

SRPC EXECUTIVE COMMITTEE MEETING

January 20, 2023, 8:00 a.m. to 9:00 a.m.

Hybrid Meeting (Conference Rm 1A & via Zoom)

In accordance with RSA 91:A, the Commission requires a minimum of an in-person quorum. To organize this, the Commission staff will confirm the necessary in-person attendance. It is the preference of the Commission that others participate via Zoom, however, guests may attend the meeting at the SRPC Office. All participants, both in-person and virtual, can communicate contemporaneously. View the remote access information below.

Meeting URL: <https://us02web.zoom.us/j/84905778392>

Meeting ID: 849 0577 8392

Telephone-only Access: +1 312 626 6799

These instructions have also been provided at www.trafford.org. If anybody is unable to access the meeting, please email mtaylorfetter@trafford.org or call 603-994-3500 (x115).

Agenda Item	Time	Notes
1) Welcome and Introductions	8:00-8:05	N/A
2) Action Items (Motions Required/Requested) a) Approval of the December 16, 2022 Minutes b) Acceptance of the Draft Dec. Financials c) Recommend Commission approval of the draft mid-year budget amendments	8:30-9:00	To be posted
3) Updates and Discussion Items a) Awards, Contracts, and General Business b) January Monthly Minors	9:00-9:25	To be posted
4) Other Business	9:25-9:30	N/A
5) Adjourn	9:30	N/A

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



RULES OF PROCEDURE

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

Meeting Etiquette

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

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

Do not interrupt others or start talking before someone finishes.

Do not engage in cross talk.

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

Active participation is encouraged from all members.

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

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

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

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



STRAFFORD

Regional Planning Commission

Strafford Regional Planning Commission
Executive Committee Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867
December 16, 2022
Meeting Minutes

1. Welcome/Introductions

At 8:12 A.M. Chair Dave Landry called the meeting to order and asked for introductions.

Members present: Bill Fisher, Farmington; Dave Landry, Dover; Don Hamann, Rochester; Mike Bobinsky, Somersworth

Staff present: Jennifer Czysz

Members attending remotely: Barbara Holstein, Rochester; Joe Boudreau, Rochester.

Guests attending remotely: Alyssa Simard of Melanson, PC

Staff attending remotely: Kyle Pimental and Megan Taylor-Fetter

2. Presentation: FY2022 Draft Audit: Melanson

Alyssa Simard of Melanson, PC presented the highlights of the FY 2022 audit report.

A. Simard reviewed the draft financial statements in the independent auditor's report. She stated that this report compared to previous years shows substantial differences. This is due to new auditing standards that changed the content and the layout with a goal of added visibility and transparency.

Simard explained that the first section, Opinion, is viewed as the most important part of the independent audit. The opinion is an unmodified or clean opinion based on auditing and governmental standards.

On the Change in Accounting Principle, A. Simard explained that in the year ending June 30, 2022, the Commission adopted GASB Statement 87, Leases. This opinion is not modified in respect to this matter.

Responsibilities of Management for the Financial Statements, A. Simard explained that the Commission's management is responsible for the preparation of the financial statements in accordance with accounting principles and for internal control.

Simard touched on the auditors' responsibilities for the audit of the financial statements. She explained that the auditor's objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement.

With regard to Management's Discussion and Analysis, A. Simard explained that this is an overview of the financial statements and changes; a summary of government-wide activity to get a snapshot for comparison year to year. The variances are the result of GASB. Revenue

has gone up from 2021 with factors that include operating grants contribution from ARPA and CARES. This is the most revenue SRPC has had.

Simard continued with a review of the financial reports and notes. Financial highlights include:

- As of the close of the current FY, total assets exceeded liability and deferred inflows by \$176,019, a change of \$18,783 in comparison to the prior fiscal year.
- As of the close of the current fiscal year, governmental funds reported an ending balance of \$217,693, a change of \$25,437 in comparison to the prior fiscal year
- As of the close of the current fiscal year, unassigned fund balance for the General Fund was \$209,547, a change of \$25,467 in comparison to the prior fiscal year.

The Governance Letter requires communication to those charged with governance. Areas discussed in the letter include responsibility, compliance with ethics and independence. A single audit must go through an engagement quality review.

On Significant Risks Identified, A. Simard explained areas of significant management judgement and significant unusual transactions may often be identified as significant risks and are areas that require significant auditor attention.

A. Simard explained there are 4 significant risks. The first two are present in every entity. Risks include:

- Management override of internal control.
- Recognition of revenue
- Indirect cost, a risk that eligible cost could be charged to the indirect cost pool.
- Executive Director's general ledger access, there is a risk for misappropriation.

The Commission safeguards against these risks through the design and implementation of effective internal controls. No issues identified when assessing these risks and there was no breakdown of internal controls.

The committee engaged in a brief discussion on risks. A. Simard gave kudos to the financial manager, Kathy Foster, for having accurate statements and records. There was no material corrected or uncorrected misstatements. There will be a single audit performed because there was over \$750,00 expended in FY2023. This will be completed within the next few months.

A. Simard thanked J. Czysz and K. Foster for making the process go smoothly. She said they are both a pleasure to work with.

The committee members thank Alysia for her presentation.

3. Action Items (Motions Required/Requested)

a. Approval of the November 18, 2022 Minutes

D. Hamann moved to approve the November 18, 2022 minutes as written seconded by M. Bobinsky. Discussion: Joe Boudreau asked for a correction in the attendance section to reflect that he represents Rochester, not Farmington. The motion was amended to accept the minutes as revised. A roll call vote was taken: B. Fisher, D. Landry, D. Hamann, M. Bobinsky, B. Holsten and J. Boudreau all in favor. Motion passed with a unanimous vote in favor.

b. Acceptance of the Draft Nov. Financials

J. Czynsz provided a brief summary of the draft November financials. She reported that the checking and savings register totals remain stable and ahead of this time next year.

On the aging summary, the majority of the outstanding balance is the current month's billings.

The profit and loss is similar to October. The net loss coming is back down. The goal is to break even.

D. Hamann moved to accept the November financials as presented seconded by M. Bobinsky. A roll call vote was taken: B. Fisher, D. Landry, D. Hamann, M. Bobinsky, B. Holsten and J. Boudreau all in favor. Motion passed with a unanimous vote in favor.

c. Approval of NH Paid Family and Medical Leave

J. Czynsz gave an explanation of the PFML plan and costs. The committee was presented with four cost options:

- 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

J. Czynsz explained that 100% employer paid is almost half the cost as partial employee paid and recommended to the committee approve 100% employer paid. The group engaged in discussion. There was agreement that this benefit presents a strong incentive to retain and recruit employees; it is small change for such a great benefit. The members were in agreement to approve a 12-week benefit.

B Fisher motioned to approve 100% employer paid for the 12 weeks benefit of New Hampshire Paid Family Medical Leave Insurance for SRPC staff, D. Hamann seconded the motion. A roll call vote was taken: B. Fisher, D. Landry, D. Hamann, M. Bobinsky, B. Holsten and J. Boudreau all in favor. Motion passed with a unanimous vote in favor.

Kyle Pimental thanked the committee for approving this and said this is a great marketing tool to attract employees. M. Taylor-Fetter will look into how this benefit will benefit Kyle's paternity leave in March.

d. Acceptance of the Draft FY2022 Audit Report

M. Bobinsky motioned to accept the Draft FY2022 Audit Report, seconded by D. Hamann. A roll call vote was taken: B. Fisher, D. Landry, D. Hamann, M. Bobinsky, B. Holsten and J. Boudreau all in favor. Motion passed with a unanimous vote in favor.

4. Updates and Discussion Items

a. Draft Mid-Year Budget Amendments

J. Czynsz presented the 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 small new contracts including the Lee trail maps, Nottingham trail maps and Explore Moose Mountain market study
- Adjustment to reflect balances carried forward on multi-year projects including the EDA Cares Act, EPA Brownfields, ARPA HNA, Various DES Grants and DOT funding levels.

- Shift a portion of HUD grant funds originally budgeted for FY2023 into FY202
- 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 multiyear projects
- Reduction of HUD grant pass through to shift expenses from FY2023 to 2024

b. Awards, Contracts, and General Business

J. Czysz gave a very brief update. and stated the Rochester recreation master Plan is in development. She added that the indirect cost rate is inching up.

c. December Monthly Minors

Colin Lentz presented on the monthly minors. He reported that there is one local project and a statewide program that does not affect the region. For the Lee bride replacement, there is no change in overall funding or scope. And lastly, the recreation trails program is valuable to snow mobile clubs, to maintain and improve trails. This is set up for smaller lower cost projects. And also allows for in kind match.

5. Other Business

Bobinsky reported that Somersworth is coming to the end of a long process dealing with an infill development of 128 units. This is a major renovation project that will address housing needs and will be an aesthetic improvement to the area.

D. Hamann reported that Easter Seals has an affordable housing project going in. In the downtown, the Hoffman building g torn down, construction is now moving along where the Hoffman building was. It will be a 6-story building. J. Czysz added that this was a brownfields project.

J. Czysz reported that Farmington submitted a Brownfields grant for the old fire station building.

B. Fisher reported that there are grants available to update municipal recycling programs.

6. Adjourn

M. Bobinsky motioned to adjourn seconded by D Hamann. A roll call vote was taken: B. Fisher, D. Landry, D. Hamann, M. Bobinsky, B. Holsten and J. Boudreau all in favor. Motion passed with a unanimous vote in favor.

DATE: January 18, 2023
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the January 20, 2023 Meeting

The following notes correspond to individual agenda items for discussion.

2b. Acceptance of Draft December 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: \$131,938 of the outstanding \$190,389 is the current month's billings. Payments totaling \$14,466 were received in December, leaving a past due balance of \$43,805. This includes the first quarter advanced payment for the InvestNH Housing Navigator grant.

Profit and Loss: December had a net gain of \$6,727, bring our year-to-date (YTD) the net loss down to only \$1,997. This is expected to gradually even out. DOT billing has begun to pick up with a large invoice from our consultant VHB received in December and an intern coming on board full time in January as a permanent staff member.

2c. Recommend Commission Adopt the 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, the loss of our Sr. Regional Planner (Economic Development) 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

3a. 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 (pending notice to proceed)

Awarded Pending Contract:

- Town of Milton Nitrogen Source Identification Plans - SRF
- Town of Rollinsford Nitrogen Source Identification Plans - SRF
- NHDES Source Water Protection grant – Newmarket Open Space Plan

Submitted Pending Decisions:

- Safe Streets for All - FHWA
- Brownfields Assessment
- Rochester Recreation Master Plan Chapter proposal (due 12/14)
- Barrington Housing Opportunity Grant (InvestNH) Master Plan Update
- FTA 5305e Connecting Transit Access to Local Land Use Planning

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
- 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 December the rate was 115%.

December 2022 Dues (YTD)	
Income:	
FY23 Dues Paid	\$65,377.28
Total Income	\$65,377.28

Expenses:	
Vehicle Expenses	\$244.40
Planning Salaries	\$3,907.50
Dues and Subscriptions	\$58.50
Media Outreach	\$721.10
Travel	\$419.75
Office Expense	\$463.76
Indirect	\$4,570.21
Total SRPC Expenses	\$10,385.22

Cash Match:	
UPWP	\$25,828.85
EDA	\$7,258.49
Coastal	\$1,402.09
Source Water	\$1,357.95
Tufts Health Plan-CHAT	\$940.65
Total Cash Match	\$36,788.03

Contract Overages:	
EDA CARES	\$9,234.41
Farmington Tax Maps	\$32.25
Lee Trail Maps	\$401.25
Wakefield Circuit Rider	\$240.62
ARPA	\$36.16
Total Contract Overages	\$9,944.69

Total Expenses	\$57,117.94
Annual Dues Remaining	\$8,259.34

NEXT MEETING February 17, 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.
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.
Local Source Water Protection	NHDES	FY2024	\$18,223		Approved	pending	Open Space Planning in Newmarket with a focus on source water sites to protect
Safe Streets for All	FHWA	FY2023	\$50,000	\$12,500	Submitted	Pending	Working in collaboration with NH's MPOs to develop action plans that would make municipalities eligible for the Safe Streets for all implementation grants.
Brownfields 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		Submitted	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.
Connecting Transit Access to Local Land Use Planning	NHDOT/FTA 5305e	FY2024-2025	\$27,900	\$3,100	Submitted	pending	A three-phase project to 1) develop and run a bicycle level of stress model, 2) conduct network analysis of bicycle, pedestrian, and ADA access to transit stops; 3) develop model land use regulations to address common barriers and better integrate transit accessibility into the site planning process. Project is in collaboration with RPC.
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 - December

For the Jan. 20, 2023 Executive Committee Meeting

December 31, 2022

FSB Checking Beginning Balance	\$161,874.81
Deposits	\$129,479.13
Payments	-\$137,557.98
Uncleared Transactions	-\$32,762.18
FSB Checking Ending Balance	\$121,033.78
Accounts Receivable	\$190,389.31
FSB Savings Account	\$61,985.19

OVERSIGHT ACTIVITIES

Line of Credit Activated?	Renewal pending
Audit Status	Complete

BUDGET NARRATIVE

FSB Balance/Cash on hand:	Approx. 1.75 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	\$134,211
Metropolitan Planning Organization	\$602,400
State Agencies	\$299,613
Municipal & Nonprofit Agreements	\$229,399
Economic Development District	\$387,875
Total Revenue	\$1,653,498
Pending Grant Applications	\$440,123

EXPENSES - WORKING BUDGET

Personnel	\$1,089,373
Equipment	\$39,434
Communications	\$8,207
Fixed Expenses	\$47,929
Miscellaneous Expenses	\$62,249
Contracted Work	\$392,857
Reserve Funds	\$10,000
Total Expenses	\$1,650,049

STAFF PRESENTATIONS - ACTIVITIES DEC.

Standing Committees and Appointments

Explore Moose Mountains (Shayna) x 2
 Strafford Municipal Boards (Blair & Autumn) x 2
 Nottingham Municipal Boards (Blair)
 Full CAW (Kyle)
 Farmington Planning Board (Kyle) x 2
 CAW Outreach (Kyle)
 NNECAPA Conference Organizing Group (Kyle, James)
 Wakefield Planning Board (Jen, Natalie)
 RPC Directors Meeting (Jen)

RPC Activity

December Commission Meeting (Shayna, Rachel, Jen, Kyle Jackson, Natalie)
 Rochester CHAT Steering Committee Meeting #1 (Shayna, Winders)
 Newmarket CHAT Steering Committee Meeting #2 (Shayna)
 Housing Trends in New Hampshire: Diving into the Data (Rachel)
 Rising Tides Photo Contest Planning Meeting (Kyle)
 Annual NHDES Coastal Program Grant Partner Meeting (Kyle, Jen)
 Flood Smart Seacoast Project Team Meeting (Kyle, Jen)
 Durham Hazard Mitigation Planning Committee Meeting (Kyle)
 Great Bay 2030 Workgroup Meeting (Autumn)
 Resiliency Subcommittee (Autumn)

EDD Activity

EMM Strategic Planning (Shayna, Rachel)
 Seacoast Economy Call (Natalie, James)
 Seacoast Retail Trends 2023 (Natalie)

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 916 (452)
 Users 609 (267)



Constant Contact

Subscribers 6406 (-549)
 Avg. Open Rate 0.33 (0.04)

* The decrease in 500+ contacts was due to manual data clearing and updates.



Facebook

Posts 1 (1)
 Engagement 2 (2)
 Reach 71 (71)
 Followers 457 (0)



Twitter

Tweets 0 (0)
 Profile Visits 33 (0)
 Impressions 54 (34)
 Followers 280 (0)
 Mentions 1 (1)



Instagram

Posts 1 (-2)
 Engagement 9 (9)
 Reach 61 (61)
 Followers 223 (1)



ArcGIS

Open Data 2205
 Portal Views (-157)
 Tax Parcel 539 (-41)
 Viewer Views

STAFF PRESENTATIONS - ACTIVITIES DEC.

MPO Activity

Barrington community forum for transportation and land use master plan chapters (Winder, Shayna, Blair, Colin, Autumn)
CommuteSMART Seacoast CMAQ meeting (Shayna, Colin)
Floodplain Managemtn Basics for Community Officials Webinar (Kyle)

Staff Development & Trainings

Wellness Coordinator Annual Training (Jackson, Megan)
NHPA Annual Meeting (Kyle, Jen, Shayna)
Housing We Need Stakeholder Forum (Jen)

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

	Dec 31, 22	Dec 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	102,589.75	48,636.34	53,953.41
FSB Savings	61,985.19	69,267.75	-7,282.56
Total Checking/Savings	164,574.94	117,904.09	46,670.85 ¹
Accounts Receivable			
Accounts Receivable	190,389.31	179,762.66	10,626.65
Total Accounts Receivable	190,389.31	179,762.66	10,626.65 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	0.00	118.16	-118.16
Prepaid Dues and Subscriptions	2,695.27	2,490.43	204.84
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	3,295.27	3,208.59	86.68
Prepaid software support	2,680.48	1,762.23	918.25
Total Other Current Assets	5,975.75	4,970.82	1,004.93
Total Current Assets	360,940.00	302,637.57	58,302.43
Fixed Assets			
Right of Use Asset - Building			
Accumulated Amortization - Buil	-25,761.00	0.00	-25,761.00
Right of Use Asset - Building - Other	112,410.00	0.00	112,410.00
Total Right of Use Asset - Building	86,649.00	0.00	86,649.00 ³
Vehicles			
Vehicle Accumulated Depreciatio	-14,817.52	-9,081.64	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
Total Vehicles	8,125.83	13,861.71	-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

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

	Dec 31, 22	Dec 31, 21	\$ Change
Total Fixed Assets	94,774.83	13,861.71	80,913.12
TOTAL ASSETS	455,714.83	316,499.28	139,215.55
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
FSB Credit Card	1,444.45	955.56	488.89
Total Credit Cards	1,444.45	955.56	488.89
Other Current Liabilities			
Building Lease Liab Current	27,458.00	0.00	27,458.00 ⁵
FY23 Dues in Advance	65,013.08	0.00	65,013.08
Current Portion of Lease Payabl	2,448.03	2,311.46	136.57 ⁶
FY22 Dues in Advance	0.00	59,701.18	-59,701.18
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	8,747.77	4,667.13	4,080.64 ⁷
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	1,530.50	1,857.17	-326.67
Total Payroll Liabilities	1,560.89	1,887.56	-326.67
Total Other Current Liabilities	105,275.77	68,615.33	36,660.44
Total Current Liabilities	106,720.22	69,570.89	37,149.33
Long Term Liabilities			
Building Lease Liab Non Current	60,268.00	0.00	60,268.00
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	16,000.02	10,500.00	5,500.02
Total Accrued expenses	110,030.53	88,994.10	21,036.43 ⁹
Total Long Term Liabilities	174,972.37	98,495.23	76,477.14
Total Liabilities	281,692.59	168,066.12	113,626.47
Equity			
Retained Earnings	176,019.32	166,301.80	9,717.52 ¹⁰

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01/18/23

Accrual Basis

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

	Dec 31, 22	Dec 31, 21	\$ Change
Net Income	-1,997.08	-17,868.64	15,871.56
Total Equity	174,022.24	148,433.16	25,589.08
TOTAL LIABILITIES & EQUITY	455,714.83	316,499.28	139,215.55

DRAFT

1:03 PM

01/18/23

Accrual Basis

Strafford Regional Planning Commission
Balance Sheet
As of December 31, 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. Right of Use Asset: This was an audit adjustment, per GASB 87, that went into effect fiscal year 2022. There is no longer an operating vs capital classification for leases. Lessees will recognize a lease liability and an intangible right-to-use asset. This entry pertains to the leased office space.
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. Current Portion of Lease Payable: Per the auditor adjustment to fiscal year 2021 financials, I have calculated and booked the current fiscal year 12-month principal amount to be paid on the vehicle lease, and reduced the total Lease Payable - Ford Motor Credit account (see below). Since the interest portion of the payment is reduced over the life of the lease, additional principle is booked each year.
6. Current Portion of 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)
7. Contract Revenue in Advance: Current year balance = Barrington Land Use and Transportation Chapters \$1999, GSCH \$8569, EDA -\$1820. Invoices are billed monthly to income on the profit and loss and applied to reduce the Contract Revenue in Advance balance. In January, advances will be billed for GSCH (\$10,125) and EDA (\$17,500).
8. Long-Term Liabilities: These amounts reflect the remainder of the lease liability for the rented office space, and the amount of lease payments due on the transit, to be paid in future fiscal years.
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 December 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	2,879.84	2,879.84
Total 2100 Dues	0.00	0.00	0.00	0.00	2,879.84	2,879.84 ²
2200 PLUR Books						
2209 Town of Milton PLUR	0.00	0.00	0.00	0.00	0.00	0.00
Total 2200 PLUR Books	0.00	0.00	0.00	0.00	0.00	0.00
2000 LTA (Local Technical Assistance) - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 2000 LTA (Local Technical Assistance)	0.00	0.00	0.00	0.00	2,939.84	2,939.84
3500 Town of Farmington						
3501 FAR Circuit Rider	3,935.00	0.00	3,967.50 ³	0.00	0.00	7,902.50
Total 3500 Town of Farmington	3,935.00	0.00	3,967.50	0.00	0.00	7,902.50
3600 Town of Lee						
3604 Lee Trail Maps	1,020.00	0.00	0.00	0.00	0.00	1,020.00
Total 3600 Town of Lee	1,020.00	0.00	0.00	0.00	0.00	1,020.00
4200 Town of Northwood						
4201 NOR Circuit Rider	1,548.75	0.00	3,297.50	0.00	0.00	4,846.25
Total 4200 Town of Northwood	1,548.75	0.00	3,297.50 ⁴	0.00	0.00	4,846.25
4300 Town of Nottingham						
4301 NOT Circuit Rider	2,563.13	0.00	0.00	0.00	0.00	2,563.13
Total 4300 Town of Nottingham	2,563.13	0.00	0.00	0.00	0.00	2,563.13
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						
4701 Strafford Circuit Rider	1,671.25	0.00	0.00	0.00	0.00	1,671.25
Total 4700 Town of Strafford	1,671.25	0.00	0.00	0.00	0.00	1,671.25
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	194.38	0.00	0.00	0.00	0.00	194.38
Total 4800 Town of Wakefield	194.38	0.00	0.00	0.00	519.86 ⁵	714.24

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
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	4,007.55	0.00	884.29	0.00	0.00	4,891.84
6001 TBG22-23	625.32	0.00	943.34 ⁶	0.00	0.00	1,568.66
6002 ARPA RHNA	1,088.65	0.00	2,513.61	0.00	0.00	3,602.26
Total 6000 NH Office of Planning & Development	5,721.52	0.00	4,341.24	0.00	0.00	10,062.76
6100 NH DES						
6103 Coastal 23	687.25	0.00	0.00	2,107.11	755.51	3,549.87 ⁷
6304 LSWP Aquifers SWP-333	2,287.00	0.00	505.25	0.00	0.00	2,792.25
6151 PSM Flood Smart Seacoast	2,289.13	0.00	1,110.82	0.00	0.00	3,399.95 ⁸
6250.000 PRB-Oyster River	10,744.00	0.00	5,922.71	0.00	0.00	16,666.71
Total 6100 NH DES	16,007.38	0.00	7,538.78	2,107.11	755.51	26,408.78
6500 DEPT OF SAFETY (OEM)						
6502 BRIC DUR MID MIL NOT STR	0.00	0.00	3,574.89	0.00	0.00	3,574.89
Total 6500 DEPT OF SAFETY (OEM)	0.00	0.00	3,574.89 ⁹	0.00	0.00	3,574.89
6600 CDFA-CDBG Grant Administration						
6602 CDBG Gafney Home	1,933.75	0.00	0.00	0.00	0.00	1,933.75
Total 6600 CDFA-CDBG Grant Administration	1,933.75	0.00	0.00	0.00	0.00	1,933.75
6800 NH Housing Authority						
6802 Housing Navigator	0.00	29,408.75	0.00	0.00	0.00	29,408.75
Total 6800 NH Housing Authority	0.00	29,408.75	0.00	0.00	0.00	29,408.75
7100 EPA						
7110 Brownfields 2019-2022	1,789.92	0.00	0.00	0.00	0.00	1,789.92
Total 7100 EPA	1,789.92	0.00	0.00	0.00	0.00	1,789.92
8000 DOT UPWP						
8001 UPWP 22-23	95,553.25	0.00	0.00	0.00	0.00	95,553.25
Total 8000 DOT UPWP	95,553.25	0.00	0.00	0.00	0.00	95,553.25
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	131,938.33	29,408.75	22,719.91	2,107.11	4,215.21	190,389.31

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

1. Annual Meeting Outstanding: Christine Lambson \$20, Ed Pacht \$20, Manuel Ramirez \$20. I will ask the auditor how to "write these off".
2. Dues Outstanding: The Town of Milton has paid one-half of the FY23 dues
3. Farmington: \$3,967.50 received in January
4. Northwood: \$3,297.50 received in January
5. Wakefield: There is an issue with Wakefield obtaining a Notice to Proceed for the Union Hotel project.
6. TBG: \$943.34 received in January
7. Coastal 23: \$2,107.11 and \$755.51 received in January
8. PSM Flood Smart: The November invoice was submitted with December on 1/17/23
9. BRIC: \$3,574.89 received in January

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Strafford Regional Planning Commission Profit & Loss December 2022

	Dec 22	Dec 21	\$ Change
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	10,896.22	9,950.20	946.02
SRPC Revenue			
Municipal and NonProfit Revenue			
Lee Trail Maps	1,421.25	0.00	1,421.25
5330 EMM Market Study	1,800.00	0.00	1,800.00
3103 BAR Land Use Chapter	2,387.28	0.00	2,387.28
3501 FAR Circuit Rider	3,935.00	6,385.20	-2,450.20
4201 NORPlanning Services	1,548.75	3,278.08	-1,729.33
4301 NOT Circuit Rider	2,563.13	4,545.34	-1,982.21
4701 Strafford Circuit Rider	1,671.25	6,973.80	-5,302.55
4801 WAK Circuit Rider	435.00	846.28	-411.28
5151 GSCH - Tufts	3,547.32	5,745.98	-2,198.66
4602 SOM Tax Map	0.00	560.00	-560.00
3504 FAR Tax Map Updates	0.00	1,601.50	-1,601.50
4102 NKT Tax Maps	0.00	1,146.45	-1,146.45
Total Municipal and NonProfit Revenue	19,308.98	31,082.63	-11,773.65
Total SRPC Revenue	19,308.98	31,082.63	-11,773.65
Federal Agencies Incl EDD			
7003 EDD Planning Partnership	18,886.07	10,155.43	8,730.64
7002 EDA CARES	0.00	15,433.57	-15,433.57
7110 EPA Brownfields	1,789.92	6,135.73	-4,345.81
Total Federal Agencies Incl EDD	20,675.99	31,724.73	-11,048.74
State Award Revenue			
6802 NHHA Housing Navigator	29,408.75	0.00	29,408.75
Office Of Planning and Dev			
6001 TBG 22-23	625.32	0.00	625.32
6002 ARPA RHNA	1,124.81	10,378.02	-9,253.21
6003 CEDR	4,007.55	0.00	4,007.55
Total Office Of Planning and Dev	5,757.68	10,378.02	-4,620.34
NHDES			
6103 Coastal FY23	1,596.02	0.00	1,596.02
6151 Project of Special Merit	2,289.13	0.00	2,289.13
5052 RPC CILUG	0.00	2,406.78	-2,406.78
3303 DOV Equity	0.00	3,184.62	-3,184.62
6180 NFWF Great Bay Shoreline	0.00	2,336.79	-2,336.79
6251 Sunrise Lake	0.00	2,930.50	-2,930.50
6102 Coastal FY22	0.00	3,063.20	-3,063.20
3302 DOV Coastal Resilience	0.00	7,008.86	-7,008.86
3403 Dur Groundwater Modeling	0.00	1,532.20	-1,532.20
6250 Watershed PRB	15,164.52	0.00	15,164.52

Strafford Regional Planning Commission
Profit & Loss
December 2022

	Dec 22	Dec 21	\$ Change
6304 LSWP - Aquifers	3,151.95	0.00	3,151.95
Total NHDES	22,201.62	22,462.95	-261.33
UNH			
5203 UNH Pathways to Resilience	0.00	1,000.00	-1,000.00
Total UNH	0.00	1,000.00	-1,000.00
CDFA			
6601 CDBG Grant	1,933.75	0.00	1,933.75
Total CDFA	1,933.75	0.00	1,933.75
Pre-Disaster Mitigation			
6501 PDM19 BAR NDU ROL SOM	0.00	675.00	-675.00
Total Pre-Disaster Mitigation	0.00	675.00	-675.00
Total State Award Revenue	59,301.80	34,515.97	24,785.83
MPO Revenue			
NH DOT			
8001 UPWP 22-23	106,170.28	39,047.31	67,122.97
Total NH DOT	106,170.28	39,047.31	67,122.97
Total MPO Revenue	106,170.28	39,047.31	67,122.97
Contra Income Cash Match			
Cash Match GSCH	-587.82	0.00	-587.82
Coastal Cash Match	-229.08	-442.79	213.71
LSWP Cash Match			
LSWP SRPC Cash Match	-196.14	0.00	-196.14
Total LSWP Cash Match	-196.14	0.00	-196.14
EDD Cash Match	-2,761.35	0.00	-2,761.35
Cash Match RPC CILUG	0.00	-300.85	300.85
Dover Equity Cash Match			
Dover Cash Match	0.00	-156.23	156.23
SRPC Cash Match	0.00	-62.50	62.50
Total Dover Equity Cash Match	0.00	-218.73	218.73
DOT Cash Match	-10,617.03	-3,904.73	-6,712.30
Total Contra Income Cash Match	-14,391.42	-4,867.10	-9,524.32
Contra Income InKind/Soft Match			
In-Kind Coastal Match	-679.69	-405.40	-274.29
PRB IK Match	-4,420.52	0.00	-4,420.52

Strafford Regional Planning Commission
Profit & Loss
December 2022

	Dec 22	Dec 21	\$ Change
IK LSWP	-668.81	0.00	-668.81
IK DOV Equity	0.00	-466.08	466.08
IK DOV Resilience	0.00	-6,345.81	6,345.81
In-Kind EDD Match	-5,079.36	-3,097.76	-1,981.60
In-Kind HazMit Match	0.00	-168.75	168.75
Total Contra Income InKind/Soft Match	-10,848.38	-10,483.80	-364.58
Contract Overage	-678.03	-146.45	-531.58
Total Income	190,435.44	130,823.49	59,611.95
Gross Profit	190,435.44	130,823.49	59,611.95 ¹
Expense			
Personnel Expenses			
Salary and Wages	97,835.43	94,163.08	3,672.35
Payroll Expenses			
Dental insurance expense	431.27	465.50	-34.23
Health incentive	0.00	100.00	-100.00
Health Insurance expense	5,915.33	7,215.33	-1,300.00
Life Insurance expense	114.07	134.64	-20.57
LTD Insurance expense	60.30	81.99	-21.69
STD insurance expense	207.05	316.96	-109.91
Payroll Processing Fees	285.00	258.50	26.50
Pension expense	2,595.52	2,726.51	-130.99
Unemployment expense	164.08	0.00	164.08
Workers Compensation	159.08	0.00	159.08
Payroll Taxes			
Medicare Expense	1,392.37	1,333.37	59.00
Social Security expense	5,953.47	5,701.33	252.14
Payroll Taxes - Other	-0.01	0.00	-0.01
Total Payroll Taxes	7,345.83	7,034.70	311.13
Total Payroll Expenses	17,277.53	18,334.13	-1,056.60
Dues and Subscriptions	580.07	442.91	137.16
Total Personnel Expenses	115,693.03	112,940.12	2,752.91 ²
Equipment expense			
Copier Maintenance Contract	319.85	319.85	0.00
Office furniture			
Computer equipment	0.00	2,094.68	-2,094.68
Total Office furniture	0.00	2,094.68	-2,094.68 ³
Software expense			
Arclnfo/View software	455.25	400.00	55.25

Strafford Regional Planning Commission
Profit & Loss
December 2022

	Dec 22	Dec 21	\$ Change
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	38.70	38.70	0.00
Constant Contact	85.50	85.50	0.00
DropBox	11.99	11.99	0.00
Microsoft Office 365	163.30	200.00	-36.70
Total Office Software	<u>727.64</u>	<u>658.46</u>	<u>69.18</u>
Total Software expense	<u>1,182.89</u>	<u>1,058.46</u>	<u>124.43</u>
Total Equipment expense	1,502.74	3,472.99	-1,970.25
Fixed Expenses			
Insurance			
Liability Insurance	597.75	406.45	191.30
Total Insurance	<u>597.75</u>	<u>406.45</u>	<u>191.30</u>
Rent	2,500.00	2,500.00	0.00
Vehicle Expenses			
Depreciation Expense	477.99	477.99	0.00
Vehicle Gas & Repairs	49.18	0.00	49.18
Vehicle Interest	35.99	58.32	-22.33
Total Vehicle Expenses	<u>563.16</u>	<u>536.31</u>	<u>26.85</u>
Total Fixed Expenses	<u>3,660.91</u>	<u>3,442.76</u>	<u>218.15</u>
Communications			
Media Outreach Expense	721.10	0.00	721.10
Postage and Delivery	35.04	17.99	17.05
Telephone and Internet	254.79	289.77	-34.98
Website maintenance and updates			
Website and logo design	8.44	8.44	0.00
Website maintenance and updates - Other	0.00	9.99	-9.99
Total Website maintenance and updates	<u>8.44</u>	<u>18.43</u>	<u>-9.99</u>
Total Communications	<u>1,019.37</u>	<u>326.19</u>	<u>693.18</u>
Administrative			
Meetings Expense			
Meetings Advertising Expense	-125.78	0.00	-125.78
Total Meetings Expense	<u>-125.78</u>	<u>0.00</u>	<u>-125.78</u>

Strafford Regional Planning Commission
Profit & Loss
December 2022

	Dec 22	Dec 21	\$ Change
Office Expense	1,484.33	1,334.22	150.11
Office Supplies			
Plotter Ink and Supplies	285.00	162.00	123.00
Office Supplies - Other	10.99	124.34	-113.35
Total Office Supplies	295.99	286.34	9.65
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	169.38	308.03	-138.65
Total Travel & Ent	169.38	308.03	-138.65
Total Administrative	3,157.25	3,178.59	-21.34
Contract Labor			
IT and Network support	270.00	270.00	0.00
Pass Through Expense			
CEDR Consultants	730.00	0.00	730.00
PRB Consultants	11,426.27	0.00	11,426.27
EDA CARES Contract Support	0.00	1,865.00	-1,865.00
EPA Brownfields Consultants	0.00	5,684.50	-5,684.50
NHDOT Consultant	40,148.76	0.00	40,148.76
RPC FTA Subcontract	6,078.70	0.00	6,078.70
Project Supplies	39.30	150.00	-110.70
Sunrise Lake Subcontract	0.00	21,213.59	-21,213.59
DUR Groundwater Consultant	0.00	1,079.00	-1,079.00
Total Pass Through Expense	58,423.03	29,992.09	28,430.94
Total Contract Labor	58,693.03	30,262.09	28,430.94
Total Expense	183,726.33	153,622.74	30,103.59
Net Ordinary Income	6,709.11	-22,799.25	29,508.36
Other Income/Expense			
Other Income			
Interest Income	17.56	13.66	3.90
Total Other Income	17.56	13.66	3.90
Net Other Income	17.56	13.66	3.90
Net Income	6,726.67	-22,785.59	29,512.26

Strafford Regional Planning Commission
Profit & Loss
December 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 increase in gross revenue from the previous fiscal year is the UPWP December billing. VHB, Inc. submitted an invoice for \$40,149 for completing project evaluations for the candidate TYP projects, and RPC submitted an invoice for \$6,078 for the Coordinated Public Transit and Human Services Transportation Plan.

2. Personnel Costs: Increased staffing and pay rate increases resulted in increased salary and payroll tax costs for the current fiscal year. There were 9 employees with health benefits in the previous fiscal year, as compared to 7 employees in the current fiscal year.

3. Computer equipment and Office furniture: In the previous fiscal year, 5 Thinkpads were purchased, and 2 computer docks.

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

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Strafford Regional Planning Commission
Income by Customer
December 2022

Date	Name	Memo	Amount
5330 EMM			
5331 EMM Market Study			
12/13/2022	5330 EMM:5331 E...	EMM Market Study	1,800.00
Total 5331 EMM Market Study			1,800.00
Total 5330 EMM			1,800.00
2000 LTA (Local Technical Assistance)			
12/01/2022	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			
12/31/2022	3100 Town of Barri...	Progress Billing - Barrington Land Use Chapter - December 2022	1,941.80
12/31/2022	3100 Town of Barri...	Progress Billing - Barrington Land Use Chapter - Transportation Match December 2022	445.48
Total 3103 Barrington Land Use Chapter			2,387.28
Total 3100 Town of Barrington			2,387.28
3500 Town of Farmington			
3501 FAR Circuit Rider			
12/31/2022	3500 Town of Farmi...	Progress Billing - Farmington Circuit Rider - December 2022	3,935.00
Total 3501 FAR Circuit Rider			3,935.00
Total 3500 Town of Farmington			3,935.00
3600 Town of Lee			
3604 Lee Trail Maps			
12/31/2022	3600 Town of Lee:3...	Lee Trail Mapping - Planner I Geis	673.75
12/31/2022	3600 Town of Lee:3...	Lee Trail Mapping - Planner III Rand	747.50
12/31/2022	3600 Town of Lee:3...	To record when contracts go over budget in QuickBooks	-401.25
Total 3604 Lee Trail Maps			1,020.00
Total 3600 Town of Lee			1,020.00
4200 Town of Northwood			
4201 NOR Circuit Rider			
12/31/2022	4200 Town of North...	Progress Billing - Northwood Circuit Rider - December 2022	1,548.75
Total 4201 NOR Circuit Rider			1,548.75
Total 4200 Town of Northwood			1,548.75
4300 Town of Nottingham			
4301 NOT Circuit Rider			
12/31/2022	4300 Town of Nottin...	Progress Billing - Nottingham Circuit Rider - December 2022	2,563.13

Strafford Regional Planning Commission
Income by Customer
December 2022

Date	Name	Memo	Amount
	Total 4301 NOT Circuit Rider		2,563.13
	Total 4300 Town of Nottingham		2,563.13
	4700 Town of Strafford		
	4701 Strafford Circuit Rider		
12/31/2022	4700 Town of Straff...	Progress Billing - Strafford Circuit Rider - December 2022	1,671.25
	Total 4701 Strafford Circuit Rider		1,671.25
	Total 4700 Town of Strafford		1,671.25
	4800 Town of Wakefield		
	4801 Wakefield Circuit Rider 2021		
12/31/2022	4800 Town of Wake...	Progress Billing - Wakefield Circuit Rider - December 2022	435.00
12/31/2022	4800 Town of Wake...	To record when contracts go over budget in QuickBooks	-240.62
	Total 4801 Wakefield Circuit Rider 2021		194.38
	Total 4800 Town of Wakefield		194.38
	5150 GSCH		
	5151 Creating Age Friendly Communities		
12/31/2022	5150 GSCH:5151 C...	Progress Billing - GSCH - December 2022	3,547.32
12/31/2022	5150 GSCH:5151 C...	Cash Match	-587.82
	Total 5151 Creating Age Friendly Communities		2,959.50
	Total 5150 GSCH		2,959.50
	6000 NH Office of Planning & Development		
	6003 BEA CEDR		
12/31/2022	6000 NH Office of P...	Progress Billing Seacoast CEDR Grant - December 2022	4,007.55
	Total 6003 BEA CEDR		4,007.55
	6001 TBG22-23		
12/31/2022	6000 NH Office of P...	Progress Billing Targeted Block Grant FY23 - December 2022	625.32
	Total 6001 TBG22-23		625.32
	6002 ARPA RHNA		
12/31/2022	6000 NH Office of P...	Final Billing - ARPA Regional Housing Needs Assessment - December 2022	1,124.81
12/31/2022	6000 NH Office of P...	To record when contracts go over budget in QuickBooks	-36.16
	Total 6002 ARPA RHNA		1,088.65
	Total 6000 NH Office of Planning & Development		5,721.52
	6100 NH DES		
	6103 Coastal 23		
12/31/2022	6100 NH DES:6103...	Progress Billing Grant #21-306-09, Coastal 2023 - December 2022	1,596.02

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

Date	Name	Memo	Amount
12/31/2022	6100 NH DES:6103...	Cash Match	-229.08
12/31/2022	6100 NH DES:6103...	In Kind match for Coastal grant	-679.69
Total 6103 Coastal 23			687.25
6304 LSWP Aquifers SWP-333			
12/31/2022	6100 NH DES:6304...	Progress Billing - LSWP 333 -	3,151.95
12/31/2022	6100 NH DES:6304...	Cash Match	-196.14
12/31/2022	6100 NH DES:6304...	In Kind Match - LSWP	-668.81
Total 6304 LSWP Aquifers SWP-333			2,287.00
6151 PSM Flood Smart Seacoast			
12/31/2022	6100 NH DES:6151...	Progress Billing PSM Flood Smart 21-2, December 2022	2,289.13
Total 6151 PSM Flood Smart Seacoast			2,289.13
6250.000 PRB-Oyster River			
12/31/2022	6100 NH DES:6250...	PRB Final Billing, PO 1064375, December 2022	15,164.52
12/31/2022	6100 NH DES:6250...	In Kind Match - PRB	-4,420.52
Total 6250.000 PRB-Oyster River			10,744.00
Total 6100 NH DES			16,007.38
6600 CDFA-CDBG Grant Administration			
6602 CDBG Gafney Home			
12/31/2022	6600 CDFA-CDBG ...	CDBG Grant Administration - Gafney Home - Oct-Dec 2022	1,933.75
Total 6602 CDBG Gafney Home			1,933.75
Total 6600 CDFA-CDBG Grant Administration			1,933.75
6800 NH Housing Authority			
6802 Housing Navigator			
12/12/2022	6800 NH Housing A...	NHHA Housing Navigator Advance	29,408.75
Total 6802 Housing Navigator			29,408.75
Total 6800 NH Housing Authority			29,408.75
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7003 EDA FY22			
12/31/2022	7000 ECONOMIC ...	Progress Billing EDD Planning Partnership -December 2022	18,886.07
12/31/2022	7000 ECONOMIC ...	Cash Match	-2,761.35
12/31/2022	7000 ECONOMIC ...	In Kind Match	-5,079.36
Total 7003 EDA FY22			11,045.36
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			11,045.36
7100 EPA			

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

Date	Name	Memo	Amount
7110 Brownfields 2019-2022			
12/31/2022	7100 EPA:7110 Bro...	Final Billing - December 2022	1,789.92
Total 7110 Brownfields 2019-2022			1,789.92
Total 7100 EPA			1,789.92
8000 DOT UPWP			
8001 UPWP 22-23			
12/31/2022	8000 DOT UPWP:8...	Progress Billing - UPWP - December 2022	106,170.28
12/31/2022	8000 DOT UPWP:8...	10% Matching Funds	-10,617.03
Total 8001 UPWP 22-23			95,553.25
Total 8000 DOT UPWP			95,553.25
TOTAL			190,435.44

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

	Jul - Dec 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	65,377.28	65,377.28	0.00
SRPC Revenue			
Municipal and NonProfit Revenue			
3103 BAR Land Use Chapter	8,731.66	5,699.02	3,032.64
3501 FAR Circuit Rider	22,740.02	20,000.02	2,740.00
3506 FAR Tax Maps FY23	0.00	1,000.00	-1,000.00
4201 NORPlanning Services	16,461.63	12,500.02	3,961.61
4301 NOT Circuit Rider	15,879.38	12,500.02	3,379.36
4603 SOM Historic Sites GIS	812.50	750.00	62.50
4604 SOM Tax Maps FY23	1,088.75	1,000.00	88.75
4701 Strafford Circuit Rider	11,416.88	18,999.98	-7,583.10
4703 STR MP Update	13,279.38	15,297.52	-2,018.14
4801 WAK Circuit Rider	1,305.00	2,500.00	-1,195.00
4802 Sanbornville Precinct	0.00	2,000.02	-2,000.02
4803 WAK NBRC Union Hotel	519.86	1,500.00	-980.14
5002 NHARPC Administration	0.00	3,999.98	-3,999.98
5151 GSCH - Tufts	7,466.18	15,249.98	-7,783.80
3504 FAR Tax Map Updates	874.25	0.00	874.25
5501 GIS Projects	0.00	1.00	-1.00
Total Municipal and NonProfit Revenue	<u>104,666.74</u>	<u>112,997.56</u>	<u>-8,330.82</u>
Total SRPC Revenue	104,666.74	112,997.56	-8,330.82
Federal Agencies Incl EDD			
7003 EDD Planning Partnership	77,425.33	69,999.98	7,425.35
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	22,849.08	16,900.00	5,949.08
Total Federal Agencies Incl EDD	<u>178,839.97</u>	<u>132,149.98</u>	<u>46,689.99</u>
State Award Revenue			
Office Of Planning and Dev			
6001 TBG 22-23	7,687.01	5,555.48	2,131.53
6002 ARPA RHNA	38,272.16	35,000.00	3,272.16
6003 CEDR	5,532.70	16,666.64	-11,133.94
Total Office Of Planning and Dev	<u>51,491.87</u>	<u>57,222.12</u>	<u>-5,730.25</u>
NHDES			
6103 Coastal FY23	9,002.03	15,000.00	-5,997.97
6151 Project of Special Merit	10,657.87	8,499.98	2,157.89
6250 Watershed PRB	21,087.23	29,400.00	-8,312.77
6304 LSWP - Aquifers	19,385.41	13,090.90	6,294.51
Total NHDES	<u>60,132.54</u>	<u>65,990.88</u>	<u>-5,858.34</u>

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

	Jul - Dec 22	Budget	\$ Over Budget
UNH			
5205 UNH PREPA NDU	8,107.16	7,500.00	607.16
Total UNH	8,107.16	7,500.00	607.16
C DFA			
6601 CDBG Grant	7,517.72	3,999.98	3,517.74
Total C DFA	7,517.72	3,999.98	3,517.74
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	25,757.70	-13,424.67
Total Pre-Disaster Mitigation	13,983.03	26,424.70	-12,441.67
Total State Award Revenue	170,641.07	161,137.68	9,503.39
MPO Revenue			
NH DOT			
8001 UPWP 22-23	307,303.63	0.00	307,303.63
NH DOT - Other	0.00	335,000.02	-335,000.02
Total NH DOT	307,303.63	335,000.02	-27,696.39
Total MPO Revenue	307,303.63	335,000.02	-27,696.39
Contra Income Cash Match			
Cash Match GSCH	-1,237.22	-2,499.98	1,262.76
Coastal Cash Match	-1,653.93	-1,250.02	-403.91
LSWP Cash Match			
LSWP SRPC Cash Match	-1,401.28	0.00	-1,401.28
LSWP Cash Match - Other	0.00	-1,090.90	1,090.90
Total LSWP Cash Match	-1,401.28	-1,090.90	-310.38
EDD Cash Match	-8,933.07	-8,750.02	-183.05
DOT Cash Match			
BAR Cash Match	326.19	344.02	-17.83
DOT Cash Match - Other	-30,730.36	-33,156.00	2,425.64
Total DOT Cash Match	-30,404.17	-32,811.98	2,407.81
Total Contra Income Cash Match	-43,629.67	-46,402.90	2,773.23
Contra Income InKind/Soft Match			
In-Kind Coastal Match	-2,386.32	-6,249.98	3,863.66
PRB IK Match	-4,420.52	-11,500.00	7,079.48
IK NDU PREPA (NDU ADU)	-607.16	-2,500.00	1,892.84
In-Kind EDD Match	-45,330.37	-26,250.00	-19,080.37
In-Kind HazMit Match	-3,495.76	-6,606.54	3,110.78

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

	Jul - Dec 22	Budget	\$ Over Budget
Total Contra Income InKind/Soft Match	-57,885.26	-53,106.52	-4,778.74
Total Income	715,369.07	707,153.10	8,215.97
Gross Profit	715,369.07	707,153.10	8,215.97 ¹
Expense			
Personnel Expenses			
Salary and Wages	462,180.23	434,065.50	28,114.73
Payroll Expenses			
Dental insurance expense	2,587.62	3,095.02	-507.40
Health incentive	371.01	5,888.02	-5,517.01
Health Insurance expense	34,497.17	44,784.52	-10,287.35
Life Insurance expense	684.42	647.48	36.94
LTD Insurance expense	361.80	374.02	-12.22
STD insurance expense	1,242.30	1,463.02	-220.72
Payroll Processing Fees	1,583.50	1,889.02	-305.52
Pension expense	12,204.36	12,823.50	-619.14
Unemployment expense	984.48	984.52	-0.04
Workers Compensation	954.48	954.52	-0.04
Payroll Taxes	35,631.86	33,206.02	2,425.84
Total Payroll Expenses	91,103.00	106,109.66	-15,006.66
Dues and Subscriptions	2,510.91	2,918.02	-407.11
Staff Training and Seminars	2,929.74	6,999.98	-4,070.24
Total Personnel Expenses	558,723.88	550,093.16	8,630.72 ²
Equipment expense			
Copier Maintenance Contract	1,956.52	1,919.02	37.50
Office furniture			
Computer equipment	145.26	1,950.00	-1,804.74
Office furniture - Other	418.95	500.02	-81.07
Total Office furniture	564.21	2,450.02	-1,885.81
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	249.98	-249.98
Total Other Equipment Repair and Cost	0.00	249.98	-249.98
Software expense			
ArcInfo/View software	2,731.50	2,731.50	0.00
Office Software			
Timesheet Software	848.00	0.00	848.00
Adobe In Design	570.28	0.00	570.28
Anti-virus software	242.95	0.00	242.95
Constant Contact	513.00	0.00	513.00
DropBox	71.94	0.00	71.94

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

	Jul - Dec 22	Budget	\$ Over Budget
Microsoft Office 365	1,222.17	0.00	1,222.17
Office Software - Other	0.00	3,840.00	-3,840.00
Total Office Software	4,615.36	3,840.00	775.36
Transcad software/maintenance	0.00	750.00	-750.00
Total Software expense	7,346.86	7,321.50	25.36
Traffic Count Expenses			
Traffic counting supplies	76.81	1,500.00	-1,423.19
Total Traffic Count Expenses	360.81	1,500.00	-1,139.19
Total Equipment expense	10,228.40	13,440.52	-3,212.12
Fixed Expenses			
Insurance			
Liability Insurance	3,586.50	3,586.50	0.00
Total Insurance	3,586.50	3,586.50	0.00
Rent	15,000.00	15,000.00	0.00
Vehicle Expenses			
Depreciation Expense	2,867.94	0.00	2,867.94
Vehicle Gas & Repairs	618.27	0.00	618.27
Vehicle Interest	244.40	0.00	244.40
Vehicle Expenses - Other	0.00	5,511.98	-5,511.98
Total Vehicle Expenses	3,730.61	5,511.98	-1,781.37
Total Fixed Expenses	22,317.11	24,098.48	-1,781.37
Communications			
Media Outreach Expense	721.10	500.02	221.08
Office Telephone System	100.00	582.00	-482.00
Postage and Delivery	189.59	200.02	-10.43
Telephone and Internet	1,869.38	1,800.00	69.38
Website maintenance and updates			
Website and logo design	540.64	0.00	540.64
Website maintenance and updates - Other	318.20	713.48	-395.28
Total Website maintenance and updates	858.84	713.48	145.36
Total Communications	3,738.91	3,795.52	-56.61
Administrative			
Library & Planning Books	-170.60	0.00	-170.60
Meetings Expense	55.76	1,749.98	-1,694.22
Office Expense	6,155.18	7,537.50	-1,382.32

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

	Jul - Dec 22	Budget	\$ Over Budget
Office Supplies	2,200.16	1,500.00	700.16
Printing and Reproduction	0.00	75.00	-75.00
Professional Fees			
Accounting, Audit	8,000.02	8,000.02	0.00
Legal Fees	0.00	2,000.02	-2,000.02
Total Professional Fees	8,000.02	10,000.04	-2,000.02
Travel & Ent			
Travel	3,919.49	0.00	3,919.49
Travel & Ent - Other	0.00	2,499.98	-2,499.98
Total Travel & Ent	3,919.49	2,499.98	1,419.51
Total Administrative	20,208.01	23,362.50	-3,154.49
Contract Labor			
IT and Network support	6,412.50	7,899.98	-1,487.48
Pass Through Expense			
CEDR Pass Through Expense	0.00	13,336.64	-13,336.64
PRB Consultants	11,426.27	12,325.00	-898.73
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	43,988.88	17,000.02	26,988.86
RPC FTA Subcontract	8,011.00	5,852.48	2,158.52
Total Pass Through Expense	95,845.49	67,714.14	28,131.35
Total Contract Labor	102,257.99	75,614.12	26,643.87
Total Expense	717,474.30	690,404.30	27,070.00
Net Ordinary Income	-2,105.23	16,748.80	-18,854.03
Other Income/Expense			
Other Income			
Interest Income	108.15	50.02	58.13
Total Other Income	108.15	50.02	58.13
Net Other Income	108.15	50.02	58.13
Net Income	-1,997.08	16,798.82	-18,795.90

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through December 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 in the budget 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. The budget amount reflects 6 months of health incentive expense, not yet paid, for this fiscal year. Health benefits were estimated and may not reflect actual staff utilization.
3. Pass Through Expenses: These expenses are contingent upon receipt of contractor invoices. Costs are distributed evenly over the course of the year and may not agree with the timing of actual costs and invoices received.

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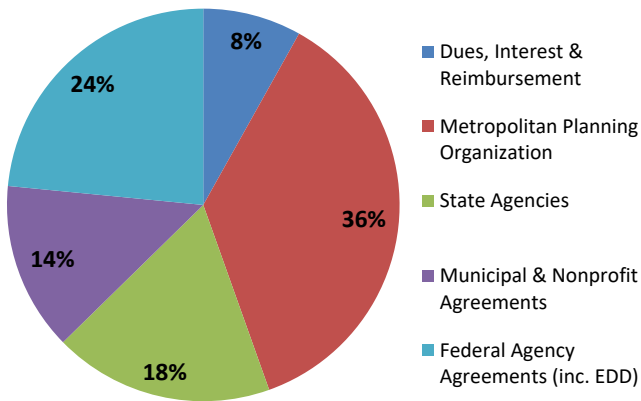
Strafford Regional Planning Commission

DRAFT FY 2023 Mid Year Budget Amendment

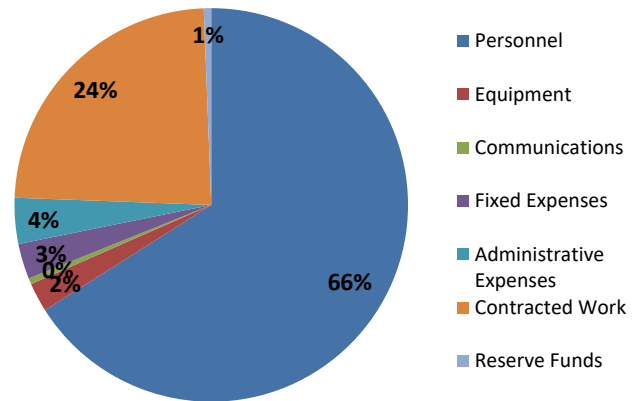
Summary Table

	Adopted FY23	Draft Mid Year FY23	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	131,355	134,211	2,856
Metropolitan Planning Organization	614,856	602,400	(12,456)
State Agencies	224,011	299,613	75,602
Municipal & Nonprofit Agreements	222,557	229,399	6,842
Federal Agency Agreements (inc. EDD)	607,150	387,875	(219,275)
Total	1,799,929	1,653,498	(146,431)
	Expenses	Expenses	Net Change
Personnel	1,099,685	1,089,373	(10,312)
Equipment	35,081	39,434	4,354
Communications	7,591	8,207	616
Fixed Expenses	48,197	47,929	(269)
Administrative Expenses	49,725	62,249	12,524
Contracted Work	533,040	392,857	(140,183)
Reserve Funds	14,000	10,000	(4,000)
Total	1,787,320	1,650,049	(137,271)
Net Deficit/Surplus	12,608	3,448	(9,160)

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	1,653,498	96,770	84,187	1,653,498	(146,431)
Dues, Interest & Reimbursements	131,355	134,211	0	0	134,211	8%
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	2,856	0	0	2,856	2,856
Municipal & Nonprofit Service Agreements	222,557	229,399	10,000	0	229,399	14%
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	0	1,020	0	0	1,020	1,020
4003 New Durham ADU Update	2,500	2,500	0	0	2,500	0
400x New Durham Contract Planner	0	5,000	0	0	5,000	5,000
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	387,875	17,500	52,500	387,875	23%
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	237,500	0	0	237,500	(237,500)
State Agreements	224,011	299,613	4,500	30,212	299,613	18%
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	73,522	0	0	73,522	73,522
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	36%
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		1,650,049		(137,270)
PERSONNEL	1,099,685	<i>69%</i>	1,089,373	<i>66%</i>	(10,312)
Salaries and Hourly Wages	868,131		867,839		(293)
Payroll Taxes	66,412		67,239		827
Payroll Processing - QuickBooks	3,778		3,778		0
Health Insurance	89,569		78,510		(11,059)
Dental Insurance	6,190		5,248		(942)
Life Insurance	1,295		1,334		39
Shorterm Disability	2,926		2,982		56
Longterm Disability	748		762		14
Paid Family Medical Leave	0		2,710		2,710
FSA Fees	0		0		0
Health Incentives	11,276		11,098		(177)
SIMPLE IRA Pension	25,647		25,053		(594)
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, NEARC	5,836		4,692		(1,145)
EQUIPMENT	35,081	<i>3%</i>	39,434	<i>2%</i>	4,354
ARCInfo/View Software: Maintenance	5,463		5,463		0
Transpo Software Maintenance: TransCAD	1,500		1,500		0
Office Software: Maintenance, purchase	7,680		9,373		1,694
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>	62,249	<i>4%</i>	12,524
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		21,150		6,075
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					0
HealthTrust Employee Health Rewards	1,000		1,000		0
OUTSOURCED CONTRACTS	533,040	<i>20%</i>	392,857	<i>24%</i>	(140,183)
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			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		200,000		(200,000)
8000 Contract Transportation Support (UPWP)	34,000		64,000		30,000
8000.602 FTA 5305e Subcontract to RPC	11,705		13,278		1,573
800x SafeStreets4All Grant (dues match)			13,750		13,750
RESERVE FUND CONTRIBUTION	14,000	<i>0%</i>	10,000	<i>1%</i>	(4,000)
		<i>100%</i>		<i>100%</i>	

STRAFFORD

Regional Planning Commission

January 20, 2023

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

RE: January 2023 Minor Revisions to the 2021-2024 TIP

Dear Mr. Watson:

The Strafford Regional Planning Commission (SRPC) staff has received a request to approve the January 2023 Minor Revisions to Strafford Metropolitan Planning Organization's approved 2021-2024 Transportation Improvement Program (TIP).

The following information is in the Strafford MPO Prospectus that was revised and adopted on January 19, 2018, at the Strafford MPO Policy Committee Meeting:

In the Strafford MPO the Executive Director has the authority to review Administrative Modification and/or Informational Revisions. The Executive Director may request the advice of members of the MPO Technical Advisory Committee to complete this review. The Executive Director may make recommendations to the Executive Committee for their concurrence or non-concurrence with Administrative Modifications and/or Informational revisions and for a procedural change from Administrative Modification and/or Informational Revisions to Amendment. The Executive Director will issue a letter to the NHDOT indicating their decision. Copies of these letters will be provided to members of the TAC and MPO.

The Executive Director recommends the approval of the following Administrative Modifications to the 2021-2024 TIP as proposed.

Sincerely,

Jennifer Czysz, AICP
Executive Director



January 2023 TIP Minors Table of Contents

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2021 - 2024 SRPC Transportation Improvement Program

January 2023 Minors

12/19/2022

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

PROGRAM TA

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

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$324,760		\$0	\$81,190	\$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

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	\$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

Change Notes

NHDOT Description of Changes

SRPC Notes

PE funding increased in 2024. This minor does not include any changes to 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

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	\$8,000,000		\$0	\$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	\$650,000		\$0	\$0	\$650,000
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	\$8,600,000		\$0	\$0	\$8,600,000
CON	2024	\$7,550,000		\$0	\$0	\$7,550,000

Change Notes

NHDOT Description of Changes

SRPC Notes

PE funding increased in 2023; Construction funds increased in 2024. This minor does not include any changes to 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	\$3,800,000		\$0	\$0	\$3,800,000
CON	2024	\$3,500,000		\$0	\$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	\$300,000		\$0	\$0	\$300,000
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	\$3,875,000		\$0	\$0	\$3,875,000
CON	2024	\$2,650,000		\$0	\$0	\$2,650,000

Change Notes

NHDOT Description of Changes

SRPC Notes

PE and Construction funds increased in 2023. This minor does not include any changes to projects in the region.

Funding Sources

FHWA

STBG-State Flexible

STBG-Non Urban Areas Under 5K

STBG-5 to 200K

National Highway Performance

NHDOT

Toll Credit

General Fund

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	\$5,650,000	\$6,000,000		\$0	\$11,650,000

Change Notes

NHDOT Description of Changes

SRPC Notes

Construction funds decreased in 2024. Funding adjusted to reflect current costs. This minor does not include any changes to projects in the region.

Funding Sources

FHWA

STBG-State Flexible

Redistribution

National Highway Performance

NHDOT

Toll Credit

Betterment

NORTHWOOD-NOTTINGHAM 41595

Towns: NORTHWOOD, NOTTINGHAM
Road: RT 4 & 152
Scope: Intersection safety improvements to the US 4/NH 152 intersection
Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2023	\$307,118		\$0	\$307,118

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2023	\$298,753		\$0	\$298,753

Change Notes

NHDOT Description of Changes

SRPC Notes

PE funding decreased in 2023 for an inflation adjustment.

Funding Sources

FHWA

National Highway Performance

NHDOT

Toll Credit

PROGRAM HSIP

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

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$950,000		\$0	\$0	<i>\$950,000</i>
PE	2022	\$2,000,000		\$0	\$0	<i>\$2,000,000</i>
PE	2023	\$1,200,000		\$0	\$0	<i>\$1,200,000</i>
PE	2024	\$500,000		\$0	\$0	<i>\$500,000</i>
ROW	2022	\$100,000		\$0	\$0	<i>\$100,000</i>
ROW	2023	\$300,000		\$0	\$0	<i>\$300,000</i>
ROW	2024	\$150,000		\$0	\$0	<i>\$150,000</i>
CON	2021	\$4,971,232		\$0	\$0	<i>\$4,971,232</i>
CON	2022	\$8,850,000		\$0	\$0	<i>\$8,850,000</i>
CON	2023	\$7,836,989		\$0	\$0	<i>\$7,836,989</i>
CON	2024	\$11,601,257		\$0	\$0	<i>\$11,601,257</i>
OTHER	2021	\$1,810,000		\$0	\$0	<i>\$1,810,000</i>
OTHER	2022	\$250,000		\$0	\$0	<i>\$250,000</i>
OTHER	2023	\$200,000		\$0	\$0	<i>\$200,000</i>
OTHER	2024	\$175,000		\$0	\$0	<i>\$175,000</i>

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$950,000		\$0	\$0	<i>\$950,000</i>
PE	2022	\$2,000,000		\$0	\$0	<i>\$2,000,000</i>
PE	2023	\$1,200,000		\$0	\$0	<i>\$1,200,000</i>
PE	2024	\$500,000		\$0	\$0	<i>\$500,000</i>
ROW	2022	\$100,000		\$0	\$0	<i>\$100,000</i>
ROW	2023	\$300,000		\$0	\$0	<i>\$300,000</i>
ROW	2024	\$150,000		\$0	\$0	<i>\$150,000</i>
CON	2021	\$4,971,232		\$0	\$0	<i>\$4,971,232</i>
CON	2022	\$8,850,000		\$0	\$0	<i>\$8,850,000</i>
CON	2023	\$7,836,989		\$0	\$0	<i>\$7,836,989</i>
CON	2024	\$11,596,257		\$0	\$0	<i>\$11,596,257</i>
OTHER	2021	\$1,810,000		\$0	\$0	<i>\$1,810,000</i>
OTHER	2022	\$250,000		\$0	\$0	<i>\$250,000</i>
OTHER	2023	\$200,000		\$0	\$0	<i>\$200,000</i>

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

NHDOT Description of Changes

SRPC Notes

Project funding updated to reflect available constraint. This minor does not include any changes to projects in the region.

Funding Sources

FHWA

STBG-State Flexible

Hwy Infrastructure

Highway Safety Improvement Program (HSIP)

NHDOT

Toll Credit