



**SRPC Executive Committee Meeting Agenda
May 21, 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 2021-08, SRPC and committees thereof are authorized to meet electronically.

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

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

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

Meeting ID: 828 4775 9823

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

These instructions have also been provided on the SRPC website at www.strafford.org.

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

1. Welcome/Introductions

2. Action Items (Motions Required)

- a. Approval of the Minutes of April 16, 2021 (**enclosed**)
- b. Acceptance of Draft April Financials (**enclosed**)
- c. FY2022 Budget (**memo to be sent 5/17, enclosed**)

3. Updates and Discussion

- a. Executive Committee member renewals and officers (**see memo, to be sent 5/17**)
- b. FY2020 Annual Meeting (**see memo, to be sent 5/17**)
- c. May Monthly Minors (**enclosed**)
- d. Awards, Contracts, and General Business Update (**see memo, to be sent 5/17**)

4. Other Business

5. Adjourn

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

Rules of Procedure

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

Meeting Etiquette

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

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

Do not interrupt others or start talking before someone finishes.

Do not engage in cross talk.

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

Active participation is encouraged from all members.

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

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

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

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

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

April 16, 2021

DRAFT Meeting Minutes
Zoom Meeting

Committee members present: Vice Chair Peter Nelson, Newmarket; Donald Hamann, Rochester; Barbara Holstein, Rochester; David Landry, Dover; Mike Bobinsky, Somersworth

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

Excused: Chair Victoria Parmele, Northwood; Bill Fisher, Farmington; Tom Crosby, Madbury

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 2021-05, 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, David Landry, Peter Nelson, Michael Bobinsky and Barbara Holstein. Each attendee introduced themselves and shared that they were home or in their office, and all were attending the meeting alone.

2. Actions Items

a. **Approval of the Minutes of March 19, 2021**

M. Bobinsky **MOVED** to approve the March 19, 2021 minutes. D. Hamann **SECONDED** the motion.

The motion to approve the minutes with the correction **CARRIED** via roll call vote of D. Hamann, D. Landry, P. Nelson, B. Holstein, and M. Bobinsky in the **AFFIRMATIVE**.

b. **Acceptance of the Draft March Financials**

J. Czysz explained that bank balances are at expected levels for being three-quarters of the way through the fiscal with the dues amount in the organization's savings account.

J. Czysz mentioned an issue with accrued leave time which can be attributed to canceled vacations due to the COVID-19 pandemic. Jen reviewed the liability issue with the excess accrued leave time and shared that staff are beginning to plan vacations.

J. Czysz reviewed the aging summary. Contracts are being paid promptly. She addressed some late billing, but this is taken care of now.

J. Czysz explained that the organization is making too much of a profit and explained the connection between this and the organization's indirect rate and current reduced overhead expenses. She elaborated that about half of the profit is attributable to dues funds that haven't been expended.

J. Czysz shared that the organization has many additional contracts and how this equates to more direct billable time. She elaborated on how this effects the indirect rate and how the working budget has been updated with an increase to overhead costs through the purchase of software, furniture and equipment. She added that SRPC would also be hiring an office coordinator to take on key administrative tasks.

J. Czysz explained that while SRPC is making a profit this year, the organization averages this over a five-year period. Considering this, SRPC will be in line with where it's supposed to be. D. Landry asked if there is a chance of this replicating itself next year. J. Czysz replied that the organization has proposed a lower indirect rate for Fiscal Year 2022.

A discussion ensued about the indirect rate and how this influences other processes and excess/profit.

P. Nelson suggested some software tools be investigated. He shared that he is working to create a more collaborative environment and that he would like to demonstrate what he has been working on. He envisions this being a tool for SRPC to connect and share information with every municipality in the region plus all commissioners and staff.

J. Czysz explained that there are a few other network/software/IT purchases that must be made and configured first.

P. Nelson asked if he could have 10 to 15 minutes on an agenda to share his idea. It was decided this could take place after the May Policy meeting.

J. Czysz shared that she would soon be posting the office coordinator position.

D. Hamman **MOVED** to accept the Draft Financials. M Bobinsky **SECONDED** the motion.

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

3. Updates and Discussion

a. Executive Committee member renewals and officers

D. Landry volunteered to be chair for a period of one year. The recommendations for FY 2022 SRPC Officers and E.C. members will be recommended by the E.C. to the Commission at the May meeting.

J. Czysz shared that the business items usually on the agenda for the annual meeting will be added to the agenda for the joint Policy/Commission meeting during the normal Policy Meeting slot in June.

SRPC is planning another webinar for its annual meeting focused on how we develop and implement different projects in our community. J. Czysz added that SRPC is hearing from the Congressional delegation about funds that are available. The question then becomes, how do you develop and fund a project. SRPC is looking into procuring an EDA representative to be one of the speakers, in addition to other potential speakers including representatives from NH's congressional delegation and a municipality who has been working to develop and fund on the local scale.

P. Nelson asked if we have a spreadsheet with commissioner info. A discussion ensued about recruiting new Commissioners and E.C. members. P. Nelson offered to help with this. SRPC will reach out first, and we will go from there.

b. Draft FY2022 Budget

J. Czysz explained that the revenues on the draft FY 22 budget are close to where they should be. She added that one thing we will do differently in FY 22 is better reconciliation for multi-year contracts. She explained the current status of some of these multi-year contracts and how that plays into FY 2022. She noticed some additional funding sources like the FTA Grant, and NHDOT funding to use for transportation engineering services related to regional transportation project scoping.

The biggest change in the budget can be explained by changes in salaries, which come down to the number of employees on staff. Jen reviewed new staff positions and timelines including the data collection intern, economic development intern, and office coordinator.

P. Nelson asked about big drop in the MPO budget, J. Czysz explained that the UPWP contract is a two-year program and funds do not always split evenly between years.

J. Czysz explained that SRPC would also be purchasing a phone for the economic recovery coordinator who has been using her personal phone to make all her phone calls. This phone will also be used for the pedestrian counters, which can only be accessed via android.

J. Czysz explained some other changes on the expense side, including a decrease in printing cost, an increase in audit cost due to the addition of a single audit, a placeholder amount of \$3,000 for legal fees, and other IT and office reconfiguration expenses. A discussion ensued on adobe acrobat and other alternative programs.

c. FY2022 Health Plans

J. Czysz explained that there was an increase in health insurance rates. These were up 6% from the prior year.

d. Executive Director Review

J. Czysz explained that she sent out a doodle poll for E.C. members to fill out concerning a date for her review. She also sent a link for an evaluation survey.

e. **April Monthly Minors**

J. Czysz reviewed the April Monthly Minors. There were a few changes to projects in the region including one for the Dover Community Trail and a bridge replacement in Lee. There were also changes for the Tier II highways resurfacing with a child project in the region, and changes to the orthoimagery project, which includes new aerial imagery for the state which SRPC uses for updating maps.

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

SRPC has a few pending contracts. J. Czysz explained that she would need a signature from a signatory in the coming week.

J. Czysz shared that SRPC is waiting to hear about a partnership with RPC which would allow climate adaptation planning in more inland communities. This type of project was addressed in the strategic plan.

J. Czysz added that SRPC submitted its new indirect rate to EDA. She explained that SRPC put in for a single year indirect rate, and instead of pre-determined SRPC is opting for a fixed carry forward rate.

4. **Other Business**

There was no other business.

5. **Adjourn**

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

The meeting adjourned at 9:01 a.m.

Minutes Respectfully Submitted by
Shayna Sylvia
Communications and Outreach Planner

SRPC FY 2021 Dashboard - April

For the May 21, 2021 Executive Committee Meeting

April 30, 2021	
FSB Checking Beginning Balance	\$91,235.28
Deposits	\$62,845.96
Payments	-\$89,250.24
Uncleared Transactions	-\$11,560.87
FSB Checking Ending Balance	\$53,270.13

Accounts Receivable	\$181,673.11
FSB Savings Account	\$37,962.74

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

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

FUNDING SOURCES - WORKING BUDGET	
Due, Interest & Reimbursement	\$119,406
Metropolitan Planning Organization	\$584,183
State Agencies	\$241,351
Municipal & Nonprofit Agreements	\$170,187
Economic Development District	\$270,000
Total Revenue	\$1,385,126
Pending Grant Applications	\$388,091

EXPENSES - WORKING BUDGET	
Personnel	\$867,671
Equipment	\$63,826
Communications	\$8,042
Fixed Expenses	\$47,043
Miscellaneous Expenses	\$35,420
Contracted Work	\$323,561
Reserve Funds	\$26,000
Total Expenses	\$1,371,563



STAFF PRESENTATIONS - ACTIVITIES APRIL

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 Board Meetings as Staff (Kyle)
 Northwood Board Meetings as Staff (James)
 Nottingham Board Meetings as Staff (Stef)
 RPC Directors Meeting (Jen)
 Circuit Riders Planner Therapy (Kyle, Jen, Stef, James, Alaina)
 Strafford Public Health Advisory Committee (Nancy)
 Resiliency Subcommittee Meeting (Stef, Jen)
 CommuteSmart NH (Shayna)
 CommuteSMART Seacoast (Shayna)
 NH Housing and Community Development Planning Council (Jen)
 CoastWise Steering Committee (Jen)
 NHPA Legislative Subcommittee (Jen)
 Policy Committee Meeting (Rachel, Stef, Alaina, Jen, Nancy, Jackson, Stephen)
 NHARPC (Jen)
 Climate Summit Planning Meeting (Kyle)
 NH Council on Housing Stability workgroup (Jen)
 CAW Outreach meeting (Kyle)
 CAW Talks (Alaina)
 NROC March Meeting (Alaina)

RPC Activity

Resiliency SubCommittee (Jen, Stef)
 Durham Groundwater Modeling Project Meeting (Jackson, Kyle)
 Dover Equity Project Kick-Off Meeting (Jackson, Alaina, Kyle, Jen, Colin)
 NH Geodata Portal Project Quarterly Meeting (Jackson, Stephen)
 Rollinford HazMit Meeting (Kyle, Stef)
 CILUG meeting (Kyle, Jen, Alaina)
 Model Buffer Project Team Meeting (Kyle, Alaina, Shayna)
 NNECAPA Retreat (Kyle)
 Electric Vehicle Charging Meeting (Kyle)
 Great Bay Living Shorelines Meeting (Kyle, Alaina)
 Sunrise Lake Project Team Meeting (Kyle, Alaina)
 Dover Equity Public Participation Meeting (Alaina, Kyle)
 CHAT Community Forums and meetings (Jen, Shayna, Nancy)
 Meeting With Children's Museum of NH re POP project (Jen, Nancy)

MPO Activity

Bike/Walk to Work Month Trail Passport Meeting (Jackson, Colin, Stef, Shayna)
 Durham StreetLogix Sidewalks Meeting (Stephen, Rachel, Stef)
 FTA Special Project Meeting (Colin, Jen, Nancy, Rachel)
 CommuteSMART Seacoast Trip Logger Meeting (Shayna)
 CommuteSMART Seacoast B2B Kick Off (Shayna)

CONT. ON NEXT PAGE

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 2200 (600)
 Users 1700 (500)



Constant Contact

Subscribers 7144 (-75)
 Avg. Open Rate 0.24 (0.02)



Facebook

Posts 8 (2)
 Reach 732 (533)
 Engagement 32 (18)



Twitter

Tweets 0 (-1)
 Profile Visits 71 (37)
 Impressions 590 (0)
 Followers 286 (1)
 Mentions 6 (3)



Instagram

Followers 1 (0)
 Posts 8 (-7)
 Reach 176 (106)
 Engagement 121 (-47)



ArcGIS

Open Data 922 (336)
 Portal Views
 Tax Parcel 933 (74)
 Viewer Views

STAFF PRESENTATIONS - ACTIVITIES MARCH

EDD Activity

MightySmall Next Steps (Rachel, James, Natalie)
Seacoast Economic Development Stakeholders (James, Jen, Natalie, Nancy)
Project solicitation meetings (James, Natalie, Nancy)
Brownfields meeting for potential sites (ROC DPW, SOM Aclara) (James)
CEDRs meetings w/ BEA and consultant (James, Jen)
Building a More Resilient Outdoor Recreation and Tourism Economy in NH, UNH Panel Discussion (Jackson)

Staff Development & Trainings

NEARC Mapping Inequality Workshop (Jackson)
2020 Census Webinar (Kyle, Jen)
OSI Training Webinar (Kyle)
Virtual Local Solutions: Climate Preparedness Communities of Practice (Alaina)
Climate and Food Forum (Alaina)
Energy Opportunities in the Granite State (Alaina)

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

DATE: May 17, 2021
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the May 21, 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 April Financials

Balance Sheet: Bank balances remain healthy and slightly ahead of last year. As far as assets, we are looking like we will go into FY2022 in a more comfortable position than years prior. Given the better financial position, dues invoices were not sent out in April as they had in prior years. This year they will all be going out on Tuesday May 18th.

Aging Summary: Of the \$181,673.11, \$33,001 was received in early May. Of the remaining \$148,671.76, \$50,178.61 was a NHDOT payment that as a result of an oversight at DOT has been delayed. This has been corrected and the payment has been expedited. \$91,451 are April invoices that just went out earlier this month. This leaves an outstanding balance of \$7,043 that is past due.

Profit and Loss: April was another very strong month with a net profit just shy of \$25,000. Year to date our net income is just over \$78,000. We have several purchases in the budget that we still need to make this year. Because our billable contracts has been high, our indirect is trending very low. We are looking at internal investments (such as replacing all desk chairs that are all in poor condition).

2c. FY2022 Budget

The draft budget is unlikely to change significantly between now and the June meeting. It is the Committee's prerogative as to whether they wish to vote on the budget now or wait till the June 18th E.C. meeting. The budget needs to be acted on in time to be presented to the full Commission at the June 18th Policy Meeting. Revenues are based upon known project budgets and anticipated splits between multi-year projects. Expenses have been constrained to correspond to our proposed indirect cost rate for FY2022.

Notable changes between the adopted 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 adopted 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 as full time
 - 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

3a. Executive Committee Member renewals and officers

Shayna sent out the annual recruitment memo to Commissioners on Friday 5/14. We are actively looking for one more alternate member. A slate of officers will be presented to the E.C. at Friday’s meeting. Like the budget, it is the Committee’s prerogative as to whether they wish to vote now or wait till the June 18th E.C. meeting. The slate of officers needs to be acted on in time to be presented to the full Commission at the June 18th Policy Meeting.

3b. FY2021 Annual Meeting

While the stay at home order may be lifted by the time of the annual meeting, large gatherings will still not be advisable. While we look forward to once again meeting in person, we are planning a virtual event like last year. We will again plan to conduct the regularly scheduled June 18th Executive Committee and Policy meetings. We will use the Policy meeting to hold a joint Commission/Policy meeting and conduct the business portion of the Annual Meeting. In lieu of the June 24th scheduled annual meeting, we propose hosting a webinar open to all commissioners, municipal representatives, and legislators focused on resilience planning in a time of crisis. This year’s theme will build off of last years – moving from adaptation to implementation. We have a line up of federal, state and local speakers that will talk to developing, funding and implementing community development projects.

3d. Awards, Contracts and General Business Update

COVID-19: Field staff are back in the office on a regular basis along with Kathy and I. As all are fully vaccinated we will start to bring staff back to the office as feasible. The pandemic has created some challenges for staff with childcare (they have been working varied schedules around kids and coverage). Additionally, the work from home set up has shown that *some* staff are better able to focus and get through their tasks when working at home. All would like to have more opportunity for face-to-face collaboration.

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 Governor and Council approval.

Contracts Recently Fully Executed:

- CDBG-CV: Strafford CAP Homeless Shelter
- NHDES Local Source Water Protection: MS4 support for Rollinsford and Milton
- Strafford contract planner services

Awarded Pending Contract:

- FTA 5305e COAST bus stop accessibility study (not funded) and Regional Coordination Plan update (pending G&C)
- PREPA updates to New Durham's shoreland ordinances/regulations
- PREPA updates to Dover's Wetland Protection District

Recently Submitted and Pending Decision:

- NHDES Coastal Program Project of Special Merit
- AARP supplemental funding to extend CHAT outreach efforts

In Development:

- Farmington annual tax map updates
- EDA Partnership Planning 3-year funding award
- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan
- Possible collaboration between NHRPC's and NHDHHS to support obesity prevention (active transportation and recreation planning)

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 107% at the end of April. Preliminary projection has year-end at approximately 123% based on the current working budget.

Our indirect cost rate proposal for FY 2022 has been submitted to EDA. We requested a "fixed carry forward" rate of 117%. Whereas with a predetermined rate we have been able to negotiate a set rate

with no “settle up” this would require annual adjustment to the next year’s rate to “settle up” without creating the uncertainty of a provisional rate as had been used in past years.

Dues: Dues expenditures to date are summarized below.

FY2021 YTD as of end of April 2021	
Income:	
Billable Mapping Services	\$0.00
FY20 Dues Paid	\$98,718.92
Total Income	\$98,718.92

Expenses:	
Vehicle Expenses	\$5,907.56
Planning Salaries	\$5,495.69
Dues and Subscriptions	\$86.13
Office Software	\$0.00
Travel	\$0.00
Meeting Expense	\$0.00
Office Expense	\$15.98
Finance Charge	\$0.00
Accounting	\$0.00
Mapping Supplies	\$0.00
Mapping Salaries	\$0.00
Indirect	\$7,034.48
Total SRPC Expenses	\$18,197.94

Cash Match:	
UPWP	\$40,342.79
EDA	\$8,186.38
Coastal	\$1,521.63
Dover Equity	\$185.27
Total Cash Match	\$50,236.07

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

Total Expenses	\$68,906.82
Annual Dues Remaining	\$29,812.10

NEXT MEETING June 18, 2021, 8 AM, currently scheduled to be a call or “Zoom” in. This may change subject to continued extensions of the Governor’s emergency declaration.

Status of Grant Applications and Project Proposals

Title	Funder	Funding Year(s)	Award \$	Dues Match \$	Application Status	Contract Status	Description/Notes
COVID Decompression Homeless Shelter	CDFA CDBG-CV	FY2020-2021	\$21,150		awarded	complete	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	complete	MS4 stormwater regulations, outreach and drinking water asset mapping for ROL and MIL
Contract Planner Services	Strafford	FY2021-2022	\$35,000		awarded	complete	Planning Board Technical Assistance: Plan reviews, meeting assistance, etc.
FTA 5305e Transit Planning	NHDOT	FY2022-2023	\$16,658	\$1,851	awarded	Pending (G&C)	COAST Coordinated Plan update
2020 PREPA Grants-NDU	PREP	FY2021-2022	\$10,000		awarded	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		awarded	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.
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
Supplemental CHAT Outreach	AARP	FY2022	\$6,000		submitted	pending	art installation or additional community visits, still in concept development phase
EDD Partnership Planning Program	EDA	FY2022-2024	\$210,000	\$45,000	In development	Invited to apply	This is the one we've been waiting for! This is full incorporation into the partnership planning program and a fully funded 3 year award.
Regional Housing Needs and Comprehensive Plan	Senate Earmark	FY2022-2024	\$120,000		In development		SRPC will be submitting an application for earmark funding on behalf of all nine NH RPCs to support each in their efforts to update their regional housing needs assessment and light updates to comprehensive plans. The total request will be \$920,000 = \$100,000/RPC plus \$20,000 for SRPC to coordinate on behalf of the nine regions.
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 April 30, 2021

	Apr 30, 21	Apr 30, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	34,949.07	51,370.58	-16,421.51
FSB Savings	37,962.74	16,115.10	21,847.64
Total Checking/Savings	72,911.81	67,485.68	5,426.13 ¹
Accounts Receivable			
Accounts Receivable	181,673.11	151,900.45	29,772.66
Total Accounts Receivable	181,673.11	151,900.45	29,772.66 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	185.68	286.96	-101.28
Prepaid Dues and Subscriptions	1,740.05	2,305.26	-565.21
Prepaid training	600.00	600.00	0.00
Prepaid Expenses - Other	421.50	0.00	421.50
Total Prepaid Expenses	2,947.23	3,192.22	-244.99
Prepaid software support	5,896.96	5,432.13	464.83
Undeposited Funds	0.00	20,091.81	-20,091.81 ³
Total Other Current Assets	8,844.19	28,716.16	-19,871.97
Total Current Assets	263,429.11	248,102.29	15,326.82
Fixed Assets			
Vehicles			
Vehicle Accumulated Depreciatio	-5,257.72	0.00	-5,257.72
Ford Transit	22,943.35	0.00	22,943.35
Total Vehicles	17,685.63	0.00	17,685.63
Property and Equipment			
Accumulated Depreciation	-15,745.44	-15,745.44	0.00
Equipment Purchase			
Lenova Think Server	3,983.04	3,983.04	0.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
Total Equipment Purchase	15,745.44	15,745.44	0.00
Total Property and Equipment	0.00	0.00	0.00
Total Fixed Assets	17,685.63	0.00	17,685.63
TOTAL ASSETS	281,114.74	248,102.29	33,012.45
LIABILITIES & EQUITY			

Strafford Regional Planning Commission
Balance Sheet
As of April 30, 2021

	Apr 30, 21	Apr 30, 20	\$ Change
Liabilities			
Current Liabilities			
Credit Cards			
FSB Credit Card	17.99	401.99	-384.00
Total Credit Cards	17.99	401.99	-384.00
Other Current Liabilities			
FY21 Dues in Advance	19,743.78	83,866.85	-64,123.07
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	-3,239.48	185.17	-3,424.65 ⁴
FY20 Dues in Advance	0.00	19,116.83	-19,116.83 ⁵
Payroll Liabilities			
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	2,014.80	2,573.23	-558.43
Total Payroll Liabilities	2,087.51	2,603.62	-516.11
Total Other Current Liabilities	18,639.81	105,820.47	-87,180.66
Total Current Liabilities	18,657.80	106,222.46	-87,564.66
Long Term Liabilities			
Lease Payable - Ford Motor Cred	14,793.80	0.00	14,793.80 ⁶
Accrued expenses			
Accrued Payroll	31,349.33	21,136.80	10,212.53
Accrued Vacation	32,697.38	22,216.21	10,481.17
Annual Audit Accrual	11,605.00	11,730.00	-125.00
Total Accrued expenses	75,651.71	55,083.01	20,568.70 ⁷
Total Long Term Liabilities	90,445.51	55,083.01	35,362.50
Total Liabilities	109,103.31	161,305.47	-52,202.16
Equity			
Retained Earnings	96,094.51	45,213.16	50,881.35 ⁸
Net Income	75,916.92	41,583.66	34,333.26
Total Equity	172,011.43	86,796.82	85,214.61
TOTAL LIABILITIES & EQUITY	281,114.74	248,102.29	33,012.45

Strafford Regional Planning Commission
Balance Sheet
As of April 30, 2021

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. Currently, both the NHCHF and the GSCH have exhausted all advanced funding. Both will be advanced funded again at the start of the new fiscal year.

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

3. Undeposited Funds: Amounts received from contracts in the current month that are deposited to the bank the following month.

4. Contract Revenue in Advance: As stated above, there are no advanced funds left in the current fiscal year. SRPC continues to bill monthly invoices, which will be applied to the next round of advanced funding expected to be received at the beginning of the upcoming fiscal year.

5. Dues in Advance: Dues invoices are typically sent out in April. The FY22 dues invoices will go out in May of this year.

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

7. 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.

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

Strafford Regional Planning Commission
A/R Aging Summary
 As of April 30, 2021

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
3300 City of Dover						
3302 Dover Resilience Grant	32.50	0.00	0.00	338.74	0.00	371.24
3303 Dover Equity	2,476.95	949.00	0.00	0.00	0.00	3,425.95
Total 3300 City of Dover	2,509.45	949.00	0.00	338.74	0.00	3,797.19
4800 Town of Wakefield						
4801 Wakefield Circuit Rider 2021	300.00	0.00	0.00	0.00	0.00	300.00
Total 4800 Town of Wakefield	300.00	0.00	0.00	0.00	0.00	300.00
2000 LTA (Local Technical Assistance)	0.00	0.00	0.00	0.00	0.00	0.00
3400 Town of Durham						
3403 Durham Groundwater Modeling	1,688.40	0.00	0.00	0.00	0.00	1,688.40
Total 3400 Town of Durham	1,688.40	0.00	0.00	0.00	0.00	1,688.40
3500 Town of Farmington						
3501 FAR Circuit Rider	2,761.25	3,371.45 ¹	0.00	0.00	0.00	6,132.70
Total 3500 Town of Farmington	2,761.25	3,371.45	0.00	0.00	0.00	6,132.70
4000 Town of New Durham						
4002 New Durham RSMS	446.03	774.77 ²	0.00	0.00	0.00	1,220.80
Total 4000 Town of New Durham	446.03	774.77	0.00	0.00	0.00	1,220.80
4200 Town of Northwood						
4201 NOR Circuit Rider	2,146.25	0.00	0.00	0.00	0.00	2,146.25
Total 4200 Town of Northwood	2,146.25	0.00	0.00	0.00	0.00	2,146.25
4300 Town of Nottingham						
4301 NOT Circuit Rider	3,496.25	0.00	0.00	0.00	0.00	3,496.25
Total 4300 Town of Nottingham	3,496.25	0.00	0.00	0.00	0.00	3,496.25
4400 City of Rochester						
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
Total 4400 City of Rochester	0.00	0.00	0.00	0.00	0.00	0.00
5030 NRPC						
5031 NRPC GeoData Portal Project	0.00	2,525.00 ³	0.00	0.00	0.00	2,525.00
Total 5030 NRPC	0.00	2,525.00	0.00	0.00	0.00	2,525.00
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
6100 NH DES						
6180 NFWF Scaling Up Living Shorelines	878.94	0.00	0.00	0.00	0.00	878.94
6101 Coastal 2021	0.00	226.28	0.00	3,778.28	0.00	4,004.56 ⁵
6302 RPC Local Source Water 2021	1,700.00	2,350.00 ⁴	0.00	0.00	0.00	4,050.00
Total 6100 NH DES	2,578.94	2,576.28	0.00	3,778.28	0.00	8,933.50
6500 DEPT OF SAFETY (OEM)						

**Strafford Regional Planning Commission
A/R Aging Summary
As of April 30, 2021**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
6501 PDM19 BAR NDU ROL SOM	6,149.92	1,749.98	0.00	0.00	0.00	7,899.90
Total 6500 DEPT OF SAFETY (OEM)	6,149.92	1,749.98	0.00	0.00	0.00	7,899.90
7000 ECONOMIC DEVELOPMENT ADMINISTRATION						
7001 EDA FY21	7,678.20	6,134.18	0.00	0.00	0.00	13,812.38
7002 EDA CARES	17,383.58	0.00	0.00	0.00	0.00	17,383.58
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION	25,061.78	6,134.18	0.00	0.00	0.00	31,195.96
7100 EPA						
7110 Brownfields 2019-2022	17,845.95	0.00	0.00	0.00	0.00	17,845.95
Total 7100 EPA	17,845.95	0.00	0.00	0.00	0.00	17,845.95
8000 DOT UPWP	44,312.60	50,178.61	0.00	0.00	0.00	94,491.21
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	109,296.82	68,259.27	0.00	4,117.02	0.00	181,673.11

Strafford Regional Planning Commission
A/R Aging Summary
As of April 30, 2021

1. Farmington Circuit Rider \$3371.45 received May
2. New Durham RSMS \$771.77 received May
3. NRPC GeoData Portal \$2525.00 received May
4. RPC Local Source Water \$2350.00 received May
5. Coastal \$3778.28 – DES is waiting for SRPC deliverables and remaining match before paying
6. EDA Technical Grant \$6134.19 received May
7. EPA Brownfields \$17845.95 received May

Strafford Regional Planning Commission
Profit & Loss
April 2021

	Apr 21	Apr 20	\$ Change
Ordinary Income/Expense			
Income			
SRPC Membership Dues			
SRPC Revenue	9,871.89	9,656.34	215.55
Municipal and NonProfit Revenue			
WAK Circuit Rider	300.00	0.00	300.00
NDU RSMS	446.03	0.00	446.03
GSCH - Tufts	2,127.40	0.00	2,127.40
Lee Tax Map	0.00	901.25	-901.25
DOV Recreation MP Chapter	0.00	1,652.50	-1,652.50
FAR Circuit Rider	2,761.25	3,462.50	-701.25
NHCHF	858.36	0.00	858.36
Northwood Planning Services	2,146.25	957.50	1,188.75
NOT Circuit Rider	3,496.25	1,692.50	1,803.75
Total Municipal and NonProfit Revenue	<u>12,135.54</u>	<u>8,666.25</u>	<u>3,469.29</u>
Total SRPC Revenue	12,135.54	8,666.25	3,469.29
Economic Development Revenue			
EDA CARES	17,383.58	0.00	17,383.58
EDD Partnership Planning	14,748.16	14,033.51	714.65
EPA Brownfields	17,845.95	7,071.61	10,774.34
Total Economic Development Revenue	<u>49,977.69</u>	<u>21,105.12</u>	<u>28,872.57</u>
State Award Revenue			
NHDES			
DOV Equity	3,124.64	0.00	3,124.64
RPC Water Buffers	1,700.00	0.00	1,700.00
NFWF Great Bay Living Shoreline	878.94	0.00	878.94
Coastal	3,165.97	0.00	3,165.97
DOV Coastal Resilience	558.70	0.00	558.70
Durham Groundwater Modeling	1,688.40	0.00	1,688.40
Total NHDES	<u>11,116.65</u>	<u>0.00</u>	<u>11,116.65</u>
OEM Haz Mit			
PDM	8,199.89	0.00	8,199.89
Total OEM Haz Mit	<u>8,199.89</u>	<u>0.00</u>	<u>8,199.89</u>
Total State Award Revenue	19,316.54	0.00	19,316.54
MPO Revenue			
NH DOT			
UPWP	49,236.22	47,302.41	1,933.81
Total NH DOT	<u>49,236.22</u>	<u>47,302.41</u>	<u>1,933.81</u>
Total MPO Revenue	49,236.22	47,302.41	1,933.81
Contra Income Cash Match			
Dover Equity Cash Match			
Dover Cash Match	-462.42	0.00	-462.42
SRPC Cash Match	-185.27	0.00	-185.27

Strafford Regional Planning Commission
Profit & Loss
April 2021

	Apr 21	Apr 20	\$ Change
Total Dover Equity Cash Match	-647.69	0.00	-647.69
Coastal Cash Match	-2,741.79	0.00	-2,741.79
DOT Cash Match			
NDU RSMS Match	-446.03	0.00	-446.03
DOT Cash Match - Other	-4,477.59	-4,730.24	252.65
Total DOT Cash Match	-4,923.62	-4,730.24	-193.38
EDD Cash Match	0.00	-1,870.95	1,870.95
Total Contra Income Cash Match	-8,313.10	-6,601.19	-1,711.91
Contra Income InKind/Soft Match			
IK DOV Resilience	-526.20	0.00	-526.20
In-Kind Coastal Match	-424.18	0.00	-424.18
In-Kind EDD Match	-7,069.96	-3,433.22	-3,636.74
In-Kind HazMit Match	-2,049.97	0.00	-2,049.97
Total Contra Income InKind/Soft Match	-10,070.31	-3,433.22	-6,637.09
Total Income	122,154.47	76,695.71	45,458.76
Gross Profit	122,154.47	76,695.71	45,458.76
Expense			
Personnel Expenses			
Salary and Wages	52,973.25	39,537.08	13,436.17
Payroll Expenses			
FSA Fees	2.75	0.00	2.75
Dental insurance expense	416.20	284.76	131.44
Health incentive	-50.00	0.00	-50.00
Health Insurance expense	6,691.65	4,256.60	2,435.05
Life Insurance expense	103.53	86.00	17.53
LTD Insurance expense	55.73	47.84	7.89
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	0.00	168.59
Workers Compensation	159.09	159.09	0.00
Payroll Taxes			
Medicare Expense	746.76	566.96	179.80
Social Security expense	3,193.02	2,424.23	768.79
Payroll Taxes - Other	-0.01	0.01	-0.02
Total Payroll Taxes	3,939.77	2,991.20	948.57
Total Payroll Expenses	13,476.31	9,299.87	4,176.44
Dues and Subscriptions	333.87	360.65	-26.78
Staff Training and Seminars	70.00	0.00	70.00
Total Personnel Expenses	66,853.43	49,197.60	17,655.83
Equipment expense			
Copier Maintenance Contract	319.85	319.85	0.00
Software expense			

Strafford Regional Planning Commission
Profit & Loss
April 2021

	Apr 21	Apr 20	\$ Change
ArcInfo/View software	400.00	400.00	0.00
Office Software			
Timesheet Software	116.00	0.00	116.00
Survey Monkey	0.00	384.00	-384.00
Zoom	58.28	0.00	58.28
Adobe In Design	73.98	73.98	0.00
Anti-virus software	32.25	27.95	4.30
Constant Contact	85.50	40.50	45.00
Microsoft Office 365	162.50	137.50	25.00
Sonic Wall Remote Access	545.00	0.00	545.00
Total Office Software	1,073.51	663.93	409.58
Transcad software/maintenance	1,500.00	1,500.00	0.00
Total Software expense	2,973.51	2,563.93	409.58
Total Equipment expense	3,293.36	2,883.78	409.58
Fixed Expenses			
Insurance			
Liability Insurance	480.42	458.84	21.58
Total Insurance	480.42	458.84	21.58
Rent	2,500.00	2,500.00	0.00
Vehicle Expenses			
Depreciation Expense	477.99	0.00	477.99
Vehicle Interest	72.51	0.00	72.51
Total Vehicle Expenses	550.50	0.00	550.50
Total Fixed Expenses	3,530.92	2,958.84	572.08
Communications			
Postage and Delivery	17.99	17.99	0.00
Telephone and Internet	293.21	280.53	12.68
Website maintenance and updates			
Website and logo design	8.44	8.44	0.00
Total Website maintenance and updates	8.44	8.44	0.00
Total Communications	319.64	306.96	12.68
Administrative			
Meetings Expense			
Meetings Advertising Expense	338.24	308.20	30.04
Total Meetings Expense	338.24	308.20	30.04
Office Expense	620.99	783.41	-162.42
Office Supplies	11.99	9.99	2.00
Professional Fees			
Accounting, Audit	902.50	902.50	0.00
Total Professional Fees	902.50	902.50	0.00
Travel & Ent			

Strafford Regional Planning Commission
Profit & Loss
April 2021

	Apr 21	Apr 20	\$ Change
Travel	20.72	17.03	3.69
Total Travel & Ent	20.72	17.03	3.69
Total Administrative	1,894.44	2,021.13	-126.69
Contract Labor			
Financial Services	2,730.00	1,575.00	1,155.00
IT and Network support	270.00	270.00	0.00
Pass Through Expense			
DUR Groundwater Consultant	780.00	0.00	780.00
EPA Brownfields Consultants	17,515.35	6,091.24	11,424.11
Total Pass Through Expense	18,295.35	6,091.24	12,204.11
Total Contract Labor	21,295.35	7,936.24	13,359.11
Total Expense	97,187.14	65,304.55	31,882.59
Net Ordinary Income	24,967.33	11,391.16	13,576.17
Other Income/Expense			
Other Income			
Interest Income	7.00	18.28	-11.28
Total Other Income	7.00	18.28	-11.28
Net Other Income	7.00	18.28	-11.28
Net Income	24,974.33	11,409.44	13,564.89

Strafford Regional Planning Commission
Profit & Loss
April 2021

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

Strafford Regional Planning Commission
Income by Customer
April 2021

05/11/21

Accrual Basis

Date	Name	Memo	Amount
3300 City of Dover			
3302 Dover Resilience Grant			
04/30/2021	3300 City of Dover:...	Dover Resilience Progress Billing - April 2021	558.70
04/30/2021	3300 City of Dover:...	Dover Resilience In-Kind Match	-526.20
Total 3302 Dover Resilience Grant			32.50
3303 Dover Equity			
04/30/2021	3300 City of Dover:...	Dover Equity Progress Billing - April 2021	3,124.64
04/30/2021	3300 City of Dover:...	SRPC Cash Match Dover Equity	-185.27
04/30/2021	3300 City of Dover:...	Dover Cash Match Dover Equity	-462.42
Total 3303 Dover Equity			2,476.95
Total 3300 City of Dover			2,509.45
4800 Town of Wakefield			
4801 Wakefield Circuit Rider 2021			
04/30/2021	4800 Town of Wake...	Progress Billing - Wakefield Circuit Rider - April 2021	300.00
Total 4801 Wakefield Circuit Rider 2021			300.00
Total 4800 Town of Wakefield			300.00
2000 LTA (Local Technical Assistance)			
04/01/2021	2000 LTA (Local Te...	Dues 137284.46, LESS NOT, MIL, LEE, BRK, NOR REDUCTION=118462.70=9871.89 (Aug-Jun)	9,871.89
Total 2000 LTA (Local Technical Assistance)			9,871.89
3400 Town of Durham			
3403 Durham Groundwater Modeling			
04/30/2021	3400 Town of Durh...	Progress Billing Durham Groundwater - April 2021	1,688.40
Total 3403 Durham Groundwater Modeling			1,688.40
Total 3400 Town of Durham			1,688.40
3500 Town of Farmington			
3501 FAR Circuit Rider			
04/30/2021	3500 Town of Farmi...	Progress Billing - Farmington Circuit Rider - April 2021	2,761.25
Total 3501 FAR Circuit Rider			2,761.25
Total 3500 Town of Farmington			2,761.25
4000 Town of New Durham			
4002 New Durham RSMS			
04/30/2021	4000 Town of New ...	Progress Billing - New Durham RSMS - April 2021	446.03
Total 4002 New Durham RSMS			446.03

Strafford Regional Planning Commission
Income by Customer
April 2021

05/11/21

Accrual Basis

Date	Name	Memo	Amount
Total 4000 Town of New Durham			446.03
4200 Town of Northwood			
4201 NOR Circuit Rider			
04/30/2021	4200 Town of North...	Progress Billing - Northwood Circuit Rider - April 2021	2,146.25
Total 4201 NOR Circuit Rider			2,146.25
Total 4200 Town of Northwood			2,146.25
4300 Town of Nottingham			
4301 NOT Circuit Rider			
04/30/2021	4300 Town of Nottin...	Progress Billing - Nottingham Circuit Rider - April 2021	3,496.25
Total 4301 NOT Circuit Rider			3,496.25
Total 4300 Town of Nottingham			3,496.25
5100 NHCHF			
5101 NHCHF Promoting Outdoor Play			
04/30/2021	5100 NHCHF:5101 ...	Progress Billing - Promoting Outdoor Play - April 2021	858.36
Total 5101 NHCHF Promoting Outdoor Play			858.36
Total 5100 NHCHF			858.36
5150 GSCH			
5151 Creating Age Friendly Communities			
04/30/2021	5150 GSCH:5151 C...	Progress Billing - GSCH - April 2021	2,127.40
Total 5151 Creating Age Friendly Communities			2,127.40
Total 5150 GSCH			2,127.40
6100 NH DES			
6180 NFWF Scaling Up Living Shorelines			
04/30/2021	6100 NH DES:6180...	NFWF Progress Billing - April 2021	878.94
Total 6180 NFWF Scaling Up Living Shorelines			878.94
6101 Coastal 2021			
04/30/2021	6100 NH DES:6101...	Coastal 2021 Progress Billing - April 2021	3,165.97
04/30/2021	6100 NH DES:6101...	Cash Match	-2,741.79
04/30/2021	6100 NH DES:6101...	In Kind match for Coastal grant	-424.18
Total 6101 Coastal 2021			0.00
6302 RPC Local Source Water 2021			
04/30/2021	6100 NH DES:6302...	RPC Water Buffers - Progress Billing - April 2021	1,700.00
Total 6302 RPC Local Source Water 2021			1,700.00

Strafford Regional Planning Commission
Income by Customer
April 2021

05/11/21

Accrual Basis

Date	Name	Memo	Amount
Total 6100 NH DES			2,578.94
6500 DEPT OF SAFETY (OEM)			
6501 PDM19 BAR NDU ROL SOM			
04/30/2021	6500 DEPT OF SA...	Progress Billing - PDM19 - April 2021	8,199.89
04/30/2021	6500 DEPT OF SA...	In Kind Match for Hazard Mitigation contracts	-2,049.97
Total 6501 PDM19 BAR NDU ROL SOM			6,149.92
Total 6500 DEPT OF SAFETY (OEM)			6,149.92
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7001 EDA FY21			
04/30/2021	7000 ECONOMIC ...	Progress Billing - EDA Technical Grant - April 2021	14,748.16
04/30/2021	7000 ECONOMIC ...	In Kind Match	-7,069.96
Total 7001 EDA FY21			7,678.20
7002 EDA CARES			
04/30/2021	7000 ECONOMIC ...	EDA CARES - Project 01-69-15047 - Progress Billing - April 2021	17,383.58
Total 7002 EDA CARES			17,383.58
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			25,061.78
7100 EPA			
7110 Brownfields 2019-2022			
04/30/2021	7100 EPA:7110 Bro...	Progress Invoice - Brownfields - April 2021	17,845.95
Total 7110 Brownfields 2019-2022			17,845.95
Total 7100 EPA			17,845.95
8000 DOT UPWP			
04/30/2021	8000 DOT UPWP	Progress Billing - UPWP - April 2021	49,236.22
04/30/2021	8000 DOT UPWP	New Durham Cash Match	-446.03
04/30/2021	8000 DOT UPWP	SRPC Cash Match	-4,477.59
Total 8000 DOT UPWP			44,312.60
TOTAL			122,154.47

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

	Jul '20 - Apr 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
SRPC Membership Dues	98,718.92		
SRPC Revenue		99,005.00	-286.08
Municipal and NonProfit Revenue			
NDU RSMS	3,867.31	4,937.00	-1,069.69
Lee TMC	1,847.50	1,900.00	-52.50
CDBG Grant	0.00	1.00	-1.00
GSCH - Tufts	38,118.43	31,666.66	6,451.77
Lee Tax Map	0.00	333.33	-333.33
Barrington Master Plan	192.50	26.00	166.50
DUR Wagon Hill Living Shoreline	67.50	26.00	41.50
FAR Circuit Rider	36,781.81	41,666.66	-4,884.85
FAR Tax Map Updates	1,091.42	333.33	758.09
GIS Projects	100.00	2,500.00	-2,400.00
MIL MS4 NOI	0.00	1.00	-1.00
NHCHF	23,121.03	16,666.66	6,454.37
NKT Tax Maps	0.00	333.33	-333.33
Northwood Planning Services	22,115.00	23,333.34	-1,218.34
NOT Circuit Rider	23,930.00	23,333.34	596.66
Strafford Tax Map	306.25	333.33	-27.08
Total Municipal and NonProfit Revenue	<u>151,538.75</u>	<u>147,390.98</u>	<u>4,147.77</u>
Total SRPC Revenue	151,538.75	147,390.98	4,147.77 1
Economic Development Revenue			
EDA CARES	83,452.43	110,580.00	-27,127.57 2
EDD Partnership Planning	100,564.48	94,999.20	5,565.28
EPA Brownfields	88,311.81	91,666.66	-3,354.85 3
Total Economic Development Revenue	<u>272,328.72</u>	<u>297,245.86</u>	<u>-24,917.14</u>
State Award Revenue			
NHDES			
RPC Water Buffers	4,650.00	8,425.00	-3,775.00 4
NFWF Great Bay Living Shoreline	878.94	1.00	877.94
Sunrise Lake	13,792.29	22,858.00	-9,065.71 5
DUR Resilience	15,871.10	21,925.00	-6,053.90 7
NKT Local Source Water	800.10	0.00	800.10
Coastal	19,930.43	20,833.34	-902.91 6
DOV Coastal Resilience	22,189.04	24,840.00	-2,650.96
Durham Groundwater Modeling	39,709.44	43,487.50	-3,778.06
Local Source Water	10,333.50	9,445.00	888.50
Watershed PRB	43,542.11	54,731.66	-11,189.55 8
Total NHDES	<u>171,696.95</u>	<u>206,546.50</u>	<u>-34,849.55</u>
OEM Haz Mit			
PDM	10,533.20	22,666.66	-12,133.46 9
Total OEM Haz Mit	<u>10,533.20</u>	<u>22,666.66</u>	<u>-12,133.46</u>
OEP Targeted Block	<u>11,165.27</u>	<u>8,333.25</u>	<u>2,832.02 10</u>
Total State Award Revenue	193,395.42	237,546.41	-44,150.99
MPO Revenue			

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

	Jul '20 - Apr 21	Budget	\$ Over Budget
NH DOT UPWP	451,995.14	530,235.82	-78,240.68 11
Total NH DOT	451,995.14	530,235.82	-78,240.68
Total MPO Revenue	451,995.14	530,235.82	-78,240.68
Contra Income Cash Match			
RPC Water Buffers Cash Match	0.00	833.33	-833.33
NKT Local Source Water Match	-800.10	-1,334.00	533.90
DOT Cash Match	-39,457.17	-47,895.82	8,438.65
EDD Cash Match	-8,186.38	-11,666.40	3,480.02
Total Contra Income Cash Match	-48,443.65	-60,062.89	11,619.24
Contra Income InKind/Soft Match			
IK - PDM Soft Match	0.00	-5,500.00	5,500.00
IK DOV Resilience	-6,197.26	-10,230.82	4,033.56
IK DUR Resilience	-2,616.87	-7,308.32	4,691.45
In-Kind Coastal Match	-3,167.01	-10,416.66	7,249.65
In-Kind EDD Match	-46,504.49	-36,666.40	-9,838.09
In-Kind HazMit Match	-2,633.30	0.00	-2,633.30
PRB IK Match	-11,943.11	-21,899.16	9,956.05
Total Contra Income InKind/Soft Match	-73,062.04	-92,021.36	18,959.32
Contract Overage	-472.81	0.00	-472.81
Total Income	1,045,998.45	1,159,339.82	-113,341.37
Gross Profit	1,045,998.45	1,159,339.82	-113,341.37
Expense			
Personnel Expenses			
Salary and Wages	549,332.19	560,716.99	-11,384.80
Payroll Expenses			
FSA Fees	16.50	27.50	-11.00
Dental insurance expense	3,814.26	4,348.32	-534.06
Health incentive	5,513.53	5,517.50	-3.97
Health Insurance expense	58,250.38	63,925.82	-5,675.44
Life Insurance expense	901.41	1,031.66	-130.25
LTD Insurance expense	529.68	626.66	-96.98
STD insurance expense	1,919.95	1,756.66	163.29
Payroll Processing Fees	2,046.50	2,166.66	-120.16
Pension expense	16,107.48	17,530.00	-1,422.52
Unemployment expense	144.64	2,223.34	-2,078.70
Workers Compensation	1,282.01	1,590.84	-308.83
Payroll Taxes			
Medicare Expense	7,822.03	0.00	7,822.03
Social Security expense	33,445.90	0.00	33,445.90
Payroll Taxes - Other	-0.01	42,894.90	-42,894.91
Total Payroll Taxes	41,267.92	42,894.90	-1,626.98
Total Payroll Expenses	131,794.26	143,639.86	-11,845.60
Dues and Subscriptions	3,808.36	6,585.82	-2,777.46

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

	Jul '20 - Apr 21	Budget	\$ Over Budget
Staff Training and Seminars	970.00	8,333.34	-7,363.34
Total Personnel Expenses	685,904.81	719,276.01	-33,371.20 ¹²
Equipment expense			
Copier Maintenance Contract	3,346.00	3,198.34	147.66
Office furniture			
Computer equipment	6,822.15	7,958.34	-1,136.19
Office furniture - Other	0.00	1,250.00	-1,250.00
Total Office furniture	6,822.15	9,208.34	-2,386.19 ¹³
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	416.66	-416.66
Total Other Equipment Repair and Cost	0.00	416.66	-416.66
Software expense			
ArcInfo/View software	4,300.00	5,416.66	-1,116.66
Office Software			
QuickBooks	0.00	833.34	-833.34
Timesheet Software	418.00	1,700.00	-1,282.00
Acrobat	0.00	750.00	-750.00
Adobe In Design	1,259.78	739.80	519.98
Anti-virus software	322.50	322.50	0.00
Constant Contact	668.25	405.00	263.25
DropBox	119.88	99.90	19.98
Microsoft Office 365	2,002.84	1,625.00	377.84
Sonic Wall Remote Access	545.00	454.16	90.84
Total Office Software	5,336.25	6,929.70	-1,593.45 ¹⁴
Transcad software/maintenance	1,500.00	1,250.00	250.00 ¹⁵
Total Software expense	11,136.25	13,596.36	-2,460.11
Traffic Count Expenses			
Traffic counting supplies	385.15	2,000.00	-1,614.85
Total Traffic Count Expenses	385.15	2,000.00	-1,614.85 ¹⁶
Total Equipment expense	21,689.55	28,419.70	-6,730.15
Fixed Expenses			
Insurance			
Liability Insurance	4,804.16	4,804.16	0.00
Total Insurance	4,804.16	4,804.16	0.00
Rent	25,000.00	25,000.00	0.00
Vehicle Expenses			
Depreciation Expense	4,779.90	4,779.90	0.00
Vehicle Gas	275.44	3,833.47	-3,558.03 ¹⁷
Vehicle Interest	802.22	802.22	0.00
Total Vehicle Expenses	5,857.56	9,415.59	-3,558.03
Total Fixed Expenses	35,661.72	39,219.75	-3,558.03

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

	Jul '20 - Apr 21	Budget	\$ Over Budget
Communications			
Media Outreach Expense	0.00	416.66	-416.66
Office Telephone System	136.75	1,200.00	-1,063.25
Postage and Delivery	215.90	333.34	-117.44
Telephone and Internet	2,861.98	2,810.00	51.98
Website maintenance and updates			
Website and logo design	84.40	2,895.00	-2,810.60
Total Website maintenance and updates	84.40	2,895.00	-2,810.60
Total Communications	3,299.03	7,655.00	-4,355.97
Administrative			
Library & Planning Books	1,748.10	2,000.00	-251.90
Meetings Expense	0.00	909.09	-909.09
Office Expense	8,325.49	9,583.34	-1,257.85
Office Supplies	628.19	3,000.00	-2,371.81
Printing and Reproduction	84.92	1,000.00	-915.08
Professional Fees			
Accounting, Audit	9,025.00	8,887.50	137.50
Legal Fees	0.00	833.34	-833.34
Total Professional Fees	9,025.00	9,720.84	-695.84
Travel & Ent			
Travel	1,029.87	0.00	1,029.87
Travel & Ent - Other	0.00	8,333.34	-8,333.34
Total Travel & Ent	1,029.87	8,333.34	-7,303.47
Total Administrative	20,841.57	34,546.61	-13,705.04
Contract Labor			
Financial Services	28,065.00	50,000.00	-21,935.00
IT and Network support	3,806.25	3,533.34	272.91
Pass Through Expense			
EDA CARES Contract Support	0.00	8,823.34	-8,823.34
DUR Resilience Subcontract	3,401.29	2,950.00	451.29
Sunrise Lake Subcontract	11,436.53	22,000.00	-10,563.47
Dov Resilience	9,570.00	6,250.00	3,320.00
DUR Groundwater Consultant	32,922.50	35,581.66	-2,659.16
EPA Brownfields Consultants	84,523.06	91,666.66	-7,143.60
PRB Consultants	26,642.94	28,603.34	-1,960.40
Total Pass Through Expense	168,496.32	195,875.00	-27,378.68
Total Contract Labor	200,367.57	249,408.34	-49,040.77
Total Expense	967,764.25	1,078,525.41	-110,761.16
Net Ordinary Income	78,234.20	80,814.41	-2,580.21
Other Income/Expense			
Other Income			
Interest Income	133.99	0.00	133.99
Other Income	0.00	84.00	-84.00

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Accrual Basis

Strafford Regional Planning Commission Profit & Loss Budget vs. Actual

July 2020 through April 2021

	Jul '20 - Apr 21	Budget	\$ Over Budget
Total Other Income	133.99	84.00	49.99
Net Other Income	133.99	84.00	49.99
Net Income	78,368.19	80,898.41	-2,530.22

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

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. Coastal: This amount includes match, which is currently impacted due to COVID.
7. Durham Resilience: Budget was spread out evenly each month and is billing is impacted by the timing of contractor invoices.
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. Two summer intern positions have been filled for the upcoming traffic count season, and they will begin work in May. 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: 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. Additional software will be purchased in May for new additional staffing needs.

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

- 15. TransCAD: Budgeted at \$125 per month, but the cost of this software was paid in full by UPWP. This software licensing/support renews at the beginning of May each year and was paid in April for the upcoming renewal.

- 16. Traffic Count Supplies: Inventory has been evaluated in May and needed supplies for the upcoming traffic count season are being purchased in May.

- 17. Vehicle Gas, Office Supplies, and Travel: Impacted by COVID and consequent remote staffing.

- 18. Website: The website is being handled internally. Budget figure includes website redesign templates and plug-ins.

- 19. 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.

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

Strafford Regional Planning Commission

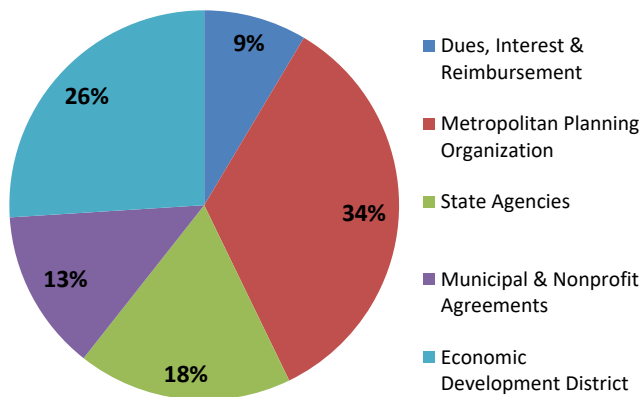
DRAFT FY 2022 Budget

Summary Table

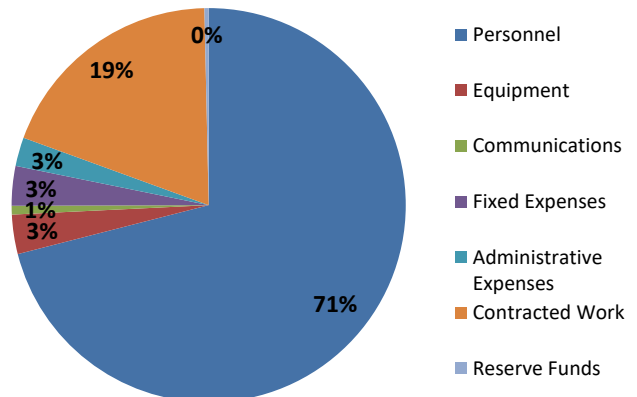
	Adopted FY21*	DRAFT FY22	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	119,406	123,523	4,117
Metropolitan Planning Organization	585,645	494,910	(90,735)
State Agencies	228,461	257,276	28,815
Municipal & Nonprofit Agreements	171,054	193,224	22,170
Economic Development District	310,507	375,566	65,058
Total	1,415,073	1,444,498	29,425
	Expenses	Expenses	Net Change
Personnel	886,625	1,024,266	137,641
Equipment	42,904	46,609	3,706
Communications	9,186	10,300	1,114
Fixed Expenses	47,043	46,789	(254)
Administrative Expenses	42,965	34,050	(8,915)
Contracted Work	332,037	275,461	(56,576)
Reserve Funds	23,500	5,000	(18,500)
Total	1,384,260	1,442,475	58,216
Net Deficit/Surplus	30,813	2,023	(28,791)

*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	1,415,020	1,442,498	75,240	98,923	2,000	1,444,498	
Dues, Interest & Reimbursements	119,406	123,523	0	0	0	123,523	9%
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	3,520				3,520	
Municipal & Nonprofit Service Agreements	171,000	193,224	0	0	0	193,224	13%
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	1,000	0	0	0	0	0	
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	
4602 Somersworth Tax Maps	0	2,720	0	0	0	2,720	
470x Strafford Tax Maps	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 POPI/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	
5500 GIS projects (small billable projects)	3,000	1	0	0	0	1	
Economic Development District Agreements	310,507	375,566	15,000	55,000	0	375,566	26%
U.S. Dept of Economic Development Administration							
7001 EDD Planning Grant, Dues & Inkind 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	
U.S. Environmental Protection Agency							
7110 Brownfields Community Assessment Grant: through 9/30/22	110,000	116,000	0	0	0	116,000	
	0	0	0	0	0	0	
State Agreements	228,462	255,276	5,250	43,923	2,000	257,276	18%
Office of Strategic Initiatives							
6000 Targeted Block Grant (used in part for EDD Planning match) through 6/3	11,111	11,111	0	0	0	11,111	
Dept of Environmental Services							
3302 Coastal Resilience Grant - Dover (spring 2020 through 12/31/2021)	17,531	500	0	0	0	500	
3303 Coastal Resilience Grant - Dover Equity (spring 2020 through June 2022)	0	31,000	750	4,357	2,000	33,000	
3403 Durham Groundwater Modeling (FYs 2020 - 2022)	52,185	20,469	0	0	0	20,469	
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	38,174	0	0	0	38,174	
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	18,000	1,000			18,000	
University of New Hampshire							
xxxx PREPA Grant-Dover buffers regulation update		3,433	0	1,500	0	3,433	
xxxx PREPA Grant-New Durham shoreland regulation update		9,000	0	0	0	9,000	
NH Community Development Finance Authority							
6601 CDBG Grant Administration	1	10,000	0	0	0	10,000	
Department of Safety Homeland Security							
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	
Metropolitan Planning Organization Agreements	585,645	494,910	54,990	0	0	494,910	34%
Dept of Transportation							
UPWP FY20/21 Federal Highways & Transit: through 6/30/21	578,808	494,910	54,990	0	0	494,910	
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	1,442,475	58,216
PERSONNEL	886,625	1,024,266	137,641
Salaries and Hourly Wages	694,221	780,405	86,184
Payroll Taxes	53,108	59,701	6,593
Payroll Processing - QuickBooks	2,600	2,600	0
Health Insurance	76,711	97,539	20,829
Dental Insurance	5,218	7,350	2,132
Life Insurance	1,238	1,293	55
Shortterm Disability	2,108	2,738	631
Longterm Disability	752	729	(23)
FSA Fees	33	0	(33)
Health Incentives	7,121	7,719	597
SIMPLE IRA Pension	21,036	42,356	21,321
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
EQUIPMENT	42,904	46,609	3,706
ARClInfo/View Software: Maintenance	6,500	6,500	0
Transpo Software Maintenance: TransCAD	1,500	1,500	0
Office Software: Maintenance, purchase	8,316	9,571	1,256
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
COMMUNICATIONS	9,186	10,300	1,114
Postage and Delivery	400	400	0
Office Phone System	1,440	4,300	2,860
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
FIXED EXPENSES	47,043	46,789	(254)
Property & Liability	5,765	5,765	0
Office Vehicle Lease and Maintenance	11,278	11,024	(254)
Rent	30,000	30,000	0
ADMINISTRATIVE EXPENSES	42,965	34,050	(8,915)
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
OUTSOURCED CONTRACTS	308,537	275,461	(33,076)
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	10,725	10,725
3403 Durham SRF Groundwater Modeling Consultant	42,698	3,236	(39,462)
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	24,000	(9,000)
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	25,000	25,000
8000.602 FTA 5305e Subcontract to RPC	0	9,165	9,165
RESERVE FUND CONTRIBUTION	23,500	5,000	(18,500)
	100%	100%	

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

May 21, 2021

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

RE: May 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 May 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

May 2021 TIP Minors

Table of Contents

Funding Changes

Lee (42876)	Page 1
Program BRDG T1/2 Maintenance and Preservation.....	Page 2
Program CMAQ-FTA	Page 3
Program FTA 5339.....	Page 4

2019-2022 SRPC Transportation Improvement Program

Minor Revision

4/23/2021

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.

LEE 42876

Towns: Lee
 Road: NH125
 Scope: Construct up to an 80 space Park and Ride Lot near the junction of US4 and NH125.
 Acronyms: CMAQ: Congestion Mitigation Air Quality Improvement Program

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$137,500		\$0	\$0	<i>\$137,500</i>
ROW	2022	\$84,810		\$0	\$0	<i>\$84,810</i>
CON	2022	\$876,370		\$0	\$0	<i>\$876,370</i>

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$137,500		\$0	\$0	<i>\$137,500</i>
ROW	2022	\$82,500		\$0	\$0	<i>\$82,500</i>
CON	2022	\$852,500		\$0	\$0	<i>\$852,500</i>

Change Notes

NHDOT Description of Changes
 CON and ROW decreased in 2022; first estimate in current FFY, changing inflation
 SRPC Notes

Funding Sources

FHWA
 Congestion Mitigation and Air Quality Program
NHDOT
 Toll Credit

PROGRAM BRDG-T1/2-M&P

Towns: Statewide
 Road: Tier 1-2 Bridges
 Scope: Maintenance & preservation of tier 1 & 2 bridges.
 Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,145,000		\$0	\$0	\$1,145,000
PE	2020	\$950,000		\$0	\$0	\$950,000
PE	2021	\$100,000		\$0	\$0	\$100,000
PE	2022	\$50,000		\$0	\$0	\$50,000
ROW	2019	\$25,000		\$0	\$0	\$25,000
ROW	2020	\$25,000		\$0	\$0	\$25,000
ROW	2021	\$25,000		\$0	\$0	\$25,000
ROW	2022	\$25,000		\$0	\$0	\$25,000
CON	2019	\$10,000,000		\$0	\$0	\$10,000,000
CON	2020	\$13,225,000	\$400,000		\$0	\$13,625,000
CON	2021	\$4,195,000	\$380,000		\$0	\$4,575,000
CON	2022	\$4,620,000	\$380,000		\$0	\$5,000,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,145,000		\$0	\$0	\$1,145,000
PE	2020	\$950,000		\$0	\$0	\$950,000
PE	2021	\$600,000		\$0	\$0	\$600,000
PE	2022	\$50,000		\$0	\$0	\$50,000
ROW	2019	\$25,000		\$0	\$0	\$25,000
ROW	2020	\$25,000		\$0	\$0	\$25,000
ROW	2021	\$25,000		\$0	\$0	\$25,000
ROW	2022	\$25,000		\$0	\$0	\$25,000
CON	2019	\$10,000,000		\$0	\$0	\$10,000,000
CON	2020	\$13,225,000	\$400,000		\$0	\$13,625,000
CON	2021	\$6,447,000	\$380,000		\$0	\$6,827,000
CON	2022	\$4,620,000	\$380,000		\$0	\$5,000,000

Change Notes

NHDOT Description of Changes

The program is being adjusted to accommodate necessary changes in children project fund amounts. This change does not affect projects in the region.

SRPC Notes

Funding Sources

FHWA

Hwy Infrastructure
 National Highway Performance
 STBG-5 to 200K
 STBG-Non Urban Areas Under 5K
 STBG-State Flexible

NHDOT

PROGRAM CMAQ-FTA

Towns: Statewide
 Road: Various
 Scope: Funds transferred from CMAQ to FTA.
 Acronyms: CMAQ: Congestion Mitigation Air Quality Improvement Program
 FTA: Federal Transit Administration

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2021	\$2,200,000		\$0	\$0	\$2,200,000
OTHER	2022	\$2,200,000		\$0	\$0	\$2,200,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2021	\$2,200,000		\$0	\$550,000	\$2,750,000
OTHER	2022	\$2,200,000		\$0	\$550,000	\$2,750,000

Change Notes

NHDOT Description of Changes

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

SRPC Notes

Multiple bus purchases around the state. 1.5 million being added in 2021 for UNH Wildcat transit to purchase 2 new compressed natural gas buses.

Funding Sources

FHWA

STBG-State Flexible

OTHER

Other

PROGRAM FTA5339

Towns: Statewide

Road: Various

Scope: Capital bus and bus facilities - FTA 5339 Program for statewide public transportation

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
OTHER	2019	\$4,370,848	\$546,356	\$546,356	\$5,463,560
OTHER	2020	\$5,301,630	\$662,704	\$662,704	\$6,627,038
OTHER	2021	\$5,385,657	\$673,207	\$673,207	\$6,732,071
OTHER	2022	\$5,471,364	\$683,921	\$683,921	\$6,839,206

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
OTHER	2019	\$4,370,848	\$0	\$1,092,712	\$5,463,560
OTHER	2020	\$5,301,630	\$0	\$1,325,408	\$6,627,038
OTHER	2021	\$7,642,564	\$0	\$1,910,640	\$9,553,204
OTHER	2022	\$7,725,415	\$0	\$1,931,354	\$9,656,769

Change Notes

NHDOT Description of Changes

Federal, State, and Other (local) funding increased in 2021 and 2022. The program is being adjusted to accommodate necessary changes in children project fund amounts.

SRPC Notes

FTA5339 funds are for capital bus replacement. COAST uses these regularly but this funding change does not affect individual projects.

Funding Sources

FTA

FTA 5339 Bus and Bus Facilities

NHDOT

State of New Hampshire

OTHER

Other

State of New Hampshire