

STRAFFORD

Regional Planning Commission

SRPC EXECUTIVE COMMITTEE MEETING

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

Agenda Item	Time	Notes
1) Welcome and Introductions	8:00-8:05	N/A
2) Action Items (Motions Required) a) Approval of the February 18, 2022 Minutes b) Acceptance of the Draft February Financials c) Approval of the Emergency Succession Plan	8:05-8:35	a) Enclosed b) See Memo & Enclosed c) See Memo & Enclosed
3) Updates a) Awards, Contracts, and General Business b) March Monthly Minors	8:35-8:50	a) See Memo b) 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.

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
February 18, 2022
DRAFT Meeting Minutes

1. Welcome/Introductions

David Landry read the following statement:

Under RSA 91-A:2 III (b) The committee chair is waiving the requirement of a quorum at the physical location of the meeting.

Whereas, in order to ensure continued management and timely execution of contracts, and continued support for member municipalities and partners, the SRPC Executive Committee must meet to continue the business and operation of the Commission;

Whereas, the committee chair has decided that immediate action is imperative and the physical presence of a quorum is not reasonably practical within the period of time requiring action due to the ongoing pandemic;

Whereas, the chair has determined that the situation constitutes an “emergency” per RSA 91A: 2 II;

Therefore, the SRPC Executive Committee will invoke this emergency provision and waive requirement for a quorum at the physical location of the meeting.

D. Landry then called the meeting to order at 9:01 a.m. and asked for introductions.

Committee members present: Tom Crosby, Madbury; Peter Nelson, Newmarket; Mike Bobinsky, Somersworth; Dave Landry, Dover

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 January 21, 2022

P. Nelson pointed out a typo on page 2, a 0 is missing from \$22,000. P. Nelson **MOVED** to approve the January 21, 2022, minutes with one minor change. M. Bobinsky **SECONDED** the motion. A roll call vote was taken: T. Crosby, P. Nelson, M. Bobinsky, D. Landry, B. Fisher and B. Holstein voted in the **AFFIRMATIVE**. The motion **CARRIED**.

b. Acceptance of FY 2021 Draft January Financials

J. Czysz presented a summary of the DRAFT January financials stating that everything is solid:

Balance Sheet: The checking and savings register totals remained healthy through January and the balance sheet is relatively comparable to this time last year. What helps is that EDA, for planning funds, now pays quarterly in advance. There was a little bit more going into the savings since Milton and Lee now joined as dues paying communities. These communities paid for half a year January 1 thru June 30.

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 we are playing catch-up since December was a 3-payroll month, the year to date is a net loss of \$15,148, slightly improved from the end of December.

M. Bobinsky **MOVED** to approve the FY 2021 Draft January Financials., T. Crosby **SECONDED** the motion. A roll call vote was taken: T. Crosby, P. Nelson, M. Bobinsky, D. Landry, B. Fisher and B. Holstein voted in the **AFFIRMATIVE**. The motion **CARRIED**.

c. Acceptance of Single Audit

J. Czysz explained that a single audit is conducted when there is in excess in Federal Funds of \$750,000. In fiscal year 2021, federal funds were just over a million which met the requirement for a single audit. In fiscal years 2019 and 2020, the threshold was not met and a single audit was not required. The auditors focused in on transportation programs.

J. Czysz further explained that SRPC is not considered a low risk auditee because we did not require a single audit in the previous past two fiscal years. We are budgeting for the additional overhead a single audit incurs in anticipation for a single audit of FY2022.

After the Executive Committee approves the single audit, it will be sent to the Federal Audit Clearing House where all federal agencies have access.

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

3. Updates

a. Legislation

J. Czysz updated the members on HB1275 stating that the House Municipal and County Government Committee voted the bill inexpedient to legislate. The floor vote is still pending. This is the bill that would have changed the apportionment of regional planning commissions.

b. Progress Towards Goals

J. Czysz summarized the progress and Goals of SRPC highlighting several of the goals and accomplishments. The new SRPC website is complete and launched. Funding for Regional

Housing Assessment Needs has been secured; BEA put out a press release this week and all nine planning commissions will move forward.

IT staff has been drafting an RFP for IT services. To prepare, staff has been participating in a series of cybersecurity training to learn what the standards are for cybersecurity and incorporate those requirements into the RFP.

Now that the new website is up, SRPC will be sending out surveys to communities to identify what online tool and program services would be most valuable.

D. Landry stated he met with Jackson Kaspari and they discussed a website portal created by P. Nelson. J. Czysz stated that her only hesitation with that is that there cannot be anything that requires log-in and potentially form a quorum of SRPC members. That would be a violation of RSA 91-A. P. Nelson stated you can make it public; now is for people to try out in test mode.

Modernizing the day-to-day operations to carry forward technology brought on by the pandemic. Meetings continue to be hybrid and are available to view on the SRPC YouTube channel. P. Nelson suggested a secure block chain voting system. J. Czysz responded that State Statute would have to change. P. Nelson stated someone needs to sponsor a bill. Members engaged in discussion on options for virtual meeting participation.

J. Czysz stated SRPC continues to build relationships with municipalities and has visited 9 so far.

The draft of the employee handbook is complete and will go to legal for review. Other policies and documents being updated include the Wellness, Health and Safety Plan, Continuity of Operations, Emergency Succession and Operating Procedures.

A staff development and training program has been launched where staff has been participating in several trainings with several scheduled for the near future.

Lastly, SRPC is on target with the goal to maintain the current strong financial health through continued grant writing with a focus towards new contracts for FY 2023 and beyond.

K. Pimental added to staff training, several staff members have asked to be more involved in circuit writing plan reviews. Kyle has been working with staff to provide this training. It gives staff experience at a local level.

c. Awards, Contracts, and General Business

The Direct rate is holding steady at 111%. Dues expenditures are doing well. For Awards and Contracts, one thing to note is that we will be signing the DES Local Water Protection Grant this morning. In addition, SRPC is working with several communities to update aquifer protection districts.

J. Czysz stated we are still waiting for the federal budget for congressional appropriations to update the comprehensive plan.

M. Bobinsky stated that Somersworth is looking forward to participating in the records digitization program in the upcoming weeks. J. Czysz advised communities to prep their documents in advance.

J. Czysz informed the committee that at the Governors State of the State address, the Governor announced the start of a multimillion-dollar housing program. Included is a program to provide planning and zoning grants for New Hampshire municipalities that are willing to work on various activities that would improve the ability to create new housing within their communities.

d. February Monthly Minors

Colin Lentz joined the meeting to present the February monthly minors. He noted that on the statewide FTA5310, the federal formula funds were removed from the 2021 fiscal year. For the Lee NH Route 125, bridge replacement project, \$110,000 increase in 2022 PE finds to reflect additional changes and adjustments on a recent estimate. For the statewide Tier 2 highways project, the program is being adjusted to accommodate necessary changes in children project funds amounts. Construction funds for the paving project in Lee/Plaistow increased by \$70,000 and phase shifted from 2022 to 2023. Lastly on the STBG, the toll credits have been added and show more accurate non-federal matching contribution.

The members were all in agreement to approve the February Monthly Minors.

4. Other Business

There was no other business.

5. Adjourn

M. Bobinsky **MOVED** to ADJOURN., T. Crosby **SECONDED** the motion. A roll call vote was taken: T. Crosby, P. Nelson, M. Bobinsky, D. Landry, B. Fisher and B. Holstein voted in the **AFFIRMATIVE**. The motion **CARRIED**. The meeting adjourned at 9:00 a.m.

SRPC FY 2022 Dashboard - February

For the Mar. 18, 2022 Executive Committee Meeting

February 28, 2022

FSB Checking Beginning Balance	\$68,668.59
Deposits	\$147,834.58
Payments	-\$138,381.57
Uncleared Transactions	-\$13,810.21
FSB Checking Ending Balance	\$64,311.39

Accounts Receivable	\$149,460.82
FSB Savings Account	\$109,454.48

OVERSIGHT ACTIVITIES

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

BUDGET NARRATIVE

FSB Balance/Cash on hand:	Approx. 1.5 months cash on hand
Accounts Receivable:	Current, most outstanding payments received in Mar
FY22 Working Budget:	Updated to reflect current status

FUNDING SOURCES - WORKING BUDGET

Due, Interest & Reimbursement	\$129,199
Metropolitan Planning Organization	\$474,910
State Agencies	\$356,508
Municipal & Nonprofit Agreements	\$204,759
Economic Development District	\$422,935
Total Revenue	\$1,588,311
Pending Grant Applications	\$298,908

EXPENSES - WORKING BUDGET

Personnel	\$1,065,988
Equipment	\$52,607
Communications	\$10,873
Fixed Expenses	\$46,028
Miscellaneous Expenses	\$68,025
Contracted Work	\$300,892
Reserve Funds	\$37,000
Total Expenses	\$1,581,414

STAFF PRESENTATIONS - ACTIVITIES FEB.

Standing Committees and Appointments

Seacoast Stormwater Coalition (Jackson, Autumn)
 COAST Board (Colin)
 ACT Executive Committee (Colin)
 TAC Committee meeting (Colin, Rachel, Jen, Nancy)
 Farmington Board Meetings as Staff (Kyle) x 2
 Northwood Board Meetings as Staff (James)
 Nottingham Board Meetings as Staff (Jen, Blair) x 2
 Strafford Board Meetings as Staff (Natalie) x 2
 Wakefield Board Meetings as Staff (Jen) x 2
 RPC Directors Meeting (Jen)
 Strafford Public Health Advisory Committee (Nancy)
 CommuteSmart NH (Shayna) x 2
 CommuteSMART Seacoast (Shayna)
 Policy Committee (Rachel, Alaina, Jen, Nancy, Jackson, Stephen)
 NHPA Executive Committee (Kyle, Shayna)
 CAW Outreach meeting (Kyle)
 SRPC Executive Committee (Kyle, Jen, Megan)
 NH Council on Housing Stability (Jen) x 2
 NHPA Legislative Subcommittee (Jen)
 EMM (Shayna) x 4
 PREP Management Committee Meeting (Jen)
 NHARPC (Jen, Megan)
 Joint Loss Meeting (Kyle, Stephen, Megan, Kathy, Jackson)
 PFPNH (Rachel, Colin)
 Climate Summit Planning Committee (Kyle)
 NNECAPA Executive Committee Meeting (Kyle)
 Bike/Walk Alliance of NH board meeting (Colin)

RPC Activity

GB Living Shoreline Team Meetings (Kyle, Autumn, Alaina)

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 1034 (225)
Users 641 (171)



Constant Contact

Subscribers 7029 (-3)
Avg. Open Rate 0.26 (-.03)



Facebook

Posts 8 (2)
Engagement 58 (-38)
Reach 2043 (-911)
Followers 426 (3)



Twitter

Tweets 7 (1)
Profile Visits 39 (-90)
Impressions 530 (-6)
Followers 287 (1)
Mentions 0 (-1)



Instagram

Posts 5 (1)
Engagement 30 (5)
Reach 246 (-23)
Followers 206 (6)



ArcGIS

Open Data Portal Views 1443 (-392)
Tax Parcel Viewer Views 770 (-123)

STAFF PRESENTATIONS - ACTIVITIES FEB.

RPC Activity cont.

CLUG Steering Committee Meetings (Kyle, Autumn) x 2
DOV Wetlands Ordinance Committee Meeting (Kyle, Autumn, Alaina)
Milton Stormwater Subcommittee Meeting (Kyle, Autumn)
Flood Smart Seacoast Technical Assistance (Kyle, Alaina)
Durham Groundwater Modeling Project Final Team Meeting (Jackson, Kyle)
SRPC Commission Meeting (Jen, Megan, Shayna, James, Blair, Jackson, Natalie, Zuzy, Nancy)
RHNA Statewide Coordination Meetings (Natalie, Shayna, Nancy, Rachel, Jen) x 11
Rollinsford and Somersworth Annual Visits (Jen, James)

EDD Activity

Seacoast Economy Calls (Natalie, James, Jen, Zuzy, Nancy) x 4
BEA Economic and Community Development Call (Natalie, James)
What Businesses Can Do To Help Solve Housing Crisis (Natalie)
Somersworth Record Digitization Kickoff (Stephen)
Dover Record Digitization Kickoff (Stephen)
Resiliency roundtable on Energy (Nancy, Jen, Stephen, Autumn, Colin, Zuzy)

MPO Activity

NHDOT: Corridor Identification and Development Program (Stephen, Colin)
Rochester - Farmington Trails Connections Meeting (Jackson, Colin, Kyle) x 2
The Evolution of VPI During the Pandemic FHWA Webinar (Shayna)
Transportation Planner's Collaborative meeting (Colin)
ACT - NCMM Sustainability Self-Assessment #2 (Colin)
Complete Streets Advisory Committee (Colin)

Staff Development & Trainings

Housing Regulation in the Grater Seacoast (Natalie)
MFA Discussion with Rochester IT Director (Rachel, Stephen)
CLUG Steering Committee Meetings (Stephen)
Smart Growth Complete Streets Webinar (Nancy)

STRAFFORD

Regional Planning Commission

DATE: March 11, 2022
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the March 18, 2022 Meeting

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 February Financials

Balance Sheet: The checking and savings register totals remained healthy through February. Account balances compared to this time last year are higher due to a combination of contracts with advance payments and the timing of payments.

Aging Summary: \$109,274 of the outstanding \$149,461 is the current month's billings. A total of \$35,937 of payments outstanding at the end of February were paid in March, leaving a past due balance of \$4,250. Kathy has sent reminders to past due accounts.

Profit and Loss: January had a profit of \$21,616. Compared to last year the largest differences are attributable to the CARES Act programming increasing both the EDD revenue and associated personnel costs. Additionally, in February we were able to bill several task based contracts. Year to date we essentially are breaking even with a net profit of \$6,468.

2c. Approval of the Emergency Succession Plan

Enclosed in your meeting packet is an updated draft of the Emergency Succession Plan. The plan was last reviewed in 2020. Changes made to the current draft reflect current staffing and practices. The plan is to be reviewed annually and updated as needed. In addition to the main document in your packet is an appendix with critical operational information. Both documents should be stored off site by identified individuals.

3a. Awards, Contracts and General Business Update

COVID-19: Most staff continue to work 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 February, the indirect rate is 107%.

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 – February 28, 2022	
Income:	
Billable Mapping Services	\$0.00
FY21 Dues Paid	\$81,493.64
Total Income	\$81,493.64

Expenses:	
Vehicle Expenses	\$487.96
Planning Salaries	\$3,675.22
Dues and Subscriptions	\$76.92
Media Outreach	\$658.40
Travel	\$515.92
Meeting Expense	\$0.00
Office Expense	\$126.64
Finance Charge	\$0.00
Accounting	\$0.00
Mapping Supplies	\$0.00
Mapping Salaries	\$0.00
Indirect	\$4,298.54
Total SRPC Expenses	\$9,839.60

Cash Match:	
UPWP	\$27,210.65
EDA	\$1,166.41
Coastal	\$2,194.46
Local Source Water	\$223.25
Dover Equity	\$630.21
Coastal Land Use Guide	\$646.15
Durham Climate Master Plan	\$417.97
Total Cash Match	\$32,489.10

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

Total Expenses	\$42,632.73
Annual Dues Remaining	\$38,860.91

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:

- NHCDFA 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. (Approved by G&C contract with City pending.)
- NHDES Local Source Water Protection grant to conduct groundwater protection ordinance updates (pending G&C approval)
- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan (included in Budget Bill)

Recently Submitted and Pending Decision:

- EPA Brownfields Assessment Grant
- Strafford Comprehensive Master Plan Update
- Economic Development Projects Implementation through BEA CEDR funding

In Development:

- Barrington Future Land Use (or other) Master Plan Chapter

- Northwood Master Plan Update
- Town of Lee Trails Mapping

Temporarily on Hold:

- CommuteSmart Seacoast (deferred funding to FY2023)
- Rollinsford Road Surface Management System plan (Town Admin left, pending clear roads)
- AARP supplemental funding to extend CHAT outreach efforts (on hold, potentially deferred to FY2023)

NEXT MEETING April 15, 2022, 8 AM.

Status of Grant Applications and Project Proposals

Title	Funder	Funding Year(s)	Award \$	Dues Match \$	Application Status	Contract Status	Description/Notes
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		approved	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)
Master Plan Update	Northwood	FY2023	TBD		In development	pending	Update of the town's vision and land use chapters

Updates since last meeting

Strafford Regional Planning Commission
Balance Sheet
As of February 28, 2022

DRAFT

	Feb 28, 22	Feb 28, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	66,513.56	31,185.82	35,327.74
FSB Savings	109,454.48	72,302.17	37,152.31
Total Checking/Savings	175,968.04	103,487.99	72,480.05 ¹
Accounts Receivable			
Accounts Receivable	149,460.82	131,530.97	17,929.85
Total Accounts Receivable	149,460.82	131,530.97	17,929.85 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	101.28	202.56	-101.28
Prepaid Dues and Subscriptions	870.87	1,811.83	-940.96
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	1,572.15	2,614.39	-1,042.24
Prepaid software support	6,644.70	4,848.94	1,795.76 ³
Total Other Current Assets	8,216.85	7,463.33	753.52
Total Current Assets	333,645.71	242,482.29	91,163.42
Fixed Assets			
Vehicles			
Vehicle Accumulated Depreciatio	-10,037.62	-4,301.74	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
Total Vehicles	12,905.73	18,641.61	-5,735.88 ⁴
Property and Equipment			
Accumulated Depreciation	-15,745.44	-15,745.44	0.00
Equipment Purchase			
Lenova Think Server	3,983.04	3,983.04	0.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
Total Equipment Purchase	15,745.44	15,745.44	0.00
Total Property and Equipment	0.00	0.00	0.00
Total Fixed Assets	12,905.73	18,641.61	-5,735.88
TOTAL ASSETS	346,551.44	261,123.90	85,427.54
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			

Strafford Regional Planning Commission
Balance Sheet
As of February 28, 2022

DRAFT

	Feb 28, 22	Feb 28, 21	\$ Change
Credit Cards			
FSB Credit Card	544.93	236.96	307.97
Total Credit Cards	544.93	236.96	307.97
Other Current Liabilities			
Current Portion of Lease Payabl	4,558.00	0.00	4,558.00
FY22 Dues in Advance	43,584.86	0.00	43,584.86
FY21 Dues in Advance	0.00	39,487.56	-39,487.56
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	27,555.32	5,768.41	21,786.91 ⁵
Payroll Liabilities			
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	1,475.19	2,373.43	-898.24
Total Payroll Liabilities	1,505.58	2,446.14	-940.56
Total Other Current Liabilities	77,251.76	47,750.11	29,501.65
Total Current Liabilities	77,796.69	47,987.07	29,809.62
Long Term Liabilities			
Lease Payable - Ford Motor Cred	6,491.33	15,521.49	-9,030.16 ⁶
Accrued expenses			
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	11,000.00	9,800.00	1,200.00
Total Accrued expenses	89,494.10	73,846.71	15,647.39 ⁷
Total Long Term Liabilities	95,985.43	89,368.20	6,617.23
Total Liabilities	173,782.12	137,355.27	36,426.85
Equity			
Retained Earnings	166,301.80	96,094.51	70,207.29 ⁸
Net Income	6,467.52	27,674.12	-21,206.60
Total Equity	172,769.32	123,768.63	49,000.69
TOTAL LIABILITIES & EQUITY	346,551.44	261,123.90	85,427.54

Strafford Regional Planning Commission
Balance Sheet
As of February 28, 2022



-
1. Cash: This fiscal year we have had advanced revenue sources, which has greatly improved our cash flow. In this fiscal year, cash reflects receipt of quarterly EDA advances of \$52,500, GSCH advances of \$34,000, NHCHF advances of \$20,000, and 6 months of advanced dues from Milton and Lee in addition to the originally calculated FY22 dues in advance.

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

 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.

 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.

 5. Contract Revenue in Advance: GSCH \$8,371, EDA \$19,184; Invoices are billed monthly to income on the profit and loss and applied to the Contract Revenue in Advance balance.

 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.

 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.

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

**Strafford Regional Planning Commission
A/R Aging Summary
As of February 28, 2022**



	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
2000 LTA (Local Technical Assistance)						
2100 Dues						
2109 Town of Milton dues	0.00	0.00	0.00	0.00	0.00	0.00
Total 2100 Dues	0.00	0.00	0.00	0.00	0.00	0.00
2200 PLUR Books						
2209 Town of Milton PLUR	0.00	0.00	0.00	0.00	0.20	0.20
2213 Town of Nottingham PLUR	22.50	0.00	0.00	0.00	0.00	22.50
Total 2200 PLUR Books	22.50	0.00	0.00	0.00	0.20	22.70
2000 LTA (Local Technical Assistance) - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 2000 LTA (Local Technical Assistance)	22.50	0.00	0.00	0.00	0.20	22.70
3300 City of Dover						
3303 Dover Equity	1,130.80	660.48 ¹	0.00	0.00	0.00	1,791.28
Total 3300 City of Dover	1,130.80	660.48	0.00	0.00	0.00	1,791.28
3400 Town of Durham						
3403 Durham Groundwater Modeling	9,477.05	0.00	0.00	0.00	0.00	9,477.05
3404 Durham Resilience Grant	0.00	0.00	0.00	0.00	603.95 ²	603.95
Total 3400 Town of Durham	9,477.05	0.00	0.00	0.00	603.95	10,081.00
3500 Town of Farmington						
3501 FAR Circuit Rider	3,088.80	0.00	0.00	0.00	0.00	3,088.80
Total 3500 Town of Farmington	3,088.80	0.00	0.00	0.00	0.00	3,088.80
4200 Town of Northwood						
4201 NOR Circuit Rider	2,181.14	0.00	0.00	0.00	0.00	2,181.14
Total 4200 Town of Northwood	2,181.14	0.00	0.00	0.00	0.00	2,181.14
4300 Town of Nottingham						
4301 NOT Circuit Rider	893.78	0.00	0.00	0.00	0.00	893.78
Total 4300 Town of Nottingham	893.78	0.00	0.00	0.00	0.00	893.78
4400 City of Rochester						
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
Total 4400 City of Rochester	0.00	0.00	0.00	0.00	0.00	0.00
4700 Town of Strafford						
4701 Strafford Circuit Rider	1,940.10	0.00	0.00	0.00	0.00	1,940.10
Total 4700 Town of Strafford	1,940.10	0.00	0.00	0.00	0.00	1,940.10
4800 Town of Wakefield						
4801 Wakefield Circuit Rider 2021	1,023.93	0.00	846.28	151.25	0.00	2,021.46 ³
Total 4800 Town of Wakefield	1,023.93	0.00	846.28	151.25	0.00	2,021.46
5050 Rockingham Planning Commission						
5052 RPC CILUG	0.00	839.85 ⁴	0.00	0.00	0.00	839.85
Total 5050 Rockingham Planning Commission	0.00	839.85	0.00	0.00	0.00	839.85
5201 UNH						
5205 NDU PREPA	5,000.00	0.00	0.00	0.00	0.00	5,000.00
Total 5201 UNH	5,000.00	0.00	0.00	0.00	0.00	5,000.00
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00

Strafford Regional Planning Commission
A/R Aging Summary
As of February 28, 2022



	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
6000 NH Office of Planning & Development						
6001 TBG22-23	2,919.15	0.00	0.00	0.00	0.00	2,919.15
6002 ARPA RHNA	14,316.06	0.00	0.00	0.00	0.00	14,316.06
Total 6000 NH Office of Planning & Development	17,235.21	0.00	0.00	0.00	0.00	17,235.21
6100 NH DES						
6102 Coastal 22	1,357.08	1,426.25 5	0.00	0.00	0.00	2,783.33
6151 PSM Flood Smart Seacoast	1,175.68	0.00	0.00	0.00	0.00	1,175.68
6180 NFWF Scaling Up Living Shorelines	634.39	1,546.43 6	0.00	0.00	0.00	2,180.82
6250.000 PRB-Oyster River	2,119.20	2,666.80 7	0.00	0.00	0.00	4,786.00
6303 LSWP 22	2,474.00	808.50	0.00	0.00	0.00	3,282.50
Total 6100 NH DES	7,760.35	6,447.98	0.00	0.00	0.00	14,208.33
6500 DEPT OF SAFETY (OEM)						
6501 PDM19 BAR NDU ROL SOM	969.99	1,380.00 8	0.00	0.00	0.00	2,349.99
Total 6500 DEPT OF SAFETY (OEM)	969.99	1,380.00	0.00	0.00	0.00	2,349.99
6600 CDFA-CDBG Grant Administration						
6601 CAPSC-Strafford Cty Homeless Shelter	2,325.90	2,444.97	0.00	0.00	0.00	4,770.87
Total 6600 CDFA-CDBG Grant Administration	2,325.90	2,444.97	0.00	0.00	0.00	4,770.87
7000 ECONOMIC DEVELOPMENT ADMINISTRATION						
7002 EDA CARES	25,625.94	0.00	0.00	0.00	0.00	25,625.94
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATI...	25,625.94	0.00	0.00	0.00	0.00	25,625.94
8000 DOT UPWP						
8001 UPWP 22-23	30,598.51	26,811.86 9	0.00	0.00	0.00	57,410.37
Total 8000 DOT UPWP	30,598.51	26,811.86	0.00	0.00	0.00	57,410.37
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	109,274.00	38,585.14	846.28	151.25	604.15	149,460.82

Strafford Regional Planning Commission
A/R Aging Summary
As of February 28, 2022

DRAFT

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1. DOVER EQUITY \$660.48 Received in March

 2. DURHAM RESILIENCE \$603.95 Received in March

 3. WAKEFIELD - Reminders sent for November and December invoices

 4. RPC CILUG \$839.85 Received in March

 5. COASTAL \$1426.25 Received in March

 6. NFWF \$1546.43 Received in March

 7. PRB \$2666.8 Received in March

 8. PDM \$1380.00 Received in March

 9. DOT \$26811.86 Received in March

Strafford Regional Planning Commission
Profit & Loss
February 2022

DRAFT

	Feb 22	Feb 21	\$ Change
Ordinary Income/Expense			
Income			
New Durham RSMS	0.00	286.14	-286.14
2000 SRPC Membership Dues	10,896.22	9,871.89	1,024.33
SRPC Revenue			
Municipal and NonProfit Revenue			
4703 Strafford Circuit Rider	1,940.10	0.00	1,940.10
4801 WAK Circuit Rider	1,023.93	0.00	1,023.93
5151 GSCH - Tufts	1,628.33	8,239.78	-6,611.45
3501 FAR Circuit Rider	3,088.80	3,333.05	-244.25
5101 NHCHF	0.00	2,602.49	-2,602.49
4201Northwood Planning Services	2,181.14	1,831.25	349.89
4301 NOT Circuit Rider	893.78	2,806.25	-1,912.47
Total Municipal and NonProfit Revenue	<u>10,756.08</u>	<u>18,812.82</u>	<u>-8,056.74</u>
Total SRPC Revenue	10,756.08	18,812.82	-8,056.74
Economic Development Revenue			
7003 EDD Planning Partnership	12,318.10	0.00	12,318.10
7002 EDA CARES	25,625.94	11,565.24	14,060.70
7001 EDD Planning Grant	0.00	9,853.48	-9,853.48
Total Economic Development Revenue	<u>37,944.04</u>	<u>21,418.72</u>	<u>16,525.32</u>
State Award Revenue			
6002 ARPA RHNA	14,316.06	0.00	14,316.06
CDFA			
6601 CDBG Grant	2,325.90	0.00	2,325.90
Total CDFA	<u>2,325.90</u>	<u>0.00</u>	<u>2,325.90</u>
UNH			
5205 UNH PREPA NDU	8,117.56	0.00	8,117.56
Total UNH	<u>8,117.56</u>	<u>0.00</u>	<u>8,117.56</u>
NHDES			
PSM	1,175.68	0.00	1,175.68
3303 DOV Equity	1,295.39	788.88	506.51
6302 RPC Water Buffers	0.00	600.00	-600.00
6180 NFWF Great Bay Shoreline	634.39	0.00	634.39
6251 Sunrise Lake	0.00	9,692.89	-9,692.89
3404 DUR Resilience	0.00	1,541.78	-1,541.78
6102 Coastal FY22	2,513.91	2,808.11	-294.20
3302 DOV Coastal Resilience	0.00	1,495.65	-1,495.65
3403 Dur Groundwater Modeling	9,477.05	2,683.86	6,793.19
6303 Local Source Water MIL ROL	3,094.06	0.00	3,094.06
6250 Watershed PRB	15,007.02	0.00	15,007.02
Total NHDES	<u>33,197.50</u>	<u>19,611.17</u>	<u>13,586.33</u>
Pre-Disaster Mitigation			
6501 PDM19 BAR NDU ROL SOM	1,293.32	0.00	1,293.32
Total Pre-Disaster Mitigation	<u>1,293.32</u>	<u>0.00</u>	<u>1,293.32</u>

Strafford Regional Planning Commission
Profit & Loss
February 2022

DRAFT

	Feb 22	Feb 21	\$ Change
Targeted Block	2,919.15	0.00	2,919.15
Total State Award Revenue	62,169.49	19,611.17	42,558.32
MPO Revenue			
NH DOT			
8001 UPWP 22-23	33,998.34	0.00	33,998.34
8000 UPWP	0.00	39,396.90	-39,396.90
Total NH DOT	33,998.34	39,396.90	-5,398.56
Total MPO Revenue	33,998.34	39,396.90	-5,398.56
Contra Income Cash Match			
Cash Match NDU PREPA	-1,875.00	0.00	-1,875.00
Dover Equity Cash Match			
Dover Cash Match	-70.67	0.00	-70.67
SRPC Cash Match	-28.26	0.00	-28.26
Total Dover Equity Cash Match	-98.93	0.00	-98.93
Coastal Cash Match	-271.29	0.00	-271.29
DOT Cash Match			
NDU RSMS Match	0.00	-286.14	286.14
DOT Cash Match - Other	-3,399.83	-3,653.55	253.72
Total DOT Cash Match	-3,399.83	-3,939.69	539.86
EDD Cash Match	-768.67	-1,087.71	319.04
Total Contra Income Cash Match	-6,413.72	-5,027.40	-1,386.32
Contra Income InKind/Soft Match			
IK NDU PREPA	-1,242.56	0.00	-1,242.56
IK LSWP	-620.06	0.00	-620.06
IK DOV Equity	-65.66	0.00	-65.66
IK DOV Resilience	0.00	-1,156.91	1,156.91
IK DUR Resilience	0.00	-583.89	583.89
In-Kind Coastal Match	-885.54	0.00	-885.54
In-Kind EDD Match	-8,474.74	-3,690.81	-4,783.93
In-Kind HazMit Match	-323.33	0.00	-323.33
PRB IK Match	-12,887.82	0.00	-12,887.82
Contra Income InKind/Soft Match - Other	0.00	-386.89	386.89
Total Contra Income InKind/Soft Match	-24,499.71	-5,818.50	-18,681.21
Total Income	124,850.74	98,551.74	26,299.00
Gross Profit	124,850.74	98,551.74	26,299.00
Expense			
Personnel Expenses			
Salary and Wages	68,505.70	52,973.30	15,532.40
Payroll Expenses			
FSA Fees	0.00	2.75	-2.75
Dental insurance expense	465.50	416.20	49.30
Health incentive	-470.00	-143.03	-326.97
Health Insurance expense	7,215.33	6,217.15	998.18

Strafford Regional Planning Commission
Profit & Loss
February 2022

DRAFT

	Feb 22	Feb 21	\$ Change
Life Insurance expense	117.64	96.22	21.42
LTD Insurance expense	68.14	55.74	12.40
STD insurance expense	267.10	209.80	57.30
Payroll Processing Fees	265.75	187.00	78.75
Pension expense	1,819.28	1,592.20	227.08
Unemployment expense	164.08	168.59	-4.51
Workers Compensation	159.08	159.09	-0.01
Payroll Taxes			
Medicare Expense	972.01	747.39	224.62
Social Security expense	4,156.17	3,195.74	960.43
Payroll Taxes - Other	0.01	0.00	0.01
Total Payroll Taxes	5,128.19	3,943.13	1,185.06
Total Payroll Expenses	15,200.09	12,904.84	2,295.25
Dues and Subscriptions	309.82	333.91	-24.09
Staff Training and Seminars	0.00	50.00	-50.00
Total Personnel Expenses	84,015.61	66,262.05	17,753.56
Equipment expense			
Copier Maintenance Contract	364.50	319.85	44.65
Software expense			
ArclInfo/View software	455.27	400.00	55.27
Office Software			
iDrive	49.97	0.00	49.97
Timesheet Software	164.00	116.00	48.00
Survey Monkey	66.23	0.00	66.23
Zoom	58.32	0.00	58.32
Adobe In Design	73.98	73.98	0.00
Anti-virus software	45.15	34.40	10.75
Constant Contact	85.50	130.50	-45.00
DropBox	11.99	0.00	11.99
Microsoft Office 365	240.32	209.73	30.59
Total Office Software	795.46	564.61	230.85
Total Software expense	1,250.73	964.61	286.12
Total Equipment expense	1,615.23	1,284.46	330.77
Fixed Expenses			
Insurance			
Liability Insurance	406.45	480.42	-73.97
Total Insurance	406.45	480.42	-73.97
Rent	2,500.00	2,500.00	0.00
Vehicle Expenses			
Depreciation Expense	477.99	477.99	0.00
Vehicle Gas & Repairs	43.66	0.00	43.66
Vehicle Interest	54.68	75.97	-21.29
Total Vehicle Expenses	576.33	553.96	22.37
Total Fixed Expenses	3,482.78	3,534.38	-51.60

Strafford Regional Planning Commission
Profit & Loss
February 2022

DRAFT

	Feb 22	Feb 21	\$ Change
Communications			
Postage and Delivery	17.99	53.99	-36.00
Telephone and Internet	288.43	288.06	0.37
Website maintenance and updates			
Website and logo design	8.44	8.44	0.00
Website maintenance and updates - Other	0.00	211.29	-211.29
Total Website maintenance and updates	8.44	219.73	-211.29
Total Communications	314.86	561.78	-246.92
Administrative			
Library & Planning Books	2,349.10	0.00	2,349.10 3
Meetings Expense			
Meetings Advertising Expense	0.00	697.68	-697.68
Total Meetings Expense	0.00	697.68	-697.68
Office Expense	866.00	627.44	238.56
Office Supplies	1,319.34	81.96	1,237.38 4
Printing and Reproduction	0.00	120.00	-120.00
Professional Fees			
Accounting, Audit	1,250.00	902.50	347.50
Total Professional Fees	1,250.00	902.50	347.50
Travel & Ent			
Travel	183.99	35.20	148.79
Total Travel & Ent	183.99	35.20	148.79
Total Administrative	5,968.43	2,464.78	3,503.65
Contract Labor			
Financial Services	0.00	3,000.00	-3,000.00
IT and Network support	270.00	270.00	0.00
Pass Through Expense			
DOV Equity Consultants	483.80	0.00	483.80
EDA CARES Contract Support	2,782.00	0.00	2,782.00
Sunrise Lake Subcontract	0.00	5,380.05	-5,380.05
Dov Resilience	0.00	60.00	-60.00
DUR Groundwater Consultant	0.00	1,820.00	-1,820.00
PRB Consultants	4,314.06	0.00	4,314.06
Total Pass Through Expense	7,579.86	7,260.05	319.81
Total Contract Labor	7,849.86	10,530.05	-2,680.19
Total Expense	103,246.77	84,637.50	18,609.27 5
Net Ordinary Income	21,603.97	13,914.24	7,689.73
Other Income/Expense			
Other Income			
Interest Income	11.97	7.98	3.99
Total Other Income	11.97	7.98	3.99

3:30 PM
03/10/22
Accrual Basis

Strafford Regional Planning Commission
Profit & Loss
February 2022

DRAFT

	Feb 22	Feb 21	\$ Change
Net Other Income	11.97	7.98	3.99
Net Income	<u>21,615.94</u>	<u>13,922.22</u>	<u>7,693.72</u>

Strafford Regional Planning Commission
Profit & Loss
February 2022



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

 2. Personnel Expenses: Due to the number of contracts/projects, additional staffing has been obtained for FY22. In February of the current fiscal year there were 20 staff members, compared to 12 staff members in the prior year. One additional staff member has opted in for health and dental coverage, as compared to the prior year. Three additional staff members have Life, Long-Term Disability and Short-Term disability paid 100% by the Commission, as compared to the prior year. Two additional staff members have enrolled in the SIMPLE IRA plan, as compared to the prior year.

 3. Library and Planning Books: This year's order was paid in February; in the prior year it was paid in December.

 4. Office Supplies: Due to the change in the SRPC logo and branding, new envelopes and business cards were purchased.

 5. Contract Labor: The Financial Consultant is now an employee. Other contract labor costs are dependent on receipt of invoices from subcontractors and the associated work performed.

Strafford Regional Planning Commission
Income by Customer
February 2022

DRAFT

Date	Name	Memo	Amount
2000 LTA (Local Technical Assistance)			
02/01/2022	2000 LTA (Local Te...	Dues 125078.50 (LESS NOT, BRK) = 10896.22/mo Jan-Jun 2022 (Jan 10896.20)	10,896.22
Total 2000 LTA (Local Technical Assistance)			10,896.22
3300 City of Dover			
3303 Dover Equity			
02/28/2022	3300 City of Dover:...	Dover Equity Progress Billing - February 2022	1,295.39
02/28/2022	3300 City of Dover:...	SRPC Cash Match Dover Equity	-28.26
02/28/2022	3300 City of Dover:...	Dover Cash Match Dover Equity	-70.67
02/28/2022	3300 City of Dover:...	Dover Equity In Kind Match	-65.66
Total 3303 Dover Equity			1,130.80
Total 3300 City of Dover			1,130.80
3400 Town of Durham			
3403 Durham Groundwater Modeling			
02/28/2022	3400 Town of Durh...	Final Billing Durham Groundwater - February 2022	9,477.05
Total 3403 Durham Groundwater Modeling			9,477.05
Total 3400 Town of Durham			9,477.05
3500 Town of Farmington			
3501 FAR Circuit Rider			
02/28/2022	3500 Town of Farmi...	Progress Billing Farmington Circuit Rider - February 2022	3,088.80
Total 3501 FAR Circuit Rider			3,088.80
Total 3500 Town of Farmington			3,088.80
4200 Town of Northwood			
4201 NOR Circuit Rider			
02/28/2022	4200 Town of North...	Progress Billing Northwood Circuit Rider - Feb 2022	2,181.14
Total 4201 NOR Circuit Rider			2,181.14
Total 4200 Town of Northwood			2,181.14
4300 Town of Nottingham			
4301 NOT Circuit Rider			
02/28/2022	4300 Town of Nottin...	Progress Billing - Nottingham Circuit Rider - Feb 2022	893.78
Total 4301 NOT Circuit Rider			893.78
Total 4300 Town of Nottingham			893.78
4700 Town of Strafford			
4701 Strafford Circuit Rider			
02/28/2022	4700 Town of Straff...	Progress Billing - Strafford Circuit Rider - Feb 2022	1,940.10

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

DRAFT

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total 4701 Strafford Circuit Rider			1,940.10
Total 4700 Town of Strafford			1,940.10
4800 Town of Wakefield			
4801 Wakefield Circuit Rider 2021			
02/28/2022	4800 Town of Wake...	Progress Billing - Wakefield Circuit Rider - Feb 2022	1,023.93
Total 4801 Wakefield Circuit Rider 2021			1,023.93
Total 4800 Town of Wakefield			1,023.93
5150 GSCH			
5151 Creating Age Friendly Communities			
02/28/2022	5150 GSCH:5151 C...	Progress Billing - GSCH - Feb 2022	1,628.33
Total 5151 Creating Age Friendly Communities			1,628.33
Total 5150 GSCH			1,628.33
5201 UNH			
5205 NDU PREPA			
02/28/2022	5201 UNH:5205 ND...	Progress Billing - New Durham PREPA-P0053482 - 6/7/21-2/28/21	8,117.56
02/28/2022	5201 UNH:5205 ND...	Cash Match Town of New Durham	-1,875.00
02/28/2022	5201 UNH:5205 ND...	New Durham PREPA In Kind Match	-1,242.56
Total 5205 NDU PREPA			5,000.00
Total 5201 UNH			5,000.00
6000 NH Office of Planning & Development			
6001 TBG22-23			
02/28/2022	6000 NH Office of P...	Progress Billing - Targeted Block Grant - February 2022	2,919.15
Total 6001 TBG22-23			2,919.15
6002 ARPA RHNA			
02/28/2022	6000 NH Office of P...	Progress Billing - ARPA Regional Housing Needs Assessment - February 2022	14,316.06
Total 6002 ARPA RHNA			14,316.06
Total 6000 NH Office of Planning & Development			17,235.21
6100 NH DES			
6102 Coastal 22			
02/28/2022	6100 NH DES:6102...	Coastal 2021 Progress Billing - February 2022	2,513.91
02/28/2022	6100 NH DES:6102...	Cash Match	-271.29
02/28/2022	6100 NH DES:6102...	In Kind match for Coastal grant	-885.54
Total 6102 Coastal 22			1,357.08
6151 PSM Flood Smart Seacoast			

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

DRAFT

Date	Name	Memo	Amount
02/28/2022	6100 NH DES:6151...	Progress Billing - PSM 21-2 - November 27, 2021 through February 28, 2022	1,175.68
Total 6151 PSM Flood Smart Seacoast			1,175.68
6180 NFWF Scaling Up Living Shorelines			
02/28/2022	6100 NH DES:6180...	NFWF Progress Billing - Feb 2022	634.39
Total 6180 NFWF Scaling Up Living Shorelines			634.39
6250.000 PRB-Oyster River			
02/28/2022	6100 NH DES:6250...	PRB Progress Billing, PO 1064375, February 2022	15,007.02
02/28/2022	6100 NH DES:6250...	In Kind Match - PRB	-12,887.82
Total 6250.000 PRB-Oyster River			2,119.20
6303 LSWP 22			
02/28/2022	6100 NH DES:6303...	Local Source Water 2022 - SWP325 - Progress Billing February 2022	3,094.06
02/28/2022	6100 NH DES:6303...	In Kind Match - LSWP	-620.06
Total 6303 LSWP 22			2,474.00
Total 6100 NH DES			7,760.35
6500 DEPT OF SAFETY (OEM)			
6501 PDM19 BAR NDU ROL SOM			
02/28/2022	6500 DEPT OF SA...	Progress Billing - PDM19 - February 2022	1,293.32
02/28/2022	6500 DEPT OF SA...	In Kind Match for Hazard Mitigation contracts	-323.33
Total 6501 PDM19 BAR NDU ROL SOM			969.99
Total 6500 DEPT OF SAFETY (OEM)			969.99
6600 CDFA-CDBG Grant Administration			
6601 CAPSC-Strafford Cty Homeless Shelter			
02/28/2022	6600 CDFA-CDBG ...	Progress Billing - CDBG Grant Administration - Feb 2022	1,196.07
02/28/2022	6600 CDFA-CDBG ...	Progress Billing - CDBG Grant Administration - December 2021	1,129.83
Total 6601 CAPSC-Strafford Cty Homeless Shelter			2,325.90
Total 6600 CDFA-CDBG Grant Administration			2,325.90
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7002 EDA CARES			
02/28/2022	7000 ECONOMIC ...	EDA CARES - Project 01-69-15047 - Progress Billing - Feb 2022	25,625.94
Total 7002 EDA CARES			25,625.94
7003 EDA FY22			
02/28/2022	7000 ECONOMIC ...	Progress Billing - EDA Partnership Grant - Feb 2022	12,318.10
02/28/2022	7000 ECONOMIC ...	SRPC Cash Match	-768.67
02/28/2022	7000 ECONOMIC ...	In Kind Match	-8,474.74

Strafford Regional Planning Commission
Income by Customer
 February 2022

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Date	Name	Memo	Amount
Total 7003 EDA FY22			3,074.69
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			28,700.63
8000 DOT UPWP			
8001 UPWP 22-23			
02/28/2022	8000 DOT UPWP:8...	Progress Billing - UPWP - Feb 2022	33,998.34
02/28/2022	8000 DOT UPWP:8...	10% Matching Funds	-3,399.83
Total 8001 UPWP 22-23			30,598.51
Total 8000 DOT UPWP			30,598.51
TOTAL			124,850.74

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



	Jul '21 - Feb 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	81,493.62	79,601.32	1,892.30
SRPC Revenue			
Municipal and NonProfit Revenue			
5152 GSCH AARP CHAT SUPPORT	0.00	2,000.00	-2,000.00
4802 Sanbornville Precinct	423.95	3,333.32	-2,909.37
4602 SOM Tax Map	2,880.00	2,720.00	160.00
4703 Strafford Circuit Rider	28,950.65	24,000.00	4,950.65
4801 WAK Circuit Rider	2,849.80	2,640.00	209.80
5303 NRPC Geodata Portal	0.00	1,375.00	-1,375.00
5151 GSCH - Tufts	25,628.49	26,000.00	-371.51
3501 FAR Circuit Rider	27,014.05	32,000.00	-4,985.95
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	7,255.32	3,800.01
4102 NKT Tax Maps	1,146.45	1,000.00	146.45
4201Northwood Planning Services	14,883.56	16,666.68	-1,783.12
4301 NOT Circuit Rider	17,265.41	18,666.68	-1,401.27
4702 Strafford Tax Map	0.00	1.00	-1.00
Total Municipal and NonProfit Revenue	<u>133,699.19</u>	<u>139,798.00</u>	<u>-6,098.81</u>
Total SRPC Revenue	133,699.19	139,798.00	-6,098.81
Economic Development Revenue			
7003 EDD Planning Partnership	68,461.60	69,999.60	-1,538.00
7002 EDA CARES	135,484.18	140,000.00	-4,515.82
7001 EDD Planning Grant	17,110.00	17,075.00	35.00
7110 EPA Brownfields	117,614.46	81,333.32	36,281.14
Total Economic Development Revenue	<u>338,670.24</u>	<u>308,407.92</u>	<u>30,262.32</u>
State Award Revenue			
6002 ARPA RHNA	40,883.83	30,000.00	10,883.83
CDFA			
6601 CDBG Grant	14,173.54	6,666.68	7,506.86
Total CDFA	<u>14,173.54</u>	<u>6,666.68</u>	<u>7,506.86</u>
UNH			
5203 UNH Pathways to Resilience	1,000.00	1,000.00	0.00
5205 UNH PREPA NDU	8,117.56	4,676.00	3,441.56
5204 UNH PREPA DOV	4,997.71	4,954.50	43.21
Total UNH	<u>14,115.27</u>	<u>10,630.50</u>	<u>3,484.77</u>
NHDES			
6151 Project of Special Merit	0.00	5,555.56	-5,555.56
5052 RPC CILUG	5,169.21	4,834.19	335.02
3303 DOV Equity	20,412.43	24,595.32	-4,182.89
6180 NFWF Great Bay Shoreline	10,034.95	20,033.46	-9,998.51
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	18,636.88	20,000.00	-1,363.12
3302 DOV Coastal Resilience	7,536.33	1,507.00	6,029.33
3403 Dur Groundwater Modeling	26,398.96	26,399.00	-0.04

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

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	Jul '21 - Feb 22	Budget	\$ Over Budget
6303 Local Source Water MIL ROL	16,110.18	14,000.00	2,110.18
6250 Watershed PRB	18,157.57	36,135.32	-17,977.75
Total NHDES	181,722.73	204,324.85	-22,602.12
Pre-Disaster Mitigation			
6502 PDM DUR MID MIL NOT STR WA	0.00	10,666.68	-10,666.68
6501 PDM19 BAR NDU ROL SOM	13,599.63	24,667.00	-11,067.37
Total Pre-Disaster Mitigation	13,599.63	35,333.68	-21,734.05
Targeted Block			
6001 TBG 22-23	0.00	7,407.32	-7,407.32
Targeted Block - Other	6,605.83	0.00	6,605.83
Total Targeted Block	6,605.83	7,407.32	-801.49
Total State Award Revenue	271,100.83	294,363.03	-23,262.20
MPO Revenue			
NH DOT			
8001 UPWP 22-23	251,123.53	366,601.00	-115,477.47
8000 UPWP	20,982.92	0.00	20,982.92
Total NH DOT	272,106.45	366,601.00	-94,494.55
Total MPO Revenue	272,106.45	366,601.00	-94,494.55
Contra Income Cash Match			
LSWP Cash Match			
LSWP SRPC Cash Match	-223.25	-1,333.32	1,110.07
Total LSWP Cash Match	-611.45	-1,333.32	721.87
Cash Match DOV PREPA	0.00	-750.00	750.00
Cash Match RPC CILUG	-646.15	-604.35	-41.80
Durham Resilience Cash Match	-2,948.80	-2,805.00	-143.80
Dover Equity Cash Match	-324.71	-1,417.32	1,092.61
Coastal Cash Match	-2,194.46	-1,666.68	-527.78
DOT Cash Match	-27,210.65	-36,049.32	8,838.67
EDD Cash Match	-1,166.41	-8,749.80	7,583.39
Total Contra Income Cash Match	-36,977.63	-53,375.79	16,398.16
Contra Income InKind/Soft Match			
IK DOT	0.00	-611.32	611.32
IK DOV PREPA	-997.71	-1,250.00	252.29
IK DOV Equity	-2,582.47	-2,470.68	-111.79
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	-5,464.92	-8,333.32	2,868.40
In-Kind EDD Match	-38,137.99	-30,390.00	-7,747.99
In-Kind HazMit Match	-3,399.91	-8,833.68	5,433.77
PRB IK Match	-12,887.82	-16,238.00	3,350.18
Total Contra Income InKind/Soft Match	-78,031.25	-69,949.00	-8,082.25

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

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	Jul '21 - Feb 22	Budget	\$ Over Budget
Total Income	981,757.42	1,065,446.48	-83,689.06
Gross Profit	981,757.42	1,065,446.48	-83,689.06 1
Expense			
Personnel Expenses			
Salary and Wages			
STD Reimbursement	-4,023.06	-3,520.00	-503.06
Salary and Wages - Other	558,909.92	540,660.68	18,249.24
Total Salary and Wages	554,886.86	537,140.68	17,746.18
Payroll Expenses			
FSA Fees	11.00	0.00	11.00
Dental insurance expense	3,072.34	3,752.00	-679.66
Health incentive	111.72	6,456.68	-6,344.96
Health Insurance expense	47,988.03	64,722.00	-16,733.97
Life Insurance expense	894.03	998.68	-104.65
LTD Insurance expense	506.31	537.32	-31.01
STD insurance expense	1,792.11	2,103.32	-311.21
Payroll Processing Fees	2,063.00	1,733.32	329.68
Pension expense	15,326.53	15,550.00	-223.47
Unemployment expense	-422.21	156.00	-578.21
Workers Compensation	657.24	862.68	-205.44
Payroll Taxes	41,735.96	41,360.68	375.28
Total Payroll Expenses	113,736.06	138,232.68	-24,496.62
Dues and Subscriptions	4,626.09	5,224.00	-597.91
Staff Training and Seminars	720.00	6,666.68	-5,946.68
Total Personnel Expenses	673,969.01	687,264.04	-13,295.03 2
Equipment expense			
Copier Maintenance Contract	2,603.45	2,558.68	44.77
Office furniture			
Computer equipment	12,844.02	12,386.40	457.62
Office furniture - Other	11,609.22	3,151.32	8,457.90
Total Office furniture	24,453.24	15,537.72	8,915.52 3
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	333.32	-333.32
Total Other Equipment Repair and Cost	549.30	333.32	215.98
Software expense			
Arclnfo/View software	3,255.27	4,333.32	-1,078.05
Office Software			
Timesheet Software	1,152.00	0.00	1,152.00
Adobe In Design	1,941.78	0.00	1,941.78
Anti-virus software	313.90	0.00	313.90
Constant Contact	684.00	0.00	684.00
DropBox	95.92	0.00	95.92
Microsoft Office 365	1,313.37	0.00	1,313.37
Office Software - Other	0.00	6,810.00	-6,810.00

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

DRAFT

	Jul '21 - Feb 22	Budget	\$ Over Budget
Total Office Software	6,499.78	6,810.00	-310.22
Total Software expense	9,755.05	11,143.32	-1,388.27
Traffic Count Expenses			
Traffic counting supplies	6.48	2,000.00	-1,993.52 ⁴
Total Traffic Count Expenses	1,009.48	2,000.00	-990.52
Total Equipment expense	38,370.52	31,573.04	6,797.48
Fixed Expenses			
Insurance			
Liability Insurance	3,378.38	3,336.00	42.38
Total Insurance	3,378.38	3,336.00	42.38
Rent	20,000.00	20,000.00	0.00
Vehicle Expenses			
Depreciation Expense	3,823.92	0.00	3,823.92
Vehicle Gas & Repairs	770.08	0.00	770.08
Vehicle Interest	487.96	0.00	487.96
Vehicle Expenses - Other	0.00	7,349.32	-7,349.32
Total Vehicle Expenses	5,081.96	7,349.32	-2,267.36
Total Fixed Expenses	28,460.34	30,685.32	-2,224.98
Communications			
Media Outreach Expense	1,228.40	333.32	895.08
Office Telephone System	0.00	2,866.68	-2,866.68 ⁵
Postage and Delivery	300.07	266.68	33.39
Telephone and Internet	2,745.59	2,400.00	345.59
Website maintenance and updates			
Website and logo design	1,666.02	1,382.00	284.02
Total Website maintenance and updates	1,876.93	1,382.00	494.93
Total Communications	6,150.99	7,248.68	-1,097.69
Administrative			
Library & Planning Books	1,993.70	1,333.32	660.38
Meetings Expense	660.91	2,000.00	-1,339.09
Office Expense	7,737.36	18,583.32	-10,845.96 ⁶
Office Supplies	4,194.91	2,000.00	2,194.91 ⁷
Printing and Reproduction	146.05	100.00	46.05
Professional Fees			
Accounting, Audit	10,000.00	8,000.00	2,000.00
Legal Fees	0.00	2,666.68	-2,666.68
Total Professional Fees	10,000.00	10,666.68	-666.68
Travel & Ent			
Travel	3,555.44	0.00	3,555.44
Travel & Ent - Other	0.00	10,000.00	-10,000.00
Total Travel & Ent	3,627.23	10,000.00	-6,372.77

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



	Jul '21 - Feb 22	Budget	\$ Over Budget
Total Administrative	28,360.16	44,683.32	-16,323.16
Contract Labor			
Financial Services	17,436.25	17,436.00	0.25
IT and Network support	2,377.50	6,000.00	-3,622.50 ⁸
Pass Through Expense			
DOV PREPA Consultant	1,500.00	1,000.00	500.00
RPC FTA Subcontract	0.00	5,499.32	-5,499.32
DOV Equity Consultants	4,855.95	10,330.00	-5,474.05
NHDOT Consultant	6,992.67	16,666.68	-9,674.01
EDA CARES Contract Support	11,833.00	33,333.32	-21,500.32
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	76,666.68	36,922.38
PRB Consultants	4,314.06	24,449.00	-20,134.94
Total Pass Through Expense	180,264.41	204,458.00	-24,193.59 ⁹
Total Contract Labor	200,078.16	227,894.00	-27,815.84
Total Expense	975,389.18	1,029,348.40	-53,959.22
Net Ordinary Income	6,368.24	36,098.08	-29,729.84
Other Income/Expense			
Other Income			
Interest Income	99.28	68.00	31.28
Total Other Income	99.28	68.00	31.28
Net Other Income	99.28	68.00	31.28
Net Income	6,467.52	36,166.08	-29,698.56

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2021 through February 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. The UPWP deficit will be carried over to the second year of the contract.

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 February, the system has not been upgraded. Costs were spread evenly over 12 months.

6. 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.

7. Office Supplies: Approximately \$1,300 of this cost is attributable to NHCHF POP! Supplies, for which we were reimbursed. As mentioned in the Profit and Loss report, additional supply costs consist of new envelopes and business cards needed to reflect SRPC's new branding and logo.

8. 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.

9. 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

The logo for Strafford Regional Planning Commission is a stylized green and blue mountain peak with a white base, positioned between the letters 'R' and 'A' in the word 'STRAFFORD'.

Regional Planning Commission
Emergency Succession Plan

Adopted: January 20, 2017
Revised: February 16, 2018
Revised: January 18, 2019
Revised February 21, 2020
Revised March 18, 2022

Certification

The Executive Committee of the Strafford Regional Planning Commission (EC-SRPC) approved this document at their March 18, 2022 meeting.

David Landry, Chair

Date

The following named staff acknowledge their assigned roles and responsibilities:

Jennifer Czysz, Executive Director

Date

Kyle Pimental, Principal Planner
Designated Acting Executive Director

Date

Colin Lentz, Senior Transportation Planner
Designated Back-Up Acting Executive Director

Date

James Burdin, Senior Regional Planner
Designated Back-Up Acting Executive Director

Date

Kathy Foster, Financial Manager
Designated Support Staff to Acting Executive Director

Date

Megan Taylor-Fetter, Office Coordinator
Designated Support Staff to Acting Executive Director

Date

Shayna Sylvia, Communications and Outreach Planner
Designated Support Staff to the Acting Executive Director

Date

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Introduction

This plan covers contingencies that may arise in the unlikely event that the position of Executive Director unexpectedly becomes vacant. It was developed by a subcommittee of the Executive Committee of the Strafford Regional Planning Commission (EC-SRPC) and the Executive Director. The purpose of the plan is to facilitate the transition to short-term or long-term leadership of the organization.

The EC-SRPC has reviewed the job description of the Executive Director, which is presented in Appendix A. The EC-SRPC clearly understands the Executive Director's role in organizational leadership, program development and administration, operations, Commission and Executive Committee relationships, financial operations, funder relationships and compliance, staff and program resource development, human resources, and community and regional presence.

Authority

This plan is designed to assist the Strafford Regional Planning Commission (SRPC) in the event of a temporary or unplanned absence of the Executive Director. The Executive Committee of the Strafford Regional Planning Commission (EC-SRPC) has been tasked with executing this plan.

Temporary, Unplanned Absence: Short Term

A temporary absence is one of less than three months in which the Executive Director is expected to return once the events that precipitated the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave such as a vacation or a sabbatical.

In the event of an unplanned absence of the Executive Director, the highest ranking staff member will immediately inform the Chair of the EC-SRPC, who should convene as soon as possible to affirm the plan's procedures or modify them to fit the circumstances. The EC-SRPC shall assist the Acting Executive Director carry out the plan and should note any changes made to the plan.

The EC-SRPC should appoint the highest-ranking staff member to be Acting Executive Director. At the time this plan was re-approved, the highest-ranking staff member was Kyle Pimental, Principal Planner. If the Acting Executive Director is new to their position and fairly inexperienced with the organization (having been here less than three years) or has a full schedule of commitments related to their normal assignments and responsibilities, the EC-SRPC may opt to name one of the program managers, back-up appointees, to the Acting Executive Director position. (Colin Lentz, Senior Transportation Planner, and James Burdin, Senior Economic Development Regional Planner).

It is expected that the Acting Executive Director will be assisted by the following staff:

- Communications and Outreach Planner (Shayna Sylvia) who coordinates communications and maintains the website for all SRPC programs.
- Office Coordinator (Megan Taylor-Fetter) who maintains all SRPC Commission and EC-SRPC records and human resource functions.
- Financial Manager (Kathy Foster) who manages all SRPC financials including contract administration.

The EC-SRPC may also consider splitting executive duties among the designated appointees and others to cover the primary areas of responsibilities to implement the terms of this emergency plan.

Authority of the Acting Executive Director

The Acting Executive Director(s) shall not have the same full authority for decision-making and independent action as the regular Executive Director. The EC-SRPC shall, after a thorough discussion and mutual agreement with the Acting Executive Director(s), set clear limits on the authority of the Acting Executive Director(s) for decision making and action. The EC-SRPC, Acting Executive Director(s), and other involved parties shall sign off on a list of the responsible parties' executive duties. To assist in the establishment of the Acting Executive Director(s) duties, refer to the Executive Director's job description included in Appendix A and the Suggested Acting Executive Director Responsibilities in Appendix B.

EC-SRPC Oversight and Responsibilities

The EC-SRPC members responsible for monitoring the work of the Acting Executive Director(s) shall be the SRPC Chair, the SRPC Vice-Chair, the SRPC Secretary/Treasurer, and one other SRPC commissioner voted on by the EC-SRPC. At the time this plan was approved, those individuals were David Landry, Chair; Peter Nelson, Vice Chair; Thomas Crosby, Secretary/Treasurer; and one other member to be determined upon activation of this plan. They will be sensitive to the special support needs of the Acting Executive Director(s) in this temporary leadership role.

Communication Plan

Immediately upon the transfer of responsibilities to the Acting Executive Director(s), the Chair of the EC-SRPC will provide the SRPC staff, members of the EC-SRPC, and key funders with written notification of the delegation of authority.

As soon as possible after covering the unplanned absence has begun, EC-SRPC members and the Acting Executive Director(s) shall communicate the temporary leadership structure to the members of the Commission and key external funders and supporters of the Strafford Regional Planning Commission. Those notified may include committee members and funders representing the various functions of the Strafford Regional Planning Commission, Strafford Economic Development District, and Strafford Metropolitan Planning Organization

Completion of Short-Term Emergency Succession Period

The Executive Director and the Chair of the EC-SRPC will decide together when the Executive Director will return to lead the SRPC. The EC-SRPC Chair may approve a reduced schedule for a set period of time, with the intention that the Executive Director will work their way back up to a full-time commitment.

Temporary, Unplanned Absence: Long Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence, with the following addition:

The EC-SRPC will give immediate consideration, in consultation with the Acting Executive Director(s), to temporarily filling the regular position(s) of the Acting Executive Director(s). This option recognizes that it may not be reasonable to expect an Acting Executive Director to fulfill the duties of both positions for more than three months. The job description for a temporary employee would focus on the priority areas in which the Acting Executive Director needs assistance. This need for temporary additional help may also be resolved by reassigning other Commission staff to assume some of the Acting Executive Director's regular duties. It might be easier to temporarily fill for a limited time the position left partially or completely vacant by these reassigned staffers.

Completion of Long-Term Emergency Succession Period

The Executive Director and the Chair of the EC-SRPC will decide together when the Executive Director will return to lead the SRPC. The EC-SRPC Chair may approve a reduced schedule for a set period of time, with the intention that the Executive Director will work their way back up to a full-time commitment.

Permanent Change in Executive Director

A permanent change is one in which it is firmly determined that the Executive Director will not return to the position. The procedures and conditions should be the same as for a long-term temporary absence, with the following addition:

The EC-SRPC will appoint a Transition and Search Committee (TSC) within 10 days to plan and carry out a transition to a new permanent Executive Director. The TSC may consider the need for outside consulting assistance depending on the circumstances of the transition and the TSC's capacity to plan and manage the transition and search. The TSC will determine the need for an Interim Executive Director. They will plan for the recruitment and selection of an interim Executive Director and/or a permanent Executive Director.

The TSC will consist of at least three members drawn from the Executive Committee. The TSC may choose to invite additional SRPC partners and stakeholders to participate in a portion of the process. These partners and stakeholders could be SRPC officers, commissioners, funders,

community members and staff. No one who applies for the position of Executive Director will be included on the TSC or contacted for participation in the process.

Checklist for Acceptance of All Emergency Succession Plans

- Succession Plan Approval**
This succession plan will be approved by the EC-SRPC for its vote and approval. The plan should be reviewed annually at the January EC-SRPC meeting.
- Signatories**
The plan shall be signed by the Chair of the EC-SRPC, the Executive Director, the designated Acting Executive Director, the designated back-up appointees, and listed support staff.
- Organizational Charts**
Two organizational charts, like those presented in Appendix C, need to be prepared and attached to this plan. The first chart shows the normal staffing positions and lines of authority/reporting throughout the organization. The second shows the changes in that structure resulting from an emergency/unplanned absence of the Executive Director.
- Important Organizational Information**
The SRPC Information and Contact Inventory presented in Appendix D has been updated and is current as of March 11, 2022. The completed form will be kept off-site by the SRPC Executive Director, Acting Executive Director, Financial Manager SRPC Chair, and SRPC Secretary/Treasurer.

Appendix A – Executive Director Job Description

Description

The Executive Director is the chief executive officer of the Strafford Regional Planning Commission (SRPC), the Strafford Economic Development District (Strafford EDD), and the Strafford Metropolitan Planning Organization (Strafford MPO). This position provides leadership and direction to employees and develops and manages a budget funded through federal, state, local, and private agreements and contracts, voluntary contributions, and donations. The primary responsibility of the Executive Director is to carry out the missions of the SRPC, Strafford EDD, and Strafford MPO consistent with state and federal laws and regulations. This responsibility includes ensuring that awarded funds are properly managed, contractual obligations are fulfilled, tasks described in scopes of work are completed on time and with quality products, and administrative, personnel, and fiduciary responsibilities of the Commission are met.

Responsibilities

In program development and administration the Executive Director will:

- Ensure the Commission has long-range strategies to achieve its mission and is making consistent and timely progress.
- Provide strategic leadership in developing programmatic, organizational, and financial plans.
- Organize and oversee the annual work program for the Commission.
- Organize and allocate staff resources in response to the annual work program.
- Negotiate and enter into contracts on behalf of the Commission, consistent with the annual work program.
- Monitor progress on projects and programs, making adjustments as needed.
- Oversee the maintenance of official records and documents.
- Ensure compliance with federal and state regulations.
- Oversee the implementation of quality assurance and quality control processes.
- Oversee the development and implementation of performance-based planning and metrics.
- Maintain a working knowledge of trends and best practices in the planning profession.

In communications the Executive Director will:

- Promote active and broad participation by the Commissioners in the organization's work.
- Keep the Executive Committee fully informed on the condition of the organization and influencing factors.
- Be responsive to the inquiries and directions of the Commission and the Executive Committee.
- Represent the programs and point of view of the organization to agencies, organizations, elected and appointed officials, the general public, and the media.
- Establish working relationships and cooperative agreements with government and nonprofit organizations and with community groups.

- Interact with federal, state, and local funders; partners; and the general public to understand their issues, needs, and priorities.
- Oversee the communications of the Commission by scheduled publication of its activities, programs, vision, value statement, reports, and accomplishments.

In human resources, fiscal, and administrative functions the Executive Director will:

- Oversee the fiscal management of individual contracts and agreements, including reporting requirements and performance measures.
- Oversee cash management, indirect cost rate development, and audit functions.
- Oversee purchase and vendor-selection processes and payments.
- Oversee the development and implementation of human resources and administrative procedures, including the employee handbook, bylaws and prospectus, and operational procedures manual.
- Ensure that project work and the organization are supported by adequate cash flow, appropriate personnel, equipment, supplies, and training resources.
- Work with the employees and financial consultant in preparing a budget and ensure that the organization operates within budget guidelines.

In relations with employees the Executive Director will:

- Be responsible for the recruitment, employment, and release of Commission personnel, both paid employees and unpaid volunteers.
- Ensure that job descriptions are developed, regular performance evaluations are held, and legal human resource practices are in place.
- Ensure that an effective management team, with appropriate provisions for emergency succession, is in place.
- Create a climate that attracts and motivates quality employees who enjoy working for the Commission and its clients.
- Ensure that employees have professional development and educational opportunities.
- Provide guidance to employees on planning, budget, political, and technical issues in a manner that best meets their individual needs and situations.

Accountability

The Executive Director is the sole employee in whose hiring and management the Commissioners are involved. The Executive Director works under the general guidance of the Executive Committee of the Strafford Regional Planning Commission (EC-SRPC) in accordance with the Commission's bylaws, budget, and work programs and policies. Work is conducted according to legal requirements, AICP ethics, accepted standards for planning and data management, and general business standards. The EC-SRPC regularly provides oversight and direction to the Executive Director.

Required Skills and Experience

- At least ten years of experience in the planning profession showing career progression with increasing supervisory and management responsibilities.
- At least five years of experience in the successful management of people, budgets, and projects.

- Certification through the American Institute of Certified Planners.
- Understanding of public governance: regulatory, legislative, procedural, and public interest.
- Excellent verbal and written communication skills.
- Success in carrying out collaborative projects, facilitating processes, and public engagement.
- Ability to articulate complex and technical planning issues in plain language.
- Excellent grant and contract management skills.

Education

- Master's degree in planning, public administration, or closely related field

Appendix B – Acting Executive Director Responsibilities

To maintain continuity of operations, the following critical tasks should be considered when setting the responsibilities of the Acting Executive Director(s):

- Assume lead staff responsibility for organizing and/or attending SRPC Executive Committee, Commission, and Policy Committee meetings.
- Represent SRPC at statewide RPC directors' meetings and NHARPC meetings
- Review and approval of weekly timesheets
- Mileage and expense reimbursement requests review and approval
- Oversight and approval of purchase orders/ vendor invoices (credit card receipts, etc.)
- Execution of offer letters and overseeing the hiring processes
- Supervise SRPC staff members and conduct performance reviews (discipline and termination shall be conducted jointly by the Acting Executive Director and SRPC Chair)
- Sign off on cover letters for proposal submissions
- Review and approval of time off/leave requests
- Review and approval of billing invoices
- Prepare and issue monthly/quarterly progress reports with assistance of project managers
- Review and approve the NHDOT S/TIP Monthly Minors with assistance of the Senior Transportation Planner
- Approve expenses and sign checks
- Review and approval of staff training and conference requests (including travel/accommodations)
- Review and approve monthly financial reports to ensure accuracy, prevent fraud, and monitor current financial position including:
 - Monthly balance sheet, aging summary, profit and loss, and income by customer reports
 - Monthly general journal entry report
 - Monthly bank reconciliations (checking, savings, credit card)
- Issue letters of support
- Issue other Commission communications

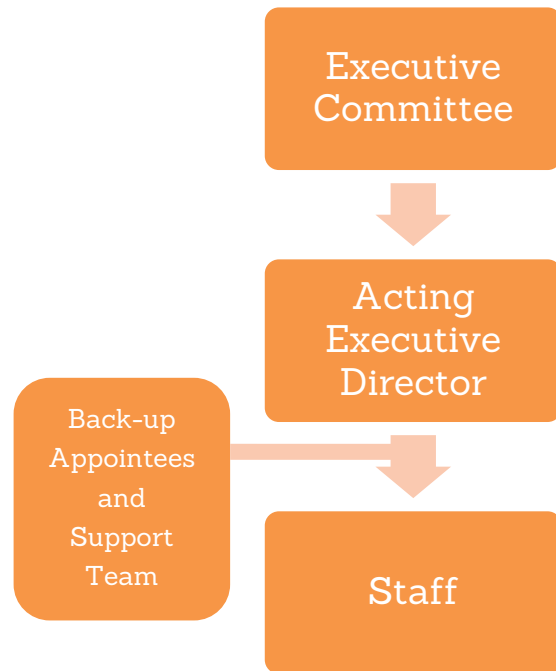
Considerations should be given to the appointee's existing workload, ability to reassign tasks to other staff members and the increased level of responsibility. Depending on the arrangement reached and the duration of the Executive Director's absence, the Executive Committee should also consider compensation levels for the Acting Executive Director(s).

Appendix C – Organization Charts

Normal Organizational Flow



Emergency Organizational Flow

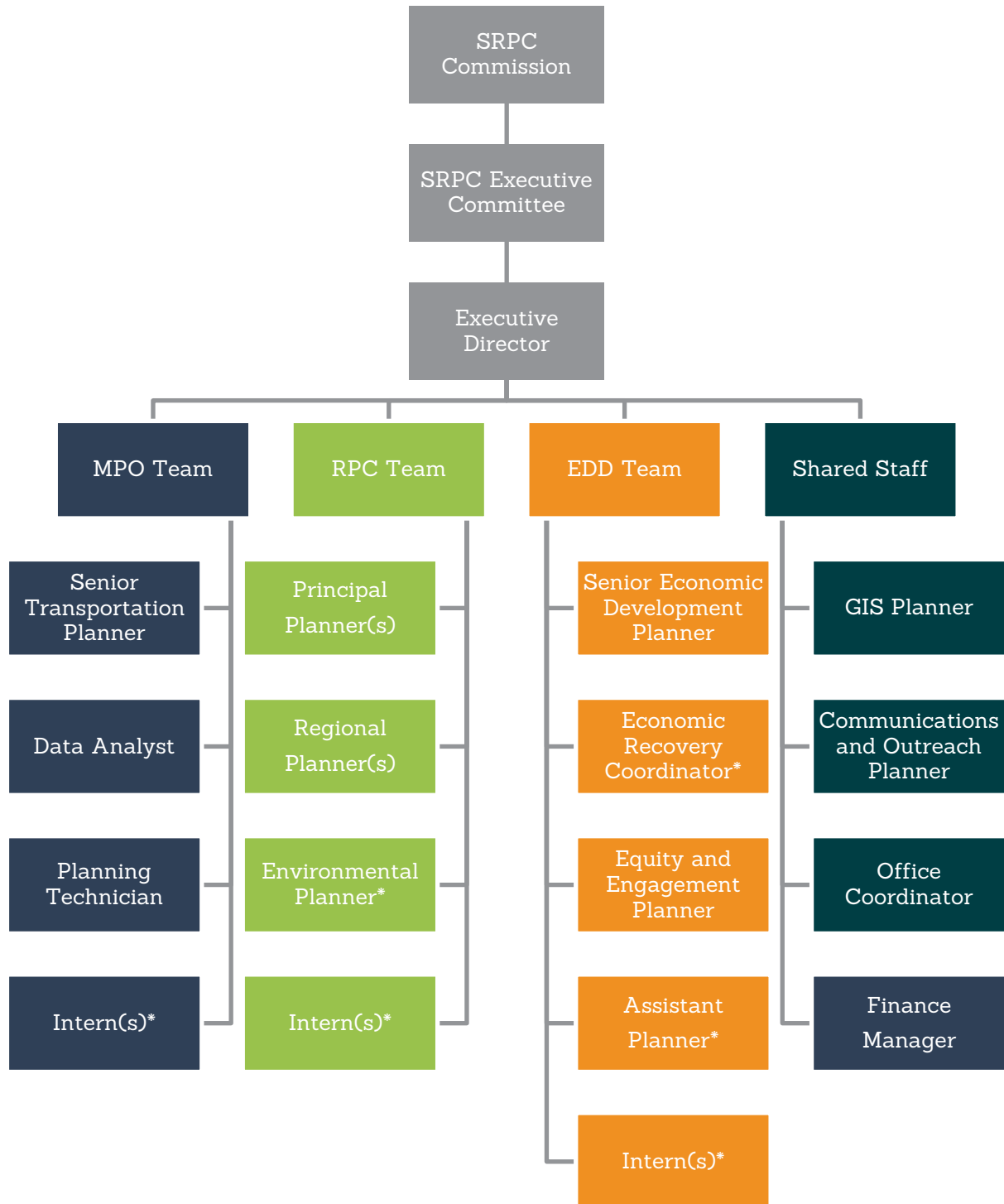


Current Staffing

- Jennifer Czynsz, Executive Director (RPC, MPO, EDD)
- Kyle Pimental, Principal Regional Planner (RPC program manager)
- Colin Lentz, Senior Transportation Planner (MPO program manager)
- James Burdin, Senior Regional Planner (EDD program manager)
- Blair Haney, PT Principal Regional Planner (RPC)
- Autumn Scott, Regional Planner (RPC)
- Nancy O'Connor, Equity and Engagement Planner (EDD)
- Natalie Moles, Economic Recovery Coordinator (EDD)*
- Zuzy Duffy, Assistant Planner (EDD)*
- Rachel Dewey, Data Analyst (MPO)
- Stephen Geis, Planning Technician (MPO)
- Shayna Sylvia, Communications and Outreach Planner (RPC, MPO, EDD)
- Jackson Rand, GIS Planner (RPC, MPO, EDD)
- Kathy Foster, Financial Manager (RPC, MPO, EDD)
- Megan Taylor-Fetter, Office Coordinator (RPC, MPO, EDD)
- Interns, as needed (RPC, MPO, EDD)*

*Temporary or grant funded positions

SRPC Organizational Chart



*Temporary or grant funded positions

Appendix D – SRPC Information and Contact Inventory

Knowing the location of key information is critical so that if an emergency succession occurs, SRPC can continue work efficiently and effectively.

Information	Onsite Location	Offsite Location	Online URL
GOVERNMENTAL/NONPROFIT STATUS			
Bylaws			
Mission Statement			
Executive Committee Minutes			
SRPC, SEDD, SMPO logos			
IRS Letter			
FINANCIAL INFORMATION			
Employer Identification Number			
DUNS			
Grants.gov roles			
Current and Previous Audits			
Current and Previous Form 990s			
Financial Statements			
Blank checks			
Computer passwords			
Client records			
Vendor records			
HUMAN RESOURCES INFORMATION			
Employee records			
Employee contact list			
I-9s			
FACILITIES INFORMATION			
Office lease			
Server information			

Payroll Preparer:
Payroll schedule:
Payroll Company:
Payroll Account Number:
Payroll Contact:
Phone Number/Email:
Function:

Bank:
Contact Name:
Phone Number/Email:
Fax:
Account Numbers:
Branch Representative:
Individuals authorized to make transfers:
Individuals authorized to sign checks:
Function:

Office safe or offsite safe:

Building Management:
Dept. Name:
Staff Name:
Phone Number/Email:
Function:

Office Security System:
Dept. Name:
Staff Name:
Phone Number/Email:
Function: Issues regarding locked out of building; after hours, weekend access for public meetings.

Emergency Number:
Contact: Rochester Police Department
Phone Number/Email:
Function: Use for emergencies in building, parking lot, or playing fields next to building. Use for paid police detail for public meeting after first discussing with Rochester police and EC-SRPC Chair.

Auditor:
Contact Name:
Phone Number/Email:
Function:

Phone and Internet Provider:
Contact Name:
Phone Number/Email:
Function:

Legal Counsel:
Contact Name:
Phone Number:
Email:
Function:

IT Services Provider:
Contact Name:
Phone Number/Email:
Function:

Website Development and Maintenance Provider:
Contact Name:
Phone Number/Email:
Function:

Copy Machine Maintenance and Parts Provider:
Contact Name:
Phone Number/Email:
Function:

Mail Machine and Part Provider:
Contact Name:
Phone Number/Email:
Function:

Office Supply Vendor:
Contact Name:
Phone Number/Email:
Function:

Office Supply Vendor:
Contact Name:
Phone Number/Email:
Function:

Computers, Software Vendor:
Contact Name:
Phone Number/Email:
Function:

UPWP Equipment Vendor:
Contact Name:
Phone Number/Email:
Function:

Insurance Information
General Liability/Commercial Umbrella:
Company/Underwriter:
Policy Number:
Representative Phone Number/Email:
Broker Phone Number/Email:
Renewal Date:
Function:

Directors & Officers Liability:
Company/Underwriter:
Policy Number:
Representative Phone Number/Email:
Broker Phone Number/Email:
Renewal Date:
Function:

Health Insurance:
Company/Underwriter:
Policy Number:
Representative Phone Number/Email:
Broker Phone Number/Email:
Renewal Date:
Function:

Unemployment Insurance:
Company/Underwriter:
Policy Number:
Representative Phone Number/Email:
Broker Phone Number/Email:
Renewal Date:
Function:

Workers Compensation:
Company/Underwriter:
Policy Number:
Representative Phone Number/Email:
Broker Phone Number/Email:
Renewal Date:
Function:

Disability Insurance Short Term:
Company/Underwriter:
Policy Number:
Representative Phone Number/Email:
Broker Phone Number/Email:
Renewal Date:
Function:

Disability Insurance Long Term:
Company/Underwriter:
Policy Number:
Representative Phone Number/Email:
Broker Phone Number/Email:
Renewal Date:
Function:

Dental Insurance:
Company/Underwriter:
Policy Number:
Representative Phone Number/Email:
Broker Phone Number/Email:
Renewal Date:
Function:

Long Term Care Insurance:
Company/Underwriter:
Policy Number:
Representative Phone Number/Email:
Broker Phone Number/Email:
Renewal Date:
Function:

SIMPLE Retirement Plan:
Company/Underwriter: Vanguard
Policy Number:
Representative Phone Number/Email:
Broker Phone Number/Email:
Renewal Date:
Function:

SIMPLE Retirement Plan:
Company/Underwriter: Fidelity
Policy Number:
Representative Phone Number/Email:
Broker Phone Number/Email:
Renewal Date:
Function:

Date of Completion for SRPC Information and Contact Inventory:

Name(s) of Person(s) Completing Document:

The Emergency Succession Plan and the supporting documents (the information and contact inventory, Executive Director job description, and organizational charts) should be reviewed and updated annually in the December–January timeframe for presentation to the EC-SRPC at its January meeting.

STRAFFORD

Regional Planning Commission

March 18, 2022

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

RE: March 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 March 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



March 2022 TIP Minors Table of Contents

Funding Changes

Program: Bridge Maintenance & Preservation on Tier 3 & 5 highways	Page 1 -2
Program: Pavement Rehab on Tier 2 highways	Page 3
Statewide 42878	Page 4

2021 - 2024 SRPC Transportation Improvement Program

March 2022 Minors

3/1/2022

Please refer to the 2021 - 2024 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 2021 - 2024 TIP.

PROGRAM BRDG-T3/4-M&P

Towns: Statewide
 Road: Tier 3-4 Bridges
 Scope: Maintenance and preservation of tier 3 & 4 bridges.
 Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$320,000		\$0	\$0	\$320,000
PE	2022	\$110,000		\$0	\$0	\$110,000
PE	2023	\$50,000		\$0	\$0	\$50,000
PE	2024	\$50,000		\$0	\$0	\$50,000
ROW	2021	\$10,000		\$0	\$0	\$10,000
ROW	2022	\$10,000		\$0	\$0	\$10,000
ROW	2023	\$10,000		\$0	\$0	\$10,000
ROW	2024	\$10,000		\$0	\$0	\$10,000
CON	2021	\$3,401,000	\$179,000		\$0	\$3,580,000
CON	2022	\$3,500,000		\$0	\$0	\$3,500,000
CON	2023	\$3,567,626	\$232,374		\$0	\$3,800,000
CON	2024	\$3,255,000	\$245,000		\$0	\$3,500,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$320,000		\$0	\$0	\$320,000
PE	2022	\$510,000		\$0	\$0	\$510,000
PE	2023	\$50,000		\$0	\$0	\$50,000
PE	2024	\$50,000		\$0	\$0	\$50,000
ROW	2021	\$10,000		\$0	\$0	\$10,000
ROW	2022	\$10,000		\$0	\$0	\$10,000
ROW	2023	\$10,000		\$0	\$0	\$10,000

ROW	2024	\$10,000	\$0	\$0	\$10,000
CON	2021	\$3,401,000	\$179,000	\$0	\$3,580,000
CON	2022	\$3,500,000	\$0	\$0	\$3,500,000
CON	2023	\$3,567,626	\$232,374	\$0	\$3,800,000
CON	2024	\$3,255,000	\$245,000	\$0	\$3,500,000

Change Notes

NHDOT Description of Changes

The program is being adjusted to accommodate necessary changes in children project fund amounts. This change does not affect projects in the Strafford Region.

SRPC Notes

Funding Sources

FHWA

- STBG-State Flexible
- STBG-Non Urban Areas Under 5K
- STBG-5 to 200K
- National Highway Performance

NHDOT

- Toll Credit
- General Fund

PAVE-T2-REHAB PAVE-T2-REHAB

Towns: Statewide
 Road: Various
 Scope: Rehab of Tier 2 roads.
 Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$200,000		\$0	\$0	\$200,000
PE	2022	\$200,000		\$0	\$0	\$200,000
PE	2023	\$125,000		\$0	\$0	\$125,000
PE	2024	\$125,000		\$0	\$0	\$125,000
ROW	2021	\$30,000		\$0	\$0	\$30,000
ROW	2022	\$30,000		\$0	\$0	\$30,000
ROW	2023	\$30,000		\$0	\$0	\$30,000
ROW	2024	\$30,000		\$0	\$0	\$30,000
CON	2021	\$539,000		\$0	\$0	\$539,000
CON	2022	\$6,509,000		\$0	\$0	\$6,509,000
CON	2023	\$2,106,000		\$0	\$0	\$2,106,000
CON	2024	\$1,136,000		\$0	\$0	\$1,136,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$200,000		\$0	\$0	\$200,000
PE	2022	\$350,000		\$0	\$0	\$350,000
PE	2023	\$125,000		\$0	\$0	\$125,000
PE	2024	\$125,000		\$0	\$0	\$125,000
ROW	2021	\$30,000		\$0	\$0	\$30,000
ROW	2022	\$250,000		\$0	\$0	\$250,000
ROW	2023	\$30,000		\$0	\$0	\$30,000
ROW	2024	\$30,000		\$0	\$0	\$30,000
CON	2021	\$539,000		\$0	\$0	\$539,000
CON	2022	\$6,509,000		\$0	\$0	\$6,509,000
CON	2023	\$2,106,000		\$0	\$0	\$2,106,000
CON	2024	\$1,136,000		\$0	\$0	\$1,136,000

Change Notes

NHDOT Description of Changes

The program is being adjusted to accommodate necessary changes in children project fund amounts. This change does not affect projects in the Strafford Region.

SRPC Notes

Funding Sources

FHWA

STBG-State Flexible

National Highway Performance

NHDOT

Toll Credit

Betterment

STATEWIDE 42878

Towns: Undetermined

Road: Various

Scope: Upgrades to 10 locations statewide that may include flashing yellow arrow& optimized signal timing.

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2022	\$67,848		\$0	\$67,848
CON	2022	\$497,552		\$0	\$497,552

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2022	\$66,000		\$0	\$66,000
CON	2022	\$433,840		\$0	\$433,840

Change Notes

NHDOT Description of Changes
Inflation adjustment & alignment with current schedule.

SRPC Notes

Funding Sources

FHWA

Congestion Mitigation and Air Quality Program

NHDOT

Toll Credit