

# IMPORTANT MESSAGE



## SRPC Executive Committee Meeting Agenda April 16, 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 2021-05, SRPC and committees thereof are authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order.

SRPC is utilizing Zoom for this electronic meeting. All members of the Committee have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in the meeting as follows:

**Online Access:** <https://us02web.zoom.us/j/82847759823>

**Meeting ID:** 828 4775 9823

**Telephone-only Access:** 1-646-558-8656

These instructions have also been provided on the SRPC website at [www.strafford.org](http://www.strafford.org).

**If anybody has a problem accessing the meeting, please email [jczysz@strafford.org](mailto:jczysz@strafford.org).** In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

### 1. Welcome/Introductions

### 2. Action Items (Motions Required)

- a. Approval of the Minutes of March 19, 2021 (**enclosed**)
- b. Acceptance of Draft March Financials (**enclosed**)

### 3. Updates and Discussion

- a. Executive Committee member renewals and officers (**see memo**)
- b. Draft FY2022 Budget (**see memo, enclosed**)
- c. FY2022 Health Plans (**see memo, enclosed**)
- d. Executive Director Review (**separate mailing**)
- e. April 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 [srpc@strafford.org](mailto:srpc@strafford.org).

## Rules of Procedure

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

#### **Meeting Etiquette**

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

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

Do not interrupt others or start talking before someone finishes.

Do not engage in cross talk.

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

Active participation is encouraged from all members.

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

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

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

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



**SRPC Executive Committee Meeting Agenda**  
**April 16, 2021 from 8:00 – 9:00 a.m.**

**IMPORTANT MESSAGE**

The Chair of SRPC has found that, due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's 2020 Emergency Order #12, issued pursuant to Executive Order 2020-04, and as extended by Executive Order 2021-05, SRPC and committees thereof are authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order.

SRPC is utilizing Zoom for this electronic meeting. All members of the Committee have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in the meeting as follows:

**Online Access:** <https://us02web.zoom.us/j/82847759823>

**Meeting ID:** 828 4775 9823

**Telephone-only Access:** 1-646-558-8656

These instructions have also been provided on the SRPC website at [www.strafford.org](http://www.strafford.org).

**If anybody has a problem accessing the meeting, please email [jczysz@strafford.org](mailto:jczysz@strafford.org).** In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

**1. Welcome/Introductions**

**2. Action Items (Motions Required)**

- a. Approval of the Minutes of March 19, 2021 (**enclosed**)
- b. Acceptance of Draft March Financials (**separate mailing**)

**3. Updates and Discussion**

- a. Executive Committee member renewals and officers
- b. Draft FY2022 Budget
- c. FY2022 Health Plans
- d. Executive Director Review
- e. April Monthly Minors (**separate mailing**)
- f. Awards, Contracts, and General Business Update

**4. Other Business**

**5. Adjourn**

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

## Rules of Procedure

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

#### **Meeting Etiquette**

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

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

Do not interrupt others or start talking before someone finishes.

Do not engage in cross talk.

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

Active participation is encouraged from all members.

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

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

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

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

BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



NEW DURHAM  
NEWMARKET  
NORTHWOOD  
NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

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

March 19, 2021

**DRAFT** Meeting Minutes  
Zoom Meeting

**Committee members present:** Vice Chair Peter Nelson, Newmarket; 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

**Excused:** Chair Victoria Parmele, Northwood

## 1. Welcome/Introductions

The meeting began at 8:02 a.m.

Peter Nelson called the meeting to order. He shared that due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's 2020 Emergency Order #12, issued pursuant to Executive Order 2020-04, and as extended by Executive Order 2021-04, 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, Donald Hamann, Tom Crosby, David Landry, Peter Nelson, Michael Bobinsky, and Bill Fisher. Each attendee introduced themselves and shared that they were home or in their office, and all were attending the meeting alone.

P. Nelson seated B. Fisher as a voting member.

B. Holstein joined the meeting at 8:05 a.m. She introduced herself and shared that she was home and attending the meeting alone.

## 2. Actions Items

### a. Approval of the Minutes of February 19, 2021

D. Hamann **MOVED** to approve the February 19, 2021 minutes. There was a small correction noted by S. Sylvia.

M. Bobinsky **SECONDED** the motion.

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

### b. Acceptance of the Draft February Financials

J. Czysz explained the status of the organization's checking account, sharing that the lower balance is attributable to the funds in the savings account.

J. Czysz reviewed the accounts receivable report. She shared that this year the monthly receivables are significantly higher, which is directly correlated to having more billable projects like EDA CARES.

J. Czysz noted that items showing as past due on the report have now been received with one exception. She detailed the account and a staff shortage as the cause of the delayed payment, sharing that this is not expected to be a recurring problem.

J. Czysz presented the profit and loss numbers, sharing that February was a strong month where the organization ended with a profit. She noted that compared with last year the organization is on target, adding that the biggest difference is two additional employees on staff.

J. Czysz shared that the organization is maintaining a decent profit for the year that is mostly comprised of dues funds that have not been expended. She added that a summary of dues was provided in the monthly memo, and that these funds have been supplemented by other grants.

J. Czysz explained that there are pending, planned organizational investments and that the budget is setup so that organization doesn't make too large of a profit. P. Nelson opined that the end of year budget and financials look good.

M. Bobinsky **MOVED** to accept the Draft Financials. 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 Committee member renewals and officers**

J. Czysz explained the yearly process of revisiting E.C. membership, renewals, and officers. She shared that Victoria Parmele would be stepping down as Chair but would like to remain on the Executive Committee. T. Crosby noted that he would like to stay on as secretary/treasurer. P. Nelson said he would remain Vice Chair.

D. Landry asked if SRPC could provide the high-level roles and responsibilities of the Chair. This will be sent out to the E.C. members.

#### **b. Preliminary FY2022 Budget**

J. Czysz explained that she started the preliminary Fiscal Year 2022 budget, adding that the largest two-year project with carryover is the EDA CARES Act grant. She noted that there are additional environmental grants which carryover or are pending.

J. Czysz said that SRPC currently has several circuit rider contracts, which are anticipated to continue in FY 2022. She reminded members that SRPC now has a small contract with Wakefield. She shared that the Town of Strafford has also contacted SRPC about circuit riding services.

For expenses, the FY 2022 budget is mostly consistent with that from FY 2021. She noted that she has budgeted for a part-time intern to stay for the full year and

explained a significant increase in health insurance costs; attributable to an increase in premiums and number of covered employees.

J. Czysz explained that on the expense side, most contract services are tied to specific projects, and that this has been presented in a way that is more organized for committee members. She explained that SRPC Financial Consultant Kathy Foster has reduced her hours in the last year, and has requested to forego providing assistance with HR services. In response, the preliminary FY 2022 budget includes an allocation for a contracted HR professional.

D. Landry asked about a large reduction in expenses when comparing the FY 2021 and the preliminary FY 2022 budgets. J. Czysz explained the two biggest differences including the administrative services line and the removal of that stipend being provided to staff, per pay period, during the COVID-19 pandemic. J. Czysz added that the travel line is also reduced, as SRPC now has its own vehicle, which means a reduction in the prices of paying mileage to staff.

J. Czysz reviewed the contracts which include partnering with external consultants. D. Landry suggested a placeholder for budget items that may change rapidly.

J. Czysz explained that the draft FY2022 budget is showing a profit, which means there is a disconnect through the revenues and expenses. Jen explained that the FY 2022 numbers being presented are a preliminary budget. M. Bobinsky asked about the budget schedule. J. Czysz will have an updated draft in April, in May it will be close to done, and it will be up for approval in June at the annual meeting.

P. Nelson asked about the funds allocated for copier maintenance – it's a lease contract for the printer and the plotter. P. Nelson asked about the funds allocated for the database for transportation planning. Jen explained that access to the NPMRDS data, a national data set of cell phone data that summarizes traffic volumes and speeds, for all major roadways, is funded by a portion of the UPWP. The cost for this dataset is split among the MPOs in the state.

This dataset supports congestion planning required by Nashua Regional Planning Commission and Southern NH Planning Commission. Rockingham Planning Commission does this reporting by choice, and SRPC and Central NH Regional Planning Commission almost meet the requirements for reporting and may have to complete congestion management planning depending on results of the 2020 Census.

A discussion ensued about the costs and cost-share for this dataset.



P. Nelson opined that it would be helpful for E.C. members to better understand some of the Commission expenses in order to evaluate if the organization is getting the best return on its expenses.

**c. Executive Director Review**

J. Czysz reminded members of the conversation from the last E.C. meeting where members discussed procedure documents and reviewed forms for the Executive Director's review. She explained that this month E.C. members should schedule timeline tasks for her review. She added that she would be sending them her self-assessment soon. Her review form for E.C. members and staff will be hosted in an online survey platform.

E.C. members agreed they would hold a separate meeting to conduct J. Czysz's review. J. Czysz will send out a doodle poll for that meeting B. Fisher offered to be the E.C. liaison to help organize the review.

The committee discussed how to take into account all of the results and summarize them. Other members of the E.C. thanked B. Fisher for offering to be the liaison.

**d. Strategic Plan Progress Update**

J. Czysz shared the implementation matrix created to track progress on SRPC's Strategic Plan. She shared that her goal is to update this quarterly and in doing so highlight progress notes in future versions. E.C. members opined that the format worked well, and thanked J. Czysz for creating this document.

A discussion ensued about subsequent updates to the SRPC Strategic Plan. It was suggested that each E.C. member should review the strategic plan and the new quarterly updates to stay current and ensure progress.

**e. March Monthly Minors**

J. Czysz reviewed the minors.

There was a change to the Dover-Somersworth-Rochester NH Rte 108 - Complete Streets consistent with improvements under U-3 alternative where Inflation is being removed in 2022 preliminary engineering and construction phases.

The Statewide Paving Marking Annual Project was adjusted to align with anticipated needs, with no child projects being in the Strafford region.

And for the Rochester project to improve the intersection through Strafford Square at North Main and Washington Street at NH 202A, there was the removal of 2021 programmed preliminary engineering funds as the locally funded utility contract is delayed to spring 2021 construction. Utility upgrades are planned for 2021 season with the roundabout construction anticipated in 2022. This was held off because of easement issues and utility was halting the process.

M. Bobinsky gave an update on the Dover-Somersworth-Rochester NH Route 108 project, sharing that the contract in place with McFarland-Johnson used their funds in the planning phase and that the project is awaiting a new contract to be approved by Governor and Council. He added that it looks like the ROW portion of the project will happen in 2022, and that there is much progress on the corridor.

**f. Awards, Contracts, and General Business Update**

J. Czysz shared that she is beginning to plan for summer interns, and that staff are working on many grants and contracts in place.

She explained that a bigger conversation at SRPC in the last few months is the indirect rate. She reminded E.C. members that SRPC's indirect rate will now be under EDA. Herself and K. Foster are currently navigating this and are putting together a proposal for FY 22.

**4. Other Business**

There was no other business.

**5. Adjourn**

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

The meeting adjourned at 9:02 a.m.

Minutes Respectfully Submitted by  
Shayna Sylvia  
Communications and Outreach Planner

# SRPC FY 2021 Dashboard - March

For the April 16, 2021 Executive Committee Meeting

March 31, 2021	
FSB Checking Beginning Balance	\$55,993.88
Deposits	\$129,583.97
Payments	-\$94,342.57
Uncleared Transactions	\$2,616.82
<b>FSB Checking Ending Balance</b>	<b>\$93,852.10</b>

Accounts Receivable	<b>\$107,799.97</b>
FSB Savings Account	<b>\$51,591.39</b>

OVERSIGHT ACTIVITIES	
Line of Credit Activated?	No; extended through 12/21
Audit Status	Complete

BUDGET NARRATIVE	
<b>First Seacoast Bank Balance/Case on hand:</b>	1-2 months cash on hand
<b>Payables and Receivables</b>	Current; limited past due payments
<b>FY21 Working Budget:</b>	Reflects working budget; updates through mid-April

FUNDING SOURCES - WORKING BUDGET	
Due, Interest & Reimbursement	\$119,406
Metropolitan Planning Organization	\$584,183
State Agencies	\$237,910
Municipal & Nonprofit Agreements	\$180,187
Economic Development District	\$285,000
<b>Total Revenue</b>	<b>\$1,406,685</b>
<b>Pending Grant Applications</b>	<b>\$112,091</b>

EXPENSES - WORKING BUDGET	
Personnel	\$858,605
Equipment	\$46,256
Communications	\$7,212
Fixed Expenses	\$47,043
Miscellaneous Expenses	\$27,870
Contracted Work	\$349,537
Reserve Funds	\$26,000
<b>Total Expenses</b>	<b>\$1,362,523</b>



## STAFF PRESENTATIONS - ACTIVITIES MARCH

### Standing Committees and Appointments

Seacoast Stormwater Coalition (Jackson, Alaina)  
 COAST Board (Colin)  
 ACT Executive Committee (Colin)  
 HSIP Meeting (Colin)  
 TAC Committee meeting (Colin, Rachel, Jen)  
 NHPA Executive Committee Meeting (Kyle)  
 Farmington, Northwood and Nottingham Board Meetings as Staff (Kyle, James, and Stef) x 5  
 RPC Directors Meeting (Jen)  
 Strafford Public Health Advisory Committee (Nancy)  
 Resiliency Subcommittee Meeting (Stef, Jen)  
 CommuteSmart NH and CommuteSMART Seacoast (Shayna) x 2  
 CAW Summit Planning Subcommittee Meeting (Kyle)  
 Seacoast Workforce Housing Coalition Board of Directors (Jen)  
 NHPA Legislative Subcommittee (Jen)  
 NHARPC (Jen)  
 NHPA Subcommittee Meeting (Kyle)  
 Full CAW meeting, CAW Outreach Meeting, and CAW Talks (Kyle) x 3  
 NROC March Meeting (Alaina)  
 Greater Seacoast Workforce Housing Council Board of Directors (Jen)

### RPC Activity

Model Buffer Regulation Kickoff Meeting (Alaina, Kyle)  
 Regional Composting Call (Alaina)  
 Sunrise Lake SOAK Meeting (Alaina)  
 SRPC and INHCC Collaboration (Alaina, Nancy, Jen, Shayna, Colin)  
 Dover Planning and SRPC collaboration on PREPA grant (Alaina, Kyle)  
 CILUG Kickoff Meeting (Alaina, Jen, Kyle)  
 Great Bay Living Shorelines Phase 2 monthly meeting (Alaina, Kyle)  
 Meeting with Dover about mapping Arts and Culture Inventory (Jackson, Jen)  
 Somersworth Hazard Mitigation Plan Committee Meetings (James, Stephen)  
 Rollinsford Hazard Mitigation Plan Committee Meeting (Kyle, Stef)  
 NHDES Fellowship Advisory Team Meeting (Kyle)  
 National League of Cities Meeting (Kyle)  
 Durham Master Plan Project Team meeting (Kyle, Alaina)  
 Dover Electric Vehicle Subcommittee Meeting (Kyle)  
 Somersworth City Council Meeting (CHAT) (Jen)

### MPO Activity

CSNH Challenge Subcommittee (Shayna)  
 Transportation model/database kick-off w/ VHB (Jackson, Colin, Rachel, Jen)  
 Bike and Walk to Work day meeting (Colin, Stef)  
 Trail Passport meeting (Colin, Stef, Jackson)

### EDD Activity

Seacoast Economy Calls (James, Jen, Natalie, Nancy)  
 SBA Webinar Wednesday's (Natalie)

CONTINUED ON BACK

## WEB AND SOCIAL MEDIA STATISTICS



### Strafford.org

Sessions 1600 (500)  
 Users 1200 (410)



### Constant Contact

Subscribers 7219 (0)  
 Avg. Open Rate 0.22 (-0.02)



### Facebook

Posts 6 (-2)  
 Reach 199 (-223)  
 Engagement 14 (-20)



### Twitter

Tweets 1 (-3)  
 Profile Visits 34 (-21)  
 Impressions 590 (-386)  
 Followers 285 (-1)  
 Mentions 3 (1)



### Instagram

Followers 1 (-2)  
 Posts 15 (-12)  
 Reach 70 (-113)  
 Engagement 168 (4)



### ArcGIS

Open Data 586 (-165)  
 Portal Views  
 Tax Parcel 859 (157)  
 Viewer Views

## STAFF PRESENTATIONS - ACTIVITIES MARCH

### **EDD Activity cont.**

Bi-Weekly Call with BEA Commissioner Caswell (James, Natalie )  
Met w/ business to discuss relocation within SRPC region (James)  
EMM USDA Grant Prep Meetings (Shayna)  
REDC CEDS committee meeting (James)  
SOM National Guard Re-use Committee Brownfields presentation (James)  
SWRPC CDBG mentorship meeting (Jen, James)  
CDFA Grant Management system update (Jen, James)  
MightySmall handoff meeting with Emmett Soldati (Natalie, Rachel, James)  
Business Technical Assistance Meetings with Center for Women & Enterprises (Natalie )  
Business technical Assistance Meetings with UNH CEPS (Natalie )  
Non-Profits Technical Assistance Meeting with GoodWorks Seacoast (Natalie )  
OSI Housing Roundtable (Natalie )  
SBDC Business Support Expansion Meeting (Natalie)  
SBDC Language and Translation Services Meeting (Natalie )  
NBRC admin meeting with Sanbornville Water Precinct (Jen, James)  
CDFA Consolidated Plan webinar (James) EMM USDA Grant Prep Meetings (Shayna)

### **Staff Development & Trainings**

Virtual Local Solutions: Climate Preparedness Communities of Practice for Transportation (Alaina)

BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



NEW DURHAM  
NEWMARKET  
NORTHWOOD  
NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

**DATE:** April 13, 2021  
**TO:** Executive Committee Members  
**FROM:** Jen Czysz, Executive Director  
**RE:** Director's Report for the April 16, 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 March Financials**

*Balance Sheet:* Bank balances are very healthy compared to this time last year. As far as assets, we are looking like we will go into FY2022 in a more comfortable position than years prior. On the liability side, we saw a notable impact in deferred vacations at the end of FY2020 that resulted in an increase in accrued vacation leave. We may see a similar trend again this year. Staff have been encouraged to take leave time and with vaccinations many are planning time off this summer, including before the close of FY2021.

*Aging Summary:* We are in an excellent position. Virtually everything is current. There is just under \$10,000 31+ days payable, of these there are no concerns. The EDA payment is anticipated by next week and the DES payments can sometimes take a few extra weeks to process.

*Profit and Loss:* March was a strong month, ending with just over a \$23,000 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 52,586 half of which is attributed to unexpended dues funds the balance unexpended indirect expenses/purchases.

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

We would like to confirm any remaining E.C. members intentions to renew their position on the committee and discuss potential chair nominee(s). Under the bylaws the E.C. can vote among the elected officers to fill any vacancies that occur between annual elections.

As requested at the last meeting, responsibilities of the chair are outlined here.

From the [SRPC Bylaws](#) the duties of the chair include: The Chair shall call and preside at meetings of the Commission and the Executive Committee; shall create and discharge standing committees and special committees; shall serve as a non-voting member ex officio of all committees, voting only in case of a tie; and shall perform other duties customary to the office.

The chair may also from time to time:

- Fill in for the secretary/treasurer, if needed, to review financial documents, sign checks, and certify contracting authority of the director
- Provide general guidance and advice to the director as needed on Executive Committee business items and administration

On an emergency basis the chair may need to activate the Emergency Succession Plan to ensure continuity of operations. There are staff identified and trained to assume the role of emergency interim director.

The Executive Committee, together, is responsible for:

- Become familiar with the Commission's finance and resource needs.
- Understand the policies and procedures of the Commission.
- Attend and participate in meetings on a regular basis.
- Oversee the administration of the Commission.
- Hire and supervise the Executive Director.
- Adopt personnel policies.
- Monitor fiscal matters and accept monthly financial statements and annual audit.
- Recommend to the Commission an annual budget and any necessary amendments.
- Authorize all capital expenditures in excess of executing contracts.
- Strive to ensure that work products are in accordance with policies of the Commission.
- Help communicate and promote the mission and programs of the Commission to the region.
- Other duties as may be deemed appropriate by the Commission.

These can be found in the [Commissioner Handbook](#) that outlines Commissioner and Executive Committee Position Description and Expectations.

### **3b. Draft FY2022 Budget**

The draft budget is fairly firm at this point. Subsequent anticipated changes include adjustments to reflect updated carry forward budget amounts from multi-year contracts and confirmation of any new programs/awards. Expenses have been constrained to correspond to our proposed indirect cost rate for FY2022.

Highlighted changes between current FY2021 and proposed FY2022 revenues:

- Placeholders of \$1 for common tax map update contracts
- Minor adjustments to multi-year contracts to reflect programed scopes of work and timelines
- A full year of both the EDA Planning Grant (9 months in FY21) and CARES Act (8 months in FY21)
- Sunsetting of terminating grants and addition of new awards – particularly under the State Agreements
- Addition of an anticipated 6 more hazard mitigation plan updates
- UPWP funds, a 2 year contract were high in FY2021 (>50% of the contract), FY2022 represents approximately 50% of funds

Highlighted changes between current FY2021 and proposed FY2022 expenses:

- Salaries include additional staffing above and beyond FY21 – notable increases:
  - economic recovery coordinator started in November 2021 and will be on staff for 12 months in FY2022 (up from 7 mos in FY2021)

- new office manager position budgeted at 30 hours a week, prorated benefits eligible
- new economic development intern, full time during breaks and 16 hrs/wk during academic year
- Other personnel items such as payroll taxes, insurances, retirement, increase proportionately with the addition of staff
- Phone system – addition of a cell phone plan for the economic recovery coordinator (remote, direct technical assistance to businesses and municipalities)
- Printing – moved to digital production of the annual report
- Audit – anticipate adding a single audit to services
- Legal – plan for update of Employee Handbook in FY2022, and generally good to have funds reserved for this purpose, previously cut due to budget shortfalls
- Office Expense – in FY2021 we provided employees a \$25 stipend per pay period for use of personal cell phones and internet for office purposes, this is budgeted for the first 6 months of FY2022 anticipating a return to the office
- Travel – reduced significantly as the van will be used in lieu of personal vehicle mileage reimbursements
- HealthTrust Employee Health Rewards – SRPC participates in this employee program offered, and funded by HealthTrust
- Financial Services – reduced to reflect Kathy’s current schedule and billing rates
- IT Services – Increased to budget for a new contract and migration to a cloud server
- All other Outsourced Contract – adjusted to reflect work program scopes and timelines

**3c. FY2022 Health Plans**

HealthTrust has revisited rates set for plans that renew on July 1<sup>st</sup> bringing our anticipated rate increase down from 9% to 6.2%. The draft budget for FY2022 supports retaining the same plan offerings as FY2021, even with the 6.2% increase. There is no projected increase to dental plans. The plan comparisons with employer/employee shares are included in your packet.

**3d. Executive Director Review Procedures**

You will be receiving a separate email from me with a link to the evaluation survey and a doodle poll to schedule a separate, non-public review meeting.

**3f. Awards, Contracts and General Business Update**

COVID-19: All staff are currently working remotely given the once again 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.

Next steps include office configuration for field staff to return to in person work for the summer. Following which we will need to institute some other configuration changes. With the addition of summer interns, we do not have enough desks for all staff. There is significant interest in using the COVID office return planning to establish more regular telecommuting schedules and a shared desk set up. This will require some basic furniture and computer peripheral purchases.

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

Annual renewals: UPWP, Target Block Grant and Coastal Technical Assistance have all been prepared and pending contract execution.

Contracts Recently Fully Executed:

- National Fish and Wildlife Foundation: Great Bay Living Shorelines (approved by G&C)
- Somersworth Tax Map Updates

Awarded Pending Contract:

- CDBG-CV: Strafford CAP Homeless Shelter
- NHDES Local Source Water Protection: MS4 support for Rollinsford and Milton
- FTA 5305e COAST bus stop accessibility study (not funded) and Regional Coordination Plan update (funded)
- Strafford contract planner services

Recently Submitted and Pending Decision:

- NHDES Coastal Program Project of Special Merit
- PREPA updates to New Durham’s shoreland ordinances/regulations
- PREPA updates to Dover’s Wetland Protection District
- AARP supplemental funding to extend CHAT outreach efforts

In Development:

- Lee annual tax map updates
- Farmington annual tax map updates

Dues: Dues expenditures to date are summarized below.

FY2021 YTD as of end of March 2021	
<b>Income:</b>	
Billable Mapping Services	\$0.00
FY20 Dues Paid	\$88,847.03
<b>Total Income</b>	<b>\$88,847.03</b>

<b>Expenses:</b>	
Vehicle Expenses	\$5,357.06
Planning Salaries	\$5,154.61
Dues and Subscriptions	\$76.56
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	\$6,597.90
<b>Total SRPC Expenses</b>	<b>\$16,855.22</b>

<b>Cash Match:</b>	
UPWP	\$35,865.20
EDA	\$8,186.38
Coastal	\$1,521.63
<b>Total Cash Match</b>	<b>\$45,573.21</b>

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

<b>Total Expenses</b>	<b>\$62,901.24</b>
<b>Annual Dues Remaining</b>	<b>\$25,945.79</b>

Indirect Rate: SRPC’s approved indirect rate (fringe benefits, plus overhead) for FY 2020-2021 is 128% as approved by NH DOT. SRPC has a negotiated predetermined rate, meaning there is no requirement to



“settle up” at the end of the fiscal year, nor an opportunity to be reimbursed if we exceed our approved rate. The negotiated rate is based on the net of all programs that do not have indirect cost rate restrictions. The average FY2021 rate, across all programs, is 110% at the end of March. Preliminary projection has year-end at approximately 117% based on the current working budget.

Our indirect cost rate proposal for FY 2022 has been submitted to EDA. We will likely be requesting a “fixed carry forward” rate of 111%. 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.

**NEXT MEETING May 21, 2021, 8 AM, scheduled to be a call or “Zoom” in.**

### Status of Grant Applications and Project Proposals

Title	Funder	Funding Year(s)	Award \$	Dues Match \$	Application Status	Contract Status	Description/Notes
Great Bay Living Shorelines	NFWF	FY2021-2022	\$30,000		awarded	Complete (approved by G&C)	DES Coastal is the applicant. Create a pipeline of living shoreline erosion management and asset protection projects that enhance resilience of salt marsh habitat and coastal community assets and avoid future hard shoreline stabilization in Dover, Durham, and Newmarket along the Great Bay Estuary. SRPC will assist with community planning, site assessments and community engagement activities.
Tax Map Updates	Somersworth	FY2021-2022	\$4,415		awarded	complete	Complete several years of tax map updates, layout new maps
COVID Decompression Homeless Shelter	CDFA CDBG-CV	FY2020-2021	\$21,150		awarded	pending	Grant writing and administration for Strafford County and CAPSC application to provide homeless shelter operations and services (\$471,000 to sheltering)
Local Source Water Protection	NHDES	FY2021-2022	\$19,000		awarded	pending	MS4 stormwater regulations, outreach and drinking water asset mapping for ROL and MIL
FTA 5305e Transit Planning	NHDOT	FY2022-2023	\$16,658	\$1,851	awarded	pending	COAST <del>Transit Access Study and</del> Coordinated Plan update
Contract Planner Services	Strafford	FY2021-2022	\$35,000		awarded	pending	Planning Board Technical Assistance: Plan reviews, meeting assistance, etc.
Project of Special Merit	NOAA/NHDES	FY2022-2023	\$20,000		submitted	pending	Support local technical assistance mini-grants to promote adoption of increased flood protections
2020 PREPA Grants-NDU	PREP	FY2021-2022	\$10,000		submitted	pending	Update shoreland requirements to increase buffer regulations for buildings, septic, and impermeable surfaces on 1st-4th order streams to 100' in the Water Quality Protection Overlay District, the Aquifer Overlay District, and the Open Space Conservation Subdivision ordinance.
2020 PREPA Grants-DOV	PREP	FY2021-2022	\$5,433		submitted	pending	Amending the Wetland Protection District (WPD) to strengthen the existing buffer standards and build consistency among all of Dover's regulations with buffer requirements.
Supplemental CHAT Outreach	AARP	FY2022	\$6,000		submitted	pending	art installation or additional community visits, still in concept development phase
Tax Map Updates	Lee	FY2021-2022	TBD		In development	-	Annual update of the town's tax maps.
Tax Map Updates	Farmington	FY2021-2022	TBD		In development	-	Annual update of the town's tax maps.

Updates since last meeting

**Strafford Regional Planning Commission**  
**Balance Sheet**  
As of March 31, 2021

DRAFT

	Mar 31, 21	Mar 31, 20	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
FSB Checking	81,097.69	38,185.58	42,912.11
FSB Savings	51,591.39	16,111.14	35,480.25
<b>Total Checking/Savings</b>	132,689.08	54,296.72	78,392.36 <sup>1</sup>
<b>Accounts Receivable</b>			
Accounts Receivable	107,799.97	99,925.34	7,874.63
<b>Total Accounts Receivable</b>	107,799.97	99,925.34	7,874.63 <sup>2</sup>
<b>Other Current Assets</b>			
<b>Prepaid Expenses</b>			
Prepaid Website Expenses	194.12	295.40	-101.28
Prepaid Dues and Subscriptions	2,073.92	2,665.91	-591.99
Prepaid training	600.00	600.00	0.00
Prepaid Expenses - Other	421.50	0.00	421.50
<b>Total Prepaid Expenses</b>	3,289.54	3,561.31	-271.77
Prepaid software support	3,953.44	4,360.13	-406.69
Undeposited Funds	2,683.86	0.00	2,683.86 <sup>3</sup>
<b>Total Other Current Assets</b>	9,926.84	7,921.44	2,005.40
<b>Total Current Assets</b>	250,415.89	162,143.50	88,272.39
<b>Fixed Assets</b>			
<b>Vehicles</b>			
Vehicle Accumulated Depreciatio	-4,779.73	0.00	-4,779.73
Ford Transit	22,943.35	0.00	22,943.35
<b>Total Vehicles</b>	18,163.62	0.00	18,163.62
<b>Property and Equipment</b>			
Accumulated Depreciation	-15,745.44	-15,745.44	0.00
<b>Equipment Purchase</b>			
Lenova Think Server	3,983.04	3,983.04	0.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
<b>Total Equipment Purchase</b>	15,745.44	15,745.44	0.00
<b>Total Property and Equipment</b>	0.00	0.00	0.00
<b>Total Fixed Assets</b>	18,163.62	0.00	18,163.62
<b>TOTAL ASSETS</b>	<b>268,579.51</b>	<b>162,143.50</b>	<b>106,436.01</b>
<b>LIABILITIES &amp; EQUITY</b>			

**Strafford Regional Planning Commission**  
**Balance Sheet**  
As of March 31, 2021

DRAFT

	Mar 31, 21	Mar 31, 20	\$ Change
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
FSB Credit Card	17.99	929.25	-911.26
<b>Total Credit Cards</b>	17.99	929.25	-911.26
<b>Other Current Liabilities</b>			
FY21 Dues in Advance	29,615.67	0.00	29,615.67
<b>Benefits payable</b>			
Simple IRA payable	48.00	48.00	0.00
<b>Total Benefits payable</b>	48.00	48.00	0.00
Contract Revenue In Advance	-253.72	185.17	-438.89 <sup>4</sup>
FY20 Dues in Advance	0.00	28,773.17	-28,773.17
<b>Payroll Liabilities</b>			
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	2,134.04	2,609.63	-475.59
<b>Total Payroll Liabilities</b>	2,206.75	2,640.02	-433.27
<b>Total Other Current Liabilities</b>	31,616.70	31,646.36	-29.66
<b>Total Current Liabilities</b>	31,634.69	32,575.61	-940.92
<b>Long Term Liabilities</b>			
Lease Payable - Ford Motor Cred	15,158.51	0.00	15,158.51 <sup>5</sup>
<b>Accrued expenses</b>			
Accrued Payroll	31,349.33	21,136.80	10,212.53
Accrued Vacation	32,697.38	22,216.21	10,481.17
Annual Audit Accrual	10,702.50	10,827.50	-125.00
<b>Total Accrued expenses</b>	74,749.21	54,180.51	20,568.70 <sup>6</sup>
<b>Total Long Term Liabilities</b>	89,907.72	54,180.51	35,727.21
<b>Total Liabilities</b>	121,542.41	86,756.12	34,786.29
<b>Equity</b>			
Retained Earnings	96,094.51	45,213.16	50,881.35 <sup>7</sup>
Net Income	50,942.59	30,174.22	20,768.37
<b>Total Equity</b>	147,037.10	75,387.38	71,649.72
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>268,579.51</b>	<b>162,143.50</b>	<b>106,436.01</b>

**Stafford Regional Planning Commission**  
**Balance Sheet**  
**As of March 31, 2021**

DRAFT

1. Cash: Dues and Fund Advances (NHCHF and GSCH) are being deposited to the Savings account, when received. The Dues amount recognized as income each month, and the amounts billed monthly for NHCHF and GSCH up to the amount received in advance, are being transferred to the Checking account at the beginning of each month. The monthly dues amount is \$9,871.89.
2. Accounts Receivable: See the Accounts Receivable Summary report for other Accounts Receivable comments.
3. Undeposited Funds: Amounts received from contracts that have not been deposited to the bank yet.
4. Contract Revenue in Advance: Funds remaining in current fiscal year – GSCH Creating Age Friendly Communities \$2008.97, NHCHF Promoting Outdoor Play -\$2262.69. The NHCHF amount will be reimbursed with the next advance payment of \$20,000 prior to July 2021 for the last fiscal year of the contract.
5. Lease Payable: This is the principal amount due for the lease to own Ford Transit Connect.
6. Accrued Expenses: These amounts are adjusted at year-end and have been carried forward from the 6/30/20 adjusting entries to reflect wages paid in FY21 worked in FY20 and vacation hours accrued by staff at 6/30/20. The annual audit accrual is the FY21 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.
7. Retained Earnings: Cumulative posting of net income from all prior years.

**Strafford Regional Planning Commission  
A/R Aging Summary  
As of March 31, 2021**

*DRAFT*

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
<b>3300 City of Dover</b>						
3302 Dover Resilience Grant	0.00	0.00	338.74	0.00	0.00	338.74
3303 Dover Equity	949.00	0.00	0.00	0.00	0.00	949.00
<b>Total 3300 City of Dover</b>	949.00	0.00	338.74	0.00	0.00	1,287.74
<b>2000 LTA (Local Technical Assistance)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>3400 Town of Durham</b>						
3403 Durham Groundwater Modeling	3,935.88	0.00	0.00	0.00	0.00	3,935.88
<b>Total 3400 Town of Durham</b>	3,935.88	0.00	0.00	0.00	0.00	3,935.88
<b>3500 Town of Farmington</b>						
3501 FAR Circuit Rider	3,371.45	0.00	0.00	0.00	0.00	3,371.45
<b>Total 3500 Town of Farmington</b>	3,371.45	0.00	0.00	0.00	0.00	3,371.45
<b>4000 Town of New Durham</b>						
4002 New Durham RSMS	774.77	0.00	0.00	0.00	0.00	774.77
<b>Total 4000 Town of New Durham</b>	774.77	0.00	0.00	0.00	0.00	774.77
<b>4200 Town of Northwood</b>						
4201 NOR Circuit Rider	3,316.25	0.00	0.00	0.00	0.00	3,316.25
<b>Total 4200 Town of Northwood</b>	3,316.25	0.00	0.00	0.00	0.00	3,316.25
<b>4300 Town of Nottingham</b>						
4301 NOT Circuit Rider	3,001.25	0.00	0.00	0.00	0.00	3,001.25
<b>Total 4300 Town of Nottingham</b>	3,001.25	0.00	0.00	0.00	0.00	3,001.25
<b>4400 City of Rochester</b>						
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 4400 City of Rochester</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>5030 NRPC</b>						
5031 NRPC GeoData Portal Project	2,525.00	0.00	0.00	0.00	0.00	2,525.00
<b>Total 5030 NRPC</b>	2,525.00	0.00	0.00	0.00	0.00	2,525.00
<b>5310 Lamprey River LAC</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>6100 NH DES</b>						
6101 Coastal 2021	226.28	0.00	3,778.28	0.00	0.00	4,004.56
6302 RPC Local Source Water 2021	2,350.00	0.00	600.00	0.00	0.00	2,950.00
<b>Total 6100 NH DES</b>	2,576.28	0.00	4,378.28	0.00	0.00	6,954.56
<b>6500 DEPT OF SAFETY (OEM)</b>						
6501 PDM19 BAR NDU ROL SOM	1,749.98	0.00	0.00	0.00	0.00	1,749.98
<b>Total 6500 DEPT OF SAFETY (OEM)</b>	1,749.98	0.00	0.00	0.00	0.00	1,749.98
<b>7000 ECONOMIC DEVELOPMENT ADMINISTRATION</b>						
7001 EDA FY21	6,134.18	0.00	5,074.96	0.00	0.00	11,209.14

**Strafford Regional Planning Commission  
A/R Aging Summary  
As of March 31, 2021**

DRAFT

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
<b>7002 EDA CARES</b>	14,419.25	0.00	0.00	0.00	0.00	14,419.25
<b>Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION</b>	20,553.43	0.00	5,074.96	0.00	0.00	25,628.39
<b>7100 EPA</b>						
7110 Brownfields 2019-2022	5,076.09	0.00	0.00	0.00	0.00	5,076.09
<b>Total 7100 EPA</b>	5,076.09	0.00	0.00	0.00	0.00	5,076.09
<b>8000 DOT UPWP</b>	50,178.61	0.00	0.00	0.00	0.00	50,178.61
<b>DOT_UPWP 2010-2011</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>98,007.99</b>	<b>0.00</b>	<b>9,791.98</b>	<b>0.00</b>	<b>0.00</b>	<b>107,799.97</b>

3:16 PM

04/13/21

**Strafford Regional Planning Commission**  
**A/R Aging Summary**  
As of March 31, 2021

**DRAFT**

- 
1. EPA Brownfields \$5076.09, received in April.
-



**Strafford Regional Planning Commission  
Profit & Loss  
March 2021**

**DRAFT**

	Mar 21	Mar 20	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>SRPC Membership Dues</b>	9,871.89	9,656.34	215.55
<b>SRPC Revenue</b>			
<b>Municipal and NonProfit Revenue</b>			
NDU RSMS	774.77	0.00	774.77
NRPC Geodata Portal	2,525.00	0.00	2,525.00
GSCH - Tufts	4,335.82	0.00	4,335.82
DUR Trail Mapping	0.00	0.00	0.00
REDC Visioning	0.00	1,500.00	-1,500.00
DOV Recreation MP Chapter	0.00	1,084.05	-1,084.05
FAR Circuit Rider	3,371.45	3,923.38	-551.93
GIS Projects	0.00	75.00	-75.00
NHCHF	1,686.31	0.00	1,686.31
Northwood Planning Services	3,316.25	2,537.05	779.20
NOT Circuit Rider	3,001.25	1,997.00	1,004.25
<b>Total Municipal and NonProfit Revenue</b>	19,010.85	11,116.48	7,894.37
<b>Total SRPC Revenue</b>	19,010.85	11,116.48	7,894.37
<b>Economic Development Revenue</b>			
EDA CARES	14,419.25	0.00	14,419.25
EDD Partnership Planning	15,755.59	21,450.37	-5,694.78
EPA Brownfields	5,076.09	0.00	5,076.09
<b>Total Economic Development Revenue</b>	35,250.93	21,450.37	13,800.56
<b>State Award Revenue</b>			
NHDES			
DOV Equity	949.00	0.00	949.00
RPC Water Buffers	2,350.00	0.00	2,350.00
Coastal	2,509.83	2,724.02	-214.19
Durham Groundwater Modeling	3,935.88	0.00	3,935.88
Local Source Water	0.00	1,500.00	-1,500.00
PSM18	0.00	457.18	-457.18
<b>Total NHDES</b>	9,744.71	4,681.20	5,063.51
OEM Haz Mit			
PDM	2,333.31	375.00	1,958.31
<b>Total OEM Haz Mit</b>	2,333.31	375.00	1,958.31
OEP Targeted Block	0.00	4,426.29	-4,426.29
<b>Total State Award Revenue</b>	12,078.02	9,482.49	2,595.53
<b>MPO Revenue</b>			
NH DOT			
UPWP	55,754.01	35,178.65	20,575.36
<b>Total NH DOT</b>	55,754.01	35,178.65	20,575.36
<b>Total MPO Revenue</b>	55,754.01	35,178.65	20,575.36
<b>Contra Income Cash Match</b>			
Coastal Cash Match	-1,521.63	0.00	-1,521.63

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**March 2021**

DRAFT

	Mar 21	Mar 20	\$ Change
<b>DOT Cash Match</b>			
NDU RSMS Match	-774.77	0.00	-774.77
DOT Cash Match - Other	-4,800.63	-3,517.86	-1,282.77
<b>Total DOT Cash Match</b>	-5,575.40	-3,517.86	-2,057.54
<b>EDD Cash Match</b>	-1,314.73	-1,848.70	533.97
<b>Total Contra Income Cash Match</b>	-8,411.76	-5,366.56	-3,045.20
<b>Contra Income InKind/Soft Match</b>			
In-Kind Coastal Match	-761.92	-872.60	110.68
In-Kind EDD Match	-8,306.68	-10,976.15	2,669.47
In-Kind HazMit Match	-583.33	0.00	-583.33
<b>Total Contra Income InKind/Soft Match</b>	-9,651.93	-11,848.75	2,196.82
<b>Contract Overage</b>	0.00	-17.49	17.49
<b>Total Income</b>	113,902.01	69,651.53	44,250.48
<b>Gross Profit</b>	113,902.01	69,651.53	44,250.48
<b>Expense</b>			
<b>Personnel Expenses</b>			
Salary and Wages	52,973.27	39,927.10	13,046.17
<b>Payroll Expenses</b>			
FSA Fees	2.75	0.00	2.75
Dental insurance expense	416.20	284.76	131.44
Health insurance expense	6,890.32	4,256.60	2,633.72
Life Insurance expense	93.33	86.00	7.33
LTD Insurance expense	55.74	47.84	7.90
STD Insurance expense	209.80	135.32	74.48
Payroll Processing Fees	187.00	174.00	13.00
Pension expense	1,592.20	1,165.06	427.14
Unemployment expense	168.59	-121.28	289.87
Workers Compensation	159.09	159.09	0.00
<b>Payroll Taxes</b>			
Medicare Expense	746.87	572.61	174.26
Social Security expense	3,193.52	2,448.41	745.11
Payroll Taxes - Other	-0.01	-0.02	0.01
<b>Total Payroll Taxes</b>	3,940.38	3,021.00	919.38
<b>Total Payroll Expenses</b>	13,715.40	9,208.39	4,507.01
<b>Dues and Subscriptions</b>	333.91	357.52	-23.61
<b>Total Personnel Expenses</b>	67,022.58	49,493.01	17,529.57
<b>Equipment expense</b>			
Copier Maintenance Contract	319.85	319.85	0.00
Office furniture			
Computer equipment	0.00	109.99	-109.99
<b>Total Office furniture</b>	0.00	109.99	-109.99
<b>Software expense</b>			

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**March 2021**

DRAFT

04/13/21

Accrual Basis

	Mar 21	Mar 20	\$ Change
ArcInfo/View software	400.00	400.00	0.00
<b>Office Software</b>			
Timesheet Software	116.00	0.00	116.00
Zoom	0.00	149.90	-149.90
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	162.50	137.50	25.00
<b>Total Office Software</b>	<b>517.38</b>	<b>431.98</b>	<b>85.40</b>
<b>Total Software expense</b>	<b>917.38</b>	<b>831.98</b>	<b>85.40</b>
<b>Total Equipment expense</b>	<b>1,237.23</b>	<b>1,261.82</b>	<b>-24.59</b>
<b>Fixed Expenses</b>			
<b>Insurance</b>			
Liability Insurance	480.42	458.84	21.58
<b>Total Insurance</b>	480.42	458.84	21.58
<b>Rent</b>	2,500.00	2,500.00	0.00
<b>Vehicle Expenses</b>			
Depreciation Expense	477.99	0.00	477.99
Vehicle Interest	74.24	0.00	74.24
<b>Total Vehicle Expenses</b>	552.23	0.00	552.23
<b>Total Fixed Expenses</b>	<b>3,532.65</b>	<b>2,958.84</b>	<b>573.81</b>
<b>Communications</b>			
Postage and Delivery	17.99	17.99	0.00
Telephone and Internet	288.06	280.53	7.53
<b>Website maintenance and updates</b>			
Website and logo design	8.44	284.07	-275.63
Website maintenance and updates - Other	89.87	24.99	64.88
<b>Total Website maintenance and updates</b>	98.31	309.06	-210.75
<b>Total Communications</b>	<b>404.36</b>	<b>607.58</b>	<b>-203.22</b>
<b>Administrative</b>			
Office Expense	627.44	110.80	516.64
Office Supplies			
Plotter Ink and Supplies	0.00	302.50	-302.50
Office Supplies - Other	101.98	66.78	35.20
<b>Total Office Supplies</b>	101.98	369.28	-267.30
<b>Printing and Reproduction</b>	-60.00	0.00	-60.00
<b>Professional Fees</b>			
Accounting, Audit	902.50	902.50	0.00
<b>Total Professional Fees</b>	902.50	902.50	0.00
<b>Travel &amp; Ent</b>			
Travel	25.20	295.50	-270.30

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**March 2021**

DRAFT

	Mar 21	Mar 20	\$ Change
Total Travel & Ent	25.20	295.50	-270.30
Total Administrative	1,597.12	1,678.08	-80.96
Contract Labor			
Financial Services	3,510.00	1,550.00	1,960.00 <sup>2</sup>
IT and Network support	270.00	270.00	0.00
Pass Through Expense			
Sunrise Lake Subcontract	5,007.88	0.00	5,007.88
DUR Groundwater Consultant	3,380.00	0.00	3,380.00
EPA Brownfields Consultants	4,778.55	0.00	4,778.55
Total Pass Through Expense	13,166.43	0.00	13,166.43 <sup>3</sup>
Total Contract Labor	16,946.43	1,820.00	15,126.43
Total Expense	90,740.37	57,819.33	32,921.04
Net Ordinary Income	23,161.64	11,832.20	11,329.44
Other Income/Expense			
Other Income			
Interest Income	7.83	17.81	-9.98
Total Other Income	7.83	17.81	-9.98
Net Other Income	7.83	17.81	-9.98
Net Income	<b>23,169.47</b>	<b>11,850.01</b>	<b>11,319.46</b>

3:18 PM

04/13/21

Accrual Basis

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**March 2021**

DRAFT

- 
1. Personnel 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. There were 6 people on the health insurance plan in the previous fiscal year. There are 8 people using the coverage for the current fiscal year.

---

  2. Financial Services: Due to the initial COVID shut down, my hours were limited for the month of March in the prior fiscal year.

---

  3. Pass Through Expense: Impacted by COVID shut down in the prior fiscal year.

---

**Strafford Regional Planning Commission**  
**Income by Customer**  
**March 2021**

DRAFT

Date	Name	Memo	Amount
<b>3300 City of Dover</b>			
<b>3303 Dover Equity</b>			
03/31/2021	3300 City of Do...	Dover Equity Progress Billing - March 2021	949.00
Total 3303 Dover Equity			949.00
Total 3300 City of Dover			949.00
<b>2000 LTA (Local Technical Assistance)</b>			
03/01/2021	2000 LTA (Local...	Dues 137284.46, LESS NOT, MIL, LEE, BRK, NOR REDUCTION=118462.70=98...	9,871.89
Total 2000 LTA (Local Technical Assistance)			9,871.89
<b>3400 Town of Durham</b>			
<b>3403 Durham Groundwater Modeling</b>			
03/31/2021	3400 Town of D...	Progress Billing Durham Groundwater - March 2021	3,935.88
Total 3403 Durham Groundwater Modeling			3,935.88
Total 3400 Town of Durham			3,935.88
<b>3500 Town of Farmington</b>			
<b>3501 FAR Circuit Rider</b>			
03/31/2021	3500 Town of F...	Progress Billing - Farmington Circuit Rider - March 2021	3,371.45
Total 3501 FAR Circuit Rider			3,371.45
Total 3500 Town of Farmington			3,371.45
<b>4000 Town of New Durham</b>			
<b>4002 New Durham RSMS</b>			
03/31/2021	4000 Town of N...	Progress Billing - New Durham RSMS - March 2021	774.77
Total 4002 New Durham RSMS			774.77
Total 4000 Town of New Durham			774.77
<b>4200 Town of Northwood</b>			
<b>4201 NOR Circuit Rider</b>			
03/31/2021	4200 Town of N...	Progress Billing - Northwood Circuit Rider - March 2021	3,316.25
Total 4201 NOR Circuit Rider			3,316.25
Total 4200 Town of Northwood			3,316.25
<b>4300 Town of Nottingham</b>			
<b>4301 NOT Circuit Rider</b>			
03/31/2021	4300 Town of N...	Progress Billing - Nottingham Circuit Rider - March 2021	3,001.25
Total 4301 NOT Circuit Rider			3,001.25

**Strafford Regional Planning Commission**  
**Income by Customer**  
**March 2021**

DRAFT

04/13/21

Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total 4300 Town of Nottingham			3,001.25
<b>5030 NRPC</b>			
<b>5031 NRPC GeoData Portal Project</b>			
03/31/2021	5030 NRPC:503...	Progress Billing - NRPC GeoData Portal - Invoice #2	2,525.00
Total 5031 NRPC GeoData Portal Project			2,525.00
Total 5030 NRPC			2,525.00
<b>5100 NHCHF</b>			
<b>5101 NHCHF Promoting Outdoor Play</b>			
03/31/2021	5100 NHCHF:5...	Progress Billing - Promoting Outdoor Play - March 2021	1,686.31
Total 5101 NHCHF Promoting Outdoor Play			1,686.31
Total 5100 NHCHF			1,686.31
<b>5150 GSCH</b>			
<b>5151 Creating Age Friendly Communities</b>			
03/31/2021	5150 GSCH:515...	Progress Billing - GSCH - March 2021	4,335.82
Total 5151 Creating Age Friendly Communities			4,335.82
Total 5150 GSCH			4,335.82
<b>6100 NH DES</b>			
<b>6101 Coastal 2021</b>			
03/31/2021	6100 NH DES:6...	Coastal 2021 Progress Billing - March 2021	2,509.83
03/31/2021	6100 NH DES:6...	In Kind match for Coastal grant	-761.92
03/31/2021	6100 NH DES:6...	Cash Match - SRPC	-1,521.63
Total 6101 Coastal 2021			226.28
<b>6302 RPC Local Source Water 2021</b>			
03/31/2021	6100 NH DES:6...	RPC Water Buffers - Progress Billing - March 2021	2,350.00
Total 6302 RPC Local Source Water 2021			2,350.00
Total 6100 NH DES			2,576.28
<b>6500 DEPT OF SAFETY (OEM)</b>			
<b>6501 PDM19 BAR NDU ROL SOM</b>			
03/31/2021	6500 DEPT OF ...	Progress Billing - PDM19 - March 2021	2,333.31
03/31/2021	6500 DEPT OF ...	In Kind Match for Hazard Mitigation contracts	-583.33
Total 6501 PDM19 BAR NDU ROL SOM			1,749.98
Total 6500 DEPT OF SAFETY (OEM)			1,749.98
<b>7000 ECONOMIC DEVELOPMENT ADMINISTRATION</b>			
<b>7001 EDA FY21</b>			

3:19 PM

04/13/21

Accrual Basis

**Stafford Regional Planning Commission  
Income by Customer  
March 2021**

*DRAFT*

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
03/31/2021	7000 ECONOMI...	Progress Billing - EDA Technical Grant - March 2021	15,755.59
03/31/2021	7000 ECONOMI...	In Kind Match March 2021	-8,306.68
03/31/2021	7000 ECONOMI...	Cash Match March 2021	-1,314.73
Total 7001 EDA FY21			6,134.18
<b>7002 EDA CARES</b>			
03/31/2021	7000 ECONOMI...	EDA CARES - Project 01-69-15047 - Progress Billing - March 2021	14,419.25
Total 7002 EDA CARES			14,419.25
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			20,553.43
<b>7100 EPA</b>			
<b>7110 Brownfields 2019-2022</b>			
03/31/2021	7100 EPA:7110 ...	Progress Billing - Brownfields - March 2021	5,076.09
Total 7110 Brownfields 2019-2022			5,076.09
Total 7100 EPA			5,076.09
<b>8000 DOT UPWP</b>			
03/31/2021	8000 DOT UPWP	Progress Billing - UPWP - March 2021	55,754.01
03/31/2021	8000 DOT UPWP	New Durham Cash Match	-774.77
03/31/2021	8000 DOT UPWP	SRPC Cash Match	-4,800.63
Total 8000 DOT UPWP			50,178.61
<b>TOTAL</b>			<b>113,902.01</b>



**Strafford Regional Planning Commission  
Profit & Loss Budget vs. Actual  
July 2020 through March 2021**

*DRAFT*

	Jul '20 - Mar 21	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
SRPC Membership Dues	88,847.03		
SRPC Revenue		89,104.50	-257.47
<b>Municipal and NonProfit Revenue</b>			
NDU RSMS	3,421.28	4,937.00	-1,515.72
Lee TMC	1,847.50	1,900.00	-52.50
CDBG Grant	0.00	1.00	-1.00
GSCH - Tufts	35,991.03	28,499.99	7,491.04
Barrington Master Plan	192.50	26.00	166.50
DUR Wagon Hill Living Shoreline	67.50	26.00	41.50
FAR Circuit Rider	34,020.56	37,499.99	-3,479.43
FAR Tax Map Updates	1,091.42	0.00	1,091.42
GIS Projects	100.00	2,250.00	-2,150.00
MIL MS4 NOI	0.00	1.00	-1.00
NHCHF	22,262.67	14,999.99	7,262.68
Northwood Planning Services	19,968.75	21,000.01	-1,031.26
NOT Circuit Rider	20,433.75	21,000.01	-566.26
Strafford Tax Map	306.25	0.00	306.25
<b>Total Municipal and NonProfit Revenue</b>	<b>139,703.21</b>	<b>132,140.99</b>	<b>7,562.22</b>
<b>Total SRPC Revenue</b>	<b>139,703.21</b>	<b>132,140.99</b>	<b>7,562.22</b>
<b>Economic Development Revenue</b>			
EDA CARES	66,068.85	94,783.00	-28,714.15
EDD Partnership Planning	85,816.32	83,124.30	2,692.02
EPA Brownfields	70,465.86	82,499.99	-12,034.13
<b>Total Economic Development Revenue</b>	<b>222,351.03</b>	<b>260,407.29</b>	<b>-38,056.26</b>
<b>State Award Revenue</b>			
<b>NHDES</b>			
RPC Water Buffers	2,950.00	6,740.00	-3,790.00
NFWF Great Bay Living Shoreline	0.00	1.00	-1.00
Sunrise Lake	13,792.29	18,287.00	-4,494.71
DUR Resilience	15,871.10	19,732.50	-3,861.40
NKT Local Source Water	800.10	0.00	800.10
Coastal	16,764.46	18,750.01	-1,985.55
DOV Coastal Resilience	21,630.34	22,356.00	-725.66
Durham Groundwater Modeling	38,021.04	39,138.75	-1,117.71
Local Source Water	10,333.50	8,500.50	1,833.00
Watershed PRB	43,542.11	49,258.49	-5,716.38
<b>Total NHDES</b>	<b>163,704.94</b>	<b>182,764.25</b>	<b>-19,059.31</b>
<b>OEM Haz Mit</b>			
PDM	2,333.31	16,999.99	-14,666.68
<b>Total OEM Haz Mit</b>	<b>2,333.31</b>	<b>16,999.99</b>	<b>-14,666.68</b>
<b>OEP Targeted Block</b>	<b>11,165.27</b>	<b>8,333.25</b>	<b>2,832.02</b>
<b>Total State Award Revenue</b>	<b>177,203.52</b>	<b>208,097.49</b>	<b>-30,893.97</b>
<b>MPO Revenue</b>			
NH DOT			

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
 July 2020 through March 2021

DRAFT

	Jul '20 - Mar 21	Budget	\$ Over Budget
<b>UPWP</b>	402,758.92	477,212.23	-74,453.31
<b>Total NH DOT</b>	402,758.92	477,212.23	-74,453.31
<b>Total MPO Revenue</b>	402,758.92	477,212.23	-74,453.31
<b>Contra Income Cash Match</b>			
RPC Water Buffers Cash Match	0.00	666.66	-666.66
NKT Local Source Water Match	-800.10	-1,334.00	533.90
DOT Cash Match	-34,979.58	-43,106.23	8,126.65
EDD Cash Match	-8,186.38	-10,208.10	2,021.72
<b>Total Contra Income Cash Match</b>	-43,966.06	-53,981.67	10,015.61
<b>Contra Income InKind/Soft Match</b>			
IK - PDM Soft Match	0.00	-4,125.00	4,125.00
IK DOV Resilience	-5,671.06	-9,207.73	3,536.67
IK DUR Resilience	-2,616.87	-6,577.48	3,960.61
In-Kind Coastal Match	-2,742.83	-9,374.99	6,632.16
In-Kind EDD Match	-39,434.53	-32,083.10	-7,351.43
In-Kind HazMit Match	-583.33	0.00	-583.33
PRB IK Match	-11,943.11	-19,709.24	7,766.13
<b>Total Contra Income InKind/Soft Match</b>	-62,991.73	-81,077.54	18,085.81
<b>Contract Overage</b>	-472.81	0.00	-472.81
<b>Total Income</b>	923,433.11	1,031,903.29	-108,470.18
<b>Gross Profit</b>	923,433.11	1,031,903.29	-108,470.18
<b>Expense</b>			
<b>Personnel Expenses</b>			
Salary and Wages	496,358.94	507,315.37	-10,956.43
<b>Payroll Expenses</b>			
FSA Fees	13.75	24.75	-11.00
Dental insurance expense	3,398.06	3,913.48	-515.42
Health incentive	5,563.53	4,965.75	597.78
Health Insurance expense	51,558.73	57,533.23	-5,974.50
Life Insurance expense	797.88	928.49	-130.61
LTD Insurance expense	473.95	563.99	-90.04
STD insurance expense	1,710.15	1,580.99	129.16
Payroll Processing Fees	1,859.50	1,949.99	-90.49
Pension expense	14,515.28	15,777.00	-1,261.72
Unemployment expense	-23.95	2,001.01	-2,024.96
Workers Compensation	1,122.92	1,431.76	-308.84
<b>Payroll Taxes</b>			
Medicare Expense	7,075.27	0.00	7,075.27
Social Security expense	30,252.88	0.00	30,252.88
Payroll Taxes - Other	0.00	38,809.66	-38,809.66
<b>Total Payroll Taxes</b>	37,328.15	38,809.66	-1,481.51
<b>Total Payroll Expenses</b>	118,317.95	129,480.10	-11,162.15
<b>Dues and Subscriptions</b>	3,474.49	5,927.23	-2,452.74

**Stafford Regional Planning Commission  
Profit & Loss Budget vs. Actual  
July 2020 through March 2021**

*DRAFT*

	Jul '20 - Mar 21	Budget	\$ Over Budget
Staff Training and Seminars	900.00	7,500.01	-6,600.01
<b>Total Personnel Expenses</b>	<b>619,051.38</b>	<b>650,222.71</b>	<b>-31,171.33 <sup>12</sup></b>
<b>Equipment expense</b>			
Copier Maintenance Contract	3,026.15	2,878.51	147.64
Office furniture			
Computer equipment	6,822.15	7,162.51	-340.36
Office furniture - Other	0.00	1,125.00	-1,125.00
<b>Total Office furniture</b>	<b>6,822.15</b>	<b>8,287.51</b>	<b>-1,465.36 <sup>13</sup></b>
<b>Other Equipment Repair and Cost</b>			
Equipment Rental & Repair	0.00	374.99	-374.99
<b>Total Other Equipment Repair and Cost</b>	<b>0.00</b>	<b>374.99</b>	<b>-374.99</b>
<b>Software expense</b>			
ArInfo/View software	3,900.00	4,874.99	-974.99
Office Software			
QuickBooks	0.00	750.01	-750.01
Timesheet Software	302.00	1,530.00	-1,228.00
Acrobat	0.00	675.00	-675.00
Adobe In Design	1,185.80	665.82	519.98
Anti-virus software	290.25	290.25	0.00
Constant Contact	582.75	364.50	218.25
DropBox	119.88	89.91	29.97
Microsoft Office 365	1,840.34	1,462.50	377.84
Sonic Wall Remote Access	0.00	408.74	-408.74
<b>Total Office Software</b>	<b>4,321.02</b>	<b>6,236.73</b>	<b>-1,915.71 <sup>14</sup></b>
Transcad software/maintenance	0.00	1,125.00	-1,125.00 <sup>15</sup>
<b>Total Software expense</b>	<b>8,221.02</b>	<b>12,236.72</b>	<b>-4,015.70</b>
<b>Traffic Count Expenses</b>			
Traffic counting supplies	385.15	2,000.00	-1,614.85
<b>Total Traffic Count Expenses</b>	<b>385.15</b>	<b>2,000.00</b>	<b>-1,614.85</b>
<b>Total Equipment expense</b>	<b>18,454.47</b>	<b>25,777.73</b>	<b>-7,323.26</b>
<b>Fixed Expenses</b>			
<b>Insurance</b>			
Liability Insurance	4,323.74	4,323.74	0.00
<b>Total Insurance</b>	<b>4,323.74</b>	<b>4,323.74</b>	<b>0.00</b>
Rent	22,500.00	22,500.00	0.00
<b>Vehicle Expenses</b>			
Depreciation Expense	4,301.91	4,301.91	0.00
Vehicle Gas	275.44	3,450.14	-3,174.70 <sup>16</sup>
Vehicle Interest	729.71	729.71	0.00
<b>Total Vehicle Expenses</b>	<b>5,307.06</b>	<b>8,481.76</b>	<b>-3,174.70</b>
<b>Total Fixed Expenses</b>	<b>32,130.80</b>	<b>35,305.50</b>	<b>-3,174.70</b>

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
 July 2020 through March 2021

DRAFT

	Jul '20 - Mar 21	Budget	\$ Over Budget
<b>Communications</b>			
Media Outreach Expense	0.00	374.99	-374.99
Office Telephone System	136.75	1,080.00	-943.25
Postage and Delivery	197.91	300.01	-102.10
Telephone and Internet	2,568.77	2,529.00	39.77
Website maintenance and updates			
Website and logo design	75.96	2,605.50	-2,529.54 <sup>17</sup>
<b>Total Website maintenance and updates</b>	75.96	2,605.50	-2,529.54
<b>Total Communications</b>	2,979.39	6,889.50	-3,910.11
<b>Administrative</b>			
Library & Planning Books	1,748.10	2,000.00	-251.90
Meetings Expense	0.00	818.18	-818.18
Office Expense	7,704.50	8,625.01	-920.51
Office Supplies	616.20	2,700.00	-2,083.80
Printing and Reproduction	84.92	900.00	-815.08
Professional Fees			
Accounting, Audit	8,122.50	7,998.75	123.75
Legal Fees	0.00	750.01	-750.01
<b>Total Professional Fees</b>	8,122.50	8,748.76	-626.26
Travel & Ent			
Travel	1,009.15	0.00	1,009.15
Travel & Ent - Other	0.00	7,500.01	-7,500.01
<b>Total Travel &amp; Ent</b>	1,009.15	7,500.01	-6,490.86
<b>Total Administrative</b>	19,285.37	31,291.96	-12,006.59
<b>Contract Labor</b>			
Financial Services	25,335.00	45,000.00	-19,665.00 <sup>18</sup>
IT and Network support	3,536.25	3,180.01	356.24
Pass Through Expense			
EDA CARES Contract Support	0.00	6,617.51	-6,617.51
DUR Resilience Subcontract	3,401.29	2,655.00	746.29
Sunrise Lake Subcontract	11,436.53	16,500.00	-5,063.47
Dov Resilience	9,570.00	5,625.00	3,945.00
DUR Groundwater Consultant	32,142.50	32,023.49	119.01
EPA Brownfields Consultants	67,007.71	82,499.99	-15,492.28
PRB Consultants	26,642.94	25,743.01	899.93
<b>Total Pass Through Expense</b>	150,200.97	171,664.00	-21,463.03 <sup>19</sup>
<b>Total Contract Labor</b>	179,072.22	219,844.01	-40,771.79
<b>Total Expense</b>	870,973.63	969,331.41	-98,357.78
<b>Net Ordinary Income</b>	52,459.48	62,571.88	-10,112.40
<b>Other Income/Expense</b>			
Other Income			
Interest Income	126.99	0.00	126.99
Other Income	0.00	76.00	-76.00

3:25 PM

04/13/21

Accrual Basis

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
July 2020 through March 2021

DRAFT

	Jul '20 - Mar 21	Budget	\$ Over Budget
Total Other Income	126.99	76.00	50.99
Net Other Income	126.99	76.00	50.99
Net Income	<b>52,586.47</b>	<b>62,647.88</b>	<b>-10,061.41</b>

**Stafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
**July 2020 through March 2021**

DRAFT

1. Total Municipal contracts: Circuit Rider contracts are somewhat limited due to COVID and more time is being spent on contracts that don't require customer contact.
2. EDA CARES: The first two months (Oct/Nov) got off to a slow start. A dedicated staff member was hired at the beginning of November. The contract budget was spread evenly by month over the duration of the contract. The contract includes \$50,000 in contract services that have yet to be started.
3. EPA Brownfields: COVID impacted in-person meetings and delayed updates to the existing Brownfields inventory, which consequently affected selection of sites for assessment.
4. RPC Water Buffers: Budget was spread out evenly for each month of contract duration, starting in August. Work was slow to get started. This contract can only be billed when 50% or 100% of a task is complete, further mismatching revenue timing to monthly budgeted amounts.
5. Sunrise Lake: Contract start date was late June. This contract is billed based on completion of tasks and is billed at 50% and 100% completion of each task. Budget is set up for monthly revenue starting in July, which may not coincide with actual billings.
6. Durham Resilience: Budget was spread out evenly each month and is billing is impacted by the timing of contractor invoices.
7. Coastal: This amount includes match, which is currently impacted due to COVID.
8. PRB: The project was behind schedule but is now moving forward. This project is also billed based on completion of tasks and the budget may not coincide with actual billings.
9. PDM: The new PDM19 funding was received late January 2021. Costs were budgeted evenly over the duration of the contract, starting in January 2021. Work started in March.
10. Targeted Block: SRPC had received recommendation to spend funds down by calendar year end. Budgeted evenly based on contract beginning and end dates.
11. UPWP: A subcontractor has been hired for \$60,000 of on-call services. The task order process with DOT should begin sometime in April.
12. Personnel Expenses: Budgeted personnel costs included two temporary planners for last traffic count season, only 1 was hired. The summer intern hiring process for the upcoming traffic count season is currently in process. 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).
13. Computer Equipment: Two new laptops purchased with accessories, to be reimbursed by DOT. An additional computer and accessories were purchased for new EDD staff member, to be reimbursed by EDA. Current computer inventory is being evaluated for additional purchases by this fiscal year-end.
14. Office Software: TSheets went live 1/11/20. Budget included cost of \$170 per month for the entire year. The actual monthly cost is \$160 and did not start until January, 2021.
15. TransCAD: Budgeted at \$125 per month, but the cost of this software was paid in full by UPWP.

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
July 2020 through March 2021

DRAFT

- 
- 16. Vehicle Gas, Office Supplies, and Travel: Impacted by COVID and consequent remote staffing.  
.....
  - 17. Website: The website is being handled internally. Budget figure includes \$3000 for this fiscal year for website redesign templates and plug-ins.  
.....
  - 18. 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.  
.....
  - 19. Pass Through Expenses: (See notes pertaining to various contracts above)  
.....





# Strafford Regional Planning Commission

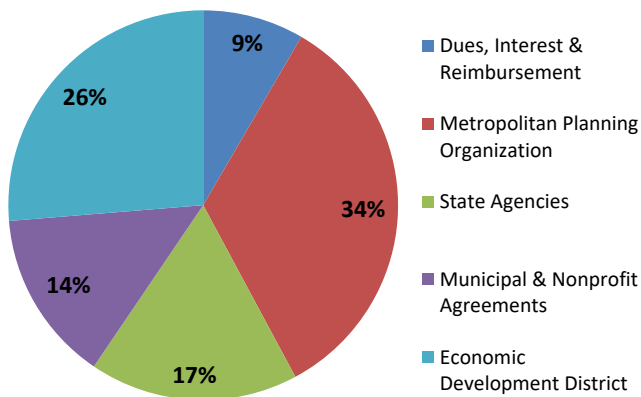
DRAFT FY 2022 Budget

## Summary Table

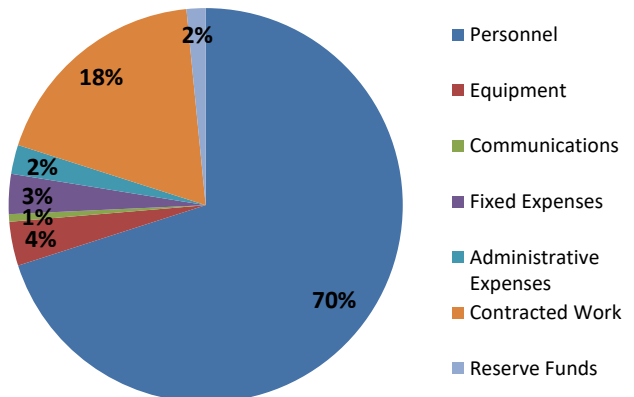
	Adopted FY21*	DRAFT FY22	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	119,406	120,002	597
Metropolitan Planning Organization	585,645	482,179	(103,466)
State Agencies	228,461	247,433	18,972
Municipal & Nonprofit Agreements	171,054	203,225	32,171
Economic Development District	310,507	375,566	65,058
<b>Total</b>	<b>1,415,073</b>	<b>1,428,404</b>	<b>13,332</b>
	Expenses	Expenses	Net Change
Personnel	886,625	999,591	112,966
Equipment	42,904	51,609	8,706
Communications	9,186	8,800	(386)
Fixed Expenses	47,043	46,789	(254)
Administrative Expenses	42,965	34,050	(8,915)
Contracted Work	332,037	264,060	(67,977)
Reserve Funds	23,500	22,303	(1,197)
<b>Total</b>	<b>1,384,260</b>	<b>1,427,202</b>	<b>42,943</b>
<b>Net Deficit/Surplus</b>	<b>30,813</b>	<b>1,202</b>	<b>(29,611)</b>

\*As amended December 2019

**DRAFT FY2022 Budget Revenue**



**DRAFT FY2022 Budget Expenses**



# Strafford Regional Planning Commission

FY2022 REVENUES	Adopted FY 21 Net Outside Revenue	FY2022 DRAFT Budget Revenue					Net Outside Funding	
		Funding Source Revenue	Internal Dues Match	Outside Source Soft Match	Outside Source Cash Match	Total		
<b>Total</b>	<b>1,415,020</b>	<b>1,425,904</b>	<b>74,075</b>	<b>98,923</b>	<b>2,500</b>	<b>1,428,404</b>		
<b>Dues, Interest &amp; Reimbursements</b>	119,406	120,002	0	0	0	120,002	8%	
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		
<b>Municipal &amp; Nonprofit Service Agreements</b>	171,001	203,225	0	0	0	203,225	14%	
3501 Farmington Town Planner Services	50,000	50,000	0	0	0	50,000		
3504 Farmington Tax Maps CYs 2021 & 2022	1,000	1	0	0	0	1		
3602 Lee Tax Maps CYs 2021 & 2022	1,000	1	0	0	0	1		
4102 Newmarket Tax Maps CY 2022	1,000	1	0	0	0	1		
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	0	2,720	0	0	0	2,720		
4702 Strafford Tax Maps CYs 2021 & 2022	1,000	1	0	0	0	1		
4703 Strafford Town Planner Services (through 12/31/2021)		24,000	0	0	0	24,000		
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	15,000	0	0	0	15,000		
5150 CHAT/Tufts Health Plan Foundation - Healthy Aging	38,000	30,000	0	0	0	30,000		
51xx AARP support of CHAT/Tufts Fdn		6,000	0	0	0	6,000		
51xx CDBG Grant Administration	1	10,000	0	0	0	10,000		
5500 GIS projects (small billable projects)	3,000	1	0	0	0	1		
<b>Economic Development District Agreements</b>	310,507	375,566	15,000	55,000	0	375,566	26%	
<b>U.S. Dept of Economic Development Administration</b>								
7001 EDD Planning Grant, Dues & Inknd Match (Annual Funding)	58,333	70,000	15,000	55,000	0	70,000		
7002 CARES Act Recovery and Resiliency (through 9/2022)	142,174	189,566	0	0	0	189,566		
<b>U.S. Environmental Protection Agency</b>								
7110 Brownfields Community Assessment Grant: through 9/30/22	110,000	116,000	0	0	0	116,000		
	0	0	0	0	0	0		
<b>State Agreements</b>	228,461	244,933	5,500	43,923	2,500	247,433	17%	
<b>Office of Strategic Initiatives</b>								
6000 Targeted Block Grant (used in part for EDD Planning match) through 6/3	11,111	11,111	0	0	0	11,111		
<b>Dept of Environmental Services</b>								
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 Equity (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		
5052 RPC/Source Water Protection-Coastal Innovative Land Use Guide (3/1/21-5/31/22)		6,750	1,000			6,750		
6102 Coastal Grant 2022 through 6/30/22	12,500	15,000	2,500	12,500	0	15,000		
61xx 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		
6304 Source Water Protection-ROL and MIL MS4 Storwater Regs	0	19,000	1,000			19,000		
<b>University of New Hampshire</b>								
xxxx PREPA Grant-Dover buffers regulation update		3,933	0	1,500	0	3,933		
xxxx PREPA Grant-New Durham shoreland regulation update		10,000	0	0	0	10,000		
<b>Department of Safety Homeland Security</b>								
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		
<b>Metropolitan Planning Organization Agreements</b>	585,645	482,179	53,575	0	0	482,179	34%	
<b>Dept of Transportation</b>								
UPWP FY20/21 Federal Highways & Transit: through 6/30/21	578,808	482,179	53,575	0	0	482,179		
Rochester Sidewalks SADES Inventory (match to UPWP)	0	0	0	0	0	0		
New Durham RSMS (match to UPWP)	4,937	0	0	0	0	0		
Lee Turning Movement Count (match to UPWP)	1,900	0	0	0	0	0		
								100%

# Strafford Regional Planning Commission

FY2022 EXPENSES	Adopted FY21 Budget Expenses	FY22 DRAFT Budget Expenses	Net Change
Total	1,384,260	1,427,202	42,943
<b>PERSONNEL</b>	<b>886,625</b>	<b>999,591</b>	<b>112,966</b>
Salaries and Hourly Wages	694,221	771,266	77,046
Payroll Taxes	53,108	59,002	5,894
Payroll Processing - QuickBooks	2,600	2,600	0
Health Insurance	76,711	102,019	25,308
Dental Insurance	5,218	7,242	2,024
Life Insurance	1,238	1,275	36
Shortterm Disability	2,108	2,734	626
Longterm Disability	752	729	(23)
FSA Fees	33	33	0
Health Incentives	7,121	7,719	597
SIMPLE IRA Pension	21,036	23,138	2,102
Worker's Compensation	1,909	1,909	0
Unemployment Insurance	2,668	2,023	(645)
Staff Training & Workshops	10,000	10,000	0
Professional Dues: AMPO, NHARPC, NHPA, APA, NHMA, NEARC, NADO	7,903	7,903	0
<b>EQUIPMENT</b>	<b>42,904</b>	<b>51,609</b>	<b>8,706</b>
ARClInfo/View Software: Maintenance	6,500	6,500	0
Transpo Software Maintenance: TransCAD	1,500	1,500	0
Office Software: Maintenance, purchase	8,316	14,571	6,256
INRIX Database for Transportation Planning	8,200	8,200	0
Traffic Count Supplies and Repair	3,000	3,000	0
Equipment Rental and Repair	500	500	0
Copier Maintenance Contract	3,838	3,838	0
Computers and Peripherals	10,550	9,000	(1,550)
Office Furniture	500	4,500	4,000
<b>COMMUNICATIONS</b>	<b>9,186</b>	<b>8,800</b>	<b>(386)</b>
Postage and Delivery	400	400	0
Office Phone System	1,440	2,800	1,360
Internet and Phone Service	3,372	3,600	228
Website Design and Maintenance	3,474	1,500	(1,974)
Media Outreach Activities	500	500	0
<b>FIXED EXPENSES</b>	<b>47,043</b>	<b>46,789</b>	<b>(254)</b>
Property & Liability	5,765	5,765	0
Office Vehicle Lease and Maintenance	11,278	11,024	(254)
Rent	30,000	30,000	0
<b>ADMINISTRATIVE EXPENSES</b>	<b>42,965</b>	<b>34,050</b>	<b>(8,915)</b>
Printing	1,200	150	(1,050)
Audit and Accounting Services	10,665	12,000	1,335
Legal	1,000	4,000	3,000
Office and Mapping Supplies	3,600	3,000	(600)
Office Expense	11,500	6,900	(4,600)
Meeting Expenses (Meetings and Meeting Notices)	3,000	3,000	0
Travel	10,000	2,000	(8,000)
Library & Subscriptions: NH Planning Books	2,000	2,000	0
Bank Fees	0	0	0
HealthTrust Employee Health Rewards	0	1,000	1,000
<b>OUTSOURCED CONTRACTS</b>	<b>308,537</b>	<b>264,060</b>	<b>(44,477)</b>
1000 Financial Services	60,000	42,000	(18,000)
1000 IT Services	4,240	11,000	6,760
3303 Dover Equity Climate Resilience Consultants	0	13,725	13,725
3403 Durham SRF Groundwater Modeling Consultant	42,698	5,000	(37,698)
3404 Durham Coast Resilience - UNH Coop Ext & NH Sea Grant	3,540	0	(3,540)
6250 Watershed Assistance (Permeable Reactive Barrier) Consultants	34,324	15,335	(18,989)
6251 604(b) Sunrise Lake Watershed Mgt Plan Consultants	33,000	22,000	(11,000)
7002 EDA CARES Contract support	13,235	25,000	11,765
7100 EPA Brownfields - NOBIS Engineering (10/1/2019-9/30/2022)	110,000	110,000	0
8000 Contract Transportation Support (UPWP)	0	20,000	20,000
<b>RESERVE FUND CONTRIBUTION</b>	<b>23,500</b>	<b>22,303</b>	<b>(1,197)</b>
	100%	98%	





## Medical Rate Exhibit for: Strafford Regional Planning

*Rating Renewal: July*

*Rating Tier: Small*

*Rating Type: Standard*

Current Benefit Option(s)	Enrollment Type	Enrollee Counts as of 01/21	07/20 Rates	07/21 Rates Revisit	% Change
AB20(07S)-R10/25/40M10/40/70/3K(S)	Single	5	\$ 795.35	\$ 844.65	6.2%
	2-Person	0	\$ 1,590.69	\$ 1,689.31	6.2%
	Family	0	\$ 2,147.43	\$ 2,280.56	6.2%
ABSOS20/40/1KDED(07S)-R10/25/40M10/40/70/5K(S)	Single	0	\$ 641.11	\$ 680.86	6.2%
	2-Person	0	\$ 1,282.22	\$ 1,361.71	6.2%
	Family	0	\$ 1,731.00	\$ 1,838.31	6.2%
HRAABSOS20/40/1KDED(07S)-R10/25/40M10/40/70/5K(S)	Single	1	\$ 641.11	\$ 680.86	6.2%
	2-Person	1	\$ 1,282.22	\$ 1,361.71	6.2%
	Family	1	\$ 1,731.00	\$ 1,838.31	6.2%
<b>Monthly Total for Actives / Early Retirees</b>		<b>8</b>	<b>\$ 7,631.08</b>	<b>\$ 8,104.13</b>	<b>6.2%</b>
<b>Grand Monthly Total</b>		<b>8</b>	<b>\$ 7,631.08</b>	<b>\$ 8,104.13</b>	<b>6.2%</b>

**Alternative Benefit Option(s):** HealthTrust offers a full range of comprehensive Benefit Options. Please consult with your Benefits Advisor to learn more about the Benefit Options that may best meet your Group's needs and work within HealthTrust's underwriting guidelines.

BARRINGTON  
 BROOKFIELD  
 DOVER  
 DURHAM  
 FARMINGTON  
 LEE  
 MADBURY  
 MIDDLETON  
 MILTON



NEW DURHAM  
 NEWMARKET  
 NORTHWOOD  
 NOTTINGHAM  
 ROCHESTER  
 ROLLINSFORD  
 SOMERSWORTH  
 STRAFFORD  
 WAKEFIELD

### Insurance Rates 7/1/21 - 6/30/22

SRPC Premium Share	85%	60%	60%
<b>AB20 Health</b>	One Person	Two Person	Family
Total Monthly Premium	\$ 844.65	\$ 1,689.31	\$ 2,280.56
Monthly SRPC Share	\$ 717.95	\$ 1,021.28	\$ 1,378.73
Monthly Employee Share	\$ 126.70	\$ 668.03	\$ 901.83
SRPC Share Per Pay Period	\$ 331.36	\$ 471.36	\$ 636.34
Employee Share Per Pay Period	\$ 58.48	\$ 308.32	\$ 416.23

SRPC Premium Share	90%	75%	75%
<b>ABSOS20 Health</b>	One Person	Two Person	Family
Total Monthly Premium	\$ 680.86	\$ 1,361.71	\$ 1,838.31
Monthly SRPC Share	\$ 612.77	\$ 1,021.28	\$ 1,378.73
Monthly Employee Share	\$ 68.09	\$ 340.43	\$ 459.58
SRPC Share Per Pay Period	\$ 282.82	\$ 471.36	\$ 636.34
Employee Share Per Pay Period	\$ 31.42	\$ 157.12	\$ 212.11
Total Annual Deductible	\$ 1,000	\$ 2,000	\$ 3,000
HRA/SRPC Pays Up To	\$ 350	\$ 700	\$ 1,050
You Pay	\$ 650	\$ 1,300	\$ 1,950

SRPC Premium Share	1%	75%	75%
<b>Dental</b>	One Person	Two Person	Family
Total Monthly Premium	\$ 49.31	\$ 94.70	\$ 163.74
Monthly SRPC Share	\$ 49.31	\$ 71.03	\$ 122.81
Monthly Employee Share	\$ -	\$ 23.68	\$ 40.94
SRPC Share Per Pay Period	\$ 22.76	\$ 32.78	\$ 56.68
Employee Share Per Pay Period	\$ -	\$ 10.93	\$ 18.89

The Site of Service plan has a Health Reimbursement Arrangement. SRPC pays the first \$350 of deductible per member, per plan year. Member is defined as either you, your spouse/partner, or your child.

All rates are based upon full time employment



**Stafford Regional Planning**  
**Medical and Prescription Benefit Options**  
**Monthly Rates for 7/1/2021 - 6/30/2022**

*Member Groups may choose ONE medical plan from each colored section with a maximum of three medical options per employee group. One prescription plan may be chosen per medical plan. Please consult with your Benefits Advisor if you are considering plan changes.*

Medical Plan Type	Access Blue New England HMO	Access Blue New England HMO with Deductible			
	AB20	AB15/40PDED	ABSOS20/40/1KDED	ABSOS25/50/3KDED	ABSOS30/60/5KDED
Visit Copay	\$20	\$15	\$20	\$25	\$30
Specialty Visit Copay	\$20	\$40	\$40	\$50	\$60
Walk-In Center Copay	\$20	\$15	\$20	\$25	\$30
Urgent Care Copay	\$50	\$125	\$50	\$75	\$100
ER Copay	\$100	\$250	\$100	\$150	\$250
Standard Deductible (per person/per family)	\$0	\$1,000 / \$3,000	\$1,000 / \$3,000	\$3,000 / \$9,000	\$5,000 / \$12,000
Chiropractic Visits/Copay	12 / \$20	12 / \$15	Unlimited / \$20	Unlimited / \$25	Unlimited / \$30
Therapy Visits (PT/OT/ST)/Copay	60 / \$20	60 / \$15	60 / \$20	60 / \$25	60 / \$30
Acupuncture Visits/Copay	N/A	12 / \$15	12 / \$20	12 / \$25	12 / \$30
Durable Medical Equipment	You pay 20%	\$100 deductible, then you pay 20%	\$100 deductible, then you pay 20%	\$100 deductible, then you pay 20%	\$100 deductible, then you pay 20%
MRI, CT scan, PET, MRA	You pay \$0	Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$125 at SOS providers. Otherwise, Standard Deductible
X-Rays and Ultrasounds	You pay \$0	You pay \$0	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$125 at SOS providers. Otherwise, Standard Deductible
Labs (including allergy testing)	You pay \$0	You pay \$0	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible
Maximum Out-of-Pocket (medical and RX expenses combined)	\$3,000 / \$6,000	\$5,000 / \$10,000	\$5,000 / \$10,000	\$5,000 / \$10,000	\$7,150 / \$14,300

Medical Plan Type	High Deductible Health Plans (HSA Qualified)		
	Plan Name	LUMENOS2500	ABHD/5K/20COIN
Standard Deductible	\$2,500 per person / \$5,000 per 2-person or family (1)	\$5,000 per person / \$10,000 per family	
Standard Coinsurance	0% (In-Network); 30% (Out-of-Network)	20%	
Coinsurance Maximum	N/A (In-Network); \$2,500 / \$5,000 (Out-of-Network) (1)	\$1,550 per person, per year; \$3,100 per family, per year	
Chiropractic Visits	Unlimited	Unlimited	
Therapy Visits (PT/OT/ST)	60 Visits	60 Visits	
Acupuncture Visits	12 Visits	12 Visits	
Durable Medical Equipment	Standard Deductible and/or Coinsurance	Standard Deductible and/or Coinsurance	
Prescription Drugs	Standard Deductible and/or Coinsurance	Standard Deductible and/or Coinsurance	
Maximum Out-of-Pocket (medical and RX expenses combined)	\$2,500 / \$5,000 (In-Network); \$5,000 / \$10,000 (Out-of-Network) (1)	\$6,550 / \$13,100	
	single	\$711.60	\$491.76
	2-person	\$1,423.21	\$983.52
	family	\$1,921.33	\$1,327.75

(1) For LUMENOS2500: If you are enrolled at the 2-person or family level, eligible expenses incurred by you or any of your enrolled family members count toward satisfying the entire 2-person/family deductible and/or coinsurance.

Monthly Medical Rates with Prescription Benefit Option RX10/20/45					
single	\$873.09	\$751.40	\$703.75	\$511.06	\$471.54
2-person	\$1,746.18	\$1,502.80	\$1,407.51	\$1,022.12	\$943.08
family	\$2,357.35	\$2,028.77	\$1,900.14	\$1,379.86	\$1,273.16

OR

Monthly Medical Rates with Prescription Benefit Option R10/25/40M10/40/70					
single	\$844.65	\$726.93	\$680.86	\$494.44	\$456.21
2-person	\$1,689.31	\$1,453.86	\$1,361.71	\$988.88	\$912.42
family	\$2,280.56	\$1,962.71	\$1,838.31	\$1,334.98	\$1,231.77

Medicare Supplemental Plans (MC3)	
<b>MC3 with RX Coverage</b>	<b>RX10/20/45</b>
single	\$584.55
<b>MC3 with RX Coverage</b>	<b>R10/25/40M10/40/70</b>
single	\$565.53
<b>MCNRX (No RX Coverage)</b>	<b>N/A</b>
single	\$233.78

RX = Copays for both retail and mail order R= Copays for retail (up to 34 day supply) M = Copays for Maintenance Choice (up to 90 day supply)

**DISCLAIMER:** Monthly rates are based on a minimum of 75% participation of all eligible employees who do not otherwise have group medical coverage. Active employees and retirees must be offered the same prescription drug coverage. HealthTrust reserves the right to change these rates if there is a +/- 10% in enrollment. Any deductible and benefit limits shown are per plan year (July 1 through June 30). These charts are intended for summary purposes only. Details of coverage are set forth in separate documents, which govern these plans.

Site of Service (SOS), Lumenos and ABHD Plans: The employer may fund up to 50% of the deductible. Employer may fund more than 50% for the Lumenos and ABHD plans if utilizing an HSA.





BARRINGTON  
BROOKFIELD  
DOVER  
DURHAM  
FARMINGTON  
LEE  
MADBURY  
MIDDLETON  
MILTON



NEW DURHAM  
NEWMARKET  
NORTHWOOD  
NOTTINGHAM  
ROCHESTER  
ROLLINSFORD  
SOMERSWORTH  
STRAFFORD  
WAKEFIELD

April 16, 2021

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

RE: April 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 April 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

## April 2021 TIP Minors

---

### Table of Contents

#### **Funding Changes**

Dover (41373) .....	Page 1
Lee (41322) .....	Page 2
Program PAVE-T2-RESURF.....	Page 3
Statewide 2021 USGS Orthoimagery (43368).....	Page 4

# 2019-2022 SRPC Transportation Improvement Program

## Minor Revision

3/19/2021

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 41373

Towns: Dover  
 Road: Rte 155, Rte 108, Bellamy Rd. Daley Dr. Durham Rd (Community Trail)  
 Scope: Construct multi-use path from Knox Marsh Rd. to Bellamy Rd.  
 Acronyms:

#### Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2020	\$69,314		\$0	\$17,328	<b>\$86,642</b>
PE	2021	\$20,538		\$0	\$5,134	<b>\$25,672</b>
ROW	2021	\$34,400		\$0	\$8,600	<b>\$43,000</b>
CON	2022	\$116,164		\$0	\$144,315	<b>\$260,479</b>

#### Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2020	\$69,314		\$0	\$17,328	<b>\$86,642</b>
PE	2022	\$20,538		\$0	\$5,134	<b>\$25,672</b>
ROW	2022	\$34,400		\$0	\$8,600	<b>\$43,000</b>
CON	2022	\$113,000		\$0	\$140,384	<b>\$253,384</b>

#### Change Notes

NHDOT Description of Changes  
 Moved 2021 PE funds to 2022 to align with project schedule. Removed inflation from 2022 CON.

SRPC Notes

#### Funding Sources

##### FHWA

TAP - Transportation Alternatives

##### OTHER

Towns

# LEE 41322

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

## Approved Funding

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

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$110,000		\$0	\$0	<b>\$110,000</b>
PE	2022	\$220,000		\$0	\$0	<b>\$220,000</b>
ROW	2022	\$16,500		\$0	\$0	<b>\$16,500</b>
CON	2022	\$1,650,000		\$0	\$0	<b>\$1,650,000</b>

## Change Notes

NHDOT Description of Changes  
Moved PE funds to 2022 for final design. Increased CON in 2022.  
SRPC Notes

## Funding Sources

### FHWA

Hwy Infrastructure  
National Highway Performance  
STBG-Non Urban Areas Under 5K

### NHDOT

Toll Credit

# PROGRAM PAVE-T2-RESURF

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

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,190,000		\$0	\$0	<b>\$1,190,000</b>
PE	2020	\$1,025,000		\$0	\$0	<b>\$1,025,000</b>
PE	2021	\$800,000		\$0	\$0	<b>\$800,000</b>
PE	2022	\$800,000		\$0	\$0	<b>\$800,000</b>
ROW	2021	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2022	\$25,000		\$0	\$0	<b>\$25,000</b>
CON	2019	\$19,800,000	\$6,000,000		\$0	<b>\$25,800,000</b>
CON	2020	\$29,550,000	\$8,750,000		\$0	<b>\$38,300,000</b>
CON	2021	\$23,120,000	\$6,000,000		\$0	<b>\$29,120,000</b>
CON	2022	\$2,200,000	\$6,000,000		\$0	<b>\$8,200,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,190,000		\$0	\$0	<b>\$1,190,000</b>
PE	2020	\$1,025,000		\$0	\$0	<b>\$1,025,000</b>
PE	2021	\$800,000		\$0	\$0	<b>\$800,000</b>
PE	2022	\$800,000		\$0	\$0	<b>\$800,000</b>
ROW	2021	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2022	\$25,000		\$0	\$0	<b>\$25,000</b>
CON	2019	\$19,800,000	\$6,000,000		\$0	<b>\$25,800,000</b>
CON	2020	\$29,550,000	\$8,750,000		\$0	<b>\$38,300,000</b>
CON	2021	\$31,786,560	\$6,000,000		\$0	<b>\$37,786,560</b>
CON	2022	\$2,200,000	\$6,000,000		\$0	<b>\$8,200,000</b>

## Change Notes

### NHDOT Description of Changes

The program is being adjusted to accommodate necessary changes in children project fund amounts. Project in Wakefield-Ossipee advanced to 2021.

### SRPC Notes

## Funding Sources

### FHWA

National Highway Performance  
 STBG-State Flexible

### NHDOT

Betterment  
 Toll Credit

# STATEWIDE 2021 USGS ORTHOIMAGERY (43368) 43368

Towns: Statewide  
Road: NA  
Scope: Statewide USGS 2021 orthoimagery acquisition  
Acronyms:

## Approved Funding

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2021	\$440,000		\$0	\$300,000	<b>\$740,000</b>
SPR	2022	\$363,389		\$0	\$0	<b>\$363,389</b>

## Change Notes

NHDOT Description of Changes

Funds being increased to update aerial imagery for the whole state. HSIP funds added to this programmatic

SRPC Notes

## Funding Sources

### FHWA

Highway Safety Improvement Program (HSIP)

State Planning and Research

### NHDOT

Toll Credit

### OTHER

Non Par Other

Other