

# STRAFFORD

Regional Planning Commission

## SRPC EXECUTIVE COMMITTEE MEETING

February 18, 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 January 21, 2022 Minutes b) Acceptance of the Draft January Financials c) Acceptance of Single Audit	8:05-8:20	a) Enclosed b) See Memo & Enclosed c) See Memo & Enclosed
3) Updates a) Legislation b) Progress Toward Goals c) Awards, Contracts, and General Business d) February Monthly Minors	8:20-8:50	a) See Memo 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  
January 21, 2022  
DRAFT Meeting Minutes

## 1. Welcome/Introductions

David Landry called the meeting to order at 8:08 A.M. He stated that this meeting is to be conducted as a Hybrid meeting with both in person and virtual attendance. He stated that the combined in person and virtual attendance constitute a quorum and as Chairman he has the authority to declare a quorum. D. Landry then asked for introductions.

**Committee members present:** Chair David Landry, Dover; Donald Hamann Rochester; Mike Bobinsky, Somersworth

**Committee Members participating remotely:** Bill Fisher, Farmington; Barbara Holstein, Rochester

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

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

## 2. Action Items

### a. Approval of the Minutes of December 17, 2021

D. Hamman **MOVED** to approve the December 17, 2021, minutes as written. M. Bobinsky **SECONDED** the motion. A roll call vote was taken: D. Hamann, M. Bobinsky, D. Landry, B. Fisher and B. Holstein voted in the **AFFIRMATIVE**. The motion **CARRIED**.

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

J. Czysz gave a summary of the December financials. The checking and savings register totals remained healthy through December and the balance sheet is relatively comparable to this time last year.

On the Aging Summary, the majority 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.

On the Profit and Loss, December was a three-payroll month, so December saw a loss of just under \$23,000. As a result, the year to date is a net loss of \$18,869 but will be made up on a regular two payroll month.

D. Hamann **MOVED** to accept the December 2021 financials. M. Bobinsky **SECONDED** the motion. The motion **CARRIED** via roll call vote: D. Hamann, M. Bobinsky, D. Landry, B. Fisher and B. Holstein voted in the **AFFIRMATIVE**. The motion **CARRIED**.

### 3. Updates

#### a. Draft Leave Donation Policy

J. Czysz asked staff member M. Taylor-Fetter to update the Committee on her findings in response to questions posed by the Committee. M. Taylor-Fetter stated that regarding taxation, 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 leave time just as he/she would as regular earnings. For HIPPA concerns, Administration would be protected from liability if the identity of the recipient is not disclosed by administration to staff. To avoid favoritism, donated time could be placed in a time bank for future emergencies. There could potentially be some accounting concerns that the financial manager would like to look into.

M. Bobinsky asked from a budget perspective, what are the challenges as far as salary ranges. J. Czysz answered that each person is in the budget for the number of hours times their rate of pay so what we would be paying out would not change. It would be the percentage of a person's time that is indirect vs billable. That would be the net revenue difference. J. Czysz added that it would be manageable if we paid hour for hour.

D. Hamann asked, in regards to HIPPA violations, how do you not disclose the identity of the person requesting donated time. Discussion ensued on the issue of privacy and what the liability is to SRPC. M. Bobinsky suggested adding a hold harmless clause in which the requestor waives their right to privacy.

D. Landy asked how this policy would be administered. J. Czysz answered there would be a combination of efforts where the HR person would receive the request, the Executive director would make the determination to approve or disapprove the request and the accounting and time tracking would fall with the financial manager. D. Landry suggested that a one-year sunset clause be implemented to give this policy a trial run.

M. Bobinsky suggested implementing a 'time bank' where staff could donate time to be used if the need arose. This would negate the need to solicit time when a request is submitted and therefore less of a chance of the recipient's identity being disclosed. This would also reduce the possibility of favoritism. The members agreed to include the Disaster Declaration need in the policy.

J. Czysz explained the next steps are to fine tune the entire employee handbook, forward sections to Primex for review and then to legal for final review. Once those reviews are complete, a final draft will be brought back to the Committee.

#### **b. Legislation**

J. Czysz updated the Committee on HB1275. The bill sponsor met with all the New Hampshire Planning Commissions. The sponsor was receptive to understanding and straight forward in his reasoning. His motivation for the bill was to make sure Manchester had sufficient representation and the greatest access to the federal dollars coming in. The sponsor presented an amendment to the bill that would essentially keep the tiered representation as is for our communities and 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.

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. M. Bobinsky noted that Somersworth City Council did send a letter to this effect. However, it was generally believed that NH Legislature may have already acted on this item and that the time passed to make an impact.

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

COVID-19: Staff continue to work from home and masks are required in the office or at in-person meetings. Any staff members exhibiting symptoms are to stay home and test.

Indirect Rate and Dues: As of the end of December, the indirect rate is 109% and we continue to be able to set aside some dues each month for reserve funds.

Awards and Contracts: J. Czysz summarized pending and recently awarded grants and contracts highlighting the following:

Completed Contracts:

- NHDES Coastal Program Project of Special Merit

Awarded Pending Contracts:

- Commute Smart 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

**d. January Monthly Minors**

C. Lentz presented a summary of the Minors. He stated there are a number of Minors of individual projects, many of the changes were due to the Ten Year Plan Update and DOT fiscal restraint.

He noted one major item to note is the Somersworth project where they are ahead of the game and DOT needs to confirm they will adjust for this change in scheduling.

M. Bobinsky recommended for the record, to add to the approval letter a statement to the effect of: SRPC understands the need to adjust the fiscal year of the construction phase for constraint purposes. Concurrence by the SRPC Executive Committee was made with the understanding that NHDOT will continue to work with the City of Somersworth to advance the project in a timely manner and should the City be prepared to advance bidding and construction before FY2023, NHDOT will support doing so.

C. Lentz concluded his summary by stating that everything else is straightforward with just a few inflation adjustments.

**4. Other Business**

There was no other business.

## 5. Adjourn

D. Hamann **MOVED** to adjourn the meeting. M. Bobinsky **SECONDED** the motion. **All in favor to adjourn, none opposed.**

The meeting adjourned at 9:05 a.m.





**DATE:** February 11, 2022  
**TO:** Executive Committee Members  
**FROM:** Jen Czysz, Executive Director  
**RE:** Director's Report for the February 18, 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 January Financials**

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

*Aging Summary:* \$85,988 of the outstanding \$189,717 is the current month's billings. A total of \$81,929 of payments outstanding at the end of January were paid in February, leaving a past due balance of \$21,800. There are a handful of smaller items past due that Kathy has followed upon and are being tended to.

*Profit and Loss:* January had a profit of \$3,720, essentially breaking even. Keeping in mind that December was a 3-payroll month, the year to date is a net loss of \$15,148, slightly improved from the end of December.

## **3a. Legislation**

Colin will review Transportation and Right to Know Law related legislation at the policy committee meeting. The one RPC specific bill:

- [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 House Municipal and County Government Committee voted the bill Inexpedient to Legislate. The floor vote is still pending.

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



### 3b. Progress Toward Goals

Goals	Progress
<p><b>Continue implementation of the Strategic Plan with a focus on:</b></p> <ul style="list-style-type: none"> <li>• Finalize and launch new SRPC website (staff leads Shayna, Rachel, Jackson).</li> <li>• Offer planning visualization and design services (staff lead Shayna).</li> <li>• Issue and RFP for IT services and finalize the IT plan now that essential replacements are complete.</li> <li>• Expand marketing of SRPC particularly new program service areas.</li> <li>• Secure funding for the Regional Housing Needs Assessment.</li> <li>• Survey communities to identify what online tools and program services would be most valuable.</li> </ul>	<ul style="list-style-type: none"> <li>• Website is complete and has launched!</li> <li>• Continue to work on design services. Currently drafting a proposal to prepare new trail kiosk maps in Lee.</li> <li>• Pending. Draft IT requests for proposals just needs a few refinements.</li> <li>• Annual town visits are focused on marketing services, additionally, integrating this where appropriate.</li> <li>• Complete! We have a grant of \$100,000 from BEA using ARPA funds.</li> <li>• To be completed.</li> </ul>
<p><b>Modernize day-to-day operations to carry forward technology enhancements deployed in response to the Pandemic.</b></p> <ul style="list-style-type: none"> <li>• Continue to offer hybrid meetings with options for in person and virtual participation.</li> <li>• Continue to record and share presentations for on-demand viewing.</li> <li>• Make more deliberate use of tools such as Teams and SharePoint for continued project organization, collaboration, and management.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing. All SRPC meetings are hybrid.</li> <li>• All meetings are recorded and posted to the SRPC YouTube page.</li> <li>• Ongoing. Working to not only do so internally but with all projects where we partner with allied organizations and other RPCs.</li> </ul>
<p><b>Continue to build relationships among staff, commissioners, municipalities and allied organization in the region.</b></p> <ul style="list-style-type: none"> <li>• Schedule and complete a second round of check in meetings with each community's Board of Selectmen, Town/City Council, and/or Planning Board in coordination with commissioners.</li> <li>• Encourage commissioners to attend check in meetings and local outreach events.</li> <li>• Develop a networking committee comprised of Commissioners to engage new partners and develop relationships with advocates.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing. Visits thus far have included Durham, Farmington, Lee, Madbury, Middleton, Rollinsford, Somersworth, Strafford and Wakefield.</li> <li>• Megan has been communicating with commissioners and most have been able to attend.</li> <li>• To be completed.</li> </ul>

<ul style="list-style-type: none"> <li>• Identify messengers to fulfill the intermediary role of introducing relationships with new regional partners and non-traditional partners.</li> <li>• Enable commissioners to become advocates for SRPC and the face of the organization.</li> <li>• Discuss and explore the meeting schedule and re-configure the annual calendar to increase engagement and relevance.</li> </ul>	<ul style="list-style-type: none"> <li>• To be completed.</li> <li>• To be completed.</li> <li>• To be completed.</li> </ul>
<p><b>Review and update the Employee Handbook including:</b></p> <ul style="list-style-type: none"> <li>• Review Paid Time Off system and consider implementing a single, combined PTO option in lieu of sick and vacation time.</li> <li>• Establish a formal telecommuting policy and agreement that balances the needs of critical in person staff interactions with the flexibility of working from home.</li> <li>• General updates to the document organization.</li> </ul>	<ul style="list-style-type: none"> <li>• Draft complete and undergoing legal review.</li> <li>• Completed and adopted by the Executive Committee</li> <li>• Draft complete and undergoing legal review.</li> </ul>
<p><b>Develop a Continuity of Operation Plan for the office.</b></p>	<p>Pending. This will be the next organizational project along with an update of the Emergency Succession Plan and Operating Policies.</p>
<p><b>Launch a staff development and training program.</b></p> <ul style="list-style-type: none"> <li>• Schedule regular in-house trainings for staff to build capacity and skills.</li> <li>• Ensure all staff have identified a training opportunity outside SRPC that will help achieve their annual goals and professional development and that training opportunities are equitable across the office.</li> <li>• Identify opportunities for all staff to take on a leadership role.</li> <li>• Set regular check in meetings for those that need mentoring and or closer management to ensure work tasks are completed on time and on budget.</li> <li>• Encourage all staff to seek out a mentor.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed trainings: time and meeting management. Upcoming trainings: public speaking and retirement plng.</li> <li>• To be completed.</li> <li>• All staff have a project that they take a lead on or a leadership role within a larger project.</li> <li>• In process. Meeting at least monthly with all project teams and one-on-one meetings either as needed or regularly with those that need closer management.</li> <li>• To be completed.</li> </ul>
<p><b>Maintain our current strong financial health through continued grant writing with a focus toward new contracts for FY 2023 and beyond.</b></p>	<p>On Target. This spring's budget process will identify where we may need to address funding gaps.</p>

**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 January, the indirect rate is 111%.

As of January 1, 2022 the Towns of Lee and Milton are now dues paying communities. The two opted to join for half of this fiscal year with the intention of renewing again on July 1.

Dues expenditures through January 2022:

July 1 – January 31, 2022	
<b>Income:</b>	
Billable Mapping Services	\$0.00
FY21 Dues Paid	\$70,597.42
<b>Total Income</b>	<b>\$70,597.42</b>

<b>Expenses:</b>	
Vehicle Expenses	\$433.28
Planning Salaries	\$3,286.71
Dues and Subscriptions	\$67.17
Media Outreach	\$658.40
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	\$3,844.14
<b>Total SRPC Expenses</b>	<b>\$8,931.66</b>

<b>Cash Match:</b>	
UPWP	\$23,810.82
EDA	\$397.74
Coastal	\$1,923.17
Local Source Water	\$223.25
Dover Equity	\$601.95
Coastal Land Use Guide	\$646.15
Durham Climate Master Plan	\$417.97
<b>Total Cash Match</b>	<b>\$28,021.05</b>

<b>Contract Overages:</b>	
EDA 2021	\$16.35
Durham Climate Master Plan	\$18.42
Newmarket Tax Maps	\$146.45
POP!	\$122.81
	\$0.00
<b>Total Contract Overages</b>	<b>\$304.03</b>

<b>Total Expenses</b>	<b>\$37,257.34</b>
<b>Annual Dues Remaining</b>	<b>\$33,340.08</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 –

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 (contract to be executed)

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
- Economic Development Projects Implementation through BEA CEDR funding
- Town of Lee Trails Mapping

**NEXT MEETING March 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>
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
Trail Mapping	Lee	FY2022-20233	\$1,250	\$500	In development	pending	Field map 3 trail locations and develop maps for kiosks
CEDRs Funding	BEA	FY2022-20233	\$50,000		In development	pending	Economic development implementation projects as identified by the Seacoast Economic Development Stakeholders and in support of SRPC and REDC's CEDS and RPC's Comprehensive Plan (\$9,900 SRPC, \$40,100 pass through)

Updates since last meeting

# SRPC FY 2022 Dashboard - January

For the Feb. 18, 2022 Executive Committee Meeting

## January 31, 2022

FSB Checking Beginning Balance	\$98,490.26
Deposits	\$93,540.81
Payments	-\$123,362.48
Uncleared Transactions	-\$47,506.78
FSB Checking Ending Balance	\$21,161.81

<b>Accounts Receivable</b>	<b>\$189,717.47</b>
<b>FSB Savings Account</b>	<b>\$109,448.61</b>

## OVERSIGHT ACTIVITIES

Line of Credit Activated?	No; renewed to 12/31/2022
Audit Status	Fin. Statements Complete; Draft Single Audit Avail.

## BUDGET NARRATIVE

FSB Balance/Cash on hand:	Approx. 1+ month cash on hand
Accounts Receivable:	Current, many outstanding payments received in Feb.
FY22 Working Budget:	Updated to reflect contract renewals

## FUNDING SOURCES - WORKING BUDGET

Due, Interest & Reimbursement	\$123,523
Metropolitan Planning Organization	\$494,910
State Agencies	\$341,508
Municipal & Nonprofit Agreements	\$204,759
Economic Development District	\$403,268
<b>Total Revenue</b>	<b>\$1,567,968</b>
<b>Pending Grant Applications</b>	<b>\$298,908</b>

## EXPENSES - WORKING BUDGET

Personnel	\$1,038,206
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>\$1,544,198</b>

## STAFF PRESENTATIONS - ACTIVITIES JAN.

### 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)  
 Northwood Board Meetings as Staff (James) x 3  
 Nottingham Board Meetings as Staff (Blair) x 2  
 Strafford Board Meetings as Staff (Natalie) x 5  
 Wakefield Board Meetings as Staff (Jen) x 2  
 RPC Directors Meeting (Jen)  
 Strafford Public Health Advisory Committee (Nancy)  
 CommuteSmart NH (Shayna)  
 CommuteSMART Seacoast (Shayna)  
 Policy Committee Meeting (Rachel, Alaina, Jen, Nancy, Jackson, Stephen)  
 Full CAW Meeting (Kyle)  
 CAW Outreach meeting (Kyle)  
 SRPC Executive Committee (Kyle, Jen, Megan)  
 NH Council on Housing Stability Regional Leadership Team (Jen)  
 NHPA Legislative Subcommittee (Jen)  
 EMM (Shayna) x 2  
 NHPA (Shayna)  
 NNECAPA Executive Committee Meeting (Kyle)  
 NH Housing and Community Development Council (Jen)

### RPC Activity

RHNA Statewide Meetings (Shayna, Jen, Natalie, Rachel, Nancy) x 15  
 Sunrise Lake Watershed Plan Final Presentation (Alaina, Kyle, Autumn)

## WEB AND SOCIAL MEDIA STATISTICS



### Strafford.org

Sessions 809 (261)  
 Users 470 (-8)



### Constant Contact

Subscribers 7032 (-2)  
 Avg. Open Rate 0.34 (-0.03)



### Facebook

Posts 6 (-2)  
 Engagement 96 (29)  
 Reach 2954 (2464)  
 Followers 423 (7)



### Twitter

Tweets 6 (0)  
 Profile Visits 129 (99)  
 Impressions 536 (57)  
 Followers 286 (1)  
 Mentions 1 (-1)



### Instagram

Posts 4 (0)  
 Engagement 25 (-12)  
 Reach 269 (67)  
 Followers 200 (4)



### ArcGIS

Open Data Portal Views 1835(475)  
 Tax Parcel Viewer Views 893(243)

## STAFF PRESENTATIONS - ACTIVITIES JAN.

### **RPC Activity cont.**

Dover Equity City Staff Interviews (Alaina) x 3  
FloodSmart Seacoast Kick Meetings (Alaina, Kyle) x 2  
Great Bay Living Shorelines Team Check Ins (Alaina, Kyle) x 4  
Dover Climate Forum Planning Committee Meeting (Kyle)  
Transferring Conservation Science in NH's Coastal Watershed Advisory Committee (Kyle)  
Coastal Innovative Land Use Guide Meetings (Kyle, Autumn)  
Durham PRB Site Visit (Kyle)  
Pathways to Resilience Final Presentation (Kyle)  
Hazard Mitigation and Climate Vulnerability Meeting (Kyle, Colin)  
Dover Wetland Protection Committee (Kyle, Autumn)  
NH OPD PUMA Delineation Review (Rachel)  
Farmington and Madbury Annual Visit (Jen, James) x 2

### **EDD Activity**

CWE coordination and networking (Zuzy)  
Seacoast Economy Call (Zuzy, Natalie, Nancy, James, Jen)  
BEA Community & Economic Development Call (Natalie, James)

### **MPO Activity**

Senator Shaheen - Bipartisan Infrastructure Investment and Jobs Act Informational Session (Colin)  
Webinar on 2020 Census changes to public transit funding (Colin)  
NH Senate Judiciary Committee hearings (Colin) x 2  
NH House Public Works & Hwys Committee hearings (Colin) x 5  
NH House Transportation Committee hearings (Colin)  
NH House Municipal & County Government Committee hearings (Colin)  
NH Senate Ways & Means Committee hearings (Colin)  
NH House Judiciary Committee hearings (Colin)  
FHWA National Virtual MPO Peer Exchange on Target-Setting Coordination (Colin)  
Joint RPC and State Agency Meeting on electric vehicles and charging infrastructure (Colin)  
NH Senate Transportation Committee hearings (Colin)  
Congressman Pappas - Short Talk on Infrastructure Bill (Kyle)

### **Staff Development & Trainings**

USDA RD Grant Training (Shayna)  
ACA Reporting Webinar (Kathy)  
Missing Middle Housing (Natalie)  
On the Path to Resilience (Alaina, Kyle)  
Primex Cyber- security Training (Rachel, Stephen)  
Meeting w/ Rochester IT Director (Rachel, Stephen)  
Housing Supply: Addressing Restrictive Land Use and Zoning Policies (Natalie)



**Strafford Regional Planning Commission**  
**Balance Sheet**  
As of January 31, 2022

DRAFT

	Jan 31, 22	Jan 31, 21	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
FSB Checking	21,161.81	13,457.04	7,704.77
FSB Savings	109,448.61	69,639.47	39,809.14
<b>Total Checking/Savings</b>	130,610.42	83,096.51	47,513.91 <sup>1</sup>
<b>Accounts Receivable</b>			
Accounts Receivable	189,717.47	161,843.90	27,873.57
<b>Total Accounts Receivable</b>	189,717.47	161,843.90	27,873.57 <sup>2</sup>
<b>Other Current Assets</b>			
<b>Prepaid Expenses</b>			
Prepaid Website Expenses	109.72	211.00	-101.28
Prepaid Dues and Subscriptions	1,180.69	1,882.48	-701.79
Prepaid training	600.00	600.00	0.00
<b>Total Prepaid Expenses</b>	1,890.41	2,693.48	-803.07
Prepaid software support	7,359.99	789.17	6,570.82 <sup>3</sup>
Undeposited Funds	0.00	100.32	-100.32
<b>Total Other Current Assets</b>	9,250.40	3,582.97	5,667.43
<b>Total Current Assets</b>	329,578.29	248,523.38	81,054.91
<b>Fixed Assets</b>			
<b>Vehicles</b>			
Vehicle Accumulated Depreciatio	-9,559.63	-3,823.75	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
<b>Total Vehicles</b>	13,383.72	19,119.60	-5,735.88 <sup>4</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>	13,383.72	19,119.60	-5,735.88
<b>TOTAL ASSETS</b>	<b>342,962.01</b>	<b>267,642.98</b>	<b>75,319.03</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			

**Strafford Regional Planning Commission**  
**Balance Sheet**  
As of January 31, 2022

DRAFT

	Jan 31, 22	Jan 31, 21	\$ Change
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
FSB Credit Card	1,648.67	454.49	1,194.18
<b>Total Credit Cards</b>	1,648.67	454.49	1,194.18
<b>Other Current Liabilities</b>			
Current Portion of Lease Payabl	4,558.00	0.00	4,558.00
FY22 Dues in Advance	54,481.08	0.00	54,481.08
FY21 Dues in Advance	0.00	49,359.45	-49,359.45
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	32,258.34	16,610.68	15,647.66 <sup>5</sup>
<b>Payroll Liabilities</b>			
FSA Payable	0.00	42.32	-42.32
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	1,666.18	2,424.29	-758.11
<b>Total Payroll Liabilities</b>	1,696.57	2,497.00	-800.43
<b>Total Other Current Liabilities</b>	93,041.99	68,515.13	24,526.86
<b>Total Current Liabilities</b>	94,690.66	68,969.62	25,721.04
<b>Long Term Liabilities</b>			
Lease Payable - Ford Motor Cred	6,873.87	15,882.74	-9,008.87 <sup>6</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	11,750.00	8,897.50	2,852.50
<b>Total Accrued expenses</b>	90,244.10	72,944.21	17,299.89 <sup>7</sup>
<b>Total Long Term Liabilities</b>	97,117.97	88,826.95	8,291.02
<b>Total Liabilities</b>	191,808.63	157,796.57	34,012.06
<b>Equity</b>			
Retained Earnings	166,301.80	96,094.51	70,207.29 <sup>8</sup>
Net Income	-15,148.42	13,751.90	-28,900.32
<b>Total Equity</b>	151,153.38	109,846.41	41,306.97
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>342,962.01</b>	<b>267,642.98</b>	<b>75,319.03</b>

**Strafford Regional Planning Commission  
Balance Sheet  
As of January 31, 2022**



1. Cash: This fiscal year we have had advanced revenue sources, which has greatly improved our cash flow. In January of this year, cash reflects receipt of an EDA advance of \$17,500, GSCH advance of \$17,000, and 6 months of advanced dues from Milton and Lee.

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

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3. Prepaid Software: Arc GIS Licenses were purchased in January for \$5463, and in June of 2021 an additional license was needed to upgrade GIS tools for a cost of \$2750. These prepaid costs get "expensed" to the profit and loss on a monthly prorated basis.

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4. 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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5. Contract Revenue in Advance: GSCH \$10,000, EDA \$22,259; Invoices are billed monthly to income on the profit and loss and applied to the Contract Revenue in Advance balance.

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6. 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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7. Accrued Expenses: These amounts are 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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8. Retained Earnings: Cumulative posting of net income from all prior years.

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**Strafford Regional Planning Commission  
A/R Aging Summary  
As of January 31, 2022**



	<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	0.00	0.20	0.20
<b>Total 2200 PLUR Books</b>	0.00	0.00	0.00	0.00	0.20	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	0.00	0.20	0.20
<b>3300 City of Dover</b>						
3302 Dover Resilience Grant	0.00	0.00	663.05 <sup>1</sup>	0.00	0.00	663.05
3303 Dover Equity	660.48	0.00	2,499.81 <sup>2</sup>	0.00	0.00	3,160.29
3300 City of Dover - Other	565.98	0.00	0.00	0.00	0.00	565.98
<b>Total 3300 City of Dover</b>	1,226.46	0.00	3,162.86	0.00	0.00	4,389.32
<b>3400 Town of Durham</b>						
3403 Durham Groundwater Modeling	2,420.00	0.00	1,532.20	9,549.41	0.00	13,501.61 <sup>3</sup>
3404 Durham Resilience Grant	0.00	0.00	0.00	0.00	603.95	603.95
<b>Total 3400 Town of Durham</b>	2,420.00	0.00	1,532.20	9,549.41	603.95	14,105.56
<b>3500 Town of Farmington</b>						
3501 FAR Circuit Rider	4,633.85	0.00	0.00	0.00	0.00	4,633.85
<b>Total 3500 Town of Farmington</b>	4,633.85	0.00	0.00	0.00	0.00	4,633.85
<b>4100 Town of Newmarket</b>						
4104 NKT FY22 Tax Mapping	0.00	0.00	1,000.00 <sup>4</sup>	0.00	0.00	1,000.00
<b>Total 4100 Town of Newmarket</b>	0.00	0.00	1,000.00	0.00	0.00	1,000.00
<b>4200 Town of Northwood</b>						
4201 NOR Circuit Rider	2,444.78	0.00	0.00	2,817.12	0.00	5,261.90
<b>Total 4200 Town of Northwood</b>	2,444.78	0.00	0.00	2,817.12	0.00	5,261.90
<b>4300 Town of Nottingham</b>						
4301 NOT Circuit Rider	1,277.55	0.00	0.00	0.00	0.00	1,277.55
<b>Total 4300 Town of Nottingham</b>	1,277.55	0.00	0.00	0.00	0.00	1,277.55
<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>4600 City of Somersworth</b>						
4602 Somersworth 2021 Tax Map	0.00	0.00	560.00 <sup>5</sup>	0.00	0.00	560.00
<b>Total 4600 City of Somersworth</b>	0.00	0.00	560.00	0.00	0.00	560.00
<b>4700 Town of Strafford</b>						
4701 Strafford Circuit Rider	4,227.75	0.00	0.00	0.00	0.00	4,227.75
<b>Total 4700 Town of Strafford</b>	4,227.75	0.00	0.00	0.00	0.00	4,227.75
<b>4800 Town of Wakefield</b>						
4801 Wakefield Circuit Rider 2021	828.34	0.00	846.28	151.25	0.00	1,825.87
<b>Total 4800 Town of Wakefield</b>	828.34	0.00	846.28	151.25	0.00	1,825.87

**Strafford Regional Planning Commission  
A/R Aging Summary  
As of January 31, 2022**

**DRAFT**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>5050 Rockingham Planning Commission</b>						
5052 RPC CILUG	839.85	0.00	0.00	0.00	0.00	839.85
<b>Total 5050 Rockingham Planning Commission</b>	839.85	0.00	0.00	0.00	0.00	839.85
<b>5201 UNH</b>						
5203 Path to Resilience	0.00	0.00	1,000.00 <b>6</b>	0.00	0.00	1,000.00
5204 DOV PREPA	0.00	0.00	0.00	0.00	3,250.00	3,250.00
<b>Total 5201 UNH</b>	0.00	0.00	1,000.00	0.00	3,250.00	4,250.00
<b>5310 Lamprey River LAC</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>6000 NH Office of Planning &amp; Development</b>						
6001 TBG22-23	2,202.17	0.00	0.00	0.00	0.00	2,202.17
6002 ARPA RHNA	11,355.14	0.00	10,378.02	0.00	0.00	21,733.16
<b>Total 6000 NH Office of Planning &amp; Development</b>	13,557.31	0.00	10,378.02	0.00	0.00	23,935.33
<b>6100 NH DES</b>						
6102 Coastal 22	1,426.25	0.00	2,215.01 <b>7</b>	0.00	0.00	3,641.26
6180 NFWF Scaling Up Living Shorelines	1,546.43	0.00	2,336.79	0.00	1,417.28	5,300.50
6250.000 PRB-Oyster River	2,666.80	0.00	0.00	0.00	0.00	2,666.80
6251 Sunrise Lake	0.00	0.00	2,930.50 <b>8</b>	0.00	0.00	2,930.50
6303 LSWP 22	808.50	0.00	0.00	0.00	0.00	808.50
<b>Total 6100 NH DES</b>	6,447.98	0.00	7,482.30	0.00	1,417.28	15,347.56
<b>6500 DEPT OF SAFETY (OEM)</b>						
6501 PDM19 BAR NDU ROL SOM	1,380.00	0.00	0.00	0.00	0.00	1,380.00
<b>Total 6500 DEPT OF SAFETY (OEM)</b>	1,380.00	0.00	0.00	0.00	0.00	1,380.00
<b>6600 CDFA-CDBG Grant Administration</b>						
6601 CAPSC-Strafford Cty Homeless Shelter	2,444.97	0.00	0.00	9,402.67 <b>9</b>	0.00	11,847.64
<b>Total 6600 CDFA-CDBG Grant Administration</b>	2,444.97	0.00	0.00	9,402.67	0.00	11,847.64
<b>7000 ECONOMIC DEVELOPMENT ADMINISTRATION</b>						
7002 EDA CARES	14,671.40	0.00	15,433.57 <b>10</b>	0.00	0.00	30,104.97
<b>Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION</b>	14,671.40	0.00	15,433.57	0.00	0.00	30,104.97
<b>7100 EPA</b>						
7110 Brownfields 2019-2022	2,775.68	0.00	0.00	0.00	0.00	2,775.68
<b>Total 7100 EPA</b>	2,775.68	0.00	0.00	0.00	0.00	2,775.68
<b>8000 DOT UPWP</b>						
8001 UPWP 22-23	26,811.86	0.00	35,142.58 <b>11</b>	0.00	0.00	61,954.44
<b>Total 8000 DOT UPWP</b>	26,811.86	0.00	35,142.58	0.00	0.00	61,954.44
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>85,987.78</b>	<b>0.00</b>	<b>76,537.81</b>	<b>21,920.45</b>	<b>5,271.43</b>	<b>189,717.47</b>

**Strafford Regional Planning Commission**  
**A/R Aging Summary**  
As of January 31, 2022

**DRAFT**

1. DOV RESILIENCE \$663.05 received February

2. DOV EQUITY \$2499.81 received February

3. DURHAM GROUNDWATER \$11081.61 received February

4. NEWMARKET TAX MAP \$1000.00 received February

5. SOMERSWORTH TAX MAP \$560.00 received February

6. UNH PATH TO RESILIENCE \$1000.00 received February

7. COASTAL \$2215.01 received February

8. SUNRISE LAKE \$2930.50 received February

9. CAPSC \$9402.67 received February

10. EDA CARES \$15433.57 received February

11. UPWP \$35142.58 received February

**Strafford Regional Planning Commission  
Profit & Loss  
January 2022**



	Jan 22	Jan 21	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
New Durham RSMS	0.00	478.23	-478.23
2000 SRPC Membership Dues	10,896.20	9,871.89	1,024.31
<b>SRPC Revenue</b>			
<b>Municipal and NonProfit Revenue</b>			
4703 Strafford Circuit Rider	4,227.75	0.00	4,227.75
4801 WAK Circuit Rider	828.34	0.00	828.34
5151 GSCH - Tufts	1,174.32	5,051.79	-3,877.47
3501 FAR Circuit Rider	4,633.85	4,136.45	497.40
5101 NHCHF	697.12	1,417.85	-720.73
4201Northwood Planning Services	2,444.78	2,161.25	283.53
4301 NOT Circuit Rider	1,277.55	2,296.25	-1,018.70
<b>Total Municipal and NonProfit Revenue</b>	15,283.71	15,063.59	220.12
<b>Total SRPC Revenue</b>	15,283.71	15,063.59	220.12
<b>Economic Development Revenue</b>			
7002 EDA CARES	14,671.40	15,241.55	-570.15
7001 EDD Planning Grant	9,968.31	11,060.69	-1,092.38
7110 EPA Brownfields	2,775.68	8,365.92	-5,590.24
<b>Total Economic Development Revenue</b>	27,415.39	34,668.16	-7,252.77
<b>State Award Revenue</b>			
6002 ARPA RHNA	11,355.14	0.00	11,355.14
<b>CDFA</b>			
6601 CDBG Grant	2,444.97	0.00	2,444.97
<b>Total CDFA</b>	2,444.97	0.00	2,444.97
<b>NHDES</b>			
5052 RPC CILUG	959.83	0.00	959.83
3303 DOV Equity	1,168.66	0.00	1,168.66
6180 NFWF Great Bay Shoreline	1,546.43	0.00	1,546.43
6251 Sunrise Lake	0.00	1,019.40	-1,019.40
3404 DUR Resilience	0.00	1,934.06	-1,934.06
6102 Coastal FY22	1,711.36	970.17	741.19
3302 DOV Coastal Resilience	0.00	1,332.54	-1,332.54
3403 Dur Groundwater Modeling	2,420.00	5,093.96	-2,673.96
6303 Local Source Water MIL ROL	1,057.60	0.00	1,057.60
6250 Watershed PRB	2,666.80	6,772.03	-4,105.23
<b>Total NHDES</b>	11,530.68	17,122.16	-5,591.48
<b>Pre-Disaster Mitigation</b>			
6501 PDM19 BAR NDU ROL SOM	1,840.00	0.00	1,840.00
<b>Total Pre-Disaster Mitigation</b>	1,840.00	0.00	1,840.00
<b>Targeted Block</b>	2,202.17	0.00	2,202.17
<b>Total State Award Revenue</b>	29,372.96	17,122.16	12,250.80
<b>MPO Revenue</b>			
NH DOT			

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**January 2022**



	Jan 22	Jan 21	\$ Change
8001 UPWP 22-23	29,790.96	0.00	29,790.96
8000 UPWP	0.00	39,157.96	-39,157.96
<b>Total NH DOT</b>	<b>29,790.96</b>	<b>39,157.96</b>	<b>-9,367.00</b>
<b>Total MPO Revenue</b>	<b>29,790.96</b>	<b>39,157.96</b>	<b>-9,367.00</b>
<b>Contra Income Cash Match</b>			
<b>LSWP Cash Match</b>			
LSWP SRPC Cash Match	-223.25	0.00	-223.25
LSWP ROL Cash Match	-25.85	0.00	-25.85
<b>Total LSWP Cash Match</b>	<b>-249.10</b>	<b>0.00</b>	<b>-249.10</b>
<b>Cash Match RPC CILUG</b>	<b>-119.98</b>	<b>0.00</b>	<b>-119.98</b>
<b>Dover Equity Cash Match</b>			
Dover Cash Match	524.70	0.00	524.70
SRPC Cash Match	-16.51	0.00	-16.51
<b>Total Dover Equity Cash Match</b>	<b>508.19</b>	<b>0.00</b>	<b>508.19</b>
<b>Coastal Cash Match</b>	<b>-285.11</b>	<b>0.00</b>	<b>-285.11</b>
<b>DOT Cash Match</b>			
NDU RSMS Match	0.00	-478.23	478.23
DOT Cash Match - Other	-2,979.10	-3,437.57	458.47
<b>Total DOT Cash Match</b>	<b>-2,979.10</b>	<b>-3,915.80</b>	<b>936.70</b>
<b>EDD Cash Match</b>	<b>0.00</b>	<b>-1,134.83</b>	<b>1,134.83</b>
<b>Total Contra Income Cash Match</b>	<b>-3,125.10</b>	<b>-5,050.63</b>	<b>1,925.53</b>
<b>Contra Income InKind/Soft Match</b>			
IK DOV Equity	-450.39	0.00	-450.39
IK DOV Resilience	0.00	-435.36	435.36
In-Kind EDD Match	-4,808.15	-4,631.07	-177.08
In-Kind HazMit Match	-460.00	0.00	-460.00
PRB IK Match	0.00	-3,317.03	3,317.03
Contra Income InKind/Soft Match - Other	0.00	-216.40	216.40
<b>Total Contra Income InKind/Soft Match</b>	<b>-5,718.54</b>	<b>-8,599.86</b>	<b>2,881.32</b>
<b>Contract Overage</b>	<b>-122.81</b>	<b>0.00</b>	<b>-122.81</b>
<b>Total Income</b>	<b>103,792.77</b>	<b>102,711.50</b>	<b>1,081.27</b>
<b>Gross Profit</b>	<b>103,792.77</b>	<b>102,711.50</b>	<b>1,081.27</b>
<b>Expense</b>			
<b>Personnel Expenses</b>			
Salary and Wages	68,367.65	51,610.13	16,757.52
<b>Payroll Expenses</b>			
Dental insurance expense	465.50	416.20	49.30
Health incentive	0.00	125.00	-125.00
Health Insurance expense	7,510.84	6,322.60	1,188.24
Life Insurance expense	117.64	90.44	27.20
LTD Insurance expense	68.14	55.74	12.40
STD insurance expense	267.10	209.80	57.30



**Strafford Regional Planning Commission  
Profit & Loss  
January 2022**

	Jan 22	Jan 21	\$ Change
Payroll Processing Fees	365.75	282.25	83.50
Pension expense	1,819.28	1,551.31	267.97
Unemployment expense	164.12	168.51	-4.39
Workers Compensation	159.12	159.01	0.11
Payroll Taxes			
Medicare Expense	970.00	728.49	241.51
Social Security expense	4,147.60	3,114.93	1,032.67
Payroll Taxes - Other	-0.01	0.00	-0.01
<b>Total Payroll Taxes</b>	<b>5,117.59</b>	<b>3,843.42</b>	<b>1,274.17</b>
<b>Total Payroll Expenses</b>	<b>16,055.08</b>	<b>13,224.28</b>	<b>2,830.80</b>
Dues and Subscriptions	915.54	513.13	402.41
Staff Training and Seminars	70.00	0.00	70.00
<b>Total Personnel Expenses</b>	<b>85,408.27</b>	<b>65,347.54</b>	<b>20,060.73</b>
Equipment expense			
Copier Maintenance Contract	319.85	319.85	0.00
Office furniture			
Computer equipment	274.95	0.00	274.95
<b>Total Office furniture</b>	<b>274.95</b>	<b>0.00</b>	<b>274.95</b>
Software expense			
ArclInfo/View software	400.00	400.00	0.00
Office Software			
iDrive	49.97	0.00	49.97
Timesheet Software	148.00	70.00	78.00
Survey Monkey	66.26	0.00	66.26
Zoom	58.32	0.00	58.32
Adobe In Design	523.97	73.98	449.99
Anti-virus software	40.85	36.55	4.30
Constant Contact	85.50	85.50	0.00
DropBox	11.99	0.00	11.99
Microsoft Office 365	200.00	209.73	-9.73
<b>Total Office Software</b>	<b>1,184.86</b>	<b>475.76</b>	<b>709.10</b>
<b>Total Software expense</b>	<b>1,584.86</b>	<b>875.76</b>	<b>709.10</b>
<b>Total Equipment expense</b>	<b>2,179.66</b>	<b>1,195.61</b>	<b>984.05</b>
Fixed Expenses			
Insurance			
Liability Insurance	406.45	480.42	-73.97
<b>Total Insurance</b>	<b>406.45</b>	<b>480.42</b>	<b>-73.97</b>
Rent	2,500.00	2,500.00	0.00
Vehicle Expenses			
Depreciation Expense	477.99	477.99	0.00
Vehicle Gas & Repairs	284.99	22.08	262.91
Vehicle Interest	56.50	77.69	-21.19
<b>Total Vehicle Expenses</b>	<b>819.48</b>	<b>577.76</b>	<b>241.72</b>

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**January 2022**

DRAFT

	Jan 22	Jan 21	\$ Change
<b>Total Fixed Expenses</b>	3,725.93	3,558.18	167.75
<b>Communications</b>			
Media Outreach Expense	1,203.40	0.00	1,203.40 <sup>3</sup>
Postage and Delivery	108.19	17.99	90.20
Telephone and Internet	450.96	290.55	160.41
Website maintenance and updates			
Website and logo design	8.44	8.44	0.00
Website maintenance and updates - Other	0.00	0.00	0.00
<b>Total Website maintenance and updates</b>	8.44	8.44	0.00
<b>Total Communications</b>	1,770.99	316.98	1,454.01
<b>Administrative</b>			
<b>Meetings Expense</b>			
Meetings Advertising Expense	310.42	112.80	197.62
<b>Total Meetings Expense</b>	310.42	112.80	197.62
<b>Office Expense</b>	932.90	729.40	203.50
<b>Office Supplies</b>			
Plotter Ink and Supplies	170.00	0.00	170.00
Office Supplies - Other	6.80	11.99	-5.19
<b>Total Office Supplies</b>	176.80	11.99	164.81
<b>Printing and Reproduction</b>	113.00	0.00	113.00
<b>Professional Fees</b>			
Accounting, Audit	1,250.00	902.50	347.50
<b>Total Professional Fees</b>	1,250.00	902.50	347.50
<b>Travel &amp; Ent</b>			
Travel	270.86	25.20	245.66
<b>Total Travel &amp; Ent</b>	270.86	25.20	245.66
<b>Total Administrative</b>	3,053.98	1,781.89	1,272.09
<b>Contract Labor</b>			
<b>Financial Services</b>	0.00	3,295.00	-3,295.00
<b>IT and Network support</b>	270.00	270.00	0.00
<b>Pass Through Expense</b>			
DOV PREPA Consultant	1,000.00	0.00	1,000.00
Project Supplies	293.26	0.00	293.26
EDA CARES Contract Support	255.00	0.00	255.00
DUR Resilience Subcontract	0.00	1,371.75	-1,371.75
Sunrise Lake Subcontract	0.00	1,048.60	-1,048.60
Dov Resilience	0.00	680.00	-680.00
DUR Groundwater Consultant	0.00	4,680.00	-4,680.00
EPA Brownfields Consultants	2,128.06	8,134.50	-6,006.44
PRB Consultants	0.00	7,491.95	-7,491.95
<b>Total Pass Through Expense</b>	3,676.32	23,406.80	-19,730.48
<b>Total Contract Labor</b>	3,946.32	26,971.80	-23,025.48 <sup>4</sup>

1:12 PM  
02/10/22  
Accrual Basis

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**January 2022**

**DRAFT**

	<u>Jan 22</u>	<u>Jan 21</u>	<u>\$ Change</u>
Total Expense	100,085.15	99,172.00	913.15
Net Ordinary Income	3,707.62	3,539.50	168.12
Other Income/Expense			
Other Income			
Interest Income	12.60	9.23	3.37
Total Other Income	12.60	9.23	3.37
Net Other Income	12.60	9.23	3.37
Net Income	<u>3,720.22</u>	<u>3,548.73</u>	<u>171.49</u>

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**January 2022**



- 
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.

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  2. Personnel Expenses: Due to the number of contracts/projects, additional staffing has been obtained for FY22. In January of the current fiscal year there were 19 staff members, compared to 12 staff members in the prior year.

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  3. Media Outreach: Van decals with the new logo, staff outerwear with the new logo

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  4. Contract Labor: The Financial Consultant is now an employee. Other contract labor costs are dependent on receipt of invoices from subcontractors.

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**Strafford Regional Planning Commission  
Income by Customer  
January 2022**

DRAFT

Date	Name	Memo	Amount
<b>2000 LTA (Local Technical Assistance)</b>			
01/01/2022	2000 LTA (Local Te...	Dues 125078.50 (LESS NOT, BRK) = 10896.22/mo Jan-Jun 2022 (Jan 10896.20)	10,896.20
Total 2000 LTA (Local Technical Assistance)			10,896.20
<b>3300 City of Dover</b>			
<b>3303 Dover Equity</b>			
01/31/2022	3300 City of Dover:...	Dover Equity Progress Billing - January 2022	1,168.66
01/31/2022	3300 City of Dover:...	Dover Equity In Kind Match	-450.39
01/31/2022	3300 City of Dover:...	Dover Cash Match Dover Equity	-41.28
01/31/2022	3300 City of Dover:...	SRPC Cash Match Dover Equity	-16.51
Total 3303 Dover Equity			660.48
<b>3300 City of Dover - Other</b>			
01/31/2022	3300 City of Dover	Dover Cash Match Dover Equity - July 2021-January 2022	565.98
Total 3300 City of Dover - Other			565.98
Total 3300 City of Dover			1,226.46
<b>3400 Town of Durham</b>			
<b>3403 Durham Groundwater Modeling</b>			
01/31/2022	3400 Town of Durh...	Progress Billing Durham Groundwater - January 2022	2,420.00
Total 3403 Durham Groundwater Modeling			2,420.00
Total 3400 Town of Durham			2,420.00
<b>3500 Town of Farmington</b>			
<b>3501 FAR Circuit Rider</b>			
01/31/2022	3500 Town of Farmi...	Farmington Circuit Rider - January 2022	4,633.85
Total 3501 FAR Circuit Rider			4,633.85
Total 3500 Town of Farmington			4,633.85
<b>4200 Town of Northwood</b>			
<b>4201 NOR Circuit Rider</b>			
01/31/2022	4200 Town of North...	Northwood Circuit Rider - January 2022	2,444.78
Total 4201 NOR Circuit Rider			2,444.78
Total 4200 Town of Northwood			2,444.78
<b>4300 Town of Nottingham</b>			
<b>4301 NOT Circuit Rider</b>			
01/31/2022	4300 Town of Nottin...	Progress Billing - Nottingham Circuit Rider - January 2022	1,277.55
Total 4301 NOT Circuit Rider			1,277.55

**Strafford Regional Planning Commission  
Income by Customer  
January 2022**

DRAFT

Date	Name	Memo	Amount
Total 4300 Town of Nottingham			1,277.55
<b>4700 Town of Strafford</b>			
<b>4701 Strafford Circuit Rider</b>			
01/31/2022	4700 Town of Straff...	Progress Billing - Strafford Circuit Rider - January 2022	4,227.75
Total 4701 Strafford Circuit Rider			4,227.75
Total 4700 Town of Strafford			4,227.75
<b>4800 Town of Wakefield</b>			
<b>4801 Wakefield Circuit Rider 2021</b>			
01/31/2022	4800 Town of Wake...	Progress Billing - Wakefield Circuit Rider - January 2022	828.34
Total 4801 Wakefield Circuit Rider 2021			828.34
Total 4800 Town of Wakefield			828.34
<b>5050 Rockingham Planning Commission</b>			
<b>5052 RPC CILUG</b>			
01/31/2022	5050 Rockingham ...	Progress Billing - RPC CILUG - January 2022	959.83
01/31/2022	5050 Rockingham ...	Cash Match	-119.98
Total 5052 RPC CILUG			839.85
Total 5050 Rockingham Planning Commission			839.85
<b>5100 NHCHF</b>			
<b>5101 NHCHF Promoting Outdoor Play</b>			
01/31/2022	5100 NHCHF:5101 ...	Progress Billing - Promoting Outdoor Play - November 2021 through January 2022	697.12
01/31/2022	5100 NHCHF:5101 ...	To record when contracts go over budget in QuickBooks	-122.81
Total 5101 NHCHF Promoting Outdoor Play			574.31
Total 5100 NHCHF			574.31
<b>5150 GSCH</b>			
<b>5151 Creating Age Friendly Communities</b>			
01/31/2022	5150 GSCH:5151 C...	Progress Billing - GSCH - January 2022	1,174.32
Total 5151 Creating Age Friendly Communities			1,174.32
Total 5150 GSCH			1,174.32
<b>6000 NH Office of Planning &amp; Development</b>			
<b>6001 TBG22-23</b>			
01/31/2022	6000 NH Office of P...	Progress Billing - Targeted Block Grant - November 2021 through January 2022	2,202.17
Total 6001 TBG22-23			2,202.17
<b>6002 ARPA RHNA</b>			

**Strafford Regional Planning Commission  
Income by Customer  
January 2022**

DRAFT

Date	Name	Memo	Amount
01/31/2022	6000 NH Office of P...	Progress Billing - ARPA Regional Housing Needs Assessment - January 2022	11,355.14
Total 6002 ARPA RHNA			11,355.14
Total 6000 NH Office of Planning & Development			13,557.31
<b>6100 NH DES</b>			
<b>6102 Coastal 22</b>			
01/31/2022	6100 NH DES:6102...	Coastal 2021 Progress Billing - January 2022	1,711.36
01/31/2022	6100 NH DES:6102...	Cash Match	-285.11
Total 6102 Coastal 22			1,426.25
<b>6180 NFWF Scaling Up Living Shorelines</b>			
01/31/2022	6100 NH DES:6180...	NFWF Progress Billing - January 2022	1,546.43
Total 6180 NFWF Scaling Up Living Shorelines			1,546.43
<b>6250.000 PRB-Oyster River</b>			
01/31/2022	6100 NH DES:6250...	PRB Progress Billing, PO 1064375, November 2021 through January 2022	2,666.80
Total 6250.000 PRB-Oyster River			2,666.80
<b>6303 LSWP 22</b>			
01/31/2022	6100 NH DES:6303...	Local Source Water Protection Progress Billing - Dec 2021 through January 2022	1,057.60
01/31/2022	6100 NH DES:6303...	Cash Match - Rollinsford	-25.85
01/31/2022	6100 NH DES:6303...	Cash Match - SRPC	-223.25
Total 6303 LSWP 22			808.50
Total 6100 NH DES			6,447.98
<b>6500 DEPT OF SAFETY (OEM)</b>			
<b>6501 PDM19 BAR NDU ROL SOM</b>			
01/31/2022	6500 DEPT OF SA...	Progress Billing - PDM19 - January 2022	1,840.00
01/31/2022	6500 DEPT OF SA...	In Kind Match for Hazard Mitigation contracts	-460.00
Total 6501 PDM19 BAR NDU ROL SOM			1,380.00
Total 6500 DEPT OF SAFETY (OEM)			1,380.00
<b>6600 CDFA-CDBG Grant Administration</b>			
<b>6601 CAPSC-Strafford Cty Homeless Shelter</b>			
01/31/2022	6600 CDFA-CDBG ...	CDBG Grant Administration - January 2022	2,444.97
Total 6601 CAPSC-Strafford Cty Homeless Shelter			2,444.97
Total 6600 CDFA-CDBG Grant Administration			2,444.97
<b>7000 ECONOMIC DEVELOPMENT ADMINISTRATION</b>			
<b>7002 EDA CARES</b>			

**Strafford Regional Planning Commission  
Income by Customer  
January 2022**

DRAFT

Date	Name	Memo	Amount
01/31/2022	7000 ECONOMIC ...	EDA CARES - Project 01-69-15047 - Progress Billing - January 2022	14,671.40
Total 7002 EDA CARES			14,671.40
<b>7003 EDA FY22</b>			
01/31/2022	7000 ECONOMIC ...	Progress Billing - EDA Partnership Grant - January 2022	9,968.31
01/31/2022	7000 ECONOMIC ...	In Kind Match	-4,808.15
Total 7003 EDA FY22			5,160.16
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			19,831.56
<b>7100 EPA</b>			
<b>7110 Brownfields 2019-2022</b>			
01/31/2022	7100 EPA:7110 Bro...	Progress Billing - Brownfields - January 2022	2,775.68
Total 7110 Brownfields 2019-2022			2,775.68
Total 7100 EPA			2,775.68
<b>8000 DOT UPWP</b>			
<b>8001 UPWP 22-23</b>			
01/31/2022	8000 DOT UPWP:8...	Progress Billing - UPWP - January 2022	29,790.96
01/31/2022	8000 DOT UPWP:8...	10% Matching Funds	-2,979.10
Total 8001 UPWP 22-23			26,811.86
Total 8000 DOT UPWP			26,811.86
<b>TOTAL</b>			<b>103,792.77</b>



**Strafford Regional Planning Commission  
Profit & Loss Budget vs. Actual  
July 2021 through January 2022**



	Jul '21 - Jan 22	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
2000 SRPC Membership Dues	70,597.40	69,651.15	946.25
<b>SRPC Revenue</b>			
<b>Municipal and NonProfit Revenue</b>			
5152 GSCH AARP CHAT SUPPORT	0.00	1,000.00	-1,000.00
4802 Sanbornville Precinct	423.95	2,916.65	-2,492.70
4602 SOM Tax Map	2,880.00	2,720.00	160.00
4703 Strafford Circuit Rider	27,010.55	24,000.00	3,010.55
4801 WAK Circuit Rider	1,825.87	2,640.00	-814.13
5303 NRPC Geodata Portal	0.00	1,375.00	-1,375.00
5151 GSCH - Tufts	24,000.16	22,750.00	1,250.16
3501 FAR Circuit Rider	23,925.25	28,000.00	-4,074.75
3504 FAR Tax Map Updates	1,601.50	2,139.00	-537.50
5501 GIS Projects	0.00	1.00	-1.00
5101 NHCHF	11,055.33	6,348.40	4,706.93
4102 NKT Tax Maps	1,146.45	1,000.00	146.45
4201Northwood Planning Services	12,702.42	14,583.35	-1,880.93
4301 NOT Circuit Rider	16,371.63	16,333.35	38.28
4702 Strafford Tax Map	0.00	1.00	-1.00
<b>Total Municipal and NonProfit Revenue</b>	<b>122,943.11</b>	<b>125,807.75</b>	<b>-2,864.64</b>
<b>Total SRPC Revenue</b>	<b>122,943.11</b>	<b>125,807.75</b>	<b>-2,864.64</b>
<b>Economic Development Revenue</b>			
7003 EDD Planning Partnership	46,175.19	58,333.00	-12,157.81
7002 EDA CARES	109,858.24	122,500.00	-12,641.76
7001 EDD Planning Grant	27,078.31	17,075.00	10,003.31
7110 EPA Brownfields	117,614.46	71,166.65	46,447.81
<b>Total Economic Development Revenue</b>	<b>300,726.20</b>	<b>269,074.65</b>	<b>31,651.55</b>
<b>State Award Revenue</b>			
6002 ARPA RHNA	26,567.77	25,000.00	1,567.77
<b>CDFA</b>			
6601 CDBG Grant	11,847.64	5,833.35	6,014.29
<b>Total CDFA</b>	<b>11,847.64</b>	<b>5,833.35</b>	<b>6,014.29</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	4,444.45	-4,444.45
5052 RPC CILUG	5,169.21	4,229.92	939.29
3303 DOV Equity	19,117.04	21,520.90	-2,403.86
6180 NFWF Great Bay Shoreline	9,400.56	17,529.28	-8,128.72
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	16,122.97	17,500.00	-1,377.03
3302 DOV Coastal Resilience	7,536.33	1,507.00	6,029.33

**Strafford Regional Planning Commission  
Profit & Loss Budget vs. Actual  
July 2021 through January 2022**

**DRAFT**

	Jul '21 - Jan 22	Budget	\$ Over Budget
3403 Dur Groundwater Modeling	16,921.91	23,099.12	-6,177.21
6303 Local Source Water MIL ROL	13,016.12	12,250.00	766.12
6250 Watershed PRB	3,150.55	31,618.40	-28,467.85
<b>Total NHDES</b>	<b>148,525.23</b>	<b>184,964.07</b>	<b>-36,438.84</b>
<b>Pre-Disaster Mitigation</b>			
6502 PDM DUR MID MIL NOT STR WA	0.00	5,333.35	-5,333.35
6501 PDM19 BAR NDU ROL SOM	12,306.31	24,667.00	-12,360.69
<b>Total Pre-Disaster Mitigation</b>	<b>12,306.31</b>	<b>30,000.35</b>	<b>-17,694.04</b>
<b>Targeted Block</b>			
6001 TBG 22-23	0.00	6,481.40	-6,481.40
Targeted Block - Other	3,686.68	0.00	3,686.68
<b>Total Targeted Block</b>	<b>3,686.68</b>	<b>6,481.40</b>	<b>-2,794.72</b>
<b>Total State Award Revenue</b>	<b>208,931.34</b>	<b>262,909.67</b>	<b>-53,978.33</b>
<b>MPO Revenue</b>			
NH DOT			
8001 UPWP 22-23	217,125.19	320,776.00	-103,650.81
8000 UPWP	20,982.92	0.00	20,982.92
<b>Total NH DOT</b>	<b>238,108.11</b>	<b>320,776.00</b>	<b>-82,667.89</b>
<b>Total MPO Revenue</b>	<b>238,108.11</b>	<b>320,776.00</b>	<b>-82,667.89</b>
<b>Contra Income Cash Match</b>			
LSWP Cash Match			
LSWP SRPC Cash Match	-223.25	-1,166.65	943.40
<b>Total LSWP Cash Match</b>	<b>-611.45</b>	<b>-1,166.65</b>	<b>555.20</b>
Cash Match DOV PREPA	0.00	-750.00	750.00
Cash Match RPC CILUG	-646.15	-528.80	-117.35
Durham Resilience Cash Match	-2,948.80	-2,805.00	-143.80
Dover Equity Cash Match	-225.78	-1,240.15	1,014.37
Coastal Cash Match	-1,923.17	-1,458.35	-464.82
DOT Cash Match	-23,810.82	-31,543.15	7,732.33
EDD Cash Match	-397.74	-7,291.50	6,893.76
<b>Total Contra Income Cash Match</b>	<b>-30,563.91</b>	<b>-46,783.60</b>	<b>16,219.69</b>
<b>Contra Income InKind/Soft Match</b>			
IK DOT	0.00	-534.90	534.90
IK DOV PREPA	-997.71	-1,250.00	252.29
IK DOV Equity	-2,516.81	-2,161.85	-354.96
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	-7,291.65	2,712.27
In-Kind EDD Match	-29,663.25	-26,015.00	-3,648.25
In-Kind HazMit Match	-3,076.58	-7,500.35	4,423.77
PRB IK Match	0.00	-14,208.25	14,208.25

**Strafford Regional Planning Commission  
Profit & Loss Budget vs. Actual  
July 2021 through January 2022**



	Jul '21 - Jan 22	Budget	\$ Over Budget
<b>Total Contra Income InKind/Soft Match</b>	-53,531.54	-60,784.00	7,252.46
<b>Total Income</b>	856,906.68	940,651.62	-83,744.94
<b>Gross Profit</b>	856,906.68	940,651.62	-83,744.94 <b>1</b>
<b>Expense</b>			
<b>Personnel Expenses</b>			
<b>Salary and Wages</b>			
STD Reimbursement	-4,023.06	-3,520.00	-503.06
Salary and Wages - Other	490,404.22	473,078.10	17,326.12
<b>Total Salary and Wages</b>	486,381.16	469,558.10	16,823.06
<b>Payroll Expenses</b>			
FSA Fees	11.00	0.00	11.00
Dental insurance expense	2,606.84	3,283.00	-676.16
Health incentive	581.72	5,649.60	-5,067.88
Health Insurance expense	40,772.70	56,631.75	-15,859.05
Life Insurance expense	776.39	873.85	-97.46
LTD Insurance expense	438.17	470.15	-31.98
STD insurance expense	1,525.01	1,840.40	-315.39
Payroll Processing Fees	1,797.25	1,516.65	280.60
Pension expense	13,507.25	13,606.25	-99.00
Unemployment expense	-586.29	136.50	-722.79
Workers Compensation	498.16	754.85	-256.69
Payroll Taxes	36,607.77	36,190.60	417.17
<b>Total Payroll Expenses</b>	98,535.97	120,953.60	-22,417.63
<b>Dues and Subscriptions</b>	4,316.27	4,571.00	-254.73
<b>Staff Training and Seminars</b>	720.00	5,833.35	-5,113.35
<b>Total Personnel Expenses</b>	589,953.40	600,916.05	-10,962.65 <b>2</b>
<b>Equipment expense</b>			
Copier Maintenance Contract	2,238.95	2,238.85	0.10
Office furniture			
Computer equipment	12,844.02	11,872.00	972.02
Office furniture - Other	11,609.22	2,757.40	8,851.82
<b>Total Office furniture</b>	24,453.24	14,629.40	9,823.84 <b>3</b>
<b>Other Equipment Repair and Cost</b>			
Equipment Rental & Repair	0.00	291.65	-291.65
<b>Total Other Equipment Repair and Cost</b>	549.30	291.65	257.65
<b>Software expense</b>			
ArclInfo/View software	2,800.00	3,791.65	-991.65
Office Software			
Timesheet Software	988.00	0.00	988.00
Adobe In Design	1,867.80	0.00	1,867.80
Anti-virus software	268.75	0.00	268.75
Constant Contact	598.50	0.00	598.50
DropBox	83.93	0.00	83.93
Microsoft Office 365	1,073.05	0.00	1,073.05

**Strafford Regional Planning Commission  
Profit & Loss Budget vs. Actual  
July 2021 through January 2022**



	Jul '21 - Jan 22	Budget	\$ Over Budget
Office Software - Other	0.00	5,958.75	-5,958.75
<b>Total Office Software</b>	<b>5,704.32</b>	<b>5,958.75</b>	<b>-254.43</b>
<b>Total Software expense</b>	<b>8,504.32</b>	<b>9,750.40</b>	<b>-1,246.08</b>
Traffic Count Expenses			
Traffic counting supplies	6.48	1,750.00	-1,743.52 <sup>4</sup>
<b>Total Traffic Count Expenses</b>	<b>1,009.48</b>	<b>1,750.00</b>	<b>-740.52</b>
<b>Total Equipment expense</b>	<b>36,755.29</b>	<b>28,660.30</b>	<b>8,094.99</b>
<b>Fixed Expenses</b>			
<b>Insurance</b>			
Liability Insurance	2,971.93	2,919.00	52.93
<b>Total Insurance</b>	<b>2,971.93</b>	<b>2,919.00</b>	<b>52.93</b>
<b>Rent</b>	<b>17,500.00</b>	<b>17,500.00</b>	<b>0.00</b>
<b>Vehicle Expenses</b>			
Depreciation Expense	3,345.93	0.00	3,345.93
Vehicle Gas & Repairs	726.42	0.00	726.42
Vehicle Interest	433.28	0.00	433.28
Vehicle Expenses - Other	0.00	6,430.65	-6,430.65
<b>Total Vehicle Expenses</b>	<b>4,505.63</b>	<b>6,430.65</b>	<b>-1,925.02</b>
<b>Total Fixed Expenses</b>	<b>24,977.56</b>	<b>26,849.65</b>	<b>-1,872.09</b>
<b>Communications</b>			
Media Outreach Expense	1,228.40	291.65	936.75
Office Telephone System	0.00	2,508.35	-2,508.35 <sup>5</sup>
Postage and Delivery	282.08	233.35	48.73
Telephone and Internet	2,457.16	2,100.00	357.16
Website maintenance and updates			
Website and logo design	1,657.58	1,209.25	448.33
<b>Total Website maintenance and updates</b>	<b>1,657.58</b>	<b>1,209.25</b>	<b>448.33</b>
<b>Total Communications</b>	<b>5,836.13</b>	<b>6,342.60</b>	<b>-506.47</b>
<b>Administrative</b>			
Library & Planning Books	-355.40	1,166.65	-1,522.05 <sup>6</sup>
Meetings Expense	660.91	1,750.00	-1,089.09
Office Expense	6,871.36	16,260.40	-9,389.04 <sup>7</sup>
Office Supplies	2,875.57	1,750.00	1,125.57 <sup>8</sup>
Printing and Reproduction	146.05	87.50	58.55
Professional Fees			
Accounting, Audit	8,750.00	7,000.00	1,750.00
Legal Fees	0.00	2,333.35	-2,333.35
<b>Total Professional Fees</b>	<b>8,750.00</b>	<b>9,333.35</b>	<b>-583.35</b>
Travel & Ent			
Travel	3,371.45	0.00	3,371.45
Travel & Ent - Other	0.00	8,750.00	-8,750.00

1:18 PM  
 02/10/22  
 Accrual Basis

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
 July 2021 through January 2022

DRAFT

	Jul '21 - Jan 22	Budget	\$ Over Budget
<b>Total Travel &amp; Ent</b>	3,443.24	8,750.00	-5,306.76
<b>Total Administrative</b>	22,391.73	39,097.90	-16,706.17
<b>Contract Labor</b>			
Financial Services	17,436.25	17,436.00	0.25
IT and Network support	2,107.50	5,250.00	-3,142.50 <sup>9</sup>
<b>Pass Through Expense</b>			
DOV PREPA Consultant	1,500.00	1,000.00	500.00
RPC FTA Subcontract	0.00	4,811.90	-4,811.90
DOV Equity Consultants	4,372.15	9,038.75	-4,666.60
NHDOT Consultant	6,992.67	14,583.35	-7,590.68
EDA CARES Contract Support	9,051.00	29,166.65	-20,115.65
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	113,589.06	67,083.35	46,505.71
PRB Consultants	0.00	24,449.00	-24,449.00
<b>Total Pass Through Expense</b>	172,684.55	186,646.00	-13,961.45
<b>Total Contract Labor</b>	192,228.30	209,332.00	-17,103.70 <sup>10</sup>
<b>Total Expense</b>	872,142.41	911,198.50	-39,056.09
<b>Net Ordinary Income</b>	-15,235.73	29,453.12	-44,688.85
<b>Other Income/Expense</b>			
Other Income			
Interest Income	87.31	60.00	27.31
<b>Total Other Income</b>	87.31	60.00	27.31
<b>Net Other Income</b>	87.31	60.00	27.31
<b>Net Income</b>	-15,148.42	29,513.12	-44,661.54

**Strafford Regional Planning Commission  
Profit & Loss Budget vs. Actual  
July 2021 through January 2022**



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 Television for meetings, and a scanner system (reimbursed by EDA) The actual total for these items is 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 January, 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. Payment for the order was done in February in the amount of \$2372.
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.

# **STRAFFORD REGIONAL PLANNING COMMISSION**

Independent Auditors' Reports Pursuant  
to Government Auditing Standards  
and Uniform Guidance

For the Year Ended June 30, 2021

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

**INDEPENDENT AUDITORS' REPORT**

To the Board of Commissioners  
Stafford Regional Planning Commission

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of Stafford Regional Planning Commission (the Commission), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated November 19, 2021.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting (internal control) as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Merrimack, New Hampshire  
November 19, 2021

**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM;  
REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND  
REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
REQUIRED BY THE UNIFORM GUIDANCE**

**INDEPENDENT AUDITORS' REPORT**

To the Board of Commissioners  
Stafford Regional Planning Commission

**Report on Compliance for Each Major Federal Program**

We have audited Stafford Regional Planning Commission's (the Commission) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Commission's major federal programs for the year ended June 30, 2021. The Commission's major federal programs are identified in the summary of auditors' results section of the accompanying Schedule of Findings and Questioned Costs.

***Management's Responsibility***

Management is responsible for compliance with the federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditors' Responsibility***

Our responsibility is to express an opinion on compliance for each of the Commission's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Commission's compliance.

### ***Opinion on Each Major Federal Program***

In our opinion, Stafford Regional Planning Commission complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

### **Report on Internal Control over Compliance**

Management of the Commission is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Commission's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did

not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

### **Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the financial statements of the governmental activities and the major fund of Stafford Regional Planning Commission as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements. We issued our report thereon dated November 19, 2021, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Merrimack, New Hampshire  
\_\_\_\_\_, 2022

## STRAFFORD REGIONAL PLANNING COMMISSION

Schedule of Expenditures of Federal Awards  
For the Year Ended June 30, 2021

<i><b>Federal Agency</b></i>				
Cluster	Federal	Pass through		
Pass through Agency	AL	Identifying		Federal
Program Title	<u>Number</u>	<u>Number</u>		<u>Expenditures</u>
<b><i>U.S. Department of Commerce</i></b>				
Direct Federal Program				
Economic Development Technical Assistance	11.303	N/A		\$ 57,065
COVID-19 - Economic Adjustment Assistance	11.307	N/A		115,874
Passed Through State of New Hampshire Department of Environmental Services				
Coastal Zone Management Administration Awards	11.419	19-306-22		13,805
Coastal Zone Management Administration Awards	11.419	19-306-21		16,024
Coastal Zone Management Administration Awards	11.419	20-306-09		12,500
Coastal Zone Management Administration Awards	11.419	19-306-24		<u>10,313</u>
Total Coastal Zone Management Administration Awards				52,642
Office for Coastal Management	11.473	GBLS-2		<u>1,927</u>
Total U.S. Department of Commerce				227,508
<b><i>U.S. Department of Housing and Urban Development</i></b>				
Passed Through State of New Hampshire Department of Housing and Urban Development				
Community Development Block Grants/ State's Program and Non-Entitlement Grants in Hawaii	14.228	20-409-CDPS-CV		<u>5,109</u>
Total U.S. Department of Housing and Urban Development				5,109
<b><i>U.S. Department of Transportation</i></b>				
Highway Planning and Construction Cluster				
Passed Through State of New Hampshire Department of Transportation Highway Planning and Construction	20.205	43432		<u>573,258</u>
Total U.S. Department of Transportation				573,258
<b><i>U.S. Environmental Protection Agency</i></b>				
Passed Through State of New Hampshire Department of Environmental Services				
Water Quality Management Planning	66.454	2018-06-26		20,505
Passed Through State of New Hampshire Department of Environmental Services				
Capitalization Grants for Clean Water State Revolving Funds	66.458	CS-330161-13		45,570
Nonpoint Source Implementation Grants	66.460	PO1064375		31,599
Capitalization Grants for Drinking Water State Revolving Funds	66.468	SWP-301		10,334
Capitalization Grants for Drinking Water State Revolving Funds	66.468	NONE PROVIDED		9,200
Capitalization Grants for Drinking Water State Revolving Funds	66.468	20-306-19		<u>2,934</u>
Total Capitalization Grants for Drinking Water State Revolving Funds				22,468
Direct Federal Program				
Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Cooperative Agreements	66.818	N/A		<u>88,312</u>
Total U.S. Environmental Protection Agency				208,453
<b><i>U.S. Department of Homeland Security</i></b>				
Passed Through State of New Hampshire Department of Safety				
BRIC: Building Resilient Infrastructure and Communities	97.047	EMB-2020-PC-0005		<u>15,500</u>
Total U.S. Department of Homeland Security				<u>15,500</u>
Total Expenditures of Federal Awards				\$ <u>1,029,828</u>

The accompanying notes are an integral part of this schedule.

**STRAFFORD REGIONAL PLANNING COMMISSION****Notes to Schedule of Expenditures of Federal Awards  
For the Year Ended June 30, 2021****Note 1. Summary of Significant Accounting Policies**

- The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of Strafford Regional Planning Commission (the Commission) under programs of the federal government for the year ended June 30, 2021. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Commission, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Commission.
- Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**Note 2. De Minimis Cost Rate**

The Commission has elected not to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

**Note 3. Donated Personal Protective Equipment (PPE) (Unaudited)**

During fiscal year 2021, the Commission did not receive donated PPE from Federal sources.

**Note 4. Subrecipients**

Of the federal expenditures presented in the Schedule, the Commission did not provide federal awards to subrecipients.

## STRAFFORD REGIONAL PLANNING COMMISSION

Schedule of Findings and Questioned Costs  
For the Year Ended June 30, 2021

## SECTION I - SUMMARY OF AUDITORS' RESULTS

**Financial Statements**

Type of report auditor issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified?  yes  no
- Significant deficiency(ies) identified?  yes  none reported

Noncompliance material to financial statements noted?  yes  no

**Federal Awards**

Internal control over major federal programs:

- Material weakness(es) identified?  yes  no
- Significant deficiency(ies) identified?  yes  none reported

Type of auditors' report issued on compliance for major federal programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?  yes  no

Identification of major federal programs:

<u>AL Number(s)</u>	<u>Name of Federal Program or Cluster</u>
20.205	Highway Planning and Construction Cluster

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee?  yes  no



**SECTION II - FINANCIAL STATEMENT FINDINGS**

None.

**SECTION III - FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS**

None.

**SECTION IV - SCHEDULE OF PRIOR YEAR FINDINGS**

There was no single audit required in the prior year.



# STRAFFORD

Regional Planning Commission

February 18, 2022

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

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

Dear Mr. Watson:

The Strafford Regional Planning Commission (SRPC) staff has received a request to approve the February 2022 Minor Revisions to Strafford Metropolitan Planning Organization's approved 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.*

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



February 2022 TIP Minors Table of Contents

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**Funding Changes**

Program FTA 5310	Page 1
Lee 41322	Page 2
Program PAVE-T2-RESURF	Page 3
Program STBG-FTA	Page 4

# 2021 - 2024 SRPC Transportation Improvement Program

## February 2022 Minors

2/3/2022

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 FTA5310

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

Acronyms:

#### Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2021	\$2,447,702		\$0	\$611,926	<b>\$3,059,628</b>
OTHER	2022	\$2,936,728		\$0	\$734,182	<b>\$3,670,910</b>
OTHER	2023	\$2,546,589		\$0	\$636,647	<b>\$3,183,236</b>
OTHER	2024	\$2,597,521		\$0	\$649,380	<b>\$3,246,901</b>

#### Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2021	\$2,447,702		\$0	\$611,926	<b>\$3,059,628</b>
OTHER	2022	\$2,936,728		\$0	\$734,182	<b>\$3,670,910</b>
OTHER	2023	\$2,546,589		\$0	\$636,647	<b>\$3,183,236</b>
OTHER	2024	\$2,597,521		\$0	\$649,380	<b>\$3,246,901</b>

#### Change Notes

NHDOT Description of Changes  
 Federal formula funds removed from 2021 fiscal year (STBG - State Flexible)

SRPC Notes

#### Funding Sources

##### FHWA

STBG-State Flexible

##### FTA

FTA 5310 Capital Program

##### OTHER

Other

# LEE 41322

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

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$110,000		\$0	\$0	<b><i>\$110,000</i></b>
PE	2022	\$220,000		\$0	\$0	<b><i>\$220,000</i></b>
ROW	2022	\$16,500		\$0	\$0	<b><i>\$16,500</i></b>
CON	2023	\$1,650,000		\$0	\$0	<b><i>\$1,650,000</i></b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$110,000		\$0	\$0	<b><i>\$110,000</i></b>
PE	2022	\$330,000		\$0	\$0	<b><i>\$330,000</i></b>
ROW	2022	\$16,500		\$0	\$0	<b><i>\$16,500</i></b>
CON	2023	\$1,650,000		\$0	\$0	<b><i>\$1,650,000</i></b>

## Change Notes

NHDOT Description of Changes

\$110,000 increase in 2022 PE funds to reflect additional changes & adjustments on recent estimate.

SRPC Notes

## Funding Sources

### FHWA

STBG-Non Urban Areas Under 5K  
National Highway Performance  
Hwy Infrastructure

### NHDOT

Toll Credit

# PROGRAM PAVE-T2-RESURF

Towns: Statewide  
 Road: Tier 2 Highways  
 Scope: Resurfacing Tier 2 Roadways  
 Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$800,000		\$0	\$0	<b>\$800,000</b>
PE	2022	\$800,000		\$0	\$0	<b>\$800,000</b>
PE	2023	\$800,000		\$0	\$0	<b>\$800,000</b>
PE	2024	\$800,000		\$0	\$0	<b>\$800,000</b>
ROW	2021	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2022	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2023	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2024	\$25,000		\$0	\$0	<b>\$25,000</b>
CON	2021	\$54,000,000	\$6,000,000		\$0	<b>\$60,000,000</b>
CON	2022	\$14,650,000	\$6,000,000		\$0	<b>\$20,650,000</b>
CON	2023	\$14,650,000	\$6,000,000		\$0	<b>\$20,650,000</b>
CON	2024	\$14,650,000	\$6,000,000		\$0	<b>\$20,650,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$800,000		\$0	\$0	<b>\$800,000</b>
PE	2022	\$1,450,000		\$0	\$0	<b>\$1,450,000</b>
PE	2023	\$475,000		\$0	\$0	<b>\$475,000</b>
PE	2024	\$475,000		\$0	\$0	<b>\$475,000</b>
ROW	2021	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2022	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2023	\$25,000		\$0	\$0	<b>\$25,000</b>
ROW	2024	\$25,000		\$0	\$0	<b>\$25,000</b>
CON	2021	\$54,000,000	\$6,000,000		\$0	<b>\$60,000,000</b>
CON	2022	\$14,650,000	\$6,000,000		\$0	<b>\$20,650,000</b>
CON	2023	\$14,650,000	\$6,000,000		\$0	<b>\$20,650,000</b>
CON	2024	\$14,650,000	\$6,000,000		\$0	<b>\$20,650,000</b>

## Change Notes

### NHDOT Description of Changes

The program is being adjusted to accommodate necessary changes in children project fund amounts. Construction funds for paving project in Lee/Plaistow increased by \$70,000 and phase shifted from 2022 to 2023.

### SRPC Notes

## Funding Sources

### FHWA

STBG-State Flexible  
 National Highway Performance

### NHDOT

Toll Credit  
 Betterment

# PROGRAM STBG-FTA

Towns: Statewide  
 Road: Various  
 Scope: Funds transferred from STBG to FTA to supplement public/human services transportation statewide.  
 Acronyms: CMAQ: Congestion Mitigation Air Quality Improvement Program  
 FTA: Federal Transit Administration

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
OTHER	2022	\$4,400,000		\$0 \$1,100,000	<b>\$5,500,000</b>
OTHER	2023	\$2,200,000		\$0 \$550,000	<b>\$2,750,000</b>
OTHER	2024	\$2,200,000		\$0 \$550,000	<b>\$2,750,000</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
OTHER	2022	\$4,400,000		\$0 \$825,000	<b>\$5,225,000</b>
OTHER	2023	\$2,200,000		\$0 \$412,500	<b>\$2,612,500</b>
OTHER	2024	\$2,200,000		\$0 \$412,500	<b>\$2,612,500</b>

## Change Notes

NHDOT Description of Changes  
 Toll credits added and showing more accurate non-federal matching contribution  
 SRPC Notes

## Funding Sources

**FHWA**  
 STBG-State Flexible  
**NHDOT**  
 Toll Credit  
**OTHER**  
 Other