

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

SRPC Executive Committee Meeting Agenda
June 18, 2021

8:00 – 9:00 a.m.

SRPC Conference Room 1A (large conference room)
150 Wakefield Street, Rochester, NH 03867
- OR -

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

Meeting ID: 828 4775 9823

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

(For remote access technical assistance email rdewey@strafford.org or call 603-994-3500 x106)

1. Welcome and Introductions

2. Action Items (Motions Required)

- a. Approval of the Minutes of May 21, 2021 (**enclosed**)
- b. Acceptance of Draft May Financials (**enclosed**)
- c. Recommendation of the FY2022 Budget (**enclosed**)
- d. Approval of the FY 2022 Billing Rate and Salary Ranges Schedule (**enclosed**)
- e. Recommendation of the FY2022 Executive Committee Officers, Members, and Alternates (**enclosed**)

3. Updates and Discussion

- a. FY2021 Annual Meeting (**see memo**)
- b. Awards, Contracts, and General Business Update (**see memo**)
- c. May Monthly Minors (**enclosed**)

4. Other Business

5. Adjourn

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

Rules of Procedure

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

Meeting Etiquette

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

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

Do not interrupt others or start talking before someone finishes.

Do not engage in cross talk.

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

Active participation is encouraged from all members.

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

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

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

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

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

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

May 21, 2021

DRAFT Meeting Minutes
Zoom Meeting

Committee members present: Vice Chair Peter Nelson, Newmarket; Donald Hamann, Rochester; Barbara Holstein, Tom Crosby, Madbury; David Landry, Dover

Staff members present: Jen Czysz, executive director; Kyle Pimental, principal planner

Excused: Chair Victoria Parmele, Northwood; Bill Fisher, Farmington

1. Welcome/Introductions

The meeting began at 8:07 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 2021-08, 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 Kyle Pimental, Jen Czysz, Donald Hamann, David Landry, Tom Crosby, Peter Nelson, and Barbara Holstein. Each attendee

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

M. Bobinsky joined the meeting at 8:15 a.m.

2. Actions Items

a. Approval of the Minutes of April 16, 2021

D. Hamann **MOVED** to approve the April 16, 2021 minutes. T. Crosby **SECONDED** the motion.

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

b. Acceptance of the Draft April Financials

J. Czynsz reviewed the Draft April Financials. She explained that the balance sheet is on target and ahead of last year. She elaborated that in the past dues invoices usually go out in April but that this year they went out in May. Therefore, they do not show up in this month's financials. J. Czynsz noted that she will be monitoring vacation requests, and that the NHDOT invoice is slightly late due to a payment delay. J. Czynsz commented on the SRPC's profitability, explaining that the organization will move forward with equipment upgrades, including replacing desk chairs. This will help balance the indirect cost rate.

M. Bobinsky asked if SRPC could apply for state bids for potential lower costs. J. Czynsz responded yes and explained that she would look into this.

P. Nelson suggested that excess office supplies could be in high supply as many companies are downsizing. He suggested using social media to ask for donations.

T. Crosby **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, T. Crosby, P. Nelson, M. Bobinsky, and B. Holstein in the **AFFIRMATIVE**.

c. FY2022 Budget

J. Czynsz shared the final draft of the FY2022 Budget. The budget has not changed much, with minor adjustments on the revenue side. She reviewed planned changes

to the SRPC staff including replacing Stefanie Casella's regional planner position and hiring for an office coordinator. She added that there are three interns on staff currently that are working on data collection, environmental projects, and land use projects. J. Czysz noted that the FY22 budget will take into consideration changes in insurance options (e.g., single user to family) based on staff changes.

D. Landry asked about in-person meetings with circuit riders. J. Czysz responded about virtual meetings cutting down travel costs. She added that Middleton is interested in hiring SRPC as a consultant for its ZBA needs; however, our organization does not have the capacity currently. J. Czysz added that these municipal circuit rider contracts are a good revenue source and use flat rates for any staff working in that community. This creates equity and allows staff to swap out and keeps billing rates equal.

K. Pimental provided a staff perspective on how circuit riding is a good opportunity for professional growth and allows staff to learn about local policy. He noted that this has been a great learning experience for him with his role in Farmington.

M. Bobinsky asked about office coordinator position moving forward. J. Czysz has a short list of four candidates and will begin scheduling interviews soon.

A vote on the FY2022 budget was tabled and will be voted on in June.

3. Updates and Discussion

a. Executive Committee member renewals and officers

J. Czysz shared that Shayna Sylvia sent out a slate of member renewals and in doing so also opened recruitment for the alternate seats on the Executive Committee. There was no response from other Commissioners.

P. Nelson suggested adding more information about Executive Committee membership on the SRPC website. He suggested that the process of appointing and renewing membership should be done online. J. Czysz stated this will likely be a task for the new office coordinator.

B. Holstein noted that Don Hamann's term is expiring soon.

b. FY2020 Annual Meeting

J. Czysz expressed uncertainty about how the Commission will proceed with in-person meetings. She explained that the annual meeting will be virtual, and that staff will remain remote for the month of June, other than the field work staff. J.

Czys explained that the business portion of the annual meeting will be on June 18, in combination with the Strafford MPO Policy Meeting. The presentation portion of the annual meeting will take place as a webinar on June 24.

J. Czys shared the topic for this year's webinar, advancing local projects and preparing for post-COVID communities. Speakers include Alan Brigham, U.S. EDA, and Katie Easterly Martey, NH CDFA. They will be discussing funding opportunities and history of coming out of past recessions. SRPC will be reaching out to a local planner to get the municipal perspective on project selection and development of projects on the local level and in municipal CIPs. James Burdin will be facilitating the discussion.

B. Holstein shared that a SRPC communication had the wrong date. It should say Jun. 24.

c. May Monthly Minors

J. Czys reviewed the May Monthly Minors which included one regional project, and three statewide projects.

She explained that in Lee, the project to construct up to an 80 space Park and Ride lot near the junction of US4 and NH125 experienced a decrease in construction and right of way funding in 2022.

B. Holstein asked why Lee has no commissioners. J. Czys responded that Commissioners from other communities are welcome to approach Lee. She explained that the town's local budget was cut several years ago. J. Czys explained that she did go before the Board of Selectmen to ask the Town not to cut SRPC dues, but they decided to do so. She added that Lee has not paid dues in several years. Prior to this, Lee had engaged Commissioners.

J. Czys shared that statewide maintenance & preservation of tier 1 & 2 bridges project is being adjusted to accommodate necessary changes in children project fund amounts. There are no child projects in the SRPC region.

D. Landry asked about children projects. J. Czys replied that the state lumps "parent" funding into smaller "children" projects.

J. Czys reviewed changes to the CMAQ: Congestion Mitigation Air Quality Improvement Program-FTA: Federal Transit Administration project, which is being adjusted to accommodate necessary changes in children project fund amounts. This funding is used in the region to support the purchase of 2 new compressed natural gas buses by UNH Wildcat.

She added that the FTA5539 project supports capital bus and bus facilities for statewide public transportation, and that changes affect federal, state, and other (local) funding increases in 2021 and 2022. In the SRPC region, this funding is used by COAST for capital bus replacement.

d. Awards, Contracts, and General Business Update

J. Czysz shared that SRPC remains busy. Rachel Dewey, Stephen Geis, and J. Czysz have started to think about how best to bring staff back. Currently the priority is hiring and field data collection interns. Staff would like to remain remote but also look forward with seeing one another again.

J. Czysz noted that several new contracts are moving through approval including targeted block grant and UPWP, which will head to Governor and Council in June. Both should proceed in July. Several other contracts, including homelessness shelter for Strafford CAP, local source water protection (MS4 updates in Milton and Rollinsford), Strafford circuit rider, FTA 5305e funded regional coordination plan update (rolled into UPWP), and PREPA grants (Dover wetlands and New Durham shoreland protection) are all signed.

J. Czysz added that SRPC also recently submitted funding applications to AARP to supplement the CHAT project and to the NHDES Coastal Project of Special Merit. Several other contracts that are in development include: EDA partnership program setting up contracts (three-year award) starting on July 1, 2021. SRPC will submit earmark application to fund a housing needs assessment and comprehensive plan.

M. Bobinsky commented on how all the projects for earmarking will be competitive. He gave his perspective at the local level on priority projects. J. Czysz stated that SRPC has provided some municipalities with letters of support.

J. Czysz explained that the FY 2021 indirect rate has fluctuated because of billable hours and will be lower next year. She reminded members that \$30,000 of FY2021 dues remain unspent.

D. Landry asked about software tools to be presented as referenced in the previous minutes.

4. Other Business

P. Nelson has been communicating with NHDOT on an online project portal. He has been working on a tool that could be beneficial to SRPC.

D. Landry asked when the best time would be for Peter to present.

M. Bobinsky suggested a separate meeting.

D. Landry agreed more time is needed (at least 30-minutes) and should be on a future agenda.

5. Adjourn

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

The meeting ended at 9:01 a.m.

Minutes Respectfully Submitted by
Kyle Pimental
Principal Regional Planner

DRAFT

SRPC FY 2021 Dashboard - May

For the June 18, 2021 Executive Committee Meeting

May 31, 2021	
FSB Checking Beginning Balance	\$64,831.00
Deposits	\$134,589.02
Payments	-\$78,073.52
Uncleared Transactions	-\$36,508.67
FSB Checking Ending Balance	\$84,837.83

Accounts Receivable	\$280,133.43
FSB Savings Account	\$26,083.65

OVERSIGHT ACTIVITIES	
Line of Credit Activated?	No; extended through 12/21
Audit Status	Letter of Engagement Rec'd for FY21

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	\$242,351
Municipal & Nonprofit Agreements	\$170,187
Economic Development District	\$270,000
Total Revenue	\$1,386,126
Pending Grant Applications	\$388,091

EXPENSES - WORKING BUDGET	
Personnel	\$867,671
Equipment	\$62,118
Communications	\$7,476
Fixed Expenses	\$47,043
Miscellaneous Expenses	\$35,420
Contracted Work	\$323,561
Reserve Funds	\$26,000
Total Expenses	\$1,369,289

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)
 Board Meetings as FARM, NOR, STR and NOT Staff (Kyle, Stef, Jen, James, Natalie) x 9
 RPC Directors Meeting (Jen)
 Seacoast Drinking Water Commission (Jen)
 Strafford Public Health Advisory Committee (Nancy)
 Resiliency Subcommittee Meeting (Stef, Jen, Nancy)
 CommuteSmart NH (Shayna)
 CommuteSMART Seacoast (Shayna)
 CoastWise Steering Committee (Jen)
 Policy Committee Meeting (Rachel, Stef, Alaina, Jen, Nancy, Jackson, Stephen)
 NHARPC (Jen)
 NHPA Spring Conference Meeting (Kyle) x 3
 NH Council on Housing Stability workgroup (Jen) x 2
 CAW Outreach meeting (Kyle)
 Explore Moose Mountains (Shayna)

RPC Activity

Dover Equity Project, Equity Training (Jackson, Alaina, Jen, Kyle, Rachel, Colin)
 Model Buffer Project Team meeting (Kyle, Alaina, Shayna) x 2
 Dover Electric Vehicle Subcommittee (Kyle)
 CILUG Meeting (Kyle, Alaina) x 2
 Durham Master Plan Steering Committee Meeting (Kyle, Alaina)
 Model Drinking Water Workshop (Kyle, Alaina)
 Sunrise Lake Project Team Meeting (Kyle, Alaina)
 Strafford Contract Planner Town Meetings (Jen, Natalie)

MPO Activity

Rochester Trail Connections Meeting (Jackson, Stephen, Mark, Colin)
 Kittery/ Portsmouth Naval Shipyard Joint Land Use Study implementation meeting (Colin)
 Transportation Planner's Collaborative (Colin)
 State TDM Platform RFQ Interviews/Meetings (Shayna) x 5

Staff Development & Trainings

Spring NEARC Conference (Jackson, Stephen, Rachel, Mark, Zuzy)
 FHWA VPI Webinar: Engaging Traditionally Underserved Communities using Virtual Public Involvement (Colin)
 ARM Funding meeting (Kyle, Jackson)
 UNH Student Research Webinar (Kyle)
 Local Source Water Protection Conference (Kyle, Alaina)
 NH Climate Summit (Kyle)

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 1500 (-700)
 Users 1200 (-500)



Constant Contact

Subscribers 7139 (-5)
 Avg. Open Rate 23% (-1%)



Facebook

Posts 13 (5)
 Reach 672 (-60)
 Engagement 54 (22)



Twitter

Tweets 9 (9)
 Profile Visits 184 (113)
 Impressions 3315 (2725)
 Followers 285 (-1)
 Mentions 3 (-3)



Instagram

Followers 1 (0)
 Posts 6 (-2)
 Reach 66 (-110)
 Engagement 175 (54)



ArcGIS

Open Data 1195(273)
 Portal Views
 Tax Parcel 761(-172)
 Viewer Views

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

DATE: June 11, 2021, **Updated June 17, 2021**
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the June 18, 2021 Meeting

With the lapse of the Governor's emergency declaration the meeting will be conducted in a hybrid format with a quorum of board members in attendance at the SRPC conference room. Others will have the option to participate virtually.

The following notes correspond to individual agenda items for discussion.

2b. Acceptance of Draft May Financials

Note – preliminary financial statements for May are included in your packet. These will be updated on Tuesday 6/15/2021.

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 until May 19th. Compared to last month, the big difference is the assessment of the FY2022 dues that are included under assets withing the accounts receivable and liabilities as FY22 dues in advance.

Aging Summary: Of the \$280,048 due as of May 31, 2021, \$137,993.69 are dues invoices that are not due until July 1st (many of which were received this week). Another \$88,183 is the May billing and the outstanding April DOT payment of \$44,312.60 was received in June. This leaves \$9,559.70 that is past due.

Profit and Loss: May was another very strong month with a net profit just over of \$15,000. Year to date our net income is just over \$87,000. We have several purchases in the budget that we still need to make this year. Because our billable contracts have been high, our indirect is trending very low. We are in the process of completing internal investments in June that will help remedy our indirect rate, including replacement of desk chairs and other upgrades.

2c. Recommendation FY2022 Budget

The draft budget has only been slightly modified since last month to adjust for hiring and intern retention during the academic year.

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 prograded 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

2d. Approval of the FY 2022 Billing Rate and Salary Ranges Schedule

See the enclosed schedule. Rates have increased slightly at the lower levels to reflect current market conditions but are otherwise unchanged.

2e. Recommendation of the FY2022 Executive Committee Officers, Members, and Alternates

The slate of officers is included in your packet. We still have 1 alternate seat open. Should someone volunteer during the commission meeting they can be added to the slate.

3b. FY2021 Annual Meeting

Anticipating that the emergency declaration might expire this month, we still planned for a hybrid event. All business items are on the joint Commission/Policy Committee meeting that will be run as a hybrid meeting with a physical quorum present and the option for the balance of members and guests to participate virtually. We will continue to host a webinar with our guest speakers in lieu of an in person event on June 24th at 4PM. The webinar is open to all commissioners, municipal representatives, and

legislators. 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.

3b. 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 staffing levels have changed since our move to a remote workplace, we will be shifting some workstations and internal infrastructure to accommodate all staff members. This is being planned as a gradual process, anticipated to be complete by mid-July. Staff are welcome to work in the office at this time. Masking is still required when there are individuals who are not fully vaccinated in the office.

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 this month.

Contracts Recently Fully Executed:

- PREPA updates to New Durham's shoreland ordinances/regulations
- PREPA updates to Dover's Wetland Protection District

Awarded Pending Contract:

- FTA 5305e COAST bus stop accessibility study (not funded) and Regional Coordination Plan update (pending G&C)

Recently Submitted and Pending Decision:

- NHDES Coastal Program Project of Special Merit
- AARP supplemental funding to extend CHAT outreach efforts
- EDA Partnership Planning 3-year funding award
- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan

In Development:

- Farmington annual tax map updates
- 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 106% at the end of April. Preliminary projection has year-end at approximately 120% 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	\$108,590.81
Total Income	\$108,590.81

Expenses:	
Vehicle Expenses	\$6,493.50
Planning Salaries	\$5,825.69
Dues and Subscriptions	\$95.70
Office Software	\$0.00
Travel	\$0.00
Meeting Expense	\$0.00
Office Expense	\$16.47
Finance Charge	\$0.00
Accounting	\$0.00
Mapping Supplies	\$0.00
Mapping Salaries	\$0.00
Indirect	\$7,456.88
Total SRPC Expenses	\$19,546.34

Cash Match:	
UPWP	\$44,486.82
EDA	\$8,186.38
Coastal	\$6,190.60
Dover Equity	\$327.54
CHAT	\$1,163.81
Durham Coastal Resilience	\$551.20
Total Cash Match	\$60,906.35

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	\$80,925.50
Annual Dues Remaining	\$27,665.31

NEXT MEETING July 16, 2021, 8 AM, will be conducted as a hybrid meeting. Per NH RSA 91-a, we are required to have a quorum physically present, however, virtual meeting access will also be provided.

Status of Grant Applications and Project Proposals

Title	Funder	Funding Year(s)	Award \$	Dues Match \$	Application Status	Contract Status	Description/Notes
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	complete	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	complete	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	submitted	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		submitted	pending	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 May 31, 2021

	May 31, 21	May 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	84,479.23	15,917.39	68,561.84
FSB Savings	26,083.65	58,734.46	-32,650.81
Total Checking/Savings	110,562.88	74,651.85	35,911.03 ¹
Accounts Receivable			
Accounts Receivable	280,048.78	212,610.28	67,438.50
Total Accounts Receivable	280,048.78	212,610.28	67,438.50 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	177.24	278.52	-101.28
Prepaid Dues and Subscriptions	1,406.14	1,944.57	-538.43
Prepaid training	600.00	600.00	0.00
Prepaid Expenses - Other	421.50	0.00	421.50
Total Prepaid Expenses	2,604.88	2,823.09	-218.21
Prepaid software support	5,190.64	4,854.13	336.51
Undeposited Funds	9,645.90	0.00	9,645.90 ³
Total Other Current Assets	17,441.42	7,677.22	9,764.20
Total Current Assets	408,053.08	294,939.35	113,113.73
Fixed Assets			
Vehicles			
Vehicle Accumulated Depreciation	-5,735.71	0.00	-5,735.71
Ford Transit	23,161.01	3,000.00	20,161.01
Total Vehicles	17,425.30	3,000.00	14,425.30
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	17,425.30	3,000.00	14,425.30
TOTAL ASSETS	425,478.38	297,939.35	127,539.03
LIABILITIES & EQUITY			

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

	May 31, 21	May 31, 20	\$ Change
Liabilities			
Current Liabilities			
Credit Cards			
FSB Credit Card	2,968.35	1,578.78	1,389.57
Total Credit Cards	2,968.35	1,578.78	1,389.57
Other Current Liabilities			
FY22 Dues in Advance	137,993.69	0.00	137,993.69 ⁴
FY21 Dues in Advance	9,871.89	137,284.46	-127,412.57
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	-1,520.40	185.17	-1,705.57 ⁵
FY20 Dues in Advance	0.00	9,460.49	-9,460.49
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	1,895.56	2,494.39	-598.83
Total Payroll Liabilities	1,968.27	2,524.78	-556.51
Total Other Current Liabilities	148,361.45	149,502.90	-1,141.45
Total Current Liabilities	151,329.80	151,081.68	248.12
Long Term Liabilities			
Lease Payable - Ford Motor Cred	14,427.34	0.00	14,427.34 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	12,507.50	12,632.50	-125.00
Total Accrued expenses	76,554.21	55,985.51	20,568.70 ⁷
Total Long Term Liabilities	90,981.55	55,985.51	34,996.04
Total Liabilities	242,311.35	207,067.19	35,244.16
Equity			
Retained Earnings	96,094.51	45,213.16	50,881.35 ⁸
Net Income	87,072.52	45,659.00	41,413.52
Total Equity	183,167.03	90,872.16	92,294.87
TOTAL LIABILITIES & EQUITY	425,478.38	297,939.35	127,539.03

Jane
6/17/21

Strafford Regional Planning Commission
Balance Sheet
As of May 31, 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. **Dues in Advance:** Dues invoices are typically sent out in April. The FY22 dues invoices went out in May of this year.

 5. **Contract Revenue in Advance:** As stated above, there are no advanced funds left in the current fiscal year for NHCHF or GSCH. SRPC continues to bill NHCHF 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. The monthly GSCH invoice amount, over the advanced funding, is being applied to cash match per the agreement. In addition, SRPC has collected Durham Resilience match in advance from the Town of Durham. Town of Durham has \$2948.80 left in advanced funding, and NHCHF is \$4469.09 over the advanced funding received to date.

 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 May 31, 2021

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
3300 City of Dover						
3302 Dover Resilience Grant	32.50	0.00	32.50	0.00	0.00	65.00
3303 Dover Equity	3,236.76	0.00	2,476.95	949.00	0.00	6,662.71 ¹
Total 3300 City of Dover	3,269.26	0.00	2,509.45	949.00	0.00	6,727.71
2000 LTA (Local Technical Assistance)						
2100 Dues						
2101 Town of Barrington dues	0.00	8,663.41	0.00	0.00	0.00	8,663.41 ²
2102 Town of Brookfield dues	0.00	916.91	0.00	0.00	0.00	916.91
2103 City of Dover dues	0.00	22,003.46	0.00	0.00	0.00	22,003.46
2104 Town of Durham dues	0.00	12,759.81	0.00	0.00	0.00	12,759.81 ³
2105 Town of Farmington dues	0.00	7,345.41	0.00	0.00	0.00	7,345.41 ⁴
2106 Town of Lee dues	0.00	5,592.52	0.00	0.00	0.00	5,592.52
2107 Town of Madbury dues	0.00	2,302.87	0.00	0.00	0.00	2,302.87 ⁵
2108 Town of Middleton dues	0.00	2,260.46	0.00	0.00	0.00	2,260.46
2109 Town of Milton dues	0.00	5,759.68	0.00	0.00	0.00	5,759.68
2110 Town of New Durham dues	0.00	3,294.63	0.00	0.00	0.00	3,294.63 ⁶
2111 Town of Newmarket dues	0.00	8,861.70	0.00	0.00	0.00	8,861.70
2112 Town of Northwood dues	0.00	5,364.22	0.00	0.00	0.00	5,364.22 ⁷
2113 Town of Nottingham dues	0.00	6,322.20	0.00	0.00	0.00	6,322.20
2114 City of Rochester dues	0.00	21,530.98	0.00	0.00	0.00	21,530.98
2115 Town of Rollinsford dues	0.00	3,217.29	0.00	0.00	0.00	3,217.29
2116 City of Somersworth dues	0.00	10,264.43	0.00	0.00	0.00	10,264.43
2117 Town of Strafford dues	0.00	5,213.28	0.00	0.00	0.00	5,213.28 ⁸
2118 Town of Wakefield dues	0.00	6,320.43	0.00	0.00	0.00	6,320.43
Total 2100 Dues	0.00	137,993.69	0.00	0.00	0.00	137,993.69
2000 LTA (Local Technical Assistance) - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 2000 LTA (Local Technical Assistance)	0.00	137,993.69	0.00	0.00	0.00	137,993.69
3400 Town of Durham						
3403 Durham Groundwater Modeling	1,577.80	0.00	0.00	0.00	0.00	1,577.80
3404 Durham Resilience Grant						
3404A Durham Resilience Town Match	3,500.00	0.00	0.00	0.00	0.00	3,500.00
Total 3404 Durham Resilience Grant	3,500.00	0.00	0.00	0.00	0.00	3,500.00
Total 3400 Town of Durham	5,077.80	0.00	0.00	0.00	0.00	5,077.80
3500 Town of Farmington						
3501 FAR Circuit Rider	3,649.85	0.00	0.00	0.00	0.00	3,649.85
Total 3500 Town of Farmington	3,649.85	0.00	0.00	0.00	0.00	3,649.85
4000 Town of New Durham						
4002 New Durham RSMS	0.00	0.00	446.03	0.00	0.00	446.03 ⁹
Total 4000 Town of New Durham	0.00	0.00	446.03	0.00	0.00	446.03
4200 Town of Northwood						
4201 NOR Circuit Rider	1,801.25	0.00	0.00	0.00	0.00	1,801.25
Total 4200 Town of Northwood	1,801.25	0.00	0.00	0.00	0.00	1,801.25

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
4300 Town of Nottingham						
4301 NOT Circuit Rider	1,321.25	0.00	0.00	0.00	0.00	1,321.25
Total 4300 Town of Nottingham	1,321.25	0.00	0.00	0.00	0.00	1,321.25
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
4700 Town of Strafford						
4701 Strafford Circuit Rider	660.00	0.00	0.00	0.00	0.00	660.00
Total 4700 Town of Strafford	660.00	0.00	0.00	0.00	0.00	660.00
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	1,048.24	0.00	878.94 ¹⁰	0.00	0.00	1,927.18
6101 Coastal 2021	0.00	0.00	0.00	226.28	0.00	226.28 ¹¹
6302 RPC Local Source Water 2021	0.00	4,550.00	0.00	0.00	0.00	4,550.00
Total 6100 NH DES	1,048.24	4,550.00	878.94	226.28	0.00	6,703.46
6500 DEPT OF SAFETY (OEM)						
6501 PDM19 BAR NDU ROL SOM	3,499.91	0.00	0.00	0.00	0.00	3,499.91
Total 6500 DEPT OF SAFETY (OEM)	3,499.91	0.00	0.00	0.00	0.00	3,499.91
7000 ECONOMIC DEVELOPMENT ADMINISTRATION						
7001 EDA FY21	7,413.80	0.00	0.00	0.00	0.00	7,413.80
7002 EDA CARES	15,174.60	0.00	0.00	0.00	0.00	15,174.60
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION	22,588.40	0.00	0.00	0.00	0.00	22,588.40
8000 DOT UPWP	45,266.83	0.00	44,312.60 ¹²	0.00	0.00	89,579.43
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	88,182.79	142,543.69	48,147.02	1,175.28	0.00	280,048.78

*Jul
6/17/21*

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

1. Dover Equity \$2476.95 and \$949.00 received in June.
2. Barrington Dues received June.
3. Durham Dues received June.
4. Farmington Dues received June.
5. Madbury Dues received June.
6. New Durham Dues received June.
7. Northwood Dues received June.
8. Strafford Dues received June.
9. New Durham RSMS reminder sent out 6/15/21.
10. NFWF \$878.94 was received in June.
11. Coastal – DES is waiting for SRPC deliverables and remaining match before paying
12. UPWP \$44312.60 received in June.

Strafford Regional Planning Commission
Profit & Loss
May 2021

06/15/21

Accrual Basis

	May 21	May 20	\$ Change
Ordinary Income/Expense			
Income			
SRPC Membership Dues	9,871.89	9,656.34	215.55
SRPC Revenue			
Municipal and NonProfit Revenue			
Strafford Circuit Rider	660.00	0.00	660.00
GSCH - Tufts	1,045.49	0.00	1,045.49
UNH PREPA	0.00	2,000.00	-2,000.00
DOV Recreation MP Chapter	0.00	1,000.00	-1,000.00
FAR Circuit Rider	3,649.85	2,982.50	667.35
FAR Master Plan Support	0.00	590.00	-590.00
NHCHF	1,348.04	0.00	1,348.04
Northwood Planning Services	1,801.25	1,962.50	-161.25
NOT Circuit Rider	1,321.25	2,567.00	-1,245.75
Total Municipal and NonProfit Revenue	9,825.88	11,102.00	-1,276.12
Total SRPC Revenue	9,825.88	11,102.00	-1,276.12
Economic Development Revenue			
EDA CARES	15,174.60	0.00	15,174.60
EDD Partnership Planning	13,505.24	8,689.36	4,815.88
Total Economic Development Revenue	28,679.84	8,689.36	19,990.48
State Award Revenue			
NHDES			
DOV Equity	4,385.66	0.00	4,385.66
RPC Water Buffers	4,550.00	0.00	4,550.00
NFWF Great Bay Living Shoreline	1,048.24	0.00	1,048.24
DUR Resilience			
DUR CHAMP Match	551.20	0.00	551.20
DUR Resilience - Other	857.94	0.00	857.94
Total DUR Resilience	1,409.14	0.00	1,409.14
Coastal	1,927.18	3,230.97	-1,303.79
DOV Coastal Resilience	371.03	1,614.33	-1,243.30
Durham Groundwater Modeling	1,577.80	0.00	1,577.80
Local Source Water	0.00	1,700.00	-1,700.00
Total NHDES	15,269.05	6,545.30	8,723.75
OEM Haz Mit			
PDM	4,666.55	0.00	4,666.55
Total OEM Haz Mit	4,666.55	0.00	4,666.55
Total State Award Revenue	19,935.60	6,545.30	13,390.30
MPO Revenue			
NH DOT			
UPWP	50,296.48	40,617.48	9,679.00
Total NH DOT	50,296.48	40,617.48	9,679.00
Total MPO Revenue	50,296.48	40,617.48	9,679.00

Strafford Regional Planning Commission
Profit & Loss
May 2021

06/15/21

Accrual Basis

	May 21	May 20	\$ Change
Contra Income Cash Match			
Cash Match GSCH	-1,045.49	0.00	-1,045.49
Durham Resilience Cash Match	-551.20	0.00	-551.20
Dover Equity Cash Match			
Dover Cash Match	-355.12	0.00	-355.12
SRPC Cash Match	-142.27	0.00	-142.27
Total Dover Equity Cash Match	-497.39	0.00	-497.39
Coastal Cash Match	-1,927.18	-1,649.49	-277.69
DOT Cash Match	-5,029.65	-4,061.75	-967.90
EDD Cash Match	0.00	-779.78	779.78
RPC LTS Cash Match	0.00	-329.00	329.00
Total Contra Income Cash Match	-9,050.91	-6,820.02	-2,230.89
Contra Income InKind/Soft Match			
IK DOV Equity	-651.51	0.00	-651.51
IK DOV Resilience	-338.53	0.00	-338.53
IK DUR Resilience	-306.74	0.00	-306.74
In-Kind Coastal Match	0.00	-741.27	741.27
In-Kind EDD Match	-6,091.44	-4,271.32	-1,820.12
In-Kind HazMit Match	-1,166.64	0.00	-1,166.64
Total Contra Income InKind/Soft Match	-8,554.86	-5,012.59	-3,542.27
Contract Overage	0.00	-398.98	398.98
Total Income	101,003.92	64,378.89	36,625.03
Gross Profit	101,003.92	64,378.89	36,625.03
Expense			
Personnel Expenses			
Salary and Wages	54,980.17	39,188.26	15,791.91
Payroll Expenses			
FSA Fees	2.75	0.00	2.75
Dental insurance expense	416.20	332.22	83.98
Health incentive	55.00	0.00	55.00
Health Insurance expense	6,553.73	4,966.04	1,587.69
Life Insurance expense	98.43	86.00	12.43
LTD Insurance expense	55.74	47.84	7.90
STD Insurance expense	209.80	135.32	74.48
Payroll Processing Fees	192.00	174.00	18.00
Pension expense	1,592.20	1,165.07	427.13
Unemployment expense	168.59	0.00	168.59
Workers Compensation	159.09	159.09	0.00
Payroll Taxes			
Medicare Expense	775.85	561.37	214.48
Social Security expense	3,317.45	2,400.35	917.10
Payroll Taxes - Other	0.00	0.01	-0.01
Total Payroll Taxes	4,093.30	2,961.73	1,131.57
Total Payroll Expenses	13,596.83	10,027.31	3,569.52

Strafford Regional Planning Commission
Profit & Loss
May 2021

	May 21	May 20	\$ Change
Dues and Subscriptions	333.91	360.69	-26.78
Staff Training and Seminars	2,250.00	0.00	2,250.00
Total Personnel Expenses	71,160.91	49,576.26	21,584.65
Equipment expense			
Copier Maintenance Contract	319.85	319.85	0.00
Software expense			
ArcInfo/View software	400.00	400.00	0.00
Office Software			
QuickBooks	1,259.99	0.00	1,259.99
Zoom	58.32	0.00	58.32
Adobe In Design	73.98	73.98	0.00
Anti-virus software	30.10	27.95	2.15
Constant Contact	85.50	40.50	45.00
Microsoft Office 365	162.50	137.50	25.00
Total Office Software	1,670.39	279.93	1,390.46
Total Software expense	2,070.39	679.93	1,390.46
Traffic Count Expenses			
Traffic counting equipment	1,100.37	0.00	1,100.37
Traffic counting supplies	848.25	1,154.88	-306.63
Total Traffic Count Expenses	1,948.62	1,154.88	793.74
Total Equipment expense	4,338.86	2,154.66	2,184.20
Fixed Expenses			
Insurance			
Liability Insurance	480.42	458.84	21.58
Total Insurance	480.42	458.84	21.58
Rent	2,500.00	2,500.00	0.00
Vehicle Expenses			
Depreciation Expense	477.99	0.00	477.99
Vehicle Gas	37.19	0.00	37.19
Vehicle Interest	70.76	0.00	70.76
Total Vehicle Expenses	585.94	0.00	585.94
Total Fixed Expenses	3,566.36	2,958.84	607.52
Communications			
Postage and Delivery	246.44	72.99	173.45
Telephone and Internet	287.72	279.35	8.37
Website maintenance and updates			
Website and logo design	8.44	57.44	-49.00
Website maintenance and updates - Other	49.00	0.00	49.00
Total Website maintenance and updates	57.44	57.44	0.00
Total Communications	591.60	409.78	181.82
Administrative			
Office Expense	816.88	885.35	-68.47

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

	May 21	May 20	\$ Change
Office Supplies	448.03	91.77	356.26
Professional Fees			
Accounting, Audit	902.50	902.50	0.00
Total Professional Fees	902.50	902.50	0.00
Travel & Ent			
Travel	33.60	34.50	-0.90
Total Travel & Ent	33.60	34.50	-0.90
Total Administrative	2,201.01	1,914.12	286.89
Contract Labor			
Financial Services	3,396.25	1,992.50	1,403.75
IT and Network support	270.00	270.00	0.00
Pass Through Expense			
Dov Resilience	0.00	1,040.00	-1,040.00
DUR Groundwater Consultant	325.00	0.00	325.00
Total Pass Through Expense	325.00	1,040.00	-715.00
Total Contract Labor	3,991.25	3,302.50	688.75
Total Expense	85,849.99	60,316.16	25,533.83
Net Ordinary Income	15,153.93	4,062.73	11,091.20
Other Income/Expense			
Other Income			
Interest Income	5.02	12.61	-7.59
Total Other Income	5.02	12.61	-7.59
Net Other Income	5.02	12.61	-7.59
Net Income	15,158.95	4,075.34	11,083.61

*Je
6/17/21*

Strafford Regional Planning Commission
Profit & Loss
May 2021

1. Personnel Expenses: 10 permanent employees in the prior year, this year there were 12 permanent staff and one intern paid in May. Current staff in June consists of 11 permanent staff and three interns. An offer has also been accepted for one full time permanent Office Coordinator. Pay increases were also given in January for current year, in July the 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. Equipment: QuickBooks requires that the software be updated every three years to continue to run their assisted payroll service.
.....

Strafford Regional Planning Commission
Income by Customer
May 2021

Date	Name	Memo	Amount
3300 City of Dover			
3302 Dover Resilience Grant			
05/31/2021	3300 City of Do...	Dover Resilience Progress Billing - May 2021	371.03
05/31/2021	3300 City of Do...	Dover Resilience In-Kind Match	-338.53
Total 3302 Dover Resilience Grant			32.50
3303 Dover Equity			
05/31/2021	3300 City of Do...	Dover Equity Progress Billing - May 2021	4,385.66
05/31/2021	3300 City of Do...	Dover Cash Match Dover Equity	-355.12
05/31/2021	3300 City of Do...	SRPC Cash Match Dover Equity	-142.27
05/31/2021	3300 City of Do...	Dover Equity In Kind Match	-651.51
Total 3303 Dover Equity			3,236.76
Total 3300 City of Dover			3,269.26
2000 LTA (Local Technical Assistance)			
05/01/2021	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
3400 Town of Durham			
3403 Durham Groundwater Modeling			
05/31/2021	3400 Town of D...	Progress Billing Durham Groundwater - May 2021	1,577.80
Total 3403 Durham Groundwater Modeling			1,577.80
3404 Durham Resilience Grant			
3404A Durham Resilience Town Match			
05/31/2021	3400 Town of D...	Town of Durham CHAMP Match	551.20
Total 3404A Durham Resilience Town Match			551.20
3404 Durham Resilience Grant - Other			
05/31/2021	3400 Town of D...	Progress Billing - Durham Resilience Grant - May 2021	857.94
05/31/2021	3400 Town of D...	In Kind Match	-306.74
05/31/2021	3400 Town of D...	Durham Resilience Cash Match	-551.20
Total 3404 Durham Resilience Grant - Other			0.00
Total 3404 Durham Resilience Grant			551.20
Total 3400 Town of Durham			2,129.00
3500 Town of Farmington			
3501 FAR Circuit Rider			
05/31/2021	3500 Town of F...	Progress Billing - Farmington Circuit Rider - May 2021	3,649.85
Total 3501 FAR Circuit Rider			3,649.85

Strafford Regional Planning Commission
Income by Customer
May 2021

Date	Name	Memo	Amount
Total 3500 Town of Farmington			3,649.85
4200 Town of Northwood			
4201 NOR Circuit Rider			
05/31/2021	4200 Town of N...	Progress Billing Northwood Circuit Rider-May 2021	1,801.25
Total 4201 NOR Circuit Rider			1,801.25
Total 4200 Town of Northwood			1,801.25
4300 Town of Nottingham			
4301 NOT Circuit Rider			
05/31/2021	4300 Town of N...	Progress Billing - Nottingham Circuit Rider - May 2021	1,321.25
Total 4301 NOT Circuit Rider			1,321.25
Total 4300 Town of Nottingham			1,321.25
4700 Town of Strafford			
4701 Strafford Circuit Rider			
05/31/2021	4700 Town of St...	Progress Billing - Strafford Circuit Rider - May 2021	660.00
Total 4701 Strafford Circuit Rider			660.00
Total 4700 Town of Strafford			660.00
5100 NHCHF			
5101 NHCHF Promoting Outdoor Play			
05/31/2021	5100 NHCHF:5...	Progress Billing - Promoting Outdoor Play - May 2021	1,348.04
Total 5101 NHCHF Promoting Outdoor Play			1,348.04
Total 5100 NHCHF			1,348.04
5150 GSCH			
5151 Creating Age Friendly Communities			
05/31/2021	5150 GSCH:515...	Progress Billing - GSCH - May 2021	1,045.49
05/31/2021	5150 GSCH:515...	Cash Match	-1,045.49
Total 5151 Creating Age Friendly Communities			0.00
Total 5150 GSCH			0.00
6100 NH DES			
6180 NFWF Scaling Up Living Shorelines			
05/31/2021	6100 NH DES:6...	NFWF Progress Billing - May 2021	1,048.24
Total 6180 NFWF Scaling Up Living Shorelines			1,048.24
6101 Coastal 2021			
05/31/2021	6100 NH DES:6...	Coastal 2021 Progress Billing - May 2021	1,927.18

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

Date	Name	Memo	Amount
05/31/2021	6100 NH DES:6...	Staffing over Federal Funds and May 2021 LTA Coastal	-1,927.18
Total 6101 Coastal 2021			0.00
6302 RPC Local Source Water 2021			
05/17/2021	6100 NH DES:6...	RPC Water Buffers - Final Billing - May 2021	4,550.00
Total 6302 RPC Local Source Water 2021			4,550.00
Total 6100 NH DES			5,598.24
6500 DEPT OF SAFETY (OEM)			
6501 PDM19 BAR NDU ROL SOM			
05/31/2021	6500 DEPT OF ...	Progress Billing - PDM19 - May 2021	4,666.55
05/31/2021	6500 DEPT OF ...	In Kind Match for Hazard Mitigation contracts	-1,166.64
Total 6501 PDM19 BAR NDU ROL SOM			3,499.91
Total 6500 DEPT OF SAFETY (OEM)			3,499.91
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7001 EDA FY21			
05/31/2021	7000 ECONOMI...	Progress Billing - ED20PHI3020086 - May 2021	13,505.24
05/31/2021	7000 ECONOMI...	In Kind Match	-6,091.44
Total 7001 EDA FY21			7,413.80
7002 EDA CARES			
05/31/2021	7000 ECONOMI...	EDA CARES - Project 01-69-15047 - Progress Billing - May 2021	15,174.60
Total 7002 EDA CARES			15,174.60
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			22,588.40
8000 DOT UPWP			
05/31/2021	8000 DOT UPWP	Progress Billing - UPWP - May 2021	50,296.48
05/31/2021	8000 DOT UPWP	10% Matching Funds	-5,029.65
Total 8000 DOT UPWP			45,266.83
TOTAL			101,003.92

Juc
6/17/21

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

	Jul '20 - May 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
SRPC Membership Dues	108,590.81		
SRPC Revenue		108,905.50	-314.69
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	39,163.92	34,833.33	4,330.59
Lee Tax Map	0.00	666.66	-666.66
Barrington Master Plan	192.50	26.00	166.50
DUR Wagon Hill Living Shoreline	67.50	26.00	41.50
FAR Circuit Rider	40,431.66	45,833.33	-5,401.67
FAR Tax Map Updates	1,091.42	666.66	424.76
GIS Projects	100.00	2,750.00	-2,650.00
MIL MS4 NOI	0.00	1.00	-1.00
NHCHF	24,469.07	18,333.33	6,135.74
NKT Tax Maps	0.00	666.66	-666.66
Northwood Planning Services	23,916.25	25,666.67	-1,750.42
NOT Circuit Rider	25,251.25	25,666.67	-415.42
Strafford Tax Map	306.25	666.66	-360.41
Total Municipal and NonProfit Revenue	168,252.35	162,640.97	5,611.38
Total SRPC Revenue	168,252.35	162,640.97	5,611.38 1
Economic Development Revenue			
EDA CARES	98,627.03	126,377.00	-27,749.97 2
EDD Partnership Planning	114,069.72	106,874.10	7,195.62
EPA Brownfields	88,311.81	100,833.33	-12,521.52 3
Total Economic Development Revenue	301,008.56	334,084.43	-33,075.87
State Award Revenue			
NHDES			
RPC Water Buffers	9,200.00	10,110.00	-910.00 4
NFWF Great Bay Living Shoreline	1,927.18	1.00	1,926.18
Sunrise Lake	13,792.29	27,429.00	-13,636.71 5
DUR Resilience	17,280.24	24,117.50	-6,837.26 6
NKT Local Source Water	800.10	0.00	800.10
Coastal	21,857.61	22,916.67	-1,059.06 7
DOV Coastal Resilience	22,560.07	27,324.00	-4,763.93 8
Durham Groundwater Modeling	41,287.24	47,836.25	-6,549.01 9
Local Source Water	10,333.50	10,389.50	-56.00
Watershed PRB	43,542.11	60,204.83	-16,662.72 10
Total NHDES	191,828.52	230,328.75	-38,500.23
OEM Haz Mit			
PDM	15,199.75	28,333.33	-13,133.58 11
Total OEM Haz Mit	15,199.75	28,333.33	-13,133.58
OEP Targeted Block	11,165.27	8,333.25	2,832.02 12
Total State Award Revenue	218,193.54	266,995.33	-48,801.79

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

	Jul '20 - May 21	Budget	\$ Over Budget
MPO Revenue			
NH DOT			
UPWP	502,291.62	583,259.41	-80,967.79 13
Total NH DOT	502,291.62	583,259.41	-80,967.79
Total MPO Revenue	502,291.62	583,259.41	-80,967.79
Contra Income Cash Match			
RPC Water Buffers Cash Match	0.00	1,000.00	-1,000.00
NKT Local Source Water Match	-800.10	-1,334.00	533.90
DOT Cash Match	-50,201.63	-52,685.41	2,483.78
EDD Cash Match	-8,186.38	-13,124.70	4,938.32
Total Contra Income Cash Match	-68,238.80	-66,144.11	-2,094.69
Contra Income InKind/Soft Match			
IK - PDM Soft Match	0.00	-6,875.00	6,875.00
IK DOV Resilience	-6,535.79	-11,253.91	4,718.12
IK DUR Resilience	-2,923.61	-8,039.16	5,115.55
In-Kind Coastal Match	-3,167.01	-11,458.33	8,291.32
In-Kind EDD Match	-52,595.93	-41,249.70	-11,346.23
In-Kind HazMit Match	-3,799.94	0.00	-3,799.94
PRB IK Match	-11,943.11	-24,089.08	12,145.97
Total Contra Income InKind/Soft Match	-82,220.19	-102,965.18	20,744.99
Contract Overage	-472.81	0.00	-472.81
Total Income	1,147,405.08	1,286,776.35	-139,371.27
Gross Profit	1,147,405.08	1,286,776.35	-139,371.27
Expense			
Personnel Expenses			
Salary and Wages	604,312.36	640,819.39	-36,507.03
Payroll Expenses			
FSA Fees	19.25	30.25	-11.00
Dental insurance expense	4,230.46	4,783.16	-552.70
Health incentive	5,568.53	6,069.25	-500.72
Health Insurance expense	64,804.11	70,318.41	-5,514.30
Life Insurance expense	999.84	1,134.83	-134.99
LTD Insurance expense	585.42	689.33	-103.91
STD insurance expense	2,129.75	1,932.33	197.42
Payroll Processing Fees	2,238.50	2,383.33	-144.83
Pension expense	17,699.68	19,283.00	-1,583.32
Unemployment expense	313.23	2,445.67	-2,132.44
Workers Compensation	1,441.10	1,749.92	-308.82
Payroll Taxes			
Medicare Expense	8,597.88	0.00	8,597.88
Social Security expense	36,763.35	0.00	36,763.35
Payroll Taxes - Other	-0.01	49,022.76	-49,022.77
Total Payroll Taxes	45,361.22	49,022.76	-3,661.54

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

	Jul '20 - May 21	Budget	\$ Over Budget
Total Payroll Expenses	145,391.09	159,842.24	-14,451.15
Dues and Subscriptions	4,142.27	7,244.41	-3,102.14
Staff Training and Seminars	3,220.00	9,166.67	-5,946.67
Total Personnel Expenses	757,065.72	817,072.71	-60,006.99 14
Equipment expense			
Copier Maintenance Contract	3,665.85	3,518.17	147.68
Office furniture			
Computer equipment	6,822.15	8,754.17	-1,932.02
Office furniture - Other	0.00	1,375.00	-1,375.00
Total Office furniture	6,822.15	10,129.17	-3,307.02 15
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	458.33	-458.33
Total Other Equipment Repair and Cost	512.37	458.33	54.04
Software expense			
ArcInfo/View software	4,700.00	5,958.33	-1,258.33
Office Software			
QuickBooks	1,259.99	916.67	343.32
Timesheet Software	418.00	1,870.00	-1,452.00 16
Acrobat	0.00	825.00	-825.00
Adobe In Design	1,333.76	813.78	519.98
Anti-virus software	352.60	354.75	-2.15
Constant Contact	753.75	445.50	308.25
DropBox	119.88	109.89	9.99
Microsoft Office 365	2,165.34	1,787.50	377.84
Sonic Wall Remote Access	545.00	499.58	45.42
Total Office Software	7,679.43	7,622.67	56.76
Transcad software/maintenance	1,500.00	1,375.00	125.00
Total Software expense	13,879.43	14,956.00	-1,076.57
Traffic Count Expenses			
Traffic counting equipment	1,100.37	0.00	1,100.37
Traffic counting supplies	1,233.40	2,500.00	-1,266.60
Total Traffic Count Expenses	2,333.77	2,500.00	-166.23
Total Equipment expense	27,401.99	31,561.67	-4,159.68
Fixed Expenses			
Insurance			
Liability Insurance	5,284.58	5,284.58	0.00
Total Insurance	5,284.58	5,284.58	0.00
Rent	27,500.00	27,500.00	0.00
Vehicle Expenses			
Depreciation Expense	5,257.89	5,257.89	0.00
Vehicle Gas	312.63	4,216.80	-3,904.17
Vehicle Interest	872.98	872.98	0.00

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

	Jul '20 - May 21	Budget	\$ Over Budget
Total Vehicle Expenses	6,493.50	10,347.67	-3,854.17
Total Fixed Expenses	39,278.08	43,132.25	-3,854.17 ¹⁷
Communications			
Media Outreach Expense	0.00	458.33	-458.33
Office Telephone System	136.75	1,320.00	-1,183.25
Postage and Delivery	462.34	366.67	95.67
Telephone and Internet	3,149.70	3,091.00	58.70
Website maintenance and updates			
Website and logo design	92.84	3,184.50	-3,091.66
Total Website maintenance and updates	532.00	3,184.50	-2,652.50 ¹⁸
Total Communications	4,280.79	8,420.50	-4,139.71
Administrative			
Library & Planning Books	1,748.10	2,000.00	-251.90
Meetings Expense	1,542.56	1,000.00	542.56
Office Expense	9,142.37	10,541.67	-1,399.30
Office Supplies	1,076.22	3,300.00	-2,223.78
Printing and Reproduction	84.92	1,100.00	-1,015.08
Professional Fees			
Accounting, Audit	9,927.50	9,776.25	151.25
Legal Fees	0.00	916.67	-916.67
Total Professional Fees	9,927.50	10,692.92	-765.42
Travel & Ent			
Travel	1,063.47	0.00	1,063.47
Travel & Ent - Other	0.00	9,166.67	-9,166.67
Total Travel & Ent	1,063.47	9,166.67	-8,103.20
Total Administrative	24,585.14	37,801.26	-13,216.12
Contract Labor			
Financial Services	31,461.25	55,000.00	-23,538.75 ¹⁹
IT and Network support	4,076.25	3,886.67	189.58
Pass Through Expense			
EDA CARES Contract Support	0.00	11,029.17	-11,029.17
DUR Resilience Subcontract	3,401.29	3,245.00	156.29
Sunrise Lake Subcontract	14,937.56	27,500.00	-12,562.44
Dov Resilience	9,570.00	6,875.00	2,695.00
DUR Groundwater Consultant	33,247.50	39,139.83	-5,892.33
EPA Brownfields Consultants	84,523.06	100,833.33	-16,310.27
PRB Consultants	26,642.94	31,463.67	-4,820.73
Total Pass Through Expense	172,322.35	220,086.00	-47,763.65 ²⁰
Total Contract Labor	207,859.85	278,972.67	-71,112.82
Total Expense	1,060,471.57	1,216,961.06	-156,489.49
Net Ordinary Income	86,933.51	69,815.29	17,118.22
Other Income/Expense			

6:06 PM

06/15/21

Accrual Basis

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

	Jul '20 - May 21	Budget	\$ Over Budget
Other Income			
Interest Income	139.01	0.00	139.01
Other Income	0.00	92.00	-92.00
Total Other Income	139.01	92.00	47.01
Net Other Income	139.01	92.00	47.01
Net Income	87,072.52	69,907.29	17,165.23

JFC
6/17/21

Stafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2020 through May 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. Durham Resilience: Budget was spread out evenly each month and billing is impacted by the timing of contractor invoices. UNH has been slow to bill their portion of the contract. Contract extended to 12/31/21 to complete the project.
7. Coastal: This amount includes match, which is currently impacted due to COVID.
8. Dover Resilience: This contract has been extended through 12/31/21.
9. Durham Groundwater: Contract start date was in March, but work was not started until June. Revenue is spread evenly over the contract period.
10. 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.
11. 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.
12. Targeted Block: SRPC had received recommendation to spend funds down by calendar year end. Budgeted evenly based on contract beginning and end dates.
13. UPWP: A subcontractor has been hired for \$60,000 of on-call services. The task order process with DOT has finally been approved and work started in June.
14. Personnel Expenses: Staffing continues to evolve from what was established during the mid-year budgeting phase due to the attainment of new contracts and the staff needed to complete projects. In addition, one permanent staff member resigned mid-May. SRPC expects to hire one full-time Office Coordinator late May. Staffing costs are spread evenly throughout the year, which may not coincide with actual hire dates. 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).

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

- 15. Computer Equipment: Current computer inventory is being evaluated for additional purchases by this fiscal year-end.
- 16. Office Software: TSheets went live 1/11/20. Budget included cost of \$170 per month for the entire year. The actual monthly cost is \$116 and did not start until January, 2021. Additional software will be purchased in May for new additional staffing needs.
- 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

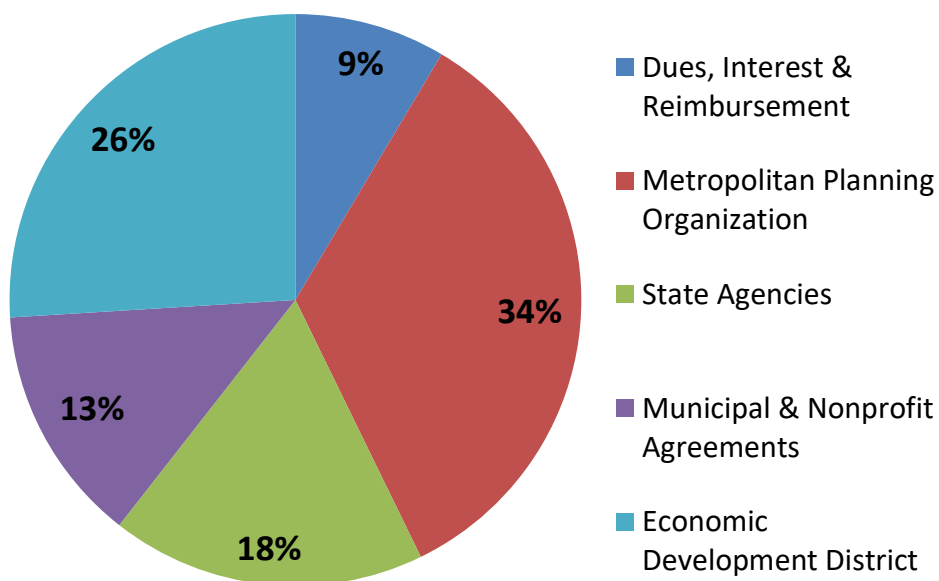
DRAFT FY 2022 Budget

Summary Table

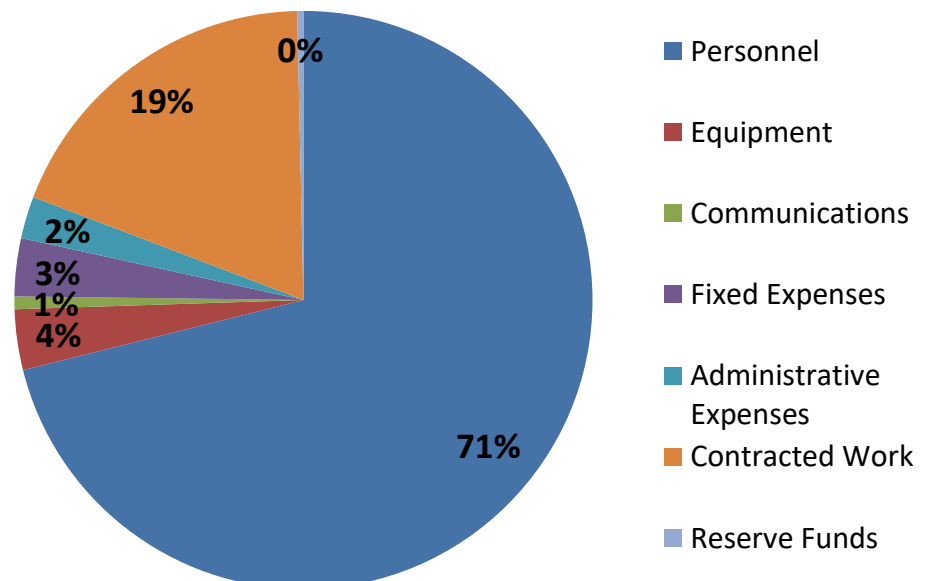
	Adopted FY21*	DRAFT FY22	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	119,406	123,523	4,117
Metropolitan Planning Organization	585,645	494,910	(90,735)
State Agencies	228,461	257,276	28,815
Municipal & Nonprofit Agreements	171,054	194,599	23,545
Economic Development District	310,507	375,566	65,058
Total	1,415,073	1,445,873	30,800
	Expenses	Expenses	Net Change
Personnel	886,625	1,027,840	141,215
Equipment	42,904	48,991	6,087
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	272,688	(59,350)
Reserve Funds	23,500	5,000	(18,500)
Total	1,384,260	1,445,658	61,398
Net Deficit/Surplus	30,813	215	(30,598)

*As amended December 2019

DRAFT FY2022 Budget Revenue



DRAFT FY2022 Budget Expenses



Strafford Regional Planning Commission

FY2022 EXPENSES	Adopted FY21 Budget Expenses		FY22 DRAFT Budget Expenses		Net Change
Total	1,384,260		1,445,658		61,398
PERSONNEL	886,625	<i>69%</i>	1,027,840	<i>71%</i>	141,215
Salaries and Hourly Wages	694,221		783,529		89,308
Payroll Taxes	53,108		59,940		6,832
Payroll Processing - QuickBooks	2,600		2,600		0
Health Insurance	76,711		104,034		27,324
Dental Insurance	5,218		7,690		2,472
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		7,533		411
SIMPLE IRA Pension	21,036		35,986		14,950
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		7,836		(67)
EQUIPMENT	42,904	<i>3%</i>	48,991	<i>3%</i>	6,087
ARCIInfo/View Software: Maintenance	6,500		6,500		0
Transpo Software Maintenance: TransCAD	1,500		1,500		0
Office Software: Maintenance, purchase	8,316		9,952		1,637
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		11,000		450
Office Furniture	500		4,500		4,000
COMMUNICATIONS	9,186	<i>2%</i>	10,300	<i>1%</i>	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	<i>5%</i>	46,789	<i>3%</i>	(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	<i>1%</i>	34,050	<i>2%</i>	(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	<i>20%</i>	272,688	<i>19%</i>	(35,850)
1000 Financial Services	60,000		42,000		(18,000)
1000 IT Services	4,240		9,000		4,760
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		8,392		8,392
RESERVE FUND CONTRIBUTION	23,500	<i>0%</i>	5,000	<i>0%</i>	(18,500)
		<i>100%</i>		<i>100%</i>	

BARRINGTON
 BROOKFIELD
 DOVER
 DURHAM
 FARMINGTON
 LEE
 MADBURY
 MIDDLETON
 MILTON



NEW DURHAM
 NEWMARKET
 NORTHWOOD
 NOTTINGHAM
 ROCHESTER
 ROLLINSFORD
 SOMERSWORTH
 STRAFFORD
 WAKEFIELD

FISCAL YEAR 2022
July 1, 2021 – June 30, 2022

Draft for Approval by the Executive Committee on 6/18/2021

BILLING RATE STRUCTURE

Billing Level	Per Hour Rates For Dues Paying Communities	Per Hour Rates For Non-Dues Paying Communities**
Executive Director	\$105	\$110
Principal Planner	\$80	\$85
Senior Planner	\$65	\$70
Municipal Circuit Rider Regional Planner III	\$60	\$65
Regional Planner II	\$55	\$60
Regional Planner I	\$50	\$55
Intern	\$35	\$40

**The Non-Dues Municipal Rate reflects a \$5 adjustment over the Dues Paying Municipal rate.

SALARY RANGES

Billing Level	Salary Range	Experience
Principal Planner	\$70,000 - \$80,000	Bachelors +10 years' experience; Masters +8 years' experience; +supervisory experience
Senior Planner	\$60,000 - \$69,999	Bachelors +8 years' experience; Masters +6 years' experience; +project management
Regional Planner III	\$55,000 - \$59,999	Bachelors + 6 years' experience; Masters + 4 years' experience
Regional Planner II	\$50,000 - \$54,999	Bachelors +4 years' experience; Masters +2 years' experience
Regional Planner I	\$40,000 - \$49,999	Bachelors 0-3 years' experience; Masters +0 experience
Intern	\$15 - \$17/hour	Undergrad – Graduate Student

BARRINGTON
 BROOKFIELD
 DOVER
 DURHAM
 FARMINGTON
 LEE
 MADBURY
 MIDDLETON
 MILTON



NEW DURHAM
 NEWMARKET
 NORTHWOOD
 NOTTINGHAM
 ROCHESTER
 ROLLINSFORD
 SOMERSWORTH
 STRAFFORD
 WAKEFIELD

DATE: June 11, 2021

TO: SRPC Commissioners

FROM: Shayna Sylvia, Communications and Outreach Planner

RE: Election of Officers and Executive Committee for FY 2021

At the past few Executive Committee meetings SRPC staff asked E.C. members about their interest in continuing to serve on the committee in fiscal year 2022. All current Committee members expressed interest staying on the Executive Committee, although some in different capacities.

Current members include:

Commissioner	Current Office	Proposed Office	Community	Term	Commission Term
Victoria Parmele	Chair	Member	Northwood	FY 2022	11/4/2023
Peter Nelson	Vice-Chair	Vice-Chair	Newmarket	FY 2022	03/1/2025
Tom Crosby	Secretary/Treasurer	Secretary/Treasurer	Madbury	FY 2022	09/01/2022
David Landry	Member	Chair	Dover	FY 2022	11/4/2023
Donald Hamann	Member	Member	Rochester	FY 2022	6/30/2021
Barbara Holstein	Member	Member	Rochester	FY 2022	6/6/2023
Michael Bobinsky	Member	Member	Somersworth	FY 2022	5/2/2024
Bill Fisher	Alternate	Alternate	Farmington	FY 2022	1/1/2023
Vacant	Alternate		N/A	FY 2022	N/A

Nominations for Officers and Executive Committee members will also be entertained at the Joint Policy/Commission Meeting on Jun. 18. If you have any questions or comments, please feel free to contact Jen Czysz, AICP, Executive Director, at 603-994-3500 or jczysz@strafford.org.

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

June 18, 2021

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

RE: June 2021 Minor Revisions to the 2021-2024 TIP

Dear Mr. Watson:

The Strafford Metropolitan Planning Organization (SMPO) staff has received a request to approve the June 2021 Minor Revisions to the approved Strafford Metropolitan Planning Organization's 2021-2024 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 2021-2024 TIP as proposed.

Sincerely,

Jennifer Czysz
Executive Director
Strafford Regional Planning Commission

June 2021 TIP Minors

Table of Contents

Funding Changes	Page
Dover (41824)	Page 1
Dover-Somersworth-Rochester (29604)	Page 2
Lee (41322)	Page 3
Newfields-Newmarket (28393).....	Page 4
Program CRDR	Page 5-6
Program HSIP	Page 7-8
Somersworth (40646).....	Page 8
Somersworth (41741).....	Page 9
Statewide 2021 USGS Orthoimagery (42268)	Page 10

2021-2024 SRPC Transportation Improvement Program

Minor Revision

5/21/2021

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 41824

Towns: DOVER
 Road: NH 16
 Scope: Bridge Superstructure Replacement for NH 16 NB (#106/133) and SB (#105/133) over Cocheco River

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2021	\$0	\$45,000	\$0	\$45,000
PE	2022	\$0	\$308,400	\$0	\$308,400
PE	2023	\$0	\$158,518	\$0	\$158,518
PE	2024	\$0	\$108,637	\$0	\$108,637
CON	2024	\$0	\$543,187	\$0	\$543,187

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2021	\$0	\$9,500	\$0	\$9,500
PE	2022	\$0	\$440,000	\$0	\$440,000
PE	2023	\$0	\$308,400	\$0	\$308,400
PE	2024	\$0	\$158,518	\$0	\$158,518
CON	2024	\$0	\$528,392	\$0	\$528,392

Change Notes

NHDOT Description of Changes
 Decrease in 2021 PE and 2024 CON; Increase in PE 2022-2024. Changes made to reflect current renewal & replacement program funding schedule.

Funding Sources

NHDOT
 Turnpike Renewal & Replacement

SRPC Notes

DOVER - SOMERSWORTH - ROCHESTER 29604

Towns: DOVER, ROCHESTER, SOMERSWORTH

Road: NH 108

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

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$345,316		\$0	\$0	\$345,316
PE	2022	\$1,194,684		\$0	\$0	\$1,194,684
ROW	2022	\$1,485,000		\$0	\$0	\$1,485,000
CON	2024	\$6,045,767		\$0	\$0	\$6,045,767

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$345,316		\$0	\$0	\$345,316
PE	2022	\$1,194,684		\$0	\$0	\$1,194,684
ROW	2022	\$1,485,000		\$0	\$0	\$1,485,000
CON	2024	\$4,689,070		\$0	\$0	\$4,689,070

Change Notes

NHDOT Description of Changes

CON funds decreased in 2024. Changing funding for financial constraint, CON funds remain the same in later years.

SRPC Notes

Funding Sources

FHWA

STBG-State Flexible

NHDOT

Toll Credit

LEE 41322

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

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	202	\$220,000		\$0	\$0	\$220,000
ROW	2022	\$16,500		\$0	\$0	\$16,500
CON	2022	\$1,		\$	\$0	\$1,650,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$110,000		\$0	\$0	\$110,000
PE	2022	\$220,000		\$0	\$0	\$220,000
ROW	2022	\$16,500		\$0	\$0	\$16,500
CON	2023	\$1,696,200		\$0	\$0	\$1,696,200

Change Notes

NHDOT Description of Changes
CON moved from 2022 to 2033 and increased.
Changes due to inflation and Ad date change related to project status.
SRPC Notes

Funding Sources

FHWA
Hwy Infrastructure
National Highway Performance
STBG-Non Urban Areas Under 5K
NHDOT
Toll Credit

NEWFIELDS - NEWMARKET 28393

Towns: NEWFIELDS, NEWMARKET

Road: NH 108

Scope: Bridge Rehabilitations, address bridges carrying NH 108 over BMRR Bridge numbers 127/081 & 125/054

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2021	\$275,000		\$0	\$275,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2024	\$290,615		\$0	\$290,615

Change Notes

NHDOT Description of Changes

PE moved from 2021 to 2024 to properly address added scope and fee.

SRPC Notes

Funding Sources

FHWA

Equity Bonus

STBG-5 to 200K

STBG-State Flexible

NHDOT

Toll Credit

PROGRAM CRDR

Towns: Statewide

Road: Various

Scope: CULVERT REPLACEMENT/REHABILITATION & DRAINAGE REPAIRS (Annual Project)

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$700,000		\$0	\$0	\$700,000
PE	2022	\$400,000		\$0	\$0	\$400,000
PE	2023	\$100,000		\$0	\$0	\$100,000
PE	2024	\$100,000		\$0	\$0	\$100,000
ROW	2021	\$27,500		\$0	\$0	\$27,500
ROW	2022	\$51,700		\$0	\$0	\$51,700
ROW	2023	\$25,000		\$0	\$0	\$25,000
ROW	2024	\$25,000		\$0	\$0	\$25,000
CON	2021	\$1,437,500		\$0	\$0	\$1,437,500
CON	2022	\$1,430,000		\$0	\$0	\$1,430,000
CON	2023	\$1,683,300		\$0	\$0	\$1,683,300
CON	2024	\$1,300,000		\$0	\$0	\$1,300,000
OTHER	2021	\$5,000		\$0	\$0	\$5,000
OTHER	2022	\$5,000		\$0	\$0	\$5,000
OTHER	2023	\$5,000		\$0	\$0	\$5,000
OTHER	2024	\$5,000		\$0	\$0	\$5,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$760,000		\$0	\$0	\$760,000
PE	2022	\$400,000		\$0	\$0	\$400,000
PE	2023	\$100,000		\$0	\$0	\$100,000
PE	2024	\$100,000		\$0	\$0	\$100,000
ROW	2021	\$27,500		\$0	\$0	\$27,500
ROW	2022	\$106,700		\$0	\$0	\$106,700
ROW	2023	\$25,000		\$0	\$0	\$25,000
ROW	2024	\$25,000		\$0	\$0	\$25,000
CON	2021	\$1,437,500		\$0	\$0	\$1,437,500
CON	2022	\$1,870,000		\$0	\$0	\$1,870,000
CON	2023	\$1,243,300		\$0	\$0	\$1,243,300
CON	2024	\$1,190,000		\$0	\$0	\$1,190,000
OTHER	2022	\$5,000		\$0	\$0	\$5,000
OTHER	2023	\$5,000		\$0	\$0	\$5,000
OTHER	2024	\$5,000		\$0	\$0	\$5,000

Change Notes

NHDOT Description of Changes

The program is being adjusted to accommodate necessary changes in children project fund amounts. Small decrease in PE to a project in Madbury (Beard's Creek along US4).

SRPC Notes

Funding Sources

FHWA

National Highway Performance

STBG-Off System Bridge

STBG-State Flexible

NHDOT

Toll Credit

PROGRAM HSIP

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

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$1,200,000		\$0	\$0	\$1,200,000
PE	2022	\$500,000		\$0	\$0	\$500,000
PE	2023	\$500,000		\$0	\$0	\$500,000
PE	2024	\$500,000		\$0	\$0	\$500,000
ROW	2021	\$230,000		\$0	\$0	\$230,000
ROW	2022	\$150,000		\$0	\$0	\$150,000
ROW	2023	\$150,000		\$0	\$0	\$150,000
ROW	2024	\$150,000		\$0	\$0	\$150,000
CON	2021	\$6,471,232		\$0	\$0	\$6,471,232
CON	2022	\$7,859,081		\$0	\$0	\$7,859,081
CON	2023	\$9,059,081		\$0	\$0	\$9,059,081
CON	2024	\$9,059,081		\$0	\$0	\$9,059,081
OTHER	2021	\$1,330,000		\$0	\$0	\$1,330,000
OTHER	2022	\$200,000		\$0	\$0	\$200,000
OTHER	2023	\$200,000		\$0	\$0	\$200,000
OTHER	2024	\$200,000		\$0	\$0	\$200,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$1,200,000		\$0	\$0	\$1,200,000
PE	2022	\$500,000		\$0	\$0	\$500,000
PE	2023	\$500,000		\$0	\$0	\$500,000
PE	2024	\$500,000		\$0	\$0	\$500,000
ROW	2021	\$230,000		\$0	\$0	\$230,000
ROW	2022	\$150,000		\$0	\$0	\$150,000
ROW	2023	\$150,000		\$0	\$0	\$150,000
ROW	2024	\$150,000		\$0	\$0	\$150,000
CON	2021	\$4,971,232		\$0	\$0	\$4,971,232
CON	2022	\$7,859,081		\$0	\$0	\$7,859,081
CON	2023	\$9,059,081		\$0	\$0	\$9,059,081
CON	2024	\$9,059,081		\$0	\$0	\$9,059,081
OTHER	2021	\$1,330,000		\$0	\$0	\$1,330,000
OTHER	2022	\$200,000		\$0	\$0	\$200,000
OTHER	2023	\$200,000		\$0	\$0	\$200,000
OTHER	2024	\$200,000		\$0	\$0	\$200,000

Change Notes

NHDOT Description of Changes

The program is being adjusted to accommodate necessary changes in children project fund amounts. No projects in the region are being affected.

SRPC Notes

Funding Sources

FHWA

Highway Safety Improvement Program (HSIP)

STBG-State Flexible

NHDOT

Toll Credit

SOMERSWORTH 40646

Towns: SOMERSWORTH

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

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

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2022	\$110,000		\$0	\$0	<i>\$110,000</i>
PE	2023	\$339,240		\$0	\$0	<i>\$339,240</i>
ROW	2023	\$106,295		\$0	\$26,574	<i>\$132,869</i>

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2022	\$110,000		\$0	\$0	<i>\$110,000</i>
PE	2023	\$348,739		\$0	\$0	<i>\$348,739</i>
ROW	2023	\$109,271		\$0	\$27,318	<i>\$136,589</i>

Change Notes

NHDOT Description of Changes

PE and ROW funds increased due to inflation.

SRPC Notes

Funding Sources

FHWA

National Highway Performance

STBG-5 to 200K

STBG-State Flexible

NHDOT

Toll Credit

OTHER

Towns

SOMERSWORTH 41741

Towns: SOMERSWORTH
Road: Hight Street / Route 108
Scope: Signal optimization on High Street / Route 108 corridor
Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$25,680		\$0	\$6,420	<i>\$32,100</i>
ROW	2021	\$12,000		\$0	\$3,000	<i>\$15,000</i>
CON	2021	\$482,800		\$0	\$120,700	<i>\$603,500</i>

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$25,680		\$0	\$6,420	<i>\$32,100</i>
ROW	2021	\$12,000		\$0	\$3,000	<i>\$15,000</i>
CON	2021	\$512,500		\$0	\$124,000	<i>\$636,500</i>

Change Notes

NHDOT Description of Changes

Increase in 2021 CON funds. Funds will be used to add updated signal backplates.

SRPC Notes

Funding Sources

FHWA

Congestion Mitigation and Air Quality Program

Highway Safety Improvement Program (HSIP)

OTHER

Towns

STATEWIDE 2021 USGS ORTHOIMAGERY (43368) 43368

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

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2021	\$440,000		\$0	\$300,000	\$740,000
SPR	2022	\$363,389		\$0	\$0	\$363,389
SPR	2023	\$22,616		\$0	\$0	\$22,616

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2021	\$440,000		\$0	\$300,000	\$740,000
SPR	2021	\$5,500		\$0	\$0	\$5,500
SPR	2022	\$429,389		\$0	\$0	\$429,389
SPR	2023	\$35,281		\$0	\$0	\$35,281

Change Notes

NHDOT Description of Changes

Increase in 2021-2022 funds (SPR). Increase due to the cost of the GRANIT Cooperative Project Agreement (CPA) for technical support & deliverable management to the project.

SRPC Notes

Funding Sources

FHWA

Highway Safety Improvement Program (HSIP)
 State Planning and Research

NHDOT

Toll Credit

OTHER

Non Par Other
 Other