

SRPC EXECUTIVE COMMITTEE MEETING

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

Agenda Item	Time	Notes
1) Welcome and Introductions	8:00-8:05	N/A
2) Action Items a) Approval of the May 17, 2024 Minutes b) Acceptance of the Draft April Financials c) Recommend Adoption of the FY2025 Budget d) Authorize Certificate of Vote	8:05-8:20	Refer to the enclosed memo and attachments.
3) Updates and Discussion Items a) Executive Director Review b) Review FY2025 Commissioner Handbook c) Awards, Contracts, and General Business d) June Monthly Minors	8:20-8:50	Refer to the enclosed memo and attachments.
4) Other Business	8:50-8:55	N/A
5) Adjourn	9:00	N/A

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



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: June 14, 2024
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the June 21, 2024 Meeting

The following notes correspond to individual agenda items for discussion.

2b. Accept the Draft April Financials

Balance Sheet: Account balances remained about where we would like to see them. April 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 \$243,346 due at the end of April, \$168,010 is attributable to current invoices. Another \$55,859 was received in May, with a past due balance of \$19,477.

Profit and Loss and Income by Customer: April 2024 ended with a net profit of \$24,973 for the month. Billing exceeded our target for the month at \$164,416. Our year-to-date loss continues to trend downward; -\$19,066 at the end of April. 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. Recommend Adoption of the FY2025 Budget

The budget has been adjusted slightly since last month to reflect final staffing plans and expected carryover revenue of multi-year contracts. The requested motion is to "Recommend the full Commission Adopt the FY 2025 Budget."

2d. Recommend Approval of the Slate of Officers

The slate of officers is included in your packet. We still have an alternate seat open. Should someone volunteer during the commission meeting they can be added to the slate.

2e. Authorize the Certificate of Vote

On an annual basis the Executive Committee should affirm, or reaffirm, that the Executive Director is authorized to file applications, sign contracts and implement the annual work program. Proposed Motion:

"THAT the Executive Director, or in his/her absence, the Acting Executive Director, be authorized to file applications with federal, state and local governmental units, and other agencies and organizations to implement Strafford Regional Planning Commission's work program, and to execute agreements to receive funds for such purposes."

3a. Executive Director Review

Due to unforeseen circumstances, the director's review will be temporarily postponed.

3b. Review of the FY2025 Commissioner Handbook



The handbook, enclosed in your packet minus the appended bylaws, has been updated to reflect the revised meeting format, current staff and commissioners, and incorporated the updated bylaws. Let us know if you have any feedback. We will roll it out to all commissioners this summer.

3d. Awards, Contracts and General Business Update

Awards and Contracts: There have been limited changes since last month. An updated table will be provided for our next meeting.

April 2024 Dues (FY24 YTD):

Income:	
FY24 Dues Paid	\$115,700.33
Total Income	\$115,700.33

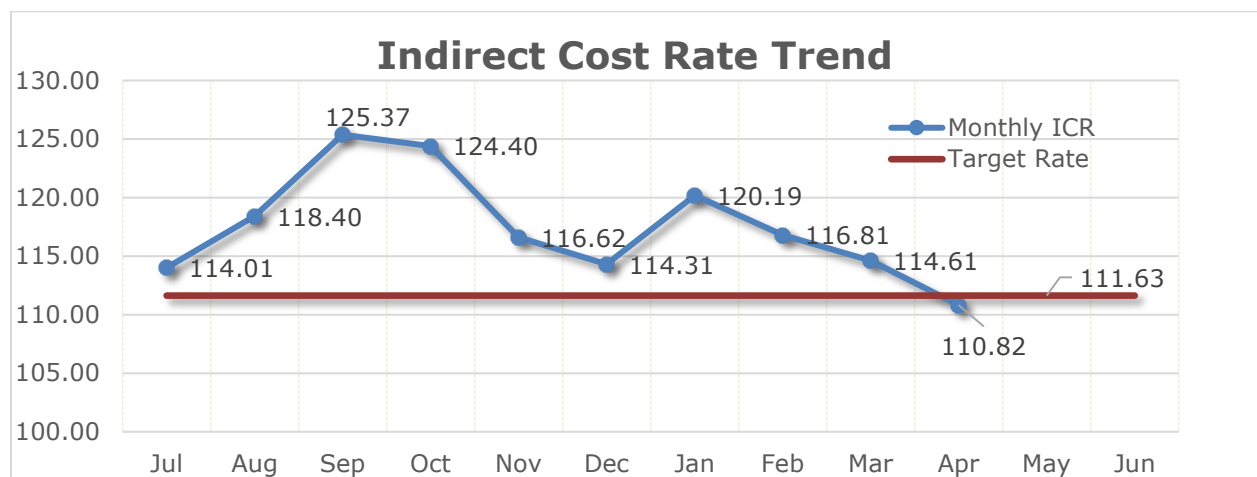
Expenses:	
Planning Salaries	\$5,098.60
Dues and Subscriptions	\$101.30
Staff Training	\$60.00
Equipment Depreciation	\$2,894.96
Vehicle Interest	\$133.11
Bank Fees	\$15.00
Interest Expense	\$5.24
Meeting Expense	\$41.82
Office Expense	\$335.67
Travel	\$276.47
Indirect (111.63%)	\$5,691.57
Total SRPC Expenses	\$14,653.74

Cash Match:	
UPWP	\$46,341.61
EDA	\$13,510.21
Coastal	\$3,496.31
LSWP	\$714.34
GSCH	\$1,877.04
CommuteSmart	\$971.60
ROC Recreation Chapter	\$2,690.89
USDA Community Facilities	\$27.11
Total Cash Match	\$69,629.11

Contract Overages:	
Strafford Tax Maps	\$77.57
Somersworth Tax Maps	\$2.28
Barrington Housing MP	\$168.18
Target Block Grant	\$17.41
PSM FloodSmart	\$172.34
Total Contract Overages	\$437.78

Total Expenses	\$84,854.26
Dues Remaining	\$30,846.07

Indirect Rate: SRPC’s approved indirect cost rate is 111.63%. As April we are at 110.8%.



NEXT MEETING: August 16, 2024, 8 AM. – 9:00 A.M.

SRPC EXECUTIVE COMMITTEE MEETING

March 17, 2024, 8:00 a.m. to 9:00 a.m.

Hybrid Meeting (Conference Rm 1A & via Zoom)

Meeting Minutes

Members attending in person: Dave Landry, Dover; Barbara Holstein, Rochester; Katrin Kasper, Lee Joe Boudreau, Rochester, Mike Bobinsky, Somersworth

Staff attending in person: Jennifer Czysz, Colin Lentz

Staff attending on Zoom: Megan Taylor-Fetter and K. Pimental

1. Welcome/Introductions

Chair D. Landry called the meeting to order at 8:06 A.M.

2. Action Items

a. Acceptance of the April 19, 2024 Minutes

D. Landry motioned to approve the April 19, 2024 meeting minutes as presented. B. Holstein seconded the motion. The motion passed with a unanimous vote in favor.

b. Acceptance of the March Financials

J. Czysz reviewed the 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.

J. Czysz noted that the van is now paid off.

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

c. Fill Executive Committee Vacancy

J. Czysz stated that Bill Fisher's resignation leaves a vacancy for the remainder of his term through to the end of June. B. Holstein nominated K. Kasper to fill the vacancy. With a second, all members voted in favor.

3. Updates and Discussion Items

a. Executive Committee member renewals

J. Czysz stated 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 3 officers, 4 members elected by Commission, and any alternate. Elections occur at the Annual Business Meeting on June 21, 2024.

J. Czysz stated that Tom Crosby requested to step down as treasurer but will remain on the Executive Committee. He is currently in the hospital, and it is uncertain whether he will be back due to his failing health. Jen Czysz shared the first SRPC newsletter from 1983 which lists Tom Crosby as a Commissioner.

J. Czysz stated that D. Hamann is stepping down at the end of his term on June 30, which leaves another vacancy.

D. Hamann nominated D. Landry to continue as Chair. M. Bobinsky seconded the nomination. D, Landry stated that after 3 years as chair, he would be fine with anyone else volunteering to be chair. The motion passed with all in favor.

K. Kasper nominated B. Holstein as Secretary / Treasurer. M. Bobinsky seconded the motion. The motion passed with all in favor.

K. Kasper nominated P. Nelson as Vice Chair. J. Boudreau seconded the motion. The motion passed with all in favor.

J. Boudreau offered to fill Don Hamann's vacancy as a regular member. D. Hamann's resignation leaves a vacancy on the NHARPC.

All members present confirmed they wish to remain on the Executive Committee. Alternates are needed.

b. Draft FY2025 Budget

J. Czysz reviewed the FY2025 Budget. She stated that Autumn Scott resigned her position as environmental and equity regional planner position. We have not posted the position yet. J. Czysz has extended an offer to an EDD candidate. Kerrie Diers is working part time on the Newmarket project. One big change is the 14.5 percent increase in the health insurance premiums.

There is nothing to do at this point. There will be one more fine tuning before the annual meeting vote to recommend to commission to adopt the budget.

c. FY2025 Salary and Hourly Rate Schedule

J. Czysz stated that 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 increase 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.

Discussion ensued comparing salaries to other organizations, recruiting and turnover. SRPC salaries are competitive but do not pay as much as the cities, however, the cities tend to hire more experienced planners. We have more flexibility.

K. Kasper motioned to approve the salary and rate schedule with the correction to the intern's rate of pay. D. Hamann seconded the motion. The motion passed with all votes in favor.

d. FY2025 Health Plans

J. Czysz stated that 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. While the committee does not formally vote on the plans, I would like input before open enrollment starts on May 20th.

J. Czysz asked for feedback for costs for plan one. The consensus was to revisit this next year but for this year only offer it to staff who currently have it and to make the employee share 20%.

e. Executive Director Review

Megan will reach out to schedule a review.

f. Awards, Contracts, and General Business

J. Czysz reviewed the awards, contracts and general business and stated that 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.

g. May Monthly Minors

C. Lentz reviewed the May monthly minors

4. Other Business

5. Adjourn

Following a motion and a second, the meeting adjourned with all members voting in favor.

Strafford Regional Planning Commission
Balance Sheet
As of April 30, 2024

	Apr 30, 24	Apr 30, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	66,193.71	103,844.11	-37,650.40
FSB Savings	71,018.28	11,326.32	59,691.96
Total Checking/Savings	137,211.99	115,170.43	22,041.56 ¹
Accounts Receivable			
Accounts Receivable	243,346.18	173,143.24	70,202.94
Total Accounts Receivable	243,346.18	173,143.24	70,202.94 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Dues and Subscriptions	1,135.50	1,308.90	-173.40
Prepaid Insurance (P & L)	1,315.00	0.00	1,315.00
Prepaid training	600.00	600.00	0.00
Prepaid Unemployment Comp	1,973.36	0.00	1,973.36
Prepaid Workers Compensation	1,247.36	0.00	1,247.36
Total Prepaid Expenses	6,271.22	1,908.90	4,362.32 ³
Prepaid software support	7,245.41	7,391.06	-145.65
Total Other Current Assets	13,516.63	9,299.96	4,216.67
Total Current Assets	394,074.80	297,613.63	96,461.17
Fixed Assets			
Right of Use Asset - Building			
Accumulated Amortization - Buil	-77,281.21	-49,179.25	-28,101.96 ⁴
Right of Use Asset - Building - Ot...	112,410.00	112,410.00	0.00
Total Right of Use Asset - Building	35,128.79	63,230.75	-28,101.96
Vehicles			
Vehicle Accumulated Depreciatio	-22,465.36	-16,729.48	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
Total Vehicles	477.99	6,213.87	-5,735.88 ⁵
Property and Equipment			
Accumulated Depreciation	-19,117.18	-15,745.44	-3,371.74
Equipment Purchase			
AI Traffic Counter	9,830.00	0.00	9,830.00
Pyro Traffic Count System	7,540.00	0.00	7,540.00
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 April 30, 2024

2:30 PM

05/22/24

Accrual Basis

	Apr 30, 24	Apr 30, 23	\$ Change
Total Equipment Purchase	38,836.89	15,745.44	23,091.45 ⁶
Total Property and Equipment	19,719.71	0.00	19,719.71
Total Fixed Assets	55,326.49	69,444.62	-14,118.13
TOTAL ASSETS	449,401.29	367,058.25	82,343.04
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
FSB Credit Card	771.25	280.35	490.90
Total Credit Cards	771.25	280.35	490.90
Other Current Liabilities			
FY24 Dues in Advance	23,137.04	0.00	23,137.04
Building Lease Liab Current	4,800.34	4,641.24	159.10
FY23 Dues in Advance	0.00	21,428.20	-21,428.20
Current Portion of Lease Payabl	434.75	823.81	-389.06
Benefits payable			
Simple IRA payable	48.00	-96.54	144.54
Total Benefits payable	48.00	-96.54	144.54
Contract Revenue In Advance	165,810.84	37,143.53	128,667.31 ⁷
Payroll Liabilities			
FSA Payable	320.00	0.00	320.00
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	659.14	814.27	-155.13
Total Payroll Liabilities	1,009.53	844.66	164.87
Total Other Current Liabilities	195,240.50	64,784.90	130,455.60
Total Current Liabilities	196,011.75	65,065.25	130,946.50
Long Term Liabilities			
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 ⁸
Accrued expenses			
Accrued Payroll	20,053.38	51,939.13	-31,885.75 ⁹
Accrued Vacation	42,764.92	42,091.38	673.54
Annual Audit Accrual	10,000.00	13,333.34	-3,333.34 ¹⁰
Total Accrued expenses	72,818.30	107,363.85	-34,545.55
Total Long Term Liabilities	104,686.30	172,305.69	-67,619.39

Strafford Regional Planning Commission
Balance Sheet
As of April 30, 2024

2:30 PM

05/22/24

Accrual Basis

	Apr 30, 24	Apr 30, 23	\$ Change
Total Liabilities	300,698.05	237,370.94	63,327.11
Equity			
Retained Earnings	167,769.00	176,019.32	-8,250.32 ¹¹
Net Income	-19,065.76	-46,332.01	27,266.25 ¹²
Total Equity	148,703.24	129,687.31	19,015.93
TOTAL LIABILITIES & EQUITY	449,401.29	367,058.25	82,343.04

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Strafford Regional Planning Commission
Balance Sheet
As of April 30, 2024

2:30 PM

05/22/24

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.

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

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.

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.

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.

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.

7. **Contract Revenue in Advance:** Current year balance = ROC RFP \$3,923, NHCF \$112,829, Housing Navigator \$38,092, EDA \$10,967. 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.

8. **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.

9. **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.

10. **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.

Strafford Regional Planning Commission
Balance Sheet
As of April 30, 2024

2:30 PM

05/22/24

Accrual Basis

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

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

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Page 6
Strafford Regional Planning Commission
A/R Aging Summary
 As of April 30, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
1000 Indirect Administration						
1020 CDBG Grant Writing	0.00	2,000.00	0.00	0.00	0.00	2,000.00
Total 1000 Indirect Administration	0.00	2,000.00	0.00	0.00	0.00	2,000.00
2000 LTA (Local Technical Assistance)						
2100 Dues						
2109 Town of Milton dues	0.00	0.00	0.00	0.00	0.00	0.00
Total 2100 Dues	0.00	0.00	0.00	0.00	0.00	0.00
2200 PLUR Books						
2209 Town of Milton PLUR	0.00	0.00	0.00	0.00	0.00	0.00
Total 2200 PLUR Books	0.00	0.00	0.00	0.00	0.00	0.00
2000 LTA (Local Technical Assistance) - Ot...	0.00	0.00	0.00	0.00	0.00	0.00
Total 2000 LTA (Local Technical Assistance)	0.00	0.00	0.00	0.00	0.00	0.00
3300 City of Dover						
3304 Dover HOP Audit & Ordinance	5,319.94	5,766.16	0.00	1,200.42	0.00	12,286.52
Total 3300 City of Dover	5,319.94	5,766.16	0.00	1,200.42	0.00	12,286.52
3500 Town of Farmington						
3507 FAR HOP Grant	8,027.94	0.00	0.00	0.00	0.00	8,027.94
3501 FAR Circuit Rider	5,490.74	0.00	0.00	0.00	0.00	5,490.74
Total 3500 Town of Farmington	13,518.68	0.00	0.00	0.00	0.00	13,518.68
3700 Town of Madbury						
3702 CommunityViz Mapping	0.00	733.30	0.00	0.00	0.00	733.30
Total 3700 Town of Madbury	0.00	733.30	0.00	0.00	0.00	733.30
4000 Town of New Durham						
4004 NDU HOP (Hsg, LU, Vision)	2,923.28	635.82	0.00	0.00	0.00	3,559.10
Total 4000 Town of New Durham	2,923.28	635.82	0.00	0.00	0.00	3,559.10
4100 Town of Newmarket						
4107 NKT HOP 3 FORM BASED CODE	11,148.05	0.00	0.00	0.00	0.00	11,148.05
4106 NKT MP Other	3,513.04	2,951.62	0.00	0.00	0.00	6,464.66
4105 NKT HOP1 MP Housing	2,701.23	0.00	0.00	0.00	0.00	2,701.23
Total 4100 Town of Newmarket	17,362.32	2,951.62	0.00	0.00	0.00	20,313.94
4200 Town of Northwood						

Page 7
Strafford Regional Planning Commission
A/R Aging Summary
 As of April 30, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
4201 NOR Circuit Rider	2,291.25	2,119.03	0.00	0.00	0.00	4,410.28
Total 4200 Town of Northwood	2,291.25	2,119.03 ³	0.00	0.00	0.00	4,410.28
4300 Town of Nottingham						
4301 NOT Circuit Rider	2,897.35	0.00	0.00	0.00	0.00	2,897.35
Total 4300 Town of Nottingham	2,897.35	0.00	0.00	0.00	0.00	2,897.35
4400 City of Rochester						
4403 ROC Rec MP	449.80	630.42	0.00	0.00	0.00	1,080.22
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
Total 4400 City of Rochester	449.80	630.42 ⁴	0.00	0.00	0.00	1,080.22
4600 City of Somersworth						
4605 SOM MP & Audit	7,435.30	7,056.67	0.00	0.00	0.00	14,491.97
Total 4600 City of Somersworth	7,435.30	7,056.67	0.00	0.00	0.00	14,491.97
4700 Town of Strafford						
4701 Strafford Circuit Rider	2,402.70	0.00	0.00	0.00	0.00	2,402.70
Total 4700 Town of Strafford	2,402.70	0.00	0.00	0.00	0.00	2,402.70
4800 Town of Wakefield						
4803 WAK NBRC Union Hotel Grant Admin	0.00	0.00	0.00	0.00	519.86	519.86
4801 Wakefield Circuit Rider	522.50	647.50	0.00	0.00	0.00	1,170.00
Total 4800 Town of Wakefield	522.50	647.50 ⁶	0.00	0.00	519.86 ⁵	1,689.86
5201 UNH						
5209 UNH PREPA SOM NR MP	3,060.10	2,496.82	0.00	0.00	0.00	5,556.92
5208 UNH PREPA LEE NRI	3,065.90	3,090.36	0.00	0.00	0.00	6,156.26
5207 UNH PREPA DOV NRI	3,706.21	1,045.33	0.00	0.00	0.00	4,751.54
Total 5201 UNH	9,832.21	6,632.51 ⁷	0.00	0.00	0.00	16,464.72
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
6100 NH DES						
6152 NKT Riverfront Coastal Resilience	1,550.13	0.00	0.00	0.00	0.00	1,550.13
6104 Coastal 24	1,238.21	1,000.19	0.00	0.00	0.00	2,238.40
6305 LSWP NKT SWP-359	2,492.70	1,725.80	0.00	1,143.72	0.00	5,362.22
6151 PSM Flood Smart Seacoast	0.00	626.56	0.00	0.00	0.00	626.56

**Strafford Regional Planning Commission
A/R Aging Summary
As of April 30, 2024**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Total 6100 NH DES	5,281.04	3,352.55 ⁸	0.00	1,143.72 ⁹	0.00	9,777.31
6500 DEPT OF SAFETY (OEM) 6503 BRIC 21 MAD,NOR,ROC	3,975.00	0.00	0.00	0.00	0.00	3,975.00
Total 6500 DEPT OF SAFETY (OEM)	3,975.00	0.00	0.00	0.00	0.00	3,975.00
6800 NH Housing Authority 6802 Housing Navigator	34,310.21	0.00	0.00	0.00	0.00	34,310.21
Total 6800 NH Housing Authority	34,310.21	0.00	0.00	0.00	0.00	34,310.21
7100 EPA 7111 Brownfields 24-28	4,006.67	0.00	0.00	0.00	0.00	4,006.67
Total 7100 EPA	4,006.67 ¹⁰	0.00	0.00	0.00	0.00	4,006.67
7200 HUD 7201 HUD EDI Regional Plan	5,544.37	0.00	0.00	0.00	0.00	5,544.37
Total 7200 HUD	5,544.37	0.00	0.00	0.00	0.00	5,544.37
7300 USDA 7301 USDA CF TAT	1,015.46	0.00	0.00	0.00	0.00	1,015.46
Total 7300 USDA	1,015.46	0.00	0.00	0.00	0.00	1,015.46
8000 DOT UPWP 8002 UPWP 24-25	47,822.42	39,946.34	0.00	0.00	0.00	87,768.76
Total 8000 DOT UPWP	47,822.42	39,946.34 ¹¹	0.00	0.00	0.00	87,768.76
8100 COAST 8101 CommuteSmart Seacoast	1,099.76	0.00	0.00	0.00	0.00	1,099.76
Total 8100 COAST	1,099.76	0.00	0.00	0.00	0.00	1,099.76
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	168,010.26	72,471.92	0.00	2,344.14	519.86	243,346.18

Strafford Regional Planning Commission
A/R Aging Summary
As of April 30, 2024

2:30 PM

05/22/24

-
1. Dover HOP: Follow up sent for February invoice

 2. Madbury: \$733.30 received in May

 3. Northwood: \$2,119.03 received in May

 4. Rochester Rec MP: \$630.42 received in May

 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: \$647.50 received in May

 7. UNH: \$2,496.82, \$3,090.36, \$1,045.33, total of \$6,632.51 received in May

 8. DES: \$626.56, \$1,000.19, \$1,725.80 (total \$3,352.55) received in May

 9. DES: \$1,143.72 received in May

 10. EPA: \$4,006.67 received in May

 11. DOT: \$39,946.34 received in May

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Strafford Regional Planning Commission
Profit & Loss
April 2024

2:29 PM

05/22/24

Accrual Basis

	Apr 24	Apr 23	\$ Change
Ordinary Income/Expense			
Income			
SRPC Membership Dues	11,568.53	10,896.22	672.31
SRPC Revenue			
Municipal and NonProfit Revenue			
3304 DOV HOP	5,319.94	0.00	5,319.94
3501 FAR Circuit Rider	5,490.74	1,771.25	3,719.49
3507 FAR HOP Grant	8,027.94	0.00	8,027.94
4004 NDU Housing and Land Use	2,923.28	0.00	2,923.28
4105 NKT HOP1 MP Housing	2,701.23	0.00	2,701.23
4106 NKT MP Other	3,513.04	0.00	3,513.04
4107 NKT HOP3 Form Based Code	11,148.05	0.00	11,148.05
4201 NORPlanning Services	2,291.25	1,419.76	871.49
4301 NOT Circuit Rider	2,897.35	2,294.90	602.45
4403 ROC Rec Chapter	530.77	0.00	530.77
4605 SOM MP and Audit	7,435.30	0.00	7,435.30
4701 Strafford Circuit Rider	2,402.70	2,921.85	-519.15
4703 STR MP Update	0.00	2,770.90	-2,770.90
4801 WAK Circuit Rider	595.00	0.00	595.00
5151 GSCH - Tufts	0.00	1,101.12	-1,101.12
5501 GIS Projects	0.00	64.00	-64.00
Total Municipal and NonProfit Revenue	55,276.59	12,343.78	42,932.81
SRPC Revenue - Other	0.00	-831.55	831.55
Total SRPC Revenue	55,276.59	11,512.23	43,764.36 ¹
Federal Agencies Incl EDD			
7111 EPA Brownfields FY24-28	4,006.67	0.00	4,006.67
7003 EDD Planning Partnership	9,771.67	7,685.61	2,086.06
7201 HUD EDI CDS	5,544.37	0.00	5,544.37
7301 USDA RD-FAR MIL	1,042.57	0.00	1,042.57
Total Federal Agencies Incl EDD	20,365.28	7,685.61	12,679.67 ²
State Award Revenue			
Dept of Bus & Econ Affairs			
6001 TBG 22-23	0.00	1,028.06	-1,028.06
6003 CEDR	0.00	739.36	-739.36
Total Dept of Bus & Econ Affairs	0.00	1,767.42	-1,767.42
NHDES			
6104 Coastal 24	1,420.38	0.00	1,420.38
6151 Project of Special Merit	0.00	788.00	-788.00
6152 NKT Riverfront CRG	1,550.13	0.00	1,550.13
6305 LSWP NKT SWP 359	2,492.70	0.00	2,492.70
6103 Coastal FY23	0.00	2,208.03	-2,208.03

Strafford Regional Planning Commission
Profit & Loss
April 2024

2:29 PM

05/22/24

Accrual Basis

	Apr 24	Apr 23	\$ Change
6304 LSWP - Aquifers	0.00	702.06	-702.06
Total NHDES	5,463.21	3,698.09	1,765.12
UNH			
5207 UNH-PREPA DOV NRI	3,706.21	0.00	3,706.21
5208 UNH PREPA-LEE NRI	3,065.90	0.00	3,065.90
5209 UNH PREPA-SOM NAT RES MP	3,060.10	0.00	3,060.10
Total UNH	9,832.21	0.00	9,832.21
CDFA			
6601 CDBG Grant	2,061.13	0.00	2,061.13
Total CDFA	2,061.13	0.00	2,061.13
6802 NHHA Housing Navigator Pre-Disaster Mitigation	10,611.84	10,794.24	-182.40
6503 BRIC21 MAD NOR ROC	5,300.00	0.00	5,300.00
Total Pre-Disaster Mitigation	5,300.00	0.00	5,300.00
Total State Award Revenue	33,268.39	16,259.75	17,008.64 ³
MPO Revenue			
NH DOT			
8002 UPWP 24-25	53,136.02	0.00	53,136.02
8001 UPWP 22-23	0.00	53,092.62	-53,092.62
8101 COAST/CMAQ	1,374.70	0.00	1,374.70
Total NH DOT	54,510.72	53,092.62	1,418.10
Total MPO Revenue	54,510.72	53,092.62	1,418.10 ⁴
Contra Income Cash Match			
Cash Match ROC Rec Chapter	-80.97	0.00	-80.97
Coastal Cash Match	0.00	-423.63	423.63
LSWP Cash Match			
LSWP SRPC Cash Match	0.00	-43.31	43.31
Total LSWP Cash Match	0.00	-43.31	43.31
EDD Cash Match	-1,644.95	0.00	-1,644.95
USDA Cash Match	-27.11	0.00	-27.11
DOT Cash Match	-5,313.60	-5,309.26	-4.34
Cash Match CommuteSmart	-274.94	0.00	-274.94
Total Contra Income Cash Match	-7,341.57	-5,776.20	-1,565.37
Contra Income InKind/Soft Match			

Strafford Regional Planning Commission
Profit & Loss
April 2024

2:29 PM

05/22/24

Accrual Basis

	Apr 24	Apr 23	\$ Change
In-Kind Coastal Match	-182.17	-513.51	331.34
IK LSWP	0.00	-153.75	153.75
BRIC21 IK Match	-1,325.00	0.00	-1,325.00
In-Kind EDD Match	-1,591.28	-3,527.89	1,936.61
Total Contra Income InKind/Soft Match	-3,098.45	-4,195.15	1,096.70
Contract Overage	-133.63	-11.76	-121.87
Total Income	164,415.86	89,463.32	74,952.54
Gross Profit	164,415.86	89,463.32	74,952.54
Expense			
Personnel Expenses			
Salary and Wages			
STD Wages	0.00	816.02	-816.02
Salary and Wages - Other	80,312.33	65,065.67	15,246.66
Total Salary and Wages	80,312.33	65,881.69	14,430.64
Payroll Expenses			
PFML	1,218.44	0.00	1,218.44
STD Reimbursement	0.00	-1,292.04	1,292.04
Dental insurance expense	681.05	528.39	152.66
Health incentive	150.00	-600.00	750.00
Health Insurance expense	10,067.16	6,515.24	3,551.92
Life Insurance expense	124.61	107.27	17.34
LTD Insurance expense	69.97	64.63	5.34
STD insurance expense	249.31	219.89	29.42
Payroll Processing Fees	288.75	246.00	42.75
Pension expense	2,151.44	1,694.70	456.74
Unemployment expense	246.67	207.67	39.00
Workers Compensation	155.92	157.50	-1.58
Payroll Taxes			
Medicare Expense	1,136.95	937.83	199.12
Social Security expense	4,861.45	4,010.01	851.44
Payroll Taxes - Other	-0.01	0.00	-0.01
Total Payroll Taxes	5,998.39	4,947.84	1,050.55
Total Payroll Expenses	21,401.71	12,797.09	8,604.62
Dues and Subscriptions	521.71	320.60	201.11
Staff Training and Seminars	256.96	0.00	256.96
Total Personnel Expenses	102,492.71	78,999.38	23,493.33
Equipment expense			
Copier Maintenance Contract	325.00	319.85	5.15

Strafford Regional Planning Commission
Profit & Loss
April 2024

2:29 PM

05/22/24

Accrual Basis

	Apr 24	Apr 23	\$ Change
Software expense			
Arclnfo/View software	531.67	483.33	48.34
Office Software			
AudioEye	49.17	0.00	49.17
Buffer	30.00	0.00	30.00
Community Viz	72.88	0.00	72.88
Trimble SketchUp	62.42	0.00	62.42
iDrive	0.00	66.63	-66.63
Timesheet Software	156.00	140.00	16.00
Survey Monkey	75.00	75.00	0.00
Zoom	45.83	45.77	0.06
Adobe In Design	86.88	96.97	-10.09
Constant Contact	130.50	112.50	18.00
DropBox	0.00	11.99	-11.99
Microsoft Office 365	212.50	177.68	34.82
Total Office Software	921.18	726.54	194.64
Transcad software/maintenance	1,800.00	1,500.00	300.00
Total Software expense	3,252.85	2,709.87	542.98
Traffic Count Expenses			
Traffic counting supplies	0.00	1,704.29	-1,704.29
Total Traffic Count Expenses	0.00	1,704.29	-1,704.29
Total Equipment expense	3,577.85	4,734.01	-1,156.16
Fixed Expenses			
Equipment Depreciation	384.86	0.00	384.86
Amortization-Building	2,341.87	2,341.87	0.00
Insurance			
Liability Insurance	657.50	597.75	59.75
Total Insurance	657.50	597.75	59.75
Rent	110.01	189.34	-79.33
Vehicle Expenses			
Depreciation Expense	477.99	477.99	0.00
Vehicle Gas & Repairs	0.00	40.96	-40.96
Vehicle Interest	4.15	28.25	-24.10
Total Vehicle Expenses	482.14	547.20	-65.06
Total Fixed Expenses	3,976.38	3,676.16	300.22
Communications			
Postage and Delivery	0.00	38.69	-38.69
Telephone and Internet	462.24	505.34	-43.10

Strafford Regional Planning Commission
Profit & Loss
April 2024

2:29 PM

05/22/24

Accrual Basis

	Apr 24	Apr 23	\$ Change
Website maintenance and updates			
Website and logo design	17.98	17.98	0.00
Total Website maintenance and updat...	17.98	17.98	0.00
Total Communications	480.22	562.01	-81.79
Administrative			
Meetings Expense			
Meetings Advertising Expense	520.72	0.00	520.72
Meetings Expense - Other	400.00	139.74	260.26
Total Meetings Expense	920.72	139.74	780.98
Office Expense	191.89	850.60	-658.71
Office Supplies	280.60	55.38	225.22
Printing and Reproduction	0.00	945.22	-945.22
Professional Fees			
Accounting, Audit	1,000.00	1,333.33	-333.33
Total Professional Fees	1,000.00	1,333.33	-333.33
Travel & Ent			
Travel	645.00	898.61	-253.61
Total Travel & Ent	645.00	898.61	-253.61
Uncollectible Accounts Expense	0.00	60.00	-60.00
Total Administrative	3,038.21	4,282.88	-1,244.67
Contract Labor			
IT and Network support	2,050.00	2,009.00	41.00
Pass Through Expense			
3507 FAR HOP Consultant	6,057.50	0.00	6,057.50
4107 NKT HOP3 Form Based Code	10,000.00	0.00	10,000.00
7111 EPA Brownfields Consultant	2,603.00	0.00	2,603.00
7201 HUD EDI CDS RPC Exp	5,180.35	0.00	5,180.35
Total Pass Through Expense	23,840.85	0.00	23,840.85
Total Contract Labor	25,890.85	2,009.00	23,881.85
Total Expense	139,456.22	94,263.44	45,192.78
Net Ordinary Income	24,959.64	-4,800.12	29,759.76
Other Income/Expense			
Other Income			
Interest Income	13.66	15.38	-1.72

Strafford Regional Planning Commission
Profit & Loss
April 2024

2:29 PM

05/22/24

Accrual Basis

	<u>Apr 24</u>	<u>Apr 23</u>	<u>\$ Change</u>
Total Other Income	13.66	15.38	-1.72
Net Other Income	13.66	15.38	-1.72
Net Income	<u>24,973.30</u>	<u>-4,784.74</u>	<u>29,758.04</u>

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Strafford Regional Planning Commission
Profit & Loss
April 2024

2:29 PM

05/22/24

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 Strafford MP update concluded in June 2023 and the GSCH project concluded in November.
2. Federal Agencies: During April, the first engineering contractor invoices were received for Brownfields and the first invoice was sent for the USDA grant.
3. State Awards Revenue: Under BEA, the CEDR grant closed out at the end of June 2023, and the final TBG invoice was sent in February of 2024. For the current fiscal year, new contracts were awarded for UNH PREPA, the CDBG grant, and BRIC21. Given the changing nature of the state contract "portfolio", it is hard to compare each contract from one fiscal year to another.
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.
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).
6. Traffic Count Supplies: For the current fiscal year, supplies and equipment were inventoried and ordered in May.
7. 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.

Strafford Regional Planning Commission
Income by Customer
April 2024

3:12 PM

05/22/24

Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
1000 Indirect Administration			
1020 CDBG Grant Writing			
04/09/20	1000 Indire...	CDBG Grant Writing - Somersworth Granite YMCA	2,061.13
04/09/20	1000 Indire...	To record when contracts go over budget in QuickBooks	-61.13
Total 1020 CDBG Grant Writing			2,000.00
Total 1000 Indirect Administration			2,000.00
2000 LTA (Local Technical Assistance)			
04/01/20	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
3300 City of Dover			
3304 Dover HOP Audit & Ordinance			
04/30/20	3300 City of...	Progress Billing - Dover HOP - PO 202405428 - April 2024	5,319.94
Total 3304 Dover HOP Audit & Ordinance			5,319.94
Total 3300 City of Dover			5,319.94
3500 Town of Farmington			
3507 FAR HOP Grant			
04/30/20	3500 Town ...	Farmington Housing Opportunity Planning (HOP) Grant Progr...	8,027.94
Total 3507 FAR HOP Grant			8,027.94
3501 FAR Circuit Rider			
04/30/20	3500 Town ...	Progress Billing - Farmington Circuit Rider - April 2024	5,490.74
Total 3501 FAR Circuit Rider			5,490.74
Total 3500 Town of Farmington			13,518.68
4000 Town of New Durham			
4004 NDU HOP (Hsg, LU, Vision)			
04/30/20	4000 Town ...	Progress Billing - New Durham HOP - April 2024	2,923.28
Total 4004 NDU HOP (Hsg, LU, Vision)			2,923.28
Total 4000 Town of New Durham			2,923.28
4100 Town of Newmarket			
4107 NKT HOP 3 FORM BASED CODE			
04/30/20	4100 Town ...	Progress Billing - Newmarket HOP3 Form Based Code - April...	11,148.05
Total 4107 NKT HOP 3 FORM BASED CODE			11,148.05
4106 NKT MP Other			
04/30/20	4100 Town ...	Progress Billing - Newmarket Master Plan Other Updates- Ap...	3,513.04

Strafford Regional Planning Commission
Income by Customer
April 2024

3:12 PM

05/22/24

Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
	Total 4106 NKT MP Other		3,513.04
	4105 NKT HOP1 MP Housing		
04/30/20	4100 Town ...	Progress Billing - Newmarket HOP1 MP Housing - April 2024	2,701.23
	Total 4105 NKT HOP1 MP Housing		2,701.23
	Total 4100 Town of Newmarket		17,362.32
	4200 Town of Northwood		
	4201 NOR Circuit Rider		
04/30/20	4200 Town ...	Progress Billing - Northwood Circuit Rider - April 2024	2,291.25
	Total 4201 NOR Circuit Rider		2,291.25
	Total 4200 Town of Northwood		2,291.25
	4300 Town of Nottingham		
	4301 NOT Circuit Rider		
04/30/20	4300 Town ...	Progress Billing - Nottingham Circuit Rider - April 2024	2,897.35
	Total 4301 NOT Circuit Rider		2,897.35
	Total 4300 Town of Nottingham		2,897.35
	4400 City of Rochester		
	4403 ROC Rec MP		
04/30/20	4400 City of...	Rochester Recreation Master Plan Chapter - April 2024	530.77
04/30/20	4400 City of...	Cash Match - Rochester Recreation Chapter	-80.97
	Total 4403 ROC Rec MP		449.80
	Total 4400 City of Rochester		449.80
	4600 City of Somersworth		
	4605 SOM MP & Audit		
04/30/20	4600 City of...	Somersworth Housing Master Plan Chapter and Regulatory F...	7,435.30
	Total 4605 SOM MP & Audit		7,435.30
	Total 4600 City of Somersworth		7,435.30
	4700 Town of Strafford		
	4701 Strafford Circuit Rider		
04/30/20	4700 Town ...	Progress Billing - Strafford Circuit Rider - April 2024	2,402.70
	Total 4701 Strafford Circuit Rider		2,402.70
	Total 4700 Town of Strafford		2,402.70
	4800 Town of Wakefield		
	4801 Wakefield Circuit Rider		

Strafford Regional Planning Commission
Income by Customer
April 2024

3:12 PM

05/22/24

Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
04/30/20	4800 Town ...	Progress Billing - Wakefield Circuit Rider - April 2024	595.00
04/30/20	4800 Town ...	To record when contracts go over budget in QuickBooks	-72.50
Total 4801 Wakefield Circuit Rider			522.50
Total 4800 Town of Wakefield			522.50
5201 UNH			
5209 UNH PREPA SOM NR MP			
04/30/20	5201 UNH:...	Progress Billing - Somersworth PREPA NRI P0139200- April ...	3,060.10
Total 5209 UNH PREPA SOM NR MP			3,060.10
5208 UNH PREPA LEE NRI			
04/30/20	5201 UNH:...	Progress Billing -LEE PREPA NRI #P0138340- April 2024	3,065.90
Total 5208 UNH PREPA LEE NRI			3,065.90
5207 UNH PREPA DOV NRI			
04/30/20	5201 UNH:...	Progress Billing -DOV PREPA NRI P0138306- April 2024	3,706.21
Total 5207 UNH PREPA DOV NRI			3,706.21
Total 5201 UNH			9,832.21
6100 NH DES			
6152 NKT Riverfront Coastal Resilience			
04/30/20	6100 NH D...	Progress Billing - Newmarket Waterfront CRG #22-306-20 - ...	1,550.13
Total 6152 NKT Riverfront Coastal Resilience			1,550.13
6104 Coastal 24			
04/30/20	6100 NH D...	Coastal Technical Assistance Grant 23-306-09 - Progress Bill...	1,420.38
04/30/20	6100 NH D...	In Kind match for Coastal grant	-182.17
Total 6104 Coastal 24			1,238.21
6305 LSWP NKT SWP-359			
04/30/20	6100 NH D...	Progress Billing - Local Source Water SWP-359 NKT - April 2...	2,492.70
Total 6305 LSWP NKT SWP-359			2,492.70
Total 6100 NH DES			5,281.04
6500 DEPT OF SAFETY (OEM)			
6503 BRIC 21 MAD,NOR,ROC			
04/30/20	6500 DEPT...	Progress Billing - 23BRIC20 4393 Invoice Tracker - April 2024-	5,300.00
04/30/20	6500 DEPT...	BRIC21 In Kind Match	-1,325.00
Total 6503 BRIC 21 MAD,NOR,ROC			3,975.00

Strafford Regional Planning Commission
Income by Customer
April 2024

3:12 PM

05/22/24

Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total 6500 DEPT OF SAFETY (OEM)			3,975.00
6800 NH Housing Authority			
6802 Housing Navigator			
04/30/20	6800 NH H...	NHHFA Housing Navigator - April 2024	10,611.84
Total 6802 Housing Navigator			10,611.84
Total 6800 NH Housing Authority			10,611.84
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7003 EDA FY22			
04/30/20	7000 ECO...	Progress Billing EDD Planning Partnership - April 2024	9,771.67
04/30/20	7000 ECO...	EDA Cash Match	-1,644.95
04/30/20	7000 ECO...	InKind Match	-1,591.28
Total 7003 EDA FY22			6,535.44
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			6,535.44
7100 EPA			
7111 Brownfields 24-28			
04/30/20	7100 EPA:7...	Brownfields 24-28 Progress Billing - April 2024	4,006.67
Total 7111 Brownfields 24-28			4,006.67
Total 7100 EPA			4,006.67
7200 HUD			
7201 HUD EDI Regional Plan			
04/30/20	7200 HUD:...	Progress Billing - HUD B-22-CP-NH-0567 - April 2024	5,544.37
Total 7201 HUD EDI Regional Plan			5,544.37
Total 7200 HUD			5,544.37
7300 USDA			
7301 USDA CF TAT			
04/30/20	7300 USDA...	Progress Billing - USDA FY23 RD CF TAT - Oct 2023-April 2...	1,042.57
04/30/20	7300 USDA...	Cash Match	-27.11
Total 7301 USDA CF TAT			1,015.46
Total 7300 USDA			1,015.46
8000 DOT UPWP			
8002 UPWP 24-25			
04/30/20	8000 DOT ...	Progress Billing - UPWP - April 2024	53,136.02
04/30/20	8000 DOT ...	10% Matching Funds	-5,313.60
Total 8002 UPWP 24-25			47,822.42

Strafford Regional Planning Commission
Income by Customer
April 2024

3:12 PM

05/22/24

Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total 8000 DOT UPWP			47,822.42
8100 COAST			
8101 CommuteSmart Seacoast			
04/30/20	8100 COAS...	COAST CommuteSmart Progress Billing - March-April 2024	1,374.70
04/30/20	8100 COAS...	CommteSmart Cash Match	-274.94
Total 8101 CommuteSmart Seacoast			1,099.76
Total 8100 COAST			1,099.76
TOTAL			<u>164,415.86</u>

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

3:09 PM

05/22/24

Accrual Basis

	Jul '23 - Apr 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
SRPC Membership Dues	115,685.33	115,685.33	0.00
SRPC Revenue			
Municipal and NonProfit Revenue			
3104 BAR Housing MP Chapter	22,498.34	22,330.00	168.34
3501 FAR Circuit Rider	45,691.92	50,000.00	-4,308.08
3506 FAR Tax Maps FY23	1,008.86	1,000.00	8.86
3507 FAR HOP Grant	75,788.73	111,450.00	-35,661.27
3903 MIL CWSRF	0.00	26,666.66	-26,666.66
4004 NDU Housing and Land Use	3,559.10	13,200.00	-9,640.90
4104 NKT Tax Maps	0.00	1.00	-1.00
4105 NKT HOP1 MP Housing	15,334.98	18,375.00	-3,040.02
4106 NKT MP Other	17,671.59	15,000.00	2,671.59
4107 NKT HOP3 Form Based Code	20,796.62	54,300.00	-33,503.38
4201 NORPlanning Services	23,529.05	20,833.34	2,695.71
4301 NOT Circuit Rider	19,079.85	20,833.34	-1,753.49
4403 ROC Rec Chapter	17,640.34	23,795.84	-6,155.50
4404 ROC RFP	1,005.28	4,928.00	-3,922.72
4605 SOM MP and Audit	46,686.86	66,000.00	-19,313.14
4606 SOM Tax Maps FY24	1,688.28	1,686.00	2.28
4701 Strafford Circuit Rider	28,459.36	30,208.34	-1,748.98
4704 STR Tax Mapping	770.07	693.00	77.07
4703 STR MP Update	-0.90	0.00	-0.90
4801 WAK Circuit Rider	5,188.75	4,500.00	688.75
4803 WAK NBRC Union Hotel	0.00	900.00	-900.00
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
Total Municipal and NonProfit Revenue	374,184.57	501,421.52	-127,236.95
Total SRPC Revenue	373,846.98	501,421.52	-127,574.54 ²
Federal Agencies Incl EDD			
7111 EPA Brownfields FY24-28	20,219.08	72,916.66	-52,697.58
7003 EDD Planning Partnership	94,256.33	93,848.34	407.99
7201 HUD EDI CDS	23,055.73	158,333.34	-135,277.61
7301 USDA RD-FAR MIL	1,042.57	7,084.20	-6,041.63
Total Federal Agencies Incl EDD	138,573.71	332,182.54	-193,608.83 ³
State Award Revenue			
Dept of Bus & Econ Affairs			
6004 TBG 24-25	11,128.41	9,259.16	1,869.25
Total Dept of Bus & Econ Affairs	11,128.41	9,259.16	1,869.25
NHDES			

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

3:09 PM

05/22/24

Accrual Basis

	Jul '23 - Apr 24	Budget	\$ Over Budget
6104 Coastal 24	27,346.52	25,000.00	2,346.52
6151 Project of Special Merit	1,937.71	1,765.00	172.71
6152 NKT Riverfront CRG	2,944.56	11,190.00	-8,245.44
6305 LSWP NKT SWP 359	19,572.76	17,640.00	1,932.76
Total NHDES	51,801.55	55,595.00	-3,793.45
UNH			
5206 UNH-GREAT BAY ADAPTS	925.82	3,000.00	-2,074.18
5207 UNH-PREPA DOV NRI	11,184.08	14,047.50	-2,863.42
5208 UNH PREPA-LEE NRI	12,414.61	14,047.50	-1,632.89
5209 UNH PREPA-SOM NAT RES MP	9,534.61	11,250.00	-1,715.39
Total UNH	34,059.12	42,345.00	-8,285.88
CDFA			
6601 CDBG Grant	9,389.25	5,833.34	3,555.91
6603 CDBG TRANSFORMATIVE PLAN	0.00	3,333.34	-3,333.34
Total CDFA	9,389.25	9,166.68	222.57
6802 NHHA Housing Navigator Pre-Disaster Mitigation	100,212.78	109,295.00	-9,082.22
6501 PDM19 BAR NDU ROL SOM	892.00	900.00	-8.00
6502 BRIC20	20,330.00	25,485.84	-5,155.84
6503 BRIC21 MAD NOR ROC	17,500.00	17,142.86	357.14
6504 HAZMIT 4516 DOV FAR NKT	0.00	4,400.00	-4,400.00
Total Pre-Disaster Mitigation	38,722.00	47,928.70	-9,206.70
Total State Award Revenue	245,313.11	273,589.54	-28,276.43 ⁴
MPO Revenue			
NH DOT			
8002 UPWP 24-25	463,416.18	575,886.60	-112,470.42
8101 COAST/CMAQ	5,284.16	4,687.50	596.66
8102 Safe Streets For All	0.00	9,166.66	-9,166.66
Total NH DOT	468,700.34	589,740.76	-121,040.42
Total MPO Revenue	468,700.34	589,740.76	-121,040.42 ⁵
Contra Income Cash Match			
Cash Match ROC Rec Chapter	-2,690.89	-3,629.16	938.27
Cash Match GSCH	-1,877.04	-1,880.00	2.96
Coastal Cash Match	-3,496.31	-2,083.34	-1,412.97
LSWP Cash Match	-714.34	-818.18	103.84
EDD Cash Match	-13,510.21	-13,559.16	48.95
USDA Cash Match	-27.11	-184.20	157.09

3:09 PM

05/22/24

Accrual Basis

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

	Jul '23 - Apr 24	Budget	\$ Over Budget
DOT Cash Match	-46,341.61	-57,588.34	11,246.73
Cash Match CommuteSmart	-1,056.85	-937.50	-119.35
Safe Streets Cash Match	0.00	-9,166.66	9,166.66
Total Contra Income Cash Match	-69,714.36	-89,846.54	20,132.18
Contra Income InKind/Soft Match			
In-Kind Coastal Match	-10,772.84	-10,416.66	-356.18
IK LSWP	-3,351.39	-1,912.10	-1,439.29
IK - PDM Soft Match	-223.00	-225.00	2.00
IK HazMit 4516-DOV,FAR,NKT	0.00	-1,100.00	1,100.00
In-Kind EDD Match	-27,069.16	-26,419.16	-650.00
Total Contra Income InKind/Soft Match	-51,128.37	-40,072.92	-11,055.45
Total Income	1,220,720.33	1,682,700.23	-461,979.90
Gross Profit	1,220,720.33	1,682,700.23	-461,979.90 ¹
Expense			
Personnel Expenses			
Salary and Wages	810,136.15	848,450.00	-38,313.85
Payroll Expenses			
PFML	6,179.71	6,102.00	77.71
Dental insurance expense	6,834.17	6,934.16	-99.99
Health incentive	279.33	8,611.66	-8,332.33
Health Insurance expense	98,685.73	107,650.84	-8,965.11
Life Insurance expense	1,246.09	1,270.00	-23.91
LTD Insurance expense	699.70	697.50	2.20
STD insurance expense	2,493.10	2,396.66	96.44
Payroll Processing Fees	2,880.75	3,148.34	-267.59
Pension expense	22,154.99	25,057.50	-2,902.51
Unemployment expense	2,232.66	1,858.34	374.32
Workers Compensation	1,568.64	1,582.50	-13.86
Payroll Taxes	60,566.53	65,565.00	-4,998.47
Total Payroll Expenses	205,821.40	230,874.50	-25,053.10
Dues and Subscriptions	4,823.21	3,993.34	829.87
Staff Training and Seminars	2,807.98	12,500.00	-9,692.02
Total Personnel Expenses	1,023,588.74	1,095,817.84	-72,229.10 ⁶
Equipment expense			
Copier Maintenance Contract	2,941.92	3,250.00	-308.08
Office furniture			
Computer equipment	2,729.60	2,500.00	229.60

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

3:09 PM

05/22/24

Accrual Basis

	Jul '23 - Apr 24	Budget	\$ Over Budget
Office furniture - Other	0.00	833.34	-833.34
Total Office furniture	2,729.60	3,333.34	-603.74
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	416.66	-416.66
Total Other Equipment Repair and Cost	0.00	416.66	-416.66
Software expense			
ArInfo/View software	5,218.28	5,281.66	-63.38
Office Software	9,214.14	9,314.16	-100.02
Transcad software/maintenance	1,800.00	0.00	1,800.00
Total Software expense	16,232.42	14,595.82	1,636.60 ⁷
Traffic Count Expenses			
Traffic counting supplies	156.61	0.00	156.61
Traffic Count Expenses - Other	0.00	2,500.00	-2,500.00
Total Traffic Count Expenses	156.61	2,500.00	-2,343.39
Total Equipment expense	22,060.55	24,095.82	-2,035.27
Fixed Expenses			
Amortization-Building	23,418.22	0.00	23,418.22
Insurance			
Liability Insurance	6,575.00	5,977.50	597.50
Total Insurance	6,575.00	5,977.50	597.50
Rent	1,399.97	25,000.00	-23,600.03
Vehicle Expenses	5,786.77	8,327.50	-2,540.73
Total Fixed Expenses	40,551.70	39,305.00	1,246.70 ⁹
Communications			
Media Outreach Expense	154.05	833.34	-679.29
Office Telephone System	0.00	970.00	-970.00
Postage and Delivery	426.21	333.34	92.87
Telephone and Internet	3,366.92	3,000.00	366.92
Website maintenance and updates	602.99	1,189.16	-586.17
Total Communications	4,550.17	6,325.84	-1,775.67
Administrative			
Library & Planning Books	2,564.50	2,500.00	64.50
Meetings Expense	1,595.16	2,916.66	-1,321.50
Office Expense	2,157.71	8,333.34	-6,175.63

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

3:09 PM

05/22/24

Accrual Basis

	Jul '23 - Apr 24	Budget	\$ Over Budget
Office Supplies	3,342.00	3,333.34	8.66
Printing and Reproduction	1,309.67	1,250.00	59.67
Professional Fees			
Accounting, Audit	10,000.00	13,333.34	-3,333.34 ¹¹
Legal Fees	0.00	3,333.34	-3,333.34
Total Professional Fees	10,000.00	16,666.68	-6,666.68
Travel & Ent	6,524.40	6,666.66	-142.26
Total Administrative	27,513.68	41,666.68	-14,153.00
Contract Labor			
IT and Network support	20,003.00	28,333.34	-8,330.34
Pass Through Expense			
3507 FAR HOP Consultant	62,816.00	94,229.16	-31,413.16
3903 MIL CWSRF Consultant	0.00	20,000.00	-20,000.00
4107 NKT HOP3 Form Based Code	15,700.00	43,800.00	-28,100.00
5207 DOV PREPA Consultant	0.00	4,500.00	-4,500.00
5208 LEE PREPA Consultant	0.00	4,500.00	-4,500.00
6152 NKT Waterfront CRG	0.00	2,400.00	-2,400.00
7111 EPA Brownfields Consultant	2,603.00	60,666.66	-58,063.66
7201 HUD EDI CDS RPC Exp	20,294.66	133,333.34	-113,038.68
7301 USDA RD FAR MIL Consultant	0.00	3,150.00	-3,150.00
NHDOT Consultant	0.00	41,666.66	-41,666.66
8102 Safe Streets Expense	0.00	9,166.66	-9,166.66
Total Pass Through Expense	101,649.16	417,412.48	-315,763.32 ¹²
Total Contract Labor	121,652.16	445,745.82	-324,093.66
Total Expense	1,239,917.00	1,652,957.00	-413,040.00
Net Ordinary Income	-19,196.67	29,743.23	-48,939.90
Other Income/Expense			
Other Income			
Interest Income	130.91	83.30	47.61
Total Other Income	130.91	83.30	47.61
Net Other Income	130.91	83.30	47.61
Net Income	-19,065.76	29,826.53	-48,892.29

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

3:09 PM

05/22/24

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.
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.
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, and the first invoices were received in April. HUD was budgeted for Jan-Jun, but only one RPC invoice was received in February, with RPC invoices slowly ramping up March-April. USDA was budgeted to start in February, but work has just begun and the first invoice was submitted in April.
4. State Award Revenue: Newmarket Riverfront was budgeted to start in February, but is off to a slow start. Work on the UNH PREPA grants has begun and is ramping up. The CDBG Transformative Grant is not yet executed. Under Pre-Disaster Mitigation, the PDM19 has concluded, BRIC20 has not been billed since November, with focus mostly on the BRIC21 contract, and the HazMit 4516 has not begun.
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 was paid in May and booked as cash match.
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. Two staff members resigned in the month of April.
7. Software Expense: TransCAD was paid in May, and billed to NHDOT.
8. Traffic Count Expense: Budgeted evenly over 12 months. Actual purchase timing may vary.
9. Fixed Expense: See Balance Sheet note, Right of Use Asset to explain Amortization and Rent variances to budget.
10. Meeting Expense: The Meeting Expense budget is spread evenly over 12 months, whereas the annual meeting costs will be booked closer to year end.
11. Accounting and Audit: A new firm is conducting the FY23 audit at a lower cost than originally projected.
12. Pass Through Expenses: These expenses are contingent upon receipt of contractor invoices. Costs are distributed evenly over the course of the year and may not agree with the timing of actual costs, invoices received, or actual contract start dates.

Strafford Regional Planning Commission

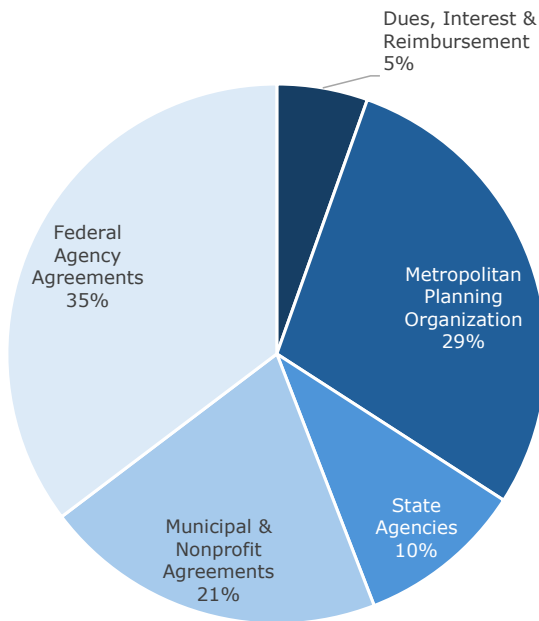
DRAFT FY 2025 Budget

Summary Table

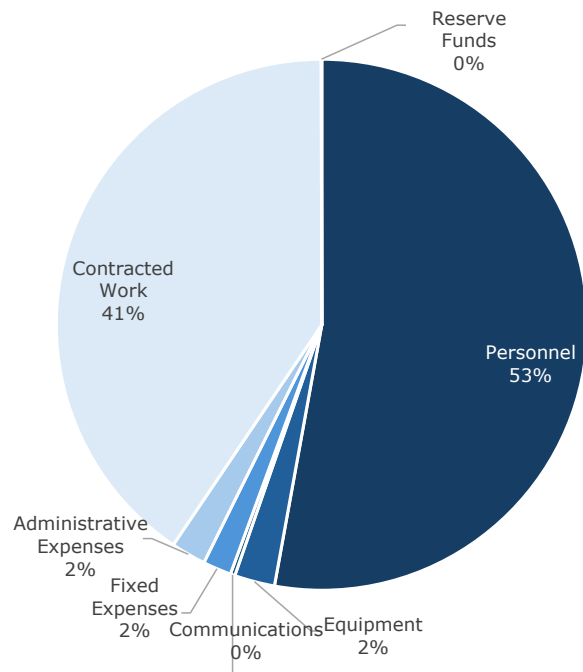
	FY24*	FY25 DRAFT	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	139,422	138,270	(1,153)
Metropolitan Planning Organization	626,458	727,766	101,308
State Agencies	313,575	254,112	(59,463)
Municipal & Nonprofit Agreements	621,569	522,036	(99,533)
Federal Agency Agreements	407,394	896,350	488,956
Total	2,108,418	2,538,533	430,116
	Expenses	Expenses	Net Change
Personnel	1,313,760	1,341,557	27,796
Equipment	38,615	62,365	23,750
Communications	7,591	7,100	(491)
Fixed Expenses	47,166	43,894	(3,272)
Administrative Expenses	50,000	54,000	4,000
Contracted Work	613,075	1,028,100	415,025
Reserve Funds	13,000	1,000	(12,000)
Total	2,083,208	2,538,016	454,807
Net Deficit/Surplus	23,445	518	(24,692)

*Based on FY2024 adopted Mid Year budget

FY2025 DRAFT Revenue



FY2025 DRAFT Expenses



Strafford Regional Planning Commission

FY2025 REVENUES	FY 24 Adopted Mid Year Revenue	FY25 Program Revenue	FY25 Dues Match	FY25 InKind Match	FY25 Outside Cash Match	FY25 Total Revenue		Net Change	% Change
Dues, Interest & Reimbursements	139,422	138,270	0	0	0	138,270	5%	(1,153)	-0.8%
2000 Municipal Dues (minus BRK, NOT)	138,822	137,670	0	0	0	137,670		(1,153)	-0.8%
0000 Interest	100	100	0	0	0	100		0	0.0%
0000 Health Trust reward/reimbursement	500	500	0	0	0	500		0	0.0%
0000 Misc Revenue	0	0	0	0	0	0		0	-
Municipal & Nonprofit Service Agreements	599,569	522,036	900	2,500	0	522,036	21%	(77,533)	-12.9%
3304 Dover Regulatory Audit and Dev. Of Land Use Policies		20,000	0	0	0	20,000		20,000	-
3403 Durham Wagon Hill Living Shorelines Phase 2		5,500	0	0	0	5,500		5,500	-
3501 Farmington Town Planner Services	60,000	70,000	0	0	0	70,000		10,000	16.7%
350x Farmington Tax Maps	1,000	2,225	0	0	0	2,225		1,225	122.5%
3507 Farmington RT11 Audit and Regulatory Change	133,740	17,500	0	0	0	17,500		(116,240)	-86.9%
3903 Milton Nitrogen Removal Plan (CWSRF)	40,000	60,000	0	0	0	60,000		20,000	50.0%
4004 New Durham Housing & Land Use MP Chapters	22,000	5,000	0	0	0	5,000		(17,000)	-77.3%
410x Newmarket Tax Maps	1	500	0	0	0	500		499	49900.0%
4105 Newmarket Housing & Demographics HOP Grant	24,500	2,000	0	0	0	2,000		(22,500)	-91.8%
4106 Newmarket Comprehensive Master Plan Update	20,000	65,000	0	0	0	65,000		45,000	225.0%
4107 Newmarket Form Based Code	90,500	22,000	0	0	0	22,000		(68,500)	-75.7%
4201 Northwood Technical Services	25,000	30,000	0	0	0	30,000		5,000	20.0%
4301 Nottingham Town Planner Services	25,000	20,000	0	0	0	20,000		(5,000)	-20.0%
4403 Rochester Recreation Master Plan	24,200	5,000	900	0	0	5,000		(19,200)	-79.3%
460x Somersworth Tax Maps	1,686	500	0	0	0	500		(1,186)	-70.3%
4605 Somersworth Master Plan and Audit	66,000	4,000	0	0	0	4,000		(62,000)	-93.9%
4701 Strafford Town Planner Services	36,250	36,000	0	0	0	36,000		(250)	-0.7%
470x Strafford Tax Maps	693	500	0	0	0	500		(193)	-27.8%
4801 Wakefield Contract Planner	5,400	2,500	0	0	0	2,500		(2,900)	-53.7%
4803 Wakefield NBRC Grant Admin (Union Hotel)	1,500	1,500	0	0	0	1,500		0	0.0%
5002 NHARPC Administration	8,000	8,000	0	0	0	8,000		0	0.0%
5091 SMPDC InterRegional Housing Solutions		17,500	0	2,500	0	17,500		17,500	-
5121 GB2030 Milton Three Ponds Watershed Plan		78,750	0	0	0	78,750		78,750	-
5122 GB2030 Installation of Watershed Signage		45,770	0	0	0	45,770		45,770	-
5311 Lamprey River Watershed Mapping		2,290	0	0	0	2,290		2,290	-
5501 GIS projects (small billable projects)	1	1	0	0	0	1		0	0.0%
Federal Agency Agreements (including EDD)	407,394	894,900	18,800	52,500	1,450	896,350	35%	488,956	120.0%
U.S. Dept of Economic Development Administration									
7003 EDD Planning Partnership	64,644	70,000	17,500	52,500	0	70,000		5,356	8.3%
U.S. Environmental Protection Agency									
7111 Brownfields Community Assessment (FY24-28)	93,750	135,300	0	0	0	135,300		41,550	44.3%
U.S. Department of Housing and Urban Development									
7201 HUD EDI CDS - Regional Plans	237,500	596,000	0	0	0	596,000		358,500	150.9%

Strafford Regional Planning Commission

FY2025 REVENUES

	FY 24 Adopted Mid Year Revenue	FY25 Program Revenue	FY25 Dues Match	FY25 InKind Match	FY25 Outside Cash Match	FY25 Total Revenue		Net Change	% Change
U.S. Department of Agriculture - Rural Development									
7301 USDA RD- Farmington & Milton Town Facilities	11,500	93,600	1,300	0	1,450	95,050		83,550	726.5%
State Agreements	313,575	254,112	5,000	26,233	0	254,112	10%	(59,463)	-19.0%
Dept of Business and Economic Affairs									
6004 Targeted Block Grant (FY24-25)	11,111	11,111	0	0	0	11,111		0	0.0%
Dept of Environmental Services									
6105 Coastal Grant 2025	15,000	15,000	5,000	10,000	0	15,000		0	0.0%
6152 Coastal Res. Grant Newmarket Riverfront Plan	18,650	32,000	0	0	0	32,000		13,350	71.6%
6153 PREPARE: Preparing for Resilient & Equitable Recovery		10,000	0	0	0	10,000		10,000	-
6154 5-Yr Coastal Flood Risk Summary Update		1,700	0	0	0	1,700		1,700	-
6181 Phase II of NH Coastal Flood Risk Model		3,500	0	0	0	3,500		3,500	-
6306 LSWP Northwood Septic System Database		29,937	0	0	0	29,937		29,937	-
University of New Hampshire									
5206 Great Bay Adapts	5,000	1,400	0	0	0	1,400		(3,600)	-72.0%
5207 PREPA Grant-Dover NRI	18,730	4,700	0	0	0	4,700		(14,030)	-74.9%
5208 PREPA Grant-Lee NRI	18,730	4,200	0	0	0	4,200		(14,530)	-77.6%
5209 PREPA Grant-Somersworth Nat Res MP	15,000	7,500	0	0	0	7,500		(7,500)	-50.0%
5210 Building a Foundation to Evolve CAWs Practice		7,000	0	0	0	7,000		7,000	-
NH Community Development Finance Authority									
6602 CDBG Grant Administration (ROC Gafney Home)	7,000	1,000	0	0	0	1,000		(6,000)	-85.7%
6603 CDBG Grant Administration (SOM YMCA Childcare)		16,364	0	0	0	16,364		16,364	-
6604 Transformative Planning Grant	5,000	20,000	0	0	0	20,000		15,000	300.0%
NH Housing Finance Authority									
6801 InvestNH Housing Navigator Grant	131,154	40,000	0	0	0	40,000		(91,154)	-69.5%
Department of Safety Homeland Security									
6502 HazMit Plans BRIC20-DUR, MID, MIL, NOT, STR	22,937	4,050	0	1,350	0	4,050		(18,887)	-82.3%
6503 HazMit Plans BRIC21-MAD, NOR, ROC	18,000	8,250	0	2,750	0	8,250		(9,750)	-54.2%
6504 HazMit Plans 4516-DOV, FAR, NKT	6,600	26,400	0	8,800	0	26,400		19,800	300.0%
6505 HazMit Plans BRIC22-TBD		10,000	0	3,333	0	10,000		10,000	-
Metropolitan Planning Organization Agreements	626,458	727,766	89,307	0	0	727,766	29%	101,308	16.2%
Dept of Transportation									
8001 UPWP Federal Highways & Transit	621,958	722,766	80,307	0	0	722,766		100,808	16.2%
8101 COAST CommuteSmart Seacoast	4,500	5,000	1,250	0	0	5,000		500	11.1%
8102 Safe Streets for All MPO Partnership	0	0	7,750	0	0	0		0	-
TOTAL REVENUE	2,108,418	2,537,083	114,007	81,233	1,450	2,538,533	100%	430,116	20.4%

* Revenue sources not continued beyond FY2024 are included in totals but not displayed in individual project rows

Strafford Regional Planning Commission

FY2025 Expenses

FY2025 Expenses	FY2024 Adopted Mid Year Budget		FY2025 Draft Budget		Net Change	% Change
PERSONNEL	1,313,760	69%	1,341,557	53%	27,796	2.1%
Salaries and Hourly Wages	1,018,140		1,033,729		15,589	1.5%
Payroll Taxes	78,678		79,673		995	1.3%
Payroll Processing - QuickBooks	3,778		4,000		222	5.9%
Health Insurance	129,181		140,132		10,951	8.5%
Dental Insurance	8,321		8,867		546	6.6%
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		6,485		384	6.3%
FSA Fees	0		0		0	-
Health Incentives	10,334		7,749		(2,586)	-25.0%
SIMPLE IRA Pension	30,069		30,645		575	1.9%
Worker's Compensation	1,899		1,871		(28)	-1.5%
Unemployment Insurance	2,230		2,960		730	32.7%
Staff Training & Workshops	15,000		16,000		1,000	6.7%
Professional Dues	4,792		4,319		(473)	-9.9%
EQUIPMENT	38,615	3%	62,365	2%	23,750	61.5%
GIS Software	6,338		6,380		42	0.7%
Transportation Model and Databases	9,700		27,960		18,260	188.2%
Office Software: Maintenance, purchase	11,177		14,000		2,823	25.3%
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%
COMMUNICATIONS	7,591	2%	7,100	0%	(491)	-6.5%
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%
FIXED EXPENSES	47,166	5%	43,894	2%	(3,272)	-6.9%
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%

Strafford Regional Planning Commission

FY2025 Expenses	FY2024 Adopted Mid Year Budget		FY2025 Draft Budget		Net Change	% Change
ADMINISTRATIVE EXPENSES	50,000	1%	54,000	2%	4,000	8.0%
Printing	1,500		1,500		0	0.0%
Audit and Accounting Services	16,000		18,000		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		10,000		2,000	25.0%
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%
OUTSOURCED CONTRACTS	613,075	20%	1,028,100	41%	415,025	67.7%
1000 IT Services	34,000		20,880		(13,120)	-38.6%
5122 and 6152 Contract Planner			30,000			
3507 Far RT11 Audit & Regs Consultant Team	113,075		15,000		(98,075)	-86.7%
3903 Milton Nitrogen Removal Plan 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 Consultar	6,000		3,000		(3,000)	-50.0%
5208 PREPA Grant-Lee NRI Environmental Consultant	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		20,000		16,000	400.0%
7111 EPA Brownfields QEP	78,000		127,000		49,000	62.8%
7201 HUD EDI CDS Regional Plans - RPC Pass Through	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 Support (10,000		10,000		0	0.0%
8102 Safe Streets for All	13,750		7,750		(6,000)	-43.6%
RESERVE FUND CONTRIBUTION	13,000	0%	1,000	0%	(12,000)	-92.3%
TOTAL EXPENSES	2,083,208	100%	2,538,016	100%	454,807	21.8%

* FY2024 Expense line items not occurring in FY2025 are not displayed but are included in totals

STRAFFORD

Regional Planning Commission

DATE: June 12, 2024
TO: SRPC Commissioners
FROM: Megan Taylor-Fetter, Office Coordinator
RE: Election of Officers and Executive Committee for FY 2025

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

The Slate Officers and Executive Committee Membership for FY2025 is:

Commissioner	Current Office	Proposed Office	Community	Commission Term
Dave Landry	Chair	Member	Dover	11/5/2027
Peter Nelson	Vice-Chair	Vice-Chair	Newmarket	03/1/2025
Barbara Holstein	Member	Sec./Treas.	Rochester	6/6/2026
Michael Bobinsky	Member	Member	Somersworth	5/2/2028
Katrin Kasper	Member	Member	Lee	11/21/2024
Joe Boudreau	Alternate	Member	Rochester	6/30/2026
Matt Towne	-	Member	Barrington	7/9/2027
Michael Lehrman	-	Alternate	Durham	4/30/2026
Vacant	-	Alternate		

Nominations for Officers and Executive Committee members will also be entertained at the Commission Meeting on Jun. 21. If you have any questions or comments, please feel free to contact Jen Czysz, AICP, Executive Director, at 603-994-3500 x100 or jczysz@strafford.org.



CERTIFICATE OF VOTE

I, _____ (name) _____, hereby certify that I am duly elected Clerk/Secretary/Officer of Strafford Regional Planning Commission. I hereby certify the following is a true copy of a vote taken at a meeting of the Strafford Regional Planning Commission’s Executive Committee, duly called and held on June 14, 2024, at which a quorum of members was present and voting.

VOTED: That the Executive Director, or in his/her absence, the Acting Executive Director, be authorized to file applications with federal, state and local governmental units, and other agencies and organizations to implement Strafford Regional Planning Commission’s work program, and to execute agreements to receive funds for such purposes.

The following person has been appointed to and now occupies the office specified in the vote above:

Executive Director Jennifer Czysz

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. This authority remains valid for thirty (30) days from the date of this Certificate of Vote. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

DATED: _____

ATTEST:

Clerk/Secretary/Officer, Strafford Regional Planning Commission

State of New Hampshire, County of Strafford

On this the ____ day of _____, before me, _____, personally appeared, who acknowledged himself to be the Clerk/Secretary/Officer of the Strafford Regional Planning Commission, being authorized so to do, execute the foregoing instrument for the purpose therein contained.

IN WITNESS THEREOF, I hereunto set my hand and seal.

Notary Public

(seal)



SRPC FISCAL COMMISSIONER'S YEAR HANDBOOK '25

ACCEPTED:

STRAFFORD
Regional Planning Commission

THE ROLE OF THE COMMISSION

Strafford Regional Planning Commission works with municipalities, statewide organizations and other partners to provide technical assistance with planning documents, outreach projects and regulations. We create a space for our stakeholders to connect and share information and we provide information to the public, offering opportunities for engagement with important planning initiatives.

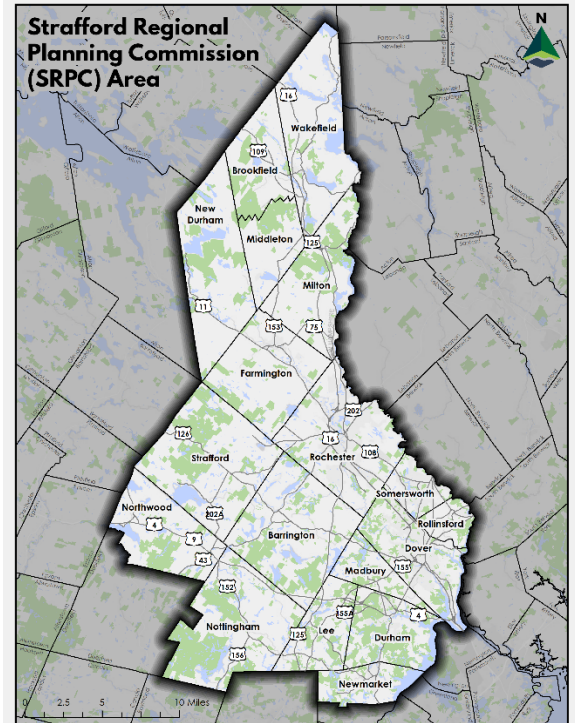
We serve our communities in two additional designated roles, as a Metropolitan Planning Organization (transportation planning), and as an Economic Development District. We work closely with the NH Department of Transportation to implement data collection programs, assist and advocate for local transit agencies and municipal projects, and create long range plans that address safety and quality of life. With guidance from our partners, we maintain a regional economic development strategy that includes economic trends and local priority projects. We also assist with economic development strategies and facilitate regional discussion.

OFFICERS

David Landry, Chair
Peter Nelson, Vice Chair
Barbara Holstein, Secretary/Treasurer

CONTACT US

150 Wakefield Street, Suite 12
Rochester, NH 03867
e-mail: SRPC@strafford.org
Website: www.strafford.org



MUNICIPALITIES

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

CONTENTS

- WELCOME..... 4**
 - Introduction to Strafford Regional Planning Commission4
 - Mission4
 - Vision4
 - Services.....5
 - Organizational Overview6
- AN INTRODUCTION TO BEING A COMMISSIONER 7**
 - Role and Expectation7
 - Membership7
 - Major Responsibilities and Duties7
 - Additional Opportunities for Involvement8
 - Meetings8
 - Business Ethics and Conduct9
 - Meeting Etiquette9
 - Major Responsibilities & Duties 10
 - Officers and Length of Term 11
 - Accountability 11
 - Meetings and Time Commitment 11
- APPENDIX A – HISTORY 12**
- APPENDIX B – TIMELINE..... 15**
- APPENDIX C – FY2025 MEETING SCHEDULE..... 18**
- APPENDIX D – COMMISSIONER DIRECTORY 19**
- APPENDIX E – EXECUTIVE COMMITTEE 21**
- APPENDIX F – STAFF DIRECTORY..... 22**
- APPENDIX G – ACRONYMS 24**
- APPENDIX H: QUORUM REQUIREMENTS..... 29**
- APPENDIX I – BYLAWS..... 30**

WELCOME

This document serves as a resource for Commissioners in understanding the structure and processes of the Commission. It is a useful resource for new Commissioners and other interested parties in that it provides an overview of how SRPC is organized, how it functions, and what the roles of the Commissioners and Executive Committee members are. It also lists the members of the SRPC staff and regular SRPC events, as a resource for all Commissioners.

Introduction to Strafford Regional Planning Commission

Strafford Regional Planning Commission (SRPC) works with municipalities, statewide organizations, and other partners to provide technical assistance with planning documents, outreach, projects, and regulations. We create a space for our stakeholders to connect and share information, and we provide information to the public, offering opportunities for engagement with important planning initiatives.

SRPC serves our communities in two additional designated roles, as a Metropolitan Planning Organization, and as an Economic Development District. We work closely with the NH Department of Transportation to implement data collection programs, assist, and advocate for local transit agencies and municipal projects, and create long-range plans which address safety and quality of life. With guidance from our partners, we maintain a regional economic development strategy that includes economic trends and local priority projects. We also assist local communities with economic development strategies and facilitate regional discussion.

Mission

Strafford Regional Planning Commission's mission is to ensure that the region is responsive to the needs of its residents through cooperation with the federal and state agencies and its member municipalities, through the implementation of its policies and plans, and through the provision of local planning assistance. These actions foster sustainable development and improve the quality of life in the region. Sustainable development balances economic progress with environmental protection and community well-being.

Vision

SRPC's vision represents the collective ideals of our communities. It is the aspirational goal which we seek to achieve, and it shapes what we do. The vision answers the question "what should the Strafford Region be 20-30 years from today" and is similar to ones that guide municipal master plans. SRPC's vision was adopted January 2015 as part of SRPC's regional plan, Local Solutions for the Strafford Region.

The Strafford Region is distinguished by its high quality of life – characterized by vibrant downtown communities, strong economies, coastal areas, and forested landscapes. The region offers excellence in education, health, and civic engagement while providing equitable access to transportation options, housing choices, and recreation opportunities.

Services

Strafford Regional Planning Commission offers many services, such as the ones below, to its members communities, partners, and other stakeholders. To learn more about each visit the [SRPC website](#).



Active Transportation



Bicycle And Pedestrian Counts



Brownfields Assessment Program



Building Permit Reporting



Circuit Riding



Communications And Marketing



COVID Recovery Funding Opportunities



Culvert Assessments



Custom Mapping And Analysis



Development Of Regional Impact Review



Grant Writing



Graphic Design



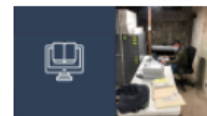
Hazard Mitigation



Master Plans



MS4 Assistance



Municipal Record Digitization



Outreach



Pavement Conditions



Public Health



Resources For Non-English Speaking Business Owners



Sidewalk Assessments



Stormwater Regulation Updates



Tax Map Updates



Technical Assistance For Small Businesses

Organizational Overview

Commissioners

Appointed by 18 Municipalities and Strafford County



Executive Committee

7 Members Elected by Commissioners for one-year-term



Executive Director



SRPC Staff

Planning, GIS, & Communications

Principal Regional Planner (2)
Principal Transportation Planner (1)
Senior Econ. Development Planner (1)
Senior Regional Planners (3)
Senior GIS Planner (1)
Senior Data Analyst (1)
Transportation Analyst (1)
GIS and Transportation Intern (1)
Housing Navigator (1)

Administrative Services

Executive Director
Assistant Director
Financial Manager
Office Coordinator

Other Official Committees

Strafford RPC

Regional Impact
Committee (RIC)
Resiliency Subcommittee

Strafford MPO

Technical Advisory
Committee (TAC)
Policy Committee

Strafford EDD

EDD Strategy Committee
Seacoast Economic
Development Stakeholders

AN INTRODUCTION TO BEING A COMMISSIONER

Role and Expectation

The role of a Commissioner with Strafford Regional Planning Commission (SRPC) is to offer insight and guidance regarding projects and processes of the Commission through discussions at meetings, input to staff for reports, and adoption of reports and other planning documents. Additional responsibilities include adopting and amending the Bylaws; adopting the Annual Budget and Annual Dues; and electing Officers and Executive Committee members.

SRPC Commissioners are also members of the Strafford Metropolitan Planning Organization (MPO) Policy Committee and serve on the Board of Directors for the Strafford Economic Development District (EDD). The Policy Committee provides a forum for the development of regional transportation policies for the SMPO and acts as a vehicle to coordinate the implementation of these policies. The Strafford EDD is a federally designated organization responsible for the maintenance and implementation of a regional Comprehensive Economic Development Strategy (CEDS) and other technical assistance related with economic development.

Membership

Per RSA 36: 45-58 each municipality, which shall become a member of this Commission, shall be entitled to two representatives on said Commission. A municipality with a population over 10,000 but less than 25,000 shall be entitled to have three representatives on said Commission, and a municipality with a population of 25,000 or over shall be entitled to have four representatives on said Commission.

Population shall be deemed to be determined by the last federal census. Representatives on the Commission shall be nominated by the planning board of each community from the residents thereof and shall be appointed by the municipal officers of each municipality. Commissioners are appointed for four-year terms.

Major Responsibilities and Duties

- A Commissioner is expected to attend SRPC's quarterly meetings.
- Commissioners are asked to set aside time to read SRPC emails, newsletters, reports, and other documents to keep current on what is going on in the region. and to review packet materials prior to meetings.
- Represent your municipality at Commission, EDD Board, and MPO Policy

Committee meetings. There may also be opportunities to serve on subcommittees for various SRPC projects.

- Discuss your perspective and concerns regarding both local and regional issues with your fellow Commissioners.
- Brief your municipality's boards and officials on issues facing the region.
- Encourage your community officials to use you as their contact with the Commission.
- Volunteer to serve on special committees, such as the Regional Impact Committee, and to attend planning seminars and workshops.
- Volunteer to serve as an SRPC representative to the New Hampshire Association of Regional Planning Commissions.

Additional Opportunities for Involvement

- Executive Committee
- Resiliency Subcommittee
- Regional Impact Committee
- As-Needed on SRPC Projects

Meetings

The Commission holds monthly meetings on the third Friday of the month at 9 a.m. The meetings rotate between the Economic Development District (EDD), the Regional Planning Commission, (RPC), and the Metropolitan Planning Organization (MPO).

The Commission shall have Quarterly Field Trip Meetings, Thursdays, 3:45-5:30 PM, in Sept., Dec., Feb., and Jun. The meeting held during the fourth quarter of the fiscal year shall be designated as the Annual Meeting, at which time officers for the next fiscal year shall be elected and an annual budget adopted. The annual budget may instead be adopted at the prior meeting if the Commission desires.

The agenda for the upcoming meeting and the minutes of the previous meeting will be provided to each representative and alternate at least five days before each regularly scheduled meeting. The meeting held during the fourth quarter of the fiscal year shall be designated as the Annual Meeting, at which time officers for the next fiscal year shall be elected and an annual budget adopted. The annual budget may instead be adopted at the prior meeting if the Commission desires.

Business Ethics and Conduct

A Commission member is expected to engage in best practices for professional and civic conduct.

Commissioners shall not engage in the following actions:

- Disclose any confidential Commission information that is available solely as a result of the individual's affiliation with the Commission to any person not authorized to receive such information or use to the disadvantage of the Commission any such confidential information without the express authorization of the Commission and Executive Director.
- Accept or seek on behalf of oneself or any other person, any financial advantage or gain of other than nominal value offered as a result of the individual's affiliation with the Executive Committee.
- Knowingly take any action or make any statement intended to influence the conduct of the Commission in such a way to confer any financial benefit or any person, corporation, or entity in which the individual has a significant interest or affiliation.
- Authorize the use of or use for the benefit or advantage of any person, the name, endorsement, services, or property of the Commission, except in conformance with Commission policy.

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.

EXECUTIVE COMMITTEE POSITION DESCRIPTION

The role of the Executive Committee (E.C.) is to oversee the administration of the organization. In carrying out its responsibilities, the E.C. shall strive to ensure that work produced by SRPC is in accordance with the policies of the Commission, as stated in the mission statement and other Commission actions.

Membership: Officers, members, and alternates shall have served at least two years as a Commissioner on the SRPC. This qualification may be waived if the prospective member has public service experience deemed equivalent to two years of service as a Commissioner.

Major Responsibilities & Duties

- Become familiar with the Commission's finance and resource needs.
- Understand the policies and procedures of the Commission.
- Attend and participate in meetings on a regular basis.
- Oversee the administration of the Commission.
- Hire and supervise the Executive Director.
- Adopt personnel policies.
- Monitor fiscal matters and accept monthly financial statements and annual audit.
- Recommend to the Commission an annual budget and any necessary amendments.
- Authorize all capital expenditures in excess of executing contracts.
- Strive to ensure that work products are in accordance with policies of the Commission.

- Help communicate and promote the mission and programs of the Commission to the region.
- Other duties as may be deemed appropriate by the Commission. Committee Configuration.

Officers and Length of Term

The Committee will consist of a Chair, Vice-Chair, Secretary-Treasurer, and four members elected by the Commission at the Annual Meeting. The Executive Committee shall fill member vacancies from the Commission. Such appointments shall expire at the end of the fiscal year. Any officer may be removed for cause, as defined in the bylaws, by a two-thirds vote at a Commission meeting.

Accountability

Work is conducted according to legal requirements, APA/AICP standards of planning and data management, and general business standards. All members shall comply with applicable federal, state, and local laws and regulations and with Commission policies and regulations.

Meetings and Time Commitment

The E.C. meets at 8 a.m. on the third Friday of every month, at the Rochester Community Center. Meetings typically last one hour unless essential business requires otherwise. A quorum of the E.C. is deemed as four members. Robert's Rules of Order will govern.

APPENDIX A – HISTORY

In the article “Why Preserving History Matters”, New York Times best-selling author Steve Berry explains, “History is not something obscure or unimportant. History plays a vital role in our everyday lives. We learn from our past in order to achieve greater influence over our future.”¹ This is especially important considering SRPC’s function as a regional planning entity. To plan for the future of the Strafford region, it is important to learn from the past. Considering this, SRPC took on the task, in the summer of 2015, to research the history of the organization.

While SRPC’s roots date back to the mid-1960s, the story begins slightly earlier, in 1962. Although a transportation entity for the Strafford region would not be established until 1982, the Federal Highway Act of 1962 created the federal requirement for urban transportation planning. This legislation was related to the construction of the Interstate Highway System. The act required recipients of federal transportation funds allocated to urban areas with populations of 50,000 or more to base their work on the 3C planning process (continuing, comprehensive, and cooperative).

Three years later, in 1965, all 224 urbanized areas in the United States had some type of urban transportation planning process in the works. (Urbanized areas are based on population density and include residential, commercial, and other land uses with a minimum population of 50,000 people).

1965 was a significant year for the establishment of a formal process for regional planning. Under President Lyndon B. Johnson, the Housing and Urban Development Act of 1965 made funding available for organizations composed of public officials responsible for metropolitan or urban areas. This legislation encouraged the formation of regional planning organizations administered by elected officials.

President Johnson urged state and local planning agencies to work together in using common or consistent planning bases. He also encouraged the “utilization of common boundaries for planning and development districts or regions assisted by the federal government and consistent with districts established by state planning entities.”²

Fulfilling this request, New Hampshire Gov. John King established the Governor’s Committee on Regional Planning to delineate planning zones through a statewide study in the autumn of 1968. Around the same time, Rochester Mayor Royal Edgerly took the initiative to invite administrative, legislative, and planning officials to discuss the formation of a regional planning commission in the Dover-Rochester-Somersworth area. As an outcome of Gov. King’s task force, all municipalities in Strafford County and the towns of Nottingham and Newmarket in Rockingham County were designated as region #17 in 1968.

¹Why Preserving History Matters. Steve Berry http://www.huffingtonpost.com/steve-berry/why-preserving-history-matters_b_1446631.htm

² September 2, 1966, Presidential Memorandum, Lyndon B. Johnson

Following the designation of planning regions, Gov. King declared that the Committee on Regional Planning would continue for members to discuss regional planning and cooperation between communities. With a region already established, the Dover and Somersworth City Councils, the Rollinsford Town Meeting, and the Strafford County Commissioners voted in 1968 to form a regional planning commission.

Shortly after the formation of this commission, New Hampshire adopted legislation (RSA 36:45-53) that allowed municipalities and counties to join in the formation of regional planning commissions and established their duties and powers. By 1971, when the Strafford Regional Planning Commission was officially established, three new municipalities had joined the Commission: Durham (1969), Madbury (1970) and Newmarket (1970). An office was opened at 600-A Central Avenue in Dover. At this time, the Commission was granted Department of Housing and Urban Development (HUD) certification for regional planning of water and sewer facilities and given the A-95 Clearinghouse designation by Gov. Walter Peterson.

In July 1972, Gov. Peterson, through Executive Order Number 15, combined the 17 regions in New Hampshire into six sub-state planning regions. To eliminate duplicative efforts, SRPC, Southeastern New Hampshire Planning Commission (headquartered in Exeter), and Southern Rockingham Regional Planning District (headquartered in Salem) were merged into Sub-State Region #6.

Due to this change in regional boundaries, the three regional planning commissions were joined administratively into the Strafford-Rockingham Regional Council. However, each maintained separate organizational structures and offices through the 1970s.

With changes in national policy in the early 1980s, funds that the regional planning commissions had depended on were withdrawn. (HUD had been the source of most of those funds.) New sources of funding and fiscal management strategies had to be established in order for the Commission to continue to operate and provide services. 1980 marked another move for SRPC, which relocated to an office in the Strafford County Justice and Administration building in Dover. Around this time, the Strafford-Rockingham Regional Council was dissolved and SRPC became fully independent. In 1982, the Rockingham Planning Commission and the Southeastern Regional Planning Commission combined to become the Rockingham Planning Commission (RPC).

A new source of transportation funds became available when Gov. Hugh Gallen designated a three-party Metropolitan Planning Organization (MPO) in September 1982. This new entity was formed by designating SRPC, the RPC, and a policy committee as the MPO responsible for implementing the 3C transportation planning process for the New Hampshire portion of the Portsmouth-Dover-Rochester, NH-Maine urbanized area.

Transportation planning within this organizational structure continued until 1993, after the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and the Clean Air Act Amendments of 1990 (CAAA) had been passed. With this legislation

came significant changes to the MPO structure. First, the MPO study area was expanded to include the entire air quality non-attainment areas within the two regional planning commissions' boundaries. This was done to comply with federal requirements that either MPOs assume planning responsibility for adjacent rural communities not in attainment of federal ambient air quality standards, or that the State implement a transportation planning process for those communities. With the exception of the town of Wakefield, the entire Rockingham Planning Commission and SRPC planning districts at that time were classified as being in "non-attainment" for ozone pollution.

Another change took place on April 16, 1993, when the MPO was redesignated by Gov. Steve Merrill to consist only of the SRPC and the Rockingham Planning Commission acting jointly. To be consistent with the other New Hampshire MPOs, and to incorporate policy-level oversight for the entire MPO study area, the Transportation Policy Committee, which functioned as an external advisory committee to the Rockingham Planning Commission, was abolished and instead began functioning directly as the Policy Committee of the Seacoast Metropolitan Planning Organization. The Technical Advisory Committee remained as previously organized. The two regional planning commissions co-directed the Commissioners from the 35 communities within the MPO study area together with the relevant state, federal, and local agencies. Together, they functioned as the Seacoast MPO Policy Committee, reviewing and approving all MPO transportation plans, programs, and policies.

In 2001, SRPC moved its office to 2 Ridge Street in Dover.

The Seacoast MPO existed until July 2007, when Gov. John Lynch re-designated the Seacoast MPO as two separate MPOs coterminous with the planning boundaries of Rockingham Regional Planning Commission and SRPC. This change was based on federal MPO designation rules following the 2000 census, in which the former Portsmouth-Dover-Rochester, NH-Maine urbanized area was split into the Dover-Rochester, NH-ME UZA and the Portsmouth-Kittery, NH-ME UZA.

2010 marked another move for SRPC, to our current office at 150 Wakefield Street in Rochester. The latest and greatest change to the organizational structure of SRPC came with a 2015 Economic Development Administration federal designation. On January 30, 2015 the Strafford economic development region (which is the SRPC planning region minus the communities in Rockingham County) was designated an Economic Development District.

What is to come in the future? Only time will tell. But we will continue to look back to our past in order to prepare for our future. As we learn more about our past, we will share this information with you as we prepare to celebrate 50 years as a regional planning entity.

APPENDIX B – TIMELINE

Concerned with long-range planning initiatives, Royal Edgerly, mayor of Rochester, took the initiative to invite administrative, legislative, and planning officials to discuss the formation of a regional planning commission in the Dover-Rochester-Somersworth area. In his November 1967 letter, Mayor Edgerly wrote:

"Roads, schools, hospitals, water and sewer systems are being designed and built to serve groups of communities, but generally long-range planning is being conducted by communities only on an individual basis. Few formal attempts have been made to conduct coordinated planning to take steps to form a regional planning agency".

Because of this initial meeting, the Dover and Somersworth City Councils, the Rollinsford Town Meeting, and the Strafford County Commissioners voted in 1968 to form a regional planning commission. Walworth Johnson of Dover was elected the first chairman of the Commission.

On December 26, 1968, Governor King established 17 planning regions in New Hampshire. As a result of a study prepared by a governor-appointed New Hampshire Committee on Regional Planning, all municipalities in Strafford County, plus Nottingham and Newmarket in Rockingham County, were incorporated into the original planning commission. The new region was designated #17.

1969 The State of New Hampshire adopted enabling legislation allowing municipalities and counties to join in the formation of regional planning commissions and establish their duties and powers (RSA 36:45-53). These statutes were revised in 1970.

1971 When the Strafford Regional Planning Commission (SRPC) was officially formed, three new municipalities joined the Commission: Durham (1969), Madbury (1970) and Newmarket (1970).

Charles B. Noyes appointed as the first full-time director. An office was opened at 600-A Central Avenue, Dover.

The Commission is granted Department of Housing and Urban Development (HUD) certification for regional planning of water and sewer facilities; and the A-95 Clearinghouse designation by Governor Peterson. Beginning November 3, 1971, all location applications for federal funds were referred to SRPC for comment and recommendation.

1972 Lee joined the Commission.

Rebecca B.W. Frost of Durham elected chair.

Silas Weeks appointed interim director in August upon the death of Charles Noyes. Governor Peterson, through Executive Order Number 15, combined

the 17 regions in New Hampshire into six Sub-State Planning Regions. In order to eliminate duplication, SRPC; Southeastern New Hampshire Planning Commission, headquartered in Exeter; and Southern Rockingham Regional Planning District, headquartered in Salem; were merged into Sub-State Region #6 on July 1, 1972.

1973 Nottingham joined SRPC.

Michael Kulka appointed as director.

Commission's office relocated to 90 Washington Street, Dover.

1974 The towns, through Town Meeting vote, and the cities, through City Council action, voted to join SRPC and the Strafford-Rockingham Regional Council, formerly called Sub-State District #6. With this action, the municipalities gained dual membership in both SRPC and the Council.

Their representatives became members of both organizations.

Joan Schreiber of Madbury elected chair.

1975 George Olson appointed as executive director.

Middleton joined SRPC.

1976 Aaron Chadbourn of Lee elected chair.

Jack Mettee appointed executive director

1977 Governor Thomson, through Executive Order 77-3, transferred Northwood from Region 5 to Region 6

1980 Edmund Jansen, Jr. of Rollinsford elected chair.

1981 Milton joined the Commission.

1982 At the request of the Commission and Council representatives, Governor Gallen issued Executive Order number 82-7 authorizing the separation of SRPC from the Strafford Rockingham Regional Council.

1983 Jimmy Hicks appointed executive director.

1984 Dover rejoined the Commission.

1985 James Yurick of Somersworth elected chair.

1986 Northwood became a Commission member.

Richard Danforth appointed executive director.

1987 Paul Smith appointed executive director.

1989 Donald Sumner of Durham elected chair.

- 1990** William Baber of Dover elected chair.
- 1991** Edward McNitt of Durham elected chair.
- 1993** Jack Creamer of Strafford elected chair.
Steve Burns appointed executive director.
Governor Merrill, through Executive Order 93-3, transferred Wakefield from Region 2.
- 1995** Ronald Cole of Dover elected chair.
- 1999** Samuel Reid of Somersworth elected chair.
Cynthia Copeland, AICP, appointed executive director.
- 2000** George Rief of Durham elected chair.
- 2001** Commission office relocated to 2 Ridge Street in Dover.
- 2002** Governor Shaheen, through Executive Order 2002-6, transferred Brookfield from Region 2 to Region 7.
Thomas Fargo of Dover elected chair.
- 2006** Alphonse Dixon of Newmarket appointed interim chair.
- 2007** Edmund Jansen, Jr. of Rollinsford elected chair.
- 2008** Larry Brown of Milton elected chair.
- 2009** Edmund Jansen, Jr. of Rollinsford elected chair.
- 2010** Commission office relocated to 150 Wakefield Street in Rochester.
- 2012** Lucien Vita of Middleton elected chair.
- 2013** Brian Tapscott of Somersworth elected chair.
- 2015** SRPC received federal designation from the EDA as an Economic Development District (EDD).
- 2016** Victoria Parmele of Northwood elected chair.
- 2018** Jennifer Czysz appointed as Executive Director.
- 2021** Dave Landry of Dover elected chair.

APPENDIX C – FY2025 MEETING SCHEDULE

Commissioners and transportation partners meet monthly to govern our three programs as well as quarterly to engage in peer learning opportunities for each:

- **RPC:** Regional Planning Commission (Commissioners)
- **EDD:** Economic Development District Board of Directors (Commissioners)
- **MPO:** Metropolitan Planning Organization’s Transportation Policy Committee (Commissioners + Transportation Partners)

Meetings are typically held on the 3rd Friday of the month at the SRPC Office, Conference Room 1A. The Executive Committee meets right before the regular monthly meeting in the same room. Quarterly field trips are held across the region.

Fiscal Year 2025 Schedule

Date	Location	Executive Committee Time	Commission Time	Commission Program*
Fri. Jul. 19, 2024	SRPC	8-9:00 AM	9-10:30 AM	Cancel?
Fri. Aug. 16, 2024	SRPC	8-9:00 AM	9-10:30 AM	MPO
Fri. Sep. 20, 2024	SRPC	8-9:00 AM	9-10:30 AM	RPC
Thur. Sep. 26, 2024	Field Trip/ TBD	NA	3:45-5:30 PM	EDD
Fri. Oct. 18, 2024	SRPC	8-9:00 AM	9-10:30 AM	MPO
Fri, Nov. 15, 2024	SRPC	8-9:00 AM	9-10:30 AM	EDD
Thu. Dec. 5, 2024	Field Trip/ TBD	NA	3:45-5:30 PM	MPO
Fri. Dec. 20, 2024	SRPC	8-9:00 AM	9-10:30 AM	RPC
Fri, Jan. 17, 2025	SRPC	8-9:00 AM	9-10:30 AM	MPO
Fri. Feb. 21, 2025	SRPC	8-9:00 AM	9-10:30 AM	EDD
Thu. Feb. 27, 2025	Field Trip/ TBD	NA	3:45-5:30 PM	RPC
Fri. Mar. 21, 2025	SRPC	8-9:00 AM	9-10:30 AM	RPC
Fri. Apr. 18, 2025	SRPC	8-9:00 AM	9-10:30 AM	MPO
Fri. May 16, 2025	SRPC	8-9:00 AM	9-10:30 AM	EDD
Fri. Jun. 20, 2025	SRPC	8-9:00 AM	9-10:30 AM	RPC
Thu. June 26, 2025	TBD	NA	11 AM – 2 PM	All

* Tentative line up of SRPC programs, subject to change. One or more program areas may partner for a single meeting.

APPENDIX D – COMMISSIONER DIRECTORY

Community	Commissioners	Appointment Expiration
Barrington	Steve Diamond	07/01/2025
	Matthew Towne	07/09/2027
Brookfield	Marshall Goldberg	03/02/2028
	Chris Kinville	03/02/2026
Dover	Steve Brown	11/04/2028
	David Landry	11/04/2027
	Lindsey Williams	11/04/2025
	Sophie Robinson	11/04/2026
Durham	Vacant	04/30/2025
	Wayne Burton	04/30/2028
	Michael Lehrman	04/30/2026
Farmington	Vacant	03/31/2025
	Vacant	01/01/2027
Lee	Katrin Kasper	11/21/2024
	Mary Woodward	03/01/2025
Madbury	Mark Avery	03/01/2025
	Vacant	09/01/2026
Middleton	Kate Buzard	05/28/2025
	John Mullen	05/28/2027
Milton	John Nute	12/09/2026
	Karen Golab	03/13/2027
New Durham	Vacant	10/28/2024
	Vacant	06/28/2027
Newmarket	Peter Nelson	03/01/2025
	Vacant	12/07/2024
Northwood	Vacant	04/30/2023
	Scott Martin	04/30/2025
Nottingham	vacant	02/01/2024
	Teresa Bascom	05/13/2026
Rochester	Barbara Holstein	06/06/2027
	Kevin Sullivan	06/30/2025
	Rick Healy	06/06/2028

Community	Commissioners	Appointment Expiration
	Joe Boudreau	06/30/2026
Rollinsford	Vacant	04/21/2025
	Vacant	04/21/2027
Somersworth	Chris Horton	05/02/2026
	Mark Richardson	05/31/2025
	Michael Bobinsky	05/02/2028
Strafford	Donald Coker	08/15/2025
	Vacant	08/01/2023
Wakefield	Vacant	08/01/2026
	Vacant	08/1/2024
Strafford County	George Maglaras	Indefinite

APPENDIX E – EXECUTIVE COMMITTEE

The officers for the Commission and members of the Executive Committee for FY 2025 are listed below.

The following is subject to a vote by the Commission on June 21, 2024

Officers

Chair: Dave Landry, Dover

Vice Chairperson: Peter Nelson, Newmarket

Secretary/Treasurer: Barbara Holstein, Rochester

Executive Committee Members

Michael Bobinsky, Somersworth

Katrin Kasper, Lee

Joe Boudreau, Rochester

Matt Towne, Barrington

Alternates

Michael Lehman, Durham

APPENDIX F – STAFF DIRECTORY

Blair Haney

Principal Regional Planner
bhaney@strafford.org



Brian Notinger

GIS Intern
intern@strafford.org



Colin Lentz

Principal Transportation Planner
Clentz@strafford.org



Courtney Grugnale

Housing Navigator
cgrugnale@strafford.org



Jackson Rand

Senior GIS Planner
jrand@strafford.org



Jennifer Czysz

Executive Director
jczysz@strafford.org



Kathy Foster

Financial Manager
kfoster@strafford.org



Kerrie Diers

Principal Planner
kdiers@strafford.org



Kyle Pimental
Assistant Director
kpimental@strafford.org



Lisa J. Murphy
Senior Regional Planner
lmurphy@strafford.org



Mark Davie
Senior Regional Planner
mdavie@strafford.org



Megan Taylor-Fetter
Office Coordinator
mtaylorfetter@strafford.org



Michael Pilizzotti
Senior Economic Development Planner
mpilizzotti@strafford.org

Natalie Gemma
Senior Regional Planner
nmoles@strafford.org



Rachel Dewey
Senior Data Analyst
rdewey@strafford.org



Stephen Geis
Planning Technician
sgeis@strafford.org



APPENDIX G – ACRONYMS

Acronym	Name
3C	Continuing, Comprehensive, & Cooperative Transportation Planning Process
AADT	Annual Average Daily Traffic
AASHTO	American Association of State Highway and Transportation Officials
AARP	American Association of Retired People
ACS	American Community Survey
ADA	Americans with Disabilities Act
ADT	Average Daily Traffic
ADU	Accessory Dwelling Unit
APA	American Planning Association
APTA	American Public Transportation Association
BFA	Bicycle Federation of America
BMPs	Best Management Practices
CAA	Clean Air Act Amendments of 1990
CARES Act	The Coronavirus Aid, Relief, and Economic Security Act
CCSNH	Community College System of New Hampshire
CDBG	Community Development Block Grants
CDC	Center for Disease Control
CDFA	Community Development Finance Authority
CEDS	Comprehensive Economic Development Strategy
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
CILUG	Coastal Innovative Land Use Guide
CIP	Capital Improvement Plan
CHAT	Communities for Healthy Aging Strategies
CMAQ	Congestion Mitigation and Air Quality Funding Program
CNHRPC	Central New Hampshire Regional Planning Commission
CO	Carbon Monoxide
COAST	Cooperative Alliance for Seacoast Transportation
COG	Council of Governments
CORD	Council on Resources and Development
CTPP	Census Transportation Planning Package
DES	Department of Environmental Services
DOT	Department of Transportation
DRA	Department of Revenue Administration
DRED	Department of Resources and Economic Development
EDD	Economic Development District
EMM	Explore Moose Mountains
EPA	Environmental Protection Agency

Acronym	Name
FAA	Federal Aviation Administration
FAST Act	Fixing America's Surface Transportation Act
FCC	Federal Communications Commission
FEET	Frederick E. Everett Turnpike
FEMA	Federal Emergency Management Administration
FHWA	Federal Highway Administration
FIRM	Flood Insurance Rate Map
FmHA	Farmers Home Administration
FMV	Fair Market Value
FTA	Federal Transit Administration
FY	Fiscal Year
G&C	Governor & Executive Council
GACIT	Governor's Advisory Commission on Intermodal Transportation
GARVEE	Grant Anticipation Revenue Vehicle (borrows against federal funds)
GIS	Geographic Information System
GBCC	Great Bay Community College
HB 1817	House Bill 1817-Special Funding for red listed bridges
HCM	Highway Capacity Manual
HDC	Historic District Commission
HHW	Household Hazardous Waste
HPMS	Highway Performance Monitoring System
HSIP	Highway Safety Improvement Program
HUD	Housing and Urban Development
ICMA	International City Management Association
ITE	Institute of Transportation Engineers
LAB	League of American Bicyclists
LCHIP	Land and Community Heritage Investment Program
LEDPA	Least Environmentally Damaging Practicable Alternative
LF	Labor Force
LOB	Legislative Office Building
LRPC	Lakes Region Planning Commission
LTAP	Local Technical Assistance Program
LTS	Level of Traffic Stress, Bicycle or Pedestrian
LUST	Leaking Underground Storage Tank
LSWP	Local Source Water Protection
LWCF	Land and Water Conservation Fund
MBE	Minority Business Enterprise
MINUPT	Microcomputer Based Software for the Urban Transportation Planning System
MPO	Metropolitan Planning Organization
MS4	Municipal Separate Storm Sewer Systems

Acronym	Name
MTP	Metropolitan Transportation Plan
NARC	National Association of Regional Councils
NCC	North Country Council
NEARC	New England Association of Regional Councils
NEARC	Northeast Arc Users Group
NHACC	New Hampshire Association of Conservation Commissions
NHRA	New Hampshire Realtors Association
NHARD	New Hampshire Air Resources Division
NHDES	New Hampshire Department of Environmental Services
NHDHR	New Hampshire Division of Historical Resources
NHDOT	New Hampshire Department of Transportation
NHES	New Hampshire Employment Security
NHFPI	New Hampshire Fiscal Policy Institute
NHHFA	New Hampshire Housing Finance Authority
NHMA	New Hampshire Municipal Association
NHOEP	New Hampshire Office of Energy and Planning
NHPA	New Hampshire Planners Association
NHPR	New Hampshire Public Radio
NHRSA	New Hampshire Revised Statutes Annotated
NHS	National Highway Systems
NPL	National Priorities List: List of hazardous waste sites eligible for Super trust funds
NPS	National Park Service
NPS	National Pollution Source
NRCS	National Resources Conservation Service
NRPC	Nashua Regional Planning Commission
NTI	National Transit Institute
O-D Survey	Origin Destination Survey: A procedure used to obtain data on travel patterns
PFAS	Per and Polyfluoroalkyl Substances
PL FUNDS	Transportation Planning Funds Allocated to the MPO's
PMS	Pavement Management System
PMSA	Primary Metropolitan Statistical Area
POP!	Promoting Outdoor Play
PPE	Personal Protection Equipment
PPP	Paycheck Protection Program
PREP	Piscataqua Region Estuaries Partnership
PREPA	Piscataqua Region Estuaries Partnership Assessment
PUC	Public Utilities Commission
PUD	Planned Unit Development
RCRA	Resource Conservation and Recovery Act

Acronym	Name
RPA's	Regional Planning Agencies
RPC	Regional Planning Commission
RPC	Rockingham Planning Commission
RSA	Revised Statutes Annotated (New Hampshire Body of Laws)
RSMS	Road Surface Management System
Rte.	Route
SAB	State Aid Bridge Program
SABR	Seacoast Area Bicycle Routes
SAH	State Aid Highway Program
SARA	Superfund Amendments and Reauthorization Acts
SB 367	Senate Bill 367-4.2 Cents Road toll tax (gas tax)
SBA	Small Business Association
SEDS	Seacoast Economic Development Stakeholders
SHPO	State Historic Preservation Office
SIP	State Implementation Plan for Air Quality Attainment
SNHPC	Southern New Hampshire Planning Commission
SPNHF	Society for the Protection of New Hampshire Forests
SPOA	State Plan on Aging
SPR	Statewide Planning and Research
SRPC	Strafford Regional Planning Commission
STBG	Surface Transportation Block Grant
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAP	Transportation Alternatives Program
TAC	Technical Advisory Committee
TAP	Technical Assistance Program
TAZ	Traffic Analysis Zone
TDD	Transportation Development District
TDM	Transportation Demand Management
TDR	Transfer of Development Rights
TIF	Tax Increment Financing
TIFIA	Transportation Infrastructure Finance & Innovation Act (Federal loan)
TIFIA DS	TIFIA Debt Service
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TRB	Transportation Research Board
TRR	Turnpike Rehabilitation & Reconstruction
TSM	Transportation Systems Management Actions
TTAC	Transportation Technical Advisory Committee
TYP	Ten Year Plan

Acronym	Name
UG	Uniform Guidance (AKA Super Circular)
UNH	University of New Hampshire
UPWP	Unified Planning Work Program
USDA	United States Department of Agriculture
USGS	US Geological Survey
UST's	Underground Storage Tanks
UTA	Urban Trails Alliance of Nashua
UZA	Urbanized Zone Area
UVLSRPC	Upper Valley-Lake Sunapee Regional Planning Commission
VMT	Vehicle Miles Traveled
VOIP	Voice Over Internet Protocol
WBE	Woman Business Enterprise
WHPA	Wellhead Protection Area
WSPCD	Water Supply and Pollution Control Division
ZBA	Zoning Board of Adjustment

APPENDIX H – QUORUM REQUIREMENTS

Commissioners/EDD Board of Directors

Voting members include dues paying municipalities with appointed Commissioner(s) which include Barrington, Dover, Durham, Farmington, Lee, Madbury, Middleton, Milton, Newmarket, Northwood, Rochester, Rollinsford, Somersworth, Strafford, and Wakefield.



Policy Committee

Voting members include dues paying municipalities with appointed Commissioner(s) in addition to the entities COAST, NHDES-ARD, NHDOT, and UNH that have appointed members.



Executive Committee (E.C.)

Voting members include the seven elected E.C. members.



Key



The dark teal icons with a lime green border denote the number needed for a quorum out of the total number counted towards a quorum (the dark teal icons).

Commission/EDD
No less than 1/2 of the dues paying communities who have made appointments.

Policy
1/3 (rounded up) + 1 of the municipal and voting agencies who have made appointments.

Executive Committee
Four members of the Executive Committee

STRAFFORD

Regional Planning Commission

June 21, 2024

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

RE: June 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 June 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



June 2024 TIP Minors Table of Contents

Proposed Changes

Program FTA5310 – Mobility for Seniors and People with Disabilities.....	Page 1
Pavement Marking Program.....	Page 2
Railroad Crossing Reconstruction Program.....	Page 3-4
Statewide Corridor Study Program.....	Page 5
Dover 41824.....	Page 6
Recreational Trails Program.....	Page 7

2023 - 2026 SRPC Transportation Improvement Program

June 2024 Minors

5/23/2024

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.

PROGRAM FTA5310

Towns: Statewide
 Road: Various
 Scope: Capital, Mobility Mgmt, and Operating for Seniors & Individuals w/ Disabilities - FTA 5310 Program

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2023	\$4,033,375		\$0	\$1,008,344	\$5,041,719
OTHER	2024	\$3,674,059		\$0	\$918,514	\$4,592,573
OTHER	2025	\$3,316,017		\$0	\$829,004	\$4,145,021
OTHER	2026	\$3,382,338		\$0	\$845,584	\$4,227,922

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2023	\$4,033,375		\$0	\$1,008,344	\$5,041,719
OTHER	2024	\$4,012,001		\$0	\$1,003,000	\$5,015,001
OTHER	2025	\$2,144,747		\$0	\$536,187	\$2,680,934
OTHER	2026	\$1,703,470		\$0	\$425,867	\$2,129,337

Change Notes

NHDOT Description of Changes

SRPC Notes

Supports demand-response transit service in the region.

No effect on child projects in the region.

Funding Sources

FHWA

STBG-State Flexible

FTA

FTA 5310 Capital Program

NHDOT

Toll Credit

OTHER

Other

PROGRAM PVMRK

Towns: Statewide
 Road: Various
 Scope: Statewide Pavement Marking Annual Project
 Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$1,000		\$0	\$0	\$1,000
PE	2024	\$1,000		\$0	\$0	\$1,000
PE	2025	\$1,000		\$0	\$0	\$1,000
PE	2026	\$1,000		\$0	\$0	\$1,000
CON	2023	\$3,349,000		\$0	\$0	\$3,349,000
CON	2024	\$3,349,000		\$0	\$0	\$3,349,000
CON	2025	\$3,349,000		\$0	\$0	\$3,349,000
CON	2026	\$3,349,000		\$0	\$0	\$3,349,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$1,000		\$0	\$0	\$1,000
PE	2025	\$1,000		\$0	\$0	\$1,000
PE	2026	\$1,000		\$0	\$0	\$1,000
CON	2023	\$3,349,000		\$0	\$0	\$3,349,000
CON	2024	\$3,350,000		\$0	\$0	\$3,350,000
CON	2025	\$3,349,000		\$0	\$0	\$3,349,000
CON	2026	\$3,349,000		\$0	\$0	\$3,349,000

Change Notes

NHDOT Description of Changes

SRPC Notes

This programmatic is statewide - no identifiable regional child projects.

Funding Sources

FHWA

STBG-State Flexible

National Highway Performance

Highway Safety Improvement Program (HSIP)

NHDOT

Toll Credit

PROGRAM RRRCS

Towns: Statewide

Road: Statewide Railroad Crossings

Scope: RECONSTRUCTION OF CROSSINGS, SIGNALS, & RELATED WORK (Annual Project)

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$250,000		\$0	\$0	\$250,000
PE	2024	\$250,000		\$0	\$0	\$250,000
PE	2025	\$250,000		\$0	\$0	\$250,000
PE	2026	\$250,000		\$0	\$0	\$250,000
ROW	2024	\$5,000		\$0	\$0	\$5,000
ROW	2025	\$5,000		\$0	\$0	\$5,000
ROW	2026	\$5,000		\$0	\$0	\$5,000
CON	2023	\$3,425,000		\$0	\$0	\$3,425,000
CON	2024	\$425,000		\$0	\$0	\$425,000
CON	2025	\$425,000		\$0	\$0	\$425,000
CON	2026	\$425,000		\$0	\$0	\$425,000
OTHER	2023	\$5,000		\$0	\$0	\$5,000
OTHER	2024	\$5,000		\$0	\$0	\$5,000
OTHER	2025	\$5,000		\$0	\$0	\$5,000
OTHER	2026	\$5,000		\$0	\$0	\$5,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$396,000		\$0	\$0	\$396,000
PE	2025	\$250,000		\$0	\$0	\$250,000
PE	2026	\$250,000		\$0	\$0	\$250,000
ROW	2024	\$5,000		\$0	\$0	\$5,000
ROW	2025	\$5,000		\$0	\$0	\$5,000
ROW	2026	\$5,000		\$0	\$0	\$5,000
CON	2023	\$1,275,000		\$0	\$0	\$1,275,000
CON	2025	\$3,630,000		\$0	\$0	\$3,630,000
CON	2026	\$324,000		\$0	\$0	\$324,000
OTHER	2023	\$5,000		\$0	\$0	\$5,000
OTHER	2024	\$247,500		\$0	\$0	\$247,500
OTHER	2025	\$5,000		\$0	\$0	\$5,000
OTHER	2026	\$5,000		\$0	\$0	\$5,000

Change Notes

NHDOT Description of Changes

SRPC Notes

One child project in the region: RR crossing at 3rd & Chesatnut St intersection. Not being affected in this minor.

Funding Sources

FHWA

RL - Rail Highway

Highway Safety Improvement Program (HSIP)

NHDOT

Toll Credit

PROGRAM CORRST

Towns: Statewide
Road: Various
Scope: Corridor Studies Statewide
Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2023	\$700,000		\$0	\$0	<i>\$700,000</i>
OTHER	2024	\$700,000		\$0	\$0	<i>\$700,000</i>
OTHER	2025	\$700,000		\$0	\$0	<i>\$1,400,000</i>
OTHER	2026	\$700,000		\$0	\$0	<i>\$700,000</i>

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2023	\$700,000		\$0	\$0	<i>\$700,000</i>
OTHER	2024	\$700,000		\$0	\$0	<i>\$700,000</i>
OTHER	2025	\$1,400,000		\$0	\$0	<i>\$1,400,000</i>
OTHER	2026	\$700,000		\$0	\$0	<i>\$700,000</i>

Change Notes

NHDOT Description of Changes

SRPC Notes

\$700,000 added to FY2025. The Senate has proposed additional federal funds be added to the CORRST program in FY25 in its version of the draft 2025-2034 TYP.

Funding Sources

FHWA

STBG-State Flexible

Congestion Mitigation and Air Quality Program

NHDOT

Toll Credit

Dover 41824

Towns: Dover

Road: NH16

Scope: Bridge Superstructure Replacement for NH 16 NB (#106/133) and SB (#105/133) over Cocheco River

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2023	\$0	\$304,093	\$0	\$304,093
PE	2024	\$0	\$933,273	\$0	\$933,273
CON	2024	\$0	\$550,000	\$0	\$550,000
CON	2025	\$0	\$4,125,000	\$0	\$4,125,000
CON	2026	\$0	\$6,973,825	\$0	\$6,973,825

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2023	\$0	\$304,093	\$0	\$304,093
PE	2024	\$0	\$985,055	\$0	\$985,055
CON	2024	\$0	\$550,000	\$0	\$550,000
CON	2025	\$0	\$4,125,000	\$0	\$4,125,000
CON	2026	\$0	\$6,973,825	\$0	\$6,973,825

Change Notes

NHDOT Description of Changes

Funding Sources

NHDOT

Turnpike Renewal & Replacement

SRPC Notes

FY2024 Prelim Engineering increased by \$51,782

PROGRAM RCTRL

Towns: Statewide
 Road: Various
 Scope: RECREATIONAL TRAILS FUND ACT- PROJECTS SELECTED ANNUALLY
 Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2023	\$1,255,265		\$0	\$313,816	\$1,569,081
OTHER	2024	\$1,255,265		\$0	\$313,816	\$1,569,081
OTHER	2025	\$1,255,265		\$0	\$313,816	\$1,569,081
OTHER	2026	\$1,255,265		\$0	\$313,816	\$1,569,081

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2023	\$1,255,265		\$0	\$313,816	\$1,569,081
OTHER	2024	\$1,419,169		\$0	\$354,792	\$1,773,962
OTHER	2025	\$1,255,265		\$0	\$313,816	\$1,569,081
OTHER	2026	\$1,255,265		\$0	\$313,816	\$1,569,081

Change Notes

NHDOT Description of Changes

SRPC Notes

No effect on child projects in the region

Funding Sources

FHWA

Recreational Trails

NHDOT

Toll Credit

Non Participating

Betterment

OTHER

DNCR