

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

SRPC Executive Committee Meeting Agenda (amended 9/16/19)
SRPC Small Conference Room (within the SRPC office)
September 20, 2019

Time: 8:00-9:00 a.m.
150 Wakefield Street, Suite 12
Rochester, NH

1. Welcome/Introductions

2. Action Items (Motions Required)

- a. Approval of the Minutes of July 19, 2019 (**Enclosed**)
- b. Acceptance of Draft July and August Financials (**Enclosed & see Dashboard & Memo**)
- c. Concurrence with September Monthly Minors (**Enclosed**)
- d. FY2020 Dues Recommendation to SRPC Commission (**Enclosed**)
- e. Authorization of Certificate of Vote (**Enclosed**)

3. Updates

- a. FY2019 Year End Financials (**Enclosed**)
- b. Awards, Contracts, and General Business Update (**See Memo**)
- c. Draft Fiscal Year 2020 Executive Director Organizational Goals (**See Memo**)

4. Other Business

5. Adjourn

Reasonable accommodations for people with disabilities are available upon request. Include a description of the accommodation you will need including as much detail as you can. Also include a way we can contact you if we need more information. Make your request as early as possible; please allow at least 5 days advance notice. Last minute requests will be accepted, but may be impossible to fill. Please call (603) 994-3500 or email srpc@strafford.org.

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.

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WAKEFIELD

DATE: September 16, 2019
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the September 2019 Meeting

The following notes correspond to individual agenda items for discussion.

2b. Acceptance of Draft July and August Financials

The following summarizes both the July and August reports.

Balance Sheet: Bank balances are up as FY2020 dues have all been received. In terms of cash flow our July and August deposits were slightly lower than credits. Overall net assets as of August 2019 are \$9,274 lower than those of August 2018; this may be partially attributable to last year's net loss and August's lower UPWP billing (vacations).

Aging Summary: Most all receivables are current within 30 days. Expenses that were overdue by 31-60 days at the end of August have been received in the first half of September. Additionally, there are now only \$1,000 due >60 days for MapGeo (Lee) and \$165 due >90 days for mapping services; payments are coming in gradually.

Profit and Loss: There are several key differences between the 2018 and 2019 monthly comparisons: during summer 2018 SRPC employed a full-time editor, summer 2019 2 interns instead of 1. Both summers saw transitions in the GIS planner position. Additionally, vacations were spread differently between the two summers impacting revenues. As of the end of August 2019, the Brownfields grant is nearly completely expended with nominal expenditures this year compared to prior years. During August 2018, nearly all office staff were working on various components of the transportation model data development, driving up revenues on that project compared to this year where there were fewer staff hours dedicated to transportation. Also, given the state budget continuing resolution, our UPWP and target block grant expenditures are restricted during the first quarter of the fiscal year. The EDA grant came online mid-August of 2019 and expenditures/revenues are expected to increase now that the project is fully active. Lastly of note, both August 2018 and 2019 were 3 payroll months. The FY2020 net loss is less than the third payroll costs and will be recouped over the next few months.

2d. FY2020 Dues Recommendation to SRPC Commission

The annual dues have been updated consistent with the adopted FY2020 dues. Population has been updated using the most current estimates from the NH Office of Strategic Initiatives. Additionally, rates have been adjusted according to the Consumer Price Index (1.8% increase over the last year). The gross difference between the FY2020 and 2021 dues is an increase of \$3,423. Brookfield, Lee, Nottingham and Milton are currently non-dues paying communities. Assuming they elect to continue as such, as

proposed, the FY2021 net dues total would be \$118,805.72, an increase of \$2,929.66 over FY2020's adopted dues.

2e. Authorization of Certificate of Vote

See the enclosed recommended motion and sample of a certificate of vote. On an annual basis it is good practice for the Executive Committee to affirm, or reaffirm, that the Executive Director is authorized to file applications, sign contracts and implement the annual work program.

3a. FY 2019 Year End Financials

In preparation for the FY 2019 audit reports to be presented at the October E.C. meeting, enclosed please find the updated FY2019 balance sheet and profit and loss vs actual reports. The primary difference from the financial reports presented in July is an adjustment to shift July financial costs paid in June to the July financials (rents and insurance) and removal of Milton dues (letter stating they would not be participating was received after June financials were run). Bottom line change is a net loss of \$16,364 instead of \$19, 715. As reported in July, part of the] net loss was an accrued liability (leave time) of \$4,327.74; the balance a cash loss.

3b. Awards, Contracts and General Business Update

Awards and Contracts:

Recently finalized new contracts include:

- SRPC's FY19 Brownfields Assessment Grant was approved and the contract is in process. The grant will provide \$300,000 to operate a 3-year program (\$32,000 would be for SRPC costs, the balance for the environmental professional).
- EDA Economic Development District Funding (\$70,000 contract is in process and will hopefully be executed by the date of the E.C. meeting or shortly thereafter)
- Dover Arts and Recreation Master Plan chapter – interviewed on 7/10/19 and were selected as the city's consultant. Contract is forthcoming (\$24,900).
- Farmington Master Plan. We will be a subconsultant to ADG the town's consultant to provide GIS and outreach support. Contract is in process. (\$7,500)

Awarded but still pending contracts for FY 2020 include:

- Durham Groundwater Model (final application submitted to DES)
- Durham Coastal Resilience Grant (Master Plan Chapter)
- Dover Coastal Resilience Grant (Downtown Complete Streets Policy, Tree Inventory, and Stormwater demonstration)

Pending Grant Applications and Municipal Contracts include:

- Milton Zoning Ordinance Updates

Indirect Rate: SRPC's approved indirect rate (fringe benefits, plus overhead) for FY 2020 is 128% as approved by NH DOT. SRPC has a negotiated predetermined rate, meaning there is no requirement to "settle up" at the end of the fiscal year, nor an opportunity to be reimburse if we exceed our approved rate. After July and August, the rate is currently at 114%. This will increase as budgeted IT expenditures are incurred and a vehicle lease is established.

Dues: Dues expenditures to date are summarized below.

July – August Year to Date (accrual based)	
Income:	
Billable Mapping Services	\$0.00
FY19 Dues Paid	\$19,312.66
Total Income	\$19,312.66

Cash Match:	
UPWP	\$8,079.78
Level of Traffic Stress Analysis	\$1,682.59
Total Cash Match	\$10,192.40

Expenses:	
Planning Salaries	\$2,205.77
Dues and Subscriptions	\$18.78
Office Software	\$0.00
Travel	\$16.24
Meeting Expense	\$98.32
Office Expense	\$33.74
Finance Charge	\$0.00
Accounting	\$0.00
Mapping Supplies	\$0.00
Mapping Salaries	\$0.00
Indirect	\$2,823.39
Total SRPC Expenses	\$6,589.86

Contract Overages:	
Farmington Tax Maps 2019	\$447.45
Total Contract Overages	\$447.45

Total Expenses	\$17,229.71
Annual Dues Remaining	\$2,082.95

3c. Draft Fiscal Year 2020 Executive Director Organizational Goals

The following goals build off my 2019 goals and current initiatives underway:

- Complete the SRPC strategic plan and begin to implement priority areas for organizational growth and direction over the next couple years.
- Continue to build relationships with municipalities and allied organization in the region.
 - Schedule and complete a second round of annual check in meetings with each community’s Board of Selectmen or Town/City Council.
 - Encourage commissioners to attend the annual check in meetings.
 - Develop a listing of local and regional “wish list” project to reference when monitoring grant funding.
- Strengthen participation of and better define the role of SRPC commissioners and executive committee members.
- Complete the IT Plan for the organization and begin to implement priority initiatives such as:
 - Improvements to the SRPC website and/or complete site redesign.
 - Enhancements to online map features and interoperability with state (DOT) systems/databases.
 - Updated IT services contract (due to go out to bid).
 - Replace the office phone system

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WAKEFIELD

Strafford Regional Planning Commission
Executive Committee Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867

DRAFT Meeting Minutes
July 19, 2019

Committee members present: Chair Victoria Parmele, Northwood; Secretary/Treasurer Tom Crosby, Madbury; Donald Hamann, Rochester; David Landry, Dover; Michael Bobinsky, Somersworth; Vice Chair Peter Nelson, Newmarket; Marcia Gasses, Dover

Staff members present: Jen Czysz, executive director; Shayna Sylvia, communications and outreach planner; Colin Lentz, senior transportation planner

Committee members absent:

1. Welcome/Introductions

Peter Nelson began the meeting. The meeting began at 8:30 a.m.

2. Action Items

a. Approval of the Minutes of June 21, 2019

P. Nelson asked for a motion to accept the minutes of the June 21, 2019, Executive Committee meeting. David Landry **MOVED** to accept the minutes. Michael Bobsinky **SECONDED** the motion, of which all were **IN FAVOR**.

b. Acceptance of Draft June Financials

Jennifer Czysz reviewed the draft June financials. She said the organization is in good shape as it begins to implement the fiscal year 2020 budget. Municipal dues are being received and should be collected within quarter 1.

She explained that at the end of FY 2019 net liability for vacation needed to be recorded on both the balance sheet and profit and loss. For FY 2019 this represented a net loss on both. This represents the accrued liability should a staff member leave SRPC's employment and be paid out their accrued leave.

J. Czysz reviewed the aging summary, noting the dues that have not been paid to date. A discussion ensued about commissioners assisting with timely dues payments. This is not currently an issue as invoices for dues were sent out recently.

J. Czysz explained payments for MapGeo, and how this reflected a change in the way payments were collected in the previous year. She noted that two checks that should have been processed in July were processed in June, and how these payments are currently reflected in the FY 2019 billing statements instead of FY 2020.

J. Czysz reviewed the organization's end of year position, and the effect excess vacation time plays into this. She added that she would be encouraging staff to take time off during the fiscal year.

J. Czysz explained that staffers did not hit billable target hours for the bicycle level of traffic stress (LTS) project in FY 2019, but that this is okay as the contract continues in FY 2020. She added that the organization was able to be on target for billable hours within the NH Department of Transportation (NHDOT) Unified Planning Work Program (UPWP) contract.

Victoria Parmele asked J. Czysz to explain the indirect rate. J. Czysz responded that she and Kathy worked on getting the indirect rate to where it needed to be. She explained that in the previous year the estimated indirect was lower than the actual. She added that the indirect rate wasn't able to be accurately estimated because there were several contracts that didn't allow us to bill the full indirect rate and the equations use to estimate the indirect rate didn't account for that.

J. Czysz said that a new equation was created for this year to better factor in these contracts so that a more accurate number could be calculated. She explained how new contracts the organization has recently gotten like the Dover recreation plan, technical assistance with Farmington's master plan, and circuit riding in Nottingham will affect the indirect rate, potentially driving it down below 127%. This will always vary year to year depending on the contracts the organization gets.

D. Landry asked if would help to calculate the indirect rate earlier in the year. The unknown and new contracts will always have an effect regardless of when we look at the indirect rate. Jen explained that the real measure of the indirect rate is the five-year average, noting that the organization isn't allowed to make a profit.

P. Nelson asked if NHDOT was the only one who has to approve the indirect rate. They are as NHDOT is our federal cognizant agency, and this needs to be consistent with federal requirements.

Donald Hamman **MOVED** to accept the draft May financials. Tom Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

c. Concurrence with July Monthly Minors

C. Lentz reviewed the two monthly minor project amendments including the Statewide Reconstruction of crossing, signals and related work for railroads. This includes increases in preliminary engineering funds for 2019 and decreases in construction funds for 2019. There was also an increase in other funding. C. Lentz explained that Dover rail crossing improvements at Central Ave and Chestnut saw shifts in construction timeline and funding.

A discussion ensued on a roundabout at chestnut and third street in Dover, with railroad through the middle.

C. Lentz explained that funding decreased \$100,000 in 2019 for Wakefield rail crossing improvements (at NH16 and NH125) which was a \$12,500 decrease in preliminary engineering in 2019, and a \$82,500 decrease in construction in 2020. He added that the program is being adjusted to accommodate necessary increases in child project fund amounts.

C. Lentz reviewed the other project, the Statewide Transportation Alternatives Program (TAP). The program is being adjusted to accommodate necessary increases in child project fund amounts. He explained that there are four current regional TAP projects, two in Dover; one in Durham, and one in Somersworth. For the Dover TAP (Community Trail extension) there was a \$7,204 decrease in construction funds in 2021.

T. Crosby **MOVED** to concur with the June Monthly Minors. Michael Bobinsky **SECONDED** the motion, of which all were **IN FAVOR**.

d. Approval of the FY 2020 Billing Rate Structure

J. Czysz reviewed the FY 2020 Billing Rate Structure. She explained the importance of standardizing the structure and explained the rationality behind it.

She added that circuit riding contracts can be difficult for municipalities to budget when there may multiple planners are working for one contract when they each have different billing rate. She explained this is why a uniform circuit riding billing rate fee was created and incorporated into the two new contracts.

A discussion ensued about the different billing rates related to staffers and their positions. Dues rate difference for dues versus non dues communities were also discussed. P. Nelson opined that the goal is to show the non-dues paying communities that there is value in paying dues to the organization.

M. Bobinsky **MOVED** to approve the FY2020 Billing Rate Structure. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

3. Updates

a. Awards, Contracts, and General Business Update

J. Czysz shared that the organization received the Dover recreation master plan chapter contract. SRPC also recently added contract planning services for the Town of Nottingham. The committee briefly discussed a recent Nottingham planning board application that abuts the Barrington town line. M. Gasses suggested that Stefanie Casella contact her in writing about the project and its proximity to the town.

J. Czysz explained that the Farmington contract experienced an increase in hours. She said that the organization has submitted all the information needed to be eligible for the EDA contract and that this is in process.

4. Other Business

There was no other business.

5. Adjourn

D. Hamann **MOVED** to adjourn the meeting. M. Bobinsky **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 9:05 a.m.

Minutes Respectfully Submitted by
Shayna Sylvia
Communications and Outreach Planner

Minutes approved on _____

By: _____
Victoria Parmele, Chair – SRPC Executive
Committee

DRAFT

SRPC FY 2019 Dashboard - July

For August 16, 2019 Executive Committee Meeting
(CANCELLED)

July 31, 2019	
FSB Checking Beginning Balance	\$95,106.70
Deposits	\$70,547.49
Payments	-\$75,679.65
Uncleared Transactions	-\$24,610.28
FSB Checking Ending Balance	\$65,364.26

Accounts Receivable	\$142,814.42
FSB Savings Account	\$16,078.94

OVERSIGHT ACTIVITIES	
Line of Credit Activated?	No; extended to 12/31/2019
Audit Status	Site visit scheduled for September

BUDGET NARRATIVE	
Federal Savings Bank Balance/Case on hand:	We continue to have adequate cash on hand to meet monthly expenses
Payables and Receivables	Remains current to be paid/received within 30 to 60 days
FY19 Working Budget:	Adjusts EDA to start 8/1/19; Incorporates staffing changes

FUNDING SOURCES - WORKING BUDGET	
Due, Interest & Reimbursement	\$116,476
Metropolitan Planning Organization	\$513,737
State Agencies	\$112,555
Municipal & Nonprofit Agreements	\$131,901
Economic Development District	\$149,568
Total Revenue	\$1,024,237
Pending Grant Applications	\$66,493

EXPENSES - WORKING BUDGET	
Personnel	\$657,059
Equipment	\$34,485
Communications	\$14,990
Fixed Expenses	\$46,156
Miscellaneous Expenses	\$31,765
Contracted Work	\$194,341
Total Expenses	\$978,796

STAFF PRESENTATIONS - ACTIVITIES JUL./AUG.

SNHPC Traffic count ride along (Rachel, Stephen, Gordon)
 Staff meeting (All)
 LTS Meeting (Rachel, Colin)
 PFPNH (Rachel, Colin)
 Coast Board meeting (Colin)
 Complete Streets Advisory Committee (Colin)
 CMAQ workshop (Colin)
 CMAQ project meeting with Rochester Public Works and New Hampshire Northcoast (Jen and Colin)
 GACIT meeting in Kingston (Colin)
 Joint Landuse Study workgroup meeting (Colin)
 RPC Director's Meeting to discuss Ten year Plan (Jen and Colin)
 LTS project meeting (Rachel and Colin)
 CMAQ meeting with NHDOT and RPCs (Rachel and Colin)
 PFPNH meeting (Rachel and Colin)
 Public health advisory committee coordinator (Nancy)
 Public Health Advisory Committee (PHAC) Bi-Monthly meeting (Nancy)
 Outreach to youth at Somersworth Library (Nancy)
 National Night Out Outreach Event to Somersworth Residents (Nancy, Shayna, Marcia)
 NOT Planning Board Meetings (Stef, Jen)
 Meeting w/ NRCS (Kyle, Jen)
 Conference Call w/ UNH and NH Sea Grant (Kyle)
 CAW meeting (Kyle)
 Dover Recreation Master Plan Scoping Meeting (Kyle, Jen)
 Meeting w/ Newmarket Staff (Kyle, Jen)
 Farmington Planning Board (Kyle)
 NHPA Executive Committee (Kyle)
 Northwood July Planning Board (James)
 GIS Planner Interview (Jen, Kyle, Colin, James)
 Economic Development Brownbag in Concord (James)
 Northwood August Planning Board Work Session (James)
 CommuteSmart NH meeting (Shayna)

WEB AND SOCIAL MEDIA STATISTICS



Stafford.org

Sessions 723 (-2)
Users 524 (-37)



Constant Contact

Subscribers 838 (+27)
Avg. Open Rate 32% (-2%)



Facebook

Posts 21 (+7)
Reach 1,315 (+507)
Engagement 168 (+88)



Twitter

Tweets 6 (+0)
Profile Visits 55 (-40)
Impressions 1,476 (-1,374)
Followers 271 (?)*
Mentions 3 (-2)



Map Geo

Total Visits *
Unique Visitors *

*Error calculating followers

*Didn't receive July report.



Strafford Regional Planning Commission Balance Sheet As of July 31, 2019

	Jul 31, 19	Jul 31, 18	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	66,421.42	88,315.80	-21,894.38
FSB Savings	16,078.94	16,030.84	48.10
Total Checking/Savings	82,500.36	104,346.64	-21,846.28 ¹
Accounts Receivable			
Accounts Receivable	142,814.42	120,721.77	22,092.65
Total Accounts Receivable	142,814.42	120,721.77	22,092.65 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Dues and Subscriptions	1,136.74	2,926.18	-1,789.44
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	1,736.74	3,526.18	-1,789.44
Prepaid software support	4,116.78	284.02	3,832.74
Undeposited Funds	5,982.32	0.00	5,982.32
Total Other Current Assets	11,835.82	3,810.20	8,025.62
Total Current Assets	237,150.60	228,878.61	8,271.99
Fixed Assets			
Property and Equipment			
Accumulated Depreciation	-19,098.48	-30,383.48	11,285.00
Equipment Purchase			
Canon iPF760 Plotter	3,353.04	3,353.04	0.00
Lenova Think Server	3,983.04	3,983.04	0.00
Xerox Workcentre 7545P	0.00	11,285.00	-11,285.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
Total Equipment Purchase	19,098.48	30,383.48	-11,285.00
Total Property and Equipment	0.00	0.00	0.00
Total Fixed Assets	0.00	0.00	0.00
TOTAL ASSETS	237,150.60	228,878.61	8,271.99
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
Citizens credit card Parent	0.00	0.00	0.00

CTC
8/27/19

Strafford Regional Planning Commission
Balance Sheet
As of July 31, 2019

08/14/19

Accrual Basis

	Jul 31, 19	Jul 31, 18	\$ Change
FSB Credit Card	1,293.95	1,486.11	-192.16
Total Credit Cards	1,293.95	1,486.11	-192.16
Other Current Liabilities			
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	20,869.01	0.00	20,869.01 ⁷
FY19 Dues in Advance	0.00	107,294.68	-107,294.68
FY20 Dues in Advance	106,219.74	0.00	106,219.74
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Medicare payable	0.02	0.00	0.02
Social Security Payable	0.00	-0.02	0.02
Payroll Liabilities - Other	2,454.07	3,001.15	-547.08
Total Payroll Liabilities	2,484.50	3,031.54	-547.04
Total Other Current Liabilities	129,621.25	110,374.22	19,247.03
Total Current Liabilities	130,915.20	111,860.33	19,054.87
Long Term Liabilities			
Accrued expenses			
Accrued Payroll	21,136.80	21,569.67	-432.87
Accrued Vacation	22,216.21	17,888.47	4,327.74 ⁸
Annual Audit Accrual	11,732.50	11,388.75	343.75
Total Accrued expenses	55,085.51	50,846.89	4,238.62
Total Long Term Liabilities	55,085.51	50,846.89	4,238.62
Total Liabilities	186,000.71	162,707.22	23,293.49
Equity			
Retained Earnings	45,213.16	61,577.63	-16,364.47 ⁹
Net Income	5,936.73	4,593.76	1,342.97
Total Equity	51,149.89	66,171.39	-15,021.50
TOTAL LIABILITIES & EQUITY	237,150.60	228,878.61	8,271.99

CTC
8/17/19
Jan C
8/14/19

Strafford Regional Planning Commission
Balance Sheet
As of July 31, 2019

-
1. Cash: Dover had paid dues of \$20,381.60 in July of 2018. Dover dues received in August for fiscal year 2020.

 2. AR: Dover dues paid in July for previous year, paid in August for current year. See above

 3. Prepaid Dues: NHARPC invoice received for annual dues of \$1,500 in July during previous year. FY20 invoice has not been received for current fiscal year.

 4. Prepaid Software: ESRI licenses (\$5,100) were paid in advance for current year. In the previous fiscal year SRPC was making monthly payments and did not prepay. In addition, Microsoft Office 365 licenses (\$1,500) were added in March of 2019, zero for July of the previous fiscal year. During FY19, SRPC also had prepaid for a Grant Finder subscription (\$1,990) that was cancelled in September 2018.

 5. Undeposited Funds: Funds received but not yet brought to the bank. Deposit made 8/1/19.

 6. Accumulated Depreciation: The old copier was removed from assets and the associated depreciation was removed from the financials. The copier was traded in toward the new copier.

 7. Contract Revenue in Advance: Barrington Master Plan \$1,758, NHCHF \$14,111, Rochester Sidewalk Assessment \$5,000

 8. Accrued Vacation: The amount of vacation payout for all employees based on vacation time accrued. The accrual is calculated and adjusted during the close out of the previous fiscal year.

 9. Retained Earnings: Loss from the previous fiscal year

DRAFT

**Stafford Regional Planning Commission
A/R Aging Summary
As of July 31, 2019**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
2000 LTA (Local Technical Assistance)						
2100 Dues						
2103 City of Dover dues	0.00	0.00	21,049.13	0.00	0.00	21,049.13
2111 Town of Newmarket dues	0.00	0.00	0.00	0.00	8,646.06	8,646.06
2114 City of Rochester dues	0.00	0.00	20,706.38	0.00	0.00	20,706.38
2116 City of Somersworth dues	0.00	0.00	10,029.19	0.00	0.00	10,029.19
Total 2100 Dues	0.00	0.00	51,784.70	0.00	8,646.06	60,430.76
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	51,784.70	0.00	8,646.06	60,430.76
2500 MapGeo						
2506 MapGeo Lee	0.00	0.00	1,000.00	0.00	0.00	1,000.00
Total 2500 MapGeo	0.00	0.00	1,000.00	0.00	0.00	1,000.00
3400 Town of Durham						
3402 Wagon Hill Living Shoreline	909.54	0.00	0.00	0.00	0.00	909.54
Total 3400 Town of Durham	909.54	0.00	0.00	0.00	0.00	909.54
3500 Town of Farmington						
3501 FAR Circuit Rider	4,046.00	0.00	0.00	0.00	0.00	4,046.00
3502 FAR Tax Map 18-19	2,587.50	0.00	0.00	0.00	0.00	2,587.50
Total 3500 Town of Farmington	6,633.50	0.00	0.00	0.00	0.00	6,633.50
4200 Town of Northwood						
4201 NOR Circuit Rider	3,365.69	0.00	0.00	0.00	0.00	3,365.69
Total 4200 Town of Northwood	3,365.69	0.00	0.00	0.00	0.00	3,365.69
4300 Town of Nottingham						
4301 NOT Circuit Rider	2,164.70	0.00	0.00	0.00	0.00	2,164.70
Total 4300 Town of Nottingham	2,164.70	0.00	0.00	0.00	0.00	2,164.70
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
5500 Mapping Projects						
5511 Karen Gould	0.00	0.00	0.00	0.00	185.00	185.00
Total 5500 Mapping Projects	0.00	0.00	0.00	0.00	185.00	185.00
6100 NH DES						
Lee Floodplain Mgmt	0.00	0.00	922.17	0.00	0.00	922.17
Total 6100 NH DES	0.00	0.00	922.17	0.00	0.00	922.17
7100 EPA						
7100.000 Brownfields 2015-2018	9,795.01	0.00	0.00	0.00	0.00	9,795.01
Total 7100 EPA	9,795.01	0.00	0.00	0.00	0.00	9,795.01
8000 DOT UPWP 20_21						
8000.402.1 ROC Sidewalk Assessment	0.00	0.00	0.00	0.00	0.00	0.00
8000 DOT UPWP 20_21 - Other	39,865.35	0.00	0.00	0.00	0.00	39,865.35
Total 8000 DOT UPWP 20_21	39,865.35	0.00	0.00	0.00	0.00	39,865.35
8100 RPC LTS - Traffic Stress Pilot	5,344.77	0.00	3,767.09	0.00	0.00	9,111.86
Central NH RPC						
CTAP Planning/State Coord	0.00	0.00	785.27	0.00	0.00	785.27
Total Central NH RPC	0.00	0.00	785.27	0.00	0.00	785.27
DOT UPWP 18_19	0.00	0.00	7,645.57	0.00	0.00	7,645.57
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	68,078.56	0.00	65,904.80	0.00	8,831.06	142,814.42

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Strafford Regional Planning Commission
A/R Aging Summary
As of July 31, 2019

1. Dover Dues: Paid in August
2. Newmarket Dues: Paid in August
3. Rochester Dues: Reminder sent 8/13/19
4. Somersworth Dues: Paid in August
5. MapGeo Lee: Reminder sent 8/13/19
6. Karen Gould: Statement sent 8/13/19
7. Lee Floodplain: Paid in August

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Strafford Regional Planning Commission Profit & Loss July 2019

	Jul 19	Jul 18	\$ Change
Ordinary Income/Expense			
Income			
SRPC Membership Dues	9,656.32	9,754.07	-97.75
SRPC Revenue			
Municipal and NonProfit Revenue			
Barrington Master Plan	547.94	0.00	547.94
DUR Wagon Hill Living Shoreline	909.54	0.00	909.54
FAR Circuit Rider	4,046.00	0.00	4,046.00
FAR Tax Map Updates	3,034.95	0.00	3,034.95
GIS Projects	0.00	426.25	-426.25
MapGeo Subscriptions	0.00	1,000.00	-1,000.00
NHCHF Pathways to Play	5,257.40	0.00	5,257.40
Northwood Planning Services	3,365.69	3,161.84	203.85
NOT Circuit Rider	2,164.70	0.00	2,164.70
Nottingham RSMS	0.00	2,561.13	-2,561.13
UNH Lamprey River	0.00	875.00	-875.00
Total Municipal and NonProfit Revenue	19,326.22	8,024.22	11,302.00
Total SRPC Revenue	19,326.22	8,024.22	11,302.00
Economic Development Revenue			
EPA Brownfields	9,795.01	8,796.47	998.54
Total Economic Development Revenue	9,795.01	8,796.47	998.54
State Award Revenue			
NHDES			
Coastal 2018	0.00	2,140.91	-2,140.91
Lee Floodplain Mapping	0.00	3,287.50	-3,287.50
Total NHDES	0.00	5,428.41	-5,428.41
Total State Award Revenue	0.00	5,428.41	-5,428.41
MPO Revenue			
FHWA MultiModal Pilot (Bike LTS)	6,680.97	0.00	6,680.97
NH DOT			
UPWP	44,294.83	55,681.26	-11,386.43
Total NH DOT	44,294.83	55,681.26	-11,386.43
Total MPO Revenue	50,975.80	55,681.26	-4,705.46
Contra Income Cash Match			
DOT Cash Match			
402.1 ROC Match	-1,341.86	0.00	-1,341.86
DOT Cash Match - Other	-3,087.62	-5,568.13	2,480.51

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**Strafford Regional Planning Commission
Profit & Loss
July 2019**

08/13/19

Accrual Basis

	Jul 19	Jul 18	\$ Change
Total DOT Cash Match	-4,429.48	-5,568.13	1,138.65
RPC LTS Cash Match	-1,336.20	0.00	-1,336.20
Total Contra Income Cash Match	-5,765.68	-5,568.13	-197.55
Contract Overage	-447.45	-1,669.57	1,222.12 ²
Total Income	83,540.22	80,446.73	3,093.49
Gross Profit	83,540.22	80,446.73	3,093.49
Expense			
Personnel Expenses			
Salary and Wages	40,759.54	39,433.62	1,325.92 ³
Payroll Expenses			
Dental insurance expense	284.76	232.99	51.77
Health incentive	5,312.60	3,847.13	1,465.47 ⁴
Health Insurance expense	4,256.60	3,253.25	1,003.35 ⁵
Life Insurance expense	89.00	86.40	2.60
LTD Insurance expense	47.64	46.80	0.84
STD insurance expense	134.79	157.07	-22.28
Payroll Processing Fees	199.50	179.25	20.25
Pension expense	1,136.40	1,111.00	25.40
Unemployment expense	276.09	240.25	35.84
Workers Compensation	86.01	145.34	-59.33
Payroll Taxes			
Medicare Expense	660.57	610.35	50.22
Social Security expense	2,824.46	2,609.75	214.71
Payroll Taxes - Other	0.00	0.02	-0.02
Total Payroll Taxes	3,485.03	3,220.12	264.91
Total Payroll Expenses	15,308.42	12,519.60	2,788.82
Dues and Subscriptions	357.99	396.54	-38.55
Staff Training and Seminars	645.00	100.00	545.00 ⁶
Total Personnel Expenses	57,070.95	52,449.76	4,621.19
Equipment expense			
Computer Supplies	0.00	294.41	-294.41
Copier Maintenance Contract	319.85	412.64	-92.79
Software expense			
ArcInfo/View software	425.00	532.00	-107.00
Grant Finder	0.00	82.92	-82.92
Office Software			
Adobe In Design	132.91	139.90	-6.99
Anti-virus software	34.38	45.84	-11.46

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Strafford Regional Planning Commission
Profit & Loss
 July 2019

08/13/19

Accrual Basis

	Jul 19	Jul 18	\$ Change
Constant Contact	40.50	0.00	40.50
DropBox	119.88	0.00	119.88
Microsoft Office 365	155.00	0.00	155.00
Office operating software	0.00	148.00	-148.00
Total Office Software	482.67	333.74	148.93
Prezi	13.25	13.25	0.00
Total Software expense	920.92	961.91	-40.99
Traffic Count Expenses			
Traffic counting supplies	266.72	512.64	-245.92
Total Traffic Count Expenses	266.72	512.64	-245.92
Total Equipment expense	1,507.49	2,181.60	-674.11
Fixed Expenses			
Insurance			
Liability Insurance	458.76	420.92	37.84
Total Insurance	458.76	420.92	37.84
Rent	2,500.00	2,500.00	0.00
Total Fixed Expenses	2,958.76	2,920.92	37.84
Communications			
Postage and Delivery	17.99	15.99	2.00
Telephone			
Internet Communication Expense	0.00	114.00	-114.00
Telephone - Other	0.00	170.91	-170.91
Total Telephone	0.00	284.91	-284.91
Telephone and Internet	276.99	0.00	276.99
Total Communications	294.98	300.90	-5.92
Administrative			
Meetings Expense			
Meetings Advertising Expense	5.00	0.00	5.00
Meetings Expense - Other	-480.40	1,342.55	-1,822.95
Total Meetings Expense	-475.40	1,342.55	-1,817.95
Office Expense	97.09	55.58	41.51
Office Supplies			
Plotter Ink and Supplies	193.51	0.00	193.51
Office Supplies - Other	163.17	182.82	-19.65

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Strafford Regional Planning Commission Profit & Loss July 2019

08/13/19

Accrual Basis

	Jul 19	Jul 18	\$ Change
Total Office Supplies	356.68	182.82	173.86
Printing and Reproduction	0.00	21.76	-21.76
Professional Fees			
Accounting, Audit	1,067.50	888.75	178.75
Total Professional Fees	1,067.50	888.75	178.75
Travel & Ent			
Travel	1,131.92	1,500.91	-368.99
Total Travel & Ent	1,131.92	1,500.91	-368.99
Total Administrative	2,177.79	3,992.37	-1,814.58
Contract Labor			
Financial Services	4,862.50	3,137.50	1,725.00 ⁹
IT and Network support	270.00	270.00	0.00
Pass Through Expense			
Consulting Engineering Services	0.00	10,608.19	-10,608.19
EPA Brownfields Consultants	8,438.39	0.00	8,438.39
Total Pass Through Expense	8,438.39	10,608.19	-2,169.80 ¹⁰
Website maintenance and updates	43.89	3.90	39.99
Total Contract Labor	13,614.78	14,019.59	-404.81
Total Expense	77,624.75	75,865.14	1,759.61
Net Ordinary Income	5,915.47	4,581.59	1,333.88
Other Income/Expense			
Other Income			
Interest Income	21.26	12.17	9.09
Total Other Income	21.26	12.17	9.09
Net Other Income	21.26	12.17	9.09
Net Income	5,936.73	4,593.76	1,342.97

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Strafford Regional Planning Commission
Profit & Loss
July 2019

1. ROC Match: Rochester has prepaid \$5,000 towards the sidewalk assessment project, which is being done under the UPWP contract. This amount is being used to offset the UPWP cash match obligation.
2. Contract Overage: FY20 Town of Farmington Tax Map 18-19
3. Salary and Wages: Change in staffing and pay increases – Editor paid in FY19, position vacant for current fiscal year; GIS Planner vacant in FY19, filled in current year; Intern in FY19, two Interns for current fiscal year.
4. Health Incentive: FY19 had two full year employee incentive payouts and a smaller prorated amount paid to the new Executive Director. In FY20, a full year incentive was paid to four employees.
5. Health Insurance: SRPC prepays health insurance for the month. In other words, the July premium is paid 7/1 for the 7/1-7/31 coverage period. When someone is added or dropped for coverage, HealthTrust adjusts the next month's billing for the change. In FY19, one employee was dropped from coverage and an adjustment was made reducing the amount of health insurance costs in the previous fiscal year. SRPC typically provides coverage for six employees. Health Insurance costs for FY20 increased by approximately \$35 per month, per covered employee.
6. Training: In the prior year, the NNECAPA conference registration was paid for two people in August. In the current year, three people were registered in July.
7. Telephone: In the previous year, telephone and internet were accounted for separately. These costs have been combined for the current fiscal year.
8. Meeting Expense: In the previous year, the FY18 annual meeting cost of \$2,131 was paid in July and the associated attendance fees recorded. The FY19 annual meeting cost of \$566 was paid in June 2019. In the current year, only the associated attendance fees received in July are shown.
9. Financial Services: I was on vacation during July of last year.
10. Pass Through Expense: All consultants were coded to one line in the financials during the previous fiscal year. For the current year, a separate line item has been assigned to each consulting firm.

Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July 2019

	Jul 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
SRPC Membership Dues	9,656.32	9,656.37	-0.05
SRPC Revenue			
Municipal and NonProfit Revenue			
Barrington Master Plan	547.94	0.00	547.94
DOV Recreation MP Chapter	0.00	1.00	-1.00
DUR Wagon Hill Living Shoreline	909.54	1,666.66	-757.12
FAR Circuit Rider	4,046.00	2,000.00	2,046.00
FAR Master Plan Support	0.00	1.00	-1.00
FAR Tax Map Updates	3,034.95	0.00	3,034.95
GIS Projects	0.00	333.37	-333.37
NHCHF Pathways to Play	5,257.40	2,500.00	2,757.40
Northwood Planning Services	3,365.69	2,333.37	1,032.32
NOT Circuit Rider	2,164.70	1.00	2,163.70
Total Municipal and NonProfit Revenue	19,326.22	8,836.40	10,489.82
Total SRPC Revenue	19,326.22	8,836.40	10,489.82
Economic Development Revenue			
EDD Partnership Planning	0.00	11,666.63	-11,666.63
EPA Brownfields	9,795.01	3,466.66	6,328.35
EPA Environmental Justice	0.00	1.00	-1.00
Total Economic Development Revenue	9,795.01	15,134.29	-5,339.28
State Award Revenue			
NHDES			
Coastal 2020	0.00	2,083.37	-2,083.37
DOV Coastal Resilience	0.00	1.00	-1.00
Durham Groundwater Modeling	0.00	4,642.75	-4,642.75
Local Source Water 2020	0.00	1,909.10	-1,909.10
PSM18	0.00	166.64	-166.64
Watershed PRB	0.00	1,247.50	-1,247.50
Total NHDES	0.00	10,050.36	-10,050.36
OEM Haz Mit			
PDM 2017	0.00	333.34	-333.34
Total OEM Haz Mit	0.00	333.34	-333.34
Total State Award Revenue	0.00	10,383.70	-10,383.70
MPO Revenue			
FHWA MultiModal Pilot (Bike LTS)	6,680.97	1,340.15	5,340.82
NH DOT			
ROC Sidewalk Assessment	0.00	1,666.68	-1,666.68

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**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2019**

	Jul 19	Budget	\$ Over Budget
UPWP	44,294.83	46,101.50	-1,806.67
Total NH DOT	44,294.83	47,768.18	-3,473.35
Total MPO Revenue	50,975.80	49,108.33	1,867.47 ⁴
Contra Income Cash Match			
DOT Cash Match			
402.1 ROC Match	-1,341.86	-1,666.68	324.82
DOT Cash Match - Other	-3,087.62	-4,235.13	1,147.51
Total DOT Cash Match	-4,429.48	-5,901.81	1,472.33
EDD Cash Match	0.00	-1,250.00	1,250.00
RPC LTS Cash Match	-1,336.20	-283.35	-1,052.85
Total Contra Income Cash Match	-5,765.68	-7,435.16	1,669.48
Contra Income InKind/Soft Match			
DUR Wagon Hill Soft Match	0.00	-333.34	333.34
In-Kind Coastal Match	0.00	-1,041.63	1,041.63
In-Kind EDD Match	0.00	-4,583.37	4,583.37
In-Kind HazMit Match	0.00	-83.34	83.34
PRB IK Match	0.00	-499.13	499.13
Total Contra Income InKind/Soft Match	0.00	-6,540.81	6,540.81
Contract Overage	-447.45	0.00	-447.45
Total Income	83,540.22	79,143.12	4,397.10
Gross Profit	83,540.22	79,143.12	4,397.10
Expense			
Personnel Expenses			
Salary and Wages	40,759.54	39,717.72	1,041.82 ⁵
Payroll Expenses			
Dental insurance expense	284.76	292.25	-7.49
Health incentive	5,312.60	5,097.00	215.60
Health Insurance expense	4,256.60	4,260.63	-4.03
Life Insurance expense	89.00	83.00	6.00
LTD Insurance expense	47.64	47.63	0.01
STD insurance expense	134.79	160.75	-25.96
Payroll Processing Fees	199.50	216.63	-17.13
Pension expense	1,136.40	1,191.61	-55.21
Unemployment expense	276.09	276.12	-0.03
Workers Compensation	86.01	115.63	-29.62
Payroll Taxes			
Medicare Expense	660.57	575.90	84.67

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Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2019

	Jul 19	Budget	\$ Over Budget
Social Security expense	2,824.46	2,462.13	362.33
Total Payroll Taxes	3,485.03	3,038.03	447.00⁶
Total Payroll Expenses	15,308.42	14,779.28	529.14
Dues and Subscriptions	357.99	368.38	-10.39
Staff Training and Seminars	645.00	416.63	228.37
Total Personnel Expenses	57,070.95	55,282.01	1,788.94
Equipment expense			
Copier Maintenance Contract	319.85	319.87	-0.02
Software expense			
ArcInfo/View software	425.00	425.00	0.00
Office Software			
Adobe In Design	132.91	69.94	62.97 ⁷
Anti-virus software	34.38	26.82	7.56
Constant Contact	40.50	40.50	0.00
DropBox	119.88	99.00	20.88 ⁸
Microsoft Office 365	155.00	125.00	30.00 ⁹
Total Office Software	482.67	361.26	121.41
Prezi	13.25	0.00	13.25 ¹⁰
Transcad software/maintenance	0.00	100.00	-100.00 ¹¹
Total Software expense	920.92	886.26	34.66
Traffic Count Expenses			
Traffic counting supplies	266.72	750.00	-483.28
Total Traffic Count Expenses	266.72	750.00	-483.28
Total Equipment expense	1,507.49	1,956.13	-448.64
Fixed Expenses			
Insurance			
Liability Insurance	458.76	421.37	37.39
Total Insurance	458.76	421.37	37.39
Office Vehicle Lease & Maint	0.00	675.00	-675.00 ¹²
Rent	2,500.00	2,500.00	0.00
Total Fixed Expenses	2,958.76	3,596.37	-637.61
Communications			
Office Telephone System	0.00	230.00	-230.00 ¹³
Postage and Delivery	17.99	33.37	-15.38

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Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2019

08/13/19

Accrual Basis

	Jul 19	Budget	\$ Over Budget
Telephone and Internet	276.99	277.50	-0.51
Total Communications	294.98	540.87	-245.89
Administrative			
Meetings Expense			
Meetings Advertising Expense	5.00	0.00	5.00
Meetings Expense - Other	-480.40	113.60	-594.00
Total Meetings Expense	-475.40	113.60	-589.00¹⁴
Office Expense	97.09	108.37	-11.28
Office Supplies			
Plotter Ink and Supplies	193.51	0.00	193.51
Office Supplies - Other	163.17	300.00	-136.83
Total Office Supplies	356.68	300.00	56.68
Printing and Reproduction	0.00	13.50	-13.50
Professional Fees			
Accounting, Audit	1,067.50	888.75	178.75 ¹⁵
Legal Fees	0.00	83.37	-83.37
Total Professional Fees	1,067.50	972.12	95.38
Travel & Ent			
Travel	1,131.92	833.37	298.55
Total Travel & Ent	1,131.92	833.37	298.55
Total Administrative	2,177.79	2,340.96	-163.17
Contract Labor			
Financial Services	4,862.50	5,000.00	-137.50
IT and Network support	270.00	353.37	-83.37
Pass Through Expense			
DUR Groundwater Consultant	0.00	3,710.12	-3,710.12
EPA Brownfields Consultants	8,438.39	3,333.34	5,105.05
PRB Consultants	0.00	715.00	-715.00
Total Pass Through Expense	8,438.39	7,758.46	679.93¹⁶
Website maintenance and updates	43.89	0.00	43.89
Total Contract Labor	13,614.78	13,111.83	502.95
Total Expense	77,624.75	76,828.17	796.58
Net Ordinary Income	5,915.47	2,314.95	3,600.52
Other Income/Expense			

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2019

	<u>Jul 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income			
Interest Income	21.26	8.37	12.89
Total Other Income	21.26	8.37	12.89
Net Other Income	21.26	8.37	12.89
Net Income	<u>5,936.73</u>	<u>2,323.32</u>	<u>3,613.41</u>

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Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2019

1. Municipal and Non-Profit Revenue: FAR Circuit Rider first month of contract required additional time to define staff duties going forward; FAR Tax Map was completed and fully billed – GIS Planner gave notice that last day with SRPC was 8/9/19 so work was done prior to her leaving; NHCHF had a significant outreach event during July and the data from the event was processed; NOT Circuit Rider first month of contract
2. Economic Development Revenue: EDD grant was available and accepted in August; Brownfields contingent upon consulting services invoices submitted
3. State Award Revenue: Coastal 2020 contract received 8/6/19; Durham Groundwater Modeling contract is still pending finalization; Local Source Water 2020 contract work has been delayed pending identification of specific municipality and NHDES determination of data source for the project; Watershed PRB contract is waiting for budget approval to identify new suitable sites for the project
4. MPO Revenue: FHWA MultiModal Pilot got off to a slow start and additional time than budgeted has been spent to get the project timeline on track; ROC Sidewalk Assessment has been prepaid by the City of Rochester and a final paid invoice will be billed to this line when the project is complete. Current activity is reflected as Cash Match in the amount of \$1,341.86.
5. Salary and Wages: Higher than budget due to averaging the total budgeted wages across the year. The last two weeks of June (prior to staff increases) was paid in July, which also affected the average budget calculation.
6. Payroll Taxes: Higher than budget due to the taxes associated with the Health Incentive payouts.
7. Adobe in Design: Licenses restructured and only a portion of the licenses received a prorated refund.
8. DropBox: Price increase for current fiscal year.
9. Microsoft Office 365: Two additional licenses for summer interns.
10. Prezi: Auto renewed for one year on old credit card. Subscription will expire in Sept.
11. TransCAD: Paid for through the UPWP. Total amount paid for in May 2019 and reimbursed in June 2019 for fiscal year 2020 renewal period.
12. Office Vehicle Lease and Maintenance: Vehicle has not been leased yet.
13. Office Telephone System: New system has not been purchased yet.
14. Meeting Expense: As noted in Profit and Loss notes, the annual meeting expense for FY19 annual meeting was paid in June. Amount shown is for attendance fees collected only.

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2019

- 15. Accounting, Audit: Budget amount is at the FY19 rates. Monthly journal entry reflects the FY20 rate per engagement letter.
 - 16. Pass Through Expenses: DUR Groundwater contract has not been received yet; Brownfields consultant cost is contingent upon engineering firm invoices; PRB contract is pending an amendment to increase funds so that new suitable sites can be identified
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SRPC FY 2019 Dashboard - August

For September 20, 2019 Executive Committee Meeting

August 31, 2019	
FSB Checking Beginning Balance	\$89,974.54
Deposits	\$101,158.38
Payments	-\$104,904.20
Uncleared Transactions	-\$7,928.95
FSB Checking Ending Balance	\$78,299.77

Accounts Receivable	\$100,472.66
FSB Savings Account	\$16,083.03

OVERSIGHT ACTIVITIES	
Line of Credit Activated?	No; extended to 12/31/2019
Audit Status	Site visit complete; presentation in October

BUDGET NARRATIVE	
Federal Savings Bank Balance/Case on hand:	We continue to have adequate cash on hand to meet monthly expenses
Payables and Receivables	Remains current to be paid/received within 30 to 60 days
FY19 Working Budget:	Adjusts EDA to start 8/1/19; Incorporates staffing changes

FUNDING SOURCES - WORKING BUDGET	
Due, Interest & Reimbursement	\$116,476
Metropolitan Planning Organization	\$513,737
State Agencies	\$112,555
Municipal & Nonprofit Agreements	\$131,901
Economic Development District	\$149,568
Total Revenue	\$1,024,237
Pending Grant Applications	\$66,493

EXPENSES - WORKING BUDGET	
Personnel	\$657,059
Equipment	\$34,485
Communications	\$14,990
Fixed Expenses	\$46,156
Miscellaneous Expenses	\$31,765
Contracted Work	\$194,341
Total Expenses	\$978,796

STAFF PRESENTATIONS - ACTIVITIES AUG./SEPT.

Coast Board meeting (Colin)
 Farmers' Market outreach event for Statewide Pedestrian and Bicycle plan (Colin)
 Road Safety Audit Meeting in Barrington (Colin)
 GACIT public hearing for the Ten Year Plan in Dover (Jen, Colin)
 Road Safety Audit Meeting in Farmington (Colin)
 Coastal flood risk guidance input session (Kyle and Colin)
 Road Safety Audit Meeting in Rochester (Colin)
 Joint Landuse Study workgroup meeting (Colin)
 Seacoast Area Bike Riders advocacy committee meeting (Colin)
 Rochester Census meeting (Rachel and Colin)
 ACT Executive Committee Meeting (Colin) x 2
 HSPIC Committee meeting (Colin)
 Northwood August Planning Board Meeting (James)
 Economic Development Brownbag (James)
 Brownfields Advisory Committee (Jen, James)
 Northwood September Planning Board Work Session (James)
 Rochester Complete Count Committee (Rachel, James)
 Coastal Resilience Proposal Meeting w/ Dover (Kyle)
 Conference Call w/ PRB Project Team (Kyle)
 CAW Summit Meeting (Kyle)
 Wagon Hill Living Shoreline Meeting w/ Durham Public Works (Kyle, Shayna)
 CAW Outreach Meeting (Kyle)
 Climate in the Classroom Meeting (Kyle)
 Coastal Flood Risk Summary Guidance Workshop (Kyle)
 Informational Meeting for Resilience Policies (Kyle)
 NHPA Executive Committee (Kyle)
 Wagon Hill Living Shoreline Project Team Meeting (Kyle)
 Climate in the Classroom Workshop (Kyle)
 NOT Planning Board Meetings (Stef, Jen)
 NOT E-911 Meeting (Stef)
 Seacoast Stormwater Coalition Meeting (Nancy)
 Outreach to youth at Somersworth Library (Nancy)
 Meeting with Somersworth Farm to School coordinator (Nancy)
 Explore Moose Mountains (Shayna)
 CommuteSmart NH meeting (Shayna)
 PFPNH (Rachel, Colin)
 Microsoft App in a Day Training (Rachel)
 NH GIS Technical Users Group (Rachel, Jackson)
 Meeting with NRCS Staff (Kyle, Jen)
 Brightfields Conference (Jen)
 Nottingham Planning Board meetings and Office Hours (Stef, Jen)
 Strafford County Commissioners, Mayors and Strafford CAP Homeless Shelter Planning meetings (Jen)
 Dover Recreation Master Plan Scoping meeting (Kyle, Jen)
 Newmarket Master Plan Services meeting (Kyle, Jen)
 RPC Directors Meeting (Jen)
 Rochester Transportation Project Coordination Meeting (Colin, Jen)

WEB AND SOCIAL MEDIA STATISTICS



Stafford.org

Sessions 722 (-1)
 Users 544 (+20)



Constant Contact

Subscribers 810 (-28)
 Avg. Open Rate 31% (-1)



Facebook

Posts 16 (-5)
 Reach 2497 (+1182)
 Engagement 200 (+32)



Twitter

Tweets 1 (-5)
 Profile Visits 22 (-33)
 Impressions 941 (-535)
 Followers 272(+1)
 Mentions 1 (-2)



Map Geo

Total Visits 1,119*
 Unique Visitors 618*

*Didn't receive July report.



Strafford Regional Planning Commission
Balance Sheet
As of August 31, 2019

	Aug 31, 19	Aug 31, 18	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	78,550.75	49,540.04	29,010.71
FSB Savings	16,083.03	16,034.92	48.11
Total Checking/Savings	94,633.78	65,574.96	29,058.82 ¹
Accounts Receivable			
Accounts Receivable	100,472.66	140,419.90	-39,947.24
Total Accounts Receivable	100,472.66	140,419.90	-39,947.24 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Dues and Subscriptions	806.65	2,529.64	-1,722.99
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	1,406.65	3,129.64	-1,722.99
Prepaid software support	3,478.63	142.09	3,336.54
Total Other Current Assets	4,885.28	3,271.73	1,613.55
Total Current Assets	199,991.72	209,266.59	-9,274.87
Fixed Assets			
Property and Equipment			
Accumulated Depreciation	-19,098.48	-30,383.48	11,285.00
Equipment Purchase			
Canon iPF760 Plotter	3,353.04	3,353.04	0.00
Lenova Think Server	3,983.04	3,983.04	0.00
Xerox Workcentre 7545P	0.00	11,285.00	-11,285.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
Total Equipment Purchase	19,098.48	30,383.48	-11,285.00
Total Property and Equipment	0.00	0.00	0.00
Total Fixed Assets	0.00	0.00	0.00
TOTAL ASSETS	199,991.72	209,266.59	-9,274.87
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
FSB Credit Card	362.89	3,323.58	-2,960.69
Total Credit Cards	362.89	3,323.58	-2,960.69

Strafford Regional Planning Commission
Balance Sheet
As of August 31, 2019

	Aug 31, 19	Aug 31, 18	\$ Change
Other Current Liabilities			
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	16,608.52	7,000.00	9,608.52 ⁵
FY19 Dues in Advance	0.00	97,540.61	-97,540.61
FY20 Dues in Advance	96,563.40	0.00	96,563.40
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	2,646.15	3,479.98	-833.83
Total Payroll Liabilities	2,676.54	3,510.37	-833.83
Total Other Current Liabilities	115,896.46	108,098.98	7,797.48
Total Current Liabilities	116,259.35	111,422.56	4,836.79
Long Term Liabilities			
Accrued expenses			
Accrued Payroll	21,136.80	21,569.67	-432.87
Accrued Vacation	22,216.21	17,888.47	4,327.74
Annual Audit Accrual	11,635.00	10,277.50	1,357.50
Total Accrued expenses	54,988.01	49,735.64	5,252.37 ⁶
Total Long Term Liabilities	54,988.01	49,735.64	5,252.37
Total Liabilities	171,247.36	161,158.20	10,089.16
Equity			
Retained Earnings	45,213.16	61,577.63	-16,364.47 ⁷
Net Income	-16,468.80	-13,469.24	-2,999.56
Total Equity	28,744.36	48,108.39	-19,364.03
TOTAL LIABILITIES & EQUITY	199,991.72	209,266.59	-9,274.87

JRC
9/16/19

Strafford Regional Planning Commission
Balance Sheet
As of August 31, 2019

1. Cash: August was a three payroll month both years. I believe the contract revenue in advance has primarily strengthened the cash position.
.....
2. Accounts Receivable: FY18 still had several communities with unpaid FY19 dues. All FY20 dues have been paid to date.
.....
3. Prepaids: ESRI Arc GIS license annual renewal paid in full for FY19.
.....
4. Accumulated Depreciation: Removed copier asset and associated depreciation for FY20. Copier was traded in toward new leased copier.
.....
5. Contract Revenue in Advance: BAR \$1758, NHCHF \$9850, ROC Sidewalks \$5000; prior year BCC \$7000
.....
6. Accrued Expenses: These are year-end journal entries reflecting adjustments to account for vacation accrued and wages paid for time crossing over fiscal years. These are adjusted annually at year end.
.....
7. Retained Earnings: The difference is the amount from previous fiscal year loss. (See Revised 6/30/16 financial reports)
.....

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**Strafford Regional Planning Commission
A/R Aging Summary
As of August 31, 2019**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
2000 LTA (Local Technical Assistance)	0.00	0.00	0.00	0.00	0.00	0.00
2500 MapGeo						
2506 MapGeo Lee	0.00	0.00	0.00	1,000.00 ¹	0.00	1,000.00
Total 2500 MapGeo	0.00	0.00	0.00	1,000.00	0.00	1,000.00
3400 Town of Durham						
3402 Wagon Hill Living Shoreline	658.75	0.00	0.00	0.00	0.00	658.75
Total 3400 Town of Durham	658.75	0.00	0.00	0.00	0.00	658.75
3500 Town of Farmington						
3501 FAR Circuit Rider	3,767.30	0.00	4,046.00 ²	0.00	0.00	7,813.30
3502 FAR Tax Map 18-19	0.00	0.00	2,587.50	0.00	0.00	2,587.50
3503 ADG Master Plan Support	2,456.42	0.00	0.00	0.00	0.00	2,456.42
Total 3500 Town of Farmington	6,223.72	0.00	6,633.50	0.00	0.00	12,857.22
4100 Town of Newmarket						
4102 NKT CY19 Tax Map	605.00	0.00	0.00	0.00	0.00	605.00
Total 4100 Town of Newmarket	605.00	0.00	0.00	0.00	0.00	605.00
4200 Town of Northwood						
4201 NOR Circuit Rider	2,527.25	0.00	0.00	0.00	0.00	2,527.25
Total 4200 Town of Northwood	2,527.25	0.00	0.00	0.00	0.00	2,527.25
4300 Town of Nottingham						
4301 NOT Circuit Rider	2,836.70	0.00	0.00	0.00	0.00	2,836.70
Total 4300 Town of Nottingham	2,836.70	0.00	0.00	0.00	0.00	2,836.70
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
5500 Mapping Projects						
5511 Karen Gould	0.00	0.00	0.00	0.00	165.00 ³	165.00
Total 5500 Mapping Projects	0.00	0.00	0.00	0.00	165.00	165.00
6000 Office of Strategic Initiatives						
6000.000 FY20 TBG	848.82	0.00	0.00	0.00	0.00	848.82
Total 6000 Office of Strategic Initiatives	848.82	0.00	0.00	0.00	0.00	848.82
6100 NH DES						
6100.000 Coastal 2020	1,363.90	0.00	0.00	0.00	0.00	1,363.90
Total 6100 NH DES	1,363.90	0.00	0.00	0.00	0.00	1,363.90
6500 DEPT OF SAFETY (OEM)						
6500.000 PDM 2017	1,500.00	0.00	0.00	0.00	0.00	1,500.00
Total 6500 DEPT OF SAFETY (OEM)	1,500.00	0.00	0.00	0.00	0.00	1,500.00
7000 ECONOMIC DEVELOPMENT ADMINISTRATION	2,006.42	0.00	0.00	0.00	0.00	2,006.42
8000 DOT UPWP 20_21						
8000.402.1 ROC Sidewalk Assessment	0.00	0.00	0.00	0.00	0.00	0.00

**Strafford Regional Planning Commission
A/R Aging Summary
As of August 31, 2019**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
8000 DOT UPWP 20_21 - Other	32,852.67	0.00	39,865.35	0.00	0.00	72,718.02
Total 8000 DOT UPWP 20_21	32,852.67	0.00	39,865.35	0.00	0.00	72,718.02
8100 RPC LTS - Traffic Stress Pilot	1,385.58	0.00	0.00	0.00	0.00	1,385.58
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	52,808.81	0.00	46,498.85	1,000.00	165.00	100,472.66

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9/16/19

Strafford Regional Planning Commission
A/R Aging Summary
As of August 31, 2019

1. Lee Map Geo: Reminder sent to Caren Rossi on 8/13/19. No response. I will send another reminder 9/10/19, request read receipt.
2. FAR Circuit Rider: Payment received and deposited in September.
3. Karen Gould: She continues to send me \$20 payments. I will send another statement 9/10/19.
4. DOT: The July request was approved by DOT later than normal. Payment received 9/11/19.

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Strafford Regional Planning Commission
Profit & Loss
 August 2019

09/16/19

Accrual Basis

	Aug 19	Aug 18	\$ Change
Ordinary Income/Expense			
Income			
SRPC Membership Dues	9,656.34	9,754.07	-97.73
SRPC Revenue			
Municipal and NonProfit Revenue			
DUR Wagon Hill Living Shoreline	658.75	0.00	658.75
FAR Circuit Rider	3,767.30	0.00	3,767.30
FAR Master Plan Support	2,456.42	0.00	2,456.42
FAR Tax Map Updates	0.00	1,944.73	-1,944.73
GIS Projects	0.00	112.50	-112.50
NDU GIS Buildout Analysis	0.00	562.50	-562.50
NHCHF Pathways to Play	4,260.49	0.00	4,260.49
NKT Tax Maps	605.00	0.00	605.00
Northwood Planning Services	2,527.25	1,933.31	593.94
NOT Circuit Rider	2,836.70	0.00	2,836.70
Nottingham RSMS	0.00	950.33	-950.33
UNH Lamprey River	0.00	1,006.25	-1,006.25
Municipal and NonProfit Revenue - Other	0.00	276.69	-276.69
Total Municipal and NonProfit Revenue	17,111.91	6,786.31	10,325.60
Total SRPC Revenue	17,111.91	6,786.31	10,325.60
Economic Development Revenue			
EDD Partnership Planning	3,072.56	0.00	3,072.56
Total Economic Development Revenue	3,072.56	0.00	3,072.56
State Award Revenue			
NHDES			
Coastal 2019	1,363.90	5,442.60	-4,078.70
Lee Floodplain Mapping	0.00	4,517.90	-4,517.90
Total NHDES	1,363.90	9,960.50	-8,596.60
OEM Haz Mit			
PDM 2016	0.00	3,875.00	-3,875.00
PDM 2017	1,500.00	0.00	1,500.00
Total OEM Haz Mit	1,500.00	3,875.00	-2,375.00
OEP Targeted Block	848.82	1,106.16	-257.34
Total State Award Revenue	3,712.72	14,941.66	-11,228.94
MPO Revenue			
FHWA MultiModal Pilot (Bike LTS)	1,731.97	0.00	1,731.97
NH DOT			
UPWP	36,502.97	61,512.66	-25,009.69

Strafford Regional Planning Commission
Profit & Loss
 August 2019

	Aug 19	Aug 18	\$ Change
Total NH DOT	36,502.97	61,512.66	-25,009.69
Total MPO Revenue	38,234.94	61,512.66	-23,277.72
Contra Income Cash Match			
DOT Cash Match			
402.1 ROC Match	-159.53	0.00	-159.53
DOT Cash Match - Other	-3,490.77	-6,151.27	2,660.50
Total DOT Cash Match	-3,650.30	-6,151.27	2,500.97
EDD Cash Match	-430.03	0.00	-430.03
RPC LTS Cash Match	-346.39	0.00	-346.39
Total Contra Income Cash Match	-4,426.72	-6,151.27	1,724.55
Contra Income InKind/Soft Match			
In-Kind Coastal Match	0.00	-1,323.96	1,323.96
In-Kind EDD Match	-636.11	0.00	-636.11
Total Contra Income InKind/Soft Match	-636.11	-1,323.96	687.85
Contract Overage	0.00	-255.39	255.39
Total Income	66,725.64	85,264.08	-18,538.44
Gross Profit	66,725.64	85,264.08	-18,538.44
Expense			
Personnel Expenses			
Salary and Wages	65,218.03	61,822.65	3,395.38
Payroll Expenses			
Dental insurance expense	284.76	278.34	6.42
Health incentive	121.10	0.00	121.10
Health Insurance expense	4,256.60	4,057.78	198.82
Life Insurance expense	94.60	91.60	3.00
LTD Insurance expense	48.30	48.48	-0.18
STD insurance expense	141.03	164.71	-23.68
Payroll Processing Fees	216.25	216.25	0.00
Pension expense	1,741.45	1,751.53	-10.08
Unemployment expense	276.09	240.25	35.84
Workers Compensation	86.01	145.34	-59.33
Payroll Taxes			
Medicare Expense	937.76	871.43	66.33
Social Security expense	4,009.78	3,726.13	283.65
Payroll Taxes - Other	-0.04	0.01	-0.05
Total Payroll Taxes	4,947.50	4,597.57	349.93

Stafford Regional Planning Commission
Profit & Loss
August 2019

	Aug 19	Aug 18	\$ Change
Total Payroll Expenses	12,213.69	11,591.85	621.84
Dues and Subscriptions	479.28	534.74	-55.46
Staff Training and Seminars	125.00	940.00	-815.00
Total Personnel Expenses	78,036.00	74,889.24	3,146.76
Equipment expense			
Copier Maintenance Contract	319.85	551.34	-231.49
Software expense			
ArcInfo/View software	425.00	532.00	-107.00
Grant Finder	0.00	82.92	-82.92
Office Software			
Adobe In Design	73.98	139.90	-65.92
Anti-virus software	34.38	45.76	-11.38
Constant Contact	40.50	0.00	40.50
Microsoft Office 365	155.00	0.00	155.00
Office operating software	0.00	84.34	-84.34
Total Office Software	303.86	270.00	33.86
Prezi	13.25	13.25	0.00
Total Software expense	742.11	898.17	-156.06
Traffic Count Expenses			
Traffic Count Police Detail	0.00	321.99	-321.99
Traffic counting supplies	0.00	782.53	-782.53
Total Traffic Count Expenses	0.00	1,104.52	-1,104.52
Total Equipment expense	1,061.96	2,554.03	-1,492.07
Fixed Expenses			
Insurance			
Liability Insurance	251.90	420.92	-169.02
Total Insurance	251.90	420.92	-169.02
Rent	2,500.00	2,500.00	0.00
Total Fixed Expenses	2,751.90	2,920.92	-169.02
Communications			
Postage and Delivery	17.99	15.99	2.00
Telephone			
Internet Communication Expense	0.00	114.00	-114.00
Telephone - Other	0.00	165.85	-165.85
Total Telephone	0.00	279.85	-279.85

Strafford Regional Planning Commission
Profit & Loss
August 2019

09/16/19

Accrual Basis

	Aug 19	Aug 18	\$ Change
Telephone and Internet	279.16	0.00	279.16
Total Communications	297.15	295.84	1.31
Administrative			
Library & Planning Books	0.00	54.95	-54.95
Meetings Expense			
Meetings Advertising Expense	126.76	0.00	126.76
Meetings Expense - Other	98.32	45.40	52.92
Total Meetings Expense	225.08	45.40	179.68
Office Expense	57.48	107.19	-49.71
Office Supplies			
Plotter Ink and Supplies	0.00	176.23	-176.23
Office Supplies - Other	363.95	0.00	363.95
Total Office Supplies	363.95	176.23	187.72
Printing and Reproduction	0.00	81.72	-81.72
Professional Fees			
Accounting, Audit	902.50	888.75	13.75
Total Professional Fees	902.50	888.75	13.75
Travel & Ent			
Travel	951.84	3,057.10	-2,105.26
Total Travel & Ent	951.84	3,057.10	-2,105.26
Total Administrative	2,500.85	4,411.34	-1,910.49
Contract Labor			
Financial Services	3,525.00	5,450.00	-1,925.00
IT and Network support	270.00	270.00	0.00
Other contract labor	0.00	1,155.00	-1,155.00
Pass Through Expense			
Consulting Engineering Services	0.00	11,396.11	-11,396.11
EPA Brownfields Consultants	77.25	0.00	77.25
Total Pass Through Expense	77.25	11,396.11	-11,318.86
Website maintenance and updates	3.90	3.90	0.00
Total Contract Labor	3,876.15	18,275.01	-14,398.86
Total Expense	88,524.01	103,346.38	-14,822.37
Net Ordinary Income	-21,798.37	-18,082.30	-3,716.07
Other Income/Expense			
Other Income			

Strafford Regional Planning Commission
Profit & Loss
August 2019

	Aug 19	Aug 18	\$ Change
Interest Income	29.58	19.30	10.28
Total Other Income	29.58	19.30	10.28
Net Other Income	29.58	19.30	10.28
Net Income	-21,768.79	-18,063.00	-3,705.79

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9/16/19

Strafford Regional Planning Commission
Profit & Loss
August 2019

1. Gross Profit: There were a lot of employee vacations in the month of August, and consequently fewer billable hours to UPWP. The EPA Brownfields \$798 invoice for August was voided. This grant runs out 9/30/19, and SRPC is coordinating with the consultant to avoid unnecessary budget modifications prior to the close out of the grant.

2. Travel: Colin attended the AMPO conference in the prior year. I don't believe anyone is scheduling to go this year.

3. Pass Through Expenses: All consultants were coded to Consulting Engineering. For FY20, new accounts have been added for each consultant to more closely monitor utilization. In the prior year, there was consulting costs associated with Lee Floodplain, which has since completed. In addition, the Brownfields consultant was much more active in the prior year. This project is now winding down (see note above under Gross Profit)

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Strafford Regional Planning Commission
Income by Customer
August 2019

Date	Name	Memo	Amount
2000 LTA (Local Technical Assistance)			
08/01/2019	2000 LTA (Local...	Dues 115876.06, LESS NOT, MIL, LEE, BRK=115876.06=9656.34 (Aug-Jun)	9,656.34
Total 2000 LTA (Local Technical Assistance)			9,656.34
3400 Town of Durham			
3402 Wagon Hill Living Shoreline			
08/31/2019	3400 Town of D...	August 2019 Living Shoreline Progress Billing	658.75
Total 3402 Wagon Hill Living Shoreline			658.75
Total 3400 Town of Durham			658.75
3500 Town of Farmington			
3501 FAR Circuit Rider			
08/31/2019	3500 Town of F...	Farmington Circuit Rider August 2019 Progress Billing	3,767.30
Total 3501 FAR Circuit Rider			3,767.30
3503 ADG Master Plan Support			
08/31/2019	3500 Town of F...	Progress Billing Farmington Master Plan Support - Jul through Aug 2019	2,456.42
Total 3503 ADG Master Plan Support			2,456.42
Total 3500 Town of Farmington			6,223.72
4100 Town of Newmarket			
4102 NKT CY19 Tax Map			
08/31/2019	4100 Town of N...	Newmarket Tax Map Progress Billing - June through August 2019	605.00
Total 4102 NKT CY19 Tax Map			605.00
Total 4100 Town of Newmarket			605.00
4200 Town of Northwood			
4201 NOR Circuit Rider			
08/31/2019	4200 Town of N...	August 2019 Northwood Circuit Rider Progress Billing	2,527.25
Total 4201 NOR Circuit Rider			2,527.25
Total 4200 Town of Northwood			2,527.25
4300 Town of Nottingham			
4301 NOT Circuit Rider			
08/31/2019	4300 Town of N...	Progress Billing - Nottingham Circuit Rider August 2019	2,836.70
Total 4301 NOT Circuit Rider			2,836.70
Total 4300 Town of Nottingham			2,836.70
5100 NHCHF			
5100.000 Pathways to Play			

**Strafford Regional Planning Commission
Income by Customer
August 2019**

Date	Name	Memo	Amount
08/31/2019	5100 NHCHF:5...	NHCHF Progress Billing August 2019	4,260.49
	Total 5100.000 Pathways to Play		4,260.49
	Total 5100 NHCHF		4,260.49
	6000 Office of Strategic Initiatives		
	6000.000 FY20 TBG		
08/31/2019	6000 Office of S...	TBG FY20-21 Progress Billing July-August 2019	848.82
	Total 6000.000 FY20 TBG		848.82
	Total 6000 Office of Strategic Initiatives		848.82
	6100 NH DES		
	6100.000 Coastal 2020		
08/31/2019	6100 NH DES:6...	Coastal 20 Progress Billing Jul-Aug 2019	1,363.90
	Total 6100.000 Coastal 2020		1,363.90
	Total 6100 NH DES		1,363.90
	6500 DEPT OF SAFETY (OEM)		
	6500.000 PDM 2017		
08/31/2019	6500 DEPT OF ...	Progress Billing Jul-Aug 2019	1,500.00
	Total 6500.000 PDM 2017		1,500.00
	Total 6500 DEPT OF SAFETY (OEM)		1,500.00
	7000 ECONOMIC DEVELOPMENT ADMINISTRATION		
08/31/2019	7000 ECONOMI...	ED19PHI3030072 Progress Billing - August 2019	3,072.56
08/31/2019	7000 ECONOMI...	See Detail Sheet	-430.03
08/31/2019	7000 ECONOMI...	InKind Match	-636.11
	Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION		2,006.42
	8000 DOT UPWP 20_21		
08/31/2019	8000 DOT UPW...	Progress Billing UPWP August 2019	36,502.97
08/31/2019	8000 DOT UPW...	10% Matching Funds - SRPC	-3,490.77
08/31/2019	8000 DOT UPW...	402.1 ROC Sidewalk Match	-159.53
	Total 8000 DOT UPWP 20_21		32,852.67
	8100 RPC LTS - Traffic Stress Pilot		
08/31/2019	8100 RPC LTS -...	LTS Traffic Stress Pilot Progress Billing August 2019	1,731.97
08/31/2019	8100 RPC LTS -...	Cash match FHWA Pilot Grant	-346.39
	Total 8100 RPC LTS - Traffic Stress Pilot		1,385.58
	TOTAL		66,725.64

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9/16/19*

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through August 2019

09/16/19

Accrual Basis

	Jul - Aug 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
SRPC Membership Dues	19,312.66	19,312.70	-0.04
SRPC Revenue			
Municipal and NonProfit Revenue			
Barrington Master Plan	547.94	0.00	547.94
DOV Recreation MP Chapter	0.00	1.00	-1.00
DUR Wagon Hill Living Shoreline	1,568.29	3,333.33	-1,765.04
FAR Circuit Rider	7,813.30	4,000.00	3,813.30
FAR Master Plan Support	2,456.42	1.00	2,455.42
FAR Tax Map Updates	3,034.95	0.00	3,034.95
GIS Projects	0.00	666.70	-666.70
NHCHF Pathways to Play	9,517.89	5,000.00	4,517.89
NKT Tax Maps	605.00	0.00	605.00
Northwood Planning Services	5,892.94	4,666.70	1,226.24
NOT Circuit Rider	5,001.40	1.00	5,000.40
Total Municipal and NonProfit Revenue	36,438.13	17,669.73	18,768.40
Total SRPC Revenue	36,438.13	17,669.73	18,768.40
Economic Development Revenue			
EDD Partnership Planning	3,072.56	23,333.30	-20,260.74
EPA Brownfields	9,795.01	6,933.33	2,861.68
EPA Environmental Justice	0.00	1.00	-1.00
Total Economic Development Revenue	12,867.57	30,267.63	-17,400.06
State Award Revenue			
NHDES			
Coastal 2019	1,363.90	0.00	1,363.90
Coastal 2020	0.00	4,166.70	-4,166.70
DOV Coastal Resilience	0.00	1.00	-1.00
Durham Groundwater Modeling	0.00	9,285.50	-9,285.50
Local Source Water 2020	0.00	3,818.19	-3,818.19
PSM18	0.00	333.31	-333.31
Watershed PRB	0.00	2,495.00	-2,495.00
Total NHDES	1,363.90	20,099.70	-18,735.80
OEM Haz Mit			
PDM 2017	1,500.00	666.67	833.33
Total OEM Haz Mit	1,500.00	666.67	833.33
OEP Targeted Block	848.82	1,010.10	-161.28
Total State Award Revenue	3,712.72	21,776.47	-18,063.75
MPO Revenue			

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through August 2019

	Jul - Aug 19	Budget	\$ Over Budget
FHWA MultiModal Pilot (Bike LTS)	8,412.94	2,680.32	5,732.62
NH DOT			
ROC Sidewalk Assessment	0.00	3,333.34	-3,333.34
UPWP	80,797.80	92,203.00	-11,405.20
Total NH DOT	80,797.80	95,536.34	-14,738.54
Total MPO Revenue	89,210.74	98,216.66	-9,005.92
Contra Income Cash Match			
DOT Cash Match			
402.1 ROC Match	-1,501.39	-3,333.34	1,831.95
DOT Cash Match - Other	-6,578.39	-8,470.30	1,891.91
Total DOT Cash Match	-8,079.78	-11,803.64	3,723.86
EDD Cash Match	-430.03	-2,500.00	2,069.97
RPC LTS Cash Match	-1,682.59	-566.68	-1,115.91
Total Contra Income Cash Match	-10,192.40	-14,870.32	4,677.92
Contra Income InKind/Soft Match			
DUR Wagon Hill Soft Match	0.00	-666.67	666.67
In-Kind Coastal Match	0.00	-2,083.30	2,083.30
In-Kind EDD Match	-636.11	-9,166.70	8,530.59
In-Kind HazMit Match	0.00	-166.67	166.67
PRB IK Match	0.00	-998.30	998.30
Total Contra Income InKind/Soft Match	-636.11	-13,081.64	12,445.53
Contract Overage	-447.45	0.00	-447.45
Total Income	150,265.86	159,291.23	-9,025.37
Gross Profit	150,265.86	159,291.23	-9,025.37
Expense			
Personnel Expenses			
Salary and Wages	105,977.57	99,294.63	6,682.94
Payroll Expenses			
Dental insurance expense	569.52	584.50	-14.98
Health incentive	5,433.70	5,097.00	336.70
Health Insurance expense	8,513.20	8,521.30	-8.10
Life Insurance expense	183.60	166.00	17.60
LTD Insurance expense	95.94	95.30	0.64
STD insurance expense	275.82	321.50	-45.68
Payroll Processing Fees	415.75	433.30	-17.55
Pension expense	2,877.85	2,978.92	-101.07
Unemployment expense	552.18	552.20	-0.02

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through August 2019

	Jul - Aug 19	Budget	\$ Over Budget
Workers Compensation	172.02	231.30	-59.28
Payroll Taxes			
Medicare Expense	1,598.33	1,439.77	158.56
Social Security expense	6,834.24	6,155.90	678.34
Payroll Taxes - Other	-0.04	0.00	-0.04
Total Payroll Taxes	8,432.53	7,595.67	836.86
Total Payroll Expenses	27,522.11	26,576.99	945.12
Dues and Subscriptions	823.28	736.80	86.48
Staff Training and Seminars	770.00	833.30	-63.30
Total Personnel Expenses	135,092.96	127,441.72	7,651.24
Equipment expense			
Copier Maintenance Contract	639.70	639.70	0.00
Software expense			
ArclInfo/View software	850.00	850.00	0.00
Office Software			
Adobe In Design	206.89	139.90	66.99
Anti-virus software	68.76	53.70	15.06
Constant Contact	81.00	81.00	0.00
DropBox	119.88	99.00	20.88
Microsoft Office 365	310.00	250.00	60.00
Total Office Software	786.53	623.60	162.93
Prezi	26.50	0.00	26.50
Transcad software/maintenance	0.00	200.00	-200.00
Total Software expense	1,663.03	1,673.60	-10.57
Traffic Count Expenses			
Traffic counting supplies	266.72	1,500.00	-1,233.28
Total Traffic Count Expenses	266.72	1,500.00	-1,233.28
Total Equipment expense	2,569.45	3,813.30	-1,243.85
Fixed Expenses			
Insurance			
Liability Insurance	710.66	842.70	-132.04
Total Insurance	710.66	842.70	-132.04
Office Vehicle Lease & Maint	0.00	4,350.00	-4,350.00
Rent	5,000.00	5,000.00	0.00
Total Fixed Expenses	5,710.66	10,192.70	-4,482.04

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July through August 2019

09/16/19

Accrual Basis

	Jul - Aug 19	Budget	\$ Over Budget
Communications			
Office Telephone System	0.00	8,960.00	-8,960.00 ⁶
Postage and Delivery	35.98	66.70	-30.72
Telephone and Internet	556.15	555.00	1.15
Total Communications	592.13	9,581.70	-8,989.57
Administrative			
Meetings Expense			
Meetings Advertising Expense	131.76	0.00	131.76
Meetings Expense - Other	-382.08	227.24	-609.32
Total Meetings Expense	-250.32	227.24	-477.56 ⁷
Office Expense	154.57	216.70	-62.13
Office Supplies			
Plotter Ink and Supplies	193.51	0.00	193.51
Office Supplies - Other	527.12	600.00	-72.88
Total Office Supplies	720.63	600.00	120.63
Printing and Reproduction	0.00	27.15	-27.15
Professional Fees			
Accounting, Audit	1,970.00	1,777.50	192.50
Legal Fees	0.00	166.70	-166.70
Total Professional Fees	1,970.00	1,944.20	25.80
Travel & Ent			
Travel	2,734.49	1,666.70	1,067.79
Total Travel & Ent	2,734.49	1,666.70	1,067.79 ⁸
Total Administrative	5,329.37	4,681.99	647.38
Contract Labor			
Financial Services	8,387.50	10,000.00	-1,612.50
IT and Network support	540.00	706.70	-166.70
Pass Through Expense			
DUR Groundwater Consultant	0.00	7,420.20	-7,420.20 ⁹
EPA Brownfields Consultants	8,515.64	6,666.67	1,848.97
PRB Consultants	0.00	1,430.00	-1,430.00
Total Pass Through Expense	8,515.64	15,516.87	-7,001.23
Website maintenance and updates	47.79	0.00	47.79
Total Contract Labor	17,490.93	26,223.57	-8,732.64
Total Expense	166,785.50	181,934.98	-15,149.48

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through August 2019

	<u>Jul - Aug 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Net Ordinary Income	-16,519.64	-22,643.75	6,124.11
Other Income/Expense			
Other Income			
Interest Income	50.84	16.70	34.14
Total Other Income	50.84	16.70	34.14
Net Other Income	50.84	16.70	34.14
Net Income	<u>-16,468.80</u>	<u>-22,627.05</u>	<u>6,158.25</u>

DRAFT

Jmc
9/16/19

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through August 2019**

1. Municipal Revenue: Barrington Master Plan was extended to 12/31/19; SRPC has received the signed Dover Rec MP Chapter contract \$24,900; Farmington Master Plan was doubtful when the budget was prepared and SRPC did receive the signed contract \$7,500 and an additional contract for Tax Map Updates \$2,587; Newmarket Tax Map update was an unanticipated contract that has been acquired \$1,800; Nottingham circuit rider was doubtful when the budget was prepared but SRPC has received the signed contract \$28,000.
2. EDA: Grant was received later than anticipated. SRPC has accepted the award and sent the first invoice for August.
3. State Awards-DES: DOV Resilience and Durham Groundwater Modeling contracts have not been received yet. Local Source Water - Kyle is in the process of getting a Newmarket project approved by DES. Watershed PRB has a request for additional funds in process and needs that funding to determine new suitable sites to move the project forward.
4. Personnel: Salary increases to better align with industry standards by position/title, two interns this fiscal year only one intern previous year.
5. Vehicle Lease not done yet
6. Office telephone system not done yet
7. Meeting Expenses: Annual dinner cost in prior fiscal year, annual dinner sales in this fiscal year
8. Travel: Increases in circuit rider contracts and summer season work
9. DUR Groundwater Consultant: have not gotten the contract yet

DRAFT

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

September 20, 2019

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

RE: September 2019 Minor Revisions to the 2019-2022 TIP

Dear Mr. Watson:

The Strafford Metropolitan Planning Organization (SMPO) staff has received a request to approve the September 2019 Minor Revisions to the approved Strafford Metropolitan Planning Organization's 2019-2022 Transportation Improvement Program (TIP).

The following information is in the Strafford MPO Prospectus that was revised and adopted on January 19, 2018 at the Strafford MPO Policy Committee Meeting:

In the Strafford MPO the Executive Director has the authority to review Administrative Modification and/or Informational Revisions. The Executive Director may request the advice of members of the MPO Technical Advisory Committee to complete this review. The Executive Director may make recommendations to the Executive Committee for their concurrence or non-concurrence with Administrative Modifications and/or Informational revisions and for a procedural change from Administrative Modification and/or Informational Revisions to Amendment. The Executive Director will issue a letter to the NHDOT indicating their decision. Copies of these letters will be provided to members of the TAC and MPO.

Based on these procedures, the Executive Director recommends the approval of the following Administrative Modifications to the 2019-2022 TIP as proposed.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Czysz".

Jennifer Czysz
Executive Director
Strafford Regional Planning Commission

September 2019 TIP Minors

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2019-2022 SRPC Transportation Improvement Program

Minor Revision

9/9/2019

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

DURHAM 16254

Towns: DURHAM
 Road: US 4 / NH 108
 Scope: Signalize intersection of US 4 westbound off ramp with NH 108
 Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$27,500		\$0	\$0	\$27,500
ROW	2019	\$27,500		\$0	\$0	\$27,500
ROW	2020	\$16,921		\$0	\$0	\$16,921
CON	2020	\$564,025		\$0	\$0	\$564,025

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$27,500		\$0	\$0	\$27,500
ROW	2020	\$40,000		\$0	\$0	\$40,000
CON	2020	\$671,908		\$0	\$0	\$671,908

Change Notes

NHDOT Description of Changes

SRPC Notes

Dynamic message sign being added to the project scope to advise US4 travelers about weather and traffic incidents. Increased CON funds by \$93,500

Funding Sources

FHWA

- Equity Bonus
- National Highway System
- STP-5 to 200K
- STP-Areas Less Than 200K
- STP-State Flexible

NHDOT

- Toll Credit

PROGRAM BRDG-T1/2-M&P

Towns: Statewide
 Road: Tier 1-2 Bridges
 Scope: Maintenance & preservation of tier 1 & 2 bridges.
 Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,145,000		\$0	\$0	\$1,145,000
PE	2020	\$100,000		\$0	\$0	\$100,000
PE	2021	\$200,000		\$0	\$0	\$200,000
PE	2022	\$100,000		\$0	\$0	\$100,000
ROW	2019	\$25,000		\$0	\$0	\$25,000
ROW	2020	\$25,000		\$0	\$0	\$25,000
ROW	2021	\$25,000		\$0	\$0	\$25,000
ROW	2022	\$25,000		\$0	\$0	\$25,000
CON	2019	\$9,150,000		\$0	\$0	\$9,150,000
CON	2020	\$8,000,000		\$0	\$0	\$8,000,000
CON	2021	\$7,900,000		\$0	\$0	\$7,900,000
CON	2022	\$8,000,000		\$0	\$0	\$8,000,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,145,000		\$0	\$0	\$1,145,000
PE	2020	\$100,000		\$0	\$0	\$100,000
PE	2021	\$200,000		\$0	\$0	\$200,000
PE	2022	\$200,000		\$0	\$0	\$200,000
ROW	2019	\$25,000		\$0	\$0	\$25,000
ROW	2020	\$25,000		\$0	\$0	\$25,000
ROW	2021	\$25,000		\$0	\$0	\$25,000
ROW	2022	\$25,000		\$0	\$0	\$25,000
CON	2019	\$10,000,000		\$0	\$0	\$10,000,000
CON	2020	\$8,000,000		\$0	\$0	\$8,000,000
CON	2021	\$7,900,000		\$0	\$0	\$7,900,000
CON	2022	\$7,050,000		\$0	\$0	\$7,050,000

Change Notes

NHDOT Description of Changes

SRPC Notes

The program is being adjusted to accommodate necessary decreases in children project fund amounts. No Specific projects affected in the Strafford region.

Funding Sources

FHWA

STP-State Flexible

NHDOT

Toll Credit

PROGRAM HSIP

Towns: Statewide

Road: Various

Scope: HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,000,000		\$0	\$0	\$1,000,000
PE	2020	\$500,000		\$0	\$0	\$500,000
PE	2021	\$750,000		\$0	\$0	\$750,000
PE	2022	\$500,000		\$0	\$0	\$500,000
ROW	2019	\$150,000		\$0	\$0	\$150,000
ROW	2020	\$150,000		\$0	\$0	\$150,000
ROW	2021	\$150,000		\$0	\$0	\$150,000
ROW	2022	\$150,000		\$0	\$0	\$150,000
CON	2019	\$8,362,151		\$0	\$0	\$8,362,151
CON	2020	\$9,059,081		\$0	\$0	\$9,059,081
CON	2021	\$8,809,081		\$0	\$0	\$8,809,081
CON	2022	\$9,059,081		\$0	\$0	\$9,059,081
OTHER	2019	\$200,000		\$0	\$0	\$200,000
OTHER	2020	\$200,000		\$0	\$0	\$200,000
OTHER	2021	\$200,000		\$0	\$0	\$200,000
OTHER	2022	\$200,000		\$0	\$0	\$200,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,450,000		\$0	\$0	\$1,450,000
PE	2020	\$500,000		\$0	\$0	\$500,000
PE	2021	\$300,000		\$0	\$0	\$300,000
PE	2022	\$500,000		\$0	\$0	\$500,000
ROW	2019	\$150,000		\$0	\$0	\$150,000
ROW	2020	\$150,000		\$0	\$0	\$150,000
ROW	2021	\$150,000		\$0	\$0	\$150,000
ROW	2022	\$150,000		\$0	\$0	\$150,000
CON	2019	\$8,700,000		\$0	\$0	\$8,700,000
CON	2020	\$9,059,081		\$0	\$0	\$9,059,081
CON	2021	\$8,471,232		\$0	\$0	\$8,471,232
CON	2022	\$9,059,081		\$0	\$0	\$9,059,081
OTHER	2019	\$270,000		\$0	\$0	\$270,000
OTHER	2020	\$200,000		\$0	\$0	\$200,000
OTHER	2021	\$130,000		\$0	\$0	\$130,000
OTHER	2022	\$200,000		\$0	\$0	\$200,000

Change Notes

NHDOT Description of Changes

SRPC Notes

The program is being adjusted to accommodate necessary decreases in children project fund amounts. Minor does not include changes to projects in Barrington, Durham, Farmington, Rochester.

Funding Sources

FHWA

Highway Safety Improvement Program (HSIP)

STP-State Flexible

NHDOT

Toll Credit

PROGRAM PAVE-T1-RESURF

Towns: Statewide

Road: Tier 1 Highways

Scope: Resurface Tier 1 Highways

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$600,000		\$0	\$0	\$600,000
PE	2020	\$300,000		\$0	\$0	\$300,000
PE	2021	\$300,000		\$0	\$0	\$300,000
PE	2022	\$300,000		\$0	\$0	\$300,000
CON	2019	\$12,000,000		\$0	\$0	\$12,000,000
CON	2020	\$12,250,000		\$0	\$0	\$12,250,000
CON	2021	\$12,250,000		\$0	\$0	\$12,250,000
CON	2022	\$12,250,000		\$0	\$0	\$12,250,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$525,000		\$0	\$0	\$525,000
PE	2020	\$375,000		\$0	\$0	\$375,000
PE	2021	\$300,000		\$0	\$0	\$300,000
PE	2022	\$300,000		\$0	\$0	\$300,000
CON	2019	\$17,000,000		\$0	\$0	\$17,000,000
CON	2020	\$12,250,000		\$0	\$0	\$12,250,000
CON	2021	\$12,000,000		\$0	\$0	\$12,000,000
CON	2022	\$10,000,000		\$0	\$0	\$10,000,000

Change Notes

NHDOT Description of Changes

SRPC Notes

The program is being adjusted to accommodate necessary decreases in children project fund amounts. Funding allocated to NHDOT maintenance districts and general statewide programmatic. No specific projects in the Strafford region.

Funding Sources

FHWA

STP-State Flexible

NHDOT

Toll Credit

PROGRAM PAVE-T2-RESURF

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

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,190,000		\$0	\$0	\$1,190,000
PE	2020	\$1,000,000		\$0	\$0	\$1,000,000
PE	2021	\$800,000		\$0	\$0	\$800,000
PE	2022	\$800,000		\$0	\$0	\$800,000
ROW	2020	\$25,000		\$0	\$0	\$25,000
ROW	2021	\$25,000		\$0	\$0	\$25,000
ROW	2022	\$25,000		\$0	\$0	\$25,000
CON	2019	\$11,560,000	\$6,000,000		\$0	\$17,560,000
CON	2020	\$9,525,000	\$6,000,000		\$0	\$15,525,000
CON	2021	\$13,550,000	\$6,000,000		\$0	\$19,550,000
CON	2022	\$13,550,000	\$6,000,000		\$0	\$19,550,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$1,190,000		\$0	\$0	\$1,190,000
PE	2020	\$1,000,000		\$0	\$0	\$1,000,000
PE	2021	\$800,000		\$0	\$0	\$800,000
PE	2022	\$800,000		\$0	\$0	\$800,000
ROW	2020	\$25,000		\$0	\$0	\$25,000
ROW	2021	\$25,000		\$0	\$0	\$25,000
ROW	2022	\$25,000		\$0	\$0	\$25,000
CON	2019	\$19,800,000	\$6,000,000		\$0	\$25,800,000
CON	2020	\$13,285,000	\$6,000,000		\$0	\$19,285,000
CON	2021	\$10,550,000	\$6,000,000		\$0	\$16,550,000
CON	2022	\$7,550,000	\$6,000,000		\$0	\$13,550,000

Change Notes

NHDOT Description of Changes

SRPC Notes

The program is being adjusted to accommodate necessary decreases in children project fund amounts. Funding allocated to NHDOT maintenance districts and general programmatic. No specific projects affected in the Strafford region.

Funding Sources

FHWA

STP-State Flexible

NHDOT

Betterment

Toll Credit

PROGRAM TA

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

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$358,400		\$0	\$89,600	\$448,000
PE	2020	\$252,760		\$0	\$63,190	\$315,950
PE	2021	\$252,760		\$0	\$63,190	\$315,950
PE	2022	\$252,760		\$0	\$63,190	\$315,950
ROW	2019	\$102,120		\$0	\$25,530	\$127,650
ROW	2020	\$102,120		\$0	\$25,530	\$127,650
ROW	2021	\$102,120		\$0	\$25,530	\$127,650
ROW	2022	\$102,120		\$0	\$25,530	\$127,650
CON	2019	\$2,158,720		\$0	\$539,680	\$2,698,400
CON	2020	\$2,158,720		\$0	\$539,680	\$2,698,400
CON	2021	\$2,158,720		\$0	\$539,680	\$2,698,400
CON	2022	\$2,158,720		\$0	\$539,680	\$2,698,400
OTHER	2019	\$4,000		\$0	\$1,000	\$5,000
OTHER	2020	\$40,000		\$0	\$10,000	\$50,000
OTHER	2021	\$40,000		\$0	\$10,000	\$50,000
OTHER	2022	\$40,000		\$0	\$10,000	\$50,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2019	\$358,400		\$0	\$89,600	\$448,000
PE	2020	\$252,760		\$0	\$63,190	\$315,950
PE	2021	\$244,760		\$0	\$61,190	\$305,950
PE	2022	\$172,000		\$0	\$43,000	\$215,000
ROW	2019	\$102,120		\$0	\$25,530	\$127,650
ROW	2020	\$102,120		\$0	\$25,530	\$127,650
ROW	2021	\$110,120		\$0	\$27,530	\$137,650
ROW	2022	\$102,120		\$0	\$25,530	\$127,650
CON	2019	\$2,158,720		\$0	\$539,680	\$2,698,400
CON	2020	\$2,198,720		\$0	\$549,680	\$2,748,400
CON	2021	\$2,198,720		\$0	\$549,680	\$2,748,400
CON	2022	\$2,279,480		\$0	\$569,870	\$2,849,350
OTHER	2019	\$4,000		\$0	\$1,000	\$5,000

Change Notes

NHDOT Description of Changes

SRPC Notes

Dover 40437 CON moving from 2019 to 2020 - no funding change. Durham 41369 shifting \$16901 of PE \$ from 2019 to 2020. Somersworth 41363: CON funds increased from \$871,500 to \$895,902 and shift from 2020 to 2021.

Funding Sources

FHWA

TAP - Transportation Alternatives

NHDOT

Toll Credit

OTHER

Other

Strafford Regional Planning Commission

FY2021 Draft Dues

To be reviewed by the Executive Committee on 9/20/19 for adoption by the full Commission on September 26, 2019

Community	2017 Population Estimates Source: NH OSI	2018 Population Estimates Source: NH OSI	FY2020 Per Capita Rate for up to 5,000 Population	FY2020 Per Capita Rate for above 5,000 Population	FY2020 Approved Dues (Based off of 2017 Pop Estimates)	FY2021 Per Capita Rate for up to 5,000 Population using 1.8% CPI Increase	FY2021 Per Capita Rate for above 5,000 Population using 1.8% CPI Increase	FY2021 Proposed Dues (Based off of 2018 Pop Estimates)	Dues Change from FY2020- FY2021
Dover	30,817	31,326	\$1.2254	\$0.5780	\$21,049.13	\$1.2475	\$0.5884	\$21,727.51	\$678.38
Rochester	30,224	30,809	\$1.2254	\$0.5780	\$20,706.38	\$1.2475	\$0.5884	\$21,423.31	\$716.92
Durham	16,439	15,946	\$1.2254	\$0.5780	\$12,738.80	\$1.2475	\$0.5884	\$12,678.02	-\$60.78
Somersworth	11,751	11,848	\$1.2254	\$0.5780	\$10,029.19	\$1.2475	\$0.5884	\$10,266.79	\$237.60
Newmarket	9,358	9,455	\$1.2254	\$0.5780	\$8,646.06	\$1.2475	\$0.5884	\$8,858.76	\$212.70
Barrington	8,922	9,060	\$1.2254	\$0.5780	\$8,394.05	\$1.2475	\$0.5884	\$8,626.35	\$232.29
Farmington	6,847	6,902	\$1.2254	\$0.5780	\$7,194.73	\$1.2475	\$0.5884	\$7,356.59	\$161.87
Wakefield	5,087	5,141	\$1.2254	\$0.5780	\$6,177.47	\$1.2475	\$0.5884	\$6,320.43	\$142.97
Nottingham	5,035	5,099	\$1.2254	\$0.5780	\$6,147.41	\$1.2475	\$0.5884	\$6,295.72	\$148.31
Milton	4,578	4,620	\$1.2254		\$5,610.05	\$1.2475		\$5,763.42	\$153.38
Lee	4,369	4,421	\$1.2254		\$5,353.93	\$1.2475		\$5,515.17	\$161.24
Northwood	4,240	4,283	\$1.2254		\$5,195.85	\$1.2475		\$5,343.02	\$147.17
Strafford	4,085	4,142	\$1.2254		\$5,005.91	\$1.2475		\$5,167.12	\$161.21
New Durham	2,613	2,636	\$1.2254		\$3,202.06	\$1.2475		\$3,288.39	\$86.33
Rollinsford	2,547	2,579	\$1.2254		\$3,121.19	\$1.2475		\$3,217.29	\$96.10
Middleton	1,796	1,807	\$1.2254		\$2,200.88	\$1.2475		\$2,254.22	\$53.34
Madbury	1,807	1,826	\$1.2254		\$2,214.36	\$1.2475		\$2,277.92	\$63.56
Brookfield	713	725	\$1.2254		\$873.74	\$1.2475		\$904.43	\$30.70
TOTALS	151,228	152,625			\$ 133,861.18			\$137,284.46	\$3,423.28

FY2021 per capita rate is the FY2020 per capita rate with **1.8%** increase for June 2018 to June 2019 CPI change

Sources:

<http://www.bls.gov/news.release/pdf/cpi.pdf>

<https://www.nh.gov/osi/data-center/population-estimates.htm>

Annual Grant and Contract Authorization
Fiscal Year 2020

On an annual basis the Executive Committee should affirm, or reaffirm, that the Executive Director is authorized to file applications, sign contracts and implement the annual work program.

Proposed Motion:

THAT the Executive Director, or in his/her absence, the acting Executive Director, be authorized to file applications with federal, state and local governmental units and other agencies to implement the F' 2020 work program of the Commission, and to execute agreements to receive funds for such purposes.

CERTIFICATE OF VOTE

I, C. Thomas Crosby, Jr., Secretary/Treasurer of the Strafford Regional Planning Commission, do hereby certify that:

- 1) I am the duly elected Secretary/Treasurer;
- 2) At the meeting held on September 20, 2019, the Strafford Regional Planning Commission voted to authorize the Executive Director, and in his/her absence the acting Executive Director, to sign & execute any contracts for SRPC;
- 3) This authorization has not been revoked, annulled, or amended in any manner whatsoever, and remains in full force and effect as of the date hereof; and
- 4) The following person has been appointed to and now occupies the office indicated in (2) above: Executive Director Jennifer Czysz

IN WITNESS WHEREOF, I have hereunto set my hand as the Secretary/Treasurer of the Strafford Regional Planning Commission,

this ____ day of _____, 2019.

C. Thomas Crosby Jr., Secretary/Treasurer

STATE OF NEW HAMPSHIRE
County of Strafford

On this the ____ day of _____, 2019, before me

_____ the undersigned officer, personally appeared C. Thomas Crosby, Jr., who acknowledged him/herself to be the Secretary/Treasurer of the Strafford Regional Planning Commission being authorized so to do, executed the foregoing instrument for the purpose therein contained.

In witness whereof, I have set my hand and official seal.

Notary Public

Commission Expiration Date:
(Seal)

Strafford Regional Planning Commission
Balance Sheet
 As of June 30, 2019

REVISED FYE 19

	Jun 30, 19
ASSETS	
Current Assets	
Checking/Savings	
FSB Checking	71,573.76
FSB Savings	16,074.85
Total Checking/Savings	87,648.61
Accounts Receivable	
Accounts Receivable	142,717.92 ¹
Total Accounts Receivable	142,717.92
Other Current Assets	
Prepaid Expenses	
Prepaid Dues and Subscriptions	1,494.73
Prepaid training	600.00
Total Prepaid Expenses	2,094.73
Prepaid software support	4,542.89
Undeposited Funds	7,449.60
Total Other Current Assets	14,087.22
Total Current Assets	244,453.75
Fixed Assets	
Property and Equipment	
Accumulated Depreciation	-19,098.48 ²
Equipment Purchase	
Canon iPF766 Plotter	3,353.04
Lenova Think Server	3,983.04
Equipment Purchase - Other	11,762.40
Total Equipment Purchase	19,098.48 ³
Total Property and Equipment	0.00
Total Fixed Assets	0.00
TOTAL ASSETS	244,453.75
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
FSB Credit Card	82.91 ⁴
Total Credit Cards	82.91

Strafford Regional Planning Commission
Balance Sheet
As of June 30, 2019

	Jun 30, 19
Other Current Liabilities	
Benefits payable	
Simple IRA payable	48.00
Total Benefits payable	48.00
Contract Revenue In Advance	26,674.35
FY20 Dues in Advance	115,876.06 ⁵
Payroll Liabilities	
FUTA	30.41
Social Security Payable	-0.02
Payroll Liabilities - Other	2,510.87
Total Payroll Liabilities	2,541.26
Total Other Current Liabilities	145,139.67
Total Current Liabilities	145,222.58 ⁶
Long Term Liabilities	
Accrued expenses	
Accrued Payroll	21,136.80
Accrued Vacation	22,216.21
Annual Audit Accrual	10,665.00
Total Accrued expenses	54,018.01
Total Long Term Liabilities	54,018.01
Total Liabilities	199,240.59
Equity	
Retained Earnings	61,577.63
Net Income	-16,364.47 ⁷
Total Equity	45,213.16
TOTAL LIABILITIES & EQUITY	244,453.75

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Accrual Basis

Strafford Regional Planning Commission
Balance Sheet
As of June 30, 2019

1. Accounts Receivable: Prior was \$148,327.98. Credit memo issued for Milton dues \$5,610.05.
2. Accumulated Depreciation: Prior was \$30,383.48. Reduced for elimination of old copier \$11,285.00.
3. Equipment: Prior was \$30,383.48. Reduced for elimination of old copier \$11,285.00.
4. FSB Credit Card: Prior was \$112.90. Removed Microsoft auto payment from credit card register. Debits checking \$30.00 already accounted for in checking register.
5. FY20 Dues in Advance: Prior \$121,486.11. Reduced by credit memo issued to Milton \$5,610.05.
6. Total Current Liabilities: Prior \$154,183.49. In addition to changes mentioned above, Accounts Payable was eliminated \$3,320.86. Erroneously posted rent and insurances in wrong month.
7. Net Income: Prior (\$19,715.32). Removal of Microsoft \$30, and accounts payable \$3,320.86.

DRAFT

**Strafford Regional Planning Commission
 Profit & Loss Budget vs. Actual
 July 2018 through June 2019**

REVISED FYE 19

	Jul '18 - Jun 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
SRPC Membership Dues	117,048.75	117,049.00	-0.25
SRPC Revenue			
Municipal and NonProfit Revenue			
Barrington Master Plan	6,537.38	8,844.00	-2,306.62
BCC Barrington Conservation	7,303.07	7,000.00	303.07
DUR Wagon Hill Living Shoreline	2,107.31	0.00	2,107.31
FAR Circuit Rider	7,460.55	0.00	7,460.55
FAR Tax Map Updates	1,944.73	1,700.00	244.73
GIS Projects	859.50	5,800.00	-4,940.50
MapGeo Subscriptions	6,334.00	4,000.00	2,334.00
NDU GIS Buildout Analysis	1,490.26	1,465.00	25.26
NHCHF Pathways to Play	10,631.94	15,000.00	-4,368.06
Northwood Planning Services	28,401.90	24,000.00	4,401.90
Nottingham RSMS	9,679.85	9,558.00	121.85
ROC Technical Services	500.00	500.00	0.00
UNH Lamprey River	2,355.87	1,871.00	484.87
Municipal and NonProfit Revenue - Other	1,711.54	0.00	1,711.54
Total Municipal and NonProfit Revenue	87,317.90	79,738.00	7,579.90
Total SRPC Revenue	87,317.90	79,738.00	7,579.90
Economic Development Revenue			
EDD Partnership Planning	0.00	35,000.00	-35,000.00
EPA Brownfields	52,180.97	63,320.00	-11,139.03
Total Economic Development Revenue	52,180.97	98,320.00	-46,139.03
State Award Revenue			
NHDES			
Coastal 2018	2,140.91	0.00	2,140.91
Coastal 2019	25,846.03	12,500.00	13,346.03
Coastal Resilience Grant	462.31	2,000.00	-1,537.69
Durham Groundwater Modeling	0.00	33,200.00	-33,200.00
Lee Floodplain Mapping	41,526.24	25,090.00	16,436.24
PSM18	4,228.39	4,500.00	-271.61
Watershed PRB	21,776.42	30,450.00	-8,673.58
Total NHDES	95,980.30	107,740.00	-11,759.70
OEM Haz Mit			
Haz Mit with Towns	0.00	6,000.00	-6,000.00
PDM 2016	4,375.00	4,375.00	0.00
PDM 2017	18,701.09	15,000.00	3,701.09
Total OEM Haz Mit	29,076.09	25,375.00	3,701.09

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2018 through June 2019

09/16/19

Accrual Basis

	Jul '18 - Jun 19	Budget	\$ Over Budget
OEP Targeted Block	11,328.34	11,111.00	217.34
Total State Award Revenue	136,384.73	144,226.00	-7,841.27
MPO Revenue			
FHWA MultiModal Pilot (Bike LTS	11,571.61	13,885.00	-2,313.39
NH DOT			
CTAP CommuteSMART	11,182.73	6,939.00	4,243.73
UPWP	578,849.98	520,418.00	58,431.98
Total NH DOT	590,032.71	527,357.00	62,675.71
Total MPO Revenue	601,604.32	541,242.00	60,362.32
Miscellaneous Income	2,462.20	2,392.00	70.20
Contra Income Cash Match			
DOT Cash Match	-57,824.38	0.00	-57,824.38
RPC LTS Cash Match	-2,314.32	0.00	-2,314.32
Total Contra Income Cash Match	-65,362.36	0.00	-65,362.36
Contra Income InKind/Soft Match			
In-Kind Coastal Match	-9,946.51	0.00	-9,946.51
In-Kind HazMit Match	-5,576.09	0.00	-5,576.09
Total Contra Income InKind/Soft Match	-39,816.22	0.00	-39,816.22
Contract Overage	-3,530.56	0.00	-3,530.56
Total Income	888,289.73	982,967.00	-94,677.27
Gross Profit	888,289.73	982,967.00	-94,677.27
Expense			
Personnel Expenses			
Salary and Wages	524,066.92	530,121.00	-6,054.08
Payroll Expenses			
Dental insurance expense	3,225.91	3,433.00	-207.09
Health incentive	3,452.08	4,540.00	-1,087.92
Health Insurance expense	46,744.33	50,046.00	-3,301.67
Life Insurance expense	1,078.00	1,068.00	10.00
LTD Insurance expense	582.33	743.00	-160.67
STD insurance expense	1,966.08	2,099.00	-132.92
Payroll Processing Fees	2,258.25	2,250.00	8.25
Pension expense	15,250.22	15,604.00	-353.78
Unemployment expense	3,098.04	2,883.00	215.04
Workers Compensation	1,388.02	1,744.00	-355.98
Payroll Taxes			

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2018 through June 2019

09/16/19

Accrual Basis

	Jul '18 - Jun 19	Budget	\$ Over Budget
Medicare Expense	7,418.06	0.00	7,418.06
Social Security expense	31,718.56	0.00	31,718.56
Payroll Taxes - Other	0.01	40,554.00	-40,553.99
Total Payroll Taxes	39,136.63	40,554.00	-1,417.37
Total Payroll Expenses	118,179.89	124,964.00	-6,784.11
Dues and Subscriptions	5,302.09	5,500.00	-197.91
Staff Training and Seminars	4,905.00	5,000.00	-95.00
Total Personnel Expenses	652,453.90	665,585.00	-13,131.10
Equipment expense			
Computer Supplies	294.41	0.00	294.41
Copier Maintenance Contract	4,348.06	4,348.00	0.06
Office furniture			
Computer equipment	765.00	0.00	765.00
Office furniture - Other	40.28	1,765.00	-1,724.72
Total Office furniture	805.28	1,765.00	-959.72
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	294.00	-294.00
Total Other Equipment Repair and Cost	0.00	294.00	-294.00
Software expense			
ArcInfo/View software	5,424.00	6,384.00	-960.00
Grant Finder	165.84	0.00	165.84
Office Software			
Adobe In Design	1,748.80	0.00	1,748.80
Anti-virus software	435.40	0.00	435.40
MapGeo Software	6,000.00	0.00	6,000.00
Microsoft Office 365	405.00	0.00	405.00
Office operating software	4,650.76	0.00	4,650.76
Sonic Wall Remote Access	375.00	0.00	375.00
Office Software - Other	0.00	8,090.00	-8,090.00
Total Office Software	13,614.96	8,090.00	5,524.96
Prezi	159.00	0.00	159.00
Transportation Software	1,200.00	1,200.00	0.00
Total Software expense	20,731.69	15,674.00	5,057.69
Traffic Count Expenses			
Traffic Count Police Detail	847.98	0.00	847.98
Traffic counting supplies	2,292.79	0.00	2,292.79
Traffic Count Expenses - Other	0.00	3,228.00	-3,228.00

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget
Total Traffic Count Expenses	3,140.77	3,228.00	-87.23
Total Equipment expense	29,320.21	25,309.00	4,011.21
Fixed Expenses			
Insurance			
Liability Insurance	5,051.00	5,051.00	0.00
Total Insurance	5,051.00	5,051.00	0.00
Rent	30,000.00	30,000.00	0.00
Total Fixed Expenses	35,051.00	35,051.00	0.00
Communications			
Postage and Delivery	402.88	780.00	-377.12
Telephone			
Internet Communication Expense	1,026.00	1,368.00	-342.00
Telephone - Other	2,419.42	2,040.00	379.42
Total Telephone	3,445.42	3,408.00	37.42
Total Communications	3,848.30	4,188.00	-339.70
Administrative			
Bank Service Charges	1.48	0.00	1.48
Interest Expense			
Finance Charge	4.33	0.00	4.33
Total Interest Expense	4.33	0.00	4.33
Library & Planning Books	1,834.45	2,000.00	-165.55
Meetings Expense			
Meetings Advertising Expense	375.28	0.00	375.28
Meetings Expense - Other	2,585.07	2,175.00	410.07
Total Meetings Expense	2,960.35	2,175.00	785.35
Office Expense	956.03	1,300.00	-343.97
Office Supplies			
Plotter Ink and Supplies	176.23	0.00	176.23
Office Supplies - Other	1,163.16	2,520.00	-1,356.84
Total Office Supplies	1,339.39	2,520.00	-1,180.61
Printing and Reproduction	1,218.42	1,200.00	18.42
Professional Fees			
Accounting, Audit	10,665.00	10,665.00	0.00
Legal Fees	300.00	1,000.00	-700.00

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget
Total Professional Fees	10,965.00	11,665.00	-700.00
Travel & Ent			
Travel	14,358.54	0.00	14,358.54
Travel & Ent - Other	0.00	18,000.00	-18,000.00
Total Travel & Ent	14,358.54	18,000.00	-3,641.46
Total Administrative	33,657.99	38,860.00	-5,202.01
Contract Labor			
Financial Services	45,645.00	54,600.00	-8,955.00
GIS Contract Support	0.00	1,155.00	-1,155.00
IT and Network support	3,881.25	3,390.00	491.25
Other contract labor	3,355.00	0.00	3,355.00
Pass Through Expense			
Consulting Engineering Services	76,839.63	132,410.00	-55,570.37
Total Pass Through Expense	76,839.63	132,410.00	-55,570.37
Traffic Model Assistance	20,775.68	20,795.00	-19.32
Website maintenance and updates			
Website and logo design	0.00	47.00	-47.00
Website maintenance and updates - Other	113.22	0.00	113.22
Total Website maintenance and updates	113.22	47.00	66.22
Total Contract Labor	150,609.78	212,397.00	-61,787.22
Total Expense	904,941.18	981,390.00	-76,448.82
Net Ordinary Income	-16,651.45	1,577.00	-18,228.45
Other Income/Expense			
Other Income			
Interest Income	286.98	100.00	186.98
Total Other Income	286.98	100.00	186.98
Net Other Income	286.98	100.00	186.98
Net Income	-16,364.47	1,677.00	-18,041.47

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