

## **MEMORANDUM**

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

FROM: David Moore, Town Administrator

DATE: October 2, 2020

RE: Select Board Agenda and Materials for the October 5<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 October 5, 2020.

### **III. Consideration of Minutes**

Draft minutes from your meetings from September 21<sup>st</sup>, October 1<sup>st</sup> (3:30 p.m.) and Oct. 1<sup>st</sup> (6:30 p.m.) are attached for your review.

### **IV. Treasurer Report (first meeting of the month)**

Please find enclosed in this packet the Treasurer's Report.

### **V. Department Reports & Presentations**

The department report will be from Matt Larrabee, Fire Chief. The Legislative Delegation will also be present. As we discussed at your last meeting, I have advised the delegation through Karen Richard the conversation with the delegation is planned for 7:45 p.m.

### **VI. Correspondence**

- A. Letters from NH DOT regarding Route 33 Safety Concerns (Response to Towns of Greenland and Stratham)

### **VII. Public Comment**

### **VIII. Public Hearings, Ordinances and/or Resolutions**

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

N/A for this meeting.

## **X. New Business and Action Items**

### **A. Boards & Commissions Appointment Policy**

At your previous meeting, the Board requested I edit the proposed Boards and Commissions Appointments policy to reflect requested changes and your conversation. At this meeting, we will review the new draft for your consideration and, if appropriate, adoption and incorporation in your Administrative Orders & Procedures.

### **B. Budget Schedule Discussion**

I have attached the previously submitted budget schedule. I propose we discuss the next steps for the schedule.

### **C. Election Preparations**

I plan to update you on our recent meeting and ongoing preparations for the November 3<sup>rd</sup> election.

### **D. Signing of Election Warrant**

The Clerk has prepared a warrant for the election that I will present for signature at your meeting. This document formally sets the time and place and is required to be posted by October 19, 2020. As previously established by the Board, the Stratham Memorial School at 39 Gifford Farm Road will be the location of the Nov. 3<sup>rd</sup> Election.

## **XI. Town Administrator Report**

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

## **XII. Informational Items**

### **A. Household Hazardous Waste Collection Day October 17, 2020**

## **XIII. Reservations, Event Requests & Permits**

## **XIV. Review of Recent or Upcoming Board & Commissions Agendas**

### **A. Kyle Saltonstall, Conservation Commission (Alternate)**

The Conservation Commission has recommended Mr. Saltsonstall be appointed to an alternate position.

**XV. Miscellaneous & Old Business**

**XVI. Adjournment**



# TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

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## **TENTATIVE SELECT BOARD AGENDA**

**OCTOBER 5, 2020**

**TOWN OF STRATHAM**

**7:00 P.M.**

**Hutton Room, Stratham Municipal Center**

**10 Bunker Hill Avenue- Stratham, NH 03885**

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

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

If at any time during the meeting you have difficulty, hearing the proceedings, please e-mail [dmoore@strathamnh.gov](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 – September 21, 2020
- IV. Treasurer Report (first meeting of the month)
- V. Department Reports & Presentations –  
Fire Chief Matt Larrabee  
Legislative Delegation Update
- VI. Correspondence
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions

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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- IX. Discussion of Monthly Reports – (second meeting of the Month)
- X. New Business and Action Items
  - A. Boards & Commissions Appointment Policy
  - B. Budget Schedule discussion
  - C. Election Preparations
  - D. Signing of Election Warrant
- XI. Town Administrator Report
- XII. Informational Items
  - A. Household Hazardous Waste Day October 17<sup>th</sup>
- XIII. Reservations, Event Requests & Permits
- XIV. Review of Recent or Upcoming Board & Commissions Agendas
- XV. Boards and Commissions Nominations & Appointments
  - a. Kyle Saltonstall, Conservation Commission (Alternate)
- XVI. Miscellaneous & Old Business
- XVII. Adjournment

## **MINUTES OF THE SEPTEMBER 21, 2020 SELECT BOARD MEETING**

MEMBERS PARTICIPATING: Board Members Chair Mike Houghton, Vice Chair Joe Lovejoy, Board Member Allison Knab along with Town Administrator David Moore and Library Director Lesley Kimball.

The Board Chair opened the meeting at 7:01 p.m.

Mr. Lovejoy made a motion to approve the August 31, 2020 minutes. Ms. Knab seconded the motion which passed unanimously.

Mr. Houghton recognized Paul Pandelena, brother to Donna Frost owner off property off of Boat Club Drive. He previously submitted a letter but wanted to come before the Board to further emphasize their desire to come to an amicable resolution regarding the use of Town property surrounding Ms. Frost's land and Ms. Frost's access to her property. They are primarily concerned with liability on the access way and would like a clear delineation of what is town owned land and what is their private property. It was decided that Mr. Moore would gather more information for a report back to the Board.

Next, Mr. Houghton moved to the correspondence from Mr. Helfrich regarding International Dark Sky. Mr. Moore sees two issues: lighting at the municipal center and, in general, to evaluate the Town's site plan regulations for compliance with "Dark Sky" practices. Mr. Lovejoy recalled a resident raising this issue at previous Board meetings. Discussion ensued regarding lighting regulations. Mr. Houghton sees it as a Planning Board issue. The Board agreed to refer the item to the Planning Board with a suggestion that they reach out to the public to come to a meeting to share information. Mr. Moore will also follow up with the DPW director to assess the Town's municipal Center parking lot and its compliance with the Town's regulations.

Mr. Houghton called attention to the HealthTrust letter. Mr. Moore explained that as a result of year end fiscal analysis, HealthTrust will be distributing premiums back to communities based on their policy. The Board inquired about the procedures that have been followed in the past. The Board asked Mr. Moore to inquire of how distributions resulting from this return of premium were distributed in the past. Mr. Moore said he will report back and that the formal notice of premium return and amount is due in mid-October.

Mr. Houghton recognized Jeff Gallagher calling in to the meeting. Mr. Gallagher called regarding a solar project at Stratham Green. Mr. Houghton informed the group that this project has been reviewed by the Planning Board. Given the nature of this project, the board agreed to do a cash surety as recommended and prepared in coordination with the Planning Director. The Board members agreed and signed the document.

Ms. Knab asked if Mr. Gallagher would be organizing the Veteran's Day celebration. He said he would if that was welcomed by the Board. The Board indicated it was and they expressed appreciation for his efforts at organizing observances for both Veterans' Day and Memorial Day in Stratham.

Mr. Houghton directed attention to New Business. Moore stated that election of officers was disrupted earlier in the year because of Covid and the delay in completing Town Meeting. Mr. Lovejoy motioned to appoint Mr. Houghton as Chair of the Select Board. Ms. Knab seconded the motion. All voted in favor. Ms. Knab motioned to appoint Mr. Lovejoy as Vice Chair. Mr. Houghton seconded the motion. All voted in favor.

Next, Mr. Houghton addressed the Select Board Procedures Manual. Mr. Moore submitted a draft with their packet. Mr. Moore also presented a Boards and Commissions appointment process and is recommending adopting it as an administrative order and procedure of the Town. He also suggested the Board consider creating a compendium of Select Board adopted Administrative Orders and Procedures and ensure annual adoption (through a procedural requirement in the Select Board Manual). He suggests reviewing and adopting it annually to facilitate awareness of the policies and as a means of keeping them fresh and updating them. Mr. Moore clarified how the documents would be accessed. This manual will provide consistency for the Board as well as staff and can be added to over time by committing to writing many existing standing administrative directions of the Board and procedures. Mr. Lovejoy motioned to adopt the 2020 Select Board Manual with revisions. Mr. Houghton seconded the motion. All voted in favor. Mr. Moore called attention to items 24 and 25, concerning Boards and Commissions. Lengthy discussion ensued regarding appointments procedures. Although the new process is lengthier, it ensures public awareness and facilitates committee input. A provision for expectations, particularly regarding attendance, was suggested for inclusion. All Boards and Committees have a staff member assigned to support it and roles are spelled out. The Board approved including Rule 24 and 25 in the adopted manual. The Board asked Mr. Moore to make changes to the Boards and Commissions Administrative Orders & Procedure and bring back for consideration. Mr. Moore indicated he would bring that back for the October 5<sup>th</sup> meeting.

Mr. Houghton moved on to the legal and policy summary Mr. Moore prepared relative to political advertising. Mr. Moore reviewed the document summarizing state law, state policy and the Town's zoning ordinance; he also confirmed past practices and expectations of the current Board relative to locations for political advertising. The Board noted the policy conformed with current and past expectations and agreed the Code Enforcement Officer Shanti Wolph would be appropriate staff lead to ensure compliance. The policy reiterated that signs removed due to safety or non-compliance should still be held at the DPW facility at 70 Bunker Hill Avenue. The Board adopted the policy unanimously. Mr. Moore indicated he would include it as part of the addendum for the Town.

Mr. Houghton brought up the subject of Halloween. Mr. Moore said that he and several staff members has conferred on the issue and are planning to avail themselves of upcoming conversations with state health and municipal officials. He recommended he report back to the Board with a staff recommendation based on anticipated guidance.

Ms. Kimball was then recognized for her departmental report. She's taking lessons learned and applying that information to future programs. Responding to the needs of the community is her priority. She sees the current environment as an opportunity for redesigning library services.

They've implemented safety precautions. Community building is a key component of their mission. She is continually striving to discover new ways to engage the public. Digital services were hugely successful during the pandemic. Communications with the public have been ongoing. They've begun inviting people into the building by appointment. She described some hybrid program options. A Candidate Night Zoom session is being planned for October 8<sup>th</sup>. Curbside pick-up has been going well, but they will need to rethink that with the upcoming inclement weather. Bringing programs or services into the community to places that would allow for better social distancing is something they're considering. They continue to uphold their core values of equal access, lifelong learning, reading and literacy and community building. She emphasized the value in facilitating connections within the community. She is excited about new directions the library might take.

Conversation returned to Halloween. Whether or not to hold a trick or treating night, safety, which night it should be, etc. People can choose not to participate by shutting off their porch light. They wanted to continue the conversation at their special meeting on October 1<sup>st</sup>. Mr. Moore will draft a document stating they plan to move forward and will offer guidance and best practices.

#### TOWN ADMINISTRATION

Town Planner Tavis Austin submitted a memo stating that Betty Lane is complete. He recommends the Board release the bond and accept the deed. Ms. Knab motioned to accept the improvements made to date and approve the final bond reduction of \$23,777.10 along with any accrued interest to date and further authorize Finance to issue a check for that amount in accordance with the Performance Agreement on file and accept and sign the Deed as submitted. Mr. Lovejoy seconded. All voted in favor.

Mr. Austin also recommends the Board accept the partial bond reduction for Treat Farm Road. Ms. Knab made a motion to accept the improvements made to date and approve the performance reduction of \$65,837.58 and further authorize Finance to issue a check for that amount in accordance with the Performance Agreement on file. Mr. Lovejoy seconded. All voted in favor.

Mr. Moore updated the Board on the PFAS Remedial Plan. Wilcox and Barton have completed their outreach to affected property owners. Funds to address remediation will be included in the capital planning preparations for next year.

Mr. Moore gave an update on the budget process. Finance Administrator Dawna Duhamel has been conducting budget meetings with each department head.

Mr. Moore is putting together a legislative delegation for an October meeting. Chief King may wish to discuss body worn cameras with the group. The Board expressed a desire to have ongoing communication with the delegation.

Police Chief King has submitted a memo detailing a request for body worn cameras. Total cost would be \$22,000. There seems to be a consensus towards body worn cameras among law enforcement and government agencies. The Board discussed various ways of funding the request, including bringing it to Town Meeting as a Warrant Article. Policies regarding the



video recordings have been evaluated for use in Stratham and the Board would like more conversation with the Chief on this aspect. Mr. Moore suggested that be a topic for the November 2<sup>nd</sup> departmental report by Chief King.

Mr. Moore continues to hold meetings regarding election logistics.

He then made the Board aware of SAU16's inquiry about available remaining CARES Act money. We've put our third request in, totaling approximately \$65,000. Requests for reimbursement of costs must be specific and within a certain timeframe. NHMA is weighing in because we are the grant recipients and have a role in certifying the eligibility of the costs. Schools across the state are seeking funding support from this grant money because of a change in an administrative rule change at FEMA disallowing certain costs for PPE in the schools. Department heads have been tracking COVID expenses and Ms. Duhamel has been responsible for submitting the regular reimbursements in accordance with the State's requirements. The schools did receive some grant money. We will receive a separate grant for election costs through the Secretary of State. Ms. Knab asked if Ms. Kimball's request for a trailer to use as a book mobile could be a COVID expense. They discussed that and other potential issues involved in Ms. Kimball's request. Mr. Moore indicated he will confer with the Library Director, offer assistance and report back if she would like to pursue further.

Next, Mr. Moore said that the State is requesting that Chipotle be added to the sidewalk maintenance agreement that is already in place for Starbucks. The property owner is the same. All terms agreed to previously are the same, but a new agreement would address both businesses. Zoning in that area and the Master Plan support inclusion of sidewalks. The Board agreed to comply with the State's request.

Mr. Moore reported that Mr. Mears has requested changes to the Solid Waste Ordinance. Given that we are currently in negotiations for a new solid waste contract. Conversation ensued regarding the general process of changing ordinances. They decided to hold off on changing the ordinance until contract negotiations are settled. Mr. Moore will draft a change to the ordinance.

Finance Administrator Dawna Duhamel has suggested moving forward with a temporary employee noting there were few candidates for the part-time accounting and benefits coordinator position. After confirming the expenses could the Board agreed to moving forward with a temporary employee.

Mr. Moore requested the board's feedback on posting the documents that support the agenda items. These packets have been consistently posted on the website. The Board was in favor of continuing the postings as is.

The group had a discussion about the usefulness of mission and values of the organization and revisiting goals and objectives for the year.

Mr. Moore reported that there's been an admirable degree of cooperation from the residents in response to the drought. There have been a few requests for guidance or waivers regarding new construction projects and repair projects that were started prior to September 12<sup>th</sup>. After

conferring with staff, Mr. Moore would like to offer clarification on the lawn watering restriction to say that it doesn't include construction or repair projects. Chief King and Nate Mears helped shape this clarification and are supportive of providing it where necessary. The Board supported the clarification but recognized that it is a difficult situation with no easy answers.

Mr. Moore provided the Hawkers & Peddler's Ordinance for the Board's consideration. There have been some calls regarding the vendor that has set up on Portsmouth Ave. The Ordinance has been followed. The Police Department has not received any complaints with actionable offenses.

Mr. Moore received a letter from the Chair of the Energy Commission Mike Welty regarding the Community Power Coalition. The Board supported Mr. Welty signing the letter.

Big Brothers/Big Sisters submitted a raffle request. Ms. Knab motioned to approve their request. Mr. Lovejoy seconded. All voted in favor.

The Exeter Area Garden Club requested use of Room A on the third Thursday of each month and a fee waiver. Mr. Lovejoy motioned to approve the use of Room A and waive the fee. Ms. Knab seconded the motion. All voted in favor.

At 10:26 pm Mr. Houghton motioned to go into a non-public session in accordance with RSA 91A, II (d). Mr. Lovejoy seconded the motion. All voted in favor.

At 11:20 p.m. Ms. Knab moved to come out of the non-public session and seal the minutes noting that failure to do so might render a proposed action ineffective. Vice Chair Lovejoy seconded the motion. All voted in favor.

At 11:21 p.m. Ms. Knab moved to adjourn. Vice Chair Lovejoy seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard  
Recording Secretary

## **MINUTES OF THE OCTOBER 1, 2020 SELECT BOARD MEETING**

MEMBERS PARTICIPATING: Board Members Chair Mike Houghton and Vice Chair Joe Lovejoy along with Town Administrator David Moore.

The Board Chair opened the meeting at 3:30 p.m. He then motioned to go into a non-public session in accordance with RSA 91A, II (a). Mr. Lovejoy seconded the motion.

At 5:00 pm the Select Board emerged from the non-public session. Mr. Lovejoy motioned to seal the minutes noting failure to do so might render a proposed action ineffective. Mr. Houghton seconded the motion.

At 5:01 pm Mr. Lovejoy motioned to adjourn. Mr. Houghton seconded the motion.

## **MINUTES OF THE OCTOBER 1, 2020 SELECT BOARD MEETING**

MEMBERS PARTICIPATING: Board Members Chair Mike Houghton, Vice Chair Joe Lovejoy and Board Member Allison Knab along with Town Administrator David Moore, Finance Administrator Dawna Duhamel and Director of Public Works Nate Mears.

The Board Chair opened the meeting at 6:30 p.m. He then motioned to go into a non-public session in accordance with RSA 91A, II (a) and (d). Ms. Knab seconded the motion. All voted in favor.

At 8:30 pm the Select Board emerged from the non-public session. Mr. Lovejoy motioned to seal the minutes noting failure to do so might render a proposed action ineffective. Ms. Knab seconded the motion. All voted in favor.

The Board agreed to establish a trick or treating date for Saturday October 31<sup>st</sup> 5:00 to 7:30 p.m. and asked Mr. Moore to provide information about best practices and cautions concerning the pandemic in keeping with those recommended by governmental entities.

At 8:31 pm Mr. Lovejoy motioned to adjourn. Ms. Knab seconded the motion. All voted in favor.



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



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

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

September 29, 2020

Matt Scruton, Town Administrator  
Town of Greenland  
11 Town Square  
P.O. Box 100  
Greenland, NH 03840

Dear Chairman Smith:

I am writing to acknowledge the NH 33 safety concerns expressed by the Towns of Greenland and Stratham and Senator Tom Sherman at our meeting on August 5, and in subsequent correspondence dated August 19. Below I outline a recommended course of action for next steps to address these concerns. At the August 5<sup>th</sup> meeting you explained that the high travel speeds along NH 33, particularly in the two-mile segment from the former Great Bay Community College campus in Stratham to Winnicut Road in Greenland, combined with the periodic heavy traffic volumes can make turns into or out of access points along the highway difficult or hazardous. Several safety countermeasures were discussed, which I've listed below as potential immediate, medium, and long-term actions. A follow-up meeting to further discuss and coordinate these actions is planned with the Communities on October 6.

1. Immediate actions: eliminate NH 33 passing zone; the Towns explained that the high traffic speeds and volumes, and the increasing number of access points, make passing hazardous.  
Status: completed; passing zone eliminated on 8/24/20
2. Medium-term actions: evaluate the conversion of the lane configuration to provide a two-way left turn lane (TWLTL); the existing two-lane layout of the highway lacks a refuge for vehicles waiting to turn left into access points, and following vehicles commonly bypass the stopped left-turning vehicles at high speed via the wide shoulders.  
Status: NHDOT Safety Section is estimating the cost to implement a TWLTL, and how this project might fit into our Highway Safety Improvement Program. This will be discussed at the planned 10/6 follow-up meeting.
3. Medium-term action: conduct a comprehensive corridor study of NH 33 to revisit the traffic operations and safety concerns last investigated in the early 1990s.  
Status: The Towns are advised to coordinate with the Rockingham Planning Commission to seek a new corridor study of NH 33, which could be a candidate for the annual funding provided in the NH Ten Year Plan for such studies.

4. Long-term action: implement recommendations of a new NH 33 corridor study; it is anticipated that a renewed corridor study will present recommended highway improvements that would require one or more projects to be implemented via the Ten Year Plan process.

The Department looks forward to continuing our cooperative efforts with the Towns of Greenland and Stratham as we together seek to improve the safety and efficiency of the NH 33 highway corridor.

Sincerely,



Michael J. Dugas, P.E.  
State Highway Safety Engineer

MJD/mjd

Cc: Victoria Sheehan, NH DOT Commissioner  
Patrick Abrami, NH State Representative, District 19  
Debra Altschiller, NH State Representative, District 19  
William Cass, NH DOT Assistant Commissioner & Chief Engineer  
Tamara Le, NH State Representative, District 31  
Patricia Lovejoy, NH State Representative, District 36  
Dennis Malloy, NH State Representative, District 23  
Brian Schutt, NH DOT District Engineer  
Tom Sherman, NH State Senator District 24  
Chris Sununu, Governor  
Bill Watson, NH DOT Bureau of Planning and Community Assistance



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Tom Sherman, NH State Senator District 24  
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**Town of Stratham - Finance Held Accounts**

(This list does not include accounts held by the Trustees of the Trust Funds, or Library Funds)

**Balances as of 8/30/2020\***

<b><u>Account Name:</u></b>	<b><u>Bank:</u></b>	<b><u>Balance</u></b>	
General Fund	Citizen's	\$2,617,513.50	
Payroll	Citizen's	\$149,925.62	
Investment Account	Citizen's	\$8,341,020.55	
NHPDIP Investment (Town)	NHPDIP	\$21,132.11	
NHPDIP (Recreation Funds)	NHPDIP	\$4,187.67	
NHPDIP (EMS)	NHPDIP	\$51,453.77	
Mobil Cistern	TD Bank	\$33,799.31	
200 Domain Drive Landscape Bond	People's Bank	\$2,547.36	
Betty Lane Construction Bond	People's Bank	\$22,821.85	
Betty Lane Performance Bond	People's Bank	\$24,093.92	
Bunker Hill Commons Fire Cistern	People's Bank	\$8,013.19	
Cemetery Land Fund	People's Bank	\$7,498.58	
Drug Forfeiture Fund	People's Bank	\$33.24	
EMS Fund	People's Bank	\$331,040.49	
Fire Protection Fund	People's Bank	\$47,260.85	
Foss Property Sec. Dep.	People's Bank	\$3,656.70	
Gifford House Sec. Deposit	People's Bank	\$2,112.02	
Heritage Fund	People's Bank	\$6,946.44	
Jacqueline Way	People's Bank	\$0.00	* Closed 3/2
Kennebunk Savings Landscape Bond	People's Bank	\$1,016.30	
Kennebunk Savings Performance (Maint) Bond	People's Bank	\$2,540.76	
Lindt Offsite Improvements	People's Bank	\$1,259.31	
Park Cottage Sec. Dep.	People's Bank	\$967.08	
Police Detail Fund	People's Bank	\$103,126.76	
Recreation Revolving	People's Bank	\$139,309.14	
SHP Revolving Fund	People's Bank	\$40,356.37	
Stratham DARE	People's Bank	\$7,691.82	
Varsity Wireless Historic Sign	People's Bank	\$8,848.03	
<b>Total:</b>		<b>\$11,980,172.74</b>	

**\*\* Multiple Bonds Account/DESA**

<b><u>Bond Name</u></b>			
Altid Enterprises	People's Bank	\$11,185.73	
Bond Checking (Multiple )	People's Bank	\$0.00	
Bunker Hill Ave Improvements	People's Bank	\$17,189.25	
GCNE	People's Bank	\$35,239.38	
Jotaph Realty	People's Bank	\$22,690.80	
Murphy Lane	People's Bank	\$17,231.88	
NHSPCA	People's Bank	\$357,516.81	New 8/202
Robie Farms	People's Bank	\$327,509.66	New 8/202
Tansy Ave	People's Bank	\$7,080.00	New 8/202
Winterberry Cistern	People's Bank	\$940.54	
<b>Total:</b>		<b>\$796,584.05</b>	

**Total: \$12,776,756.79**

**\*Not all accounts are reconciled to Bank Statement - balances are informational only.**

**Balance 9/30/2020**

\$967,092.94

\$111,193.50

\$7,841,020.55

New Hampshire PDIP  
Current Seven Day Yield

9/25/2020

0.14%

2020

20

20

20

## **2021 Schedule of Budget & Warrant Preparation**

### **Operating Budget Schedule**

Monday July 20, 2020 (SB Regular Meeting Night)

- Presentation of proposed budget schedule
- Initial Board discussion of guidance and goals for 2021

Monday August 3, 2020 (SB Regular Meeting Night)

- Budget forecast and budget issues presented by staff
- Board discussion and consensus reached for budget guidance/goals for 2021
- Budget guidance and directions for budget year provided to departments heads and boards.

Monday August 17, 2020 (SB Regular Meeting Night)

- Staff updates on budget issues
- Select Board BAC process discussion and timeline

Wednesday September 18, 2020

- Budgets forms due to Finance Administrator from Departments & Boards

September 19 through September 28

- TA/FA Department Meetings with Departments

September 21, 2020 (SB Regular Meeting Night)

- TA/FA Review of initial budget issues, needs, with Select Board

October 1, 2020 (SB Regular Meeting Night)

- Initial Budget Submittal to Select Board

October 19, 2020 - Regular Select Board Meeting

- Select Board Budget Deliberations
- Feedback received on CIP & CRF from Planning Board

November 2, 2020 - Regular Select Board Meeting

- Select Board Budget Deliberations

## Capital Improvement and Capital Reserve Fund Schedule

Thursday August 6, 2020 (Following August 3 SB meeting)

- CIP and CRF Instructions sent to Departments, Boards & Commissions
- CIP Document begins
- Update Planning Board on CIP process beginning

September 1, 2020

- Submittals due from Departments, Boards & Commissions

September 2 through September 15

- TA/FA/Town Planner meet with Departments, Boards & Commissions

September 21 (Regular SB Board Meeting)

- TA/FA/TP initial presentation with Select Board on CIP/CRF Requests
- Key department presentations

October Planning Board (October 7 or 21)

- Planning Board input provided to Select Board

November

- Select Board approves draft CIP & CRT allocations

## Schedule of Department Reports for 2020

Monday, August 3, 2020	Police
Monday, August 17, 2020	Parks & Recreation
Tuesday, September 8, 2020	Public Works
Monday, September 21, 2020	Library
Monday, October 5, 2020	Fire
Monday, October 19, 2020	Assessing, Planning
Monday, November 2, 2020	Police
Monday, November 16, 2020	Parks & Recreation
Monday, December 7, 2020	Public Works
Monday, December 21, 2020	Fire

## Boards & Commissions with Role in Budget Process

Operating Budget	CIP/CRF
Heritage Commission	Heritage Commission
Conservation Commission	Conservation Commission
Cemetery Trustees	Cemetery Trustees
Library Trustees	Library Trustees
Energy Commission	
Stratham Historical Society	

## SELECTED KEY DATES FOR DEADLINES & HEARINGS LEADING UP TO TRADITIONAL MARCH TOWN MEETING

This document is assembled from excerpts of a publication by New Hampshire Municipal Association. Dates change each year as a function of the number of days prior to town meeting. Consult latest NHMA publication

### NOVEMBER

APPROXIMATE DATE, November 11

**First day to accept petitions to amend zoning ordinance**, historic district ordinance or building code for consideration at the 2020 town meeting. [RSA 675:4-120 days prior to town meeting]

### DECEMBER

APPROXIMATE DATE, December 11

**Last day to accept petitions to amend zoning ordinance**, historic district ordinance or building code for consideration at the 2020 town meeting. [RSA 675:4- 90 days before town meeting]

### JANUARY

APPROXIMATE DATE, January 8

Last day to post and publish notice for **first hearing on proposed adoption or amendment of zoning ordinance**, historic district ordinance or building code if a second hearing is anticipated. [RSA 675:3; 675:7 – 10 clear days before 1/20/2020]

APPROXIMATE DATE, January 10

Last day for voters to **present application to select board to call special town meeting** prior to 2020 annual meeting. Number of petitioners required depends on size of town. [RSA 39:3 –

60 days before town meeting]

APPROXIMATE DATE, January 10,

**First day to hold public hearing on bond or note issue over \$100,000.** Notice of time, place and subject of hearing must be published in a newspaper in general circulation in the municipality at least 7 days before hearing. [RSA 33:8-a, I – not more than 60 days before town meeting]

APPROXIMATE DATE, January 20,

**Last day to hold first public hearing on adoption or amendment of zoning ordinance,** historic district ordinance or building code if a second public hearing is anticipated. [RSA 675:3 – 14 days prior to last date to hold public hearing on zoning/building/historic district ordinance amendment/adoption on February 3]

APPROXIMATE DATE, January 22

First day for candidates in towns with non-partisan official ballot system to file **declarations of candidacy** with town clerk. [RSA 669:19; 652:20 – seventh Wednesday before town meeting]

APPROXIMATE DATE, January 22

Last day to post and **publish notice of final planning board public hearing** on proposed adoption or amendment to zoning ordinance, historic district ordinance or building code. [RSA 675:3; 675:7 – 10 clear days before 2/3/2020]

FEBRUARY

APPROXIMATE DATE, February 3

Last day for planning board to **hold final public hearing on adoption or amendment of zoning ordinance,** historic district ordinance or building code. Planning board must also determine final form. [RSA 675:3 – one day before deadline for delivery of final zoning/building/historic ordinance ballot proposals to town clerk on 2/4]

APPROXIMATE DATE, February 4

Last day for **official copy of final proposal to adopt or amend zoning ordinance,** historic district ordinance or building code to be placed on file at the town clerk's office. [RSA 675:3, V-fifth Tuesday before town meeting]

APPROXIMATE DATE, February 4,

Last day for 25 or more voters or 2% of the total, whichever is less, but in no case fewer than 10 voters, **to petition select board to include an article in the warrant.** [RSA 39:3 – fifth Tuesday before town meeting]

APPROXIMATE DATE, February 7,

Last day for giving notice of 2/xx public hearing on annual budget. [RSA 32:5, I – 7 days before budget hearing on 2/xx]

APPROXIMATE DATE, February 14

Last day to hold at least one public hearing on annual budget (can hold supplemental public hearings after 2/xx provided the first public hearing is on or before 2/xx with 7 days' notice— should schedule at least one public hearing after 2/xx to include any petitioned warrant articles). [RSA 32:5, I &V – 25 days before town meeting]

APPROXIMATE DATE, February 17

Last day for select board to publish notice of time, place and subject of public hearing on bond/note issue over \$100,000. [RSA 33:8-a, I -7 days before 2/24]

APPROXIMATE DATE, February 17

Last day to post and publish notice of hearing on question of establishing a special revenue fund. [RSA 31:95-d, I(b) – 7 days before 2/24]

APPROXIMATE DATE, February 24,

Last day to hold public hearing on question of establishing a special revenue fund. [RSA 31:95-d, I(b) – 15 days before town meeting]

APPROXIMATE DATE, February 24,

Last day to hold public hearing on bond or note issue over \$100,000. Notice of time, place and subject of hearing must be published at least 7 days before hearing. [RSA 33:8-a, I – at least 15 days before town meeting]

APPROXIMATE DATE, February 24,

Last day for select board to post warrant and budget at all polling places and at clerk's office or town hall. Warrant shall state place, day and hour of election, hours polls are open, and which items are to be voted on by ballot. [RSA 39:5; 31:95; 669:2 – 14 clear days before town meeting]

## MARCH

APPROXIMATE DATE, March 3,

Annual town report with budget must be available by today. [RSA 31:95; 41:14 – at least 7 days before town meeting]

APPROXIMATE DATE, March 3, 2020

Last day to submit zoning ordinance protest petition to require 2/3 vote at town meeting. [RSA 675:5- at least 7 days before town meeting]

DRAFT



## **Administrative Procedure**

### **Appointments to Boards and Commission**

Adopted by Select Board: \_\_\_\_\_

This policy is designed to implement and supplement the policy for Appointments of Board & Commission members in the Select Board Manual. Where conflicts exist between this policy and the Manual, the Manual shall supersede.

The Town of Stratham benefits from - and significantly relies on - the civic-mindedness of its residents and their willingness to support the Town's governance through service on Boards and Commissions. This policy and procedure is established to achieve the following:

1. Harness volunteer energy of our residents for the betterment of the Town;
2. Recognize and show appreciation for residents willing to volunteer;
3. Ensure residents are aware of opportunities and afforded the opportunity to serve;
4. Ensure full membership on Boards & Commission; and
5. Effectively track appointments, terms, term expirations, term renewals, in a manner that complies with the State RSAs and Board actions establishing Boards and Committee.

#### **Board Responsibility & Staff Roles**

The responsibility to ensure seats on Boards and Commission are occupied and done so in a manner consistent with the terms of law establishing the Boards and Committees (State RSA or Select Board Action) rests with the Select Board. The following additional roles and responsibilities are expected:

- The Town Administrator's role is support the board in carrying out this function and to supervise the performance of Town staff assigned duties under this policy.
- Town staff who are assigned to serve as staff supports for various Boards and Committees are responsible for assisting the Board and Town Administrator and Chairs of each Board and Commission they are assigned to support in ensuring a complete membership, and tracking terms, term expirations and renewals and following this policy as well as ensuring a process for "on-boarding" and supporting new members.
- The Select Board welcomes and encourages the support of the community, Board and Commission Chairs, and the membership of each Board and Commission in recruiting, supporting, onboarding residents to serve and grow in their roles.

## Board & Commission Membership and Terms

Each Board or Commission is established via official action in state law, adopted by Town Meeting, Special or Ad-hoc Committee are appointed by the Select Board. The length of terms, and other membership criteria will vary depending on terms of establishment. Most terms expire following Town Meeting annually. For example, for a term, which expires in 2021, the expiration shall be the adjournment of the Town Meeting in that year.

Boards or Commission	Established by	Citation or Source
Select Board	State Law	
Planning Board	State Law	
Zoning Board of Adjustment	State Law	
Library Board of Trustees	State Law	
Trustees of Trust Funds	State Law	
Cemetery Trustees	State Law	
Heritage Commission	State Law (adopted by Town Meeting)	
Conservation Commission	State Law (adopted by Town Meeting)	
Recreation Commission	State Law (adopted by Town Meeting)	
Public Works Commission	State Law (adopted by Town Meeting)	
Energy Commission	State Law (adopted by Town Meeting)	
Exeter Squamscott River Advisory Committee	State Law	
Rockingham Planning Commission	State Law	
Stratham Fair Committee	Charitable Trust Unit Directive	
Stratham Fair Committee	Charitable Trust Unit Directive	
Technical Review Committee	Zoning Ordinance	

## Process for Applying to Town of Stratham Boards

Opportunities to serve on newly formed committees and vacancies on existing boards and commissions under the appointment authority of the Select Board shall be advertised by posting on the Town's website, for at least a two week period prior to being appointed by the Select Board.

Town staff assigned to Boards and Commission shall be responsible for requesting the Executive Assistant to post these openings including relevant details such as whether they are for full terms, partial term, or alternate and the expiration of the term.

Town staff are expected to actively fill open or vacant positions from the time they occur to the time they are filled, to support the Select Board, Town Administrator and Board Chair to maintain a full Board and complement of alternate according to each Board or commission terms of establishment. Town staff appointed to Boards and Commission shall ensure complete applications are provided to the Executive Assistant, appointment letters are distributed, Board Chairs are notified and all necessary communication to ensure the new Board member is successfully connected with the Chair for communications purposes. The staff person is also responsible for ensuring the Website is updated with the name of the new commissioner.

The Town Administrator shall be responsible for issuing appointment letters noting the date of the Select Board action and other details such as the term length and expiration, including member or alternate status.

Prior to December 31<sup>st</sup> of each year, the Town staff assigned to each Board and Commission shall submit to the Town Administrator a summary of the Board and Commission expirations for the following year. The staff shall also coordinate with the Chair to determine if expiring members seek renewal and to coordinate the submission of a new application.

Staff shall make the Town Administrator aware of resignations immediately and in writing and shall collect a written statement of resignation from the Board or Commission member. The Town Administrator shall be responsible for ensuring Board Action on written resignation notices.

The Town Administrator shall bring forth all applications received for each position to the Select Board Chair for inclusion on the Board's Agenda. Each application for appointment will appear on two Select Board agendas. Applicants for open positions, shall first be placed on a Select Board meeting agenda "for consideration", prior to being acted on at the next regular Select Board meeting. At the time a name appears on for a second time on an agenda, it shall be referenced on the agenda as "to be voted" and likewise when the name is listed "for consideration".

Following appointment, Board and Commission members will be required to swear an oath with the Town Clerk and the appointment letter, which shall include the Town Clerk as a "carbon copy", will advise the Board or Commission member of the same. Records of appointment and confirmation of oath will be provided to the Select Board for signature and returned to the Town Clerk for filing.

### **Responsibility of Applicants to Boards and Commissions**

The Select Board's goal is to place volunteers in Board and Commission seat that will be personally fulfilling for residents as well as productive and effective for the Town and each Board or Commission's charge, mission or legislative purpose. In accordance with this goal, the following actions are recommend to applicants preparing to apply for appointment to Town Boards and Commissions.

1. Contact the Board Chair or Town staff to express interest and or learn about the responsibilities and requirements of members on that Board or Commission.

2. Attend at least one meeting as a member of the public to further understanding. If the Board meets infrequently, we encourage speaking with the Board Chair.
3. Confirm they can attend Board or Commission regular meetings as scheduled.

### **Expectations for Attendance at Meetings**

In appointing residents to Boards and Commissions the Board expects Board members to actively engage and participate in the business of that Board or Commission. In furtherance of this expectations, the Board has established the following attendance policy for all Boards and Commissions. Note: while the policy establishes removal based on number of unexcused absences, removal from office shall ultimately be determined by state law (where applicable, for Land Use Boards and for any other Board where removal procedures are established by law).

Records of attendance shall be kept by the Chairs of Boards and Commissions. The attendance records of Boards and Commissions shall be reported to the Select Board on an annual basis, by December 31<sup>st</sup> of each year. If a member notifies the Chair of the Board or Commission prior to a meeting that he or she will not be able to attend the meeting due to sickness, vacation or out of town business travel, such absence will be considered an excused absence and so noted in the minutes of the meeting and the annual attendance summary sent to the Select Board. The Select Board may declare vacant the office of any member who has unexcused absences from more than one-third of the regularly scheduled meetings of the board or commission in any calendar year.

### **Review of Applications and Placement on Board Agendas**

The Select Board Chair and the Town Administrator shall be responsible for ensuring applications are presented and acted upon by the Select Board in accordance with its procedures outlined in the Select Board manual and this policy.

Town staff assigned to each Board and Commission - in coordination with the Town Administrator - are responsible for ensuring each formal application for appointment be transmitted to the Chair of that Board or Committee as a courtesy prior to that application appearing on a Select Board agenda for consideration.

Some Board or Commissions take an active role in recruiting new members and recommending them formally to the Select Board a process which is facilitated by ensuring applications are provided to Chairs. Board Chairs are also encouraged to provide feedback to the Select Board Chair or Town Administrator in their capacity as Chair or by communicating feedback of their Board or Commission.

TOWN OF STRATHAM  
APPLICATION FOR APPOINTMENT

<input type="checkbox"/> BOARD OF ADJUSTMENT	<input type="checkbox"/> PUBLIC WORKS COMMISSION
<input type="checkbox"/> BUDGET ADVISORY COMMITTEE	<input type="checkbox"/> RECREATION COMMISSION
<input checked="" type="checkbox"/> CONSERVATION COMMISSION	<input type="checkbox"/> RT 108 CORRIDOR STUDY COMMITTEE
<input type="checkbox"/> ENERGY COMMISSION	<input type="checkbox"/> STRATHAM FAIR COMMITTEE
<input type="checkbox"/> HERITAGE COMMISSION	<input type="checkbox"/> TECHNICAL REVIEW COMMITTEE
<input type="checkbox"/> PLANNING BOARD	<input type="checkbox"/> OTHER

APPLICANT'S NAME K Kyle Saltonstall PHONE # (503) 995-6669

ADDRESS 61 Stratham Heights Road

EMAIL KyleSaltonstall@gmail.com

REGISTERED VOTER OF STRATHAM? YES ☒ NO ☐

NUMBER OF YEARS AS A RESIDENT 2+

I WOULD LIKE TO BE CONSIDERED BY THE BOARD OF SELECTMEN FOR APPOINTMENT TO A TOWN BOARD/COMMISSION/COMMITTEE INDICATED ABOVE

BECAUSE: I believe it is my duty to act as a current steward of my land and of my community. I am driven to volunteer so that we may collectively conserve our most valuable resources.

I FEEL THE FOLLOWING EXPERIENCE AND BACKGROUND QUALIFIES ME FOR THIS POSITION: I learned of duty + responsibility in the US Army. I'm currently studying Sustainable Agriculture ~~and~~ at UNH where I'm learning about conservation of land and other natural resources. I'm also a new farmer, learning about the way our local environment + lives + breathes.

SIGNATURE OF APPLICANT



DATE 20 AUG 2020