



# TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

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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: November 18, 2022

RE: Select Board Agenda and Materials for the November 21<sup>st</sup> Regular Meeting

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Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for Monday, November 21, 2022.

III. Consideration of Minutes – October 20, 2022, November 1, 2022 and November 15, 2022

The minutes from your most recent three meetings are included in your packet.

IV. Treasurer Report (second meeting of the month)

V. Department Reports & Presentations

There is no departmental report for this meeting.

VI. Correspondence

- A. Letter from NHMA regarding notice of disposition of files – 10/28/22
- B. Letter from Rockingham Planning Commission dues request
- C. Letter from Unitil request to execute an amendment to the existing Streetlight Service Agreement

VII. Public Comment

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

### **A. Third and Final Reading of Solid Waste Ordinance**

The Board has held a first reading as well as a second reading and public hearing (November 7, 2022). Third reading and final reading is scheduled for this meeting. As discussed at your last meeting, I have proposed a small amendment reflected in the version included in your packet, which addresses the fee adoption issue I reviewed with the Board. If this change is acceptable to the Board, I would recommend the Board proceed with the following motion:

***Sample motion: To pass third and final reading of the Solid Waste Ordinance as amended.***

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

## X. New Business and Action Items

### **A. 104 Portsmouth Avenue (NHSPCA) Performance Guarantee Release**

Please see the attached memorandum concerning the final performance guarantee release for the (NHSPCA).

### **B. Updated Policy on Uncollectible Funds Payable to the Town of Stratham**

The Town Clerk and Finance Administrator have partnered to update and recommend a policy related to uncollectible funds. Please see the attached memo from Town Clerk Deb Bakie. The policy recommends two changes to include reference to electronic funds (previously not included) and streamlining the determination related to replacement payments.

### **C. Capital Improvement Plan and Capital Reserve Funds**

Following your last meeting, I distributed draft CIP materials. For this meeting, I plan to provide you with additional information including Capital Reserve Funds. I have included in your packet a message from the Fire Chief pertaining to the upcoming Fire Engine 1 replacement, including the recommendation he is passing on from his Department's Fire Truck Committee.

### **D. Budget Process Updates – Appointment of Financial Advisory Committee Member (local School District).**

### **E. Heritage Assistance Program - Draft Proposal by Heritage Commission**

The Heritage Commission has drafted a program that it hopes will address the concerning decline of historic properties in the Town of Stratham. The program is intended to be responsive to the Town's identified master plan in the area of preservation and to carry out the intended objective of the Town Meeting adopted in establishing the Heritage Preservation Fund

Capital Reserve Fund “to preserve historic properties”. The Commission has requested the Board review the concept and proposal. The Board are the agents to expend and would be in agreement with the program aims, uses of the fund, and resources needed to carry it out in support of the Heritage Commission.

## **F. 2022 Goals Update**

Each month, we revisit the 2022 goals. I look forward to sharing with you a status of our goals to date at your meeting.

## **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.

1. **Update on Jana Lane Land Donation** - These closing documents have been prepared by Counsel and received on November 18<sup>th</sup>. I am reviewing in preparation for execution by the Board Chair and the owners.
2. **DPW 24-hour Coverage Program** – Christiane and I have worked with Nate on a program utilizing the recently authorized cell phone for use in distributing 24-hour calls.
3. **Joan Sewall Room Update** – You may recall, Nate Merrill has assisted in developing language related to the recent re-naming of Room A in accordance with your policy. He has drafted language for the plaque discussed upon adoption and he and I are sharing it with you for your review/approval. Nate has spoken with the honoree and looks forward to arranging an event acknowledging this honor, after a plaque is constructed. Minuteman Press has this material for layout; the other room signage and labels in the MC have been created by this firm.

### *THE JOAN M. SEWALL ROOM*

*School foodservice staff are unsung heroes of public education. Joan Sewall served made-from-scratch meals to an entire generation of Stratham children in this room from 1974-1989. Her smile and laugh were infectious as she shared her joy of cooking with students, encouraging early development of a valuable lifelong skill. She empowered kids to make menu and recipe suggestions, and was perhaps best known for her famous apple crisp made with fresh Bunker Hill Orchard fruit from the Sewall family farm just up the street.*

*Dedicated by the Stratham Select Board June 20, 2022.*

4. **IT Study Group Update** – On Monday Nov. 21<sup>st</sup>, the Study Group will be meeting and I look forward to providing you with an update.
5. **Appointment of Open Space and Connectivity Plan Steering Committee** – Mark Connors has consulted with the chosen consultant on the Steering Committee role and make-up and has worked with Seth Hickey and various Boards and Commissions to

collect their recommended designees. When the Board is ready and following a non-public discussion of the input and recommended names for appointment included in Mark's memo, I look forward to ensuring a vote to designate a Committee at this or your next meeting in open session.

**6. Community Power and Energy Commission**

**7. Upcoming Dates – SVRD Fire Party – December 3<sup>rd</sup>**

**8. Recognition of Police Department promotions – December 19<sup>th</sup>**

**9. Well-pump failure and replacement at Stratham Hill Park** – during the week of November 14<sup>th</sup>, we had a well pump failure at Stratham Hill Park. A 3hp well pump and related upgrades are recommended by the Public Works Director. This is a main water source for the park, its buildings and irrigation system.

**10. Request from Fire Chief to sell Fire Equipment** – Chief Denton has contact me for permission to sell two outdated trailers owned and stored at the Fire Department that he indicates are not useful for the Fire Department. He has identified another trailer vehicle that provides greater utility to the department in transporting the Kubota Tractor within Town, as well as to mutual aid calls. He plans to purchase this through is equipment line item.

XII. Informational Items

XIII. Reservations, Event Requests & Permits

- A. Raffle permit application from Lights 4 Lives – Dec. 17 raffle
- B. Request for bonfire at SHP for Lights 4 Lives event

XIV. Review of Recent or Upcoming Board & Commissions Agendas

XV. Boards and Commissions Nominations & Appointments

- A. Appointments *for consideration*: Jessie Hook to the Recreation Commission  
Lucy Cushman to the Heritage Commission  
Ryan Guerette to the Recreation Commission

- B. Appointments *to be voted on*: Nathan Allison to the Planning Board

XVI. Miscellaneous & Old Business

XVII. Adjournment





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## SELECT BOARD AGENDA

**NOVEMBER 21, 2022**

**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 – Oct. 20, 2022; Nov. 1, 2022; and Nov. 15, 2022
- IV. Treasurer Report (second meeting of the month)
- V. Department Reports & Presentations
- VI. Correspondence
  - A. Letter from NHMA regarding notice of disposition of files – 10/28/22
  - B. Letter from Rockingham Planning Commission dues request
  - C. Letter from Unitil request to execute an amendment to the existing Streetlight Service Agreement

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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- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions
  - A. Third and Final Reading of Solid Waste Ordinance
- IX. Discussion of Monthly Reports – (second meeting of the Month)
- X. New Business and Action Items
  - A. 104 Portsmouth Avenue (NHSPCA) Performance Guarantee Release
  - B. Updated Policy on Uncollectible Funds Payable to the Town of Stratham
  - C. Capital Improvement Plan and Capital Reserve Funds
  - D. Budget Process Updates – Appointment of Financial Advisory Committee Member (local School District).
  - E. Heritage Assistance Program - Draft Proposal by Heritage Commission
  - F. 2022 Goals Update
- XI. Town Administrator Report
- XII. Informational Items
- XIII. Reservations, Event Requests & Permits
  - A. Raffle permit application from Lights 4 Lives – Dec. 17 raffle
  - B. Request for bonfire at SHP for Lights 4 Lives event
  - C. Charter school request to waive fee for Room A.
- XIV. Review of Recent or Upcoming Board & Commissions Agendas
- XV. Boards and Commissions Nominations & Appointments
  - A. Appointments *for consideration*: Jessie Hook to the Recreation Commission  
Lucy Cushman to the Heritage Commission  
Ryan Guerette to the Recreation Commission
  - B. Appointments *to be voted on*: Nathan Allison to the Planning Board
- XVI. Miscellaneous & Old Business
- XVII. Adjournment

## **MINUTES OF THE OCTOBER 20, 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, Town Treasurer Tracy Abbott, Director of Public Works Nate Mears, Town Planner Mark Connors

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

Ms. Knab motioned to approve the minutes of October 3, 2022 minutes as written. Mr. Anderson seconded the motion. All voted in favor.

Mr. Houghton recognized Town Treasurer Tracy Abbott who reported on the bank transition. She and Finance Administrator Christiane McAllister have condensed the number of bank accounts in accordance with previous consultations with the Select Board.

Ms. Abbott will be conducting her annual review of the Investment Policy. She will suggest changes and bring it back to the Board for comments and approval.

Ms. Abbott explained that, currently, only three investment accounts are separate. She and Ms. McAllister are very happy with the reduced number of accounts. Ms. McAllister and Ms. Abbott are working on reconciling the accounts.

Mr. Houghton recognized Nate Mears for his DPW report. Mr. Mears indicated that the solid waste market is beginning to show a return for commodities. Transfer Station revenues are equaling nearly 50% with the line item. He recommends removing the fee schedule from the Solid Waste Ordinance to allow for more flexibility in meeting market expenses. Mr. Mears reviewed the benefits of the automated curbside collection implementation. Casella has been working with their staff to reduce issues and the improvement is apparent and he noted we get swift attention to issues that we bring forward.

Mr. Mears continued his report noting that, overall, costs are trending down, which is largely tonnage related. Mr. Houghton requested a report on trending tonnage and costs for the past three years. Mr. Mears detailed impending costs.

Next, Mr. Mears referred to his draft of the revised solid waste ordinance. Mr. Moore reviewed the process for changing an ordinance. This is the first reading of a revision to the Solid Waste Ordinance. A Public Hearing will be held November 1. Mr. Moore explained the advantages of the revision. The Board indicated they wanted to hear feedback from the residents. He will put it in the Select Board Newsletter.

Mr. Mears reported that he was pleased with the turf grass on the playing fields at the park. In November, he will move forward with winterizing.

Mr. Mears felt that the approach to mosquito control this year was successful and advocates continuing that plan with Dragon Mosquito next year. Few cases of mosquito-borne illness were reported.

Mr. Mears reported that line painting on the roads, bike lines and parking lots has all been completed. He went on to describe the management and maintenance of the 80+ catch basins. They are tracked through MS4 reporting. The data must be recorded and sent to the EPA.

Mr. Houghton returned to the discussion on mosquitoes. Given the weather conditions this year, he was curious if reduced spraying had any meaningful impact. Data would be resident complaints. Mr. Mears feels larvaciding is the best tool to remove the mosquito population. He believes continuing with the current program is the best path.

Mr. Mears reported on the paving program, citing the roads that were repaved this year.

Mr. Mears explained that there's been a delay in the replacement of Truck 10 due to supply chain issues and production. It will not be able to be produced this year, but we are looking to lock in for the first quarter 2023 production. The cabin chassis should be received next year. We did receive an inspection sticker for Truck 10, so it is still operational.

Cemetery improvements regarding drainage issues and landscaping is complete. Drainage issues have been resolved. Regarding facilities, the salt shed roof has been replaced. The work was done quickly and done well, this project was funded with the Town's American Rescue Plan Act (ARPA) funds.

Mr. Mears noted that a light pole located in the middle of the Fire Dept. rear parking lot has been a long-standing problem as it was struck repeatedly over the course of snow removal and other parking lots movements. His crew remedied the situation by relocated the pole across the parking lot. We will be receiving additional poles to provide sufficient lighting to the lot.

Mr. Mears reported on improvements made to the Gifford Farm rental property.

Mr. Mears' crew has stabilized 50% of the wall at the Smyk property. He will contract with a masonry firm to complete the project.

Mr. Mears informed the Board that he has been diligently working with two of his crew members to get them licensed with a commercial driver license. He described the lengthy and difficult training. He was proud to report that the two new staffers completed the required portions of the program and received their 90 day permit.

Mr. Mears and Mr. Moore have been having discussion regarding acquiring an administrative assistance for the DPW function. Duties would include assisting with payroll, accounts payable, responding to resident questions regarding the cemetery, waste collection, etc. Mr. Mears said funding for the position is likely to be able to be covered in the existing payroll allocations for

the department, in that we replaced a senior staff person with an early career hire and that our intended restructure to include a grounds crew lead did not materials due to recruitment issues.

Mr. Houghton recognized Mark Connors who began his department report by noting proposed changes to the Zoning Ordinance. The first is regarding minimum setbacks in the Gateway District. Currently there is no minimum setback; implementing one would make the gateway more visually appealing. The next is a minor housekeeping amendment to clarify previous amendments. The third amendment was raised following an inquiry into redevelopment on the 108 corridor and addresses loosening setback restrictions that are potentially unintended limitations. The fourth amendment is to implement a common standard in the Gateway for pedestrian /bike improvements. This would require coordination with DOT. The next amendment is regarding Gateway uses that aren't permitted; the Planning Board wants to keep the process. Other housekeeping items include keeping uses listed in the Gateway consistent with other parts of the ordinance. The sixth amendment is a result of a new state law limiting the ability of towns to regulate site development for churches. This amendment would allow the town to have some input even if it is non-binding. The seventh is regarding density standards in a mixed use zone. The next two amendments are related to signage.

Mr. Connors reported on the Town's ability to adopt impact fees. Stratham hasn't adopted this, but most of our surrounding towns have. He explained that the fees generated (which could range from \$3,500 per unit to \$15,000) would go to capital improvements for school districts, DPW, library, roads, public safety, etc. If Stratham decides to adopt the impact fee, it may decide not to implement it. This is an enabling ordinance and would be included in site plan regulations. There would be specific accounting regulations that must be adhered to so he advised hiring a consultant to ensure compliance.

Next Mr. Connors discussed a potential Article for Town Meeting: RSA 79E Housing Opportunity Zone. To encourage affordable housing, the Town could designate part of town (such as the technical college site or the far southern site off of Rt. 101) where we would reduce the property taxes collected for between 5-9 years and step up each year until it reaches the full value. A developer would need to commit to doing one third of the units as affordable units.

Mr. Connors reported that the Rt. 33 Heritage Committee has received some applications and are meeting more often. After a thorough review, the Planning Board approved the 297R Portsmouth Ave. demolition. The barn at 249 Portsmouth Ave. has been reviewed and all involved agree it is beyond repair and needs to come down the Planning Board will have the Rt. 33 Heritage Committee recommendation in time for their next meeting.

Mr. Connors said the MS4 permit has been submitted to the EPA. He relayed stories about towns that did not submit reports/submitted inaccurate reports. We are considering three planning projects. We just filed year 4; these projects are required for year 6. We have to create an inventory of town owned property, then look at opportunities to incorporate best practices for capturing storm water management. The second project is looking at parking lot and street signs for storm water treatment. The third examines ways to encourage green infrastructure. Of the three, the first is the bigger effort. He is considering bringing in a consultant to assist with that. Mr. Moore said we have money in CIP for storm water planning.

Mr. Connors said that he and Parks & Recreation Director Seth Hickey are creating a short video to showcase the trail near the Memorial School. Mr. Moore observed that it is a 12 minute walk from Jack Rabbit Lane parking lot to the Tote Road trail to the Memorial School. He thinks it would be appropriate to highlight this option as a great alternative to the idling during the drop off/pick up times at the school and that these types of connections are the sort of progress that is envisioned in other locations to be explored through the Open Space Plan.

The Pedestrian /Bicyclist Committee, a subcommittee of the Planning Board, will be meeting next week.

Mr. Connors is happy Code Enforcement Officer/Building Inspector Jim Marchese is back and commended his replacement Peter Rowell on his knowledge and patience. Mr. Connors expressed gratitude for Planning Assistant Susan Connors and her expertise. He is working to streamline the process for Fire and Police Department inspections and make sure our fees are competitive with surrounding communities.

Mr. Connor referred to the Age Friendly report, noting transportation and communication came out as Stratham's top concerns. Rockingham Planning Commission offers a technical assistance grant for which we will apply. The Board discussed who has responsibility for communication and acknowledged challenges in that area. Ms. Knab motioned endorsement of the Town moving forward with the application to the Age Friendly Communities support for year two. Mr. Anderson seconded the motion. All voted in favor. Mr. Anderson suggested senior programming information be more prominently located on the website.

Next, Mr. Connors addressed the Congestion Mitigation Air Quality plan (CMAQ). This is for high budget projects; the cap is \$3 million and the Town must commit to a 20% (\$600,000) match. He listed potential options in his memo. The Planning Board has identified their priority to be the synchronization of traffic signals along Portsmouth Ave. Their second choice is Portsmouth Ave. sidewalks, followed by Marin Way improvements. They did not feel electronic fueling stations is something the Town should pursue at this time. They discussed the various projects. Mr. Moore suggested the Energy Commission be given an opportunity to provide input. Mr. Houghton noted that we are not constrained in the number of projects we can submit provided they don't exceed \$3 million. The group expressed disappointment in the lack of support for the electronic fueling stations. Mr. Moore will submit letters indicating two projects. We are not obligated to follow through with projects we put in the letters.

Mr. Connors discussed the culverts on Squamscott Road. NHDOT held a public meeting last week. This is an environmental project which will upsize the two culverts on Squamscott Road enabling wildlife to get through easily. The project will begin next summer. Mr. Connors described the options for road closure while the work is being done. Mr. Moore requested DOT use a decorative railing as opposed to the corrugated steel that is typical. DOT noted they must comply with certain requirements. Mr. Houghton motioned to provide a letter of support for the project. Mr. Anderson seconded the motion. All voted in favor. Ms. Knab motioned to authorize the Town Planner to move forward with the two comments discussed, roadway

shoulder widening and installing the nicest railings possible for the Squamscott Road project. Mr. Anderson seconded the motion. All voted in favor.

Mr. Houghton inquired about the Rt. 33 crossing at Sandy Point Rd, which was included as an informational item. We received correspondence saying it was a much bigger project than originally anticipated and, as such, it will not be able to be included in the Rt. 33 project. This was disappointing news, but somewhat expected. There has also been a change in project managers at DOT for this project.

Mr. Anderson asked Mr. Connors if any further discussion had been had regarding having an engineer funded by developers to oversee Planning Board decisions on issues as storm water, draining, etc. Mr. Connors is considering an attorney to help navigate those issues. Mr. Anderson asked for an update on Source Water Protection. Mr. Connors met with the RPC regarding strategies to upgrade regulations. The Planning Board will address some of these issues.

The Board thanked Mr. Connors for all his work on these important issues.

At 8:44 pm Mr. Houghton motioned to go into a non-public session to discuss matters that may affect adversely the reputation of another in accordance with RSA 91-A:3, II (a)(c) and (e). Mr. Anderson seconded the motion. Roll call: Houghton-Yes; Knab-Yes; Anderson-Yes.

At 10:00 pm Mr. Houghton motioned to come out of the non-public session and seal the minutes noting that failure to do so would render a proposed actin ineffective. Mr. Anderson seconded the motion. All voted in favor.

Mr. Moore presented a preliminary budget with a 2.2% increase; \$180,000 over last year. This includes everything except additional part-time hours for administrative assistance at DPW and the animal control services raised by the Police Chief. He has worked with our IT consultant, Lee Todis to bring greater detail to our IT supply, subscriptions, line items. Having a better understanding enables us to better manage and control that budget. As an example of tighter budgeting, Mr. Moore explained that because shifts in the Fire Dept. haven't been filled 100%, we are budgeting to 85%. Adjustments are included in this preliminary budget. He reminded the Select Board its goal is to finalize a draft budget on December 19th for the purposes of distributing to the Budget Advisory Committee.

Ms. Knab motioned to authorize the Board Chair to execute all related documentation associated with closing the real estate transaction that is the land donation of 18 Jana Lane. Mr. Anderson seconded the motion. All voted in favor.

#### ADMINISTRATION

Veteran's Day volunteers are busy working on this year's ceremony. The Board discussed their attendance.

Mr. Moore informed the Board that we have received the two Purple Heart signs and asked them to give some thought as to where they should be installed.

Mr. Moore directed attention to the election preparations and bake sales. Town Clerk/Tax Collector Deborah Bakie recently attended a training with Secretary of State who clarified his interpretation of the role of the Select Board members which is to be at the polling location from open to close. Mr. Moore advised that the guidance also says the Select Board can appoint pro tem Select Board members to do their duties. Mr. Moore recommended all three Select Board members to appoint two people as pro tems. They will ask former select board member Joe Lovejoy. Mr. Moore will raise the issue again as we get closer to the election.

Mr. Moore said that Ms. Bakie updated the Board on how best to accommodate the bake sale requires and it was determined the two requestors would be invited to utilize a portion of the cafeteria on that day.

Mr. Moore reported that interim Library Director Steve Butzel is working with Mr. Mears on an internal renovation project that will accommodate two drop boxes for library books and audio materials. This project will cost approximately \$10,000. There are funding sources for this project in the CIP.

The IT group will meet next Friday to review proposals and discuss a path forward. Mr. Moore will share his ideas about additional process steps with the group.

Mr. Anderson has been monitoring the drought and informed the Board that our status has improved. Ms. Knab moved to authorize the Town Administrator to take all steps to loosen the water restriction in accordance with new information pertaining to our status. Mr. Houghton seconded the motion. All voted in favor.

Mr. Moore informed the Board that self-appraisals have been initiated. Wellness Coordinator Tara Madden is doing a fantastic job.

#### RESERVATIONS

Mr. Houghton motioned to approve Diversity Outreach Services use of the Morgera Room at the Fire Station as requested by Lt. Call. Mr. Anderson seconded the motion. All voted in favor.

Ms. Knab motioned to approve the raffle permit request for Parks and Recreation. Mr. Anderson seconded the motion. All voted in favor.

Mr. Moore referred to the communication from Fire Chief Jeff Denton regarding Scouts' campfires at SHP. Chief Denton is requesting that the Town, as land owner, delegate permission to the Fire Dept. to issue a burn permit Scout-sponsored events. The Board wanted to retain control over activities at the park and sought more information from the Chief.

Mr. Houghton recognized Brent Scott's application for consideration to the Recreation Commission. Ms. Knab motioned to move Brent Scott's application for the Recreation Commission to the next meeting for nomination. Mr. Anderson seconded the motion. All voted in favor.



Mr. Anderson inquired about the Active Shooter Training Event at Stratham Hill Park on October 27<sup>th</sup>. Mr. Moore will clarify the time and exact location for meeting.

The Board signed the warrant for the date and time of the General Election.

At 10:30 p.m. Mr. Anderson motioned to adjourn. Ms. Knab seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard  
Recording Secretary

## **MINUTES OF THE NOVEMBER 1, 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.

The minutes from the October 20, 2022 Select Board meeting were still being reviewed by Mr. Moore.

Mr. Houghton recognized Police Chief Anthony King for his department report. He began by reviewing the active shooter event that took place at SHP on Oct. 27<sup>th</sup>. It was a successful event with over 230 people involved. Actors, Homeland Security, 23 different area departments and various municipalities participated. Currently, we are waiting for the evaluation from Homeland Security on our response and collaboration efforts.

Next, Chief King reported that the initial draft of his department's budget has been submitted. He thanked Ms. McAllister for her assistance, recognizing her as being a tremendous asset. Performance evaluations are now underway. The department had their first year review as part of CALEA. He praised Police Administrative Assistant Kate Drago for her outstanding work assisting him in the policy review process. They passed the review with no problems.

Chief King said that he is waiting for a deployment date to begin using body worn cameras. Prior to implementation, they'll review the policies and training with staff. Once it is closer to deployment, he will do a media release. He expects to begin using the cameras by Christmas.

Chief King thanked Mr. Anderson for being on the hiring committee for the full time officer position. He described the difficulties in finding a qualified candidate. He has identified one who has met all the requirements; we are waiting on a background check.

Chief King spoke about promotions within the department. There have been two sergeant promotions and a lieutenant promotion. Once Sergeant Emerson retires, the second promotion will be made. A swearing in ceremony will be held.

Finally, Chief King directed attention to the dog issues at Stratham Hill Park. To curb some of the complaints they've been receiving about dogs at the park, he's increased presence of the officers there. He feels this is a temporary approach. Chief King introduced the idea of an animal control officer (ACO). He is recommending it be a salaried, yearly position with assigned hours; either part-time or on-call. Mr. Houghton inquired about the drivers behind his request. Chief King explained that he sees a gap in coverage for these types of calls. The park is a destination for many people with dogs; they are not all residents. The police receive an

average of 250-300 calls annually but Parks & Recreation receives more calls and complaints. He feels it's time to create this position to assist the officers and help them do their job.

Parks and Recreation Director Seth Hickey expressed appreciation for the increased police presence at the park. There are signs indicating when dogs must be leashed but people weren't adhering to the rules. The police have been helpful in enforcing the regulations. Mr. Hickey observed that there are multiple parks; each one has its own rules. He is trying to be proactive in making people aware of the rules and regulations as it pertains to our ordinances. There has been growing concern about dogs and behavior at the park. We need a more sustained way of supporting the animal issues in town. Chief King added that an ACO could assist with education, outreach and community engagement. The Police Dept. survey results indicated 106 yes, we need an ACO and 41 no's. Chief King explained that the no's were a result of residents not understanding the need behind the request. Mr. Houghton supported the idea of proactively engaging the community by talking about the transition over the years and the burden it places on the officers to do their work.

Fire Chief Denton spoke in support for the ACO position noting that our EMTs have responded to several dog bite calls recently. It would be valuable to have someone knowledgeable about animals so they can deal with the patient.

Ms. Knab inquired about the regulatory authority of the ACO. Chief King said that they can write citations but are not sworn officers.

Mr. Houghton directed attention to the proposed change to the parking ordinance for the lot off of Jack Rabbit Lane. Mr. Hickey began by recalling that in June parking access to the lot off of Jack Rabbit Lane was temporarily restricted to residents only on the recommendations of the Trail Management Advisory Committee, the Conservation Commission and the Stratham Hill Park Association. This was done in an attempt to reduce the traffic in that small space. Traffic spills onto the fields because the lot gets overfull on weekends. Typically, the lot is closed during mud season and sometimes during snowfall. The trial period is coming to an end and, after seeing the benefits of the closure, all committees, and the police, support the parking ban becoming an ordinance. It is important to note that this parcel of land is Town Forest and under different set of rules than the park.

Next, Mr. Hickey discussed how parking on Jack Rabbit Lane has been restricted for the past several years. It is extremely difficult for the DPW and for emergency vehicles to go down that road if cars are parked on the sides. The Police Chief would be able to waive this restriction for certain events.

Mr. Hickey explained that they've been determining proof of residency by requiring Transfer Station stickers. Going forward, the police will run the plates of vehicles without stickers. Non-residents may park in the main lot. Mr. Hickey presented the draft Ordinance for the Board's consideration. In response to Mr. Anderson's enforcement question, Chief King said it would be considered a parking ticket violation. He would like to adjust some of the fees to ensure they are in line with surrounding communities. Mr. Hickey said that although they saw initial compliance with the changes, it quickly waned. He'll continue using signs and social media to educate the

park users. This ordinance would allow for enforcement. The group discussed what appears to be an increase in traffic. Ms. Knab asked that Mr. Hickey notify and include the Conservation Commission about signs in the town forest. He assured her that he would include the Conservation Commission as well as the Stratham Hill Park Association and the Trail Management Advisory Committee in any proposed changes.

Mr. Moore joined the meeting.

Mr. Anderson congratulated Chief King on being appointed as Vice Chairman of the NH Police Accreditation Commission.

Mr. Houghton recognized Fire Chief Jeff Denton for his department report. Chief Denton began by giving an overview of the Active Shooter exercise. He felt it was a successful event and a good opportunity to work with the Police Department. Some areas were identified as needing improvement.

Chief Denton submitted his department's budget to Ms. McAllister. He spoke about costs of dues, EMS supplies and gas and oil increasing. The cost of fire gear is up and there is supply chain issues. The fleet is older; he will need to budget for vehicle maintenance. Mr. Houghton asked about replacing them. Chief Denton described the long lead time involved, noting we still don't have the new ambulance.

He continued, describing the impacts to the Fire Dept. budget regarding building security and payroll. The payroll budget is underspent because of lack of personnel to fill 100% of the shifts. Recruiting new personnel will be a focus going forward. He described the difficulty in getting people interested in joining the dept. He has considered going to a paramedic level, which would open the pool, but would cost more too. Mr. Houghton spoke about generating interest in high school students. Chief Denton is supportive of this idea but said that finding instructors is a problem, as is not being able to test until you are 18. They discussed planting the idea of a career in fire service in younger children in groups such as the Scouts.

Next, Chief Denton reported on fire inspections. There is a big gap in what we should be doing and the capability of what we can do. He and Deputy Fire Chief Josh Crow have been doing all the inspections. It is a tremendous amount of work to ask of a volunteer. He and Deputy Crow are in class and will be certified as Fire Inspector I by the middle of this month. Chief Denton described an inspection at CMS and the follow up reports that are necessary. It is a job that takes experience and knowledge. Completing the reports are difficult and time consuming. In addition to schools, there are many other locations in town that need inspections. Regular inspections are important for life safety; some businesses lose sight of the hazards. Because the CEO/BI and Planner's jobs are linked to fire inspections, he is planning to have quarterly meetings with them to ensure a more coordinated response. Chief Denton then proposed hiring a part-time fire inspector. Not necessarily as the sole provider, but someone to lead the program, build it, make sure we are following the code, and provide peace of mind in terms of compliance with state law and fire codes. He and Deputy Crow will provide supplementary services. Ideally, the candidate would already be qualified and have experience dealing with fire codes. They discussed inspection fees in general and the time involved in performing inspections. His

initial proposal for the Fire Inspector is two 8-hour days, however, this will likely increase. Mr. Houghton acknowledged that former Fire Chief Matt Larrabee had brought the issue to their attention previously and agreed the town should be more accountable. To obtain community support for a fire inspector, Mr. Houghton asked about number of inspections. Chief Denton indicated he could report back on that and responded that it is much more involved than going on inspections – it is responding to businesses questions, fire pump issues, change of use permits, occupancy changes – all these make a difference in fire codes. Chief Denton continued, saying the inspection fees will not cover an inspector's salary. Mr. Moore agreed that we need to revisit the fees. The Board commended Chief Denton for identifying this gap and taking the class needed (along with Deputy Crow).

Mr. Houghton recognized Mr. Marchese who spoke in support of Chief Denton's request for a Fire Inspector.

Chief Denton continued his report saying that the Fire Engine Committee is waiting for bids to come in and will be making a recommendation for Engine 1 within the next week or two. It will be a significant cost (approximately \$800,000) and approximately a 2 year wait to receive it. New trucks are expected to be in service for 15 – 20 years.

Finally, Chief Denton explained the need for a second set of fire gear for each responder. Gear must be washed immediately after use, which is a lengthy process. If a second fire comes in, he cannot use the staff that responded to the first fire. Secondly, there is a growing concern of cancer causing chemicals on dirty gear. It's his responsibility to ensure the safety for his staff. Once an order is placed, it can take a year to receive it. Each outfit expires in 10 years. The department has succeeded in raising \$25,000 in donations for this need. Lights 4 Lives will be supporting this fundraiser this year to offset the funds needed for this. Mr. Moore assured him that if the board supports this purchase, we can ensure a sustainable and regular investment to keep it going when we understand the costs and the replacement schedules. Mr. Houghton wondered why we haven't done this before now. Chief Denton responded that it is funding. There is a large initial investment. In addition, new research has confirmed the danger of carcinogens on the gear seeping in to skin. He is aware of young firefighters passing away from cancer. He explained the time consuming process for cleaning the gear and the protective measures they take with dirty gear. Regarding the Lights 4 Lives fundraiser, he said they would like to have the parade, then hold an outdoor event at the park. He asked for and received the Board's support. He also asked to waive the alcohol prohibition for the department holiday party. Mr. Houghton motioned to waive the alcohol prohibition at the Morgera Room for the Fire Department holiday party on December 3. Mr. Anderson seconded the motion. All voted in favor.

Mr. Houghton recognized Town Assessor Chris Murdough for her department report. Referring to a handout with a list of appeals, she noted that the first two had been settled. We are still awaiting word from BTLA on the Lindt case. The hearing for Pipers Landing will be on Dec. 21<sup>st</sup>. She will have more information at a later date. Ocean State Job Lot filed with Superior Court; our attorney will be handling that. We are looking for commercial appraisers to be able to testify to market value.

Ms. Murdough continued explaining she researched the history of tax rates going back to 2004 and can see what we're trending towards for 2022. She is working on the equalization which is due to DRA by Dec. 15. They publish the ratio early 2023.

Ms. Murdough reported that it will soon be time for the next re-valuation. Mr. Moore reminded the Board that the Town has an annual contract with Ms. Murdough for assessing services. That work is supplemented by our former assessing assistant. Mr. Moore discussed the impact of the ratio on those looking to appeal their commercial appraisal. We have been considering moving our re-valuation up to best manage the risk associated with commercial assessments, in particular, taking advantage of these lower ratios for a two year period. They continued to discuss how escalation of residential sales drives the ratio down. It takes time for the market to turn around.

Mr. Moore suggested he draft a RFP by the end of the year to secure an appraisal firm and lock in a price, allowing us the option of moving forward in 2023 or 2024. He believes finding a commercial appraiser may be difficult which is part of the rationale for moving in advance of the planned timeline. Mr. Moore said he wanted to introduce the idea with Mr. Murdough present and get some initial feedback; he would like to confer with the Town's counsel handling our assessing cases and return to the Board with more information.

At 8:36 pm Mr. Houghton motioned to go into a non-public session in accordance with RSA 91-A:3, II (a) (c) and (e). Ms. Knab seconded the motion. Roll call: Houghton-yes; Knab-yes; Anderson-yes.

At 9:30 p.m. Mr. Houghton motioned to seal the minutes in accordance with RSA 91-A:3, III noting that divulgence of the information would render the proposed action of the board ineffective. Mr. Anderson seconded the motion. All voted in favor.

Mr. Houghton motioned to open the public hearing to review the ordinance for solid waste. Mr. Anderson seconded the motion. All voted in favor. Mr. Houghton asked for comments on the proposed revised solid waste ordinance. Upon hearing none, Mr. Houghton motioned to close the public hearing. Ms. Knab seconded the motion. All voted in favor. Mr. Moore recommended a third public hearing on Dec. 3. Upon doing some research, he was unable to determine that the town adopted the appropriate RSA to allow the Select Board to set fees. He is recommending a Warrant Article to be voted on at Town Meeting to allow the Select Board to set fees.

Noting the hour, Mr. Moore requested moving the capital program discussion to Nov. 21; he would send the draft materials the Board tomorrow in preparation for the next meeting.

Mr. Houghton brought attention to the Nov. 8 election preparations. Mr. Moore reported that Town Clerk/Tax Collector Deborah Bakie has preparations well in hand. To support the clerks, Mr. Hickey bought "I heart my town clerk's" buttons for the staff to wear. Former Select Board member Joseph Lovejoy will be standing in for Mr. Houghton at the election. Referencing the discussion related to pro-tem Select Board members at the last meeting, Mr. Moore indicated he

would suggest a schedule of appointments utilizing known residents who will be at the polls and are eligible to be designated as pro-tems. They discussed their coverage for Election Day.

Mr. Houghton brought attention to the request from the Amateur Radio Emergency Service to use top of hill at SHP on Nov. 5. Ms. Knab motioned approval to let Amateur Radio to use the top of the hill on Nov. 5<sup>th</sup>. Mr. Anderson seconded the motion. All voted in favor.

#### APPOINTMENTS

Mr. Houghton noted that Nathan Allison has submitted his application for the Planning Board. Ms. Knab motioned to appoint Brent Scott to the Recreation Commission. Mr. Anderson seconded the motion. All voted in favor. Mr. Anderson said that he knows Mr. Allison and, with his background in civil engineering, he would be a desirable addition to the Planning Board. They observed that Mr. Allison would have to attend a Planning Board meeting before being considered for appointment. The Board chair also needs to recommend.

Mr. Moore said that the Moderator has made the appointments to the Budget Advisory Committee. Many members are returning. Tracy Abbott will be the new addition. The Moderator has reached out to the School Board to ensure we have a representative. The Moderator also appoints the financial advisory committee to the school board: Lester Cuff, Heidi Hansen and Kevin Madly have been appointed to serve in that role. Also, a Select Board representative is designated. Mr. Moore noted upcoming dates for the FAC meetings. They will work with Mr. Houghton at a later time to decide whom the Select Board representative will be.

Mr. Moore received a request from the Library to release CIP Library Improvement funds in the amount of \$11,836.19 for installation of a book drop. This improvement was discussed at a previous meeting. Our DPW will be doing the work. Ms. Knab motioned approval of release of the Library related CIP funds up to \$12,000. Mr. Anderson seconded the motion. All voted in favor.

Mr. Moore said he could not find the vote where funds were released for replacement of DPW Truck 10. We now have a more precise number than was previously presented - \$235,000, which includes emergency lights, hydraulic sander, plow assemblies, etc. To ensure there is a vote on record, Mr. Moore requested the Board reaffirm the vote. Mr. Anderson motioned to release funds up to \$235,000 from the CIP Stratham Highway Vehicle Capital Reserve Fund for the purpose of replacing Truck 10 which was in the CIP for purchase in 2022. Ms. Knab seconded the motion. All voted in favor.

Mr. Moore noted that the DPW Director has reported that one of our rental units will need significant work totaling \$11,300. This raised a more general question of a planning for the future needs of all town owned rental properties. Mr. Moore asked if the Board wanted to view the properties. The Board enthusiastically agreed. He will post the meeting when it is set up. Mr. Anderson motioned to approve the release of up to \$11,300 from the Town Buildings and Grounds Maintenance Fund for the repairs to the rental property as stated. Ms. Knab seconded the motion. All voted in favor. Mr. Anderson asked about the status of the DPW Administrative Assistant. He voiced strong support for the position. He said we have the financial ability to fund the position now. The payroll line item is underspent because they were unable to hire a

crew lead. This position was restructured and filled by current staff. Ms. McAllister suggested having someone from this building be in the DPW with this person temporarily to assist with onboarding. The board agreed that a job description should be drafted. Mr. Moore will follow up.

Mr. Moore noted that business cards were done for each of them with their personal emails. He suggested they be redone and that residents contact them through the website.

Mr. Moore said that we are waiting to hear from the State for revenue finalization that allows us to set the tax rate. The Board plans to have a preliminary meeting to review the tax rate setting, recommit to the fund balance use and the overall strategy. Ms. McAllister explained that final revenues are pending. Once DRA receives the signed revised revenues, they'll set a preliminary tax rate. The tax rate can be adjusted by modifying the amount we use for fund balance or modifying amount applied for abatements. We are tracking on the projected rate which is the same as last year.

Ms. McAllister reported that the auditors were here last week. We are awaiting Comstar documents for final receivables for the ambulance service. We should be receiving the audit in January.

Ms. Knab motioned to adjourn. Mr. Anderson seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard  
Recording Secretary



## **MINUTES OF THE NOVEMBER 15, 2022 SELECT BOARD SPECIAL MEETING**

Meeting held in the new conference room at the Stratham Municipal Center

MEMBERS PRESENT: Board Members Chair Mike Houghton, Joe Anderson

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

ABSENT: Vice Chair Allison Knab

At 6:00 pm Mr. Houghton opened the meeting. He recognized Mr. Moore for an introduction to the meeting purpose which was establishing final details for tax rate setting in coordination with the Department of Revenue Administration.

Mr. Moore provided a summary of recent years tax rates, the preliminary tax rate prepared by DRA based updated revenues and received by the Town on November 10<sup>th</sup>, and reviewed the levers available to the Board to adjust the preliminary rate including use of fund balance and overlay. Mr. Moore reviewed the projections for use of fund balance and overlay at the time of budget adoption. Following discussion, Mike Houghton moved to submit the following changes to the preliminary rate sheet to DRA including use of \$800,000 in unassigned fund balance and \$40,000 overlay resulting in a tax rate of \$3.07. Mr. Anderson seconded the motion and all voted in favor.

Mr. Houghton asked if there was any other business before the Board. There being none, the meeting was adjourned at 6:30 p.m.

**Bank Statement Balances as  
of 10/31/2022**

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	\$ 2,387,078.73	\$ 4,642,381.38	TD General Fund Checking
Payroll	100	Citizen's	\$ -	\$ 105,483.53	TD General Fund Electronic Deposits
Investment Account	100	Citizen's	\$ -		n/a
EMS Fund	102	M&T	\$ 559,652.27	\$ 12,242.29	TD Fire Dept EMS Fund
Recreation Revolving	104	M&T	\$ 281,435.96	\$ 16,184.76	TD Recreation Revolving Fund

\$ 656,341.69 TD Stratham Disbursement Account

**TOWN MISC ACCOUNTS**

Police Detail Fund	103	TD Bank	\$ -	\$ 227,142.94	
SHP Revolving Fund	105	TD Bank	\$ -	\$ 50,591.20	
Stratham DARE	112	TD Bank	\$ -	\$ 6,272.23	
Drug Forfeiture Fund	106		\$ -		balance combined with DARE
Heritage Fund	109	TD Bank	\$ -	\$ 7,012.96	
Cemetery Land Fund	300	TD Bank	\$ - *	\$ 7,526.05	

**ASSET ACCOUNTS**

Bunker Hill Ave Improvements		TD Bank	\$ - *	\$ 17,252.24	
Bunker Hill Commons Fire Cistern		TD Bank	\$ - *	\$ 8,042.55	
Mobil Cistern		TD Bank	\$ - *	\$ 33,907.33	
Tansy Ave		TD Bank	\$ - *	\$ 7,105.96	
Winterberry Cistern		TD Bank	\$ - *	\$ 943.99	
Fire Protection Fund		TD Bank	\$ - *	\$ 47,434.02	
Green Solar Surety		TD Bank	\$ - *	\$ 4,415.56	
Varsity Wireless Historic Sign (designated for Heritage Comm for signage--spend)		TD Bank	\$ - *	\$ 7,316.08	

**RENTAL PROPERTY DEPOSIT ESCROW ACCOUNTS**

Foss Property Sec. Dep.		TD Bank	\$0.00 *	\$ 3,670.10	
Gifford House Sec. Deposit		TD Bank	\$0.00 *	\$ 2,119.76	
Park Cottage Sec. Dep.		TD Bank	\$0.00 *	\$ 970.62	

**PERFORMANCE BONDS**

Altid Enterprises (2011 Bond-Mark will confirm release w/ DPW)		TD Bank	\$0.00 *	\$ 11,226.72	
Kennebunk Savings Landscape Bond		TD Bank	\$0.00 *	\$ 1,020.03	
Kennebunk Savings Performance (Maint) Bond		TD Bank	\$0.00 *	\$ 2,550.07	
200 Domain Drive Landscape Bond		TD Bank	\$0.00 *	\$ 2,556.70	
Lindt Offsite Improvements (expired impact fees?)		TD Bank	\$0.00 *	\$ 1,263.92	
NHSPCA		TD Bank	\$0.00 *	\$ 35,947.77	
Robie Farms--renamed Treat Farms		TD Bank	\$0.00 *	\$ 111,910.46	
GCNE (2004)		TD Bank	\$0.00 *	\$ 35,368.49	
Jotaph Realty (2005)		TD Bank	\$0.00 *	\$ 22,773.94	



October 28, 2022

Select Board  
Town of Stratham  
10 Bunker Hill Avenue  
Stratham NH 03885

Re: Disposition of member legal files

Dear NHMA Member:

One of the services member municipalities receive from NHMA is the ability to obtain legal advice from the NHMA Legal Advisory Service. NHMA attorneys are available to answer legal inquiries and provide general legal assistance by email, letter, and telephone to elected and appointed officials from member municipalities. Engaging NHMA's Legal Advisory Service creates a confidential attorney-client relationship which is governed by the New Hampshire Rules of Professional Conduct.

NHMA maintains records of these legal inquiries, including physical files containing copies of emails and correspondence, as well as any documents submitted, and the legal advice provided. These records are confidential due to the attorney-client privilege.

Under NH Rules of Professional Conduct Rule 1.15, attorneys are required to retain client files for at least 6 (six) years. After that period of time, an attorney can either return client files to the client, if the client so requests, or the attorney may discard those files.

In the event we have any records of our legal communications with your community it is our plan to discard all such records that are older than January 1, 2015. If instead you would like any such files that we might have, we will honor that request and make those documents available to you for pick up or by mail. You may make that request by letter, by email, [legalinquiries@nhmunicipal.org](mailto:legalinquiries@nhmunicipal.org), or by telephone 603-224- 7447.

IF WE DO NOT RECEIVE A COMMUNICATION FROM YOUR MUNICIPALITY THAT YOU WISH TO HAVE ALL CLIENT FILES OLDER THAN JANUARY 1, 2015 RETURNED TO YOU THEN THOSE FILES MAY BE DESTROYED ON OR AFTER JANUARY 1, 2023.

If you have any questions about this client file retention policy please contact Stephen Buckley, Legal Services Counsel, or Margaret Byrnes, Executive Director, at the number or email above.

Very Truly Yours,

Margaret M.L. Byrnes  
Executive Director

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NEW HAMPSHIRE MUNICIPAL ASSOCIATION

25 Triangle Park Drive • Concord, NH 03301 • Tel: 603.224.7447

NHMAinfo@nhmunicipal.org • governmentaffairs@nhmunicipal.org • legalinquiries@nhmunicipal.org

www.nhmunicipal.org

October 25, 2022

Michael Houghton, Chairman  
Board of Selectmen  
10 Bunker Hill Avenue  
Stratham, New Hampshire 03811

**RE: Dues Request for 2023**

Dear Mr. Houghton:

I am writing to thank you for Stratham's continued support and membership in the Rockingham Planning Commission and to provide you with updated information as you budget for membership for the coming year. The next year is shaping up to be pivotal for planning in the RPC region. With the updated regional housing needs assessment nearing completion and the new federal transportation infrastructure bill in place a seat at the regional planning table for Stratham is more important than ever. We are also building our capacity to leverage more funding for communities through the development of a 501c(3) partner organization. The RPC is also moving towards adding Community Development Block Grant writing and administration capacity to add value to your membership in the RPC. These are just few of the many ways local dues help ensure a resilient region.

Our dues request from Stratham for the coming year will be \$7,842. This is calculated based on the 2021 Office of Strategic Initiatives population estimate for Stratham of 7,842 and a dues rate of \$1.00 per capita.

Local dues provide our most important source of funding. In addition to allowing us to provide much needed economic and planning support, local dues support the core operation of the agency and allow us to match grant funding from other sources. The dues support we receive ensures that the region's transportation projects continue to move forward and allows the RPC staff to address regional planning initiatives in the region.

As always, we are grateful for your support and participation in the Commission and eager to assist your town. If you would like to discuss this request or any other aspect of RPC membership or the work we are doing, please feel free to call me, or Tim Roache, Executive Director, at the RPC office at 778-0885. We will be pleased to meet with you at your request and convenience. Attached for your information is a summary of the RPC services available to your community.

Sincerely,

  
Alan Davis  
Chairman

cc: Tom House, Planning Board Chair  
Administrative Assistant  
Lucy Cushman, RPC Commissioner  
Joseph Johnson, RPC Commissioner



## ➤ What is the RPC?

The Rockingham Planning Commission (RPC) is one of nine regional planning commissions in New Hampshire established by RSA 36:46. The Commission's region consists of 27 communities in southeastern New Hampshire. We are uniquely positioned as a regional resource to support cooperative planning efforts and offer strategies that benefit multiple communities. Commissioners are the volunteers representing the local and regional interests of member communities. Collectively, we serve in an advisory role as a resource, a forum and a voice.



### A RESOURCE

A staff of professional planners to provide technical planning assistance to communities and facilitate regional coordination.



### A FORUM

A place for community representatives to gather and address issues that transcend municipal boundaries.



### A VOICE

We carry the message of our region's needs and priorities to the legislature, and state and federal agencies.

## ➤ What are the RPC's primary services?

- **Community Master Plans**
- **Municipal Planner Consulting**
- **GIS and Mapping**
- **Hazard Mitigation Plan Updates**
- **Housing Needs Assessment**
- **Site Plan Reviews**
- **Land Use Studies, Plans and Inventories**
- **Capital Improvement Programs**
- **Water and Natural Resource Plans**
- **Zoning Ordinances and Regulation**
- **Energy Planning**
- **Climate Resilience Planning**

**Learn more and contact us at**  
[www.theRPC.org](http://www.theRPC.org)  
603-778-0885  
156 Water Street, Exeter NH



@RockinghamPlanning



@RPC\_NH

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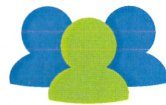
## ➤ What is the MPO?

The Rockingham Metropolitan Planning Organization (MPO) is the federally-designated transportation planning agency for 27 communities in southeastern New Hampshire. The MPO ensures local and regional input on federal transportation funding priorities. We support communities in addressing issues such as road safety, traffic congestion, access for all residents, and transportation system interactions with land use, economic development, climate change, the environment and public health.



### A RESOURCE

The MPO provides transportation planning services to meet local safety, mobility and accessibility needs.



### A FORUM

The MPO facilitates collaboration of communities, transit providers, State and Federal agencies, and other interested parties to help allocate limited transportation funding resources.



### A VOICE

The MPO provides a regional voice to communicate our local transportation priorities and needs at the state and national level.

## ➤ What are the MPO's primary services?

- **Project Prioritization for Federal Funding**
- **Traffic Data Collection**
- **Intersection Analysis**
- **Bicycle/Pedestrian Planning**
- **Road Surface Management Systems**
- **Complete Streets Assessment**
- **Traffic Impact Studies**
- **Transit Studies**

**Learn more and contact us at**

[www.theRPC.org](http://www.theRPC.org)

603-778-0885

156 Water Street, Exeter NH



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Mr. David Moore  
Town Administrator  
Town of Stratham, NH  
10 Bunker Hill Ave  
Stratham, NH 03885

November 4, 2022

Dear Mr. Moore;

Recently, the New Hampshire Public Utilities Commission approved certain revisions to the Tariff of Unitil Energy Systems, Inc. ("Unitil" or the "Company"), including changes to the Company's Light Emitting Diode ("LED") Outdoor Lighting Service Schedules.

The prices and monthly kWh specified in the Tariff for LED fixtures now apply to luminaires +/- 5 Watts above or below the stated Wattage to accommodate the evolution of LED lighting fixtures.

Unitil is providing notice that Stratham's monthly streetlight service bill will, where applicable, reflect the approved Tariff revisions. Prices for lights that fall outside of the +/- 5 Watts parameter stated in the Tariff have been adjusted in accordance with the terms of our current agreement.

The table below provides a summary of the change in the Monthly Luminaire Charge ("LC") for LED equipment. The monthly kWh will remain the same as stated in our current agreement.





TOWN OF STRATHAM OL		Counts	Current LC	New LC
Non-Tariffed LED Light Fixtures (Special Agreements)	Similar LED Tariff offering +/-5 watts, nearest			
25W Customer Supplied LED (Cobra Head/Street)	30W LED Street	27	\$ 13.03	\$ 9.71
100W Customer Supplied LED (Cobra Head/Street)	100W LED Street	1	\$ 13.26	\$ 12.48
80W Customer Supplied LED (Cobra Head/Street)	*80W Customer Supplied LED (Cobra Head/Street)	10	\$ 13.20	\$ 10.72
Total LED Monthly		38	\$ 497.07	\$ 381.85

LC = Monthly Luminaire Charge

As a result of the revisions to the Tariff, Unitil requests that you execute an amendment to the existing "Streetlight Service Agreement" between the Company and the Town. Please review the attached Amendment and sign where indicated. I will then provide a countersigned version for your records.

The change explained in this letter will be made retroactive to June 1, 2022 and a true up of your billing from that point forward will be reflected in your November bill.

I appreciate your attention in this matter. Please call me at 603-294-5123 to answer any questions you may have.

Sincerely,

Tim Noonis

Sr. Business Development Executive

Office: 603-294-5123

Email: noonis@unitil.com





Amendment to the  
Outdoor Lighting Billing Agreement  
Between Unitil Energy Systems, Inc. d/b/a Unitil  
And the Town of Stratham, New Hampshire

**THIS AMENDMENT** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between Unitil Energy Systems, Inc. d/b/a Unitil (hereinafter "Unitil" or the "Company") and the Town of Stratham, NH (hereinafter the "Customer"), collectively the "parties".

**WHEREAS**, the parties entered into an Outdoor Lighting Billing Agreement (the "Agreement") dated 3/29/2019

**WHEREAS**, the parties acknowledge that certain provisions of the Company's Light Emitting Diode Outdoor Lighting Service Tariff, Schedule LED, was revised with the approval of the New Hampshire Public Utilities Commission, effective June 1, 2022.

**WHEREAS**, the parties desire to further amend their Agreement to be consistent with the provisions of Schedule LED.

**NOW THEREFORE**, the parties agree that the provision for LED LIGHT FIXTURES shall be amended as follows:

**LED LIGHT FIXTURES:**

Effective June 1, 2022, the prices for LED fixtures described in the Company's Schedule LED (Page 63-E, as revised from time to time) will apply to luminaires +/- 5 watts above or below the stated wattage in accordance with ANSI C136-15-2020 to accommodate the evolution of LED lighting fixtures.

LED light types, which are not covered by Schedule LED, shall be billed in accordance with the Agreement.

All other provisions of the Agreement shall remain in full force and effect. The Agreement, as hereby amended, constitutes the complete agreement of the parties.

**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment as of the date first written above.

**Town of Plaistow**

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Unitil Energy Systems, Inc. d/b/a Unitil

By: \_\_\_\_\_  
Title: \_\_\_\_\_



## 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 ~~November 9, 2022~~ November 21, 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

The following fee schedule shall apply to items disposed of at the facility. This schedule of fee shall be in effect until such time as the Town of Stratham Town Meeting adopts the provisions of RSA 41:9-a and the Town of Stratham Select Board adopts new fees in accordance with that law's provisions.

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.

**Items containing refrigerants** such as but not limited **\$20.00/item**  
to chlorofluorocarbons (CFCs), Freon, etc.: (air  
conditioners, refrigerators, freezers, dehumidifiers, etc.)

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**Heavy bulky items:** (White goods, dryers, washing machines, **\$15.00/item**  
stoves/ovens, water heaters/furnaces, misc. heavy  
appliances, large furniture, sofas, riding mowers,  
large TV's 20" and over, etc.)

**Light bulky items:** (mattresses, small furniture, large plastic **\$10.00/item**  
items, humidifiers, complete computers systems (CPU  
with monitor), etc.)

**Misc. bulky items:** (exhaust system parts, push lawn mowers, **\$5.00/item**  
BBQ grills, clean empty containers, bicycles, small  
plastic items, microwaves, VCR's, small TV's under 20",  
individual computer components, etc.)

**LP Tanks:** 20# cylinders / tanks for gas grills **\$5.00/cylinder**  
1# cylinders / tanks (Coleman grill/torches) **\$2.00/cylinder**

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**Misc. loose items:**  
(Fees for heavy loads containing sheet rock, roofing  
shingles, and/or tar shingle siding and other such heavy  
materials are subject to doubling at the discretion of the  
attendant.)

**1/2 to 3/4 ton pickup trucks**  
6 foot bed (level) **\$25.00/load**  
(rounded) **\$30.00/load**  
8 foot bed (level) **\$30.00/load**  
(rounded) **\$35.00/load**

**1-ton pickup trucks with rack/dump bodies **\$50.00/load****

Utility trailers (4' X 4') \$15.00/load

Station wagons/passenger vans \$5.00 to \$30.00/load

Wood/brush less than 5 inches in No Charge  
diameter, leaves, yard clippings, etc. (composted/chipped)

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 thereof, 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



TOWN OF STRATHAM  
*Town Clerk/Tax Collector's Office*  
10 Bunker Hill Ave  
Stratham, NH 03885

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## MEMORANDUM

Date: November 16, 2022  
To: Select Board  
From: Deborah Bakie, Town Clerk/Tax Collector  
RE: Policy Concerning Uncollectable Funds Issued To The Town Of Stratham

Enclosed is the updated policy to capture both check and electronic options with regards to payment to the Town of Stratham in an already standing policy. The previous policy addresses checks only. Additionally, updated is the *Repeat Offenses* section to allow for the Town Clerk or Town Administration to make the determination of the form of replacement payment. Included is the standing policy.

Thank you,

Deborah Bakie  
Town Clerk/Tax Collector



# POLICY CONCERNING UNCOLLECTED FUNDS ISSUED TO THE TOWN OF STRATHAM

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## **Returned Check Policy for Stratham, NH**

In the course of conducting business with the general public, the Town of Stratham accepts personal and business checks, credit cards and ACH, as payment for various taxes, permit fees, recreation fees, licenses, motor vehicle transactions, special assessments, or other municipal services.

The intent of this policy and the governing statute is to have the individual(s), business or other entities, who issued such funds, cover the cost of collecting the debt that the uncollected fund were issued to pay.

## **Fees and Costs to be Covered:**

When a payment is issued to the Town for payment of taxes, permit fees, licenses, motor vehicle transactions, special assessments, other municipal services, or any combination of these is returned to the Town as uncollected, the Town shall charge a fee of \$25 plus all protest, bank and legal fees incurred by the Town (as well as any interest and penalties if the returned payment is for a property tax payment), in addition to the original amount of said payment, to the person who issued the uncollected payment, pursuant to the provisions of RSA 80:56.

## **Notification Process:**

If a check/credit card/ACH payment is returned to the town as uncollected, immediate efforts will be made to contact the individual(s) or business or other entity who issued the payment to report the situation and make arrangements for it to be corrected. This contact can be by telephone, U.S. Mail and/or or by electronic (e-mail) communication. If after 5 business days from the date of the returned payment being received by the Town and there is no response from the responsible individual(s), business or other entity, a written notice of the incident to the responsible party will be made by Certified US Mail, return receipt requested.

Should 14 calendar days pass from the date of the receipt of notice to the responsible party by Certified US Mail, and the individual(s), business or other entity responsible for paying the tax or fee has not corrected the situation, and/or the Town has not been able to be reach the individual(s), business or entity, the Town may file a complaint with the Stratham Police Department who will open a criminal investigation under RSA 638:4, Issuing Bad Checks.

Should the returned payment be for a Motor Vehicle Registration, after attempts to reach the individual(s), business or other entity are unsuccessful, the Town Clerk shall notify by appropriate written notification to the individual(s), business or other entity that the New Hampshire Division of Motor Vehicles will be notified and an Administrative Complaint will be filed with the State of New Hampshire.



## POLICY CONCERNING UNCOLLECTED FUNDS ISSUED TO THE TOWN OF STRATHAM

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Should the returned payment be for a Property Tax Payment, and attempts to reach the property owner are unsuccessful, the Tax Collector shall notify and provide appropriate written notification to the affected property owner that the property could be subject to the lien or deed process along with all fees, penalties, and interest that will incur with this process.

### **Repeat Offenses:**

In the event an individual or business makes two consecutive uncollected payments by check or electronic payment, or has three or more non-consecutive instances in a two-year period of issuing returned payments to the Town, the Town Clerk or Town Administration may make a determination that replacement payments and all future payments shall only be accepted in cash, money order, or a bank check.

### **Effective Date:**

This policy shall take effect on November 21, 2022.

Witness our hands as adopted by the Board of Select board on November 21, 2022:

\_\_\_\_\_  
Michael Houghton, Chair

\_\_\_\_\_  
Allison Knab, Vice Chair

\_\_\_\_\_  
Joseph Anderson, Member

Received and recorded this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Deborah L. Bakie, Town Clerk/Tax Collector

## POLICY CONCERNING UNCOLLECTIBLE FUNDS ISSUED TO THE TOWN OF STRATHAM

---

### **Returned Check Policy for Stratham, NH**

In the course of conducting business with the general public, the Town of Stratham accepts personal and business checks, credit cards and ACH, as payment for various taxes, permit fees, recreation fees, licenses, motor vehicle transactions, special assessments, or other municipal services.

The intent of this policy and the governing statute is to have the individual(s), business or other entities, who issued such funds, cover the cost of collecting the debt that the uncollectible fund was issued to pay.

### **Fees and Costs to be Covered:**

When a check issued to the Town for payment of taxes, permit fees, licenses, motor vehicle transactions, special assessments, other municipal services, or any combination of these is returned to the Town as uncollectible, the Town shall charge a fee of \$25 plus all protest, bank and legal fees incurred by the Town (as well as any interest and penalties if the returned check is for a property tax payment), in addition to the original amount of said check, to the person who issued the uncollectible check, pursuant to the provisions of RSA 80:56.

### **Notification Process:**

If a check is returned to the town as uncollectible, immediate efforts will be made to contact the individual(s), business or other entity who issued the check to report the situation and make arrangements for it to be corrected. This contact can be by telephone, U.S. Mail and/or or by electronic (e-mail) communication. If after 5 business days from the date of the returned check being received by the Town and there is no response from the responsible individual(s), business or other entity, a written notice of the incident to the responsible party will be made by Certified US Mail, Return Receipt Requested.

Should 14 calendar days pass from the date of the receipt of notice to the responsible party by Certified US Mail, and the individual(s), business or other entity responsible for paying the tax or fee has not corrected the situation, and/or the Town has not been able to reach the individual(s), business or entity, the Town may file a complaint with the Stratham Police Department who will open a criminal investigation under RSA 638:4, Issuing Bad Checks.

Should the returned check be for a Motor Vehicle Registration, after attempts to reach the individual(s), business or other entity are unsuccessful, the Town Clerk shall notify by appropriate written notification to the individual(s), business or other entity that the NH. Division of Motor Vehicles will be notified and an Administrative Complaint will be filed with the State of New Hampshire.



## POLICY CONCERNING UNCOLLECTIBLE FUNDS ISSUED TO THE TOWN OF STRATHAM

---

Should the returned check be for a Property Tax Payment, and after attempts to reach the property owner are unsuccessful, the Tax Collector shall notify and provide appropriate written notification to the affected property owner that the property could be subject to the lien or deed process along with all fees, penalties, and interest that will incur with this process.

### **Repeat Offenses:**

In the event an individual(s), business or other entity paying various taxes, permit fees, licenses, special assessments, for any other municipal services, or any combination of these to the Town makes two consecutive payments to the Town for which the checks are returned to the Town as uncollectible, or has three or more non-consecutive instances in a two-year period of issuing uncollectible checks to the Town, the receiver of such checks shall immediately inform the Town Administrator of such incidents. The Board of Selectmen may then make a determination to not accept future payments by check from the individual(s), business or other entity. If such a determination is made, written notice of the determination shall be provided to the affected individual(s), business or other entity. If the Board of Selectmen makes such a determination, all future payments shall only be accepted in cash, money order, or a bank teller's check.

### **Effective Date:**

This policy shall take effect on July 9, 2013

Witness our hands as adopted by the Board of Selectmen on July 8, 2013:

\_\_\_\_\_  
David Canada

\_\_\_\_\_  
Timothy Copeland

\_\_\_\_\_  
Bruno Federico

Received and recorded this \_\_\_\_ day of \_\_\_\_\_, 2013

\_\_\_\_\_  
Joyce L. Charbonneau, Town Clerk/Tax Collector



## 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:** November 21, 2022  
**RE:** **NHSPCA Performance Guarantee Release**

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The Town is holding a performance guarantee in the amount of \$35,746.00 relative to the Planning Board's site plan approval for renovations to the New Hampshire SPCA facility at 104 Portsmouth Avenue.

The Town initially held a performance guarantee in the amount of \$357,460.00 but over time the Town has released 90 percent of the original bond amount. The NHSCPA facility opened in November 2021 but the Town holds 10 percent of the total guarantee for a period of one year to ensure that the site's landscaping matures per the approved plan and that no other issues arise associated with the improvements required under the plan. The newly renovated NHSPCA facility opened in November 2021 after Planning and Building inspections and the issuance of a Certificate of Occupancy.

Staff has not identified any deficiencies relative to the improvements that were subject to the Planning Board's site plan approval and would therefore recommend release of the remaining bond amount in the amount of \$35,746.00. This performance guarantee is currently being held in the form of a cash guarantee so the remaining funds will be released to NHSPCA plus any accumulated interest.

<b>Original Bond Amount:</b>	\$357,460.00
<b>Amount currently being held:</b>	\$35,746.00
<b>Amount proposed for release:</b>	\$35,746.00 ( <i>Full release plus any accumulated interest</i> )

I, the undersigned recommend the release of the Performance Guarantee being held to guarantee site plan improvements to the NHSPCA facility at 104 Portsmouth Avenue:

Jim Marchese, Building Inspector: 

Mark Connors, Town Planner: 

**From:** [Jeff Denton](#)  
**To:** [David Moore](#)  
**Subject:** Fire Dept. Engine 1 replacement final recommendation.  
**Date:** Friday, November 18, 2022 12:28:17 PM  
**Attachments:** [2022 Truck Committee Rec Letter 11-11-2022.pdf](#)  
[image001.png](#)

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Hi David,

Attached is the final recommendation from the Fire Department Truck replacement committee concerning the replacement for our Engine 1 – The option from Emergency-One Fire Apparatus through Greenwood Fire apparatus sales. The committee looked at several Fire Engine options and manufacturers to narrow it down to this final recommendation. Factors such as Historic reliability, maintenance support for the life of the truck, safety features, equipment storage, water supply and the future needs of the department for the life of this truck were researched and debated thoroughly to come to this decision. In the end we feel this truck gives the town of Stratham, its residents and its firefighters the best and safest option for the replacement of our current Engine 1. The committee is also recommending that we put our current Engine 1 out to auction once we put the new one in service since the trade in value(\$10,000) is significantly less than we feel we could get at auction. I concur with the committee and would like to recommend to the Town, Select Board and Budget Committee that we select this vehicle for our fleet. Please take a look at the signed letter from the committee and advise me as to what the next step will be to secure this vehicle.

Respectfully,

-Chief Jeff Denton

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







## Stratham Fire Department

10 Bunker Hill Avenue. • Stratham, NH 03885. • (603) 772-9756



11/11/2022

Dear Chief Jeff Denton,

On behalf of the Stratham Fire Department Truck Committee, we are recommending the Emergency One (E-One) Fire Apparatus to replace our current engine 1. This truck will be built by E-One at their plant in Ocala, Florida. The apparatus will be sold by Greenwood Emergency Vehicles located in North Attleboro, Massachusetts and Brunswick, Maine. The current cost for the apparatus is \$879,555.00, with an estimated cost increase of 7-8% between November 2022 and March of 2023. The manufacturer can provide a discount if 100% prepayment is received at the time of signing.

The E-One fire apparatus will be built on a "long cab" Cyclone chassis with a 1,200-gallon water tank (200 gallons more than we have on our current engine 1). The long cab provides more room for firefighters, firefighting tools, and lifesaving equipment. Additionally, it will provide the members of the Stratham Fire Department with the most up to date firefighting technology and critical safety features to better serve the citizens of Stratham, New Hampshire. The truck also features full depth compartments, increasing the amount of equipment that can be placed on the apparatus. The apparatus will serve the Town of Stratham for a minimum of 15-20 years.

Prompt and quality service is one of the most important items when considering a fire apparatus manufacturer and dealer. Greenwood Emergency Vehicles has a proven track record of providing exceptional service and quality apparatus for the Stratham Fire Department. We hope to continue this relationship with Greenwood Emergency Vehicles with the purchase of the E-One Fire Apparatus.

Respectfully,

The Stratham Fire Department Truck Committee

*Jeff J. Bullock*  
*Bert Hochschuler*  
*Tim Sy*

Town of Stratham  
Capital Investment Schedule  
Fire Department  
FY2023 Budget Preparation

Year	Equipment & Vehicle Purchase Schedule				Funding Sources			
	Fire Veh.	Fire Equip.	Amb. V & E	Total Spend	CRF Invest.	Fair Invest.	AMB SRF Invest.	CRF End Bal
2022	0	0	0	0	110	0	0	614
2023	0	0	350	350	110	0	350	740
2024	950	0	0	950	110	0	200	850
2025	66	0	0	66	110	0	0	210
2026	0	0	72	72	110	0	72	254
2027	0	0	0	0	110	0	0	364
2028	855	0	14	869	110	0	314	474
2029	0	0	0	0	110	0	300	29
2030	0	0	0	0	110	0	0	439
2031	0	0	0	0	110	0	0	549
2032	713	0	0	713	110	0	25	659
2033	0	294	411	705	125	0	511	81
2034	137	0	0	137	125	0	0	12
Totals	2,721	486	847	4,054	1,588	0	1,852	0

Year	Revenues	AMIB Operating	Amb. Capital Expenses	Fire CRF Contribution	Total Exp.	Net Income	End. Balance
2021	172,000	20,000	0	112,500	132,500	39,500	414,000
2022	166,508	20,000	0	0	20,000	146,508	560,508
2023	150,000	50,000	350,000	0	400,000	(250,000)	310,508
2024	150,000	50,000	0	250,000	300,000	(150,000)	160,508
2025	150,000	50,000	0	12,500	62,500	87,500	248,008
2026	150,000	50,000	72,000	12,500	134,500	15,500	263,508
2027	150,000	50,000	0	12,500	62,500	87,500	351,008
2028	150,000	50,000	14,000	312,500	376,500	(226,500)	124,508
2029	150,000	50,000	0	12,500	62,500	87,500	212,008
2030	150,000	50,000	0	12,500	62,500	87,500	299,508
2031	150,000	50,000	0	12,500	62,500	87,500	387,008
2032	150,000	50,000	0	25,000	75,000	75,000	462,008
2033	150,000	50,000	411,000	100,000	561,000	(411,000)	51,008
2034	150,000	50,000	0	12,500	62,500	87,500	138,508
2035	150,000	50,000	0	12,500	62,500	87,500	226,008
2036	150,000	50,000	0	12,500	62,500	87,500	313,508
2037	150,000	50,000	0	12,500	62,500	87,500	401,008
2038	150,000	50,000	0	12,500	62,500	87,500	488,508
2039	150,000	50,000	0	12,500	62,500	87,500	576,008
2040	150,000	50,000	0	12,500	50,000	100,000	676,008

Avg. Revenue  
2019-2020 avg rev

150,418  
189,556

Balances

PDIP-EMIS	Conservative rev est	150,000
52,000	Annual CRF Cont	12,500
Oct. 22		
571,000		



Town of Stratham  
Highway Vehicle Replacement and Funding Schedule

Vehicle Number & Age																	
Vehicle #:	10	101	102	103	104	201	202	203	300	301	302	303	Annual Spend	Annual Investment	CRF Balance		
Veh. Age	27	5	15	9	6	4	4	3	7	22	18	7					
Fiscal Year														Beg. CRF Balance		484	
	2022														0		484
	2023	235													235	125	374
	2024				165									165	125	334	
	2025										235			235	125	224	
	2026						70							75	145	125	204
	2027											265			265	100	39
	2028				75									75	100	64	
	2029														0	100	164
	2030			56											56	100	208
	2031														0	100	308
	2032								205						205	100	203
	2033							205							205	125	123
	2034						225								225	125	23
	2035					228								228	125	(80)	
	2036									63					63	125	(18)
	2037														0	125	107
	2038						0							107	125	125	
	2039														0	125	250
	2040				0										0	125	375
	2041			0											0	125	500
Totals	235	56	135	393	70	225	205	205	63	235	265	182					

Interest rate: 3%

**Town of Stratham**  
**Highway Vehicle Replacement and Funding Schedule**

**Vehicle Information**

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<b>Heavy Duty Truck</b>	<b>Year Purchased</b>
Truck 10	1995
Truck 201	2018
Truck 202	2018
Truck 203	2019
<b>Medium Duty Truck</b>	
Truck 103	2013
<b>Light Duty Truck</b>	
Truck 101	2017
Truck 102	2007
Truck 104	2016
<b>Misc. Equipment</b>	
Bandit 1590 XP Wood Chipper (300)	2015
Cat 416 Backhoe becomes rubber tired excavator (301)	2000
John Deere Loader (302)	2004
Bobcat A770 All Wheel Steer Loader (303)	2015
Boxbroom attachment for skid steer	20xx

<b>Equipment Class Definitions</b>	<b>Useful Life</b>
Large Earth Moving Equipment- Backhoe, Loader, Wood Chipper	20
Heavy Duty Trucks 33K GVW	15
Medium Duty Trucks 19.5 GVW	10
Light Duty Trucks 10K GVW	10
Bobcat A770 All Wheel Steer Loader	10
Boxbroom attachment for skid steer	8

**Town of Stratham**  
**Report of Trustees of the Trust Funds**  
**FY22 - As of September 30, 2022**

				PRINCIPAL			INCOME				TOTAL	Ending Market Value
Date of Creation	Name of Fund	Purpose of Fund	How Invested	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	
CEMETERY FUNDS:												
1913-2021	Cemetery Funds	Cemetery/Perpetual Care	Common Investment	474,610.17	19,898.14	494,508.31	101,783.37	7,013.29	-	108,796.66	603,304.97	
TOTAL CEMETERY FUNDS				\$ 474,610.17	\$ 19,898.14	\$ 494,508.31	\$ 101,783.37	\$ 7,013.29	-	\$ 108,796.66	\$ 603,304.97	
TRUST FUNDS:												
1987	Barker 4-H Scholarship	Scholarship	Common Investment	4,785.76	200.64	4,986.40	2,261.56	70.73	(250.00)	2,082.29	7,068.69	
1924-1967	Library Funds	Library	Common Investment	113,363.57	4,752.82	118,116.39	2,511.87	1,675.19	(2,511.87)	1,675.19	119,791.58	
2018	Mary & Walter Smyk Park Trust	Parks/Recreation	Common Investment	302,190.05	12,669.40	314,859.45	18,575.51	4,465.49	-	23,041.00	337,900.45	
1989	Scamman/Park Trust	Parks/Recreation	Common Investment	981.26	41.13	1,022.39	421.72	14.50	-	436.22	1,458.61	
1989	Scamman Scholarship	Scholarship	Common Investment	3,688.73	154.66	3,843.39	2,282.70	54.53	-	2,337.23	6,180.62	
1932-1977	Stratham Hill Park	Parks/Recreation	Common Investment	40,595.67	1,701.98	42,297.65	32,397.95	599.90	-	32,997.85	75,295.50	
1966	Stratham Hill Park Association	Parks/Recreation	Common Investment	84,685.45	3,550.46	88,235.91	48,348.90	1,251.41	(4,000.00)	45,600.31	133,836.22	
1997	Winnicutt Grange Education Fund	Educational Purposes	Common Investment	7,138.20	299.27	7,437.47	409.01	105.48	-	514.49	7,951.96	
TOTAL TRUST FUNDS				\$1,032,038.86	\$ 43,268.50	\$1,075,307.36	\$ 208,992.59	\$ 15,250.52	\$ (6,761.87)	\$ 217,481.24	\$1,292,788.60	\$ -
CAPITAL RESERVES & OTHER FUNDS:												
2017	350th Anniversary Trust	Celebration/Old Home Day	Common Investment	3,683.80	(9.47)	3,674.33	-	22.22	-	22.22	3,696.55	
2003	Debbie Greenburg Trust	Educational Purposes	Common Investment	4,293.00	(11.04)	4,281.96	-	25.89	-	25.89	4,307.85	
2010	Employee Termination Trust	Capital Reserve (Other)	Common Investment	102,573.50	(263.59)	102,309.91	-	618.52	-	618.52	102,928.43	
2014	Heritage Preservation Trust	Discretionary/Benefit to the Town	Common Investment	176,529.69	49,494.96	226,024.65	-	1,181.51	(11,450.00)	(10,268.49)	215,756.16	
2015	Highway Vehicle Capital Reserve	Maintenance & Repair	Common Investment	358,191.51	123,903.59	482,095.10	-	2,561.91	-	2,561.91	484,657.01	
1988	Land Conservation Fund	Environmental Purposes	Common Investment	606,022.54	(1,553.80)	604,468.74	-	3,646.27	(1,750.00)	1,896.27	606,365.01	
2001	Radio Communications Equipment	Maintenance & Repair	Common Investment	54,436.54	4,857.58	59,294.12	-	330.21	(7,846.30)	(7,516.09)	51,778.03	
2009	SMS Maintenance Trust	Maintenance & Repair	Common Investment	172,289.94	(442.70)	171,847.24	-	1,038.91	-	1,038.91	172,886.15	
2009	SMS Special Education Trust	Special Education	Common Investment	480,802.44	(1,235.48)	479,566.96	-	2,899.25	-	2,899.25	482,466.21	
2012	Stratham Fair Capital Improvements	Fire Department Donation	Common Investment	20,483.47	(52.64)	20,430.83	-	123.52	-	123.52	20,554.35	
2012	Stratham Fair Operating	Fire Department Donation	Common Investment	62,161.59	(159.72)	62,001.87	-	374.83	-	374.83	62,376.70	
2012	Stratham Fair Rainy Day Fund	Fire Department Donation	Common Investment	15,272.65	(39.24)	15,233.41	-	92.10	-	92.10	15,325.51	
1998	SVFD Capital Reserve	Fire Department Donation	Common Investment	502,353.18	108,554.25	610,907.43	-	3,382.92	-	3,382.92	614,290.35	
2012	SVFD Fair Trust	Fire Department Donation	Common Investment	107,884.63	(277.22)	107,607.41	-	650.55	-	650.55	108,257.96	
2012	SVFD J Hutton Fund	Fire Department Donation	Common Investment	10,466.11	(26.89)	10,439.22	-	63.12	-	63.12	10,502.34	
2012	SVFD R Wiggin Fund	Fire Department Donation	Common Investment	11,788.81	(30.29)	11,758.52	-	71.10	-	71.10	11,829.62	
2012	SVFD C Scamman Fund	Fire Department Donation	Common Investment	6,369.79	(16.37)	6,353.42	-	38.40	-	38.40	6,391.82	
2012	Town Buildings & Grounds	Maintenance & Repair	Common Investment	334,514.59	(859.58)	333,655.01	-	2,017.14	-	2,017.14	335,672.15	
TOTAL CAPITAL RESERVES & OTHER FUNDS				\$3,030,117.78	\$ 281,832.35	\$3,311,950.13	\$ -	\$ 19,138.37	\$ (21,046.30)	\$ (1,907.93)	\$3,310,042.20	\$ -
GRAND TOTAL				\$4,062,156.64	\$ 325,100.85	\$4,387,257.49	\$ 208,992.59	\$ 34,388.89	\$ (27,808.17)	\$ 215,573.31	\$4,602,830.80	\$ -

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

**Scenario for ARPA Discussion - DRAFT**

**ARPA and Interaction with CIP**

Update September 2022

**ARPA Grant - Total Grant \$783,916**

		<b>UPDATED</b>					
	Category	2021	2022	2023	2024	2025	2026
Eligible Projects							
DPW Premium Pay	Premium Pay	\$ 22,680					
Union Road Culvert Replacements	Infrastructure (Rev. Loss)	\$ 66,500					
Municipal Center Roof Replacement	Infrastructure (Rev. Loss)	\$ 152,360					
MC Office Reconfiguration	Infrastructure (Rev. Loss)	\$ 43,016					
Online Permitting - Building-Planning	Infrastructure (Rev. Loss)	\$ 36,000					
Salt Shed Roof	Infrastructure (Rev. Loss)	\$ 78,500					
Roadway Capital Investments (CIP replacement)	Infrastructure (Rev. Loss)	\$ -	\$ -				
Heritage Historic Marker Program	Infrastructure (Rev. Loss)						
Police Station Ventilation Upgrade	Infrastructure (Rev. Loss)						
<b>Total ARPA by Year</b>		<b>\$ 284,556</b>	<b>\$ 114,500</b>	<b>\$ -</b>			
ARPA Funds Remaining		\$ 499,360	\$ 384,860	<b>\$ 384,860</b>			

Eligible ARPA Projects (Sample ideas)

Ventilation Upgrades

Stevens Park Improvements

Municipal Center - Audio-Visual Remote Meetings

Library Improvements

PFAS Environmental Engineering, Testing, & Remediation



**Town of Stratham**  
**Initial DRAFT 2023 11-1-2022**  
**Capital Improvement Program**

Draft Review: 11/1/2022  
 Planning Board - Consistency with Master Plan: X/X/ 2022  
 Select Board Adopted:  
 X/X/ 2023

(amounts listed in \$1,000s)

PROJECT TITLE	2023	2023 ARPA	2023 Net	2024	2025	2026	2027	2028	Balance (2019-2022) - estimate through 12-31- 22	Balance + Proposed 2023
<b>EQUIPMENT &amp; VEHICLES</b>										
Shared Town Vehicle Replacement	0	0	0	18	18	0	0	0	15	15
Police Cruiser Replacement Program	45	0	45	43	45	0	0	0	7	52
Traffic Control Program	5	0	5	5	5	5	5	5	2	7
<i>Total Equipment &amp; Vehicles</i>	50	0	50	66	68	5	5	5	24	68
<b>INFORMATION SYSTEMS</b>										
Town-wide Workstation Replacements	5	0	5	5	5	5	5	5	5	10
Town-wide Technology	7	0	7	7	7	7	7	7	12	19
Online permitting software & electronic storage	30	30	0	0	0	0	0	0	10	10
<i>Total Information Systems</i>	42	30	12	12	12	12	12	12	27	71
<b>BUILDINGS/INFRASTRUCTURE &amp; PLANNING</b>										
Stormwater Planning & Grant Match	8	0	8	8	8	8	8	8	28	36
Master Plan Update & Related Studies	10	0	10	5	10	5	10	5	20	30
Open Space & Connectivity Plan Implementation	5	0	5	10	5	10	5	10	45	50
Election Booths Replacements	15	0	15	0	0	0	0	0	0	15
Municipal Center - Audio-Visual and Remote Meetings Upgrades	30	0	30							
Cemetery Improvements	0	0	0	0	0	0	0	0	12	12
Stevens Park Pavillion	10	0	10	0	0	0	0	0	7	17
Library Improvements	30	0	30	10	0	0	0	0	25	55
Town-wide Parks & Recreation Improvements (non-SHP)	7	0	7	0	7	0	7	7	17	24
Town-wide Park Parking Lot & Roadway Imps. (non-SHP)	0	0	0	0	0	0	0	0	16	16
Police Station Solar Array Buyout	5	0	5	5	5	5	0	0	10	15
Property Revaluation Expenses	24	0	24	24	24	24	24	24	60	84
Gifford Barn	10	0	10	0	0	0	0	0	14	24
PFAS Response and Remediation	135	0	135	75	75	75	75	75	0	135
<i>Total Buildings/Infrastructure &amp; Planning (non-SHP)</i>	289	0	289	137	134	127	129	129	254	513
<b>STRATHAM HILL PARK</b>										
Stratham Hill Park Area Plan	25	0	25	50	50	50	50	50	25	50
SHP Park-wide Facilities & Playing Field Improvements (SHP)	7	0	7	7	7	7	7	7	32	39
Parking Lot & Roadway Replacement/Improvements (SHP)	0	0	0	0	0	0	0	0	28	28
Firetower Painting (SHP)	0	0	0	0	0	0	0	0	15	15
<i>Total SHP</i>	32	0	32	57	57	57	57	57	100	132



**Town of Stratham**  
**Initial DRAFT 2023 11-1-2022**  
**Capital Improvement Program**

Draft Review: 11/1/2022  
 Planning Board - Consistency with Master Plan: X/X/ 2022  
 Select Board Adopted:  
 X/X/ 2023

(amounts listed in \$1,000s)

PROJECT TITLE	2023	2023 ARPA	2023 Net	2024	2025	2026	2027	2028	Balance (2019-2022) - estimate through 12-31- 22	Balance + Proposed 2023
<b>TRANSPORTATION/ROADWAYS</b>										
Bike and Pedestrian Transportation System	5	0	5	5	5	5	5	5	15	20
Fire Station Parking Lot Paving	0	0	0	0	0	0	0	0	45	45
Police Station Parking Lot Paving	0	0	0	0	0	0	0	0	36	36
Road Reconstruction Program	370	0	370	370	370	370	370	370	3	373
State Roadway/Intersection Capital Projects Participation	25	0	25	50	50	50	50	50	75	100
<i>Total Transportation/Roadways</i>	400	0	400	425	425	425	425	425	174	574
<i>Total CIP Projects</i>	813	30	783	697	696	626	628	628	579	1,358
<b>CAPITAL FUND TRANSFERS</b>									9/30/2022	
Land Conservation Fund	0	0	0	0	0	0	0	0	606	606
Heritage Preservation Fund	50	0	50	0	0	0	0	0	216	266
Fire Department Capital Reserve Fund	110	0	110	110	110	110	110	110	614	724
Radio Communications Capital Reserve Fund	0	0	0	15	15	15	15	15	52	52
Highway Department Capital Reserve Fund	125	0	125	125	125	125	125	125	485	610
Town Buildings & Grounds Maint. Exp. Trust Fund	100	0	100	100	100	100	100	100	335	435
<i>Total Capital Fund Transfers</i>	385	0	385	350	350	350	350	350	2,308	2,765
<b>GRAND TOTAL</b>	1,198	30	1,168	1,047	1,046	976	978	978	2,887	4,123

	Budget year approp	2022 Beginning Balance	Subtotals	Year End/ (to date)	Balance	Lapse	2023 Beginning Prior Balance
<b>V &amp; E</b>							
<i>Town-wide Computer Replacements-prior</i>			\$ 7,210.82	\$ 6,474.91	\$ 735.91	\$ -	\$ 5,735.91
<i>Town Office Computer Replacement</i>	2018	-					
<i>Town Office Computer Replacement</i>	2019	\$ 1,783.93	\$ -				
<i>Library Computer Replacement Program</i>	2019	\$ 2,265.36					
<i>Town-wide Computer Replacements</i>	2020	\$ 10,291.40					
<i>Town-wide Computer Replacements</i>	2021	\$ (7,129.87)					
<b>Town-wide Computer Replacements-current</b>	<b>2022</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ -</b>	<b>\$ 5,000.00</b>		
<i>Permitting software/digital storage-prior</i>			\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00
<i>Online permitting software/digital storage</i>	2021	\$ 10,000.00					
<i>Town-wide Techn Replacements-prior</i>			\$ 16,803.10	\$ 10,969.97	\$ 5,833.13	\$ -	\$ 12,833.13
<i>MC Phone System Replacement</i>	2018	\$ 8,067.08					
<i>Town-wide Technology Replacements</i>	2020	\$ 3,736.02					
<i>Town-wide Technology Replacements</i>	2021	\$ 5,000.00					
<b>Town-wide Techn Replacements-current</b>	<b>2022</b>	<b>\$ 7,000.00</b>	<b>\$ 7,000.00</b>	<b>\$ -</b>	<b>\$ 7,000.00</b>		
<i>Police Station Solar Array Buyout-prior</i>			\$ 5,000.00	\$ -	\$ 5,000.00		\$ 10,000.00
<i>Police Station Solar Array Buyout</i>	2021	\$ 5,000.00					
<b>Police Station Solar Array Buyout-current</b>	<b>2022</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ -</b>	<b>\$ 5,000.00</b>		
<i>Traffic Control Program-prior</i>			\$ 2,202.00	\$ 2,202.00	\$ -		\$ 2,517.00
<i>Traffic Control Program</i>	2021	\$ 2,202.00					
<b>Traffic Control Program-current</b>	<b>2022</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 2,483.00</b>	<b>\$ 2,517.00</b>		
<i>Assessing Vehicle Replacement-prior</i>			\$ 15,000.00	\$ -	\$ 15,000.00		\$ 15,000.00
	2019	\$ 15,000.00					
<i>PD Cruiser Replacement-prior</i>			\$ 4,410.49	\$ 4,410.49	\$ -		\$ 7,460.49
<i>PD Cruiser Replacement</i>	2020	\$ 901.00					
<i>PD Cruiser Replacement</i>	2021	\$ 3,509.49					
<b>PD Cruiser Replacement-current</b>	<b>2022</b>	<b>\$ 39,000.00</b>	<b>\$ 39,000.00</b>	<b>\$ 31,539.51</b>	<b>\$ 7,460.49</b>		

	Budget year approp	2022 Beginning Balance	Subtotals	Year End/ (to date)	Balance	Lapse	2023 Beginning Prior Balance
<b>Buildings</b>							
<i>Library Interior Improvements-prior</i>			\$ 20,000.00	\$ -	\$ 20,000.00	\$ 10,000.00	\$ 25,000.00
<i>Library Carpet Replacement</i>	2018	\$ 10,000.00					
<i>Library Carpet Replacement</i>	2019	\$ 10,000.00					
<b>Library Interior Improvements-current</b>	<b>2022</b>	<b>\$ 15,000.00</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>		
<i>Library Assessment &amp; Facility Plan-prior</i>			\$ 20,000.00	\$ 20,000.00	\$ -		
<i>Library Assessment &amp; Facility Plan</i>	2020	\$ 20,000.00					
<b>Other</b>							
<i>Cemetery Improvements-prior</i>			\$ 26,660.53	\$ 13,888.13	\$ 12,614.99	\$ -	\$ 12,614.99
<i>Maple Lane Cemetery Paving</i>	2017	\$ 7,000.00					
<i>Maple Lane Cemetery Landscaping</i>	2018	\$ 3.69					
<i>Maple Lane Cemetery Paving</i>	2019	\$ 7,000.00					
<i>Maple Lane Cemetery Landscaping</i>	2019	\$ 5,656.84					
<i>cemetery Improvements</i>	2021	\$ 7,000.00					
<i>Parks Facilities Improvements-prior</i>			\$ 20,359.37	\$ 3,000.00	\$ 17,359.37	\$ -	\$ 24,359.37
<i>Playing Field Improvements</i>	2019	\$ 3,359.37					
<i>Tennis Court Improvements</i>	2019	\$ 3,000.00					
<i>Town-wide Parks &amp; Rec. Improvements</i>	2020	\$ 7,000.00					
<i>Town-wide Parks &amp; Rec. Improvements</i>	2021	\$ 7,000.00					
<b>Parks Facilities Improvements-current</b>			<b>\$ 7,000.00</b>	<b>\$ -</b>	<b>\$ 7,000.00</b>		
<b>Stevens Park Pavilion</b>	<b>2022</b>	<b>\$ 7,000.00</b>					
<i>Parks Roads/Parking Lot Improvements-prior</i>			\$ 9,000.00	\$ -	\$ 9,000.00		\$ 16,000.00
<i>Stevens Park parking lot Improvements</i>	2019	\$ 9,000.00					
<b>Parks Roads/Parking Lot Improvements-current</b>		<b>\$ 7,000.00</b>	<b>\$ 7,000.00</b>	<b>\$ -</b>	<b>\$ 7,000.00</b>		
<i>Open Space, Parklands &amp; Connectivity Plan-prior</i>			\$ 10,000.00	\$ -	\$ 10,000.00		\$ 45,000.00
<i>Open Space, Parklands &amp; Connectivity Plan</i>	2021	\$ 10,000.00					
<b>Open Space, Parklands &amp; Connectivity Plan-current</b>	<b>2022</b>	<b>\$ 35,000.00</b>	<b>\$ 35,000.00</b>	<b>\$ -</b>	<b>\$ 35,000.00</b>		



	Budget year approp	2022 Beginning Balance	Subtotals	Year End/ (to date)	Balance	Lapse	2023 Beginning Prior Balance
<i>SHP Facilities &amp; Playing Field Improvements-prior</i>			\$ 41,594.08	\$ -	\$ 41,594.08	\$ 1,021.63	\$ 62,572.45
<i>SHP Facility Improvements</i>	2018	\$ 724.76					
<i>SHP Front Pavilion Painting</i>	2018	\$ 296.87					
<i>Gifford Barn Painting</i>	2019	\$ 14,366.92					
<i>SHP Facility Improvements</i>	2019	\$ 19,205.53					
<i>SHP Facilities &amp; Playing Field Improvements</i>	2021	\$ 7,000.00					
<b>SHP Facilities &amp; Playing Field Improvements-current</b>			<b>\$ 22,000.00</b>	<b>\$ -</b>	<b>\$ 22,000.00</b>		
Fire Tower	2022	\$ 15,000.00					
SHP Facilities & Playing Field Improvements	2022	\$ 7,000.00					
<i>SHP Roads/Parking Improvements-prior</i>			\$ 56,000.00	\$ -	\$ 56,000.00	\$ 28,000.00	\$ 28,000.00
<i>SHP Parking Lot Improvements</i>	2018	\$ 11,000.00					
<i>SHP Roadways</i>	2018	\$ 17,000.00					
<i>SHP Parking Lot Improvements</i>	2019	\$ 10,000.00					
<i>SHP Roadways</i>	2019	\$ 18,000.00					
<b>SHP Area Plan-current</b>	<b>2022</b>	<b>\$ 25,000.00</b>	<b>\$ 25,000.00</b>	<b>\$ -</b>	<b>\$ 25,000.00</b>		\$ 25,000.00
<i>Town-wide Parking Lots Paving-prior</i>			\$ 54,000.00	\$ -	\$ 54,000.00		\$ 81,000.00
<i>Fire Station Parking Lot Paving</i>	2020	\$ 15,000.00					
<i>Police Station Parking Lot Paving</i>	2020	\$ 12,000.00					
<i>Fire Station Parking Lot Paving</i>	2021	\$ 15,000.00					
<i>Police Station Parking Lot Paving</i>	2021	\$ 12,000.00					
<b>Town-wide Parking Lots Paving-current</b>	<b>2022</b>	<b>\$ 27,000.00</b>	<b>\$ 27,000.00</b>	<b>\$ -</b>	<b>\$ 27,000.00</b>		
<i>Road Reconstruction Program-prior</i>			\$ 59,008.61	\$ 59,008.61	\$ -		\$ 2,294.43
<i>Road Reconstruction Program</i>	2019	\$ -					
<i>Road Reconstruction Program</i>	2020	\$ (50,476.00)					
<i>Road Reconstruction Program</i>	2021	\$ 109,484.61					
<b>Road Reconstruction Program-current</b>	<b>2022</b>	<b>\$ 145,000.00</b>	<b>\$ 145,000.00</b>	<b>\$ 142,705.57</b>	<b>\$ 2,294.43</b>		
<i>Bike &amp; Pedestrian Transp Improvements-prior</i>			\$ 10,000.00	\$ -	\$ 10,000.00		\$ 15,000.00
<i>Bike &amp; Pedestrian Transp Improvements</i>	2020	5,000.00					
<i>Bike &amp; Pedestrian Transp Improvements</i>	2021	5,000.00					
<b>Bike &amp; Pedestrian Transp Improvements-current</b>	<b>2022</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ -</b>	<b>\$ 5,000.00</b>		

	Budget year approp	2022 Beginning Balance	Subtotals	Year End/ (to date)	Balance	Lapse	2023 Beginning Prior Balance
State Roadway/Intersection Proj Particip-prior			\$ 50,000.00	\$ -	\$ 50,000.00		\$ 75,000.00
State Roadway/Intersection Proj Particip	2020	\$ 25,000.00					
State Roadway/Intersection Proj Particip	2021	\$ 25,000.00					
<b>State Roadway/Intersection Proj Particip-current</b>	<b>2022</b>	<b>\$ 25,000.00</b>	<b>\$ 25,000.00</b>	<b>\$ -</b>	<b>\$ 25,000.00</b>		
Stormwater Planning-prior			\$ 48,000.00	\$ -	\$ 48,000.00	\$ 20,000.00	\$ 28,000.00
PWC Environmental Grant Match	2018	\$ 20,000.00					
Stormwater Planning & Grant Match	2019	\$ 20,000.00					
Stormwater Planning & Grant Match	2021	\$ 8,000.00					
Water & Sewer Infrastructure Study-prior			\$ 20,000.00	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -
Water & Sewer Infrastructure Study	2018	\$ 20,000.00					
PFAS Response & Remediation-prior			\$ 15,934.00	\$ 49,752.68	\$ (33,818.68)		
PFAS Response and Remediation	2021	\$ 15,934.00					
<b>PFAS Response &amp; Remediation-current</b>	<b>2022</b>	<b>\$ 75,000.00</b>	<b>\$ 75,000.00</b>	<b>\$ 85,448.18</b>	<b>\$ (10,448.18)</b>		
Revaluation Expenses-prior			\$ 45,902.19	\$ 9,695.36	\$ 36,206.83	\$ -	\$ 60,206.83
Revaluation Expenses	2018	\$ (12,297.81)					
Revaluation Expenses	2019	\$ 24,200.00					
Revaluation Expenses	2020	\$ 10,000.00					
Revaluation Expenses	2021	\$ 24,000.00					
<b>Revaluation Expenses-current</b>	<b>2022</b>	<b>\$ 24,000.00</b>	<b>\$ 24,000.00</b>	<b>\$ -</b>	<b>\$ 24,000.00</b>		
Master Plan Update-prior			\$ 38,237.50	\$ -	\$ 38,237.50	\$ 18,237.50	\$ 20,000.00
Master Plan Update	2018	\$ 18,237.50					
Master Plan Update	2019	\$ 20,000.00					
		<b>\$1,078,322.69</b>	<b>\$ 1,078,322.69</b>	<b>\$ 441,578.41</b>	<b>\$ 636,586.87</b>	<b>\$ 97,259.13</b>	<b>\$ 583,594.60</b>

## **Historic Property Stabilization Program – Assessment Grant**

### **Town of Stratham**

**Draft for Discussion Purposes Only – 10-27-2022 revised 11-07-2022**

#### **Background:**

Stratham has a great number of historic properties located throughout Town that are important physical reminders of our community's heritage and agricultural past. Historic properties come with significant maintenance responsibilities and some property owners lack financial resources or technical knowledge to ensure these treasured assets remain for future generations.

The Stratham Master Plan adopted in 2019 states the following: *"In addition to its agrarian roots, historic resources define the character of Stratham and contribute to its sense of place and quality of life."* It goes on to make specific recommendations, among them is the following: *"Make investments that actively preserve historic buildings and important spaces to the Town. Investigate the possibility of establishing a revolving loan fund or small grants program for critical repairs to privately-owned historic structures."*

#### **Objective of Program:**

To provide support to eligible property owners for the purposes of ensuring qualified technical assistance in the creation of historic property assessments to include prioritized recommendations for stabilization and preservation of eligible historic structures with the goal of assisting property owners and enhancing preservation efforts in the community

#### **Program Sponsor and Funding:**

This program is an initiative of the Town of Stratham's Heritage Commission, governed by the Commission and administered through a Project Review Committee established by the Commission. The program is funded by the Heritage Preservation Fund. No application will be approved by the Heritage Commissions' Project Review Committee that does not meet the program objectives and intent as set out by the Stratham Heritage Commission and described in the program documents.

#### **Eligible properties:**

Historic structures owned by the applicant in the Town of Stratham to include:

- those listed on the National Register of Historic Places,
- determined eligible for listing on the National Register,
- listed on the State of NH Register of Historic Places,
- determined eligible for listing on the State Register,
- enrolled in State of NH RSA 79-E tax incentive program,
- enrolled in State of NH RSA 79-D tax incentive program (aka "Barn Easement" program),
- noted as historically significant in Stratham's 2022 Townwide Area Form of Historic Resources.

#### **Eligible applicants:**

Property owners (majority owners) of eligible properties described above.

#### **Maximum Grant Amount:**

Each grant is an amount up to \$750, which may be adjusted by the Historic Property Stabilization Program Review Committee (PRC) up to \$1,500 depending on property size, complexity or other factors deemed appropriate by the PRC.

**Program Requirements:**

1. Property owner must utilize qualified professional resources as identified by the State of NH Division of Historical Resources, or the New Hampshire Preservation Alliance, or gain Program Review Committee approval for a substitute.
2. This is a grant program. No repayment is required; funds are available on a reimbursement basis.
3. An initial approval by the PRC based on an application is required. A scope of work for the assessment shall be pre-approved by the PRC (or its designee).
4. The assessment report shall be submitted to the Town Administrator's office, which will authorize reimbursement based on direction/procedures of the PRC.

**This program is subject to the ongoing availability of funds as well as the authorization for expenditures from the Heritage Preservation Fund by the Town of Stratham Heritage Commission and Select Board.**

**Commented [NM1]:** Dave C. thinks this needs to be clarified that the SB and HC need to vote to spend HPF funds.

## **Historic Property Stabilization Program – Stratham Preservation Assistance Program**

### **Town of Stratham**

**Draft for Discussion Purposes Only – 10-27-2022 – revised 11-07-2022**

#### **Background:**

Stratham has a great number of historic properties located throughout Town that are important physical reminders of our community's heritage and agricultural past. Historic properties come with significant maintenance responsibilities and some property owners lack financial resources or technical knowledge to ensure these treasured assets remain for future generations.

The Stratham Master Plan adopted in 2019 states the following: *"In addition to its agrarian roots, historic resources define the character of Stratham and contribute to its sense of place and quality of life."* It goes on to make specific recommendations, among them is the following: *"Make investments that actively preserve historic buildings and important spaces to the Town. Investigate the possibility of establishing a revolving loan fund or small grants program for critical repairs to privately-owned historic structures."*

#### **Objective of Program:**

To provide financial support to eligible property owners for the purpose of funding costs associated with the rehabilitation, stabilization, and/or preservation of eligible historic structures in accordance with a prioritized stabilization plan with the goal of assisting property owners and enhancing preservation efforts in the community

#### **Program Sponsor and Funding:**

This program is an initiative of the Town of Stratham's Heritage Commission, governed by the Commission and administered through a Project Review Committee established by the Commission. The program is funded by the Heritage Preservation Fund. No application will be approved by the Heritage Commissions' Project Review Committee that does not meet the program objectives and intent as set out by the Stratham Heritage Commission and described in the program documents.

#### **Eligible properties:**

Historic structures owned by the applicant in the Town of Stratham to include:

- those listed on the National Register of Historic Places,
- determined eligible for listing on the National Register,
- listed on the State of NH Register of Historic Places,
- determined eligible for listing on the State Register,
- enrolled in State of NH RSA 79-E tax incentive program,
- enrolled in State of NH RSA 79-D tax incentive program (aka "Barn Easement" program),
- noted as historically significant in Stratham's 2022 Townwide Area Form of Historic Resources.

#### **Eligible applicants:**

Property owners (majority owners) of eligible properties (described above), who, without the assistance of the Stratham Preservation Assistance Program, would be unable to ensure the preservation of their properties **and** who meet basic income and asset limits established by the program.

#### Assistance Offered:

All assistance under this program is offered in the form of a loan, payable in full upon the sale or transfer of property and offered at a 0% annual interest rate.

- Loans up to \$15,000 require applicants to submit Form A - Financial Statement (requires notarization).
- Loans up to \$35,000 require applicants to submit Form B – Financial Verification Form with supporting documents.

#### Program Requirements:

1. No application will be approved by the Heritage Commissions' Project Review Committee that does meet the program objectives and intent as set out by the Stratham Heritage Commission and described in the program documents.
2. Acceptance of Town loan funds requires applicants to understand the work ultimately to be performed will be prioritized by the value it brings to the long term stabilization of the historic resource, and not aesthetic or functional upgrades unrelated to the structure's architectural or structural integrity or stabilization or other preservation goals identified by the Project Review Committee. In other words, work such as roofing, siding, sills, and site drainage takes priority over cosmetic or other improvements such as energy efficiency or plumbing and heating upgrades. Interior work ~~and window/door replacements are-is~~ ineligible.
3. The Town's loan assistance is structured to be returned to the town in order fund other projects. Requests to subordinate this loan following existing or new debt will be reviewed by the Project Review Committee in accordance with the program's subordination policy in effect at that time.

#### Application, Review and Approval:

1. An initial approval by the PRC based on an application is required.
2. A scope of work for the Project shall be pre-approved by the PRC (or its designee) and based upon a prioritized preservation plan or equal acceptable to the PRC.

#### Project Administration:

1. Following initial approval, the homeowner will be responsible for contracting with a qualified resource.
2. No project funds will be used for deposits on construction contracts.
3. Final approval will be given following submittal of a contract document with approved construction scope.
4. Payments will be made to the homeowner following onsite inspection of completed elements eligible under this program.

**Commented [NM2]:** We'll need to define "qualified" - i.e. refer to the NHPA list of contractors, or state that the RPC/HC needs to approve of the homeowner's choice of contractor.

Dave also asks about what if we encounter a homeowner who wants to do the work him/herself? Obviously in most cases that probably wouldn't be desirable, unless the homeowner happens to be a competent carpenter / builder / restoration specialist.



# RAFFLE PERMIT APPLICATION

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

## APPLICANT INFORMATION

Organization Applying for Permit:

(Note: Only legal non-profits can be issued a permit)

Lights 4 Lives

Employer ID #:

Address: 4 Winnicutt Rd

City: Stratham

State:

Zip:

Contact  
Person:

Geri Denton

Phone:

603-969-7812

Email:

GLAKEY@COMCAST.NET

## RAFFLE/DRAWING PERMIT INFORMATION

Date(s) Raffle Tickets Will Be Sold:

Nov. 5 - Dec. 17, 2022

Date of Drawing:

Dec. 17

Location of Drawing:

SHIP

List Items to be Raffled:

50/50 ; JetBlue Tix, Lowes Tool Chest,  
↓ other items yet to be secured

Reason for Raffle:

Raise funds for LYL 2022

How is Raffle Going to be Conducted (i.e. door to door, only at events, only family and friends, etc.):

Online (Eventbrite) and in person - Open to public

Other (any other pertinent information):

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.

Signature:

Geri Denton

Date:

11/3/22

☐ APPROVED

☐ DENIED

Reason for denial:

Selectman Signature:

Date:

Selectman Signature:

Date:

Selectman Signature:

Date:

**From:** [Geri Lakey Denton](#)  
**To:** [David Moore](#)  
**Cc:** [Karen Richard](#)  
**Subject:** RE: Bonfire request  
**Date:** Tuesday, November 15, 2022 10:12:15 AM

---

Hi,

Lights 4 Lives would like to request having a bonfire at our Open House at Stratham Hill Park on December 17 with a rain/snow date of December 18. The event will take place immediately following the holiday parade at approximately 6:00pm to approximately 8pm. We have consulted with Seth Hickey and Jeff Denton about it. The bonfire would be on the backside of the basketball court by the Rt. 33 side and monitored by fire department members. Please let me know if you need any further information.

Thank you,  
Geri Denton  
603-969-7812

---

**From:** David Moore <dmoore@StrathamNH.gov>  
**Sent:** Tuesday, November 15, 2022 9:59 AM  
**To:** Geri Lakey Denton <Glakey@comcast.net>  
**Cc:** Karen Richard <KRichard@StrathamNH.gov>  
**Subject:** RE: Bonfire request

Geri,

I can put this on the agenda for the November 21<sup>st</sup>. Could you please send over a new e-mail directly to her requesting permission with as much detail about the location and the event itself as you can provide.

David M.

---

**From:** Geri Lakey Denton <[Glakey@comcast.net](mailto:Glakey@comcast.net)>  
**Sent:** Tuesday, November 15, 2022 9:56 AM  
**To:** David Moore <[dmoore@StrathamNH.gov](mailto:dmoore@StrathamNH.gov)>  
**Subject:** Bonfire request

Hi David

Can I put in an official request to have a bonfire at our Lights 4 Lives Open house at Stratham Hill Park on December 17 with rain/snow date of December 18? I have spoken with Jeff D and Seth about it as well, but was advised I need to request permission with the Select Board.

Thank you,  
Geri Denton





# 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

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Heritage Commission             | <input type="checkbox"/> Zoning Board of Adjustment     |
| <input type="checkbox"/> Planning Board                             | <input type="checkbox"/> Public Works Commission        |
| <input type="checkbox"/> Conservation Commission                    | <input type="checkbox"/> Recreation Commission          |
| <input type="checkbox"/> Stratham Fair Committee                    | <input type="checkbox"/> Energy Commission              |
| <input type="checkbox"/> Exeter Squamscott River Advisory Committee | <input type="checkbox"/> Rockingham Planning Commission |
| <input type="checkbox"/> Pedestrian & Cyclist Advocacy Committee    | <input type="checkbox"/> Other _____                    |

Lucy H. Cushman  
Applicant Name (print)

603-772-4055 (#)  
603-770-5244(C)  
Phone #

159 Winnicut Road, Stratham  
Address

lucytyler@comcast.net  
Email

Registered Voter of Stratham? ☒ YES ☐ NO Number of Years as a Resident 74

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

I have spent the last 37 years researching  
property titles for a real estate title company. My  
skill at tracing property history could be helpful  
to the Heritage Commission.

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

work experience (noted above)  
An active member of Stratham Community I have served  
on school boards, <sup>the</sup> planning board and as part a  
library and a cemetery trustee and in other capacities.

Lucy H. Cushman  
Signature of Applicant

11-14-22  
Date



# TOWN OF STRATHAM

Incorporated 1716

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## COMMITTEE APPOINTMENT APPLICATION

<input type="checkbox"/> Heritage Commission	<input type="checkbox"/> Zoning Board of Adjustment
<input type="checkbox"/> Planning Board	<input type="checkbox"/> Public Works Commission
<input type="checkbox"/> Conservation Commission	<input checked="" type="checkbox"/> Recreation Commission
<input type="checkbox"/> Stratham Fair Committee	<input type="checkbox"/> Energy Commission
<input type="checkbox"/> Exeter Squamscott River Advisory Committee	<input type="checkbox"/> Rockingham Planning Commission
<input type="checkbox"/> Pedestrian & Cyclist Advocacy Committee	<input type="checkbox"/> Other _____

Ryan Guerette

(603) 793-5677

Applicant Name (print)

Phone #

6 Lucien Way, Stratham, NH

[rdguerette@gmail.com](mailto:rdguerette@gmail.com)

Address

Email

Registered Voter of Stratham? ☐ YES ☒ NO Number of Years as a Resident 17

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

I have been an active participant in Stratham's recreational activities throughout my life. I was a camper, CIT, and volunteer counselor at the Stratham Rec camp and I have also participated in other events like volunteering at town trash pickups and bike races. The Rec department has had a very positive affect on my childhood and I hope to be able to contribute to its success in the future.

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

I have first hand experience on many of Stratham's recreational activities and will be able to provide accurate feedback. I am also a member of the Portsmouth Police Explorers where we do a lot of community service. I have gained a great deal of experience on planning events as well as the work involved.

Signature of Applicant

06/20/2022

Date



# 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

- |   |   |
|---|---|
| <input type="checkbox"/> Heritage Commission                        | <input type="checkbox"/> Zoning Board of Adjustment       |
| <input type="checkbox"/> Planning Board                             | <input type="checkbox"/> Public Works Commission          |
| <input type="checkbox"/> Conservation Commission                    | <input checked="" type="checkbox"/> Recreation Commission |
| <input type="checkbox"/> Stratham Fair Committee                    | <input type="checkbox"/> Energy Commission                |
| <input type="checkbox"/> Exeter Squamscott River Advisory Committee | <input type="checkbox"/> Rockingham Planning Commission   |
| <input type="checkbox"/> Pedestrian & Cyclist Advocacy Committee    | <input type="checkbox"/> Other _____                      |

Jessie Hook  
Applicant Name (print)

530-517-1719  
Phone #

24 Gifford Farm Rd  
Address

jessiemmyszka@gmail.com  
Email

Registered Voter of Stratham? ☒ YES ☐ NO Number of Years as a Resident 6

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

I have three young kids who are starting to be involved in Stratham Parks & Rec programs.

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

I have been a Girls on The Run volunteer for many years. I enjoy working with others to help the community.

[Signature]  
Signature of Applicant

10/30/22  
Date