

STRAFFORD

Regional Planning Commission

SRPC EXECUTIVE COMMITTEE MEETING

April 15, 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 March 18, 2022 Minutes b) Acceptance of the Draft March Financials	8:05-8:15	a) Enclosed b) See memo, enclosed
3) Updates a) Executive Committee member renewals b) Annual Meeting c) Preliminary FY2023 Budget d) FY2023 Salary & Hourly Rates Schedule e) FY2023 Health Plans f) Executive Director Review g) Awards, Contracts, and General Business h) March Monthly Minors	8:15-8:50	a) See memo b) See memo c) Separate mailing d) See memo, enclosed e) See memo, enclosed f) See memo g) See memo h) 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
March 18, 2022
DRAFT Meeting Minutes

1. Welcome/Introductions

D. Landry called the meeting to order at 8:04 a.m. and asked for introductions.

Committee members present: Bill Fisher, Farmington; Tom Crosby, Madbury; Barbara Holstein, Rochester; Mike Bobinsky, Somersworth; Dave Landry, Dover

Staff members present: Jen Czysz; Executive Director SRPC

Staff attending remotely: Megan Taylor-Fetter

2. Action Items

a. Approval of the Minutes of February 18, 2022

T. Crosby MOTIONED to approve the February 18, 2022 minutes as written, B. Holstein SECOND.

Discussion: D. Landry asked for clarification on page 2, discussion on Single Audit: "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". J. Czysz stated that the sentence should be changed to "SRPC lost its designation as a low-risk auditee because..."

The members voted to approve the minutes as amended: B. Fisher, B. Holstein, M. Bobinsky, D. Landry **ALL IN FAVOR. MOTION PASSED** with a unanimous vote in favor.

b. Acceptance of Draft February Financials

J. Czysz presented a summary of the 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: February had a profit of \$21,616. Compared to last year the largest differences are attributable to the CARES Act program 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.

M. Bobinsky **MOVED** to accept the Draft February Financials. B. Holstein **SECOND**. B. Fisher, B. Holstein, M. Bobinsky, D. Landry **ALL IN FAVOR. MOTION PASSED** with a unanimous vote in favor.

c. Acceptance of Emergency Succession Plan

J. Czysz gave an overview and explanation 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 is an appendix with critical operational information. Both documents should be stored off site by identified individuals.

B. Holstein asked if all positions are full time. J. Czysz answered there is part time staff, and she will adjust the plan accordingly.

M. Bobinsky asked if it was necessary to have three interim directors. J. Czysz explained that Kyle is the designated Interim and James and Colin are back-ups and/or available should responsibilities need to be divided. The Acting Director has limited authority.

M. Bobinsky **MOVED** to accept the updated Emergency Succession Plan. B. Holstein **SECOND**. B. Fisher, B. Holstein, M. Bobinsky, D. Landry **ALL IN FAVOR. MOTION PASSED** with a unanimous vote in favor.

3. Updates

a. Awards, Contracts, and General Business

J. Czysz provided an update on current protocol for 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. Staff exhibiting symptoms are to stay home and test.

J. Czysz provided reported on the Indirect Rate and Dues. On October 5, 2021 SRPC received 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.

For awards and contracts, J. Czysz highlighted the following:

Contract that have been awarded and pending execution include NHCDFA CDBG-CV Housing Grant where SRPC will serve as the grant writer and administrator for construction work by CAPSC to renovate the Gafney Home into affordable senior housing. A NHDES Local Source Water Protection grant to conduct groundwater protection ordinance updates. As well as, a Congressional Appropriation request for implementation of the Regional Housing Needs Assessment and a Comprehensive Plan update.

Recently submitted proposals and grants that are pending decision include an EPA Brownfields Assessment Grant, Town of Strafford Comprehensive Master Plan Update, and Economic Development Projects Implementation through BEA CEDR funding.

Proposals in development include the Barrington Future Land Use (or other) Master Plan Chapter update, Northwood Master Plan Update and Town of Lee Trails Mapping.

Other items temporarily on hold include CommuteSmart Seacoast (deferred funding to FY2023), Rollinsford Road Surface Management System plan, and AARP supplemental funding to extend CHAT outreach efforts.

b. March Monthly Minors

C. Lentz joined the meeting to present the Minors including the following:

- Rehab on Tier 2 highways:
- Bridge maintenance & Preservation on Tier 3 & 5 highways, Pavement and
- Statewide 42878 programs

4. Other Business

There was no other business.

5. Adjourn

B. Fisher MOVED to Adjourn. SECOND B. Holstein. B. Fisher, B. Holstein, M. Bobinsky, D. Landry **ALL IN FAVOR. MOTION PASSED** with a unanimous vote in favor. Meeting adjourned 8:55 a.m.

SRPC FY 2022 Dashboard - March

For the Apr. 15, 2022 Executive Committee Meeting

March 31, 2022

FSB Checking Beginning Balance	\$78,121.60
Deposits	\$146,817.22
Payments	-\$99,036.09
Uncleared Transactions	-\$33,051.81
FSB Checking Ending Balance	\$92,850.92

Accounts Receivable	\$125,263.37
FSB Savings Account	\$87,409.75

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 all payments have been timely received
FY22 Working Budget:	Updated to reflect current status

FUNDING SOURCES - WORKING BUDGET

Due, Interest & Reimbursement	\$129,199
Metropolitan Planning Organization	\$474,910
State Agencies	\$357,208
Municipal & Nonprofit Agreements	\$213,398
Economic Development District	\$422,935
Total Revenue	\$1,597,650
Pending Grant Applications	\$302,401

EXPENSES - WORKING BUDGET

Personnel	\$1,064,292
Equipment	\$60,864
Communications	\$7,237
Fixed Expenses	\$46,028
Miscellaneous Expenses	\$52,900
Contracted Work	\$317,142
Reserve Funds	\$37,000
Total Expenses	\$1,585,463

STAFF PRESENTATIONS - ACTIVITIES MAR.

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)
 RPC Directors Meeting (Jen)
 CommuteSmart NH (Shayna)
 CommuteSMART Seacoast (Shayna) x 2
 Policy Committee Meeting (Rachel, Alaina, Jen, Nancy, Jackson, Stephen)
 NHPA Executive Committee (Kyle, Shayna)
 CAW Outreach meeting (Kyle)
 SRPC Executive Committee (Jen, Megan)
 NH Council on Housing Stability (Jen)
 NHPA Legislative Subcommittee (Jen)
 EMM (Shayna)
 PREP Management Committee Meeting (Jen)
 NHARPC (Jen, Megan)
 Joint Loss Meeting (Kyle, Stephen, Megan, Kathy, Jackson)
 PFPNH (Rachel, Colin)
 Climate Summit Planning Committee (Kyle)
 Full CAW Meeting (Kyle)
 Bike/Walk Alliance of NH board meeting (Colin)
 Coast Finance Committee (Jen)
 CoastWise Steering Committee (Jen)
 Housing and Community Development Planning Council (Jen)

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 1168 (134)
Users 679 (38)



Constant Contact

Subscribers 7041 (12)
Avg. Open Rate 0.28 (-0.03)



Facebook

Posts 4 (-4)
Engagement 23 (-35)
Reach 1136 (-907)
Followers 431 (5)



Twitter

Tweets 3 (-4)
Profile Visits 3 (-36)
Impressions 449 (-81)
Followers 288 (1)
Mentions 0 (0)



Instagram

Posts 2 (-3)
Engagement 72 (42)
Reach 125 (-121)
Followers 208 (2)



ArcGIS

Open Data Portal Views 2328 (885)
Tax Parcel Viewer Views 964 (194)

STAFF PRESENTATIONS - ACTIVITIES FEB.

RPC Activity

Developments of Regional Impact (Natalie, James (panelist))
Dover Climate Resources Forum Planning Committee (Kyle)
Coastal Land Use Guide Steering Committee (Kyle, Autumn)
Great Bay Living Shoreline Coordination (Kyle) x 3
Dover Equity Project Team Meeting (Kyle, Nancy, Autumn)
NH Coastal Flood Risk Model Kickoff Meeting (Jen)
Annual Check in Visits (MIL) (Jen)

EDD Activity

Seacoast Economy Calls (Natalie, James, Zuzy, Nancy, Jen) x 5
Transportation, Inflation, & Supply Chain (Natalie)
Commissioner Casswell Community and ED Call (Natalie, James) x 2
Construction Innovations to Support Housing Supply (Natalie)
Meeting with Dover Housing Authority re Workforce Development for CEDS (Nancy)
SOM Prince's Garage Cleanup Meeting (James)
Collaborative Marketing call with cities (James)
REDC CEDS meeting ()

MPO Activity

Data Collection Meeting with SNHPC (Stephen, Mark, Rachel)
COAST Legislative sub-committee (Colin)
Transportation project solicitation meeting with Durham and UNH staff (Colin)
Transportation project solicitation meeting with Newmarket and NHDOT staff (Colin)
NH Statewide Pedestrian and Bicycle Plan Meeting (Colin, Jen)
Statewide Regional Housing Needs Assessment Coordination Meetings (Jen, Rachel, Natalie) x 14

Staff Development & Trainings

Persuasive Presentations (All Staff)
CEJST TRaining (Nancy Colin)
UNH T2 Webinar: Pavement Management 101 Webinar Series (Stephen) x 3
Municipal IT Webinar: Control 18: Penetration Testing (Rachel, Stephen)
UNH migration pattern symposium (James)
FTA Electric Bus Roundtable (Colin)

STRAFFORD

Regional Planning Commission

DATE: April 12, 2022
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the April 15, 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.

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 March and very similar to where they were in 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: Similar to last month, \$106,465 of the outstanding \$125,263 is the current month's billings. Payments totaling \$8,108 were received in April, leaving a past due balance of \$10,690. Kathy has sent reminders to past due accounts.

Profit and Loss: March had a profit of \$6,833. Compared to last year the largest differences are attributable to the CARES Act programming increasing both the EDD revenue and associated personnel costs. Year to date we are holding with a net profit of \$13,200.

3a. Executive Committee and Officer member renewals

We would like to confirm E.C. members intentions to renew their position on the committee and discuss the slate of officers for FY2023. Under the [bylaws](#) there are 3 officers: Chair, Vice Chair, and Secretary-Treasurer. The Executive Committee consists of the 3 officers, 4 members elected by Commission, and any alternate. Elections occur at the Annual Meeting.

3b. Annual Meeting

The Annual Meeting is scheduled to be held on June 23rd. The prior two years, we split the annual meeting to conduct all business items in a split meeting with the June Policy meeting and then hosted a webinar in lieu of an event with guest speakers. Barring another Covid resurgence, we as staff wanted to offer the option of hosting a more traditional in person event. Shayna and Megan have issued a few polls to measure support for doing so. Results thus far included:

- No, I would not be comfortable with an in-person meeting – 6 votes
- Yes, but only if masks were required for the duration – 8 votes
- Yes, I would be comfortable with being mask-less for a seated meal – 37 votes

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After the last in person annual meeting (2019) feedback received from many was that they were unable to attend because it was held as a lunch. If the event were a dinner more would be able to attend.

Internal brainstorming of a potential theme included Transportation Funding or Placemaking/Arts and Culture. Of the two, there are some great speakers and local initiatives in the arts arena that could make for a dynamic event.

At this time, we would like your feedback on whether to hold an in person event (lunch or dinner) and the possible theme.

3c. Preliminary FY 2023 Budget

Time permitting a draft budget will be available before the meeting on Friday.

3d. FY2023 Salary and Hourly Rates Schedule

Understanding that much of what SRPC can afford by way of salary increases effective July 1st will in part be contingent upon what the budget will support. That said, this year, with the current economic conditions and inflated cost of living, we should discuss our approach to cost-of-living adjustments as a subsequent direct input into the budget. I have attached our current salary schedule and that with various percent increases to see the resulting increases.

3e. FY2023 Health Plans

The health insurance plan summary is attached. SRPC’s health insurance rates are increasing 5.4% for fiscal year 2023. Dental rates are decreasing 1.5% and our short-term disability, long-term disability and life insurance all remain the same. We propose to keep the same plans offered over the last two or three years. Since offering a second health plan option, we have tried to keep the costs to SRPC relatively even regardless of the plan selected by the employee. To do so would require decreasing the SRPC share of the more costly AB20 Plan from 85% to 80% for one-person coverage (highlighted in yellow in the attached SRPC cost share rate tables). The costs shares for all others are proposed to remain the same.

Comparing annual costs of the plans to SRPC and Employees:

SRPC Total Costs	One Person	Two Person	Family
AB20 Health	\$8,546.59	\$12,819.82	\$17,306.78
ABSOS20 Health*	\$8,100.30	\$13,617.25	\$18,489.48

Employee Total Costs	One Person	Two Person	Family
AB20 Health	\$2,136.65	\$8,546.54	\$11,537.86
ABSOS20 Health*	\$1,511.14	\$5,605.75	\$7,763.16

**Includes all HRA/deductible costs.*

If we were to keep the AB20 One Person SRPC Share at 85% the added annual cost per person would be \$534.

3d. Executive Director Review

It is that time of year again. Later this month, I will separately send my self-assessment to committee members. Assuming we follow the same method as last year, next steps to discuss at Friday's meeting include:

- Confirm whether we wish to use the same evaluation survey as last year (was sent to staff and EC members)
- Set a response deadline to distribute and respond to the staff and commissioners evaluation survey
- Schedule a separate meeting time in May to conduct the director annual review in a non-public session, results of the survey will be distributed to EC members prior to the review.

3e. Awards, Contracts and General Business Update

COVID-19: As part of staff reviews to be conducted in April and the first week of May, I will be talking with each staff member directly to set up a hybrid work schedule. So long as the most recent COVID variant does not result in a new spike in cases, the goal is to transition to the new hybrid schedule over the coming months and be fully in place by July 1st (new fiscal year). The working budget has been updated to continue the \$25/pay period Covid stipend each staff member receives to offset their personal phone and internet expenses used at the benefit of SRPC business.

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 March, the indirect rate is holding fairly constant at 107%.

Dues expenditures through March 2022:

July 1 – March 31, 2022	
Income:	
Billable Mapping Services	\$0.00
FY21 Dues Paid	\$92,389.86
Total Income	\$92,389.86

Expenses:	
Vehicle Expenses	\$540.81
Planning Salaries	\$4,008.22
Dues and Subscriptions	\$86.67
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	\$4,688.01
Total SRPC Expenses	\$10,624.67

Cash Match:	
UPWP	\$31,517.39
EDA	\$2,958.86
Coastal	\$2,438.37
Local Source Water	\$500.00
Dover Equity	\$647.35
Coastal Land Use Guide	\$809.97
Durham Climate Master Plan	\$417.97
Total Cash Match	\$39,289.91

Contract Overages:	
EDA 2021	\$16.35
Durham Climate Master Plan	\$18.42
Newmarket Tax Maps	\$146.45
POP!	\$122.81
Gafney Home Grant Writing	\$573.25
Total Contract Overages	\$877.28

Total Expenses	\$50,791.86
Annual Dues Remaining	\$41,598.00

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

Completed Contracts:

- 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.
- NHDES Local Source Water Protection grant to conduct groundwater protection ordinance updates

Awarded Pending Contract:

- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan (included in Budget Bill)
- Strafford Comprehensive Master Plan Update

Recently Submitted and Pending Decision:

- EPA Brownfields Assessment Grant
- Economic Development Projects Implementation through BEA CEDR funding
- CDBG Grant Administration for an Easter Seals Housing Project in the City of Rochester
- Barrington Future Land Use (or other) Master Plan Chapter
- Northwood Master Plan Update

In Development:

- Town of Lee Trails Mapping
- Fiscal agent support to a CLF Septic System Retrofit Pilot Project in the Great Bay watershed

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 May 20, 2022, 8 AM.

Status of Grant Applications and Project Proposals

Title	Funder	Funding Year(s)	Award \$	Dues Match \$	Application Status	Contract Status	Description/Notes
Gafney Home Renovations	CDFA CDBG-CV	FY2022-2023	\$21,000		approved	complete	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
Local Source Water Protection	NHDES	FY2022-2023	\$23,318	\$2,000	approved	complete	Perform updates to local ground water protection ordinances to ensure compliance with current statutes, administrative rules, and correct citation of map source data.
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.
Comprehensive Master Plan Update	Strafford	FY2023	\$30,595		approved	pending	Full update of the town's master plan
Brownfields	EPA	FY2023-2025	\$300,000		submitted	pending	Renewal of SRPCs ongoing Brownfields Program, providing Phase I, II environmental assessments and redevelopment planning (SRPC \$50,000 Consultant \$250,000)
CEDRs Funding	BEA	FY2022-2023	\$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)
CDBG Grant Administration - Easter Seals Housing	CDFA CDBG-CV	FY2022-2023	\$22,500		submitted	pending	Grant administration for the City of Rochester and Easter Seals to construct new housing
Master Plan Update	Barrington	FY2023	\$11,398		submitted	pending	Update the future land use and transportation chapter in a continuation of past master plan update contracts
Master Plan Update	Northwood	FY2023	\$17,689		submitted	pending	Update of the town's vision and land use chapters
Trail Mapping	Lee	FY2022-2023	\$1,250	\$500	In development	pending	Field map 3 trail locations and develop maps for kiosks
Stormwater Innovations	CLF	FY2023	\$2,000		In development	pending	SRPC will serve as the fiscal agent for a Septic System Retrofit Pilot Project in the Great Bay watershed
CommuteSmart Seacoast	CMAQ/C OAST	FY2022-2023	\$15,000		approved	On hold	SRPC and RPC will be assuming administration the CommuteSmart Seacoast program
RSMS	Rollinsford	FY2022	\$3,940		On hold	pending	conduct a Road Surface Management System inventory and analysis for the Town
Supplemental CHAT Outreach	AARP	FY2022	\$6,000		On hold	pending	art installation or additional community visits, still in concept development phase

Updates since last meeting

Stafford Regional Planning Commission
Balance Sheet
As of March 31, 2022

	Mar 31, 22	Mar 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	93,288.14	81,097.69	12,190.45
FSB Savings	87,409.75	51,591.39	35,818.36
Total Checking/Savings	180,697.89	132,689.08	48,008.81 ¹
Accounts Receivable			
Accounts Receivable	125,263.37	107,799.97	17,463.40
Total Accounts Receivable	125,263.37	107,799.97	17,463.40 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	92.84	194.12	-101.28
Prepaid Dues and Subscriptions	561.05	2,193.92	-1,632.87 ³
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	1,253.89	2,988.04	-1,734.15
Prepaid software support	5,929.41	4,155.94	1,773.47 ⁴
Undeposited Funds	8,103.82	2,683.86	5,419.96 ⁵
Total Other Current Assets	15,287.12	9,827.84	5,459.28
Total Current Assets	321,248.38	250,316.89	70,931.49
Fixed Assets			
Vehicles			
Vehicle Accumulated Depreciation	-10,515.61	-4,779.73	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
Total Vehicles	12,427.74	18,163.62	-5,735.88 ⁶
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	12,427.74	18,163.62	-5,735.88
TOTAL ASSETS	333,676.12	268,480.51	65,195.61
LIABILITIES & EQUITY			
Liabilities			

Strafford Regional Planning Commission
Balance Sheet
As of March 31, 2022

04/12/22

Accrual Basis

	Mar 31, 22	Mar 31, 21	\$ Change
Current Liabilities			
Credit Cards			
FSB Credit Card	77.99	17.99	60.00
Total Credit Cards	77.99	17.99	60.00
Other Current Liabilities			
Current Portion of Lease Payabl	1,163.83	0.00	1,163.83 ⁷
FY22 Dues in Advance	32,688.64	0.00	32,688.64
FY21 Dues in Advance	0.00	29,615.67	-29,615.67
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	19,635.61	-253.72	19,889.33 ⁸
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	1,284.20	2,134.04	-849.84
Total Payroll Liabilities	1,314.59	2,206.75	-892.16
Total Other Current Liabilities	54,850.67	31,616.70	23,233.97
Total Current Liabilities	54,928.66	31,634.69	23,293.97
Long Term Liabilities			
Lease Payable - Ford Motor Cred	9,501.13	15,158.51	-5,657.38 ⁹
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	11,250.00	10,702.50	547.50
Total Accrued expenses	89,744.10	74,749.21	14,994.89 ¹⁰
Total Long Term Liabilities	99,245.23	89,907.72	9,337.51
Total Liabilities	154,173.89	121,542.41	32,631.48
Equity			
Retained Earnings	166,301.80	96,094.51	70,207.29 ¹¹
Net Income	13,200.43	50,843.59	-37,643.16
Total Equity	179,502.23	146,938.10	32,564.13
TOTAL LIABILITIES & EQUITY	333,676.12	268,480.51	65,195.61

Stafford Regional Planning Commission
Balance Sheet
As of March 31, 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 Dues: The structure for billing NHPA, NNECAPA, and APA have been totally changed.
4. 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.
5. Undeposited Funds: This amount reflects payments posted in the current month, but not deposited until the following month.
6. 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.
7. Current Portion of Lease Payable: This was an adjusting journal entry made by the auditors and reflects the amount of the vehicle payment attributable to the lease (without interest) for the current fiscal year (total = \$4558). I have reclassified the current fiscal year payments to this account to accurately reflect the balance of lease payments due for this fiscal year.
8. Contract Revenue in Advance: GSCH \$7622, EDA \$12014; Invoices are billed monthly to income on the profit and loss and applied to reduce the Contract Revenue in Advance balance. The prior fiscal year negative amount reflects monthly billings that were recorded, prior to actual receipt of the pending advance.
9. Lease Payable: This is the principal amount due for the lease to own Ford Transit Connect for future fiscal years. (See Current Portion of Lease Payable above)
10. 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.
11. Retained Earnings: Cumulative posting of net income from all prior years.

Strafford Regional Planning Commission A/R Aging Summary

As of March 31, 2022

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
1000 Indirect Administration						
1020 CDBG Grant Writing	4,000.00	0.00	0.00	0.00	0.00	4,000.00
Total 1000 Indirect Administration	4,000.00	0.00	0.00	0.00	0.00	4,000.00
2000 LTA (Local Technical Assistance)						
2100 Dues						
2109 Town of Milton dues	0.00	0.00	0.00	0.00	0.00	0.00
Total 2100 Dues	0.00	0.00	0.00	0.00	0.00	0.00
2200 PLUR Books						
2209 Town of Milton PLUR	0.00	0.00	0.00	0.00	0.20	0.20
Total 2200 PLUR Books	0.00	0.00	0.00	0.00	0.20	0.20
2000 LTA (Local Technical Assistance) - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 2000 LTA (Local Technical Assistance)	0.00	0.00	0.00	0.00	0.20	0.20
3300 City of Dover						
3303 Dover Equity	685.92	0.00	0.00	0.00	0.00	685.92
Total 3300 City of Dover	685.92	0.00	0.00	0.00	0.00	685.92
3500 Town of Farmington						
3501 FAR Circuit Rider	6,105.13	0.00	0.00	0.00	0.00	6,105.13
Total 3500 Town of Farmington	6,105.13	0.00	0.00	0.00	0.00	6,105.13
4200 Town of Northwood						
4201 NOR Circuit Rider	3,111.03	0.00	0.00	0.00	0.00	3,111.03
Total 4200 Town of Northwood	3,111.03	0.00	0.00	0.00	0.00	3,111.03
4300 Town of Nottingham						
4301 NOT Circuit Rider	746.12	0.00	0.00	0.00	0.00	746.12
Total 4300 Town of Nottingham	746.12	0.00	0.00	0.00	0.00	746.12
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
4500 Town of Rollinsford						
4501 Rollinsford LSWP Match	496.84	0.00	0.00	0.00	0.00	496.84
Total 4500 Town of Rollinsford	496.84	0.00	0.00	0.00	0.00	496.84
4700 Town of Strafford						
4701 Strafford Circuit Rider	2,987.55	0.00	0.00	0.00	0.00	2,987.55
Total 4700 Town of Strafford	2,987.55	0.00	0.00	0.00	0.00	2,987.55
4800 Town of Wakefield						
4801 Wakefield Circuit Rider 2021	750.00	0.00	1,023.93	846.28	151.25	2,771.46
Total 4800 Town of Wakefield	750.00	0.00	1,023.93	846.28	151.25	2,771.46
5050 Rockingham Planning Commission						
5052 RPC CILUG	1,146.73	0.00	0.00	0.00	0.00	1,146.73
Total 5050 Rockingham Planning Commission	1,146.73	0.00	0.00	0.00	0.00	1,146.73
5201 UNH						
5205 NDU PREPA	0.00	0.00	5,000.00	0.00	0.00	5,000.00
Total 5201 UNH	0.00	0.00	5,000.00	0.00	0.00	5,000.00

Strafford Regional Planning Commission A/R Aging Summary

As of March 31, 2022

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
6000 NH Office of Planning & Development						
6001 TBG22-23	2,499.73	0.00	0.00	0.00	0.00	2,499.73
6002 ARPA RHNA	5,488.00	0.00	0.00	0.00	0.00	5,488.00
Total 6000 NH Office of Planning & Development	7,987.73	0.00	0.00	0.00	0.00	7,987.73
6100 NH DES						
6102 Coastal 22	1,220.12	0.00	0.00	0.00	0.00	1,220.12
6180 NFWF Scaling Up Living Shorelines	0.00	0.00	634.39	0.00	0.00	634.39
6250.000 PRB-Oyster River	0.00	0.00	2,119.20	0.00	0.00	2,119.20
6303 LSWP 22	2,009.50	0.00	3,282.50	0.00	0.00	5,292.00
Total 6100 NH DES	3,229.62	0.00	6,036.09	0.00	0.00	9,265.71
6500 DEPT OF SAFETY (OEM)						
6501 PDM19 BAR NDU ROL SOM	2,081.25	0.00	969.99	0.00	0.00	3,051.24
Total 6500 DEPT OF SAFETY (OEM)	2,081.25	0.00	969.99	0.00	0.00	3,051.24
6600 CDFA-CDBG Grant Administration						
6602 CDBG Gafney Home	529.54	0.00	0.00	0.00	0.00	529.54
6601 CAPSC-Strafford Cty Homeless Shelter	1,872.39	0.00	4,770.87	0.00	0.00	6,643.26
Total 6600 CDFA-CDBG Grant Administration	2,401.93	0.00	4,770.87	0.00	0.00	7,172.80
7000 ECONOMIC DEVELOPMENT ADMINISTRATION						
7002 EDA CARES	19,438.20	0.00	0.00	0.00	0.00	19,438.20
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION	19,438.20	0.00	0.00	0.00	0.00	19,438.20
7100 EPA						
7110 Brownfields 2019-2022	10,999.66	0.00	0.00	0.00	0.00	10,999.66
Total 7100 EPA	10,999.66	0.00	0.00	0.00	0.00	10,999.66
8000 DOT UPWP						
8001 UPWP 22-23	40,297.05	0.00	0.00	0.00	0.00	40,297.05
Total 8000 DOT UPWP	40,297.05	0.00	0.00	0.00	0.00	40,297.05
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	106,464.76	0.00	17,800.88	846.28	151.45	125,263.37

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

1. WAKEFIELD - Reminders sent for November and December invoices on 2/2/22 – no response. I have informed Jen to assist with follow-up.
2. UNH \$5000 received in April
3. NFWF \$634.39 received in April
4. LSWP22 \$2474 received in April, following up on January invoice

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

	Mar 22	Mar 21	\$ Change
Ordinary Income/Expense			
Income			
New Durham RSMS	0.00	774.77	-774.77
2000 SRPC Membership Dues	10,896.22	9,871.89	1,024.33
SRPC Revenue			
Municipal and NonProfit Revenue			
4703 Strafford Circuit Rider	2,987.55	0.00	2,987.55
4801 WAK Circuit Rider	750.00	0.00	750.00
5303 NRPC Geodata Portal	0.00	2,525.00	-2,525.00
5151 GSCH - Tufts	749.90	4,335.82	-3,585.92
3501 FAR Circuit Rider	6,105.13	3,371.45	2,733.68
5101 NHCHF	0.00	1,686.31	-1,686.31
4201Northwood Planning Services	3,111.03	3,316.25	-205.22
4301 NOT Circuit Rider	746.12	3,001.25	-2,255.13
Total Municipal and NonProfit Revenue	14,449.73	18,236.08	-3,786.35
Total SRPC Revenue	14,449.73	18,236.08	-3,786.35
Economic Development Revenue			
7003 EDD Planning Partnership	25,272.36	0.00	25,272.36
7002 EDA CARES	19,438.20	14,419.25	5,018.95
7001 EDD Planning Grant	0.00	15,755.59	-15,755.59
7110 EPA Brownfields	10,999.66	5,076.09	5,923.57
Total Economic Development Revenue	55,710.22	35,250.93	20,459.29
State Award Revenue			
6002 ARPA RHNA	5,488.00	0.00	5,488.00
CDFA			
6601 CDBG Grant	6,637.36	0.00	6,637.36
Total CDFA	6,637.36	0.00	6,637.36
NHDES			
5052 RPC CILUG	1,310.55	0.00	1,310.55
3303 DOV Equity	745.93	949.00	-203.07
6302 RPC Water Buffers	0.00	2,350.00	-2,350.00
6102 Coastal FY22	2,001.55	2,509.83	-508.28
3403 Dur Groundwater Modeling	0.00	3,935.88	-3,935.88
6303 Local Source Water MIL ROL	2,841.92	0.00	2,841.92
Total NHDES	6,899.95	9,744.71	-2,844.76
Pre-Disaster Mitigation			
6501 PDM19 BAR NDU ROL SOM	2,775.00	2,333.31	441.69
Total Pre-Disaster Mitigation	2,775.00	2,333.31	441.69
Targeted Block	2,499.73	0.00	2,499.73
Total State Award Revenue	24,300.04	12,078.02	12,222.02
MPO Revenue			
NH DOT			
8001 UPWP 22-23	44,774.50	0.00	44,774.50
8000 UPWP	0.00	55,754.01	-55,754.01

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

	Mar 22	Mar 21	\$ Change
Total NH DOT	44,774.50	55,754.01	-10,979.51
Total MPO Revenue	44,774.50	55,754.01	-10,979.51
Contra Income Cash Match			
LSWP Cash Match			
LSWP SRPC Cash Match	-276.75	0.00	-276.75
LSWP ROL Cash Match	388.19	0.00	388.19
Total LSWP Cash Match	111.44	0.00	111.44
Cash Match RPC CILUG	-163.82	0.00	-163.82
Dover Equity Cash Match			
Dover Cash Match	-42.87	0.00	-42.87
SRPC Cash Match	-17.14	0.00	-17.14
Total Dover Equity Cash Match	-60.01	0.00	-60.01
Coastal Cash Match	-243.91	-1,521.63	1,277.72
DOT Cash Match			
RPC Cash Match	-170.71	0.00	-170.71
NDU RSMS Match	0.00	-774.77	774.77
DOT Cash Match - Other	-4,306.74	-4,800.63	493.89
Total DOT Cash Match	-4,477.45	-5,575.40	1,097.95
EDD Cash Match	-1,792.45	-1,314.73	-477.72
Total Contra Income Cash Match	-6,626.20	-8,411.76	1,785.56
Contra Income InKind/Soft Match			
IK LSWP	-447.02	0.00	-447.02
In-Kind Coastal Match	-537.52	-761.92	224.40
In-Kind EDD Match	-16,310.10	-8,306.68	-8,003.42
In-Kind HazMit Match	-693.75	-583.33	-110.42
Total Contra Income InKind/Soft Match	-17,988.39	-9,651.93	-8,336.46
Contract Overage	-764.97	0.00	-764.97
Total Income	124,751.15	113,902.01	10,849.14
Gross Profit	124,751.15	113,902.01	10,849.14
Expense			
Personnel Expenses			
Salary and Wages	68,637.91	52,973.27	15,664.64
Payroll Expenses			
FSA Fees	25.72	2.75	22.97
Dental insurance expense	465.50	416.20	49.30
Health incentive	762.74	0.00	762.74
Health Insurance expense	7,215.33	6,890.32	325.01
Life Insurance expense	117.64	93.33	24.31
LTD Insurance expense	68.14	55.74	12.40
STD insurance expense	267.10	209.80	57.30
Payroll Processing Fees	269.00	187.00	82.00
Pension expense	1,802.00	1,592.20	209.80
Unemployment expense	164.08	168.59	-4.51

Strafford Regional Planning Commission
Profit & Loss
March 2022

	Mar 22	Mar 21	\$ Change
Workers Compensation	159.08	159.09	-0.01
Payroll Taxes			
Medicare Expense	982.01	746.87	235.14
Social Security expense	4,198.94	3,193.52	1,005.42
Payroll Taxes - Other	0.02	-0.01	0.03
Total Payroll Taxes	5,180.97	3,940.38	1,240.59
Total Payroll Expenses	16,497.30	13,715.40	2,781.90
Dues and Subscriptions	309.82	333.91	-24.09
Staff Training and Seminars	60.00	0.00	60.00
Total Personnel Expenses	85,505.03	67,022.58	18,482.45
Equipment expense			
Copier Maintenance Contract	319.85	319.85	0.00
Software expense			
ArcInfo/View software	455.27	400.00	55.27
Office Software			
iDrive	49.97	0.00	49.97
Timesheet Software	172.00	116.00	56.00
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	43.00	34.40	8.60
Constant Contact	85.50	130.50	-45.00
DropBox	11.99	0.00	11.99
Microsoft Office 365	225.00	162.50	62.50
Total Office Software	785.99	517.38	268.61
Total Software expense	1,241.26	917.38	323.88
Total Equipment expense	1,561.11	1,237.23	323.88
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 Interest	52.85	74.24	-21.39
Total Vehicle Expenses	530.84	552.23	-21.39
Total Fixed Expenses	3,437.29	3,532.65	-95.36
Communications			
Postage and Delivery	17.99	17.99	0.00
Telephone and Internet	298.74	288.06	10.68
Website maintenance and updates			
Website and logo design	8.44	8.44	0.00
Website maintenance and updates - Other	0.00	89.87	-89.87

Stafford Regional Planning Commission
Profit & Loss
March 2022

	Mar 22	Mar 21	\$ Change
Total Website maintenance and updates	8.44	98.31	-89.87
Total Communications	325.17	404.36	-79.19
Administrative			
Meetings Expense			
Meetings Advertising Expense	125.77	0.00	125.77
Total Meetings Expense	125.77	0.00	125.77
Office Expense	880.91	627.44	253.47
Office Supplies	143.54	101.98	41.56
Printing and Reproduction	0.00	-60.00	60.00
Professional Fees			
Accounting, Audit	1,250.00	902.50	347.50
Total Professional Fees	1,250.00	902.50	347.50
Travel & Ent			
Travel	206.52	25.20	181.32
Total Travel & Ent	206.52	25.20	181.32
Total Administrative	2,806.74	1,597.12	1,009.62
Contract Labor			
Financial Services	0.00	3,510.00	-3,510.00
IT and Network support	270.00	270.00	0.00
Pass Through Expense			
NFWF Consultants	2,080.00	0.00	2,080.00
NDU PREPA Consultants	1,175.00	0.00	1,175.00
RPC FTA Subcontract	1,536.38	0.00	1,536.38
NHDOT Consultant	8,460.00	0.00	8,460.00
EDA CARES Contract Support	1,452.00	0.00	1,452.00
Sunrise Lake Subcontract	0.00	5,007.88	-5,007.88
DUR Groundwater Consultant	0.00	3,380.00	-3,380.00
EPA Brownfields Consultants	9,521.37	4,778.55	4,742.82
Total Pass Through Expense	24,224.75	13,166.43	11,058.32
Total Contract Labor	24,494.75	16,946.43	7,548.32
Total Expense	117,930.09	90,740.37	27,189.72
Net Ordinary Income	6,821.06	23,161.64	-16,340.58
Other Income/Expense			
Other Income			
Interest Income	11.93	7.83	4.10
Total Other Income	11.93	7.83	4.10
Net Other Income	11.93	7.83	4.10
Net Income	6,832.99	23,169.47	-16,336.48

Strafford Regional Planning Commission
Profit & Loss
March 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. Given the changing nature of the contract "portfolio", it is hard to compare each contract from one fiscal year to another.

2. Personnel Expenses: Due to the number of contracts/projects, additional staffing has been obtained for FY22. In March of the current fiscal year there were 21 staff members, compared to 12 staff members in the prior year. Current staffing is a mix of permanent part-time (4), permanent full-time (10), temporary part-time (5), and temporary part-time/full-time employees (2). One health incentive payout of \$558 was paid in March for one employee who resigned.

3. 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.

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Strafford Regional Planning Commission
Income by Customer
March 2022

Date	Name	Memo	Amount
1000 Indirect Administration			
1020 CDBG Grant Writing			
03/31/2022	1000 Indirect Admin...	CDBG Grant Writing - Gafney Home	4,573.25
03/31/2022	1000 Indirect Admin...	To record when contracts go over budget in QuickBooks	-573.25
Total 1020 CDBG Grant Writing			4,000.00
Total 1000 Indirect Administration			4,000.00
2000 LTA (Local Technical Assistance)			
03/01/2022	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			
03/31/2022	3300 City of Dover...	Dover Equity Progress Billing - March 2022	745.93
03/31/2022	3300 City of Dover...	SRPC Cash Match Dover Equity	-17.14
03/31/2022	3300 City of Dover...	Dover Cash Match Dover Equity	-42.87
Total 3303 Dover Equity			685.92
Total 3300 City of Dover			685.92
3500 Town of Farmington			
3501 FAR Circuit Rider			
03/31/2022	3500 Town of Farmi...	Progress Billing - Farmington Circuit Rider - March 2022	6,105.13
Total 3501 FAR Circuit Rider			6,105.13
Total 3500 Town of Farmington			6,105.13
4200 Town of Northwood			
4201 NOR Circuit Rider			
03/31/2022	4200 Town of North...	Progress Billing - Northwood Circuit Rider - March 2022	3,111.03
Total 4201 NOR Circuit Rider			3,111.03
Total 4200 Town of Northwood			3,111.03
4300 Town of Nottingham			
4301 NOT Circuit Rider			
03/31/2022	4300 Town of Nottin...	Progress Billing - Nottingham Circuit Rider - March 2022	746.12
Total 4301 NOT Circuit Rider			746.12
Total 4300 Town of Nottingham			746.12
4500 Town of Rollinsford			
4501 Rollinsford LSWP Match			
03/31/2022	4500 Town of Rollin...	Cash Match - Rollinsford LSWP	496.84

Strafford Regional Planning Commission
Income by Customer
March 2022

Date	Name	Memo	Amount
Total 4501 Rollinsford LSWP Match			496.84
Total 4500 Town of Rollinsford			496.84
4700 Town of Strafford			
4701 Strafford Circuit Rider			
03/31/2022	4700 Town of Straff...	Progress Billing - Strafford Circuit Rider - March 2022	2,987.55
Total 4701 Strafford Circuit Rider			2,987.55
Total 4700 Town of Strafford			2,987.55
4800 Town of Wakefield			
4801 Wakefield Circuit Rider 2021			
03/31/2022	4800 Town of Wake...	Progress Billing - Wakefield Circuit Rider - March 2022	750.00
Total 4801 Wakefield Circuit Rider 2021			750.00
Total 4800 Town of Wakefield			750.00
5050 Rockingham Planning Commission			
5052 RPC CILUG			
03/31/2022	5050 Rockingham ...	Progress Billing - RPC CILUG - Feb through March 2022	1,310.55
03/31/2022	5050 Rockingham ...	Cash Match	-163.82
Total 5052 RPC CILUG			1,146.73
Total 5050 Rockingham Planning Commission			1,146.73
5150 GSCH			
5151 Creating Age Friendly Communities			
03/31/2022	5150 GSCH:5151 C...	Progress Billing - GSCH - March 2022	749.90
Total 5151 Creating Age Friendly Communities			749.90
Total 5150 GSCH			749.90
6000 NH Office of Planning & Development			
6001 TBG22-23			
03/31/2022	6000 NH Office of P...	Progress Billing - Targeted Block Grant - March 2022	2,499.73
Total 6001 TBG22-23			2,499.73
6002 ARPA RHNA			
03/31/2022	6000 NH Office of P...	Progress Billing - ARPA Regional Housing Needs Assessment - March 2022	5,488.00
Total 6002 ARPA RHNA			5,488.00
Total 6000 NH Office of Planning & Development			7,987.73
6100 NH DES			
6102 Coastal 22			

Strafford Regional Planning Commission
Income by Customer
March 2022

04/12/22

Accrual Basis

Date	Name	Memo	Amount
03/31/2022	6100 NH DES:6102...	Coastal 2022 Progress Billing - March 2022	2,001.55
03/31/2022	6100 NH DES:6102...	Cash match	-243.91
03/31/2022	6100 NH DES:6102...	In Kind match for Coastal grant	-537.52
Total 6102 Coastal 22			1,220.12
6303 LSWP 22			
03/31/2022	6100 NH DES:6303...	Local Source Water 2022 - SWP325 - Progress Billing - March 2022	2,841.92
03/31/2022	6100 NH DES:6303...	SRPC Cash Match	-276.75
03/31/2022	6100 NH DES:6303...	In Kind Match - LSWP - Milton	-447.02
03/31/2022	6100 NH DES:6303...	Rollinsford Cash Match	-108.65
Total 6303 LSWP 22			2,009.50
Total 6100 NH DES			3,229.62
6500 DEPT OF SAFETY (OEM)			
6501 PDM19 BAR NDU ROL SOM			
03/31/2022	6500 DEPT OF SA...	Progress Billing - PDM19 - March 2022	2,775.00
03/31/2022	6500 DEPT OF SA...	In Kind Match for Hazard Mitigation contracts	-693.75
Total 6501 PDM19 BAR NDU ROL SOM			2,081.25
Total 6500 DEPT OF SAFETY (OEM)			2,081.25
6600 CDFA-CDBG Grant Administration			
6601 CAPSC-Strafford Cty Homeless Shelter			
03/31/2022	6600 CDFA-CDBG ...	CDBG Grant Administration - Homeless Shelter	2,064.11
03/31/2022	6600 CDFA-CDBG ...	To record when contracts go over budget in QuickBooks	-191.72
Total 6601 CAPSC-Strafford Cty Homeless Shelter			1,872.39
Total 6600 CDFA-CDBG Grant Administration			1,872.39
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7002 EDA CARES			
03/31/2022	7000 ECONOMIC ...	EDA CARES - Project 01-69-15047 - Progress Billing - March 2022	19,438.20
Total 7002 EDA CARES			19,438.20
7003 EDA FY22			
03/31/2022	7000 ECONOMIC ...	Progress Billing - EDA Partnership Planning - March 2022	25,272.36
03/31/2022	7000 ECONOMIC ...	In Kind Match	-16,310.10
03/31/2022	7000 ECONOMIC ...	Cash Match	-1,792.45
Total 7003 EDA FY22			7,169.81
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			26,608.01
7100 EPA			
7110 Brownfields 2019-2022			

3:12 PM

04/12/22

Accrual Basis

Stafford Regional Planning Commission
Income by Customer
March 2022

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
03/31/2022	7100 EPA:7110 Bro...	Progress Billing - Brownfields - March 2022	10,999.66
Total 7110 Brownfields 2019-2022			10,999.66
Total 7100 EPA			10,999.66
8000 DOT UPWP			
8001 UPWP 22-23			
03/31/2022	8000 DOT UPWP:8...	Progress Billing - UPWP - March 2022	44,774.50
03/31/2022	8000 DOT UPWP:8...	SRPC Cash Match	-4,306.74
03/31/2022	8000 DOT UPWP:8...	RPC Cash Match	-170.71
Total 8001 UPWP 22-23			40,297.05
Total 8000 DOT UPWP			40,297.05
TOTAL			124,751.15

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

	Jul '21 - Mar 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	92,389.84		
SRPC Revenue		89,551.49	2,838.35
Municipal and NonProfit Revenue			
5152 GSCH AARP CHAT SUPPORT	0.00	3,000.00	-3,000.00
4802 Sanbornville Precinct	423.95	3,749.99	-3,326.04
4602 SOM Tax Map	2,880.00	2,720.00	160.00
4703 Strafford Circuit Rider	31,938.20	24,000.00	7,938.20
4801 WAK Circuit Rider	3,599.80	2,640.00	959.80
5303 NRPC Geodata Portal	0.00	1,375.00	-1,375.00
5151 GSCH - Tufts	26,378.39	29,250.00	-2,871.61
3501 FAR Circuit Rider	33,119.18	36,000.00	-2,880.82
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	8,162.24	2,893.09
4102 NKT Tax Maps	1,146.45	1,000.00	146.45
4201Northwood Planning Services	17,994.59	18,750.01	-755.42
4301 NOT Circuit Rider	18,011.53	21,000.01	-2,988.48
4702 Strafford Tax Map	0.00	1.00	-1.00
Total Municipal and NonProfit Revenue	148,148.92	153,788.25	-5,639.33
Total SRPC Revenue	148,148.92	153,788.25	-5,639.33
Economic Development Revenue			
7003 EDD Planning Partnership	93,733.96	81,666.20	12,067.76
7002 EDA CARES	154,922.38	157,500.00	-2,577.62
7001 EDD Planning Grant	17,110.00	17,075.00	35.00
7110 EPA Brownfields	128,614.12	91,499.99	37,114.13
Total Economic Development Revenue	394,380.46	347,741.19	46,639.27
State Award Revenue			
6002 ARPA RHNA	46,371.83	35,000.00	11,371.83
CDFA			
6601 CDBG Grant	20,810.90	7,500.01	13,310.89
Total CDFA	20,810.90	7,500.01	13,310.89
UNH			
5203 UNH Pathways to Resilience	1,000.00	1,000.00	0.00
5205 UNH PREPA NDU	8,117.56	9,352.00	-1,234.44
5204 UNH PREPA DOV	4,997.71	9,909.00	-4,911.29
Total UNH	14,115.27	20,261.00	-6,145.73
NHDES			
6151 Project of Special Merit	0.00	6,666.67	-6,666.67
5052 RPC CILUG	6,479.76	5,438.46	1,041.30
3303 DOV Equity	21,158.36	27,669.74	-6,511.38
6180 NFWF Great Bay Shoreline	10,034.95	22,537.64	-12,502.69
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	20,638.43	22,500.00	-1,861.57
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

**Stafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2021 through March 2022**

	Jul '21 - Mar 22	Budget	\$ Over Budget
6303 Local Source Water MIL ROL	18,952.10	15,750.00	3,202.10
6250 Watershed PRB	18,157.57	40,652.24	-22,494.67
Total NHDES	188,622.68	220,385.75	-31,763.07
Pre-Disaster Mitigation			
6502 PDM DUR MID MIL NOT STR WA	0.00	16,000.01	-16,000.01
6501 PDM19 BAR NDU ROL SOM	16,374.63	24,667.00	-8,292.37
Total Pre-Disaster Mitigation	16,374.63	40,667.01	-24,292.38
Targeted Block			
6001 TBG 22-23	0.00	8,333.24	-8,333.24
Targeted Block - Other	9,105.56	0.00	9,105.56
Total Targeted Block	9,105.56	8,333.24	772.32
Total State Award Revenue	295,400.87	332,147.01	-36,746.14
MPO Revenue			
NH DOT			
8001 UPWP 22-23	295,898.03	412,426.00	-116,527.97
8000 UPWP	20,982.92	0.00	20,982.92
Total NH DOT	316,880.95	412,426.00	-95,545.05
Total MPO Revenue	316,880.95	412,426.00	-95,545.05
Contra Income Cash Match			
LSWP Cash Match			
LSWP SRPC Cash Match	-500.00	-1,499.99	999.99
Total LSWP Cash Match	-500.01	-1,499.99	999.98
Cash Match DOV PREPA	0.00	-1,500.00	1,500.00
Cash Match RPC CILUG	-809.97	-679.90	-130.07
Durham Resilience Cash Match	-2,948.80	-2,805.00	-143.80
Dover Equity Cash Match	-384.72	-1,594.49	1,209.77
Coastal Cash Match	-2,438.37	-1,875.01	-563.36
DOT Cash Match	-31,688.10	-40,555.49	8,867.39
EDD Cash Match	-2,958.86	-10,208.10	7,249.24
Total Contra Income Cash Match	-43,603.83	-60,717.98	17,114.15
Contra Income InKind/Soft Match			
IK DOT	0.00	-687.74	687.74
IK DOV PREPA	-997.71	-2,500.00	1,502.29
IK DOV Equity	-2,582.47	-2,779.51	197.04
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	-6,002.44	-9,374.99	3,372.55
In-Kind EDD Match	-54,448.09	-34,765.00	-19,683.09
In-Kind HazMit Match	-4,093.66	-10,167.01	6,073.35
PRB IK Match	-12,887.82	-18,267.75	5,379.93
Total Contra Income InKind/Soft Match	-96,019.64	-80,364.00	-15,655.64

Stafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2021 through March 2022

	Jul '21 - Mar 22	Budget	\$ Over Budget
Total Income	1,106,508.57	1,194,571.96	-88,063.39
Gross Profit	1,106,508.57	1,194,571.96	-88,063.39
Expense			
Personnel Expenses			
Salary and Wages			
STD Reimbursement	-4,023.06	-3,520.00	-503.06
Salary and Wages - Other	627,547.83	608,243.26	19,304.57
Total Salary and Wages	623,524.77	604,723.26	18,801.51
Payroll Expenses			
FSA Fees	36.72	0.00	36.72
Dental insurance expense	3,537.84	4,221.00	-683.16
Health incentive	874.46	7,263.76	-6,389.30
Health Insurance expense	55,203.36	72,812.25	-17,608.89
Life Insurance expense	1,011.67	1,123.51	-111.84
LTD Insurance expense	574.45	604.49	-30.04
STD insurance expense	2,059.21	2,366.24	-307.03
Payroll Processing Fees	2,332.00	1,949.99	382.01
Pension expense	17,128.53	17,493.75	-365.22
Unemployment expense	-258.13	175.50	-433.63
Workers Compensation	816.32	970.51	-154.19
Payroll Taxes	46,916.93	46,530.76	386.17
Total Payroll Expenses	130,233.36	155,511.76	-25,278.40
Dues and Subscriptions	4,935.91	5,877.00	-941.09
Staff Training and Seminars	780.00	7,500.01	-6,720.01
Total Personnel Expenses	759,474.04	773,612.03	-14,137.99
Equipment expense			
Copier Maintenance Contract	2,923.30	2,878.51	44.79
Office furniture			
Computer equipment	12,844.02	12,900.80	-56.78
Office furniture - Other	11,609.22	3,545.24	8,063.98
Total Office furniture	24,453.24	16,446.04	8,007.20
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	374.99	-374.99
Total Other Equipment Repair and Cost	549.30	374.99	174.31
Software expense			
Arclno/View software	3,710.54	4,874.99	-1,164.45
Office Software			
Timesheet Software	1,324.00	0.00	1,324.00
Adobe In Design	2,015.76	0.00	2,015.76
Anti-virus software	356.90	0.00	356.90
Constant Contact	769.50	0.00	769.50
DropBox	107.91	0.00	107.91
Microsoft Office 365	1,538.37	0.00	1,538.37
Office Software - Other	0.00	7,661.25	-7,661.25

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

	Jul '21 - Mar 22	Budget	\$ Over Budget
Total Office Software	7,285.77	7,661.25	-375.48
Total Software expense	10,996.31	12,536.24	-1,539.93
Traffic Count Expenses			
Traffic counting supplies	6.48	2,250.00	-2,243.52 4
Total Traffic Count Expenses	1,009.48	2,250.00	-1,240.52
Total Equipment expense	39,931.63	34,485.78	5,445.85
Fixed Expenses			
Insurance			
Liability Insurance	3,784.83	3,753.00	31.83
Total Insurance	3,784.83	3,753.00	31.83
Rent	22,500.00	22,500.00	0.00
Vehicle Expenses			
Depreciation Expense	4,301.91	0.00	4,301.91
Vehicle Gas & Repairs	770.08	0.00	770.08
Vehicle Interest	540.81	0.00	540.81
Vehicle Expenses - Other	0.00	8,267.99	-8,267.99
Total Vehicle Expenses	5,612.80	8,267.99	-2,655.19
Total Fixed Expenses	31,897.63	34,520.99	-2,623.36
Communications			
Media Outreach Expense	1,228.40	374.99	853.41
Office Telephone System	0.00	3,225.01	-3,225.01 5
Postage and Delivery	318.06	300.01	18.05
Telephone and Internet	3,044.33	2,700.00	344.33
Website maintenance and updates			
Website and logo design	1,674.48	1,554.75	119.71
Total Website maintenance and updates	1,984.37	1,554.75	429.62
Total Communications	6,575.16	8,154.76	-1,579.60
Administrative			
Library & Planning Books	1,993.70	1,499.99	493.71
Meetings Expense	786.68	2,250.00	-1,463.32
Office Expense	8,618.27	20,906.24	-12,287.97 6
Office Supplies	4,339.53	2,250.00	2,089.53 7
Printing and Reproduction	146.05	112.50	33.55
Professional Fees			
Accounting, Audit	11,250.00	9,000.00	2,250.00
Legal Fees	0.00	3,000.01	-3,000.01
Total Professional Fees	11,250.00	12,000.01	-750.01
Travel & Ent			
Travel	3,761.96	0.00	3,761.96
Travel & Ent - Other	0.00	11,250.00	-11,250.00
Total Travel & Ent	3,833.75	11,250.00	-7,416.25

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

	Jul '21 - Mar 22	Budget	\$ Over Budget
Total Administrative	30,967.98	50,268.74	-19,300.76
Contract Labor			
Financial Services	17,436.25	17,436.00	0.25
IT and Network support	2,647.50	6,750.00	-4,102.50
Pass Through Expense			
DOV PREPA Consultant	1,500.00	2,000.00	-500.00
RPC FTA Subcontract	1,536.38	6,186.74	-4,650.36
DOV Equity Consultants	4,855.95	11,621.25	-6,765.30
NHDOT Consultant	15,452.67	18,750.01	-3,297.34
EDA CARES Contract Support	13,285.00	37,499.99	-24,214.99
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	123,110.43	86,250.01	36,860.42
PRB Consultants	4,314.06	24,449.00	-20,134.94
Total Pass Through Expense	204,489.16	223,270.00	-18,780.84
Total Contract Labor	224,572.91	247,456.00	-22,883.09
Total Expense	1,093,419.35	1,148,498.30	-55,078.95
Net Ordinary Income	13,089.22	46,073.66	-32,984.44
Other Income/Expense			
Other Income			
Interest Income	111.21	76.00	35.21
Total Other Income	111.21	76.00	35.21
Net Other Income	111.21	76.00	35.21
Net Income	13,200.43	46,149.66	-32,949.23

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Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2021 through March 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. The Health Incentive account also contains HealthTrust wellness income and expenses for HealthTrust wellness challenges. Health benefits were estimated and may not reflect actual staff 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 March, 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.

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.



FISCAL YEAR 2022 and 2023 Possible Rates Comparison

BILLING RATE STRUCTURE (dues paying communities)

Billing Level	FY2022 Rates	3% Increase	5% Increase
Executive Director	\$105	\$105	\$107
Principal Planner	\$80	\$85	\$88
Senior Planner	\$65	\$75	\$77
Regional Planner III	\$60	\$65	\$66
Regional Planner II	\$55	\$60	\$60
Regional Planner I	\$50	\$55	\$55
Intern	\$35	\$40	\$42

Non-Dues paying communities pay an additional \$5/hour. The upper limit hourly rate for the salary range is typically rounded to the nearest \$5 increment and includes all indirect costs.

SALARY RANGES 2022 and Potential 2023 Increases

Billing Level	Salary Range	Experience
Principal Planner	\$70,000 - \$80,000	Bachelors +10 years' experience; Masters +8 years' experience; +supervisory experience
Senior Planner	\$60,000 - \$69,999	Bachelors +8 years' experience; Masters +6 years' experience; +project management
Regional Planner III	\$55,000 - \$59,999	Bachelors + 6 years' experience; Masters + 4 years' experience
Regional Planner II	\$50,000 - \$54,999	Bachelors +4 years' experience; Masters +2 years' experience
Regional Planner I	\$40,000 - \$49,999	Bachelors 0-3 years' experience; Masters +0 experience

Salaries	FY2022		3% Increase		5% Increase	
	Starting	Up To	Starting	Up To	Starting	Up To
Principal Planner	\$70,000	\$80,000	\$72,100	\$82,400	\$73,500	\$84,000
Senior Planner	\$60,000	\$69,999	\$61,800	\$72,099	\$63,000	\$73,499
Regional Planner III	\$55,000	\$59,999	\$56,650	\$61,799	\$57,750	\$62,999
Regional Planner II	\$50,000	\$54,999	\$51,500	\$56,649	\$52,500	\$57,749
Regional Planner I	\$40,000	\$49,999	\$41,200	\$51,499	\$42,000	\$52,499

Hourly Rates	FY2022		3% Increase		5% Increase	
	Starting	Up To	Starting	Up To	Starting	Up To
Principal Planner	\$34	\$38	\$34.66	\$39.62	\$35.34	\$40.38
Senior Planner	\$29	\$34	\$29.71	\$34.66	\$30.29	\$35.34
Regional Planner III	\$26	\$29	\$27.24	\$29.71	\$27.76	\$30.29
Regional Planner II	\$24	\$26	\$24.76	\$27.24	\$25.24	\$27.76
Regional Planner I	\$19	\$24	\$19.81	\$24.76	\$20.19	\$25.24
Interns	\$15	\$18	\$15.45	\$18.54	\$15.75	\$18.90

STRAFFORD

Regional Planning Commission

Insurance Rates 7/1/22 - 6/30/23 (change to AB20 SRPC Share of the One Person Policy)

SRPC Premium Share	80%	60%	60%
AB20 Health	One Person	Two Person	Family
Total Monthly Premium	\$ 890.27	\$ 1,780.53	\$ 2,403.72
Monthly SRPC Share	\$ 712.22	\$ 1,068.32	\$ 1,442.23
Monthly Employee Share	\$ 178.05	\$ 712.21	\$ 961.49
SRPC Share Per Pay Period	\$ 328.72	\$ 493.07	\$ 665.65
Employee Share Per Pay Period	\$ 82.18	\$ 328.71	\$ 443.76

SRPC Premium Share	100%	75%	75%
Dental	One Person	Two Person	Family
Total Monthly Premium	\$ 49.31	\$ 94.70	\$ 163.74
Monthly SRPC Share	\$ 49.31	\$ 71.03	\$ 122.81
Monthly Employee Share	\$ -	\$ 23.68	\$ 40.94
SRPC Share Per Pay Period	\$ 22.76	\$ 32.78	\$ 56.68
Employee Share Per Pay Period	\$ -	\$ 10.93	\$ 18.89

SRPC Premium Share	90%	75%	75%
ABSOS20 Health	One Person	Two Person	Family
Total Monthly Premium	\$ 717.62	\$ 1,435.25	\$ 1,937.72
Monthly SRPC Share	\$ 645.86	\$ 1,076.44	\$ 1,453.29
Monthly Employee Share	\$ 71.76	\$ 358.81	\$ 484.43
SRPC Share Per Pay Period	\$ 298.09	\$ 496.82	\$ 670.75
Employee Share Per Pay Period	\$ 33.12	\$ 165.61	\$ 223.58
Total Annual Deductible	\$ 1,000	\$ 2,000	\$ 3,000
HRA/SRPC Pays Up To	\$ 350	\$ 700	\$ 1,050
You Pay	\$ 650	\$ 1,300	\$ 1,950

The Site of Service plan has a Health Reimbursement Arrangement. SRPC pays the first \$350 of deductible per member, per plan year. Member is defined as either you, your spouse/partner, or your child.

All rates are based upon full time employment



Medical Rate Exhibit for: Strafford Regional Planning

Rating Renewal: July

Rating Tier: Small

Rating Type: Standard

Current Benefit Option(s)	Enrollment Type	Enrollee Counts as of 03/22	07/21 Rates	07/22 Rates Revisit	% Change
AB20(07S)-R10/25/40M10/40/70/3K(S)	Single	4	\$ 844.65	\$ 890.27	5.4%
	2-Person	1	\$ 1,689.31	\$ 1,780.53	5.4%
	Family	0	\$ 2,280.56	\$ 2,403.72	5.4%
ABSOS20/40/1KDED(07S)-R10/25/40M10/40/70/5K(S)	Single	0	\$ 680.86	\$ 717.62	5.4%
	2-Person	0	\$ 1,361.71	\$ 1,435.25	5.4%
	Family	0	\$ 1,838.31	\$ 1,937.58	5.4%
HRAABSOS20/40/1KDED(07S)-R10/25/40M10/40/70/5K(S)	Single	2	\$ 680.86	\$ 717.62	5.4%
	2-Person	1	\$ 1,361.71	\$ 1,435.25	5.4%
	Family	1	\$ 1,838.31	\$ 1,937.58	5.4%
Monthly Total for Actives / Early Retirees		9	\$ 9,629.65	\$ 10,149.68	5.4%
Grand Monthly Total		9	\$ 9,629.65	\$ 10,149.68	5.4%

Alternative Benefit Option(s): HealthTrust offers a full range of comprehensive Benefit Options. Please consult with your Benefits Advisor to learn more about the Benefit Options that may best meet your Group's needs and work within HealthTrust's underwriting guidelines.



Strafford Regional Planning
Medical and Prescription Benefit Options
Monthly Rates for 7/1/2022 - 6/30/2023

Member Groups may choose ONE medical plan from each colored section with a maximum of three medical options per employee group. One prescription plan may be chosen per medical plan. Please consult with your Benefits Advisor if you are considering plan changes.

Medical Plan Type	Access Blue New England HMO	Access Blue New England HMO with Deductible			
	Plan Name	AB20	AB15/40IPDED	ABSOS20/40/1KDED	ABSOS25/50/3KDED
Visit Copay	\$20	\$15	\$20	\$25	\$30
Specialty Visit Copay	\$20	\$40	\$40	\$50	\$60
Walk-In Center Copay	\$20	\$15	\$20	\$25	\$30
Urgent Care Copay	\$50	\$125	\$50	\$75	\$100
ER Copay	\$100	\$250	\$100	\$150	\$250
Standard Deductible (per person/per family)	\$0	\$1,000 / \$3,000	\$1,000 / \$3,000	\$3,000 / \$9,000	\$5,000 / \$12,000
Chiropractic Visits/Copay	12 / \$20	12 / \$15	Unlimited / \$20	Unlimited / \$25	Unlimited / \$30
Therapy Visits (PT/OT/ST)/Copay	60 / \$20	60 / \$15	60 / \$20	60 / \$25	60 / \$30
Acupuncture Visits/Copay	N/A	12 / \$15	12 / \$20	12 / \$25	12 / \$30
Durable Medical Equipment	You pay 20%	\$100 deductible, then you pay 20%	\$100 deductible, then you pay 20%	\$100 deductible, then you pay 20%	\$100 deductible, then you pay 20%
MRI, CT scan, PET, MRA	You pay \$0	Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$125 at SOS providers. Otherwise, Standard Deductible
X-Rays and Ultrasounds	You pay \$0	You pay \$0	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$125 at SOS providers. Otherwise, Standard Deductible
Labs (including allergy testing)	You pay \$0	You pay \$0	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible
Maximum Out-of-Pocket (medical and RX expenses combined)	\$3,000 / \$6,000	\$5,000 / \$10,000	\$5,000 / \$10,000	\$5,000 / \$10,000	\$7,150 / \$14,300

Medical Plan Type	High Deductible Health Plans (HSA Qualified)	
	Plan Name	LUMENOS2500
Standard Deductible	\$2,500 per person / \$5,000 per 2-person or family (1)	\$5,000 per person / \$10,000 per family
Standard Coinsurance	0% (In-Network); 30% (Out-of-Network)	20%
Coinsurance Maximum	N/A (In-Network); \$2,500 / \$5,000 (Out-of-Network) (1)	\$1,550 per person, per year; \$3,100 per family, per year
Chiropractic Visits	Unlimited	Unlimited
Therapy Visits (PT/OT/ST)	60 Visits	60 Visits
Acupuncture Visits	12 Visits	12 Visits
Durable Medical Equipment	Standard Deductible and/or Coinsurance	Standard Deductible and/or Coinsurance
Prescription Drugs	Standard Deductible and/or Coinsurance	Standard Deductible and/or Coinsurance
Maximum Out-of-Pocket (medical and RX expenses combined)	\$2,500 / \$5,000 (In-Network); \$5,000 / \$10,000 (Out-of-Network) (1)	\$6,550 / \$13,100
single	\$750.03	\$518.32
2-person	\$1,500.06	\$1,036.63
family	\$2,025.08	\$1,399.45

(1) For LUMENOS2500: If you are enrolled at the 2-person or family level, eligible expenses incurred by you or any of your enrolled family members count toward satisfying the entire 2-person/family deductible and/or coinsurance.

Monthly Medical Rates with Prescription Benefit Option RX10/20/45					
single	\$920.24	\$791.97	\$741.76	\$538.66	\$497.00
2-person	\$1,840.48	\$1,583.95	\$1,483.52	\$1,077.31	\$994.01
family	\$2,484.65	\$2,138.33	\$2,002.75	\$1,454.37	\$1,341.91

OR

Monthly Medical Rates with Prescription Benefit Option R10/25/40M10/40/70					
single	\$890.27	\$766.18	\$717.62	\$521.14	\$480.85
2-person	\$1,780.53	\$1,532.37	\$1,435.25	\$1,042.28	\$961.70
family	\$2,403.72	\$2,068.70	\$1,937.58	\$1,407.07	\$1,298.29

RX = Copays for both retail and mail order R= Copays for retail (up to 34 day supply) M = Copays for Maintenance Choice (up to 90 day supply)

Medicare Supplemental Plans (MC3)	
MC3 with RX Coverage	RX10/20/45
single	\$616.12
MC3 with RX Coverage	R10/25/40M10/40/70
single	\$596.07
MCCR (No RX Coverage)	N/A
single	\$246.41

DISCLAIMER: Monthly rates are based on a minimum of 75% participation of all eligible employees who do not otherwise have group medical coverage. Active employees and retirees must be offered the same prescription drug coverage. HealthTrust reserves the right to change these rates if there is a +/- 10% in enrollment. Any deductible and benefit limits shown are per plan year (July 1 through June 30). These charts are intended for summary purposes only. Details of coverage are set forth in separate documents, which govern these plans.

Site of Service (SOS), Lumenos and ABHD Plans: The employer may fund up to 50% of the deductible. Employer may fund more than 50% for the Lumenos and ABHD plans if utilizing an HSA.

STRAFFORD

Regional Planning Commission

April 15, 2022

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

RE: April 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 April 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



Funding Changes

Somersworth (40646)	Page 1
Program: Pavement Resurfacing on Tier 2 Highways	Page 2
Rollinsford – Dover (42578)	Page 3
Program: Rec Trails	Page 4
Rochester (14350)	Page 5

2021 - 2024 SRPC Transportation Improvement Program

April 2022 Minors

4/7/2022

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.

SOMERSWORTH 40646

Towns: SOMERSWORTH

Road: NH 9 (High Street), Blackwater Rd, Indigo Hill Rd

Scope: Intersection safety improvements; NH Route 9, Blackwater Road, Indigo Hill Road

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2022	\$110,000		\$0	\$0	\$110,000
PE	2023	\$348,739		\$0	\$0	\$348,739
ROW	2023	\$109,271		\$0	\$27,318	\$136,589

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$278,992		\$0	\$69,748	\$348,740
PE	2024	\$95,601		\$0	\$23,900	\$119,502
ROW	2024	\$115,476		\$0	\$28,869	\$144,345

Change Notes

NHDOT Description of Changes

Moved funds to align with current design schedule.

SRPC Notes

This project is being coordinated with another Somersworth project (41741) to improve signal timing on NH9 (High St).

Funding Sources

FHWA

STBG-50 to 200K

OTHER

Towns

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	\$800,000
PE	2022	\$1,450,000		\$0	\$0	\$1,450,000
PE	2023	\$475,000		\$0	\$0	\$475,000
PE	2024	\$475,000		\$0	\$0	\$475,000
ROW	2021	\$25,000		\$0	\$0	\$25,000
ROW	2022	\$25,000		\$0	\$0	\$25,000
ROW	2023	\$25,000		\$0	\$0	\$25,000
ROW	2024	\$25,000		\$0	\$0	\$25,000
CON	2021	\$54,000,000	\$6,000,000		\$0	\$60,000,000
CON	2022	\$14,650,000	\$6,000,000		\$0	\$20,650,000
CON	2023	\$14,650,000	\$6,000,000		\$0	\$20,650,000
CON	2024	\$14,650,000	\$6,000,000		\$0	\$20,650,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$800,000		\$0	\$0	\$800,000
PE	2022	\$1,450,000		\$0	\$0	\$1,450,000
PE	2023	\$1,000,000		\$0	\$0	\$1,000,000
PE	2024	\$1,000,000		\$0	\$0	\$1,000,000
ROW	2021	\$25,000		\$0	\$0	\$25,000
ROW	2022	\$25,000		\$0	\$0	\$25,000
ROW	2023	\$25,000		\$0	\$0	\$25,000
ROW	2024	\$25,000		\$0	\$0	\$25,000
CON	2021	\$54,000,000	\$6,000,000		\$0	\$60,000,000
CON	2022	\$29,000,000	\$6,000,000		\$0	\$35,000,000
CON	2023	\$14,650,000	\$6,000,000		\$0	\$20,650,000
CON	2024	\$14,650,000	\$6,000,000		\$0	\$20,650,000

Change Notes

NHDOT Description of Changes

The program is being adjusted to accommodate necessary changes in children project fund amounts. Decrease in \$70,840 to paving project in Lee-Barrington-Plaistow.

SRPC Notes

Funding Sources

FHWA

STBG-State Flexible

National Highway Performance

NHDOT

Toll Credit

Betterment

ROLLINSFORD - DOVER 42578

Towns: DOVER, ROLLINSFORD

Road: Oak Street

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

Acronyms:

Approved Funding

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

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2022	\$113,080		\$0	\$0	\$113,080
PE	2024	\$174,369		\$0	\$0	\$174,369

Change Notes

NHDOT Description of Changes

Project readiness & Funding type adjusted to better align with available federal funding.

SRPC Notes

Funding Sources

FHWA

STBG-State Flexible

STBG-50 to 200K

BRGBIL

NHDOT

Toll Credit

PROGRAM RCTRL

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

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2021	\$1,250,000		\$0	\$312,500	\$1,562,500
OTHER	2022	\$1,250,000		\$0	\$312,500	\$1,562,500
OTHER	2023	\$1,250,000		\$0	\$312,500	\$1,562,500
OTHER	2024	\$1,250,000		\$0	\$312,500	\$1,562,500

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2021	\$1,250,000		\$0	\$312,500	\$1,562,500
OTHER	2022	\$1,267,944		\$0	\$316,986	\$1,584,930
OTHER	2023	\$1,525,000		\$0	\$381,250	\$1,906,250
OTHER	2024	\$1,525,000		\$0	\$381,250	\$1,906,250

Change Notes

NHDOT Description of Changes

The program is being adjusted to accommodate necessary changes in children project fund amounts. Proposed changes do not affect projects in the Strafford region.

SRPC Notes

Funding Sources

FHWA

Recreational Trails

NHDOT

Toll Credit

Non Participating

Betterment

OTHER

DNCR

ROCHESTER 14350

Towns: ROCHESTER
Road: NH 202A (WALNUT STREET)
Scope: INTERSECTION IMPROVEMENTS TO IMPROVE SAFETY THROUGH STRAFFORD SQ, NORTH MAIN, & WASHINGTON ST

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
CON	2022	\$1,360,000		\$0 \$4,871,941	\$6,231,941

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
CON	2022	\$1,360,000		\$0 \$4,871,941	\$6,231,941

Change Notes

NHDOT Description of Changes

Funding type adjusted to better align with available federal funding.

SRPC Notes

Funding Sources

FHWA

STBG-State Flexible

STBG-Hazard Elimination

STBG-Areas Less Than 200K

STBG-50 to 200K

NHDOT

Non Participating

OTHER

Towns

Non Par Other