

STRAFFORD

Regional Planning Commission

SRPC EXECUTIVE COMMITTEE MEETING

November 18, 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 September 16, 2022 Minutes b) Acceptance of the Draft Oct. Financials c) Approval of the Commissioner Handbook	8:05-8:25	Refer to the enclosed memo and attachments.
3) Updates and Discussion Items a) NH Paid Family and Medical Leave b) Website – Integrating new data elements c) Awards, Contracts, and General Business d) November Monthly Minors	8:25-9:25	Refer to the enclosed memo and attachments.
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.

STRAFFORD REGIONAL PLANNING COMMISSION

150 Wakefield Street, Suite 12, Rochester, NH 03867

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



RULES OF PROCEDURE

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

Meeting Etiquette

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

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

Do not interrupt others or start talking before someone finishes.

Do not engage in cross talk.

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

Active participation is encouraged from all members.

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

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

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

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



STRAFFORD

Regional Planning Commission

Strafford Regional Planning Commission
Executive Committee Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867
October 21, 2022
Meeting Minutes

1. Welcome/Introductions

Vice Chair Peter Nelson 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; Dover; Barbara Holstein, Rochester; Don Hamann, Rochester

Staff members present: Jen Czysz; Executive Director SRPC

Staff attending remotely: Megan Taylor-Fetter,

2. Action Items

a. Approval of the Minutes of September 16, 2022

D. Hamann motioned to approve the September 16, 2022 minutes as written, seconded by T Crosby. Motion passed with a unanimous vote in favor.

b. Acceptance of Draft September Financials

J. Czysz reviewed the Draft September Financials:

Balance Sheet: The checking and savings register totals remain healthy. The big difference to last year comes down to a handful of contracts that book revenue in advance. 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 coverage. We were able to pay for the coverage 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.

D. Hamann motioned to accept the draft September Financials seconded by M. Bobinsky. Motion passed with a unanimous vote in favor.

c. Approval of Simple IRA Employer Contribution for CY 2023

J. Czysz explained that 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.

D. Hamann motioned to approve the Simple IRA Employer contribution seconded by T. Crosby. Discussion: Budget item-yes. M. Bobinsky asked if recommend we adopt this with no change. Jen yes. The decision is up to the EC. The motion passed with a unanimous vote in favor.

d. NHARPC Appointment

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

D. Hamann motioned to appoint Leslie Schwartz as an alternate on the NHARPC seconded by M. Bobinsky. Discussion: reason to be an alternate-Megan will check if she wants to be a regular member and if so that can be adjusted next month. The motion passed with all in favor.

3. Updates and Discussion Items

a. Commissioners Handbook and Orientation

J. Czynsz explained that the Commissioner's Handbook has traditionally been included with the Annual Report and now has been edited to be a separate document. The handbook goes hand in hand with orientation which in the past would be scheduled when new Commissioners came on board.

We are considering holding an annual event, open to all commissioners. to provide a refresher for existing commissioners, an introduction for new members, and an informal opportunity to network. J. Czynsz asked for feedback and suggestions.

The members engaged in discussion on the role of a commissioner and ways to improve communication and bridge the gap with town officials. The members also discussed the drop in in-person attendance since the Covid pandemic.

Suggestions for the handbook included moving the timeline section towards the back of the handbook and move the role of the Commissioners and the organization at the beginning.

The members discussed options for orientations and came to an agreement that a breakfast event was the best option.

J. Czynsz asked the members to submit their comments and suggestions by November 4 either in an email to Megan or to bring a marked-up copy to the Joint TAC/Policy meeting.

b. NH Paid Family Medical Leave

J. Czynsz explained that 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, must be a NH resident working for a NH employer. Employees 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 in December.

A short discussion ensued with members agreeing this insurance would be an attractive benefit to attract and retain employees. The consensus of the board was to seek more information on costs and revisit at the next meeting for a vote.

J. Czysz added that the cost is potentially up to \$5 per person a week.

c. Awards, Contracts, and General Business

J. Czysz reviewed the awards, contracts and general business:

J. Czysz explained that 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:

J. Czysz highlighted awards and contracts:

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 Contracts:

- 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%.

d. September Monthly Minors

C. Lentz reviewed the monthly minors and explained that all of these minors do not have an impact on the funding itself.

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.

STRAFFORD

Regional Planning Commission

DATE: November 17, 2022
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the November 18, 2022 Meeting

The following notes correspond to individual agenda items for discussion.

2b. Acceptance of Draft October Financials

Balance Sheet: The checking and savings register totals remain healthy and ahead of this time last year. The primary difference between last year and this year for our total assets is the increased bank balances this year and for liabilities and equity, the increased total equity.

Aging Summary: \$73,934 of the outstanding \$99,133 is the current month's billings. Payments totaling \$15,353 were received in November, leaving a past due balance of \$9,846. The only community dues delinquent at this time is Milton. Other past due items have been sent reminders.

Profit and Loss: October had a net gain of \$1,028, essentially breaking even. Year-to-date (YTD) we are still operating at a net loss of \$10,283. This is expected to even out. DOT billing is behind YTD but will begin to pick up. There will be a larger consultant invoice against the contract later this month and we have hired an intern that will be helping with DOT-related tasks. We will be receiving a 30% increase in our DOT funding for next FY, once we have more information on how next year's budget will look, we may hire a new dedicated transportation planner.

2c. Approval of the Commissioners' Handbook

Enclosed is a revised draft of the new Commissioners' Handbook. Thank you for your insights and recommendations. If it looks good to all at this point, or if there are simple adjustments remaining, we are looking for your approval of the document. Following which, the Handbook will be uploaded online and distributed electronically to Commissioners with an option to also distribute print copies at a subsequent Commission/Policy meeting. We will plan to schedule a Commissioner Orientation session for the Spring.

3a. NH Paid Family and Medical Leave (PFML)

Megan has submitted a request for quotes from MetLife. Pricing is based upon our employee census. We will share updated information when it is available. For more information visit <https://www.paidfamilymedicalleave.nh.gov/>.

3b. Integrating New Data Elements into the Website

Given that we have extra conversation time on the agenda this month, this is a great opportunity to revisit Peter's September presentation ([recording](#)) introducing database



technologies that could be integrated into the SRPC website. Staff have identified the following as opportunities integration of this technology to maximize website improvements:

- [Dashboards](#) – The dashboard prepared for the Executive Committee is posted online as a PDF each month. We could look to create a more interactive report of fiscal health, engagement, and staff activities.
- [Data Snapshot](#) – Staff are currently building interactive Excel files that will allow communities to filter data and explore the information behind the publication. This could instead be hosted in AirTable directly on the website with an Excel download option. One thing we will want to consider is the download formatting. Currently as being prepared, web users will be able to download a fully formatted Excel document with charts, etc. that can be directly included into their own publications and research.
- [Communities](#) (see [Barrington](#) as an example) – We currently use AirTable to post committee members and quick stats. Opportunity here to better integrate and present the data.
- [Governance](#) (see [Commissioners](#) as an example) – For each committee we have the membership list hosted in AirTable. Question to the committee members, are the presentation, filter, and sort functions intuitive?
- [Bits and Pieces](#) – create a better catalog that is easier to search and filter for a topic.
- New Item – Potential to build out a searchable directory Economic Development Partners to supplement or replace the existing [Economic Development Resources](#).
- Project Submission Forms – While SurveyMonkey provides a simple user interface and ready-made printable forms (necessary feature to accommodate all users), it does not allow users to save their work and return to edit it later. To build this out in AirTable we would potentially need to pay for user accounts for each municipality. There may be other more cost-effective options in WordPress.

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. Question for the Committee, should we extend this stipend through the end of the fiscal year?

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 –

Recently Completed Contracts:

- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan (contract in hand)
- InvestNH Housing Navigator for Farmington and New Durham (contract in hand)

Awarded Pending Contract:

- Town of Milton Nitrogen Source Identification Plans - SRF
- Town of Rollinsford Nitrogen Source Identification Plans - SRF

Submitted Pending Decisions:

- Safe Streets for All - FHWA
- NHDES Source Water Protection grant – Newmarket Open Space Plan

In Development:

- Brownfields Assessment (to be submitted 11/18)

- Barrington Housing Opportunity Grant (InvestNH) Master Plan Update
- Fiscal agent support to a CLF Septic System Retrofit Pilot Project in the Great Bay watershed
- Lamprey River Local Advisory Committee Watershed Plan Update

Not Funded:

- Sunrise Lake Watershed Plan Implementation - 319 grant Letter of Interest
- Milton Three Ponds Watershed-Based Plan - 604b Letter of Interest
- Cocheco River Management Plan - 604b Letter of Interest

Other Items on the Horizon:

- NHDES Coastal Resilience grant postponed (early 2023)
- UNH PREPA Coastal Watershed Grants (early 2023)

Indirect Rate and Dues: On October 5, 2021 we received our final approval from EDA to have a predetermined rate of 117% for FY2022 and 2023. As of the end of October the rate was 113%.

October 2022 Dues (YTD)	
Income:	
FY23 Dues Paid	\$43,584.84
Total Income	\$43,584.84

Expenses:	
Vehicle Expenses	\$170.51
Planning Salaries	\$2,334.33
Dues and Subscriptions	\$39.00
Travel	\$365.75
Office Expense	\$8.89
Indirect	\$2,730.23
Total SRPC Expenses	\$5,648.71

Cash Match:	
UPWP	\$15,211.82
EDA	\$4,497.14
Coastal	\$1,173.01
Source Water	\$1,161.81
Tufts Health Plan-CHAT	\$352.83
Total Cash Match	\$22,396.61

Contract Overages:	
EDA CARES	\$9,234.41
Farmington Tax Maps	\$32.25
Total Contract Overages	\$9,266.66

Total Expenses	\$37,311.98
Annual Dues Remaining	\$6,272.86

NEXT MEETING December 16, 2022, 8 AM. – 9:30 A.M.

Status of Grant Applications and Project Proposals

Title	Funder	Funding Year(s)	Award \$	Dues Match \$	Application Status	Contract Status	Description/Notes
Comprehensive Plan Update	Senate Earmark	FY2023-2024	SRPC \$150,000		approved	In hand	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.
Farmington and New Durham Housing Navigator	NHHFA Invest NH	FY2023-2024	\$235,270		approved	In hand	Full time staff person to be shared by Farmington and New Durham to assist with education and outreach, regulatory reviews, and facilitate housing development opportunities.
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.
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.
Local Source Water Protection	NHDES	FY2024	\$18,223		Submitted	pending	Open Space Planning in Newmarket with a focus on source water sites to protect
Brownfields Assessments	EPA	FY2024-2026	\$500,000		In development	pending	Renewal of SRPCs ongoing Brownfields Program, providing Phase I and II environmental assessments and redevelopment planning
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.
Demographics and Housing Master Plan Update	NHHFA InvestNH	FY2023-2024	\$25,000		In development	pending	Comprehensive update to the town's Demographic and Housing Master Plan chapter to incorporate new Census Data, SRPC's RHNA findings, and engage in scenario planning to test housing policies.
Sunrise Lake Watershed Plan Implementation	NH DES 319	FY2023-2024	TBD		Submitted	No Funded	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.
Cochecho River Management Plan	NHDES 604(b)	FY2023-2024	\$38,000		Submitted	No Funded	Develop a local corridor management plan to protect the outstanding characteristics for which the river was designated.
Milton Three Ponds Watershed Management Plan	NHDES 604(b)	FY2023-2024	\$90,000		Submitted	No Funded	Develop a plan that establishes water quality goals, outlines nutrient management approaches, and describes management actions for meeting water quality improvement goals.

Updates since last meeting

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

DRAFT

	Oct 31, 22	Oct 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	202,486.66	40,131.54	162,355.12
FSB Savings	96,595.69	109,258.43	-12,662.74
Total Checking/Savings	299,082.35	149,389.97	149,692.38 ¹
Accounts Receivable			
Accounts Receivable	99,132.75	188,698.80	-89,566.05
Total Accounts Receivable	99,132.75	188,698.80	-89,566.05 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	0.00	135.04	-135.04
Prepaid Dues and Subscriptions	1,091.15	2,354.25	-1,263.10
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	1,691.15	3,089.29	-1,398.14
Prepaid software support	3,536.72	2,436.81	1,099.91
Total Other Current Assets	5,227.87	5,526.10	-298.23
Total Current Assets	403,442.97	343,614.87	59,828.10
Fixed Assets			
Vehicles			
Vehicle Accumulated Depreciatio	-13,861.54	-8,125.66	-5,735.88 ³
Ford Transit	22,943.35	22,943.35	0.00
Total Vehicles	9,081.81	14,817.69	-5,735.88
Property and Equipment			
Accumulated Depreciation	-15,745.44	-15,745.44	0.00
Equipment Purchase			
Lenova Think Server	3,983.04	3,983.04	0.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
Total Equipment Purchase	15,745.44	15,745.44	0.00
Total Property and Equipment	0.00	0.00	0.00
Total Fixed Assets	9,081.81	14,817.69	-5,735.88
TOTAL ASSETS	412,524.78	358,432.56	54,092.22
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			

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

DRAFT

	Oct 31, 22	Oct 31, 21	\$ Change
Credit Cards			
FSB Credit Card	1,000.91	1,581.22	-580.31
Total Credit Cards	1,000.91	1,581.22	-580.31
Other Current Liabilities			
FY23 Dues in Advance	86,805.52	0.00	86,805.52
Current Portion of Lease Payabl	3,248.58	3,067.46	181.12 ⁴
FY22 Dues in Advance	0.00	79,601.58	-79,601.58
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	34,412.59 ⁵	27,839.99	6,572.60
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	1,127.97	2,168.19	-1,040.22
Total Payroll Liabilities	1,158.36	2,198.58	-1,040.22
Total Other Current Liabilities	125,673.05	112,755.61	12,917.44
Total Current Liabilities	126,673.96	114,336.83	12,337.13
Long Term Liabilities			
Lease Payable - Ford Motor Cred	4,673.84	9,501.13	-4,827.29 ⁶
Accrued expenses			
Accrued Payroll	51,939.13	40,801.82	11,137.31
Accrued Vacation	42,091.38	37,692.28	4,399.10
Annual Audit Accrual	20,333.36	13,000.00	7,333.36
Total Accrued expenses	114,363.87	91,494.10	22,869.77 ⁷
Total Long Term Liabilities	119,037.71	100,995.23	18,042.48
Total Liabilities	245,711.67	215,332.06	30,379.61
Equity			
Retained Earnings	177,096.32	166,301.80	10,794.52 ⁸
Net Income	-10,283.21	-23,201.30	12,918.09
Total Equity	166,813.11	143,100.50	23,712.61
TOTAL LIABILITIES & EQUITY	412,524.78	358,432.56	54,092.22

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

-
1. Cash: In the previous fiscal year, we were still recovering from a three-payroll month in the month of July coupled with 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. 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.

 5. Contract Revenue in Advance: Current year balance = Barrington Land Use and Transportation Chapters \$5,468, GSCH \$13,022, EDA \$15,923. Invoices are billed monthly to income on the profit and loss and applied to reduce the Contract Revenue in Advance balance.

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

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

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

**Strafford Regional Planning Commission
A/R Aging Summary
As of October 31, 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 2	5,759.68
Total 2100 Dues	0.00	0.00	0.00	0.00	5,759.68	5,759.68
2200 PLUR Books						
2202 Town of Brookfield PLUR	0.00	81.00	0.00	0.00	0.00	81.00
2209 Town of Milton PLUR	0.00	0.00	0.00	0.00	0.00	0.00
Total 2200 PLUR Books	0.00	81.00	0.00	0.00	0.00	81.00
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	81.00	0.00	0.00	5,819.68	5,900.68
3500 Town of Farmington						
3506 Farmington Tax Maps FY23	842.00	0.00	0.00	0.00	0.00	842.00
3501 FAR Circuit Rider	3,749.38	0.00	3,034.38 3	0.00	0.00	6,783.76
Total 3500 Town of Farmington	4,591.38	0.00	3,034.38	0.00	0.00	7,625.76
4200 Town of Northwood						
4201 NOR Circuit Rider	2,675.00	0.00	3,828.75 4	0.00	0.00	6,503.75
Total 4200 Town of Northwood	2,675.00	0.00	3,828.75	0.00	0.00	6,503.75
4300 Town of Nottingham						
4303 Nottingham Trail Maps	870.00	0.00	0.00	0.00	0.00	870.00
4301 NOT Circuit Rider	3,306.25	0.00	0.00	0.00	0.00	3,306.25
Total 4300 Town of Nottingham	4,176.25	0.00	0.00	0.00	0.00	4,176.25
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
4700 Town of Strafford						
4703 Strafford Master Plan	3,666.25	0.00	0.00	0.00	0.00	3,666.25
4701 Strafford Circuit Rider	2,046.25	0.00	0.00	0.00	0.00	2,046.25
Total 4700 Town of Strafford	5,712.50	0.00	0.00	0.00	0.00	5,712.50
4800 Town of Wakefield						
4803 WAK NBRC Union Hotel Grant Admin	0.00	0.00	0.00	519.86	0.00	519.86
4801 Wakefield Circuit Rider 2021	0.00	0.00	390.00	480.00	0.00	870.00
Total 4800 Town of Wakefield	0.00	0.00	390.00	999.86	0.00	1,389.86
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
6000 NH Office of Planning & Development						
6003 BEA CEDR	640.86	0.00	0.00	0.00	0.00	640.86
6001 TBG22-23	1,159.59	0.00	0.00	0.00	0.00	1,159.59

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

DRAFT

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
6002 ARPA RHNA	7,313.27	0.00	0.00	0.00	0.00	7,313.27
Total 6000 NH Office of Planning & Development	9,113.72	0.00	0.00	0.00	0.00	9,113.72
6100 NH DES						
6103 Coastal 23	2,107.11	0.00	755.51	0.00	0.00	2,862.62
6304 LSWP Aquifers SWP-333	4,232.50	0.00	4,470.25 ⁵	0.00	0.00	8,702.75
6151 PSM Flood Smart Seacoast	2,027.09	0.00	0.00	0.00	0.00	2,027.09
Total 6100 NH DES	8,366.70	0.00	5,225.76	0.00	0.00	13,592.46
6500 DEPT OF SAFETY (OEM)						
6502 BRIC DUR MID MIL NOT STR	3,874.92	0.00	1,799.96	0.00	0.00	5,674.88
Total 6500 DEPT OF SAFETY (OEM)	3,874.92	0.00	1,799.96	0.00	0.00	5,674.88
6600 CDFA-CDBG Grant Administration						
6602 CDBG Gafney Home	0.00	0.00	1,977.20	2,042.39	0.00	4,019.59
Total 6600 CDFA-CDBG Grant Administration	0.00	0.00	1,977.20	2,042.39	0.00	4,019.59 ⁶
8000 DOT UPWP						
8001 UPWP 22-23	35,423.30	0.00	0.00	0.00	0.00	35,423.30
Total 8000 DOT UPWP	35,423.30	0.00	0.00	0.00	0.00	35,423.30
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	73,933.77	81.00	16,256.05	3,042.25	5,819.68	99,132.75

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

DRAFT

-
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. Farmington: \$3,034.38 received in November

 4. Northwood: \$3,828.75 received in November

 5. LSWP: \$4,470.25 received in November

 6. Gafney Home: \$4,019.59 received in November

4:09 PM
 11/15/22
 Accrual Basis

Strafford Regional Planning Commission
Profit & Loss
 October 2022

DRAFT

	Oct 22	Oct 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	757.50	0.00	757.50
3501 FAR Circuit Rider	3,749.38	2,403.05	1,346.33
4201 NORPlanning Services	2,675.00	879.33	1,795.67
4301 NOT Circuit Rider	3,306.25	2,261.45	1,044.80
4303 Nottingham Trail Maps	870.00	0.00	870.00
4701 Strafford Circuit Rider	2,046.25	2,343.05	-296.80
4703 STR MP Update	3,666.25	0.00	3,666.25
5151 GSCH - Tufts	474.30	4,504.52	-4,030.22
4602 SOM Tax Map	0.00	312.50	-312.50
3504 FAR Tax Map Updates	874.25	0.00	874.25
5101 NHCHF	0.00	323.19	-323.19
Total Municipal and NonProfit Revenue	18,419.18	13,027.09	5,392.09
Total SRPC Revenue	18,419.18	13,027.09	5,392.09
Federal Agencies Incl EDD			
7003 EDD Planning Partnership	0.00	9,842.16	-9,842.16
7002 EDA CARES	0.00	19,920.01	-19,920.01
7001 EDD Planning Grant	12,570.27	0.00	12,570.27
7110 EPA Brownfields	0.00	5,624.50	-5,624.50
Total Federal Agencies Incl EDD	12,570.27	35,386.67	-22,816.40
State Award Revenue			
Office Of Planning and Dev			
6001 TBG 22-23	1,159.59	0.00	1,159.59
6002 ARPA RHNA	7,313.27	2,084.62	5,228.65
6003 CEDR	640.86	0.00	640.86
Office Of Planning and Dev - Other	0.00	1,484.51	-1,484.51
Total Office Of Planning and Dev	9,113.72	3,569.13	5,544.59
NHDES			
6103 Coastal FY23	3,147.73	0.00	3,147.73
6151 Project of Special Merit	2,027.09	0.00	2,027.09
3303 DOV Equity	0.00	2,575.55	-2,575.55
6180 NFWF Great Bay Shoreline	0.00	1,417.28	-1,417.28
6251 Sunrise Lake	0.00	37,096.47	-37,096.47
3404 DUR Resilience	0.00	622.37	-622.37
6102 Coastal FY22	0.00	4,212.93	-4,212.93
3403 Dur Groundwater Modeling	0.00	2,181.70	-2,181.70
6303 Local Source Water MIL ROL	0.00	5,209.99	-5,209.99
6250 Watershed PRB	0.00	483.75	-483.75
6304 LSWP - Aquifers	4,918.37	0.00	4,918.37
Total NHDES	10,093.19	53,800.04	-43,706.85
UNH			
5204 UNH PREPA DOV	0.00	4,997.71	-4,997.71

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



	Oct 22	Oct 21	\$ Change
Total UNH	0.00	4,997.71	-4,997.71
Pre-Disaster Mitigation			
6501 PDM19 BAR NDU ROL SOM	0.00	2,700.00	-2,700.00
6502 PDM DUR MID MIL NOT STR WA	5,166.56	0.00	5,166.56
Total Pre-Disaster Mitigation	5,166.56	2,700.00	2,466.56
Total State Award Revenue	24,373.47	65,066.88	-40,693.41
MPO Revenue			
NH DOT			
8001 UPWP 22-23	39,359.22	34,974.35	4,384.87
Total NH DOT	39,359.22	34,974.35	4,384.87
Total MPO Revenue	39,359.22	34,974.35	4,384.87
Contra Income Cash Match			
Cash Match GSCH	-78.60	0.00	-78.60
Coastal Cash Match	-702.37	-387.24	-315.13
LSWP Cash Match			
LSWP SRPC Cash Match	-362.99	0.00	-362.99
LSWP ROL Cash Match	0.00	106.03	-106.03
Total LSWP Cash Match	-362.99	106.03	-469.02
EDD Cash Match	-1,295.72	0.00	-1,295.72
Cash Match DOV PREPA	0.00	0.00	0.00
Dover Equity Cash Match			
Dover Cash Match	0.00	-115.16	115.16
SRPC Cash Match	0.00	-46.07	46.07
Total Dover Equity Cash Match	0.00	-161.23	161.23
DOT Cash Match			
BAR Cash Match	98.72	0.00	98.72
DOT Cash Match - Other	-3,935.92	-3,497.44	-438.48
Total DOT Cash Match	-3,837.20	-3,497.44	-339.76
Total Contra Income Cash Match	-6,276.88	-3,939.88	-2,337.00
Contra Income InKind/Soft Match			
In-Kind Coastal Match	-338.25	-1,888.57	1,550.32
IK LSWP	-322.88	-115.36	-207.52
IK DOV PREPA	0.00	-997.71	997.71
IK DOV Equity	0.00	-571.82	571.82
In-Kind EDD Match	-6,091.64	-4,047.05	-2,044.59
In-Kind HazMit Match	-1,291.64	-675.00	-616.64
Contra Income InKind/Soft Match - Other	0.00	-3,050.97	3,050.97
Total Contra Income InKind/Soft Match	-8,044.41	-11,346.48	3,302.07
Contract Overage	-32.25	-18.42	-13.83
Total Income	91,264.82	143,100.41	-51,835.59

Strafford Regional Planning Commission
Profit & Loss
October 2022



	Oct 22	Oct 21	\$ Change
Gross Profit	91,264.82	143,100.41	-51,835.59 1
Expense			
Personnel Expenses			
Salary and Wages	65,568.29	59,630.44	5,937.85
Payroll Expenses			
FSA Fees	0.00	2.75	-2.75
Dental insurance expense	431.27	366.89	64.38
Health incentive	0.00	14.00	-14.00
Health Insurance expense	5,714.77	5,917.35	-202.58
Life Insurance expense	114.07	100.81	13.26
LTD Insurance expense	60.30	55.74	4.56
STD insurance expense	207.05	219.48	-12.43
Payroll Processing Fees	229.75	208.00	21.75
Pension expense	1,758.91	1,645.46	113.45
Unemployment expense	164.08	0.00	164.08
Workers Compensation	159.08	0.00	159.08
Payroll Taxes			
Medicare Expense	933.23	845.86	87.37
Social Security expense	3,990.35	3,616.77	373.58
Payroll Taxes - Other	-0.03	0.00	-0.03
Total Payroll Taxes	4,923.55	4,462.63	460.92
Total Payroll Expenses	13,762.83	12,993.11	769.72
Dues and Subscriptions	427.36	442.91	-15.55
Staff Training and Seminars	1,177.62	450.00	727.62
Total Personnel Expenses	80,936.10	73,516.46	7,419.64 2
Equipment expense			
Copier Maintenance Contract	319.85	319.85	0.00
Office furniture	0.00	2,592.25	-2,592.25 3
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	96.97	73.98	22.99
Anti-virus software	40.85	40.85	0.00
Constant Contact	85.50	85.50	0.00
DropBox	11.99	11.99	0.00
Microsoft Office 365	212.50	200.00	12.50
Total Office Software	778.99	660.61	118.38
Total Software expense	1,234.24	1,060.61	173.63
Total Equipment expense	1,554.09	3,972.71	-2,418.62
Fixed Expenses			
Insurance			

Strafford Regional Planning Commission
Profit & Loss
October 2022

DRAFT

	Oct 22	Oct 21	\$ Change
Liability Insurance	597.75	406.45	191.30
Total Insurance	597.75	406.45	191.30
Rent	2,500.00	2,500.00	0.00
Vehicle Expenses			
Depreciation Expense	477.99	477.99	0.00
Vehicle Gas & Repairs	39.32	82.32	-43.00
Vehicle Interest	39.80	61.91	-22.11
Total Vehicle Expenses	557.11	622.22	-65.11
Total Fixed Expenses	3,654.86	3,528.67	126.19
Communications			
Postage and Delivery	17.99	75.99	-58.00
Telephone and Internet	421.61	457.21	-35.60
Website maintenance and updates			
Website and logo design	8.44	-481.56	490.00
Website maintenance and updates - Other	0.00	71.93	-71.93
Total Website maintenance and updates	8.44	-409.63	418.07
Total Communications	448.04	123.57	324.47
Administrative			
Library & Planning Books	-210.60	-355.40	144.80
Meetings Expense			
Meetings Advertising Expense	0.00	350.49	-350.49
Total Meetings Expense	0.00	350.49	-350.49
Office Expense	915.41	858.83	56.58
Office Supplies			
Plotter Ink and Supplies	100.00	159.00	-59.00
Office Supplies - Other	396.88	217.47	179.41
Total Office Supplies	496.88	376.47	120.41
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			
Meals	0.00	71.79	-71.79
Travel	428.76	1,836.59	-1,407.83
Total Travel & Ent	428.76	1,908.38	-1,479.62 4
Total Administrative	2,963.78	4,388.77	-1,424.99
Contract Labor			
Financial Services	0.00	2,697.50	-2,697.50
IT and Network support	701.25	487.50	213.75
Pass Through Expense			
EDA CARES Contract Support	0.00	1,642.50	-1,642.50
EPA Brownfields Consultants	0.00	4,845.44	-4,845.44

Strafford Regional Planning Commission
Profit & Loss
 October 2022

DRAFT

	Oct 22	Oct 21	\$ Change
DOV PREPA Consultant	0.00	250.00	-250.00
Total Pass Through Expense	0.00	6,737.94	-6,737.94
Total Contract Labor	701.25	9,922.94	-9,221.69
Total Expense	90,258.12	95,453.12	-5,195.00
Net Ordinary Income	1,006.70	47,647.29	-46,640.59
Other Income/Expense			
Other Income			
Interest Income	20.94	13.89	7.05
Total Other Income	20.94	13.89	7.05
Net Other Income	20.94	13.89	7.05
Net Income	1,027.64	47,661.18	-46,633.54

Strafford Regional Planning Commission
Profit & Loss
October 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 decline in the number of NHDES contracts that have closed out and the closeout of the EDA CARES grant.
2. Personnel Costs: Increased staffing and pay rate increases resulted in increased salary and payroll tax costs for the current fiscal year. Staff training costs in the current fiscal year reflect registration fees for the annual NNECAPA conference, which was registered for in June of the previous fiscal year.
3. Computer equipment and Office furniture: In the previous fiscal year, 3 monitors were purchased and the UHD TV (reimbursed with EDA funding).
4. Travel: In the previous fiscal year, three staff members' lodging was paid, for the NNECAPA conference. Lodging for this year's NNECAPA conference was charged in September for the current fiscal year.
5. Financial Services: The financial consultant was hired as an employee in late October of 2021.
6. Pass Through Expense: Amounts are dependent on various contract support needs and timing of consultant work performed and associated invoices received.

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



Date	Name	Memo	Amount
2000 LTA (Local Technical Assistance)			
10/01/2022	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			
10/31/2022	3100 Town of Barri...	Progress Billing - Barrington Land Use Chapter - October 2022	757.50
10/31/2022	3100 Town of Barri...	Barrington Transportation Cash Match	98.72
Total 3103 Barrington Land Use Chapter			856.22
Total 3100 Town of Barrington			856.22
3500 Town of Farmington			
3506 Farmington Tax Maps FY23			
10/31/2022	3500 Town of Farmi...	Farmington Tax Mapping - Planner I Geis	481.25
10/31/2022	3500 Town of Farmi...	Farmington Tax Mapping - Planner III Rand	65.00
10/31/2022	3500 Town of Farmi...	Printing	328.00
10/31/2022	3500 Town of Farmi...	To record when contracts go over budget in QuickBooks	-32.25
Total 3506 Farmington Tax Maps FY23			842.00
3501 FAR Circuit Rider			
10/31/2022	3500 Town of Farmi...	Progress Billing - Farmington Circuit Rider - October 2022	3,749.38
Total 3501 FAR Circuit Rider			3,749.38
Total 3500 Town of Farmington			4,591.38
4200 Town of Northwood			
4201 NOR Circuit Rider			
10/31/2022	4200 Town of North...	Progress Billing - Northwood Circuit Rider - October 2022	2,675.00
Total 4201 NOR Circuit Rider			2,675.00
Total 4200 Town of Northwood			2,675.00
4300 Town of Nottingham			
4303 Nottingham Trail Maps			
10/31/2022	4300 Town of Nottin...	Nottingham Trail Mapping - Planner I Geis	41.25
10/31/2022	4300 Town of Nottin...	Nottingham Trail Mapping - Planner III Rand	828.75
Total 4303 Nottingham Trail Maps			870.00
4301 NOT Circuit Rider			
10/31/2022	4300 Town of Nottin...	Progress Billing - Nottingham Circuit Rider - October 2022	3,306.25
Total 4301 NOT Circuit Rider			3,306.25
Total 4300 Town of Nottingham			4,176.25

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

DRAFT

Date	Name	Memo	Amount
4700 Town of Strafford			
4703 Strafford Master Plan			
10/31/2022	4700 Town of Straff...	Progress Billing -Strafford Master Plan Update - October 2022	3,666.25
Total 4703 Strafford Master Plan			3,666.25
4701 Strafford Circuit Rider			
10/31/2022	4700 Town of Straff...	Progress Billing - Strafford Circuit Rider - October 2022	2,046.25
Total 4701 Strafford Circuit Rider			2,046.25
Total 4700 Town of Strafford			5,712.50
5150 GSCH			
5151 Creating Age Friendly Communities			
10/31/2022	5150 GSCH:5151 C...	Progress Billing - GSCH - September through October 2022	474.30
10/31/2022	5150 GSCH:5151 C...	Cash Match	-78.60
Total 5151 Creating Age Friendly Communities			395.70
Total 5150 GSCH			395.70
6000 NH Office of Planning & Development			
6003 BEA CEDR			
10/31/2022	6000 NH Office of P...	Progress Billing Seacoast CEDR Grant - 9/21-10/31/22	640.86
Total 6003 BEA CEDR			640.86
6001 TBG22-23			
10/31/2022	6000 NH Office of P...	Progress Billing Targeted Block Grant FY23 - October 2022	1,159.59
Total 6001 TBG22-23			1,159.59
6002 ARPA RHNA			
10/31/2022	6000 NH Office of P...	Progress Billing - ARPA Regional Housing Needs Assessment - October 2022	7,313.27
Total 6002 ARPA RHNA			7,313.27
Total 6000 NH Office of Planning & Development			9,113.72
6100 NH DES			
6103 Coastal 23			
10/31/2022	6100 NH DES:6103...	Progress Billing Grant #21-306-09, Coastal 2023 - October 2022	3,147.73
10/31/2022	6100 NH DES:6103...	Cash Match	-702.37
10/31/2022	6100 NH DES:6103...	In Kind match for Coastal grant	-338.25
Total 6103 Coastal 23			2,107.11
6304 LSWP Aquifers SWP-333			
10/31/2022	6100 NH DES:6304...	Progress Billing - LSWP 333 - October 2022	4,918.37
10/31/2022	6100 NH DES:6304...	Cash Match	-362.99

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

DRAFT

Date	Name	Memo	Amount
10/31/2022	6100 NH DES:6304...	In Kind Match - LSWP	-322.88
Total 6304 LSWP Aquifers SWP-333			4,232.50
6151 PSM Flood Smart Seacoast			
10/31/2022	6100 NH DES:6151...	Progress Billing PSM Flood Smart - October 2022	2,027.09
Total 6151 PSM Flood Smart Seacoast			2,027.09
Total 6100 NH DES			8,366.70
6500 DEPT OF SAFETY (OEM)			
6502 BRIC DUR MID MIL NOT STR			
10/31/2022	6500 DEPT OF SA...	23BRIC20 4393 Progress Billing - October 2022	5,166.56
10/31/2022	6500 DEPT OF SA...	In Kind Match for Hazard Mitigation contracts	-1,291.64
Total 6502 BRIC DUR MID MIL NOT STR			3,874.92
Total 6500 DEPT OF SAFETY (OEM)			3,874.92
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7003 EDA FY22			
10/31/2022	7000 ECONOMIC ...	Progress Billing - ED21PHI3020006 - October 2022	12,570.27
10/31/2022	7000 ECONOMIC ...	Cash Match	-1,295.72
10/31/2022	7000 ECONOMIC ...	In Kind Match	-6,091.64
Total 7003 EDA FY22			5,182.91
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			5,182.91
8000 DOT UPWP			
8001 UPWP 22-23			
10/31/2022	8000 DOT UPWP:8...	Progress Billing - UPWP - October 2022	39,359.22
10/31/2022	8000 DOT UPWP:8...	10% Matching Funds	-3,935.92
Total 8001 UPWP 22-23			35,423.30
Total 8000 DOT UPWP			35,423.30
TOTAL			91,264.82

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

July through October 2022



	Jul - Oct 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	43,584.84	43,584.84	0.00
SRPC Revenue			
Municipal and NonProfit Revenue			
3103 BAR Land Use Chapter	5,263.13	3,799.36	1,463.77
3501 FAR Circuit Rider	14,837.52	13,333.36	1,504.16
3506 FAR Tax Maps FY23	0.00	500.00	-500.00
4201 NORPlanning Services	11,615.38	8,333.36	3,282.02
4301 NOT Circuit Rider	11,001.25	8,333.36	2,667.89
4603 SOM Historic Sites GIS	812.50	750.00	62.50
4604 SOM Tax Maps FY23	1,088.75	500.00	588.75
4701 Strafford Circuit Rider	6,919.38	12,666.64	-5,747.26
4703 STR MP Update	10,073.13	10,198.36	-125.23
4801 WAK Circuit Rider	870.00	1,666.66	-796.66
4802 Sanbornville Precinct	0.00	1,333.36	-1,333.36
4803 WAK NBRC Union Hotel	519.86	1,000.00	-480.14
5002 NHARPC Administration	0.00	2,666.64	-2,666.64
5151 GSCH - Tufts	2,129.16	10,166.64	-8,037.48
3504 FAR Tax Map Updates	874.25	0.00	874.25
Total Municipal and NonProfit Revenue	66,874.31	75,247.74	-8,373.43
Total SRPC Revenue	66,874.31	75,247.74	-8,373.43
Federal Agencies Incl EDD			
7003 EDD Planning Partnership	46,924.08	46,666.64	257.44
7002 EDA CARES	65,995.29	45,250.00	20,745.29
7001 EDD Planning Grant	12,570.27	0.00	12,570.27
7110 EPA Brownfields	9,490.32	16,900.00	-7,409.68
Total Federal Agencies Incl EDD	134,979.96	108,816.64	26,163.32
State Award Revenue			
Office Of Planning and Dev			
6001 TBG 22-23	6,118.35	3,703.64	2,414.71
6002 ARPA RHNA	34,633.74	23,333.34	11,300.40
6003 CEDR	640.86	5,555.52	-4,914.66
Total Office Of Planning and Dev	41,392.95	32,592.50	8,800.45
NHDES			
6103 Coastal FY23	7,406.01	10,000.00	-2,593.99
6151 Project of Special Merit	7,257.92	5,666.64	1,591.28
6250 Watershed PRB	0.00	19,600.00	-19,600.00
6304 LSWP - Aquifers	15,192.88	8,727.26	6,465.62
Total NHDES	29,856.81	43,993.90	-14,137.09
UNH			
5205 UNH PREPA NDU	8,107.16	7,500.00	607.16
Total UNH	8,107.16	7,500.00	607.16
CDFA			
6601 CDBG Grant	5,583.97	2,666.64	2,917.33

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

July through October 2022



	Jul - Oct 22	Budget	\$ Over Budget
Total CDFA	5,583.97	2,666.64	2,917.33
Pre-Disaster Mitigation			
6501 PDM19 BAR NDU ROL SOM	1,650.00	667.00	983.00
6502 PDM DUR MID MIL NOT STR WA	7,566.51	15,454.60	-7,888.09
Total Pre-Disaster Mitigation	9,216.51	16,121.60	-6,905.09
Total State Award Revenue	94,157.40	102,874.64	-8,717.24
MPO Revenue			
NH DOT			
8001 UPWP 22-23	155,380.13	0.00	155,380.13
NH DOT - Other	0.00	223,333.36	-223,333.36
Total NH DOT	155,380.13	223,333.36	-67,953.23
Total MPO Revenue	155,380.13	223,333.36	-67,953.23
Contra Income Cash Match			
Cash Match GSCH	-352.83	-1,666.64	1,313.81
Coastal Cash Match	-1,424.85	-833.36	-591.49
LSWP Cash Match			
LSWP SRPC Cash Match	-1,161.81	0.00	-1,161.81
LSWP Cash Match - Other	0.00	-727.26	727.26
Total LSWP Cash Match	-1,161.81	-727.26	-434.55
EDD Cash Match	-4,497.14	-5,833.36	1,336.22
DOT Cash Match			
BAR Cash Match	326.19	229.36	96.83
DOT Cash Match - Other	-15,538.01	-22,104.00	6,565.99
Total DOT Cash Match	-15,211.82	-21,874.64	6,662.82
Total Contra Income Cash Match	-22,648.45	-30,935.26	8,286.81
Contra Income InKind/Soft Match			
In-Kind Coastal Match	-1,706.63	-4,166.64	2,460.01
PRB IK Match	0.00	-7,666.66	7,666.66
IK NDU PREPA (NDU ADU)	-607.16	-2,500.00	1,892.84
In-Kind EDD Match	-37,008.71	-17,500.00	-19,508.71
In-Kind HazMit Match	-2,304.13	-4,030.72	1,726.59
Total Contra Income InKind/Soft Match	-42,110.95	-35,864.02	-6,246.93
Total Income	420,950.58	487,057.94	-66,107.36
Gross Profit	420,950.58	487,057.94	-66,107.36
Expense			
Personnel Expenses			
Salary and Wages	300,380.97	289,377.00	11,003.97
Payroll Expenses			
Dental insurance expense	1,725.08	2,063.36	-338.28
Health incentive	371.01	3,925.36	-3,554.35
Health Insurance expense	22,867.07	29,856.36	-6,989.29
Life Insurance expense	456.28	431.64	24.64

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

DRAFT

	Jul - Oct 22	Budget	\$ Over Budget
LTD Insurance expense	241.20	249.36	-8.16
STD insurance expense	828.20	975.36	-147.16
Payroll Processing Fees	1,072.00	1,259.36	-187.36
Pension expense	7,878.50	8,549.00	-670.50
Unemployment expense	656.32	656.36	-0.04
Workers Compensation	636.32	636.36	-0.04
Payroll Taxes	23,485.17	22,137.36	1,347.81
Total Payroll Expenses	60,217.15	70,739.88	-10,522.73
Dues and Subscriptions	1,602.40	1,945.36	-342.96
Staff Training and Seminars	1,975.12	4,666.64	-2,691.52
Total Personnel Expenses	364,175.64	366,728.88	-2,553.24
Equipment expense			
Copier Maintenance Contract	1,316.82	1,279.36	37.46
Office furniture			
Computer equipment	145.26	1,300.00	-1,154.74
Office furniture - Other	418.95	333.36	85.59
Total Office furniture	564.21	1,633.36	-1,069.15
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	166.64	-166.64
Total Other Equipment Repair and Cost	0.00	166.64	-166.64
Software expense			
ArclInfo/View software	1,821.00	1,821.00	0.00
Office Software			
Timesheet Software	576.00	0.00	576.00
Adobe In Design	376.34	0.00	376.34
Anti-virus software	163.40	0.00	163.40
Constant Contact	342.00	0.00	342.00
DropBox	47.96	0.00	47.96
Microsoft Office 365	846.37	0.00	846.37
Office Software - Other	0.00	2,560.00	-2,560.00
Total Office Software	3,116.73	2,560.00	556.73
Transcad software/maintenance	0.00	500.00	-500.00
Total Software expense	4,937.73	4,881.00	56.73
Traffic Count Expenses			
Traffic counting supplies	76.81	1,000.00	-923.19
Total Traffic Count Expenses	360.81	1,000.00	-639.19
Total Equipment expense	7,179.57	8,960.36	-1,780.79
Fixed Expenses			
Insurance			
Liability Insurance	2,391.00	2,391.00	0.00
Total Insurance	2,391.00	2,391.00	0.00
Rent	10,000.00	10,000.00	0.00

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

DRAFT

	Jul - Oct 22	Budget	\$ Over Budget
Vehicle Expenses			
Depreciation Expense	1,911.96	0.00	1,911.96
Vehicle Gas & Repairs	396.96	0.00	396.96
Vehicle Interest	170.51	0.00	170.51
Vehicle Expenses - Other	0.00	3,674.64	-3,674.64
Total Vehicle Expenses	2,479.43	3,674.64	-1,195.21
Total Fixed Expenses	14,870.43	16,065.64	-1,195.21
Communications			
Media Outreach Expense	0.00	333.36	-333.36
Office Telephone System	0.00	388.00	-388.00
Postage and Delivery	131.96	133.36	-1.40
Telephone and Internet	1,349.49	1,200.00	149.49
Website maintenance and updates			
Website and logo design	523.76	0.00	523.76
Website maintenance and updates - Other	318.20	475.64	-157.44
Total Website maintenance and updates	841.96	475.64	366.32
Total Communications	2,323.41	2,530.36	-206.95
Administrative			
Library & Planning Books	-170.60	0.00	-170.60
Meetings Expense	181.54	1,166.64	-985.10
Office Expense	3,737.98	5,025.00	-1,287.02
Office Supplies	1,426.01	1,000.00	426.01
Printing and Reproduction	0.00	50.00	-50.00
Professional Fees			
Accounting, Audit	5,333.36	5,333.36	0.00
Legal Fees	0.00	1,333.36	-1,333.36
Total Professional Fees	5,333.36	6,666.72	-1,333.36
Travel & Ent			
Travel	3,268.85	0.00	3,268.85
Travel & Ent - Other	0.00	1,666.64	-1,666.64
Total Travel & Ent	3,268.85	1,666.64	1,602.21
Total Administrative	13,777.14	15,575.00	-1,797.86
Contract Labor			
IT and Network support	5,561.25	5,266.64	294.61
Pass Through Expense			
CEDR Pass Through Expense	0.00	4,445.52	-4,445.52
PRB Consultants	0.00	8,216.66	-8,216.66
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	11,333.36	-8,877.68
RPC FTA Subcontract	0.00	3,901.64	-3,901.64
Total Pass Through Expense	23,417.72	47,097.18	-23,679.46
Total Contract Labor	28,978.97	52,363.82	-23,384.85

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Accrual Basis

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

DRAFT

	<u>Jul - Oct 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total Expense	431,305.16	462,224.06	-30,918.90
Net Ordinary Income	-10,354.58	24,833.88	-35,188.46
Other Income/Expense			
Other Income			
Interest Income	71.37	33.36	38.01
Total Other Income	71.37	33.36	38.01
Net Other Income	71.37	33.36	38.01
Net Income	<u>-10,283.21</u>	<u>24,867.24</u>	<u>-35,150.45</u>

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



SRPC FISCAL COMMISSIONER'S YEAR 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	Blair 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

OFFICERS

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

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WELCOME

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

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

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.

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.

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 meetings¹, 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

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.

¹ 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.

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 meetings², 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 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.

² 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.

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.

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

APPENDICES

APPENDIX A – History

APPENDIX B - Timeline

APPENDIX C – FY 2023 Meeting Schedule

APPENDIX D - Commissioner Directory

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APPENDIX G - Acronyms

APPENDIX A – 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.”³ 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 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.”⁴

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

³Why Preserving History Matters. Steve Berry http://www.huffingtonpost.com/steve-berry/why-preserving-history-matters_b_1446631.html

⁴ September 2, 1966, Presidential Memorandum, Lyndon B. Johnson

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.

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-Rittery, 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.

APPENDIX B – 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.

APPENDIX C – FY2023 Meeting Schedule

Commission/Strafford EDD

3:45 -5:30 PM on the following dates:

September 22, 2022

December 1, 2022

February 23, 2023

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

Executive and Policy Committees

Third Friday of the month

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 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 2023 are listed below.

Officers

Chair: Dave Landry

Vice Chairperson: Peter Nelson, Newmarket

Secretary/Treasurer: Tom Crosby, Madbury

Alternates

Katrin Kasper, Lee

Joe Boudreau, Rochester

Members

Barbara Holstein, Rochester

Donald Hamann: Rochester

Michael Bobinsky: Somersworth

Bill Fisher, Farmington

APPENDIX F – STAFF DIRECTORY

(to be updated)

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

APPENDIX G – ACRONYMS

Acronym	Name
3C	Continuing, Comprehensive, & 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
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
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
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
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

2021 - 2024 SRPC Transportation Improvement Program

November 2022 Minors

10/18/2022

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

NEWFIELDS - NEWMARKET 28393

Towns: NEWFIELDS, NEWMARKET

Road: NH 108

Scope: Bridge Rehabilitations, address bridges carrying NH 108 over BMRR Bridge numbers 127/081 & 125/054

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$290,616		\$0	\$0	\$290,616
ROW	2024	\$113,080		\$0	\$0	\$113,080

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$282,700		\$0	\$0	\$282,700
ROW	2024	\$110,000		\$0	\$0	\$110,000

Change Notes

NHDOT Description of Changes

Inflation & Funding type adjusted to better align with available federal funding

SRPC Notes

Funding Sources

FHWA

STBG-State Flexible

STBG-5 to 200K

Equity Bonus

BRGBIL

NHDOT

Toll Credit

PROGRAM TA

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

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$324,760		\$0	\$81,190	\$405,950
PE	2022	\$600,000		\$0	\$150,000	\$750,000
PE	2023	\$560,000		\$0	\$160,000	\$720,000
PE	2024	\$400,000		\$0	\$120,000	\$520,000
ROW	2021	\$30,120		\$0	\$7,530	\$37,650
ROW	2022	\$22,120		\$0	\$5,530	\$27,650
ROW	2023	\$102,120		\$0	\$35,530	\$137,650
ROW	2024	\$102,120		\$0	\$35,530	\$137,650
CON	2021	\$2,198,720		\$0	\$549,680	\$2,748,400
CON	2022	\$3,159,480		\$0	\$789,870	\$3,949,350
CON	2023	\$2,453,272		\$0	\$713,318	\$3,166,590
CON	2024	\$2,613,272		\$0	\$753,318	\$3,366,590

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$324,760		\$0	\$81,190	\$405,950
PE	2022	\$600,000		\$0	\$150,000	\$750,000
PE	2023	\$680,000		\$0	\$190,000	\$870,000
PE	2024	\$320,000	\$100,000	\$100,000		\$520,000
ROW	2021	\$30,120		\$0	\$7,530	\$37,650
ROW	2022	\$22,120		\$0	\$5,530	\$27,650
ROW	2023	\$102,120		\$0	\$35,530	\$137,650
ROW	2024	\$102,120		\$0	\$35,530	\$137,650
CON	2021	\$2,198,720		\$0	\$549,680	\$2,748,400
CON	2022	\$3,159,480		\$0	\$789,870	\$3,949,350
CON	2023	\$2,453,272		\$0	\$713,318	\$3,166,590
CON	2024	\$2,613,272		\$0	\$753,318	\$3,366,590

Change Notes

NHDOT Description of Changes
 Funding type adjusted to better align with available federal funding. No affect on projects in the region

Funding Sources

FHWA

TAP-Non Urban Areas Under 5K
 TAP-Flex
 TAP-Areas Over 200K
 TAP-5K to 49,999

TAP-50K to 200K

NHDOT

Non Par DOT

OTHER

Other

Non Par Other

PROGRAM BRDG-T1/2-M&P

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

Approved Funding

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

Proposed Funding

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

Change Notes

NHDOT Description of Changes
 Funding type adjusted to better align with available federal funding. No affect on projects in the region

Funding Sources

FHWA

STBG-State Flexible
 STBG-Non Urban Areas Under 5K
 STBG-5 to 200K
 National Highway Performance
 Hwy Infrastructure

NHDOT
 Toll Credit
 General Fund

PROGRAM BRDG-T3/4-M&P

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

Approved Funding

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

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$320,000		\$0	\$0	\$320,000
PE	2022	\$510,000		\$0	\$0	\$510,000
PE	2023	\$50,000		\$0	\$0	\$50,000
PE	2024	\$50,000		\$0	\$0	\$50,000
ROW	2021	\$10,000		\$0	\$0	\$10,000
ROW	2022	\$33,000		\$0	\$0	\$33,000
ROW	2023	\$10,000		\$0	\$0	\$10,000
ROW	2024	\$10,000		\$0	\$0	\$10,000
CON	2021	\$4,301,000	\$179,000		\$0	\$4,480,000
CON	2022	\$2,900,000		\$0	\$0	\$2,900,000
CON	2023	\$3,800,000		\$0	\$0	\$3,800,000
CON	2024	\$3,500,000		\$0	\$0	\$3,500,000

Change Notes

NHDOT Description of Changes
 Funding type adjusted to better align with available federal funding. No affect on projects in the region.

Funding Sources

FHWA

STBG-State Flexible
 STBG-Non Urban Areas Under 5K
 STBG-5 to 200K

NHDOT

National Highway Performance Toll Credit
 General Fund

PROGRAM ADA

Towns: Statewide

Road: Various

Scope: Upgrades to side walks, curb ramps, and signals to be compliant with ADA laws.

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$70,000		\$0	\$0	\$70,000
PE	2023	\$85,000		\$0	\$0	\$85,000
ROW	2021	\$10,000		\$0	\$0	\$10,000
ROW	2023	\$10,000		\$0	\$0	\$10,000
CON	2022	\$340,000		\$0	\$0	\$340,000
CON	2024	\$355,000		\$0	\$0	\$355,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$70,000		\$0	\$0	\$70,000
PE	2023	\$85,000		\$0	\$0	\$85,000
ROW	2021	\$10,000		\$0	\$0	\$10,000
ROW	2023	\$10,000		\$0	\$0	\$10,000
CON	2022	\$340,000		\$0	\$0	\$340,000
CON	2024	\$355,000		\$0	\$0	\$355,000

Change Notes

NHDOT Description of Changes

Funding type adjusted to better align with available federal funding. No affect on projects in the region

SRPC Notes

Funding Sources

FHWA

STBG-State Flexible

NHDOT

Toll Credit

PROGRAM PAVE-T2-RESURF

Towns: Statewide
 Road: Tier 2 Highways
 Scope: Resurfacing Tier 2 Roadways
 Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$800,000		\$0	\$0	\$800,000
PE	2022	\$1,450,000		\$0	\$0	\$1,450,000
PE	2023	\$1,000,000		\$0	\$0	\$1,000,000
PE	2024	\$1,000,000		\$0	\$0	\$1,000,000
ROW	2021	\$25,000		\$0	\$0	\$25,000
ROW	2022	\$25,000		\$0	\$0	\$25,000
ROW	2023	\$25,000		\$0	\$0	\$25,000
ROW	2024	\$25,000		\$0	\$0	\$25,000
CON	2021	\$54,000,000	\$6,000,000		\$0	\$60,000,000
CON	2022	\$29,000,000	\$6,000,000		\$0	\$35,000,000
CON	2023	\$14,650,000	\$6,000,000		\$0	\$20,650,000
CON	2024	\$14,650,000	\$6,000,000		\$0	\$20,650,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$800,000		\$0	\$0	\$800,000
PE	2022	\$1,450,000		\$0	\$0	\$1,450,000
PE	2023	\$1,000,000		\$0	\$0	\$1,000,000
PE	2024	\$1,000,000		\$0	\$0	\$1,000,000
ROW	2021	\$25,000		\$0	\$0	\$25,000
ROW	2022	\$25,000		\$0	\$0	\$25,000
ROW	2023	\$25,000		\$0	\$0	\$25,000
ROW	2024	\$25,000		\$0	\$0	\$25,000
CON	2021	\$54,000,000	\$6,000,000		\$0	\$60,000,000
CON	2022	\$29,000,000	\$6,000,000		\$0	\$35,000,000
CON	2023	\$14,650,000	\$6,000,000		\$0	\$20,650,000
CON	2024	\$14,650,000	\$6,000,000		\$0	\$20,650,000

Change Notes

NHDOT Description of Changes
 Funding type adjusted to better align with available federal funding. No affect on projects in the region.

Funding Sources

FHWA

STBG-State Flexible
 Redistribution
 National Highway Performance

NHDOT

Toll Credit
 Betterment

PROGRAM HSIP

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

Approved Funding

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

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$950,000		\$0	\$0	\$950,000
PE	2022	\$2,000,000		\$0	\$0	\$2,000,000
PE	2023	\$1,200,000		\$0	\$0	\$1,200,000
PE	2024	\$500,000		\$0	\$0	\$500,000
ROW	2022	\$100,000		\$0	\$0	\$100,000
ROW	2023	\$300,000		\$0	\$0	\$300,000
ROW	2024	\$150,000		\$0	\$0	\$150,000
CON	2021	\$4,971,232		\$0	\$0	\$4,971,232
CON	2022	\$8,850,000		\$0	\$0	\$8,850,000
CON	2023	\$7,836,989		\$0	\$0	\$7,836,989
CON	2024	\$11,601,257		\$0	\$0	\$11,601,257
OTHER	2021	\$1,810,000		\$0	\$0	\$1,810,000
OTHER	2022	\$250,000		\$0	\$0	\$250,000
OTHER	2023	\$200,000		\$0	\$0	\$200,000

OTHER	2024	\$175,000	\$0	\$0	<i>\$175,000</i>
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Change Notes

NHDOT Description of Changes

Funding type adjusted to better align with available federal funding. No affect on projects in the region.

SRPC Notes

Funding Sources

FHWA

STBG-State Flexible

Hwy Infrastructure

Highway Safety Improvement Program (HSIP)

NHDOT

Toll Credit

SRPC FY 2023 Dashboard - October

For the Nov. 18, 2022 Executive Committee Meeting

October 31, 2022

FSB Checking Beginning Balance	\$196,057.41
Deposits	\$103,743.75
Payments	-\$93,895.01
Uncleared Transactions	-\$2,975.73
FSB Checking Ending Balance	\$202,930.42

Accounts Receivable	\$99,132.75
FSB Savings Account	\$96,595.69

OVERSIGHT ACTIVITIES

Line of Credit Activated?	No; renewed to 12/31/2022
Audit Status	Report and presentation anticipated for December

BUDGET NARRATIVE

FSB Balance/Cash on hand:	Approx. 3 months cash on hand
Accounts Receivable:	Current, most all payments have been timely received
FY22 Working Budget:	Working budget, updates for 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	\$564,270

EXPENSES - WORKING BUDGET

Personnel	\$1,098,999
Equipment	\$35,013
Communications	\$7,591
Fixed Expenses	\$48,197
Miscellaneous Expenses	\$49,550
Contracted Work	\$533,040
Reserve Funds	\$14,000
Total Expenses	\$1,786,390

STAFF PRESENTATIONS - ACTIVITIES OCT.

Standing Committees and Appointments

Farmington Planning Board (Kyle)
CAW Outreach (Kyle)
NNECAPA Conference Organizing Group (Kyle, James)
Northwood Planning Board (James) x 2
EMM (Shayna) x 4
Workforce Housing Coalition board meeting (James)
Resiliency Subcommittee (Autumn, Jen)
Council on Housing Stability Workgroup (Jen)
TAC Meeting (Colin, Jen)
RPC Directors Meeting (Jen)
COAST Finance Committee (Jen)

RPC Activity

RPC Zoning Atlas Data Overview (Jackson, Rachel, Jen)
Durham Leadership Team Meeting (Kyle)
NHDES Coastal Program Meeting (Kyle)
Seacoast Flood Smart Meeting with Rollinsford (Kyle)
Taking Action for Wildlife Presentation (Kyle)
New Durham Planning Board (Kyle, Jen)
Great Bay 2030 Engagement and Stewardship Workgroup (Kyle, Autumn)
Strafford Master Plan PB workshop (James, Autumn)
UNH class presentation re: land use planning in NH (James)
Seacoast Flood Smart Meeting with Madbury (Autumn)
RHNA Meetings (Jen, Natalie, Rachel)

EDD Activity

Seacoast Eco, Dev, Stakeholders (Jen, James, Natalie) x 2
EPA Region 1 Brownfields App Webinar (James)
CEDR grant implementation meetings (James, Jen, Natalie) x 3
UCONN TAB Brownfields application workshop (James)

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 922 (-134)
Users 569 (-75)



Constant Contact

Subscribers 6944 (2)
Avg. Open Rate 0.31 (0.02)



Facebook

Posts 4 (11)
Engagement 23 (11)
Reach 351 (-167)
Followers 455 (-2)



Twitter

Tweets 2 (-4)
Profile Visits 42 (-24)
Impressions 41 (-72)
Followers 285 (-3)
Mentions 0 (0)



Instagram

Posts 3 (-3)
Engagement 18 (-8)
Reach 166 (-76)
Followers 221 (3)



ArcGIS

Open Data 2279
Portal Views (-232)
Tax Parcel Viewer Views 716 (-57)

STAFF PRESENTATIONS - ACTIVITIES OCT.

EDD Activity cont.

Community Based Organizations for NH Small Businesses (Natalie)
Trends in Housing Affordability Since 1980 (Natalie, Rachel)

MPO Activity

On-site tour of NH108 Complete Streets project to review transit and bike/ped facilities (Colin)
Statewide Complete Streets Advisory Committee meeting ()
Meeting in Lee to review potential sites for state park and ride ()
NKT RSMS Kickoff Meeting (Stephen)
RSMS Storymap Meeting for NHMA (Stephen)
Lee Trail Mapping (Stephen) x 4

Staff Development & Trainings

Cyber-security Training (All staff)
NNECAPA (Kyle, Jen, James)
OPD Zoning Amendment Webinar (Kyle, Autumn)
APA Pennsylvania Chapter Annual Conference (Mark)
CoastWise meetings (Autumn) x 2
2022 Skillshare Workshop for Hazard Mitigation (Stephen)