S		5,228.17
7000 ECONOMIC 7001 EDA FY2		ADMINISTRATION	
01/31/2021 70	000 ECONOMI 000 ECONOMI 000 ECONOMI	Progress Billing - EDA Technical Grant - January 2021 In Kind Match Cash Match	11,060.69 -4,631.07 -1,134.83
Total 7001 EDA	A FY21		5,294.79
7002 EDA CAR 01/31/2021 70		EDA CARES - Project 01-69-15047 - Progress Billing - January 2021	15,241.55

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#### Accrual Basis

## Strafford Regional Planning Commission Income by Customer January 2021



Date	Name	Memo	Amount
Total 7002 EDA C	CARES		15,241.55
Total 7000 ECONOM		MENT ADMINISTRATION	20,536.34
7100 EPA 7110 Brownfields 01/31/2021 7100	<b>s 2019-2022</b> 0 EPA:7110	Progress Billing - Brownfields - January 2021	8,365.92
Total 7110 Brown	fields 2019-202	2	8,365.92
Total 7100 EPA			8,365.92
01/31/2021 8000	0 DOT UPWP 0 DOT UPWP 0 DOT UPWP	Progress Billing - UPWP - January 2021 NDU Cash Match SRPC Cash Match	39,157.96 -478.23 -3,437.57
Total 8000 DOT UPV	VP		35,242.16
DTAL			102,711.50

02/10/21

Accrual Basis

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

July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget
ry Income/Expense			
come	•		
SRPC Membership Dues	69,103.25	69,303,50	-200.2
SRPC Revenue			20012
Municipal and NonProfit Revenue			
NDURSMS	2,360.37	3,526,42	-1,166.05
Lee TMC	1,847.50	1,900,00	
CDBG Grant	0.00		-52.50
GSCH - Tufts		1.00	-1.00
	23,415.43	22,166.65	1,248,78
Barrington Master Plan	192.50	26,00	166.50
DUR Wagon Hill Living Shoreline	67.50	26,00	41.50
FAR Circuit Rider	27,316.06	29,166,65	-1,850,59
FAR Tax Map Updates	1.091.42	0.00	1,091,42
GIS Projects	100.00	1,750.00	-1.650.00
MIL MS4 NOI	0.00	1.00	-1.00
NHCHF	17.973.87	11,666,65	
Northwood Planning Services			6,307.22
	14,821.25	16,333,35	-1,512,10
NOT Circuit Rider	14,626.25	16,333.35	-1,707,10
Strafford Tax Map	306.25	0.00	306.25
Total Municipal and NonProfit Revenue	108,181,12	102,897.07	5,284.05
Total SRPC Revenue	108,181.12	102,897.07	5,284.05
Economic Development Revenue			
EDA CARES	40,084.36	63,189.00	-23,104.64
EDD Partnership Planning	60,207,25	59,374,50	
EPA Brownfields			832.75
	65,389,77	64,166,65	1,223.12
Total Economic Development Revenue	165,681_38	186,730,15	-21,048.77
State Award Revenue			
NHDES			
RPC Water Buffers	0.00	3,370.00	-3,370.00 3
NFWF Great Bay Living Shoreline	0.00	1.00	-1.00
Sunrise Lake	4,099,40	9,145,00	-5,045,60 4
DUR Resilience	14,329,32	15,347,50	-1,018.18
NKT Local Source Water	800.10	0.00	
Coastal			800.10
	11,446.52	14,583.35	-3,136.83 5
DOV Coastal Resilience	20,134.69	17,388.00	2,746.69 💷
Durham Groundwater Modeling	31,401.30	30,441,25	960.05
Local Source Water	10,333.50	6,611.50	3,722.00
Watershed PRB	43,542.11	38,312.15	5,229.96 8
Total NHDES	136,086.94	135,199.75	887.19
OEM Haz Mit			
PDM	0.00	5.666.65	-5.666.65 9
		5,000.00	-3,000.85
Total OEM Haz Mit	0.00	5,666.65	-5,666,65
OEP Targeted Block	11,165.27	5,555.50	5,609.77

MPO Revenue NH DOT 创的

02/10/21

Accrual Basis

## Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July 2020 through January 2021



	Jul '20 - Jan 21	Budget	\$ Over Budget
UPWP	307,608.01	371,165.05	-63,557.04
Total NH DOT	307,608,01	371,165.05	-63,557.04
Total MPO Revenue	307,608.01	371,165.05	-63,557.04 10
Contra Income Cash Match			
RPC Water Buffers Cash Match	0.00	333,32	-333,32
NKT Local Source Water Match	-800_10	-1,334.00	533,90
DOT Cash Match	-30,733,27	-33,527.05	2,793.78
EDD Cash Match	-5,783.94	-7,291.50	1,507.56
Total Contra Income Cash Match	-37,317,31	-41,819.23	4,501.92
Contra Income InKind/Soft Match			
IK - PDM Soft Match	0,00	-1,375,00	1,375,00
IK DOV Resilience	-4,514.15	-7,161,55	2,647.40
IK DUR Resilience	-2,032,98	-5,115.80	3,082,82
In-Kind Coastal Match	-1,980.91	-7,291.65	5,310.74
In-Kind EDD Match	-27,437.04	-22,916.50	-4,520.54
PRB IK Match	-11,943,11	-15,329.40	3,386.29
Total Contra Income InKind/Soft Match	-48,124.59	-59,189.90	11,065.31
Contract Overage	-472.81	0.00	-472.81
Total Income	711,911,26	775,508.54	-63,597.28
Gross Profit	711,911,26	775,508.54	-63,597,28
Expense			
Personnel Expenses			
Salary and Wages	390,412.37	400,512.14	-10,099,77
Payroll Expenses			
FSA Fees	8,25	19.25	-11.00
Dental insurance expense	2,565,66	3,043.80	-478.14
Health incentive	5,706.56	3,862.25	1,844.31
Health Insurance expense	38,451.26	44,748.05	-6,296.79
Life Insurance expense	608.33	722.15	-113.82
LTD Insurance expense	362.47	438.65	-76.18
STD insurance expense	1,290,55	1,229.65	60.90
Payroll Processing Fees	1,485.50	1,516,65	-31,15
Pension expense	11,330.88	12.271 00	-940.12
Unemployment expense	-361 13	1,556.35	-1,917.48
Workers Compensation	804.74	1 113 60	-308.86
Payroll Taxes		1,110,00	
Medicare Expense	5.581.01	0.00	5.581.01
Social Security expense	23,863.62	0.00	23,863.62
Payroll Taxes - Other	0.01	30,639,18	-30,639.17
Total Payroll Taxes	29,444.64	30,639.18	-1,194.54
Total Payroll Expenses	91,697.71	101,160.58	-9,462.87
Dues and Subscriptions	2,806.69	4,610.05	-1,803.36
Staff Training and Seminars	850.00	5,833.35	-4,983.35

02/10/21

Accrual Basis

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



July 2020 through January 2021

	Jul '20 - Jan 21	Budget		\$ Over Budget
Total Personnel Expenses	485,766,77		512,116.12	-26,349.35
Equipment expense				
Copier Maintenance Contract	2,386_45	2	2,238.85	147.60
Office furniture				
Computer equipment	6,822.15	5,570.85		1,251.30
Office furniture - Other	0.00	875.00		-875.00
Total Office furniture	6,822.15		6,445.85	376.30
Other Faultament Banais and Cost	· 8		• 00	
Other Equipment Repair and Cost	0.00			
Equipment Rental & Repair	0.00	291,65		-291.65
Total Other Equipment Repair and Cost	512.37		291.65	220,72
Software expense				
ArcInfo/View software	3,100.00	3,791,65		-691.65
Office Software		-,		
QuickBooks	0_00	583.35		-583.35
Timesheet Software	70.00	1,190.00		-1,120.00 [3]
Acrobat	0.00	525.00		
				-525.00
Adobe In Design	1,037,84	517.86		519.98
Anti-virus software	221.45	225.75		-4.30
Constant Contact	321.75	283.50		38.25
DropBox	119.88	69.93		49.95
Microsoft Office 365	1,468.11	1,137.50		330.61
Sonic Wall Remote Access	0.00	317.90		-317.90
Total Office Software	3,469,54	4,850,79		-1,381,25
Transcad software/maintenance	0.00	875.00		-875.00 14
Total Software expense	6,569.54		9,517.44	
·	0,009.04	8	9,317.44	-2,947.90
Traffic Count Expenses	205.45	0.000.00		4.044.05
Traffic counting supplies	385,15	2,000.00		-1,614.85
Total Traffic Count Expenses	385.15	2	2,000.00	-1,614,85
otal Equipment expense	16,864.08		20,493.79	-3,629,71
ixed Expenses				
Insurance				
Liability Insurance	3,362.90	3,362.90		0.00
Total Insurance	3,362.90	3	3,362,90	0.00
Rent	17,500.00	17	7,500.00	0.00
Vehicle Expenses				
Depreciation Expense	3,345.93	3,345.93		0.00
Vehicle Gas	275.44	2,683,48		-2,408.04
Vehicle Interest	579.50	579.50		0.00
Total Vehicle Expenses	4,250.87	6	5,608.91	-2,358.04
otal Fixed Expenses	25,113.77		27,471.81	-2,358.04
communications			- 47	
	0.00		201 65	004 05
Media Outreach Expense	0.00		291.65	-291.65

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Accrual Basis

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



July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget
Office Telephone System	136 75	840.00	-703.25
Postage and Delivery	125.93	233.35	-107.42
Telephone and Internet	1,992.65	1,967.00	25.65
Website maintenance and updates		12-1-2-2	20.00
Website and logo design	59.08	2,026.50	-1,967.42
Total Website maintenance and updates	148.08	2,026.50	-1,878_42
Total Communications	2,403,41	5,358.50	-2,955.09
Administrative			
Library & Planning Books	1,748.10	2,000.00	-251.90
Meetings Expense	506 64	636 36	-129_72
Office Expense	6,449.62	6,708.35	-258_73
Office Supplies	432,26	2,100.00	-1,667.74
Printing and Reproduction Professional Fees	24.92	700.00	-675.08
Accounting, Audit	6,317.50	6,221,25	96.25
Legal Fees	0.00	583.35	-583.35
Total Professional Fees	6,317.50	6,804.60	-487.10
Travel & Ent			
Travel	948.75	0.00	948.75
Travel & Ent - Other	0.00	5,833.35	-5,833.35
Total Travel & Ent	948.75	5,833,35	-4,884.60 16
Total Administrative	16,427.79	24,782,66	-8,354.87
Contract Labor			
Financial Services	18,825.00	35,000.00	-16,175.00 17
IT and Network support	2,996.25	2,473.35	522.90
Pass Through Expense			
EDA CARES Contract Support	0,00	2,205,85	-2,205.85
DUR Resilience Subcontract	3,401.29	2,065.00	1,336.29
Sunrise Lake Subcontract	2,097.20	5,500.00	-3,402.80
Dov Resilience DUR Groundwater Consultant	9,510.00	4,375.00	5,135.00
EPA Brownfields Consultants	26,942.50 62,229.16	24,907.15	2,035.35
PRB Consultants	26,642.94	64,166.65 20,022.35	-1,937,49 6,620,59
Total Pass Through Expense	130,823.09	123,242.00	7,581.09 18
Total Contract Labor	152,644.34	160,715.35	-8,071.01
Total Expense	699,220.16	750,938.23	-51,718.07
et Ordinary Income	12,691.10	24,570,31	-11,879.21
ther Income/Expense Other Income			
Interest Income	111.18	0.00	444 40
Other Income	0.00	60.00	111.18 -60.00
Total Other Income	111.18	60.00	51.18

4:25 PM 02/10/21 Accrual Basis	sis Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July 2020 through January 2021		DRAFT	
	Jul '20 - Jan 21	Budget	ः \$ Over Budget	
Net Other Income	111.18	60.00	51.18	
Net Income	12,802.28	24,630.31	-11,828.03	

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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: Full-time temporary staff hired as dedicated EDD staff member. The CARES was added to the mid-year adopted figures shown.
3.	RPC Water Buffers: Contract start date is 8/6, but work is yet to be started. Budget spread out evenly each month, starting August.
4.	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.
5.	Coastal: This amount includes match, which is currently impacted due to COVID.
6.	Durham and Dover Resilience: These projects are running ahead of schedule. Budget was spread out evenly each month.
7.	Local Source Water: Project was extended to 8/30/20 and over half of total funds were spent down from June-August.
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.	PDM: Just received the new PDM19 funding late January 2021.
10.	UPWP: Jen is in the process of hiring a consultant to assist in spending down remaining funds.
11.	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).
12.	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.
13.	Office Software: TSheets has been tested during December and is going live 1/11/20. Budget included cost of \$170 per month for the entire year. Actual monthly cost is lower and did not go into effect until January, 2021.
14.	TransCAD: Budgeted at \$125 per month, but the cost of this software was paid in full by UPWP.
15.	Website: The website is being handled internally. Budget figure includes \$3000 for this fiscal year for website redesign templates and plug-ins.
16.	Travel: Impacted by COVID.

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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, depending on need.
18.	Pass Through Expenses: (See notes pertaining to various contracts above)

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# WELLNESS & SAFETY PLAN



150 Wakefield Street, Suite 12 Rochester, New Hampshire 03867 Telephone: (603) 994–3500 Fax: (603) 994–3504 Email: srpc@strafford.org Website: www.strafford.org

> Adopted: January 20, 2017 Revised: January 19, 2018 Revised: January 18, 2019 Revised: April 3, 2020

The SRPC Executive Committee adopted these policies at its regularly scheduled meeting on January 20, 2017. A revision for 2021 was accepted at the Executive Committee meeting on INSERT DATE.

**SRPC Chairperson** 

Date

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# I. WELLNESS & SAFETY OBJECTIVES

Strafford Regional Planning Commission's most valuable resource is the people who work for the Commission. As such, the Commission is dedicated to providing a safe and healthy environment to protect its employees and preserve Commission assets and resources.

This Wellness & Safety Plan will assist the Commission and its employees in managing hazards and risks in order to minimize injuries and protect Commission property. It is the responsibility of all Commission employees to follow the policies and procedures outlined in the plan.

# A. DUTIES & RESPONSIBILITIES

# EXECUTIVE DIRECTOR

The Executive Director of the Commission is responsible for enforcing and implementing these policies and procedures. The Executive Director will report any management issues to the Executive Committee, which will discuss recommendations and implementation strategies. The Executive Director is also responsible for addressing and notifying the appropriate parties of any concerns pertaining to building safety.

The Executive Director will review workplace accidents, injuries, and health data; identify hazards in the workplace and find solutions; keep records of accidents and injuries; and ensure that the appropriate employees attend safety training.

Each year, the Executive Director will appoint at least two employees to act as wellness coordinators. These appointments will be announced to the Commission employees by the Executive Director.

# **COMMISSION EMPLOYEES**

All employees must adhere to this plan. Employees will address safety issues as they arise, reporting any unsafe machinery, conditions, or hazardous acts to the Executive Director. Employees will be responsible for attending safety training, as required.

Employees will adhere to safe work habits and adopt a positive attitude about safety in the workplace both in and out of the office.

## WELLNESS COORDINATORS

Wellness coordinators will serve as Commission employee representatives to assist the Executive Director in promoting a healthy and safe work environment. They will serve terms of one calendar year, from Jan. 1 to Dec. 31.

The coordinators will directly work with the HealthTrust wellness coordinators to stay current with all HealthTrust benefits and resources offered. The coordinators are responsible for distributing resources and information to employees regarding wellness benefits and opportunities.

Each year, the coordinators will develop a minimum of one campaign to promote wellness in the workplace. Campaigns must be designed to promote health, wellness, or safety. They will cover such topics as physical activity, nutrition, stress management, and heart healthy habits.

The coordinators will help the Executive Director decide how HealthTrust campaign funds will be used. Campaign funds shall be used to purchase items in support of health campaigns or to promote healthier habits and lifestyles of Commission employees. These funds can be used for a single campaign or spent throughout the year. Campaign funds shall be fully expended by December 31<sup>st</sup> of each year.

The coordinators are responsible for reviewing section III of this plan with employees and for reviewing and updating this plan each year.

# II. IDENTIFICATION OF SIGNIFICIANT HAZARDS PRESENT

# A. PHYSICAL STRESS ASSOCIATED WITH DESK WORK

The nature of the Commission's work requires employees to sit at their desks for long periods, which elevates their risk of developing musculoskeletal disorders (MSDs).<sup>1</sup> Studies indicate that "MSDs are among the most frequently reported causes of lost or restricted work time."<sup>2</sup> The continuous use of computers and keyboards also puts employees at higher risk for eyestrain and carpal tunnel syndrome.

# B. EMOTIONAL STRESS

Emotional stress is another hazard for Commission employees. Emotional stress can result from a heavy workload, infrequent breaks, long work hours, poor communication, poor social environment, conflicting or uncertain job expectations, job insecurity, lack of opportunity for growth, and rapid changes for which employees are unprepared.

# C. FIELD WORK

Field work, especially the placement of traffic counting devices, places Commission employees at considerable risk. Numerous hazards are associated with setting and collecting traffic count devices, collecting culvert data, mapping trails, and performing other field work. They include the risk of being struck by a motor vehicle, injuries associated with traversing over rough or wet terrain, allergic reactions, insect bites, poison ivy, tick bites and Lyme disease, dehydration, and exposure to harsh conditions such as wind, rain, or sun. All field work staff must review and sign a mandatory safety protocol prior to beginning field work.

<sup>&</sup>lt;sup>1</sup> Occupational Safety and Health Administration (OSHA). (2016). Prevention of Musculoskeletal Disorders in the Workplace. Retrieved from: <u>https://www.osha.gov/SLTC/ergonomics/</u>.

<sup>&</sup>lt;sup>2</sup> Occupational Safety and Health Administration (OSHA). (2016). Prevention of Musculoskeletal Disorders in the Workplace. Retrieved from: <u>https://www.osha.gov/SLTC/ergonomics/</u>.

# D. AUTOMOBILES & TRAVEL

Commission work requires employees to use their own vehicles to travel to and from meetings and to conduct fieldwork. In 2020 the Commission acquired a company vehicle for staff use. This vehicle will be used primarily for data collection efforts. Staff will still be required to use their personal vehicles when needed. Driving is inherently risky. The NH Division of Motor Vehicles processes over 40,000 crash reports a year; most crashes result from errors in driver judgment, rather than defective equipment or poor road conditions.<sup>3</sup> Distracted driving due to cell phone use and texting can result in injury and loss of life. In 2014, 16 percent of all police-reported motor vehicle crashes in the country were caused by distracted driving.<sup>4</sup>

# III. WELLNESS & SAFETY POLICIES

# A. SMOKE-FREE WORKPLACE

Tobacco smoking has been clearly established as a preventable cause of illness in smokers and nonsmokers exposed to "secondhand" smoke. The Commission complies with New Hampshire's Indoor Smoking Act to regulate smoking in enclosed workplaces. Smoking, including e-cigarettes, is not permitted anywhere in the Commission offices AND is allowed during lunch and break periods in designated areas outside the office building.

# B. ALCOHOL & DRUG-FREE WORKPLACE

The illegal or unauthorized use, sale, distribution, or possession of narcotics, drugs, or controlled substances while on the job—on or off Commission property—will result in immediate disciplinary action, up to and including termination. The same penalties apply to being under the influence of these materials while on the job on or off Commission property.

The consumption of alcohol on Commission property is also prohibited unless at an authorized social function sponsored by the Commission, in which case consumption must be reasonable and responsible. Consumption of alcohol during working hours, or reporting to work under the influence of alcohol, is strictly prohibited.

The use of controlled substances prescribed to an employee by a licensed physician or available over the counter is not prohibited by this policy. However, if a physician has prescribed medication that requires any accommodation or poses safety concerns, please notify your supervisor or the Executive Director to discuss what accommodations are necessary.

As allowed by state law, the Commission, at this time, does not allow medical marijuana on work premises.

The Commission encourages employees in need of assistance with a controlled substance to seek proper medical or mental health assistance. The Commission offers help through the Employee

<sup>&</sup>lt;sup>3</sup> Department of Safety Division of Motor Vehicles. State of New Hampshire Driver's Manual. Retrieved from: https://www.nh.gov/safety/divisions/dmv/forms/documents/nhdm.pdf

<sup>&</sup>lt;sup>4</sup> Federal Communications Commission. The Dangers of Distracted Driving. Retrieved from: https://www.fcc.gov/consumers/guides/dangers-texting-while-driving

Assistance Program (EAP), Life Resources. This service is provided in partnership with HealthTrust and is available 24 hours a day, seven days a week. For more information or to take advantage of EAP, contact Life Resources directly at 800-759-8122.

Non-compliance with this policy will result in disciplinary action, up to and including immediate termination of employment.

# C. VIOLENCE-FREE WORKPLACE

The Commission is dedicated to nonviolent means of solving differences among employees or clients. All employees, commissioners, job applicants, contractors, clients, vendors, and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, customer, vendor, or business associate will not be tolerated. Commission resources, or personal resources used during work hours (i.e. personal cell phones), may not be used to threaten, stalk, or harass anyone at the workplace or outside of the workplace. Threats, threatening language, or any other acts of aggression or violence made toward or by any Commission employee will not be tolerated.

For the purposes of this policy, a threat includes any written, verbal or physical harassment or abuse, attempts to intimidate or to instill fear in others, menacing gestures, bringing weapons to the workplace, stalking, or any other hostile, aggressive, injurious, or destructive actions undertaken for the purpose of domination or intimidation. Weapons are prohibited on Commission premises unless such prohibition is restricted by applicable law.

Indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported as soon as possible to the Executive Director. When reporting a threat or incident of violence, including a verbal statement or physical action suggesting violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident. All threats will be promptly investigated and appropriate remedial action will be taken by the Executive Director. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat under this policy.

Anyone, regardless of position or title, whom the Commission determines has engaged in conduct that violates this policy, including retaliation, will be subject to discipline, up to and including termination of employment.

If you are threatened by an outside party, please follow the steps detailed in this section. It is important for the Commission to be aware of any potential danger in our workplace. Indeed, we want to take every precaution to protect everyone from the threat of a violent act by an employee or anyone else.

SRPC additionally maintains an Anti-Harassment Policy and Complaint Procedures within the Employee Handbook.

# D. WORKPLACE WELLBEING

The Commission is dedicated to promoting the highest possible wellbeing of its employees. This policy outlines several steps that the Commission has taken to ensure employees work in an environment that is conducive to safety and health.

The Commission allows employees to take up to two 10-minute wellness breaks during the day. During these breaks, employees are encouraged to leave their workspace and move around, take some quiet time to de-stress and stretch, or take advantage of office break areas. Employees are eligible for an unpaid 30-minute lunch break.

The Commission encourages employees to adopt good ergonomics practices. Employees are encouraged to move around their workspace, keeping in mind that workspaces should be clean, tidy, and not blocking traffic areas. Information on good ergonomics and on how to prevent common MSDs will be posted next to the Health and Wellness Board in the production room.

The Commission also encourages employees to carpool or use alternate forms of transportation such as walking, mass transit, or biking—to and from work. Alternate forms of transportation are not only good for the environment; they can also increase fitness and activity levels. The Rochester Community Center's showers and changing facilities are available for employee use.

The Commission allows fulltime employees to use sick time for medical appointments and other matters related to their health. In addition, they may use medical leave to attend to an illness or health-related concern of a member of their immediate family or household. The Commission encourages employees to adopt healthy practices such as scheduling annual physical and frequent dental examinations.

The Commission allows employees—with the Executive Director's approval—to work flexible schedules so they can exercise during work hours. Employees and the Executive Director can discuss taking longer lunch breaks for exercise by either coming in earlier or leaving later.

# E. AUTOMOBILES AND TRAVEL

The Commission is committed to promoting safety on the road. When traveling to and from meetings, even when carpooling, Commission employees shall wear their seatbelts until they reach their destination.

Employees who drive during work time are prohibited from using a cell phone while operating a motor vehicle. Employees who need to communicate on any digital device should pull over to the side of the road and come to a complete stop or use voice command/handsfree technology. Any traffic violations due to using a digital device shall result in serious disciplinary action including possible termination.

During storms, the Executive Director may close the office, or close it before the end of normal business hours. When the Commission closes due to inclement weather, employees eligible to telecommute and who have work suitable to perform at home are encouraged to do so.

Decisions to close the office due to inclement weather are made at the Executive Director's discretion. Every effort should be made to report to work; however, in emergencies such as severe

weather, fires, or power failures, if an employee believes that travel may put their safety at risk, the Executive director should be contacted.

# F. FIELD WORK

Traffic count data collection requires field personnel to work within the roadway right-of-way (R.O.W.). Therefore, it is imperative that sound safety precautions be taken during field work. No safety protocol or procedure can take the place of common sense and where-with-all in the field. All field personnel should carry identification and, if necessary, move carefully to ensure safety. Two employees will make up one data collection team.

Below is a list of some critical safety precautions that Commission employees should take while conducting field work.

Safety Protocols- for safety protocols, please refer to the SRPC Safety Protocol

## Traveling to and from Field Work Activities

When traveling to and from field locations, employees are required to adhere to this plan's Automobile and Travel Policy.

## Accidental Injury

Injuries that occur at work must be reported immediately to the Executive Director or other designated administrative employee.

## Municipal Police & Public Works Assistance

Commission employees should ask the local police to control traffic at sites they determine may be hazardous. These locations should be identified early in the field season so that arrangements for traffic control can be made well in advance. Similarly, municipal road agents and highway departments should be notified in advance of field work to minimize interference from their activities (i.e., street sweeping).

## Posted - No Trespassing - Keep Out

Commission employees shall not navigate or step onto a site posted with no trespassing signs.

# G. COVID-19 GUIDANCE AND PROCEDURES

During the COVID-19 pandemic, SRPC is prioritizing the health and safety of commission employees and communities. While the office is available to staff as a resource, SRPC staff are encouraged to work from home and comply with government issued orders during work hours. The SRPC Guidance and Procedures for Response to COVID-19 document is subject to change contingent on the latest pandemic information, best practices, and updates to public health guidelines. Documents regarding guidance and procedures for the safety of commission employees, as well as reopening phases include the following and are available to all commission employees.

# SRPC COVID-19 GUIDANCE AND PROCEDURES

This document outlines the process for screening in-office employees, guidance for reducing exposure to COVID-19, in-office workspace and operational procedures, and cleaning and disinfecting guidelines.

# COVID-19 PHASED RETURN MEMO

SPRC is currently in Phase 1 "Safer at Home" of the Phased Return Plan. Once appropriate, Phase 2 "Post State of Emergency" will be implemented.

# STAFF TEAM OFFICE CALENDAR

To use the office as a resource while maintaining safety protocols, an in-office staff team calendar designates certain days of the week to certain commission employees if they need to physically work in the office.

# HEALTH SCREEN FORM

The Health Screening Questionnaire is intended to minimize transmission of COVID-19 with a required self-health assessment for days commission employees work in the office.

# IV. SAFETY PROCEDURES

To maintain federal Occupational Safety and Health Administration standards for safety and health, the Commission complies with mandates to post information and provide training on key aspects of workplace safety. These activities include arranging annual updates on emergency evacuation, fire safety, ergonomics, and nutrition.

# A. FIRE SAFETY, REPORTING, & RESPONSE

The Commission is located on the first floor of the Rochester Community Center on Wakefield Street. The office has two exits. Fire extinguishers and emergency lighting are located on the wall in the copier/production room and the kitchen.

In case of fire, all employees are to immediately evacuate the office through the closest exit and call 911 from outside the building. To ensure that everyone is accounted for employees who were in or on the premises at the time of the evacuation will meet by the three flagpoles diagonally across the parking lot from the main office entrance.



**Three Flagpoles** 

Main Office Entrance

# B. ACCIDENTAL INJURY

Injuries that occur at work must be reported immediately to the Executive Director or other designated administrative employee. All injuries must be reported regardless of whether they are minor, require minimal first aid, or are more serious and require immediate attention from a health care provider.

The Executive Director is responsible for reporting all workplace injuries in accordance with the requirements of the New Hampshire Workers' Compensation Law. Failure to report workplace accidents is a serious matter that may preclude an employee's coverage under Workers' Compensation Insurance.

# C. FIRST AID

The office first aid kit is kept in the labeled kitchen cabinet. A list of the kit's contents can be found inside the kit.

Emergency response telephone numbers—hospital, poison control, ambulance/rescue, and police—are kept in the first aid kit.

# V. DISTRIBUTION & CONFORMITY OF WELLNESS & SAFETY PLAN

Upon adoption of this program by the SRPC Executive Committee, each employee will receive a copy of the Wellness & Safety Plan. A copy of the plan will be kept next to the financial consultant's work area. Every employee will be asked to sign a copy of the attached form acknowledging that they have received the Wellness & Safety Plan.

Each year, the Wellness Coordinators will review and update this plan. Employees will have the opportunity to discuss safety issues and make recommendations for procedures.

# VI. STRAFFORD REGIONAL PLANNING COMMISSION WELLNESS & SAFETY PLAN ACKNOWLEDGEMENT FORM

This Wellness & Safety Plan has been prepared for your information and understanding of the policies and procedures as well as the practices and expectations of the Commission. PLEASE READ IT CAREFULLY. Upon completion of your review of the plan, please sign the statement below and return it to the Executive Director.

I, \_\_\_\_\_\_\_, have received and read a copy of the Commission's Wellness & Safety Plan that outlines the SRPC's policies, procedures, and expectations for employees pertaining to workplace safety.

I have familiarized myself, at least generally, with the contents of this plan. By my signature below, I acknowledge, accept, and agree to comply with the plan provided to me by the Commission.

I understand that this plan is not intended to cover every situation that may arise during my employment, but is simply a guide to the policies and procedures, practices, and expectations of the Commission.

I also understand that the Wellness & Safety Plan is subject to change at any time the Commission deems appropriate.

**Employee Signature** 

Date Received

**Date Returned** 



## 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:

<u>Annual Goal Setting</u>: 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.

<u>Director Self Evaluation</u>: 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.

<u>Annual Review Survey</u>: 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.

<u>Executive Committee Evaluation:</u> 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 <u>review of competitive rates</u>.

<u>Mid-Year Update</u>: 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



## 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?



## 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' † Know
<u>Goal 1:</u> Continue						
implementation of the						
Strategic Plan with a focus						
on tracking and reporting						
implementation.						
<u>Goal 2:</u> Continue to build						
relationships with						
municipalities and allied						
organization in the region.						
Goal 3: Strengthen						
leadership opportunities for						
staff and SRPC						
commissioners.						



<u>Goal 4:</u> Implement priority initiatives such as website update, marketing GIS services, IT planning, employee handbook updates and instituting			
new programs. <u>Goal 5:</u> Contract administration; contracts to go out to bid include IT services, transportation engineering, and financial services.			

- 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.

Core Responsibilities	Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Not Applicable	Don' † Know
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]



# 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:
 Rating

 Goal and Associated Performance Criteria:
 Rating:

 Comments:
 Rating:

Goal and Associated Performance Criteria:	Rating:
Comments:	

Rating:

Goal and Associated Performance Criteria:

Comments:

Goal and Associated Performance Criteria:	Rating:
Comments:	



## **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

BARRINGTON BROOKFIELD DOVER DURHAM FARMINGTON LEE MADBURY MIDDLETON MILTON



NEW DURHAM NEWMARKET NORTHWOOD NOTTINGHAH ROCHESTEM ROLLINSFORD SOMERSWORTH STRAFFORD WAREFIELD

February 19, 2021

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

RE: February 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 February 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 nonconcurrence 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

# February 2021 TIP Minors

Table of Contents

# **Funding Changes**

Program PAVE-T2-REHAB	Page 1

# 2019-2022 SRPC Transportation Improvement Program Minor Revision

2/3/2021

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 F	unding
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Phase	Fiscal Year	Federal	State	Other	Т	otal
PE	2020	\$125,000		\$0	\$0	\$125,000
PE	2021	\$200,000		\$0	\$0	\$200,000
PE	2022	\$50,000		\$0	\$0	\$50,000
ROW	2020	\$30,000		\$0	\$0	\$30,000
ROW	2021	\$30,000		\$0	\$0	\$30,000
ROW	2022	\$30,000		\$0	\$0	\$30,000
CON	2019	\$3,300,000		\$0	\$0	\$3,300,000
CON	2020	\$2,345,000		\$0	\$0	\$2,345,000
CON	2021	\$2,345,000		\$0	\$0	\$2,345,000
CON	2022	\$5,045,000		\$0	\$0	\$5,045,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Ot	:her	Total
PE	2020	\$125,000		\$0	\$0	\$125,000
PE	2021	\$200,000		\$0	\$0	\$200,000
PE	2022	\$50,000		\$0	\$0	\$50,000
ROW	2020	\$30,000		\$0	\$0	\$30,000
ROW	2021	\$30,000		\$0	\$0	\$30,000
ROW	2022	\$30,000		\$0	\$0	\$30,000
CON	2019	\$3,300,000		\$0	\$0	\$3,300,000
CON	2020	\$2,345,000		\$0	\$0	\$2,345,000
CON	2021	\$539,000		\$0	\$0	\$539,000
CON	2022	\$6,509,000		\$0	\$0	\$6,509,000

## **Change Notes**

NHDOT Description of Changes

Construction funds moved from 2021 to 2022.

SRPC Notes

This does not impact "child" projects in the region

## **Funding Sources**

## **FHWA**

National Highway Performance STBG-State Flexible <u>NHDOT</u> Betterment

Toll Credit

# Annual Executive Committee Meeting Agenda Calendar

Ongoing Monthly Items

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

	Financials &		Director Goals and		
	Governance	Budget	Review	Strategic Plan	Plans and Policies
July			Goals approval		
August	1 <sup>st</sup> 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 <sup>st</sup> 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