

# STRAFFORD

Regional Planning Commission

## SRPC EXECUTIVE COMMITTEE MEETING

January 19, 2024, 8:00 a.m. to 9:00 a.m.

Hybrid Meeting (Conference Rm 1A & via Zoom)

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

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

**Meeting ID:** 849 0577 8392

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

These instructions have also been provided at [www.strafford.org](http://www.strafford.org). If anybody is unable to access the meeting, please email [mtaylorfetter@strafford.org](mailto:mtaylorfetter@strafford.org) or call 603-994-3500 (x115).

Agenda Item	Time	Notes
1) Welcome and Introductions	8:00-8:05	N/A
2) Action Items (Motions Required/Requested) a) Approval of the December 15, 2023 Minutes b) Acceptance of the Draft Nov. Financials c) Recommend approval of the Mid-Year Budget Amendment	8:05-8:40	Refer to the enclosed memo and attachments.
3) Updates and Discussion Items a) Awards, Contracts, and General Business b) January Monthly Minors	8:40-8:50	Refer to the enclosed memo and attachments.
4) Other Business	8:50-8:55	N/A
5) Adjourn	9:00	N/A

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

### STRAFFORD REGIONAL PLANNING COMMISSION

150 Wakefield Street, Suite 12, Rochester, NH 03867

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



## **RULES OF PROCEDURE**

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

### **Meeting Etiquette**

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

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

Do not interrupt others or start talking before someone finishes.

Do not engage in cross talk.

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

Active participation is encouraged from all members.

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

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

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

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



**DATE:** January 12, 2023  
**TO:** Executive Committee Members  
**FROM:** Jen Czysz, Executive Director  
**RE:** Director's Report for the January 19, 2023 Meeting

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The following notes correspond to individual agenda items for discussion.

## **2b. Accept the Draft November Financials**

*Balance Sheet:* Account balances continue to be lower than we would like at this point in the year. The checking and savings are slightly improved from September and October (up about \$13,000). New on the Assets, under prepaid expenses, is that our Property and Liability (P & L) now must be paid annually instead of monthly.

*Accounts Receivable:* Of the \$148,178 due at the end of November, \$95,409 was the current month's invoice. Another \$2,293 was received in November, leaving a past due balance of \$50,475. DOT again is running behind in reimbursements and accounts for 40,264 of the outstanding balance.

*Profit and Loss:* November saw a small healthy gain of \$12,193, continuing an upward trend. Year-to-date, we continue to run at a net loss, at the end of November -\$29,394. Factors that continue to impact the profit and loss include not achieving billable targets for the UPWP and high indirect rates. We will see an increased loss in December due to a three payroll month, holidays, and vacation.

*Income by Customer:* as previously noted, managers have been emphasizing increased billable hours. November we were able to bill \$124,592 against contracts, up a few hundred from November. Similar to the note above under the profit and loss, December's billables while higher because we could invoice 3 pay periods, is not as high as it would otherwise be given task-based billing (that does not capture the 3<sup>rd</sup> pay period) and holidays and vacations that reduced billable hours.

## **2c. Draft Mid-Year Budget Amendments**

Minor adjustments have been made since the draft reviewed in December. Overall, the working mid-year budget has been updated to reflect changes to current projects, including reconciling actual amounts carried forward from prior years or final contract amounts set after the budget was adopted. Additionally, the revenue table includes any new projects that came on line after the budget was adopted. Changes to expenses, adjust for actual staffing levels – adjusted schedules for current staff members and interns. As well as associated changes to benefits and software subscriptions. Additionally, IT costs are adjusted to reflect current estimates for server replacement and cloud migration.



**3b. Awards, Contracts and General Business Update**

*Awards and Contracts:* Please refer to the table of pending and recently awarded grants and contracts at the end of this memo.

*Indirect Rate:* As of July 1, 2023 SRPC’s approved indirect cost rate is 111.63%. As of the end of November, we are down from a high of 125.4% in September to 116.6% at the end of November.

*November 2024 Dues (FY24 YTD):*

<b>Income:</b>	
FY24 Dues Paid	\$57,857.68
<b>Total Income</b>	<b>\$57,857.68</b>

<b>Expenses:</b>	
Planning Salaries	\$2,999.66
Dues and Subscriptions	\$50.25
Staff Training	\$60.00
Equipment Depreciation	\$1,447.46
Vehicle Interest	\$91.84
Bank Fees	\$15.00
Interest Expense	\$5.24
Meeting Expense	-\$795.61
Office Expense	\$57.58
Travel	\$276.47
Indirect (111.63%)	\$3,348.52
<b>Total SRPC Expenses</b>	<b>\$7,556.41</b>

<b>Cash Match:</b>	
UPWP	\$22,117.41
EDA	\$5,562.25
Coastal	\$1,819.79
LSWP	\$405.56
GSCH	\$1,877.04
CommuteSmart	\$255.55
ROC Recreation Chapter	\$1,658.86
<b>Total Cash Match</b>	<b>\$33,696.46</b>

<b>Contract Overages:</b>	
<b>Total Contract Overages</b>	

<b>Total Expenses</b>	<b>\$41,252.87</b>
<b>Dues Remaining</b>	<b>\$16,604.81</b>

**NEXT MEETING: February 16, 2023, 8 AM. – 9:00 A.M.**

## Proposals and Grant Applications Tracking

Title	Funder	Funding Year(s)	Award \$	Dues \$	Application Status	Contract Status	Description
Safe Streets for All ( <b>Region</b> Wide)	FHWA	FY2024-2025	\$50,000	\$13,750	Awarded	In Process	Working in collaboration with NH's MPOs to develop action plans that would make municipalities eligible for the Safe Streets for all implementation grants.
<b>Newmarket</b> Form Based Zoning Code Implementation	Newmarket/Invest NH	FY2024	\$92,500		Awarded	Complete	SRPC will partner and contract with Ivy Vann Town Planning (\$73,000) to conduct community engagement and develop a form based code for Newmarket's town center
Town of <b>Milton</b> Nitrogen Source Identification Plans	NHDES CWSRF	FY2024	\$100,000		Awarded	Contract Forthcoming	Develop a plan for total nitrogen source reductions, from both point source and non-point sources, for the duration of the Great Bay Total Nitrogen General Permit.
<b>Somersworth</b> Early Learning Center YMCA Renovations	NHCDFR CDBG	FY2024-2025	\$30,000		Awarded	Contract Forthcoming	SRPC would serve as the grant administrator to the City and their subrecipient, the Granite YMCA, who would renovate the existing child care facility to increase capacity. SRPC's admin and grant writing fee is \$30,000 and the \$470,000 balance for construction and improvement costs.
<b>New Durham</b> Contract Planner	New Durahm	FY2025			Submitted	NA- App Pending	Provide contract town planner services including plan review and staff support to the planning board
<b>Northwood</b> Septic System Database	NHDES LSWP	FY2025	\$29,937		Awarded	Contract Forthcoming	Create a septic system database for several existing water systems
<b>Durham</b> Wagon Hill Living Shorelines Phase 2	NFWF	FY2024-2025	\$15,870		Awarded	In Process	Durham is the primary applicant working with NHDES and project partners and seeks to install Phase II of the Living Shoreline at Wagon Hill Farm in Durham, NH. SRPC's role in the project would be to assist with outreach and engagement.
Climate Resilience <b>Regional</b> Challenge	NOAA	FY2025-2030	\$1,375,000		Invited to Submit Full App	NA- App Pending	Building capacity and fostering the conditions which support the ability to prepare for, withstand, and recover forward from shocks and stressors. NHDES is the applicant. SRPC would receive a subaward funding 1 FTE for 5 years.
Sunrise Lake Watershed Plan Implementation ( <b>Middleton</b> )	NH DES 319	FY2025	\$50,000		Submitted	NA- App Pending	Implement four structural BMPs and one non-structural BMP identified in the Sunrise Lake Management Plan
Cocheco River Management Plan ( <b>Dover, Farmington, Middleton, New Durham and Rochester</b> )	NHDES 604(b)	FY2025	\$30,000		Submitted	NA- App Pending	Development and adoption of a River Corridor Management Plan

Title	Funder	Funding Year(s)	Award \$	Dues \$	Application Status	Contract Status	Description
<b>Farmington</b> Stormwater Drainage Study Update (Year 2)	Great Bay 2030	FY2024-2025	\$90,000		Submitted	NA- App Pending	Update Farmington's Stormwater Drainage Study to incorporate new data, evaluate the performance of the existing drainage system, and prioritize infrastructure improvement projects.
Installation of Signage Throughout <b>Watershed</b> (Year 2)	Great Bay 2030	FY2024-2025	\$59,720		Submitted	NA- App Pending	Improve public understanding of how local rivers/streams connect to the larger Great Bay estuary system through the installation of educational signage throughout the watershed.
<b>Milton</b> Three Ponds Watershed Management Plan (Year 2)	Great Bay 2030	FY2024-2025	\$90,000		Submitted	NA- App Pending	Development of a watershed-based management plan for Milton Three Ponds to identify and manage environmental stressors impacting water quality and usage of the ponds.
Transformative Planning Grant ( <b>Region Wide</b> )	NHC DFA	FY2024-2025	\$20,000		In Development	NA- App Pending	Develop community-level strategies and planning activities that lead to the development of new project(s) that increase the housing supply
Coastal Flood Risk Summary ( <b>Region Wide</b> )	NHDES/NOAA	FY2024-26	\$7,500		In Development	NA- App Pending	Assist NHDES in an advisory and network partner role to update the Coastal Flood Risk Summary
<b>New Durham</b> Master Plan Update	Invest NH	FY2024	\$25,000		Awarded	In Process	Update Housing and Land Use chapters of Master Plan
<b>Dover</b> Regulatory Audit and Development of Land Use Policies	Invest NH	FY2024	\$53,706		Submitted	NA- App Pending	Audit the City's Land Use Regulations and Ordinances and prepare recommended amendments to meet housing goals and objectives

Application/Proposal Status	Total Award \$	Pass Through Amt	Net SRPC Funding	# of Applications
Awarded	\$343,307	\$73,000	\$270,307	7
Submitted	\$373,426	\$77,000	\$296,426	7
Invited to Submit Full App	\$1,375,000		\$1,375,000	1
In Development	\$27,500		\$27,500	2
<b>Grand Total</b>	<b>\$2,119,233</b>	<b>\$150,000</b>	<b>\$1,969,233</b>	<b>17</b>

# STRAFFORD

Regional Planning Commission

**Strafford Regional Planning Commission  
Executive Committee Meeting  
University of New Hampshire Campus  
Holloway Commons-Lamprey Room  
December 15, 2023  
Meeting Minutes**

## **1. Welcome/Introductions**

Chair Dave Landry called the meeting to order at 8:05 A.M.

**Members attending in person:** Dave Landry, Dover; Peter Nelson, Newmarket; Joe Boudreau, Rochester; Michael Bobinsky, Somersworth

**Additional Commissioners attending in person:** John Mullen, Middleton; Mark Richardson, Somersworth

**There was no remote option for this meeting.**

**Staff attending in person:** Jen Czysz, Megan Taylor-Fetter

## **2. Action Items**

### **a. Approval of the November 17, 2023 minutes.**

D. Landry motioned to approve the minutes of November 17, 2023 as presented. M. Bobinsky seconded the motion. The motion passed with a unanimous vote in favor.

### **b. Acceptance of the Draft October 2023 financials.**

J. Czysz stated that the financials are being presented a month behind. A draft of the November financials will be available soon. J. Czysz summarized the financials as follows:

Balance Sheet: Account balances continue to be lower than we would like at this point in the year. The checking and savings held close to constant between September and October. Looking ahead at preliminary figures for the November Statements, bank balances are climbing upward, from about \$91,000 at Oct. 31, 2023 to \$104,00 as of Nov. 30, 2023.

Accounts Receivable: Of the \$217,302 due at the end of October, \$87,473 was the current month's invoices. Another \$112,415 was received in November, leaving a past due balance of \$17,414. All instances of previously delayed reimbursements have been reconciled as of November.

Profit and Loss: October saw a small net gain of \$3,185, starting an upward trend. Year-to-date, we continue to run at a net loss, at the end of October -\$45,163. Factors that continue to impact the profit and loss include not achieving billable targets for the UPWP and high indirect rates.

Income by Customer: as previously noted, managers have been emphasizing increased billable hours. October we were able to bill \$124,197 against contracts. November preliminary results are consistent with this amount despite 3 holidays

and vacation days. Comparatively August and September were \$105,433 and \$107,390 respectively.

A positive is that grants will be submitted soon. Hours spent on grants burn the indirect rate.

After a brief discussion, J. Boudreau motioned to accept the October 2023 financials. P. Nelson seconded the motion. With a unanimous vote in favor, the motion passed.

### **3. Updates and Discussion Items**

#### **a. Draft Mid-Year Budget Amendments**

J. Czysz stated that the working mid-year budget has been updated to reflect changes to current projects, including reconciling actual amounts carried forward from prior years or final contract amounts set after the budget was adopted. Additionally, the revenue table includes any new projects that came online after the budget was adopted. Changes to expenses, adjust for actual staffing levels – adjusted schedules for current staff members and interns. As well as associated changes to benefits and software subscriptions. Additionally, IT costs are adjusted to reflect current estimates for server replacement and cloud migration.

J. Czysz stated that a revised draft will be presented to the Committee in January then to the Commission for approval.

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

J. Czysz reviewed the Proposals and grant applications with the committee.

#### **c. December Monthly Minors**

C. Lentz reviewed the December minors and stated that there are funding changes for the Dover/South Berwick project due to inflation.

### **4. Other Business**

There was no other business

### **5. Adjourn**

M. Bobinsky motioned to adjourn. D. Landry seconded the motion. With a unanimous vote in favor, the meeting adjourned at 8:55 AM

**Strafford Regional Planning Commission**  
**Balance Sheet**  
As of November 30, 2023

	Nov 30, 23	Nov 30, 22	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
FSB Checking	60,699.06	148,610.30	-87,911.24
FSB Savings	43,249.40	82,149.64	-38,900.24
<b>Total Checking/Savings</b>	<b>103,948.46</b>	<b>230,759.94</b>	<b>-126,811.48</b> <sup>1</sup>
<b>Accounts Receivable</b>			
Accounts Receivable	148,177.79	138,006.81	10,170.98
<b>Total Accounts Receivable</b>	<b>148,177.79</b>	<b>138,006.81</b>	<b>10,170.98</b> <sup>2</sup>
<b>Other Current Assets</b>			
<b>Prepaid Expenses</b>			
Prepaid Dues and Subscriptions	2,635.57	2,023.71	611.86
Prepaid Insurance (P & L)	4,602.50	0.00	4,602.50 <sup>3</sup>
Prepaid training	600.00	600.00	0.00
<b>Total Prepaid Expenses</b>	<b>7,838.07</b>	<b>2,623.71</b>	<b>5,214.36</b>
Prepaid software support	4,387.44	3,420.85	966.59 <sup>4</sup>
Undeposited Funds	38,796.99	3,749.38	35,047.61 <sup>5</sup>
<b>Total Other Current Assets</b>	<b>51,022.50</b>	<b>9,793.94</b>	<b>41,228.56</b>
<b>Total Current Assets</b>	<b>303,148.75</b>	<b>378,560.69</b>	<b>-75,411.94</b>
<b>Fixed Assets</b>			
<b>Right of Use Asset - Building</b>			
Accumulated Amortization - Buil	-65,571.86	-25,761.00	-39,810.86
Right of Use Asset - Building - Ot...	112,410.00	112,410.00	0.00
<b>Total Right of Use Asset - Building</b>	<b>46,838.14</b>	<b>86,649.00</b>	<b>-39,810.86</b> <sup>6</sup>
<b>Vehicles</b>			
Vehicle Accumulated Depreciatio	-20,075.41	-14,339.53	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
<b>Total Vehicles</b>	<b>2,867.94</b>	<b>8,603.82</b>	<b>-5,735.88</b> <sup>7</sup>
<b>Property and Equipment</b>			
Accumulated Depreciation	-17,192.90	-15,745.44	-1,447.46
<b>Equipment Purchase</b>			
AI Traffic Counter	9,830.00	0.00	9,830.00
Pyro Traffic Count System	7,540.00	0.00	7,540.00
Lenova Think Server	3,983.04	3,983.04	0.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
<b>Total Equipment Purchase</b>	<b>33,115.44</b>	<b>15,745.44</b>	<b>17,370.00</b>

**Strafford Regional Planning Commission**  
**Balance Sheet**  
As of November 30, 2023

	Nov 30, 23	Nov 30, 22	\$ Change
Total Property and Equipment	15,922.54	0.00	15,922.54 <sup>8</sup>
Total Fixed Assets	65,628.62	95,252.82	-29,624.20
<b>TOTAL ASSETS</b>	<b>368,777.37</b>	<b>473,813.51</b>	<b>-105,036.14</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
FSB Credit Card	790.31	416.76	373.55
Total Credit Cards	790.31	416.76	373.55
<b>Other Current Liabilities</b>			
FY24 Dues in Advance	80,979.69	0.00	80,979.69
Building Lease Liab Current	16,683.33	16,129.83	553.50
FY23 Dues in Advance	0.00	75,909.30	-75,909.30
Current Portion of Lease Payabl	2,579.58	2,849.26	-269.68
<b>Benefits payable</b>			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	31,333.62	25,139.91	6,193.71 <sup>9</sup>
<b>Payroll Liabilities</b>			
FSA Payable	-560.00	0.00	-560.00 <sup>10</sup>
FUTA	30.41	30.41	0.00
Medicare payable	0.06	-0.04	0.10
Social Security Payable	-0.02	0.00	-0.02
Payroll Liabilities - Other	831.14	1,027.30	-196.16
Total Payroll Liabilities	301.59	1,057.67	-756.08
Total Other Current Liabilities	131,925.81	121,133.97	10,791.84
Total Current Liabilities	132,716.12	121,550.73	11,165.39
<b>Long Term Liabilities</b>			
Building Lease Liab Non Current	31,868.00	60,268.00	-28,400.00
Lease Payable - Ford Motor Cred	0.00	4,673.84	-4,673.84 <sup>11</sup>
<b>Accrued expenses</b>			
Accrued Payroll	20,053.38	51,939.13	-31,885.75
Accrued Vacation	42,764.92	42,091.38	673.54
Annual Audit Accrual	3,000.00	14,666.69	-11,666.69
Total Accrued expenses	65,818.30	108,697.20	-42,878.90 <sup>12</sup>
Total Long Term Liabilities	97,686.30	173,639.04	-75,952.74

1:37 PM

12/19/23

Accrual Basis

**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of November 30, 2023**

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	<u>Nov 30, 23</u>	<u>Nov 30, 22</u>	<u>\$ Change</u>
<b>Total Liabilities</b>	230,402.42	295,189.77	-64,787.35
<b>Equity</b>			
<b>Retained Earnings</b>	167,769.00	176,019.32	-8,250.32 <sup>13</sup>
<b>Net Income</b>	-29,394.05	2,604.42	-31,998.47
<b>Total Equity</b>	138,374.95	178,623.74	-40,248.79
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>368,777.37</u></u>	<u><u>473,813.51</u></u>	<u><u>-105,036.14</u></u>

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**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of November 30, 2023**

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1. Checking: In the current fiscal year, total gross profit (after cash and in-kind match) increased approximately \$27,000, while expenses increased by approximately \$63,000. There have also been cash outlays of approximately \$9,200 in prepaid expenses that were paid in full to the vendor, but are being expensed monthly on the profit and loss statement. These factors coupled with the decrease in indirect cost reimbursement (116.97% to 111.63%) and slower receipt of NHDOT payments, have contributed to a decrease in cash on hand.

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

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3. Prepaid Insurance: In the prior year, and through August of the current year, monthly payments were made to Primex for Property and Liability Insurance. In September, we were instructed that effective January 1, 2024, Primex will no longer accept monthly payments. As a result, the Property and Liability Insurance balance was paid in full for FY24, and a monthly entry is being made to record monthly Property and Liability Insurance expense.

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4. Prepaid Software: New website plug-ins, social media tools, and ArcGIS plug-ins have been added (Trimble, Audio Eye, Buffer, Community Viz).

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5. Undeposited Funds: Payments received in the current month, but were actually deposited the following month.

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6. Right of Use Asset: Effective for fiscal year 2022, a new Government Accounting method was introduced, called GASB 87. It requires total lease payments to be recorded as a liability, and a monthly expense is recorded as Amortization (previously Rent expense). The balance on the Balance Sheet reflects the Amortization expense accumulated during fiscal year 2022 through July 2023. The Amortization for this fiscal year is recorded at \$2,341.39 for July, and \$2,341.87 per month for the remainder of the fiscal year. See Amortization on the Profit and Loss report for further information.

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7. Vehicle: The vehicle was purchased in June of 2020. Depreciation is accumulated monthly, over 48 months, at a rate of \$477.99 per month. Balance sheet items continue to accumulate from year to year, so this fiscal year's balance for Accumulated Depreciation is from the start of the lease through the current month.

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8. Equipment Purchase: The FY23 audit resulted in traffic count equipment being reclassified from the profit and loss as an expense, to the balance sheet as two separate assets, AI Traffic Counter and Pyro Traffic Count System. The cost for these items is being recorded monthly to the profit and loss statement as depreciation expense over a five-year period. This equipment was paid for by NHDOT, so the depreciation expense is not reimbursable.

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9. Contract Revenue in Advance: Current year balance = ROC RFP \$3,923, Housing Navigator \$19,866, EDA \$7,545. Advances are deposited to savings. Invoices are billed monthly to income on the profit and loss, applied to reduce the Contract Revenue in Advance balance, and those amounts earned are then transferred to the checking account.

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10. FSA Payable: The current year balance reflects the amounts withheld from employees and paid out for employee FSA eligible medical expenses. The negative balance indicates that SRPC has currently paid out more than what has been withheld to date.

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11. Long-Term Liabilities: Building Lease Liab Non Current and Lease Payable-Ford Motor Credit reflect the remainder of the lease liability for the rented office space, and the amount of lease payments due on the transit, to be paid in future fiscal years. Lease payments expected to be paid in the current fiscal year are reflected in the Other Current Liabilities section of the Balance Sheet. The final lease payment on the vehicle is May, 2024.

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**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of November 30, 2023**

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**12.** Accrued Expenses: These amounts are adjusted at year-end and reflect wages paid in FY24 worked in FY23 and half of the Paid Time Off (PTO) hours accrued by staff at 6/30/23. The annual audit accrual is the FY23 audit charge, as stated in the FY23 audit engagement letter. These amounts will be updated again at year-end as part of the FY24 close-out.

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

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## Strafford Regional Planning Commission A/R Aging Summary As of November 30, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>2000 LTA (Local Technical Assistance)</b>						
<b>2100 Dues</b>						
2109 Town of Milton dues	0.00	0.00	0.00	0.00	5,591.27	5,591.27
<b>Total 2100 Dues</b>	0.00	0.00	0.00	0.00	5,591.27	5,591.27
<b>2200 PLUR Books</b>						
2209 Town of Milton PLUR	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 2200 PLUR Books</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>2000 LTA (Local Technical Assistance) - Ot...</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 2000 LTA (Local Technical Assistance)</b>	0.00	0.00	0.00	0.00	5,591.27	5,591.27
<b>3100 Town of Barrington</b>						
3104 Barrington MP-Housing	2,833.48	0.00	0.00	0.00	0.00	2,833.48
<b>Total 3100 Town of Barrington</b>	2,833.48	0.00	0.00	0.00	0.00	2,833.48
<b>3500 Town of Farmington</b>						
3507 FAR HOP Grant	8,009.06	0.00	0.00	0.00	0.00	8,009.06
3501 FAR Circuit Rider	4,436.63	0.00	0.00	0.00	0.00	4,436.63
<b>Total 3500 Town of Farmington</b>	12,445.69	0.00	0.00	0.00	0.00	12,445.69
<b>4100 Town of Newmarket</b>						
4106 NKT MP Other	1,309.63	0.00	0.00	0.00	0.00	1,309.63
4105 NKT HOP1 MP Housing	2,173.50	0.00	0.00	0.00	0.00	2,173.50
<b>Total 4100 Town of Newmarket</b>	3,483.13	0.00	0.00	0.00	0.00	3,483.13
<b>4200 Town of Northwood</b>						
4201 NOR Circuit Rider	3,619.54	0.00	0.00	0.00	0.00	3,619.54
<b>Total 4200 Town of Northwood</b>	3,619.54	0.00	0.00	0.00	0.00	3,619.54
<b>4300 Town of Nottingham</b>						
4301 NOT Circuit Rider	1,082.45	0.00	0.00	0.00	0.00	1,082.45
<b>Total 4300 Town of Nottingham</b>	1,082.45	0.00	0.00	0.00	0.00	1,082.45
<b>4400 City of Rochester</b>						
4403 ROC Rec MP	2,530.59	1,946.00	0.00	0.00	0.00	4,476.59
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 4400 City of Rochester</b>	2,530.59	1,946.00	0.00	0.00	0.00	4,476.59
<b>4600 City of Somersworth</b>						

## Strafford Regional Planning Commission A/R Aging Summary As of November 30, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
4605 SOM MP & Audit	3,166.00	0.00	0.00	0.00	0.00	3,166.00
<b>Total 4600 City of Somersworth</b>	<b>3,166.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,166.00</b>
4700 Town of Strafford						
4701 Strafford Circuit Rider	2,493.05	0.00	0.00	0.00	0.00	2,493.05
<b>Total 4700 Town of Strafford</b>	<b>2,493.05</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,493.05</b>
4800 Town of Wakefield						
4803 WAK NBRC Union Hotel Grant Admin	0.00	0.00	0.00	0.00	519.86	519.86
4801 Wakefield Circuit Rider	1,202.50	0.00	0.00	0.00	0.00	1,202.50
<b>Total 4800 Town of Wakefield</b>	<b>1,202.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>519.86</b>	<b>1,722.36</b>
5150 GSCH						
5151 Creating Age Friendly Communities	0.00	1,129.89	0.00	0.00	0.00	1,129.89
<b>Total 5150 GSCH</b>	<b>0.00</b>	<b>1,129.89</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,129.89</b>
5201 UNH						
5208 UNH PREPA LEE NRI	1,471.32	0.00	0.00	0.00	0.00	1,471.32
5207 UNH PREPA DOV NRI	1,217.83	0.00	0.00	0.00	0.00	1,217.83
<b>Total 5201 UNH</b>	<b>2,689.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,689.15</b>
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
6000 Business and Economic Affairs						
6004 FY2024-2025 TBG	2,262.18	2,293.47	0.00	0.00	0.00	4,555.65
<b>Total 6000 Business and Economic Affairs</b>	<b>2,262.18</b>	<b>2,293.47</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,555.65</b>
6100 NH DES						
6104 Coastal 24	860.59	0.00	0.00	0.00	0.00	860.59
6305 LSWP NKT SWP-359	6,596.51	0.00	0.00	0.00	0.00	6,596.51
6151 PSM Flood Smart Seacoast	702.53	0.00	0.00	0.00	0.00	702.53
<b>Total 6100 NH DES</b>	<b>8,159.63</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,159.63</b>
6500 DEPT OF SAFETY (OEM)						
6502 BRIC DUR MID MIL NOT STR	2,130.00	0.00	0.00	0.00	0.00	2,130.00
<b>Total 6500 DEPT OF SAFETY (OEM)</b>	<b>2,130.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,130.00</b>
6600 CDFA-CDBG Grant Administration						
6602 CDBG Gafney Home	1,570.13	1,023.83	0.00	0.00	0.00	2,593.96
<b>Total 6600 CDFA-CDBG Grant Administration</b>	<b>1,570.13</b>	<b>1,023.83</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,593.96</b>

**Strafford Regional Planning Commission  
A/R Aging Summary  
As of November 30, 2023**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
<b>7100 EPA</b>						
7111 Brownfields 24-28	2,260.62	0.00	0.00	0.00	0.00	2,260.62
<b>Total 7100 EPA</b>	2,260.62	0.00	0.00	0.00	0.00	2,260.62
<b>8000 DOT UPWP</b>						
8002 UPWP 24-25	42,724.82	40,264.09	0.00	0.00	0.00	82,988.91
<b>Total 8000 DOT UPWP</b>	42,724.82	40,264.09	0.00	0.00	0.00	82,988.91
<b>8100 COAST</b>	756.42	0.00	0.00	0.00	0.00	756.42
<b>DOT_UPWP 2010-2011</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>95,409.38</b>	<b>46,657.28</b>	<b>0.00</b>	<b>0.00</b>	<b>6,111.13</b>	<b>148,177.79</b>

DRAFT

**Strafford Regional Planning Commission**  
**A/R Aging Summary**  
**As of November 30, 2023**

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1. Milton Dues: We received an email in late October stating that the dues will be paid. No payment to date.  
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2. Rochester Rec MP: I have followed up regarding the October outstanding invoice.  
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3. Wakefield NBRC Union Hotel: Wakefield has received a partial notice to proceed and Blair Haney and I will be processing the outstanding invoice once it is determined what funds are available for administrative support.  
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4. TBG: \$2,293.47 received in December.  
-----
5. UPWP: I have followed up regarding the October outstanding invoice.  
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DRAFT

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**November 2023**

	Nov 23	Nov 22	\$ Change
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	11,568.53	10,896.22	672.31
SRPC Revenue			
Municipal and NonProfit Revenue			
4404 ROC RFP	1,005.28	0.00	1,005.28
3507 FAR HOP Grant	8,009.06	0.00	8,009.06
3104 BAR Housing MP Chapter	2,833.48	0.00	2,833.48
4106 NKT MP Other	1,309.63	0.00	1,309.63
4105 NKT HOP1 MP Housing	2,173.50	0.00	2,173.50
4605 SOM MP and Audit	3,166.00	0.00	3,166.00
4403 ROC Rec Chapter	2,986.09	0.00	2,986.09
3103 BAR Land Use Chapter	0.00	1,081.25	-1,081.25
3501 FAR Circuit Rider	4,436.63	3,967.50	469.13
4201 NORPlanning Services	3,619.54	3,297.50	322.04
4301 NOT Circuit Rider	1,082.45	2,315.00	-1,232.55
4701 Strafford Circuit Rider	2,493.05	2,826.25	-333.20
4703 STR MP Update	0.00	3,206.25	-3,206.25
4801 WAK Circuit Rider	1,202.50	0.00	1,202.50
5151 GSCH - Tufts	1,196.03	1,789.70	-593.67
<b>Total Municipal and NonProfit Revenue</b>	<b>35,513.24</b>	<b>18,483.45</b>	<b>17,029.79</b>
<b>Total SRPC Revenue</b>	<b>35,513.24</b>	<b>18,483.45</b>	<b>17,029.79</b> <sup>1</sup>
Federal Agencies Incl EDD			
7111 EPA Brownfields FY24-28	2,260.62	0.00	2,260.62
7003 EDD Planning Partnership	11,055.89	11,615.18	-559.29
7110 EPA Brownfields	0.00	11,568.84	-11,568.84
<b>Total Federal Agencies Incl EDD</b>	<b>13,316.51</b>	<b>23,184.02</b>	<b>-9,867.51</b> <sup>2</sup>
State Award Revenue			
6802 NHHA Housing Navigator	9,929.02	0.00	9,929.02
Dept of Bus & Econ Affairs			
6004 TBG 24-25	2,262.18	0.00	2,262.18
6001 TBG 22-23	0.00	943.34	-943.34
6002 ARPA RHNA	0.00	2,513.61	-2,513.61
6003 CEDR	0.00	884.29	-884.29
<b>Total Dept of Bus &amp; Econ Affairs</b>	<b>2,262.18</b>	<b>4,341.24</b>	<b>-2,079.06</b>
NHDES			
6305 LSWP NKT SWP 359	7,222.72	0.00	7,222.72
6104 Coastal 24	2,717.84	0.00	2,717.84
6151 Project of Special Merit	702.53	1,110.82	-408.29
6250 Watershed PRB	0.00	5,922.71	-5,922.71
6304 LSWP - Aquifers	0.00	1,040.58	-1,040.58

## Strafford Regional Planning Commission Profit & Loss November 2023

	Nov 23	Nov 22	\$ Change
<b>Total NHDES</b>	10,643.09	8,074.11	2,568.98
<b>UNH</b>			
5208 UNH PREPA-LEE NRI	1,471.32	0.00	1,471.32
5207 UNH-PREPA DOV NRI	1,217.83	0.00	1,217.83
<b>Total UNH</b>	2,689.15	0.00	2,689.15
<b>CDFA</b>			
6601 CDBG Grant	1,570.13	0.00	1,570.13
<b>Total CDFA</b>	1,570.13	0.00	1,570.13
<b>Pre-Disaster Mitigation</b>			
6502 BRIC20	2,840.00	4,766.52	-1,926.52
<b>Total Pre-Disaster Mitigation</b>	2,840.00	4,766.52	-1,926.52
<b>Total State Award Revenue</b>	29,933.57	17,181.87	12,751.70 <sup>3</sup>
<b>MPO Revenue</b>			
<b>NH DOT</b>			
8002 UPWP 24-25	47,472.02	0.00	47,472.02
8001 UPWP 22-23	0.00	45,753.22	-45,753.22
8101 COAST/CMAQ	850.98	0.00	850.98
<b>Total NH DOT</b>	48,323.00	45,753.22	2,569.78
<b>Total MPO Revenue</b>	48,323.00	45,753.22	2,569.78 <sup>4</sup>
<b>Contra Income Cash Match</b>			
Cash Match CommuteSmart	-94.56	0.00	-94.56
Cash Match ROC Rec Chapter	-455.50	0.00	-455.50
Cash Match GSCH	-298.89	-296.57	-2.32
Coastal Cash Match	-286.87	0.00	-286.87
LSWP Cash Match			
LSWP SRPC Cash Match	-365.89	-43.33	-322.56
<b>Total LSWP Cash Match</b>	-365.89	-43.33	-322.56
EDD Cash Match	-1,455.54	-1,674.58	219.04
DOT Cash Match	-4,747.20	-4,575.32	-171.88
<b>Total Contra Income Cash Match</b>	-7,704.45	-6,589.80	-1,114.65
<b>Contra Income InKind/Soft Match</b>			
In-Kind Coastal Match	-1,570.38	0.00	-1,570.38
IK LSWP	-260.32	-492.00	231.68
In-Kind EDD Match	-3,817.41	-3,242.30	-575.11
In-Kind HazMit Match	-710.00	-1,191.63	481.63

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**November 2023**

	Nov 23	Nov 22	\$ Change
Total Contra Income InKind/Soft Match	-6,358.11	-4,925.93	-1,432.18
Total Income	124,592.29	103,983.05	20,609.24
Gross Profit	124,592.29	103,983.05	20,609.24
<b>Expense</b>			
<b>Personnel Expenses</b>			
Salary and Wages	75,669.37	63,963.83	11,705.54
<b>Payroll Expenses</b>			
Dental insurance expense	681.05	431.27	249.78
Health Insurance expense	9,240.75	5,714.77	3,525.98
Life Insurance expense	124.61	114.07	10.54
LTD Insurance expense	69.97	60.30	9.67
STD insurance expense	249.31	207.05	42.26
Payroll Processing Fees	276.00	226.50	49.50
Pension expense	2,076.56	1,730.34	346.22
Unemployment expense	207.67	164.08	43.59
Workers Compensation	157.50	159.08	-1.58
<b>Payroll Taxes</b>			
Medicare Expense	1,065.50	909.94	155.56
Social Security expense	4,555.79	3,890.89	664.90
Payroll Taxes - Other	0.00	0.03	-0.03
Total Payroll Taxes	5,621.29	4,800.86	820.43
Total Payroll Expenses	18,704.71	13,608.32	5,096.39
Dues and Subscriptions	393.01	328.44	64.57
Staff Training and Seminars	113.76	954.62	-840.86
Total Personnel Expenses	94,880.85	78,855.21	16,025.64
<b>Equipment expense</b>			
Copier Maintenance Contract	0.00	319.85	-319.85
<b>Software expense</b>			
ArclInfo/View software	603.33	455.25	148.08
<b>Office Software</b>			
AudioEye	49.17	0.00	49.17
Buffer	30.00	0.00	30.00
Community Viz	72.88	0.00	72.88
Trimble SketchUp	62.42	0.00	62.42
iDrive	0.00	66.63	-66.63
Timesheet Software	140.00	132.00	8.00
Survey Monkey	75.00	66.23	8.77
Zoom	45.83	58.32	-12.49
Adobe In Design	86.88	96.97	-10.09
Anti-virus software	0.00	40.85	-40.85

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**November 2023**

	Nov 23	Nov 22	\$ Change
Constant Contact	130.50	85.50	45.00
DropBox	0.00	11.99	-11.99
Microsoft Office 365	208.75	212.50	-3.75
<b>Total Office Software</b>	<b>901.43</b>	<b>770.99</b>	<b>130.44</b>
<b>Total Software expense</b>	<b>1,504.76</b>	<b>1,226.24</b>	<b>278.52</b>
<b>Total Equipment expense</b>	<b>1,504.76</b>	<b>1,546.09</b>	<b>-41.33</b>
<b>Fixed Expenses</b>			
Equipment Depreciation	289.50	0.00	289.50
Amortization-Building	2,341.87	0.00	2,341.87
Insurance			
Liability Insurance	657.50	597.75	59.75
<b>Total Insurance</b>	<b>657.50</b>	<b>597.75</b>	<b>59.75</b>
Rent	143.39	221.60	-78.21
<b>Vehicle Expenses</b>			
Depreciation Expense	477.99	477.99	0.00
Vehicle Gas & Repairs	275.36	172.13	103.23
Vehicle Interest	14.36	37.90	-23.54
<b>Total Vehicle Expenses</b>	<b>767.71</b>	<b>688.02</b>	<b>79.69</b>
<b>Total Fixed Expenses</b>	<b>4,199.97</b>	<b>1,507.37</b>	<b>2,692.60</b>
<b>Communications</b>			
Office Telephone System	0.00	100.00	-100.00
Postage and Delivery	0.00	22.59	-22.59
Telephone and Internet	262.69	265.10	-2.41
Website maintenance and updates			
Website and logo design	17.98	8.44	9.54
<b>Total Website maintenance and updat...</b>	<b>17.98</b>	<b>8.44</b>	<b>9.54</b>
<b>Total Communications</b>	<b>280.67</b>	<b>396.13</b>	<b>-115.46</b>
<b>Administrative</b>			
Bank Fees	0.00	48.00	-48.00
Meetings Expense			
Meetings Advertising Expense	439.34	0.00	439.34
<b>Total Meetings Expense</b>	<b>439.34</b>	<b>0.00</b>	<b>439.34</b>
<b>Office Expense</b>	<b>169.61</b>	<b>932.87</b>	<b>-763.26</b>
<b>Office Supplies</b>			
Plotter Ink and Supplies	41.39	337.78	-296.39
Office Supplies - Other	29.99	140.38	-110.39

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**November 2023**

	Nov 23	Nov 22	\$ Change
Total Office Supplies	71.38	478.16	-406.78
Printing and Reproduction	366.50	0.00	366.50
Professional Fees			
Accounting, Audit	1,000.00	1,333.33	-333.33
Total Professional Fees	1,000.00	1,333.33	-333.33
Travel & Ent			
Travel	1,051.49	481.26	570.23
Total Travel & Ent	1,051.49	481.26	570.23
Total Administrative	3,098.32	3,273.62	-175.30
Contract Labor			
IT and Network support	2,069.00	581.25	1,487.75 <sup>7</sup>
Pass Through Expense			
FAR HOP Expenses	76.57	0.00	76.57
FAR HOP Consultant	6,303.75	0.00	6,303.75
EPA Brownfields Consultants	0.00	10,688.00	-10,688.00
NHDOT Consultant	0.00	1,384.44	-1,384.44
RPC FTA Subcontract	0.00	1,932.30	-1,932.30
Total Pass Through Expense	6,380.32	14,004.74	-7,624.42 <sup>8</sup>
Total Contract Labor	8,449.32	14,585.99	-6,136.67
Total Expense	112,413.89	100,164.41	12,249.48
Net Ordinary Income	12,178.40	3,818.64	8,359.76
Other Income/Expense			
Other Income			
Interest Income	14.48	19.22	-4.74
Total Other Income	14.48	19.22	-4.74
Net Other Income	14.48	19.22	-4.74
Net Income	<b>12,192.88</b>	<b>3,837.86</b>	<b>8,355.02</b>

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**November 2023**

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1. Municipal revenue: Municipal revenue streams continue to increase with the addition of Housing Opportunity Planning (HOP) grants, and several master plan updates.

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2. Federal Agencies: The CARES Act grant ended in the fall 2022. An engineering contract for Brownfields was executed in December.

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3. State Awards Revenue: Extensive work is being completed for the Housing Navigator project. The ARPA RHNA grant was closed out in December, 2022, and the CEDR grant closed out at the end of June 2023. Several of the NHDES projects are task based and cannot be billed until 50% or 100% of tasks are completed. Revenue may not match costs for work done during the interim. UNH contracts have been awarded for three new PREPA projects – Dover, Lee and Somersworth. Given the changing nature of the state contract “portfolio”, it is hard to compare each contract from one fiscal year to another.

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4. MPO Revenue: The new UPWP contract started 7/1/23 for another two-year cycle.

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5. Personnel Costs: Over the past couple of years, salaries have been slowly increased to better reflect labor market conditions and to encourage employee retention. In the current year, benefits expenses have risen due to increases in insurance costs and the addition of Paid Family and Medical Leave benefits (premiums paid quarterly).

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6. Amortization: As a result of the new GASB rules pertaining to the accounting of lease obligations, the rent check is now split between the current liability portion on the balance sheet, and a small amount of “interest” per the audit calculations, coded to rent expense. The bulk of what was previously rent expense is now reflected in a monthly journal entry and is coded as amortization. For November of this year, \$2,341.87 is coded to amortization and \$143.39 is coded to rent for total office space expense of \$2,485.26, as compared to the \$2,500 per month actual lease payment.

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7. IT and Network Support: A new IT provider was contracted and began work in January. Current fiscal year cost is to maintain the Cybersecurity framework \$1,050 per month, the base monthly maintenance fee of \$449 per month, and Security Stack Plan of \$570 (based on a \$30 per computer charge) per month.

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8. Pass Through Expenses: These are contingent on contracts in effect, and the timing of contractor invoices for each month. The EDA CARES contract concluded in the fall of 2022, and the new Brownfields contract engineering agreement was signed in December.

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**Strafford Regional Planning Commission**  
**Income by Customer**  
**November 2023**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>2000 LTA (Local Technical Assistance)</b>			
11/01/20	2000 LTA (...	Dues 138822.39 (LESS BRK) = 11568.56 JULY, 11568.53 AUG-JUN 24	11,568.53
Total 2000 LTA (Local Technical Assistance)			11,568.53
<b>3100 Town of Barrington</b>			
<b>3104 Barrington MP-Housing</b>			
11/30/20	3100 Town...	Barrington Master Plan - Housing Chapter - November 2023	2,833.48
Total 3104 Barrington MP-Housing			2,833.48
Total 3100 Town of Barrington			2,833.48
<b>3500 Town of Farmington</b>			
<b>3507 FAR HOP Grant</b>			
11/30/20	3500 Town...	Farmington Housing Opportunity Planning (HOP) Grant Progress Billing - November 2023	8,009.06
Total 3507 FAR HOP Grant			8,009.06
<b>3501 FAR Circuit Rider</b>			
11/30/20	3500 Town...	Progress Billing - Farmington Circuit Rider - November 2023	4,436.63
Total 3501 FAR Circuit Rider			4,436.63
Total 3500 Town of Farmington			12,445.69
<b>4100 Town of Newmarket</b>			
<b>4106 NKT MP Other</b>			
11/30/20	4100 Town...	Progress Billing - Newmarket Master Plan Other Updates- 10/1-11/30/23	1,309.63
Total 4106 NKT MP Other			1,309.63
<b>4105 NKT HOP1 MP Housing</b>			
11/30/20	4100 Town...	Progress Billing - Newmarket HOP1 MP Housing - 10/1/23-11/30/23	2,173.50
Total 4105 NKT HOP1 MP Housing			2,173.50
Total 4100 Town of Newmarket			3,483.13
<b>4200 Town of Northwood</b>			
<b>4201 NOR Circuit Rider</b>			
11/30/20	4200 Town...	Progress Billing - Northwood Circuit Rider - November 2023 (includes Task 4 credit of 5.50 hrs ...	3,619.54
Total 4201 NOR Circuit Rider			3,619.54
Total 4200 Town of Northwood			3,619.54
<b>4300 Town of Nottingham</b>			
<b>4301 NOT Circuit Rider</b>			
11/30/20	4300 Town...	Progress Billing - Nottingham Circuit Rider - November 2023	1,082.45

**Strafford Regional Planning Commission  
Income by Customer  
November 2023**

Date	Name	Memo	Amount
	Total 4301 NOT Circuit Rider		1,082.45
	Total 4300 Town of Nottingham		1,082.45
	<b>4400 City of Rochester</b>		
	<b>4404 ROC RFP Development</b>		
11/30/20	4400 City ...	Progress Billing -Rochester RFP- 10/1-11/30/23	1,005.28
	Total 4404 ROC RFP Development		1,005.28
	<b>4403 ROC Rec MP</b>		
11/30/20	4400 City ...	Rochester Recreation Master Plan Chapter - November 2023	2,986.09
11/30/20	4400 City ...	Cash Match - Rochester Recreation Chapter	-455.50
	Total 4403 ROC Rec MP		2,530.59
	Total 4400 City of Rochester		3,535.87
	<b>4600 City of Somersworth</b>		
	<b>4605 SOM MP &amp; Audit</b>		
11/30/20	4600 City ...	Somersworth Housing Master Plan Chapter and Regulatory Framework Audit - November 2023	3,166.00
	Total 4605 SOM MP & Audit		3,166.00
	Total 4600 City of Somersworth		3,166.00
	<b>4700 Town of Strafford</b>		
	<b>4701 Strafford Circuit Rider</b>		
11/30/20	4700 Town...	Progress Billing - Strafford Circuit Rider - November 2023	2,493.05
	Total 4701 Strafford Circuit Rider		2,493.05
	Total 4700 Town of Strafford		2,493.05
	<b>4800 Town of Wakefield</b>		
	<b>4801 Wakefield Circuit Rider</b>		
11/30/20	4800 Town...	Progress Billing - Wakefield Circuit Rider - October through November 2023	1,202.50
	Total 4801 Wakefield Circuit Rider		1,202.50
	Total 4800 Town of Wakefield		1,202.50
	<b>5150 GSCH</b>		
	<b>5151 Creating Age Friendly Communities</b>		
11/16/20	5150 GSC...	Progress Billing - GSCH - 10/1-11/12/23	1,196.03
11/16/20	5150 GSC...	Cash Match	-298.89
	Total 5151 Creating Age Friendly Communities		897.14
	Total 5150 GSCH		897.14
	<b>5201 UNH</b>		

**Strafford Regional Planning Commission  
Income by Customer  
November 2023**

Date	Name	Memo	Amount
<b>5208 UNH PREPA LEE NRI</b>			
11/30/20	5201 UNH:...	Progress Billing -LEE PREPA NRI #138340- July-November 2023	1,471.32
Total 5208 UNH PREPA LEE NRI			1,471.32
<b>5207 UNH PREPA DOV NRI</b>			
11/30/20	5201 UNH:...	Progress Billing -DOV PREPA NRI 138306- July-November 2023	1,217.83
Total 5207 UNH PREPA DOV NRI			1,217.83
Total 5201 UNH			2,689.15
<b>6000 Business and Economic Affairs</b>			
<b>6004 FY2024-2025 TBG</b>			
11/30/20	6000 Busin...	Targeted Block Grant 24-25 - Progress Billing - November 2023	2,262.18
Total 6004 FY2024-2025 TBG			2,262.18
Total 6000 Business and Economic Affairs			2,262.18
<b>6100 NH DES</b>			
<b>6104 Coastal 24</b>			
11/30/20	6100 NH D...	Coastal Technical Assistance Grant 23-306-09 - Progress Billing - November 2023	2,717.84
11/30/20	6100 NH D...	In Kind match for Coastal grant	-1,570.38
11/30/20	6100 NH D...	Cash Match	-286.87
Total 6104 Coastal 24			860.59
<b>6305 LSWP NKT SWP-359</b>			
11/30/20	6100 NH D...	Progress Billing - Local Source Water SWP-359 NKT - November 2023	7,222.72
11/30/20	6100 NH D...	Cash match	-365.89
11/30/20	6100 NH D...	In Kind Match - LSWP	-260.32
Total 6305 LSWP NKT SWP-359			6,596.51
<b>6151 PSM Flood Smart Seacoast</b>			
11/30/20	6100 NH D...	Progress Billing PSM Flood Smart - 8/1-11/30/23	702.53
Total 6151 PSM Flood Smart Seacoast			702.53
Total 6100 NH DES			8,159.63
<b>6500 DEPT OF SAFETY (OEM)</b>			
<b>6502 BRIC DUR MID MIL NOT STR</b>			
11/30/20	6500 DEP...	23BRIC20 4393 Progress Billing - November 2023	2,840.00
11/30/20	6500 DEP...	In Kind Match for Hazard Mitigation contracts	-710.00
Total 6502 BRIC DUR MID MIL NOT STR			2,130.00
Total 6500 DEPT OF SAFETY (OEM)			2,130.00
<b>6600 CDFA-CDBG Grant Administration</b>			

**Strafford Regional Planning Commission  
Income by Customer  
November 2023**

Date	Name	Memo	Amount
<b>6602 CDBG Gafney Home</b>			
11/30/20	6600 CDF...	CDBG Grant Administration - Gafney Home	1,570.13
Total 6602 CDBG Gafney Home			1,570.13
Total 6600 CDBA-CDBG Grant Administration			1,570.13
<b>6800 NH Housing Authority</b>			
<b>6802 Housing Navigator</b>			
11/30/20	6800 NH H...	Progress Billing- NHHFA Housing Navigator - November 2023	9,929.02
Total 6802 Housing Navigator			9,929.02
Total 6800 NH Housing Authority			9,929.02
<b>7000 ECONOMIC DEVELOPMENT ADMINISTRATION</b>			
<b>7003 EDA FY22</b>			
11/30/20	7000 ECO...	Progress Billing EDD Planning Partnership - November 2023	11,055.89
11/30/20	7000 ECO...	InKind Match	-3,817.41
11/30/20	7000 ECO...	Cash Match	-1,455.54
Total 7003 EDA FY22			5,782.94
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			5,782.94
<b>7100 EPA</b>			
<b>7111 Brownfields 24-28</b>			
11/30/20	7100 EPA:...	Brownfields 24-28 Progress Billing - November 2023	2,260.62
Total 7111 Brownfields 24-28			2,260.62
Total 7100 EPA			2,260.62
<b>8000 DOT UPWP</b>			
<b>8002 UPWP 24-25</b>			
11/30/20	8000 DOT ...	Progress Billing - UPWP - November 2023	47,472.02
11/30/20	8000 DOT ...	10% Matching Funds	-4,747.20
Total 8002 UPWP 24-25			42,724.82
Total 8000 DOT UPWP			42,724.82
<b>8100 COAST</b>			
11/30/20	8100 COA...	COAST CommuteSmart Progress Billing - 10/1-11/30/23	850.98
11/30/20	8100 COA...	CommteSmart Cash Match	-94.56
Total 8100 COAST			756.42
<b>TOTAL</b>			<b>124,592.29</b>

## Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
2000 SRPC Membership Dues	57,842.68	57,842.68	0.00
<b>SRPC Revenue</b>			
<b>Municipal and NonProfit Revenue</b>			
3507 FAR HOP Grant	46,898.62	56,558.31	-9,659.69
3104 BAR Housing MP Chapter	20,065.48	11,944.44	8,121.04
4704 STR Tax Mapping	0.00	1,000.00	-1,000.00
4106 NKT MP Other	1,309.63	10,000.00	-8,690.37
4105 NKT HOP1 MP Housing	2,173.50	7,272.74	-5,099.24
4104 NKT Tax Maps	0.00	1,000.00	-1,000.00
4605 SOM MP and Audit	17,604.82	27,916.69	-10,311.87
4403 ROC Rec Chapter	10,874.67	9,583.31	1,291.36
3501 FAR Circuit Rider	20,131.87	16,666.69	3,465.18
3506 FAR Tax Maps FY23	1,008.86	1,000.00	8.86
4201 NORPlanning Services	12,002.14	10,416.69	1,585.45
4301 NOT Circuit Rider	7,219.65	10,416.69	-3,197.04
4604 SOM Tax Maps FY23	0.00	1,000.00	-1,000.00
4701 Strafford Circuit Rider	15,292.76	15,833.31	-540.55
4703 STR MP Update	-0.90	0.00	-0.90
4801 WAK Circuit Rider	1,950.00	0.00	1,950.00
4802 Sanbornville Precinct	0.00	2,000.00	-2,000.00
4803 WAK NBRC Union Hotel	0.00	1,250.00	-1,250.00
5151 GSCH - Tufts	10,719.67	0.00	10,719.67
5501 GIS Projects	48.00	1.00	47.00
<b>Total Municipal and NonProfit Reven...</b>	<b>168,304.05</b>	<b>183,859.87</b>	<b>-15,555.82</b>
<b>Total SRPC Revenue</b>	<b>168,304.05</b>	<b>183,859.87</b>	<b>-15,555.82</b> <sup>2</sup>
<b>Federal Agencies Incl EDD</b>			
7111 EPA Brownfields FY24-28	12,696.57	39,062.50	-26,365.93
7003 EDD Planning Partnership	41,890.52	58,333.31	-16,442.79
<b>Total Federal Agencies Incl EDD</b>	<b>54,587.09</b>	<b>97,395.81</b>	<b>-42,808.72</b> <sup>3</sup>
<b>State Award Revenue</b>			
6802 NHHA Housing Navigator	49,818.35	54,647.50	-4,829.15
Dept of Bus & Econ Affairs			
6004 TBG 24-25	6,696.18	4,629.56	2,066.62
<b>Total Dept of Bus &amp; Econ Affairs</b>	<b>6,696.18</b>	<b>4,629.56</b>	<b>2,066.62</b>
<b>NHDES</b>			
6305 LSWP NKT SWP 359	8,055.85	8,104.19	-48.34
6104 Coastal 24	11,193.90	12,500.00	-1,306.10
6151 Project of Special Merit	1,138.81	0.00	1,138.81

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
 July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget
<b>Total NHDES</b>	20,388.56	20,604.19	-215.63
<b>UNH</b>			
5209 UNH PREPA-SOM NAT RES MP	0.00	9,000.00	-9,000.00
5208 UNH PREPA-LEE NRI	1,471.32	8,429.19	-6,957.87
5207 UNH-PREPA DOV NRI	1,217.83	8,429.19	-7,211.36
5206 UNH-GREAT BAY ADAPTS	0.00	2,083.31	-2,083.31
<b>Total UNH</b>	2,689.15	27,941.69	-25,252.54
<b>CDFA</b>			
6601 CDBG Grant	4,779.58	1,666.69	3,112.89
<b>Total CDFA</b>	4,779.58	1,666.69	3,112.89
<b>Pre-Disaster Mitigation</b>			
6503 BRIC21 MAD NOR ROC	0.00	13,333.31	-13,333.31
6502 BRIC20	20,330.00	5,819.56	14,510.44
<b>Total Pre-Disaster Mitigation</b>	20,330.00	19,152.87	1,177.13
<b>Total State Award Revenue</b>	104,701.82	128,642.50	-23,940.68 <sup>4</sup>
<b>MPO Revenue</b>			
<b>NH DOT</b>			
8002 UPWP 24-25	221,174.13	293,962.06	-72,787.93
8101 COAST/CMAQ	2,299.79	3,333.31	-1,033.52
<b>Total NH DOT</b>	223,473.92	297,295.37	-73,821.45
<b>Total MPO Revenue</b>	223,473.92	297,295.37	-73,821.45
<b>Contra Income Cash Match</b>			
Cash Match CommuteSmart	-255.55	-833.31	577.76
Cash Match ROC Rec Chapter	-1,658.86	0.00	-1,658.86
Cash Match GSCH	-1,877.04	0.00	-1,877.04
Coastal Cash Match	-1,819.79	-1,041.69	-778.10
LSWP Cash Match	-405.56	-370.81	-34.75
<b>EDD Cash Match</b>	-5,562.25	-7,291.69	1,729.44
<b>DOT Cash Match</b>	-22,117.41	-29,396.25	7,278.84
<b>Total Contra Income Cash Match</b>	-33,696.46	-38,933.75	5,237.29
<b>Contra Income InKind/Soft Match</b>			
IK BRIC 21	0.00	-3,333.31	3,333.31
IK BRIC 20	0.00	-1,455.00	1,455.00
In-Kind Coastal Match	-3,914.82	-5,208.31	1,293.49
IK LSWP	-260.32	-973.75	713.43
In-Kind EDD Match	-14,229.08	-21,875.00	7,645.92

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
 July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget
In-Kind HazMit Match	-5,082.50	0.00	-5,082.50
<b>Total Contra Income InKind/Soft Match</b>	<b>-23,486.72</b>	<b>-32,845.37</b>	<b>9,358.65</b>
<b>Total Income</b>	<b>551,741.38</b>	<b>693,257.11</b>	<b>-141,515.73</b>
<b>Gross Profit</b>	<b>551,741.38</b>	<b>693,257.11</b>	<b>-141,515.73</b> 1
<b>Expense</b>			
<b>Personnel Expenses</b>			
Salary and Wages	379,666.70	415,669.19	-36,002.49
<b>Payroll Expenses</b>			
PFML	3,153.27	3,005.00	148.27
Dental insurance expense	3,428.92	3,076.69	352.23
Health incentive	379.33	4,972.94	-4,593.61
Health Insurance expense	50,523.25	54,497.06	-3,973.81
Life Insurance expense	623.05	635.00	-11.95
LTD Insurance expense	349.85	348.75	1.10
STD insurance expense	1,246.55	1,198.31	48.24
Payroll Processing Fees	1,296.75	1,574.19	-277.44
Pension expense	10,266.42	12,201.69	-1,935.27
Unemployment expense	1,038.35	929.19	109.16
Workers Compensation	787.50	791.25	-3.75
Payroll Taxes	28,181.70	32,179.19	-3,997.49
<b>Total Payroll Expenses</b>	<b>101,274.94</b>	<b>115,409.26</b>	<b>-14,134.32</b>
<b>Dues and Subscriptions</b>	<b>2,059.24</b>	<b>1,996.69</b>	<b>62.55</b>
<b>Staff Training and Seminars</b>	<b>2,173.02</b>	<b>6,250.00</b>	<b>-4,076.98</b>
<b>Total Personnel Expenses</b>	<b>485,173.90</b>	<b>539,325.14</b>	<b>-54,151.24</b> 5
<b>Equipment expense</b>			
Copier Maintenance Contract	991.92	1,625.00	-633.08
<b>Office furniture</b>			
Computer equipment	2,123.75	1,250.00	873.75
Office furniture - Other	0.00	416.69	-416.69
<b>Total Office furniture</b>	<b>2,123.75</b>	<b>1,666.69</b>	<b>457.06</b>
<b>Other Equipment Repair and Cost</b>			
Equipment Rental & Repair	0.00	208.31	-208.31
<b>Total Other Equipment Repair and C...</b>	<b>0.00</b>	<b>208.31</b>	<b>-208.31</b>
<b>Software expense</b>			
ArInfo/View software	2,536.65	2,640.81	-104.16
Office Software	4,651.25	4,616.69	34.56

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
 July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget
Total Software expense	7,187.90	7,257.50	-69.60
Traffic Count Expenses			
Traffic counting supplies	112.66	0.00	112.66
Traffic Count Expenses - Other	0.00	1,250.00	-1,250.00
Total Traffic Count Expenses	112.66	1,250.00	-1,137.34
Total Equipment expense	10,416.23	12,007.50	-1,591.27
Fixed Expenses			
Amortization-Building	11,708.87	0.00	11,708.87 <sup>6</sup>
Insurance			
Liability Insurance	3,287.50	2,988.75	298.75
Total Insurance	3,287.50	2,988.75	298.75
Rent	782.96	12,500.00	-11,717.04
Vehicle Expenses	3,122.65	4,163.75	-1,041.10
Total Fixed Expenses	20,349.44	19,652.50	696.94
Communications			
Media Outreach Expense	0.00	416.69	-416.69
Office Telephone System	0.00	485.00	-485.00
Postage and Delivery	358.21	166.69	191.52
Telephone and Internet	1,656.63	1,500.00	156.63
Website maintenance and updates	414.09	594.56	-180.47
Total Communications	2,428.93	3,162.94	-734.01
Administrative			
Meetings Expense	-42.13	1,458.31	-1,500.44 <sup>7</sup>
Office Expense	1,130.91	4,166.69	-3,035.78
Office Supplies	1,624.75	1,666.69	-41.94
Printing and Reproduction	1,225.18	62.50	1,162.68 <sup>8</sup>
Professional Fees			
Accounting, Audit	5,000.00	6,666.69	-1,666.69 <sup>9</sup>
Legal Fees	0.00	1,666.69	-1,666.69
Total Professional Fees	5,000.00	8,333.38	-3,333.38
Travel & Ent	4,141.36	2,083.31	2,058.05 <sup>10</sup>
Total Administrative	13,100.31	17,770.88	-4,670.57
Contract Labor			
IT and Network support	8,096.00	12,083.31	-3,987.31
Pass Through Expense			

**Strafford Regional Planning Commission  
Profit & Loss Budget vs. Actual  
July through November 2023**

	Jul - Nov 23	Budget	\$ Over Budget
LEE NRI PREPA Consultant	0.00	2,500.00	-2,500.00
DOV NRI PREPA Consultant	0.00	2,500.00	-2,500.00
Misc Consultants - Contract TBD	0.00	6,250.00	-6,250.00
FAR HOP Consultant	41,405.00	47,114.56	-5,709.56
NHHFA Pass Through Expense	0.00	952.50	-952.50
EPA Brownfields Consultants	0.00	35,390.81	-35,390.81
NHDOT Consultant	0.00	20,833.31	-20,833.31
<b>Total Pass Through Expense</b>	<b>41,640.50</b>	<b>115,541.18</b>	<b>-73,900.68</b>
<b>Total Contract Labor</b>	<b>49,736.50</b>	<b>127,624.49</b>	<b>-77,887.99</b>
<b>Total Expense</b>	<b>581,205.31</b>	<b>719,543.45</b>	<b>-138,338.14</b>
<b>Net Ordinary Income</b>	<b>-29,463.93</b>	<b>-26,286.34</b>	<b>-3,177.59</b>
<b>Other Income/Expense</b>			
Other Income			
Interest Income	69.88	41.65	28.23
<b>Total Other Income</b>	<b>69.88</b>	<b>41.65</b>	<b>28.23</b>
<b>Net Other Income</b>	<b>69.88</b>	<b>41.65</b>	<b>28.23</b>
<b>Net Income</b>	<b>-29,394.05</b>	<b>-26,244.69</b>	<b>-3,149.36</b>

## Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July through November 2023

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1. Revenues: Differences are mostly attributable to timing of project work performed versus budgeting on an even monthly basis for the months the contract is in effect. Many projects are task-based and cannot be billed until a specified percentage of task completion, which may not coincide with the monthly budget revenue spread. Billing is also contingent upon receipt of contractor invoices for several projects, where SRPC administration of the project is minimal. Also keep in mind that the gross revenue figures include any match requirements for each project.

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2. Municipal Revenue: The FAR HOP grant uses a subcontractor, and the majority of revenue is contingent upon contractor invoices. The NKT HOP and Master Plan Update contracts went into effect 10/1/23. A partial Notice to Proceed on the NBRC Union Hotel has been granted and the allocation of that partial funding is being confirmed. GSCH Tufts contract end date was 6/30/23, however additional funding was granted and the final invoice was sent in November.

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3. Federal Agency Revenue: The EPA Brownfields grant start date was in July, but billing did not start until October. The engineering firm went under contract in December, so work should commence soon.

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4. State Award Revenue: The SOM, LEE, and DOV PREPA contracts have been completed and billing commenced in November. The Great Bay Adapts grant subaward to SRPC was completed in October. The Pre-Disaster Mitigation grants are task-based billings. Middleton, Nottingham, and Strafford began work in July under the BRIC grant #6502 funding. Work started on the new BRIC #6503 funding mid-October.

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5. Personnel: Salaries and Wages were spread evenly over the 12 month period. Actual utilization of interns may not coincide with the monthly budgeting of these salaries. In addition, staff utilizing paid family and medical leave has resulted in decreased actual wages paid. Health Incentive expenses were spread evenly over the 12 month period, but are typically paid out at fiscal year-end or when an employee leaves. Health benefits and Pension expense were estimated and may not reflect actual staff utilization.

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6. Fixed Expense: See Profit and Loss note, Amortization.

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7. Meeting Expense: Actual reflects transfer of PayPal funds for FY22 and FY23 Annual Meeting attendance fees received. The Meeting Expense budget is spread evenly over 12 months, whereas the annual meeting costs will be booked closer to year end.

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8. Printing and Reproduction: Actual costs include reimbursable costs for Housing Navigator (\$264) and the GSCH contract (\$595.00).

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9. Accounting and Audit: A new firm is conducting the FY23 audit at a lower cost than originally projected.

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10. Travel: Expenses are spread evenly over the 12 months. Actual expenses reflect normal travel and staff attendance at the EPA Brownfield Conference, including lodging and airfare.

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11. Pass Through Expenses: These expenses are contingent upon receipt of contractor invoices. Costs are distributed evenly over the course of the year and may not agree with the timing of actual costs, invoices received, or actual contract start dates.

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# Strafford Regional Planning Commission

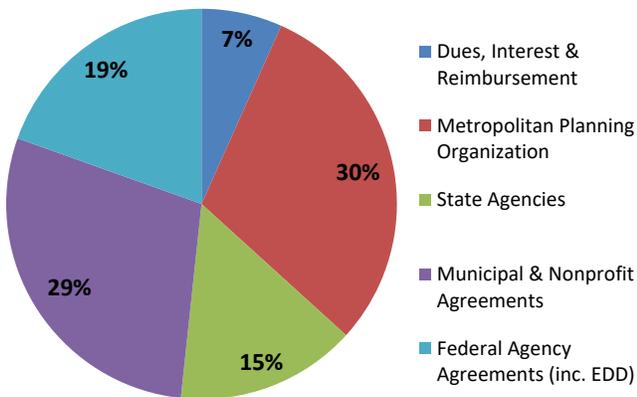
DRAFT Mid Year FY 2024 Amended Budget

## Summary Table

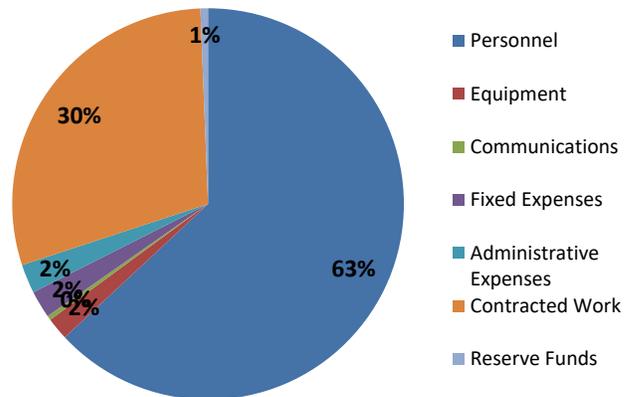
	FY24*	FY24 Mid Year	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	139,422	139,422	0
Metropolitan Planning Organization	640,958	626,458	(14,500)
State Agencies	320,873	311,810	(9,063)
Municipal & Nonprofit Agreements	486,241	599,569	113,328
Federal Agency Agreements (inc. EDD)	480,750	407,394	(73,356)
<b>Total</b>	<b>2,068,245</b>	<b>2,084,653</b>	<b>16,408</b>
	Expenses	Expenses	Net Change
Personnel	1,293,176	1,313,760	20,584
Equipment	38,518	38,615	97
Communications	7,591	7,591	0
Fixed Expenses	47,166	47,166	0
Administrative Expenses	45,650	50,000	4,350
Contracted Work	614,798	613,075	(1,723)
Reserve Funds	5,000	13,000	8,000
<b>Total</b>	<b>2,051,901</b>	<b>2,083,208</b>	<b>31,307</b>
<b>Net Deficit/Surplus</b>	<b>16,344</b>	<b>1,445</b>	<b>(14,899)</b>

\*Based on FY2024 adopted budget

**FY2024 Budget Revenue**



**FY2024 Budget Expenses**



## Strafford Regional Planning Commission

FY2024 REVENUES	FY 24 Adopted Revenue	FY2024 DRAFT Mid Year Budget Amendment Revenue					Net Change	% Change	
		Funding Source Revenue	Internal Dues Match	Outside Source Soft Match	Outside Source Cash Match	Net Outside Funding			
<b>Total</b>	<b>2,068,245</b>	<b>2,108,418</b>	<b>110,294</b>	<b>62,611</b>	<b>-</b>	<b>2,084,653</b>	<b>16,408</b>	<b>0.8%</b>	
<b>Dues, Interest &amp; Reimbursements</b>	139,422	139,422	0	0	0	139,422	7%	0	0.0%
2000 Municipal Dues (minus BRK)	138,822	138,822	0	0	0	138,822		0	0.0%
0000 Interest	100	100	0	0	0	100		0	0.0%
0000 Health Trust reward/reimbursement	500	500	0	0	0	500		0	0.0%
0000 Misc Revenue	0	0	0	0	0	0		0	-
<b>Municipal &amp; Nonprofit Service Agreements</b>	486,241	621,569	6,235	0	0	599,569	29%	113,328	23.3%
3104 Barrington Housing Master Plan Chapter	21,500	22,330	0	0	0	22,330		830	3.9%
3501 Farmington Town Planner Services	40,000	60,000	0	0	0	60,000		20,000	50.0%
3506 Farmington Tax Maps	1,000	1,000	0	0	0	1,000		0	0.0%
3507 Farmington RT11 Audit and Regulatory Change	135,740	133,740	0	0	0	133,740		(2,000)	-1.5%
3903 Milton Nitrogen Removal Plan (CWSRF)	50,000	40,000	0	0	0	40,000		(10,000)	-20.0%
4004 New Durham Housing & Land Use Master Plan Chapters		22,000	0	0	0				
410X Newmarket Tax Maps	1,000	1	0	0	0	1		(999)	-99.9%
4105 Newmarket Housing & Demographics HOP Grant	24,000	24,500	0	0	0	24,500		500	2.1%
4106 Newmarket Comprehensive Master Plan Update	20,000	20,000	0	0	0	20,000		0	0.0%
4107 Newmarket Form Based Code		90,500	0	0	0	90,500		90,500	-
4201 Northwood Technical Services	25,000	25,000	0	0	0	25,000		0	0.0%
4301 Nottingham Town Planner Services	25,000	25,000	0	0	0	25,000		0	0.0%
4403 Rochester Recreation Master Plan	23,000	24,200	4,355	0	0	24,200		1,200	5.2%
4404 Rochester Strategic Plan RFP Writing		4,928	0	0	0	4,928		4,928	-
4606 Somersworth Tax Maps	1,000	1,686	0	0	0	1,686		686	68.6%
4605 Somersworth Master Plan and Audit	67,000	66,000	0	0	0	66,000		(1,000)	-1.5%
4701 Strafford Town Planner Services	38,000	36,250	0	0	0	36,250		(1,750)	-4.6%
4704 Strafford Tax Maps	1,000	693	0	0	0	693		(308)	-30.8%
4801 Wakefield Contract Planner	0	5,400	0	0	0	5,400		5,400	-
4802 Sanbornville Precinct NBRC Grant Admin	2,000	0	0	0	0	0		(2,000)	-100.0%
4803 Wakefield NBRC Grant Admin (Union Hotel)	3,000	1,500	0	0	0	1,500		(1,500)	-50.0%
5002 NHARPC Administration	8,000	8,000	0	0	0	8,000		0	0.0%
5151 CHAT/Tufts Health Plan Foundation - Healthy Aging	0	8,840	1,880	0	0	8,840		8,840	-
5501 GIS projects (small billable projects)	1	1	0	0	0	1		0	0.0%

FY2024 REVENUES	FY 24 Adopted Revenue	FY2024 DRAFT Mid Year Budget Amendment Revenue					Net Change	% Change	
		Funding Source Revenue	Internal Dues Match	Outside Source Soft Match	Outside Source Cash Match	Net Outside Funding			
<b>Federal Agency Agreements (including EDD)</b>	480,750	407,394	16,578	31,703	0	407,394	20%	(73,356)	-15.3%
<b>U.S. Dept of Economic Development Administration</b>									
7003 EDD Planning Partnership	70,000	64,644	16,271	31,703		64,644		(5,356)	-7.7%
<b>U.S. Environmental Protection Agency</b>									
7111 Brownfields Community Assessment FY24-28	93,750	93,750	0	0		93,750		0	0.0%
<b>U.S. Department of Housing and Urban Development</b>									
7201 HUD EDI CDS - Regional Plans	317,000	237,500	0	0	0	237,500		(79,500)	-25.1%
<b>U.S. Department of Agriculture - Rural Development</b>									
7301 USDA RD- Farmington & Milton Town Facilities Studies		11,500	307	0	0	11,500		11,500	-
<b>State Agreements</b>	320,873	313,575	3,500	30,908	0	311,810	15%	(9,063)	-2.8%
<b>Dept of Business and Economic Affairs</b>									
6004 Targeted Block Grant	11,111	11,111	0	0	0	11,111		0	0.0%
<b>Dept of Environmental Services</b>									
6104 Coastal Grant 2024	15,000	15,000	2,500	12,500	0	15,000		0	0.0%
6151 Project of Special Merit - FloodSmart Seacoast		1,765							
6152 Coastal Resilience Grant Newmarket Riverfront Plan	18,650	18,650	0	0	0	18,650		0	0.0%
6305 Source Water Protection- NKT OS Plan	16,223	18,223	1,000	2,337		18,223		2,000	12.3%
<b>University of New Hampshire</b>									
5206 Great Bay Adapts	5,000	5,000	0	0	0	5,000		0	0.0%
5207 PREPA Grant-Dover NRI	20,230	18,730	0	0	0	18,730		(1,500)	-7.4%
5208 PREPA Grant-Lee NRI	20,230	18,730	0	0	0	18,730		(1,500)	-7.4%
5209 PREPA Grant-Somersworth Nat Res MP	21,600	15,000	0	0	0	15,000		(6,600)	-30.6%
<b>NH Community Development Finance Authority</b>									
6601 CDBG Grant Administration (CAPSC Homeless Shelter)	0	0	0	0	0	0		0	-
6602 CDBG Grant Administration (ROC Gafney Home)	4,000	7,000	0	0	0	7,000		3,000	75.0%
6603 Transformative Planning Grant	10,000	5,000	0	0	0	5,000		(5,000)	-50.0%
<b>NH Housing Finance Authority</b>									
6801 InvestNH Housing Navigator Grant	131,154	131,154	0	0	0	131,154		0	0.0%
<b>Department of Safety Homeland Security</b>									
6501 HazMit Plans PDM19- BAR,NDU,ROL,SOM (FY 22-23)	0	675	0	225	0	675		675	-
6502 HazMit Plans BRIC20-DUR, MID, MIL, NOT, STR (FY23-24)	10,475	22,937	0	7,646	0	22,937		12,462	119.0%
6503 HazMit Plans BRIC21-MAD, NOR, ROC	24,000	18,000	0	6,000	0	18,000		(6,000)	-25.0%
6504 HazMit Plans 4516-DOV, FAR, NKT	13,200	6,600	0	2,200	0	6,600		(6,600)	-50.0%
<b>Metropolitan Planning Organization Agreements</b>	640,958	626,458	83,981	0	0	626,458	30%	(14,500)	-2.3%
<b>Dept of Transportation</b>									
8001 UPWP Federal Highways & Transit	634,958	621,958	69,106	0	0	621,958		(13,000)	-2.0%
8101 COAST CommuteSmart Seacoast	6,000	4,500	1,125	0	0	4,500		(1,500)	-25.0%
8102 Safe Streets for All MPO Partnership	0	0	13,750	0	0	0		0	-
							100%		

# Strafford Regional Planning Commission

FY2024 EXPENSES	FY2024 Adopted Budget		FY2024 Budget		Net	
Total					Change	% Change
	<b>2,051,900</b>		<b>2,083,208</b>		<b>31,308</b>	<b>1.5%</b>
<b>PERSONNEL</b>	<b>1,293,176</b>	<i>69%</i>	<b>1,313,760</b>	<i>63%</i>	<b>20,584</b>	<b>1.6%</b>
Salaries and Hourly Wages	997,606		1,018,140		20,534	2.1%
Payroll Taxes	77,230		78,678		1,448	1.9%
Payroll Processing - QuickBooks	3,778		3,778		0	0.0%
Health Insurance	130,793		129,181		(1,612)	-1.2%
Dental Insurance	7,384		8,321		937	12.7%
Life Insurance	1,524		1,524		0	0.0%
Shortterm Disability	2,876		2,876		0	0.0%
Longterm Disability	837		837		0	0.0%
Paid Family Medical Leave	6,010		6,102		92	1.5%
FSA Fees	0		0		0	-
Health Incentives	11,935		10,334		(1,600)	-13.4%
SIMPLE IRA Pension	29,284		30,069		786	2.7%
Worker's Compensation	1,899		1,899		0	0.0%
Unemployment Insurance	2,230		2,230		0	0.0%
Staff Training & Workshops	15,000		15,000		0	0.0%
Professional Dues: AMPO, NHARPC, NHPA, APA, NHM	4,792		4,792		0	0.0%
<b>EQUIPMENT</b>	<b>38,518</b>	<i>3%</i>	<b>38,615</b>	<i>2%</i>	<b>97</b>	<b>0.3%</b>
GIS Software	6,338		6,338		0	0.0%
Transpo Software Maintenance: TransCAD	1,500		1,500		0	0.0%
Office Software: Maintenance, purchase	11,080		11,177		97	0.9%
INRIX Database for Transportation Planning	8,200		8,200		0	0.0%
Traffic Count Supplies and Repair	3,000		3,000		0	0.0%
Equipment Rental and Repair	500		500		0	0.0%
Copier Maintenance Contract	3,900		3,900		0	0.0%
Computers and Peripherals	3,000		3,000		0	0.0%
Office Furniture	1,000		1,000		0	0.0%
<b>COMMUNICATIONS</b>	<b>7,591</b>	<i>2%</i>	<b>7,591</b>	<i>0%</i>	<b>0</b>	<b>0.0%</b>
Postage and Delivery	400		400		0	0.0%
Office Phone System	1,164		1,164		0	0.0%
Internet and Phone Service	3,600		3,600		0	0.0%
Website Design and Maintenance	1,427		1,427		0	0.0%
Media Outreach Activities	1,000		1,000		0	0.0%

<b>FY2024 EXPENSES</b>	<b>FY2024 Adopted Budget</b>		<b>FY2024 Budget</b>		<b>Net</b>	<b>% Change</b>
					<b>Change</b>	
<b>FIXED EXPENSES</b>	<b>47,166</b>	<b>5%</b>	<b>47,166</b>	<b>2%</b>	<b>0</b>	<b>0.0%</b>
Property & Liability	7,173		7,173		0	0.0%
Office Vehicle Lease and Maintenance	9,993		9,993		0	0.0%
Rent	30,000		30,000		0	0.0%
<b>ADMINISTRATIVE EXPENSES</b>	<b>45,650</b>	<b>1%</b>	<b>50,000</b>	<b>2%</b>	<b>4,350</b>	<b>9.5%</b>
Printing	150		1,500		1,350	900.0%
Audit and Accounting Services	16,000		16,000		0	0.0%
Legal	4,000		4,000		0	0.0%
Office and Mapping Supplies	4,000		4,000		0	0.0%
Office Expense	10,000		10,000		0	0.0%
Meeting Expenses (Meetings and Meeting Notices)	3,500		3,500		0	0.0%
Travel	5,000		8,000		3,000	60.0%
Library & Subscriptions: NH Planning Books	2,500		2,500		0	0.0%
Bank Fees	0		0		0	-
HealthTrust Employee Health Rewards	500		500		0	0.0%
<b>OUTSOURCED CONTRACTS</b>	<b>614,798</b>	<b>20%</b>	<b>613,075</b>	<b>29%</b>	<b>(1,723)</b>	<b>-0.3%</b>
1000 IT Services	29,000		34,000		5,000	17.2%
3507 Far RT11 Audit & Regs Consultant Team	113,075		113,075		0	0.0%
3903 MIL CWSRF Consulting Engineer	37,500		30,000		(7,500)	-20.0%
4107 Newmarket Form Based Code Consultant			73,000		73,000	-
Architect, Landscape Architect, Engineer Consultant	15,000		0		(15,000)	-100.0%
5207 PREPA Grant-Dover NRI Environmental Consult	6,000		6,000		0	0.0%
5208 PREPA Grant-Lee NRI Environmental Consultan	6,000		6,000		0	0.0%
6152 Coastal Resilience Grant (NKT) Landscape Archi	4,000		4,000		0	0.0%
6801 InvestNH Housing Navigator Direct Costs	2,286		0		(2,286)	-100.0%
7111 EPA Brownfields QEP	84,938		78,000		(6,938)	-8.2%
7201 HUD EDI CDS Regional Plans - RPC Pass Throug	267,000		200,000		(67,000)	-25.1%
7301 USDA RD FAR & MIL Town Facilities Consultant			5,250			
8002 Contract Transportation Support (UPWP)	40,000		40,000		0	0.0%
8002 Contract Title VI/Environmental Justice Support	10,000		10,000		0	0.0%
8102 Safe Streets for All	0		13,750		13,750	-
<b>RESERVE FUND CONTRIBUTION</b>	<b>5,000</b>	<b>0%</b>	<b>13,000</b>	<b>1%</b>	<b>8,000</b>	<b>160.0%</b>
		<b>100%</b>		<b>100%</b>		

# STRAFFORD

Regional Planning Commission

January 16, 2024

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

RE: January 2024 Minor Revisions to the 2023-2026 TIP

Dear Mr. Watson:

The Strafford Regional Planning Commission (SRPC) staff has received a request to approve the January 2024 Minor Revisions to Strafford Metropolitan Planning Organization's approved 2023-2026 Transportation Improvement Program (TIP).

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

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

The Executive Director recommends the approval of the following Administrative Modifications to the 2023-2026 TIP as proposed.

Sincerely,

Jennifer Czysz, AICP  
Executive Director



## January 2024 TIP Minors Table of Contents

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### **Funding Changes**

Maintenance and Preservation of Tier 3 & 4  
Dover 41373

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# 2023 - 2026 SRPC Transportation Improvement Program

## January 2024 Minor

1/9/2024

Please refer to the 2023 - 2026 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 2023 - 2026 TIP.

### PROGRAM BRDG-T3/4-M&P

Towns: Statewide

Road: Tier 3-4 Bridges

Scope: Maintenance and preservation of tier 3 & 4 bridges.

Acronyms:

#### Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$655,000		\$0	\$0	<b><i>\$655,000</i></b>
PE	2024	\$50,000		\$0	\$0	<b><i>\$50,000</i></b>
PE	2025	\$50,000		\$0	\$0	<b><i>\$50,000</i></b>
PE	2026	\$50,000		\$0	\$0	<b><i>\$50,000</i></b>
ROW	2023	\$10,000		\$0	\$0	<b><i>\$10,000</i></b>
ROW	2024	\$10,000		\$0	\$0	<b><i>\$10,000</i></b>
ROW	2025	\$10,000		\$0	\$0	<b><i>\$10,000</i></b>
ROW	2026	\$10,000		\$0	\$0	<b><i>\$10,000</i></b>
CON	2023	\$3,875,000		\$0	\$0	<b><i>\$3,875,000</i></b>
CON	2024	\$3,392,500		\$0	\$0	<b><i>\$3,392,500</i></b>
CON	2025	\$3,127,500		\$0	\$0	<b><i>\$3,127,500</i></b>
CON	2026	\$3,900,000		\$0	\$0	<b><i>\$3,900,000</i></b>

#### Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$655,000		\$0	\$0	<b><i>\$655,000</i></b>
PE	2024	\$100,000		\$0	\$0	<b><i>\$100,000</i></b>
PE	2025	\$50,000		\$0	\$0	<b><i>\$50,000</i></b>
PE	2026	\$50,000		\$0	\$0	<b><i>\$50,000</i></b>
ROW	2023	\$10,000		\$0	\$0	<b><i>\$10,000</i></b>
ROW	2024	\$10,000		\$0	\$0	<b><i>\$10,000</i></b>
ROW	2025	\$10,000		\$0	\$0	<b><i>\$10,000</i></b>

ROW	2026	\$10,000	\$0	\$0	<b><i>\$10,000</i></b>
CON	2023	\$3,875,000	\$0	\$0	<b><i>\$3,875,000</i></b>
CON	2024	\$7,125,000	\$0	\$0	<b><i>\$7,125,000</i></b>
CON	2025	\$3,127,500	\$0	\$0	<b><i>\$3,127,500</i></b>
CON	2026	\$3,900,000	\$0	\$0	<b><i>\$3,900,000</i></b>

**Change Notes**

NHDOT Description of Changes

SRPC Notes

No child projects in SRPC region.

**Funding Sources**

**FHWA**

STBG-State Flexible

STBG-Non Urban Areas Under 5K

STBG-5 to 200K

National Highway Performance

**NHDOT**

Toll Credit

General Fund

# Dover 41373

Towns: Dover  
Road: Rte 155, Rte 108, Bellamy Rd. Daley Dr. Durham Rd (Community Trail)  
Scope: Construct multi-use path from Knox Marsh Rd. to Bellamy Rd.  
Acronyms:

## Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$20,538		\$0	\$5,134	<b>\$25,672</b>
ROW	2024	\$34,400		\$0	\$8,600	<b>\$43,000</b>
CON	2025	\$252,952		\$0	\$179,521	<b>\$432,473</b>

## Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$37,802		\$0	\$9,450	<b>\$47,252</b>
ROW	2024	\$34,400		\$0	\$8,600	<b>\$43,000</b>
CON	2025	\$243,927		\$0	\$173,116	<b>\$417,043</b>

## Change Notes

NHDOT Description of Changes

SRPC Notes

Phase shift.

## Funding Sources

### FHWA

TAP-Transportation Alternatives

TAP-Flex

TAP-50K to 200K

### OTHER

Towns