

SRPC EXECUTIVE COMMITTEE MEETING

April 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 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.strafford.org. If anybody is unable to access the meeting, please email 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 March 15, 2024 Minutes b) Acceptance of the Draft Feb. Financials	8:05-8:20	Refer to the enclosed memo and attachments.
3) Updates and Discussion Items a) Annual Meeting b) Commissioner 101 c) Draft FY2025 Budget d) Awards, Contracts, and General Business e) April Monthly Minors	8:20-8:50	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.



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 are back to about where we would like to see them. February 2024 is comparable to 2023. That said, much of this is attributable to several projects with contract revenue in advance (see p. 2 of the Balance Sheet, midway on the page).

Accounts Receivable: Of the \$125,780 (a nice lower amount) due at the end of February, \$101,843 are current invoices. Another \$21,744 was received in March, with a past due balance of \$2,194 (very low, even lower than January). Of note, DOT payments are caught up and timely.

Profit and Loss and Income by Customer: February 2024 ended with a net profit of \$8,298 for the month and preliminary March financials are looking like there will be another monthly profit (about \$7,000). Billing is back up to where we would like it to be now that the holidays are behind us; almost \$130,500. April we will have to keep an eye on billables with a staff vacancy. We were able to hire a NH regional planning veteran to take on two major projects to help cover in the interim which should help. While not super, our year to date loss is trending downward; -\$51,243 at the end of February. If we can keep the final quarter in the black, while we may still end the year in a deficit, it should be smaller.

Preliminary March financials show a profit of \$7,000

3a. Annual Meeting

A quick update on progress. Prices were very high this year. After a lot of inquiries and bargaining, the best price was \$43 per person at the Three Chimneys in Durham. As we are kicking off an update to several chapters of the Regional Comprehensive Plan, ten years after the adoption of the last update, we are planning to do a 10-year retrospective of local and regional implementation.

Staff began brainstorming awards and collectively we decided it is nice to keep it in house as our way of recognizing and thanking our partners. We will do a "nomination" form staff can submit potential awardees. We will then share the list and vote. Would EC like to participate in this process or leave it to staff?

3b. Commissioner 101

Thank you for your ideas last month. We use your suggestions along with some from a prior staff meeting to assemble a small internal group that formulated the following program for a Commissioner 101 event.



Arrival: Coffee, Cookies, and Conversation

- SRPC Region Poster – grab a sticky note and share 1 unique item that you love about your town (yellow) or elsewhere in the region (blue).
- 2nd Poster Station – TBD
- Pick up your event packet – handouts to include:
 - SRPC overview materials TBD
 - Acronym bingo board (with a glossary on the back)

Welcome

- Introductions – Name, Community, staff/commissioner
- Explain Bingo – as the event progresses, listen for the use of different acronyms, each time you hear one mark off a square on your bingo card
- All stand – how long have you lived in the region more than x years, then sit, the ones left standing have most longevity

Commissioner Engagement Presentation

- Co-led by Jen and Dave
- High level overview of our 3 hats: RPC, MPO, EDD
- Committees: EC, TAC, RIC, Strategy
- How to be a good commissioner

4 Stations – Round Robin Interviews

Commissioners – ask staff what do you do at SRPC? What type of projects?

- RPC – land use and environmental planning
- EDD – economic development
- MPO - transportation
- Data Team – data and GIS

Intermission

- Commissioners stand – how long have you been a commissioner x years...
- Staff stand – how long have you worked at SRPC...

4 Stations – Round Robin Interviews

Staff ask – what is most important to your community? What are you working on? What do you want to get out of being a commissioner?

- RPC – land use and environmental planning
- EDD – economic development
- MPO - transportation
- Data Team – data and GIS

Wrap Up

Acronym Bingo Results
Final Q and A

3c. Draft FY2025 Budget

Enclosed in your packet is a first pass at a budget for FY2025. Over the next month we will be working to refine details including better estimates of projected contract balances that will carry forward into the new year and staffing levels after hiring. One of the more notable impacts is health insurance rates that have gone up 14.5% after an approximately 15% increase last year.

3d. 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.

February 2024 Dues (FY24 YTD):

Income:	
FY24 Dues Paid	\$92,563.27
Total Income	\$92,563.27

Expenses:	
Planning Salaries	\$4,737.83
Dues and Subscriptions	\$80.80
Staff Training	\$60.00
Equipment Depreciation	\$2,315.96
Vehicle Interest	\$122.75
Bank Fees	\$15.00
Interest Expense	\$5.24
Meeting Expense	-\$358.18
Office Expense	\$289.77
Travel	\$276.47
Indirect (111.63%)	\$5,288.84
Total SRPC Expenses	\$12,834.48

Cash Match:	
UPWP	\$36,589.53
EDA	\$10,329.08
Coastal	\$3,162.91
LSWP	\$619.59
GSCH	\$1,877.04
CommuteSmart	\$696.66
ROC Recreation Chapter	\$2,496.46
Total Cash Match	\$55,771.27

Contract Overages:	
Strafford Tax Maps	\$77.57
Somersworth Tax Maps	\$2.28
Barrington Housing MP	\$168.18
Target Block Grant	\$17.41
Total Contract Overages	\$265.44

Total Expenses	\$68,871.19
Dues Remaining	\$23,692.08

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 116.8% at the end of February. If we can hold a 115-116% rate that would be a more realistic rate for future years. This year's audited rate will serve as the basis for setting the FY2026-2027 rate.



NEXT MEETING: May 17, 2024, 8 AM. – 9:00 A.M.

Proposals and Grant Applications Tracking

Title	Funder	Funding Year(s)	Award \$	Dues \$	Application Status	Contract Status	Description
Dover Regulatory Audit and Development of Land Use Policies	Invest NH	FY2024-2025	\$53,706		Awarded	Complete	Audit the City's Land Use Regulations and Ordinances and prepare recommended amendments to meet housing goals and objectives
Madbury Community Viz Modeling	Liz Durfee/Invest I	FY2024	\$2,733		Awarded	Complete	Prepare a base buildout analysis and then 2 time constrained alternaive zoning policy scenarios
Milton Three Ponds Watershed Management Plan (Year 2)	Great Bay 2030	FY2024-2026	\$90,000		Awarded	Complete	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.
Installation of Signage Throughout Watershed (Year 2)	Great Bay 2030	FY2024-2025	\$59,720		Awarded	Complete	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.
Lamprey River Watershed Map Updates	LRAC	FY2024-2025	\$4,580		Awarded	Complete	Prepare a set of static PDF maps and an interactive StoryMap viewer of the watersheds environmental characteristics
Phase II of NH Coastal Flood Risk Model	NFWF	FY2024-2026	\$10,000		Awarded	Complete	Develop a dynamic sea-level rise and storm surge model for coastal NH to replace existing bathtub inundation maps
Northwood Septic System Database	NHDES LSWP	FY2025	\$29,937		Awarded	Complete	Create a septic system database for several existing water systems
Somersworth Early Learning Center YMCA Renovations	NHC DFA CDBG	FY2024-2025	\$30,000		Awarded	Complete	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.
Durham Wagon Hill Living Shorelines Phase 2	NFWF	FY2025-2028	\$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 enqaagement.
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.
Town of Milton Nitrogen Source Identification Plans	NHDES CWSRF	FY2025-2026	\$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
Building a Foundation to Evolve CAW's Practice (Year 2)	Great Bay 2030	FY2024-2025	\$10,000		Awarded	Contract Forthcoming	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.

Title	Funder	Funding Year(s)	Award \$	Dues \$	Application Status	Contract Status	Description
PREPARE: Preparing for Resilient and Equitable Post-disaster Recovery to Events	NHDES Project of Special Merit	FY2025-2026	\$25,000		Awarded	Contract Forthcoming	Prepare coastal communities for flood events by incorporating coastal resiliency and equitable engagement into post-disaster assistance and recovery.
Five-Year Update to Coastal Flood Risk Summary (Region Wide)	NHDES/NOAA	FY2025-2026	\$7,532		Awarded	Contract Forthcoming	Assist NHDES in an advisory and network partner role to update the Coastal Flood Risk Summary
Transformative Planning Grant (Region Wide)	NHCDFR	FY2024-2025	\$20,000		Awarded	Contract Forthcoming	Develop community-level strategies and planning activities that lead to the development of new project(s) that increase the housing supply
InterRegional Housing Solutions	DoD Joint Land Use Study (JLUS)	FY2025	\$35,000		Submitted	NA- App Pending	Southern Maine Planning and Development Council is the lead applicant. Funds are to support addressing transportation problems at the Portsmouth Naval Shipyard through land use change across its commuted. The project will fund SRPC and RPC to conduct regional trainings and provide free zoning and regulatory change services to communities.
Climate Resilience Regional Challenge	NOAA	FY2025-2030	\$1,375,000		Submitted	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 (Middleton)	NH DES 319	FY2025-2027	\$62,885		Submitted	NA- App Pending	Implement four structural BMPs and one non-structural BMP identified in the Sunrise Lake Management Plan
Cocheco River Management Plan (Dover, Farmington, Middleton, New Durham and Rochester)	NHDES 604(b)	FY2025-2026	\$33,500		Submitted	NA- App Pending	Development and adoption of a River Corridor Management Plan
New Durham Contract Planner	New Durahm	FY2025			Withdrawn	NA- App Pending	Provide contract town planner services including plan review and staff support to the planning board

Application/Proposal Status	Total Award \$	Pass Through Amt	Net SRPC Funding	# of Applications
Awarded	\$484,079	\$202,000	\$282,079	14
Submitted	\$1,506,385	\$36,000	\$1,470,385	4
Withdrawn			\$0	1
Grand Total	\$1,990,464	\$238,000	\$1,752,464	19

SRPC EXECUTIVE COMMITTEE MEETING

March 15, 2024, 8:00 a.m. to 9:00 a.m.

Hybrid Meeting (Conference Rm 1A & via Zoom)

Meeting Minutes

1. Welcome/Introductions

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

Members attending in person:

Dave Landry, Dover; William Fisher, Farmington; Tom Crosby, Madbury; Peter Nelson, Newmarket; Barbara Holstein, Rochester; Joe Boudreau, Rochester; Katrin Kasper, Lee; Michael Bobinsky, Somersworth

Staff attending in person: Jennifer Czysz

2. Action Items

a. Acceptance of the February 15, 2024 Minutes

B. Fisher motioned to approve the February 15, 2024 meeting minutes as presented.

P. Nelson seconded the motion. The motion passed with a unanimous vote in favor.

b. Acceptance of the Draft January Financials

J. Czysz reviewed the Draft January 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.

J. Czysz stated that Principal Planner Angie Cleveland gave her resignation with two weeks' notice. Her last day will be March 29. J. Czysz stated she has a few prospects in mind to fill the position.

M. Bobinsky motioned to accept the Draft February financials as presented. J. Boudreau seconded the motion. The motion passed with a unanimous vote in favor.

3. Updates

a. Annual Meeting

J. Czysz stated that we are in the beginning stages of planning the annual commissioner's luncheon. She asked the group for ideas for a venue, themes, and award solicitation.

Topics Discussed were:

- Development of downtown areas
- Building community
- Balance between conservation and development
- Focus on conservation areas and demonstrate how communities can plan for growth and development and preserve natural areas in a way that is done without competing.
- Solid Waste Management

Suggestions for a venue included going back to the Governor's Inn, Newicks and the Oaks in Somersworth. Megan will start researching next week.

b. Commissioner 101

J. Czysz stated that the scheduled March 29 date should be pushed back. There are several new commissioners joining soon. We would like to make the meeting fun, informative, and designed for both new and veterans commissions.

The group discussed several ideas for the Commissioner 101:

- Opportunity for new members to sit down with veteran members/mentor
- Breakout sessions
- Retreat style
- Acronym Bingo
- Geographical Quiz:
 - Match commissioners with their Town
 - How well do you know your region?
 - Favorite place in the region
- Share something not well known about your community
- Roundtable, breaking up into small groups
- Test on acronyms
- Attendance award

c. Awards, Contracts, and General Business

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.

4. March Monthly Minors

C. Lentz stated that most changes this month were inflation adjustments.

5. Adjourn

M. Bobinsky motioned to adjourn seconded by T. Crosby. The motion passed with a unanimous vote in favor. The meeting adjourned at 8:55 AM.

Strafford Regional Planning Commission
Balance Sheet
As of February 29, 2024

	Feb 29, 24	Feb 28, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	36,635.74	147,156.00	-110,520.26
FSB Savings	168,711.34	61,688.39	107,022.95
Total Checking/Savings	205,347.08	208,844.39	-3,497.31 ¹
Accounts Receivable			
Accounts Receivable	125,780.49	92,077.00	33,703.49
Total Accounts Receivable	125,780.49	92,077.00	33,703.49 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Dues and Subscriptions	1,915.56	1,984.77	-69.21
Prepaid Insurance (P & L)	2,630.00	0.00	2,630.00
Prepaid training	600.00	600.00	0.00
Prepaid Unemployment Comp	2,466.70	0.00	2,466.70
Prepaid Workers Compensation	1,559.20	0.00	1,559.20
Total Prepaid Expenses	9,171.46	2,584.77	6,586.69 ³
Prepaid software support	8,583.11	7,808.85	774.26 ⁴
Undeposited Funds	31,694.06	0.00	31,694.06 ⁵
Total Other Current Assets	49,448.63	10,393.62	39,055.01
Total Current Assets	380,576.20	311,315.01	69,261.19
Fixed Assets			
Right of Use Asset - Building			
Accumulated Amortization - Buil	-72,597.47	-25,761.00	-46,836.47
Right of Use Asset - Building - Ot...	112,410.00	112,410.00	0.00
Total Right of Use Asset - Building	39,812.53	86,649.00	-46,836.47 ⁶
Vehicles			
Vehicle Accumulated Depreciatio	-21,509.38	-15,773.50	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
Total Vehicles	1,433.97	7,169.85	-5,735.88 ⁷
Property and Equipment			
Accumulated Depreciation	-18,347.46	-15,745.44	-2,602.02
Equipment Purchase			
AI 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

Strafford Regional Planning Commission
Balance Sheet
As of February 29, 2024

	Feb 29, 24	Feb 28, 23	\$ Change
Equipment Purchase - Other	11,762.40	11,762.40	0.00
Total Equipment Purchase	38,836.89	15,745.44	23,091.45⁸
Total Property and Equipment	20,489.43	0.00	20,489.43
Total Fixed Assets	61,735.93	93,818.85	-32,082.92
TOTAL ASSETS	442,312.13	405,133.86	37,178.27
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
FSB Credit Card	967.84	114.00	853.84
Total Credit Cards	967.84	114.00	853.84
Other Current Liabilities			
FY24 Dues in Advance	46,274.10	0.00	46,274.10
Building Lease Liab Current	9,573.60	9,256.07	317.53
FY23 Dues in Advance	0.00	43,220.64	-43,220.64
Current Portion of Lease Payabl	1,298.83	1,639.80	-340.97
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	163,661.86	23,431.31	140,230.55⁹
Payroll Liabilities			
FSA Payable	-64.00	0.00	-64.00 ¹⁰
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	1,309.20	1,290.52	18.68
Total Payroll Liabilities	1,275.59	1,320.91	-45.32
Total Other Current Liabilities	222,131.98	78,916.73	143,215.25
Total Current Liabilities	223,099.82	79,030.73	144,069.09
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 ¹¹
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	8,000.00	11,666.68	-3,666.68
Total Accrued expenses	70,818.30	105,697.19	-34,878.89¹²

Strafford Regional Planning Commission
Balance Sheet
As of February 29, 2024

3:42 PM

03/21/24

Accrual Basis

	Feb 29, 24	Feb 28, 23	\$ Change
Total Long Term Liabilities	102,686.30	170,639.03	-67,952.73
Total Liabilities	325,786.12	249,669.76	76,116.36
Equity			
Retained Earnings	167,769.00	176,019.32	-8,250.32 ¹³
Net Income	-51,242.99	-20,555.22	-30,687.77 ¹⁴
Total Equity	116,526.01	155,464.10	-38,938.09
TOTAL LIABILITIES & EQUITY	442,312.13	405,133.86	37,178.27

DRAFT

Strafford Regional Planning Commission
Balance Sheet
As of February 29, 2024

3:42 PM

03/21/24

Accrual Basis

-
1. **Checking/Savings:** In the current fiscal year, as compared to the prior fiscal year at the end of February, total gross profit (after cash and in-kind match) increased approximately \$38,500, while expenses increased by approximately \$69,300. There have also been cash outlays 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 (total approximately \$10,750) 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). Other prepaid items paid in full, but expensed monthly include dues, and several software licenses and subscriptions. 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 \$6,380 total amount of license renewal was paid in February.

 5. **Undeposited Funds:** This amount represents invoice payments received in the current month, but not deposited to the bank until the following month.

 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 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.

 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.

 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. 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.

 9. **Contract Revenue in Advance:** Current year balance = ROC RFP \$3,923, NHCF \$112,829, Housing Navigator \$23,304, EDA \$23,606. 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.

 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

Strafford Regional Planning Commission
Balance Sheet
As of February 29, 2024

3:42 PM

03/21/24

Accrual Basis

currently paid out more than what has been withheld to date.

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- 11.** 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.
-
- 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. 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.
-
- 13.** Retained Earnings: Cumulative posting of net income from all prior years.
-
- 14.** 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 February 29, 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	0.00	0.00
Total 2100 Dues	0.00	0.00	0.00	0.00	0.00	0.00
2200 PLUR Books						
2209 Town of Milton PLUR	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00
3100 Town of Barrington						
3104 Barrington MP-Housing	0.00	452.00	0.00	0.00	0.00	452.00
Total 3100 Town of Barrington	0.00	452.00 ¹	0.00	0.00	0.00	452.00
3300 City of Dover						
3304 Dover HOP Audit & Ordinance	1,200.42	0.00	0.00	0.00	0.00	1,200.42
Total 3300 City of Dover	1,200.42	0.00	0.00	0.00	0.00	1,200.42
3500 Town of Farmington						
3507 FAR HOP Grant	8,291.45	4,369.39	0.00	0.00	0.00	12,660.84
3501 FAR Circuit Rider	5,392.60	5,149.53	0.00	0.00	0.00	10,542.13
Total 3500 Town of Farmington	13,684.05	9,518.92 ²	0.00	0.00	0.00	23,202.97
4100 Town of Newmarket						
4107 NKT HOP 3 FORM BASED CODE	2,070.66	2,593.32	0.00	0.00	0.00	4,663.98
4106 NKT MP Other	4,506.16	2,454.93	0.00	0.00	0.00	6,961.09
4105 NKT HOP1 MP Housing	1,778.11	1,643.29	0.00	0.00	0.00	3,421.40
Total 4100 Town of Newmarket	8,354.93	6,691.54 ³	0.00	0.00	0.00	15,046.47
4200 Town of Northwood						
4201 NOR Circuit Rider	1,787.50	2,879.59	0.00	0.00	0.00	4,667.09
Total 4200 Town of Northwood	1,787.50	2,879.59 ⁴	0.00	0.00	0.00	4,667.09
4300 Town of Nottingham						
4301 NOT Circuit Rider	2,578.05	0.00	0.00	0.00	0.00	2,578.05
Total 4300 Town of Nottingham	2,578.05	0.00	0.00	0.00	0.00	2,578.05
4400 City of Rochester						

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Strafford Regional Planning Commission
A/R Aging Summary
 As of February 29, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
4403 ROC Rec MP	1,137.03	1,569.93	0.00	0.00	0.00	2,706.96
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
Total 4400 City of Rochester	1,137.03	1,569.93 ⁵	0.00	0.00	0.00	2,706.96
4600 City of Somersworth						
4605 SOM MP & Audit	6,270.13	0.00	0.00	0.00	0.00	6,270.13
Total 4600 City of Somersworth	6,270.13	0.00	0.00	0.00	0.00	6,270.13
4700 Town of Strafford						
4701 Strafford Circuit Rider	2,980.20	0.00	0.00	0.00	0.00	2,980.20
Total 4700 Town of Strafford	2,980.20	0.00	0.00	0.00	0.00	2,980.20
4800 Town of Wakefield						
4803 WAK NBRC Union Hotel Grant Admin	0.00	0.00	0.00	0.00	519.86	519.86 ⁶
4801 Wakefield Circuit Rider	857.50	472.50	0.00	0.00	0.00	1,330.00
Total 4800 Town of Wakefield	857.50	472.50 ⁷	0.00	0.00	519.86	1,849.86
5201 UNH						
5206 Great Bay Adapts	925.82	0.00	0.00	0.00	0.00	925.82
5209 UNH PREPA SOM NR MP	1,538.29	0.00	0.00	0.00	0.00	1,538.29
5208 UNH PREPA LEE NRI	1,425.63	0.00	0.00	0.00	0.00	1,425.63
5207 UNH PREPA DOV NRI	1,943.99	0.00	0.00	0.00	0.00	1,943.99
Total 5201 UNH	5,833.73	0.00	0.00	0.00	0.00	5,833.73
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	2,170.15	0.00	0.00	0.00	0.00	2,170.15
Total 6000 Business and Economic Affairs	2,170.15	0.00	0.00	0.00	0.00	2,170.15
6100 NH DES						
6152 NKT Riverfront Coastal Resilience	1,139.95	0.00	0.00	0.00	0.00	1,139.95
6104 Coastal 24	2,057.41	0.00	0.00	0.00	0.00	2,057.41
6305 LSWP NKT SWP-359	1,143.72	1,083.54	0.00	0.00	0.00	2,227.26
Total 6100 NH DES	4,341.08	1,083.54 ⁸	0.00	0.00	0.00	5,424.62
6500 DEPT OF SAFETY (OEM)						
6503 BRIC 21 MAD,NOR,ROC	2,100.00	0.00	0.00	0.00	0.00	2,100.00

**Strafford Regional Planning Commission
A/R Aging Summary
As of February 29, 2024**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
6501 PDM19 BAR NDU ROL SOM	669.00	0.00	0.00	0.00	0.00	669.00
Total 6500 DEPT OF SAFETY (OEM)	2,769.00	0.00	0.00	0.00	0.00	2,769.00
6600 CDFA-CDBG Grant Administration						
6602 CDBG Gafney Home	820.12	750.01	0.00	0.00	0.00	1,570.13
Total 6600 CDFA-CDBG Grant Administration	820.12	750.01	0.00	0.00	0.00	1,570.13
7100 EPA						
7111 Brownfields 24-28	984.70	0.00	0.00	0.00	0.00	984.70
Total 7100 EPA	984.70	0.00	0.00	0.00	0.00	984.70
7201 HUD EDI Regional Plan	3,354.63	0.00	0.00	0.00	0.00	3,354.63
8000 DOT UPWP						
8002 UPWP 24-25	42,131.68	0.00	0.00	0.00	0.00	42,131.68
Total 8000 DOT UPWP	42,131.68	0.00	0.00	0.00	0.00	42,131.68
8100 COAST						
8101 CommuteSmart Seacoast	587.70	0.00	0.00	0.00	0.00	587.70
Total 8100 COAST	587.70	0.00	0.00	0.00	0.00	587.70
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	<u>101,842.60</u>	<u>23,418.03</u>	<u>0.00</u>	<u>0.00</u>	<u>519.86</u>	<u>125,780.49</u>

Strafford Regional Planning Commission
A/R Aging Summary
As of February 29, 2024

3:45 PM

03/21/24

-
1. Barrington MP-Housing: I have followed up regarding the January outstanding invoice.

 2. Farmington: \$4,369.39 and \$5,149.53 were received in March.

 3. Newmarket: \$2,593.32, \$2,454.93, \$1,643.29 were received in March.

 4. Northwood: \$2,879.59 was received in March.

 5. Rochester Rec MP: \$1,569.93 was received in March.

 6. 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.

 7. Wakefield Circuit Rider: I have followed up on the January invoice.

 8. DES: \$1,083.54 was received in March.

 9. CDBG Gafney: Submission of the January invoice was done in March by project lead.

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Strafford Regional Planning Commission
Profit & Loss
February 2024

3:47 PM

03/21/24

Accrual Basis

	Feb 24	Feb 23	\$ Change
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	11,568.53	10,896.22	672.31
SRPC Revenue			
Municipal and NonProfit Revenue			
3304 DOV HOP	1,200.42	0.00	1,200.42
3501 FAR Circuit Rider	5,392.60	4,508.05	884.55
3507 FAR HOP Grant	8,291.45	0.00	8,291.45
4105 NKT HOP1 MP Housing	1,778.11	0.00	1,778.11
4106 NKT MP Other	4,506.16	0.00	4,506.16
4107 NKT HOP3 Form Based Code	2,070.66	0.00	2,070.66
4201 NORPlanning Services	1,787.50	1,316.25	471.25
4301 NOT Circuit Rider	2,578.05	1,864.94	713.11
4403 ROC Rec Chapter	1,341.69	0.00	1,341.69
4605 SOM MP and Audit	6,270.13	0.00	6,270.13
4701 Strafford Circuit Rider	2,980.20	3,553.11	-572.91
4703 STR MP Update	0.00	2,367.15	-2,367.15
4801 WAK Circuit Rider	857.50	0.00	857.50
4802 Sanbornville Precinct	0.00	994.50	-994.50
5151 GSCH - Tufts	0.00	1,874.14	-1,874.14
Total Municipal and NonProfit Revenue	39,054.47	16,478.14	22,576.33
Total SRPC Revenue	39,054.47	16,478.14	22,576.33
Federal Agencies Incl EDD			
7111 EPA Brownfields FY24-28	984.70	0.00	984.70
7003 EDD Planning Partnership	11,913.43	17,435.50	-5,522.07
7201 HUD EDI CDS	3,354.63	0.00	3,354.63
Total Federal Agencies Incl EDD	16,252.76	17,435.50	-1,182.74
State Award Revenue			
Dept of Bus & Econ Affairs			
6004 TBG 24-25	2,187.56	0.00	2,187.56
6001 TBG 22-23	0.00	1,942.07	-1,942.07
6003 CEDR	0.00	3,103.76	-3,103.76
Total Dept of Bus & Econ Affairs	2,187.56	5,045.83	-2,858.27
NHDES			
6104 Coastal 24	3,592.67	0.00	3,592.67
6151 Project of Special Merit	0.00	623.38	-623.38
6152 NKT Riverfront CRG	1,394.43	0.00	1,394.43
6305 LSWP NKT SWP 359	2,251.29	0.00	2,251.29
6103 Coastal FY23	0.00	3,542.88	-3,542.88
6304 LSWP - Aquifers	0.00	903.08	-903.08

Strafford Regional Planning Commission
Profit & Loss
February 2024

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03/21/24

Accrual Basis

	Feb 24	Feb 23	\$ Change
Total NHDES	7,238.39	5,069.34	2,169.05
UNH			
5206 UNH-GREAT BAY ADAPTS	925.82	0.00	925.82
5207 UNH-PREPA DOV NRI	1,943.99	0.00	1,943.99
5208 UNH PREPA-LEE NRI	1,425.63	0.00	1,425.63
5209 UNH PREPA-SOM NAT RES MP	1,538.29	0.00	1,538.29
Total UNH	5,833.73	0.00	5,833.73
CDFA			
6601 CDBG Grant	820.12	0.00	820.12
Total CDFA	820.12	0.00	820.12
6802 NHHA Housing Navigator Pre-Disaster Mitigation	10,292.52	11,466.87	-1,174.35
6501 PDM19 BAR NDU ROL SOM	892.00	0.00	892.00
6502 BRIC20	0.00	1,999.99	-1,999.99
6503 BRIC21 MAD NOR ROC	2,800.00	0.00	2,800.00
Total Pre-Disaster Mitigation	3,692.00	1,999.99	1,692.01
Total State Award Revenue	30,064.32	23,582.03	6,482.29 ³
MPO Revenue			
NH DOT			
8002 UPWP 24-25	46,812.98	0.00	46,812.98
8001 UPWP 22-23	0.00	42,487.14	-42,487.14
8101 COAST/CMAQ	734.63	0.00	734.63
Total NH DOT	47,547.61	42,487.14	5,060.47
Total MPO Revenue	47,547.61	42,487.14	5,060.47 ⁴
Contra Income Cash Match			
Cash Match ROC Rec Chapter	-204.66	0.00	-204.66
Cash Match GSCH	0.00	-310.56	310.56
Coastal Cash Match	-685.81	-674.75	-11.06
LSWP Cash Match			
LSWP SRPC Cash Match	-62.79	-71.33	8.54
Total LSWP Cash Match	-62.79	-71.33	8.54
EDD Cash Match	-1,704.94	-2,541.82	836.88
DOT Cash Match	-4,681.30	-4,248.71	-432.59
Cash Match CommuteSmart	-146.93	0.00	-146.93
Total Contra Income Cash Match	-7,486.43	-7,847.17	360.74

Strafford Regional Planning Commission
Profit & Loss
February 2024

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03/21/24

Accrual Basis

	Feb 24	Feb 23	\$ Change
Contra Income InKind/Soft Match			
In-Kind Coastal Match	-849.45	-843.88	-5.57
IK LSWP	-1,044.78	0.00	-1,044.78
IK NKT Waterfront	-254.48	0.00	-254.48
IK - PDM Soft Match	-223.00	0.00	-223.00
BRIC21 IK Match	-700.00	0.00	-700.00
In-Kind EDD Match	-3,434.65	-4,726.45	1,291.80
In-Kind HazMit Match	0.00	-500.00	500.00
Total Contra Income InKind/Soft Match	-6,506.36	-6,070.33	-436.03
Contract Overage	-17.41	0.00	-17.41
Total Income	130,477.49	96,961.53	33,515.96
Gross Profit	130,477.49	96,961.53	33,515.96
Expense			
Personnel Expenses			
Salary and Wages	79,725.47	65,237.67	14,487.80
Payroll Expenses			
Dental insurance expense	681.05	528.39	152.66
Health Insurance expense	9,206.71	6,360.63	2,846.08
Life Insurance expense	124.61	111.35	13.26
LTD Insurance expense	69.97	64.97	5.00
STD insurance expense	249.31	223.25	26.06
Payroll Processing Fees	276.00	253.00	23.00
Pension expense	2,230.12	1,795.25	434.87
Unemployment expense	246.67	207.67	39.00
Workers Compensation	155.92	157.50	-1.58
Payroll Taxes			
Medicare Expense	1,125.51	928.44	197.07
Social Security expense	4,812.51	3,969.86	842.65
Payroll Taxes - Other	-0.01	0.00	-0.01
Total Payroll Taxes	5,938.01	4,898.30	1,039.71
Total Payroll Expenses	19,178.37	14,600.31	4,578.06
Dues and Subscriptions	390.03	355.27	34.76
Staff Training and Seminars	288.00	280.00	8.00
Total Personnel Expenses	99,581.87	80,473.25	19,108.62 ⁵
Equipment expense			
Copier Maintenance Contract	325.00	319.85	5.15
Office furniture			
Computer equipment	605.85	353.99	251.86

Strafford Regional Planning Commission
Profit & Loss
February 2024

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03/21/24

Accrual Basis

	Feb 24	Feb 23	\$ Change
Total Office furniture	605.85	353.99	251.86
Software expense			
ArcInfo/View software	531.63	483.37	48.26
Office Software			
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	148.00	-8.00
Survey Monkey	75.00	75.00	0.00
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
Constant Contact	130.50	112.50	18.00
DropBox	0.00	11.99	-11.99
Microsoft Office 365	212.50	212.90	-0.40
Total Office Software	905.18	823.16	82.02
Total Software expense	1,436.81	1,306.53	130.28
Traffic Count Expenses			
Traffic counting supplies	43.95	4.99	38.96
Total Traffic Count Expenses	43.95	4.99	38.96
Total Equipment expense	2,411.61	1,985.36	426.25
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	123.42	202.30	-78.88
Vehicle Expenses			
Depreciation Expense	477.99	477.99	0.00
Vehicle Gas & Repairs	199.96	0.00	199.96
Vehicle Interest	8.26	32.14	-23.88
Total Vehicle Expenses	686.21	510.13	176.08
Total Fixed Expenses	4,193.86	1,310.18	2,883.68
Communications			
Postage and Delivery	0.00	80.99	-80.99

Strafford Regional Planning Commission
Profit & Loss
February 2024

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03/21/24

Accrual Basis

	Feb 24	Feb 23	\$ Change
Telephone and Internet	273.12	266.62	6.50
Website maintenance and updates			
Website and logo design	17.98	8.44	9.54
Website maintenance and updates - Ot...	99.00	99.00	0.00
Total Website maintenance and updates	116.98	107.44	9.54
Total Communications	390.10	455.05	-64.95
Administrative			
Meetings Expense			
Meetings Advertising Expense	279.14	241.58	37.56
Total Meetings Expense	279.14	241.58	37.56
Office Expense	160.99	797.97	-636.98
Office Supplies	390.00	24.99	365.01
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	294.28	381.87	-87.59
Total Travel & Ent	294.28	381.87	-87.59
Total Administrative	2,124.41	2,779.74	-655.33
Contract Labor			
IT and Network support	3,569.00	2,009.00	1,560.00 ⁷
Pass Through Expense			
3507 FAR HOP Consultant	6,783.50	0.00	6,783.50
4107 NKT HOP3 Form Based Code	1,800.00	0.00	1,800.00
7201 HUD EDI CDS RPC Exp	1,340.08	0.00	1,340.08
CEDR Pass Through Expense	0.00	2,000.00	-2,000.00
Total Pass Through Expense	9,923.58	2,000.00	7,923.58 ⁸
Total Contract Labor	13,492.58	4,009.00	9,483.58
Total Expense	122,194.43	91,012.58	31,181.85
Net Ordinary Income	8,283.06	5,948.95	2,334.11
Other Income/Expense			
Other Income			
Interest Income	14.62	15.68	-1.06
Total Other Income	14.62	15.68	-1.06

Strafford Regional Planning Commission
Profit & Loss
February 2024

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03/21/24

Accrual Basis

	<u>Feb 24</u>	<u>Feb 23</u>	<u>\$ Change</u>
Net Other Income	14.62	15.68	-1.06
Net Income	<u>8,297.68</u>	<u>5,964.63</u>	<u>2,333.05</u>

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Strafford Regional Planning Commission
Profit & Loss
February 2024

3:47 PM

03/21/24

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. The GSCH project concluded in November.

 2. Federal Agencies: An engineering contract for Brownfields was executed in December, but no contractor invoices have been received to date. The first HUD invoice was submitted in February.

 3. State Awards Revenue: Under BEA, the CEDR grant closed out at the end of June 2023. UNH contracts have been awarded and work started for three new PREPA projects – Dover, Lee and Somersworth. Also, a new Great Bay project began in February. 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. 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 February of this year, \$2,341.87 is coded to amortization and \$123.42 is coded to rent for total office space expense of \$2,465.29, as compared to the \$2,500 per month actual lease payment.

 7. IT and Network Support: \$1500 was paid for the server migration in the current fiscal year.

 8. Pass Through Expenses: These are contingent on contracts in effect, and the timing of contractor invoices for each month. The CEDR contract was closed out during the previous fiscal year.

Strafford Regional Planning Commission
Income by Customer
February 2024

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03/21/24

Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
2000 LTA (Local Technical Assistance)			
02/01/20	2000 LTA (...	Dues 138822.39 (LESS BRK) = 11568.56 JULY, 11568.53 A...	11,568.53
Total 2000 LTA (Local Technical Assistance)			11,568.53
3300 City of Dover			
3304 Dover HOP Audit & Ordinance			
02/29/20	3300 City of...	Progress Billing - Dover HOP - PO 202405428 - February 2024	1,200.42
Total 3304 Dover HOP Audit & Ordinance			1,200.42
Total 3300 City of Dover			1,200.42
3500 Town of Farmington			
3507 FAR HOP Grant			
02/29/20	3500 Town ...	Farmington Housing Opportunity Planning (HOP) Grant Progr...	8,291.45
Total 3507 FAR HOP Grant			8,291.45
3501 FAR Circuit Rider			
02/29/20	3500 Town ...	Progress Billing - Farmington Circuit Rider - February 2024	5,392.60
Total 3501 FAR Circuit Rider			5,392.60
Total 3500 Town of Farmington			13,684.05
4100 Town of Newmarket			
4107 NKT HOP 3 FORM BASED CODE			
02/29/20	4100 Town ...	Progress Billing - Newmarket HOP3 Form Based Code - Febr...	2,070.66
Total 4107 NKT HOP 3 FORM BASED CODE			2,070.66
4106 NKT MP Other			
02/29/20	4100 Town ...	Progress Billing - Newmarket Master Plan Other Updates- Fe...	4,506.16
Total 4106 NKT MP Other			4,506.16
4105 NKT HOP1 MP Housing			
02/29/20	4100 Town ...	Progress Billing - Newmarket HOP1 MP Housing - February 2...	1,778.11
Total 4105 NKT HOP1 MP Housing			1,778.11
Total 4100 Town of Newmarket			8,354.93
4200 Town of Northwood			
4201 NOR Circuit Rider			
02/29/20	4200 Town ...	Progress Billing - Northwood Circuit Rider - February 2024	1,787.50
Total 4201 NOR Circuit Rider			1,787.50
Total 4200 Town of Northwood			1,787.50

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>
4300 Town of Nottingham			
4301 NOT Circuit Rider			
02/29/20	4300 Town ...	Progress Billing - Nottingham Circuit Rider - February 2024	2,578.05
Total 4301 NOT Circuit Rider			2,578.05
Total 4300 Town of Nottingham			2,578.05
4400 City of Rochester			
4403 ROC Rec MP			
02/29/20	4400 City of...	Rochester Recreation Master Plan Chapter - February 2024	1,341.69
02/29/20	4400 City of...	Cash Match - Rochester Recreation Chapter	-204.66
Total 4403 ROC Rec MP			1,137.03
Total 4400 City of Rochester			1,137.03
4600 City of Somersworth			
4605 SOM MP & Audit			
02/29/20	4600 City of...	Somersworth Housing Master Plan Chapter and Regulatory F...	6,270.13
Total 4605 SOM MP & Audit			6,270.13
Total 4600 City of Somersworth			6,270.13
4700 Town of Strafford			
4701 Strafford Circuit Rider			
02/29/20	4700 Town ...	Progress Billing - Strafford Circuit Rider - February 2024	2,980.20
Total 4701 Strafford Circuit Rider			2,980.20
Total 4700 Town of Strafford			2,980.20
4800 Town of Wakefield			
4801 Wakefield Circuit Rider			
02/29/20	4800 Town ...	Progress Billing - Wakefield Circuit Rider - February 2024	857.50
Total 4801 Wakefield Circuit Rider			857.50
Total 4800 Town of Wakefield			857.50
5201 UNH			
5206 Great Bay Adapts			
02/29/20	5201 UNH:...	Progress Billing - Great Bay Adapts - P0144899 - October-Fe...	925.82
Total 5206 Great Bay Adapts			925.82
5209 UNH PREPA SOM NR MP			
02/29/20	5201 UNH:...	Progress Billing - Somersworth PREPA NRI P0139200- Febr...	1,538.29
Total 5209 UNH PREPA SOM NR MP			1,538.29

Strafford Regional Planning Commission
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Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
5208 UNH PREPA LEE NRI			
02/29/20	5201 UNH:...	Progress Billing -LEE PREPA NRI #P0138340- February 2024	1,425.63
Total 5208 UNH PREPA LEE NRI			1,425.63
5207 UNH PREPA DOV NRI			
02/29/20	5201 UNH:...	Progress Billing -DOV PREPA NRI P0138306- February 2024	1,943.99
Total 5207 UNH PREPA DOV NRI			1,943.99
Total 5201 UNH			5,833.73
6000 Business and Economic Affairs			
6004 FY2024-2025 TBG			
02/29/20	6000 Busin...	Targeted Block Grant 24-25 - Progress Billing - Jan-Feb 2024	2,187.56
02/29/20	6000 Busin...	To record when contracts go over budget in QuickBooks	-17.41
Total 6004 FY2024-2025 TBG			2,170.15
Total 6000 Business and Economic Affairs			2,170.15
6100 NH DES			
6152 NKT Riverfront Coastal Resilience			
02/29/20	6100 NH D...	Progress Billing - Newmarket Waterfront CRG #22-306-20 - 1...	1,394.43
02/29/20	6100 NH D...	Newmarket Riverfront CRG 22-306-20 InKind Match	-254.48
Total 6152 NKT Riverfront Coastal Resilience			1,139.95
6104 Coastal 24			
02/29/20	6100 NH D...	Coastal Technical Assistance Grant 23-306-09 - Progress Bill...	3,592.67
02/29/20	6100 NH D...	Cash Match	-685.81
02/29/20	6100 NH D...	In Kind match for Coastal grant	-849.45
Total 6104 Coastal 24			2,057.41
6305 LSWP NKT SWP-359			
02/29/20	6100 NH D...	Progress Billing - Local Source Water SWP-359 NKT - Febru...	2,251.29
02/29/20	6100 NH D...	In Kind Match - LSWP	-1,044.78
02/29/20	6100 NH D...	Cash Match	-62.79
Total 6305 LSWP NKT SWP-359			1,143.72
Total 6100 NH DES			4,341.08
6500 DEPT OF SAFETY (OEM)			
6503 BRIC 21 MAD,NOR,ROC			
02/29/20	6500 DEPT...	Progress Billing - 23BRIC20 4393 Invoice Tracker - February ...	2,800.00
02/29/20	6500 DEPT...	BRIC21 In Kind Match	-700.00
Total 6503 BRIC 21 MAD,NOR,ROC			2,100.00
6501 PDM19 BAR NDU ROL SOM			

Strafford Regional Planning Commission
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Accrual Basis

Date	Name	Memo	Amount
02/29/20	6500 DEPT...	Final Billing - PDM19 - February 2024	900.00
02/29/20	6500 DEPT...	Hazard Mitigation IK Match	-225.00
02/29/20	6500 DEPT...	Adjust 10/31/21 Grant Overbill - New Durham, Task 2 (Billed ...	-8.00
02/29/20	6500 DEPT...	Adjust 10/31/21 Match Overbill - New Durham, Task 2 (\$8 tot...	2.00
Total 6501 PDM19 BAR NDU ROL SOM			669.00
Total 6500 DEPT OF SAFETY (OEM)			2,769.00
6600 CDFA-CDBG Grant Administration			
6602 CDBG Gafney Home			
02/29/20	6600 CDFA...	CDBG Grant Administration - Gafney Home - February 2024	820.12
Total 6602 CDBG Gafney Home			820.12
Total 6600 CDFA-CDBG Grant Administration			820.12
6800 NH Housing Authority			
6802 Housing Navigator			
02/29/20	6800 NH H...	NHHFA Housing Navigator - February 2024	10,292.52
Total 6802 Housing Navigator			10,292.52
Total 6800 NH Housing Authority			10,292.52
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7003 EDA FY22			
02/29/20	7000 ECO...	Progress Billing EDD Planning Partnership - February 2024	11,913.43
02/29/20	7000 ECO...	InKind Match	-3,434.65
02/29/20	7000 ECO...	Cash Match	-1,704.94
Total 7003 EDA FY22			6,773.84
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			6,773.84
7100 EPA			
7111 Brownfields 24-28			
02/29/20	7100 EPA:7...	Brownfields 24-28 Progress Billing - February 2024	984.70
Total 7111 Brownfields 24-28			984.70
Total 7100 EPA			984.70
7201 HUD EDI Regional Plan			
02/29/20	7201 HUD ...	Progress Billing - HUD B-22-CP-NH-0567 - 9/7/23 - February ...	3,354.63
Total 7201 HUD EDI Regional Plan			3,354.63
8000 DOT UPWP			
8002 UPWP 24-25			
02/29/20	8000 DOT ...	Progress Billing - UPWP - February 2024	46,812.98

**Strafford Regional Planning Commission
Income by Customer
February 2024**

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Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
02/29/20	8000 DOT ...	10% Matching Funds	-4,681.30
	Total 8002 UPWP 24-25		42,131.68
	Total 8000 DOT UPWP		42,131.68
8100 COAST			
8101 CommuteSmart Seacoast			
02/29/20	8100 COAS...	COAST CommuteSmart Progress Billing - Jan-Feb 2024	734.63
02/29/20	8100 COAS...	CommteSmart Cash Match	-146.93
	Total 8101 CommuteSmart Seacoast		587.70
	Total 8100 COAST		587.70
TOTAL			<u>130,477.49</u>

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

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Accrual Basis

	Jul '23 - Feb 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	92,548.27	92,548.27	0.00
SRPC Revenue			
Municipal and NonProfit Revenue			
3104 BAR Housing MP Chapter	22,498.34	19,848.89	2,649.45
3501 FAR Circuit Rider	34,928.48	40,000.00	-5,071.52
3506 FAR Tax Maps FY23	1,008.86	1,000.00	8.86
3507 FAR HOP Grant	64,492.87	89,160.00	-24,667.13
3903 MIL CWSRF	0.00	13,333.32	-13,333.32
4004 NDU Housing and Land Use	0.00	4,400.00	-4,400.00
4104 NKT Tax Maps	0.00	1.00	-1.00
4105 NKT HOP1 MP Housing	9,079.58	12,250.00	-3,170.42
4106 NKT MP Other	11,206.93	10,000.00	1,206.93
4107 NKT HOP3 Form Based Code	4,663.98	18,100.00	-13,436.02
4201 NORPlanning Services	19,118.77	16,666.68	2,452.09
4301 NOT Circuit Rider	14,238.20	16,666.68	-2,428.48
4403 ROC Rec Chapter	16,365.69	19,036.68	-2,670.99
4404 ROC RFP	1,005.28	3,942.40	-2,937.12
4605 SOM MP and Audit	32,194.89	66,000.00	-33,805.11
4606 SOM Tax Maps FY24	1,688.28	1,686.00	2.28
4701 Strafford Circuit Rider	24,304.06	24,166.68	137.38
4704 STR Tax Mapping	770.07	693.00	77.07
4703 STR MP Update	-0.90	0.00	-0.90
4801 WAK Circuit Rider	3,946.25	3,600.00	346.25
4803 WAK NBRC Union Hotel	0.00	300.00	-300.00
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	277,477.72	375,572.33	-98,094.61
Total SRPC Revenue	277,140.13	375,572.33	-98,432.20 ²
Federal Agencies Incl EDD			
7111 EPA Brownfields FY24-28	15,416.10	52,083.32	-36,667.22
7003 EDD Planning Partnership	73,949.73	75,078.68	-1,128.95
7201 HUD EDI CDS	3,354.63	79,166.68	-75,812.05
7301 USDA RD-FAR MIL	0.00	2,361.40	-2,361.40
Total Federal Agencies Incl EDD	92,720.46	208,690.08	-115,969.62 ³
State Award Revenue			
Dept of Bus & Econ Affairs			
6004 TBG 24-25	11,128.41	7,407.32	3,721.09
Total Dept of Bus & Econ Affairs	11,128.41	7,407.32	3,721.09
NHDES			

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

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Accrual Basis

	Jul '23 - Feb 24	Budget	\$ Over Budget
6104 Coastal 24	22,051.75	20,000.00	2,051.75
6151 Project of Special Merit	1,138.81	1,765.00	-626.19
6152 NKT Riverfront CRG	1,394.43	3,730.00	-2,335.57
6305 LSWP NKT SWP 359	14,616.84	13,720.00	896.84
Total NHDES	39,201.83	39,215.00	-13.17
UNH			
5206 UNH-GREAT BAY ADAPTS	925.82	1,000.00	-74.18
5207 UNH-PREPA DOV NRI	6,432.54	9,365.00	-2,932.46
5208 UNH PREPA-LEE NRI	6,258.35	9,365.00	-3,106.65
5209 UNH PREPA-SOM NAT RES MP	3,977.69	7,500.00	-3,522.31
Total UNH	17,594.40	27,230.00	-9,635.60
CDFA			
6601 CDBG Grant	7,328.12	4,666.68	2,661.44
6603 CDBG TRANSFORMATIVE PLAN	0.00	1,666.68	-1,666.68
Total CDFA	7,328.12	6,333.36	994.76
6802 NHHA Housing Navigator	80,690.30	87,436.00	-6,745.70
Pre-Disaster Mitigation			
6501 PDM19 BAR NDU ROL SOM	892.00	900.00	-8.00
6502 BRIC20	20,330.00	20,388.68	-58.68
6503 BRIC21 MAD NOR ROC	8,000.00	10,285.72	-2,285.72
Total Pre-Disaster Mitigation	29,222.00	31,574.40	-2,352.40
Total State Award Revenue	185,165.06	199,196.08	-14,031.02 ⁴
MPO Revenue			
NH DOT			
8002 UPWP 24-25	365,895.34	460,709.20	-94,813.86
8101 COAST/CMAQ	3,909.46	3,750.00	159.46
8102 Safe Streets For All	0.00	4,583.32	-4,583.32
Total NH DOT	369,804.80	469,042.52	-99,237.72
Total MPO Revenue	369,804.80	469,042.52	-99,237.72 ⁵
Contra Income Cash Match			
Cash Match ROC Rec Chapter	-2,496.46	-2,903.32	406.86
Cash Match GSCH	-1,877.04	-1,880.00	2.96
Coastal Cash Match	-3,162.91	-1,666.68	-1,496.23
LSWP Cash Match	-619.59	-636.36	16.77
EDD Cash Match	-10,329.08	-10,847.32	518.24
USDA Cash Match	0.00	-61.40	61.40
DOT Cash Match	-36,589.53	-46,070.68	9,481.15

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

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Accrual Basis

	Jul '23 - Feb 24	Budget	\$ Over Budget
Cash Match CommuteSmart	-781.91	-750.00	-31.91
Safe Streets Cash Match	0.00	-4,583.32	4,583.32
Total Contra Income Cash Match	-55,856.52	-69,399.08	13,542.56
Contra Income InKind/Soft Match			
In-Kind Coastal Match	-8,049.87	-8,333.32	283.45
IK LSWP	-2,708.72	-1,487.20	-1,221.52
IK - PDM Soft Match	-223.00	-225.00	2.00
In-Kind EDD Match	-22,582.44	-21,135.32	-1,447.12
Total Contra Income InKind/Soft Match	-40,901.01	-31,180.84	-9,720.17
Total Income	920,370.75	1,244,469.36	-324,098.61
Gross Profit	920,370.75	1,244,469.36	-324,098.61
Expense			
Personnel Expenses			
Salary and Wages	649,951.55	678,760.00	-28,808.45
Payroll Expenses			
PFML	4,961.27	4,576.50	384.77
Dental insurance expense	5,472.07	5,547.32	-75.25
Health incentive	629.33	6,889.32	-6,259.99
Health Insurance expense	78,493.38	86,120.68	-7,627.30
Life Insurance expense	996.87	1,016.00	-19.13
LTD Insurance expense	559.76	558.00	1.76
STD insurance expense	1,994.48	1,917.32	77.16
Payroll Processing Fees	2,316.00	2,518.68	-202.68
Pension expense	17,781.94	20,046.00	-2,264.06
Unemployment expense	1,739.32	1,486.68	252.64
Workers Compensation	1,256.80	1,266.00	-9.20
Payroll Taxes	48,621.82	52,452.00	-3,830.18
Total Payroll Expenses	164,823.04	184,394.50	-19,571.46
Dues and Subscriptions	3,911.47	3,194.68	716.79
Staff Training and Seminars	2,516.02	10,000.00	-7,483.98
Total Personnel Expenses	821,202.08	876,349.18	-55,147.10
Equipment expense			
Copier Maintenance Contract	2,291.92	2,600.00	-308.08
Office furniture			
Computer equipment	2,729.60	2,000.00	729.60
Office furniture - Other	0.00	666.68	-666.68
Total Office furniture	2,729.60	2,666.68	62.92

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

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Accrual Basis

	Jul '23 - Feb 24	Budget	\$ Over Budget
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	333.32	-333.32
Total Other Equipment Repair and Cost	0.00	333.32	-333.32
Software expense			
Arclnfo/View software	4,154.94	4,225.32	-70.38
Office Software	7,366.79	7,451.32	-84.53
Total Software expense	11,521.73	11,676.64	-154.91
Traffic Count Expenses			
Traffic counting supplies	156.61	0.00	156.61
Traffic Count Expenses - Other	0.00	2,000.00	-2,000.00
Total Traffic Count Expenses	156.61	2,000.00	-1,843.39 ⁷
Total Equipment expense	16,699.86	19,276.64	-2,576.78
Fixed Expenses			
Amortization-Building	18,734.48	0.00	18,734.48
Insurance			
Liability Insurance	5,260.00	4,782.00	478.00
Total Insurance	5,260.00	4,782.00	478.00
Rent	1,173.23	20,000.00	-18,826.77
Vehicle Expenses	4,820.43	6,662.00	-1,841.57
Total Fixed Expenses	32,590.16	31,444.00	1,146.16 ⁸
Communications			
Media Outreach Expense	154.05	666.68	-512.63
Office Telephone System	0.00	776.00	-776.00
Postage and Delivery	358.21	266.68	91.53
Telephone and Internet	2,641.87	2,400.00	241.87
Website maintenance and updates	567.03	951.32	-384.29
Total Communications	3,721.16	5,060.68	-1,339.52
Administrative			
Library & Planning Books	2,564.50	2,500.00	64.50
Meetings Expense	674.44	2,333.32	-1,658.88 ⁹
Office Expense	1,602.96	6,666.68	-5,063.72
Office Supplies	2,565.42	2,666.68	-101.26
Printing and Reproduction	1,309.67	1,000.00	309.67
Professional Fees			
Accounting, Audit	8,000.00	10,666.68	-2,666.68 ¹⁰

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

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Accrual Basis

	Jul '23 - Feb 24	Budget	\$ Over Budget
Legal Fees	0.00	2,666.68	-2,666.68
Total Professional Fees	8,000.00	13,333.36	-5,333.36
Travel & Ent	5,307.49	5,333.32	-25.83
Total Administrative	22,044.72	33,833.36	-11,788.64
Contract Labor			
IT and Network support	15,803.00	22,666.68	-6,863.68
Pass Through Expense			
3507 FAR HOP Consultant	53,877.25	75,383.32	-21,506.07
3903 MIL CWSRF Consultant	0.00	10,000.00	-10,000.00
4107 NKT HOP3 Form Based Code	4,200.00	14,600.00	-10,400.00
5207 DOV PREPA Consultant	0.00	3,000.00	-3,000.00
5208 LEE PREPA Consultant	0.00	3,000.00	-3,000.00
6152 NKT Waterfront CRG	0.00	800.00	-800.00
7111 EPA Brownfields Consultant	0.00	43,333.32	-43,333.32
7201 HUD EDI CDS RPC Exp	1,340.08	66,666.68	-65,326.60
7301 USDA RD FAR MIL Consultant	0.00	1,050.00	-1,050.00
NHDOT Consultant	0.00	33,333.32	-33,333.32
8102 Safe Streets Expense	0.00	4,583.32	-4,583.32
Total Pass Through Expense	59,652.83	255,749.96	-196,097.13
Total Contract Labor	75,455.83	278,416.64	-202,960.81
Total Expense	971,713.81	1,244,380.50	-272,666.69
Net Ordinary Income	-51,343.06	88.86	-51,431.92
Other Income/Expense			
Other Income			
Interest Income	100.07	66.64	33.43
Total Other Income	100.07	66.64	33.43
Net Other Income	100.07	66.64	33.43
Net Income	-51,242.99	155.50	-51,398.49

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

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Accrual Basis

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

2. Municipal Revenue: 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 NDU Housing and Land was budgeted to start in February, but was not fully executed until the end of the month. The SOM MP & Audit contract has an end date of 1/31/24, but the project is not completed yet .

3. 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 the first RPC invoice was received in February. Work has not started on the USDA grant.

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

5. MPO Revenue: A NHDOT consultant was budgeted to start in July, but the engineering firm contract was not finalized until December, and no invoices have been received to date. The Safe Streets project has not been started.

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: 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. 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.

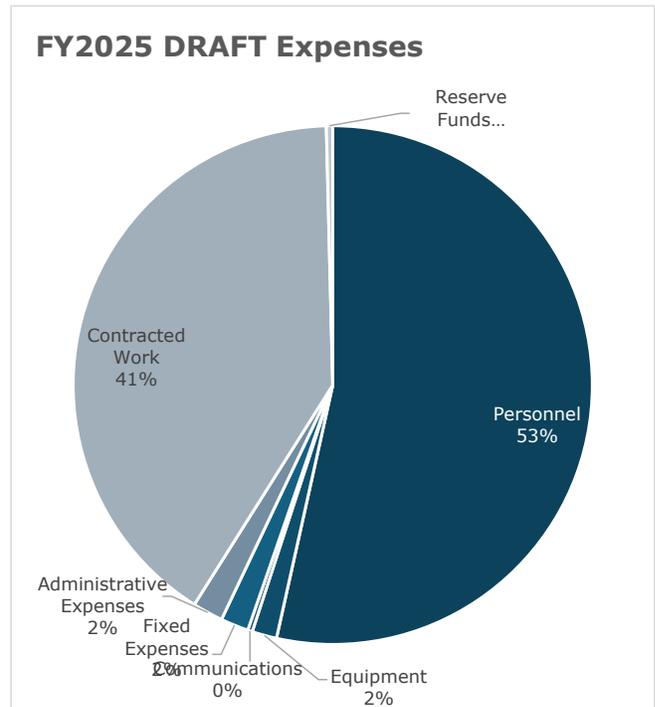
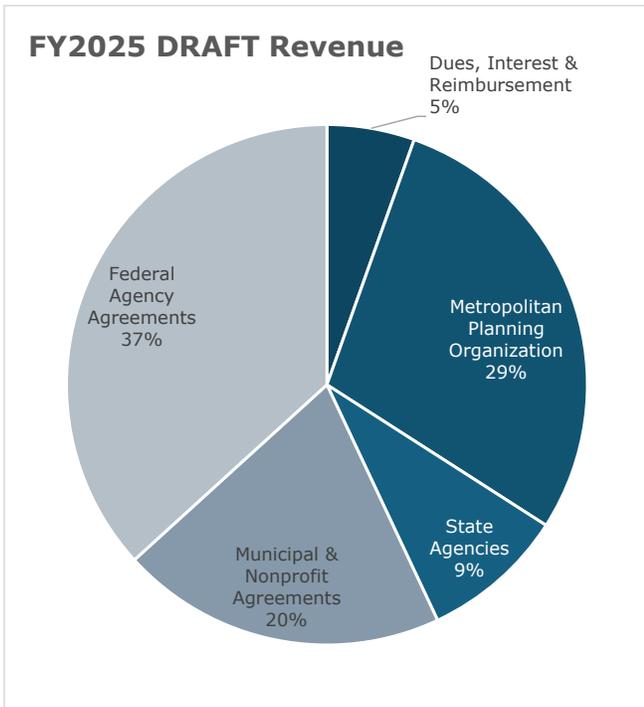
Strafford Regional Planning Commission

DRAFT FY 2025 Amended Budget

Summary Table

	FY24*	FY25 DRAFT	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	139,422	138,270	(1,153)
Metropolitan Planning Organization	626,458	727,766	101,308
State Agencies	313,575	226,912	(86,663)
Municipal & Nonprofit Agreements	621,569	514,176	(107,393)
Federal Agency Agreements	407,394	933,944	526,550
Total	2,108,418	2,541,067	432,650
	Expenses	Expenses	Net Change
Personnel	1,313,760	1,349,796	36,035
Equipment	38,615	38,849	234
Communications	7,591	7,349	(242)
Fixed Expenses	47,166	43,894	(3,272)
Administrative Expenses	50,000	48,000	(2,000)
Contracted Work	613,075	1,025,995	412,920
Reserve Funds	13,000	10,000	(3,000)
Total	2,083,208	2,523,883	440,674
Net Deficit/Surplus	23,445	17,185	(8,025)

*Based on FY2024 adopted Mid Year budget



Strafford Regional Planning Commission

FY2025 REVENUES	FY 24 Adopted Mid Year Revenue	FY2025 DRAFT Budget Revenue					Net Outside Funding	Net Change	% Change
		Funding Source Revenue	Internal Dues Match	Outside Source Soft Match	Outside Source Cash Match	Net			
Total	2,108,418	2,538,167	111,807	77,900	2,900	2,541,067		432,650	20.5%
Dues, Interest & Reimbursements	139,422	138,270	0	0	0	138,270	5%	(1,153)	-0.8%
2000 Municipal Dues (minus BRK)	138,822	137,670	0	0	0	137,670		(1,153)	-0.8%
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	-
Municipal & Nonprofit Service Agreements	599,569	514,176	0	2,500	0	514,176	20%	(85,393)	-14.2%
3104 Barrington Housing Master Plan Chapter	22,330	0	0	0	0	0		(22,330)	-100.0%
3304 Dover Regulatory Audit and Dev. Of Land Use Policies		10,740	0	0	0	10,740			
3403 Durham Wagon Hill Living Shorelines Phase 2		5,500	0	0	0	5,500			
3501 Farmington Town Planner Services	60,000	70,000	0	0	0	70,000		10,000	16.7%
350x Farmington Tax Maps	1,000	500	0	0	0	500		(500)	-50.0%
3507 Farmington RT11 Audit and Regulatory Change	133,740	16,900	0	0	0	16,900		(116,840)	-87.4%
3903 Milton Nitrogen Removal Plan (CWSRF)	40,000	60,000	0	0	0	60,000		20,000	50.0%
4004 New Durham Housing & Land Use Master Plan Chapters	22,000	6,250	0	0	0	6,250		(15,750)	-71.6%
410X Newmarket Tax Maps	1	500	0	0	0	500		499	49900.0%
4105 Newmarket Housing & Demographics HOP Grant	24,500	2,000	0	0	0	2,000		(22,500)	-91.8%
4106 Newmarket Comprehensive Master Plan Update	20,000	70,000	0	0	0	70,000		50,000	250.0%
4107 Newmarket Form Based Code	90,500	20,625	0	0	0	20,625		(69,875)	-77.2%
4201 Northwood Technical Services	25,000	30,000	0	0	0	30,000		5,000	20.0%
4301 Nottingham Town Planner Services	25,000	20,000	0	0	0	20,000		(5,000)	-20.0%
4403 Rochester Recreation Master Plan	24,200	0	0	0	0	0		(24,200)	-100.0%
4404 Rochester Strategic Plan RFP Writing	4,928	0	0	0	0	0		(4,928)	-100.0%
460x Somersworth Tax Maps	1,686	500	0	0	0	500		(1,186)	-70.3%
4605 Somersworth Master Plan and Audit	66,000	7,600	0	0	0	7,600		(58,400)	-88.5%
4701 Strafford Town Planner Services	36,250	36,250	0	0	0	36,250		0	0.0%
470x Strafford Tax Maps	693	500	0	0	0	500		(193)	-27.8%
4801 Wakefield Contract Planner	5,400	2,500	0	0	0	2,500		(2,900)	-53.7%
4803 Wakefield NBRC Grant Admin (Union Hotel)	1,500	1,500	0	0	0	1,500		0	0.0%
5002 NHARPC Administration	8,000	8,000	0	0	0	8,000		0	0.0%
5091 SMPDC InterRegional Housing Solutions		17,500	0	2,500	0	17,500			
5121 GB2030 Milton Three Ponds Watershed Plan		78,750	0	0	0	78,750			
5122 GB2030 Installation of Watershed Signage		45,770	0	0	0	45,770			
5151 CHAT/Tufts Health Plan Foundation - Healthy Aging	8,840	0	0	0	0	0		(8,840)	-100.0%
5311 Lamprey River Watershed Mapping		2,290	0	0	0	2,290			
5501 GIS projects (small billable projects)	1	1	0	0	0	1		0	0.0%
Federal Agency Agreements (including EDD)	407,394	931,044	17,500	52,500	2,900	933,944	37%	526,550	129.2%
U.S. Dept of Economic Development Administration									
7003 EDD Planning Partnership	64,644	70,000	17,500	52,500	0	70,000		5,356	8.3%
U.S. Environmental Protection Agency									
7111 Brownfields Community Assessment (FY24-28)	93,750	135,300	0	0	0	135,300		41,550	44.3%

FY2025 REVENUES	FY 24 Adopted Mid Year Revenue	FY2025 DRAFT Budget Revenue					Net Outside Funding	Net Change	% Change
		Funding Source Revenue	Internal Dues Match	Outside Source Soft Match	Outside Source Cash Match				
U.S. Department of Housing and Urban Development									
7201 HUD EDI CDS - Regional Plans	237,500	596,000	0	0	0	596,000	358,500	150.9%	
U.S. Department of Agriculture - Rural Development									
7301 USDA RD- Farmington & Milton Town Facilities Studies	11,500	129,744	0	0	2,900	132,644	121,144	1053.4%	
State Agreements	313,575	226,912	5,000	22,900	0	226,912	9%	(86,663)	-27.6%
Dept of Business and Economic Affairs									
6004 Targeted Block Grant (FY24-25)	11,111	11,111	0	0	0	11,111	0	0.0%	
Dept of Environmental Services									
6105 Coastal Grant 2025	15,000	1,500	5,000	10,000	0	1,500	(13,500)	-90.0%	
6151 Project of Special Merit - FloodSmart Seacoast	1,765	0	0	0	0	0			
6152 Coastal Resilience Grant Newmarket Riverfront Plan	18,650	29,300	0	0	0	29,300	10,650	57.1%	
6153 PREPARE: Preparing for Resilient & Equitable Recovery		10,000	0	0	0	10,000			
6154 5-Yr Coastal Flood Risk Summary Update		1,700	0	0	0	1,700			
6181 Phase II of NH Coastal Flood Risk Model		3,500	0	0	0	3,500			
6305 LSWP Newmarket Open Space Plan	18,223	0	0	0	0	0	(18,223)	-100.0%	
6306 LSWP Northwood Septic System Database		29,937	0	0	0	29,937			
University of New Hampshire									
5206 Great Bay Adapts	5,000	1,400	0	0	0	1,400	(3,600)	-72.0%	
5207 PREPA Grant-Dover NRI	18,730	4,700	0	0	0	4,700	(14,030)	-74.9%	
5208 PREPA Grant-Lee NRI	18,730	4,200	0	0	0	4,200	(14,530)	-77.6%	
5209 PREPA Grant-Somersworth Nat Res MP	15,000	7,500	0	0	0	7,500	(7,500)	-50.0%	
5210 Building a Foundation to Evolve CAWs Practice		7,000	0	0	0	7,000			
NH Community Development Finance Authority									
6602 CDBG Grant Administration (ROC Gafney Home)	7,000	0	0	0	0	0	(7,000)	-100.0%	
6603 CDBG Grant Administration (SOM YMCA Childcare)		16,364	0	0	0	16,364			
6604 Transformative Planning Grant	5,000	20,000	0	0	0	20,000	15,000	300.0%	
NH Housing Finance Authority									
6801 InvestNH Housing Navigator Grant	131,154	40,000	0	0	0	40,000	(91,154)	-69.5%	
Department of Safety Homeland Security									
6501 HazMit Plans PDM19- BAR,NDU,ROL,SOM (FY 22-24)	675	0	0	0	0	0	(675)	-100.0%	
6502 HazMit Plans BRIC20-DUR, MID, MIL, NOT, STR (FY23-24)	22,937	4,050	0	1,350	0	4,050	(18,887)	-82.3%	
6503 HazMit Plans BRIC21-MAD, NOR, ROC	18,000	8,250	0	2,750	0	8,250	(9,750)	-54.2%	
6504 HazMit Plans 4516-DOV, FAR, NKT	6,600	26,400	0	8,800	0	26,400	19,800	300.0%	
Metropolitan Planning Organization Agreements	626,458	727,766	89,307	0	0	727,766	29%	101,308	16.2%
Dept of Transportation									
8001 UPWP Federal Highways & Transit	621,958	722,766	80,307	0	0	722,766	100,808	16.2%	
8101 COAST CommuteSmart Seacoast	4,500	5,000	1,250	0	0	5,000	500	11.1%	
8102 Safe Streets for All MPO Partnership	0	0	7,750	0	0	0	0	-	
							100%		

Strafford Regional Planning Commission

FY2025 EXPENSES	FY2024 Adopted Mid		FY2025		Net	% Change	
	Total	Year Budget	Draft Budget	Change	Change		
	Total	2,083,208		2,523,883		440,674	21.2%
PERSONNEL	1,313,760	<i>69%</i>	1,349,796	<i>53%</i>	36,035	2.7%	
Salaries and Hourly Wages	1,018,140		1,034,238		16,098	1.6%	
Payroll Taxes	78,678		79,639		961	1.2%	
Payroll Processing - QuickBooks	3,778		4,000		222	5.9%	
Health Insurance	129,181		150,577		21,396	16.6%	
Dental Insurance	8,321		9,176		856	10.3%	
Life Insurance	1,524		1,457		(67)	-4.4%	
Shorterm Disability	2,876		2,873		(3)	-0.1%	
Longterm Disability	837		798		(39)	-4.7%	
Paid Family Medical Leave	6,102		5,569		(532)	-8.7%	
FSA Fees	0		0		0	-	
Health Incentives	10,334		6,801		(3,534)	-34.2%	
SIMPLE IRA Pension	30,069		30,517		448	1.5%	
Worker's Compensation	1,899		1,871		(28)	-1.5%	
Unemployment Insurance	2,230		2,960		730	32.7%	
Staff Training & Workshops	15,000		15,000		0	0.0%	
Professional Dues: AMPO, NHARPC, NHPA, APA, NHI	4,792		4,319		(473)	-9.9%	
EQUIPMENT	38,615	<i>3%</i>	38,849	<i>2%</i>	234	0.6%	
GIS Software	6,338		7,055		717	11.3%	
Transpo Software Maintenance: TransCAD	1,500		1,500		0	0.0%	
Office Software: Maintenance, purchase	11,177		11,434		257	2.3%	
INRIX Database for Transportation Planning	8,200		6,460		(1,740)	-21.2%	
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		4,000		1,000	33.3%	
Office Furniture	1,000		1,000		0	0.0%	
COMMUNICATIONS	7,591	<i>2%</i>	7,349	<i>0%</i>	(242)	-3.2%	
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		1,185		(242)	-17.0%	
Media Outreach Activities	1,000		1,000		0	0.0%	

FY2025 EXPENSES	FY2024 Adopted Mid		FY2025		Net	
	Year Budget		Draft Budget		Change	% Change
FIXED EXPENSES	47,166	<i>5%</i>	43,894	<i>2%</i>	(3,272)	-6.9%
Property & Liability	7,173		9,294		2,121	29.6%
Office Vehicle Lease and Maintenance	9,993		4,600		(5,393)	-54.0%
Rent	30,000		30,000		0	0.0%
ADMINISTRATIVE EXPENSES	50,000	<i>1%</i>	48,000	<i>2%</i>	(2,000)	-4.0%
Printing	1,500		1,500		0	0.0%
Audit and Accounting Services	16,000		14,000		(2,000)	-12.5%
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	8,000		8,000		0	0.0%
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%
OUTSOURCED CONTRACTS	613,075	<i>20%</i>	1,025,995	<i>41%</i>	412,920	67.4%
1000 IT Services	34,000		24,600		(9,400)	-27.6%
3507 Far RT11 Audit & Regs Consultant Team	113,075		14,000		(99,075)	-87.6%
3903 MIL CWSRF Consulting Engineer	30,000		45,000		15,000	50.0%
4107 Newmarket Form Based Code Consultant	73,000		16,825		(56,175)	-77.0%
5121 GB2030 Milton Three Ponds Watershed Plan Engineer			60,900			
5122 GB2030 Signage - UNH & Production Costs			25,770			
5207 PREPA Grant-Dover NRI Environmental Consult	6,000		3,000		(3,000)	-50.0%
5208 PREPA Grant-Lee NRI Environmental Consultar	6,000		3,000		(3,000)	-50.0%
6105 Coastal Technical Assistance Subaward to Durham			4,000			
6152 Coastal Resilience Grant (NKT) Engineer	4,000		10,000		6,000	150.0%
7111 EPA Brownfields QEP	78,000		127,000		49,000	62.8%
7201 HUD EDI CDS Regional Plans - RPC Pass Throug	200,000		500,000		300,000	150.0%
7301 USDA RD FAR & MIL Town Facilities Consultant	5,250		114,150		108,900	2074.3%
8002 Contract Transportation Support (UPWP)	40,000		60,000		20,000	50.0%
8002 Contract Title VI/Environmental Justice Suppor	10,000		10,000		0	0.0%
8102 Safe Streets for All	13,750		7,750		(6,000)	-43.6%
RESERVE FUND CONTRIBUTION	13,000	<i>0%</i>	10,000	<i>0%</i>	(3,000)	-23.1%
		<i>100%</i>		<i>100%</i>		

STRAFFORD

Regional Planning Commission

April 19, 2024

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

RE: April 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 April 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



April 2024 TIP Minors Table of Contents

Funding Changes

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2023 - 2026 SRPC Transportation Improvement Program

April 2024 Minors

3/18/2024

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-HIB-M&P

Towns: Statewide

Road: Various

Scope: Maintenance and preservation efforts for High Investment Bridges

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$100,000		\$0	\$0	\$100,000
PE	2025	\$100,000		\$0	\$0	\$100,000
PE	2026	\$100,000		\$0	\$0	\$100,000
ROW	2023	\$20,000		\$0	\$0	\$20,000
ROW	2024	\$20,000		\$0	\$0	\$20,000
ROW	2025	\$20,000		\$0	\$0	\$20,000
ROW	2026	\$20,000		\$0	\$0	\$20,000
CON	2023	\$4,400,000		\$0	\$0	\$4,400,000
CON	2024	\$1,900,000		\$0	\$0	\$1,900,000
CON	2025	\$3,100,000		\$0	\$0	\$3,100,000
CON	2026	\$3,100,000		\$0	\$0	\$3,100,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$100,000		\$0	\$0	\$100,000
PE	2025	\$100,000		\$0	\$0	\$100,000
PE	2026	\$100,000		\$0	\$0	\$100,000
ROW	2023	\$20,000		\$0	\$0	\$20,000
ROW	2024	\$20,000		\$0	\$0	\$20,000
ROW	2025	\$20,000		\$0	\$0	\$20,000
ROW	2026	\$20,000		\$0	\$0	\$20,000
CON	2023	\$4,400,000		\$0	\$0	\$4,400,000

CON	2024	\$1,900,000	\$0	\$0	<i>\$1,900,000</i>
CON	2025	\$3,220,000	\$0	\$0	<i>\$3,220,000</i>
CON	2026	\$3,220,000	\$0	\$0	<i>\$3,220,000</i>

Change Notes

NHDOT Description of Changes

SRPC Notes

No child projects in the Strafford region

Funding Sources

FHWA

STBG-State Flexible

STBG-Areas Over 200K

STBG-50 to 200K

STBG-5 to 200K

National Highway Performance

Hwy Infrastructure

NHDOT

Toll Credit

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	\$655,000
PE	2024	\$100,000		\$0	\$0	\$100,000
PE	2025	\$50,000		\$0	\$0	\$50,000
PE	2026	\$50,000		\$0	\$0	\$50,000
ROW	2023	\$10,000		\$0	\$0	\$10,000
ROW	2024	\$10,000		\$0	\$0	\$10,000
ROW	2025	\$10,000		\$0	\$0	\$10,000
ROW	2026	\$10,000		\$0	\$0	\$10,000
CON	2023	\$3,875,000		\$0	\$0	\$3,875,000
CON	2024	\$7,125,000		\$0	\$0	\$7,125,000
CON	2025	\$3,127,500		\$0	\$0	\$3,127,500
CON	2026	\$3,900,000		\$0	\$0	\$3,900,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$655,000		\$0	\$0	\$655,000
PE	2024	\$100,000		\$0	\$0	\$100,000
PE	2025	\$50,000		\$0	\$0	\$50,000
PE	2026	\$50,000		\$0	\$0	\$50,000
ROW	2023	\$10,000		\$0	\$0	\$10,000
ROW	2024	\$10,000		\$0	\$0	\$10,000
ROW	2025	\$10,000		\$0	\$0	\$10,000
ROW	2026	\$10,000		\$0	\$0	\$10,000
CON	2023	\$3,875,000		\$0	\$0	\$3,875,000
CON	2024	\$7,125,000		\$0	\$0	\$7,125,000
CON	2025	\$3,960,000		\$0	\$0	\$3,960,000
CON	2026	\$3,960,000		\$0	\$0	\$3,960,000

Change Notes

NHDOT Description of Changes

SRPC Notes

Two child projects in the region (not affected in this minor). Both in Lee:
 Lee Hook Rd over Lamprey River & NH152 over N River

Funding Sources

FHWA

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

NHDOT

Toll Credit
 General Fund

SOMERSWORTH 40646

Towns: SOMERSWORTH

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

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

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2024	\$278,992		\$0	\$69,748	\$348,740
PE	2025	\$96,438		\$0	\$24,110	\$120,548
ROW	2025	\$116,487		\$0	\$29,122	\$145,609

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2025	\$375,430		\$0	\$93,858	\$469,288
ROW	2025	\$116,487		\$0	\$29,122	\$145,609

Change Notes

NHDOT Description of Changes

SRPC Notes

Merging FY2024 PE funds into FY2025. No change to the overall project budget or other phase changes.

Funding Sources

FHWA

STBG-50 to 200K

OTHER

Towns

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	\$37,802		\$0	\$9,450	\$47,252
ROW	2024	\$34,400		\$0	\$8,600	\$43,000
CON	2025	\$243,927		\$0	\$173,116	\$417,043

Proposed Funding

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

Change Notes

NHDOT Description of Changes

SRPC Notes

Only change is to funding source (adding TAP-flex)

Funding Sources

FHWA

TAP-Transportation Alternatives

TAP-Flex

TAP-50K to 200K

OTHER

Towns

PROGRAM PAVE-T1-RESURF

Towns: Statewide
 Road: Tier 1 Highways
 Scope: Resurface Tier 1 Highways
 Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$450,000		\$0	\$0	\$450,000
PE	2024	\$300,000		\$0	\$0	\$300,000
PE	2025	\$300,000		\$0	\$0	\$300,000
PE	2026	\$300,000		\$0	\$0	\$300,000
CON	2023	\$18,000,000		\$0	\$0	\$18,000,000
CON	2024	\$13,000,000		\$0	\$0	\$13,000,000
CON	2025	\$12,250,000		\$0	\$0	\$12,250,000
CON	2026	\$12,250,000		\$0	\$0	\$12,250,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2023	\$450,000		\$0	\$0	\$450,000
PE	2024	\$375,000		\$0	\$0	\$375,000
PE	2025	\$225,000		\$0	\$0	\$225,000
PE	2026	\$300,000		\$0	\$0	\$300,000
CON	2023	\$18,000,000		\$0	\$0	\$18,000,000
CON	2024	\$13,000,000		\$0	\$0	\$13,000,000
CON	2025	\$12,250,000		\$0	\$0	\$12,250,000
CON	2026	\$12,250,000		\$0	\$0	\$12,250,000

Change Notes

NHDOT Description of Changes

SRPC Notes

No child projects in the Strafford region.

Funding Sources

FHWA

STBG-State Flexible

Redistribution

National Highway Performance

NHDOT

Toll Credit

STATEWIDE 44491

Towns: Statewide
Road: Coastal Routes
Scope: Coastal hydraulic design manual supplement
Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total
OTHER	2023	\$200,000		\$0	\$0
					\$200,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total
OTHER	2023	\$220,000		\$0	\$0
					\$220,000

Change Notes

NHDOT Description of Changes
State developing a coastal hydraulic design manual supplement. Adding toll credit funding
SRPC Notes

Funding Sources

FHWA
PROTECT
NHDOT
Toll Credit