

# STRAFFORD

Regional Planning Commission

## SRPC EXECUTIVE COMMITTEE MEETING

September 16, 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](http://www.trafford.org). If anybody is unable to access the meeting, please email [mtaylorfetter@trafford.org](mailto: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 August 19, 2022 Minutes b) Acceptance of the Draft August Financials c) Draft FY2024 Dues d) E.C. Alternate Appointment	8:05-8:35	a) Minutes Enclosed b) Forthcoming c) See Memo & Enclosed d) See Memo
3) Updates and Discussion Items a) Awards, Contracts, and General Business b) September Monthly Minors	8:35-8:50	a) See Memo b) Enclosed
4) Other Business	8:50-8:55	N/A
5) Adjourn	9:00	N/A

Reasonable accommodations for people with disabilities are available upon request. Include a detailed description of the accommodation you will need along with your contact info. Please make your request as early as possible; allowing at least 5 days advance notice. Last minute requests will be accepted but may be impossible to fill. Please call (603) 994-3500 x115 or email [srpc@trafford.org](mailto: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  
August 19, 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 July 15, 2022

M. Bobinsky motioned to approve the, July 15, 2022 minutes as written, seconded by B. Holstein. Motion passed with a unanimous vote in favor.

### b. Acceptance of Draft July and final June Financials

J. Czysz provided a summary of the June and 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.

T. Crosby motioned to accept the Draft July and final June Financials seconded by M. Bobinsky. The motion passed with a unanimous vote in favor.

### **3. Updates and Discussion Items**

#### **a. Draft FY2024 Dues**

J. Czysz. Explained that the dues are set well in advance to allow for municipalities to prepare their budgets in the fall,

There are three different scenarios for dues assessments.

1. Adjust by current population, we do have 2020 census info.
2. Adjust by population change plus ½ of CPI
3. Adjust by CPI

Discussion ensued on how dues are calculated into the SRCP budget considering the many factors including those that are unpredictable.

J. Czysz explained that a proposal will be presented at the September 22 Commission meeting and a vote will be required to approve the FY24 dues.

#### **b. FY2023 Organizational Goals**

J. Czysz outlined the FY2023 Organizational goals as follows:

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 identified 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

M. Bobinsky motioned to endorse the FY2023 Organization Goals, seconded by P. Nelson. Motion passed with a unanimous vote in favor.

**c. Awards, Contracts, and General Business**

J. Czysz explained that due to the ongoing Covid 19 situation the office remains 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.

J. Czysz highlighted the Awards and Contracts:

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

For the Indirect Rate, FY2022 closed at 112% and July's rate was 108%.

**d. July Monthly Minors**

C. Lentz reported on the monthly minors highlighting the following projects with funding changes:

- Program PVMRK: Statewide pavement marking annual project. No local or regional projects affected.
- Program RRRCS: Statewide railroad crossings; reconstruction of crossings, signals, & related work. No local projects affected by this minor
- Program PAVE-T2-RESURF: Rehab of tier 2 roads. No local projects affected by this minor
- Dover PAVE-T1-RESURF: Resurface Tier 2 Highways. No local projects affected by this minor
- Durham MOBRR: Municipal owned bridge rehabilitation & replacement projects. Program CRDR No local projects affected by this minor
- Program HSIP: Highway safety improvement program.

NHDOT Description of Changes:

- Somersworth 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 Somersworth (43967) and Rochester (43491) resulting from road safety audits were added to the programmatic for the first time.
- Program GRR: Guardrail replacement: Guardrail replacement project added in Lee-Barrington-Plaistow on NH125

**4. Other Business**

J. Czysz reported that there is an open alternate position on the Executive Committee. Joe Boudreau offered to accept that position and the Commission will vote to appoint him a at next Commission meeting.

**5. Adjourn**

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

# STRAFFORD

Regional Planning Commission

**DATE:** September 9, 2022, updated September 15, 2022  
**TO:** Executive Committee Members  
**FROM:** Jen Czysz, Executive Director  
**RE:** Director's Report for the September 16, 2022 Meeting

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The following notes correspond to individual agenda items for discussion.

## **2b. Acceptance of Draft August Financials**

*Balance Sheet:* The checking and savings register totals remain healthy, modestly ahead of this time last year. Regarding the old equipment purchase – other under property and equipment, while still on the books the value of the equipment has been fully depreciated and zeroed out.

*Aging Summary:* \$108,702 of the outstanding \$195,242 is the current month's billings. Payments totaling \$58,060 were received in September, leaving a past due balance of \$28,480. We have heard from Newmarket and Farmington that they are currently processing their past due dues; no word from Milton. Other past due items have been sent reminders.

*Profit and Loss:* August was a healthy month with a profit of \$12,917 despite many vacations throughout the month. Year-to-date (YTD) we are still operating at a net loss, \$9,959. This is expected to even out over the next month.

## **2c. FY2024 Draft Dues**

Enclosed in your packet are 3 draft proposals for dues assessment options for next fiscal year. These have been adjusted from last month – keeping the first two options (adjust by population only, population change plus ½ of CPI) and replacing the prior 3<sup>rd</sup> scenario to eliminate a full rate increase by CPI and instead a 1% increase. Additionally, I have compiled a history of the dues relative to the overall budget. This report is also included in your packet.

A final decision will need to be made at the September Commission meeting.

## **2d. E.C. Alternate Member Appointment**

Joe Boudreau, Rochester, has expressed interest in joining the Executive Committee, serving in the currently vacant alternate seat. Per the bylaws, the E.C. can appoint members to fill vacancies.

## **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.



**Indirect Rate and Dues:** On October 5, 2021 we received our final approval from EDA to have a predetermined rate of 117% for FY2022 and 2023. As of the end of August the rate was 110%.

<b>August 2022 Dues (YTD)</b>	
<b>Income:</b>	
FY23 Dues Paid	\$21,792.40
<b>Total Income</b>	<b>\$21,792.40</b>

<b>Expenses:</b>	
Vehicle Expenses	\$89.02
Planning Salaries	\$1,811.88
Dues and Subscriptions	\$19.50
Travel	\$15.00
Office Expense	\$8.89
Indirect	\$2,119.17
<b>Total SRPC Expenses</b>	<b>\$4,063.46</b>

<b>Cash Match:</b>	
UPWP	\$7,955.04
EDA	\$1,638.97
Coastal	\$470.64
Source Water	\$415.44
Tufts Health Plan-CHAT	\$274.23
<b>Total Cash Match</b>	<b>\$10,754.32</b>

<b>Contract Overages:</b>	
	\$0.00
<b>Total Contract Overages</b>	<b>\$0.00</b>

<b>Total Expenses</b>	<b>\$14,817.78</b>
<b>Annual Dues Remaining</b>	<b>\$6,974.62</b>

**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 Pending Contract:**

- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan (contract in development)
- CommuteSmart Seacoast
- Economic Development Projects Implementation through BEA CEDR funding (contract pending G&C approval)

**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 (TBD) - 319 grant
- Town of Milton Nitrogen Source Identification Plans - SRF
- Town of Rollinsford Nitrogen Source Identification Plans - SRF
- Milton Three Ponds Watershed-Based Plan - 604b
- Cocheco River Management Plan - 604b
- Safe Streets for All - FHWA
- InvestNH Housing Navigator
- Brownfields

**Other Items on the Horizon**

- NHDES Source Water Protection grant round coming up (Nov.) – looking to ID a project
- NHDES Coastal Resilience grant postponed to early 2023 – several projects IDed

**NEXT MEETING October 21, 2022, 8 AM.**



**Status of Grant Applications and Project Proposals**

<b>Title</b>	<b>Funder</b>	<b>Funding Year(s)</b>	<b>Award \$</b>	<b>Dues Match \$</b>	<b>Application Status</b>	<b>Contract Status</b>	<b>Description/Notes</b>
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	\$50,000		approved	pending	Economic development implementation projects as identified by the Seacoast Economic Development Stakeholders (\$9,900 SRPC, \$40,100 pass through)
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.
<b>Brownfields</b>	<b>EPA</b>	<b>FY2024-2026</b>	<b>\$300,000</b>		<b>In development</b>	<b>pending</b>	<b>Renewal of SRPCs ongoing Brownfields Program, providing Phase I and II environmental assessments and redevelopment planning</b>

Updates since last meeting



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

	Aug 31, 22	Aug 31, 21	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
FSB Checking	117,310.42	21,101.33	96,209.09
FSB Savings	104,913.61	166,180.59	-61,266.98
<b>Total Checking/Savings</b>	222,224.03	187,281.92	34,942.11 <sup>1</sup>
<b>Accounts Receivable</b>			
Accounts Receivable	195,242.32	148,692.59	46,549.73
<b>Total Accounts Receivable</b>	195,242.32	148,692.59	46,549.73 <sup>2</sup>
<b>Other Current Assets</b>			
<b>Prepaid Expenses</b>			
Prepaid Website Expenses	0.00	151.92	-151.92
Prepaid Dues and Subscriptions	1,766.57	1,131.56	635.01
Prepaid training	600.00	600.00	0.00
<b>Total Prepaid Expenses</b>	2,366.57	1,883.48	483.09
Prepaid software support	5,017.46	4,864.39	153.07
Undeposited Funds	2,198.75	-6,904.49	9,103.24 <sup>3</sup>
<b>Total Other Current Assets</b>	9,582.78	-156.62	9,739.40
<b>Total Current Assets</b>	427,049.13	335,817.89	91,231.24
<b>Fixed Assets</b>			
<b>Vehicles</b>			
Vehicle Accumulated Depreciatio	-12,905.56	-7,169.68	-5,735.88 <sup>4</sup>
Ford Transit	22,943.35	22,943.35	0.00
<b>Total Vehicles</b>	10,037.79	15,773.67	-5,735.88
<b>Property and Equipment</b>			
Accumulated Depreciation	-15,745.44	-15,745.44	0.00
<b>Equipment Purchase</b>			
Lenova Think Server	3,983.04	3,983.04	0.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
<b>Total Equipment Purchase</b>	15,745.44	15,745.44	0.00
<b>Total Property and Equipment</b>	0.00	0.00	0.00
<b>Total Fixed Assets</b>	10,037.79	15,773.67	-5,735.88
<b>TOTAL ASSETS</b>	<b>437,086.92</b>	<b>351,591.56</b>	<b>85,495.36</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			

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

09/15/22

Accrual Basis

	Aug 31, 22	Aug 31, 21	\$ Change
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
FSB Credit Card	-32.88	7,281.60	-7,314.48
<b>Total Credit Cards</b>	-32.88	7,281.60	-7,314.48 <sup>5</sup>
<b>Other Current Liabilities</b>			
FY23 Dues in Advance	108,597.96	0.00	108,597.96
Current Portion of Lease Payabl	4,041.53	3,816.29	225.24 <sup>6</sup>
FY22 Dues in Advance	0.00	99,501.98	-99,501.98
<b>Benefits payable</b>			
Simple IRA payable	48.00	48.00	0.00
<b>Total Benefits payable</b>	48.00	48.00	0.00
Contract Revenue In Advance	30,854.11 <sup>7</sup>	29,964.16	889.95
<b>Payroll Liabilities</b>			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	1,329.31	2,165.25	-835.94
<b>Total Payroll Liabilities</b>	1,359.70	2,195.64	-835.94
<b>Total Other Current Liabilities</b>	144,901.30	135,526.07	9,375.23
<b>Total Current Liabilities</b>	144,868.42	142,807.67	2,060.75
<b>Long Term Liabilities</b>			
Lease Payable - Ford Motor Cred	4,673.84	9,501.13	-4,827.29 <sup>8</sup>
<b>Accrued expenses</b>			
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	18,666.70	17,500.00	1,166.70
<b>Total Accrued expenses</b>	112,697.21	95,994.10	16,703.11 <sup>9</sup>
<b>Total Long Term Liabilities</b>	117,371.05	105,495.23	11,875.82
<b>Total Liabilities</b>	262,239.47	248,302.90	13,936.57
<b>Equity</b>			
Retained Earnings	184,806.72	166,301.80	18,504.92 <sup>10</sup>
Net Income	-9,959.27	-63,013.14	53,053.87
<b>Total Equity</b>	174,847.45	103,288.66	71,558.79
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>437,086.92</b>	<b>351,591.56</b>	<b>85,495.36</b>

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

09/15/22

Accrual Basis

1. Cash: In the previous fiscal year, there were consultant checks written for \$37,600. We were still recovering from a three payroll month in the month of July. These factors, coupled with not receiving the June 2021 NHDOT reimbursement of \$121,167, severely impacted cash flow. In the current year, accounts receivable turnover has improved, we are receiving income in advance, and are making monthly transfers of dues and invoices against revenue in advance from savings to checking.
2. Accounts Receivable: See the Accounts Receivable Aging Summary Comments for details.
3. Undeposited Funds: This account reflects invoice payments received in the current month, but not deposited in the bank until the following month.
4. Vehicle: The vehicle was purchased in June of 2020. Depreciation is being accumulated monthly, over 48 months, at a rate of \$477.99 per month. EDA is now our cognizant agency for review of indirect cost rates. We have gotten permission to include all vehicle costs as indirect costs, except the interest portion of the monthly payments, which is being coded to dues expense. Balance sheet items continue to accumulate from year to year, so this fiscal year's balance for accumulated depreciation is from the start of the lease through the current month.
5. FSB Credit Card: The Lenovo server and computer monitors were purchased on the credit card in the previous fiscal year. It should be noted that the credit card statement period is mid-month, so the current fiscal year balance reflects office supply credits remaining on account at the end of the current month.
6. 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). Since the interest portion of the payment is reduced over the life of the lease, additional principle is booked each year.
7. Contract Revenue in Advance: Current year balance = Barrington Land Use and Transportation Chapters \$7,581, GSCH \$13,417, EDA \$9,856. Invoices are billed monthly to income on the profit and loss and applied to reduce the Contract Revenue in Advance balance.
8. 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)
9. 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.
10. Retained Earnings: Cumulative posting of net income from all prior years.

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>1000 Indirect Administration</b>						
1020 CDBG Grant Writing	0.00	0.00	0.00	0.00	4,000.00	4,000.00
<b>Total 1000 Indirect Administration</b>	0.00	0.00	0.00	0.00	4,000.00	4,000.00 <sup>1</sup>
<b>2000 LTA (Local Technical Assistance)</b>						
2021 Annual Dinner Attendance	0.00	0.00	0.00	60.00	0.00	60.00 <sup>2</sup>
2100 Dues						
2105 Town of Farmington dues	0.00	0.00	0.00	7,345.41	0.00	7,345.41
2109 Town of Milton dues	0.00	0.00	0.00	5,759.68	0.00	5,759.68
2111 Town of Newmarket dues	0.00	0.00	0.00	8,861.70	0.00	8,861.70
<b>Total 2100 Dues</b>	0.00	0.00	0.00	21,966.79	0.00	21,966.79 <sup>3</sup>
2200 PLUR Books						
2209 Town of Milton PLUR	0.00	0.00	0.00	-0.20	0.20	0.00
<b>Total 2200 PLUR Books</b>	0.00	0.00	0.00	-0.20	0.20	0.00
2000 LTA (Local Technical Assistance) - Other	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 2000 LTA (Local Technical Assistance)</b>	0.00	0.00	0.00	22,026.59	0.20	22,026.79
<b>3300 City of Dover</b>	0.00	0.00	0.00	750.00	0.00	750.00 <sup>4</sup>
<b>3500 Town of Farmington</b>						
3501 FAR Circuit Rider	3,914.38	0.00	4,139.38 <sup>5</sup>	0.00	0.00	8,053.76
<b>Total 3500 Town of Farmington</b>	3,914.38	0.00	4,139.38	0.00	0.00	8,053.76
<b>4000 Town of New Durham</b>						
4003 NDU ADU Update	1,250.00	0.00	1,250.00	0.00	0.00	2,500.00
<b>Total 4000 Town of New Durham</b>	1,250.00	0.00	1,250.00	0.00	0.00	2,500.00 <sup>6</sup>
<b>4200 Town of Northwood</b>						
4201 NOR Circuit Rider	2,912.88	0.00	0.00	0.00	0.00	2,912.88
<b>Total 4200 Town of Northwood</b>	2,912.88	0.00	0.00	0.00	0.00	2,912.88
<b>4300 Town of Nottingham</b>						
4301 NOT Circuit Rider	3,063.75	1,828.75 <sup>7</sup>	0.00	0.00	0.00	4,892.50
<b>Total 4300 Town of Nottingham</b>	3,063.75	1,828.75	0.00	0.00	0.00	4,892.50
<b>4400 City of Rochester</b>						
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 4400 City of Rochester</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>4700 Town of Strafford</b>						

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
4703 Strafford Master Plan	2,206.88	0.00	2,042.50	0.00	0.00	4,249.38
4701 Strafford Circuit Rider	1,755.00	0.00	1,821.88	0.00	0.00	3,576.88
<b>Total 4700 Town of Strafford</b>	<b>3,961.88</b>	<b>0.00</b>	<b>3,864.38</b> <sup>8</sup>	<b>0.00</b>	<b>0.00</b>	<b>7,826.26</b>
<b>4800 Town of Wakefield</b>						
4803 WAK NBRC Union Hotel Grant Admin	519.86	0.00	0.00	0.00	0.00	519.86
4801 Wakefield Circuit Rider 2021	480.00	0.00	0.00	0.00	0.00	480.00
<b>Total 4800 Town of Wakefield</b>	<b>999.86</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>999.86</b>
<b>5150 GSCH</b>						
5151 Creating Age Friendly Communities	0.00	0.00	10,125.00	0.00	0.00	10,125.00
<b>Total 5150 GSCH</b>	<b>0.00</b>	<b>0.00</b>	<b>10,125.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,125.00</b> <sup>9</sup>
<b>5201 UNH</b>						
5205 NDU PREPA	5,000.00	0.00	0.00	0.00	0.00	5,000.00
<b>Total 5201 UNH</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>
<b>5310 Lamprey River LAC</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>6000 NH Office of Planning &amp; Development</b>						
6001 TBG22-23	2,196.33	0.00	0.00	0.00	0.00	2,196.33
6002 ARPA RHNA	12,990.93	0.00	0.00	0.00	0.00	12,990.93
<b>Total 6000 NH Office of Planning &amp; Development</b>	<b>15,187.26</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,187.26</b>
<b>6100 NH DES</b>						
6103 Coastal 23	1,411.91	0.00	0.00	0.00	0.00	1,411.91
6304 LSWP Aquifers SWP-333	4,844.00	0.00	0.00	0.00	0.00	4,844.00
6151 PSM Flood Smart Seacoast	2,694.01	0.00	899.15 <sup>10</sup>	0.00	0.00	3,593.16
<b>Total 6100 NH DES</b>	<b>8,949.92</b>	<b>0.00</b>	<b>899.15</b>	<b>0.00</b>	<b>0.00</b>	<b>9,849.07</b>
<b>6500 DEPT OF SAFETY (OEM)</b>						
6501 PDM19 BAR NDU ROL SOM	0.00	0.00	1,237.50	0.00	0.00	1,237.50
<b>Total 6500 DEPT OF SAFETY (OEM)</b>	<b>0.00</b>	<b>0.00</b>	<b>1,237.50</b>	<b>0.00</b>	<b>0.00</b>	<b>1,237.50</b>
<b>6600 CDFA-CDBG Grant Administration</b>						
6602 CDBG Gafney Home	2,042.39	0.00	1,564.38 <sup>11</sup>	1,709.29	871.21	6,187.27
<b>Total 6600 CDFA-CDBG Grant Administration</b>	<b>2,042.39</b>	<b>0.00</b>	<b>1,564.38</b>	<b>1,709.29</b>	<b>871.21</b>	<b>6,187.27</b>
<b>7000 ECONOMIC DEVELOPMENT ADMINISTRATION</b>						
7002 EDA CARES	23,131.75	0.00	32,274.06 <sup>12</sup>	0.00	0.00	55,405.81

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION	23,131.75	0.00	32,274.06	0.00	0.00	55,405.81
7100 EPA						
7110 Brownfields 2019-2022	9,490.32	0.00	0.00	0.00	0.00	9,490.32
Total 7100 EPA	9,490.32	0.00	0.00	0.00	0.00	9,490.32 <sup>13</sup>
8000 DOT UPWP						
8001 UPWP 22-23	28,798.04	0.00	0.00	0.00	0.00	28,798.04
Total 8000 DOT UPWP	28,798.04	0.00	0.00	0.00	0.00	28,798.04
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b><u>108,702.43</u></b>	<b><u>1,828.75</u></b>	<b><u>55,353.85</u></b>	<b><u>24,485.88</u></b>	<b><u>4,871.41</u></b>	<b><u>195,242.32</u></b>



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

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1. CDBG Grant Writing: \$4,000 received in September
2. Annual Meeting Outstanding: Christine Lambson \$20, Ed Pacht \$20, Manuel Ramirez \$20
3. Dues Outstanding: All three communities have been sent two reminders. Newmarket has responded that they will take care of the outstanding balance.
4. City of Dover: Donna Benton has followed up on the outstanding balance
5. Farmington: \$4,139.38 received in September
6. New Durham ADU: Robin has followed up on the outstanding balance
7. Nottingham: \$1,828.75 received in September
8. Strafford: \$3,864.38 received in September
9. GSCH: I have followed up with Erin Ross
10. PSM: \$899.15 received in September
11. Gafney Home: \$1,564.38 received in September
12. EDA: \$32,274.06 received in September
13. EPA: \$9,490.32 received in September

Draft

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

09/15/22

Accrual Basis

	Aug 22	Aug 21	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
2000 SRPC Membership Dues	10,896.22	9,950.20	946.02
<b>SRPC Revenue</b>			
<b>Municipal and NonProfit Revenue</b>			
3103 BAR Land Use Chapter	1,821.25	0.00	1,821.25
3501 FAR Circuit Rider	3,914.38	3,203.45	710.93
4201 NORPlanning Services	2,912.88	947.53	1,965.35
4301 NOT Circuit Rider	3,063.75	2,959.65	104.10
4701 Strafford Circuit Rider	1,755.00	3,623.45	-1,868.45
4703 STR MP Update	2,206.88	0.00	2,206.88
4801 WAK Circuit Rider	480.00	0.00	480.00
4803 WAK NBRC Union Hotel	519.86	0.00	519.86
5151 GSCH - Tufts	1,057.61	3,425.25	-2,367.64
5101 NHCHF	0.00	2,544.08	-2,544.08
<b>Total Municipal and NonProfit Revenue</b>	17,731.61	16,703.41	1,028.20
<b>Total SRPC Revenue</b>	17,731.61	16,703.41	1,028.20
<b>Federal Agencies Incl EDD</b>			
7003 EDD Planning Partnership	13,234.44	1,988.72	11,245.72
7002 EDA CARES	23,131.75	15,802.06	7,329.69
7001 EDD Planning Grant	0.00	1,903.00	-1,903.00
7110 EPA Brownfields	9,490.32	26,772.21	-17,281.89
<b>Total Federal Agencies Incl EDD</b>	45,856.51	46,465.99	-609.48
<b>State Award Revenue</b>			
<b>Office Of Planning and Dev</b>			
6001 TBG 22-23	2,196.33	0.00	2,196.33
6002 ARPA RHNA	12,990.93	0.00	12,990.93
<b>Total Office Of Planning and Dev</b>	15,187.26	0.00	15,187.26
<b>NHDES</b>			
6103 Coastal FY23	2,928.05	0.00	2,928.05
6151 Project of Special Merit	2,694.01	0.00	2,694.01
3303 DOV Equity	0.00	2,614.61	-2,614.61
6180 NFWF Great Bay Shoreline	0.00	1,336.73	-1,336.73
3404 DUR Resilience			
DUR CHAMP Match	0.00	2,530.83	-2,530.83
3404 DUR Resilience - Other	0.00	6,064.28	-6,064.28
<b>Total 3404 DUR Resilience</b>	0.00	8,595.11	-8,595.11
6102 Coastal FY22	0.00	923.38	-923.38
6303 Local Source Water MIL ROL	0.00	1,308.12	-1,308.12
6304 LSWP - Aquifers	5,259.44	0.00	5,259.44

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

09/15/22

Accrual Basis

	Aug 22	Aug 21	\$ Change
Total NHDES	10,881.50	14,777.95	-3,896.45
UNH			
5205 UNH PREPA NDU	8,107.16	0.00	8,107.16
Total UNH	8,107.16	0.00	8,107.16
CDFA			
6601 CDBG Grant	2,042.39	0.00	2,042.39
Total CDFA	2,042.39	0.00	2,042.39
Total State Award Revenue	36,218.31	14,777.95	21,440.36
MPO Revenue			
NH DOT			
8001 UPWP 22-23	31,997.82	44,502.30	-12,504.48
Total NH DOT	31,997.82	44,502.30	-12,504.48
Total MPO Revenue	31,997.82	44,502.30	-12,504.48
Contra Income Cash Match			
Cash Match GSCH	-175.26	0.00	-175.26
Coastal Cash Match	-470.64	-153.84	-316.80
Cash Match NDU PREPA	-1,250.00	0.00	-1,250.00
LSWP Cash Match			
LSWP SRPC Cash Match	-415.44	0.00	-415.44
LSWP ROL Cash Match	0.00	-75.36	75.36
Total LSWP Cash Match	-415.44	-75.36	-340.08
EDD Cash Match	-640.03	-397.74	-242.29
Durham Resilience Cash Match	0.00	-2,530.83	2,530.83
Dover Equity Cash Match			
Dover Cash Match	0.00	279.50	-279.50
SRPC Cash Match	0.00	112.42	-112.42
Total Dover Equity Cash Match	0.00	391.92	-391.92
DOT Cash Match			
BAR Cash Match	98.72	0.00	98.72
DOT Cash Match - Other	-3,199.78	-4,450.23	1,250.45
Total DOT Cash Match	-3,101.06	-4,450.23	1,349.17
Total Contra Income Cash Match	-6,052.43	-7,216.08	1,163.65
Contra Income InKind/Soft Match			
In-Kind Coastal Match	-1,045.50	0.00	-1,045.50
IK NDU PREPA (NDU ADU)	-607.16	0.00	-607.16

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

09/15/22

Accrual Basis

	Aug 22	Aug 21	\$ Change
IK LSWP	0.00	-403.76	403.76
IK DOV Equity	0.00	-725.70	725.70
IK DUR Resilience	0.00	-2,486.48	2,486.48
In-Kind EDD Match	-10,034.30	-265.99	-9,768.31
<b>Total Contra Income InKind/Soft Match</b>	<b>-11,686.96</b>	<b>-3,881.93</b>	<b>-7,805.03</b>
<b>Contract Overage</b>	<b>0.00</b>	<b>-16.35</b>	<b>16.35</b>
<b>Total Income</b>	<b>124,961.08</b>	<b>121,285.49</b>	<b>3,675.59</b>
<b>Gross Profit</b>	<b>124,961.08</b>	<b>121,285.49</b>	<b>3,675.59</b>
<b>Expense</b>			
<b>Personnel Expenses</b>			
<b>Salary and Wages</b>			
STD Reimbursement	0.00	-1,592.45	1,592.45
Salary and Wages - Other	69,214.35	59,817.94	9,396.41
<b>Total Salary and Wages</b>	<b>69,214.35</b>	<b>58,225.49</b>	<b>10,988.86</b>
<b>Payroll Expenses</b>			
FSA Fees	0.00	2.75	-2.75
Dental insurance expense	431.27	508.94	-77.67
Health incentive	371.01	467.72	-96.71
Health Insurance expense	5,714.77	8,192.47	-2,477.70
Life Insurance expense	104.89	110.33	-5.44
LTD Insurance expense	58.80	60.41	-1.61
STD insurance expense	200.23	238.70	-38.47
Payroll Processing Fees	239.50	228.00	11.50
Pension expense	1,755.81	1,600.23	155.58
Unemployment expense	164.08	-919.00	1,083.08
Workers Compensation	159.08	179.95	-20.87
<b>Payroll Taxes</b>			
Medicare Expense	986.10	842.96	143.14
Social Security expense	4,216.41	3,604.37	612.04
Payroll Taxes - Other	-0.02	-0.01	-0.01
<b>Total Payroll Taxes</b>	<b>5,202.49</b>	<b>4,447.32</b>	<b>755.17</b>
<b>Total Payroll Expenses</b>	<b>14,401.93</b>	<b>15,117.82</b>	<b>-715.89</b>
<b>Dues and Subscriptions</b>	<b>309.82</b>	<b>333.91</b>	<b>-24.09</b>
<b>Staff Training and Seminars</b>	<b>27.50</b>	<b>50.00</b>	<b>-22.50</b>
<b>Total Personnel Expenses</b>	<b>83,953.60</b>	<b>73,727.22</b>	<b>10,226.38</b>
<b>Equipment expense</b>			
Copier Maintenance Contract	357.27	319.85	37.42
Office furniture			

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

09/15/22

Accrual Basis

	Aug 22	Aug 21	\$ Change
Computer equipment	0.00	5,285.36	-5,285.36
Office furniture - Other	418.95	175.20	243.75
<b>Total Office furniture</b>	<b>418.95</b>	<b>5,460.56</b>	<b>-5,041.61</b> <sup>3</sup>
Other Equipment Repair and Cost	0.00	549.30	-549.30
<b>Software expense</b>			
ArInfo/View software	455.25	400.00	55.25
Office Software			
iDrive	66.63	49.97	16.66
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	75.98	973.93	-897.95
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	212.50	110.55	101.95
<b>Total Office Software</b>	<b>766.00</b>	<b>1,466.81</b>	<b>-700.81</b>
<b>Total Software expense</b>	<b>1,221.25</b>	<b>1,866.81</b>	<b>-645.56</b>
<b>Traffic Count Expenses</b>			
Traffic Count Police Detail	0.00	1,003.00	-1,003.00
<b>Total Traffic Count Expenses</b>	<b>0.00</b>	<b>1,003.00</b>	<b>-1,003.00</b>
<b>Total Equipment expense</b>	<b>1,997.47</b>	<b>9,199.52</b>	<b>-7,202.05</b>
<b>Fixed Expenses</b>			
Insurance			
Liability Insurance	597.75	406.45	191.30
<b>Total Insurance</b>	<b>597.75</b>	<b>406.45</b>	<b>191.30</b>
Rent	2,500.00	2,500.00	0.00
Vehicle Expenses			
Depreciation Expense	477.99	477.99	0.00
Vehicle Gas & Repairs	108.37	80.68	27.69
Vehicle Interest	43.57	65.48	-21.91
<b>Total Vehicle Expenses</b>	<b>629.93</b>	<b>624.15</b>	<b>5.78</b>
<b>Total Fixed Expenses</b>	<b>3,727.68</b>	<b>3,530.60</b>	<b>197.08</b>
<b>Communications</b>			
Postage and Delivery	17.99	17.99	0.00
Telephone and Internet	249.49	287.11	-37.62
Website maintenance and updates			

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

09/15/22

Accrual Basis

	Aug 22	Aug 21	\$ Change
Website and logo design	8.44	532.64	-524.20
<b>Total Website maintenance and updates</b>	<b>8.44</b>	<b>532.64</b>	<b>-524.20</b>
<b>Total Communications</b>	<b>275.92</b>	<b>837.74</b>	<b>-561.82</b>
<b>Administrative</b>			
Office Expense	857.31	872.72	-15.41
Office Supplies			
Plotter Ink and Supplies	697.69	0.00	697.69
Office Supplies - Other	82.91	176.10	-93.19
<b>Total Office Supplies</b>	<b>780.60</b>	<b>176.10</b>	<b>604.50</b>
Professional Fees			
Accounting, Audit	1,333.33	1,250.00	83.33
<b>Total Professional Fees</b>	<b>1,333.33</b>	<b>1,250.00</b>	<b>83.33</b>
Travel & Ent			
Travel	671.64	363.72	307.92
<b>Total Travel &amp; Ent</b>	<b>671.64</b>	<b>363.72</b>	<b>307.92</b>
<b>Total Administrative</b>	<b>3,642.88</b>	<b>2,662.54</b>	<b>980.34</b>
<b>Contract Labor</b>			
Financial Services	0.00	5,167.50	-5,167.50 <sup>4</sup>
IT and Network support	4,320.00	270.00	4,050.00 <sup>5</sup>
Pass Through Expense			
EDA CARES Contract Support	5,057.75	1,852.50	3,205.25
EPA Brownfields Consultants	9,085.04	25,796.13	-16,711.09
NHDOT Consultant	0.00	6,992.67	-6,992.67
Project Supplies	0.00	50.00	-50.00
DUR Resilience Subcontract	0.00	137.99	-137.99
Sunrise Lake Subcontract	0.00	4,618.84	-4,618.84
<b>Total Pass Through Expense</b>	<b>14,142.79</b>	<b>39,448.13</b>	<b>-25,305.34 <sup>6</sup></b>
<b>Total Contract Labor</b>	<b>18,462.79</b>	<b>44,885.63</b>	<b>-26,422.84</b>
<b>Total Expense</b>	<b>112,060.34</b>	<b>134,843.25</b>	<b>-22,782.91</b>
<b>Net Ordinary Income</b>	<b>12,900.74</b>	<b>-13,557.76</b>	<b>26,458.50</b>
<b>Other Income/Expense</b>			
Other Income			
Interest Income	16.68	13.66	3.02
<b>Total Other Income</b>	<b>16.68</b>	<b>13.66</b>	<b>3.02</b>

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

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	<u>Aug 22</u>	<u>Aug 21</u>	<u>\$ Change</u>
Net Other Income	16.68	13.66	3.02
Net Income	<u>12,917.42</u>	<u>-13,544.10</u>	<u>26,461.52</u>

Draft

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

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1. Revenue: Several of these projects are task based and cannot be billed until 50% or 100% of tasks are completed. Revenue may not match costs for work done during the interim. Given the changing nature of the contract "portfolio", it is hard to compare each contract from one fiscal year to another.
2. Personnel Costs: Increased staffing and pay rate increases resulted in increased salary and payroll tax costs for the current fiscal year. Although health insurance costs decreased in the current fiscal year, unemployment expense increased from the previous fiscal year, due to a FY21 "holiday premium credit" received in August 2021 of \$919.
3. Computer equipment and Office furniture: In the previous fiscal year, 3 computers and 10 monitors were scheduled for replacement.
4. Financial Services: The financial consultant was hired as an employee in October of 2021.
5. IT and Network support: In the current fiscal year, a cybersecurity audit was performed for \$4,050.
6. Pass Through Expense: Amounts are dependent on various contract support needs and timing of consultant work performed and associated invoices received.

Draft



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

Date	Name	Memo	Amount
<b>2000 LTA (Local Technical Assistance)</b>			
08/01/2022	2000 LTA (Local Te...	Dues 130754.60 (LESS NOT, BRK) = 10896.22/mo Aug-Jun 2022 (Jul 10896.18)	10,896.22
Total 2000 LTA (Local Technical Assistance)			10,896.22
<b>3100 Town of Barrington</b>			
<b>3103 Barrington Land Use Chapter</b>			
08/31/2022	3100 Town of Barri...	Progress Billing - Barrington Land Use Chapter - August 2022	1,821.25
08/31/2022	3100 Town of Barri...	Progress Billing - Barrington Land Use Chapter - Transportation Match August 2022	98.72
Total 3103 Barrington Land Use Chapter			1,919.97
Total 3100 Town of Barrington			1,919.97
<b>3500 Town of Farmington</b>			
<b>3501 FAR Circuit Rider</b>			
08/31/2022	3500 Town of Farmi...	Progress Billing - Farmington Circuit Rider - August 2022	3,914.38
Total 3501 FAR Circuit Rider			3,914.38
Total 3500 Town of Farmington			3,914.38
<b>4000 Town of New Durham</b>			
<b>4003 NDU ADU Update</b>			
08/31/2022	4000 Town of New ...	Cash Match Town of New Durham - NDU PREPA/NDU ADU	1,250.00
Total 4003 NDU ADU Update			1,250.00
Total 4000 Town of New Durham			1,250.00
<b>4200 Town of Northwood</b>			
<b>4201 NOR Circuit Rider</b>			
08/31/2022	4200 Town of North...	Progress Billing - Northwood Circuit Rider - August 2022	2,912.88
Total 4201 NOR Circuit Rider			2,912.88
Total 4200 Town of Northwood			2,912.88
<b>4300 Town of Nottingham</b>			
<b>4301 NOT Circuit Rider</b>			
08/31/2022	4300 Town of Nottin...	Progress Billing - Nottingham Circuit Rider - August 2022	3,063.75
Total 4301 NOT Circuit Rider			3,063.75
Total 4300 Town of Nottingham			3,063.75
<b>4700 Town of Strafford</b>			
<b>4703 Strafford Master Plan</b>			
08/31/2022	4700 Town of Straff...	Progress Billing -Strafford Master Plan Update - August 2022	2,206.88
Total 4703 Strafford Master Plan			2,206.88

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

Date	Name	Memo	Amount
<b>4701 Strafford Circuit Rider</b>			
08/31/2022	4700 Town of Straff...	Progress Billing - Strafford Circuit Rider - August 2022	1,755.00
Total 4701 Strafford Circuit Rider			1,755.00
Total 4700 Town of Strafford			3,961.88
<b>4800 Town of Wakefield</b>			
<b>4803 WAK NBRC Union Hotel Grant Admin</b>			
08/31/2022	4800 Town of Wake...	Progress Billing - Wakefield NBRC Union Hotel Grant Admin - Dec 2021-August 2022	519.86
Total 4803 WAK NBRC Union Hotel Grant Admin			519.86
<b>4801 Wakefield Circuit Rider 2021</b>			
08/31/2022	4800 Town of Wake...	Progress Billing - Wakefield Circuit Rider - August 2022	480.00
Total 4801 Wakefield Circuit Rider 2021			480.00
Total 4800 Town of Wakefield			999.86
<b>5150 GSCH</b>			
<b>5151 Creating Age Friendly Communities</b>			
08/31/2022	5150 GSCH:5151 C...	Progress Billing - GSCH - August 2022	1,057.61
08/31/2022	5150 GSCH:5151 C...	Cash Match	-175.26
Total 5151 Creating Age Friendly Communities			882.35
Total 5150 GSCH			882.35
<b>5201 UNH</b>			
<b>5205 NDU PREPA</b>			
08/31/2022	5201 UNH:5205 ND...	Progress Billing - New Durham PREPA-P0053482 - March through August 2022	8,107.16
08/31/2022	5201 UNH:5205 ND...	Cash Match Town of New Durham	-2,500.00
08/31/2022	5201 UNH:5205 ND...	New Durham PREPA In Kind Match	-607.16
Total 5205 NDU PREPA			5,000.00
Total 5201 UNH			5,000.00
<b>6000 NH Office of Planning &amp; Development</b>			
<b>6001 TBG22-23</b>			
08/31/2022	6000 NH Office of P...	Progress Billing Targeted Block Grant FY23 - August 2022	2,196.33
Total 6001 TBG22-23			2,196.33
<b>6002 ARPA RHNA</b>			
08/31/2022	6000 NH Office of P...	Progress Billing - ARPA Regional Housing Needs Assessment - August 2022	12,990.93
Total 6002 ARPA RHNA			12,990.93
Total 6000 NH Office of Planning & Development			15,187.26

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

Date	Name	Memo	Amount
<b>6100 NH DES</b>			
<b>6103 Coastal 23</b>			
08/31/2022	6100 NH DES:6103...	Progress Billing Grant #21-306-09, Coastal 2023 - July through August 2022	2,928.05
08/31/2022	6100 NH DES:6103...	Cash Match	-470.64
08/31/2022	6100 NH DES:6103...	In Kind match for Coastal grant	-1,045.50
Total 6103 Coastal 23			1,411.91
<b>6304 LSWP Aquifers SWP-333</b>			
08/31/2022	6100 NH DES:6304...	Progress Billing - LSWP 333 - 3/7/22-8/31/22 (100% Task 1 for each town)	5,259.44
08/31/2022	6100 NH DES:6304...	LSWP Cash Match	-415.44
Total 6304 LSWP Aquifers SWP-333			4,844.00
<b>6151 PSM Flood Smart Seacoast</b>			
08/31/2022	6100 NH DES:6151...	Progress Billing PSM Flood Smart - August 2022	2,694.01
Total 6151 PSM Flood Smart Seacoast			2,694.01
Total 6100 NH DES			8,949.92
<b>6600 CDFA-CDBG Grant Administration</b>			
<b>6602 CDBG Gafney Home</b>			
08/31/2022	6600 CDFA-CDBG ...	CDBG Grant Administration - Gafney Home - August 2022	2,042.39
Total 6602 CDBG Gafney Home			2,042.39
Total 6600 CDFA-CDBG Grant Administration			2,042.39
<b>7000 ECONOMIC DEVELOPMENT ADMINISTRATION</b>			
<b>7002 EDA CARES</b>			
08/31/2022	7000 ECONOMIC ...	EDA CARES - Project 01-69-15047 - Progress Billing - August 2022	23,131.75
Total 7002 EDA CARES			23,131.75
<b>7003 EDA FY22</b>			
08/31/2022	7000 ECONOMIC ...	Progress Billing EDD Planning Partnership - August 2022	13,234.44
08/31/2022	7000 ECONOMIC ...	Cash Match	-640.03
08/31/2022	7000 ECONOMIC ...	In Kind Match	-10,034.30
Total 7003 EDA FY22			2,560.11
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			25,691.86
<b>7100 EPA</b>			
<b>7110 Brownfields 2019-2022</b>			
08/31/2022	7100 EPA:7110 Bro...	Progress Billing - Brownfields - July through August 2022	9,490.32
Total 7110 Brownfields 2019-2022			9,490.32
Total 7100 EPA			9,490.32

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>8000 DOT UPWP</b>			
<b>8001 UPWP 22-23</b>			
08/31/2022	8000 DOT UPWP:8...	Progress Billing - UPWP - August 2022	31,997.82
08/31/2022	8000 DOT UPWP:8...	10% Matching Funds	-3,199.78
Total 8001 UPWP 22-23			28,798.04
Total 8000 DOT UPWP			28,798.04
<b>TOTAL</b>			<b>124,961.08</b>

Draft

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

Ordinary Income/Expense	Jul - Aug 22	Budget	\$ Over Budget
<b>Income</b>			
2000 SRPC Membership Dues	21,792.40	21,792.40	0.00
<b>SRPC Revenue</b>			
<b>Municipal and NonProfit Revenue</b>			
3103 BAR Land Use Chapter	3,276.88	1,899.70	1,377.18
3501 FAR Circuit Rider	8,053.76	6,666.70	1,387.06
4201 NORPlanning Services	5,111.63	4,166.70	944.93
4301 NOT Circuit Rider	4,892.50	4,166.70	725.80
4603 SOM Historic Sites GIS	0.00	500.00	-500.00
4701 Strafford Circuit Rider	3,576.88	6,333.30	-2,756.42
4703 STR MP Update	4,249.38	5,099.20	-849.82
4801 WAK Circuit Rider	480.00	833.32	-353.32
4802 Sanbornville Precinct	0.00	666.70	-666.70
4803 WAK NBRC Union Hotel	519.86	500.00	19.86
5002 NHARPC Administration	0.00	1,333.30	-1,333.30
5151 GSCH - Tufts	1,654.86	5,083.30	-3,428.44
<b>Total Municipal and NonProfit Revenue</b>	<u>31,815.75</u>	<u>37,248.92</u>	<u>-5,433.17</u>
<b>Total SRPC Revenue</b>	31,815.75	37,248.92	-5,433.17
<b>Federal Agencies Incl EDD</b>			
7003 EDD Planning Partnership	25,735.77	23,333.30	2,402.47
7002 EDA CARES	55,405.81	30,166.67	25,239.14
7110 EPA Brownfields	9,490.32	11,266.67	-1,776.35
<b>Total Federal Agencies Incl EDD</b>	<u>90,631.90</u>	<u>64,766.64</u>	<u>25,865.26</u>
<b>State Award Revenue</b>			
<b>Office Of Planning and Dev</b>			
6001 TBG 22-23	3,359.18	1,851.80	1,507.38
6002 ARPA RHNA	20,266.97	11,666.68	8,600.29
<b>Total Office Of Planning and Dev</b>	<u>23,626.15</u>	<u>13,518.48</u>	<u>10,107.67</u>
<b>NHDES</b>			
6103 Coastal FY23	2,928.05	5,000.00	-2,071.95
6151 Project of Special Merit	3,593.16	2,833.30	759.86
6250 Watershed PRB	0.00	9,800.00	-9,800.00
6304 LSWP - Aquifers	5,259.44	4,363.62	895.82
<b>Total NHDES</b>	<u>11,780.65</u>	<u>21,996.92</u>	<u>-10,216.27</u>
<b>UNH</b>			
5205 UNH PREPA NDU	8,107.16	7,500.00	607.16
<b>Total UNH</b>	<u>8,107.16</u>	<u>7,500.00</u>	<u>607.16</u>
<b>CDFA</b>			

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

	Jul - Aug 22	Budget	\$ Over Budget
6601 CDBG Grant	3,606.77	1,333.30	2,273.47
<b>Total CDFA</b>	<b>3,606.77</b>	<b>1,333.30</b>	<b>2,273.47</b>
<b>Pre-Disaster Mitigation</b>			
6501 PDM19 BAR NDU ROL SOM	1,650.00	444.67	1,205.33
6502 PDM DUR MID MIL NOT STR WA	0.00	5,151.50	-5,151.50
<b>Total Pre-Disaster Mitigation</b>	<b>1,650.00</b>	<b>5,596.17</b>	<b>-3,946.17</b>
<b>Total State Award Revenue</b>	<b>48,770.73</b>	<b>49,944.87</b>	<b>-1,174.14</b>
<b>MPO Revenue</b>			
NH DOT			
8001 UPWP 22-23	81,543.09	0.00	81,543.09
NH DOT - Other	0.00	111,666.70	-111,666.70
<b>Total NH DOT</b>	<b>81,543.09</b>	<b>111,666.70</b>	<b>-30,123.61</b>
<b>Total MPO Revenue</b>	<b>81,543.09</b>	<b>111,666.70</b>	<b>-30,123.61</b>
<b>Contra Income Cash Match</b>			
Cash Match GSCH	-274.23	-833.30	559.07
Coastal Cash Match	-470.64	-416.70	-53.94
LSWP Cash Match			
LSWP SRPC Cash Match	-415.44	0.00	-415.44
LSWP Cash Match - Other	0.00	-363.62	363.62
<b>Total LSWP Cash Match</b>	<b>-415.44</b>	<b>-363.62</b>	<b>-51.82</b>
EDD Cash Match	-1,638.97	-2,916.70	1,277.73
DOT Cash Match			
BAR Cash Match	199.27	114.70	84.57
DOT Cash Match - Other	-8,154.31	-11,052.00	2,897.69
<b>Total DOT Cash Match</b>	<b>-7,955.04</b>	<b>-10,937.30</b>	<b>2,982.26</b>
<b>Total Contra Income Cash Match</b>	<b>-10,754.32</b>	<b>-15,467.62</b>	<b>4,713.30</b>
<b>Contra Income InKind/Soft Match</b>			
In-Kind Coastal Match	-1,045.50	-2,083.30	1,037.80
PRB IK Match	0.00	-3,833.32	3,833.32
IK NDU PREPA (NDU ADU)	-607.16	-2,500.00	1,892.84
In-Kind EDD Match	-17,540.95	-8,750.00	-8,790.95
In-Kind HazMit Match	-412.50	-1,399.23	986.73
<b>Total Contra Income InKind/Soft Match</b>	<b>-19,606.11</b>	<b>-18,565.85</b>	<b>-1,040.26</b>
<b>Total Income</b>	<b>244,193.44</b>	<b>251,386.06</b>	<b>-7,192.62</b>

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

	Jul - Aug 22	Budget	\$ Over Budget
<b>Gross Profit</b>	244,193.44	251,386.06	-7,192.62 <sup>1</sup>
<b>Expense</b>			
<b>Personnel Expenses</b>			
<b>Salary and Wages</b>	168,217.23	144,688.50	23,528.73
<b>Payroll Expenses</b>			
Dental insurance expense	862.54	1,031.70	-169.16
Health incentive	8,081.41	1,962.70	6,118.71
Health Insurance expense	11,437.53	14,928.20	-3,490.67
Life Insurance expense	209.78	215.80	-6.02
LTD Insurance expense	117.60	124.70	-7.10
STD insurance expense	400.46	487.70	-87.24
Payroll Processing Fees	609.25	629.70	-20.45
Pension expense	4,347.96	4,274.50	73.46
Unemployment expense	328.16	328.20	-0.04
Workers Compensation	318.16	318.20	-0.04
Payroll Taxes	13,213.67	11,068.70	2,144.97
<b>Total Payroll Expenses</b>	39,926.52	35,370.10	4,556.42
<b>Dues and Subscriptions</b>	827.98	972.70	-144.72
<b>Staff Training and Seminars</b>	747.50	2,333.30	-1,585.80
<b>Total Personnel Expenses</b>	209,719.23	183,364.60	26,354.63 <sup>2</sup>
<b>Equipment expense</b>			
Copier Maintenance Contract	677.12	639.70	37.42
Office furniture			
Computer equipment	0.00	650.00	-650.00
Office furniture - Other	418.95	166.70	252.25
<b>Total Office furniture</b>	418.95	816.70	-397.75
<b>Other Equipment Repair and Cost</b>			
Equipment Rental & Repair	0.00	83.30	-83.30
<b>Total Other Equipment Repair and Cost</b>	0.00	83.30	-83.30
<b>Software expense</b>			
ArInfo/View software	910.50	910.50	0.00
Office Software			
Timesheet Software	296.00	0.00	296.00
Adobe In Design	183.45	0.00	183.45
Anti-virus software	81.70	0.00	81.70
Constant Contact	171.00	0.00	171.00
DropBox	23.98	0.00	23.98
Microsoft Office 365	421.37	0.00	421.37
Office Software - Other	0.00	1,280.00	-1,280.00

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

	Jul - Aug 22	Budget	\$ Over Budget
<b>Total Office Software</b>	1,559.80	1,280.00	279.80
Transcad software/maintenance	0.00	250.00	-250.00
<b>Total Software expense</b>	2,470.30	2,440.50	29.80
<b>Traffic Count Expenses</b>			
Traffic counting supplies	67.33	500.00	-432.67
<b>Total Traffic Count Expenses</b>	67.33	500.00	-432.67
<b>Total Equipment expense</b>	3,633.70	4,480.20	-846.50
<b>Fixed Expenses</b>			
<b>Insurance</b>			
Liability Insurance	1,195.50	1,195.50	0.00
<b>Total Insurance</b>	1,195.50	1,195.50	0.00
<b>Rent</b>	5,000.00	5,000.00	0.00
<b>Vehicle Expenses</b>			
Depreciation Expense	955.98	0.00	955.98
Vehicle Gas & Repairs	274.23	0.00	274.23
Vehicle Interest	89.02	0.00	89.02
Vehicle Expenses - Other	0.00	1,837.30	-1,837.30
<b>Total Vehicle Expenses</b>	1,319.23	1,837.30	-518.07
<b>Total Fixed Expenses</b>	7,514.73	8,032.80	-518.07
<b>Communications</b>			
Media Outreach Expense	0.00	166.70	-166.70
Office Telephone System	0.00	194.00	-194.00
Postage and Delivery	35.98	66.70	-30.72
Telephone and Internet	661.74	600.00	61.74
<b>Website maintenance and updates</b>			
Website and logo design	16.88	0.00	16.88
Website maintenance and updates - Other	113.00	237.80	-124.80
<b>Total Website maintenance and updates</b>	129.88	237.80	-107.92
<b>Total Communications</b>	827.60	1,265.20	-437.60
<b>Administrative</b>			
Library & Planning Books	40.00	0.00	40.00
Meetings Expense	181.54	583.30	-401.76
Office Expense	2,006.73	2,512.50	-505.77
Office Supplies	818.59	500.00	318.59
Printing and Reproduction	0.00	25.00	-25.00



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

	Jul - Aug 22	Budget	\$ Over Budget
<b>Professional Fees</b>			
Accounting, Audit	2,666.70	2,666.70	0.00
Legal Fees	0.00	666.70	-666.70
<b>Total Professional Fees</b>	2,666.70	3,333.40	-666.70
<b>Travel &amp; Ent</b>			
Travel	1,223.93	0.00	1,223.93
Travel & Ent - Other	0.00	833.30	-833.30
<b>Total Travel &amp; Ent</b>	1,223.93	833.30	390.63
<b>Total Administrative</b>	6,937.49	7,787.50	-850.01
<b>Contract Labor</b>			
IT and Network support	4,590.00	2,633.30	1,956.70 <sup>3</sup>
Pass Through Expense			
PRB Consultants	0.00	4,108.32	-4,108.32
EDA CARES Contract Support	11,877.00	3,000.00	8,877.00
EPA Brownfields Consultants	9,085.04	9,800.00	-714.96
NH DOT Consultant	0.00	5,666.70	-5,666.70
RPC FTA Subcontract	0.00	1,950.80	-1,950.80
<b>Total Pass Through Expense</b>	20,962.04	24,525.82	-3,563.78 <sup>4</sup>
<b>Total Contract Labor</b>	25,552.04	27,159.12	-1,607.08
<b>Total Expense</b>	254,184.79	232,089.42	22,095.37
<b>Net Ordinary Income</b>	-9,991.35	19,296.64	-29,287.99
<b>Other Income/Expense</b>			
Other Income			
Interest Income	32.08	16.70	15.38
<b>Total Other Income</b>	32.08	16.70	15.38
<b>Net Other Income</b>	32.08	16.70	15.38
<b>Net Income</b>	<b>-9,959.27</b>	<b>19,313.34</b>	<b>-29,272.61</b>

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

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1. Revenues: Differences are mostly attributable to timing of project work performed versus budgeting on an even monthly basis for the months the contract is in effect. Many projects are task-based and cannot be billed until a specified percentage of task completion, which may not coincide with the monthly budget revenue spread. Billing is also contingent upon receipt of contractor invoices for several projects, where SRPC administration of the project is minimal. Also keep in mind that the gross revenue figures include any match requirements for each project.
2. Personnel: All Personnel costs were spread evenly for each month. Actual costs on the report reflect hours paid. July and December for both fiscal years, for example, have three pay periods but the budget was established using 1/12 of budgeted personnel costs per month. Typically, health Incentives get paid to employees at the end of the fiscal year. In the current fiscal year, FY2022 health incentives were dated in the current fiscal year. Since these checks run through payroll, we will discuss with the auditors if a journal entry can be made to move these costs into the prior fiscal year. Health benefits were estimated and may not reflect actual staff utilization.
3. IT Services: IT costs were spread evenly over 12 months and may not coincide with the timing of actual invoices received. Actual costs reflect the consultant fee for the cybersecurity audit, in addition to the regular monthly IT service fees.
4. Pass Through Expenses: These expenses are contingent upon receipt of contractor invoices. Costs are distributed evenly over the course of the year and may not agree with the timing of actual costs and invoices received.

Draft

# 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 9/16/22 for adoption by the full Commission September 22, 2022

					CPI Rate	0.0%	0.0%			
Current FY2023 Dues Rates					Proposed FY2024 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	\$1.2475	\$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	
<b>TOTALS</b>	<b>153,659</b>			<b>\$ 137,993.70</b>	<b>156,145</b>			<b>\$139,764.25</b>	<b>\$1,770.55</b>	

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>

\$ 130,754.60	Total without Non-dues Paying Towns (BRK and NOT)	\$132,466.66
population change	2,486	

# Strafford Regional Planning Commission

## Draft Fiscal Year 2024 Dues Rates - OPTION 3: Adjust Population and Rate by 1/2 of current CPI

To be reviewed by the Executive Committee on 9/16/22 for adoption by the full Commission September 22, 2022

Current FY2023 Dues Rates					50% of CPI Rate	4.25%	4.25%			
Community	2019 Population Estimates (NHOPD)	FY2023 Per Capita Rate for up to 5,000 Population	FY2023 Per Capita Rate for above 5,000 Population	FY2023 Approved Dues	Proposed FY2024 Dues Rates					
					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	\$1.3005	\$0.6134	\$23,518.89	\$1,515.42	
Rochester	30,992	\$1.2475	\$0.5884	\$21,530.98	32,492	\$1.3005	\$0.6134	\$23,366.15	\$1,835.17	
Durham	16,085	\$1.2475	\$0.5884	\$12,759.81	15,490	\$1.3005	\$0.6134	\$12,937.13	\$177.32	
Somersworth	11,844	\$1.2475	\$0.5884	\$10,264.43	11,855	\$1.3005	\$0.6134	\$10,707.42	\$442.99	
Newmarket	9,460	\$1.2475	\$0.5884	\$8,861.70	9,430	\$1.3005	\$0.6134	\$9,219.92	\$358.22	
Barrington	9,123	\$1.2475	\$0.5884	\$8,663.41	9,326	\$1.3005	\$0.6134	\$9,156.13	\$492.72	
Farmington	6,883	\$1.2475	\$0.5884	\$7,345.41	6,722	\$1.3005	\$0.6134	\$7,558.84	\$213.42	
Nottingham	5,144	\$1.2475	\$0.5884	\$6,322.20	5,229	\$1.3005	\$0.6134	\$6,643.03	\$320.83	
Wakefield	5,141	\$1.2475	\$0.5884	\$6,320.43	5,201	\$1.3005	\$0.6134	\$6,625.86	\$305.42	
Northwood	4,300	\$1.2475		\$5,364.22	4,641	\$1.3005		\$6,035.68	\$671.45	
Lee	4,483	\$1.2475		\$5,592.52	4,520	\$1.3005		\$5,878.32	\$285.80	
Milton	4,617	\$1.2475		\$5,759.68	4,482	\$1.3005		\$5,828.90	\$69.22	
Strafford	4,179	\$1.2475		\$5,213.28	4,230	\$1.3005		\$5,501.17	\$287.89	
New Durham	2,641	\$1.2475		\$3,294.63	2,693	\$1.3005		\$3,502.28	\$207.65	
Rollinsford	2,579	\$1.2475		\$3,217.29	2,597	\$1.3005		\$3,377.43	\$160.14	
Madbury	1,846	\$1.2475		\$2,302.87	1,918	\$1.3005		\$2,494.38	\$191.51	
Middleton	1,812	\$1.2475		\$2,260.46	1,823	\$1.3005		\$2,370.83	\$110.38	
Brookfield	735	\$1.2475		\$916.91	755	\$1.3005		\$981.89	\$64.98	
<b>TOTALS</b>	<b>153,659</b>			<b>\$ 137,993.70</b>	<b>156,145</b>			<b>\$145,704.23</b>	<b>\$7,710.53</b>	

FY2024 per capita rate = FY2023 per capita rate increased 4.25% (half of the 8.5% July 2021 to July 2022 CPI change)

Sources:

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

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

\$ 130,754.60	Total without Non-dues Paying Towns (BRK and NOT)	\$138,096.49
population change	2,486	

# Strafford Regional Planning Commission

## Draft Fiscal Year 2024 Dues Rates - OPTION 3: Adjust Population and Rate by 1%

To be reviewed by the Executive Committee on 9/16/22 for adoption by the full Commission September 22, 2022

Current FY2023 Dues Rates					Growth Rate	1.0%	1.0%	Proposed FY2024 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	\$1.2600	\$0.5943	\$22,785.68	\$782.22	
Rochester	30,992	\$1.2475	\$0.5884	\$21,530.98	32,492	\$1.2600	\$0.5943	\$22,637.71	\$1,106.73	
Durham	16,085	\$1.2475	\$0.5884	\$12,759.81	15,490	\$1.2600	\$0.5943	\$12,533.81	-\$226.00	
Somersworth	11,844	\$1.2475	\$0.5884	\$10,264.43	11,855	\$1.2600	\$0.5943	\$10,373.61	\$109.18	
Newmarket	9,460	\$1.2475	\$0.5884	\$8,861.70	9,430	\$1.2600	\$0.5943	\$8,932.49	\$70.79	
Barrington	9,123	\$1.2475	\$0.5884	\$8,663.41	9,326	\$1.2600	\$0.5943	\$8,870.69	\$207.27	
Farmington	6,883	\$1.2475	\$0.5884	\$7,345.41	6,722	\$1.2600	\$0.5943	\$7,323.19	-\$22.22	
Nottingham	5,144	\$1.2475	\$0.5884	\$6,322.20	5,229	\$1.2600	\$0.5943	\$6,435.93	\$113.74	
Wakefield	5,141	\$1.2475	\$0.5884	\$6,320.43	5,201	\$1.2600	\$0.5943	\$6,419.29	\$98.86	
Northwood	4,300	\$1.2475		\$5,364.22	4,641	\$1.2600		\$5,847.52	\$483.29	
Lee	4,483	\$1.2475		\$5,592.52	4,520	\$1.2600		\$5,695.06	\$102.54	
Milton	4,617	\$1.2475		\$5,759.68	4,482	\$1.2600		\$5,647.18	-\$112.50	
Strafford	4,179	\$1.2475		\$5,213.28	4,230	\$1.2600		\$5,329.67	\$116.39	
New Durham	2,641	\$1.2475		\$3,294.63	2,693	\$1.2600		\$3,393.10	\$98.46	
Rollinsford	2,579	\$1.2475		\$3,217.29	2,597	\$1.2600		\$3,272.14	\$54.85	
Madbury	1,846	\$1.2475		\$2,302.87	1,918	\$1.2600		\$2,416.62	\$113.75	
Middleton	1,812	\$1.2475		\$2,260.46	1,823	\$1.2600		\$2,296.92	\$36.46	
Brookfield	735	\$1.2475		\$916.91	755	\$1.2600		\$951.28	\$34.37	
<b>TOTALS</b>	<b>153,659</b>			<b>\$ 137,993.70</b>	<b>156,145</b>			<b>\$141,161.89</b>	<b>\$3,168.19</b>	

FY2023 per capita rate = FY2023 per capita rate inflated by 1%

Sources:

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

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

\$ 130,754.60	Total without Non-dues Paying Towns (BRK and NOT)	\$133,791.32
population change	2,486	



### History of SRPC's Dues Relative to the Annual Budget

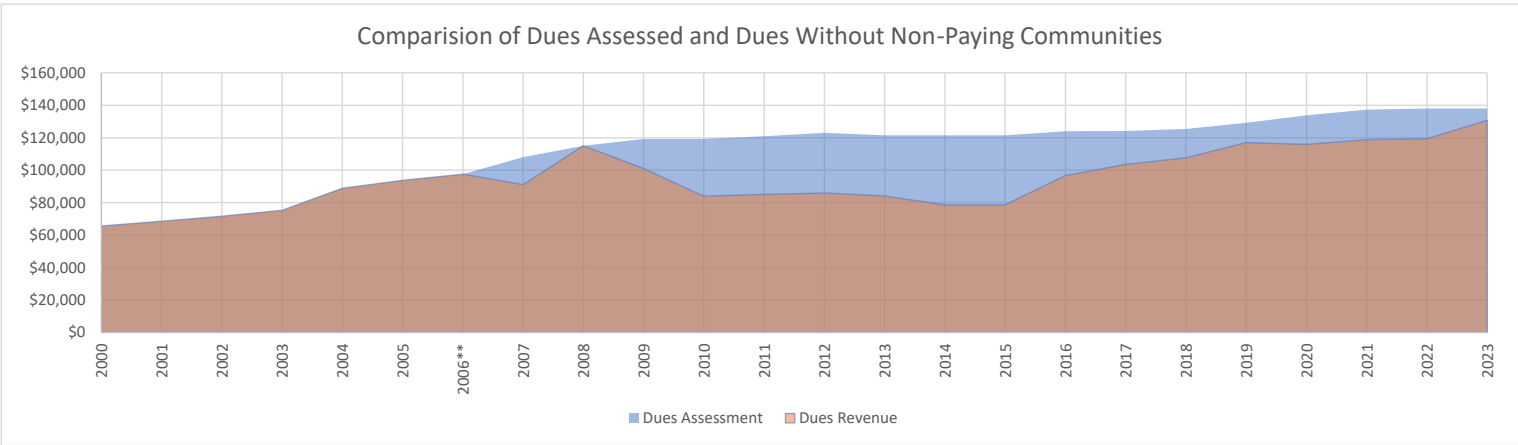
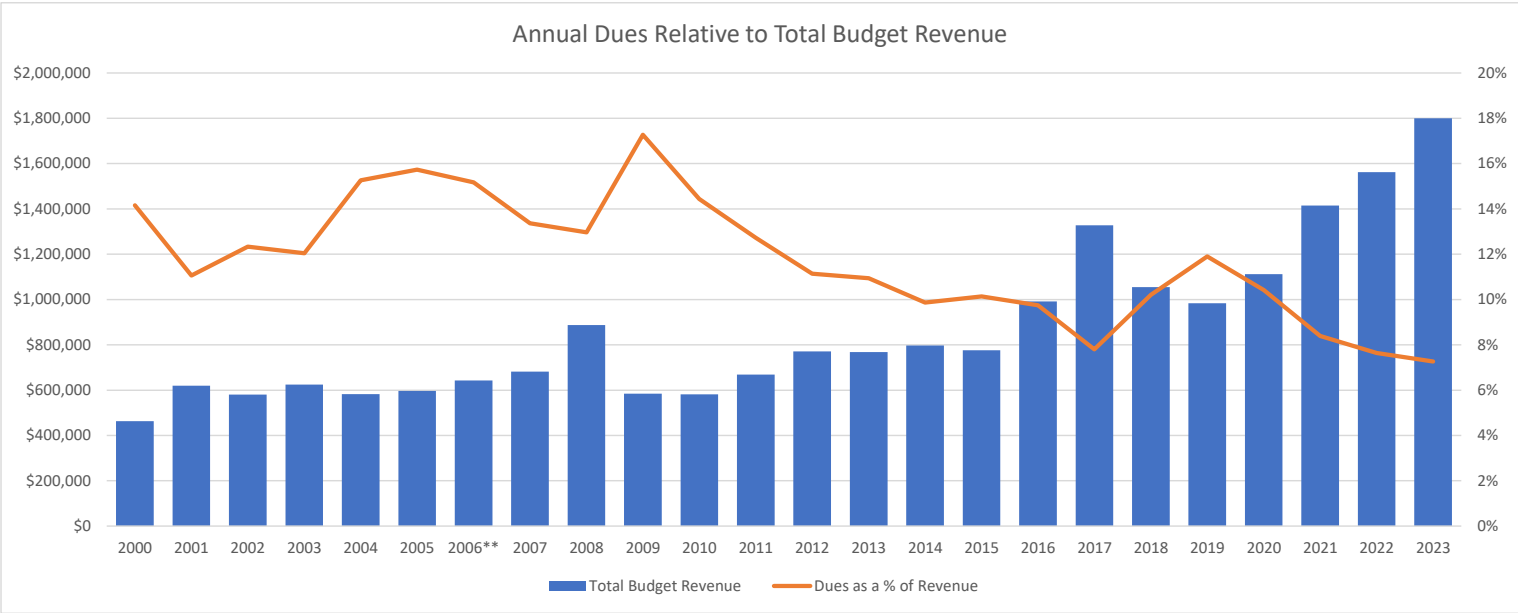
FY	Dues Assessment	Dues Revenue	Total Budget Revenue	Dues as a % of Revenue	Dues Used as Grant Match	% of Dues Used as Match	Non-Dues Paying Communities	Notes
2000	\$65,560	\$65,560	\$463,052	14%	\$26,885	41%		NA
2001	\$68,546	\$68,546	\$619,676	11%	\$29,396	43%		NA
2002	\$71,596	\$71,596	\$580,372	12%	\$31,499	44%		Adjusted by updated population estimates and CPI (3.4%)
2003	\$75,227	\$75,227	\$624,465	12%	\$36,347	48%		Adjusted by updated population estimates and CPI (2.7%)
2004	\$88,903	\$88,903	\$582,348	15%	\$47,243	53%	BRK joined SRPC from LRPC	Adjusted by population estimates and anticipated labor cost increases
2005	\$93,800	\$93,800	\$596,300	16%	\$62,185	66%		Adjusted by updated population estimates and CPI (2.1%) and +1.5% value added
2006**	\$97,552	\$97,552	\$643,093	15%	\$50,018	51%		Current System Implemented; Adjusted by updated population estimates only
2007	\$107,978	\$91,159	\$681,780	13%	\$47,125	52%	DOV	Adjusted by updated population estimates and CPI (3.2%)
2008	\$115,027	\$115,027	\$887,312	13%	\$85,097	74%		Adjusted by updated population estimates and CPI (4.3%) and +1% value added
2009	\$119,285	\$100,985	\$584,656	17%	\$59,488	59%	DOV	Adjusted by updated population estimates and CPI (2.7%)
2010	\$119,285	\$83,908	\$581,107	14%	\$82,583	98%	DOV, FAR, MIL, WAK	No adjustments
2011	\$120,883	\$85,058	\$668,297	13%	\$12,468	15%	DOV, FAR, MIL, WAK	Adjusted by updated population estimates only
2012	\$123,075	\$85,876	\$770,991	11%	\$22,549	26%	BRK, DOV, FAR, MIL, WAK	Adjusted by updated population estimates and CPI (1.1%)
2013	\$121,544	\$84,053	\$768,096	11%	\$42,456	51%	BRK, DOV, FAR, MIL, WAK	Adjusted with 2010 Census Population only
2014	\$121,544	\$78,620	\$796,908	10%	\$53,027	67%	BRK, DOV, FAR, MIL, NOT, WAK	No adjustments
2015	\$121,497	\$78,620	\$775,554	10%	\$18,303	23%	BRK, DOV, FAR, MIL, NOT, WAK	No adjustments
2016	\$124,049	\$96,673	\$991,466	10%	\$61,310	63%	BRK, MIL, NDU, NOT, WAK	Adjusted by updated population estimates and CPI (2.1%)
2017	\$124,173	\$103,551	\$1,328,036	8%	\$79,565	77%	BRK, MIL, NDU, NOT, WAK	Adjusted by updated population estimates and CPI (0.1%)
2018	\$125,415	\$107,678	\$1,055,012	10%	\$69,299	64%	BRK, MIL, NOT, WAK	Adjusted by updated population estimates and CPI (1.0%)
2019	\$129,217	\$117,049	\$983,567	12%	\$72,173	62%	BRK, MIL, NOT	Adjusted by updated population estimates and CPI (1.6%)
2020	\$133,861	\$115,876	\$1,111,783	10%	\$69,407	60%	BRK, LEE, MIL, NOT	Adjusted by updated population estimates and CPI (2.9%)
2021	\$137,284	\$118,806	\$1,415,073	8%	\$73,058	61%	BRK, LEE, MIL, NOT	Adjusted by updated population estimates and CPI (1.8%)
2022	\$137,994	\$119,402	\$1,561,968	8%	\$78,595	66%	BRK, LEE, MIL, NOT	Adjusted by updated population estimates only
2023	\$137,994	\$130,755	\$1,799,929	7%	\$94,976	73%	BRK, NOT	Dues frozen at 2022 rates

\*Excludes non dues paying communities, reflects budgeted revenue

\*\* Dues Rate system shifted from 3 separate per capita rates (pop >10,000; pop 5,000 - 9,999; <5,000) to a base rate for first 5,000 person and a reduced rate for population beyond 5,000

Note: If awarded, \$13,750 in dues will match a SafeStreets4All grant (late FY2023 or early FY2024)

All figures above are based upon the adopted budget for the fiscal year





# STRAFFORD

Regional Planning Commission

September 16, 2022

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

RE: September 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 September 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

## September 2022 Minors

9/1/2022

Please refer to the 2021 - 2024 TIP document and project listing for detailed COAST transit funding information. NHDOT groups federal funding for statewide public transit in large programs (e.g. FTA 5307); MPOs and RPCs track funding for individual transit providers and projects. Strafford MPO is currently updating its project database and will be incorporating individual project funding for final publication of the 2021 - 2024 TIP.

### PROGRAM TA

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

#### Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$324,760		\$0	\$81,190	<b>\$405,950</b>
PE	2022	\$600,000		\$0	\$150,000	<b>\$750,000</b>
PE	2023	\$560,000		\$0	\$140,000	<b>\$700,000</b>
PE	2024	\$400,000		\$0	\$100,000	<b>\$500,000</b>
ROW	2021	\$30,120		\$0	\$7,530	<b>\$37,650</b>
ROW	2022	\$102,120		\$0	\$25,530	<b>\$127,650</b>
ROW	2023	\$102,120		\$0	\$25,530	<b>\$127,650</b>
ROW	2024	\$102,120		\$0	\$25,530	<b>\$127,650</b>
CON	2021	\$2,198,720		\$0	\$549,680	<b>\$2,748,400</b>
CON	2022	\$3,079,480		\$0	\$769,870	<b>\$3,849,350</b>
CON	2023	\$2,453,272		\$0	\$613,318	<b>\$3,066,590</b>
CON	2024	\$2,613,272		\$0	\$653,318	<b>\$3,266,590</b>

#### Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$324,760		\$0	\$81,190	<b>\$405,950</b>
PE	2022	\$600,000		\$0	\$150,000	<b>\$750,000</b>
PE	2023	\$560,000		\$0	\$160,000	<b>\$720,000</b>
PE	2024	\$400,000		\$0	\$120,000	<b>\$520,000</b>
ROW	2021	\$30,120		\$0	\$7,530	<b>\$37,650</b>
ROW	2022	\$22,120		\$0	\$5,530	<b>\$27,650</b>
ROW	2023	\$102,120		\$0	\$35,530	<b>\$137,650</b>

ROW	2024	\$102,120	\$0	\$35,530	<b><i>\$137,650</i></b>
CON	2021	\$2,198,720	\$0	\$549,680	<b><i>\$2,748,400</i></b>
CON	2022	\$3,159,480	\$0	\$789,870	<b><i>\$3,949,350</i></b>
CON	2023	\$2,453,272	\$0	\$713,318	<b><i>\$3,166,590</i></b>
CON	2024	\$2,613,272	\$0	\$753,318	<b><i>\$3,366,590</i></b>

**Change Notes**

NHDOT Description of Changes

SRPC Notes

\$48,000 in PE funding added in FY2022 for Dover TAP project 41373: Construct multi-use path from Knox Marsh Rd. to Bellamy Rd.

**Funding Sources**

**FHWA**

TAP-Flex

**OTHER**

Other

Non Par Other

# PROGRAM BRDG-T1/2-M&P

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

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$600,000		\$0	\$0	<b>\$600,000</b>
PE	2022	\$1,100,000		\$0	\$0	<b>\$1,100,000</b>
PE	2023	\$200,000		\$0	\$0	<b>\$200,000</b>
PE	2024	\$100,000		\$0	\$0	<b>\$100,000</b>
ROW	2021	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2022	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2023	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2024	\$25,000		\$0	\$0	<b>\$25,000</b>
CON	2021	\$12,490,767	\$736,233		\$0	<b>\$13,227,000</b>
CON	2022	\$7,022,400	\$577,600		\$0	<b>\$7,600,000</b>
CON	2023	\$7,954,430	\$45,570		\$0	<b>\$8,000,000</b>
CON	2024	\$4,000,000	\$0		\$0	<b>\$4,000,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$600,000		\$0	\$0	<b>\$600,000</b>
PE	2022	\$1,100,000		\$0	\$0	<b>\$1,100,000</b>
PE	2023	\$200,000		\$0	\$0	<b>\$200,000</b>
PE	2024	\$100,000		\$0	\$0	<b>\$100,000</b>
ROW	2021	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2022	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2023	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2024	\$25,000		\$0	\$0	<b>\$25,000</b>
CON	2021	\$12,490,767	\$736,233		\$0	<b>\$13,227,000</b>
CON	2022	\$8,932,400	\$577,600		\$0	<b>\$9,510,000</b>
CON	2023	\$7,954,430	\$45,570		\$0	<b>\$8,000,000</b>
CON	2024	\$4,000,000	\$0		\$0	<b>\$4,000,000</b>

## Change Notes

NHDOT Description of Changes

SRPC Notes

No changes to local projects

## Funding Sources

### FHWA

STBG-State Flexible

STBG-Non Urban Areas Under 5K

STBG-5 to 200K

National Highway Performance

Hwy Infrastructure

**NHDOT**

Toll Credit

General Fund

# PROGRAM BRDG-T3/4-M&P

Towns: Statewide  
 Road: Tier 3-4 Bridges  
 Scope: Maintenance and preservation of tier 3 & 4 bridges.  
 Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$320,000		\$0	\$0	<b>\$320,000</b>
PE	2022	\$510,000		\$0	\$0	<b>\$510,000</b>
PE	2023	\$50,000		\$0	\$0	<b>\$50,000</b>
PE	2024	\$50,000		\$0	\$0	<b>\$50,000</b>
ROW	2021	\$10,000		\$0	\$0	<b>\$10,000</b>
ROW	2022	\$10,000		\$0	\$0	<b>\$10,000</b>
ROW	2023	\$10,000		\$0	\$0	<b>\$10,000</b>
ROW	2024	\$10,000		\$0	\$0	<b>\$10,000</b>
CON	2021	\$4,301,000	\$179,000		\$0	<b>\$4,480,000</b>
CON	2022	\$2,600,000		\$0	\$0	<b>\$2,600,000</b>
CON	2023	\$3,567,626	\$232,374		\$0	<b>\$3,800,000</b>
CON	2024	\$3,255,000	\$245,000		\$0	<b>\$3,500,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$320,000		\$0	\$0	<b>\$320,000</b>
PE	2022	\$510,000		\$0	\$0	<b>\$510,000</b>
PE	2023	\$50,000		\$0	\$0	<b>\$50,000</b>
PE	2024	\$50,000		\$0	\$0	<b>\$50,000</b>
ROW	2021	\$10,000		\$0	\$0	<b>\$10,000</b>
ROW	2022	\$33,000		\$0	\$0	<b>\$33,000</b>
ROW	2023	\$10,000		\$0	\$0	<b>\$10,000</b>
ROW	2024	\$10,000		\$0	\$0	<b>\$10,000</b>
CON	2021	\$4,301,000	\$179,000		\$0	<b>\$4,480,000</b>
CON	2022	\$2,900,000		\$0	\$0	<b>\$2,900,000</b>
CON	2023	\$3,567,626	\$232,374		\$0	<b>\$3,800,000</b>
CON	2024	\$3,255,000	\$245,000		\$0	<b>\$3,500,000</b>

## Change Notes

NHDOT Description of Changes

SRPC Notes

No changes to local projects

## Funding Sources

### FHWA

STBG-State Flexible

STBG-Non Urban Areas Under 5K

STBG-5 to 200K

National Highway Performance

### NHDOT

Toll Credit

General Fund

# 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	<b>\$200,000</b>
PE	2022	\$400,000		\$0	\$0	<b>\$400,000</b>
PE	2023	\$125,000		\$0	\$0	<b>\$125,000</b>
PE	2024	\$125,000		\$0	\$0	<b>\$125,000</b>
ROW	2021	\$30,000		\$0	\$0	<b>\$30,000</b>
ROW	2022	\$250,000		\$0	\$0	<b>\$250,000</b>
ROW	2023	\$30,000		\$0	\$0	<b>\$30,000</b>
ROW	2024	\$30,000		\$0	\$0	<b>\$30,000</b>
CON	2021	\$539,000		\$0	\$0	<b>\$539,000</b>
CON	2022	\$6,509,000		\$0	\$0	<b>\$6,509,000</b>
CON	2023	\$3,786,000		\$0	\$0	<b>\$3,786,000</b>
CON	2024	\$456,000		\$0	\$0	<b>\$456,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$200,000		\$0	\$0	<b>\$200,000</b>
PE	2022	\$400,000		\$0	\$0	<b>\$400,000</b>
PE	2023	\$125,000		\$0	\$0	<b>\$125,000</b>
PE	2024	\$125,000		\$0	\$0	<b>\$125,000</b>
ROW	2021	\$30,000		\$0	\$0	<b>\$30,000</b>
ROW	2022	\$250,000		\$0	\$0	<b>\$250,000</b>
ROW	2023	\$30,000		\$0	\$0	<b>\$30,000</b>
ROW	2024	\$30,000		\$0	\$0	<b>\$30,000</b>
CON	2021	\$539,000		\$0	\$0	<b>\$539,000</b>
CON	2022	\$10,100,000		\$0	\$0	<b>\$10,100,000</b>
CON	2023	\$750,000		\$0	\$0	<b>\$750,000</b>
CON	2024	\$500,000		\$0	\$0	<b>\$500,000</b>

## Change Notes

NHDOT Description of Changes

SRPC Notes

No changes to local projects

## Funding Sources

### FHWA

STBG-State Flexible

National Highway Performance

### NHDOT

Toll Credit

Betterment



# MILTON, NH-LEBANON, ME 40658

Towns: Milton  
 Road: Townhouse Road over Northeast Pond  
 Scope: Bridge Replacement-Townhouse Road over Northeast Pond-formerly Br. #168/152 - proposed Br. #168/151  
 Acronyms: MOBRR: Municipally-Owned Bridge Replacement and Rehabilitation

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2022	\$228,000		\$0	\$342,000	<b>\$570,000</b>
ROW	2022	\$8,000		\$0	\$7,000	<b>\$15,000</b>
CON	2023	\$600,800		\$0	\$901,200	<b>\$1,502,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2022	\$156,200		\$0	\$216,550	<b>\$372,750</b>
PE	2023	\$94,600		\$0	\$131,150	<b>\$225,750</b>
ROW	2023	\$8,800		\$0	\$7,200	<b>\$16,000</b>
CON	2023	\$660,880		\$0	\$916,220	<b>\$1,577,100</b>

## Change Notes

NHDOT Description of Changes

### SRPC Notes

Indirect costs were not included in the previous project estimate. Local match will increase by \$20,900 (in compliance with municipal agreement).

## Funding Sources

### FHWA

STBG-Off System Bridge  
 Bridge On/Off System  
 Bridge Off System

### OTHER

Towns  
 Maine

# DOVER, NH - SOUTH BERWICK, MAINE 41433

Towns: DOVER  
Road: Gulf Road  
Scope: Address Red List bridge carrying Gulf Road over Salmon Falls River between Dover and South Berwick

Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2022	\$110,000		\$0	\$100,000	<b>\$210,000</b>
PE	2024	\$56,540		\$0	\$51,400	<b>\$107,940</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2022	\$110,000		\$0	\$100,000	<b>\$210,000</b>
PE	2024	\$56,540		\$0	\$51,400	<b>\$107,940</b>

## Change Notes

NHDOT Description of Changes

SRPC Notes

Only change is to NHDOT funding source.

## Funding Sources

### FHWA

STBG-50 to 200K

STBG-5 to 200K

BRGBIL

### NHDOT

Toll Credit

### OTHER

Maine

# 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	<b>\$200,000</b>
PE	2022	\$168,000		\$0	\$42,000	<b>\$210,000</b>
PE	2023	\$400,000		\$0	\$100,000	<b>\$500,000</b>
PE	2024	\$400,000		\$0	\$100,000	<b>\$500,000</b>
ROW	2021	\$20,000		\$0	\$5,000	<b>\$25,000</b>
ROW	2023	\$80,000		\$0	\$20,000	<b>\$100,000</b>
ROW	2024	\$80,000		\$0	\$20,000	<b>\$100,000</b>
CON	2021	\$3,520,000		\$0	\$880,000	<b>\$4,400,000</b>
CON	2023	\$9,780,000		\$0	\$2,445,000	<b>\$12,225,000</b>
CON	2024	\$14,180,000		\$0	\$3,545,000	<b>\$17,725,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$160,000		\$0	\$40,000	<b>\$200,000</b>
PE	2022	\$332,826		\$0	\$83,207	<b>\$416,033</b>
PE	2023	\$400,000		\$0	\$100,000	<b>\$500,000</b>
PE	2024	\$400,000		\$0	\$100,000	<b>\$500,000</b>
ROW	2021	\$20,000		\$0	\$5,000	<b>\$25,000</b>
ROW	2023	\$80,000		\$0	\$20,000	<b>\$100,000</b>
ROW	2024	\$80,000		\$0	\$20,000	<b>\$100,000</b>
CON	2021	\$3,520,000		\$0	\$880,000	<b>\$4,400,000</b>
CON	2023	\$9,780,000		\$0	\$2,445,000	<b>\$12,225,000</b>
CON	2024	\$14,180,000		\$0	\$3,545,000	<b>\$17,725,000</b>

## Change Notes

NHDOT Description of Changes

SRPC Notes

Program includes Milton-Lebanon bridge project (see separate, individual minor)

## Funding Sources

### FHWA

STBG-State Flexible

Bridge Off System

### OTHER

Other

# PROGRAM TSMO

Towns: Statewide  
 Road: Transportation Systems Management and Operations  
 Scope: Statewide Transportation Systems Management and Operations, ITS Technologies, Traveler Info

Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
OTHER	2021	\$350,000		\$0	<b>\$350,000</b>
OTHER	2022	\$1,250,000		\$1,017,589	<b>\$2,267,589</b>
OTHER	2023	\$1,500,000		\$1,904,042	<b>\$3,404,042</b>
OTHER	2024	\$2,500,000		\$1,785,308	<b>\$4,285,308</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
OTHER	2021	\$350,000		\$0	<b>\$350,000</b>
OTHER	2022	\$1,100,000		\$1,017,589	<b>\$2,117,589</b>
OTHER	2023	\$2,050,000		\$1,904,042	<b>\$3,954,042</b>
OTHER	2024	\$2,000,000		\$1,785,308	<b>\$3,785,308</b>

## Change Notes

NHDOT Description of Changes

SRPC Notes

Child project added in Wakefield

## Funding Sources

### FHWA

STBG-State Flexible

National Highway Performance

### NHDOT

Toll Credit

### OTHER

Vermont

Maine

# 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	<b>\$950,000</b>
PE	2022	\$2,000,000		\$0	\$0	<b>\$2,000,000</b>
PE	2023	\$1,200,000		\$0	\$0	<b>\$1,200,000</b>
PE	2024	\$500,000		\$0	\$0	<b>\$500,000</b>
ROW	2022	\$100,000		\$0	\$0	<b>\$100,000</b>
ROW	2023	\$300,000		\$0	\$0	<b>\$300,000</b>
ROW	2024	\$150,000		\$0	\$0	<b>\$150,000</b>
CON	2021	\$4,971,232		\$0	\$0	<b>\$4,971,232</b>
CON	2022	\$8,850,000		\$0	\$0	<b>\$8,850,000</b>
CON	2023	\$8,086,989		\$0	\$0	<b>\$8,086,989</b>
CON	2024	\$11,851,257		\$0	\$0	<b>\$11,851,257</b>
OTHER	2021	\$1,810,000		\$0	\$0	<b>\$1,810,000</b>
OTHER	2022	\$250,000		\$0	\$0	<b>\$250,000</b>
OTHER	2023	\$200,000		\$0	\$0	<b>\$200,000</b>
OTHER	2024	\$200,000		\$0	\$0	<b>\$200,000</b>

## Proposed Funding

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

OTHER	2024	\$200,000	\$0	\$0	<b><i>\$200,000</i></b>
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**Change Notes**

NHDOT Description of Changes

SRPC Notes

PE funding for Farmington project 43410 increased by \$275,000. Project is for safety improvements at NH 11 / Central St intersection from a recent road safety audit.

New project added for Rochester: US 202/Estes Rd intersection improvements.

**Funding Sources**

**FHWA**

STBG-State Flexible

Hwy Infrastructure

Highway Safety Improvement Program (HSIP)

**NHDOT**

Toll Credit

# SRPC FY 2023 Dashboard - August

For the Sept. 16, 2022 Executive Committee Meeting

## August 31, 2022

FSB Checking Beginning Balance	\$67,917.65
Deposits	\$187,533.91
Payments	-\$115,590.85
Uncleared Transactions	-\$22,588.99
FSB Checking Ending Balance	\$117,271.72

<b>Accounts Receivable</b>	<b>\$195,242.32</b>
<b>FSB Savings Account</b>	<b>\$104,913.61</b>

## OVERSIGHT ACTIVITIES

Line of Credit Activated?	No; renewed to 12/31/2022
Audit Status	Site Visit Sept 21-22

## BUDGET NARRATIVE

FSB Balance/Cash on hand:	Approx. 2 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 - WORKING BUDGET

Due, Interest & Reimbursement	\$131,355
Metropolitan Planning Organization	\$614,856
State Agencies	\$224,011
Municipal & Nonprofit Agreements	\$222,399
Economic Development District	\$607,150
<b>Total Revenue</b>	<b>\$1,799,771</b>
<b>Pending Grant Applications</b>	<b>\$397,000</b>

## EXPENSES - WORKING BUDGET

Personnel	\$1,115,231
Equipment	\$35,013
Communications	\$7,591
Fixed Expenses	\$48,197
Miscellaneous Expenses	\$49,550
Contracted Work	\$533,040
Reserve Funds	\$14,000
<b>Total Expenses</b>	<b>\$1,802,622</b>

## STAFF PRESENTATIONS - ACTIVITIES AUG.

### Standing Committees and Appointments

Seacoast Stormwater Coalition (Jackson, Autumn)  
 COAST Board (Colin)  
 ACT Executive Committee (Colin)  
 TAC Committee meeting (Colin, Rachel, Jen)  
 Farmington Board Meetings as Staff (Kyle) x 2  
 Northwood Board Meetings as Staff (James) x 2  
 Nottingham Board Meetings as Staff (Blair) x 2  
 COAST Finance Committee (Jen)  
 RPC Directors Meeting (Jen)  
 Policy Committee Meeting (Colin, Rachel, Jen, Jackson, Stephen, James)  
 NHPA Executive Committee (Kyle, Shayna)  
 CAW Outreach meeting (Kyle)  
 SRPC Executive Committee (Jen, 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)  
 CAW Talks (Kyle)  
 SCPHN Healthy Living (Autumn)  
 GB2030 Stewardship (Autumn)  
 NHARPC Meeting (Jen, Megan)  
 Strafford Board Meetings as Staff (Blair, Autumn)

### RPC Activity

New Durham Planning Board (ADU project) (Mark, Kyle)

## WEB AND SOCIAL MEDIA STATISTICS



### Strafford.org

Sessions 1079 (253)  
Users 691 (160)



### Constant Contact

Subscribers 6946 (-8)  
Avg. Open Rate 0.35 (0.02)



### Facebook

Posts 7 (12)  
Engagement 12 (12)  
Reach 374 (336)  
Followers 455 (5)



### Twitter

Tweets 5 (5)  
Profile Visits 76 (47)  
Impressions 180 (153)  
Followers 289 (2)  
Mentions 1 (-8)



### Instagram

Posts 2 (2)  
Engagement 17 (17)  
Reach 135 (135)  
Followers 218 (2)



### ArcGIS

Open Data 1611  
Portal Views (-526)  
Tax Parcel 760 (112)  
Viewer Views

## STAFF PRESENTATIONS - ACTIVITIES AUG.

### **RPC Activity cont.**

RHNA Housing Workshop I (Jen, Shayna, Natalie, Rachel, Jackson, Mark, Kyle, James)  
RHNA Statewide Meetings (Jen, Natalie Rachel, Mark) x 3  
Strafford Planning Board (Master Plan Workshop) (James, Autumn)  
604(b) Pre-Proposal Meeting with NHDES (Kyle)  
Milton Three Ponds Protection Association Meeting (Kyle)  
NHDES Coastal Program Scoping Meeting (Kyle)  
NNECAPA PDO Meeting (Kyle)

### **EDD Activity**

Brownfields Grant Debrief (James, Jen)  
Seacoast Economic Development Stakeholders (James, Jen, Natalie) x 2  
Business tour (Madco3D in ROC) (James)  
Prince's Garage cleanup meeting w/ Somersworth, EPA, and NHDES (James)

### **MPO Activity**

CTAA SUN Conference Presentation on Equity and Outreach (Autumn, Shayna)  
UPWP Mid Contract Review (Jen, Colin)  
Rochester Riverwalk Committee Meeting (Kyle)

### **Staff Development & Trainings**

EDI/CPF Grants Orientation (Kyle, Jen, Kathy) x 2  
HB1661 Webinar (Kyle, Jen, James, Natalie)  
USDA Essential Community and Municipal Projects Webinar (Autumn)  
Population Projections Training (Jen, Rachel, Mark, Natalie)  
InvestNH Grants Training (Jen, Kyle, Natalie)