

STRAFFORD

Regional Planning Commission

SRPC EXECUTIVE COMMITTEE MEETING
 October 21, 2022, 8:00 a.m. to 9:30 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 Sept 16, 2022 Minutes b) Acceptance of the Draft Sept. Financials c) Approval of SIMPLE IRA Employer Contribution for CY2023 d) NHARPC Alternate Appointment | 8:05-8:25 | a) Minutes Enclosed b) See Memo & Enclosed c) See Memo & Enclosed d) See Memo |
| 3) Updates and Discussion Items a) Commissioner Handbook and Orientation b) NH Paid Family & Medical Leave c) Awards, Contracts, and General Business d) September Monthly Minors | 8:25-9:25 | a) See Memo & Enclosed b) See Memo & Enclosed c) See Memo d) Enclosed |
| 4) Other Business | 9:25-9:30 | N/A |
| 5) Adjourn | 9:30 | 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.



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
September 16, 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; Mike Bobinsky, Somersworth; Dave Landry, Dover; Katrin Kasper, Lee; Joe Boudreau, Rochester

Members attending remotely: Barbara Holstein, Rochester

Staff members present: Jen Cysz; Executive Director SRPC

Staff attending remotely: Megan Taylor-Fetter, Kyle Pimental

2. Action Items

a. Approval of the Minutes of August 19, 2022

D. Hamann motioned to approve the August 19, 2022 minutes as written, seconded by P. Nelson. Motion passed with a unanimous vote in favor.

b. Acceptance of Draft August Financials

J. Cysz provided a summary of the August Financials:

On the balance sheet, both the checking and savings accounts remain healthy. Things have leveled off; there are about two months of operating funds. For the equipment purchase line, previously purchased equipment is entered as a lump sum, the accumulated depreciation is equal to the total equipment. Old equipment has been depreciated out with 0 dollars associated. The Balance sheet is cumulative year to year, so it does not reset. Liabilities roll forward year to year.

The Aging Summary remains consistent month to month. This month it is down since the majority of dues have been paid. A large portion of the outstanding balance is mostly current billings. Three communities have not paid dues.

Profit and Loss looks decent. August was a healthy month with a profit of \$13,000 which helps to offset last month's payroll. The year-to-date net is just under \$10,000.

D. Hamann motioned to accept the Draft August Financials as presented, seconded by M. Bobinsky A roll call vote was taken: B. Fisher, T. Crosby, P. Nelson, M. Bobinsky, D. Landry, K. Kasper, Lee; B. Holstein all voting in favor. The motion passed with a unanimous vote in favor.

c. Draft2024 Dues

J. Cysz explained that the options presented 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 3rd scenario to eliminate a full rate increase by CPI with a 1% increase instead.

The Commissioners were presented with a history of the dues relative to the overall budget. Members discussed the history of dues assessments and the process for determining the dues rate.

M. Bobinsky motioned to propose the FY2024 dues based on the population model seconded by D. Hamann. A roll call vote was taken: B. Fisher, T. Crosby, P. Nelson, M. Bobinsky, D. Landry, K. Kasper, Lee; B. Holstein all voting in favor. The motion passed with a unanimous vote in favor.

A final vote of approval will be made at the September 22 Commissioners meeting.

d. Executive Committee Alternate Appointment

Commissioner Joe Boudreau offered to serve as an alternate on the Executive Committee. Per the by-laws, the Executive Committee may appoint members to fill vacancies.

D. Landry motioned to appoint Joe Boudreau as an alternate to the Executive Committee seconded by M. Bobinsky.

Members noted that some communities have more representation than others and that there needs to be more volunteerism.

A roll call vote was taken: B. Fisher, T. Crosby, P. Nelson, M. Bobinsky, D. Landry, K. Kasper, Lee; B. Holstein all voting in favor. The motion passed with a unanimous vote in favor.

3. Updates and Discussion Items

a. Awards, Contracts, and General Business

J. Czyns reported that SRPC is operating within a hybrid situation with a few staff in the office each day and some telecommuting. The \$25.00 per pay period stipend is still paid to staff members to offset their personal phone and internet expenses through December.

Commissioners were presented a complete list of pending and recently awarded grants and contracts. J. Czyns highlighted the following:

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
- Invest NH 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

J. Czyns stated that the Indirect Rate and Dues ***

b. September Monthly Minors (The Executive Director recommends the approval of the following Administrative Modifications to the 2021-2024 TIP as proposed.

C. Lentz reported on the monthly minors. The funding changes are:

- Program TA-\$48,000 in PE funding was added in FY22 for Dover TAP project 41373: construct multi-use path from Know Marsh Rd to Bellamy Rd.
- Program BRDG-T1/2-M&P, maintenance, and preservation of tier 1-2 Bridges-No changes on local projects
- Program BRDG-T3/4-M&P-maintenance and preservation of tier 3 & 4 bridges. No changes to local projects.
- Pave -T2-Rehab of tier 2 roads
- Milton, NH-Lebanon, ME 40658: Milton, Townhouse Road over Northeast Pond bridge replacement; indirect costs were not included in the previous project estimate. Local match will increase by \$20,900.
- Dover-South Berwick 41433. Gulf Road, address red list bridge carrying Gulf Road over Salmon Falls River between Dover and South Berwick. The only change is to NHDOT funding.
- Program MOBRR, municipal owned bridge rehabilitation & replacement projects. Program includes Milton-Lebanon Bridge project
- Program TSMO, statewide transportation systems management and operations, ITS technologies, traveler info. Child project added in Wakefield.
- Program HSIP, statewide, Highway Safety Improvement program, 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.

4. Other Business

There was no other business discussed.

5. Adjourn

M. Bobinsky motioned to Adjourn seconded by D. Hamann. Motion to adjourn passed with a unanimous vote in favor.

DATE: October 17, 2022
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the October 21, 2022 Meeting

Thank you all for your patience,. We had the E.C. packet ready to go on Friday and when Megan logged back in to post to the website she was having connectivity issues. This morning, Monday, we discovered it was more than a simple connectivity issue and it looks like one of the drives in our server failed before the Friday evening cloud back up occurred. A drive has been ordered and will be installed in the coming days, However, we are all recreating our work from Friday. This has underscored the importance of the request for IT services quotes that we currently have posted and includes cloud migration.

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. The primary difference between this year and last is our retained earnings over the last few years and contract income in advance for several projects. The result is higher bank balances (assets) and total equity.

Aging Summary: \$64,645.59 of the outstanding \$102,939 is the current month's billings. Payments totaling \$24,702 were received in October, leaving a past due balance of \$13,591 Milton is the only community that has yet to pay their dues. Other past due items have been sent reminders.

Profit and Loss: September had a net loss of \$8,715 which is wholly attributable to the EDA CARES Record Digitization program contract overage. We were able to pay for the overage with dues and apply those funds to match our EDA Planning Partnership grant that requires a 50% match. Year-to-date (YTD) we are still operating at a net loss, \$11,90. This is expected to even out.

2c. Approval of SIMPLE IRA Employer Contribution for CY2023

Strafford RPC has offered a Simple IRA retirement plan option since 2000. The plan has been unchanged since it was amended and restated in 2004. Retirement benefits are available to SRPC employees who earn at least \$5,000 a year. SPRC offers a matching contribution equal to each employee's contribution up to a limit of 3% of their annual compensation. Each year the executive committee is asked to approve the contribution limit, before completion of the annual Participant Notice that must be distributed to all eligible employees.



2d. NHARPC Alternate Member Appointment

Leslie Schwartz, Durham, has expressed interest in joining the NH Association of Regional Planning Commissions, serving in the currently vacant alternate seat. Per the bylaws, the E.C. can appoint members to fill vacancies. There is still a vacant regular member seat.

3a. Commissioner Handbook and Orientation

Enclosed in your packet please find a draft of the updated Commissioner Handbook for your review and feedback. Does the draft adequately explain who we are and what we do? What questions did you first have as a commissioner?

Related, in the past, pre-covid, we conducted one-on-one orientations for new commissioners. We are considering opening this up and holding an annual event, open to all commissioners. Intent is to provide a refresher for existing commissioners, an introduction for new members, and an informal opportunity to network and get to know one another. Like the handbook, we would like your feedback. What would you have found helpful?

3b. NH Paid Family & Medical Leave (PFML)

NH PFML is a new, voluntary, state-sponsored paid family and medical leave insurance plan, established by state law, where NH employers and eligible NH workers can access 60% wage replacement for absences related to life events such as:

- Serious health condition when disability coverage does not apply, including childbirth
- Bond with a child during the first year of birth, including adoption or fostering
- Care for a family member with a serious health condition or injury
- Military deployment or service and caring for a qualifying military service member

NH PFML insurance is designed to coordinate with other types of leave and worker benefits:

- Short-Term Disability (STD) and NH PFML cannot be used for the same days absent
- If eligible to receive workers' compensation, cannot use NH PFML benefits
- Any other paid benefit coordination is based on employer policy, NH statute and rules of the MetLife agreement

Employers may fully fund the premium cost on their workers' behalf, split the premium cost with workers, or pass the full cost on to workers. As a small employer, should SRPC elect to offer this benefit, we will need to work directly with MetLife, the state's selected insurance provider. MetLife offers a 6-week coverage plan and a 12-week coverage plan.

Employers can enroll their workers beginning December 2022 and thereafter. Should we decide not to offer this as an employee benefit, For 2023, individual plan open enrollment will be conducted January 1 – March 2.

To learn more, see the flyer included here in your packet and see the program website:

<https://www.paidfamilymedicalleave.nh.gov/>

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 –

Contract Completed:

- Economic Development Projects Implementation through BEA CEDR funding (contract pending G&C approval)

- InvestNH Housing Navigator for Farmington and New Durham

Awarded Pending Contract:

- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan]
- CommuteSmart Seacoast
- Town of Milton Nitrogen Source Identification Plans - SRF
- Town of Rollinsford Nitrogen Source Identification Plans - SRF

Submitted Pending Decision:

- Sunrise Lake Watershed Plan Implementation (TBD) - 319 grant – LOI submitted
- Milton Three Ponds Watershed-Based Plan - 604b – LOI submitted
- Cocheco River Management Plan - 604b – LOI submitted
- Safe Streets for All - FHWA

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
- Brownfields
- NHDES Source Water Protection

Other Items on the Horizon

- NHDES Coastal Resilience grant – early 2023
- PREP Watershed Grants – early 2023

Indirect Rate and Dues: On October 5, 2021 EDA approved our predetermined rate of 117% for FY2022 and 2023. As of the end of September the rate was 110.5%.

| September 2022 Dues (YTD) | |
|----------------------------------|--------------------|
| Income: | |
| FY23 Dues Paid | \$32,688.62 |
| Total Income | \$32,688.62 |

| | |
|----------------------------|-------------------|
| Expenses: | |
| Vehicle Expenses | \$130.71 |
| Planning Salaries | \$2,049.89 |
| Dues and Subscriptions | \$29.25 |
| Travel | \$365.75 |
| Office Expense | \$8.89 |
| Indirect | \$2,397.55 |
| Total SRPC Expenses | \$4,982.04 |

| Cash Match: | |
|-------------------------|--------------------|
| UPWP | \$11,374.62 |
| EDA | \$3,201.42 |
| Coastal | \$470.64 |
| Source Water | \$798.82 |
| Tufts Health Plan-CHAT | \$274.23 |
| Total Cash Match | \$16,119.73 |

| Contract Overages: | |
|--------------------------------|-------------------|
| EDA CARES | \$9,234.41 |
| Total Contract Overages | \$9,234.41 |

| | |
|------------------------------|--------------------|
| Total Expenses | \$30,336.18 |
| Annual Dues Remaining | \$2,352.44 |

NEXT MEETING November 18, 2022, 8-9:30 AM.

Status of Grant Applications and Project Proposals

| Title | Funder | Funding Year(s) | Award \$ | Dues Match \$ | Application Status | Contract Status | Description/Notes |
|--|--------------------|-----------------|----------------------|---------------|--------------------|-----------------|--|
| CEDRs Funding | BEA | FY2023 | \$50,000 | | approved | complete | Economic development implementation projects as identified by the Seacoast Economic Development Stakeholders (\$9,900 SRPC, \$40,100 pass through) |
| Farmington and New Durham Housing Navigator | NHHFA/ InvestNH | FY2023- 2024 | \$235,270 | | Approved | Complete | A full time staff person to be shared by the two towns to assist with outreach and engagement, regulatory reviews, and staff support to facilitate housing development. |
| Comprehensive Plan Update | Senate Earmark | FY2023- 2024 | SRPC \$150,000 | | 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. |
| CommuteSmart Seacoast | CMAQ/CO AST | FY2023 | \$15,000 | | approved | pending | SRPC and RPC will be assuming administration the CommuteSmart Seacoast program |
| 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 | | Submitted | 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 | | Approved | 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 | | Approved | 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 | \$90,000 | | Submitted | 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 | Approx.. \$35,000 | | Submitted | 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 | Submitted | 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. |
| Brownfields | EPA | FY2024- 2026 | \$300,000 | | In development | pending | Renewal of SRPCs ongoing Brownfields Program, providing Phase I and II environmental assessments and redevelopment planning |

Updates since last meeting

SRPC FY 2023 Dashboard - September

For the Oct. 21, 2022 Executive Committee Meeting

September 30, 2022

| | |
|--------------------------------|---------------|
| FSB Checking Beginning Balance | \$139,860.71 |
| Deposits | \$169,000.97 |
| Payments | -\$112,804.70 |
| Uncleared Transactions | -\$7,473.32 |
| FSB Checking Ending Balance | \$188,583.66 |

| | |
|----------------------------|---------------------|
| Accounts Receivable | \$102,939.14 |
| FSB Savings Account | \$104,867.74 |

OVERSIGHT ACTIVITIES

| | |
|---------------------------|-------------------------------------|
| Line of Credit Activated? | No; renewed to 12/31/2022 |
| Audit Status | Site Visit Complete, Report Pending |

BUDGET NARRATIVE

| | |
|---------------------------|--|
| FSB Balance/Cash on hand: | Approx. 2.5 months cash on hand |
| Accounts Receivable: | Current, most all payments have been timely received |
| FY22 Working Budget: | Working budget, updated 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 |
| Total Revenue | \$1,799,771 |
| Pending Grant Applications | \$640,770 |

EXPENSES - WORKING BUDGET

| | |
|------------------------|--------------------|
| Personnel | \$1,099,292 |
| Equipment | \$35,013 |
| Communications | \$7,591 |
| Fixed Expenses | \$48,197 |
| Miscellaneous Expenses | \$49,550 |
| Contracted Work | \$533,040 |
| Reserve Funds | \$14,000 |
| Total Expenses | \$1,786,683 |

STAFF PRESENTATIONS - ACTIVITIES SEPT.

Standing Committees and Appointments

CommuteSmart NH (Shayna)
 NHPA Executive Committee (Shayna, Kyle)
 EMM (Shayna) x 2
 Northwood board meetings as staff (James) x 2
 Farmington Planning Board (Kyle) x 2
 Climate Summit Planning Meeting (Kyle) x 2
 CAW Outreach (Kyle)
 SRPC Executive Committee Meeting (Kyle, Jen, Megan)
 Full CAW Meeting (Kyle)
 SRPC TAC Meeting (Jen, Colin)
 SRPC Policy Meeting (Colin, Jen)
 RPC Directors Meeting (Jen)
 SRPC Resiliency Subcommittee (Autumn, Jen)
 PREP Management Committee (Jen)
 SCPHN Healthy Living Workgroup (Autumn)
 NROC (Autumn)
 Stewardship/Engagement GB2030 (Autumn)
 Council on Housing Stability Regional Workgroup (Jen)
 COAST Finance Committee (Jen)
 Strafford Planning Board (Blair)
 Nottingham Planning Board (Blair) x 2

RPC Activity

RHNA Housing Forum (Shayna, Jen, Rachel)
 RHNA Commissioner Workshop - Sept. Commission Meeting (Shayna, Stephen, Autumn, Jen, Rachel)
 STR Master Plan work session (James, Autumn)
 Coastal Neighbors Technical Assistance Program & Great Bay Living Shorelines Meeting (Kyle)
 Durham Leadership Team Meeting (Kyle) x 2
 Seacoast Flood Smart Meeting with Rollinsford (Kyle)

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 1056 (-23)
 Users 644 (-47)



Constant Contact

Subscribers 6942 (-4)
 Avg. Open Rate 0.29 (-0.06)



Facebook

Posts 7 (0)
 Engagement 12 (0)
 Reach 518 (144)
 Followers 457 (2)



Twitter

Tweets 6 (1)
 Profile Visits 66 (-10)
 Impressions 113 (-67)
 Followers 288 (-1)
 Mentions 0 (-1)



Instagram

Posts 6 (4)
 Engagement 26 (9)
 Reach 242 (107)
 Followers 218 (0)



ArcGIS

Open Data Portal Views 2511 (900)
 Tax Parcel Viewer Views 773 (13)

STAFF PRESENTATIONS - ACTIVITIES SEPT.

RPC Activity cont.

SRPC Resiliency Roundtable (Autumn, Jen)
Aquifer Conservation Overlay WAK Planning Board Meeting (Jen)
RHNA Statewide Meetings ()
Seacoast Flood Smart Meeting with Mabury (Autumn)

EDD Activity

Seacoast Economic Development Stakholders (James, Jen, Natalie)
BEA statewide CEDRs meeting (James, Natalie)
Placer.ai joint procurement meeting (James, Jen)
Prince's Garage cleanup meeting w/ Somersworth, EPA, and NHDES (James)
FAR Select Board brownfields presentation (James)
CCSNH Apprenticeship Building America Grant briefing (James)
NH Economic Recovery & the Role of Public Investment (Natalie)

MPO Activity

RPC RSMS Meeting for NHMA Presentation (Stephen)
NH Route 108 Complete Streets Project - Working Group Meeting (Colin)
New Hampshire Advancing Freight Planning Workshop (Colin)

Staff Development & Trainings

Coastal Conservation Plan Workshop (Kyle, Autumn)
NHDOT/FHWA Data Collection for Planners seminar (Mark, Stephen)
The Nickels and Dimes of Housing Development (Jen, James)
New Hampshire Climate Summit (Kyle, Autumn) x 2
How Zoning Broke the American City and How to Fix It (Jen)

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

| | Sep 30, 22 | Sep 30, 21 | \$ Change |
|-------------------------------------|-------------------|-------------------|--------------------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| FSB Checking | 188,584.09 | 7,931.63 | 180,652.46 |
| FSB Savings | 104,867.74 | 128,202.84 | -23,335.10 |
| Total Checking/Savings | 293,451.83 | 136,134.47 | 157,317.36 ¹ |
| Accounts Receivable | | | |
| Accounts Receivable | 102,939.14 | 163,883.45 | -60,944.31 |
| Total Accounts Receivable | 102,939.14 | 163,883.45 | -60,944.31 ² |
| Other Current Assets | | | |
| Prepaid Expenses | | | |
| Prepaid Website Expenses | 0.00 | 143.48 | -143.48 |
| Prepaid Dues and Subscriptions | 1,419.51 | 797.65 | 621.86 |
| Prepaid training | 600.00 | 600.00 | 0.00 |
| Total Prepaid Expenses | 2,019.51 | 1,541.13 | 478.38 |
| Prepaid software support | 4,277.09 | 3,030.60 | 1,246.49 |
| Total Other Current Assets | 6,296.60 | 4,571.73 | 1,724.87 |
| Total Current Assets | 402,687.57 | 304,589.65 | 98,097.92 |
| Fixed Assets | | | |
| Vehicles | | | |
| Vehicle Accumulated Depreciatio | -13,383.55 | -7,647.67 | -5,735.88 |
| Ford Transit | 22,943.35 | 22,943.35 | 0.00 |
| Total Vehicles | 9,559.80 | 15,295.68 | -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 | 9,559.80 | 15,295.68 | -5,735.88 |
| TOTAL ASSETS | 412,247.37 | 319,885.33 | 92,362.04 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |

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

| | Sep 30, 22 | Sep 30, 21 | \$ Change |
|--|-------------------|-------------------|------------------------|
| Credit Cards | | | |
| FSB Credit Card | 1,734.34 | 5,863.06 | -4,128.72 |
| Total Credit Cards | 1,734.34 | 5,863.06 | -4,128.72 ⁴ |
| Other Current Liabilities | | | |
| FY23 Dues in Advance | 97,701.74 | 0.00 | 97,701.74 |
| Current Portion of Lease Payabl | 3,646.00 | 3,442.77 | 203.23 ⁵ |
| FY22 Dues in Advance | 0.00 | 89,551.78 | -89,551.78 |
| Benefits payable | | | |
| Simple IRA payable | 48.00 | 48.00 | 0.00 |
| Total Benefits payable | 48.00 | 48.00 | 0.00 |
| Contract Revenue In Advance | 23,347.42 | 20,962.81 | 2,384.61 ⁶ |
| Payroll Liabilities | | | |
| FUTA | 30.41 | 30.41 | 0.00 |
| Social Security Payable | -0.02 | -0.02 | 0.00 |
| Payroll Liabilities - Other | 1,228.64 | 1,801.97 | -573.33 |
| Total Payroll Liabilities | 1,259.03 | 1,832.36 | -573.33 |
| Total Other Current Liabilities | 126,002.19 | 115,837.72 | 10,164.47 |
| Total Current Liabilities | 127,736.53 | 121,700.78 | 6,035.75 |
| Long Term Liabilities | | | |
| Lease Payable - Ford Motor Cred | 4,673.84 | 9,501.13 | -4,827.29 ⁷ |
| 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 | 20,000.03 | 14,750.00 | 5,250.03 |
| Total Accrued expenses | 114,030.54 | 93,244.10 | 20,786.44 ⁸ |
| Total Long Term Liabilities | 118,704.38 | 102,745.23 | 15,959.15 |
| Total Liabilities | 246,440.91 | 224,446.01 | 21,994.90 |
| Equity | | | |
| Retained Earnings | 177,096.32 | 166,301.80 | 10,794.52 ⁹ |
| Net Income | -11,289.86 | -70,862.48 | 59,572.62 |
| Total Equity | 165,806.46 | 95,439.32 | 70,367.14 |
| TOTAL LIABILITIES & EQUITY | 412,247.37 | 319,885.33 | 92,362.04 |

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

1. Cash: In the previous fiscal year, the Brownfields consultant check was written for approximately \$68,000 that was reimbursed in October. We were still recovering from a three-payroll month in the month of July, and the late reimbursement of the June 2021 NHDOT request of \$121,167. 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. 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.

4. FSB Credit Card: Two new computers were purchased on the credit card in the previous fiscal year.

5. 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.

6. Contract Revenue in Advance: Current year balance = Barrington Land Use and Transportation Chapters \$6,324, GSCH \$13,417, EDA \$3,606. Invoices are billed monthly to income on the profit and loss and applied to reduce the Contract Revenue in Advance balance.

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

8. Accrued Expenses: These amounts are adjusted at year-end and reflect wages paid in 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.

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

Strafford Regional Planning Commission
A/R Aging Summary
As of September 30, 2022

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL |
|--|----------|-----------------------|---------|---------|----------|-----------------------|
| 2000 LTA (Local Technical Assistance) | | | | | | |
| 2021 Annual Dinner Attendance | 0.00 | 0.00 | 0.00 | 0.00 | 60.00 | 60.00 ¹ |
| 2100 Dues | | | | | | |
| 2109 Town of Milton dues | 0.00 | 0.00 | 0.00 | 0.00 | 5,759.68 | 5,759.68 |
| Total 2100 Dues | 0.00 | 0.00 | 0.00 | 0.00 | 5,759.68 | 5,759.68 ² |
| 2200 PLUR Books | | | | | | |
| 2209 Town of Milton PLUR | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total 2200 PLUR Books | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 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 | 0.00 | 0.00 | 5,819.68 | 5,819.68 |
| 3500 Town of Farmington | | | | | | |
| 3501 FAR Circuit Rider | 3,034.38 | 0.00 | 0.00 | 0.00 | 0.00 | 3,034.38 |
| Total 3500 Town of Farmington | 3,034.38 | 0.00 | 0.00 | 0.00 | 0.00 | 3,034.38 |
| 4200 Town of Northwood | | | | | | |
| 4201 NOR Circuit Rider | 3,828.75 | 2,912.88 | 0.00 | 0.00 | 0.00 | 6,741.63 |
| Total 4200 Town of Northwood | 3,828.75 | 2,912.88 ³ | 0.00 | 0.00 | 0.00 | 6,741.63 |
| 4300 Town of Nottingham | | | | | | |
| 4301 NOT Circuit Rider | 2,802.50 | 0.00 | 0.00 | 0.00 | 0.00 | 2,802.50 |
| Total 4300 Town of Nottingham | 2,802.50 | 0.00 | 0.00 | 0.00 | 0.00 | 2,802.50 |
| 4400 City of Rochester | | | | | | |
| 4402 UPWP ROC Sidewalk Assess | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total 4400 City of Rochester | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4600 City of Somersworth | | | | | | |
| 4604 SOM 2021 Tax Map FY23 | 0.00 | 1,088.75 | 0.00 | 0.00 | 0.00 | 1,088.75 |
| 4603 Somersworth Historic Sites GIS | 812.50 | 0.00 | 0.00 | 0.00 | 0.00 | 812.50 |
| Total 4600 City of Somersworth | 812.50 | 1,088.75 ⁴ | 0.00 | 0.00 | 0.00 | 1,901.25 |
| 4700 Town of Strafford | | | | | | |
| 4703 Strafford Master Plan | 2,157.50 | 0.00 | 0.00 | 0.00 | 0.00 | 2,157.50 |
| 4701 Strafford Circuit Rider | 1,296.25 | 0.00 | 0.00 | 0.00 | 0.00 | 1,296.25 |
| Total 4700 Town of Strafford | 3,453.75 | 0.00 | 0.00 | 0.00 | 0.00 | 3,453.75 |
| 4800 Town of Wakefield | | | | | | |
| 4803 WAK NBRC Union Hotel Grant Admin | 0.00 | 519.86 | 0.00 | 0.00 | 0.00 | 519.86 |

Strafford Regional Planning Commission A/R Aging Summary As of September 30, 2022

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | > 90 | TOTAL |
|---|-----------|----------|---------|-----------|------|-----------|
| 4801 Wakefield Circuit Rider 2021 | 390.00 | 480.00 | 0.00 | 0.00 | 0.00 | 870.00 |
| Total 4800 Town of Wakefield | 390.00 | 999.86 | 0.00 | 0.00 | 0.00 | 1,389.86 |
| 5150 GSCH | | | | | | |
| 5151 Creating Age Friendly Communities | 0.00 | 0.00 | 0.00 | 10,125.00 | 0.00 | 10,125.00 |
| Total 5150 GSCH | 0.00 | 0.00 | 0.00 | 10,125.00 | 0.00 | 10,125.00 |
| 5201 UNH | | | | | | |
| 5205 NDU PREPA | 0.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 |
| Total 5201 UNH | 0.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 |
| 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 | 1,599.58 | 0.00 | 0.00 | 0.00 | 0.00 | 1,599.58 |
| 6002 ARPA RHNA | 7,053.50 | 0.00 | 0.00 | 0.00 | 0.00 | 7,053.50 |
| Total 6000 NH Office of Planning & Development | 8,653.08 | 0.00 | 0.00 | 0.00 | 0.00 | 8,653.08 |
| 6100 NH DES | | | | | | |
| 6103 Coastal 23 | 755.51 | 1,411.91 | 0.00 | 0.00 | 0.00 | 2,167.42 |
| 6304 LSWP Aquifers SWP-333 | 4,470.25 | 4,844.00 | 0.00 | 0.00 | 0.00 | 9,314.25 |
| 6151 PSM Flood Smart Seacoast | 1,637.67 | 2,694.01 | 0.00 | 0.00 | 0.00 | 4,331.68 |
| Total 6100 NH DES | 6,863.43 | 8,949.92 | 0.00 | 0.00 | 0.00 | 15,813.35 |
| 6500 DEPT OF SAFETY (OEM) | | | | | | |
| 6502 BRIC DUR MID MIL NOT STR | 1,799.96 | 0.00 | 0.00 | 0.00 | 0.00 | 1,799.96 |
| Total 6500 DEPT OF SAFETY (OEM) | 1,799.96 | 0.00 | 0.00 | 0.00 | 0.00 | 1,799.96 |
| 6600 CDFA-CDBG Grant Administration | | | | | | |
| 6602 CDBG Gafney Home | 1,977.20 | 2,042.39 | 0.00 | 0.00 | 0.00 | 4,019.59 |
| Total 6600 CDFA-CDBG Grant Administration | 1,977.20 | 2,042.39 | 0.00 | 0.00 | 0.00 | 4,019.59 |
| 7000 ECONOMIC DEVELOPMENT ADMINISTRATION | | | | | | |
| 7002 EDA CARES | 0.00 | 1,355.07 | 0.00 | 0.00 | 0.00 | 1,355.07 |
| Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATI... | 0.00 | 1,355.07 | 0.00 | 0.00 | 0.00 | 1,355.07 |
| 8000 DOT UPWP | | | | | | |
| 8001 UPWP 22-23 | 31,030.04 | 0.00 | 0.00 | 0.00 | 0.00 | 31,030.04 |
| Total 8000 DOT UPWP | 31,030.04 | 0.00 | 0.00 | 0.00 | 0.00 | 31,030.04 |

Strafford Regional Planning Commission
A/R Aging Summary
As of September 30, 2022

| | <u>Current</u> | <u>1 - 30</u> | <u>31 - 60</u> | <u>61 - 90</u> | <u>> 90</u> | <u>TOTAL</u> |
|--------------------|-------------------------|-------------------------|--------------------|-------------------------|------------------------|--------------------------|
| DOT_UPWP 2010-2011 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | <u>64,645.59</u> | <u>22,348.87</u> | <u>0.00</u> | <u>10,125.00</u> | <u>5,819.68</u> | <u>102,939.14</u> |

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Strafford Regional Planning Commission
A/R Aging Summary
As of September 30, 2022

1. Annual Meeting Outstanding: Christine Lambson \$20, Ed Pacht \$20, Manuel Ramirez \$20
2. Dues Outstanding: The Town of Milton has been sent reminders several times with no response. Jen is following up with the town administrator.
3. Northwood: \$2912.88 received in October
4. Somersworth: \$1088.75 received in October
5. GSCH: \$10,125 received in October
6. Coastal: \$1,411.91 received in October
7. LSWP: \$4,844 received in October
8. PSM: \$2,694.01 received in October
9. EDA CARES: \$1,355.07 received in October

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Strafford Regional Planning Commission Profit & Loss September 2022

| | Sep 22 | Sep 21 | \$ Change |
|--|-----------|-----------|------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 2000 SRPC Membership Dues | 10,896.22 | 9,950.20 | 946.02 |
| SRPC Revenue | | | |
| Municipal and NonProfit Revenue | | | |
| 3103 BAR Land Use Chapter | 1,228.75 | 0.00 | 1,228.75 |
| 3501 FAR Circuit Rider | 3,034.38 | 2,291.45 | 742.93 |
| 4201 NORPlanning Services | 3,828.75 | 1,344.33 | 2,484.42 |
| 4301 NOT Circuit Rider | 2,802.50 | 1,914.65 | 887.85 |
| 4603 SOM Historic Sites GIS | 812.50 | 0.00 | 812.50 |
| 4604 SOM Tax Maps FY23 | 1,088.75 | 0.00 | 1,088.75 |
| 4701 Strafford Circuit Rider | 1,296.25 | 3,100.25 | -1,804.00 |
| 4703 STR MP Update | 2,157.50 | 0.00 | 2,157.50 |
| 4801 WAK Circuit Rider | 390.00 | 0.00 | 390.00 |
| 5151 GSCH - Tufts | 0.00 | 2,485.43 | -2,485.43 |
| 4602 SOM Tax Map | 0.00 | 931.25 | -931.25 |
| 5101 NHCHF | 0.00 | 791.16 | -791.16 |
| Total Municipal and NonProfit Revenue | 16,639.38 | 12,858.52 | 3,780.86 |
| Total SRPC Revenue | 16,639.38 | 12,858.52 | 3,780.86 |
| Federal Agencies Incl EDD | | | |
| 7003 EDD Planning Partnership | 21,188.31 | 14,506.31 | 6,682.00 |
| 7002 EDA CARES | 10,589.48 | 13,007.03 | -2,417.55 |
| 7110 EPA Brownfields | 0.00 | 68,632.38 | -68,632.38 |
| Total Federal Agencies Incl EDD | 31,777.79 | 96,145.72 | -64,367.93 |
| State Award Revenue | | | |
| Office Of Planning and Dev | | | |
| 6001 TBG 22-23 | 1,599.58 | 0.00 | 1,599.58 |
| 6002 ARPA RHNA | 7,053.50 | 0.00 | 7,053.50 |
| Total Office Of Planning and Dev | 8,653.08 | 0.00 | 8,653.08 |
| NHDES | | | |
| 6103 Coastal FY23 | 1,330.23 | 0.00 | 1,330.23 |
| 6151 Project of Special Merit | 1,637.67 | 0.00 | 1,637.67 |
| 5052 RPC CILUG | 0.00 | 501.69 | -501.69 |
| 3303 DOV Equity | 0.00 | 1,823.24 | -1,823.24 |
| 3404 DUR Resilience | | | |
| DUR CHAMP Match | 0.00 | 417.97 | -417.97 |
| 3404 DUR Resilience - Other | 0.00 | 1,908.62 | -1,908.62 |
| Total 3404 DUR Resilience | 0.00 | 2,326.59 | -2,326.59 |
| 3403 Dur Groundwater Modeling | 0.00 | 1,238.60 | -1,238.60 |
| 6304 LSWP - Aquifers | 5,015.07 | 0.00 | 5,015.07 |
| Total NHDES | 7,982.97 | 5,890.12 | 2,092.85 |
| CDFA | | | |
| 6601 CDBG Grant | 1,977.20 | 0.00 | 1,977.20 |
| Total CDFA | 1,977.20 | 0.00 | 1,977.20 |
| Pre-Disaster Mitigation | | | |

Strafford Regional Planning Commission
Profit & Loss
September 2022

| | Sep 22 | Sep 21 | \$ Change |
|--|-------------------|-------------------|-------------------|
| 6501 PDM19 BAR NDU ROL SOM | 0.00 | 2,508.00 | -2,508.00 |
| 6502 PDM DUR MID MIL NOT STR WA | 2,399.95 | 0.00 | 2,399.95 |
| Total Pre-Disaster Mitigation | 2,399.95 | 2,508.00 | -108.05 |
| Total State Award Revenue | 21,013.20 | 8,398.12 | 12,615.08 |
| MPO Revenue | | | |
| NH DOT | | | |
| 8001 UPWP 22-23 | 34,477.82 | 36,361.00 | -1,883.18 |
| Total NH DOT | 34,477.82 | 36,361.00 | -1,883.18 |
| Total MPO Revenue | 34,477.82 | 36,361.00 | -1,883.18 |
| Contra Income Cash Match | | | |
| Coastal Cash Match | -251.84 | 0.00 | -251.84 |
| LSWP Cash Match | | | |
| LSWP SRPC Cash Match | -383.38 | 0.00 | -383.38 |
| Total LSWP Cash Match | -383.38 | 0.00 | -383.38 |
| EDD Cash Match | -1,562.45 | 0.00 | -1,562.45 |
| Cash Match RPC CILUG | 0.00 | -62.71 | 62.71 |
| Durham Resilience Cash Match | 0.00 | -417.97 | 417.97 |
| Dover Equity Cash Match | | | |
| Dover Cash Match | 0.00 | -104.78 | 104.78 |
| SRPC Cash Match | 0.00 | -41.91 | 41.91 |
| Total Dover Equity Cash Match | 0.00 | -146.69 | 146.69 |
| DOT Cash Match | | | |
| BAR Cash Match | 28.20 | 0.00 | 28.20 |
| DOT Cash Match - Other | -3,447.78 | -3,636.10 | 188.32 |
| Total DOT Cash Match | -3,419.58 | -3,636.10 | 216.52 |
| Total Contra Income Cash Match | -5,617.25 | -4,263.47 | -1,353.78 |
| Contra Income InKind/Soft Match | | | |
| In-Kind Coastal Match | -322.88 | 0.00 | -322.88 |
| IK LSWP | -161.44 | 0.00 | -161.44 |
| In-Kind EDD Match | -13,376.12 | -9,199.52 | -4,176.60 |
| In-Kind HazMit Match | -599.99 | -627.00 | 27.01 |
| Total Contra Income InKind/Soft Match | -14,460.43 | -9,826.52 | -4,633.91 |
| Contract Overage | -9,234.41 | 0.00 | -9,234.41 |
| Total Income | 85,492.32 | 149,623.57 | -64,131.25 |
| Gross Profit | 85,492.32 | 149,623.57 | -64,131.25 |
| Expense | | | |
| Personnel Expenses | | | |
| Salary and Wages | 66,595.45 | 56,172.36 | 10,423.09 |
| Payroll Expenses | | | |
| FSA Fees | 0.00 | 2.75 | -2.75 |

Strafford Regional Planning Commission
Profit & Loss
September 2022

| | Sep 22 | Sep 21 | \$ Change |
|-------------------------------------|------------------|------------------|------------------|
| Dental insurance expense | 431.27 | 343.21 | 88.06 |
| Health Insurance expense | 5,714.77 | 5,319.84 | 394.93 |
| Life Insurance expense | 132.43 | 100.81 | 31.62 |
| LTD Insurance expense | 63.30 | 55.74 | 7.56 |
| STD insurance expense | 220.69 | 219.48 | 1.21 |
| Payroll Processing Fees | 233.00 | 200.00 | 33.00 |
| Pension expense | 1,771.63 | 1,568.30 | 203.33 |
| Unemployment expense | 164.08 | 0.00 | 164.08 |
| Workers Compensation | 159.08 | 0.00 | 159.08 |
| Payroll Taxes | | | |
| Medicare Expense | 952.78 | 793.33 | 159.45 |
| Social Security expense | 4,073.95 | 3,392.17 | 681.78 |
| Payroll Taxes - Other | 321.22 | -0.02 | 321.24 |
| Total Payroll Taxes | 5,347.95 | 4,185.48 | 1,162.47 |
| Total Payroll Expenses | 14,238.20 | 11,995.61 | 2,242.59 |
| Dues and Subscriptions | 328.44 | 333.91 | -5.47 |
| Staff Training and Seminars | 50.00 | 0.00 | 50.00 |
| Total Personnel Expenses | 81,212.09 | 68,501.88 | 12,710.21 |
| Equipment expense | | | |
| Copier Maintenance Contract | 319.85 | 319.85 | 0.00 |
| Office furniture | | | |
| Computer equipment | 145.26 | 4,118.45 | -3,973.19 |
| Total Office furniture | 145.26 | 4,118.45 | -3,973.19 |
| Software expense | | | |
| ArcInfo/View software | 455.25 | 400.00 | 55.25 |
| Office Software | | | |
| iDrive | 66.63 | 49.97 | 16.66 |
| Timesheet Software | 140.00 | 140.00 | 0.00 |
| Survey Monkey | 66.23 | 0.00 | 66.23 |
| Zoom | 58.32 | 58.32 | 0.00 |
| Adobe In Design | 43.44 | 73.98 | -30.54 |
| 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 | 0.00 | 212.50 |
| Total Office Software | 725.46 | 456.31 | 269.15 |
| Total Software expense | 1,180.71 | 856.31 | 324.40 |
| Traffic Count Expenses | | | |
| Traffic Count Police Detail | 284.00 | 0.00 | 284.00 |
| Traffic counting supplies | 9.48 | 0.00 | 9.48 |
| Total Traffic Count Expenses | 293.48 | 0.00 | 293.48 |
| Total Equipment expense | 1,939.30 | 5,294.61 | -3,355.31 |
| Fixed Expenses | | | |
| Insurance | | | |

Strafford Regional Planning Commission Profit & Loss September 2022

| | Sep 22 | Sep 21 | \$ Change |
|--|------------------|-------------------|--------------------------------|
| Liability Insurance | 597.75 | 406.43 | 191.32 |
| Total Insurance | 597.75 | 406.43 | 191.32 |
| Rent | 2,500.00 | 2,500.00 | 0.00 |
| Vehicle Expenses | | | |
| Depreciation Expense | 477.99 | 477.99 | 0.00 |
| Vehicle Gas & Repairs | 83.41 | 80.13 | 3.28 |
| Vehicle Interest | 41.69 | 63.70 | -22.01 |
| Total Vehicle Expenses | 603.09 | 621.82 | -18.73 |
| Total Fixed Expenses | 3,700.84 | 3,528.25 | 172.59 |
| Communications | | | |
| Postage and Delivery | 77.99 | 17.99 | 60.00 |
| Telephone and Internet | 266.14 | 291.24 | -25.10 |
| Website maintenance and updates | | | |
| Website and logo design | 498.44 | 1,416.12 | -917.68 |
| Total Website maintenance and updates | 498.44 | 1,416.12 | -917.68 ⁴ |
| Total Communications | 842.57 | 1,725.35 | -882.78 |
| Administrative | | | |
| Office Expense | 815.84 | 826.04 | -10.20 |
| Office Supplies | 39.99 | 292.67 | -252.68 |
| Professional Fees | | | |
| Accounting, Audit | 1,333.33 | 1,250.00 | 83.33 |
| Total Professional Fees | 1,333.33 | 1,250.00 | 83.33 |
| Travel & Ent | | | |
| Travel | 1,616.16 | 177.07 | 1,439.09 |
| Total Travel & Ent | 1,616.16 | 177.07 | 1,439.09 ⁵ |
| Total Administrative | 3,805.32 | 2,545.78 | 1,259.54 |
| Contract Labor | | | |
| Financial Services | 0.00 | 4,631.25 | -4,631.25 ⁶ |
| IT and Network support | 270.00 | 270.00 | 0.00 |
| Pass Through Expense | | | |
| EDA CARES Contract Support | 0.00 | 2,812.00 | -2,812.00 |
| EPA Brownfields Consultants | 0.00 | 67,928.02 | -67,928.02 |
| NHDOT Consultant | 2,455.68 | 0.00 | 2,455.68 |
| DOV PREPA Consultant | 0.00 | 250.00 | -250.00 |
| Total Pass Through Expense | 2,455.68 | 70,990.02 | -68,534.34 ⁷ |
| Total Contract Labor | 2,725.68 | 75,891.27 | -73,165.59 |
| Total Expense | 94,225.80 | 157,487.14 | -63,261.34 |
| Net Ordinary Income | -8,733.48 | -7,863.57 | -869.91 |
| Other Income/Expense | | | |
| Other Income | | | |

Strafford Regional Planning Commission
Profit & Loss
September 2022

| | Sep 22 | Sep 21 | \$ Change |
|--------------------|-----------|-----------|-----------|
| Interest Income | 18.35 | 14.23 | 4.12 |
| Total Other Income | 18.35 | 14.23 | 4.12 |
| Net Other Income | 18.35 | 14.23 | 4.12 |
| Net Income | -8,715.13 | -7,849.34 | -865.79 |

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Strafford Regional Planning Commission
Profit & Loss
September 2022

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. The most notable decrease in gross revenue from the previous fiscal year is the Brownfields contract, which is contingent upon the receipt of contractor invoices. The contract overage amount in this fiscal year was for costs associated with the EDA CARES grant, which closed out on 9/22/22. This contract overage was applied as in-kind match to the EDA Partnership grant.

2. Personnel Costs: Increased staffing and pay rate increases resulted in increased salary and payroll tax costs for the current fiscal year. Unemployment and workers compensation expenses increased from the previous fiscal year, due to a FY21 "holiday premium credit" received in August 2021.

3. Computer equipment and Office furniture: In the previous fiscal year, 2 computers and 7 monitors were purchased.

4. Website: In the previous fiscal year, several plug-ins were purchased for the new website.

5. Travel: In the current fiscal year, three staff members' lodging was paid for the NNECPA conference, and two interns were reporting mileage for town scanning services provided. NNECPA conference costs were booked in October for the previous fiscal year.

6. Financial Services: The financial consultant was hired as an employee in October of 2021.

7. Pass Through Expense: Amounts are dependent on various contract support needs and timing of consultant work performed and associated invoices received.

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

| Date | Name | Memo | Amount |
|--|------------------------|--|-----------|
| 2000 LTA (Local Technical Assistance) | | | |
| 09/01/2022 | 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 |
| 3100 Town of Barrington | | | |
| 3103 Barrington Land Use Chapter | | | |
| 09/30/2022 | 3100 Town of Barri... | Progress Billing - Barrington Land Use Chapter - September 2022 | 1,228.75 |
| 09/30/2022 | 3100 Town of Barri... | Progress Billing - Barrington Land Use Chapter - Transportation Match September 2022 | 28.20 |
| Total 3103 Barrington Land Use Chapter | | | 1,256.95 |
| Total 3100 Town of Barrington | | | 1,256.95 |
| 3500 Town of Farmington | | | |
| 3501 FAR Circuit Rider | | | |
| 09/30/2022 | 3500 Town of Farmi... | Progress Billing - Farmington Circuit Rider - September 2022 | 3,034.38 |
| Total 3501 FAR Circuit Rider | | | 3,034.38 |
| Total 3500 Town of Farmington | | | 3,034.38 |
| 4200 Town of Northwood | | | |
| 4201 NOR Circuit Rider | | | |
| 09/30/2022 | 4200 Town of North... | Progress Billing - Northwood Circuit Rider - September 2022 | 3,828.75 |
| Total 4201 NOR Circuit Rider | | | 3,828.75 |
| Total 4200 Town of Northwood | | | 3,828.75 |
| 4300 Town of Nottingham | | | |
| 4301 NOT Circuit Rider | | | |
| 09/30/2022 | 4300 Town of Nottin... | Progress Billing - Nottingham Circuit Rider - September 2022 | 2,802.50 |
| Total 4301 NOT Circuit Rider | | | 2,802.50 |
| Total 4300 Town of Nottingham | | | 2,802.50 |
| 4600 City of Somersworth | | | |
| 4604 SOM 2021 Tax Map FY23 | | | |
| 09/21/2022 | 4600 City of Somer... | FY23 Tax Map Updates - Planner I Stephen Geis | 838.75 |
| 09/21/2022 | 4600 City of Somer... | FY23 Tax Map Updates - Planner III Jackson Rand | 130.00 |
| 09/21/2022 | 4600 City of Somer... | FY23 Tax Map Updates - Printing Costs | 120.00 |
| Total 4604 SOM 2021 Tax Map FY23 | | | 1,088.75 |
| 4603 Somersworth Historic Sites GIS | | | |
| 09/30/2022 | 4600 City of Somer... | Somersworth Historic Sites Story Maps | 812.50 |
| Total 4603 Somersworth Historic Sites GIS | | | 812.50 |

Strafford Regional Planning Commission
Income by Customer
September 2022

| Date | Name | Memo | Amount |
|---|------------------------|--|----------|
| Total 4600 City of Somersworth | | | 1,901.25 |
| 4700 Town of Strafford | | | |
| 4703 Strafford Master Plan | | | |
| 09/30/2022 | 4700 Town of Straff... | Progress Billing -Strafford Master Plan Update - September 2022 | 2,157.50 |
| Total 4703 Strafford Master Plan | | | 2,157.50 |
| 4701 Strafford Circuit Rider | | | |
| 09/30/2022 | 4700 Town of Straff... | Progress Billing - Strafford Circuit Rider - September 2022 | 1,296.25 |
| Total 4701 Strafford Circuit Rider | | | 1,296.25 |
| Total 4700 Town of Strafford | | | 3,453.75 |
| 4800 Town of Wakefield | | | |
| 4801 Wakefield Circuit Rider 2021 | | | |
| 09/30/2022 | 4800 Town of Wake... | Progress Billing - Wakefield Circuit Rider - September 2022 | 390.00 |
| Total 4801 Wakefield Circuit Rider 2021 | | | 390.00 |
| Total 4800 Town of Wakefield | | | 390.00 |
| 6000 NH Office of Planning & Development | | | |
| 6001 TBG22-23 | | | |
| 09/30/2022 | 6000 NH Office of P... | Progress Billing Targeted Block Grant FY23 - September 2022 | 1,599.58 |
| Total 6001 TBG22-23 | | | 1,599.58 |
| 6002 ARPA RHNA | | | |
| 09/30/2022 | 6000 NH Office of P... | Progress Billing - ARPA Regional Housing Needs Assessment - September 2022 | 7,053.50 |
| Total 6002 ARPA RHNA | | | 7,053.50 |
| Total 6000 NH Office of Planning & Development | | | 8,653.08 |
| 6100 NH DES | | | |
| 6103 Coastal 23 | | | |
| 09/30/2022 | 6100 NH DES:6103... | Progress Billing Grant #21-306-09, Coastal 2023 - September 2022 | 1,330.23 |
| 09/30/2022 | 6100 NH DES:6103... | Cash Match | -251.84 |
| 09/30/2022 | 6100 NH DES:6103... | In Kind match for Coastal grant | -322.88 |
| Total 6103 Coastal 23 | | | 755.51 |
| 6304 LSWP Aquifers SWP-333 | | | |
| 09/30/2022 | 6100 NH DES:6304... | Progress Billing - LSWP 333 - September 2022 | 5,015.07 |
| 09/30/2022 | 6100 NH DES:6304... | Cash Match | -383.38 |
| 09/30/2022 | 6100 NH DES:6304... | In Kind Match - LSWP | -161.44 |
| Total 6304 LSWP Aquifers SWP-333 | | | 4,470.25 |
| 6151 PSM Flood Smart Seacoast | | | |

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

| Date | Name | Memo | Amount |
|---|---------------------|--|------------------|
| 09/30/2022 | 6100 NH DES:6151... | Progress Billing - PSM 21-2 - September 2022 | 1,637.67 |
| Total 6151 PSM Flood Smart Seacoast | | | 1,637.67 |
| Total 6100 NH DES | | | 6,863.43 |
| 6500 DEPT OF SAFETY (OEM) | | | |
| 6502 BRIC DUR MID MIL NOT STR | | | |
| 09/30/2022 | 6500 DEPT OF SA... | 23BRIC20 4393 Progress Billing - 7/27/22 through 9/30/22 | 2,399.95 |
| 09/30/2022 | 6500 DEPT OF SA... | In Kind Match for Hazard Mitigation contracts | -599.99 |
| Total 6502 BRIC DUR MID MIL NOT STR | | | 1,799.96 |
| Total 6500 DEPT OF SAFETY (OEM) | | | 1,799.96 |
| 6600 CDFA-CDBG Grant Administration | | | |
| 6602 CDBG Gafney Home | | | |
| 09/30/2022 | 6600 CDFA-CDBG ... | CDBG Grant Administration - Gafney Home - September 2022 | 1,977.20 |
| Total 6602 CDBG Gafney Home | | | 1,977.20 |
| Total 6600 CDFA-CDBG Grant Administration | | | 1,977.20 |
| 7000 ECONOMIC DEVELOPMENT ADMINISTRATION | | | |
| 7002 EDA CARES | | | |
| 09/22/2022 | 7000 ECONOMIC ... | EDA CARES - Project 01-69-15047 - Final Billing - | 10,589.48 |
| 09/22/2022 | 7000 ECONOMIC ... | To record when contracts go over budget in QuickBooks - InKind to EDD Partner Grant Match paid ... | -9,234.41 |
| Total 7002 EDA CARES | | | 1,355.07 |
| 7003 EDA FY22 | | | |
| 09/30/2022 | 7000 ECONOMIC ... | Progress Billing EDD Planning Partnership- September 2022 | 21,188.31 |
| 09/30/2022 | 7000 ECONOMIC ... | In Kind Match | -13,376.12 |
| 09/30/2022 | 7000 ECONOMIC ... | Cash Match | -1,562.45 |
| Total 7003 EDA FY22 | | | 6,249.74 |
| Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION | | | 7,604.81 |
| 8000 DOT UPWP | | | |
| 8001 UPWP 22-23 | | | |
| 09/30/2022 | 8000 DOT UPWP:8... | Progress Billing - UPWP - September 2022 | 34,477.82 |
| 09/30/2022 | 8000 DOT UPWP:8... | 10% Matching Funds | -3,447.78 |
| Total 8001 UPWP 22-23 | | | 31,030.04 |
| Total 8000 DOT UPWP | | | 31,030.04 |
| TOTAL | | | 85,492.32 |

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

| | Jul - Sep 22 | Budget | \$ Over Budget |
|--|-------------------|------------------|-------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 2000 SRPC Membership Dues | 32,688.62 | 32,688.62 | 0.00 |
| SRPC Revenue | | | |
| Municipal and NonProfit Revenue | | | |
| 3103 BAR Land Use Chapter | 4,505.63 | 2,849.53 | 1,656.10 |
| 3501 FAR Circuit Rider | 11,088.14 | 10,000.03 | 1,088.11 |
| 3506 FAR Tax Maps FY23 | 0.00 | 250.00 | -250.00 |
| 4201 NORPlanning Services | 8,940.38 | 6,250.03 | 2,690.35 |
| 4301 NOT Circuit Rider | 7,695.00 | 6,250.03 | 1,444.97 |
| 4603 SOM Historic Sites GIS | 812.50 | 750.00 | 62.50 |
| 4604 SOM Tax Maps FY23 | 1,088.75 | 250.00 | 838.75 |
| 4701 Strafford Circuit Rider | 4,873.13 | 9,499.97 | -4,626.84 |
| 4703 STR MP Update | 6,406.88 | 7,648.78 | -1,241.90 |
| 4801 WAK Circuit Rider | 870.00 | 1,249.99 | -379.99 |
| 4802 Sanbornville Precinct | 0.00 | 1,000.03 | -1,000.03 |
| 4803 WAK NBRC Union Hotel | 519.86 | 750.00 | -230.14 |
| 5002 NHARPC Administration | 0.00 | 1,999.97 | -1,999.97 |
| 5151 GSCH - Tufts | 1,654.86 | 7,624.97 | -5,970.11 |
| Total Municipal and NonProfit Revenue | <u>48,455.13</u> | <u>56,373.33</u> | <u>-7,918.20</u> |
| Total SRPC Revenue | 48,455.13 | 56,373.33 | -7,918.20 |
| Federal Agencies Incl EDD | | | |
| 7003 EDD Planning Partnership | 46,924.08 | 34,999.97 | 11,924.11 |
| 7002 EDA CARES | 65,995.29 | 45,250.00 | 20,745.29 |
| 7110 EPA Brownfields | 9,490.32 | 16,900.00 | -7,409.68 |
| Total Federal Agencies Incl EDD | <u>122,409.69</u> | <u>97,149.97</u> | <u>25,259.72</u> |
| State Award Revenue | | | |
| Office Of Planning and Dev | | | |
| 6001 TBG 22-23 | 4,958.76 | 2,777.72 | 2,181.04 |
| 6002 ARPA RHNA | 27,320.47 | 17,500.01 | 9,820.46 |
| Total Office Of Planning and Dev | <u>32,279.23</u> | <u>20,277.73</u> | <u>12,001.50</u> |
| NHDES | | | |
| 6103 Coastal FY23 | 4,258.28 | 7,500.00 | -3,241.72 |
| 6151 Project of Special Merit | 5,230.83 | 4,249.97 | 980.86 |
| 6250 Watershed PRB | 0.00 | 14,700.00 | -14,700.00 |
| 6304 LSWP - Aquifers | 10,274.51 | 6,545.44 | 3,729.07 |
| Total NHDES | <u>19,763.62</u> | <u>32,995.41</u> | <u>-13,231.79</u> |
| UNH | | | |
| 5205 UNH PREPA NDU | 8,107.16 | 7,500.00 | 607.16 |
| Total UNH | <u>8,107.16</u> | <u>7,500.00</u> | <u>607.16</u> |
| CDFA | | | |
| 6601 CDBG Grant | 5,583.97 | 1,999.97 | 3,584.00 |
| Total CDFA | <u>5,583.97</u> | <u>1,999.97</u> | <u>3,584.00</u> |
| Pre-Disaster Mitigation | | | |
| 6501 PDM19 BAR NDU ROL SOM | 1,650.00 | 667.00 | 983.00 |

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

| | Jul - Sep 22 | Budget | \$ Over Budget |
|--|--------------|------------|----------------|
| 6502 PDM DUR MID MIL NOT STR WA | 2,399.95 | 10,303.05 | -7,903.10 |
| Total Pre-Disaster Mitigation | 4,049.95 | 10,970.05 | -6,920.10 |
| Total State Award Revenue | 69,783.93 | 73,743.16 | -3,959.23 |
| MPO Revenue | | | |
| NH DOT | | | |
| 8001 UPWP 22-23 | 116,020.91 | 0.00 | 116,020.91 |
| NH DOT - Other | 0.00 | 167,500.03 | -167,500.03 |
| Total NH DOT | 116,020.91 | 167,500.03 | -51,479.12 |
| Total MPO Revenue | 116,020.91 | 167,500.03 | -51,479.12 |
| Contra Income Cash Match | | | |
| Cash Match GSCH | -274.23 | -1,249.97 | 975.74 |
| Coastal Cash Match | -722.48 | -625.03 | -97.45 |
| LSWP Cash Match | | | |
| LSWP SRPC Cash Match | -798.82 | 0.00 | -798.82 |
| LSWP Cash Match - Other | 0.00 | -545.44 | 545.44 |
| Total LSWP Cash Match | -798.82 | -545.44 | -253.38 |
| EDD Cash Match | -3,201.42 | -4,375.03 | 1,173.61 |
| DOT Cash Match | | | |
| BAR Cash Match | 227.47 | 172.03 | 55.44 |
| DOT Cash Match - Other | -11,602.09 | -16,578.00 | 4,975.91 |
| Total DOT Cash Match | -11,374.62 | -16,405.97 | 5,031.35 |
| Total Contra Income Cash Match | -16,371.57 | -23,201.44 | 6,829.87 |
| Contra Income InKind/Soft Match | | | |
| In-Kind Coastal Match | -1,368.38 | -3,124.97 | 1,756.59 |
| PRB IK Match | 0.00 | -5,749.99 | 5,749.99 |
| IK NDU PREPA (NDU ADU) | -607.16 | -2,500.00 | 1,892.84 |
| In-Kind EDD Match | -30,917.07 | -13,125.00 | -17,792.07 |
| In-Kind HazMit Match | -1,012.49 | -2,742.81 | 1,730.32 |
| Total Contra Income InKind/Soft Match | -34,066.54 | -27,242.77 | -6,823.77 |
| Total Income | 329,685.76 | 377,010.90 | -47,325.14 |
| Gross Profit | 329,685.76 | 377,010.90 | -47,325.14 |
| Expense | | | |
| Personnel Expenses | | | |
| Salary and Wages | 234,812.68 | 217,032.75 | 17,779.93 |
| Payroll Expenses | | | |
| Dental insurance expense | 1,293.81 | 1,547.53 | -253.72 |
| Health incentive | 371.01 | 2,944.03 | -2,573.02 |
| Health Insurance expense | 17,152.30 | 22,392.28 | -5,239.98 |
| Life Insurance expense | 342.21 | 323.72 | 18.49 |
| LTD Insurance expense | 180.90 | 187.03 | -6.13 |
| STD insurance expense | 621.15 | 731.53 | -110.38 |
| Payroll Processing Fees | 842.25 | 944.53 | -102.28 |
| Pension expense | 6,119.59 | 6,411.75 | -292.16 |

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

| | Jul - Sep 22 | Budget | \$ Over Budget |
|--|-------------------|-------------------|------------------|
| Unemployment expense | 492.24 | 492.28 | -0.04 |
| Workers Compensation | 477.24 | 477.28 | -0.04 |
| Payroll Taxes | 18,561.62 | 16,603.03 | 1,958.59 |
| Total Payroll Expenses | 46,454.32 | 53,054.99 | -6,600.67 |
| Dues and Subscriptions | 1,175.04 | 1,459.03 | -283.99 |
| Staff Training and Seminars | 797.50 | 3,499.97 | -2,702.47 |
| Total Personnel Expenses | 283,239.54 | 275,046.74 | 8,192.80 |
| Equipment expense | | | |
| Copier Maintenance Contract | 996.97 | 959.53 | 37.44 |
| Office furniture | | | |
| Computer equipment | 145.26 | 975.00 | -829.74 |
| Office furniture - Other | 418.95 | 250.03 | 168.92 |
| Total Office furniture | 564.21 | 1,225.03 | -660.82 |
| Other Equipment Repair and Cost | | | |
| Equipment Rental & Repair | 0.00 | 124.97 | -124.97 |
| Total Other Equipment Repair and Cost | 0.00 | 124.97 | -124.97 |
| Software expense | | | |
| ArcInfo/View software | 1,365.75 | 1,365.75 | 0.00 |
| Office Software | | | |
| Timesheet Software | 436.00 | 0.00 | 436.00 |
| Adobe In Design | 258.38 | 0.00 | 258.38 |
| Anti-virus software | 122.55 | 0.00 | 122.55 |
| Constant Contact | 256.50 | 0.00 | 256.50 |
| DropBox | 35.97 | 0.00 | 35.97 |
| Microsoft Office 365 | 633.87 | 0.00 | 633.87 |
| Office Software - Other | 0.00 | 1,920.00 | -1,920.00 |
| Total Office Software | 2,316.75 | 1,920.00 | 396.75 |
| Transcad software/maintenance | 0.00 | 375.00 | -375.00 |
| Total Software expense | 3,682.50 | 3,660.75 | 21.75 |
| Traffic Count Expenses | | | |
| Traffic counting supplies | 76.81 | 750.00 | -673.19 |
| Total Traffic Count Expenses | 360.81 | 750.00 | -389.19 |
| Total Equipment expense | 5,604.49 | 6,720.28 | -1,115.79 |
| Fixed Expenses | | | |
| Insurance | | | |
| Liability Insurance | 1,793.25 | 1,793.25 | 0.00 |
| Total Insurance | 1,793.25 | 1,793.25 | 0.00 |
| Rent | 7,500.00 | 7,500.00 | 0.00 |
| Vehicle Expenses | | | |
| Depreciation Expense | 1,433.97 | 0.00 | 1,433.97 |
| Vehicle Gas & Repairs | 357.64 | 0.00 | 357.64 |
| Vehicle Interest | 130.71 | 0.00 | 130.71 |

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

| | Jul - Sep 22 | Budget | \$ Over Budget |
|--|-------------------|-------------------|-------------------|
| Vehicle Expenses - Other | 0.00 | 2,755.97 | -2,755.97 |
| Total Vehicle Expenses | 1,922.32 | 2,755.97 | -833.65 |
| Total Fixed Expenses | 11,215.57 | 12,049.22 | -833.65 |
| Communications | | | |
| Media Outreach Expense | 0.00 | 250.03 | -250.03 |
| Office Telephone System | 0.00 | 291.00 | -291.00 |
| Postage and Delivery | 113.97 | 100.03 | 13.94 |
| Telephone and Internet | 927.88 | 900.00 | 27.88 |
| Website maintenance and updates | | | |
| Website and logo design | 515.32 | 0.00 | 515.32 |
| Website maintenance and updates - Other | 318.20 | 356.72 | -38.52 |
| Total Website maintenance and updates | 833.52 | 356.72 | 476.80 |
| Total Communications | 1,875.37 | 1,897.78 | -22.41 |
| Administrative | | | |
| Library & Planning Books | 40.00 | 0.00 | 40.00 |
| Meetings Expense | 181.54 | 874.97 | -693.43 |
| Office Expense | 2,822.57 | 3,768.75 | -946.18 |
| Office Supplies | 929.13 | 750.00 | 179.13 |
| Printing and Reproduction | 0.00 | 37.50 | -37.50 |
| Professional Fees | | | |
| Accounting, Audit | 4,000.03 | 4,000.03 | 0.00 |
| Legal Fees | 0.00 | 1,000.03 | -1,000.03 |
| Total Professional Fees | 4,000.03 | 5,000.06 | -1,000.03 |
| Travel & Ent | | | |
| Travel | 2,840.09 | 0.00 | 2,840.09 |
| Travel & Ent - Other | 0.00 | 1,249.97 | -1,249.97 |
| Total Travel & Ent | 2,840.09 | 1,249.97 | 1,590.12 |
| Total Administrative | 10,813.36 | 11,681.25 | -867.89 |
| Contract Labor | | | |
| IT and Network support | 4,860.00 | 3,949.97 | 910.03 |
| Pass Through Expense | | | |
| PRB Consultants | 0.00 | 6,162.49 | -6,162.49 |
| EDA CARES Contract Support | 11,877.00 | 4,500.00 | 7,377.00 |
| EPA Brownfields Consultants | 9,085.04 | 14,700.00 | -5,614.96 |
| NHDOT Consultant | 2,455.68 | 8,500.03 | -6,044.35 |
| RPC FTA Subcontract | 0.00 | 2,926.22 | -2,926.22 |
| Total Pass Through Expense | 23,417.72 | 36,788.74 | -13,371.02 |
| Total Contract Labor | 28,277.72 | 40,738.71 | -12,460.99 |
| Total Expense | 341,026.05 | 348,133.98 | -7,107.93 |
| Net Ordinary Income | -11,340.29 | 28,876.92 | -40,217.21 |
| Other Income/Expense | | | |

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

| | Jul - Sep 22 | Budget | \$ Over Budget |
|--------------------|-------------------|------------------|-------------------|
| Other Income | | | |
| Interest Income | 50.43 | 25.03 | 25.40 |
| Total Other Income | 50.43 | 25.03 | 25.40 |
| Net Other Income | 50.43 | 25.03 | 25.40 |
| Net Income | -11,289.86 | 28,901.95 | -40,191.81 |

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

1. Revenues: Differences are mostly attributable to timing of project work performed versus budgeting on an even monthly basis for the months the contract is in effect. Many projects are task-based and cannot be billed until a specified percentage of task completion, which may not coincide with the monthly budget revenue spread. Billing is also contingent upon receipt of contractor invoices for several projects, where SRPC administration of the project is minimal. Also keep in mind that the gross revenue figures include any match requirements for each project.

2. Personnel: All Personnel costs were spread evenly for each month. Actual costs on the report reflect hours paid. July and December for 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. FY2022 health incentives were previously reported in July of the current fiscal year. These costs were moved via journal entry to the previous fiscal year after discussion with the auditors. Health benefits were estimated and may not reflect actual staff utilization.

3. 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.

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Savings Incentive Match Plan for Employees of Small Employers (SIMPLE)—Not for Use With a Designated Financial Institution

STRAFFORD REGIONAL PLANNING COMMISSION

establishes the following SIMPLE

Name of Employer

IRA plan under section 408(p) of the Internal Revenue Code and pursuant to the instructions contained in this form.

Article I—Employee Eligibility Requirements (complete applicable box(es) and blanks—see instructions)

- 1 General Eligibility Requirements.** The Employer agrees to permit salary reduction contributions to be made in each calendar year to the SIMPLE IRA established by each employee who meets the following requirements (select either 1a or 1b):
- a** **Full Eligibility.** All employees are eligible.
- b** **Limited Eligibility.** Eligibility is limited to employees who are described in both (i) and (ii) below:
- (i) Current compensation.** Employees who are reasonably expected to receive at least \$ 5000.00 in compensation (not to exceed \$5,000) for the calendar year.
- (ii) Prior compensation.** Employees who have received at least \$ _____ in compensation (not to exceed \$5,000) during any _____ calendar year(s) (insert 0, 1, or 2) preceding the calendar year.
- 2 Excludable Employees.**
- The Employer elects to exclude employees covered under a collective bargaining agreement for which retirement benefits were the subject of good faith bargaining. **Note:** *This box is deemed checked if the Employer maintains a qualified plan covering only such employees.*

Article II—Salary Reduction Agreements (complete the box and blank, if applicable—see instructions)

- 1 Salary Reduction Election.** An eligible employee may make an election to have his or her compensation for each pay period reduced. The total amount of the reduction in the employee's compensation for a calendar year cannot exceed the applicable amount for that year.
- 2 Timing of Salary Reduction Elections**
- a** For a calendar year, an eligible employee may make or modify a salary reduction election during the 60-day period immediately preceding January 1 of that year. However, for the year in which the employee becomes eligible to make salary reduction contributions, the period during which the employee may make or modify the election is a 60-day period that includes either the date the employee becomes eligible or the day before.
- b** In addition to the election periods in 2a, eligible employees may make salary reduction elections or modify prior elections _____, N/A. If the Employer chooses this option, insert a period or periods (for example, semi-annually, quarterly, monthly, or daily) that will apply uniformly to all eligible employees.
- c** No salary reduction election may apply to compensation that an employee received, or had a right to immediately receive, before execution of the salary reduction election.
- d** An employee may terminate a salary reduction election at any time during the calendar year. If this box is checked, an employee who terminates a salary reduction election not in accordance with 2b may not resume salary reduction contributions during the calendar year.

Article III—Contributions (complete the blank, if applicable—see instructions)

- 1 Salary Reduction Contributions.** The amount by which the employee agrees to reduce his or her compensation will be contributed by the Employer to the employee's SIMPLE IRA.
- 2a Matching Contributions**
- (i)** For each calendar year, the Employer will contribute a matching contribution to each eligible employee's SIMPLE IRA equal to the employee's salary reduction contributions up to a limit of 3% of the employee's compensation for the calendar year.
- (ii)** The Employer may reduce the 3% limit for the calendar year in (i) only if:
- (1)** The limit is not reduced below 1%; **(2)** The limit is not reduced for more than 2 calendar years during the 5-year period ending with the calendar year the reduction is effective; and **(3)** Each employee is notified of the reduced limit within a reasonable period of time before the employees' 60-day election period for the calendar year (described in Article II, item 2a).
- b Nonelective Contributions**
- (i)** For any calendar year, instead of making matching contributions, the Employer may make nonelective contributions equal to 2% of compensation for the calendar year to the SIMPLE IRA of each eligible employee who has at least \$ _____ N/A, (not more than \$5,000) in compensation for the calendar year. No more than \$250,000* in compensation can be taken into account in determining the nonelective contribution for each eligible employee.
- (ii)** For any calendar year, the Employer may make 2% nonelective contributions instead of matching contributions only if:
- (1)** Each eligible employee is notified that a 2% nonelective contribution will be made instead of a matching contribution; and
- (2)** This notification is provided within a reasonable period of time before the employees' 60-day election period for the calendar year (described in Article II, item 2a).
- 3 Time and Manner of Contributions**
- a** The Employer will make the salary reduction contributions (described in 1 above) for each eligible employee to the SIMPLE IRA established at the financial institution selected by that employee no later than 30 days after the end of the month in which the money is withheld from the employee's pay. See instructions.
- b** The Employer will make the matching or nonelective contributions (described in 2a and 2b above) for each eligible employee to the SIMPLE IRA established at the financial institution selected by that employee no later than the due date for filing the Employer's tax return, including extensions, for the taxable year that includes the last day of the calendar year for which the contributions are made.

* This is the amount for 2012. For later years, the limit may be increased for cost-of-living adjustments. The IRS announces the increase, if any, in a news release, in the Internal Revenue Bulletin, and on the IRS's internet website at IRS.gov.

Article IV—Other Requirements and Provisions

- 1 Contributions in General.** The Employer will make no contributions to the SIMPLE IRAs other than salary reduction contributions (described in Article III, item 1) and matching or nonelective contributions (described in Article III, items 2a and 2b).
- 2 Vesting Requirements.** All contributions made under this SIMPLE IRA plan are fully vested and nonforfeitable.
- 3 No Withdrawal Restrictions.** The Employer may not require the employee to retain any portion of the contributions in his or her SIMPLE IRA or otherwise impose any withdrawal restrictions.
- 4 Selection of IRA Trustee.** The Employer must permit each eligible employee to select the financial institution that will serve as the trustee, custodian, or issuer of the SIMPLE IRA to which the Employer will make all contributions on behalf of that employee.
- 5 Amendments To This SIMPLE IRA Plan.** This SIMPLE IRA plan may not be amended except to modify the entries inserted in the blanks or boxes provided in Articles I, II, III, VI, and VII.
- 6 Effects Of Withdrawals and Rollovers**
 - a An amount withdrawn from the SIMPLE IRA is generally includible in gross income. However, a SIMPLE IRA balance may be rolled over or transferred on a tax-free basis to another IRA designed solely to hold funds under a SIMPLE IRA plan. In addition, an individual may roll over or transfer his or her SIMPLE IRA balance to any IRA or eligible retirement plan after a 2-year period has expired since the individual first participated in any SIMPLE IRA plan of the Employer. Any rollover or transfer must comply with the requirements under section 408.
 - b If an individual withdraws an amount from a SIMPLE IRA during the 2-year period beginning when the individual first participated in any SIMPLE IRA plan of the Employer and the amount is subject to the additional tax on early distributions under section 72(t), this additional tax is increased from 10% to 25%.

Article V—Definitions

- 1 Compensation**
 - a **General Definition of Compensation.** Compensation means the sum of the wages, tips, and other compensation from the Employer subject to federal income tax withholding (as described in section 6051(a)(3)), the amounts paid for domestic service in a private home, local college club, or local chapter of a college fraternity or sorority, and the employee's salary reduction contributions made under this plan, and, if applicable, elective deferrals under a section 401(k) plan, a SARSEP, or a section 403(b) annuity contract and compensation deferred under a section 457 plan required to be reported by the Employer on Form W-2 (as described in section 6051(a)(8)).
 - b **Compensation for Self-Employed Individuals.** For self-employed individuals, compensation means the net earnings from self-employment determined under section 1402(a), without regard to section 1402(c)(6), prior to subtracting any contributions made pursuant to this plan on behalf of the individual.
- 2 Employee.** Employee means a common-law employee of the Employer. The term employee also includes a self-employed individual and a leased employee described in section 414(n) but does not include a nonresident alien who received no earned income from the Employer that constitutes income from sources within the United States.
- 3 Eligible Employee.** An eligible employee means an employee who satisfies the conditions in Article I, item 1 and is not excluded under Article I, item 2.
- 4 SIMPLE IRA.** A SIMPLE IRA is an individual retirement account described in section 408(a), or an individual retirement annuity described in section 408(b), to which the only contributions that can be made are contributions under a SIMPLE IRA plan and rollovers or transfers from another SIMPLE IRA.

Article VI—Procedures for Withdrawals *(The Employer will provide each employee with the procedures for withdrawals of contributions received by the financial institution selected by that employee, and that financial institution's name and address (by attaching that information or inserting it in the space below) unless: (1) that financial institution's procedures are unavailable, or (2) that financial institution provides the procedures directly to the employee. See **Employee Notification** in the instructions.)*

Article VII—Effective Date

This SIMPLE IRA plan is effective APRIL 1, 2000 AND AMENDED AND RESTATED JANUARY 1, 2004 . See instructions.

* * * * *

STRAFFORD REGIONAL PLANNING COMMISSION

Name of Employer

150 WAKEFIELD ST, SUITE 12, ROCHESTER, NH 03867

Address of Employer

By: Signature

Date

JENNIFER CZYSZ, EXECUTIVE DIRECTOR

Name and title

Model Notification to Eligible Employees

I. Opportunity to Participate in the SIMPLE IRA Plan

You are eligible to make salary reduction contributions to the STRAFFORD REGIONAL PLANNING COMMISSION SIMPLE IRA plan. This notice and the attached summary description provide you with information that you should consider before you decide whether to start, continue, or change your salary reduction agreement.

II. Employer Contribution Election

For the 2023 calendar year, the Employer elects to contribute to your SIMPLE IRA (*employer must select either (1), (2), or (3)*):

- (1) A matching contribution equal to your salary reduction contributions up to a limit of 3% of your compensation for the year;
- (2) A matching contribution equal to your salary reduction contributions up to a limit of _____% (*employer must insert a number from 1 to 3 and is subject to certain restrictions*) of your compensation for the year; or
- (3) A nonelective contribution equal to 2% of your compensation for the year (limited to compensation of \$250,000*) if you are an employee who makes at least \$ _____ (*employer must insert an amount that is \$5,000 or less*) in compensation for the year.

III. Administrative Procedures

To start or change your salary reduction contributions, you must complete the salary reduction agreement and return it to KATHY FOSTER (employer should designate a place or individual by 12/20/2022 (*employer should insert a date that is not less than 60 days after notice is given*)).

IV. Employee Selection of Financial Institution

You must select the financial institution that will serve as the trustee, custodian, or issuer of your SIMPLE IRA and notify your Employer of your selection.

Model Salary Reduction Agreement

I. Salary Reduction Election

Subject to the requirements of the SIMPLE IRA plan of STRAFFORD REGIONAL PLANNING COMMISSION (*name of employer*) I authorize _____% or \$ _____ (which equals _____% of my current rate of pay) to be withheld from my pay for each pay period and contributed to my SIMPLE IRA as a salary reduction contribution.

II. Maximum Salary Reduction

I understand that the total amount of my salary reduction contributions in any calendar year cannot exceed the applicable amount for that year. See instructions.

III. Date Salary Reduction Begins

I understand that my salary reduction contributions will start as soon as permitted under the SIMPLE IRA plan and as soon as administratively feasible or, if later, N/A. (*Fill in the date you want the salary reduction contributions to begin. The date must be after you sign this agreement.*)

IV. Employee Selection of Financial Institution

I select the following financial institution to serve as the trustee, custodian, or issuer of my SIMPLE IRA.

Name of financial institution

Address of financial institution

SIMPLE IRA account name and number

I understand that I must establish a SIMPLE IRA to receive any contributions made on my behalf under this SIMPLE IRA plan. If the information regarding my SIMPLE IRA is incomplete when I first submit my salary reduction agreement, I realize that it must be completed by the date contributions must be made under the SIMPLE IRA plan. If I fail to update my agreement to provide this information by that date, I understand that my Employer may select a financial institution for my SIMPLE IRA.

V. Duration of Election

This salary reduction agreement replaces any earlier agreement and will remain in effect as long as I remain an eligible employee under the SIMPLE IRA plan or until I provide my Employer with a request to end my salary reduction contributions or provide a new salary reduction agreement as permitted under this SIMPLE IRA plan.

Signature of employee _____ Date _____

* This is the amount for 2012. For later years, the limit may be increased for cost-of-living adjustments. The IRS announces the increase, if any, in a news release, in the Internal Revenue Bulletin, and on the IRS website at IRS.gov.

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

Form 5304-SIMPLE is a model Savings Incentive Match Plan for Employees of Small Employers (SIMPLE) plan document that an employer may use to establish a SIMPLE IRA plan described in section 408(p), under which each eligible employee is permitted to select the financial institution for his or her SIMPLE IRA.

These instructions are designed to assist in the establishment and administration of the SIMPLE IRA plan. They are not intended to supersede any provision in the SIMPLE IRA plan.

Do not file Form 5304-SIMPLE with the IRS. Instead, keep it with your records.

For more information, see Pub. 560, Retirement Plans for Small Business (SEP, SIMPLE, and Qualified Plans), and Pub. 590, Individual Retirement Arrangements (IRAs).

Note. If you used the March 2002, August 2005, or September 2008 version of Form 5304-SIMPLE to establish a model Savings Incentive Match Plan, you are not required to use this version of the form.

Which Employers May Establish and Maintain a SIMPLE IRA Plan?

To establish and maintain a SIMPLE IRA plan, you must meet both of the following requirements:

1. Last calendar year, you had no more than 100 employees (including self-employed individuals) who earned \$5,000 or more in compensation from you during the year. If you have a SIMPLE IRA plan but later exceed this 100-employee limit, you will be treated as meeting the limit for the 2 years following the calendar year in which you last satisfied the limit.

2. You do not maintain during any part of the calendar year another qualified plan with respect to which contributions are made, or benefits are accrued, for service in the calendar year. For this purpose, a qualified plan (defined in section 219(g)(5)) includes a qualified pension plan, a profit-sharing plan, a stock bonus plan, a qualified annuity plan, a tax-sheltered annuity plan, and a simplified employee pension (SEP) plan. A qualified plan that only covers employees covered under a collective bargaining agreement for which retirement benefits were the subject of good faith bargaining is disregarded if these employees are excluded from

participating in the SIMPLE IRA plan. If the failure to continue to satisfy the 100-employee limit or the one-plan rule described in 1 and 2 above is due to an acquisition or similar transaction involving your business, special rules apply. Consult your tax advisor to find out if you can still maintain the plan after the transaction.

Certain related employers (trades or businesses under common control) must be treated as a single employer for purposes of the SIMPLE IRA requirements. These are: (1) a controlled group of corporations under section 414(b); (2) a partnership or sole proprietorship under common control under section 414(c); or (3) an affiliated service group under section 414(m). In addition, if you have leased employees required to be treated as your own employees under the rules of section 414(n), then you must count all such leased employees for the requirements listed above.

What Is a SIMPLE IRA Plan?

A SIMPLE IRA plan is a written arrangement that provides you and your employees with an easy way to make contributions to provide retirement income for your employees. Under a SIMPLE IRA plan, employees may choose whether to make salary reduction contributions to the SIMPLE IRA plan rather than receiving these amounts as part of their regular compensation. In addition, you will contribute matching or nonelective contributions on behalf of eligible employees (see *Employee Eligibility Requirements* below and *Contributions* later). All contributions under this plan will be deposited into a SIMPLE individual retirement account or annuity established for each eligible employee with the financial institution selected by him or her.

When To Use Form 5304-SIMPLE

A SIMPLE IRA plan may be established by using this Model Form or any other document that satisfies the statutory requirements.

Do not use Form 5304-SIMPLE if:

1. You want to require that all SIMPLE IRA plan contributions initially go to a financial institution designated by you. That is, you do not want to permit each of your eligible employees to choose a financial institution that will initially receive contributions. Instead, use Form 5305-SIMPLE, Savings Incentive Match Plan for Employees of Small Employers (SIMPLE)—for Use With a Designated Financial Institution;

2. You want employees who are nonresident aliens receiving no earned income from you that is income from sources within the United States to be eligible under this plan; or

3. You want to establish a SIMPLE 401(k) plan.

Completing Form 5304-SIMPLE

Pages 1 and 2 of Form 5304-SIMPLE contain the operative provisions of your SIMPLE IRA plan. This SIMPLE IRA plan is considered adopted when you have completed all applicable boxes and blanks and it has been executed by you.

The SIMPLE IRA plan is a legal document with important tax consequences for you and your employees. You may want to consult with your attorney or tax advisor before adopting this plan.

Employee Eligibility Requirements (Article I)

Each year for which this SIMPLE IRA plan is effective, you must permit salary reduction contributions to be made by all of your employees who are reasonably expected to receive at least \$5,000 in compensation from you during the year, and who received at least \$5,000 in compensation from you in any 2 preceding years. However, you can expand the group of employees who are eligible to participate in the SIMPLE IRA plan by completing the options provided in Article I, items 1a and 1b. To choose full eligibility, check the box in Article I, item 1a. Alternatively, to choose limited eligibility, check the box in Article I, item 1b, and then insert "\$5,000" or a lower compensation amount (including zero) and "2" or a lower number of years of service in the blanks in (i) and (ii) of Article I, item 1b.

In addition, you can exclude from participation those employees covered under a collective bargaining agreement for which retirement benefits were the subject of good faith bargaining. You may do this by checking the box in Article I, item 2. Under certain circumstances, these employees must be excluded. See *Which Employers May Establish and Maintain a SIMPLE IRA Plan?* above.

Salary Reduction Agreements (Article II)

As indicated in Article II, item 1, a salary reduction agreement permits an eligible employee to make a salary reduction election to have his or her compensation for each pay period reduced by a percentage (expressed as a percentage or dollar amount). The total amount of

the reduction in the employee's compensation cannot exceed the applicable amount for any calendar year. The applicable amount is \$11,500 for 2012. After 2012, the \$11,500 amount may be increased for cost-of-living adjustments. In the case of an eligible employee who is 50 or older by the end of the calendar year, the above limitation is increased by \$2,500 for 2012. After 2012, the \$2,500 amount may be increased for cost-of-living adjustments.

Timing of Salary Reduction Elections

For any calendar year, an eligible employee may make or modify a salary reduction election during the 60-day period immediately preceding January 1 of that year. However, for the year in which the employee becomes eligible to make salary reduction contributions, the period during which the employee may make or modify the election is a 60-day period that includes either the date the employee becomes eligible or the day before.

You can extend the 60-day election periods to provide additional opportunities for eligible employees to make or modify salary reduction elections using the blank in Article II, item 2b. For example, you can provide that eligible employees may make new salary reduction elections or modify prior elections for any calendar quarter during the 30 days before that quarter.

You may use the *Model Salary Reduction Agreement* on page 3 to enable eligible employees to make or modify salary reduction elections.

Employees must be permitted to terminate their salary reduction elections at any time. They may resume salary reduction contributions for the year if permitted under Article II, item 2b. However, by checking the box in Article II, item 2d, you may prohibit an employee who terminates a salary reduction election outside the normal election cycle from resuming salary reduction contributions during the remainder of the calendar year.

Contributions (Article III)

Only contributions described below may be made to this SIMPLE IRA plan. No additional contributions may be made.

Salary Reduction Contributions

As indicated in Article III, item 1, salary reduction contributions consist of the amount by which the employee agrees to reduce his or her compensation. You must contribute the salary reduction contributions to the financial institution selected by each eligible employee.

Matching Contributions

In general, you must contribute a matching contribution to each eligible employee's SIMPLE IRA equal to the employee's salary reduction contributions. This matching contribution cannot exceed 3% of the employee's compensation. See *Definition of Compensation*, below.

You may reduce this 3% limit to a lower percentage, but not lower than 1%. You cannot lower the 3% limit for more than 2 calendar years out of the 5-year period ending with the calendar year the reduction is effective.

Note. If any year in the 5-year period described above is a year before you first established any SIMPLE IRA plan, you will be treated as making a 3% matching contribution for that year for purposes of determining when you may reduce the employer matching contribution.

To elect this option, you must notify the employees of the reduced limit within a reasonable period of time before the applicable 60-day election periods for the year. See *Timing of Salary Reduction Elections* above.

Nonelective Contributions

Instead of making a matching contribution, you may, for any year, make a nonelective contribution equal to 2% of compensation for each eligible employee who has at least \$5,000 in compensation for the year. Nonelective contributions may not be based on more than \$250,000* of compensation.

To elect to make nonelective contributions, you must notify employees within a reasonable period of time before the applicable 60-day election periods for such year. See *Timing of Salary Reduction Elections* above.

Note. Insert "\$5,000" in Article III, item 2b(i) to impose the \$5,000 compensation requirement. You may expand the group of employees who are eligible for nonelective contributions by inserting a compensation amount lower than \$5,000.

Effective Date (Article VII)

Insert in Article VII the date you want the provisions of the SIMPLE IRA plan to become effective. You must insert January 1 of the applicable year unless this is the first year for which you are adopting any SIMPLE IRA plan. If this is the first year for which you are adopting a SIMPLE IRA plan, you may insert any date between January 1 and October 1, inclusive of the applicable year.

Additional Information

Timing of Salary Reduction Contributions

The employer must make the salary reduction contributions to the financial institution selected by each eligible employee for his or her SIMPLE IRA no later than the 30th day of the month following the month in which the amounts would otherwise have been payable to the employee in cash.

The Department of Labor has indicated that most SIMPLE IRA plans are also subject to Title I of the Employee Retirement Income Security Act of 1974 (ERISA). Under Department of Labor regulations at 29 CFR 2510.3-102, salary reduction contributions must be made to each participant's SIMPLE IRA as of the earliest date on which those contributions can reasonably be segregated from the employer's general assets, but in no event later than the 30-day deadline described previously.

Definition of Compensation

"Compensation" means the amount described in section 6051(a)(3) (wages, tips, and other compensation from the employer subject to federal income tax withholding under section 3401(a)), and amounts paid for domestic service in a private home, local college club, or local chapter of a college fraternity or sorority. Usually, this is the amount shown in box 1 of Form W-2, Wage and Tax Statement. For further information, see Pub. 15, (Circular E), Employer's Tax Guide. Compensation also includes the salary reduction contributions made under this plan, and, if applicable, compensation deferred under a section 457 plan. In determining an employee's compensation for prior years, the employee's elective deferrals under a section 401(k) plan, a SARSEP, or a section 403(b) annuity contract are also included in the employee's compensation.

For self-employed individuals, compensation means the net earnings from self-employment determined under section 1402(a), without regard to section 1402(c)(6), prior to subtracting any contributions made pursuant to this SIMPLE IRA plan on behalf of the individual.

Employee Notification

You must notify each eligible employee prior to the employee's 60-day election period described above that he or she can make or change salary reduction elections and select the financial institution that will serve as the trustee, custodian, or

*This is the amount for 2012. For later years, the limit may be increased for cost-of-living adjustments. The IRS announces the increase, if any, in a news release, in the Internal Revenue Bulletin, and on the IRS's website at IRS.gov.

issuer of the employee's SIMPLE IRA. In this notification, you must indicate whether you will provide:

1. A matching contribution equal to your employees' salary reduction contributions up to a limit of 3% of their compensation;
2. A matching contribution equal to your employees' salary reduction contributions subject to a percentage limit that is between 1 and 3% of their compensation; or
3. A nonelective contribution equal to 2% of your employees' compensation.

You can use the *Model Notification to Eligible Employees* earlier to satisfy these employee notification requirements for this SIMPLE IRA plan. A *Summary Description* must also be provided to eligible employees at this time. This summary description requirement may be satisfied by providing a completed copy of pages 1 and 2 of Form 5304-SIMPLE (including the information described in *Article VI—Procedures for Withdrawals*).

If you fail to provide the employee notification (including the summary description) described above, you will be liable for a penalty of \$50 per day until the notification is provided. If you can show that the failure was due to reasonable cause, the penalty will not be imposed.

If the financial institution's name, address, or withdrawal procedures are not available at the time the employee must be given the summary description, you must provide the summary description without this information. In that case, you will have reasonable cause for not including this information in the summary description, but only if you ensure that it is provided to the employee as soon as administratively feasible.

Reporting Requirements

You are not required to file any annual information returns for your SIMPLE IRA plan, such as Form 5500, Annual Return/Report of Employee Benefit Plan, or Form 5500-EZ, Annual Return of One-Participant (Owners and Their Spouses) Retirement Plan. However, you must report to the IRS which eligible employees are active participants in the SIMPLE IRA plan and the amount of your employees' salary reduction contributions to the SIMPLE IRA plan on Form W-2. These contributions are subject to social security, Medicare, railroad retirement, and federal unemployment tax.

Deducting Contributions

Contributions to this SIMPLE IRA plan are deductible in your tax year containing the end of the calendar year for which the contributions are made.

Contributions will be treated as made for a particular tax year if they are made for that year and are made by the due date (including extensions) of your income tax return for that year.

Summary Description

Each year the SIMPLE IRA plan is in effect, the financial institution for the SIMPLE IRA of each eligible employee must provide the employer the information described in section 408(l)(2)(B). This requirement may be satisfied by providing the employer a current copy of Form 5304-SIMPLE (including instructions) together with the financial institution's procedures for withdrawals from SIMPLE IRAs established at that financial institution, including the financial institution's name and address. The summary description must be received by the employer in sufficient time to comply with the *Employee Notification* requirements earlier.

There is a penalty of \$50 per day imposed on the financial institution for each failure to provide the summary description described above. However, if the failure was due to reasonable cause, the penalty will not be imposed.

Paperwork Reduction Act Notice. You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete this form will vary depending on individual circumstances. The estimated average time is:

| | |
|---|----------------|
| Recordkeeping | 3 hr., 38 min. |
| Learning about the law or the form | 2 hr., 26 min. |
| Preparing the form | 47 min. |

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:M:S, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send this form to this address. Instead, keep it with your records.



SRPC FISCAL YEAR COMMISSIONER'S HANDBOOK 23

ACCEPTED:

THE ROLE OF THE COMMISSION

Strafford Regional Planning Commission works with municipalities, statewide organizations and other partners to provide technical assistance with planning documents, outreach, projects and regulations. We create a space for our stakeholders to connect and share information, and we provide information to the public, offering opportunities for engagement with important planning initiatives.

We serve our communities in two additional designated roles, as a Metropolitan Planning Organization, and as an Economic Development District. We work closely with the NH Department of Transportation to implement data collection programs, assist and advocate for local transit agencies and municipal projects, and create long-range plans which address safety and quality of life. With guidance from our partners, we maintain a regional economic development strategy that includes economic trends and local priority projects. We also assist local communities with economic development strategies and facilitate regional discussion.

STAFF

| | |
|----------------|---------------------|
| James Burdin | Blaire Haney |
| Jennifer Czysz | Colin Lentz |
| Mark Davie | Kyle Pimental |
| Rachel Dewey | Jackson Rand |
| Kathy Foster | Autumn Scott |
| Stephen Geis | Shayna Sylvia |
| Natalie Gemma | Megan Taylor-Fetter |

MUNICIPALITIES

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

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David Landry, Chair
Peter Nelson, Vice Chair
Tom Crosby, Secretary/
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PURPOSE

This document serves as a resource for Commissioners in understanding the structure and processes of the Commission. It is a useful resource for new Commissioners and other interested parties in that it provides an overview of how SRPC is organized, how it functions, and what the roles of the Commissioners and Executive Committee members are. It also lists the members of the SRPC staff and regular SRPC events, as a resource for all Commissioners.

AN INTRODUCTION TO STRAFFORD REGIONAL PLANNING COMMISSION

Strafford Regional Planning Commission (SRPC) works with municipalities, statewide organizations, and other partners to provide technical assistance with planning documents, outreach, projects, and regulations. We create a space for our stakeholders to connect and share information, and we provide information to the public, offering opportunities for engagement with important planning initiatives.

SRPC serves our communities in two additional designated roles, as a Metropolitan Planning Organization, and as an Economic Development District. We work closely with the NH Department of Transportation to implement data collection programs, assist, and advocate for local transit agencies and municipal projects, and create long-range plans which address safety and quality of life. With guidance from our partners, we maintain a regional economic development strategy that includes economic trends and local priority projects. We also assist local communities with economic development strategies and facilitate regional discussion.

MISSION

Strafford Regional Planning Commission's mission is to ensure that the region is responsive to the needs of its residents through cooperation with the federal and state agencies and its member municipalities, through the implementation of its policies and plans, and through the provision of local planning assistance. These actions foster sustainable development and improve the quality of life in the region. Sustainable development balances economic progress with environmental protection and community well-being.

VISION

SRPC's vision represents the collective ideals of our communities. It is the aspirational goal which we seek to achieve, and it shapes what we do. The vision answers the question "what should the Strafford Region be 20-30 years from today" and is similar to ones that

guide municipal master plans. SRPC's vision was adopted January 2015 as part of SRPC's regional plan, Local Solutions for the Strafford Region.

The Strafford Region is distinguished by its high quality of life – characterized by vibrant downtown communities, strong economies, coastal areas, and forested landscapes. The region offers excellence in education, health, and civic engagement while providing equitable access to transportation options, housing choices, and recreation opportunities.

SERVICES

Strafford Regional Planning Commission offers many services, such as the ones below, to its members communities, partners, and other stakeholders. To learn more about each visit the [SRPC website](#).



Active Transportation



Bicycle And Pedestrian Counts



Brownfields Assessment Program



Building Permit Reporting



Circuit Riding



Communications And Marketing



COVID Recovery Funding Opportunities



Culvert Assessments



Custom Mapping And Analysis



Development Of Regional Impact Review



Grant Writing



Graphic Design



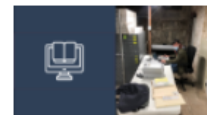
Hazard Mitigation



Master Plans



MS4 Assistance



Municipal Record Digitization



Outreach



Pavement Conditions



Public Health



Resources For Non-English Speaking Business Owners



Sidewalk Assessments



Stormwater Regulation Updates



Tax Map Updates



Technical Assistance For Small Businesses

PROJECT HIGHLIGHT #1

Durham Groundwater Modeling

SRPC published the “Sea Level Rise Impacts on Groundwater Levels and Water Quality: A Vulnerability and Planning Study in Durham, New Hampshire” on Feb. 25, 2022.

This plan was developed through the collaborative efforts of numerous project management team meetings and conference calls between the Strafford Regional Planning Commission (SRPC), JFK Environmental LLC, University of New Hampshire, and New Hampshire Department of Environmental Services (Watershed Assistance Section, Wastewater Engineering Bureau, and the Coastal Program), hereunto referred to as the project management team. Staff from partnering organizations, such as the Climate Adaptation Workgroup (CAW), Piscataqua Region Estuaries Partnership (PREP), and NH Sea Grant were often consulted during the project for their expertise and feedback. In addition, a local steering committee made up of select members of Durham’s Leadership Committee, including the Town Administrator, Public Works Director, Town Planner, Town Engineer, and Code Enforcement Officer were responsible for providing technical input, localized data, and overall guidance throughout the length of the project.

The goal of this project, as explained in the Plan, is to improve Durham’s understanding of future groundwater rise vulnerabilities, build off and expand UNH’s ongoing research on the impacts of sea-level rise on groundwater, and ultimately enable Durham decision-makers to better plan for future conditions so that the Town can continue to improve water quality in the Great Bay Estuary.

PROJECT HIGHLIGHT #2

2022 Housing Needs Assessment

Housing is a hot issue. In NH and throughout the country, scarce available housing is putting a strain on working families and preventing businesses from recruiting and retaining workers. Impacts from the housing crisis are rippling through communities. Throughout 2022, SRPC will address this issue head on as part of its Regional Housing Needs Assessment. This project will look in-depth at the housing needs of the region across all income levels. This document will provide a foundation for change by including tools, recommendations, and strategies for local decision makers to address these issues in their communities. This project is also being completed by each of the other eight regional planning commissions across the state, with common outreach strategies, methodologies, and outlines for each plan.

Community engagement is critical for this project, and SRPC staffers have heard from those who live in the region! Feedback was solicited from residents about how the housing crisis has impacted their business, community, or personal lives, all of which is vital to informing this assessment. Visit the [SRPC Website](#) for more information.

PROJECT HIGHLIGHT #3

Municipal Record Digitization

SRPC has launched the municipal record digitization project to assist its municipalities with improving organizational resilience and increasing efficiency for municipal staff required to work remotely. It also aims to increase citizen access online.

The program was being offered at no cost to the municipalities through SRPC's CARES Act funding, which supports technical assistance to the region's municipalities. It began in January 2022 and continued through September 2022. Due to the limitations of the funding source, this assistance will be a one-time offer (i.e., providing staff support to digitize records). However, the equipment will be available for municipalities to sign out so they can continue digitizing records on their own. SRPC will continue to provide equipment transportation to and from each community.

HISTORY

In the article "Why Preserving History Matters", New York Times best-selling author Steve Berry explains, "History is not something obscure or unimportant. History plays a vital role in our everyday lives. We learn from our past in order to achieve greater influence over our future."¹ This is especially important considering SRPC's function as a regional planning entity. To plan for the future of the Strafford region, it is important to learn from the past. Considering this, SRPC took on the task, in the summer of 2015, to research the history of the organization.

While SRPC's roots date back to the mid-1960s, the story begins slightly earlier, in 1962. Although a transportation entity for the Strafford region would not be established until 1982, the Federal Highway Act of 1962 created the federal requirement for urban transportation planning. This legislation was related to the construction of the Interstate Highway System. The act required recipients of federal transportation funds allocated to urban areas with populations of 50,000 or more to base their work on the 3C planning process (continuing, comprehensive, and cooperative).

Three years later, in 1965, all 224 urbanized areas in the United States had some type of urban transportation planning process in the works. (Urbanized areas are based on population density and include residential, commercial, and other land uses with a minimum population of 50,000 people).

1965 was a significant year for the establishment of a formal process for regional planning. Under President Lyndon B. Johnson, the Housing and Urban Development Act of 1965 made funding available for organizations composed of public officials

¹Why Preserving History Matters. Steve Berry http://www.huffingtonpost.com/steve-berry/why-preserving-history-matters_b_1446631.htm

responsible for metropolitan or urban areas. This legislation encouraged the formation of regional planning organizations administered by elected officials.

President Johnson urged state and local planning agencies to work together in using common or consistent planning bases. He also encouraged the “utilization of common boundaries for planning and development districts or regions assisted by the federal government and consistent with districts established by state planning entities.”²

Fulfilling this request, New Hampshire Gov. John King established the Governor’s Committee on Regional Planning to delineate planning zones through a statewide study in the autumn of 1968. Around the same time, Rochester Mayor Royal Edgerly took the initiative to invite administrative, legislative, and planning officials to discuss the formation of a regional planning commission in the Dover-Rochester- Somersworth area. As an outcome of Gov. King’s task force, all municipalities in Strafford County and the towns of Nottingham and Newmarket in Rockingham County were designated as region #17 in 1968.

Following the designation of planning regions, Gov. King declared that the Committee on Regional Planning would continue for members to discuss regional planning and cooperation between communities. With a region already established, the Dover and Somersworth City Councils, the Rollinsford Town Meeting, and the Strafford County Commissioners voted in 1968 to form a regional planning commission.

Shortly after the formation of this commission, New Hampshire adopted legislation (RSA 36:45-53) that allowed municipalities and counties to join in the formation of regional planning commissions and established their duties and powers. By 1971, when the Strafford Regional Planning Commission was officially established, three new municipalities had joined the Commission: Durham (1969), Madbury (1970) and Newmarket (1970). An office was opened at 600-A Central Avenue in Dover. At this time, the Commission was granted Department of Housing and Urban Development (HUD) certification for regional planning of water and sewer facilities and given the A-95 Clearinghouse designation by Gov. Walter Peterson.

In July 1972, Gov. Peterson, through Executive Order Number 15, combined the 17 regions in New Hampshire into six sub-state planning regions. To eliminate duplicative efforts, SRPC, Southeastern New Hampshire Planning Commission (headquartered in Exeter), and Southern Rockingham Regional Planning District (headquartered in Salem) were merged into Sub-State Region #6.

Due to this change in regional boundaries, the three regional planning commissions were joined administratively into the Strafford-Rockingham Regional Council. However, each maintained separate organizational structures and offices through the 1970s.

² September 2, 1966, Presidential Memorandum, Lyndon B. Johnson

With changes in national policy in the early 1980s, funds that the regional planning commissions had depended on were withdrawn. (HUD had been the source of most of those funds.) New sources of funding and fiscal management strategies had to be established in order for the Commission to continue to operate and provide services. 1980 marked another move for SRPC, which relocated to an office in the Strafford County Justice and Administration building in Dover. Around this time, the Strafford-Rockingham Regional Council was dissolved and SRPC became fully independent. In 1982, the Rockingham Planning Commission and the Southeastern Regional Planning Commission combined to become the Rockingham Planning Commission (RPC).

A new source of transportation funds became available when Gov. Hugh Gallen designated a three-party Metropolitan Planning Organization (MPO) in September 1982. This new entity was formed by designating SRPC, the RPC, and a policy committee as the MPO responsible for implementing the 3C transportation planning process for the New Hampshire portion of the Portsmouth-Dover-Rochester, NH-Maine urbanized area.

Transportation planning within this organizational structure continued until 1993, after the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and the Clean Air Act Amendments of 1990 (CAAA) had been passed. With this legislation came significant changes to the MPO structure. First, the MPO study area was expanded to include the entire air quality non-attainment areas within the two regional planning commissions' boundaries. This was done to comply with federal requirements that either MPOs assume planning responsibility for adjacent rural communities not in attainment of federal ambient air quality standards, or that the State implement a transportation planning process for those communities. With the exception of the town of Wakefield, the entire Rockingham Planning Commission and SRPC planning districts at that time were classified as being in "non-attainment" for ozone pollution.

Another change took place on April 16, 1993, when the MPO was redesignated by Gov. Steve Merrill to consist only of the SRPC and the Rockingham Planning Commission acting jointly. To be consistent with the other New Hampshire MPOs, and to incorporate policy-level oversight for the entire MPO study area, the Transportation Policy Committee, which functioned as an external advisory committee to the Rockingham Planning Commission, was abolished and instead began functioning directly as the Policy Committee of the Seacoast Metropolitan Planning Organization. The Technical Advisory Committee remained as previously organized. The two regional planning commissions co-directed the Commissioners from the 35 communities within the MPO study area together with the relevant state, federal, and local agencies. Together, they functioned as the Seacoast MPO Policy Committee, reviewing and approving all MPO transportation plans, programs, and policies.

In 2001, SRPC moved its office to 2 Ridge Street in Dover.

The Seacoast MPO existed until July 2007, when Gov. John Lynch re-designated the Seacoast MPO as two separate MPOs coterminous with the planning boundaries of

Rockingham Regional Planning Commission and SRPC. This change was based on federal MPO designation rules following the 2000 census, in which the former Portsmouth-Dover-Rochester, NH–Maine urbanized area was split into the Dover-Rochester, NH–ME UZA and the Portsmouth-Kittery, NH–ME UZA.

2010 marked another move for SRPC, to our current office at 150 Wakefield Street in Rochester. The latest and greatest change to the organizational structure of SRPC came with a 2015 Economic Development Administration federal designation. On January 30, 2015 the Strafford economic development region (which is the SRPC planning region minus the communities in Rockingham County) was designated an Economic Development District.

What is to come in the future? Only time will tell. But we will continue to look back to our past in order to prepare for our future. As we learn more about our past, we will share this information with you as we prepare to celebrate 50 years as a regional planning entity.

TIMELINE

Concerned with long-range planning initiatives, Royal Edgerly, mayor of Rochester, took the initiative to invite administrative, legislative, and planning officials to discuss the formation of a regional planning commission in the Dover-Rochester-Somersworth area. In his November 1967 letter, Mayor Edgerly wrote:

“Roads, schools, hospitals, water and sewer systems are being designed and built to serve groups of communities, but generally long-range planning is being conducted by communities only on an individual basis. Few formal attempts have been made to conduct coordinated planning to take steps to form a regional planning agency”.

Because of this initial meeting, the Dover and Somersworth City Councils, the Rollinsford Town Meeting, and the Strafford County Commissioners voted in 1968 to form a regional planning commission. Walworth Johnson of Dover was elected the first chairman of the Commission.

On December 26, 1968, Governor King established 17 planning regions in New Hampshire. As a result of a study prepared by a governor-appointed New Hampshire Committee on Regional Planning, all municipalities in Strafford County, plus Nottingham and Newmarket in Rockingham County, were incorporated into the original planning commission. The new region was designated #17.

1969 The State of New Hampshire adopted enabling legislation allowing municipalities and counties to join in the formation of regional planning commissions and establish their duties and powers (RSA 36:45-53). These statutes were revised in 1970.

1971 When the Strafford Regional Planning Commission (SRPC) was officially formed, three new municipalities joined the Commission: Durham (1969), Madbury (1970) and Newmarket (1970).

Charles B. Noyes appointed as the first full-time director. An office was opened at 600-A Central Avenue, Dover.

The Commission is granted Department of Housing and Urban Development (HUD) certification for regional planning of water and sewer facilities; and the A-95 Clearinghouse designation by Governor Peterson. Beginning November 3, 1971, all location applications for federal funds were referred to SRPC for comment and recommendation.

1972 Lee joined the Commission.

Rebecca B.W. Frost of Durham elected chair.

Silas Weeks appointed interim director in August upon the death of Charles Noyes. Governor Peterson, through Executive Order Number 15, combined the 17 regions in New Hampshire into six Sub-State Planning Regions. In order to eliminate duplication, SRPC; Southeastern New Hampshire Planning Commission, headquartered in Exeter; and Southern Rockingham Regional Planning District, headquartered in Salem; were merged into Sub-State Region #6 on July 1, 1972.

1973 Nottingham joined SRPC.

Michael Kulka appointed as director.

Commission's office relocated to 90 Washington Street, Dover.

1974 The towns, through Town Meeting vote, and the cities, through City Council action, voted to join SRPC and the Strafford-Rockingham Regional Council, formerly called Sub-State District #6. With this action, the municipalities gained dual membership in both SRPC and the Council.

Their representatives became members of both organizations.

Joan Schreiber of Madbury elected chair.

1975 George Olson appointed as executive director.

Middleton joined SRPC.

1976 Aaron Chadbourn of Lee elected chair.

Jack Mettee appointed executive director

1977 Governor Thomson, through Executive Order 77-3, transferred Northwood from Region 5 to Region 6

- 1980** Edmund Jansen, Jr. of Rollinsford elected chair.
- 1981** Milton joined the Commission.
- 1982** At the request of the Commission and Council representatives, Governor Gallen issued Executive Order number 82-7 authorizing the separation of SRPC from the Strafford Rockingham Regional Council.
- 1983** Jimmy Hicks appointed executive director.
- 1984** Dover rejoined the Commission.
- 1985** James Yurick of Somersworth elected chair.
- 1986** Northwood became a Commission member.
Richard Danforth appointed executive director.
- 1987** Paul Smith appointed executive director.
- 1989** Donald Sumner of Durham elected chair.
- 1990** William Baber of Dover elected chair.
- 1991** Edward McNitt of Durham elected chair.
- 1993** Jack Creamer of Strafford elected chair.
Steve Burns appointed executive director.
Governor Merrill, through Executive Order 93-3, transferred Wakefield from Region 2.
- 1995** Ronald Cole of Dover elected chair.
- 1999** Samuel Reid of Somersworth elected chair.
Cynthia Copeland, AICP, appointed executive director.
- 2000** George Rief of Durham elected chair.
- 2001** Commission office relocated to 2 Ridge Street in Dover.
- 2002** Governor Shaheen, through Executive Order 2002-6, transferred Brookfield from Region 2 to Region 7.
Thomas Fargo of Dover elected chair.
- 2006** Alphonse Dixon of Newmarket appointed interim chair.
- 2007** Edmund Jansen, Jr. of Rollinsford elected chair.
- 2008** Larry Brown of Milton elected chair.

- 2009** Edmund Jansen, Jr. of Rollinsford elected chair.
- 2010** Commission office relocated to 150 Wakefield Street in Rochester.
- 2012** Lucien Vita of Middleton elected chair.
- 2013** Brian Tapscott of Somersworth elected chair.
- 2015** SRPC received federal designation from the EDA as an Economic Development District (EDD).
- 2016** Victoria Parmele of Northwood elected chair.
- 2018** Jennifer Czysz appointed as Executive Director.
- 2021** Dave Landry of Dover elected chair.

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ORGANIZATIONAL OVERVIEW

Commissioners

Appointed by 18 Municipalities and Strafford County



Executive Committee

7 Members Elected by Commissioners for one-year-term



Executive Director



SRPC Staff

Planning, GIS, & Communications

Principal Regional Planner
Senior Regional Planner
Senior Transportation Planner
Regional Planner
Communications and Outreach Planner
GIS Planner
Environmental Planner
Planning Technician
Data Analyst
Economic Recovery Coordinator
Economic Development Intern
Records Digitization Intern
Data Collection Intern

Administrative Services

Executive Director
Financial Manager
Office Coordinator

Other Official Committees

Strafford RPC

Regional Impact
Committee (RIC)
Resiliency Subcommittee

Strafford MPO

Technical Advisory
Committee (TAC)
Policy Committee

Strafford EDD

EDD Strategy Committee
Seacoast Economic
Development Stakeholders

STAFF DIRECTORY

(to be updated)

See: <http://strafford.org/about/staff/>

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AN INTRODUCTION TO BEING A COMMISSIONER

Role and Expectation

The role of a Commissioner with Strafford Regional Planning Commission (SRPC) is to offer insight and guidance regarding projects and processes of the Commission through discussions at meetings, input to staff for reports, and adoption of reports and other planning documents. Additional responsibilities include adopting and amending the Bylaws; adopting the Annual Budget and Annual Dues; and electing Officers and Executive Committee members.

SRPC Commissioners are also members of the Strafford Metropolitan Planning Organization (MPO) Policy Committee and serve on the Board of Directors for the Strafford Economic Development District (EDD). The Policy Committee provides a forum for the development of regional transportation policies for the SMPO and acts as a vehicle to coordinate the implementation of these policies. The Strafford EDD is a federally designated organization responsible for the maintenance and implementation of a regional Comprehensive Economic Development Strategy (CEDS) and other technical assistance related with economic development.

Membership

Per RSA 36: 45-58 each municipality, which shall become a member of this Commission, shall be entitled to two representatives on said Commission. A municipality with a population over 10,000 but less than 25,000 shall be entitled to have three representatives on said Commission, and a municipality with a population of 25,000 or over shall be entitled to have four representatives on said Commission.

Population shall be deemed to be determined by the last federal census. Representatives on the Commission shall be nominated by the planning board of each community from the residents thereof and shall be appointed by the municipal officers of each municipality. Commissioners are appointed for four-year terms.

Major Responsibilities and Duties

- A Commissioner is expected to attend SRPC's quarterly meetings.
- Commissioners are asked to set aside time to read SRPC emails, newsletters, reports, and other documents to keep current on what is going on in the region, and to review packet materials prior to meetings.
- Represent your municipality at Commission, EDD Board, and MPO Policy Committee meetings. There may also be opportunities to serve on subcommittees for various SRPC projects.
- Discuss your perspective and concerns regarding both local and regional issues

with your fellow Commissioners.

- Brief your municipality's boards and officials on issues facing the region.
- Encourage your community officials to use you as their contact with the Commission.
- Volunteer to serve on special committees, such as the Regional Impact Committee, and to attend planning seminars and workshops.
- Volunteer to serve as an SRPC representative to the New Hampshire Association of Regional Planning Commissions.

Additional Opportunities for Involvement

- Executive Committee
- Resiliency Subcommittee
- Regional Impact Committee
- As-Needed on SRPC Projects

Meetings and Attendance Requirements

Per the bylaws, there shall be at least four meetings each year held at such times and places as are agreeable to a majority of the Commission members. Agendas for the next meeting and minutes of the previous meeting(s) will be provided to each Commission member at least five days before each regularly scheduled meeting. The meeting in May shall be designated as the Annual Meeting, at which time officers for the ensuing fiscal year shall be elected and an annual budget adopted.

Per the bylaws, a quorum of the Commission shall be deemed as representing no less than one half (1/2) of the dues paid municipalities that have appointed Commissioners. In circumstances when a quorum is not present and when Commission action is essential, the Chair may declare a quorum with the unanimous approval of those Commissioners present.

The Strafford MPO Policy Committee holds monthly meetings on the third Friday of the month at 9 a.m. Commissioners count towards a quorum for these meetings, which requires a designated number of members to be present for voting on official business. *(See Quorum requirements, Appendix D)*

Currently, meetings are held as hybrid meetings with both in-person and Zoom participation. To achieve a quorum, the Commission staff will confirm the necessary in-person attendance. All participants, both in-person and virtual, can communicate contemporaneously.

Business Ethics and Conduct

A Commission member is expected to engage in best practices for professional and civic conduct.

Commissioners shall not engage in the following actions:

- Disclose any confidential Commission information that is available solely as a result of the individual's affiliation with the Commission to any person not authorized to receive such information or use to the disadvantage of the Commission any such confidential information without the express authorization of the Commission and Executive Director.
- Accept or seek on behalf of oneself or any other person, any financial advantage or gain of other than nominal value offered as a result of the individual's affiliation with the Executive Committee.
- Knowingly take any action or make any statement intended to influence the conduct of the Commission in such a way to confer any financial benefit or any person, corporation, or entity in which the individual has a significant interest or affiliation.
- Authorize the use of or use for the benefit or advantage of any person, the name, endorsement, services, or property of the Commission, except in conformance with Commission policy.

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.

FY2023 Meeting Schedule

Commission/Strafford EDD 3:45 -5:30 PM

September 22, 2022

December 1, 2022

February 23, 2023

June 22, 2023 (Annual Meeting Lunch, Time TBD)

Executive Committee 8:00-9:00 AM

Policy Committee 9:00-10:30 AM

July 15, 2022

August 19, 2022

September 16, 2022

October 21, 2022*

November 4, 2022**

November 18, 2022*

December 16, 2022

January 20, 2023

February 17, 2023

March 17, 2023

April 21, 2023

May 19, 2023

June 16, 2023

* E.C. Meeting only, 8:00-9:30 AM, Policy Meeting Cancelled

** Joint TAC and Policy Committee meeting, 9:00-10:30 AM

APPENDIX A – Commission Bylaws

APPENDIX B - Executive Committee Description

APPENDIX C – Quorum Requirements

APPENDIX D - Commissioner Directory

APPENDIX E – Executive Committee Directory

APPENDIX F – Acronym List

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APPENDIX A - SRPC BY-LAWS

ARTICLE I: NAME AND AUTHORITY

Section 1: NAME

The name of this planning agency shall be the Strafford Regional Planning Commission.

Section 2: AUTHORITY

The Strafford Regional Planning Commission, hereinafter known as the Commission, is established in accordance with Chapter 36, New Hampshire Revised Statutes Annotated, as amended. The Commission is a political subdivision of the state with that power and authority expressly provided for in Chapter 36.

ARTICLE II: MISSION STATEMENT

In order to ensure the region is responsive to the needs of its inhabitants, the Commission, in cooperation with federal and state agencies and with its communities, shall pursue a two-part mission of regional planning and local planning assistance, and it shall actively pursue implementation of the Commission's plans and policies.

ARTICLE III: MEMBERSHIP

Section 1: MEMBER MUNICIPALITIES

Municipalities of the Strafford Planning Region that have adopted planning boards may become members of the Commission by ordinance of resolution passed by their respective legislative bodies and will remain members until that action is rescinded. Members may include municipalities in an adjacent state. The Commission may, by resolution, determine the terms and conditions for accepting additional members, taking into account the timing of initial membership and responsibility for program areas already undertaken within the Commission's area of jurisdiction.

Section 2: REPRESENTATION

Each municipality that becomes a member of the Commission shall be entitled to two representatives. A municipality with a population greater than 10,000 but less than 25,000 shall be entitled to three representatives, and a municipality with a population of 25,000 or more shall be entitled to four representatives on the Commission. For the purposes of this section, population shall be determined by the last federal census. Each municipality's representatives to the Commission shall be nominated by the planning board from among the municipality's residents and appointed by its municipal officers.

An alternate from each member town may be appointed in the same manner as representatives, and as such, may serve in the absence of the representatives. Alternates shall have the privilege of the floor at all meetings.

A county may, by resolution of its commissioners, become a member of the Commission and shall be entitled to appoint two representatives from among its residents to serve on this Commission. These representatives do not have to be county commissioners.

The representatives collectively shall be known as the Commission and shall be deemed to be vested with all the authority of the member communities with respect to actions by the Commission (see RSA 36:46).

Section 3: TERMS OF REPRESENTATIVES

The terms of office of representatives and alternates on this Commission shall be four years (see RSA 36:46). When a municipality joins or rejoins the Commission, initial appointments shall be for two and four years. For municipalities entitled to three or more representatives, initial appointments shall be for two, three, and four years. Vacancies shall be filled for the remainder of the un-expired term in the same manner as original appointments.

Section 4: FINANCES

The Commission shall determine on an annual basis the proportion of its costs to be borne by each municipality or county that is a member. Failure upon the part of any municipality or county to pay its proportionate annual share of the cost as determined by the Commission shall constitute a termination of such municipality's or county's vote in the Commission's affairs until such annual share is paid.

ARTICLE IV: OFFICERS

Section 1: ELECTION AND FILLING OF VACANCIES

The Commission shall annually elect a Chair, Vice-Chair, Secretary-Treasurer, and four additional Executive Committee members, and may elect or appoint other officers as deemed necessary. The remaining elected officers of the Commission shall make appointments to fill any vacancies that arise among the officers of the Commission. Such appointments shall expire at the end of the fiscal year in which they are made.

Section 2: DUTIES OF THE CHAIR

The Chair shall call and preside at meetings of the Commission and the Executive Committee; shall create and discharge standing committees and special committees; shall serve as a non-voting member ex officio of all committees, voting only in case of a tie; and shall perform other duties customary to the office.

Section 3: DUTIES OF THE VICE-CHAIR

The Vice-Chair shall act as Chair in the absence or incapacity of the Chair.

Section 4: DUTIES OF THE SECRETARY-TREASURER

The Secretary-Treasurer shall perform duties customary to the office, including countersigning checks as directed by the Commission and periodically checking the accounts.

Section 5: EXECUTIVE COMMITTEE

There shall be an Executive Committee consisting of the Chair, Vice-Chair, Secretary-Treasurer, and four members elected by the Commission at the Annual Meeting.

Section 6: REMOVAL OF OFFICERS

Any officer may be removed for cause by a two-thirds vote at a Commission meeting.

ARTICLE V: COMMISSION

Section 1: RESPONSIBILITIES

The primary responsibility of the Commission is to set planning policies for the region through discussions at meetings, by providing input to staff reports, and by adopting reports and position statements. Additional responsibilities include

adopting and amending the Bylaws and the Annual Budget and adopting the Annual Dues.

Section 2: MEETINGS

There shall be at least four meetings each year at times and places agreeable to a majority of the representatives. The agenda for the upcoming meeting and the minutes of the previous meeting will be provided to each representative and alternate at least five days before each regularly scheduled meeting. The meeting held during the fourth quarter of the fiscal year shall be designated as the Annual Meeting, at which time officers for the next fiscal year shall be elected and an annual budget adopted. The annual budget may instead be adopted at the prior meeting, if the Commission desires.

Section 3: QUORUM AND VOTING

A quorum of the Commission consists of at least one-half of the dues-paid municipalities that have appointed Commissioners. Current state law [91:A] requires a quorum to be physically present at meetings of public bodies under nonemergency situations. For regular business, voting is limited to representatives of dues-paying members, including alternates replacing appointed representatives. For Metropolitan Planning Organization (MPO) business only, all MPO representatives as specified in the MPO Bylaws may vote. Commission staff members shall have no voting powers in Commission affairs.

In the case of hybrid meetings³, an in-person quorum is still required, however additional Commissioners may attend, participate, and vote remotely. For the duration of each hybrid meeting motions must take place via roll call voting.

When a quorum is not present, but Commission action is essential, the Chair may declare a quorum with the unanimous approval of those Commissioners present.

Section 4: PROCEDURES

Robert's Rules of Order shall govern.

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1: RESPONSIBILITIES

³ For the purpose of the SRPC Bylaws a hybrid meeting is defined as a meeting having an option to attend both in-person and virtually.

The responsibility of the Executive Committee is to oversee the administration of the organization. This includes supervising the Executive Director, adopting Personnel Policies, recommending to the Commission the Annual Dues, an Annual Budget and any necessary amendments, monitoring fiscal matters, authorizing all capital expenditures and use of the line of credit, and other duties as may be deemed appropriate by the Executive Committee. In carrying out its responsibilities, the Executive Committee shall strive to ensure that the work produced by the Commission conforms to the policies of the Commission as stated in the Mission Statement and via other Commission actions.

Section 2: MEETINGS

The Executive Committee shall hold at least six meetings each year at times and places agreeable to a majority of its members. The agenda for the upcoming meeting and the minutes of the previous meeting will be provided to each Executive Committee member at least five days before each regularly scheduled meeting.

Section 3: QUORUM AND VOTING

Four members of the Executive Committee constitute a quorum. For regular business, voting is limited to appointed Executive Committee officers and members, including alternates replacing appointed members. Current state law [91:A] requires a quorum to be physically present at meetings of public bodies under nonemergency situations.

In the case of hybrid meetings⁴, an in-person quorum is still required, however additional Executive Committee members may attend, participate and vote remotely. For the duration of each hybrid meeting motions must take place via roll call voting.

Section 4: PROCEDURES

Robert's Rules of Order shall govern.

ARTICLE VII: EXECUTIVE DIRECTOR

Section 1: RESPONSIBILITIES

The Executive Director shall organize and supervise a planning program, consistent with state and federal laws and rules, that pursues the policies of the

⁴ For the purpose of the SRPC Bylaws a hybrid meeting is defined as a meeting having an option to attend both in-person and virtually.

Commission as stated in the Mission Statement and via other Commission actions. The Executive Director shall be in charge of the office and other employed staff members; prepare, under the guidance of the Executive Committee, the Annual Dues and the Annual Budget including estimated revenues and expenditures, which shall be reviewed and approved or modified by the Commission; keep accounts and records which shall at all times be open to inspection by the Officers and shall be submitted for annual audit as prescribed by the Commission; issue press releases and other communications; be authorized to enter the Commission into contracts consistent with the adopted Annual Budget; and undertake other duties and responsibilities as assigned by the Executive Committee.

Section 2: SUPERVISION

The Executive Committee shall be responsible for supervision of the Executive Director, including performance reviews, fixing of compensation, and, if necessary, separation from the Commission.

Section 3: HIRING

The Executive Committee shall be responsible for hiring the Executive Director, using the Transition and Search Committee as specified in the Emergency Succession Plan.

ARTICLE VIII: INDEMNIFICATION FOR DAMAGES

The Commission adopts RSA 31:105 Indemnification for Damages.

ARTICLE IX: AMENDMENTS

Any section of the Bylaws may be amended by resolution of the voting representatives of the Commission at any legally constituted and noticed meeting provided the following conditions are met:

1. The proposed amendment is presented in writing to the Commission representatives at least twenty 20 days prior to the date of the meeting at which it will be voted on.
2. The resolution adopting the amendment passes by an affirmative vote of at least two-thirds of the Commission's dues-paid representatives present and voting.

3. The date of approval must be included with any amendment to these Bylaws.

These Bylaws shall be revised, updated, or amended as circumstances dictate.
Bylaw amendments shall become effective upon passage.

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APPENDIX B - EXECUTIVE COMMITTEE POSITION DESCRIPTION

The role of the Executive Committee (E.C.) is to oversee the administration of the organization. In carrying out its responsibilities, the E.C. shall strive to ensure that work produced by SRPC is in accordance with the policies of the Commission, as stated in the mission statement and other Commission actions.

Membership: Officers, members, and alternates shall have served at least two years as a Commissioner on the SRPC. This qualification may be waived if the prospective member has public service experience deemed equivalent to two years of service as a Commissioner.

Major Responsibilities & Duties:

- Become familiar with the Commission's finance and resource needs.
- Understand the policies and procedures of the Commission.
- Attend and participate in meetings on a regular basis.
- Oversee the administration of the Commission.
- Hire and supervise the Executive Director.
- Adopt personnel policies.
- Monitor fiscal matters and accept monthly financial statements and annual audit.
- Recommend to the Commission an annual budget and any necessary amendments.
- Authorize all capital expenditures in excess of executing contracts.
- Strive to ensure that work products are in accordance with policies of the Commission.
- Help communicate and promote the mission and programs of the Commission to the region.
- Other duties as may be deemed appropriate by the Commission. Committee Configuration.

Officers and Length of Term

The Committee will consist of a Chair, Vice-Chair, Secretary-Treasurer, and four members elected by the Commission at the Annual Meeting. The Executive Committee shall fill member vacancies from the Commission. Such appointments shall expire at the end of the fiscal year. Any officer may be removed for cause, as defined in the bylaws, by a two-thirds vote at a Commission meeting.

Accountability

Work is conducted according to legal requirements, APA/AICP standards of planning and data management, and general business standards. All members shall comply with applicable federal, state, and local laws and regulations and with Commission policies and regulations.

Meetings and Time Commitment

The E.C. meets at 8 a.m. on the third Friday of every month, at the Rochester Community Center. Meetings typically last one hour unless essential business requires otherwise. A quorum of the E.C. is deemed as four members. Robert's Rules of Order will govern.

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APPENDIX C - QUORUM REQUIREMENTS

QUORUM REQUIREMENTS

Commissioners/EDD Board of Directors

Voting members include dues paying municipalities with appointed Commissioner(s) which include Barrington, Dover, Durham, Farmington, Lee, Madbury, Middleton, Milton, Newmarket, Northwood, Rochester, Rollinsford, Somersworth, Strafford, and Wakefield.



Policy Committee

Voting members include dues paying municipalities with appointed Commissioner(s) in addition to the entities COAST, NHDES-ARD, NHDOT, and UNH that have appointed members.



Executive Committee (E.C.)

Voting members include the seven elected E.C. members.



Key



The dark teal icons with a lime green border denote the number needed for a quorum out of the total number counted towards a quorum (the dark teal icons).

General Rules

Commission/EDD

No less than 1/2 of the dues paying communities who have made appointments.

Policy

1/3 (rounded up) + 1 of the municipal and voting agencies who have made appointments.

Executive Committee

Four members of the Executive Committee

APPENDIX D - COMMISSIONER DIRECTORY

| Community | Commissioners | Appointment Expiration |
|------------|---------------------|------------------------|
| Barrington | Steve Diamond | 07/01/2025 |
| | John Huckins | 07/09/2023 |
| Brookfield | Ed Comeau | 03/02/2024 |
| | Vacant | 03/02/2026 |
| Dover | Vacant | 11/04/2024 |
| | David Landry | 11/04/2023 |
| | Lindsey Williams | 11/04/2025 |
| | Stephanie Benedetti | 11/04/2022 |
| Durham | Leslie Schwartz | 04/30/2025 |
| | Vacant | 04/30/2024 |
| | Wesley Merritt | 04/30/2026 |
| Farmington | Randy Orvis | 03/31/2025 |
| | William Fisher | 01/01/2023 |
| Lee | Katrin Kasper | 11/21/2024 |
| | Dawn Gene | 03/01/2025 |
| Madbury | Mark Avery | 03/01/2025 |
| | Thomas Crosby | 09/01/2026 |
| Middleton | Jon Hotchkiss | 05/28/2025 |
| | Janet Hotchkiss | 05/28/2023 |
| Milton | Larry Brown | 03/13/2024 |
| | Karen Golab | 12/09/2022 |
| New Durham | Vacant | 10/28/2024 |
| | Vacant | 06/28/2023 |

| Community | Commissioners | Appointment Expiration |
|------------------|----------------------|-------------------------------|
| Newmarket | Peter Nelson | 03/01/2025 |
| | Lisa Henderson | 12/07/2024 |
| Northwood | Vacant | 04/30/2023 |
| | Scott Martin | 04/30/2025 |
| Nottingham | Charlene Andersen | 02/01/2024 |
| | Gary Anderson | 05/13/2026 |
| Rochester | Barbara Holstein | 06/06/2023 |
| | Donald Hamann | 06/30/2025 |
| | Vacant | 02/03/2024 |
| | Joe Boudreau | 06/30/2026 |
| Rollinsford | Herb Ueda | 04/21/2025 |
| | Vacant | 04/21/2023 |
| Somersworth | Vacant | 05/02/2026 |
| | Mark Richardson | 05/31/2025 |
| | Michael Bobinsky | 05/02/2024 |
| Strafford | Donald Coker | 08/15/2025 |
| | Vacant | 08/01/2023 |
| Wakefield | Vacant | 08/01/2026 |
| | Victor Vinagro | 08/01/2024 |
| Strafford County | George McGlaras | Indefinite |

Appendix E – EXECUTIVE COMMITTEE DIRECTORY

The officers for the Commission and members of the Executive Committee for FY 2022 are listed below.

Officers

Chair: Dave Landry

Vice Chairperson: Peter Nelson, Newmarket

Secretary/Treasurer: Tom Crosby, Madbury

Members

Barbara Holstein, Rochester

Donald Hamann: Rochester

Michael Bobinsky: Somersworth

Bill Fisher, Farmington

Alternates

Katrin Kasper, Lee

Joe Boudreau, Rochester

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APPENDIX F - ACRONYMS

| Acronym | Name |
|-----------|--|
| 3C | Continuing, Comprehensive, and Cooperative Transportation Planning Process |
| AADT | Annual Average Daily Traffic |
| AASHTO | American Association of State Highway and Transportation Officials |
| AARP | American Association of Retired People |
| ACS | American Community Survey |
| ADA | Americans with Disabilities Act |
| ADT | Average Daily Traffic |
| ADU | Accessory Dwelling Unit |
| APA | American Planning Association |
| APTA | American Public Transportation Association |
| BFA | Bicycle Federation of America |
| BMPs | Best Management Practices |
| CAA | Clean Air Act Amendments of 1990 |
| CARES Act | The Coronavirus Aid, Relief, and Economic Security Act |
| CCSNH | Community College System of New Hampshire |
| CDBG | Community Development Block Grants |
| CDC | Center for Disease Control |
| CDFA | Community Development Finance Authority |
| CEDS | Comprehensive Economic Development Strategy |
| CERCLA | Comprehensive Environmental Response, Compensation, and Liability Act |
| CFR | Code of Federal Regulations |
| CILUG | Coastal Innovative Land Use Guide |
| CIP | Capital Improvement Plan |
| CHAT | Communities for Healthy Aging Strategies |
| CMAQ | Congestion Mitigation and Air Quality Funding Program |
| CNHRPC | Central New Hampshire Regional Planning Commission |
| CO | Carbon Monoxide |
| COAST | Cooperative Alliance for Seacoast Transportation |
| COG | Council of Governments |
| CORD | Council on Resources and Development |
| CTPP | Census Transportation Planning Package |
| DES | Department of Environmental Services |
| DOT | Department of Transportation |
| DRA | Department of Revenue Administration |
| DRED | Department of Resources and Economic Development |
| EDD | Economic Development District |
| EMM | Explore Moose Mountains |
| EPA | Environmental Protection Agency |

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| FAA | Federal Aviation Administration |
| FAST Act | Fixing America's Surface Transportation Act |
| FCC | Federal Communications Commission |
| FEET | Frederick E. Everett Turnpike |
| FEMA | Federal Emergency Management Administration |
| FHWA | Federal Highway Administration |
| FIRM | Flood Insurance Rate Map |
| FmHA | Farmers Home Administration |
| FMV | Fair Market Value |
| FTA | Federal Transit Administration |
| FY | Fiscal Year |
| G&C | Governor & Executive Council |
| GACIT | Governor's Advisory Commission on Intermodal Transportation |
| GARVEE | Grant Anticipation Revenue Vehicle (borrows against federal funds) |
| GIS | Geographic Information System |
| GBCC | Great Bay Community College |
| HB 1817 | House Bill 1817-Special Funding for red listed bridges |
| HCM | Highway Capacity Manual |
| HDC | Historic District Commission |
| HHW | Household Hazardous Waste |
| HPMS | Highway Performance Monitoring System |
| HSIP | Highway Safety Improvement Program |
| HUD | Housing and Urban Development |
| ICMA | International City Management Association |
| ITE | Institute of Transportation Engineers |
| LAB | League of American Bicyclists |
| LCHIP | Land and Community Heritage Investment Program |
| LEDPA | Least Environmentally Damaging Practicable Alternative |
| LF | Labor Force |
| LOB | Legislative Office Building |
| LRPC | Lakes Region Planning Commission |
| LTAP | Local Technical Assistance Program |
| LTS | Level of Traffic Stress, Bicycle or Pedestrian |
| LUST | Leaking Underground Storage Tank |
| LSWP | Local Source Water Protection |
| LWCF | Land and Water Conservation Fund |
| MBE | Minority Business Enterprise |
| MINUPT | Microcomputer Based Software for the Urban Transportation Planning System |
| MPO | Metropolitan Planning Organization |
| MS4 | Municipal Separate Storm Sewer Systems |
| MTP | Metropolitan Transportation Plan |

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| NARC | National Association of Regional Councils |
| NCC | North Country Council |
| NEARC | New England Association of Regional Councils |
| NEARC | Northeast Arc Users Group |
| NHACC | New Hampshire Association of Conservation Commissions |
| NHRA | New Hampshire Realtors Association |
| NHARD | New Hampshire Air Resources Division |
| NHDES | New Hampshire Department of Environmental Services |
| NHDHR | New Hampshire Division of Historical Resources |
| NHDOT | New Hampshire Department of Transportation |
| NHES | New Hampshire Employment Security |
| NHFPI | New Hampshire Fiscal Policy Institute |
| NHHFA | New Hampshire Housing Finance Authority |
| NHMA | New Hampshire Municipal Association |
| NHOEP | New Hampshire Office of Energy and Planning |
| NHPA | New Hampshire Planners Association |
| NHPR | New Hampshire Public Radio |
| NHRSA | New Hampshire Revised Statutes Annotated |
| NHS | National Highway Systems |
| NPL | National Priorities List: List of hazardous waste sites eligible for Super trust funds |
| NPS | National Park Service |
| NPS | National Pollution Source |
| NRCS | National Resources Conservation Service |
| NRPC | Nashua Regional Planning Commission |
| NTI | National Transit Institute |
| O-D Survey | Origin Destination Survey: A procedure used to obtain data on travel patterns |
| PFAS | Per and Polyfluoroalkyl Substances |
| PL FUNDS | Transportation Planning Funds Allocated to the MPO's |
| PMS | Pavement Management System |
| PMSA | Primary Metropolitan Statistical Area |
| POP! | Promoting Outdoor Play |
| PPE | Personal Protection Equipment |
| PPP | Paycheck Protection Program |
| PREP | Piscataqua Region Estuaries Partnership |
| PREPA | Piscataqua Region Estuaries Partnership Assessment |
| PUC | Public Utilities Commission |
| PUD | Planned Unit Development |
| RCRA | Resource Conservation and Recovery Act |
| RPA's | Regional Planning Agencies |
| RPC | Regional Planning Commission |
| RPC | Rockingham Planning Commission |

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| RSA | Revised Statutes Annotated (New Hampshire Body of Laws) |
| RSMS | Road Surface Management System |
| Rte. | Route |
| SAB | State Aid Bridge Program |
| SABR | Seacoast Area Bicycle Routes |
| SAH | State Aid Highway Program |
| SARA | Superfund Amendments and Reauthorization Acts |
| SB 367 | Senate Bill 367-4.2 Cents Road toll tax (gas tax) |
| SBA | Small Business Association |
| SEDS | Seacoast Economic Development Stakeholders |
| SHPO | State Historic Preservation Office |
| SIP | State Implementation Plan for Air Quality Attainment |
| SNHPC | Southern New Hampshire Planning Commission |
| SPNHF | Society for the Protection of New Hampshire Forests |
| SPOA | State Plan on Aging |
| SPR | Statewide Planning and Research |
| SRPC | Strafford Regional Planning Commission |
| STBG | Surface Transportation Block Grant |
| STIP | State Transportation Improvement Program |
| STP | Surface Transportation Program |
| TAP | Transportation Alternatives Program |
| TAC | Technical Advisory Committee |
| TAP | Technical Assistance Program |
| TAZ | Traffic Analysis Zone |
| TDD | Transportation Development District |
| TDM | Transportation Demand Management |
| TDR | Transfer of Development Rights |
| TIF | Tax Increment Financing |
| TIFIA | Transportation Infrastructure Finance & Innovation Act (Federal loan) |
| TIFIA DS | TIFIA Debt Service |
| TIP | Transportation Improvement Program |
| TMA | Transportation Management Area |
| TRB | Transportation Research Board |
| TRR | Turnpike Rehabilitation & Reconstruction |
| TSM | Transportation Systems Management Actions |
| TTAC | Transportation Technical Advisory Committee |
| TYP | Ten Year Plan |
| UG | Uniform Guidance (AKA Super Circular) |
| UNH | University of New Hampshire |
| UPWP | Unified Planning Work Program |
| USDA | United States Department of Agriculture |

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|---------|--|
| USGS | US Geological Survey |
| UST's | Underground Storage Tanks |
| UTA | Urban Trails Alliance of Nashua |
| UZA | Urbanized Zone Area |
| UVLSRPC | Upper Valley-Lake Sunapee Regional Planning Commission |
| VMT | Vehicle Miles Traveled |
| VOIP | Voice Over Internet Protocol |
| WBE | Woman Business Enterprise |
| WHPA | Wellhead Protection Area |
| WSPCD | Water Supply and Pollution Control Division |
| ZBA | Zoning Board of Adjustment |

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NEW BENEFIT ANNOUNCEMENT



New Hampshire

PAID FAMILY & MEDICAL LEAVE

Effective January 1, 2023, all employers in New Hampshire will be able to participate in the New Hampshire Paid Family & Medical Leave plan (NH PFML), the insurance plan that provides NH workers with wage replacement coverage for specific leaves of absence.

What is NH PFML?

NH PFML is a state-sponsored plan where all NH employers - including for-profit, non-profit, private and public - and eligible NH workers can purchase PFML insurance providing 60% wage replacement for up to six weeks per year for absences related to life events such as:

- A worker's serious health condition, when disability coverage does not apply
- To care for a family member with a serious health condition
- For the birth of a child and bonding, including placement of a child for adoption or fostering
- For qualifying needs arising from deployment with the armed services or caring for a service member with a serious injury or illness

How do I buy NH PFML insurance?

- NH PFML insurance can be purchased from MetLife, the state's insurance partner for the plan
- It can be purchased directly by an employer or placed through an insurance agent, broker, or consultant. When purchasing through MetLife, employers can customize certain aspects of the coverage (participation and other requirements may apply)

How much does NH PFML insurance cost?

- NH employers can negotiate coverage terms and premium cost with MetLife
- An employer may fully fund the premium cost on their workers' behalf, split the premium cost with workers, or pass the full cost on to workers
- NH PFML incentivizes employers to purchase six weeks of coverage through the plan by providing a Business Enterprise Tax (BET) credit equal to 50% of the premium they pay

Why should employers participate?

NH PFML protects workers' financial security and strengthens a business's bottom line.

With NH PFML:

- NH businesses are able to offer an attractive and affordable benefit
- Your NH workers will have wage replacement protection to help them cope during a health crisis or care need
- Your NH workers won't be forced to leave their jobs to care for their families or their own health
- NH workplaces will have reduced turnover, improved worker retention, and increased morale and worker productivity

When can I enroll my employees?

- Enrollment begins in December 2022 and will remain open thereafter
- If an employer does not provide NH PFML or an equivalent benefit, workers may enroll in NH PFML as individuals

What are my obligations as an employer?

- Large employers (50 or more workers) that enroll in the plan will pay NH PFML insurance premium(s) through payroll deduction
- Large employers who do not provide NH PFML (or equivalent coverage) must collect premium payments through payroll deduction for individual workers enrolled in NH PFML
- Small employers make payment arrangements with MetLife
- All employers must participate in the claims process, handle worker questions and direct them to MetLife, and provide wage and leave information to MetLife.

Visit PaidFamilyMedicalLeave.nh.gov
to learn more about NH PFML and register for upcoming webinars



September 2022

