



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

VOICE (603) 772-7391 • FAX (603) 775-0517

MEMORANDUM

TO: Michael Houghton, Select Board Chair
Allison Knab, Select Board Vice Chair
Joe Anderson, Select Board

FROM: David Moore, Town Administrator

DATE: April 12, 2024

RE: Select Board Agenda and Materials for the April 15 Regular Meeting

Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for Monday, April 15, 2024.

III. Consideration of Minutes 3/29/24 and 4/1/24

Please see draft minutes from March 29th and April 1st

IV. Financial Report (second meeting of the month)

V. Department Reports & Presentations

A. Planning Dept. – Planning & Community Development Director Mark Connors

VI. Correspondence

A. Follow-up communication from James Neal concerning NH Permit to Bait

VII. Public Comment

VIII. Public Hearings, Ordinances and/or Resolutions

IX. Discussion of Monthly Reports – (second meeting of the Month)

- X. New Business and Action Items
 - A. 2024 Goals Discussion – Discussion of Priority Initiatives
 - B. Fire Department Detail Rate Policy & Rate Update
 - C. DPW Fleet and Equipment Maintenance – 2024 Purchase Recommendations
 - D. PREPA Grant Septic System Vulnerability Assessment
 - a. (Action on this item may take place during departmental presentation)
 - E. Introduction of 2024 Inspection Fees Update Project
 - a. (Action on this item may take place during departmental presentation)
 - F. Discussion of ZBA Meeting on April 2, 2024 – 15-17 Stonybrook SB Request for Rehearing
 - a. (Action on this item may take place during departmental presentation)
 - G. Report Back – Historic House Plaque Program
 - H. Planning Board Request for Comments on HB 1279 and 1400

XI. Town Administrator Report

I will present developments associated with open items and other business of the Town. If any Board member has a specific request of an item I cover at the meeting, I welcome hearing from you at any time.

- A. MS232
- B. Department Head Meeting Dates - 2024
- C. 141 Stratham Heights Road Follow-up
- D. April Sampling for Groundwater Management Permit – Town Center PFAS
- E. Beavers and Stratham Hill Park

XII. Informational Items

- A. Rockingham Planning Commission - Metropolitan Planning Organization
- B. 2024 CPCNH Annual Membership Meeting Notice

XIII. Reservations, Event Requests & Permits

XIV. Review of Recent or Upcoming Board & Commissions Agendas

XV. Boards and Commissions Nominations & Appointments

A. Appointments *for consideration*: None

B. Appointments *to be voted on*:

XVI. Miscellaneous & Old Business

XVII. Adjournment



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SELECT BOARD AGENDA

APRIL 15, 2024

7:00 pm Public

**Hutton Room, Stratham Municipal Center
10 Bunker Hill Avenue, Stratham, NH 03885**

The public may access this meeting at the date and time above using this conference call information. Please dial the conference number **(877) 205-7349** and input **2254** when prompted for a user pin/code.

If at any time during the meeting you have difficulty hearing the proceedings, please e-mail dmoore@strathamnh.gov. To access materials related to this meeting, please see this link: <https://www.strathamnh.gov/select-board>

- I. Call to order
- II. Roll Call
- III. Consideration of Minutes - 3/29/2024 and 4/1/2024
- IV. Financial Report (second meeting of the month)
- V. Department Reports & Presentations
 - A. Planning Dept. – Planning & Community Development Director Mark Connors
- VI. Correspondence
 - A. Follow-up communication from James Neal concerning NH Permit to Bait
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions
- IX. Discussion of Monthly Reports – (second meeting of the Month)
- X. New Business and Action Items
 - A. 2024 Goals Discussion – Discussion of Priority Initiatives
 - B. Fire Department Detail Rate Policy & Rate Update
 - C. DPW Fleet and Equipment Maintenance – 2024 Purchase Recommendations

The Select Board reserves the right to take up business in any order deemed appropriate by the Chair. A motion to enter Non-Public Session in accordance with RSA 91-A:3 may occur at any time during the meeting. Submission of items to be placed on the Agenda must be to the Town Administrator by 4 pm the Wednesday before the scheduled meeting.



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- D. PREPA Grant Septic System Vulnerability Assessment
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- H. Planning Board Request for Comments on HB 1279 and 1400

- XI. Town Administrator Report
 - A. Department Head Meeting Dates - 2024
 - B. April Sampling for Groundwater Management Permit – Town Center PFAS

- XII. Informational Items
 - A. Rockingham Planning Commission - Metropolitan Planning Organization
 - B. 2024 CPCNH Annual Membership Meeting Notice
 - C. SELT article

- XIII. Reservations, Event Requests & Permits

- XIV. Review of Recent or Upcoming Board & Commissions Agendas

- XV. Boards and Commissions Nominations & Appointments
 - A. Appointments *for consideration*: None for this meeting
 - B. Appointments *to be voted on*:

- XVI. Miscellaneous & Old Business

- XVII. Adjournment

SPECIAL MEETING

MINUTES OF THE MARCH 29, 2024 SELECT BOARD MEETING

MEMBERS PRESENT: Board Members Chair Mike Houghton, Vice Chair Allison Knab, Joe Anderson

The Board Chair opened the meeting at 1:30 pm.

Mr. Anderson opened the meeting and motioned to enter into a non-public session in accordance with RSA 91-A:3, II(a and c). Mr. Houghton seconded the motion. Roll call: Houghton-yes; Knab-yes; Anderson-yes

At 3:30 pm Mr. Anderson motioned to come out of the non-public session and to seal the minutes noting failure to do so may render a proposed action ineffective. Mr. Houghton seconded the motion then motioned to adjourn. Mr. Anderson seconded the motion. All voted in favor.

MINUTES OF THE APRIL 1, 2024 SELECT BOARD MEETING

MEMBERS PRESENT: Board Members Chair Mike Houghton, Vice Chair Allison Knab; Joe Anderson

ALSO PRESENT: Town Administrator David Moore, Finance Administrator Christiane McAllister, Fire Chief Jeff Denton, Police Chief Anthony King

At 6:30 p.m. Mr. Houghton called the meeting to order and moved to go into a non-public session in accordance with RSA 91-A:3, II (a) Personnel. Ms. Knab seconded the motion. Roll call: Houghton-yes; Knab-yes; Anderson-yes.

At 7:01 pm the public meeting resumed. Mr. Houghton moved to seal the minutes noting failure to do so may render a proposed action ineffective. Ms. Knab seconded the motion. All voted in favor.

At 7:01 pm Mr. Houghton asked for a motion on the minutes. Mr. Anderson motioned to accept the minutes of March 18 and March 27, 2024. Ms. Knab seconded the motion. All voted in favor.

Mr. Houghton recognized Fire Chief Jeff Denton for his department report. On March 19th at the Stratham Fire Dept. Association meeting, the members officially voted him as Chief for the next two years. Chief Denton praised the Stratham Police Department, noting they had a difficult call overnight and Chief King and his officers were instrumental in making it go smooth. Chief Denton continued, noting the department is moving forward with the ESO transition for the Fire Dept. Database program. This brings in extra capability regarding records reporting. Peggy Crosby is the Project manager for this project.

Chief Denton called attention to the Outdoor Special Event Emergency Operations Plan that he, Police Chief King and Parks and Recreation Director Seth Hickey have created. They will continue to refine it, adding parameters and thresholds for implementation. Mr. Anderson inquired about the approval process. Chief Denton explained that because each department requires its own special permits, an applicant would initially go to the Building Dept. From there, the department(s) that should be involved would be notified. The plan will remain flexible. They continued to talk about items that might be included. The Board felt they were on the right path. Chief King added that the plan is comprehensive and addresses all emergency events. Ms. Knab expressed concern about overburdening families wanting to rent the pavilions. Criteria that would trigger the process would depend on the type of event. Once the plan is finalized, it will be updated on a regular basis. They will continue to work on the plan and bring it back to the Board.

Next Chief Denton sought guidance on planning for truck replacements. The forestry truck is due to be replaced in 2025; Engine 3 is scheduled for replacement in 2028. There is a two to three year wait from the time the order is placed. The new ambulance is scheduled to arrive in September; a year after the 12 – 16 months agreed to in our contract. In order to plan for rolling

stock in 2025, Mr. Moore advised that they revisit the timing strategy during the discussions of preparing the CIP in the fall of this year.

Chief Denton reported working on the Standard Operating Guidance for the new door trainer and VEIS room training devices. Training to begin late spring on these devices.

Chief Denton reported that several business in town are undertaking projects which have been time consuming due to code enforcement and power issues.

Finally, Chief Denton reported on several calls they've responded to, including assisting Greenland with a structure fire at 2:00 am and an EMS trauma call earlier today.

Mr. Houghton moved to the Public Comment portion of the agenda. Resident Robbi-Lyn Ward, 141 Stratham Heights Road, said that she and her husband Kevin purchased their home in 2020. She spoke about a significant amount of water draining into their yard, their driveway and their basement. It is her contention that when developments were created, there was no plan for proper water drainage. As a result, her driveway and yard are flooded with water from several different sources. She has met with DPW and Planning personnel who have done site walks on her property. She wants to Town to define the authority for the placement of a culvert she contended is located on her property and to stop the water. Mr. Houghton vowed to bring together resources to better understand the situation and that the Town will respond.

At 7:46 pm Mr. Houghton motioned to go into a non-public session in accordance with RSA 91-A:3, II (a) Personnel. Ms. Knab seconded the motion. Roll call: Houghton-yes; Knab-yes; Anderson-yes.

At 10:13 pm Mr. Houghton motioned to come out of the non-public session and seal the minutes noting failure to do so may render a proposed action ineffective. Ms. Knab seconded the motion. All voted in favor.

Mr. Houghton moved to the agenda item regarding Mr. Hopping. Ms. Knab motioned to recommend naming the home dugout at Stevens Park after long-time baseball coach and mentor John Hopping after receiving such positive reports on him and to authorize a sign to be erected in coordination to be approved in form and content by Town Administration. Mr. Anderson seconded the motion. All voted in favor.

Mr. Houghton called attention to the request for a Permit to Bait. The Board decided not to approve the permit.

Next Mr. Houghton moved to the Stormwater Agreement and Performance Agreement for Chase Bank. Ms. Knab authorized the Chair to sign the agreements for Chase Bank, 28 Portsmouth Avenue. Mr. Houghton seconded the motion. All voted in favor.

Mr. Houghton moved to the Trail Management Advisory Committee item on the agenda. Ms. Knab wanted to amend their charge to act as an advisory committee to the Town and Select Board in conjunction with other stakeholders.

Mr. Houghton directed attention to the Select Board liaisons. Ms. Knab noted she attends the Stratham Hill Park Association meetings. They decided to continue the liaisons as they are.

ADMINISTRATION

Mr. Moore reported that as a result of the rains and the underground installation of the propane tanks, the raised beds cannot go where they were planned. Alternative locations have been identified and new beds initially placed; the Board was comfortable with the new locations.

CORRESPONDENCE

Mr. Moore reported that Nate Merrill, Heritage Commission, requested the materials noted in the Archaeological letter be returned to the Town. The Board agreed.

Mr. Moore called attention to the Library Proclamation.

INFORMATIONAL ITEMS

Mr. Moore reported that as a result of a discussion from the prior board meeting, he, Ms. McAllister and Mr. Stevens are making great progress on planning for capital reserve. Ms. McAllister is creating a document that will allow us to track rolling stock much better. Mr. Houghton emphasized it will be important to recalibrate based on inflation.

Mr. Moore advised them that the Public Works open house will be May 22. We will be publicizing it soon.

Mr. Moore asked the Board to authorize him to sign the form to designate Will Dinsmore as our Health Officer. Mr. Anderson voted to identify Will Dinsmore, Building Inspector, as our Health Officer for the Town of Stratham. Ms. Knab seconded the motion. All voted in favor.

Mr. Moore reported concern about the impact of two colonies of beavers in the park. He advised that a policy recommendation is being developed and will update the Board.

RESERVATIONS

Ms. Knab motioned support for refunding the amount of \$400 to the Seacoast Beekeepers Association of NH for their use of the Sewall Room as they have obtained non-profit status. Mr. Anderson seconded the motion. All voted in favor.

Ms. Knab motioned support for waiving the fee for the Connors Climb Foundation for their use of the Front Pavilion on May 16th. Mr. Anderson seconded the motion. All voted in favor.

Mr. Anderson motioned to approve the Great Bay 5K Road Race use of the Front Pavilion on October 26, 2024 and to waive the fee. Mr. Houghton seconded the motion. Ms. Knab abstained because she is involved with the requesting party. Motion passed.

APPOINTMENTS

Ms. Knab motioned to re-appoint Gale Lyon, Kathy Bower and Michele McCann-Conti as Alternates to the Wiggin Memorial Library Board of Trustees for a one year term as

recommended by the Library Board of Trustees. Mr. Anderson seconded the motion. All voted in favor.

Ms. Knab said that she would not be able to attend the Seabrook drill on Wednesday due to a previous engagement.

At 10:40 pm Ms. Knab motioned to adjourn. Mr. Anderson seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard
Recording Secretary

DRAFT

Statement of Financial Position by Fund -- No zeros
Town of Stratham
For 3/31/2024

Run: 4/12/2024 at 12:53 PM

Page: 2

100	This Year	Last Year	Change
Assets			
1 1010 02 301 GF NHPDIP Investment Fund	0.00	21,738.46	(21,738.46)
1 1010 03 000 Cash - Petty Cash	650.00	650.00	0.00
1 1010 08 000 TEMP CC Clearing for variances	(11.50)	(10.80)	(0.70)
1 1010 10 000 TD General Fund Cash	10,248,533.97	8,948,197.95	1,300,336.02
1 1010 20 000 TD Electronic Deposits	278,800.09	147,201.75	131,598.34
1 1080 00 000 Property Taxes Receivable	254,752.90	89,788.75	164,964.15
1 1080 40 000 Current Use Tax Receivable	1,000.00	1,500.00	(500.00)
1 1080 50 000 Yield/Timber Tax Receivable	(1,500.00)	(1,500.00)	0.00
1 1110 00 000 Property Tax Liens	138,066.37	75,418.73	62,647.64
1 1150 01 000 Accounts Receivable	(17,214.01)	1,492.99	(18,707.00)
1 1180 40 000 Tax Lien Interest	3,566.58	0.00	3,566.58
1 1260 01 000 Due from Other Governments	38,417.60	233,078.77	(194,661.17)
1 1312 00 000 Due from/to Others	(0.11)	(0.11)	0.00
1 1990 01 000 Due to/from	77,112.95	120,941.39	(43,828.44)
1 1990 01 500 Due to/from Agency	5,289.85	(0.47)	5,290.32
1 1990 01 501 Due from Trustees	(614,275.02)	0.00	(614,275.02)
Total Assets	10,413,189.67	9,638,497.41	774,692.26
Liabilities and Fund Balance			
1 2020 01 000 Accounts Payable - General Fund	22,067.25	(14,172.93)	36,240.18
1 2025 02 000 Retirement Payable	108,468.66	92,592.53	15,876.13
1 2025 04 000 Health Insurance W/H	(2,036.95)	(1,961.02)	(75.93)
1 2025 04 001 FSA Employee Contributions	7,856.11	2,275.08	5,581.03
1 2025 07 000 Vital Records (State)	7,038.63	7,287.63	(249.00)
1 2025 08 000 State Transfer	(1,385.10)	946.53	(2,331.63)
1 2025 09 000 Dog Lic (State)	2,694.90	1,608.50	1,086.40
1 2025 10 000 Deferred Compensation	(15.00)	1,750.00	(1,765.00)
1 2025 12 000 Colonial Insurances	344.16	344.16	0.00
1 2025 14 000 Medicare W/H	(0.49)	(0.49)	0.00
1 2025 15 000 Social Security W/H	929.81	929.81	0.00
1 2025 18 000 ACH Clearing Account	1,358.83	1,358.83	0.00
1 2025 21 000 Property Tax Overpayments/Refunds	(69,991.52)	0.00	(69,991.52)
1 2025 32 000 Due to Others	968.07	0.07	968.00
1 2025 33 000 Trustees of the Trust Funds	4,350.00	0.00	4,350.00
1 2025 34 000 Fish & Game State Fees	3,915.50	3,653.50	262.00
1 2025 35 000 Planning-3rd Party Review A/R	8,591.43	2,986.43	5,605.00
1 2075 01 000 Due to School District	11,256,530.50	11,256,530.50	0.00
1 2080 02 000 Due to Transportation Improvement Fund	13,000.00	0.00	13,000.00
1 2090 01 000 Accrued Labor	70,862.00	70,862.00	0.00
1 2220 00 000 Advances from Grantors - ARPA	409,075.53	409,075.53	0.00
1 2220 01 000 Deferred Tax Revenue	116,965.23	24,521.71	92,443.52
Total Liabilities	11,961,587.55	11,860,588.37	100,999.18
1 2530 01 000 Assigned Fund Balance	3,253,980.23	3,253,980.23	0.00
1 2530 02 000 Unassigned Fund Balance	1,990,674.86	1,990,674.86	0.00
1 2530 08 000 Clear to (Prior Year's Fund Balance)	(517,213.06)	(517,213.06)	0.00
1 2530 09 000 Difference (Auditor's Adjustment)	0.30	0.30	0.00
Total Fund Balance (Carried Forward)	4,727,442.33	4,727,442.33	0.00
Change in Fund Balance	(7,767,639.02)	(6,912,023.50)	(855,615.52)
Total Fund Balance	(3,040,196.69)	(2,184,581.17)	(855,615.52)
Total Liabilities and Fund Balance	8,921,390.86	9,676,007.20	(754,616.34)

Town of Stratham For 3/31/2024

	Dept Budget 2024	MTD Actual	YTD Actual 2024	Balance	% Expended
GENERAL GOVERNMENT					
EXECUTIVE					
Select Board					
100 4130 01 101 Select Board Stipends	12,000.00	0.00	0.00	12,000.00	0.00
Administration					
100 4130 02 102 Town Administration Payroll	184,440.00	13,774.32	41,322.96	143,117.04	22.40
100 4130 02 201 Supplies	4,000.00	30.84	729.84	3,270.16	18.25
100 4130 02 204 Association Dues	9,500.00	0.00	9,651.25	(151.25)	101.59
100 4130 02 208 Contracted services	1,000.00	0.00	0.00	1,000.00	0.00
100 4130 02 209 Workshops & Training	4,000.00	416.00	416.00	3,584.00	10.40
100 4130 02 216 Advertising	1,000.00	122.64	586.86	413.14	58.69
100 4130 02 224 Meetings & Meals	6,850.00	0.00	3,533.91	3,316.09	51.59
100 4130 02 225 Mileage	500.00	0.00	65.66	434.34	13.13
100 4130 02 230 Fed-Ex	250.00	0.00	0.00	250.00	0.00
100 4130 02 231 Postage	13,000.00	0.00	674.83	12,325.17	5.19
100 4130 02 262 Town Report	3,200.00	0.00	0.00	3,200.00	0.00
100 4130 02 317 Service Contract (copier)	8,000.00	1,663.20	2,455.20	5,544.80	30.69
100 4130 02 319 Background Checks	500.00	0.00	193.00	307.00	38.60
100 4130 02 328 Town Meeting	1,000.00	0.00	0.00	1,000.00	0.00
Total Administration	237,240.00	16,007.00	59,629.51	177,610.49	25.13
Total Executive	249,240.00	16,007.00	59,629.51	189,610.49	23.92
ELECTION & REGISTRATION					
100 4140 01 201 Supplies	7,000.00	574.62	1,349.38	5,650.62	19.28
100 4140 01 219 Ballot Clerks	9,000.00	1,975.00	4,550.00	4,450.00	50.56
100 4140 01 220 Moderator/Asst. Moderator	3,600.00	900.00	1,800.00	1,800.00	50.00
100 4140 01 221 Meals	4,000.00	355.14	1,474.21	2,525.79	36.86
100 4140 01 301 Supervisors of the checklist	3,600.00	1,800.00	1,800.00	1,800.00	50.00
100 4140 01 308 Workshops & Training	100.00	0.00	0.00	100.00	0.00
100 4140 01 317 Equipment Maintenance	650.00	0.00	700.00	(50.00)	107.69
Total Election & Registration	27,950.00	5,604.76	11,673.59	16,276.41	41.77
FINANCIAL ADMINISTRATION					
FINANCE					
100 4150 01 120 Finance Payroll	155,000.00	7,138.68	21,706.05	133,293.95	14.00
100 4150 01 204 Dues/Misc Exp.	200.00	0.00	61.98	138.02	30.99
100 4150 01 217 Audit	25,000.00	2,276.11	5,093.61	19,906.39	20.37
100 4150 01 306 Financial Software Lic/Training	2,200.00	0.00	2,052.75	147.25	93.31
100 4150 01 308 Workshops & Training	800.00	0.00	0.00	800.00	0.00
100 4150 01 401 Contracted Services	18,000.00	1,287.10	4,598.99	13,401.01	25.55
100 4150 01 900 Bank Fees	100.00	0.00	0.00	100.00	0.00
100 4150 05 111 Finance-Treasurer Stipend	7,500.00	0.00	0.00	7,500.00	0.00
Total Finance	208,800.00	10,701.89	33,513.38	175,286.62	16.05
ASSESSING					
100 4150 02 114 Assessing Payroll	8,535.00	726.82	2,108.77	6,426.23	24.71
100 4150 02 201 Assessing Supplies	500.00	0.00	0.00	500.00	0.00
100 4150 02 204 Dues/Misc Exp.	500.00	0.00	200.00	300.00	40.00
100 4150 02 218 Registry Expense	100.00	9.00	9.00	91.00	9.00
100 4150 02 304 Tax maps	4,000.00	0.00	0.00	4,000.00	0.00
100 4150 02 308 Workshops & Training	250.00	0.00	0.00	250.00	0.00
100 4150 02 317 Equipment Maintenance/Software	7,500.00	0.00	6,851.00	649.00	91.35
100 4150 02 401 Contracted Services	80,000.00	0.00	0.00	80,000.00	0.00
Total Assessing	101,385.00	735.82	9,168.77	92,216.23	9.04
Town Clerk/Tax Collector					
100 4150 03 112 TC/TC Payroll	146,580.00	13,421.25	39,044.75	107,535.25	26.64
100 4150 03 201 Office Supplies	5,000.00	200.52	365.27	4,634.73	7.31
100 4150 03 204 Dues & Memberships	100.00	0.00	0.00	100.00	0.00
100 4150 03 209 Conventions	800.00	0.00	0.00	800.00	0.00
100 4150 03 218 Registry of Deeds	300.00	0.00	2.66	297.34	0.89
100 4150 03 223 Lien Notifications	400.00	0.00	61.43	338.57	15.36
100 4150 03 225 Mileage	200.00	0.00	0.00	200.00	0.00
100 4150 03 269 Restoration of records	500.00	0.00	0.00	500.00	0.00
100 4150 03 306 Computer Support-Service	12,300.00	0.00	4,194.00	8,106.00	34.10
100 4150 03 308 Workshops & Training	500.00	120.00	120.00	380.00	24.00

Town of Stratham For 3/31/2024

	Dept Budget 2024	MTD Actual	YTD Actual 2024	Balance	% Expended
100 4150 03 317 Service Contract (copier)	3,000.00	204.00	293.00	2,707.00	9.77
100 4150 03 318 New Equipment	200.00	0.00	0.00	200.00	0.00
Total Town Clerk/Tax Collector	169,880.00	13,945.77	44,081.11	125,798.89	25.95
Total Financial Administration	480,065.00	25,383.48	86,763.26	393,301.74	18.07
COMPUTER SERVICES					
100 4150 04 201 IT Supplies/Materials	10,000.00	0.00	256.99	9,743.01	2.57
100 4150 04 202 Cloud subscriptions	10,000.00	2,216.58	3,886.55	6,113.45	38.87
100 4150 04 205 Managed IT Services	85,000.00	6,806.00	20,396.00	64,604.00	24.00
100 4150 04 206 Telecom & Internet	7,800.00	1,213.00	3,639.00	4,161.00	46.65
Total Computer Services	112,800.00	10,235.58	28,178.54	84,621.46	24.98
LEGAL EXPENSES					
100 4153 01 202 Legal Expenses	40,000.00	3,230.00	4,845.00	35,155.00	12.11
Total Legal Services	40,000.00	3,230.00	4,845.00	35,155.00	12.11
PERSONNEL ADMINISTRATION					
100 4155 01 171 Medicare	50,750.00	3,546.74	10,396.35	40,353.65	20.49
100 4155 01 173 New Hampshire Retirement	560,000.00	(106.82)	101,320.05	458,679.95	18.09
100 4155 01 174 Social Security	146,500.00	9,585.65	29,169.74	117,330.26	19.91
100 4155 01 176 Unemployment	2,260.00	0.00	2,260.00	0.00	100.00
100 4155 01 191 Insurance Buyout Program	88,000.00	0.00	0.00	88,000.00	0.00
100 4155 01 192 Life/AD&D	6,000.00	0.00	1,339.50	4,660.50	22.33
100 4155 01 193 Long-Term Disability	10,250.00	0.00	2,228.06	8,021.94	21.74
100 4155 01 194 Short-Term Disability	14,200.00	0.00	3,082.40	11,117.60	21.71
100 4155 01 195 Health/Dental Insurance	420,000.00	0.00	78,535.86	341,464.14	18.70
100 4155 01 196 HealthTrust HRA	20,000.00	323.73	741.23	19,258.77	3.71
100 4155 01 197 Misc. Fees	600.00	0.00	0.00	600.00	0.00
100 4155 01 198 Leave Compensation	10,000.00	0.00	0.00	10,000.00	0.00
100 4155 01 199 HealthTrust FSA	9,000.00	11.00	19.25	8,980.75	0.21
100 4155 02 198 Compensation Adjustments	76,000.00	0.00	0.00	76,000.00	0.00
100 4155 02 199 Cell Phone Reimbursement	4,000.00	325.36	488.04	3,511.96	12.20
Total Personnel	1,417,560.00	13,685.66	229,580.48	1,187,979.52	16.20
PLANNING & ZONING					
PLANNING					
100 4191 01 120 Planning Department Payroll	122,000.00	8,805.24	26,275.20	95,724.80	21.54
100 4191 01 201 Supplies	2,000.00	0.00	61.99	1,938.01	3.10
100 4191 01 203 Legal Ads	4,000.00	128.90	242.15	3,757.85	6.05
100 4191 01 204 Dues & Memberships	500.00	0.00	0.00	500.00	0.00
100 4191 01 266 Reference Materials	500.00	0.00	0.00	500.00	0.00
100 4191 01 271 Rock. Planning Commission	7,900.00	0.00	0.00	7,900.00	0.00
100 4191 01 276 Special Projects	2,500.00	62.60	62.60	2,437.40	2.50
100 4191 01 306 Software License & Training	4,000.00	1,896.00	2,295.99	1,704.01	57.40
100 4191 01 308 Training	1,000.00	0.00	50.00	950.00	5.00
100 4191 01 318 Equipment	950.00	0.00	0.00	950.00	0.00
100 4191 01 319 Gas - Mileage	100.00	0.00	0.00	100.00	0.00
Total Planning	145,450.00	10,892.74	28,987.93	116,462.07	19.93
BUILDING INSPECTOR/CODE ENFORCEMENT					
100 4191 02 122 BI / CEO Department Payroll	138,535.00	10,346.16	31,113.48	107,421.52	22.46
100 4191 02 201 Supplies	2,000.00	0.00	665.66	1,334.34	33.28
100 4191 02 235 Fire Inspection Fees	500.00	0.00	0.00	500.00	0.00
100 4191 02 266 Reference Materials	1,000.00	0.00	0.00	1,000.00	0.00
100 4191 02 306 Software License & Training	3,000.00	0.00	0.00	3,000.00	0.00
100 4191 02 308 Workshops & Training	1,500.00	450.00	535.00	965.00	35.67
100 4191 02 316 Cell Phone	1,000.00	0.00	41.15	958.85	4.12
100 4191 02 318 Equipment	1,000.00	0.00	0.00	1,000.00	0.00
100 4191 02 376 Vehicle Maintenance	750.00	89.22	89.22	660.78	11.90
Total Building Inspector/Code Enforcement	149,285.00	10,885.38	32,444.51	116,840.49	21.73
Total Planning & Zoning	294,735.00	21,778.12	61,432.44	233,302.56	20.84
GENERAL GOVT. BUILDINGS					
100 4194 01 104 Facilities Payroll	81,400.00	6,256.31	17,706.04	63,693.96	21.75
100 4194 01 222 MC Supplies	6,000.00	446.97	1,428.63	4,571.37	23.81
100 4194 01 314 MC Electricity	27,000.00	1,699.65	5,757.60	21,242.40	21.32
100 4194 01 315 MC Heat	12,000.00	1,773.20	5,404.39	6,595.61	45.04

**Town of Stratham
For 3/31/2024**

	Dept Budget 2024	MTD Actual	YTD Actual 2024	Balance	%
					Expended
100 4194 01 316 MC Telephone	8,500.00	676.48	2,104.21	6,395.79	24.76
100 4194 01 318 MC Equipment	3,500.00	0.00	0.00	3,500.00	0.00
100 4194 01 375 MC Building Maintenance/Repairs	30,000.00	1,744.96	4,545.65	25,454.35	15.15
100 4194 02 375 Rental Property Maintenance	6,000.00	388.20	12,257.20	(6,257.20)	204.29
100 4194 04 314 Historical Soc. Electricity	1,400.00	51.14	260.37	1,139.63	18.60
100 4194 04 315 Historical Soc. Heat	4,800.00	856.92	2,053.62	2,746.38	42.78
100 4194 04 375 Historical Building Maintenance/Repairs	2,500.00	194.10	612.17	1,887.83	24.49
100 4194 06 240 Smyk Landscape Maintenance	2,000.00	0.00	0.00	2,000.00	0.00
Total General Govt. Buildings	185,100.00	14,087.93	52,129.88	132,970.12	28.16
CEMETERIES					
100 4195 01 141 Cemetery Payroll	26,210.00	1,947.49	4,613.63	21,596.37	17.60
100 4195 01 142 Cemetery Overtime	0.00	0.00	8.44	(8.44)	0.00
100 4195 01 222 Supplies	2,000.00	443.52	443.52	1,556.48	22.18
100 4195 01 240 Ground Maintenance	8,000.00	750.00	750.00	7,250.00	9.38
100 4195 01 306 Computer Maintenance	250.00	0.00	0.00	250.00	0.00
100 4195 01 317 Equipment Maintenance	2,000.00	0.00	736.28	1,263.72	36.81
100 4195 01 318 Equipment	300.00	0.00	0.00	300.00	0.00
100 4195 01 401 Contracted Services	1,500.00	0.00	0.00	1,500.00	0.00
Total Cemeteries	40,260.00	3,141.01	6,551.87	33,708.13	16.27
INSURANCE					
100 4196 01 190 Workers' Compensation	55,952.00	0.00	55,952.00	0.00	100.00
100 4196 01 248 Property & Liability Insurance	80,321.00	0.00	80,321.00	0.00	100.00
Total Insurance	136,273.00	0.00	136,273.00	0.00	100.00
OTHER GEN. GOVT.					
100 4199 01 243 Town Ctr Water Contamination Expenses	6,000.00	551.60	1,629.60	4,370.40	27.16
100 4199 01 250 PFAS Remediation Grant Expenses	0.00	5,800.50	5,800.50	(5,800.50)	0.00
100 4199 01 999 ARPA applied costs	0.00	5,085.40	20,762.77	(20,762.77)	0.00
Total Other Gen. Government	6,000.00	11,437.50	28,192.87	(22,192.87)	469.88
TOTAL GENERAL GOVERNMENT	2,989,983.00	124,591.04	705,250.44	2,284,732.56	23.59
PUBLIC SAFETY					
POLICE					
PD Payroll					
100 4210 01 130 Police Full Time Payroll	1,014,000.00	64,342.64	205,589.79	808,410.21	20.28
100 4210 01 133 Police-Holiday pay	32,000.00	0.00	848.00	31,152.00	2.65
100 4210 01 134 Prosecutor Payroll	16,500.00	1,230.76	3,692.28	12,807.72	22.38
100 4210 01 135 Police Overtime	96,500.00	10,999.31	23,118.39	73,381.61	23.96
100 4210 01 136 Police - PT & ACO	55,000.00	11,696.00	17,820.00	37,180.00	32.40
Total Payroll	1,214,000.00	88,268.71	251,068.46	962,931.54	20.68
PD Operations					
100 4210 02 201 PD Office Supplies	8,000.00	2,904.96	3,597.09	4,402.91	44.96
100 4210 02 226 Community Service Program	1,000.00	151.92	151.92	848.08	15.19
100 4210 02 278 Special Response Team (SERT)	2,500.00	0.00	2,500.00	0.00	100.00
100 4210 02 279 Donation Funded Expenses	12,000.00	0.00	0.00	12,000.00	0.00
100 4210 02 305 Technical Support	25,500.00	876.41	4,876.96	20,623.04	19.13
100 4210 02 308 Training & Dues	22,000.00	1,179.73	2,023.36	19,976.64	9.20
100 4210 02 310 Uniforms	15,500.00	168.99	941.46	14,558.54	6.07
100 4210 02 317 Equipment Repairs	3,000.00	720.00	1,019.50	1,980.50	33.98
100 4210 02 318 New Equipment	8,000.00	105.71	410.86	7,589.14	5.14
100 4210 02 319 Gas & Oil	22,000.00	3,296.85	3,296.85	18,703.15	14.99
100 4210 02 376 Vehicle Maintenance	21,500.00	141.94	540.76	20,959.24	2.52
Total PD Operations	141,000.00	9,546.51	19,358.76	121,641.24	13.73
PD Building					
100 4210 03 314 Electricity	8,500.00	633.25	2,843.16	5,656.84	33.45
100 4210 03 315 Heating	5,200.00	694.20	1,332.10	3,867.90	25.62
100 4210 03 316 Telephone	3,000.00	537.65	876.83	2,123.17	29.23
100 4210 03 375 PD Building Maintenance	14,000.00	1,551.73	2,810.21	11,189.79	20.07
Total PD Building	30,700.00	3,416.83	7,862.30	22,837.70	25.61
Total Police	1,385,700.00	101,232.05	278,289.52	1,107,410.48	20.08
FIRE DEPARTMENT					
FD Operations					

Town of Stratham For 3/31/2024

	Dept Budget 2024	MTD Actual	YTD Actual 2024	Balance	%
					Expended
100 4220 01 100 Fire Dept. Payroll	319,165.00	20,232.50	59,597.75	259,567.25	18.67
100 4220 01 130 FD Detail	5,000.00	0.00	262.50	4,737.50	5.25
100 4220 01 204 Dues	6,500.00	0.00	5,354.00	1,146.00	82.37
100 4220 01 222 Supplies	4,000.00	672.77	1,356.40	2,643.60	33.91
100 4220 01 228 EMS Supplies	0.00	0.00	549.95	(549.95)	0.00
100 4220 01 236 Fire Prevention	3,000.00	0.00	0.00	3,000.00	0.00
100 4220 01 308 Training & Conferences	8,000.00	0.00	0.00	8,000.00	0.00
100 4220 01 310 Uniforms	5,000.00	901.00	901.00	4,099.00	18.02
100 4220 01 311 Gear	30,000.00	0.00	440.00	29,560.00	1.47
100 4220 01 316 Equipment Maintenance	16,000.00	39.80	2,324.76	13,675.24	14.53
100 4220 01 317 MV Maintenance	30,000.00	17.34	3,227.65	26,772.35	10.76
100 4220 01 318 New Equipment	30,000.00	2,325.18	2,342.36	27,657.64	7.81
100 4220 01 319 Gas & Oil	7,000.00	2,437.12	5,019.43	1,980.57	71.71
100 4220 01 323 Billing Expenses	13,000.00	2,290.38	3,554.73	9,445.27	27.34
Total FD Operations	476,665.00	28,916.09	84,930.53	391,734.47	17.82
FD Building					
100 4220 02 240 Landscape Maintenance	1,000.00	0.00	0.00	1,000.00	0.00
100 4220 02 246 Internet/IT Charges	22,000.00	167.26	406.52	21,593.48	1.85
100 4220 02 314 Electricity	21,000.00	1,119.44	3,720.64	17,279.36	17.72
100 4220 02 315 Heat	20,000.00	1,614.93	4,778.82	15,221.18	23.89
100 4220 02 316 Telephone	7,000.00	479.28	1,166.42	5,833.58	16.66
100 4220 02 375 Building Maintenance & Repairs	16,000.00	1,780.09	5,390.22	10,609.78	33.69
Total FD Building	87,000.00	5,161.00	15,462.62	71,537.38	17.77
Total Fire Department	563,665.00	34,077.09	100,393.15	463,271.85	17.81
EMERGENCY MANAGEMENT					
100 4290 01 227 Emergency Management Expenses	9,500.00	1,400.04	1,511.35	7,988.65	15.91
Total Emergency Management	9,500.00	1,400.04	1,511.35	7,988.65	15.91
DISPATCH SERVICES					
100 4299 01 316 Dispatch Phone Expense	1,000.00	83.73	166.72	833.28	16.67
Total Public Safety	1,959,865.00	136,792.91	380,360.74	1,579,504.26	19.41
PUBLIC WORKS					
HIGHWAY					
100 4312 01 140 Highway Payroll	312,000.00	18,860.61	52,749.67	259,250.33	16.91
100 4312 01 141 Highway Overtime	25,000.00	295.79	9,520.57	15,479.43	38.08
100 4312 01 142 Temporary Plow Drivers	0.00	2,139.41	6,665.09	(6,665.09)	0.00
100 4312 01 210 Hwy Vehicle Purchase	33,161.00	0.00	0.00	33,161.00	0.00
100 4312 01 211 Drainage	8,000.00	950.00	950.00	7,050.00	11.88
100 4312 01 222 Supplies	6,000.00	280.57	1,546.15	4,453.85	25.77
100 4312 01 224 Meals	1,500.00	0.00	409.41	1,090.59	27.29
100 4312 01 279 Substance Abuse Testing	1,200.00	566.00	566.00	634.00	47.17
100 4312 01 303 Rented Equipment	7,000.00	284.00	413.00	6,587.00	5.90
100 4312 01 306 Computer Software Maintenance	500.00	0.00	1,175.00	(675.00)	235.00
100 4312 01 308 Training	1,500.00	130.00	130.00	1,370.00	8.67
100 4312 01 310 Uniforms	6,000.00	345.22	1,707.05	4,292.95	28.45
100 4312 01 314 Electricity	11,000.00	728.27	2,433.21	8,566.79	22.12
100 4312 01 315 Heating	2,500.00	0.00	1,173.58	1,326.42	46.94
100 4312 01 316 Telephone	3,000.00	208.45	743.78	2,256.22	24.79
100 4312 01 317 Equipment Repairs & Maintenance	50,000.00	5,178.38	13,094.10	36,905.90	26.19
100 4312 01 318 New Equipment & Signs	9,000.00	0.00	244.92	8,755.08	2.72
100 4312 01 319 Gas & Oil	35,000.00	5,353.22	9,659.78	25,340.22	27.60
100 4312 01 320 Road Paint	12,000.00	0.00	0.00	12,000.00	0.00
100 4312 01 321 Salt	55,000.00	0.00	45,160.45	9,839.55	82.11
100 4312 01 322 Aggregate	8,500.00	0.00	0.00	8,500.00	0.00
100 4312 01 325 Paving & Road Reconstruction	150,000.00	0.00	0.00	150,000.00	0.00
100 4312 01 375 Building Maintenance	20,000.00	1,062.24	4,081.66	15,918.34	20.41
100 4312 01 376 Vehicle Maintenance	250.00	733.23	3,149.85	(2,899.85)	1,259.94
100 4312 01 401 Contracted Services	2,000.00	0.00	0.00	2,000.00	0.00
Total Highway	760,111.00	37,115.39	155,573.27	604,537.73	20.47
STREET LIGHTING					
100 4316 01 314 Street Lighting	9,000.00	116.15	1,480.41	7,519.59	16.45

Town of Stratham For 3/31/2024

	Dept Budget 2024	MTD Actual	YTD Actual 2024	Balance	% Expended
Total Public Works	769,111.00	37,231.54	157,053.68	612,057.32	20.42
SANITATION					
SOLID WASTE COLL. & DISPOSAL					
100 4323 01 142 Sanitation Payroll	48,000.00	2,958.17	7,580.98	40,419.02	15.79
100 4323 01 143 Sanitation Overtime	0.00	0.00	16.87	(16.87)	0.00
100 4323 01 212 MSW/Recycling Coll. & Disposal	900,000.00	87,931.48	173,803.54	726,196.46	19.31
100 4323 01 242 Hazardous Waste Collection	6,400.00	184.00	811.36	5,588.64	12.68
100 4323 01 247 Landfill Closure Costs	12,000.00	0.00	0.00	12,000.00	0.00
100 4323 01 309 Transfer Station Expenses	90,000.00	3,777.40	8,123.45	81,876.55	9.03
100 4323 01 314 Electricity	800.00	136.11	490.90	309.10	61.36
100 4323 01 317 Materials & Supplies	4,000.00	0.00	0.00	4,000.00	0.00
Total Solid Waste Coll. & Disposal	1,061,200.00	94,987.16	190,827.10	870,372.90	17.98
PUBLIC WORKS (OTHER)					
100 4339 01 327 Public Works Commission	1.00	0.00	0.00	1.00	0.00
Total PW Other	1.00	0.00	0.00	1.00	0.00
HEALTH					
ANIMAL CONTROL					
100 4414 01 244 Impoundment Fees/Supplies	600.00	0.00	0.00	600.00	0.00
Total Animal Control	600.00	0.00	0.00	600.00	0.00
PEST CONTROL					
100 4414 02 326 Pest Control Contracted Services	50,000.00	0.00	0.00	50,000.00	0.00
PUBLIC SERVICE AGENCIES					
100 4415 01 000 Annie's Angels	2,500.00	0.00	0.00	2,500.00	0.00
100 4415 01 001 American Red Cross	800.00	0.00	0.00	800.00	0.00
100 4415 01 351 Seacoast Mental Health Ctr.	3,500.00	0.00	0.00	3,500.00	0.00
100 4415 01 352 Waypoint	6,700.00	0.00	0.00	6,700.00	0.00
100 4415 01 353 Haven	4,250.00	0.00	0.00	4,250.00	0.00
100 4415 01 354 Big Brother & Big Sister	1,000.00	0.00	0.00	1,000.00	0.00
100 4415 01 355 Community Action Prog.	4,500.00	0.00	0.00	4,500.00	0.00
100 4415 01 356 Retired & Senior Volunteer Prog	500.00	0.00	0.00	500.00	0.00
100 4415 01 359 AIDS Response of the Seacoast	1,000.00	0.00	0.00	1,000.00	0.00
100 4415 01 360 Rockingham County Nutrition Program	4,000.00	0.00	0.00	4,000.00	0.00
100 4415 01 361 Seacoast Shipyard Assoc.	200.00	0.00	0.00	200.00	0.00
100 4415 01 362 Crossroads House	1,000.00	0.00	0.00	1,000.00	0.00
100 4415 01 366 Child Advocacy Center	1,250.00	0.00	0.00	1,250.00	0.00
100 4415 01 368 Families First	2,500.00	0.00	0.00	2,500.00	0.00
100 4415 01 369 Womenade of Greater Squamscott	2,000.00	0.00	0.00	2,000.00	0.00
100 4415 01 370 Transportation Assistance for Seacoast Citizens	3,000.00	0.00	0.00	3,000.00	0.00
Total Public Service Agencies	38,700.00	0.00	0.00	38,700.00	0.00
WELFARE					
DIRECT ASSISTANCE					
100 4445 01 314 Public Asst. Electricity	700.00	0.00	0.00	700.00	0.00
100 4445 01 340 Public Asst. Food	150.00	0.00	0.00	150.00	0.00
100 4445 01 341 Public Asst. Heat	1,200.00	0.00	0.00	1,200.00	0.00
100 4445 01 343 Public Asst. Medical-Pharmacy	100.00	0.00	0.00	100.00	0.00
100 4445 01 344 Public Asst. Rent-Mortgage	7,000.00	424.85	424.85	6,575.15	6.07
100 4445 01 345 Public Asst. Misc. Assistance	850.00	0.00	0.00	850.00	0.00
Total Direct Assistance	10,000.00	424.85	424.85	9,575.15	4.25
CULTURE & RECREATION					
PARKS					
100 4520 01 144 Parks Payroll	78,500.00	2,699.84	7,349.25	71,150.75	9.36
100 4520 01 201 Supplies	1,500.00	0.00	0.00	1,500.00	0.00
100 4520 01 240 Grounds Maintenance	42,000.00	1,170.00	2,323.26	39,676.74	5.53
100 4520 01 308 Training	350.00	0.00	0.00	350.00	0.00
100 4520 01 310 Uniforms	750.00	0.00	0.00	750.00	0.00
100 4520 01 314 Electricity	8,000.00	255.69	1,150.94	6,849.06	14.39
100 4520 01 317 Equipment Maintenance	4,500.00	395.63	395.63	4,104.37	8.79
100 4520 01 330 Park Maintenance Supplies	5,800.00	0.00	799.50	5,000.50	13.78
100 4520 01 376 Park Vehicle Maintenance	5,000.00	209.04	209.04	4,790.96	4.18

**Town of Stratham
For 3/31/2024**

	Dept Budget 2024	MTD Actual	YTD Actual 2024	Balance	% Expended
100 4520 01 377 All Other Park Building Maintenance	9,000.00	386.30	2,716.07	6,283.93	30.18
Total Parks	155,400.00	5,116.50	14,943.69	140,456.31	9.62
RECREATION					
100 4520 02 145 Recreation Payroll	163,610.00	12,980.30	39,753.73	123,856.27	24.30
100 4520 02 201 Office Expenses	1,200.00	0.00	25.96	1,174.04	2.16
100 4520 02 204 Memberships	50.00	0.00	0.00	50.00	0.00
100 4520 02 273 Seniors Programming	25,000.00	2,700.73	5,722.43	19,277.57	22.89
100 4520 02 319 Gas-Mileage	650.00	30.02	303.58	346.42	46.70
100 4520 02 324 Brochures/Newsletters	1,500.00	0.00	118.79	1,381.21	7.92
100 4520 02 328 Special Events	3,000.00	0.00	894.00	2,106.00	29.80
Total Recreation	195,010.00	15,711.05	46,818.49	148,191.51	24.01
Total Parks & Recreation	350,410.00	20,827.55	61,762.18	288,647.82	17.63
LIBRARY					
100 4550 01 147 Library Payroll	470,000.00	33,193.91	101,174.65	368,825.35	21.53
100 4550 01 249 Non-salary expenses	114,130.00	0.00	57,065.00	57,065.00	50.00
Total Library	584,130.00	33,193.91	158,239.65	425,890.35	27.09
PATRIOTIC PURPOSES					
100 4583 01 238 Flags	1,000.00	0.00	80.00	920.00	8.00
100 4583 01 277 Patriotic Misc.	750.00	0.00	0.00	750.00	0.00
Total Patriotic Purposes	1,750.00	0.00	80.00	1,670.00	4.57
CONSERVATION					
100 4611 01 207 Conservation Commission	5,000.00	0.00	525.00	4,475.00	10.50
HERITAGE COMMISSION					
100 4619 01 215 Heritage Administrative Expenses	400.00	0.00	0.00	400.00	0.00
100 4619 01 302 Survey/Software-Heritage	5,000.00	0.00	0.00	5,000.00	0.00
100 4619 01 308 Training/Conferences	100.00	0.00	0.00	100.00	0.00
100 4619 01 313 Veterans/Engraving	200.00	0.00	0.00	200.00	0.00
TOTAL EXPENSES	5,700.00	0.00	0.00	5,700.00	0.00
ECONOMIC DEV. COMM.					
TOWN CENTER REVITALIZATION					
ENERGY COMMISSION					
100 4660 02 281 Energy Commission Expenses	1,200.00	0.00	0.00	1,200.00	0.00
DEBT SERVICE					
PRINCIPLE - LONG TERM					
100 4711 00 400 Debt Service Principal	570,000.00	0.00	370,000.00	200,000.00	64.91
INTEREST - LONG TERM					
100 4721 00 401 Debt Service Interest	84,510.00	0.00	45,541.25	38,968.75	53.89
CAPITAL OUTLAY					
LAND					
MACH/EQUIP/VEHICLE CIP EXPENSES					
100 4902 20 900 Town-wide Computer Replacement-prior	6,007.95	0.00	1,432.74	4,575.21	23.85
100 4902 20 901 Town-wide Computer Replacement-current	12,000.00	0.00	0.00	12,000.00	0.00
100 4902 21 900 Permitting software/digital storage-prior	10,000.00	0.00	0.00	10,000.00	0.00
100 4902 23 900 Police Station Solar Array Buyout - prior	15,000.00	0.00	0.00	15,000.00	0.00
100 4902 23 901 Police Station Solar Array Buyout - current	5,000.00	0.00	0.00	5,000.00	0.00
100 4902 24 900 Traffic Control Program - prior	6,857.00	0.00	0.00	6,857.00	0.00
100 4902 24 901 Traffic Control Program - current	5,000.00	0.00	0.00	5,000.00	0.00
100 4902 26 901 PD Cruiser Replacement - current	25,000.00	0.00	0.00	25,000.00	0.00
TOTAL MACH/EQUIP/VEHICLE CIP EXPENSES	84,864.95	0.00	1,432.74	83,432.21	1.69
BUILDING CIP EXPENSES					
100 4903 30 900 Library Interior Improvements-prior	23,166.00	0.00	0.00	23,166.00	0.00
100 4903 30 901 Library Interior Improvements-current	15,000.00	0.00	0.00	15,000.00	0.00
100 4903 31 901 Municipal Center Improvements-current	14,189.00	0.00	0.00	14,189.00	0.00
TOTAL BUILDINGS	52,355.00	0.00	0.00	52,355.00	0.00
ALL OTHER/NON-BUILDING CIP EXPENSES					

**Town of Stratham
For 3/31/2024**

	Dept Budget 2024	MTD Actual	YTD Actual 2024	Balance	% Expended
100 4909 40 900 Cemetery Improvements - prior	7,000.00	0.00	0.00	7,000.00	0.00
100 4909 50 900 Parks Facilities Improvements - prior	38,000.00	0.00	0.00	38,000.00	0.00
100 4909 50 901 Parks Facilities Improvements - current	125,000.00	0.00	0.00	125,000.00	0.00
100 4909 51 900 Parks Rds/Parking Lot Improvements - prior	7,000.00	0.00	0.00	7,000.00	0.00
100 4909 59 901 Parks-Open Space Connectivity Plan - current	10,000.00	0.00	0.00	10,000.00	0.00
100 4909 60 900 SHP Facilities & Fields Improvements - prior	53,000.00	0.00	0.00	53,000.00	0.00
100 4909 69 900 SHP Area Plan - prior	50,000.00	0.00	0.00	50,000.00	0.00
100 4909 71 900 Town-wide Parking Lots Paving - prior	4,625.32	0.00	0.00	4,625.32	0.00
100 4909 72 900 Road Reconstruction Program - prior	63,651.44	0.00	0.00	63,651.44	0.00
100 4909 72 901 Road Reconstruction Program - current	350,000.00	0.00	0.00	350,000.00	0.00
100 4909 74 900 Bike & Ped Transp Improvements- prior	10,000.00	0.00	0.00	10,000.00	0.00
100 4909 75 900 State Roadway/Intersection Proj Partic- prior	75,000.00	0.00	0.00	75,000.00	0.00
100 4909 81 900 Stormwater Planning - prior	14,445.00	0.00	0.00	14,445.00	0.00
100 4909 81 901 Stormwater Planning - current	10,000.00	0.00	0.00	10,000.00	0.00
100 4909 91 900 Revaluation Expenses - prior	82,000.00	0.00	0.00	82,000.00	0.00
100 4909 92 900 PFAS Response & Remediation - prior	1,883.79	8.79	1,883.79	0.00	100.00
100 4909 92 901 PFAS Response & Remediation - current	100,000.00	13,378.81	13,378.81	86,621.19	13.38
100 4909 99 900 Master Plan Update - prior	10,000.00	0.00	3,420.45	6,579.55	34.20
TOTAL ALL OTHER/NON-BUILDING CIP EXPENSES	1,011,605.55	13,387.60	18,683.05	992,922.50	1.85
TOTAL CIP EXPENSES	1,148,825.50	13,387.60	20,115.79	1,128,709.71	1.75
TOTAL OPERATING BUDGET ONLY	8,482,160.00	448,048.96	2,070,064.89	6,412,095.11	24.40
OPERATING TRANSFERS OUT					
CAPITAL PROJECT FUND					
TRANSFERS TO CAPITAL RES. FUND					
100 4915 04 295 FD Cap Reserves	125,000.00	0.00	0.00	125,000.00	0.00
100 4915 04 330 Highway Vehicle Cap Res	125,000.00	0.00	0.00	125,000.00	0.00
TOTAL TRANSFERS TO CAPITAL RES. FUND	250,000.00	0.00	0.00	250,000.00	0.00
PAYMENTS TO OTHER GOVERNMENTS					
100 4933 11 686 CMS Assessments	0.00	1,118,573.00	3,355,719.00	(3,355,719.00)	0.00
100 4933 11 687 SMS Assessments	0.00	1,050,000.00	3,150,000.00	(3,150,000.00)	0.00
TOTAL OTHER PAYMENTS	0.00	2,168,573.00	6,505,719.00	(6,505,719.00)	0.00
INSURANCE REIMBURSEMENTS					
TOTAL GRANTS & INSURANCE					
GRAND TOTAL ALL EXPENSES	9,880,985.50	2,630,009.56	8,595,899.68	1,285,085.82	86.99

**Revenue (w/property taxes)
Town of Stratham
For 3/31/2024**

Run: 4/12/2024 at 12:53 PM

Page: 1

All -	FY2024 Budget	MTD	YTD FY2024 Actual	Balance	% Collected
Revenues					
100 3110 00 000 Property Tax abatements	0.00	0.00	(121.69)	121.69	0.00
100 3185 01 000 Yield Tax Revenue	500.00	0.00	0.00	500.00	0.00
100 3189 01 000 Railroad Tax	150.00	0.00	0.00	150.00	0.00
100 3190 25 000 2021 Property Tax Interest	25,000.00	1,810.92	7,504.57	17,495.43	30.02
100 3190 26 000 2020 Tax Redemption Interest	3,000.00	0.00	0.00	3,000.00	0.00
100 3210 01 000 UCC Filings & Certificates	1,800.00	0.00	390.00	1,410.00	21.67
100 3210 02 000 Cemetery Lot Excavation	900.00	75.00	261.00	639.00	29.00
100 3210 03 000 Municipal Agent Fees	28,000.00	2,082.00	6,321.00	21,679.00	22.58
100 3210 05 000 Titles	3,200.00	288.00	722.00	2,478.00	22.56
100 3210 06 000 Vital Records	2,000.00	85.00	376.00	1,624.00	18.80
100 3210 07 000 Filing Fees	450.00	0.00	0.00	450.00	0.00
100 3210 08 000 Boat Agent Fees	1,600.00	160.00	415.00	1,185.00	25.94
100 3210 09 000 Misc Town Clerk Fees	2.00	0.00	10.00	(8.00)	500.00
100 3210 10 000 TC Mailing Fees	2,250.00	194.00	752.00	1,498.00	33.42
100 3210 11 000 Cremation Lot Excavations	4,000.00	0.00	0.00	4,000.00	0.00
100 3210 12 000 Fish & Game Municipal Agent Fees	1,800.00	(262.00)	(172.00)	1,972.00	(9.56)
100 3220 01 000 Motor Vehicle Permit Fees	2,150,000.00	165,649.80	491,571.80	1,658,428.20	22.86
100 3220 02 000 Boat Fees - Town	6,000.00	520.84	1,711.52	4,288.48	28.53
100 3230 01 000 All Building Permits	170,000.00	16,934.20	52,238.22	117,761.78	30.73
100 3290 01 000 Dog Licenses	7,600.00	1,232.50	4,393.50	3,206.50	57.81
100 3290 02 000 Dog License Fines	350.00	0.00	108.00	242.00	30.86
100 3290 03 000 PD-Gun Permits	250.00	65.00	235.00	15.00	94.00
100 3290 04 000 Bad Check Fees	150.00	50.00	75.00	75.00	50.00
100 3350 01 000 Rooms & Meals	683,285.00	0.00	0.00	683,285.00	0.00
100 3353 01 000 Highway Block Grant	178,795.00	0.00	35,773.18	143,021.82	20.01
100 3359 02 000 OEM Drill Reimbursements	9,000.00	0.00	0.00	9,000.00	0.00
100 3359 09 000 Police Dept Grants Received	0.00	0.00	1,934.61	(1,934.61)	0.00
100 3401 01 000 PD-Parking Tickets	1,500.00	0.00	25.00	1,475.00	1.67
100 3401 02 000 PD-Alarms	100.00	20.00	20.00	80.00	20.00
100 3401 03 000 PD-Incident	500.00	8.50	72.00	428.00	14.40
100 3401 04 000 Planning Board	7,250.00	0.00	1,220.00	6,030.00	16.83
100 3401 05 000 Zoning Board Of Adjustment	1,500.00	275.00	570.00	930.00	38.00
100 3401 06 000 Scrap Metal Recycling	5,000.00	0.00	708.69	4,291.31	14.17
100 3401 07 000 Plan Review	75.00	0.00	0.00	75.00	0.00
100 3401 08 000 Fire Inspections	900.00	0.00	0.00	900.00	0.00
100 3401 09 000 PD - Witness Fees	25.00	0.00	0.00	25.00	0.00
100 3401 10 000 PD Court Fees	50.00	0.00	0.00	50.00	0.00
100 3401 13 000 Recreation Year-End Fees	20,000.00	0.00	0.00	20,000.00	0.00
100 3401 15 000 PD -Motor Vehicle Reports	2,500.00	237.00	882.00	1,618.00	35.28
100 3401 16 000 PD -Hawkers/Peddlers Lic.	150.00	0.00	0.00	150.00	0.00
100 3401 17 000 PD-School Resource Officer	72,000.00	0.00	38,417.60	33,582.40	53.36
100 3404 01 000 Transfer Station Permits	8,625.00	725.00	2,825.00	5,800.00	32.75
100 3404 02 000 Transfer Station Fees	60,000.00	2,728.00	7,193.00	52,807.00	11.99
100 3409 01 000 Franchise Cable Fee	165,000.00	0.00	39,655.59	125,344.41	24.03
100 3501 01 000 Sale of Recycling Bins	750.00	10.00	10.00	740.00	1.33
100 3501 03 000 Copies	1,250.00	0.00	0.00	1,250.00	0.00
100 3501 04 000 Sale of Cemetery Lots	2,500.00	0.00	0.00	2,500.00	0.00
100 3501 08 000 Sale of Cremation Lots	3,000.00	350.00	350.00	2,650.00	11.67
100 3502 01 000 Checking Interest Income	0.00	(43,371.31)	0.00	0.00	0.00
100 3502 02 000 Investment Interest	260,000.00	76,876.37	115,994.76	144,005.24	44.61
100 3503 01 000 Gifford House Rent	25,200.00	2,100.00	6,300.00	18,900.00	25.00
100 3503 02 000 Park Cottage Rent	11,400.00	950.00	2,850.00	8,550.00	25.00
100 3503 03 000 Municipal Center Rent	900.00	0.00	425.00	475.00	47.22
100 3503 04 000 Foss/28 Bunker Hill Property Rent	21,600.00	1,800.00	5,400.00	16,200.00	25.00
100 3509 01 000 Miscellaneous Revenue	2,000.00	300.00	843.31	1,156.69	42.17
100 3509 05 000 Fire Department Details	1,000.00	0.00	0.00	1,000.00	0.00
Total Revenues	3,954,857.00	231,893.82	828,260.66	3,126,596.34	20.94
Total Revenues	3,954,857.00	231,893.82	828,260.66	3,126,596.34	20.94

Fund	Re-stricted	Authority to expend		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total YTD	FY 24	Remaining Balance	% YTD
109	Yes	H Com	Heritage Fund	Revenue															
			sub account Bank 5	Expenditures															
				Net															
			Heritage Reconciled Balance	Cash	7,307.43	7,327.26	7,345.87												
			Treasurer's Reconciled Balance																
Exp Trust	Yes		Heritage Preservation Trust Fund	Investment		266,811.87	267,485.44												
112	Yes	SB/PD	Stratham Dare	Revenue															
			sub account Bank 5	Expenditures															
				Net															
			Stratham Dare Reconciled Balance	Cash	3,572.40	3,582.10	3,591.19												
			Treasurer's Reconciled Balance																
300			Cemetery Land Fund	Revenue															
			sub account Bank 5	Expenditures															
				Net															
			Cemetery Land Reconciled Balance	Cash	10,501.36	10,529.86	10,556.59												
			Treasurer's Reconciled Balance																
			SUBTOTAL 900 TOWN FUNDS	*	166,292.29	169,784.08	190,053.70									*	*		
Sub Accounts - Long Term/Asset																			
			Green Solar Surety	Cash	4,577.70	4,590.13	4,601.78												
			Varsity Wireless Historic Sign	Cash	7,584.74	7,605.32	7,624.63												
			Bunker Hill Ave Improvements	Cash	17,885.78	17,934.32	17,979.85												
			Bunker Hill Commons Fire Cistern	Cash	8,337.89	8,360.52	8,381.75												
			Mobil Cistern	Cash	35,152.47	35,247.88	35,337.36												
			Tansy Ave	Cash	7,366.90	7,386.90	7,405.65												
			Winterberry Cistern	Cash	978.65	981.31	983.80												
			Fire Protection Fund	Cash	49,175.89	49,309.35	49,434.53												
			<i>subtotal asset</i>		131,060.02	131,415.73	131,749.35												
Sub Accounts - Rental Escrow																			
			Foss property	Cash	3,804.87	3,815.20	3,824.88												
			Gifford House	Cash	2,197.60	2,203.57	2,290.16												
			Park Cottage	Cash	1,006.27	1,009.00	1,011.56												
			<i>subtotal escrow</i>		7,008.74	7,027.77	7,126.60												
Sub Accounts - Performance Bond																			
			Altid Enterprises (2011)	Cash	11,638.98	11,670.57	11,700.20												
			Kennebunk Savings Landscape	Cash	1,057.48	1,060.35	1.95												
			Kennebunk Savings Maintenance	Cash	2,643.71	2,650.89	4.87												
			200 Domain Drive Landscape	Cash	2,650.58	2,657.78	2,664.52												
			Lindt Offsite Improvements	Cash	1,310.34	1,313.89	1,317.23												
			NHSPCA (2004)	Cash															
			Robie Farms-renamed Treat Farms	Cash	116,020.04	116,334.91	116,630.24												
			GCNE (2004)	Cash	36,667.29	36,766.80	36,860.14												
			Jotaph Realty (2005)	Cash	23,610.24	23,674.32	23,734.42												
			<i>subtotal performance bonds</i>		195,598.66	196,129.51	192,913.57												
			SUBTOTAL other subaccount Bank 5	*	333,667.42	334,573.01	331,789.52												
AGGREGATE CASH TOTAL				FY24	16,255,428.49	14,447,318.76	12,164,952.60												
AGGREGATE INVESTED TOTAL				FY24	1,874,816.94	2,161,383.20	2,166,839.63												
TOTAL FUNDS AVAILABLE				FY24	18,130,245.43	16,608,701.96	14,331,792.23												
AGGREGATE CASH TOTAL				FY23	14,603,997.31	12,757,914.76	10,664,698.28	8,561,520.07	7,977,791.13	16,059,107.13	15,216,355.27	12,418,749.78	9,660,762.16	7,176,995.38	8,091,308.27	19,498,702.89			
AGGREGATE INVESTED TOTAL				FY23	2,855,903.94	2,766,744.28	2,773,354.23	2,778,607.50	2,780,206.54	3,066,502.19	3,071,700.97	2,817,655.29	2,828,159.21	2,833,536.40	2,776,346.07	2,132,821.11			
TOTAL FUNDS AVAILABLE				FY23	17,459,901.25	15,524,659.04	13,438,052.51	11,340,127.57	10,757,997.67	19,125,609.32	18,288,056.24	15,236,405.07	12,488,921.37	10,010,531.78	10,867,654.34	21,631,524.00			

Fund	Re-stricted	Authority to expend	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total YTD	FY 24	Remaining Balance	% YTD
Trust		Cemetery Trust	640,900.56	642,388.28	647,075.34													
1987		Mary & Walter Smyk Park Trust	351,436.50	352,354.33	355,245.85													
1989		Scamman Park Trust	1,502.54	1,505.52	1,514.90													
1932-1977		Stratham Hill Park	77,113.93	77,237.23	77,625.67													
1966		Stratham Hill Park Association	134,699.21	134,956.42	135,766.73													
2017		350th Anniversary Trust	3,802.26	3,842.32	3,852.03													
2012		Stratham Fair Capital Improvements	15,637.15	15,802.92	15,841.81													
2012		Stratham Fair Operating	64,159.78	64,835.82	64,999.50													
2012		Stratham Fair Rainy Day Fund	15,763.61	15,292.71	15,969.93													
2012		SVFD Fair Trust	29,835.57	30,149.94	30,226.05													
2012		SVFD J Hutton Fund	10,802.57	10,916.39	10,943.95													
2012		SVFD R Wiggin Fund	12,167.81	12,296.02	12,327.06													
2012		SVFD C Scamman Fund	6,574.52	6,643.80	6,660.58													
		TOTAL	1,364,396.01	1,368,221.70	1,378,049.40	-	-	-	-	-	-	-	-	\$ -				

Notes:

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Friday April 5, 2024

To whom it may concern,

I would like to get permission to bait deer for bow hunting, which would entail.

- Setting up a tree stand
- Setting up a trail camera
- putting out deer feed

There will be no trapping of any sort of wildlife

Thank you,

James Neal



NH FISH AND GAME DEPARTMENT
11 HAZEN DRIVE - CONCORD NH 03301

F&G 180
Rev. 06/2021
LAW16006.indd

PERMIT TO BAIT WILDLIFE

PLEASE PRINT LEGIBLY

Is this bait site located on state-owned or state-managed land? (Fis 307.01)

Check one: [] YES, it IS on state-owned or state-managed land [X] NO, it IS NOT on state-owned or state-managed land

If YES, was site awarded in CLHF Lottery? [] YES [] NO If YES, what is the CLHF Unit # _____

If permittee is a licensed NH Hunting Guide, indicate whether this bait site is for private or commercial use:

Check one: [X] Private Use [] Commercial Use

I hereby grant to James Neal Jr Date of Birth: 6/8/71 Telephone: 603-657-5608
2 Amber Way Expingy NH 03042

Permission to bait for Deer / Trail Camera on land owned or occupied

by me, hereinafter described, during the period designated by the laws of the State of New Hampshire. Said land located as follows:

Wildlife Management Unit: M Town(s): Stratham NH

Road(s): Off Guina Road Access From Marvin Way, Map 7 Lot 1

Exact Location (MUST INCLUDE SPECIFIC DIRECTIONS TO ALLOW A PERSON TO LOCATE EACH BAIT SITE)

Landowner's Stipulations

Landowner's Name Telephone Number:

(ADDRESS: STREET) (TOWN) (STATE) (ZIP)

This permit expires December 31st following the date of issuance except as provided by Fis 307.01(e)(1) and Fis 307.05(e)(1).

(DATE OF ISSUANCE) (SIGNATURE OF LANDOWNER)

This permit is not valid unless ALL information items have been provided and the proper distribution, including USGS map or copy thereof, has been completed.

NOTE: SEE BELOW FOR IMPORTANT INFORMATION AND INSTRUCTIONS!

Baiting: The act of placing meat, carrion, honey, or any other food or ingestible substance capable of luring or attracting coyote, fur-bearing animals, or game animals with the exception of gray squirrel (207:1 II-a)

No person may bait wildlife on the property of another unless he has secured from the owner or occupant of the property upon which the bait is to be deposited a permit (Permit To Bait Wildlife) in writing, signed by the owner or occupant, and until he has filed a copy of the permit with the NH Fish and Game Department as specified below, together with a USGS map or copy thereof showing the specific location of the bait site (207:3-d).

On state-owned or state-managed lands (National Forest) permit applications will be accepted at any time, except applications for baiting bear and deer shall not be considered unless received by the Dept. or postmarked between the first Monday in June and the first Monday in August. Note: Special rules apply for the Connecticut Lakes Headwaters Forest baiting permit lottery (see Fis 307.05(k)).

If baiting on state-owned or state-managed land: One copy with map attached shall be submitted by hand or mailed to the Law Enforcement Division, NH Fish and Game Department, 11 Hazen Drive, Concord, NH 03301. Once it has been approved, our office will send you the signed permit.

On lands other than state-owned or state-managed, permit applications shall not be considered unless received by the Dept. or are postmarked on or before the first Monday in August if baiting for bear, or received by the Fish and Game Department or postmarked on or before the first Monday in October for all other species, except applicants may apply beginning December 1 for permits to bait coyote for the following year.

Prior to the placement of any bait, copies of this permit shall be distributed as follows:

- Original to be retained by permittee.
One copy to be left with the landowner.
If not baiting on state-owned or state-managed land: Two copies with map attached shall be submitted by hand to or mailed to the Wildlife Division, NH Fish and Game Department, 11 Hazen Drive, Concord, NH 03301. Other than for deer or bear, the permittee shall not place any bait until 3 days after the date of postmark during the open season.

General Rules

A permit to bait wildlife shall be valid for a single permittee only and shall have only that permittee's name entered on the permit. No person other than the permittee is authorized to place bait. At each bait site, an identification sign at least 3 x 6 inches in size shall bear the name and address of the person placing said bait, and shall bear the names of not more than 2 other persons permitted to hunt over the bait (excluding guides).

No identification sign at a bait site shall be altered by substitution or by changing of the names listed thereon during the open season for taking bear.

A person with a current hunting license may be allowed a maximum of 2 active bait sites, depending on the species and WMU. A bait site shall be considered active if the baiting season for the species allowed on the permit to bait wildlife is open or if no specific expiration date is noted on the permit form.

No person shall engage in the act of baiting for fur-bearing animals, including coyote or game animals, with the exception of gray squirrel from April 15 to August 31.

No person shall place bait less than 300 feet from a dwelling or public roadway, path, or trail.

From the close of the season to take bear with the aid and use of bait thru December 15, baiting for coyote shall be restricted to the use of meat, animal parts, carrion, or fish.

No person shall use the aid of bait to take wild turkeys.

This permit does not convey any rights other than permission to bait the wildlife species indicated according to the laws of the State of New Hampshire, subject to whatever stipulations the landowner may prescribe.

This summary of the baiting regulations is intended only as a guide. The complete Fish and Game Laws may be viewed at www.wildlife.state.nh.us



TOWN OF STRATHAM

Department of Public Works

70 Bunker Hill Avenue • Stratham, NH 03885 • 603-772-5550

MEMORANDUM

TO:	Select Board
CC:	David Moore, Town Administrator; Christiane McAllister, Finance Administrator
FROM:	Tim Stevens, DPW Director
DATE:	March 29, 2024
RE:	2024 Fiscal Year DPW Equipment Purchases

This memorandum is written in follow-up to the March 5th Select Board discussion during the DPW quarterly report regarding the departmental update to the rolling stock inventory and equipment list and proposed replacement schedule on March 5th. This memo summarizes the findings of the work to date and is intended to be responsive in answer Board questions related to ***prioritization of requested 2024 equipment purchases*** determinations and ***useful life assumptions***.

NEXT STEPS: David Moore, Christiane McAllister and I are working to present update schedules based on this memo. Please consider this an interim update on our work.

Summary of rolling Stock and Equipment Analysis to Date

As you know, I presented an updated inventory, significant developments or themes included:

1. Restoring a missing heavy duty vehicle not previously listed or scheduled for funding and replacement;
2. The opportunity to plan holistically for Park related equipment and DPW equipment previously acquired and managed independently during a previous organizational structure.
3. The existence of several pieces of mowing equipment in deteriorating shape and in need of expensive repairs and/or replacements.

In addition, the overall replacement schedule included suggestions for acquiring new equipment that will facilitate more flexible, timely and efficient job requirements. This includes ability to maintain field space and edges in Stratham Hill Park as requested by the Conservation Commission and Park Association;

roadside mowing of vegetation; and maintenance of ROW and drainage ditches and swales. All projects that have not been performed or only performed in accordance with rental equipment opportunities, etc.

Useful Life

We have adjusted the materials referencing useful life of the heavy duty and medium duty equipment to utilize additional 20-year useful life and are preparing to present a new roster utilizing these assumptions.

Prioritization of requested 2024 equipment

Below is a list of the 2024 equipment spoken to on March 5th in order of priority for the department.

- **Tracked Excavator with Attachments (New # \$200,000)**
 - Our department requires a tracked excavator equipped with a grading bucket, digging bucket, and a forestry mulch head. The versatility of this equipment will significantly enhance our ability to undertake more efficient excavation and grading tasks and will allow for more effective grading and land clearing as needed.
- **Heavy Duty Tag Trailer (New # \$40,000)**
 - To facilitate the transportation of heavy equipment to and from worksites, we require a heavy-duty tag trailer capable of safely moving our equipment. This investment will ensure that our equipment remains mobile and readily available for deployment whenever necessary.
- **Large 72inch Commercial Mower (\$18,800):**
 - Our current 72inch mower, which has served us for the past 10 years, needs extensive repairs totaling over \$5,000. Therefore, it is prudent to invest in a new 72inch mower to replace it. This mower will enable us to maintain the green areas at the volume needed to meet demand.
- **Stand-On Commercial Blower (\$10,500):**
 - The acquisition of a stand-on commercial blower is critical for our seasonal clean-up operations, particularly during the spring and fall. It will also prove invaluable for year-round maintenance tasks, ensuring public spaces remain clean and safe for residents.
- **Tracked Skid Loader (\$100,000):**
 - We also seek approval for the purchase of a tracked skid loader. This versatile piece of equipment will enhance our ability to undertake various tasks, including material handling, site preparation, and snow removal, especially in challenging terrain conditions.

These proposed purchases have been carefully evaluated, taking into consideration the operational needs of the DPW and the expected long-term benefits they will provide. We believe that these investments are essential for maintaining and improving the quality of public services we deliver to the community.

CIP

Annual Projected Capital Improvement Activity

Annual Proj: 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034

Capital Reserve Funds

Highway Vehicle	starting balance																			
	appropriations																			
	expenditures																			
	Balance																			
SVFD	starting balance																			
	appropriations																			
	expenditures																			
	Balance																			
Town Bldg & Grounds	starting balance																			
	appropriations																			
	expenditures																			
	Balance																			
Radio Comm Equip	starting balance																			
	appropriations																			
	expenditures																			
	Balance																			
Muni Trans Impr Fund	starting balance																			
	appropriations																			
	expenditures																			
	Balance																			
EMS Special Rev Fund	starting balance																			
	revenue																			
	expenditures																			
	Balance																			

Dept	Asset Classification/Item	Purchase Year	Purchase Cost	Useful Life	Anticipated Replacement	Anticipated Cost	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
Fire Department	Engine 1- 2000 E-One Engine	2004		20	20	871		950,000												
	Vehicle Engine 3- 2008 E-One Engine	2008		20	20	871							1,034,000							
	Tanker 8- 2012 HME Tanker	2007		25	25	1000											1,362,000			
	Proposed Ladder Truck			25	2030	1500									1,908,000					
	Utility Truck	2022		8	8	38												52,000		
	Forestry Squad 1	2000		20	20	120			129,000											
	Proposed Command SUV	2022		8	8	55											72,000			
	UTV Trailer	2022		20	20	19														
	Off Road UTV	2018		12	12	16														
	Proposed Fire Inspector's Vehicle			8	2024	38														
Total Fire Dept	Vehicle Total						0	950,000	-	129,000	-	-	1,034,000	-	1,908,000	72,000	1,414,000	-		

	Ambulance 1 (Note 1)	2018		12	12	385									490,000				
	Ambulance 2 (Note 1)	2008		12	12	385	350,000												
	Ambulance Total						350,000	-	-	-	-	-	-	-	490,000	-	-	-	

Equipment	SCBA Air Packs	2018		15	15	208													293,000	
	4 Gas Meters (x5)	2023		8	8	10														
	Thermal Imaging Cameras (x3)	2021		10	10	12													17,000	
	Jaws of Life (Engine 1)	2018		10	10	30														
	Jaws of Life (Engine 3)	2008		10	10	30							36,000							
	Portable Radios	2021		15	15	200														
	Truck Mobile Radios	2020		15	15	50														
	SCBA Compressor	1996		30	30	50					55,000									
	Zoll Defibrillators (x2)	2016		10	10	60					67,000									
	Zoll Autopulse (will retire when we have 2 Lucas)	2018		10	10	11							13,000							
	Lucas Autopulse device (x2)	2025		10	10	18														
	Proposed Bay Station Radios	2010		15	15	30														
	Proposed Fire Gear (2 sets per cert. FF)	4xannual			10		40			43,000	44,000	46,000	48,000	49,000	51,000	53,000	55,000	56,000		
		Equipment Total								-	43,000	166,000	46,000	97,000	49,000	51,000	53,000	55,000	366,000	



Product Dimensions

72" Turf Tiger Gas / Diesel

Length

89.5" / 92"

Width (chute down)

83"

Width (chute in transport position)

73.75"

Height (ROPS down)

46.5"

Height (ROPS up)

68"

Weight

1,556 lb / 1,739 lb

Specification

Turf Tiger

DECK

Cutting Widths

52", 61" and 72"

GENERAL

Total Fuel Capacity

12 gallons (Gas/Diesel)

Type

Velocity Plus™

Drive Tires

26" x 12"-12" (61" and 72")

Cutting Height

1.5" to 6" in .25" increments

Caster Tires

26" x 9.5"-12" (52")

Deck Lift

Adjustable foot-operated pedal

Seat

4-point iso-mounted torsion-spring suspension seat

Construction

Tri-plate cutter deck constructed of 3 steel plates totaling nearly 1/2" of steel

DRIVE SYSTEM

Drive System Type

Dual Pump and Motor

Spindles

Caster housing with tapered roller bearings.

Pumps

Hydro-Gear, 16 cc

Blade Engagement

Ogura GT3.5 (300 ft. lb)
Ogura GT5 (350 ft. lb) (Briggs Models)
Adjustable air-gap for extended life.

Motors

Parker, 18 ci

Forward Ground Speed

12 mph (Gas/LP)

Reverse Ground Speed

10 mph (Diesel)

Parking Brake

6 mph

Adjustable foot-operated pedal, AUSCO disc brakes.



Brown RAPTOR X1/X2 Mulching Heads for Mini Excavators

Introducing the Brown Raptor, our compact yet mighty head. Tailored for compact excavators, the Brown Raptor is the attachment that's been on your wish list. Transform your mini excavator into a multifaceted profit generator.

Highlights:

- Engineered for 10,000 lb and above Mini-Excavators, our GEAR MOTOR design requires NO CASE DRAIN
- Sturdy yet lightweight, optimized for small excavators.
- Ideal for tasks such as roadside clearing, field upkeep, and domestic projects.
- Department of Transportation's seal of approval.
- Perfect addition to rental fleets.
- Expect extended tool longevity with a low-cost fixed tooth drum, ranging between 300 to 600 hours.
- Swift tooth replacements with a one-bolt tooth design.
- Quick-change system with a bolt-on excavator attachment feature – switch mounts for various mini excavators effortlessly.
- Modular blueprint allows for straightforward motor swaps and attachment point alterations.
- Direct Drive ensures maximum power transmission.
- Cutting tooth innovation facilitates easy slicing through both brush and trees.
- Compatible with your excavator's thumb (given it's plumbed for dual operations).
- Robust bearings ensure longevity with a held/floating design.
- Covered by a comprehensive 1-year manufacturer's warranty.

MODEL	GPM	PSI	WORKING WIDTH	# TOOLS	WEIGHT
Raptor X1	12 - 15	3000	30"	16	1020
Raptor X2	16 - 26	3000	30"	16	1020

* GPM is the Auxiliary Hydraulic Gallons Per Minute required to run the mower attachment at its full effectiveness
 * Weights may vary depending on the attachment point



Cat[®] 259D3 COMPACT TRACK LOADER

PRELIMINARY

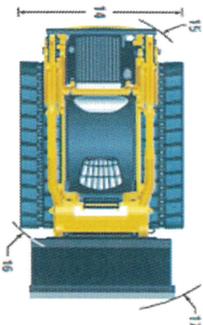
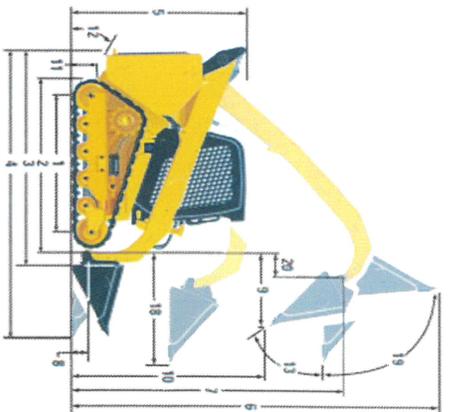
Features:

- The Cat[®] 259D3 Compact Track Loader, with its vertical lift design, delivers extended reach and lift height for quick and easy truck loading. Its standard, suspended undercarriage system provides superior traction, flotation, stability and speed to work in a wide range of applications and underfoot conditions. The 259D3 features the following:
 - **Industry leading sealed and pressurized cab option** provides a cleaner and quieter operating environment with excellent work tool visibility.
 - **Available high-back, heated, air ride seat with seat mounted adjustable joystick controls** makes the D3 Series the industry leader in operator comfort.
 - **High performance power train** provides maximum performance and production capability through the Electronic Torque Management system, standard two speed travel and an electronic hand/throttle with decel pedal capability.
 - **High flow hydraulic system** is available for applications that demand maximum hydraulic work tool performance.
- **Electronically controlled Cat C3.38 engine** provides high horsepower and torque while meeting U.S. EPA Tier 4 Final and EU Stage V emission standards.
- **Cat Intelligent Leveling[™] system** provides industry leading technology, integration, and available features such as dual direction self level, work tool return to dig, and work tool positioner.
- **Standard fully independent torsion axle suspension** combined with the optional Speed Sensitive Ride Control system improves operation on rough terrain, enabling better load retention, increased productivity and greater operator comfort.
- **Maximize machine capability and control** with optional Advanced Display providing on screen adjustments for implement response, hysteresis response and creep control. Also features multi-language functionality with customizable layouts, security system and rearview camera.
- **Ground level access** to all daily service and routine maintenance points helps reduce machine downtime for greater productivity.
- **Broad range of performance matched Cat Work Tools** make the Cat Compact Track Loader the most versatile machine on the job site.

Specifications

Engine Model	Cat C3.38 DIT (turbo)
Gross Power SAE J1995	55.4 kW 74.3 hp
Net Power SAE J349	54.6 kW 73.2 hp
Net Power ISO 9249	55.1 kW 73.9 hp
Peak Torque at 1,500 rpm SAE J1995	265 N·m 195 lb-ft
Displacement	3.3 L 203 in ³
Stroke	120 mm 4.7 in
Bore	94 mm 3.7 in
Weights*	
Operating Weight	4013 kg 8,846 lb

*Operating Weight, Operating Specifications and Dimensions all based on 75 kg (165 lb) operator, all fluids, two speed, DROPS, 1720 mm (68 in) low profile bucket, 320 mm (12.6 in) tracks, dual flange front idler/single flange rear idler, standard flow hydraulics, mechanical suspension seat, no optional counterweights and manual quick coupler (unless otherwise noted).



Dimensions*

1 Length of Track on Ground	1499 mm	59.0 in
2 Overall Length of Track	1999 mm	78.7 in
3 Length without Bucket	2767 mm	108.9 in
4 Length with Bucket on Ground	3486 mm	137.3 in
5 Height to Top of Cab	2111 mm	83.1 in
6 Maximum Overall Height	3915 mm	154.1 in
7 Bucket Pin Height at Maximum Lift	3075 mm	121.0 in
8 Bucket Pin Height at Carry Position	198 mm	7.8 in
9 Reach at Maximum Lift and Dump	608 mm	23.9 in
10 Clearance at Maximum Lift and Dump	2263 mm	89.9 in
11 Ground Clearance	226 mm	8.9 in

Operating Specifications*

Rated Operating Capacity:		
35% Tipping Load	921 kg	2,000 lb
50% Tipping Load	1315 kg	2,900 lb
Rated Operating Capacity with Optional Counterweight	1406 kg	3,100 lb
Tipping Load	2631 kg	5,800 lb
Breakout Force, Tilt Cylinder	2252 kg	4,965 lb
Ground Contact Area (320 mm/12.6 in track)	0.96 m ²	1,483 in ²
Ground Contact Area (400 mm/15.7 in track)	1.19 m ²	1,848 in ²
Ground Pressure (320 mm/12.6 in track)	41.1 kPa	6.0 psi
Ground Pressure (400 mm/15.7 in track)	33.4 kPa	4.8 psi

Cab

ROPS	ISO 3471:2008
FOPS	ISO 3449:2006 Level 1

Service Refill Capacities

Cooling System	14 L	3.7 gal
Engine Crankcase	11 L	3.0 gal
Fuel Tank	94 L	24.8 gal
Hydraulic System	50 L	13.2 gal
Hydraulic Tank	39 L	10.3 gal

Noise Level

Inside Cab**	83 dB(A)
Outside Cab***	103 dB(A)

* Cab and Rollover Protective Structures (ROPS) are standard in North America and Europe.

**The declared dynamic operator sound pressure levels per ISO 6396:2008. The measurements were conducted with the cab doors and windows closed and at 70% of the maximum engine cooling fan speed. The sound level may vary at different engine cooling fan speeds.

***The labelled sound power level for the CE marked configurations when measured according to the test procedure and conditions specified in 2000/14/EC.

Air Conditioning System (if equipped)

The air conditioning system on this machine contains the fluorinated greenhouse gas refrigerant R134a (Global Warming Potential = 1430). The system contains 0.81 kg of refrigerant which has a CO₂ equivalent of 1.158 metric tonnes.



WINDSTORM

Product Specification	Windstorm
Model	WS23-37BV-EFI
Total Fuel Capacity	8 Gallons
Engine	Biggs Vanguard™ Big Block™ – electronic fuel injection
Horsepower	37 HP
CFM Output	Effective CFM – 6,000 Theoretical Peak CFM – 7,500
Electric Clutch	Ogura GT3.5 (250 ft lb) with Softstart Electric Clutch Control
Frame Construction	All-steel, welded 10-gauge
Impeller Construction	All-steel, welded, 8-blade, dynamically balanced
Impeller Mounting	Tapered locking hub
Impeller Diameter / Width	23" / 8.5"
Blower Housing Construction	All-steel, welded, 12-gauge front and side housing plate and 10-gauge back housing plate
Blower Housing Width	10"
Blower Tilt Angle	16 degrees of total vertical tilt, 180 degrees of left/right horizontal rotation
Handlebar	n/a
Discharge Opening	69 square inches
Left / Right Discharge Control	Nozzle Direction System offers up to 180 degrees of rotation.
Discharge Angle Control	Yes – mechanical lever
Axle	n/a
Front Wheel(s)	13" X 5-6", flat-free
Rear Wheels	24" X 12-12.1, 4-ply
Accessories	Light Kit, Chrome Wheel Covers, Air Filter Monitor
Length	71.5"
Width	51"
Height	47.25"
Weight	943 lb
Warranty	2-Year Commercial; 2-Year Residential; 90-day Rental



Cat[®] 307.5 MINI HYDRAULIC EXCAVATOR

307.5 Mini Hydraulic Excavator

FEATURES:

The Cat[®] 307.5 Mini Excavator delivers maximum power and performance in a mini size to help you work in a wide range of applications.

ALL DAY COMFORT

- A sealed and pressurized cab is equipped with an improved air conditioning system, adjustable wrist rests and a suspension seat to help keep you working comfortably all day long.

EASY TO OPERATE

- Controls are easy to use and the intuitive Next Generation Monitor provides customizable machine operator preferences and easy to read machine information.

STICK STEER TRAVEL MODE

- Moving around the job site is even easier with the Cat Stick Steer option. Easily switch from traditional travel controls with levers and pedals to joystick controls with a push of a button. The benefit of less effort and improved control is in your hands!

BIG PERFORMANCE IN A MINI DESIGN

- Increased lifting, swinging, travel and multi-functioning performance helps you get the job done more efficiently, and dig-to-blade allows for easy clean up.

Specifications

Engine	Cat C2.4 Turbo
Engine Model	Cat C2.4 Turbo
Rated Net Power @ 2,400 rpm	
ISO 9249/IEC 80/1269	41.7 kW
Gross Power	55.9 hp
ISO 14396	43.2 kW
Bore	87 mm
Stroke	102 mm
Displacement	2.43 L

Weights	Minimum Operating Weight with Cab*	7532 kg	16,605 lb
	Maximum Operating Weight with Cab**	8233 kg	18,152 lb
	*Minimum Weight is based on steel tracks, no counterweight operator, full fuel tank, standard stick, blade and no bucket.		
	**Maximum Weight is based on steel tracks with rubber pads, counterweight, operator, full fuel tank, long stick, blade and no bucket.		
Weight Increase from Minimum Configuration			
Counterweight	250 kg	552 lb	
Long Stick	82 kg	181 lb	
Steel Tracks with Pads	295 kg	628 lb	

SAFETY ON THE JOB SITE

- Your safety is our top priority. The Cat Mini Excavator is designed to help keep you safe on the job. A back-up camera, courtesy work lights and a fluorescent retractable seat belt are just a few of the safety features we've built into the machine.

SIMPLE SERVICE FOR LESS DOWNTIME

- Maintenance is quick and easy on the Cat Mini Excavator. Routine check points are easy to access at ground level with grouped service points and robust service panels.

LOWER OPERATING COSTS

- Equipped with features such as auto idle, auto engine shutdown, and efficient hydraulics with a variable displacement pump, the Cat Mini Excavator was designed with reducing your operating costs in mind.

UNMATCHED DEALER SUPPORT

- Your Cat dealer is here to help you reach your business goals. From providing equipment solutions to operator training to service needs and beyond, your Cat dealer is ready to help.

Travel System

Travel Speed – High	5.0 km/h	3.1 mph
Travel Speed – Low	3.1 km/h	1.9 mph
Maximum Traction Force – High Speed	26.1 kN	5,866 lb
Maximum Traction Force – Low Speed	62.4 kN	14,035 lb
Ground Pressure – Minimum Weight	32.7 kPa	5 psi
Ground Pressure – Maximum Weight	36.7 kPa	5 psi
Gradeability (Maximum)	30 degrees	

Service Refill Capacities

Cooling System	10 L	2.6 gal
Engine Oil	9.5 L	2.5 gal
Fuel Tank	145 L	38 gal
Hydraulic Tank	53 L	14 gal
Hydraulic System	104 L	27 gal

Hydraulic System

Lead Sensing Hydraulics with Variable Displacement Piston Pump	Pump Flow @ 2,400 rpm	167 L/min	44 gal/min
Operating Pressure – Equipment	285 bar	4,134 psi	
Operating Pressure – Travel	285 bar	4,134 psi	
Operating Pressure – Swing	290 bar	3,626 psi	
Auxiliary Circuit – Primary	Flow	131 L/min	35 gal/min
Pressure	286 bar	4,134 psi	
Auxiliary Circuit – Secondary	Flow	33 L/min	9 gal/min
Pressure	286 bar	4,134 psi	
Digging Force – Stick (standard)	37.8 kN	8,504 lb	
Digging Force – Stick (long)	33.7 kN	7,579 lb	
Digging Force – Bucket	54.6 kN	12,272 lb	

Swing System

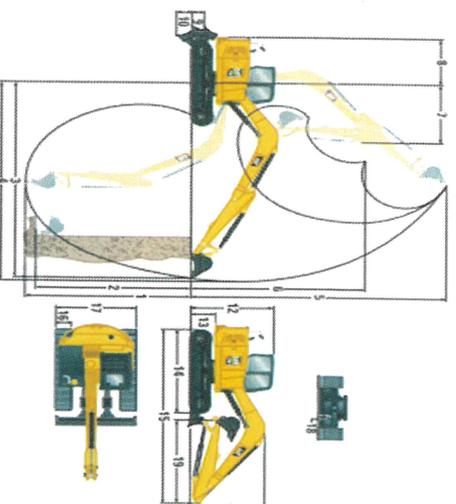
Machine Swing Speed	10 rpm
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Blade

Width	2280 mm	90 in
Height	431 mm	17 in

Certification – Cab

Roll Over Protective Structure (ROPS)	ISO 12117-2:2008
Tip Over Protective Structure (TOPS)	ISO 12117:1997
Top Guard	ISO 10262:1998 (Level II)



Dimensions

	Standard Stick	Long Stick
1 Dig Depth	4107 mm (162 in)	4649 mm (183 in)
2 Vertical Wall	3604 mm (142 in)	4120 mm (162 in)
3 Maximum Reach at Ground Level	6152 mm (242 in)	6671 mm (263 in)
4 Maximum Reach	6297 mm (248 in)	6805 mm (268 in)
5 Maximum Dig Height	7341 mm (289 in)	7758 mm (305 in)
6 Maximum Dump Clearance	5293 mm (208 in)	5710 mm (225 in)
7 Boom in Reach	1681 mm (66 in)	2250 mm (89 in)
8 Tail Swing with Counterweight	1995 mm (79 in)	1995 mm (79 in)
without Counterweight	1800 mm (71 in)	1800 mm (71 in)
9 Maximum Blade Height	363 mm (14 in)	363 mm (14 in)
10 Maximum Blade Depth	414 mm (16 in)	414 mm (16 in)
11 Transport Height	2558 mm (101 in)	2656 mm (105 in)
12 Cab Height	2534 mm (100 in)	2534 mm (100 in)
13 Swing Bearing Height	756 mm (30 in)	756 mm (30 in)
14 Overall Undercarriage Length	2760 mm (109 in)	2760 mm (109 in)
15 Overall Shipping Length	6144 mm (242 in)	6257 mm (246 in)
16 Track Belt/Shoe Width	450 mm (18 in)	450 mm (18 in)
17 Overall Track Width	2200 mm (87 in)	2200 mm (87 in)
Width over Upper House	2250 mm (89 in)	2250 mm (89 in)
18 Ground Clearance	370 mm (15 in)	370 mm (15 in)
19 Stick Length	1665 mm (66 in)	2208 mm (87 in)



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885

Town Clerk/Tax Collector 603-772-4741

Select Board/Administration/Assessing 603-772-7391

Code Enforcement/Building Inspections/Planning 603-772-7391

Fax (All Offices) 603-775-0517

TO: Select Board members
FROM: Mark Connors, Planning & Community Development Director
FOR: April 15, 2024
RE: **Potential PREPA Grant – Septic System Vulnerability Assessment**

The Piscataqua Region Estuaries Partnership (PREP) is currently offering grant funds for community or municipal projects that protect natural resources and water quality or prepare for climate vulnerability. The grant program includes \$100,000 in funds with a maximum award of \$25,000. Please see <https://preestuaries.org/2024-prepa-grant-program/> for more information.

As you are aware, the Town is working with FB Environmental Associates (FBE) in order to help implement requirements of the EPA MS4 Permit and we have engaged in discussions with FBE regarding potential grant projects to help complement these efforts. We are proposing to conduct a town-wide Septic System Vulnerability Assessment, focusing on identifying areas susceptible to septic system leaks/failure or excess nitrogen/bacteria loading. Utilizing existing environmental GIS data, the assessment will identify vulnerable areas based on soil factors, proximity to water bodies, and climate change projections. Additionally, the project will launch the creation of a comprehensive septic system inventory/database for the town, with a focus on identifying and prioritizing the highest priority parcels and areas. The project's objectives include establishing a baseline inventory for continued management purposes, informing future ordinance changes, guidance on system maintenance strategies, recommendations regarding upgrades and the latest technology/systems, as well as targeted outreach efforts, particularly in nutrient or bacteria impaired areas.

The grant application would be for \$20,000 - \$23,000 in grant funds to cover the entire project cost. Of this amount, 15% will be allocated for community engagement activities, such as surveys, mailers, flyers, and potential events. The grant does not require or prioritize matching funds and therefore none would be required of the town aside from staff time to support the project. Grant applications are due April 26th, with project announcements and awards expected on May 16, 2024. If selected, the project will commence on June 3, 2024, and conclude by December 12, 2025. FBE is prepared to submit the grant on behalf of the Town.

Staff is seeking the Select Board's authorization to allow FBE, working in consultation with staff, to apply for the PREPA grant in an amount not to exceed \$23,000 in order to conduct a Septic System Vulnerability Assessment in Stratham.



Piscataqua Region Estuaries Partnership PREPA Grants 2024 Request for Proposals

REQUEST FOR PROPOSALS: Piscataqua Region Environmental Planning Assessment

The Piscataqua Region Estuaries Partnership (PREP) invites proposals from municipalities, watershed groups, and partnering organizations within the Piscataqua Region Watershed (see Appendix A.) for projects resulting in achievement of:

- One or more of the proposed actions for their community identified in the 2020 Piscataqua Region Environmental Planning Assessment (PREPA);
- planning or regulatory projects to protect natural resources and/or water quality; or
- projects related to climate vulnerability, adaptation, and/or preparedness.

Visit <https://prepestuararies.org/resources/prepa/> to review results by municipality from the 2020 assessment.

PREP is one of 28 U.S. Environmental Protection Agency's National Estuary Programs, a joint local/state/federal program established under the Clean Water Act with the goal of protecting and enhancing nationally significant estuarine resources – including the Great Bay and Hampton-Seabrook Estuaries. As a watershed-based organization, PREP and its grant funding opportunities support the 52 municipalities across the Piscataqua Region Watershed (Appendix A). Funds for this grant opportunity are provided by EPA under the [Bipartisan Infrastructure Law](#), and the grant program timeline assumes no disruption to anticipated funding cycle.

For 2024–2025 projects, eligible applicants may submit proposals requesting up to \$25,000 in grant funding. A total of \$100,000 is available for projects for 2024-2025. Applicants may request funding between \$5,000 and \$25,000 per project. Applicants are required to budget a minimum of 15% for community engagement. For example, a project seeking \$25,000 in grant funding must allocate at least \$3,750 of grant funding toward community engagement. Applicants are required to outline how the project will advance diversity, justice, and inclusion as part of the application. Contact Community Engagement Manager, Abigail Lyon, if you'd like to discuss this requirement further.

ELIGIBILITY

Municipalities, watershed groups, and organizations partnering with one or more municipalities in the Piscataqua Region Watershed (Appendix A). Watershed groups and organizations may submit more than one application if partnering with more than one municipality.

Example projects and average costs are listed below. If you'd like to discuss a project idea, please contact Abigail Lyon (Abigail.Lyon@unh.edu or (603) 862-3729).

- Adopt or increase buffer or setback regulations for wetlands, vernal pools, streams, buildings, or septic: \$10,000-\$15,000
- Complete a Natural Resource Inventory or Assessment for Master or Comprehensive Plans: \$20,000
- Adopt or update an Open Space Plan: \$15,000
- Adopt updated stormwater management regulations or ordinance: \$10,000-\$20,000

- Adopt updated model floodplain management standards that exceed the minimum federal regulations required to participate in the National Flood Insurance Program ([NH Office of Strategic Initiatives Menu of Higher Floodplain Regulation Standards](#) or [Maine Floodplain Management Program](#)): \$15,000
- Incorporate sea-level rise and climate change planning into Master or Comprehensive Plans or as separate chapters: \$10,000-\$15,000
- Complete the [Maine Flood Resilience Checklist](#): \$5,000

REQUEST FOR PROPOSAL TIMELINE

February 26, 2024: Request for Proposals released by PREP.

February 26-April 26, 2024: Municipal officials (e.g., Planning Boards and/or Conservation Commissions) meet with consultant(s) to determine which project a municipality wants to pursue. Complete the application, review, and sign off on grant requirement documents (9 weeks).

April 26, 2024: Proposal Deadline - submit project application (PDF) by email (Abigail.Lyon@unh.edu) to PREP by 4 PM EST.

April 29-May 15, 2024: Proposal review and selection process (2.5 weeks).

May 16, 2024: Awards announced.

June 3, 2024: Projects begin.

PROJECT TIMEFRAME

Projects should be 12 to 18 months in duration and are expected to begin June 3, 2024 and conclude no later than December 12, 2025. This timeline assumes no disruption to anticipated funding cycle.

PROPOSAL REQUIREMENTS

1. **Proposal summary form**—Contains succinct information about the proposed project. PREP template must be used (Appendix B).
2. **Project budget form**—Submit a Project Budget Form (Appendix C). Identify your qualified consultant for this project.

An electronic copy (PDF) must be received by Abigail Lyon via email (Abigail.Lyon@unh.edu) no later than 4 PM EST on Friday, April 26, 2024. Faxed proposals will not be accepted.

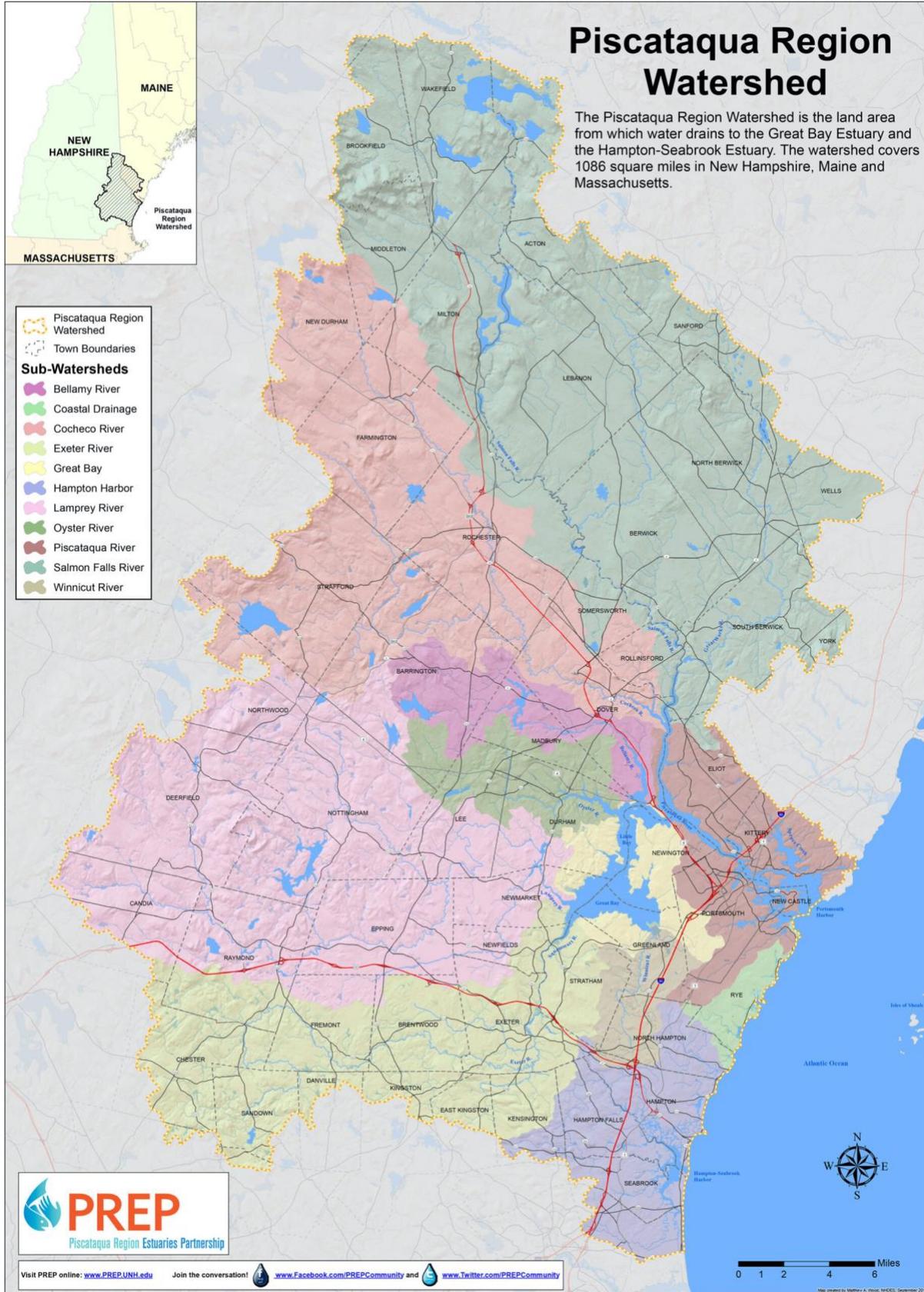
Direct questions to Abigail Lyon, PREP Community Engagement Manager, at (603) 862-3729 or Abigail.Lyon@unh.edu. Questions and answers will be shared online at <https://prepestuaries.org/resources/prepa-grants/> up until April 26.

APPENDICES

Appendix A: Piscataqua Region Watershed map (not to be included in proposal submissions)

Appendix B: Proposal Summary Form

Appendix C: Project Budget Form



Visit PREP online: www.PREP.UNH.edu Join the conversation!  www.facebook.com/PREPcommunity and  www.twitter.com/PREPcommunity

Map created by Matthew J. Atwood, MFCES, September 2011



Appendix B: Proposal Summary Form (not to exceed five pages; exclusive of budget)

Municipality/ies/Watershed Group/Organization: _____

Name of Applicant(s): _____

Project Title: _____

Phone Number: _____ Email: _____

PREP Funds Requested: _____ Total Project Cost: _____

Project Summary: Provide a brief summary of the project overall including the project goal.

Connection to the 2020 Piscataqua Region Environmental Planning Assessment Action Items: Identify which of the 2020 PREPA actions the project will address or advance (i.e., adopting primary structure setbacks). *If the proposed project does not advance a community specific action from the 2020 Piscataqua Region Environmental Planning Assessment, describe how the project protects natural resources or water quality.*

Project Task Timeline: Identify project tasks and dates from start to finish. Specify in your timeline if your municipality requires a public hearing and/or town meeting vote to implement the project. (Keep in mind projects are expected to start June 3, 2024 and be completed by December 12, 2025. Adoption of new or updated regulations can occur outside the project period.)

Project Team: Identify roles and responsibilities for members of the project team.

Project Deliverable(s): Identify anticipated deliverables for the project. Examples include but are not limited to draft ordinance or regulation language, products to support community engagement, draft chapter language, etc. Deliverables must include a final report after project completion submitted no later than December 12, 2025; reporting template will be provided to awarded proposals.

Why is this the right time for this project? Does this project build on previous efforts? Why is your town ready? Will the project address priorities or needs identified by your community or the region? If so, how? For example, the Town has identified the need, is willing to make the municipal investment, Town board and/or public is ready for new policy, Town has the staff capacity to complete and implement project, project addresses a recommendation from the community in the Master/Comprehensive Plan, Climate Vulnerability Assessment/Hazard Mitigation Plan, etc.

Describe your approach to community engagement. How will the minimum 15% budgeted for community engagement be used to support public input, share project results, generate support for a regulation or zoning update and/or change behavior? How will your approach promote diversity, equity, justice, and inclusion? For example, using new approaches to gather input from a diverse set of community members,

bringing new voices into local decision-making, addressing an environmental issue that impacts historically underserved populations, etc.

Is this project part of a multi-town effort? If checked, specify towns.

Appendix C: Proposal Budget Form

Municipality/Applicant:

	Amount Requested from PREP	Other Funds*	Total Budget
BUDGET CATEGORIES			
Qualified Consultant Fee			
Communications & Outreach** (e.g., for a stormwater regulations project (\$20,000) budget a minimum of \$3,000 (15%) for community engagement)			
Supplies /Materials***			
Equipment			
Travel			
Other Cost (specify in space below)			
TOTAL PROJECT COSTS			

This funding opportunity has **no** match requirement. Preference will not be given to projects that include match.

* Other funds include federal funds or other non-federal funds that **cannot** be counted as match. Funds listed here could be used to show support from the municipality

**PREP requires a minimum of 15% of funding be allocated for community engagement for all projects.

***Supplies/Materials includes consumable items, such as field and lab supplies, office supplies, and postage.

(Signature of applicant)

(Print name)

(Title)

(Date)



(Signature of Select Board Chair or Town Administrator)

(Print name)

(Title)

(Date)



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885

Town Clerk/Tax Collector 603-772-4741

Select Board/Administration/Assessing 603-772-7391

Code Enforcement/Building Inspections/Planning 603-772-7391

Fax (All Offices) 603-775-0517

TO: Select Board members
FROM: Mark Connors, Planning & Community Development Director
FOR: April 15, 2024
RE: **ZBA Rehearing Request – Stoneybrook Lane application**

On April 2, 2024, the Zoning Board of Adjustment, by a vote of 3-2, voted not to grant the motion for rehearing, submitted by the Select Board, of the 13-15 Stoneybrook Lane decision to grant a variance in order to allow single-family housing, which is not a permitted use, in the Special Commercial zoning district. A copy of the draft meeting minutes from the Zoning Board's discussion is included for your review. A majority of three voting members of the Board cited various reasons for not granting the rehearing request, including that they did not feel that new information was submitted and that the decision to grant the variance was a legitimate and appropriate exercise of the Board's authority.

Two members, and one alternate member who did not participate in the vote, indicated that they favored granting the rehearing request, because in their view the ZBA overstepped by voting to allow only a residential use in a commercial zoning district that was adopted by a vote of the Town. A minority of voting members noted that they believed this action to be counter to the letter and spirit of the Zoning Ordinance, including of the Special Commercial District.

If the Select Board feels strongly that the ZBA decision was in error, the Board has the option to appeal the decision. If the Board wishes to pursue this, it should consult with its legal counsel in filing an appeal. It is staff's understanding that the Select Board would have the option to file a potential appeal either in Rockingham County Superior Court or at the State Housing Appeals Board. Legal counsel can advise the Board on which venue might be most preferable. Legal counsel can also advise the Board if it is advisable to hire legal counsel to represent the Zoning Board of Appeals.

If the Select Board wishes to file an appeal, the appeal would need to be filed no later than by **May 2, 2024**. Because the timeline to file an appeal is relatively tight, the Select Board should discuss whether it wants to authorize counsel to begin preparing an appeal at this time. The Board would not necessarily have to vote to authorize filing an appeal at this time, however the Board would need to hold a special meeting to take, or not take, such an action sometime before May 2, 2024.



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Stratham Zoning Board of Adjustment
Meeting Minutes
April 2, 2024
Stratham Municipal Center
Time: 7:00 pm

Members Present: Drew Pierce, Chair
Frank MacMillan, Member
Brent Eastwood, Vice Chair
Bruno Federico, Member
Jameson Paine, Member
Lucy Cushman, Alternate

Members Absent: None

Staff Present: Mark Connors, Director of Planning and Community Development
William Dinsmore, Building Inspector and Code Enforcement Officer

1. Call to Order/Roll Call

Mr. Pierce called the meeting to order at 7:00 pm and took roll call.

2. Approval of Minutes & Finding of Fact:

a. March 5, 2024

Mr. Federico said that there were several references to his last name misspelled and requested that corrections be incorporated to the spelling. Ms. Cushman said that she did not see anywhere in the minutes when she was appointed a voting member though she knew it did occur. Mr. Pierce confirmed that he did appoint Ms. Cushman a voting member. Mr. Connors said that the staff would review the recording and add when Ms. Cushman was appointed a voting member by the Chair.

MOTION by Mr. Paine to approve the March 5, 2024, meeting minutes as adjusted. Mr. Pierce seconded the motion. All voted in favor and the motion passed 3-0-2. Mr. Macmillan and Mr. Eastwood abstained.

b. Case #677 (325 Portsmouth Ave) Findings of Fact

MOTION by Mr. Pierce to approve Case #677 Findings of Fact. Mr. Paine seconded the motion. All voted in favor and the motion passed.

3. New Business:

a. Request for Rehearing. The Zoning Board will determine whether to grant a rehearing,

45 **requested by the Select Board, of the following application on January 9, 2024:**

46
47 *Case #674: Green & Company (Applicant), Boulders Realty Corp. (Owner), 13 & 15 Stoneybrook*
48 *Lane, Tax Map 4, Lots 1 & 7, Zoned Special Commercial. Request for a variance from Table 3.6,*
49 *Table of Uses, to permit the development of single-family dwelling units in a district where the use is*
50 *not permitted. The applicant proposes 59 single-family dwellings on a single property under a*
51 *condominium form of ownership.*

52
53 Mr. Pierce stated this is a public meeting and not a public hearing. The Zoning Board of Adjustment
54 (ZBA) will internally discuss and make a determination on the motion for rehearing but will not accept
55 any new public testimony. The Board has received written materials from the applicant for th emotion
56 for rehearing, the Stratham Select Board, as well as comments from the applicant's representatives in
57 the decision being complained of represented by Attorney Kevin Baum. Mr. Pierce noted that the
58 Board received one e-mail from a member of the public that he would like Mr. Connors to address.

59
60 Mr. Connors stated the Town received an email today from a member of the public in this matter. He
61 does not recommend the ZBA accept it as public testimony because the town's attorney recommended
62 not to accept any public comments for the ZBA deliberation on the rehearing request. If the rehearing
63 is granted, there will be a new public hearing and the public would have the opportunity to comment
64 but at this stage, it is only a decision on whether to grant the rehearing or not. Mr. Connors'
65 recommendation is for the ZBA not to accept the public comments, though he could provide them if
66 the Board disagreed.

67
68 Mr. Pierce replied that he agrees with not accepting the comments and asked the ZBA members if
69 there are any objections to not hearing the email. No members raised any objections.

70
71 Mr. Pierce stated that Zoning Board Rules of Procedures do not address whether alternate members
72 can participate in discussions for rehearing requests. Mr. Pierce said the Board should vote on whether
73 or not to allow the alternate members to participate in the deliberations.

74
75 **MOTION by Mr. Eastwood to allow alternates to have input in the discussion for the rehearing.**
76 **Mr. Paine seconded the motion. All voted in favor and the motion passed.**

77
78 Mr. Pierce stated that not all board members at this rehearing discussion were present at the Zoning
79 Board meeting in which the original case was decided on January 9, 2024. He asked those members
80 not present if they had the opportunity to review the application materials, meeting minutes, and
81 associated materials and do you feel comfortable participating in the discussion. Mr. Paine, Mr.
82 Eastwood, and Ms. Cushman all replied yes.

83
84 Mr. Pierce said the Board can now engage in the discussion. He asked the ZBA members if anyone
85 sees a reason to or not to grant a rehearing. Mr. Eastwood replied that he appreciates the information
86 about the parcel they received from the Select Board and believes that there are potential areas that the
87 ZBA did not understand or consider and that may be a reason to discuss it further.

88
89 Mr. MacMillan stated that according to RSA 677:3, a rehearing is granted only if the petitioner has
90 new relevant evidence to submit; new relevant legal issues that were not considered; or a prejudicial,
91 technical, or legal error in the original decision. He reviewed the response from the Select Board
92 petition, and also from the rebuttal from the applicant and is not sure that the first two standards apply.
93 Mr. MacMillan asked whether the ZBA made a technical error related to one of their findings, which

94 was that housing is a permitted use and he believes that the ZBA needs to discuss that.

95
96 Ms. Cushman stated that she has been in the town a long time and while she was not involved with
97 writing this particular zoning district, she has been involved with many others. Ms. Cushman stated
98 that the decision to allow single family housing is not taken lightly. She believes there was a lot of
99 discussion about having a residential development in that District and the challenges with traffic from
100 elementary and middle school buses at the stoplights and the intersection and that the desire was to
101 not have housing after the bridge. That was a part of the discussion when the zoning was approved.
102 Ms. Cushman added that the impact of 59 houses in an area where single-family homes was voted by
103 the Town to not be allowed seems like an overreach. She added that Green & Company has been
104 around a long time, she has a lot of respect for them as a developer and they have completed a lot of
105 good projects, but she can't believe that this is the only thing that can happen there. Ms. Cushman
106 stated that the area around it is commercial and she imagines that area could look very different in a
107 few years, that Stoney Brook could be part of a larger commercial redevelopment project. Ms.
108 Cushman stated she viewed the area in person and only saw four houses all in Exeter so there is land
109 in Exeter that could be redeveloped. Mr. Federico stated there is also one house in Stratham. Ms.
110 Cushman replied that she didn't see that house and she can envision those properties being redeveloped
111 not as residential. Ms. Cushman continued that one of the things that the ZBA cited was the
112 recommendation from the Regional Planning Commission (RPC) about more housing. She stated that
113 she represents Stratham on the RPC and she serves on the Regional Impact Subcommittee and that the
114 subcommittee did not convene to discuss the project. The comment letter submitted to the ZBA was a
115 staff response to a request. The response did not go into an in-depth study to determine whether this
116 would be a good place for single-family homes. At the ZBA level there is not enough information, like
117 a traffic study. There is a lot of other information that comes forward when a proposal goes to the
118 Planning Board and the project could then go to RPC for a regional impact discussion. Ms. Cushman
119 stated that with the limited information available to the RPC for this project, she thinks that although
120 the RPC supports more housing, she doesn't believe the response states that this location is the ideal
121 spot for 59 houses. She stated that's not her understanding of how they function in response to requests
122 for regional impact.

123
124 Mr. Pierce asked Ms. Cushman if those issues would be presented to the Planning Board to make that
125 decision and does she believe the ZBA is in effect doing the work of the Planning Board. Ms. Cushman
126 replied that she believes that the ZBA is superseding. Ms. Cushman added the ZBA is deciding to do
127 something that town meeting voted not to and if the Planning Board thought that this project was a
128 good idea, that the Planning Board could change the zoning and allow single family homes there. Ms.
129 Cushman stated that the project does not meet the current zoning, it says single family not allowed.
130 She stated that variance applications come to the ZBA because of something that is not allowed. In
131 her opinion, to grant a variance to allow 59 homes where the town said no, seems like an overreach
132 and that maybe it's not the best use of property that is surrounded by commercial and highway.

133
134 Mr. MacMillan disagrees with Ms. Cushman and adds that it's not really the issue that they were
135 discussing. He is looking for new relevant evidence and they heard some of this evidence before. He
136 added that regarding new relevant legal issues and prejudicial, technical, or legal errors and the
137 decision to send the project to the regional board; he feels that the ZBA was somewhat backed into
138 that decision because they were the first land board reviewing the project. He added that he felt the
139 ZBA had to make the determination to send the project to the RPC. Mr. MacMillan stated that he didn't
140 think there was an option to not do that and that he remembers the discussion regarding a regional
141 impact determination, and he thinks was the correct decision. Mr. MacMillan stated that what the RPC
142 did with the request, or what they didn't do with it, he doesn't think is a discussion that is relevant to

143 what the ZBA is being asked to do tonight. Ms. Cushman replied that she mentioned it because it
144 seemed to her to be the basis of some of the decision making and it is part of the response from the
145 applicant.
146

147 Mr. MacMillan stated the ZBA needs to determine if they made a legal error in assuming that because
148 the zoning encourages multifamily housing, is that enough for the ZBA to alter that definition based
149 on the variance that the ZBA already decided to grant. That is the only question that he has that might
150 allow a rehearing but he hasn't heard anything that that convinces him. He asked Mr. Connors to opine
151 as the Board had discussions over two meetings and that wasn't an issue raised. Mr. MacMillan
152 continued that he read the rebuttals from the Select Board and the petitioner that is the only thing that
153 he believes might meet one of these three criteria for the rehearing.
154

155 Mr. Connors clarified that he believes the RSA states the Board of Adjustment may grant such
156 rehearing if in its opinion good reason therefor is stated in the motion. He added that he believes the
157 other language in the application is based on caselaw.
158

159 Mr. Paine stated he was in support of both Mr. Eastwood's and Ms. Cushman's comments with regards
160 an overreach of sorts with regards to the residential use of the land. He continued that his understanding
161 of Stratham's Zoning Regulations is that multi-family housing is an accessory piece that would
162 complement or allow for some housing in a commercial area that could help with either housing of
163 staff or housing for anyone in general. He does not think that multifamily housing is intended to be
164 the focus of the commercial area and that this piece of property is zoned as commercial and is adjacent
165 to the Town of Exeter's zoned commercial land as well. Mr. Paine acknowledged that there are
166 residential properties along the entry to this property, but they are in commercially zoned areas in both
167 Exeter and Stratham. He added that though those homes are currently residential uses, their future use
168 is anticipated to be a commercial use, whether that's a mixed use or not. Mr. Paine said to hang your
169 hat on the existing residential use in the area doesn't necessarily speak to the intended use of the
170 property and what the community wanted. He added that the Town voted for the commercial zoning
171 and for the ZBA to determine that the entire property can be used solely as residential instead of a
172 commercial use with a supplemental residential piece, takes away from the commercial zoning. He
173 added that if the ZBA's intention is to make adjustments, he believes this decision is not an adjustment
174 and is a full alteration to the zone. Mr. Paine provided examples of basic adjustments including
175 enlarging a sign or allowing property to be moved several feet one side or the other of a buffer. Mr.
176 Paine believes the ZBA made a decision to repurpose the land into something that wasn't previously
177 approved and would, more or less, put that property into residential use into perpetuity until someone
178 tears down 59 houses. The comments that were presented by the applicant regarding the expense of
179 water and sewer, he believes also apply to the proposed residential use. Mr. Paine stated that a robust
180 commercial development proposal could have more options to offset the cost of the water and sewer.
181

182 Mr. Pierce stated that he doesn't disagree with Mr. Paine's statement but wonders if that's a new topic
183 because the ZBA discussed water, sewer, and housing at the public hearing and those factors were
184 considered in the ZBA's unanimous decision. Mr. Pierce stated that he does not consider it to be new
185 information to grant a rehearing.
186

187 Mr. Paine replied that the overreach of spot zoning should be considered for the legal component for
188 a rehearing. He stated that the ZBA should consider what their actions have done or what the results
189 of their actions has created and in this case it could be a spot zone that wasn't intended to have the use
190 solely as residential.
191

192 Mr. Federico stated that he was a Selectman when this zone was created in 2009 and when the Town
193 received a commitment from Exeter to obtain water and sewer services. In 2018, the Town voted
194 against the water and sewer extension from Exeter, he said. In 2020, the Town voted against
195 implementing a TIF district, which would have created the opportunity for just a commercial district
196 to obtain water and sewer. Mr. Federico stated he is perplexed with the comment that the ZBA is
197 changing the zoning when we are granting relief to an applicant. The applicant provided the history of
198 the zone and of the property. There was a church proposed in the past that couldn't get enough money
199 to build a large enough parking lot with all of the conditions that are required. He doesn't see how
200 commercial is going to be developed in that area with all of the wetlands. Mr. Paine stated that there
201 is space for 59 residential units. Mr. Federico replied that there isn't a lot of paving. Mr. Pierce added
202 that with residential the use can be weaved in and out of wetlands areas. Mr. Paine replied that the 59
203 units includes houses, driveways, and septic systems so the majority of the developed areas is filled.
204 Mr. Federico replied those are only conceptual designs for the property and the Planning Board will
205 review the project. Mr. Pierce wondered if the ZBA is acting as the Planning Board by discussing
206 those issues.

207
208 Ms. Cushman stated that she is not saying there should never be residential, but since the Town voted
209 that single family house is specifically not allowed. She remembers the Town discussion and that
210 people did not want housing on that side of the bridge nor in the Gateway District and that is why
211 housing in that area is so restrictive, that those areas were going to be the commercial zone and housing
212 would be in the rest of town. Ms. Cushman believes it is illegal for the ZBA to change it and it should
213 be a town vote to decide to change the zoning to allow single-family homes with the trash and school
214 bus issues that would be associated with that use. She believes in the future there could be a major
215 development in the Exeter portion with the houses redeveloped and that the land in Stratham will be
216 an accessory to that. She added there would be water and sewer for the Exeter development and the
217 land in Stratham could be conservation or common area and that to allow single-family housing seems
218 very shortsighted. Mr. Pierce replied that he feels the discussion is getting away from the request for
219 a rehearing and he requested a motion to vote on the rehearing. He added that he believes a lot of the
220 information being discussed tonight was discussed in the two meetings on the project and because all
221 ZBA members did not attend both meetings, the applicant presented the entire project at the second
222 meeting for the benefit of those who did not attend the first ZBA meeting. Mr. Pierces stated that the
223 reason the project was not voted on at the first meeting was because the ZBA voted to have the project
224 reviewed by the Rockingham Planning Commission.

225
226 **MOTION by Mr. MacMillan that the Zoning Board of Adjustment deny the request for**
227 **rehearing. Mr. Pierce seconded the motion. Motion passed 3-2 with Mr. MacMillan, Mr. Pierce,**
228 **and Mr. Federico voting in favor. Mr. Eastwood and Mr. Paine voted against the motion.**
229

230 **b. Case #678:** John and Susan Connors (Applicants), Connors Revocable Trust (Owner), 3 Treat
231 Farm Road, Tax Map 14, Lot 163, Zoned Residential/Agricultural. Request for a variance from
232 Section 11.5 Wetlands Conservation District (Overlay), to permit the construction of a shed 28
233 feet from the edge of wetlands (poorly drained soils) where a minimum setback of 50-feet is
234 required.

235
236 Mr. Pierce invited the applicants to present their project. Ms. Connors stated that they are looking to
237 construct a 200 square foot shed approximately 28 feet from the edge of wetlands. She described the
238 rear yard as approximately 17,500 square feet land with only 6,900 square feet as usable due to the
239 wetlands buffer and the 50-foot rear non-disturbance buffer for cluster subdivisions. She described the
240 side property line between 3 and 5 Treat Farm as angling behind 5 Treat Farm. Ms. Connors addressed

241 the Conservation Commission's question as to why the shed couldn't be placed in an area towards the
242 rear property line and along the side property line for 5 Treat Farm Road. She stated that the issue with
243 that location is it would be in the direct line of sight of their neighbor's patio which is only 65 feet
244 away and that the neighbor at 7 Treat Farm Road has fully developed their backyard with a pool, a
245 large fireplace and a very large pavilion which is in the direct view of 5 Treat Farm Road. Ms. Connors
246 stated that her and her neighbors both like the unobstructed view of their open lawn areas and the
247 Connors family does not want to impede on their recreation space, given the lack of usable land due
248 to the buffers.

249
250 Ms. Connors presented photographs of the yard and proposed shed location and the challenges with
251 sloping land. She explained the proposed location has a few boulders that will be moved, a large dead
252 tree stump and is covered with invasive bittersweet which quickly wraps around trees and kills them.
253 She further described the extent of bittersweet in the buffer zone. Ms. Connors summarized that the
254 variance request it to place the shed in an area where the wetland ordinance allows clearing, but does
255 not allow structures. She noted that this year the Town voted to allow smaller sheds up to 120 square-
256 feet to be constructed within 15 feet of the wetlands boundary but that smaller size will not fit their
257 needs. She stated that their outdoor equipment is currently stored outside under tarps and they would
258 like to get all it out of the elements, under proper cover, which would be more protective of the
259 environment. Ms. Connors asked if the ZBA has any questions.

260
261 Mr. Federico asked what is on Map 14 lot 53. Ms. Connors replied that is the development's open
262 space lot that has wetlands and a stormwater basin. Mr. Federico asked if that stormwater basin drains
263 into the wetlands. Ms. Connors replied no, it is not supposed to.

264
265 Mr. Paine asked when it rains what direction the water flows. Ms. Connors replied there is a high point
266 in front of their property that flows to the back of the development where the two additional stormwater
267 basins are located and the rest flows to the front stormwater basin next to their property. Mr. Paine
268 asked if because of that flow, will the shed be on some sort of platform to allow the water to flow
269 underneath it. John Connors replied that they would either construct it on top of a $\frac{3}{4}$ inch stone base
270 or posts.

271
272 Mr. Federico asked if there is water in the wetlands in the summertime. Mr. and Mrs. Connors replied
273 not really. Mr. Pierce added that he has some history with that property before they built Treat Farm
274 and that wetlands were flagged at that time by Sergio Bonilla. Ms. Connors replied that they are going
275 off the flags from the subdivision development and the flags are still there. She added that they also
276 hired Jones and Beech to stake the property lines.

277
278 Mr. Pierce asked if there is any wetland vegetation in the proposed shed area. Ms. Connors replied
279 that there is not, just a few boulders. John Connors added that there is not a lot of vegetation other than
280 the bittersweet.

281
282 Mr. Eastwood asked what the property line setback for sheds greater than 120 square feet. Mr.
283 Dinsmore replied it is 10 feet for a cluster development.

284
285 Mr. MacMillan asked about the question from the Conservation Commission asking why the shed
286 couldn't be placed elsewhere on the property and if there is a grade issue with the location they
287 suggested. Ms. Connors replied the issue is that they only have about 6,000 square feet of usable land
288 and the burden on the neighbor's view of the surrounding land. John Connors added that he wants to
289 put the shed in the most inconspicuous spot as would any homeowner and the location suggested by

290 the Conservation Commission is the most conspicuous area. He added that they considered the front
291 yard, but because this house is the first house people see when entering the development it would not
292 be well received by the remaining neighbors.
293

294 Mr. Paine asked what the reason was for going with a 200 square foot shed and not a smaller one.
295 John Connors replied that he had a 200 square foot shed in Massachusetts and it wasn't big enough.
296 He also had a 450 square foot barn as well. He stated that he has a lot of equipment that is now in the
297 basement, under tarps, in the garage, and spread out around the backside of the property. He added
298 that even though a 120 square foot shed would be easy because a permit is not required, he doesn't
299 want to do it for something that is just not going to be adequate for their needs. Ms. Connors added
300 that they don't want to leave equipment out on the property because the shed is too small and items
301 like wheelbarrows could likely end up being stored in the buffer zone not under cover. John Connors
302 stated that he believes the difference between a 120 square foot shed that doesn't require a building
303 permit and a 200 square foot shed that would be permitted is insignificant.
304

305 Mr. MacMillan asked Mark Connors what if a smaller shed is allowed in the area without a permit,
306 what is the scientific or environmental reason that not permit by right a larger one. Mark Connors
307 replied if you have a larger structure that means more runoff from the roof and possible hazards that
308 are being stored in the shed.
309

310 Mr. Pierce asked if the shed could be rotated to be more in compliance with the ordinance. Ms. Connors
311 answered they can't because of the grade issue where the shed is proposed, it would have to be built
312 on stilts on one side. John Connors added that the change of grade is about 7 to 8 feet.
313

314 Mr. Eastwood asked if the angle is optimized for the contour. John Connors replied yes.
315

316 Mr. Pierce asked if the proposed shed is pre-built in only one configuration. John Connors replied no
317 that he will construct a stick built shed. Mr. Pierce asked if the width could be adjusted to move the
318 closest corner of the shed farther from the wetlands. John Connors replied that an eight foot span has
319 less span to deal with on the footings.
320

321 Mr. Paine asked where the septic was located. Ms. Connors replied that it is in the front yard and the
322 well is located in the back part of the property.
323

324 Mr. Eastwood summarized that basically the variance request is for 80 square feet and that a 120
325 square foot building is permitted even closer to the wetlands. Ms. Connors agreed.
326

327 Mr. Pierce asked Mark Connors if property owners are allowed to have two sheds on a property. Mark
328 Connors replied yes as long as they meet the setback. Mr. Pierce asked if the ZBA should include a
329 condition that there couldn't be another shed constructed in the buffer zone because they could
330 conceivably construct a smaller shed up to 120 square feet without a permit. Mr. Dinsmore agreed that
331 could be allowed without a condition. John Connors agreed and added that we could post that condition
332 in the shed for future owners.
333

334 Ms. Connors added that the Conservation Commission had asked about mitigation and their reply was
335 removing an invasive species that is destroying the wetlands. The Commission also had concerns about
336 the storage of gasoline and chemicals to which we responded that those items could be stored in a bin.
337 The Commission replied that although we might be diligent about storage, future owners might not
338 be. Ms. Connors suggested posting the condition of approval inside the building.

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Ms. Cushman asked if the variance that is granted is recorded with the property. Mark Connors replied it is not recorded but it runs with the land for future owners. He added that there will be a Notice of Decision signed by the Chair of the ZBA but it is typically not recorded. Ms. Cushman stated that in her experience researching titles, she often found a zoning variance recorded and she suggested that as a condition for this case.

Mr. MacMillan asked if regardless of recording, is the enforcement mechanism a complaint to the code enforcement office. Ms. Cushman replied yes, but the recording makes it part of the official record for future owners.

Mr. Eastwood asked to clarify that two sheds, under 120 square feet, could be placed on one property side by side within the buffer zone. Mark Connors replied no, just one shed up to 120 square feet is permissible in the buffer zone. Mr. Dinsmore added that the Zoning Ordinance also has building coverage requirements of up to 20% per lot.

Ms. Connors mentioned that she will go through the steps of the criteria for the approval of the variance.

Criteria a. the variance is not contrary to the public interest.

Ms. Connors stated that the shed will help to improve the aesthetics of the neighborhood by removing their current tarps and sheds are very common residential use. She stated that they will construct the shed with minimal earth disturbance. Sheds are not contrary to basic zoning objectives and it won't alter the central character, the neighborhood, nor will it threaten public health, safety, or welfare. The shed location is far from all abutting residences as possible and NHDES does not prohibit construction in a wetlands buffer zone.

Criteria b. The spirit of the ordinance is observed.

Ms. Connors stated that the 25 foot no disturbance area will be left intact and the removal of invasive bittersweet vine that is spreading into the wetlands will benefit the health of the wetlands. The shed will not alter the essential character of the neighborhood and will not threaten public health, safety or welfare and the design will be consistent with the character of the existing home and the rest of the neighborhood.

Criteria c. Substantial justice is done.

Ms. Connors stated that granting the variance will not cause harm to the general public and imposes no demand on municipal services and denial of the request would result in a loss for us as it will provide necessary storage of yard equipment. The smaller alternative won't fit their needs and they would still probably be left leaving some items uncovered in the yard. Locating the shed in the middle of the yard is undesirable to them and she believes to any homeowner, as it would cause a loss of open space for recreation and would be aesthetically undesirable to their neighbors and them.

Criteria d. Values surrounding properties.

Ms. Connors stated that the shed will not diminish property values because sheds are common residential uses in Stratham and will actually improve the value of our property and benefit

388 comparable homes. The location is as far from 5 Treat Farm as possible and she believes the
389 alternative location could possibly diminish the neighbor's property value because of the view
390 obstruction.

391
392 *Criteria e. Literal enforcement would be a hardship.*

393
394 Ms. Connors stated that of the 17,000 square feet of rear yard only 6,900 square feet of it is usable,
395 which is about 39%. The rear yard is burdened by a 50-foot setback non-disturbance setback for
396 cluster subdivisions. She noted that during this process, they realized the developer cleared more
397 than he was supposed to. In addition to the cluster subdivision buffer, the property is also burdened
398 by the 50 foot wetlands buffer.

399
400 Ms. Connors added that in addition to the variance criteria, the proposed use is reasonable because
401 it provides necessary storage for lawn equipment for residential use. Regarding unnecessary
402 hardship, their parcel is one of the most significantly burdened by the wetlands buffer in the
403 neighborhood. She asked if the ZBA has any questions on the criteria.

404
405 Mr. Pierce opened the meeting to the public. No one from the public spoke.

406
407 Ms. Connors mentioned the comments submitted by email from the neighbor at 5 Treat Farm Road.
408 Mr. Pierce acknowledged the comments submitted in support of the variance request.

409
410 **MOTION by Mr. MacMillan to close the public hearing and to move to deliberations. Mr.**
411 **Paine seconded that motion. All are in favor and motion passes.**

412
413 Mr. Pierce asked the ZBA to discuss conditions of approval including recording the decision and
414 requiring the storage of hazardous waste in safe approved secondary containers that are used to
415 prevent possible environmental damage. Mr. Eastwood added that there should not be any other
416 structure constructed in the wetlands buffer setback. Mr. Pierce added that that the property owner
417 shall ensure construction of the structure poses minimal disturbance to the wetland buffer during
418 construction. All are in favor of all conditions.

419
420 Mr. Peirce asked if there were any other conditions that need to be added before they make a motion
421 to move to approve conditions. Mr. MacMillian added if the construction does not take place within
422 two years of the acceptance of the variance then this variance would become null and void. All
423 agreed.

424
425 Mark Connors recommended that the recording cost be paid by the applicant.

426
427 **MOTION by Mr. Paine that the Zoning Board approve the variance application submitted by**
428 **Susan and John Connors from Section 11.5.3, Wetlands Conservation District, of the Zoning**
429 **Ordinance to allow the construction of a shed within 50 feet of an existing wetland where no**
430 **building activity is permitted as the Zoning Board has determined the application meets all of**
431 **the variance criteria for the Board's deliberations, subject to the following conditions as noted**
432 **by the chair.**

- 433
434
435
436
1. **The variance, if not exercised, will expire two years from the date of the hearing on April 2, 2024.**
 2. **Hazardous materials must be stored in a safe, approved secondary container that is used to prevent possible environmental damage.**

- 437 **3. No other secondary structures shall be built in the wetlands.**
438 **4. The decision letter be recorded with the Rockingham County Registry of Deeds.**
439 **5. Installation of the structure poses minimal disturbance to the wetlands buffer during**
440 **construction.**

441 **All voted in favor. Motion passes.**

442
443 **4. Adjournment**

444 Mr. Pierce stated that the meeting adjourned at 8:14 p.m.

DRAFT



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

VOICE (603) 772-7391 • FAX (603) 775-0517

MEMORANDUM

TO: Christiane McAllister, Finance Administrator

FROM: David Moore, Town Administrator

DATE: April 1, 2024

RE: Approval and Procedure for Heritage Commission Historic Home Plaques

At its regular meeting on March 18th, the Select Board approved the Heritage Commission's request to support future expenditures from the Heritage Preservation Capital Reserve Fund for a Historic Home Plaque program. This memo is intended to memorialize that approval and the Broad program parameters as well as the plan for accounting for the funding involved and a procedure for the work. I met with Nate Merrill and Christiane McAllister separately to outline the procedural follow-up resulting in this memo.

Program Description: The Heritage Commission is sponsoring a historic home plaque program. It is going to offer historic plaques marking homes that are included in the Town-wide Inventory of Historic Property. This project is in partnership with the Stratham Historical Society and the individual homeowners themselves. The Heritage Commission (Town), Historical Society and the homeowners will divide evenly the cost of each plaque in order to incentivize participation.

Roles: The Heritage Commission will be the program sponsor and run the programmatic aspects of the program and interactions with homeowners, vendor, and its partner, the Stratham Historic Society. The Town of Stratham (through its Finance Office) will serve as the fiscal agent. Nate Merrill is the program manager for the Commission on this project. Karen Richard will be the point person for the Finance Office and work in close coordination with Christiane McAllister.

How it will work: The Heritage Commission will maintain the list of participating property owners. The Heritage Commission PM (Nate) will place the orders. The Commission intends to "batch" orders so that multiple plaques are ordered at a single time.

Payments from individual homeowners will be mailed to the Town of Stratham Heritage Commission c/o Karen Richard. They will be logged by Karen, deposited with the Finance Office and Nate Merrill will be advised.

Accounting: Here is a description of how the accounting will work as recommended by the Finance Office and represents the most direct (easiest) process available given the use of the Preservation CRF and compliance with generally accepted accounting principles.

1. Orders placed by Heritage Commission with list of property owners provided to Finance Office.
2. Vendor will invoice the Town.
3. Finance will pay the vendor from the Heritage Commission Operating Budget
4. Finance will request reimbursement from Historical Society for 1/3 of the actual invoice.
5. Finance will post payment of Historical Society reimbursement to Heritage Commission Operating Budget expense line
6. Plaques will be distributed to property owner upon payment of 1/3 cost
7. Property owner payment will be posted to Heritage Commission operating budget expense line
8. Finance will request reimbursement from Heritage Preservation Fund (ToTF) for 1/3 cost to offset net in Heritage Commission operating Budget expense line.

Plaque delivery and handover and all logistics related to tracking will be coordinated between Karen on behalf of the owner and Nate Merrill.



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885

Town Clerk/Tax Collector 603-772-4741

Select Board/Administration/Assessing 603-772-7391

Code Enforcement/Building Inspections/Planning 603-772-7391

Fax (All Offices) 603-775-0517

TO: Select Board members
FROM: Tom House, Planning Board Chair
Mark Connors, Planning & Community Development Director
FOR: April 15, 2024
RE: **HB 1279 and HB 1400**

There are several bills pending in the State Legislature this session related to housing and how municipalities regulate housing and particularly land use/zoning issues associated with housing. HB 1279 and HB 1400 were recently passed by the NH House and will soon be considered by the State Senate. The draft legislation is included for your review, though brief summaries are also included below:

- **HB 1279:** Would significantly limit how municipalities can regulate accessory dwelling units (ADUs), including requiring that municipalities allow up to two ADUs per single-family property. One ADU would have to be permitted by right and one ADU would have to be detached. Municipalities could not require the first ADU to be any smaller than 1,000 square-feet and the second to be any smaller than 850 square-feet. Municipalities would have to allow for parking requirements for ADUs to be met through the use of “legally dedicated off-site locations.”
- **HB 1400:** Restricts municipalities from requiring more than one parking space per residential unit.

At its April 3, 2024 meeting, the Planning Board voted to recommend that the Select Board register formal objections to both bills with the State Senate. The Planning Board discussed several concerns with the bills, though most concerns centered on the fact that these bills were too expansive and placed unreasonable mandates on municipalities and that the state would be essentially handcuffing municipalities in the ability to reasonably regulate these matters. A copy of the draft Planning Board minutes related to this discussion is included for your review.

Certainly housing availability and affordability are a major concern of the Planning Board, and there may be some zoning amendments proposed next year in response to these concerns, however the Board feels strongly that solutions to these issues are best brokered on the local level by land use boards and through active engagement with the community.

Draft letters have been completed and are included for the Select Board’s review.



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Fax (All Offices) 603-775-0517

April 16, 2024

The Honorable Debra Alschiller
New Hampshire State Senate
33 State Street
Concord, NH 03301

RE: House Bill 1279

Dear Senator Altschiller,

We are writing to express our concerns regarding House Bill 1279, which will be considered by the Committee on April 9, 2024. This legislation, if enacted, would significantly overhaul accessory dwelling unit (ADU) requirements currently stipulated under state law by requiring municipalities to allow two ADUs per property, requiring provisions for detached ADUs, increasing the minimum size of ADUs, and limiting the ability of municipalities to set minimum lot sizes for residential properties with ADUs to any more than one half acre, among several other changes.

We would note at the outset that Stratham recognizes the potential for ADUs to fulfill some of our housing needs and Stratham shares the concerns of so many regarding the high and escalating cost of housing in our community and across the region. In fact, Stratham has tailored its ADU requirements to be significantly more flexible than what is currently required under state law to remove barriers to entry and implementation for property owners. The Town allows for both attached and detached ADUs, allows ADUs by right, and permits ADUs to be up to 1,000 square-feet, all provisions that are more generous than what is required. Dozens of residents have taken advantage of these opportunities and constructed ADUs on their properties.

If HB 1279 proposed more limited alterations to ADU requirements, the Town may not object. However, as currently presented, the legislation presents many concerns for the expansive manner in which it would handcuff municipalities. Simply stated, this legislation removes the ability of municipalities to reasonably regulate ADUs and makes this a function of state government. For example, the Town would not be able to restrict detached ADUs from front yards or to set reasonable limits on minimum lot sizes for parcels with ADUs beyond one-half acre. In a community without a municipal water supply that is almost entirely dependent on private wells and one with significant existing source and surface water contamination issues, this presents a host of environmental concerns. We would posit that placing three housing units on a single half-acre parcel is not a responsible use of land in many more sensitive areas and may present a host of unintended consequences associated with impacts to the environment and drinking water sources, among others.

In summary, while we share your concerns regarding the cost and availability of housing in our state, we do not believe HB 1279 is an appropriate vehicle for reform. The legislation unfairly restricts municipalities from responsibly regulating ADUs and places untenable and poorly conceived one-size-fits-all mandates on communities. For these reasons, we would ask that you vote not to advance HB 1279.

Thank you for your consideration.

Respectfully,

Michael Houghton
Chair, Stratham Select Board
On behalf of the Stratham Select Board

DRAFT



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Fax (All Offices) 603-775-0517

April 16, 2024

The Honorable Debra Altschiller
New Hampshire State Senate
33 State Street
Concord, NH 03301

RE: House Bill 1400

Dear Senator Altschiller,

We are writing to express our concerns regarding House Bill 1400, which will be considered by the Committee on April 9, 2024. Our understanding of this legislation is that, if enacted, it would restrict municipalities from requiring any more than one parking space per residential unit regardless of the size of a dwelling unit. Our concerns with HB 1400 are myriad, including that it does not account for the size of a residential unit - while one parking space might be appropriate for a studio apartment, it is surely not sufficient for a four-bedroom home – but our chief concern is that this one-size-fits-all answer to a complex issue represents an inappropriate exercise of a legislative statewide mandate.

As you are aware, parking demands are highly dependent on local conditions and the ease of accessing alternative transport modes. Here in Stratham, like so many other communities across New Hampshire, there are simply not reasonable alternatives to car travel and automobile access represents a lifeline for residents.

We recognize that the provision of parking represents an added cost which contributes, although modestly, to the expense of housing construction. We also share your concerns regarding rising housing costs and a lack of inventory, however we believe land use solutions to this issue are best brokered at the local level by Planning Boards and through active engagement with residents, builders, and others. As such, we would strongly urge you not to advance House Bill 1400.

Thank you for your consideration.

Respectfully,

Michael Houghton
Chair, Stratham Select Board
On behalf of the Stratham Select Board

45 a. Other Business:

46
47 1. Legislative Updates and Discussion
48

49 Mr. Connors provided an update on some pending legislative bills. He stated that two bills were
50 passed by the House of Representatives last week. Mr. Connors suggested that if the Board has a
51 strong feeling regarding any of the bills, the process would be for the Board to write a letter to the
52 Select Board and ask that the Select Board formally comment on the bills on the Town's behalf.
53

54 Mr. Connors stated that HB 1291 passed 220 to 143 and affects Accessory Dwelling Units (ADUs).
55 He provided the following points on the proposed law.

- 56 • Would require municipalities to permit a minimum of two ADUs per single-family lot with no
57 additional requirements on dimensional requirements (including minimum lot size, frontage,
58 setbacks, etc.) beyond what is required for single-family housing. At least one of the ADUs
59 would have to be detached. Current law only requires municipalities to allow one ADU per lot.
- 60 • Would require at least one of the ADUs to be permitted by right. The second ADU could be
61 subject to approval of a Special Exception by the ZBA or a Conditional Use Permit by the
62 Planning Board.
- 63 • Requires ADUs have a means of ingress or egress either independently or through a shared
64 common space, but limits the municipality's ability to regulate which option is acceptable.
- 65 • Allows applicant to meet municipal minimum parking requirement by providing parking at
66 "legally dedicated off-site location."
- 67 • Provides the municipality the ability to regulate the size of ADUs provided that one ADU is
68 not less than 1,000 square-feet and the second ADU is not less than 850 square-feet (current
69 law limits municipalities from requiring ADUs be smaller than 750 square-feet).
- 70 • Would allow municipalities to require that the second ADU on a property shall meet
71 requirements prescribed under state law to be classified as workforce housing.
- 72 • Limits the ability of a municipality to set a minimum lot-size for ADUs beyond one half acre.
73

74 Mr. Connors stated this is one of about a dozen housing bills before the Legislature. He added
75 there are a lot of similar bills across the country that are in response to rising housing costs and
76 there is a focus on cracking down on local regulations and how they affect housing. Mr. Connors
77 stated he believes there is not a lot of housing that the Planning Board has denied and there are a
78 lot of market factors that factor into how much housing is produced. Mr. Connors opened it up for
79 Board discussion.
80

81 Mr. Kunowski asked if there would be a natural restriction on ADUs because of septic and well
82 requirements. Mr. Connors replied that they would still need to meet State requirements for well
83 and septic. Mr. Kunowski asked if that would take priority over, for example, the half-acre lot
84 minimum. Mr. Connors replied yes, but a good quality half acre lot might be able to meet the
85 requirements. Mr. Canada asked if the Building Inspector reviews the permit for the septic system
86 when an application for an additional bedroom is submitted. Mr. Connors replied yes.
87

88 Mr. Allison stated that he understands this is an attempt to solve a housing problem, but the cost
89 of building materials has increased, in addition to the cost of land, and he is not sure that this bill
90 will solve the problem. That housing will still be expensive.
91

92 Mr. Zaremba asked what the current requirements for an ADU are, generally speaking. For
93 example, does an owner need to live there? Mr. Connors replied yes, that the owner of the property

94 must reside on the property. Mr. Canada stated that it is difficult to enforce because the owner
95 could move out. Mr. Connors agreed.

96
97 Mr. Kunowski asked if ADUs are approved by the Planning Board or if they are allowed by right.
98 Mr. Connors replied they are allowed by right if they meet the requirements.

99
100 Mr. Canada asked if there are any in Stratham. Mr. Connors replied, yes, there are quite a few and
101 that Stratham is flexible with the current requirements allowing both detached and attached ADUs
102 and up to 1,000 square feet.

103
104 Mr. Kunowski stated that the first and the last bullets in the description seem to conflict in that the
105 first bullet mentions a single-family lot where Stratham's minimum size is two acres. The last
106 bullet mentions an ADU allowable on one-half acre. He noted that a single-family home can't be
107 constructed on a half-acre lot unless it is a cluster subdivision that met other requirements. Mr.
108 Connors replied yes but that the bill states "a municipality may require a property have a minimum
109 lot size of up to one-half acre in order to have more than one accessory dwelling unit". Mr. Allison
110 stated he believes that is referring to another bill that was going to restrict the number of large lots
111 to no more than 50% of the available land. Mr. Connors replied that is one bill that has not yet
112 advanced but agrees it is the same theme.

113
114 Mr. House asked if the 1,000 square-foot maximum is just the footprint. Mr. Connors replied it is
115 the interior square footage and it includes deck and porches. Mr. House asked how that affects a
116 two-story building. Mr. Connors replied Stratham's ordinance states a maximum of 1,000 square
117 feet of habitable space. Mr. House asked if the bill states a total square footage allowed. Mr.
118 Connors read "a municipality may establish minimum and maximum sizes for an accessory
119 dwelling unit provided that size may not be restricted to less than 1,000 square feet". Mr. House
120 stated that then it can be larger than 1,000 square feet. Mr. Connors replied that the Town can
121 adopt a minimum and maximum size but the minimum cannot be less than 1,000 square feet. Mr.
122 Allison replied that he thinks it refers to all interior space. Mr. House wonders if it refers to one
123 floor. Mr. Connors replied that it does not specify, but he interprets it to mean the total interior
124 square footage. Mr. House suggests commenting that the maximum square footage be better
125 defined as total interior space to account for multiple floors. The Board agreed.

126
127 Mr. House asked the Board if they agree with the comments proposed by Mr. Connors in his staff
128 memo. Mr. Connors added that if the Board really dislikes the bill, they could request that the
129 Senate not approve it and if the Board thinks it can be reworked, they can request amendments to
130 the bill. Mr. Kunowski stated that he is not opposed to the bill, but he is concerned with the lot size
131 and Mr. Connors addressed that in his proposed comments. Mr. Kunowski noted that he is not
132 opposed to the location in the front yard if there are aesthetic standards to meet. Mr. Zaremba is
133 not opposed to it, but it could be improved. Mr. Kunowski stated that he believes the bill would
134 work for properties with town water and town sewer but in Stratham we need to be able to control
135 lot size. Mr. Allison agrees that a half acre lot is small for two houses. Mr. House stated that the
136 Legislature is trying to represent different sized municipalities and Stratham's comments should
137 focus on the challenges of being a small town with private water and septic. Mr. Canada thinks the
138 Town should ask the Senate to defeat the bill. He added that it is a slippery slope headed towards
139 State zoning and it effectively throws Stratham's Zoning out the window. Mr. Houghton agrees
140 with Mr. Canada. Mr. House asked if Mr. Connors knows why this bill was created. Mr. Connors
141 heard it is in response to the housing shortage. Mr. House stated that he doesn't want to change
142 Stratham's ordinance.

143 Mr. Zaremba asked why the Town waits until after the House vote to comment. He understands
144 the Town has limited resources. Mr. Connors replied that is true and additionally that there are
145 many bills on this subject and he worries that if one town sends too many letters, that they won't
146 be taken as seriously.
147

148 Mr. Canada is concerned that there is no reference to mobile homes or manufactured housing. That
149 someone could use one of those as an ADU, which is not desirable in Stratham. Mr. Allison asked
150 if our current zoning for mobile homes would prevail. Mr. Connors replied that the current
151 ordinance states the ADU must be consistent with the character of the home and he does not see
152 anything in the bill that will prevent that. Mr. Canada is concerned that the state law will trump
153 that.
154

155 Mr. Connors suggested that the Board phrase the letter such that the Town opposes the bill but
156 request the amendments in case it passes.
157

158 Mr. Allison suggested a comment that the bill be dependent on the availability of public sewer and
159 water. The Board discussed the suggestion and generally agreed although they believe the lack of
160 public utilities will limit ADUs in Stratham anyway.
161

162 Mr. Zaremba stated that he thinks the Town should choose one way to go with the letter. He
163 believes that saying we don't like the bill but here are comments is not effective. Mr. Canada
164 agreed.
165

166 Mr. Allison stated that when a municipality has water and sewer they want more customers for
167 revenue therefore it makes sense in those communities, but not in Stratham.
168

169 Mr. Canada asked if the municipal group is fighting it. Mr. Connors replied yes but there is also
170 support for the bills. Mr. Houghton stated that the bill was not sponsored by a Seacoast town and
171 that if we polled the towns in the Seacoast he presumes there is very little support.
172

173 Mr. Allison agrees with taking the position that Stratham is against the bill. Mr. House polled the
174 rest of the Board and all agreed with commenting against the bill. Mr. House asked if we would
175 give reasons why the Town disagrees with the bill. Mr. Canada and Mr. Connors replied yes. Mr.
176 Connors added that part of the argument is that Stratham has very reasonable regulations on ADUs
177 and that the Town encourages them.
178

179 **Mr. Canada made a motion that the Planning Board request that the Select Board write a**
180 **letter to the State Senate recommending killing this bill. Mr. Zaremba seconded the motion.**
181 **All voted in favor and the motion passed.**
182

183 Mr. Connors introduced another bill that has passed the House of Representatives. HB 1400 states
184 "In its exercise of the powers granted under this subdivision, the local legislative body of a city,
185 town, or county in which there are located unincorporated towns or unorganized places may
186 regulate accessory parking for vehicles, but shall not set the maximum residential parking spaces,
187 per unit, to greater than one parking space per residential unit." Mr. Connors stated that, for
188 example, a four-bedroom unit, in reality, would need more than one parking space. He added that
189 it would make more sense if it was tied to the number of bedrooms. The Board agreed that one
190 space per unit does not seem adequate and that the alternative of off-street parking is not desirable.
191 Mr. Kunowski asked what Stratham requires today. Mr. Connors replied that it is certainly not one

192 space and he thinks it is tied to bedrooms. Mr. Allison stated there are organizations like American
193 Association for State Highway Officials with guidelines for parking and he is surprised at this bill.

194
195 Mr. House stated that he agrees with Mr. Connors suggestion of requesting an amendment to say
196 one space per bedroom. Mr. Canada countered that suggestion does not take into account children
197 who don't drive and suggested that the Town submit comments in opposition to the bill. Mr.
198 Houghton doesn't agree with one per bedroom and provided the example of a one-bedroom unit
199 with a couple where both have a car. Mr. Zaremba commented that there is no municipal parking
200 in Stratham so that isn't an option.

201
202 Mr. House polled the Board and all agreed with commenting against the bill.

203
204 **Mr. Zaremba made a motion that the Planning Board ask the Select Board to write a letter**
205 **to kill House Bill 1400. Mr. Canada seconded the motion. All voted in favor and the motion**
206 **passed.**

207
208 Mr. House asked if there is a deadline for the Planning Board's request. Mr. Connors replied that
209 the next Select Board meeting is April 15th.

210
211 b. Miscellaneous Community Planning Issues

212
213 Mr. Connors announced that the Zoning Board denied the request for the rehearing of the
214 Stoneybrook Project and the Select Board has 30 days to appeal the decision if they decide to. Mr.
215 Connors stated the Board can have a brief discussion about it but he cautioned that the Planning
216 Board should not get very involved at this stage as the Select Board is very engaged in the matter.
217 There were no comments from the Board.

218
219 Mr. Connors stated that the Chase Bank construction has begun. He added that this is the hardest
220 time for parking since the new additional parking is not yet constructed and the construction area
221 will take up parking. Mr. Zaremba asked if the Citizens Bank ATM will be removed because he
222 saw it boarded up. Mr. Connors said he would look into it.

223
224 **5. Adjournment**

225
226 **Mr. Canada made a motion to adjourn the meeting at 7:45 pm. Mr. Zaremba seconded the**
227 **motion. All voted in favor and the motion passed.**

From: [David Moore](#)
To: [Karen Richard](#)
Subject: FW: Transportation Projects and Priorities - Call for Projects (Deadline June 5, 2024)
Date: Wednesday, April 3, 2024 2:32:13 PM
Attachments: [image001.png](#)
[RPC Process Infographic_Final.pdf](#)

Karen,

Please make this e-mail below an Informational Item for April 15th and please include the graphic as well.

Thank you.

David M.

From: David Walker <dwalker@therpc.org>
Sent: Wednesday, April 03, 2024 11:21 AM
To: David Walker <dwalker@therpc.org>
Cc: Scott Bogle <sbogle@therpc.org>; Mikayla Jerominek <mjerominek@therpc.org>; Trisha Cheever <tcheever@therpc.org>
Subject: Transportation Projects and Priorities - Call for Projects (Deadline June 5, 2024)

Dear City/Town Managers/Administrators:

Please forward this to the appropriate officials and departments within your community.

The Rockingham Planning Commission, as the designated Metropolitan Planning Organization (MPO) for the region, is responsible for maintaining the transportation planning process including identifying and addressing transportation service and infrastructure needs. In New Hampshire, this process is embodied in three planning documents; the MPO Long Range Transportation Plan (LRTP) which establishes regional transportation goals and project priorities to meet these goals over the next 20 or more years; the State Ten Year Plan (TYP) which is the statewide queue for project implementation; and the MPO Transportation Improvement Program (TIP) which is the short-range (4 year) list of federally funded projects currently in design, engineering, and construction. The attached information provides additional details on this process and how decisions regarding regional project priorities are made.

RPC is currently evaluating the projects included in the LRTP and establishing regional priorities for the next iteration of the State Ten Year Plan. This is an opportunity for direct community involvement to ensure that local transportation issues and needs are identified. In that regard, community assistance is requested to:

1. Identify transportation issues and needs that are important to your community.
2. Review the LRTP projects in your community and provide updated information, if available.
3. Submit new transportation project proposals for consideration.
4. Establish the relative priority of each project to your community. If the community is no longer interested in a project, please provide that information as well.

To support this process and provide an easy method of reviewing and submitting projects, RPC has established a [Transportation Project Portal](#) that includes modules for submitting new proposals as well as updating information on existing projects. Instructions for utilizing the portal linked below as well as on the web page. It is suggested that each community select one person to input/update the project data to avoid duplication. The portal, along with further information regarding the project solicitation and selection process, can be accessed via the RPC website at the url below:

www.therpc.org/projectselection

Projects can be added and updated via the portal at any time however, those entered and/or updated by **June 5, 2024** will be added to the pool from which RPC will select regional priorities for the State Ten Year Plan to meet NHDOT deadlines. The full process timeline is in the table below and an overview of the selection process is attached. Additional resources that may be of assistance are available on the RPC website and are linked below:

- [RPC 2045 Long Range Transportation Plan Project List \(As adopted 2/2023\)](#)
- [State Ten Year Plan](#) (Current approved is the 2023-2032 Ten Year Plan and the current draft 2025-2034 Ten Year Plan is anticipated to be approved by the legislature and signed by the Governor in summer 2024)
- [RPC Region Projects in the 2023-2026 Transportation Improvement Program](#) (As of 4/02/2024)
- [Current Project Selection Criteria \(Statewide\)](#) – These are currently draft criteria and will be finalized in late April or early May, 2024

We fully recognize that this is not a lot of time to pull together a project and RPC staff will be available for meetings (virtual or in person) in April and May to discuss the process and potential projects with interested stakeholders. For long range planning purposes, information on transportation issues, concerns, and projects is important to RPC and will be welcomed even if a fully-formed project is not yet defined. Given the important role of the legislature in the Ten Year Plan process, it is also recommended that you make your local legislators aware of the transportation needs and priorities of your community.

Please contact Dave Walker (778-0885 or dwalker@therpc.org) if you have any questions about the information in this letter or need assistance with additional project information and submittals.

Thank You.

Dave Walker

Project Solicitation/Selection Timeline

Project solicitation starts	April 2, 2024
RPC Staff available to meet with communities to discuss projects	April-May 2024

RPC Project Selection Criteria weighting process	April-May 2024
Projects proposals due to RPC	June 5, 2024
Transportation Advisory Committee (TAC) sets "short list" of projects for scope/cost review	June 27, 2024
Scope/cost review by engineering team	July-Sept 2024
TAC meeting to prioritize projects	10/24/2024
RPC finalizes projects for NHDOT review	11/13/2024
RPC candidate projects & supporting documentation due to NHDOT	~11/15/2024
NHDOT Project Engineering and Cost Review concludes	2/2025
TAC recommends regional project priorities for the State Ten Year Plan.	2/27/2025
RPC finalizes regional priorities for the State Ten Year Plan	3/12/2025
RPC submits priority projects to NHDOT for inclusion in the draft Ten Year Plan	3/31/2025

David Walker
Assistant Director
Rockingham Planning Commission
156 Water Street
Exeter, NH 03833
603.778.0885 (main office line)
603.658.0514 (direct line)
dwalker@therpc.org



Transportation Planning and Project Selection Process

A blend of state and federal processes provide the transportation planning structure for New Hampshire. Metropolitan Planning Organizations (MPOs) must adopt project specific **Long Range Transportation Plans (LRTPs)** and short-range **Transportation Improvement Programs (TIPs)** as required by Federal regulations. The MPO also has a legislatively mandated role in establishing priority projects for the **State Ten Year Plan**, which weaves between the TIP and LRTP processes. These three documents provide the path for projects to move from idea (LRTP), through project development and planning (State Ten Year Plan), to implementation (TIP).

Long Range Transportation Plan (LRTP) [20+ year Horizon]

The Long Range Transportation Plan (LRTP) establishes goals, objectives and anticipated future conditions for surface transportation in the MPO region over twenty or more years. Transportation improvement needs are identified and prioritized for implementation. The highest priority projects are recommended to be included in the State Ten Year Plan (as per NH RSA 240:3). The LRTP is fully updated every four to five years and is available on the RPC website at therpc.org/LRTP.

State Ten Year Plan [10 Year Horizon]

The State Ten Year Plan is the list of funded transportation projects developed by NHDOT and Regional Planning Commissions (RPCs) as recommended by the Governor's Advisory Council on Intermodal Transportation (GACIT). The 9 RPCs provide NHDOT with priorities projects from their LRTPs, and NHDOT supplies identified operational, maintenance, and improvement needs to form the program of projects. The Ten Year Plan is updated on a two-year cycle and must be approved by the Legislature and the Governor prior to being enacted into law. Projects listed in the first four years of the Ten Year Plan that utilize federal funding become the basis of the TIP and State TIP (STIP).

Transportation Improvement Program (TIP) [4 Year Horizon]

The Transportation Improvement Program (TIP) is a four-year, short-range program of regional transportation projects scheduled for implementation in the region using federal funds. It is prepared by the MPO in cooperation with local governments, regional transit agencies, and the New Hampshire Department of Transportation (NHDOT). The TIP is the enactment of the LRTP vision, goals, and objectives, and the implementation of projects contained in the first four years of the State Ten Year Plan. The MPO TIP is available on the RPC website at therpc.org/TIP.

RPC Project Selection Process

The project selection process to establish priorities for the State Ten Year Plan is guided by a set of statewide project selection criteria and guidance from NHDOT. Each Planning Commission customizes the process within that guidance to suit regional needs and priorities. The RPC process begins with a request for project proposals from communities and regional planning partners in the summer of even numbered years and concludes with submitting priority projects to NHDOT in the Spring of odd numbered years. The graphics on the reverse of this handout provide an overview of that process. Full details are available on the RPC website at therpc.org/LRTP.

1 MPO Long Range Transportation Plan (LRTP)

2 State Ten Year Plan

3 MPO Transportation Improvement Program (TIP)

4 Year Short-Range Project List

- Near-term implementation
- Federally funded or Regionally Significant projects
- Fiscally constrained
- Regional TIPs combine to form State TIP (STIP)
- Updated every two years at conclusion of Ten Year Plan process

10 Year Statewide Queue of Projects

- State Commitment to build listed projects
- Fiscally constrained
- Regions provided funding targets
- New projects added to outer years & move to TIP when they reach year 4
- Updated every two years
- Federal and State funded projects

20+ Year Identified Project Needs

- Regional Policies and Goals
- Federally funded and Regionally Significant projects
- Short and long-term recommendations
- Fiscally constrained
- Projects prioritized for State Ten Year Plan
- Major updates every 4-5 years

RPC Project Solicitation and Selection Process

In the Spring of even numbered years the MPO solicits surface transportation projects from communities and agencies as possible additions to the Long Range Transportation Plan (LRTP). These new needs are combined with those already in the LRTP to form the project list that is the starting point for determining regional priorities for the State Ten Year Plan.

1 Project Solicitation

2 Project Evaluation

The Statewide Project Evaluation Criteria are given weights and the RPC utilizes these weights in Summer of even numbered years to score each remaining project against the criteria and establish relative priority. The current criteria assess project needs and impacts regarding:

- Economic Development & Goods Movement
- Equity, Accessibility, and Environmental Justice
- Mobility & Congestion
- Natural Hazards Resiliency
- Transportation Network Significance
- Safety for all users
- Infrastructure State of Repair
- Local and Regional Support

3 Project Selection Criteria

4 Project Short List

5 Ten Year Candidate Projects

6 Scope and Cost Review

7 Ten Year Plan Priorities

Fall of even numbered years, the TAC reviews the scope and cost estimates & recommends, and the RPC Commissioners select, a sub-set of the short-listed projects as the RPC Candidate Projects for the Ten Year Plan. This list is financially constrained to the regional budget target (\$8.1 million) plus two additional projects, and information is assembled for each project to support the NHDOT review.

In spring of odd numbered years, the RPC utilizes the feedback from NHDOT to constrain regional priorities to the budget target. NHDOT includes RPC final project recommendations in the draft Ten Year Plan to start the State approval process.

In the Summer of even numbered years all projects are assessed for eligibility for federal funding, general feasibility and are classified into one of three categories based on the scale of benefits (**local, regional, inter-regional**). Projects that are eligible for federal funding, generally feasible, have a defined scope and cost estimate move to step 3 while those that do not meet those basic thresholds are set aside for future consideration.

Local Safety, accessibility, and multi-modal connections within communities.

Regional Multi-modal connections between communities & regional activity centers.

Inter-Regional Mobility & intermodal improvements to ensure that the region is well connected to the rest of New Hampshire and the northeast.

Based on the scoring assessed in Step 3, the five top projects from each of the three categories are compiled by staff into a "short-list" that is presented to the Transportation Advisory Committee (TAC) for review and consideration mid-Summer of even numbered years. The TAC selects a subset of projects from the short-list for development of scope and cost estimates by RPC consulting engineers.

During the Winter of odd numbered years NHDOT reviews the RPC Candidate Projects and provides recommendations for revised cost estimates. The NHDOT review also addresses any design, scope, or other issues noted.



Go to therpc.org/transportation for more details.

From: [David Moore](#)
To: [Karen Richard](#)
Subject: FW: 2024 Community Power Coalition of New Hampshire's Annual Membership Meeting Notice
Date: Tuesday, April 9, 2024 9:30:34 AM

Karen,

Please print to .pdf and make an informational item.

David M.

From: Bobbi-Jo Michael <bobbi-jo.michael@communitypowernh.gov>
Sent: Tuesday, April 09, 2024 8:57 AM
To: Bobbi-Jo Michael <bobbi-jo.michael@communitypowernh.gov>
Cc: Clifton Below <Clifton.Below@CommunityPowerNH.gov>
Subject: 2024 Community Power Coalition of New Hampshire's Annual Membership Meeting Notice

Good afternoon, CPCNH Primary & Alternate Member Representatives, Principal Executive Officers (PEOs) of CPCNH Members, & Partners,

The **2024 Community Power Coalition of New Hampshire's Annual Membership Meeting** is scheduled for April 25, 2024. Please find the link to the hybrid meeting information below:

<https://app.onboardmeetings.com/5e9cead79d684d7f820e391a26955f65-1551/meetingDetail/7a9464d4eba84409b327488962a0cf39-1551>

The **April CPCNH Board of Directors Meeting** will be held the same day following the Annual Membership Meeting and lunch and as close to 12:30p.m. as possible. Please find the link to the hybrid meeting information below:

<https://public.onboardmeetings.com/Meeting/vYUuabApLpjwPC6A5tYdFyHs4hIdaJFSlxURAcuAA/w4UdVJcEr7dSupkviCpY5Kj3FS6ToU5ukXfOImp5k3MA>

PEOs are welcome to join us at any CPCNH meeting, as they are all public meetings. PEO attendance is not a requirement as the Primary and/or Alternate Member Representative(s) attend these meetings on behalf of your community. PEOs that would like to attend either of these two meetings, please let me know so I can send along the Eventbrite invitation. This is how you will RSVP to attend as we need to make sure we include you in the count of participants at our meeting. Primary and Alternate Member Representatives have already received the Eventbrite invitation to RSVP.

I can be reached via email at bobbi-jo.michael@communitypowernh.gov or via phone at (603)568-0265.

Thank you,
Bobbi-Jo Michael | Director of Administration
Community Power Coalition of New Hampshire
PO Box 840, Concord, NH 03302
(603)568-0265 | bobbi-jo.michael@communitypowernh.gov

Completing a Conservation Puzzle in Stratham

The ingredients to a successful conservation project are opportunity, resources, and partnership. The Ross project in Stratham had been simmering on the burner for 20 years, with the Stratham Conservation Commission having long eyed this 17-acre property as a small-but-mighty piece of land important to the Commission's conservation vision. And, finally, all three elements have come together to produce a major win for everyone involved.

"I think this a huge thing for Stratham," said Dana Ross, who represents the family trust that owns the land and grew up on the family's dairy farm that has been located close to the tract. "It's a success for us and for the town."

Why was this modest-sized parcel so coveted? Simple: the Ross property represents a conservation connection point for multiple protected lands in town including Stratham Hill Park and Gordon Barker Town Forest.

The Ross tract will help protect the water supply for Stratham Memorial School, which operates the largest public water system in Stratham. In fact, this parcel is the largest remaining undeveloped, privately held property within its wellhead protection area.

With its close proximity to the Stratham Memorial School, the acquisition will also provide more town-owned real estate to host academic and recreation activities – something teachers and students have been able to use over the years. From erosion studies to nature-based physical education adventures, the property has been well-loved, and now it will be part of the town's land portfolio going forward.

"This addition will create one of the town's first contiguous pieces of conserved land," said Mark Conno, Director of Planning and Community Development for the Town of Stratham. "The Ross land connects to Stratham Hill Park and to the extensive trail system that is already on the property. In fact, most people who walk the Ross property think they're at the park."

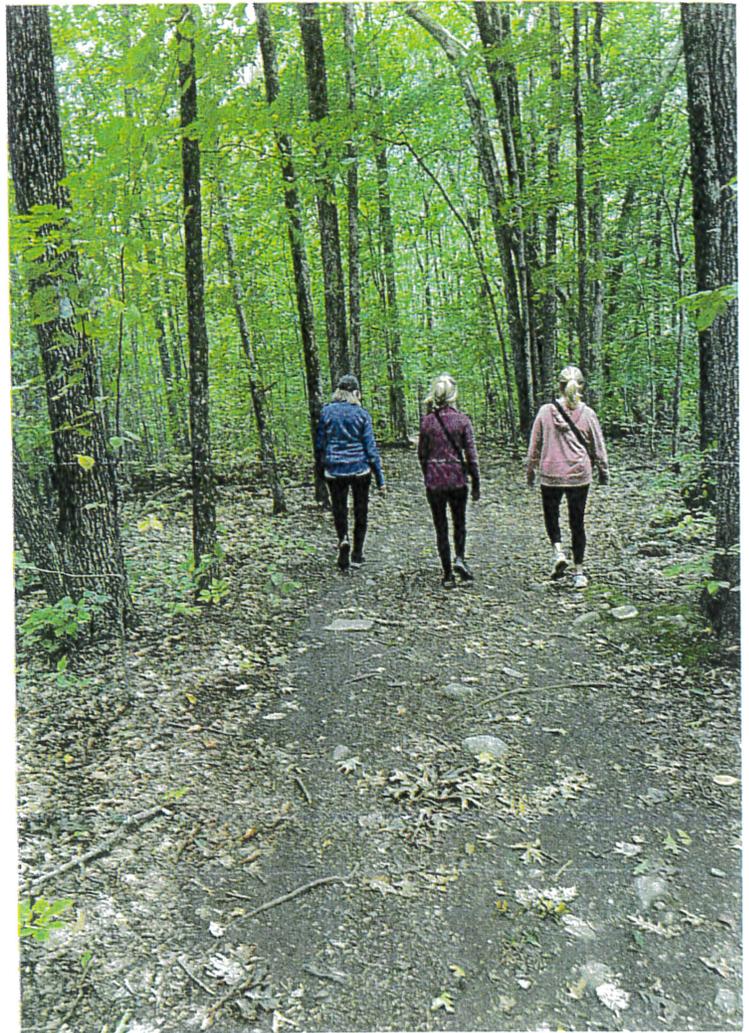
Snapping this property into the town's recreation puzzle will officially add nearly 0.7 miles of trails for walking, biking and snowshoeing to the existing outdoor recreation network encompassing the 465 acres of Stratham Hill Park and the Gordon Barker Town Forest.

The Mystery of Dead Fish Trail

One of the beloved trails on the soon-to-be-conserved Ross property is the bizarrely named "Dead Fish Trail." A well-liked narrow single-track (particularly enjoyed by mountain bikers), the Dead Fish Trail ends near Stratham Memorial School and is known as a great owl habitat.

But...why "Dead Fish" when this trail is nowhere near a pond or waterbody that could support fish?

"When the trail was being laid out, we came across a dead fish," Seth says "Our theory is that a bird had grabbed it from Great Bay and dropped it in the woods." An osprey's or maybe even a bald eagle's lost meal lives on in the naming of the trail.



The existing trails are enjoyed year round. SETH HICKEY

"It's such a valuable acquisition for the town and for the residents to have access," said Seth Hickey, Parks and Recreation Director for Stratham. "When I'm out there at the park, near the school there's always children and teachers getting out and exploring. Having this land conserved so close gives the kids a vested interest in the open spaces that are out there."

The Ross project is the third project that SELT and the Town have partnered on at Stratham Hill Park. Each of the prior projects – conservation easements on the Short property and Barker's Farm – supported continued public use and Town management of the existing trail network, which draws in people from all over the region for biking, running, and more.

Conservation outcomes do not always require SELT to be the legal owner or easement holder. For this project, SELT is playing an "assist" role, which means that SELT has facilitated the negotiations with the landowner and helped the Town secure a purchase agreement with the landowner, assisted in the grant writing, and is managing all of the acquisition due diligence on behalf of the Town. With assists, SELT has no legal interest in the property.

"SELT is an invaluable partner to us," said William McCarthy, member of the Stratham Conservation Commission. "SELT brings a lot of knowledge about how to execute easements, which easement language is appropriate, and what grant resources are available."

Mark -

Congratulations
and thank you
for working to
bring this project
to a happy end -
leaders like you
keep Stratham
in the vanguard -
and a great place
to live -

Best wishes,

Becky M.