

STRAFFORD

Regional Planning Commission

SRPC EXECUTIVE COMMITTEE MEETING

June 17, 2022, 8:00 a.m. to 9:00 a.m.

Hybrid Meeting (Conference Rm 1A & via Zoom)

In accordance with RSA 91:A, the Commission requires a minimum of an in-person quorum. To organize this, the Commission staff will confirm the necessary in-person attendance. It is the preference of the Commission that others participate via Zoom, however, guests may attend the meeting at the SRPC Office. All participants, both in-person and virtual, can communicate contemporaneously. View the remote access information below.

Meeting URL: <https://us02web.zoom.us/j/84905778392>

Meeting ID: 849 0577 8392

Telephone-only Access: +1 312 626 6799

These instructions have also been provided at www.trafford.org. If anybody is unable to access the meeting, please email mtaylorfetter@trafford.org or call 603-994-3500 (x115).

Agenda Item	Time	Notes
1) Welcome and Introductions	8:00-8:05	N/A
2) Action Items (Motions Required) a) Approval of the May 20, 2022 Minutes b) Acceptance of the Draft May Financials c) Recommend Adoption of the FY2023 Budget d) Approval of the FY2023 Billing Rates & Salary Ranges e) Recommend Slate of Officers for Approval f) Approval of the Employee Handbook g) Approval of the Wellness and Safety Plan	8:05-8:40	a) Enclosed b) See memo, enclosed c) See memo, enclosed d) See memo, enclosed e) See memo, enclosed f) See memo g) See memo
3) Updates and Discussion Items a) Awards, Contracts, and General Business b) June Monthly Minors	8:40-8:50	a) See memo b) Enclosed
4) Other Business	8:50-8:55	N/A
5) Adjourn	9:00	N/A

Reasonable accommodations for people with disabilities are available upon request. Include a detailed description of the accommodation you will need along with your contact info. Please make your request as early as possible; allowing at least 5 days advance notice. Last minute requests will be accepted but may be impossible to fill. Please call (603) 994-3500 x115 or email srpc@trafford.org.

STRAFFORD REGIONAL PLANNING COMMISSION

150 Wakefield Street, Suite 12, Rochester, NH 03867

Barrington | Brookfield | Dover | Durham | Farmington | Lee | Madbury | Middleton | Milton | New Durham
 Newmarket | Northwood | Nottingham | Rochester | Rollinsford | Somersworth | Strafford | Wakefield



RULES OF PROCEDURE

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

Meeting Etiquette

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

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

Do not interrupt others or start talking before someone finishes.

Do not engage in cross talk.

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

Active participation is encouraged from all members.

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

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

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

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



STRAFFORD

Regional Planning Commission

Strafford Regional Planning Commission
Executive Committee Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867
May 20, 2022
DRAFT Meeting Minutes

1. Welcome/Introductions

D. Landry called the meeting to order at 8:01 a.m. and asked for introductions.

Committee members present: Bill Fisher, Farmington; Barbara Holstein, Rochester; Dave Landry, Dover; Peter Nelson, Newmarket; Donald Hamann, Rochester; Tom Crosby, Madbury

Staff members present: Jen Czysz, Executive Director

Staff attending remotely: Megan Taylor-Fetter, Office Coordinator

2. Action Items

a. Approval of the April 15, 2022. Meeting Minutes

D. Hamann MOTIONED to approve the Minutes of April 15, 2022 as written, SECOND by Peter Nelson. ALL IN FAVOR. Motion passed with a unanimous vote in favor.

b. Acceptance of Draft April Financials

J. Czysz summarized the draft April Financials reporting that they are holding steady and have been consistent month to month. The checking and savings totals remain healthy and are similar to recent months. Dues payments are already coming in. Account balances are higher than this time last year due to a combination of contracts with advance payments and the timing of payments. The aim is to not have a profit at the end of the fiscal year.

On the Aging Summary, not much has changed since last month. Of the current billing, a large portion of payments due was received in early May although there are still payments outstanding, leaving a balance due. Reminders have been sent to past due accounts.

The profit and loss report shows a profit. There are several projects which are being supplemented by dues funds to keep the profit to a reasonable level. The next fiscal year starts off with a three-payroll month so we may end this year with a healthy profit, we will start the coming fiscal year with an expensive month.

P. Nelson MOTIONED to approve the April Draft Financials as presented, D. Hamann SECOND. D. Landry asked for clarification on the additional projects to which J. Czysz provided an explanation of how these projects fit into the budget. The members voted ALL IN FAVOR. Motion passed with a unanimous vote in favor.

c. Approval of the Employee Handbook

J. Czysz presented a summary of the changes made to the Employee Handbook. She explained that the Handbook has been reviewed by legal staff at Primex as well as an HR attorney. Both provided suggestions for edits, deletions, and additions. Many of the changes were made to be in compliance with state and federal laws.

Discussion ensued on the various sections that have been edited. The members questioned if the sentence in section II, H, Violence in the Workplace, that prohibits weapons in an employee's personal vehicle while on SRPC premises and asked if it should be stricken. Consensus of the committee was to have J. Czysz ask the HR attorney if this prohibition violates state or federal laws. The members tabled a vote to approve the Handbook pending further input from the HR attorney.

The members also questioned the sentence "in the event the director is the offending party a report is to be made to the EC" in section II-H, Violence in the workplace and were in consensus to add that a report is to be made to the EC if an employee violates the policy.

J. Czysz asked for a vote on the addition of Juneteenth as a paid holiday, Section VIII:A.

D. Hamann MOTIONED to approve the addition of Juneteenth as a paid Holiday as stated in the handbook section VIII:A. SECOND by B. Fisher. ALL IN FAVOR. Motion passed with a unanimous vote in favor.

The members will vote on the entire Handbook at their next meeting in June.

3. Non Public Session

At 8:32 a.m. D. Landry MOTIONED to enter into Non Public Session per RSA 91_A, II (a) the dismissal, promotion or compensation of any public employee or the disciplining of such employee. SECOND by D. Hamann. ALL IN FAVOR. Motion passed with a unanimous vote in favor.

At 8:35 a.m. D. Landry MOTIONED to come out of Non Public Session per RSA 91_A, II SECOND by D. Hamann. ALL IN FAVOR. Motion passed with a unanimous vote in favor

4. Updates and Discussion Items

a. Executive Committee member renewals

J. Czysz confirmed that the current officers are all on board to keep their positions if nominated. She stated that the committee has two alternate positions open and asked for suggestions of committee members who might be interested. J. Czysz recommended commission member Katrin Kasper as she has been an engaged participant in meetings.

b. Annual Meeting

J. Czysz reported that arrangements of the Annual Meeting are moving forward. The meeting will be held on June 23, at the Governor's Inn. The theme is Art, Culture and Placemaking. Staff has reached out to potential presenters. The business items of the annual meeting will be addressed at the Policy Meeting. This will allow for focus on awards, the lunch and presentations. The annual meeting will be set up as a hybrid meeting for members who do not wish to attend in person.

c. Preliminary FY2023 Budget:

The EC will be voting on the FY Budget at their next meeting in June and then it will be presented to the full commission for adoption. J. Czysz reported that the Budget is looking decent and provided budget highlights and a comparison to FY2022's budget.

d. Draft Wellness Plan

The members received a draft revised Safety and Wellness Plan for review and adoption at their next meeting. The members were advised to reach out to Megan if they have any questions or input on the plan prior to the next meeting.

e. Executive Director Review

J. Czysz informed the member that in the next few weeks, she will send out her self-evaluation and will set up a meeting to conduct the review. J. Czysz asked do we want to run the evaluation survey again with EC and staff.

f. Awards, Contracts, and General Business

J. Czysz reported that staff are continuing to telecommute as the primary work location as result of another ongoing surge of Covid. Staff will continue to receive the \$25.00 per pay period Covid stipend.

g. March Monthly Minors

C. Lentz reviewed the minor transportation project modifications for May. They included:

- an FTA funding program for regional transit for seniors and people with disabilities, which was undergoing regular apportionment adjustments
- A statewide program for maintenance of Tier 1+2 bridges that did not directly impact any regional projects
- Two projects in the Town of Lee
 - Increased engineering funds for replacement of a NH125 bridge over the Little River
 - Phase year adjustments to the Park & Ride project near the US4 and NH125 intersection.

Members concurred with the minors as proposed.

5. Other Business

There was no other business.

6. Adjourn

MOTIONED to adjourn by D. Hamman SECONDED by P. Nelson. The members voted unanimously in favor to adjourn.

Meeting adjourned at 9a.m.

STRAFFORD

Regional Planning Commission

DATE: June 10, 2022, revised June 14, 2022
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the May 17, 2022 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.

The following notes correspond to individual agenda items for discussion.

2b. Acceptance of Draft May Financials

Balance Sheet: The checking and savings register totals remained healthy through May and very similar to where they over the prior few months. Account balances compared to this time last year are higher due to contracts with advance payments and the timing of payments.

Aging Summary: Similar to prior months, \$200,513 of the outstanding \$261,537 is the current month's billings. The current month's billing is significantly higher than typical months as the annual dues invoices were sent out in May (constitute \$117,323 of the current period), Payments totaling \$38,875 were received in June, leaving a past due balance of \$22,149. Kathy has sent reminders to past due accounts.

Profit and Loss: May had small loss of \$5,175. Year to date we have a net profit of \$20,959. At this point I am focused on controlling the year end profit to keep our indirect cost rate near to the approved rate. Most contracts and budget items are relatively on target. The DOT reimbursement rates have been lower than budgeted and funds will roll into next fiscal year.

2c. Recommend Commission Adoption of the FY 2023 Budget

The draft budget has only been slightly modified since last month to adjust for additional contracts and salary adjustments. Refer to the [Refer to the May 20, 2022 EC Meeting Packet](#) for a comparison to FY 2022.

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

See the enclosed schedule. Rates have increased slightly to reflect current market conditions.

2e. Recommendation of the FY2023 Executive Committee Officers, Members, and Alternates

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

2f. Approval of the Employee Handbook

Refer to the [May 20, 2022 EC Meeting Packet](#) for a complete copy of the Employee Handbook and notes.

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Regarding the language found in Section II.H Violence in the Workplace, I have added a sentence, per your request at the last meeting, to require all acts of violence be reported to the E.C. A clarification has been made to the prohibition on employees keeping weapons in their vehicles inserted into the Handbook at the advice of our HR attorney. Primex, our liability insurer, suggested limiting the prohibitions to “while on duty/during working hours.” The attorney at Primex explained that RSA 159:26 reserves to the State the exclusive ability to regulate firearms, any such regulation by an RPC (a political subdivision of the state) would be invalidated. However, as an employer, we have a responsibility to maintain a safe workplace for our employees. To this end, they said that it is arguable that such a personnel policy would be defensible as it is limited to employees carrying weapons (whether in the building or in their vehicle) while at work, which is distinguishable from a regulation that would prohibit members of the public from carrying weapons. Both edits are included in the following excerpt rather than include a full copy in the attachments to your packet.

Weapons are prohibited on Commission premises unless such prohibition is restricted by applicable law, including weapons in an employee’s personal vehicle parked on Commission premises **while on duty/during working hours.**

Indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported as soon as possible to the Executive Director. **The Executive Director is responsible for apprising the Executive Committee of all such incidents.** In the event the Executive Director is unavailable or is the alleged offending party, the employee should report the situation to one or more members of the Executive Committee.

2g Approval of the Wellness and Safety Plan

Refer to the [May 20, 2022 EC Meeting Packet](#) for a copy of the Plan. There were no changes since last month’s meeting. If you would like a printed copy, please let me know.

3e. Awards, Contracts and General Business Update

COVID-19: With yet another surge ongoing, all are continuing to telecommute as the primary work location. We keep the office open with a few people in each day. The working budget has been updated to continue the \$25/pay period Covid stipend each staff member receives to offset their personal phone and internet expenses used at the benefit of SRPC business. Similarly, these are in the draft FY2023 budget through December 2022.

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 –

Completed Contracts:

- New Durham Accessory Dwelling Unit Ordinance update
- Strafford Comprehensive Master Plan Update
- Barrington Future Land Use and Transportation Master Plan Chapter

Awarded Pending Contract:

- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan (included in Budget Bill)

Recently Submitted and Pending Decision:

- Economic Development Projects Implementation through BEA CEDR funding

In Development:

- Fiscal agent support to a CLF Septic System Retrofit Pilot Project in the Great Bay watershed
- Nottingham Trail Mapping
- CommuteSmart Seacoast
- New Durham RSMS

Temporarily on Hold:

- Rollinsford Road Surface Management System plan (Town Admin left, pending clear roads)
- AARP supplemental funding to extend CHAT outreach efforts (on hold, potentially deferred to FY2023)

Indirect Rate and Dues: On October 5, 2021 we received our final approval from EDA to have a predetermined rate of 117% for FY2022 and 2023. **As of the end of May, the indirect rate is holding fairly constant at 106.6%.**

Dues expenditures through May 2022:

July 1 – May 31, 2022	
Income:	
Billable Mapping Services	\$0.00
FY21 Dues Paid	\$114,182.30
Total Income	\$114,182.30

Expenses:	
Vehicle Expenses	\$662.49
Planning Salaries	\$4,563.36
Dues and Subscriptions	\$106.17
Media Outreach	\$658.40
Travel	\$515.92
Meeting Expense	\$0.00
Office Expense	\$126.64
Finance Charge	\$0.00
Accounting	\$0.00
Mapping Supplies	\$0.00
Mapping Salaries	\$0.00
Indirect	\$5,337.31
Total SRPC Expenses	\$11,970.29

Cash Match:	
UPWP	\$40,526.34
EDA	\$8,806.44
Coastal	\$2,692.85
Local Source Water	\$1,000.00
Dover Equity	\$810.66
Coastal Land Use Guide	\$809.97
Durham Climate Master Plan	\$417.97
Total Cash Match	\$55,064.23

Contract Overages:	
EDA 2021	\$16.35
Durham Climate Master Plan	\$18.42
Newmarket Tax Maps	\$146.45
POP!	\$122.81
Gafney Home Grant Writing	\$573.25
Total Contract Overages	\$877.28

Total Expenses	\$67,911.80
Annual Dues Remaining	\$46,270.50

NEXT MEETING July 20, 2022, 8 AM.

Status of Grant Applications and Project Proposals

Title	Funder	Funding Year(s)	Award \$	Dues Match \$	Application Status	Contract Status	Description/Notes
Comprehensive Master Plan Update	Strafford	FY2023	\$30,595		approved	complete	Full update of the town's master plan
Master Plan Chapter updates	Barrington	FY2023	\$11,398		approved	complete	Prepare updates to the Town's Future Land Use and Transportation Master Plan chapters.
ADU Update	New Durham	FY2023	\$2,500		Approved	Complete	Audit and update the Town's Accessory Dwelling Unit ordinance
Comprehensive Plan Update	Senate Earmark	FY2022-2024	SRPC \$150,000 Subawards \$800,000		approved	pending	SRPC submitted an application for earmark funding on behalf of all nine NH RPCs to support each in their efforts to update their comprehensive plans. The total request will be \$950,000 = \$100,000/RPC plus \$50,000 for SRPC to coordinate on behalf of the nine regions.
CommuteSmart Seacoast	CMAQ/C OAST	FY2022-2023	\$15,000		approved	pending	SRPC and RPC will be assuming administration the CommuteSmart Seacoast program
CEDRs Funding	BEA	FY2022-20233	\$50,000		submitted	pending	Economic development implementation projects as identified by the Seacoast Economic Development Stakeholders and in support of SRPC and REDC's CEDS and RPC's Comprehensive Plan (\$9,900 SRPC, \$40,100 pass through)
Trail Mapping	Nottingham	FY2023	\$1,625		In development	pending	Create trail maps for Marston Farm and Marsh Woods, town owned properties
Stormwater Innovations	CLF	FY2023	\$2,000		In development	pending	SRPC will serve as the fiscal agent for a Septic System Retrofit Pilot Project in the Great Bay watershed
RSMS	Rollinsford	FY2022	\$3,940		On hold	pending	conduct a Road Surface Management System inventory and analysis for the Town
Supplemental CHAT Outreach	AARP	FY2022	\$6,000		On hold	pending	art installation or additional community visits, still in concept development phase

Updates since last meeting

SRPC FY 2022 Dashboard - May

For the Jun. 17, 2022 Executive Committee Meeting

May 31, 2022

FSB Checking Beginning Balance	\$116,863.26
Deposits	\$143,580.75
Payments	-\$124,867.55
Uncleared Transactions	-\$10,325.42
FSB Checking Ending Balance	\$125,251.04

Accounts Receivable	\$261,537.04
FSB Savings Account	\$66,547.71

OVERSIGHT ACTIVITIES

Line of Credit Activated?	No; renewed to 12/31/2022
Audit Status	Complete

BUDGET NARRATIVE

FSB Balance/Cash on hand:	Approx. 1.5 months cash on hand
Accounts Receivable:	Current, most all payments have been timely received
FY22 Working Budget:	Updated to reflect current status

FUNDING SOURCES - WORKING BUDGET

Due, Interest & Reimbursement	\$129,199
Metropolitan Planning Organization	\$405,000
State Agencies	\$342,392
Municipal & Nonprofit Agreements	\$213,714
Economic Development District	\$422,935
Total Revenue	\$1,513,240
Pending Grant Applications	\$271,382

EXPENSES - WORKING BUDGET

Personnel	\$1,050,512
Equipment	\$57,327
Communications	\$7,237
Fixed Expenses	\$46,028
Miscellaneous Expenses	\$52,900
Contracted Work	\$299,142
Reserve Funds	\$0
Total Expenses	\$1,513,146

STAFF PRESENTATIONS - ACTIVITIES MAY

Standing Committees and Appointments

Seacoast Stormwater Coalition (Jackson, Autumn)
 COAST Board (Colin)
 ACT Executive Committee (Colin)
 TAC Committee meeting (Colin, Rachel, Jen, Nancy)
 Farmington Board Meetings as Staff (Kyle)
 Northwood Board Meetings as Staff (James) x 2
 Nottingham Board Meetings as Staff (Jen, Blair) x 2
 Strafford Board Meetings as Staff (Natalie, James, Blair, Autumn) x 3
 Wakefield Board Meetings as Staff (Jen, Autumn)
 RPC Directors Meeting (Jen)
 CommuteSmart NH (Shayna)
 CommuteSMART Seacoast (Shayna)
 Policy Committee Meeting (Colin, Rachel, Jen, Jackson, Stephen.)
 NHPA Executive Committee (Kyle, Shayna)
 CAW Outreach meeting (Autumn)
 SRPC Executive Committee (Jen, Megan)
 NH Council on Housing Stability Leadership Team (Jen)
 Coastal Conservation Plan Outreach: Advisory Committee (Autumn)
 EMM (Shayna)
 Resiliency Subcommittee (Autumn, Nancy)
 NHPA COG (Shayna)
 Climate Summit Planning Committee (Kyle)
 Full CAW Meeting (Kyle)
 Bike/Walk Alliance of NH board meeting (Colin)

RPC Activity

UNH Survey Center Great Bay Watershed Focus Group (Colin, James)

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 1070 (116)
Users 675 (158)



Constant Contact

Subscribers 7003 (-18)
Avg. Open Rate 0.32 (-0.01)



Facebook

Posts 7 (-357)
Engagement 33 (-357)
Reach 694 (-2228)
Followers 440 (4)



Twitter

Tweets 2 (2)
Profile Visits 0 (-63)
Impressions 233 (-239)
Followers 288 (0)
Mentions 0 (-1)



Instagram

Posts 6 (5)
Engagement 10 (9)
Reach 184 (153)
Followers 210 (3)



ArcGIS

Open Data Portal Views 2514 (414)
Tax Parcel Viewer Views 675 (-135)

STAFF PRESENTATIONS - ACTIVITIES MAY

RPC Activity cont.

Statewide Regional Housing Needs Assessment Coordination Meetings (Jen, Rachel, Natalie, Shayna) x 9
Wakefield Discussion of Grant Opportunities (Blair, Autumn, Jen)
Dover Equity Project Team Meeting (Kyle, Autumn) x 2
Floodsmart Seacoast Project Selection Meeting (Kyle)
CLUG Check-in Meetings (Autumn, Shayna) x 3
ROL Flood Ordinance Review Meeting (Kyle)

EDD Activity

BEA Community & ED Call (Natalie, James)x 2
Seacoast Economy Call (Natalie, James, Zuzy, Tyler, Jen) x 3
Policy Committee as EDD Board (James, Natalie, Zuzy, Rachel)
SOM City Council Brownfields presentation on National Guard site (James)
FAR Brownfields meeting re: fire station next steps (James, Kyle)

MPO Activity

Milton RSMS Kickoff (Mark, Stephen)
New Durham RSMS Meeting (Stephen)
PFPNH (Rachel, Colin)
Rochester Route 11 Projects meeting (Colin, Jen)
Community Action Partnership of Strafford County (Colin)
Rochester-Farmington Rec Trail planning trail walk with Rochester staff (Colin, Mark)

Staff Development & Trainings

Municipal IT Group: Control 17: Incident Response Management (Rachel, Stephen)
Updated Local Mitigation Planning Review Webinar (Stephen)
SOM City Council Brownfields presentation on National Guard site (Mark, Stephen)
Current Issues in the US Housing Market (Natalie)
OPD Planning and Zoning Conference (Blair, Autumn) x 2
CDBG Sub-Grantee Training (Blair, Autumn) x 5
Sourcewater Protection Conference (Autumn)

Strafford Regional Planning Commission
Balance Sheet
As of May 31, 2022

DRAFT

	May 31, 22	May 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	106,189.48	84,479.23	21,710.25
FSB Savings	66,547.71	26,083.65	40,464.06
Total Checking/Savings	172,737.19	110,562.88	62,174.31 ¹
Accounts Receivable			
Accounts Receivable	261,537.04	280,048.78	-18,511.74
Total Accounts Receivable	261,537.04	280,048.78	-18,511.74 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	75.96	177.24	-101.28
Prepaid Dues and Subscriptions	1,357.41	1,526.14	-168.73
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	2,033.37	2,303.38	-270.01
Prepaid software support	5,198.67	5,393.14	-194.47
Undeposited Funds	0.00	9,645.90	-9,645.90 ³
Total Other Current Assets	7,232.04	17,342.42	-10,110.38
Total Current Assets	441,506.27	407,954.08	33,552.19
Fixed Assets			
Vehicles			
Vehicle Accumulated Depreciatio	-11,471.59	-5,735.71	-5,735.88
Ford Transit	22,943.35	23,161.01	-217.66
Total Vehicles	11,471.76	17,425.30	-5,953.54 ⁴
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	11,471.76	17,425.30	-5,953.54
TOTAL ASSETS	452,978.03	425,379.38	27,598.65
LIABILITIES & EQUITY			
Liabilities			

Strafford Regional Planning Commission
Balance Sheet
As of May 31, 2022

DRAFT

	May 31, 22	May 31, 21	\$ Change
Current Liabilities			
Credit Cards			
FSB Credit Card	308.93	2,968.35	-2,659.42
Total Credit Cards	308.93	2,968.35	-2,659.42
Other Current Liabilities			
FY23 Dues in Advance	137,629.47	0.00	137,629.47
Current Portion of Lease Payabl	411.07	0.00	411.07 ⁵
FY22 Dues in Advance	10,896.20	137,993.69	-127,097.49
FY21 Dues in Advance	0.00	9,871.89	-9,871.89
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	13,745.28	-1,520.40	15,265.68 ⁶
Payroll Liabilities			
FSA Payable	0.00	42.32	-42.32
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	902.22	1,895.56	-993.34
Total Payroll Liabilities	932.61	1,968.27	-1,035.66
Total Other Current Liabilities	163,662.63	148,361.45	15,301.18
Total Current Liabilities	163,971.56	151,329.80	12,641.76
Long Term Liabilities			
Lease Payable - Ford Motor Cred	9,501.13	14,427.34	-4,926.21 ⁷
Accrued expenses			
Accrued Payroll	40,801.82	31,349.33	9,452.49
Accrued Vacation	37,692.28	32,697.38	4,994.90
Annual Audit Accrual	13,750.00	12,507.50	1,242.50
Total Accrued expenses	92,244.10	76,554.21	15,689.89 ⁸
Total Long Term Liabilities	101,745.23	90,981.55	10,763.68
Total Liabilities	265,716.79	242,311.35	23,405.44
Equity			
Retained Earnings	166,301.80	96,094.51	70,207.29 ⁹
Net Income	20,959.44	86,973.52	-66,014.08
Total Equity	187,261.24	183,068.03	4,193.21
TOTAL LIABILITIES & EQUITY	452,978.03	425,379.38	27,598.65

Strafford Regional Planning Commission
Balance Sheet
As of May 31, 2022



1. Cash: This fiscal year we have had advanced revenue sources, which has greatly improved our cash flow. In this fiscal year, cash reflects receipt of quarterly EDA advances of \$70,000, GSCH advances of \$34,000, NHCHF advances of \$20,000, and 6 months of advanced dues from Milton and Lee in addition to the originally calculated FY22 dues in advance.

2. Accounts Receivable: See the Accounts Receivable Aging Summary Comments for details.

3. Undeposited Funds: The amount in the prior fiscal year represents payments received not deposited in the bank until the following month.

4. Vehicle: The vehicle was purchased in June of 2020. Depreciation is being accumulated monthly, over 48 months, at a rate of \$477.99 per month. EDA is now our cognizant agency for review of indirect cost rates. We have gotten permission to include all vehicle costs as indirect costs, except the interest portion of the monthly payments, which is being coded to dues expense. Balance sheet items continue to accumulate from year to year, so this fiscal year's balances for accumulated depreciation are from the start of the lease.

5. Current Portion of Lease Payable: This was an adjusting journal entry made by the auditors and reflects the amount of the vehicle payment attributable to the lease (without interest) for the current fiscal year (total = \$4558). I have reclassified the current fiscal year payments to this account to accurately reflect the balance of lease payments due for this fiscal year.

6. Contract Revenue in Advance: GSCH \$7622, EDA \$6124; Invoices are billed monthly to income on the profit and loss and applied to reduce the Contract Revenue in Advance balance. The prior fiscal year negative amount reflects monthly billings that were recorded, prior to actual receipt of the pending advance.

7. Lease Payable: This is the principal amount due for the lease to own Ford Transit Connect for future fiscal years. (See Current Portion of Lease Payable above under Vehicle)

8. Accrued Expenses: These amounts are adjusted at year-end and reflect wages paid in FY22 worked in FY21 and vacation hours accrued by staff at 6/30/21. The annual audit accrual is the FY21 audit expected charge, per the auditors' engagement letter. These amounts will be updated in July as part of the FY22 close-out.

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

**Stafford Regional Planning Commission
A/R Aging Summary
As of May 31, 2022**



	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
1000 Indirect Administration						
1020 CDBG Grant Writing	0.00	0.00	0.00	4,000.00	0.00	4,000.00
Total 1000 Indirect Administration	0.00	0.00	0.00	4,000.00	0.00	4,000.00
2000 LTA (Local Technical Assistance)						
2100 Dues						
2101 Town of Barrington dues	8,663.41	0.00	0.00	0.00	0.00	8,663.41 ¹
2102 Town of Brookfield dues	916.91	0.00	0.00	0.00	0.00	916.91 ²
2103 City of Dover dues	22,003.46	0.00	0.00	0.00	0.00	22,003.46
2104 Town of Durham dues	12,759.81	0.00	0.00	0.00	0.00	12,759.81
2105 Town of Farmington dues	7,345.41	0.00	0.00	0.00	0.00	7,345.41
2106 Town of Lee dues	5,592.52	0.00	0.00	0.00	0.00	5,592.52 ³
2107 Town of Madbury dues	2,302.87	0.00	0.00	0.00	0.00	2,302.87 ⁴
2109 Town of Milton dues	5,759.68	0.00	0.00	0.00	0.00	5,759.68
2111 Town of Newmarket dues	8,861.70	0.00	0.00	0.00	0.00	8,861.70
2112 Town of Northwood dues	5,000.00	0.00	0.00	0.00	0.00	5,000.00 ⁵
2113 Town of Nottingham dues	6,322.20	0.00	0.00	0.00	0.00	6,322.20
2114 City of Rochester dues	21,530.98	0.00	0.00	0.00	0.00	21,530.98
2116 City of Somersworth dues	10,264.43	0.00	0.00	0.00	0.00	10,264.43
Total 2100 Dues	117,323.38	0.00	0.00	0.00	0.00	117,323.38
2200 PLUR Books						
2209 Town of Milton PLUR	0.00	0.00	0.00	0.00	0.20	0.20
Total 2200 PLUR Books	0.00	0.00	0.00	0.00	0.20	0.20
2000 LTA (Local Technical Assistance) - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 2000 LTA (Local Technical Assistance)	117,323.38	0.00	0.00	0.00	0.20	117,323.58
3300 City of Dover						
3303 Dover Equity	4,952.23	0.00	0.00	0.00	0.00	4,952.23
Total 3300 City of Dover	4,952.23	0.00	0.00	0.00	0.00	4,952.23
3500 Town of Farmington						
3501 FAR Circuit Rider	2,943.85	0.00	0.00	0.00	0.00	2,943.85
Total 3500 Town of Farmington	2,943.85	0.00	0.00	0.00	0.00	2,943.85
4200 Town of Northwood						
4201 NOR Circuit Rider	1,648.53	0.00	1,502.28	0.00	0.00	3,150.81
Total 4200 Town of Northwood	1,648.53	0.00	1,502.28 ⁶	0.00	0.00	3,150.81
4300 Town of Nottingham						
4301 NOT Circuit Rider	1,118.40	731.12 ⁷	0.00	0.00	0.00	1,849.52
Total 4300 Town of Nottingham	1,118.40	731.12	0.00	0.00	0.00	1,849.52
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
4500 Town of Rollinsford						
4501 Rollinsford LSWP Match	0.00	0.00	0.00	496.84	0.00	496.84
Total 4500 Town of Rollinsford	0.00	0.00	0.00	496.84	0.00	496.84
4700 Town of Strafford						
4701 Strafford Circuit Rider	2,681.33	0.00	0.00	0.00	0.00	2,681.33
Total 4700 Town of Strafford	2,681.33	0.00	0.00	0.00	0.00	2,681.33
4800 Town of Wakefield						
4802 Sanbornville Precinct	0.00	0.00	540.51 ⁸	0.00	0.00	540.51
Total 4800 Town of Wakefield	0.00	0.00	540.51	0.00	0.00	540.51
5000 NHARPC						
5002 NHARPC Administration	0.00	0.00	1,000.00	0.00	0.00	1,000.00
Total 5000 NHARPC	0.00	0.00	1,000.00	0.00	0.00	1,000.00
5030 NRPC						
5031 NRPC GeoData Portal Project	0.00	0.00	1,375.00	0.00	0.00	1,375.00
Total 5030 NRPC	0.00	0.00	1,375.00 ⁹	0.00	0.00	1,375.00
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
6000 NH Office of Planning & Development						

**Stafford Regional Planning Commission
A/R Aging Summary
As of May 31, 2022**

DRAFT

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
6002 ARPA RHNA	1,977.53	0.00	2,176.17	5,488.00	0.00	9,641.70
Total 6000 NH Office of Planning & Development	1,977.53	0.00	2,176.17	5,488.00	0.00	9,641.70
6100 NH DES						
6102 Coastal 22	0.00	0.00	1,273.01	0.00	0.00	1,273.01
6151 PSM Flood Smart Seacoast	890.43	0.00	0.00	0.00	0.00	890.43
6180 NFWF Scaling Up Living Shorelines	5,459.00	0.00	10,805.37	0.00	0.00	16,264.37
6303 LSWP 22	768.00	0.00	2,431.00	0.00	0.00	3,199.00
Total 6100 NH DES	7,117.43	0.00	14,509.38	0.00	0.00	21,626.81
6500 DEPT OF SAFETY (OEM)						
6501 PDM19 BAR NDU ROL SOM	1,800.00	0.00	0.00	0.00	0.00	1,800.00
Total 6500 DEPT OF SAFETY (OEM)	1,800.00	0.00	0.00	0.00	0.00	1,800.00
6600 CDFA-CDBG Grant Administration						
6602 CDBG Gafney Home	0.00	871.21	2,542.12	529.54	0.00	3,942.87
6601 CAPSC-Stafford Cty Homeless Shelter	0.00	0.00	1,872.39	0.00	4,770.87	6,643.26
Total 6600 CDFA-CDBG Grant Administration	0.00	871.21	4,414.51	529.54	4,770.87	10,586.13
7000 ECONOMIC DEVELOPMENT ADMINISTRATION						
7002 EDA CARES	17,576.22	0.00	18,618.12	0.00	0.00	36,194.34
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION	17,576.22	0.00	18,618.12	0.00	0.00	36,194.34
8000 DOT UPWP						
8001 UPWP 22-23	41,374.39	0.00	0.00	0.00	0.00	41,374.39
Total 8000 DOT UPWP	41,374.39	0.00	0.00	0.00	0.00	41,374.39
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	200,513.29	1,602.33	44,135.97	10,514.38	4,771.07	261,537.04

Stafford Regional Planning Commission
A/R Aging Summary
As of May 31, 2022

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1. Barrington Dues \$8663.41 received in June

 2. Brookfield Dues: A credit memo has been issued for the FY23 dues invoice

 3. Lee Dues \$5592.52 received in June

 4. Madbury Dues \$2302.87 received in June

 5. Northwood Dues \$5000 received in June (adjusted \$364.22 due to budget constraints)

 6. Northwood Circuit Rider \$1502.28 received in June

 7. Nottingham Circuit Rider \$731.12 received in June

 8. Sanbornville Village \$540.51 received in June

 9. NRPC GeoData \$1375.00 received in June

 10. ARPA \$7664.17 received in June

 11. LSWP \$2431.00 received in June

 12. Gafney Home \$3071.66 received in June

Strafford Regional Planning Commission
Profit & Loss
May 2022

DRAFT

	May 22	May 21	\$ Change
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	10,896.22	9,871.89	1,024.33
SRPC Revenue			
Municipal and NonProfit Revenue			
4703 Strafford Circuit Rider	2,681.33	660.00	2,021.33
5151 GSCH - Tufts	0.00	1,045.49	-1,045.49
3501 FAR Circuit Rider	2,943.85	3,649.85	-706.00
5101 NHCHF	0.00	1,348.04	-1,348.04
4201Northwood Planning Services	1,648.53	1,801.25	-152.72
4301 NOT Circuit Rider	1,118.40	1,321.25	-202.85
Total Municipal and NonProfit Revenue	8,392.11	9,825.88	-1,433.77
Total SRPC Revenue	8,392.11	9,825.88	-1,433.77
Economic Development Revenue			
7002 EDA CARES	17,576.22	15,174.60	2,401.62
7001 EDD Planning Grant	18,121.30	13,505.24	4,616.06
Total Economic Development Revenue	35,697.52	28,679.84	7,017.68
State Award Revenue			
6002 ARPA RHNA	1,977.53	0.00	1,977.53
CDFA			
6601 CDBG Grant	871.21	0.00	871.21
Total CDFA	871.21	0.00	871.21
NHDES			
PSM	890.43	0.00	890.43
3303 DOV Equity	5,385.55	4,385.66	999.89
6302 RPC Water Buffers	0.00	4,550.00	-4,550.00
6180 NFWF Great Bay Shoreline	5,459.00	1,048.24	4,410.76
3404 DUR Resilience			
DUR CHAMP Match	0.00	551.20	-551.20
3404 DUR Resilience - Other	0.00	857.94	-857.94
Total 3404 DUR Resilience	0.00	1,409.14	-1,409.14
6102 Coastal FY22	0.00	1,927.18	-1,927.18
3302 DOV Coastal Resilience	0.00	371.03	-371.03
3403 Dur Groundwater Modeling	0.00	1,577.80	-1,577.80
6303 Local Source Water MIL ROL	1,498.72	0.00	1,498.72
Total NHDES	13,233.70	15,269.05	-2,035.35
Pre-Disaster Mitigation			
6501 PDM19 BAR NDU ROL SOM	2,400.00	4,666.55	-2,266.55
Total Pre-Disaster Mitigation	2,400.00	4,666.55	-2,266.55
Total State Award Revenue	18,482.44	19,935.60	-1,453.16
MPO Revenue			
NH DOT			
8001 UPWP 22-23	45,971.54	0.00	45,971.54
8000 UPWP	0.00	50,296.48	-50,296.48

**Strafford Regional Planning Commission
Profit & Loss
May 2022**

DRAFT

	May 22	May 21	\$ Change
Total NH DOT	45,971.54	50,296.48	-4,324.94
Total MPO Revenue	45,971.54	50,296.48	-4,324.94
Contra Income Cash Match			
LSWP Cash Match			
LSWP SRPC Cash Match	-500.00	0.00	-500.00
Total LSWP Cash Match	-500.00	0.00	-500.00
Cash Match GSCH	0.00	-1,045.49	1,045.49
Durham Resilience Cash Match	0.00	-551.20	551.20
Dover Equity Cash Match			
Dover Cash Match	-309.52	-355.12	45.60
SRPC Cash Match	-123.80	-142.27	18.47
Total Dover Equity Cash Match	-433.32	-497.39	64.07
Coastal Cash Match	0.00	-1,927.18	1,927.18
DOT Cash Match	-4,597.15	-5,029.65	432.50
EDD Cash Match	-2,981.57	0.00	-2,981.57
Total Contra Income Cash Match	-8,512.04	-9,050.91	538.87
Contra Income InKind/Soft Match			
IK LSWP	-230.72	0.00	-230.72
IK DOV Equity	0.00	-651.51	651.51
IK DOV Resilience	0.00	-338.53	338.53
IK DUR Resilience	0.00	-306.74	306.74
In-Kind EDD Match	-3,213.44	-6,091.44	2,878.00
In-Kind HazMit Match	-600.00	-1,166.64	566.64
Total Contra Income InKind/Soft Match	-4,044.16	-8,554.86	4,510.70
Total Income	106,883.63	101,003.92	5,879.71
Gross Profit	106,883.63	101,003.92	5,879.71
Expense			
Personnel Expenses			
Salary and Wages	67,278.62	54,980.17	12,298.45
Payroll Expenses			
FSA Fees	0.00	2.75	-2.75
Dental insurance expense	465.50	416.20	49.30
Health incentive	0.00	55.00	-55.00
Health Insurance expense	7,215.33	6,553.73	661.60
Life Insurance expense	117.64	98.43	19.21
LTD Insurance expense	68.14	55.74	12.40
STD insurance expense	267.10	209.80	57.30
Payroll Processing Fees	272.50	192.00	80.50
Pension expense	1,796.04	1,592.20	203.84
Unemployment expense	164.08	168.59	-4.51
Workers Compensation	159.08	159.09	-0.01
Payroll Taxes			
Medicare Expense	954.21	775.85	178.36
Social Security expense	4,080.08	3,317.45	762.63

Strafford Regional Planning Commission
Profit & Loss
May 2022

DRAFT

	May 22	May 21	\$ Change
Payroll Taxes - Other	-0.01	0.00	-0.01
Total Payroll Taxes	5,034.28	4,093.30	940.98
Total Payroll Expenses	15,559.69	13,596.83	1,962.86
Dues and Subscriptions	309.82	333.91	-24.09
Staff Training and Seminars	75.00	2,250.00	-2,175.00
Total Personnel Expenses	83,223.13	71,160.91	12,062.22
Equipment expense			
Copier Maintenance Contract	323.84	319.85	3.99
Office furniture			
Computer equipment	251.99	0.00	251.99
Total Office furniture	251.99	0.00	251.99
Software expense			
ArcInfo/View software	455.25	400.00	55.25
Office Software			
iDrive	49.97	0.00	49.97
QuickBooks	0.00	1,259.99	-1,259.99
Timesheet Software	172.00	0.00	172.00
Survey Monkey	66.23	0.00	66.23
Zoom	58.32	58.32	0.00
Adobe In Design	73.98	73.98	0.00
Anti-virus software	40.85	30.10	10.75
Constant Contact	85.50	85.50	0.00
DropBox	11.99	0.00	11.99
Microsoft Office 365	225.00	162.50	62.50
Total Office Software	783.84	1,670.39	-886.55
Total Software expense	1,239.09	2,070.39	-831.30
Traffic Count Expenses			
Traffic counting equipment	0.00	1,100.37	-1,100.37
Traffic counting supplies	31.86	848.25	-816.39
Total Traffic Count Expenses	31.86	1,948.62	-1,916.76
Transportation Databases	8,173.89	0.00	8,173.89
Total Equipment expense	10,020.67	4,338.86	5,681.81
Fixed Expenses			
Insurance			
Liability Insurance	406.45	480.42	-73.97
Total Insurance	406.45	480.42	-73.97
Rent	2,500.00	2,500.00	0.00
Vehicle Expenses			
Depreciation Expense	477.99	477.99	0.00
Vehicle Gas & Repairs	114.47	37.19	77.28
Vehicle Interest	49.17	70.76	-21.59

**Strafford Regional Planning Commission
Profit & Loss
May 2022**

DRAFT

	May 22	May 21	\$ Change
Total Vehicle Expenses	641.63	585.94	55.69
Total Fixed Expenses	3,548.08	3,566.36	-18.28
Communications			
Postage and Delivery	17.99	246.44	-228.45
Telephone and Internet	246.32	287.72	-41.40
Website maintenance and updates			
Website and logo design	8.44	8.44	0.00
Website maintenance and updates - Other	0.00	49.00	-49.00
Total Website maintenance and updates	8.44	57.44	-49.00
Total Communications	272.75	591.60	-318.85
Administrative			
Bank Service Charges	0.00	0.00	0.00
Meetings Expense			
Meetings Advertising Expense	260.37	0.00	260.37
Total Meetings Expense	260.37	0.00	260.37
Office Expense	931.38	816.88	114.50
Office Supplies	64.45	448.03	-383.58
Professional Fees			
Accounting, Audit	1,250.00	902.50	347.50
Total Professional Fees	1,250.00	902.50	347.50
Travel & Ent			
Travel	321.19	33.60	287.59
Total Travel & Ent	321.19	33.60	287.59
Total Administrative	2,827.39	2,201.01	626.38
Contract Labor			
Financial Services	0.00	3,396.25	-3,396.25
IT and Network support	270.00	270.00	0.00
Pass Through Expense			
NFWF Consultants	3,700.00	0.00	3,700.00
DOV Equity Consultants	4,500.00	0.00	4,500.00
NHDOT Consultant	940.00	0.00	940.00
EDA CARES Contract Support	2,771.25	0.00	2,771.25
DUR Groundwater Consultant	0.00	325.00	-325.00
Total Pass Through Expense	11,911.25	325.00	11,586.25
Total Contract Labor	12,181.25	3,991.25	8,190.00
Total Expense	112,073.27	85,849.99	26,223.28
Net Ordinary Income	-5,189.64	15,153.93	-20,343.57
Other Income/Expense			
Other Income			
Interest Income	14.40	5.02	9.38

4:18 PM
06/14/22
Accrual Basis

Strafford Regional Planning Commission
Profit & Loss
May 2022

DRAFT

	<u>May 22</u>	<u>May 21</u>	<u>\$ Change</u>
Total Other Income	14.40	5.02	9.38
Net Other Income	14.40	5.02	9.38
Net Income	<u>-5,175.24</u>	<u>15,158.95</u>	<u>-20,334.19</u>

Strafford Regional Planning Commission
Profit & Loss
May 2022



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1. Revenue: Several of these projects are task based and cannot be billed until 50% or 100% of tasks are completed. Revenue may not match costs for work done during the interim. Given the changing nature of the contract "portfolio", it is hard to compare each contract from one fiscal year to another.

 2. Personnel Expenses: Due to the number of contracts/projects, additional staffing has been obtained for FY22. In May of the current fiscal year there were 21 staff members, compared to 12 staff members in the prior year.

 3. QuickBooks: Software is replaced every three years.

 4. Transportation Database: FY22 was the final payment on the database. The fiscal year cost for the prior year was paid in June.

 5. Contract Labor: The Financial Consultant is now an employee. Other contract labor costs are dependent on receipt of invoices from subcontractors and the associated work performed.

**Strafford Regional Planning Commission
Income by Customer
May 2022**

DRAFT

Date	Name	Memo	Amount
2000 LTA (Local Technical Assistance)			
05/01/2022	2000 LTA (Local Te...	Dues 125078.50 (LESS NOT, BRK) = 10896.22/mo Jan-Jun 2022 (Jan 10896.20)	10,896.22
Total 2000 LTA (Local Technical Assistance)			10,896.22
3300 City of Dover			
3303 Dover Equity			
05/31/2022	3300 City of Dover:...	Dover Equity Progress Billing - May 2022	5,385.55
05/31/2022	3300 City of Dover:...	Dover Cash Match Dover Equity	-309.52
05/31/2022	3300 City of Dover:...	SRPC Cash Match Dover Equity	-123.80
Total 3303 Dover Equity			4,952.23
Total 3300 City of Dover			4,952.23
3500 Town of Farmington			
3501 FAR Circuit Rider			
05/31/2022	3500 Town of Farmi...	Farmington Circuit Rider - May 2022	2,943.85
Total 3501 FAR Circuit Rider			2,943.85
Total 3500 Town of Farmington			2,943.85
4200 Town of Northwood			
4201 NOR Circuit Rider			
05/31/2022	4200 Town of North...	Northwood Circuit Rider - May 2022	1,648.53
Total 4201 NOR Circuit Rider			1,648.53
Total 4200 Town of Northwood			1,648.53
4300 Town of Nottingham			
4301 NOT Circuit Rider			
05/31/2022	4300 Town of Nottin...	Progress Billing - Nottingham Circuit Rider - May 2022	1,118.40
Total 4301 NOT Circuit Rider			1,118.40
Total 4300 Town of Nottingham			1,118.40
4700 Town of Strafford			
4701 Strafford Circuit Rider			
05/31/2022	4700 Town of Straff...	Progress Billing - Strafford Circuit Rider - May 2022	2,681.33
Total 4701 Strafford Circuit Rider			2,681.33
Total 4700 Town of Strafford			2,681.33
6000 NH Office of Planning & Development			
6002 ARPA RHNA			
05/31/2022	6000 NH Office of P...	Progress Billing - ARPA Regional Housing Needs Assessment - May 2022	1,977.53

**Strafford Regional Planning Commission
Income by Customer
May 2022**

DRAFT

Date	Name	Memo	Amount
Total 6002 ARPA RHNA			1,977.53
Total 6000 NH Office of Planning & Development			1,977.53
6100 NH DES			
6151 PSM Flood Smart Seacoast			
05/31/2022	6100 NH DES:6151...	Progress Billing - PSM 21-2 - March through May 2022	890.43
Total 6151 PSM Flood Smart Seacoast			890.43
6180 NFWF Scaling Up Living Shorelines			
05/31/2022	6100 NH DES:6180...	NFWF Final Billing - May 2022	5,459.00
Total 6180 NFWF Scaling Up Living Shorelines			5,459.00
6303 LSWP 22			
05/31/2022	6100 NH DES:6303...	Local Source Water 2022 - SWP325 - Final Billing - May 2022	1,498.72
05/31/2022	6100 NH DES:6303...	SRPC Cash Match	-500.00
05/31/2022	6100 NH DES:6303...	In Kind Match - LSWP-Milton	-230.72
Total 6303 LSWP 22			768.00
Total 6100 NH DES			7,117.43
6500 DEPT OF SAFETY (OEM)			
6501 PDM19 BAR NDU ROL SOM			
05/31/2022	6500 DEPT OF SA...	Progress Billing - PDM19 - May 2022	2,400.00
05/31/2022	6500 DEPT OF SA...	In Kind Match for Hazard Mitigation contracts	-600.00
Total 6501 PDM19 BAR NDU ROL SOM			1,800.00
Total 6500 DEPT OF SAFETY (OEM)			1,800.00
6600 CDFA-CDBG Grant Administration			
6602 CDBG Gafney Home			
05/30/2022	6600 CDFA-CDBG ...	CDBG Grant Administration - Gafney Home May 2022	871.21
Total 6602 CDBG Gafney Home			871.21
Total 6600 CDFA-CDBG Grant Administration			871.21
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7002 EDA CARES			
05/31/2022	7000 ECONOMIC ...	EDA CARES - Project 01-69-15047 - Progress Billing - May 2022	17,576.22
Total 7002 EDA CARES			17,576.22
7003 EDA FY22			
05/31/2022	7000 ECONOMIC ...	EDA Partnership Grant Progress Billing - May 2022	18,121.30
05/31/2022	7000 ECONOMIC ...	SRPC Cash Match	-2,981.57
05/31/2022	7000 ECONOMIC ...	In Kind Match	-3,213.44

**Strafford Regional Planning Commission
Income by Customer
May 2022**

DRAFT

Date	Name	Memo	Amount
Total 7003 EDA FY22			11,926.29
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			29,502.51
8000 DOT UPWP			
8001 UPWP 22-23			
05/31/2022	8000 DOT UPWP:8...	Progress Billing - UPWP - May 2022	45,971.54
05/31/2022	8000 DOT UPWP:8...	10% Matching Funds	-4,597.15
Total 8001 UPWP 22-23			41,374.39
Total 8000 DOT UPWP			41,374.39
TOTAL			106,883.63

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2021 through May 2022**



	Jul '21 - May 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	114,182.28	109,451.83	4,730.45
SRPC Revenue			
Municipal and NonProfit Revenue			
5152 GSCH AARP CHAT SUPPORT	0.00	5,000.00	-5,000.00
4802 Sanbornville Precinct	964.46	4,583.33	-3,618.87
4602 SOM Tax Map	2,880.00	2,720.00	160.00
4703 Strafford Circuit Rider	37,247.08	24,000.00	13,247.08
4801 WAK Circuit Rider	4,878.15	2,640.00	2,238.15
5303 NRPC Geodata Portal	1,375.00	1,375.00	0.00
5151 GSCH - Tufts	26,378.39	35,750.00	-9,371.61
3501 FAR Circuit Rider	40,483.03	44,000.00	-3,516.97
3504 FAR Tax Map Updates	1,601.50	2,139.00	-537.50
5501 GIS Projects	0.00	1.00	-1.00
5101 NHCHF	11,055.33	9,976.08	1,079.25
4102 NKT Tax Maps	1,146.45	1,000.00	146.45
4201Northwood Planning Services	21,145.40	22,916.67	-1,771.27
4301 NOT Circuit Rider	19,861.05	25,666.67	-5,805.62
4702 Strafford Tax Map	0.00	1.00	-1.00
Total Municipal and NonProfit Revenue	<u>170,015.84</u>	<u>181,768.75</u>	<u>-11,752.91</u>
Total SRPC Revenue	170,015.84	181,768.75	-11,752.91
Economic Development Revenue			
7003 EDD Planning Partnership	113,256.37	104,999.40	8,256.97
7002 EDA CARES	191,116.72	192,500.00	-1,383.28
7001 EDD Planning Grant	35,231.30	17,075.00	18,156.30
7110 EPA Brownfields	128,614.12	111,833.33	16,780.79
Total Economic Development Revenue	<u>468,218.51</u>	<u>426,407.73</u>	<u>41,810.78</u>
State Award Revenue			
6002 ARPA RHNA	50,525.53	45,000.00	5,525.53
CDFA			
6601 CDBG Grant	24,224.23	9,166.67	15,057.56
Total CDFA	<u>24,224.23</u>	<u>9,166.67</u>	<u>15,057.56</u>
UNH			
5203 UNH Pathways to Resilience	1,000.00	1,000.00	0.00
5205 UNH PREPA NDU	8,117.56	9,352.00	-1,234.44
5204 UNH PREPA DOV	4,997.71	9,909.00	-4,911.29
Total UNH	<u>14,115.27</u>	<u>20,261.00</u>	<u>-6,145.73</u>
NHDES			
6151 Project of Special Merit	0.00	8,888.89	-8,888.89
5052 RPC CILUG	6,479.76	6,647.00	-167.24
3303 DOV Equity	28,262.54	33,818.58	-5,556.04
6180 NFWF Great Bay Shoreline	26,299.32	27,546.00	-1,246.68
6251 Sunrise Lake	46,546.47	43,496.00	3,050.47
3404 DUR Resilience	11,544.07	7,769.00	3,775.07
6102 Coastal FY22	23,491.53	27,500.00	-4,008.47
3302 DOV Coastal Resilience	7,536.33	1,507.00	6,029.33
3403 Dur Groundwater Modeling	26,398.96	26,399.00	-0.04

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2021 through May 2022**



	Jul '21 - May 22	Budget	\$ Over Budget
6303 Local Source Water MIL ROL	23,372.10	19,250.00	4,122.10
6250 Watershed PRB	18,157.57	49,686.08	-31,528.51
Total NHDES	220,154.76	252,507.55	-32,352.79
Pre-Disaster Mitigation			
6502 PDM DUR MID MIL NOT STR WA	0.00	26,666.67	-26,666.67
6501 PDM19 BAR NDU ROL SOM	18,774.63	24,667.00	-5,892.37
Total Pre-Disaster Mitigation	18,774.63	51,333.67	-32,559.04
Targeted Block			
6001 TBG 22-23	0.00	10,185.08	-10,185.08
Targeted Block - Other	9,890.07	0.00	9,890.07
Total Targeted Block	9,890.07	10,185.08	-295.01
Total State Award Revenue	337,684.49	388,453.97	-50,769.48
MPO Revenue			
NH DOT			
8001 UPWP 22-23	385,987.50	504,076.00	-118,088.50
8000 UPWP	20,982.92	0.00	20,982.92
Total NH DOT	406,970.42	504,076.00	-97,105.58
Total MPO Revenue	406,970.42	504,076.00	-97,105.58
Contra Income Cash Match			
LSWP Cash Match			
LSWP SRPC Cash Match	-1,000.00	-1,833.33	833.33
Total LSWP Cash Match	-1,000.01	-1,833.33	833.32
Cash Match DOV PREPA	0.00	-1,500.00	1,500.00
Cash Match RPC CILUG	-809.97	-831.00	21.03
Cash Match GSCH	0.00	-2,500.00	2,500.00
Durham Resilience Cash Match	-2,948.80	-2,805.00	-143.80
Dover Equity Cash Match	-956.33	-1,948.83	992.50
Coastal Cash Match	-2,692.85	-2,291.67	-401.18
DOT Cash Match	-40,697.04	-49,567.83	8,870.79
EDD Cash Match	-8,806.44	-13,124.70	4,318.26
Total Contra Income Cash Match	-59,786.44	-76,402.36	16,615.92
Contra Income InKind/Soft Match			
IK DOT	0.00	-840.58	840.58
IK DOV PREPA	-997.71	-2,500.00	1,502.29
IK DOV Equity	-2,582.47	-3,397.17	814.70
IK DOV Resilience	-6,576.35	0.00	-6,576.35
IK DUR Resilience	-2,486.48	-1,822.00	-664.48
In-Kind Coastal Match	-7,328.05	-11,458.33	4,130.28
In-Kind EDD Match	-62,853.89	-43,515.00	-19,338.89
In-Kind HazMit Match	-4,693.66	-12,833.67	8,140.01
PRB IK Match	-12,887.82	-22,327.25	9,439.43

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2021 through May 2022**



	Jul '21 - May 22	Budget	\$ Over Budget
Total Contra Income InKind/Soft Match	-107,072.05	-98,694.00	-8,378.05
Total Income	1,329,144.05	1,435,061.92	-105,917.87
Gross Profit	1,329,144.05	1,435,061.92	-105,917.87 1
Expense			
Personnel Expenses			
Salary and Wages			
STD Reimbursement	-4,023.06	-3,520.00	-503.06
Salary and Wages - Other	762,215.26	743,408.42	18,806.84
Total Salary and Wages	758,192.20	739,888.42	18,303.78
Payroll Expenses			
FSA Fees	36.72	0.00	36.72
Dental insurance expense	4,468.84	5,159.00	-690.16
Health incentive	824.46	8,877.92	-8,053.46
Health Insurance expense	69,634.02	88,992.75	-19,358.73
Life Insurance expense	1,246.95	1,373.17	-126.22
LTD Insurance expense	710.73	738.83	-28.10
STD insurance expense	2,593.41	2,892.08	-298.67
Payroll Processing Fees	2,876.75	2,383.33	493.42
Pension expense	20,709.29	21,381.25	-671.96
Unemployment expense	70.03	214.50	-144.47
Workers Compensation	1,134.48	1,186.17	-51.69
Payroll Taxes	56,993.90	56,870.92	122.98
Total Payroll Expenses	161,299.58	190,069.92	-28,770.34
Dues and Subscriptions	4,219.55	7,183.00	-2,963.45
Staff Training and Seminars	890.00	9,166.67	-8,276.67
Total Personnel Expenses	924,601.33	946,308.01	-21,706.68 2
Equipment expense			
Copier Maintenance Contract	3,566.99	3,518.17	48.82
Office furniture			
Computer equipment	13,096.01	13,929.60	-833.59
Office furniture - Other	11,609.22	4,333.08	7,276.14
Total Office furniture	24,705.23	18,262.68	6,442.55 3
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	458.33	-458.33
Total Other Equipment Repair and Cost	549.30	458.33	90.97
Software expense			
ArcInfo/View software	4,621.04	5,958.33	-1,337.29
Office Software			
Timesheet Software	1,668.00	0.00	1,668.00
Adobe In Design	2,163.72	0.00	2,163.72
Anti-virus software	440.75	0.00	440.75
Constant Contact	940.50	0.00	940.50
DropBox	131.89	0.00	131.89
Microsoft Office 365	1,988.37	0.00	1,988.37

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July 2021 through May 2022

DRAFT

	Jul '21 - May 22	Budget	\$ Over Budget
Office Software - Other	0.00	9,363.75	-9,363.75
Total Office Software	8,855.60	9,363.75	-508.15
Transcad software/maintenance	1,500.00	1,500.00	0.00
Total Software expense	14,976.64	16,822.08	-1,845.44
Traffic Count Expenses			
Traffic counting supplies	38.34	2,750.00	-2,711.66
Total Traffic Count Expenses	1,041.34	2,750.00	-1,708.66 4
Transportation Databases	8,173.89	0.00	8,173.89 5
Total Equipment expense	53,438.31	41,811.26	11,627.05
Fixed Expenses			
Insurance			
Liability Insurance	4,597.73	4,587.00	10.73
Total Insurance	4,597.73	4,587.00	10.73
Rent	27,500.00	27,500.00	0.00
Vehicle Expenses			
Depreciation Expense	5,257.89	0.00	5,257.89
Vehicle Gas & Repairs	934.86	0.00	934.86
Vehicle Interest	662.49	0.00	662.49
Vehicle Expenses - Other	0.00	10,105.33	-10,105.33
Total Vehicle Expenses	6,855.24	10,105.33	-3,250.09
Total Fixed Expenses	38,952.97	42,192.33	-3,239.36
Communications			
Media Outreach Expense	1,228.40	458.33	770.07
Office Telephone System	0.00	3,941.67	-3,941.67 6
Postage and Delivery	354.04	366.67	-12.63
Telephone and Internet	3,672.74	3,300.00	372.74
Website maintenance and updates			
Website and logo design	1,691.34	1,900.25	-208.91
Total Website maintenance and updates	2,001.25	1,900.25	101.00
Total Communications	7,256.43	9,966.92	-2,710.49
Administrative			
Library & Planning Books	1,993.70	1,833.33	160.37
Meetings Expense	1,047.05	2,750.00	-1,702.95
Office Expense	10,664.08	25,552.08	-14,888.00 7
Office Supplies	4,519.39	2,750.00	1,769.39 8
Printing and Reproduction	146.05	137.50	8.55
Professional Fees			
Accounting, Audit	13,750.00	11,000.00	2,750.00
Legal Fees	3,800.00	3,666.67	133.33
Total Professional Fees	17,550.00	14,666.67	2,883.33

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2021 through May 2022**



	Jul '21 - May 22	Budget	\$ Over Budget
Travel & Ent			
Travel	4,249.01	0.00	4,249.01
Travel & Ent - Other	0.00	13,750.00	-13,750.00
Total Travel & Ent	4,320.80	13,750.00	-9,429.20
Total Administrative	40,241.07	61,439.58	-21,198.51
Contract Labor			
Financial Services	17,436.25	17,436.00	0.25
IT and Network support	3,187.50	8,250.00	-5,062.50 ⁹
Pass Through Expense			
DOV PREPA Consultant	1,500.00	2,000.00	-500.00
RPC FTA Subcontract	1,536.38	7,561.58	-6,025.20
DOV Equity Consultants	9,355.95	14,203.75	-4,847.80
NHDOT Consultant	16,392.67	22,916.67	-6,524.00
EDA CARES Contract Support	17,646.00	45,833.33	-28,187.33
DUR Resilience Subcontract	137.99	0.00	137.99
Sunrise Lake Subcontract	25,832.43	25,843.00	-10.57
DUR Groundwater Consultant	10,396.36	10,670.00	-273.64
EPA Brownfields Consultants	123,110.43	105,416.67	17,693.76
PRB Consultants	4,314.06	24,449.00	-20,134.94
Total Pass Through Expense	223,210.16	258,894.00	-35,683.84 ¹⁰
Total Contract Labor	243,833.91	284,580.00	-40,746.09
Total Expense	1,308,324.02	1,386,298.10	-77,974.08
Net Ordinary Income	20,820.03	48,763.82	-27,943.79
Other Income/Expense			
Other Income			
Interest Income	139.41	92.00	47.41
Total Other Income	139.41	92.00	47.41
Net Other Income	139.41	92.00	47.41
Net Income	20,959.44	48,855.82	-27,896.38

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2021 through May 2022



1. Revenues: Differences are mostly attributable to timing of project work performed versus budgeting on an even monthly basis for the months the contract is in effect. Many projects are task-based and cannot be billed until a specified percentage of task completion, which may not coincide with the monthly budget revenue spread. Billing is also contingent upon receipt of contractor invoices for several projects, where SRPC administration of the project is minimal. Also keep in mind that the gross revenue figures include any match requirements for each project.
2. Personnel: All Personnel costs were spread evenly for each month. Actual costs on the report reflect hours paid. July and December, for example, had three pay periods but the budget was established using 1/12 of budgeted personnel costs per month. The Health Incentives get paid to employees at the end of the fiscal year. The Health Incentive account also contains HealthTrust wellness income and expenses for HealthTrust wellness challenges. Health benefits were estimated and may not reflect actual staff utilization.
3. Computers and Office Furniture: Several computers and monitors were purchased and included in the budget. Items overbudget include a ThinkPad, HD Television for meetings, and a scanner system (reimbursed by EDA) The actual total for these items is approximately \$12,000.
4. Traffic Count Supplies: The budget spreads the total cost evenly over 12 months, which may not coincide with actual purchase timelines.
5. Transportation Database: The budget and the actual cost are both coded under Equipment, but may not be coded to the same line item. This cost is reimbursed by NHDOT.
6. Office Telephone System: \$2500 was budgeted for an upgrade to the telephone system and expanded lines. As of April, the system has not been upgraded. Costs were spread evenly over 12 months.
7. Office Expense: The majority of actual cost reflects the \$25 COVID reimbursement paid to staff members each payday. Additional costs were budgeted for individual project supplies. Budgeted costs are spread evenly over the year.
8. Office Supplies: Approximately \$1,300 of this cost is attributable to NHCHF POP! Supplies, for which we were reimbursed.
9. IT Services: \$4000 was budgeted for a cloud server and total IT budget is spread evenly throughout the year, which may not agree with the timing of actual cost. The actual costs reflect the monthly maintenance fee and labor fees for outside IT services.
10. Pass Through Expenses: These expenses are contingent upon receipt of contractor invoices. Costs are distributed evenly over the course of the year and may not agree with the timing of actual costs.

Strafford Regional Planning Commission

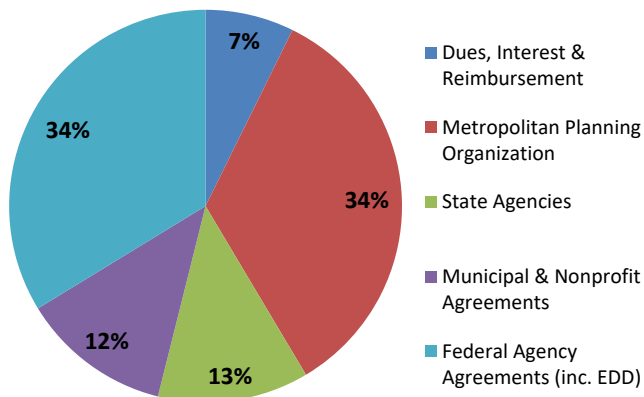
DRAFT FY 2023 Budget

Summary Table

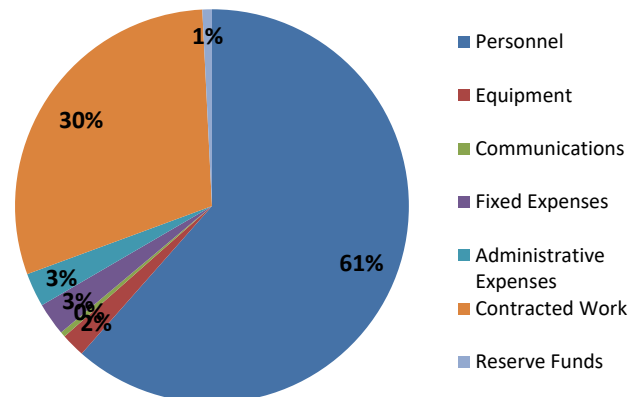
	Adopted FY22*	Draft FY23	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	123,523	131,355	7,832
Metropolitan Planning Organization	494,910	614,856	119,946
State Agencies	349,508	224,011	(125,497)
Municipal & Nonprofit Agreements	190,759	222,557	31,798
Federal Agency Agreements (inc. EDD)	403,268	607,150	203,882
Total	1,561,968	1,799,929	237,961
	Expenses	Expenses	Net Change
Personnel	1,035,675	1,098,862	63,187
Equipment	52,924	35,081	(17,843)
Communications	10,873	7,591	(3,282)
Fixed Expenses	46,028	48,197	2,169
Administrative Expenses	68,025	49,725	(18,300)
Contracted Work	303,142	533,040	229,898
Reserve Funds	25,000	14,000	(11,000)
Total	1,541,668	1,786,496	244,828
Net Deficit/Surplus	20,300	13,433	(6,867)

*Based on mid-year budget adopted December 2021

DRAFT FY2023 Budget Revenue



DRAFT FY2023 Budget Expenses



Strafford Regional Planning Commission

FY2023 REVENUES	Adopted Mid Yr FY 22 Net Outside Revenue	Draft FY2023 Budget Revenue					Net Outside Funding	
	Total	Funding Source Revenue	Internal Dues Match	Outside Source Soft Match	Outside Source Cash Match	688		
Dues, Interest & Reimbursements	123,523	131,355	0	0	0	0	131,355	7%
2000 Municipal Dues (minus BRK, NOT, MIL, LEE)	119,402	130,755	0	0	0	0	130,755	
0000 Interest	100	100	0	0	0	0	100	
0000 Health Trust reward/reimbursement	500	500	0	0	0	0	500	
0000 Misc Revenue	3,520	0	0	0	0	0	0	
Municipal & Nonprofit Service Agreements	190,759	221,869	4,312	0	688	222,557	12%	
3103 Barrington Future Land Use and Transportation Master Plan Chapters		11,398	(688)	0	688	12,086		
3501 Farmington Town Planner Services	48,000	40,000	0	0	0	40,000		
3505/X Farmington Tax Maps	2,139	1,000	0	0	0	1,000		
4003 New Durham ADU Update		2,500	0	0	0	2,500		
4104/X Newmarket Tax Maps	1,000	1,000	0	0	0	1,000		
4201 Northwood Technical Services	25,000	25,000	0	0	0	25,000		
4301 Nottingham Town Planner Services	28,000	25,000	0	0	0	25,000		
430x Nottingham Trail Maps		1,625	0	0	0	1,625		
4602/X Somersworth Tax Maps	2,720	1,000	0	0	0	1,000		
4603 Somersworth Historic Sites GIS		750	0	0	0	750		
4701 Strafford Town Planner Services	24,000	38,000	0	0	0	38,000		
4702/X Strafford Tax Maps	1	1,000	0	0	0	1,000		
4703 Strafford Master Plan Update		30,595	0	0	0	30,595		
4801 Wakefield CR	2,640	2,500	0	0	0	2,500		
4802 Sanbornville Precinct NBRC Grant Admin	5,000	4,000	0	0	0	4,000		
4803 Wakefield NBRC Grant Admin (Union Hotel)		3,000	0	0	0	3,000		
5002 NHARPC Administration		8,000	0	0	0	8,000		
5031 NRPC Geodata Portal	1,375	0	0	0	0	0		
5052 RPC/Source Water Protection-Coastal Innovative Land Use G	5,816	0	0	0	0	0		
5101 POPI/NH Children's Health Foundation	10,883	0	0	0	0	0		
5151 CHAT/Tufts Health Plan Foundation - Healthy Aging	34,000	25,500	5,000	0	0	25,500		
5152 AARP support of CHAT/Tufts Fdn	6,000	0	0	0	0	0		
5501 GIS projects (small billable projects)	1	1	0	0	0	1		
Federal Agency Agreements (including Economic Development)	403,268	607,150	17,500	52,500	0	607,150	34%	
U.S. Dept of Economic Development Administration								
7001 EDD Planning Grant, Dues & Inkind Match	12,935	0	0	0	0	0		
7003 EDD Planning Partnership	58,333	70,000	17,500	52,500	0	70,000		
7002 CARES Act Recovery and Resiliency	210,000	45,250	0	0	0	45,250		
U.S. Environmental Protection Agency								
7110 Brownfields Community Assessment Grant FY20-23	122,000	16,900	0	0	0	16,900		
U.S. Department of Housing and Urban Development								
7201 HUD EDI CDS - Regional Plans		475,000	0	0	0	475,000		
State Agreements	349,508	224,011	4,500	38,333	0	224,011	12%	
Office of Planning and Development, BEA								
6001 Targeted Block Grant	11,111	11,111	0	0	0	11,111		
6002 ARPA Housing Needs Assessment	50,000	35,000	0	0	0	35,000		
600X CEDR Funding	0	50,000	0	0	0	50,000		
Dept of Environmental Services								
3302 Coastal Resilience Grant - Dover	1,507	0	0	0	0	0		
3303 Coastal Resilience Grant - Dover Equity	32,580	0	0	0	0	0		
3403 Durham Groundwater Modeling	26,399	0	0	0	0	0		
3404 Coastal Resilience Grant - Durham	5,946	0	0	0	0	0		
6102/3 Coastal Grant 2022/3	15,000	15,000	2,500	12,500	0	15,000		
6151 PSM Flood Smart Seacoast	10,000	17,000	0	0	0	17,000		
6180 NFWF-Living Shoreline Implementation for Great Bay	27,546	0	0	0	0	0		
6250 Watershed Assistance (Permeable Reactive Barrier)	29,846	17,900	0	11,500	0	17,900		
6251 604(b)-Sunrise Lake Watershed Management Plan	43,496	0	0	0	0	0		
6303 Source Water Protection-ROL and MIL MS4 Stowater Reg	20,000	0	0	0	0	0		
6304 Source Water Protection- Aquifer Ordinance Updates	0	22,000	2,000	0	0	22,000		
University of New Hampshire								
5203 Pathways to Resilience	1,000	0	0	0	0	0		
5204 PREPA Grant-Dover buffers regulation update	7,409	0	0	0	0	0		
5205 PREPA Grant-New Durham shoreland regulation update	9,352	5,000	0	0	0	5,000		
NH Community Development Finance Authority								
6601 CDBG Grant Administration (CAPSC Homeless Shelter)	10,000	0	0	0	0	0		
6602 CDBG Grant Administration (ROC Gafney Home)		8,000	0	0	0	8,000		
Department of Safety Homeland Security								
6501 HazMit Plans PDM19- BAR,NDU,ROL,SOM (FY 202-23)	18,500	500	0	167	0	500		
6502 HazMit Plans BRIC20-DUR, MID, MIL, NOT, STR (FY2023-2	24,000	42,500	0	14,167	0	42,500		
Metropolitan Planning Organization Agreements	494,910	614,856	68,664	1,300	0	614,856	34%	
Dept of Transportation								
8001 UPWP Federal Highways & Transit	494,910	603,000	65,700	1,300	0	603,000		
800X COAST/CMAQ CommuteSmart Seacoast		11,856	2,964	0	0	11,856		
								100%

Strafford Regional Planning Commission

FY2023 EXPENSES	Adopted FY22 MidYr Budget		Draft FY2023 Budget		Net Change
Total	1,541,668		1,786,496		244,828
PERSONNEL	1,035,675	69%	1,098,862	62%	63,186
Salaries and Hourly Wages	810,991		867,387		56,396
Payroll Taxes	62,041		66,355		4,314
Payroll Processing - QuickBooks	2,600		3,778		1,178
Health Insurance	97,083		89,569		(7,514)
Dental Insurance	5,628		6,190		562
Life Insurance	1,498		1,295		(203)
Shortterm Disability	3,155		2,926		(228)
Longterm Disability	806		748		(58)
FSA Fees	0		0		0
Health Incentives	9,185		11,276		2,091
SIMPLE IRA Pension	23,325		25,624		2,299
Worker's Compensation	1,294		1,909		615
Unemployment Insurance	234		1,969		1,735
Staff Training & Workshops	10,000		14,000		4,000
Professional Dues: AMPO, NHARPC, NHPA, APA, NHMA, NEAR	7,836		5,836		(2,000)
EQUIPMENT	52,924	3%	35,081	2%	(17,843)
ARCInfo/View Software: Maintenance	6,500		5,463		(1,037)
Transpo Software Maintenance: TransCAD	1,500		1,500		0
Office Software: Maintenance, purchase	10,215		7,680		(2,535)
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	14,444		3,900		(10,544)
Office Furniture	4,727		1,000		(3,727)
COMMUNICATIONS	10,873	2%	7,591	0%	(3,282)
Postage and Delivery	400		400		0
Office Phone System	4,300		1,164		(3,136)
Internet and Phone Service	3,600		3,600		0
Website Design and Maintenance	2,073		1,427		(646)
Media Outreach Activities	500		1,000		500
FIXED EXPENSES	46,028	5%	48,197	3%	2,169
Property & Liability	5,004		7,173		2,169
Office Vehicle Lease and Maintenance	11,024		11,024		0
Rent	30,000		30,000		0
ADMINISTRATIVE EXPENSES	68,025	1%	49,725	3%	(18,300)
Printing	150		150		0
Audit and Accounting Services	12,000		16,000		4,000
Legal	4,000		4,000		0
Office and Mapping Supplies	3,000		3,000		0
Office Expense	27,875		15,075		(12,800)
Meeting Expenses (Meetings and Meeting Notices)	3,000		3,500		500
Travel	15,000		5,000		(10,000)
Library & Subscriptions: NH Planning Books	2,000		2,000		0
Bank Fees	1,000		1,000		0
HealthTrust Employee Health Rewards	1,000		1,000		0
OUTSOURCED CONTRACTS	303,142	20%	533,040	30%	229,897
1000 Financial Services	17,436		0		(17,436)
1000 IT Services	9,000		15,800		6,800
3303 Dover Equity Climate Resilience Consultants	15,495		0		(15,495)
3403 Durham SRF Groundwater Modeling Consultant	10,670		0		(10,670)
3404 Durham Coast Resilience	0		0		0
5204 PREPA Grant-Dover Wetlands Scientist	2,000		0		(2,000)
600X CEDR Funding Pass Through Expenses	0		40,010		40,010
6250 Watershed Assistance (PRB) Consultants	24,449		12,325		(12,124)
6251 604(b) Sunrise Lake Watershed Mgt Plan Consultant	25,843		0		(25,843)
7002 EDA CARES Contract support	50,000		4,500		(45,500)
7100 EPA Brownfields - NOBIS Engineering (10/19-9/22)	115,000		14,700		(100,300)
7201 HUD EDI CDS Regional Plans - RPC Pass Through Fur	0		400,000		400,000
8000 Contract Transportation Support (UPWP)	25,000		34,000		9,000
8000.602 FTA 5305e Subcontract to RPC	8,249		11,705		3,457
RESERVE FUND CONTRIBUTION	25,000	0%	14,000	1%	(11,000)
		100%		100%	

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

Approved 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

STRAFFORD

Regional Planning Commission

DATE: June 10, 2022

TO: SRPC Commissioners

FROM: Megan Taylor-Fetter, Office Coordinator

RE: Election of Officers and Executive Committee for FY 2022

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 2023. 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
Dave Landry	Chair	Member	Dover	FY 2023	11/4/2023
Peter Nelson	Vice-Chair	Vice-Chair	Newmarket	FY 2023	03/1/2025
Tom Crosby	Secretary/Treasurer	Secretary/Treasurer	Madbury	FY 2023	09/01/2022
Donald Hamann	Member	Member	Rochester	FY 2023	6/30/2021
Barbara Holstein	Member	Member	Rochester	FY 2023	6/6/2023
Michael Bobinsky	Member	Member	Somersworth	FY 2023	5/2/2024
Bill Fisher	Member	Member	Farmington	FY 2023	1/1/2023
Vacant	Alternate		N/A	FY 2023	N/A
Vacant	Alternate		N/A	FY 2023	N/A

Nominations for Officers and Executive Committee members will also be entertained at the Joint Policy/Commission Meeting on Jun. 19. 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.

STRAFFORD REGIONAL PLANNING COMMISSION

150 Wakefield Street, Suite 12, Rochester, NH 03867

Barrington | Brookfield | Dover | Durham | Farmington | Lee | Madbury | Middleton | Milton | New Durham
Newmarket | Northwood | Nottingham | Rochester | Rollinsford | Somersworth | Strafford | Wakefield



STRAFFORD

Regional Planning Commission

June 17, 2022

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

RE: June 2022 Minor Revisions to the 2021-2024 TIP

Dear Mr. Watson:

The Strafford Regional Planning Commission (SRPC) staff has received a request to approve the June 2022 Minor Revisions to Strafford Metropolitan Planning Organization's approved 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.

The Executive Director recommends the approval of the following Administrative Modifications to the 2021-2024 TIP as proposed.

Sincerely,

Jennifer Czysz, AICP
Executive Director



June 2022 TIP Minors Table of Contents

Funding Changes

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Somersworth 41741	Page 4
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2021 - 2024 SRPC Transportation Improvement Program

June 2022 Minors

5/20/2022

Please refer to the 2021 - 2024 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 2021 - 2024 TIP.

PROGRAM TA

Towns: Statewide
 Road: Various
 Scope: TRANSPORTATION ALTERNATIVES PROGRAM (TAP)
 Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$324,760		\$0	\$81,190	\$405,950
PE	2022	\$172,000		\$0	\$43,000	\$215,000
PE	2023	\$560,000		\$0	\$140,000	\$700,000
PE	2024	\$400,000		\$0	\$100,000	\$500,000
ROW	2021	\$30,120		\$0	\$7,530	\$37,650
ROW	2022	\$102,120		\$0	\$25,530	\$127,650
ROW	2023	\$102,120		\$0	\$25,530	\$127,650
ROW	2024	\$102,120		\$0	\$25,530	\$127,650
CON	2021	\$2,198,720		\$0	\$549,680	\$2,748,400
CON	2022	\$2,279,480		\$0	\$569,870	\$2,849,350
CON	2023	\$2,453,272		\$0	\$613,318	\$3,066,590
CON	2024	\$2,613,272		\$0	\$653,318	\$3,266,590

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$324,760		\$0	\$81,190	\$405,950
PE	2022	\$600,000		\$0	\$150,000	\$750,000
PE	2023	\$560,000		\$0	\$140,000	\$700,000
PE	2024	\$400,000		\$0	\$100,000	\$500,000
ROW	2021	\$30,120		\$0	\$7,530	\$37,650
ROW	2022	\$102,120		\$0	\$25,530	\$127,650
ROW	2023	\$102,120		\$0	\$25,530	\$127,650

ROW	2024	\$102,120	\$0	\$25,530	\$127,650
CON	2021	\$2,198,720	\$0	\$549,680	\$2,748,400
CON	2022	\$3,079,480	\$0	\$769,870	\$3,849,350
CON	2023	\$2,453,272	\$0	\$613,318	\$3,066,590
CON	2024	\$2,613,272	\$0	\$653,318	\$3,266,590

Change Notes

NHDOT Description of Changes

Increased Fed and Local PE funds for child projects.

No child projects in the region are affected.

SRPC Notes

Funding Sources

FHWA

TAP-Flex

OTHER

Other

BARRINGTON 41415

Towns: BARRINGTON

Road: US Route 4

Scope: Rehab or Replacement of red list bridge carrying US 4 over Oyster River in the Town of Barrington

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2022	\$440,000		\$0	\$0	\$440,000
ROW	2022	\$27,500		\$0	\$0	\$27,500
ROW	2023	\$141,350		\$0	\$0	\$141,350
CON	2023	\$1,379,576		\$0	\$0	\$1,379,576
CON	2024	\$1,418,204		\$0	\$0	\$1,418,204

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2022	\$220,000		\$0	\$0	\$220,000
PE	2023	\$220,000		\$0	\$0	\$220,000
ROW	2023	\$168,850		\$0	\$0	\$168,850
CON	2023	\$1,379,576		\$0	\$0	\$1,379,576
CON	2024	\$1,418,204		\$0	\$0	\$1,418,204

Change Notes

NHDOT Description of Changes

Moved funds to align with current design schedule & funding type adjusted to better align with available federal funding.

SRPC Notes

New PE phase in 2023; original PE funds split between years. ROW phase years combined into 2023. Overall CON funds increased by \$559,556

Funding Sources

FHWA

STBG-Non Urban Areas Under 5K

STBG-5 to 200K

National Highway Performance

NHDOT

Toll Credit

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	\$32,100
ROW	2021	\$12,000		\$0	\$3,000	\$15,000
CON	2023	\$526,850		\$0	\$127,472	\$654,322

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$25,680		\$0	\$6,420	\$32,100
ROW	2021	\$12,000		\$0	\$3,000	\$15,000
CON	2022	\$535,300		\$0	\$129,700	\$665,000

Change Notes

NHDOT Description of Changes

Project moved back to FFY 22, City has obtained easements; majority of CON funds shifted from FY23 to FY22.

SRPC Notes

Funding Sources

FHWA

Highway Safety Improvement Program (HSIP)

Congestion Mitigation and Air Quality Program

OTHER

Towns

PROGRAM RCTRL

Towns: Statewide
 Road: Various
 Scope: RECREATIONAL TRAILS FUND ACT- PROJECTS SELECTED ANNUALLY
 Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2021	\$1,250,000		\$0	\$312,500	\$1,562,500
OTHER	2022	\$1,267,944		\$0	\$316,986	\$1,584,930
OTHER	2023	\$1,525,000		\$0	\$381,250	\$1,906,250
OTHER	2024	\$1,525,000		\$0	\$381,250	\$1,906,250

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2021	\$1,250,000		\$0	\$312,500	\$1,562,500
OTHER	2022	\$1,255,265		\$0	\$313,816	\$1,569,081
OTHER	2023	\$1,525,000		\$0	\$381,250	\$1,906,250
OTHER	2024	\$1,525,000		\$0	\$381,250	\$1,906,250

Change Notes

NHDOT Description of Changes
 Overall program funding updated to match available federal funds
 SRPC Notes

Funding Sources

FHWA
 Recreational Trails
NHDOT
 Toll Credit
 Non Participating
 Betterment
OTHER
 DNCR