

SRPC EXECUTIVE COMMITTEE MEETING

January 17, 2025

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

Agenda Item	Time	Notes
1) Welcome and Introductions	8:00-8:05	N/A
2) Action Items a) Approval of December 20, 2024 Minutes b) Acceptance of the Draft November Financials c) Recommend Approval of the Mid-Year Budget Amendment d) Approval of the 2025 Wellness and Safety Policy e) Approval of Check Signers	8:05-8:40	Refer to the enclosed memo and attachments.
3) Updates and Discussion Items a) Awards, Contracts, and General Business b) December Minors	8:40-8:50	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@trafford.org.



DATE: January 10, 2024

TO: Executive Committee Members

FROM: Jen Czysz, Executive Director

RE: Director's Report for the January 17, 2024 Meeting

The following notes correspond to individual agenda items for discussion.

2b. Accept the Draft November Financials

Balance Sheet: The November bank balances are in a healthier place than the prior couple months but still not up to ideal levels.

Accounts Receivable: Accounts receivable were again high at the end of November, \$256,394. Of that total, \$160,413 was the current month's billing and another \$104,652 was received in December. Leaving \$807 past due as of December 31, 2024. Of note, several items in the current month's billing were received in December. Additionally, the Town of Barrington, upon receipt of their annual dues setting letter, paid their FY2026 dues. These funds have been booked as revenue in advance and will be credited to their annual dues invoice in the spring.

Profit and Loss and Income by Customer: November has continued in a positive trend much like October. The month closed with a profit of \$1,468. November was a three-payroll month. As such, both our monthly income by customers and expenses were higher than the typical two-payroll month. We billed a total of \$195,532 in November. The monthly pass-through costs were typical, with no large payments. Within our state grants, we are still waiting on a contract for the CDBG Transformative Planning Grant. This is a subaward from Lakes Region Planning Commission. The NHDOT UPWP contract, which had been lagging, is nearly caught up to where we expect to be year to date thanks to the three-payroll month. Corresponding to the changes from the adopted budget to the draft proposed mid-year budget, we have many additional contracts that were not anticipated, as a result, the salaries and wages are higher than originally budgeted.

2c. Recommend Approval of the Mid-Year FY2025 Budget Amendment

The amended budget updates revenues from new contracts and grants that were awarded after the adoption of the FY2025 budget and adjust contracts that have continued from the prior fiscal year to reflect the actual amount of funds available this year. On the expense side, adjustments have been made to reflect the staffing levels in support of the additional contracts.

Year to date we are still operating at a loss, \$19,242. Overall, our municipal contracts are at or exceeding where we expect to be relative to the budget. Our federal contracts are operating behind budget, largely due to the HUD grant where we haven't see as much progress as anticipated at this point in the year (much of this is driven by pass through to the eight other RPCs).



2d. Approval of the 2025 Wellness and Safety Policy

The proposed changes include some minor changes in wording; changed wellness coordinator funds carryover rule; removed links to resources and instead referred to HR and Wellness Coordinators; added Recovery Friendly Workplace Designation; under Accidental Injury, added a Prevention section; removed reference to Covid 19 vaccinations and instead state CDC recommend vaccinations; added Appendix C, Fieldwork Procedures.

If all looks good, we ask that the Committee Accept the amended document. If you would like more time for review and comment, we can include it on the February agenda.

2e. Approval of Check Signers

Following on Dave Landry's resignation and Katrin Kasper filling the vacant chair position, we will be updating our checking account signature card. Katrin is already authorized to serve as a check signer. We would like to take this opportunity to add Kyle in his role as Assistant Director. Later this spring we will have a fully updated draft of our operating policies that will add the Assistant Director to the accounts. However, to prevent us from having to redo the signature card with all signers in a few months, we'd like to do so all at once. If the committee is amenable, we request the following motion:

Move to appoint 4 representatives of SRPC who will serve as the check signers on the commission's checking account. All checks issued by SRPC must be signed by two of the following authorized officials:

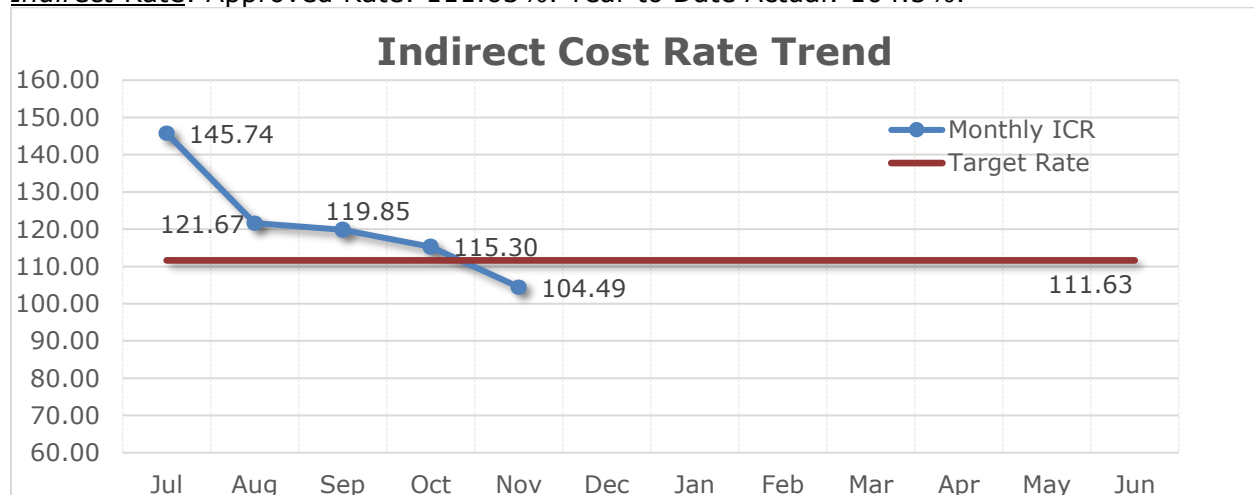
- Existing Signatories:
 - Executive Director – Jennifer Czysz,
 - Secretary/Treasurer – Barbara Holstein
- Signatories to be added to the account at this time:
 - Assistant Director – Kyle Pimental
 - Member(s) of the Executive Committee – Katrin Kasper, Chair

Further, we move amend the SRPC Operating Policy to add the Assistant Director as one of the listed check signers.

4a. Awards, Contracts and General Business Update

Awards and Contracts: Refer to the table following this memo.

Indirect Rate: Approved Rate: 111.63%. Year to Date Actual: 104.5%.



FY2025 Dues Utilization:

Income:	
Total FY25 Dues Paid	\$57,777.62

Expenses:	
Planning Salaries	\$1,266.53
Dues and Subscriptions	\$51.25
Staff Training	\$50.00
Equipment Depreciation	\$1,447.50
Vehicle Interest	\$0.00
Media Outreach	\$136.45
Bank Fees	\$60.00
Interest Expense	\$0.00
Meeting Expense	\$0.00
Office Expense	\$45.09
Travel	\$32.00
PLUR Books	-\$213.00
Finance Charge	\$95.69
Indirect (111.63%)	\$1,413.83
Total SRPC Expenses	\$4,385.34

Cash Match:	
UPWP	\$33,063.00
EDA	\$7,251.67
Coastal	\$1,511.48
LSWP	\$0.00
CommuteSmart	\$131.17
ROC Recreation Chapter	\$1,153.16
USDA Community Facilities	\$603.40
Safe Streets for All	\$7,750.00
Total Cash Match	\$51,463.88

Contract Overages:	
New Durham HOP	\$80.56
UNH PREPA Lee	\$422.89
UNH PREPA Somersworth	\$11.45
Housing Navigator	\$52.99
Rochester Rec Master Plan	\$2,407.94
Dover NRI PREPA grant	\$530.16
Target Block Grant	\$394.12
Dover HOP Grant	\$88.32
Total Contract Overages	\$3,988.43

Total Expenses	\$59,837.65
Dues Remaining	\$(2,060.03)

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

Proposals and Grant Applications Tracking

Title	Funder	Funding Year(s)	Award \$	Net Funding	Application Status	Contract Status	Description
PREPARE: Preparing for Resilient and Equitable Post-disaster Recovery to Events	NHDES Project of Special Merit	FY2025-2026	\$25,000	\$25,000	Awarded	Complete	Prepare coastal communities for flood events by incorporating coastal resiliency and equitable engagement into post-disaster assistance and recovery.
Somersworth HOP Zoning Reform	Invest NH	FY2025-2026	\$100,000	\$80,500	Awarded	In Process	Work with the City of Somersworth to completed zoning amendments that were identified as part of their HOP funded Master Plan and Audit.
Newmarket Form Based Code Phase II (HOP)	Invest NH	FY2025-2026	\$100,000	\$20,500	Awarded	Complete	Work with the Town of Newmarket to expand the recently completed Form Based Code town wide.
Nottingham Housing Master Plan Chapter	Invest NH	FY2025-2026	\$31,500	\$28,000	Awarded	Complete	Update the City's Housing Chapter of the master plan to incorporate the SRPC RHNA findings
Phase II of NH Coastal Flood Risk Model	NFWF	FY2025-2027	\$10,000	\$10,000	Awarded	In Process	Support DES efforts by participating in the advisory committee, site selection, and outreach in order to develop a dynamic sea-level rise and storm surge model for coastal NH to replace existing bathtub inundation maps
Middleton Zoning Ordinance Updates	Middleton	FY2025	\$2,762	\$2,762	Awarded	Complete	Assist the Planning Board to complete their zoning ordinance amendments.
Durham Wagon Hill Living Shorelines Phase 2	Durham/NFWF	FY2025-2028	\$15,870	\$15,870	Awarded	Contract Forthcoming	Durham is the primary applicant working with NHDES and project partners and seeks to install Phase II of the Living Shoreline at Wagon Hill Farm in Durham, NH. SRPC's role in the project would be to assist with outreach and engagement.
Transformative Planning Grant (Region Wide)	NHCDFR	FY2024-2025	\$20,000	\$20,000	Awarded	Contract Forthcoming	Develop community-level strategies and planning activities that lead to the development of new project(s) that increase the housing supply
Newmarket Prime Wetland Mapping	UNH PREP	FY2025-2026	\$1,700	\$1,700	Submitted	NA- App Pending	Produce new prime wetland maps.
Brookfield Master Plan Update	Brookfield	TBD	\$7,500	\$7,500	Estimate Prepared	NA- App Pending	Cost estimate prepared for the planning board to include a warrant article for 2025 funding to conduct a master plan update.
Strafford NRI	Strafford	TBD	\$14,000	\$14,000	Estimate Prepared	-	Cost estimate prepared for the planning board to create an interactive map tool to evaluate high priority natural resources. This project may be folded into the PREPA grant opportunity.

Title	Funder	Funding Year(s)	Award \$	Net Funding	Application Status	Contract Status	Description
Stafford Natural Resources Master Plan Chapter Implementation	PREPA	FY2026	\$20,000	\$20,000	In Development	-	Currently being considered by the Planning Board. The town has several projects identified in their Master Plan and is possibly interested in pursuing a PREPA grant to implement one or more actions.
Somersworth Climate Resilience MP Chapter or Invasive Species Study	PREPA	FY2026	\$20,000	\$20,000	In Development	-	Currently being considered by the City
Barrington Open Space and Recreation Master Plan Chapter	Town of Barrir	FY2025-2026	\$25,000	\$25,000	Not Funded	-	Create a new master plan chapter that unites planning for open space protection and recreation planning. (this is postponed pending municipal funding)

Application/Proposal Status	Total Award \$	Pass Through	Net SRPC Funding
Awarded	\$302,370	\$102,500	\$199,870
Submitted	\$1,700		\$1,700
Estimate Prepared	\$21,500		\$21,500
In Development	\$40,000		\$40,000
Grand Total	\$365,570	\$102,500	\$263,070

SRPC EXECUTIVE COMMITTEE MEETING
December 20, 2024, 8:00 a.m. to 9:00 a.m.
Hybrid Meeting (Conference Rm 1A & via Zoom)

1. Introductions:

At 8:02 AM Chair David Landry called to order. In attendance: Dave Landry, Dover; Barbara Holstein, Rochester; Joe Boudreau, Rochester; Michael Bobinsky, Somersworth; Katrin Kasper, Lee; Peter Nelson, Newmarket, Michael Lehrman, Durham

Staff attending in person: Jen Czysz, Colin Lentz

Guest attending on Zoom: Scott McIntyre and Erin Rohr of CBIZ.

Staff attending Zoom: Kyle Pimental, Megan Taylor-Fetter

2. Presentation of FY2024 Draft Audit

Scott McIntyre and Erin Rohr of CBIZ, formerly Marcum Associates, joined the meeting on Zoom to present the FY2024 Draft Audit. S. McIntyre stated that the audit went very well, they encountered no significant difficulties. There were no disagreements on the generally accepted government accounting standards that are applied. The Draft Opinion is a clean opinion, unmodified, and in accordance with the auditing practice. S. McIntyre stated that SRPC has done a good job of tracking cash flow.

S. McIntyre reviewed the financial statements and stated that the audit includes two sets of statements, long- and short-term. The Independent Auditors Report letter defines any internal control deficiency, the good news is did not identify any material weaknesses identified or significant control deficiencies.

S. McIntyre opened the presentation to questions. M. Lehrman asked about a change in fund balance and at what point would it be considered an issue. S. McIntyre responded that if receivables continue to go up, it becomes a critical issue and there is more risk. If unassigned fund balance represented 10% of annual expenditure, if it became 5-7% that would be a concern. M. Bobinski stated that he appreciates the presentation and the positive report reinforces confidence in the financials controls. He asked if there is any advice he could give to commissioners? S. McIntyre responded commissioners are getting a very robust monthly reporting. M. Lehrman stated the upcoming Federal budget is not looking good, how does this impact SRPC? J. Czysz responded that it could potentially result in staff shortages on the state level and payments would be slow. The group asked how the commission would be affected by a government shutdown. J. Czysz responded that it could affect cashflow and make payroll challenging; we do have the line of credit which would be good for 18 months. J. Czysz stated that the single audit is still forthcoming.



3. Action Items

a. Acceptance of the FY2024 Draft Audit

D. Landry motioned to accept the FY2024 Draft Audit seconded by K. Kasper. All members voted unanimously in favor. The motion passed.

b. Approval of November 15, 2024 Draft Minutes

D. Landry motioned to accept the Draft November 15, 2024 minutes seconded by M. Bobinsky. All members voted unanimously in favor. The motion passed.

c. Acceptance of the Draft October Financials

J. Czysz reviewed the draft October Financials:

Balance Sheet: During October the revenue in advance and dues transfer from savings to checking, approximately \$43,000, was entered backwards, instead moving the funds from checking to savings. It was corrected in November. Additionally, contractor invoices received for October expenses are recorded on October 31, 2024. However, those are actually received and paid in November. (this is how we process checks each month) The cumulative impact shows as a negative checking account balance. Overall, the account balance exceeded this time last year. In the new year we expect to see a bit of a boost as the November DOT invoice was a big one and was processed early in December. Those funds may be in place before January.

Accounts Receivable: At the end of October our accounts receivable increased to \$248,935. Of that total, \$122,121 was the current month's billables and another \$116,092 was received in early October, leaving a total past due amount of \$10,722. A good cash flow month.

Profit and Loss and Income by Customer: The October income by customer was excellent: \$157,269 in billables. This contributed to a net profit for the month of \$2,490.

Year to date, reviewing the profit and loss to the budget, our municipal contracts are generally on target. Most of the larger deviations are attributable to contracts that carried forward from last fiscal year where more funds were available this year than anticipated. This will be addressed in the mid-year budget amendment to help better reflect actual funds available rather than estimates.

Withing Federal Agencies, EDD Partnership, our core economic development grant, started the year behind due to contract delays at the federal level. We are catching up quickly. The HUD EDI CDS, our earmark for the regional plan, is also running behind, the large difference is due to the pass-through funds to the eight other regions.

The State Award Revenue items with deviances include TBG, our targeted block grant state general funds from NH BEA, we have fully drawn down this grant ahead of schedule. The Coastal TA grant is not as behind as it appears – there is \$4000 pass through within that balance that has not yet been expended. The PREPA grants carried forward more funds, and correspondingly pass through expenses from last fiscal year. BRIC20, Hazard Mitigation Plans, are lingering at FEMA pending reviews.



Lastly, the MPO revenue is catching up. You will see in November's financial reports that the program is caught up to where we were targeted to be at this time.

Related, November was a three-payroll month. For programs like UPWP it allowed for bigger billings in November, but also a greater level of expenses.

D. Landry motioned to accept the Draft October Financials seconded by K. Kasper. All members voted unanimously in favor. The motion passed.

d. Recommend Approval of the Mid-Year Budget Amendment

This item was tabled to the January meeting.

e. Election of Committee Chair

D. Landry stated that serving on the commission and as chair has been a wonderful opportunity and experience and it is time to step down. K. Kasper has expressed interest in serving as chair. There were no other volunteers.

J. Boudreau motioned to appoint K. Kasper as chair effective noon today, seconded by M. Bobinsky. All members voted unanimously in favor. The motion passed.

D. Landry stated this leaves a regular position open and there is only one alternate; we need to do some recruiting.

K. Kasper motioned to appoint M. Lehrman as a regular member seconded by J. Boudreau. All members voted unanimously in favor. The motion passed.

4. Updates and Discussion Items

a. Awards, Contracts, and General Business

J. Czynsz highlighted the awards and contracts. She stated the indirect rate is trending in the right direction. The PREPARE contract is now complete. SRPC worked with three communities on Housing Opportunity Planning grants which were awarded. In Newmarket, we continue work to create a form-based code. In Nottingham, a new HOP grantee, we will work with the town to prepare the housing chapter of the master plan. In Somersworth we will follow up on past work and develop two of the top priority implementation items from their audit.

In Middleton, SRPC is assisting with zoning ordinances.

J. Czynsz stated that four of our region's communities were awarded Housing Champion Designation: Farmington, Somersworth, Dover, Rochester. A shout out to Farmington who had one of the highest scores.

D. Landry noted that there are several communities that do not have commissioners even though those communities are very involved.

b. December Minors



C. Lentz highlighted the December minors. There are no child projects in the region that had changes. Current projects are ongoing in Lee, Newington, and Northwood.

5. Other Business

There was no other business.

6. Adjourn

M. Bobinsky motioned to adjourn seconded by K. Kasper. All in favor, the meeting adjourned at 8:04am.



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

1:59 PM

01/07/25

Accrual Basis

	Nov 30, 24	Nov 30, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	15,170.23	60,699.06	-45,528.83
FSB Savings	77,165.51	43,249.40	33,916.11
Total Checking/Savings	92,335.74	103,948.46	-11,612.72 ¹
Accounts Receivable			
Accounts Receivable	256,394.01	147,658.83	108,735.18
Total Accounts Receivable	256,394.01	147,658.83	108,735.18 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Dues and Subscriptions	1,667.16	2,635.57	-968.41
Prepaid Insurance (P & L)	5,421.50	4,602.50	819.00
Prepaid training	600.00	600.00	0.00
Prepaid Unemployment Comp	246.67	0.00	246.67
Prepaid Workers Compensation	155.92	0.00	155.92
Total Prepaid Expenses	8,091.25	7,838.07	253.18
Prepaid software support	3,226.36	4,387.44	-1,161.08 ³
Undeposited Funds	5,466.70	38,796.99	-33,330.29 ⁴
Total Other Current Assets	16,784.31	51,022.50	-34,238.19
Total Current Assets	365,514.06	302,629.79	62,884.27
Fixed Assets			
Right of Use Asset - Building			
Accumulated Amortization - Buil	-93,674.30	-65,571.86	-28,102.44
Right of Use Asset - Building - Other	112,410.00	112,410.00	0.00
Total Right of Use Asset - Building	18,735.70	46,838.14	-28,102.44 ⁵
Vehicles			
Vehicle Accumulated Depreciatio	-22,943.35	-20,075.41	-2,867.94
Ford Transit	22,943.35	22,943.35	0.00
Total Vehicles	0.00	2,867.94	-2,867.94 ⁶
Property and Equipment			
Accumulated Depreciation	-21,811.20	-17,192.90	-4,618.30
Equipment Purchase			
AI Traffic Counter	9,830.00	9,830.00	0.00
Pyro Traffic Count System	7,540.00	7,540.00	0.00
ThinkSystem ST520 FY24 Server	5,721.45	0.00	5,721.45
Lenova Think Server	3,983.04	3,983.04	0.00

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

1:59 PM

01/07/25

Accrual Basis

	Nov 30, 24	Nov 30, 23	\$ Change
Equipment Purchase - Other	11,762.40	11,762.40	0.00
Total Equipment Purchase	38,836.89	33,115.44	5,721.45
Total Property and Equipment	17,025.69	15,922.54	1,103.15 ⁷
Total Fixed Assets	35,761.39	65,628.62	-29,867.23
TOTAL ASSETS	401,275.45	368,258.41	33,017.04
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
FSB Credit Card	673.99	790.31	-116.32
Total Credit Cards	673.99	790.31	-116.32
Other Current Liabilities			
FY25 Dues in Advance	80,888.71	0.00	80,888.71
FY24 Dues in Advance	-0.02	80,979.69	-80,979.71
Building Lease Liab Current	17,256.03	16,683.33	572.70
Current Portion of Lease Payabl	0.00	2,579.58	-2,579.58
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	83,783.41	31,333.62	52,449.79 ⁹
Payroll Liabilities			
FSA Payable	940.38	-560.00	1,500.38
FUTA	30.41	30.41	0.00
Medicare payable	0.00	0.06	-0.06
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	1,791.85	831.14	960.71
Total Payroll Liabilities	2,762.62	301.59	2,461.03
Total Other Current Liabilities	184,738.75	131,925.81	52,812.94
Total Current Liabilities	185,412.74	132,716.12	52,696.62
Long Term Liabilities			
Building Lease Liab Non Current	2,492.85	31,868.00	-29,375.15
Accrued expenses			
Accrued Payroll	22,021.22	20,053.38	1,967.84
Accrued Vacation	48,013.13	42,764.92	5,248.21
Annual Audit Accrual	25,500.00	3,000.00	22,500.00
Total Accrued expenses	95,534.35	65,818.30	29,716.05 ¹²

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

1:59 PM

01/07/25

Accrual Basis

	Nov 30, 24	Nov 30, 23	\$ Change
Total Long Term Liabilities	98,027.20	97,686.30	340.90
Total Liabilities	283,439.94	230,402.42	53,037.52
Equity			
Retained Earnings	137,077.32	167,249.14	-30,171.82
Net Income	-19,241.81	-29,393.15	10,151.34
Total Equity	117,835.51	137,855.99	-20,020.48
TOTAL LIABILITIES & EQUITY	401,275.45	368,258.41	33,017.04

DRAFT

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

1:59 PM

01/07/25

Accrual Basis

-
1. Checking/Savings: The revenue in advance and dues transfer for approximately \$43,000 from savings to checking was done backwards in October, and corrected in November. Contractor invoices received (approximately \$30,000) had checks issued, which are being held until reimbursement is received. All FY25 dues have been received, with the exception of Nottingham who declined to participate, and the funds have been deposited to the savings account.

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

 3. Prepaid Software: Adobe and Trimble software subscriptions were canceled.

 4. Undeposited Funds: Customer payments received but not yet deposited to the bank. Undeposited Funds: Customer payments received but not yet deposited to the bank.

 5. Right of Use Asset: Effective for fiscal year 2022, a new Government Accounting method was introduced, called GASB 87. It requires total lease payments (our office space) to be recorded as a liability, and a monthly expense is recorded as Amortization (previously Rent expense). The Amortization for this fiscal year is recorded at \$2,341.87 per month for the remainder of the fiscal year. The lease renews 7/31/25.

 6. Vehicle: The vehicle was paid off in May 2024 and is fully depreciated. The increase from last fiscal year represents the additional depreciation booked from the report end date through May 2024.

 7. 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 purchased in June 2023. 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 2023. 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. All other assets are fully depreciated.

 8. Building Lease Liab Current: The total office lease payment is split between this account and Rent Expense on the profit and loss statement. For November, the \$2,500.00 lease payment was split out as \$2,437.51 applied to the current lease liability and \$62.49 to rent expense.

 9. Contract Revenue in Advance: Current year balance = ROC RFP \$3,923, NHCF \$73,868, and EDA \$5,993. Advances are deposited to savings. Invoices are billed monthly to income on the profit and loss, and offset to the Contract Revenue in Advance balance, and those amounts earned are then transferred to the checking account.

 10. FSA Payable: This balance is the difference between payroll deductions collected and invoices received from HealthTrust for FSA eligible expense claims.

 11. Building Lease Liab Non Current: This reflects the amount of lease payments in future fiscal years. The lease liability for fiscal year 2025 is reflected in the current liability account. Since the lease renews in August of 2025, there is approximately only one payment to be split in the next fiscal year (see discussions Building Lease Liab Current).

 12. Accrued Expenses: Accrued payroll and Accrued Vacation balances reflect wages paid in FY25, but worked in FY24, and half of the Paid Time Off (PTO) hours accrued by staff at 6/30/24. These amounts are adjusted at year-end as part of the fiscal year close-out. The FY24 audit cost is \$18,000 based on Marcum LLP's engagement letter, an increase of \$6,000 from last year. Audit costs are booked at \$1,500 per month, and the Annual Audit Accrual account is reduced as actual invoices from the auditor are paid.

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

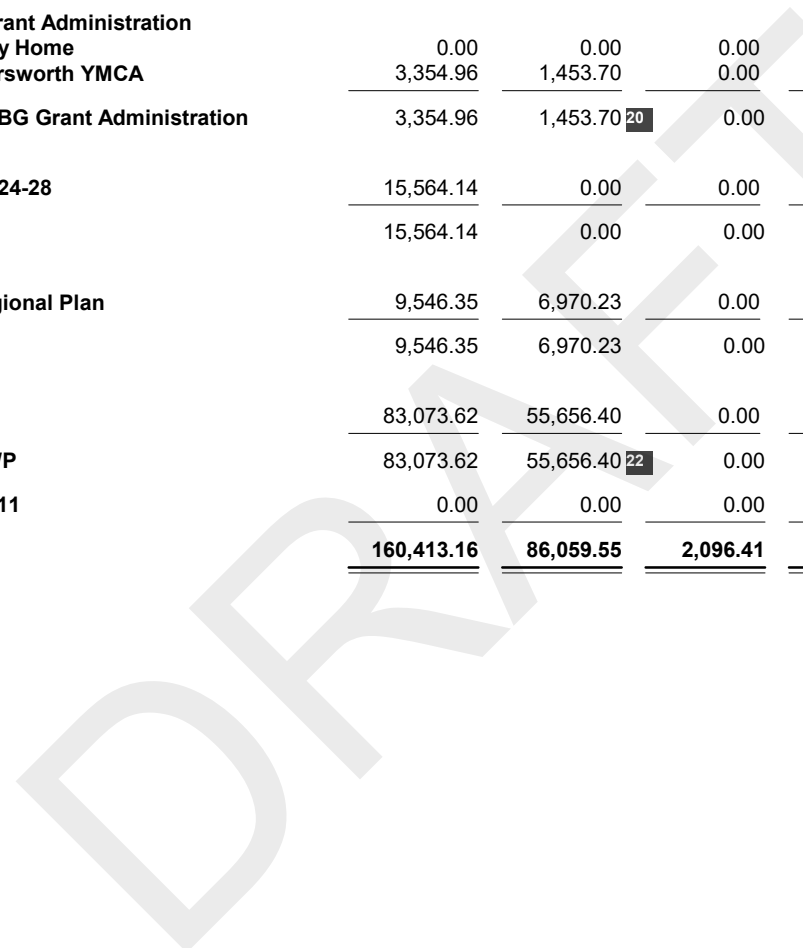
	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
2000 LTA (Local Technical Assistance)						
2100 Dues						
2101 Town of Barrington dues	0.00	-9,477.97	0.00	0.00	0.00	-9,477.97
Total 2100 Dues	0.00	-9,477.97	0.00	0.00	0.00	-9,477.97 ¹
2200 PLUR Books						
2209 Town of Milton PLUR	0.00	0.00	0.00	0.00	0.00	0.00
Total 2200 PLUR Books	0.00	0.00	0.00	0.00	0.00	0.00
2000 LTA (Local Technical Assistance) - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 2000 LTA (Local Technical Assistance)	0.00	-9,477.97	0.00	0.00	0.00	-9,477.97
3300 City of Dover						
3304 Dover HOP Audit & Ordinance	1,903.71	4,259.03	0.00	0.00	0.00	6,162.74
Total 3300 City of Dover	1,903.71	4,259.03 ²	0.00	0.00	0.00	6,162.74
3500 Town of Farmington						
3501 FAR Circuit Rider	7,047.65	0.00	0.00	0.00	0.00	7,047.65
3500 Town of Farmington - Other	0.00	1,450.00	0.00	0.00	0.00	1,450.00
Total 3500 Town of Farmington	7,047.65	1,450.00 ³	0.00	0.00	0.00	8,497.65
3900 Town of Milton						
3903 Milton Nitrogen CWSRF	6,779.13	0.00	2,096.41	0.00	0.00	8,875.54
3900 Town of Milton - Other	1,450.00	0.00	0.00	0.00	0.00	1,450.00
Total 3900 Town of Milton	8,229.13	0.00	2,096.41 ⁴	0.00	0.00	10,325.54
4100 Town of Newmarket						
4106 NKT MP Other	7,578.30	2,032.66	0.00	0.00	0.00	9,610.96
Total 4100 Town of Newmarket	7,578.30	2,032.66 ⁵	0.00	0.00	0.00	9,610.96
4200 Town of Northwood						
4201 NOR Circuit Rider	4,062.50	2,648.75	0.00	0.00	0.00	6,711.25
Total 4200 Town of Northwood	4,062.50	2,648.75 ⁶	0.00	0.00	0.00	6,711.25
4300 Town of Nottingham						
4301 NOT Circuit Rider	243.75	3,484.85	0.00	0.00	0.10	3,728.70
Total 4300 Town of Nottingham	243.75	3,484.85	0.00	0.00	0.10	3,728.70 ⁷
4400 City of Rochester						
4403 ROC Rec MP	0.00	80.37	0.00	0.00	0.00	80.37
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00

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

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Total 4400 City of Rochester	0.00	80.37	0.00	0.00	0.00	80.37 ⁸
4700 Town of Strafford						
4701 Strafford Circuit Rider	4,165.00	5,232.50	0.00	0.00	0.00	9,397.50
Total 4700 Town of Strafford	4,165.00	5,232.50	0.00	0.00	0.00	9,397.50 ⁹
4800 Town of Wakefield						
4803 WAK NBRC Union Hotel Grant Admin	0.00	0.00	0.00	0.00	4,374.36	4,374.36
4801 Wakefield Circuit Rider	455.00	385.00	0.00	0.00	0.00	840.00
Total 4800 Town of Wakefield	455.00	385.00 ¹¹	0.00	0.00	4,374.36 ¹⁰	5,214.36
5201 UNH						
5210 GB 2030 CAW Evolve Our Practice	1,999.71	1,051.17 ¹²	0.00	0.00	0.00	3,050.88
5206 Great Bay Adapts	3,017.31	574.58 ¹³	0.00	0.00	0.00	3,591.89
5209 UNH PREPA SOM NR MP	0.00	0.00	0.00	2,084.40 ¹⁴	0.00	2,084.40
5208 UNH PREPA LEE NRI	0.00	0.00	0.00	0.00	424.20 ¹⁵	424.20
5207 UNH PREPA DOV NRI	0.00	696.55 ¹⁶	0.00	0.00	0.00	696.55
Total 5201 UNH	5,017.02	2,322.30	0.00	2,084.40	424.20	9,847.92
5310 Lamprey River LAC						
5311 LRAC Static & Online View Maps	0.00	1,144.65	0.00	0.00	0.00	1,144.65
5310 Lamprey River LAC - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 5310 Lamprey River LAC	0.00	1,144.65	0.00	0.00	0.00	1,144.65
6000 Business and Economic Affairs						
6004 FY2024-2025 TBG	0.00	2,379.19	0.00	0.00	0.00	2,379.19
Total 6000 Business and Economic Affairs	0.00	2,379.19	0.00	0.00	0.00	2,379.19 ¹⁷
6100 NH DES						
6105 Coastal 2025	2,016.57	0.00	0.00	0.00	0.00	2,016.57
6152 NKT Riverfront Coastal Resilience	2,024.71	4,725.39 ¹⁸	0.00	0.00	0.00	6,750.10
6252 Cocheco River Plan	2,035.00	0.00	0.00	0.00	0.00	2,035.00
6306 LSWP NOR SWP-374	1,002.00	0.00	0.00	0.00	0.00	1,002.00
Total 6100 NH DES	7,078.28	4,725.39	0.00	0.00	0.00	11,803.67
6500 DEPT OF SAFETY (OEM)						
6503 BRIC 21 MAD,NOR,ROC	562.50	1,312.50	0.00	0.00	0.00	1,875.00 ¹⁹
6502 BRIC DUR MID MIL NOT STR	2,531.25	0.00	0.00	0.00	0.00	2,531.25

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Total 6500 DEPT OF SAFETY (OEM)	3,093.75	1,312.50	0.00	0.00	0.00	4,406.25
6600 CDFA-CDBG Grant Administration						
6602 CDBG Gafney Home	0.00	0.00	0.00	0.00	550.14	550.14
6603 CDBG Somersworth YMCA	3,354.96	1,453.70	0.00	0.00	391.69	5,200.35
Total 6600 CDFA-CDBG Grant Administration	3,354.96	1,453.70 ²⁰	0.00	0.00	941.83	5,750.49
7100 EPA						
7111 Brownfields 24-28	15,564.14	0.00	0.00	0.00	0.00	15,564.14
Total 7100 EPA	15,564.14	0.00	0.00	0.00	0.00	15,564.14
7200 HUD						
7201 HUD EDI Regional Plan	9,546.35	6,970.23	0.00	0.00	0.00	16,516.58
Total 7200 HUD	9,546.35	6,970.23	0.00	0.00	0.00	16,516.58 ²¹
8000 DOT UPWP						
8002 UPWP 24-25	83,073.62	55,656.40	0.00	0.00	0.00	138,730.02
Total 8000 DOT UPWP	83,073.62	55,656.40 ²²	0.00	0.00	0.00	138,730.02
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	<u>160,413.16</u>	<u>86,059.55</u>	<u>2,096.41</u>	<u>2,084.40</u>	<u>5,740.49</u>	<u>256,394.01</u>



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

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-
1. BAR DUES: \$9,477.97 was paid in advance for the FY25 dues. Credit to applied when invoices issued in April or May.
 2. DOV HOP: \$4,259.03 October invoice – reminder sent
 3. FAR OTHER: \$1,450 received in Dec
 4. MIL CWSRF: \$2,096.41 October invoice – reminder sent
 5. NKT MP: \$2,032.66 received in Dec
 6. Northwood: \$2,648.75 received in Dec
 7. Nottingham: \$3,728.70 received in Dec
 8. ROC Rec: \$80.37 received in Dec
 9. STR CR: \$9,397.50 received in Dec
 10. Wakefield NBRC: I have followed up on this invoice several times
 11. Wakefield CR: \$385.00 received in Dec
 12. UNH Evolve: \$1,051.17 received in Dec
 13. UNH GB Adapts: \$574.58 received in Dec
 14. UNH PREPA SOM: UNH is waiting for final deliverables before making payment
 15. UNH PREPA LEE: UNH is waiting for final deliverables before making payment
 16. UNH PREPA DOV: \$696.55 received in Dec
 17. TBG: \$2,379.19 received in Dec
 18. DES NKT CRG: \$4,725.39 received in Dec

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

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19. BRIC21: \$1875.00 received in Dec

20. CDBG SOM YMCA: \$1,453.70 received in Dec

21. HUD: \$16,516.58 received in Dec

22. UPWP: \$55,656.40 received in Dec

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Strafford Regional Planning Commission
Profit & Loss
November 2024

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01/07/25

Accrual Basis

	Nov 24	Nov 23	\$ Change
Ordinary Income/Expense			
Income			
SRPC Membership Dues	11,555.53	11,568.53	-13.00
SRPC Revenue			
Municipal and NonProfit Revenue			
3104 BAR Housing MP Chapter	0.00	2,833.48	-2,833.48
3304 DOV HOP	1,992.03	0.00	1,992.03
3501 FAR Circuit Rider	7,047.65	4,436.63	2,611.02
3507 FAR HOP Grant	0.00	8,009.06	-8,009.06
3903 MIL CWSRF	6,779.13	0.00	6,779.13
4105 NKT HOP1 MP Housing	0.00	2,173.50	-2,173.50
4106 NKT MP Other	7,578.30	1,309.63	6,268.67
4201 NORPlanning Services	4,062.50	3,619.54	442.96
4301 NOT Circuit Rider	243.75	1,082.45	-838.70
4403 ROC Rec Chapter	0.00	2,986.09	-2,986.09
4404 ROC RFP	0.00	1,005.28	-1,005.28
4605 SOM MP and Audit	0.00	3,166.00	-3,166.00
4701 Strafford Circuit Rider	4,165.00	2,493.05	1,671.95
4801 WAK Circuit Rider	455.00	1,202.50	-747.50
5121 NHCF GB2030 Milton Watersh	4,985.35	0.00	4,985.35
5122 GB Signage	3,706.73	0.00	3,706.73
5151 GSCH - Tufts	0.00	1,196.03	-1,196.03
Total Municipal and NonProfit Revenue	41,015.44	35,513.24	5,502.20
Total SRPC Revenue	41,015.44	35,513.24	5,502.20 ¹
Federal Agencies Incl EDD			
7004 EDD Partnership	17,816.71	11,055.89	6,760.82
7111 EPA Brownfields FY24-28	15,564.14	2,260.62	13,303.52
7201 HUD EDI CDS	9,546.35	0.00	9,546.35
7301 USDA RD-FAR MIL	2,900.00	0.00	2,900.00
Total Federal Agencies Incl EDD	45,827.20	13,316.51	32,510.69 ²
State Award Revenue			
Dept of Bus & Econ Affairs			
6004 TBG 24-25	0.00	2,262.18	-2,262.18
Total Dept of Bus & Econ Affairs	0.00	2,262.18	-2,262.18
NHDES			
6252 Cochecho River Mgmt Plan	2,173.56	0.00	2,173.56
6306 LSWP NOR SWP-374	1,105.92	0.00	1,105.92
6105 Coastal TA 2025	4,748.69	0.00	4,748.69
6104 Coastal 24	0.00	2,717.84	-2,717.84
6151 Project of Special Merit	0.00	702.53	-702.53
6152 NKT Riverfront CRG	21,878.65	0.00	21,878.65

Strafford Regional Planning Commission
Profit & Loss
November 2024

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Accrual Basis

	Nov 24	Nov 23	\$ Change
6305 LSWP NKT SWP 359	0.00	7,222.72	-7,222.72
Total NHDES	29,906.82	10,643.09	19,263.73
UNH			
5206 UNH-GREAT BAY ADAPTS	3,017.31	0.00	3,017.31
5207 UNH-PREPA DOV NRI	0.00	1,217.83	-1,217.83
5208 UNH PREPA-LEE NRI	0.00	1,471.32	-1,471.32
5210 Evolve CAW Practice	1,999.71	0.00	1,999.71
Total UNH	5,017.02	2,689.15	2,327.87
CDFA			
6602 CDBG Gafney	0.00	1,570.13	-1,570.13
6603 CDBG SOM YMCA	3,354.96	0.00	3,354.96
Total CDFA	3,354.96	1,570.13	1,784.83
6802 NHHH Housing Navigator	0.00	9,929.02	-9,929.02
Pre-Disaster Mitigation			
6502 BRIC20	3,375.00	2,840.00	535.00
6503 BRIC21 MAD NOR ROC	750.00	0.00	750.00
Total Pre-Disaster Mitigation	4,125.00	2,840.00	1,285.00
Total State Award Revenue	42,403.80	29,933.57	12,470.23³
MPO Revenue			
NH DOT			
8002 UPWP 24-25	92,304.02	47,472.02	44,832.00
8101 COAST/CMAQ	0.00	850.98	-850.98
Total NH DOT	92,304.02	48,323.00	43,981.02
Total MPO Revenue	92,304.02	48,323.00	43,981.02⁴
Contra Income Cash Match			
4403 Cash Match ROC Rec Chapter	0.00	-455.50	455.50
EDD Cash Match	-3,355.29	-1,455.54	-1,899.75
Coastal Cash Match	-672.18	-286.87	-385.31
Cash Match GSCH	0.00	-298.89	298.89
LSWP Cash Match			
LSWP SRPC Cash Match	0.00	-365.89	365.89
Total LSWP Cash Match	0.00	-365.89	365.89
DOT Cash Match	-9,230.40	-4,747.20	-4,483.20
Cash Match CommuteSmart	0.00	-94.56	94.56

Strafford Regional Planning Commission
Profit & Loss
November 2024

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Accrual Basis

	Nov 24	Nov 23	\$ Change
Total Contra Income Cash Match	-13,257.87	-7,704.45	-5,553.42
Contra Income InKind/Soft Match			
IK Cochecho River Mgmt	-138.56	0.00	-138.56
In-Kind EDD Match	-1,040.18	-3,817.41	2,777.23
In-Kind Coastal Match	-2,059.94	-1,570.38	-489.56
IK NKT Waterfront	-19,853.94	0.00	-19,853.94
IK LSWP	-103.92	-260.32	156.40
BRIC20 IK Match	-843.75	-710.00	-133.75
BRIC21 IK Match	-187.50	0.00	-187.50
Total Contra Income InKind/Soft Match	-24,227.79	-6,358.11	-17,869.68
Contract Overage	-88.32	0.00	-88.32
Total Income	195,532.01	124,592.29	70,939.72
Gross Profit	195,532.01	124,592.29	70,939.72
Expense			
Personnel Expenses			
Salary and Wages	127,696.89	75,669.37	52,027.52
Payroll Expenses			
PFML	1,343.37	0.00	1,343.37
Dental insurance expense	710.49	681.05	29.44
Health Insurance expense	9,772.51	9,240.75	531.76
Life Insurance expense	98.10	124.61	-26.51
LTD Insurance expense	54.62	69.97	-15.35
STD insurance expense	244.08	249.31	-5.23
Payroll Processing Fees	334.00	276.00	58.00
Pension expense	3,559.53	2,076.56	1,482.97
Unemployment expense	246.67	207.67	39.00
Workers Compensation	155.92	157.50	-1.58
Payroll Taxes			
Medicare Expense	1,817.49	1,065.50	751.99
Social Security expense	7,771.28	4,555.79	3,215.49
Payroll Taxes - Other	0.02	0.00	0.02
Total Payroll Taxes	9,588.79	5,621.29	3,967.50
Total Payroll Expenses	26,108.08	18,704.71	7,403.37
Dues and Subscriptions	345.86	393.01	-47.15
Staff Training and Seminars	0.00	113.76	-113.76
Total Personnel Expenses	154,150.83	94,880.85	59,269.98
Equipment expense			
Software expense			

Strafford Regional Planning Commission
Profit & Loss
November 2024

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Accrual Basis

	Nov 24	Nov 23	\$ Change
ArcInfo/View software	651.67	603.33	48.34
Office Software			
AudioEye	49.17	49.17	0.00
Buffer	30.00	30.00	0.00
Community Viz	56.25	72.88	-16.63
Trimble SketchUp	0.00	62.42	-62.42
Timesheet Software	140.00	140.00	0.00
Survey Monkey	75.00	75.00	0.00
Zoom	45.83	45.83	0.00
Adobe In Design	22.99	86.88	-63.89
Constant Contact	119.55	130.50	-10.95
Microsoft Office 365	212.50	208.75	3.75
Total Office Software	751.29	901.43	-150.14
Total Software expense	1,402.96	1,504.76	-101.80
Total Equipment expense	1,402.96	1,504.76	-101.80
Fixed Expenses			
Equipment Depreciation	384.86	289.50	95.36
Amortization-Building	2,341.87	2,341.87	0.00
Insurance			
Liability Insurance	774.50	657.50	117.00
Total Insurance	774.50	657.50	117.00
Rent	62.49	143.39	-80.90
Vehicle Expenses			
Depreciation Expense	0.00	477.99	-477.99
Vehicle Gas & Repairs	123.83	275.36	-151.53
Vehicle Interest	0.00	14.36	-14.36
Total Vehicle Expenses	123.83	767.71	-643.88
Total Fixed Expenses	3,687.55	4,199.97	-512.42
Communications			
Media Outreach Expense	136.45	0.00	136.45
Postage and Delivery	511.00	0.00	511.00
Telephone and Internet	329.24	262.69	66.55
Website maintenance and updates			
Website and logo design	17.98	17.98	0.00
Total Website maintenance and updates	17.98	17.98	0.00
Total Communications	994.67	280.67	714.00
Administrative			
Bank Fees	75.00	0.00	75.00

Strafford Regional Planning Commission
Profit & Loss
November 2024

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Accrual Basis

	Nov 24	Nov 23	\$ Change
Meetings Expense			
Meetings Advertising Expense	297.92	439.34	-141.42
Total Meetings Expense	297.92	439.34	-141.42
Office Expense	155.69	169.61	-13.92
Office Supplies			
Plotter Ink and Supplies	0.00	41.39	-41.39
Office Supplies - Other	0.00	29.99	-29.99
Total Office Supplies	0.00	71.38	-71.38
Printing and Reproduction	902.89	366.50	536.39
Professional Fees			
Accounting, Audit	1,500.00	1,000.00	500.00
Total Professional Fees	1,500.00	1,000.00	500.00
Travel & Ent			
Travel	244.55	1,051.49	-806.94
Total Travel & Ent	244.55	1,051.49	-806.94
Total Administrative	3,176.05	3,098.32	77.73
Contract Labor			
IT and Network support	1,430.00	2,069.00	-639.00
Pass Through Expense			
3507 FAR HOP Expenses	0.00	76.57	-76.57
3507 FAR HOP Consultant	0.00	6,303.75	-6,303.75
3903 MIL CWSRF Consultant	5,863.28	0.00	5,863.28
5122 GB2030 Sign Contract Plan	2,524.50	0.00	2,524.50
6152 NKT CRG Exp & Planner	1,440.00	0.00	1,440.00
7111 EPA Brownfields Consultant	14,014.86	0.00	14,014.86
7201 HUD EDI CDS RPC Exp	5,375.32	0.00	5,375.32
7301 USDA RD FAR MIL Consultant	0.00	0.00	0.00
Project Supplies	24.99	0.00	24.99
Total Pass Through Expense	29,242.95	6,380.32	22,862.63 ^B
Total Contract Labor	30,672.95	8,449.32	22,223.63
Total Expense	194,085.01	112,413.89	81,671.12
Net Ordinary Income	1,447.00	12,178.40	-10,731.40
Other Income/Expense			
Other Income			
Interest Income	21.41	14.48	6.93

Strafford Regional Planning Commission
Profit & Loss
November 2024

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Accrual Basis

	<u>Nov 24</u>	<u>Nov 23</u>	<u>\$ Change</u>
Total Other Income	21.41	14.48	6.93
Net Other Income	21.41	14.48	6.93
Net Income	<u>1,468.41</u>	<u>12,192.88</u>	<u>-10,724.47</u>

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Strafford Regional Planning Commission
Profit & Loss
November 2024

2:04 PM

01/07/25

Accrual Basis

-
1. Municipal revenue: Municipal revenue streams continue to increase and the addition of new staff has enabled further work to be completed on these contracts. The BAR Housing MP Chapter concluded January 2024. All HOP grants, except Dover, were completed in July of this year. ROC Rec was concluded in October, and the GSCH project concluded in November 2023. The MIL CWSRF and NHCHF grants (#5121, 5122) are new for this fiscal year.

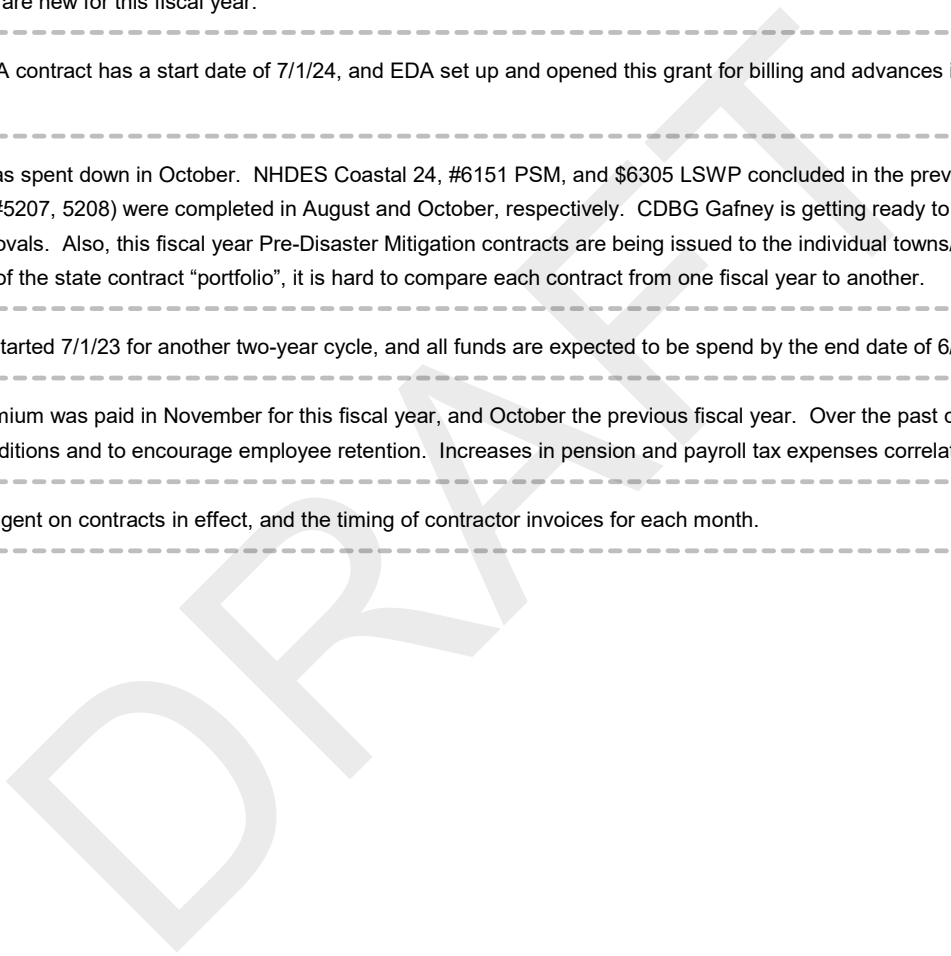
 2. Federal Agencies: The new three-year EDA contract has a start date of 7/1/24, and EDA set up and opened this grant for billing and advances in August. The HUD and USDA contracts are new for this fiscal year.

 3. State Awards Revenue: All TBG funding was spent down in October. NHDES Coastal 24, #6151 PSM, and \$6305 LSWP concluded in the previous fiscal year. All other DES contracts are new this fiscal year. The UNH PREPA grants (#5207, 5208) were completed in August and October, respectively. CDBG Gafney is getting ready to close out. The BRIC20 grant work is completed for the most part, and is awaiting final approvals. Also, this fiscal year Pre-Disaster Mitigation contracts are being issued to the individual towns/cities, and SRPC is being hired as the subcontractor. 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, and all funds are expected to be spend by the end date of 6/30/25.

 5. Personnel Costs: The PFML quarterly premium was paid in November for this fiscal year, and October the previous fiscal year. 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.

 6. Pass Through Expenses: These are contingent on contracts in effect, and the timing of contractor invoices for each month.



Strafford Regional Planning Commission
Income by Customer
November 2024

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12/31/24

Accrual Basis

Date	Name	Memo	Amount
2000 LTA (Local Technical Assistance)			
11/01/2024	2000 LTA (Local...	Dues 138666.33 (LESS NOT)=11555.53 AUG-JUN, JUL 11555.50	11,555.53
Total 2000 LTA (Local Technical Assistance)			11,555.53
3300 City of Dover			
3304 Dover HOP Audit & Ordinance			
11/30/2024	3300 City of Do...	Final Billing - Dover HOP - PO 202405428 - November 2024	1,992.03
11/30/2024	3300 City of Do...	To record when contracts go over budget in QuickBooks	-88.32
Total 3304 Dover HOP Audit & Ordinance			1,903.71
Total 3300 City of Dover			1,903.71
3500 Town of Farmington			
3501 FAR Circuit Rider			
11/30/2024	3500 Town of F...	Progress Billing - Farmington Circuit Rider - November 2024	7,047.65
Total 3501 FAR Circuit Rider			7,047.65
3500 Town of Farmington - Other			
11/19/2024	3500 Town of F...	USDA FY23 RD CF TAT - Town Cash Match per MOU	1,450.00
Total 3500 Town of Farmington - Other			1,450.00
Total 3500 Town of Farmington			8,497.65
3900 Town of Milton			
3903 Milton Nitrogen CWSRF			
11/30/2024	3900 Town of M...	Milton CWSRF Progress Billing - November 2024	6,779.13
Total 3903 Milton Nitrogen CWSRF			6,779.13
3900 Town of Milton - Other			
11/30/2024	3900 Town of M...	USDA FY23 RD CF TAT - Town Cash Match per MOU	1,450.00
Total 3900 Town of Milton - Other			1,450.00
Total 3900 Town of Milton			8,229.13
4100 Town of Newmarket			
4106 NKT MP Other			
11/30/2024	4100 Town of N...	Progress Billing - Newmarket Master Plan Other Updates- November 2024	7,578.30
Total 4106 NKT MP Other			7,578.30
Total 4100 Town of Newmarket			7,578.30
4200 Town of Northwood			
4201 NOR Circuit Rider			
11/30/2024	4200 Town of N...	Progress Billing - Northwood Circuit Rider - November 2024	4,062.50

Strafford Regional Planning Commission
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Accrual Basis

Date	Name	Memo	Amount
	Total 4201 NOR Circuit Rider		4,062.50
	Total 4200 Town of Northwood		4,062.50
	4300 Town of Nottingham		
	4301 NOT Circuit Rider		
11/30/2024	4300 Town of N...	Progress Billing - Nottingham Circuit Rider - November 2024	243.75
	Total 4301 NOT Circuit Rider		243.75
	Total 4300 Town of Nottingham		243.75
	4700 Town of Strafford		
	4701 Strafford Circuit Rider		
11/30/2024	4700 Town of St...	Progress Billing - Strafford Circuit Rider - November 2024	4,165.00
	Total 4701 Strafford Circuit Rider		4,165.00
	Total 4700 Town of Strafford		4,165.00
	4800 Town of Wakefield		
	4801 Wakefield Circuit Rider		
11/30/2024	4800 Town of W...	Progress Billing - Wakefield Circuit Rider - November 2024	455.00
	Total 4801 Wakefield Circuit Rider		455.00
	Total 4800 Town of Wakefield		455.00
	5120 NHCF		
	5122 NHCF GB Signage		
11/30/2024	5120 NHCF:512...	Progress Billing, GB2030 Signage-PR24-157235 - November 2024	3,706.73
	Total 5122 NHCF GB Signage		3,706.73
	5121 NHCF MIL 3 Ponds		
11/30/2024	5120 NHCF:512...	Progress Billing NHCF - GB2030 - Milton Watershed Plan - PR24-157226 - ...	4,985.35
	Total 5121 NHCF MIL 3 Ponds		4,985.35
	Total 5120 NHCF		8,692.08
	5201 UNH		
	5210 GB 2030 CAW Evolve Our Practice		
11/30/2024	5201 UNH:5210...	Progress Billing - CAW Evolve Our Practice - November 2024	1,999.71
	Total 5210 GB 2030 CAW Evolve Our Practice		1,999.71
	5206 Great Bay Adapts		
11/30/2024	5201 UNH:5206...	Progress Billing - Great Bay Adapts - P0144899 - November 2024	3,017.31
	Total 5206 Great Bay Adapts		3,017.31

Strafford Regional Planning Commission
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Accrual Basis

Date	Name	Memo	Amount
Total 5201 UNH			5,017.02
6100 NH DES			
6105 Coastal 2025			
11/30/2024	6100 NH DES:6...	Progress Billing Coastal TA FY25- 24-306-08- Oct-Nov 2024	4,748.69
11/30/2024	6100 NH DES:6...	Cash Match	-672.18
11/30/2024	6100 NH DES:6...	In Kind match for Coastal grant	-2,059.94
Total 6105 Coastal 2025			2,016.57
6152 NKT Riverfront Coastal Resilience			
11/30/2024	6100 NH DES:6...	Progress Billing - Newmarket Waterfront CRG #22-306-20 - November 2024	21,878.65
11/30/2024	6100 NH DES:6...	Newmarket Riverfront CRG 22-306-20 InKind Match	-19,853.94
Total 6152 NKT Riverfront Coastal Resilience			2,024.71
6252 Cocheco River Plan			
11/30/2024	6100 NH DES:6...	Progress Billing - Cocheco River Mgmt Plan - November 2024	2,173.56
11/30/2024	6100 NH DES:6...	In Kind Match Cocheco River Mgmt Plan	-138.56
Total 6252 Cocheco River Plan			2,035.00
6306 LSWP NOR SWP-374			
11/30/2024	6100 NH DES:6...	Progress Billing - LSWP - SWP-374 - October-November 2024	1,105.92
11/30/2024	6100 NH DES:6...	In Kind Match - LSWP	-103.92
Total 6306 LSWP NOR SWP-374			1,002.00
Total 6100 NH DES			7,078.28
6500 DEPT OF SAFETY (OEM)			
6503 BRIC 21 MAD,NOR,ROC			
11/30/2024	6500 DEPT OF ...	Progress Billing - 23BRIC21 4393 Invoice Tracker - November 2024 -	750.00
11/30/2024	6500 DEPT OF ...	BRIC21 In Kind Match	-187.50
Total 6503 BRIC 21 MAD,NOR,ROC			562.50
6502 BRIC DUR MID MIL NOT STR			
11/30/2024	6500 DEPT OF ...	23BRIC20 4393 Progress Billing - 8/1/24-11/30/24	3,375.00
11/30/2024	6500 DEPT OF ...	BRIC20 In Kind Match	-843.75
Total 6502 BRIC DUR MID MIL NOT STR			2,531.25
Total 6500 DEPT OF SAFETY (OEM)			3,093.75
6600 CDFA-CDBG Grant Administration			
6603 CDBG Somersworth YMCA			
11/30/2024	6600 CDFA-CD...	Progress Billing - SOM YMCA - November 2024	3,354.96
Total 6603 CDBG Somersworth YMCA			3,354.96

Strafford Regional Planning Commission
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Accrual Basis

Date	Name	Memo	Amount
Total 6600 CDFA-CDBG Grant Administration			3,354.96
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7004 EDA FY 25-27			
11/30/2024	7000 ECONOMI...	Progress Billing EDD Planning Partnership ED24PHI0G0490 FY25-27 -Nove...	17,816.71
11/30/2024	7000 ECONOMI...	Cash Match	-3,355.29
11/30/2024	7000 ECONOMI...	In Kind Match	-1,040.18
Total 7004 EDA FY 25-27			13,421.24
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			13,421.24
7100 EPA			
7111 Brownfields 24-28			
11/30/2024	7100 EPA:7111 ...	Brownfields 24-28 Progress Billing - November 2024	15,564.14
Total 7111 Brownfields 24-28			15,564.14
Total 7100 EPA			15,564.14
7200 HUD			
7201 HUD EDI Regional Plan			
11/30/2024	7200 HUD:7201...	Progress Billing - HUD B-22-CP-NH-0567 - November 2024	9,546.35
Total 7201 HUD EDI Regional Plan			9,546.35
Total 7200 HUD			9,546.35
8000 DOT UPWP			
8002 UPWP 24-25			
11/30/2024	8000 DOT UPW...	Progress Billing - UPWP - November 2024	92,304.02
11/30/2024	8000 DOT UPW...	10% Matching Funds	-9,230.40
Total 8002 UPWP 24-25			83,073.62
Total 8000 DOT UPWP			83,073.62
TOTAL			195,532.01

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

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Accrual Basis

Ordinary Income/Expense	Jul - Nov 24	Budget	\$ Over Budget
Income			
SRPC Membership Dues	57,777.62	57,362.50	415.12
SRPC Revenue			
Municipal and NonProfit Revenue			
3304 DOV HOP	26,001.61	16,666.67	9,334.94
3501 FAR Circuit Rider	27,999.71	29,166.69	-1,166.98
3506 FAR Tax Maps FY23	0.00	1,854.17	-1,854.17
3507 FAR HOP Grant	17,105.96	17,500.00	-394.04
3903 MIL CWSRF	8,875.54	18,000.00	-9,124.46
4004 NDU Housing and Land Use	7,438.61	5,000.00	2,438.61
4105 NKT HOP1 MP Housing	687.14	2,000.00	-1,312.86
4106 NKT MP Other	24,143.75	27,083.31	-2,939.56
4107 NKT HOP3 Form Based Code	37,480.59	22,000.00	15,480.59
4201 NORPlanning Services	10,075.00	12,500.00	-2,425.00
4301 NOT Circuit Rider	14,400.10	8,333.31	6,066.79
4403 ROC Rec Chapter	9,967.41	5,900.00	4,067.41
460x SOM Tax Maps	0.00	214.28	-214.28
4605 SOM MP and Audit	8,356.90	4,000.00	4,356.90
470x STR Tax Maps	0.00	214.28	-214.28
4701 Strafford Circuit Rider	20,385.60	15,000.00	5,385.60
4801 WAK Circuit Rider	2,117.50	1,041.69	1,075.81
4803 WAK NBRC Union Hotel	0.00	1,500.00	-1,500.00
5091 SMPDC InterReg Housing	0.00	6,000.00	-6,000.00
5121 NHCF GB2030 Milton Watersh	31,650.28	32,812.50	-1,162.22
5122 GB Signage	8,609.40	19,070.81	-10,461.41
5310 LRAC Mapping	2,441.74	2,290.00	151.74
5501 GIS Projects	0.00	1.00	-1.00
Total Municipal and NonProfit Revenue	257,736.84	248,148.71	9,588.13
Total SRPC Revenue	257,736.84	248,148.71	9,588.13 ²
Federal Agencies Incl EDD			
7004 EDD Partnership	54,066.15	58,333.31	-4,267.16
7111 EPA Brownfields FY24-28	60,383.26	56,375.00	4,008.26
7201 HUD EDI CDS	45,764.90	248,333.31	-202,568.41
7301 USDA RD-FAR MIL	25,759.39	40,145.81	-14,386.42
Total Federal Agencies Incl EDD	185,973.70	403,187.43	-217,213.73 ³
State Award Revenue			
Dept of Bus & Econ Affairs			
6004 TBG 24-25	11,505.12	4,629.56	6,875.56
Total Dept of Bus & Econ Affairs	11,505.12	4,629.56	6,875.56
NHDES			
6306 LSWP NOR SWP-374	7,884.17	13,607.70	-5,723.53

Strafford Regional Planning Commission
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Accrual Basis

	Jul - Nov 24	Budget	\$ Over Budget
6105 Coastal TA 2025	8,105.90	12,500.00	-4,394.10
6152 NKT Riverfront CRG	26,604.04	13,333.31	13,270.73
6153 PREPARE	0.00	2,222.23	-2,222.23
6154 5YR CFRS Update	0.00	708.31	-708.31
Total NHDES	44,767.67	42,371.55	2,396.12
UNH			
5206 UNH-GREAT BAY ADAPTS	5,321.30	1,400.00	3,921.30
5207 UNH-PREPA DOV NRI	7,263.75	4,700.00	2,563.75
5208 UNH PREPA-LEE NRI	6,569.58	4,200.00	2,369.58
5209 UNH PREPA-SOM NAT RES MP	6,827.23	7,500.00	-672.77
5210 Evolve CAW Practice	3,050.88	5,833.33	-2,782.45
Total UNH	29,032.74	23,633.33	5,399.41
CDFA			
6602 CDBG Gafney	550.14	1,000.00	-449.86
6603 CDBG SOM YMCA	5,200.35	6,818.31	-1,617.96
6604 CDBG TRANSFORMATIVE PLAN	0.00	6,000.00	-6,000.00
Total CDFA	5,750.49	13,818.31	-8,067.82
6802 NHHA Housing Navigator Pre-Disaster Mitigation	47,801.95	40,000.00	7,801.95
6502 BRIC20	4,741.65	4,500.00	241.65
6503 BRIC21 MAD NOR ROC	6,600.00	4,583.31	2,016.69
6504 HAZMIT FAR 4516	4,800.00	14,666.69	-9,866.69
6505 BRIC22	0.00	5,555.44	-5,555.44
Total Pre-Disaster Mitigation	16,141.65	29,305.44	-13,163.79
Total State Award Revenue	154,999.62	153,758.19	1,241.43⁴
MPO Revenue			
NH DOT			
8002 UPWP 24-25	330,629.88	334,613.54	-3,983.66
8101 COAST/CMAQ	655.84	2,604.19	-1,948.35
Total NH DOT	331,285.72	337,217.73	-5,932.01
Total MPO Revenue	331,285.72	337,217.73	-5,932.01⁵
Contra Income Cash Match			
4403 Cash Match ROC Rec Chapter	-1,153.16	-900.00	-253.16
EDD Cash Match	-7,251.67	-7,294.00	42.33
7301 USDA Cash Match	0.00	-544.00	544.00
7301 USDA Town Cash Match	0.00	-603.00	603.00
Coastal Cash Match	-1,511.48	-2,081.00	569.52
USDA Cash Match	-603.40	0.00	-603.40

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Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
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	Jul - Nov 24	Budget	\$ Over Budget
DOT Cash Match	-33,063.00	-33,461.25	398.25
Cash Match CommuteSmart	-131.17	-520.81	389.64
Safe Streets Cash Match	-7,750.00	0.00	-7,750.00
Total Contra Income Cash Match	-51,463.88	-45,404.06	-6,059.82
Contra Income InKind/Soft Match			
5091 SMPDC Hsg IK Match	0.00	-750.00	750.00
In-Kind EDD Match	-17,807.72	-21,875.00	4,067.28
In-Kind Coastal Match	-2,059.94	-4,166.69	2,106.75
IK LSWP	-969.92	0.00	-969.92
BRIC20 IK Match	-1,185.41	-1,125.00	-60.41
BRIC21 IK Match	-1,650.00	-1,145.81	-504.19
6504 FAR_NKT 4516 Haz Mit IK	-480.00	-3,666.69	3,186.69
6505 BRIC22 In Kind Match	0.00	-1,388.75	1,388.75
Total Contra Income InKind/Soft Match	-48,257.17	-34,117.94	-14,139.23
Total Income	884,064.02	1,120,152.56	-236,088.54
Gross Profit	884,064.02	1,120,152.56	-236,088.54 ¹
Expense			
Personnel Expenses			
Salary and Wages	476,966.75	430,720.44	46,246.31
Payroll Expenses			
PFML	2,701.78	3,242.50	-540.72
Dental insurance expense	3,604.08	3,694.56	-90.48
Health incentive	340.20	0.00	340.20
Health Insurance expense	51,714.76	58,388.31	-6,673.55
Life Insurance expense	494.25	607.06	-112.81
LTD Insurance expense	277.10	332.50	-55.40
STD insurance expense	1,238.40	1,197.06	41.34
Payroll Processing Fees	1,500.25	1,666.69	-166.44
Pension expense	13,529.80	12,768.75	761.05
Unemployment expense	1,233.35	1,233.31	0.04
Workers Compensation	779.60	779.56	0.04
Payroll Taxes	35,916.78	33,197.06	2,719.72
Total Payroll Expenses	113,330.35	117,107.36	-3,777.01
Dues and Subscriptions	2,082.95	1,799.56	283.39
Staff Training and Seminars	2,365.50	6,666.69	-4,301.19
Total Personnel Expenses	594,745.55	556,294.05	38,451.50 ⁶
Equipment expense			
Copier Maintenance Contract	1,382.97	1,625.00	-242.03

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

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Accrual Basis

	Jul - Nov 24	Budget	\$ Over Budget
Office furniture			
Computer equipment	1,701.39	2,343.75	-642.36
Office furniture - Other	0.00	416.69	-416.69
Total Office furniture	1,701.39	2,760.44	-1,059.05
Other Equipment Repair and Cost	0.00	208.31	-208.31
Software expense			
ArcInfo/View software	2,898.35	2,658.31	240.04
Office Software	8,014.34	5,833.31	2,181.03 ⁷
Total Software expense	10,912.69	8,491.62	2,421.07
Traffic Count Expenses			
Traffic counting supplies	1,731.96	1,250.00	481.96
Total Traffic Count Expenses	1,731.96	1,250.00	481.96
Transportation Databases	20,000.00	11,650.00	8,350.00 ⁸
Total Equipment expense	35,729.01	25,985.37	9,743.64
Fixed Expenses			
Amortization-Building	11,709.35	0.00	11,709.35
Insurance			
Liability Insurance	3,872.50	0.00	3,872.50
Insurance - Other	0.00	3,872.50	-3,872.50
Total Insurance	3,872.50	3,872.50	0.00
Rent	380.73	12,500.00	-12,119.27 ⁹
Vehicle Expenses	442.71	1,916.69	-1,473.98
Total Fixed Expenses	18,329.59	18,289.19	40.40
Communications			
Media Outreach Expense	136.45	416.69	-280.24
Office Telephone System	0.00	381.25	-381.25
Postage and Delivery	876.32	166.69	709.63
Telephone and Internet	1,870.65	1,500.00	370.65
Website maintenance and updates	608.30	493.75	114.55
Total Communications	3,491.72	2,958.38	533.34
Administrative			
Library & Planning Books	-213.00	0.00	-213.00
Meetings Expense	-287.42	1,458.31	-1,745.73
Office Expense	1,104.74	4,166.69	-3,061.95

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
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Accrual Basis

	Jul - Nov 24	Budget	\$ Over Budget
Office Supplies	1,230.26	1,666.69	-436.43
Printing and Reproduction	902.89	625.00	277.89
Professional Fees			
Accounting, Audit	13,500.00	7,500.00	6,000.00 ¹⁰
Legal Fees	0.00	1,666.69	-1,666.69
Total Professional Fees	13,500.00	9,166.69	4,333.31
Travel & Ent			
Travel	4,221.24	4,166.69	54.55
Total Travel & Ent	4,221.24	4,166.69	54.55
Total Administrative	20,587.96	21,250.07	-662.11
Contract Labor			
IT and Network support	7,726.18	8,700.00	-973.82
Pass Through Expense			
3507 FAR HOP Consultant	30,007.55	15,000.00	15,007.55
3903 MIL CWSRF Consultant	7,152.07	13,500.00	-6,347.93
4107 NKT HOP3 Form Based Code	28,250.00	20,000.00	8,250.00
5121 GB2030 MIL Water Engineer	18,274.85	22,145.48	-3,870.63
5122 GB2030 Sign Contract Plan	5,562.00	5,454.52	107.48
5122 GB2030 Sign-UNH Production	0.00	9,370.89	-9,370.89
5207 DOV PREPA Consultant	6,250.00	3,000.00	3,250.00
5208 LEE PREPA Consultant	6,000.00	3,000.00	3,000.00
6105 Coastal TA SubAward DUR	0.00	1,454.52	-1,454.52
6152 NKT CRG Exp & Planner	5,917.50	5,454.52	462.98
6152 NKT CRG Engineer	0.00	4,444.46	-4,444.46
7111 EPA Brownfields Consultant	54,707.80	52,916.69	1,791.11
7201 HUD EDI CDS RPC Exp	33,394.19	208,333.31	-174,939.12
7301 USDA RD FAR MIL Consultant	17,975.16	31,583.31	-13,608.15
NHDOT Consultant	9,294.18	29,166.69	-19,872.51
Total Pass Through Expense	222,810.29	424,824.39	-202,014.10¹¹
Total Contract Labor	230,536.47	433,524.39	-202,987.92
Total Expense	903,420.30	1,058,301.45	-154,881.15
Net Ordinary Income	-19,356.28	61,851.11	-81,207.39
Other Income/Expense			
Other Income			
Interest Income	114.47	41.69	72.78
Total Other Income	114.47	41.69	72.78
Net Other Income	114.47	41.69	72.78

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
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Accrual Basis

	<u>Jul - Nov 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Net Income	<u>-19,241.81</u>	<u>61,892.80</u>	<u>-81,134.61</u>

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Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
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Accrual Basis

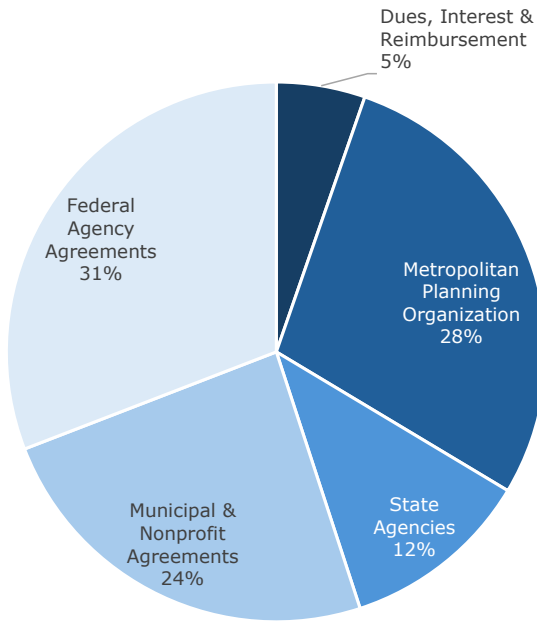
1. Revenues: Differences are mostly attributable to the timing of project work performed versus budgeting on an even monthly basis for the months the contract is in effect. Many projects are task-based and cannot be billed until a specified percentage of task completion, which may not coincide with the 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.
2. Municipal Revenue: The work on the FAR Tax Maps has not started yet. The majority of the HOP grants concluded in July (#3507, 4004, 4105, 4107, 4605). The DOV HOP is extended through December of this year. MIL CWSRF was first billed in October, but budgeted to begin in September. The SMPDC contract has not started yet. GB Signage is paid in advance, and all funds are expected to be spent down by the end of the contract period.
3. Federal Agency Revenue: The new EDA grant started 7/1/24, but there was a delay getting the contract set up in EPA's new EDGE portal. The portal has been set up and the grant went "live" in late August. The EPA Brownfields grant is mainly contingent on the receipt of contractor invoices. HUD is mainly contingent on receipt of the RPC invoices.
4. State Award Revenue: Work on the PREPARE and NH DES 5YR CFRS Update have not begun yet. A contractor was hired in August to work on the NKT Riverfront CRG. Work on the UNH Evolve CAW Practice started in October, but was budgeted to start in July. Under CDFA, the Transformative grant has not started yet. Under Pre-Disaster Mitigation, the HazMit 4516 started in September (budgeted to start in July), and the BRIC22 grant has not been executed yet.
5. MPO Revenue: Funds for the UPWP and COAST are expected to be spent fully during this second year of the contracts.
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. Health benefits and Pension expense were estimated and may not reflect actual staff utilization.
7. Office Software: In July, a \$3,391 one-time purchase of Foxit was made to replace Adobe, and SkinnyApps was purchased for \$550 and will be paid by UPWP.
8. Transportation Database: The INRIX dataset was budgeted over 12 months and may not coincide with actual invoices. The actual invoice was paid September in a lump sum payment of \$20,000.
9. Fixed Expense: See Balance Sheet note, Right of Use Asset to explain Amortization and Rent variances to budget. All lease payments were budgeted as Rent, rather than being split out.
10. Accounting and Audit: A 7/1/24 journal entry was made to adjust the audit accrual amount and added \$6,000 additional audit costs for this fiscal year. This amount was quoted after preparation of the current budget.
11. Pass Through Expenses: These expenses are contingent upon receipt of contractor invoices. Costs are distributed evenly over the course of the year and may not agree with the timing of actual costs, invoices received, or actual contract start dates.

Strafford Regional Planning Commission FY 2025 Budget - Draft Mid Year Amendment Summary Table

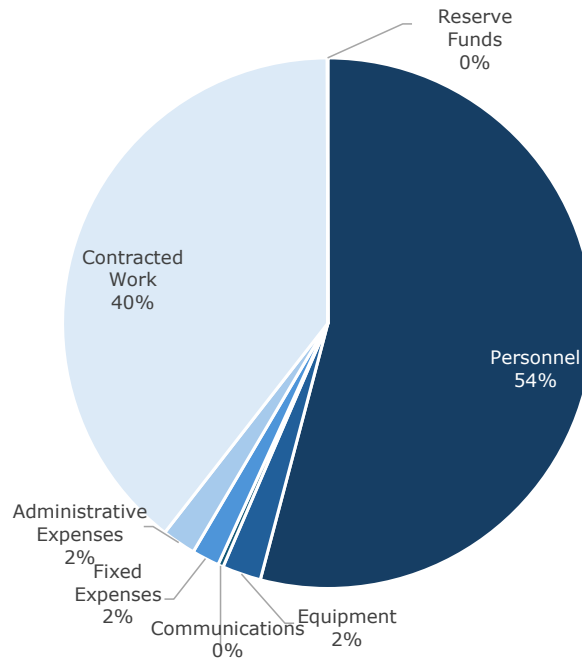
	FY25 Adopted	FY25 MidYear	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	138,270	139,266	996
Metropolitan Planning Organization	727,766	740,196	12,430
State Agencies	254,112	297,900	43,788
Municipal & Nonprofit Agreements	522,036	632,676	110,640
Federal Agency Agreements	896,350	807,803	(88,547)
Total	2,538,533	2,617,841	79,307
	Expenses	Expenses	Net Change
Personnel	1,341,557	1,415,804	74,247
Equipment	62,365	61,865	(500)
Communications	7,100	8,600	1,500
Fixed Expenses	43,894	43,894	0
Administrative Expenses	54,000	54,000	0
Contracted Work	1,028,100	1,031,761	3,661
Reserve Funds	1,000	1,000	0
Total	2,538,016	2,616,924	78,908
Net Deficit/Surplus	518	917	399

*Based on FY2024 adopted Mid Year budget

Revenue



Expenses



Strafford Regional Planning Commission

FY2025 REVENUES	FY 2025 Adopted Revenue	FY25 Mid Year Program Revenue	FY25 Dues Match	FY25 InKind Match	FY25 Outside Cash Match	FY25 Total Mid Year Amendment Revenue		Net Change	% Change
Dues, Interest & Reimbursements	138,270	139,266	0	0	0	139,266	5%	996	0.7%
2000 Municipal Dues (minus BRK, NOT)	137,670	138,666	0	0	0	138,666		996	0.7%
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	522,036	632,676	900	4,000	0	632,676	24%	110,640	21.2%
3304 Dover Regulatory Audit and Dev. Of Land Use Poli	20,000	25,910	0	0	0	25,910		5,910	29.6%
3403 Durham Wagon Hill Living Shorelines Phase 2	5,500	5,500	0	0	0	5,500		0	0.0%
3501 Farmington Town Planner Services	70,000	70,000	0	0	0	70,000		0	0.0%
3506 Farmington Tax Maps	2,225	1,575	0	0	0	1,575		(650)	-29.2%
3507 Farmington RT11 Audit and Regulatory Change	17,500	17,105	0	0	0	17,105		(395)	-2.3%
3802 Middleton Zoning Ordinance Updates		2,762	0	0	0	2,762		2,762	-
3903 Milton Nitrogen Removal Plan (CWSRF)	60,000	72,000	0	0	0	72,000		12,000	20.0%
4004 New Durham Housing & Land Use MP Chapters	5,000	7,358	0	0	0	7,358		2,358	47.2%
410X Newmarket Tax Maps	500	1	0	0	0	1		(499)	-99.8%
4105 Newmarket Housing & Demographics HOP Grant	2,000	687	0	0	0	687		(1,313)	-65.7%
4106 Newmarket Comprehensive Master Plan Update	65,000	65,000	0	0	0	65,000		0	0.0%
4107 Newmarket Form Based Code	22,000	37,480	0	0	0	37,480		15,480	70.4%
4108 Newmarket Code Rewrite (HOP2.0)		23,200	0	0	0	23,200		23,200	-
4201 Northwood Technical Services	30,000	30,000	0	0	0	30,000		0	0.0%
4301 Nottingham Town Planner Services	20,000	20,000	0	0	0	20,000		0	0.0%
4302 Nottingham Housing Master Plan Chapter (HOP2.0)		13,000	0	0	0	13,000		13,000	-
4403 Rochester Recreation Master Plan	5,000	8,450	900	0	0	8,450		3,450	69.0%
4606 Somersworth Tax Maps	500	500	0	0	0	500		0	0.0%
4605 Somersworth Master Plan and Audit	4,000	8,357	0	0	0	8,357		4,357	108.9%
4607 Somersworth Zoning Reform (HOP2.0)		9,000	0	0	0	9,000		9,000	-
4608 Somersworth Master Plan Chapters		10,000	0	0	0	10,000		10,000	-
4701 Strafford Town Planner Services	36,000	36,000	0	0	0	36,000		0	0.0%
470x Strafford Tax Maps	500	500	0	0	0	500		0	0.0%
4801 Wakefield Contract Planner	2,500	7,500	0	0	0	7,500		5,000	200.0%
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	25,000	0	4,000	0	25,000		7,500	42.9%
5121 GB2030 Milton Three Ponds Watershed Plan	78,750	70,000	0	0	0	70,000		(8,750)	-11.1%
5122 GB2030 Installation of Watershed Signage	45,770	54,000	0	0	0	54,000		8,230	18.0%
5311 Lamprey River Watershed Mapping	2,290	2,290	0	0	0	2,290		0	0.0%
5501 GIS projects (small billable projects)	1	1	0	0	0	1		0	0.0%
Federal Agency Agreements (including EDD)	896,350	804,903	18,948	52,500	2,900	807,803	31%	(88,547)	-9.9%
U.S. Dept of Economic Development Administration									
7004 EDD Planning Partnership	70,000	70,000	17,500	52,500	0	70,000		0	0.0%

Strafford Regional Planning Commission

FY2025 REVENUES	FY 2025 Adopted Revenue	FY25 Mid Year Program Revenue	FY25 Dues Match	FY25 InKind Match	FY25 Outside Cash Match	FY25 Total Mid Year Amendment Revenue	Net Change	% Change	
U.S. Environmental Protection Agency									
7111 Brownfields Community Assessment (FY24-28)	135,300	135,300	0	0	0	135,300	0	0.0%	
U.S. Department of Housing and Urban Development									
7201 HUD EDI CDS - Regional Plans	596,000	456,413	0	0	0	456,413	(139,587)	-23.4%	
U.S. Department of Agriculture - Rural Development									
7301 USDA RD- Farmington & Milton Town Facilities	95,050	143,190	1,448	0	2,900	146,090	51,040	53.7%	
State Agreements	254,112	297,900	5,000	20,471	0	297,900	11%	43,788	17.2%
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	32,000	33,582	0	0	0	33,582	1,582	4.9%	
6153 PREPARE: Preparing for Resilient & Equitable Recov	10,000	10,000	0	0	0	10,000	0	0.0%	
6154 5-Yr Coastal Flood Risk Summary Update	1,700	1,700	0	0	0	1,700	0	0.0%	
6181 Phase II of NH Coastal Flood Risk Model		2,100	0	0	0	2,100	2,100	-	
6252 Cocheco River Management Plan		14,300	0	2,150	0	14,300	14,300	-	
6253 Sunrise Lake Implementation (319)	3,500	39,000				39,000	35,500	1014.3%	
6306 LSWP Northwood Septic System Database	29,937	29,937	0	0	0	29,937	0	0.0%	
University of New Hampshire									
5206 Great Bay Adapts	1,400	2,000	0	0	0	2,000	600	42.9%	
5207 PREPA Grant-Dover NRI	4,700	6,500	0	0	0	6,500	1,800	38.3%	
5208 PREPA Grant-Lee NRI	4,200	6,500	0	0	0	6,500	2,300	54.8%	
5209 PREPA Grant-Somersworth Nat Res MP	7,500	6,816	0	0	0	6,816	(684)	-9.1%	
5210 CAW Evolve our Practice	7,000	10,000	0	0	0	10,000	3,000	42.9%	
NH Community Development Finance Authority									
6602 CDBG Grant Administration (ROC Gafney Home)	1,000	1,000	0	0	0	1,000	0	0.0%	
6603 CDBG Grant Administration (SOM YMCA Childcare)	16,364	15,000	0	0	0	15,000	(1,364)	-8.3%	
6604 Transformative Planning Grant	20,000	10,000	0	0	0	10,000	(10,000)	-50.0%	
NH Housing Finance Authority									
6801 InvestNH Housing Navigator Grant	40,000	47,750	0	0	0	47,750	7,750	19.4%	
Department of Safety Homeland Security									
6502 HazMit Plans BRIC20-DUR, MID, MIL, NOT, STR	4,050	4,944	0	1,648	0	4,944	894	22.1%	
6503 HazMit Plans BRIC21-MAD, NOR, ROC	8,250	14,700	0	4,900	0	14,700	6,450	78.2%	
6504-6 HazMit Plans 4516-Farmington DOV, NKT	26,400	8,640	0	960	0	8,640	(17,760)	-67.3%	
6505 HazMit Plans 4516- Newmarket		4,320	0	480	0	4,320	4,320	-	
6506 HazMit Plans 4516- Dover		3,000	0	333	0	3,000	3,000	-	
650x HazMit Plans BRIC23 (no plans this round)	10,000	0	0	0	0	0	(10,000)	-100.0%	

Strafford Regional Planning Commission

FY2025 REVENUES	FY 2025 Adopted Revenue	FY25 Mid Year Program Revenue	FY25 Dues Match	FY25 InKind Match	FY25 Outside Cash Match	FY25 Total Mid Year Amendment Revenue		Net Change	% Change
Metropolitan Planning Organization Agreements	727,766	740,196	90,688	0	0	740,196	28%	12,430	1.7%
Dept of Transportation									
8001 UPWP Federal Highways & Transit	722,766	735,196	81,688	0	0	735,196		12,430	1.7%
8101 COAST CommuteSmart Seacoast	5,000	5,000	1,250	0	0	5,000		0	0.0%
8102 Safe Streets for All MPO Partnership	0	0	7,750	0	0	0		0	-
TOTAL REVENUE	2,538,533	2,614,941	115,536	76,971	2,900	2,617,841	100%	79,307	3.1%

Strafford Regional Planning Commission

FY2025 Expenses

FY2025 Expenses	FY202 Adopted Budget		FY2025 Mid Year Amendment Budget		Net Change	% Change
PERSONNEL	1,341,557	69%	1,415,804	54%	74,247	5.5%
Salaries and Hourly Wages	1,033,729		1,104,915		71,186	6.9%
Payroll Taxes	79,673		85,227		5,554	7.0%
Payroll Processing - QuickBooks	4,000		4,000		0	0.0%
Health Insurance	140,132		132,832		(7,300)	-5.2%
Dental Insurance	8,867		8,526		(341)	-3.8%
Life Insurance	1,457		1,372		(85)	-5.9%
Shortterm Disability	2,873		2,946		74	2.6%
Longterm Disability	798		660		(138)	-17.3%
Paid Family Medical Leave	6,485		6,668		183	2.8%
FSA Fees	0		1,672		1,672	-
Health Incentives	7,749		9,163		1,414	18.3%
SIMPLE IRA Pension	30,645		32,439		1,794	5.9%
Worker's Compensation	1,871		1,984		113	6.0%
Unemployment Insurance	2,960		3,082		122	4.1%
Staff Training & Workshops	16,000		16,000		0	0.0%
Professional Dues	4,319		4,319		0	0.0%
EQUIPMENT	62,365	3%	61,865	2%	(500)	-0.8%
GIS Software	6,380		6,880		500	7.8%
Transportation Model and Databases	27,960		27,960		0	0.0%
Office Software: Maintenance, purchase	14,000		13,000		(1,000)	-7.1%
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	5,625		5,625		0	0.0%
Office Furniture	1,000		1,000		0	0.0%
COMMUNICATIONS	7,100	2%	8,600	0%	1,500	21.1%
Postage and Delivery	400		1,200		800	200.0%
Office Phone System	915		915		0	0.0%
Internet and Phone Service	3,600		4,200		600	16.7%
Website Design and Maintenance	1,185		1,285		100	8.4%
Media Outreach Activities	1,000		1,000		0	0.0%
FIXED EXPENSES	43,894	5%	43,894	2%	0	0.0%
Property & Liability	9,294		9,294		0	0.0%
Office Vehicle Lease and Maintenance	4,600		4,600		0	0.0%
Rent	30,000		30,000		0	0.0%

Strafford Regional Planning Commission

FY2025 Expenses	FY2022 Adopted Budget		FY2025 Mid Year Amendment Budget		Net Change	% Change
ADMINISTRATIVE EXPENSES	54,000	1%	54,000	2%	0	0.0%
Printing	1,500		1,500		0	0.0%
Audit and Accounting Services	18,000		18,000		0	0.0%
Legal	4,000		4,000		0	0.0%
Office and Mapping Supplies	4,000		4,000		0	0.0%
Office Expense	10,000		10,000		0	0.0%
Meeting Expenses (Meetings and Meeting Notices)	3,500		3,500		0	0.0%
Travel	10,000		10,000		0	0.0%
Library & Subscriptions: NH Planning Books	2,500		2,500		0	0.0%
Bank Fees	0		0		0	-
HealthTrust Employee Health Rewards	500		500		0	0.0%
OUTSOURCED CONTRACTS	1,028,100	20%	1,031,761	39%	3,661	0.4%
1000 IT Services	20,880		20,000		(880)	-4.2%
3507 Far RT11 Audit & Regs Consultant Team	15,000		17,007		2,007	13.4%
3903 Milton Nitrogen Removal Plan Engineer	45,000		56,000		11,000	24.4%
4107 Newmarket Form Based Code Consultant	20,000		28,250		8,250	41.3%
4108 Newmarket Form Based Code Consultant			18,000		18,000	-
5121 GB2030 Milton Three Ponds Watershed Plan Engi	60,900		55,000		(5,900)	-9.7%
5122 and 6152 Contract Planner	30,000					
5122 GB2030 Signage - Contract Planner			16,260		16,260	-
5122 GB2030 Signage - UNH & Production Costs	25,770					
5122 GB2030 Signage - Sign Manufacturer			25,000		25,000	-
5122 GB2030 Signage - UNH			5,844		5,844	-
5207 PREPA Grant-Dover NRI Environmental Consultan	3,000		6,250		3,250	108.3%
5208 PREPA Grant-Lee NRI Environmental Consultant	3,000		6,000		3,000	100.0%
6105 Coastal TA Subaward to Durham	4,000		4,000		0	0.0%
6152 Coastal Resilience Grant (NKT) Engineer	20,000		16,000		(4,000)	-20.0%
6152 Coastal Resilience Grant (NKT) Contract Planner			15,000		15,000	-
6252 Cocheco Riv Mgt Plan - NH Indigenous Community Connect			2,250		2,250	-
6253 Sunrise Lake 319 Engineer			32,000			
7111 EPA Brownfields QEP	127,000		127,000		0	0.0%
7201 HUD EDI CDS Regional Plans - RPC Pass Through	500,000		383,250		(116,750)	-23.4%
7301 USDA RD FAR & MIL Town Facilities Consultant	75,800		120,900		45,100	59.5%
8002 Contract Title VI/Environmental Justice Support (10,000		10,000		0	0.0%
8002 Contract Transportation Support (UPWP)	60,000		60,000		0	0.0%
8102 Safe Streets for All	7,750		7,750		0	0.0%
RESERVE FUND CONTRIBUTION	1,000	0%	1,000	0%	0	0.0%
TOTAL EXPENSES	2,538,016	100%	2,616,924	100%	78,908	3.1%

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



Wellness and Safety Plan

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Wellness and Safety Objectives

Strafford Regional Planning Commission's most valuable resource is the people who work for the Commission. As such, the Commission is dedicated to providing a safe and healthy environment to protect its employees and preserve Commission assets and resources.

This Wellness & Safety Plan will assist the Commission and its employees in recognizing and managing hazards and risks in order to minimize injuries. It is the responsibility of all Commission employees to follow the policies and procedures outlined in the plan.

To maintain federal Occupational Safety and Health Administration standards for safety and health, the Commission complies with mandates to post information and provide training on key aspects of workplace safety. These activities include arranging annual updates on emergency evacuation, fire safety and ergonomics.

Duties and Responsibilities

Executive Director

The Executive Director of the Commission is responsible for enforcing and implementing these policies and procedures. The Executive Director will report on any management issues to the Executive Committee, which will discuss recommendations and implementation of strategies. The Executive Director is also responsible for addressing and notifying the appropriate parties of any concerns pertaining to building safety.

The Executive Director will review workplace accidents, injuries, and health data; identify hazards in the workplace and find solutions; keep records of accidents and injuries; and ensure that the appropriate employees attend safety training.

Each year, the Executive Director will appoint at least two employees to act as wellness coordinators. These appointments will be announced to the Commission employees by the Executive Director.

Commission Employees

All employees must adhere to this plan. Employees will address safety issues as they arise, reporting any unsafe machinery, conditions, or hazardous acts to the Executive Director. Employees will be responsible for attending safety training, as required.

Employees will adhere to safe work habits and adopt a positive attitude about safety in the workplace both in and out of the office.

Wellness Coordinators

Wellness coordinators will serve as Commission employee representatives to assist the Executive Director in promoting a healthy and safe work environment. They will serve terms of one calendar year, from Jan. 1 to Dec. 31.

The coordinators will directly work with the HealthTrust wellness coordinators to stay current with all HealthTrust benefits and resources offered. The coordinators are responsible for distributing resources and information to employees regarding wellness benefits and opportunities.

Each year, the coordinators will develop a minimum of one campaign to promote wellness in the workplace. Campaigns must be designed to promote health, wellness, or safety. They will cover such topics as physical activity, nutrition, stress management, and heart healthy habits.

The coordinators will help the Executive Director decide how HealthTrust campaign funds will be used. Campaign funds shall be used to purchase items in support of health campaigns or to promote healthier habits and lifestyles of Commission employees. These funds can be used for a single campaign or spent throughout the year. Campaign funds ~~that are not fully expended shall be fully expended~~ by December 31st of each year can be carried over to the following year and subsequent years.

The coordinators are responsible for reviewing section III of this plan with employees and for reviewing and updating this plan each year in conjunction with the Joint Loss Management Committee.

Joint Loss Management Committee (JLMC)

The SRPC JLMC has been established in accordance with NH RSA 281-A:64 III:

"Every employer of 15 or more employees shall establish and administer a joint loss management committee composed of equal numbers of employer and employee representatives..."

Committee Purpose: To bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace.

The Duties and Requirements of the JLMC include:

- Meet at least quarterly
- Maintain meeting minutes
- Review Accident Data
- Coordinate workplace safety inspections
- Establish safety programs and procedures

- Organize safety training for staff
- Review the Wellness and Safety Policy annually

Promoting a Safe ~~And~~-and Healthy Workplace Environment

The Commission is dedicated to promoting the highest possible well-being of its employees. This plan outlines several steps and procedures that the Commission has developed to ensure employees work in an environment that is conducive to safety and health. It also provides information and resources available to employees to help them in the many aspects of maintaining their health and safety.

Encouraging Physical Fitness and Healthy Habits

The Commission allows employees—with the Executive Director’s approval—to work flexible schedules so they can exercise during work hours. Employees and the Executive Director can discuss taking longer lunch breaks for exercise by either coming in earlier or leaving later.

The Commission also encourages employees to carpool or use alternate forms of transportation—such as walking, mass transit, or biking—to and from work. Alternate forms of transportation are not only good for the environment; they can also increase fitness and activity levels.

Wellness Coordinators will make available resources on all aspects of developing and maintaining a healthy lifestyle. Group challenges and events will be organized throughout the year to promote physical fitness and healthy habits.

Physical Stress Associated with Desk Work

The nature of the Commission’s work requires employees to sit at their desks for long periods, which elevates their risk of developing musculoskeletal disorders (MSDs).¹ Studies indicate that “MSDs are among the most frequently reported causes of lost or restricted work time.”² The continuous use of computers and keyboards also puts employees at higher risk for eyestrain and carpal tunnel syndrome. There are some things you can do to prevent these risks:

Get Up and Move

Employees are encouraged to get up and to move and stretch throughout the workday. The Commission allows employees to take up to two 10-minute wellness breaks during the day. During these breaks, employees are encouraged to leave their workspace and move around, take some quiet time to de-stress and stretch,

¹ Occupational Safety and Health Administration (OSHA). (2016). Prevention of Musculoskeletal Disorders in the Workplace. Retrieved from: <https://www.osha.gov/SLTC/ergonomics/>.

² Occupational Safety and Health Administration (OSHA). (2016). Prevention of Musculoskeletal Disorders in the Workplace. Retrieved from: <https://www.osha.gov/SLTC/ergonomics/>.

or take advantage of office break areas. Employees are eligible for an unpaid 30-minute lunch break.

Adjust Your Workstation

When arranging the components of your work area, whether in the office or at home consider these ergonomic tips:

- a. Make sure your computer screen is directly in front of you so that you are not turning your head to view it. Ideally, while looking forward, your eyes will hit the top of the screen and easily read downward. If you have a laptop you can prop it up on a monitor stand or on some books and use a separate keyboard.
- b. Your keyboard should be at or below elbow level. If your only keyboard is on your laptop, and you have another monitor available, try positioning the laptop so the keyboard is at elbow level, with the monitor at the appropriate eye level.
- c. Your legs should be at a 90-degree angle at the knee. If your feet don't touch the ground consider putting a box or stool under your feet. If your legs are too long for the chair and your knees are cramped, try to raise your chair, place an extra cushion on the chair, or find a chair that fits you better.
- d. The goal is not to sit upright all day long. That is unrealistic. Find a way to recline slightly backward so that you are not supporting your posture through your core all day long. This could be accomplished by adjusting the lumbar on your chair, if possible, or adding a small pillow behind your back. Whenever possible, stand up, stretch and move!
- e. Use a sit/stand workstation that allows you to raise and lower your desk.
- f. Most importantly, create a space that feels peaceful to you. Visual surroundings play a big role in your sense of well-being. Small things like adding a plant to your office or tidying your desk at the end of each day can make a big difference.
- g. Employees that require disability accommodations should contact the Executive Director or the Office Coordinator with any questions or requests for accommodation. *Please refer to the Disabilities Accommodations Policy in the Employee Handbook, Section II, D.*

Please see Appendix A for an Ergonomic Guide

Emotional Stress Mental Health

Mental health and Emotional stress ~~is~~ ~~are~~ ~~an~~ other potential concerns for Commission employees. Emotional stress can result from a heavy workload, infrequent breaks, long work hours, poor communication, poor social environment, conflicting or uncertain job expectations, job insecurity, lack of opportunity for growth, and rapid changes for which employees are unprepared.

Employees may also be experiencing stress in their personal lives which could affect their work performance.

Employees are encouraged to utilize the **Life Resources Employee Assistance Program (EAP)** that is available to ALL employees, regardless of health care coverage, through HealthTrust our insurance provider. EAP is completely free and confidential.

EAP offers:

- Mental Health Counseling
- Financial Resources
- Legal Resources
- Life Coaching
- Work/Life Referral Services
- Well Being Coaching
- Emotional Support

LifeResources EAP is available 24/7 to employees and retirees of Member Groups that offer HealthTrust medical coverage and their eligible dependents and household members. There is no requirement that such individuals be enrolled in HealthTrust coverage to use the EAP.

The LifeResources EAP toll free number, 800-759-8122, gives you direct, 24/7 access to a Guidance Consultant who will answer your questions and, if needed, refer you to a counselor or other resources.

Call the EAP at 800.759.8122, 24/7/365. For online access, visit the LifeResources website at mylifeexpert.com username: healthtrust | password: resources

You can also reach out to your Human Resources or Wellness Coordinators for resources. All inquiries will remain completely confidential. They can refer you to resources for concerns including suicide prevention, substance abuse, and mental health crisis.

Informational flyers will be displayed in designated areas of the workplace and can be accessed in the employee SharePoint portal.

Another free resource is The National Alliance on Mental Illness. NAMI, New Hampshire Info & Resource Lines, You can call the Info and Resource Hotline anytime at 1-800-6264. The website lists numerous Crisis Hotlines including:

- National Suicide Prevention Lifeline. call 1-800-273-TALK (8255) for free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.
- Crisis Text Line— free, 24/7 support for those in crisis. Text 741741 from anywhere in the US to text with a trained Crisis Counselor.
- The LGBT National Help Center— call 1-888-843-4564. Open to callers of all ages. Provides peer counseling, information, and local resources.
- NH Rapid Response Access Point— Call/Text 1-833-710-6477— If you or someone you care about is experiencing a mental health and/or substance

~~use crisis, you can call and speak to trained and caring clinical staff. You'll be served by compassionate providers from mental health centers in your community who can help you access vital resources in an emergency.~~

Alcohol & Drug-Free Workplace

The Commission encourages employees in need of assistance with a controlled substance to seek proper medical or mental health assistance. The Commission offers help through the [Employee Assistance Program \(EAP\), Life Resources](#). This service is provided in partnership with HealthTrust and is available 24 hours a day, seven days a week. For more information or to take advantage of [the](#) EAP, contact Life Resources directly at 800-759-8122.

~~For 24/7 access to mental health and/or substance abuse, visit [NH Rapid Response Access Point](#) or Call/Text 1-833-710-6477. If you or someone you care about is experiencing a mental health and/or substance use crisis, you can call and speak to trained and caring clinical staff. You'll be served by compassionate providers from mental health centers in your community who can help you access vital resources in an emergency. On November 15, 2024 SRPC was designated a Recovery Friendly Workplace. Please see [Appendix B](#) for more information.~~

For the complete [Alcohol and Drug Free Workplace Policy](#), please refer to the [Employee Handbook](#), Section II: E.

Smoke-Free Workplace

Tobacco smoking has been clearly established as a preventable cause of illness in smokers. Exposure to second-hand smoke has also been shown to be hazardous to the health of nonsmokers. The Commission complies with New Hampshire's Indoor Smoking Act, which regulates smoking in enclosed workplaces. In keeping with SRPC's intent to provide a safe and healthful work environment, all forms of smoking, inhaled agents and nicotine-based products are prohibited anywhere in the Commission offices, AND is allowed only during lunch and break periods. E-cigarettes and vaping are likewise prohibited. This policy applies to all employees, clients, constituents, and visitors.

Please refer to the [Smokefree Workplace Policy](#) in the [Employee Handbook](#) Section II: G.

Discrimination, Harassment, and Retaliation Prevention

The Commission is committed to providing a work environment that is free of discrimination, harassment, or retaliation. In keeping with this commitment, the Commission maintains a strict policy prohibiting discrimination, harassment, and retaliation of or against our job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or any third party,

including but not limited to harassment based on race, color, creed, religion, age, sex or, gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity or gender expression (including transgender status), pregnancy, sexual orientation, marital status, national origin, physical or mental disability, genetic information, military service or veteran status, or any other category protected by applicable federal, state or local laws and ordinances. Such conduct will not be tolerated by the Commission.

The Commission is dedicated to ensuring the fulfillment of this policy as it applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

Each Commission employee is responsible for helping to keep the work environment free of discrimination, harassment, and retaliation, including while on Commission premises, while on Commission business (whether or not on Commission premises) or while representing the Commission.

For the complete Anti-Harassment Policy and Complaint Procedure, please refer to the Employee Handbook, Section II, C

Guidance for Preventing the Spread of Infectious Illnesses, Diseases and Viruses

To protect the health of employees, customers, and visitors, and to ensure the continuity of business operations, we ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace.

Employees are reminded of the following:

- a. **Stay home when you are sick!** Employees experiencing any symptoms of unwellness are encouraged to stay home to prevent the spread of illness to coworkers and the public. Staff have the option to telecommute, and regular full-time employees may use their paid time off if they are unable to work due to illness.
- ~~b. It is recommended staff wear a face mask when conducting any face-to-face business.~~
- ~~e.b.~~ Practice social distancing when possible.
- ~~d.c.~~ Wash your hands frequently with warm, soapy water for at least 20 seconds.
- ~~e.d.~~ Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- ~~f.e.~~ Avoid people who are sick with respiratory symptoms.

~~g.f.~~ Clean frequently touched surfaces.

~~h.g.~~ Get ~~vaccinated against COVID-19 and the seasonal flu~~ CDC recommended vaccinations.

~~h.~~ SRPC will comply with government issued regulations in the event of an emergency order.

i. SRPC will continue to provide masks for those who choose to use one for preventative health purposes.

Employees who report to work ill will be sent home in accordance with these health guidelines.

Safety Protocol

Vehicles and Travel

The Commission is committed to promoting safety on the road. Driving is inherently risky. The NH Division of Motor Vehicles processes over 40,000 crash reports a year; most crashes result from errors in driver judgment, rather than defective equipment or poor road conditions. Distracted driving due to cell phone use and texting can result in injury and loss of life.

In 2020 the Commission acquired a company vehicle for staff use. Field work has priority for use of the van, followed by a trip with the longest mileage. If available, employees must use the SRPC van for SRPC business. Staff will still be required to use their personal vehicles when needed.

All local, state and federal laws must be strictly followed. Employees who drive during work time are prohibited from using a cell phone and must abide by the hands free state law. [RSA 265:79-c Use of Mobile Devices while Driving Prohibition](#)

Employees who need to communicate on any digital device should pull over to the side of the road and come to a complete stop or use voice command/handsfree technology. Any traffic violations due to using a digital device shall result in serious disciplinary action including possible termination.

When traveling to and from meetings, even when carpooling, Commission employees shall wear their seatbelts until they reach their destination. If multiple people are traveling in the van, at their discretion they may choose to wear a masks for preventative health purposes. ~~are recommended but at the discretion and comfort level of the riders.~~

State Law requires all vehicles traveling on roadways must be cleared entirely of snow and ice prior to operating a vehicle.

During storms, the Executive Director may close the office, or close it before the end of normal business hours. When the Commission closes due to inclement weather, employees eligible to telecommute and who have work suitable to perform at home are encouraged to do so.

Decisions to close the office due to inclement weather are made at the Executive Director's discretion. Every effort should be made to report to work; however, in emergencies such as severe weather, fires, or power failures, if an employee believes that travel may put their safety at risk, the Executive director should be contacted

For the complete Vehicle Operation Policy please refer to the Employee Handbook, Section III, F.

Field Work

Traffic count data collection requires field personnel to work within the roadway right-of-way (R.O.W.). Field work, especially the placement of traffic counting devices, places Commission employees at considerable risk. Numerous hazards are associated with setting and collecting traffic count devices, collecting culvert data, mapping trails, and performing other field work. They include the risk of being struck by a motor vehicle, injuries associated with traversing over rough or wet terrain, allergic reactions, insect bites, poison ivy, tick bites and Lyme disease, dehydration, and exposure to harsh conditions such as wind, rain, or sun. All field work staff must review and sign a mandatory safety protocol prior to beginning field work.

Therefore, it is imperative that sound safety precautions be taken during field work. No safety protocol or procedure can take the place of common sense and where-with-all in the field. All field personnel should carry identification and, if necessary, move carefully to ensure safety. Two employees will make up one data collection team.

Below is a list of some critical safety precautions that Commission employees should take while conducting field work.

1. Safety Protocols

For safety protocols, please refer to the SRPC Safety Protocol

2. Traveling To and From Fieldwork Activities

When traveling to and from field locations, employees are required to adhere to this plan's Vehicle and Travel Procedures.

3. Accidental Injuries

Injuries that occur at work must be reported immediately to the Executive Director or other designated administrative employee.

4. Municipal Police and Public Works Assistance

Commission employees should ask the local police to control traffic at sites they determine may be hazardous. These locations should be identified early in the field season so that arrangements for traffic control can be made well in advance. Similarly, municipal road agents and highway departments should be notified in advance of field work to minimize interference from their activities (i.e., street sweeping).

5. Posted-No Trespassing-Keep Out

Commission employees shall not navigate or step onto a site posted with no trespassing signs.

[For a detailed outline of Fieldwork Procedures for Data Collection, please refer to Appendix C: Fieldwork Safety Protocol.](#)

Accidental Injury

Prevention

- Keep your workspace clear of clutter
- Practice good posture when sitting or lifting
- Take regular breaks
- Be aware of your surroundings
- Report unsafe conditions
- Follow instructions when using equipment

Reporting

Injuries that occur at work must be reported immediately to the Executive Director or other designated administrative employee. All injuries must be reported regardless of whether they are minor, require minimal first aid, or are more serious and require immediate attention from a health care provider.

The Executive Director is responsible for reporting all workplace injuries in accordance with the requirements of the New Hampshire Workers' Compensation Law. Failure to report workplace accidents is a serious matter that may preclude an employee's coverage under Workers' Compensation Insurance.

The office first aid kit is kept in the labeled kitchen cabinet.

Emergency Action Procedures

Fire Emergency

Notification

The building where the SRPC office is located is equipped with smoke and fire alarms which are tested on a regular basis by the building maintenance department. In the event of other emergency situations where there is no alarm, employees shall do their best to notify all staff in the office as soon as possible.

To eliminate confusion, during an emergency, designate one person to contact the appropriate community emergency response personnel. The telephone numbers and contact information for the emergency response personnel for SRPC are:

Fire: 911

Police: 911

Ambulance/EMS: 911

Escape Route Plans

SRPC has a main office with two exits and a separate conference room with two exits.

Emergency evacuation escape route plans (see Appendix D) are posted at all exits to the office and conference room.

When a fire/emergency alarm is sounded, or instructions for evacuation are given, all employees shall immediately exit the building at the nearest/safest exits, as shown in the escape route plans.

Assembly Area

Upon exiting the building, evacuees shall meet as soon as possible at the designated assembly area, which is the three flagpoles diagonally across the parking lot from the *main office entrance*. *If exiting from an alternative exit, please find your way to the designated assembly area.*



Three Flagpoles



Main Office Entrance

Action

Upon receiving notification of a fire emergency, occupants must:

- a. Exit the office and close office doors if possible and do not lock
- b. Leave the building using the designated escape routes (see Appendix B)
- c. Assemble in the designated area which is the three flagpoles diagonally across from the parking lot. *If exiting from an alternative exit, please go to the designated assembly area.*
- d. Remain outside until otherwise instructed by law enforcement or emergency personnel
- e. Assist all physically challenged employees with evacuation
- f. *Fight the fire ONLY if:*
 - The Fire Department has been notified
 - The fire is small and is not spreading to other areas
 - The fire **has not passed the incipient stage** (which can be put out with a fire extinguisher)
 - Escaping the area is possible by backing up to the nearest exit
 - The fire extinguisher is in working condition and personnel are trained to use it
 - Fire extinguishers are located by the main inner door and in the kitchen. The main office area has emergency lighting. (See Map, Appendix A)
- g. *Supervisor or designated staff member must:*
 - Coordinate an orderly evacuation of employees/visitors
 - Perform a head count of personnel/visitors after the evacuation has occurred
 - Provide the Fire Department and other Emergency personnel with the necessary information about the facility
 - Report the incident to the Executive Director if not on location

Active Shooter Emergency

This information is from the [Department of Homeland Security](#). These are general guidelines and are provided only as a guide to prepare employees in an active shooter emergency.

How To Respond When an Active Shooter Is In Your Vicinity

- a. Call 911
- b. Alert co-workers, if possible
- c. Secure entrances, if you have time
- d. Assess where the shooter is
- e. Run
- f. Refer to the escape route plans posted by the office exits
- g. Leave your belongings behind
- h. Assess exits before using them

- i. Help others to escape, but evacuate even if others don't follow
- j. Keep your hands visible when exiting the building
- k. Hide
- l. Lock entrances and block them if you have time
- m. Turn off lights, music and computer monitors
- n. Hide in an area out of the active shooters view
- o. Hide without bunching with others
- p. Take items to throw at the intruder, if needed
- q. Block entry to your hiding place
- r. Silently contact security or police. If you cannot speak, leave the line open and remain quiet

Fight

As a last resort and only when your life is in imminent danger

- a. Attempt to incapacitate the active shooter
- b. Act with physical aggression and throw items at the active shooter
- c. Disable the intruder from continuing his progress
- d. Distract the intruder to confuse him so other better positions can disable or disrupt him
- e. Attempt to disrupt when an intruder stops to re-load the firearm (5-10 seconds to re-load)

How To Respond When Law Enforcement Arrives on The Scene

- a. Immediately raise hands and spread fingers
- b. Keep hands visible at all times
- c. Remain calm and follow officers' instructions
- d. Avoid making quick movements toward officers
- e. Avoid pointing, screaming and/or yelling
- f. Do not ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

Information You Should Provide to Law Enforcement Or 911 Operator

- a. Location of the victims and the active shooter
- b. Number of shooters if more than one
- c. Physical description of shooter/s
- d. Number and type of weapons held by shooter/s
- e. Number of potential victims at the location

Recognizing Signs of Potential Workplace Violence

An active shooter may be a current or former employee. Alert the Executive director if you believe an employee exhibits potentially violent behavior. Indicators of potentially violent behavior include one or more of the following:

- a. Increased use of alcohol or drugs
- b. Unexplained increase in absenteeism and/or vague physical complaints
- c. Depression/Withdrawal
- d. Increased severe mood swings, and noticeably unstable or emotional responses
- e. Increasing talk of problems at home
- f. Increase of unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes.

Medical Emergency

Every medical emergency is different, so different protocols may be required for different situations. That said, by definition, most medical emergencies require immediate professional attention. For this reason, the first course of action should be to call 911.

Beyond that, here are some additional guidelines that should apply in the case of most medical emergencies:

Call 911

It bears repeating: In the case of most medical emergencies, the sooner you call 911, the better. Make sure someone is responsible for dialing 911 before taking any other steps. It's always better to be safe than sorry.

Take a Few Deep Breaths

It may seem counterintuitive to pause but taking a few moments to gather yourself will help you think more clearly and act more effectively. Before you start to act, make sure you breathe and center. It may be helpful to count to 10 and/or remind yourself that you can respond to the situation at hand.

Assess the Situation

Are there any potential hazards that could be dangerous to the injured party or onlookers? For example, if a person is having a seizure, check to see if they're surrounded by hard objects that could cause damage. If you notice any hazards, do your best to neutralize them. Be extremely cautious about moving the injured person, especially if there's any chance they have a spinal injury. Only move the injured person if not moving them would prove life-threatening.

Assess the Injured Person

Check to see if they're alert, coherent, and breathing. Confirm that you're able to find their pulse. If they're breathing and have a pulse, keep them as comfortable as possible and stay with them until emergency professionals arrive.

Be Prepared to Administer CPR or AED Until Professionals Arrive

If the injured person isn't breathing and/or you can't find a pulse, individuals trained in CPR should begin CPR. Locate available AED.

Address the Most Life Threatening Issue

In some cases, an injured person might present multiple issues. Attempt to address the most life-threatening issue first. For example, severe bleeding or stopped breathing is likely a greater priority than a broken bone.

Assist Professionals Once They Arrive

Follow instructions closely and provide as much information as possible so they're equipped to respond appropriately.

Notify the Injured Person's Emergency Contacts

They will want to know what's going on and will be able to keep the victim company at the hospital or medical center.

Make a Record

Once the emergency is over, write down as accurately as possible your memory of the events that transpired. (It might be helpful to collaborate with a few observers.) This will be useful if anyone needs to review what happened. It will also assist in planning for future emergencies.

By taking steps to prepare for a medical emergency and learning how to respond if an emergency occurs, you'll significantly increase the chances your team is able to effectively navigate this type of situation. To appropriate the old saying, an ounce of preparation is worth a pound of emergency response.

Distribution and Conformity of Wellness and Safety Plan

Upon adoption of this program by the SRPC Executive Committee, each employee will receive a copy of the Wellness & Safety Plan. Every employee will be asked to sign a copy of the attached form acknowledging that they have received the Wellness & Safety Plan which will be filed in their personnel file.

Each year, the Wellness Coordinators will review and update this plan. Employees will have the opportunity to discuss safety issues and make recommendations for procedures.

Strafford Regional Planning Commission Wellness & Safety Plan Acknowledgement Form

This Wellness & Safety Plan has been prepared for your information and understanding of the policies and procedures as well as the practices and expectations of the Commission. PLEASE READ IT CAREFULLY. Upon completion of your review of the plan, please sign the statement below and return it to the Executive Director.

I, _____, have received and read a copy of the Commission’s Wellness & Safety Plan that outlines the SRPC’s policies, procedures, and expectations for employees pertaining to workplace safety.

I have familiarized myself, at least generally, with the contents of this plan. By my signature below, I acknowledge, accept, and agree to comply with the plan provided to me by the Commission.

I understand that this plan is not intended to cover every situation that may arise during my employment, but is simply a guide to the policies and procedures, practices, and expectations of the Commission.

I also understand that the Wellness & Safety Plan is subject to change at any time the Commission deems appropriate.

Employee Signature

Printed Name

Date

Appendix A: Ergonomics

Refer to the following brochure from the NH Department of Administrative Services.

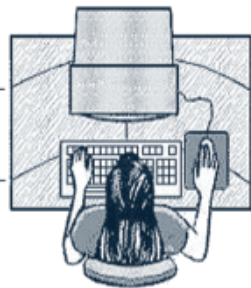
Work Area

Ergonomics also means rearranging your work area to keep your body in a comfortable position. Avoid reaching, straining, and twisting by positioning your computer screen, keyboard, and other workstation tools correctly.

"Rare" zone: 26 in.+
(+65 cm.+)

"Occasional" zone:
10-20 in. (+25-50 cm.)

"Usual" zone: up to 10 in.
(+25 cm.)



Usual Zone: This area should contain only items that are used most frequently, e.g. keyboard, mouse, note pad.
Occasional Zone: This area should contain items that are used periodically, e.g. telephone, calculator, in-out trays, rolodex.
Rare Zone: This area should contain only items that are seldom used or for display only, e.g. pen/pencil cup, desk plant, photos, clock.

- Adequate legroom should be available under the work surface.
- The work surface should accommodate all required materials. Items used infrequently should be stored elsewhere

Daily Routine

Sitting in the same position all day can restrict your circulation and cramp your muscles. To get your blood moving and relieve muscle tension, alternate computer work with other tasks. Take short breaks to stretch. And always report any work-related pain or problems to your supervisor. Make the following part of your daily routine:

Get up from your desk periodically and walk around

Slightly raise or lower the height of your chair on a regular basis

Every hour or so take a few seconds to:

Shrug your shoulders

Shake your arms

Stretch your legs and back

Rotate your ankles and wrists

Close your eyes



The
Department of
Administrative Services



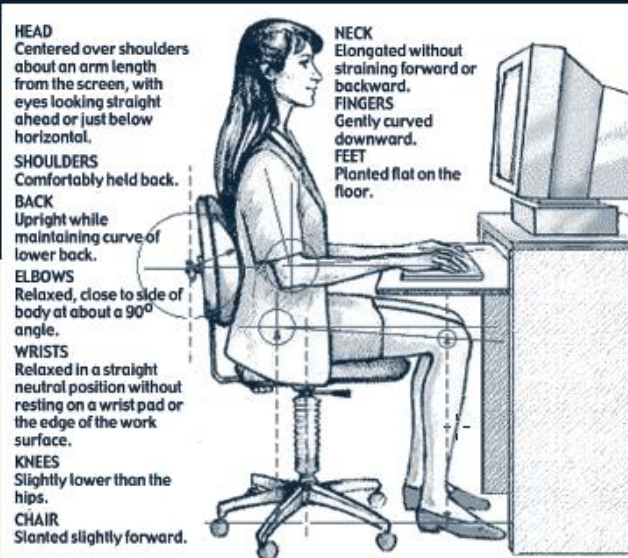
*in cooperation
with your
agency.*

Office Ergonomics



Posture

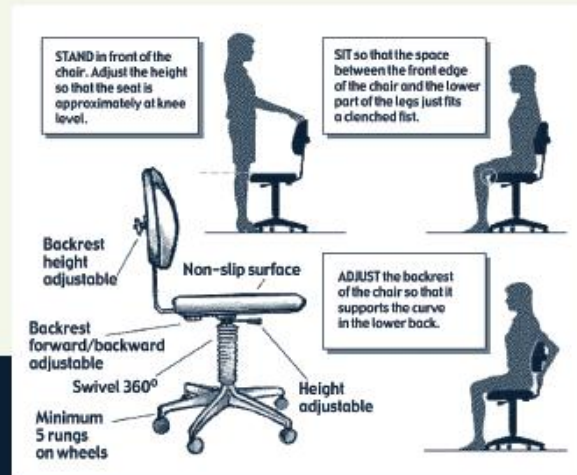
We spend much of our day in front of a video display terminal (computer). Ergonomics (the practice of arranging your workstation to fit your body) can help prevent aches, tension, fatigue, and other problems. Your goal is a comfortable, relaxed posture. If your own posture doesn't match the descriptions below, try a few of the simple adjustments suggested



- Ears, shoulders, and hips aligned, maintaining the back's natural curves
- Shoulders relaxed
- Elbows close to your body
- Forearms parallel to the floor
- Wrists straight
- Knees even with or slightly lower than your hips creating a 90° to 110° angle

Your Chair

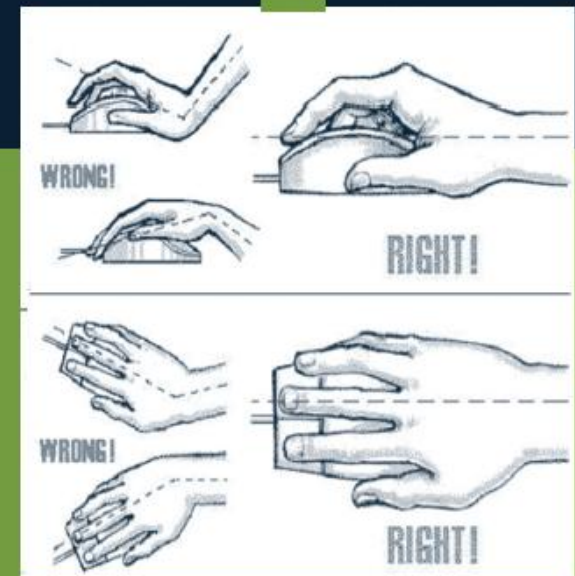
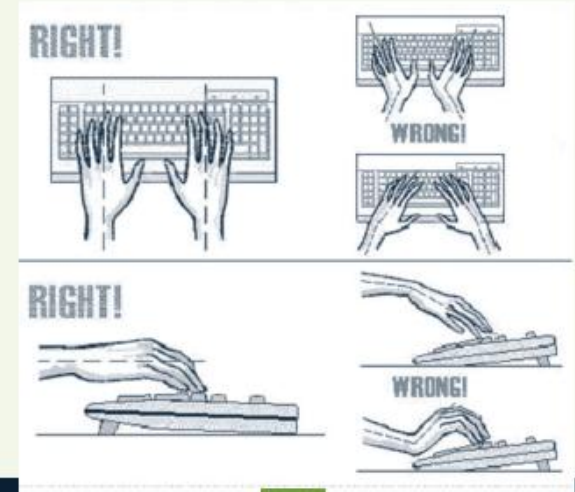
Adjust your chair to support good posture. You should be comfortable and able to move freely. Using good ergonomics to adjust your chair helps prevent back and neck pain, circulation problems, and fatigue. Check that your chair supports your body in a safe and comfortable position.



- Chair height adjusted so your forearms and thighs are parallel to the floor
- Lower back fully supported (use a backrest, thin pillow, or rolled-up towel, if necessary)
- Armrest used only to help you get out of your chair, not to lean on while you're working
- Sit at least 1 to 2 inches between the seat of chair and the back of knees
- Feet resting comfortably on floor or foot rest

Keyboard & Mouse

Keeping your wrist and hand in line with your forearm in a straight neutral position reduces stress and strain on tendons and muscles. Below are the correction positions for keyboard and mouse.



Appendix B:

Recovery Friendly Workplace Designation

On December 10, 2024, Strafford Regional Planning Commission was designated a Recovery Friendly Workplace. Led by Governor Chris Sununu, New Hampshire's "Recovery Friendly Workplace Initiative" promotes individual wellness for Granite Staters by empowering workplaces to provide support for people recovering effected by substance use disorder and those whose lives are affected.

The Recovery Friendly Workplace Initiative gives business owners the resources and support they need to foster a supportive environment that encourages the success of their employees in recovery.

Strafford Regional Planning Commission Declaration

Strafford Regional Planning Commission, through the SRPC Health and Wellness Coordinators, has teamed up with the State of New Hampshire and will be participating in the Governor's Recovery Friendly Workplace Initiative.

This initiative helps provide the Commission with extensive and comprehensive resources for individuals who are impacted by addiction. The SRPC Health and Safety Coordinators will create connections with local recovery support organizations and participate in community-based prevention and recovery activities.

By participating in this initiative, the Commission promises to promote and foster a healthy stigma free culture and work environment. Those struggling with substance abuse challenges, life crises, or overall wellness, are not only treated with respect, but are also given resources, direction, and support.

We invite all employees who have been impacted by addiction to reach out for help and support.

Adopted by the SRPC Executive Committee on November 15, 2024

If you are struggling with addiction or know someone that is and need help, please reach out to your wellness coordinators.

Appendix C: Safety Protocol for the Installation and Removal of Automatic Vehicle Traffic Counters

Key Safety Policies & Procedures for Data Collection

Two staff members are required to install counts on Mondays and to uninstall counts on Fridays. Only one staff member is required to conduct a midweek “check-in” of active counts.

Staff members must wear seatbelts enroute to/from count sites.

Staff must wear neon high-visibility vests while conducting traffic counts. Closed toed shoes must be worn for the duration of traffic count activities.

Consider weather conditions, visibility, stopping distance for drivers, time of day, and holiday traffic while practicing maximum caution while working on the roadway.

Van

Van strobe lights are turned on about 100 yards before the count to indicate to the driver behind, and the lights are left on during the entirety of the traffic count setup. Van lights are turned off after getting to speed on the roadway.

During RSMS, lights will be on throughout the course of the assessment as the van will frequently stop or go at a slow pace around 10mph.

First aid kit will always be in the van above the driver seat’s storage space. First aid kits are checked yearly before data collection to ensure all expired items are replaced.

Cones and Signage

Cones must always be placed. Placement may vary based on site factors. Generally, two cones for each side.

“Survey Crew” signs should be placed at traffic count sites with reduced visibility, such as curves, hills, in foggy conditions, at intersections, or higher-volume counts with no police detail.



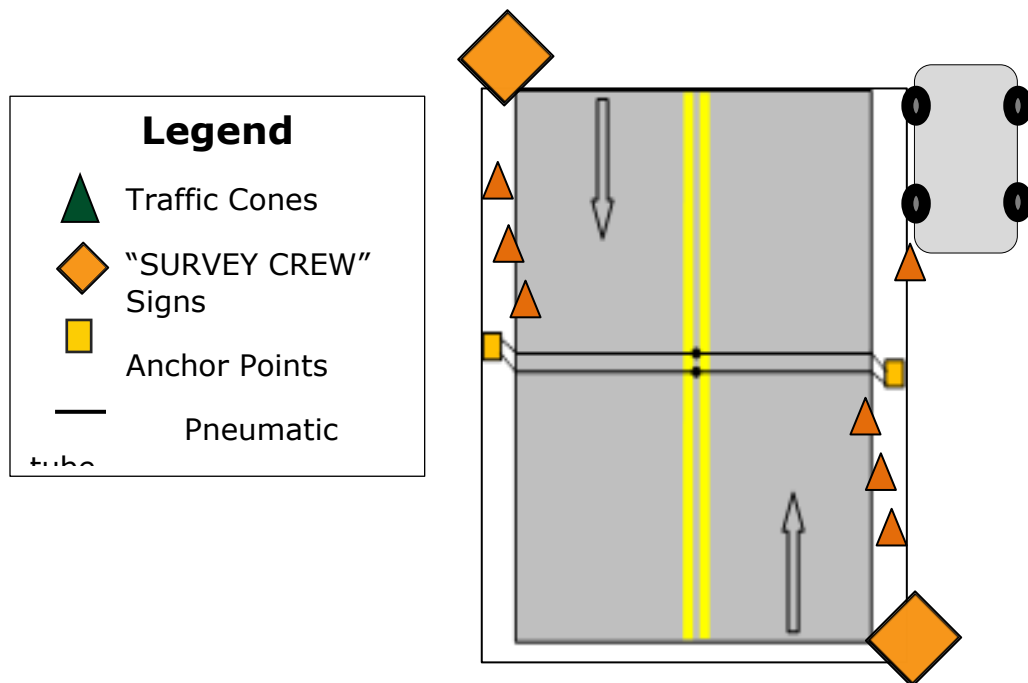
Road Crossings and Laying Tubes

Look both ways before crossing the street. Both team members should cross the road at the same time to avoid distracted, tailgating drivers.

The tubes should be coiled properly such that it will unravel and not become tangled

Quickly and firmly plant a foot on the tube once across the street.

Layout of a Typical High-Volume Count



Other Traffic Count "Techniques"

On long straight-aways, SRPC staff maybe put a total of 6 cones in the field. Two on each side of the road and two on the double yellow line. This is to force drivers to slow down when entering work zone.

SRPC occasionally nails the plugged end of the tube in the middle of the yellow line to capture directional traffic without knotting the tube. This setup works great when there are no anchors directly across from one another. However, this is typically only done in areas with HIGH visibility or with a police detail. In areas with high visibility, one person would hammer the plugged tube, while the other watched for cars and told them to pass between when possible.

If a count only requires one tube, typically one person will get the anchor setup with the counter while the other nails down the tubes.

- However, if it is a high-volume count (over 7k AADDT), it is expected that both staff members nail down the count and cross the road together. This is so the extra person can watch cars and pull the staff member hammering off the road in case of emergency.

Accidental Injury

If an accidental injury occurs while at work, it must be reported immediately to the Executive Director or other designated administrative employee. All injuries must be reported whether they are minor, require minimal first aid, or are more serious and result in seeking immediate attention by a Health Care Provider. The executive director is responsible for reporting all workplace injuries in accordance with the requirements of the New Hampshire Worker's Compensation Law. Failure to report workplace accidents is a serious matter as it may preclude an employee's coverage under Worker's Compensation Insurance.

Awareness and Alertness

A worker in the field experiencing fatigue or drowsiness is not allowed to drive the SRPC vehicle at any time. This will extend to field work operations where drowsy or fatigued personnel will be requested to assume responsibilities that prevent them from crossing the road such as iPad callouts or locking to an anchor on the side of the road. If the drowsiness or fatigue has overcome both field collection members, a call to the office will be made to find pickup options for the van and field team.

Stop Sign Usage

The stop sign is only allowed to be used by certified flaggers at Strafford Regional Planning. If with a police officer, they may use the stop sign if they are certified flaggers. When using the stop sign, you must place the "Survey Crew" signs on either side of the road ideally 200-300 feet from your work area.

Nighttime Operations

The field team is prohibited from operating traffic counts during dark hours of the morning or evening. Bike/pedestrian counters may be installed in the dark, but you must be wearing a florescent vest.

Safety Protocol for the Installation and Removal of Automatic Vehicle Traffic Counters Acknowledgement Form

This will acknowledge that I have received a copy of the Strafford Regional Planning Commission's **Safety Protocol for the Installation and Removal of Automatic Vehicle Traffic Counters**. I acknowledge my obligation to acquaint myself with the provisions of this Policy and any future amendments thereto. I further acknowledge that I have read, understand, and will comply with, the provisions of this policy.

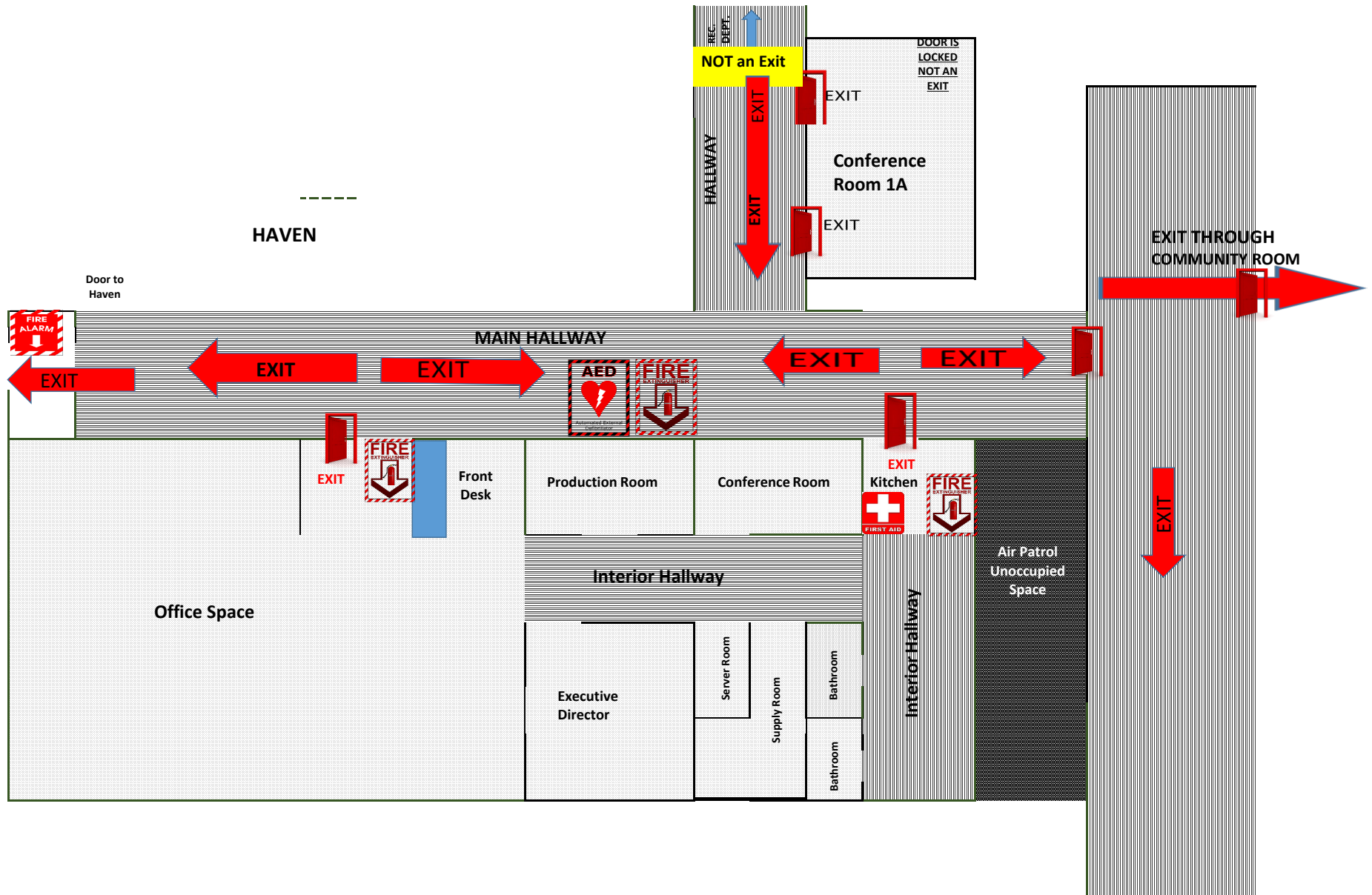
Employee Signature

Printed Name

Date

Appendix D: Emergency Exit Map

Follows.



STRAFFORD

Regional Planning Commission

January 17, 2025

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

RE: January 2025 Minor Revisions to the 2023-2026 TIP

Dear Mr. Watson:

The Strafford Regional Planning Commission (SRPC) staff has received a request to approve the January 2025 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



Approved Dollars

MILTON (43551)

All Project Cost: \$723,370

Route/Road/Entity: Dawson St.

Scope: Construct ~2770 lf of sidewalks along Silver and Dawson Streets to enhance ped connects

Phase	Year	Federal	State	Other	Total	Funding
PE	2026	\$54,549	\$0	\$13,637	\$68,186	STBG-State Flexible, Towns
		\$54,549	\$0	\$13,637	\$68,186	

Regionally Significant: No Managed By: Muni/Local CAA Code: ATT RPC: SRPC

Proposed Dollars

MILTON (43551)

All Project Cost: \$672,672

Route/Road/Entity: Dawson St.

Scope: No Change

Phase	Year	Federal	State	Other	Total	Funding
PE	2026	\$50,726	\$0	\$12,681	\$63,407	STBG-Non Urban Areas Under 5K, Towns
		\$50,726	\$0	\$12,681	\$63,407	

Regionally Significant: No Managed By: Muni/Local CAA Code: ATT RPC: SRPC

Inflation Reduction

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.

