

STRAFFORD

Regional Planning Commission

SRPC EXECUTIVE COMMITTEE MEETING

December 16, 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) Presentation: FY2022 Draft Audit: Melanson	8:05-8:30	Draft audit reports will be emailed separately
3) Action Items (Motions Required/Requested) a) Approval of the November 18, 2022 Minutes b) Acceptance of the Draft Nov. Financials c) Approval of NH Paid Family and Medical Leave d) Acceptance of the Draft FY2022 Audit Report	8:30-9:00	Refer to the enclosed memo and attachments.
4) Updates and Discussion Items a) Draft Mid-Year Budget Amendments b) Awards, Contracts, and General Business c) December Monthly Minors	9:00-9:25	Refer to the enclosed memo and attachments.
5) Other Business	9:25-9:30	N/A
6) 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.



DATE: December 13, 2022
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the December 16, 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: \$83,814 of the outstanding \$138,007 is the current month's billings. Payments totaling \$44,569 were received in November, leaving a past due balance of \$9,624.

Profit and Loss: November had a net gain of \$1,559, essentially breaking even. Year-to-date (YTD) the net loss is now down to \$8,807. This is expected to gradually even out. DOT billing is behind YTD but will begin to pick up. There will be a larger consultant invoice against the contract received just this week that will boost the December billing.

2c. NH Paid Family and Medical Leave (PFML)

Quote sheets from MetLife are included in your meeting packet. Four options have been presented by MetLife for SRPC's 14 current eligible employees, based upon current salaries and wages.

Options include:

- 100% Employer Paid with 6 weeks paid leave: 0.34% of wages, \$2,742/year
- 100% Employer Paid with 12 weeks paid leave: 0.68% of wages, \$4,483/year
- Any % Employee Share with 6 weeks paid leave: 0.54% of wages, \$4,354/year
- Any % Employee Share with 12 weeks paid leave: 1.11% of wages, \$8,951/year

I recommend going with one of the 100% employer paid plans. For budgeting purposes, the 12-week plan has been added to the Draft FY 2023 Mid-Year Budget Amendment. Our current Short Term Disability plan is also for 12 weeks.

2d. Acceptance of the Draft FY2022 Audit Report

The audit report will be circulated by email along with the updated meeting packet. Staff from Melanson will present the draft at the November meeting. SRPC's fiscal year 2022 federal funding exceeded the threshold for a single audit, thus this year's reports will include a single audit along with the draft financial statements and governance letter. Once all questions are answered during the presentation, the Committee should vote to accept the draft audit.



3a. Draft Mid-Year Budget Amendments

Summary of Changes – REVENUE:

- Minor adjustments to the Municipal and Non-Profit Agreements to reflect current funding levels and three new small contracts
 - Lee trail maps
 - Nottingham trail maps
 - Explore Moose Mountains market study
- Adjustment of to reflect balances carried forward on multi-year projects including:
 - EDA CARES Act
 - EPA Brownfields
 - ARPA Housing Needs Assessment
 - Various DES Grants
 - DOT funding levels
- Shift a portion of HUD grant funds originally budgeted for FY2023 into FY2024
- Add the new Housing Navigator Grant

Summary of Changes – EXPENSES:

- Adjustments to several personnel related lines to reflect actual staffing levels and hiring of a Housing Navigator
- Reduction in health and dental as one employee had a plan change at the beginning of the year
- Adjustment of equipment to reflect software subscriptions for adjusted staffing
- Increase in Office Expense to extend the staff \$25/pay period phone stipend through to the end of the fiscal year
- Increase of travel funds to reflect projected expenses
- Adjustment of outsources contracts to reflect actual carryforward contract amounts on multi year projects
- Reduction of HUD grant pass through to shift expenses from FY2023 to 2024

3b. 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
- InvestNH Housing Navigator for Farmington and New Durham

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
- Brownfields Assessment
- Farmington EPA Brownfields Targeted Assessment

In Development:

- Rochester Recreation Master Plan Chapter proposal (due 12/14)
- 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
- Great Bay 2030 Initiatives
 - Adapt to Climate Change
 - Advocacy Bootcamp
 - Coast Access Mapping
 - Signage Project

Other Items on the Horizon:

- NHDES Coastal Resilience grant postponed (early 2023)
- UNH PREPA Coastal Watershed Grants (early 2023)
- Northwood Master Plan Chapters and HOP Grant

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 November the rate was 114%.

November 2022 Dues (YTD)	
Income:	
FY23 Dues Paid	\$54,481.06
Total Income	\$54,481.06

Expenses:	
Vehicle Expenses	\$208.41
Planning Salaries	\$2,871.38
Dues and Subscriptions	\$48.75
Travel	\$419.75
Office Expense	\$50.35
Indirect	\$3,358.37
Total SRPC Expenses	\$6,957.01

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	\$38,620.28
Annual Dues Remaining	\$15,860.78

NEXT MEETING January 20, 2023, 8 AM. – 9:00 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		Submitted	pending	Renewal of SRPCs ongoing Brownfields Program, providing Phase I and II environmental assessments and redevelopment planning
Barrington 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.
Rochester Recreation Master Plan Update	Rochester	FY2023-2024	TBD		In development	pending	Comprehensive update to the City's Recreation Master Plan Chapter
Miscellaneous Projects	Great Bay 2030	FY2023-2024	TBD		In development	pending	Possible initiatives that SRPC will assist with may include: Adapt to Climate Change, Advocacy Bootcamp, Coast Access Mapping, Signage Project
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.

Updates since last meeting

SRPC FY 2023 Dashboard - November

For the Dec 16, 2022 Executive Committee Meeting

November 30, 2022

FSB Checking Beginning Balance	\$205,906.15
Deposits	\$49,981.10
Payments	-\$94,012.44
Uncleared Transactions	-\$13,264.51
FSB Checking Ending Balance	\$148,610.30

Accounts Receivable	\$138,006.81
FSB Savings Account	\$82,149.64

OVERSIGHT ACTIVITIES

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

BUDGET NARRATIVE

FSB Balance/Cash on hand:	Approx. 2.5 months cash on hand
Accounts Receivable:	Current, most all payments have been timely received
FY22 Working Budget:	Updated draft mid year amendment

FUNDING SOURCES - WORKING BUDGET

Due, Interest & Reimbursement	\$131,355
Metropolitan Planning Organization	\$602,400
State Agencies	\$314,317
Municipal & Nonprofit Agreements	\$224,399
Economic Development District	\$530,375
Total Revenue	\$1,802,846
Pending Grant Applications	\$412,223

EXPENSES - WORKING BUDGET

Personnel	\$1,128,465
Equipment	\$39,389
Communications	\$8,207
Fixed Expenses	\$47,929
Miscellaneous Expenses	\$62,149
Contracted Work	\$485,107
Reserve Funds	\$14,000
Total Expenses	\$1,785,246

STAFF PRESENTATIONS - ACTIVITIES NOV.

Standing Committees and Appointments

Northwood Planning Board (James) x 2
 NNECAPA Conference Organizing Group (Kyle, James) x 2
 Workforce Housing Coalition board meeting (James)
 CAW Outreach (Kyle)
 Farmington Planning Board (Kyle) x 2
 NHPA Conference Organizing Group (Kyle)
 NHPA Executive Meeting (Kyle, Shayna)
 SRPC Executive Committee (Jen, Kyle, Megan)
 NNECAPA Executive Committee (Kyle)
 NOT PB (Blair)
 Strafford Planning Board (Blair & Autumn)
 NOT PB (Blair) x 2
 Strafford Planning Board (Blair & Autumn) x 2

RPC Activity

Strafford Master Plan community forum (Jen, James, Shayna, Autumn)
 Strafford Master Plan forum prep walkthrough @ school (James)
 Meeting w/ EDA and SEDC to discuss RLF application (James)
 CEDR Grant workforce development subcommittee (James, Natalie)
 New Hampshire Coast Flood Risk Model Advisory Committee (Kyle)
 Rollinsford Seacoast Flood Smart Workshop (Kyle)
 Sunrise Lake Project Team Debrief (Kyle)
 Fair Share From Coast To Coast (Natalie)
 Milton Hazard Mitigation Meeting (Stephen) Madbury FSS Planning Board Workshop (Autumn)
 Meeting w/ NHSaves (Autumn)
 NowWhatNH meeting (Jen)
 RHNA State meetings (Jen, Natalie, Shayna, Rachel) x 4

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 464 (-458)
 Users 342 (-227)



Constant Contact

Subscribers 6955 (11)
 Avg. Open Rate 0.29 (-0.02)



Facebook

Posts 0 (-23)
 Engagement 0 (-23)
 Reach 0 (-351)
 Followers 457 (2)



Twitter

Tweets 0 (-2)
 Profile Visits 48 (6)
 Impressions 28 (-13)
 Followers 280 (-5)
 Mentions 0 (0)



Instagram

Posts 0 (-3)
 Engagement 0 (-18)
 Reach 0 (-166)
 Followers 222 (1)



ArcGIS

Open Data Portal Views 2362 (83)
 Tax Parcel Viewer Views 580 (-136)

STAFF PRESENTATIONS - ACTIVITIES NOV.

RPC Activity cont.

How Much Housing do We Need NHMA presentation (Jen)

EDD Activity

Seacoast Economic Development Stakeholders (Jen, James, Natalie) x 2

Meeting w/ EDA and SEDC to discuss RLF application (James)

CEDR Grant workforce development subcommittee (James, Natalie) x 2

CDFA Resources and Funding Your Community Project (Natalie)

MPO Activity

Multi-Generational Workspace

RSMS Presentation at NHMA (Stephen) x 2

Newmarket RSMS Meeting (Stephen)

MPO Review (Colin, Jen, Rachel, James, Autumn, Shayna, Jackson, Stephen, Mark)

MPO Review Debrief (Jen, Colin)

Staff Development & Trainings

Age Friendly Workplace Webinar (Kathy, Autumn)

NEARC Conference (Stephen)

Housing and the Economy (Jen)

STRAFFORD

Regional Planning Commission

Strafford Regional Planning Commission
Executive Committee Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867
November 18, 2022
Meeting Minutes

1. Welcome/Introductions

Chair Dave Landry called the meeting to order and asked for introductions.

Members present: Bill Fisher, Farmington; Tom Crosby, Madbury; Peter Nelson, Newmarket; Barbara Holstein, Rochester; Katrin Kasper, Lee; Joe Boudreau, Farmington; Dave Landry, Dover; Don Hamann, Rochester

Staff present: Jennifer Czysz and Mathew Winders

Staff attending remotely: Kyle Pimental and Megan Taylor-Fetter

Chair Landry appointed Alternate K. Kasper to serve as a voting member in place of excused member M. Bobinsky, Somersworth.

2. Action Items

a. Approval of the October 21, 2022 Minutes

B. Fisher motioned to approve the Draft minutes of October 21, 2022 seconded by B. Holstein. There was no discussion. All in favor, motion passed.

b. Acceptance of the Draft October Financials

J. Czysz reviewed the Draft October Financials:

For the Balance Sheet: The bank accounts remain healthy, and the balance is double from 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.

On the aging summary: Most everything is up to date. We received a check for half of Milton's dues which is not reflected in this report. We will follow up to see if they are going to continue to split their dues payments.

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.

D. Hamann motioned to accept the Draft October Financials seconded by P. Nelson. There was no discussion. All in favor, motion passed.

c. Approval of the Commissioner Handbook

J. Czysz thanked the members for their insights and recommendations and asked for final approval of the document. There may be small changes. Once approved, 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.

The committee members engaged in a brief discussion on the content and layout of the Handbook.

D. Hamann motioned to accept the Commissioner Handbook as presented, seconded by B. Holstein. There was no discussion. All in favor, motion passed.

3. Updates and Discussion Items

a. NH Paid Family Medical Leave

J. Czysz explained that Megan has submitted a request for quotes from MetLife and we are waiting for a response with costs. J. Czysz explained that pricing is based upon our employee census. The members engaged in a brief discussion on the components of the policy and were in consensus that this benefit would be an attraction to current employees as well as to attract future employees.

b. Website-Integrating new data elements

J. Czysz shared areas identified by staff where the proposed technologies could be integrated into the SRPC website 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.

P. Nelson gave an explanation on the technology and how it would benefit and upgrade the SRPC website and provide useful database tools. J. Czysz explained that we have a diverse audience and that we need to ensure equal access to information and data.

A discussion ensued on the benefits and concerns of using these database tools. All agreed to start with Bits and Pieces and the dashboards as initial implementation pilots.

c. Awards, Contracts, and General Business

J. Czysz highlighted the awards, contracts and general business.

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?

The members agreed to extend the stipend for a year since it is working operationally. We Independent of Covid, will we continue with a hybrid work option in future?

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: As of the end of October the rate was 113%.

d. November Monthly Minors

Colin Lentz joined the meeting and highlighted the Monthly Minors:

NEWFIELDS - NEWMARKET 28393

- Road: NH 108
- Scope: Bridge Rehabilitations, address bridges carrying NH 108 over BMRR Bridge numbers 127/081 & 125/054
- NHDOT Description of Changes: Inflation & Funding type adjusted to better align with available federal funding

PROGRAM TA

- Scope: Statewide Transportation Alternatives Program (TAP)
- NHDOT Description of Changes: Funding type adjusted to better align with available federal funding. No effect on projects in the region

PROGRAM BRDG-T1/2-M&P

- Road: Statewide Tier 1-2 Bridges
- Scope: Maintenance & preservation of tier 1 & 2 bridges.
- NHDOT Description of Changes: Funding type adjusted to better align with available federal funding. No effect on projects in the region

PROGRAM BRDG-T3/4-M&P

- Road: Statewide Tier 3-4 Bridges
- NHDOT Description of Changes: Funding type adjusted to better align with available federal funding. No effect on projects in the region.

PROGRAM ADA

- Scope: Statewide Upgrades to sidewalks, curb ramps, and signals to be compliant with ADA laws.
- NHDOT Description of Changes: Funding type adjusted to better align with available federal funding. No effect on projects in the region

PROGRAM PAVE-T2-RESURF

- Road: Statewide Tier 2 Highways
- Scope: Resurfacing Tier 2 Roadways
- NHDOT Description of Changes: Funding type adjusted to better align with available federal funding. No effect on projects in the region.

PROGRAM HSIP

- Scope: Statewide Highway Safety Improvement Program
- NHDOT Description of Changes: Funding type adjusted to better align with available federal funding. No effect on projects in the region.

4. Other Business

There was no other business.

5. Adjourn

D. Hamann motioned to adjourn seconded by K. Kasper. All in favor, motion passed, meeting adjourned.

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

	Nov 30, 22	Nov 30, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	148,610.30	33,925.15	114,685.15
FSB Savings	82,149.64	69,263.64	12,886.00
Total Checking/Savings	230,759.94	103,188.79	127,571.15 ¹
Accounts Receivable			
Accounts Receivable	138,006.81	239,870.92	-101,864.11
Total Accounts Receivable	138,006.81	239,870.92	-101,864.11 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	0.00	126.60	-126.60
Prepaid Dues and Subscriptions	2,023.71	2,605.34	-581.63
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	2,623.71	3,331.94	-708.23
Prepaid software support	3,420.85	2,356.02	1,064.83
Undeposited Funds	3,749.38	0.00	3,749.38 ³
Total Other Current Assets	9,793.94	5,687.96	4,105.98
Total Current Assets	378,560.69	348,747.67	29,813.02
Fixed Assets			
Vehicles			
Vehicle Accumulated Depreciatio	-14,339.53	-8,603.65	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
Total Vehicles	8,603.82	14,339.70	-5,735.88 ⁴
Property and Equipment			
Accumulated Depreciation	-15,745.44	-15,745.44	0.00
Equipment Purchase			
Lenova Think Server	3,983.04	3,983.04	0.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
Total Equipment Purchase	15,745.44	15,745.44	0.00
Total Property and Equipment	0.00	0.00	0.00
Total Fixed Assets	8,603.82	14,339.70	-5,735.88
TOTAL ASSETS	387,164.51	363,087.37	24,077.14
LIABILITIES & EQUITY			
Liabilities			

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

	Nov 30, 22	Nov 30, 21	\$ Change
Current Liabilities			
Credit Cards			
FSB Credit Card	499.73	1,830.52	-1,330.79
Total Credit Cards	499.73	1,830.52	-1,330.79 ⁵
Other Current Liabilities			
FY23 Dues in Advance	75,909.30	0.00	75,909.30
Current Portion of Lease Payabl	2,849.26	2,690.36	158.90 ⁶
FY22 Dues in Advance	0.00	69,651.38	-69,651.38
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	25,139.91 ⁷	17,470.78	7,669.13
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Medicare payable	-0.04	0.00	-0.04
Social Security Payable	0.00	-0.02	0.02
Payroll Liabilities - Other	1,027.30	901.96	125.34
Total Payroll Liabilities	1,057.67	932.35	125.32
Total Other Current Liabilities	105,004.14	90,792.87	14,211.27
Total Current Liabilities	105,503.87	92,623.39	12,880.48
Long Term Liabilities			
Lease Payable - Ford Motor Cred	4,673.84	9,501.13	-4,827.29 ⁸
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	14,666.69	11,250.00	3,416.69
Total Accrued expenses	108,697.20	89,744.10	18,953.10 ⁹
Total Long Term Liabilities	113,371.04	99,245.23	14,125.81
Total Liabilities	218,874.91	191,868.62	27,006.29
Equity			
Retained Earnings	177,096.32	166,301.80	10,794.52 ¹⁰
Net Income	-8,806.72	4,916.95	-13,723.67
Total Equity	168,289.60	171,218.75	-2,929.15
TOTAL LIABILITIES & EQUITY	387,164.51	363,087.37	24,077.14

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

1. Cash: In the current year, accounts receivable turnover has improved, we are receiving income in advance, and are making monthly transfers of dues and invoices against revenue in advance from savings to checking.
2. Accounts Receivable: See the Accounts Receivable Aging Summary Comments for details.
3. Undeposited Funds: Customer payments received in the current month deposited to the bank the following month
4. Vehicle: The vehicle was purchased in June of 2020. Depreciation is being accumulated monthly, over 48 months, at a rate of \$477.99 per month. EDA is now our cognizant agency for review of indirect cost rates. We have gotten permission to include all vehicle costs as indirect costs, except the interest portion of the monthly payments, which is being coded to dues expense. Balance sheet items continue to accumulate from year to year, so this fiscal year's balance for accumulated depreciation is from the start of the lease through the current month.
5. FSB Credit Card: A Lenovo computer was purchased in the previous fiscal year
6. Current Portion of Lease Payable: Per the auditor adjustment to fiscal year 2021 financials, I have calculated and booked the current fiscal year 12 month principal amount to be paid on the vehicle lease, and reduced the total Lease Payable - Ford Motor Credit account (see below). Since the interest portion of the payment is reduced over the life of the lease, additional principle is booked each year.
7. Contract Revenue in Advance: Current year balance = Barrington Land Use and Transportation Chapters \$4,387, GSCH \$11,528, EDA \$9,225. Invoices are billed monthly to income on the profit and loss and applied to reduce the Contract Revenue in Advance balance.
8. Lease Payable: This is the principal amount due for the lease to own Ford Transit Connect for future fiscal years. (See Current Portion of Lease Payable and Vehicle comments above)
9. Accrued Expenses: These amounts are adjusted at year-end and reflect wages paid in FY23 worked in FY22 and vacation hours accrued by staff at 6/30/22. The annual audit accrual is the FY22 audit expected charge, per email with the auditors estimating this year's audit costs. These amounts will be updated in July as part of the FY23 close-out.
10. Retained Earnings: Cumulative posting of net income from all prior years.

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
2000 LTA (Local Technical Assistance)						
2021 Annual Dinner Attendance	0.00	0.00	0.00	0.00	60.00	60.00 ¹
2100 Dues						
2109 Town of Milton dues	0.00	0.00	0.00	0.00	2,879.84	2,879.84
Total 2100 Dues	0.00	0.00	0.00	0.00	2,879.84 ²	2,879.84
2200 PLUR Books						
2209 Town of Milton PLUR	0.00	0.00	0.00	0.00	0.00	0.00
Total 2200 PLUR Books	0.00	0.00	0.00	0.00	0.00	0.00
2000 LTA (Local Technical Assistance) - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 2000 LTA (Local Technical Assistance)	0.00	0.00	0.00	0.00	2,939.84	2,939.84
3500 Town of Farmington						
3506 Farmington Tax Maps FY23	0.00	842.00	0.00	0.00	0.00	842.00
3501 FAR Circuit Rider	3,967.50	0.00	0.00	0.00	0.00	3,967.50
Total 3500 Town of Farmington	3,967.50	842.00 ³	0.00	0.00	0.00	4,809.50
4200 Town of Northwood						
4201 NOR Circuit Rider	3,297.50	2,675.00	0.00	0.00	0.00	5,972.50
Total 4200 Town of Northwood	3,297.50	2,675.00 ⁴	0.00	0.00	0.00	5,972.50
4300 Town of Nottingham						
4301 NOT Circuit Rider	2,315.00	0.00	0.00	0.00	0.00	2,315.00
Total 4300 Town of Nottingham	2,315.00	0.00	0.00	0.00	0.00	2,315.00
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	3,206.25	0.00	0.00	0.00	0.00	3,206.25
4701 Strafford Circuit Rider	2,826.25	0.00	0.00	0.00	0.00	2,826.25
Total 4700 Town of Strafford	6,032.50	0.00	0.00	0.00	0.00	6,032.50
4800 Town of Wakefield						
4803 WAK NBRC Union Hotel Grant Admin	0.00	0.00	0.00	0.00	519.86	519.86
4801 Wakefield Circuit Rider 2021	0.00	0.00	0.00	390.00	480.00	870.00 ⁵
Total 4800 Town of Wakefield	0.00	0.00	0.00	390.00	999.86	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	884.29	640.86 ⁶	0.00	0.00	0.00	1,525.15
6001 TBG22-23	943.34	1,159.59	0.00	0.00	0.00	2,102.93
6002 ARPA RHNA	2,513.61	0.00	0.00	0.00	0.00	2,513.61

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Total 6000 NH Office of Planning & Development	4,341.24	1,800.45	0.00	0.00	0.00	6,141.69
6100 NH DES						
6103 Coastal 23	0.00	2,107.11	0.00	755.51	0.00	2,862.62
6304 LSWP Aquifers SWP-333	505.25	4,232.50	0.00	0.00	0.00	4,737.75
6151 PSM Flood Smart Seacoast	1,110.82	2,027.09	0.00	0.00	0.00	3,137.91
6250.000 PRB-Oyster River	5,922.71	0.00	0.00	0.00	0.00	5,922.71
Total 6100 NH DES	7,538.78	8,366.70	0.00	755.51	0.00	16,660.99
6500 DEPT OF SAFETY (OEM)						
6502 BRIC DUR MID MIL NOT STR	3,574.89	0.00	0.00	0.00	0.00	3,574.89
Total 6500 DEPT OF SAFETY (OEM)	3,574.89	0.00	0.00	0.00	0.00	3,574.89
7100 EPA						
7110 Brownfields 2019-2022	11,568.84	0.00	0.00	0.00	0.00	11,568.84
Total 7100 EPA	11,568.84	0.00	0.00	0.00	0.00	11,568.84
8000 DOT UPWP						
8001 UPWP 22-23	41,177.90	35,423.30	0.00	0.00	0.00	76,601.20
Total 8000 DOT UPWP	41,177.90	35,423.30	0.00	0.00	0.00	76,601.20
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	83,814.15	49,107.45	0.00	1,145.51	3,939.70	138,006.81

DRAFT

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

1. Annual Meeting Outstanding: Christine Lambson \$20, Ed Pacht \$20, Manuel Ramirez \$20
2. Dues Outstanding: The Town of Milton has paid one-half of the FY23 dues
3. Farmington: \$842.00 received in December
4. Northwood: \$2,675 received in December
5. Wakefield: Reminder for payment sent for the August and September invoices (\$480.00, \$390.00)
6. BEA CEDR: \$640.86 received in December
7. Coastal 23: Reminder sent for September invoice \$755.51
8. LSWP: \$4,232.50 received in December
9. UPWP: \$35,423.30 received in December

DRAFT

2:00 PM

12/13/22

Accrual Basis

Strafford Regional Planning Commission
Profit & Loss
November 2022

	Nov 22	Nov 21	\$ Change
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	10,896.22		
SRPC Revenue		9,950.20	946.02
Municipal and NonProfit Revenue			
3103 BAR Land Use Chapter	1,081.25	0.00	1,081.25
3501 FAR Circuit Rider	3,967.50	3,117.00	850.50
4201 NORPlanning Services	3,297.50	2,817.12	480.38
4301 NOT Circuit Rider	2,315.00	1,761.94	553.06
4701 Strafford Circuit Rider	2,826.25	3,730.20	-903.95
4703 STR MP Update	3,206.25	0.00	3,206.25
4801 WAK Circuit Rider	0.00	151.25	-151.25
4802 Sanbornville Precinct	0.00	423.95	-423.95
5151 GSCH - Tufts	1,789.70	5,038.55	-3,248.85
4602 SOM Tax Map	0.00	436.25	-436.25
Total Municipal and NonProfit Revenue	18,483.45	17,476.26	1,007.19
Total SRPC Revenue	18,483.45	17,476.26	1,007.19
Federal Agencies Incl EDD			
7003 EDD Planning Partnership	11,615.18	9,682.57	1,932.61
7002 EDA CARES	0.00	24,119.68	-24,119.68
7110 EPA Brownfields	11,568.84	7,673.96	3,894.88
Total Federal Agencies Incl EDD	23,184.02	41,476.21	-18,292.19
State Award Revenue			
Office Of Planning and Dev			
6001 TBG 22-23	943.34	0.00	943.34
6002 ARPA RHNA	2,513.81	2,749.99	-236.38
6003 CEDR	884.29	0.00	884.29
Total Office Of Planning and Dev	4,341.24	2,749.99	1,591.25
NHDES			
6151 Project of Special Merit	1,110.82	0.00	1,110.82
5052 RPC CILUG	0.00	1,300.91	-1,300.91
3303 DOV Equity	0.00	7,750.36	-7,750.36
6251 Sunrise Lake	0.00	6,519.50	-6,519.50
6102 Coastal FY22	0.00	4,548.79	-4,548.79
3403 Dur Groundwater Modeling	0.00	9,549.41	-9,549.41
6303 Local Source Water MIL ROL	0.00	4,704.23	-4,704.23
6250 Watershed PRB	5,922.71	0.00	5,922.71
6304 LSWP - Aquifers	1,040.58	0.00	1,040.58
Total NHDES	8,074.11	34,373.20	-26,299.09
CDFA			
6601 CDBG Grant	0.00	9,402.67	-9,402.67
Total CDFA	0.00	9,402.67	-9,402.67
Pre-Disaster Mitigation			
6501 PDM19 BAR NDU ROL SOM	0.00	2,500.00	-2,500.00
6502 PDM DUR MID MIL NOT STR WA	4,766.52	0.00	4,766.52

Strafford Regional Planning Commission
Profit & Loss
November 2022

	Nov 22	Nov 21	\$ Change
Total Pre-Disaster Mitigation	4,766.52	2,500.00	2,266.52
Total State Award Revenue	17,181.87	49,025.86	-31,843.99
MPO Revenue			
NH DOT			
8001 UPWP 22-23	45,753.22	32,449.27	13,303.95
Total NH DOT	45,753.22	32,449.27	13,303.95
Total MPO Revenue	45,753.22	32,449.27	13,303.95
Contra Income Cash Match			
Cash Match GSCH	-296.57	0.00	-296.57
Coastal Cash Match	0.00	-505.77	505.77
LSWP Cash Match			
LSWP SRPC Cash Match	-43.33	0.00	-43.33
LSWP ROL Cash Match	0.00	-362.34	362.34
Total LSWP Cash Match	-43.33	-362.34	319.01
EDD Cash Match	-1,674.58	0.00	-1,674.58
Cash Match RPC CILUG	0.00	-162.61	162.61
Dover Equity Cash Match			
Dover Cash Match	0.00	-428.03	428.03
SRPC Cash Match	0.00	-171.21	171.21
Total Dover Equity Cash Match	0.00	-599.24	599.24
DOT Cash Match	-4,575.32	-3,244.93	-1,330.39
Total Contra Income Cash Match	-6,589.80	-4,874.89	-1,714.91
Contra Income InKind/Soft Match			
In-Kind Coastal Match	0.00	-1,512.98	1,512.98
IK LSWP	-492.00	-64.89	-427.11
IK DOV Equity	0.00	-302.82	302.82
In-Kind EDD Match	-3,242.30	-4,351.91	1,109.61
In-Kind HazMit Match	-1,191.63	-625.00	-566.63
Total Contra Income InKind/Soft Match	-4,925.93	-6,857.60	1,931.67
Total Income	103,983.05	138,645.31	-34,662.26
Gross Profit	103,983.05	138,645.31	-34,662.26
Expense			
Personnel Expenses			
Salary and Wages	63,963.83	63,315.03	648.80
Payroll Expenses			
Dental insurance expense	431.27	89.91	341.36
Health Insurance expense	5,714.77	480.00	5,234.77
Life Insurance expense	114.07	117.47	-3.40
LTD Insurance expense	60.30	65.08	-4.78
STD insurance expense	207.05	55.03	152.02
Payroll Processing Fees	226.50	213.00	13.50
Pension expense	1,730.34	1,819.28	-88.94
Unemployment expense	164.08	0.00	164.08

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

	Nov 22	Nov 21	\$ Change
Workers Compensation			
Payroll Taxes	159.08	0.00	159.08
Medicare Expense	909.94	897.59	12.35
Social Security expense	3,890.89	3,837.97	52.92
Payroll Taxes - Other	0.03	0.02	0.01
Total Payroll Taxes	4,800.86	4,735.58	65.28
Total Payroll Expenses	13,608.32	7,575.35	6,032.97
Dues and Subscriptions	328.44	333.91	-5.47
Staff Training and Seminars	954.62	150.00	804.62
Total Personnel Expenses	78,855.21	71,374.29	7,480.92
Equipment expense			
Copier Maintenance Contract	319.85	319.85	0.00
Office furniture			
Computer equipment	0.00	1,070.58	-1,070.58
Office furniture - Other	0.00	8,841.77	-8,841.77
Total Office furniture	0.00	9,912.35	-9,912.35
Software expense			
ArcInfo/View software	455.25	400.00	55.25
Office Software			
iDrive	66.63	49.97	16.66
Timesheet Software	132.00	140.00	-8.00
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	38.70	2.15
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	770.99	658.46	112.53
Total Software expense	1,226.24	1,058.46	167.78
Total Equipment expense	1,546.09	11,290.66	-9,744.57
Fixed Expenses			
Insurance			
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	172.13	89.34	82.79
Vehicle Interest	37.90	60.12	-22.22
Total Vehicle Expenses	688.02	627.45	60.57
Total Fixed Expenses	3,785.77	3,533.90	251.87
Communications			

Strafford Regional Planning Commission
Profit & Loss
November 2022

	Nov 22	Nov 21	\$ Change
Office Telephone System	100.00	0.00	100.00
Postage and Delivery	22.59	17.99	4.60
Telephone and Internet	265.10	289.77	-24.67
Website maintenance and updates			
Website and logo design	8.44	8.44	0.00
Total Website maintenance and updates	8.44	8.44	0.00
Total Communications	396.13	316.20	79.93
Administrative			
Bank Service Charges	48.00	0.00	48.00
Office Expense	932.87	847.92	84.95
Office Supplies			
Plotter Ink and Supplies	337.78	0.00	337.78
Office Supplies - Other	140.38	212.78	-72.40
Total Office Supplies	478.16	212.78	265.38
Printing and Reproduction	0.00	33.05	-33.05
Professional Fees			
Accounting, Audit	1,333.33	1,250.00	83.33
Total Professional Fees	1,333.33	1,250.00	83.33
Travel & Ent			
Travel	481.26	232.06	249.20
Total Travel & Ent	481.26	232.06	249.20
Total Administrative	3,273.62	2,575.81	697.81
Contract Labor			
IT and Network support	581.25	270.00	311.25
Pass Through Expense			
EDA CARES Contract Support	0.00	624.00	-624.00
EPA Brownfields Consultants	10,688.00	7,206.91	3,481.09
NHDOT Consultant	1,384.44	0.00	1,384.44
RPC FTA Subcontract	1,932.30	0.00	1,932.30
DOV Equity Consultants	0.00	4,372.15	-4,372.15
Project Supplies	0.00	174.75	-174.75
DUR Groundwater Consultant	0.00	8,797.36	-8,797.36
Total Pass Through Expense	14,004.74	21,175.17	-7,170.43
Total Contract Labor	14,585.99	21,445.17	-6,859.18
Total Expense	102,442.81	110,536.03	-8,093.22
Net Ordinary Income	1,540.24	28,109.28	-26,569.04
Other Income/Expense			
Other Income			
Interest Income	19.22	8.97	10.25
Total Other Income	19.22	8.97	10.25
Net Other Income	19.22	8.97	10.25

2:00 PM
12/13/22
Accrual Basis

Strafford Regional Planning Commission
Profit & Loss
November 2022

	Nov 22	Nov 21	\$ Change
Net Income	<u>1,559.46</u>	<u>28,118.25</u>	<u>-26,558.79</u>

DRAFT

Stafford Regional Planning Commission
Profit & Loss
November 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. Decreased health insurance costs in the previous fiscal year was due to receipt of a holiday credit in the amount of \$7,586. We did not receive a holiday credit for FY23. Staff training costs in the current fiscal year reflect registration fees for the annual NEARC conference, NHPA conference, a housing summit, and testing fees for AICPA certification. In the previous fiscal year, the NEARC conference was paid for in October, and the training costs reflect attendance at the NHPA conference.
3. Computer equipment and Office furniture: In the previous fiscal year, 1 Thinkpad was purchased, and scanning equipment for the CARES contract.
4. Pass Through Expense: Amounts are dependent on various contract support needs and timing of consultant work performed and associated invoices received.

DRAFT

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

Date	Name	Memo	Amount
2000 LTA (Local Technical Assistance)			
11/01/2022	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			
11/30/2022	3100 Town of Barri...	Progress Billing - Barrington Land Use Chapter - November 2022	1,081.25
Total 3103 Barrington Land Use Chapter			1,081.25
Total 3100 Town of Barrington			1,081.25
3500 Town of Farmington			
3501 FAR Circuit Rider			
11/30/2022	3500 Town of Farmi...	Progress Billing - Farmington Circuit Rider - November 2022	3,967.50
Total 3501 FAR Circuit Rider			3,967.50
Total 3500 Town of Farmington			3,967.50
4200 Town of Northwood			
4201 NOR Circuit Rider			
11/30/2022	4200 Town of North...	Progress Billing - Northwood Circuit Rider - November 2022	3,297.50
Total 4201 NOR Circuit Rider			3,297.50
Total 4200 Town of Northwood			3,297.50
4300 Town of Nottingham			
4301 NOT Circuit Rider			
11/30/2022	4300 Town of Nottin...	Progress Billing - Nottingham Circuit Rider - November 2022	2,315.00
Total 4301 NOT Circuit Rider			2,315.00
Total 4300 Town of Nottingham			2,315.00
4700 Town of Strafford			
4703 Strafford Master Plan			
11/30/2022	4700 Town of Straff...	Progress Billing -Strafford Master Plan Update - November 2022	3,206.25
Total 4703 Strafford Master Plan			3,206.25
4701 Strafford Circuit Rider			
11/30/2022	4700 Town of Straff...	Progress Billing - Strafford Circuit Rider - November 2022	2,826.25
Total 4701 Strafford Circuit Rider			2,826.25
Total 4700 Town of Strafford			6,032.50
5150 GSCH			
5151 Creating Age Friendly Communities			

DRAFT

Strafford Regional Planning Commission
Income by Customer
November 2022

Date	Name	Memo	Amount
11/30/2022	5150 GSCH:5151 C...	Progress Billing - GSCH - November 2022	1,789.70
11/30/2022	5150 GSCH:5151 C...	Cash Match	-296.57
Total 5151 Creating Age Friendly Communities			1,493.13
Total 5150 GSCH			1,493.13
6000 NH Office of Planning & Development			
6003 BEA CEDR			
11/30/2022	6000 NH Office of P...	Progress Billing Seacoast CEDR Grant - November 2022	884.29
Total 6003 BEA CEDR			884.29
6001 TBG22-23			
11/30/2022	6000 NH Office of P...	Progress Billing Targeted Block Grant FY23 - November 2022	943.34
Total 6001 TBG22-23			943.34
6002 ARPA RHNA			
11/30/2022	6000 NH Office of P...	Progress Billing - ARPA Regional Housing Needs Assessment - November 2022	2,513.61
Total 6002 ARPA RHNA			2,513.61
Total 6000 NH Office of Planning & Development			4,341.24
6100 NH DES			
6304 LSWP Aquifers SWP-333			
11/30/2022	6100 NH DES:6304...	Progress Billing - LSWP 333 - November 2022	1,040.58
11/30/2022	6100 NH DES:6304...	In Kind Match - LSWP	-492.00
11/30/2022	6100 NH DES:6304...	Cash Match	-43.33
Total 6304 LSWP Aquifers SWP-333			505.25
6151 PSM Flood Smart Seacoast			
11/30/2022	6100 NH DES:6151...	Progress Billing PSM Flood Smart - November 2022	1,110.82
Total 6151 PSM Flood Smart Seacoast			1,110.82
6250.000 PRB-Oyster River			
11/30/2022	6100 NH DES:6250...	PRB Progress Billing, PO 1064375, July - November 2022	5,922.71
Total 6250.000 PRB-Oyster River			5,922.71
Total 6100 NH DES			7,538.78
6500 DEPT OF SAFETY (OEM)			
6502 BRIC DUR MID MIL NOT STR			
11/30/2022	6500 DEPT OF SA...	23BRIC20 4393 Progress Billing - November 2022	4,766.52
11/30/2022	6500 DEPT OF SA...	In Kind Match for Hazard Mitigation contracts	-1,191.63
Total 6502 BRIC DUR MID MIL NOT STR			3,574.89

2:00 PM

12/13/22

Accrual Basis

Strafford Regional Planning Commission
Income by Customer
November 2022

Date	Name	Memo	Amount
Total 6500 DEPT OF SAFETY (OEM)			3,574.89
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7003 EDA FY22			
11/30/2022	7000 ECONOMIC ...	Progress Billing EDD Planning Partnership - November 2022	11,615.18
11/30/2022	7000 ECONOMIC ...	Cash Match	-1,674.58
11/30/2022	7000 ECONOMIC ...	In Kind Match	-3,242.30
Total 7003 EDA FY22			6,698.30
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			6,698.30
7100 EPA			
7110 Brownfields 2019-2022			
11/30/2022	7100 EPA:7110 Bro...	Progress Billing - EPA Brownfields - September-November 2022	11,568.84
Total 7110 Brownfields 2019-2022			11,568.84
Total 7100 EPA			11,568.84
8000 DOT UPWP			
8001 UPWP 22-23			
11/30/2022	8000 DOT UPWP:8...	Progress Billing - UPWP - November 2022	45,753.22
11/30/2022	8000 DOT UPWP:8...	10% Matching Funds	-4,575.32
Total 8001 UPWP 22-23			41,177.90
Total 8000 DOT UPWP			41,177.90
TOTAL			103,983.05

DRAFT

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

	Jul - Nov 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	54,481.06	54,481.06	0.00
SRPC Revenue			
Municipal and NonProfit Revenue			
3103 BAR Land Use Chapter	6,344.38	4,749.19	1,595.19
3501 FAR Circuit Rider	18,805.02	16,666.69	2,138.33
3506 FAR Tax Maps FY23	0.00	750.00	-750.00
4201 NORPlanning Services	14,912.88	10,416.69	4,496.19
4301 NOT Circuit Rider	13,316.25	10,416.69	2,899.56
4603 SOM Historic Sites GIS	812.50	750.00	62.50
4604 SOM Tax Maps FY23	1,088.75	750.00	338.75
4701 Strafford Circuit Rider	9,745.63	15,833.31	-6,087.68
4703 STR MP Update	13,279.38	12,747.94	531.44
4801 WAK Circuit Rider	870.00	2,083.33	-1,213.33
4802 Sanbornville Precinct	0.00	1,666.69	-1,666.69
4803 WAK NBRC Union Hotel	519.86	1,250.00	-730.14
5002 NHARPC Administration	0.00	3,333.31	-3,333.31
5151 GSCH - Tufts	3,918.86	12,708.31	-8,789.45
3504 FAR Tax Map Updates	874.25	0.00	874.25
Total Municipal and NonProfit Revenue	85,357.76	94,122.15	-8,764.39
Total SRPC Revenue	85,357.76	94,122.15	-8,764.39
Federal Agencies Incl EDD			
7003 EDD Planning Partnership	58,539.26	58,333.31	205.95
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	21,059.16	16,900.00	4,159.16
Total Federal Agencies Incl EDD	158,163.98	120,483.31	37,680.67
State Award Revenue			
Office Of Planning and Dev			
6001 TBG 22-23	7,061.69	4,629.56	2,432.13
6002 ARPA RHNA	37,147.35	29,166.67	7,980.68
6003 CEDR	1,525.15	11,111.08	-9,585.93
Total Office Of Planning and Dev	45,734.19	44,907.31	826.88
NHDES			
6103 Coastal FY23	7,406.01	12,500.00	-5,093.99
6151 Project of Special Merit	8,368.74	7,083.31	1,285.43
6250 Watershed PRB	5,922.71	24,500.00	-18,577.29
6304 LSWP - Aquifers	16,233.46	10,909.08	5,324.38
Total NHDES	37,930.92	54,992.39	-17,061.47
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	3,333.31	2,250.66

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

	Jul - Nov 22	Budget	\$ Over Budget
Total CDFA	5,583.97	3,333.31	2,250.66
Pre-Disaster Mitigation			
6501 PDM19 BAR NDU ROL SOM	1,650.00	667.00	983.00
6502 PDM DUR MID MIL NOT STR WA	12,333.03	20,606.15	-8,273.12
Total Pre-Disaster Mitigation	13,983.03	21,273.15	-7,290.12
Total State Award Revenue	111,339.27	132,006.16	-20,666.89
MPO Revenue			
NH DOT			
8001 UPWP 22-23	201,133.35	0.00	201,133.35
NH DOT - Other	0.00	279,166.69	-279,166.69
Total NH DOT	201,133.35	279,166.69	-78,033.34
Total MPO Revenue	201,133.35	279,166.69	-78,033.34
Contra Income Cash Match			
Cash Match GSCH	-649.40	-2,083.31	1,433.91
Coastal Cash Match	-1,424.85	-1,041.69	-383.16
LSWP Cash Match			
LSWP SRPC Cash Match	-1,205.14	0.00	-1,205.14
LSWP Cash Match - Other	0.00	-909.08	909.08
Total LSWP Cash Match	-1,205.14	-909.08	-296.06
EDD Cash Match	-6,171.72	-7,291.69	1,119.97
DOT Cash Match			
BAR Cash Match	326.19	286.69	39.50
DOT Cash Match - Other	-20,113.33	-27,630.00	7,516.67
Total DOT Cash Match	-19,787.14	-27,343.31	7,556.17
Total Contra Income Cash Match	-29,238.25	-38,669.08	9,430.83
Contra Income InKind/Soft Match			
In-Kind Coastal Match	-1,706.63	-5,208.31	3,501.68
PRB IK Match	0.00	-9,583.33	9,583.33
IK NDU PREPA (NDU ADU)	-607.16	-2,500.00	1,892.84
In-Kind EDD Match	-40,251.01	-21,875.00	-18,376.01
In-Kind HazMit Match	-3,495.76	-5,318.63	1,822.87
Total Contra Income InKind/Soft Match	-47,036.88	-44,485.27	-2,551.61
Total Income	524,933.63	597,105.02	-72,171.39
Gross Profit	524,933.63	597,105.02	-72,171.39
Expense			
Personnel Expenses			
Salary and Wages	364,344.80	361,721.25	2,623.55
Payroll Expenses			
Dental insurance expense	2,156.35	2,579.19	-422.84
Health incentive	371.01	4,906.69	-4,535.68
Health Insurance expense	28,581.84	37,320.44	-8,738.60
Life Insurance expense	570.35	539.56	30.79

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

	Jul - Nov 22	Budget	\$ Over Budget
LTD Insurance expense	301.50	311.69	-10.19
STD insurance expense	1,035.25	1,219.19	-183.94
Payroll Processing Fees	1,298.50	1,574.19	-275.69
Pension expense	9,608.84	10,686.25	-1,077.41
Unemployment expense	820.40	820.44	-0.04
Workers Compensation	795.40	795.44	-0.04
Payroll Taxes	28,286.03	27,671.69	614.34
Total Payroll Expenses	73,825.47	88,424.77	-14,599.30
Dues and Subscriptions	1,930.84	2,431.69	-500.85
Staff Training and Seminars	2,929.74	5,833.31	-2,903.57
Total Personnel Expenses	443,030.85	458,411.02	-15,380.17
Equipment expense			
Copier Maintenance Contract	1,636.67	1,599.19	37.48
Office furniture			
Computer equipment	145.26	1,625.00	-1,479.74
Office furniture - Other	418.95	416.69	2.26
Total Office furniture	564.21	2,041.69	-1,477.48
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	208.31	-208.31
Total Other Equipment Repair and Cost	0.00	208.31	-208.31
Software expense			
ArcInfo/View software	2,276.25	2,276.25	0.00
Office Software			
Timesheet Software	708.00	0.00	708.00
Adobe In Design	473.31	0.00	473.31
Anti-virus software	204.25	0.00	204.25
Constant Contact	427.50	0.00	427.50
DropBox	59.95	0.00	59.95
Microsoft Office 365	1,058.87	0.00	1,058.87
Office Software - Other	0.00	3,200.00	-3,200.00
Total Office Software	3,887.72	3,200.00	687.72
Transcad software/maintenance	0.00	625.00	-625.00
Total Software expense	6,163.97	6,101.25	62.72
Traffic Count Expenses			
Traffic counting supplies	76.81	1,250.00	-1,173.19
Total Traffic Count Expenses	360.81	1,250.00	-889.19
Total Equipment expense	8,725.66	11,200.44	-2,474.78
Fixed Expenses			
Insurance			
Liability Insurance	2,988.75	2,988.75	0.00
Total Insurance	2,988.75	2,988.75	0.00
Rent	12,500.00	12,500.00	0.00

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

	Jul - Nov 22	Budget	\$ Over Budget
Vehicle Expenses			
Depreciation Expense	2,389.95	0.00	2,389.95
Vehicle Gas & Repairs	569.09	0.00	569.09
Vehicle Interest	208.41	0.00	208.41
Vehicle Expenses - Other	0.00	4,593.31	-4,593.31
Total Vehicle Expenses	3,167.45	4,593.31	-1,425.86
Total Fixed Expenses	18,656.20	20,082.06	-1,425.86
Communications			
Media Outreach Expense	0.00	416.69	-416.69
Office Telephone System	100.00	485.00	-385.00
Postage and Delivery	154.55	166.69	-12.14
Telephone and Internet	1,697.56	1,500.00	197.56
Website maintenance and updates			
Website and logo design	532.20	0.00	532.20
Website maintenance and updates - Other	318.20	594.56	-276.36
Total Website maintenance and updates	850.40	594.56	255.84
Total Communications	2,802.51	3,162.94	-360.43
Administrative			
Library & Planning Books	-170.60	0.00	-170.60
Meetings Expense	181.54	1,458.31	-1,276.77
Office Expense	4,670.85	6,281.25	-1,610.40
Office Supplies	1,904.17	1,250.00	654.17
Printing and Reproduction	0.00	62.50	-62.50
Professional Fees			
Accounting, Audit	6,666.69	6,666.69	0.00
Legal Fees	0.00	1,666.69	-1,666.69
Total Professional Fees	6,666.69	8,333.38	-1,666.69
Travel & Ent			
Travel	3,750.11	0.00	3,750.11
Travel & Ent - Other	0.00	2,083.31	-2,083.31
Total Travel & Ent	3,750.11	2,083.31	1,666.80
Total Administrative	17,050.76	19,468.75	-2,417.99
Contract Labor			
IT and Network support	6,142.50	6,583.31	-440.81
Pass Through Expense			
CEDR Pass Through Expense	0.00	8,891.08	-8,891.08
PRB Consultants	0.00	10,270.83	-10,270.83
EDA CARES Contract Support	11,877.00	4,500.00	7,377.00
EPA Brownfields Consultants	19,773.04	14,700.00	5,073.04
NHDOT Consultant	3,840.12	14,166.69	-10,326.57
RPC FTA Subcontract	1,932.30	4,877.06	-2,944.76
Total Pass Through Expense	37,422.46	57,405.66	-19,983.20
Total Contract Labor	43,564.96	63,988.97	-20,424.01

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

	<u>Jul - Nov 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total Expense	533,830.94	576,314.18	-42,483.24
Net Ordinary Income	-8,897.31	20,790.84	-29,688.15
Other Income/Expense			
Other Income			
Interest Income	90.59	41.69	48.90
Total Other Income	90.59	41.69	48.90
Net Other Income	90.59	41.69	48.90
Net Income	-8,806.72	20,832.53	-29,639.25

DRAFT

Stafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through November 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.

DRAFT



Metropolitan Life Insurance Company

**New Hampshire Paid Family and Medical Leave (NH PFML) Illustration
Proposal for insured coverage – 100% Employer Paid**

Prospective Employer Name: Strafford Regional Planning Commission

Employer Contact Name: _____

Employer Contact Phone Number: _____ Email: _____

Number of New Hampshire Covered Workers: 14

Premiums are based on 6 week plan

per \$1 of Covered Wages	Insured Rate With packaged coverage	Illustrative Premium – Monthly	Illustrative Premium - Annual
Paid Family and Medical Leave Total	0.34%	\$228	\$2,742

Premiums are based on 12 week plan

per \$1 of Covered Wages	Insured Rate With packaged coverage	Illustrative Premium – Monthly	Illustrative Premium - Annual
Paid Family and Medical Leave Total	0.68%	\$457	\$4,483

If the employer chooses to fund all or a portion of the MetLife NH PFML plan on behalf of their workers, they will be eligible to apply for a Business Enterprise Tax (BET) credit equal to 50% of the employer’s premium paid for the 6 week plan. Employers may be eligible for a partial tax credit for the 12 week plan. BET tax credits are not applicable to employee paid contributions.

This quote and outline of coverage is for a certificate issued under policy form GPNP22-PFML. The policy meets the requirements of the Granite State Paid Family Leave Plan (N.H. Rev. Stat. § 21-I:99, et seq. and N.H. Code Admin. R. Ins. Part 8000)

Paid Family and Medical Leave Insurance coverage is designed to provide, to persons insured, coverage for wage replacement for a period of covered Paid Family and Medical Leave, subject to any limitations set forth in the certificate. Coverage is not provided for basic hospital, basic medical-surgical, or major medical expenses.

Weekly Benefit **60%** of the average weekly wage, up to the Social Security taxable wage maximum.
Weekly benefit payments may be made to eligible employees weekly, biweekly or at such intervals as employees are customarily paid.

Elimination Period..... **Up to 7** calendar days based on the employee’s average work week schedule

Maximum Period of Paid Leave..... For each benefit year, for any one or more qualifying reasons, up to **the set plan weeks as noted above** of Paid Family and Medical Leave benefits.

Internal use only:

PML rate breakout \$0.26 PFL rate breakout \$0.08
PML rate breakout \$0.53 PFL rate breakout \$0.15

Like most group benefit programs, benefit programs offered by MetLife contain certain exclusions, exceptions, waiting periods, reductions, limitations, and terms for keeping them in force. Ask your MetLife group representative for costs and complete details.

DEFINITIONS

Benefit Year means a rolling 12-month period measured backward from the first day of leave taken under the certificate.

Qualifying Reason means any of the following reasons for which employees are eligible:

1. Medical Leave: an employee's own serious health condition that incapacitates them from performing the essential functions of their job.

2. Family Leave:

- to bond with a child during the first 12 months after the child's birth, adoption, or foster care placement [on or after January 1, 2023];
- to care for an employee's spouse, child, or parent with a serious health condition;
- because of any qualifying exigency arising out of the fact that an employee's spouse, child, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty status); and
- in order for an employee to care for a spouse, child, parent or next of kin who is a current member of the armed forces and who has a serious illness or injury.

Serious Health Condition means any illness, injury, impairment or physical or mental condition that involves inpatient care, treatment or continuing treatment by a health care provider, including treatment for substance abuse consistent with American Society of Addiction Medicine criteria and treatment for a mental health condition consistent with American Psychiatric Association criteria.

LIMITATIONS ON COVERAGE PROVIDED UNDER THE CERTIFICATE

EXCLUSIONS

No benefits under the certificate are payable for:

1. a period of leave:
 - occurring before an employee's insurance takes effect; or
 - commencing after an employee's insurance ends; or
2. a serious health condition arising out of:
 - aviation, except as a fare-paying passenger;
 - professional sports;
 - incarceration;
 - commission of a felony, riot or driving under the influence of drugs, alcohol or combination thereof; and
 - harm to a family member brought about by the willful intention of the insured;

3. with respect to Paid Medical Leave, a serious health condition that arises from a work-related illness or injury and for which Workers' Compensation insurance benefits are paid; or

4. with respect to Paid Medical Leave, an employee's disability for which the employee receives disability income insurance benefits.

RENEWABILITY, AGE RESTRICTIONS, RIGHT TO CHANGE PREMIUMS

The insurance provided under the certificate may be renewed by the group policyholder and subject to MetLife's agreement, as described in the group policy issued to the group policyholder.

If an employee's insurance ends for any reason other than non-payment of premium, an employee may continue it under certain circumstances as described in the certificate.

There are no age restrictions with respect to issuing or renewing the insurance provided under the certificate.

Premiums for this coverage are subject to change in accordance with the provisions of the group policy or applicable law.

BUSINESS ENTERPRISE TAX (BET) CREDIT

Per N.H. Rev. Stat. § 77-E:3-e, employers who purchase NH PFML insurance through MetLife, the state's insurance partner for NH PFML, are eligible to apply for a Business Enterprise Tax (BET) credit for 50% of the premium paid by the employer on behalf of their workers based on premiums for the 6-week plan. Employers will be responsible for applying for the BET credit using instructions provided by the state. For more information on the BET credit please see here: [Business Enterprise Tax FAQ | NH Department of Revenue Administration](#)



**New Hampshire Paid Family and Medical Leave (NH PFML) Illustration
Proposal for insured coverage – Employee Paid**

Prospective Employer Name: Strafford Regional Planning Commission

Employer Contact Name: [Redacted]

Employer Contact Phone Number: [Redacted] Email: [Redacted]

Number of New Hampshire Covered Workers: 14

Premiums are based on 6 week plan

per \$1 of Covered Wages	Insured Rate With packaged coverage	Illustrative Premium – Monthly	Illustrative Premium - Annual
Paid Family and Medical Leave Total	0.54%	\$363	\$4,354

Premiums are based on 12 week plan

per \$1 of Covered Wages	Insured Rate With packaged coverage	Illustrative Premium – Monthly	Illustrative Premium - Annual
Paid Family and Medical Leave Total	1.11%	\$746	\$8,951

If the employer chooses to fund all or a portion of the MetLife NH PFML plan on behalf of their workers, they will be eligible to apply for a Business Enterprise Tax (BET) credit equal to 50% of the employer’s premium paid for the 6 week plan. Employers may be eligible for a partial tax credit for the 12 week plan. BET tax credits are not applicable to employee paid contributions.

This quote and outline of coverage is for a certificate issued under policy form GPNP22-PFML. The policy meets the requirements of the Granite State Paid Family Leave Plan (N.H. Rev. Stat. § 21-I:99, et seq. and N.H. Code Admin. R. Ins. Part 8000)

Paid Family and Medical Leave Insurance coverage is designed to provide, to persons insured, coverage for wage replacement for a period of covered Paid Family and Medical Leave, subject to any limitations set forth in the certificate. Coverage is not provided for basic hospital, basic medical-surgical, or major medical expenses.

Weekly Benefit **60%** of the average weekly wage, up to the Social Security taxable wage maximum.
Weekly benefit payments may be made to eligible employees weekly, biweekly or at such intervals as employees are customarily paid.

Elimination Period..... **Up to 7** calendar days based on the employee’s average work week schedule

Maximum Period of Paid Leave..... For each benefit year, for any one or more qualifying reasons, up to **the set plan weeks as noted above** of Paid Family and Medical Leave benefits.

Internal use only:

PML rate breakout \$0.46 PFL rate breakout \$0.08
PML rate breakout \$0.95 PFL rate breakout \$0.16

Like most group benefit programs, benefit programs offered by MetLife contain certain exclusions, exceptions, waiting periods, reductions, limitations, and terms for keeping them in force. Ask your MetLife group representative for costs and complete details.

DEFINITIONS

Benefit Year means a rolling 12-month period measured backward from the first day of leave taken under the certificate.

Qualifying Reason means any of the following reasons for which employees are eligible:

1. Medical Leave: an employee's own serious health condition that incapacitates them from performing the essential functions of their job.

2. Family Leave:

- to bond with a child during the first 12 months after the child's birth, adoption, or foster care placement [on or after January 1, 2023];
- to care for an employee's spouse, child, or parent with a serious health condition;
- because of any qualifying exigency arising out of the fact that an employee's spouse, child, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty status); and
- in order for an employee to care for a spouse, child, parent or next of kin who is a current member of the armed forces and who has a serious illness or injury.

Serious Health Condition means any illness, injury, impairment or physical or mental condition that involves inpatient care, treatment or continuing treatment by a health care provider, including treatment for substance abuse consistent with American Society of Addiction Medicine criteria and treatment for a mental health condition consistent with American Psychiatric Association criteria.

LIMITATIONS ON COVERAGE PROVIDED UNDER THE CERTIFICATE

EXCLUSIONS

No benefits under the certificate are payable for:

1. a period of leave:
 - occurring before an employee's insurance takes effect; or
 - commencing after an employee's insurance ends; or
2. a serious health condition arising out of:
 - aviation, except as a fare-paying passenger;
 - professional sports;
 - incarceration;
 - commission of a felony, riot or driving under the influence of drugs, alcohol or combination thereof; and
 - harm to a family member brought about by the willful intention of the insured;

3. with respect to Paid Medical Leave, a serious health condition that arises from a work-related illness or injury and for which Workers' Compensation insurance benefits are paid; or

4. with respect to Paid Medical Leave, an employee's disability for which the employee receives disability income insurance benefits.

RENEWABILITY, AGE RESTRICTIONS, RIGHT TO CHANGE PREMIUMS

The insurance provided under the certificate may be renewed by the group policyholder and subject to MetLife's agreement, as described in the group policy issued to the group policyholder.

If an employee's insurance ends for any reason other than non-payment of premium, an employee may continue it under certain circumstances as described in the certificate.

There are no age restrictions with respect to issuing or renewing the insurance provided under the certificate.

Premiums for this coverage are subject to change in accordance with the provisions of the group policy or applicable law.

BUSINESS ENTERPRISE TAX (BET) CREDIT

Per N.H. Rev. Stat. § 77-E:3-e, employers who purchase NH PFML insurance through MetLife, the state's insurance partner for NH PFML, are eligible to apply for a Business Enterprise Tax (BET) credit for 50% of the premium paid by the employer on behalf of their workers based on premiums for the 6-week plan. Employers will be responsible for applying for the BET credit using instructions provided by the state. For more information on the BET credit please see here: [Business Enterprise Tax FAQ | NH Department of Revenue Administration](#)

Strafford Regional Planning Commission

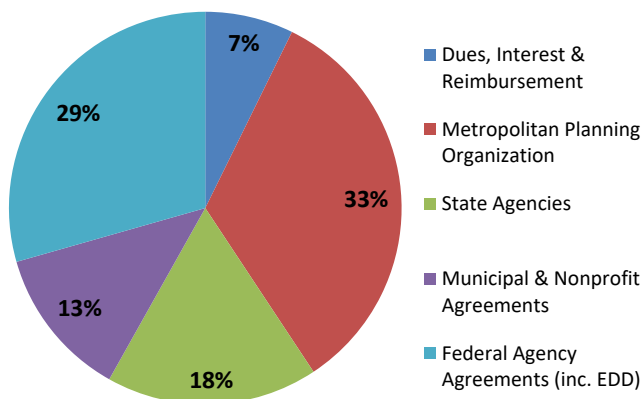
DRAFT FY 2023 Mid Year Budget Amendment

Summary Table

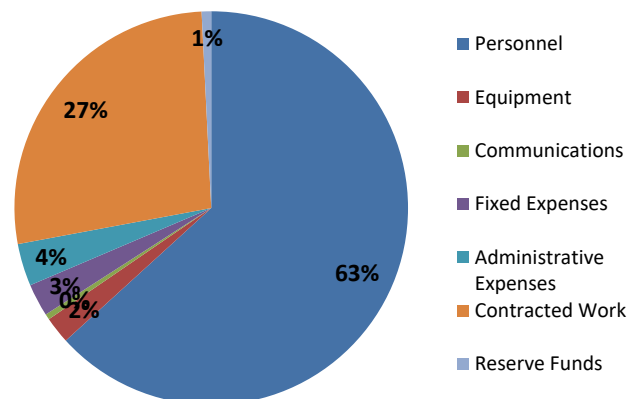
	Adopted FY23	Draft Mid Year FY23	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	131,355	131,355	0
Metropolitan Planning Organization	614,856	602,400	(12,456)
State Agencies	224,011	314,317	90,306
Municipal & Nonprofit Agreements	222,557	224,399	1,842
Federal Agency Agreements (inc. EDD)	607,150	530,375	(76,775)
Total	1,799,929	1,802,846	2,917
	Expenses	Expenses	Net Change
Personnel	1,099,685	1,129,957	30,272
Equipment	35,081	39,389	4,308
Communications	7,591	8,207	616
Fixed Expenses	48,197	47,929	(269)
Administrative Expenses	49,725	62,149	12,424
Contracted Work	533,040	485,107	(47,933)
Reserve Funds	14,000	14,000	0
Total	1,787,320	1,786,738	(582)
Net Deficit/Surplus	12,608	16,108	3,499

*Based on mid-year budget adopted December 2021

Draft FY2023 Mid Year Budget Revenue



Draft FY2023 Mid Year Budget Expenses



Strafford Regional Planning Commission

FY2023 REVENUES	Adopted FY 23 Net Outside Revenue	Draft FY2023 Mid Year Budget Revenue				Net Change
		Funding Source Revenue	Internal Dues Match	Outside Source Soft Match	Net Outside Funding	
Total	1,799,929	1,802,846	96,770	84,187	1,802,846	2,917
Dues, Interest & Reimbursements	131,355	131,355	0	0	131,355	7%
2000 Municipal Dues (minus BRK, NOT, MIL, LEE)	130,755	130,755	0	0	130,755	0
0000 Interest	100	100	0	0	100	0
0000 Health Trust reward/reimbursement	500	500	0	0	500	0
0000 Misc Revenue	0	0	0	0	0	0
Municipal & Nonprofit Service Agreements	222,557	224,399	10,000	0	224,399	12%
3103 Barrington Future Land Use and Transportation Master Plan	12,086	11,398	0	0	11,398	(688)
3501 Farmington Town Planner Services	40,000	40,000	0	0	40,000	0
3506 Farmington Tax Maps	1,000	842	0	0	842	(158)
3604 Lee Trail Maps		1,020	0	0	1,020	1,020
4003 New Durham ADU Update	2,500	2,500	0	0	2,500	0
410X Newmarket Tax Maps	1,000	1,000	0	0	1,000	0
4201 Northwood Technical Services	25,000	25,000	0	0	25,000	0
4301 Nottingham Town Planner Services	25,000	25,000	0	0	25,000	0
4303 Nottingham Trail Maps	1,625	915	0	0	915	(710)
4604 Somersworth Tax Maps	1,000	1,903	0	0	1,903	903
4603 Somersworth Historic Sites GIS	750	750	0	0	750	0
4701 Strafford Town Planner Services	38,000	38,000	0	0	38,000	0
470X Strafford Tax Maps	1,000	1,000	0	0	1,000	0
4703 Strafford Master Plan Update	30,595	30,595	0	0	30,595	0
4801 Wakefield CR	2,500	2,500	0	0	2,500	0
4802 Sanbornville Precinct NBRC Grant Admin	4,000	4,000	0	0	4,000	0
4803 Wakefield NBRC Grant Admin (Union Hotel)	3,000	3,000	0	0	3,000	0
5002 NHARPC Administration	8,000	8,000	0	0	8,000	0
5151 CHAT/Tufts Health Plan Foundation - Healthy Aging	25,500	25,175	5,000	0	25,175	(325)
5331 EMM Market Study	0	1,800	0	0	1,800	1,800
5501 GIS projects (small billable projects)	1	1	0	0	1	0
Federal Agency Agreements (including Economic Development)	607,150	530,375	17,500	52,500	530,375	29%
U.S. Dept of Economic Development Administration						
7001 EDD Planning Grant, Dues & Inkind Match	0	0	0	0	0	0
7003 EDD Planning Partnership	70,000	70,000	17,500	52,500	70,000	0
7002 CARES Act Recovery and Resiliency	45,250	56,760	0	0	56,760	11,510
U.S. Environmental Protection Agency						
7110 Brownfields Community Assessment Grant FY20-23	16,900	23,615	0	0	23,615	6,715
U.S. Department of Housing and Urban Development						
7201 HUD EDI CDS - Regional Plans	475,000	380,000	0	0	380,000	(95,000)
State Agreements	224,011	314,317	4,500	30,212	314,317	17%
Office of Planning and Development, BEA						
6001 Targeted Block Grant	11,111	11,111	0	0	11,111	0
6002 ARPA Housing Needs Assessment	35,000	38,236	0	0	38,236	3,236
6003 CEDR Funding	50,000	50,000	0	0	50,000	0
Dept of Environmental Services						
6103 Coastal Grant 2023	15,000	15,000	2,500	12,500	15,000	0
6151 PSM Flood Smart Seacoast	17,000	16,758	0	0	16,758	(242)
6250 Watershed Assistance (Permeable Reactive Barrier)	17,900	16,666	0	3,712	16,666	(1,234)
6304 Source Water Protection- Aquifer Ordinance Updates	22,000	23,320	2,000	0	23,320	1,320
University of New Hampshire						
5205 PREPA Grant-New Durham shoreland regulation update	5,000	5,000	0	0	5,000	0
NH Community Development Finance Authority						
6601 CDBG Grant Administration (CAPSC Homeless Shelter)	0	0	0	0	0	0
6602 CDBG Grant Administration (ROC Gafney Home)	8,000	8,000	0	0	8,000	0
NH Housing Finance Authority						
6801 InvestNH Housing Navigator Grant	0	88,226	0	0	88,226	88,226
Department of Safety Homeland Security						
6501 HazMit Plans PDM19- BAR,NDU,ROL,SOM (FY 202-23)	500	500	0	167	500	0
6502 HazMit Plans BRIC20-DUR, MID, MIL, NOT, STR (FY2023)	42,500	41,500	0	13,833	41,500	(1,000)
Metropolitan Planning Organization Agreements	614,856	602,400	64,770	1,475	602,400	33%
Dept of Transportation						
8001 UPWP Federal Highways & Transit	603,000	602,400	64,770	1,475	602,400	(600)
800X COAST/CMAQ CommuteSmart Seacoast	11,856	0	0	0	0	(11,856)
						100%

Strafford Regional Planning Commission

FY2023 EXPENSES	Adopted FY23 Budget		Draft Mid Year FY2023 Budget		Net Change
Total	1,787,319		1,786,738		(581)
PERSONNEL	1,099,685	<i>69%</i>	1,129,957	<i>63%</i>	30,272
Salaries and Hourly Wages	868,131		899,999		31,868
Payroll Taxes	66,412		69,764		3,352
Payroll Processing - QuickBooks	3,778		3,778		0
Health Insurance	89,569		82,089		(7,480)
Dental Insurance	6,190		5,158		(1,032)
Life Insurance	1,295		1,417		122
Shorterm Disability	2,926		3,168		242
Longterm Disability	748		808		61
Paid Family Medical Leave	0		2,984		2,984
FSA Fees	0		0		0
Health Incentives	11,276		11,953		677
SIMPLE IRA Pension	25,647		26,018		371
Worker's Compensation	1,909		1,899		(10)
Unemployment Insurance	1,969		2,230		261
Staff Training & Workshops	14,000		14,000		0
Professional Dues: AMPO, NHARPC, NHPA, APA, NHMA, NEARI	5,836		4,692		(1,145)
EQUIPMENT	35,081	<i>3%</i>	39,389	<i>2%</i>	4,308
ARCInfo/View Software: Maintenance	5,463		5,463		0
Transpo Software Maintenance: TransCAD	1,500		1,500		0
Office Software: Maintenance, purchase	7,680		9,328		1,648
INRIX Database for Transportation Planning	8,200		8,200		0
Traffic Count Supplies and Repair	3,000		3,000		0
Equipment Rental and Repair	500		500		0
Copier Maintenance Contract	3,838		3,838		0
Computers and Peripherals	3,900		6,560		2,660
Office Furniture	1,000		1,000		0
COMMUNICATIONS	7,591	<i>2%</i>	8,207	<i>0%</i>	616
Postage and Delivery	400		400		0
Office Phone System	1,164		1,780		616
Internet and Phone Service	3,600		3,600		0
Website Design and Maintenance	1,427		1,427		0
Media Outreach Activities	1,000		1,000		0
FIXED EXPENSES	48,197	<i>5%</i>	47,929	<i>3%</i>	(269)
Property & Liability	7,173		7,173		0
Office Vehicle Lease and Maintenance	11,024		10,756		(269)
Rent	30,000		30,000		0
ADMINISTRATIVE EXPENSES	49,725	<i>1%</i>	62,149	<i>3%</i>	12,424
Printing	150		150		0
Audit and Accounting Services	16,000		16,000		0
Legal	4,000		4,000		0
Office and Mapping Supplies	3,000		4,000		1,000
Office Expense	15,075		21,050		5,975
Meeting Expenses (Meetings and Meeting Notices)	3,500		3,500		0
Travel	5,000		10,000		5,000
Library & Subscriptions: NH Planning Books	2,000		2,449		449
Bank Fees	1,000		1,000		0
HealthTrust Employee Health Rewards	1,000		1,000		0
OUTSOURCED CONTRACTS	533,040	<i>20%</i>	485,107	<i>27%</i>	(47,933)
1000 IT Services	15,800		15,800		0
600X CEDR Funding Pass Through Expenses	40,010		40,010		0
6250 Watershed Assistance (PRB) Consultants	12,325		11,534		(791)
6801 InvestNH Housing Navigator Pass Through & Direct Costs	4,500		2,833		2,833
7002 EDA CARES Contract support	4,500		11,877		7,377
7100 EPA Brownfields - NOBIS Engineering (10/19-9/22)	14,700		19,775		5,075
7201 HUD EDI CDS Regional Plans - RPC Pass Through Fun	400,000		320,000		(80,000)
8000 Contract Transportation Support (UPWP)	34,000		50,000		16,000
8000.602 FTA 5305e Subcontract to RPC	11,705		13,278		1,573
RESERVE FUND CONTRIBUTION	14,000	<i>0%</i>	14,000	<i>1%</i>	0
		<i>100%</i>		<i>100%</i>	