

# STRAFFORD

Regional Planning Commission

## SRPC EXECUTIVE COMMITTEE MEETING

December 15, 2023, 8:00 a.m. to 9:00 a.m.

### In-Person:

University of New Hampshire, Durham, [Holloway Commons – Lamprey Room](#) (Maps and info attached)

**Parking:** Campus Crossing Visitor Lot – [8 Mill Rd](#) (**Parking Code: 2430**) Parking is free with the code until 12:00pm

### Hybrid Option:

In accordance with RSA 91:A, the Commission requires an in-person quorum. So long as an in-person quorum, Commissioners may participate virtually. Guests may attend the meeting virtually or at the SRPC Office. All participants, both in-person and virtual, can communicate contemporaneously.

**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](http://www.strafford.org). If anybody is unable to access the meeting, please email [mtaylorfetter@strafford.org](mailto: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/Requested) a) Approval of the Nov. 17, 2023, Minutes b) Acceptance of the Draft Oct. Financials	8:05-8:15	Refer to the enclosed memo and attachments.
3) Updates and Discussion Items a) Draft Mid-Year Budget Amendments b) Awards, Contracts, and General Business c) December Monthly Minors	8:15-8:50	Refer to the enclosed memo and attachments.
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](mailto: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.



**DATE:** December 8, 2023  
**TO:** Executive Committee Members  
**FROM:** Jen Czysz, Executive Director  
**RE:** Director's Report for the December 15, 2023 Meeting

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The following notes correspond to individual agenda items for discussion.

## **2b. Accept the Draft October Financials**

*Balance Sheet:* Account balances continue to be lower than we would like at this point in the year. The checking and savings held close to constant between September and October (good news). Looking ahead at preliminary figures for the November Statements, bank balances are climbing upward, from about \$91,000 at Oct. 31, 2023 to \$104,00 as of Nov. 30, 2023.

*Accounts Receivable:* Of the \$217,302 due at the end of October, \$87,473 was the current month's invoices. Another \$112,415 was received in November, leaving a past due balance of \$17,414. All instances of previously delayed reimbursements have been reconciled as of November.

*Profit and Loss:* October saw a small net gain of \$3,185, starting an upward trend. Year-to-date, we continue to run at a net loss, at the end of October -\$45,163. Factors that continue to impact the profit and loss include not achieving billable targets for the UPWP and high indirect rates.

*Income by Customer:* as previously noted, managers have been emphasizing increased billable hours. October we were able to bill \$124,197 against contracts. November preliminary results are consistent with this amount despite 3 holidays and vacation days. Comparatively August and September were \$105,433 and \$107,390 respectively.

## **3a. Draft Mid-Year Budget Amendments**

The working mid-year budget has been updated to reflect changes to current projects, including reconciling actual amounts carried forward from prior years or final contract amounts set after the budget was adopted. Additionally, the revenue table includes any new projects that came on line after the budget was adopted. Changes to expenses, adjust for actual staffing levels – adjusted schedules for current staff members and interns. As well as associated changes to benefits and software subscriptions. Additionally, IT costs are adjusted to reflect current estimates for server replacement and cloud migration.

## **3b. Awards, Contracts and General Business Update**

*Awards and Contracts:* Please refer to the table of pending and recently awarded grants and contracts at the end of this memo.



Indirect Rate: As of July 1, 2023 SRPC's approved indirect cost rate is 111.63%. as of the end of October, we are down slightly to 124.4%.

October 2024 Dues (FY24 YTD):

<b>Income:</b>	
FY24 Dues Paid	\$46,289.15
<b>Total Income</b>	<b>\$46,289.15</b>

<b>Expenses:</b>	
Planning Salaries	\$2,473.32
Dues and Subscriptions	\$40.20
Staff Training	\$60.00
Vehicle Interest	\$77.48
Bank Fees	\$15.00
Interest Expense	\$5.24
Meeting Expense	-\$795.61
Office Expense	\$26.90
Travel	\$48.47
Indirect (111.63%)	\$2,760.97
<b>Total SRPC Expenses</b>	<b>\$4,711.97</b>

<b>Cash Match:</b>	
UPWP	\$17,370.21
EDA	\$4,106.71
Coastal	\$1,532.92
LSWP	\$39.67
GSCH	\$1,578.15
CommuteSmart	\$160.99
ROC Recreation Chapter	\$1,203.36
<b>Total Cash Match</b>	<b>\$25,992.01</b>

<b>Contract Overages:</b>	
<b>Total Contract Overages</b>	

<b>Total Expenses</b>	<b>\$30,703.98</b>
<b>Dues Remaining</b>	<b>\$15,585.17</b>

**NEXT MEETING: December 19, 2023, 8 AM. – 9:00 A.M.**

## Proposals and Grant Applications Tracking

Title	Funder	Funding Year(s)	Award \$	Dues \$	Application Status	Contract Status	Description
<b>Milton and Farmington</b> Community Facilities Improvements	USDA	FY2024-2025	\$149,354		Awarded	Complete	Grant funds would allow the two towns to hire a consultant to perform structural, space needs, and other needed assessments of key community facilities. SRPC would retain \$28,454 to administer the grant and conduct project outreach and engagement, \$120,900 would be for building professional consultant costs.
<b>Newmarket</b> Waterfront Development Plan	NHDES Coastal Resil.	FY2024	\$37,300		Awarded	Complete	Prepare a waterfront design and improvement plan for the Town of Newmarket with \$8,000 programmed in landscape architect support.
Safe Streets for All ( <b>Region</b> Wide)	FHWA	FY2024-2025	\$50,000	\$13,750	Awarded	In Process	Working in collaboration with NH's MPOs to develop action plans that would make municipalities eligible for the Safe Streets for all implementation grants.
<b>Newmarket</b> Form Based Zoning Code Implementation	Newmarket/Invest NH	FY2024	\$92,500		Awarded	Complete	SRPC will partner and contract with Ivy Vann Town Planning (\$73,000) to conduct community engagement and develop a form based code for Newmarket's town center
Town of <b>Milton</b> Nitrogen Source Identification Plans	NHDES CWSRF	FY2024	\$100,000		Awarded	Contract Forthcoming	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.
<b>Somersworth</b> Early Learning Center YMCA Renovations	NHCDFA CDBG	FY2024-2025	\$30,000		Awarded	Contract Forthcoming	SRPC would serve as the grant administer to the City and their subrecipient, the Granite YMCA, who would renovate the existing child care facility to increase capacity. SRPC's admin and grant writing fee is \$30,000 and the \$470,000 balance for construction and improvement costs.
<b>New Durham</b> Contract Planner	New Durahm	FY2025			Submitted	NA- App Pending	Provide contract town planner services including plan review and staff support to the planning board
<b>Northwood</b> Septic System Database	NHDES LSWP	FY2025	\$29,937		Submitted	NA- App Pending	Create a septic system database for several existing water systems
<b>Durham</b> Wagon Hill Living Shorelines Phase 2	CMZ BIL	FY2024-2025	\$15,870		Withdrawn	-	Durham is the primary applicant working with NHDES and project partners and seeks to install Phase II of the Living Shoreline at Wagon Hill Farm in Durham, NH. SRPC's role in the project would be to assist with outreach and engagement.

Title	Funder	Funding Year(s)	Award \$	Dues \$	Application Status	Contract Status	Description
Durham Wagon Hill Living Shorelines Phase 2	NFWF	FY2024-2025	\$15,870		Awarded	In Process	Durham is the primary applicant working with NHDES and project partners and seeks to install Phase II of the Living Shoreline at Wagon Hill Farm in Durham, NH. SRPC's role in the project would be to assist with outreach and engagement.
Climate Resilience <b>Regional</b> Challenge	NOAA	FY2025-2030	\$1,375,000		Invited to Submit Full App	NA- App Pending	Building capacity and fostering the conditions which support the ability to prepare for, withstand, and recover forward from shocks and stressors. NHDES is the applicant. SRPC would receive a subaward funding 1 FTE for 5 years.
Sunrise Lake Watershed Plan Implementation ( <b>Middleton</b> )	NH DES 319	FY2025	\$50,000		Invited to Submit Full App	NA- App Pending	Implement four structural BMPs and one non-structural BMP identified in the Sunrise Lake Management Plan
Cocheco River Management Plan ( <b>Dover, Farmington, Middleton, New Durham and Rochester</b> )	NHDES 604(b)	FY2025	\$30,000		Invited to Submit Full App	NA- App Pending	Development and adoption of a River Corridor Management Plan
<b>Farmington</b> Stormwater Drainage Study Update (Year 2)	Great Bay 2030	FY2024-2025	\$90,000		Submitted	NA- App Pending	Update Farmington's Stormwater Drainage Study to incorporate new data, evaluate the performance of the existing drainage system, and prioritize infrastructure improvement projects.
Installation of Signage Throughout <b>Watershed</b> (Year 2)	Great Bay 2030	FY2024-2025	\$59,720		Submitted	NA- App Pending	Improve public understanding of how local rivers/streams connect to the larger Great Bay estuary system through the installation of educational signage throughout the watershed.
<b>Milton</b> Three Ponds Watershed Management Plan (Year 2)	Great Bay 2030	FY2024-2025	\$90,000		Submitted	NA- App Pending	Development of a watershed-based management plan for Milton Three Ponds to identify and manage environmental stressors impacting water quality and usage of the ponds.
Transformative Planning Grant ( <b>Region Wide</b> )	NHCDFR	FY2024-2025	\$20,000		In Development	NA- App Pending	Develop community-level strategies and planning activities that lead to the development of new project(s) that increase the housing supply
Coastal Flood Risk Summary ( <b>Region Wide</b> )	NHDES/NOAA	FY2024-26	\$7,500		In Development	NA- App Pending	Assist NHDES in an advisory and network partner role to update the Coastal Flood Risk Summary

Application/Proposal Status	Total Award \$	Pass Through Amt	Net SRPC Funding	# of Applications
Awarded	\$288,370	\$73,000	\$215,370	5
Submitted	\$269,657	\$77,000	\$192,657	5
Invited to Submit Full App	\$1,455,000		\$1,455,000	3
In Development	\$27,500		\$27,500	2
<b>Grand Total</b>	<b>\$2,040,527</b>	<b>\$150,000</b>	<b>\$1,890,527</b>	<b>15</b>

# STRAFFORD

Regional Planning Commission

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

## **1. Welcome/Introductions**

Vice Chair Peter Nelson called the meeting to order at 8:05A.M.

**Members attending in person:** Peter Nelson, Newmarket; Don Hamann, Rochester; Bill Fisher, Farmington; Joe Boudreau, Rochester; Barbara Holstein, Rochester; Tom Crosby, Madbury; John Mullen, Middleton; Michael Bobinsky, Somersworth,

**Members attending on Zoom:** Katrin Kasper, Lee

**Staff attending in person:** Jen Czysz

**Staff attending on Zoom:** Megan Taylor-Fetter, Kyle Pimental,

Guests attending on Zoom: Andrew Gordon, Marcum LLP

## **2. Presentation: FY2023 Draft Audit: Marcum LLP, Andrew Gordon**

J. Czysz introduced Andrew Gordon and stated that the audit group Melansen merged into Marcum LLC, and with the reassignment of roles, Andrew was the new lead on this year's audit.

Mr. Gordon started by thanking J. Czysz and K. Foster for their diligence in maintaining the finances and their assistance with the audit preparation. They were a pleasure to work and made the process go smoothly. He highlighted the account balances and trends. He stated that the FY 23 audit did not include a management letter, which typically is the case if there are no issues with internal controls. Safeguarding commissions assets.

Mr. Gordon reviewed the independent audit opinions, the management discussion and analysis and results of operations for the FY. He reviewed the Statement of net Position and Governmental Activities as of June 30, 2023

J. Czysz-stated that SRPC is updating the operating procedures which will change some of the internal processes.

P. Nelson asked can we compare trends year to year?

Gordon responded that for the critical success factors, there is nothing from an audit perspective that would say the commission is turning in a negative direction. All final statements are posted to the website. A. Gordon will provide past audit results at future presentations.



There are no new governmental regulations of note for FY 24. The most recent the is the right to use leased assets.

The group thanked Mr. Gordon for his presentation and for his work on the audit.

### **3. Action Items**

#### **a. Approval of the October 20, 2023 Minutes**

D. Hamann motioned to approve the October 20, 2023 minutes seconded by T. Crosby. There was no discussion. Motion passed with all members voting in favor.

#### **b. Acceptance of the Draft August Financials**

D. Hamann motioned to approve the draft September financials seconded by T. Crosby. Discussion:

J. Czynski highlighted the draft August financials.

Balance Sheet: Account balances continue are lower than we would like at this point in the fiscal year due to two factors: late payments from NHDOT and Farmington, that are now resolved, and running at a deficit in the first quarter of FY24.

Accounts Receivable: Of the \$194,844 due at the end of September, \$84,491 were the current month's invoices. Another \$86,096 was received in October, including the late DOT payments, leaving a past due balance of \$24,257.

Profit and Loss: September again operated at a loss (\$10,399). Year-to-date, the net loss at the end of September was \$47,479. Factors impacting the profit and loss include not achieving billable targets for the UPWP and environmental projects, compounded by higher indirect rates due to vacation time over the summer and a period of heavier grant writing. This has been reviewed with project managers to help monitor and increase billable time as we enter the 2nd quarter of the fiscal year.

The motion was brought back to the table for a vote. The motion passed with all members voting in favor.

#### **c. Acceptance of the Draft FY2023 Audit**

M. Bobinsky motioned to approve the draft FY23 Audit seconded by D. Hamann. All members voted in favor, and the motion passed.

Discussion: K. Pimental stated that regarding the indirect rate from a staff perspective, in last two months or so we have applied for 6 grants of which 5 have been selected or asked to submit a full proposal. The total \$300,000, will set us up for FY 25. Sometimes they stack on top of each other. There is a lot of time spent on the grant application side but that will bring in revenue.

### **4. Updates and Discussion Items**

#### **a. Awards, Contracts, and General Business**

J. Czynski stated that at the request of the committee, the grant tracker has been reorganized into a table and is set up to produce a report faster.

J. Czysz highlighted the Awards and Contracts. She stated that the indirect rate as of July 1, 2023 is 111.63%. As of the end of September, we are operating at 125.4%.

**b. Monthly Minors**

C. Lentz reviewed the monthly minors. He stated there are just a few this month:

- Barrington's sidewalk project had a typo and there are no changes to funding.
- COAST, changes to 2 projects include shifting the fiscal year forward and a phase shift.
- Statewide Culvert project which has no child project changes in our region.

**c. Other Matters**

There were no other matters discussed.

**d. Adjournment**

B. Fisher motioned to adjourn seconded by D. Hamann. All in favor. Meeting adjourned at 9:00 AM

**Strafford Regional Planning Commission**  
**Balance Sheet**  
As of October 31, 2023

	Oct 31, 23	Oct 31, 22	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
FSB Checking	59,928.46	202,486.66	-142,558.20 <sup>1</sup>
FSB Savings	31,324.35	96,595.69	-65,271.34
<b>Total Checking/Savings</b>	<b>91,252.81</b>	<b>299,082.35</b>	<b>-207,829.54</b>
Accounts Receivable			
Accounts Receivable	217,302.33	99,132.75	118,169.58
<b>Total Accounts Receivable</b>	<b>217,302.33</b>	<b>99,132.75</b>	<b>118,169.58 <sup>2</sup></b>
<b>Other Current Assets</b>			
Prepaid Expenses			
Prepaid Dues and Subscriptions	2,413.58	1,091.15	1,322.43
Prepaid Insurance (P & L)	5,260.00	0.00	5,260.00 <sup>3</sup>
Prepaid training	600.00	600.00	0.00
<b>Total Prepaid Expenses</b>	<b>8,273.58</b>	<b>1,691.15</b>	<b>6,582.43</b>
Prepaid software support	5,399.45	3,536.72	1,862.73 <sup>4</sup>
<b>Total Other Current Assets</b>	<b>13,673.03</b>	<b>5,227.87</b>	<b>8,445.16</b>
<b>Total Current Assets</b>	<b>322,228.17</b>	<b>403,442.97</b>	<b>-81,214.80</b>
<b>Fixed Assets</b>			
Right of Use Asset - Building			
Accumulated Amortization - Buil	-63,229.99	-25,761.00	-37,468.99
Right of Use Asset - Building - Ot...	112,410.00	112,410.00	0.00
<b>Total Right of Use Asset - Building</b>	<b>49,180.01</b>	<b>86,649.00</b>	<b>-37,468.99 <sup>5</sup></b>
Vehicles			
Vehicle Accumulated Depreciatio	-19,597.42	-13,861.54	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
<b>Total Vehicles</b>	<b>3,345.93</b>	<b>9,081.81</b>	<b>-5,735.88 <sup>6</sup></b>
<b>Property and Equipment</b>			
Accumulated Depreciation	-16,903.40	-15,745.44	-1,157.96
Equipment Purchase			
AI Traffic Counter	9,830.00	0.00	9,830.00
Pyro Traffic Count System	7,540.00	0.00	7,540.00
Lenova Think Server	3,983.04	3,983.04	0.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
<b>Total Equipment Purchase</b>	<b>33,115.44</b>	<b>15,745.44</b>	<b>17,370.00 <sup>7</sup></b>

**Strafford Regional Planning Commission**  
**Balance Sheet**  
As of October 31, 2023

11/15/23

Accrual Basis

	Oct 31, 23	Oct 31, 22	\$ Change
Total Property and Equipment	16,212.04	0.00	16,212.04
Total Fixed Assets	68,737.98	95,730.81	-26,992.83
<b>TOTAL ASSETS</b>	<b>390,966.15</b>	<b>499,173.78</b>	<b>-108,207.63</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
FSB Credit Card	456.35	1,000.91	-544.56
<b>Total Credit Cards</b>	456.35	1,000.91	-544.56
<b>Other Current Liabilities</b>			
FY24 Dues in Advance	92,548.22	0.00	92,548.22
Building Lease Liab Current	19,039.94	18,408.23	631.71
FY23 Dues in Advance	0.00	86,805.52	-86,805.52
Current Portion of Lease Payabl	3,002.44	3,248.58	-246.14
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
<b>Total Benefits payable</b>	48.00	48.00	0.00
Contract Revenue In Advance	47,818.11	34,412.59	13,405.52 <sup>8</sup>
<b>Payroll Liabilities</b>			
FSA Payable	-752.00	0.00	-752.00
FUTA	30.41	30.41	0.00
Social Security Payable	0.02	-0.02	0.04
Payroll Liabilities - Other	4,482.38	1,127.97	3,354.41
<b>Total Payroll Liabilities</b>	3,760.81	1,158.36	2,602.45
<b>Total Other Current Liabilities</b>	166,217.52	144,081.28	22,136.24
<b>Total Current Liabilities</b>	166,673.87	145,082.19	21,591.68
<b>Long Term Liabilities</b>			
Building Lease Liab Non Current	31,868.00	60,268.00	-28,400.00
Lease Payable - Ford Motor Cred	0.00	4,673.84	-4,673.84
<b>Accrued expenses</b>			
Accrued Payroll	20,053.38	51,939.13	-31,885.75
Accrued Vacation	42,764.92	42,091.38	673.54
Annual Audit Accrual	7,000.00	20,333.36	-13,333.36
<b>Total Accrued expenses</b>	69,818.30	114,363.87	-44,545.57 <sup>10</sup>
<b>Total Long Term Liabilities</b>	101,686.30	179,305.71	-77,619.41 <sup>9</sup>
<b>Total Liabilities</b>	268,360.17	324,387.90	-56,027.73

**Strafford Regional Planning Commission**  
**Balance Sheet**  
As of October 31, 2023

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	<u>Oct 31, 23</u>	<u>Oct 31, 22</u>	<u>\$ Change</u>
Equity			
Retained Earnings	167,769.00	176,019.32	-8,250.32 <sup>11</sup>
Net Income	-45,163.02	-1,233.44	-43,929.58
<b>Total Equity</b>	<u>122,605.98</u>	<u>174,785.88</u>	<u>-52,179.90</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>390,966.15</b></u>	<u><b>499,173.78</b></u>	<u><b>-108,207.63</b></u>

DRAFT

**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of October 31, 2023**

1. **Checking:** In the current year, the payment of the July and August UPWP reimbursement request (over \$75,000) was not received until mid-October. There has been conversation with NHDOT about the reimbursement submission process to expedite payment in the future. Contractor payments of approximately \$35,000 are booked, but are being held for distribution, pending payment from Farmington for their HOP grant, which was received mid-November for the Jul-Sep invoices. Town of Milton still has not paid the FY24 dues.

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

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3. **Prepaid Insurance:** In the prior year, and through August of the current year, monthly payments were made to Primex for Property and Liability Insurance. In September, we were instructed that effective January 1, 2024, Primex will no longer accept monthly payments. As a result, the Property and Liability Insurance balance was paid in full for FY24, and a monthly entry is being made to record monthly Property and Liability Insurance expense.

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4. **Prepaid Software:** New website plug-ins, social media tools, and ArcGIS plug-ins have been added (Trimble, Audio Eye, Buffer, Community Viz).

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5. **Right of Use Asset:** Effective for fiscal year 2022, a new Government Accounting method was introduced, called GASB 87. It requires total lease payments to be recorded as a liability, and a monthly expense is recorded as Amortization (previously Rent expense). The balance on the Balance Sheet reflects the Amortization expense accumulated during fiscal year 2022 through July 2023. The Amortization for this fiscal year is recorded at \$2,341.39 for July, and \$2,341.87 per month for the remainder of the fiscal year. See the Profit and Loss report.

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6. **Vehicle:** The vehicle was purchased in June of 2020. Depreciation is accumulated monthly, over 48 months, at a rate of \$477.99 per month. 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.

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7. **Equipment Purchase:** The FY23 audit resulted in traffic count equipment being reclassified from the profit and loss as an expense, to the balance sheet as two separate assets. The cost is being recorded monthly to the profit and loss statement as depreciation expense. Since the AI Traffic Counter and Pyro Traffic Count System was paid by NHDOT, the depreciation is being posted to LTA but is not being applied to dues income, nor is it reimbursable as an indirect cost.

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8. **Contract Revenue in Advance:** Current year balance = ROC RFP \$4,928, GSCH -\$233, Housing Navigator \$29,795, EDA \$13,328. GSCH has agreed to pay over and above the original contract amount as a reimbursable invoice, which is planned to be submitted in November. Invoices are billed monthly to income on the profit and loss and applied to reduce the Contract Revenue in Advance balance.

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9. **Long-Term Liabilities:** Building Lease Liab Non Current and Lease Payable-Ford Motor Credit 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. Lease payments expected to be paid in the current fiscal year are reflected in the Other Current Liabilities section of the Balance Sheet. The final lease payment on the vehicle is May, 2024.

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10. **Accrued Expenses:** These amounts are adjusted at year-end and reflect wages paid in FY24 worked in FY23 and half of the Paid Time Off (PTO) hours accrued by staff at 6/30/23. The annual audit accrual is the FY23 audit charge, as stated in the FY23 audit engagement letter. These amounts will be updated again at year-end as part of the FY24 close-out.

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

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>2000 LTA (Local Technical Assistance)</b>						
<b>2100 Dues</b>						
2109 Town of Milton dues	0.00	0.00	0.00	0.00	5,591.27	5,591.27
<b>Total 2100 Dues</b>	0.00	0.00	0.00	0.00	5,591.27	5,591.27 <sup>1</sup>
<b>2200 PLUR Books</b>						
2209 Town of Milton PLUR	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 2200 PLUR Books</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>2000 LTA (Local Technical Assistance) - Ot...</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 2000 LTA (Local Technical Assistance)</b>	0.00	0.00	0.00	0.00	5,591.27	5,591.27
<b>3100 Town of Barrington</b>						
3104 Barrington MP-Housing	6,431.14	0.00	3,639.78	0.00	0.00	10,070.92
<b>Total 3100 Town of Barrington</b>	6,431.14	0.00	3,639.78	0.00	0.00	10,070.92
<b>3500 Town of Farmington</b>						
3507 FAR HOP Grant	12,183.72	0.00	12,846.28	6,654.56	7,205.00	38,889.56 <sup>2</sup>
3506 Farmington Tax Maps	1,008.86	0.00	0.00	0.00	0.00	1,008.86
3501 FAR Circuit Rider	4,696.63	0.00	3,659.65	4,286.98	0.00	12,643.26 <sup>3</sup>
<b>Total 3500 Town of Farmington</b>	17,889.21	0.00	16,505.93	10,941.54	7,205.00	52,541.68
<b>4200 Town of Northwood</b>						
4201 NOR Circuit Rider	3,922.27	0.00	1,897.04 <sup>4</sup>	0.00	0.00	5,819.31
<b>Total 4200 Town of Northwood</b>	3,922.27	0.00	1,897.04	0.00	0.00	5,819.31
<b>4300 Town of Nottingham</b>						
4301 NOT Circuit Rider	1,251.25	0.00	0.00	0.00	0.00	1,251.25
<b>Total 4300 Town of Nottingham</b>	1,251.25	0.00	0.00	0.00	0.00	1,251.25
<b>4400 City of Rochester</b>						
4403 ROC Rec MP	1,946.00	0.00	2,627.61 <sup>5</sup>	0.00	0.00	4,573.61
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 4400 City of Rochester</b>	1,946.00	0.00	2,627.61	0.00	0.00	4,573.61
<b>4600 City of Somersworth</b>						
4605 SOM MP & Audit	1,889.54	0.00	0.00	0.00	0.00	1,889.54
<b>Total 4600 City of Somersworth</b>	1,889.54	0.00	0.00	0.00	0.00	1,889.54
<b>4700 Town of Strafford</b>						
4701 Strafford Circuit Rider	2,902.70	0.00	0.00	0.00	0.00	2,902.70

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Total 4700 Town of Strafford	2,902.70	0.00	0.00	0.00	0.00	2,902.70
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	0.00	0.00	747.50	0.00	0.00	747.50
Total 4800 Town of Wakefield	0.00	0.00	747.50	0.00	519.86	1,267.36
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
6000 Business and Economic Affairs						
6004 FY2024-2025 TBG	2,293.47	0.00	0.00	0.00	0.00	2,293.47
Total 6000 Business and Economic Affairs	2,293.47	0.00	0.00	0.00	0.00	2,293.47
6100 NH DES						
6104 Coastal 24	1,351.08	0.00	1,059.89	0.00	0.00	2,410.97
Total 6100 NH DES	1,351.08	0.00	1,059.89	0.00	0.00	2,410.97
6500 DEPT OF SAFETY (OEM)						
6502 BRIC DUR MID MIL NOT STR	5,280.00	0.00	4,350.00	0.00	0.00	9,630.00
Total 6500 DEPT OF SAFETY (OEM)	5,280.00	0.00	4,350.00	0.00	0.00	9,630.00
6600 CDFA-CDBG Grant Administration						
6602 CDBG Gafney Home	1,023.83	0.00	0.00	0.00	0.00	1,023.83
Total 6600 CDFA-CDBG Grant Administration	1,023.83	0.00	0.00	0.00	0.00	1,023.83
6800 NH Housing Authority						
6802 Housing Navigator	0.00	34,310.21	0.00	0.00	0.00	34,310.21
Total 6800 NH Housing Authority	0.00	34,310.21	0.00	0.00	0.00	34,310.21
7100 EPA						
7111 Brownfields 24-28	1,028.51	0.00	0.00	0.00	0.00	1,028.51
Total 7100 EPA	1,028.51	0.00	0.00	0.00	0.00	1,028.51
8000 DOT UPWP						
8002 UPWP 24-25	40,264.09	0.00	40,433.61	0.00	0.00	80,697.70
Total 8000 DOT UPWP	40,264.09	0.00	40,433.61	0.00	0.00	80,697.70
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>87,473.09</b>	<b>34,310.21</b>	<b>71,261.36</b>	<b>10,941.54</b>	<b>13,316.13</b>	<b>217,302.33</b>



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

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1. Milton Dues: We received an email in late October stating that the dues will be paid.
2. Farmington HOP: \$26,705.84 received in November.
3. Farmington Circuit Rider: \$3659.65 received in November. I have followed up with Kelly Heon regarding the outstanding August invoice.
4. Northwood Circuit Rider: \$1,897.04 received in November.
5. Rochester Rec MP: I have followed up regarding the September outstanding invoice.
6. Wakefield NBRC Union Hotel: Wakefield has received a partial notice to proceed and Blair Haney and I will be processing the outstanding invoice.
7. Coastal 24: \$1,058.89 received in November.
8. BRIC: \$4,350.00 received in November.
9. Housing Navigator: \$34,310.21 received in November.
10. DOT UPWP: \$40,433.61 received in November.

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**Strafford Regional Planning Commission**  
**Profit & Loss**  
**October 2023**

	Oct 23	Oct 22	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
2000 SRPC Membership Dues	11,568.53	10,896.22	672.31
<b>SRPC Revenue</b>			
<b>Municipal and NonProfit Revenue</b>			
3507 FAR HOP Grant	12,183.72	0.00	12,183.72
3104 BAR Housing MP Chapter	6,431.14	0.00	6,431.14
4605 SOM MP and Audit	1,889.54	0.00	1,889.54
4403 ROC Rec Chapter	2,296.29	0.00	2,296.29
3103 BAR Land Use Chapter	0.00	757.50	-757.50
3501 FAR Circuit Rider	4,696.63	3,749.38	947.25
3506 FAR Tax Maps FY23	1,008.86	0.00	1,008.86
4201 NORPlanning Services	3,922.27	2,675.00	1,247.27
4301 NOT Circuit Rider	1,251.25	3,306.25	-2,055.00
4303 Nottingham Trail Maps	0.00	870.00	-870.00
4701 Strafford Circuit Rider	2,902.70	2,046.25	856.45
4703 STR MP Update	0.00	3,666.25	-3,666.25
5151 GSCH - Tufts	0.00	474.30	-474.30
3504 FAR Tax Map Updates	0.00	874.25	-874.25
<b>Total Municipal and NonProfit Revenue</b>	<b>36,582.40</b>	<b>18,419.18</b>	<b>18,163.22</b>
<b>Total SRPC Revenue</b>	<b>36,582.40</b>	<b>18,419.18</b>	<b>18,163.22</b> <sup>1</sup>
<b>Federal Agencies Incl EDD</b>			
7111 EPA Brownfields FY24-28	10,435.95	0.00	10,435.95
7003 EDD Planning Partnership	11,198.08	12,570.27	-1,372.19
<b>Total Federal Agencies Incl EDD</b>	<b>21,634.03</b>	<b>12,570.27</b>	<b>9,063.76</b> <sup>2</sup>
<b>State Award Revenue</b>			
6802 NHHA Housing Navigator	9,697.04	0.00	9,697.04
<b>Dept of Bus &amp; Econ Affairs</b>			
6004 TBG 24-25	2,293.47	0.00	2,293.47
6001 TBG 22-23	0.00	1,159.59	-1,159.59
6002 ARPA RHNA	0.00	7,313.27	-7,313.27
6003 CEDR	0.00	640.86	-640.86
<b>Total Dept of Bus &amp; Econ Affairs</b>	<b>2,293.47</b>	<b>9,113.72</b>	<b>-6,820.25</b>
<b>NHDES</b>			
6104 Coastal 24	1,801.45	0.00	1,801.45
6103 Coastal FY23	0.00	3,147.73	-3,147.73
6151 Project of Special Merit	0.00	2,027.09	-2,027.09
6304 LSWP - Aquifers	0.00	4,918.37	-4,918.37
<b>Total NHDES</b>	<b>1,801.45</b>	<b>10,093.19</b>	<b>-8,291.74</b>
<b>CDFA</b>			

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**October 2023**

11/15/23

Accrual Basis

	Oct 23	Oct 22	\$ Change
6601 CDBG Grant	1,023.83	0.00	1,023.83
<b>Total CDFA</b>	<b>1,023.83</b>	<b>0.00</b>	<b>1,023.83</b>
Pre-Disaster Mitigation 6502 BRIC20	7,040.00	5,166.56	1,873.44
<b>Total Pre-Disaster Mitigation</b>	<b>7,040.00</b>	<b>5,166.56</b>	<b>1,873.44</b>
<b>Total State Award Revenue</b>	<b>21,855.79</b>	<b>24,373.47</b>	<b>-2,517.68<sup>3</sup></b>
<b>MPO Revenue</b>			
NH DOT			
8002 UPWP 24-25	44,737.88	0.00	44,737.88
8001 UPWP 22-23	0.00	39,359.22	-39,359.22
<b>Total NH DOT</b>	<b>44,737.88</b>	<b>39,359.22</b>	<b>5,378.66</b>
<b>Total MPO Revenue</b>	<b>44,737.88</b>	<b>39,359.22</b>	<b>5,378.66<sup>4</sup></b>
<b>Contra Income Cash Match</b>			
Cash Match ROC Rec Chapter	-350.29	0.00	-350.29
Cash Match GSCH	0.00	-78.60	78.60
Coastal Cash Match	-450.37	-702.37	252.00
LSWP Cash Match			
LSWP SRPC Cash Match	0.00	-362.99	362.99
<b>Total LSWP Cash Match</b>	<b>0.00</b>	<b>-362.99</b>	<b>362.99</b>
EDD Cash Match	-1,523.05	-1,295.72	-227.33
DOT Cash Match			
BAR Cash Match	0.00	98.72	-98.72
DOT Cash Match - Other	-4,473.79	-3,935.92	-537.87
<b>Total DOT Cash Match</b>	<b>-4,473.79</b>	<b>-3,837.20</b>	<b>-636.59</b>
<b>Total Contra Income Cash Match</b>	<b>-6,797.50</b>	<b>-6,276.88</b>	<b>-520.62</b>
<b>Contra Income InKind/Soft Match</b>			
In-Kind Coastal Match	0.00	-338.25	338.25
IK LSWP	0.00	-322.88	322.88
In-Kind EDD Match	-3,623.79	-6,091.64	2,467.85
In-Kind HazMit Match	-1,760.00	-1,291.64	-468.36
<b>Total Contra Income InKind/Soft Match</b>	<b>-5,383.79</b>	<b>-8,044.41</b>	<b>2,660.62</b>
<b>Contract Overage</b>	<b>0.00</b>	<b>-32.25</b>	<b>32.25</b>
<b>Total Income</b>	<b>124,197.34</b>	<b>91,264.82</b>	<b>32,932.52</b>
<b>Gross Profit</b>	<b>124,197.34</b>	<b>91,264.82</b>	<b>32,932.52</b>

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**October 2023**

	Oct 23	Oct 22	\$ Change
<b>Expense</b>			
<b>Personnel Expenses</b>			
<b>Salary and Wages</b>	76,256.19	65,568.29	10,687.90
<b>Payroll Expenses</b>			
<b>PFML</b>	1,547.19	0.00	1,547.19
<b>Dental insurance expense</b>	721.99	431.27	290.72
<b>Health incentive</b>	90.00	0.00	90.00
<b>Health Insurance expense</b>	11,121.84	5,714.77	5,407.07
<b>Life Insurance expense</b>	124.61	114.07	10.54
<b>LTD Insurance expense</b>	69.97	60.30	9.67
<b>STD insurance expense</b>	249.31	207.05	42.26
<b>Payroll Processing Fees</b>	276.00	229.75	46.25
<b>Pension expense</b>	2,086.78	1,758.91	327.87
<b>Unemployment expense</b>	207.67	164.08	43.59
<b>Workers Compensation</b>	157.50	159.08	-1.58
<b>Payroll Taxes</b>			
<b>Medicare Expense</b>	1,072.76	933.23	139.53
<b>Social Security expense</b>	4,587.00	3,990.35	596.65
<b>Payroll Taxes - Other</b>	0.03	-0.03	0.06
<b>Total Payroll Taxes</b>	5,659.79	4,923.55	736.24
<b>Total Payroll Expenses</b>	22,312.65	13,762.83	8,549.82
<b>Dues and Subscriptions</b>	393.01	427.36	-34.35
<b>Staff Training and Seminars</b>	398.38	1,177.62	-779.24
<b>Total Personnel Expenses</b>	99,360.23	80,936.10	18,424.13 <sup>5</sup>
<b>Equipment expense</b>			
<b>Copier Maintenance Contract</b>	325.00	319.85	5.15
<b>Software expense</b>			
<b>Arclnfo/View software</b>	483.33	455.25	28.08
<b>Office Software</b>			
<b>AudioEye</b>	49.17	0.00	49.17
<b>Buffer</b>	30.00	0.00	30.00
<b>Community Viz</b>	72.88	0.00	72.88
<b>Trimble SketchUp</b>	62.42	0.00	62.42
<b>iDrive</b>	0.00	66.63	-66.63
<b>Timesheet Software</b>	140.00	140.00	0.00
<b>Survey Monkey</b>	75.00	66.23	8.77
<b>Zoom</b>	45.83	58.32	-12.49
<b>Adobe In Design</b>	86.88	96.97	-10.09
<b>Anti-virus software</b>	0.00	40.85	-40.85
<b>Constant Contact</b>	130.50	85.50	45.00
<b>DropBox</b>	0.00	11.99	-11.99
<b>Microsoft Office 365</b>	225.00	212.50	12.50

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**October 2023**

	Oct 23	Oct 22	\$ Change
Total Office Software	917.68	778.99	138.69
Total Software expense	1,401.01	1,234.24	166.77
Total Equipment expense	1,726.01	1,554.09	171.92
<b>Fixed Expenses</b>			
Equipment Depreciation	289.50	0.00	289.50
Amortization-Building Insurance	2,341.87	0.00	2,341.87
Liability Insurance	657.50	597.75	59.75
Total Insurance	657.50	597.75	59.75
Rent	150.01	228.00	-77.99
<b>Vehicle Expenses</b>			
Depreciation Expense	477.99	477.99	0.00
Vehicle Gas & Repairs	80.83	39.32	41.51
Vehicle Interest	16.37	39.80	-23.43
Total Vehicle Expenses	575.19	557.11	18.08
Total Fixed Expenses	4,014.07	1,382.86	2,631.21
<b>Communications</b>			
Postage and Delivery	9.65	17.99	-8.34
Telephone and Internet	426.39	421.61	4.78
Website maintenance and updates			
Website and logo design	17.98	8.44	9.54
Total Website maintenance and updat...	17.98	8.44	9.54
Total Communications	454.02	448.04	5.98
<b>Administrative</b>			
Interest Expense	5.24	0.00	5.24
Library & Planning Books	0.00	-210.60	210.60
Office Expense	236.93	915.41	-678.48
<b>Office Supplies</b>			
Plotter Ink and Supplies	206.47	100.00	106.47
Office Supplies - Other	79.43	396.88	-317.45
Total Office Supplies	285.90	496.88	-210.98
<b>Professional Fees</b>			
Accounting, Audit	1,000.00	1,333.33	-333.33
Total Professional Fees	1,000.00	1,333.33	-333.33
<b>Travel &amp; Ent</b>			

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**October 2023**

	Oct 23	Oct 22	\$ Change
Travel	621.09	428.76	192.33
<b>Total Travel &amp; Ent</b>	<b>621.09</b>	<b>428.76</b>	<b>192.33</b>
<b>Total Administrative</b>	<b>2,149.16</b>	<b>2,963.78</b>	<b>-814.62</b>
<b>Contract Labor</b>			
IT and Network support	2,009.00	701.25	1,307.75 <sup>7</sup>
Pass Through Expense			
FAR HOP Consultant	11,313.75	0.00	11,313.75
<b>Total Pass Through Expense</b>	<b>11,313.75</b>	<b>0.00</b>	<b>11,313.75 <sup>8</sup></b>
<b>Total Contract Labor</b>	<b>13,322.75</b>	<b>701.25</b>	<b>12,621.50</b>
<b>Total Expense</b>	<b>121,026.24</b>	<b>87,986.12</b>	<b>33,040.12</b>
<b>Net Ordinary Income</b>	<b>3,171.10</b>	<b>3,278.70</b>	<b>-107.60</b>
<b>Other Income/Expense</b>			
Other Income			
Interest Income	13.59	20.94	-7.35
<b>Total Other Income</b>	<b>13.59</b>	<b>20.94</b>	<b>-7.35</b>
<b>Net Other Income</b>	<b>13.59</b>	<b>20.94</b>	<b>-7.35</b>
<b>Net Income</b>	<b>3,184.69</b>	<b>3,299.64</b>	<b>-114.95</b>

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**Strafford Regional Planning Commission**  
**Profit & Loss**  
**October 2023**

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1. Municipal revenue: Municipal revenue streams continue to increase with the addition of Housing Opportunity Planning (HOP) grants, and several master plan updates.

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2. Federal Agencies: The CARES Act grant ended in the fall 2022. A new Brownfields grant started 7/1/23, and the bidding process for an engineering firm has been initiated. The first billing for the Brownfields grant was completed in October.

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3. State Awards Revenue: Extensive work is being completed for the Housing Navigator project. The ARPA RHNA grant was closed out in December, 2022, and the CEDR grant closed out at the end of June 2023. Several of the NHDES 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. UNH contracts have been awarded for three new PREPA projects – Dover, Lee and Somersworth. Given the changing nature of the state contract “portfolio”, it is hard to compare each contract from one fiscal year to another.

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4. MPO Revenue: The new UPWP contract started 7/1/23 for another two-year cycle.

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5. Personnel Costs: Over the past couple of years, salaries have been slowly increased to better reflect labor market conditions and to encourage employee retention. In the current year, benefits expenses have risen due to increases in insurance costs and the addition of Paid Family and Medical Leave benefits.

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6. Amortization: As a result of the new GASB rules pertaining to the accounting of lease obligations, the rent check is now split between the current liability portion on the balance sheet, and a small amount of “interest” per the audit calculations, coded to rent expense. The bulk of what was previously rent expense is now reflected in a monthly journal entry and is coded as amortization. For August of this year, \$2,341.87 is coded to amortization and \$163.19 is coded to rent for total office space expense of \$2,505.06, as compared to the \$2,500 per month actual lease payment.

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7. IT and Network Support: A new IT provider was contracted and began work in January. Current fiscal year cost is to maintain the Cybersecurity framework \$1,050 per month, the base monthly maintenance fee of \$449 per month, and Security Stack Plan of \$510 (based on a per computer charge) per month.

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8. Pass Through Expenses: These are contingent on contracts in effect, and the timing of contractor invoices for each month. The EDA CARES contract concluded in the fall of 2022, and the new Brownfields grant is in the procurement process for engineering services bids.

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>2000 LTA (Local Technical Assistance)</b>			
10/01/20	2000 LTA (...	Dues 138822.39 (LESS BRK) = 11568.56 JULY, 11568.53 AUG-JUN 24	11,568.53
Total 2000 LTA (Local Technical Assistance)			11,568.53
<b>3100 Town of Barrington</b>			
<b>3104 Barrington MP-Housing</b>			
10/31/20	3100 Town ...	Barrington Master Plan - Housing Chapter - October 2023	6,431.14
Total 3104 Barrington MP-Housing			6,431.14
Total 3100 Town of Barrington			6,431.14
<b>3500 Town of Farmington</b>			
<b>3507 FAR HOP Grant</b>			
10/31/20	3500 Town ...	Farmington Housing Opportunity Planning (HOP) Grant Progress Billing - October 2023	12,183.72
Total 3507 FAR HOP Grant			12,183.72
<b>3506 Farmington Tax Maps</b>			
10/31/20	3500 Town ...	CY 2023 Tax Maps - Stephen Geis	608.90
10/31/20	3500 Town ...	CY 2023 Tax Maps - Jackson Rand	399.96
Total 3506 Farmington Tax Maps			1,008.86
<b>3501 FAR Circuit Rider</b>			
10/31/20	3500 Town ...	Progress Billing - Farmington Circuit Rider - October 2023	4,696.63
Total 3501 FAR Circuit Rider			4,696.63
Total 3500 Town of Farmington			17,889.21
<b>4200 Town of Northwood</b>			
<b>4201 NOR Circuit Rider</b>			
10/31/20	4200 Town ...	Progress Billing - Northwood Circuit Rider - October 2023	3,922.27
Total 4201 NOR Circuit Rider			3,922.27
Total 4200 Town of Northwood			3,922.27
<b>4300 Town of Nottingham</b>			
<b>4301 NOT Circuit Rider</b>			
10/31/20	4300 Town ...	Progress Billing - Nottingham Circuit Rider - October 2023	1,251.25
Total 4301 NOT Circuit Rider			1,251.25
Total 4300 Town of Nottingham			1,251.25
<b>4400 City of Rochester</b>			
<b>4403 ROC Rec MP</b>			
10/31/20	4400 City of...	Rochester Recreation Master Plan Chapter - October 2023	2,296.29



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

Date	Name	Memo	Amount
10/31/20	4400 City of...	Cash Match - Rochester Recreation Chapter	-350.29
	Total 4403 ROC Rec MP		1,946.00
	Total 4400 City of Rochester		1,946.00
<b>4600 City of Somersworth</b>			
<b>4605 SOM MP &amp; Audit</b>			
10/31/20	4600 City of...	Somersworth Housing Master Plan Chapter and Regulatory Framework Audit - Octobe...	1,889.54
	Total 4605 SOM MP & Audit		1,889.54
	Total 4600 City of Somersworth		1,889.54
<b>4700 Town of Strafford</b>			
<b>4701 Strafford Circuit Rider</b>			
10/31/20	4700 Town ...	Progress Billing - Strafford Circuit Rider - October 2023	2,902.70
	Total 4701 Strafford Circuit Rider		2,902.70
	Total 4700 Town of Strafford		2,902.70
<b>6000 Business and Economic Affairs</b>			
<b>6004 FY2024-2025 TBG</b>			
10/31/20	6000 Busin...	Targeted Block Grant 24-25 - Progress Billing - October 2023	2,293.47
	Total 6004 FY2024-2025 TBG		2,293.47
	Total 6000 Business and Economic Affairs		2,293.47
<b>6100 NH DES</b>			
<b>6104 Coastal 24</b>			
10/31/20	6100 NH D...	Coastal Technical Assistance Grant 23-306-09 - Progress Billing - October 2023	1,801.45
10/31/20	6100 NH D...	Cash Match	-450.37
	Total 6104 Coastal 24		1,351.08
	Total 6100 NH DES		1,351.08
<b>6500 DEPT OF SAFETY (OEM)</b>			
<b>6502 BRIC DUR MID MIL NOT STR</b>			
10/31/20	6500 DEPT...	23BRIC20 4393 Progress Billing - October 2023	7,040.00
10/31/20	6500 DEPT...	In Kind Match for Hazard Mitigation contracts	-1,760.00
	Total 6502 BRIC DUR MID MIL NOT STR		5,280.00
	Total 6500 DEPT OF SAFETY (OEM)		5,280.00
<b>6600 CDFA-CDBG Grant Administration</b>			
<b>6602 CDBG Gafney Home</b>			
10/31/20	6600 CDFA...	CDBG Grant Administration - Gafney Home - Sep-Oct 2023	1,023.83

## Strafford Regional Planning Commission Income by Customer October 2023

Date	Name	Memo	Amount
	Total 6602 CDBG Gafney Home		1,023.83
	Total 6600 CDFA-CDBG Grant Administration		1,023.83
	<b>6800 NH Housing Authority</b>		
	<b>6802 Housing Navigator</b>		
10/31/20	6800 NH H...	NHHFA Housing Navigator - October 2023	9,697.04
	Total 6802 Housing Navigator		9,697.04
	Total 6800 NH Housing Authority		9,697.04
	<b>7000 ECONOMIC DEVELOPMENT ADMINISTRATION</b>		
	<b>7003 EDA FY22</b>		
10/31/20	7000 ECO...	Progress Billing EDD Planning Partnership - October 2023	11,198.08
10/31/20	7000 ECO...	In Kind Match	-3,623.79
10/31/20	7000 ECO...	Cash Match	-1,523.05
	Total 7003 EDA FY22		6,051.24
	Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION		6,051.24
	<b>7100 EPA</b>		
	<b>7111 Brownfields 24-28</b>		
10/01/20	7100 EPA:7...	Brownfields 24-28 Progress Billing - Jul-Sept 2023 Pre Award Costs	9,407.44
10/31/20	7100 EPA:7...	Brownfields 24-28 Progress Billing - October 2023	1,028.51
	Total 7111 Brownfields 24-28		10,435.95
	Total 7100 EPA		10,435.95
	<b>8000 DOT UPWP</b>		
	<b>8002 UPWP 24-25</b>		
10/31/20	8000 DOT ...	Progress Billing - UPWP - October 2023	44,737.88
10/31/20	8000 DOT ...	10% Matching Funds	-4,473.79
	Total 8002 UPWP 24-25		40,264.09
	Total 8000 DOT UPWP		40,264.09
	<b>TOTAL</b>		<b><u>124,197.34</u></b>

## Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July through October 2023

	Jul - Oct 23	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
2000 SRPC Membership Dues	46,274.15	46,274.15	0.00
<b>SRPC Revenue</b>			
<b>Municipal and NonProfit Revenue</b>			
3507 FAR HOP Grant	38,889.56	45,246.64	-6,357.08
3104 BAR Housing MP Chapter	17,232.00	9,555.55	7,676.45
4704 STR Tax Mapping	0.00	1,000.00	-1,000.00
4106 NKT MP Other	0.00	8,000.00	-8,000.00
4105 NKT HOP1 MP Housing	0.00	5,454.56	-5,454.56
4104 NKT Tax Maps	0.00	666.66	-666.66
4605 SOM MP and Audit	14,438.82	22,333.36	-7,894.54
4403 ROC Rec Chapter	7,888.58	7,666.64	221.94
3501 FAR Circuit Rider	15,695.24	13,333.36	2,361.88
3506 FAR Tax Maps FY23	1,008.86	1,000.00	8.86
4201 NORPlanning Services	8,382.60	8,333.36	49.24
4301 NOT Circuit Rider	6,137.20	8,333.36	-2,196.16
4604 SOM Tax Maps FY23	0.00	666.66	-666.66
4701 Strafford Circuit Rider	12,799.71	12,666.64	133.07
4703 STR MP Update	-0.90	0.00	-0.90
4802 Sanbornville Precinct	0.00	2,000.00	-2,000.00
4803 WAK NBRC Union Hotel	0.00	1,000.00	-1,000.00
5151 GSCH - Tufts	9,523.64	0.00	9,523.64
5501 GIS Projects	48.00	1.00	47.00
<b>Total Municipal and NonProfit Reven...</b>	<b>132,790.81</b>	<b>147,257.79</b>	<b>-14,466.98</b>
<b>Total SRPC Revenue</b>	<b>132,790.81</b>	<b>147,257.79</b>	<b>-14,466.98</b>
<b>Federal Agencies Incl EDD</b>			
7111 EPA Brownfields FY24-28	10,435.95	31,250.00	-20,814.05
7003 EDD Planning Partnership	30,834.63	46,666.64	-15,832.01
<b>Total Federal Agencies Incl EDD</b>	<b>41,270.58</b>	<b>77,916.64</b>	<b>-36,646.06</b>
<b>State Award Revenue</b>			
6802 NHHA Housing Navigator	39,889.33	43,718.00	-3,828.67
Dept of Bus & Econ Affairs			
6004 TBG 24-25	4,434.00	3,703.64	730.36
<b>Total Dept of Bus &amp; Econ Affairs</b>	<b>4,434.00</b>	<b>3,703.64</b>	<b>730.36</b>
<b>NHDES</b>			
6305 LSWP NKT SWP 359	833.13	6,483.36	-5,650.23
6104 Coastal 24	8,476.06	10,000.00	-1,523.94
6151 Project of Special Merit	436.28	0.00	436.28
<b>Total NHDES</b>	<b>9,745.47</b>	<b>16,483.36</b>	<b>-6,737.89</b>

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

	Jul - Oct 23	Budget	\$ Over Budget
<b>UNH</b>			
5209 UNH PREPA-SOM NAT RES MP	0.00	7,200.00	-7,200.00
5208 UNH PREPA-LEE NRI	0.00	6,743.36	-6,743.36
5207 UNH-PREPA DOV NRI	0.00	6,743.36	-6,743.36
5206 UNH-GREAT BAY ADAPTS	0.00	1,666.64	-1,666.64
<b>Total UNH</b>	0.00	22,353.36	-22,353.36
<b>CDFA</b>			
6601 CDBG Grant	3,209.45	1,333.36	1,876.09
<b>Total CDFA</b>	3,209.45	1,333.36	1,876.09
<b>Pre-Disaster Mitigation</b>			
6503 BRIC21 MAD NOR ROC	0.00	10,666.64	-10,666.64
6502 BRIC20	17,490.00	4,655.64	12,834.36
<b>Total Pre-Disaster Mitigation</b>	17,490.00	15,322.28	2,167.72
<b>Total State Award Revenue</b>	74,768.25	102,914.00	-28,145.75
<b>MPO Revenue</b>			
<b>NH DOT</b>			
8002 UPWP 24-25	173,702.11	235,169.64	-61,467.53
8101 COAST/CMAQ	1,448.81	2,666.64	-1,217.83
<b>Total NH DOT</b>	175,150.92	237,836.28	-62,685.36
<b>Total MPO Revenue</b>	175,150.92	237,836.28	-62,685.36
<b>Contra Income Cash Match</b>			
Cash Match CommuteSmart	-160.99	-666.64	505.65
Cash Match GSCH	-1,578.15	0.00	-1,578.15
Coastal Cash Match	-1,532.92	-833.36	-699.56
LSWP Cash Match	-39.67	-296.64	256.97
<b>EDD Cash Match</b>	-4,106.71	-5,833.36	1,726.65
<b>DOT Cash Match</b>	-17,370.21	-23,517.00	6,146.79
<b>Total Contra Income Cash Match</b>	-25,992.01	-31,147.00	5,154.99
<b>Contra Income InKind/Soft Match</b>			
IK BRIC 21	0.00	-2,666.64	2,666.64
IK BRIC 20	0.00	-1,164.00	1,164.00
In-Kind Coastal Match	-2,344.44	-4,166.64	1,822.20
IK LSWP	0.00	-779.00	779.00
In-Kind EDD Match	-10,411.67	-17,500.00	7,088.33
In-Kind HazMit Match	-4,372.50	0.00	-4,372.50
<b>Total Contra Income InKind/Soft Match</b>	-17,128.61	-26,276.28	9,147.67

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

	Jul - Oct 23	Budget	\$ Over Budget
<b>Total Income</b>	427,149.09	554,775.58	-127,626.49 <sup>1</sup>
<b>Gross Profit</b>	427,149.09	554,775.58	-127,626.49
<b>Expense</b>			
<b>Personnel Expenses</b>			
Salary and Wages	303,997.33	332,535.36	-28,538.03
<b>Payroll Expenses</b>			
PFML	3,153.27	3,005.00	148.27
Dental insurance expense	2,911.63	2,461.36	450.27
Health incentive	379.33	3,978.36	-3,599.03
Health Insurance expense	44,694.83	43,597.64	1,097.19
Life Insurance expense	498.44	508.00	-9.56
LTD Insurance expense	279.88	279.00	0.88
STD insurance expense	997.24	958.64	38.60
Payroll Processing Fees	1,020.75	1,259.36	-238.61
Pension expense	8,189.86	9,761.36	-1,571.50
Unemployment expense	830.68	743.36	87.32
Workers Compensation	630.00	633.00	-3.00
Payroll Taxes	22,560.41	25,743.36	-3,182.95
<b>Total Payroll Expenses</b>	86,146.32	92,928.44	-6,782.12
<b>Dues and Subscriptions</b>	1,666.23	1,597.36	68.87
<b>Staff Training and Seminars</b>	2,059.26	5,000.00	-2,940.74
<b>Total Personnel Expenses</b>	393,869.14	432,061.16	-38,192.02 <sup>5</sup>
<b>Equipment expense</b>			
Copier Maintenance Contract	991.92	1,300.00	-308.08
<b>Office furniture</b>			
Computer equipment	2,123.75	1,000.00	1,123.75
Office furniture - Other	0.00	333.36	-333.36
<b>Total Office furniture</b>	2,123.75	1,333.36	790.39
<b>Other Equipment Repair and Cost</b>			
Equipment Rental & Repair	0.00	166.64	-166.64
<b>Total Other Equipment Repair and C...</b>	0.00	166.64	-166.64
<b>Software expense</b>			
ArcInfo/View software	1,933.32	2,112.64	-179.32
Office Software	3,749.82	3,693.36	56.46
<b>Total Software expense</b>	5,683.14	5,806.00	-122.86
<b>Traffic Count Expenses</b>			
Traffic counting supplies	112.66	0.00	112.66

## Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July through October 2023

	Jul - Oct 23	Budget	\$ Over Budget
Traffic Count Expenses - Other	0.00	1,000.00	-1,000.00
<b>Total Traffic Count Expenses</b>	<b>112.66</b>	<b>1,000.00</b>	<b>-887.34</b>
<b>Total Equipment expense</b>	<b>8,911.47</b>	<b>9,606.00</b>	<b>-694.53</b>
<b>Fixed Expenses</b>			
Amortization-Building	9,367.00	0.00	9,367.00
<b>Insurance</b>			
Liability Insurance	2,630.00	2,391.00	239.00
<b>Total Insurance</b>	<b>2,630.00</b>	<b>2,391.00</b>	<b>239.00</b>
Rent	639.57	10,000.00	-9,360.43
Vehicle Expenses	2,354.94	3,331.00	-976.06
<b>Total Fixed Expenses</b>	<b>16,149.47</b>	<b>15,722.00</b>	<b>427.47</b> <sup>6</sup>
<b>Communications</b>			
Media Outreach Expense	0.00	333.36	-333.36
Office Telephone System	0.00	388.00	-388.00
Postage and Delivery	358.21	133.36	224.85
Telephone and Internet	1,393.94	1,200.00	193.94
Website maintenance and updates	396.11	475.64	-79.53
<b>Total Communications</b>	<b>2,148.26</b>	<b>2,530.36</b>	<b>-382.10</b>
<b>Administrative</b>			
Meetings Expense	-481.47	1,166.64	-1,648.11
Office Expense	961.30	3,333.36	-2,372.06
Office Supplies	1,553.37	1,333.36	220.01
Printing and Reproduction	858.68	50.00	808.68
<b>Professional Fees</b>			
Accounting, Audit	4,000.00	5,333.36	-1,333.36
Legal Fees	0.00	1,333.36	-1,333.36
<b>Total Professional Fees</b>	<b>4,000.00</b>	<b>6,666.72</b>	<b>-2,666.72</b>
Travel & Ent	3,089.87	1,666.64	1,423.23
<b>Total Administrative</b>	<b>10,001.99</b>	<b>14,216.72</b>	<b>-4,214.73</b>
<b>Contract Labor</b>			
IT and Network support	6,027.00	9,666.64	-3,639.64
<b>Pass Through Expense</b>			
LEE NRI PREPA Consultant	0.00	2,000.00	-2,000.00
DOV NRI PREPA Consultant	0.00	2,000.00	-2,000.00
Misc Consultants - Contract TBD	0.00	5,000.00	-5,000.00
FAR HOP Consultant	35,101.25	37,691.64	-2,590.39

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

	<u>Jul - Oct 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
NHHFA Pass Through Expense	0.00	762.00	-762.00
EPA Brownfields Consultants	0.00	28,312.64	-28,312.64
NHDOT Consultant	0.00	16,666.64	-16,666.64
<b>Total Pass Through Expense</b>	<u>35,260.18</u>	<u>92,432.92</u>	<u>-57,172.74</u> <sup>10</sup>
<b>Total Contract Labor</b>	<u>41,287.18</u>	<u>102,099.56</u>	<u>-60,812.38</u>
<b>Total Expense</b>	<u>472,367.51</u>	<u>576,235.80</u>	<u>-103,868.29</u>
<b>Net Ordinary Income</b>	<u>-45,218.42</u>	<u>-21,460.22</u>	<u>-23,758.20</u>
<b>Other Income/Expense</b>			
Other Income			
Interest Income	55.40	33.32	22.08
<b>Total Other Income</b>	<u>55.40</u>	<u>33.32</u>	<u>22.08</u>
<b>Net Other Income</b>	<u>55.40</u>	<u>33.32</u>	<u>22.08</u>
<b>Net Income</b>	<u><u>-45,163.02</u></u>	<u><u>-21,426.90</u></u>	<u><u>-23,736.12</u></u>

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Accrual Basis

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

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1. Revenue: 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. Municipal Revenue: The NKT HOP and Master Plan Update contracts went into effect 10/1/23. A partial Notice to Proceed on the NBRC Union Hotel has been granted and the allocation of that partial funding is being confirmed. GSCH Tufts contract end date was 6/30/23. Current year revenue reflects work needed to complete that project, and additional funding has been approved.
3. Federal Agency Revenue: The EPA Brownfields grant started in July, staff has attended the initial training, and obtaining an engineering firm is in process. Brownfields billing did not start until October.
4. State Award Revenue: LSWP NKT is a task-based billing, and can only be billed when a task is 50% or 100% complete. The SOM, LEE, and DOV PREPA contract format was changed by UNH in late September. The Great Bay Adapts grant subaward to SRPC was completed in October. The Pre-Disaster Mitigation grants are also task-based billings. Middleton, Nottingham, and Strafford began work in July under the BRIC grant #6502 funding. Work started on the new BRIC #6503 funding mid-October.
5. Personnel: Salaries and Wages were spread evenly over the 12 month period. Actual utilization of interns may not coincide with the monthly budgeting of these salaries. In addition, staff utilizing paid family and medical leave has resulted in decreased actual wages paid. Health Incentive expenses were spread evenly over the 12 month period, but are typically paid out at fiscal year-end or when an employee leaves. Health benefits and Pension expense were estimated and may not reflect actual staff utilization.
6. Fixed Expense: See Profit and Loss note, Amortization.
7. Meeting Expense: Actual reflects transfer of PayPal funds for FY22 and FY23 Annual Meeting attendance fees received.
8. Accounting and Audit: A new firm is conducting the FY23 audit at a lower cost than originally projected.
9. Travel: Expenses are spread evenly over the 12 months. Actual expenses reflect normal travel and staff attendance at the EPA Brownfield Conference, including lodging and airfare.
10. 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, invoices received, or actual contract start dates.



# Strafford Regional Planning Commission

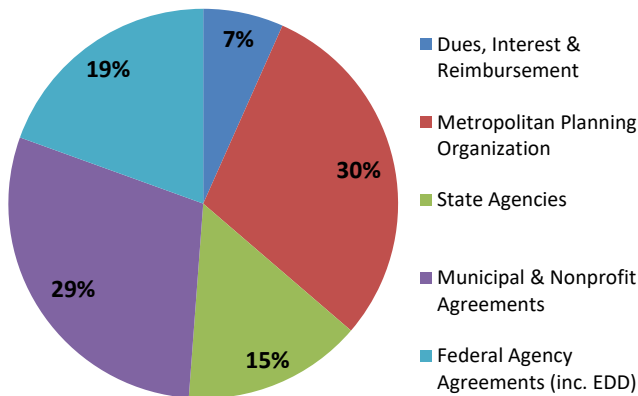
DRAFT Mid Year FY 2024 Amended Budget

## Summary Table

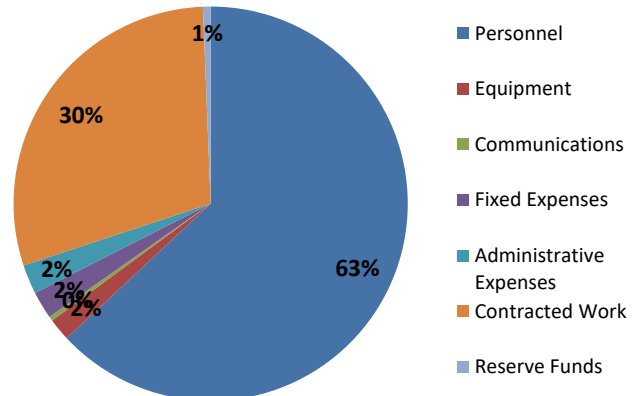
	FY24*	FY24 Mid Year	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	139,422	139,422	0
Metropolitan Planning Organization	640,958	619,458	(21,500)
State Agencies	320,873	311,310	(9,563)
Municipal & Nonprofit Agreements	486,241	613,319	127,078
Federal Agency Agreements (inc. EDD)	480,750	407,394	(73,356)
<b>Total</b>	<b>2,068,245</b>	<b>2,090,903</b>	<b>22,658</b>
	Expenses	Expenses	Net Change
Personnel	1,293,176	1,313,760	20,584
Equipment	38,518	38,615	97
Communications	7,591	7,591	0
Fixed Expenses	47,166	47,166	0
Administrative Expenses	45,650	50,000	4,350
Contracted Work	614,798	614,075	(723)
Reserve Funds	5,000	13,000	8,000
<b>Total</b>	<b>2,051,901</b>	<b>2,084,208</b>	<b>32,307</b>
<b>Net Deficit/Surplus</b>	<b>16,344</b>	<b>6,695</b>	<b>(9,649)</b>

\*Based on FY2024 adopted budget

**FY2024 Budget Revenue**



**FY2024 Budget Expenses**



# Strafford Regional Planning Commission

FY2024 REVENUES	FY 24 Adopted Revenue	FY2024 DRAFT Mid Year Budget Amendment Revenue					Net Change	% Change	
		Funding Source Revenue	Internal Dues Match	Outside Source Match	Outside Source Soft Match	Outside Source Cash Match			Net Outside Funding
<b>Total</b>	<b>2,068,245</b>	<b>2,092,668</b>	<b>109,517</b>	<b>62,611</b>	<b>-</b>	<b>2,090,903</b>	<b>22,658</b>	<b>1.1%</b>	
<b>Dues, Interest &amp; Reimbursements</b>	<b>139,422</b>	<b>139,422</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>139,422</b>	<b>7%</b>	<b>0</b>	<b>0.0%</b>
2000 Municipal Dues (minus BRK)	138,822	138,822	0	0	0	138,822		0	0.0%
0000 Interest	100	100	0	0	0	100		0	0.0%
0000 Health Trust reward/reimbursement	500	500	0	0	0	500		0	0.0%
0000 Misc Revenue	0	0	0	0	0	0		0	-
<b>Municipal &amp; Nonprofit Service Agreements</b>	<b>486,241</b>	<b>613,319</b>	<b>6,235</b>	<b>0</b>	<b>0</b>	<b>613,319</b>	<b>29%</b>	<b>127,078</b>	<b>26.1%</b>
3104 Barrington Housing Master Plan Chapter	21,500	22,330	0	0	0	22,330		830	3.9%
3501 Farmington Town Planner Services	40,000	60,000	0	0	0	60,000		20,000	50.0%
3506 Farmington Tax Maps	1,000	1,000	0	0	0	1,000		0	0.0%
3507 Farmington RT11 Audit and Regulatory Change	135,740	135,740	0	0	0	135,740		0	0.0%
3903 Milton Nitrogen Removal Plan (CWSRF)	50,000	40,000	0	0	0	40,000		(10,000)	-20.0%
410X Newmarket Tax Maps	1,000	1	0	0	0	1		(999)	-99.9%
4105 Newmarket Housing & Demographics HOP Grant	24,000	24,500	0	0	0	24,500		500	2.1%
4106 Newmarket Comprehensive Master Plan Update	20,000	20,000	0	0	0	20,000		0	0.0%
4107 Newmarket Form Based Code		92,500	0	0	0	92,500		92,500	-
4201 Northwood Technical Services	25,000	25,000	0	0	0	25,000		0	0.0%
4301 Nottingham Town Planner Services	25,000	25,000	0	0	0	25,000		0	0.0%
4403 Rochester Recreation Master Plan	23,000	24,200	4,355	0	0	24,200		1,200	5.2%
4404 Rochester Strategic Plan RFP Writing		4,928	0	0	0	4,928		4,928	-
4606 Somersworth Tax Maps	1,000	1,686	0	0	0	1,686		686	68.6%
4605 Somersworth Master Plan and Audit	67,000	74,000	0	0	0	74,000		7,000	10.4%
4701 Strafford Town Planner Services	38,000	38,000	0	0	0	38,000		0	0.0%
4704 Strafford Tax Maps	1,000	693	0	0	0	693		(308)	-30.8%
4801 Wakefield Contract Planner	0	5,400	0	0	0	5,400		5,400	-
4802 Sanbornville Precinct NBRC Grant Admin	2,000	0	0	0	0	0		(2,000)	-100.0%
4803 Wakefield NBRC Grant Admin (Union Hotel)	3,000	1,500	0	0	0	1,500		(1,500)	-50.0%
5002 NHARPC Administration	8,000	8,000	0	0	0	8,000		0	0.0%
5151 CHAT/Tufts Health Plan Foundation - Healthy Aging	0	8,840	1,880	0	0	8,840		8,840	-
5501 GIS projects (small billable projects)	1	1	0	0	0	1		0	0.0%

FY2024 REVENUES	FY 24 Adopted Revenue	FY2024 DRAFT Mid Year Budget Amendment Revenue						Net Change	% Change
		Funding Source Revenue	Internal Dues Match	Outside Source Soft Match	Outside Source Cash Match	Net Outside Funding			
<b>Federal Agency Agreements (including EDD)</b>	480,750	407,394	16,578	31,703	0	407,394	19%	(73,356)	-15.3%
<b>U.S. Dept of Economic Development Administration</b>									
7003 EDD Planning Partnership	70,000	64,644	16,271	31,703		64,644		(5,356)	-7.7%
<b>U.S. Environmental Protection Agency</b>									
7111 Brownfields Community Assessment FY24-28	93,750	93,750	0	0		93,750		0	0.0%
<b>U.S. Department of Housing and Urban Development</b>									
7201 HUD EDI CDS - Regional Plans	317,000	237,500	0	0	0	237,500		(79,500)	-25.1%
<b>U.S. Department of Agriculture - Rural Development</b>									
7301 USDA RD- Farmington & Milton Town Facilities Studies		11,500	307	0	0	11,500		11,500	-
<b>State Agreements</b>	320,873	313,075	3,500	30,908	0	311,310	15%	(9,563)	-3.0%
<b>Dept of Business and Economic Affairs</b>									
6004 Targeted Block Grant	11,111	11,111	0	0	0	11,111		0	0.0%
<b>Dept of Environmental Services</b>									
6104 Coastal Grant 2024	15,000	15,000	2,500	12,500	0	15,000		0	0.0%
6151 Project of Special Merit - FloodSmart Seacoast		1,765							
6152 Coastal Resilience Grant Newmarket Riverfront Plan	18,650	18,650	0	0	0	18,650		0	0.0%
6305 Source Water Protection- NKT OS Plan	16,223	18,223	1,000	2,337		18,223		2,000	12.3%
<b>University of New Hampshire</b>									
5206 Great Bay Adapts	5,000	5,000	0	0	0	5,000		0	0.0%
5207 PREPA Grant-Dover NRI	20,230	18,730	0	0	0	18,730		(1,500)	-7.4%
5208 PREPA Grant-Lee NRI	20,230	18,730	0	0	0	18,730		(1,500)	-7.4%
5209 PREPA Grant-Somersworth Nat Res MP	21,600	15,000	0	0	0	15,000		(6,600)	-30.6%
<b>NH Community Development Finance Authority</b>									
6601 CDBG Grant Administration (CAPSC Homeless Shelter)	0	0	0	0	0	0		0	-
6602 CDBG Grant Administration (ROC Gafney Home)	4,000	6,500	0	0	0	6,500		2,500	62.5%
6603 Transformative Planning Grant	10,000	5,000	0	0	0	5,000		(5,000)	-50.0%
<b>NH Housing Finance Authority</b>									
6801 InvestNH Housing Navigator Grant	131,154	131,154	0	0	0	131,154		0	0.0%
<b>Department of Safety Homeland Security</b>									
6501 HazMit Plans PDM19- BAR,NDU,ROL,SOM (FY 22-23)	0	675	0	225	0	675		675	-
6502 HazMit Plans BRIC20-DUR, MID, MIL, NOT, STR (FY23-24)	10,475	22,937	0	7,646	0	22,937		12,462	119.0%
6503 HazMit Plans BRIC21-MAD, NOR, ROC	24,000	18,000	0	6,000	0	18,000		(6,000)	-25.0%
6504 HazMit Plans 4516-DOV, FAR, NKT	13,200	6,600	0	2,200	0	6,600		(6,600)	-50.0%
<b>Metropolitan Planning Organization Agreements</b>	640,958	619,458	83,204	0	0	619,458	30%	(21,500)	-3.4%
<b>Dept of Transportation</b>									
8001 UPWP Federal Highways & Transit	634,958	614,958	68,329	0	0	614,958		(20,000)	-3.1%
8101 COAST CommuteSmart Seacoast	6,000	4,500	1,125	0	0	4,500		(1,500)	-25.0%
8102 Safe Streets for All MPO Partnership	0	0	13,750	0	0	0		0	-
							100%		

# Strafford Regional Planning Commission

FY2024 EXPENSES	FY2024 Adopted Budget		FY2024 Budget		Net Change	% Change
<b>Total</b>	<b>2,051,900</b>		<b>2,084,208</b>		<b>32,308</b>	<b>1.6%</b>
<b>PERSONNEL</b>	<b>1,293,176</b>	<i>69%</i>	<b>1,313,760</b>	<i>63%</i>	<b>20,584</b>	<b>1.6%</b>
Salaries and Hourly Wages	997,606		1,018,140		20,534	2.1%
Payroll Taxes	77,230		78,678		1,448	1.9%
Payroll Processing - QuickBooks	3,778		3,778		0	0.0%
Health Insurance	130,793		129,181		(1,612)	-1.2%
Dental Insurance	7,384		8,321		937	12.7%
Life Insurance	1,524		1,524		0	0.0%
Shorterm Disability	2,876		2,876		0	0.0%
Longterm Disability	837		837		0	0.0%
Paid Family Medical Leave	6,010		6,102		92	1.5%
FSA Fees	0		0		0	-
Health Incentives	11,935		10,334		(1,600)	-13.4%
SIMPLE IRA Pension	29,284		30,069		786	2.7%
Worker's Compensation	1,899		1,899		0	0.0%
Unemployment Insurance	2,230		2,230		0	0.0%
Staff Training & Workshops	15,000		15,000		0	0.0%
Professional Dues: AMPO, NHARPC, NHPA, APA, NHI	4,792		4,792		0	0.0%
<b>EQUIPMENT</b>	<b>38,518</b>	<i>3%</i>	<b>38,615</b>	<i>2%</i>	<b>97</b>	<b>0.3%</b>
GIS Software	6,338		6,338		0	0.0%
Transpo Software Maintenance: TransCAD	1,500		1,500		0	0.0%
Office Software: Maintenance, purchase	11,080		11,177		97	0.9%
INRIX Database for Transportation Planning	8,200		8,200		0	0.0%
Traffic Count Supplies and Repair	3,000		3,000		0	0.0%
Equipment Rental and Repair	500		500		0	0.0%
Copier Maintenance Contract	3,900		3,900		0	0.0%
Computers and Peripherals	3,000		3,000		0	0.0%
Office Furniture	1,000		1,000		0	0.0%
<b>COMMUNICATIONS</b>	<b>7,591</b>	<i>2%</i>	<b>7,591</b>	<i>0%</i>	<b>0</b>	<b>0.0%</b>
Postage and Delivery	400		400		0	0.0%
Office Phone System	1,164		1,164		0	0.0%
Internet and Phone Service	3,600		3,600		0	0.0%
Website Design and Maintenance	1,427		1,427		0	0.0%
Media Outreach Activities	1,000		1,000		0	0.0%

<b>FY2024 EXPENSES</b>	<b>FY2024 Adopted Budget</b>		<b>FY2024 Budget</b>		<b>Net</b>	<b>% Change</b>
					<b>Change</b>	
<b>FIXED EXPENSES</b>	<b>47,166</b>	<b>5%</b>	<b>47,166</b>	<b>2%</b>	<b>0</b>	<b>0.0%</b>
Property & Liability	7,173		7,173		0	0.0%
Office Vehicle Lease and Maintenance	9,993		9,993		0	0.0%
Rent	30,000		30,000		0	0.0%
<b>ADMINISTRATIVE EXPENSES</b>	<b>45,650</b>	<b>1%</b>	<b>50,000</b>	<b>2%</b>	<b>4,350</b>	<b>9.5%</b>
Printing	150		1,500		1,350	900.0%
Audit and Accounting Services	16,000		16,000		0	0.0%
Legal	4,000		4,000		0	0.0%
Office and Mapping Supplies	4,000		4,000		0	0.0%
Office Expense	10,000		10,000		0	0.0%
Meeting Expenses (Meetings and Meeting Notices)	3,500		3,500		0	0.0%
Travel	5,000		8,000		3,000	60.0%
Library & Subscriptions: NH Planning Books	2,500		2,500		0	0.0%
Bank Fees	0		0		0	-
HealthTrust Employee Health Rewards	500		500		0	0.0%
<b>OUTSOURCED CONTRACTS</b>	<b>614,798</b>	<b>20%</b>	<b>614,075</b>	<b>29%</b>	<b>(723)</b>	<b>-0.1%</b>
1000 IT Services	29,000		35,000		6,000	20.7%
3507 Far RT11 Audit & Regs Consultant Team	113,075		113,075		0	0.0%
3903 MIL CWSRF Consulting Engineer	37,500		30,000		(7,500)	-20.0%
4107 Newmarket Form Based Code Consultant			73,000		73,000	-
Architect, Landscape Architect, Engineer Consultant	15,000		0		(15,000)	-100.0%
5207 PREPA Grant-Dover NRI Environmental Consul	6,000		6,000		0	0.0%
5208 PREPA Grant-Lee NRI Environmental Consular	6,000		6,000		0	0.0%
6152 Coastal Resilience Grant (NKT) Landscape Arch	4,000		4,000		0	0.0%
6801 InvestNH Housing Navigator Direct Costs	2,286		0		(2,286)	-100.0%
7111 EPA Brownfields QEP	84,938		78,000		(6,938)	-8.2%
7201 HUD EDI CDS Regional Plans - RPC Pass Throug	267,000		200,000		(67,000)	-25.1%
7301 USDA RD FAR & MIL Town Facilities Consultant			5,250			
8002 Contract Transportation Support (UPWP)	40,000		40,000		0	0.0%
8002 Contract Title VI/Environmental Justice Suppor	10,000		10,000		0	0.0%
8102 Safe Streets for All	0		13,750		13,750	-
<b>RESERVE FUND CONTRIBUTION</b>	<b>5,000</b>	<b>0%</b>	<b>13,000</b>	<b>1%</b>	<b>8,000</b>	<b>160.0%</b>
		<b>100%</b>		<b>100%</b>		

# STRAFFORD

Regional Planning Commission

December 15, 2023

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

RE: December 2023 Minor Revisions to the 2023-2026 TIP

Dear Mr. Watson:

The Strafford Regional Planning Commission (SRPC) staff has received a request to approve the December 2023 Minor Revisions to Strafford Metropolitan Planning Organization's approved 2023-2026 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 2023-2026 TIP as proposed.

Sincerely,

Jennifer Czysz, AICP  
Executive Director



## **December 2023 TIP Minors Table of Contents**

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### **Funding Changes**

Dover, NH - South Berwick, ME 41433

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# 2023 - 2026 SRPC Transportation Improvement Program

## Decmeber 2023 Minors

12/8/2023

Please refer to the 2023 - 2026 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 2023 - 2026 TIP.

### DOVER, NH - SOUTH BERWICK, MAINE 41433

Towns: DOVER  
Road: Gulf Road  
Scope: Address Red List bridge carrying Gulf Road over Salmon Falls River between Dover and South Berwick

Acronyms:

#### Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$56,540		\$0	\$51,400	<b>\$107,940</b>
PE	2025	\$117,264		\$0	\$106,604	<b>\$223,868</b>
CON	2026	\$1,520,034		\$0	\$1,381,849	<b>\$2,901,883</b>

#### Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$56,540		\$0	\$51,400	<b>\$107,940</b>
PE	2025	\$113,080		\$0	\$102,800	<b>\$215,880</b>
CON	2026	\$1,465,800		\$0	\$1,332,545	<b>\$2,798,345</b>

#### Change Notes

NHDOT Description of Changes

SRPC Notes

Inflation

#### Funding Sources

##### FHWA

STBG-50 to 200K

STBG-5 to 200K

BRGBIL

##### NHDOT

Toll Credit

##### OTHER

Maine