

**SRPC EXECUTIVE COMMITTEE MEETING**

October 17, 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.strafford.org](http://www.strafford.org). If anybody is unable to access the meeting, please email [mtaylorfetter@strafford.org](mailto:mtaylorfetter@strafford.org) or call 603-994-3500 (x115).

Agenda Item	Time	Notes
<b>1) Welcome and Introductions</b>	8:00-8:05	N/A
<b>2) Non Public Session: RSA 91-A:3, II (a)</b>	8:05-8:30	
<b>3) Action Items</b> a) September 19, 2025 Minutes b) Acceptance of the Draft August Financials c) Approval of the SIMPLE IRA Employer Contribution for CY2026	8:30-8:45	See enclosed memo and attachments.
<b>4) Updates and Discussion Items</b> a) Awards, Contracts, and General Business b) September Minors	8:45-8:55	See enclosed memo and attachments.
<b>5) Other Business</b>	8:55-9:00	N/A
<b>6) Adjourn</b>	9:00	N/A

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



## **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:** October 10, 2025

**TO:** Executive Committee Members

**FROM:** Jen Czysz, Executive Director

**RE:** Director's Report for the October 17, 2025 Meeting

---

## **2. Non Public Session: RSA 91-A:3, II(a)**

*The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

Additional information will be provided to committee members in advance of the meeting under separate cover.

### **3a. Sept 19, 2025 Minutes**

Refer to enclosure.

### **3b. Accept the Draft August Financials (enclosures)**

Balance Sheet: Bank balances remain very low. There are 2 driving factors behind the difference from the same time last year. The first is the accounts receivable that are \$70,000 higher this year. The second is the contract revenue in advance that is \$114,250 lower than last year, which is impacted simply by the current funding mix where we are nearing the end of two projects that paid in advance last year. The other contract revenue in advance item of note is our Economic Development program where we were running ahead of our flat rate quarterly drawdowns. The revenue in advance for this program is a deficit. This year the budget reflects catching up so that by the end of the fiscal year we are closer to balanced.

Accounts Receivable: As of October all communities dues have been paid. Of the \$288,863 due at the end of August, \$145,210 was the current month's billing. Another \$114,512 was received in September. Leaving a past due balance of \$29,141. While improved, this remains higher than ideal and there are a few items that are now beyond 90 days.

Profit and Loss and Income by Customer: As expected our August billing was up from July's, but we still need to increase further. August included one staff member on continued leave and several vacations impacted billables and increased overhead. Looking at the Profit and Loss Budget versus Actuals, we have several projects lagging where we would like to be two months in. Some of this is in part driven by nuanced timelines that don't perfectly spread time over the 12 month budget period. Most concerning is our low UPWP DOT billing thus far. Emphasis is on increasing hours on the contract. While overall August was a better month than July, it too was a net loss. Year-to-date we are operating at a \$44,886 loss.

In aggregate, this puts us in tenuous position going into October which is a 3 payroll month and we have additional staff out on leave. As a result our billables will be lower than we



would like them for the month. September financials should be ready right before the EC meeting and I will be able to provide a better picture at that time.

**3c. Approval of the SIMPLE IRA Employer Contribution for CY2026**

Strafford RPC has offered a Simple IRA retirement plan option since 2000. The plan has been unchanged since it was amended and restated in 2004. Retirement benefits are available to SRPC employees who earn at least \$5,000 a year. SPRC offers a matching contribution equal to each employee's contribution up to a limit of 3% of their annual compensation. Each year the executive committee is asked to approve the contribution limit, before completion of the annual Participant Notice (enclosed) that must be distributed to all eligible employees.

**4a. Awards, Contracts and General Business Update**

Refer to enclosures.

**4b. September Minors**

Refer to enclosures.

**NEXT MEETING: November 21, 2025 8 AM. – 9:00 A.M.**

**Nonpublic Session Minutes**  
**[INSERT NAME OF MUNICIPALITY AND BOARD]**

Date: \_\_\_\_\_

**Members Present:**      [board member name] \_\_\_\_  
                                 [board member name] \_\_\_\_  
                                 [board member name] \_\_\_\_  
                                 [board member name] \_\_\_\_  
                                 [board member name] \_\_\_\_

**Motion to enter Nonpublic Session** made by \_\_\_\_\_ seconded by \_\_\_\_\_

**Specific Statutory Reason** cited as foundation for the nonpublic session:

\_\_\_\_\_ RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

\_\_\_\_\_ RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

\_\_\_\_\_ RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

\_\_\_\_\_ RSA 91-A:3, II(d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

\_\_\_\_\_ RSA 91-A:3, II(e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled*

\_\_\_\_\_ RSA 91-A:3, II(i) *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

<b>Roll Call vote</b> to enter nonpublic session:	[name]	Y	N
	[name]	Y	N

**Remove public meeting tape** (if applicable).

**Entered nonpublic session** at \_\_\_\_\_ a.m./p.m.

Other persons present during nonpublic session: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of matters discussed and final decisions made: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** Under RSA 91-A:3, III. *Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.*

**Motion to leave nonpublic session** and return to public session by \_\_\_\_\_, seconded by \_\_\_\_\_.

**Motion: PASSED / DID NOT PASS** (circle one)

**Nonpublic meeting tape removed, public meeting tape replaced** (if applicable).

**Public session reconvened** at \_\_\_\_\_ a.m./p.m.

**Motion made to seal these minutes?** If so, motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, because it is determined that divulgence of this information likely would...

- Affect adversely the reputation of any person other than a member of this board
- Render a proposed action ineffective
- Pertains to preparation or carrying out of actions regarding terrorism

<b>Roll Call Vote to seal minutes:</b>	[name]	Y	N
	[name]	Y	N

**Motion: PASSED / DID NOT PASS** (circle one)

**These minutes recorded by:** \_\_\_\_\_

## SRPC EXECUTIVE COMMITTEE MEETING

September 19, 2025

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

Hybrid Meeting (Conference Rm 1A & via Zoom)

### 1. Welcome and Introductions:

Executive Committee members present: Steve Stancel, Wakefield; Paul Rasmussen, Durham; Joe Boudreau, Rochester; Mike Bobinsky, Somersworth; Matt Towne, Barrington; Peter Nelson, Newmarket; Mark Richardson, Somersworth

Staff members present: Colin Lentz, Kyle Pimental, Jen Czysz

### 2. Action Items

#### a. August 15, 2025 Minutes:

J. Boudreau motioned to approve the August 15, 2025 minutes as written. Following a second by M. Bobinsky and a unanimous vote in favor, the motion passed.

#### b. Acceptance of the Draft July Financials

J. Czysz reviewed the Draft financials as follows.

#### Balance Sheet:

As of the end of July, bank balances were low due to large contractor payments being held until June reimbursements arrived. About \$72,000 in dues were still outstanding, though most came in during August. On the liabilities side, contract revenue received in advance is much lower than last year, mainly because the current mix of funders predominantly pay on a reimbursement basis.

#### Accounts Receivable:

Dues invoices were sent in mid-May with a July 15 due date. As of now, only Wakefield's payment is still outstanding. Of the \$380,483 due at the end of July, \$106,556 was billed that month, and \$223,661 was received in August or September. That leaves a past due balance of \$50,256, which is higher than usual.

#### Profit & Loss / Income by Customer:

The start of each 2-year DOT contract is typically slow, and July includes several one-time expenses. Since the contract begins July 1 and billing is tied to payroll, payroll week 1 was covered in June's reimbursement. This timing mismatch means July's revenue only reflects 3 weeks, while expenses cover all 4. As a result, we billed just \$131,000 in July compared to around \$200,000 in previous months, starting the year with a \$33,865 loss. While not ideal, this is a normal pattern.

The group discussed salary expenses and how leaves of absence affect them. Leaves of absence lower payroll costs and reduce billable hours—leading to a higher indirect rate. There was interest in discussing this further in a non-public session, but since it wasn't on the agenda, it was suggested to revisit the topic next month.



*M. Bobinsky moved to accept the DRAFT July Financials as presented. With a second by P. Nelson and all members voting in favor, the motion passed.*

**c. Approve the FY2026 Organizational Goals**

J. Czysz explained that there were no edits submitted since last meeting. The group was provided with a copy of the organizational goals as follows:

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.



*There were no comments or suggested edits. P. Rasmussen moved to approve the organizational goals as presented. With a second from P. Nelson, the committee voted unanimously in favor.*

#### **d. Recommend Approval of the FY2027 Municipal Dues**

J. Czynsz stated that last month the committee looked at the four different dues scenarios for FY2027, was in consensus to proceed with option 2(b) that increases dues by CPI plus 2%. There was conversation on how to communicate an explanation of the dues. They agreed to have Jen draft a letter that will state that the 2% is to meet increasing match funds required by grants and replace lost state revenue used as match and summarize benefits to communities as a result of dues.

*P. Nelson moved to make a recommendation to the full commission to adopt the FY2027 dues schedule. With a second from S. Stancel, the committee voted unanimously in favor.*

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

#### **a. Awards, Contracts, and General Business**

J. Czynsz stated that the indirect rate is slightly higher than the approved rate. We tried to negotiate a higher rate. Health insurance is up. We track every penny and dues utilization is tracked monthly through timesheets. Beyond being used as match dues support legislative compliance and provides resources for municipalities. Looking at the summary of pending grant applications and proposals, current and upcoming projects include the first Asset Management Plan for Middleton through the Clean Water State Revolving Fund. Additionally, work is underway on the Milton Three Ponds Nitrogen Removal Plan.

K. Pimental shared that Farmington asked SRPC to put together a proposal for a full-service veterans' hospital at former Collins and Aikman property, a superfund site. The proposal was sent to Congressman Pappas. This project was driven by local veterans.

#### **b. September Minors**

Colin provided a brief summary of the minors and stated that inflation adjustments are being applied to several local projects, including the 108 Complete Streets initiative and the Dover Bridge project. While there are changes to statewide programmatic elements, these do not impact child projects within our region. One more inflation-related adjustment is being made to the Somersworth Blackwater Road project.

### **4. Other Business**

There was no other business.

### **5. Adjourn**

At 9:00 AM, M. Bobinsky moved to adjourn. Following a second, the motion passed with all members voting in favor.

Respectfully submitted,

Megan Taylor-Fetter  
Office Coordinator



**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of August 31, 2025**

12:31 PM

10/02/25

Accrual Basis

	Aug 31, 25	Aug 31, 24	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
FSB Checking	-14,898.46	60,023.85	-74,922.31
FSB Savings	67,424.79	167,159.06	-99,734.27
<b>Total Checking/Savings</b>	<b>52,526.33</b>	<b>227,182.91</b>	<b>-174,656.58</b> <sup>1</sup>
Accounts Receivable			
Accounts Receivable	288,862.69	217,966.35	70,896.34
<b>Total Accounts Receivable</b>	<b>288,862.69</b>	<b>217,966.35</b>	<b>70,896.34</b> <sup>2</sup>
<b>Other Current Assets</b>			
Prepaid Expenses			
Prepaid Dues and Subscriptions	2,521.89	2,704.74	-182.85
Prepaid Insurance (P & L)	9,030.80	7,745.00	1,285.80
Prepaid training	600.00	600.00	0.00
Prepaid Unemployment Comp	1,067.68	986.68	81.00
Prepaid Workers Compensation	698.68	623.68	75.00
<b>Total Prepaid Expenses</b>	<b>13,919.05</b>	<b>12,660.10</b>	<b>1,258.95</b>
Prepaid software support	4,209.10	4,346.32	-137.22
<b>Total Other Current Assets</b>	<b>18,128.15</b>	<b>17,006.42</b>	<b>1,121.73</b>
<b>Total Current Assets</b>	<b>359,517.17</b>	<b>462,155.68</b>	<b>-102,638.51</b>
<b>Fixed Assets</b>			
Property and Equipment			
Accumulated Depreciation	-25,274.94	-20,656.62	-4,618.32
Equipment Purchase			
AI Traffic Counter	9,830.00	9,830.00	0.00
Lenova Think Server	3,983.04	3,983.04	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
Equipment Purchase - Other	11,762.40	11,762.40	0.00
<b>Total Equipment Purchase</b>	<b>38,836.89</b>	<b>38,836.89</b>	<b>0.00</b>
<b>Total Property and Equipment</b>	<b>13,561.95</b>	<b>18,180.27</b>	<b>-4,618.32</b>
Right of Use Asset - Building			
Accumulated Amortization - Buil	-114,690.05	-86,648.69	-28,041.36
Right of Use Asset - Building - Other	221,852.22	112,410.00	109,442.22
<b>Total Right of Use Asset - Building</b>	<b>107,162.17</b>	<b>25,761.31</b>	<b>81,400.86</b> <sup>4</sup>
<b>Vehicles</b>			
Ford Transit	22,943.35	22,943.35	0.00

**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of August 31, 2025**

12:31 PM

10/02/25

Accrual Basis

	Aug 31, 25	Aug 31, 24	\$ Change
Vehicle Accumulated Depreciatio	-22,943.35	-22,943.35	0.00
<b>Total Vehicles</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Fixed Assets</b>	<b>120,724.12</b>	<b>43,941.58</b>	<b>76,782.54</b>
<b>TOTAL ASSETS</b>	<b>480,241.29</b>	<b>506,097.26</b>	<b>-25,855.97</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
FSB Credit Card	1,234.24	1,157.81	76.43
<b>Total Credit Cards</b>	<b>1,234.24</b>	<b>1,157.81</b>	<b>76.43</b>
<b>Other Current Liabilities</b>			
<b>Benefits payable</b>			
Simple IRA payable	48.00	48.00	0.00
<b>Total Benefits payable</b>	<b>48.00</b>	<b>48.00</b>	<b>0.00</b>
Building Lease Liab Current	21,192.01	24,548.03	-3,356.02 <sup>5</sup>
Contract Revenue In Advance	36,829.64	151,079.69	-114,250.05 <sup>6</sup>
FY24 Dues in Advance	-0.02	-0.02	0.00
FY25 Dues in Advance	0.00	115,555.30	-115,555.30
FY26 Dues in Advance	120,246.30	0.00	120,246.30
<b>Payroll Liabilities</b>			
FSA Payable	2,720.65	1,462.44	1,258.21 <sup>7</sup>
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	1,287.29	1,559.43	-272.14
<b>Total Payroll Liabilities</b>	<b>4,038.33</b>	<b>3,052.26</b>	<b>986.07</b>
<b>Total Other Current Liabilities</b>	<b>182,354.26</b>	<b>294,283.26</b>	<b>-111,929.00</b>
<b>Total Current Liabilities</b>	<b>183,588.50</b>	<b>295,441.07</b>	<b>-111,852.57</b>
<b>Long Term Liabilities</b>			
Building Lease Liab Non Current	86,177.24	2,492.85	83,684.39 <sup>8</sup>
<b>Accrued expenses</b>			
Accrued Payroll	27,196.48	22,021.22	5,175.26
Accrued Vacation	61,211.09	48,013.13	13,197.96
Annual Audit Accrual	21,000.00	21,000.00	0.00
<b>Total Accrued expenses</b>	<b>109,407.57</b>	<b>91,034.35</b>	<b>18,373.22 <sup>9</sup></b>
<b>Total Long Term Liabilities</b>	<b>195,584.81</b>	<b>93,527.20</b>	<b>102,057.61</b>

**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of August 31, 2025**

12:31 PM

10/02/25

Accrual Basis

	<u>Aug 31, 25</u>	<u>Aug 31, 24</u>	<u>\$ Change</u>
<b>Total Liabilities</b>	379,173.31	388,968.27	-9,794.96
<b>Equity</b>			
Retained Earnings	145,954.04	133,222.82	12,731.22 <sup>10</sup>
Net Income	-44,886.06	-16,093.83	-28,792.23 <sup>11</sup>
<b>Total Equity</b>	101,067.98	117,128.99	-16,061.01
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>480,241.29</u></u>	<u><u>506,097.26</u></u>	<u><u>-25,855.97</u></u>

DRAFT

**Strafford Regional Planning Commission**  
**Balance Sheet**  
**As of August 31, 2025**

12:31 PM

10/02/25

Accrual Basis

1. Checking/Savings: Several contractor checks are being held until reimbursement is received. FY26 dues invoices were sent out 5/15/25, and at the date of this report, only Wakefield dues have not been received. Notification has been sent again.

---

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

---

3. Accumulated Depreciation: The balances for this account are cumulative. The difference from prior year reflects the additional depreciation taken at approximately \$385 per month for the previous 12 months for the Pyro Traffic Count System, the AI Traffic Counter, and the Lenovo server.

---

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. The monthly amortization for the new lease, effective 8/1/25 is \$2,280.05 per month for 48 months.

---

5. Building Lease Liab Current: The total office lease payment is split between this account and the Rent Expense on the profit and loss statement. The lease payment for August was allocated as \$2,073.12 to amortization and \$426.88 to rent expense.

---

6. Contract Revenue in Advance: Current year balance: ROC RFP \$3,923, NHCF \$45,684, and EDA (\$12,777). Another advance of \$17,500 will be requested on October 16th, when the ASAP system is hopefully available. 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 advanced reimbursement. Advances are generally deposited to savings. Invoices are billed monthly to income on the profit and loss, offset to the Contract Revenue in Advance balance, and those amounts earned/invoiced are then transferred to the checking account, as funds allow.

---

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

---

8. 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. (See discussions Building Lease Liab Current).

---

9. Accrued Expenses: Accrued Payroll and Accrued Vacation balances have been adjusted for FY25 and reflect wages paid in FY26, but worked in FY25, and half of the Paid Time Off (PTO) hours accrued by staff at 6/30/25. These amounts are adjusted at year-end as part of the fiscal year close-out. The audit accrual is based on the Marcum LLP's/CBiz FY24 audit engagement letter. Audit costs are being currently being booked at \$1,500 per month, and the Annual Audit Accrual account is reduced as actual invoices from the auditor are paid. 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 and associated monthly expense will be adjusted to the rate specified in the new firm's engagement letter.

---

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

---

11. Net Income: Reflects Net Income for the entire fiscal year through the report date.

---

Page 5  
**Strafford Regional Planning Commission**  
**A/R Aging Summary**  
 As of August 31, 2025

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>2000 LTA (Local Technical Assistance)</b>						
Annual Dinner Attendance	0.00	0.00	0.00	90.00	0.00	90.00 <sup>1</sup>
<b>2100 Dues</b>						
2103 City of Dover dues	0.00	0.00	0.00	0.00	24,343.95	24,343.95
2118 Town of Wakefield dues	0.00	0.00	0.00	0.00	6,820.57	6,820.57
<b>Total 2100 Dues</b>	0.00	0.00	0.00	0.00	31,164.52	31,164.52 <sup>2</sup>
<b>2200 PLUR Books</b>						
2209 Town of Milton PLUR	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 2200 PLUR Books</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>2000 LTA (Local Technical Assistance) - Other</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 2000 LTA (Local Technical Assistance)</b>	0.00	0.00	0.00	90.00	31,164.52	31,254.52
<b>3500 Town of Farmington</b>						
3501 FAR Circuit Rider	6,933.50	0.00	7,611.50	0.00	0.00	14,545.00
<b>Total 3500 Town of Farmington</b>	6,933.50	0.00	7,611.50 <sup>3</sup>	0.00	0.00	14,545.00
<b>3900 Town of Milton</b>						
3903 Milton Nitrogen CWSRF	3,865.23	0.00	1,642.82	0.00	0.00	5,508.05
<b>Total 3900 Town of Milton</b>	3,865.23	0.00	1,642.82 <sup>4</sup>	0.00	0.00	5,508.05
<b>4000 Town of New Durham</b>						
4005 NDU RSMS 2025	909.50	0.00	0.00	0.00	0.00	909.50
<b>Total 4000 Town of New Durham</b>	909.50	0.00	0.00	0.00	0.00	909.50
<b>4100 Town of Newmarket</b>						
4108 NKT HOP2	7,000.00	0.00	0.00	0.00	0.00	7,000.00
4106 NKT MP Other	885.16	0.00	4,191.97	0.00	10,917.12	15,994.25 <sup>5</sup>
<b>Total 4100 Town of Newmarket</b>	7,885.16	0.00	4,191.97	0.00	10,917.12	22,994.25
<b>4200 Town of Northwood</b>						
4202 NOR HOP Grant Support	723.69	0.00	0.00	0.00	0.00	723.69
4201 NOR Circuit Rider	2,860.00	0.00	4,140.00	0.00	0.00	7,000.00
<b>Total 4200 Town of Northwood</b>	3,583.69	0.00	4,140.00 <sup>6</sup>	0.00	0.00	7,723.69
<b>4300 Town of Nottingham</b>						
4304 NOT Housing MP HOP2	587.05	0.00	632.18	0.00	0.00	1,219.23
4301 NOT Circuit Rider	3,158.50	0.00	3,789.25	0.00	0.02	6,947.77
<b>4300 Town of Nottingham - Other</b>	3,465.00	0.00	0.00	0.00	0.00	3,465.00

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
<b>Total 4300 Town of Nottingham</b>	7,210.55	0.00	4,421.43 <sup>7</sup>	0.00	0.02	11,632.00
<b>4400 City of Rochester</b>						
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 4400 City of Rochester</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>4600 City of Somersworth</b>						
4608 SOM MP-Transportation & Vision	549.36	0.00	0.00	0.00	0.00	549.36
4607 SOM HOP2 Zoning Reform	2,086.11	0.00	0.00	0.00	3,661.58	5,747.69
<b>Total 4600 City of Somersworth</b>	2,635.47	0.00	0.00	0.00	3,661.58	6,297.05
<b>4700 Town of Strafford</b>						
4701 Strafford Circuit Rider	2,140.00	0.00	5,402.00	4,081.00	0.00	11,623.00
<b>Total 4700 Town of Strafford</b>	2,140.00	0.00	5,402.00	4,081.00	0.00	11,623.00 <sup>8</sup>
<b>4800 Town of Wakefield</b>						
4803 WAK NBRC Union Hotel Grant Admin	0.00	0.00	0.00	599.23	5,571.40	6,170.63
4801 Wakefield Circuit Rider	840.00	0.00	680.00	920.00	0.00	2,440.00
<b>Total 4800 Town of Wakefield</b>	840.00	0.00	680.00	1,519.23	5,571.40	8,610.63 <sup>9</sup>
<b>5090 SMPDC</b>						
5091 SMPDC JLU Housing	6,514.87	0.00	1,284.32	3,586.11	6,264.61	17,649.91
<b>Total 5090 SMPDC</b>	6,514.87	0.00	1,284.32	3,586.11	6,264.61	17,649.91 <sup>10</sup>
<b>5020 LRPC</b>						
5021 LRPC CDBG Transformative Planning	0.00	0.00	1,284.83	1,822.02	0.00	3,106.85
<b>Total 5020 LRPC</b>	0.00	0.00	1,284.83	1,822.02	0.00	3,106.85 <sup>11</sup>
<b>5201 UNH</b>						
5212 NOT PREPA	1,910.08	0.00	1,350.99	0.00	0.00	3,261.07 <sup>12</sup>
5211 BAR PREPA	352.13	0.00	0.00	0.00	0.00	352.13
5213 STR PREPA	617.34	0.00	0.00	0.00	0.00	617.34
5210 GB 2030 CAW Evolve Our Practice	0.00	0.00	811.79	0.00	0.00	811.79 <sup>13</sup>
5206 Great Bay Adapts	0.00	0.00	555.61	0.00	0.00	555.61 <sup>14</sup>
<b>Total 5201 UNH</b>	2,879.55	0.00	2,718.39	0.00	0.00	5,597.94
<b>5310 Lamprey River LAC</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>6100 NH DES</b>						
6181 NFWF CFR Phase II	0.00	0.00	685.55	0.00	0.00	685.55

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

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
6153 PSM24 PREPARE	582.83	0.00	0.00	0.00	0.00	582.83
6252 Cocheco River Plan	950.00	0.00	950.00	0.00	0.00	1,900.00
6253 Sunrise Lake	12,630.30	0.00	11,618.69	0.00	0.00	24,248.99
6154 Coastal Flood Risk Summary	502.76	0.00	527.90	0.00	0.00	1,030.66
<b>Total 6100 NH DES</b>	<b>14,665.89</b>	<b>0.00</b>	<b>13,782.14</b> <sup>16</sup>	<b>0.00</b>	<b>0.00</b>	<b>28,448.03</b>
<b>6500 DEPT OF SAFETY (OEM)</b>						
6503 BRIC 21 MAD,NOR,ROC	0.00	0.00	750.00	0.00	0.00	750.00
<b>Total 6500 DEPT OF SAFETY (OEM)</b>	<b>0.00</b>	<b>0.00</b>	<b>750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>750.00</b> <sup>15</sup>
<b>6600 CDFA-CDBG Grant Administration</b>						
6603 CDBG Somersworth YMCA	1,249.44	0.00	0.00	717.06	763.10	2,729.60
<b>Total 6600 CDFA-CDBG Grant Administration</b>	<b>1,249.44</b>	<b>0.00</b>	<b>0.00</b>	<b>717.06</b>	<b>763.10</b>	<b>2,729.60</b> <sup>17</sup>
<b>7100 EPA</b>						
7111 Brownfields 24-28	13,269.23	0.00	0.00	0.00	0.00	13,269.23
<b>Total 7100 EPA</b>	<b>13,269.23</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,269.23</b>
<b>7200 HUD</b>						
7201 HUD EDI Regional Plan	31,755.91	0.00	0.00	0.00	0.00	31,755.91
<b>Total 7200 HUD</b>	<b>31,755.91</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>31,755.91</b>
<b>7300 USDA</b>						
7301 USDA CF TAT	0.00	0.00	633.80	0.00	0.00	633.80
<b>Total 7300 USDA</b>	<b>0.00</b>	<b>0.00</b>	<b>633.80</b> <sup>18</sup>	<b>0.00</b>	<b>0.00</b>	<b>633.80</b>
<b>8000 DOT UPWP</b>						
8003 UPWP 26-27	38,871.67	0.00	24,952.06	0.00	0.00	63,823.73
<b>Total 8000 DOT UPWP</b>	<b>38,871.67</b>	<b>0.00</b>	<b>24,952.06</b> <sup>19</sup>	<b>0.00</b>	<b>0.00</b>	<b>63,823.73</b>
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>145,209.66</b>	<b>0.00</b>	<b>73,495.26</b>	<b>11,815.42</b>	<b>58,342.35</b>	<b>288,862.69</b>

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

12:39 PM

10/02/25

- 
1. ANNUAL DINNER ATTENDANCE: These charges have been followed up on and acknowledged. \$45 was received in Sept.
  2. DUES: The FY26 dues invoices were sent out 5/15/25, with a due date of 7/15/25. Follow up was done late August, Dover was received in Sept, and just Wakefield dues remain outstanding.
  3. FAR CR: \$7,611.50 received in Sept
  4. MIL CWSRF: The July invoice for \$1,642.82 has been followed up on
  5. NKT MP Other: \$15109.09 received in Sept
  6. NOR CR: \$4,140 received in Sept
  7. NOT: \$4,421.42 received in Sept
  8. STR: Follow up done for June and July invoices.
  9. Wakefield: Issues are being addressed with the NBRC Union Hotel invoices, and follow up done late August for the June circuit rider invoice. \$690 received in Sept
  10. SMPDC: \$9,850.72 received in Sept, and the July invoice followed up on
  11. LRPC: Follow up done for the June and July invoices
  12. UNH NOT PREPA: \$1350.998 received in Sept
  13. UNH Evolve Our Practice: Follow up done for the July invoice
  14. UNH Great Bay Adapts: \$555.61 received in Sept
  15. BRIC 21: \$750 received in Sept
  16. DES: \$13,782.14 received in Sept
  17. SOM YMCA: Follow up done for the May and June invoices
  18. USDA: \$633.80 received in Sept
-

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

12:39 PM

10/02/25

---

19. UPWP: \$24,952.06 received in Sept

---

DRAFT

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**August 2025**

12:50 PM

10/02/25

Accrual Basis

	Aug 25	Aug 24	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
SRPC Membership Dues	12,024.63	11,555.53	469.10
SRPC Revenue			
Municipal and NonProfit Revenue			
Town Cash Match Obligated	3,465.00	0.00	3,465.00
3304 DOV HOP	0.00	7,233.98	-7,233.98
3501 FAR Circuit Rider	6,933.50	5,842.75	1,090.75
3903 MIL CWSRF	3,865.23	0.00	3,865.23
4005 NDU RSMS	909.50	0.00	909.50
4106 NKT MP Other	885.16	4,640.64	-3,755.48
4108 NKT HOP2	7,000.00	0.00	7,000.00
4201 NOR Planning Services	2,860.00	975.00	1,885.00
4202 NOR HOP Grant Support	723.69	0.00	723.69
4301 NOT Circuit Rider	3,158.50	5,041.10	-1,882.60
4304 NOT HOP2	587.05	0.00	587.05
4403 ROC Rec Chapter	0.00	1,078.42	-1,078.42
4607 SOM HOP2	2,086.11	0.00	2,086.11
4608 SOM Vision/Trans MP	549.36	0.00	549.36
4701 Strafford Circuit Rider	2,140.00	2,767.60	-627.60
4801 WAK Circuit Rider	840.00	752.50	87.50
5091 SMPDC InterReg Housing	7,462.96	0.00	7,462.96
5121 NHCF GB2030 Milton Watersh	5,456.72	569.77	4,886.95
5122 GB Signage	6,201.56	752.86	5,448.70
5310 LRAC Mapping	0.00	496.02	-496.02
<b>Total Municipal and NonProfit Revenue</b>	<b>55,124.34</b>	<b>30,150.64</b>	<b>24,973.70</b>
<b>Total SRPC Revenue</b>	<b>55,124.34</b>	<b>30,150.64</b>	<b>24,973.70</b>
State Award Revenue			
6802 NHHA Housing Navigator	0.00	11,361.15	-11,361.15
Dept of Bus & Econ Affairs			
6004 TBG 24-25	0.00	3,718.34	-3,718.34
<b>Total Dept of Bus &amp; Econ Affairs</b>	<b>0.00</b>	<b>3,718.34</b>	<b>-3,718.34</b>
NHDES			
6105 Coastal TA 2025	0.00	1,483.55	-1,483.55
6153 PREPARE	582.83	0.00	582.83
6154 5YR CFRS Update	502.76	0.00	502.76
6252 Cocheco River Mgmt Plan	1,128.80	0.00	1,128.80
6253 Sunrise Lake	14,692.92	0.00	14,692.92
6306 LSWP NOR SWP-374	0.00	2,766.42	-2,766.42
<b>Total NHDES</b>	<b>16,907.31</b>	<b>4,249.97</b>	<b>12,657.34</b>
UNH			
5206 UNH-GREAT BAY ADAPTS	0.00	715.68	-715.68

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**August 2025**

12:50 PM

10/02/25

Accrual Basis

	Aug 25	Aug 24	\$ Change
5207 UNH-PREPA DOV NRI	0.00	950.00	-950.00
5208 UNH PREPA-LEE NRI	0.00	847.09	-847.09
5209 UNH PREPA-SOM NAT RES MP	0.00	3,804.33	-3,804.33
5211 PREPA Grant-Barrington Str	352.13	0.00	352.13
5212 NOT PREPA	1,910.08	0.00	1,910.08
5213 PREPA Grant-Strafford Bow	617.34	0.00	617.34
<b>Total UNH</b>	<b>2,879.55</b>	<b>6,317.10</b>	<b>-3,437.55</b>
<b>CDFA</b>			
6602 CDBG Gafney	0.00	550.14	-550.14
6603 CDBG SOM YMCA	1,249.44	391.69	857.75
<b>Total CDFA</b>	<b>1,249.44</b>	<b>941.83</b>	<b>307.61</b>
<b>Pre-Disaster Mitigation</b>			
6503 BRIC21 MAD NOR ROC	0.00	2,100.00	-2,100.00
6504 HAZMIT FAR 4516	0.00	3,000.00	-3,000.00
<b>Total Pre-Disaster Mitigation</b>	<b>0.00</b>	<b>5,100.00</b>	<b>-5,100.00</b>
<b>Total State Award Revenue</b>	<b>21,036.30</b>	<b>31,688.39</b>	<b>-10,652.09</b> <sup>2</sup>
<b>Federal Agencies Incl EDD</b>			
7004 EDD Partnership	9,676.14	9,491.08	185.06
7111 EPA Brownfields FY24-28	13,269.23	0.00	13,269.23
7201 HUD EDI CDS	31,755.91	5,987.80	25,768.11
7301 USDA RD-FAR MIL	0.00	1,190.27	-1,190.27
<b>Total Federal Agencies Incl EDD</b>	<b>54,701.28</b>	<b>16,669.15</b>	<b>38,032.13</b> <sup>3</sup>
<b>MPO Revenue</b>			
<b>NH DOT</b>			
8002 UPWP 24-25	0.00	58,095.10	-58,095.10
8003 UPWP 26-27	43,190.75	0.00	43,190.75
8102 Safe Streets For All	690.25	0.00	690.25
<b>Total NH DOT</b>	<b>43,881.00</b>	<b>58,095.10</b>	<b>-14,214.10</b>
<b>Total MPO Revenue</b>	<b>43,881.00</b>	<b>58,095.10</b>	<b>-14,214.10</b> <sup>4</sup>
<b>Contra Income Cash Match</b>			
<b>Coastal Cash Match</b>			
4403 Cash Match ROC Rec Chapter	0.00	-370.89	370.89
EDD Cash Match	0.00	-164.50	164.50
USDA Cash Match	-2,760.61	-614.47	-2,146.14
DOT Cash Match	0.00	-30.95	30.95
Safe Streets Cash Match	-4,319.08	-5,809.51	1,490.43
	0.00	-7,750.00	7,750.00
<b>Total Contra Income Cash Match</b>	<b>-7,079.69</b>	<b>-14,740.32</b>	<b>7,660.63</b>

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**August 2025**

12:50 PM

10/02/25

Accrual Basis

	Aug 25	Aug 24	\$ Change
<b>Contra Income InKind/Soft Match</b>			
5091 SMPDC Hsg IK Match	-948.09	0.00	-948.09
IK Cocheco River Mgmt	-178.80	0.00	-178.80
IK 6253 Sunrise Lake	-2,062.62	0.00	-2,062.62
In-Kind EDD Match	-2,597.65	-7,340.43	4,742.78
6504 FAR 4516 Haz Mit IK	0.00	-300.00	300.00
BRIC21 IK Match	0.00	-525.00	525.00
IK LSWP	0.00	-103.92	103.92
<b>Total Contra Income InKind/Soft Match</b>	<b>-5,787.16</b>	<b>-8,269.35</b>	<b>2,482.19</b>
<b>Contract Overage</b>	<b>0.00</b>	<b>-422.89</b>	<b>422.89</b>
<b>Total Income</b>	<b>173,900.70</b>	<b>124,726.25</b>	<b>49,174.45</b>
<b>Gross Profit</b>	<b>173,900.70</b>	<b>124,726.25</b>	<b>49,174.45</b>
<b>Expense</b>			
<b>Personnel Expenses</b>			
Salary and Wages	85,000.15	87,757.14	-2,756.99
<b>Payroll Expenses</b>			
FSA Fees	5.50	0.00	5.50
Dental insurance expense	802.94	762.12	40.82
Health incentive	371.88	221.85	150.03
Health Insurance expense	11,635.26	11,030.66	604.60
Life Insurance expense	104.85	101.85	3.00
LTD Insurance expense	166.73	58.62	108.11
STD insurance expense	342.28	262.08	80.20
Payroll Processing Fees	266.00	276.00	-10.00
Pension expense	2,304.26	2,551.87	-247.61
Unemployment expense	266.92	246.67	20.25
Workers Compensation	174.67	155.92	18.75
<b>Payroll Taxes</b>			
Medicare Expense	1,204.87	1,246.91	-42.04
Social Security expense	5,151.87	5,331.62	-179.75
Payroll Taxes - Other	-0.03	0.01	-0.04
<b>Total Payroll Taxes</b>	<b>6,356.71</b>	<b>6,578.54</b>	<b>-221.83</b>
<b>Total Payroll Expenses</b>	<b>22,798.00</b>	<b>22,246.18</b>	<b>551.82</b>
<b>Dues and Subscriptions</b>	<b>406.16</b>	<b>478.47</b>	<b>-72.31</b>
<b>Staff Training and Seminars</b>	<b>450.00</b>	<b>75.00</b>	<b>375.00</b>
<b>Total Personnel Expenses</b>	<b>108,654.31</b>	<b>110,556.79</b>	<b>-1,902.48</b>
<b>Equipment expense</b>			
Copier Maintenance Contract	325.00	325.00	0.00
Office furniture			

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**August 2025**

12:50 PM

10/02/25

Accrual Basis

	Aug 25	Aug 24	\$ Change
Computer equipment	0.00	1,701.39	-1,701.39
<b>Total Office furniture</b>	<b>0.00</b>	<b>1,701.39</b>	<b>-1,701.39</b>
<b>Software expense</b>			
ArcInfo/View software	570.42	531.67	38.75
Office Software			
AudioEye	49.17	49.17	0.00
Buffer	30.00	30.00	0.00
Community Viz	56.25	56.25	0.00
Canva	149.90	149.90	0.00
Timesheet Software	140.00	140.00	0.00
Survey Monkey	90.00	75.00	15.00
Zoom	46.66	45.83	0.83
Adobe In Design	22.99	43.98	-20.99
Constant Contact	175.00	130.50	44.50
Microsoft Office 365	212.50	200.00	12.50
<b>Total Office Software</b>	<b>972.47</b>	<b>920.63</b>	<b>51.84</b>
<b>Total Software expense</b>	<b>1,542.89</b>	<b>1,452.30</b>	<b>90.59</b>
<b>Traffic Count Expenses</b>			
Traffic counting supplies	57.00	31.96	25.04
<b>Total Traffic Count Expenses</b>	<b>57.00</b>	<b>31.96</b>	<b>25.04</b>
<b>Total Equipment expense</b>	<b>1,924.89</b>	<b>3,510.65</b>	<b>-1,585.76</b>
<b>Fixed Expenses</b>			
Equipment Depreciation	384.86	384.86	0.00
Amortization-Building	2,280.05	2,341.87	-61.82
Insurance			
Liability Insurance	903.08	774.50	128.58
<b>Total Insurance</b>	<b>903.08</b>	<b>774.50</b>	<b>128.58</b>
Rent	426.88	82.97	343.91
Vehicle Expenses			
Vehicle Gas & Repairs	75.32	90.22	-14.90
<b>Total Vehicle Expenses</b>	<b>75.32</b>	<b>90.22</b>	<b>-14.90</b>
<b>Total Fixed Expenses</b>	<b>4,070.19</b>	<b>3,674.42</b>	<b>395.77</b>
<b>Communications</b>			
Postage and Delivery	94.32	0.00	94.32
Telephone and Internet	434.99	340.58	94.41
Website maintenance and updates			
Website and logo design	17.98	17.98	0.00

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**August 2025**

12:50 PM

10/02/25

Accrual Basis

	Aug 25	Aug 24	\$ Change
Website maintenance and updates - Other	205.20	205.20	0.00
<b>Total Website maintenance and updates</b>	<b>223.18</b>	<b>223.18</b>	<b>0.00</b>
<b>Total Communications</b>	<b>752.49</b>	<b>563.76</b>	<b>188.73</b>
<b>Administrative</b>			
<b>Meetings Expense</b>			
Meetings Advertising Expense	75.12	0.00	75.12
Meetings Expense - Other	0.00	-842.40	842.40
<b>Total Meetings Expense</b>	<b>75.12</b>	<b>-842.40</b>	<b>917.52</b>
<b>Office Expense</b>	190.64	456.39	-265.75
<b>Office Supplies</b>			
Plotter Ink and Supplies	0.00	65.00	-65.00
Office Supplies - Other	682.90	314.01	368.89
<b>Total Office Supplies</b>	<b>682.90</b>	<b>379.01</b>	<b>303.89</b>
<b>Professional Fees</b>			
Accounting, Audit	1,500.00	1,500.00	0.00
<b>Total Professional Fees</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>0.00</b>
<b>Travel &amp; Ent</b>			
Travel	658.71	328.97	329.74
<b>Total Travel &amp; Ent</b>	<b>658.71</b>	<b>328.97</b>	<b>329.74</b>
<b>Total Administrative</b>	<b>3,107.37</b>	<b>1,821.97</b>	<b>1,285.40</b>
<b>Contract Labor</b>			
<b>IT and Network support</b>	1,399.00	1,430.00	-31.00
<b>Pass Through Expense</b>			
3903 MIL CWSRF Consultant	2,170.73	0.00	2,170.73
4108 NKT HOP2 Consultant	7,000.00	0.00	7,000.00
5121 GB2030 MIL Water Engineer	4,921.50	0.00	4,921.50
5122 GB2030 Sign-UNH Production	3,300.00	0.00	3,300.00
5122 GB2030 Sign Contract Plan	1,597.50	585.00	1,012.50
5207 DOV PREPA Consultant	0.00	950.00	-950.00
5208 LEE PREPA Consultant	0.00	725.00	-725.00
6253 Sunrise Lake Engineer	11,185.17	0.00	11,185.17
7111 EPA Brownfields Consultant	12,075.32	0.00	12,075.32
7201 HUD EDI CDS RPC Exp	22,668.04	4,003.01	18,665.03
Project Supplies	112.25	0.00	112.25
<b>Total Pass Through Expense</b>	<b>65,030.51</b>	<b>6,263.01</b>	<b>58,767.50</b>
<b>Total Contract Labor</b>	<b>66,429.51</b>	<b>7,693.01</b>	<b>58,736.50</b>

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**August 2025**

12:50 PM

10/02/25

Accrual Basis

	Aug 25	Aug 24	\$ Change
Total Expense	184,938.76	127,820.60	57,118.16
Net Ordinary Income	-11,038.06	-3,094.35	-7,943.71
Other Income/Expense			
Other Income			
Interest Income	16.66	26.61	-9.95
Total Other Income	16.66	26.61	-9.95
Net Other Income	16.66	26.61	-9.95
Net Income	<b>-11,021.40</b>	<b>-3,067.74</b>	<b>-7,953.66</b>

DRAFT

**Strafford Regional Planning Commission**  
**Profit & Loss**  
**August 2025**

12:50 PM

10/02/25

Accrual Basis

1. Municipal revenue: All HOP grants, except Dover, were completed in July of last year. The NKT, NOT, and SOM HOP2 grants are new for this fiscal year. The NKT MP Other was delayed, pending receipt of additional funds from the Town. ROC Rec was concluded in October of last year, and the SOM MP & Audit concluded last July. The MIL CWSRF (Sep 2024), LRPC TPG (contract received Mar 2025), and SMPDC InterReg Housing (Aug 2024) are new for this monthly comparison.

---

2. State Awards Revenue: Given the changing nature of the state contract "portfolio", it is hard to compare each contract from one fiscal year to another. The NHHFA grant concluded in September of last year. NHDES Coastal 25 and the LSWP grants were finalized in June and May, respectively. The PREPARE, 5YR CFRS, Phase II CFRM, Cocheco River Mgmt and Sunrise Lake contracts all began work after August of 2024. The UNH PREPA grants (#5207, 5208, #5209) were completed in August, October and September of last year, respectively. The NOT and STR PREPA grants are new for this fiscal year. CDBG Gafney concluded in March 2025. The BRIC21 grant work is complete and the final invoice was submitted 7/31/25. The Pre-Disaster Mitigation contracts are now being issued to the individual towns/cities, and SRPC is being hired as the subcontractor.

---

3. Federal Agencies: These contracts are primarily contingent on the receipt of contractor invoices.

---

4. MPO Revenue: The new UPWP contract started 7/1/25 for another two-year cycle. The Safe Streets Cash Match was a one-time payment of cash match in August of 2024, and a refund of that match was received in August 2025 and booked as MPO revenue.

---

5. Computer Equipment: 1 new laptop was purchased in the previous year

---

6. Pass Through Expenses: These costs are contingent on contracts in effect, and the timing of contractor invoices for each month.

---

**Strafford Regional Planning Commission**  
**Income by Customer**  
**August 2025**

12:50 PM

10/02/25

Accrual Basis

Date	Name	Memo	Amount
<b>2000 LTA (Local Technical Assistance)</b>			
08/01/2025	2000 LTA (Local...	Dues 144295.57 (LESS LEE)=12024.63 AUG-JUN, JUL 12024.64	12,024.63
Total 2000 LTA (Local Technical Assistance)			12,024.63
<b>3500 Town of Farmington</b>			
<b>3501 FAR Circuit Rider</b>			
08/31/2025	3500 Town of F...	Progress Billing - Farmington Circuit Rider - August 2025	6,933.50
Total 3501 FAR Circuit Rider			6,933.50
Total 3500 Town of Farmington			6,933.50
<b>3900 Town of Milton</b>			
<b>3903 Milton Nitrogen CWSRF</b>			
08/31/2025	3900 Town of M...	Milton CWSRF Progress Billing - August 2025	3,865.23
Total 3903 Milton Nitrogen CWSRF			3,865.23
Total 3900 Town of Milton			3,865.23
<b>4000 Town of New Durham</b>			
<b>4005 NDU RSMS 2025</b>			
08/31/2025	4000 Town of N...	Progress Billing - New Durham Road Surface Management Plan - August 2025 - Geis	909.50
Total 4005 NDU RSMS 2025			909.50
Total 4000 Town of New Durham			909.50
<b>4100 Town of Newmarket</b>			
<b>4108 NKT HOP2</b>			
08/31/2025	4100 Town of N...	Newmarket HOP2 Progress Billing - August 2025	7,000.00
Total 4108 NKT HOP2			7,000.00
<b>4106 NKT MP Other</b>			
08/31/2025	4100 Town of N...	Progress Billing - Newmarket Master Plan Other Updates- August 2025	885.16
Total 4106 NKT MP Other			885.16
Total 4100 Town of Newmarket			7,885.16
<b>4200 Town of Northwood</b>			
<b>4202 NOR HOP Grant Support</b>			
08/31/2025	4200 Town of N...	Progress Billing - Northwood HOP Grant Support - July-August 2025-Murphy	699.89
08/31/2025	4200 Town of N...	Progress Billing - Northwood HOP Grant Support - Murphy August Mileage	23.80
Total 4202 NOR HOP Grant Support			723.69
<b>4201 NOR Circuit Rider</b>			
08/31/2025	4200 Town of N...	Progress Billing - Northwood Circuit Rider - August 2025	2,860.00

**Strafford Regional Planning Commission**  
**Income by Customer**  
**August 2025**

12:50 PM

10/02/25

Accrual Basis

Date	Name	Memo	Amount
	Total 4201 NOR Circuit Rider		2,860.00
	Total 4200 Town of Northwood		3,583.69
	<b>4300 Town of Nottingham</b>		
	<b>4304 NOT Housing MP HOP2</b>		
08/31/2025	4300 Town of N...	Progress Billing - Nottingham HOP2 - August 2025	587.05
	Total 4304 NOT Housing MP HOP2		587.05
	<b>4301 NOT Circuit Rider</b>		
08/31/2025	4300 Town of N...	Progress Billing - Nottingham Circuit Rider - August 2025	3,158.50
	Total 4301 NOT Circuit Rider		3,158.50
	<b>4300 Town of Nottingham - Other</b>		
08/31/2025	4300 Town of N...	Town Cash Match - NOT PREPA	3,465.00
	Total 4300 Town of Nottingham - Other		3,465.00
	Total 4300 Town of Nottingham		7,210.55
	<b>4600 City of Somersworth</b>		
	<b>4608 SOM MP-Transportation &amp; Vision</b>		
08/31/2025	4600 City of So...	Progress Billing - Somersworth MP-Transportation & Vison Chapters - June-August 2025	549.36
	Total 4608 SOM MP-Transportation & Vision		549.36
	<b>4607 SOM HOP2 Zoning Reform</b>		
08/31/2025	4600 City of So...	Somersworth HOP2 Progress Billing - August 2025	2,086.11
	Total 4607 SOM HOP2 Zoning Reform		2,086.11
	Total 4600 City of Somersworth		2,635.47
	<b>4700 Town of Strafford</b>		
	<b>4701 Strafford Circuit Rider</b>		
08/31/2025	4700 Town of St...	Progress Billing - Strafford Circuit Rider - August 2025	2,140.00
	Total 4701 Strafford Circuit Rider		2,140.00
	Total 4700 Town of Strafford		2,140.00
	<b>4800 Town of Wakefield</b>		
	<b>4801 Wakefield Circuit Rider</b>		
08/31/2025	4800 Town of W...	Progress Billing - Wakefield Circuit Rider - August 2025	840.00
	Total 4801 Wakefield Circuit Rider		840.00
	Total 4800 Town of Wakefield		840.00
	<b>5090 SMPDC</b>		

**Strafford Regional Planning Commission**  
**Income by Customer**  
**August 2025**

12:50 PM

10/02/25

Accrual Basis

Date	Name	Memo	Amount
<b>5091 SMPDC JLU Housing</b>			
08/31/2025	5090 SMPDC:5...	Progress Billing - SMPDC JLUS Housing - August 2025	7,462.96
08/31/2025	5090 SMPDC:5...	In Kind Match	-948.09
Total 5091 SMPDC JLU Housing			6,514.87
Total 5090 SMPDC			6,514.87
<b>5120 NHCf</b>			
<b>5122 NHCf GB Signage</b>			
08/31/2025	5120 NHCf:512...	Progress Billing, GB2030 Signage-PR24-157235 - August 2025	6,201.56
Total 5122 NHCf GB Signage			6,201.56
<b>5121 NHCf MIL 3 Ponds</b>			
08/31/2025	5120 NHCf:512...	Progress Billing NHCf - GB2030 - Milton Watershed Plan - PR24-157226 - August 2025	5,456.72
Total 5121 NHCf MIL 3 Ponds			5,456.72
Total 5120 NHCf			11,658.28
<b>5201 UNH</b>			
<b>5212 NOT PREPA</b>			
08/31/2025	5201 UNH:5212...	Progress Billing Nottingham PREPA P0322777 - August 2025	1,910.08
Total 5212 NOT PREPA			1,910.08
<b>5211 BAR PREPA</b>			
08/31/2025	5201 UNH:5211...	Progress Billing- BAR PREPA P0322650 - June-August 2025	352.13
Total 5211 BAR PREPA			352.13
<b>5213 STR PREPA</b>			
08/31/2025	5201 UNH:5213...	Progress Billing-STR PREPA P0322469 - June-August 2025	617.34
Total 5213 STR PREPA			617.34
Total 5201 UNH			2,879.55
<b>6100 NH DES</b>			
<b>6153 PSM24 PREPARE</b>			
08/31/2025	6100 NH DES:6...	PREPARE PSM-24-2 Progress Billing - July-August 2025	582.83
Total 6153 PSM24 PREPARE			582.83
<b>6252 Cocheco River Plan</b>			
08/31/2025	6100 NH DES:6...	Progress Billing - Cocheco River Mgmt Plan - August 2025	1,128.80
08/31/2025	6100 NH DES:6...	In Kind Match Cocheco River Mgmt Plan	-178.80
Total 6252 Cocheco River Plan			950.00
<b>6253 Sunrise Lake</b>			

**Strafford Regional Planning Commission**  
**Income by Customer**  
**August 2025**

12:50 PM

10/02/25

Accrual Basis

Date	Name	Memo	Amount
08/31/2025	6100 NH DES:6...	Progress Billing - Sunrise Lake-RI-24-S-01 - August 2025	14,692.92
08/31/2025	6100 NH DES:6...	In Kind Match Sunrise Lake	-2,062.62
Total 6253 Sunrise Lake			12,630.30
<b>6154 Coastal Flood Risk Summary</b>			
08/31/2025	6100 NH DES:6...	23-CFRS-2 Progress Billing - August 2025	502.76
Total 6154 Coastal Flood Risk Summary			502.76
Total 6100 NH DES			14,665.89
<b>6600 CDFA-CDBG Grant Administration</b>			
<b>6603 CDBG Somersworth YMCA</b>			
08/31/2025	6600 CDFA-CD...	Progress Billing - SOM YMCA - August 2025	1,249.44
Total 6603 CDBG Somersworth YMCA			1,249.44
Total 6600 CDFA-CDBG Grant Administration			1,249.44
<b>7000 ECONOMIC DEVELOPMENT ADMINISTRATION</b>			
<b>7004 EDA FY 25-27</b>			
08/31/2025	7000 ECONOMI...	Progress Billing EDD Planning Partnership ED24PHI0G0490 FY25-27 - August 2025	9,676.14
08/31/2025	7000 ECONOMI...	Cash Match	-2,760.61
08/31/2025	7000 ECONOMI...	InKind Match	-2,597.65
Total 7004 EDA FY 25-27			4,317.88
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			4,317.88
<b>7100 EPA</b>			
<b>7111 Brownfields 24-28</b>			
08/31/2025	7100 EPA:7111 ...	Brownfields 24-28 Progress Billing - August 2025	13,269.23
Total 7111 Brownfields 24-28			13,269.23
Total 7100 EPA			13,269.23
<b>7200 HUD</b>			
<b>7201 HUD EDI Regional Plan</b>			
08/31/2025	7200 HUD:7201...	Progress Billing - HUD B-22-CP-NH-0567 - August 2025	31,755.91
Total 7201 HUD EDI Regional Plan			31,755.91
Total 7200 HUD			31,755.91
<b>8000 DOT UPWP</b>			
<b>8003 UPWP 26-27</b>			
08/31/2025	8000 DOT UPW...	Progress Billing - FY 2026-2027 UPWP, #5052, WCC: 112D, Org Code 2944 - August 2025	43,190.75
08/31/2025	8000 DOT UPW...	10% Matching Funds	-4,319.08

**Strafford Regional Planning Commission**  
**Income by Customer**  
**August 2025**

12:50 PM

10/02/25

Accrual Basis

---

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total 8003 UPWP 26-27			<u>38,871.67</u>
Total 8000 DOT UPWP			<u>38,871.67</u>
<b>8102 Safe Streets For All</b>			
08/07/2025	8102 Safe Stree...	RPC #8102 SS4A Cash Match Refund	<u>690.25</u>
Total 8102 Safe Streets For All			<u>690.25</u>
<b>TOTAL</b>			<u><u>173,900.70</u></u>

DRAFT

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
**July through August 2025**

12:54 PM

10/02/25

Accrual Basis

	Jul - Aug 25	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
SRPC Membership Dues	24,049.27	22,906.50	1,142.77
SRPC Revenue			
Municipal and NonProfit Revenue			
3403 DUR Wagon Hill Phase II	0.00	2,645.00	-2,645.00
3501 FAR Circuit Rider	14,545.00	11,666.68	2,878.32
3506 FAR Tax Maps	0.00	166.68	-166.68
3903 MIL CWSRF	5,508.05	19,500.00	-13,991.95
390x Milton AARP Walk Audit	0.00	833.32	-833.32
4106 NKT MP Other	5,077.13	3,333.32	1,743.81
4108 NKT HOP2	11,940.83	12,666.70	-725.87
4201 NOR Planning Services	7,000.00	5,766.70	1,233.30
4301 NOT Circuit Rider	6,947.75	3,666.70	3,281.05
4304 NOT HOP2	1,219.23	2,333.30	-1,114.07
4607 SOM HOP2	4,052.86	13,875.00	-9,822.14
4608 SOM Vision/Trans MP	549.36	4,000.00	-3,450.64
4609 SOM Econ Dev Chapter	0.00	4,166.70	-4,166.70
4701 Strafford Circuit Rider	7,542.00	6,333.30	1,208.70
4705 STR Bow Lake Watershed Mgm	0.00	4,500.00	-4,500.00
4801 WAK Circuit Rider	1,520.00	1,250.00	270.00
5021 LRPC CDBG TRANSFORM PLAN	1,284.83	3,700.00	-2,415.17
5091 SMPDC InterReg Housing	8,747.28	4,666.70	4,080.58
5121 NHCF GB2030 Milton Watersh	12,280.94	18,666.67	-6,385.73
5122 GB Signage	9,105.46	25,000.00	-15,894.54
5501 GIS Projects	0.00	1.00	-1.00
Total Municipal and NonProfit Revenue	102,418.91	148,737.77	-46,318.86
Total SRPC Revenue	102,418.91	148,737.77	-46,318.86 <sup>2</sup>
State Award Revenue			
NHDES			
6153 PREPARE	582.83	4,444.46	-3,861.63
6154 5YR CFRS Update	1,030.66	545.70	484.96
6181 Phase II CFRM	685.55	1,050.00	-364.45
6252 Cochecho River Mgmt Plan	2,078.80	3,216.70	-1,137.90
6253 Sunrise Lake	27,832.24	6,916.70	20,915.54
Total NHDES	32,210.08	16,173.56	16,036.52
UNH			
5206 UNH-GREAT BAY ADAPTS	555.61	0.00	555.61
5210 Evolve CAW Practice	1,691.82	0.00	1,691.82
5211 PREPA Grant-Barrington Str	352.13	3,167.24	-2,815.11
5212 NOT PREPA	3,261.07	4,744.20	-1,483.13
5213 PREPA Grant-Strafford Bow	617.34	4,166.70	-3,549.36
5214 PREP Environmental Protect	0.00	1,000.00	-1,000.00

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
**July through August 2025**

12:54 PM

10/02/25

Accrual Basis

	Jul - Aug 25	Budget	\$ Over Budget
<b>Total UNH</b>	6,477.97	13,078.14	-6,600.17
<b>CDFA</b>			
6603 CDBG SOM YMCA	1,249.44	1,666.68	-417.24
<b>Total CDFA</b>	1,249.44	1,666.68	-417.24
<b>Pre-Disaster Mitigation</b>			
6503 BRIC21 MAD NOR ROC	1,000.00	1.00	999.00
6504 HAZMIT FAR 4516	0.00	120.00	-120.00
6505 NKT HMGP 4516	0.00	318.00	-318.00
6506 DOV HMGP 4516	0.00	1,515.20	-1,515.20
<b>Total Pre-Disaster Mitigation</b>	1,000.00	1,954.20	-954.20
<b>Total State Award Revenue</b>	40,937.49	32,872.58	8,064.91 <sup>3</sup>
<b>Federal Agencies Incl EDD</b>			
7004 EDD Partnership	15,457.16	23,333.30	-7,876.14
7111 EPA Brownfields FY24-28	14,146.48	25,500.00	-11,353.52
7201 HUD EDI CDS	57,032.31	77,500.00	-20,467.69
7301 USDA RD-FAR MIL	651.28	1,533.30	-882.02
<b>Total Federal Agencies Incl EDD</b>	87,287.23	127,866.60	-40,579.37 <sup>4</sup>
<b>MPO Revenue</b>			
NH DOT			
8003 UPWP 26-27	70,915.26	121,473.60	-50,558.34
<b>Total NH DOT</b>	71,605.51	121,473.60	-49,868.09
<b>Total MPO Revenue</b>	71,605.51	121,473.60	-49,868.09
<b>Contra Income Cash Match</b>			
4705 STR Bow Lake Cash Match	0.00	-333.30	333.30
EDD Cash Match	-4,575.24	-2,916.70	-1,658.54
DOT Cash Match	-7,091.53	-12,147.10	5,055.57
<b>Total Contra Income Cash Match</b>	-11,684.25	-15,397.10	3,712.85
<b>Contra Income InKind/Soft Match</b>			
5091 SMPDC Hsg IK Match	-948.09	-500.00	-448.09
IK Cocheco River Mgmt	-178.80	-416.70	237.90
IK 6253 Sunrise Lake	-3,583.25	-3,333.30	-249.95
In-Kind EDD Match	-3,725.77	-8,750.00	5,024.23
6504 FAR 4516 Haz Mit IK	0.00	-12.00	12.00
6505 NKT HMGP IK	0.00	-48.00	48.00
6506 DOV HMGP IK	0.00	-151.50	151.50
BRIC21 IK Match	-250.00	0.00	-250.00

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
**July through August 2025**

12:54 PM

10/02/25

Accrual Basis

	Jul - Aug 25	Budget	\$ Over Budget
Total Contra Income InKind/Soft Match	-8,685.91	-13,211.50	4,525.59
Total Income	305,048.22	425,248.45	-120,200.23
Gross Profit	305,048.22	425,248.45	-120,200.23 <sup>1</sup>
<b>Expense</b>			
<b>Personnel Expenses</b>			
Salary and Wages	169,235.15	181,455.00	-12,219.85
<b>Payroll Expenses</b>			
FSA Fees	8.25	278.70	-270.45
PFML	1,912.84	1,215.00	697.84
Dental insurance expense	1,605.88	1,632.40	-26.52
Health incentive	371.88	0.00	371.88
Health Insurance expense	22,164.24	24,272.80	-2,108.56
Life Insurance expense	209.70	210.40	-0.70
LTD Insurance expense	333.46	333.50	-0.04
STD insurance expense	684.56	684.70	-0.14
Payroll Processing Fees	560.00	666.70	-106.70
Pension expense	4,617.72	5,419.70	-801.98
Unemployment expense	533.84	513.70	20.14
Workers Compensation	349.34	330.70	18.64
Payroll Taxes	12,667.17	13,995.30	-1,328.13
Total Payroll Expenses	46,018.88	49,553.60	-3,534.72
Dues and Subscriptions	816.33	841.20	-24.87
Staff Training and Seminars	450.00	2,666.70	-2,216.70
Total Personnel Expenses	216,520.36	234,516.50	-17,996.14 <sup>5</sup>
<b>Equipment expense</b>			
Copier Maintenance Contract	650.00	650.00	0.00
<b>Office furniture</b>			
Computer equipment	4,145.52	833.30	3,312.22 <sup>6</sup>
Office furniture - Other	0.00	166.70	-166.70
Total Office furniture	4,145.52	1,000.00	3,145.52
Other Equipment Repair and Cost	200.00	83.30	116.70
<b>Software expense</b>			
ArcInfo/View software	1,260.84	0.00	1,260.84
Office Software	2,345.04	1,529.20	815.84
Total Software expense	3,605.88	1,529.20	2,076.68
<b>Traffic Count Expenses</b>			
Traffic counting supplies	57.00	2,338.30	-2,281.30

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
**July through August 2025**

12:54 PM

10/02/25

Accrual Basis

	Jul - Aug 25	Budget	\$ Over Budget
Total Traffic Count Expenses	57.00	2,338.30	-2,281.30
Transportation Databases	0.00	4,358.00	-4,358.00 <sup>7</sup>
Total Equipment expense	8,658.40	9,958.80	-1,300.40
<b>Fixed Expenses</b>			
<b>Insurance</b>			
Liability Insurance	1,806.20	1,549.00	257.20
<b>Total Insurance</b>	1,806.20	1,549.00	257.20
Rent	434.03	5,000.00	-4,565.97 <sup>8</sup>
Vehicle Expenses	113.57	333.30	-219.73
<b>Total Fixed Expenses</b>	7,746.18	6,882.30	863.88
<b>Communications</b>			
Media Outreach Expense	0.00	166.70	-166.70
Postage and Delivery	144.59	216.70	-72.11
Telephone and Internet	880.71	755.30	125.41
Website maintenance and updates	390.16	235.70	154.46
<b>Total Communications</b>	1,415.46	1,374.40	41.06
<b>Administrative</b>			
Meetings Expense	-802.78	583.30	-1,386.08 <sup>9</sup>
Office Expense	336.96	0.00	336.96
Office Supplies	1,264.33	1,000.00	264.33
Printing and Reproduction	0.00	250.00	-250.00
<b>Professional Fees</b>			
Accounting, Audit	3,000.00	3,000.00	0.00
Legal Fees	0.00	666.70	-666.70
<b>Total Professional Fees</b>	3,000.00	3,666.70	-666.70
<b>Travel &amp; Ent</b>			
Travel	838.68	0.00	838.68
Travel & Ent - Other	0.00	1,666.70	-1,666.70
<b>Total Travel &amp; Ent</b>	838.68	1,666.70	-828.02
<b>Total Administrative</b>	4,637.19	7,166.70	-2,529.51
<b>Contract Labor</b>			
IT and Network support	4,063.00	3,000.00	1,063.00 <sup>10</sup>
<b>Pass Through Expense</b>			
3903 MIL CWSRF Consultant	3,061.46	13,000.00	-9,938.54
4108 NKT HOP2 Consultant	7,000.00	9,833.30	-2,833.30

**Strafford Regional Planning Commission**  
**Profit & Loss Budget vs. Actual**  
**July through August 2025**

12:54 PM

10/02/25

Accrual Basis

	Jul - Aug 25	Budget	\$ Over Budget
4607 Somersworth Zoning Reform	0.00	2,000.00	-2,000.00
4705 Strafford Bow Lake Consult	0.00	3,583.30	-3,583.30
5121 GB2030 MIL Water Engineer	8,514.80	16,000.00	-7,485.20
5122 GB Sign Manufacturer	0.00	13,333.33	-13,333.33
5122 GB2030 Sign-UNH Production	3,300.00	3,896.00	-596.00
5122 GB2030 Sign Contract Plan	3,037.50	4,666.67	-1,629.17
5122 GB2030 Sign Graphic Design	0.00	1,666.67	-1,666.67
5212 PREPA Grant-Nottingham GIS	0.00	1,450.00	-1,450.00
6252 Cocheco River Indigenous	0.00	333.30	-333.30
6253 Sunrise Lake Engineer	22,201.75	2,683.30	19,518.45
7111 EPA Brownfields Consultant	12,075.32	23,833.30	-11,757.98
7201 HUD EDI CDS RPC Exp	43,128.00	63,333.30	-20,205.30
7301 USDA RD FAR MIL Consultant	0.00	1,166.70	-1,166.70
NHDOT Consultant	0.00	8,333.30	-8,333.30
<b>Total Pass Through Expense</b>	<b>106,931.08</b>	<b>169,112.47</b>	<b>-62,181.39</b>
<b>Total Contract Labor</b>	<b>110,994.08</b>	<b>172,112.47</b>	<b>-61,118.39</b>
<b>Total Expense</b>	<b>349,971.67</b>	<b>432,011.17</b>	<b>-82,039.50</b>
<b>Net Ordinary Income</b>	<b>-44,923.45</b>	<b>-6,762.72</b>	<b>-38,160.73</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Interest Income	37.39	16.60	20.79
<b>Total Other Income</b>	<b>37.39</b>	<b>16.60</b>	<b>20.79</b>
<b>Net Other Income</b>	<b>37.39</b>	<b>16.60</b>	<b>20.79</b>
<b>Net Income</b>	<b>-44,886.06</b>	<b>-6,746.12</b>	<b>-38,139.94</b>

## Strafford Regional Planning Commission Profit & Loss Budget vs. Actual July through August 2025

12:54 PM

10/02/25

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.
2. Municipal Revenue: DUR Wagon Hill has not been contracted yet. MIL CWSRF billing is contingent on contractor invoices. The Milton Walk Audit has not been contracted yet. The SOM Vision/Trans Master Plan contract was signed in June and work began in Aug. The SOM EcDev MP was signed in July, but work has not begun yet. STR Bow Lake was signed in June, but work has not started yet. 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. State Award Revenue: UNH PREPA (#5211-5214) were budgeted to start in July, but BAR and STR work did not begin until August. The PREPA Assessments (#5214) work has not begun yet. The FAR and NKT HMGP grants did not have any work done yet for this fiscal year and the DOV HMGP contract was not signed until 9/22/25.
4. Federal Agency Revenue: EDA is paid in advance, and currently costs have exceeded the advanced reimbursement. The EPA Brownfields, HUD and USDA grants are mainly contingent on the receipt of contractor invoices.
5. Personnel: Salaries and Wages were spread evenly over the 12-month period. Actual utilization of interns may not coincide with the monthly budgeting of these salaries. Health benefits and Pension expense were estimated and may not reflect actual staff utilization. In addition, one staff member has been out on Workers' Compensation since April 2025.
6. Computer Equipment: 3 additional computers were invoiced and shipped in July. Equipment costs are spread evenly over the 12-month period.
7. Traffic Count and Transportation Database: This cost is spread evenly across the 12-month period, and may not coincide with actual billing. The INRIX database will be billed for the full year in Sept.
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. Meeting Expenses: The negative balance reflects the FY25 Annual Meeting attendance fees transferred in July from PayPal.
10. IT Support: Costs are spread evenly throughout the year. July costs included Windows 11 upgrades to all computers.
11. Pass Through Expenses: These expenses are contingent upon receipt of contractor invoices. Costs are distributed evenly over the course of the estimated contract dates and may not agree with the timing of actual costs, invoices received, or actual contract start dates.

**Savings Incentive Match Plan  
for Employees of Small Employers (SIMPLE)—Not  
for Use With a Designated Financial Institution**

STRAFFORD REGIONAL PLANNING COMMISSION

establishes the following SIMPLE

Name of Employer

IRA plan under section 408(p) of the Internal Revenue Code and pursuant to the instructions contained in this form.

**Article I—Employee Eligibility Requirements** (complete applicable box(es) and blanks—see instructions)

- 1 General Eligibility Requirements.** The Employer agrees to permit salary reduction contributions to be made in each calendar year to the SIMPLE IRA established by each employee who meets the following requirements (select either 1a or 1b):
- a**  **Full Eligibility.** All employees are eligible.
- b**  **Limited Eligibility.** Eligibility is limited to employees who are described in both (i) and (ii) below:
- (i) Current compensation.** Employees who are reasonably expected to receive at least \$ 5000.00 in compensation (not to exceed \$5,000) for the calendar year.
- (ii) Prior compensation.** Employees who have received at least \$ \_\_\_\_\_ in compensation (not to exceed \$5,000) during any \_\_\_\_\_ calendar year(s) (insert 0, 1, or 2) preceding the calendar year.
- 2 Excludable Employees.**
- The Employer elects to exclude employees covered under a collective bargaining agreement for which retirement benefits were the subject of good faith bargaining. **Note:** This box is deemed checked if the Employer maintains a qualified plan covering only such employees.

**Article II—Salary Reduction Agreements** (complete the box and blank, if applicable—see instructions)

- 1 Salary Reduction Election.** An eligible employee may make an election to have his or her compensation for each pay period reduced. The total amount of the reduction in the employee's compensation for a calendar year cannot exceed the applicable amount for that year.
- 2 Timing of Salary Reduction Elections**
- a** For a calendar year, an eligible employee may make or modify a salary reduction election during the 60-day period immediately preceding January 1 of that year. However, for the year in which the employee becomes eligible to make salary reduction contributions, the period during which the employee may make or modify the election is a 60-day period that includes either the date the employee becomes eligible or the day before.
- b** In addition to the election periods in 2a, eligible employees may make salary reduction elections or modify prior elections \_\_\_\_\_, N/A. If the Employer chooses this option, insert a period or periods (for example, semi-annually, quarterly, monthly, or daily) that will apply uniformly to all eligible employees.
- c** No salary reduction election may apply to compensation that an employee received, or had a right to immediately receive, before execution of the salary reduction election.
- d** An employee may terminate a salary reduction election at any time during the calendar year.  If this box is checked, an employee who terminates a salary reduction election not in accordance with 2b may not resume salary reduction contributions during the calendar year.

**Article III—Contributions** (complete the blank, if applicable—see instructions)

- 1 Salary Reduction Contributions.** The amount by which the employee agrees to reduce his or her compensation will be contributed by the Employer to the employee's SIMPLE IRA.
- 2a Matching Contributions**
- (i)** For each calendar year, the Employer will contribute a matching contribution to each eligible employee's SIMPLE IRA equal to the employee's salary reduction contributions up to a limit of 3% of the employee's compensation for the calendar year.
- (ii)** The Employer may reduce the 3% limit for the calendar year in (i) only if:
- (1)** The limit is not reduced below 1%; **(2)** The limit is not reduced for more than 2 calendar years during the 5-year period ending with the calendar year the reduction is effective; and **(3)** Each employee is notified of the reduced limit within a reasonable period of time before the employees' 60-day election period for the calendar year (described in Article II, item 2a).
- b Nonelective Contributions**
- (i)** For any calendar year, instead of making matching contributions, the Employer may make nonelective contributions equal to 2% of compensation for the calendar year to the SIMPLE IRA of each eligible employee who has at least \$ N/A, (not more than \$5,000) in compensation for the calendar year. No more than \$250,000\* in compensation can be taken into account in determining the nonelective contribution for each eligible employee.
- (ii)** For any calendar year, the Employer may make 2% nonelective contributions instead of matching contributions only if:
- (1)** Each eligible employee is notified that a 2% nonelective contribution will be made instead of a matching contribution; and
- (2)** This notification is provided within a reasonable period of time before the employees' 60-day election period for the calendar year (described in Article II, item 2a).
- 3 Time and Manner of Contributions**
- a** The Employer will make the salary reduction contributions (described in 1 above) for each eligible employee to the SIMPLE IRA established at the financial institution selected by that employee no later than 30 days after the end of the month in which the money is withheld from the employee's pay. See instructions.
- b** The Employer will make the matching or nonelective contributions (described in 2a and 2b above) for each eligible employee to the SIMPLE IRA established at the financial institution selected by that employee no later than the due date for filing the Employer's tax return, including extensions, for the taxable year that includes the last day of the calendar year for which the contributions are made.

\* This is the amount for 2012. For later years, the limit may be increased for cost-of-living adjustments. The IRS announces the increase, if any, in a news release, in the Internal Revenue Bulletin, and on the IRS's internet website at [IRS.gov](http://IRS.gov).

**Article IV – Other Requirements and Provisions**

- 1 Contributions in General.** The Employer will make no contributions to the SIMPLE IRAs other than salary reduction contributions (described in Article III, item 1) and matching or nonelective contributions (described in Article III, items 2a and 2b).
- 2 Vesting Requirements.** All contributions made under this SIMPLE IRA plan are fully vested and nonforfeitable.
- 3 No Withdrawal Restrictions.** The Employer may not require the employee to retain any portion of the contributions in his or her SIMPLE IRA or otherwise impose any withdrawal restrictions.
- 4 Selection of IRA Trustee.** The Employer must permit each eligible employee to select the financial institution that will serve as the trustee, custodian, or issuer of the SIMPLE IRA to which the Employer will make all contributions on behalf of that employee.
- 5 Amendments To This SIMPLE IRA Plan.** This SIMPLE IRA plan may not be amended except to modify the entries inserted in the blanks or boxes provided in Articles I, II, III, VI, and VII.
- 6 Effects Of Withdrawals and Rollovers**
  - a** An amount withdrawn from the SIMPLE IRA is generally includible in gross income. However, a SIMPLE IRA balance may be rolled over or transferred on a tax-free basis to another IRA designed solely to hold funds under a SIMPLE IRA plan. In addition, an individual may roll over or transfer his or her SIMPLE IRA balance to any IRA or eligible retirement plan after a 2-year period has expired since the individual first participated in any SIMPLE IRA plan of the Employer. Any rollover or transfer must comply with the requirements under section 408.
  - b** If an individual withdraws an amount from a SIMPLE IRA during the 2-year period beginning when the individual first participated in any SIMPLE IRA plan of the Employer and the amount is subject to the additional tax on early distributions under section 72(t), this additional tax is increased from 10% to 25%.

**Article V – Definitions**

- 1 Compensation**
  - a General Definition of Compensation.** Compensation means the sum of the wages, tips, and other compensation from the Employer subject to federal income tax withholding (as described in section 6051(a)(3)), the amounts paid for domestic service in a private home, local college club, or local chapter of a college fraternity or sorority, and the employee’s salary reduction contributions made under this plan, and, if applicable, elective deferrals under a section 401(k) plan, a SARSEP, or a section 403(b) annuity contract and compensation deferred under a section 457 plan required to be reported by the Employer on Form W-2 (as described in section 6051(a)(8)).
  - b Compensation for Self-Employed Individuals.** For self-employed individuals, compensation means the net earnings from self-employment determined under section 1402(a), without regard to section 1402(c)(6), prior to subtracting any contributions made pursuant to this plan on behalf of the individual.
- 2 Employee.** Employee means a common-law employee of the Employer. The term employee also includes a self-employed individual and a leased employee described in section 414(n) but does not include a nonresident alien who received no earned income from the Employer that constitutes income from sources within the United States.
- 3 Eligible Employee.** An eligible employee means an employee who satisfies the conditions in Article I, item 1 and is not excluded under Article I, item 2.
- 4 SIMPLE IRA.** A SIMPLE IRA is an individual retirement account described in section 408(a), or an individual retirement annuity described in section 408(b), to which the only contributions that can be made are contributions under a SIMPLE IRA plan and rollovers or transfers from another SIMPLE IRA.

**Article VI – Procedures for Withdrawals** *(The Employer will provide each employee with the procedures for withdrawals of contributions received by the financial institution selected by that employee, and that financial institution’s name and address (by attaching that information or inserting it in the space below) unless: (1) that financial institution’s procedures are unavailable, or (2) that financial institution provides the procedures directly to the employee. See **Employee Notification** in the instructions.)*

**Article VII – Effective Date**

This SIMPLE IRA plan is effective APRIL 1, 2000 AND AMENDED AND RESTATED JANUARY 1, 2004 . See instructions.

\* \* \* \* \*

STRAFFORD REGIONAL PLANNING COMMISSION  
 Name of Employer  
150 WAKEFIELD ST, SUITE 12, ROCHESTER, NH 03867  
 Address of Employer

By: JENNIFER CZYSZ, EXECUTIVE DIRECTOR Date \_\_\_\_\_  
 Name and title

## Model Notification to Eligible Employees

### I. Opportunity to Participate in the SIMPLE IRA Plan

You are eligible to make salary reduction contributions to the STRAFFORD REGIONAL PLANNING COMMISSION SIMPLE IRA plan. This notice and the attached summary description provide you with information that you should consider before you decide whether to start, continue, or change your salary reduction agreement.

### II. Employer Contribution Election

For the 2026 calendar year, the Employer elects to contribute to your SIMPLE IRA (*employer must select either (1), (2), or (3)*):

- (1) A matching contribution equal to your salary reduction contributions up to a limit of 3% of your compensation for the year;
- (2) A matching contribution equal to your salary reduction contributions up to a limit of \_\_\_\_\_% (*employer must insert a number from 1 to 3 and is subject to certain restrictions*) of your compensation for the year; or
- (3) A nonelective contribution equal to 2% of your compensation for the year (limited to compensation of \$250,000\*) if you are an employee who makes at least \$ \_\_\_\_\_ (*employer must insert an amount that is \$5,000 or less*) in compensation for the year.

### III. Administrative Procedures

To start or change your salary reduction contributions, you must complete the salary reduction agreement and return it to kfoster@straffordrpcnh.gov (Kathy Foster) (employer should designate a place or individual by 12/22/2025 (*employer should insert a date that is not less than 60 days after notice is given*)).

### IV. Employee Selection of Financial Institution

You must select the financial institution that will serve as the trustee, custodian, or issuer of your SIMPLE IRA and notify your Employer of your selection.

## Model Salary Reduction Agreement

### I. Salary Reduction Election

Subject to the requirements of the SIMPLE IRA plan of STRAFFORD REGIONAL PLANNING COMMISSION (*name of employer*) I authorize \_\_\_\_\_% or \$ \_\_\_\_\_ (which equals N/A% of my current rate of pay) to be withheld from my pay for each pay period and contributed to my SIMPLE IRA as a salary reduction contribution.

### II. Maximum Salary Reduction

I understand that the total amount of my salary reduction contributions in any calendar year cannot exceed the applicable amount for that year. See instructions.

### III. Date Salary Reduction Begins

I understand that my salary reduction contributions will start as soon as permitted under the SIMPLE IRA plan and as soon as administratively feasible or, if later, N/A. (*Fill in the date you want the salary reduction contributions to begin. The date must be after you sign this agreement.*)

### IV. Employee Selection of Financial Institution

I select the following financial institution to serve as the trustee, custodian, or issuer of my SIMPLE IRA.

\_\_\_\_\_  
Name of financial institution

N/A

\_\_\_\_\_  
Address of financial institution

N/A

\_\_\_\_\_  
SIMPLE IRA account name and number

I understand that I must establish a SIMPLE IRA to receive any contributions made on my behalf under this SIMPLE IRA plan. If the information regarding my SIMPLE IRA is incomplete when I first submit my salary reduction agreement, I realize that it must be completed by the date contributions must be made under the SIMPLE IRA plan. If I fail to update my agreement to provide this information by that date, I understand that my Employer may select a financial institution for my SIMPLE IRA.

### V. Duration of Election

This salary reduction agreement replaces any earlier agreement and will remain in effect as long as I remain an eligible employee under the SIMPLE IRA plan or until I provide my Employer with a request to end my salary reduction contributions or provide a new salary reduction agreement as permitted under this SIMPLE IRA plan.

Signature of employee \_\_\_\_\_ Date \_\_\_\_\_

\* This is the amount for 2012. For later years, the limit may be increased for cost-of-living adjustments. The IRS announces the increase, if any, in a news release, in the Internal Revenue Bulletin, and on the IRS website at [IRS.gov](http://IRS.gov).

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### Purpose of Form

Form 5304-SIMPLE is a model Savings Incentive Match Plan for Employees of Small Employers (SIMPLE) plan document that an employer may use to establish a SIMPLE IRA plan described in section 408(p), under which each eligible employee is permitted to select the financial institution for his or her SIMPLE IRA.

These instructions are designed to assist in the establishment and administration of the SIMPLE IRA plan. They are not intended to supersede any provision in the SIMPLE IRA plan.

Do not file Form 5304-SIMPLE with the IRS. Instead, keep it with your records.

For more information, see Pub. 560, Retirement Plans for Small Business (SEP, SIMPLE, and Qualified Plans), and Pub. 590, Individual Retirement Arrangements (IRAs).

**Note.** If you used the March 2002, August 2005, or September 2008 version of Form 5304-SIMPLE to establish a model Savings Incentive Match Plan, you are not required to use this version of the form.

### Which Employers May Establish and Maintain a SIMPLE IRA Plan?

To establish and maintain a SIMPLE IRA plan, you must meet both of the following requirements:

1. Last calendar year, you had no more than 100 employees (including self-employed individuals) who earned \$5,000 or more in compensation from you during the year. If you have a SIMPLE IRA plan but later exceed this 100-employee limit, you will be treated as meeting the limit for the 2 years following the calendar year in which you last satisfied the limit.

2. You do not maintain during any part of the calendar year another qualified plan with respect to which contributions are made, or benefits are accrued, for service in the calendar year. For this purpose, a qualified plan (defined in section 219(g)(5)) includes a qualified pension plan, a profit-sharing plan, a stock bonus plan, a qualified annuity plan, a tax-sheltered annuity plan, and a simplified employee pension (SEP) plan. A qualified plan that only covers employees covered under a collective bargaining agreement for which retirement benefits were the subject of good faith bargaining is disregarded if these employees are excluded from

participating in the SIMPLE IRA plan. If the failure to continue to satisfy the 100-employee limit or the one-plan rule described in 1 and 2 above is due to an acquisition or similar transaction involving your business, special rules apply. Consult your tax advisor to find out if you can still maintain the plan after the transaction.

Certain related employers (trades or businesses under common control) must be treated as a single employer for purposes of the SIMPLE IRA requirements. These are: (1) a controlled group of corporations under section 414(b); (2) a partnership or sole proprietorship under common control under section 414(c); or (3) an affiliated service group under section 414(m). In addition, if you have leased employees required to be treated as your own employees under the rules of section 414(n), then you must count all such leased employees for the requirements listed above.

### What Is a SIMPLE IRA Plan?

A SIMPLE IRA plan is a written arrangement that provides you and your employees with an easy way to make contributions to provide retirement income for your employees. Under a SIMPLE IRA plan, employees may choose whether to make salary reduction contributions to the SIMPLE IRA plan rather than receiving these amounts as part of their regular compensation. In addition, you will contribute matching or nonelective contributions on behalf of eligible employees (see *Employee Eligibility Requirements* below and *Contributions* later). All contributions under this plan will be deposited into a SIMPLE individual retirement account or annuity established for each eligible employee with the financial institution selected by him or her.

### When To Use Form 5304-SIMPLE

A SIMPLE IRA plan may be established by using this Model Form or any other document that satisfies the statutory requirements.

Do not use Form 5304-SIMPLE if:

1. You want to require that all SIMPLE IRA plan contributions initially go to a financial institution designated by you. That is, you do not want to permit each of your eligible employees to choose a financial institution that will initially receive contributions. Instead, use Form 5305-SIMPLE, Savings Incentive Match Plan for Employees of Small Employers (SIMPLE)—for Use With a Designated Financial Institution;

2. You want employees who are nonresident aliens receiving no earned income from you that is income from sources within the United States to be eligible under this plan; or

3. You want to establish a SIMPLE 401(k) plan.

### Completing Form 5304-SIMPLE

Pages 1 and 2 of Form 5304-SIMPLE contain the operative provisions of your SIMPLE IRA plan. This SIMPLE IRA plan is considered adopted when you have completed all applicable boxes and blanks and it has been executed by you.

The SIMPLE IRA plan is a legal document with important tax consequences for you and your employees. You may want to consult with your attorney or tax advisor before adopting this plan.

### Employee Eligibility Requirements (Article I)

Each year for which this SIMPLE IRA plan is effective, you must permit salary reduction contributions to be made by all of your employees who are reasonably expected to receive at least \$5,000 in compensation from you during the year, and who received at least \$5,000 in compensation from you in any 2 preceding years. However, you can expand the group of employees who are eligible to participate in the SIMPLE IRA plan by completing the options provided in Article I, items 1a and 1b. To choose full eligibility, check the box in Article I, item 1a. Alternatively, to choose limited eligibility, check the box in Article I, item 1b, and then insert "\$5,000" or a lower compensation amount (including zero) and "2" or a lower number of years of service in the blanks in (i) and (ii) of Article I, item 1b.

In addition, you can exclude from participation those employees covered under a collective bargaining agreement for which retirement benefits were the subject of good faith bargaining. You may do this by checking the box in Article I, item 2. Under certain circumstances, these employees must be excluded. See *Which Employers May Establish and Maintain a SIMPLE IRA Plan?* above.

### Salary Reduction Agreements (Article II)

As indicated in Article II, item 1, a salary reduction agreement permits an eligible employee to make a salary reduction election to have his or her compensation for each pay period reduced by a percentage (expressed as a percentage or dollar amount). The total amount of

the reduction in the employee's compensation cannot exceed the applicable amount for any calendar year. The applicable amount is \$11,500 for 2012. After 2012, the \$11,500 amount may be increased for cost-of-living adjustments. In the case of an eligible employee who is 50 or older by the end of the calendar year, the above limitation is increased by \$2,500 for 2012. After 2012, the \$2,500 amount may be increased for cost-of-living adjustments.

### Timing of Salary Reduction Elections

For any calendar year, an eligible employee may make or modify a salary reduction election during the 60-day period immediately preceding January 1 of that year. However, for the year in which the employee becomes eligible to make salary reduction contributions, the period during which the employee may make or modify the election is a 60-day period that includes either the date the employee becomes eligible or the day before.

You can extend the 60-day election periods to provide additional opportunities for eligible employees to make or modify salary reduction elections using the blank in Article II, item 2b. For example, you can provide that eligible employees may make new salary reduction elections or modify prior elections for any calendar quarter during the 30 days before that quarter.

You may use the *Model Salary Reduction Agreement* on page 3 to enable eligible employees to make or modify salary reduction elections.

Employees must be permitted to terminate their salary reduction elections at any time. They may resume salary reduction contributions for the year if permitted under Article II, item 2b. However, by checking the box in Article II, item 2d, you may prohibit an employee who terminates a salary reduction election outside the normal election cycle from resuming salary reduction contributions during the remainder of the calendar year.

### Contributions (Article III)

Only contributions described below may be made to this SIMPLE IRA plan. No additional contributions may be made.

#### Salary Reduction Contributions

As indicated in Article III, item 1, salary reduction contributions consist of the amount by which the employee agrees to reduce his or her compensation. You must contribute the salary reduction contributions to the financial institution selected by each eligible employee.

### Matching Contributions

In general, you must contribute a matching contribution to each eligible employee's SIMPLE IRA equal to the employee's salary reduction contributions. This matching contribution cannot exceed 3% of the employee's compensation. See *Definition of Compensation*, below.

You may reduce this 3% limit to a lower percentage, but not lower than 1%. You cannot lower the 3% limit for more than 2 calendar years out of the 5-year period ending with the calendar year the reduction is effective.

**Note.** If any year in the 5-year period described above is a year before you first established any SIMPLE IRA plan, you will be treated as making a 3% matching contribution for that year for purposes of determining when you may reduce the employer matching contribution.

To elect this option, you must notify the employees of the reduced limit within a reasonable period of time before the applicable 60-day election periods for the year. See *Timing of Salary Reduction Elections* above.

#### Nonelective Contributions

Instead of making a matching contribution, you may, for any year, make a nonelective contribution equal to 2% of compensation for each eligible employee who has at least \$5,000 in compensation for the year. Nonelective contributions may not be based on more than \$250,000\* of compensation.

To elect to make nonelective contributions, you must notify employees within a reasonable period of time before the applicable 60-day election periods for such year. See *Timing of Salary Reduction Elections* above.

**Note.** Insert "\$5,000" in Article III, item 2b(i) to impose the \$5,000 compensation requirement. You may expand the group of employees who are eligible for nonelective contributions by inserting a compensation amount lower than \$5,000.

### Effective Date (Article VII)

Insert in Article VII the date you want the provisions of the SIMPLE IRA plan to become effective. You must insert January 1 of the applicable year unless this is the first year for which you are adopting any SIMPLE IRA plan. If this is the first year for which you are adopting a SIMPLE IRA plan, you may insert any date between January 1 and October 1, inclusive of the applicable year.

## Additional Information

### Timing of Salary Reduction Contributions

The employer must make the salary reduction contributions to the financial institution selected by each eligible employee for his or her SIMPLE IRA no later than the 30th day of the month following the month in which the amounts would otherwise have been payable to the employee in cash.

The Department of Labor has indicated that most SIMPLE IRA plans are also subject to Title I of the Employee Retirement Income Security Act of 1974 (ERISA). Under Department of Labor regulations at 29 CFR 2510.3-102, salary reduction contributions must be made to each participant's SIMPLE IRA as of the earliest date on which those contributions can reasonably be segregated from the employer's general assets, but in no event later than the 30-day deadline described previously.

### Definition of Compensation

"Compensation" means the amount described in section 6051(a)(3) (wages, tips, and other compensation from the employer subject to federal income tax withholding under section 3401(a)), and amounts paid for domestic service in a private home, local college club, or local chapter of a college fraternity or sorority. Usually, this is the amount shown in box 1 of Form W-2, Wage and Tax Statement. For further information, see Pub. 15, (Circular E), Employer's Tax Guide. Compensation also includes the salary reduction contributions made under this plan, and, if applicable, compensation deferred under a section 457 plan. In determining an employee's compensation for prior years, the employee's elective deferrals under a section 401(k) plan, a SARSEP, or a section 403(b) annuity contract are also included in the employee's compensation.

For self-employed individuals, compensation means the net earnings from self-employment determined under section 1402(a), without regard to section 1402(c)(6), prior to subtracting any contributions made pursuant to this SIMPLE IRA plan on behalf of the individual.

### Employee Notification

You must notify each eligible employee prior to the employee's 60-day election period described above that he or she can make or change salary reduction elections and select the financial institution that will serve as the trustee, custodian, or

\*This is the amount for 2012. For later years, the limit may be increased for cost-of-living adjustments. The IRS announces the increase, if any, in a news release, in the Internal Revenue Bulletin, and on the IRS's website at [IRS.gov](http://IRS.gov).

issuer of the employee's SIMPLE IRA. In this notification, you must indicate whether you will provide:

1. A matching contribution equal to your employees' salary reduction contributions up to a limit of 3% of their compensation;
2. A matching contribution equal to your employees' salary reduction contributions subject to a percentage limit that is between 1 and 3% of their compensation; or
3. A nonelective contribution equal to 2% of your employees' compensation.

You can use the *Model Notification to Eligible Employees* earlier to satisfy these employee notification requirements for this SIMPLE IRA plan. A *Summary Description* must also be provided to eligible employees at this time. This summary description requirement may be satisfied by providing a completed copy of pages 1 and 2 of Form 5304-SIMPLE (including the information described in *Article VI—Procedures for Withdrawals*).

If you fail to provide the employee notification (including the summary description) described above, you will be liable for a penalty of \$50 per day until the notification is provided. If you can show that the failure was due to reasonable cause, the penalty will not be imposed.

If the financial institution's name, address, or withdrawal procedures are not available at the time the employee must be given the summary description, you must provide the summary description without this information. In that case, you will have reasonable cause for not including this information in the summary description, but only if you ensure that it is provided to the employee as soon as administratively feasible.

## Reporting Requirements

You are not required to file any annual information returns for your SIMPLE IRA plan, such as Form 5500, Annual Return/Report of Employee Benefit Plan, or Form 5500-EZ, Annual Return of One-Participant (Owners and Their Spouses) Retirement Plan. However, you must report to the IRS which eligible employees are active participants in the SIMPLE IRA plan and the amount of your employees' salary reduction contributions to the SIMPLE IRA plan on Form W-2. These contributions are subject to social security, Medicare, railroad retirement, and federal unemployment tax.

## Deducting Contributions

Contributions to this SIMPLE IRA plan are deductible in your tax year containing the end of the calendar year for which the contributions are made.

Contributions will be treated as made for a particular tax year if they are made for that year and are made by the due date (including extensions) of your income tax return for that year.

## Summary Description

Each year the SIMPLE IRA plan is in effect, the financial institution for the SIMPLE IRA of each eligible employee must provide the employer the information described in section 408(l)(2)(B). This requirement may be satisfied by providing the employer a current copy of Form 5304-SIMPLE (including instructions) together with the financial institution's procedures for withdrawals from SIMPLE IRAs established at that financial institution, including the financial institution's name and address. The summary description must be received by the employer in sufficient time to comply with the *Employee Notification* requirements earlier.

There is a penalty of \$50 per day imposed on the financial institution for each failure to provide the summary description described above. However, if the failure was due to reasonable cause, the penalty will not be imposed.

**Paperwork Reduction Act Notice.** You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete this form will vary depending on individual circumstances. The estimated average time is:

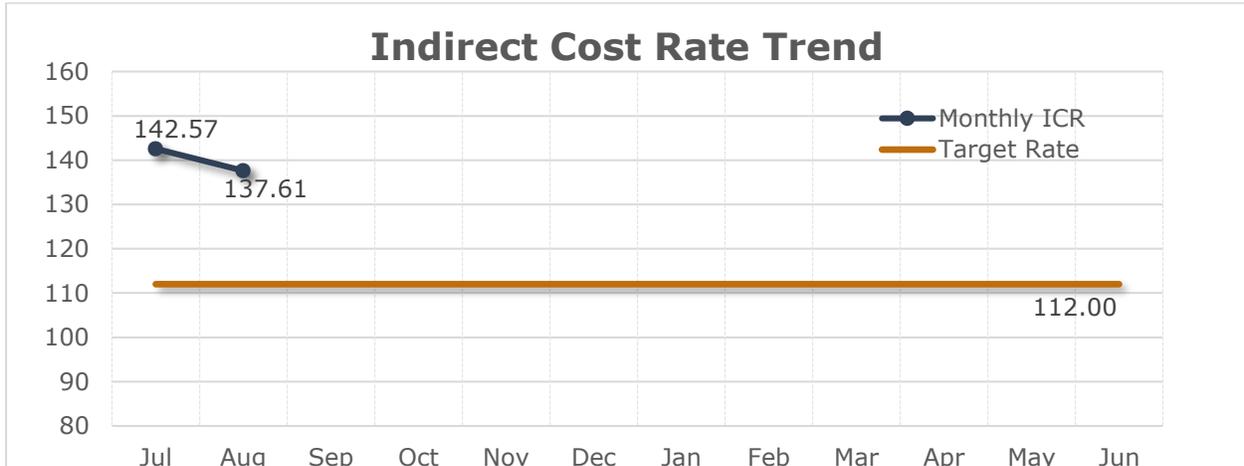
<b>Recordkeeping</b> . . . . .	3 hr., 38 min.
<b>Learning about the law or the form</b> . . . . .	2 hr., 26 min.
<b>Preparing the form</b> . . . . .	47 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:M:S, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send this form to this address. Instead, keep it with your records.

# Awards, Contracts, and General Business Updates

## Indirect Cost Rate

SRPC’s approved indirect cost rate is 112% and in effect for FY2026-2027. As of August 31, 2025, we are operating at 137.61%, an improvement but still a way to go.



## FY2026 Dues Utilization

<b>Income:</b>	
<b>Total FY26 Dues Paid</b>	<b>\$24,049.27</b>

<b>Expenses:</b>	
Planning Salaries	\$4,446.51
Dues and Subscriptions	\$21.34
Staff Training	\$0.00
Equipment Depreciation	\$579.00
Vehicle Interest	\$0.00
Media Outreach	\$0.00
Bank Fees	\$0.00
Interest Expense	\$0.00
Meeting Expense	\$0.00
Office Expense	\$68.13
Travel	\$0.00
PLUR Books	\$0.00

Finance Charge	\$0.00
Indirect (112%)	\$4,980.09
<b>Total SRPC Expenses</b>	<b>\$10,095.07</b>

<b>Cash Match:</b>	
UPWP	\$7,091.53
EDA	\$4,575.24
Coastal	\$0.00
<b>Total Cash Match</b>	<b>\$11,666.77</b>

<b>Contract Overages:</b>	
<b>Total Contract Overages</b>	<b>\$0.00</b>

<b>Total Expenses</b>	<b>\$22,641.87</b>
<b>Dues Remaining</b>	<b>\$1,407.40</b>

## Awards and Contracts

Refer to the table on the following pages.

## Proposals and Grant Applications Tracking

Title	Funder	Funding Year(s)	Award \$	Net Funding	Application Status	Contract Status	Description
New Durham RSMS	New Durahm	FY2026	\$6,200	\$6,200	Awarded	Complete	Update to the town's Road Surface Management System existing conditions and 10-year forecast improvement scenarios.
Building Capacity for Efficient, Effective, and Equitable Stream Crossing Replacements <b>(Region Wide)</b>	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)
<b>Brookfield</b> Master Plan Update	Brookfield	TBD	\$7,500	\$7,500	Awarded	In Process	Cost estimate prepared for the planning board to include a warrant article for 2025 funding to conduct a master plan update.
<b>Durham</b> 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.
<b>Coastal Watershed</b> Drinking Water Protection	NHDES	FY2026-2027	\$100,000	\$100,000	Awarded	Contract Forthcoming	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.
Housing Atlas Outreach and Engagement Pilot <b>(Region Wide)</b>	St. Anselm's College/TBD	FY2026	\$25,000	\$11,000	Awarded	Contract Forthcoming	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.
Enhancing NH's Coastal Habitat Monitoring, Science and Land Protection. <b>(Region Wide)</b>	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 sytem research, interactive mapping, living shoreline implementation, outreach and engagement, and land protection.

Title	Funder	Funding Year(s)	Award \$	Net Funding	Application Status	Contract Status	Description
NH <b>Coastal Watershed</b> Flood Hazard Assessment, Risk Reduction Plan, and Project Pipeline	NHDES NFWF	FY2026-FY2028	\$100,000	\$100,000	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 Reduction Plan.
<b>Regional</b> Plan Climate Action Addendum	NHCF	FY2026	\$25,000	\$25,000	Submitted	NA- App Pending	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.
<b>Middleton</b> Asset Management Plan	CWSRF	FY2026-2027	\$30,000	\$30,000	Invited to Submit Full App	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.
Protecting Water Quality in the <b>Upper Watershed</b>	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 ( <b>Region Wide</b> )	Great Bay 2030	FY2026-2027	\$150,000	\$77,500	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.
ADU Challenge ( <b>Region Wide</b> )	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.
Installation of Signage Throughout <b>Watershed</b> (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.

Note: Funding Amounts for Projects in Development are ballpark amounts and will change

Title	Funder	Funding Year(s)	Award \$	Net Funding	Application Status	Contract Status	Description
<b>Application/Proposal Status</b>	<b>Total Award \$</b>	<b>Pass Through</b>	<b>Net SRPC Funding</b>				
Awarded	\$468,429	\$132,700	\$339,194				
Submitted	\$440,000		\$440,000				
Invited to Submit Full App	\$305,000	\$145,000	\$230,000				
Not Funded	\$40,433		\$40,433				
<b>Grand Total</b>	<b>\$1,253,862</b>	<b>\$277,700</b>	<b>\$1,049,627</b>				

# STRAFFORD

Regional Planning Commission

October 19, 2025

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

RE: October 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 October 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



# Table of Contents

---

COAST - CMAQ .....	2
Rochester 43552 .....	4
UNH Rail Station .....	6

### 45124 - COAST - CMAQ BUSES

State ID: 45124      Lead Agency: Other      Project Type: To Be Assigned      Performance Measures: -

Functional Classification: NA

Project Description: COAST - CMAQ funding to replace 3+ buses that have met their useful life to reduce emissions

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

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
OTHER	Congestion Mitigation and Air Quality Program	-	-	\$2,000,000	-	-	-	\$2,000,000
OTHER	NH Highway Fund	-	-	\$250,000	-	-	-	\$250,000
OTHER	Other	-	-	\$250,000	-	-	-	\$250,000
<b>Total OTHER</b>		-	-	<b>\$2,500,000</b>	-	-	-	<b>\$2,500,000</b>
<b>Total Programmed</b>		-	-	<b>\$2,500,000</b>	-	-	-	<b>\$2,500,000</b>

### Previously Approved Amendment 45124 - COAST - CMAQ BUSES

State ID: 45124      Lead Agency: Other      Project Type: To Be Assigned      Performance Measures: -

Functional Classification: NA

Project Description: COAST - CMAQ funding to replace 3+ buses that have met their useful life to reduce emissions

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

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
OTHER	Congestion Mitigation and Air Quality Program	-	\$2,000,000	-	-	-	-	\$2,000,000
OTHER	Other	-	\$250,000	-	-	-	-	\$250,000
OTHER	State of New Hampshire	-	\$250,000	-	-	-	-	\$250,000
<b>Total OTHER</b>		-	<b>\$2,500,000</b>	-	-	-	-	<b>\$2,500,000</b>
<b>Total Programmed</b>		-	<b>\$2,500,000</b>	-	-	-	-	<b>\$2,500,000</b>

CURRENT CHANGE REASON	N/A
PROJECT CHANGES	Plan Revision Name changed from "Amendment 1" to "October 2025 Minors"
FUNDING CHANGES	<p><b>Congestion Mitigation and Air Quality Program</b></p> <p>- Decrease funds in FY 2025 in OTHER from \$2,000,000 to \$0</p> <p><b>State of New Hampshire</b></p> <p>- Decrease funds in FY 2025 in OTHER from \$250,000 to \$0</p> <p><b>Other</b></p> <p>- Decrease funds in FY 2025 in OTHER from \$250,000 to \$0</p> <p><b>Congestion Mitigation and Air Quality Program</b></p> <p>+ Increase funds in FY 2026 in OTHER from \$0 to \$2,000,000</p> <p><b>NH Highway Fund</b></p> <p>+ Increase funds in FY 2026 in OTHER from \$0 to \$250,000</p> <p><b>Other</b></p> <p>+ Increase funds in FY 2026 in OTHER from \$0 to \$250,000</p>
FEDERAL PROJECT COST	Stays the same \$2,000,000
TOTAL PROJECT COST	Stays the same \$2,500,000

**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: SRPC      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	\$182,130	-	-	-	\$570,447
PE	Towns	\$91,171	\$5,908	\$45,532	-	-	-	\$142,611
<b>Total PE</b>		<b>\$455,856</b>	<b>\$29,540</b>	<b>\$227,662</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$713,058</b>
ROW	STBG-50 to 200K	-	-	\$65,792	-	-	-	\$65,792
ROW	Towns	-	-	\$16,448	-	-	-	\$16,448
<b>Total ROW</b>		<b>-</b>	<b>-</b>	<b>\$82,240</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$82,240</b>
CON	STBG-50 to 200K	-	-	-	\$2,837,625	-	-	\$2,837,625
CON	Towns	-	-	-	\$709,406	-	-	\$709,406
<b>Total CON</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>\$3,547,031</b>	<b>-</b>	<b>-</b>	<b>\$3,547,031</b>
<b>Total Prior Costs</b>		<b>\$455,856</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$455,856</b>
<b>Total Programmed</b>		<b>\$455,856</b>	<b>\$29,540</b>	<b>\$309,902</b>	<b>\$3,547,031</b>	<b>-</b>	<b>-</b>	<b>\$4,342,329</b>

**Previously Approved Amendment 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: SRPC      Clean Air Code: -      Regionally Significant: -

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
<b>Total PE</b>		<b>\$455,856</b>	<b>\$29,540</b>	<b>\$171,779</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$657,175</b>
ROW	STBG-50 to 200K	-	-	\$65,792	-	-	-	\$65,792
ROW	Towns	-	-	\$16,448	-	-	-	\$16,448
<b>Total ROW</b>		<b>-</b>	<b>-</b>	<b>\$82,240</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$82,240</b>
CON	STBG-50 to 200K	-	-	-	\$2,837,625	-	-	\$2,837,625
CON	Towns	-	-	-	\$709,406	-	-	\$709,406
<b>Total CON</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>\$3,547,031</b>	<b>-</b>	<b>-</b>	<b>\$3,547,031</b>
<b>Total Prior Costs</b>		<b>\$455,856</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$455,856</b>
<b>Total Programmed</b>		<b>\$455,856</b>	<b>\$29,540</b>	<b>\$254,019</b>	<b>\$3,547,031</b>	<b>-</b>	<b>-</b>	<b>\$4,286,446</b>

<b>CURRENT CHANGE REASON</b>	N/A
<b>PROJECT CHANGES</b>	Plan Revision Name changed from "July 2025 Minors" to "October 2025 Minors"
<b>FUNDING CHANGES</b>	<p><b>STBG-50 to 200K</b></p> <p>+ Increase funds in FY 2026 in PE from \$137,423 to \$182,130</p> <p><b>Towns</b></p> <p>+ Increase funds in FY 2026 in PE from \$34,356 to \$45,532</p>
<b>FEDERAL PROJECT COST</b>	Increased from \$3,429,157 to \$3,473,864 (1.30%)
<b>TOTAL PROJECT COST</b>	Increased from \$4,286,446 to \$4,342,329 (1.30%)

**41753 - UNH - CMAQ RAIL STATION IMPROVEMENT**

State ID: 41753      Lead Agency: Muni/Local      Project Type: To Be Assigned      Performance Measures: -

Functional Classification: NA

Project Description: Transit facility improvement at the UNH-Durham rail station to inc ridership. CMAQ-to-FTA transfer.

Regional Planning Commission: SRPC      Clean Air Code: E-28      Regionally Significant: No

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
OTHER	Federal Transit Administration	-	-	\$779,200	-	-	-	\$779,200
OTHER	Other	-	-	\$194,800	-	-	-	\$194,800
<b>Total OTHER</b>		-	-	\$974,000	-	-	-	\$974,000
<b>Total Programmed</b>		-	-	\$974,000	-	-	-	\$974,000

**Previously Approved Amendment 41753 - UNH - CMAQ RAIL STATION IMPROVEMENT**

State ID: 41753      Lead Agency: Muni/Local      Project Type: To Be Assigned      Performance Measures: -

Functional Classification: NA

Project Description: Transit facility improvement at the UNH-Durham rail station to inc ridership. CMAQ-to-FTA transfer.

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

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FUTURE	TOTAL
OTHER	FTA 5307 Capital and Operating Program	-	\$974,000	-	-	-	-	\$974,000
<b>Total OTHER</b>		-	\$974,000	-	-	-	-	\$974,000
<b>Total Programmed</b>		-	\$974,000	-	-	-	-	\$974,000

CURRENT CHANGE REASON	N/A
PROJECT CHANGES	Plan Revision Name changed from "Strafford Adoption" to "October 2025 Minors"
FUNDING CHANGES	<p><b>FTA 5307 Capital and Operating Program</b></p> <p>- Decrease funds in FY 2025 in OTHER from \$974,000 to \$0</p> <p><b>Federal Transit Administration</b></p> <p>+ Increase funds in FY 2026 in OTHER from \$0 to \$779,200</p> <p><b>Other</b></p> <p>+ Increase funds in FY 2026 in OTHER from \$0 to \$194,800</p>
FEDERAL PROJECT COST	Decreased from \$974,000 to \$0 (-100%)
TOTAL PROJECT COST	Stays the same \$974,000