



# TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

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**SELECT BOARD AGENDA  
OCTOBER 20, 2022  
7:00 P.M. Public**

**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](mailto: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 3, 2022
- IV. Treasurer Report (second meeting of the month)
- V. Department Reports & Presentations
  - A. Tracy Abbott, Treasurer
  - B. Nate Mears, Public Works Director
  - C. Mark Connors, Town Planner
- VI. Correspondence
  - A. Stratham First Responder Golf Event - Thank you from organizers
- 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. Budget update – 2023
  - B. Final Report Presentation – Age-Friendly Communities
  - C. Draft Letter of Support, NHDOT/NHDES Tidal Culverts Project (and construction input)
  - D. Authorization to Execute Closing Documents for 18 Jana Lane Donation
  - E. Investment Policy Review and Adoption (action may take place during Treasurer’s report)
  - F. Solid Waste Ordinance – First Reading of Revised Ordinance – Action to Move to Public Hearing (action may take place during DPW Departmental Report)
- XI. Town Administrator Report
- XII. Informational Items
  - A. Letter Reply from NHDOT Regarding Pedestrian Crossing Issue
  - B. Memo from Town Planner on upcoming Congestion Mitigation Air Quality Grant
  - C. 2022 Budget Report – Through end of September
  - D. Balances of Trustees held funds – Through end of September
  - E. 2022 Performance Appraisals Process
  - F. Wellness Coordinator (Tara Madden) Message for October
  - G. Stratham Police Department - Animal Control Needs Assessment
- XIII. Reservations, Event Requests & Permits
  - A. Diversity Outreach Services request to use Morgera Room
  - B. Raffle Permit request – Parks & Recreation
  - C. Communication from Chief Denton on Burn Permits
- XIV. Review of Recent or Upcoming Board & Commissions Agendas
- XV. Boards and Commissions Nominations & Appointments
  - A. Appointments *for consideration*: Brent Scott to the Recreation Commission
  - B. Appointments *to be voted on*:
- XVI. Miscellaneous & Old Business
- XVII. Adjournment



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## MEMORANDUM

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

FROM: David Moore, Town Administrator

DATE: October 18, 2022

RE: Select Board Agenda and Materials for the October 20<sup>th</sup> Regular Meeting

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Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for Monday, October 20, 2022.

III. Consideration of Minutes – October 3, 2022

The minutes from your meeting on October 3, 2022 are included in your packet for your review and consideration for acceptance at your meeting.

IV. Treasurer Report (second meeting of the month)

V. Department Reports & Presentations

- A. Tracy Abbott, Treasurer
- B. Nate Mears, Public Works Director
- C. Mark Connors, Town Planner

VI. Correspondence

- A. Stratham First Responder Golf Event - Thank you from organizers

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. Budget update – 2023
  - B. Final Report Presentation – Age-Friendly Communities
  - C. Draft Letter of Support, NHDOT/NHDES Tidal Culverts Project (and construction input)
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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. Veterans Day Ceremony – November 11, 11:00 a.m. (Friday)
- B. Purple Heart sign locations
- C. Election Preparation and Bake Sales

XII. Informational Items

- A. Letter Reply from NHDOT Regarding Pedestrian Crossing Issue
- B. Memo from Town Planner on upcoming Congestion Mitigation Air Quality Grant
- C. 2022 Budget Report – Through end of September
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- F. Wellness Coordinator (Tara Madden) Message for October
- G. Stratham Police Department - Animal Control Needs Assessment

XIII. Reservations, Event Requests & Permits

- A. Diversity Outreach Services request to use Morgera Room
- B. Raffle permit request – Parks & Recreation
- C. Communication from Chief Denton on Burn Permits

XIV. Review of Recent or Upcoming Board & Commissions Agendas

XV. Boards and Commissions Nominations & Appointments

- A. Appointments *for consideration*: Brent Scott for consideration to the Recreation Commission
- B. Appointments *to be voted on*: None

XVI. Miscellaneous & Old Business

XVII. Adjournment

## **MINUTES OF THE OCTOBER 3, 2022 SELECT BOARD MEETING**

Meeting held in the Hutton Room at the Stratham Municipal Center

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

**ALSO PRESENT:** Town Administrator David Moore, Finance Administrator Christiane McAllister

At 7:00 pm Mr. Houghton opened the meeting.

Mr. Anderson motioned to approve the minutes of Sept. 19, 2022. Knab seconded the motion. All voted in favor.

Mr. Houghton recognized Tyler Denton to give an update on his Eagle Scout project. Mr. Denton met with DPW Director Nate Mears who provided input and indicated its feasibility. The Board thanked him for the update. He has applied to incorporate a piece of steel from the twin towers into his project.

Mr. Houghton recognized Parks & Recreation Director Seth Hickey to report on the Seacoast Velo Kids pump track project. Mr. Hickey created an RFP to engage outside firms to complete the renovation of the pump track; the Town would be the sponsor of the project in lieu of the SVK. The Recreation Commission has offered to use fund raised monies to supplement the SVK donation to complete the renovation as originally envisioned. Ms. Knab motioned to authorize Mr. Hickey to move forward with the RFP. Mr. Anderson seconded the motion. All voted in favor.

Next Mr. Hickey reported on the installation of the eco-counter at Stratham Hill Park. It would give us important quantifiable data, such as how many people are using the park, what hours and days are busiest, etc. We would have a better understanding of who is using the facility. It differentiates between pedestrians and cyclists. The Recreation Commission will contribute half of the funds needed; the Stratham Hill Park Association will contribute the other half. It will be virtually unnoticeable; a significant portion of the eco-counter is underground. Mr. Houghton inquired about how we would use the information. Mr. Hickey said he's already used some of the information to inform the Police Dept. of peak usage enabling them to utilize their patrol resources effectively. Mr. Hickey went on to explain that we need quantitative data when applying for grants. This information will inform future decisions on how to better manage the park. Ms. Knab motioned to move forward with the installation of the eco-counter. Mr. Anderson seconded the motion. All voted in favor.

Mr. Hickey reported on the Lowes Hometown Community Impact project. The store manager of Greenland Lowe's has offered to donate materials for trail projects at Stratham Hill Park. The store manager has an appreciation for the park and wants to give back in an impactful way. The Trail Management Advisory Committee has identified a bridge project for which they would use the supplies. Mr. Houghton motioned to authorize the Recreation Department to accept up to

\$2,500 worth of supplies to support the Trail Management Advisory Committee's project. Mr. Anderson seconded the motion. All voted in favor.

Next, Mr. Hickey addressed the Scout's request for a campout at Stratham Hill Park. He introduced Matt Sturtevant, Scout Master. Mr. Sturtevant requested use of the back field for approximately 250 scouts on May 12–14, 2023. He described some of the activities that would take place during the campout. Mr. Anderson motioned to approve the campout for May 12–14, 2023 as described in the Scout's Sept. 28<sup>th</sup> memo. Ms. Knab seconded the motion. All voted in favor.

#### CORRESPONDENCE

Mr. Houghton called attention to the NH DOT letter regarding culvert replacements. The Conservation Commission, Planning Board and the subcommittee on pedestrian/cyclists will be made aware of the meeting. Mr. Moore said that staff will be present at the informational meeting. Mr. Anderson confirmed with Mr. Moore that the abutters were notified.

#### PUBLIC HEARING

Mr. Houghton motioned to open the public hearing to discuss the acceptance of funds for three items listed on the agenda. Mr. Anderson seconded the motion. All voted in favor.

Mr. Moore explained that the first is a one-time highway payment in the amount of \$151,428.12 which is unanticipated revenue and will be used for paving. This will allow us to retain the ARPA funds we had previously designated for this purpose.

Next, Mr. Moore called attention to the memo from Police Administrative Assistant Kate Drago regarding the Highway Safety grant. These funds, in the amount of \$25,727.50, are to be used for the purchase of traffic control equipment. This is a matching grant. We have funds set aside in our CIP to cover the match.

Mr. Moore stated that this was the second of two public hearings required in RSA 41:14a regarding the donation of land, 18 Jana Lane, from Richard and Marilyn Young. We have received the comments/support from all the statutory committees required. Mr. Moore will coordinate with Town Counsel regarding the closing documents and will come back at the October 17<sup>th</sup> meeting to obtain authorization from the Select Board to allow the Chair to sign the closing documents.

Mr. Houghton asked for comments from the public. Hearing none, Mr. Anderson motioned to close the public hearing. Ms. Knab seconded the motion. All voted in favor. Mr. Houghton asked for comments from the Board. No comments were made.

Ms. Knab motioned to accept the one-time highway payment in the amount of \$151,428.12 from Senate Bill 401 for highway maintenance. Mr. Anderson seconded the motion. All voted in favor.

Ms. Knab motioned acceptance of the National Highway Traffic Safety Administration, Office of Highway Safety Grant in the amount of \$25,727.50 for traffic enforcement. Mr. Anderson seconded the motion. All voted in favor.

Mr. Anderson motioned to accept the land donation from Richard and Marilyn Young of a .84 tract of land at 18 Jana Lane, Tax Map 24; Lot 31. Ms. Knab seconded the motion. All voted in favor.

#### NEW BUSINESS

Mr. Moore gave a brief update on the selection process for the Open Space Plan RFP. We received six proposals. After the Parks & Recreation Director and Town Planner reviewed, four firms were interviewed and Select Board member Knab joined the interviews. Following the interviews, two firms were identified to move forward. The interview team is continuing to vet these two proposals in preparation for a recommendation to the Select Board.

As part of the process, Mr. Moore reminded the Board a Steering Committee is to be formed to act as an advisory sounding board and provide guidance on this project. He envisions a group of 10 – 12 members who would meet from this fall into late next year. Mr. Moore suggests recruiting users of the trails to be on the committee in addition to representatives from the various boards and commissions who helped shape the scope of work in the RFP. He has suggestions for potential committee members. Ms. Knab would like to get feedback from the selected firm on what would be the most beneficial role of an advisory committee. Although Mr. Houghton believes the focus group would be worthwhile, he felt 10 - 12 members is too large a group for decision making. They agreed to allow for flexibility in appointing the group and will discuss potential appointees further in a non-public session.

Mr. Moore gave an update on PFAS. Sampling is underway for regular groundwater management. We will have new results soon for submission to DES. As part of his participation on the Drinking Water Legislative Commission, Mr. Moore explained that the State is focused on water quality issues and the management of emerging contaminants and referenced a recent presentation the State gave to EPA and included in the Board's packet. Mr. Moore said that we are ready to execute on reimbursements for PFAS design reimbursement for Underwood. This is 100% DES funded. The PFAS grant agreement has been submitted to the State for the 100% reimbursement for eligible mitigation work. He anticipates this grant agreement with the State of NH will be on the Governor & Council agenda for Nov. 2<sup>nd</sup>; the grant is for funds up to \$350,000. Mr. Moore will go through the receipts for eligible costs then submit the reimbursement forms.

Mr. Moore called attention to the ongoing Employment Manual work that he and Ms. McAllister have been working on. He included a list of policy related items to work through with the Board. Mr. Moore requested a non-public session to discuss employee compensation adjustments. Other topics to discuss include benefit eligibility and content related to paid time off, holidays, vacation, sick and personal time, legacy issues, mileage and cell phone policies. They used policy input from Primex to update the manual. Ms. McAllister modeled it after the Primex document and eliminated redundancies.

Mr. Moore provided an update on the budget process. The Moderator has been given the schedule. Mr. Moore offered him assistance with the school board appointment. Mr. Moore is focusing on some of the larger expenses. HealthTrust has notified us of an 11.7% increase which equates to an increase of \$40,000 over last year. This week he will be talking to dept. heads about personnel evaluations, the budget schedule, and projecting milestones for open enrollment. Energy costs are up \$16,000 over the previous year. Propane and oil for heating has increased. The various town buildings have been reviewed and any inefficiencies in heating have been addressed. Everything is in order for the fire truck purchase slated for 2023. A backhoe is also slated to be replaced next year. Mr. Houghton urged that while these purchases are included on our CIP schedules, we should approach moving forward following an updated review of their performance and condition (out of service time, repair costs, and overall performance) prior to concluding that these vehicles be purchased on schedule.

DPW Director Nate Mears has identified a project for which we may be able to use ARPA funds. Mr. Mears will present it at the Oct. 17<sup>th</sup> meeting.

#### ADMINISTRATION

Mr. Moore presented the updated Safety Plan for Board approval. He updated the manual using Dept. of Labor safety guidelines. The Joint Loss Management Committee will increase staff awareness about safety policies. The manual will be distributed to staff and an acknowledgement of receipt will be obtained. Ms. Knab motioned acceptance of the updated Safety Manual of Sept. 28<sup>th</sup>. Mr. Anderson seconded the motion. All voted in favor. Mr. Houghton recalled that a Joint Loss Committee had been active a few years ago but it failed to sustain itself. They discussed the guidelines and makeup of a Joint Loss committee. Mr. Houghton would like to identify ways to keep the committee robust and visible. Ms. McAllister emphasized that we need consistency within the group. She proposed having each department nominate someone to represent them on the committee.

Mr. Moore called attention to the drought status and current restriction level. Drought status has been dropped to moderate. The Board recognized that with winter coming, irrigation systems are being shut down. They questioned the need to make a change. To show that they are actively monitoring the situation, they decided it best to change the restriction level. Mr. Anderson motioned to reduce the drought status to level 1 and move forward with the appropriate steps. Ms. Knab seconded the motion. All voted in favor.

The State of NH recently passed a paid Family Medical Leave law. The Board discussed our status as a large vs small employer and the need for us to obtain additional insurance. The Board agreed it would be beneficial to wait and monitor this.

Mr. Moore reported that we have had comments from the public regarding political signage. He and Town Planner Mark Connors have been following up in coordination with the interim building inspector. The traffic island by the circle is state owned property and is managed by the state. Ms. Knab noticed that signs had been inappropriately placed during the September election.

Mr. Moore reported that an IT phone project at the Fire Station has been completed. IT Consultant Lee Todis has been keeping regular Wednesday in person hours, which have been well received.

Mr. Moore informed the Board that Greenland has a new Town Administrator.

Regarding the Smyk property, Mr. Moore stated the plaque is being fabricated. Our DPW has provided some stabilization of the stone foundation but are requesting to have an outside company finish it. Mr. Anderson motioned authorize Mr. Moore to request from the Trustees of the Trust Funds to expend up to \$4,000 from the Smyk Trust for stabilization of the stone wall project. Ms. Knab seconded the motion. All voted in favor.

#### INFORMATIONAL

Mr. Moore said that we will need the outcome of the BTLA case before deciding how to move forward with Lindt. He, Christiane and Accounting Benefits Coordinator Shandy Supit attended a Municipal Budget training last week.

#### RESERVATIONS

Mr. Houghton motioned to allow Easter Seals to use the Front Pavilion on Oct. 17 and to waive the fee. Mr. Anderson seconded the motion. All voted in favor.

Mr. Moore noted we have been trying to recruit members to the Planning Board, Conservation Commission and Recreation Commission. He hopes to have some applications for appointments by the next meeting. We will soon be looking at expiring terms on each of the boards/commissions.

At 8:31 pm Mr. Houghton motioned to enter into a non-public session in accordance with RSA 91-A:3, II (c) to discuss a matter which, if discussed in public, would likely affect adversely the reputation of another. Ms. Knab seconded the motion. All voted in favor. Roll call: Houghton-yes; Knab-yes; Anderson-yes.

At 10:16 pm Mr. Anderson moved to seal the minutes noting that failure to do so would render a proposed action ineffective. Ms. Knab seconded the motion. All voted in favor.

At 10:17 pm Mr. Anderson moved to adjourn. Ms. Knab seconded the motion. All voted in favor.

Respectfully submitted

Karen Richard, Recording Secretary

**Bank Statement Balances as  
of 9/30/2022**

Amt. Transferred  
/Beginning Bal.

**Town of Stratham - Finance Held Accounts**

<u>Account Name:</u>	<u>Fund</u>	<u>Bank:</u>		<u>Bank:</u>	<u>Account Name:</u>
General Fund	100	Citizen's	\$ 5,692,808.48	\$ 3,924,234.52	TD General Fund Checking
Payroll	100	Citizen's	\$ -	\$ 111,846.21	TD General Fund Electronic Deposits
Investment Account	100	Citizen's	\$ -		n/a
EMS Fund	102	People's Bank	\$ 560,954.03	\$ 8,526.90	TD Fire Dept EMS Fund
Recreation Revolving	104	People's Bank	\$ 285,496.15	\$ 4,613.96	TD Recreation Revolving Fund
				\$ 637,192.21	TD Stratham Disbursement Account

**TOWN MISC ACCOUNTS**

Police Detail Fund	103	People's Bank	\$ -	\$ 208,703.17	
SHP Revolving Fund	105	People's Bank	\$ -	\$ 50,309.15	
Stratham DARE	112	People's Bank	\$ -	\$ 6,265.14	
Drug Forfeiture Fund	106	People's Bank	\$ -	\$ -	balance combined with DARE
Heritage Fund	109	People's Bank	\$ -	\$ 7,005.04	
Cemetery Land Fund	300	People's Bank	\$ - *	\$ 7,517.55	

**ASSET ACCOUNTS**

Bunker Hill Ave Improvements		People's Bank	\$ - *	\$ 17,232.75	
Bunker Hill Commons Fire Cistern		People's Bank	\$ - *	\$ 8,033.47	
Mobil Cistern		TD Bank	\$ - *	\$ 33,869.03	
Tansy Ave		People's Bank	\$ - *	\$ 7,097.93	
Winterberry Cistern		People's Bank	\$ - *	\$ 942.92	
Fire Protection Fund		People's Bank	\$ - *	\$ 47,380.44	
Green Solar Surety		People's Bank	\$ - *	\$ 4,410.57	
Varsity Wireless Historic Sign (designated for Heritage Comm for signage--spend)		People's Bank	\$ - *	\$ 7,307.81	

**RENTAL PROPERTY DEPOSIT ESCROW ACCOUNTS**

Foss Property Sec. Dep.		People's Bank	\$0.00 *	\$ 3,665.96	
Gifford House Sec. Deposit		People's Bank	\$0.00 *	\$ 2,117.37	
Park Cottage Sec. Dep.		People's Bank	\$0.00 *	\$ 969.53	

**PERFORMANCE BONDS**

Altid Enterprises (2011 Bond-Mark will confirm release w/ DPW)		People's Bank	\$0.00 *	\$ 11,214.04	
Kennebunk Savings Landscape Bond		People's Bank	\$0.00 *	\$ 1,018.87	
Kennebunk Savings Performance (Maint) Bond		People's Bank	\$0.00 *	\$ 2,547.19	
200 Domain Drive Landscape Bond		People's Bank	\$0.00 *	\$ 2,553.81	
Lindt Offsite Improvements (expired impact fees?)		People's Bank	\$0.00 *	\$ 1,262.49	
NHSPCA		People's Bank	\$0.00 *	\$ 35,907.16	
Robie Farms--renamed Treat Farms		People's Bank	\$0.00 *	\$ 111,784.06	
GCNE (2004)		People's Bank	\$0.00 *	\$ 35,328.54	
Jotaph Realty (2005)		People's Bank	\$0.00 *	\$ 22,748.22	



*Thank  
You!*

to all of our **2022 Fall Classic** supporters -  
**Sponsors, Donors, Players, & Volunteers**

The weather was perfect, and  
the 2<sup>nd</sup> annual event was a huge success!

All event proceeds are for the benefit of  
**Stratham Fire** and **Stratham Police**

*Please plan to join us again next year:*

**THURSDAY OCTOBER 5, 2023**

**Stratham First Responders**

**3<sup>rd</sup> Annual FALL CLASSIC Golf Tournament**

**The Golf Club of New England Stratham, NH**

[www.STRATHAMGOLF.com](http://www.STRATHAMGOLF.com)

Stratham Volunteer Fire Department Association

October 11, 2022

David Moore, Town Administrator  
Town of Stratham  
10 Bunker Hill Avenue  
Stratham, NH 03885

Dear Mr. Moore,

Thank you for Stratham's participation as one of the six pilot Age Friendly Community Assessments that Rockingham Planning Commission (RPC) and the Rockingham Nutrition Meals on Wheels Program (RNMOW) have undertaken with funding from the Point32 Health Foundation and AARP New Hampshire. These assessments collectively have generated nearly 1500 survey responses across six communities, nine community forums and a great deal of input from the local steering committees guiding each assessment. Our staff have completed the draft Assessment Report for Stratham and will schedule a time with Mark Connors to present it to the local steering committee in the coming weeks.

During Year Two of the grant project we will be working with another four towns on Community Assessments. We also have funding to provide technical assistance to two communities in implementing a local project identified through the Year One assessment work. Projects will be defined by the communities. Possible examples include planning for expanding senior transportation options, expanding housing options, improving the flow of information to older residents on available programs and services, or developing a broad action plan for addressing a range of needs identified through your local assessment.

To be eligible to apply, a community must:

- have participated in the Year One Community Assessments
- identify a project that addresses need(s) identified through their local assessment
- commit staff time to working with RPC staff on the project
- submit a letter to RPC by **October 31, 2022** that addresses the content below

### **Project Application by Letter**

There is not an application form. If Stratham is interested to apply for assistance on an implementation project, please address the following elements in a letter to RPC:

**Describe the Implementation Project with which you'd like RPC assistance.** As a guideline for project size, RPC has grant funding to support 90-100 hours of staff time for each of two community projects.

**Who will the community appoint to take a leadership position for the Implementation Project?**

(This individual will be the community's contact and will work alongside RPC to hold meetings, provide input, and review and refine the final product, among other work. This individual could be municipal staff, or a local volunteer dedicated to working on the Implementation Project who is also in close contact with municipal staff.)

**How, if at all, would the municipality utilize this pilot project for future community planning or decision-making?** (Would the community use the work completed during the Pilot Program for future Master Plan updates, to inform the CIP, to expand senior services in town, etc.)

**Is your community interested in AARP's Age-Friendly Network?** (Please describe how you may utilize AARP's [Eight Domains of Livability](#) as either a resource for planning, or if the community is interested in becoming an AARP Livable Community.)

**Project Selection**

Project proposals will be reviewed by RPC staff and the Regional Age Friendly Communities Project Steering Committee. Selection will be based on the following criteria:

- Connection to key issues highlighted to date through your town's Age Friendly Community survey, local forums and/or prior age friendly planning work
- Commitment of town staff and/or volunteer time to work with RPC on the project
- Project feasibility and likely impact, including potential as a model for other towns

Projects will be selected and towns notified by November 18, 2022.

**Contact Us with Questions**

We encourage you to contact us with project ideas prior to writing your application letter. We can discuss project ideas and work with you to tailor the project to services RPC can offer. Contact RPC Regional Planner Maddie Dilonno at [mdionno@therpc.org](mailto:mdionno@therpc.org) or 603-658-0522.

Sincerely,



Tim Roache  
RPC Executive Director

CC: Allison Knab, Stratham Select Board  
Mark Connors, Stratham Town Planner

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# Stratham

## Age Friendly Community Assessment



Prepared for the Town of Stratham by the Rockingham Planning Commission

*Funded by Tufts Health Plan Foundation, AARP, and Rockingham Nutrition Meals on Wheels*



# 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

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**TO:** Select Board Members  
**FROM:** Mark Connors, Town Planner  
**FOR:** October 20, 2022  
**RE:** NHDOT Squamscott Road culvert replacement

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The New Hampshire Department of Transportation is proposing to replace two culverts on Squamscott Road under which tidal tributaries of Great Bay/Squamscott River flow. Squamscott Road is a state road and the two existing small culverts would be replaced by much larger precast box concrete culverts with a natural bottom to allow for passage of fish and other wildlife. The plans call for crossings with two 10-foot travel lanes with two 4-foot wide shoulders. NHDOT held a public hearing on the proposal on October 13, 2022 and the slides from the presentation are included in the packets for your reference.

NHDOT is pursuing grant funding from the National Oceanic and Atmospheric Administration (NOAA) to fund the improvements. Construction would involve some traffic impacts and NHDOT is requesting the Town's input regarding the nature of traffic diversions necessary for the culverts' replacement. The following two options have been provided:

- a. A complete closure of Squamscott Road for approximately four weeks with traffic limited to only local traffic and emergency response. Through traffic would be diverted to the Stratham Traffic Circle.
- b. A partial alternating one lane closure of Squamscott Road for approximately four months allowing alternating phases of one way east or west-bound traffic during the closure period.

Residents of Squamscott Road in attendance at the public hearing expressed a preference for the four-week complete closure option and the Stratham Fire and Police Chiefs also expressed a preference as well (see attached emails). Staff would therefore recommend the Town support the four week complete closure with the condition that residents of Squamscott Road and the Turnberry development be notified in advance of the closure by mail and that electronic signage be placed on key routes alerting motorists of the closure at least one week in advance of the closure.

Staff is supportive of the overall project but would offer the following comments:

- 1) Recommend that a five-foot roadway shoulder be considered. A project to install bicycle lanes on Squamscott Road is listed in the Regional Long Range Transportation Plan and five-

foot shoulders are a more standard size to allow for bicycle traffic than the currently proposed four-foot shoulders.

- 2) Recommend that NHDOT consider decorative railings for the two crossings. Squamscott Road is one of the Town's more scenic roads and the use of decorative railings would help draw attention to these scenic areas.



# TOWN OF STRATHAM

*INCORPORATED 1716*

10 BUNKER HILL AVENUE • STRATHAM, NH 03885

October 5, 2022

**RE: Letter of Support for NH Coastal Program and NH Department of Transportation's Building Resilience through Upgraded Replacements of High Priority Tidal Culverts Project through NOAA-NOS-OCM-2022-2007458**

Dear Review Committee;

The Town of Stratham Select Board unanimously supports the proposal entitled, **"NH Resilient Tidal Crossings Project- Building Resilience through Upgraded Replacements of High Priority Tidal Culverts"** submitted by the New Hampshire Department of Environmental Services - Coastal Program (NHCP) in partnership with the New Hampshire Department of Transportation (NHDOT).

The Town of Stratham's Master Plan as well as regional climate resiliency studies support the investment called for with these tidal culvert replacements. Collaborations like this one between NHCP, NHDOT and The Nature Conservancy are needed to effectively address complex challenges facing our built environment.

This project is the culmination of over seven years of strategic planning and analyses spearheaded by NHCP and The Nature Conservancy to assess and prioritize the replacement of all tidal road-stream crossings in New Hampshire based on ecosystem, flood resilience, and infrastructure condition criteria. Since 2019, NH Partners have invested in designs, engineering, and permitting at multiple municipal and state-owned tidal crossing sites to deliver a pipeline of shovel-ready projects. To realize investments made to-date, one additional step must be taken: replace three problematic and shovel-ready tidal culverts on State roads in the Towns of Rye and Stratham, N.H with upgraded structures that are designed for resilience. Each replacement is designed for geomorphic compatibility, improved aquatic organism passage, and restoration of more natural tidal flow conditions to and from upstream tidal wetlands. The structures also comply with the new Tier 4 standards recently promulgated by the NHDES Wetlands Bureau that require tidal stream crossing replacements pass the 100-year freshwater flooding event.

Not only will this project achieve significant outcomes for tidal wetland habitats and the transportation network in NH's Coastal Zone, it will also enable NHDES and NHDOT to continue to build partnerships that are increasingly necessary to respond to the challenges of sea level rise, climate change, and natural resource management.

Proactive adaptation initiatives like this will serve the Stratham community (and region) into the next century. We whole heartedly approach this multi-disciplinary approach to these local challenges.

If I can provide further information in support of this letter, please contact me by calling (603) 772-7391 ext. 187 or via e-mail at [krichard@strathamnh.gov](mailto:krichard@strathamnh.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Houghton". The signature is written in a cursive style with a large initial "M" and a long, sweeping underline.

Michael Houghton  
Chair, Stratham Select Board

**Applicant**

New Hampshire Department of Environmental Services - Coastal Program

**Project Title**

Resilient Tidal Crossings Project-  
Building Resilience through Upgraded Replacements of High Priority Tidal Culverts

**Type of Project**

Habitat Restoration

**Principal Investigators**

New Hampshire Department of Environmental Services  
Kevin Lucey (Kevin.lucey@des.nh.gov)  
222 International Drive, Suite 175, Portsmouth, NH 03801  
(603) 559-0026

New Hampshire Department of Transportation  
Kirk Mudgett (kirk.o.mudgett@dot.nh.gov)  
7 Hazen Drive, Concord, NH 03301  
(603) 271-1598

**Start Date:** 04/1/2023

**End Date:** 04/1/2027

**Total Federal Funding Request:** \$2,740,272

**Statement of Purpose:** The purpose of this funding request is to replace 3 undersized tidal culverts on State roads in the Towns of Rye and Stratham, N.H. These (3) high priority tidal crossings were identified through the NH Resilient Tidal Crossings Project, which from 2016 to 2018, created and implemented a tidal crossing assessment protocol at the 118 tidal crossings in NH and scored each site for ecosystem compatibility, flood hazards, and structure condition. Since 2019, NHDES Coastal Program (NHCP), The Nature Conservancy, NH Department of Transportation, and CMA Engineers have collaborated on advancing alternative analysis, design, and permitting at the 3 selected tidal crossing sites. The current project status is completed permit level design plans and pre-permitting consultations at the State Natural Resource Agency Coordination meeting. The outcome of this proposed project will be enhanced community and tidal wetland habitat resilience through the installation of (3) concrete box culverts at (2) project sites. The Project Team evaluated climate change, sea level rise, salt marsh migration, and optimized culvert size and position to accommodate existing and expected future freshwater discharge and tidal flows. Specifically, the proposed tidal culvert replacements are sized to accommodate bankfull flows and will be constructed with natural stream channel material through the bottom of tidal culvert.

**Project Description:** In the [2016 - Section 309 Assessment and Strategy](#), NHCP proposed a Wetland Strategy “to improve design and permitting outcomes of the replacement and/or construction of new road crossings in tidal environments in New Hampshire’s Coastal Zone...”, which led to the [NH Tidal Culvert Assessment Protocol](#), the [Resilient Tidal Crossings Report](#), and the 2019 promulgation of “Tier 4” regulatory standards for tidal culvert permitting in NH. The Tier 4 rules state that tidal crossings shall be designed to accommodate the 100 Year 24-hour design storm, prevent a restriction of tidal flows, account for channel morphology, and consider sea level rise. Also in 2019, TNC led a process with funding from NFWF National Coastal Resilience Grant (ID# 62525) and NOAA Project of Special Merit (NA20NOS4190110) to advance the pipeline of projects for implementation by conducting design and permitting at 5 of the highest priority tidal crossing sites in NH. TNC created new partnerships with NHDOT and municipalities and hired consulting engineers to prepare designs and permits. The subject of this funding request is to advance 3 of these 5 high priority sites from permit level design through to completion of the construction phase.

#### **PROPOSED SITES**

**Route 1A at Awcomin Salt Marsh:** Nearly 2 miles of Route 1A navigates across the Awcomin salt marsh and barrier beach at Rye Harbor. At Awcomin Marsh/Rye Harbor, tidal flows and freshwater discharge are conveyed beneath Route 1A through 4 separate tidal crossings. The subject culvert at Rye Harbor (Tidal Crossing ID # 46) was assessed in 2018 and was determined to be: in poor condition, undersized in both width and height dimensions, a moderate tidal restriction, and has high upstream salt marsh migration potential. This site is identified as flood prone at MHHW with a 1% storm surge under existing condition, and NH Route 1A is a designated emergency access/evacuation route. Also, this road segment was determined through the Seacoast Transportation Corridor Vulnerability Analysis (FY20-PSM) to be impacted by 4 ft of sea level rise. In actuality, this road segment already experiences closures due to tidal flooding; particularly during Nor’easter events, including most recently on January 4, 2018 and March 2, 2018. Design goals for this project are to: replace a poor condition crossing, enhance coastal resilience by addressing longer-term sea level rise and storm related flooding, and eliminate the existing tidal restriction to benefit upstream salt marsh migration and aquatic organism passage. The selected alternative at Rye Harbor will maintain its existing culvert height; however, its width will be increased from 4 ft to 15 ft. Although there are no near term plans to raise the elevation of Route 1A, the subject culvert is designed to be longer than currently necessary to enable raising the highway in the future.

**Squamscott Road at Chapmans Landing Salt Marsh:** Squamscott Road is a secondary road that serves as a cut-through to connect Route 33 to Route 108. Within a 0.3 mile segment, Squamscott Road has 3 tidal wetland crossings, 2 of which are the subject of this request. Both crossings are tidal restrictions with effects on upstream marsh vegetation due to poor drainage seaward and limited tidal flushing. The

wetlands crossings are part of the Chapmans Landing Salt Marsh complex, which is identified as a high priority conservation area by NH Fish and Game Department/GBNERR for linkages to salt marsh sparrow habitat. These Squamscott Rd crossings are identified in Stratham's hazard mitigation plan as flood hazards during severe (>2") storm events, and Squamscott Road is a designated emergency access/evacuation route. Also, this road segment was determined through the Seacoast Transportation Corridor Vulnerability Analysis to be to be impacted by 4 ft of sea level rise. Design goals for these crossings are to replace aging infrastructure with crossing structures that minimizes future flood risk, eliminate tidal restrictions, enable upstream marsh migration, and benefit fish passage. The (2) culverts on Squamscott Road will be implemented as 1 project; achieving economies of scale and efficiencies in process. The selected alternative at the (2) tidal wetland crossings at Squamscott Road culverts will be increased from 18 inch pipes to 6 ft tall x 8 ft wide box culverts.

**Equity and Inclusion:** This project focuses on maintaining continuity of public transportation to safely and reliably convey all people, goods and services throughout coastal communities. In addition, the project provides the southern approach to Rye Harbor, which is important to NH's economy. This project also aims to create inter-generational equity through the preservation of tidal wetlands and the functions and values they provide to society.

**Geography and Maps:** The sites selected for this funding request represent the range of tidal regimes that exist in NH; occurring within an Atlantic facing estuary as well as within the more inland, Great Bay Estuary. See Tidal Crossing Site Summary Sheets for each site by clicking the hyperlinks below.

-Route 1A - Rye Harbor ([#46](#)) (Lat:42° 59.83860' N Lon:70° 45.39765' W) Located in an Atlantic coast estuary, the existing state-owned 4'x 5.5' culvert at NH Route 1A that drains the southwest corner of Awcomin Salt Marsh in Rye, NH

-Squamscott Road, Stratham ([#114](#)) (Lat:43.03753° N Lon:70.91810° W) ([#113](#)): Lat:43.03801° N Lon:70.91718° W) Located in Great Bay, the two state-owned, 18" round concrete culverts that are located in proximity to one another convey two independent and unnamed tributaries below Squamscott Rd to the Chapman's Landing salt marsh along the Squamscott River.

**Landowner:** New Hampshire Department of Transportation | Kirk Mudgett | (603) 271-1598 | 7 Hazen Drive Concord, NH 03301

**Pre-Existing Uses:** The pre-existing uses of the proposed sites are state highway. The proposed projects will improve existing uses and function of the state highway and will improve tidal wetland function and values through installation of adequate drainage conduits.

**Partnerships:** Over the 6 year duration of the Resilient Tidal Crossings Project, NHDES Coastal Program and The Nature Conservancy partnered with many organizations to create and implement a tidal crossing protocol, disseminate results, and promulgate new regulatory standards. In this final phase, NHDES is partnering directly with NHDOT to replace the highest priority State-owned tidal culverts.

**Project Readiness:** Since mid 2019 and throughout the Covid-19 Pandemic, the project team (NHDOT, NHDES, TNC, CMA, Streamworks) has proceeded through alternative analysis, preliminary design, and permitting for the Rye Harbor and Squamscott sites. On April 20, 2022 the projects were presented by consulting engineer, CMA, to the Natural Resources Agency Coordination Committee, which is a monthly meeting among state and federal agencies to review NHDOT projects, and includes the NHDES Wetlands Bureau who will ultimately issue a dredge and fill permit under the State Programmatic General Permit. The project design plans were positively received by all agencies. The Project Team have received confirmation from NHDES Wetlands that the proposed plans will satisfy the new Tier 4 stream crossing rules, as well as likely be categorized as "restoration" due to the proactive goals for implementing the project at Squamscott Road and due to the project support and funding that is being provided by The Nature Conservancy, NHDES Coastal Program, NH Fish and Game, and NOAA. The projects are currently undergoing NEPA review by the NH Department of Transportation, per their existing process through Federal Highways Administration.

**Project Timeline**

#	ACTIVITIES	2023			2024				2025				26
		Quarter:	2	3	4	1	2	3	4	1	2	3	
1	Complete Final Designs & Permitting (Rye Harbor)												
2	Complete Final Designs & Permitting (Squamscott Rd)												
3	Implement Tidal Culvert Replacement (Rye Harbor)												
4	Implement Tidal Culvert Replacement (Squamscott Rd)												
5	Monitoring (through 4/1/2027)												

**Budget Summary**

Item	Federal	Non-federal	Match Type	Total
Personnel	\$20,000	0.00	n/a	\$20,000
Fringe	\$10,034	0.00	n/a	\$10,034
Equipment				
Travel				
Supplies				
Sub-Contractual	\$2,707,500	0.00	n/a	\$2,707,500
Construction				
Other	\$2,738	0.00	n/a	\$2,738
Indirect				
<b>Totals</b>	<b>\$2,740,272</b>	<b>0.00</b>	<b>n/a</b>	<b>\$2,740,272</b>

**BUDGET NARRATIVE:**

**Personnel: \$20,000** – NHDES accounting department cost to administer the grant.

**Fringe: \$10,034** - NHDES benefit rate of 46.6% and additional fringe rate of 3.57 applied to personnel.

**Subcontractual: \$2,707,500**

NHDOT costs are comprised of 3 components: In-house personnel, consulting engineering, and construction funding, as follows:

-*NHDOT personnel*: \$285,000 - NHDOT personnel will utilize grant resource to conduct: plan review, contracting, invoicing, public meetings, coordination, bid administration, construction oversight

	RYE	STRATHAM	TOTAL
NHDOT PERSONNEL (FINAL DESIGN PHASE)	\$61,000	\$49,000	\$110,000
NHDOT PERSONNEL (CONSTRUCTION OVERSIGHT)	\$90,000	\$85,000	\$175,000
<b>SUBTOTAL</b>	<b>\$151,000</b>	<b>\$134,000</b>	<b>\$285,000</b>

-*Engineering Subconsultant*: \$220,000 - NHDOT will maintain continuity with the original consulting engineer, CMA Engineers, who were competitively procured in 2019 to conduct alternative analysis, preliminary design, and permitting. In this final phase, CMA will advance the current permit level designs through to final design.

-*NHDOT Construction* \$2,202,500

-Squamscott Road: NHDOT will procure a construction contractor to replace (2) 18” metal culverts with (2) 6’ wide x 8’ tall concrete box culverts on Squamscott Road in Stratham. Estimated cost \$450,000 per site.

-Route 1A: NHDOT will procure a construction contractor to replace (1) 3.5’ wide x 7’ tall granite box culvert with (1) 15’ wide x 7’ tall concrete box culvert on Route 1A in Rye. Estimated cost is \$1,302,500

**Other: \$2,738** - NHDES fee of 1/10% of grant value for audit set aside

## **APPENDIX**

1. NHDOT Letter of Collaboration
2. Maps
  - a. NH Coastal Zone
  - b. Route 1A at Awcomin Salt Marsh
  - c. Squamscott Road at Chapmans Landing Salt Marsh



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan  
Commissioner

William Cass, P.E.  
Assistant Commissioner

RYE 43002 – NH Route 1A &  
STRATHAM 43001 – Squamscott Rd.  
Culvert Replacements

NH Department of Transportation  
PO Box 483 | 7 Hazen Drive  
Concord, NH 03302-0483  
Tel. (603) 271-3734  
Fax (603) 271-3194

July 28, 2022

Mr. Kevin Lucey  
Habitat Coordinator  
Coastal Program | Watershed Management Bureau | Water Division  
New Hampshire Department of Environmental Services  
22 International Drive, Suite 175  
Portsmouth, NH 03801

Dear Mr. Lucey:

This letter is to indicate the Department's support of the continued joint efforts of NHDOT with groups such as DES Coastal Program and The Nature Conservancy on projects of mutual interest such as the above noted two projects. NH has aging infrastructure that needs to be addressed, and the species passage and tidal wetland habitat improvement is recognized as an important function of those replacements.

Sincerely,

Peter E. Stamnas, P.E.  
Director of Project Development  
NH Department of Transportation

PES/kom

cc: Kirk Mudgett, James Marshall

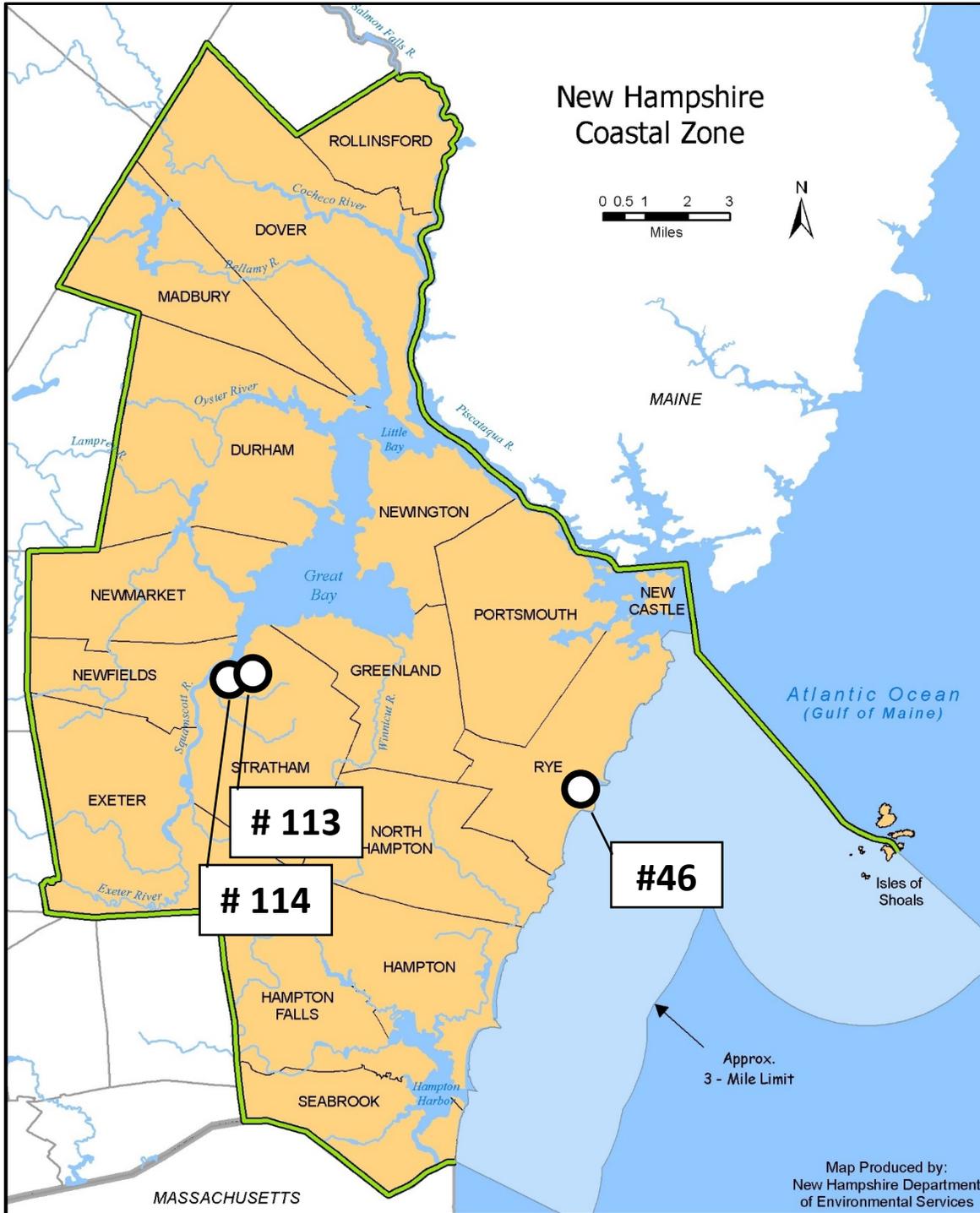
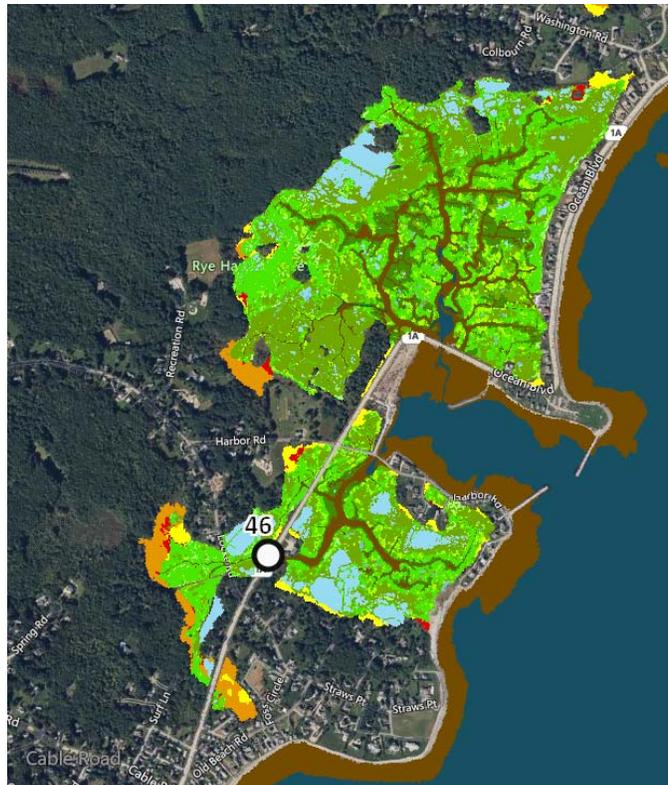


Figure of NH’s Coastal Zone and the locations of the (3) high priority tidal stream crossing replacement sites (Sites # 46, 113, 114) included in NH Coastal Program’s proposal to NOAA’s Habitat Protection and Restoration Infrastructure and Investment and Jobs Act (IIJA) competitive grant program for the culminating phase of the NH Resilient Tidal Crossings Project.

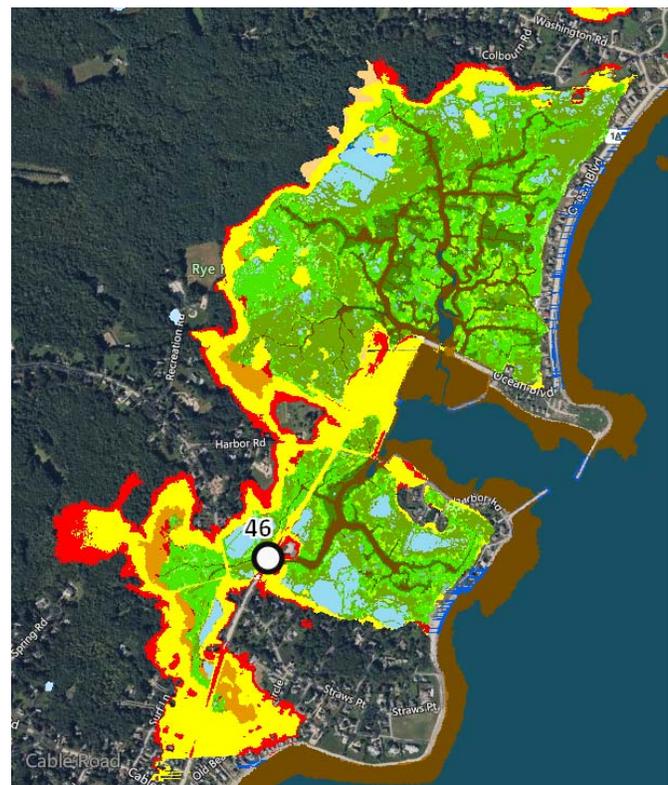
High Resolution Tidal Wetlands in Detail

- Brackish Marsh
- High Marsh Mix
- High Marsh, *J. gerardii*
- High Marsh, *S.patens* / *D.spicata*
- Low Marsh
- Mudflat
- Open Water
- Panne
- Phragmites australis*
- Pool
- Recently Flooded Forest
- Short form *S. alterniflora*
- Terrestrial border

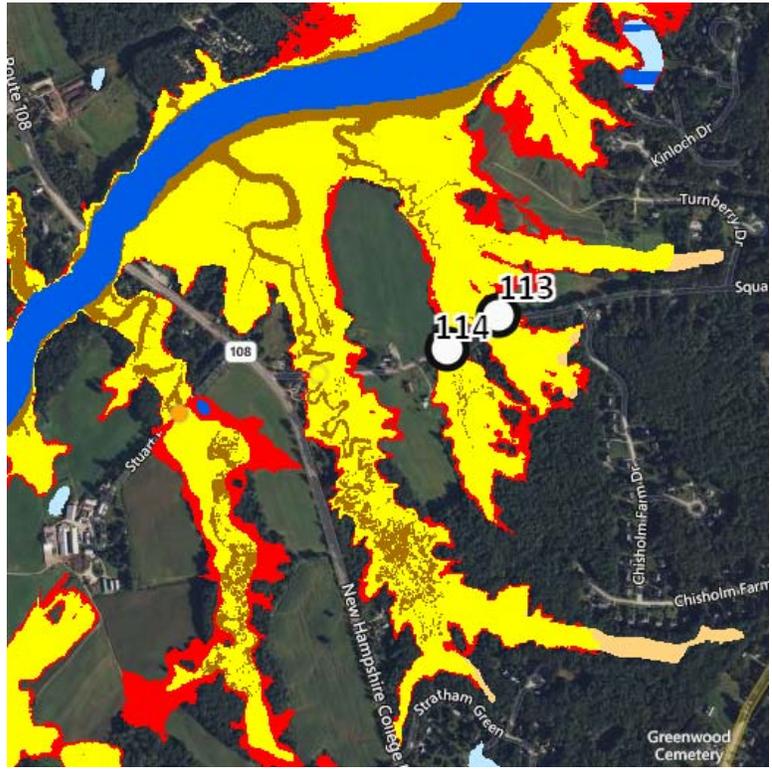
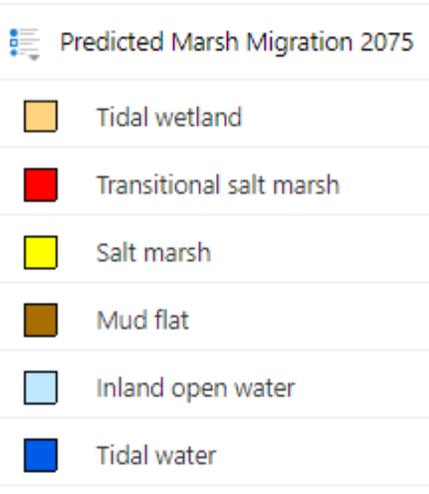
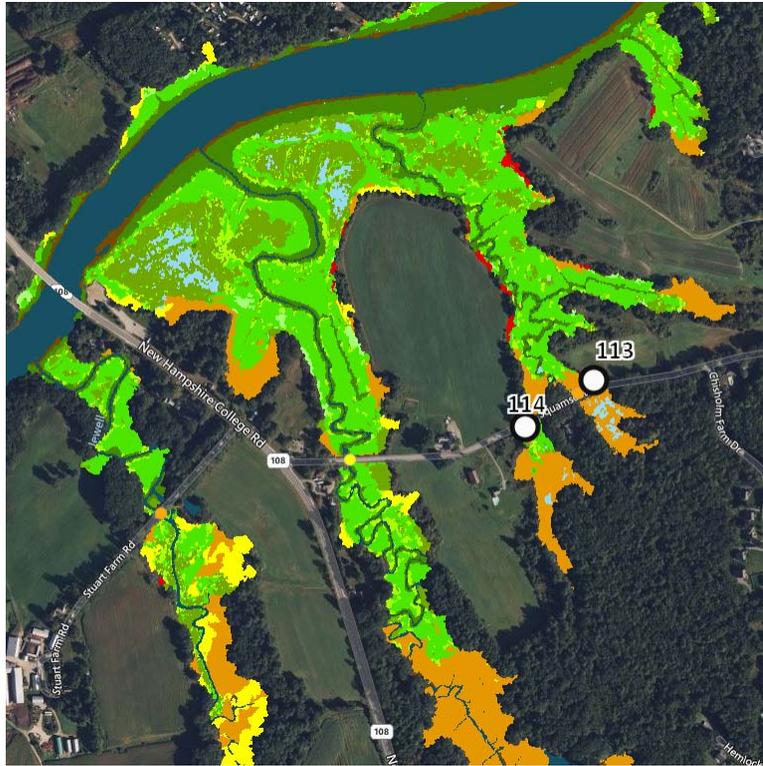


Predicted Marsh Migration 2075

- Tidal wetland
- Transitional salt marsh
- Salt marsh
- Mud flat
- Inland open water
- Tidal water



**ROUTE 1A at AWCOMIN SALT MARSH: Location of the proposed tidal crossing replacement site (#46) on Route 1A in Rye- set in the context of: existing high resolution tidal wetland maps (above) and salt marsh migration predicted for 2075 with 2 m of sea level rise by 2100 (below).**



**SQUAMSCOTT ROAD at CHAPMANS LANDING SALT MARSH:** Locations of the proposed tidal crossing replacement sites (#114 and 113) on Squamscott Road in Stratham - set in the context of: existing high resolution tidal wetland maps (above) and salt marsh migration predicted for 2075 with 2 m of sea level rise by 2100 (below).



# 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

Department of Public Works 603-772-5550

Fax (All Offices) 603-775-0517

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## SOLID WASTE ORDINANCE

Revised October 18, 2022

### Chapter 2-01 – SOLID WASTE COLLECTIONS, DISPOSAL AND MANAGEMENT

To allow the Town of Stratham to meet its responsibilities to provide Town wide curbside collections of municipal solid waste and recycling. Also enable the Town to provide and operate a Transfer Station Facility ensuring the proper disposal of solid waste material generated by the residents of Stratham and it serves a legitimate public purpose to regulate the disposal of solid wastes within the Town of Stratham and therefore the following regulations shall apply:

#### 2-01-01 TRANSFER STATION PERMITS

No individual shall be permitted to dispose of any material at nor gain access to the Town's Transfer Station without possessing and displaying a valid Stratham Transfer Station permit sticker. Such permits will be issued only to Stratham residents and shall be affixed to the upper interior corner of the passenger side windshield. Permits are good for one calendar year, January 1 through December 31<sup>st</sup>. Proof of Stratham residency shall be provided at time of purchase in form of vehicle registration, motor vehicle license, tax document or utility bill. Regardless of municipality that of which your vehicle is registered the license plate number of vehicle that will receive permit decal shall be recorded on permit making it unique to the individual vehicle. Each unique vehicle that may be used to transport waste into the Transfer Station shall have its own unique permit affixed. Permits may not be shared amongst multiple vehicles.

#### 2-01-02 SINGLE USE TRANSFER STATION PERMITS

In the instance that a Stratham resident does not own a vehicle capable of transporting bulky waste a Single Use Transfer Station Permit may be issued to residents of Stratham who may use a borrowed or rented vehicle during a single event such as residential house clean-out or move of bulky waste items, i.e. a couch or refrigerator. Such permits will only be issued for a certain date, person, and vehicle. Individuals receiving a single use permit will have to certify the material being disposed of originated and /or was generated within the Town of Stratham.

#### 2-01-03 FACILITY ACCESS

The Town's Transfer Station Facility will be open a minimum of once per week during the months from April 1<sup>st</sup> thru November 31<sup>st</sup> and twice per month in the months December 1<sup>st</sup> thru March 31<sup>st</sup> during hours set by the Select Board which will allow the residents of Stratham reasonable access to the facility. Such hours and days of operation will be clearly posted at the entrance to the facility. It shall be unlawful for anyone other than authorized Town personnel to access the facility or deposit of material

at the facility except during the posted hours and days of operation unless expressly authorized by the Select Board.

2-01-04 IMPROPER DISPOSAL

Disposal or depositing of any solid waste material or litter except at the Town’s Transfer Station Facility, or within an appropriate container intended for the immediate pickup by a licensed solid waste handler, or at a private solid waste facility licensed and /or approved for operation within Stratham by the State of New Hampshire and/or the Town of Stratham; shall be prohibited within the Town boundaries of Stratham.

2-01-05 PROHIBITED ITEMS

The following items are not allowed to be disposed of at the Stratham Transfer Station Facility or within curbside municipal solid waste. They are but not limited to:

Aerosol cans/containers	Ammunition
Animal waste, bedding and carcasses	Asbestos in any form
Batteries & their components/pieces	Explosives
Gasoline	Hazardous wastes including solvents, acids, antifreeze or preservatives
Pesticides, Herbicides and/or their containers	Septage of any type or related items
Large gas cylinders (over 20 lb.)	Radioactive/medical wastes
Tires	Vehicles and/or their components/parts
Oil Filters	

This list is not meant to be all-inclusive. Any material deemed inappropriate for disposal at the facility by the facility attendant will not be accepted pending appeal to the Public Works Director or Select Board.

Items shall be deposited on-site at the direction of the attendant who will collect the stated fee before the off-loading of any material. All items must have originated from a Stratham residence. No items resulting from commercial activities will be accepted. Any item found to be of question will be refused or charged based on a review by the facility attendant pending appeal to the Public Works Director, Town Administrator or Select Board. Metals must be separated from non-metals. Doors shall be removed from all appliances.

2-01-06 CURBSIDE COLLECTION COSTS

The cost of curbside collections and disposal are borne by property tax revenues. Town Administration with support of the Curbside Collection Advisory Committee (CCAC) negotiate the very most competitive service agreements.

Residents requiring waste volume greater than the set of provided carts may elect to lease additional carts for an annual fee out of pocket. The annual fee is made payable to the Town of Stratham and is subject to adjustment year over year based on waste collection and disposal costs. Applications are available from the Public Works Department.

2-01-07 PAYMENT OF TRANSFER STATION PERMIT AND DISPOSAL FEES

Transfer Station disposal fees are subject to change and are developed based on the volatility of the waste collections, disposal and recycling processing industries.

The Select Board shall set the disposal fees for items accepted at the Transfer Station. The Select Board shall adopt the fees annually, if the Board does not adopt fees for over a 12-month period then the most recent fees acted upon by the Select Board shall remain in effect indefinitely.

2-01-08 PENALTIES

Any person found violating any provision of this ordinance by any court of competent jurisdiction shall be guilty of a violation and shall be fined not less than \$100.00 and/or be subject to a civil penalty up to a maximum of \$3,000.00 per violation. A separate violation shall be deemed committed upon each day, or part therefor, during which a violation occurs or continues to occur. In addition, any individual so convicted shall be ordered to remove and properly dispose of any material inappropriately deposited or pay all costs of same to the Town of Stratham.

2-01-09 SEVERABILITY

If any portion or provision of this ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such a ruling shall not affect, impair, or invalidate any other portion or provision of this ordinance.

This ordinance shall become effective upon the affirmative vote to adopt by the Select Board after having two readings. Once so adopted, this ordinance shall be governed, controlled and enforced, in part and in whole, in accordance with the articles of the Code of Ordinances for the Town of Stratham and shall remain in effect until expressly revoked or amended by act of the Select Board or by a warrant article approved at Town Meeting.

First Reading: \_\_\_\_\_ Second Reading \_\_\_\_\_

Witness our hands and seal to be effective and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Select Board: Michael Houghton \_\_\_\_\_

Allison Knab \_\_\_\_\_

Joe Anderson \_\_\_\_\_

This is to certify that on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ at \_\_\_\_\_ the above ordinance was filed and recorded with the records of the Town Clerk of the Town of Stratham, New Hampshire.

Witness my hand \_\_\_\_\_ Debra Bakie, Town Clerk



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



**Victoria F. Sheehan**  
**Commissioner**

**William Cass, P.E.**  
**Assistant Commissioner**

STRATHAM-GREENLAND  
43272

Bureau of Highway Design  
Tel. (603) 271-2171  
Fax (603) 271-7025

September 30, 2022

Mr. Michael Houghton, Chair  
Stratham Select Board  
10 Bunker Hill Ave  
Stratham, NH 03885

Re: Route 33 crosswalk at Stratham Hill Park – safety concerns

Dear Mr. Houghton:

I am writing in response to the Select Board's safety concerns regarding the proposed crosswalk on NH Route 33 at Stratham Hill Park. Based on a cursory review of the site conditions, initially the Department had recommended a marked crosswalk supplemented with rectangular rapid flashing beacons and additional street lighting. As you stated in your letter, both the traffic speeds and volumes are higher than our initial investigation indicated, leading us to now concur with your assessment that a higher level of improvement would be necessary to ensure a safe crossing. In accord with your recommendations, we agree that some element of traffic calming would be essential at this crossing location to mitigate the high speeds and provide a pedestrian refuge within the crossing. Unfortunately, there is not sufficient time available to undertake the engineering design necessary to properly address the details of the pedestrian crossing and evaluate and determine the proper control device before the October 11, 2022 project advertising date. For this reason, it will not be possible to include this crossing work in the Route 33 two-way left turn project.

An alternative opportunity for the Town to pursue this crosswalk improvement may present itself, possibly as soon as this winter. As a result of the Bipartisan Infrastructure Law the NHDOT will be required to allocate a larger portion of our highway safety funds (in 2023, this will be 15%) toward improvements for pedestrians and bicyclists. In the coming months, the NHDOT will begin to gather candidate locations for these types of improvements so that we can fulfill this new Federal requirement. I recommend that the Town continue to work closely with the Rockingham Planning Commission (Scott Bogle is a member of the NHDOT's HSIP Committee) to keep up-to-date on this funding opportunity. The NHDOT remains committed to providing the safest crossing possible for this location.

Sincerely,

A handwritten signature in blue ink, appearing to read "A. J. Dugas", is positioned above the typed name.

*for* Michael J. Dugas, P.E.  
Highway Safety Engineer

cc: Ron Grandmaison - Project Manager  
William Cass – Assistant Commissioner  
James Marshall – Administrator, Bureau of Highway Design  
Scott Bogle – Rockingham Planning Commission

s:\highway-design\towns\stratham\43272\letters\select board response 30sep22.docx



# TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

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September 22, 2022

Michael Dugas, P.E.  
NHDOT Safety Engineer  
P.O. Box 483  
7 Hazen Drive  
Concord, NH 03302

RE: Stratham-Greenland Project 43272

Dear Mr. Dugas,

The Town of Stratham is encouraged that the NH Department of Transportation is committed to installing a pedestrian crossing across Portsmouth Avenue at Sandy Point Road to facilitate safer pedestrian crossings to Stratham Hill Park, the Town's largest park and one of the region's most popular recreation areas, as part of the Route 33 improvement project. With approximately 15 percent of the town's population residing in Stratham neighborhoods on the west side of Route 33 within walking distance of the park and many cyclists from across the region crossing the road to access the park, the Town believes that a large part of the community would benefit directly from this important safety investment.

It is however imperative to the Town that the proposed crossing provides the safest means of pedestrian access as practicable. As you are aware, Route 33 is a wide, higher speed throughfare (posted at 40 mph but with prevailing speeds well in excess of this) with few existing treatments to slow traffic. The consequences of a direct pedestrian-vehicle collision at this location are unthinkable.

It is therefore vital to the Town that the pedestrian crossing include a Pedestrian Hybrid Beacon (i.e., HAWK signal) and Advance Yield/Stop Here to Pedestrians sign and associated yield/stop pavement markings. Installation of a Pedestrian Hybrid Beacon at this location was identified as a project priority in Stratham's Safe Routes to School Action Plan, completed in 2019 by TEC Engineers and the Rockingham Planning Commission. A hybrid beacon at this location was also identified by RPC as a high priority Spot Improvement for the region and submitted for inclusion in the Draft State Pedestrian & Bicycle Plan. With the most recent pre-pandemic traffic counts showing an average daily traffic count of approximately 15,000, it is our belief these treatments are not only appropriate considering the high speed and excessive width of the roadway but also

most consistent with the Federal Highway Administration (FHWA) guidance for such installations (see US Department of Transportation *Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations* link included below). Additionally, given the wide cross section of the roadway consisting of two travel lanes, shoulders, as well as an exclusive left turn lane, the Town believes it would be appropriate to consider the installation of a six-foot wide pedestrian refuge at the roadway center at this location. The refuge would provide enhanced pedestrian safety, traffic calming, and allow for a two-stage crossing, in the event a pedestrian is only able to complete half of the crossing.

Finally, provided the many vehicle speed concerns expressed by cyclists during the September 14, 2022 public hearing for this project, the Town would formally request the Department consider adding bicycle symbols to the 5 foot shoulder to aid in providing additional awareness of bicyclists. It would also be the Town's preference, given the volume and speeds of vehicles along this roadway, a 2-foot striped buffer with a 5' bike lane be provided in areas where sufficient roadway width exists including surrounding the park. The Town recognizes that these striping improvements would not fit within the existing footprint of the pavement for most of the corridor. When a more robust long-term solution is developed, it is requested that either buffered or fully separated bicycle facilities be strongly considered.

The Town appreciates the Department of Transportation's diligence in pursuing this project and attention to these matters. Should you have any follow-up questions, please do not hesitate to contact Town Planner Mark Connors at [mconnors@strathamnh.gov](mailto:mconnors@strathamnh.gov) or David Walker, Rockingham Planning Commission Assistant Director at [dwalker@therpc.org](mailto:dwalker@therpc.org).

Sincerely,



Michael Houghton  
Select Board Chair



Allison Knab  
Select Board Vice Chair



Joseph Anderson  
Select Board Member

Attachments:

FHWA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations  
[https://safety.fhwa.dot.gov/ped\\_bike/step/docs/STEP\\_Guide\\_for\\_Improving\\_Ped\\_Safety\\_at\\_Unsig\\_Loc\\_3-2018\\_07\\_17-508compliant.pdf](https://safety.fhwa.dot.gov/ped_bike/step/docs/STEP_Guide_for_Improving_Ped_Safety_at_Unsig_Loc_3-2018_07_17-508compliant.pdf)

Stratham Safe Routes to School Action Plan  
<https://www.strathamnh.gov/sites/g/files/vyhli5051/f/uploads/strathamsrtsactionplan-final.pdf>

CC: Councilor Janet Stevens, New Hampshire Executive Council  
David Walker, Rockingham Planning Commission  
Thomas House, Planning Board Chair  
Tracy-Lynn Abbott, Recreation Commission Chair  
William Kenny, Conservation Commission Chair



# 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

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**TO:** Select Board Members  
**FROM:** Mark Connors, Town Planner  
**FOR:** October 20, 2022  
**RE:** Discussion of Congestion Management and Air Quality (CMAQ) program opportunity

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The NH Department of Transportation has announced a round of funding totaling approximately \$30 million for a federal program known as Congestion Mitigation Air Quality. The program requires municipalities provide a 20% cash match with 80% of the costs covered under the program. As you'll see in the attached guidance document provided by NHDOT, a wide variety of different transportation projects are eligible for the project, including alternative fuel or electric charging infrastructure for vehicles, congestion mitigation projects, pedestrian and bicycle projects that serve a transportation and not recreation purpose, and public transit investments.

Projects are capped at a maximum of \$3 million and the submission of a letter of interest is due by November 4, 2022 with the complete applications required in January of next year. Below are several projects that have been discussed or recommended in previous plans in Stratham:

1. Synchronization of traffic signals along Portsmouth Avenue in Stratham to prioritize through-traffic and reduce the likelihood that a motorist would be stopped at more than one signal. This is a recommendation of the 2019 Master Plan update. The Town could consider submitting a joint application with Exeter and include signals along Portsmouth Avenue in Exeter as well.
2. Portsmouth Avenue pedestrian and bicycle improvements centered in the Gateway District of Stratham (from approximately Stratham Heights Road to Bunker Hill Avenue). The Town recently prioritized this project for inclusion in the NHDOT Ten Year Plan, but it has not yet been included in the plan.
3. Improvements to the Marin Avenue/Route 111 intersection and potential signalization of the Route 101 on- and off-ramps at Exit 12 and Route 111. Since Exit 12 is located in Exeter, this project would need to be jointly pursued with the Town of Exeter.

4. The installation of electric charging infrastructure at Town-owned sites, including the Municipal Center/Library/Police Station, Stratham Hill Park, and the Fire Station/Historic Society building.

The Planning Board will discuss this at their October 19<sup>th</sup> meeting so the Board will have the benefit of their guidance. The Select Board should discuss if there is interest in pursuing this opportunity, if the Town is amenable to providing a 20 percent match, and if so what project the Town should direct its efforts toward.

September 26, 2022

## Congestion Mitigation Air Quality (CMAQ) Call for Projects

The New Hampshire Department of Transportation (NHDOT) is starting a new competitive selection round for projects under the federally funded Congestion Mitigation Air Quality (CMAQ) program.

CMAQ is currently authorized under the new Infrastructure Investment and Jobs Act (IIJA) or Bipartisan Infrastructure Law (BIL). The amount of funding available for this round of CMAQ is \$30 Million Total with the project sponsor contributing a minimum of 20% match. The overall purpose of CMAQ is to improve air quality by reducing the amount of vehicular emissions. The following guidelines have been created by the Department for this round of CMAQ selection.

The CMAQ applications selected will be included in the next State Ten Year Plan. Funding is anticipated to be available for fiscal years 2025 through 2028. Selected projects are expected to be implemented in the same timeframe.

### Funding Limitations:

- The maximum recommended project budget is \$3,000,000 (total dollars) – (\$2,400,000 federal)
- Project will require at least a 20% cash match provided by the applicant

### Eligible Activities:

- Alternative fuel projects including participation in vehicle acquisitions, engine conversions, and refueling or charging facilities.
- Projects that improve traffic flow, including efforts to provide signal system optimization, construct HOV lanes, streamline intersections, add turning lanes, improve transportation systems management and operations, implementing ITS and other CMAQ-eligible projects, including efforts to improve incident and emergency response or improve mobility, such as through real time traffic, transit and multimodal traveler information
- Transportation-focused (non-recreational) bicycle transportation and pedestrian improvements that provide a reduction in single-occupant vehicle travel
- Transit investments, including transit vehicle acquisitions and construction of new facilities or improvements to facilities that increase transit capacity, as well as operating assistance for new services or the incremental cost of expanded services.

### Application Guidelines:

The application process is broken into three distinct and mandatory steps.

1. Submission of a Letter of Interest (LOI)
2. Attendance at a mandatory pre-application informational meeting hosted by the Department (Virtual)
3. Submission of the CMAQ application

## **Step 1: Submission of LOI and Map (Due Date November 4, 2022)**

Submit a Letter of Interest (LOI) and map if applicable to the NHDOT, Bureau of Planning & Community Assistance. This letter is mandatory to submit an application for CMAQ funding under step 3. The letter must:

- Identify the municipality or organization applying for funding;
- Identify the project contact person, mailing address, phone & email;
- Provide a brief description of the potential project for which you'll be applying.
  - For Infrastructure projects - Give detailed information like State Route number or local street name to identify the location of your project, approximate project limits and give an approximate length.  
(Maps are required to help locate and define your project.)
  - For Capital Purchases give type of vehicle, basic capacity and approx. cost.
- Provide information regarding which of the eligible CMAQ activities you believe applies to your project.
- Estimate the total amount of funding necessary for the project, as well as your intended match percentage. All project applications require a minimum 20% match, but larger matches are allowed.

These letters are completely non-binding. Providing NHDOT with this information enables the department to perform a check for program eligibility. The Department will send copies of the LOI to your governing Regional Planning Commission. This will ensure that all potentially interested parties are placed in the communications loop with NHDOT & your RPC to move forward to Step 2.

### **All Letters of Interest Submissions MUST be emailed:**

Scan and e-mail a .pdf copy of the LOI to:

[thomas.e.jameson@dot.nh.gov](mailto:thomas.e.jameson@dot.nh.gov) and [jodi.m.sottilaro@dot.nh.gov](mailto:jodi.m.sottilaro@dot.nh.gov)

Email file size must be limited to approximately 15MB.

**Deadline for Letters of Interest is November 4, 2022**

**Failure to meet the LOI submission deadline will result in the application not being accepted.**

## **Step 2: Mandatory Pre-Application Workshop (December 2022)**

Within 1-2 weeks of the reception deadline for letters of interest, notification of the mandatory CMAQ workshop (Virtual) will be sent to project contacts. **Please Note: Someone who will be directly involved in the management of their project must attend the workshop. Previous LPA certification will not satisfy this eligibility requirement.**

### **Step 3 Submission of CMAQ Application (Due Date January 6, 2023)**

Any municipality or organization that has fulfilled both Step 1 and Step 2 will be eligible to submit an application. The application will be available through the CMAQ website in October 2022. Applications will be submitted to NHDOT, Bureau of Planning & Community Assistance. Failure to submit an application by the deadline will result in the application not being accepted and considered.

If your project is selected, you must designate a full-time employee of your organization as the person in responsible charge. This person must have the authority to make financial decisions for your organization. This individual must also be LPA certified by the Department. Our next LPA Certification Training will be held on November 15 and 16, 2022, and there is no cost. The Department also offers a test option for re-certification. If you currently hold a valid LPA certificate, you can renew the certification by taking and passing an exam in place of attending the full day training.

If you have any questions on the CMAQ application process please feel free to call or e-mail.

Thomas Jameson, P.E.  
CMAQ Program Manager  
Bureau of Planning and Community Assistance  
NH Department of Transportation  
Phone: (603) 271-3462  
[tom.jameson@dot.nh.gov](mailto:tom.jameson@dot.nh.gov)

## Town of Stratham For 9/30/2022

	Dept Budget 2022	MTD Actual	YTD Actual 2022	Balance	% Expended
<b>GENERAL GOVERNMENT</b>					
<b>EXECUTIVE</b>					
<b>Select Board</b>					
100 4130 01 101 Select Board Stipends	12,000.00	0.00	0.00	12,000.00	0.00
<b>Administration</b>					
100 4130 02 102 Town Administrator Salary	101,459.00	9,038.46	85,626.67	15,832.33	84.40
100 4130 02 103 Executive Assistant	48,564.00	3,848.00	36,664.29	11,899.71	75.50
100 4130 02 201 Supplies	5,500.00	531.85	2,306.46	3,193.54	41.94
100 4130 02 204 Association Dues	9,800.00	0.00	8,686.00	1,114.00	88.63
100 4130 02 208 Contracted services	1,500.00	0.00	2,350.00	(850.00)	156.67
100 4130 02 209 Workshops & Training	1,750.00	175.00	1,372.50	377.50	78.43
100 4130 02 216 Advertising	2,000.00	162.76	962.71	1,037.29	48.14
100 4130 02 224 Meetings & Meals	4,000.00	0.00	1,768.87	2,231.13	44.22
100 4130 02 225 Mileage	500.00	0.00	59.67	440.33	11.93
100 4130 02 230 Fed-Ex	250.00	0.00	0.00	250.00	0.00
100 4130 02 231 Postage	12,000.00	0.00	8,493.98	3,506.02	70.78
100 4130 02 262 Town Report	3,500.00	0.00	2,518.25	981.75	71.95
100 4130 02 317 Service Contract (copier)	6,500.00	542.00	4,986.40	1,513.60	76.71
100 4130 02 319 Background Checks	500.00	0.00	522.00	(22.00)	104.40
100 4130 02 328 Town Meeting	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total Administration</b>	<b>198,823.00</b>	<b>14,298.07</b>	<b>156,317.80</b>	<b>42,505.20</b>	<b>78.62</b>
<b>Total Executive</b>	<b>210,823.00</b>	<b>14,298.07</b>	<b>156,317.80</b>	<b>54,505.20</b>	<b>74.15</b>
<b>ELECTION &amp; REGISTRATION</b>					
100 4140 01 201 Supplies	3,200.00	5,459.22	8,217.10	(5,017.10)	256.78
100 4140 01 219 Ballot Clerks	2,500.00	1,150.00	1,962.00	538.00	78.48
100 4140 01 220 Moderator/Asst. Moderator	875.00	275.00	550.00	325.00	62.86
100 4140 01 221 Meals	1,100.00	171.03	463.02	636.98	42.09
100 4140 01 301 Supervisors of the checklist	3,600.00	0.00	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	625.00	0.00	0.00	625.00	0.00
<b>Total Election &amp; Registration</b>	<b>12,000.00</b>	<b>7,055.25</b>	<b>12,992.12</b>	<b>(992.12)</b>	<b>108.27</b>
<b>FINANCIAL ADMINISTRATION</b>					
<b>FINANCE</b>					
100 4150 01 120 Finance Payroll	138,232.00	9,343.51	88,765.85	49,466.15	64.22
100 4150 01 204 Dues/Misc Exp.	150.00	16.00	371.00	(221.00)	247.33
100 4150 01 217 Audit	18,500.00	0.00	18,260.38	239.62	98.70
100 4150 01 306 Financial Software Lic/Training	9,000.00	0.00	2,752.75	6,247.25	30.59
100 4150 01 308 Workshops & Training	600.00	0.00	1,254.34	(654.34)	209.06
100 4150 01 401 Contracted Services	7,000.00	1,611.80	15,195.42	(8,195.42)	217.08
100 4150 05 111 Finance-Treasurer Stipend	6,250.00	0.00	3,270.25	2,979.75	52.32
<b>Total Finance</b>	<b>179,732.00</b>	<b>10,971.31</b>	<b>129,869.99</b>	<b>49,862.01</b>	<b>72.26</b>
<b>ASSESSING</b>					
100 4150 02 114 Assessing Payroll	7,566.00	696.97	6,737.95	828.05	89.06
100 4150 02 201 Assessing Supplies	0.00	0.00	371.95	(371.95)	0.00
100 4150 02 204 Dues/Misc Exp.	500.00	0.00	479.00	21.00	95.80
100 4150 02 218 Registry Expense	100.00	30.00	31.00	69.00	31.00
100 4150 02 304 Tax maps	4,000.00	0.00	3,700.00	300.00	92.50
100 4150 02 316 Cell Phone Reimbursement	0.00	0.00	488.04	(488.04)	0.00
100 4150 02 317 Equipment Maintenance/Software	7,000.00	0.00	333.34	6,666.66	4.76
100 4150 02 401 Contracted Services	70,000.00	13,940.00	40,402.50	29,597.50	57.72
<b>Total Assessing</b>	<b>89,166.00</b>	<b>14,666.97</b>	<b>52,543.78</b>	<b>36,622.22</b>	<b>58.93</b>
<b>Town Clerk/Tax Collector</b>					
100 4150 03 112 TC/TC Payroll	141,909.00	11,051.40	94,336.92	47,572.08	66.48
100 4150 03 201 Office Supplies	4,000.00	0.00	2,415.86	1,584.14	60.40
100 4150 03 204 Dues & Memberships	60.00	0.00	60.00	0.00	100.00
100 4150 03 209 Conventions	400.00	0.00	235.00	165.00	58.75
100 4150 03 218 Registry of Deeds	400.00	27.80	177.42	222.58	44.36
100 4150 03 223 Lien Notifications	600.00	0.00	243.75	356.25	40.63
100 4150 03 225 Mileage	400.00	0.00	177.50	222.50	44.38
100 4150 03 269 Restoration of records	3,000.00	0.00	2,970.00	30.00	99.00
100 4150 03 306 Computer Support-Service	11,650.00	0.00	11,618.90	31.10	99.73
100 4150 03 308 Workshops & Training	550.00	0.00	250.00	300.00	45.45

## Town of Stratham For 9/30/2022

	Dept Budget 2022	MTD Actual	YTD Actual 2022	Balance	% Expended
100 4150 03 318 New Equipment	975.00	0.00	975.00	0.00	100.00
<b>Total Town Clerk/Tax Collector</b>	<b>163,944.00</b>	<b>11,079.20</b>	<b>113,460.35</b>	<b>50,483.65</b>	<b>69.21</b>
<b>Total Financial Administration</b>	<b>432,842.00</b>	<b>36,717.48</b>	<b>295,874.12</b>	<b>136,967.88</b>	<b>68.36</b>
<b>COMPUTER SERVICES</b>					
100 4150 04 201 IT Supplies/Materials	7,000.00	1,649.86	10,936.20	(3,936.20)	156.23
100 4150 04 205 Computer services	70,000.00	4,377.00	37,909.97	32,090.03	54.16
<b>Total Computer Services</b>	<b>77,000.00</b>	<b>6,026.86</b>	<b>48,846.17</b>	<b>28,153.83</b>	<b>63.44</b>
<b>LEGAL EXPENSES</b>					
100 4153 01 202 Legal Expenses	30,000.00	17,443.84	29,327.27	672.73	97.76
<b>Total Legal Services</b>	<b>30,000.00</b>	<b>17,443.84</b>	<b>29,327.27</b>	<b>672.73</b>	<b>97.76</b>
<b>PERSONNEL ADMINISTRATION</b>					
100 4155 01 171 Medicare	51,231.00	3,351.45	32,677.54	18,553.46	63.78
100 4155 01 173 New Hampshire Retirement	595,800.00	41,672.52	545,706.00	50,094.00	91.59
100 4155 01 174 Social Security	138,000.00	9,236.08	88,311.66	49,688.34	63.99
100 4155 01 176 Unemployment	1,642.00	0.00	1,642.00	0.00	100.00
100 4155 01 191 Insurance Buyout Program	48,206.00	0.00	24,296.34	23,909.66	50.40
100 4155 01 192 Life/AD&D	7,000.00	544.50	5,479.14	1,520.86	78.27
100 4155 01 193 Long-Term Disability	12,000.00	869.29	7,433.34	4,566.66	61.94
100 4155 01 194 Short-Term Disability	12,000.00	973.13	9,643.36	2,356.64	80.36
100 4155 01 195 Health/Dental Insurance	438,250.00	26,437.77	362,371.91	75,878.09	82.69
100 4155 01 196 HealthTrust HRA/FSA	13,000.00	144.02	14,521.68	(1,521.68)	111.71
100 4155 01 197 Misc. Fees	600.00	0.00	0.00	600.00	0.00
100 4155 01 198 Leave Compensation	8,000.00	1,377.52	2,667.97	5,332.03	33.35
100 4155 02 198 Compensation Adjustments	85,000.00	0.00	0.00	85,000.00	0.00
<b>Total Personnel</b>	<b>1,410,729.00</b>	<b>84,606.28</b>	<b>1,094,750.94</b>	<b>315,978.06</b>	<b>77.60</b>
<b>PLANNING &amp; ZONING</b>					
<b>PLANNING</b>					
100 4191 01 120 Planner Salary	79,000.00	6,353.12	60,978.83	18,021.17	77.19
100 4191 01 121 Bldg. & Code Enf. Coordinator	50,494.00	3,840.00	35,649.14	14,844.86	70.60
100 4191 01 122 Land Use Project Coordinator	20,728.00	1,680.00	5,418.00	15,310.00	26.14
100 4191 01 201 Supplies	1,500.00	0.00	1,644.01	(144.01)	109.60
100 4191 01 203 Legal Ads	3,800.00	0.00	1,546.28	2,253.72	40.69
100 4191 01 204 Dues & Memberships	500.00	0.00	89.99	410.01	18.00
100 4191 01 270 Rockingham Conservation District	500.00	0.00	0.00	500.00	0.00
100 4191 01 271 Rock. Planning Commission	7,669.00	0.00	7,669.00	0.00	100.00
100 4191 01 276 Special Projects	2,500.00	0.00	631.70	1,868.30	25.27
100 4191 01 306 Software License & Training	3,200.00	0.00	1,683.22	1,516.78	52.60
100 4191 01 308 Training	1,000.00	0.00	822.50	177.50	82.25
100 4191 01 318 Equipment	200.00	0.00	56.23	143.77	28.12
100 4191 01 319 Gas - Mileage	75.00	0.00	58.70	16.30	78.27
<b>Total Planning</b>	<b>171,166.00</b>	<b>11,873.12</b>	<b>116,247.60</b>	<b>54,918.40</b>	<b>67.92</b>
<b>BUILDING INSPECTOR/CODE ENFORCEMENT</b>					
100 4191 02 122 BI / CEO Payroll	78,000.00	3,144.25	54,159.23	23,840.77	69.43
100 4191 02 201 Supplies	1,750.00	99.59	2,474.29	(724.29)	141.39
100 4191 02 235 Fire Inspection Fees	800.00	0.00	0.00	800.00	0.00
100 4191 02 260 Plan Review	100.00	0.00	0.00	100.00	0.00
100 4191 02 266 Reference Materials	1,500.00	1,520.50	1,520.50	(20.50)	101.37
100 4191 02 306 Software License & Training	2,500.00	0.00	0.00	2,500.00	0.00
100 4191 02 308 Workshops & Training	2,000.00	0.00	440.00	1,560.00	22.00
100 4191 02 318 Equipment	1,500.00	0.00	82.22	1,417.78	5.48
100 4191 02 376 Vehicle Maintenance	250.00	163.26	723.61	(473.61)	289.44
<b>Total Building Inspector/Code Enforcement</b>	<b>88,400.00</b>	<b>4,927.60</b>	<b>59,399.85</b>	<b>29,000.15</b>	<b>67.19</b>
<b>Total Planning &amp; Zoning</b>	<b>259,566.00</b>	<b>16,800.72</b>	<b>175,647.45</b>	<b>83,918.55</b>	<b>67.67</b>
<b>GENERAL GOVT. BUILDINGS</b>					
100 4194 01 104 Facilities Payroll	52,927.00	4,110.62	43,303.93	9,623.07	81.82
100 4194 01 106 Custodial PT	17,517.00	1,490.72	10,099.39	7,417.61	57.65
100 4194 01 222 MC Supplies	4,500.00	612.14	3,886.44	613.56	86.37
100 4194 01 314 MC Electricity	27,500.00	0.00	15,408.15	12,091.85	56.03
100 4194 01 315 MC Heat	9,440.00	0.00	9,853.85	(413.85)	104.38
100 4194 01 316 MC Telephone	9,486.00	1,425.43	8,126.37	1,359.63	85.67
100 4194 01 318 MC Equipment	3,200.00	185.27	305.15	2,894.85	9.54

## Town of Stratham For 9/30/2022

	Dept Budget 2022	MTD Actual	YTD Actual 2022	Balance	%
					Expended
100 4194 01 375 MC Building Maintenance/Repairs	30,500.00	553.59	23,720.16	6,779.84	77.77
100 4194 02 375 Gifford Building Maintenance/Repairs	5,000.00	118.00	3,282.97	1,717.03	65.66
100 4194 03 375 Foss Property Maintenance/Repairs	2,500.00	0.00	0.00	2,500.00	0.00
100 4194 04 314 Historical Soc. Electricity	1,400.00	0.00	738.11	661.89	52.72
100 4194 04 315 Historical Soc. Heat	5,000.00	0.00	3,940.55	1,059.45	78.81
100 4194 04 375 Historical Building Maintenance/Repairs	2,500.00	0.00	198.00	2,302.00	7.92
100 4194 06 240 Smyk Landscape Maintenance	3,200.00	0.00	885.48	2,314.52	27.67
100 4194 07 375 Park Cottage Maintenance	1,200.00	0.00	1,995.11	(795.11)	166.26
<b>Total General Govt. Buildings</b>	<b>175,870.00</b>	<b>8,495.77</b>	<b>125,743.66</b>	<b>50,126.34</b>	<b>71.50</b>
<b>CEMETERIES</b>					
100 4195 01 141 Cemetery Payroll	40,000.00	1,376.11	15,034.20	24,965.80	37.59
100 4195 01 222 Supplies	2,000.00	139.08	1,757.13	242.87	87.86
100 4195 01 240 Ground Maintenance	8,301.00	1,383.00	9,959.00	(1,658.00)	119.97
100 4195 01 306 Computer Maintenance	500.00	0.00	170.88	329.12	34.18
100 4195 01 317 Equipment Maintenance	4,170.00	26.00	1,432.66	2,737.34	34.36
100 4195 01 318 Equipment	240.00	86.49	304.31	(64.31)	126.80
100 4195 01 401 Contracted Services	1,500.00	0.00	0.00	1,500.00	0.00
<b>Total Cemeteries</b>	<b>56,711.00</b>	<b>3,010.68</b>	<b>28,658.18</b>	<b>28,052.82</b>	<b>50.53</b>
<b>INSURANCE</b>					
100 4196 01 190 Workers' Compensation	46,473.00	0.00	23,144.50	23,328.50	49.80
100 4196 01 248 Property & Liability Insurance	68,288.00	0.00	51,800.23	16,487.77	75.86
<b>Total Insurance</b>	<b>114,761.00</b>	<b>0.00</b>	<b>74,944.73</b>	<b>39,816.27</b>	<b>65.31</b>
<b>OTHER GEN. GOVT.</b>					
100 4199 01 243 Town Ctr Water Contamination Expenses	2,500.00	399.70	5,672.30	(3,172.30)	226.89
100 4199 01 999 ARPA applied costs	0.00	40,650.00	81,200.00	(81,200.00)	0.00
<b>Total Other Gen. Government</b>	<b>2,500.00</b>	<b>41,049.70</b>	<b>86,872.30</b>	<b>(84,372.30)</b>	<b>3,474.89</b>
<b>TOTAL GENERAL GOVERNMENT</b>	<b>2,782,802.00</b>	<b>235,504.65</b>	<b>2,129,974.74</b>	<b>652,827.26</b>	<b>76.54</b>
<b>PUBLIC SAFETY</b>					
<b>POLICE</b>					
<b>PD Payroll</b>					
100 4210 01 130 Police - Full Time	908,206.00	70,572.40	687,291.72	220,914.28	75.68
100 4210 01 131 Secretary Payroll	50,732.00	3,806.42	38,134.97	12,597.03	75.17
100 4210 01 133 Police-Holiday pay	27,125.00	0.00	4,095.63	23,029.37	15.10
100 4210 01 134 Prosecutor Payroll	38,454.00	2,987.58	28,278.55	10,175.45	73.54
100 4210 01 135 Police Overtime	105,000.00	5,534.09	44,651.06	60,348.94	42.52
100 4210 01 136 Police - PT	20,000.00	0.00	8,255.48	11,744.52	41.28
<b>Total Payroll</b>	<b>1,149,517.00</b>	<b>82,900.49</b>	<b>810,707.41</b>	<b>338,809.59</b>	<b>70.53</b>
<b>PD Operations</b>					
100 4210 02 201 PD Office Supplies	8,000.00	853.96	2,897.84	5,102.16	36.22
100 4210 02 226 Community Service Program	1,000.00	0.00	517.94	482.06	51.79
100 4210 02 278 Special Response Team (SERT)	2,500.00	0.00	2,500.00	0.00	100.00
100 4210 02 305 Technical Support	18,000.00	846.76	9,123.38	8,876.62	50.69
100 4210 02 308 Training & Dues	22,000.00	1,022.64	10,515.56	11,484.44	47.80
100 4210 02 310 Uniforms	12,000.00	2,969.30	9,471.47	2,528.53	78.93
100 4210 02 317 Equipment Repairs	3,000.00	0.00	830.84	2,169.16	27.69
100 4210 02 318 New Equipment	8,000.00	456.60	9,741.10	(1,741.10)	121.76
100 4210 02 319 Gas & Oil	19,000.00	3,367.90	17,649.04	1,350.96	92.89
100 4210 02 376 Vehicle Maintenance	17,000.00	4,101.78	18,454.59	(1,454.59)	108.56
100 4210 02 888 PD Grant Paid Expenditures	0.00	0.00	11,213.10	(11,213.10)	0.00
<b>Total PD Operations</b>	<b>110,500.00</b>	<b>13,618.94</b>	<b>92,914.86</b>	<b>17,585.14</b>	<b>84.09</b>
<b>PD Building</b>					
100 4210 03 314 Electricity	11,000.00	0.00	5,582.70	5,417.30	50.75
100 4210 03 315 Heating	4,500.00	0.00	3,945.96	554.04	87.69
100 4210 03 316 Telephone	8,000.00	789.57	5,283.08	2,716.92	66.04
100 4210 03 375 PD Building Maintenance	16,000.00	207.78	5,961.83	10,038.17	37.26
<b>Total PD Building</b>	<b>39,500.00</b>	<b>997.35</b>	<b>20,773.57</b>	<b>18,726.43</b>	<b>52.59</b>
<b>Total Police</b>	<b>1,299,517.00</b>	<b>97,516.78</b>	<b>924,395.84</b>	<b>375,121.16</b>	<b>71.13</b>
<b>FIRE DEPARTMENT</b>					
<b>FD Operations</b>					
100 4220 01 100 Fire Dept. Payroll	343,208.00	19,344.12	176,633.00	166,575.00	51.47

**Town of Stratham**  
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	Dept Budget 2022	MTD Actual	YTD Actual 2022	Balance	%
					Expended
100 4220 01 130 FD Detail	5,000.00	187.50	4,925.00	75.00	98.50
100 4220 01 204 Dues	2,500.00	1,060.00	2,331.35	168.65	93.25
100 4220 01 222 Supplies	2,500.00	292.53	2,415.71	84.29	96.63
100 4220 01 228 EMS Supplies	13,000.00	1,177.17	9,434.30	3,565.70	72.57
100 4220 01 236 Fire Prevention	3,000.00	0.00	1,633.00	1,367.00	54.43
100 4220 01 243 Haz-Mat Start Team	3,200.00	0.00	3,198.20	1.80	99.94
100 4220 01 245 Insurance	1,232.00	0.00	0.00	1,232.00	0.00
100 4220 01 308 Training & Conferences	3,000.00	1,435.00	4,050.01	(1,050.01)	135.00
100 4220 01 310 Uniforms	3,000.00	95.00	898.35	2,101.65	29.95
100 4220 01 317 Equipment Maintenance	28,000.00	4,917.44	34,962.50	(6,962.50)	124.87
100 4220 01 318 New Equipment	31,800.00	598.42	9,307.07	22,492.93	29.27
100 4220 01 319 Gas & Oil	4,500.00	965.80	4,460.75	39.25	99.13
100 4220 01 323 Billing Expenses	13,000.00	1,277.16	11,074.78	1,925.22	85.19
100 4220 01 999 COVID expenses	2,000.00	0.00	618.60	1,381.40	30.93
<b>Total FD Operations</b>	<b>458,940.00</b>	<b>31,350.14</b>	<b>265,942.62</b>	<b>192,997.38</b>	<b>57.95</b>
<b>FD Building</b>					
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	6,000.00	125.96	6,719.73	(719.73)	112.00
100 4220 02 314 Electricity	15,000.00	0.00	9,285.86	5,714.14	61.91
100 4220 02 315 Heat	16,000.00	0.00	16,404.54	(404.54)	102.53
100 4220 02 316 Telephone	8,000.00	962.18	5,247.33	2,752.67	65.59
100 4220 02 375 Building Maintenance & Repairs	12,000.00	2,869.03	13,229.20	(1,229.20)	110.24
<b>Total FD Building</b>	<b>58,000.00</b>	<b>3,957.17</b>	<b>50,886.66</b>	<b>7,113.34</b>	<b>87.74</b>
<b>Total Fire Department</b>	<b>516,940.00</b>	<b>35,307.31</b>	<b>316,829.28</b>	<b>200,110.72</b>	<b>61.29</b>
<b>EMERGENCY MANAGEMENT</b>					
100 4290 01 227 Emergency Management Expenses	9,638.00	0.00	6,444.35	3,193.65	66.86
<b>Total Emergency Management</b>	<b>9,638.00</b>	<b>0.00</b>	<b>6,444.35</b>	<b>3,193.65</b>	<b>66.86</b>
<b>DISPATCH SERVICES</b>					
100 4299 01 316 Dispatch Phone Expense	1,000.00	73.06	617.69	382.31	61.77
<b>Total Public Safety</b>	<b>1,827,095.00</b>	<b>132,897.15</b>	<b>1,248,287.16</b>	<b>578,807.84</b>	<b>68.32</b>
<b>PUBLIC WORKS</b>					
<b>HIGHWAY</b>					
100 4312 01 140 Highway Payroll	238,449.00	15,455.45	174,914.61	63,534.39	73.36
100 4312 01 141 Highway Overtime	29,952.00	663.71	17,872.10	12,079.90	59.67
100 4312 01 142 Temporary Plow Drivers	10,000.00	0.00	4,217.89	5,782.11	42.18
100 4312 01 210 Hwy Vehicle Purchase	33,161.00	32,791.29	32,791.29	369.71	98.89
100 4312 01 211 Drainage	7,392.00	497.90	4,887.65	2,504.35	66.12
100 4312 01 222 Supplies	4,200.00	2,129.50	6,380.34	(2,180.34)	151.91
100 4312 01 224 Meals	1,000.00	0.00	1,151.25	(151.25)	115.13
100 4312 01 279 Substance Abuse Testing	1,250.00	87.00	1,156.50	93.50	92.52
100 4312 01 303 Rented Equipment	6,000.00	373.89	2,150.50	3,849.50	35.84
100 4312 01 306 Computer Software Maintenance	1,734.00	0.00	1,198.99	535.01	69.15
100 4312 01 308 Training	1,500.00	0.00	65.00	1,435.00	4.33
100 4312 01 310 Uniforms	5,740.00	165.00	4,004.39	1,735.61	69.76
100 4312 01 314 Electricity	8,750.00	0.00	5,563.73	3,186.27	63.59
100 4312 01 315 Heating	2,500.00	0.00	1,109.96	1,390.04	44.40
100 4312 01 316 Telephone	4,208.00	327.15	2,122.19	2,085.81	50.43
100 4312 01 317 Equipment Repairs & Maintenance	50,000.00	1,326.05	54,104.39	(4,104.39)	108.21
100 4312 01 318 New Equipment & Signs	8,400.00	2,396.83	6,288.28	2,111.72	74.86
100 4312 01 319 Gas & Oil	39,200.00	3,164.20	30,039.47	9,160.53	76.63
100 4312 01 320 Road Paint	10,080.00	55.24	648.74	9,431.26	6.44
100 4312 01 321 Salt	55,300.00	0.00	514.50	54,785.50	0.93
100 4312 01 322 Aggregate	8,500.00	0.00	5,168.45	3,331.55	60.81
100 4312 01 325 Paving & Road Reconstruction	150,000.00	146,109.03	150,698.60	(698.60)	100.47
100 4312 01 375 Building Maintenance	20,000.00	867.00	4,372.03	15,627.97	21.86
100 4312 01 401 Contracted Services	3,500.00	0.00	1,955.00	1,545.00	55.86
<b>Total Highway</b>	<b>700,816.00</b>	<b>206,409.24</b>	<b>513,375.85</b>	<b>187,440.15</b>	<b>73.25</b>
<b>STREET LIGHTING</b>					
100 4316 01 314 Street Lighting	10,000.00	0.00	6,323.10	3,676.90	63.23

**Town of Stratham**  
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	Dept Budget 2022	MTD Actual	YTD Actual 2022	Balance	% Expended
<b>Total Public Works</b>	<b>710,816.00</b>	<b>206,409.24</b>	<b>519,698.95</b>	<b>191,117.05</b>	<b>73.11</b>
<b>SANITATION</b>					
<b>SOLID WASTE COLL. &amp; DISPOSAL</b>					
100 4323 01 142 Sanitation Payroll	41,000.00	2,833.54	30,293.55	10,706.45	73.89
100 4323 01 212 MSW/Recycling Coll. & Disposal	925,816.00	79,764.34	542,662.18	383,153.82	58.61
100 4323 01 242 Hazardous Waste Collection	5,277.00	0.00	920.00	4,357.00	17.43
100 4323 01 247 Landfill Closure Costs	9,500.00	594.29	10,416.69	(916.69)	109.65
100 4323 01 309 Transfer Station Expenses	95,081.00	13,373.40	63,692.34	31,388.66	66.99
100 4323 01 314 Electricity	810.00	0.00	506.49	303.51	62.53
100 4323 01 317 Materials & Supplies	6,144.00	0.00	645.60	5,498.40	10.51
<b>Total Solid Waste Coll. &amp; Disposal</b>	<b>1,083,628.00</b>	<b>96,565.57</b>	<b>649,136.85</b>	<b>434,491.15</b>	<b>59.90</b>
<b>PUBLIC WORKS (OTHER)</b>					
<b>HEALTH</b>					
<b>ANIMAL CONTROL</b>					
100 4414 01 244 Impoundment Fees/Supplies	600.00	0.00	0.00	600.00	0.00
<b>Total Animal Control</b>	<b>600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>600.00</b>	<b>0.00</b>
<b>PEST CONTROL</b>					
100 4414 02 326 Pest Control Contracted Services	54,144.00	7,625.00	38,205.00	15,939.00	70.56
<b>PUBLIC SERVICE AGENCIES</b>					
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.	3,000.00	0.00	0.00	3,000.00	0.00
100 4415 01 352 Waypoint	2,500.00	0.00	0.00	2,500.00	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 01 357 Richie McFarland Children's Center	4,200.00	0.00	0.00	4,200.00	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	5,420.00	0.00	0.00	5,420.00	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
<b>Total Public Service Agencies</b>	<b>39,620.00</b>	<b>0.00</b>	<b>0.00</b>	<b>39,620.00</b>	<b>0.00</b>
<b>WELFARE</b>					
<b>DIRECT ASSISTANCE</b>					
100 4445 01 314 Public Asst. Electricity	1,250.00	0.00	0.00	1,250.00	0.00
100 4445 01 340 Public Asst. Food	150.00	0.00	50.00	100.00	33.33
100 4445 01 341 Public Asst. Heat	1,500.00	0.00	981.20	518.80	65.41
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	7,500.00	0.00	1,609.44	5,890.56	21.46
100 4445 01 345 Public Asst. Misc. Assistance	875.00	0.00	59.40	815.60	6.79
<b>Total Direct Assistance</b>	<b>11,375.00</b>	<b>0.00</b>	<b>2,700.04</b>	<b>8,674.96</b>	<b>23.74</b>
<b>CULTURE &amp; RECREATION</b>					
<b>PARKS</b>					
100 4520 01 144 PT Ranger Payroll	78,871.00	4,456.80	34,069.35	44,801.65	43.20
100 4520 01 201 Supplies	400.00	0.00	499.24	(99.24)	124.81
100 4520 01 240 Grounds Maintenance	36,480.00	7,330.00	40,424.87	(3,944.87)	110.81
100 4520 01 308 Training	350.00	0.00	0.00	350.00	0.00
100 4520 01 310 Uniforms	600.00	0.00	52.40	547.60	8.73
100 4520 01 314 Electricity	6,100.00	0.00	4,973.56	1,126.44	81.53
100 4520 01 317 Equipment Maintenance	3,500.00	3,298.17	4,113.60	(613.60)	117.53
100 4520 01 330 Park Maintenance Supplies	4,625.00	1,035.73	5,237.88	(612.88)	113.25
100 4520 01 376 Park Vehicle Maintenance	4,000.00	100.10	4,293.66	(293.66)	107.34
100 4520 01 377 All Other Park Building Maintenance	5,050.00	1,152.50	7,309.15	(2,259.15)	144.74
<b>Total Parks</b>	<b>139,976.00</b>	<b>17,373.30</b>	<b>100,973.71</b>	<b>39,002.29</b>	<b>72.14</b>

**Town of Stratham**  
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	Dept Budget 2022	MTD Actual	YTD Actual 2022	Balance	% Expended
<b>RECREATION</b>					
100 4520 02 145 Recreation Payroll	74,284.00	6,437.23	62,700.70	11,583.30	84.41
100 4520 02 147 Program Asst Salary	48,445.00	4,069.68	29,038.96	19,406.04	59.94
100 4520 02 201 Office Expenses	1,200.00	0.00	1,204.25	(4.25)	100.35
100 4520 02 273 Seniors Trips	6,000.00	0.00	13,343.30	(7,343.30)	222.39
100 4520 02 316 Cellphone Reimbursement	1,302.00	0.00	1,138.76	163.24	87.46
100 4520 02 319 Gas-Mileage	650.00	0.00	439.91	210.09	67.68
100 4520 02 324 Brochures/Newsletters	1,500.00	69.99	729.95	770.05	48.66
100 4520 02 328 Special Events	13,000.00	32.58	2,116.93	10,883.07	16.28
<b>Total Recreation</b>	<b>146,381.00</b>	<b>10,609.48</b>	<b>110,712.76</b>	<b>35,668.24</b>	<b>75.63</b>
<b>Total Parks &amp; Recreation</b>	<b>286,357.00</b>	<b>27,982.78</b>	<b>211,686.47</b>	<b>74,670.53</b>	<b>73.92</b>
<b>LIBRARY</b>					
100 4550 01 147 Library Payroll	430,548.00	30,633.25	294,579.29	135,968.71	68.42
100 4550 01 249 Non-salary expenses	104,200.00	35,000.00	105,000.00	(800.00)	100.77
<b>Total Library</b>	<b>534,748.00</b>	<b>65,633.25</b>	<b>399,579.29</b>	<b>135,168.71</b>	<b>74.72</b>
<b>PATRIOTIC PURPOSES</b>					
100 4583 01 238 Flags	500.00	0.00	0.00	500.00	0.00
100 4583 01 277 Patriotic Misc.	1,200.00	0.00	366.24	833.76	30.52
<b>Total Patriotic Purposes</b>	<b>1,700.00</b>	<b>0.00</b>	<b>366.24</b>	<b>1,333.76</b>	<b>21.54</b>
<b>CONSERVATION</b>					
100 4611 01 207 Conservation Commission	5,000.00	0.00	634.47	4,365.53	12.69
<b>HERITAGE COMMISSION</b>					
100 4619 01 215 Heritage Administrative Expenses	400.00	0.00	124.91	275.09	31.23
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	50.00	150.00	25.00
<b>TOTAL EXPENSES</b>	<b>5,700.00</b>	<b>0.00</b>	<b>174.91</b>	<b>5,525.09</b>	<b>3.07</b>
<b>ECONOMIC DEV. COMM.</b>					
<b>TOWN CENTER REVITALIZATION</b>					
<b>ENERGY COMMISSION</b>					
100 4660 02 281 Energy Commission Expenses	1,200.00	0.00	0.00	1,200.00	0.00
<b>DEBT SERVICE</b>					
<b>PRINCIPLE - LONG TERM</b>					
100 4711 00 400 Debt Service Principal	570,000.00	0.00	570,000.00	0.00	100.00
<b>INTEREST - LONG TERM</b>					
100 4721 00 401 Debt Service Interest	135,400.00	0.00	135,400.00	0.00	100.00
<b>CAPITAL OUTLAY</b>					
<b>LAND</b>					
<b>MACH/EQUIP/VEHICLE CIP EXPENSES</b>					
100 4902 20 900 Town-wide Computer Replacement-prior	7,210.82	2,804.95	6,474.91	735.91	89.79
100 4902 20 901 Town-wide Computer Replacement-current	5,000.00	0.00	0.00	5,000.00	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 22 900 Town-wide Technology - prior	16,803.10	0.00	10,969.97	5,833.13	65.29
100 4902 22 901 Town-wide Technology - current	7,000.00	0.00	0.00	7,000.00	0.00
100 4902 23 900 Police Station Solar Array Buyout - prior	5,000.00	0.00	0.00	5,000.00	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	2,202.00	0.00	2,202.00	0.00	100.00
100 4902 24 901 Traffic Control Program - current	5,000.00	0.00	2,483.00	2,517.00	49.66
100 4902 25 900 MC Town vehicles - prior	15,000.00	0.00	0.00	15,000.00	0.00
100 4902 26 900 PD Cruiser Replacement - prior	4,410.49	0.00	4,410.49	0.00	100.00
100 4902 26 901 PD Cruiser Replacement - current	39,000.00	0.00	31,539.51	7,460.49	80.87
<b>TOTAL MACH/EQUIP/VEHICLE CIP EXPENSES</b>	<b>121,626.41</b>	<b>2,804.95</b>	<b>58,079.88</b>	<b>63,546.53</b>	<b>47.75</b>
<b>BUILDING CIP EXPENSES</b>					
100 4903 30 900 Library Interior Improvements-prior	20,000.00	0.00	0.00	20,000.00	0.00
100 4903 30 901 Library Interior Improvements-current	15,000.00	0.00	0.00	15,000.00	0.00
100 4903 39 900 Library Assessment & Facility Plan - prior	20,000.00	0.00	20,000.00	0.00	100.00

**Town of Stratham**  
**For 9/30/2022**

	Dept Budget 2022	MTD Actual	YTD Actual 2022	Balance	% Expended
<b>TOTAL BUILDINGS</b>	<b>55,000.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>35,000.00</b>	<b>36.36</b>
<b>ALL OTHER/NON-BUILDING CIP EXPENSES</b>					
100 4909 40 900 Cemetery Improvements - prior	26,503.12	0.00	13,888.13	12,614.99	52.40
100 4909 50 900 Parks Facilities Improvements - prior	3,000.00	0.00	3,000.00	0.00	100.00
100 4909 50 901 Parks Facilities Improvements - current	7,000.00	0.00	0.00	7,000.00	0.00
100 4909 51 900 Parks Rds/Parking Lot Improvements - prior	9,000.00	0.00	0.00	9,000.00	0.00
100 4909 51 901 Parks Rds/Parking Improvements - current	7,000.00	0.00	0.00	7,000.00	0.00
100 4909 59 900 Parks-Open Space Connectivity Plan - prior	10,000.00	0.00	0.00	10,000.00	0.00
100 4909 59 901 Parks-Open Space Connectivity Plan - current	35,000.00	0.00	0.00	35,000.00	0.00
100 4909 60 900 SHP Facilities & Fields Improvments - prior	7,296.87	0.00	0.00	7,296.87	0.00
100 4909 60 901 SHP Facilities & Fields Improvments - current	22,000.00	0.00	0.00	22,000.00	0.00
100 4909 61 900 SHP Roads/Parking Improvments - prior	56,000.00	0.00	0.00	56,000.00	0.00
100 4909 69 901 SHP Area Plan - current	25,000.00	0.00	0.00	25,000.00	0.00
100 4909 71 900 Town-wide Parking Lots Paving - prior	54,000.00	0.00	0.00	54,000.00	0.00
100 4909 71 901 Town-wide Parking Lots Paving - current	27,000.00	0.00	0.00	27,000.00	0.00
100 4909 72 900 Road Reconstruction Program - prior	59,008.61	35,809.22	59,008.61	0.00	100.00
100 4909 72 901 Road Reconstruction Program - current	145,000.00	192,705.57	142,705.57	2,294.43	98.42
100 4909 74 900 Bike & Ped Transp Improvements- prior	10,000.00	0.00	0.00	10,000.00	0.00
100 4909 74 901 Bike & Ped Transp Improvements- current	5,000.00	0.00	0.00	5,000.00	0.00
100 4909 75 900 State Roadway/Intersection Proj Partic- prior	50,000.00	0.00	0.00	50,000.00	0.00
100 4909 75 901 State Roadway/Intersection Proj Partic-current	25,000.00	0.00	0.00	25,000.00	0.00
100 4909 81 900 Stormwater Planning - prior	48,000.00	0.00	0.00	48,000.00	0.00
100 4909 82 900 Water & Sewer Infrastructure Study - prior	20,000.00	0.00	0.00	20,000.00	0.00
100 4909 91 900 Revaluation Expenses - prior	42,100.35	0.00	9,695.36	32,404.99	23.03
100 4909 91 901 Revaluation Expenses - current	24,000.00	0.00	0.00	24,000.00	0.00
100 4909 92 900 PFAS Response & Remediation - prior	49,439.35	0.00	49,752.68	(313.33)	100.63
100 4909 92 901 PFAS Response & Remediation - current	75,000.00	5,295.50	39,086.43	35,913.57	52.12
100 4909 99 900 Master Plan Update - prior	38,237.50	0.00	0.00	38,237.50	0.00
<b>TOTAL ALL OTHER/NON-BUILDING CIP EXPENSES</b>	<b>879,585.80</b>	<b>233,810.29</b>	<b>317,136.78</b>	<b>562,449.02</b>	<b>36.06</b>
<b>TOTAL CIP EXPENSES</b>	<b>1,056,212.21</b>	<b>236,615.24</b>	<b>395,216.66</b>	<b>660,995.55</b>	<b>37.42</b>
<b>TOTAL OPERATING BUDGET ONLY</b>	<b>8,050,185.00</b>	<b>772,617.64</b>	<b>5,906,444.12</b>	<b>2,143,740.88</b>	<b>73.37</b>
<b>OPERATING TRANSFERS OUT</b>					
<b>CAPITAL PROJECT FUND</b>					
<b>TRANSFERS TO CAPITAL RES. FUND</b>					
100 4915 04 295 FD Cap Reserves	110,000.00	0.00	110,000.00	0.00	100.00
100 4915 04 296 Radio Communication Cap Res	5,000.00	0.00	5,000.00	0.00	100.00
100 4915 04 330 Highway Vehicle Cap Res	125,000.00	0.00	125,000.00	0.00	100.00
100 4916 01 599 Heritage Preservation	50,000.00	0.00	50,000.00	0.00	100.00
<b>TOTAL TRANSFERS TO CAPITAL RES. FUND</b>	<b>290,000.00</b>	<b>0.00</b>	<b>290,000.00</b>	<b>0.00</b>	<b>100.00</b>
<b>PAYMENTS TO OTHER GOVERNMENTS</b>					
100 4933 11 686 CMS Assessments	12,386,136.00	1,083,670.00	9,135,126.00	3,251,010.00	73.75
100 4933 11 687 SMS Assessments	10,878,304.00	989,145.00	7,910,869.00	2,967,435.00	72.72
<b>TOTAL OTHER PAYMENTS</b>	<b>23,264,440.00</b>	<b>2,072,815.00</b>	<b>17,045,995.00</b>	<b>6,218,445.00</b>	<b>73.27</b>
<b>INSURANCE REIMBURSEMENTS</b>					
<b>TOTAL GRANTS &amp; INSURANCE</b>					
<b>GRAND TOTAL ALL EXPENSES</b>	<b>32,660,837.21</b>	<b>3,082,047.88</b>	<b>23,637,655.78</b>	<b>9,023,181.43</b>	<b>72.37</b>

**Town of Stratham**  
**Report of Trustees of the Trust Funds**  
**FY22 - As of August 31, 2022**

Date of Creation	Name of Fund	Purpose of Fund	How Invested	PRINCIPAL			INCOME				TOTAL	Ending Market Value
				Balance Beginning of Year	Additions- Withdrawals Gain-Loss	Balance End of Year	Balance Beginning of Year	Net Income	Expended During Year	Balance End of Year	Principal & Income	
<b>CEMETERY FUNDS:</b>												
1913-2021	Cemetery Funds	Cemetery/Perpetual Care	Common Investment	474,610.17	18,869.51	493,479.68	101,783.37	5,668.34	-	107,451.71	<b>600,931.39</b>	
<b>TOTAL CEMETERY FUNDS</b>				<b>\$ 474,610.17</b>	<b>\$ 18,869.51</b>	<b>\$ 493,479.68</b>	<b>\$ 101,783.37</b>	<b>\$ 5,668.34</b>	<b>-</b>	<b>\$ 107,451.71</b>	<b>\$ 600,931.39</b>	
<b>TRUST FUNDS:</b>												
1987	Barker 4-H Scholarship	Scholarship	Common Investment	4,785.76	190.27	4,976.03	2,261.56	57.16	(250.00)	2,068.72	<b>7,044.75</b>	
1924-1967	Library Funds	Library	Common Investment	113,363.57	4,507.12	117,870.69	2,511.87	1,353.94	(2,511.87)	1,353.94	<b>119,224.63</b>	
2018	Mary & Walter Smyk Park Trust	Parks/Recreation	Common Investment	302,190.05	12,014.47	314,204.52	18,575.51	3,609.13	-	22,184.64	<b>336,389.16</b>	
1989	Scamman/Park Trust	Parks/Recreation	Common Investment	981.26	39.01	1,020.27	421.72	11.72	-	433.44	<b>1,453.71</b>	
1989	Scamman Scholarship	Scholarship	Common Investment	3,688.73	146.67	3,835.40	2,282.70	44.08	-	2,326.78	<b>6,162.18</b>	
1932-1977	Stratham Hill Park	Parks/Recreation	Common Investment	40,595.67	1,614.00	42,209.67	32,397.95	484.85	-	32,882.80	<b>75,092.47</b>	
1966	Stratham Hill Park Association	Parks/Recreation	Common Investment	84,685.45	3,366.92	88,052.37	48,348.90	1,011.42	(4,000.00)	45,360.32	<b>133,412.69</b>	
1997	Winnicutt Grange Education Fund	Educational Purposes	Common Investment	7,138.20	283.80	7,422.00	409.01	85.25	-	494.26	<b>7,916.26</b>	
<b>TOTAL TRUST FUNDS</b>				<b>\$1,032,038.86</b>	<b>\$ 41,031.77</b>	<b>\$1,073,070.63</b>	<b>\$ 208,992.59</b>	<b>\$ 12,325.89</b>	<b>\$ (6,761.87)</b>	<b>\$ 214,556.61</b>	<b>\$1,287,627.24</b>	<b>\$ -</b>
<b>CAPITAL RESERVES &amp; OTHER FUNDS:</b>												
2017	350th Anniversary Trust	Celebration/Old Home Day	Common Investment	3,683.80	(8.42)	3,675.38	-	20.20	-	20.20	<b>3,695.58</b>	
2003	Debbie Greenburg Trust	Educational Purposes	Common Investment	4,293.00	(9.81)	4,283.19	-	23.54	-	23.54	<b>4,306.73</b>	
2010	Employee Termination Trust	Capital Reserve (Other)	Common Investment	102,573.50	(234.25)	102,339.25	-	562.26	-	562.26	<b>102,901.51</b>	
2014	Heritage Preservation Trust	Discretionary/Benefit to the Town	Common Investment	176,529.69	49,556.45	226,086.14	-	1,063.59	(11,450.00)	(10,386.41)	<b>215,699.73</b>	
2015	Highway Vehicle Capital Reserve	Maintenance & Repair	Common Investment	358,191.51	124,041.72	482,233.23	-	2,297.02	-	2,297.02	<b>484,530.25</b>	
1988	Land Conservation Fund	Environmental Purposes	Common Investment	606,022.54	(1,380.98)	604,641.56	-	3,314.86	(1,750.00)	1,564.86	<b>606,206.42</b>	
2001	Radio Communications Equipment	Maintenance & Repair	Common Investment	54,436.54	4,872.34	59,308.88	-	301.91	(7,846.30)	(7,544.39)	<b>51,764.49</b>	
2009	SMS Maintenance Trust	Maintenance & Repair	Common Investment	172,289.94	(393.43)	171,896.51	-	944.42	-	944.42	<b>172,840.93</b>	
2009	SMS Special Education Trust	Special Education	Common Investment	480,802.44	(1,097.97)	479,704.47	-	2,635.56	-	2,635.56	<b>482,340.03</b>	
2012	Stratham Fair Capital Improvements	Fire Department Donation	Common Investment	20,483.47	(46.78)	20,436.69	-	112.29	-	112.29	<b>20,548.98</b>	
2012	Stratham Fair Operating	Fire Department Donation	Common Investment	62,161.59	(141.94)	62,019.65	-	340.74	-	340.74	<b>62,360.39</b>	
2012	Stratham Fair Rainy Day Fund	Fire Department Donation	Common Investment	15,272.65	(34.87)	15,237.78	-	83.72	-	83.72	<b>15,321.50</b>	
1998	SVFD Capital Reserve	Fire Department Donation	Common Investment	502,353.18	108,729.32	611,082.50	-	3,047.19	-	3,047.19	<b>614,129.69</b>	
2012	SVFD Fair Trust	Fire Department Donation	Common Investment	107,884.63	(246.37)	107,638.26	-	591.38	-	591.38	<b>108,229.64</b>	
2012	SVFD J Hutton Fund	Fire Department Donation	Common Investment	10,466.11	(23.90)	10,442.21	-	57.38	-	57.38	<b>10,499.59</b>	
2012	SVFD R Wiggin Fund	Fire Department Donation	Common Investment	11,788.81	(26.92)	11,761.89	-	64.63	-	64.63	<b>11,826.52</b>	
2012	SVFD C Scamman Fund	Fire Department Donation	Common Investment	6,369.79	(14.55)	6,355.24	-	34.91	-	34.91	<b>6,390.15</b>	
2012	Town Buildings & Grounds	Maintenance & Repair	Common Investment	334,514.59	(763.91)	333,750.68	-	1,833.68	-	1,833.68	<b>335,584.36</b>	
<b>TOTAL CAPITAL RESERVES &amp; OTHER FUNDS</b>				<b>\$3,030,117.78</b>	<b>\$ 282,775.73</b>	<b>\$3,312,893.51</b>	<b>\$ -</b>	<b>\$ 17,329.28</b>	<b>\$ (21,046.30)</b>	<b>\$ (3,717.02)</b>	<b>\$3,309,176.49</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>				<b>\$4,062,156.64</b>	<b>\$ 323,807.50</b>	<b>\$4,385,964.14</b>	<b>\$ 208,992.59</b>	<b>\$ 29,655.17</b>	<b>\$ (27,808.17)</b>	<b>\$ 210,839.59</b>	<b>\$4,596,803.73</b>	<b>\$ -</b>

TRUSTEES OF THE TRUST FUNDS: Mikki Deschaine (Chair), Patricia Lovejoy, Donna Marsh

**From:** [David Moore](#)  
**To:** [Anthony King](#); [Christiane McAllister](#); [Deborah Bakie](#); [Jim Marchese](#); [Mark Connors](#); [Nathaniel Mears](#); [Seth Hickey](#)  
**Cc:** [Jeff Denton](#); [Steve Butzel \(librarydirector@wigginml.org\)](mailto:steve.butzel@wigginml.org)  
**Subject:** 2022 Performance Appraisal Process  
**Date:** Tuesday, October 11, 2022 10:29:00 AM  
**Attachments:** [Form A Employee self appraisal.pdf](#)

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Good morning,

As you are aware, the Town of Stratham has an annual performance evaluation process. The Select Board takes this process seriously as it can encourage good discussions, ensure we are having conversations about expectations, and is helpful for ensuring growth, training and setting goals for the year ahead for each employee. For those needing a refresher (or who are still someone new), here is a summary of our process:

1. First, department heads request employees to fill out their employees Form A self-appraisal (setting your own date to receive them back from employees).
2. Next, Department heads fill out their own Form Bs for each employee, informed in part by the Form A responses.
3. Next, Department heads should meet with each employee have them sign the Form B.
4. Finally, both the Form A and Form B to me by November 30<sup>th</sup>.

**Please be sure to think through the schedule to achieve the steps above to ensure you allow adequate time for self-appraisals, receiving them and filling out the Form Bs for each employee, and holding your meetings to discuss them prior to returning them to me on November 30<sup>th</sup>.**

The Form Bs are matrix forms that are tailored based on the job description for each individual position. If you don't have Form Bs prepared for those you supervise, I will be happy to assist in ensuring you get them.

David M.

David Moore  
Town Administrator

***Are you signed-up for our Select Board Newsletter?***

*Please visit <https://www.strathamnh.gov/subscribe> or simply reply to this e-mail asking to be added to our list!*

Town of Stratham, NH  
10 Bunker Hill Avenue  
Stratham, NH 03885

(603) 772-7391 ext. 181

## EMPLOYEE SELF APPRAISAL FORM

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EMPLOYEE NAME \_\_\_\_\_ DATE \_\_\_\_\_

Reason for Appraisal: \_\_\_ Annual \_\_\_ Promotion \_\_\_ Merit \_\_\_ Other

Starting Date in Position: \_\_\_/\_\_\_/\_\_\_ Date of Last Appraisal: \_\_\_/\_\_\_/\_\_\_

This self appraisal is intended to help employees reflect on their performance and work situation over the appraisal period and to be prepared to participate actively in the appraisal conversation with their supervisor. It provides the supervisor with valuable information from the employee's perspective. This form will become part of an employee's permanent personnel record attached to the corresponding performance appraisal form.

1. Since your last appraisal, what job-related accomplishments, goals, or parts of your work are you most proud of, and why?
  
  
  
  
  
  
  
  
  
  
2. Which, if any, of your responsibilities could you have performed better? What affected your performance?
  
  
  
  
  
  
  
  
  
  
3. What goals would you like to achieve in the coming year? How do those goals add value to the work of the department and the Town? Do you anticipate needing your supervisor's assistance to achieve those goals?
  
  
  
  
  
  
  
  
  
  
4. What courses, training, or experience most benefited you since your last appraisal? Is there additional training you would like to pursue or new skills you would like to develop? How will that help you in your position?
  
  
  
  
  
  
  
  
  
  
5. What suggestions or ideas do you have for your position or for the department?
  
  
  
  
  
  
  
  
  
  
6. What, if any, other topics related to your position would you like to discuss?

**From:** [Tara Madden](#)  
**To:** [Tara Madden](#)  
**Subject:** October Wellness... Healthy YOU 2022  
**Date:** Monday, October 03, 2022 11:30:24 AM  
**Attachments:** [LifeResources Employee Flyer.pdf](#)

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Happy October, 

It was suggested that I introduce myself in my Wellness Coordinator role since there are new employees that have joined our ranks! Basically, I implement campaigns and activities which promote health and wellness in the workplace. I also serve as the “worksite wellness advocate” for the HealthTrust Slice of Life program (where employees can earn cash rewards) as well as promote and distribute information regarding HealthTrust’s programs and events. For those that don’t know, HealthTrust is a nonprofit provider of medical, dental, prescription drug and ancillary benefit plans exclusive to public sector employees and their families in NH. Please note that [all employees](#) (whether part-time or full-time, regardless of benefits status) are able to participate in the events that we host here at the Town (Fresh Fruit Fridays, wellness activity prize drawings, etc.). All employees are also welcome to use the EAP (Employee Assistance Program). Please see the attached link for more information.

October is one my favorite months to enjoy being outside. Take a hike, or go for a walk (the beaches are less crowded) and appreciate the cooler temperatures and beautiful fall foliage.

October boasts National Chocolate Day on October 28<sup>th</sup>. Dark chocolate (consisting of 70% cocoa or more) is rich in antioxidants, and may provide many health benefits for your heart and brain. Due to its high fat content, however, you need to eat it in moderation. Come enjoy [a square](#) ☺ of various premium dark chocolates in the break room on [Friday, October 28<sup>th</sup>](#).

October is also Breast Cancer Awareness month. According to the CDC, each year in the US about 255,000 women are diagnosed with breast cancer. Early detection is crucial. The HealthTrust page has many resources available. Check it out and get your screenings done!

How long can you smile? World Smile Day on October 7<sup>th</sup> ☺ Statistics say that smiling helps fight off stress and improves your mood. Next time you’re feeling grumpy, smile ☺?

So keep smiling ☺ (maybe eat that piece of dark chocolate) and get your screenings done.

The next gift-card-of-your-choice drawing will be in November! [This is open to ALL](#) (part-time, full-time) just let me know (if you haven’t already) what type of exercise you are doing in order to participate. The goal is to get you moving!

Stay healthy,

Tara

## LifeResources Employee Assistance Program (EAP)

LifeResources Employee Assistance Program (EAP) helps with issues – large or small – that can affect your health and happiness as well as your work and family life. Financial worries, aging parents, job stress, health issues – everyone faces challenges from time to time. Your EAP means you don't have to face them alone.



LifeResources EAP is available 24/7 to employees and retirees of Member Groups that offer HealthTrust medical coverage and their eligible dependents and household members. There is no requirement that such individuals be enrolled in HealthTrust coverage to use the EAP. Call the EAP at **800.759.8122, 24/7/365** to access the resources below.



### MENTAL HEALTH COUNSELING

If you're feeling overwhelmed with personal, work or life stressors, you can access a licensed master's level counselor for help with depression, anxiety, family conflict, substance abuse, relationships, work stress or other issues related to mental health.

- **Up to 6 free telephone or video counseling sessions per issue**
- Help locating a qualified provider near you if you prefer in-person counseling
- One-time consultation or ongoing support available



### FINANCIAL RESOURCES

Your EAP can connect you with a financial planner, credit counselor or certified public accountant to provide help with issues including tax advice, debt counseling, buying and selling your home, or retirement and college planning, all at no cost to you.

- **One free 30- to 60-minute consultation with a financial planner, credit counselor or certified public accountant for each financial issue**



### LEGAL RESOURCES

Need legal help for issues\* such as estate planning, real estate issues, auto accident claims, or family law proceedings? For each legal issue, your EAP legal benefit includes:

- **One free 30-minute office or telephone consultation with an experienced attorney**
- **25% off that attorney's hourly fee if you want to continue to work together**

*\*Excludes job, criminal or moving violation issues*



### LIFE COACHING

Get help achieving your personal and professional goals! Your EAP Life Coach can be your accountability partner and help you:

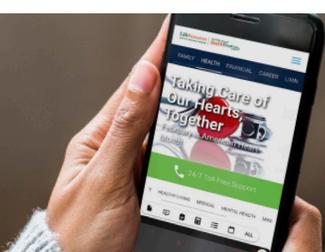
- Set meaningful goals
- Create action steps to achieve your goals
- Overcome obstacles to success



### WORK/LIFE REFERRAL SERVICES

Navigating the practical challenges of life, while handling the demands of your job can be stressful. The EAP's work/life referral services can provide customized guidance to assist with issues including:

- Adoption
- Elder care or childcare
- Wellness
- Special needs support
- Parenting



**It's free!**  
**It's completely confidential!**  
**Help is just a call or a click away!**

## EAP ONLINE RESOURCES

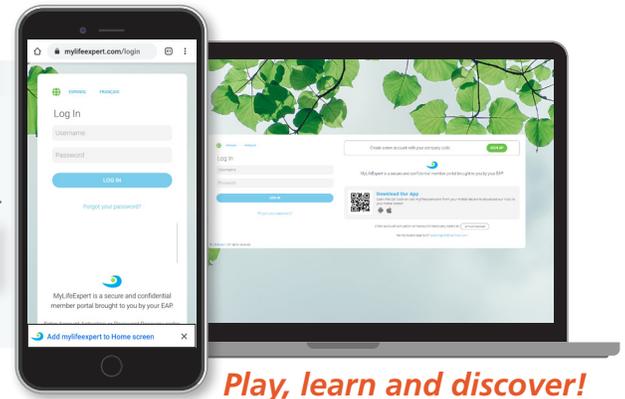
You can add LifeResources to the home screen of your mobile device without even visiting an app store, by simply visiting [mylifeexpert.com](http://mylifeexpert.com) and tapping **Add mylifeexpert to Home Screen**.



**TO LOG IN:**

Visit the LifeResources website at [mylifeexpert.com](http://mylifeexpert.com)  
**username:** healthtrust | **password:** resources

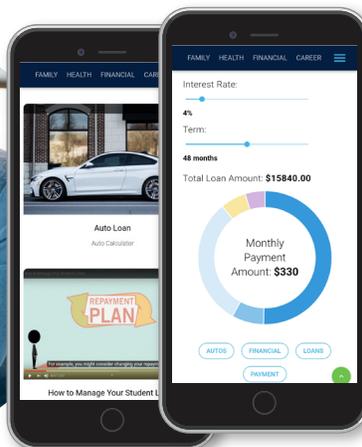
If you have an account on HealthTrust's Secure Enrollee Portal, log in to your account and click on the LifeResources button.



*Play, learn and discover!*



I COULD REALLY USE SOME FINANCIAL ADVICE



## WORK & LIFE ONLINE RESOURCES

The EAP website [mylifeexpert.com](http://mylifeexpert.com) provides access to thousands of up-to-date topic related articles, videos and worksheets on countless topics related to: Financial & Legal, Family, Education, Health, Wellness, Career, Military, everyday living and many other issues.



## COUNSELING

Log in to the LifeResources EAP website for 24/7 connectivity to counselors. This functionality includes access to a counselor via video and toll-free phone support.



## HEALTH & LIFESTYLE ASSESSMENTS

Surveys and calculators are provided to you with a quick assessment on financial, health and addiction issues. These tools are designed to deliver targeted resources and information to meet your needs.

**LifeResources**  
EMPLOYEE ASSISTANCE PROGRAM

Available through  
**HealthTrust**

Call LifeResources EAP at **800.759.8122** to talk to a LifeResources professional who is trained to assist you.

Log in to your secure account on HealthTrust's Secure Enrollee Portal (SEP) at [www.healthtrustnh.org](http://www.healthtrustnh.org) and click on the LifeResources button.

Visit the LifeResources website at [mylifeexpert.com](http://mylifeexpert.com)  
**username:** healthtrust  
**password:** resources

# STRATHAM POLICE DEPARTMENT

## Animal Control Officer (ACO) Needs Assessment

### I. HISTORY AND NEED:

Historically, the Town of Stratham has never utilized the services of an animal control officer. The task of dealing with the multitude of animal related calls has always been relegated to the Stratham Police Department. As the Town has grown, so has the amount of encounters involving both domesticated animals and wildlife.

On average, the police department will respond to over 250 animal related calls yearly. These calls cover a wide range of issues such as loose dogs, barking complaints, dog bites, missing animals, dealing with wildlife, dead animals, public education/information and a wide range of other needs. When an officer does respond to an animal complaint, on average, these types of calls will tie up the officer for 30-45 minutes.

On the administrative side, the police department assists the Town Clerk in the yearly registration and monitoring of over 1,500 dogs which in and of itself can be a daunting and time consuming task. When violation level or criminal cases do occur, the police department will handle the prosecution of the case at the appropriate court level.

While the officers of the police department often handle these issues, they are not properly trained, nor does the agency possess the equipment needed in dealing with these issues. For example, officers will often respond to and take control of loose dogs, and then transport them to the NHSPCA if the owner is not immediately located. These animals are transported in the back of a cruiser, and are not able to be properly secured. In addition, these vehicles are solely meant for human transportation. Transportation of animals in the back of a cruiser potentially opens the Town and Stratham Police Department up to litigation if the animal was injured during transport, or if a transported person is subjected to a zoological disease.

Lastly, proactive enforcement is an area that the police department simply cannot perform at this time, when speaking of animal control. Specifically, there are numerous daily complaints regarding animal issues within the parks, especially Stratham Hill Park. In order to assist the Parks and Recreation Department, as well as those who frequent the parks, it has become necessary to become proactive when dealing with these types of complaints. An Animal Control Officer would greatly assist in this education and enforcement approach when deployed within the parks themselves.

In an effort to maintain fiscal responsibility, while still providing the most professional and community oriented service, it is believed that an Animal Control Officer position is not only warranted, but in the best interest of the community. By having a part-time or on-call position, this would allow officers to remain proactive with law enforcement duties, reduce potential liability to the Town and greatly assist the Town Clerk with the month's long task of registration.

**II. MUNICIPALITY COMPARISONS:** The following is a complete breakdown of all Rockingham County municipalities

<b>Rockingham County ACO Positions</b>		
<b>Municipality</b>	<b>Position</b>	<b>Notes</b>
Atkinson	On-Call	Falls under Police Department
Auburn	On-Call	Town Department
Brentwood	None	
Candia	On-Call	Falls under Police Department
Chester	On-Call	Falls under Police Department
Danville	None	
Deerfield	On-Call	Falls under Police Department
Derry	Full-Time	Falls under Police Department
East Kingston	Part-Time Town Oversees	Town Department
Epping	On-Call	Falls under Police Department (Part-time officer)
Exeter	Currently Unfilled	Had FT position which fell under Police Department
Fremont	Part-Time	Falls under Police Department
Greenland	None	
Hampstead	Part-Time	Town Department

Hampton	Full-Time	Falls under Police Department
Hampton Falls	On-Call	Falls under Police Department
Kensington	Part-Time	Falls under Police Department \$15.50/hourly
Kingston	On-Call	Falls under Police Department \$17,000 yearly stipend.
Londonderry	Full-Time	Falls under Police Department
New Castle	Part-Time	Town Department
Newfields	None	
Newington	None	
Newmarket	None Currently	
Newton	On-Call	Falls under Police Department \$12,000 yearly stipend
North Hampton	None	
Northwood	Part-Time	Falls under Police Department
Nottingham	None	
Plaistow	Part-Time	Falls under Police Department \$12,000 yearly budget
Portsmouth	Full-Time	Falls under Police Department
Raymond	Part-Time	Falls under Police Department
Rye	Part-Time	Falls under Police Department
Salem	Full-Time	Falls under Police Department
Sandown	None	
Seabrook	Full-Time	Falls under Police Department
South Hampton	None	

Windham	Full-Time	Falls under Police Department
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**III. ACO DUTIES AND RESPONSIBILITIES:**

Animal control officers (ACOs) perform a vast number of services related to pets and people. ACO's in most areas are responsible for more than enforcing animal laws; they also assist law enforcement as the animal experts in their community, provide the services of social workers, mitigate community member conflicts, and much more.

They work closely with the justice system, including prosecutors and judges, local and state law enforcement agencies, elected and appointed officials, state veterinarian and health department, the local rabies authority, the fire department, code enforcement, and social services agencies. Although not traditionally classified as first responders, animal control officers perform essential work that ensures public safety for both humans and animals.

- The ACO position in the Town of Stratham could provide the following services:
- Assisting in the yearly registration compliance of over 1,500 dogs town wide
- Provide proactive patrol and enforcement efforts within the Town's parks
- Overseeing rabies quarantines
- Rescuing pets in extreme cold and heat
- Investigating dangerous/vicious dog cases and dog bites
- Preventing unnecessary shelter intake and helping reunite lost pets with their people
- Investigating animal neglect, cruelty, hoarding, and intentional acts of abuse
- Addressing off-leash, noise and/or waste complaints
- Rescuing lost and stray animals that are sick, injured or in immediate danger
- Assisting pet owners with food, supplies, and medical support
- Catching and/or trapping individual loose dogs or other domestic animals
- Providing humane education and outreach
- Provide information to owners on humane pet care
- Direct coordination with NH Fish and Game
- Picking up and disposing of deceased animals

In summary, animal control officers today perform a wide variety of functions far beyond the outdated “dog catcher” characterization of the past. As an extension of the Stratham Police Department, the ACO could provide those services listed above which will directly free up patrol officers to perform their normal duties.

#### **IV. GENERAL ABILITIES AND REQUIRMENTS:**

This list provides general guidance on the knowledge, skills and abilities which an ACO should possess. This list is not all inclusive and should be amended according to the community’s need and type of position.

##### SKILLS, KNOWLEDGE & ABILITIES:

- Must be able to communicate orally and in writing.
- Ability to work outside.
- Ability to work sitting, standing, and moving about for periods of time.
- Ability to keep records, maintain schedule, and handle paperwork tasks.
- Basic computer skills required.
- Performs all other duties as assigned.
- Ability to communicate with members of the public and to obtain their cooperation and compliance.
- Ability to handle animals in various forms of distress in a safe and humane manner.

##### PHYSICAL CAPABILITIES:

- Must be able to stoop, squat, crawl, climb, and perform other physical duties as needed to investigate locations and animals and to apprehend animals when needed.
- Must be able to lift up to 50 pounds at a time.
- Must be able to traverse uneven terrain in all types of weather.

##### MINIMUM EDUCATION, CERTIFICATION, AND EXPERIENCE REQUIREMENTS:

- High School diploma or G.E.D. required.
- Completion of Animal Control Officer Basic Training (recommended)
- Valid driver’s license

- Minimum age of 21
- Must pass a criminal background check
- Must be willing to attend training courses offered
- Reliable vehicle required and must maintain personal auto liability limits

**V. EMPLOYMENT ALTERNATIVES:**

A. There are three general alternatives for the ACO position for the Town to consider:

1. Full Time Employment: Research indicates that cities and larger departments have full-time ACO. This model would not be appropriate for the Town of Stratham
2. Part-Time Employment (24-30 hours a week):
3. On-Call Stipend Employee: Typically, this type of employee will be called or paged to respond to an animal related call.
4. Shared Animal Control responsibilities between municipalities. This was researched with those surrounding agencies that do not utilize an ACO. Those contacted were not able to commit to a shared/combined position or did not have enough recorded animal type calls to warrant a position.

**VI. INITIAL COMMUNITY SURVEY AND SUPPORT:**

A recent online survey was conducted by the Stratham Police Department in effort to gain an understanding of knowledge and need for an Animal Control Officer. The results of this survey can be viewed if so desired.

Four Questions were asked:

1. Were residents aware that the Stratham Police Department did not have an Animal Control Officer?
2. Do residents believe that the Town could benefit from an ACO position?
3. Have residents had to call the police department for an animal related call?
4. Did residents have pets in their home?

In short, and at the time of this writing, there were a total of (110) individuals who have completed the survey. The results are as follows:

**Question #1:** There were 73 residents who were aware that the police department did not have an ACO compared to 37 who did not.

**Question #2:** There were 82 residents who believed the Town could benefit from an ACO position, compared to 28 who did not. **NOTE: For a large portion of those who did not believe the town needed a position, most of those were unsure as to why there would be a need.**

**Question #3:** There were 18 residents who have called the police in the past year, compared to 92 who had not.

**Question #4:** There were 96 residents who indicated that they have pets in their homes, compared to 14 who did not.

## **VII. FINANCIAL IMPACTS:**

It is believed that the overall financial impacts to the Town would be minimal if either a part-time, or on-call position were to be created. Most research has indicated that this position is filled by local residents of those municipalities that utilize an ACO. It is reasonable to believe that a yearly salary could range from \$15,000-\$17,000. Initial, equipment costs range anywhere from \$700.00-\$1,000.00 for the ACO to perform their duties. If a vehicle is provided, the PD would be able to provide an older cruiser for this purpose.



# STRATHAM POLICE DEPARTMENT

## POLICIES AND PROCEDURES

<b>Subject:</b> Animal Control	<b>Number:</b>
<b>Chapter:</b>	<b>Type:</b> Policy
<b>Effective Date:</b>	<b>Review Date:</b>
<b>Amends or Rescinds:</b> GO#7-19	
<b>Accreditation Reference:</b>	
<b>Issuing Authority:</b> <i>Per Order of Anthony King, Chief of Police</i> 	

### I. BACKGROUND:

Animal control, in most jurisdictions, receives the least amount of attention of almost any other municipal concern. Animals have fallen into the out of sight out of mind philosophy, and, unless an issue directly affects us personally, we tend to dismiss it as trivial or nonexistent. In most cases, smaller communities have been able to appoint people on a part-time basis to deal with these issues as they arise.

As our populations expand and our communities become more densely populated, quality of life issues become more of a concern. Barking dogs become more of a nuisance, abandoned and feral cats become a health risk, and smaller wild animals get squeezed from their habitat and become more humanized. The environmental buffer for wild animals, therefore, has either shrunk and, in some cases, no longer exists.

The result is a need for a stricter and stronger emphasis for monitoring, controlling and enforcing animal related issues. Rural communities, such as Stratham, presents its own and unique set of issues for both domestic and wild animals. As wild animals are squeezed out of their habitat they mingle more freely with a growing residential population. Domestic animals also feel the squeeze. The small rural farmer that has always existed and, rural and horse enthusiasts who have moved into the community, now share a much more populated and busier community. The penned domestic animal that breaks out of its living area is now a public safety hazard rather than just a neighborhood nuisance.

### II. PURPOSE:

To establish the policies and procedures used by the Stratham Police Department Animal Control Officer in providing service to the members of the community concerning animal complaints and control.

### III. POLICY:

It shall be the policy of this department to employ an Animal Control Officer. The duties and responsibilities for this position shall include but not be limited to: investigating animal complaints, enforcing Town Ordinances and State Laws, picking up and impounding stray animals, acting as the local rabies control authority, picking up and disposing of deceased animals on roadways and public properties,

educating the public, visiting elementary schools, patrolling the community, providing assistance to police officers in animal-related matters, and assisting the Town Clerk with the registration of dogs as outlined in RSA 466:1.

**IV. DEFINITIONS:**

- A. Animal Control Officer (ACO) - The person employed for the purpose of animal control, as further defined herein and as otherwise proscribed by RSA 466:1-c.
- B. Animal - Any living creature classified as a member of the animal kingdom including, but not limited to, birds, fish, mammals and reptiles, but specifically excluding human beings.
- C. Animal Control Facility - Any facility owned, approved, and/or contracted by the Town of Stratham for the purposes of housing, impounding, quarantine, medical treatment, or euthanasia of animals.
- D. Breeder – A person who breeds animals for sale, gift or transfer in any manner. (RSA 466:6-a)
- E. Commercial Kennel – means the establishment or domicile of any person who sells dogs at wholesale or retail; and, if retail, who sells or transfers 10 or more litters per year, or sells or transfers 50 or more puppies per year; or who derives 40 percent or more of gross annual income from the sale or transfer of dogs.
- F. Dangerous Animal - Any animal which demonstrates behavior and/or possesses the vicious propensity to inflict serious bodily injury or death upon human beings and/or other animals, and constitutes a danger to human life or other animals; or any animal which has behaved in such a manner that the owner thereof knows, or reasonably should know, that the animal is possessed of tendencies to commit unprovoked attacks, or to injure human beings or other animals; or any animal certified by a Doctor of Veterinary Medicine, after observation thereof, as posing a danger to human beings or animals; or any animal, without provocation, that assaults an individual or animal; or any animal that commits an unprovoked act that causes a person, acting in a reasonable and non-aggressive manner, to reasonably believe that the animal will attack and cause bodily injury to the person or animal, or as otherwise defined by RSA 466:31.
- G. Domestic Animal - Any animal whose physiology has been determined or manipulated through selective breeding, and which does not occur naturally in the wild, and which may be vaccinated against rabies with an approved rabies vaccine and has an established rabies quarantine observation period.
- H. Exotic Animal - Any non-domesticated animal, other than livestock, that is native to a foreign country or of foreign origin or character or was introduced from abroad. This term will specifically include, but is not limited to, animals such as lions, tigers, jackals, dingoes, leopards, elephants, pandas, camels, antelope, anteaters, snakes, kangaroos, chimpanzees, gorillas, orangutans, water buffalo, and species of foreign domestic livestock requiring state and federal permits.

- I. Fowl - A bird of any kind, including, but not limited to, chickens, ducks, geese, guineas, pigeons, emus, ostriches, rheas, turkeys and pheasants.
- J. Group Licensing – The owner or keeper of five (5) or more dogs who does not have a commercial kennel as defined by RSA 466:4, III. (RSA 466:6)
- K. Impound - To take into custody and hold in a holding/impound facility designated by the Town of Stratham.
- L. Impound Facility - A facility used by the Town of Stratham to house impounded animals. Impound facilities shall be maintained in a clean, orderly and humane fashion and shall be subject to inspection by the Town.
- M. Kennel - Any business or establishment, other than a veterinary hospital, whether operated separately or in connection with another business or establishment, that keeps, boards and/or trains dogs and/or cats or other animals, which may legally be present in such facilities, for profit. Kennels must be established, maintained and operated in compliance with all applicable zoning and land use regulations of the Town of Stratham and RSA 466:4, III.
- N. Livestock - Any horses, mules, donkeys, cattle, goats, sheep, or swine, but not limited to these animals.
- O. Owner/Keeper - Any person, partnership, corporation or association that harbors, shelters, keeps, controls, manages, possesses or has whole or part interest in any animal. The occupant, owner, or head of a household of any premises where an animal remains for a reasonable period of time shall be presumed to be the owner of such animal, for the purposes of this policy.
- P. Pet – Any animal which may be legally owned in accordance with the provisions of this policy, normally kept for pleasure rather than utility, excluding livestock, is in the owner's possession and for which it can be reasonably demonstrated that the care of said pet is the responsibility of a given individual or individuals.
- Q. Stray - An animal that is improperly restrained and that wanders upon a public place, roadway, street, highway, or the property of another person or as further defined by RSA 466:30-a.
- R. Vaccination - The inoculation of an animal with a rabies vaccine or other medicine that is licensed by the United States Department of Agriculture, and approved by the New Hampshire State Veterinarian for use in that species, and which is administered by a licensed veterinarian for the purpose of immunizing the animal against rabies or other diseases
- S. Hospital - Any establishment that is maintained and operated by a licensed veterinarian for the diagnosis, treatment or surgery of injuries and diseases of animals

T. Wild Animals - Any animal not normally considered domesticated, and which is now, or historically has been found, in the wild or in the wild state, including, but not limited to the following:

1. Reptiles: venomous reptiles, any type of crocodile or alligator,
2. Fish: piranha,
3. Birds: condors, eagles, hawks, falcons, owls
4. Mammals:
  - Ocelots, cougars, wolves, jackals, minks, badgers, bears, monkeys, chimpanzees, deer etc.
  - Coyotes, coyote mixes, weasels, martens, skunks, raccoons, opossums, porcupines, fox, squirrels, chipmunks
  - Any species of animal illegal to own under federal, state or local law.

**V. ANIMAL CONTROL OFFICER DUTIES AND QUALIFICATIONS:**

A. General Qualifications:

1. The animal control officer should have knowledge in handling and capturing stray and wild animals, as defined and authorized within this policy. The ACO should have a working knowledge of the prevailing RSA's and town ordinances, have knowledge of the proper care and feeding of animals, and the ability to keep essential records.
2. The ACO should be reasonably experienced in the care and handling of livestock, be generally experienced in their husbandry and be knowledgeable in the handling and care of other domestic animals. Knowledge and experience with common "urban wildlife" such as raccoons, skunks and bats.
3. The animal control officer should have the ability to maintain a compassionate attitude towards animals and work harmoniously with the public and other town employees. The ACO should also be able to maintain composure under stressful situations and assist other public agencies and the public with most animal related concerns.
4. The animal control officer is responsible to the standards of conduct as defined by the Town of Stratham Police Department's Rules and Regulations and current job description contained with the department's policies and procedures and as approved by the Board of Selectmen.

B. General Duties and Responsibilities:

1. It is the duty of the ACO to capture, impound, or otherwise control, when appropriate, domestic and wild animals, as designated in the definition section of this policy and, as italicized, in response to citizen complaints of public nuisance, public safety, or to control feral populations.
2. If, by identification tag or otherwise, the owner of an impounded animal can be identified, the ACO will, as soon as practical, notify the owner either in person or by telephone of said

impoundment. If the animal is locally owned within the Town and telephone contact cannot be made, the ACO will leave notice at the owner's last known and verifiable residence, indicating that the animal has been impounded.

3. All impounded dogs shall be kept for not less than seven (7) days, unless the rightful owner, under conditions acceptable to the ACO, reclaims the animal earlier. However, no impoundment period is required for an animal voluntarily surrendered and released into the custody of the ACO by its owner. In such case, the owner shall sign a surrender/release form so designated by the Town or NHSPCA. (RSA 436:107)
4. All cats impounded for being a nuisance, found diseased, injured or living in a feral state shall be held for not less than three (3) days, unless the rightful owner, under conditions acceptable to the ACO, reclaims the animal earlier. However, no impoundment period is required for an animal voluntarily surrendered and released into the custody of the ACO by its owner. In such cases, the owner shall sign a surrender/release form so designated by the Town or NHSPCA. There is no RSA reference for the retention period of cats therefore the ACO shall exercise reasonable discretion.
5. After the expiration of any required impoundment period, the impounded animal shall be released to the animal control facility or veterinary hospital contracted by, or doing business with, the Town. At that time, the animal shall be disposed of by adoption from the facility, by offering it to a local animal humane group for adoption, or by humanely destroying the animal.
6. The ACO will communicate and coordinate any necessary control function involving wild animals with the Law Enforcement Division, Department of Fish and Game, or any relevant domestic and livestock issues to the New Hampshire Society for the Prevention of Cruelty to Animals, or any other public or private institution having statutory authority or otherwise designated control over animals defined within this policy.
7. Actual physical control of an animal may be done in conjunction with current contract arrangements with NHSPCA, or any licensed facility doing business with the Town of Stratham.

Commented [AK1]: Form will need to be created

C. Conditions of Employment:

1. Professional Accountability: The ACO will be an employee of the Stratham Police Department, but falls within the general working conditions and benefits of the Town of Stratham's employee manual.
2. The ACO shall assist the police chief in constructing budget recommendations. The ACO shall make every effort to remain within the confines of his/her budget and shall communicate any concerns or issues regarding the budget with the Chief of Police.
3. The ACO shall report and answer directly to the Chief of Police on day-to-day operational issues, fiscal matters or matters of long-term policy concerns.

4. Conduct in the Police Station and other municipal buildings should be focused on professional, work-related activity.
5. Socialization is to be kept to a minimum, especially in high traffic areas.
6. Any information gained through monitoring conversations, viewing posted or printed information or through radio/computer transmissions is to remain as community sensitive and shall not be discussed, outside of professional business, within the community or with other members of the general public.
7. All other department rules and regulations that pertain to police/community sensitive information and personal conduct shall be adhered to.

D. Reports & Records:

1. All ACO activity, either calls for service or officer-initiated activity, shall be recorded by the ACO and maintain for eventual entry into the Stratham Police Department's records management software.
2. All reportable activity that requires follow-up investigation or has historic/recall value information beyond that which is recorded in a typical police log/journal entry, shall require a computer-generated incident or event.
3. The ACO shall be responsible for creating call numbers and generating incident numbers from the computer software and for the recording of all pertinent information regarding calls or incidents, including a gist/narrative within the assigned incident, as soon as is practically possible.

E. Duty Hours: **TBD**

1. The Animal Control Officer position for the Town of Stratham is a part-time salaried position/part-time, on-call position.
2. Since, for the most part, the ACO's on-duty activity is generated only by animal complaints received, the ACO should be available for most animal emergency situations as they arise, and the police department requests their assistance.
3. The on-duty patrol police officer shall make every attempt to handle an animal complaint without the assistance of the ACO, especially after routine/normal business hours and on scheduled time off.
4. Off-duty Coverage/Mutual Aid:

**Commented [AK2]:** Hours TBD- PT or on-call both have pros and cons

- Any anticipated extended absence shall be reported to the Chief of Police.
- In these instances, the ACO may arrange for temporary coverage.
- Coverage may be offered to other communities in a reciprocal manner as that extended to the Town of Stratham. The Chief of Police shall be notified of any extended coverage offered to another community.

F. Uniform:

1. The ACO is expected to maintain their dress consistent to standards of Town employment and his/her duties and responsibilities within the Stratham Police Department. At a minimum, the ACO shall be required to wear a SPD patched shirt and/or jacket that identifies the person as an Animal Control Officer.
2. This is a non-sworn, unarmed position.

G. Training:

1. The ACO shall pursue and make themselves available for initial certification and in-service training as sanctioned by the New Hampshire Animal Control Officers Association, The New Hampshire Federation of Humane Organization, the NHSPCA, NHPSTC, NHMA and/or any other suggested or recommended training through state, municipal or other recognized organizations consistent with his/her duties and responsibilities.

H. Vehicle: TBD

**Commented [AK3]:** Vehicle will have to be determined: Provided by PD or personal vehicle reimbursement

**VI. ACO PROCEDURES:**

A. Routine Calls for Service:

1. All calls for service shall be initiated through the police department. The on-duty officer shall make all reasonable attempts to answer and satisfy each complaint without the assistance of the ACO. If the officer determines that the ACO's assistance is required, the on-duty officer, administrative assistant or duty dispatcher shall call/page the ACO at the numbers provided by and posted at the police department. At no time shall the ACO's personal telephone number be given to a member of the public.

B. Accountability, Communication and Safety:

1. The ACO should notify the on-duty officer prior to responding to any call for service that might have been generated from other than through routine means.

C. Specific Situations:

1. Routine Calls for Service: Most routine calls will include, but may not limited to the following:

- a. Loose/unrestrained dogs
- b. Nuisance animals such as skunks or squirrel
- c. Dead animals in road (small)
- d. Sick/Injured animals/pets
- e. Neglect/cruelty to animal
- f. Animal rescue issue
- g. Bat/bird in dwelling

3. Most routine situations may be handled at the discretion of the ACO in a manner consistent with his/her training or the standard of the industry and shall be compliant with all other policies, professional guidelines/practices and current/applicable statute.

4. Strict/progressive enforcement consideration/application may be given to situations that require a more aggressive enforcement practice. These considerations shall be guided by offense recidivism (quality of life complaints, i.e., chronic barking/loose dogs) and/or clear public safety risk issues. In these cases, ordinance violations, District Court summonses may be necessary.

5. If the ACO is unavailable, the Highway Department will be called during normal working hours to remove dead animals when on public property. In the event the animal is on private property it shall be the owner's responsibility for the removal. The police vehicle will not be used to transport dead animals unless it is for rabies testing.

6. Some of these topics are further addressed within this policy.

D. Emergency Callouts:

1. Emergency callouts should be confined to only those situations where a professional animal control specialist is required.

2. Some examples of emergency call-out situations are:

- a. Arrest, accident or other special services situation (Health Officer, Fire Dept., DCYF, etc.) that requires the removal/detention of an animal from a vehicle or other location.
- b. Vicious dog/animal attack for identification, apprehension, detention and quarantine
- c. Injured animal requiring veterinary care (animal struck by vehicle) and professional assistance is required.
- d. Loose livestock where the officer requires ACO assistance.

- e. A raccoon, dog, cat, possum, or other small animal struck by a vehicle, and left in a roadway, is not one of those situations. In these cases, the animals should be moved to the side of the road, a log entry created and a copy left for the ACO in his/her mailbox, for a response at their earliest convenience.
- f. Thought and consideration should be given by the officer to family pets in proximity to the family home, dead animals left in proximity to school bus stops, and other special circumstance/relationship situations. In these events the officer should attempt to locate the family involved and make proper notification.

E. **Nuisance/Barking Dog Complaints:**

- 1. The on-duty patrol officer shall investigate routine barking/nuisance dog complaints.
- 2. Considerations:
  - a. Investigating officers must remember that dogs bark.
  - b. Be aware of any extenuating circumstances that may be responsible for making the dog bark. The test - Would you find the issue unacceptable if you resided in the area of the event being investigated?
  - c. As recommended and outlined in the section for Routine Calls, a progressive enforcement policy/philosophy should typically be pursued. A suggested protocol would be:
    - Verbal Warning
    - Written Warning
    - Ordinance Violation
    - District Court Summons
  - d. Barking/Nuisance dog complaints generated by a patrol officer shall be printed/copied and left in the ACO's mailbox.

F. **Vicious Dogs:**

- 1. A vicious dog should be handled as any other public safety risk. (RSA 466:31)
- 2. If the dog is loose and it has legally been deemed vicious, or vicious to the extent that would lead a reasonable and prudent person to believe that it is vicious, then it should be handled in a manner consistent with ensuring public safety by impounding or destroying the dog, if necessary.
- 3. If the dog is secure and reasonably not an immediate public safety risk, then due process shall prevail.

**Commented [AK4]:** Needs to be added to our ordinance/Noise

4. If the dog is a foreseeable risk, a search warrant should be obtained for seizure of the animal
5. If the dog is not an imminent risk, a hearing should be sought through the District Court. If the owner of keeper does not want to release a dog voluntarily, and the dog has been involved in a biting or other injury and is required to be quarantined, or impounded for some other lawful purpose, an officer should be posted for the purpose of securing the animal and a search warrant should be sought. In all such cases the on-duty supervisor shall be notified.

G. Licensing and Enforcement:

1. RSA 466:1 requires that all dogs of the age of four (4) months be licensed.
2. The Town Clerk shall license dogs and licenses shall be valid for a period of one (1) year.
3. Licenses shall be effective from May 1st of each year to April 30th of the following year.
4. At the time of licensing, the owner must show verification that the dog has received rabies vaccine from a licensed veterinarian. (RSA 466:1-b)
5. Fees (RSA 466:4)

Male or Female Dog:

Spayed Female or Male Dog:

Senior Citizen Cost:

Group License (5 or more dogs):

6. The ACO, in conjunction with the Town Clerk shall, as of May 1st gather, from the previous years license list, a list of dogs, with owners/keepers information, that have not licensed their dog for the current year. Based on this information, an inquiry/warning letter shall be mailed to the keeper/owner. Such letter shall request that the owner/keeper notify the Clerk's Office or the ACO if the dog is no longer housed within the Town of Stratham or, if it is, the penalties and fine schedule for failing to license the dog.
7. The ACO, in conjunction with the Town Clerk shall, as of June 1st, coordinate the information received from the Inquiry/Warning Letters with the existing dog license list. A list of those owners/keepers who have failed to license or renew their license of their dog shall be presented to the Board of Selectmen. (RSA 466:14)
8. This list must be presented to the Board of Selectmen prior to June 20th
9. The Board of Selectmen, within twenty (20) days, shall issue a warrant (order) to the Town Clerk and/or the ACO authorizing them to issue civil forfeiture notices for unlicensed dogs. (RSA 466:14)

Commented [AK5]: What is Town's fee schedule?

10. The fine for each unlicensed dog shall be twenty-five dollars (\$ 25), plus one dollar (\$ 1) per month for each, or a portion of each month, beginning from June 1st. (RSA 466:13 and 7)
11. An additional service fee of five dollars (\$ 5) may also be added at the discretion of the Board of Selectmen. (RSA 466:14)
12. Forfeiture Notices shall be served by the police department, but may, at the discretion of the Board of Selectmen, be left at the place of abode, or sent by certified mail. (RSA 466:14)
13. The ACO shall summons, to the district court, the keeper/owner of all dogs not licensed within fifteen (15) days of notice of forfeiture. (RSA 466:13)
14. The Town Clerk shall maintain all records pertaining to dog licensing. (RSA 466:11)

H. Impoundment, Disposition and Release:

1. Dogs may be impounded for being loose, unlicensed or being deemed vicious. (RSA 466:14, 466:30-a, 466:31) •
2. Notification:
  - a. If, by identification tag, the owner of an impounded animal can be identified, the ACO will, as soon as is practical, notify the owner, either in person or by telephone, of said impoundment. If the animal is locally owned within the town and telephone contact cannot be made, the ACO will leave a notice at the owner's last known and verifiable residence indicating that the animal has been impounded. (RSA 436:107)
3. Length of Impoundment:
  - a. All impounded dogs shall be kept for not less than seven (7) days, (RSA 436:107), unless the animal is reclaimed earlier by the rightful owner under conditions acceptable to the ACO. However, no impoundment period is required for an animal voluntarily surrendered and released into the custody of the ACO by its owner.
4. Disposition:
  - a. After the expiration of any required impoundment period, the impounded animal shall be released to the animal control facility or veterinary hospital contracted by, or doing business with, the Town. At that time, the animal shall be disposed of by adoption from the facility, by offering it to a local animal humane group for adoption, or by humanely destroying the animal. (RSA 436:107)
5. Conditions of Release:
  - a. Fines:
    - i. Impounded dogs picked up by their owners/keepers, which are currently licensed, shall be subject to a \$ 20. Impoundment fee for any portion or any day that the animal is held by the ACO.

b. SUCH FEES ARE ADDITIONAL TO ANY DELINQUENT ACO RELATED FEES AND/OR FINES.

c. Licensing:

i. Any unlicensed impounded dog belonging to a resident of Stratham shall purchase a license from the Town. (RSA 466:1) Based on the structure of Town Hall hours the ACO may release the dog and verify proof of licensure at a time.

ii. Residency shall be determined by the owner's driver's license.

d. Medical Verification:

i. Proof of current rabies vaccination must be provided at the time of release. If verification cannot be provided, the dog shall receive vaccination from the Amesbury Animal Hospital, at the owner's expense, as a condition of release. (RSA 466:1-a, b)

6. Animal Bites:

a. All bites caused by domestic animals, that require medical attention, shall be reported to the animal control officer.

b. Routine fax notifications from area hospitals shall be noted in the police log and left in the ACO's mailbox.

c. Bites or injuries caused by wild animals should be noted in the police log and the victim should be directed/transported for professional medical evaluation.

d. If it is suspected that the animal may be rabid, then the procedure for alternative response under the caption of sick animals should be followed.

7. Sick Animals:

a. Calls regarding nocturnal animals, such as skunks, raccoons and any other related and similar animal acting "strange" or wandering during the daytime, or any other reported unusual or suspicious behavior by any animal susceptible to rabies, should be handled cautiously and as if that animal is, in fact, rabid. Although this type of behavior could be conducive to the spring season and giving birth.

b. Primary Response:

i. The Stratham Police, as community caretakers, are ultimately responsible for the overall issue of immediate public safety. In these cases however, the ACO (Animal Control Officer) should be notified immediately.

ii. It is the primary responsibility of the police to isolate the public and any other animal from having any contact with the distressed animal.

- iii. The ACO is ultimately responsible for making the decisions concerning the condition, fate and the disposing of the distressed animal.
- iv. If the ACO is not available and, in the officer's opinion, they find it necessary and, in the public's, best interest to "put-down" the animal, then the following procedure shall be followed:
  - 1) The officer's service firearm will be used for euthanization.
  - 2) All precautions and safety policies concerning the use of department firearms and shotguns shall prevail.
  - 3) The carcass should be handled as bio-hazardous and secured so that contact with any person, animal or anything that might come into contact with either another animal or person is not possible.
  - 4) Any gloves should be disposed of as biohazards and any shovels or other instruments should be washed immediately with at least a 10% bleach and 90% water solution.
  - 5) Animals shall be transported in a bio-hazard bag for disposal by the ACO.
  - 6) If the ACO is not available, notification to the Town or State Highway Departments shall be made in order to collect the carcass. Notification to NH Fish and Game will be made in the case of a wild animal such as a deer.

8. **Animal Control Equipment:**

- a. Animal Control Officers must be prepared to handle any number of interesting and unique calls. Since Animal Control Officers need to be prepared for a variety of situations, it is important to have the proper tools and equipment to successfully accomplish the task at hand.
- b. Recommended Equipment that should be in the Animal Control Vehicle:
  - i. Stretcher – Used to carry injured and ill dogs with support to prevent further injury
  - ii. Blanket – Used to wrap and warm hypothermia cases and shock/trauma cases. Blankets should be kept in a plastic bag to be kept clean and washed after each use to prevent the spread of diseases.
  - iii. Towels – Used to wrap smaller animals and dry wet animals. Apply direct pressure for severe bleeding. Towels should be kept in plastic bags and washed after each use to prevent the spread of zoonotic diseases.
  - iv. Catch pole (rabies pole) – Used to capture and safely restrain aggressive dogs, cats and wildlife.
  - v. Nets – Used to catch small animals, such as cats, wildlife, birds and some dogs

**Commented [AK6]:** List will be recommended and final cost must be researched

- vi. Snappy snare – A shorter, more flexible catch pole for less aggressive, skittish animals.
- vii. Muzzles – Equipment used to muzzle animals should include several sizes and styles for use on various types of animals and breeds.
- viii. Leashes – Regular and cable noose type leashes should be kept for use on collarless dogs, including spare leashes to be given away to owners who do not have leashes.
- ix. Horse halter and lead shank – Used in the control of horses and ponies. At least one halter and lead shank should be kept for horses and ponies. The Animal Control Officer should be proficient in putting the halter on the horse.
- x. Carriers – Used for transporting animals. Multiple sizes may be carried for various uses.
- xi. Dog Crate – Used to confine larger dogs while transporting.
- xii. Toys/Treats – Used to lure stray animals.
- xiii. Body bags – Used to transport bodies of animals. Contractor bags also work well and are less expensive than those labeled Cadaver Bags.
- xiv. Gloves – Used for protection. Gloves should include a pair of leather work gloves and a pair of rabies gloves. Kevlar patrolmen's gloves are good for everyday use.
- xv. Traps – Used for control of feral cat colonies or wildlife.

9. Found Abandoned Animals:

- a. If the ACO is not available and a roaming dog is located and detained, it shall be transported to the New Hampshire Society for the Prevention of Cruelty to Animals (NHSPCA). Placement in this shelter will follow their policies

10. Large Animal Encounters:

- a. Any complaint response of a wild animal will be limited to an advisory of what action the complainant may take unless a threat to public safety exists, in which case an officer will respond to the scene and take appropriate action.
- b. For Wild Animals:
  - i. Should not irritate the animal by chasing or attempting to "corner" or capture it unless it is a clear public safety threat and is aggressively pursuing someone.
  - ii. Should mark the area using their cruiser lights in a manner so as to warn oncoming pedestrian or vehicle traffic.
  - iii. Notify the NH Department of Fish & Game.

- iv. Should attempt to notify the ACO, owner, neighbor, etc., to assist in securing the animal.
  - v. Should attempt to secure or isolate the animal from public and/or motor vehicle contact.
  - vi. Procurement of traps or other devices to capture animals will be the sole responsibility of the complainant, unless there is a threat to public safety, in which case it will be the officer's responsibility for the trapping and disposing of the animal. The officer shall explain to the complainant their responsibility in humanely releasing or disposing of the animal while ensuring its safety and well-being.
- c. For Domestic Livestock:
- i. Should not irritate the animal by chasing or attempting to "corner" or capture it unless it is a clear public safety threat and is aggressively pursuing someone.
  - ii. Should mark the area using their cruiser lights in a manner so as to warn oncoming pedestrian or vehicle traffic.
  - iii. Should attempt to notify the ACO, owner, neighbor, etc., to assist in securing the animal.
  - iv. The bottom line in these situations is that we (the police) have a duty and an obligation as community caretakers to secure and prevent the public from potential harm. Therefore, as an example, if it is reasonable to assume that a horse may run onto a public way and cause injury, we have an obligation to take reasonable steps to prevent that from occurring.

**From:** [Christopher Call](#)  
**To:** [Karen Richard](#)  
**Subject:** FW: Diversity Outreach Services / Thanksgiving Dinner Event  
**Date:** Friday, October 14, 2022 2:59:46 PM  
**Attachments:** [Stratham Board of Selectmen.pdf](#)  
[Diversity Outreach Services Letter of Intention.pdf](#)

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Good morning Karen,

I am requesting to reserve the Morgera room at the Fire Department for November 24<sup>th</sup> from 0800-2030 hours. I have attached PDF's with information regarding the group that will be there. This is for Donna Corriveau, but I will be working and will be popping in and out of the function hall during that time. If this request does not meet the requirements set by the Town please let me know and I will forward the information to Donna. Thank you Karen ☺

**From:** Donna Corriveau [mailto:contact@dosnh.org]  
**Sent:** Friday, October 14, 2022 1:26 PM  
**To:** Christopher Call <CCall@strathamPD.org>  
**Subject:** Diversity Outreach Services / Thanksgiving Dinner Event

Good Morning,

I have attached a letter / summary of the event to the Stratham Board of Selectmen and a letter stating Diversity Outreach Services origin and intentions. Just let me know if you need more information. Below is the name of my organization, address, and contact information. I have also included this information on the attached documents. Thank you again!

Donna Quinn Corriveau  
Diversity Outreach Services  
122 B Folly Mill Road  
Seabrook, NH 03874  
603 401-8489  
e-mail: [contact@DOSNH.org](mailto:contact@DOSNH.org)  
website: DOSNH.org

**Donna Q. Corriveau**  
**Diversity Outreach Services**  
Seabrook, NH  
603 401-8489  
[contact@DOSNH.org](mailto:contact@DOSNH.org)  
**Educator of All Ages & Abilities ( B.S. in General / Special Education)**  
**Intuitive Life / Career Consultant**  
**Holistic Educator & Advocate**



Dear Community Members,

I manage a small community-based organization, and I would like to share with you a rare opportunity. One that promotes an inner awareness to live, inspire and connect with one's unique qualities.

I am reaching out to local businesses and organizations to help support this vision. This prospect has carried me forward as I have explored and participated in various professional and personal endeavors. My intent lies simply with a genuine belief in all people, and that life is full of amazing possibilities. Yes, we are all well equipped and quite capable of living a fulfilling and rewarding life. Also yes, life can challenge us on many levels and in many ways. This is where I come in, and this is where Diversity Outreach Services withstands. The only factors that are standing in the way of living a fulfilling and rewarding life are the beliefs, fears and doubts we may carry forward.

Diversity Outreach Services is not inclined to design a one size fits all program—the intentions of this organization centers on believing in and supporting each individuals journey through life. The Diversity Outreach Organization resides with the belief that the answers to life's challenges already lie within us, but first we need to begin to trust that we have those answers. Our organization demonstrates an understanding that inner trust cannot be developed through preconditioned thinking or programs. Trust is an individualized journey where support should reflect one's highest good; not the logistics, expectations and routines of others.

Diversity Outreach Services hopes you may also share in a journey of light, love and truth. This may sound a little presumptuous, but only if you see limitations; when fostering the unique qualities that exist in each of us. Our organization is not working to reform the minds and hearts of others. Our program wishes are based on two prospects; honor and respect. Our organization honors the uniqueness of each individual and family we serve and we respect the process of each individuals journey; with the understanding that we don't have the answers, just the support and movement towards growth and success.

Diversity Outreach Services Organization welcomes all levels of support. So if you feel that these prospects may be reflected in your own life and that a strong propensity exists to support our educational programs, social events and individualized services please respond to the DOS request form.

Thank you for your time and support.  
With Much Gratitude, Donna Q. Corriveau

A handwritten signature in black ink that reads 'Donna Q. Corriveau'. The signature is written in a cursive, flowing style.

**LIVE. INSPIRE. CONNECT.**

# DOS

LIVE. INSPIRE. CONNECT.  
DIVERSITY OUTREACH SERVICES

## *Who We Are*

Diversity Outreach Services began reaching out to local residents and organizations in the Fall of 2018. Our mission began with providing a diverse population of students, adults, and their families with a variety of enriching programs and events. Diversity Outreach Services also places a great deal of emphasis on the needs of the diverse individuals and families we encounter each day. We strongly believe that attending to, and collaborating with the unique qualities of each individual and family is the way to foster personal growth. We are passionate about aiding others in achieving and exploring their goals; and discovering creative and individualized solutions to overcome any barriers that may be presented. Visit [DOSNH.org](https://DOSNH.org) for more information.

**Donna Q. Corriveau | DOS Founder**

**Phone: 603-401-8489**

**Email: [contact@dosnh.org](mailto:contact@dosnh.org)**

**Website: [dosnh.org](https://dosnh.org)**

Stratham Board of Selectmen  
10 Bunker Hill Avenue  
Stratham, NH 03885

Dear Stratham's Board of Selectmen,

October 14, 2022

I manage a community based organization called Diversity Outreach Services. My organization provides enriching programs and events to a diverse group of individuals in Stratham and the surrounding communities. The programs and events I offer are organized and funded through various donations and my own personal initiatives. I am presently organizing a Thanksgiving Dinner Event. My intentions for this event is to provide approximately thirty-five individuals with an evening of dinner and entertainment.

As you are already aware there are families and individuals who may spend Thanksgiving alone for various reasons. I would like to provide these individuals or families with a place to gather and commune with others. I will be connecting with these individuals and families through local Human Service related organizations.

I am in the process of summoning and organizing interested volunteers, local catering companies, businesses and entertainers to support this event. I am presently in need of a centrally located venue, so I am reaching out to the Town of Stratham in hopes of utilizing the Fire House Hall.

I would like to schedule this Thanksgiving Dinner Event for Thursday, November 24, 2022. It would be an all day event that will include a morning set-up. I am anticipating a time frame of 8:30 AM to about 8:30 PM.

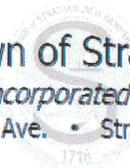
I have included information on the origins and intentions of Diversity Outreach Services. Please feel free to also visit the DOS website at <https://www.dosnh.org/>

Thank you for your time and consideration and please feel to reach out to me for more information.

*With Much Gratitude, Donna Q. Corriveau*

A handwritten signature in black ink that reads 'Donna Q. Corriveau'. The signature is written in a cursive, flowing style.

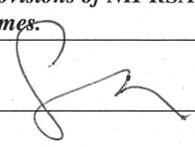
# RAFFLE PERMIT APPLICATION


  
**Town of Stratham**  
 Incorporated 1716  
 10 Bunker Hill Ave. • Stratham, NH 03885

APPLICANT INFORMATION			
<b>Organization Applying for Permit:</b> <small>(Note: Only legal non-profits can be issued a permit)</small>		<b>Employer ID #:</b>	
Address: 10 Bunker Hill Ave.		City: Stratham	State: NH
Contact Person: Seth Hickey		Phone:	Email: shickey@strathamnh.gov
Address:		City:	Zip: 03885

RAFFLE/DRAWING PERMIT INFORMATION	
<b>Date(s) Raffle Tickets Will Be Sold:</b> tickets will be given away - not sold TBD date.	
<b>Date of Drawing:</b> @ Parent Info night TBD.	<b>Location of Drawing:</b> Municipal Center.
<b>List Items to be Raffled:</b> (2) Snowboards	
<b>Reason for Raffle:</b> Increase awareness and interest in snowboard program offered by Dept. this winter.	
<b>How is Raffle Going to be Conducted (i.e. door to door, only at events, only family and friends, etc.):</b> During school lunch period at CMS and EHS.	
<b>Other (any other pertinent information):</b>	

*I have read the provisions of NH RSA 287-A (attached) and by signing below, state that the organization I represent will comply with those provisions at all times.*

<b>Signature:</b> 	<b>Date:</b> 20/17/22
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<input type="checkbox"/> <b>APPROVED</b> <input type="checkbox"/> <b>DENIED</b> Reason for denial:	
<b>Selectman Signature:</b>	<b>Date:</b>
<b>Selectman Signature:</b>	<b>Date:</b>
<b>Selectman Signature:</b>	<b>Date:</b>

**From:** [Jeff Denton](#)  
**To:** [David Moore](#)  
**Cc:** [Seth Hickey](#); [Karen Richard](#)  
**Subject:** Scout SHP burn permits  
**Date:** Friday, October 14, 2022 3:25:45 PM  
**Attachments:** [image001.png](#)

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Hi David,

The Stratham Scout Troops are the only organizations authorized to camp and have camp fires in Stratham Hill Park from what we have always been told. I would like to confirm that and where that is documented (Select Board records??).

Also, before we can issue any fire burn permits the law states that the person requesting the permit must have written landowner permission to use the property. We had a scout den mom leave here without her permit today a little upset because my shift Lt could not give her a permit without town permission.

I would like to see if the board would be willing to delegate that town landowner permission authority to the fire department to help streamline this process. As the Chartering Organization for all Stratham Scout groups, we have knowledge of Scout campouts and such and can advise them of the proper way to have the campfires when we issue the permits.

Please let me know what you think and if you would like to present this proposal to the Board.

Thanks

Jeff

Jeffrey M. Denton, Chief

Stratham Fire Department

Mail: 10 Bunker Hill Ave, Stratham, NH 03885

[Jdenton@StrathamNH.gov](mailto:Jdenton@StrathamNH.gov)

Office: 603-772-9756

Cell: 603-969-7480



# Brent Scott For Recreation Commission

Hi,

My name is Brent Scott and I would like to be considered for the open seat on the Recreation Commission.

The following experience and background qualify me for this position:

I have a technical background through my college courses and work background. I obtained a degree in Finance and Computer Information Systems with a minor in Statistics (Graduated Cum Laude 2001.) I have been in Information Technology for over 20 years and am very knowledgeable with Excel and the entire MS Office Suite.

I served on my Condominium Association board from 2006-2008.

I have utilized all the parks in town and am very familiar with SHP from many years of biking and dog walking.

I coach recreation basketball and have also coached my sons and their teammates over many successful seasons of flag football. I am aware of the numerous youth programs offered. Over the years, my two children, ages 12 and 10, have played town recreation soccer, baseball and basketball, as well as travel baseball and basketball. I am also familiar with the summer camps in town because of my kid's attendance.

Over the years, I have stayed active playing many different sports and other exercise activities. I am currently a regular on the pickleball courts and am enthused by its growing popularity.

Thank you for your consideration,

Brent



# TOWN OF STRATHAM

*Incorporated 1716*

10 Bunker Hill Avenue • Stratham, NH 03885

Voice (603) 772-7391 • Fax (603) 775-0517 • [www.strathamnh.gov](http://www.strathamnh.gov)

## COMMITTEE APPOINTMENT APPLICATION

\_\_\_ Heritage Commission

\_\_\_ Zoning Board of Adjustment

\_\_\_ Planning Board

\_\_\_ Public Works Commission

\_\_\_ Conservation Commission

\_\_\_ Recreation Commission

\_\_\_ Stratham Fair Committee

\_\_\_ Energy Commission

\_\_\_ Exeter Squamscott River Advisory Committee

\_\_\_ Rockingham Planning Commission

\_\_\_ Pedestrian & Cyclist Advocacy Committee

\_\_\_ Other \_\_\_\_\_

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Applicant Name (print)

Phone #

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Address

Email

Registered Voter of Stratham? \_\_\_ YES \_\_\_ NO

Number of Years as a Resident \_\_\_

I would like to be considered by the Select Board for appointment to a town/board/commission/committee indicated above because:

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I feel the following experience and background qualifies me for this position:

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Signature of Applicant

Date