

MEMORANDUM

TO: Michael Houghton, Select Board Chair
Joseph Lovejoy, Select Board Vice-Chair
Allison Knab, Select Board

FROM: David Moore, Town Administrator

DATE: October 16, 2020

RE: Select Board Agenda and Materials for the October 19th Regular Meeting

Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for October 19, 2020.

III. Consideration of Minutes

Draft minutes from your meeting from October 5th are attached for your review.

IV. Treasurer Report (first meeting of the month)

V. Department Reports & Presentations

The department reports will be provided by Andrea Lewy, Town Assessor and Tavis Austin, Town Planner.

VI. Correspondence

A. Communication re: Muirfield and Shannon Intersection

VII. Public Comment

VIII. Public Hearings, Ordinances and/or Resolutions

IX. Discussion of Monthly Reports (second meeting of each month)

Department reports have been submitted for your review.

X. New Business and Action Items

A. Solid Waste Collection and Disposal Contract

Discussion of this item may need to take place in non-public session in accordance with RSA 91-A, contract negotiations.

B. Adoption of 2021 Select Board Schedule

A schedule for meetings in 2021 has been drafted for your review and consideration. Once again, regular meeting nights that fall on Monday holidays are moved to Tuesdays in a few instances. The Building Department has been added to the department report nights of the Fire Department.

I recommended adoption of this meeting schedule for 2021.

C. Election Preparations - ballot clerks and staffing

I will be meeting with the Elections team on Friday the 16th at 3:00 p.m. Plans for the physical layout of the space have been developed along with traffic and circulation plans. We have deployed at least four message board assets to spread the word about the location change. I welcome any suggestions for helping further share the word with the community.

D. Flood Insurance Rate Maps – establish public hearing

Please see the enclosed memorandum from Town Planner Tavis Austin concerning Flood Insurance Rate Maps and scheduling of public hearing.

XI. Town Administrator Report

I plan to present you with a number of updates on Town business. We will also need a non-public session for this meeting.

XII. Informational Items

A. New Workforce Housing Documentary: Communities and Consequences II

XIII. Reservations, Event Requests & Permits

A. Raffle Permit request from NHSPCA

XIV. Review of Recent or Upcoming Board & Commissions Agendas

XV. Boards and Commissions Nominations & Appointments

XV. Miscellaneous & Old Business

- A. PFAS in Town Center
- B. Open Items Tracking
 - a. Payroll processing
 - b. Boards and Commission policy

XVI. Adjournment



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

**TENTATIVE SELECT BOARD AGENDA
OCTOBER 19, 2020
TOWN OF STRATHAM
7:00 P.M.**

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

This meeting of the Select Board will be held in the Hutton Room of the Stratham Municipal Center

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 – October 5, 2020
- IV. Treasurer Report (first meeting of the month)
- V. Department Reports & Presentations –
 - Assessing - Andrea Lewy Chief Assessor
 - Planning - Tavis Austin, Town Planner
- VI. Correspondence
 - A. Communication re: Muirfield and Shannon Intersection
- VII. Public Comment

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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- VIII. Public Hearings, Ordinances and/or Resolutions
- IX. Discussion of Monthly Reports – (second meeting of the Month)
- X. New Business and Action Items
 - A. Solid Waste Collection and Disposal Contract
 - B. Adoption of 2021 Select Board Schedule
 - C. Election Preparations - ballot clerks and staffing
 - D. Flood Insurance Rate Maps – establish public hearing
- XI. Town Administrator Report
- XII. Informational Items
 - A. New Workforce Housing Documentary: Communities and Consequences II
- XIII. Reservations, Event Requests & Permits
 - A. Raffle Permit request from NHSPCA
- XIV. Review of Recent or Upcoming Board & Commissions Agendas
- XV. Boards and Commissions Nominations & Appointments
- XVI. Miscellaneous & Old Business
 - A. PFAS in Town Center
 - B. Open Items Tracking
- XVII. Adjournment

Stratham Land Use Department Summary

Report Date: October 15th, 2020

Vision Statement

The Planning Department Vision is to assist the citizenry as well as its elected and appointed officials in establishing and maintaining the Stratham vision for today and tomorrow; to manifest the Town's motto of 'Inspired by the Past, Committed to the Future.'

Functional Responsibilities of Town Planner

Responsible for supervising, directing, and managing all aspects of the Stratham Planning and Zoning Department:

- Land Use Permit Applications
- Zoning Compliance Efforts
- Zoning Board of Adjustment
- Planning Board
- Master Plan Compliance

Provide and monitor a budget that is fiscally responsible based on needs of the community and is forward thinking

Determine current and future needs of planning initiatives and programming for the residents of Stratham

Key Performance Indicators (Green, White, Yellow, Red)

Task(s)	'20 YTD	Target
Latest Zoning Reg. Update	2020	2020
Latest Site Plan Reg. Update	2019	2020
Latest Subdivision Reg. Update	2019	2020
MS4 Compliance	2019	2020

Safety 2020 Totals

Staff Injuries	0
Weather Related	0

Payroll (Through 9/30/20)

	'20 YTD	'19 YTD	Delta
Planner	\$59,368.87	\$58,532.34	\$836.53
Land Use Project Coordinator	\$12,468.75	\$8,599.28	\$3,869.47

General Fund (No Payroll) (Through 9/30/20)

	'20 YTD	'19 YTD	Delta
Total Expenses	\$11,178.13	\$15,253.43	\$4,075.30

Master Plan CIP (expense only; balances in Financial Reports)

****No Update since 7/31/20**

	Balance Forward	YTD	Remaining
Total Expenses	\$41,809.65	\$3,036.15	\$38,773.50

Performance Bonds

** Update provided at quarterly in person meetings.

Conservation Commission-

The Town Planner has been coordinating with Concom related to updating the Natural Resources Inventory with consultant Horsley Witten Group; anticipate update at October CC Meeting.
Rt. 33 Ad-Hoc Committee- Committee appointed by the Planning Board to review Land Use changes along Legacy Highway Corridor (Rt. 33 between Town Center and Greenland) for historic preservation and corridor revitalization. Group has presented to PB.

COVID-19

All employees continuing with stated job positions: Regular work resumed in the Municipal Center. LUPC not authorized to work at this time.

Planning Board continuing to accept and process applications. Planning Board meeting in person.

Zoning Board of Adjustment continuing to accept applications upon receipt. Board meeting remotely with consideration given to meeting in person; September as required.

Staff 'Check Ins'

Regular/Weekly contact with all staff members to address operational issues or concerns; working to maintain interoffice comradery while working further apart. As well as to update all staff on Core Group or Select Board messaging.

All Staff have "Special Projects" in addition to daily work load:

- Maintenance of Planning Files
- Conservation Easement Matrix
- RPC/GIS mapping updates
- Other**

**Department Projects are listed on the second page.

Upcoming/ Long Range Projects

Project	Time	Notes
Zoning Amendments	TM 2021	ON TIME
Site Plan Regulation Updates	N/A	Responsive to PB needs
Subdivision Regulation Updates	N/A	Responsive to PB needs
Master Plan Compliance Review	quarterly	On hold as most groups not convening per COVID
MS4 Permit Compliance	September, 2020	Annual Report Complete; Submitted to EPA
Conservation Easement Matrix	2021	Online/hardcopy guidance on conservation easements
Building File Maintenance: Making e-files/online accessibility	N/A	Time permitting
Planning File Maintenance: Making e-files/online accessibility	N/A	Time permitting
Update Planning/Zoning Board Policies/Procedures	N/A	Semi-annual review update as necessary
CIP Update	Oct, 2020	Pending 2020 TM action
Employee Evaluations	Oct, 2020	N/A per staffing changes

Current 'General' Tasks:

- Working to accept online fee payments;
- Modifying acceptance of applications, Mylars, payment during office closure to public;

Current Planning Board Activity:

- Updated on 5G and Town preparedness--ONGOING
- Working on policy re: third party inspections--ONGOING
- 7 Boat Club minor subdivision approved with conditions September 02, 2020; Appeal pending
- Discussion of MS4 Permit with PB 9/16/20 workshop;
- NHDOT 10-year plan submission completed prior to 9/1/20 deadline;
- Driveway Regulations in process: 9/16/20 workshop.

Meetings held in person with tele-conference available and all meeting materials online via PB Agenda page link to PDF documents.
 Consideration of in-person meetings-August. *August 19th meeting as workshop; to be held in person.

Current Zoning Board Activity:

- No current/pending applications.

Meetings held via tele-conference with all meeting materials online via ZBA Agenda page link to PDF documents.

Rockingham Planning Commission and Transportation Advisory Committee

- Town Vacancies on RPC
- TAC meeting via Zoom to remain current on 10 year Plan and related work

Planning Board Updates

- PB to seek training once in person meetings resume
- Evaluating telecommunication regs. re: 5G and ROW installations
- Working on Gateway, Town Center, Rt33 Corridor zoning amendment discussions and outreach

Zoning Board of Adjustment Updates

- Appeal pending; perhaps November meeting.

Public Works Commission Updates

- 2 alternate member vacancies
- PWC not convening during COVID; *may change as needed if TIF or Gateway corridor work commences*



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885

Town Clerk/Tax Collector 603-772-4741

Select Board's Office/ Administration/ Assessing 603-772-7391

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

Fax (All Offices) 603-775-0517

October 19, 2020

TO: Select Board
Town Administrator

FROM: Tavis Austin, AICP, Town Planner

RE: 2 Marin Way Bond Reduction to Maintenance for *Severino Construction/SIP Lot 2 LLC and SIP Lot 3 LLC*

Select Board,

This memo is to memorialize a bond reduction request submitted by *Severino Construction/SIP Lot 2 LLC and SIP Lot 3 LLC*, for the project located at 2 Marin Way. Currently the Town is holding a surety bond for **\$111,560.00** to cover the installation and maintenance of the stormwater infrastructure and site landscaping as approved by the Planning Board. At present, the Town has completed the requisite inspections and has received the as-built plans for all work covered in the Performance Agreement. The current request is to reduce the bond to the **10% (\$11,560.00)** as outlined in the performance agreement.

Staff recommends the Board motion to accept the request and authorize the reduction in the bond amount to \$11,560.00 subject to receipt of a revised bond agreement from *Severino Construction/SIP Lot 2 LLC and SIP Lot 3 LLC* to effectuate the same in accordance with the Performance Agreement on file with the Town.

Please let me know if there are any questions.

cc: Finance

Description	Type	Bank Balance (07/14/2020)	CASH BALANCE	Misc. Notes	STATUS
200 Domain Drive	Landscaping Maintenance Bond	\$ 2,546.50	\$ 2,546.50	Pending Site Inspection and Release	Release Authorized
Altid Enterprises Parking Lot	Parking lot Landscaping (front of 200 Domain)	\$ 11,181.94	\$ 11,176.38	Pending Site Inspection and Release	Release Authorized
Golf Club of NE	Roadway Maintenance (all roads)	\$ 35,227.44	\$ 35,227.44	Needs Topcoat paving ASAP; hold ALL Building Permits until installed or rebonded at 2017 prices. Original cash based on 2002 prices. Letter Sent 12/2/17	NEEDS ACTION/NO BLDG PERMITS; DPW to evaluate
Bunker Hill Ave Improvements		\$ 17,183.44	\$ 17,183.44	If no activity by 2020, recommend moving \$ to Fire Protection Fund	ON TRACK: NEEDS SELECT BOARD ACTION TO CREATE TOWN WIDE CISTERN FUND
Bunker Hill Common Fire Cistern		\$ 8,010.48	\$ 8,010.48	If no activity by 2020, recommend moving \$ to Fire Protection Fund	ON TRACK: NEEDS SELECT BOARD ACTION TO CREATE TOWN WIDE CISTERN FUND
Fire Protection Fund	Cistern Fund (101 end of Town)	\$ 47,224.84	\$ 47,224.84	If no activity by 2020, recommend moving \$ to Fire Protection Fund	ON TRACK: NEEDS SELECT BOARD ACTION TO CREATE TOWN WIDE CISTERN FUND
Jotalph Realty LLC	Linwood Lane (fire prot. Lynwood end)	\$ 22,683.11	\$ 22,683.11		Release Authorized
Lindt Offsite Improvements	\$ to Town for assist. With plan reviews	\$ 1,258.88	\$ 1,258.88	Cash to Town for processing equipment.	No Action Required
Winterberry Cistern		\$ 940.22	\$ 940.22	If no activity by 2020, recommend moving \$ to Fire Protection Fund	ON TRACK: NEEDS SELECT BOARD ACTION TO CREATE TOWN WIDE CISTERN FUND
Mobil Cistern	Performance Bond	\$ 33,793.59	\$ 33,793.59	If no activity by 2020, recommend moving \$ to Fire Protection Fund	ON TRACK: NEEDS SELECT BOARD ACTION TO CREATE TOWN WIDE CISTERN FUND
Murphy Lane	Perf/Maint Bond	\$ 106,514.10	\$ 106,514.10	completion of paving/1 year top coat	ON TRACK (reduced to 36,683.10 (June 2018))
Robie Farms/Treat Farm Road	Perf/Maint Bond	\$ 327,457.62	\$ 327,457.62	roadway improvements/maint bond	\$65,837.58 reduction approved 09/21/2020; ON TRACK
Kennebunk Savings	Perf Bond	\$ 2,539.90	\$ 2,539.90	landscaping through 6/1/19	Release Authorized
Kennebunk Savings	Maint Bond	\$ 1,015.96	\$ 1,015.96	landscaping through 6/1/19	Release Authorized
Description	Type	SURETY VALUE	SURETY VALUE	Misc. Notes	STATUS
Exeter Subaru (Portsmouth)	Letter of Credit (phased site work with landscaping hold over)	\$ 99,745.00	\$ 99,745.00	reissued 04/20/2017	4/30/20 exp of LOC; awaiting renewal
Winnicutt Mills Subdivision	Off-site improvements	\$ 25,000.00	\$ 25,000.00	Held until Golf Course; used for pre-mitigation light studies	DISCUSSION WITH PB APPROPRIATE; Can be released
71 Portsmouth (Group 1/BMW)	Perf/Maint Bond	\$ 163,058.00	\$ 163,058.00	landscaping/drainage (spring '18 start)	Working with CEO/applicant to resolve
Sewall Farm	Performance Agreement (Blossom, Cortland, Cider Mill)	\$ 161,595.00	\$ 161,595.00	stands until cancelled; letter stating 07/01/2016--extended to 08/15--completion required or calling the bond; DPW working to complete 2017	DISCUSSION WITH PB APPROPRIATE; awaiting input from residents
Exeter Subaru (Frying Pan)	Landscaping Maintenance Bond	\$ 13,030.00	\$ 13,030.00	Started: 12/19/2013; DPW states few trees require replacement; to send letter 2017	Release Authorized
Spring Creek Lane	Certificate of Deposit	\$ 90,000.00	\$ 90,000.00	Community Bank and Trust from 02/04/1999; DPW believes complete	Release Authorized
Breslin Farm LLC	Perf/Maint Bond	\$ 241,700.00	\$ 241,700.00	roadway improvements/maint bond	ON TRACK
Perlowski (149-151 Ports Ave)	Perf/Maint Bond	\$ 63,610.80	\$ 63,610.80	57828 (original) 5782 is 10%	ON TRACK
Barbaras Way	Perf/Maint Bond	\$ 18,500.00	\$ 18,500.00	10% for one year/DPW Signoff	ON TRACK
Emanuel (118 Ports.Ave)	Perf/Maint Bond	\$ 1,166,740.96	\$ 1,166,740.96	21230 Phase II landscaping; phase I perf surety 10%=104137.00	ON TRACK
Unitil	road crossing (Robbie Jewell) bond from 10/10/2011	\$ 10,000.00	\$ 10,000.00	Standing bond for repairs if required.	NO ACTION: THIS IS RECURRING COVERAGE
Rollins Hill	Infrastructure	\$ 145,929.00	\$ 145,929.00	covers instruture through 2021	ON TRACK
Chisolm Farm Development, LLC	Performance Bond	\$ 1,032,123.00	\$ 440,451.00	Eric Katz; topcoat/DPW believes complete; need deed/asbuilts for release.	ON TRACK
58 Portsmouth (Audi)	Perf/Maint Bond	\$ 185,833.50	\$ 185,833.50	6/1/2019	ON TRACK
60 Portsmouth(Porsche)	Perf/Maint Bond	\$ 788,040.00	\$ 788,040.00	10/1/2021	ON TRACK
20 Portsmouth (Starbucks)	Perf/Maint Bond	\$ 162,750.00	\$ 162,750.00	5/1/2021	ON TRACK
20 Porsmouth (Chipotle)	Perf/Maint Bond	\$ 134,250.00	\$ 134,250.00	5/31/2021	ON TRACK (7/6 SB)
2 Marin(ParkingLot)	Perf/Maint Bond	\$ 111,560.00	\$ 111,560.00	6/1/2021 (stormwater/landscaping)	ONTRACK(7/20/2020)
1 Fine Chocolate (Lindt)	Perf/Maint Bond	\$ 1,050,000.00	\$ 1,050,000.00	12/31/2021 (stormwater/landsc.)	ON TRACK
Type	Amount	Percent			
Surety Bond	\$ 3,391,496.50	60	\$ 5,689,365.72	Total Funds	
Letter of Credit	\$ 1,590,296.76	28			
Certificate of Deposit	\$ 90,000.00	2			
Cash	\$ 617,572.46	11			
	\$ 5,689,365.72	100			

STRATHAM SELECT BOARD MEETING
October 19, 2020 - Assessing Department Report

Veteran Credit	Recommendation
Christo, Stephen Map 9 Lot 95 11 Tall Pines Road	Approve 2021 Persian Gulf
Nicholson, Thomas Map 3 Lot 30 Sub 32 7 Woodside Drive	DENY
Young, Mariette Map 3 Lot 30 Sub 30 2 Green Vale Drive	Approve 2021 Vietnam

Appeals

2 Superior Court Cases – Town being represented by Att. Walter Mitchell & Commercial Appraiser, Steve Traub

Market Basket & Soft Draw Investments, aka Golf Club of NE

3 BTLA Cases

Lindt & Sprungli – Town being represented by Att. Walter Mitchell & Commercial Appraiser, Steve Traub

MASS Realty, LLC aka 70 Portsmouth Avenue – Scott Gove - Town

Czyz Family Revocable Trust – 38 Butterfield - Town

Timber Tax Warrant

Lindt & Sprungli One Fine Chocolate Place #19-431-02-T	\$123.25
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Assessing Department Summary

Report Date: October 15th, 2020

Vision Statement

Discover, list and maintain accurate assessment records. Ensure all property is assessed fairly and in accordance with NH laws governing taxation. To assist and educate the public, elected officials and staff of the assessing functions.

Department Responsibilities

- Appraise and assess all real estate
- Provide defense of assessed values before the Board of Tax & Land Appeals, Superior Court & Supreme Court
- Current Use Program administration
- Oversee all Tax Exemptions & Tax Credit programs
- Timber Tax & Gravel Tax program management
- Property Record Card data maintenance
- Engage in public relations for programs of the assessing office
- Employ Standards of professional practice in assessing & maintaining those standards through continuing education programs and certifications by state and national associations
- Assist taxpayers & the general public with tax maps, assessing questions, and gives direction for general government requests

Safety - 2019 to 2020 to date Totals

Staff Injuries	0

Payroll & General Fund – through 9/30/2020

Payroll	'20 YTD	'19 YTD	
132,139	95,120.29	93,684.91	

General Fund

Total Expenses	'20 YTD	'19 YTD	
18,552.00	12,510.28	13870.00	

CIP Revaluation

	'20 YTD	'19 YTD	
Total Revenue	10,000		

CIP Vehicle

	'20 YTD	'19 YTD	
Total	\$0	15,000	

Staff Update due to Covid-19 and Town Clerk workload - current

Jim Joseph has been requested by David Moore and Joyce Charbonneau to assist the Town Clerks office with the absentee ballot process. We are happy to assist in any way that we can. Note that due to several hours and days devoted to the Clerk's office field work has come to a halt.

Conservation Easement Project –Phased project

Purpose to make available to staff and public all details of existing CE. This includes, acreage, recording dates, allowable uses, who holds the CE. Annual monitoring reports and many other details.

MS-1 Report – Priority – currently working on:

As of October 15th still waiting on the DRA to produce Utility assessments for 2020 in order to create the MS-1 for tax rate setting.

Recommending for 2021 the Board consider hiring a utility appraiser if you prefer to have the MS-1 completed by September 1st.

The MS-1, Summary Inventory of Valuation, is a report generated by the Assessing Office. The MS-1 Report is the foundation for the tax rate setting and equalization process. The legislature, other state agencies and boards are reliant upon the information provided by municipalities. Therefore, it is critical that the information provided on the MS-1 be complete and accurate.

Special Project – currently working on:

Gathering information to create a RFP to replace full-time Assessor's position with contracted company for year 2021.

Superior Court cases – 2 active

Valley MB LLC – Soft Draw aka Golf Club of NE

BTLA cases – 3 active

Mass Realty LLC – 70 Portsmouth Scott Gove
Lindt & Sprungli – One Fine Chocolate Place
Czyz Family Trust – 38 Butterfield

Special Project – RPC v CAI Mapping Company

Wrapping up online GIS/Mapping project to determine if changing mapping company is fiscally better for the Town.

	<p><u>COVID-19</u></p> <p>The Assessing Assistant and I were working from home but have both returned to working in the office at full capacity.</p> <p>Due to limited staff and the need to limit foot traffic to the Assessing Department all property record cards, tax maps, forms for exemptions, credits, Current Use Program, Intent to Cut, Discretionary Preservation Easement, tax exempt properties, are all online. This has allowed for teleworking to be an easy transition for this department when required.</p> <p>Having the information online has resulted in positive feedback from residents and the public and allows for the staff to use their time more effectively and efficiently. Access to this information, especially when the office is closed, allows access to all information pertaining to Assessing.</p>	<p><u>New 2020- NH HB 700</u> created a new law governing local assessment of distribution utility company assets (RSA 72:8-d). It will be implemented for the first time in tax year 2020.</p> <p>The statute currently applies to the valuation of distribution utility company assets. The definition varies depending on the type of utility property (electric, gas or water). It includes distribution utility company assets for all three property types but excludes fee-owned land, office buildings, garages and warehouses as well as some other utility-type-specific assets. Methodology: The statute provides a method to value “utility company assets,” NOT “utility property.” It is a cost-based formula to value the utility company’s assets. The formula is phased in over five years. During those five years the 2018 final locally assessed value as of April 1, 2018 is factored into the formula.</p>
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<u>October Calendar Due Dates & Responsibilities</u>				<u>Special Projects/Goals for 2020</u>
Project	Timeline	Notes	<p><u>Upcoming NH Statute Due Dates and Conference for Assessing</u></p> <p><u>October 1st – RSA 74:4-a, II</u></p> <p><u>November 18-19 – NHMA Conference</u></p> <p><u>December 9th – Class – Update of State Statutes</u></p> <p><u>December 15th – RSA 21-J:9-a, V</u></p>	<p><u>Completed File Project</u></p> <p>Removed duplicate & information no longer relevant of 3,400 assessment files. Purpose of project, running out of file cabinet space. No longer the need to purchase additional file cabinets.</p> <p><u>2020 Mandated DRA Assessment Review</u></p> <p>Every five years DRA reviews Town’s assessment records this includes; Property record card details, elderly, blind, & solar exemptions, veteran & surviving spouse credits, current use, & timber tax. Monitor will physically check documentation & field inspect properties for accuracies. Due to this process we are reviewing all</p>
Last day to notify DRA if select board has voted not to use the Inventory form.	October 1	[RSA 74:4-a, II]		
Utility Assessments 2020	October 15	Still waiting on DRA to produce Utility property values for 2020		

Daily, monthly process deeds & transfers, maintain sales book	Daily & Monthly	RSA 80:27 https://www.gencourt.state.nh.us/rsa/html/V/80/80-27.htm RSA 80:36 https://www.gencourt.state.nh.us/rsa/html/V/80/80-36.htm		Veterans, Elderly, Current Use, etc. <u>Update Assessor Assistant Job Description</u> Information currently includes task that are now being done by others. Example: park reservations, room rentals. Completed revision of Matrix form for annual performance. <u>Create Process & Procedures - Abatements</u> Currently the written procedures is only for Assessing Department use. Expanding to include process through the refund process. In hopes to support, Finance, TC/TC, Town Administrator & Select Board. <u>Completed - Updated Level of Completion</u> Under Construction - level of completion is annually applied when doing building permits based on level of completion on April 1 st of the tax year. Collaborated with the Building Inspector to determine what percent complete should be on April 1 st . <u>New Building Permit Quality Control Procedures <i>has been</i> Implemented.</u> In order to maintain accurate assessment records of what BP's are complete on April 1 st in a given year & what properties need to be visited or field review in the present or upcoming year a new process is being developed. In order not to miss any revenue and as a quality control measure we will be generating a report titled: "Under Construction". As a quality control tool of
Verify & code sale properties for equalization ratio study	As deeds are processed	Process must be completed for DRA EQ Department by Dec 15th		
Last day for assessing officials to certify to DRA the normal yield taxes assessed for operations extended to June 30.	September 15 th	RSA 79:19, II		
Maintain organization of approved building permits & flagged properties needing review; continue field inspections		Field inspections have now resumed. However, due to special request by David Moore & Joyce Charbonneau Jim has been spending several hours helping the Town Clerks department. Originally no field inspections due to Covid-19.		

				<p>that report the department is also keeping an Excel spreadsheet of all building permits pulled with: map/lot, location, owner, description of project, and year of BP. Each year as we visit the property if the project is complete the line will be highlighted in red signifying complete. If we need to follow-up the following year it will be highlighted in yellow with a notation added of what was done & what still needs to be done (level of completion).</p> <p>This process will ensure that no projects are missed, which would lead to revenue being lost if not closely monitored.</p>
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From: David Moisan <refump38@gmail.com>

Subject: Request Safety Assessment

Date: October 10, 2020 at 7:07:40 AM EDT

To: dmoore@strathamnh.gov

Cc: jamie ferrelli <ferrells64@hotmail.com>, Denise <denisejules@gmail.com>, Isaac Salema <isaac@369management.com>, Amy G <AXG5176@gmail.com>, Jeanine Gallant <jgallant1@comcast.net>, Katherine Thorn <katherine.m.thorn@gmail.com>, Tina Sargent <ralphsargent@myfairpoint.net>, Kim Williams <kmmnelson2003@hotmail.com>, jcharbonneau@strathamnh.gov, nmears@strathamnh.gov, Patrick Abrami <abrami.nhrep@gmail.com>

Last year I had asked town officials about placing a 4 way stop sign on the 4 way corner of Shannon, Barnes and Muirfield Drive. My concern then and remains that an injury or fatality of a young child coming down Shannon (a fairly good down grade) and across Muirfield is possible even likely.. Since Spruce Woods was developed the traffic pattern has drastically changed. As you know, Muirfield was not a through street but now is and the traffic volume includes not only those who live in Sprucewoods cutting through Muirfield but also traffic using Muirfield as a shorter way to get to town hall from Winnicutt Road. The new development on Winnicutt Road just to the west of Muirfield could will add to traffic volume.

Many families who now live in Muirfield have children that use our streets on skateboards, bicycles, tricycles, etc.

On behalf of the copied concerned neighbors, we are asking two things. First please monitor the speed more closely of those using Muirfield Rd. as a cut through to Spruce Woods and Bunker Hill Rd. I am not sure what the speed limit is but it surely cannot be 35-40 MPH. Second we ask again for the town to place two more stop signs on either side of Muirfield at that intersection before there is a tragic accident.

We would ask that you copy the Selectmen and the Chief of police since I cannot find an email address for them and we will expect a written response at your earliest convenience.

Thank you.

David and Marie Moisan, Jamie Farrelli, Denise and Wojtek Rudzinski, Isaac and Karie Salema, Jeanine and Todd Gallant, Katherine Thorn and Matt Woodbury, Tina and Ralph Sargent, Kim and Jack Williams

2021 SELECT BOARD MEETING SCHEDULE

PROPOSED DRAFT 10-16-2020

<u>DATE OF MEETING</u>	<u>DEPARTMENT TO REPORT</u>
Monday, January 4, 2021	Assessing, Planning
Tuesday, January 19, 2021	Police, Legislative Delegation
Monday, February 1, 2021	Parks & Recreation
Monday, February 8, 2021	Public Hearing on Warrant
Monday, March 1, 2021	Public Works
Tuesday, March 9, 2021	Town Meeting (Ballot portion)
Monday, March 15, 2021	Library
Monday, April 5, 2021	Fire, Building
Monday, April 19, 2021	Assessing, Planning
Monday, May 3, 2021	Police
Monday, May 17, 2021	Parks & Recreation
Monday, June 7, 2021	Public Works, Legislative Delegation
Monday, June 21, 2021	Library
Tuesday, July 6, 2021	Fire, Building
Monday, July 19, 2021	Assessing, Planning
Monday, August 2, 2021	Police
Monday, August 16, 2021	Parks & Recreation
Tuesday, September 7, 2021	Public Works
Monday, September 20, 2021	Library
Monday, October 4, 2021	Fire, Building
Monday, October 18, 2021	Assessing, Planning
Monday, November 1, 2021	Police
Monday, November 15, 2021	Parks & Recreation
Monday, December 6, 2021	Public Works
Monday, December 20, 2021	Fire, Building



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885

Town Clerk/Tax Collector 603-772-4741

Select Board's Office/ Administration/ Assessing 603-772-7391

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

Fax (All Offices) 603-775-0517

October 19, 2020

TO: Select Board
Town Administrator

FROM: Tavis Austin, AICP, Town Planner

RE: Zoning Amendment per FIRM Map Update

Select Board,

Attached to this memo are three documents received from the New Hampshire Office of Strategic Initiatives (OSI) regarding the new Rockingham County FEMA Flood Insurance Rate Maps (FIRMs) and Flood Insurance Study (FIS) that will become **effective on January 29, 2021**.

In short, the Town needs to update its Zoning Regulations (Select Board), Site Plan and Subdivision Regulations (Planning Board) as outlined in the attached and remit to the State evidence of compliance two weeks prior to January 29, 2021. The attached documents outline the entire process in full. Specific to the Select Board, please note the required Zoning Amendment is *not* subject to Town Meeting authorization in accordance with the following:

674:57 Flood Insurance Rate Maps. – *In a municipality which has enrolled in the National Flood Insurance Program (NFIP), special flood hazard areas shall be as designated on flood insurance rate maps issued by the Federal Emergency Management Agency. Amendments to the flood insurance rate maps shall apply to local floodplain ordinances upon their adoption by resolution of the local governing body of a municipality and shall require no further action by the local legislative body. Map amendments are subject to appeal by owners and lessees of affected real property under 44 C.F.R. 67.5. **Source.** 2006, 176:2, eff. May 25, 2006. (Emphasis added)*

Staff recommends at this time, the Board motion to set a public hearing for consideration of the resolution to adopt the changes to the Zoning Regulations as outlined by OSI guidance. Similar direction will be provided to the Planning Board at their October 21, 2020 meeting for changes to the Site and Subdivision Regulations.

Please let me know if there are any questions.

cc: Planning Board

Examples of How to Certify Floodplain Regulations

When a community submits a copy of their floodplain regulations to either join the National Flood Insurance Program (NFIP) or as required by the map adoption process, FEMA requires that the community certify that the regulations have been adopted. Typically the Town/City Clerk does the certification and it usually varies by community how they do so. The Town/City Clerk either states when the regulation was adopted or amended or attests that it is a true copy and then includes their signature, the current date, and their seal or stamp. Below are some examples of what some New Hampshire Town/City clerks have done to certify their community's floodplain regulations.

Example 1:

Submit a memo or letter on Town/City letterhead along with a copy of the adopted floodplain ordinance and/or the NFIP language that was adopted by the Planning Board into the community's subdivision and/or site plan review regulations.

Examples of what the memo or letter can state:

Attached is a copy of the Town/City of [insert town/city's name]'s Floodplain Ordinance as passed by voters on [insert date].

Signed: [Signature of Town/City clerk] Date: [Date signed]
[Printed name of Town/City Clerk and title]

Seal: [Stamp or place seal]

Example 2:

Submit a copy of the adopted floodplain ordinance and/or the NFIP language that was adopted by the Planning Board into the community's subdivision and/or site plan review regulations. On the last page of the ordinance and/or subdivision/site plan review regulations, sign, date, and include seal/stamp.

An example of what can be included on the last page:

I hereby certify that this is a true copy from the record on file at this office.

Attest:

[Signature of Town/City Clerk] [Date Signed]
[Town/City Clerk]
[Town/City Name, NH] [Seal/Stamp]

Or more simply the Town/City Clerk can just include their signature, their title, the date, and their seal/stamp on the last page of the adopted regulation.

Stratham Resolution Language and Ordinance Amendments to Adopt New FEMA FIRM and FIS

674:57 Flood Insurance Rate Maps. – In a municipality which has enrolled in the National Flood Insurance Program (NFIP), special flood hazard areas shall be as designated on flood insurance rate maps issued by the Federal Emergency Management Agency. Amendments to the flood insurance rate maps shall apply to local floodplain ordinances upon their adoption by resolution of the local governing body of a municipality and shall require no further action by the local legislative body. Map amendments are subject to appeal by owners and lessees of affected real property under 44 C.F.R. 67.5.

Source. 2006, 176:2, eff. May 25, 2006.

1. Pursuant to RSA 674:57 above, the municipality’s governing body must adopt a resolution at a scheduled meeting to officially adopt the new FEMA maps and study. Since some of the town’s current May 17, 2005 maps will remain in effect, the town will need to adopt the new January 29, 2021 in addition to the remaining May 17, 2005 maps. The following is suggested resolution language:

Pursuant to RSA 674:57, by resolution of the Board of Selectmen, all lands designated as special flood hazard areas by the Federal Emergency Management Agency (FEMA) in its "Flood Insurance Study for the County of Rockingham, NH" dated May 17, 2005 and January 29, 2021, together with the associated Flood Insurance Rate Maps, dated May 17, 2005 and January 29, 2021, are declared to be part of the Town of Stratham Zoning Ordinance and are hereby incorporated by reference.

2. Once the above resolution language is adopted, the following section of the Zoning Ordinance should be revised as follows (~~delete text~~ and **add text**):

Section XVIII: Floodplain Management District (Overlay)

This ordinance, adopted pursuant to the authority of RSA 674:16 shall be known as the Town of Stratham Floodplain Development Ordinance. The regulations in this ordinance shall overlay and supplement the regulations in the Town of Stratham Zoning Ordinance, and shall be considered part of the Zoning Ordinance for purposes of administration and appeals under state law. If any provision of this ordinance differs or appears to conflict with any provision of the Zoning Ordinance or other ordinance or regulation, the provision imposing the greater restriction or more stringent standard shall be controlling.

The following regulations shall apply to all lands designated as special flood hazard areas by the Federal Emergency Management Agency (FEMA) in its "Flood Insurance Study for the County of Rockingham, NH" dated May 17, 2005 **and January 29, 2021** or as amended together with the associated Flood Insurance Rate Maps (FIRM), effective date May 17, 2005 **and January 29, 2021** or as may be amended, which are declared to be a part of this Ordinance and are hereby incorporated by reference.”

3. Once the above two steps are completed, a certified copy of the resolution, which must be signed by the governing body members and dated, and a certified copy of the municipality’s entire floodplain ordinance with the new maps and study dates included, must be submitted to the below contact person at NHOSI **no later than two weeks before January 29, 2021.**

Any questions or further assistance, please contact:

Samara Ebinger

NH Office of Strategic Initiatives - Floodplain Management Program

107 Pleasant Street, Johnson Hall 3rd Floor, Concord, NH 03301

samara.ebinger@osi.nh.gov

603-271-1755

Amendments to Subdivision and Site Plan Review Regulations

The following amendments are requested to be made to the municipality's subdivision and site plan review regulations in order to bring these regulations into compliance with FEMA's National Flood Insurance Program requirements. These amendments must be adopted and incorporated into the regulations and a certified copy of these amended regulations must be submitted to the below contact person at NHOSI **no later than two weeks before January 29, 2021.**

Any questions or further assistance, please contact:

Samara Ebinger
NH Office of Strategic Initiatives - Floodplain Management Program
107 Pleasant Street, Johnson Hall 3rd Floor, Concord, NH 03301
samara.ebinger@osi.nh.gov
603-271-1755

Stratham Site Plan Review Regulations - Please add text in red below

5.4 FLOOD CONTROL:

Provision shall be made to assure that the proposal is consistent with the need to minimize flood damage that all public utilities and facilities, such as sewer, electrical and water systems, are constructed and that adequate drainage is provided so as to reduce exposure to flood hazards. Design provisions shall also be made to minimize or eliminate infiltration of floodwaters into new or replacement water supply systems and/or sanitary sewage systems and discharges from these systems into floodwaters. On-site waste disposal systems shall be located so as to avoid impairment to them or contamination from them during flooding.

The Planning Board shall review the proposed development to assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.

The Planning Board shall require that all proposals for development greater than 50 lots or 5 acres, whichever is the lesser, include Base Flood Elevation (BFE) data within such proposals (i.e. floodplain boundary and 100-year flood elevation).^[GJ1]

Stratham Subdivision Regulations

4.4.13 Flood Hazard Areas:

Subdivisions involving land designated as flood hazard areas shall be reviewed to determine whether such proposals will be reasonably safe from flooding and shall meet the following requirements.

a. Permits: The Planning Board shall review the proposed development to assure that all necessary permits have been received from those government agencies from which approval is required by federal or State law including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.

b. Minimization of Flood Damage: Sufficient evidence (construction drawings, grading and land treatment plans) shall be submitted so as to allow the Planning Board to determine that:

i. All such proposals are consistent with the need to minimize flood damage;

ii. All public utilities and facilities, such as sewer, gas, electrical and water systems are located, and constructed to minimize or eliminate flood damage;

iii. Adequate drainage is provided so as to reduce exposure to flood hazards; and,

iv. New and replacement water and sewer systems (including on-site systems) are located, designed, and constructed to minimize infiltration and avoid impairment.

c. Elevation and Flood-Proofing Records: The applicant shall obtain and maintain records of elevations and flood-proofing levels for all new or substantially improved structures, whether or not such structures contain a basement.

d. Alteration of Watercourses: The ~~State~~ Wetlands ~~Board~~ *Bureau of the New Hampshire Department of Environmental Services* shall be notified prior to any alteration or relocation of a watercourse and copies of such notifications shall be submitted to the ~~National Flood Insurance Program~~ *Building Inspector*. The flood carrying capacity shall be maintained within the altered or relocated portion of any watercourse. [JG2]

e. Floodplain Delineation: The base flood elevation (100-year flood) shall be delineated on all plats. (Rev. 7/89)

NHPBS to Broadcast New Workforce Housing Documentary

Communities and Consequences II



(/images/hero/1920/communitas_consequences_ii_carousel-20201012.jpg)

(DURHAM – October 13, 2020) – When you think about what you love most about the Granite State, what comes to mind? Natural resources? Friendly business climate? Small town charm? Do you know what makes your community thrive? And what is standing in its way?

These are some of the questions that demographer Peter Francese, former Agricultural Commissioner and writer Lorraine Stuart Merrill and filmmaker Jay Childs have been pondering for a long time. The trio approached New Hampshire PBS with an idea to revisit a film produced and presented on NHPBS more than ten years ago. The state, they said, has not addressed its demographic imbalance – the population is rapidly aging and local communities are growing increasingly inhospitable to young people, families and essential workers. They wanted to show what communities need to do now to rebalance the state's human ecology. The problem is even more acute now given the Covid-19 pandemic.

WATCH LIVE Judge Amy Coney Barrett Supreme Court confirmation

(/live/)

Having spent the past two years travelling all over the Granite State, the stories they've gathered are cause for concern. Merrill says "Communities across the state are struggling with how to provide places for people of diverse ages and income levels. The film and companion book explore the tensions between traditional New Hampshire values like family, community, equal opportunity--and local control and taxation."

It's those tension points that are sparking positive change. Filmmaker Jay Childs has attended dozens of town planning, board and committee meetings. "One thing I hope viewers take from the film is that there are many people in communities all over the state who are working to make New Hampshire more welcoming and accessible to everyone – despite some well-documented resistance."

Peter Francese and others believe that some of that resistance comes from misunderstanding things like the impact of new housing stock on the cost of education. "It's a stubborn myth," he says, "and it's doing great harm to communities across the state. "

Childs says some of the people in the film may remind you of someone in your community working to improve it. Featured solutions stories include the Upper Connecticut Valley, Keene, Pelham, Conway and Bradford. All are facing unique challenges and are creating new partnerships and coming up with solutions that might inspire people in other communities to take action.

Produced in partnership with New Hampshire PBS, the film, companion book and upcoming engagement series are designed to help communities rethink how they plan, legislate and partner to create something new and help their communities thrive.

Francese says, "This project is about communities working together and the future of New Hampshire. We encourage everyone to read the book, watch the film and then go out, get involved and make a difference."

COMMUNITIES AND CONSEQUENCES II premieres on October 22ND at 8 PM. For more information go to nhpbs.org/communitiesandconsequences (<https://nhpbs.org/communitiesandconsequences/>). Watch a preview here: https://www.youtube.com/watch?v=mGGoli9GB_k (https://www.youtube.com/watch?v=mGGoli9GB_k)

Support for COMMUNITIES & CONSEQUENCES II is provided by:

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TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue ° Stratham, NH 03885

Parks and Recreation, 603-775-7450 ext. 250

Fax, 603-775-0517

Date: 10/16/20

To: Stratham Select Board

CC: David Moore

Stratham Conservation Commission

From: Seth Hickey, Parks and Recreation Director

RE: Leaf blowing trails at Stratham Hill Park

The Conservation Commission reviewed their current standing on leaf blowing of the trails within the Gordon Barker Town Forest at their meeting on Wednesday, October 14th. The Conservation Commission has decided not to take a vote at that time on this matter. Thus, reverting to their policy from last year as no action will be taken this year. Stratham Conservation Commission will not permit leaf blowing on the trails within the Gordon Barker Town Forest for the fall of 2020. The Commission would like to conduct more research on the matter prior to creating a final policy regarding leaf blowing on these trails.

For the sake of consistency within the trail network, the Stratham Parks and Recreation Department would recommend that the Select Board not allow leaf blowing of trails on the trails within Stratham Hill Park for the fall of 2020.

Not permitting leaf blowing for this fall on the trails, will also follow the guidance outlined in the Trail Assessment that was conducted by Snowhawk LLC earlier this year. This assessment has not formally been adopted as it is still in draft form. Based on comments at the Conservation Commission meeting earlier this week, some revisions were still necessary.

Please reach out with any questions or concerns you may have regarding this recommendation.

Seth Hickey

Parks and Recreation Director