

**SRPC EXECUTIVE COMMITTEE MEETING**

May 17, 2024, 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 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
<b>1) Welcome and Introductions</b>	8:00-8:05	N/A
<b>2) Action Items (Motions Required/Requested)</b> a) Approval of the April 19, 2024 Minutes b) Acceptance of the Draft Mar. Financials c) Fill E.C. Vacancy	8:05-8:20	Refer to the enclosed memo and attachments.
<b>3) Updates and Discussion Items</b> a) Executive Committee member renewals b) Draft FY2025 Budget c) FY2025 Salary and Hourly Rate Schedule d) FY2025 Health Plans e) Executive Director Review f) Awards, Contracts, and General Business g) May Monthly Minors	8:20-8:50	Refer to the enclosed memo and attachments.
<b>4) Other Business</b>	8:50-8:55	N/A
<b>5) Adjourn</b>	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).



## **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:** May 10, 2024  
**TO:** Executive Committee Members  
**FROM:** Jen Czysz, Executive Director  
**RE:** Director's Report for the May 17, 2024 Meeting

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The following notes correspond to individual agenda items for discussion.

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

*Balance Sheet:* Account balances remained about where we would like to see them. March 2024 is slightly better than 2023. That said, much of this remains attributable to several projects with contract revenue in advance (see p. 2 of the Balance Sheet, midway on the page).

*Accounts Receivable:* Of the \$189,059 due at the end of March, \$109,351 is attributable to current invoices. Another \$66,919 was received in April, with a past due balance of \$12,789.

*Profit and Loss and Income by Customer:* March 2024 ended with a net profit of \$7,204 for the month. Billing remains on target for the month at \$135,934. Our year-to-date loss continues to trend downward; -\$44,039 at the end of March. If we can keep the final quarter in the black, while we may still end the year in a deficit, it should be smaller.

## **2c. Fill the Vacant Seat on the E.C.**

With Bill Fisher's resignation, we have an open seat on the Executive Committee. The term runs through June.

## **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 FY2025. 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 Business Meeting on June 21, 2024.

## **3b. Draft FY2025 Budget**

The budget will be added to packets early next week. Since last month, changes are limited to adjustments for current staffing, updated project revenue forecasts, and on the expense side a review of all IT systems and needs.

## **3c. FY2025 Salary and Hourly Rate Schedule**

Like last year, billing rates are based upon actual hourly rates associated with the salary schedule, plus indirect costs (111.63%). Non-dues paying communities will be charged a 10% fee on top of actual billable rates. Circuit rider rates are proposed to increased from the current \$65-70 and hour to \$75 per hour for all new contracts entered into after July 1, 2024. If the Committee is comfortable with the schedule as presented, it may be voted



approved at this meeting. Otherwise, it will be on the June meeting agenda as an action item.

**3d. FY2025 Health Plans**

The health insurance plan summary is attached. SRPC’s health insurance rates are increasing 14.5% in FY2025. Last year rates increased 16.7% for fiscal year 2024. Dental rates and short-term disability, long-term disability and life insurance all remain the same, or nearly so. We will keep the third health plan option that was added last year. It is a lower cost but higher deductible plan as a way to offer lower cost impacts to staff. The enclosed cost share tables are slightly adjusted to decrease SRPC’s share for the most expensive single plan (bringing it more in line with the total contribution paid by SRPC for the other single plans). Similarly, and to incentivize choosing the lowest cost plan, the SRPC share of the lowest cost plan is increased.

Comparing annual costs of the plans to SRPC and Employees:

<b>SRPC Costs</b>	<b>Plan Year</b>	<b>One Person</b>	<b>Two Person</b>	<b>Family</b>
AB20 Health	FY2024	\$10,597.19	\$14,960.74	\$20,196.94
	FY2025	\$10,715.31	\$17,144.57	\$23,145.12
ABSOS20 Health*	FY2024	\$9,394.68	\$15,774.37	\$21,400.44
	FY2025	\$10,714.87	\$17,974.78	\$24,370.98
ABSOS25 Health*	FY2024	\$8,433.14	\$15,406.57	\$21,248.91
	FY2025	\$9,612.38	\$17,217.68	\$23,693.75

<b>Employee Costs</b>	<b>Plan Year</b>	<b>One Person</b>	<b>Two Person</b>	<b>Family</b>
AB20 Health	FY2024	\$1,870.09	\$9,973.82	\$13,464.62
	FY2025	\$3,571.77	\$11,429.71	\$15,430.08
ABSOS20 Health*	FY2024	\$1,654.96	\$6,324.79	\$8,733.48
	FY2025	\$1,801.65	\$7,058.26	\$9,723.66
ABSOS25 Health*	FY2024	\$1,864.90	\$5,189.39	\$7,455.69
	FY2025	\$1,750.90	\$5,509.00	\$7,887.13

*\*Includes all HRA/deductible costs.*

While the committee does not formally vote on the plans, I would like input before open enrollment starts on May 20<sup>th</sup>.

**3e. Executive Director Review**

Please be sure to complete the executive director’s review survey. Megan will reach out to schedule a separate meeting, tentatively to convene in late May, to conduct the annual review. <https://www.surveymonkey.com/r/XPCYZFZ>

**3d. 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.

*March 2024 Dues (FY24 YTD):*

<b>Income:</b>	
FY24 Dues Paid	\$104,131.80
<b>Total Income</b>	<b>\$104,131.80</b>

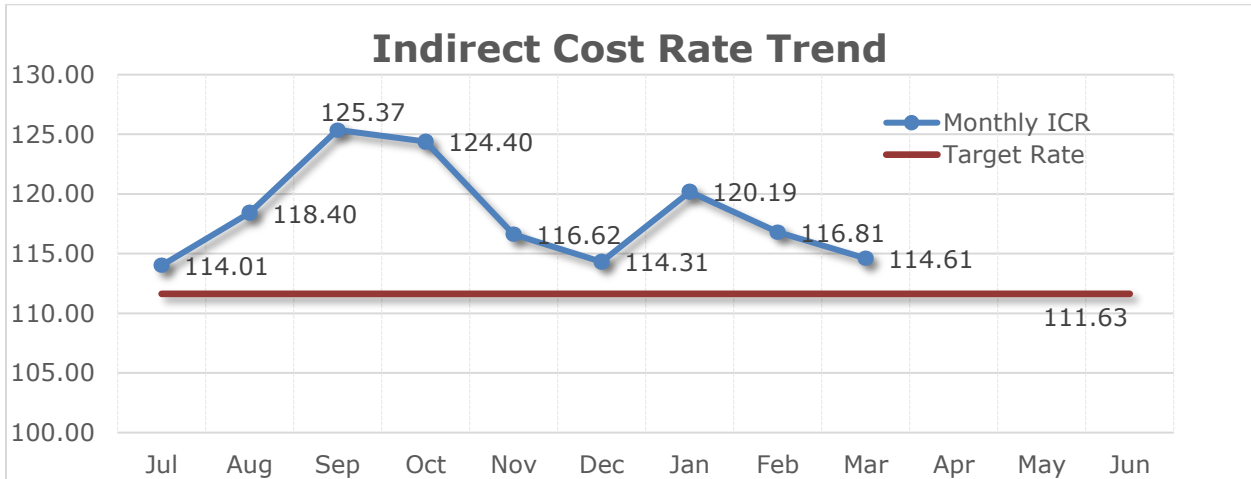
<b>Expenses:</b>	
Planning Salaries	\$5,035.60
Dues and Subscriptions	\$91.05
Staff Training	\$60.00
Equipment Depreciation	\$2,605.46
Vehicle Interest	\$128.96
Bank Fees	\$15.00
Interest Expense	\$5.24
Meeting Expense	-\$358.18
Office Expense	\$311.72
Travel	\$276.47
Indirect (111.63%)	\$5,621.24
<b>Total SRPC Expenses</b>	<b>\$13,792.56</b>

<b>Cash Match:</b>	
UPWP	\$41,028.01
EDA	\$11,865.26
Coastal	\$3,496.31
LSWP	\$714.34
GSCH	\$1,877.04
CommuteSmart	\$696.66
ROC Recreation Chapter	\$2,609.92
<b>Total Cash Match</b>	<b>\$62,287.54</b>

<b>Contract Overages:</b>	
Strafford Tax Maps	\$77.57
Somerset Tax Maps	\$2.28
Barrington Housing MP	\$168.18
Target Block Grant	\$17.41
PSM FloodSmart	\$172.34
<b>Total Contract Overages</b>	<b>\$437.78</b>

<b>Total Expenses</b>	<b>\$76,517.88</b>
<b>Dues Remaining</b>	<b>\$27,613.92</b>

*Indirect Rate:* SRPC's approved indirect cost rate is 111.63%. As of the end of January, we are down from a high of 125.4% in September to 114.6% at the end of March. If we can hold a 115-116% rate that would be a more realistic rate for future years. This year's audited rate will serve as the basis for setting the FY2026-2027 rate.



**NEXT MEETING: June 21, 2024, 8 AM. – 9:00 A.M.**

## Proposals and Grant Applications Tracking

Title	Funder	Funding Year(s)	Award \$	Dues \$	Application Status	Contract Status	Description
Safe Streets for All ( <b>Region</b> Wide)	FHWA	FY2024-2025	\$50,000	\$13,750	Awarded	Complete	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>Durham</b> Wagon Hill Living Shorelines Phase 2	Durham/NFWF	FY2025-2028	\$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.
Phase II of <b>NH Coastal Flood Risk Model</b>	NFWF	FY2024-2026	\$10,000		Awarded	In Process	Develop a dynamic sea-level rise and storm surge model for coastal NH to replace existing bathtub inundation maps
Town of <b>Milton</b> Nitrogen Source Identification Plans	NHDES CWSRF	FY2025-2026	\$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.
Building a Foundation to Evolve <b>CAW's</b> Practice (Year 2)	UNH/Great Bay 2030	FY2024-2025	\$10,000		Awarded	Contract Forthcoming	Identify and map communities that are disproportionately impacted by climate change due to life circumstances that increase exposure to hazards or make it harder to respond in the Great Bay watershed.
<b>PREPARE:</b> Preparing for Resilient and Equitable Post-disaster Recovery to Events	NHDES Project of Special Merit	FY2025-2026	\$25,000		Awarded	Contract Forthcoming	Prepare coastal communities for flood events by incorporating coastal resiliency and equitable engagement into post-disaster assistance and recovery.
Five-Year Update to Coastal Flood Risk Summary ( <b>Region</b> Wide)	NHDES/NOAA	FY2025-2026	\$7,532		Awarded	Contract Forthcoming	Assist NHDES in an advisory and network partner role to update the Coastal Flood Risk Summary
Transformative Planning Grant ( <b>Region</b> Wide)	NHCDFR	FY2024-2025	\$20,000		Awarded	Contract Forthcoming	Develop community-level strategies and planning activities that lead to the development of new project(s) that increase the housing supply
<b>InterRegional</b> Housing Solutions	DoD Joint Land Use Study (JLUS)	FY2025	\$35,000		Submitted	NA- App Pending	Southern Maine Planning and Development Council is the lead applicant. Funds are to support addressing transportation problems at the Portsmouth Naval Shipyard through land use change across its commute-shed. The project will fund SRPC and RPC to conduct regional trainings and provide free zoning and regulatory change services to communities.

Title	Funder	Funding Year(s)	Award \$	Dues \$	Application Status	Contract Status	Description
Climate Resilience <b>Regional</b> Challenge	NOAA	FY2025-2030	\$1,375,000		Submitted	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	FY2025-2027	\$62,885		Submitted	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)	FY2025-2026	\$33,500		Submitted	NA- App Pending	Development and adoption of a River Corridor Management Plan
<b>Newmarket</b> Prime Wetland Mapping	UNH PREP	FY2025-2026	\$1,700		Submitted	NA- App Pending	Produce new prime wetland maps.
<b>Newmarket</b> Waterfront Development Plan: Phase II	NHDES Coastal Resilience	FY2025-2026			In Development	-	Develop a Phasing Plan for Remaining Projects in Downtown Riverfront Master Plan Chapter and conduct Outreach and Capacity Building to Support the Establishment of a Sustainable Funding Source

Application/Proposal Status	Total Award \$	Net SRPC Funding	# of Applications
Awarded	\$213,402	\$88,402	7
Submitted	\$1,508,085	\$1,472,085	5
In Development		\$0	1
<b>Grand Total</b>	<b>\$1,721,487</b>	<b>\$1,560,487</b>	<b>13</b>

**SRPC EXECUTIVE COMMITTEE MEETING**

April 19, 2024, 8:00 a.m. to 9:00 a.m.

Hybrid Meeting (Conference Rm 1A & via Zoom)

Meeting Minutes

**Members attending in person:** William Fisher, Farmington; Peter Nelson, Newmarket; Barbara Holstein, Rochester; Joe Boudreau, Rochester

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

**Staff attending in person:** Jennifer Czysz, Colin Lentz

**Guest:** Michael Lehrman, Durham

**1. Welcome/Introductions**

Vice Chair Peter Nelson called the meeting to order at 8:00 A.M.

**2. Action Items**

**a. Acceptance of the March 15, 2024 Minutes**

- B. Holstein motioned to approve the March 15, 2024 meeting minutes as presented.
- D. Hamann seconded the motion. The motion passed with a unanimous vote in favor.

**b. Acceptance of the Draft January Financials**

J. Czysz reviewed the February Financials:

*Balance Sheet:* Account balances are back to about where we would like to see them. February 2024 is comparable to 2023. That said, much of this is attributable to several projects with contract revenue in advance.

*Accounts Receivable:* Of the \$125,780 (a nice lower amount) due at the end of February, \$101,843 are current invoices. Another \$21,744 was received in March, with a past due balance of \$2,194 (very low, even lower than January). Of note, DOT payments are caught up and timely.

*Profit and Loss and Income by Customer:* February 2024 ended with a net profit of \$8,298 for the month and preliminary March financials are looking like there will be another monthly profit (about \$7,000). Billing is back up to where we would like it to be now that the holidays are behind us; almost \$130,500. April we will have to keep an eye on billables with a staff vacancy. We were able to hire a NH regional planning veteran to take on two major projects to help cover in the interim, which should help. While not super, our year-to-date loss is trending downward; -\$51,243 at the end of February. If we can keep the final quarter in the black, while we may still end the year in a deficit, it should be smaller.



The preliminary March financials show a profit of \$7,000. We are keeping an eye on May which is a 3-payroll month.

D. Hamann motioned to accept the Draft February financials as presented. B. Holstein seconded the motion. The motion passed with a unanimous vote in favor.

### **3. Updates**

#### **a. Annual Meeting**

J. Czysz updated the committee on the progress. Prices were very high this year. After a lot of inquiries and bargaining, the best price was \$43 per person at the Three Chimneys in Durham. As we are kicking off an update to several chapters of the Regional Comprehensive Plan, ten years after the adoption of the last update, we are planning to do a 10-year retrospective of local and regional implementation.

Staff has been brainstorming awards and collectively we decided it is nice to keep it in house as our way of recognizing and thanking our partners. We will do a "nomination" form staff can submit potential awardees. We will then share the list and vote.

#### **b. Commissioner 101**

J. Czysz stated we used your suggestions along with some from a prior staff meeting to assemble a small internal group that formulated the following program for a Commissioner 101 event.

Arrival: Coffee, Cookies, and Conversation

- SRPC Region Poster – grab a sticky note and share 1 unique item that you love about your town (yellow) or elsewhere in the region (blue).
- 2<sup>nd</sup> Poster Station – TBD
- Pick up your event packet – handouts to include:
  - SRPC overview materials TBD
  - Acronym bingo board (with a glossary on the back)

Welcome

- Introductions – Name, Community, staff/commissioner
- Explain Bingo – as the event progresses, listen for the use of different acronyms, each time you hear one mark off a square on your bingo card
- All stand – how long have you lived in the region more than x years, then sit, the ones left standing have most longevity

Commissioner Engagement Presentation

- Co-led by Jen and Dave
- High level overview of our 3 hats: RPC, MPO, EDD
- Committees: EC, TAC, RIC, Strategy
- How to be a good commissioner

4 Stations – Round Robin Interviews: Commissioners – ask staff what do you do at SRPC? What type of projects?

- RPC – land use and environmental planning
- EDD – economic development
- MPO - transportation
- Data Team – data and GIS

Intermission

- Commissioners stand – how long have you been a commissioner x years...
- Staff stand – how long have you worked at SRPC...

4 Stations – Round Robin Interviews: Staff ask – what is most important to your community? What are you working on? What do you want to get out of being a commissioner?

Wrap Up: Acronym Bingo Results and Final Q and A

We are looking to hold the workshop late in the summer, early fall; the date is to be determined.

#### **c. Draft FY2025 Budget**

J. Czysz reviewed the first pass of the budget for FY2025. Over the next month we will be working to refine details including better estimates of projected contract balances that will carry forward into the new year and staffing levels after hiring. One of the more notable impacts is health insurance rates that have gone up 14.5% after an approximately 15% increase last year.

The final draft will be presented to the full commission at the June meeting for review and approval.

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

J. Czysz reviewed the contracts and awards.

The approved indirect cost rate is 111.63%. As of the end of January, we are down from a high of 125.4% in September to 116.8% at the end of February. If we can hold a 115-116% rate that would be a more realistic rate for future years. This year's audited rate will serve as the basis for setting the FY2026-2027 rate.

#### **4. March Monthly Minors**

C. Lentz reviewed the monthly minors and stated that most changes this month were inflation adjustments.

#### **5. Adjourn**

Following a motion, a second and a unanimous vote in favor the meeting adjourned at 8:55 AM.

**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of March 31, 2024**

	Mar 31, 24	Mar 31, 23	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
FSB Checking	10,203.22	94,382.76	-84,179.54
FSB Savings	147,590.20	27,596.98	119,993.22
<b>Total Checking/Savings</b>	<b>157,793.42</b>	<b>121,979.74</b>	<b>35,813.68 <sup>1</sup></b>
<b>Accounts Receivable</b>			
Accounts Receivable	189,058.90	148,365.33	40,693.57
<b>Total Accounts Receivable</b>	<b>189,058.90</b>	<b>148,365.33</b>	<b>40,693.57 <sup>2</sup></b>
<b>Other Current Assets</b>			
<b>Prepaid Expenses</b>			
Prepaid Dues and Subscriptions	1,525.53	1,629.50	-103.97
Prepaid Insurance (P & L)	1,972.50	0.00	1,972.50
Prepaid training	600.00	600.00	0.00
Prepaid Unemployment Comp	2,220.03	0.00	2,220.03
Prepaid Workers Compensation	1,403.28	0.00	1,403.28
<b>Total Prepaid Expenses</b>	<b>7,721.34</b>	<b>2,229.50</b>	<b>5,491.84</b>
Prepaid software support	7,522.76	7,642.37	-119.61
<b>Total Other Current Assets</b>	<b>15,244.10</b>	<b>9,871.87</b>	<b>5,372.23</b>
<b>Total Current Assets</b>	<b>362,096.42</b>	<b>280,216.94</b>	<b>81,879.48 <sup>3</sup></b>
<b>Fixed Assets</b>			
<b>Right of Use Asset - Building</b>			
Accumulated Amortization - Buil	-74,939.34	-46,837.38	-28,101.96
Right of Use Asset - Building - Ot...	112,410.00	112,410.00	0.00
<b>Total Right of Use Asset - Building</b>	<b>37,470.66</b>	<b>65,572.62</b>	<b>-28,101.96 <sup>4</sup></b>
<b>Vehicles</b>			
Vehicle Accumulated Depreciatio	-21,987.37	-16,251.49	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
<b>Total Vehicles</b>	<b>955.98</b>	<b>6,691.86</b>	<b>-5,735.88 <sup>5</sup></b>
<b>Property and Equipment</b>			
Accumulated Depreciation	-18,732.32	-15,745.44	-2,986.88
<b>Equipment Purchase</b>			
AI Traffic Counter	9,830.00	0.00	9,830.00
Pyro Traffic Count System	7,540.00	0.00	7,540.00
ThinkSystem ST520 FY24 Server	5,721.45	0.00	5,721.45
Lenova Think Server	3,983.04	3,983.04	0.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00

**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of March 31, 2024**

10:21 AM

04/23/24

Accrual Basis

	Mar 31, 24	Mar 31, 23	\$ Change
Total Equipment Purchase	38,836.89	15,745.44	23,091.45
Total Property and Equipment	20,104.57	0.00	20,104.57 <sup>6</sup>
Total Fixed Assets	58,531.21	72,264.48	-13,733.27
<b>TOTAL ASSETS</b>	<b>420,627.63</b>	<b>352,481.42</b>	<b>68,146.21</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
FSB Credit Card	488.63	4,776.58	-4,287.95
Total Credit Cards	488.63	4,776.58	-4,287.95 <sup>7</sup>
<b>Other Current Liabilities</b>			
FY24 Dues in Advance	34,705.57	0.00	34,705.57
Building Lease Liab Current	7,190.33	6,951.90	238.43
FY23 Dues in Advance	0.00	32,324.42	-32,324.42
Current Portion of Lease Payabl	867.82	1,232.78	-364.96
<b>Benefits payable</b>			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	148,647.91	554.85	148,093.06 <sup>8</sup>
<b>Payroll Liabilities</b>			
FSA Payable	128.00	0.00	128.00
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	1,104.74	1,118.09	-13.35
Total Payroll Liabilities	1,263.13	1,148.48	114.65
Total Other Current Liabilities	192,722.76	42,260.43	150,462.33
Total Current Liabilities	193,211.39	47,037.01	146,174.38
<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 <sup>9</sup>
<b>Accrued expenses</b>			
Accrued Payroll	20,053.38	51,939.13	-31,885.75 <sup>10</sup>
Accrued Vacation	42,764.92	42,091.38	673.54
Annual Audit Accrual	9,000.00	12,000.01	-3,000.01 <sup>11</sup>
Total Accrued expenses	71,818.30	106,030.52	-34,212.22
Total Long Term Liabilities	103,686.30	170,972.36	-67,286.06

**Strafford Regional Planning Commission**  
**Balance Sheet**  
As of March 31, 2024

10:21 AM

04/23/24

Accrual Basis

	Mar 31, 24	Mar 31, 23	\$ Change
<b>Total Liabilities</b>	296,897.69	218,009.37	78,888.32
<b>Equity</b>			
Retained Earnings	167,769.00	176,019.32	-8,250.32 <sup>12</sup>
Net Income	-44,039.06	-41,547.27	-2,491.79 <sup>13</sup>
<b>Total Equity</b>	123,729.94	134,472.05	-10,742.11
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>420,627.63</b>	<b>352,481.42</b>	<b>68,146.21</b>

DRAFT

**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of March 31, 2024**

10:21 AM

04/23/24

Accrual Basis

1. **Checking/Savings:** The total cash position, compared to the previous fiscal year, has improved due to receipt of funds paid in advance on various contracts. Most notably, the \$17,500 final advance for EDA was drawn early due to changes in the online grant administration platform; and approximately \$113,000 was received from NHCF for two newly executed contracts. Cash flow remains an issue, as payments from various HOP grants and NHDOT are taking longer to receive.

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

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3. **Prepaid Insurances:** 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 in September, and a monthly entry is being made to record monthly Property and Liability Insurance expense to the profit and loss statement. Workers Compensation and Unemployment insurances were paid in full in January of this fiscal year, and are being booked as a monthly expense on the profit and loss statement for calendar year 2024.

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4. **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 prior year balance on the Balance Sheet reflects the Amortization expense accumulated during fiscal year 2022 through June 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 Amortization on the Profit and Loss report for further information.

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5. **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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6. **Property and Equipment:** 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, AI Traffic Counter and Pyro Traffic Count System. The cost for these items is recorded monthly to the profit and loss statement as depreciation expense over a five-year period. This equipment was paid for by NHDOT, so the depreciation expense is not reimbursable. In addition, a new server was purchased in December of this fiscal year. The expense is being recorded over a five-year period as monthly depreciation on the profit and loss statement and is considered an eligible indirect expense.

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7. **FSB Credit Card:** In the prior year, travel, and lodging costs for two staff members were charged for attendance at the APA conference in Philadelphia, and traffic count supplies/equipment.

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8. **Contract Revenue in Advance:** Current year balance = ROC RFP \$3,923, NHCF \$112,829, Housing Navigator \$14,394, EDA \$17,503. Advances are deposited to savings. Invoices are billed monthly to income on the profit and loss, applied to reduce the Contract Revenue in Advance balance, and those amounts earned are then transferred to the checking account.

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9. **Leases, 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, as a result, the balance this fiscal year is zero.

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10. **Accrued Payroll:** These amounts reflect wages paid in FY24, but worked in FY23, and half of the Paid Time Off (PTO) hours accrued by staff at 6/30/23. These amounts will be updated again at year-end as part of the FY24 close-out. In the previous fiscal year, 14 days of payroll were accrued, as compared to only 5 days accrued for FY23.

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**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of March 31, 2024**

10:21 AM

04/23/24

Accrual Basis

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**11.** Annual Audit Accrual: The annual audit accrual is based on the audit engagement letter each year. The total amount is recorded monthly as audit expense on the profit and loss statement. Total audit costs for the current fiscal year are \$12,000 and were \$16,000 in the previous fiscal year.

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

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**13.** Net Income: Reflects Net Income for the entire fiscal year through the report date.

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**Strafford Regional Planning Commission**  
**A/R Aging Summary**  
 As of March 31, 2024

	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	0.00	0.00
<b>Total 2100 Dues</b>	0.00	0.00	0.00	0.00	0.00	0.00
<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	0.00	0.00
<b>3100 Town of Barrington</b>						
3104 Barrington MP-Housing	0.00	0.00	452.00	0.00	0.00	452.00
<b>Total 3100 Town of Barrington</b>	0.00	0.00	452.00	0.00	0.00	452.00
<b>3300 City of Dover</b>						
3304 Dover HOP Audit & Ordinance	5,766.16	0.00	1,200.42	0.00	0.00	6,966.58
<b>Total 3300 City of Dover</b>	5,766.16	0.00	1,200.42	0.00	0.00	6,966.58
<b>3500 Town of Farmington</b>						
3507 FAR HOP Grant	3,267.92	0.00	8,291.45	0.00	0.00	11,559.37
3501 FAR Circuit Rider	5,272.70	0.00	0.00	0.00	0.00	5,272.70
<b>Total 3500 Town of Farmington</b>	8,540.62	0.00	8,291.45	0.00	0.00	16,832.07
<b>3700 Town of Madbury</b>						
3702 CommunityViz Mapping	733.30	0.00	0.00	0.00	0.00	733.30
<b>Total 3700 Town of Madbury</b>	733.30	0.00	0.00	0.00	0.00	733.30
<b>4000 Town of New Durham</b>						
4004 NDU HOP (Hsg, LU, Vision)	635.82	0.00	0.00	0.00	0.00	635.82
<b>Total 4000 Town of New Durham</b>	635.82	0.00	0.00	0.00	0.00	635.82
<b>4100 Town of Newmarket</b>						
4107 NKT HOP 3 FORM BASED CODE	4,984.59	0.00	2,070.66	0.00	0.00	7,055.25
4106 NKT MP Other	2,951.62	0.00	4,506.16	0.00	0.00	7,457.78
4105 NKT HOP1 MP Housing	3,554.17	0.00	1,778.11	0.00	0.00	5,332.28
<b>Total 4100 Town of Newmarket</b>	11,490.38	0.00	8,354.93	0.00	0.00	19,845.31
<b>4200 Town of Northwood</b>						



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**Strafford Regional Planning Commission**  
**A/R Aging Summary**  
 As of March 31, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
4201 NOR Circuit Rider	2,119.03	0.00	1,787.50	0.00	0.00	3,906.53
<b>Total 4200 Town of Northwood</b>	2,119.03	0.00	1,787.50 <sup>3</sup>	0.00	0.00	3,906.53
4300 Town of Nottingham						
4301 NOT Circuit Rider	1,944.30	0.00	0.00	0.00	0.00	1,944.30
<b>Total 4300 Town of Nottingham</b>	1,944.30	0.00	0.00	0.00	0.00	1,944.30
4400 City of Rochester						
4403 ROC Rec MP	630.42	0.00	1,137.03	0.00	0.00	1,767.45
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 4400 City of Rochester</b>	630.42	0.00	1,137.03 <sup>4</sup>	0.00	0.00	1,767.45
4600 City of Somersworth						
4605 SOM MP & Audit	7,056.67	0.00	0.00	0.00	0.00	7,056.67
<b>Total 4600 City of Somersworth</b>	7,056.67	0.00	0.00	0.00	0.00	7,056.67
4700 Town of Strafford						
4701 Strafford Circuit Rider	1,752.60	0.00	0.00	0.00	0.00	1,752.60
<b>Total 4700 Town of Strafford</b>	1,752.60	0.00	0.00	0.00	0.00	1,752.60
4800 Town of Wakefield						
4803 WAK NBRC Union Hotel Grant Admin	0.00	0.00	0.00	0.00	519.86	519.86 <sup>5</sup>
4801 Wakefield Circuit Rider	647.50	0.00	1,330.00	0.00	0.00	1,977.50
<b>Total 4800 Town of Wakefield</b>	647.50	0.00	1,330.00 <sup>6</sup>	0.00	519.86	2,497.36
5201 UNH						
5206 Great Bay Adapts	0.00	0.00	925.82	0.00	0.00	925.82
5209 UNH PREPA SOM NR MP	2,496.82	0.00	1,538.29	0.00	0.00	4,035.11
5208 UNH PREPA LEE NRI	3,090.36	0.00	1,425.63	0.00	0.00	4,515.99
5207 UNH PREPA DOV NRI	1,045.33	0.00	1,943.99	0.00	0.00	2,989.32
<b>Total 5201 UNH</b>	6,632.51	0.00	5,833.73 <sup>7</sup>	0.00	0.00	12,466.24
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	0.00	0.00	2,170.15	0.00	0.00	2,170.15
<b>Total 6000 Business and Economic Affairs</b>	0.00	0.00	2,170.15 <sup>8</sup>	0.00	0.00	2,170.15
6100 NH DES						
6152 NKT Riverfront Coastal Resilience	0.00	0.00	1,139.95	0.00	0.00	1,139.95

**Strafford Regional Planning Commission  
A/R Aging Summary  
As of March 31, 2024**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
6104 Coastal 24	1,000.19	0.00	2,057.41	0.00	0.00	3,057.60
6305 LSWP NKT SWP-359	1,725.80	0.00	1,143.72	0.00	0.00	2,869.52
6151 PSM Flood Smart Seacoast	626.56	0.00	0.00	0.00	0.00	626.56
<b>Total 6100 NH DES</b>	<b>3,352.55</b>	<b>0.00</b>	<b>4,341.08</b> <sup>9</sup>	<b>0.00</b>	<b>0.00</b>	<b>7,693.63</b>
6500 DEPT OF SAFETY (OEM)						
6503 BRIC 21 MAD,NOR,ROC	3,150.00	0.00	0.00	0.00	0.00	3,150.00
<b>Total 6500 DEPT OF SAFETY (OEM)</b>	<b>3,150.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,150.00</b>
6600 CDFA-CDBG Grant Administration						
6602 CDBG Gafney Home	0.00	0.00	1,570.13	0.00	0.00	1,570.13
<b>Total 6600 CDFA-CDBG Grant Administration</b>	<b>0.00</b>	<b>0.00</b>	<b>1,570.13</b>	<b>0.00</b>	<b>0.00</b>	<b>1,570.13</b>
7100 EPA						
7111 Brownfields 24-28	796.31	0.00	0.00	0.00	0.00	796.31
<b>Total 7100 EPA</b>	<b>796.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>796.31</b>
7200 HUD						
7201 HUD EDI Regional Plan	14,156.73	0.00	0.00	0.00	0.00	14,156.73
<b>Total 7200 HUD</b>	<b>14,156.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14,156.73</b>
8000 DOT UPWP						
8002 UPWP 24-25	39,946.34	0.00	42,131.68	0.00	0.00	82,078.02
<b>Total 8000 DOT UPWP</b>	<b>39,946.34</b>	<b>0.00</b>	<b>42,131.68</b> <sup>10</sup>	<b>0.00</b>	<b>0.00</b>	<b>82,078.02</b>
8100 COAST						
8101 CommuteSmart Seacoast	0.00	0.00	587.70	0.00	0.00	587.70
<b>Total 8100 COAST</b>	<b>0.00</b>	<b>0.00</b>	<b>587.70</b> <sup>11</sup>	<b>0.00</b>	<b>0.00</b>	<b>587.70</b>
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>109,351.24</b>	<b>0.00</b>	<b>79,187.80</b>	<b>0.00</b>	<b>519.86</b>	<b>189,058.90</b>

**Strafford Regional Planning Commission**  
**A/R Aging Summary**  
**As of March 31, 2024**

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1. Barrington MP-Housing: \$452 received April
2. Farmington: \$8,291.45 received April
3. Northwood: \$1,787.50 received April
4. Rochester Rec MP: \$1,137.03 received April
5. Wakefield NBRC Union Hotel: Wakefield has received a partial notice to proceed and Blair Haney and I will be processing the outstanding invoice once it is determined what funds are available for administrative support.
6. Wakefield Circuit Rider: \$1,330 received April
7. UNH: \$925.82, \$1,538.29, \$1,425.63, \$1,943.99 received April
8. BEA: \$2,170.15 received April
9. DES: \$1,139.95, \$2,057.41 received April
10. DOT: \$42,131.68 received April
11. COAST: \$587.70 received April

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**Strafford Regional Planning Commission**  
**Profit & Loss**  
**March 2024**

10:31 AM

04/23/24

Accrual Basis

	Mar 24	Mar 23	\$ Change
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	11,568.53	10,896.22	672.31
SRPC Revenue			
Municipal and NonProfit Revenue			
3702 MAD CommViz	733.30	0.00	733.30
3304 DOV HOP	5,766.16	0.00	5,766.16
3501 FAR Circuit Rider	5,272.70	5,083.23	189.47
3507 FAR HOP Grant	3,267.92	0.00	3,267.92
4004 NDU Housing and Land Use	635.82	0.00	635.82
4105 NKT HOP1 MP Housing	3,554.17	0.00	3,554.17
4106 NKT MP Other	2,951.62	0.00	2,951.62
4107 NKT HOP3 Form Based Code	4,984.59	0.00	4,984.59
4201 NORPlanning Services	2,119.03	1,365.00	754.03
4301 NOT Circuit Rider	1,944.30	3,068.10	-1,123.80
4403 ROC Rec Chapter	743.88	0.00	743.88
4605 SOM MP and Audit	7,056.67	0.00	7,056.67
3103 BAR Land Use Chapter	0.00	1,686.02	-1,686.02
4701 Strafford Circuit Rider	1,752.60	3,289.05	-1,536.45
4703 STR MP Update	0.00	2,608.40	-2,608.40
4801 WAK Circuit Rider	647.50	0.00	647.50
5151 GSCH - Tufts	0.00	1,520.24	-1,520.24
Total Municipal and NonProfit Revenue	41,430.26	18,620.04	22,810.22
Total SRPC Revenue	41,430.26	18,620.04	22,810.22 <sup>1</sup>
Federal Agencies Incl EDD			
7111 EPA Brownfields FY24-28	796.31	0.00	796.31
7003 EDD Planning Partnership	10,534.93	15,956.97	-5,422.04
7201 HUD EDI CDS	14,156.73	0.00	14,156.73
Total Federal Agencies Incl EDD	25,487.97	15,956.97	9,531.00 <sup>2</sup>
State Award Revenue			
Dept of Bus & Econ Affairs			
6003 CEDR	0.00	10,745.99	-10,745.99
Total Dept of Bus & Econ Affairs	0.00	10,745.99	-10,745.99
NHDES			
6104 Coastal 24	3,874.39	0.00	3,874.39
6151 Project of Special Merit	798.90	1,399.16	-600.26
6305 LSWP NKT SWP 359	2,463.22	0.00	2,463.22
6103 Coastal FY23	0.00	4,142.62	-4,142.62
Total NHDES	7,136.51	5,541.78	1,594.73
UNH			

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**March 2024**

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Accrual Basis

	Mar 24	Mar 23	\$ Change
5207 UNH-PREPA DOV NRI	1,045.33	0.00	1,045.33
5208 UNH PREPA-LEE NRI	3,090.36	0.00	3,090.36
5209 UNH PREPA-SOM NAT RES MP	2,496.82	0.00	2,496.82
<b>Total UNH</b>	<b>6,632.51</b>	<b>0.00</b>	<b>6,632.51</b>
6802 NHHA Housing Navigator Pre-Disaster Mitigation	8,910.64	10,204.86	-1,294.22
6503 BRIC21 MAD NOR ROC	4,200.00	0.00	4,200.00
<b>Total Pre-Disaster Mitigation</b>	<b>4,200.00</b>	<b>0.00</b>	<b>4,200.00</b>
<b>Total State Award Revenue</b>	<b>26,879.66</b>	<b>26,492.63</b>	<b>387.03</b> <sup>3</sup>
<b>MPO Revenue</b>			
<b>NH DOT</b>			
8002 UPWP 24-25	44,384.82	0.00	44,384.82
8001 UPWP 22-23	0.00	55,981.17	-55,981.17
<b>Total NH DOT</b>	<b>44,384.82</b>	<b>55,981.17</b>	<b>-11,596.35</b>
<b>Total MPO Revenue</b>	<b>44,384.82</b>	<b>55,981.17</b>	<b>-11,596.35</b> <sup>4</sup>
<b>Contra Income Cash Match</b>			
Cash Match ROC Rec Chapter	-113.46	0.00	-113.46
Cash Match GSCH	0.00	-251.92	251.92
Coastal Cash Match	-333.40	-937.08	603.68
LSWP Cash Match			
LSWP SRPC Cash Match	-94.75	0.00	-94.75
<b>Total LSWP Cash Match</b>	<b>-94.75</b>	<b>0.00</b>	<b>-94.75</b>
EDD Cash Match	-1,536.18	-2,469.45	933.27
DOT Cash Match	-4,438.48	-5,598.12	1,159.64
<b>Total Contra Income Cash Match</b>	<b>-6,516.27</b>	<b>-9,256.57</b>	<b>2,740.30</b>
<b>Contra Income InKind/Soft Match</b>			
In-Kind Coastal Match	-2,540.80	-394.30	-2,146.50
IK LSWP	-642.67	0.00	-642.67
BRIC21 IK Match	-1,050.00	0.00	-1,050.00
In-Kind EDD Match	-2,895.44	-3,609.72	714.28
<b>Total Contra Income InKind/Soft Match</b>	<b>-7,128.91</b>	<b>-4,004.02</b>	<b>-3,124.89</b>
<b>Contract Overage</b>	<b>-172.34</b>	<b>-160.54</b>	<b>-11.80</b>
<b>Total Income</b>	<b>135,933.72</b>	<b>114,525.90</b>	<b>21,407.82</b>
<b>Gross Profit</b>	<b>135,933.72</b>	<b>114,525.90</b>	<b>21,407.82</b>

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**March 2024**

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04/23/24

Accrual Basis

	Mar 24	Mar 23	\$ Change
<b>Expense</b>			
<b>Personnel Expenses</b>			
<b>Salary and Wages</b>	79,872.27	65,055.32	14,816.95
<b>Payroll Expenses</b>			
<b>PFML</b>	0.00	1,044.43	-1,044.43
<b>Dental insurance expense</b>	681.05	528.39	152.66
<b>Health incentive</b>	-500.00	0.00	-500.00
<b>Health Insurance expense</b>	10,125.19	6,710.64	3,414.55
<b>Life Insurance expense</b>	124.61	86.87	37.74
<b>LTD Insurance expense</b>	69.97	62.92	7.05
<b>STD insurance expense</b>	249.31	203.15	46.16
<b>Payroll Processing Fees</b>	276.00	115.28	160.72
<b>Pension expense</b>	2,221.61	1,795.24	426.37
<b>Unemployment expense</b>	246.67	207.67	39.00
<b>Workers Compensation</b>	155.92	157.50	-1.58
<b>Payroll Taxes</b>			
<b>Medicare Expense</b>	1,127.07	925.79	201.28
<b>Social Security expense</b>	4,819.22	3,958.55	860.67
<b>Payroll Taxes - Other</b>	0.03	0.02	0.01
<b>Total Payroll Taxes</b>	5,946.32	4,884.36	1,061.96
<b>Total Payroll Expenses</b>	19,596.65	15,796.45	3,800.20
<b>Dues and Subscriptions</b>	390.03	355.27	34.76
<b>Staff Training and Seminars</b>	35.00	1,456.00	-1,421.00
<b>Total Personnel Expenses</b>	99,893.95	82,663.04	17,230.91 <sup>5</sup>
<b>Equipment expense</b>			
<b>Copier Maintenance Contract</b>	325.00	319.85	5.15
<b>Office furniture</b>			
<b>Computer equipment</b>	0.00	2,793.95	-2,793.95 <sup>6</sup>
<b>Total Office furniture</b>	0.00	2,793.95	-2,793.95
<b>Software expense</b>			
<b>ArcInfo/View software</b>	531.67	483.33	48.34
<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	75.00	0.00
<b>Zoom</b>	45.83	58.32	-12.49
<b>Adobe In Design</b>	107.87	96.97	10.90

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**March 2024**

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04/23/24

Accrual Basis

	Mar 24	Mar 23	\$ Change
Constant Contact	130.50	112.50	18.00
DropBox	0.00	11.99	-11.99
Microsoft Office 365	212.50	237.09	-24.59
<b>Total Office Software</b>	<b>926.17</b>	<b>798.50</b>	<b>127.67</b>
<b>Total Software expense</b>	<b>1,457.84</b>	<b>1,281.83</b>	<b>176.01</b>
<b>Traffic Count Expenses</b>			
Traffic counting equipment	0.00	284.98	-284.98
Traffic counting supplies	0.00	717.98	-717.98
<b>Total Traffic Count Expenses</b>	<b>0.00</b>	<b>1,002.96</b>	<b>-1,002.96</b>
<b>Total Equipment expense</b>	<b>1,782.84</b>	<b>5,398.59</b>	<b>-3,615.75</b>
<b>Fixed Expenses</b>			
Equipment Depreciation	384.86	0.00	384.86
Amortization-Building	2,341.87	21,076.38	-18,734.51
<b>Insurance</b>			
Liability Insurance	657.50	597.75	59.75
<b>Total Insurance</b>	<b>657.50</b>	<b>597.75</b>	<b>59.75</b>
<b>Rent</b>	<b>116.73</b>	<b>195.83</b>	<b>-79.10</b>
<b>Vehicle Expenses</b>			
Depreciation Expense	477.99	477.99	0.00
Vehicle Interest	6.21	30.20	-23.99
<b>Total Vehicle Expenses</b>	<b>484.20</b>	<b>508.19</b>	<b>-23.99</b>
<b>Total Fixed Expenses</b>	<b>3,985.16</b>	<b>22,378.15</b>	<b>-18,392.99</b>
<b>Communications</b>			
Postage and Delivery	68.00	17.99	50.01
Telephone and Internet	262.81	266.62	-3.81
<b>Website maintenance and updates</b>			
Website and logo design	17.98	17.98	0.00
<b>Total Website maintenance and updat...</b>	<b>17.98</b>	<b>17.98</b>	<b>0.00</b>
<b>Total Communications</b>	<b>348.79</b>	<b>302.59</b>	<b>46.20</b>
<b>Administrative</b>			
<b>Meetings Expense</b>			
Meetings Advertising Expense	0.00	279.14	-279.14
<b>Total Meetings Expense</b>	<b>0.00</b>	<b>279.14</b>	<b>-279.14</b>
<b>Office Expense</b>	<b>362.86</b>	<b>863.71</b>	<b>-500.85</b>
<b>Office Supplies</b>			

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**March 2024**

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04/23/24

Accrual Basis

	Mar 24	Mar 23	\$ Change
Plotter Ink and Supplies	56.39	0.00	56.39
Office Supplies - Other	439.59	193.96	245.63
<b>Total Office Supplies</b>	<b>495.98</b>	<b>193.96</b>	<b>302.02</b>
<b>Professional Fees</b>			
Accounting, Audit	1,000.00	1,333.33	-333.33
<b>Total Professional Fees</b>	<b>1,000.00</b>	<b>1,333.33</b>	<b>-333.33</b>
<b>Travel &amp; Ent</b>			
Meals	0.00	118.50	-118.50
Travel	571.91	2,481.98	-1,910.07 <sup>8</sup>
<b>Total Travel &amp; Ent</b>	<b>571.91</b>	<b>2,600.48</b>	<b>-2,028.57</b>
<b>Total Administrative</b>	<b>2,430.75</b>	<b>5,270.62</b>	<b>-2,839.87</b>
<b>Contract Labor</b>			
IT and Network support	2,150.00	2,009.00	141.00
Pass Through Expense			
3507 FAR HOP Consultant	2,881.25	0.00	2,881.25
4107 NKT HOP3 Form Based Code	1,500.00	0.00	1,500.00
7201 HUD EDI CDS RPC Exp	13,774.23	0.00	13,774.23
CEDR Consultants	0.00	10,319.53	-10,319.53
NHDOT Consultant	0.00	4,614.80	-4,614.80
RPC FTA Subcontract	0.00	2,576.40	-2,576.40
<b>Total Pass Through Expense</b>	<b>18,155.48</b>	<b>17,510.73</b>	<b>644.75<sup>9</sup></b>
<b>Total Contract Labor</b>	<b>20,305.48</b>	<b>19,519.73</b>	<b>785.75</b>
<b>Total Expense</b>	<b>128,746.97</b>	<b>135,532.72</b>	<b>-6,785.75</b>
<b>Net Ordinary Income</b>	<b>7,186.75</b>	<b>-21,006.82</b>	<b>28,193.57</b>
<b>Other Income/Expense</b>			
Other Income			
Interest Income	17.18	14.77	2.41
<b>Total Other Income</b>	<b>17.18</b>	<b>14.77</b>	<b>2.41</b>
<b>Net Other Income</b>	<b>17.18</b>	<b>14.77</b>	<b>2.41</b>
<b>Net Income</b>	<b>7,203.93</b>	<b>-20,992.05</b>	<b>28,195.98</b>



**Strafford Regional Planning Commission**  
**Profit & Loss**  
**March 2024**

10:31 AM

04/23/24

Accrual Basis

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

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2. Federal Agencies: An engineering contract for Brownfields was executed in December, but no contractor invoices have been received to date.

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3. State Awards Revenue: Under BEA, the CEDR grant closed out at the end of June 2023. UNH contracts have been awarded and work started for three new PREPA projects – Dover, Lee and Somersworth. Also, a new Great Bay project began in February. 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. An engineering firm was hired in December to provide services through 6/30/25 for \$100,000, but we have not received an invoice to date.

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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. Increases in pension and payroll tax expenses correlate to the increase in salaries. In the current year, benefits expenses have risen due to increases in insurance costs and the addition of Paid Family and Medical Leave benefits (premiums paid quarterly). Under training costs, in the previous fiscal year, two staff members attended the APA national planning conference.

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6. Computer Equipment: In the previous fiscal year, a new computer and two USB docks were purchased.

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7. Amortization: As a result of the new GASB rules pertaining to the accounting of lease obligations, the rent is split between the current building liability portion on the balance sheet, and a small amount of "interest" per the audit calculations, which is 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 March of this year, \$2,341.87 is coded to amortization and \$116.73 is coded to rent for total office space expense of \$2,458.60, as compared to the \$2,500 per month actual lease payment. In the prior year, the auditors instructed me to make a journal entry that reflected amortization for July of 2022 through March of 2023, and provided me with the monthly amount to record going forward.

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8. Travel: In the previous fiscal year, travel costs were paid for train fare to Philadelphia for two staff members to attend the APA national conference.

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9. Pass Through Expenses: These are contingent on contracts in effect, and the timing of contractor invoices for each month. The CEDR and RPC FTA contracts were closed out during the previous fiscal year.

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**Strafford Regional Planning Commission**  
**Income by Customer**  
**March 2024**

10:41 AM

04/23/24

Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>2000 LTA (Local Technical Assistance)</b>			
03/01/20	2000 LTA (...	Dues 138822.39 (LESS BRK) = 11568.56 JULY, 11568.53 A...	11,568.53
Total 2000 LTA (Local Technical Assistance)			11,568.53
<b>3300 City of Dover</b>			
<b>3304 Dover HOP Audit &amp; Ordinance</b>			
03/31/20	3300 City of...	Progress Billing - Dover HOP - PO 202405428 - March 2024	5,766.16
Total 3304 Dover HOP Audit & Ordinance			5,766.16
Total 3300 City of Dover			5,766.16
<b>3500 Town of Farmington</b>			
<b>3507 FAR HOP Grant</b>			
03/31/20	3500 Town ...	Farmington Housing Opportunity Planning (HOP) Grant Progr...	3,267.92
Total 3507 FAR HOP Grant			3,267.92
<b>3501 FAR Circuit Rider</b>			
03/31/20	3500 Town ...	Progress Billing - Farmington Circuit Rider - March 2024	5,272.70
Total 3501 FAR Circuit Rider			5,272.70
Total 3500 Town of Farmington			8,540.62
<b>3700 Town of Madbury</b>			
<b>3702 CommunityViz Mapping</b>			
03/31/20	3700 Town ...	Progress Invoice - Madbury CommunityViz Mapping - March ...	733.30
Total 3702 CommunityViz Mapping			733.30
Total 3700 Town of Madbury			733.30
<b>4000 Town of New Durham</b>			
<b>4004 NDU HOP (Hsg, LU, Vision)</b>			
03/31/20	4000 Town ...	Progress Billing - New Durham HOP - 2/1-3/31/24	635.82
Total 4004 NDU HOP (Hsg, LU, Vision)			635.82
Total 4000 Town of New Durham			635.82
<b>4100 Town of Newmarket</b>			
<b>4107 NKT HOP 3 FORM BASED CODE</b>			
03/31/20	4100 Town ...	Progress Billing - Newmarket HOP3 Form Based Code - Mar...	4,984.59
Total 4107 NKT HOP 3 FORM BASED CODE			4,984.59
<b>4106 NKT MP Other</b>			
03/31/20	4100 Town ...	Progress Billing - Newmarket Master Plan Other Updates- Ma...	2,951.62

**Strafford Regional Planning Commission**  
**Income by Customer**  
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Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
	Total 4106 NKT MP Other		2,951.62
	<b>4105 NKT HOP1 MP Housing</b>		
03/31/20	4100 Town ...	Progress Billing - Newmarket HOP1 MP Housing - March 2024	3,554.17
	Total 4105 NKT HOP1 MP Housing		3,554.17
	Total 4100 Town of Newmarket		11,490.38
	<b>4200 Town of Northwood</b>		
	<b>4201 NOR Circuit Rider</b>		
03/31/20	4200 Town ...	Progress Billing - Northwood Circuit Rider - March 2024	2,119.03
	Total 4201 NOR Circuit Rider		2,119.03
	Total 4200 Town of Northwood		2,119.03
	<b>4300 Town of Nottingham</b>		
	<b>4301 NOT Circuit Rider</b>		
03/31/20	4300 Town ...	Progress Billing - Nottingham Circuit Rider - March 2024	1,944.30
	Total 4301 NOT Circuit Rider		1,944.30
	Total 4300 Town of Nottingham		1,944.30
	<b>4400 City of Rochester</b>		
	<b>4403 ROC Rec MP</b>		
03/31/20	4400 City of...	Rochester Recreation Master Plan Chapter - March 2024	743.88
03/31/20	4400 City of...	Cash Match - Rochester Recreation Chapter	-113.46
	Total 4403 ROC Rec MP		630.42
	Total 4400 City of Rochester		630.42
	<b>4600 City of Somersworth</b>		
	<b>4605 SOM MP &amp; Audit</b>		
03/31/20	4600 City of...	Somersworth Housing Master Plan Chapter and Regulatory F...	7,056.67
	Total 4605 SOM MP & Audit		7,056.67
	Total 4600 City of Somersworth		7,056.67
	<b>4700 Town of Strafford</b>		
	<b>4701 Strafford Circuit Rider</b>		
03/31/20	4700 Town ...	Progress Billing - Strafford Circuit Rider - March 2024	1,752.60
	Total 4701 Strafford Circuit Rider		1,752.60
	Total 4700 Town of Strafford		1,752.60
	<b>4800 Town of Wakefield</b>		
	<b>4801 Wakefield Circuit Rider</b>		

**Strafford Regional Planning Commission**  
**Income by Customer**  
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Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
03/31/20	4800 Town ...	Progress Billing - Wakefield Circuit Rider - March 2024	647.50
	Total 4801	Wakefield Circuit Rider	647.50
	Total 4800	Town of Wakefield	647.50
<b>5201 UNH</b>			
<b>5209 UNH PREPA SOM NR MP</b>			
03/31/20	5201 UNH:...	Progress Billing - Somersworth PREPA NRI P0139200- Marc...	2,496.82
	Total 5209	UNH PREPA SOM NR MP	2,496.82
<b>5208 UNH PREPA LEE NRI</b>			
03/31/20	5201 UNH:...	Progress Billing -LEE PREPA NRI #P0138340- March 2024	3,090.36
	Total 5208	UNH PREPA LEE NRI	3,090.36
<b>5207 UNH PREPA DOV NRI</b>			
03/31/20	5201 UNH:...	Progress Billing -DOV PREPA NRI P0138306- March 2024	1,045.33
	Total 5207	UNH PREPA DOV NRI	1,045.33
	Total 5201	UNH	6,632.51
<b>6100 NH DES</b>			
<b>6104 Coastal 24</b>			
03/31/20	6100 NH D...	Coastal Technical Assistance Grant 23-306-09 - Progress Bill...	3,874.39
03/31/20	6100 NH D...	Cash Match	-333.40
03/31/20	6100 NH D...	In Kind match for Coastal grant	-2,540.80
	Total 6104	Coastal 24	1,000.19
<b>6305 LSWP NKT SWP-359</b>			
03/31/20	6100 NH D...	Progress Billing - Local Source Water SWP-359 NKT - March...	2,463.22
03/31/20	6100 NH D...	Cash Match	-94.75
03/31/20	6100 NH D...	In Kind Match - LSWP	-642.67
	Total 6305	LSWP NKT SWP-359	1,725.80
<b>6151 PSM Flood Smart Seacoast</b>			
03/31/20	6100 NH D...	Final Billing PSM Flood Smart - March 2024	798.90
03/31/20	6100 NH D...	To record when contracts go over budget in QuickBooks	-172.34
	Total 6151	PSM Flood Smart Seacoast	626.56
	Total 6100	NH DES	3,352.55
<b>6500 DEPT OF SAFETY (OEM)</b>			
<b>6503 BRIC 21 MAD,NOR,ROC</b>			
03/31/20	6500 DEPT...	Progress Billing - 23BRIC20 4393 Invoice Tracker - March 20...	4,200.00
03/31/20	6500 DEPT...	BRIC21 In Kind Match	-1,050.00

**Strafford Regional Planning Commission**  
**Income by Customer**  
**March 2024**

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Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
	Total 6503 BRIC 21 MAD,NOR,ROC		3,150.00
	Total 6500 DEPT OF SAFETY (OEM)		3,150.00
	<b>6800 NH Housing Authority</b>		
	<b>6802 Housing Navigator</b>		
03/31/20	6800 NH H...	NHHFA Housing Navigator - March 2024	8,910.64
	Total 6802 Housing Navigator		8,910.64
	Total 6800 NH Housing Authority		8,910.64
	<b>7000 ECONOMIC DEVELOPMENT ADMINISTRATION</b>		
	<b>7003 EDA FY22</b>		
03/31/20	7000 ECO...	Progress Billing EDD Planning Partnership - March 2024	10,534.93
03/31/20	7000 ECO...	Cash Match	-1,536.18
03/31/20	7000 ECO...	InKind Match	-2,895.44
	Total 7003 EDA FY22		6,103.31
	Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION		6,103.31
	<b>7100 EPA</b>		
	<b>7111 Brownfields 24-28</b>		
03/31/20	7100 EPA:7...	Brownfields 24-28 Progress Billing - March 2024	796.31
	Total 7111 Brownfields 24-28		796.31
	Total 7100 EPA		796.31
	<b>7200 HUD</b>		
	<b>7201 HUD EDI Regional Plan</b>		
03/31/20	7200 HUD:...	Progress Billing - HUD B-22-CP-NH-0567 - March 2024	14,156.73
	Total 7201 HUD EDI Regional Plan		14,156.73
	Total 7200 HUD		14,156.73
	<b>8000 DOT UPWP</b>		
	<b>8002 UPWP 24-25</b>		
03/31/20	8000 DOT ...	Progress Billing - UPWP - March 2024	44,384.82
03/31/20	8000 DOT ...	10% Matching Funds	-4,438.48
	Total 8002 UPWP 24-25		39,946.34
	Total 8000 DOT UPWP		39,946.34
	<b>TOTAL</b>		<b><u>135,933.72</u></b>

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
**July 2023 through March 2024**

10:40 AM

04/23/24

Accrual Basis

	Jul '23 - Mar 24	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
2000 SRPC Membership Dues	104,116.80	104,116.80	0.00
<b>SRPC Revenue</b>			
<b>Municipal and NonProfit Revenue</b>			
3104 BAR Housing MP Chapter	22,498.34	22,330.00	168.34
3501 FAR Circuit Rider	40,201.18	45,000.00	-4,798.82
3506 FAR Tax Maps FY23	1,008.86	1,000.00	8.86
3507 FAR HOP Grant	67,760.79	100,305.00	-32,544.21
3903 MIL CWSRF	0.00	19,999.99	-19,999.99
4004 NDU Housing and Land Use	635.82	8,800.00	-8,164.18
4104 NKT Tax Maps	0.00	1.00	-1.00
4105 NKT HOP1 MP Housing	12,633.75	15,312.50	-2,678.75
4106 NKT MP Other	14,158.55	12,500.00	1,658.55
4107 NKT HOP3 Form Based Code	9,648.57	36,200.00	-26,551.43
4201 NORPlanning Services	21,237.80	18,750.01	2,487.79
4301 NOT Circuit Rider	16,182.50	18,750.01	-2,567.51
4403 ROC Rec Chapter	17,109.57	21,416.26	-4,306.69
4404 ROC RFP	1,005.28	4,928.00	-3,922.72
4605 SOM MP and Audit	39,251.56	66,000.00	-26,748.44
4606 SOM Tax Maps FY24	1,688.28	1,686.00	2.28
4701 Strafford Circuit Rider	26,056.66	27,187.51	-1,130.85
4704 STR Tax Mapping	770.07	693.00	77.07
4703 STR MP Update	-0.90	0.00	-0.90
4801 WAK Circuit Rider	4,593.75	4,050.00	543.75
4803 WAK NBRC Union Hotel	0.00	600.00	-600.00
5002 NHARPC Administration	4,000.00	4,000.00	0.00
5151 GSCH - Tufts	10,719.67	10,720.00	-0.33
5501 GIS Projects	48.00	1.00	47.00
<b>Total Municipal and NonProfit Revenue</b>	<b>318,907.98</b>	<b>440,230.28</b>	<b>-121,322.30</b>
<b>Total SRPC Revenue</b>	<b>318,570.39</b>	<b>440,230.28</b>	<b>-121,659.89<sup>2</sup></b>
<b>Federal Agencies Incl EDD</b>			
7111 EPA Brownfields FY24-28	16,212.41	62,499.99	-46,287.58
7003 EDD Planning Partnership	84,484.66	84,463.51	21.15
7201 HUD EDI CDS	17,511.36	118,750.01	-101,238.65
7301 USDA RD-FAR MIL	0.00	4,722.80	-4,722.80
<b>Total Federal Agencies Incl EDD</b>	<b>118,208.43</b>	<b>270,436.31</b>	<b>-152,227.88<sup>3</sup></b>
<b>State Award Revenue</b>			
<b>Dept of Bus &amp; Econ Affairs</b>			
6004 TBG 24-25	11,128.41	8,333.24	2,795.17
<b>Total Dept of Bus &amp; Econ Affairs</b>	<b>11,128.41</b>	<b>8,333.24</b>	<b>2,795.17</b>
<b>NHDES</b>			

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
**July 2023 through March 2024**

10:40 AM

04/23/24

Accrual Basis

	Jul '23 - Mar 24	Budget	\$ Over Budget
6104 Coastal 24	25,926.14	22,500.00	3,426.14
6151 Project of Special Merit	1,937.71	1,765.00	172.71
6152 NKT Riverfront CRG	1,394.43	7,460.00	-6,065.57
6305 LSWP NKT SWP 359	17,080.06	15,680.00	1,400.06
<b>Total NHDES</b>	<b>46,338.34</b>	<b>47,405.00</b>	<b>-1,066.66</b>
<b>UNH</b>			
5206 UNH-GREAT BAY ADAPTS	925.82	2,000.00	-1,074.18
5207 UNH-PREPA DOV NRI	7,477.87	11,706.25	-4,228.38
5208 UNH PREPA-LEE NRI	9,348.71	11,706.25	-2,357.54
5209 UNH PREPA-SOM NAT RES MP	6,474.51	9,375.00	-2,900.49
<b>Total UNH</b>	<b>24,226.91</b>	<b>34,787.50</b>	<b>-10,560.59</b>
<b>CDFA</b>			
6601 CDBG Grant	7,328.12	5,250.01	2,078.11
6603 CDBG TRANSFORMATIVE PLAN	0.00	2,500.01	-2,500.01
<b>Total CDFA</b>	<b>7,328.12</b>	<b>7,750.02</b>	<b>-421.90</b>
6802 NHHA Housing Navigator Pre-Disaster Mitigation	89,600.94	98,365.50	-8,764.56
6501 PDM19 BAR NDU ROL SOM	892.00	900.00	-8.00
6502 BRIC20	20,330.00	22,937.26	-2,607.26
6503 BRIC21 MAD NOR ROC	12,200.00	13,714.29	-1,514.29
6504 HAZMIT 4516 DOV FAR NKT	0.00	2,200.00	-2,200.00
<b>Total Pre-Disaster Mitigation</b>	<b>33,422.00</b>	<b>39,751.55</b>	<b>-6,329.55</b>
<b>Total State Award Revenue</b>	<b>212,044.72</b>	<b>236,392.81</b>	<b>-24,348.09</b> <sup>4</sup>
<b>MPO Revenue</b>			
<b>NH DOT</b>			
8002 UPWP 24-25	410,280.16	518,297.90	-108,017.74
8101 COAST/CMAQ	3,909.46	4,218.75	-309.29
8102 Safe Streets For All	0.00	6,874.99	-6,874.99
<b>Total NH DOT</b>	<b>414,189.62</b>	<b>529,391.64</b>	<b>-115,202.02</b>
<b>Total MPO Revenue</b>	<b>414,189.62</b>	<b>529,391.64</b>	<b>-115,202.02</b> <sup>5</sup>
<b>Contra Income Cash Match</b>			
Cash Match ROC Rec Chapter	-2,609.92	-3,266.24	656.32
Cash Match GSCH	-1,877.04	-1,880.00	2.96
Coastal Cash Match	-3,496.31	-1,875.01	-1,621.30
LSWP Cash Match	-714.34	-727.27	12.93
<b>EDD Cash Match</b>	<b>-11,865.26</b>	<b>-12,203.24</b>	<b>337.98</b>
<b>USDA Cash Match</b>	<b>0.00</b>	<b>-122.80</b>	<b>122.80</b>

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
**July 2023 through March 2024**

10:40 AM

04/23/24

Accrual Basis

	Jul '23 - Mar 24	Budget	\$ Over Budget
DOT Cash Match	-41,028.01	-51,829.51	10,801.50
Cash Match CommuteSmart	-781.91	-843.75	61.84
Safe Streets Cash Match	0.00	-6,874.99	6,874.99
<b>Total Contra Income Cash Match</b>	<b>-62,372.79</b>	<b>-79,622.81</b>	<b>17,250.02</b>
<b>Contra Income InKind/Soft Match</b>			
In-Kind Coastal Match	-10,590.67	-9,374.99	-1,215.68
IK LSWP	-3,351.39	-1,699.65	-1,651.74
IK - PDM Soft Match	-223.00	-225.00	2.00
IK HazMit 4516-DOV,FAR,NKT	0.00	-550.00	550.00
In-Kind EDD Match	-25,477.88	-23,777.24	-1,700.64
<b>Total Contra Income InKind/Soft Match</b>	<b>-48,029.92</b>	<b>-35,626.88</b>	<b>-12,403.04</b>
<b>Total Income</b>	<b>1,056,304.47</b>	<b>1,465,318.15</b>	<b>-409,013.68</b>
<b>Gross Profit</b>	<b>1,056,304.47</b>	<b>1,465,318.15</b>	<b>-409,013.68</b>
<b>Expense</b>			
<b>Personnel Expenses</b>			
Salary and Wages	729,823.82	763,605.00	-33,781.18
<b>Payroll Expenses</b>			
PFML	4,961.27	4,576.50	384.77
Dental insurance expense	6,153.12	6,240.74	-87.62
Health incentive	129.33	7,750.49	-7,621.16
Health Insurance expense	88,618.57	96,885.76	-8,267.19
Life Insurance expense	1,121.48	1,143.00	-21.52
LTD Insurance expense	629.73	627.75	1.98
STD insurance expense	2,243.79	2,156.99	86.80
Payroll Processing Fees	2,592.00	2,833.51	-241.51
Pension expense	20,003.55	22,551.75	-2,548.20
Unemployment expense	1,985.99	1,672.51	313.48
Workers Compensation	1,412.72	1,424.25	-11.53
Payroll Taxes	54,568.14	59,008.50	-4,440.36
<b>Total Payroll Expenses</b>	<b>184,419.69</b>	<b>206,871.75</b>	<b>-22,452.06</b>
Dues and Subscriptions	4,301.50	3,594.01	707.49
Staff Training and Seminars	2,551.02	11,250.00	-8,698.98
<b>Total Personnel Expenses</b>	<b>921,096.03</b>	<b>985,320.76</b>	<b>-64,224.73</b>
<b>Equipment expense</b>			
Copier Maintenance Contract	2,616.92	2,925.00	-308.08
Office furniture			
Computer equipment	2,729.60	2,250.00	479.60



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04/23/24

Accrual Basis

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
**July 2023 through March 2024**

	Jul '23 - Mar 24	Budget	\$ Over Budget
Office furniture - Other	0.00	750.01	-750.01
<b>Total Office furniture</b>	<b>2,729.60</b>	<b>3,000.01</b>	<b>-270.41</b>
<b>Other Equipment Repair and Cost</b>			
Equipment Rental & Repair	0.00	374.99	-374.99
<b>Total Other Equipment Repair and Cost</b>	<b>0.00</b>	<b>374.99</b>	<b>-374.99</b>
<b>Software expense</b>			
ArInfo/View software	4,686.61	4,753.49	-66.88
Office Software	8,292.96	8,382.74	-89.78
<b>Total Software expense</b>	<b>12,979.57</b>	<b>13,136.23</b>	<b>-156.66</b>
<b>Traffic Count Expenses</b>			
Traffic counting supplies	156.61	0.00	156.61
Traffic Count Expenses - Other	0.00	2,250.00	-2,250.00
<b>Total Traffic Count Expenses</b>	<b>156.61</b>	<b>2,250.00</b>	<b>-2,093.39</b> <sup>7</sup>
<b>Total Equipment expense</b>	<b>18,482.70</b>	<b>21,686.23</b>	<b>-3,203.53</b>
<b>Fixed Expenses</b>			
Amortization-Building	21,076.35	0.00	21,076.35
<b>Insurance</b>			
Liability Insurance	5,917.50	5,379.75	537.75
<b>Total Insurance</b>	<b>5,917.50</b>	<b>5,379.75</b>	<b>537.75</b>
Rent	1,289.96	22,500.00	-21,210.04
Vehicle Expenses	5,304.63	7,494.75	-2,190.12
<b>Total Fixed Expenses</b>	<b>36,575.32</b>	<b>35,374.50</b>	<b>1,200.82</b> <sup>8</sup>
<b>Communications</b>			
Media Outreach Expense	154.05	750.01	-595.96
Office Telephone System	0.00	873.00	-873.00
Postage and Delivery	426.21	300.01	126.20
Telephone and Internet	2,904.68	2,700.00	204.68
Website maintenance and updates	585.01	1,070.24	-485.23
<b>Total Communications</b>	<b>4,069.95</b>	<b>5,693.26</b>	<b>-1,623.31</b>
<b>Administrative</b>			
Library & Planning Books	2,564.50	2,500.00	64.50
Meetings Expense	674.44	2,624.99	-1,950.55
Office Expense	1,965.82	7,500.01	-5,534.19
Office Supplies	3,061.40	3,000.01	61.39

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
**July 2023 through March 2024**

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04/23/24

Accrual Basis

	Jul '23 - Mar 24	Budget	\$ Over Budget
Printing and Reproduction	1,309.67	1,125.00	184.67
Professional Fees			
Accounting, Audit	9,000.00	12,000.01	-3,000.01 <sup>10</sup>
Legal Fees	0.00	3,000.01	-3,000.01
<b>Total Professional Fees</b>	<b>9,000.00</b>	<b>15,000.02</b>	<b>-6,000.02</b>
Travel & Ent	5,879.40	5,999.99	-120.59
<b>Total Administrative</b>	<b>24,475.47</b>	<b>37,750.02</b>	<b>-13,274.55</b>
Contract Labor			
IT and Network support	17,953.00	25,500.01	-7,547.01
Pass Through Expense			
3507 FAR HOP Consultant	56,758.50	84,806.24	-28,047.74
3903 MIL CWSRF Consultant	0.00	15,000.00	-15,000.00
4107 NKT HOP3 Form Based Code	5,700.00	29,200.00	-23,500.00
5207 DOV PREPA Consultant	0.00	3,750.00	-3,750.00
5208 LEE PREPA Consultant	0.00	3,750.00	-3,750.00
6152 NKT Waterfront CRG	0.00	1,600.00	-1,600.00
7111 EPA Brownfields Consultant	0.00	51,999.99	-51,999.99
7201 HUD EDI CDS RPC Exp	15,114.31	100,000.01	-84,885.70
7301 USDA RD FAR MIL Consultant	0.00	2,100.00	-2,100.00
NHDOT Consultant	0.00	37,499.99	-37,499.99
8102 Safe Streets Expense	0.00	6,874.99	-6,874.99
<b>Total Pass Through Expense</b>	<b>77,808.31</b>	<b>336,581.22</b>	<b>-258,772.91 <sup>11</sup></b>
<b>Total Contract Labor</b>	<b>95,761.31</b>	<b>362,081.23</b>	<b>-266,319.92</b>
<b>Total Expense</b>	<b>1,100,460.78</b>	<b>1,447,906.00</b>	<b>-347,445.22</b>
<b>Net Ordinary Income</b>	<b>-44,156.31</b>	<b>17,412.15</b>	<b>-61,568.46</b>
Other Income/Expense			
Other Income			
Interest Income	117.25	74.97	42.28
<b>Total Other Income</b>	<b>117.25</b>	<b>74.97</b>	<b>42.28</b>
<b>Net Other Income</b>	<b>117.25</b>	<b>74.97</b>	<b>42.28</b>
<b>Net Income</b>	<b>-44,039.06</b>	<b>17,487.12</b>	<b>-61,526.18</b>

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
**July 2023 through March 2024**

10:40 AM

04/23/24

Accrual Basis

1. Revenues: Differences are mostly attributable to the 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. The adopted mid-year budget was input for comparisons for January-June of the current fiscal year.

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2. Municipal Revenue: The FAR HOP grant uses a subcontractor, and most of the revenue is contingent upon contractor invoices. Milton CWSRF has not been fully executed yet. The NDU Housing and Land was budgeted to start in February but was not fully executed until the end of February. The Newmarket HOP3 grant budget has minimal SRPC administrative costs and is dependent on contractor invoices. The SOM MP & Audit contract has an end date of 1/31/24, but the project is not yet completed.

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3. Federal Agency Revenue: The EPA Brownfields grant start date was in July, and revenue was budgeted for July forward, but billing did not start until October. The Brownfields engineering firm went under contract in December. HUD was budgeted for Jan-Jun, but only one RPC invoice was received in February. 4 RPCs submitted invoices for March. Work has not started on the USDA grant.

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4. State Award Revenue: Work on the UNH PREPA grants has begun and is ramping up. The CDBG Transformative Grant is not yet executed.

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5. MPO Revenue: A NHDOT consultant was budgeted to start in July, but the engineering firm contract was not finalized until December, and no invoices have been received to date. \$6,000 of the Safe Streets project will be paid in April, booked as revenue, and offset to cash match.

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6. 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.

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7. Traffic Count Expense: Budgeted evenly over 12 months. Actual purchase timing may vary.

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8. Fixed Expense: See Profit and Loss note, Amortization.

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9. Meeting Expense: The Meeting Expense budget is spread evenly over 12 months, whereas the annual meeting costs will be booked closer to year end.

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10. Accounting and Audit: A new firm is conducting the FY23 audit at a lower cost than originally projected.

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11. 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.

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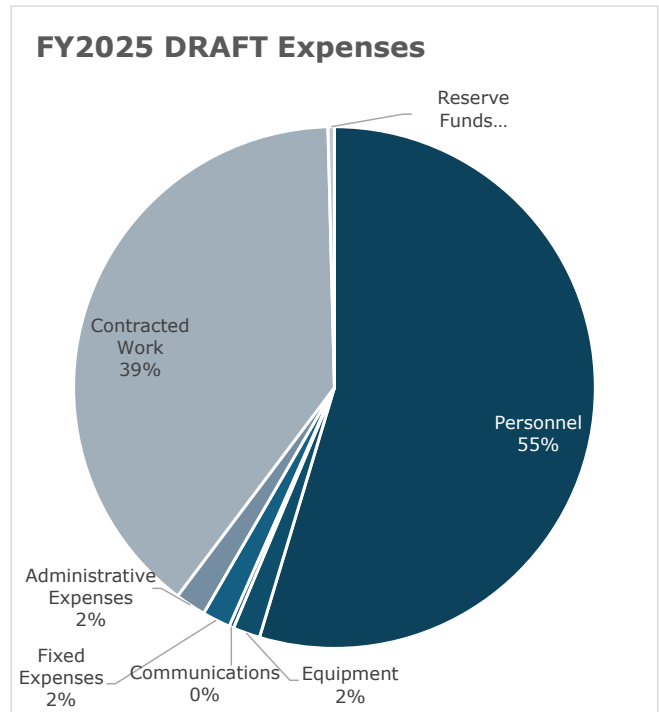
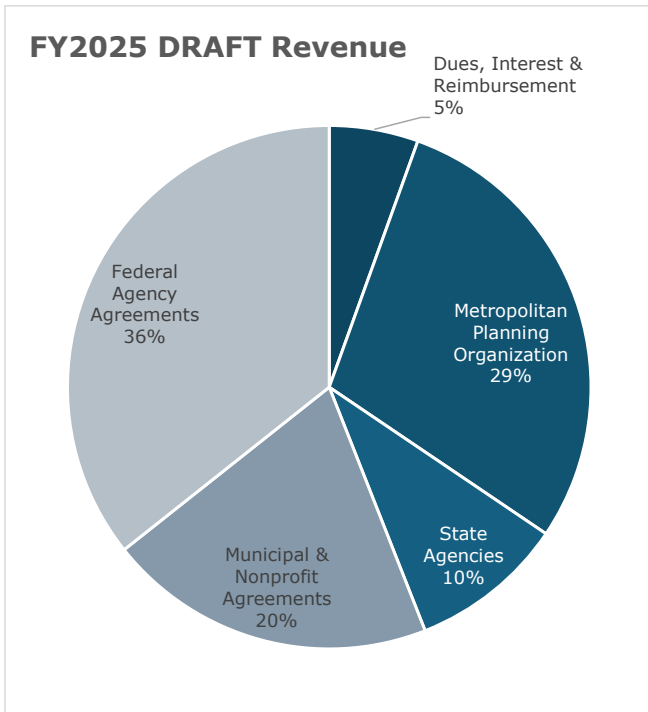
# Strafford Regional Planning Commission

DRAFT FY 2025 Budget

## Summary Table

	FY24*	FY25 DRAFT	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	139,422	138,270	(1,153)
Metropolitan Planning Organization	626,458	727,766	101,308
State Agencies	313,575	240,412	(73,163)
Municipal & Nonprofit Agreements	621,569	510,311	(111,258)
Federal Agency Agreements	407,394	896,350	488,956
<b>Total</b>	<b>2,108,418</b>	<b>2,513,108</b>	<b>404,691</b>
	Expenses	Expenses	Net Change
Personnel	1,313,760	1,372,733	58,972
Equipment	38,615	42,365	3,750
Communications	7,591	7,100	(491)
Fixed Expenses	47,166	43,894	(3,272)
Administrative Expenses	50,000	48,000	(2,000)
Contracted Work	613,075	988,100	375,025
Reserve Funds	13,000	10,000	(3,000)
<b>Total</b>	<b>2,083,208</b>	<b>2,512,192</b>	<b>428,983</b>
<b>Net Deficit/Surplus</b>	<b>23,445</b>	<b>917</b>	<b>(24,293)</b>

\*Based on FY2024 adopted Mid Year budget



# Strafford Regional Planning Commission

FY2025 REVENUES	FY 24 Adopted Mid Year Revenue	FY2025 DRAFT Budget Revenue			
		Funding Source Revenue	Internal Dues Match	Outside Source Soft Match	Outside Source Cash Match
<b>Total</b>	<b>2,108,418</b>	<b>2,511,658</b>	<b>113,107</b>	<b>77,900</b>	<b>1,450</b>
<b>Dues, Interest &amp; Reimbursements</b>	<b>139,422</b>	<b>138,270</b>	<b>0</b>	<b>0</b>	<b>0</b>
2000 Municipal Dues (minus BRK)	138,822	137,670	0	0	0
0000 Interest	100	100	0	0	0
0000 Health Trust reward/reimbursement	500	500	0	0	0
0000 Misc Revenue	0	0	0	0	0
<b>Municipal &amp; Nonprofit Service Agreements</b>	<b>599,569</b>	<b>510,311</b>	<b>0</b>	<b>2,500</b>	<b>0</b>
3104 Barrington Housing Master Plan Chapter	22,330	0	0	0	0
3304 Dover Regulatory Audit and Dev. Of Land Use Policies		7,000	0	0	0
3403 Durham Wagon Hill Living Shorelines Phase 2		5,500	0	0	0
3501 Farmington Town Planner Services	60,000	70,000	0	0	0
350x Farmington Tax Maps	1,000	500	0	0	0
3507 Farmington RT11 Audit and Regulatory Change	133,740	17,500	0	0	0
3903 Milton Nitrogen Removal Plan (CWSRF)	40,000	60,000	0	0	0
4004 New Durham Housing & Land Use Master Plan Chapters	22,000	5,000	0	0	0
410X Newmarket Tax Maps	1	500	0	0	0
4105 Newmarket Housing & Demographics HOP Grant	24,500	4,000	0	0	0
4106 Newmarket Comprehensive Master Plan Update	20,000	65,000	0	0	0
4107 Newmarket Form Based Code	90,500	24,000	0	0	0
4201 Northwood Technical Services	25,000	30,000	0	0	0
4301 Nottingham Town Planner Services	25,000	20,000	0	0	0
4403 Rochester Recreation Master Plan	24,200	4,000	0	0	0
4404 Rochester Strategic Plan RFP Writing	4,928	0	0	0	0
460x Somersworth Tax Maps	1,686	500	0	0	0
4605 Somersworth Master Plan and Audit	66,000	4,000	0	0	0
4701 Strafford Town Planner Services	36,250	36,000	0	0	0
470x Strafford Tax Maps	693	500	0	0	0
4801 Wakefield Contract Planner	5,400	2,500	0	0	0
4803 Wakefield NBRC Grant Admin (Union Hotel)	1,500	1,500	0	0	0
5002 NHARPC Administration	8,000	8,000	0	0	0
5091 SMPDC InterRegional Housing Solutions		17,500	0	2,500	0
5121 GB2030 Milton Three Ponds Watershed Plan		78,750	0	0	0
5122 GB2030 Installation of Watershed Signage		45,770	0	0	0
5151 CHAT/Tufts Health Plan Foundation - Healthy Aging	8,840	0	0	0	0
5311 Lamprey River Watershed Mapping		2,290	0	0	0
5501 GIS projects (small billable projects)	1	1	0	0	0

FY2025 REVENUES	FY 24 Adopted Mid Year Revenue	FY2025 DRAFT Budget Revenue			
		Funding Source Revenue	Internal Dues Match	Outside Source Soft Match	Outside Source Cash Match
<b>Federal Agency Agreements (including EDD)</b>	<b>407,394</b>	<b>894,900</b>	<b>18,800</b>	<b>52,500</b>	<b>1,450</b>
<b>U.S. Dept of Economic Development Administration</b>					
7003 EDD Planning Partnership	64,644	70,000	17,500	52,500	0
<b>U.S. Environmental Protection Agency</b>					
7111 Brownfields Community Assessment (FY24-28)	93,750	135,300	0	0	0
<b>U.S. Department of Housing and Urban Development</b>					
7201 HUD EDI CDS - Regional Plans	237,500	596,000	0	0	0
<b>U.S. Department of Agriculture - Rural Development</b>					
7301 USDA RD- Farmington & Milton Town Facilities Studies	11,500	93,600	1,300	0	1,450
<b>State Agreements</b>	<b>313,575</b>	<b>240,412</b>	<b>5,000</b>	<b>22,900</b>	<b>0</b>
<b>Dept of Business and Economic Affairs</b>					
6004 Targeted Block Grant (FY24-25)	11,111	11,111	0	0	0
<b>Dept of Environmental Services</b>					
6105 Coastal Grant 2025	15,000	15,000	5,000	10,000	0
6151 Project of Special Merit - FloodSmart Seacoast	1,765	0	0	0	0
6152 Coastal Resilience Grant Newmarket Riverfront Plan	18,650	29,300	0	0	0
6153 PREPARE: Preparing for Resilient & Equitable Recovery		10,000	0	0	0
6154 5-Yr Coastal Flood Risk Summary Update		1,700	0	0	0
6181 Phase II of NH Coastal Flood Risk Model		3,500	0	0	0
6305 LSWP Newmarket Open Space Plan	18,223	0	0	0	0
6306 LSWP Northwood Septic System Database		29,937	0	0	0
<b>University of New Hampshire</b>					
5206 Great Bay Adapts	5,000	1,400	0	0	0
5207 PREPA Grant-Dover NRI	18,730	4,700	0	0	0
5208 PREPA Grant-Lee NRI	18,730	4,200	0	0	0
5209 PREPA Grant-Somersworth Nat Res MP	15,000	7,500	0	0	0
5210 Building a Foundation to Evolve CAWs Practice		7,000	0	0	0
<b>NH Community Development Finance Authority</b>					
6602 CDBG Grant Administration (ROC Gafney Home)	7,000	0	0	0	0
6603 CDBG Grant Administration (SOM YMCA Childcare)		16,364	0	0	0
6604 Transformative Planning Grant	5,000	20,000	0	0	0
<b>NH Housing Finance Authority</b>					
6801 InvestNH Housing Navigator Grant	131,154	40,000	0	0	0
<b>Department of Safety Homeland Security</b>					
6501 HazMit Plans PDM19- BAR,NDU,ROL,SOM (FY 22-24)	675	0	0	0	0
6502 HazMit Plans BRIC20-DUR, MID, MIL, NOT, STR (FY23-24)	22,937	4,050	0	1,350	0
6503 HazMit Plans BRIC21-MAD, NOR, ROC	18,000	8,250	0	2,750	0
6504 HazMit Plans 4516-DOV, FAR, NKT	6,600	26,400	0	8,800	0
<b>Metropolitan Planning Organization Agreements</b>	<b>626,458</b>	<b>727,766</b>	<b>89,307</b>	<b>0</b>	<b>0</b>
<b>Dept of Transportation</b>					
8001 UPWP Federal Highways & Transit	621,958	722,766	80,307	0	0
8101 COAST CommuteSmart Seacoast	4,500	5,000	1,250	0	0
8102 Safe Streets for All MPO Partnership	0	0	7,750	0	0

n		
Net Outside Funding	Net Change	% Change
2,513,108	404,691	19.2%
138,270 6%	(1,153)	-0.8%
137,670	(1,153)	-0.8%
100	0	0.0%
500	0	0.0%
0	0	-
510,311 20%	(89,258)	-14.9%
0	(22,330)	-100.0%
7,000		
5,500		
70,000	10,000	16.7%
500	(500)	-50.0%
17,500	(116,240)	-86.9%
60,000	20,000	50.0%
5,000	(17,000)	-77.3%
500	499	49900.0%
4,000	(20,500)	-83.7%
65,000	45,000	225.0%
24,000	(66,500)	-73.5%
30,000	5,000	20.0%
20,000	(5,000)	-20.0%
4,000	(20,200)	-83.5%
0	(4,928)	-100.0%
500	(1,186)	-70.3%
4,000	(62,000)	-93.9%
36,000	(250)	-0.7%
500	(193)	-27.8%
2,500	(2,900)	-53.7%
1,500	0	0.0%
8,000	0	0.0%
17,500		
78,750		
45,770		
0	(8,840)	-100.0%
2,290		
1	0	0.0%

Net Outside Funding		Net Change	% Change
896,350	36%	488,956	120.0%
70,000		5,356	8.3%
135,300		41,550	44.3%
596,000		358,500	150.9%
95,050		83,550	726.5%
<b>240,412</b>	<b>10%</b>	<b>(73,163)</b>	<b>-23.3%</b>
11,111		0	0.0%
15,000		0	0.0%
0			
29,300		10,650	57.1%
10,000			
1,700			
3,500			
0		(18,223)	-100.0%
29,937			
1,400		(3,600)	-72.0%
4,700		(14,030)	-74.9%
4,200		(14,530)	-77.6%
7,500		(7,500)	-50.0%
7,000			
0		(7,000)	-100.0%
16,364			
20,000		15,000	300.0%
40,000		(91,154)	-69.5%
0		(675)	-100.0%
4,050		(18,887)	-82.3%
8,250		(9,750)	-54.2%
26,400		19,800	300.0%
<b>727,766</b>	<b>29%</b>	<b>101,308</b>	<b>16.2%</b>
722,766		100,808	16.2%
5,000		500	11.1%
0		0	-
	100%		



# Strafford Regional Planning Commission

FY2025 EXPENSES	FY2024 Adopted Mid Year Budget		FY2025 Draft Budget		Net Change	% Change
<b>Total</b>	<b>2,083,208</b>		<b>2,512,192</b>		<b>428,983</b>	<b>20.6%</b>
<b>PERSONNEL</b>	<b>1,313,760</b>	<i>69%</i>	<b>1,372,733</b>	<i>55%</i>	<b>58,972</b>	<b>4.5%</b>
Salaries and Hourly Wages	1,018,140		1,052,296		34,156	3.4%
Payroll Taxes	78,678		80,978		2,299	2.9%
Payroll Processing - QuickBooks	3,778		4,000		222	5.9%
Health Insurance	129,181		153,256		24,075	18.6%
Dental Insurance	8,321		9,331		1,011	12.1%
Life Insurance	1,524		1,457		(67)	-4.4%
Shortterm Disability	2,876		2,873		(3)	-0.1%
Longterm Disability	837		798		(39)	-4.7%
Paid Family Medical Leave	6,102		6,159		57	0.9%
FSA Fees	0		0		0	-
Health Incentives	10,334		6,234		(4,100)	-39.7%
SIMPLE IRA Pension	30,069		31,202		1,132	3.8%
Worker's Compensation	1,899		1,871		(28)	-1.5%
Unemployment Insurance	2,230		2,960		730	32.7%
Staff Training & Workshops	15,000		15,000		0	0.0%
Professional Dues: AMPO, NHARPC, NHPA, APA, NHI	4,792		4,319		(473)	-9.9%
<b>EQUIPMENT</b>	<b>38,615</b>	<i>3%</i>	<b>42,365</b>	<i>2%</i>	<b>3,750</b>	<b>9.7%</b>
GIS Software	6,338		6,380		42	0.7%
Transpo Software Maintenance: TransCAD	1,500		1,500		0	0.0%
Office Software: Maintenance, purchase	11,177		14,000		2,823	25.3%
INRIX Database for Transportation Planning	8,200		6,460		(1,740)	-21.2%
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		5,625		2,625	87.5%
Office Furniture	1,000		1,000		0	0.0%
<b>COMMUNICATIONS</b>	<b>7,591</b>	<i>2%</i>	<b>7,100</b>	<i>0%</i>	<b>(491)</b>	<b>-6.5%</b>
Postage and Delivery	400		400		0	0.0%
Office Phone System	1,164		915		(249)	-21.4%
Internet and Phone Service	3,600		3,600		0	0.0%
Website Design and Maintenance	1,427		1,185		(242)	-17.0%
Media Outreach Activities	1,000		1,000		0	0.0%

<b>FY2025 EXPENSES</b>	<b>FY2024 Adopted Mid Year Budget</b>		<b>FY2025 Draft Budget</b>		<b>Net Change</b>	<b>% Change</b>
<b>FIXED EXPENSES</b>	<b>47,166</b>	<b>5%</b>	<b>43,894</b>	<b>2%</b>	<b>(3,272)</b>	<b>-6.9%</b>
Property & Liability	7,173		9,294		2,121	29.6%
Office Vehicle Lease and Maintenance	9,993		4,600		(5,393)	-54.0%
Rent	30,000		30,000		0	0.0%
<b>ADMINISTRATIVE EXPENSES</b>	<b>50,000</b>	<b>1%</b>	<b>48,000</b>	<b>2%</b>	<b>(2,000)</b>	<b>-4.0%</b>
Printing	1,500		1,500		0	0.0%
Audit and Accounting Services	16,000		14,000		(2,000)	-12.5%
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	8,000		8,000		0	0.0%
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>613,075</b>	<b>20%</b>	<b>988,100</b>	<b>39%</b>	<b>375,025</b>	<b>61.2%</b>
1000 IT Services	34,000		20,880		(13,120)	-38.6%
3507 Far RT11 Audit & Regs Consultant Team	113,075		15,000		(98,075)	-86.7%
3903 MIL CWSRF Consulting Engineer	30,000		45,000		15,000	50.0%
4107 Newmarket Form Based Code Consultant	73,000		20,000		(53,000)	-72.6%
5121 GB2030 Milton Three Ponds Watershed Plan Engineer			60,900			
5122 GB2030 Signage - UNH & Production Costs			25,770			
5207 PREPA Grant-Dover NRI Environmental Consult	6,000		3,000		(3,000)	-50.0%
5208 PREPA Grant-Lee NRI Environmental Consultar	6,000		3,000		(3,000)	-50.0%
6105 Coastal Technical Assistance Subaward to Durham			4,000			
6152 Coastal Resilience Grant (NKT) Engineer	4,000		10,000		6,000	150.0%
7111 EPA Brownfields QEP	78,000		127,000		49,000	62.8%
7201 HUD EDI CDS Regional Plans - RPC Pass Throug	200,000		500,000		300,000	150.0%
7301 USDA RD FAR & MIL Town Facilities Consultant	5,250		75,800		70,550	1343.8%
8002 Contract Transportation Support (UPWP)	40,000		60,000		20,000	50.0%
8002 Contract Title VI/Environmental Justice Suppor	10,000		10,000		0	0.0%
8102 Safe Streets for All	13,750		7,750		(6,000)	-43.6%
<b>RESERVE FUND CONTRIBUTION</b>	<b>13,000</b>	<b>0%</b>	<b>10,000</b>	<b>0%</b>	<b>(3,000)</b>	<b>-23.1%</b>
		<i>100%</i>		<i>100%</i>		



**FISCAL YEAR 2025**

**July 1, 2024 – June 30, 2025**

Presented to the Executive Committee on May 19, 2023.

**BILLING RATE STRUCTURE**

Billable Hourly Rates		
Billing Level	Starting	Up To
Principal Planner	\$81.54	\$91.73
Senior Planner	\$68.29	\$81.54
Regional Planner III	\$63.19	\$68.29
Regional Planner II	\$58.10	\$63.19
Regional Planner I	\$53.00	\$58.10
Intern	\$81.54	\$91.73

Billing Rates include direct salaries and indirect costs (fringe + overhead).

Invoices will reflect the individual staff member’s billing rate.

Circuit Rider Contracts are set at a flat rate of \$75/hour.

Non-Dues paying communities pay an additional 10% markup.

**SALARY RANGES**

Billing Level	Starting	Up To	Minimum Experience & Responsibility
Principal Planner	\$80,000	\$90,000	Bachelors +10 years’ experience; Masters +8 years’ experience; +supervisory experience
Senior Planner	\$67,000	\$80,000	Bachelors +8 years’ experience; Masters +6 years’ experience; +project management
Regional Planner III	\$62,000	\$67,000	Bachelors + 6 years’ experience; Masters + 4 years’ experience
Regional Planner II	\$57,000	\$62,000	Bachelors +4 years’ experience; Masters +2 years’ experience
Regional Planner I	\$52,000	\$57,000	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 7/1/24 - 6/30/25

#### Dental Plan

SRPC Premium Share	100%	75%	75%
Dental	One Person	Two Person	Family
Total Monthly Premium	\$49.31	\$94.70	\$163.74
Monthly SRPC Share	\$49.31	\$71.03	\$122.81
Monthly Employee Share	\$0.00	\$23.68	\$40.94
SRPC Share Per Pay Period	\$22.76	\$32.78	\$56.68
Employee Share Per Pay Period	\$0.00	\$10.93	\$18.89

#### Health Plan Option 1

SRPC Premium Share	75%	60%	60%
AB20 Health	One Person	Two Person	Family
Total Monthly Premium	\$1,190.59	\$2,381.19	\$3,214.60
Monthly SRPC Share	\$892.94	\$1,428.71	\$1,928.76
Monthly Employee Share	\$297.65	\$952.48	\$1,285.84
SRPC Share Per Pay Period	\$412.13	\$659.41	\$890.20
Employee Share Per Pay Period	\$137.38	\$439.60	\$593.46

#### Health Plan Option 2

SRPC Premium Share	90%	75%	75%
ABSOS20 Health	One Person	Two Person	Family
Total Monthly Premium	\$959.71	\$1,919.42	\$2,591.22
Monthly SRPC Share	\$863.74	\$1,439.57	\$1,943.42
Monthly Employee Share	\$95.97	\$479.86	\$647.81
SRPC Share Per Pay Period	\$398.65	\$664.41	\$896.96
Employee Share Per Pay Period	\$44.29	\$221.47	\$298.99
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


This 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	97%	85%	85%
ABSOS25 Health	One Person	Two Person	Family
Total Monthly Premium	\$696.94	\$1,393.89	\$1,881.74
Monthly SRPC Share	\$676.03	\$1,184.81	\$1,599.48
Monthly Employee Share	\$20.91	\$209.08	\$282.26
SRPC Share Per Pay Period	\$312.01	\$546.83	\$738.22
Employee Share Per Pay Period	\$9.65	\$96.50	\$130.27
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

This Site of Service plan has a Health Reimbursement Arrangement. SRPC pays the first \$1,500 of deductible per member, per plan year. Member is defined as either you, your spouse/partner, or your child.

**Stafford Regional Planning Commission**

		Access Blue (AB20)	Access Blue Site of Service (ABSOS20/40/1KDED)	Access Blue Site of Service (ABSOS25/50/3KDED)
		RX Benefit: R10/25/40M10/40/70/3K	RX Benefit: R10/25/40M10/40/70/5K	RX Benefit: R10/25/40M10/40/70/5K
		Network Benefits (1)	Network Benefits (1)	Network Benefits (1)
Cost Sharing	Visit Copayment	\$20 per visit	\$20 per visit	\$25 per visit
	Specialty Visit Copayment	\$20 per visit	\$40 per visit	\$50 per visit
	Walk-In Center or Retail Clinic Copayment	\$20 per visit	\$20 per visit	\$25 per visit
	Urgent Care Facility Copayment	\$50 per visit	\$50 per visit	\$75 per visit
	Emergency Room Copayment	\$100 per visit	\$100 per visit	\$150 per visit
	Standard Deductible	N/A	\$1,000 per Member per year; \$3,000 per family per year	\$3,000 per Member per year, \$9,000 per family per year
	Standard Coinsurance	N/A	N/A	N/A
	Coinsurance Maximum	N/A	N/A	N/A
	Durable Medical Equipment	You pay 20%	You pay 20% after separate \$100 per Member, per year deductible	You pay 20% after separate \$100 per Member, per year deductible
	Out-of-Pocket Limit	\$3,000 per Member, per year; \$6,000 per family, per year (2)	\$5,000 per Member, per year; \$10,000 per family, per year (2)	\$5,000 per Member, per year, \$10,000 per family, per year (2)
Inpatient	Inpatient Services; Medical, Surgical and Maternity Admissions	You pay \$0	Standard Deductible	Standard Deductible
Preventive Care	Immunizations, cancer screenings: mammograms, pap smears, routine colonoscopy; routine physical exams, nutrition counseling, diabetes management program, routine hearing exams (one exam each year)	You pay \$0	You pay \$0	You pay \$0
	Routine Eye Exams (one exam per year 18 years and younger; once every two years thereafter)	You pay \$0	You pay \$0	You pay \$0
Eyewear	Frames/Lenses	\$40 reimbursement per Member, per year	N/A	N/A
Outpatient	Medical exams, telemedicine and online visits, consultations, medical treatments	Visit Copayment or Specialty Visit Copayment	Visit Copayment or Specialty Visit Copayment	Visit Copayment or Specialty Visit Copayment
	Injections (except allergy injections)	You pay \$0	Visit Copayment or Specialty Visit Copayment	Visit Copayment or Specialty Visit Copayment
	Allergy Injections	You pay \$0	You pay \$0	You pay \$0
	Surgery and anesthesia	You pay \$0	You pay \$0 at Site of Service providers. Otherwise, Standard Deductible.	You pay \$0 at Site of Service providers. Otherwise, Standard Deductible.
	Laboratory tests (including allergy testing)	You pay \$0	You pay \$0 at Site of Service providers. Otherwise, Standard Deductible.	You pay \$0 at Site of Service providers. Otherwise, Standard Deductible.
	X-ray tests (including ultrasound)	You pay \$0	You pay \$0 at Site of Service providers. Otherwise, Standard Deductible.	You pay \$0 at Site of Service providers. Otherwise, Standard Deductible.
	MRA, MRI, PET, SPECT, CT Scan, and CTA	You pay \$0	You pay \$0 at Site of Service providers. Otherwise, Standard Deductible.	You pay \$0 at Site of Service providers. Otherwise, Standard Deductible.
	Medical Supplies, Chemotherapy, Infusion Therapy, and Drugs	You pay \$0	Standard Deductible	Standard Deductible
	Maternity Care	You pay no visit copayment for prenatal or postpartum office visits. Your share of the cost for delivery of a baby is the same as shown for "Inpatient Services" or "Outpatient Facility Care."	You pay no visit copayment for prenatal or postpartum office visits. Your share of the cost for delivery of a baby is the same as shown for "Inpatient Services" or "Outpatient Facility Care."	You pay no visit copayment for prenatal or postpartum office visits. Your share of the cost for delivery of a baby is the same as shown for "Inpatient Services" or "Outpatient Facility Care."

**Stafford Regional Planning Commission**

		Access Blue (AB20)	Access Blue Site of Service (ABSOS20/40/1KDED)	Access Blue Site of Service (ABSOS25/50/3KDED)
		RX Benefit: R10/25/40M10/40/70/3K	RX Benefit: R10/25/40M10/40/70/5K	RX Benefit: R10/25/40M10/40/70/5K
		Network Benefits (1)	Network Benefits (1)	Network Benefits (1)
Emergency Room and Urgent Care	Use of the emergency room (copayment waived if you are admitted)	Emergency Room Copayment	Emergency Room Copayment	Emergency Room Copayment
	Use of an Urgent Care Facility	Urgent Care Facility Copayment	Urgent Care Facility Copayment	Urgent Care Facility Copayment
	Physician's fee, surgery, MRA, MRI, PET, SPECT, CT Scan, CTA, medical supplies and drugs	You pay \$0	Standard Deductible	Standard Deductible
	Laboratory and x-ray tests	You pay \$0	Standard Deductible	Standard Deductible
	Ambulance Services - must be medically necessary	You pay \$0	Standard Deductible	Standard Deductible
Outpatient Physical Rehab	Physical, Occupational and Speech Therapy	Specialty Visit Copayment, up to a combined maximum of 60 visits per Member, per year	Visit Copayment, up to a combined maximum of 60 visits per Member, per year	Visit Copayment, up to a combined maximum of 60 visits per Member, per year
	Cardiac Rehabilitation Visits	Specialty Visit Copayment	Visit Copayment	Visit Copayment
	Chiropractic Care	Specialty Visit Copayment, Unlimited visits	Visit Copayment, Unlimited Visits	Visit Copayment, Unlimited Visits
	X-ray tests performed by a chiropractor	You pay \$0	Standard Deductible	Standard Deductible
	Acupuncture	Specialty Visit Copayment, Unlimited visits	Visit Copayment, Unlimited visits	Visit Copayment, Unlimited visits
Home Care	Physician Services (medical exams, injections, medical treatments, surgery and anesthesia, telemedicine and online visits)	Visit Copayment or Specialty Visit Copayment	Visit Copayment or Specialty Visit Copayment	Visit Copayment or Specialty Visit Copayment
	Home Health Agency Services	You pay \$0	Standard Deductible	Standard Deductible
	Hospice	You pay \$0	You pay \$0	You pay \$0
Behavioral Health Care	Outpatient Behavioral Healthcare (Mental Health, Substance Use Care, and Applied Behavioral Analysis)	Visit Copayment or Specialty Visit Copayment, Unlimited visits	Visit Copayment or Specialty Visit Copayment, Unlimited visits	Visit Copayment or Specialty Visit Copayment, Unlimited visits
	Inpatient Behavioral Healthcare (Mental Health and Substance Use Care)	You pay \$0	Standard Deductible	Standard Deductible
Prescription Drugs	Prescription Drugs	Retail Pharmacy: \$10 generic, \$25 preferred brand-name, \$40 non-preferred brand-name for up to 34-day supply through CVS Caremark's participating retail pharmacies. Maintenance Choice: \$10 generic, \$40 preferred brand-name, \$70 non-preferred brand-name for up to 90-day supply through CVS Caremark's Mail Service Pharmacy or at a CVS Pharmacy.	Retail Pharmacy: \$10 generic, \$25 preferred brand-name, \$40 non-preferred brand-name for up to 34-day supply through CVS Caremark's participating retail pharmacies. Maintenance Choice: \$10 generic, \$40 preferred brand-name, \$70 non-preferred brand-name for up to 90-day supply through CVS Caremark's Mail Service Pharmacy or at a CVS Pharmacy.	Retail Pharmacy: \$10 generic, \$25 preferred brand-name, \$40 non-preferred brand-name for up to 34-day supply through CVS Caremark's participating retail pharmacies. Maintenance Choice: \$10 generic, \$40 preferred brand-name, \$70 non-preferred brand-name for up to 90-day supply through CVS Caremark's Mail Service Pharmacy or at a CVS Pharmacy.
Resource Links		<a href="#">Medical Benefit Cost Sharing</a> <a href="#">Prescription Benefit Summary</a>	<a href="#">Medical Benefit Cost Sharing</a> <a href="#">Site of Service Info</a> <a href="#">Prescription Benefit Summary</a>	<a href="#">Medical Benefit Cost Sharing</a> <a href="#">Site of Service Info</a> <a href="#">Prescription Benefit Summary</a>

(1) Referrals are not required for care provided within the Access Blue New England Network.

(2) The Out-of-Pocket Limit includes all Deductibles, Coinsurance, and Copayments You pay during a year for medical and prescription expenses under this medical plan and Your HealthTrust prescription benefit program. It does not include your premium, amounts over the Maximum Allowed Amount, penalties, or charges for noncovered services. Once the combined Out-of-Pocket Limit is satisfied, You will not have to pay additional Deductibles, Coinsurance, or Copayments for the rest of the year.

Please note that throughout this chart any reference to year means plan year. Plan year is July 1 through June 30.  
 This chart is intended for summary purposes only. Details of coverage are set forth in separate documents, which govern these plans.

# STRAFFORD

Regional Planning Commission

May 17, 2024

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

RE: May 2024 Minor Revisions to the 2023-2026 TIP

Dear Mr. Watson:

The Strafford Regional Planning Commission (SRPC) staff has received a request to approve the May 2024 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



## May 2024 TIP Minors Table of Contents

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### **Proposed Changes**

Newfields-Newmarket 28393	Page 1
Lee 41322	Page 2
Program (Culvert Replacement and Rehabilitation)	Page 3-4



# 2023 - 2026 SRPC Transportation Improvement Program

## May 2024 Minors

4/19/2024

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.

### NEWFIELDS - NEWMARKET 28393

Towns: NEWFIELDS, NEWMARKET

Road: NH 108

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

Acronyms:

#### Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$282,700		\$0	\$0	<b>\$282,700</b>
PE	2025	\$226,160		\$0	\$0	<b>\$226,160</b>
ROW	2024	\$113,080		\$0	\$0	<b>\$113,080</b>
CON	2026	\$6,027,368		\$0	\$0	<b>\$6,027,368</b>

#### Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$62,700		\$0	\$0	<b>\$62,700</b>
PE	2025	\$446,160		\$0	\$0	<b>\$446,160</b>
ROW	2025	\$113,080		\$0	\$0	<b>\$113,080</b>
CON	2026	\$6,027,368		\$0	\$0	<b>\$6,027,368</b>

#### Change Notes

NHDOT Description of Changes

Shifting portion of PE funds from 2024 into 2025;  
shifting ROW funds from 2024 to 2025

SRPC Notes

#### Funding Sources

##### FHWA

STBG-State Flexible

STBG-5 to 200K

Equity Bonus

BRGBIL

##### NHDOT

Toll Credit

# LEE 41322

Towns: LEE  
Road: NH Route 125  
Scope: Bridge Replacement of culvert carrying NH 125 over Little River Br No 073/084  
Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$330,000		\$0	\$0	<b>\$330,000</b>
ROW	2024	\$27,500		\$0	\$0	<b>\$27,500</b>
CON	2024	\$1,650,000		\$0	\$0	<b>\$1,650,000</b>
CON	2025	\$4,290,000		\$0	\$0	<b>\$4,290,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$330,000		\$0	\$0	<b>\$330,000</b>
PE	2024	\$110,000		\$0	\$0	<b>\$110,000</b>
ROW	2024	\$82,500		\$0	\$0	<b>\$82,500</b>
CON	2024	\$2,310,000		\$0	\$0	<b>\$2,310,000</b>
CON	2025	\$4,290,000		\$0	\$0	<b>\$4,290,000</b>

## Change Notes

NHDOT Description of Changes

Added new PE phase for 2024 with \$110,000;  
increased 2024 funding for ROW and Construction  
phases

SRPC Notes

## Funding Sources

### FHWA

STBG-Non Urban Areas Under 5K  
National Highway Performance  
BRGBIL

### NHDOT

Toll Credit

# PROGRAM CRDR

Towns: Statewide

Road: Various

Scope: CULVERT REPLACEMENT/REHABILITATION & DRAINAGE REPAIRS (Annual Project)

Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$500,000		\$0	\$0	<b>\$500,000</b>
PE	2024	\$1,080,000		\$0	\$0	<b>\$1,080,000</b>
PE	2025	\$600,000		\$0	\$0	<b>\$600,000</b>
PE	2026	\$200,000		\$0	\$0	<b>\$200,000</b>
ROW	2023	\$34,100		\$0	\$0	<b>\$34,100</b>
ROW	2024	\$91,300		\$0	\$0	<b>\$91,300</b>
ROW	2025	\$30,000		\$0	\$0	<b>\$30,000</b>
ROW	2026	\$30,000		\$0	\$0	<b>\$30,000</b>
CON	2023	\$615,000		\$0	\$0	<b>\$615,000</b>
CON	2024	\$4,486,870		\$0	\$0	<b>\$4,486,870</b>
CON	2025	\$3,620,000		\$0	\$0	<b>\$3,620,000</b>
CON	2026	\$5,436,030		\$0	\$0	<b>\$5,436,030</b>
OTHER	2023	\$5,000		\$0	\$0	<b>\$5,000</b>
OTHER	2024	\$5,000		\$0	\$0	<b>\$5,000</b>
OTHER	2025	\$5,000		\$0	\$0	<b>\$5,000</b>
OTHER	2026	\$5,000		\$0	\$0	<b>\$5,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$500,000		\$0	\$0	<b>\$500,000</b>
PE	2024	\$1,096,500		\$0	\$0	<b>\$1,096,500</b>
PE	2025	\$1,100,000		\$0	\$0	<b>\$1,100,000</b>
PE	2026	\$200,000		\$0	\$0	<b>\$200,000</b>
ROW	2023	\$34,100		\$0	\$0	<b>\$34,100</b>
ROW	2024	\$74,800		\$0	\$0	<b>\$74,800</b>
ROW	2025	\$75,900		\$0	\$0	<b>\$75,900</b>
ROW	2026	\$30,000		\$0	\$0	<b>\$30,000</b>
CON	2023	\$615,000		\$0	\$0	<b>\$615,000</b>
CON	2024	\$4,486,870		\$0	\$0	<b>\$4,486,870</b>
CON	2025	\$3,620,000		\$0	\$0	<b>\$3,620,000</b>
CON	2026	\$4,890,130		\$0	\$0	<b>\$4,890,130</b>
OTHER	2023	\$5,000		\$0	\$0	<b>\$5,000</b>

OTHER	2024	\$5,000	\$0	\$0	<b>\$5,000</b>
OTHER	2025	\$5,000	\$0	\$0	<b>\$5,000</b>
OTHER	2026	\$5,000	\$0	\$0	<b>\$5,000</b>

**Change Notes**

NHDOT Description of Changes

SRPC Notes

No changes to child projects in the Strafford region

**Funding Sources**

**FHWA**

STBG-State Flexible

STBG-Non Urban Areas Under 5K

National Highway Performance

**NHDOT**

Toll Credit