

STRAFFORD

Regional Planning Commission

SRPC EXECUTIVE COMMITTEE MEETING

April 21, 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.strafford.org. If anybody is unable to access the meeting, please email mtaylorfetter@strafford.org or call 603-994-3500 (x115).

Agenda Item	Time	Notes
1) Welcome and Introductions	8:00-8:05	N/A
2) Action Items (Motions Required) a) Approval of the March 17, 2023 Minutes b) Acceptance of the Draft March Financials c) Updated Employee Handbook	8:05-8:20	a) Enclosed b) See memo & enclosed c) See memo
3) Updates a) Executive Committee member renewals b) Annual Meeting c) Preliminary FY2024 Budget d) FY2024 Salary & Hourly Rates Schedule e) FY2024 Health Plans f) Executive Director Review g) Awards, Contracts, and General Business h) April Monthly Minors	8:20-8:50	See memo & enclosed
4) Other Business	8:50-8:55	N/A
5) Adjourn	9:00	N/A

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

STRAFFORD REGIONAL PLANNING COMMISSION

150 Wakefield Street, Suite 12, Rochester, NH 03867

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



RULES OF PROCEDURE

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

Meeting Etiquette

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

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

Do not interrupt others or start talking before someone finishes.

Do not engage in cross talk.

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

Active participation is encouraged from all members.

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

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

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

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



STRAFFORD

Regional Planning Commission

Strafford Regional Planning Commission
Executive Committee Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867
March 17, 2023
Meeting Minutes

1. Welcome/Introductions

Chair Dave Landry called the meeting to order at 8:05A.M.

Members attending in person: Dave Landry, Dover; Peter Nelson, Newmarket; Joe Boudreau, Rochester; Barbara Holstein, Rochester; Don Hamann, Rochester; Katrin Kasper, Lee; Bill Fisher, Farmington; Mike Bobinsky, Somersworth, Tom Crosby, Madbury; Joe Boudreau, Rochester

Staff attending in person: Jennifer Czysz

Staff attending remotely: Megan Taylor-Fetter

Alternates not voting.

2. Action Items

a. Approval of the February 17, 2023 Draft Meeting Minutes

B. Holstein motioned to approve the February 17, 2023 Draft Meeting Minutes as written. T. Crosby seconded the motion. There was no discussion. All members voted in the affirmative. Motion passed.

b. Acceptance of revised Draft February Financials

J. Czysz highlighted the draft February Financials as follows:

Balance Sheet: The checking account remains ahead of this time last year. The savings account is somewhat lower than last year but up from last month. This is due to receipt of payments from EDA and Greater Seacoast Community Health deposited in February.

Aging Summary: February's accounts receivable is back in the normal range for SRPC. \$65,038 of the \$92,077 total receivables is the current billing period. Payments totaling \$18,696 were received in March, leaving a past due balance of \$8,343.

Profit and Loss: February had a net gain of \$3,667, bringing our year-to-date (YTD) net loss to \$38,840. Despite being short one staff member (representing a loss in billables) the month's revenues and expenses balanced out. Through the end of the year the focus remains on billable hours for all.

T. Crosby motioned to approve the February Financials M. Bobinsky seconded the motion. There was no discussion. All members voted in the affirmative. Motion passed.

c. Approval of the Emergency Succession Plan

The members were presented with a copy of the updated draft of the Emergency Succession Plan. J. Czysz explained the plan was last reviewed a year ago. Changes made to the current draft reflect current staffing. The plan is to be reviewed annually and updated as needed. In addition to the main document, there is an appendix with critical operational information. J. Czysz explained the content and purpose of the document. There are some staffing changes

including filling the Regional Planner position. Additionally, Shayna Sylvia gave her notice and has accepted a marketing position at UNH.

Appendix D, which contains critical and confidential operational information, only needed one update which is the new IT provider.

J. Czynsz explained that one consideration is to hire two planners and reorganize the job descriptions.

The members discussed the open positions and expressed their appreciation of the accomplishments Shayna has achieved during her time at SRPC.

M. Bobinsky MOTIONED to approve the Emergency Succession Plan, seconded by T. Crosby. All members voted in the affirmative. Motion passed.

3. Updates

a. Awards Contracts, and General Business

J. Czynsz highlighted the awards, contracts and general business as follows:

Recently Completed Contracts:

- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan (pending Notice to Proceed)
- BRIC21 Hazard Mitigation Plan Updates for Madbury, Northwood and Rochester (pending G&C)
- NHDES Source Water Protection grant – Newmarket Open Space Plan (pending G&C)

Awarded Pending Contract:

- Town of Milton Nitrogen Source Identification Plans - SRF
- Town of Rollinsford Nitrogen Source Identification Plans - SRF - on hold
- Barrington Housing Opportunity Grant (InvestNH) Master Plan Update
- Rochester Recreation Master Plan Chapter
- Safe Streets for All – FHWA
- Great Bay 2030 Adapt to Climate Change
- FTA 5305e Connecting Transit Access and Local Land Use Planning
- Somersworth HOP Grant - Master Plan and Audit

Submitted Pending Decisions:

- Brownfields Assessment

In Development:

- Fiscal agent for CLF Septic System Retrofit Pilot Project in the Great Bay watershed
- Great Bay 2030 Initiatives
 - Advocacy Bootcamp
 - Stream Crossing Signage Project (potential implementation funding in CY2024)

Other Items on the Horizon:

- NHDES Coastal Resilience grant (early 2023, meeting with Newmarket to discuss funding opportunity for existing coastal technical assistance efforts)
- 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 January the rate was 119%.

4. Other Business

There was no other business.

5. Adjourn

T. Crosby motioned to adjourn seconded by P. Nelson All members voted in the affirmative. Meeting adjourned at 8:58 A.M.

STRAFFORD

Regional Planning Commission

DATE: April 14, 2023
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the April 21, 2023 Meeting

The following notes correspond to individual agenda items for discussion.

2b. Acceptance of the Draft March Financials

Balance Sheet: As we are at the end of the quarter, the bank account balances are back down some and will be replenished funds from contracts that bill quarterly in advance. Under fixed assets and current liabilities you will see that Kathy has implemented a new method of accounting for the building lease as is newly required by the Governmental Accounting Standards Board.

Aging Summary: \$80,753 of the \$148,365 total receivables is the current billing period. Payments totaling \$54,210 were received in April, leaving a past due balance of \$13,402.

Profit and Loss: March shows a larger net loss due to the implementation of the new building lease accounting methodology. As Kathy just implemented this, March shows a \$21,076 amortization expense for the year to date instead of the typical \$2,000 rent. As a result, the monthly net loss is inflated to \$20,980.55. However, the YTD net loss is only grown by \$2,778.05 since February, now at \$41,618.24.

2c. Approval of the Updated Employee Handbook

The employee handbook has been updated to list the recently approved NH Paid Family Medical Leave to the document's section on Benefits.

3a. Executive Committee Member Renewals

We would like to confirm E.C. members intentions to renew their position on the committee and discuss the slate of officers for FY2024. Under the [bylaws](#) there are 3 officers: Chair, Vice Chair, and Secretary-Treasurer. The Executive Committee consists of the 3 officers, 4 members elected by Commission, and any alternate. Elections occur at the Annual Meeting.

3b. Annual Meeting

The Annual Meeting is scheduled to be held on June 22nd. For three years now we have split the annual meeting to conduct all business items in a split meeting with the June Policy meeting. Like last year, we propose to hold an luncheon event with guest speakers and recognitions. This past year the Regional Housing Needs Assessment has been a significant focus area for the Commission. This could be a theme for the annual meeting. Another thought might be to shift toward the upcoming Comprehensive Regional Plan update of the environmental resource plan sections. Do either of these resonate or do you have other suggestions?



3c. Preliminary FY 2024 Budget

Enclosed in your packet please find a draft budget for FY2024. The expense side is somewhat firm. On the revenue side, there are several rows in red text that are unknown at this time but reasonable placeholders for likely new work.

3d. FY 2024 Salary and Hourly Rate Schedule

In the past we have set flat billing rates based on rough averages of personnel and indirect costs for all employees at each scenario level. For some staff we make a slight profit, for others a small loss. Moving forward, Kathy and I would like to move away from this method as it requires manual computation of costs to conduct monthly invoicing. Additionally, all state and federal contracts are billed on actual costs – direct salaries, indirect costs, expenses. This method of invoicing is more streamlined and accurate. We propose to apply this method to all contracts moving forward – with the exception of of circuit rider contracts that are on a flat rate regardless of the staff member providing services (an average of all that provide these services to municipalities). See the attached salary schedule and range of billing rates that is based on this method.

3e. FY 2024 Health Plans

The health insurance plan summary is attached. SRPC's health insurance rates are increasing 16.7% for fiscal year 2024. Dental rates and short-term disability, long-term disability and life insurance all remain the same. We propose to keep the same plans and coverage shares but are considering adding a third option that is a lower cost but higher deductible plan as a way to offer lower cost impacts to staff.

Comparing annual costs of the plans to SRPC and Employees:

SRPC Total Costs	Plan Year	One Person	Two Person	Family
AB20 Health	FY2023	\$8,546.59	\$12,819.82	\$17,306.78
	FY2024	\$10,597.19	\$14,960.74	\$20,196.94
ABSOS20 Health*	FY2023	\$8,100.30	\$13,617.25	\$18,489.48
	FY2024	\$9,394.68	\$15,774.37	\$21,400.44
ABSOS25 Health*	FY2023	Not previously offered		
	FY2024	\$8,798.04	\$15,406.57	\$21,248.91

Employee Total Costs	Plan Year	One Person	Two Person	Family
AB20 Health	FY2023	\$2,136.65	\$8,546.54	\$11,537.86
	FY2024	\$1,870.09	\$9,973.82	\$13,464.62
ABSOS20 Health*	FY2023	\$1,511.14	\$5,605.75	\$7,763.16
	FY2024	\$1,654.96	\$6,324.79	\$8,733.48
ABSOS25 Health*	FY2023	Not previously offered		
	FY2024	\$1,500.00	\$5,189.39	\$7,455.69

*Includes all HRA/deductible costs.

3f. Executive Director Review

Later this month, I will separately send my self-assessment to committee members. Assuming we follow the same method as two years ago, next steps to discuss at Friday's meeting include:

- Confirm whether we wish to use the same evaluation survey (was sent to staff and EC members)
- Set a response deadline to distribute and respond to the staff and commissioners evaluation survey
- Schedule a separate meeting time in May to conduct the director annual review in a non-public session, results of the survey will be distributed to EC members prior to the review.

3g. Awards, Contracts and General Business Update

COVID-19: The budget continues the \$25/pay period Covid stipend each staff member receives to offset their personal phone and internet expenses through the end of the fiscal year. The draft 2024 budget DOES NOT include the stipend.

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)
- BRIC21 Hazard Mitigation Plan Updates for Madbury, Northwood and Rochester (pending G&C)
- Barrington Housing Opportunity Grant (InvestNH) Master Plan Update
- Somersworth HOP Grant - Master Plan and Audit
- Rochester Recreation Master Plan Chapter
- FY24 Coastal Technical Assistance (pending G&C)
- FY24-25 UPWP/FTA 5305e Connecting Transit Access and Local Land Use Planning (pending G&C)

Awarded Pending Contract:

- Town of Milton Nitrogen Source Identification Plans - SRF
- Safe Streets for All - FHWA
- Great Bay 2030 Adapt to Climate Change
- COAST CommuteSmart Seacoast Assistance
- TBG FY24-25 Funding draft materials due to OPD

Submitted Pending Decisions:

- Brownfields Assessment

In Development:

- NHDES Coastal Resilience grant (Newmarket project & a Regional Project)
- UNH PREPA Coastal Watershed Grants: Dover and Lee Natural Resource Inventories
- Farmington and New Durham HOP grants
- Fiscal agent for CLF Septic System Retrofit Pilot Project in the Great Bay Watershed
- Great Bay 2030 Initiatives
 - Advocacy Bootcamp
 - Stream Crossing Signage Project (potential implementation funding in CY2024)

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 January the rate was 118.6%.

March 2023 Dues (YTD)	
Income:	
FY23 Dues Paid	\$98,065.94
Total Income	\$98,065.94

Expenses:	
Vehicle Expenses	\$340.81
Planning Salaries	\$5,041.82
Dues and Subscriptions	\$88.65
Media Outreach	\$721.10
Travel	\$1,326.73
Office Expense	\$505.74
Indirect	\$5,896.91
Total SRPC Expenses	\$13,921.76

Cash Match:	
UPWP	\$39,198.47
EDA	\$14,614.52
Coastal	\$3,187.53
Source Water	\$1,673.87
Tufts Health Plan-CHAT	\$1,765.63
Total Cash Match	\$60,440.02

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
Barrington Land Use Chapt.	\$160.54
Total Contract Overages	\$10,105.23

Total Expenses	\$84,467.01
Annual Dues Remaining	\$13,598.93

NEXT MEETING May 19, 2023, 8 A.M. - 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 (Region Wide)	Senate Earmark	FY2023-2024	SRPC \$150,000		approved	Pending Notice to Proceed	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.
Newmarket Open Space Plan	NHDES LSWP	FY2024	\$18,223		Approved	Complete	Open Space Planning in Newmarket with a focus on source water sites to protect
Hazard Mitigation Plan Updates in Madbury, Northwood, Rochester	HSEM BRIC21	FY2024	\$30,000		approved	Signed, pending G&C	Ongoing plan updates to ensure each municipality has a current approved plan that meets FEMA requirements. Plans focus predominantly on natural, and occasionally man made, hazards and plan mitigation strategies
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.
Barrington Demographics and Housing Master Plan Update	NHHFA InvestNH	FY2023-2024	\$25,000		Approved	Complete	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	\$25,000		Approved	Complete	Comprehensive update to the City's Recreation Master Plan Chapter
Safe Streets for All (Region Wide)	FHWA	FY2023	\$50,000	\$12,500	Approved	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.
Somersworth Housing Master Plan Update and Regulatory Audit	NHHFA InvestNH	FY2023-2024	\$75,000		Approved	Complete	Comprehensive Housing Master Plan chapter to incorporate new data & RHNA, engage in scenario planning, and review the existing regulations for plan and housing goals and policies consistency.
Connecting Transit Access to Local Land Use Planning (Region Wide + Dover Pilot)	NHDOT/ FTA 5305e	FY2024-2025	\$27,900	\$3,100	Approved	Signed, pending G&C	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.
Brownfields Assessments (Region Wide with Farmington, Dover focus)	EPA	FY2024-2026	\$500,000		Submitted	pending	Renewal of SRPCs ongoing Brownfields Program, providing Phase I and II environmental assessments and redevelopment planning
Unified Planning Work Program (Region Wide)	NHDOT	FY2024-2025	\$1,241,230	\$137,914	Submitted	Signed, pending G&C	Our 2-year contract renewal with NHDOT to support all MPO programs. The draft as submitted to DOT will be emailed to all Policy Committee members.
Adapt to Climate Change	Great Bay 2030	FY2024	\$10,000		Approved	pending	Planning and implementation assistance to support Great Bay Watershed communities as they plan for climate change, build resilience, and implement priority projects.
CommuteSmart Seacoast	COAST	FY2023-2024	\$13,000	\$2,250	Approved	pending	Staff support to the existing Commute Smart Seacoast program that promotes bike, bus, and walk to work.

Updates since last meeting

Strafford Regional Planning Commission
Balance Sheet
As of March 31, 2023

	Mar 31, 23	Mar 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	94,370.48	93,288.14	1,082.34
FSB Savings	27,594.49	87,409.75	-59,815.26
Total Checking/Savings	121,964.97	180,697.89	-58,732.92 ¹
Accounts Receivable			
Accounts Receivable	148,365.33	125,263.37	23,101.96
Total Accounts Receivable	148,365.33	125,263.37	23,101.96 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	0.00	92.84	-92.84
Prepaid Dues and Subscriptions	1,629.50	1,977.05	-347.55
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	2,229.50	2,669.89	-440.39
Prepaid software support	7,642.37	5,929.41	1,712.96
Undeposited Funds	0.00	8,103.82	-8,103.82 ³
Total Other Current Assets	9,871.87	16,703.12	-6,831.25
Total Current Assets	280,202.17	322,664.38	-42,462.21
Fixed Assets			
Right of Use Asset - Building			
Accumulated Amortization - Buil	-46,837.38	0.00	-46,837.38 ⁴
Right of Use Asset - Building - Other	112,410.00	0.00	112,410.00
Total Right of Use Asset - Building	65,572.62	0.00	65,572.62
Vehicles			
Vehicle Accumulated Depreciatio	-16,251.49	-10,515.61	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
Total Vehicles	6,691.86	12,427.74	-5,735.88 ⁵
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 March 31, 2023

	Mar 31, 23	Mar 31, 22	\$ Change
Total Fixed Assets	72,264.48	12,427.74	59,836.74
TOTAL ASSETS	352,466.65	335,092.12	17,374.53
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
FSB Credit Card	4,832.78	77.99	4,754.79 ⁶
Total Credit Cards	4,832.78	77.99	4,754.79
Other Current Liabilities			
Building Lease Liab Current	6,951.90	0.00	6,951.90 ⁷
FY23 Dues in Advance	32,324.42	0.00	32,324.42
Current Portion of Lease Payabl	1,232.78	1,163.83	68.95
FY22 Dues in Advance	0.00	32,688.64	-32,688.64
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	554.85	19,635.61	-19,080.76 ⁸
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	1,118.09	1,284.20	-166.11
Total Payroll Liabilities	1,148.48	1,314.59	-166.11
Total Other Current Liabilities	42,260.43	54,850.67	-12,590.24
Total Current Liabilities	47,093.21	54,928.66	-7,835.45
Long Term Liabilities			
Building Lease Liab Non Current	60,268.00	0.00	60,268.00 ⁹
Lease Payable - Ford Motor Cred	4,673.84	9,501.13	-4,827.29
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	12,000.01	11,250.00	750.01
Total Accrued expenses	106,030.52	89,744.10	16,286.42 ¹⁰
Total Long Term Liabilities	170,972.36	99,245.23	71,727.13
Total Liabilities	218,065.57	154,173.89	63,891.68
Equity			
Retained Earnings	176,019.32	166,301.80	9,717.52 ¹¹

Strafford Regional Planning Commission
Balance Sheet
As of March 31, 2023

	<u>Mar 31, 23</u>	<u>Mar 31, 22</u>	<u>\$ Change</u>
Net Income	-41,618.24	14,616.43	-56,234.67
Total Equity	134,401.08	180,918.23	-46,517.15
TOTAL LIABILITIES & EQUITY	<u>352,466.65</u>	<u>335,092.12</u>	<u>17,374.53</u>

DRAFT

Strafford Regional Planning Commission
Balance Sheet
As of March 31, 2023

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. Net income in the previous year was higher, contributing to the decrease in cash balances for the current year.

2. Accounts Receivable: See the Accounts Receivable Aging Summary Comments for details.

3. Undeposited Funds: The amount in the prior year reflects payments received, not yet deposited to the bank.

4. 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.

5. 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.

6. Credit Card: The current year reflects several training costs charged on the card.

7. Building Lease Liability Current: See note above Right to Use Asset.

8. Contract Revenue in Advance: Current year balance = GSCH \$14541, Housing Navigator (\$241), EDA (\$13745). Invoices are billed monthly to income on the profit and loss and applied to reduce the Contract Revenue in Advance balance. An advance for NHHFA \$34310, and EDA \$17500 have been requested.

9. 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.

10. 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.

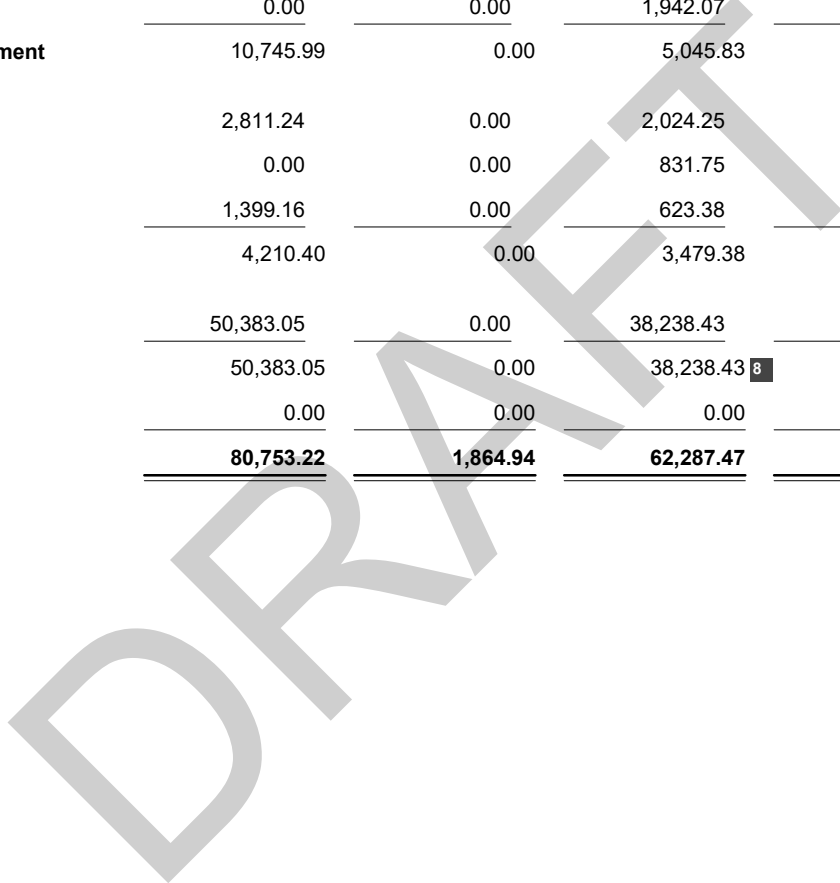
11. Retained Earnings: Cumulative posting of net income from all prior years.

Strafford Regional Planning Commission A/R Aging Summary As of March 31, 2023

	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	5,083.23	0.00	4,508.05	0.00	0.00	9,591.28
Total 3500 Town of Farmington	5,083.23	0.00	4,508.05 ³	0.00	0.00	9,591.28
4200 Town of Northwood						
4201 NOR Circuit Rider	1,365.00	0.00	3,678.52	0.00	0.00	5,043.52
Total 4200 Town of Northwood	1,365.00	0.00	3,678.52 ⁴	0.00	0.00	5,043.52
4300 Town of Nottingham						
4301 NOT Circuit Rider	3,068.10	1,864.94	0.00	0.00	0.00	4,933.04
Total 4300 Town of Nottingham	3,068.10	1,864.94 ⁵	0.00	0.00	0.00	4,933.04
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	2,608.40	0.00	2,367.15	0.00	0.00	4,975.55
4701 Strafford Circuit Rider	3,289.05	0.00	3,553.11	0.00	0.00	6,842.16
Total 4700 Town of Strafford	5,897.45	0.00	5,920.26 ⁶	0.00	0.00	11,817.71
4800 Town of Wakefield						
4803 WAK NBRC Union Hotel Grant Admin	0.00	0.00	0.00	0.00	519.86 ⁷	519.86
4801 Wakefield Circuit Rider	0.00	0.00	422.50	0.00	0.00	422.50
4802 Sanbornville Precinct	0.00	0.00	994.50	0.00	0.00	994.50
Total 4800 Town of Wakefield	0.00	0.00	1,417.00	0.00	519.86	1,936.86
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00

Strafford Regional Planning Commission
A/R Aging Summary
 As of March 31, 2023

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
6000 NH Office of Planning & Development						
6003 BEA CEDR	10,745.99	0.00	3,103.76	0.00	0.00	13,849.75
6001 TBG22-23	0.00	0.00	1,942.07	0.00	0.00	1,942.07
Total 6000 NH Office of Planning & Development	10,745.99	0.00	5,045.83	0.00	0.00	15,791.82
6100 NH DES						
6103 Coastal 23	2,811.24	0.00	2,024.25	0.00	0.00	4,835.49
6304 LSWP Aquifers SWP-333	0.00	0.00	831.75	0.00	0.00	831.75
6151 PSM Flood Smart Seacoast	1,399.16	0.00	623.38	0.00	0.00	2,022.54
Total 6100 NH DES	4,210.40	0.00	3,479.38	0.00	0.00	7,689.78
8000 DOT UPWP						
8001 UPWP 22-23	50,383.05	0.00	38,238.43	0.00	0.00	88,621.48
Total 8000 DOT UPWP	50,383.05	0.00	38,238.43	0.00	0.00	88,621.48
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	80,753.22	1,864.94	62,287.47	0.00	3,459.70	148,365.33



Strafford Regional Planning Commission
A/R Aging Summary
As of March 31, 2023

1. Annual Meeting Outstanding: Christine Lambson \$20, Ed Pacht \$20, Manuel Ramirez \$20. I will "write these off" sometime in April.
2. Dues Outstanding: The Town of Milton has paid one-half of the FY23 dues
3. Farmington: \$4508.05 received in April
4. Northwood: \$3678.52 received in April
5. Nottingham: \$1864.94 received in April
6. Strafford: \$5920.26 received in April
7. Wakefield: There is an issue with Wakefield obtaining a Notice to Proceed for the Union Hotel project.
8. DOT: \$38238.43 received in April

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Strafford Regional Planning Commission Profit & Loss March 2023

	Mar 23	Mar 22	\$ Change
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	10,896.22	10,896.22	0.00
SRPC Revenue			
Municipal and NonProfit Revenue			
3103 BAR Land Use Chapter	1,686.02	0.00	1,686.02
3501 FAR Circuit Rider	5,083.23	6,105.13	-1,021.90
4201 NORPlanning Services	1,365.00	3,111.03	-1,746.03
4301 NOT Circuit Rider	3,068.10	746.12	2,321.98
4701 Strafford Circuit Rider	3,289.05	2,987.55	301.50
4703 STR MP Update	2,608.40	0.00	2,608.40
4801 WAK Circuit Rider	0.00	750.00	-750.00
5151 GSCH - Tufts	1,520.24	749.90	770.34
Total Municipal and NonProfit Revenue	18,620.04	14,449.73	4,170.31
Total SRPC Revenue	18,620.04	14,449.73	4,170.31
Federal Agencies Incl EDD			
7003 EDD Planning Partnership	15,956.97	25,272.36	-9,315.39
7002 EDA CARES	0.00	19,438.20	-19,438.20
7110 EPA Brownfields	0.00	10,999.66	-10,999.66
Total Federal Agencies Incl EDD	15,956.97	55,710.22	-39,753.25
State Award Revenue			
6802 NHHA Housing Navigator Office Of Planning and Dev	10,204.86	0.00	10,204.86
6002 ARPA RHNA	0.00	5,488.00	-5,488.00
6003 CEDR	10,745.99	0.00	10,745.99
Office Of Planning and Dev - Other	0.00	2,499.73	-2,499.73
Total Office Of Planning and Dev	10,745.99	7,987.73	2,758.26
NHDES			
6103 Coastal FY23	4,142.62	0.00	4,142.62
6151 Project of Special Merit	1,399.16	0.00	1,399.16
5052 RPC CILUG	0.00	1,310.55	-1,310.55
3303 DOV Equity	0.00	745.93	-745.93
6102 Coastal FY22	0.00	2,001.55	-2,001.55
6303 Local Source Water MIL ROL	0.00	2,841.92	-2,841.92
Total NHDES	5,541.78	6,899.95	-1,358.17
CDFA			
6601 CDBG Grant	0.00	6,637.36	-6,637.36
Total CDFA	0.00	6,637.36	-6,637.36
Pre-Disaster Mitigation			
6501 PDM19 BAR NDU ROL SOM	0.00	2,775.00	-2,775.00
Total Pre-Disaster Mitigation	0.00	2,775.00	-2,775.00
Total State Award Revenue	26,492.63	24,300.04	2,192.59
MPO Revenue			
NH DOT			

Strafford Regional Planning Commission Profit & Loss March 2023

	Mar 23	Mar 22	\$ Change
8001 UPWP 22-23	55,981.17	44,774.50	11,206.67
Total NH DOT	55,981.17	44,774.50	11,206.67
Total MPO Revenue	55,981.17	44,774.50	11,206.67
Contra Income Cash Match			
Cash Match GSCH	-251.92	0.00	-251.92
Coastal Cash Match	-937.08	-243.91	-693.17
LSWP Cash Match			
LSWP SRPC Cash Match	0.00	-276.75	276.75
LSWP ROL Cash Match	0.00	388.19	-388.19
Total LSWP Cash Match	0.00	111.44	-111.44
EDD Cash Match	-2,469.45	-1,792.45	-677.00
Cash Match RPC CILUG	0.00	-163.82	163.82
Dover Equity Cash Match			
Dover Cash Match	0.00	-42.87	42.87
SRPC Cash Match	0.00	-17.14	17.14
Total Dover Equity Cash Match	0.00	-60.01	60.01
DOT Cash Match			
RPC Cash Match	0.00	-170.71	170.71
DOT Cash Match - Other	-5,598.12	-4,306.74	-1,291.38
Total DOT Cash Match	-5,598.12	-4,477.45	-1,120.67
Total Contra Income Cash Match	-9,256.57	-6,626.20	-2,630.37
Contra Income InKind/Soft Match			
In-Kind Coastal Match	-394.30	-537.52	143.22
IK LSWP	0.00	-447.02	447.02
In-Kind EDD Match	-3,609.72	-16,310.10	12,700.38
In-Kind HazMit Match	0.00	-693.75	693.75
Total Contra Income InKind/Soft Match	-4,004.02	-17,988.39	13,984.37
Contract Overage	-160.54	-764.97	604.43
Total Income	114,525.90	124,751.15	-10,225.25
Gross Profit	114,525.90	124,751.15	-10,225.25
Expense			
Personnel Expenses			
Salary and Wages	65,055.32	68,637.91	-3,582.59
Payroll Expenses			
PFML	1,044.43	0.00	1,044.43
FSA Fees	0.00	25.72	-25.72
Dental insurance expense	528.39	465.50	62.89
Health incentive	0.00	762.74	-762.74
Health Insurance expense	6,710.64	7,215.33	-504.69
Life Insurance expense	86.87	117.64	-30.77
LTD Insurance expense	62.92	68.14	-5.22
STD insurance expense	203.15	267.10	-63.95
Payroll Processing Fees	115.28	269.00	-153.72

Strafford Regional Planning Commission Profit & Loss March 2023

	Mar 23	Mar 22	\$ Change
Pension expense	1,795.24	1,802.00	-6.76
Unemployment expense	207.67	164.08	43.59
Workers Compensation	157.50	159.08	-1.58
Payroll Taxes			
Medicare Expense	925.79	982.01	-56.22
Social Security expense	3,958.55	4,198.94	-240.39
Payroll Taxes - Other	0.02	0.02	0.00
Total Payroll Taxes	4,884.36	5,180.97	-296.61
Total Payroll Expenses	15,796.45	16,497.30	-700.85
Dues and Subscriptions	355.27	309.82	45.45
Staff Training and Seminars	1,456.00	60.00	1,396.00
Total Personnel Expenses	82,663.04	85,505.03	-2,841.99
Equipment expense			
Copier Maintenance Contract	319.85	319.85	0.00
Office furniture			
Computer equipment	2,793.95	0.00	2,793.95
Total Office furniture	2,793.95	0.00	2,793.95
Software expense			
ArclInfo/View software	483.33	455.27	28.06
Office Software			
iDrive	66.63	49.97	16.66
Timesheet Software	140.00	172.00	-32.00
Survey Monkey	75.00	66.23	8.77
Zoom	58.32	58.32	0.00
Adobe In Design	96.97	73.98	22.99
Anti-virus software	0.00	43.00	-43.00
Constant Contact	112.50	85.50	27.00
DropBox	11.99	11.99	0.00
Microsoft Office 365	237.09	225.00	12.09
Total Office Software	798.50	785.99	12.51
Total Software expense	1,281.83	1,241.26	40.57
Traffic Count Expenses			
Traffic counting equipment	306.97	0.00	306.97
Traffic counting supplies	695.99	0.00	695.99
Total Traffic Count Expenses	1,002.96	0.00	1,002.96
Total Equipment expense	5,398.59	1,561.11	3,837.48
Fixed Expenses			
Amortization-Building	21,076.38	0.00	21,076.38
Insurance			
Liability Insurance	597.75	406.45	191.30
Total Insurance	597.75	406.45	191.30
Rent	195.83	2,500.00	-2,304.17
Vehicle Expenses			

Strafford Regional Planning Commission Profit & Loss March 2023

	Mar 23	Mar 22	\$ Change
Depreciation Expense	477.99	477.99	0.00
Vehicle Interest	30.20	52.85	-22.65
Total Vehicle Expenses	508.19	530.84	-22.65
Total Fixed Expenses	22,378.15	3,437.29	18,940.86
Communications			
Postage and Delivery	17.99	17.99	0.00
Telephone and Internet	266.62	298.74	-32.12
Website maintenance and updates			
Website and logo design	17.98	8.44	9.54
Total Website maintenance and updates	17.98	8.44	9.54
Total Communications	302.59	325.17	-22.58
Administrative			
Meetings Expense			
Meetings Advertising Expense	279.14	125.77	153.37
Total Meetings Expense	279.14	125.77	153.37
Office Expense	836.94	880.91	-43.97
Office Supplies	193.96	143.54	50.42
Professional Fees			
Accounting, Audit	1,333.33	1,250.00	83.33
Total Professional Fees	1,333.33	1,250.00	83.33
Travel & Ent			
Meals	118.50	0.00	118.50
Travel	2,481.98	206.52	2,275.46
Total Travel & Ent	2,600.48	206.52	2,393.96
Total Administrative	5,243.85	2,606.74	2,637.11
Contract Labor			
IT and Network support	2,009.00	270.00	1,739.00
Pass Through Expense			
CEDR Consultants	10,319.53	0.00	10,319.53
EDA CARES Contract Support	0.00	1,452.00	-1,452.00
EPA Brownfields Consultants	0.00	9,521.37	-9,521.37
NHDOT Consultant	4,614.80	8,460.00	-3,845.20
NFWF Consultants	0.00	2,080.00	-2,080.00
NDU PREPA Consultants	0.00	1,175.00	-1,175.00
RPC FTA Subcontract	2,576.40	1,536.38	1,040.02
Total Pass Through Expense	17,510.73	24,224.75	-6,714.02
Total Contract Labor	19,519.73	24,494.75	-4,975.02
Total Expense	135,505.95	117,930.09	17,575.86
Net Ordinary Income	-20,980.05	6,821.06	-27,801.11
Other Income/Expense			

Strafford Regional Planning Commission
Profit & Loss
March 2023

	Mar 23	Mar 22	\$ Change
Other Income			
Interest Income	0.00	11.93	-11.93
Total Other Income	0.00	11.93	-11.93
Net Other Income	0.00	11.93	-11.93
Net Income	<u>-20,980.05</u>	<u>6,832.99</u>	<u>-27,813.04</u>

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Stafford Regional Planning Commission
Profit & Loss
March 2023

1. Revenue: Several of these projects are task based and cannot be billed until 50% or 100% of tasks are completed. Revenue may not match costs for work done during the interim. Given the changing nature of the contract "portfolio", it is hard to compare each contract from one fiscal year to another.

2. Staff Training: The majority of current year expense reflects two staff members attending an APA conference in Philadelphia.

3. Amortization: As a result of the new GASB rules pertaining to the accounting of lease obligations, the rent is now split between the current liability portion on the balance sheet, and a small amount of "interest" per calculations similar to an amortization schedule, coded to rent expense. The bulk of what was previously rent expense is now reflected as amortization.

4. Travel: The majority of current year expense reflects two staff members attending an APA conference in Philadelphia.

5. IT and Network Support: A new IT provider was contracted and began work in January. Current fiscal year cost is to set up the Cybersecurity framework, and the monthly maintenance fee of \$449.

6. 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 March 2023

Date	Name	Memo	Amount
2000 LTA (Local Technical Assistance)			
03/01/2023	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			
03/31/2023	3100 Town of Barri...	Progress Billing - Barrington Land Use Chapter - Feb-Mar 2023	1,686.02
03/31/2023	3100 Town of Barri...	To record when contracts go over budget in QuickBooks	-160.54
Total 3103 Barrington Land Use Chapter			1,525.48
Total 3100 Town of Barrington			1,525.48
3500 Town of Farmington			
3501 FAR Circuit Rider			
03/31/2023	3500 Town of Farmi...	Progress Billing - Farmington Circuit Rider - March 2023	5,083.23
Total 3501 FAR Circuit Rider			5,083.23
Total 3500 Town of Farmington			5,083.23
4200 Town of Northwood			
4201 NOR Circuit Rider			
03/31/2023	4200 Town of North...	Progress Billing - Northwood Circuit Rider - March 2023	1,365.00
Total 4201 NOR Circuit Rider			1,365.00
Total 4200 Town of Northwood			1,365.00
4300 Town of Nottingham			
4301 NOT Circuit Rider			
03/31/2023	4300 Town of Nottin...	Progress Billing - Nottingham Circuit Rider- March 2023	3,068.10
Total 4301 NOT Circuit Rider			3,068.10
Total 4300 Town of Nottingham			3,068.10
4700 Town of Strafford			
4703 Strafford Master Plan			
03/31/2023	4700 Town of Straff...	Progress Billing -Strafford Master Plan Update - March 2023	2,608.40
Total 4703 Strafford Master Plan			2,608.40
4701 Strafford Circuit Rider			
03/31/2023	4700 Town of Straff...	Progress Billing - Strafford Circuit Rider - March 2023	3,289.05
Total 4701 Strafford Circuit Rider			3,289.05
Total 4700 Town of Strafford			5,897.45
5150 GSCH			

**Strafford Regional Planning Commission
Income by Customer
March 2023**

Date	Name	Memo	Amount
5151 Creating Age Friendly Communities			
03/31/2023	5150 GSCH:5151 C...	Progress Billing - GSCH - March 2023	1,520.24
03/31/2023	5150 GSCH:5151 C...	Cash Match	-251.92
Total 5151 Creating Age Friendly Communities			1,268.32
Total 5150 GSCH			1,268.32
6000 NH Office of Planning & Development			
6003 BEA CEDR			
03/31/2023	6000 NH Office of P...	Progress Billing Seacoast CEDR Grant - March 2023	10,745.99
Total 6003 BEA CEDR			10,745.99
Total 6000 NH Office of Planning & Development			10,745.99
6100 NH DES			
6103 Coastal 23			
03/31/2023	6100 NH DES:6103...	Progress Billing Grant #21-306-09, Coastal 2023 - March 2023	4,142.62
03/31/2023	6100 NH DES:6103...	In Kind match for Coastal grant	-394.30
03/31/2023	6100 NH DES:6103...	Cash Match	-937.08
Total 6103 Coastal 23			2,811.24
6151 PSM Flood Smart Seacoast			
03/31/2023	6100 NH DES:6151...	Progress Billing PSM Flood Smart - March 2023	1,399.16
Total 6151 PSM Flood Smart Seacoast			1,399.16
Total 6100 NH DES			4,210.40
6800 NH Housing Authority			
6802 Housing Navigator			
03/31/2023	6800 NH Housing A...	NHHFA Housing Navigator - March 2023	10,204.86
Total 6802 Housing Navigator			10,204.86
Total 6800 NH Housing Authority			10,204.86
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7003 EDA FY22			
03/31/2023	7000 ECONOMIC ...	Progress Billing EDD Planning Partnership - March 2023	15,956.97
03/31/2023	7000 ECONOMIC ...	Cash Match	-2,469.45
03/31/2023	7000 ECONOMIC ...	In Kind Match	-3,609.72
Total 7003 EDA FY22			9,877.80
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			9,877.80
8000 DOT UPWP			
8001 UPWP 22-23			
03/31/2023	8000 DOT UPWP:8...	Progress Billing - UPWP - March 2023	55,981.17

Strafford Regional Planning Commission
Income by Customer
March 2023

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
03/31/2023	8000 DOT UPWP:8...	10% Matching Funds	-5,598.12
	Total 8001 UPWP 22-23		50,383.05
	Total 8000 DOT UPWP		50,383.05
TOTAL			114,525.90

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**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2022 through March 2023**

	Jul '22 - Mar 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	98,065.94	98,065.94	0.00
SRPC Revenue			
Municipal and NonProfit Revenue			
400X NDU Contract Planner	0.00	1,250.00	-1,250.00
3604 Lee Trail Maps	1,421.25	1,020.00	401.25
5330 EMM Market Study	1,800.00	1,800.00	0.00
3103 BAR Land Use Chapter	10,975.18	8,548.51	2,426.67
3501 FAR Circuit Rider	36,813.28	30,000.01	6,813.27
3506 FAR Tax Maps FY23	0.00	842.00	-842.00
4105 NKT Tax Maps FY23	0.00	1,000.00	-1,000.00
4201 NORPlanning Services	21,505.15	18,750.01	2,755.14
4301 NOT Circuit Rider	22,982.31	18,750.01	4,232.30
4303 Nottingham Trail Maps	870.00	0.00	870.00
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	21,437.74	28,499.99	-7,062.25
4702 Strafford Tax Map	0.00	250.00	-250.00
4703 STR MP Update	21,497.08	22,946.26	-1,449.18
4801 WAK Circuit Rider	1,727.50	2,500.00	-772.50
4802 Sanbornville Precinct	994.50	3,000.01	-2,005.51
4803 WAK NBRC Union Hotel	519.86	2,250.00	-1,730.14
5002 NHARPC Administration	4,000.00	5,999.99	-1,999.99
5151 GSCH - Tufts	12,444.64	26,381.25	-13,936.61
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	161,763.99	175,539.04	-13,775.05
Total SRPC Revenue	161,763.99	175,539.04	-13,775.05
Federal Agencies Incl EDD			
7003 EDD Planning Partnership	137,979.05	104,999.99	32,979.06
7002 EDA CARES	65,995.29	56,760.00	9,235.29
7110 EPA Brownfields	22,849.08	23,615.00	-765.92
7201 HUD EDI CDS	0.00	118,750.01	-118,750.01
Total Federal Agencies Incl EDD	226,823.42	304,125.00	-77,301.58
State Award Revenue			
6802 NHHA Housing Navigator Office Of Planning and Dev	29,649.75	42,012.58	-12,362.83
6001 TBG 22-23	10,094.68	8,333.24	1,761.44
6002 ARPA RHNA	38,272.16	38,236.00	36.16
6003 CEDR	28,266.55	33,333.32	-5,066.77
Total Office Of Planning and Dev	76,633.39	79,902.56	-3,269.17
NHDES			
6103 Coastal FY23	19,061.21	22,500.00	-3,438.79
6151 Project of Special Merit	14,204.84	12,568.50	1,636.34
6250 Watershed PRB	21,087.23	20,378.00	709.23
6304 LSWP - Aquifers	23,877.08	20,716.36	3,160.72
Total NHDES	78,230.36	76,162.86	2,067.50

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2022 through March 2023**

	Jul '22 - Mar 23	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	8,408.55	5,999.99	2,408.56
Total C DFA	8,408.55	5,999.99	2,408.56
Pre-Disaster Mitigation			
6501 PDM19 BAR NDU ROL SOM	1,650.00	667.00	983.00
6502 PDM DUR MID MIL NOT STR WA	17,333.02	40,242.19	-22,909.17
Total Pre-Disaster Mitigation	18,983.02	40,909.19	-21,926.17
Total State Award Revenue	220,012.23	252,487.18	-32,474.95
MPO Revenue			
NH DOT			
8001 UPWP 22-23	440,999.80	501,483.74	-60,483.94
Total NH DOT	440,999.80	501,483.74	-60,483.94
Total MPO Revenue	440,999.80	501,483.74	-60,483.94
Contra Income Cash Match			
Cash Match GSCH	-2,062.20	-7,500.01	5,437.81
Coastal Cash Match	-3,439.37	-1,875.01	-1,564.36
LSWP Cash Match			
LSWP SRPC Cash Match	-1,717.20	0.00	-1,717.20
LSWP Cash Match - Other	0.00	-1,636.36	1,636.36
Total LSWP Cash Match	-1,717.20	-1,636.36	-80.84
EDD Cash Match	-16,289.10	-13,125.01	-3,164.09
DOT Cash Match			
BAR Cash Match	326.19	-1,106.24	1,432.43
DOT Cash Match - Other	-44,099.98	-48,577.50	4,477.52
Total DOT Cash Match	-43,773.79	-49,683.74	5,909.95
Total Contra Income Cash Match	-67,281.66	-73,820.13	6,538.47
Contra Income InKind/Soft Match			
In-Kind Coastal Match	-5,303.72	-9,374.99	4,071.27
PRB IK Match	-4,420.52	-3,712.00	-708.52
IK NDU PREPA (NDU ADU)	-607.16	-2,500.00	1,892.84
In-Kind EDD Match	-56,533.66	-39,375.00	-17,158.66
In-Kind HazMit Match	-4,745.76	-10,247.60	5,501.84
Total Contra Income InKind/Soft Match	-73,747.95	-65,209.59	-8,538.36
Total Income	996,446.87	1,192,671.18	-196,224.31
Gross Profit	996,446.87	1,192,671.18	-196,224.31
Expense			
Personnel Expenses			

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2022 through March 2023**

	Jul '22 - Mar 23	Budget	\$ Over Budget
Salary and Wages	663,018.98	650,165.24	12,853.74
Payroll Expenses			
PFML	1,044.43	677.50	366.93
Dental insurance expense	4,075.67	3,936.01	139.66
Health incentive	1,374.52	8,698.50	-7,323.98
Health Insurance expense	53,633.21	58,882.50	-5,249.29
Life Insurance expense	996.71	1,000.49	-3.78
LTD Insurance expense	549.99	571.50	-21.51
STD insurance expense	1,875.75	2,236.50	-360.75
Payroll Processing Fees	2,361.78	2,833.51	-471.73
Pension expense	17,598.24	18,789.75	-1,191.51
Unemployment expense	775.25	1,672.51	-897.26
Workers Compensation	1,303.94	1,424.25	-120.31
Payroll Taxes	50,793.10	50,429.25	363.85
Total Payroll Expenses	136,382.59	151,152.27	-14,769.68
Dues and Subscriptions	3,869.68	3,519.00	350.68
Staff Training and Seminars	4,680.74	10,499.99	-5,819.25
Total Personnel Expenses	807,951.99	815,336.50	-7,384.51 ²
Equipment expense			
Copier Maintenance Contract	2,916.07	2,878.51	37.56
Office furniture			
Computer equipment	5,171.77	4,919.99	251.78
Office furniture - Other	418.95	750.01	-331.06
Total Office furniture	5,590.72	5,670.00	-79.28
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	374.99	-374.99
Total Other Equipment Repair and Cost	0.00	374.99	-374.99
Software expense			
ArcInfo/View software	4,153.45	4,097.25	56.20
Office Software			
Timesheet Software	1,276.00	0.00	1,276.00
Adobe In Design	861.19	0.00	861.19
Anti-virus software	322.50	0.00	322.50
Constant Contact	850.50	0.00	850.50
DropBox	107.91	0.00	107.91
Microsoft Office 365	1,880.49	0.00	1,880.49
Office Software - Other	0.00	7,029.76	-7,029.76
Total Office Software	7,036.69	7,029.76	6.93
Transcad software/maintenance	0.00	1,125.00	-1,125.00 ³
Total Software expense	11,190.14	12,252.01	-1,061.87
Traffic Count Expenses			
Traffic counting supplies	777.79	2,250.00	-1,472.21
Total Traffic Count Expenses	1,368.76	2,250.00	-881.24 ⁴

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2022 through March 2023**

	Jul '22 - Mar 23	Budget	\$ Over Budget
Total Equipment expense	21,065.69	23,425.51	-2,359.82
Fixed Expenses			
Insurance			
Liability Insurance	5,379.75	5,379.75	0.00
Total Insurance	5,379.75	5,379.75	0.00
Rent	1,993.90	22,500.00	-20,506.10
Vehicle Expenses			
Depreciation Expense	4,301.91	0.00	4,301.91
Vehicle Gas & Repairs	666.54	0.00	666.54
Vehicle Interest	340.81	0.00	340.81
Vehicle Expenses - Other	0.00	8,067.01	-8,067.01
Total Vehicle Expenses	5,309.26	8,067.01	-2,757.75
Total Fixed Expenses	33,759.29	35,946.76	-2,187.47
Communications			
Media Outreach Expense	721.10	750.01	-28.91
Office Telephone System	100.00	1,335.01	-1,235.01
Postage and Delivery	316.21	300.01	16.20
Telephone and Internet	2,833.66	2,700.00	133.66
Website maintenance and updates			
Website and logo design	575.50	0.00	575.50
Website maintenance and updates - Other	417.20	1,070.24	-653.04
Total Website maintenance and updates	992.70	1,070.24	-77.54
Total Communications	4,963.67	6,155.27	-1,191.60
Administrative			
Library & Planning Books	2,278.40	2,449.00	-170.60
Meetings Expense	980.82	2,624.99	-1,644.17
Office Expense	8,603.50	15,862.50	-7,259.00
Office Supplies	2,363.51	3,000.01	-636.50
Printing and Reproduction	0.00	112.50	-112.50
Professional Fees			
Accounting, Audit	12,000.01	12,000.01	0.00
Legal Fees	0.00	3,000.01	-3,000.01
Total Professional Fees	12,000.01	15,000.02	-3,000.01
Travel & Ent			
Travel	7,018.49	0.00	7,018.49
Travel & Ent - Other	0.00	7,500.01	-7,500.01
Total Travel & Ent	7,136.99	7,500.01	-363.02
Total Administrative	33,411.23	46,549.03	-13,137.80
Contract Labor			
IT and Network support	12,649.50	11,849.99	799.51
Pass Through Expense			
Safe Streets Pass Through Exp	0.00	5,500.00	-5,500.00
NHHA Pass Through Expense	750.00	1,416.49	-666.49

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2022 through March 2023**

	Jul '22 - Mar 23	Budget	\$ Over Budget
CEDR Pass Through Expense	3,597.40	26,673.32	-23,075.92
PRB Consultants	11,426.27	11,534.00	-107.73
EDA CARES Contract Support	11,877.00	11,877.00	0.00
EPA Brownfields Consultants	19,773.04	19,775.00	-1.96
HUD EDI CDS Pass Through Exp	0.00	100,000.01	-100,000.01
NHDOT Consultant	48,603.68	48,000.01	603.67
RPC FTA Subcontract	10,587.40	9,958.50	628.90
Total Pass Through Expense	124,403.62	234,734.33	-110,330.71
Total Contract Labor	137,053.12	246,584.32	-109,531.20
Total Expense	1,038,204.99	1,173,997.39	-135,792.40
Net Ordinary Income	-41,758.12	18,673.79	-60,431.91
Other Income/Expense			
Other Income			
Interest Income	139.88	75.01	64.87
Total Other Income	139.88	75.01	64.87
Net Other Income	139.88	75.01	64.87
Net Income	-41,618.24	18,748.80	-60,367.04

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Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2022 through March 2023

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. It should be noted that under the Federal Agency Revenues, the HUD EDI CDS grant is still pending. Under State Award Revenue, The NHHA Housing Navigator grant got off to a slower start than originally set up for budget purposes. Middleton, Nottingham, and Strafford have not been started using the Pre-Disaster Mitigation grant #6502 funding.
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. TransCAD Software: This is expensed in full annually in May.
4. Traffic Counting Supplies: It is likely that the budget remaining will be reduced when the new season starts.
5. Rent: See profit and loss note, Amortization
6. 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 Employee Handbook

Your Guide to Employment at Strafford Regional Planning Commission

The SRPC Executive Committee adopted these policies at their regularly scheduled meeting on June 17, 2022.

STRAFFORD
Regional Planning Commission

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G. Timesheets and Project Reports

Exempt employees need to report billable hours by project, holiday, and paid time off. Nonexempt employees need to report all hours worked or charged to projects, holiday, and paid time off. All billable hours must be carefully recorded and linked to a project with a task annotation. All employees, exempt and non-exempt, will use the fiscal billing system to record their hours.

Employees will prepare an expense report for travel and other work-related expenses monthly or as needed. Employees will submit completed Travel and Expense Forms with receipts to the Executive Director for review and approval.

As required by individual project contracts, employees may be required to prepare monthly, quarterly, bi-annual, or annual reports providing enough information for the Financial Manager to prepare accurate invoices and/or support a request for reimbursement.

Compliance with record keeping requirements and timely submittal of documents is the responsibility of the employee. Noncompliance may result in disciplinary action.

All timesheets are due Monday morning for the prior week.

All timesheets will include sufficient detail for the Financial Manager to prepare payroll, invoices, and fiscal reports.

The Executive Director will review and approve all timesheets prior to preparation of payroll.

If any changes are made to an employee's timesheet, the employee will be asked to approve and initial any changes to ensure that they are accurate.

An employee should not complete timesheets for any other employee. Any questions regarding how to properly complete a timesheet should be addressed to the Executive Director.

H. Employee Records

To keep accurate and necessary employee records up to date, it is extremely important that employees notify the Office Coordinator of any changes in:

- Name and or marital status
- Current mailing address and telephone number
- Number of eligible dependents
- W-4 deductions
- Person to contact in case of an emergency
- Insurance beneficiaries
- Proof of automobile insurance

VII. BENEFITS

This section provides a very general description of the benefits to which employees may be entitled. Please understand that this explanation does not, nor is it intended to, provide all the details of these benefits. Therefore, the handbook does not change or otherwise interpret the terms of the official plan documents. Your rights as an employee can be determined only by referring to the full text of the official plan documents, which are available for examination from the Office Coordinator. To the extent that any of the information in this handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing in this handbook or the benefit plans described here shall be held or construed to create a promise of employment or of continued or future benefits, or a binding contract between the Commission and its employees, retirees, or their dependents for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

The Commission reserves the right, at its sole and absolute discretion, to amend, modify, or terminate, in whole or in part, any or all of the provisions of the benefit plans described here, including any health benefits that may be extended to retirees and their dependents. Further, the Commission reserves the exclusive right, power, and authority, at its sole and absolute discretion, to administer, apply, and interpret the benefit plans described here and to decide all matters arising in connection with the operation or administration of such plans.

A. Health Insurance

The Commission offers permanent regular full-time and part-time employees a group health insurance plan. Insurance plans are reviewed annually by the Executive Director.

Employees may change enrollment in health insurance only during open enrollment periods, or upon a qualifying life event.

SRPC contributes to offset the cost of the premium at a rate determined by the Executive Director. The percentage contributed by SRPC may vary annually depending on the cost of the selected health plan(s) and the constraints of the resources allocated in the annual operating budget. For regular part-time employees, the Commission contribution shall be reduced proportionately for regular part-time employees. The Commission's contribution toward coverage will be specified in the employee's offer letter.

Health insurance payments, required or optional, are deducted from employee paychecks.

Information on the current health insurance plan is available from the insurance carrier, HealthTrust, and from the Executive Director or Office Coordinator. It is the responsibility of the employee to inform the Office Coordinator or health insurance carrier of all changes in personal data and coverage needs. Health insurance coverage begins on the first day of the first full month of employment with the Commission.

B. Health Insurance Incentive Option

The Commission offers a cash payment to eligible staff members who elect not to participate in the health and dental insurance plans.

After showing proof of enrollment in another health insurance plan, an employee who chooses the incentive option will receive a check at the end of each fiscal year in an amount equal to 20 percent of the maximum total annual premium the Commission would have paid for single-person coverage for both health and dental plans for that employee. This incentive payment will be prorated for months of employment during the immediate past fiscal year and the status of the employee, i.e., approved regular part-time employees' incentive payment will be prorated based on their regularly scheduled weekly hours. The incentive option payment is a nonwage benefit from which all applicable taxes will be withheld by the Commission.

C. Dental Insurance

All regular full- and part-time employees enrolled in the Commission health insurance plan, regardless of coverage program selected, are eligible to participate in the group dental insurance plan. SRPC contributes to offset the cost of the dental insurance premium at a rate determined by the Executive Director. The Commission contribution is reduced proportionately for employees whose regular schedule is less than 40 hours per week.

Dental insurance coverage will begin on the first day of the first full month of employment with the Commission.

D. Life Insurance

The Commission provides group life insurance to all regular full-time employees. Life insurance coverage for regular part-time employees is at the discretion of the Executive Director. There is no shared cost with employees.

The amount of each employee's life insurance policy is equal to their annual wages or salary. For specific information on the life insurance plan, contact the Executive Director or the Office Coordinator.

E. Short-Term Disability

All regular employees are covered for short-term disabling illness or injury at no cost to them. Employees are insured for 66.67 percent of their basic weekly wages with a maximum of \$600 dollars per week for 13 weeks. There is a waiting period for collection of payments.

For specific information on the short-term disability insurance plan, contact the Executive Director or the Office Coordinator.

F. Long-Term Disability

All regular employees are covered for long-term disabling illness or injury at no cost to the employee. Employees are insured for 60 percent of their basic monthly wages with a maximum monthly benefit of \$2,000. There is a waiting period for collection of payments.

For specific information on the long-term disability insurance plan, contact the Executive Director or the Office Coordinator.

G. Paid Family Medical Leave

All regular full- and part-time employees that live and work in the State of New Hampshire are covered for Paid Family Medical Leave at no cost to the employee. NH PFML will pay 60% wage replacement for up to 12 weeks per year for a covered paid family or medical reason.

For specific information on the Paid Family Medical Leave insurance plan, contact the Executive Director or the Office Coordinator.

H. COBRA

The Commission complies with the provisions of the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) by providing eligible employees who have left the organization the option to continue group health and dental benefits for up to 18 months at their own expense. If an employee dies, dependents of the employee already on the insurance plan can continue coverage for up to 36 months under the guidelines established for an employee who leaves the organization.

HealthTrust will notify individuals eligible for COBRA of the premium costs and the payment process.

Premium payments are the sole responsibility of the individual. Late payments are subject to interest charges and may result in a discontinuation of the benefit. A lapse in payment of the premium will result in loss of coverage.

I. SIMPLE IRA

All employees earning more than \$5,000 in a calendar year are eligible to participate in the 5304-Savings Incentive Match for Employees of Small Employers (SIMPLE IRA). The Commission will match, dollar for dollar, employee contributions of up to 3 percent of their gross pay. Employees are encouraged to participate in the SIMPLE IRA and save for their future retirement. To obtain specific information about the SIMPLE IRA, please see the Executive Director or the Financial Manager.

J. Educational Reimbursement Plan and Professional Development

The Commission may reimburse the cost of post-secondary-level accredited studies that are deemed to be directly related to employees' performance of their work. This benefit is for regular full-time employees of the Commission only and is offered at the discretion of the Executive Director; it does not extend to family members of employees or to anyone else associated with the Commission who is not an employee.

Educational assistance is subject to budget constraints and internal needs for employee training. The Executive Director is responsible for determining whether coursework qualifies for reimbursement.

Employees seeking educational assistance must present supporting information to the Executive Director and must obtain the Executive Director's written approval before enrolling in a course. To qualify for the educational expenses benefit, an employee must start and complete a course while a regular full-time employee of the Commission on the active payroll (i.e., not on a leave of absence).

Upon completion of an approved course, the employee must provide certification that all course requirements were completed along with the official grade. The employee will be reimbursed based on the grade received according to the following schedule:

A	75%
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B	50%
C	25%
D or below	0%
Pass	25%

Attendance at work-related professional development seminars and workshops approved in advance by the Executive Director will be reimbursed 100 percent.

Strafford Regional Planning Commission

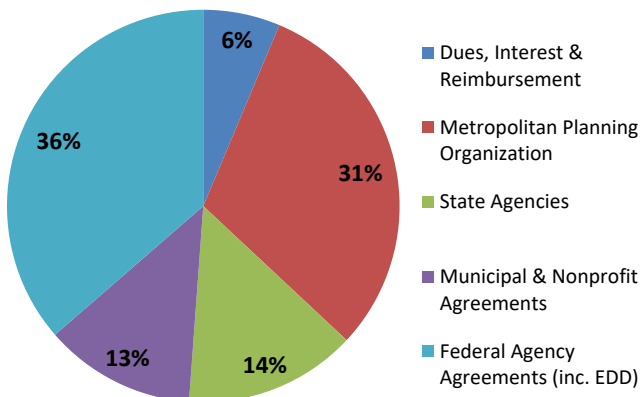
DRAFT FY 2024 Budget Amendment

Summary Table

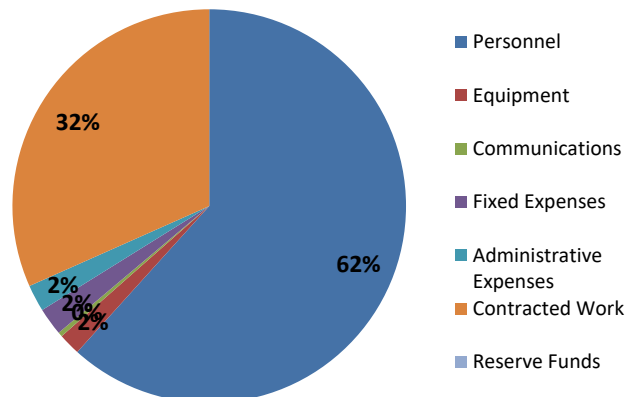
	Adopted FY23	Draft FY24	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	131,355	133,067	1,712
Metropolitan Planning Organization	614,856	642,958	28,102
State Agencies	224,011	297,988	73,977
Municipal & Nonprofit Agreements	222,557	261,501	38,944
Federal Agency Agreements (inc. EDD)	607,150	763,750	156,600
Total	1,799,929	2,099,264	299,335
	Expenses	Expenses	Net Change
Personnel	1,099,685	1,279,529	179,844
Equipment	35,081	37,283	2,202
Communications	7,591	7,591	0
Fixed Expenses	48,197	47,166	(1,031)
Administrative Expenses	49,725	45,650	(4,075)
Contracted Work	533,040	656,486	123,447
Reserve Funds	14,000		(14,000)
Total	1,787,320	2,073,707	286,386
Net Deficit/Surplus	12,608	25,557	12,949

*Based on mid-year budget adopted FY2023

Draft FY2024 Budget Revenue



Draft FY2024 Budget Expenses



Strafford Regional Planning Commission

FY2023 REVENUES	Adopted FY 23 Net Outside Revenue	Draft FY2024 Budget Revenue					Net Outside Funding	Net Change
		Funding Source Revenue	Internal Dues Match	Outside Source Soft Match	Outside Source Cash Match			
Total	1,799,929	2,099,264	107,191	88,170	-	2,099,264	299,335	
Dues, Interest & Reimbursements	131,355	133,067	0	0	0	133,067	6% 1,712	
2000 Municipal Dues (minus BRK, NOT)	130,755	132,467	0	0	0	132,467	1,712	
0000 Interest	100	100	0	0	0	100	0	
0000 Health Trust reward/reimbursement	500	500	0	0	0	500	0	
0000 Misc Revenue	0	0	0	0	0	0	0	
Municipal & Nonprofit Service Agreements	222,557	261,501	0	0	0	261,501	12% 38,944	
3103 Barrington Future Land Use and Transportation Master Plan	12,086	0	0	0	0	0	(12,086)	
3104 Barrington Housing Master Plan Chapter		21,500	0	0	0	21,500	21,500	
3501 Farmington Town Planner Services	40,000	40,000	0	0	0	40,000	0	
3506 Farmington Tax Maps	1,000	1,000	0	0	0	1,000	0	
3604 Lee Trail Maps	1,020	0	0	0	0	0	(1,020)	
3903 MIL CWSRF		5,000	0	0	0	5,000	5,000	
4003 New Durham ADU Update	2,500	0	0	0	0	0	(2,500)	
410X Newmarket Tax Maps	1,000	1,000	0	0	0	1,000	0	
4201 Northwood Technical Services	25,000	25,000	0	0	0	25,000	0	
4301 Nottingham Town Planner Services	25,000	25,000	0	0	0	25,000	0	
4303 Nottingham Trail Maps	915	0	0	0	0	0	(915)	
4403 Rochester Recreation Master Plan		23,000	0	0	0	23,000	23,000	
4604 Somersworth Tax Maps	1,903	1,000	0	0	0	1,000	(903)	
4603 Somersworth Historic Sites GIS	750	0	0	0	0	0	(750)	
4605 Somersworth Master Plan and Audit		67,000	0	0	0	67,000	67,000	
4701 Strafford Town Planner Services	38,000	38,000	0	0	0	38,000	0	
470X Strafford Tax Maps	1,000	1,000	0	0	0	1,000	0	
4703 Strafford Master Plan Update	30,595	0	0	0	0	0	(30,595)	
4801 Wakefield CR	2,500	0	0	0	0	0	(2,500)	
4802 Sanbornville Precinct NBRC Grant Admin	4,000	2,000	0	0	0	2,000	(2,000)	
4803 Wakefield NBRC Grant Admin (Union Hotel)	3,000	3,000	0	0	0	3,000	0	
5002 NHARPC Administration	8,000	8,000	0	0	0	8,000	0	
5151 CHAT/Tufts Health Plan Foundation - Healthy Aging	25,500	0	0	0	0	0	(25,500)	
5331 EMM Market Study	1,800	0	0	0	0	0	(1,800)	
5501 GIS projects (small billable projects)	1	1	0	0	0	1	0	
Federal Agency Agreements (including Economic Development)	607,150	763,750	17,500	52,500	0	763,750	36% 156,600	
U.S. Dept of Economic Development Administration								
7003 EDD Planning Partnership	70,000	70,000	17,500	52,500	0	70,000	0	
7002 CARES Act Recovery and Resiliency	45,250	0	0	0	0	0	(45,250)	
U.S. Environmental Protection Agency								
7110 Brownfields Community Assessment FY20-23	23,615	0	0	0	0	0	(23,615)	
7111 Brownfields Community Assessment FY24-28	0	93,750	0	0	0	93,750	93,750	
U.S. Department of Housing and Urban Development								
7201 HUD EDI CDS - Regional Plans	380,000	600,000	0	0	0	600,000	220,000	
State Agreements	224,011	297,988	3,390	35,670	0	297,988	14% 73,977	
Office of Planning and Development, BEA								
6001 Targeted Block Grant	11,111	11,111	0	0	0	11,111	0	
6002 ARPA Housing Needs Assessment	38,236	0	0	0	0	0	(38,236)	
6003 CEDR Funding	50,000	0	0	0	0	0	(50,000)	
Dept of Environmental Services								
6104 Coastal Grant 2024	15,000	15,000	2,500	12,500	0	15,000	0	
Coastal Resilience Grant	0	20,000	0	0	0	20,000	20,000	
6151 PSM Flood Smart Seacoast	16,758	0	0	0	0	0	(16,758)	
6250 Watershed Assistance (Permeable Reactive Barrier)	16,666	0	0	0	0	0	(16,666)	
6304 Source Water Protection- Aquifer Ordinance Updates	23,320	0	0	0	0	0	(23,320)	
6305 Source Water Protection- NKT OS Plan		16,223	890	2,337	0	16,223	16,223	
University of New Hampshire								
5205 PREPA Grant-New Durham shoreland regulation update	5,000	0	0	0	0	0	(5,000)	
5206 Great Bay Adapts		8,000	0	0	0	8,000	8,000	
PREPA		10,000	0	0	0	10,000	10,000	
NH Community Development Finance Authority								
6601 CDBG Grant Administration (CAPSC Homeless Shelter)	0	0	0	0	0	0	0	
6602 CDBG Grant Administration (ROC Gafney Home)	8,000	4,000	0	0	0	4,000	(4,000)	
6603 Transformative Planning Grant		20,000	0	0	0	20,000	20,000	
NH Housing Finance Authority								
6801 InvestNH Housing Navigator Grant	88,226	131,154	0	0	0	131,154	42,928	
Department of Safety Homeland Security								
6501 HazMit Plans PDM19- BAR,NDU,ROL,SOM (FY 202-23)	500	0	0	0	0	0	(500)	
6502 HazMit Plans BRIC20-DUR, MID, MIL, NOT, STR (FY2023)	41,500	0	0	0	0	0	(41,500)	
6503 HazMit Plans BRIC21-MAD, NOR, ROC		30,000	0	10,000	0	30,000	30,000	
6504 HazMit Plans 4516-DOV, FAR, NKT		32,500	0	10,833	0	32,500	32,500	
Metropolitan Planning Organization Agreements	614,856	642,958	86,301	0	0	642,958	31% 28,102	
Dept of Transportation								
8001 UPWP Federal Highways & Transit	602,400	634,958	70,551	0	0	634,958	32,558	
8101 COAST CommuteSmart Seacoast	0	8,000	2,000	0	0	8,000	8,000	
8102 Safe Streets for All MPO Partnership	0		13,750	0	0	0	0	
							100%	

Strafford Regional Planning Commission

FY2023 EXPENSES	Adopted FY23 Budget		Draft FY2024 Budget		Net Change
Total	1,787,319		2,073,707		286,387
PERSONNEL	1,099,685	<i>69%</i>	1,279,529	<i>62%</i>	179,844
Salaries and Hourly Wages	868,131		984,750		116,619
Payroll Taxes	66,412		76,246		9,834
Payroll Processing - QuickBooks	3,778		3,778		0
Health Insurance	89,569		130,793		41,224
Dental Insurance	6,190		7,384		1,194
Life Insurance	1,295		1,543		247
Shorterm Disability	2,926		3,205		279
Longterm Disability	748		818		70
Paid Family Medical Leave	0		5,982		5,982
FSA Fees	0		0		0
Health Incentives	11,276		11,935		659
SIMPLE IRA Pension	25,647		29,175		3,529
Worker's Compensation	1,909		1,899		(10)
Unemployment Insurance	1,969		2,230		261
Staff Training & Workshops	14,000		15,000		1,000
Professional Dues: AMPO, NHARPC, NHPA, APA, NHMA, NEARI	5,836		4,792		(1,045)
EQUIPMENT	35,081	<i>3%</i>	37,283	<i>2%</i>	2,202
GIS Software	5,463		6,138		675
Transpo Software Maintenance: TransCAD	1,500		1,500		0
Office Software: Maintenance, purchase	7,680		10,045		2,365
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		3,900		62
Computers and Peripherals	3,900		3,000		(900)
Office Furniture	1,000		1,000		0
COMMUNICATIONS	7,591	<i>2%</i>	7,591	<i>0%</i>	0
Postage and Delivery	400		400		0
Office Phone System	1,164		1,164		0
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>	47,166	<i>2%</i>	(1,031)
Property & Liability	7,173		7,173		0
Office Vehicle Lease and Maintenance	11,024		9,993		(1,031)
Rent	30,000		30,000		0
ADMINISTRATIVE EXPENSES	49,725	<i>1%</i>	45,650	<i>2%</i>	(4,075)
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	21,150		10,000		(11,150)
Meeting Expenses (Meetings and Meeting Notices)	3,500		3,500		0
Travel	10,000		5,000		(5,000)
Library & Subscriptions: NH Planning Books	2,449		2,500		51
Bank Fees					
HealthTrust Employee Health Rewards	1,000		500		(500)
OUTSOURCED CONTRACTS	533,040	<i>20%</i>	656,486	<i>32%</i>	123,447
1000 IT Services	15,800		24,000		8,201
600X CEDR Funding Pass Through Expenses	40,010		0		(40,010)
6250 Watershed Assistance (PRB) Consultants	11,534		0		(11,534)
6801 InvestNH Housing Navigator Pass Through & Direct	2,833		2,286		(548)
7002 EDA CARES Contract support	11,877		0		(11,877)
710x EPA Brownfields QEP	19,775		84,938		65,163
7201 HUD EDI CDS Regional Plans - RPC Pass Through	320,000		505,263		185,263
8000 Contract Transportation Support (UPWP)	50,000		40,000		(10,000)
8000.602 FTA 5305e Subcontract to RPC	13,278		0		(13,278)
RESERVE FUND CONTRIBUTION	14,000	<i>0%</i>	0	<i>0%</i>	(14,000)
		<i>100%</i>		<i>100%</i>	

FISCAL YEAR 2024 July 1, 2023 – June 30, 2024

Approved by the Executive Committee on ____.

BILLING RATE STRUCTURE

Billing Level	Hourly Rates	
	Starting	Up To
Principal Planner	\$76.44	\$91.73
Senior Planner	\$66.25	\$76.44
Regional Planner III	\$61.15	\$66.25
Regional Planner II	\$56.06	\$61.15
Regional Planner I	\$50.96	\$56.06
Intern	\$36.04	\$40.28

Billing Rates include direct salaries and indirect costs (fringe + overhead).
 Circuit Rider Contracts are set at a flat rate of \$65-70/hour.
 Non-Dues paying communities pay an additional 10% markup.

SALARY RANGES

Billing Level	Starting	Up To	Minimum Experience
Principal Planner	\$75,000	\$90,000	Bachelors +10 years' experience; Masters +8 years' experience; +supervisory experience
Senior Planner	\$65,000	\$75,000	Bachelors +8 years' experience; Masters +6 years' experience; +project management
Regional Planner III	\$60,000	\$65,000	Bachelors + 6 years' experience; Masters + 4 years' experience
Regional Planner II	\$55,000	\$60,000	Bachelors +4 years' experience; Masters +2 years' experience
Regional Planner I	\$50,000	\$55,000	Bachelors 0-3 years' experience; Masters +0 experience
Intern	\$17/hr.	\$19/hr.	Undergrad – Graduate Student

The above lists the minimum number of years of related work experience, education, and management experience required for each level of seniority. Advancement is based upon achieving the minimum levels of experience, performance, demonstration of the relative level of responsibility, project management, and staff supervision.

STRAFFORD

Regional Planning Commission

Insurance Rates 7/1/23 - 6/30/24 (all SRPC Share Rates Remain the Same)

Health Plan Option 1

SRPC Premium Share	85%	60%	60%
	One Person	Two Person	Family
AB20 Health			
Total Monthly Premium	\$1,038.94	\$2,077.88	\$2,805.13
Monthly SRPC Share	\$883.10	\$1,246.73	\$1,683.08
Monthly Employee Share	\$155.84	\$831.15	\$1,122.05
SRPC Share Per Pay Period	\$407.58	\$575.41	\$776.81
Employee Share Per Pay Period	\$71.93	\$383.61	\$517.87

Health Plan Option 2

SRPC Premium Share	90%	75%	75%
	One Person	Two Person	Family
ABSOS20 Health			
Total Monthly Premium	\$837.47	\$1,674.93	\$2,261.16
Monthly SRPC Share	\$753.72	\$1,256.20	\$1,695.87
Monthly Employee Share	\$83.75	\$418.73	\$565.29
SRPC Share Per Pay Period	\$347.87	\$579.78	\$782.71
Employee Share Per Pay Period	\$38.65	\$193.26	\$260.90
Total Annual Deductible	\$1,000.00	\$2,000.00	\$3,000.00
HRA/SRPC Pays Up To	\$350.00	\$700.00	\$1,050.00
You Pay	\$650.00	\$1,300.00	\$1,950.00

The Site of Service plan has a Health Reimbursement Arrangement. SRPC pays the first \$350 of deductible per member, per plan year. Member is defined as either you, your spouse/partner, or your child.

Health Plan Option 3

SRPC Premium Share	100%	85%	85%
	One Person	Two Person	Family
ABSOS25 Health			
Total Monthly Premium	\$608.17	\$1,216.33	\$1,642.05
Monthly SRPC Share	\$608.17	\$1,033.88	\$1,395.74
Monthly Employee Share	\$0.00	\$182.45	\$246.31
SRPC Share Per Pay Period	\$280.69	\$477.18	\$644.19
Employee Share Per Pay Period	\$0.00	\$84.21	\$113.68
Total Annual Deductible	\$3,000.00	\$6,000.00	\$9,000.00
HRA/SRPC Pays Up To	\$1,500.00	\$3,000.00	\$4,500.00
You Pay	\$1,500.00	\$3,000.00	\$4,500.00

The Site of Service plan has a Health Reimbursement Arrangement. SRPC pays the first \$350 of deductible per member, per plan year. Member is defined as either you, your spouse/partner, or your child.

Dental Plan

SRPC Premium Share	100%	75%	75%
	One Person	Two Person	Family
Dental			
Total Monthly Premium	\$48.56	\$93.27	\$161.27
Monthly SRPC Share	\$48.56	\$69.95	\$120.95
Monthly Employee Share	\$0.00	\$23.32	\$40.32
SRPC Share Per Pay Period	\$22.41	\$32.29	\$55.82
Employee Share Per Pay Period	\$0.00	\$10.76	\$18.61



Strafford Regional Planning
Medical and Prescription Benefit Options
Guaranteed Maximum Monthly Rates for 7/1/2023 - 6/30/2024

Member Groups may choose ONE medical plan from each colored section with a maximum of three medical options per employee group. One prescription plan may be chosen per medical plan. Please consult with your Benefits Advisor if you are considering plan changes.

Medical Plan Type	Open Access PPO	Access Blue New England HMO	Access Blue New England HMO with Deductible		
Plan Name	OA20	AB20	ABSOS20/40/1KDED	ABSOS25/50/3KDED	ABSOS30/60/5KDED
Visit Copay	\$20	\$20	\$20	\$25	\$30
Specialty Visit Copay	\$20	\$20	\$40	\$50	\$60
Walk-In Center Copay	\$20	\$20	\$20	\$25	\$30
Urgent Care Copay	\$75	\$50	\$50	\$75	\$100
ER Copay	\$150	\$100	\$100	\$150	\$250
Standard Deductible (per person/per family)	\$1,000 / \$3,000 (Out-of-Network)	\$0	\$1,000 / \$3,000	\$3,000 / \$9,000	\$5,000 / \$12,000
Standard Coinsurance	20% (Out-of-Network)	N/A	N/A	N/A	N/A
Chiropractic Visits/Copay	Unlimited / \$20	Unlimited / \$20	Unlimited / \$20	Unlimited / \$25	Unlimited / \$30
Therapy Visits (PT/OT/ST)/Copay	Unlimited / \$20	60 / \$20	60 / \$20	60 / \$25	60 / \$30
Acupuncture Visits/Copay	Unlimited / \$20	Unlimited / \$20	Unlimited / \$20	Unlimited / \$25	Unlimited / \$30
Durable Medical Equipment	\$100 deductible, then you pay 20%	You pay 20%	\$100 deductible, then you pay 20%	100 deductible, then you pay 20%	\$100 deductible, then you pay 20%
MRI, CT scan, PET, MRA	You pay \$0 (In-Network)	You pay \$0	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$125 at SOS providers. Otherwise, Standard Deductible
X-Rays and Ultrasounds	You pay \$0 (In-Network)	You pay \$0	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$125 at SOS providers. Otherwise, Standard Deductible
Labs (including allergy testing)	You pay \$0 (In-Network)	You pay \$0	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible
Maximum Out-of-Pocket (per person/per family; medical and RX expenses combined)	\$3,000 / \$6,000	\$3,000 / \$6,000	\$5,000 / \$10,000	\$5,000 / \$10,000	\$7,150 / \$14,300

Medical Plan Type	High Deductible Health Plan (HSA Qualified)	
Plan Name	ABHD/5K/20COIN	OAHD/2.5K/20COIN
Standard Deductible	\$5,000 per person / \$10,000 per family	\$2,500 per person / \$5,000 per family (In-Network); \$4,000 per person / \$12,000 per family (Out-of-Network)
Standard Coinsurance	20%	20% (In-Network); 40% (Out-of-Network)
Coinsurance Maximum	\$1,550 per person, per year; \$3,100 per family, per year	\$1,500 per person / \$3,000 per family (In-Network); \$10,000 per person / \$15,000 per family (Out-of-Network)
Chiropractic Visits	Unlimited / Standard Deductible and/or Coinsurance	Unlimited / Standard Deductible and/or Coinsurance
Therapy Visits (PT/OT/ST)	60 Visits / Standard Deductible and/or Coinsurance	60 Visits / Standard Deductible and/or Coinsurance
Acupuncture Visits	Unlimited / Standard Deductible and/or Coinsurance	Unlimited / Standard Deductible and/or Coinsurance
Durable Medical Equipment	Standard Deductible and/or Coinsurance	Standard Deductible and/or Coinsurance
Prescription Drugs	Standard Deductible and/or Coinsurance	Standard Deductible and/or Coinsurance
Maximum Out-of-Pocket (per person/per family; medical and RX expenses combined)	\$6,550 / \$13,100	\$4,000 / \$8,000 (In-Network); \$14,000 / \$28,000 (Out-of-Network)
single	\$611.09	\$789.86
2-person	\$1,222.19	\$1,579.71
family	\$1,649.96	\$2,132.61

Medicare Supplemental Plans (MC3)	
MC3 with RX Coverage	RX10/20/45
single	\$726.41
MC3 with RX Coverage	R10/25/40M10/40/70
single	\$702.77
MCNRX (No RX Coverage)	N/A
single	\$290.52

Monthly Medical Rates with Prescription Benefit Option RX10/20/45						
single	\$1,153.69	\$1,084.96	\$874.53	\$635.07	\$585.97	
2-person	\$2,307.38	\$2,169.93	\$1,749.07	\$1,270.15	\$1,171.93	
family	\$3,114.96	\$2,929.40	\$2,361.24	\$1,714.70	\$1,582.11	

OR

Monthly Medical Rates with Prescription Benefit Option R10/25/40M10/40/70						
single	\$1,116.06	\$1,049.62	\$846.08	\$614.42	\$566.92	
2-person	\$2,232.11	\$2,099.25	\$1,692.16	\$1,228.84	\$1,133.84	
family	\$3,013.35	\$2,833.98	\$2,284.41	\$1,658.94	\$1,530.69	

RX = Copays for both retail and mail order R= Copays for retail (up to 34 day supply) M = Copays for Maintenance Choice (up to 90 day supply)

DISCLAIMER: These are Guaranteed Maximum Rates which will be revisited in the spring with the opportunity to be lowered. Monthly rates are based on a minimum of 75% participation of all eligible employees who do not otherwise have group medical coverage. Active employees and retirees must be offered the same prescription drug coverage. HealthTrust reserves the right to change these rates if there is a +/- 10% in enrollment. Any deductible and benefit limits shown are per plan year (July 1 through June 30). Effective 7/1/2023, all HealthTrust medical plans with CVS Caremark RX Coverage will include a Managed Prescription Drug Formulary. These charts are intended for summary purposes only. Details of coverage are set forth in separate documents, which govern these plans.

Site of Service (SOS), ABHD and OAHD Plans: The employer may fund up to 50% of the deductible. Employer may fund more than 50% for the ABHD and OAHD plans if utilizing an HSA.