

STRAFFORD

Regional Planning Commission

SRPC EXECUTIVE COMMITTEE MEETING

March 15, 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 an in-person quorum. So long as an in-person quorum, Commissioners may participate virtually. Guests may attend the meeting virtually or at the SRPC Office. All participants, both in-person and virtual, can communicate contemporaneously.

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.straftford.org. If anybody is unable to access the meeting, please email mtaylorfetter@straftford.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 February 16, 2024 Minutes b) Acceptance of the Draft Jan. Financials	8:05-8:40	Refer to the enclosed memo and attachments.
3) Updates and Discussion Items a) Annual Meeting b) Commissioner 101 c) Awards, Contracts, and General Business d) March 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@straftford.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 | Straftford | 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: March 8, 2024
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the March 15, 2024 Meeting

The following notes correspond to individual agenda items for discussion.

2b. Accept the Draft December Financials

Balance Sheet: Account balances continue to be lower than we would like at this point in the year. We reached a new low at the end of January, December's three payrolls compounded by delayed payments with agency staff holidays (see accounts receivable, payments were received in February). Please refer to Kathy's notes on the financial report for additional information. As a result of most all past due invoices having been paid in February, plus, payments from several contracts that issue revenue in advance, the bank balances at the end of February are up to \$206,687.

Accounts Receivable: Of the \$220,980 due at the end of Jan., \$73,037 are current invoices. Another \$144,887 was received in February, with a past due balance of \$3,055.

Profit and Loss and Income by Customer: January's income by customer and associated profit and loss was down for the month. Ideally, in a regular two-payroll month, we want to see the total income by customer at least approximately \$125,000. In January it was \$95,256. This is directly attributable to two factors. First, the Christmas and New Year's holidays and vacation leave time fell into January payroll. Second, indirect staff time was up in January as all staff had increased indirect time to prepare for the server migration. As part of this process, we cleaned up and organized all digital records. This pulled time away from billable hours. As a result, the month ended with a loss of \$19,870 and a year-to-date net loss of \$59,717. The UPWP took the greatest hit during January as Rachel was pulled away from working on that contract to lead the migration process. Preliminary financials, based upon some ballpark estimates, for February look like we will end the month with a profit of approximately \$10,000; not all invoices are complete at this time.

3a. Annual Meeting

It is that time of year again to begin planning the Annual Meeting scheduled as a luncheon on June 20, 2024. We would like to take a couple minutes at the EC meeting to brainstorm the following items:

- Theme and guest speakers
- Location
- Awards solicitation

3b. Commissioner 101

Several months back we discussed holding a Commissioner 101 event designed to provide an overview of the Commission and commissioner roles to strengthen connections with new and veteran commissioners. We have several communities in the process of recruiting and



appointing new commissioners and would like to push this event out from the previously set date of Friday March 29, 2024 (3:45-6 PM), but not too far into the future. At our March meeting we would like to brainstorm:

- Agenda items – presentations, interactions, etc.
- Date and time

3c. 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.

January 2024 Dues (FY24 YTD):

Income:	
FY24 Dues Paid	\$80,994.74
Total Income	\$80,994.74

Expenses:	
Planning Salaries	\$4,450.18
Dues and Subscriptions	\$70.55
Staff Training	\$60.00
Equipment Depreciation	\$2,026.46
Vehicle Interest	\$114.49
Bank Fees	\$15.00
Interest Expense	\$5.24
Meeting Expense	-\$358.18
Office Expense	\$161.78
Travel	\$276.47
Indirect (111.63%)	\$4,967.74
Total SRPC Expenses	\$11,789.73

Cash Match:	
UPWP	\$31,908.23
EDA	\$8,624.14
Coastal	\$2,477.10
LSWP	\$556.80
GSCH	\$1,877.04
CommuteSmart	\$549.73
ROC Recreation Chapter	\$2,291.80
Total Cash Match	\$48,284.84

Contract Overages:	
Strafford Tax Maps	\$77.57
Somersworth Tax Maps	\$2.28
Barrington Housing MP	\$168.18
Total Contract Overages	\$248.03

Total Expenses	\$60,322.60
Dues Remaining	\$20,672.14

Indirect Rate: SRPC’s approved indirect cost rate is 111.63%. As of the end of January, we are down from a high of 125.4% in September to 120.2% at the end of January. The largest driver of this increase was a 20% increase in indirect wages due to holidays and vacations between Christmas and New Year that were captured in January’s payroll.



NEXT MEETING: April 19, 2024, 8 AM. – 9:00 A.M.

Proposals and Grant Applications Tracking

Title	Funder	Funding Year(s)	Award \$	Dues \$	Application Status	Contract Status	Description
Phase II of NH Coastal Flood Risk Model	NFWF	FY2024-25	\$10,000		Awarded	Complete	Develop a dynamic sea-level rise and storm surge model for coastal NH to replace existing bathtub inundation maps
New Durham Master Plan Update	Invest NH	FY2024	\$25,000		Awarded	Complete	Update Housing and Land Use chapters of Master Plan
Town of Milton 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.
Somersworth Early Learning Center YMCA Renovations	NHCDFa CDBG	FY2024-2025	\$30,000		Awarded	Contract Forthcoming	SRPC would serve as the grant administer 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.
Northwood Septic System Database	NHDES LSWP	FY2025	\$29,937		Awarded	Contract Forthcoming	Create a septic system database for several existing water systems
Safe Streets for All (Region 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.
Durham 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.
Building a Foundation to Evolve CAW's Practice (Year 2)	Great Bay 2030	FY2024-25	\$10,000		Awarded	In Process	Identify and map communities that are disproportionately impacted by climate change due to life circumstances that increase exposure to hazards or make it harder to respond in the Great Bay watershed.
Transformative Planning Grant (Region Wide)	NHCDFa	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 (Region Wide)	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
Climate Resilience Regional 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.
New Durham Contract Planner	New Durahm	FY2025			Submitted	NA- App Pending	Provide contract town planner services including plan review and staff support to the planning board
Sunrise Lake Watershed Plan Implementation (Middleton)	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

Title	Funder	Funding Year(s)	Award \$	Dues \$	Application Status	Contract Status	Description
Cocheco River Management Plan (Dover, Farmington, Middleton, New Durham and Rochester)	NHDES 604(b)	FY2025	\$30,000		Submitted	NA- App Pending	Development and adoption of a River Corridor Management Plan
Flood Smart Seacoast: Integrate Future Climate Flood Risk in Floodplain Management and Access FEMA Hazard Mitigation Assistance	NHDES Project of Special Merit	FY2025	\$25,000		Submitted	NA- App Pending	Long-term strategy that ensures climate change-induced flood risk is more strongly incorporated into local floodplain management activities, as well as providing additional technical assistance through a mini-grants program

Application/Proposal Status	Total Award \$	Pass Through Amt	Net SRPC Funding	# of Applications
Awarded	\$564,233	\$77,000	\$487,233	12
Submitted	\$105,000		\$105,000	4
Invited to Submit Full App	\$1,375,000		\$1,375,000	1
In Development	\$27,500		\$27,500	2
Grand Total	\$2,071,733	\$77,000	\$1,994,733	19

STRAFFORD

Regional Planning Commission

**Strafford Regional Planning Commission
Executive Committee Meeting
February 16, 2024
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; Michael Bobinsky, Somersworth; Tom Crosby, Madbury; Bill Fisher, Farmington; Peter Nelson, Newmarket

Members attending remotely: Joe Boudreau, Rochester; Katrin Kasper, Lee; Barbara Holstein, Rochester;

Staff attending in person: Jen Czysz,

Staff attending virtually: Kyle Pimental, Megan Taylor-Fetter

2. Action Items

a. Approval of the January 19, 2024 minutes.

P. Nelson motioned to approve the minutes of January 19, 2024, as presented. B. Fisher seconded the motion. The motion passed with a unanimous vote in favor.

b. Acceptance of the Draft December 2023 Financials

J. Czysz stated it is more of the same and provided an overview of the financials:

Balance Sheet: Account balances continue to be lower than we would like at this point in the year. We reached a low at the end of December after paying out 3 pay periods and seeing delays in DOTs invoice processing. Please refer to Kathy's notes on the financial report for additional information.

Accounts Receivable: Of the \$178,974 due at the end of December, \$102,855 was the current month's invoice. Another \$53,714 was received in December, leaving a past due balance of \$22,406. Kathy has sent out several reminders of funds past due. The Milton dues were received in February.

Profit and Loss and Income by Customer: December while there was a healthy income by customer of \$142,896, revenues were not enough to compensate for a three-payroll month, holidays and vacations. As a result, the month ended with a loss of \$10,453. Subsequent months are expected to return to net positive revenue. Year-to-date, we continue to run at a net loss, at the end of December we were at -\$39,847. Factors that continue to impact the profit and loss include not achieving billable targets for the UPWP, high indirect rates, and circuit rider actual billables exceeding contract rates.

J. Czysz stated there is an extra pay period this year.

M. Bobinsky motioned to accept the December 2023 financials. P. Nelson seconded the motion. With a unanimous vote in favor, the motion passed.

3. Updates and Discussion Items

a. Town of Raymond Request to join SRPC

J. Czysz stated that the Town of Raymond recently contacted her to inquire how they might go about switching from Rockingham Planning Commission to Strafford Regional Planning Commission. Less than 10 years ago, Raymond was a member of Southern NH Planning Commission. Some questions and concerns I have in regard to whether we should support this change include:

- The change in regional boundaries creates a cascading impact upon all Commission systems, programs, and publications. Some examples:
 - Fundamental revisions to our website structure and content.
 - GIS systems are built around the current geography, all systems, base maps, standard maps, and online mapping services would have to be revised.
 - All the code written to run the Data Snapshot analysis would have to be revised to change the regional geography and the document overhauled.
- Our transportation programs are only 7 months into a 24-month contract budgeted based upon the region's 2023 population and highway miles. Without a contract change, and a corresponding decrease to RPC's budget, SRPC would not be compensated for transportation planning services to Raymond until July 1, 2025.
- If Raymond joins the SRPC region, will they stay? Or will we experience something like Rockingham Planning Commission with the town leaving after less than 10 years with the commission?

J. Czysz stated that while Raymond would begin paying dues upon switching regions, we should ascertain whether that revenue would offset the costs to the commission to integrate a new community into our systems and programs. Alternatively, is it acceptable to take several years to phase in the integration of a new community into our body of work?

Discussion ensued on how this would benefit the commission and how it could possibly burden the commission financially.

b. Awards, Contracts, and General Business

J. Czysz provided an overview of the Awards, Contracts and General Business. She stated that the indirect cost rate is 111.63%. As of the end of December, we are down from a high of 125.4% in September to 114.3% at the end of November.

c. February Monthly Minors

4. C. Lentz stated there are funding changes for 2 projects:

- PROGRAM BRDG-T3/4-M&P, maintenance, and preservation of tier 3-4 bridges. There are no projects in the SRPC region.
- Dover, Route 155, route 108, Bellamy Road, Daley Drive, Durham Road; construct multi-use pathway from Know marsh Road to Bellamy Road. This is a phase shift.

5. Other Business:

There was no other business.

6. Adjourn

B. Fisher motioned to adjourn. P. Nelson seconded the motion. With a unanimous vote in favor, the meeting adjourned at 8:55 AM

Strafford Regional Planning Commission
Balance Sheet
As of January 31, 2024

11:44 AM

02/21/24

Accrual Basis

	Jan 31, 24	Jan 31, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	12,493.43	50,436.19	-37,942.76
FSB Savings	15,972.51	34,700.09	-18,727.58
Total Checking/Savings	28,465.94	85,136.28	-56,670.34 ¹
Accounts Receivable			
Accounts Receivable	220,979.92	244,737.75	-23,757.83
Total Accounts Receivable	220,979.92	244,737.75	-23,757.83 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Dues and Subscriptions	2,305.59	2,340.04	-34.45
Prepaid Insurance (P & L)	3,287.50	0.00	3,287.50
Prepaid training	600.00	600.00	0.00
Prepaid Unemployment Comp	2,713.37	0.00	2,713.37
Prepaid Workers Compensation	1,715.12	0.00	1,715.12
Total Prepaid Expenses	10,621.58	2,940.04	7,681.54 ³
Prepaid software support	3,263.42	8,613.11	-5,349.69
Total Other Current Assets	13,885.00	11,553.15	2,331.85
Total Current Assets	263,330.86	341,427.18	-78,096.32
Fixed Assets			
Right of Use Asset - Building			
Accumulated Amortization - Buil	-70,255.60	-25,761.00	-44,494.60
Right of Use Asset - Building - Ot...	112,410.00	112,410.00	0.00
Total Right of Use Asset - Building	42,154.40	86,649.00	-44,494.60 ⁵
Vehicles			
Vehicle Accumulated Depreciatio	-21,031.39	-15,295.51	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
Total Vehicles	1,911.96	7,647.84	-5,735.88 ⁶
Property and Equipment			
Accumulated Depreciation	-17,962.60	-15,745.44	-2,217.16
Equipment Purchase			
Al Traffic Counter	9,830.00	0.00	9,830.00
Pyro Traffic Count System	7,540.00	0.00	7,540.00
ThinkSystem ST520 FY24 Server	5,721.45	0.00	5,721.45
Lenova Think Server	3,983.04	3,983.04	0.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00

Strafford Regional Planning Commission
Balance Sheet
As of January 31, 2024

	Jan 31, 24	Jan 31, 23	\$ Change
Total Equipment Purchase	38,836.89	15,745.44	23,091.45 ⁷
Total Property and Equipment	20,874.29	0.00	20,874.29
Total Fixed Assets	64,940.65	94,296.84	-29,356.19
TOTAL ASSETS	328,271.51	435,724.02	-107,452.51
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
FSB Credit Card	1,146.11	1,033.01	113.10
Total Credit Cards	1,146.11	1,033.01	113.10
Other Current Liabilities			
FY24 Dues in Advance	57,842.63	0.00	57,842.63
Building Lease Liab Current	11,950.18	11,553.77	396.41
FY23 Dues in Advance	0.00	54,116.86	-54,116.86
Current Portion of Lease Payabl	1,727.79	2,044.88	-317.09
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	50,399.22	46,628.99	3,770.23 ⁸
Payroll Liabilities			
FSA Payable	-80.00	0.00	-80.00 ⁹
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	1,468.56	1,462.95	5.61
Total Payroll Liabilities	1,418.95	1,493.34	-74.39
Total Other Current Liabilities	123,386.77	115,885.84	7,500.93
Total Current Liabilities	124,532.88	116,918.85	7,614.03
Long Term Liabilities			
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 ¹⁰
Accrued expenses			
Accrued Payroll	20,053.38	51,939.13	-31,885.75
Accrued Vacation	42,764.92	42,091.38	673.54
Annual Audit Accrual	1,000.00	10,333.35	-9,333.35
Total Accrued expenses	63,818.30	104,363.86	-40,545.56 ¹¹
Total Long Term Liabilities	95,686.30	169,305.70	-73,619.40

Strafford Regional Planning Commission
Balance Sheet
As of January 31, 2024

11:44 AM

02/21/24

Accrual Basis

	Jan 31, 24	Jan 31, 23	\$ Change
Total Liabilities	220,219.18	286,224.55	-66,005.37
Equity			
Retained Earnings	167,769.00	176,019.32	-8,250.32 ¹²
Net Income	-59,716.67	-26,519.85	-33,196.82 ¹³
Total Equity	108,052.33	149,499.47	-41,447.14
TOTAL LIABILITIES & EQUITY	328,271.51	435,724.02	-107,452.51

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Strafford Regional Planning Commission
Balance Sheet
As of January 31, 2024

11:44 AM

02/21/24

Accrual Basis

1. **Checking/Savings:** In the current fiscal year, as compared to the prior fiscal year at 1/31, total gross profit (after cash and in-kind match) increased approximately \$4,934, while expenses increased by approximately \$38,092. 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. Most notably, Primex no longer accepts monthly payments, but requires Property/Liability, Workers Compensation, and Unemployment insurances to be paid in full at the beginning of the coverage periods (see note Prepaid Insurance). During December of this fiscal year, a new server was also purchased for approximately \$5,700 (see notes under Equipment). In January, \$900 was prepaid for Survey Monkey, which gets expensed at \$75 per month via journal entry. These factors coupled with the decrease in indirect cost reimbursement (116.97% to 111.63%) and slower receipt of NHDOT reimbursements have contributed to a decrease in cash on hand (see the Accounts Receivable Aging Summary report).

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

3. **Prepaid Insurances:** 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 in September, and a monthly entry is being made to record monthly Property and Liability Insurance expense. Workers Compensation and Unemployment insurances were paid in full in January of this fiscal year, and are being booked as a monthly expense on the profit and loss statement for calendar year 2024.

4. **Prepaid Software:** New website plug-ins, social media tools, and ArcGIS plug-ins have been added (Trimble, Audio Eye, Buffer, Community Viz). In the prior fiscal year, the ArcGIS licenses were renewed in January. In the current fiscal year, the total amount of license renewal was paid in February.

5. **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 prior year balance on the Balance Sheet reflects the Amortization expense accumulated during fiscal year 2022 through June 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.

6. **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.

7. **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. In addition, a new server was purchased in December of this fiscal year. The expense is being recorded over a five year period as monthly depreciation on the profit and loss statement, and is considered an eligible indirect expense.

8. **Contract Revenue in Advance:** Current year balance = ROC RFP \$3,923, Housing Navigator \$33,597 (Advance of \$34,310 invoiced in January and paid February), EDA \$12,880 (Advance of \$17,500 invoiced and paid in January). Advances are typically 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.

9. **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.

Strafford Regional Planning Commission
Balance Sheet
As of January 31, 2024

11:44 AM

02/21/24

Accrual Basis

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- 10.** Leases, 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, as a result, the balance this fiscal year is zero.
-
- 11.** 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. Accrued Payroll: In the previous fiscal year, 14 days of payroll were accrued, as compared to only 5 days for FY23. The Annual Audit Accrual was based on \$12,000 for FY23 per the auditor engagement letter, but actual billings exceeded the \$12,000. The overpayment refund is in process.
-
- 12.** Retained Earnings: Cumulative posting of net income from all prior years.
-
- 13.** Net Income: Reflects Net Income for the entire fiscal year through the report date.
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**Strafford Regional Planning Commission
A/R Aging Summary
As of January 31, 2024**

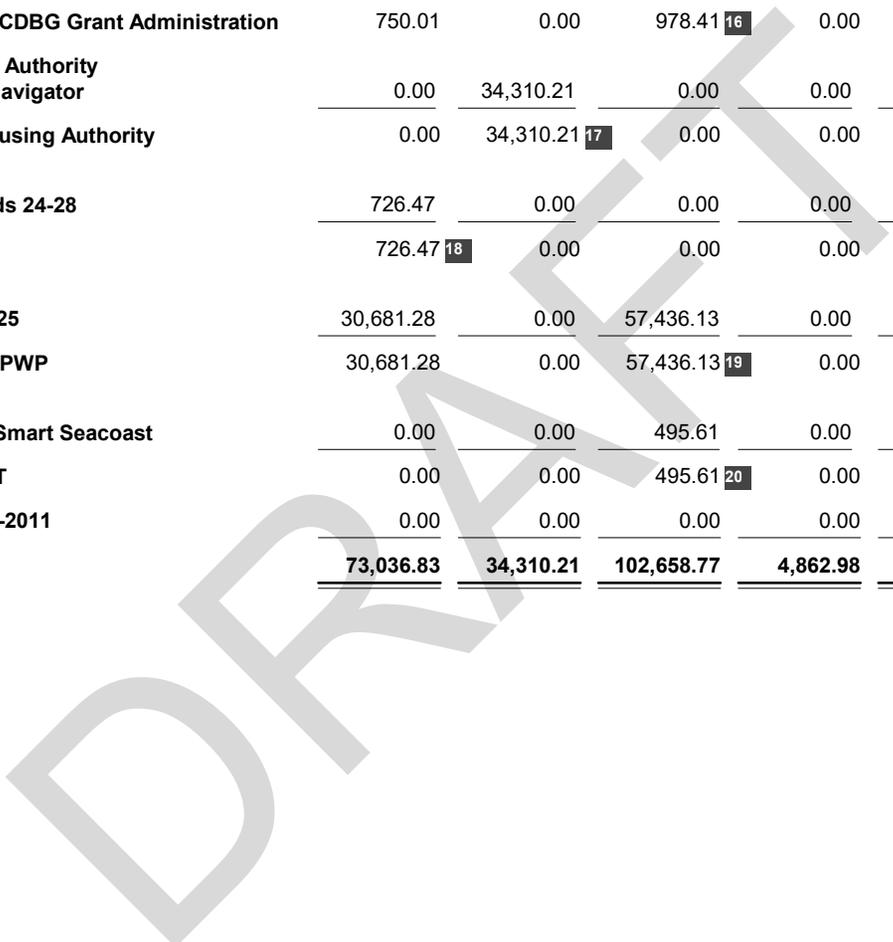
	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
2000 LTA (Local Technical Assistance)						
2100 Dues						
2109 Town of Milton dues	0.00	0.00	0.00	0.00	5,591.27	5,591.27
Total 2100 Dues	0.00	0.00	0.00	0.00	5,591.27	5,591.27 ¹
2200 PLUR Books						
2209 Town of Milton PLUR	0.00	0.00	0.00	0.00	0.00	0.00
Total 2200 PLUR Books	0.00	0.00	0.00	0.00	0.00	0.00
2000 LTA (Local Technical Assistance) - Ot...	0.00	0.00	0.00	0.00	0.00	0.00
Total 2000 LTA (Local Technical Assistance)	0.00	0.00	0.00	0.00	5,591.27	5,591.27
3100 Town of Barrington						
3104 Barrington MP-Housing	452.00	0.00	1,812.68	0.00	0.00	2,264.68
Total 3100 Town of Barrington	452.00	0.00	1,812.68 ²	0.00	0.00	2,264.68
3500 Town of Farmington						
3507 FAR HOP Grant	4,369.39	0.00	4,933.41	0.00	0.00	9,302.80
3501 FAR Circuit Rider	5,149.53	0.00	4,254.48	0.00	0.00	9,404.01
Total 3500 Town of Farmington	9,518.92	0.00	9,187.89 ³	0.00	0.00	18,706.81
4100 Town of Newmarket						
4107 NKT HOP 3 FORM BASED CODE	2,593.32	0.00	0.00	0.00	0.00	2,593.32
4106 NKT MP Other	2,454.93	0.00	2,936.21	0.00	0.00	5,391.14
4105 NKT HOP1 MP Housing	1,643.29	0.00	3,484.68	0.00	0.00	5,127.97
Total 4100 Town of Newmarket	6,691.54	0.00	6,420.89 ⁴	0.00	0.00	13,112.43
4200 Town of Northwood						
4201 NOR Circuit Rider	2,879.59	0.00	2,449.54	0.00	0.00	5,329.13
Total 4200 Town of Northwood	2,879.59	0.00	2,449.54 ⁵	0.00	0.00	5,329.13
4300 Town of Nottingham						
4301 NOT Circuit Rider	2,740.55	0.00	1,699.95	0.00	0.00	4,440.50
Total 4300 Town of Nottingham	2,740.55	0.00	1,699.95 ⁶	0.00	0.00	4,440.50
4400 City of Rochester						
4403 ROC Rec MP	1,569.93	0.00	1,946.46	2,530.59	0.00	6,046.98
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
Total 4400 City of Rochester	1,569.93	0.00	1,946.46	2,530.59	0.00	6,046.98 ⁷

**Strafford Regional Planning Commission
A/R Aging Summary
As of January 31, 2024**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
4600 City of Somersworth						
4606 SOM Tax Maps FY24	0.00	0.00	1,686.00	0.00	0.00	1,686.00
4605 SOM MP & Audit	3,906.67	0.00	4,413.27	0.00	0.00	8,319.94
Total 4600 City of Somersworth	3,906.67	0.00	6,099.27⁸	0.00	0.00	10,005.94
4700 Town of Strafford						
4704 Strafford Tax Mapping 2023	0.00	0.00	692.50	0.00	0.00	692.50
4701 Strafford Circuit Rider	3,557.70	0.00	2,473.40	0.00	0.00	6,031.10
Total 4700 Town of Strafford	3,557.70	0.00	3,165.90⁹	0.00	0.00	6,723.60
4800 Town of Wakefield						
4803 WAK NBRC Union Hotel Grant Admin	0.00	0.00	0.00	0.00	519.86	519.86 ¹⁰
4801 Wakefield Circuit Rider	472.50	0.00	0.00	1,202.50	0.00	1,675.00
Total 4800 Town of Wakefield	472.50	0.00	0.00	1,202.50¹¹	519.86	2,194.86
5150 GSCH						
5151 Creating Age Friendly Communities	0.00	0.00	0.00	1,129.89	0.00	1,129.89
Total 5150 GSCH	0.00	0.00	0.00	1,129.89¹²	0.00	1,129.89
5201 UNH						
5209 UNH PREPA SOM NR MP	872.64	0.00	1,566.76	0.00	0.00	2,439.40
5208 UNH PREPA LEE NRI	1,856.76	0.00	1,504.64	0.00	0.00	3,361.40
5207 UNH PREPA DOV NRI	1,263.95	0.00	2,006.77	0.00	0.00	3,270.72
Total 5201 UNH	3,993.35	0.00	5,078.17¹³	0.00	0.00	9,071.52
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	0.00	0.00	2,244.67	0.00	0.00	2,244.67
Total 6000 Business and Economic Affairs	0.00	0.00	2,244.67¹⁴	0.00	0.00	2,244.67
6100 NH DES						
6104 Coastal 24	1,012.78	0.00	1,971.90	0.00	0.00	2,984.68
6305 LSWP NKT SWP-359	1,083.54	0.00	1,671.30	0.00	0.00	2,754.84
Total 6100 NH DES	2,096.32	0.00	3,643.20¹⁵	0.00	0.00	5,739.52
6500 DEPT OF SAFETY (OEM)						
6503 BRIC 21 MAD,NOR,ROC	3,000.00	0.00	0.00	0.00	0.00	3,000.00
Total 6500 DEPT OF SAFETY (OEM)	3,000.00	0.00	0.00	0.00	0.00	3,000.00
6600 CDFA-CDBG Grant Administration						

**Strafford Regional Planning Commission
A/R Aging Summary
As of January 31, 2024**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
6602 CDBG Gafney Home	750.01	0.00	978.41	0.00	0.00	1,728.42
Total 6600 CDFA-CDBG Grant Administration	750.01	0.00	978.41	0.00	0.00	1,728.42
6800 NH Housing Authority 6802 Housing Navigator	0.00	34,310.21	0.00	0.00	0.00	34,310.21
Total 6800 NH Housing Authority	0.00	34,310.21	0.00	0.00	0.00	34,310.21
7100 EPA 7111 Brownfields 24-28	726.47	0.00	0.00	0.00	0.00	726.47
Total 7100 EPA	726.47	0.00	0.00	0.00	0.00	726.47
8000 DOT UPWP 8002 UPWP 24-25	30,681.28	0.00	57,436.13	0.00	0.00	88,117.41
Total 8000 DOT UPWP	30,681.28	0.00	57,436.13	0.00	0.00	88,117.41
8100 COAST 8101 CommuteSmart Seacoast	0.00	0.00	495.61	0.00	0.00	495.61
Total 8100 COAST	0.00	0.00	495.61	0.00	0.00	495.61
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	73,036.83	34,310.21	102,658.77	4,862.98	6,111.13	220,979.92



Strafford Regional Planning Commission
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As of January 31, 2024

1. Milton Dues: \$5,591.27 was paid in February.
2. Barrington MP-Housing: I have followed up regarding the December outstanding invoice.
3. Farmington: \$4,933.41 and \$4,254.48 were paid in February.
4. Newmarket: \$2,936.21 and \$3,484.68 were paid in February.
5. Northwood: I have followed up regarding the December outstanding invoice.
6. Nottingham: \$1,699.95 was paid in February.
7. Rochester Rec MP: \$2,530.59 and \$1,946.46 were paid in February.
8. Somersworth: \$1,686.00 and \$4,413.27 were paid in February.
9. Strafford: \$692.50 and \$2,473.40 were paid in February.
10. 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.
11. Wakefield Circuit Rider: \$1,202.50 was paid in February.
12. GSCH: \$1,129.89 was paid in February.
13. UNH: \$1,566.76, \$1,504.64, \$2006.77 were paid in February.
14. TBG: \$2,244.67 received in February.
15. DES: \$1,971.90 and \$1,671.30 received in February.
16. CDBG Gafney: \$978.41 received in February.
17. Housing Navigator: \$34,310.21 received in February.
18. EPA: \$726.47 received in February.

Strafford Regional Planning Commission
A/R Aging Summary
As of January 31, 2024

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19. UPWP: \$57,436.13 received in February.

20. COAST: \$495.61 received in February.

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Strafford Regional Planning Commission
Profit & Loss
January 2024

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Accrual Basis

	Jan 24	Jan 23	\$ Change
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	11,568.53	10,896.22	672.31
SRPC Revenue			
Municipal and NonProfit Revenue			
3104 BAR Housing MP Chapter	620.18	0.00	620.18
3501 FAR Circuit Rider	5,149.53	4,481.98	667.55
3507 FAR HOP Grant	4,369.39	0.00	4,369.39
4105 NKT HOP1 MP Housing	1,643.29	0.00	1,643.29
4106 NKT MP Other	2,454.93	0.00	2,454.93
4107 NKT HOP3 Form Based Code	2,593.32	0.00	2,593.32
4201 NORPlanning Services	2,879.59	2,362.27	517.32
4301 NOT Circuit Rider	2,740.55	2,169.89	570.66
4403 ROC Rec Chapter	1,852.51	0.00	1,852.51
4605 SOM MP and Audit	3,906.67	0.00	3,906.67
3103 BAR Land Use Chapter	0.00	557.50	-557.50
4701 Strafford Circuit Rider	3,557.70	3,178.70	379.00
4703 STR MP Update	0.00	3,242.15	-3,242.15
4801 WAK Circuit Rider	472.50	422.50	50.00
5002 NHARPC Administration	0.00	4,000.00	-4,000.00
5151 GSCH - Tufts	0.00	1,584.08	-1,584.08
Total Municipal and NonProfit Revenue	32,240.16	21,999.07	10,241.09
SRPC Revenue - Other	-337.59	0.00	-337.59
Total SRPC Revenue	31,902.57	21,999.07	9,903.50 ¹
Federal Agencies Incl EDD			
7111 EPA Brownfields FY24-28	726.47	0.00	726.47
7003 EDD Planning Partnership	5,737.28	14,590.98	-8,853.70
Total Federal Agencies Incl EDD	6,463.75	14,590.98	-8,127.23 ²
State Award Revenue			
Dept of Bus & Econ Affairs			
6001 TBG 22-23	0.00	465.60	-465.60
6003 CEDR	0.00	8,884.10	-8,884.10
Total Dept of Bus & Econ Affairs	0.00	9,349.70	-9,349.70
NHDES			
6104 Coastal 24	2,646.64	0.00	2,646.64
6151 Project of Special Merit	0.00	1,524.43	-1,524.43
6305 LSWP NKT SWP 359	2,253.79	0.00	2,253.79
6103 Coastal FY23	0.00	2,373.68	-2,373.68
6304 LSWP - Aquifers	0.00	3,588.59	-3,588.59
Total NHDES	4,900.43	7,486.70	-2,586.27

Strafford Regional Planning Commission
Profit & Loss
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Accrual Basis

	Jan 24	Jan 23	\$ Change
UNH			
5207 UNH-PREPA DOV NRI	1,263.95	0.00	1,263.95
5208 UNH PREPA-LEE NRI	1,856.76	0.00	1,856.76
5209 UNH PREPA-SOM NAT RES MP	872.64	0.00	872.64
Total UNH	3,993.35	0.00	3,993.35
CDFA			
6601 CDBG Grant	750.01	890.83	-140.82
Total CDFA	750.01	890.83	-140.82
6802 NHHA Housing Navigator Pre-Disaster Mitigation	7,004.78	7,978.02	-973.24
6502 BRIC20	0.00	3,000.00	-3,000.00
6503 BRIC21 MAD NOR ROC	4,000.00	0.00	4,000.00
Total Pre-Disaster Mitigation	4,000.00	3,000.00	1,000.00
Total State Award Revenue	20,648.57	28,705.25	-8,056.68 ³
MPO Revenue			
NH DOT			
8002 UPWP 24-25	34,090.31	0.00	34,090.31
8001 UPWP 22-23	0.00	35,227.86	-35,227.86
Total NH DOT	34,090.31	35,227.86	-1,137.55
Total MPO Revenue	34,090.31	35,227.86	-1,137.55 ⁴
Contra Income Cash Match			
Cash Match ROC Rec Chapter	-282.58	0.00	-282.58
Cash Match GSCH	0.00	-262.50	262.50
Coastal Cash Match	0.00	-173.61	173.61
LSWP Cash Match			
LSWP SRPC Cash Match	-59.49	-244.59	185.10
Total LSWP Cash Match	-59.49	-244.59	185.10
EDD Cash Match	-917.59	-2,344.76	1,427.17
DOT Cash Match	-3,409.03	-3,522.79	113.76
Total Contra Income Cash Match	-4,668.69	-6,548.25	1,879.56
Contra Income InKind/Soft Match			
In-Kind Coastal Match	-1,296.27	-1,679.22	382.95
IK LSWP	-1,110.76	-492.00	-618.76
In-Kind EDD Match	-1,174.00	-2,867.12	1,693.12
In-Kind HazMit Match	-1,000.00	-750.00	-250.00

Strafford Regional Planning Commission
Profit & Loss
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Accrual Basis

	Jan 24	Jan 23	\$ Change
Total Contra Income InKind/Soft Match	-4,581.03	-5,788.34	1,207.31
Contract Overage	-168.18	0.00	-168.18
Total Income	95,255.83	99,082.79	-3,826.96
Gross Profit	95,255.83	99,082.79	-3,826.96
Expense			
Personnel Expenses			
Salary and Wages	76,603.00	70,545.76	6,057.24
Payroll Expenses			
PFML	1,808.00	0.00	1,808.00
Dental insurance expense	681.05	431.27	249.78
Health incentive	75.00	1,003.51	-928.51
Health Insurance expense	9,382.71	6,064.77	3,317.94
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	403.50	410.00	-6.50
Pension expense	2,141.30	1,803.39	337.91
Unemployment expense	246.63	-624.57	871.20
Workers Compensation	155.88	34.46	121.42
Payroll Taxes			
Medicare Expense	1,080.23	1,019.47	60.76
Social Security expense	4,618.92	4,359.12	259.80
Payroll Taxes - Other	-0.01	-0.01	0.00
Total Payroll Taxes	5,699.14	5,378.58	320.56
Total Payroll Expenses	21,037.10	14,882.83	6,154.27
Dues and Subscriptions	682.97	648.23	34.74
Staff Training and Seminars	0.00	15.00	-15.00
Total Personnel Expenses	98,323.07	86,091.82	12,231.25 ⁵
Equipment expense			
Copier Maintenance Contract	325.00	319.85	5.15
Office furniture			
Computer equipment	0.00	1,878.57	-1,878.57 ⁶
Total Office furniture	0.00	1,878.57	-1,878.57
Software expense			
ArInfo/View software	603.33	455.25	148.08
Office Software			
AudioEye	49.17	0.00	49.17
Buffer	30.00	0.00	30.00

Strafford Regional Planning Commission
Profit & Loss
January 2024

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Accrual Basis

	Jan 24	Jan 23	\$ Change
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	140.00	0.00
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	38.70	-38.70
Constant Contact	130.50	112.50	18.00
DropBox	0.00	11.99	-11.99
Microsoft Office 365	212.50	208.33	4.17
Total Office Software	905.18	799.67	105.51
Total Software expense	1,508.51	1,254.92	253.59
Total Equipment expense	1,833.51	3,453.34	-1,619.83
Fixed Expenses			
Equipment Depreciation	384.86	0.00	384.86
Amortization-Building	2,341.87	0.00	2,341.87
Insurance			
Liability Insurance	657.50	597.75	59.75
Total Insurance	657.50	597.75	59.75
Rent	130.10	208.75	-78.65
Vehicle Expenses			
Depreciation Expense	477.99	477.99	0.00
Vehicle Gas & Repairs	0.00	48.27	-48.27
Vehicle Interest	10.31	34.07	-23.76
Total Vehicle Expenses	488.30	560.33	-72.03
Total Fixed Expenses	4,002.63	1,366.83	2,635.80
Communications			
Postage and Delivery	0.00	27.64	-27.64
Telephone and Internet	439.12	348.07	91.05
Website maintenance and updates			
Website and logo design	17.98	8.44	9.54
Total Website maintenance and updat...	17.98	8.44	9.54
Total Communications	457.10	384.15	72.95
Administrative			
Library & Planning Books	0.00	2,449.00	-2,449.00
Meetings Expense			
Meetings Advertising Expense	0.00	404.34	-404.34

Strafford Regional Planning Commission
Profit & Loss
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Accrual Basis

	Jan 24	Jan 23	\$ Change
Meetings Expense - Other	437.43	0.00	437.43
Total Meetings Expense	437.43	404.34	33.09
Office Expense	161.12	813.41	-652.29
Office Supplies	260.73	24.40	236.33
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	378.22	235.15	143.07
Total Travel & Ent	378.22	235.15	143.07
Total Administrative	2,237.50	5,259.63	-3,022.13
Contract Labor			
IT and Network support	2,069.00	2,219.00	-150.00
Pass Through Expense			
3507 FAR HOP Consultant	3,808.75	0.00	3,808.75
4107 NKT HOP3 Form Based Code	2,400.00	0.00	2,400.00
6801 NHHFA Expense	0.00	750.00	-750.00
CEDR Consultants	0.00	6,700.00	-6,700.00
CEDR Pass Through Expense	0.00	1,597.40	-1,597.40
Total Pass Through Expense	6,208.75	9,047.40	-2,838.65
Total Contract Labor	8,277.75	11,266.40	-2,988.65
Total Expense	115,131.56	107,822.17	7,309.39
Net Ordinary Income	-19,875.73	-8,739.38	-11,136.35
Other Income/Expense			
Other Income			
Interest Income	6.09	16.05	-9.96
Total Other Income	6.09	16.05	-9.96
Net Other Income	6.09	16.05	-9.96
Net Income	-19,869.64	-8,723.33	-11,146.31

Strafford Regional Planning Commission
Profit & Loss
January 2024

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Accrual Basis

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

 2. Federal Agencies: An engineering contract for Brownfields was executed in December.

 3. State Awards Revenue: Extensive work is being completed for the Housing Navigator project. Under BEA, the ARPA RHNA grant was closed out in December, 2022, and the CEDR grant closed out at the end of June 2023. There was nothing billed to TBG in the month of January. 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 and work started for three new PREPA projects – Dover, Lee and Somersworth. Under CDFR, the Homeless Shelter contract was closed out in June of 2023, and Gafney Home is the only remaining contract. Given the changing nature of the state contract "portfolio", it is hard to compare each contract from one fiscal year to another.

 4. MPO Revenue: The new UPWP contract started 7/1/23 for another two-year cycle. An engineering firm was hired in December to provide services through 6/30/25 for \$100,000.

 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. Increases in pension and payroll tax expenses correlate to the increase in salaries. 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).

 6. Computer Equipment: In the previous fiscal year, a new computer was purchased for the newly created Housing Navigator position.

 7. Amortization: As a result of the new GASB rules pertaining to the accounting of lease obligations, the rent is split between the current building liability portion on the balance sheet, and a small amount of "interest" per the audit calculations, which is 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 January of this year, \$2,341.87 is coded to amortization and \$130.10 is coded to rent for total office space expense of \$2,471.97, as compared to the \$2,500 per month actual lease payment.

 8. Library & Planning Books: The PLUR books were paid for in December this fiscal year, and in January last fiscal year.

 9. Pass Through Expenses: These are contingent on contracts in effect, and the timing of contractor invoices for each month. The CEDR and PRB contracts were closed out during the previous fiscal year, as was the RPC FTA subcontract. A new engineering firm was hired to perform services for the UPWP contract in December (see notes under State Awards Revenue and MPO Revenue).

Strafford Regional Planning Commission
Income by Customer
January 2024

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Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
2000 LTA (Local Technical Assistance)			
01/01/20	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
3100 Town of Barrington			
3104 Barrington MP-Housing			
01/31/20	3100 Town ...	Barrington Master Plan - Housing Chapter - Final Billing	620.18
01/31/20	3100 Town ...	To record when contracts go over budget in QuickBooks	-168.18
Total 3104 Barrington MP-Housing			452.00
Total 3100 Town of Barrington			452.00
3500 Town of Farmington			
3507 FAR HOP Grant			
01/31/20	3500 Town ...	Farmington Housing Opportunity Planning (HOP) Grant Progress Billing - January 2024	4,369.39
Total 3507 FAR HOP Grant			4,369.39
3501 FAR Circuit Rider			
01/31/20	3500 Town ...	Progress Billing - Farmington Circuit Rider - January 2024	5,149.53
Total 3501 FAR Circuit Rider			5,149.53
Total 3500 Town of Farmington			9,518.92
4100 Town of Newmarket			
4107 NKT HOP 3 FORM BASED CODE			
01/31/20	4100 Town ...	Progress Billing - Newmarket HOP3 Form Based Code - 11/15/23-1/31/24	2,593.32
Total 4107 NKT HOP 3 FORM BASED CODE			2,593.32
4106 NKT MP Other			
01/31/20	4100 Town ...	Progress Billing - Newmarket Master Plan Other Updates- January 2024	2,454.93
Total 4106 NKT MP Other			2,454.93
4105 NKT HOP1 MP Housing			
01/31/20	4100 Town ...	Progress Billing - Newmarket HOP1 MP Housing - January 2024	1,643.29
Total 4105 NKT HOP1 MP Housing			1,643.29
Total 4100 Town of Newmarket			6,691.54
4200 Town of Northwood			
4201 NOR Circuit Rider			
01/31/20	4200 Town ...	Progress Billing - Northwood Circuit Rider - January 2024	2,879.59
Total 4201 NOR Circuit Rider			2,879.59

Strafford Regional Planning Commission
Income by Customer
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Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total 4200	Town of Northwood		2,879.59
4300 Town of Nottingham			
4301 NOT Circuit Rider			
01/31/20	4300 Town ...	Progress Billing - Nottingham Circuit Rider - January 2024	2,740.55
Total 4301	NOT Circuit Rider		2,740.55
Total 4300	Town of Nottingham		2,740.55
4400 City of Rochester			
4403 ROC Rec MP			
01/31/20	4400 City of...	Rochester Recreation Master Plan Chapter - January 2024	1,852.51
01/31/20	4400 City of...	Cash Match - Rochester Recreation Chapter	-282.58
Total 4403	ROC Rec MP		1,569.93
Total 4400	City of Rochester		1,569.93
4600 City of Somersworth			
4605 SOM MP & Audit			
01/31/20	4600 City of...	Somersworth Housing Master Plan Chapter and Regulatory Framework Audit - January...	3,906.67
Total 4605	SOM MP & Audit		3,906.67
Total 4600	City of Somersworth		3,906.67
4700 Town of Strafford			
4701 Strafford Circuit Rider			
01/31/20	4700 Town ...	Progress Billing - Strafford Circuit Rider - January 2024	3,557.70
Total 4701	Strafford Circuit Rider		3,557.70
Total 4700	Town of Strafford		3,557.70
4800 Town of Wakefield			
4801 Wakefield Circuit Rider			
01/31/20	4800 Town ...	Progress Billing - Wakefield Circuit Rider - January 2024	472.50
Total 4801	Wakefield Circuit Rider		472.50
Total 4800	Town of Wakefield		472.50
5201 UNH			
5209 UNH PREPA SOM NR MP			
01/31/20	5201 UNH:...	Progress Billing - Somersworth PREPA NRI P0139200- January 2024	872.64
Total 5209	UNH PREPA SOM NR MP		872.64
5208 UNH PREPA LEE NRI			
01/31/20	5201 UNH:...	Progress Billing -LEE PREPA NRI #P0138340- January 2024	1,856.76

Strafford Regional Planning Commission
Income by Customer
January 2024

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02/21/24

Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total 5208 UNH PREPA LEE NRI			1,856.76
5207 UNH PREPA DOV NRI			
01/31/20	5201 UNH:...	Progress Billing -DOV PREPA NRI P0138306- January 2024	1,263.95
Total 5207 UNH PREPA DOV NRI			1,263.95
Total 5201 UNH			3,993.35
6100 NH DES			
6104 Coastal 24			
01/31/20	6100 NH D...	Coastal Technical Assistance Grant 23-306-09 - Progress Billing - January 2024	2,646.64
01/31/20	6100 NH D...	Cash match	-337.59
01/31/20	6100 NH D...	In Kind match for Coastal grant	-1,296.27
Total 6104 Coastal 24			1,012.78
6305 LSWP NKT SWP-359			
01/31/20	6100 NH D...	Progress Billing - Local Source Water SWP-359 NKT - January 2024	2,253.79
01/31/20	6100 NH D...	Cash Match	-59.49
01/31/20	6100 NH D...	In Kind Match - LSWP	-1,110.76
Total 6305 LSWP NKT SWP-359			1,083.54
Total 6100 NH DES			2,096.32
6500 DEPT OF SAFETY (OEM)			
6503 BRIC 21 MAD,NOR,ROC			
01/31/20	6500 DEPT...	Progress Billing - 23BRIC20 4393 Invoice Tracker - January 2024	4,000.00
01/31/20	6500 DEPT...	In Kind Match for Hazard Mitigation contracts	-1,000.00
Total 6503 BRIC 21 MAD,NOR,ROC			3,000.00
Total 6500 DEPT OF SAFETY (OEM)			3,000.00
6600 CDFA-CDBG Grant Administration			
6602 CDBG Gafney Home			
01/31/20	6600 CDFA...	CDBG Grant Administration - Gafney Home - January 2024	750.01
Total 6602 CDBG Gafney Home			750.01
Total 6600 CDFA-CDBG Grant Administration			750.01
6800 NH Housing Authority			
6802 Housing Navigator			
01/31/20	6800 NH H...	Progress Billing - NHHFA Housing Navigator - January 2024	7,004.78
Total 6802 Housing Navigator			7,004.78
Total 6800 NH Housing Authority			7,004.78
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			

Strafford Regional Planning Commission
Income by Customer
January 2024

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02/21/24

Accrual Basis

Date	Name	Memo	Amount
7003 EDA FY22			
01/31/20	7000 ECO...	Progress Billing EDD Planning Partnership - January 2024	5,737.28
01/31/20	7000 ECO...	Cash match	-917.59
01/31/20	7000 ECO...	In Kind Match	-1,174.00
Total 7003 EDA FY22			<u>3,645.69</u>
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			3,645.69
7100 EPA			
7111 Brownfields 24-28			
01/31/20	7100 EPA:7...	Brownfields 24-28 Progress Billing - January 2024	726.47
Total 7111 Brownfields 24-28			<u>726.47</u>
Total 7100 EPA			726.47
8000 DOT UPWP			
8002 UPWP 24-25			
01/31/20	8000 DOT ...	Progress Billing - UPWP - January 2024	34,090.31
01/31/20	8000 DOT ...	10% Matching Funds	-3,409.03
Total 8002 UPWP 24-25			<u>30,681.28</u>
Total 8000 DOT UPWP			<u>30,681.28</u>
TOTAL			<u><u>95,255.83</u></u>

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2023 through January 2024

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02/21/24

Accrual Basis

	Jul '23 - Jan ...	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	80,979.74	80,979.74	0.00
SRPC Revenue			
Municipal and NonProfit Revenue			
3104 BAR Housing MP Chapter	22,498.34	17,367.78	5,130.56
3501 FAR Circuit Rider	29,535.88	35,000.00	-5,464.12
3506 FAR Tax Maps FY23	1,008.86	1,000.00	8.86
3507 FAR HOP Grant	56,201.42	78,015.00	-21,813.58
3903 MIL CWSRF	0.00	6,666.65	-6,666.65
4104 NKT Tax Maps	0.00	1.00	-1.00
4105 NKT HOP1 MP Housing	7,301.47	9,187.50	-1,886.03
4106 NKT MP Other	6,700.77	7,500.00	-799.23
4107 NKT HOP3 Form Based Code	2,593.32	0.00	2,593.32
4201 NORPlanning Services	17,331.27	14,583.35	2,747.92
4301 NOT Circuit Rider	11,660.15	14,583.35	-2,923.20
4403 ROC Rec Chapter	15,024.00	16,657.10	-1,633.10
4404 ROC RFP	1,005.28	2,956.80	-1,951.52
4605 SOM MP and Audit	25,924.76	66,000.00	-40,075.24
4606 SOM Tax Maps FY24	1,688.28	1,686.00	2.28
4701 Strafford Circuit Rider	21,323.86	21,145.85	178.01
4704 STR Tax Mapping	770.07	693.00	77.07
4703 STR MP Update	-0.90	0.00	-0.90
4801 WAK Circuit Rider	3,088.75	3,150.00	-61.25
5002 NHARPC Administration	4,000.00	4,000.00	0.00
5151 GSCH - Tufts	10,719.67	10,720.00	-0.33
5501 GIS Projects	48.00	1.00	47.00
Total Municipal and NonProfit Revenue	238,423.25	310,914.38	-72,491.13
Total SRPC Revenue	238,085.66	310,914.38	-72,828.72 ¹
Federal Agencies Incl EDD			
7111 EPA Brownfields FY24-28	14,431.40	41,666.65	-27,235.25
7003 EDD Planning Partnership	62,036.30	65,693.85	-3,657.55
7201 HUD EDI CDS	0.00	39,583.35	-39,583.35
Total Federal Agencies Incl EDD	76,467.70	146,943.85	-70,476.15 ²
State Award Revenue			
Dept of Bus & Econ Affairs			
6004 TBG 24-25	8,940.85	6,481.40	2,459.45
Total Dept of Bus & Econ Affairs	8,940.85	6,481.40	2,459.45
NHDES			
6104 Coastal 24	18,459.08	17,500.00	959.08
6151 Project of Special Merit	1,138.81	1,765.00	-626.19

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2023 through January 2024

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Accrual Basis

	Jul '23 - Jan ...	Budget	\$ Over Budget
6305 LSWP NKT SWP 359	12,365.55	11,760.00	605.55
Total NHDES	31,963.44	31,025.00	938.44
UNH			
5207 UNH-PREPA DOV NRI	4,488.55	7,023.75	-2,535.20
5208 UNH PREPA-LEE NRI	4,832.72	7,023.75	-2,191.03
5209 UNH PREPA-SOM NAT RES MP	2,439.40	5,625.00	-3,185.60
Total UNH	11,760.67	19,672.50	-7,911.83
CDFA			
6601 CDBG Grant	6,508.00	4,083.35	2,424.65
6603 CDBG TRANSFORMATIVE PLAN	0.00	833.35	-833.35
Total CDFA	6,508.00	4,916.70	1,591.30
6802 NHHA Housing Navigator Pre-Disaster Mitigation	70,397.78	76,506.50	-6,108.72
6502 BRIC20	20,330.00	17,840.10	2,489.90
6503 BRIC21 MAD NOR ROC	5,200.00	6,857.15	-1,657.15
Total Pre-Disaster Mitigation	25,530.00	24,697.25	832.75
Total State Award Revenue	155,100.74	163,299.35	-8,198.61 ³
MPO Revenue			
NH DOT			
8002 UPWP 24-25	319,082.36	403,120.50	-84,038.14
8101 COAST/CMAQ	3,174.83	3,281.25	-106.42
8102 Safe Streets For All	0.00	2,291.65	-2,291.65
Total NH DOT	322,257.19	408,693.40	-86,436.21
Total MPO Revenue	322,257.19	408,693.40	-86,436.21 ⁴
Contra Income Cash Match			
Cash Match ROC Rec Chapter	-2,291.80	-2,540.40	248.60
Cash Match GSCH	-1,877.04	-1,880.00	2.96
Coastal Cash Match	-2,477.10	-1,458.35	-1,018.75
LSWP Cash Match	-556.80	-545.45	-11.35
EDD Cash Match	-8,624.14	-9,491.40	867.26
DOT Cash Match	-31,908.23	-40,311.85	8,403.62
Cash Match CommuteSmart	-634.98	-656.25	21.27
Safe Streets Cash Match	0.00	-2,291.65	2,291.65
Total Contra Income Cash Match	-48,370.09	-59,175.35	10,805.26
Contra Income InKind/Soft Match			

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2023 through January 2024

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02/21/24

Accrual Basis

	Jul '23 - Jan ...	Budget	\$ Over Budget
In-Kind Coastal Match	-7,200.42	-7,291.65	91.23
IK LSWP	-1,663.94	-1,274.75	-389.19
IK BRIC 20	0.00	-4,460.15	4,460.15
IK BRIC 21	0.00	-1,714.30	1,714.30
In-Kind EDD Match	-19,147.79	-18,493.40	-654.39
In-Kind HazMit Match	-6,382.50	0.00	-6,382.50
Total Contra Income InKind/Soft Match	-34,394.65	-33,234.25	-1,160.40
Total Income	789,893.26	1,018,421.12	-228,527.86
Gross Profit	789,893.26	1,018,421.12	-228,527.86 ⁵
Expense			
Personnel Expenses			
Salary and Wages	570,226.08	593,915.00	-23,688.92
Payroll Expenses			
PFML	4,961.27	4,576.50	384.77
Dental insurance expense	4,791.02	4,853.90	-62.88
Health incentive	629.33	6,028.15	-5,398.82
Health Insurance expense	69,462.67	75,355.60	-5,892.93
Life Insurance expense	872.26	889.00	-16.74
LTD Insurance expense	489.79	488.25	1.54
STD insurance expense	1,745.17	1,677.65	67.52
Payroll Processing Fees	2,040.00	2,203.85	-163.85
Pension expense	15,551.82	17,540.25	-1,988.43
Unemployment expense	1,492.65	1,300.85	191.80
Workers Compensation	1,100.88	1,107.75	-6.87
Payroll Taxes	42,683.81	45,895.50	-3,211.69
Total Payroll Expenses	145,820.67	161,917.25	-16,096.58
Dues and Subscriptions	3,521.44	2,795.35	726.09
Staff Training and Seminars	2,228.02	8,750.00	-6,521.98
Total Personnel Expenses	721,796.21	767,377.60	-45,581.39 ⁶
Equipment expense			
Copier Maintenance Contract	1,966.92	2,275.00	-308.08
Office furniture			
Computer equipment	2,123.75	1,750.00	373.75
Office furniture - Other	0.00	583.35	-583.35
Total Office furniture	2,123.75	2,333.35	-209.60
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	291.65	-291.65

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2023 through January 2024

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02/21/24

Accrual Basis

	Jul '23 - Jan ...	Budget	\$ Over Budget
Total Other Equipment Repair and Cost	0.00	291.65	-291.65
Software expense			
ArInfo/View software	3,623.31	3,697.15	-73.84
Office Software	6,461.61	6,519.90	-58.29
Total Software expense	10,084.92	10,217.05	-132.13
Traffic Count Expenses			
Traffic counting supplies	112.66	0.00	112.66
Traffic Count Expenses - Other	0.00	1,750.00	-1,750.00 ⁷
Total Traffic Count Expenses	112.66	1,750.00	-1,637.34
Total Equipment expense	14,288.25	16,867.05	-2,578.80
Fixed Expenses			
Amortization-Building	16,392.61	0.00	16,392.61
Insurance			
Liability Insurance	4,602.50	4,184.25	418.25
Total Insurance	4,602.50	4,184.25	418.25
Rent	1,049.81	17,500.00	-16,450.19
Vehicle Expenses	4,134.22	5,829.25	-1,695.03
Total Fixed Expenses	28,396.30	27,513.50	882.80 ⁸
Communications			
Media Outreach Expense	154.05	583.35	-429.30
Office Telephone System	0.00	679.00	-679.00
Postage and Delivery	358.21	233.35	124.86
Telephone and Internet	2,368.75	2,100.00	268.75
Website maintenance and updates	450.05	832.40	-382.35
Total Communications	3,331.06	4,428.10	-1,097.04
Administrative			
Library & Planning Books	2,564.50	2,500.00	64.50
Meetings Expense	395.30	2,041.65	-1,646.35 ⁹
Office Expense	1,441.97	5,833.35	-4,391.38
Office Supplies	2,175.42	2,333.35	-157.93
Printing and Reproduction	1,309.67	875.00	434.67
Professional Fees			
Accounting, Audit	7,000.00	9,333.35	-2,333.35 ¹⁰
Legal Fees	0.00	2,333.35	-2,333.35
Total Professional Fees	7,000.00	11,666.70	-4,666.70

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02/21/24

Accrual Basis

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2023 through January 2024

	Jul '23 - Jan ...	Budget	\$ Over Budget
Travel & Ent	5,013.21	4,666.65	346.56
Total Administrative	19,920.31	29,916.70	-9,996.39
Contract Labor			
IT and Network support	12,234.00	19,833.35	-7,599.35 ¹¹
Pass Through Expense			
3507 FAR HOP Consultant	47,093.75	65,960.40	-18,866.65
3903 MIL CWSRF Consultant	0.00	5,000.00	-5,000.00
4107 NKT HOP3 Form Based Code	2,400.00	0.00	2,400.00
5207 DOV PREPA Consultant	0.00	2,250.00	-2,250.00
5208 LEE PREPA Consultant	0.00	2,250.00	-2,250.00
7111 EPA Brownfields Consultant	0.00	34,666.65	-34,666.65
7201 HUD EDI CDS RPC Exp	0.00	33,333.35	-33,333.35
NHDOT Consultant	0.00	29,166.65	-29,166.65
8102 Safe Streets Expense	0.00	2,291.65	-2,291.65
Total Pass Through Expense	49,729.25	174,918.70	-125,189.45¹²
Total Contract Labor	61,963.25	194,752.05	-132,788.80
Total Expense	849,695.38	1,040,855.00	-191,159.62
Net Ordinary Income	-59,802.12	-22,433.88	-37,368.24
Other Income/Expense			
Other Income			
Interest Income	85.45	58.31	27.14
Total Other Income	85.45	58.31	27.14
Net Other Income	85.45	58.31	27.14
Net Income	-59,716.67	-22,375.57	-37,341.10

Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July 2023 through January 2024

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02/21/24

Accrual Basis

1. Municipal Revenue: The Barrington Housing Chapter was completed in January. The FAR HOP grant uses a subcontractor, and the majority of revenue is contingent upon contractor invoices. Milton CWSRF has not been fully executed yet. The NKT HOP3 was budgeted for Feb-June, but work began in January. The SOM MP & Audit contract has an end date of 1/31/24, but the project is not completed yet.

2. Federal Agency Revenue: The EPA Brownfields grant start date was in July, and revenue was budgeted for July forward, but billing did not start until October. The Brownfields engineering firm went under contract in December. HUD was budgeted for Jan-Jun, but RPC invoices have not yet been received.

3. State Award Revenue: Work on the UNH PREPA grants has begun and is ramping up. The CDBG Transformative Grant is not yet executed.

4. MPO Revenue: A NHDOT consultant was budgeted to start in July, but the engineering firm contract was not finalized until December. The Safe Streets project has not been started.

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

6. 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.

7. Traffic Count Expense: Budgeted evenly over 12 months. Actual purchase timing may vary.

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

9. 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.

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

11. IT and Network Support: Costs were spread evenly over 12 months. Server migration costs will be actually paid in February.

12. 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.

STRAFFORD

Regional Planning Commission

March 15, 2024

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

RE: March 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 March 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



March 2024 TIP Minors Table of Contents

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2023 - 2026 SRPC Transportation Improvement Program

March 2024 Minors

2/16/2024

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.

NEWFIELDS - NEWMARKET 28393

Towns: NEWFIELDS, NEWMARKET

Road: NH 108

Scope: Bridge Rehabilitations, address bridges carrying NH 108 over BMRR Bridge numbers 127/081 & 125/054

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2024	\$282,700		\$0	\$282,700
PE	2025	\$234,528		\$0	\$234,528
ROW	2024	\$113,080		\$0	\$113,080
CON	2026	\$6,250,380		\$0	\$6,250,380

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
PE	2024	\$282,700		\$0	\$282,700
PE	2025	\$226,160		\$0	\$226,160
ROW	2024	\$113,080		\$0	\$113,080
CON	2026	\$6,027,368		\$0	\$6,027,368

Change Notes

NHDOT Description of Changes

Inflation reduction

SRPC Notes

Funding Sources

FHWA

STBG-State Flexible

STBG-5 to 200K

Equity Bonus

BRGBIL

NHDOT

Toll Credit

LEE 41322

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

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$330,000		\$0	\$0	\$330,000
ROW	2023	\$27,500		\$0	\$0	\$27,500
CON	2024	\$1,650,000		\$0	\$0	\$1,650,000
CON	2025	\$4,448,730		\$0	\$0	\$4,448,730

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$330,000		\$0	\$0	\$330,000
ROW	2024	\$27,500		\$0	\$0	\$27,500
CON	2024	\$1,650,000		\$0	\$0	\$1,650,000
CON	2025	\$4,290,000		\$0	\$0	\$4,290,000

Change Notes

NHDOT Description of Changes
Inflation is being removed from the 2025 construction year
SRPC Notes

Funding Sources

FHWA

STBG-Non Urban Areas Under 5K
National Highway Performance
BRGBIL

NHDOT

Toll Credit

BARRINGTON 41415

Towns: BARRINGTON
Road: US Route 4
Scope: Rehab or Replacement of red list bridge carrying US 4 over Oyster River in the Town of Barrington

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$110,000		\$0	\$0	\$110,000
PE	2025	\$221,926		\$0	\$0	\$221,926
ROW	2025	\$170,328		\$0	\$0	\$170,328
CON	2026	\$3,008,646		\$0	\$0	\$3,008,646

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2025	\$331,926		\$0	\$0	\$331,926
ROW	2025	\$170,328		\$0	\$0	\$170,328
CON	2026	\$3,008,646		\$0	\$0	\$3,008,646

Change Notes

NHDOT Description of Changes

Merging preliminary engineering funds from 2024, into 2025. Overall funding amounts do not change.

SRPC Notes

Funding Sources

FHWA

STBG-State Flexible

STBG-Non Urban Areas Under 5K

STBG-5 to 200K

National Highway Performance

NHDOT

Toll Credit

ROLLINSFORD - DOVER 42578

Towns: DOVER, ROLLINSFORD

Road: Oak Street

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

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$263,116		\$0	\$0	\$263,116
PE	2024	\$121,884		\$0	\$0	\$121,884
PE	2025	\$165,000		\$0	\$0	\$165,000
PE	2026	\$228,140		\$0	\$0	\$228,140

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$385,000		\$0	\$0	\$385,000
PE	2025	\$165,000		\$0	\$0	\$165,000
PE	2026	\$228,140		\$0	\$0	\$228,140

Change Notes

NHDOT Description of Changes

Preliminary engineering funds from FY2023 are being merged with those in FY2024. No change to overall funding or phase timing.

SRPC Notes

Funding Sources

FHWA

STBG-50 to 200K

BRGBIL

NHDOT

Toll Credit

LEE 42876

Towns: Lee
Road: NH125
Scope: Construct up to an 80 space Park and Ride Lot near the junction of US4 and NH125.
Acronyms: CMAQ: Congestion Mitigation Air Quality Improvement Program

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$27,500		\$0	\$0	\$27,500
ROW	2024	\$82,500		\$0	\$0	\$82,500
CON	2025	\$934,242		\$0	\$0	\$934,242

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2025	\$27,500		\$0	\$0	\$27,500
ROW	2025	\$82,500		\$0	\$0	\$82,500
CON	2025	\$900,909		\$0	\$0	\$900,909

Change Notes

NHDOT Description of Changes

Preliminary engineering and right-of-way funds are being shifted from 2024 to 2025; inflation is being removed from preliminary engineering in 2025. No other changes

SRPC Notes

Funding Sources

FHWA

Congestion Mitigation and Air Quality Program

NHDOT

Toll Credit

ROCHESTER 43552

Towns: ROCHESTER
Road: NH 11
Scope: Widen 2,100' of NH 11 to 4 lane configuration.
Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$203,200		\$0	\$50,800	\$254,000
PE	2024	\$161,485		\$0	\$40,371	\$201,856
PE	2025	\$142,508		\$0	\$35,627	\$178,135
ROW	2024	\$65,792		\$0	\$16,448	\$82,240
CON	2025	\$2,818,599		\$0	\$704,650	\$3,523,249

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$203,200		\$0	\$50,800	\$254,000
PE	2024	\$161,485		\$0	\$40,371	\$201,856
PE	2025	\$137,423		\$0	\$34,356	\$171,779
ROW	2024	\$65,792		\$0	\$16,448	\$82,240
CON	2025	\$2,718,032		\$0	\$679,508	\$3,397,540

Change Notes

NHDOT Description of Changes
Inflation is being removed from the preliminary engineering and construction phases in 2025
SRPC Notes

Funding Sources

FHWA
STBG-50 to 200K
OTHER
Towns

PROGRAM EV_INFRA

Towns: Statewide
 Road: Various
 Scope: Electric Vehicle Infrastructure Program
 Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$1,038,000		\$0	\$0	\$1,038,000
PE	2023	\$346,000		\$0	\$0	\$346,000
PE	2023	\$1,038,000		\$0	\$0	\$1,038,000
PE	2024	\$790,500		\$0	\$0	\$790,500
PE	2024	\$346,000		\$0	\$0	\$346,000
PE	2024	\$790,500		\$0	\$0	\$790,500
PE	2025	\$346,000		\$0	\$0	\$346,000
PE	2025	\$1,038,000		\$0	\$0	\$1,038,000
PE	2025	\$1,038,000		\$0	\$0	\$1,038,000
PE	2026	\$1,038,000		\$0	\$0	\$1,038,000
PE	2026	\$346,000		\$0	\$0	\$346,000
PE	2026	\$1,038,000		\$0	\$0	\$1,038,000
CON	2023	\$3,114,000		\$0	\$0	\$3,114,000
CON	2023	\$9,342,000		\$0	\$0	\$9,342,000
CON	2023	\$9,342,000		\$0	\$0	\$9,342,000
CON	2024	\$3,114,000		\$0	\$0	\$3,114,000
CON	2024	\$9,342,000		\$0	\$0	\$9,342,000
CON	2024	\$9,342,000		\$0	\$0	\$9,342,000
CON	2025	\$9,342,000		\$0	\$0	\$9,342,000
CON	2025	\$3,114,000		\$0	\$0	\$3,114,000
CON	2025	\$9,342,000		\$0	\$0	\$9,342,000
CON	2026	\$9,342,000		\$0	\$0	\$9,342,000
CON	2026	\$3,114,000		\$0	\$0	\$3,114,000
CON	2026	\$9,342,000		\$0	\$0	\$9,342,000
OTHER	2024	\$247,500		\$0	\$0	\$247,500
OTHER	2024	\$247,500		\$0	\$0	\$247,500

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$1,038,000		\$0	\$0	\$1,038,000
PE	2024	\$790,500		\$0	\$0	\$790,500
PE	2025	\$1,038,000		\$0	\$0	\$1,038,000
PE	2026	\$1,038,000		\$0	\$0	\$1,038,000
CON	2023	\$9,342,000		\$0	\$0	\$9,342,000
CON	2024	\$9,342,000		\$0	\$0	\$9,342,000
CON	2025	\$9,342,000		\$0	\$0	\$9,342,000
CON	2026	\$9,342,000		\$0	\$0	\$9,342,000
OTHER	2024	\$247,500		\$0	\$0	\$247,500

Change Notes

NHDOT Description of Changes

Splitting PE phase into 'Other' phase to update the NH Electric Vehicle Charging plan (NEVI plan).

SRPC Notes

Funding Sources

FHWA

NEVI

NHDOT

Toll Credit

PROGRAM CRDR

Towns: Statewide

Road: Various

Scope: CULVERT REPLACEMENT/REHABILITATION & DRAINAGE REPAIRS (Annual Project)

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$500,000		\$0	\$0	\$500,000
PE	2024	\$900,000		\$0	\$0	\$900,000
PE	2025	\$100,000		\$0	\$0	\$100,000
PE	2026	\$200,000		\$0	\$0	\$200,000
ROW	2023	\$34,100		\$0	\$0	\$34,100
ROW	2024	\$91,300		\$0	\$0	\$91,300
ROW	2025	\$30,000		\$0	\$0	\$30,000
ROW	2026	\$30,000		\$0	\$0	\$30,000
CON	2023	\$615,000		\$0	\$0	\$615,000
CON	2024	\$4,666,870		\$0	\$0	\$4,666,870
CON	2025	\$4,120,000		\$0	\$0	\$4,120,000
CON	2026	\$5,436,030		\$0	\$0	\$5,436,030
OTHER	2023	\$5,000		\$0	\$0	\$5,000
OTHER	2024	\$5,000		\$0	\$0	\$5,000
OTHER	2025	\$5,000		\$0	\$0	\$5,000
OTHER	2026	\$5,000		\$0	\$0	\$5,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$500,000		\$0	\$0	\$500,000
PE	2024	\$1,080,000		\$0	\$0	\$1,080,000
PE	2025	\$600,000		\$0	\$0	\$600,000
PE	2026	\$200,000		\$0	\$0	\$200,000
ROW	2023	\$34,100		\$0	\$0	\$34,100
ROW	2024	\$91,300		\$0	\$0	\$91,300
ROW	2025	\$30,000		\$0	\$0	\$30,000
ROW	2026	\$30,000		\$0	\$0	\$30,000
CON	2023	\$615,000		\$0	\$0	\$615,000
CON	2024	\$4,486,870		\$0	\$0	\$4,486,870
CON	2025	\$3,620,000		\$0	\$0	\$3,620,000
CON	2026	\$5,436,030		\$0	\$0	\$5,436,030
OTHER	2023	\$5,000		\$0	\$0	\$5,000

OTHER	2024	\$5,000	\$0	\$0	\$5,000
OTHER	2025	\$5,000	\$0	\$0	\$5,000
OTHER	2026	\$5,000	\$0	\$0	\$5,000

Change Notes

NHDOT Description of Changes

One child project in the region: culvert replacement on US4 near Topaz Drive in Barrington (directly adjacent to project 41415). Prelim Engineering funds being shifted from 2024 to 2025

SRPC Notes

Funding Sources

FHWA

STBG-State Flexible

STBG-Non Urban Areas Under 5K

National Highway Performance

NHDOT

Toll Credit