

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

SRPC Executive Committee Meeting Agenda

July 16, 2021
8:00-9:00 a.m.

150 Wakefield Street, Suite 12
Conference Room 1A
Rochester, NH

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

Meeting ID: 828 4775 9823

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

Note: The meeting will be held in person, virtual access is provided for staff and members of the public that wish to attend remotely.

1. Welcome/Introductions

2. Action Items (Motions Required)

- a. Approval of the Minutes of June 18, 2021 (**Enclosed**)
- b. Acceptance of Draft June Financials (**Separate Mailing**)
- c. Authorization of Certificate of Vote (**Enclosed**)
- d. Approval of SRPC Telecommuting Policy (**Enclosed**)

3. Updates

- a. Draft Fiscal Year 2022 Executive Director Organizational Goals (**See Memo**)
- b. Awards, Contracts, and General Business Update (**See Memo**)

4. Other Business

5. Adjourn

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

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.

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WAKEFIELD

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

June 18, 2021

DRAFT Meeting Minutes
Hybrid In-Person/Zoom Meeting

Committee members present in-person: Donald Hamann, Rochester; Tom Crosby, Madbury; David Landry, Dover; Bill Fisher, Farmington; Michael Bobinsky, Somersworth

Committee members present via Zoom Barbara Holstein, Rochester

Staff members present in-person: Jen Czysz, executive director; Shayna Sylvia, communications and outreach planner; Stephen Geis, planning technician

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

1. Welcome/Introductions

The meeting began at 8:07 a.m.

Those in attendance at the start of the meeting included Jen Czysz, Shayna Sylvia, Donald Hamann, David Landry, Mike Bobinsky, Bill Fisher Tom Crosby, and Barbara Holstein. Everyone was attending in-person except for B. Holstein, she was at home and attending the meeting alone.

D. Landry seated B.Fisher as a voting member.

2. Actions Items

a. Approval of the Minutes of May 21, 2021

D. Hamann **MOVED** to approve the May 21, 2021 minutes. M. Bobinsky **SECONDED** the motion. Bill Fisher abstained.

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

b. Acceptance of the Draft May Financials

J. Czysz reviewed the bank balances, sharing that they are in good shape. She explained that dues payments for FY 2022 are beginning to come in, but that these will be reflected on the June financials. In the prior year, dues payments began to come in during the month of May.

J. Czysz updated committee members on the aging summary, including past due items that are in-process. She added that on the Profit and Loss statements, billables appear high due to number of contracts and employees. This leads to difficulties in keeping the indirect rate on target. Necessary office equipment and other indirect cost purchases are planned for June and will appear on the June Financials.

J. Czysz reviewed the net income for the year, explaining that there will be some adjustments with year-end purchases, and accrued payroll and vacations. She reviewed the dues amount from the prior fiscal year that was unexpended.

M. Bobinsky asked about purchases of office equipment in relation to SRPC's new office coordinator. Jen shared that SRPC has already purchased the computer and desk locations are being shuffled.

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

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

c. Recommendation of the FY2022 Budget

J. Czysz reviewed the FY2022 Budget. Minor adjustments were made since the committee last saw it. The budget was shifted to reflect the start of the new office coordinator who starts on Jun. 23.

J. Czysz reminded committee members that SRPC currently has three interns. Autumn Scott was hired after working with SRPC through her class at UNH. She is

working full time during the summer, and is helping to fill in for Alaina Rogers, who is on maternity leave. A. Scott will remain part time during the school year, which is reflected in the budget.

M. Bobinsky asked about the Economic Recovery Coordinator, and whether this is a permanent position. J. Czysz responded that it will be permanent if SRPC can sustain funding for this position. J. Czysz elaborated on Natalie Moles, who is in the position, sharing that she recently began circuit riding for the Town of Strafford.

D. Hamann **MOVED** to recommend of the FY2022 Budget. M. Bobinsky **SECONDED** the motion.

The motion to recommend the FY2022 Budget to the full Commission **CARRIED** via roll call vote of D. Hamann, B. Fisher, D. Landry, T. Crosby, M. Bobinsky, and B. Holstein in the **AFFIRMATIVE**.

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

J. Czysz explained that there were few changes made to the billing rate and salary ranges schedule from the previous year. The billing rate for regional planner I increased by \$5/hr.

D. Landry asked how SRPC's salary ranges schedule compares with other regional planning commissions (RPC), and how many principal planners are employed at SRPC. There is one principal planner at SRPC and for FY 2022, we are on par with other regions. J. Czysz explained that in the past SRPC has been lower than the other regions but reminded members that SRPC also has a younger staff than in other regions.

A discussion ensued about salary levels, positions, and upward mobility for staff. D. Landry commended the SRPC staff.

M. Bobinsky commended J. Czysz in her role as Executive Director and for keeping the Executive Committee informed. He added that she ensures staff have opportunities which are beneficial to their growth. He also commented on the robust internship program, which is an important opportunity to help train young professionals.

T. Crosby **MOVED** to recommend the FY2022 Billing Rate and Salary Ranges Schedule. M Bobinsky **SECONDED** the motion.

The motion to approve the FY 2022 Billing Rate and Salary Ranges Schedule **CARRIED** via roll call vote of D. Hamann, B. Fisher, D. Landry, T. Crosby, M. Bobinsky, and B. Holstein in the **AFFIRMATIVE**.

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

J. Czysz suggested announcing the vacant alternate position on the Executive Committee at the joint Commission/Policy meeting.

D. Hamann **MOVED** to recommend the FY2022 Executive Committee Officers, Members, and Alternates. T. Crosby **SECONDED** the motion.

The motion to approve recommend the FY2022 Executive Committee Officers, Members, and Alternates **CARRIED** via roll call vote of D. Hamann, B. Fisher, D. Landry, T. Crosby, M. Bobinsky, and B. Holstein in the **AFFIRMATIVE**.

3. Updates and Discussion

a. FY 2021 Annual Meeting

J. Czysz commended Stephen Geis, Rachel Dewey, Colin Lentz, and Mark Davies for their work to plan for and coordinate hybrid meetings. SRPC is now using an owl camera which is designed to rotate and film the person talking. She mentioned precautions like using the large conference room and employing air filters.

J. Czysz reviewed how the annual meeting was broken into two components for the business items, and for the presentation. She gave an overview of next week's presentation, setup as a webinar.

b. Awards, Contracts, and General Business Update

J. Czysz shared that SRPC has a few contracts that are currently making their way through Governor and Council. She explained that for function SRPC's function as an economic development district (EDD) it is now part of EDA's partnership program, mean we are on track to receive funding in three-year increments.

J. Czysz reminded members that EDA is now SRPC's federal cognizant agency. Paperwork was submitted on Apr. 1, and SRPC is waiting to hear back. J. Czysz added that SRPC has filed our proposal and submitted a self-certification.

c. May Monthly Minors

J. Czynsz reviewed the May Monthly Minors.

M. Bobinsky asked about the DOV/ROC/SOM complete streets project. Colin Lentz, senior transportation planner, joined the meeting to explain the reduction in funds. He did not have an update on the DOT's McFarland Johnson contract.

C. Lentz updated committee members on the remaining minors.

E. McDougal joined the meeting at 8:50 a.m., as he was early for the Joint Commission/Policy meeting.

4. Other Business

A brief discussion ensued concerning updates to Strafford Square.

5. Adjourn

M. Bobinsky MOVED to **ADJOURN** the meeting. T. Crosby **SECONDED** the motion.

The meeting ended at 9:01 a.m.

Minutes Respectfully Submitted by
Shayna Sylvia
Communications and Outreach Planner

SRPC FY 2021 Dashboard - June

For the July 16, 2021 Executive Committee Meeting

June 30, 2021	
FSB Checking Beginning Balance	\$121,346.50
Deposits	\$121,552.38
Payments	-\$121,377.25
Uncleared Transactions	-\$47,467.88
FSB Checking Ending Balance	\$74,053.75

Accounts Receivable	\$292,534.29
FSB Savings Account	\$64,658.32

OVERSIGHT ACTIVITIES	
Line of Credit Activated?	No; extended through 12/21
Audit Status	Scheduled for September site visit

BUDGET NARRATIVE	
First Seacoast Bank Balance/Case on hand:	1-2 months cash on hand
Payables and Receivables	Based on prelim June financials; 7/1 dues payments pending
FY21 Working Budget:	Reflects adopted budget

FUNDING SOURCES - ADOPTED BUDGET	
Due, Interest & Reimbursement	\$123,523
Metropolitan Planning Organization	\$494,910
State Agencies	\$257,276
Municipal & Nonprofit Agreements	\$194,599
Economic Development District	\$375,566
Total Revenue	\$1,445,873
Pending Grant Applications	\$175,000

EXPENSES - ADOPTED BUDGET	
Personnel	\$1,027,840
Equipment	\$48,991
Communications	\$10,300
Fixed Expenses	\$46,789
Miscellaneous Expenses	\$34,050
Contracted Work	\$272,688
Reserve Funds	\$5,000
Total Expenses	\$1,445,658

STAFF PRESENTATIONS - ACTIVITIES APRIL

Standing Committees and Appointments

Seacoast Stormwater Coalition (Jackson, Autumn)
 COAST Board (Colin)
 ACT Executive Committee (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 (Jen, Mark)
 Strafford Board Meetings as Staff (Natalie, Jen)
 RPC Directors Meeting (Jen)
 Strafford Public Health Advisory Committee (Nancy)
 CommuteSmart NH (Shayna)
 CommuteSMART Seacoast (Shayna)
 Policy Committee Meeting (Rachel, Stef, Alaina, Jen, Nancy, Jackson, Stephen)
 NHPA Spring Conference Meeting (Kyle)
 CAW Outreach meeting (Kyle)
 Explore Moose Mountains (Shayna)
 COAST Finance Committee (Jen)

RPC Activity

SRPC Webinar in lieu of the Annual Meeting (Shayna, Nancy, Jen, Kyle, Rachel, James, Zuzy)
 Somersworth CHAT Forum (Shayna, Autumn, Zuzy)
 CILUG Kick-Off Meeting (Kyle, Autumn, Zuzy, Jen)
 Durham Groundwater Modeling Data Discussion Meeting (Jackson, Kyle)
 New Durham PREPA Kick-off Meeting (Autumn, Jen)
 NH Coastal Flood Model Advisory Committee (Jen)

EDD Activity

Weekly Seacoast Economic Development Stakeholder Calls James, Natalie, Nancy, Zuzy, Jen

MPO Activity

Meet with new Milton TA (Jen, Colin)
 Complete Streets Advisory Committee (Colin)
 Dover Planning Board to present updated Complete Streets Policy (Colin, Kyle)
 CommuteSMART Seacoast MOU Mtg (Jen, Shayna)
 Wakefield Project Coordination Meeting (Colin)

Staff Development & Trainings

FHWA Bike Workshop (Shayna, Rachel)
 NHPA Spring Conference Webinars (Kyle, James, Jen, Natalie, Zuzy)

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 1700 (200)
 Users 1200 (0)



Constant Contact

Subscribers 7133 (-6)
 Avg. Open Rate 0.19 (-0.04)



Facebook

Posts 8 (-5)
 Reach 320 (-352)
 Engagement 20 (-34)



Twitter

Tweets 0 (-9)
 Profile Visits 35 (-149)
 Impressions 616 (-2699)
 Followers 284 (-1)
 Mentions 0 (-3)



Instagram

Followers 3 (2)
 Posts 11 (5)
 Reach 231 (165)
 Engagement 177 (2)



ArcGIS

Open Data 1197 (2)
 Portal Views 825 (64)
 Tax Parcel Viewer Views

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STRAFFORD
WAKEFIELD

DATE: July 9, 2021, **updated July 15, 2021**
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the July 16, 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 June Financials

NOTE: As we are still in the process of closing out the fiscal year the financials are still in draft form and subject to change.

Balance Sheet: Bank balances on the balance sheet represent the register balance and are lower compared to this time last year. There are two large checks that were dated June 30th but have cut but not yet mailed (VHB payment for June expenses that will be mailed when we receive the payment from DOT and our furniture that will arrive in August).

On the expense side the credit card balance is significantly higher than typical. During June we purchased new office equipment and technology, all deferred investments that given the positive financial position we had the ability to acquire at year end The negative contract revenue in advance is associated with the NH Children's Health Foundation Grant that issues lump sum payments. The project scope of work was more heavily weighed in year one of the grant. The corresponding revenue will be received and booked in July.

Changes that still need to be incorporated into the balance sheet are the accrued payroll and vacation expenses.

Aging Summary: Do not panic! We have a very high total accounts receivable at this time (\$310,790.61). This breaks down as follows: \$181,211.33 is the June billing and current and another \$58,506.14 constitutes payments that were received in July. This leaves a balance of \$71,073.14 due at this time. Dues payments that were due on July 1st constitute \$60,782.17 of the balance due. Kathy will be sending out reminders to those that have yet to pay dues (Brookfield, Lee, Middleton, Milton, Newmarket, Nottingham, Rochester, Rollinsford and Wakefield).

Profit and Loss: Based upon the draft June financials we are looking at ending the year with a profit of about \$80,000. As previously stated this is still to be adjusted based upon the accrued payroll and

vacation liabilities. Generally, projects are ending the year where we about anticipated. Most of the larger contracts (EDA, NHDES, PDM) that did not hit the year end budget carry forward into the new fiscal year.

2c. Authorization of Annual Certificate of Vote

See the enclosed recommended motion and sample of a certificate of vote. On an annual basis it is good practice for the Executive Committee to affirm, or reaffirm, that the Executive Director is authorized to file applications, sign contracts and implement the annual work program.

2d. Approval of SRPC Telecommuting Policy

See the enclosed draft Telecommuting Policy and Agreement form. As we exit the pandemic work from home environment there is keen interest in continuing an option to work from home. Approvals will be on a case by case basis and dependent on the nature of the employee's work tasks and performance. The attached policy and agreement is proposed as an appendix to the Employee Handbook that will be further updated this year. However, I would like to get something in place now to minimize confusion as we set up new staff schedules.

The enclosed draft has been updated. Revisions include repealing and replacing existing Employee Handbook language with a more general statement on telecommuting and inclusion of the draft sent out last week as an appendix. The definitions in the draft have been slightly modified to be more consistent between them.

3a. Draft Fiscal Year 2022 Executive Director Organizational Goals

- Continue implementation of the Strategic Plan with a focus on:
 - Finalize and launch new SRPC website (staff leads Shayna, Rachel, Jackson).
 - Offer planning visualization and design services (staff lead Shayna).
 - Issue and RFP for IT services and finalize the IT plan now that essential replacements are complete.
 - Expand marketing of SRPC particularly new program service areas.
 - Secure funding for the Regional Housing Needs Assessment.
 - Survey communities to identify what online tools and program services would be most valuable.
- Modernize day-to-day operations to carry forward technology enhancements deployed in response to the Pandemic.
 - Continue to offer hybrid meetings with options for in person and virtual participation.
 - Continue to record and share presentations for on-demand viewing.
 - Make more deliberate use of tools such as Teams and SharePoint for continued project organization, collaboration, and management.
- Continue to build relationships among staff, commissioners, municipalities and allied organization in the region.
 - Schedule and complete a second round of check in meetings with each community's Board of Selectmen, Town/City Council, and/or Planning Board in coordination with commissioners.
 - Encourage commissioners to attend check in meetings and local outreach events.
 - Develop a networking committee comprised of Commissioners to engage new partners and develop relationships with advocates.
 - Identify messengers to fulfill the intermediary role of introducing relationships with new regional partners and non-traditional partners.

- Enable commissioners to become advocates for SRPC and the face of the organization.
- Discuss and explore the meeting schedule and re-configure the annual calendar to increase engagement and relevance.
- Review and update the Employee Handbook including:
 - Review Paid Time Off system and consider implementing a single, combined PTO option in lieu of sick and vacation time.
 - Establish a formal telecommuting policy and agreement that balances the needs of critical in person staff interactions with the flexibility of working from home.
 - General updates to the document organization.
- Develop a Continuity of Operation Plan for the office.
- Launch a staff development and training program.
 - Schedule regular in-house trainings for staff to build capacity and skills.
 - Ensure all staff have identified a training opportunity outside SRPC that will help achieve their annual goals and professional development and that training opportunities are equitable across the office.
 - Identify opportunities for all staff to take on a leadership role.
 - Set regular check in meetings for those that need mentoring and or closer management to ensure work tasks are completed on time and on budget.
 - **Encourage all staff to seek out a mentor.**
- Maintain our current strong financial health through continued grant writing with a focus toward new contracts for FY 2023 and beyond.

3b. Awards, Contracts and General Business Update

COVID-19: Many staff have returned to working in the office at least on a partial basis. Desks have been reconfigured and assigned so that most all have a station with one shared station. New furniture will arrive in August to ensure all have storage cabinets and a chair. Over the next month I will be working with staff to set their post-COVID office and telecommuting schedule per the new policy. We have removed our mask mandate to instead request masking if unvaccinated or exhibiting symptoms.

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 approved by Governor and Council.

Contracts Recently Fully Executed:

- FTA 5305e COAST bus stop accessibility study (not funded) and Regional Coordination Plan update (incorporated into the UPWP)

Awarded Pending Contract:

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:

- NHCDFR CDBG-CV Housing Grant – SRPC will serve as the grant writer and administrator for construction work by CAPSC to renovate the Gafney Home into affordable senior housing
- Farmington annual tax map updates
- Possible collaboration between NHRPC’s and NHDHHS to support obesity prevention (active transportation and recreation planning)

Indirect Rate and Dues:

SRPC had a negotiated predetermined rate of 128% for FY 2020 and 2021 that will not require a “settle up” at the end of the year. At the end of June, the draft year end indirect rate was 113%. Depending on accrued vacation to still be adjusted on the year end financials, this rate could change. Starting July 1, SRPC is operating under a “fixed carry forward” rate of 117%.

Dues expenditures for FY 2021:

FY2021	
Income:	
Billable Mapping Services	\$0.00
FY21 Dues Paid	\$118,462.70
Total Income	\$118,462.70

Expenses:	
Vehicle Expenses	\$7,118.12
Planning Salaries	\$6,486.09
Dues and Subscriptions	\$105.27
Office Software	\$0.00
Travel	\$498.00
Meeting Expense	\$0.00
Office Expense	\$16.47
Finance Charge	\$0.00
Accounting	\$0.00
Mapping Supplies	\$0.00
Mapping Salaries	\$0.00
Indirect	\$8,302.20
Total SRPC Expenses	\$22,184.25

Cash Match:	
UPWP	\$57,949.89
EDA	\$8,186.38
Coastal	\$7,403.65
Dover Equity	-\$424.62
CHAT	\$3,159.55
Durham Coastal Resilience	\$551.20
Total Cash Match	\$77,245.23

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
CDBG Grant Writing	\$4.91
Total Contract Overages	\$477.72

Total Expenses	\$99,907.20
Annual Dues Remaining	\$18,555.50

NEXT MEETING August 20, 2021, 8 AM.

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	complete	COAST Coordinated Plan update
Project of Special Merit	NOAA/NH DES	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	pending	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 Assessment, Comprehensive Plan, Regional Economic Development	Senate Earmark and/or ARPA funding through BEA	FY2022-2024	\$150,000		submitted	pending	SRPC submitted 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 \$50,000 for SRPC to coordinate on behalf of the nine regions. We are simultaneously coordinating with BEA Commissioner Caswell to pursue American Rescue Plan funds for the Housing Needs Assessment and Regional Economic Development Planning for all 9 regions in the next allocation round from the Governor. If funded through the ARPA funds we will seek to revise our earmark proposal to focus on Comprehensive Plan updates. ARPA funding allocation is approximated at \$100,000 per region.
Gafney Home Renovations	CDFA CDBG-CV	FY2022-2023	\$25,000		In development	-	Grant writing and administration for the City of Rochester and CAPSC application to renovate the Gafney Home as 21-units of low-to moderate-income senior housing
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 June 30, 2021

DRAFT

	Jun 30, 21	Jun 30, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	16,020.26	58,603.57	-42,583.31
FSB Savings	64,658.32	50,994.46	13,663.86
Total Checking/Savings	80,678.58	109,598.03	-28,919.45
Accounts Receivable			
Accounts Receivable	310,790.61	192,423.50	118,367.11
Total Accounts Receivable	310,790.61	192,423.50	118,367.11
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	168.80	270.08	-101.28
Prepaid Dues and Subscriptions	1,072.23	1,452.75	-380.52
Prepaid training	600.00	600.00	0.00
Prepaid Expenses - Other	421.50	0.00	421.50
Total Prepaid Expenses	2,262.53	2,322.83	-60.30
Prepaid software support	5,716.29	4,502.50	1,213.79
Total Other Current Assets	7,978.82	6,825.33	1,153.49
Total Current Assets	399,448.01	308,846.86	90,601.15
Fixed Assets			
Vehicles			
Vehicle Accumulated Depreciatio	-6,213.70	-477.82	-5,735.88
Ford Transit	23,161.01	22,943.35	217.66
Total Vehicles	16,947.31	22,465.53	-5,518.22
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	16,947.31	22,465.53	-5,518.22
TOTAL ASSETS	416,395.32	331,312.39	85,082.93
LIABILITIES & EQUITY			
Liabilities			

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

DRAFT

	Jun 30, 21	Jun 30, 20	\$ Change
Current Liabilities			
Credit Cards			
FSB Credit Card	12,198.16	932.71	11,265.45
Total Credit Cards	12,198.16	932.71	11,265.45
Other Current Liabilities			
FY22 Dues in Advance	137,993.69	0.00	137,993.69
FY21 Dues in Advance	0.00	118,462.70	-118,462.70
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	-6,118.81	20,051.66	-26,170.47
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	1,785.50	2,451.93	-666.43
Total Payroll Liabilities	1,815.89	2,482.32	-666.43
Total Other Current Liabilities	133,738.77	141,044.68	-7,305.91
Total Current Liabilities	145,936.93	141,977.39	3,959.54
Long Term Liabilities			
Lease Payable - Ford Motor Cred	14,059.13	18,363.78	-4,304.65
Accrued expenses			
Accrued Payroll	31,349.33	31,349.33	0.00
Accrued Vacation	32,697.38	32,697.38	0.00
Annual Audit Accrual	13,410.00	10,830.00	2,580.00
Total Accrued expenses	77,456.71	74,876.71	2,580.00
Total Long Term Liabilities	91,515.84	93,240.49	-1,724.65
Total Liabilities	237,452.77	235,217.88	2,234.89
Equity			
Retained Earnings	96,094.51	45,213.16	50,881.35
Net Income	82,848.04	50,881.35	31,966.69
Total Equity	178,942.55	96,094.51	82,848.04
TOTAL LIABILITIES & EQUITY	416,395.32	331,312.39	85,082.93

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

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	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
1000 Indirect Administration						
1020 CDBG Grant Writing	3,000.00	0.00	0.00	0.00	0.00	3,000.00
Total 1000 Indirect Administration	<u>3,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>
2000 LTA (Local Technical Assistance)						
2100 Dues						
2102 Town of Brookfield dues	0.00	0.00	916.91	0.00	0.00	916.91
2103 City of Dover dues	0.00	0.00	22,003.46 ¹	0.00	0.00	22,003.46
2106 Town of Lee dues	0.00	0.00	5,592.52	0.00	0.00	5,592.52
2108 Town of Middleton dues	0.00	0.00	2,260.46	0.00	0.00	2,260.46
2109 Town of Milton dues	0.00	0.00	5,759.68	0.00	0.00	5,759.68
2111 Town of Newmarket dues	0.00	0.00	8,861.70	0.00	0.00	8,861.70
2113 Town of Nottingham dues	0.00	0.00	6,322.20	0.00	0.00	6,322.20
2114 City of Rochester dues	0.00	0.00	21,530.98	0.00	0.00	21,530.98
2115 Town of Rollinsford dues	0.00	0.00	3,217.29	0.00	0.00	3,217.29
2116 City of Somersworth dues	0.00	0.00	10,264.43 ²	0.00	0.00	10,264.43
2118 Town of Wakefield dues	0.00	0.00	6,320.43	0.00	0.00	6,320.43
Total 2100 Dues	<u>0.00</u>	<u>0.00</u>	<u>93,050.06</u>	<u>0.00</u>	<u>0.00</u>	<u>93,050.06</u>
2000 LTA (Local Technical Assistance) - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 2000 LTA (Local Technical Assistance)	<u>0.00</u>	<u>0.00</u>	<u>93,050.06</u>	<u>0.00</u>	<u>0.00</u>	<u>93,050.06</u>
3300 City of Dover						
3302 Dover Resilience Grant	0.00	32.50	0.00	0.00	0.00	32.50
3303 Dover Equity	1,487.42	3,236.76	0.00	0.00	0.00	4,724.18
3300 City of Dover - Other	980.73	0.00	0.00	0.00	0.00	980.73
Total 3300 City of Dover	<u>2,468.15</u>	<u>3,269.26</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,737.41</u>
3400 Town of Durham						
3403 Durham Groundwater Modeling	4,282.80	0.00	0.00	0.00	0.00	4,282.80
Total 3400 Town of Durham	<u>4,282.80</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,282.80</u>
3500 Town of Farmington						
3501 FAR Circuit Rider	3,421.25	3,649.85 ³	0.00	0.00	0.00	7,071.10
Total 3500 Town of Farmington	<u>3,421.25</u>	<u>3,649.85</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,071.10</u>
4000 Town of New Durham						
4002 New Durham RSMS	0.00	0.00	0.00	446.03	0.00	446.03
Total 4000 Town of New Durham	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>446.03</u>	<u>0.00</u>	<u>446.03</u>
4200 Town of Northwood						

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

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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
4201 NOR Circuit Rider	2,943.75	1,801.25	0.00	0.00	0.00	4,745.00
Total 4200 Town of Northwood	2,943.75	1,801.25	0.00	0.00	0.00	4,745.00
4300 Town of Nottingham						
4301 NOT Circuit Rider	1,089.44	0.00	0.00	0.00	0.00	1,089.44
Total 4300 Town of Nottingham	1,089.44	0.00	0.00	0.00	0.00	1,089.44
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
4600 City of Somersworth						
4602 Somersworth 2021 Tax Map	1,473.75	0.00	0.00	0.00	0.00	1,473.75
Total 4600 City of Somersworth	1,473.75	0.00	0.00	0.00	0.00	1,473.75
4700 Town of Strafford						
4701 Strafford Circuit Rider	3,886.25	0.00	0.00	0.00	0.00	3,886.25
Total 4700 Town of Strafford	3,886.25	0.00	0.00	0.00	0.00	3,886.25
5050 Rockingham Planning Commission						
5052 RPC CILUG	2,934.28	0.00	0.00	0.00	0.00	2,934.28
Total 5050 Rockingham Planning Commission	2,934.28	0.00	0.00	0.00	0.00	2,934.28
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
6100 NH DES						
6101 Coastal 2021	0.00	0.00	0.00	0.00	226.28	226.28
6180 NFWF Scaling Up Living Shorelines	0.00	1,048.24	0.00	0.00	0.00	1,048.24
6251 Sunrise Lake	7,315.50	0.00	0.00	0.00	0.00	7,315.50
Total 6100 NH DES	7,315.50	1,048.24	0.00	0.00	226.28	8,590.02
6500 DEPT OF SAFETY (OEM)						
6501 PDM19 BAR NDU ROL SOM	4,099.97	3,499.91	0.00	0.00	0.00	7,599.88
Total 6500 DEPT OF SAFETY (OEM)	4,099.97	3,499.91	0.00	0.00	0.00	7,599.88
6600 CDFA-CDBG Grant Administration						
6601 CAPSC-Strafford Cty Homeless Shelter	2,104.07	0.00	0.00	0.00	0.00	2,104.07
Total 6600 CDFA-CDBG Grant Administration	2,104.07	0.00	0.00	0.00	0.00	2,104.07
7000 ECONOMIC DEVELOPMENT ADMINISTRATION						
7001 EDA FY21	3,777.80	7,413.80	0.00	0.00	0.00	11,191.60

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

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	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
7002 EDA CARES	17,246.68	15,174.60	0.00	0.00	0.00	32,421.28
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION	21,024.48	22,588.40	0.00	0.00	0.00	43,612.88
8000 DOT UPWP	121,167.64	0.00	0.00	0.00	0.00	121,167.64
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	181,211.33	35,856.91	93,050.06	446.03	226.28	310,790.61

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07/15/21

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

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-
1. Dover Dues received in July
 2. Somersworth Dues received in July
 3. Farmington Circuit Rider received in July
 4. EDA received in July
 5. EDA CARES received in July

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

07/15/21

Accrual Basis

	Jun 21	Jun 20	\$ Change
Ordinary Income/Expense			
Income			
SRPC Membership Dues	9,871.89		
SRPC Revenue		9,460.49	411.40
Municipal and NonProfit Revenue			
Strafford Circuit Rider	3,886.25	0.00	3,886.25
CDBG Grant	5,108.98	0.00	5,108.98
GSCH - Tufts	1,995.74	0.00	1,995.74
UNH PREPA	0.00	2,000.00	-2,000.00
Lee Tax Map	0.00	1,598.50	-1,598.50
Barrington Master Plan	0.00	64.00	-64.00
DUR Wagon Hill Living Shoreline	0.00	69.51	-69.51
FAR Circuit Rider	3,421.25	3,467.05	-45.80
FAR Master Plan Support	0.00	1,285.00	-1,285.00
FAR Tax Map Updates	0.00	832.50	-832.50
GIS Projects	0.00	47.75	-47.75
NHCHF	4,598.41	0.00	4,598.41
Northwood Planning Services	2,943.75	1,977.50	966.25
NOT Circuit Rider	1,089.44	537.50	551.94
Strafford Tax Map	0.00	228.75	-228.75
UNH Climate in the Classroom	0.00	37.50	-37.50
Municipal and NonProfit Revenue - Other	1,473.75	0.00	1,473.75
Total Municipal and NonProfit Revenue	24,517.57	12,145.56	12,372.01
Total SRPC Revenue	24,517.57	12,145.56	12,372.01
Economic Development Revenue			
EDA CARES	17,246.68	0.00	17,246.68
EDD Partnership Planning	8,855.60	21,714.65	-12,859.05
EPA Brownfields	0.00	25,820.70	-25,820.70
Total Economic Development Revenue	26,102.28	47,535.35	-21,433.07
State Award Revenue			
NHDES			
RPC CILUG	3,353.46	0.00	3,353.46
DOV Equity	1,715.99	0.00	1,715.99
Sunrise Lake	8,266.71	0.00	8,266.71
DUR Resilience	0.00	1,668.68	-1,668.68
NKT Local Source Water	0.00	533.40	-533.40
Coastal	3,586.39	7,801.09	-4,214.70
DOV Coastal Resilience	0.00	2,589.04	-2,589.04
Durham Groundwater Modeling	4,282.80	3,031.00	1,251.80
Local Source Water	0.00	3,933.40	-3,933.40
Total NHDES	21,205.35	19,556.61	1,648.74

Strafford Regional Planning Commission
Profit & Loss
 June 2021

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	Jun 21	Jun 20	\$ Change
OEM Haz Mit			
PDM	5,466.63	0.00	5,466.63
Total OEM Haz Mit	5,466.63	0.00	5,466.63
OEP Targeted Block	0.00	3,273.05	-3,273.05
Total State Award Revenue	26,671.98	22,829.66	3,842.32
MPO Revenue			
NH DOT			
UPWP	134,630.71	56,074.38	78,556.33
Total NH DOT	134,630.71	56,074.38	78,556.33
Total MPO Revenue	134,630.71	56,074.38	78,556.33
Contra Income Cash Match			
Cash Match RPC CILUG	-419.18	0.00	-419.18
Cash Match GSCH	-1,995.74	0.00	-1,995.74
Dover Equity Cash Match			
Dover Cash Match	817.54	0.00	817.54
SRPC Cash Match	-65.38	0.00	-65.38
Total Dover Equity Cash Match	752.16	0.00	752.16
Coastal Cash Match	-1,213.05	-4,609.84	3,396.79
NKT Local Source Water Match	0.00	-533.40	533.40
DOT Cash Match	-13,463.07	-5,607.44	-7,855.63
EDD Cash Match	0.00	-5,346.74	5,346.74
Total Contra Income Cash Match	-16,338.88	-16,097.42	-241.46
Contra Income InKind/Soft Match			
IK DOV Resilience	0.00	-734.46	734.46
IK DUR Resilience	0.00	-524.48	524.48
In-Kind Coastal Match	-2,373.34	-1,014.63	-1,358.71
In-Kind EDD Match	-5,077.80	-10,414.83	5,337.03
In-Kind HazMit Match	-1,366.66	0.00	-1,366.66
Contra Income InKind/Soft Match - Other	-951.21	0.00	-951.21
Total Contra Income InKind/Soft Match	-9,769.01	-12,688.40	2,919.39
Contract Overage	-4.91	-3.56	-1.35
Total Income	195,681.63	119,256.06	76,425.57
Gross Profit	195,681.63	119,256.06	76,425.57
Expense			

Strafford Regional Planning Commission
Profit & Loss
June 2021

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	Jun 21	Jun 20	\$ Change
Personnel Expenses			
Salary and Wages	55,726.58	65,849.23	-10,122.65
Payroll Expenses			
FSA Fees	2.75	0.00	2.75
Dental insurance expense	366.89	332.22	34.67
Health incentive	6,656.21	0.00	6,656.21
Health Insurance expense	5,877.68	4,966.04	911.64
Life Insurance expense	90.61	86.00	4.61
LTD Insurance expense	51.07	47.84	3.23
STD insurance expense	192.20	135.32	56.88
Payroll Processing Fees	236.00	187.00	49.00
Pension expense	1,481.80	1,252.81	228.99
Unemployment expense	168.59	0.00	168.59
Workers Compensation	159.09	159.09	0.00
Payroll Taxes			
Medicare Expense	880.93	647.37	233.56
Social Security expense	3,766.73	2,768.07	998.66
Payroll Taxes - Other	0.04	-0.02	0.06
Total Payroll Taxes	<u>4,647.70</u>	<u>3,415.42</u>	<u>1,232.28</u>
Total Payroll Expenses	19,930.59	10,581.74	9,348.85
Dues and Subscriptions	333.91	491.82	-157.91
Staff Training and Seminars	710.00	0.00	710.00
Total Personnel Expenses	<u>76,701.08</u>	<u>76,922.79</u>	<u>-221.71</u>
Equipment expense			
Copier Maintenance Contract	319.85	319.85	0.00
Office furniture			
Computer equipment	6,220.68	0.00	6,220.68
Office furniture - Other	13,140.37	0.00	13,140.37
Total Office furniture	<u>19,361.05</u>	<u>0.00</u>	<u>19,361.05</u>
Software expense			
ArcInfo/View software	3,150.00	500.00	2,650.00
Office Software			
iDrive	49.95	0.00	49.95
Timesheet Software	132.00	0.00	132.00
Zoom	58.32	0.00	58.32
Adobe In Design	73.98	73.98	0.00
Anti-virus software	34.40	30.10	4.30
Constant Contact	85.50	57.13	28.37
Microsoft Office 365	162.50	137.50	25.00
Office operating software	1,499.95	40.00	1,459.95

Strafford Regional Planning Commission
Profit & Loss
June 2021

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	Jun 21	Jun 20	\$ Change
Total Office Software	2,096.60	338.71	1,757.89
Total Software expense	5,246.60	838.71	4,407.89
Traffic Count Expenses			
Traffic counting equipment	0.00	602.98	-602.98
Traffic counting supplies	109.82	4.60	105.22
Total Traffic Count Expenses	109.82	607.58	-497.76
Transportation Databases	8,173.89	8,173.89	0.00
Total Equipment expense	33,211.21	9,940.03	23,271.18
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	477.82	0.17
Vehicle Gas & Repairs	77.62	25.04	52.58
Vehicle Interest	69.01	0.00	69.01
Vehicle Registration	0.00	8.00	-8.00
Total Vehicle Expenses	624.62	510.86	113.76
Total Fixed Expenses	3,605.04	3,469.70	135.34
Communications			
Office Telephone System	909.00	0.00	909.00
Postage and Delivery	17.99	44.34	-26.35
Telephone and Internet	292.87	279.35	13.52
Website maintenance and updates			
Website and logo design	8.44	8.44	0.00
Website maintenance and updates - Other	0.00	39.99	-39.99
Total Website maintenance and updates	8.44	48.43	-39.99
Total Communications	1,228.30	372.12	856.18
Administrative			
Bank Service Charges	0.00	27.00	-27.00
Meetings Expense			
Meetings Advertising Expense	661.74	0.00	661.74
Total Meetings Expense	661.74	0.00	661.74
Office Expense	2,063.78	797.25	1,266.53

Strafford Regional Planning Commission
Profit & Loss
June 2021

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	Jun 21	Jun 20	\$ Change
Office Supplies	1,084.65	9.99	1,074.66
Printing and Reproduction	158.60	0.00	158.60
Professional Fees			
Accounting, Audit	902.50	-1,802.50	2,705.00
Total Professional Fees	902.50	-1,802.50	2,705.00
Travel & Ent			
Travel	1,710.92	265.66	1,445.26
Total Travel & Ent	1,710.92	265.66	1,445.26
Total Administrative	6,582.19	-702.60	7,284.79
Contract Labor			
Financial Services	3,916.25	3,300.00	616.25
IT and Network support	270.00	345.00	-75.00
Pass Through Expense			
NHDOT Consultant	69,659.31	0.00	69,659.31
Project Supplies	225.20	0.00	225.20
Sunrise Lake Subcontract	3,219.18	0.00	3,219.18
Dov Resilience	0.00	1,640.00	-1,640.00
DUR Groundwater Consultant	1,300.00	0.00	1,300.00
EPA Brownfields Consultants	0.00	18,759.11	-18,759.11
Total Pass Through Expense	74,403.69	20,399.11	54,004.58
Total Contract Labor	78,589.94	24,044.11	54,545.83
Total Expense	199,917.76	114,046.15	85,871.61
Net Ordinary Income	-4,236.13	5,209.91	-9,446.04
Other Income/Expense			
Other Income			
Interest Income	11.65	12.44	-0.79
Total Other Income	11.65	12.44	-0.79
Net Other Income	11.65	12.44	-0.79
Net Income	-4,224.48	5,222.35	-9,446.83

Stafford Regional Planning Commission
Income by Customer
 June 2021

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Date	Name	Memo	Amount
1000 Indirect Administration			
1020 CDBG Grant Writing			
06/30/2021	1000 Indirect Ad...	CDBG Grant Writing	3,004.91
06/30/2021	1000 Indirect Ad...	To record when contracts go over budget in QuickBooks	-4.91
Total 1020 CDBG Grant Writing			3,000.00
Total 1000 Indirect Administration			3,000.00
2000 LTA (Local Technical Assistance)			
06/01/2021	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
3300 City of Dover			
3303 Dover Equity			
06/30/2021	3300 City of Do...	Dover Equity Progress Billing - June 2021	1,715.99
06/30/2021	3300 City of Do...	Dover Cash Match Dover Equity	-163.19
06/30/2021	3300 City of Do...	SRPC Cash Match Dover Equity	-65.38
Total 3303 Dover Equity			1,487.42
3300 City of Dover - Other			
06/30/2021	3300 City of Do...	Dover Cash Match Dover Equity - March through June 2021	980.73
Total 3300 City of Dover - Other			980.73
Total 3300 City of Dover			2,468.15
3400 Town of Durham			
3403 Durham Groundwater Modeling			
06/30/2021	3400 Town of D...	Progress Billing Durham Groundwater - June 2021	4,282.80
Total 3403 Durham Groundwater Modeling			4,282.80
Total 3400 Town of Durham			4,282.80
3500 Town of Farmington			
3501 FAR Circuit Rider			
06/30/2021	3500 Town of F...	Progress Billing Farmington Circuit Rider - June 2021	3,421.25
Total 3501 FAR Circuit Rider			3,421.25
Total 3500 Town of Farmington			3,421.25
4200 Town of Northwood			
4201 NOR Circuit Rider			
06/30/2021	4200 Town of N...	Progress Billing Town of Northwood Circuit Rider - June 2021	2,943.75
Total 4201 NOR Circuit Rider			2,943.75

Strafford Regional Planning Commission
Income by Customer
 June 2021

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Date	Name	Memo	Amount
Total 4200 Town of Northwood			2,943.75
4300 Town of Nottingham			
4301 NOT Circuit Rider			
06/30/2021	4300 Town of N...	Progress Billing - Nottingham Circuit Rider - June 2021	1,089.44
Total 4301 NOT Circuit Rider			1,089.44
Total 4300 Town of Nottingham			1,089.44
4600 City of Somersworth			
4602 Somersworth 2021 Tax Map			
06/30/2021	4600 City of So...	Progress Billing Somersworth Tax Map Update - 4/10/21-6/30/21	1,473.75
Total 4602 Somersworth 2021 Tax Map			1,473.75
Total 4600 City of Somersworth			1,473.75
4700 Town of Strafford			
4701 Strafford Circuit Rider			
06/30/2021	4700 Town of St...	Progress Billing - Strafford Circuit Rider - June 2021	3,886.25
Total 4701 Strafford Circuit Rider			3,886.25
Total 4700 Town of Strafford			3,886.25
5050 Rockingham Planning Commission			
5052 RPC CILUG			
06/30/2021	5050 Rockingha...	Progress Billing - RPC CILUG - Mar - June 2021	3,353.46
06/30/2021	5050 Rockingha...	Cash Match	-419.18
Total 5052 RPC CILUG			2,934.28
Total 5050 Rockingham Planning Commission			2,934.28
5100 NHCHF			
5101 NHCHF Promoting Outdoor Play			
06/30/2021	5100 NHCHF:5...	Progress Billing - Promoting Outdoor Play - June 2021	4,598.41
Total 5101 NHCHF Promoting Outdoor Play			4,598.41
Total 5100 NHCHF			4,598.41
5150 GSCH			
5151 Creating Age Friendly Communities			
06/30/2021	5150 GSCH:515...	Progress Billing - GSCH - June 2021	1,995.74
06/30/2021	5150 GSCH:515...	Cash Match	-1,995.74
Total 5151 Creating Age Friendly Communities			0.00
Total 5150 GSCH			0.00

Stafford Regional Planning Commission
Income by Customer
 June 2021

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Date	Name	Memo	Amount
6100 NH DES			
6101 Coastal 2021			
06/30/2021	6100 NH DES:6...	Coastal 2021 Progress Billing - June 2020	3,586.39
06/30/2021	6100 NH DES:6...	Cash Match	-1,213.05
06/30/2021	6100 NH DES:6...	In Kind match for Coastal grant	-2,373.34
Total 6101 Coastal 2021			0.00
6251 Sunrise Lake			
06/30/2021	6100 NH DES:6...	Sunrise Lake Progress Billing - 3/1/21-6/30/21	8,266.71
06/30/2021	6100 NH DES:6...	Sunrise Lake In Kind Match	-951.21
Total 6251 Sunrise Lake			7,315.50
Total 6100 NH DES			7,315.50
6500 DEPT OF SAFETY (OEM)			
6501 PDM19 BAR NDU ROL SOM			
06/30/2021	6500 DEPT OF ...	Progress Billing - PDM19 - June 2021	5,466.63
06/30/2021	6500 DEPT OF ...	In Kind Match for Hazard Mitigation contracts	-1,366.66
Total 6501 PDM19 BAR NDU ROL SOM			4,099.97
Total 6500 DEPT OF SAFETY (OEM)			4,099.97
6600 CDFA-CDBG Grant Administration			
6601 CAPSC-Stafford Cty Homeless Shelter			
06/30/2021	6600 CDFA-CD...	CDBG Grant Administration - Jan through June 2021	2,104.07
Total 6601 CAPSC-Stafford Cty Homeless Shelter			2,104.07
Total 6600 CDFA-CDBG Grant Administration			2,104.07
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7001 EDA FY21			
06/30/2021	7000 ECONOMI...	EDA Progress Billing - June 2021	8,855.60
06/30/2021	7000 ECONOMI...	In Kind Match	-5,077.80
Total 7001 EDA FY21			3,777.80
7002 EDA CARES			
06/30/2021	7000 ECONOMI...	EDA CARES - Project 01-69-15047 - Progress Billing - June 2021	17,246.68
Total 7002 EDA CARES			17,246.68
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			21,024.48
8000 DOT UPWP			
06/30/2021	8000 DOT UPWP	UPWP Billing - June 2021	134,630.71
06/30/2021	8000 DOT UPWP	10% Matching Funds	-13,463.07

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Accrual Basis

Strafford Regional Planning Commission
Income by Customer
June 2021

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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
	Total 8000 DOT UPWP		121,167.64
TOTAL			195,681.63

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

DRAFT

	Jul '20 - Jun 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
SRPC Membership Dues	118,462.70		
SRPC Revenue		118,806.00	-343.30
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	5,108.98	1.00	5,107.98
GSCH - Tufts	41,159.66	38,000.00	3,159.66
Lee Tax Map	0.00	1,000.00	-1,000.00
Barrington Master Plan	192.50	26.00	166.50
DUR Wagon Hill Living Shoreline	67.50	26.00	41.50
FAR Circuit Rider	43,852.91	50,000.00	-6,147.09
FAR Tax Map Updates	1,091.42	1,000.00	91.42
GIS Projects	100.00	3,000.00	-2,900.00
MIL MS4 NOI	0.00	1.00	-1.00
NHCHF	29,067.48	20,000.00	9,067.48
NKT Tax Maps	0.00	1,000.00	-1,000.00
Northwood Planning Services	26,860.00	28,000.00	-1,140.00
NOT Circuit Rider	26,340.69	28,000.00	-1,659.31
Strafford Tax Map	306.25	1,000.00	-693.75
Total Municipal and NonProfit Revenue	192,769.92	177,891.00	14,878.92
Total SRPC Revenue	192,769.92	177,891.00	14,878.92
Economic Development Revenue			
EDA CARES	115,873.71	142,174.00	-26,300.29
EDD Partnership Planning	122,925.32	118,749.00	4,176.32
EPA Brownfields	88,311.81	110,000.00	-21,688.19
Total Economic Development Revenue	327,110.84	370,923.00	-43,812.16
State Award Revenue			
NHDES			
RPC Water Buffers	9,200.00	10,110.00	-910.00
NFWF Great Bay Living Shoreline	1,927.18	1.00	1,926.18
Sunrise Lake	22,059.00	32,000.00	-9,941.00
DUR Resilience	17,280.24	26,310.00	-9,029.76
NKT Local Source Water	800.10	0.00	800.10
Coastal	25,444.00	25,000.00	444.00
DOV Coastal Resilience	22,560.07	29,808.00	-7,247.93
Durham Groundwater Modeling	45,570.04	52,185.00	-6,614.96
Local Source Water	10,333.50	11,334.00	-1,000.50
Watershed PRB	43,542.11	65,678.00	-22,135.89
Total NHDES	213,033.87	252,426.00	-39,392.13

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

DRAFT

	Jul '20 - Jun 21	Budget	\$ Over Budget
OEM Haz Mit			
PDM	20,666.38	34,000.00	-13,333.62
Total OEM Haz Mit	20,666.38	34,000.00	-13,333.62
OEP Targeted Block	11,165.27	11,111.00	54.27
Total State Award Revenue	244,865.52	297,537.00	-52,671.48
MPO Revenue			
NH DOT			
UPWP	636,922.33	636,283.00	639.33
Total NH DOT	636,922.33	636,283.00	639.33
Total MPO Revenue	636,922.33	636,283.00	639.33
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	-63,664.70	-57,475.00	-6,189.70
EDD Cash Match	-8,186.38	-14,583.00	6,396.62
Total Contra Income Cash Match	-84,577.68	-72,392.00	-12,185.68
Contra Income InKind/Soft Match			
IK - PDM Soft Match	0.00	-8,250.00	8,250.00
IK DOV Resilience	-6,535.79	-12,277.00	5,741.21
IK DUR Resilience	-2,923.61	-8,770.00	5,846.39
In-Kind Coastal Match	-5,540.35	-12,500.00	6,959.65
In-Kind EDD Match	-57,673.73	-45,833.00	-11,840.73
In-Kind HazMit Match	-5,166.60	0.00	-5,166.60
PRB IK Match	-11,943.11	-26,279.00	14,335.89
Total Contra Income InKind/Soft Match	-91,989.20	-113,909.00	21,919.80
Contract Overage	-477.72	0.00	-477.72
Total Income	1,343,086.71	1,415,139.00	-72,052.29
Gross Profit	1,343,086.71	1,415,139.00	-72,052.29
Expense			
Personnel Expenses			
Salary and Wages	660,038.94	694,221.00	-34,182.06
Payroll Expenses			
FSA Fees	22.00	33.00	-11.00
Dental insurance expense	4,597.35	5,218.00	-620.65
Health incentive	12,224.74	6,621.00	5,603.74

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Accrual Basis

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

DRAFT

	Jul '20 - Jun 21	Budget	\$ Over Budget
Health Insurance expense	70,681.79	76,711.00	-6,029.21
Life Insurance expense	1,090.45	1,238.00	-147.55
LTD Insurance expense	636.49	752.00	-115.51
STD insurance expense	2,321.95	2,108.00	213.95
Payroll Processing Fees	2,474.50	2,600.00	-125.50
Pension expense	19,181.48	21,036.00	-1,854.52
Unemployment expense	481.82	2,668.00	-2,186.18
Workers Compensation	1,600.19	1,909.00	-308.81
Payroll Taxes			
Medicare Expense	9,478.81	0.00	9,478.81
Social Security expense	40,530.08	0.00	40,530.08
Payroll Taxes - Other	0.03	53,108.00	-53,107.97
Total Payroll Taxes	50,008.92	53,108.00	-3,099.08
Total Payroll Expenses	165,321.68	174,002.00	-8,680.32
Dues and Subscriptions	4,476.18	7,903.00	-3,426.82
Staff Training and Seminars	3,930.00	10,000.00	-6,070.00
Total Personnel Expenses	833,766.80	886,126.00	-52,359.20
Equipment expense			
Copier Maintenance Contract	3,985.70	3,838.00	147.70
Office furniture			
Computer equipment	13,042.83	9,550.00	3,492.83
Office furniture - Other	13,140.37	1,500.00	11,640.37
Total Office furniture	26,183.20	11,050.00	15,133.20
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	500.00	-500.00
Total Other Equipment Repair and Cost	512.37	500.00	12.37
Software expense			
Arclnfo/View software	7,850.00	6,500.00	1,350.00
Office Software			
QuickBooks	1,259.99	1,000.00	259.99
Timesheet Software	550.00	2,040.00	-1,490.00
Acrobat	0.00	900.00	-900.00
Adobe In Design	1,407.74	887.76	519.98
Anti-virus software	387.00	387.00	0.00
Constant Contact	839.25	486.00	353.25
DropBox	119.88	119.88	0.00
Microsoft Office 365	2,327.84	1,950.00	377.84
Sonic Wall Remote Access	545.00	545.00	0.00
Total Office Software	9,776.03	8,315.64	1,460.39

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

DRAFT

	Jul '20 - Jun 21	Budget	\$ Over Budget
Transcad software/maintenance	1,500.00	1,500.00	0.00
Total Software expense	19,126.03	16,315.64	2,810.39
Traffic Count Expenses			
Traffic counting equipment	1,100.37	0.00	1,100.37
Traffic counting supplies	1,343.22	3,000.00	-1,656.78
Total Traffic Count Expenses	2,443.59	3,000.00	-556.41
Transportation Databases	8,173.89	8,200.00	-26.11
Total Equipment expense	60,613.20	42,903.64	17,709.56
Fixed Expenses			
Insurance			
Liability Insurance	5,765.00	5,765.00	0.00
Total Insurance	5,765.00	5,765.00	0.00
Rent	30,000.00	30,000.00	0.00
Vehicle Expenses			
Depreciation Expense	5,735.88	5,735.88	0.00
Vehicle Gas & Repairs	390.25	4,600.13	-4,209.88
Vehicle Interest	941.99	941.99	0.00
Total Vehicle Expenses	7,118.12	11,278.00	-4,159.88
Total Fixed Expenses	42,883.12	47,043.00	-4,159.88
Communications			
Media Outreach Expense	0.00	500.00	-500.00
Office Telephone System	1,045.75	1,440.00	-394.25
Postage and Delivery	480.33	400.00	80.33
Telephone and Internet	3,442.57	3,372.00	70.57
Website maintenance and updates			
Website and logo design	101.28	3,474.00	-3,372.72
Total Website maintenance and updates	540.44	3,474.00	-2,933.56
Total Communications	5,509.09	9,186.00	-3,676.91
Administrative			
Library & Planning Books	1,748.10	2,000.00	-251.90
Meetings Expense	2,204.30	3,000.00	-795.70
Office Expense	11,206.15	11,500.00	-293.85
Office Supplies	2,160.87	3,600.00	-1,439.13
Printing and Reproduction	243.52	1,200.00	-956.48
Professional Fees			

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

DRAFT

	Jul '20 - Jun 21	Budget	\$ Over Budget
Accounting, Audit	10,830.00	10,665.00	165.00
Legal Fees	0.00	1,000.00	-1,000.00
Total Professional Fees	10,830.00	11,665.00	-835.00
Travel & Ent			
Travel	2,774.39	0.00	2,774.39
Travel & Ent - Other	0.00	10,000.00	-10,000.00
Total Travel & Ent	2,774.39	10,000.00	-7,225.61
Total Administrative	31,167.33	42,965.00	-11,797.67
Contract Labor			
Financial Services	35,377.50	60,000.00	-24,622.50
IT and Network support	4,346.25	4,240.00	106.25
Pass Through Expense			
EDA CARES Contract Support	0.00	13,235.00	-13,235.00
DUR Resilience Subcontract	3,401.29	3,540.00	-138.71
Sunrise Lake Subcontract	18,156.74	33,000.00	-14,843.26
Dov Resilience	9,570.00	7,500.00	2,070.00
DUR Groundwater Consultant	34,547.50	42,698.00	-8,150.50
EPA Brownfields Consultants	84,523.06	110,000.00	-25,476.94
PRB Consultants	26,642.94	34,324.00	-7,681.06
Total Pass Through Expense	246,726.04	244,297.00	2,429.04
Total Contract Labor	286,449.79	308,537.00	-22,087.21
Total Expense	1,260,389.33	1,336,760.64	-76,371.31
Net Ordinary Income	82,697.38	78,378.36	4,319.02
Other Income/Expense			
Other Income			
Interest Income	150.66	0.00	150.66
Other Income	0.00	100.00	-100.00
Total Other Income	150.66	100.00	50.66
Net Other Income	150.66	100.00	50.66
Net Income	82,848.04	78,478.36	4,369.68

Annual Grant and Contract Authorization
Fiscal Year 2022

On an annual basis the Executive Committee should affirm, or reaffirm, that the Executive Director is authorized to file applications, sign contracts and implement the annual work program.

Proposed Motion:

THAT the Executive Director, or in his/her absence, the acting Executive Director, be authorized to file applications with federal, state and local governmental units and other agencies to implement the FY 2022 work program of the Commission, and to execute agreements to receive funds for such purposes.

CERTIFICATE OF VOTE

I, _____, [Chair, Vice Chair, or Secretary/Treasurer] of the Strafford Regional Planning Commission, do hereby certify that:

- 1) I am the duly elected [Chair, Vice Chair, or Secretary/Treasurer];
- 2) At the meeting held on July 16, 2021, the Strafford Regional Planning Commission voted to authorize the Executive Director, and in his/her absence the acting Executive Director, to sign & execute any contracts for SRPC;
- 3) This authorization has not been revoked, annulled, or amended in any manner whatsoever, and remains in full force and effect as of the date hereof; and
- 4) The following person has been appointed to and now occupies the office indicated in (2) above: Executive Director Jennifer Czysz

IN WITNESS WHEREOF, I have hereunto set my hand as the [Chair, Vice Chair, or Secretary/Treasurer] of the

Strafford Regional Planning Commission,

this ____ day of _____, 2021.

Name, [Chair, Vice Chair, or Secretary/Treasurer]

STATE OF NEW HAMPSHIRE
County of Strafford

On this the ____ day of _____, 2021, before me

_____ the undersigned officer, personally appeared NAME, who acknowledged him/herself to be the [Chair, Vice Chair, or Secretary/Treasurer] of the Strafford Regional Planning Commission being authorized so to do, executed the foregoing instrument for the purpose therein contained.

In witness whereof, I have set my hand and official seal.

Notary Public

Commission Expiration Date:
(Seal)

policy. Do not use the Commission's email addresses to register on social networks, blogs, or other online tools used for personal purposes.

This policy applies to all employees of the Commission. If you have questions or need further guidance, please contact the Executive Director.

M. Telecommuting

Telecommuting is an agreement between the employer and employee in which the employee works outside of the SRPC office for a specified and regular number of days a week, using telephones, computers, and related voice, video, and text technology. The intent is to improve the efficiency of the organization and maintain a healthy work-life balance.

All regular full-time and regular part-time employees are eligible to work from home or other satellite office, the specific scheduling of which being subject to the approval of the Executive Director. Employees wishing to request a telecommuting work options should review the specific terms and conditions of the SRPC Telecommuting Policy and Agreement found in Appendix A and submit a written request to their manager and Executive Director. Approved requests will require completion of the Telecommuting Agreement.

"Telecommuting" is defined as working at home or other specified off-site location by employees who normally work at the Commission office.

Normally, telecommuting would be necessary due to inclement weather when the office is unable to open and is at the discretion of the Executive Director.

The Commission is not able to guarantee employees the opportunity to work from their homes, other specified off-site locations, or to telecommute.

Requests to telecommute must be submitted in writing to the Executive Director prior to telecommuting. The written request must describe the reason for telecommuting and the manner in which the employee can telecommute without any reduction in work quality, efficiency, or productivity. The employee's official work location, however, will continue to be the Commission office, not their home or any other off-site location.

Permission to work from home may be granted in writing by the Executive Director. Permission will be granted only when the Executive Director determines that the employee has work that needs to be done and that work can be efficiently completed by telecommuting. The Executive Director can withdraw their approval to telecommute at any time.

The employee's at-home work hours will conform to a schedule or number of hours agreed to by the employee and the Executive Director. Changes to this schedule or number of agreed telecommuting work hours must be reviewed and approved in advance by the Executive Director.

~~Telecommuting employees may work overtime hours only with the advanced written approval of the Executive Director.~~

~~Unless otherwise agreed upon in writing, the employee's compensation, benefits, work status, work responsibilities, and amount of time the employee is expected to work per day or per pay period in the office will not change due to participation in the telecommuting program.~~

~~Employees who are authorized to work from home or at a specified off-site location must assure the Executive Director that they can safely and efficiently perform all their duties and responsibilities. All telecommuting time will be documented on separate lines in the employee timesheet. Notes on the employee timesheet should clearly define the progress of the work done while telecommuting.~~

~~Employees approved to telecommute must agree to maintain their work area free of all dangers, safety hazards, and risks that could endanger themselves, their family members, or others. They must also agree to take all steps necessary to safeguard and protect all property and confidential, sensitive, and proprietary information of the Commission. The Commission is not liable for injuries to the telecommuting employee while working at home outside the agreed-upon work hours or for injuries to third parties who may be present at the employee's at-home work space.~~

~~Depending on the type of work to be performed, equipment may be furnished to the employee for use at their home or specified off-site location. Telecommuting employees are responsible for any equipment provided by the Commission, and they are expected to return the equipment to the Commission each day if necessary for use in the office, upon termination of the telecommuting assignment, or at the end of their employment with the Commission.~~

~~Nonexempt employees who receive approval to work from home or at any specified off-site location must comply with all record-keeping requirements and must accurately record all working time. They must also take meal and rest periods in accordance with applicable legal requirements and Commission policies.~~

~~Employees are not exempt from the meal period, rest period, or record-keeping rules solely because they are permitted to work at home or at a specified off-site location.~~

~~Requests to telecommute due to a disability and the need for reasonable accommodation will be evaluated based on all applicable legal standards and medical information provided by the employee. The Commission will engage in an interactive process with the employee to evaluate reasonable accommodations, including the possibility of telecommuting when it will not create undue hardship. Such accommodations will be made where necessary to comply with all applicable state and federal disability anti-discrimination laws.~~

~~The Executive Director may decline a request determined to be inconsistent with the Commission's business needs or other interests, or with the employee's job functions. For example, a request may be denied because the employee must interact with co-workers, the Commission's~~

~~customers, or the Commission's representatives. Or a request may be denied if the Commission's standards of quality, quantity, efficiency, productivity, or safety may be compromised if the employee does not work at the Commission office.~~

N. Office Hours; Night & Weekend Hours; Inclement Weather

The Commission operates on a 40-hour work week. Regular work hours for all employees are Monday through Friday, 8:30 a.m. – 5 p.m., and include an unpaid half-hour off for lunch. Our core hours for employees authorized to use flex time are 9 a.m. – 3 p.m. The core hours of operation may be changed at the discretion of the Executive Director. It is imperative that all employees keep the office staff notified of their work sites and hours of work. Employees not authorized to use flex time are expected to be at work during normal business hours, except as otherwise permitted by this handbook.

The Commission provides professional and technical planning assistance to its 18 member communities. The Commission works with many volunteers and elected and appointed officials whose work in their communities takes place outside of normal business hours. Employees shall be available to work during off-business hours as requested by member communities and other clients of the Commission.

Being in New Hampshire, snowstorms that make travel to work unreasonable are almost guaranteed. During storms, the Executive Director may decide to close the office entirely, or before the end of normal business hours. Time off as the result of the Commission being closed will be unpaid, as permitted under law. Or, employees may choose to use an accrued annual leave day. If the Commission office closes after employees have reported to work—but before they have worked two hours—hourly employees will be paid for two full hours.

When the Commission office is closed due to inclement weather, employees eligible to telecommute and who have work that can be done at home are encouraged to do so. At the discretion of the Executive Director, employees may bill their nonwork time due to a closure to indirect administration.

Employees will be available for early morning, evening, and weekend meetings with clients and member communities as requested. Exempt employees will have the opportunity to set a flexible schedule within the two-week pay period to accommodate these requests.

All employees will use weekly schedule, voice mail, or email to notify the Executive Director as to their hours of work, location and time of return, phone numbers, and any other pertinent information.

O. Plagiarism

APPENDIX A: SRPC TELECOMMUTING POLICY AND AGREEMENT

Definition of Telecommuting: Telecommuting is an agreement between the employer and employee in which the employee works outside of the SRPC office for a specified and regular number of days a week, using telephones, computers, and related voice, video, and text technology. The specific scheduling of which being subject to the approval of the Executive Director. It is the exception, not the rule.

A. Telecommuting Guiding Principles

1. Telecommuting is an alternative method for meeting the needs of our customers, our office and our employees;
2. Telecommuting increases employee productivity and is an inducement for the Commission to attract and retain high quality staff;
3. Telecommuting requires effective, supportive and ongoing communication by the employee with the public, other employees, and their supervisors;
4. Telecommuting has a positive impact on the environment by reducing employee vehicle miles traveled with corresponding reduction in use of gasoline and reduction of air pollution;
5. Telecommuting is a privilege that employees may earn and lose (based on their work performance and demonstrated ability to successfully work independently, etc.). It may be refused to individuals or terminated at any time.

B. Eligibility

The following factors will be used to decide whether telecommuting is an option for those employees interested in participating in this work option:

1. Does the employee have clearly defined tasks that can be accomplished off-site?
2. Can the results and/or productivity be effectively measured without supervisor oversight?
3. Can the present level of customer service be maintained or improved through telecommuting?
4. Is the current level of interaction with the public and employee minimal or can it be scheduled to permit telecommuting?

Employees that have a rating of below expectations on their annual performance evaluations are not eligible to participate in telecommuting.

Prior to initiating the telecommuting work option, the employee will sign the SRPC Telecommuting Agreement (part of this Appendix) and submit it for approval. The supervisor will periodically meet with the telecommuter, and other staff as appropriate

(e.g. support staff, etc.), to evaluate the telecommuting experience and make improvements as needed.

C. Dependent Care

Telecommuting is not a substitute for dependent care. Telecommuters must make dependent care arrangements, as they are required when working in the office, to permit concentration on work assignments off-site.

D. Workspace

Employee understands their workspace is considered an extension of the Commission workspace. Telecommuters must maintain a dedicated safe, secure, and ergonomic work environment.

Employee is responsible for providing telephone, printing, networking and/or Internet capabilities at the telecommute location and shall not be reimbursed by the employer for these or related expenses. Internet access be via DSL, Cable Modem, or an equivalent bandwidth network.

Workers compensation from job related accidents would continue to exist within the defined workspace during telecommuting hours. Employee shall report work-related injuries to Executive Director at the earliest reasonable opportunity. Employee agrees to hold the Commission harmless for injury to others at the alternate work site.

E. Equipment & Information Security

With the aid of various technologies such as phone, email, internet, and remote work software, SRPC employees are expected to maintain the same level of office productivity while telecommuting.

1. **Office equipment and records:** Equipment owned by SRPC and used in the telecommute location shall be accurately listed and updated on the Telecommuting Agreement. Employee shall protect Commission-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. All equipment, records, and materials provided by the Commission shall remain the property of the Commission. The precautions described in this policy apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored. Employee shall report to the Executive Director any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.

Should the telecommuting agreement be revoked, employees are required to return Commission-owned equipment, records, and materials within the 48 hours of termination of this agreement. Any software provided for

telecommuting will be deleted from any compute not belonging to the Commission. Within 48-hours of written notice, Employee must return Commission owned equipment for inspection, repair, replacement, or repossession.

2. **Phones:** Employees that telecommute must provide their own landline and/or cell phone. Employees are responsible for forwarding work calls to this phone while off-site and are expected to answer calls and/or check voicemail in a rate and manner consistent with on-site work

Stafford Regional Planning Commission Telecommuting Agreement

A. Definition: Telecommuting is the use of telephones, computers, and related voice, video, and text technology to enable an employee to work outside of the traditional workplace for a specified and regular number of days a week. It is the exception, not the rule. This is an agreement between the telecommuting employee and Stafford Regional Planning Commission (SRPC).

Telecommuting Employee: _____

Supervisor: _____

Effective Date: _____

B. General Work Arrangement

1. I (the employee) understand and agree to the terms and conditions as stated in the SRPC Telecommuting Policy.
2. SRPC and I agree that at SRPC’s discretion, I may perform portions of my assigned duties for SRPC at a location other than at SRPC as a telecommuter.

- a. Employee’s telecommuting schedule is:
 - Monday Tuesday Wednesday Thursday Friday
 - Start Time: **[start time]** End Time: **[end time]**
- b. Employee’s regular telecommuting site location is **[location]**.
- c. Employee’s regular telecommuting phone number is **[telephone number]**. SRPC encourages staff not to share their personal phone number with work clients and partners beyond SRPC staff.
- d. The employee has been provided with the following equipment for which they are responsible:

3. While telecommuting, Employee will:
 - a. remain accessible during the telecommute work schedule;
 - b. check in with the Executive Director or colleagues to discuss status and open issues;
 - c. be available for teleconferences, scheduled on an as-needed basis;
 - d. be available to come into the office if a business need arises;
 - e. request Executive Director approval in advance of working any overtime hours (if employee is non-exempt); and
 - f. request Executive Director approval to use vacation, sick, or other leave in the same manner as when working at Employee’s regular work location.

2. Employee’s duties, obligations, responsibilities, and conditions of employment with the Commission remain unchanged except those obligations and responsibilities specifically addressed in this agreement. The employee will continue to comply with the Commission policies and procedures while working off-site. Employee’s salary and benefits remain unchanged. Job responsibilities and standards of performance remain the same as when working at the Commission’s regular work site. The Executive Director reserves the right to assign work as necessary at any work site.
3. The employee will always remain responsible and maintain professional standards of behavior, as noted in the Employee Handbook. The employee will not use their home as a meeting location to conduct the Commission business. If the employee leaves their home when Telecommuting for any Commission purpose, they will dress and present themselves in a professional manner.
4. The employee agrees that their Telecommuting does not adversely impact the support staff either way when they return to the office (i.e., major mailing the next day etc.) or when they are working from home. The employee realizes this will require effective and frequent communication.
5. The employee understands that telecommuting is a privilege that may be revoked at any time under the discretion of the Director. The parties acknowledge that this agreement may be evaluated on an ongoing basis to ensure that Employee’s work quality, efficiency, and productivity are not compromised by the telecommuting arrangement described herein.

Employee

Date

Supervisor

Date

Insert a photo of your telecommute workspace here: