

SRPC EXECUTIVE COMMITTEE MEETING

July 18, 2025

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.trafford.org. If anybody is unable to access the meeting, please email mtaylorfetter@trafford.org or call 603-994-3500 (x115).

Agenda Item	Time	Notes
1) Welcome and Introductions	8:00-8:05	N/A
2) Action Items a) Approval of July 20, 2025 Minutes b) Acceptance of the Draft May Financials c) Executive Committee Officers	8:05-8:20	See enclosed memo and attachments.
3) Updates and Discussion Items a) 501(c)(3) status b) Draft Organizational Goals c) Awards, Contracts, and General Business d) June Minors	8:20-8:50	See enclosed memo and attachments. Minors to be sent later.
4) Other Business	8:50-8:55	N/A
5) Adjourn	9:00	N/A

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



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: July 11, 2025

TO: Executive Committee Members

FROM: Jen Czysz, Executive Director

RE: Director's Report for the July 18, 2025 Meeting

2b. Accept the Draft April Financials

Balance Sheet: As of the end of May our bank balances are the tightest we've seen. It was a three-payroll month which made things a bit tighter than normal. Additionally, our accounts receivable was very high (more below). Through June we held checks waiting for reimbursements to come in before releasing them. Dues invoices are out and should help to bolster the savings account over the next couple of months.

Accounts Receivable: All of the dues invoices went out mid-May with a July 15, 2025 due date. With the issuance of those invoices, the prepaid Barrington dues is now balanced out and removed from the aging summary. Of the \$446,816 due at the end of May, \$196,550 was the current month's billing. Another \$ was received in June. Leaving a past due balance of \$18,291.15 (less the \$140,901 dues balances and \$64,394 of May's billings received in June).

Profit and Loss and Income by Customer: Three payroll months are never the best for us. After several strong months, May ended with a loss of \$13,203. While our billing was strong, we had several pass through consultant invoices included in those, and not enough billable staff time to balance the month. Year to date we continue to do well with a net income of \$29,032.

2c. Executive Committee Members and Officers

Unfortunately, our chair has to step down. We are seeking one member of the executive committee to fulfill that role. With that we will also have a vacant regular member seat. Alternate Paul Rasmusen has expressed interest in serving as a regular member. We will look for nominations and votes to appoint at the meeting.

3a. Non-Profit Status

Reserving some time to discuss the establishment of a non-profit to support SRPC's activities. I've included a checklist of what is entailed in the process that was shared with me by a colleague at the Dover Chamber who is currently working on the same thing. I hope to have additional insights from some of my peers at the other RPCs that I can share at the meeting. Planning Commissions with a non-profit:

- [Nashua RPC](#)
- Rockingham Planning Commission – no information online
- [Southern NH Planning Commission](#)
- [Upper Valley Lake Sunapee RPC](#)



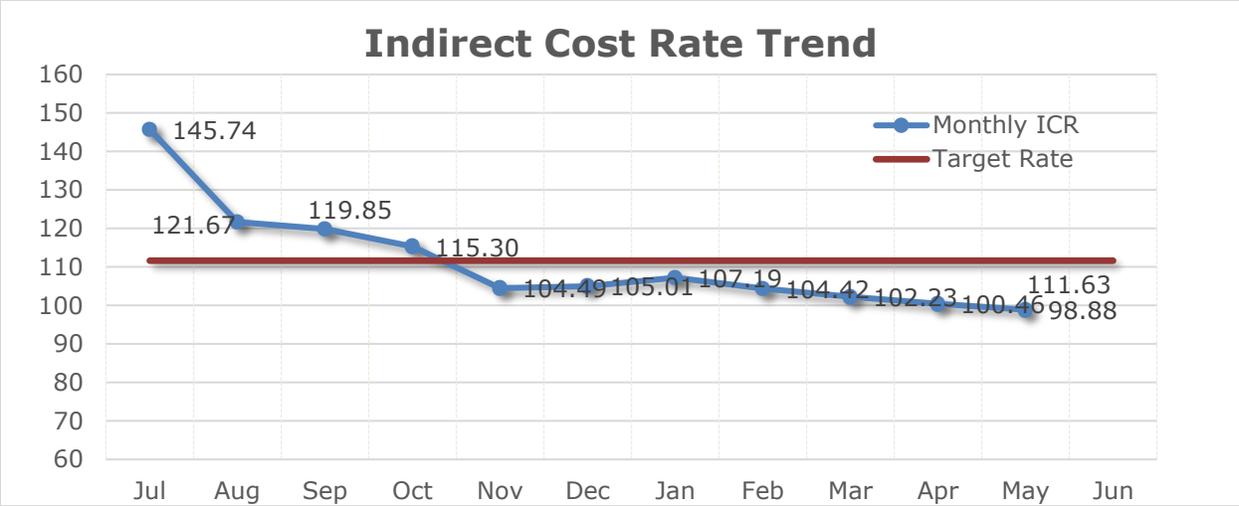
3b. Draft Organizational Goals

1. Finalize and adopt updates to SRPC's organizational policies.
 - a. Update the Employee Handbook to include:
 - i. a social media policy for use of SRPC's accounts.
 - ii. A policy or guidelines for use of ChatGPT and similar AI applications.
 - iii. Identify and incorporate policies to reward longevity.
 - iv. Updates to various sections including remedial actions and required documentation for employees
 - b. Update SRPC's Operating Policies.
 - c. Complete the Disaster Recovery Plan and Continuity of Operations Plan.
 - d. Update the SRPC Bylaws to formalize the EDD Board of Directors and Strategy Committee similar to the MPO Policy Committee and TAC.
2. Continue efforts to strengthen Commissioner engagement.
 - a. Continue the annual SRPC 101 training in the evening open to all commissioners and interested individuals.
 - b. Increase regular communication with commissioners to ensure they are aware of efforts within their and surrounding communities.
 - c. Engaged in regular conversations at Commission meetings regarding commissioners' roles in engagement.
 - d. Conduct a board self-evaluation.
 - e. Develop a simple guide of our services the commissioners can use when advocating for SRPC with municipal officials.
3. Improve and grow staff and project management capabilities.
 - a. Either identify new tools and strategies to track project progress and staff time to ensure projects are completed on time and on budget or revive the hours allocation model.
 - b. Grow distributed management capacity within the office with more hands-on senior staff monitoring junior work progress with frequent check-ins to incrementally review work progress and products.
 - c. Utilize the executive committee as a resource when addressing staffing and human resource concerns. This includes having periodic scheduled non-public sessions to address any items that arise.
4. Strengthen SRPC's financial position.
 - a. Build capacity among all staff to represent SRPC and market our services, as well as take an entrepreneurial approach and seek new funding opportunities that meet community needs.
 - b. Pursue 501(c)(3) status in collaboration with executive committee members.
 - c. Continue efforts to ensure the financial sustainability of the SRPC circuit rider program.
 - d. Continued monitoring of SRPC's financial position and make adjustments as needed to meet budgetary expectations and implement best practices identified by the auditors, SRPC's leadership and/or executive committee.

3c. Awards, Contracts and General Business Update

Awards and Contracts: Refer to the table following this memo.

Indirect Rate: Approved Rate: 98.88%. Year to Date Actual: 100.5%.



FY2025 Dues Utilization: May April 2025.

Income:	
Total FY25 Dues Paid	\$127,110.80

Expenses:	
Planning Salaries	\$3,196.69
Dues and Subscriptions	\$114.85
Staff Training	\$50.00
Equipment Depreciation	\$3,184.50
Vehicle Interest	\$0.00
Media Outreach	\$136.45
Bank Fees	\$85.00
Interest Expense	\$0.00
Meeting Expense	\$425.00
Office Expense	\$783.81
Travel	\$72.20
PLUR Books	-\$213.00
Finance Charge	\$241.18
Indirect (111.63%)	\$3,568.47
Total SRPC Expenses	\$11,645.15

Cash Match:	
UPWP	\$70,896.44
EDA	\$23,280.21
Coastal	\$3,371.33

LSWP	\$0.00
CommuteSmart	\$205.87
ROC Recreation Chapter	\$1,153.16
USDA Community Facilities	\$1,399.52
Safe Streets for All	\$7,750.00
Total Cash Match	\$108,056.53

Contract Overages:	
New Durham HOP	\$80.56
UNH PREPA Lee	\$422.89
UNH PREPA Somersworth	\$11.45
Housing Navigator	\$52.99
Rochester Rec Master Plan	\$2,407.94
Dover NRI PREPA grant	\$530.16
Target Block Grant	\$394.12
Dover HOP Grant	\$88.32
Farmington Tax Maps	\$23.71
Middleton Zoning Updates	\$301.14
Lamprey River AC Mapping	\$29.07
Gafney Home CDBG Admin	\$30.45
Total Contract Overages	\$4,372.80

Total Expenses	\$124,074.48
Dues Remaining	\$3,036.32

NEXT MEETING: August 15, 2025 8 AM. – 9:00 A.M.

Proposals and Grant Applications Tracking

Title	Funder	Funding Year(s)	Award \$	Net Funding	Application Status	Contract Status	Description
Building Capacity for Efficient, Effective, and Equitable Stream Crossing Replacements (Region Wide)	NHDES NFWF	FY2026-FY2028	\$55,172	\$55,172	Awarded	In Process	Finalize a stream crossing methodology, provide technical assistance, and create a funding mechanism for stream crossing replacement projects. (Crossing Navigators)
Somersworth Economic Development Master Plan Chapter	Somersworth	FY2026	\$25,000	\$25,000	Awarded	In Process	Update to the city's economic development chapter of the master plan.
Somersworth Historic and Cultural Resources Master Plan Chapter	Somersworth CLG grant	FY2025	\$20,000	\$20,000	Awarded	In Process	Update to the city's historic and cultural resources master plan chapter.
Durham Wagon Hill Living Shorelines Phase 2	Durham/NFWF	FY2025-2028	\$15,870	\$15,870	Awarded	Contract Forthcoming	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.
Brookfield Master Plan Update	Brookfield	TBD	\$7,500	\$7,500	Awarded	Contract Forthcoming	Cost estimate prepared for the planning board to include a warrant article for 2025 funding to conduct a master plan update.
Enhancing NH's Coastal Habitat Monitoring, Science and Land Protection. (Region Wide)	CDS (Shaheen)	FY2027-2029	\$240,000	\$240,000	Submitted	NA- App Pending	Collaborative application with NH's Coastal partners. RPC will be the application lead. Would provide 3 years funding for half an FTE to lead coastal resilience planning including septic system research, interactive mapping, living shoreline implementation, outreach and engagement, and land protection.
Coastal Watershed Drinking Water Protection	NHDES	FY2026-2027	\$100,000	\$100,000	Submitted	NA- App Pending	Application developed in collaboration with Rockingham Planning Commission and NH DES. SRPC will update its interactive GIS map of drinking water threats and protections; prepare summary reports of municipal threats, protections, and opportunities; and work with communities to implement new source water protections.
NH Coastal Watershed Flood Hazard Assessment, Risk Reduction Plan, and Project Pipeline	NHDES NFWF	FY2026-FY2028	\$100,000	\$100,000	LOI Submitted	NA- App Pending	Develop a comprehensive Flood Hazard Assessment to identify priority assets at risk from coastal and freshwater flooding across 48 municipalities in New Hampshire's Coastal Watershed and create a Coastal Watershed Risk

Title	Funder	Funding Year(s)	Award \$	Net Funding	Application Status	Contract Status	Description
Middleton Asset Management Plan	CWSRF	FY2026-2027	\$30,000	\$30,000	LOI Submitted	NA- App Pending	Project would support implementation of the Sunrise Lake Watershed Management Plan. Currently being determined whether this will be something SRPC can complete in house or would need to be contracted.
Housing Atlas Outreach and Engagement Pilot (Region Wide)	St. Anselm's College/TBD	FY2026	\$50,000	\$20,000	In Development	-	Working in collaboration with staff from Saint Anselm's College that developed the NH Zoning Atlas to fundraise for a series of community conversations surrounding housing costs and availability in support of both the regional planning process and collecting stories that would compliment the zoning atlas data.
ADU Challenge (Region Wide)	NHCF	FY2026	\$25,000	\$25,000	In Development	-	Project is being developed in partnership with the Workforce Housing Coalition of the Greater Seacoast. Key components will include organizing event(s) for residents to learn more and directly access resources and assistance to construct ADUs.
Regional Plan Climate Action Addendum	NHCF	FY2026	\$25,000	\$25,000	LOI Submitted	-	Create a companion document to support the regional plan that highlights climate adaptation actions including past and current projects as illustrations of success stories, and implementation priorities for the future.
Installation of Signage Throughout Watershed (Year 3)	Great Bay 2030	FY2026-2027	\$50,000	\$10,000	In Development	-	A continuation of the current project that increases awareness of streams flowing into Great Bay and the Coast. This next phase will be focused on additional sign installations in both the SRPC and RPC regions.
Protecting Water Quality in the Upper Watershed	Great Bay 2030	FY2026-2027	\$125,000	\$100,000	LOI Submitted	-	A mix of projects to implement both the Sunrise Lake and Milton Three Ponds Watershed Management Plans, plus assist communities with septic ordinance development.
Investing Across Municipal Boundaries (Region Wide)	Great Bay 2030	FY2026-2027	\$150,000	\$75,000	LOI Submitted	-	Building regional capacity through collaboration on implementation of priority climate adaptation infrastructure projects that benefit multiple communities. The project will explore establishment of intermunicipal agreements and a path to invest in implementation. SRPC will split funding and collaborate with RPC.
Piscataqua Region Environmental Planning Assessment	UNH PREP	FY2026	\$5,000	\$5,000	In Development	-	Collect data for the 18 SRPC communities as part of a larger comprehensive analysis of regulatory and nonregulatory strategies. This is an update to the 2020 PREPA assessments.

Title	Funder	Funding Year(s)	Award \$	Net Funding	Application Status	Contract Status	Description
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Note: Funding Amounts for Projects in Development are ballpark amounts and will change

Submission FY	(All)
EC Pkt	yes

Application/Proposal Status	Total Award \$	Pass Through	Net SRPC Funding
Awarded	\$123,542		\$123,542
Submitted	\$340,000		\$340,000
In Development	\$130,000	\$70,000	\$60,000
Grand Total	\$593,542	\$70,000	\$523,542

EXECUTIVE COMMITTEE MEETING

June 20, 2025

8:00 a.m. to 9:00 a.m.

1) Welcome and Introductions:

Chair Katrin Kasper called the meeting to order and asked for introductions.

Committee members attending in person: Katrin Kasper, Lee; Michael Lehrman, Durham; Matt Towne, Barrington; Joe Boudreau, Rochester; Barbara Holstein, Rochester; Peter Nelson, Newmarket

Commissioners Paul Rasmussen, Durham and Mark Richardson, Somersworth attended as potential EC members

Staff attending Zoom: Megan Taylor-Fetter

2) Action Items

a) Approval of May 16, 2025 minutes

P. Nelson motioned to approve the May 16, 2025 minutes. B. Holstein seconded the motion. All members voted unanimously in favor. The motion passed.

b) Acceptance of the Draft April Financials

J. Czysz reviewed the draft April financials. Generally, bank balances are in a respectable position for this time of year. While we are slightly behind this time last year, we received larger revenue in advance payments last year. Dues invoices went out at the end of May with a July 15 due date. This will bring bank balances back up for the start of the July 1 fiscal year.

At the end of March, \$157,057 of the \$241,103 due was the current month's billing. \$85,949 was received in the first half of May. Of those funds \$4,996 was from the current month's billing, EPA pays their invoices within 24 hours. The result is a past due balance of \$12,571 when removing the advance dues payment by Barrington.

April was another exceptional month for our profit and loss. The Income by Customer was just shy of the March amount, billing \$189,802 for the month, with a moderate month for pass-through expenses. As a result, the month ended with a profit of \$8,418. This brings our year-to-date profit up to \$42,234, exceeding where we hoped to be by the end of April.

K. Kasper motioned to approve the draft June financials. B. Holstein seconded the motion. All members voted unanimously in favor. The motion passed.

c) Recommend Adoption of the FY2026 Budget

J. Czysz stated that the final draft of the proposed FY2026 budget includes balanced revenues and expenses. While there is some speculation on revenues (italicized rows) the



amounts included are conservative placeholders where if funded the amounts would be significantly higher. This provides room for one or more items not to be funded. Refer to the application tracker for possible increased amounts. Additionally, as presented, Lee and Nottingham's dues are removed. However, there are active efforts in both communities to restore dues. If funded, each community is approximately \$6,000.

On the expense side, all staff are retained. Temporary part-time staff are extended into FY2026 at a reduced number of hours. Increases were capped at 2%. The other significant change in salaries and wages is the April 30, 2026 retirement of Kathy, our Finance Manager. The budget provides a one month overlap between Kathy and a replacement. The other noticeable change is an increase in short- and long-term disability insurance. We have had legacy coverage amounts that are not reflective of current coverage needs. Other notable increases include traffic count supplies and repair – we need to replace our traffic counters, a decrease in office supplies to reflect current trends, and a significant decrease in contract services.

K. Kasper motioned to recommend to the Commission to approve the adoption of the FY2026 Budget as presented. P. Nelson seconded the motion. All members voted unanimously in favor. The motion passed.

d) Approve the FY2026 Billing Rate Schedule and Salaries

J. Czysz stated that following last month's conversation, additional narrative has been added regarding the distinction between dues paying communities, non-dues paying communities, non-profits and commercial entities. Dues paying communities are proposed to be invoiced at cost, a 10% markup is set for non-dues paying communities and non-profits, and a 20% markup for commercial entities. Further, to help SRPC fairly administer the billing rate schedule and incentivize dues membership, language has been developed to distinguish between what services can be offered and when contracting is required.

P. Nelson motioned to approve the FY2026 Billing Rate Schedule as presented. J. Boudreau seconded the motion. All members voted unanimously in favor. The motion passed.

K. Kasper suggested providing a review survey for the municipalities to better understand their needs. Ask the municipalities for feedback upon completion of a project.

e) Recommendation of Officers

K. Kasper motioned to approve the slate of officers and Executive Committee members as presented:

Commissioner	Current Office	Proposed Office	Community	Commission Term
Katrin Kasper	Chair	Chair	Lee	11/21/2028
Peter Nelson	Vice-Chair	Vice-Chair	Newmarket	03/1/2029



Joe Boudreau	Member	Sec/Treas	Rochester	6/30/2026
Barbara Holstein	Sec./Treas.	Member	Rochester	6/6/2026
Michael Bobinsky	Member	Member	Somersworth	5/2/2028
Matt Towne	Member	Member	Barrington	7/9/2027
Michael Lehrman	Member	Member	Durham	4/30/2026
Mark Richardson		Alternate	Somersworth	5/31/2029
Paul Rasmussen		Alternate	Durham	4/30/2029

P. Nelson seconded the motion. All members voted unanimously in favor. The motion passed

f) Authorize Certificate of Vote

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

M. Towne made a motion that the Executive Director, or in his/her absence, the Acting Executive Director, be authorized to file applications with federal, state and local governmental units, and other agencies and organizations to implement Strafford Regional Planning Commission's work program, and to execute agreements to receive funds for such purposes. P. Nelson seconded the motion. All members voted unanimously in favor. The motion passed.

3) Updates and Discussion Items

a) Executive Director Review: Survey

J. Czysz stated that a non-public meeting has been scheduled for 9 AM, July 11, 2025. Megan will send out a link to an evaluation survey to assist the committee in their review process. Results of will be made available in advance of the meeting.

b) Awards, Contracts, and General Business

J. Czysz provided a brief review of the awards, contracts and general business. The approved indirect rate is 111.63%. The year to date actual is 100.5%.

4) July Minors

C. Lentz stated we are transitioning to a new project database that has mapping and project scoring components and can be viewed online. All the individual projects except for one were for inflation changes. There are a couple statewide programmatic projects with no impact to child projects in the region.

5) Adjourn

Following a motion and a second to adjourn, and a unanimous vote in favor, the meeting ended at 9:00 AM.



Strafford Regional Planning Commission
Balance Sheet
As of May 31, 2025

1:29 PM

07/06/25

Accrual Basis

	May 31, 25	May 31, 24	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	-24,092.71	12,453.23	-36,545.94
FSB Savings	23,200.51	44,697.00	-21,496.49
Total Checking/Savings	-892.20	57,150.23	-58,042.43 ¹
Accounts Receivable			
Accounts Receivable	446,815.72	432,692.32	14,123.40
Total Accounts Receivable	446,815.72	432,692.32	14,123.40 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Dues and Subscriptions	1,421.07	1,131.69	289.38
Prepaid Insurance (P & L)	774.50	657.50	117.00
Prepaid training	600.00	600.00	0.00
Prepaid Unemployment Comp	1,868.44	1,726.69	141.75
Prepaid Workers Compensation	1,222.69	1,091.44	131.25
Total Prepaid Expenses	5,886.70	5,207.32	679.38
Prepaid software support	6,166.06	7,410.02	-1,243.96 ³
Total Other Current Assets	12,052.76	12,617.34	-564.58
Total Current Assets	457,976.28	502,459.89	-44,483.61
Fixed Assets			
Right of Use Asset - Building			
Accumulated Amortization - Buil	-107,725.52	-79,623.08	-28,102.44
Right of Use Asset - Building - Other	112,410.00	112,410.00	0.00
Total Right of Use Asset - Building	4,684.48	32,786.92	-28,102.44 ⁴
Vehicles			
Vehicle Accumulated Depreciatio	-22,943.35	-22,943.35	0.00
Ford Transit	22,943.35	22,943.35	0.00
Total Vehicles	0.00	0.00	0.00
Property and Equipment			
Accumulated Depreciation	-24,120.36	-19,502.04	-4,618.32
Equipment Purchase			
AI Traffic Counter	9,830.00	9,830.00	0.00
Pyro Traffic Count System	7,540.00	7,540.00	0.00
ThinkSystem ST520 FY24 Server	5,721.45	5,721.45	0.00
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 May 31, 2025

1:29 PM

07/06/25

Accrual Basis

	May 31, 25	May 31, 24	\$ Change
Total Equipment Purchase	38,836.89	38,836.89	0.00
Total Property and Equipment	14,716.53	19,334.85	-4,618.32 ⁵
Total Fixed Assets	19,401.01	52,121.77	-32,720.76
TOTAL ASSETS	477,377.29	554,581.66	-77,204.37
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
FSB Credit Card	687.05	1,756.47	-1,069.42
Total Credit Cards	687.05	1,756.47	-1,069.42 ⁶
Other Current Liabilities			
FY26 Dues in Advance	150,378.82	0.00	150,378.82
FY25 Dues in Advance	11,555.53	138,666.33	-127,110.80
FY24 Dues in Advance	-0.02	11,568.51	-11,568.53
Building Lease Liab Current	2,486.13	2,403.62	82.51 ⁷
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	54,193.22	140,560.23	-86,367.01 ⁸
Payroll Liabilities			
FSA Payable	1,927.57	608.00	1,319.57 ⁹
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	1,788.91	1,889.27	-100.36
Total Payroll Liabilities	3,746.87	2,527.66	1,219.21
Total Other Current Liabilities	222,408.55	295,774.35	-73,365.80
Total Current Liabilities	223,095.60	297,530.82	-74,435.22
Long Term Liabilities			
Building Lease Liab Non Current	2,492.85	31,868.00	-29,375.15 ¹⁰
Accrued expenses			
Accrued Payroll	22,021.22	20,053.38	1,967.84
Accrued Vacation	48,013.13	42,764.92	5,248.21
Annual Audit Accrual	19,500.00	11,000.00	8,500.00
Total Accrued expenses	89,534.35	73,818.30	15,716.05 ¹¹
Total Long Term Liabilities	92,027.20	105,686.30	-13,659.10

Strafford Regional Planning Commission
Balance Sheet
As of May 31, 2025

1:29 PM

07/06/25

Accrual Basis

	<u>May 31, 25</u>	<u>May 31, 24</u>	<u>\$ Change</u>
Total Liabilities	315,122.80	403,217.12	-88,094.32
Equity			
Retained Earnings	133,222.82	167,769.00	-34,546.18 ¹²
Net Income	29,031.67	-16,404.46	45,436.13 ¹³
Total Equity	<u>162,254.49</u>	<u>151,364.54</u>	<u>10,889.95</u>
TOTAL LIABILITIES & EQUITY	<u><u>477,377.29</u></u>	<u><u>554,581.66</u></u>	<u><u>-77,204.37</u></u>

DRAFT

Strafford Regional Planning Commission
Balance Sheet
As of May 31, 2025

1:29 PM

07/06/25

Accrual Basis

1. Checking/Savings: In the current fiscal year, there are approximately \$74,000 in contractor checks being held until reimbursement is received. Savings: In the prior year, we received NHHFA funds in advance. All of those funds were spent down in Sept 2024, and that revenue in advance source does not apply to the current fiscal year. FY26 dues invoices were sent out 5/15/25, and funds to savings should begin to be received in future months.

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

3. Prepaid Software: Prior year Adobe licenses were replaced with a one-time purchase of Foxit in July 2024. In the current fiscal year, Constant Contact is now a monthly charge, instead of a six-month prepaid subscription.

4. Right of Use Asset: Effective for fiscal year 2022, a new Government Accounting method was introduced, called GASB 87. It requires total lease payments (our office space) to be recorded as a liability, and a monthly expense is recorded as Amortization (previously Rent expense). The Amortization for this fiscal year is recorded at \$2,341.87 per month for the remainder of the fiscal year. The lease renews 7/31/25.

5. Property and Equipment: 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 purchased in June 2023. The cost for these items is 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 2023. 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. All other assets are fully depreciated.

6. Credit Card: In the prior year, Community Viz and QuickBooks software was purchased. QuickBooks is now an annual subscription, and was renewed in April of this fiscal year. The Community Viz license will renew in July 2025, as it was paid early in the previous fiscal year.

7. Building Lease Liab Current: The total office lease payment is split between this account and Rent Expense on the profit and loss statement. For May, the \$2,500.00 lease payment was split out and \$2,478.99 applied to the current lease liability and \$21.01 to rent expense. The lease renews in July and the balance remaining will be applied in the June financials.

8. Contract Revenue in Advance: Current year balance: ROC RFP \$3,923, NHCF \$73,392, and EDA (\$23,121). An additional EDA Advance was requested and received July 1, 2025. For \$17,500. In the prior year, revenue in advance was received from the NHHFA contract, which was completed in September, 2024, and EDA costs did not exceed advance reimbursement. Advances are deposited to savings. Invoices are billed monthly to income on the profit and loss, and offset to the Contract Revenue in Advance balance, and those amounts earned are then transferred to the checking account.

9. FSA Payable: This balance is the difference between payroll deductions collected and invoices received from HealthTrust for FSA eligible expense claims.

10. Building Lease Liab Non Current: This reflects the amount of lease payments in future fiscal years. The lease liability for fiscal year 2025 is reflected in the current liability account. Since the lease renews in July of 2025, there is approximately one month of non-current liability remaining for July of 2026. (See discussions Building Lease Liab Current).

11. Accrued Expenses: Accrued payroll and Accrued Vacation balances reflect wages paid in FY25, but worked in FY24, and half of the Paid Time Off (PTO) hours accrued by staff at 6/30/24. These amounts are adjusted at year-end as part of the fiscal year close-out. The FY24 audit cost is \$18,000 based on Marcum LLP's/CBiz engagement letter, an increase of \$6,000 from last

Strafford Regional Planning Commission
Balance Sheet
As of May 31, 2025

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Accrual Basis

year. Audit costs are booked at \$1,500 per month, and the Annual Audit Accrual account is reduced as actual invoices from the auditor are paid. To date, \$15,000 has been invoiced by Marcum, with the final invoice of \$3,000 being paid in June 2025. A Request for Proposal is currently being advertised with a closing submission date of 7/7/25 to hire a new accounting firm for the FY25 audit. The audit accrual amount will be adjusted to the rate specified in the new firm's engagement letter.

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 May 31, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
2000 LTA (Local Technical Assistance)						
2100 Dues						
2102 Town of Brookfield dues	0.00	1,018.73	0.00	0.00	0.00	1,018.73
2103 City of Dover dues	0.00	24,343.95	0.00	0.00	0.00	24,343.95
2104 Town of Durham dues	0.00	12,915.17	0.00	0.00	0.00	12,915.17
2105 Town of Farmington dues	0.00	7,774.06	0.00	0.00	0.00	7,774.06
2106 Town of Lee dues	0.00	6,083.25	0.00	0.00	0.00	6,083.25
2107 Town of Madbury dues	0.00	2,600.48	0.00	0.00	0.00	2,600.48
2108 Town of Middleton dues	0.00	2,457.41	0.00	0.00	0.00	2,457.41
2109 Town of Milton dues	0.00	6,013.03	0.00	0.00	0.00	6,013.03
2110 Town of New Durham dues	0.00	3,685.45	0.00	0.00	0.00	3,685.45
2111 Town of Newmarket dues	0.00	9,456.73	0.00	0.00	0.00	9,456.73
2112 Town of Northwood dues	0.00	6,223.67	0.00	0.00	0.00	6,223.67
2113 Town of Nottingham dues	0.00	6,856.18	0.00	0.00	0.00	6,856.18
2114 City of Rochester dues	0.00	24,465.80	0.00	0.00	0.00	24,465.80
2115 Town of Rollinsford dues	0.00	3,490.71	0.00	0.00	0.00	3,490.71
2116 City of Somersworth dues	0.00	11,013.81	0.00	0.00	0.00	11,013.81
2117 Town of Strafford dues	0.00	5,681.85	0.00	0.00	0.00	5,681.85
2118 Town of Wakefield dues	0.00	6,820.57	0.00	0.00	0.00	6,820.57
Total 2100 Dues	0.00	140,900.85	0.00	0.00	0.00	140,900.85 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) - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 2000 LTA (Local Technical Assistance)	0.00	140,900.85	0.00	0.00	0.00	140,900.85
3500 Town of Farmington						
3501 FAR Circuit Rider	4,871.50	0.00	5,941.00	0.00	0.00	10,812.50
Total 3500 Town of Farmington	4,871.50	0.00	5,941.00	0.00	0.00	10,812.50 ²
3900 Town of Milton						
3903 Milton Nitrogen CWSRF	5,711.01	0.00	0.00	0.00	0.00	5,711.01
Total 3900 Town of Milton	5,711.01	0.00	0.00	0.00	0.00	5,711.01
4100 Town of Newmarket						
4108 NKT HOP2	1,491.99	0.00	0.00	0.00	0.00	1,491.99
Total 4100 Town of Newmarket	1,491.99	0.00	0.00	0.00	0.00	1,491.99
4200 Town of Northwood						
4201 NOR Circuit Rider	1,960.00	0.00	3,500.00	0.00	0.00	5,460.00
Total 4200 Town of Northwood	1,960.00	0.00	3,500.00 ³	0.00	0.00	5,460.00

**Strafford Regional Planning Commission
A/R Aging Summary
As of May 31, 2025**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
4300 Town of Nottingham						
4304 NOT Housing MP HOP2	1,924.47	0.00	3,613.42	4,692.60	0.00	10,230.49 ⁴
4301 NOT Circuit Rider	1,537.25	0.00	3,524.75 ⁵	0.02	0.00	5,062.02
Total 4300 Town of Nottingham	3,461.72	0.00	7,138.17	4,692.62	0.00	15,292.51
4400 City of Rochester						
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
Total 4400 City of Rochester	0.00	0.00	0.00	0.00	0.00	0.00
4600 City of Somersworth						
4607 SOM HOP2 Zoning Reform	3,661.58	0.00	1,241.02	0.00	0.00	4,902.60
Total 4600 City of Somersworth	3,661.58	0.00	1,241.02	0.00	0.00	4,902.60
4700 Town of Strafford						
4704 Strafford Tax Mapping	0.00	0.00	892.08	0.00	0.00	892.08
4701 Strafford Circuit Rider	5,401.00	0.00	3,601.00	0.00	0.00	9,002.00
Total 4700 Town of Strafford	5,401.00	0.00	4,493.08⁶	0.00	0.00	9,894.08
4800 Town of Wakefield						
4803 WAK NBRC Union Hotel Grant Admin	0.00	0.00	0.00	5,051.54	519.86	5,571.40
4801 Wakefield Circuit Rider	0.00	0.00	440.00	0.00	0.00	440.00 ⁷
Total 4800 Town of Wakefield	0.00	0.00	440.00	5,051.54	519.86	6,011.40
5000 NHARPC						
5002 NHARPC Administration	0.00	970.98	0.00	0.00	0.00	970.98
Total 5000 NHARPC	0.00	970.98	0.00	0.00	0.00	970.98⁸
5090 SMPDC						
5091 SMPDC JLU Housing	6,264.61	0.00	701.85	0.00	0.00	6,966.46
Total 5090 SMPDC	6,264.61	0.00	701.85⁹	0.00	0.00	6,966.46
5020 LRPC						
5021 LRPC CDBG Transformative Planning	2,216.79	0.00	4,110.84	0.00	0.00	6,327.63
Total 5020 LRPC	2,216.79	0.00	4,110.84	0.00	0.00	6,327.63
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
6100 NH DES						
6181 NFWF CFR Phase II	1,590.04	0.00	404.34 ¹⁰	0.00	0.00	1,994.38
6153 PSM24 PREPARE	0.00	0.00	2,305.48	0.00	0.00	2,305.48
6105 Coastal 2025	1,614.30	0.00	1,095.05	0.00	0.00	2,709.35

**Strafford Regional Planning Commission
A/R Aging Summary
As of May 31, 2025**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
6152 NKT Riverfront Coastal Resilience	6,500.27	0.00	0.00	0.00	0.00	6,500.27
6253 Sunrise Lake	5,053.80	0.00	2,223.08 ¹¹	0.00	0.00	7,276.88
6154 Coastal Flood Risk Summary	0.00	0.00	442.84	0.00	0.00	442.84
6306 LSWP NOR SWP-374	3,367.50	0.00	3,867.25 ¹²	0.00	0.00	7,234.75
Total 6100 NH DES	18,125.91	0.00	10,338.04	0.00	0.00	28,463.95
6500 DEPT OF SAFETY (OEM)						
6505 NKT HMGP 4516	1,917.00	0.00	0.00	0.00	0.00	1,917.00
6503 BRIC 21 MAD,NOR,ROC	656.25	0.00	0.00	0.00	0.00	656.25
Total 6500 DEPT OF SAFETY (OEM)	2,573.25	0.00	0.00	0.00	0.00	2,573.25
6600 CDFA-CDBG Grant Administration						
6603 CDBG Somersworth YMCA	763.10	0.00	1,016.32	0.00	0.00	1,779.42
Total 6600 CDFA-CDBG Grant Administration	763.10	0.00	1,016.32¹³	0.00	0.00	1,779.42
7100 EPA						
7111 Brownfields 24-28	19,821.67	0.00	0.00	0.00	0.00	19,821.67
Total 7100 EPA	19,821.67	0.00	0.00	0.00	0.00	19,821.67¹⁴
7200 HUD						
7201 HUD EDI Regional Plan	17,733.12	0.00	0.00	0.00	0.00	17,733.12
Total 7200 HUD	17,733.12	0.00	0.00	0.00	0.00	17,733.12¹⁵
7300 USDA						
7301 USDA CF TAT	21,968.04	0.00	2,610.02	0.00	0.00	24,578.06
Total 7300 USDA	21,968.04	0.00	2,610.02	0.00	0.00	24,578.06¹⁶
8000 DOT UPWP						
8002 UPWP 24-25	80,525.15	0.00	56,300.26	0.00	0.00	136,825.41
Total 8000 DOT UPWP	80,525.15	0.00	56,300.26¹⁷	0.00	0.00	136,825.41
8100 COAST						
8101 CommuteSmart Seacoast	0.00	0.00	298.83	0.00	0.00	298.83
Total 8100 COAST	0.00	0.00	298.83	0.00	0.00	298.83¹⁸
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	196,550.44	141,871.83	98,129.43	9,744.16	519.86	446,815.72

Strafford Regional Planning Commission
A/R Aging Summary
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1. DUES: The FY26 dues invoices were sent out 5/15/25, with a due date of 7/15/25. At the time of this report, Dover, Lee (who probably will not renew), New Durham, Newmarket, Nottingham, Rochester, Somersworth and Wakefield dues are still outstanding.

 2. FAR CR: \$10,812.50 received in June

 3. Northwood: \$3,500.00 received in June

 4. NOT HOP: \$\$8,306.02 received in June

 5. NOT CR: Follow up sent for the April invoice

 6. STR: \$4,493.08 received in June

 7. WAK CR: \$440.00 received in June

 8. NHARPC: \$970.98 received in June

 9. SMPDC: \$701.856 received in June

 10. NFWF CFR II: \$404.34 received in June

 11. Sunrise Lake: \$2,223.08 received in June

 12. LSWP: \$3,867.50 received in June

 13. SOM YMCA: \$1,016.32 received in June

 14. EPA: \$19,821.67 received in June

 15. HUD: \$17,733.12 received in June

 16. USDA: \$24,578.06 received in June

 17. UPWP: \$56,300.26 received in June

 18. COAST: \$298.83 received in June

Strafford Regional Planning Commission
Profit & Loss
May 2025

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Accrual Basis

	May 25	May 24	\$ Change
Ordinary Income/Expense			
Income			
SRPC Membership Dues	11,555.53	11,568.53	-13.00
SRPC Revenue			
Municipal and NonProfit Revenue			
3304 DOV HOP	0.00	10,391.34	-10,391.34
3501 FAR Circuit Rider	4,871.50	4,382.80	488.70
3507 FAR HOP Grant	0.00	10,105.82	-10,105.82
3903 MIL CWSRF	5,107.18	0.00	5,107.18
4004 NDU Housing and Land Use	0.00	6,296.24	-6,296.24
4105 NKT HOP1 MP Housing	0.00	3,467.39	-3,467.39
4106 NKT MP Other	0.00	4,683.90	-4,683.90
4107 NKT HOP3 Form Based Code	0.00	21,613.95	-21,613.95
4108 NKT HOP2	1,491.99	0.00	1,491.99
4201 NORPlanning Services	1,960.00	455.00	1,505.00
4301 NOT Circuit Rider	1,537.25	2,469.15	-931.90
4304 NOT HOP2	1,924.47	0.00	1,924.47
4403 ROC Rec Chapter	0.00	2,585.46	-2,585.46
4605 SOM MP and Audit	0.00	6,814.36	-6,814.36
4607 SOM HOP2	3,661.58	0.00	3,661.58
4701 Strafford Circuit Rider	5,401.00	2,032.60	3,368.40
5002 NHARPC Administration	970.98	0.00	970.98
5021 LRPC CDBG TRANSFORM PLAN	2,216.79	0.00	2,216.79
5091 SMPDC InterReg Housing	6,264.61	0.00	6,264.61
5121 NHCf GB2030 Milton Watersh	3,604.02	1,631.67	1,972.35
5122 GB Signage	2,898.16	0.00	2,898.16
Total Municipal and NonProfit Revenue	41,909.53	76,929.68	-35,020.15
Total SRPC Revenue	41,909.53	76,929.68	-35,020.15
Federal Agencies Incl EDD			
7004 EDD Partnership	21,995.53	12,234.76	9,760.77
7111 EPA Brownfields FY24-28	19,821.67	6,006.34	13,815.33
7201 HUD EDI CDS	17,733.12	1,337.97	16,395.15
7301 USDA RD-FAR MIL	22,438.85	0.00	22,438.85
Total Federal Agencies Incl EDD	81,989.17	19,579.07	62,410.10
State Award Revenue			
NHDES			
6105 Coastal TA 2025	2,152.40	0.00	2,152.40
6152 NKT Riverfront CRG	6,500.27	0.00	6,500.27
6181 Phase II CFRM	1,590.04	0.00	1,590.04
6253 Sunrise Lake	6,135.98	0.00	6,135.98
6306 LSWP NOR SWP-374	3,367.50	0.00	3,367.50
6305 LSWP NKT SWP 359	0.00	2,715.97	-2,715.97

Strafford Regional Planning Commission
Profit & Loss
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Accrual Basis

	May 25	May 24	\$ Change
Total NHDES	19,746.19	2,715.97	17,030.22
UNH			
5207 UNH-PREPA DOV NRI	0.00	2,312.33	-2,312.33
5208 UNH PREPA-LEE NRI	0.00	1,412.10	-1,412.10
5209 UNH PREPA-SOM NAT RES MP	0.00	5,004.86	-5,004.86
Total UNH	0.00	8,729.29	-8,729.29
CDFA			
6603 CDBG SOM YMCA	763.10	0.00	763.10
Total CDFA	763.10	0.00	763.10
6802 NHHA Housing Navigator Pre-Disaster Mitigation	0.00	15,364.96	-15,364.96
6502 BRIC20	0.00	3,660.00	-3,660.00
6503 BRIC21 MAD NOR ROC	875.00	2,900.00	-2,025.00
6505 NKT HMGP 4516	2,130.00	0.00	2,130.00
Total Pre-Disaster Mitigation	3,005.00	6,560.00	-3,555.00
Total State Award Revenue	23,514.29	33,370.22	-9,855.93 ³
MPO Revenue			
NH DOT			
8002 UPWP 24-25	89,472.39	67,044.02	22,428.37
Total NH DOT	89,472.39	67,044.02	22,428.37
Total MPO Revenue	89,472.39	67,044.02	22,428.37 ⁴
Contra Income Cash Match			
4403 Cash Match ROC Rec Chapter	0.00	-394.39	394.39
EDD Cash Match	-3,936.14	-2,077.50	-1,858.64
Coastal Cash Match	-538.10	0.00	-538.10
USDA Cash Match	-470.81	0.00	-470.81
DOT Cash Match	-8,947.24	-6,704.40	-2,242.84
Safe Streets Cash Match	0.00	-6,000.00	6,000.00
Total Contra Income Cash Match	-13,892.29	-15,176.29	1,284.00
Contra Income InKind/Soft Match			
IK 6253 Sunrise Lake	-1,082.18	0.00	-1,082.18
In-Kind EDD Match	-2,314.73	-1,903.28	-411.45
BRIC20 IK Match	0.00	-915.00	915.00
BRIC21 IK Match	-218.75	-725.00	506.25
6505 NKT HMGP IK	-213.00	0.00	-213.00

Strafford Regional Planning Commission
Profit & Loss
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Accrual Basis

	May 25	May 24	\$ Change
Total Contra Income InKind/Soft Match	-3,828.66	-3,543.28	-285.38
Total Income	230,719.96	189,771.95	40,948.01
Gross Profit	230,719.96	189,771.95	40,948.01
Expense			
Personnel Expenses			
Salary and Wages			
STD Reimbursement	-659.41	0.00	-659.41
STD Wages	659.41	0.00	659.41
Salary and Wages - Other	123,316.34	116,345.33	6,971.01
Total Salary and Wages	123,316.34	116,345.33	6,971.01
Payroll Expenses			
FSA Fees	2.75	0.00	2.75
Dental insurance expense	764.71	484.76	279.95
Health incentive	0.00	1,764.82	-1,764.82
Health Insurance expense	9,511.84	7,574.97	1,936.87
Life Insurance expense	104.85	102.00	2.85
LTD Insurance expense	55.00	56.04	-1.04
STD insurance expense	245.54	201.61	43.93
Payroll Processing Fees	334.00	352.50	-18.50
Pension expense	3,441.16	3,077.10	364.06
Unemployment expense	266.92	246.67	20.25
Workers Compensation	174.67	155.92	18.75
Payroll Taxes			
Medicare Expense	1,763.17	1,678.36	84.81
Social Security expense	7,539.03	7,176.44	362.59
Payroll Taxes - Other	-0.03	0.01	-0.04
Total Payroll Taxes	9,302.17	8,854.81	447.36
Total Payroll Expenses	24,203.61	22,871.20	1,332.41
Dues and Subscriptions	565.81	390.03	175.78
Staff Training and Seminars	145.08	504.00	-358.92
Total Personnel Expenses	148,230.84	140,110.56	8,120.28 ⁵
Equipment expense			
Copier Maintenance Contract	325.00	325.00	0.00
Office furniture			
Computer equipment	-1,249.01	0.00	-1,249.01 ⁶
Total Office furniture	-1,249.01	0.00	-1,249.01
Software expense			
ArcInfo/View software	570.42	531.67	38.75

Strafford Regional Planning Commission
Profit & Loss
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Accrual Basis

	May 25	May 24	\$ Change
Office Software			
AudioEye	49.17	49.17	0.00
Buffer	30.00	30.00	0.00
Community Viz	56.25	72.88	-16.63
Trimble SketchUp	0.00	62.42	-62.42
QuickBooks	0.00	902.20	-902.20
Timesheet Software	140.00	148.00	-8.00
Survey Monkey	90.00	75.00	15.00
Zoom	46.66	45.77	0.89
Adobe In Design	22.99	86.88	-63.89
Constant Contact	157.00	130.50	26.50
Microsoft Office 365	212.50	190.72	21.78
Office operating software	0.00	0.00	0.00
Total Office Software	804.57	1,793.54	-988.97
Transcad software/maintenance	2,000.00	0.00	2,000.00
Total Software expense	3,374.99	2,325.21	1,049.78
Traffic Count Expenses			
Traffic counting supplies	119.00	677.03	-558.03
Total Traffic Count Expenses	119.00	677.03	-558.03
Total Equipment expense	2,569.98	3,327.24	-757.26
Fixed Expenses			
Equipment Depreciation	384.86	384.86	0.00
Amortization-Building	2,341.87	2,341.87	0.00
Insurance			
Liability Insurance	774.50	657.50	117.00
Total Insurance	774.50	657.50	117.00
Rent	21.01	103.28	-82.27
Vehicle Expenses			
Depreciation Expense	0.00	477.99	-477.99
Vehicle Gas & Repairs	1,082.61	47.64	1,034.97
Vehicle Interest	0.00	3.47	-3.47
Total Vehicle Expenses	1,082.61	529.10	553.51
Total Fixed Expenses	4,604.85	4,016.61	588.24
Communications			
Postage and Delivery	73.00	273.24	-200.24
Telephone and Internet	445.72	295.35	150.37
Website maintenance and updates			
Website and logo design	17.98	17.98	0.00

Strafford Regional Planning Commission
Profit & Loss
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Accrual Basis

	May 25	May 24	\$ Change
Website maintenance and updates - Other	49.00	49.00	0.00
Total Website maintenance and updates	66.98	66.98	0.00
Total Communications	585.70	635.57	-49.87
Administrative			
Library & Planning Books	0.00	0.00	0.00
Meetings Expense			
Meetings Advertising Expense	237.88	216.54	21.34
Meetings Expense - Other	1,296.16	0.00	1,296.16 ⁸
Total Meetings Expense	1,534.04	216.54	1,317.50
Office Expense	310.74	84.22	226.52
Office Supplies			
Plotter Ink and Supplies	668.00	515.00	153.00
Office Supplies - Other	0.00	873.76	-873.76
Total Office Supplies	668.00	1,388.76	-720.76
Professional Fees			
Accounting, Audit	1,500.00	1,000.00	500.00
Total Professional Fees	1,500.00	1,000.00	500.00
Travel & Ent			
Travel	537.81	1,085.06	-547.25
Total Travel & Ent	537.81	1,085.06	-547.25
Total Administrative	4,550.59	3,774.58	776.01
Contract Labor			
IT and Network support	1,811.50	3,600.00	-1,788.50⁹
Pass Through Expense			
3507 FAR HOP Consultant	0.00	7,105.82	-7,105.82
3903 MIL CWSRF Consultant	4,552.86	0.00	4,552.86
4107 NKT HOP3 Form Based Code	0.00	20,000.00	-20,000.00
5121 GB2030 MIL Water Engineer	1,854.05	0.00	1,854.05
5122 GB2030 Sign Contract Plan	1,462.50	0.00	1,462.50
6152 NKT CRG Engineer	6,400.00	0.00	6,400.00
6253 Sunrise Lake Engineer	2,858.14	0.00	2,858.14
7111 EPA Brownfields Consultant	17,917.89	3,816.00	14,101.89
7201 HUD EDI CDS RPC Exp	12,693.54	1,179.31	11,514.23
7301 USDA RD FAR MIL Consultant	19,912.50	0.00	19,912.50
NHDOT Consultant	13,935.34	0.00	13,935.34
Total Pass Through Expense	81,586.82	32,101.13	49,485.69¹⁰

Strafford Regional Planning Commission
Profit & Loss
May 2025

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07/06/25

Accrual Basis

	<u>May 25</u>	<u>May 24</u>	<u>\$ Change</u>
Total Contract Labor	83,398.32	35,701.13	47,697.19
Total Expense	243,940.28	187,565.69	56,374.59
Net Ordinary Income	-13,220.32	2,206.26	-15,426.58
Other Income/Expense			
Other Income			
Interest Income	17.52	13.10	4.42
Total Other Income	17.52	13.10	4.42
Net Other Income	17.52	13.10	4.42
Net Income	<u><u>-13,202.80</u></u>	<u><u>2,219.36</u></u>	<u><u>-15,422.16</u></u>

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Strafford Regional Planning Commission
Profit & Loss
May 2025

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Accrual Basis

1. Municipal revenue: All HOP grants, except Dover, were completed in July of this year. NKT MP Other is in the process of a budget amendment and April and May costs will be included in the June billing. The NKT, NOT, and SOM HOP2 grants are new for this fiscal year. ROC Rec was concluded in October, and the SOM MP & Audit concluded in July. The MIL CWSRF, LRPC TPG, SMPDC InterReg Housing, and NHCHF grants (#5121, 5122) are new for this fiscal year.
2. Federal Agencies: The new three-year EDA contract has a start date of 7/1/24, and EDA set up and opened this grant for billing and advances in August. The EPA contract is primarily contingent on the receipt of contractor invoices. The first HUD billing was in February, 2024, and is contingent on RPC subrecipient invoices. The USDA contract is new for this fiscal year, and is also highly dependent on contractor invoices.
3. State Awards Revenue: All TBG funding was spent down in October. NHDES Coastal 24, #6151 PSM, and #6305 LSWP concluded in the previous fiscal year. #6152 NKT Riverfront CRG April and May costs will be included in the June billing, pending a budget amendment. All other DES contracts are new this fiscal year. The UNH PREPA grants (#5207, 5208, #5209) were completed in August, October and September, respectively. The NHHFA grant concluded in September. The BRIC20 grant work is completed and the final reimbursement received. The BRIC21 grant was completed this month. Also, this fiscal year Pre-Disaster Mitigation contracts are being issued to the individual towns/cities, and SRPC is being hired as the subcontractor. 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, and all funds are expected to be spent by the end date of 6/30/25.
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. Health Incentives will be paid out at fiscal year-end this fiscal year. In the prior fiscal year, the resignation of Planner Scott prompted an early health incentive payout.
6. Computer Equipment: One of the staff computers needed to be replaced after being damaged in a vehicle accident and the replacement cost was booked in April. Primex reimbursed \$1249.01 in May, which covers the replacement cost, except for the \$1,000 deductible.
7. Software: QuickBooks now charges an annual subscription fee for our accounting software. Previously, it was purchased every three years. The TransCAD renewal was paid in May of this fiscal year, and April of the previous fiscal year.
8. Meeting Expense: This fiscal year costs consist of the SRPC Annual meeting venue deposit, and the NHARPC Commissioner Convening costs. NHARPC was invoiced for their costs and payment received in June.
9. IT and Network Support: In the previous fiscal year, there were additional costs for the server migration to Sharepoint.
10. Pass Through Expenses: These are contingent on contracts in effect, and the timing of contractor invoices for each month.

Strafford Regional Planning Commission
Income by Customer
May 2025

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Accrual Basis

Date	Name	Memo	Amount
2000 LTA (Local Technical Assistance)			
05/01/2025	2000 LTA (Local...	Dues 138666.33 (LESS NOT)=11555.53 AUG-JUN, JUL 11555.50	11,555.53
Total 2000 LTA (Local Technical Assistance)			11,555.53
3500 Town of Farmington			
3501 FAR Circuit Rider			
05/31/2025	3500 Town of F...	Progress Billing - Farmington Circuit Rider - May 2025	4,871.50
Total 3501 FAR Circuit Rider			4,871.50
Total 3500 Town of Farmington			4,871.50
3900 Town of Milton			
3903 Milton Nitrogen CWSRF			
3903.6 Milton 3 Ponds Watershed Sampling			
05/31/2025	3900 Town of M...	INV 19630349	-603.83
Total 3903.6 Milton 3 Ponds Watershed Sampling			-603.83
3903 Milton Nitrogen CWSRF - Other			
05/31/2025	3900 Town of M...	Milton CWSRF Progress Billing - May 2025	5,711.01
Total 3903 Milton Nitrogen CWSRF - Other			5,711.01
Total 3903 Milton Nitrogen CWSRF			5,107.18
Total 3900 Town of Milton			5,107.18
4100 Town of Newmarket			
4108 NKT HOP2			
05/31/2025	4100 Town of N...	Newmarket HOP2 Progress Billing - May 2025	1,491.99
Total 4108 NKT HOP2			1,491.99
Total 4100 Town of Newmarket			1,491.99
4200 Town of Northwood			
4201 NOR Circuit Rider			
05/31/2025	4200 Town of N...	Progress Billing - Northwood Circuit Rider - May 2025	1,960.00
Total 4201 NOR Circuit Rider			1,960.00
Total 4200 Town of Northwood			1,960.00
4300 Town of Nottingham			
4304 NOT Housing MP HOP2			
05/31/2025	4300 Town of N...	Progress Billing - Nottingham HOP2 - May 2025	1,924.47
Total 4304 NOT Housing MP HOP2			1,924.47
4301 NOT Circuit Rider			

Strafford Regional Planning Commission
Income by Customer
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Accrual Basis

Date	Name	Memo	Amount
05/31/2025	4300 Town of N...	Progress Billing - Nottingham Circuit Rider - May 2025	1,537.25
	Total 4301 NOT Circuit Rider		1,537.25
	Total 4300 Town of Nottingham		3,461.72
	4600 City of Somersworth		
	4607 SOM HOP2 Zoning Reform		
05/31/2025	4600 City of So...	Somersworth HOP2 Progress Billing - May 2025	3,661.58
	Total 4607 SOM HOP2 Zoning Reform		3,661.58
	Total 4600 City of Somersworth		3,661.58
	4700 Town of Strafford		
	4701 Strafford Circuit Rider		
05/31/2025	4700 Town of St...	Progress Billing - Strafford Circuit Rider - May 2025	5,401.00
	Total 4701 Strafford Circuit Rider		5,401.00
	Total 4700 Town of Strafford		5,401.00
	5000 NHARPC		
	5002 NHARPC Administration		
05/09/2025	5000 NHARPC:...	Commissioner Convening - Pastries from Market Basket	69.57
05/09/2025	5000 NHARPC:...	Commissioner Convening - Lunch from The Works	871.16
05/09/2025	5000 NHARPC:...	Commissioner Convening - Beverages from Hannafords	30.25
	Total 5002 NHARPC Administration		970.98
	Total 5000 NHARPC		970.98
	5090 SMPDC		
	5091 SMPDC JLU Housing		
05/31/2025	5090 SMPDC:5...	Progress Billing - SMPDC JLUS Housing - May 2025	6,264.61
	Total 5091 SMPDC JLU Housing		6,264.61
	Total 5090 SMPDC		6,264.61
	5120 NHCF		
	5122 NHCF GB Signage		
05/31/2025	5120 NHCF:512...	Progress Billing, GB2030 Signage-PR24-157235 - May 2025	2,898.16
	Total 5122 NHCF GB Signage		2,898.16
	5121 NHCF MIL 3 Ponds		
05/31/2025	5120 NHCF:512...	Progress Billing NHCF - GB2030 - Milton Watershed Plan - PR24-157226 - May 2025	3,604.02
	Total 5121 NHCF MIL 3 Ponds		3,604.02

Strafford Regional Planning Commission
Income by Customer
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Accrual Basis

Date	Name	Memo	Amount
Total 5120 NHCF			6,502.18
5020 LRPC			
5021 LRPC CDBG Transformative Planning			
05/31/2025	5020 LRPC:502...	LRPC Transformative Planning Grant Progress Billing - May 2025	2,216.79
Total 5021 LRPC CDBG Transformative Planning			2,216.79
Total 5020 LRPC			2,216.79
6100 NH DES			
6181 NFWF CFR Phase II			
05/31/2025	6100 NH DES:6...	Progress Billing - 21-NFWF-3 SRPC CFR II - May 2025	1,590.04
Total 6181 NFWF CFR Phase II			1,590.04
6105 Coastal 2025			
05/31/2025	6100 NH DES:6...	Progress Billing Coastal TA FY25- 24-306-08- May 2025	2,152.40
05/31/2025	6100 NH DES:6...	Cash Match	-538.10
Total 6105 Coastal 2025			1,614.30
6152 NKT Riverfront Coastal Resilience			
05/31/2025	6100 NH DES:6...	Progress Billing - Newmarket Waterfront CRG #22-306-20 - April-May 2025	6,500.27
Total 6152 NKT Riverfront Coastal Resilience			6,500.27
6253 Sunrise Lake			
05/31/2025	6100 NH DES:6...	Progress Billing - Sunrise Lake-RI-24-S-01 - May 2025	6,135.98
05/31/2025	6100 NH DES:6...	In Kind Match Sunrise Lake	-1,082.18
Total 6253 Sunrise Lake			5,053.80
6306 LSWP NOR SWP-374			
05/31/2025	6100 NH DES:6...	Final Billing - LSWP - SWP-374 - May 2025	3,367.50
Total 6306 LSWP NOR SWP-374			3,367.50
Total 6100 NH DES			18,125.91
6500 DEPT OF SAFETY (OEM)			
6505 NKT HMGP 4516			
05/31/2025	6500 DEPT OF ...	Progress Billing - Newmarket 4516 HMGP - May 2025	2,130.00
05/31/2025	6500 DEPT OF ...	Newmarket 4516 HMGP In Kind Match	-213.00
Total 6505 NKT HMGP 4516			1,917.00
6503 BRIC 21 MAD,NOR,ROC			
05/31/2025	6500 DEPT OF ...	Progress Billing - 23BRIC21 4393 - April-May 2025 -	875.00
05/31/2025	6500 DEPT OF ...	BRIC21 In Kind Match	-218.75

Strafford Regional Planning Commission
Income by Customer
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Accrual Basis

Date	Name	Memo	Amount
	Total 6503 BRIC 21 MAD,NOR,ROC		656.25
	Total 6500 DEPT OF SAFETY (OEM)		2,573.25
	6600 CDFA-CDBG Grant Administration		
	6603 CDBG Somersworth YMCA		
05/31/2025	6600 CDFA-CD...	Progress Billing - SOM YMCA - May 2025	763.10
	Total 6603 CDBG Somersworth YMCA		763.10
	Total 6600 CDFA-CDBG Grant Administration		763.10
	7000 ECONOMIC DEVELOPMENT ADMINISTRATION		
	7004 EDA FY 25-27		
05/31/2025	7000 ECONOMI...	Progress Billing EDD Planning Partnership ED24PHI0G0490 FY25-27 - May 2025	21,995.53
05/31/2025	7000 ECONOMI...	Cash Match	-3,936.14
05/31/2025	7000 ECONOMI...	InKind Match	-2,314.73
	Total 7004 EDA FY 25-27		15,744.66
	Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION		15,744.66
	7100 EPA		
	7111 Brownfields 24-28		
05/31/2025	7100 EPA:7111 ...	Brownfields 24-28 Progress Billing - May 2025	19,821.67
	Total 7111 Brownfields 24-28		19,821.67
	Total 7100 EPA		19,821.67
	7200 HUD		
	7201 HUD EDI Regional Plan		
05/31/2025	7200 HUD:7201...	Progress Billing - HUD B-22-CP-NH-0567 - May 2025	17,733.12
	Total 7201 HUD EDI Regional Plan		17,733.12
	Total 7200 HUD		17,733.12
	7300 USDA		
	7301 USDA CF TAT		
05/31/2025	7300 USDA:730...	Progress Billing - USDA FY23 RD CF TAT - May 2025	22,438.85
05/31/2025	7300 USDA:730...	Cash Match	-470.81
	Total 7301 USDA CF TAT		21,968.04
	Total 7300 USDA		21,968.04
	8000 DOT UPWP		
	8002 UPWP 24-25		
05/31/2025	8000 DOT UPW...	Progress Billing - 2024-2025 UPWP, #44378, WCC: 112D, Org Code 2944 - May 2025	89,472.39
05/31/2025	8000 DOT UPW...	10% Matching Funds	-8,947.24

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 8002 UPWP 24-25		<u>80,525.15</u>
	Total 8000 DOT UPWP		<u>80,525.15</u>
TOTAL			<u><u>230,719.96</u></u>

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Accrual Basis

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2024 through May 2025

	Jul '24 - May...	Budget	\$ Over Bud...
Ordinary Income/Expense			
Income			
SRPC Membership Dues	127,110.80	127,110.50	0.30
SRPC Revenue			
Municipal and NonProfit Revenue			
3304 DOV HOP	26,001.61	25,910.00	91.61
3403 DUR Wagon Hill Phase II	0.00	4,583.33	-4,583.33
3501 FAR Circuit Rider	63,334.46	64,166.67	-832.21
3506 FAR Tax Maps FY23	1,598.71	1,575.00	23.71
3507 FAR HOP Grant	17,105.96	17,105.00	0.96
3802 MID Zoning Update	3,063.14	2,301.67	761.47
3903 MIL CWSRF	50,283.21	64,000.00	-13,716.79
4004 NDU Housing and Land Use	7,438.61	7,358.00	80.61
4105 NKT HOP1 MP Housing	687.14	687.00	0.14
4106 NKT MP Other	61,620.21	59,583.33	2,036.88
4107 NKT HOP3 Form Based Code	37,480.59	37,480.00	0.59
4108 NKT HOP2	2,313.18	19,333.33	-17,020.15
4201 NORPlanning Services	33,595.00	27,500.00	6,095.00
4301 NOT Circuit Rider	29,997.65	18,333.33	11,664.32
4304 NOT HOP2	10,230.49	10,833.33	-602.84
4403 ROC Rec Chapter	9,967.41	9,350.00	617.41
460x SOM Tax Maps	0.00	500.00	-500.00
4605 SOM MP and Audit	8,356.90	8,357.00	-0.10
4607 SOM HOP2	4,902.60	7,500.00	-2,597.40
4608 SOM Master Plan	0.00	8,333.33	-8,333.33
470x STR Tax Maps	0.00	500.00	-500.00
4701 Strafford Circuit Rider	44,126.90	33,000.00	11,126.90
4801 WAK Circuit Rider	3,942.50	6,875.00	-2,932.50
4803 WAK NBRC Union Hotel	5,051.54	1,375.00	3,676.54
5002 NHARPC Administration	4,970.98	8,000.00	-3,029.02
5021 LRPC CDBG TRANSFORM PLAN	6,327.63	8,333.33	-2,005.70
5091 SMPDC InterReg Housing	12,818.02	24,857.14	-12,039.12
5121 NHCF GB2030 Milton Watersh	58,563.22	64,166.67	-5,603.45
5122 GB Signage	19,063.46	49,500.00	-30,436.54
5310 LRAC Mapping	3,433.77	2,290.00	1,143.77
5501 GIS Projects	0.00	1.00	-1.00
Total Municipal and NonProfit Revenue	527,166.97	593,688.46	-66,521.49
Total SRPC Revenue	527,166.97	593,688.46	-66,521.49 ²

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2024 through May 2025

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Accrual Basis

	Jul '24 - May...	Budget	\$ Over Bud...
Federal Agencies Incl EDD			
7004 EDD Partnership	165,449.22	128,333.33	37,115.89
7111 EPA Brownfields FY24-28	111,389.10	124,025.00	-12,635.90
7201 HUD EDI CDS	202,076.98	418,378.58	-216,301.60
7301 USDA RD-FAR MIL	125,446.51	135,243.17	-9,796.66
Total Federal Agencies Incl EDD	604,361.81	805,980.08	-201,618.27 ³
State Award Revenue			
Dept of Bus & Econ Affairs			
6004 TBG 24-25	11,505.12	10,185.08	1,320.04
Total Dept of Bus & Econ Affairs	11,505.12	10,185.08	1,320.04
NHDES			
6105 Coastal TA 2025	18,829.07	27,500.00	-8,670.93
6152 NKT Riverfront CRG	38,800.61	30,783.50	8,017.11
6153 PREPARE	3,701.32	8,888.89	-5,187.57
6154 5YR CFRS Update	1,517.59	1,558.33	-40.74
6181 Phase II CFRM	1,994.38	1,750.00	244.38
6252 Cocheco River Mgmt Plan	9,102.44	14,100.00	-4,997.56
6253 Sunrise Lake	28,190.94	33,428.57	-5,237.63
6306 LSWP NOR SWP-374	33,833.34	27,215.45	6,617.89
Total NHDES	135,969.69	145,224.74	-9,255.05
UNH			
5206 UNH-GREAT BAY ADAPTS	7,969.59	2,000.00	5,969.59
5207 UNH-PREPA DOV NRI	7,263.75	6,500.00	763.75
5208 UNH PREPA-LEE NRI	6,569.58	6,500.00	69.58
5209 UNH PREPA-SOM NAT RES MP	6,827.23	6,816.00	11.23
5210 Evolve CAW Practice	8,615.84	9,166.67	-550.83
Total UNH	37,245.99	30,982.67	6,263.32
CDFA			
6602 CDBG Gafney	4,641.62	1,000.00	3,641.62
6603 CDBG SOM YMCA	17,056.70	13,750.00	3,306.70
Total CDFA	21,698.32	14,750.00	6,948.32
6802 NHHA Housing Navigator	47,801.95	47,750.00	51.95

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2024 through May 2025

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Accrual Basis

	Jul '24 - May...	Budget	\$ Over Bud...
Pre-Disaster Mitigation			
6502 BRIC20	6,591.65	6,592.00	-0.35
6503 BRIC21 MAD NOR ROC	17,350.00	17,966.67	-616.67
6504 HAZMIT FAR 4516	10,500.00	8,727.27	1,772.73
6505 NKT HMGP 4516	10,050.00	4,000.00	6,050.00
6506 DOV HMGP 4516	0.00	2,777.50	-2,777.50
Total Pre-Disaster Mitigation	44,491.65	40,063.44	4,428.21
Total State Award Revenue	298,712.72	288,955.93	9,756.79 ⁴
MPO Revenue			
NH DOT			
8002 UPWP 24-25	708,964.18	748,810.33	-39,846.15
8101 COAST/CMAQ	1,029.37	5,729.17	-4,699.80
Total NH DOT	709,993.55	754,539.50	-44,545.95
Total MPO Revenue	709,993.55	754,539.50	-44,545.95 ⁵
Contra Income Cash Match			
4403 Cash Match ROC Rec Chapter	-1,153.16	-900.00	-253.16
EDD Cash Match	-23,280.21	-16,042.00	-7,238.21
7301 USDA Cash Match	0.00	-1,327.33	1,327.33
7301 USDA Town Cash Match	0.00	-2,658.33	2,658.33
Coastal Cash Match	-3,371.33	-4,583.00	1,211.67
USDA Cash Match	-2,306.60	0.00	-2,306.60
DOT Cash Match	-70,896.44	-74,880.67	3,984.23
Cash Match CommuteSmart	-205.87	-1,145.83	939.96
Safe Streets Cash Match	-7,750.00	-7,750.00	0.00
Total Contra Income Cash Match	-108,963.61	-109,287.16	323.55
Contra Income InKind/Soft Match			
IK Cochecho River Mgmt	-727.44	-1,842.86	1,115.42
5091 SMPDC Hsg IK Match	0.00	-3,428.57	3,428.57
In-Kind EDD Match	-49,048.06	-48,125.00	-923.06
In-Kind Coastal Match	-5,343.83	-9,166.67	3,822.84
IK LSWP	-3,888.34	0.00	-3,888.34
BRIC20 IK Match	-1,647.91	-1,648.00	0.09
BRIC21 IK Match	-4,337.50	-4,491.67	154.17
6504 FAR_NKT 4516 Haz Mit IK	-1,050.00	-872.73	-177.27

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2024 through May 2025

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Accrual Basis

	Jul '24 - May...	Budget	\$ Over Bud...
6505 NKT HMGP IK	-1,005.00	-400.00	-605.00
6506 DOV HMGP IK	0.00	-277.50	277.50
Total Contra Income InKind/Soft Match	-101,909.97	-70,253.00	-31,656.97
Total Income	2,052,099.47	2,390,734.31	-338,634.84 ¹
Gross Profit	2,052,099.47	2,390,734.31	-338,634.84
Expense			
Personnel Expenses			
Salary and Wages	1,025,658.62	1,012,838.75	12,819.87
Payroll Expenses			
PFML	5,976.01	6,668.00	-691.99
FSA Fees	11.00	1,532.67	-1,521.67
Dental insurance expense	7,975.46	7,815.50	159.96
Health incentive	-84.80	0.00	-84.80
Health Insurance expense	110,141.04	121,762.67	-11,621.63
Life Insurance expense	1,157.10	1,257.67	-100.57
LTD Insurance expense	799.54	605.00	194.54
STD insurance expense	2,528.40	2,700.50	-172.10
Payroll Processing Fees	3,293.50	3,666.67	-373.17
Pension expense	28,870.89	29,735.75	-864.86
Unemployment expense	2,814.58	2,825.17	-10.59
Workers Compensation	1,808.83	1,818.67	-9.84
Payroll Taxes	77,375.73	78,124.75	-749.02
Total Payroll Expenses	242,667.28	258,513.02	-15,845.74
Dues and Subscriptions	4,535.98	3,959.08	576.90
Staff Training and Seminars	2,687.46	14,666.67	-11,979.21
Total Personnel Expenses	1,275,549.34	1,289,977.52	-14,428.18 ⁶
Equipment expense			
Copier Maintenance Contract	3,598.86	3,575.00	23.86
Office furniture			
Computer equipment	2,701.39	5,156.25	-2,454.86
Office furniture - Other	0.00	916.67	-916.67
Total Office furniture	2,701.39	6,072.92	-3,371.53
Other Equipment Repair and Cost	0.00	458.33	-458.33
Software expense			
ArcInfo/View software	6,243.33	6,306.67	-63.34
Office Software	14,329.62	11,916.67	2,412.95

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2024 through May 2025

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Accrual Basis

	Jul '24 - May...	Budget	\$ Over Bud...
Transcad software/maintenance	2,000.00	0.00	2,000.00
Total Software expense	22,572.95	18,223.34	4,349.61 7
Traffic Count Expenses			
Traffic counting supplies	1,850.96	2,750.00	-899.04
Total Traffic Count Expenses	1,850.96	2,750.00	-899.04
Transportation Databases	26,459.00	25,630.00	829.00
Total Equipment expense	57,183.16	56,709.59	473.57
Fixed Expenses			
Amortization-Building	25,760.57	0.00	25,760.57
Insurance			
Liability Insurance	8,519.50	0.00	8,519.50
Insurance - Other	0.00	8,519.50	-8,519.50
Total Insurance	8,519.50	8,519.50	0.00
Rent	610.83	27,500.00	-26,889.17 8
Vehicle Expenses	1,525.32	4,216.67	-2,691.35
Total Fixed Expenses	40,649.68	40,236.17	413.51
Communications			
Media Outreach Expense	136.45	916.67	-780.22
Office Telephone System	0.00	838.75	-838.75
Postage and Delivery	1,124.07	1,100.00	24.07
Telephone and Internet	4,522.77	3,850.00	672.77
Website maintenance and updates	765.18	1,177.92	-412.74
Total Communications	6,548.47	7,883.34	-1,334.87
Administrative			
Library & Planning Books	2,516.75	2,500.00	16.75
Meetings Expense	1,590.92	3,208.33	-1,617.41
Office Expense	2,623.90	9,166.67	-6,542.77
Office Supplies	2,553.05	3,666.67	-1,113.62
Printing and Reproduction	902.89	1,375.00	-472.11
Professional Fees			
Accounting, Audit	22,500.00	16,500.00	6,000.00 9
Legal Fees	0.00	3,666.67	-3,666.67
Total Professional Fees	22,500.00	20,166.67	2,333.33

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2024 through May 2025

1:40 PM

07/06/25

Accrual Basis

	Jul '24 - May...	Budget	\$ Over Bud...
Travel & Ent			
Travel	7,773.73	9,166.67	-1,392.94
Total Travel & Ent	7,773.73	9,166.67	-1,392.94
Total Administrative	40,760.98	49,250.01	-8,489.03
Contract Labor			
IT and Network support	17,117.68	18,333.33	-1,215.65
Pass Through Expense			
3507 FAR HOP Consultant	30,007.55	17,007.00	13,000.55
3903 MIL CWSRF Consultant	43,532.07	49,777.78	-6,245.71
4107 NKT HOP3 Form Based Code	28,250.00	28,250.00	0.00
4108 NKT HOP2 Consultant	0.00	15,000.00	-15,000.00
5121 GB2030 MIL Water Engineer	37,448.25	50,416.67	-12,968.42
5122 GB2030 Sign Contract Plan	12,267.00	14,905.00	-2,638.00
5122 GB Sign Manufacturer	0.00	20,833.33	-20,833.33
5122 GB2030 Sign-UNH Production	0.00	5,357.00	-5,357.00
5207 DOV PREPA Consultant	6,250.00	6,250.00	0.00
5208 LEE PREPA Consultant	6,000.00	6,000.00	0.00
6105 Coastal TA SubAward DUR	0.00	3,333.33	-3,333.33
6152 NKT CRG Exp & Planner	14,737.50	13,750.00	987.50
6152 NKT CRG Engineer	6,400.00	14,666.67	-8,266.67
6252 Cocheco River Indigenous	0.00	1,875.00	-1,875.00
6253 Sunrise Lake Engineer	4,241.23	27,428.57	-23,187.34
7111 EPA Brownfields Consultant	101,053.55	116,416.67	-15,363.12
7201 HUD EDI CDS RPC Exp	165,228.60	351,312.50	-186,083.90
7301 USDA RD FAR MIL Consultant	103,400.00	110,825.00	-7,425.00
NHDOT Consultant	26,655.22	64,166.67	-37,511.45
Total Pass Through Expense	585,495.96	917,571.19	-332,075.23
Total Contract Labor	602,613.64	935,904.52	-333,290.88
Total Expense	2,023,305.27	2,379,961.15	-356,655.88
Net Ordinary Income	28,794.20	10,773.16	18,021.04
Other Income/Expense			
Other Income			
Interest Income	237.47	91.67	145.80
Total Other Income	237.47	91.67	145.80
Net Other Income	237.47	91.67	145.80
Net Income	29,031.67	10,864.83	18,166.84

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2024 through May 2025

1:40 PM

07/06/25

Accrual Basis

1. Revenues: Differences are mostly attributable to the 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. This budget report reflects the adopted mid-year budget figures.

2. Municipal Revenue: DUR Wagon Hill has not been contracted yet. The majority of the first-round HOP grants concluded in July (#3507, 4004, 4105, 4107, 4605). The DOV HOP was extended through December. MIL CWSRF was first billed in October, but budgeted to begin in September. The NKT MP Other is in the process of a budget amendment and April and May costs will be billed in June. The NKT HOP2 was budgeted to start in January, but work did not start until April. The NOT HOP2 was budgeted to start in January, 2025, but work began in March 2025. The SOM HOP2 was also budgeted to start January, 2025 and work began in April. The SOM Master Plan was budgeted to start January 2025, the contract is about to be signed, but work has not begun yet. The LRPC Transformative Plan contract was executed mid-March, but budgeted to start in January. The SMPDC was budgeted at approximately \$4,100 per month but current actual billing is about half of that amount. The NHCF Milton Watershed and GB Signage are paid in advance, and all funds are expected to be spent down by the end of the contract period.

3. Federal Agency Revenue: The EPA Brownfields, HUD and USDA grants are mainly contingent on the receipt of contractor invoices.

4. State Award Revenue: Work on the PREPARE was budgeted to start October 2024, but actually began in February 2025. Sunrise Lake billing is contingent on the receipt of contractor invoices. Under Pre-Disaster Mitigation, the DOV HMGP 4516 contract has not been executed yet.

5. MPO Revenue: Funds for the UPWP and COAST are expected to be spent fully by the end 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. Health benefits and Pension expense were estimated and may not reflect actual staff utilization.

7. Office Software: In July, a \$3,391 one-time purchase of Foxit was made to replace Adobe. SkinnyApps software was purchased for \$550 and will be paid by UPWP.

8. Fixed Expense: See Balance Sheet note, Right of Use Asset to explain Amortization and Rent variances to budget. All lease payments were budgeted as Rent, rather than being split out.

9. Accounting and Audit: Audit costs are budgeted evenly for all 12 months and may not coincide with the actual payment of invoices. See Balance Sheet comments regarding Accruals.

10. 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.

Key Steps to Forming and Operating a 501(c)(3) Organization

I. Formation

- Clear proposed organization name for corporate and trademark purposes.
- Finalize name; select initial board of directors and officers.
- Determine location of incorporation and decide on incorporator(s).
- Draft and file (with applicable state) articles of incorporation.
- Draft bylaws for approval by initial board of directors or incorporator, as applicable.
- Draft policies (e.g., conflict of interest policy, whistleblower protection policy, etc.)
- Draft initial board resolutions (of initial board of directors) (i) naming officers, (ii) approving the bylaws and policies, and (iii) authorizing certain persons to act on behalf of the corporation to obtain an employer identification number (“EIN”) from the Internal Revenue Service (“IRS”), open bank accounts, and apply for tax exemption.
- Obtain an EIN from the IRS.
- Open bank account(s) in the name of the new corporation.
- File an application for recognition of tax-exempt status under Section 501(c)(3) with the IRS (Form 1023 or Form 1023-EZ).
- Obtain insurance quotes and purchase adequate directors’ and officers’ liability insurance and other applicable insurance.
- File for sales tax, franchise tax and other applicable exemptions at the state level.
- File applications for authorization to do business in state(s) where offices are located if state(s) is/are different from the state of incorporation.
- Register with state(s) for charitable solicitation where required.
- If hiring employees, register in all applicable states for payroll taxes and obtain state tax identification numbers (if necessary).
- Create an employee handbook (if have employees)
- File application with the U.S. Patent and Trademark Office to obtain all possible rights in and to the organization’s name and other marks.

II. Ongoing Operations

- File Form 990, Form 990-EZ, or Form 990-N (as applicable) each year with the IRS (consider engaging an accounting firm to assist with preparation).
 - Annual Forms 990 are due 5 ½ months after the corporation’s fiscal year end (although 6-month extension option available).
 - Failure to file with the IRS for three consecutive years will result in automatic revocation of the corporation’s tax-exempt status.
- File regular corporate reports as required by the state of incorporation, and state(s) in which the corporation is authorized to do business (usually an annual requirement).
- File regular charitable solicitation reports as required by applicable states.
- Hold regular meetings of the board of directors (as provided for in the bylaws); generally recommend at least three times a year. These can be conducted by telephone conference.
- Make regular employment tax and other withholding filings with the IRS, and any applicable states.
- Make regular filings with the U.S. Patent and Trademark Office to maintain trademark rights.

This checklist is for general informational purposes only and does not represent and is not intended to provide legal advice or opinion and should not be relied on as such. Legal advice can only be provided in response to specific fact situations.

Resources¹

- **Articles of Incorporation**
 - **Sample:** <https://www.irs.gov/charities-non-profits/charitable-organizations/sample-organizing-documents-public-charity>
 - **DE Form & Instructions:** https://corp.delaware.gov/Inc_Exempt.pdf
 - **Note:** This form may not include all provisions necessary for filing for exemption under Section 501(c)(3) of the Code.

- **Bylaws**
 - **Best Practices:** <https://www.venable.com/insights/publications/2013/10/the-15-most-common-nonprofit-bylaw-pitfalls-how-to>
 - **Sample:** <https://grantspace.org/resources/knowledge-base/nonprofit-bylaws/>

- **Sample Policies**
 - **Samples:** <https://goo.gl/4yReyU>
 - **Sample Conflict of Interest Policy:** <https://www.councilofnonprofits.org/tools-resources/conflicts-of-interest>
 - **IRS Sample Conflict of Interest Policy** (IRS Form 1023, Appendix A, pg. 26), <https://www.irs.gov/pub/irs-pdf/11023.pdf>

- **IRS Publication 557, Tax Exempt Status for Your Organization**
May be instructive for additional required tax provisions
 - <https://www.irs.gov/charities-non-profits/suggested-language-for-corporations-and-associations>

- **IRS Publication 1771, Charitable Contributions – Substantiation and Disclosure Requirements,** <https://www.irs.gov/pub/irs-pdf/p1771.pdf>

- **National Council of Nonprofits, How to Start a Nonprofit**
 - <https://www.councilofnonprofits.org/tools-resources/how-start-nonprofit>

- **Charitable Solicitation**
 - <https://www.venable.com/insights/publications/2018/07/does-my-nonprofit-really-have-to-register-before-a>

¹ The template/sample bylaws and policies may not be compliant with certain state specific requirements.

STRAFFORD

Regional Planning Commission

July 18, 2025

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

RE: July 2025 Minor Revisions to the 2025-2028 TIP

Dear Mr. Watson:

The Strafford Regional Planning Commission (SRPC) staff has received a request to approve the July 2025 Minor Revisions to Strafford Metropolitan Planning Organization's approved 2025-2028 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 2025-2028 TIP as proposed.

Sincerely,

Jennifer Czysz, AICP
Executive Director



41415 - BARRINGTON

State ID: 41415 Lead Agency: DOT Project Type: To Be Assigned Performance Measures: -

Functional Classification: NA

Project Description: Address the US 4 red list bridge over Oyster River and a culvert west of Topaz Dr in Barrington.

Regional Planning Commission: - Clean Air Code: ATT Regionally Significant: No

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
PE	National Highway Performance	\$176,000	-	-	-	-	-	\$176,000
PE	STBG-5 to 200K	\$88,000	-	-	-	-	-	\$88,000
PE	STBG-Non Urban Areas Under 5K	-	\$88,000	\$177,541	-	-	-	\$265,541
PE	Toll Credit	\$66,000	\$22,000	\$44,385	-	-	-	\$132,385
Total PE		\$330,000	\$110,000	\$221,926	-	-	-	\$661,926
ROW	STBG-Non Urban Areas Under 5K	-	-	\$136,263	-	-	-	\$136,263
ROW	Toll Credit	-	-	\$34,066	-	-	-	\$34,066
Total ROW		-	-	\$170,329	-	-	-	\$170,329
CON	STBG-State Flexible	-	-	-	\$2,512,821	-	-	\$2,512,821
CON	Toll Credit	-	-	-	\$628,205	-	-	\$628,205
Total CON		-	-	-	\$3,141,026	-	-	\$3,141,026
Total Prior Costs		\$330,000	-	-	-	-	-	\$330,000
Total Programmed		\$330,000	\$110,000	\$392,255	\$3,141,026	-	-	\$3,973,281

Previously Approved Amendment 41415 - BARRINGTON

State ID: 41415 Lead Agency: DOT Project Type: Bridge Performance Measures: -

Functional Classification: NA

Project Description: Address the US 4 red list bridge over Oyster River and a culvert west of Topaz Dr in Barrington.

Regional Planning Commission: - Clean Air Code: - Regionally Significant: -

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
PE	National Highway Performance	\$176,000	-	-	-	-	-	\$176,000
PE	STBG-5 to 200K	\$88,000	-	-	-	-	-	\$88,000
PE	STBG-Non Urban Areas Under 5K	-	\$265,541	-	-	-	-	\$265,541
PE	Toll Credit	\$66,000	\$66,385	-	-	-	-	\$132,385
Total PE		\$330,000	\$331,926	-	-	-	-	\$661,926
ROW	STBG-Non Urban Areas Under 5K	-	\$136,263	-	-	-	-	\$136,263
ROW	Toll Credit	-	\$34,066	-	-	-	-	\$34,066
Total ROW		-	\$170,329	-	-	-	-	\$170,329
CON	STBG-State Flexible	-	-	-	-	\$2,588,324	-	\$2,588,324
CON	Toll Credit	-	-	-	-	\$647,081	-	\$647,081
Total CON		-	-	-	-	\$3,235,405	-	\$3,235,405
Total Prior Costs		\$330,000	-	-	-	-	-	\$330,000
Total Programmed		\$330,000	\$502,255	-	-	\$3,235,405	-	\$4,067,660

41373 - DOVER

State ID: 41373 Lead Agency: Muni/Local Project Type: To Be Assigned Performance Measures: -

Functional Classification: NA

Project Description: Construct multi-use path from Knox Marsh Rd. to Bellamy Rd.

Regional Planning Commission: - Clean Air Code: ATT Regionally Significant: No

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
PE	TAP-50K to 200K	-	\$20,000	\$20,538	-	-	-	\$40,538
PE	TAP-Flex	\$55,664	-	-	-	-	-	\$55,664
PE	TAP-Transportation Alternatives	\$69,314	-	-	-	-	-	\$69,314
PE	Towns	\$31,244	\$5,000	\$5,134	-	-	-	\$41,378
Total PE		\$156,222	\$25,000	\$25,672	-	-	-	\$206,894
ROW	TAP-50K to 200K	-	-	\$34,400	-	-	-	\$34,400
ROW	Towns	-	-	\$8,600	-	-	-	\$8,600
Total ROW		-	-	\$43,000	-	-	-	\$43,000
CON	TAP-50K to 200K	-	-	-	\$254,660	-	-	\$254,660
CON	Towns	-	-	-	\$180,733	-	-	\$180,733
Total CON		-	-	-	\$435,393	-	-	\$435,393
Total Prior Costs		\$156,222	-	-	-	-	-	\$156,222
Total Programmed		\$156,222	\$25,000	\$68,672	\$435,393	-	-	\$685,287

Previously Approved Amendment 41373 - DOVER

State ID: 41373 Lead Agency: Muni/Local Project Type: To Be Assigned Performance Measures: -

Functional Classification: NA

Project Description: Construct multi-use path from Knox Marsh Rd. to Bellamy Rd.

Regional Planning Commission: - Clean Air Code: - Regionally Significant: -

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
PE	TAP-50K to 200K	-	\$20,538	-	-	-	-	\$20,538
PE	TAP-Flex	\$55,664	-	-	-	-	-	\$55,664
PE	TAP-Transportation Alternatives	\$69,314	-	-	-	-	-	\$69,314
PE	Towns	\$31,244	\$5,134	-	-	-	-	\$36,378
Total PE		\$156,222	\$25,672	-	-	-	-	\$181,894
ROW	TAP-50K to 200K	-	\$34,400	-	-	-	-	\$34,400
ROW	Towns	-	\$8,600	-	-	-	-	\$8,600
Total ROW		-	\$43,000	-	-	-	-	\$43,000
CON	TAP-50K to 200K	-	\$243,927	-	-	-	-	\$243,927
CON	Towns	-	\$173,116	-	-	-	-	\$173,116
Total CON		-	\$417,043	-	-	-	-	\$417,043
Total Prior Costs		\$156,222	-	-	-	-	-	\$156,222
Total Programmed		\$156,222	\$485,715	-	-	-	-	\$641,937

11238S - NEWINGTON - DOVER

State ID: 11238S Lead Agency: DOT Project Type: To Be Assigned Performance Measures: -

Functional Classification: NA

Project Description: Remove the superstructure of the existing General Sullivan Bridge

Regional Planning Commission: - Clean Air Code: E-19 Regionally Significant: Yes

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
CON	National Highway Performance	-	\$8,855,515	\$12,320,000	\$7,040,000	-	-	\$28,215,515
CON	Toll Credit	-	\$2,213,879	\$3,080,000	\$1,760,000	-	-	\$7,053,879
Total CON		-	\$11,069,394	\$15,400,000	\$8,800,000	-	-	\$35,269,394
Total Programmed		-	\$11,069,394	\$15,400,000	\$8,800,000	-	-	\$35,269,394

Previously Approved Amendment 11238S - NEWINGTON - DOVER

State ID: 11238S Lead Agency: DOT Project Type: Bridge Performance Measures: -

Functional Classification: NA

Project Description: Remove the superstructure of the existing General Sullivan Bridge

Regional Planning Commission: - Clean Air Code: - Regionally Significant: -

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
CON	National Highway Performance	-	\$13,640,000	\$13,112,000	\$8,434,976	-	-	\$35,186,976
CON	Toll Credit	-	\$3,410,000	\$3,278,000	\$2,108,744	-	-	\$8,796,744
Total CON		-	\$17,050,000	\$16,390,000	\$10,543,720	-	-	\$43,983,720
Total Programmed		-	\$17,050,000	\$16,390,000	\$10,543,720	-	-	\$43,983,720

FTA5307 - PROGRAM

State ID: FTA5307 Lead Agency: DOT Project Type: To Be Assigned Performance Measures: -

Functional Classification: NA

Project Description: Operating, Capital PM, Cap ADA, Admin for NHDOT-programmed projects, e.g., Boston Express.

Regional Planning Commission: - Clean Air Code: E-21 Regionally Significant: No

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
PE	FTA 5307 Capital and Operating Program	\$2,815,664	-	-	-	-	-	\$2,815,664
PE	Toll Credit	\$703,916	-	-	-	-	-	\$703,916
Total PE		\$3,519,580	-	-	-	-	-	\$3,519,580
OTHER	FTA 5307 Capital and Operating Program	\$28,201,442	\$5,451,314	\$2,150,000	\$150,000	\$10,000,000	\$34,700,000	\$80,652,756
OTHER	Other	\$560,339	\$1,362,829	\$537,500	\$37,500	\$2,500,000	\$8,675,000	\$13,673,168
OTHER	Toll Credit	\$6,490,022	-	-	-	-	-	\$6,490,022
Total OTHER		\$35,251,803	\$6,814,143	\$2,687,500	\$187,500	\$12,500,000	\$43,375,000	\$100,815,946
Total Prior Costs		\$38,771,383	-	-	-	-	-	\$38,771,383
Total Future Costs		-	-	-	-	-	\$43,375,000	\$43,375,000
Total Programmed		\$38,771,383	\$6,814,143	\$2,687,500	\$187,500	\$12,500,000	\$43,375,000	\$104,335,526

Previously Approved Amendment FTA5307 - PROGRAM

State ID: FTA5307 Lead Agency: DOT Project Type: To Be Assigned Performance Measures: -

Functional Classification: NA

Project Description: Operating, Capital PM, Cap ADA, Admin for NHDOT-programmed projects, e.g., Boston Express.

Regional Planning Commission: - Clean Air Code: - Regionally Significant: -

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
PE	FTA 5307 Capital and Operating Program	\$2,815,664	-	-	-	-	-	\$2,815,664
PE	Toll Credit	\$703,916	-	-	-	-	-	\$703,916
Total PE		\$3,519,580	-	-	-	-	-	\$3,519,580
OTHER	FTA 5307 Capital and Operating Program	\$28,201,442	\$1,780,253	\$2,827,949	\$3,671,061	\$10,000,000	\$34,700,000	\$81,180,705
OTHER	Other	\$560,339	\$445,063	\$706,987	\$917,765	\$2,500,000	\$8,675,000	\$13,805,154
OTHER	Toll Credit	\$6,490,022	-	-	-	-	-	\$6,490,022
Total OTHER		\$35,251,803	\$2,225,316	\$3,534,936	\$4,588,826	\$12,500,000	\$43,375,000	\$101,475,881
Total Prior Costs		\$38,771,383	-	-	-	-	-	\$38,771,383
Total Future Costs		-	-	-	-	-	\$43,375,000	\$43,375,000
Total Programmed		\$38,771,383	\$2,225,316	\$3,534,936	\$4,588,826	\$12,500,000	\$43,375,000	\$104,995,461

RCTRL - PROGRAM

State ID
RCTRL

Lead Agency
Other

Project Type
To Be Assigned

Performance Measures
-

Functional Classification
NA

Project Description
RECREATIONAL TRAILS FUND ACT- PROJECTS SELECTED ANNUALLY

Regional Planning Commission
-

Clean Air Code
ALL

Regionally Significant
No

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
PE	DNCR	\$8,400	-	-	-	-	-	\$8,400
PE	Non Participating	\$48,000	-	-	-	-	-	\$48,000
PE	Recreational Trails	\$101,360	-	-	-	-	-	\$101,360
PE	Toll Credit	\$16,940	-	-	-	-	-	\$16,940
Total PE		\$174,700	-	-	-	-	-	\$174,700
ROW	Non Participating	\$100	-	-	-	-	-	\$100
ROW	Recreational Trails	\$4,312	-	-	-	-	-	\$4,312
ROW	Toll Credit	\$1,078	-	-	-	-	-	\$1,078
Total ROW		\$5,490	-	-	-	-	-	\$5,490
CON	Betterment	\$820,000	-	-	-	-	-	\$820,000
CON	DNCR	\$385,029	-	-	-	-	-	\$385,029
CON	Recreational Trails	\$2,428,044	-	-	-	-	-	\$2,428,044
CON	Toll Credit	\$221,982	-	-	-	-	-	\$221,982
Total CON		\$3,855,055	-	-	-	-	-	\$3,855,055
OTHER	DNCR	\$2,570,104	\$560,000	\$313,816	\$313,816	\$313,816	\$2,510,528	\$6,582,080
OTHER	Recreational Trails	\$10,280,419	\$2,240,000	\$1,255,265	\$1,255,265	\$1,255,265	\$10,042,120	\$26,328,334
Total OTHER		\$12,850,523	\$2,800,000	\$1,569,081	\$1,569,081	\$1,569,081	\$12,552,648	\$32,910,414
Total Prior Costs		\$16,885,768	-	-	-	-	-	\$16,885,768
Total Future Costs		-	-	-	-	-	\$12,552,648	\$12,552,648
Total Programmed		\$16,885,768	\$2,800,000	\$1,569,081	\$1,569,081	\$1,569,081	\$12,552,648	\$36,945,659

Previously Approved Amendment RCTRL - PROGRAM

State ID
RCTRL

Lead Agency
Other

Project Type
To Be Assigned

Performance Measures
-

Functional Classification

NA

Project Description

RECREATIONAL TRAILS FUND ACT- PROJECTS SELECTED ANNUALLY

Regional Planning Commission

Clean Air Code

Regionally Significant

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PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
PE	DNCR	\$8,400	-	-	-	-	-	\$8,400
PE	Non Participating	\$48,000	-	-	-	-	-	\$48,000
PE	Recreational Trails	\$101,360	-	-	-	-	-	\$101,360
PE	Toll Credit	\$16,940	-	-	-	-	-	\$16,940
Total PE		\$174,700	-	-	-	-	-	\$174,700
ROW	Non Participating	\$100	-	-	-	-	-	\$100
ROW	Recreational Trails	\$4,312	-	-	-	-	-	\$4,312
ROW	Toll Credit	\$1,078	-	-	-	-	-	\$1,078
Total ROW		\$5,490	-	-	-	-	-	\$5,490
CON	Betterment	\$820,000	-	-	-	-	-	\$820,000
CON	DNCR	\$385,029	-	-	-	-	-	\$385,029
CON	Recreational Trails	\$2,428,044	-	-	-	-	-	\$2,428,044
CON	Toll Credit	\$221,982	-	-	-	-	-	\$221,982
Total CON		\$3,855,055	-	-	-	-	-	\$3,855,055
OTHER	DNCR	\$2,570,104	\$313,816	\$313,816	\$313,816	\$313,816	\$1,882,896	\$5,708,264
OTHER	Recreational Trails	\$10,280,419	\$1,255,265	\$1,255,265	\$1,255,265	\$1,255,265	\$7,531,590	\$22,833,069
Total OTHER		\$12,850,523	\$1,569,081	\$1,569,081	\$1,569,081	\$1,569,081	\$9,414,486	\$28,541,333
Total Prior Costs		\$16,885,768	-	-	-	-	-	\$16,885,768
Total Future Costs		-	-	-	-	-	\$9,414,486	\$9,414,486
Total Programmed		\$16,885,768	\$1,569,081	\$1,569,081	\$1,569,081	\$1,569,081	\$9,414,486	\$32,576,578

TA - PROGRAM

State ID TA	Lead Agency Muni/Local	Project Type To Be Assigned	Performance Measures -
Functional Classification NA			
Project Description TRANSPORTATION ALTERNATIVES PROGRAM (TAP)			
Regional Planning Commission -	Clean Air Code E-33	Regionally Significant No	

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
PE	Non Par Other	\$40,000	\$223,288	\$20,000	\$20,000	\$20,000	\$160,000	\$483,288
PE	Other	\$1,440,298	\$178,631	\$180,712	\$200,000	\$200,000	\$1,600,000	\$3,799,641
PE	TAP-50K to 200K	\$278,803	\$209,228	\$111,521	\$111,521	\$111,521	\$892,168	\$1,714,762
PE	TAP-5K to 49,999	\$121,057	\$155,220	\$48,423	\$48,423	\$48,423	\$387,384	\$808,930
PE	TAP-Areas Over 200K	\$279,765	\$216,663	\$111,906	\$111,906	\$111,906	\$895,248	\$1,727,394
PE	TAP-Flex	\$4,581,191	-	\$250,846	\$328,000	\$328,000	\$2,624,000	\$8,112,037
PE	TAP-Non Urban Areas Under 5K	\$500,375	\$133,412	\$200,150	\$200,150	\$200,150	\$1,601,200	\$2,835,437
Total PE		\$7,241,489	\$1,116,442	\$923,558	\$1,020,000	\$1,020,000	\$8,160,000	\$19,481,489
ROW	Non Par Other	\$20,000	\$10,000	\$10,000	\$10,000	\$10,000	\$80,000	\$140,000
ROW	Other	\$184,920	\$30,000	\$30,000	\$30,000	\$30,000	\$240,000	\$544,920
ROW	TAP-50K to 200K	\$33,456	\$56,768	\$16,728	\$16,728	\$16,728	\$133,824	\$274,232
ROW	TAP-5K to 49,999	\$14,526	\$12,800	\$7,263	\$7,263	\$7,263	\$58,104	\$107,219
ROW	TAP-Areas Over 200K	\$33,572	\$32,786	\$16,786	\$16,786	\$16,786	\$134,288	\$251,004
ROW	TAP-Flex	\$598,080	\$17,646	\$49,200	\$49,200	\$49,200	\$393,600	\$1,156,926
ROW	TAP-Non Urban Areas Under 5K	\$60,046	-	\$30,023	\$30,023	\$30,023	\$240,184	\$390,299
Total ROW		\$944,600	\$160,000	\$160,000	\$160,000	\$160,000	\$1,280,000	\$2,864,600
CON	Non Par Other	\$200,000	\$1,449,549	\$99,999	\$99,999	\$99,999	\$799,992	\$2,749,538
CON	Other	\$6,192,047	\$1,519,638	\$1,061,140	\$1,178,452	\$1,178,452	\$9,427,616	\$20,557,345
CON	TAP-50K to 200K	\$1,182,671	\$195,142	\$657,114	\$657,114	\$657,114	\$5,256,912	\$8,606,067
CON	TAP-5K to 49,999	\$513,516	-	\$285,318	\$285,318	\$285,318	\$2,282,544	\$3,652,014
CON	TAP-Areas Over 200K	\$1,186,748	\$553,510	\$659,378	\$659,378	\$659,378	\$5,275,024	\$8,993,416
CON	TAP-Flex	\$19,762,680	\$2,720,000	\$1,463,411	\$1,932,662	\$1,932,662	\$15,461,296	\$43,272,711
CON	TAP-Non Urban Areas Under 5K	\$2,122,570	\$2,609,902	\$1,179,338	\$1,179,338	\$1,179,338	\$9,434,704	\$17,705,190
Total CON		\$31,160,232	\$9,047,741	\$5,405,698	\$5,992,261	\$5,992,261	\$47,938,088	\$105,536,281
OTHER	Other	\$85,200	-	-	-	-	-	\$85,200
OTHER	TAP-Flex	\$340,800	-	-	-	-	-	\$340,800
Total OTHER		\$426,000	-	-	-	-	-	\$426,000
Total Prior Costs		\$39,772,321	-	-	-	-	-	\$39,772,321
Total Future Costs		-	-	-	-	-	\$57,378,088	\$57,378,088
Total Programmed		\$39,772,321	\$10,324,183	\$6,489,256	\$7,172,261	\$7,172,261	\$57,378,088	\$128,308,370

Previously Approved Amendment TA - PROGRAM

State ID	Lead Agency	Project Type	Performance Measures
TA	Muni/Local	To Be Assigned	-

Functional Classification

NA

Project Description

TRANSPORTATION ALTERNATIVES PROGRAM (TAP)

Regional Planning Commission

-

Clean Air Code

-

Regionally Significant

-

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
PE	Non Par Other	\$40,000	\$223,288	\$20,000	\$20,000	\$20,000	\$120,000	\$443,288
PE	Other	\$1,440,298	\$178,631	\$180,712	\$200,000	\$200,000	\$1,200,000	\$3,399,641
PE	TAP-50K to 200K	\$278,803	\$209,228	\$111,521	\$111,521	\$111,521	\$669,126	\$1,491,720
PE	TAP-5K to 49,999	\$121,057	\$155,220	\$48,423	\$48,423	\$48,423	\$290,538	\$712,084
PE	TAP-Areas Over 200K	\$279,765	\$216,663	\$111,906	\$111,906	\$111,906	\$671,436	\$1,503,582
PE	TAP-Flex	\$4,581,191	-	\$250,846	\$328,000	\$328,000	\$1,968,000	\$7,456,037
PE	TAP-Non Urban Areas Under 5K	\$500,375	\$133,412	\$200,150	\$200,150	\$200,150	\$1,200,900	\$2,435,137
Total PE		\$7,241,489	\$1,116,442	\$923,558	\$1,020,000	\$1,020,000	\$6,120,000	\$17,441,489
ROW	Non Par Other	\$20,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000	\$120,000
ROW	Other	\$184,920	\$30,000	\$30,000	\$30,000	\$30,000	\$180,000	\$484,920
ROW	TAP-50K to 200K	\$33,456	\$56,768	\$16,728	\$16,728	\$16,728	\$100,368	\$240,776
ROW	TAP-5K to 49,999	\$14,526	\$12,800	\$7,263	\$7,263	\$7,263	\$43,578	\$92,693
ROW	TAP-Areas Over 200K	\$33,572	\$32,786	\$16,786	\$16,786	\$16,786	\$100,716	\$217,432
ROW	TAP-Flex	\$598,080	\$17,646	\$49,200	\$49,200	\$49,200	\$295,200	\$1,058,526
ROW	TAP-Non Urban Areas Under 5K	\$60,046	-	\$30,023	\$30,023	\$30,023	\$180,138	\$330,253
Total ROW		\$944,600	\$160,000	\$160,000	\$160,000	\$160,000	\$960,000	\$2,544,600
CON	Non Par Other	\$200,000	\$1,249,549	\$99,999	\$99,999	\$99,999	\$599,994	\$2,349,540
CON	Other	\$6,192,047	\$839,638	\$1,061,140	\$1,178,452	\$1,178,452	\$7,070,712	\$17,520,441
CON	TAP-50K to 200K	\$1,182,671	\$195,142	\$657,114	\$657,114	\$657,114	\$3,942,684	\$7,291,839
CON	TAP-5K to 49,999	\$513,516	-	\$285,318	\$285,318	\$285,318	\$1,711,908	\$3,081,378
CON	TAP-Areas Over 200K	\$1,186,748	\$553,510	\$659,378	\$659,378	\$659,378	\$3,956,268	\$7,674,660
CON	TAP-Flex	\$19,762,680	-	\$1,463,411	\$1,932,662	\$1,932,662	\$11,595,972	\$36,687,387
CON	TAP-Non Urban Areas Under 5K	\$2,122,570	\$2,609,902	\$1,179,338	\$1,179,338	\$1,179,338	\$7,076,028	\$15,346,514
Total CON		\$31,160,232	\$5,447,741	\$5,405,698	\$5,992,261	\$5,992,261	\$35,953,566	\$89,951,759
OTHER	Other	\$85,200	-	-	-	-	-	\$85,200
OTHER	TAP-Flex	\$340,800	-	-	-	-	-	\$340,800
Total OTHER		\$426,000	-	-	-	-	-	\$426,000
Total Prior Costs		\$39,772,321	-	-	-	-	-	\$39,772,321
Total Future Costs		-	-	-	-	-	\$43,033,566	\$43,033,566
Total Programmed		\$39,772,321	\$6,724,183	\$6,489,256	\$7,172,261	\$7,172,261	\$43,033,566	\$110,363,848

43552 - ROCHESTER

State ID: 43552 Lead Agency: Muni/Local Project Type: To Be Assigned Performance Measures: -

Functional Classification
NA

Project Description
Widen `3,450' from north of Spldg Tpk ramp to Toyota entrance, add signal and sidewalk.

Regional Planning Commission: - Clean Air Code: ATT Regionally Significant: No

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
PE	STBG-50 to 200K	\$364,685	\$23,632	\$137,423	-	-	-	\$525,740
PE	Towns	\$91,171	\$5,908	\$34,356	-	-	-	\$131,435
Total PE		\$455,856	\$29,540	\$171,779	-	-	-	\$657,175
ROW	STBG-50 to 200K	-	-	\$65,792	-	-	-	\$65,792
ROW	Towns	-	-	\$16,448	-	-	-	\$16,448
Total ROW		-	-	\$82,240	-	-	-	\$82,240
CON	STBG-50 to 200K	-	-	-	\$2,837,625	-	-	\$2,837,625
CON	Towns	-	-	-	\$709,406	-	-	\$709,406
Total CON		-	-	-	\$3,547,031	-	-	\$3,547,031
Total Prior Costs		\$455,856	-	-	-	-	-	\$455,856
Total Programmed		\$455,856	\$29,540	\$254,019	\$3,547,031	-	-	\$4,286,446

Previously Approved Amendment 43552 - ROCHESTER

State ID: 43552 Lead Agency: Muni/Local Project Type: Roadway Performance Measures: -

Functional Classification
NA

Project Description
Widen `3,450' from north of Spldg Tpk ramp to Toyota entrance, add signal and sidewalk.

Regional Planning Commission: - Clean Air Code: - Regionally Significant: -

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
PE	STBG-50 to 200K	\$364,685	\$161,055	-	-	-	-	\$525,740
PE	Towns	\$91,171	\$40,264	-	-	-	-	\$131,435
Total PE		\$455,856	\$201,319	-	-	-	-	\$657,175
ROW	STBG-50 to 200K	-	\$65,792	-	-	-	-	\$65,792
ROW	Towns	-	\$16,448	-	-	-	-	\$16,448
Total ROW		-	\$82,240	-	-	-	-	\$82,240
CON	STBG-50 to 200K	-	-	-	\$2,818,599	-	-	\$2,818,599
CON	Towns	-	-	-	\$704,650	-	-	\$704,650
Total CON		-	-	-	\$3,523,249	-	-	\$3,523,249
Total Prior Costs		\$455,856	-	-	-	-	-	\$455,856
Total Programmed		\$455,856	\$283,559	-	\$3,523,249	-	-	\$4,262,664