

STRAFFORD

Regional Planning Commission

SRPC EXECUTIVE COMMITTEE MEETING

August 19, 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 July 15, 2022 Minutes b) Acceptance of the Draft July and final June Financials	8:05-8:20	a) Minutes Enclosed b) See memo and enclosed
3) Updates and Discussion Items a) Draft FY2024 Dues b) FY2023 Organizational Goals c) Awards, Contracts, and General Business d) August Monthly Minors	8:20-8:50	a) Enclosed b) See Memo c) See Memo d) 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
July 15, 2022
Meeting Minutes

1. Welcome/Introductions

D. Landry called the meeting to order at 8:00 a.m. and asked for introductions.

Committee members present: Bill Fisher, Farmington; Tom Crosby, Madbury; Peter Nelson, Newmarket; Barbara Holstein, Rochester; Mike Bobinsky, Somersworth; Dave Landry, Dover; Katrin Kasper, Lee

Staff members present: Jen Czysz; Executive Director SRPC

Staff attending remotely: Megan Taylor-Fetter, Kyle Pimental

2. Action Items

a. Approval of the Minutes of June 17, 2022

D. Hamann motioned to approve the, June 17, 2022 minutes as written, seconded by M. Bobinsky. Motion passed with a unanimous vote in favor.

b. Acceptance of Draft June Financials

J. Czysz explained that financials are presented in draft form and are not complete for the month of June. We are still waiting for a final invoice from a project subcontractor that we expect to receive on June 18th. Until that time we are unable to close out the monthly financials. It is not a huge invoice and will not change things significantly. In August we will do an update to show where we truly were at the end the FY2022.

Balance Sheet: The checking and savings register totals remained healthy through June 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, the timing of payments, and the organizations better financial health. There was a question last month regarding the Property and Equipment, Equipment Purchase-Other under SRPC's listed Assets. This is a balance of previously purchased equipment that we carry on our list of current assets. When the current QuickBooks file was set up by Kathy's and Jen's predecessors, all such assets were listed as one lump sum and without details on what each item is, we are as of present unable to remove equipment

that may previously have been disposed. Equipment includes office furniture and the like. At some point, we need to clean that out of the system.

Year-end accrued expenses including payroll and vacation have been updated. Accrued payroll is a factor of the total number of employees and wages as well as how the calendar year splits across fiscal years. The accrued payroll is higher this year, mostly due to higher staffing levels. Similarly, accrued vacation is higher this year. The positive is that staff are taking time off which will hopefully mitigate the upward trend of accrued vacation.

Aging Summary: Like prior months, \$190,450 of the outstanding \$210,832 is the current month's billings. The current month's billing is significantly higher than typical months reflecting remaining municipal dues (due on July 1), closeout of several contracts and billing of all costs incurred through June 30th. Payments totaling \$12,626 were received in June, leaving a past due balance of \$7,756. Kathy has sent reminders to past due accounts. Dues not yet received (but also not yet past due) include Dover, Farmington, Milton, Newmarket, Rochester and Somersworth. The cities typically submit their payments in the month of July.

Profit and Loss: This is pretty straight forward. June also preliminarily has a small loss of \$8,836 Year to date we have a net profit of \$11,924. These numbers will change slightly after we are able to issue the final June invoice to close out the Dover Equity project 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.

D. Hamann motioned to accept the Draft June Financials. Seconded by T. Crosby. The motion passed with a unanimous vote in favor.

c. Authorization of Certificate of Vote

J. Czysz explained that it is good practice annually 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. SRPC is required to complete and submit the certificate with each contract executed with the State of New Hampshire.

D. Hamann motioned that the Executive Director, or in his/her absence, the Acting Director, be authorized to file applications in the federal, state, and local governmental units, and other agencies and organizations to implement Strafford Regional Planning Commission's work program, and to execute agreements to receive funds for such purposes. Seconded by T. Crosby. The motion passed with a unanimous vote in favor.

3. Updates

a. FY2023 Organizational Goals

Discussion included with agenda item 3b.

b. FY2020-2022 Strategic Plan

J. Czynsz explained that initially this was a three-year process, and we are now at the end of the three years. Most of what was outlined in the plan has been achieved. There are some things that we would like to make more progress towards as outlined in the draft organizational goals. Many things are ongoing.

J. Czynsz asked do we want to update the strategic plan this fiscal year, and if so, make light refresh or robust updates. She explained that is it helpful for staff to have a plan to focus energy and investments toward. We found it most beneficial toward ensuring we are both a great place to work and toward providing high-quality services for our communities.

Discussion ensued on how SRPC can improve relationships and communication with our communities, J. Czynsz reported that SRPC is planning to hold annual commissioner orientations and workshops. Members offered suggestions on how to get more community involvement.

J. Czynsz recommended to members to sign up for the NHMA weekly legislation updates.

c. Awards, Contracts, and General Business

J. Czynsz provided a summary of the awards, contracts and general business as follows:

COVID-19: We keep the office open with a few people in each day with a mix of telecommuting. The budget continues the \$25/pay period Covid stipend each staff member receives to offset their personal phone and internet expenses through December 2022.

Indirect Rate and Dues: With the fiscal year close out and one June invoice still pending this information will not be available before the EC meeting. An update of where the fiscal year ended will be provided at the August meeting.

Awards and Contracts: Highlights include –

Awarded Pending Contract:

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

Recently Submitted and Pending Decision:

- Economic Development Projects Implementation through BEA CEDR funding
- Trail Mapping in Nottingham
- Trail Mapping in Lee
- Somersworth Tax Map Updates

In Development:

- Fiscal agent support to a CLF Septic System Retrofit Pilot Project in the Great Bay watershed
- Lamprey River Local Advisory Committee Watershed Plan Update
- Sunrise Lake Watershed Plan Implementation
- Town of Milton Nitrogen Source Identification Plans
- Town of Rollinsford Nitrogen Source Identification Plans

Other Items on the Horizon

- NHDES Source Water Protection grant round coming up – looking to ID a project
- NHDES Coastal Resilience grant round coming up – several IDed projects
- NHDES 604(b) grant round coming up

d. June Monthly Minors

C. Lentz reported on the monthly minors highlighting the following:

FTAP-5310 Capital, Mobility Mgmt., and Operating for Seniors & Individuals w/ Disabilities

- NHDOT Description of Changes
- This program supports demand-response services through COAST, The Alliance for Community Transportation, and other individual providers in the region.
- SRPC Notes
- Funding type adjusted to better align with available federal funding. The program is being adjusted to accommodate necessary changes in children project fund amounts.

Program FTA 5339-Capital for busses and bus stops.

Coast applied for grant to renovate/ replace facility through this program.

- NHDOT Description of Changes
- The program is being adjusted to accommodate necessary changes in children project fund amounts.
- SRPC Notes
- This program supports capital projects (e.g. bus replacement) by COAST.

Program T3/4 Tier Bridges, Maintenance, and preservation of tier 3 & 4 bridges.

- SRPC Notes
- The program is being adjusted to accommodate necessary changes in child project fund amounts.
- This change does not affect projects in the Strafford region

Dover 41373: Rte 155, Rte 108, Bellamy Rd. Daley Dr. Durham Rd (Community Trail)
Scope: Construct multi-use path from Knox Marsh Rd. to Bellamy Rd.

- No change to project funding or timing; updated TAP funding to match IJJA categories.

Durham 41432: Bennet Road Durham : Address the Red List bridge carrying Bennett Road over PAR in the Town of Durham (093/080)

- NHDOT Description of Changes
- PE funding in 2022 moved into 2023. No change to overall funding levels. Moved funds to align with the anticipated project schedule.

Program Pave T-2: Resurfacing tier 2 highways.

- NHDOT Description of Changes
- No change to funding levels. Funding type adjusted in 2022-2024 Construction phases to better align with available federal funding.

4. Other Business

P. Nelson, reported that the NH Ten Year Energy strategy has just been released. The recent electric energy increase will have a major impact on communities.

5. Adjourn

M. Bobinsky MOVED to Adjourn. SECONDED by T. Crosby. Motion passed with a unanimous vote in favor.

STRAFFORD

Regional Planning Commission

DATE: August 11, 2022, updated August 17, 2022
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the August 19, 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 Final June/FY22 and Draft July Financials

June Financials

Last month we had a preliminary draft of the June financials but were waiting for a few items to be able to finalize the fiscal year end reports. Changes from the draft you saw last month compared to the final draft enclosed in your packets here are primarily driven by the issuance of a final invoice (Dover Equity project, contract #3303).

- Balance Sheet- Assets increased due to additional invoices being issued, similarly the net income correspondingly increased.
- Aging summary- Increase to current payables
- June's Profit and Loss – loss was reduced from \$8,851 to \$2,255
- Total monthly income increased from \$136,883 to \$144,607
- Year end net income increased from \$11,924 to \$18,505

July Financials

Balance Sheet: The checking and savings register totals remain healthy. Account balances compared to this time last year are higher due to a combination of contracts with advance payments (see the liabilities, contract revenue in advance) and the timing of payments.

Aging Summary: \$101,036 of the outstanding \$263,618 is the current month's billings. Payments totaling \$70,796 were received in August, leaving a past due balance of \$91,785.95. Of that balance, the \$17,500 EDA advance payment was approved today and will be received by the EC meeting. Four communities' dues payments are outstanding at this time, Farmington, Milton, Newmarket, Somersworth, totaling \$32,231.

Profit and Loss: July was a three-payroll month, starting the year off with a net loss of \$22,877. This loss is almost entirely attributable to the third payroll during the month. Overall, the total income for July was very nearly the budgeted amount for year to date. Individual projects will naturally fluctuate month to month. The biggest difference when compared to the YTD budget is salary and wages – this is attributable to the third payroll, whereas the YTD budget is based on 26 pay periods divided by 12 months or 2.17 pay periods.

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3a. FY2024 Draft Dues

Enclosed in your packet are 3 draft proposals for dues assessment options for next fiscal year. These include adjusting by population only, as well as the population change plus ½ of CPI, and by CPI. A final decision will need to be made at the September Commission meeting.

3b. FY2023 Organizational Goals

1. Develop an advocacy strategy and market new SRPC services
 - a. Continue to expand upon the SRPC website building out the portfolio of current planning and design services
 - b. Market design services such as planning visualization, design, and interactive planning services
 - c. Enable commissioners to become advocates for SRPC and the face of the organization.
2. Finalize the IT plan for the office and implement key improvements
 - a. Using the Cyber Security and IT Assessments, formulate a strategic plan for IT improvements
 - b. Launch an RFP for IT services to include cloud server migration, on call IT and server maintenance, and key improvements IDed in the two assessments
3. Strengthen Commissioner Engagement
 - a. Re-work or re-organize the current orientation so that commissioners can gain a better understanding of what SRPC does, impacts of the work, their responsibilities, and how it all fits into a bigger statewide framework.
 - b. Offer ongoing trainings for commissioners on topics such as land use, transportation etc. For example, we could host webinar “viewing parties.”
 - c. Discuss and explore the meeting schedule and re-configure the annual calendar to increase engagement, relevance, and opportunities to discuss non-transportation topics more frequently.
 - d. Engage to commissioners to act as conduits to share information about projects that communities are undertaking and the role SRPC may have to collaborate.
 - e. Increase regular communication with commissioners to ensure they are aware of efforts within their and surrounding community
 - f. Create opportunities for peer learning among commissioners and their respective communities through increased regular communication, peer learning, networking meetings between communities, and small group discussions and/or commission presentations

3c. Awards, Contracts and General Business Update

COVID-19: We keep the office open with a few people in each day with a mix of telecommuting. The budget continues the \$25/pay period Covid stipend each staff member receives to offset their personal phone and internet expenses 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 –

Awarded:

- Trail Mapping in Lee

- Farmington Tax Maps

Awarded Pending Contract:

- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan (included in Budget Bill)
- CommuteSmart Seacoast
- 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
- Lamprey River Local Advisory Committee Watershed Plan Update
- Sunrise Lake Watershed Plan Implementation
- Town of Milton Nitrogen Source Identification Plans
- Town of Rollinsford Nitrogen Source Identification Plans
- Milton Three Ponds Watershed-Based Plan
- Cocheco River Management Plan
- Safe Streets for All

Other Items on the Horizon

- NHDES Source Water Protection grant round coming up – looking to ID a project
- NHDES Coastal Resilience grant round coming up – several IDed projects

Not Funded

- Trail Mapping in Nottingham

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. FY2022 closed at 112%. July's rate was 108%.

FY 2022 Dues Report (July-June)	
Income:	
Billable Mapping Services	\$0.00
FY21 Dues Paid	\$125,078.50
Total Income	\$114,182.30

Expenses:	
Vehicle Expenses	\$709.80
Planning Salaries	\$5,000.04
Dues and Subscriptions	\$115.92
Media Outreach	\$879.25
Travel	\$522.93
Office Expense	\$1,439.98
Indirect	\$5,848.05
Total SRPC Expenses	\$14,515.97

Cash Match:	
UPWP	\$45,380.32
EDA	\$9,805.38
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	\$60,917.15

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	\$76,437.24
Annual Dues Remaining	\$48,641.26

July 2022 Dues	
Income:	
FY21 Dues Paid	\$10,896.18
Total Income	\$10,896.18

Expenses:	
Vehicle Expenses	\$45.45
Planning Salaries	\$1,410.25
Dues and Subscriptions	\$9.75
Travel	\$15.00
Indirect	\$1,649.43
Total SRPC Expenses	\$3,129.88

Cash Match:	
UPWP	\$4,853.98
EDA	\$998.94
Tufts Health Plan-CHAT	\$98.97
Total Cash Match	\$5,951.89

Contract Overages:	
	\$0.00
Total Contract Overages	\$0.00

Total Expenses	\$9,081.77
Annual Dues Remaining	\$1,814.41

NEXT MEETING September 16, 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 Plan Update	Senate Earmark	FY2023-2024	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	FY2023	\$15,000		approved	pending	SRPC and RPC will be assuming administration the CommuteSmart Seacoast program
CEDRs Funding	BEA	FY2023	\$44,900		approved	pending	Economic development implementation projects as identified by the Seacoast Economic Development Stakeholders (\$9,900 SRPC, \$40,100 pass through)
Trail Mapping	Nottingham	FY2023	\$1,625		Not funded		Create trail maps for Marston Farm and Marsh Woods, town owned properties
Trail Mapping	Lee	FY2023	\$1,020		awarded	complete	Create trail maps for the Lee Town Forest, Maud Jones Memorial Forest, and Little River Park.
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
Lamprey River Local Advisory Committee Watershed Plan Update	LAC	FY2023	TBD		In development	pending	Working in collaboration with the Rockingham Planning Commission, update the existing 2013 Management Plan including: updated mapping, outreach to stakeholders,, updated goals, actions and plan.
Sunrise Lake Watershed Plan Implementation	NH DES 319	FY2023-2024	TBD		In development	pending	Project proposal concepts are still in development. SRPC is working with the town of Middleton to select actions to implement from the recently completed Watershed Plan.
Town of Milton Nitrogen Source Identification Plans	NHDES CWSRF	FY2023-2024	\$100,000		In development	pending	Develop a plan for total nitrogen source reductions, from both point source and non-point sources, for the duration of the Great Bay Total Nitrogen General Permit.
Town of Rollinsford Nitrogen Source Identification Plans	NHDES CWSRF	FY2023-2024	\$100,000		In development	pending	Develop a plan for total nitrogen source reductions, from both point source and non-point sources, for the duration of the Great Bay Total Nitrogen General Permit.
Milton Three Ponds Watershed Management Plan	NHDES 604(b)	FY2023-2024	TBD		In development	Pending	Develop a plan that establishes water quality goals, outlines nutrient management approaches, and describes management actions for meeting water quality improvement goals.
Cocheco River Management Plan	NHDES 604(b)	FY2023-2024	TBD		In development	Pending	Develop a local corridor management plan to protect the outstanding characteristics for which the river was designated.
Safe Streets for All	FHWA	FY2023	\$50,000	\$12,500	In development	Pending	Working in collaboration with NH's MPOs to develop action plans that would make municipalities eligible for the Safe Streets for all implementation grants.

Updates since last meeting

SRPC FY 2023 Dashboard - July

For the Aug. 19, 2022 Executive Committee Meeting

July 31, 2022

FSB Checking Beginning Balance	\$180,453.67
Deposits	\$81,026.65
Payments	-\$193,562.67
Uncleared Transactions	-\$14,065.18
FSB Checking Ending Balance	\$53,852.47

Accounts Receivable	\$263,617.00
FSB Savings Account	\$111,589.13

OVERSIGHT ACTIVITIES

Line of Credit Activated?	No; renewed to 12/31/2022
Audit Status	Scheduled for September Site Visit

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:	Working budget, update to current grants & staffing

FUNDING SOURCES - ADOPTED BUDGET

Due, Interest & Reimbursement	\$131,355
Metropolitan Planning Organization	\$614,856
State Agencies	\$218,911
Municipal & Nonprofit Agreements	\$222,399
Economic Development District	\$607,150
Total Revenue	\$1,794,671
Pending Grant Applications	-

EXPENSES - WORKING BUDGET

Personnel	\$1,093,506
Equipment	\$35,013
Communications	\$7,591
Fixed Expenses	\$48,197
Miscellaneous Expenses	\$49,550
Contracted Work	\$527,940
Reserve Funds	\$14,000
Total Expenses	\$1,775,797

STAFF PRESENTATIONS - ACTIVITIES JULY

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) x 2
 Northwood Board Meetings as Staff (James)
 Nottingham Board Meetings as Staff (Blair) x 2
 Strafford Board Meetings as Staff (James, Blair, Autumn) x 3
 RPC Directors Meeting (Jen)
 Policy Committee Meeting (Colin, Rachel, Jen, Jackson, Stephen, James)
 NHPA Executive Committee (Kyle, Shayna)
 CAW Outreach meeting (Autumn, Kyle)
 NH Council on Housing Stability Leadership Team (Jen)
 NROC (Autumn)
 EMM (Shayna)
 Resiliency Subcommittee (Autumn)
 NHPA COG (Shayna)
 Climate Summit Planning Committee (Kyle)
 NNECAPA EC (Kyle)
 Bike/Walk Alliance of NH board meeting (Colin)
 PFPNH (Colin, Rachel, Stephen)
 Full CAW Meeting (Kyle)
 SCPHN Healthy Living (Autumn)
 GB2030 Stewardship (Autumn)

RPC Activity

Somersworth Historic Sites Storymap Kick-Off Meeting (Jackson)
 Strafford County InvestNH Collaboration (Natalie, Jen, James)
 MS4 Meeting with Rollinsford (Kyle)
 Sourcewater Grant Meeting with NHDES (Kyle)
 Climate Change Impacts on Water Quality Presentation (Kyle)

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 826 (-567)
 Users 531 (-318)



Constant Contact

Subscribers 6954 (-20)
 Avg. Open Rate 0.33 (-0.01)



Facebook

Posts 1 (-36)
 Engagement 0 (-36)
 Reach 38 (-436)
 Followers 450 (5)



Twitter

Tweets 0 (-5)
 Profile Visits 29 (14)
 Impressions 27 (-129)
 Followers 287 (0)
 Mentions 9 (8)



Instagram

Posts 0 (-6)
 Engagement 0 (-18)
 Reach 0 (-196)
 Followers 216 (4)



ArcGIS

Open Data Portal Views 2137 (-73)
 Tax Parcel Viewer Views 648 (60)

STAFF PRESENTATIONS - ACTIVITIES JULY

RPC Activity cont.

Rollinsford Planning Board Meeting (Kyle)
New Durham Planning Board Meeting (Kyle, Mark)
Strafford Master Plan (James, Autumn)
Madbury FSS Kickoff (Autumn)
Madbury FSS Check-in (Autumn)
Barrington Master Plan steering committee meeting (Blair, Colin)
Regional Housing Needs Assessment Meetings (Jen, Natalie, Rachel)
SCPHN Healthy Living Work Group (Autumn)
Wakefield Discussion of Grant Opportunities (Blair, Autumn, Jen)
Dover Equity Project Team Meeting (Kyle, Autumn)
Floodsmart Seacoast Project Selection Meeting (Kyle)
CLUG Check-in Meetings (Autumn, Shayna)
ROL Flood Ordinance Review Meeting (Kyle)
SRPC Annual Meeting (All Staff)

EDD Activity

Seacoast Economy Calls (Natalie, James, Tyler, Jen) x 2
UNH outdoor economy focus interview (James)
Dover Business Services Dept. meeting re: Placer.ai (James)

MPO Activity

MPO Data Analysis Coordination Meeting (Rachel, Stephen)
CTAA meeting (Shayna, Autumn)

Staff Development & Trainings

InvestNH Municipal Grant Programs Overview (Autumn, Natalie, Jen, James)
Adobe Indesign Workshop (Autumn)
CoastWise (Autumn)
InvestNH Capital Grant Program Webinar (Natalie, Jen, James)
NNECAPA NHPA Meeting (Shayna, Kyle)

Strafford Regional Planning Commission
Balance Sheet
As of June 30, 2022

DRAFT

	Jun 30, 22	Jun 30, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	124,944.68	16,020.26	108,924.42
FSB Savings	89,446.38	64,658.32	24,788.06
Total Checking/Savings	214,391.06	80,678.58	133,712.48
Accounts Receivable			
Accounts Receivable	218,557.08	292,199.30	-73,642.22
Total Accounts Receivable	218,557.08	292,199.30	-73,642.22
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	0.00	168.80	-168.80
Prepaid Dues and Subscriptions	1,047.75	1,192.25	-144.50
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	1,647.75	1,961.05	-313.30
Prepaid software support	6,498.14	6,214.47	283.67
Total Other Current Assets	8,145.89	8,175.52	-29.63
Total Current Assets	441,094.03	381,053.40	60,040.63
Fixed Assets			
Vehicles			
Vehicle Accumulated Depreciatio	-11,949.58	-6,213.70	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
Total Vehicles	10,993.77	16,729.65	-5,735.88
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	10,993.77	16,729.65	-5,735.88
TOTAL ASSETS	452,087.80	397,783.05	54,304.75
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			

Strafford Regional Planning Commission
Balance Sheet
As of June 30, 2022

DRAFT

	Jun 30, 22	Jun 30, 21	\$ Change
Credit Cards			
FSB Credit Card	1,892.71	8,780.56	-6,887.85
Total Credit Cards	1,892.71	8,780.56	-6,887.85
Other Current Liabilities			
FY23 Dues in Advance	130,390.36	0.00	130,390.36
Current Portion of Lease Payabl	-0.34	4,558.00	-4,558.34
FY22 Dues in Advance	0.00	119,402.38	-119,402.38
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	14,641.74	-6,118.81	20,760.55
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	746.58	1,785.50	-1,038.92
Total Payroll Liabilities	776.97	1,815.89	-1,038.92
Total Other Current Liabilities	145,856.73	119,705.46	26,151.27
Total Current Liabilities	147,749.44	128,486.02	19,263.42
Long Term Liabilities			
Lease Payable - Ford Motor Cred	9,501.13	9,501.13	0.00
Accrued expenses			
Accrued Payroll	51,939.13	40,801.82	11,137.31
Accrued Vacation	42,091.38	37,692.28	4,399.10
Annual Audit Accrual	16,000.00	15,000.00	1,000.00
Total Accrued expenses	110,030.51	93,494.10	16,536.41
Total Long Term Liabilities	119,531.64	102,995.23	16,536.41
Total Liabilities	267,281.08	231,481.25	35,799.83
Equity			
Retained Earnings	166,301.80	96,094.51	70,207.29
Net Income	18,504.92	70,207.29	-51,702.37
Total Equity	184,806.72	166,301.80	18,504.92
TOTAL LIABILITIES & EQUITY	452,087.80	397,783.05	54,304.75

**Strafford Regional Planning Commission
A/R Aging Summary**



As of June 30, 2022

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
1000 Indirect Administration						
1020 CDBG Grant Writing	0.00	0.00	0.00	0.00	4,000.00	4,000.00
Total 1000 Indirect Administration	0.00	0.00	0.00	0.00	4,000.00	4,000.00
2000 LTA (Local Technical Assistance)						
2021 Annual Dinner Attendance	200.00	0.00	0.00	0.00	0.00	200.00
2100 Dues						
2103 City of Dover dues	22,003.46	0.00	0.00	0.00	0.00	22,003.46
2105 Town of Farmington dues	7,345.41	0.00	0.00	0.00	0.00	7,345.41
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
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	75,765.66	0.00	0.00	0.00	0.00	75,765.66
2200 PLUR Books						
2209 Town of Milton PLUR	-0.20	0.00	0.00	0.00	0.20	0.00
Total 2200 PLUR Books	-0.20	0.00	0.00	0.00	0.20	0.00
2000 LTA (Local Technical Assistance) - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 2000 LTA (Local Technical Assistance)	75,965.46	0.00	0.00	0.00	0.20	75,965.66
3300 City of Dover						
3303 Dover Equity	6,771.78	4,952.23	0.00	0.00	0.00	11,724.01
3300 City of Dover - Other	1,703.29	0.00	0.00	0.00	0.00	1,703.29
Total 3300 City of Dover	8,475.07	4,952.23	0.00	0.00	0.00	13,427.30
3500 Town of Farmington						
3501 FAR Circuit Rider	5,016.38	2,943.85	0.00	0.00	0.00	7,960.23
Total 3500 Town of Farmington	5,016.38	2,943.85	0.00	0.00	0.00	7,960.23
4200 Town of Northwood						
4201 NOR Circuit Rider	2,964.78	0.00	0.00	0.00	0.00	2,964.78
Total 4200 Town of Northwood	2,964.78	0.00	0.00	0.00	0.00	2,964.78
4300 Town of Nottingham						
4301 NOT Circuit Rider	1,835.10	0.00	0.00	0.00	0.00	1,835.10
Total 4300 Town of Nottingham	1,835.10	0.00	0.00	0.00	0.00	1,835.10
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	0.00	496.84	496.84
Total 4500 Town of Rollinsford	0.00	0.00	0.00	0.00	496.84	496.84
4700 Town of Strafford						
4703 Strafford Master Plan	1,047.55	0.00	0.00	0.00	0.00	1,047.55
4701 Strafford Circuit Rider	2,094.95	0.00	0.00	0.00	0.00	2,094.95
4702 Strafford Tax Map Update	1,640.00	0.00	0.00	0.00	0.00	1,640.00
Total 4700 Town of Strafford	4,782.50	0.00	0.00	0.00	0.00	4,782.50
4800 Town of Wakefield						
4801 Wakefield Circuit Rider 2021	555.00	0.00	0.00	0.00	0.00	555.00

**Strafford Regional Planning Commission
A/R Aging Summary**

DRAFT

As of June 30, 2022

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
4802 Sanbornville Precinct	391.14	0.00	0.00	0.00	0.00	391.14
Total 4800 Town of Wakefield	946.14	0.00	0.00	0.00	0.00	946.14
5050 Rockingham Planning Commission 5052 RPC CILUG	2,645.92	0.00	0.00	0.00	0.00	2,645.92
Total 5050 Rockingham Planning Commission	2,645.92	0.00	0.00	0.00	0.00	2,645.92
5201 UNH 5204 DOV PREPA	3,250.00	0.00	0.00	0.00	0.00	3,250.00
Total 5201 UNH	3,250.00	0.00	0.00	0.00	0.00	3,250.00
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
6000 NH Office of Planning & Development 6001 TBG22-23	1,220.93	0.00	0.00	0.00	0.00	1,220.93
6002 ARPA RHNA	11,238.46	0.00	0.00	0.00	0.00	11,238.46
Total 6000 NH Office of Planning & Development	12,459.39	0.00	0.00	0.00	0.00	12,459.39
6100 NH DES 6102 Coastal 22	1,529.36	0.00	0.00	0.00	0.00	1,529.36
6151 PSM Flood Smart Seacoast	1,175.68	890.43	0.00	0.00	0.00	2,066.11
6180 NFWF Scaling Up Living Shorelines	0.00	5,459.00	0.00	0.00	0.00	5,459.00
6250.000 PRB-Oyster River	7,909.54	0.00	0.00	0.00	0.00	7,909.54
6303 LSWP 22	0.00	768.00	0.00	0.00	0.00	768.00
Total 6100 NH DES	10,614.58	7,117.43	0.00	0.00	0.00	17,732.01
6500 DEPT OF SAFETY (OEM) 6501 PDM19 BAR NDU ROL SOM	2,512.50	0.00	0.00	0.00	0.00	2,512.50
Total 6500 DEPT OF SAFETY (OEM)	2,512.50	0.00	0.00	0.00	0.00	2,512.50
6600 CDFA-CDBG Grant Administration 6602 CDBG Gafney Home	1,709.29	0.00	871.21	0.00	0.00	2,580.50
Total 6600 CDFA-CDBG Grant Administration	1,709.29	0.00	871.21	0.00	0.00	2,580.50
7000 ECONOMIC DEVELOPMENT ADMINISTRATION 7002 EDA CARES	15,379.69	0.00	0.00	0.00	0.00	15,379.69
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATI...	15,379.69	0.00	0.00	0.00	0.00	15,379.69
7100 EPA 7110 Brownfields 2019-2022	10,187.38	0.00	0.00	0.00	0.00	10,187.38
Total 7100 EPA	10,187.38	0.00	0.00	0.00	0.00	10,187.38
8000 DOT UPWP 8001 UPWP 22-23	39,431.14	0.00	0.00	0.00	0.00	39,431.14
Total 8000 DOT UPWP	39,431.14	0.00	0.00	0.00	0.00	39,431.14
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	198,175.32	15,013.51	871.21	0.00	4,497.04	218,557.08

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



	Jun 22	Jun 21	\$ Change
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	10,896.20	9,871.89	1,024.31
SRPC Revenue			
Municipal and NonProfit Revenue			
4703 STR MP Update	1,047.55	0.00	1,047.55
3103 BAR Land Use Chapter	340.84	0.00	340.84
5002 NHARPC Administration	1,000.00	0.00	1,000.00
4802 Sanbornville Precinct	391.14	0.00	391.14
4602 SOM Tax Map	0.00	1,473.75	-1,473.75
4701 Strafford Circuit Rider	2,094.95	3,886.25	-1,791.30
4801 WAK Circuit Rider	555.00	0.00	555.00
5151 GSCH - Tufts	2,948.65	1,995.74	952.91
3501 FAR Circuit Rider	5,016.38	3,421.25	1,595.13
5101 NHCHF	0.00	4,598.41	-4,598.41
4201Northwood Planning Services	2,964.78	2,943.75	21.03
4301 NOT Circuit Rider	1,835.10	1,089.44	745.66
4702 Strafford Tax Map	1,687.50	0.00	1,687.50
Total Municipal and NonProfit Revenue	19,881.89	19,408.59	473.30
SRPC Revenue - Other	-750.00	0.00	-750.00
Total SRPC Revenue	19,131.89	19,408.59	-276.70
Economic Development Revenue			
7002 EDA CARES	15,379.69	17,246.68	-1,866.99
7001 EDD Planning Grant	17,848.86	8,855.60	8,993.26
7110 EPA Brownfields	10,187.38	0.00	10,187.38
Total Economic Development Revenue	43,415.93	26,102.28	17,313.65
State Award Revenue			
6002 ARPA RHNA	11,238.46	0.00	11,238.46
C DFA			
6601 CDBG Grant	1,709.29	5,108.98	-3,399.69
Total C DFA	1,709.29	5,108.98	-3,399.69
UNH			
5204 UNH PREPA DOV	6,302.87	0.00	6,302.87
Total UNH	6,302.87	0.00	6,302.87
NHDES			
PSM	1,175.68	0.00	1,175.68
5052 RPC CILUG	4,017.03	3,353.46	663.57
3303 DOV Equity	8,505.39	1,715.99	6,789.40
6251 Sunrise Lake	0.00	8,266.71	-8,266.71
6102 Coastal FY22	0.00	3,586.39	-3,586.39

Strafford Regional Planning Commission
Profit & Loss
June 2022

DRAFT

	Jun 22	Jun 21	\$ Change
Coastal Resilience Grant	7,430.35	0.00	7,430.35
3403 Dur Groundwater Modeling	0.00	4,282.80	-4,282.80
6250 Watershed PRB	15,667.34	0.00	15,667.34
Total NHDES	36,795.79	21,205.35	15,590.44
Pre-Disaster Mitigation			
6501 PDM19 BAR NDU ROL SOM	3,350.00	5,466.63	-2,116.63
Total Pre-Disaster Mitigation	3,350.00	5,466.63	-2,116.63
Targeted Block	1,854.93	0.00	1,854.93
Total State Award Revenue	61,251.34	31,780.96	29,470.38
MPO Revenue			
NH DOT			
8001 UPWP 22-23	43,812.38	0.00	43,812.38
8000 UPWP	0.00	134,630.71	-134,630.71
Total NH DOT	43,812.38	134,630.71	-90,818.33
Total MPO Revenue	43,812.38	134,630.71	-90,818.33
Contra Income Cash Match			
Cash Match DOV PREPA	750.00	0.00	750.00
Cash Match RPC CILUG	-753.71	-419.18	-334.53
Cash Match GSCH	0.00	-1,995.74	1,995.74
Dover Equity Cash Match			
Dover Cash Match	521.83	817.54	-295.71
SRPC Cash Match	-172.61	-65.38	-107.23
Total Dover Equity Cash Match	349.22	752.16	-402.94
Coastal Cash Match	-1,420.74	-1,213.05	-207.69
DOT Cash Match	-4,381.24	-13,463.07	9,081.83
EDD Cash Match	-1,803.01	0.00	-1,803.01
Total Contra Income Cash Match	-7,259.48	-16,338.88	9,079.40
Contra Income InKind/Soft Match			
In Kind CILUG	-617.40	0.00	-617.40
IK DOV PREPA	-2,302.87	0.00	-2,302.87
IK DOV Equity	-1,129.54	0.00	-1,129.54
In-Kind Coastal Match	-4,480.25	-2,373.34	-2,106.91
In-Kind EDD Match	-8,833.80	-5,077.80	-3,756.00
In-Kind HazMit Match	-837.50	-1,366.66	529.16
PRB IK Match	-7,757.80	0.00	-7,757.80
Contra Income InKind/Soft Match - Other	0.00	-951.21	951.21

Strafford Regional Planning Commission
Profit & Loss
June 2022

DRAFT

08/16/22

Accrual Basis

	Jun 22	Jun 21	\$ Change
Total Contra Income InKind/Soft Match	-25,959.16	-9,769.01	-16,190.15
Contract Overage	-681.50	-4.91	-676.59
Total Income	144,607.60	195,681.63	-51,074.03
Gross Profit	144,607.60	195,681.63	-51,074.03
Expense			
Personnel Expenses			
Salary and Wages	79,648.29	70,173.97	9,474.32
Payroll Expenses			
FSA Fees	0.00	2.75	-2.75
Dental insurance expense	416.19	366.89	49.30
Health incentive	0.00	6,656.21	-6,656.21
Health Insurance expense	5,836.59	5,877.68	-41.09
Life Insurance expense	96.39	90.61	5.78
LTD Insurance expense	54.13	51.07	3.06
STD insurance expense	211.30	192.20	19.10
Payroll Processing Fees	239.50	236.00	3.50
Pension expense	1,670.74	1,481.80	188.94
Unemployment expense	164.08	168.59	-4.51
Workers Compensation	159.08	159.09	-0.01
Payroll Taxes			
Medicare Expense	914.45	880.93	33.52
Social Security expense	3,910.05	3,766.73	143.32
Payroll Taxes - Other	0.03	0.04	-0.01
Total Payroll Taxes	4,824.53	4,647.70	176.83
Total Payroll Expenses	13,672.53	19,930.59	-6,258.06
Dues and Subscriptions	309.66	333.89	-24.23
Staff Training and Seminars	757.00	710.00	47.00
Total Personnel Expenses	94,387.48	91,148.45	3,239.03
Equipment expense			
Copier Maintenance Contract	319.85	319.85	0.00
Office furniture			
Computer equipment	1,609.61	4,370.68	-2,761.07
Office furniture - Other	0.00	13,140.37	-13,140.37
Total Office furniture	1,609.61	17,511.05	-15,901.44
Software expense			
ArcInfo/View software	455.25	3,150.00	-2,694.75
Office Software			
iDrive	49.97	49.95	0.02

Strafford Regional Planning Commission
Profit & Loss
June 2022

DRAFT

	Jun 22	Jun 21	\$ Change
Timesheet Software	148.00	132.00	16.00
Survey Monkey	66.23	0.00	66.23
Zoom	58.32	58.32	0.00
Adobe In Design	333.97	73.98	259.99
Anti-virus software	40.85	34.40	6.45
Constant Contact	145.00	85.50	59.50
DropBox	11.99	0.00	11.99
Microsoft Office 365	225.00	162.50	62.50
Office operating software	0.00	1,499.95	-1,499.95
Office Software - Other	-89.72	-295.68	205.96
Total Office Software	989.61	1,800.92	-811.31
Total Software expense	1,444.86	4,950.92	-3,506.06
Traffic Count Expenses			
Traffic counting equipment	531.60	0.00	531.60
Traffic counting supplies	240.00	109.82	130.18
Total Traffic Count Expenses	771.60	109.82	661.78
Transportation Databases	0.00	8,173.89	-8,173.89
Equipment expense - Other	0.00	217.66	-217.66
Total Equipment expense	4,145.92	31,283.19	-27,137.27
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	175.24	77.62	97.62
Vehicle Interest	47.31	69.01	-21.70
Total Vehicle Expenses	700.54	624.62	75.92
Total Fixed Expenses	3,606.99	3,605.04	1.95
Communications			
Media Outreach Expense	220.85	0.00	220.85
Office Telephone System	0.00	909.00	-909.00
Postage and Delivery	111.26	17.99	93.27
Telephone and Internet	256.63	292.87	-36.24
Website maintenance and updates			
Website and logo design	8.44	8.44	0.00

Strafford Regional Planning Commission
Profit & Loss
June 2022

DRAFT

08/16/22

Accrual Basis

	Jun 22	Jun 21	\$ Change
Total Website maintenance and updates	8.44	8.44	0.00
Total Communications	597.18	1,228.30	-631.12
Administrative			
Library & Planning Books	0.20	0.00	0.20
Meetings Expense			
Meetings Advertising Expense	630.27	661.74	-31.47
Meetings Expense - Other	1,439.98	0.00	1,439.98
Total Meetings Expense	2,070.25	661.74	1,408.51
Office Expense	844.87	2,063.78	-1,218.91
Office Supplies	137.43	1,084.65	-947.22
Printing and Reproduction	0.00	168.55	-168.55
Professional Fees			
Accounting, Audit	2,250.00	2,492.50	-242.50
Total Professional Fees	2,250.00	2,492.50	-242.50
Travel & Ent			
Travel	914.24	143.30	770.94
Total Travel & Ent	914.24	143.30	770.94
Total Administrative	6,216.99	6,614.52	-397.53
Contract Labor			
Financial Services	0.00	3,916.25	-3,916.25
IT and Network support	12,420.00	270.00	12,150.00
Pass Through Expense			
RPC FTA Subcontract	1,843.65	0.00	1,843.65
DOV Equity Consultants	5,142.18	0.00	5,142.18
NHDOT Consultant	0.00	69,659.31	-69,659.31
Project Supplies	0.00	215.27	-215.27
EDA CARES Contract Support	2,314.50	0.00	2,314.50
Sunrise Lake Subcontract	0.00	3,219.18	-3,219.18
DUR Groundwater Consultant	0.00	1,300.00	-1,300.00
EPA Brownfields Consultants	9,604.70	0.00	9,604.70
PRB Consultants	6,364.01	0.00	6,364.01
Pass Through Expense - Other	234.00	0.00	234.00
Total Pass Through Expense	25,503.04	74,393.76	-48,890.72
Total Contract Labor	37,923.04	78,580.01	-40,656.97
Total Expense	146,877.60	212,459.51	-65,581.91
Net Ordinary Income	-2,270.00	-16,777.88	14,507.88

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08/16/22

Accrual Basis

Strafford Regional Planning Commission
Profit & Loss
June 2022

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	Jun 22	Jun 21	\$ Change
Other Income/Expense			
Other Income			
Interest Income	15.23	11.65	3.58
Total Other Income	15.23	11.65	3.58
Net Other Income	15.23	11.65	3.58
Net Income	-2,254.77	-16,766.23	14,511.46

Strafford Regional Planning Commission
Income by Customer
June 2022

DRAFT

Date	Name	Memo	Amount
2000 LTA (Local Technical Assistance)			
06/01/2022	2000 LTA (Local Te...	Dues 125078.50 (LESS NOT, BRK) = 10896.22/mo Jan-Jun 2022 (Jan 10896.20)	10,896.20
Total 2000 LTA (Local Technical Assistance)			10,896.20
3100 Town of Barrington			
3103 Barrington Land Use Chapter			
06/30/2022	3100 Town of Barri...	Progress Billing - Barrington Land Use Chapter - June 2022	340.84
Total 3103 Barrington Land Use Chapter			340.84
Total 3100 Town of Barrington			340.84
3300 City of Dover			
3303 Dover Equity			
06/30/2022	3300 City of Dover:...	Dover Equity Final Billing - June 2022	8,505.39
06/30/2022	3300 City of Dover:...	Dover Equity In Kind Match	-1,129.54
06/30/2022	3300 City of Dover:...	Dover Cash Match Dover Equity	-431.46
06/30/2022	3300 City of Dover:...	SRPC Cash Match Dover Equity	-172.61
Total 3303 Dover Equity			6,771.78
3300 City of Dover - Other			
06/30/2022	3300 City of Dover	Dover PREPA Cash Match - Payment Request #2 - Final Match Request	750.00
06/30/2022	3300 City of Dover	Dover Cash Match Dover Equity - Feb-Jun 2022 - FINAL Invoice	953.29
Total 3300 City of Dover - Other			1,703.29
Total 3300 City of Dover			8,475.07
3500 Town of Farmington			
3501 FAR Circuit Rider			
06/30/2022	3500 Town of Farmi...	Progress Billing - Farmington Circuit Rider - June 2022	5,016.38
Total 3501 FAR Circuit Rider			5,016.38
Total 3500 Town of Farmington			5,016.38
4200 Town of Northwood			
4201 NOR Circuit Rider			
06/30/2022	4200 Town of North...	Progress Billing - Northwood Circuit Rider - June 2022	2,964.78
Total 4201 NOR Circuit Rider			2,964.78
Total 4200 Town of Northwood			2,964.78
4300 Town of Nottingham			
4301 NOT Circuit Rider			
06/30/2022	4300 Town of Nottin...	Progress Billing - Nottingham Circuit Rider - June 2022	1,835.10
Total 4301 NOT Circuit Rider			1,835.10

Strafford Regional Planning Commission
Income by Customer
June 2022

DRAFT

Date	Name	Memo	Amount
Total 4300 Town of Nottingham			1,835.10
4700 Town of Strafford			
4703 Strafford Master Plan			
06/30/2022	4700 Town of Straff...	Progress Billing -Strafford Master Plan Update - June 2022	1,047.55
Total 4703 Strafford Master Plan			1,047.55
4701 Strafford Circuit Rider			
06/30/2022	4700 Town of Straff...	Progress Billing - Strafford Circuit Rider - June 2022	2,094.95
Total 4701 Strafford Circuit Rider			2,094.95
4702 Strafford Tax Map Update			
06/30/2022	4700 Town of Straff...	Strafford Tax Map Update	1,687.50
06/30/2022	4700 Town of Straff...	To record when contracts go over budget in QuickBooks	-47.50
Total 4702 Strafford Tax Map Update			1,640.00
Total 4700 Town of Strafford			4,782.50
4800 Town of Wakefield			
4801 Wakefield Circuit Rider 2021			
06/30/2022	4800 Town of Wake...	Progress Billing - Wakefield Circuit Rider - May through June 2022	555.00
Total 4801 Wakefield Circuit Rider 2021			555.00
4802 Sanbornville Precinct			
06/30/2022	4800 Town of Wake...	Progress Billing - Sanbornville NBRC Reporting - May through June 2022	391.14
Total 4802 Sanbornville Precinct			391.14
Total 4800 Town of Wakefield			946.14
5000 NHARPC			
5002 NHARPC Administration			
06/03/2022	5000 NHARPC:500...	NHARPC Administration - Final Billing	1,000.00
Total 5002 NHARPC Administration			1,000.00
Total 5000 NHARPC			1,000.00
5050 Rockingham Planning Commission			
5052 RPC CILUG			
06/30/2022	5050 Rockingham ...	Progress Billing - RPC CILUG - April through June 2022	4,017.03
06/30/2022	5050 Rockingham ...	Cash Match	-753.71
06/30/2022	5050 Rockingham ...	In Kind Match - CILUG	-617.40
Total 5052 RPC CILUG			2,645.92
Total 5050 Rockingham Planning Commission			2,645.92

Strafford Regional Planning Commission
Income by Customer
June 2022

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Date	Name	Memo	Amount
5150 GSCH			
5151 Creating Age Friendly Communities			
06/30/2022	5150 GSCH:5151 C...	Progress Billing - GSCH - April through June 2022	2,948.65
Total 5151 Creating Age Friendly Communities			2,948.65
Total 5150 GSCH			2,948.65
5201 UNH			
5204 DOV PREPA			
06/30/2022	5201 UNH:5204 DO...	Progress Billing - Dover PREPA - P0053255 - June 2022	6,302.87
06/30/2022	5201 UNH:5204 DO...	Cash Match - Dover	-750.00
06/30/2022	5201 UNH:5204 DO...	In Kind Match	-2,302.87
Total 5204 DOV PREPA			3,250.00
Total 5201 UNH			3,250.00
6000 NH Office of Planning & Development			
6001 TBG22-23			
06/30/2022	6000 NH Office of P...	Progress Billing - Targeted Block Grant - June 2022	1,854.93
06/30/2022	6000 NH Office of P...	To record when contracts go over budget in QuickBooks	-634.00
Total 6001 TBG22-23			1,220.93
6002 ARPA RHNA			
06/30/2022	6000 NH Office of P...	Progress Billing - ARPA Regional Housing Needs Assessment - June 2022	11,238.46
Total 6002 ARPA RHNA			11,238.46
Total 6000 NH Office of Planning & Development			12,459.39
6100 NH DES			
6102 Coastal 22			
06/30/2022	6100 NH DES:6102...	Final Billing - Coastal 22 - May through June 2022	7,430.35
06/30/2022	6100 NH DES:6102...	SRPC Cash Match	-1,420.74
06/30/2022	6100 NH DES:6102...	In Kind match for Coastal grant	-4,480.25
Total 6102 Coastal 22			1,529.36
6151 PSM Flood Smart Seacoast			
06/30/2022	6100 NH DES:6151...	Progress Billing - PSM 21-2 - June 2022	1,175.68
Total 6151 PSM Flood Smart Seacoast			1,175.68
6250.000 PRB-Oyster River			
06/30/2022	6100 NH DES:6250...	PRB Progress Billing, PO 1064375, March 2022 through June 2022	15,667.34
06/30/2022	6100 NH DES:6250...	In Kind Match - PRB	-7,757.80
Total 6250.000 PRB-Oyster River			7,909.54

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

DRAFT

Date	Name	Memo	Amount
Total 6100 NH DES			10,614.58
6500 DEPT OF SAFETY (OEM)			
6501 PDM19 BAR NDU ROL SOM			
06/30/2022	6500 DEPT OF SA...	Progress Billing - PDM19 - June 2022	3,350.00
06/30/2022	6500 DEPT OF SA...	In Kind Match for Hazard Mitigation contracts	-837.50
Total 6501 PDM19 BAR NDU ROL SOM			2,512.50
Total 6500 DEPT OF SAFETY (OEM)			2,512.50
6600 CDFA-CDBG Grant Administration			
6602 CDBG Gafney Home			
06/30/2022	6600 CDFA-CDBG ...	Progress Billing - CDBG Grant Administration - Gafney Home - June 2022	1,709.29
Total 6602 CDBG Gafney Home			1,709.29
Total 6600 CDFA-CDBG Grant Administration			1,709.29
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7002 EDA CARES			
06/30/2022	7000 ECONOMIC ...	EDA CARES - Project 01-69-15047 - Progress Billing - June 2022	15,379.69
Total 7002 EDA CARES			15,379.69
7003 EDA FY22			
06/30/2022	7000 ECONOMIC ...	Progress Billing - EDA Partnership Grant - June 2022	17,848.86
06/30/2022	7000 ECONOMIC ...	SRPC Cash Match	-1,803.01
06/30/2022	7000 ECONOMIC ...	In Kind Match	-8,833.80
Total 7003 EDA FY22			7,212.05
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			22,591.74
7100 EPA			
7110 Brownfields 2019-2022			
06/30/2022	7100 EPA:7110 Bro...	Progress Billing - Brownfields - April through June 2022	10,187.38
Total 7110 Brownfields 2019-2022			10,187.38
Total 7100 EPA			10,187.38
8000 DOT UPWP			
8001 UPWP 22-23			
06/30/2022	8000 DOT UPWP:8...	Progress Billing - UPWP - June 2022	43,812.38
06/30/2022	8000 DOT UPWP:8...	10% Matching Funds	-4,381.24
Total 8001 UPWP 22-23			39,431.14
Total 8000 DOT UPWP			39,431.14

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Accrual Basis

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

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	Date	Name	Memo	Amount
TOTAL				<u>144,607.60</u>

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



	Jul '21 - Jun 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	125,078.48	119,402.00	5,676.48
SRPC Revenue			
Municipal and NonProfit Revenue			
5152 GSCH AARP CHAT SUPPORT	0.00	6,000.00	-6,000.00
4802 Sanbornville Precinct	1,355.60	5,000.00	-3,644.40
4602 SOM Tax Map	2,880.00	2,720.00	160.00
4701 Strafford Circuit Rider	39,342.03	24,000.00	15,342.03
4801 WAK Circuit Rider	5,433.15	2,640.00	2,793.15
5303 NRPC Geodata Portal	1,375.00	1,375.00	0.00
5151 GSCH - Tufts	29,327.04	39,000.00	-9,672.96
3501 FAR Circuit Rider	45,499.41	48,000.00	-2,500.59
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	10,883.00	172.33
4102 NKT Tax Maps	1,146.45	1,000.00	146.45
4201Northwood Planning Services	24,110.18	25,000.00	-889.82
4301 NOT Circuit Rider	21,696.15	28,000.00	-6,303.85
4702 Strafford Tax Map	1,687.50	1.00	1,686.50
Total Municipal and NonProfit Revenue	189,897.73	195,759.00	-5,861.27
Total SRPC Revenue	189,147.73	195,759.00	-6,611.27
Economic Development Revenue			
7003 EDD Planning Partnership	113,256.37	116,666.00	-3,409.63
7002 EDA CARES	206,496.41	210,000.00	-3,503.59
7001 EDD Planning Grant	53,080.16	17,075.00	36,005.16
7110 EPA Brownfields	138,801.50	122,000.00	16,801.50
Total Economic Development Revenue	511,634.44	465,741.00	45,893.44
State Award Revenue			
6002 ARPA RHNA CDFA	61,763.99	50,000.00	11,763.99
6601 CDBG Grant	25,933.52	10,000.00	15,933.52
Total CDFA	25,933.52	10,000.00	15,933.52
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	11,300.58	9,909.00	1,391.58
Total UNH	20,418.14	20,261.00	157.14
NHDES			
6151 Project of Special Merit	0.00	10,000.00	-10,000.00
5052 RPC CILUG	10,496.79	6,647.00	3,849.79

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Accrual Basis

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

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	<u>Jul '21 - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
3303 DOV Equity	36,767.93	36,893.00	-125.07
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	30,000.00	-6,508.47
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
6303 Local Source Water MIL ROL	23,372.10	21,000.00	2,372.10
6250 Watershed PRB	33,824.91	54,203.00	-20,378.09
Total NHDES	256,950.55	265,460.00	-8,509.45
Pre-Disaster Mitigation			
6502 PDM DUR MID MIL NOT STR WA	0.00	32,000.00	-32,000.00
6501 PDM19 BAR NDU ROL SOM	22,124.63	24,667.00	-2,542.37
Total Pre-Disaster Mitigation	22,124.63	56,667.00	-34,542.37
Targeted Block			
6001 TBG 22-23	0.00	11,111.00	-11,111.00
Targeted Block - Other	11,745.00	0.00	11,745.00
Total Targeted Block	11,745.00	11,111.00	634.00
Total State Award Revenue	398,935.83	413,499.00	-14,563.17
MPO Revenue			
NH DOT			
8001 UPWP 22-23	429,799.88	549,901.00	-120,101.12
8000 UPWP	20,982.92	0.00	20,982.92
Total NH DOT	450,782.80	549,901.00	-99,118.20
Total MPO Revenue	450,782.80	549,901.00	-99,118.20
Contra Income Cash Match			
LSWP Cash Match			
LSWP SRPC Cash Match	-1,000.00	-2,000.00	1,000.00
Total LSWP Cash Match	-1,000.01	-2,000.00	999.99
Cash Match DOV PREPA	750.00	-1,500.00	2,250.00
Cash Match RPC CILUG	-1,563.68	-831.00	-732.68
Cash Match GSCH	0.00	-5,000.00	5,000.00
Durham Resilience Cash Match	-2,948.80	-2,805.00	-143.80
Dover Equity Cash Match	-607.11	-2,126.00	1,518.89
Coastal Cash Match	-4,113.59	-2,500.00	-1,613.59
DOT Cash Match	-45,078.28	-54,074.00	8,995.72

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



	Jul '21 - Jun 22	Budget	\$ Over Budget
EDD Cash Match	-10,609.45	-14,583.00	3,973.55
Total Contra Income Cash Match	-67,045.92	-85,419.00	18,373.08
Contra Income InKind/Soft Match			
IK DOT	0.00	-917.00	917.00
IK DOV PREPA	-3,300.58	-2,500.00	-800.58
IK DOV Equity	-3,712.01	-3,706.00	-6.01
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	-11,808.30	-12,500.00	691.70
In-Kind EDD Match	-71,687.69	-47,890.00	-23,797.69
In-Kind HazMit Match	-5,531.16	-14,167.00	8,635.84
PRB IK Match	-20,645.62	-24,357.00	3,711.38
Total Contra Income InKind/Soft Match	-133,031.21	-107,859.00	-25,172.21
Total Income	1,473,751.65	1,551,024.00	-77,272.35
Gross Profit	1,473,751.65	1,551,024.00	-77,272.35
Expense			
Personnel Expenses			
Salary and Wages			
STD Reimbursement	-4,023.06	-3,520.00	-503.06
Salary and Wages - Other	841,863.55	810,991.00	30,872.55
Total Salary and Wages	837,840.49	807,471.00	30,369.49
Payroll Expenses			
FSA Fees	36.72	0.00	36.72
Dental insurance expense	4,885.03	5,628.00	-742.97
Health incentive	824.46	9,685.00	-8,860.54
Health Insurance expense	75,470.61	97,083.00	-21,612.39
Life Insurance expense	1,343.34	1,498.00	-154.66
LTD Insurance expense	764.86	806.00	-41.14
STD insurance expense	2,804.71	3,155.00	-350.29
Payroll Processing Fees	3,116.25	2,600.00	516.25
Pension expense	22,380.03	23,325.00	-944.97
Unemployment expense	234.11	234.00	0.11
Workers Compensation	1,293.56	1,294.00	-0.44
Payroll Taxes	61,818.43	62,041.00	-222.57
Total Payroll Expenses	174,972.11	207,349.00	-32,376.89
Dues and Subscriptions	4,529.21	7,836.00	-3,306.79
Staff Training and Seminars	1,683.38	10,000.00	-8,316.62
Total Personnel Expenses	1,019,025.19	1,032,656.00	-13,630.81

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



	Jul '21 - Jun 22	Budget	\$ Over Budget
Equipment expense			
Copier Maintenance Contract	3,886.84	3,838.00	48.84
Office furniture			
Computer equipment	14,705.62	14,444.00	261.62
Office furniture - Other	11,609.22	4,727.00	6,882.22
Total Office furniture	26,314.84	19,171.00	7,143.84
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	500.00	-500.00
Total Other Equipment Repair and Cost	549.30	500.00	49.30
Software expense			
ArcInfo/View software	5,076.29	6,500.00	-1,423.71
Office Software			
Timesheet Software	1,816.00	0.00	1,816.00
Adobe In Design	2,497.69	0.00	2,497.69
Anti-virus software	481.60	0.00	481.60
Constant Contact	1,085.50	0.00	1,085.50
DropBox	143.88	0.00	143.88
Microsoft Office 365	2,213.37	0.00	2,213.37
Office Software - Other	-89.72	10,215.00	-10,304.72
Total Office Software	9,845.21	10,215.00	-369.79
Transcad software/maintenance	1,500.00	1,500.00	0.00
Total Software expense	16,421.50	18,215.00	-1,793.50
Traffic Count Expenses			
Traffic counting supplies	278.34	3,000.00	-2,721.66
Total Traffic Count Expenses	1,812.94	3,000.00	-1,187.06
Transportation Databases	8,173.89	8,200.00	-26.11
Total Equipment expense	57,584.23	52,924.00	4,660.23
Fixed Expenses			
Insurance			
Liability Insurance	5,004.18	5,004.00	0.18
Total Insurance	5,004.18	5,004.00	0.18
Rent	30,000.00	30,000.00	0.00
Vehicle Expenses			
Depreciation Expense	5,735.88	0.00	5,735.88
Vehicle Gas & Repairs	1,110.10	0.00	1,110.10
Vehicle Interest	688.30	0.00	688.30

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

DRAFT

	Jul '21 - Jun 22	Budget	\$ Over Budget
Vehicle Expenses - Other	0.00	11,024.00	-11,024.00
Total Vehicle Expenses	7,534.28	11,024.00	-3,489.72
Total Fixed Expenses	42,538.46	46,028.00	-3,489.54
Communications			
Media Outreach Expense	1,449.25	500.00	949.25
Office Telephone System	0.00	4,300.00	-4,300.00
Postage and Delivery	465.30	400.00	65.30
Telephone and Internet	3,929.37	3,600.00	329.37
Website maintenance and updates			
Website and logo design	1,699.78	2,073.00	-373.22
Total Website maintenance and updates	2,058.69	2,073.00	-14.31
Total Communications	7,902.61	10,873.00	-2,970.39
Administrative			
Library & Planning Books	1,993.90	2,000.00	-6.10
Meetings Expense	3,117.30	3,000.00	117.30
Office Expense	11,508.95	27,875.00	-16,366.05
Office Supplies	4,792.69	3,000.00	1,792.69
Printing and Reproduction	146.05	150.00	-3.95
Professional Fees			
Accounting, Audit	16,000.00	12,000.00	4,000.00
Legal Fees	3,800.00	4,000.00	-200.00
Total Professional Fees	19,800.00	16,000.00	3,800.00
Travel & Ent			
Travel	5,163.25	0.00	5,163.25
Travel & Ent - Other	0.00	15,000.00	-15,000.00
Total Travel & Ent	5,235.04	15,000.00	-9,764.96
Total Administrative	46,593.93	67,025.00	-20,431.07
Contract Labor			
Financial Services	17,436.25	17,436.00	0.25
IT and Network support	15,607.50	9,000.00	6,607.50
Pass Through Expense			
DOV PREPA Consultant	1,500.00	2,000.00	-500.00
RPC FTA Subcontract	3,380.03	8,249.00	-4,868.97
DOV Equity Consultants	14,498.13	15,495.00	-996.87
NHDOT Consultant	16,392.67	25,000.00	-8,607.33
EDA CARES Contract Support	19,960.50	50,000.00	-30,039.50
DUR Resilience Subcontract	137.99	0.00	137.99
Sunrise Lake Subcontract	25,832.43	25,843.00	-10.57

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

DRAFT

	Jul 31, 22	Jul 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	46,283.44	-61,442.18	107,725.62
FSB Savings	111,589.13	108,512.10	3,077.03
Total Checking/Savings	157,872.57	47,069.92	110,802.65 ¹
Accounts Receivable			
Accounts Receivable	263,617.83	269,854.24	-6,236.41
Total Accounts Receivable	263,617.83	269,854.24	-6,236.41 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	0.00	160.36	-160.36
Prepaid Dues and Subscriptions	1,469.39	858.47	610.92
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	2,069.39	1,618.83	450.56
Prepaid software support	5,757.83	5,458.18	299.65
Total Other Current Assets	7,827.22	7,077.01	750.21
Total Current Assets	429,317.62	324,001.17	105,316.45
Fixed Assets			
Vehicles			
Vehicle Accumulated Depreciatio	-12,427.57	-6,691.69	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
Total Vehicles	10,515.78	16,251.66	-5,735.88 ³
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	10,515.78	16,251.66	-5,735.88
TOTAL ASSETS	439,833.40	340,252.83	99,580.57
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			

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Accrual Basis

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

DRAFT

	<u>Jul '21 - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
DUR Groundwater Consultant	10,396.36	10,670.00	-273.64
EPA Brownfields Consultants	132,715.13	115,000.00	17,715.13
PRB Consultants	10,678.07	24,449.00	-13,770.93
Total Pass Through Expense	<u>248,713.20</u>	<u>276,706.00</u>	<u>-27,992.80</u>
Total Contract Labor	281,756.95	303,142.00	-21,385.05
Total Expense	<u>1,455,401.37</u>	<u>1,512,648.00</u>	<u>-57,246.63</u>
Net Ordinary Income	18,350.28	38,376.00	-20,025.72
Other Income/Expense			
Other Income			
Interest Income	154.64	100.00	54.64
Total Other Income	154.64	100.00	54.64
Net Other Income	154.64	100.00	54.64
Net Income	<u><u>18,504.92</u></u>	<u><u>38,476.00</u></u>	<u><u>-19,971.08</u></u>

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

DRAFT

	Jul 31, 22	Jul 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	46,283.44	-61,442.18	107,725.62
FSB Savings	111,589.13	108,512.10	3,077.03
Total Checking/Savings	157,872.57	47,069.92	110,802.65 ¹
Accounts Receivable			
Accounts Receivable	263,617.83	269,854.24	-6,236.41
Total Accounts Receivable	263,617.83	269,854.24	-6,236.41 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	0.00	160.36	-160.36
Prepaid Dues and Subscriptions	1,469.39	858.47	610.92
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	2,069.39	1,618.83	450.56
Prepaid software support	5,757.83	5,458.18	299.65
Total Other Current Assets	7,827.22	7,077.01	750.21
Total Current Assets	429,317.62	324,001.17	105,316.45
Fixed Assets			
Vehicles			
Vehicle Accumulated Depreciatio	-12,427.57	-6,691.69	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
Total Vehicles	10,515.78	16,251.66	-5,735.88 ³
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	10,515.78	16,251.66	-5,735.88
TOTAL ASSETS	439,833.40	340,252.83	99,580.57
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			

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

DRAFT

	Jul 31, 22	Jul 31, 21	\$ Change
Credit Cards			
FSB Credit Card	211.38	196.15	15.23
Total Credit Cards	211.38	196.15	15.23
Other Current Liabilities			
FY23 Dues in Advance	119,494.18	0.00	119,494.18
Current Portion of Lease Payabl	4,435.18	4,188.03	247.15 ⁴
FY22 Dues in Advance	0.00	109,452.18	-109,452.18
Benefits payable			
Simple IRA payable	48.00	83.20	-35.20
Total Benefits payable	48.00	83.20	-35.20
Contract Revenue In Advance	36,216.54	2,555.30	33,661.24 ⁵
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	1,429.98	2,669.59	-1,239.61
Total Payroll Liabilities	1,460.37	2,699.98	-1,239.61
Total Other Current Liabilities	161,654.27	118,978.69	42,675.58
Total Current Liabilities	161,865.65	119,174.84	42,690.81
Long Term Liabilities			
Lease Payable - Ford Motor Cred	4,673.84	9,501.13	-4,827.29 ⁶
Accrued expenses			
Accrued Payroll	51,939.13	40,801.82	11,137.31
Accrued Vacation	42,091.38	37,692.28	4,399.10
Annual Audit Accrual	17,333.37	16,250.00	1,083.37
Total Accrued expenses	111,363.88	94,744.10	16,619.78 ⁷
Total Long Term Liabilities	116,037.72	104,245.23	11,792.49
Total Liabilities	277,903.37	223,420.07	54,483.30
Equity			
Retained Earnings	184,806.72	166,301.80	18,504.92 ⁸
Net Income	-22,876.69	-49,469.04	26,592.35
Total Equity	161,930.03	116,832.76	45,097.27
TOTAL LIABILITIES & EQUITY	439,833.40	340,252.83	99,580.57

**Strafford Regional Planning Commission
Balance Sheet
As of July 31, 2022**



1. Cash: Last fiscal year, NHDOT delayed reimbursement during the June 2021 reimbursement request review, in the amount of \$121,167.64. Approximately \$80,000 in consulting checks and database costs were held, pending reimbursement for those items, which wasn't received until August, 2021.

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

3. 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.

4. Current Portion of Lease Payable: Per the auditor adjustment to fiscal year 2021 financials, I have calculated and booked the current fiscal year 12 month principal amount to be paid on the vehicle lease, and reduced the total Lease Payable - Ford Motor Credit account (see below).

5. Contract Revenue in Advance: Barrington Land Use and Transportation Chapters \$9501, GSCH \$14,300, EDA \$12416. Invoices are billed monthly to income on the profit and loss and applied to reduce the Contract Revenue in Advance balance.

6. 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)

7. Accrued Expenses: These amounts are adjusted at year-end and reflect wages paid in FY23 worked in FY22 and vacation hours accrued by staff at 6/30/22. The annual audit accrual is the FY22 audit expected charge, per email with the auditors estimating this year's audit costs. These amounts will be updated in July as part of the FY23 close-out.

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

**Strafford Regional Planning Commission
A/R Aging Summary
As of July 31, 2022**

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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	0.00	0.00	0.00	0.00	4,000.00	4,000.00
Total 1000 Indirect Administration	0.00	0.00	0.00	0.00	4,000.00	4,000.00
2000 LTA (Local Technical Assistance)						
2021 Annual Dinner Attendance	0.00	0.00	60.00	0.00	0.00	60.00
2100 Dues						
2105 Town of Farmington dues	0.00	0.00	7,345.41	0.00	0.00	7,345.41
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
2116 City of Somersworth dues	0.00	0.00	10,264.43	0.00	0.00	10,264.43
Total 2100 Dues	0.00	0.00	32,231.22	0.00	0.00	32,231.22 ¹
2200 PLUR Books						
2209 Town of Milton PLUR	0.00	0.00	-0.20	0.00	0.20	0.00
Total 2200 PLUR Books	0.00	0.00	-0.20	0.00	0.20	0.00
2000 LTA (Local Technical Assistance) - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 2000 LTA (Local Technical Assistance)	0.00	0.00	32,291.02	0.00	0.20	32,291.22
3300 City of Dover						
3303 Dover Equity	0.00	0.00	6,771.78	0.00	0.00	6,771.78
3300 City of Dover - Other	0.00	0.00	1,703.29	0.00	0.00	1,703.29
Total 3300 City of Dover	0.00	0.00	8,475.07	0.00	0.00	8,475.07 ²
3500 Town of Farmington						
3501 FAR Circuit Rider	4,139.38	0.00	0.00	2,943.85	0.00	7,083.23
Total 3500 Town of Farmington	4,139.38	0.00	0.00	2,943.85 ³	0.00	7,083.23
4000 Town of New Durham						
4003 NDU ADU Update	0.00	1,250.00	0.00	0.00	0.00	1,250.00
Total 4000 Town of New Durham	0.00	1,250.00	0.00	0.00	0.00	1,250.00
4200 Town of Northwood						
4201 NOR Circuit Rider	2,198.75	0.00	2,964.78	0.00	0.00	5,163.53
Total 4200 Town of Northwood	2,198.75	0.00	2,964.78 ⁴	0.00	0.00	5,163.53
4300 Town of Nottingham						
4301 NOT Circuit Rider	1,828.75	1,835.10	0.00	0.00	0.00	3,663.85
Total 4300 Town of Nottingham	1,828.75	1,835.10 ⁵	0.00	0.00	0.00	3,663.85
4400 City of Rochester						

**Strafford Regional Planning Commission
A/R Aging Summary
As of July 31, 2022**

DRAFT

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
Total 4400 City of Rochester	0.00	0.00	0.00	0.00	0.00	0.00
4700 Town of Strafford						
4703 Strafford Master Plan	2,042.50	0.00	1,047.55	0.00	0.00	3,090.05
4701 Strafford Circuit Rider	1,821.88	0.00	2,094.95	0.00	0.00	3,916.83
4702 Strafford Tax Map Update	0.00	0.00	1,640.00	0.00	0.00	1,640.00
Total 4700 Town of Strafford	3,864.38	0.00	4,782.50 ⁶	0.00	0.00	8,646.88
5050 Rockingham Planning Commission						
5052 RPC CILUG	0.00	0.00	2,645.92	0.00	0.00	2,645.92
Total 5050 Rockingham Planning Commission	0.00	0.00	2,645.92 ⁷	0.00	0.00	2,645.92
5150 GSCH						
5151 Creating Age Friendly Communities	0.00	10,125.00	0.00	0.00	0.00	10,125.00
Total 5150 GSCH	0.00	10,125.00	0.00	0.00	0.00	10,125.00
5201 UNH						
5204 DOV PREPA	0.00	0.00	3,250.00	0.00	0.00	3,250.00
Total 5201 UNH	0.00	0.00	3,250.00 ⁸	0.00	0.00	3,250.00
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
6000 NH Office of Planning & Development						
6001 TBG22-23	1,162.85	0.00	0.00	0.00	0.00	1,162.85
6002 ARPA RHNA	7,276.04	0.00	0.00	0.00	0.00	7,276.04
Total 6000 NH Office of Planning & Development	8,438.89	0.00	0.00	0.00	0.00	8,438.89
6100 NH DES						
6102 Coastal 22	0.00	0.00	1,529.36 ⁹	0.00	0.00	1,529.36
6151 PSM Flood Smart Seacoast	899.15	0.00	1,175.68 ¹⁰	0.00	0.00	2,074.83
6250.000 PRB-Oyster River	0.00	0.00	7,909.54	0.00	0.00	7,909.54
Total 6100 NH DES	899.15	0.00	10,614.58	0.00	0.00	11,513.73
6500 DEPT OF SAFETY (OEM)						
6501 PDM19 BAR NDU ROL SOM	1,237.50	0.00	2,512.50	0.00	0.00	3,750.00
Total 6500 DEPT OF SAFETY (OEM)	1,237.50	0.00	2,512.50 ¹¹	0.00	0.00	3,750.00
6600 CDFA-CDBG Grant Administration						
6602 CDBG Gafney Home	1,564.38	0.00	1,709.29	871.21	0.00	4,144.88

**Strafford Regional Planning Commission
A/R Aging Summary
As of July 31, 2022**

DRAFT

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Total 6600 CDFA-CDBG Grant Administration	1,564.38	0.00	1,709.29	871.21	0.00	4,144.88
7000 ECONOMIC DEVELOPMENT ADMINISTRATION						
7002 EDA CARES	32,274.06	0.00	15,379.69	0.00	0.00	47,653.75
7003 EDA FY22	0.00	17,500.00	0.00	0.00	0.00	17,500.00
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATI...	32,274.06	17,500.00	15,379.69	0.00	0.00	65,153.75
8000 DOT UPWP						
8001 UPWP 22-23	44,590.74	0.00	39,431.14	0.00	0.00	84,021.88
Total 8000 DOT UPWP	44,590.74	0.00	39,431.14	0.00	0.00	84,021.88
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	101,035.98	30,710.10	124,056.49	3,815.06	4,000.20	263,617.83

Strafford Regional Planning Commission
A/R Aging Summary
As of July 31, 2022



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1. Reminders were sent to all cities and towns with outstanding dues balances in early August.
 2. DOV Equity Match (Other)\$953.29, DOV Equity \$6771.78 received in August
 3. FAR Circuit Rider \$2943.85 received in August
 4. NOR Circuit Rider \$2964.78 received in August
 5. NOT Circuit Rider \$1835.10 received in August
 6. STR Mater Plan \$1047.55, Circuit Rider \$2094.95, Tax Map Update \$1640 received in August
 7. RPC CILUG \$2645.92 received in August
 8. UNH DOV PREPA \$3250 received in August
 9. Coastal \$1529.36 received in August
 10. PSM \$1175.68 received in August
 11. PDM \$2512.50 received in August
 12. DOT \$39431.14 received in August

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Accrual Basis

Strafford Regional Planning Commission
Profit & Loss
July 2022

DRAFT

	Jul 22	Jul 21	\$ Change
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	10,896.18	9,950.20	945.98
SRPC Revenue			
Municipal and NonProfit Revenue			
3103 BAR Land Use Chapter	1,455.63	0.00	1,455.63
3501 FAR Circuit Rider	4,139.38	1,891.25	2,248.13
4201 NORPlanning Services	2,198.75	991.25	1,207.50
4301 NOT Circuit Rider	1,828.75	1,651.05	177.70
4701 Strafford Circuit Rider	1,821.88	3,012.05	-1,190.17
4703 STR MP Update	2,042.50	0.00	2,042.50
5151 GSCH - Tufts	597.25	1,626.11	-1,028.86
4602 SOM Tax Map	0.00	640.00	-640.00
5101 NHCHF	0.00	6,699.78	-6,699.78
Total Municipal and NonProfit Revenue	<u>14,084.14</u>	<u>16,511.49</u>	<u>-2,427.35</u>
Total SRPC Revenue	14,084.14	16,511.49	-2,427.35
Federal Agencies Incl EDD			
7003 EDD Planning Partnership	12,501.33	0.00	12,501.33
7002 EDA CARES	32,274.06	6,904.49	25,369.57
7001 EDD Planning Grant	0.00	15,207.00	-15,207.00
Total Federal Agencies Incl EDD	<u>44,775.39</u>	<u>22,111.49</u>	<u>22,663.90</u>
State Award Revenue			
Office Of Planning and Dev			
6001 TBG 22-23	1,162.85	0.00	1,162.85
6002 ARPA RHNA	7,276.04	0.00	7,276.04
Total Office Of Planning and Dev	<u>8,438.89</u>	<u>0.00</u>	<u>8,438.89</u>
NHDES			
6151 Project of Special Merit	899.15	0.00	899.15
6180 NFWF Great Bay Shoreline	0.00	2,763.33	-2,763.33
6102 Coastal FY22	0.00	1,663.31	-1,663.31
3302 DOV Coastal Resilience	0.00	527.47	-527.47
6303 Local Source Water MIL ROL	0.00	736.18	-736.18
Total NHDES	<u>899.15</u>	<u>5,690.29</u>	<u>-4,791.14</u>
CDFA			
6601 CDBG Grant	1,564.38	0.00	1,564.38
Total CDFA	<u>1,564.38</u>	<u>0.00</u>	<u>1,564.38</u>
Pre-Disaster Mitigation			
6501 PDM19 BAR NDU ROL SOM	1,650.00	2,083.31	-433.31

Strafford Regional Planning Commission
Profit & Loss
July 2022

DRAFT

	Jul 22	Jul 21	\$ Change
Total Pre-Disaster Mitigation	1,650.00	2,083.31	-433.31
Total State Award Revenue	12,552.42	7,773.60	4,778.82
MPO Revenue			
NH DOT			
8001 UPWP 22-23	49,545.27	0.00	49,545.27
8000 UPWP	0.00	20,982.92	-20,982.92
Total NH DOT	49,545.27	20,982.92	28,562.35
Total MPO Revenue	49,545.27	20,982.92	28,562.35
Contra Income Cash Match			
Cash Match GSCH	-98.97	0.00	-98.97
Coastal Cash Match	0.00	-148.42	148.42
LSWP Cash Match			
LSWP ROL Cash Match	0.00	-30.68	30.68
Total LSWP Cash Match	0.00	-30.68	30.68
EDD Cash Match	-998.94	0.00	-998.94
DOT Cash Match			
BAR Cash Match	100.55	0.00	100.55
DOT Cash Match - Other	-4,954.53	-2,098.29	-2,856.24
Total DOT Cash Match	-4,853.98	-2,098.29	-2,755.69
Total Contra Income Cash Match	-5,951.89	-2,277.39	-3,674.50
Contra Income InKind/Soft Match			
In-Kind Coastal Match	0.00	-772.43	772.43
IK NDU PREPA (NDU ADU)	1,250.00	0.00	1,250.00
IK DOV Resilience	0.00	-230.54	230.54
In-Kind EDD Match	-7,506.65	-3,892.87	-3,613.78
In-Kind HazMit Match	-412.50	-520.83	108.33
Total Contra Income InKind/Soft Match	-6,669.15	-5,416.67	-1,252.48
Total Income	119,232.36	69,635.64	49,596.72
Gross Profit	119,232.36	69,635.64	49,596.72
Expense			
Personnel Expenses			
Salary and Wages			
STD Reimbursement	0.00	-2,430.61	2,430.61
Salary and Wages - Other	99,002.88	88,937.72	10,065.16
Total Salary and Wages	99,002.88	86,507.11	12,495.77

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

DRAFT

	Jul 22	Jul 21	\$ Change
Payroll Expenses			
FSA Fees	0.00	2.75	-2.75
Dental insurance expense	431.27	366.89	64.38
Health incentive	7,710.40	0.00	7,710.40
Health Insurance expense	5,722.76	6,136.87	-414.11
Life Insurance expense	104.89	94.69	10.20
LTD Insurance expense	58.80	51.07	7.73
STD insurance expense	200.23	208.26	-8.03
Payroll Processing Fees	369.75	324.00	45.75
Pension expense	2,592.15	2,328.19	263.96
Unemployment expense	164.08	168.59	-4.51
Workers Compensation	159.08	159.09	-0.01
Payroll Taxes			
Medicare Expense	1,518.46	1,255.62	262.84
Social Security expense	6,492.73	5,368.86	1,123.87
Payroll Taxes - Other	-0.01	-0.01	0.00
Total Payroll Taxes	<u>8,011.18</u>	<u>6,624.47</u>	<u>1,386.71</u>
Total Payroll Expenses	25,524.59	16,464.87	9,059.72
Dues and Subscriptions	518.16	513.18	4.98
Staff Training and Seminars	720.00	0.00	720.00
Total Personnel Expenses	125,765.63	103,485.16	22,280.47
Equipment expense			
Copier Maintenance Contract	319.85	319.85	0.00
Software expense			
ArcInfo/View software	455.25	400.00	55.25
Office Software			
iDrive	66.57	49.97	16.60
Timesheet Software	148.00	140.00	8.00
Survey Monkey	66.23	0.00	66.23
Zoom	58.32	58.32	0.00
Adobe In Design	107.47	73.98	33.49
Anti-virus software	40.85	36.55	4.30
Constant Contact	85.50	85.50	0.00
DropBox	11.99	11.99	0.00
Microsoft Office 365	208.87	162.50	46.37
Total Office Software	<u>793.80</u>	<u>618.81</u>	<u>174.99</u>
Total Software expense	1,249.05	1,018.81	230.24
Traffic Count Expenses			
Traffic counting supplies	67.33	6.48	60.85
Total Traffic Count Expenses	<u>67.33</u>	<u>6.48</u>	<u>60.85</u>

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Strafford Regional Planning Commission
Profit & Loss
July 2022

DRAFT

	Jul 22	Jul 21	\$ Change
Total Equipment expense	1,636.23	1,345.14	291.09
Fixed Expenses			
Insurance			
Liability Insurance	597.75	533.25	64.50
Total Insurance	597.75	533.25	64.50
Rent	2,500.00	2,500.00	0.00
Vehicle Expenses			
Depreciation Expense	477.99	477.99	0.00
Vehicle Gas & Repairs	165.86	108.96	56.90
Vehicle Interest	45.45	67.25	-21.80
Total Vehicle Expenses	689.30	654.20	35.10
Total Fixed Expenses	3,787.05	3,687.45	99.60
Communications			
Media Outreach Expense	0.00	25.00	-25.00
Postage and Delivery	17.99	25.94	-7.95
Telephone and Internet	412.25	391.10	21.15
Website maintenance and updates			
Website and logo design	8.44	165.06	-156.62
Website maintenance and updates - Other	113.00	128.99	-15.99
Total Website maintenance and updates	121.44	294.05	-172.61
Total Communications	551.68	736.09	-184.41
Administrative			
Library & Planning Books	40.00	0.00	40.00
Meetings Expense			
Meetings Advertising Expense	181.54	0.00	181.54
Total Meetings Expense	181.54	0.00	181.54
Office Expense	1,149.42	1,198.73	-49.31
Office Supplies	37.99	1,354.41	-1,316.42
Professional Fees			
Accounting, Audit	1,333.37	1,250.00	83.37
Total Professional Fees	1,333.37	1,250.00	83.37
Travel & Ent			
Travel	552.29	183.12	369.17
Total Travel & Ent	552.29	183.12	369.17

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

DRAFT

	Jul 22	Jul 21	\$ Change
Total Administrative	3,294.61	3,986.26	-691.65
Contract Labor			
Financial Services	0.00	4,940.00	-4,940.00
IT and Network support	270.00	270.00	0.00
Pass Through Expense			
EDA CARES Contract Support	6,819.25	0.00	6,819.25
Project Supplies	0.00	144.88	-144.88
DUR Groundwater Consultant	0.00	520.00	-520.00
Total Pass Through Expense	6,819.25	664.88	6,154.37
Total Contract Labor	7,089.25	5,874.88	1,214.37
Total Expense	142,124.45	119,114.98	23,009.47
Net Ordinary Income	-22,892.09	-49,479.34	26,587.25
Other Income/Expense			
Other Income			
Interest Income	15.40	10.30	5.10
Total Other Income	15.40	10.30	5.10
Net Other Income	15.40	10.30	5.10
Net Income	-22,876.69	-49,469.04	26,592.35

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Strafford Regional Planning Commission
Profit & Loss
July 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. Increased Gross Profit appears to be mainly attributed to increased utilization of UPWP and EDA CARES funding.

 2. Personnel Expenses: Due to the number of contracts/projects, additional staffing has been obtained for FY22. In July of the current fiscal year there were 17 staff members, compared to 15 staff members in the prior year.

 3. Office Supplies: In the prior fiscal year, \$1287 was attributed to project supplies for POP

 4. Contract Labor and Pass Through Expenses: 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
July 2022**



Date	Name	Memo	Amount
2000 LTA (Local Technical Assistance)			
07/01/2022	2000 LTA (Local Te...	Dues 130754.60 (LESS NOT, BRK) = 10896.22/mo Aug-Jun 2022 (Jul 10896.18)	10,896.18
Total 2000 LTA (Local Technical Assistance)			10,896.18
3100 Town of Barrington			
3103 Barrington Land Use Chapter			
07/31/2022	3100 Town of Barri...	Progress Billing - Barrington Land Use Chapter - July 2022	1,455.63
07/31/2022	3100 Town of Barri...	Barrington Transportation Cash Match - June 2022	1.17
07/31/2022	3100 Town of Barri...	Barrington Transportation Cash Match - July 2022	99.38
Total 3103 Barrington Land Use Chapter			1,556.18
Total 3100 Town of Barrington			1,556.18
3500 Town of Farmington			
3501 FAR Circuit Rider			
07/31/2022	3500 Town of Farmi...	Progress Billing - Farmington Circuit Rider - July 2022	4,139.38
Total 3501 FAR Circuit Rider			4,139.38
Total 3500 Town of Farmington			4,139.38
4000 Town of New Durham			
4003 NDU ADU Update			
07/26/2022	4000 Town of New ...	New Durham PREPA In Kind Match - New Durham ADU - Invoice #1	1,250.00
Total 4003 NDU ADU Update			1,250.00
Total 4000 Town of New Durham			1,250.00
4200 Town of Northwood			
4201 NOR Circuit Rider			
07/31/2022	4200 Town of North...	Progress Billing - Northwood Circuit Rider - July 2022	2,198.75
Total 4201 NOR Circuit Rider			2,198.75
Total 4200 Town of Northwood			2,198.75
4300 Town of Nottingham			
4301 NOT Circuit Rider			
07/31/2022	4300 Town of Nottin...	Progress Billing - Nottingham Circuit Rider - July 2022	1,828.75
Total 4301 NOT Circuit Rider			1,828.75
Total 4300 Town of Nottingham			1,828.75
4700 Town of Strafford			
4703 Strafford Master Plan			
07/31/2022	4700 Town of Straff...	Progress Billing -Strafford Master Plan Update - July 22	2,042.50

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

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Date	Name	Memo	Amount
Total 4703 Strafford Master Plan			2,042.50
4701 Strafford Circuit Rider			
07/31/2022	4700 Town of Straff...	Progress Billing - Strafford Circuit Rider - July 2022	1,821.88
Total 4701 Strafford Circuit Rider			1,821.88
Total 4700 Town of Strafford			3,864.38
5150 GSCH			
5151 Creating Age Friendly Communities			
07/31/2022	5150 GSCH:5151 C...	Progress Billing - GSCH - July 2022	597.25
07/31/2022	5150 GSCH:5151 C...	Cash Match	-98.97
Total 5151 Creating Age Friendly Communities			498.28
Total 5150 GSCH			498.28
6000 NH Office of Planning & Development			
6001 TBG22-23			
07/31/2022	6000 NH Office of P...	Progress Billing - Targeted Block Grant - July 2022	1,162.85
Total 6001 TBG22-23			1,162.85
6002 ARPA RHNA			
07/31/2022	6000 NH Office of P...	Progress Billing - ARPA Regional Housing Needs Assessment - July 2022	7,276.04
Total 6002 ARPA RHNA			7,276.04
Total 6000 NH Office of Planning & Development			8,438.89
6100 NH DES			
6151 PSM Flood Smart Seacoast			
07/31/2022	6100 NH DES:6151...	Progress Billing - PSM 21-2 - July 2022	899.15
Total 6151 PSM Flood Smart Seacoast			899.15
Total 6100 NH DES			899.15
6500 DEPT OF SAFETY (OEM)			
6501 PDM19 BAR NDU ROL SOM			
07/31/2022	6500 DEPT OF SA...	Progress Billing - PDM19 - July 2022	1,650.00
07/31/2022	6500 DEPT OF SA...	In Kind Match for Hazard Mitigation contracts	-412.50
Total 6501 PDM19 BAR NDU ROL SOM			1,237.50
Total 6500 DEPT OF SAFETY (OEM)			1,237.50
6600 CDFA-CDBG Grant Administration			
6602 CDBG Gafney Home			
07/31/2022	6600 CDFA-CDBG ...	CDBG Grant Administration - Gafney Home - July 2022	1,564.38

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

DRAFT

Date	Name	Memo	Amount
Total 6602 CDBG Gafney Home			1,564.38
Total 6600 CDFA-CDBG Grant Administration			1,564.38
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7002 EDA CARES			
07/31/2022	7000 ECONOMIC ...	EDA CARES - Project 01-69-15047 - Progress Billing - July 2022	32,274.06
Total 7002 EDA CARES			32,274.06
7003 EDA FY22			
07/31/2022	7000 ECONOMIC ...	Progress Billing - EDA Partnership Grant - July 2022	12,501.33
07/31/2022	7000 ECONOMIC ...	Cash Match	-998.94
07/31/2022	7000 ECONOMIC ...	In Kind Match	-7,506.65
Total 7003 EDA FY22			3,995.74
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			36,269.80
8000 DOT UPWP			
8001 UPWP 22-23			
07/31/2022	8000 DOT UPWP:8...	Progress Billing - UPWP - July 2022	49,545.27
07/31/2022	8000 DOT UPWP:8...	10% Matching Funds	-4,954.53
Total 8001 UPWP 22-23			44,590.74
Total 8000 DOT UPWP			44,590.74
TOTAL			119,232.36

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

DRAFT

	Jul 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	10,896.18	10,896.18	0.00
SRPC Revenue			
Municipal and NonProfit Revenue			
3103 BAR Land Use Chapter	1,455.63	949.87	505.76
3501 FAR Circuit Rider	4,139.38	3,333.37	806.01
4201 NORPlanning Services	2,198.75	2,083.37	115.38
4301 NOT Circuit Rider	1,828.75	2,083.37	-254.62
4603 SOM Historic Sites GIS	0.00	250.00	-250.00
4701 Strafford Circuit Rider	1,821.88	3,166.63	-1,344.75
4703 STR MP Update	2,042.50	2,549.62	-507.12
4801 WAK Circuit Rider	0.00	416.65	-416.65
4802 Sanbornville Precinct	0.00	333.37	-333.37
4803 WAK NBRC Union Hotel	0.00	250.00	-250.00
5002 NHARPC Administration	0.00	666.63	-666.63
5151 GSCH - Tufts	597.25	2,541.63	-1,944.38
Total Municipal and NonProfit Revenue	14,084.14	18,624.51	-4,540.37
Total SRPC Revenue	14,084.14	18,624.51	-4,540.37
Federal Agencies Incl EDD			
7003 EDD Planning Partnership	12,501.33	11,666.63	834.70
7002 EDA CARES	32,274.06	15,083.34	17,190.72
7110 EPA Brownfields	0.00	5,633.34	-5,633.34
Total Federal Agencies Incl EDD	44,775.39	32,383.31	12,392.08
State Award Revenue			
Office Of Planning and Dev			
6001 TBG 22-23	1,162.85	925.88	236.97
6002 ARPA RHNA	7,276.04	5,833.35	1,442.69
Total Office Of Planning and Dev	8,438.89	6,759.23	1,679.66
NHDES			
6103 Coastal FY23	0.00	2,500.00	-2,500.00
6151 Project of Special Merit	899.15	1,416.63	-517.48
6250 Watershed PRB	0.00	4,900.00	-4,900.00
6304 LSWP - Aquifers	0.00	2,181.80	-2,181.80
Total NHDES	899.15	10,998.43	-10,099.28
CDFA			
6601 CDBG Grant	1,564.38	666.63	897.75
Total CDFA	1,564.38	666.63	897.75
Pre-Disaster Mitigation			

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

DRAFT

	Jul 22	Budget	\$ Over Budget
6501 PDM19 BAR NDU ROL SOM	1,650.00	222.34	1,427.66
Total Pre-Disaster Mitigation	1,650.00	222.34	1,427.66
Total State Award Revenue	12,552.42	18,646.63	-6,094.21
MPO Revenue			
NH DOT			
8001 UPWP 22-23	49,545.27	0.00	49,545.27
NH DOT - Other	0.00	55,833.37	-55,833.37
Total NH DOT	49,545.27	55,833.37	-6,288.10
Total MPO Revenue	49,545.27	55,833.37	-6,288.10
Contra Income Cash Match			
Cash Match GSCH	-98.97	-416.63	317.66
Coastal Cash Match	0.00	-208.37	208.37
LSWP Cash Match	0.00	-181.80	181.80
EDD Cash Match	-998.94	-1,458.37	459.43
DOT Cash Match			
BAR Cash Match	100.55	57.37	43.18
DOT Cash Match - Other	-4,954.53	-5,526.00	571.47
Total DOT Cash Match	-4,853.98	-5,468.63	614.65
Total Contra Income Cash Match	-5,951.89	-7,733.80	1,781.91
Contra Income InKind/Soft Match			
In-Kind Coastal Match	0.00	-1,041.63	1,041.63
PRB IK Match	0.00	-1,916.65	1,916.65
IK NDU PREPA (NDU ADU)	1,250.00	-1,250.00	2,500.00
In-Kind EDD Match	-7,506.65	-4,375.00	-3,131.65
In-Kind HazMit Match	-412.50	-55.67	-356.83
Total Contra Income InKind/Soft Match	-6,669.15	-8,638.95	1,969.80
Total Income	119,232.36	120,011.25	-778.89
Gross Profit	119,232.36	120,011.25	-778.89
Expense			
Personnel Expenses			
Salary and Wages	99,002.88	72,344.25	26,658.63
Payroll Expenses			
Dental insurance expense	431.27	515.87	-84.60
Health incentive	7,710.40	981.37	6,729.03
Health Insurance expense	5,722.76	7,464.12	-1,741.36
Life Insurance expense	104.89	107.88	-2.99

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

DRAFT

	Jul 22	Budget	\$ Over Budget
LTD Insurance expense	58.80	62.37	-3.57
STD insurance expense	200.23	243.87	-43.64
Payroll Processing Fees	369.75	314.87	54.88
Pension expense	2,592.15	2,137.25	454.90
Unemployment expense	164.08	164.12	-0.04
Workers Compensation	159.08	159.12	-0.04
Payroll Taxes	8,011.18	5,534.37	2,476.81
Total Payroll Expenses	25,524.59	17,685.21	7,839.38
Dues and Subscriptions	518.16	486.37	31.79
Staff Training and Seminars	720.00	1,166.63	-446.63
Total Personnel Expenses	125,765.63	91,682.46	34,083.17
Equipment expense			
Copier Maintenance Contract	319.85	319.87	-0.02
Office furniture			
Computer equipment	0.00	325.00	-325.00
Office furniture - Other	0.00	83.37	-83.37
Total Office furniture	0.00	408.37	-408.37
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	41.63	-41.63
Total Other Equipment Repair and Cost	0.00	41.63	-41.63
Software expense			
ArcInfo/View software	455.25	455.25	0.00
Office Software			
Timesheet Software	148.00	0.00	148.00
Adobe In Design	107.47	0.00	107.47
Anti-virus software	40.85	0.00	40.85
Constant Contact	85.50	0.00	85.50
DropBox	11.99	0.00	11.99
Microsoft Office 365	208.87	0.00	208.87
Office Software - Other	0.00	640.00	-640.00
Total Office Software	793.80	640.00	153.80
Transcad software/maintenance	0.00	125.00	-125.00
Total Software expense	1,249.05	1,220.25	28.80
Traffic Count Expenses			
Traffic counting supplies	67.33	250.00	-182.67
Total Traffic Count Expenses	67.33	250.00	-182.67

1.

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

DRAFT

	Jul 22	Budget	\$ Over Budget
Total Equipment expense	1,636.23	2,240.12	-603.89
Fixed Expenses			
Insurance			
Liability Insurance	597.75	597.75	0.00
Total Insurance	597.75	597.75	0.00
Rent	2,500.00	2,500.00	0.00
Vehicle Expenses			
Depreciation Expense	477.99	0.00	477.99
Vehicle Gas & Repairs	165.86	0.00	165.86
Vehicle Interest	45.45	0.00	45.45
Vehicle Expenses - Other	0.00	918.63	-918.63
Total Vehicle Expenses	689.30	918.63	-229.33
Total Fixed Expenses	3,787.05	4,016.38	-229.33
Communications			
Media Outreach Expense	0.00	83.37	-83.37
Office Telephone System	0.00	97.00	-97.00
Postage and Delivery	17.99	33.37	-15.38
Telephone and Internet	412.25	300.00	112.25
Website maintenance and updates			
Website and logo design	8.44	0.00	8.44
Website maintenance and updates - Other	113.00	118.88	-5.88
Total Website maintenance and updates	121.44	118.88	2.56
Total Communications	551.68	632.62	-80.94
Administrative			
Library & Planning Books	40.00	0.00	40.00
Meetings Expense	181.54	291.63	-110.09
Office Expense	1,149.42	1,256.25	-106.83
Office Supplies	37.99	250.00	-212.01
Printing and Reproduction	0.00	12.50	-12.50
Professional Fees			
Accounting, Audit	1,333.37	1,333.37	0.00
Legal Fees	0.00	333.37	-333.37
Total Professional Fees	1,333.37	1,666.74	-333.37
Travel & Ent			
Travel	552.29	0.00	552.29
Travel & Ent - Other	0.00	416.63	-416.63

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

DRAFT

	Jul 22	Budget	\$ Over Budget
Total Travel & Ent	552.29	416.63	135.66
Total Administrative	3,294.61	3,893.75	-599.14
Contract Labor			
IT and Network support	270.00	1,316.63	-1,046.63
Pass Through Expense			
PRB Consultants	0.00	2,054.15	-2,054.15
EDA CARES Contract Support	6,819.25	1,500.00	5,319.25
EPA Brownfields Consultants	0.00	4,900.00	-4,900.00
NHDOT Consultant	0.00	2,833.37	-2,833.37
RPC FTA Subcontract	0.00	975.38	-975.38
Total Pass Through Expense	6,819.25	12,262.90	-5,443.65
Total Contract Labor	7,089.25	13,579.53	-6,490.28
Total Expense	142,124.45	116,044.86	26,079.59
Net Ordinary Income	-22,892.09	3,966.39	-26,858.48
Other Income/Expense			
Other Income			
Interest Income	15.40	8.37	7.03
Total Other Income	15.40	8.37	7.03
Net Other Income	15.40	8.37	7.03
Net Income	-22,876.69	3,974.76	-26,851.45

2.

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

1. Health Incentive checks were coded to this fiscal year, budgeted in last fiscal year's budget. Personnel expenses are also spread evenly over 12 months. July had three payrolls this fiscal year.

2. Pass through expenses are budgeted evenly throughout the contract period. Contract labor costs are dependent on receipt of invoices from subcontractors and the associated work performed, and may not correspond to even budgeting of expense.

Strafford Regional Planning Commission

Draft Fiscal Year 2024 Dues Rates - OPTION 1: Adjust by Current 2020 Population

To be reviewed by the Executive Committee on 8/19/22 for adoption by the full Commission September 2022

Community	Current FY2022 Dues Rates				Proposed FY2023 Dues Rates				
	2019 Population Estimates	FY2023 Per Capita Rate for up to 5,000 Population	FY2023 Per Capita Rate for above 5,000 Population	FY2023 Approved Dues	2020 Census Population	FY2024 Per Capita Rate for up to 5,000 Population using CPI Increase	FY2024 Per Capita Rate for above 5,000 Population using CPI Increase	FY2024 Proposed Dues	Dues Change from FY2023-FY2024
Dover	31,795	\$1.2475	\$0.5884	\$22,003.46	32,741	\$1.2475	\$0.5884	\$22,560.08	\$556.62
Rochester	30,992	\$1.2475	\$0.5884	\$21,530.98	32,492	\$1.2475	\$0.5884	\$22,413.57	\$882.59
Durham	16,085	\$1.2475	\$0.5884	\$12,759.81	15,490	\$1.2475	\$0.5884	\$12,409.71	-\$350.09
Somersworth	11,844	\$1.2475	\$0.5884	\$10,264.43	11,855	\$1.2475	\$0.5884	\$10,270.90	\$6.47
Newmarket	9,460	\$1.2475	\$0.5884	\$8,861.70	9,430	\$1.2475	\$0.5884	\$8,844.05	-\$17.65
Barrington	9,123	\$1.2475	\$0.5884	\$8,663.41	9,326	\$1.2475	\$0.5884	\$8,782.86	\$119.44
Farmington	6,883	\$1.2475	\$0.5884	\$7,345.41	6,722	\$1.2475	\$0.5884	\$7,250.68	-\$94.73
Nottingham	5,144	\$1.2475	\$0.5884	\$6,322.20	5,229	\$1.2475	\$0.5884	\$6,372.21	\$50.01
Wakefield	5,141	\$1.2475	\$0.5884	\$6,320.43	5,201	\$1.2475	\$0.5884	\$6,355.74	\$35.30
Northwood	4,300	\$1.2475		\$5,364.22	4,641	\$1.2475		\$5,789.62	\$425.40
Lee	4,483	\$1.2475		\$5,592.52	4,520	\$1.2475		\$5,638.67	\$46.16
Milton	4,617	\$1.2475		\$5,759.68	4,482	\$1.2475		\$5,591.27	-\$168.41
Strafford	4,179	\$1.2475		\$5,213.28	4,230	\$1.2475		\$5,276.90	\$63.62
New Durham	2,641	\$1.2475		\$3,294.63	2,693	\$1.2475		\$3,359.50	\$64.87
Rollinsford	2,579	\$1.2475		\$3,217.29	2,597	\$1.2475		\$3,239.74	\$22.45
Madbury	1,846	\$1.2475		\$2,302.87	1,918	\$1.2475		\$2,392.69	\$89.82
Middleton	1,812	\$1.2475		\$2,260.46	1,823	\$1.2475		\$2,274.18	\$13.72
Brookfield	735	\$1.2475		\$916.91	755	\$1.2475		\$941.86	\$24.95
TOTALS	153,659			\$ 137,993.70	156,145			\$139,764.25	\$1,770.55

The FY2022 dues rate was retained for FY2023

Sources:

CPI: <http://www.bls.gov/news.release/pdf/cpi.pdf>

Population Estimates: <https://www.nh.gov/osi/data-center/population-estimates.htm>

Strafford Regional Planning Commission

Draft Fiscal Year 2024 Dues Rates - OPTION 2: Adjust by 1/2 of current CPI

To be reviewed by the Executive Committee on 8/19/22 for adoption by the full Commission September 2022

Current FY2022 Dues Rates					CPI Rate	2.7%	2.7%	Proposed FY2023 Dues Rates		
Community	2019 Population Estimates	FY2023 Per Capita Rate for up to 5,000 Population	FY2023 Per Capita Rate for above 5,000 Population	FY2023 Approved Dues	2020 Census Population	FY2024 Per Capita Rate for up to 5,000 Population using CPI Increase	FY2024 Per Capita Rate for above 5,000 Population using CPI Increase	FY2024 Proposed Dues	Dues Change from FY2023- FY2024	
Dover	31,795	\$1.2475	\$0.5884	\$22,003.46	32,741	\$1.2812	\$0.6043	\$23,169.21	\$1,165.74	
Rochester	30,992	\$1.2475	\$0.5884	\$21,530.98	32,492	\$1.2812	\$0.6043	\$23,018.74	\$1,487.76	
Durham	16,085	\$1.2475	\$0.5884	\$12,759.81	15,490	\$1.2812	\$0.6043	\$12,744.78	-\$15.03	
Somersworth	11,844	\$1.2475	\$0.5884	\$10,264.43	11,855	\$1.2812	\$0.6043	\$10,548.22	\$283.79	
Newmarket	9,460	\$1.2475	\$0.5884	\$8,861.70	9,430	\$1.2812	\$0.6043	\$9,082.84	\$221.14	
Barrington	9,123	\$1.2475	\$0.5884	\$8,663.41	9,326	\$1.2812	\$0.6043	\$9,020.00	\$356.58	
Farmington	6,883	\$1.2475	\$0.5884	\$7,345.41	6,722	\$1.2812	\$0.6043	\$7,446.45	\$101.04	
Nottingham	5,144	\$1.2475	\$0.5884	\$6,322.20	5,229	\$1.2812	\$0.6043	\$6,544.26	\$222.06	
Wakefield	5,141	\$1.2475	\$0.5884	\$6,320.43	5,201	\$1.2812	\$0.6043	\$6,527.34	\$206.91	
Northwood	4,300	\$1.2475		\$5,364.22	4,641	\$1.2812		\$5,945.94	\$581.72	
Lee	4,483	\$1.2475		\$5,592.52	4,520	\$1.2812		\$5,790.92	\$198.40	
Milton	4,617	\$1.2475		\$5,759.68	4,482	\$1.2812		\$5,742.23	-\$17.45	
Strafford	4,179	\$1.2475		\$5,213.28	4,230	\$1.2812		\$5,419.38	\$206.10	
New Durham	2,641	\$1.2475		\$3,294.63	2,693	\$1.2812		\$3,450.21	\$155.58	
Rollinsford	2,579	\$1.2475		\$3,217.29	2,597	\$1.2812		\$3,327.21	\$109.93	
Madbury	1,846	\$1.2475		\$2,302.87	1,918	\$1.2812		\$2,457.30	\$154.42	
Middleton	1,812	\$1.2475		\$2,260.46	1,823	\$1.2812		\$2,335.58	\$75.13	
Brookfield	735	\$1.2475		\$916.91	755	\$1.2812		\$967.29	\$50.38	
TOTALS	153,659			\$ 137,993.70	156,145			\$143,537.88	\$5,544.18	

FY2023 per capita rate = FY2023 per capita rate inflated 5.4% (June 2020 to June 2021 CPI change)

NHOSI does not release population estimates for Decennial Census years, 2020 Census population figures have not been released

Sources:

CPI: <http://www.bls.gov/news.release/pdf/cpi.pdf>

Population Estimates: <https://www.nh.gov/osi/data-center/population-estimates.htm>

Strafford Regional Planning Commission

Draft Fiscal Year 2024 Dues Rates - OPTION 3: Adjust by Current CPI

To be reviewed by the Executive Committee on 8/19/22 for adoption by the full Commission September 2022

Current FY2022 Dues Rates					CPI Rate	8.5%	8.5%	Proposed FY2023 Dues Rates		
Community	2019 Population Estimates	FY2023 Per Capita Rate for up to 5,000 Population	FY2023 Per Capita Rate for above 5,000 Population	FY2023 Approved Dues	2020 Census Population	FY2024 Per Capita Rate for up to 5,000 Population using CPI Increase	FY2024 Per Capita Rate for above 5,000 Population using CPI Increase	FY2024 Proposed Dues	Dues Change from FY2023-FY2024	
Dover	31,795	\$1.2475	\$0.5884	\$22,003.46	32,741	\$1.3535	\$0.6384	\$24,477.69	\$2,474.23	
Rochester	30,992	\$1.2475	\$0.5884	\$21,530.98	32,492	\$1.3535	\$0.6384	\$24,318.73	\$2,787.74	
Durham	16,085	\$1.2475	\$0.5884	\$12,759.81	15,490	\$1.3535	\$0.6384	\$13,464.54	\$704.73	
Somersworth	11,844	\$1.2475	\$0.5884	\$10,264.43	11,855	\$1.3535	\$0.6384	\$11,143.93	\$879.50	
Newmarket	9,460	\$1.2475	\$0.5884	\$8,861.70	9,430	\$1.3535	\$0.6384	\$9,595.80	\$734.09	
Barrington	9,123	\$1.2475	\$0.5884	\$8,663.41	9,326	\$1.3535	\$0.6384	\$9,529.40	\$865.99	
Farmington	6,883	\$1.2475	\$0.5884	\$7,345.41	6,722	\$1.3535	\$0.6384	\$7,866.99	\$521.58	
Nottingham	5,144	\$1.2475	\$0.5884	\$6,322.20	5,229	\$1.3535	\$0.6384	\$6,913.85	\$591.65	
Wakefield	5,141	\$1.2475	\$0.5884	\$6,320.43	5,201	\$1.3535	\$0.6384	\$6,895.97	\$575.54	
Northwood	4,300	\$1.2475		\$5,364.22	4,641	\$1.3535		\$6,281.74	\$917.51	
Lee	4,483	\$1.2475		\$5,592.52	4,520	\$1.3535		\$6,117.96	\$525.44	
Milton	4,617	\$1.2475		\$5,759.68	4,482	\$1.3535		\$6,066.53	\$306.85	
Strafford	4,179	\$1.2475		\$5,213.28	4,230	\$1.3535		\$5,725.44	\$512.16	
New Durham	2,641	\$1.2475		\$3,294.63	2,693	\$1.3535		\$3,645.06	\$350.43	
Rollinsford	2,579	\$1.2475		\$3,217.29	2,597	\$1.3535		\$3,515.12	\$297.83	
Madbury	1,846	\$1.2475		\$2,302.87	1,918	\$1.3535		\$2,596.07	\$293.20	
Middleton	1,812	\$1.2475		\$2,260.46	1,823	\$1.3535		\$2,467.49	\$207.03	
Brookfield	735	\$1.2475		\$916.91	755	\$1.3535		\$1,021.92	\$105.01	
TOTALS	153,659			\$ 137,993.70	156,145			\$151,644.21	\$13,650.51	

FY2023 per capita rate = FY2023 per capita rate inflated 5.4% (June 2020 to June 2021 CPI change)

NHOSI does not release population estimates for Decennial Census years, 2020 Census population figures have not been released

Sources:

CPI: <http://www.bls.gov/news.release/pdf/cpi.pdf>

Population Estimates: <https://www.nh.gov/osi/data-center/population-estimates.htm>

STRAFFORD

Regional Planning Commission

August 19, 2022

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

RE: August 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 August 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



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2021 - 2024 SRPC Transportation Improvement Program

August 2022 Minors

8/4/2022

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 PVMRK

Towns: Statewide
 Road: Various
 Scope: Statewide Pavement Marking Annual Project
 Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$1,000		\$0	\$0	\$1,000
PE	2022	\$1,000		\$0	\$0	\$1,000
PE	2023	\$1,000		\$0	\$0	\$1,000
PE	2024	\$1,000		\$0	\$0	\$1,000
CON	2021	\$3,099,000		\$0	\$0	\$3,099,000
CON	2022	\$3,099,000		\$0	\$0	\$3,099,000
CON	2023	\$3,349,000		\$0	\$0	\$3,349,000
CON	2024	\$3,349,000		\$0	\$0	\$3,349,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$1,000		\$0	\$0	\$1,000
PE	2022	\$1,000		\$0	\$0	\$1,000
PE	2023	\$1,000		\$0	\$0	\$1,000
PE	2024	\$1,000		\$0	\$0	\$1,000
CON	2021	\$3,099,000		\$0	\$0	\$3,099,000
CON	2022	\$4,621,273		\$0	\$0	\$4,621,273
CON	2023	\$1,826,727		\$0	\$0	\$1,826,727
CON	2024	\$3,349,000		\$0	\$0	\$3,349,000

Change Notes

NHDOT Description of Changes

SRPC Notes

No local or regional projects affected by this minor

Funding Sources

FHWA

STBG-State Flexible

National Highway Performance

NHDOT

Toll Credit

PROGRAM RRRCS

Towns: Statewide

Road: Statewide Railroad Crossings

Scope: RECONSTRUCTION OF CROSSINGS, SIGNALS, & RELATED WORK (Annual Project)

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$303,155		\$0	\$0	\$303,155
PE	2022	\$250,000		\$0	\$0	\$250,000
PE	2023	\$250,000		\$0	\$0	\$250,000
PE	2024	\$250,000		\$0	\$0	\$250,000
ROW	2021	\$5,500		\$0	\$0	\$5,500
ROW	2022	\$5,000		\$0	\$0	\$5,000
ROW	2024	\$5,000		\$0	\$0	\$5,000
CON	2021	\$1,447,885		\$0	\$0	\$1,447,885
CON	2022	\$925,000		\$0	\$0	\$925,000
CON	2023	\$925,000		\$0	\$0	\$925,000
CON	2024	\$925,000		\$0	\$0	\$925,000
OTHER	2021	\$280,000		\$0	\$0	\$280,000
OTHER	2022	\$5,000		\$0	\$0	\$5,000
OTHER	2023	\$5,000		\$0	\$0	\$5,000
OTHER	2024	\$5,000		\$0	\$0	\$5,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$303,155		\$0	\$0	\$303,155
PE	2022	\$294,250		\$0	\$0	\$294,250
PE	2023	\$250,000		\$0	\$0	\$250,000
PE	2024	\$250,000		\$0	\$0	\$250,000
ROW	2021	\$5,500		\$0	\$0	\$5,500
ROW	2024	\$5,000		\$0	\$0	\$5,000
CON	2021	\$1,447,885		\$0	\$0	\$1,447,885
CON	2022	\$3,190,000		\$0	\$0	\$3,190,000
CON	2023	\$425,000		\$0	\$0	\$425,000
CON	2024	\$425,000		\$0	\$0	\$425,000
OTHER	2021	\$280,000		\$0	\$0	\$280,000
OTHER	2022	\$5,000		\$0	\$0	\$5,000
OTHER	2023	\$5,000		\$0	\$0	\$5,000
OTHER	2024	\$5,000		\$0	\$0	\$5,000

Change Notes

NHDOT Description of Changes

SRPC Notes

No local projects affected by this minor

Funding Sources

FHWA

RL - Rail Highway

Highway Safety Improvement Program (HSIP)

NHDOT

Toll Credit

PAVE-T2-REHAB PAVE-T2-REHAB

Towns: Statewide
 Road: Various
 Scope: Rehab of Tier 2 roads.
 Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$200,000		\$0	\$0	\$200,000
PE	2022	\$350,000		\$0	\$0	\$350,000
PE	2023	\$125,000		\$0	\$0	\$125,000
PE	2024	\$125,000		\$0	\$0	\$125,000
ROW	2021	\$30,000		\$0	\$0	\$30,000
ROW	2022	\$250,000		\$0	\$0	\$250,000
ROW	2023	\$30,000		\$0	\$0	\$30,000
ROW	2024	\$30,000		\$0	\$0	\$30,000
CON	2021	\$539,000		\$0	\$0	\$539,000
CON	2022	\$6,509,000		\$0	\$0	\$6,509,000
CON	2023	\$2,106,000		\$0	\$0	\$2,106,000
CON	2024	\$1,136,000		\$0	\$0	\$1,136,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$200,000		\$0	\$0	\$200,000
PE	2022	\$400,000		\$0	\$0	\$400,000
PE	2023	\$125,000		\$0	\$0	\$125,000
PE	2024	\$125,000		\$0	\$0	\$125,000
ROW	2021	\$30,000		\$0	\$0	\$30,000
ROW	2022	\$250,000		\$0	\$0	\$250,000
ROW	2023	\$30,000		\$0	\$0	\$30,000
ROW	2024	\$30,000		\$0	\$0	\$30,000
CON	2021	\$539,000		\$0	\$0	\$539,000
CON	2022	\$6,509,000		\$0	\$0	\$6,509,000
CON	2023	\$3,786,000		\$0	\$0	\$3,786,000
CON	2024	\$456,000		\$0	\$0	\$456,000

Change Notes

NHDOT Description of Changes

SRPC Notes

No local or regional projects affected by this minor

Funding Sources

FHWA

STBG-State Flexible

National Highway Performance

NHDOT

Toll Credit

Betterment

PROGRAM PAVE-T1-RESURF

Towns: Statewide
 Road: Tier 1 Highways
 Scope: Resurface Tier 1 Highways
 Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$300,000		\$0	\$0	\$300,000
PE	2022	\$300,000		\$0	\$0	\$300,000
PE	2023	\$300,000		\$0	\$0	\$300,000
PE	2024	\$300,000		\$0	\$0	\$300,000
CON	2021	\$12,250,000		\$0	\$0	\$12,250,000
CON	2022	\$12,250,000		\$0	\$0	\$12,250,000
CON	2023	\$13,000,000		\$0	\$0	\$13,000,000
CON	2024	\$13,000,000		\$0	\$0	\$13,000,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$300,000		\$0	\$0	\$300,000
PE	2022	\$300,000		\$0	\$0	\$300,000
PE	2023	\$300,000		\$0	\$0	\$300,000
PE	2024	\$300,000		\$0	\$0	\$300,000
CON	2021	\$12,250,000		\$0	\$0	\$12,250,000
CON	2022	\$13,632,690		\$0	\$0	\$13,632,690
CON	2023	\$11,617,310		\$0	\$0	\$11,617,310
CON	2024	\$13,000,000		\$0	\$0	\$13,000,000

Change Notes

NHDOT Description of Changes

SRPC Notes

No local or regional projects affected by this minor

Funding Sources

FHWA

STBG-State Flexible

Redistribution

National Highway Performance

NHDOT

Toll Credit

PROGRAM MOBRR

Towns: Statewide
 Road: Various
 Scope: MUNICIPAL OWNED BRIDGE REHABILITATION & REPLACEMENT PROJECTS (MOBRR PROGRAM)

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$160,000		\$0	\$40,000	\$200,000
PE	2022	\$80,000		\$0	\$20,000	\$100,000
PE	2023	\$400,000		\$0	\$100,000	\$500,000
PE	2024	\$400,000		\$0	\$100,000	\$500,000
ROW	2021	\$20,000		\$0	\$5,000	\$25,000
ROW	2022	\$44,000		\$0	\$11,000	\$55,000
ROW	2023	\$80,000		\$0	\$20,000	\$100,000
ROW	2024	\$80,000		\$0	\$20,000	\$100,000
CON	2021	\$3,520,000		\$0	\$880,000	\$4,400,000
CON	2022	\$3,576,000		\$0	\$894,000	\$4,470,000
CON	2023	\$9,780,000		\$0	\$2,445,000	\$12,225,000
CON	2024	\$14,180,000		\$0	\$3,545,000	\$17,725,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$160,000		\$0	\$40,000	\$200,000
PE	2022	\$168,000		\$0	\$42,000	\$210,000
PE	2023	\$400,000		\$0	\$100,000	\$500,000
PE	2024	\$400,000		\$0	\$100,000	\$500,000
ROW	2021	\$20,000		\$0	\$5,000	\$25,000
ROW	2023	\$80,000		\$0	\$20,000	\$100,000
ROW	2024	\$80,000		\$0	\$20,000	\$100,000
CON	2021	\$3,520,000		\$0	\$880,000	\$4,400,000
CON	2023	\$9,780,000		\$0	\$2,445,000	\$12,225,000
CON	2024	\$14,180,000		\$0	\$3,545,000	\$17,725,000

Change Notes

NHDOT Description of Changes

SRPC Notes

No local projects affected by this minor

Funding Sources

FHWA

STBG-State Flexible

Bridge Off System

OTHER

Other

PROGRAM CRDR

Towns: Statewide

Road: Various

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

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$760,000		\$0	\$0	\$760,000
PE	2022	\$400,000		\$0	\$0	\$400,000
PE	2023	\$100,000		\$0	\$0	\$100,000
PE	2024	\$100,000		\$0	\$0	\$100,000
ROW	2021	\$5,500		\$0	\$0	\$5,500
ROW	2022	\$106,700		\$0	\$0	\$106,700
ROW	2023	\$54,100		\$0	\$0	\$54,100
ROW	2024	\$25,000		\$0	\$0	\$25,000
CON	2021	\$1,459,500		\$0	\$0	\$1,459,500
CON	2022	\$1,870,000		\$0	\$0	\$1,870,000
CON	2023	\$7,408,270		\$0	\$0	\$7,408,270
CON	2024	\$3,594,900		\$0	\$0	\$3,594,900
OTHER	2022	\$5,000		\$0	\$0	\$5,000
OTHER	2023	\$5,000		\$0	\$0	\$5,000
OTHER	2024	\$5,000		\$0	\$0	\$5,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$760,000		\$0	\$0	\$760,000
PE	2022	\$846,000		\$0	\$0	\$846,000
PE	2023	\$500,000		\$0	\$0	\$500,000
PE	2024	\$100,000		\$0	\$0	\$100,000
ROW	2021	\$5,500		\$0	\$0	\$5,500
ROW	2022	\$16,500		\$0	\$0	\$16,500
ROW	2023	\$54,100		\$0	\$0	\$54,100
ROW	2024	\$25,000		\$0	\$0	\$25,000
CON	2021	\$1,459,500		\$0	\$0	\$1,459,500
CON	2022	\$3,074,200		\$0	\$0	\$3,074,200
CON	2023	\$2,715,000		\$0	\$0	\$2,715,000
CON	2024	\$3,413,170		\$0	\$0	\$3,413,170
OTHER	2023	\$5,000		\$0	\$0	\$5,000
OTHER	2024	\$5,000		\$0	\$0	\$5,000

Change Notes

NHDOT Description of Changes

SRPC Notes

No local or regional projects affected by this minor

Funding Sources

FHWA

STBG-State Flexible

STBG-Off System Bridge

National Highway Performance

NHDOT

Toll Credit

PROGRAM HSIP

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

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$950,000		\$0	\$0	\$950,000
PE	2022	\$500,000		\$0	\$0	\$500,000
PE	2023	\$500,000		\$0	\$0	\$500,000
PE	2024	\$500,000		\$0	\$0	\$500,000
ROW	2022	\$150,000		\$0	\$0	\$150,000
ROW	2023	\$150,000		\$0	\$0	\$150,000
ROW	2024	\$150,000		\$0	\$0	\$150,000
CON	2021	\$4,971,232		\$0	\$0	\$4,971,232
CON	2022	\$7,859,081		\$0	\$0	\$7,859,081
CON	2023	\$11,577,908		\$0	\$0	\$11,577,908
CON	2024	\$11,851,257		\$0	\$0	\$11,851,257
OTHER	2021	\$1,810,000		\$0	\$0	\$1,810,000
OTHER	2022	\$200,000		\$0	\$0	\$200,000
OTHER	2023	\$200,000		\$0	\$0	\$200,000
OTHER	2024	\$200,000		\$0	\$0	\$200,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$950,000		\$0	\$0	\$950,000
PE	2022	\$2,000,000		\$0	\$0	\$2,000,000
PE	2023	\$1,200,000		\$0	\$0	\$1,200,000
PE	2024	\$500,000		\$0	\$0	\$500,000
ROW	2022	\$100,000		\$0	\$0	\$100,000
ROW	2023	\$300,000		\$0	\$0	\$300,000
ROW	2024	\$150,000		\$0	\$0	\$150,000
CON	2021	\$4,971,232		\$0	\$0	\$4,971,232
CON	2022	\$8,850,000		\$0	\$0	\$8,850,000
CON	2023	\$8,086,989		\$0	\$0	\$8,086,989
CON	2024	\$11,851,257		\$0	\$0	\$11,851,257
OTHER	2021	\$1,810,000		\$0	\$0	\$1,810,000
OTHER	2022	\$250,000		\$0	\$0	\$250,000
OTHER	2023	\$200,000		\$0	\$0	\$200,000
OTHER	2024	\$200,000		\$0	\$0	\$200,000

Change Notes

NHDOT Description of Changes

Somerset 43967 location: W High St (NH236) and Maple St intersection

Rochester 43491 location: Old Dover Rd and Tebbetts Rd intersection

SRPC Notes

ROW funding for project in Durham shifted from 2022-2023

Funding for projects in Somerset (43967) and Rochester (43491) resulting from road safety audits were added to the programmatic for the first time.

Funding Sources

FHWA

STBG-State Flexible

Highway Safety Improvement Program (HSIP)

NHDOT

Toll Credit

PROGRAM GRR

Towns: Statewide

Road: Various

Scope: GUARDRAIL REPLACEMENT [Federal Aid Guardrail Improvement Program] (Annual Project)

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2022	\$150,000		\$0	\$0	\$150,000
PE	2023	\$150,000		\$0	\$0	\$150,000
PE	2024	\$150,000		\$0	\$0	\$150,000
ROW	2022	\$5,000		\$0	\$0	\$5,000
ROW	2023	\$5,000		\$0	\$0	\$5,000
ROW	2024	\$5,000		\$0	\$0	\$5,000
CON	2021	\$2,035,000		\$0	\$0	\$2,035,000
CON	2022	\$1,880,000		\$0	\$0	\$1,880,000
CON	2023	\$2,055,000		\$0	\$0	\$2,055,000
CON	2024	\$2,055,000		\$0	\$0	\$2,055,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$150,000		\$0	\$0	\$150,000
PE	2024	\$150,000		\$0	\$0	\$150,000
ROW	2023	\$5,000		\$0	\$0	\$5,000
ROW	2024	\$5,000		\$0	\$0	\$5,000
CON	2021	\$2,035,000		\$0	\$0	\$2,035,000
CON	2022	\$2,035,000		\$0	\$0	\$2,035,000
CON	2023	\$2,055,000		\$0	\$0	\$2,055,000
CON	2024	\$2,055,000		\$0	\$0	\$2,055,000

Change Notes

NHDOT Description of Changes

SRPC Notes

Guardrail replacement project added in Lee-Barrington-Plaistow on NH125

Funding Sources

FHWA

STBG-State Flexible

National Highway Performance

NHDOT

Toll Credit