

# STRAFFORD

Regional Planning Commission

## SRPC EXECUTIVE COMMITTEE MEETING

January 21, 2022, 8:00 a.m. to 9:00 a.m.

Hybrid Meeting (Conference Rm 1A & via Zoom)

In accordance with RSA 91:A, the Commission requires a minimum of an in-person quorum. To organize this, the Commission staff will confirm the necessary in-person attendance. It is the preference of the Commission that others participate via Zoom, however, guests may attend the meeting at the SRPC Office. All participants, both in-person and virtual, can communicate contemporaneously. View the remote access information below.

**Meeting URL:** <https://us02web.zoom.us/j/84905778392>

**Meeting ID:** 849 0577 8392

**Telephone-only Access:** +1 312 626 6799

These instructions have also been provided at [www.trafford.org](http://www.trafford.org). If anybody is unable to access the meeting, please email [mtaylorfetter@trafford.org](mailto: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 (Motions Required) a) Approval of the December 17, 2021 Minutes b) Acceptance of the Draft December Financials	8:05-8:15	a) Enclosed b) See Memo & Enclosed (update pending)
3) Updates a) Draft Leave Time Donation Policy b) Legislation c) Awards, Contracts, and General Business d) January Monthly Minors	8:15-8:50	a) See Memo & Enclosed b) See Memo c) See Memo d) Enclosed
4) Other Business	8:50-8:55	N/A
5) Adjourn	9:00	N/A

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

### STRAFFORD REGIONAL PLANNING COMMISSION

150 Wakefield Street, Suite 12, Rochester, NH 03867

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



## **RULES OF PROCEDURE**

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

### **Meeting Etiquette**

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

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

Do not interrupt others or start talking before someone finishes.

Do not engage in cross talk.

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

Active participation is encouraged from all members.

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

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

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

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



# STRAFFORD

Regional Planning Commission

**Strafford Regional Planning Commission  
Executive Committee Meeting  
150 Wakefield Street, Conference Room 1A  
Rochester, NH 03867  
December 17, 2021  
DRAFT Meeting Minutes**

## 1. Welcome/Introductions

David Landry called the meeting to order at 8:00 A.M. and asked for introductions.

**Committee members present:** Chair David Landry, Dover; Barbara Holstein, Rochester; Bill Fisher, Farmington; Mike Bobinsky, Somersworth; Tom Crosby, Madbury; Peter Nelson, Newmarket

**Committee Members participating remotely:** Donald Hamann, Rochester (joined at 8:15 a.m.)

**Staff members present:** Jen Czysz; Executive Director SRPC

**Staff attending remotely:** Kathy Foster, Megan Taylor-Fetter, Kyle Pimental

## 2. Action Items

### a. Approval of the Minutes of November 19, 2021

B. Fisher **MOVED** to approve the November 19, 2021 minutes. B. Holstein **SECONDED** the motion. A roll call vote was taken. B. Fisher, T. Crosby, B. Holstein, M. Bobinsky, D. Landry, P. Nelson voted in the **AFFIRMATIVE**. The motion **CARRIED**.

### b. Acceptance of FY 2021 Draft November Financials

J. Czysz gave a summary of the November financials. She stated the balance sheet is holding steady, it is relatively the same as last month and at this time last year. For the aging summary, half is the current month's billing. The DOT payments were received this week. J. Czysz explained the profit and loss report for November shows a profit but that should break even at the end of December. The

big difference between this year and last year is the staffing level. There will be two interns starting in the next two weeks for the records digitization project. The indirect rate is holding at 107%.

T. Crosby **MOVED** to accept the November 19, 2021 minutes as presented. M. Bobinsky **SECONDED** the motion. The motion **CARRIED** via roll call vote of M. Bobinsky, T. Crosby, D. Landry, B. Fisher, P. Nelson, and B. Holstein voted in the **AFFIRMATIVE**.

### 3. Updates and Discussion

#### a. Employee Handbook Updates

J. Czysz explained what is being presented for discussion is the first draft and is the same draft that was presented at the August and November meetings. At this meeting the focus will be on the proposed earned time off policy which will replace the current separate sick and leave time accruals.

J. Czysz explained that under the new policy, the amount of time accrued would remain unchanged. Currently vacation time is capped at 160 hours and at separation, employees are paid 100% of their accrued vacation time and none of their sick time. Sick time accrual is capped at 160 hours, none of which is paid out upon separation. With this policy accruals would cap at 320 hours and the payout would be 50% of the total balance.

The members engaged in a brief discussion. M. Bobinsky asked what the pros and cons are and what is the process for requesting time off. Peter Nelson asked what is the process for tracking hours.

J. Czysz explained that staff use QuickBooks Timesheets to track hours and to request time off. For just a day off staff will send an email. She explained that an ETO policy will be easier from an administrative point of view since it simplifies the process and determining sick leave eligibility.

K. Foster stated that the transition should take place at the beginning of the fiscal year, and she does not foresee any problems with the transition.

K. Pimental stated that an ETO policy gives an employee more flexibility if they need to take a personal/mental health day and added that it makes sense to combine. He stated that in the past prior to 2014 there was more flexibility to earn over the 160 hours if you used it by end of FY. The pay-out was the same. Kyle asked the committee to consider changing the policy to allow more flexibility as it was prior to 2014.

The consensus of the committee was to move ahead with the ETO policy.

J. Czysz asked the Committee for their thoughts and guidance on the proposed Volunteer Donation Policy. J. Czysz stated that the next draft of the handbook will be sent to Primex to review the revised portions. After that a final draft will be reviewed by legal and then presented to the Committee for adoption.

J. Czysz summarized the volunteer donation policy stating that there would be restrictions in place including maximum amounts of time that could be donated and received. This would be triggered for extenuating circumstances and medical purposes only.

Some concerns were brought up during the discussion including how this policy might be in violation of HIPPA rules and how this would affect an employee's taxation. Also discussed was the possibility of favoritism.

The committee was in consensus this needs more research and that Primex should review it before moving forward.

**b. Awards Contracts and General Business Update**

J. Czysz stated that the Indirect Rate is at 107%. Dues are on track.

For contracts, J. Czysz stated that the Brownfields application has been submitted. The Build Back Better Regional Challenge was submitted but not funded. Regardless of being funded or not, it was a nice collaborative effort between four different regions, multiple municipalities and UNH.

J. Czysz stated that the NHAPC is meeting on December 22 at 1:00. On the agenda is discussion with Representative William Wilhelm, one of the writers of House Bill 1275. The discussion will be on the intentions and next steps of the bill. J. Czysz stated that D. Hamann is the committee's representative on the NHAPC but cannot attend the meeting. J. Czysz added that there is an open seat if anyone is interested and that everyone is welcome to join the meeting.

**c. December Minors**

J. Czysz gave a summary of the Minors and noted that there is one project that is specifically in the region, the Dover Somersworth Rochester Route 108 Complete Streets Project. This has been delayed by pandemic induced cost increases and staffing shortages.

**4. Other Business**

There was no other business.

## 5. Adjourn

T. Crosby **MOVED** to adjourn the meeting. T. Crosby **SECONDED** the motion. **All in favor to adjourn, none opposed.**

The meeting adjourned at 9:00 a.m.

# STRAFFORD

Regional Planning Commission

**DATE:** January 14, 2022, Updated January 19, 2022  
**TO:** Executive Committee Members  
**FROM:** Jen Czysz, Executive Director  
**RE:** Director's Report for the January 21, 2022 Meeting

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With the lapse of the Governor's emergency declaration the meeting will be conducted in a hybrid format with a quorum of board members in attendance at the SRPC conference room. Others will have the option to participate virtually.

The following notes correspond to individual agenda items for discussion.

## **2b. Acceptance of Draft December Financials**

*The following has been updated based on the completed draft financials for the month.*

*Balance Sheet:* The checking and savings register totals remained healthy through December and the balance sheet is relatively comparable to this time last year.

*Aging Summary:* \$108,069 of the outstanding \$179,763 is the current month's billings. The DOT reimbursements are running a couple weeks behind and was just received. The DES payments, including several of the municipal projects that are funded with DES grants, are taking a little while to process, several were received in January. EDA invoice processing has caught up with no remaining delays. A total of \$43,753.67 of payments outstanding at the end of December were paid in January, leaving a past due balance of \$27,939. There are a handful of smaller items past due that Kathy has followed upon and are being tended to.

*Profit and Loss:* December saw a loss of \$22,786 (December was a three-payroll month). As a result, the year to date is a net loss of \$18,869.

## **3a. Draft Leave Donation Policy**

Following last month's conversation, Megan researched the committee's questions. Enclosed in your packet please refer to the revised draft policy and a questions and answers document with additional information on the implications of adopting such a policy. On the revenue side we are behind the anticipated budget for state contracts and the UPWP. Focus is on hitting these targets in the second half of the fiscal year.

## **3b. Legislation**

Colin will review Transportation and Right to Know Law related legislation at the policy committee meeting. There are a few other items and updates of note including:

- [HB1275](#): the sponsor presented an amendment to the bill that would essentially keep the tiered representation as is for our communities. The amendment submitted by the sponsor would instead cap the current greater than 25,000 bracket at 45,000 and then adds 3 additional tiers for a maximum of 7 commissioners to be appointed from a community over 100,000 persons. The only two regions that will be impacted by the

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proposed changes are now Nashua and Southern. Mike Tardiff, Director of Central NH RPC attended the bill's hearing on 1/13/2022 to represent the NH Association of RPCs.

- A member of the Somersworth Sustainability Committee and SRPC's Resilience Subcommittee has asked if SRPC would write a letter of opposition to the Public Utility Commission's [Order 20-092](#) that cuts NH Save's Energy Efficiency Program by more than two-thirds. To learn more on the order, [Clean Energy NH](#) has prepared resources and [NHPR covered the order](#) in November.

To follow the broader list of bills of interests: <https://www.nhmunicipal.org/legislative-bulletins>

### 3c. Awards, Contracts and General Business Update

COVID-19: Given the recent surge, staff are encouraged to keep working at home. Masks are required in the office and staff are asked to wear masks at any meetings they attend outside of the office. Any staff members exhibiting symptoms are to stay home and test.

Indirect Rate and Dues: On October 5, 2021 we received our final approval from EDA to have a predetermined rate of 117% for FY2022 and 2023. **As of the end of December, the indirect rate is 109%.**

#### Dues expenditures through December 2021:

July 1 – December 31, 2021	
<b>Income:</b>	
Billable Mapping Services	\$0.00
FY21 Dues Paid	\$59,701.20
<b>Total Income</b>	<b>\$59,701.20</b>

<b>Expenses:</b>	
Vehicle Expenses	\$376.78
Planning Salaries	\$3,023.06
Dues and Subscriptions	\$57.42
Office Software	\$0.00
Travel	\$515.92
Meeting Expense	\$0.00
Office Expense	\$126.04
Finance Charge	\$0.00
Accounting	\$0.00
Mapping Supplies	\$0.00
Mapping Salaries	\$0.00
Indirect	\$3,535.77
<b>Total SRPC Expenses</b>	<b>\$7,634.99</b>

<b>Cash Match:</b>	
UPWP	\$20,831.72
EDA	\$397.74
Coastal	\$1,638.06
Local Source Water	\$362.35
Dover Equity	\$585.44
Coastal Land Use Guide	\$526.17
Durham Climate Master Plan	\$417.97
<b>Total Cash Match</b>	<b>\$24,759.45</b>

<b>Contract Overages:</b>	
EDA 2021	\$16.35
Durham Climate Master Plan	\$18.42
Newmarket Tax Maps	\$146.45
	\$0.00
	\$0.00
<b>Total Contract Overages</b>	<b>\$181.22</b>

<b>Total Expenses</b>	<b>\$32,575.66</b>
<b>Annual Dues Remaining</b>	<b>\$27,125.54</b>

Awards and Contracts: Please refer to the table of pending and recently awarded grants and contracts at the end of this memo for full details. Highlights include –

Completed Contracts:

- NHDES Coastal Program Project of Special Merit

Awarded Pending Contract:

- CommuteSmart Seacoast



- NHCDFR CDBG-CV Housing Grant – SRPC will serve as the grant writer and administrator for construction work by CAPSC to renovate the Gafney Home into affordable senior housing
- Rollinsford Road Surface Management System plan
- NHDES Local Source Water Protection grant to conduct groundwater protection ordinance updates

Recently Submitted and Pending Decision:

- AARP supplemental funding to extend CHAT outreach efforts
- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan
- EPA Brownfields Assessment Grant
- Strafford Comprehensive Master Plan Update

In Development:

- Barrington Future Land Use Master Plan Chapter

**NEXT MEETING February 18, 2022, 8 AM.**

**Status of Grant Applications and Project Proposals**

<b>Title</b>	<b>Funder</b>	<b>Funding Year(s)</b>	<b>Award \$</b>	<b>Dues Match \$</b>	<b>Application Status</b>	<b>Contract Status</b>	<b>Description/Notes</b>
Project of Special Merit	NOAA/NHDES	FY2022-2023	\$20,000		approved	complete	Support local technical assistance mini-grants to promote adoption of increased flood protections
CommuteSmart Seacoast	CMAQ/C OAST	FY2022-2023	\$15,000		approved	pending	SRPC and RPC will be assuming administration the CommuteSmart Seacoast program
Gafney Home Renovations	CDFA CDBG-CV	FY2022-2023	\$25,000		approved	pending	Grant writing and administration for the City of Rochester and CAPSC application to renovate the Gafney Home as 21-units of low- to moderate-income senior housing
RSMS	Rollinsford	FY2022	\$3,940		approved	pending	conduct a Road Surface Management System inventory and analysis for the Town
Local Source Water Protection	NHDES	FY2022-2023	\$23,318	\$2,000	approved	pending	Perform updates to local ground water protection ordinances to ensure compliance with current statutes, administrative rules, and correct citation of map source data.
Supplemental CHAT Outreach	AARP	FY2022	\$6,000		submitted	pending	art installation or additional community visits, still in concept development phase
Comprehensive Plan Update	Senate Earmark	FY2022-2024	SRPC \$150,000 Subawards \$800,000		submitted	pending	SRPC submitted an application for earmark funding on behalf of all nine NH RPCs to support each in their efforts to update their comprehensive plans. The total request will be \$950,000 - \$100,000/RPC plus \$50,000 for SRPC to coordinate on behalf of the nine regions.
Brownfields	EPA	FY2023-2025	SRPC \$50,000 consultant \$250,000		submitted	pending	Renewal of SRPCs ongoing Brownfields Program, providing Phase I and II environmental assessments and redevelopment planning
Comprehensive Master Plan Update	Strafford	FY2023	\$30,500		submitted	pending	Full update of the town's master plan
Future Land Use Master Plan Chapter	Barrington	FY2023	\$8,000		In development	pending	Single chapter update, continuation of past contracts to update the town's master plan chapters

Updates since last meeting

# SRPC FY 2022 Dashboard - December

For the Jan. 21, 2022 Executive Committee Meeting

## December 31, 2021

FSB Checking Beginning Balance	\$81,309.22
Deposits	\$168,187.45
Payments	-\$151,006.41
Uncleared Transactions	-\$44,066.05
FSB Checking Ending Balance	\$54,424.21

<b>Accounts Receivable</b>	<b>\$173,681.59</b>
<b>FSB Savings Account</b>	<b>\$69,267.75</b>

## OVERSIGHT ACTIVITIES

Line of Credit Activated?	No; renewed to 12/31/2022
Audit Status	Complete

## BUDGET NARRATIVE

FSB Balance/Cash on hand:	Approx. 1 month cash on hand
Accounts Receivable:	primarily current billing + DES and DOT
FY21 Working Budget:	Adopted Mid-Year Budget

## FUNDING SOURCES - ADOPTED MID YEAR BUDGET

Due, Interest & Reimbursement	\$123,523
Metropolitan Planning Organization	\$494,910
State Agencies	\$349,508
Municipal & Nonprofit Agreements	\$190,759
Economic Development District	\$403,268
<b>Total Revenue</b>	<b>\$1,561,968</b>
<b>Pending Grant Applications</b>	<b>\$287,758</b>

## EXPENSES - ADOPTED MID YEAR BUDGET

Personnel	\$1,035,675
Equipment	\$52,924
Communications	\$10,873
Fixed Expenses	\$46,028
Miscellaneous Expenses	\$68,025
Contracted Work	\$303,142
Reserve Funds	\$25,000
<b>Total Expenses</b>	<b>\$1,541,668</b>

## STAFF PRESENTATIONS - ACTIVITIES DEC.

### Standing Committees and Appointments

Seacoast Stormwater Coalition (Jackson, Autumn)  
 COAST Board (Colin)  
 ACT Executive Committee (Colin)  
 TAC Committee meeting (Colin, Rachel, Jen)  
 Farmington Board Meetings as Staff (Kyle) x 2  
 Northwood Board Meetings as Staff (James)  
 Nottingham Board Meetings as Staff (Jen, Blair) x 2  
 Strafford Board Meetings as Staff (Natalie) x 3  
 Wakefield Board Meetings as Staff (Jen) x 2  
 RPC Directors Meeting (Jen)  
 Strafford Public Health Advisory Committee (Nancy)  
 CommuteSmart NH (Shayna) x 2  
 CommuteSMART Seacoast (Shayna)  
 Policy Committee Meeting (Rachel, Alaina, Jen, Nancy, Jackson, Stephen)  
 Full CAW Meeting (Colin)  
 CAW Outreach meeting (Kyle, Autumn)  
 SRPC Executive Committee (Kyle, Jen, Megan)  
 NH Council on Housing Stability Regional Leadership Team (Jen)  
 NHPA Legislative Subcommittee (Jen)  
 EMM (Shayna) x 2  
 NHARPC (Jen, Megan)  
 PREP Management Committee Meeting (Jen)  
 NHARPC (Jen, Megan)

### RPC Activity

DOV Equity Outreach Team Meetings (Alaina, Autumn)  
 DOV Equity Outreach Events (Alaina) x 3  
 GB Living Shoreline Team Meetings (Alaina, Kyle, Autumn) x 2  
 CLUG Steering Committee Meetings (Alaina, Autumn, Kyle) x 2

## WEB AND SOCIAL MEDIA STATISTICS



### Strafford.org

Sessions 548 (-220)  
 Users 478 (2)



### Constant Contact

Subscribers 7034 (-3)  
 Avg. Open Rate 0.29 (-0.03)



### Facebook

Posts 8 (-4)  
 Engagement 67 (22)  
 Reach 490 (-133)  
 Followers 416 (4)



### Twitter

Tweets 6 (3)  
 Profile Visits 30 (0)  
 Impressions 479 (70)  
 Followers 285 (1)  
 Mentions 2 (-3)



### Instagram

Posts 4 (1)  
 Engagement 37 (8)  
 Reach 202 (-140)  
 Followers 196 (3)



### ArcGIS

Open Data Portal Views 1360 (173)  
 Tax Parcel Viewer Views 650 (-100)

## STAFF PRESENTATIONS - ACTIVITIES DEC.

### **RPC Activity cont.**

Regional Housing Needs Assessment Meetings (Jen, Natalie, Rachel, Shayna, Nancy) x 15  
DOV Climate Forum Planning Committee (Kyle)  
Living Shoreline Design Workshop #2 (Kyle)  
Annual NH Coastal Technical Assistance Grantee Meeting (Kyle, Jen)  
DOV Wetlands Ordinance Committee Meeting (Kyle, Autumn)  
December Commission Meeting (All Staff)  
Visits to MID, STR, WAK (Jen)

### **EDD Activity**

Rochester Digitization Project Kickoff (Stephen)  
Seacoast Economy Calls (James, Nancy, Natalie, Jen) x 3  
Brownfields Phase II Results Meeting - ROC DPW (James)  
Community & ED Call With Commissioner Caswell (Natalie, James )

### **MPO Activity**

Congestion Management / SADES Meeting with RPC (Stephen)  
Meeting with FHWA and Volpe for upcoming VPI Webinar (Shayna)  
PPFNH (Rachel, Colin)  
GACIT Meeting (Jen, Colin)  
CAW meeting to discuss infrastructure resilience (Colin)  
meeting with Northern New England Passenger Rail Authority (Colin)  
Statewide Complete Streets Advisory Committee (Colin)  
State Highway Safety Plan development committee (Colin)

### **Staff Development & Trainings**

NHPA Annual Meeting (Jackson, Shayna)  
Primex Control 3 Webinar (Stephen, Rachel)  
DOV Equity Outreach Events as notetaker(Dover Housing Authorityx2, Family Self Sufficiency Program x1 (Stephen )  
Economy 2022: Growing & Slowing (Nancy, Jen, James, Rachel, Stephen, Natalie)  
ODP Monthly Webinar Series-Deeds and Surveying (Kyle, Natalie, Blair, James, Jen)  
Housing We Need Forum (Jen, Natalie)  
An Introduction for Planners to the Registry of Deeds and Surveying in New Hampshire (Natalie, James, Kyle, Jen )  
Resoures and Relief for Your Small Business (Natalie )

**Stafford Regional Planning Commission**  
**Balance Sheet**  
As of December 31, 2021

01/19/22

Accrual Basis

	Dec 31, 21	Dec 31, 20	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
FSB Checking	48,636.34	70,780.04	-22,143.70
FSB Savings	69,267.75	84,667.03	-15,399.28
<b>Total Checking/Savings</b>	117,904.09	155,447.07	-37,542.98 <sup>1</sup>
<b>Accounts Receivable</b>			
Accounts Receivable	179,762.66	83,759.86	96,002.80
<b>Total Accounts Receivable</b>	179,762.66	83,759.86	96,002.80 <sup>2</sup>
<b>Other Current Assets</b>			
<b>Prepaid Expenses</b>			
Prepaid Website Expenses	118.16	219.44	-101.28
Prepaid Dues and Subscriptions	1,490.43	2,216.21	-725.78
Prepaid training	600.00	600.00	0.00
<b>Total Prepaid Expenses</b>	2,208.59	3,035.65	-827.06
Prepaid software support	1,762.23	1,047.90	714.33
<b>Total Other Current Assets</b>	3,970.82	4,083.55	-112.73
<b>Total Current Assets</b>	301,637.57	243,290.48	58,347.09
<b>Fixed Assets</b>			
<b>Vehicles</b>			
Vehicle Accumulated Depreciation	-9,081.64	-3,345.76	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
<b>Total Vehicles</b>	13,861.71	19,597.59	-5,735.88 <sup>3</sup>
<b>Property and Equipment</b>			
Accumulated Depreciation	-15,745.44	-15,745.44	0.00
<b>Equipment Purchase</b>			
Lenova Think Server	3,983.04	3,983.04	0.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
<b>Total Equipment Purchase</b>	15,745.44	15,745.44	0.00
<b>Total Property and Equipment</b>	0.00	0.00	0.00
<b>Total Fixed Assets</b>	13,861.71	19,597.59	-5,735.88
<b>TOTAL ASSETS</b>	<b>315,499.28</b>	<b>262,888.07</b>	<b>52,611.21</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			

**Stafford Regional Planning Commission**  
**Balance Sheet**  
As of December 31, 2021

01/19/22

Accrual Basis

	Dec 31, 21	Dec 31, 20	\$ Change
<b>Credit Cards</b>			
FSB Credit Card	955.65	67.99	887.66
<b>Total Credit Cards</b>	955.65	67.99	887.66
<b>Other Current Liabilities</b>			
Current Portion of Lease Payabl	4,558.00	0.00	4,558.00
FY22 Dues in Advance	59,701.18	0.00	59,701.18
FY21 Dues in Advance	0.00	59,231.34	-59,231.34
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
<b>Total Benefits payable</b>	48.00	48.00	0.00
Contract Revenue In Advance	4,667.13	4,080.32	586.81 <sup>4</sup>
<b>Payroll Liabilities</b>			
FSA Payable	0.00	63.48	-63.48
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	1,857.17	2,534.89	-677.72
<b>Total Payroll Liabilities</b>	1,887.56	2,628.76	-741.20
<b>Total Other Current Liabilities</b>	70,861.87	65,988.42	4,873.45
<b>Total Current Liabilities</b>	71,817.52	66,056.41	5,761.11
<b>Long Term Liabilities</b>			
Lease Payable - Ford Motor Cred	7,254.59	16,242.27	-8,987.68 <sup>5</sup>
<b>Accrued expenses</b>			
Accrued Payroll	40,801.82	31,349.33	9,452.49
Accrued Vacation	37,692.28	32,697.38	4,994.90
Annual Audit Accrual	10,500.00	10,245.00	255.00
<b>Total Accrued expenses</b>	88,994.10	74,291.71	14,702.39 <sup>6</sup>
<b>Total Long Term Liabilities</b>	96,248.69	90,533.98	5,714.71
<b>Total Liabilities</b>	168,066.21	156,590.39	11,475.82
<b>Equity</b>			
Retained Earnings	166,301.80	96,094.51	70,207.29 <sup>7</sup>
Net Income	-18,868.73	10,203.17	-29,071.90
<b>Total Equity</b>	147,433.07	106,297.68	41,135.39
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>315,499.28</b>	<b>262,888.07</b>	<b>52,611.21</b>

*Jnc*  
1/19/22

**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of December 31, 2021**

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1. Cash: We are still waiting on reimbursement for several invoices from DES and DOT. See the Accounts Receivable Aging Summary for further details.

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  2. Accounts Receivable: See comments above and the Accounts Receivable Aging Summary Comments for further details.

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  3. Vehicle: The vehicle was purchased in June of 2020. Depreciation is being accumulated monthly, over 48 months, at a rate of \$477.99 per month. EDA is now our cognizant agency for review of indirect cost rates. We have gotten permission to include all vehicle costs as indirect costs, except the interest portion of the monthly payments, which is being coded to dues expense.

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  4. Contract Revenue in Advance: NHCHF \$574, GSCH -\$5826 (\$17,000 was invoiced in January), EDA \$9919 (\$17,500 advances are requested quarterly)

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  5. Lease Payable: This is the principal amount due for the lease to own Ford Transit Connect. The auditors also created a journal entry to book the "current" portion of the lease payable under Other Current Liabilities, for an additional \$4558 owed.

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  6. Accrued Expenses: These amounts were adjusted at year-end and reflect wages paid in FY22 worked in FY21 and vacation hours accrued by staff at 6/30/21. The annual audit accrual is the FY21 audit expected charge, per the auditors' engagement letter.

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

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**Stafford Regional Planning Commission  
A/R Aging Summary  
As of December 31, 2021**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
<b>2000 LTA (Local Technical Assistance)</b>						
<b>2100 Dues</b>						
2109 Town of Milton dues	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 2100 Dues</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>2200 PLUR Books</b>						
2209 Town of Milton PLUR	0.00	0.00	0.00	0.20	0.00	0.20
<b>Total 2200 PLUR Books</b>	0.00	0.00	0.00	0.20	0.00	0.20
<b>2000 LTA (Local Technical Assistance) - Other</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 2000 LTA (Local Technical Assistance)</b>	0.00	0.00	0.00	0.20	0.00	0.20
<b>3300 City of Dover</b>						
3302 Dover Resilience Grant	663.05	0.00	0.00	0.00	0.00	663.05
3303 Dover Equity	2,499.81	0.00	6,848.30	0.00	0.00	9,348.11
<b>Total 3300 City of Dover</b>	3,162.86	0.00	6,848.30	0.00	0.00	10,011.16
<b>3400 Town of Durham</b>						
3403 Durham Groundwater Modeling	1,532.20	0.00	9,549.41	0.00	0.00	11,081.61
3404 Durham Resilience Grant	0.00	0.00	0.00	603.95	0.00	603.95
<b>Total 3400 Town of Durham</b>	1,532.20	0.00	9,549.41	603.95	0.00	11,685.56
<b>3500 Town of Farmington</b>						
3501 FAR Circuit Rider	6,385.20	0.00	0.00	0.00	0.00	6,385.20
3505 FAR Tax Map 2021	1,601.50	0.00	0.00	0.00	0.00	1,601.50
<b>Total 3500 Town of Farmington</b>	7,986.70	0.00	0.00	0.00	0.00	7,986.70
<b>4100 Town of Newmarket</b>						
4104 NKT FY22 Tax Mapping	1,000.00	0.00	0.00	0.00	0.00	1,000.00
<b>Total 4100 Town of Newmarket</b>	1,000.00	0.00	0.00	0.00	0.00	1,000.00
<b>4200 Town of Northwood</b>						
4201 NOR Circuit Rider	3,278.08	0.00	2,817.12	0.00	0.00	6,095.20
<b>Total 4200 Town of Northwood</b>	3,278.08	0.00	2,817.12	0.00	0.00	6,095.20
<b>4300 Town of Nottingham</b>						
4301 NOT Circuit Rider	4,545.34	0.00	0.00	0.00	0.00	4,545.34
<b>Total 4300 Town of Nottingham</b>	4,545.34	0.00	0.00	0.00	0.00	4,545.34
<b>4400 City of Rochester</b>						
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 4400 City of Rochester</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>4500 Town of Rollinsford</b>						
4501 Rollinsford LSWP Match	0.00	0.00	0.00	503.16	0.00	503.16
<b>Total 4500 Town of Rollinsford</b>	0.00	0.00	0.00	503.16	0.00	503.16
<b>4600 City of Somersworth</b>						
4602 Somersworth 2021 Tax Map	560.00	0.00	0.00	0.00	0.00	560.00
<b>Total 4600 City of Somersworth</b>	560.00	0.00	0.00	0.00	0.00	560.00
<b>4700 Town of Stafford</b>						
4701 Stafford Circuit Rider	6,973.80	0.00	0.00	0.00	0.00	6,973.80
<b>Total 4700 Town of Stafford</b>	6,973.80	0.00	0.00	0.00	0.00	6,973.80



**Stafford Regional Planning Commission  
A/R Aging Summary  
As of December 31, 2021**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
4800 Town of Wakefield						
4801 Wakefield Circuit Rider 2021	846.28	0.00	151.25	0.00	0.00	997.53
Total 4800 Town of Wakefield	846.28	0.00	151.25	0.00	0.00	997.53
5050 Rockingham Planning Commission						
5052 RPC CILUG	2,105.93	0.00	1,138.30	0.00	0.00	3,244.23
Total 5050 Rockingham Planning Commission	2,105.93	0.00	1,138.30	0.00	0.00	3,244.23
5201 UNH						
5203 Path to Resilience	1,000.00	0.00	0.00	0.00	0.00	1,000.00
5204 DOV PREPA	0.00	0.00	0.00	3,250.00	0.00	3,250.00
Total 5201 UNH	1,000.00	0.00	0.00	3,250.00	0.00	4,250.00
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
6000 NH Office of Planning & Development						
6002 ARPA RHNA	10,378.02	0.00	0.00	0.00	0.00	10,378.02
Total 6000 NH Office of Planning & Development	10,378.02	0.00	0.00	0.00	0.00	10,378.02
6100 NH DES						
6102 Coastal 22	2,215.01	0.00	2,530.04	0.00	0.00	4,745.05
6180 NFWF Scaling Up Living Shorelines	2,336.79	0.00	0.00	1,417.28	0.00	3,754.07
6251 Sunrise Lake	2,930.50	0.00	0.00	0.00	0.00	2,930.50
6303 LSWP 22	0.00	0.00	4,277.00	0.00	0.00	4,277.00
Total 6100 NH DES	7,482.30	0.00	6,807.04	1,417.28	0.00	15,706.62
6500 DEPT OF SAFETY (OEM)						
6501 PDM19 BAR NDU ROL SOM	506.25	0.00	0.00	0.00	0.00	506.25
Total 6500 DEPT OF SAFETY (OEM)	506.25	0.00	0.00	0.00	0.00	506.25
6600 CDFA-CDBG Grant Administration						
6601 CAPSC-Stafford Cty Homeless Shelter	0.00	0.00	9,402.67	0.00	0.00	9,402.67
Total 6600 CDFA-CDBG Grant Administration	0.00	0.00	9,402.67	0.00	0.00	9,402.67
7000 ECONOMIC DEVELOPMENT ADMINISTRATION						
7002 EDA CARES	15,433.57	0.00	0.00	0.00	0.00	15,433.57
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION	15,433.57	0.00	0.00	0.00	0.00	15,433.57
7100 EPA						
7110 Brownfields 2019-2022	6,135.73	0.00	0.00	0.00	0.00	6,135.73
Total 7100 EPA	6,135.73	0.00	0.00	0.00	0.00	6,135.73
8000 DOT UPWP						
8001 UPWP 22-23	35,142.58	0.00	29,204.34	0.00	0.00	64,346.92
Total 8000 DOT UPWP	35,142.58	0.00	29,204.34	0.00	0.00	64,346.92
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>108,069.64</b>	<b>0.00</b>	<b>65,918.43</b>	<b>5,774.59</b>	<b>0.00</b>	<b>179,762.66</b>

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*1/19/22*

**Strafford Regional Planning Commission**  
**A/R Aging Summary**  
As of December 31, 2021

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1. DOV EQUITY \$6848.30, received January

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2. CILUG \$1138.30, received January

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3. LSWP \$4277, received January

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4. EPA \$6135.73, received January

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5. UPWP \$29204.34, received January

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**Strafford Regional Planning Commission**  
**Profit & Loss**  
**December 2021**

	Dec 21	Dec 20	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>New Durham RSMS</b>	0.00	100.32	-100.32
<b>2000 SRPC Membership Dues</b>	9,950.20	9,871.89	78.31
<b>SRPC Revenue</b>			
<b>Municipal and NonProfit Revenue</b>			
4602 SOM Tax Map	560.00	0.00	560.00
4703 Strafford Circuit Rider	6,973.80	0.00	6,973.80
4801 WAK Circuit Rider	846.28	0.00	846.28
5151 GSCH - Tufts	5,745.98	4,802.54	943.44
3501 FAR Circuit Rider	6,385.20	5,102.00	1,283.20
3504 FAR Tax Map Updates	1,601.50	0.00	1,601.50
5101 NHCHF	0.00	358.26	-358.26
4102 NKT Tax Maps	1,146.45	0.00	1,146.45
4201 Northwood Planning Services	3,278.08	927.50	2,350.58
4301 NOT Circuit Rider	4,545.34	2,637.50	1,907.84
<b>Total Municipal and NonProfit Revenue</b>	31,082.63	13,827.80	17,254.83
<b>Total SRPC Revenue</b>	31,082.63	13,827.80	17,254.83
<b>Economic Development Revenue</b>			
7003 EDD Planning Partnership	10,155.43	0.00	10,155.43
7002 EDA CARES	15,433.57	13,034.81	2,398.76
7001 EDD Planning Grant	0.00	13,444.03	-13,444.03
7110 EPA Brownfields	5,135.73	626.33	5,509.40
<b>Total Economic Development Revenue</b>	31,724.73	27,105.17	4,619.56
<b>State Award Revenue</b>			
6002 ARPA RHNA	10,378.02	0.00	10,378.02
<b>UNH</b>			
5203 UNH Pathways to Resilience	1,000.00	0.00	1,000.00
<b>Total UNH</b>	1,000.00	0.00	1,000.00
<b>NHDES</b>			
5052 RPC CILUG	2,406.78	0.00	2,406.78
3303 DOV Equity	3,184.62	0.00	3,184.62
6180 NFWF Great Bay Shoreline	2,336.79	0.00	2,336.79
6251 Sunrise Lake	2,930.50	0.00	2,930.50
3404 DUR Resilience	0.00	998.86	-998.86
6102 Coastal FY22	3,063.20	1,941.09	1,122.11
3302 DOV Coastal Resilience	7,008.86	658.64	6,350.22
3403 Dur Groundwater Modeling	1,532.20	3,510.28	-1,978.08
6250 Watershed PRB	0.00	5,410.00	-5,410.00
<b>Total NHDES</b>	22,462.95	12,518.87	9,944.08
<b>Pre-Disaster Mitigation</b>			
6501 PDM19 BAR NDU ROL SOM	675.00	0.00	675.00
<b>Total Pre-Disaster Mitigation</b>	675.00	0.00	675.00
<b>Targeted Block</b>	0.00	601.98	-601.98

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**December 2021**

	Dec 21	Dec 20	\$ Change
<b>Total State Award Revenue</b>	34,515.97	13,120.85	21,395.12
<b>MPO Revenue</b>			
<b>NH DOT</b>			
8001 UPWP 22-23	39,047.31	0.00	39,047.31
8000 UPWP	0.00	39,992.29	-39,992.29
<b>Total NH DOT</b>	39,047.31	39,992.29	-944.98
<b>Total MPO Revenue</b>	39,047.31	39,992.29	-944.98
<b>Contra Income Cash Match</b>			
<b>Cash Match RPC CILUG</b>	-300.85	0.00	-300.85
<b>Dover Equity Cash Match</b>			
Dover Cash Match	-156.23	0.00	-156.23
SRPC Cash Match	-62.50	0.00	-62.50
<b>Total Dover Equity Cash Match</b>	-218.73	0.00	-218.73
<b>Coastal Cash Match</b>	-442.79	0.00	-442.79
<b>DOT Cash Match</b>			
NDU RSMS Match	0.00	-100.32	100.32
DOT Cash Match - Other	-3,904.73	-3,898.91	-5.82
<b>Total DOT Cash Match</b>	-3,904.73	-3,999.23	94.50
<b>EDD Cash Match</b>	0.00	-1,381.32	1,381.32
<b>Total Contra Income Cash Match</b>	-4,867.10	-5,380.55	513.45
<b>Contra Income InKind/Soft Match</b>			
<b>IK DOV Equity</b>	-466.08	0.00	-466.08
<b>IK DOV Resilience</b>	-6,345.81	0.00	-6,345.81
<b>In-Kind Coastal Match</b>	-405.40	0.00	-405.40
<b>In-Kind EDD Match</b>	-3,097.76	-5,617.84	2,520.08
<b>In-Kind HazMit Match</b>	-168.75	0.00	-168.75
<b>Total Contra Income InKind/Soft Match</b>	-10,483.80	-5,617.84	-4,865.96
<b>Contract Overage</b>	-146.45	-54.27	-92.18
<b>Total Income</b>	130,823.49	92,965.66	37,857.83
<b>Gross Profit</b>	130,823.49	92,965.66	37,857.83
<b>Expense</b>			
<b>Personnel Expenses</b>			
<b>Salary and Wages</b>	94,163.08	76,480.49	17,682.59
<b>Payroll Expenses</b>			
Dental insurance expense	465.50	465.51	-0.01
Health incentive	100.00	369.95	-269.95
Health Insurance expense	7,215.33	7,108.04	107.29
Life Insurance expense	134.64	94.69	39.95
LTD Insurance expense	81.99	60.40	21.59
STD insurance expense	316.96	227.80	89.16
Payroll Processing Fees	258.50	226.00	32.50
Pension expense	2,726.51	2,296.94	427.57
Unemployment expense	0.00	0.00	0.00

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**December 2021**

	Dec 21	Dec 20	\$ Change
<b>Payroll Taxes</b>			
Medicare Expense	1,333.37	1,079.19	254.18
Social Security expense	5,701.33	4,614.45	1,086.88
Payroll Taxes - Other	0.00	0.00	0.00
<b>Total Payroll Taxes</b>	<u>7,034.70</u>	<u>5,693.64</u>	<u>1,341.06</u>
<b>Total Payroll Expenses</b>	18,334.13	16,544.97	1,789.16
<b>Dues and Subscriptions</b>	442.91	333.91	109.00
<b>Staff Training and Seminars</b>	0.00	25.00	-25.00
<b>Total Personnel Expenses</b>	112,940.12	93,384.37	19,555.75 <b>2</b>
<b>Equipment expense</b>			
Copier Maintenance Contract	319.85	319.85	0.00
Office furniture			
Computer equipment	2,094.68	0.00	2,094.68 <b>3</b>
<b>Total Office furniture</b>	2,094.68	0.00	2,094.68
<b>Software expense</b>			
ArcInfo/View software	400.00	400.00	0.00
Office Software			
iDrive	49.97	0.00	49.97
Timesheet Software	140.00	0.00	140.00
Zoom	58.32	0.00	58.32
Adobe In Design	73.98	73.98	0.00
Anti-virus software	38.79	36.55	2.15
Constant Contact	85.50	33.75	51.75
DropBox	11.99	0.00	11.99
Microsoft Office 365	200.00	209.73	-9.73
<b>Total Office Software</b>	<u>658.46</u>	<u>354.01</u>	<u>304.45</u>
<b>Total Software expense</b>	1,058.46	754.01	304.45
<b>Total Equipment expense</b>	3,472.99	1,073.86	2,399.13
<b>Fixed Expenses</b>			
<b>Insurance</b>			
Liability Insurance	406.45	480.42	-73.97
<b>Total Insurance</b>	406.45	480.42	-73.97
<b>Rent</b>	2,500.00	2,500.00	0.00
<b>Vehicle Expenses</b>			
Depreciation Expense	477.99	477.99	0.00
Vehicle Gas & Repairs	0.00	100.00	-100.00
Vehicle Interest	58.32	79.40	-21.08
Vehicle Registration	0.00	50.00	-50.00
<b>Total Vehicle Expenses</b>	<u>536.31</u>	<u>707.39</u>	<u>-171.08</u>
<b>Total Fixed Expenses</b>	3,442.76	3,687.81	-245.05
<b>Communications</b>			
Postage and Delivery	17.99	17.99	0.00
Telephone and Internet	289.77	285.40	4.37

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**December 2021**

	Dec 21	Dec 20	\$ Change
<b>Website maintenance and updates</b>			
Website and logo design	8.44	8.44	0.00
Website maintenance and updates - Other	9.99	0.00	9.99
<b>Total Website maintenance and updates</b>	<u>18.43</u>	<u>8.44</u>	<u>9.99</u>
<b>Total Communications</b>	326.19	311.83	14.36
<b>Administrative</b>			
Library & Planning Books	0.00	2,090.00	-2,090.00 <sup>4</sup>
Office Expense	1,334.22	1,019.11	315.11
Office Supplies			
Plotter Ink and Supplies	162.00	0.00	162.00
Office Supplies - Other	124.43	11.99	112.44
<b>Total Office Supplies</b>	<u>286.43</u>	<u>11.99</u>	<u>274.44</u>
Professional Fees			
Accounting, Audit	1,250.00	902.50	347.50
<b>Total Professional Fees</b>	<u>1,250.00</u>	<u>902.50</u>	<u>347.50</u>
Travel & Ent			
Travel	308.03	34.50	273.53
<b>Total Travel &amp; Ent</b>	<u>308.03</u>	<u>34.50</u>	<u>273.53</u>
<b>Total Administrative</b>	<u>3,178.68</u>	<u>4,058.10</u>	<u>-879.42</u>
<b>Contract Labor</b>			
Financial Services	0.00	2,442.50	-2,442.50
IT and Network support	270.00	345.00	-75.00
Pass Through Expense			
Project Supplies	150.00	0.00	150.00
EDA CARES Contract Support	1,865.00	0.00	1,865.00
Sunrise Lake Subcontract	21,213.59	0.00	21,213.59
DUR Groundwater Consultant	1,079.00	3,120.00	-2,041.00
EPA Brownfields Consultants	5,684.50	0.00	5,684.50
<b>Total Pass Through Expense</b>	<u>29,992.09</u>	<u>3,120.00</u>	<u>26,872.09</u>
<b>Total Contract Labor</b>	<u>30,262.09</u>	<u>5,907.50</u>	<u>24,354.59</u> <sup>5</sup>
<b>Total Expense</b>	<u>153,622.83</u>	<u>108,423.47</u>	<u>45,199.36</u>
<b>Net Ordinary Income</b>	-22,799.34	-15,457.81	-7,341.53
<b>Other Income/Expense</b>			
Other Income			
Interest Income	13.66	10.33	3.33
<b>Total Other Income</b>	<u>13.66</u>	<u>10.33</u>	<u>3.33</u>
<b>Net Other Income</b>	<u>13.66</u>	<u>10.33</u>	<u>3.33</u>
<b>Net Income</b>	<u><u>-22,785.68</u></u>	<u><u>-15,447.48</u></u>	<u><u>-7,338.20</u></u>

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June  
1/19/22

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**December 2021**

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1. Revenue: Several of these projects are task based and cannot be billed until 50% or 100% of tasks are completed. Revenue may not match costs for work done during the interim. December revenue reflects significant progress made on several of these projects.

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2. Personnel Expenses: Due to the number of contracts/projects, additional staffing has been obtained for FY22. The Financial Consultant is now an employee, as of mid-October, with the first paycheck date in November. In December of the current fiscal year there were 16 staff members, compared to 12 staff members in the prior year. Staff also received pay increases effective 7/1/21.

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3. Computer Equipment: 7 ThinkPad docking stations were purchased.

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4. Library and Planning Books: PLUR books were paid for in December in the prior fiscal year. As of mid-January, we are still waiting for the complete order to be shipped before paying the invoice.

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5. Contract Labor: The Financial Consultant is now an employee. Other contract labor costs are dependent on receipt of invoices from subcontractors. The Sunrise Lake project was completed in December.

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**Strafford Regional Planning Commission**  
**Income by Customer**  
**December 2021**

Date	Name	Memo	Amount
<b>2000 LTA (Local Technical Assistance)</b>			
12/01/2021	2000 LTA (Local Te...	Dues 137993.70, LESS NOT, MIL, LEE, BRK, NOR REDUCTION=119402.40=9950.20 (Jul-Jun)	9,950.20
Total 2000 LTA (Local Technical Assistance)			9,950.20
<b>3300 City of Dover</b>			
<b>3302 Dover Resilience Grant</b>			
12/31/2021	3300 City of Dover...	Dover Resilience Progress Billing - August through December 2021	7,008.86
12/31/2021	3300 City of Dover...	Dover Resilience In-Kind Match	-6,345.81
Total 3302 Dover Resilience Grant			663.05
<b>3303 Dover Equity</b>			
12/31/2021	3300 City of Dover...	Dover Equity Progress Billing - December 2021	3,184.62
12/31/2021	3300 City of Dover...	Dover Equity In Kind Match	-466.08
12/31/2021	3300 City of Dover...	SRPC Cash Match Dover Equity	-62.50
12/31/2021	3300 City of Dover...	Dover Cash Match Dover Equity	-156.23
Total 3303 Dover Equity			2,499.81
Total 3300 City of Dover			3,162.86
<b>3400 Town of Durham</b>			
<b>3403 Durham Groundwater Modeling</b>			
12/31/2021	3400 Town of Durh...	Progress Billing Durham Groundwater - December 2021	1,532.20
Total 3403 Durham Groundwater Modeling			1,532.20
Total 3400 Town of Durham			1,532.20
<b>3500 Town of Farmington</b>			
<b>3501 FAR Circuit Rider</b>			
12/31/2021	3500 Town of Farmi...	Progress Billing Farmington Circuit Rider - December 2021	6,385.20
Total 3501 FAR Circuit Rider			6,385.20
<b>3505 FAR Tax Map 2021</b>			
12/31/2021	3500 Town of Farmi...	Farmington Tax Map Update 8/5-12/31/21	1,277.50
12/31/2021	3500 Town of Farmi...	Printing Expenses	324.00
Total 3505 FAR Tax Map 2021			1,601.50
Total 3500 Town of Farmington			7,986.70
<b>4100 Town of Newmarket</b>			
<b>4104 NKT FY22 Tax Mapping</b>			
12/31/2021	4100 Town of New...	Newmarket Tax Map Billing 6/17-12/31/21	1,061.45
12/31/2021	4100 Town of New...	Newmarket Tax Map Progress Billing	85.00
12/31/2021	4100 Town of New...	To record when contracts go over budget in QuickBooks	-146.45
Total 4104 NKT FY22 Tax Mapping			1,000.00



**Strafford Regional Planning Commission**  
**Income by Customer**  
**December 2021**

01/19/22

Accrual Basis

Date	Name	Memo	Amount
Total 4100 Town of Newmarket			1,000.00
<b>4200 Town of Northwood</b>			
<b>4201 NOR Circuit Rider</b>			
12/31/2021	4200 Town of North...	Northwood Circuit Rider Progress Billing - December 2021	3,278.08
Total 4201 NOR Circuit Rider			3,278.08
Total 4200 Town of Northwood			3,278.08
<b>4300 Town of Nottingham</b>			
<b>4301 NOT Circuit Rider</b>			
12/31/2021	4300 Town of Nottin...	Progress Billing - Nottingham Circuit Rider - December 2021	4,545.34
Total 4301 NOT Circuit Rider			4,545.34
Total 4300 Town of Nottingham			4,545.34
<b>4600 City of Somersworth</b>			
<b>4602 Somersworth 2021 Tax Map</b>			
12/31/2021	4600 City of Somer...	Progress Billing Somersworth Tax Map Update - Printing Costs	560.00
Total 4602 Somersworth 2021 Tax Map			560.00
Total 4600 City of Somersworth			560.00
<b>4700 Town of Strafford</b>			
<b>4701 Strafford Circuit Rider</b>			
12/31/2021	4700 Town of Straff...	Progress Billing - Strafford Circuit Rider - December 2021	6,973.80
Total 4701 Strafford Circuit Rider			6,973.80
Total 4700 Town of Strafford			6,973.80
<b>4800 Town of Wakefield</b>			
<b>4801 Wakefield Circuit Rider 2021</b>			
12/31/2021	4800 Town of Wake...	Progress Billing - Wakefield Circuit Rider - December 2021	846.28
Total 4801 Wakefield Circuit Rider 2021			846.28
Total 4800 Town of Wakefield			846.28
<b>5050 Rockingham Planning Commission</b>			
<b>5052 RPC CILUG</b>			
12/31/2021	5050 Rockingham ...	Progress Billing - RPC CILUG - December 2021	2,406.78
12/31/2021	5050 Rockingham ...	Cash Match	-300.85
Total 5052 RPC CILUG			2,105.93
Total 5050 Rockingham Planning Commission			2,105.93
<b>5150 GSCH</b>			

**Strafford Regional Planning Commission**  
**Income by Customer**  
**December 2021**

Date	Name	Memo	Amount
<b>5151 Creating Age Friendly Communities</b>			
12/31/2021	5150 GSCH:5151 C...	Progress Billing - GSCH - December 2021	5,745.98
Total 5151 Creating Age Friendly Communities			5,745.98
Total 5150 GSCH			5,745.98
<b>5201 UNH</b>			
<b>5203 Path to Resilience</b>			
12/31/2021	5201 UNH:5203 Pat...	Path to Resilience Coastal NH - Consulting Services	1,000.00
Total 5203 Path to Resilience			1,000.00
Total 5201 UNH			1,000.00
<b>6000 NH Office of Planning &amp; Development</b>			
<b>6002 ARPA RHNA</b>			
12/31/2021	6000 NH Office of P...	Progress Billing - ARPA Regional Housing Needs Assessment - December 2021	10,378.02
Total 6002 ARPA RHNA			10,378.02
Total 6000 NH Office of Planning & Development			10,378.02
<b>6100 NH DES</b>			
<b>6102 Coastal 22</b>			
12/31/2021	6100 NH DES:6102...	Coastal 2021 Progress Billing - December 2021	3,063.20
12/31/2021	6100 NH DES:6102...	Cash Match	-442.79
12/31/2021	6100 NH DES:6102...	In Kind match for Coastal grant	-405.40
Total 6102 Coastal 22			2,215.01
<b>6180 NFWF Scaling Up Living Shorelines</b>			
12/31/2021	6100 NH DES:6180...	NFWF Progress Billing - Nov through Dec 2021	2,336.79
Total 6180 NFWF Scaling Up Living Shorelines			2,336.79
<b>6251 Sunrise Lake</b>			
12/31/2021	6100 NH DES:6251...	Sunrise Lake Progress Billing - December 2021	2,930.50
Total 6251 Sunrise Lake			2,930.50
Total 6100 NH DES			7,482.30
<b>6500 DEPT OF SAFETY (OEM)</b>			
<b>6501 PDM19 BAR NDU ROL SOM</b>			
12/31/2021	6500 DEPT OF SA...	Progress Billing - PDM19 - December 2021	675.00
12/31/2021	6500 DEPT OF SA...	In Kind Match for Hazard Mitigation contracts	-168.75
Total 6501 PDM19 BAR NDU ROL SOM			506.25
Total 6500 DEPT OF SAFETY (OEM)			506.25

## Strafford Regional Planning Commission Income by Customer December 2021

Date	Name	Memo	Amount
<b>7000 ECONOMIC DEVELOPMENT ADMINISTRATION</b>			
<b>7002 EDA CARES</b>			
12/31/2021	7000 ECONOMIC ...	EDA CARES - Project 01-69-15047 - Progress Billing - December 2021	15,433.57
Total 7002 EDA CARES			15,433.57
<b>7003 EDA FY22</b>			
12/31/2021	7000 ECONOMIC ...	Progress Billing EDD Planning Partnership - December 2021	10,155.43
12/31/2021	7000 ECONOMIC ...	In Kind Match	-3,097.76
Total 7003 EDA FY22			7,057.67
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			22,491.24
<b>7100 EPA</b>			
<b>7110 Brownfields 2019-2022</b>			
12/31/2021	7100 EPA:7110 Bro...	Progress Billing Brownfields - December 2021	6,135.73
Total 7110 Brownfields 2019-2022			6,135.73
Total 7100 EPA			6,135.73
<b>8000 DOT UPWP</b>			
<b>8001 UPWP 22-23</b>			
12/31/2021	8000 DOT UPWP:8...	Progress Billing - UPWP - December 2021	39,047.31
12/31/2021	8000 DOT UPWP:8...	10% Matching Funds	-3,904.73
Total 8001 UPWP 22-23			35,142.58
Total 8000 DOT UPWP			35,142.58
<b>TOTAL</b>			<b>130,823.49</b>

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## Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
2000 SRPC Membership Dues	59,701.20	59,700.98	0.22
<b>SRPC Revenue</b>			
<b>Municipal and NonProfit Revenue</b>			
4802 Sanbornville Precinct	423.95	2,499.98	-2,076.03
4602 SOM Tax Map	2,880.00	2,720.00	160.00
4703 Strafford Circuit Rider	22,782.80	24,000.00	-1,217.20
4801 WAK Circuit Rider	997.53	2,640.00	-1,642.47
5303 NRPC Geodata Portal	0.00	1,375.00	-1,375.00
5151 GSCH - Tufts	22,825.84	19,500.00	3,325.84
3501 FAR Circuit Rider	19,291.40	24,000.00	-4,708.60
3504 FAR Tax Map Updates	1,601.50	2,139.00	-537.50
5501 GIS Projects	0.00	1.00	-1.00
5101 NHCHF	10,358.21	5,441.48	4,916.73
4102 NKT Tax Maps	1,146.45	1,000.00	146.45
4201 Northwood Planning Services	10,257.64	12,500.02	-2,242.38
4301 NOT Circuit Rider	15,094.08	14,000.02	1,094.06
4702 Strafford Tax Map	0.00	1.00	-1.00
<b>Total Municipal and NonProfit Revenue</b>	<b>107,659.40</b>	<b>111,817.50</b>	<b>-4,158.10</b>
<b>Total SRPC Revenue</b>	<b>107,659.40</b>	<b>111,817.50</b>	<b>-4,158.10</b>
<b>Economic Development Revenue</b>			
7003 EDD Planning Partnership	46,175.19	46,666.40	-491.21
7002 EDA CARES	95,188.84	105,000.00	-9,813.16
7001 EDD Planning Grant	17,110.00	17,075.00	35.00
7110 EPA Brownfields	114,838.78	60,999.98	53,838.80
<b>Total Economic Development Revenue</b>	<b>273,310.81</b>	<b>229,741.38</b>	<b>43,569.43</b>
<b>State Award Revenue</b>			
6002 ARPA RHNA	15,212.63	20,000.00	-4,787.37
CDFA			
6601 CDBG Grant	9,402.67	5,000.02	4,402.65
<b>Total CDFA</b>	<b>9,402.67</b>	<b>5,000.02</b>	<b>4,402.65</b>
<b>UNH</b>			
5203 UNH Pathways to Resilience	1,000.00	1,000.00	0.00
5205 UNH PREPA NDU	0.00	4,676.00	-4,676.00
5204 UNH PREPA DOV	4,997.71	4,954.50	43.21
<b>Total UNH</b>	<b>5,997.71</b>	<b>10,630.50</b>	<b>-4,632.79</b>
<b>NHDES</b>			
6151 Project of Special Merit	0.00	3,333.34	-3,333.34
5052 RPC CILUG	4,209.38	3,625.65	583.73
3303 DOV Equity	17,948.38	18,446.48	-498.10
6180 NFWF Great Bay Shoreline	7,854.13	15,025.10	-7,170.97
6251 Sunrise Lake	46,546.47	43,496.00	3,050.47
3404 DUR Resilience	11,544.07	7,769.00	3,775.07
6102 Coastal FY22	14,411.61	15,000.00	-588.39
3302 DOV Coastal Resilience	7,536.33	1,507.00	6,029.33
3403 Dur Groundwater Modeling	14,501.91	19,799.24	-5,297.33

## Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget
6303 Local Source Water MIL ROL	11,958.52	10,500.00	1,458.52
6250 Watershed PRB	483.75	27,101.48	-26,617.73
<b>Total NHDES</b>	<b>136,994.55</b>	<b>165,603.29</b>	<b>-28,608.74</b>
Pre-Disaster Mitigation			
6501 PDM19 BAR NDU ROL SOM	10,466.31	24,667.00	-14,200.69
<b>Total Pre-Disaster Mitigation</b>	<b>10,466.31</b>	<b>24,667.00</b>	<b>-14,200.69</b>
Targeted Block			
6001 TBG 22-23	0.00	5,555.48	-5,555.48
Targeted Block - Other	1,484.51	0.00	1,484.51
<b>Total Targeted Block</b>	<b>1,484.51</b>	<b>5,555.48</b>	<b>-4,070.97</b>
<b>Total State Award Revenue</b>	<b>179,558.38</b>	<b>231,456.29</b>	<b>-51,897.91</b>
MPO Revenue			
NH DOT			
8001 UPWP 22-23	187,334.23	274,951.00	-87,616.77
8000 UPWP	20,982.92	0.00	20,982.92
<b>Total NH DOT</b>	<b>208,317.15</b>	<b>274,951.00</b>	<b>-66,633.85</b>
<b>Total MPO Revenue</b>	<b>208,317.15</b>	<b>274,951.00</b>	<b>-66,633.85</b>
Contra Income Cash Match			
Cash Match DOV PREPA	0.00	-750.00	750.00
Cash Match RPC CILUG	-526.17	-453.25	-72.92
Durham Resilience Cash Match	-2,948.80	-2,805.00	-143.80
Dover Equity Cash Match	-733.97	-1,062.98	329.01
Local Source Water Cash Match	-362.35	-999.98	637.63
Coastal Cash Match	-1,638.06	-1,250.02	-388.04
DOT Cash Match	-20,831.72	-27,036.98	6,205.26
EDD Cash Match	-397.74	-5,833.20	5,435.46
<b>Total Contra Income Cash Match</b>	<b>-27,438.81</b>	<b>-40,191.41</b>	<b>12,752.60</b>
Contra Income InKind/Soft Match			
IK DOT	0.00	-458.48	458.48
IK DOV PREPA	-997.71	-1,250.00	252.29
IK DOV Equity	-2,066.42	-1,853.02	-213.40
IK DOV Resilience	-6,576.35	0.00	-6,576.35
IK DUR Resilience	-2,486.48	-1,822.00	-664.48
In-Kind Coastal Match	-4,579.38	-6,249.98	1,670.60
In-Kind EDD Match	-24,855.10	-21,640.00	-3,215.10
In-Kind HazMit Match	-2,616.58	-6,167.02	3,550.44
PRB IK Match	0.00	-12,178.50	12,178.50
<b>Total Contra Income InKind/Soft Match</b>	<b>-47,813.00</b>	<b>-51,619.00</b>	<b>3,806.00</b>
<b>Total Income</b>	<b>753,113.91</b>	<b>815,856.74</b>	<b>-62,742.83</b>
<b>Gross Profit</b>	<b>753,113.91</b>	<b>815,856.74</b>	<b>-62,742.83</b>
<b>Expense</b>			

**Strafford Regional Planning Commission  
Profit & Loss Budget vs. Actual  
July through December 2021**

	Jul - Dec 21	Budget	\$ Over Budget
<b>Personnel Expenses</b>			
<b>Salary and Wages</b>			
STD Reimbursement	-4,023.06	-3,520.00	-503.06
Salary and Wages - Other	422,036.57	405,495.52	16,541.05
<b>Total Salary and Wages</b>	418,013.51	401,975.52	16,037.99
<b>Payroll Expenses</b>			
FSA Fees	11.00	0.00	11.00
Dental insurance expense	2,141.34	2,814.00	-672.66
Health incentive	581.72	4,842.52	-4,260.80
Health Insurance expense	33,261.86	48,541.50	-15,279.64
Life Insurance expense	658.75	749.02	-90.27
LTD Insurance expense	370.03	402.98	-32.95
STD insurance expense	1,257.91	1,577.48	-319.57
Payroll Processing Fees	1,431.50	1,299.98	131.52
Pension expense	11,687.97	11,662.50	25.47
Unemployment expense	-750.41	117.00	-867.41
Workers Compensation	339.04	647.02	-307.98
Payroll Taxes	31,490.18	31,020.52	469.66
<b>Total Payroll Expenses</b>	82,480.89	103,674.52	-21,193.63
<b>Dues and Subscriptions</b>	3,400.73	3,918.00	-517.27
<b>Staff Training and Seminars</b>	650.00	5,000.02	-4,350.02
<b>Total Personnel Expenses</b>	504,545.13	514,568.06	-10,022.93
<b>Equipment expense</b>			
Copier Maintenance Contract	1,919.10	1,919.02	0.08
<b>Office furniture</b>			
Computer equipment	12,569.07	11,357.60	1,211.47
Office furniture - Other	11,609.22	2,363.48	9,245.74
<b>Total Office furniture</b>	24,178.29	13,721.08	10,457.21
<b>Other Equipment Repair and Cost</b>			
Equipment Rental & Repair	0.00	249.98	-249.98
<b>Total Other Equipment Repair and Cost</b>	549.30	249.98	299.32
<b>Software expense</b>			
ArcInfo/View software	2,400.00	3,249.98	-849.98
<b>Office Software</b>			
Timesheet Software	840.00	0.00	840.00
Adobe In Design	1,343.83	0.00	1,343.83
Anti-virus software	227.90	0.00	227.90
Constant Contact	513.00	0.00	513.00
DropBox	71.94	0.00	71.94
Microsoft Office 365	873.05	0.00	873.05
Office Software - Other	0.00	5,107.50	-5,107.50
<b>Total Office Software</b>	4,519.46	5,107.50	-588.04
<b>Total Software expense</b>	6,919.46	8,357.48	-1,438.02
<b>Traffic Count Expenses</b>			

**Strafford Regional Planning Commission  
Profit & Loss Budget vs. Actual  
July through December 2021**

	Jul - Dec 21	Budget	\$ Over Budget
Traffic counting supplies	6.48	1,500.00	-1,493.52 <b>4</b>
<b>Total Traffic Count Expenses</b>	<b>1,009.48</b>	<b>1,500.00</b>	<b>-490.52</b>
<b>Total Equipment expense</b>	<b>34,575.63</b>	<b>25,747.56</b>	<b>8,828.07</b>
<b>Fixed Expenses</b>			
<b>Insurance</b>			
Liability Insurance	2,565.48	2,502.00	63.48
<b>Total Insurance</b>	<b>2,565.48</b>	<b>2,502.00</b>	<b>63.48</b>
<b>Rent</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>0.00</b>
<b>Vehicle Expenses</b>			
Depreciation Expense	2,867.94	0.00	2,867.94
Vehicle Gas & Repairs	441.43	0.00	441.43
Vehicle Interest	376.78	0.00	376.78
Vehicle Expenses - Other	0.00	5,511.98	-5,511.98
<b>Total Vehicle Expenses</b>	<b>3,686.15</b>	<b>5,511.98</b>	<b>-1,825.83</b>
<b>Total Fixed Expenses</b>	<b>21,251.63</b>	<b>23,013.98</b>	<b>-1,762.35</b>
<b>Communications</b>			
Media Outreach Expense	25.00	249.98	-224.98
Office Telephone System	0.00	2,150.02	-2,150.02 <b>5</b>
Postage and Delivery	173.89	200.02	-26.13
Telephone and Internet	2,006.20	1,800.00	206.20
Website maintenance and updates			
Website and logo design	1,649.14	1,036.50	612.64
<b>Total Website maintenance and updates</b>	<b>1,860.05</b>	<b>1,036.50</b>	<b>823.55</b>
<b>Total Communications</b>	<b>4,065.14</b>	<b>5,436.52</b>	<b>-1,371.38</b>
<b>Administrative</b>			
Library & Planning Books	-355.40	999.98	-1,355.38 <b>6</b>
Meetings Expense	350.49	1,500.00	-1,149.51
Office Expense	5,938.46	13,937.48	-7,999.02 <b>7</b>
Office Supplies	2,698.86	1,500.00	1,198.86 <b>8</b>
Printing and Reproduction	33.05	75.00	-41.95
Professional Fees			
Accounting, Audit	7,500.00	6,000.00	1,500.00
Legal Fees	0.00	2,000.02	-2,000.02
<b>Total Professional Fees</b>	<b>7,500.00</b>	<b>8,000.02</b>	<b>-500.02</b>
Travel & Ent			
Travel	3,100.59	0.00	3,100.59
Travel & Ent - Other	0.00	7,500.00	-7,500.00
<b>Total Travel &amp; Ent</b>	<b>3,172.38</b>	<b>7,500.00</b>	<b>-4,327.62</b>
<b>Total Administrative</b>	<b>19,337.84</b>	<b>33,512.48</b>	<b>-14,174.64</b>
<b>Contract Labor</b>			
Financial Services	17,436.25	17,436.00	0.25

## Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget
IT and Network support	1,837.50		
Pass Through Expense		4,500.00	-2,662.50
DOV PREPA Consultant	500.00	1,000.00	-500.00
RPC FTA Subcontract	0.00	4,124.48	-4,124.48
DOV Equity Consultants	4,372.15	7,747.50	-3,375.35
NHDOT Consultant	6,992.67	12,500.02	-5,507.35
EDA CARES Contract Support	8,796.00	24,999.98	-16,203.98
DUR Resilience Subcontract	137.99	0.00	137.99
Sunrise Lake Subcontract	25,832.43	25,843.00	-10.57
DUR Groundwater Consultant	10,396.36	10,670.00	-273.64
EPA Brownfields Consultants	111,461.00	57,500.02	53,960.98
PRB Consultants	0.00	24,449.00	-24,449.00
<b>Total Pass Through Expense</b>	<b>169,008.23</b>	<b>168,834.00</b>	<b>174.23</b>
<b>Total Contract Labor</b>	<b>188,281.98</b>	<b>190,770.00</b>	<b>-2,488.02</b>
<b>Total Expense</b>	<b>772,057.35</b>	<b>793,048.60</b>	<b>-20,991.25</b>
<b>Net Ordinary Income</b>	<b>-18,943.44</b>	<b>22,808.14</b>	<b>-41,751.58</b>
<b>Other Income/Expense</b>			
Other Income			
Interest Income	74.71	52.00	22.71
<b>Total Other Income</b>	<b>74.71</b>	<b>52.00</b>	<b>22.71</b>
<b>Net Other Income</b>	<b>74.71</b>	<b>52.00</b>	<b>22.71</b>
<b>Net Income</b>	<b>-18,868.73</b>	<b>22,860.14</b>	<b>-41,728.87</b>

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**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
**July through December 2021**

1. Revenues: Differences are mostly attributable to timing of project work performed versus budgeting on an even monthly basis for the months the contract is in effect. Many projects are task-based and cannot be billed until a specified percentage of task completion, which may not coincide with the monthly budget revenue spread. Billing is also contingent upon receipt of contractor invoices for several projects, where SRPC administration of the project is minimal. Also keep in mind that the gross revenue figures include any match requirements for each project.
2. Personnel: All Personnel costs were spread evenly for each month. Actual costs on the report reflect hours paid. July and December, for example, had three pay periods but the budget was established using 1/12 of budgeted personnel costs per month. The Health Incentives get paid to employees at the end of the fiscal year. This account also contains HealthTrust wellness income and expenses. Health benefits were estimated and may not reflect actual utilization.
3. Computers and Office Furniture: Several computers and monitors were purchased and included in the budget. Items overbudget include a ThinkPad, HD TV and scanner system, which were reimbursed by EDA, and total approximately \$12,000.
4. Traffic Count Supplies: The budget spreads the total cost evenly over 12 months, which may not coincide with actual purchase timelines.
5. Office Telephone System: \$2500 was budgeted for an upgrade to the telephone system and expanded lines. As of December, the system has not been upgraded. Costs were spread evenly over 12 months.
6. Library and Planning Books: Cost was spread evenly over the year. One bill is paid, typically around Dec-Jan.
7. Office Expense: The majority of actual cost reflects the \$25 COVID reimbursement paid to staff members each payday. Additional costs were budgeted for individual project supplies. Budgeted costs are spread evenly over the year.
8. Office Supplies: Approximately \$1,300 of this cost is attributable to NHCHF POP! Supplies, for which we were reimbursed.
9. IT Services: \$4000 was budgeted for a cloud server and total IT budget is spread evenly throughout the year, which may not agree with the timing of actual cost. The actual costs reflect the monthly maintenance fee and labor fees for outside IT services.
10. Pass Through Expenses: These expenses are contingent upon receipt of contractor invoices. Costs are distributed evenly over the course of the year and may not agree with the timing of actual costs.



## **Voluntary Paid Time Off Donation Policy/Questions and Answers**

### **Taxation: Are employees who receive or donate time required to pay taxes on the value of that time?**

From SHRM Website (Society for Human Resource Management):

“There is a general tax law concept that the individual who earns paid time off and has the choice to receive it as income (use the time) or dispose of it (donate it), is still obligated to pay taxes on it. Therefore, any leave earned by one employee and donated to another would be taxable income to both parties. *However*, the Internal Revenue Service (IRS) allows for two exceptions, **Medical Emergency Exception and Major Disaster Exception**, in which leave can be donated without negative tax consequences to the donor.” The receiver would pay taxes on the leave time just as he/she would as regular earnings.

#### ***Medical emergency exception***

A "medical emergency exception" is defined as a "medical condition of the employee or a family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available, apart from the leave-sharing plan."

#### ***Major disaster exception***

A "major disaster exception" is defined as a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act) or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. Once the president declares a major disaster as stated above, the IRS allows leave donations to employees affected by the disaster without negative tax consequences to the donor(s). See IRS Notice 2006-59.

“Under both medical emergency plans and major disaster plans, donor employees may not claim an expense, a tax deduction or a charitable contribution for any of the leave donated under the plans. Additionally, all paid leave granted to the recipient employee is considered wages and is subject to Federal Insurance Contributions Act (FICA) withholding, Federal Unemployment Tax Act (FUTA) withholding and other required tax withholdings.”

Should a plan fail to meet the specified criteria to qualify for an IRS exception, leave donations paid out to a recipient are considered taxable wages to the donor as well.

### **HIPPA issues?**

Keep the identity and medical condition of the recipient undisclosed.

From SHRM website: “Ensuring that employees' privacy will be protected. An example of protecting an employee's privacy would be to omit the employee's medical condition when informing the workforce of the employee's need for leave donation. Although the Health Insurance Portability and Accountability Act (HIPAA) generally does not apply to information

obtained in the administration of a leave donation program, the confidentiality requirements of the Americans with Disabilities Act (ADA) does.”

### **Haves/have nots situation?**

Consider a more equitable pool, donations are put into a time bank for future emergencies.

### **Favoritism:**

Since the identity of the recipient is not disclosed, favoritism should not be an issue

### **Budget considerations:**

“One of the biggest challenges employers face in administering donated leave programs is wage equity. Inevitably, the employer will encounter a recipient employee at a different rate of pay than the donor employee. The employer may handle this situation in one of two ways.”

“One method is to account for salary differences in comparable dollar values—wage basis. The dollar value is converted into equivalent leave hours for the employee receiving leave. For example, employee A has an hourly rate of \$30. Employee A donates two hours of leave totaling \$60. Employee B experiences an emergency, is eligible to participate in the program, and requests three hours of leave at a rate of \$15 per hour. Employee B then exhausts the dollar value of \$45 (three hours of leave), and a total value of \$15 of employee A’s donation remains in the emergency leave bank.”

A second method is the hour-for-hour basis, where the leave is paid at the receiving employee’s wage rate. Under this method, the employer should consider the possibility of higher paid employees using leave donated at a lower rate of pay and how the employer will fund that discrepancy.”

The finance team will need to understand the impact on leave cost projections and any accounting liability involved. Employers should review the criteria in step 2 and be prepared to discuss the anticipated costs with finance. Some issues that employers will want to consider when budgeting for a leave donation program include the following:

A leave donation program may result in an overall increase in the use of paid leave that may have otherwise been forfeited in years past, thus creating potential cash flow issues and increased payroll expenses. Employees who use very little leave and have large leave balances are more likely to donate leave to be used by others, which can throw off cost projections. An employer cannot always anticipate natural disasters and significant medical emergencies.

Financial issues for an employer can potentially arise when lower-paid employees are a larger part of donating employees and higher-paid employees are more frequently the recipients of the leave benefits. Paying the leave benefits at employees’ current and regular rate can increase the cost of benefits for the organization. A comparative dollar value approach may help avoid this issue by valuing the leave at the rate it was donated rather than at the rate it is used.”

*Patricia Graves, SHRM-SCP, is a SHRM HR Knowledge Center advisor.*

**Have there been any issues with other PC's that have adopted this policy?**

SNHPC reports that only once has an employee needed to request donations and that was due to a serious illness.

They took the number of staff that volunteered to donate time and estimated the hours needed then calculated an equal amount everyone would donate. It is stipulated that it can only be utilized if there is an illness.



## REVISED DRAFT Voluntary Paid Time-off Donation

Employees may voluntarily donate accumulated paid time-off for the benefit of another employee who is unable to work due to a medical emergency or **major disaster** and has exhausted all previously paid time-off.

### To be eligible to receive voluntary paid time off donations, the employee must:

- Be a regular employee working at least 20 hours per week.
- Be employed with SRPC for a minimum of one year.
- Be experiencing a **Medical emergency**, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child or parent. Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.
- Be experiencing a **major disaster as defined as a disaster by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.**
- Have not submitted a request for separation or retirement
- Have exhausted their paid time-off balance.

To request paid time-off donations, the employee must submit a signed written statement to the Executive Director requesting authorization to receive donated paid time off, indicating the commencement date when all other forms of paid time off have been or will be exhausted. All requests are to be approved by the Executive Director. (The Executive Director may waive this requirement in the event the employee is incapacitated. The recipient's identity and illness will not be disclosed to donating employees.

### An employee who wishes to voluntarily donate paid time-off must:

- Be employed with SRPC for a minimum of one year
- Have a minimum of 44 hours of accumulated paid time-off and cannot reduce their leave balance below 40 hours
- Not currently be on an approved leave of absence
- Not be permitted to borrow against future sick/personal time

The employee who wishes to donate paid time off must submit a signed written statement to the Executive Director indicating the amount of time being donated (no less than 4 hours but ideally in 8-hour increments or the receiving person's typical daily schedule (one day's worth of time). Statements are to be submitted as soon as possible for inclusion in the next payroll.

With approval of the Executive Director, donations of paid time-off shall be deducted from the donating employee's accumulated paid time-off account (on an hourly basis) and transferred into the recipient's account (on an hourly basis) immediately upon receipt of the required requests. The value of donated paid time-off shall be calculated at the recipient's regular rate of pay at the time of disbursement. Unused donated paid time-off shall remain in the recipient's account.

The maximum amount of paid time-off to be donated to any single employee (recipient) shall be eighty (80) hours annually and forty (40) hours per donor annually, to be disbursed at a maximum rate equal to the employee's (recipient's) regular week's pay.

The use of donated paid time-off shall be used for medical emergencies or **major disasters** only. Donated paid time-off may only be used for time off related to the approved request. Donated paid time-off shall not serve to change any existing conditions of employment or extend an employee's tenure in a position. Ultimately the decision to approve an employee's request for donated time or request to donate time is at the discretion of the Executive Director.



# STRAFFORD

Regional Planning Commission

January 21, 2022

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

RE: January 2022 Minor Revisions to the 2021-2024 TIP

Dear Mr. Watson:

The Strafford Metropolitan Planning Organization (SMPO) staff has received a request to approve the January 2022 Minor Revisions to the approved Strafford Metropolitan Planning Organization's 2021-2024 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.*

Based on these procedures, the Executive Director recommends the approval of the following Administrative Modifications to the 2021-2024 TIP as proposed.

Sincerely,

**DRAFT**

Jennifer Czysz, AICP  
Executive Director



## January 2022 TIP Minors

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# 2021 - 2024 SRPC Transportation Improvement Program

## January 2022 Minors

12/23/2021

Please refer to the 2019 - 2022 TIP document and project listing for detailed COAST transit funding information. NHDOT groups federal funding for statewide public transit in large programs (e.g. FTA 5307); MPOs and RPCs track funding for individual transit providers and projects. Strafford MPO is currently updating its project database and will be incorporating individual project funding for final publication of the 2019 - 2022 TIP.

### PROGRAM NSTI

Towns: DURHAM  
 Road: National Summer Transportation Institute  
 Scope: Programmatic project as a Cooperative Project Agreement (CPA) with the University of New Hampshire.

Acronyms:

#### Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
OTHER	2021	\$50,000		\$0	<b>\$50,000</b>
OTHER	2022	\$50,000		\$0	<b>\$50,000</b>
OTHER	2023	\$50,000		\$0	<b>\$50,000</b>
OTHER	2024	\$50,000		\$0	<b>\$50,000</b>

#### Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
OTHER	2021	\$50,000		\$0	<b>\$50,000</b>
OTHER	2022	\$50,000		\$0	<b>\$50,000</b>
OTHER	2023	\$61,000		\$0	<b>\$61,000</b>
OTHER	2024	\$61,000		\$0	<b>\$61,000</b>

#### Change Notes

NHDOT Description of Changes  
 Increase in funds. Changed based on 2023-2032 GACIT draft Ten Year Plan.

#### Funding Sources

**FHWA**  
 NSTI National Summer Transportation Institute

SRPC Notes

# PROGRAM LTAP

Towns: Statewide  
 Road: Local Techonolgy Assistance Program  
 Scope: Local Techonolgy Assistance Program (LTAP) administered by the Technology Transfer Center @ UNH

Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2021	\$150,000		\$0	\$0	<b>\$150,000</b>
OTHER	2022	\$150,000		\$0	\$0	<b>\$150,000</b>
OTHER	2023	\$150,000		\$0	\$0	<b>\$150,000</b>
OTHER	2024	\$150,000		\$0	\$0	<b>\$150,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2021	\$150,000		\$0	\$0	<b>\$150,000</b>
OTHER	2022	\$150,000		\$0	\$0	<b>\$150,000</b>
OTHER	2023	\$183,000		\$0	\$0	<b>\$183,000</b>
OTHER	2024	\$183,000		\$0	\$0	<b>\$183,000</b>

## Change Notes

NHDOT Description of Changes  
 Increase in funds. Changed based on 2023-2032 GACIT draft Ten Year Plan.

## SRPC Notes

This programmatic supports the Technology Transfer Center at UNH, which manages the Statewide Asset Data Exchange System (SADES).

## Funding Sources

### FHWA

Local Tech Assistance Program

# PROGRAM TA

Towns: Statewide  
 Road: Various  
 Scope: TRANSPORTATION ALTERNATIVES PROGRAM (TAP)  
 Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$324,760		\$0	\$81,190	<b>\$405,950</b>
PE	2022	\$172,000		\$0	\$43,000	<b>\$215,000</b>
PE	2023	\$560,000		\$0	\$140,000	<b>\$700,000</b>
PE	2024	\$400,000		\$0	\$100,000	<b>\$500,000</b>
ROW	2021	\$30,120		\$0	\$7,530	<b>\$37,650</b>
ROW	2022	\$102,120		\$0	\$25,530	<b>\$127,650</b>
ROW	2023	\$102,120		\$0	\$25,530	<b>\$127,650</b>
ROW	2024	\$102,120		\$0	\$25,530	<b>\$127,650</b>
CON	2021	\$2,198,720		\$0	\$549,680	<b>\$2,748,400</b>
CON	2022	\$2,279,480		\$0	\$569,870	<b>\$2,849,350</b>
CON	2023	\$1,891,480		\$0	\$472,870	<b>\$2,364,350</b>
CON	2024	\$2,051,480		\$0	\$512,870	<b>\$2,564,350</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$324,760		\$0	\$81,190	<b>\$405,950</b>
PE	2022	\$172,000		\$0	\$43,000	<b>\$215,000</b>
PE	2023	\$560,000		\$0	\$140,000	<b>\$700,000</b>
PE	2024	\$400,000		\$0	\$100,000	<b>\$500,000</b>
ROW	2021	\$30,120		\$0	\$7,530	<b>\$37,650</b>
ROW	2022	\$102,120		\$0	\$25,530	<b>\$127,650</b>
ROW	2023	\$102,120		\$0	\$25,530	<b>\$127,650</b>
ROW	2024	\$102,120		\$0	\$25,530	<b>\$127,650</b>
CON	2021	\$2,198,720		\$0	\$549,680	<b>\$2,748,400</b>
CON	2022	\$2,279,480		\$0	\$569,870	<b>\$2,849,350</b>
CON	2023	\$2,453,272		\$0	\$613,318	<b>\$3,066,590</b>
CON	2024	\$2,613,272		\$0	\$653,318	<b>\$3,266,590</b>

## Change Notes

NHDOT Description of Changes  
 Increase in 2023-2024 CON funds. Changed based on 2023-2032 GACIT draft Ten Year Plan.

## SRPC Notes

No child projects in the Strafford region are affected by the proposed change.

## Funding Sources

### FHWA

TAP - Transportation Alternatives

### OTHER

Other

# MILTON, NH-LEBANON, ME 40658

Towns: Milton  
 Road: Townhouse Road over Northeast Pond  
 Scope: Bridge Replacement-Townhouse Road over Northeast Pond-formerly Br. #168/152 - proposed Br. #168/151  
 Acronyms: MOBRR: Municipally-Owned Bridge Replacement and Rehabilitation

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2022	\$77,000		\$0	\$106,750
ROW	2022	\$8,800		\$0	\$2,200
CON	2023	\$637,771		\$0	\$809,653
					<b>\$1,447,424</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2022	\$77,000		\$0	\$106,750
ROW	2022	\$8,800		\$0	\$2,200
CON	2023	\$620,400		\$0	\$787,600
					<b>\$1,408,000</b>

## Change Notes

NHDOT Description of Changes  
 Decrease in 2023 CON funds due to inflation adjustment.  
 SRPC Notes

## Funding Sources

**FHWA**  
 STBG-5 to 200K  
**OTHER**  
 Towns  
 Other  
 Maine

# SOMERSWORTH 41741

Towns: SOMERSWORTH  
Road: Hight Street / Route 108  
Scope: Signal optimization on High Street / Route 108 corridor  
Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$25,680		\$0	\$6,420	<b>\$32,100</b>
ROW	2021	\$12,000		\$0	\$3,000	<b>\$15,000</b>
CON	2022	\$512,500		\$0	\$124,000	<b>\$636,500</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$25,680		\$0	\$6,420	<b>\$32,100</b>
ROW	2021	\$12,000		\$0	\$3,000	<b>\$15,000</b>
CON	2023	\$526,850		\$0	\$127,472	<b>\$654,322</b>

## Change Notes

NHDOT Description of Changes  
Increase in funds & move FFY 22 to FFY 23. Changed based on 2023-2032 GACIT draft Ten Year Plan.

SRPC Notes

## Funding Sources

### FHWA

Highway Safety Improvement Program (HSIP)  
Congestion Mitigation and Air Quality Program

### OTHER

Towns

# ROLLINSFORD - DOVER 42578

Towns: DOVER, ROLLINSFORD

Road: Oak Street

Scope: Address Red List bridge (069/046) carrying Oak Street over PAR between Rollinsford and Dover

Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$116,246		\$0	\$0	<b>\$116,246</b>
PE	2024	\$179,252		\$0	\$0	<b>\$179,252</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$113,080		\$0	\$0	<b>\$113,080</b>
PE	2024	\$174,369		\$0	\$0	<b>\$174,369</b>

## Change Notes

NHDOT Description of Changes

Decrease in 2023-2024 PE funds due to inflation adjustment.

SRPC Notes

## Funding Sources

### FHWA

STBG-State Flexible

### NHDOT

Toll Credit



# LEE 42876

Towns: Lee  
Road: NH125  
Scope: Construct up to an 80 space Park and Ride Lot near the junction of US4 and NH125.  
Acronyms: CMAQ: Congestion Mitigation Air Quality Improvement Program

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$110,000		\$0	\$0	<b>\$110,000</b>
PE	2022	\$27,500		\$0	\$0	<b>\$27,500</b>
ROW	2022	\$82,500		\$0	\$0	<b>\$82,500</b>
CON	2024	\$796,700		\$0	\$0	<b>\$796,700</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$110,000		\$0	\$0	<b>\$110,000</b>
PE	2022	\$27,500		\$0	\$0	<b>\$27,500</b>
ROW	2022	\$82,500		\$0	\$0	<b>\$82,500</b>
CON	2024	\$876,370		\$0	\$0	<b>\$876,370</b>

## Change Notes

NHDOT Description of Changes

Increase in funds. Indirects needed to be added as this is a DOT managed project.

SRPC Notes

## Funding Sources

### FHWA

Congestion Mitigation and Air Quality Program

### NHDOT

Toll Credit

# PROGRAM TSMO

Towns: Statewide  
 Road: Transportation Systems Management and Operations  
 Scope: Statewide Transportation Systems Management and Operations, ITS Technologies, Traveler Info

Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2021	\$350,000		\$0	\$0	<b>\$350,000</b>
OTHER	2022	\$350,000		\$0	\$0	<b>\$350,000</b>
OTHER	2023	\$1,075,000		\$0	\$0	<b>\$1,075,000</b>
OTHER	2024	\$1,075,000		\$0	\$0	<b>\$1,075,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2021	\$350,000		\$0	\$0	<b>\$350,000</b>
OTHER	2022	\$1,050,000		\$0	\$0	<b>\$1,050,000</b>
OTHER	2023	\$725,000		\$0	\$0	<b>\$725,000</b>
OTHER	2024	\$725,000		\$0	\$0	<b>\$725,000</b>

## Change Notes

### NHDOT Description of Changes

Move Other funds from FFY 23 & 24 to FFY 22. The program is being adjusted to accommodate necessary changes in children project fund amounts.

### SRPC Notes

No child projects in the Strafford region are affected by the proposed change.

## Funding Sources

### FHWA

STBG-State Flexible

National Highway Performance

### NHDOT

Toll Credit

# PROGRAM HSIP

Towns: Statewide  
 Road: Various  
 Scope: HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)  
 Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$950,000		\$0	\$0	<b><i>\$950,000</i></b>
PE	2022	\$500,000		\$0	\$0	<b><i>\$500,000</i></b>
PE	2023	\$500,000		\$0	\$0	<b><i>\$500,000</i></b>
PE	2024	\$500,000		\$0	\$0	<b><i>\$500,000</i></b>
ROW	2022	\$150,000		\$0	\$0	<b><i>\$150,000</i></b>
ROW	2023	\$150,000		\$0	\$0	<b><i>\$150,000</i></b>
ROW	2024	\$150,000		\$0	\$0	<b><i>\$150,000</i></b>
CON	2021	\$4,971,232		\$0	\$0	<b><i>\$4,971,232</i></b>
CON	2022	\$7,859,081		\$0	\$0	<b><i>\$7,859,081</i></b>
CON	2023	\$9,059,081		\$0	\$0	<b><i>\$9,059,081</i></b>
CON	2024	\$9,059,081		\$0	\$0	<b><i>\$9,059,081</i></b>
OTHER	2021	\$1,810,000		\$0	\$0	<b><i>\$1,810,000</i></b>
OTHER	2022	\$200,000		\$0	\$0	<b><i>\$200,000</i></b>
OTHER	2023	\$200,000		\$0	\$0	<b><i>\$200,000</i></b>
OTHER	2024	\$200,000		\$0	\$0	<b><i>\$200,000</i></b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$950,000		\$0	\$0	<b><i>\$950,000</i></b>
PE	2022	\$500,000		\$0	\$0	<b><i>\$500,000</i></b>
PE	2023	\$500,000		\$0	\$0	<b><i>\$500,000</i></b>
PE	2024	\$500,000		\$0	\$0	<b><i>\$500,000</i></b>
ROW	2022	\$150,000		\$0	\$0	<b><i>\$150,000</i></b>
ROW	2023	\$150,000		\$0	\$0	<b><i>\$150,000</i></b>
ROW	2024	\$150,000		\$0	\$0	<b><i>\$150,000</i></b>
CON	2021	\$4,971,232		\$0	\$0	<b><i>\$4,971,232</i></b>
CON	2022	\$7,859,081		\$0	\$0	<b><i>\$7,859,081</i></b>
CON	2023	\$11,577,908		\$0	\$0	<b><i>\$11,577,908</i></b>
CON	2024	\$11,851,257		\$0	\$0	<b><i>\$11,851,257</i></b>
OTHER	2021	\$1,810,000		\$0	\$0	<b><i>\$1,810,000</i></b>
OTHER	2022	\$200,000		\$0	\$0	<b><i>\$200,000</i></b>
OTHER	2023	\$200,000		\$0	\$0	<b><i>\$200,000</i></b>

OTHER	2024	\$200,000	\$0	\$0	<b><i>\$200,000</i></b>
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**Change Notes**

NHDOT Description of Changes

Increase in 2023-2024 CON funds. Changed based on 2023-2032 GACIT draft Ten Year Plan.

SRPC Notes

No projects in the Strafford region are affected by the proposed change

**Funding Sources**

**FHWA**

STBG-State Flexible

Highway Safety Improvement Program (HSIP)

**NHDOT**

Toll Credit