

#### SRPC Executive Committee Meeting Agenda March 19, 2021 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 2021-04, 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: <a href="https://us02web.zoom.us/j/82847759823">https://us02web.zoom.us/j/82847759823</a>

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 <a href="mailto:jczysz@strafford.org">jczysz@strafford.org</a>. 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 February 19, 2021 (enclosed)
- **b.** Acceptance of Draft February Financials (enclosed)

#### 3. Updates and Discussion

- a. Executive Committee member renewals and officers (see memo)
- **b.** Preliminary FY2022 Budget (enclosed)
- c. Executive Director Review (see memo, separate mailing)
- **d.** Strategic Plan Progress Update (enclosed)
- e. March Monthly Minors (enclosed)
- f. Awards, Contracts, and General Business Update (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

February 19, 2021

### **DRAFT** Meeting Minutes Zoom Meeting

**Committee members present:** Secretary/Treasurer Tom Crosby, Madbury; Donald Hamann, Rochester; Barbara Holstein, Rochester; David Landry, Dover; Mike Bobinsky, Somersworth; Bill Fisher, Farmington

**Staff members present:** Jen Czysz, executive director; Shayna Sylvia, communications and outreach planner; Kyle Pimental, Principal Regional Planner

Absent: Chair Victoria Parmele, Northwood; Vice Chair Peter Nelson, Newmarket

#### 1. Welcome/Introductions

The meeting began at 8:05 a.m.

David Landry called the meeting to order. He shared that due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2021-02, 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 Shayna Sylvia, Jen Czysz, Kyle Pimental, Donald Hamann, Tom Crosby, David Landry, and Barb Holstein Each attendee introduced themselves and shared that they were home or in their office, and all were attending the meeting alone.

Bill Fished joined the meeting 8:07 a.m. He was attending from his home and was alone in the room.

#### 2. Actions Items

#### a. Approval of the Minutes of January 15, 2021

D. Hamann **MOVED** to approve the January 15, 2021 minutes. There were some small corrections pertaining to an incorrect date, the incorrect executive order noted, and a word that needed to be deleted.

#### T. Crosby **SECONDED** the motion.

The motion to approve the minutes **CARRIED** via roll call vote of Donald Hamann, Tom Crosby, David Landry, and Barb Holstein in the **AFFIRMATIVE.** 

#### b. Acceptance of the Draft January Financials

- J. Czysz reviewed the draft January financials. She shared that SRPC's budget was in line with where it was this time in the prior year. She elaborated that for the January billing some items are past due, but that most of those payments were received in early February. A significant partner payment was late but SRPC is in a good place regardless, and is staying current.
- J. Czysz explained the Profit and Loss statements sharing that in January SRPC broke even and is where it should be each month.
- J. Czysz reviewed the Profit and Loss Budget vs Actual. This was updated to reflect the mid-year amended budget from December. This allows staff and commissioners to better understand where the budget actually is.
- J. Czysz elaborated on NHDOT billing, sharing that less has been billed to the UPWP due to work on other contracts. This will be balanced out with SRPC hiring a transportation engineering firm. SRPC did an RFQ process and has selected VHB as a consultant. They will be on call to assist with developing transportation project scopes and budgets, provide modeling services and are tasked with building our SRPC's transportation project database.
- J. Czysz added that overall SRPC has maintained a slight profit, explaining that this is predominantly due to unexpended dues. Excess dues after FY 2021 will go into reserves (savings account).

Mike Bobinsky joined the meeting at 8:16. He was in a room, alone.

- K. Pimental asked for clarification on who from VHB would be working with SRPC. This was clarified. M. Bobinsky asked about VHB contract J, Czysz responded that the contract has been sent to NHDOT for review, and SRPC is waiting for final approval.
- D. Landry appointed B. Fisher to serve as a voting member for the duration of the meeting.
- D. Hamann **MOVED** to accept the Draft Financials. M. Bobinsky **SECONDED** the motion.

The motion to approve the minutes **CARRIED** via roll call vote of D. Hamann, T. Crosby, D. Landry, B. Fisher, M. Bobinsky and B. Holstein in the **AFFIRMATIVE.** 

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

- J. Czysz explained that the E.C. reviews the Health and Wellness Plan each year. She noted the small changes that had been made to reflect COVID-19 protocols and acknowledgment of a new organizational vehicle for staff use.
- M. Bobinsky noted his appreciation for field staff notifying municipal officials in advance of field work. He agreed that the update of the plan to reflect COVID protocols was appropriate.
- D. Hamann **MOVED** to approve the 2021 Health and Wellness Plan. T. Crosby **SECONDED** the motion.

The motion to approve the minutes **CARRIED** via roll call vote of D. Hamann, T. Crosby, D. Landry, B. Fisher, M. Bobinsky and B. Holstein in the **AFFIRMATIVE.** 

#### 3. Updates and Discussion

#### a. Executive Director Review Procedures

- J. Czysz reviewed changes to the executive director review survey and noted progress towards goals. The review form is modeled after the one J. Czysz uses for staff evaluations.
- D. Landry opined that the materials presented provide a great set of tools for completing a review and keeping everything organized.
- M. Bobinsky agreed, sharing that he was comfortable with this approach, and believes its designed to capture discussions similar to a 360 approach.

- J. Czysz explained that the original schedule for the review had shifted slightly. The procedure document will be updated to reflect this.
- D. Hamman agreed that this approach was good. He added that it was similar to past reviews he had, which also incorporated him reaching out to two peers for a review.
- K. Pimental noted his appreciation for staff being able to provide feedback on the Executive Director. This has not been the case in the past. S. Sylvia agreed.
- M. Bobinsky **MOVED** to approve the annual executive director evaluation tool as presented, understanding that J. Czysz will be updating the calendar to reflect modifications in scheduling consistent with the review process. T. Crosby **SECONDED** the motion.

The motion to approve the minutes **CARRIED** via roll call vote of D. Hamann, T. Crosby, D. Landry, B. Fisher, M. Bobinsky and B. Holstein in the **AFFIRMATIVE.** 

#### b. February Monthly Minors

J. Czysz explained that there was only one monthly minor, a statewide pavement project experiencing shifting construction funds at the state level. This project does not impact the SRPC region as there are no regional child projects. J. Czysz added that we will soon be adopting a new transportation improvement program.

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

- J. Czysz shared that staff are very busy right now working on many different contracts. She shared that SRPC staff held their first Communities for Healthy Aging Transitions (CHAT) community Zoom forum the previous night in the Town of Durham. This event went great, and it was helpful to have students from Professor Mary Friedman's UNH Planning Class helping out. She recognized the hard work of S. Sylvia and co-project manager Nancy O'Connor. J. Czysz shared that Commissioners should stay tuned as SRPC staff reach out to communities to do similar events throughout the region.
- J., Czysz gave an update on staffers' working setups in response to COVID-19. There are occasional staff members in the office, as needed, but the primary work setup is still a work from home.
- J. Czysz shared that SRPC has received the contracts back for the Building Equity in Dover project and for the Hazard Mitigation Plans for Rollinsford, Barrington,

Somersworth, and New Durham. SRPC has also contracted with Wakefield for a limited amount of on demand planning board support for rest of calendar year.

Jen reviewed the status of the following contracts: innovative land use guide, CDBG, National Fish and Wildlife, and Source Water Protection.

She shared a that SRPC will be providing Norther Borders Regional Commission grant administration services to the Sanbornville Water Precinct in support of their water infrastructure improvement project.

- J. Czysz reviewed the status of dues, and how these have been expended to date.
- K. Pimental mentioned that the Lamprey River Local Advisory Committee is looking to update its river corridor management plan and that SRPC is deciding if it will submit a proposal in response to their RFP.
- J. Czysz shared that Aquatic Resource Mitigation (ARM) money has become available. This funding is provided through wetland impact funding sources. There is \$2 million available for the primary watershed in the SRPC region. K. Pimental shared that GIS Planner Jackson Rand has completed a GIS analysis based on input from NHDES with all stream crossing data that included filtering data based on certain criteria. He then prioritized which crossings would be eligible for ARM funding and scored sites. SRPC staff will soon be contacting communities with eligible sites to see if they are interested in pursuing funding.
- K. Pimental explained that he could share what types of projects have been funded in the past to help communities visualize what could be done in their community.
- D. Landry asked how we are sharing this information with municipalities. K. Pimental explained that his will be a targeted communication. This will be linked to an online map that J. Rand is prepping with the data he analyzed.
- D. Landry asked if the ARM program funds updating wetland protection ordinances. He added that a committee in Dover working on this wants to touch base with SRPC. K. Pimental responded that ARM funding isn't targeted for this type of project, specifically. He shared that the Piscataqua Region Estuaries Partnership (PREP) grant program is a better funding source for this type of project.

A committee member asked for clarification on the National Fish and Wildlife grant SRPC will be partnering on. This funding supports NHDES exploring areas to implement living shoreline projects. This will rely on partnerships with coastal communities to identify locations for living shorelines. The project will also allow

NHDES to develop criteria on what the state feels are the most suitable sites in and around Great Bay for this type of project. There will also be an opportunity for implementation, with NHDES picking a project and funding 50% of the living shoreline design.

A discussion about the specifics of this project ensued.

- J. Czysz explained that she is currently updating the UPWP, which is on a two-year cycle through the NH Department of Transportation. She added that she submitted a draft earlier in February. The TAC and Policy Committees will review this as their March meeting. The final draft is due to NHDOT in April.
- J. Czysz shared that through its MPO designation, SRPC has applied for a 5305e grant through the Federal Transit Administration. This funding would be incorporated in SRPC's UPWP contract. In year one, SRPC would analyze and inventory sidewalks and bicycle infrastructure close to bus routes and stops. This would lead to identification of areas for improvement. In year two, funding would support the update the regional coordinated council plan.
- J. Czysz updated members on discussions about SRPC's federal cognizant agency. This is shifting from NHDOT to the EDA. J. Czysz detailed how this process will work.

#### d. Commissioner Engagement

J. Czysz shared that Executive Committee members should start thinking about their plans for involvement on the committee in FY 2022.

She reminded Commissioners to submit their skills matrix if they haven't already. Stefanie Casella will be sending individualized reminders.

S. Sylvia updated Commissioner on opportunities to be involved in outreach for the CHAT And POP! Projects.

#### 4. Other Business

There was no other business.

#### 5. Adjourn

D. Hamann **MOVED** to adjourn the meeting. T. Crosby **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 - February

For the March 19, 2021 Executive Committee Meeting

February 28, 2021		
FSB Checking Beginning Balance	\$41,002.54	
Deposits	\$105,293.11	
Payments	-\$90,301.77	
Uncleard Transactions	-\$24,808.06	
FSB Checking Ending Balance	\$31,185.82	

Accounts Receivable	\$131,530.97
FSB Savings Account	\$72,302.17

OVERSIGHT ACTIVITIES			
Line of Credit Activated?	No; pending extension to 12/21		
Audit Status	Complete		
BUDGET NARRATIVE			
First Seacoast Bank Balance/Case on hand:  1-2 months cash on hand			
Payables and Receivables			
FY21 Working Budget:	Reflects working budget; updates through February		

FUNDING SOURCES - WORKING BUDGET			
Due, Interest & Reimbursement	\$119,406		
Metropolitan Planning Organization	\$584,183		
State Agencies	\$230,411		
Municipal & Nonprofit Agreements	\$165,493		
Economic Development District	\$290,000		
Total Revenue	\$1,389,492		
Pending Grant Applications	\$123,621		

EXPENSES - WORKING BUDGET			
Personnel	\$858,605		
Equipment	\$46,227		
Communications	\$7,212		
Fixed Expenses	\$47,043		
Miscellaneous Expenses	\$27,870		
Contracted Work	\$349,537		
Reserve Funds	\$26,000		
Total Expenses	\$1,362,493		







#### STAFF PRESENTATIONS - ACTIVITIES FEBRUARY

#### **Standing Committees and Appointments**

Seacoast Stormwater Coalition (Jackson, Alaina)

COAST Board (Colin)

ACT Executive Committee (Colin) HSIP Meeting (Colin)

NHPA Executive Committee Meeting (Kyle)

Farmington, Northwood and Nottingham Board Meetings as Staff (Kyle, James, and Stef) x 4

RPC Directors Meeting (Jen)

Strafford Public Health Advisory Committee (Nancy)

Resiliency Subcommittee Meeting (Stef, Jen)

CommuteSMART Seacoast (Shayna) CommuteSmart NH (Shayna)

CAW Summit Planning Subcommittee Meeting (Kyle)

Seacoast Workforce Housing Coalition Board of Directors (Jen)

NHPA Legislative Subcommittee (Jen)

NHARPC (Jen, Victoria, Don)

NHPA Subcommittee Meeting (Kyle)

CAW Social Media Team meeting (Kyle) CAW Outreach meeting (Kyle)Seacoast Drinking Water Commission (Kyle) Full CAW meeting (Kyle)

#### **RPC Activity**

Coordination with UNH Planning for CHAT project (Nancy) x4

Lead poisoning Task Force Meeting (Nancy)

Public Health Advisory Committee Meetings (Nancy)

NH Council on Workforce Housing Stability workgroup meeting (Jen)

SOM hazard mitigation meeting w/ EMD (James, Stephen)

DOV Conservation Commission meeting (Kyle)

Model buffer ordinance meeting (Kyle, Alaina)

DUR leadership team meeting (Kyle, Alaina)

Great Bay living shorelines meeting (Kyle)

Lakes RPC and SRPC Waste and Data Meeting (Alaina, Stephen)

#### **MPO Activity**

Engineering RFQ scoring and interviews (Jen, Colin, Jackson, Rachel, James) x 2 DOV Electric Vehicle Charnging Station Subcommittee meeting (Kyle) SRPC-NHDOT Ten Year Plan Project meeting (Jen, Colin, Rachel) Congressman Pappas and Commissioner Sheehan Webinar (Jen, Colin) Kittery PSNY Joint Land Use Study Implementation Committee meeting (Jen) CSNH Challenge Subcommittee (Shayna)

#### **EDD Activity**

Seacoast Economy Calls (James, Jen, Natalie, Nancy) SBA Webinar Wednesday's (Natalie) CDBG-CV Budget Workshop (Jen, James) Bi-Weekly Call with BEA Commissioner Caswell (James, Natalie)

Met w/ business to discuss relocation within SRPC region (Jen, James) NBRC admin meeting with Sanbornville Water Precinct (Jen, James) CDFA Consolidated Plan webinar (James) EMM USDA Grant Prep Meetings (Shayna)

#### Staff Development & Trainings

Digging Into RSA 155-E - OSI (Kyle, James)

#### WEB AND SOCIAL MEDIA STATISTICS



#### Strafford.org

Sessions 1100 (0) 790 (-57) Users



#### **Constant Contact**

Subscribers 7219 (-84) Avg. Open Rate 0.25 (0.02)



#### Facebook

Posts 8 (-2) Reach 422 (53) Engagement 34 (17)



#### Twitter

**Tweets** 4 (0) Profile Visits 55 (32) Impressions 976 (116) **Followers** 286 (3) Mentions 2(2)



#### Instagram

**Followers** 3(3)Posts 27 (27) Reach 183 (183) Engagement 164 (164)



#### ArcGIS

Open Data 751 (-69) Portal Views Tax Parcel 702 (-149) Viewer Views



BARRINGTON BROOKFIELD DOVER DURHAM FARMINGTON LEE MADBURY MIDDLETON MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

**DATE**: March 12, 2021, updated March 16, 2021

**TO**: Executive Committee Members **FROM**: Jen Czysz, Executive Director

RE: Director's Report for the March 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 February end of month checking remains a bit low and savings account register balance very healthy. February 2021 ended with slightly more than this time last year.

Aging Summary: Most January invoices were paid timely in February. NHDOT Planning is temporarily down a staff member and invoice processing has been slightly delayed. We anticipate receiving the January payment in the next week. Otherwise virtually all other past due items have been received. This leaves the remaining balance of the February billing.

*Profit and Loss:* February was a strong month, ending with just over a \$14,000 profit. Compared to February last year, there are a few key differences: 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 the past 2 months than last year. Year to date we are more or less on target. We maintain a net profit of 27,872.12, predominantly in the form of unexpended dues funds.

#### 3a. Executive Committee Member renewals and officers

Committee members are asked to consider whether they wish to renew their membership on the executive committee and nominations for officer positions. V. Parmele would like to step down from her role as chair. The EC will need to vote at their May meeting on the slate of officers to be put forward to the full commission. Please contact Shayna with your intentions. She will be recruiting any additional interested committee members in April.

#### 3b. Preliminary FY2022 Budget

The FY2022 preliminary budget is now included here in your packets. All amounts are very approximate at this time. Updates will be presented at the April and May committee meetings with finalization and adoption by the commission in June.

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

This month I will separately send my self-assessment to committee members along with a link to the evaluation survey approved by the committee at the last meeting. At next Friday's meeting we should:

- Set a response deadline for staff and commissioners to submit evaluation surveys
- Finalize the list of who will receive the survey (all staff and all commissioners or a subset?)

• Schedule a separate meeting time in April to conduct the director annual review in a non-public session, results of the survey will be distributed to EC members prior to the review

#### **3d. Strategic Plan Progress Update**

A first draft of the Strategic Plan implementation matrix is now included in your packets. Status of each item represents all progress to date.

#### 3f. 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. As vaccinations become available to staff we will reconsider the current arrangement.

<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 –

Just today we received comments back from NHDOT on our draft FY2022-2023 Transportation Workplan. The draft was distributed to TAC and will be reviewed by the Policy Committee at next week's meeting. The final draft is due to NHDOT in early April.

#### Contracts Recently Fully Executed:

- NHDES Coastal Resilience: Coastal Innovative Land Use Guide & Regional Sustainability and Resiliency Program Framework (RPC)
- National Fish and Wildlife Foundation: Great Bay Living Shorelines (pending G&C approval)
- Sanbornville Water Precinct NBRC Grant Administration

#### **Awarded Pending Contract:**

- CDBG-CV: Strafford CAP Homeless Shelter
- 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
- FTA 5305e COAST bus stop accessibility study and Regional Coordination Plan update

#### In Development:

- PREPA updates to New Durham's shoreland ordinances/regulations
- AARP supplemental funding to extend CHAT outreach efforts

<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 112.5% at the end of February. Preliminary projection has year end at approximately 120% based on the current working budget.

As noted previously, NHDOT has served as our cognizant agency with whom we negotiate our indirect rate and who later audits our actuals. SRPC will be transitioning to EDA serving as our cognizant agency as per federal regulation, they are to do so for all Economic Development Districts. Kathy and I are in the process of preparing our indirect cost rate proposal for FY 2022 and will be submitting that to EDA by the end of March. We will likely be requesting a "fixed carry forward" rate. Whereas with a predetermined rate we have been able to negotiate a set rate with no "settle up" this would require annual adjustment to the next year's rate to "settle up" without creating the uncertainty of a provisional rate as had been used in past years.

*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	\$78,975.14	
Total Income	\$78,975.14	

Expenses:	
Vehicle Expenses	\$4,804.83
Planning Salaries	\$4,835.66
Dues and Subscriptions	\$66.99
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	\$6,189.64
Total SRPC Expenses	\$15,908.11

Cash Match:	
UPWP	\$31,064.57
EDA	\$6,871.65
Coastal	\$0.00
Total Cash Match	\$37,936.22

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	\$53,975.24
Annual Dues Remaining	\$24,999.90

NEXT MEETING April 16, 2021, 8 AM, scheduled to be a call or "Zoom" in.

**Status of Grant Applications and Project Proposals** 

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		Funding		Dues	Contract	Application	Contract	
Title	Funder	Year(s)	Award \$	Match \$	ual \$	Status	Status	Description/Notes
Coastal Innovative Land	NHDES	FY2021-	\$8,750	\$1,250		awarded	complete	Rockingham Planning Commission will subcontract with SRPC to
Use Guide & Regional	Coastal	2022	' '	. ,				assist with development a user-friendly coastal innovative land
Sustainability and	Resilience							use guide that will provide guidance and best practices through
Resiliency Program								model regulations and implementable actions to achieve local
Framework								goals.
Great Bay Living	NFWF	FY2021-	\$30,000			awarded	Complete	DES Coastal is the applicant. Create a pipeline of living shoreline
Shorelines		2022					(pending	erosion management and asset protection projects that enhance
							"G&C)	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.
Sanbornville Water	NBRC	FY2021-	\$14,000			awarded	complete	The Water Precinct was awarded a grant from the Northern
Precinct Grant		2022						Borders Regional Commission to replace water lines. The program
Administration								requires they contract with their RPC to provide grant
								administration. Our contract is pending.
COVID Decompression	CDFA	FY2020-	\$21,150			awarded	pending	Grant writing and administration for Strafford County and CAPSC
Homeless Shelter	CDBG-CV	2021						application to provide homeless shelter operations and services
								(\$471,000 to sheltering)
Local Source Water	NHDES	FY2021-	\$19,000			awarded	pending	MS4 stormwater regulations, outreach and drinking water asset
Protection		2022						mapping for ROL and MIL
Tax Map Updates	Somerswo	FY2021-	\$4,415			submitted	pending	Complete several years of tax map updates, layout new maps
	rth	2022						
Project of Special Merit	NOAA/NH	FY2022-	\$20,000			submitted	pending	Support local technical assistance mini-grants to promote
	DES	2023						adoption of increased flood protections
FTA 5305e Transit		FY2022-		\$3,702		<mark>submitted</mark>	<b>pending</b>	
<u>Planning</u>	NHDOT	<mark>2023</mark>	\$33,306					COAST Transit Access Study and Coordinated Plan update
Supplemental CHAT						<mark>In</mark>	-	art installation or additional community visits, still in concept
Outreach Outreach	<mark>AARP</mark>	FY2022	\$6,000			<mark>development</mark>		development phase
		FY2021-				<u>In</u>	-	
2020 PREPA Grants	PREP	<mark>2022</mark>	\$10,000		I I a da la caración	<mark>development</mark>		Update New Durham's shoreland regulations

Updates since last meeting



### Strafford Regional Planning Commission Balance Sheet

As of February 28, 2021

	Feb 28, 21	Feb 29, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	31,185.82	78,141.12	-46,955.30
FSB Savings	72,302.17	16,107.05	56,195.12
Total Checking/Savings	103,487.99	94,248.17	9,239.82
Accounts Receivable			
Accounts Receivable	131,530.97	55,877.74	75,653.23
Total Accounts Receivable	131,530.97	55,877.74	75,653.23
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	202.56	0.00	202,56
Prepaid Dues and Subscriptions	1,691.83	2,607.43	-915.60
Prepaid training	600,00	600.00	0.00
Prepaid Expenses - Other	421.50	0.00	421.50
Total Prepaid Expenses	2,915.89	3,207.43	-291.54
Prepaid software support	4,646.44	4,938.13	-291.69
<b>Total Other Current Assets</b>	7,562.33	8,145.56	-583.23
Total Current Assets	242,581.29	158,271.47	84,309.82
Fixed Assets			
Vehicles			
Vehicle Accumulated Depreciatio	-4,301.74	0.00	-4,301.74
Ford Transit	22,943.35	0.00	22,943.35
Total Vehicles	18,641.61	0.00	18,641.61
Property and Equipment			
Accumulated Depreciation Equipment Purchase	-15,745.44	-15,745.44	0.00
Lenova Think Server	3,983.04	3.983.04	0.00
<b>Equipment Purchase - Other</b>	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	18,641.61	0.00	18,641.61
TOTAL ASSETS	261,222.90	158,271.47	102,951.43

LIABILITIES & EQUITY
Liabilities

### Strafford Regional Planning Commission Balance Sheet



As of February 28, 2021

_	Feb 28, 21	Feb 29, 20	\$ Change
Current Liabilities			
Credit Cards			
FSB Credit Card	137.96	116.99	20.97
Total Credit Cards	137.96	116.99	20.97
Other Current Liabilities			
FY21 Dues in Advance	39,487.56	0.00	39,487.56
Benefits payable			•
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	5,768.41	185.17	5,583.24
FY20 Dues in Advance	0.00	38,429.51	-38,429.51
Payroll Liabilities			301,000
FSA Payable	42.32	0.00	42.32
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	2,373.43	2,646.03	-272.60
Total Payroll Liabilities	2,446.14	2,676.42	-230.28
Total Other Current Liabilities	47,750.11	41,339.10	6,411.01
Total Current Liabilities	47,888.07	41,456.09	6,431.98
Long Term Liabilities			
Lease Payable - Ford Motor Cred	15,521.49	0.00	15,521.49
Accrued expenses	,	-11	10,021,10
Accrued Payroll	31,349.33	21,136.80	10,212.53
Accrued Vacation	32,697.38	22,216.21	10,481.17
Annual Audit Accrual	9,800.00	9,925.00	-125.00
Total Accrued expenses	73,846.71	53,278.01	20,568.70 🚮
Total Long Term Liabilities	89,368.20	53,278.01	36,090.19
Total Liabilities	137,256.27	94,734.10	42,522.17
Equip			
Equity Retained Earnings	96,094.51	45 040 40	50 004 05 🖼
Net Income	27,872.12	45,213.16 48,334.34	50,881.35
_		18,324.21	9,547.91
Total Equity	123,966.63	63,537.37	60,429.26
OTAL LIABILITIES & EQUITY	261,222.90	158,271.47	102,951.43
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## Strafford Regional Planning Commission Balance Sheet



As of February 28, 2021

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 \$6345, NHCHF Promoting Outdoor Play -\$576
4.	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 we did not meet the threshold requiring the preparation of a single audit.
5.	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 February 28, 2021



W:	Current	1 - 30	31 - 60		61 - 90		> 90		TOTAL
3300 City of Dover 3302 Dover Resilience Grant	338.74	897,18	0.00		0.00		0,00		1,235.92
3303 Dover Equity	788.88	0.00	0.00		0.00		0.00		788,88
Total 3300 City of Dover	1,127,62	897.18		0.00		0.00		0.00	2,024.80
2000 LTA (Local Technical Assistance)	0,00	0.00		0.00		0.00		0.00	0.00
3400 Town of Durham									
3403 Durham Groundwater Modeling	2,683,86	5,093.96	0,00		0.00		0.00		7,777.82
3404 Durham Resilience Grant	957.89	1,934.06	998.86		0.00		0,00		3,890,81
Total 3400 Town of Durham	3,641.75	7,028.02	9	98.86		0.00		0.00	11,668,63
3500 Town of Farmington 3501 FAR Circuit Rider	3,333.05	0.00	5,102.00		0.00		0,00	-	8,435.05
Total 3500 Town of Farmington	3,333.05	0.00	5,1	102.00		0.00		0.00	8,435.05
4000 Town of New Durham 4002 New Durham RSMS	286.14	0.00	0.00		0.00		0.00		286.14
Total 4000 Town of New Durham	286.14	0.00		0.00		0.00		0.00	286.14
4200 Town of Northwood 4201 NOR Circuit Rider	1,831,25	0.00	0.00		0.00		0.00		1,831,25
Total 4200 Town of Northwood	1,831.25	0.00	-	0.00		0.00		0.00	1,831,25
4300 Town of Nottingham 4301 NOT Circuit Rider	2,806.25	0,00	0.00		0.00		0.00		2,806,25
Total 4300 Town of Nottingham	2,806.25	0.00		0.00		0.00	7.504.545	0.00	2,806.25
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
6100 NH DES 6101 Coastal 2021	2,808,11	970.17	0.00		0.00		0.00		3,778,28
6250.000 PRB-Oyster River	0.00	3,455.00	0,00		0.00		0.00		3,455.00 3
6251 Sunrise Lake	9,306,00	0.00	0,00		0,00		0.00		9,306.00
6302 RPC Local Source Water 2021	600.00	0.00	0.00		0,00		0.00		600.00
Total 6100 NH DES	12,714.11	4,425.17		0.00		0.00	-	0.00	17,139.28
7000 ECONOMIC DEVELOPMENT ADMINISTRATION 7001 EDA FY21	5,074.96	0.00	0.00		0.00		0.00		5,074.96
7002 EDA CARES	11,565,24	0.00	0.00		0.00		0.00		11,565.24
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION	16,640.20	0.00		0,00		0.00		0.00	16,640.20

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### Strafford Regional Planning Commission A/R Aging Summary



As of February 28, 2021

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
8000 DOT UPWP	35,457.21	35,242.16	0.00	0.00	0.00	70,699.37
DOT_UPWP 2010-2011	0,00	0.00	0.00	0.00	0.00	0.00
TOTAL	77,837.58	47,592.53	6,100.86	0.00	0.00	131,530.97
_						

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# Strafford Regional Planning Commission A/R Aging Summary As of February 28, 2021



Durham Groundwater \$5093.96 received in March
 Durham Resilience \$998.86 and \$1934.06 received in March
 PRB \$3455 received in March
 EDA CARES \$11565.24 received in March

**DOT Cash Match** 

### Strafford Regional Planning Commission Profit & Loss



	Feb 21	Feb 20	\$ Change
ary income/Expense		<del></del>	
ncome			
SRPC Membership Dues	9,871.89	9.656.34	215.55
SRPC Revenue		-,	210.00
Municipal and NonProfit Revenue			
NDU RSMS	286.14	0.00	286.14
GSCH - Tufts	8,239.78	0.00	8,239.78
Barrington Master Plan	0.00	319.55	-319.55
DOV Recreation MP Chapter	0.00	928.75	-928.75
FAR Circuit Rider	3,333.05	2,183.38	1,149.67
NHCHF	2,602.49	0.00	2,602.49
Northwood Planning Services	1,831.25	4,916.15	-3,084.90
NOT Circuit Rider	2,806.25	2,099.50	706.75
Tatal Manufally 4 - 1 Mar Bar Gara			700.75
Total Municipal and NonProfit Revenue	19,098.96	10,447.33	8,651.63
Total SRPC Revenue	19,098.96	10,447.33	8,651.63
Economic Development Revenue			
EDA CARES	11,565.24	0.00	11,565.24
EDD Partnership Planning	9,853.48	15,697.23	-5,843.75
Total Economic Development Revenue	21,418.72	15,697.23	5.721.49
State Award Revenue			,
NHDES			
DOV Equity	788.88	0.00	788.88
RPC Water Buffers	600.00	0.00	600.00
Sunrise Lake	9,692.89	0.00	
DUR Resilience	1,541.78	0.00	9,692.89 1,541,78
Coastal	2.808.11	0.00	•
DOV Coastal Resilience	1,495.65	0.00	2,808.11
Durham Groundwater Modeling	2,683.86	0.00	1,495.65 2,683.86
Total NHDES	19.611.17	0.00	19.611.17
Total State Award Revenue	19,611.17	0.00	19,611.17
MPO Revenue	10,011.17	0.00	19,011.17
NH DOT			
UPWP	30 306 00	25 224 22	4.000.00
OPWP =	39,396.90	35,321.89	4,075.01
Total NH DOT	39,396.90	35,321.89	4,075.01
Total MPO Revenue	39,396.90	35,321.89	4,075.01
Miscellaneous Income	0.00	20.00	-20.00

### Strafford Regional Planning Commission Profit & Loss



	Feb 21	Feb 20	\$ Change
NDU RSMS Match DOT Cash Match - Other	-286.14 -3,653.55	0.00 -3,532.19	-286.14 -121.36
Total DOT Cash Match	-3,939.69	-3,532.19	-407.50
EDD Cash Match	-1,087.71	-1,508.74	421.03
Total Contra Income Cash Match	-5,027.40	-5,040.93	13.53
Contra Income InKind/Soft Match IK DOV Resilience IK DUR Resilience In-Kind EDD Match Contra Income InKind/Soft Match - Other	-1,156.91 -583.89 -3,690.81 -386,89	0.00 0.00 -7,149.13 0.00	-1,156.91 -583.89 3,458.32 -386.89
Total Contra Income InKind/Soft Match	-5,818.50	-7,149.13	1,330.63
Total Income	98,551.74	58,952.73	39,599.01
Gross Profit	98,551.74	58,952.73	39,599.01
Expense Personnel Expenses Salary and Wages	52,973.30	39.257.11	13,716.19
Payroll Expenses FSA Fees Dental insurance expense Health incentive Health Insurance expense Life Insurance expense LTD Insurance expense STD insurance expense Payroll Processing Fees Pension expense Unemployment expense Workers Compensation Payroll Taxes Medicare Expense Social Security expense Payroll Taxes - Other	2.75 416.20 -143.03 6,217.15 96.22 55.74 209.80 187.00 1,592.20 168.59 159.09  747.39 3,195.74 0.00	0.00 284.76 0.00 4,256.60 86.00 47.84 135.32 174.00 1,157.56 0.00 159,09 562.90 2,406.87 0.04	2.75 131.44 -143.03 1,960.55 10.22 7.90 74.48 13.00 434.64 168.59 0.00 184.49 788.87 -0.04
Total Payroll Taxes	3,943.13	2,969.81	973.32
Total Payroll Expenses	12,904.84	9,270.98	3,633.86
Dues and Subscriptions Staff Training and Seminars	333.91 50.00	492.72 0.00	-158.81 50.00
Total Personnel Expenses	66,262.05	49,020.81	17,241.24

## Strafford Regional Planning Commission Profit & Loss

DRAFT

	Feb 21	Feb 20	\$ Change
Equipment expense			
Copier Maintenance Contract	319.85	319.85	0.00
Software expense	- 1 - 550 -	010.00	0.00
ArcInfo/View software	400.00	425.00	-25.00
Office Software			20.00
Timesheet Software	116,00	0.00	116.00
Windows 10 Upgrade	0.00	187.00	-187.00
Adobe In Design	73.98	73.98	0.00
Anti-virus software	34.40	30.10	4.30
Constant Contact	130.50	40.50	90.00
Microsoft Office 365	209.73	125.00	84.73
Office operating software	0.00	99.00	-99.00
Sonic Wall Remote Access	0.00	545.00	-545.00
Total Office Software	564.61	1,100,58	-535,97
Total Software expense	964.61	1,525.58	-560.97
Total Equipment expense	1,284.46	1,845.43	-560.97
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	_,555755	2,000.00	0.00
Depreciation Expense	477.99	0.00	477.99
Vehicle Interest	75.97	0.00	75.97
Total Vehicle Expenses	553.96	0.00	553.96
Total Fixed Expenses	3,534.38	2,958.84	575.54
Communications			
Office Telephone System	0.00	2,250,00	-2,250.00
Postage and Delivery	53.99	17.99	36.00
Telephone and Internet	288.06	280.53	7.53
Website maintenance and updates			
Website and logo design	8.44	0.00	8.44
Website maintenance and updates - Other	112.29	112.29	0.00
Total Website maintenance and updates	120.73	112.29	8.44
Total Communications	462.78	2,660.81	-2,198.03
Administrative			
Meetings Expense			
Meetings Advertising Expense	697.68	280.80	416.88
		-	

### Strafford Regional Planning Commission Profit & Loss



	Feb 21	Feb 20	\$ Change
Total Meetings Expense	697.68	280.80	416.88
Office Expense	627.44	50.15	577.29
Office Supplies Plotter Ink and Supplies Office Supplies - Other	0.00 81.96	0.00 9.99	0.00 71.97
Total Office Supplies	81,96	9.99	71.97
Printing and Reproduction Professional Fees	120.00	0.00	120.00
Accounting, Audit	902.50	902,50	0.00
Total Professional Fees	902.50	902.50	0.00
Travel & Ent Travel	35.20	1,163.85	-1,128.65
Total Travel & Ent	35.20	1,163.85	-1,128.65
Total Administrative	2,464.78	2,407.29	57,49
Contract Labor Financial Services IT and Network support Pass Through Expense Sunrise Lake Subcontract Dov Resilience DUR Groundwater Consultant	3,000.00 270.00 5,380.05 60.00 1,820.00	2,380.00 270.00 0.00 0.00 0.00	620.00 0.00 5,380.05 60.00 1,820.00
Total Pass Through Expense	7,260.05	0.00	7,260.05
Total Contract Labor	10,530.05	2,650.00	7,880.05
Total Expense	84,538.50	61,543.18	22,995.32
Net Ordinary Income	14,013.24	-2,590.45	16,603.69
Other Income/Expense Other Income Interest Income	7.98	14.59	-6.61
Total Other Income	7.98	14.59	-6.61
Net Other Income	7.98	14.59	-6.61
Net Income	14,021.22	-2,575.86	
Not modific	14,021.22	-2,5/5.66	16,597.08



## Strafford Regional Planning Commission Profit & Loss



1.	Misc Income: Prior year jury duty pay received from staff member
2.	Payroll Expenses: 10 permanent employees in the prior year, this year there are 12 permanent staff. Pay increases given in January for current year, in July previous year.
3.	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.

### **Strafford Regional Planning Commission** Income by Customer February 2021



Date	Name	Memo	Amount
3300 City of Do			
02/28/2021	Resilience Grant 3300 City of Do 3300 City of Do	Dover Resilience Progress Billing - Feb 2021 Dover Resilience In-Kind Match	1,495.65 -1,156.91
Total 3302 D	over Resilience Gra	nt	338.74
3303 Dover I			
02/28/2021	3300 City of Do	Dover Equity Progress Billing - 12/2/20-2/28/21	788.88
Total 3303 D	over Equity		788.88
Total 3300 City	of Dover		1,127.62
	al Technical Assista 2000 LTA (Local	nce) 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
3400 Town of D			
	n Groundwater Mod 3400 Town of D	deling Progress Billing Durham Groundwater - Feb 2021	2.683.86
	urham Groundwater		2,683.86
	m Resilience Grant	·	2,005,00
02/28/2021	3400 Town of D 3400 Town of D	Progress Billing - Durham Resilience Grant - Feb 2021 In Kind Match	1,541.78 -583.89
Total 3404 D	Ourham Resilience G	rant	957.89
Total 3400 Towr	n of Durham		3,641.75
3500 Town of F	armington		
3501 FAR Ci		Farmington Circuit Rider Progress Billing - February 2021	3,333.05
Total 3501 F/	AR Circuit Rider		3,333.05
Total 3500 Town	n of Farmington		3,333.05
4000 Town of N 4002 New Du 02/28/2021		Progress Billing - New Durham RSMS - Feb 2021	286.14
Total 4002 No	ew Durham RSMS		286.14
Total 4000 Town	of New Durham		286.14
4200 Town of N	lorthwood		

4200 Town of Northwood 4201 NOR Circuit Rider

# Strafford Regional Planning Commission Income by Customer February 2021



Date	Name	Memo	Amount
02/28/2021	4200 Town of N	Northwood Circuit Rider Progress Billing - Feb 2021	1,831.25
Total 4201 I	NOR Circuit Rider		1,831.25
Total 4200 Tov	vn of Northwood		1,831.25
4300 Town of 4301 NOT 0	Nottingham Circuit Rider		
02/28/2021	4300 Town of N	Progress Billing - Nottingham Circuit Rider - February 2021	2,806.25
Total 4301 I	NOT Circuit Rider		2,806.25
Total 4300 Tov	vn of Nottingham		2,806.25
	F Promoting Outdo	•	
	5100 NHCHF:5	Promoting Outdoor Play Progress Billing Feb 21	2,602.49
	NHCHF Promoting Ou	utdoor Play	2,602.49
Total 5100 NH	CHF		2,602.49
	ng Age Friendly Cor 5150 GSCH:515	mmunities Progress Billing - GSCH - Feb 21	8,239.78
Total 5151 (	Creating Age Friendly	Communities	8,239.78
Total 5150 GS			8,239.78
6100 NH DES 6101 Coast 02/28/2021	al 2021 6100 NH DES:6	Coastal 2021 Progress Billing Feb 21	2,808.11
Total 6101 (	Coastal 2021		2,808,11
6251 Sunris	se Lake		2,000.11
	6100 NH DES:6 6100 NH DES:6	Sunrise Lake Progress Billing - Feb 2021 Sunrise Lake In Kind Match	9,692.89 -386.89
Total 6251 S	Sunrise Lake		9,306.00
	ocal Source Water 2	2021 RPC Water Buffers - Progress Billing - Feb 2021	600.00
Total 6302 F	RPC Local Source Wa	ater 2021	600.00
Total 6100 NH	DES		12,714.11
7000 ECONON	IIC DEVELOPMENT	ADMINISTRATION	
<b>7001 EDA F</b> 02/28/2021		EDA Progress Billing - Feb 2021	9,853.48

### **Strafford Regional Planning Commission** Income by Customer February 2021



Date	Name	Memo	Amount
02/28/2021	7000 ECONOMI	Cash Match	-1,087.71
02/28/2021	7000 ECONOMI	In Kind Match	-3,690.81
Total 7001 E	EDA FY21		5,074.96
7002 EDA C	ARES		
02/28/2021	7000 ECONOMI	EDA CARES - Project 01-69-15047 - Progress Billing - Feb 2021	11,565.24
Total 7002 E	DA CARES		11,565.24
Total 7000 EC	DNOMIC DEVELOPM	MENT ADMINISTRATION	16,640.20
8000 DOT UPV	VP		
02/28/2021	8000 DOT UPWP	UPWP Progress Billing - February 2021	39,396.90
02/28/2021	8000 DOT UPWP	NDU Cash Match	-286.14
02/28/2021	8000 DOT UPWP	SRPC Cash Match	-3,653.55
Total 8000 DO	Γ UPWP		35,457.21
TOTAL			98,551.74

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> MPO Revenue NH DOT

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



	Jul '20 - Feb 21	Budget	\$ Over Budget	
Ordinary Income/Expense				
Income				
SRPC Membership Dues	78,975.14	79,204.00	-228.86	
SRPC Revenue				
Municipal and NonProfit Revenue				
NDU RSMS	2,646,51	4,231.71	-1,585,20	
Lee TMC	1,847.50	1,900.00	-52.50	
CDBG Grant	0.00	1.00	-1.00	
GSCH - Tufts	31,655,21	25,333,32	6,321.89	
Barrington Master Plan	192.50	26.00	166.50	
DUR Wagon Hill Living Shoreline	67,50	26.00	41.50	
FAR Circuit Rider	30,649,11	33,333.32	-2,684.21	
FAR Tax Map Updates	1.091.42	0.00	1,091,42	
GIS Projects	100.00	2.000.00	-1.900.00	
MIL MS4 NOI	0.00	1.00	-1,900,00	
NHCHF	20,576,36	13,333,32	-1.00 7.243.04	
Northwood Planning Services	16,652.50	18,666.68		
NOT Circuit Rider	17,432,50		-2,014,18	
Strafford Tax Map	306.25	18,666.68 0.00	-1,234,18	
,			306,25	
Total Municipal and NonProfit Revenue	127,280.08	117,519.03	9,761,05	
Total SRPC Revenue	127,280.08	117,519.03	9,761.05 🜆	
Economic Development Revenue				
EDA CARES	51,649,60	78,986.00	-27.336.40	
EDD Partnership Planning	70,060,73	71,249.40	-1,188,67	
EPA Brownfields	65,389.77	73,333,32	-7,943.55	
Total Economic Development Revenue	187,100.10	223,568.72	-36,468.62	
State Award Revenue				
NHDES				
RPC Water Buffers	600.00	5,055.00	-4,455.00 💵	
NFWF Great Bay Living Shoreline	0.00	1.00	-1.00	
Sunrise Lake	13,792,29	13,716.00	76,29	
DUR Resilience	15,871,10	17,540.00	-1,668.90	
NKT Local Source Water	800.10	0.00	800.10	
Coastal	14,254.63	16,666.68	-2.412.05	
DOV Coastal Resilience	21,630,34	19,872.00	1,758.34	
Durham Groundwater Modeling	34,085.16	34,790.00	-704.84	
Local Source Water	10,333.50	7,556.00	2,777.50	
Watershed PRB	43,542.11	43,785.32	-243.21	
Total NHDES	155,698.11	158,982.00	-3,283,89	
OEM Haz Mit				
PDM	0.00	11,333.32	44 000 00	
		<del></del>	-11,333,32	
Total OEM Haz Mit	0.00	11,333,32	-11,333,32	
OEP Targeted Block	11,165.27	5,555.50	5,609.77	
Total State Award Revenue	166,863.38	175,870.82	-9,007.44	

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



	Jul '20 - Feb 21	Budget	\$ Over Budget	
UPWP	347,004,91	424,188.64	-77,183.73	
Total NH DOT	347,004.91	424,188.64	-77,183.73	
Total MPO Revenue	347,004.91	424,188.64	-77,183.73	
Contra Income Cash Match			· · · · · ·	
RPC Water Buffers Cash Match	0.00	499.99	-499.99	
NKT Local Source Water Match	-800_10	-1,334.00	533.90	
DOT Cash Match	-34,672.96	-38,316.64	3,643,68	
EDD Cash Match	-6,871.65	-8,749.80	1,878.15	
Total Contra Income Cash Match	-42,344.71	-47,900.45	5,555.74	
Contra Income InKind/Soft Match				
IK - PDM Soft Match	0.00	-2.750.00	2,750.00	
IK DOV Resilience	-5,671,06	-8,184.64	2,513.58	
IK DUR Resilience	-2,616,87	-5,846,64	3,229.77	
In-Kind Coastal Match	-1,980,91	-8,333,32	6,352,41	
In-Kind EDD Match	-31,127.85	-27,499.80		
PRB IK Match	-11,943.11	-17,519.32	-3,628.05 5,576.21	
Total Contra Income InKind/Soft Match	-53,943.09	-70,133.72	16,190.63	
Contract Overage	-472,81	0.00	-472.81	
Total Income	810,463.00	902,317.04	-91,854.04	
Gross Profit	810,463.00	902,317.04	-91,854,04	
Expense				
Personnel Expenses				
Salary and Wages	443,385,67	453,913,75	-10,528.08	
Payroll Expenses				
FSA Fees	11,00	22,00	-11.00	
Dental insurance expense	2,981.86	3,478.64	-496,78	
Health incentive	5,563.53	4,414.00	1,149.53	
Health Insurance expense	44,668.41	51,140.64	-6,472,23	
Life Insurance expense	704.55	825,32	-120.77	
LTD Insurance expense	418.21	501.32	-83.11	
STD insurance expense	1,500.35	1,405.32	95.03	
Payroll Processing Fees	1,672,50	1,733,32	-60.82	
Pension expense	12,923.08	14,024.00	-1,100.92	
Unemployment expense	-192.54	1,778.68	-1,971.22	
Workers Compensation	963.83	1,272.68	-308.85	
Payroll Taxes				
Medicare Expense	6,328.40	0.00	6,328.40	
Social Security expense	27,059.36	0.00	27,059,36	
Payroll Taxes - Other	0.01	34,724,42	-34,724.41	
Total Payroll Taxes	33,387.77	34,724.42	-1,336.65	
Total Payroll Expenses	104,602.55	115,320.34	-10,717.79	
Dues and Subscriptions	3,140,58	5,268.64	-2,128.06	
Staff Training and Seminars	900,00	6,666.68	-5,766.68	

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



	Jul '20 - Feb 21		Budget		\$ Over Budget	
Total Personnel Expenses	,	552,028,80		581,169.41		-29,140.61
Equipment expense Copier Maintenance Contract Office furniture		06.30		2,558.68		147.62
Computer equipment Office furniture - Other	6,822,15 0.00		6,366.68 1,000,00		455.47 -1,000.00	
Total Office furniture	6,8	22,15		7,366.68		-544.53
Other Equipment Repair and Cost Equipment Rental & Repair	0.00	_	333.32		-333,32	
Total Other Equipment Repair and Cost	5	12.37		333.32		179.05
Software expense ArcInfo/View software Office Software QuickBooks	3,500,00		4,333.32 666.68		-833.32	
Timesheet Software Acrobat Adobe In Design	186.00 0.00 1,111.82		1,360.00 600.00 591.84		-666.68 -1,174.00 <b>9</b> -600.00 519.98	
Anti-virus software Constant Contact DropBox Microsoft Office 365 Sonic Wall Remote Access	255.85 452.25 119.88 1,677.84 0.00		258.00 324.00 79.92 1,300.00 363.32		-2.15 128.25 39.96 377.84	
Total Office Software	4,034,15	-	5,543.76		-363.32	
Transcad software/maintenance	0.00		1,000.00		-1,509.61 -1,000.00 <b>[</b>	
Total Software expense		<del></del> 34.15		0,877.08		3,342.93
Traffic Count Expenses Traffic counting supplies	385.15		2,000.00		-1,614.85	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Total Traffic Count Expenses	38	 35.15		2,000.00		1,614.85
Total Equipment expense		18,148.54		23,135.76		-4,987,22
Fixed Expenses Insurance Liability Insurance	3,843.32		2 042 22		2.22	
Total Insurance		13.32	3,843,32	0.040.00	0.00	
Rent	,			3,843.32		0.00
Vehicle Expenses Depreciation Expense	20,00 3,823.92	JO.00	3,823.92	0,000.00	0.00	0.00
Vehicle Gas Vehicle Interest	275.44 655.47	_	3,066,81 655,47		-2,791.37 0.00	
Total Vehicle Expenses	4,80	04.83		7,546.20	-2	2,741.37
Total Fixed Expenses		28,648.15		31,389.52	<u> </u>	-2,741.37
Communications Media Outreach Expense		0.00		333.32		-333,32

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



	Jul '20 - Feb 21	Budget	\$ Over Budget
Office Telephone System	136.75	960.00	-823.25
Postage and Delivery	179.92	266.68	-86.76
Telephone and Internet	2,280,71	2,248.00	32.71
Website maintenance and updates		•	
Website and logo design	67.52	2,316.00	-2,248.48 11
Total Website maintenance and updates	268.81	2,316,00	-2,047.19
Total Communications	2,866.19	6,124.00	-3,257,81
Administrative			
Library & Planning Books	1,748.10	2,000.00	-251.90
Meetings Expense	1,204.32	727,27	477.05
Office Expense	7,077.06	7,666.68	-589.62
Office Supplies	514.22	2,400.00	-1,885.78
Printing and Reproduction	144,92	800.00	-655.08
Professional Fees			
Accounting, Audit	7,220,00	7,110.00	110,00
Legal Fees	0.00	666,68	-666,68
Total Professional Fees	7,220,00	7,776.68	-556.68
Travel & Ent			
Travel	983.95	0.00	983.95
Travel & Ent - Other	0.00	6,666.68	-6,666.68
Total Travel & Ent	983,95	6,666.68	-5,682.73
Total Administrative	18,892.57	28,037.31	-9,144.74
Contract Labor			
Financial Services	21,825.00	40,000.00	-18,175,00 [3]
IT and Network support	3,266,25	2,826.68	439.57
Pass Through Expense			
EDA CARES Contract Support DUR Resilience Subcontract	0.00	4,411,68	-4,411.68
Sunrise Lake Subcontract	3,401.29	2,360,00	1,041.29
Dov Resilience	6,428.65 9.570.00	11,000,00	-4,571.35
DUR Groundwater Consultant	28.762.50	5,000.00 28,465.32	4,570.00
EPA Brownfields Consultants	62,229.16	73,333,32	297.18 -11.104.16
PRB Consultants	26,642.94	22,882.68	3,760.26
Total Pass Through Expense	137,034.54	147,453.00	-10,418.46 14
Total Contract Labor	162,125.79	190,279.68	-28,153.89
Total Expense	782,710.04	860,135.68	-77,425.64
Ordinary Income	27,752.96	42,181.36	-14,428.40
er Income/Expense		,	- 11
ther Income			
Interest Income	119,16	0.00	119.16
Other Income	0.00	68.00	-68.00
otal Other Income	119.16	68.00	51.16
7			

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Accrual Basis

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

DRIAL.

	Jul '20 - Feb 21	Budget	\$ Over Budget
Net Other Income	119.16	68.00	51.16
Net Income	27,872.12	42,249.36	-14,377.24



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



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/EPA: Full-time temporary staff hired as dedicated EDD staff member. The CARES was added to the mid-year adopted figures shown. Brownfields revenue contingent upon contractor invoices – no invoice for Feb.
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.	Coastal: This amount includes match, which is currently impacted due to COVID.
5.	PDM: Just received the new PDM19 funding late January 2021.
6.	Targeted Block: SRPC had received recommendation to spend funds down by calendar year end. Budgeted evenly per month based on contract beginning and end dates.
7.	UPWP: Contract pending for \$60,000 of services.
8.	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).
9.	Office Software: TSheets went 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.
10.	TransCAD: Budgeted at \$125 per month, but the cost of this software was paid in full by UPWP.
11.	Website: The website is being handled internally. Budget figure includes \$3000 for this fiscal year for website redesign templates and plug-ins.
12.	Travel: Impacted by COVID.
13.	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.
14.	Pass Through Expenses: (See notes pertaining to various contracts above)

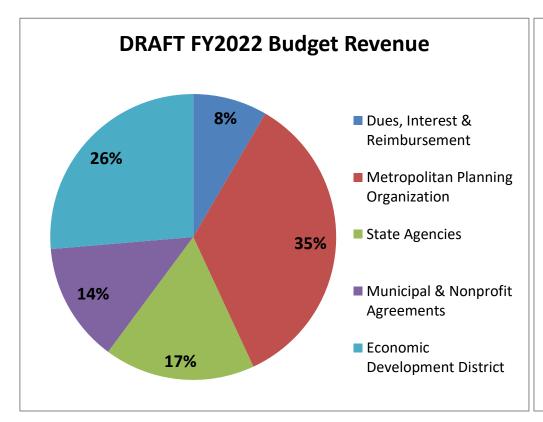
# **Strafford Regional Planning Commission**

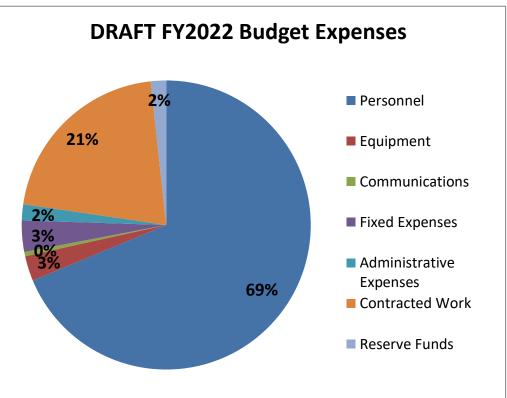
DRAFT FY 2022 Budget
Summary Table

	Adopted FY21*	DRAFT FY22	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	119,406	120,002	597
Metropolitan Planning Organization	585,645	494,054	(91,591)
State Agencies	228,461	243,312	14,852
Municipal & Nonprofit Agreements	171,054	192,320	21,266
Economic Development District	310,507	375,566	65,058
Total	1.415.073	1.425.254	10.181

	Expenses	Expenses	Net Change
Personnel	886,625	921,224	34,599
Equipment	42,904	37,512	(5,391)
Communications	9,186	6,500	(2,686)
Fixed Expenses	47,043	46,789	(254)
Administrative Expenses	42,965	24,150	(18,815)
Contracted Work	332,037	281,207	(50,830)
Reserve Funds	23,500	23,046	(454)
Total	1,384,260	1,340,428	(43,831)
Net Deficit/Surnlus	30 813	8/1 826	5/1 013

<sup>\*</sup>As amended December 2019





Strafford Reg	Adopted			022 DRAFT Budge	et Revenue	
	FY 21 Net	Funding	Internal	Outside	Outside	Net
FY2022 REVENUES	Outside	Source	Dues	Source Soft	Source Cash	Outside
F1ZUZZ REVENUES	Revenue	Revenue	Match	Match	Match	Funding
Total	1,415,020	1,422,754	75,333	97,423	2,500	1,425,254
s, Interest & Reimbursements	119,406	120,002	0	0	0	120,002
2000 Municipal Dues (minus BRK, NOT, MIL, LEE)	118,806	119,402	0	0	0	119,402
0000 Interest	100	100	0	0	0	100
0000 Health Trust reward/reimbursement	500	500	0	0	0	500
0000 Misc Revenue	0	0				0
nicipal & Nonprofit Service Agreements	171,001	192,320	0	0	0	192,320
3501 Farmington Town Planner Services	50,000	50,000	0	0	0	50,000
3504 Farmington Tax Maps CYs 2021 & 2022	1,000	1,000	0	0	0	1,000
3602 Lee Tax Maps CYs 2021 & 2022	1,000 1,000	1,000 1,000	0	0	0 0	1,000 1,000
4102 Newmarket Tax Maps CY 2022 4201 Northwood Technical Services	28,000	28,000	0	0	0	28,000
4301 Nottingham Town Planner Services	28,000	28,000	0	0	0	28,000
4xxx Somersworth Tax Map Updates	28,000	2,720	0	0	0	2,720
4702 Strafford Tax Maps CYs 2021 & 2022	1,000	1,000	0	0	0	1,000
4801 Wakefield CR	0	1,500	0	0	0	1,500
4802 Sanbornville Precinct NBRC Grant Admin	0	8,000	0	0	0	8,000
5101 POP!/NH Children's Health Foundation	20,000	20,000	0	0	0	20,000
5150 CHAT/Tufts Health Plan Foundation - Healthy Aging	38,000	34,000	0	0	0	34,000
5151 AARP support of CHAT/Tufts Fdn		6,000	0	0	0	6,000
51xx CDBG Grant Adminisration	1	10,000	0	0	0	10,000
5500 GIS projects (small billable projects)	3,000	100	0	0	0	100
U.S. Dept of Economic Development Administration 7001 EDD Planning Grant, Dues & Inkind Match	310,507 58,333	70,000	15,000 15,000	55,000 55,000	0	70,000
7002 CARES Act Recovery and Resiliency	142,174	189,566	0	0	0	189,566
U.S. Environmental Protection Agency						
7110 Brownfields Community Assessment Grant: through 9/30/22	110,000	116,000	0	0	0	116,000
	0	0	0	0	0	0
e Agreements Office of Strategic Intictives	228,461	240,812	5,438	42,423	2,500	243,312
Office of Strategic Intiatives 6000 Targeted Block Grant (used in part for EDD Planning match) through 6/30	11,111	11,111	0	0	0	11,111
Dept of Environmental Services	11,111	11,111	U	O	U	11,111
3302 Coastal Resilience Grant - Dover (spring 2020 through 12/31/2021)	17,531	1,000	0	0	0	1,000
3303 Coastal Resilience Grant - Dover (spring 2020 through June 2022)	0	35,300	1,000	4,357	2,500	37,800
3403 Durham Groundwater Modeling (FYs 2020 - 2022)	52,185	19,000	0	0	0	19,000
3404 Coastal Resilience Grant - Durham (spring 2020 through 12/31/2021)	17,540	1,000	0	0	0	1,000
6102 Coastal Grant 2022 through 6/30/22	12,500	15,000	2,500	12,500	0	15,000
6150 Project of Special Merit (FYs 2022 - 2023)	0	10,000	0	0	0	10,000
6181 NFWF-Living Shoreline Implementation for Great Bay (to 5/31/2022)	1	25,000	0	0	0	25,000
6250 Watershed Assistance (Permeable Reactive Barrier): (10/1/18-12/2021)	39,399	20,839	0	13,900	0	20,839
6251 604(b)-Sunrise Lake Watershed Management Plan	32,000	32,000	0	0	0	32,000
6301 Source Water Protection-Water Resource Plans (Ext. to Aug 2020)	11,334	0	0	0	0	0
6302 Source Water Protection-Buffers (7/1/2020-5/31/2021)	9,110	0	0	0	0	0
6303 Source Water Protection-Coastal Innovative Land Use Guide (3/1/21-5/31	0	6,563	938			6,563
6304 Source Water Protection-ROL and MIL MS4 Storwater Regs University of New Hampshire	0	19,000	1,000			19,000
xxxx PREPA Grant-New Durham shoreland regulation update  Department of Safety Homeland Security		10,000	0	0	0	10,000
6501 HazMit Plans PDM19- BAR,NDU,ROL,SOM (1/1/21-12/31/23)	25,750	11,000	0	3,667	0	11,000
6502 HazMit Plans PDM-DUR, MID, MIL, NOT, STR, WAK (1/1/22-12/31/24)	-,	24,000	0	8,000	0	24,000
ropolitan Planning Organization Agreements	585,645	494,054	54,895	0	0	494,054
Dept of Transportation						
UPWP FY20/21 Federal Highways & Transit: through 6/30/21	578,808	494,054	54,895	0	0	494,054
	_	0	0	Λ	0	0
Rochester Sidewalks SADES Inventory (match to UPWP)	0	U	U	O	· ·	Ü
Rochester Sidewalks SADES Inventory (match to UPWP)  New Durham RSMS (match to UPWP)  Lee Turning Movement Count (match to UPWP)	4,937 1,900	0	0	0	0	0

Payroll Taxes	FY2022 EXPENSES	Adopted FY21 B Expenses		FY22 DRAFT Bu Expenses		Net Chan
PRESONNEL   886,625   69% 921,224   69% 34   34   34   34   34   34   34   34	Total	1,384,260		1,340,428		(43
Salaries and Hourly Wagers	PERSONNEL	886,625	69%	921,224	69%	
Heath Insurance	Salaries and Hourly Wages	•		· · · · · · · · · · · · · · · · · · ·		
Dental Insurance	Payroll Taxes	53,108		54,413		
Life Insurance	Health Insurance	76,711		91,909		
Shortemn Disability	Dental Insurance	5,218		5,255		
Longterm Disability	Life Insurance	1,238		1,267		
FSA Fees	·					
Health Incercives						
SIMPLE IRA Pension						
Worker's Compensation		·		•		
Payroll Processing - QuickBooks   2,600   2,600   1,000   1,						
Unemployment Insurance   2,668   2,668   Staff Training & Workshops   10,000   10,	·					
Staff Training & Workshops         10,000         10,000           Profrestional Dues: AMPO, MARPC, NHPA, APA, NHMA, NEARC, NADO         7,903         7,903         7,903         8,905         5         6,500         5         5         5         5         5         5         5         5         5         5         5         5         5         5         5         5         5         6         5         0         1         5         0         1         5         0         1         5         0         1         5         0         1         5         0         1         5         0         0         5         0	•					
Pofessional Dues: AMPO, NHARPC, NHPA, APA, NHMA, NEARC, NADO		·				
ARCInfo/New Software: Maintenance 6,500 6,500 1,	-					
Transpo Software Maintenance: Transcad, Nivvo         1,500         1,500         0         1,500         0	EQUIPMENT	42,904	3%	37,512	3%	(5
Office Software: Maintenance, purchase         8,316         8,474           Databases for Transportation Planning         8,200         8,200           Traffic Count Expenses (Equipment, Repair, Supplies)         3,000         3,000           Equipment Rental and Repair         500         500           Copier Maintenance Contract         3,838         3,838           Office Furniture, Computers         11,050         5,500           COMMUNICATIONS         9,186         2%         6,500         0%         (2           Postage and Delivery         400         400         10<	ARCInfo/View Software: Maintenance	6,500		6,500		
Databases for Transportation Planning         8,200         8,200           Traffic Count Expenses (Equipment, Repair, Supplies)         3,000         3,000           Equipment Renal and Repair         500         500           Copier Maintenance Contract         3,838         3,838           Office Furniture, Computers         11,050         5,500           COMMUNICATIONS         9,186         2% 6,500         0% 2           Postage and Delivery         400         400         400           Office Prome System         1,440         500         500           Internet and Phone Service         3,372         3,600         400           Website Design and Maintenance         3,474         1,500         500           Website Design and Maintenance         3,743         1,500         500           PrixEDE EXPENSES         47,043         5% 46,789         3%           Property & Liability         5,765         5,765         0ffice Vehicle Lease and Maintenance         11,278         11,024           Rent         30,000         30,000         30,000         30,000         30,000           Audit and Accounting Services         10,665         11,000         1,000           Legal         1,000         1,000 </td <td>Transpo Software Maintenance: Transcad, Nvivo</td> <td>1,500</td> <td></td> <td>1,500</td> <td></td> <td></td>	Transpo Software Maintenance: Transcad, Nvivo	1,500		1,500		
Traffic Count Expenses (Equipment, Repair, Supplies)         3,000         3,000         500         500         500         500         500         500         500         500         500         500         500         500         500         500         500         500         500         600	Office Software: Maintenance, purchase	8,316		8,474		
Equipment Rental and Repair         500         500           Copier Maintenance Contract         3,838         3,838           OFfice Furniture, Computers         11,050         5,500         0%         (2           COMMUNICATIONS         9,186         2%         6,500         0%         (2           Postage and Delivery         400						
Copier Maintenance Contract         3,838         3,838         0ffice Furniture, Computers         11,050         5,500         6,500         6         2         6,500         6         2         6,500         6         2         2         2         2         6         5,000         6         2         2         2         3         6         1         4         0         5         0         1         4         1         5         0         1         4         1         5         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0						
Office Furniture, Computers         11,050         5,500         0         2           COMMUNICATIONS         9,186         2%         6,500         0%         2           Postage and Delivery         400         400         400         7         2           Office Phone System         1,440         500         500         500         4         4         1,500         4         4         1,500         4         4         1,500         4         4         1,500         4         4         1,500         4         4         1,500         4         4         1,500         4         4         1,500         4         4         1,500         4         4         1,500         4         4         1,500         4         4         1,500         4         4         1,500         5         5,76						
COMMUNICATIONS   9,186   2%   6,500   0%   (2	·					
Postage and Delivery			30/		00/	/2
Office Phone System         1,440         500           Internet and Phone Service         3,372         3,600           Website Design and Maintenance         3,474         1,500           Media Outreach Activities         500         500           FIXED EXPENSES         47,043         5%         46,789         3%           Property & Liability         5,765         5,765         5,765         0ffcc Vehicle Lease and Maintenance         11,278         11,024         11,000         11,000         11,000         11,000         11,000         11,000         11,000         11,000         11,000         11		· · · · · · · · · · · · · · · · · · ·	2%	•	0%	(2
Internet and Phone Service         3,372         3,600           Website Design and Maintenance         3,474         1,500           Media Outreach Activities         500         500           FIXED EXPENSES         47,043         5%         46,789         3%           Property & Liability         5,765         5,765         5,765         Office Vehicle Lease and Maintenance         11,278         11,024         11,024         11,024         Rent         30,000         30,000         30,000         30,000         30,000         40,000         2,965         1%         24,150         2%         (18         18         11,024         1,000         150         2,000         1,000	- ,					
Website Design and Maintenance         3,474         1,500           Media Outreach Activities         500         500           FIXED EXPENSES         47,043         5%         46,789         3%           Property & Liability         5,765         5,765         5,765           Office Vehicle Lease and Maintenance         11,278         11,024           Rent         30,000         30,000           ADMINISTRATIVE EXPENSES         42,965         1%         24,150         2%         (18           Printing         1,200         150	·					
Media Outreach Activities   500   500						
Property & Liability	Media Outreach Activities					
Office Vehicle Lease and Maintenance         11,278         11,024           Rent         30,000         30,000           ADMINISTRATIVE EXPENSES         42,965         1%         24,150         2%         (18           Printing         1,200         150         150         150         Audit and Accounting Services         10,665         11,000         1,000         1,000         1,000         1,000         1,000         Office and Mapping Supplies         3,600         1,000         3,000         3,000         3,000         3,000         3,000         3,000         3,000         3,000         3,000         4,000         1,000	FIXED EXPENSES	47,043	5%	46,789	3%	
Rent   30,000   30,000   ADMINISTRATIVE EXPENSES   42,965   1%   24,150   2%   (18	Property & Liability	5,765		5,765		
ADMINISTRATIVE EXPENSES   42,965   1%   24,150   2%   (18)   Printing   1,200   150     Audit and Accounting Services   10,665   11,000     Legal   1,000   1,000     Office and Mapping Supplies   3,600   1,000     Office Expense   11,500   3,000     Meeting Expenses (Meetings and Meeting Notices)   3,000   3,000     Travel   10,000   2,000     Library & Subscriptions: NH Planning Books   2,000   2,000     HealthTrust Employee Health Rewards   0   1,000     OUTSOURCED CONTRACTS   308,537   20%   281,207   21%   (27)     1000 Financial Services   60,000   40,000   (1000 HR Services   0   30,000     1000 HR Services   4,240   7,500     3303 Dover Equity Climate Resilience Consultants   0   13,725     3403 Durham SRF Groundwater Modeling Consultant   42,698   5,000   (1000 HR Services   4,2698   5,000   (1000 HR Ser	Office Vehicle Lease and Maintenance	11,278		11,024		
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## SRPC STRATEGIC PLAN: IMPLEMENTATION PROGRESS

SRPC strives to meet the continually evolving needs of the region and our communities.

ACTION STEPS	CTAFFIFAD(C)	TIMEFRAME	STATUS
	STAFF LEAD(S)	TIIVIEFRAIVIE	STATUS
PLANNING SERVICES AND CURRENT ISSUES			
GOAL 1: ALIGN, BUILD AND IMPROVE MUNICIPAL AN	D REGIONAL PLANNIN	NG SERVICES TO ADD	dress emerging issues and needs and allow SRPC to be
FINANCIALLY STABLE, DIVERSIFY OUR PORTFOLIO, ANI	O GROW.		
STRATEGY 1.1: IDENTIFY EMERGING ISSUES IN ALL PLA TECHNICAL ASSISTANCE TO OUR COMMUNITIES TO ALL			OMMUNITIES AND PROVIDE LEADERSHIP, GUIDANCE, AND
A. Expand our services to provide guidance on enviro	nmentally sustainable	planning to address	s emerging issues such as clean energy and transportation,
drinking water, water resource management, and	climate change.		
Expand circuit rider program	Jen	Ongoing/Complete	Added FAR, NOT, and WAK to our portfolio
Expand public health and recreation planning	Nancy	Ongoing	2 new grants in FY2021 to support age-friendly communities and
			recreation planning:
			Communities for Healthy Aging Transitions (CHAT)
			Promoting Outdoor Play (POP!)
Increase number of environmental planning contracts	Kyle/Alaina	Ongoing	Grant writing has been highly successful, we have added an
			environmental planner to the team
Seek funding to support climate change outside of the	Kyle	Ongoing	Pending grant would support mini grants in our non-coastal
coastal zone			communities
B. Address the regional and local need for affordable	housing.	1	
Update and transform the Housing Needs Assessment	TBD	Planned for FY2022	-
Collaborate with partner organizations	Jen	Ongoing	Member of the Greater Seacoast Workforce Housing Coalition board of directors
Identify community planning support needs and tailor services to match	James	Ongoing	Discussions of housing needs through Seacoast Economy calls
Identify resources and provide technical assistance to municipalities	Nancy	Ongoing	CHAT will provide direct pilot project assistance to communities
Use the 2020 census to provide planning support	Rachel	Ongoing	Tracking data releases, using existing ACS data to script analysis of
			common metrics for quick annual updates
STRATEGY 1.2: EXPAND OUR PLANNING SERVICES TO [	DIVERSIFY THE TOOLS,	TECHNOLOGY AND	TECHNIQUES AT OUR DISPOSAL AND THE TYPES OF PRODUCTS
THAT WE CAN PREPARE ON BEHALF OF THE REGION A	ND OUR COMMUNITI	ES.	
A. Offer planning visualization, design, and interactive	e planning services.		
Develop a portfolio of current planning and design	Shayna	Ongoing	Completed 3D renderings for Dover's Recreation Master Plan and
services			Education Kiosk for Wagon Hill Farm
Market design services	Shayna	FY2022	-

ACTION STEPS	STAFF LEAD(S)	TIMEFRAME	STATUS
Develop more interactive planning tools	Shayna	Ongoing	Incorporated public art and video outreach tools into the CHAT project
B. Update the Geographic Information Services (GIS)	Strategic Plan and ma	rket our GIS services	S.
Launch new ArcOnline and Open Data Portal	Jackson	Complete	Visit: https://srpc.maps.arcgis.com/home/gallery.html
Market GIS and design services	Jackson, Shayna		Hosted a couple webinars on the online GIS portal and how to build
			your own custom map interactive webinars. These have been
		Ongoing	recorded and are available online.
			Continual outreach to municipalities
Streamline data collection processes through online	Jackson	Ongoing	POP! And Dover Street Tree mapping projects used ArcOnline
platforms and cloud based systems			dashboards in conjunction with Survey123 to streamline and
			automate data collection
			MUNICIPAL AND REGIONAL NEEDS THROUGH REGULAR
REVIEWS OF HARDWARE, TOOLS, LICENSES, AND SKILL	SETS TO IDENTIFY NEV	W TOOLS AND PROG	GRAMS TO ADD; CURRENT PROGRAMS TO BE MAINTAINED OR
DISCARDED; AND OPPORTUNITIES TO TRAIN OR CROSS	S-TRAIN STAFF FOR EF	FICIENCY AND REDU	JNDANCY.
A. Maintain an up to date IT plan that assesses the pr	ograms and software	we currently use (G	IS, online mapping platforms, NVivo, Synchro, TransCAD,
Microsoft Office, etc.), and schedules hardware re	placement (computer	rs, phones, printers,	plotter, server, other office equipment), and identifies
improvements to be made.			
Updated office software	Rachel, Stephen	Complete	All computers have upgraded OS and been updated to use Office
			365, with an emphasis on using Teams and SharePoint. Adopted a
			new online timesheet system.
Update office phone system	Rachel	Complete	All office phones have been replaced with a new system
Complete computer hardware replacements	Rachel, Stephen	Ongoing	Computer hardware replacements are complete for 5 RPC staff, 2
			MPO staff and 1 EDD.
			2 additional staff and small conference room computer replacements
			planned for Spring 2021.
			Next step is the transition to a cloud based back up system.
Update IT plan	Rachel, Stephen	Ongoing/FY2022	Inventory of hardware and software and assessment of current
			software utilization complete.
			Need to draft maintenance and replacement plan.
Issue RFP for IT Services	Rachel, Jen	Spring 2021	RFP to be written posted in April 2021
B. Increase collaboration and cross training between		I	
Establish team-based project work	Jen	Ongoing	Virtually all projects now have an assigned team and team lead
Create a structure for project team development	Jen/Project leads	Ongoing	Hold regular project team meetings
			Hours allocation used to ensure workloads are equally distributed
			Internally share best practices resources
			Utilize MS Teams and SharePoint for ongoing staff project
			communication and collaboration

ACTION STEPS	STAFF LEAD(S)	TIMEFRAME	STATUS
Encourage generative staff team building and collaboration meetings and events	Jen	Ongoing	internal "show and tell" where staff give brief presentations to all on their current projects.  Weekly all staff meetings with time for team building  Monthly circuit rider coordination meetings to share ideas and collaborate
Create opportunities for all staff to be a project team lead	Jen	Ongoing	working with staff to provide each with an opportunity to take ownership over a project or function in the office
RELATIONSHIPS, MARKETING, AND COMM	UNICATIONS		
GOAL 2: STRENGTHEN AND ENHANCE OUR RELATION	ISHIPS WITH NEW AN	D EXISTING PARTNE	RS AND ENHANCE MARKETING AND COMMUNICATIONS OF
SRPCs ACHIEVEMENTS.			
STRATEGY 2.1: STRENGTHEN AND ENHANCE MARKETII	NG AND COMMUNICA	ATIONS.	
A. SRPC staff with assistance from Commissioners ma	intain existing relatio	nships.	
Increase face-to-face communication with key staff in each municipality.	Jen, all staff	Ongoing	Virtual face-to-face has become the current norm.  Staff have increased direct communications with municipal staff when funding opportunities are available.  Projects such as CHAT are looking to directly collaborate with key municipal staff.
Maintain relationships with elected leaders – municipal officials, state legislators and federal delegation.	Jen, all staff	Ongoing	Regular ongoing communication with state legislators and federal delegation staff as part of weekly Seacoast Economy Calls.  Participate in annual transportation roundtable with Congressman Pappas.
Maintain regular communications with municipalities (Commissioners to serve as a liaison between SRPC and their community).	Jen, all staff	Ongoing	Staff are including commissioners in key communications with municipalities.  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.
B. SRPC staff with assistance from Commissioners but	ild new relationships.		
Reach out to establish relationships when leadership changes within organizations and when elections result in a change in legislators	TBD	FY2022	-
Develop a networking committee comprised of Commissioners to engage new partners and develop relationships with advocates	TBD	FY2022	-
Identify messengers to fulfill the intermediary role of introducing relationships with new regional partners and non-traditional partners		FY2022	-
C. Increase and Expand Non-Traditional Relationships			
Develop a plan to engage the private sector and non- traditional partners	All staff	Ongoing	Established new partnerships with architects, museums, public health sector, and more

March 2021

AC	CTION STEPS	STAFF LEAD(S)	TIMEFRAME	STATUS
	Identify a specific staff person to reach out to	All staff	Ongoing	All staff have been considering potential partners with the inception
	potential non-traditional partners			of new projects
				Recently connected with Indigenous NH Collaborative Collective
	Build relationships with UNH and commercial	Jen, Nancy, Stephen,		Regularly coordinate with faculty at UNH to recruit interns
	organizations	Stef, Shayna		Currently partnering with M Friedman at UNH to use our CHAT
СТГ	DATECY 2.2. OLIANITIEV AND COMMUNICATE THE WA	LLIE OF CDDC MEMDE	DCUID TO THE 10 C	project as the students' practical experience project  OMMUNITIES WITHIN THE REGION AND POTENTIAL FUNDERS.
711	Define and quantify the value of SRPC Membership		KSUIP TO THE 10 C	OIVIIVIONITIES WITHIN THE REGION AND POTENTIAL FUNDERS.
Α.	Identify the need(s) that SRPC is addressing.	TBD	FY2022	
	Identify the benefits and impact of SRPC membership.	Jen, Shayna		Clarified value of membership in annual reports
В.	Communicate and Promote SRPC's Value Proposition	· ' '	Ongoing	Clarified value of fileffibership in affilial reports
В.	Develop an "elevator pitch" statement(s) that	TBD	FY2022	
	includes the value of membership to be created and	IRD	FY2U22	-
	used by staff and Commissioners.			
	Leverage relationships with entities that have	Jen, all staff	Ongoing	Seacoast Economy has been a strong venue for promoting SRPC as a
	established networks to communicate about SRPC,	Jen, an Jean	011801118	resource; CARES grant funds direct technical assistance to
	i.e. Chambers of Commerce, municipalities, etc.			communities and businesses, increasing our visibility
STF	RATEGY 2.3: SHARE SRPC PLANS, MATERIALS, AND E	XPERTISE WITH REGIO	NAL STAKEHOLDER	
Α.	Develop a Communications Strategy that addresses			
	Develop face-to-face communication strategies:	Shayna, Nancy, all	Ongoing	See prior notes about CHAT.
	o Identify and attend community events to	, , , ,,		Several staff members represent SRPC on statewide and regional
	promote SRPC and gather contact information			committees and boards.
	from interested attendees			
	<ul> <li>Partner with state entities</li> </ul>			
	o Continue participation at identified meetings on a			
	regular basis			
	Use of technology to further communication reach:	Shayna, Nancy	Ongoing	YouTube channel is live with recent meeting videos; need to upload
	o Regular brief reports to key people			the archive of meeting videos.
	o Promote news from small communities			Next step – create a quarterly commissioner update that highlights
	o Expand the use of social media platforms and			workplan progress.
	posting frequency			Expanded use of social media.
	o Issue updates on transportation and other			
	infrastructure improvements			
В.	<ul> <li>Upload meeting videos</li> <li>Develop an advocacy strategy that coordinates the</li> </ul>	efforts of staff comp	l pissioners and parts	ners with other organizations
D.	Enable commissioners to become advocates for SRPC	TBD	On hold due to	icis with other diganizations.
	and the face of the organization.	טטו	COVID	
	Tailor communication and advocacy strategy to	TBD	Ongoing	Current efforts have been project specific
	different audiences with a focus on regional		O I BOILIB	carrent enorts have been project specific
	stakeholders and state entities.			
		l		

March 2021

AC	CTION STEPS	STAFF LEAD(S)	TIMEFRAME	STATUS
STF	RATEGY 2.4: IMPROVE SRPC COMMUNICATION STRA	TEGIES BY DEVELOPII	NG A NEW WEBSITE	AND A STRONG SOCIAL MEDIA PRESENCE.
A.	Redesign the SRPC website to improve functionality	y and the user experie	ence.	
	Reach out to communities to learn what online tools would be most valuable.	Shayna, Rachel	FY2022	Informal outreach conducted thus far
	Redesign the website to be an easy to use, interactive, and informative resource	Shayna, Rachel, Jackson, Jen	Summer 2021	A lot of progress was made on the website over the summer of 2020.  As contract work picked up we've had to reduce time dedicated to drafting new content for the website. The frame, is designed and just waiting for the content.
	Increase the accessibility and visibility of existing online GIS data sources, mapping portals, etc. such as GRANIT and NHDOT	Jackson	Summer 2021	Redesigned the online mapping functions. These are live now. GIS pages have been redesigned and will be launched with the full website redesign launch.
В.	Enhance online data and GIS resources through cre	ation of a GIS section	/portal of the new S	SRPC webpage and highlighting existing web features.
	Reach out to communities to learn what online tools would be most valuable.	Jackson	Ongoing	As resources, grant opportunities, and projects permit, GIS are reaching out to communities.
	Provide an online portal for data access and communication	Jackson	Complete	Launched new ArcOnline and Open Data Portal
	Design the new GIS section of the new website to better communicate the GIS services that SRPC offers, which will be further developed based on strategy 1.2. and will be an easy to use resource for stakeholders.	Jackson	Summer 2021	Redesigned the online mapping functions. These are live now. GIS pages have been redesigned and will be launched with the full website redesign launch.
C.	Grow the strength of SRPC'S social media presence			
	Expand the use of social media platforms and posting frequency including sharing events and using the Facebook and Instagram stories	Shayna, Nancy	Ongoing	Launched Instagram page, and did a trial of three daily posts to Twitter/Facebook and one daily to Instagram for a few months in early 2020. This grew engagement on our platforms. Facebook and Instagram stories have been posted intermittently
	Grow following on SRPC newest platform on Instagram	Shayna, Nancy	Ongoing	Launched Instagram page & expanded social media
	Use more hashtags to track posts by project	Shayna, Nancy	Ongoing	We have done this on certain projects, but this has not yet been implemented on a wider scale.
IN.	TERNAL ROLES, RESPONSIBILITIES, AND C	PPORTUNITIES		
	OAL 3: BUILD OPPORTUNITIES FOR BOTH STAFF AND			
	RATEGY 3.1: IMPROVE STAFF RETENTION AND OPPO			
A.	Develop creative staff retention incentives that add			• •
	Update the SRPC employee handbook to formalize telecommuting policies and any identified innovative employee benefits	Jen	Draft July 2021 Final August 2021	Currently allow flexible work schedules Handbook updates will formalize current telecommuting for future use

ACTION STEPS	STAFF LEAD(S)	TIMEFRAME	STATUS
Develop ladders for career mobility within SRPC,	Jen	Ongoing	Strengthened the "pipeline" – two UNH interns hired as FT
strengthen the employment pipeline by engaging			employees.
students and interns, and promote a sense of value			Salary schedule adopted by E.C. uses standard planning career
for all positions			progression hierarchy
			Build senior staff's contract management skills and introduce
			opportunities to take on supervisory roles (James, Colin, Kyle).
			Kyle and James to have each begin supervising staff
			Colin recently participated in a PRIMEX manager training program
Offer professional certification (such as AICP and	Jen	Ongoing	All staff have the option to obtain certification.
GISP)			SRPC maintains professional organization membership for all staff.
B. Offer a diverse range of professional development	opportunities to mee	t both organization	<u> </u>
Encourage participation in training sessions,	Jen	Ongoing	Encouraged all staff to participate in professional development
workshops, and conferences			opportunities
			COVID has provided many low or no-cost and on demand
			professional development opportunities
Promote new skills development such as graphic	Shayna	Ongoing	Increasing role of graphic design as a service within project scopes of
design, renderings, drone piloting, and project			work, have contracted with other RPCs to provide this service
management.			
Mentor staff to assume new responsibilities that offer	Jen	Ongoing	Stef has built up her circuit rider capacity
an opportunity to learn new skills. For example,			Training Alaina to add another circuit rider
circuit riding provides an avenue for staff to learn			
about many diverse planning topics.			
			ELY INVOLVE THEM IN THE COMMISSION'S WORK TO HELP SRPC
TO BE A DYNAMIC, THRIVING ORGANIZATION UTILIZIN	G ALL OF THE COLLEC	TIVE STRENGTHS AN	ND CONNECTIONS TO COMMUNITIES THAT COMMISSIONERS
BRING.			
A. Develop a more engaging and clear training and or		ioners.	
Re-work or re-organize the current orientation so that	Jen, Shayna	Ongoing	E.C. to further discuss board governance and engagement
commissioners can gain a better understanding of			Began conversations with the executive committee members about
what SRPC does, impacts of the work, their			the three modes of governance (generative, strategic and fiduciary)
responsibilities, and how it all fits into a bigger			EC is in the process of taking a direct role in formalizing the Executive
statewide framework.			Director Review process
Offer ongoing trainings for commissioners on topics	TBD	On hold due to	-
such as land use, transportation etc. For example, we		COVID	
could host webinar "viewing parties."			
Provide commissioners with an acronym cheat sheet	Jen, Shayna, All	Ongoing	Acronym list incorporated into Executive Committee Dashboard
to improve understanding of the various programs			Need an expanded list posted to the new website
and work tasks.			
B. Engage Commissioners on a regular basis to suppo	rt and further the wo	rk of the Commissio	n.

ACTION STEPS	STAFF LEAD(S)	TIMEFRAME	STATUS
Engage commissioners more frequently on topics other than transportation	All	Ongoing	Incorporating transportation adjacent or other general business into Policy meetings Added opportunities for commissioners to engage in other venues (Recycling Roundtables, Resiliency Subcommittee)
Engage to commissioners to act as conduits to share information about projects that communities are undertaking and the role SRPC may have to collaborate.	Jen, Shayna, Colin	Ongoing	Launched the Commissioner roundtable at meetings
Increase regular communication with commissioners to ensure they are aware of efforts within their and surrounding community	Jen, Shayna		We have started to copy Commissioners on communications to municipal staff when planning outreach for new projects that fall within their towns. We have also done follow-up emails to Commission meetings, sharing important resources.
Invite commissioners to outreach events to represent SRPC and their community	All staff	Ongoing	Actively including commissioners on municipal communications for outreach and other community meetings such as CHAT forums, transportation project development, etc.
C. Create opportunities for peer learning among com	missioners and their r	espective communi	ties.
Discuss and explore the meeting schedule and re- configure the annual calendar to increase engagement and relevance	Jen, Shayna	On hold due to COVID	-
Encourage commissioners to work with one another, defining strengths and maximizing those for future opportunities to collaborate.	Jen, Stef, Shayna	Ongoing	Commissioners have been invited to complete a skills matrix to help understand who is at the virtual table
Create opportunities for commissioners to share local efforts and engage in peer learning, networking meetings between communities, and small group discussions and/or commission presentations	Jen, Shayna, Stef, Alaina	Ongoing	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

BARRINGTON BROOKFIELD DOVER DURHAM FARMINGTON LEE MADBURY MIDDLETON MILTON



NEW DURHAM NEWMARKET NORTHWOOD NOTTINGHAM ROCHESTEM ROLLINSFORD SOMERSWORTH STRAFFORD WAKEFIELD

March 19, 2021

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

RE: March 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 March 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

### **March 2021 TIP Minors**

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# 2019-2022 SRPC Transportation Improvement Program Minor Revision

#### 2/24/2021

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.

#### DOVER - SOMERSWORTH - ROCHESTER 29604

Towns: DOVER, ROCHESTER, SOMERSWORTH

Road: NH 108

Scope: NH Rte 108 - Complete Streets consistent with improvements under U-3 alternative

Acronyms:

#### Approved Funding

Phase	Fiscal Year	Federal	State		Other		Total
PE	2019	\$440,000		\$0		\$0	\$440,000
PE	2020	\$1,212,750		\$0		\$0	\$1,212,750
PE	2021	\$345,316		\$0		\$0	\$345,316
PE	2022	\$1,228,135		\$0		\$0	\$1,228,135
ROW	2022	\$1,526,580		\$0		\$0	\$1,526,580
Proposed F	unding						
Phase	Fiscal Year	Federal	State		Other		Total
PE	2019	\$440,000		\$0		\$0	\$440,000
PE	2020	\$1,212,750		\$0		\$0	\$1,212,750
PE	2021	\$345,316		\$0		\$0	\$345,316
PE	2022	\$1,194,684		\$0		\$0	\$1,194,684
ROW	2022	\$1,485,000		\$0		\$0	\$1,485,000

**Change Notes** 

NHDOT Description of Changes

Inflation removed in 2022 PE and CON phases

SRPC Notes

**Funding Sources** 

**FHWA** 

STBG-State Flexible

**NHDOT** 

Toll Credit

#### PROGRAM PVMRK

Towns: Statewide Road: Various

Statewide Pavement Marking Annual Project Scope:

Acronyms:

#### Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$5,000		\$0	\$0	\$5,000
PE	2020	\$5,000		\$0	\$0	\$5,000
PE	2021	\$5,000		\$0	\$0	\$5,000
PE	2022	\$5,000		\$0	\$0	\$5,000
CON	2019	\$3,095,000		\$0	\$0	\$3,095,000
CON	2020	\$3,095,000		\$0	\$0	\$3,095,000
CON	2021	\$3,095,000		\$0	\$0	\$3,095,000
CON	2022	\$3,095,000		\$0	\$0	\$3,095,000
Proposed Fu	unding					

Phase	Fiscal Year	Federal	State	Other		Total
PE	2019	\$5,000	\$	0	\$0	\$5,000
PE	2020	\$5,000	\$	0	\$0	\$5,000
PE	2021	\$5,000	\$	0	\$0	\$5,000
PE	2022	\$1,000	\$	0	\$0	\$1,000
CON	2019	\$3,095,000	\$	0	\$0	\$3,095,000
CON	2020	\$3,095,000	\$	0	\$0	\$3,095,000
CON	2021	\$3,095,000	\$	0	\$0	\$3,095,000
CON	2022	\$3,099,000	\$	0	\$0	\$3,099,000

#### **Change Notes**

NHDOT Description of Changes

Program adjusted to align with anticipated needs. No child projects affected in the Strafford region.

SRPC Notes

**Funding Sources** 

**FHWA** 

National Highway Performance

STBG-State Flexible

**NHDOT** 

Toll Credit

#### **ROCHESTER 14350**

Towns: ROCHESTER

Road: NH 202A (WALNUT STREET)

Scope: INTERSECTION IMPROVEMENTS TO IMPROVE SAFETY THROUGH STRAFFORD SQ, NORTH

MAIN, & WASHINGTON ST

Acronyms:

#### Approved Funding

Phase	Fiscal Year	Federal	State	Ot	her	Total
PE	2019	\$800		\$0	\$200	\$1,000
PE	2021	\$800		\$0	\$200	\$1,000
ROW	2021	\$800		\$0	\$200	\$1,000
CON	2021	\$1,360,000		\$0	\$3,128,153	\$4,488,153
Droposod F	unding					

#### Proposed Funding

Phase	Fiscal Year	Federal	State	C	Other	Total
PE	2019	\$800		\$0	\$200	\$1,000
CON	2021	\$1,360,000		\$0	\$3,128,153	\$4,488,153

#### **Change Notes**

#### **NHDOT Description of Changes**

Remove 2021 programmed PE funds. Locally-funded utility contract delayed to spring 2021 construction.

#### SRPC Notes

Utility upgrades planned for 2021 season; roundabout construction anticipated in 2022.

#### **Funding Sources**

#### **FHWA**

STBG-Areas Less Than 200K

STBG-Hazard Elimination

STBG-State Flexible

#### **NHDOT**

Non Participating

#### **OTHER**

Towns