

UVLSRPC Fiscal Year 2016 Budget Approved at the UVLSRPC Annual Meeting on June 17, 2015

Revenue	FY 2016	Notes
Municipal Dues		
Estimated UVLSRPC Municipal Dues	\$ 110,000	
Other Revenue		
Reimbursement from HealthTrust	\$ 4,800	Reimbursement of health/dental insurance premium overpayments.
RSA Books	\$ 1,800	Revenue from RSA book sales.
Project Revenue: Tier 1- Confirmed or Pending Projects/Programs		
Claremont Circuit Rider (Anticipated 7/1/15-12/31/15 Extension)	\$ 29,000	Likely to be renewed for additional six months.
Claremont Circuit Rider (Potential 1/1/16-6/30/16 Extension)	\$ 29,000	Potential renewal for second six months of FY 2016.
Claremont GIS Technical Assistance	\$ 11,000	Likely to continue throughout FY 2016.
Connecticut River Joint Commissions Administration	\$ 57,560	Contract will continue throughout FY 2016.
Eastman GIS Technical Assistance	\$ 5,000	Likely to continue throughout FY 2016.
Eastman Walk/Bike Initiative	\$ 9,500	Contract will end during FY 2016.
Grantham Master Plan Assistance	\$ 16,000	New Project
Household Hazardous Waste Collection	\$ 56,000	Approximately \$46,000 will be used for HHW hauler expenses.
Lebanon Culvert Inventory	\$ 9,000	New Project
Lebanon Safe Routes to Play- Phase II	\$ 9,000	Prorated- Contract will end during FY 2016.
Newbury Circuit Rider	\$ 12,500	Likely to continue throughout FY 2016.
NHDES- Enfield Wellhead Protection Plan	\$ 15,000	New Project, prorated to start in FY 2015.
NHDES- Fluvial Geomorphology for the Sugar River	\$ 30,000	Contract will end during FY 2016.
NHDOT- Interstate 89 Transit Feasibility Study	\$ 64,000	New Project
NHDOT- Transit Signal Priority Study	\$ 66,500	New Project
NHDOT Section 5310 Purchase of Service	\$ 50,000	Will continue throughout FY 2016.
NHDOT Unified Planning Work Program	\$ 202,000	First year of new Unified Planning Work Program.
OEP Targeted Block Grant	\$ 11,100	Will continue throughout FY 2016.
Orford Circuit Rider	\$ 5,760	Will continue throughout FY 2016.
Orford Floodplain Assistance	\$ 700	Prorated- Contract will end during FY 2016.
Hazard Mitigation Plans- Lebanon	\$ 7,500	New Project
Hazard Mitigation Plans- Newport and Washington	\$ 5,000	Prorated- Contract will end during FY 2016.
Springfield Circuit Rider	\$ 5,760	Likely to continue throughout FY 2016.
USDA Rural Development Solid Waste Grant	\$ 67,500	Contract will end during FY 2016.
UV Public Health Council- Climate Change	\$ 17,000	New Project
UV Public Health Council- Community Readiness Assessments	\$ 11,500	New Project
Wilmot Circuit Rider	\$ 5,760	Likely to continue throughout FY 2016.
Total Confirmed/Pending Revenue (Dues/Other/Tier 1 Projects)	\$ 925,240	
Project Revenue: Tier 2- Proposed/Potential Projects for FY 2016		
Claremont Master Plan Assistance	\$ 18,000	Includes public outreach, visioning, and Land Use Chapter work.
EPA Healthy Communities- Emergency Management	\$ 25,000	Full Proposal Invited from the U.S. EPA
EPA Healthy Communities- Safe Schools	\$ 25,000	Full Proposal Invited from the U.S. EPA
Newbury Master Plan	\$ 25,000	Proposal submitted to the Newbury Planning Board, prorated amount for \$45,000 multi-year contract.
Unity Local Emergency Operations Plan	\$ 2,500	Unity LEOP Proposal Pending
Total Proposed/Potential Revenue (Tier 2 Projects)	\$ 95,500	
Total Revenue (Dues/Other/Tier 1/Tier 2 Projects)	\$ 1,020,740	
Project Revenue: Tier 3- Projects in Conceptual Stage		
Regional Comprehensive Economic Development Strategy (CEDS)	\$ 60,000	Requires 50% local and/or in-kind match.
Washington Culvert Inventory	TBD	Culvert Inventory in the Town of Washington.

Expenses	FY 2016	Notes
Salary		
Salary	\$ 474,000	Executive Committee recommends 3.0% increase over FY 15 base salary.
Benefits		
Health/Dental Insurance	\$ 61,000	Health insurance premiums staying close to level for FY 2016, one current staff member will be joining the plan.
Retirement Match	\$ 27,500	Assumes all eligible employees match at 6%.
Other Fringe Benefits and Taxes		
Payroll Taxes	\$ 36,000	Approximately 7.65% of total payroll.
Worker's Compensation	\$ 1,350	Decreased approximately \$600 from FY 2015 to FY 2016.
Short-Term Disability	\$ 3,700	Assumes minimal increase for FY 2016.
Long-Term Disability	\$ 2,400	Assumes minimal increase for FY 2016.
Life Insurance	\$ 575	Assumes minimal increase for FY 2016.
Unemployment	\$ 525	Assumes minimal increase for FY 2016.
Project Consultants		
Household Hazardous Waste Hauler	\$ 46,000	Hauling expenses for HHW collections.
CRJC Local River Subcommittees	\$ 25,500	Subcontract with NCC for Local River Subcommittee support.
Section 5310 Purchase of Service	\$ 48,000	Payments to transit providers for provision of 5310 transit services.
I-89 Transit Design Consultant	\$ 36,500	Specific to FTA Section 5305 Grant-funded Project
Transit Signal Priority Study Consultant	\$ 57,000	Specific to FTA Section 5305 Grant-funded Project
Eastman Trails- UV Trails Alliance	\$ 4,500	Subcontract with UVTA for Eastman Trails Project.
USDA Solid Waste Consultant	\$ 10,000	Consulting services for USDA Solid Waste Management Grant.
Occupancy Expenses		
Rent	\$ 45,000	Lease renewal will add approximately 10% to base rent.
Professional Fees		
Audit	\$ 11,500	Finance Committee recommends renewing auditing contract with Melanson and Heath.
Legal Fees	\$ 1,750	Review of FTA Certifications and Assurances and other documents.
Website Consultant	\$ 2,400	Wetherbee Creative on retainer for website technical assistance.
IT Consultant	\$ 6,000	On-call IT support services.
Misc. Professional Consultants	\$ 500	On-call support for Timeslips and telephone system.
Office Expenses		
Supplies	\$ 11,500	General office supplies.
Postage	\$ 4,500	Includes postage machine and postage for outgoing mail.
Software/Data Services	\$ 13,500	\$761/month for data services/base software, \$2,000 for ArcGIS maintenance, and \$1,400/year for Peachtree accounting software.
Telephone	\$ 3,750	\$295/month
Copier	\$ 6,500	\$185/month lease, \$77/month base maintenance fee, plus per copy charges.
Subscriptions	\$ 2,000	Subscriptions to regional newspapers and trade publications.
Planning/Land Use Law Books	\$ 1,800	
Publications	\$ 8,000	Includes Constant Contact subscription and project specific publications.
Advertising	\$ 6,000	Includes public hearing notices, general advertisement of UVLSRPC, and project-specific advertising.
Professional Development	\$ 7,500	Training and conference expenses for the professional development of the staff.
Travel/Rooms and Meals	\$ 11,500	Estimate based on actual FY 2015 expenses to date, and projected project-specific travel for FY 2016.
Vehicle Expenses	\$ 8,500	Lease of \$388/month, plus fuel, taxes, registration expenses.
Annual Meeting/Special Events	\$ 4,500	Annual meeting expenses.
Other Business Expenses		
Liability Insurance	\$ 5,950	Increased approximately \$750 from FY 2015 to FY 2016.
Misc. Equipment Maintenance	\$ 500	
Dues/Memberships	\$ 6,700	APA/AICP \$1,000, NNECAPA \$250, NHARPC \$2,300, NHMA \$500, NHPA \$150, NADO \$2,200, NHCPA \$295.
Fixed Assets		
Computers/Printers	\$ 1,000	Assumes one staff computer will be replaced in FY 2016.
Traffic Counters	\$ 2,500	Two replacement traffic counters.
Plotter Maintenance	\$ 500	Routine plotter maintenance.
Office Furniture	\$ 750	
Total Expenses	\$ 1,009,150	