

## UVLSRPC FY 2024 Budget-Expenses (Proposed May 19, 2023)

Category	Description	FY 2023 (Budgeted)	FY 2023 (Projected)	FY 2024 (Proposed)	Notes
Salaries, Payroll Taxes, and Fringe Benefits	Gross Salaries	\$500,000	\$500,000	\$600,000	Adds new Associate Planner and intern (six months)
	Payroll Taxes	\$38,300	\$37,000	\$46,068	Payroll taxes are 7.65% of gross salary and parental leave line item.
	Health/Dental Insurance	\$70,150	\$57,000	\$85,000	Health insurance costs increasing in FY 2024, and additional staff expected to join the plan during FY 2024.
	Life and Short-Term Disability	\$4,000	\$5,250	\$6,500	Costs are increasing plus additional staff
	Retirement Match	\$28,000	\$19,000	\$32,000	Based on all employees participating
	Retirement 2% All			\$10,500	
	Workers Compensation/Unemployment	\$1,072	\$1,400	\$1,500	
	NH Paid Family and Medical Leave Insurance			\$2,499	New benefit
	Paid Parental Leave			\$2,200	Assume 1 employee for two weeks
	Student Loan Reimbursement Program			\$21,000	
<b>SUBTOTAL - Salaries, Payroll Taxes, and Fringe Benefits</b>		<b>\$ 641,522</b>	<b>\$ 619,650</b>	<b>\$ 807,267</b>	
Project Consultants	USDA Consultant	\$27,900	\$5,000	\$35,000	None of the consulting allocation for FY23-FY24 billed as of March 31, 2023
	Brownfields Consultant			\$140,000	
	HHW Collection	\$80,000	\$64,000	\$65,000	Wash out against HHW income - time to be billed to USDA
	Lebanon Multi-modal	\$-	\$15,000	\$-	Direct expenses paid in FY 2023
	SWCEDR Consultant	\$27,250	\$27,250	\$-	Contract ends 06/30/23
	UPWP Consultant	\$25,000	\$25,000	\$20,000	Year 1 of FY 24-25
<b>SUBTOTAL - Project Consultants</b>		<b>\$ 160,150</b>	<b>\$ 136,250</b>	<b>\$ 260,000</b>	
Professional Services	Audit Services	\$8,600	\$8,600	\$8,600	Third year of fixed contract
	Consulting (Financial)	\$30,000	\$26,000	\$30,000	Finance Manager
	Consulting (Administrative/Professional)	\$1,000	\$-	\$1,000	No administrative consulting costs are expected in FY
	Website/IT	\$3,000	\$2,500	\$5,000	New IT service provider estimated increase for turnover
	Legal Services	\$-	\$-	\$-	No legal services anticipated
<b>SUBTOTAL - Professional Services</b>		<b>\$ 42,600</b>	<b>\$ 37,100</b>	<b>\$ 44,600</b>	
Expenses	Advertising	\$3,000	\$1,500	\$3,000	Assumes level expenses from FY 2023.
	Copies/Plotter	\$7,500	\$6,500	\$7,500	Assumes increase based on software needs/costs and FY 2023 actual expenses.
	Postage	\$725	\$700	\$725	Assumes level expenses from FY 2023.
	Office Supplies	\$15,850	\$15,850	\$15,850	Assumes level expenses from FY 2023.
	Rent/CAM & Utilities	\$30,000	\$28,000	\$30,000	Based on current contract and estimated 3% increase as of January 1, 2023
	Software/Data Services	\$15,000	\$15,000	\$15,000	May be changes here due to new IT service and
	Liability Insurance	\$6,780	\$6,400	\$7,500	Per summary provided

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Operating Exp	Dues & Memberships	\$5,500	\$3,000	\$5,500	<i>Assumes level expenses from FY 2023.</i>
	Publications	\$500	\$200	\$500	<i>Assumes level expenses from FY 2023.</i>
	PLUR Books	\$2,000	\$1,500	\$2,000	<i>Assumes level expenses from FY 2023.</i>
	Subscriptions	\$500	\$300	\$500	<i>Assumes level expenses from FY 2023.</i>
	Telephone	\$3,000	\$3,000	\$3,000	<i>No anticipated change from FY 2023.</i>
	Travel	\$7,000	\$10,000	\$9,000	<i>Assumes higher gas prices, increase in standard mileage</i>
	Commission Vehicle Expenses	\$5,000	\$5,000	\$5,000	<i>Assumes level expenses from FY 2023.</i>
	Annual Meeting	\$4,500	\$4,500	\$4,500	<i>No anticipated change from FY 2023.</i>
	Miscellaneous Expense	\$2,000	\$2,000	\$2,000	<i>No anticipated change from FY 2023.</i>
	Professional Development	\$7,250	\$3,000	\$7,250	<i>Assumes in-person workshops/conference will increase</i>
	<b>SUBTOTAL - Operating Expenses</b>	<b>\$ 116,105</b>	<b>\$ 106,450</b>	<b>\$ 118,825</b>	
Fixed Assets and	Equipment and Maintenance	\$1,250	\$-	\$1,250	<i>Increase to account for new computers and equipment for</i>
	Equipment - UPWP			\$5,045	<i>Assumes regular replacement of traffic and pedestrian</i>
	Fixed Asset Acquisition	\$1,500			
	<b>SUBTOTAL - Fixed Assets and Fund Transfers</b>	<b>\$ 2,750</b>	<b>\$ -</b>	<b>\$ 6,295</b>	
<b>GRAND TOTAL</b>		<b>\$ 963,127</b>	<b>\$ 899,450</b>	<b>\$ 1,236,987</b>	

**UVLSRPC FY 2024 Budget - Revenues (Proposed May 19, 2023)**

Category	Description	FY2023 (Adopted)	FY 2023 (Actual)	FY 2024 (Proposed)	Contract End	Notes
Dues	Municipal Dues	\$123,700		\$132,359.00		FY 2024 municipal dues adopted by UVLSRPC
	NH Planning and Land Use Law Books	\$2,000		\$ 2,000.00		Assumes that book orders from UVLSRPC municipalities are similar to previous year.
Federal and State Revenues	USDA			\$59,000	9/30/2023	
	Brownfields Assessment Program (EPA)	\$-		\$175,000		4 year contract \$500,000 Award
	NBRC - Turning Point	\$2,000				Completed
	NBRC - Mascoma Preservation	\$4,500			2024	
	NBRC - Meriden Village	\$600		\$600		
	NBRC - Newport	\$-		\$3,300		Total \$10,000 - estimate based on 3 year contract
	NBRC - TwinState Makerspace	\$-		\$2,300		Total \$7,000 - estimate based on 3 year contract
	NHDOT - UPWP (Net)	\$311,351		\$276,953	6/30/2025	
	HSEM - Hazard Mitigation	\$750				
	Regional Housing Needs Assessment (NHBEA)	\$50,000				Completed
	Regional Comprehensive Plan (HUD/Strafford)			\$100,000		
	NH DES & HHW	\$80,000		\$65,000		
	Targeted Block Grant (NHBEA)	\$11,111	\$11,111	\$11,111	6/30/2025	
	NHHFA - Housing Navigator			\$142,000	9/30/2024	
	DOE/VT/NEEP			\$18,750		
		Wilmot Circuit Rider	\$8,400		\$9,000	6/30/2024
Plainfield TA						
Goshen EOP						
Springfield Circuit Rider		\$2,520		\$3,600	6/30/2024	
Orford Circuit Rider		\$8,400		\$9,000	6/30/2024	
Claremont GIS TA		\$10,000		\$14,400		
Claremont GIS DPW		\$3,500		\$6,600		
Sunapee MP						
Hanover HOP						
Hanover Stream Crossing		\$2,500		\$3,000		
Canaan EDA						Completed
Lebanon Multi-Modal Plan		\$25,000				Completed
Sunapee NRI						Completed
Newbury CIP						Completed
Wilmot HOP				\$43,000		
Claremont RSMS				\$10,000		
Acworth Culverts				\$5,000		
	NHCF - Sullivan County Trails	\$0				Completed
	Sullivan County Trails	\$25,000				Completed
	CDBG Micro RVCC Sullivan County	\$11,160		\$13,670		Start July 1
	CDBG Micro REDC Sullivan County	\$29,000		\$37,575		Start July 1
	NHCF Green Infrastructure					

Other Revenues	SWCEDR			Completed
	CEDS Sullivan County	\$-		Completed
	Housing Utility (RPF)		\$40,000	
	UVLSRPF			
	CRJC	\$60,000	\$60,000	
	Vital Communities New Homes			
			\$ 1,243,218.35	

