



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

MEMORANDUM

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

FROM: David Moore, Town Administrator

DATE: December 30, 2022

RE: Select Board Agenda and Materials for the January 3rd Regular Meeting

Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for Monday, January 3, 2023.

III. Consideration of Minutes – None

The minutes from your meeting on December 19, 2022 are not yet completed in time for transmitting this memorandum.

IV. Treasurer Report (second meeting of the month)

V. Department Reports & Presentations

VI. Correspondence

VII. Public Comment

VIII. Public Hearings, Ordinances and/or Resolutions

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

X. New Business and Action Items

A. Adoption of 2023 Holidays

B. Planning Board Recommendation from 12-21-2023 re: ZBA Case Rehearing, 23 Portsmouth Avenue.

C. Discussion of 2022 Goals Status and Looking to 2023 Goals

D. Town Meeting Preparations

1. Preliminary Budget – Final Guidance Prior to BAC
2. Joint Select Board - Budget Advisory Committee preparations
3. Town Meeting articles forecast

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.

XII. Informational Items

A. Energy Aggregation Committee – First Meeting January 10th

XIII. Reservations, Event Requests & Permits

A.

XIV. Review of Recent or Upcoming Board & Commissions Agendas

XV. Boards and Commissions Nominations & Appointments

A. Appointments *for consideration*: None

B. Appointments *to be voted on*:

XVI. Miscellaneous & Old Business

XVII. Adjournment



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SELECT BOARD AGENDA

JANUARY 3, 2023

7:00 P.M. Public

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

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

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

If at any time during the meeting you have difficulty hearing the proceedings, please e-mail dmoore@strathamnh.gov.

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
- IV. Treasurer Report (second meeting of the month)
- V. Department Reports & Presentations
- VI. Correspondence
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions
- IX. Discussion of Monthly Reports – (second meeting of the Month)

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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- X. New Business and Action Items
 - A. Adoption of 2023 Holidays
 - B. Planning Board Recommendation from 12/21/2023 re: ZBA Case Rehearing, 23 Portsmouth Avenue
 - C. Discussion of 2022 Goals Status and Looking to 2023 Goals
 - D. Town Meeting Preparations
 - 1. Preliminary Budget – Final Guidance Prior to BAC
 - 2. Joint Select Board – Budget Advisory Committee preparations
 - 3. Town Meeting articles forecast
- XI. Town Administrator Report
- XII. Informational Items
 - A. Energy Aggregation Committee – First meeting January 10th
- XIII. Reservations, Event Requests & Permits
- XIV. Review of Recent or Upcoming Board & Commissions Agendas
- XV. Boards and Commissions Nominations & Appointments
 - A. Appointments *for consideration*: None for this meeting
 - B. Appointments *to be voted on*:
- XVI. Miscellaneous & Old Business
- XVII. Adjournment

2023 Holiday Schedule

The schedule identifies the dates that annual holidays included in the Town's employment manual will be observed.

New Year's Day	Monday	January 2, 2023
Martin Luther King Jr. Day	Monday	January 16, 2023
Presidents Day	Monday	February 20, 2023
Memorial Day	Monday	May 29, 2023
Independence Day	Tuesday	July 4, 2023
Labor Day	Monday	September 4, 2023
Columbus Day	Monday	October 9, 2023
Veterans Day observed	Friday	November 10, 2023
Thanksgiving Day	Thursday	November 23, 2023
Day following Thanksgiving ¹	Friday	November 24, 2023
Christmas Day	Monday	December 25, 2023

¹ The Municipal Center is closed to the Public on the Friday following Thanksgiving. In accordance with the Town of Stratham Employment Manual, if you wish to take this day off, personal or vacation time must be used.



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December 29, 2022

Stratham Select Board
Attn: Mr. Michael Houghton, Chairman
10 Bunker Hill Avenue
Stratham, NH 03885

Dear Members of the Select Board,

At its meeting on December 21, 2022, the Planning Board voted to recommend the Select Board file a motion for rehearing of the Zoning Board of Adjustment's (ZBA) December 13, 2022 decision to grant a variance related to signage at 23 Portsmouth Avenue (the site currently under construction for a dermatology clinic). The variance allows for 450 square-feet of wall signage where the Zoning Ordinance restricts it to a maximum of 237.5 square-feet. The Planning Board supported this recommendation by a vote of five in favor, none opposed, and one abstention. The Select Board's representative, Michael Houghton, did not participate in the discussion and abstained from the vote.

In this letter, I would like to briefly summarize some of the Planning Board's concerns related to the ZBA decision. However, I would first like to express our appreciation and gratitude for the ZBA. We recognize that the ZBA is tasked with making challenging, and sometimes unpopular decisions, and respect the ZBA's independence and its unique role in our community. During my time as Chair of the Planning Board, the Board has never taken the step of requesting a rehearing and does so now only reluctantly and because of special circumstances in this case.

The Planning Board draft meeting minutes are included for the Select Board's review and include the entire Planning Board discussion. The Planning Board concerns center on two themes, among others, from the ZBA discussion and deliberations:

- 1.) The Planning Board believes that the applicant's counsel mischaracterized several aspects of the Zoning Ordinance and the Planning Board's review of the site plan.

During his presentation to the ZBA, the applicant's counsel indicated that the Planning Board requested the building be moved closer to the street which resulted in a loss of allowable sign square footage (see lines 365 through 371).

"Mr. Federico stated, so you are saying that because the Planning Board asked you to move the building closer to the street, you lost square footage?"

Mr. Phoenix said yes. Mr. Phoenix said he did not remember how far it was set back to begin with. It meets the setback requirement, but I think they [the Planning Board] wanted it pushed forward. Mr. Phoenix said they lost square footage because they are not more than 99 feet from the centerline of Route 108.

It is clear that these statements influenced the ZBA's deliberations (see lines 629-633 and lines 644-649 of the draft ZBA minutes).

Mr. Caparso asked for clarification that the Planning Board asked for them to set the building closer to the road and in doing so they lost the ability to get the signage that they wanted.

Mr. Pierce said that it would have been calculated differently and they would have had more signage...

Mr. Caparso said his point is that they came to the Town and the Town asked them to do something and in the process they lost the ability to get the signage they wanted. He stated that on top of that you will have a lot of people who aren't from town looking for this (building) on a stretch of road that is well travelled and complicated to get around. Mr. Caparso said he believed it was in the Town's best interest to grant it because they are complying with the Town's wishes to begin with and it's an additional safety issue if they make the sign smaller.

Mr. Phoenix's statement that the Planning Board asked the applicant to move the building closer to Portsmouth Avenue is not accurate. Since the applicant's first presentation to the Planning Board in November 2021, the proposed location of the building on the site has not changed. The Planning Board never requested the building be pushed closer to the road. The building is situated at its current location because the applicant chose that location. In fact, during the public hearing of the application, the Planning Board "voiced concern with the location of the structure so close to Portsmouth Avenue" (see Line 88 of the January 19, 2022 Planning Board minutes) and considered requiring the applicant to place the building further back from the road. Mr. Phoenix's statements were not only inaccurate but directly contradict the concerns of the Planning Board which are detailed in the public record.

Additionally, Mr. Phoenix stated that if the building were set back 20-30 feet from its current location, the building would be allowed more than 400 square-feet of signage (see lines 362-363 of the draft ZBA minutes).

Again this is not accurate. If the building were placed 20 to 30 feet further back from Portsmouth Avenue, the use would qualify for some additional signage based on the distance-based multiplier that the Ordinance allows, however this would only result in 47.5 more square feet of signage for a total of 290 square-feet of wall signage which is far less than the "over 400 square-feet" of signage that Mr. Phoenix claimed.

Stratham's Sign Ordinance is relatively generous relative to surrounding communities. Notably, the Ordinance allows the applicant to more than double the amount of permitted wall signage simply by virtue of the fact that the site has frontage along a very lightly traveled private road linking the Shaw's and Market Basket sites. This frontage is so inconsequential to the use that the applicant is not even proposing *any*

signage for this façade of the building. However, since the Ordinance does not require that the additional signage be oriented to the secondary frontage, the applicant is able to significantly expand signage on the building's most highly visible facades. The applicant's attorney noted that speeds on the corridor are high, however it should be noted the site is located between two traffic signals where some traffic congestion is common and speeds are slower.

- 2.) The Planning Board believes that the signage will be significantly out of character with its surroundings, is far in excess of what this community and surrounding communities permit, and is counter to the current efforts of the Planning Board to incorporate additional regulations on signage.

In order to grant the variance, the ZBA had to determine that special conditions of the property distinguished it from others, that no fair and substantial relationship existed between the public purposes of the Ordinance and the application of it on the property, and that the proposed use is reasonable. The proposed dermatology clinic at 23 Portsmouth Avenue is located on a prominent ridge very close to the Portsmouth Avenue corridor. Any signage located on the building will be extremely prominent owing to its location and high visibility. In the Planning Board's view, these characteristics all contribute to a finding that no variance relief is justified.

As noted, Stratham enforces a fairly generous sign ordinance. The following outlines regulations limiting wall signage if the business were located in one of the surrounding communities:

- | | |
|-----------------|--|
| • Exeter: | Maximum of 95 square-feet of wall signage |
| • Newfields: | Maximum of 40 square-feet of total signage |
| • North Hampton | Limits wall signs to no more than 24 square-feet |
| • Stratham | Maximum of 237.5 square-feet of wall signage |

In fact, Stratham's Sign Ordinance is so much more generous than surrounding communities that the Planning Board is proposing a zoning amendment that would significantly reduce the amount of permitted signage for new uses. The approved sign proposal for this site is directly counter to these efforts.

I appreciate the opportunity to explain the Planning Board's concerns and clarify some misstatements that were made at the ZBA hearing. On behalf of the Planning Board, I thank the Select Board for its consideration of these concerns and respectfully request that the Board file for a motion for rehearing of the ZBA decision concerning signage for 23 Portsmouth Avenue.

Sincerely,



Thomas House
Chair, Stratham Planning Board



Stratham Planning Board Meeting Minutes
December 21, 2022
Stratham Municipal Center
Time: 7:00 pm

Members Present: Thomas House, Chair
Mike Houghton, Select Board's Representative
Pamela Hollasch, Regular Member
Chris Zaremba, Regular Member
John Kunowski, Alternate Member
Nate Allison, Alternate Member

Members Absent: David Canada, Vice Chair

Staff Present: Mark Connors, Town Planner

1. Call to Order/Roll Call

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

2. Approval of Minutes

a. November 16, 2022

Mr. Zaremba made a motion to approve the November 16, 2022 meeting minutes. Ms. Hollasch seconded the motion. All voted in favor and the motion was approved.

b. December 7, 2022

Mr. Kunowski noted that line 68 should reference closing, not opening the public hearing. **Ms. Hollasch made a motion to approve December 7, 2022 meeting minutes. Mr. Zaremba seconded the motion. All voted in favor and the motion was approved.**

3. Public Meeting:

a. Discussion of Draft 2023 Capital Improvement Program

David Moore, Stratham Town Administrator, discussed the Planning Board's role in the capital planning process. By state law, towns that have adopted a Master Plan are required to also have a Capital Improvement Plan (CIP). Mr. Moore presented the Board with a summary of Stratham's CIP. It is not a budget for appropriations. The role of the Planning Board in the CIP process is to confirm that the Plan is consistent with Master Plan goals. Mr. Moore requests that the Board find

that the Plan, as drafted, is consistent with the 2019 Town of Stratham Master Plan. The Town is in the planning stage for the next Town Meeting in March 2023. Project summaries will educate the community on how Stratham will maintain its capital assets and how the Town is following up on Master Plan priorities. There are 36 projects in total and Mr. Moore highlighted 8 projects for the Planning Board. In addition to CIP monies that will be appropriated at Town Meeting, Stratham received money from the American Rescue Plan Act (ARPA). Over the past two years, capital projects have been identified that would benefit from the one-time ARPA funds. Mr. Moore presented a list of 2023 projects which highlights those to be funded by ARPA. Projects of interest to the Planning Board include 1) town-wide workstation replacements, 2) online permitting software and electronic storage, 3) Master Plan update and related studies, 4) Open Space, Parklands & Connectivity Plan and implementation, 5) municipal center audio-visual and remote meetings upgrades, 6) PFAS response and remediation, 7) Stratham Hill Park Area Plan and 8) the Heritage Preservation Fund. Mr. Moore also discussed the importance of water resource protection.

Mr. House asked if matching funds from the Town are required for the state roadway/intersection capital projects. Mr. Connors responded that matching funds are not typically required for projects in the NHDOT Ten Year Plan. Mr. House asked for clarification if the state roadway project category are those projects in the Ten Year Plan. Mr. Moore confirmed and added that it also can be used for other State grant programs such as the Congestion Management and Air Quality (CMAQ) application the Town is preparing. The CMAQ project requires matching funds and Mr. Moore added that the Town is not interested in helping to fund projects in the Ten Year Plan.

Mr. House made a motion that the CIP is consistent with the 2019 Town of Stratham Master Plan. Mr. Zaremba seconded the motion. Mr. House appointed Mr. Allison a voting member for the meeting. **All voted in favor and the motion was approved.**

b. Discussion of ZBA decision re: 23 Portsmouth Avenue

Mr. Connors distributed the draft ZBA meeting minutes from December 13, 2022 and discussed the case reviewed by the ZBA at that meeting. The applicants for the building under construction at 23 Portsmouth Avenue requested a variance from zoning requirements to allow building signage in excess of what the Town would typically allow. A maximum of 237.5 square feet of signage is permitted. The applicant requested a variance to allow 450 square feet of signage which was approved by the Zoning Board. Mr. Connors said that he placed this item on the Planning Board agenda because Mr. House requested it.

Mr. House said that the reason I wanted to talk about this tonight is the building is quite tall and very prominent the way it is situated on the site. Mr. House said he had several concerns when he read the ZBA minutes. He said that several misstatements were made by the applicant at the ZBA hearing relating to the Planning Board site plan review process. Mr. House said that they claimed that the Planning Board requested the building be moved closer to the road. Mr. House said the Board did not request that. In the meeting minutes I reviewed, we asked them to push the building back five feet and they would not do that because its placement was within the requirements.

Mr. House stated that additionally nowhere in our meeting minutes do we even discuss signage and they stated that we did. He said he believes they made assumptions. Mr. House said that there was some discussion at the ZBA meeting about reducing the sign area on the front of the building, as the sides of the building are most visible. Mr. House said that the argument was that signage

94 was needed on front for people in the Staples parking lot. Mr. House said he's viewed the building
95 from that location and the side of the building is visible. Ms. Hollasch said there may be a few
96 vantage points where the sides of the building are not visible. Mr. House responded even so, the
97 building is very prominent. There should be no issues for people finding it, even if they
98 accidentally do travel in to the Staples parking lot. You do not necessarily need to have signage on
99 the front of the building.

100
101 Mr. House is also concerned with the accuracy of the applicant's comments that they were not
102 aware of the sign requirements. Mr. House said that is the responsibility of the engineers and the
103 other professionals to know that information. That is not our responsibility.

104
105 Mr. Zaremba agreed that some of the applicant's comments regarding the Planning Board were
106 not accurate and noted that with regards to the applicant's comments on road speed, there may be
107 studies on sign size with regards to visibility for motorists in a 40 mph zone, but that is at the
108 ZBA's discretion. Mr. Zaremba said his biggest concern was the focus in the ZBA minutes of the
109 Planning Board requiring the building to be where it is located. That was used as a justification for
110 why the variance was needed. Mr. Zaremba said the Planning Board does not have the authority
111 to dictate exactly where a building is situated on a site so long as it is consistent with the zoning.
112 Mr. House noted that the building is situated between two traffic signals so it is unlikely traffic
113 will be going very fast in the vicinity.

114
115 Mr. Zaremba noted that the ZBA is an independent board and they do have a great deal of
116 discretion. However, if the applicant was factually wrong in some of their statements, that is
117 concerning.

118
119 Mr. House would like the Planning Board to review the building height limitations in the zoning
120 ordinance for future amendments.

121
122 Ms. Hollasch said it would be helpful for the ZBA to review the Planning Board meeting minutes.
123 Communication between boards could be improved, she said. Mr. House said the attorney
124 representing the applicant did not appear to read the Planning Board meeting minutes.

125
126 Mr. Zaremba asked for clarification on the applicant's comment at the ZBA meeting about needing
127 another variance for a portion of the building that extends into the side property line setback. Mr.
128 Connors responded that his understanding is that the Building Inspector determined relief was
129 needed because the roofline projects forward from the building into the setback area. He said he
130 would have to research if that was an issue for the ZBA or Planning Board.

131
132 Mr. Connors noted that the Select Board must file a motion for rehearing within 30 days of the
133 ZBA decision so if the Planning Board wants to make a recommendation to the Select Board for a
134 rehearing, the Planning Board should decide that tonight. He briefly explained the process for
135 requesting a rehearing.

136
137 Mr. Kunowski asked if the Planning Board's goal is to correct the mischaracterizations in the ZBA
138 meeting minutes or to change the ZBA's decision. Mr. Connors replied both options are valid. He
139 noted that the Planning Board is in the process of making changes to the sign ordinance to reduce
140 the sizes allowed.

141
142 Mr. Allison said that the building does have a very prominent impressive profile. It looks very

143 large and he indicated that was partially due to its location close to the road. He said the building
144 appeared to be, if not the closest, one of the closest buildings to the road along the entire corridor.
145 Mr. House confirmed that is the case. Mr. House said he does not believe more signage [than what
146 is permitted] is necessary in this case. Mr. Allison agreed.
147

148 Mr. Allison commented that the building looks large and is close the street and asked if the signs
149 are proposed to be lit 24/7. Mr. House confirmed. Mr. Kunowski noted that internally lit signs are
150 proposed to be prohibited in the zoning amendment currently under consideration by the Board.
151

152 Mr. Zaremba noted that the Planning Board is proposing to make the Sign Ordinance stricter, but
153 they are getting relief under the existing regulations. Mr. House said it wasn't fair to compare the
154 signage to others, including Market Basket, because those signs have been in place for decades.
155

156 Mr. Zaremba expressed concern for not wanting to step on the toes of the ZBA. He said he did not
157 want to question their discretion to make this decision. Mr. Moore said that tone of such requests
158 is very important and the Town recognized that.
159

160 **Mr. Kunowski made a motion that the Planning Board make a recommendation that the**
161 **Select Board requests the Zoning Board reopen the hearing of this applicant's request for**
162 **signage. Ms. Hollasch seconded the motion. Mr. Houghton abstained and the Board voted in**
163 **favor and the motion was approved by a vote of 5 to 0 with one abstention.**
164

- 165 c. Proposed 2023 Zoning Amendments to post for public hearing on January 4, 2023 and January 18,
166 2023
167

168 Mr. Connors presented his staff memo of proposed 2023 zoning amendments including: allowable
169 building height in the Gateway Commercial Business District (GCBD); setbacks in the
170 Professional/Residential District; adding standards for driveways and sidewalks and adding
171 provisions for electric vehicle charging facilities in the GCBD; amendments to correct clerical
172 errors between the GCBD section and the Table of Uses; amend the definitions and Table of Uses
173 to include Places of Worship; establish maximum residential densities in Stratham's commercial
174 districts and to clarify that only one primary dwelling shall be permitted on lots in the
175 Residential/Agricultural and Manufactured Housing Districts; amend the sign ordinance to comply
176 with the United States Supreme Court decision on sign content and to amend the regulations on
177 size, height, and illumination of commercial signage; and to amend the Solar Energy Systems
178 section to remove the financial security requirement and require a decommission plan.
179

180 The Board discussed the amendments, provided comments, and agreed to advance all of the
181 amendments to public hearing.
182

183 As this is the last meeting for Ms. Hollasch as a board member, the Board thanked her for her time
184 on the Planning Board. Ms. Hollasch left the meeting.
185

186 **Mr. Zaremba made a motion to post Amendments 2 through 10 for public hearing on**
187 **January 4, 2023 and January 18, 2023. Mr. House seconded the motion. All voted in favor**
188 **and the motion was approved.**
189

- 190 d. Draft 2023 Planning Board Schedule
191

192 **Mr. Houghton made a motion to accept the proposed 2023 Schedule of Regular Board**
193 **Meetings. Mr. Zaremba seconded the motion. All voted in favor and the motion was**
194 **approved.**

195
196 **e. Miscellaneous Community Planning Issues**

197
198 No issues were discussed.

199
200 **4. Adjournment:**

201
202 **Mr. Zaremba made a motion to adjourn at 8:47 pm. Mr. Kunowski seconded the motion. All**
203 **voted in favor and the meeting adjourned.**

Identifier	Priority Level	Function	Strategy - Organizational-wide Goal	2022 Goal/Objective	Department Head/Lead	Timing Goal	Status	Year End 2022	November 2022
1		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	Improve Finance Function in Accordance with Matrix	Christiane	Year long	Complete	See Finance Administartors memo distributed for your December 19th meeting. Remainder items are being follow-ed up on, but for all intents and purposes this major 2022 goal is achieved.	The transition from 30+- bank accounts to 5 accounts with TD is almost complete. 2 open accounts with M&T will be closed at the end of Nov and we are on target for closing the final account in Citizens next month. Decision regarding 3 accounts with NHPDIP is pending interest earnings results with TD.
2		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	New Financial Reporting for Regular Oversight	Christiane	May	Not Completed At Years End	This specirfic report is still in devleopment, but planned to be operational for 2023.	The updated financial report that I targeted to provide for October month end is not yet complete, but in process.
2		Town Administration	Increase Efficiency and Modernize Business Practices	Information Technology Assessment and Next Steps	David/Christiane	July start	Not Completed At Years End	Study Group has met five times, including with potential firms. Held meeting with current provider on December 21st.	Study Group has met four t imes, including with potential firms. Next step speakw ith current provider
3		Town Administration	Increase Efficiency and Modernize Business Practices	Employment Manual Update/Redraft	David/Christiane	June start	Not Completed At Years End	A substantial start to a re-write that includes a reorganized format is underway; but will require renewed attention and energy in 2023.	A substantial start to a re-write that includes a reorganized format is underway.
4		Town Administration	Ensure Sustainable Future for Town Services	Ensure smooth SVFD leadership transition	David/Jeff	2022 year	Completed	This has been a bright spot in 2022. The new Chief has a firm grasp on all of the administrative, office, and financial responsibilities and will continue to be supported by staff including through his first budget process	Chief Denton Is fully engrossed in his duties and getting support wherever needed; including proactive and casual check-ins. He knows he has resources available for any issues he comes across. Payroll, IT, regular and timely review of AP have all received attention.
5		Town Administration	Steward Water Resources Effectively and Proactively	Ensure timely and effective response to PFAS in Town Center and Groundwater Management Permit Requirements	David/Jim	Ongoing	Met Goal	Grant approved in December. Reimbursements being processed. This is a major step and will recouperate most of the money the Town has spent so far on PFAS systems installation and year one maintenance.	Awaiting G&C approval of large grant
6		Town Administration	Steward Water Resources Effectively and Proactively	Plan for long-term management of the PFAS contamination in Town Center	David/Mark/Nate	June	Met goal	The Town completed a report in 2022 and needs to distriute to potential partners in order to deepen next steps. The Town has applied for engineering funding to support additional study in 2023 of the identified alternatives	Report complete, next step distribution and meeting with interested partners.
7		Town Administration	Increase Efficiency and Modernize Business Practices	Draft Policies for Board Review (purchasing, media, other policies); Review existing policies	David	December	Not Completed At Years End	Not started. It seems we identify the need for more policies with some regularity but have unable to advance substantive ones this year with some possible exceptions. Going forawrd, purchasing, credit cards, cell phone and other policies through teh employment manual work will be needed.	RSA on Fees will be important to this effort, should be a carry forward goal.
8		Town Administration	Ensure Sustainable Future for Town Services	Build on Fire Department 2021 Conversations: What are alternative models and associated costs?	Jeff Denton/Christiane McAllister	July /August	Met goal	This discussion was brought to a point in 2022 with the Fire Chief that led to a desire to allow for more time in the department and assessment of the future following more time.	This will need to be redefined after first year of Chief's service
9		Finance/HR/IT	Increase Efficiency and Modernize Business Practices	Permit Software Decision-Implementation	Jim	April decision; December complete	Met Goal	This work is under contract. This is on target to be operational by June 2023 and was impacted significantly by a work outage by the building inspector.	Contract set to be signed November 22nd.
10		Building Inspection	Steward Water Resources Effectively and Proactively	Inform and educate residents about water quality threats to private drinking water wells	Jim/David	Summer to Fall 2022	Met Goal	Susan Connors is firmly taking the project lead on this pilot initiative of the state. February 2023 water testing date is set with Susan coordinating logistics. The initial fall 2022 schedule was established by the pilot program organizers, but it was determined that Stratham should not be the first town to move forward with this new initiative.	Town website in development, will serve as a first resource for r esidents. Complete by end of Nov.
11		Planning	Ensure Sustainable Future for Town Services	Planning: Recruit candidates to open positions and manage onboarding	Mark	April - June	Complete	Our new hire in Planning is settled in an making solid contributions.	Incumbent is now in 5th month of service
12		Planning	Ensure Sustainable Future for Town Services	Complete Participation in Age-Friendly Communities Program with RPC	Mark	End of 2022	Complete	Report complete; we have applied for phase 2.	Report complete; we have applied for phase 2.
13		Town Administration	Pursue Master Plan Implementation	Implement Route 33 Zoning/establish processes	Mark	April/May/June	Complete	Complete. This zoning has all of the applications and committee processes established as of the first quarter of the year. Two applications have since been processed.	Complete

14		Planning	Pursue Master Plan Implementation	Begin Open Space Plan (RFP Issuance - Steering Cmte. - Engagement)	Mark	June RFP issued	Complete	Contract set to be signed in January 2023; steering committee appointed and this will be a major focus for 2023	Contract signature for December
15		Planning	Pursue Master Plan Implementation	Sign Ordinance Revision	Mark	November completion	Not Complete At Year End	This is in program with Planning Board	In progress at PB
16		Planning	Increase Efficiency and Modernize Business Practices	Performance Bond Legacy Clean-up	Mark/Christiane	April/May	Not Complete At Year End	This is in progress; with some cleaning up complete. There are more to go in 2023.	These balance were reviewed with Mark this qtr, and suggested that he put the outstanding bonds on the agenda of the PB starting with the easiest to resolve and close.
17		Planning	Steward Water Resources Effectively and Proactively	Improve source protection efforts, implement recommendations of Water Source Protection Plan	Mark/Planning Board	November completion	Not Complete At Year End	This is in progress with the Planning Board.	In progress at PB
18		Planning	Pursue Master Plan Implementation	Preserve land-locked parcels in close proximity and with trail connections to SHP	Mark/Seth/David	April reset	Not Complete At Year End	This year, we approached one land owner and based on that interreaction developed another approach to move to another parcel.	Awaiting outreach to next property owner in line.
19		DPW	Ensure Sustainable Future for Town Services	DPW: Recruit candidates to open positions and manage transition	Nate	April - September	Complete	Despite being 100% staffed as of May 22, we are looking at openings for 2023. Taking advantage of the opportunity to fill existing positions should be a priority for 2023.	DPW is fully staffed as of May 2022.
20		DPW	Increase Efficiency and Modernize Business Practices	DPW: Complete Department Standard Operating Procedures	Nate	September	Not Complete At Year End	In progress.	
21		DPW	Pursue Master Plan Implementation	DPW: Complete existing conditions for SHP/address electrical needs	Nate	July	Not Complete At Year End		No update
22		DPW	Increase Efficiency and Modernize Business Practices	Review Solid Waste Ordinance - update Fee schedule	Nate/Select Board	September complete	Complete	Board adopted new ordinance. Fee article to be proposed at 2023 Town Meeting allowing the full proposal to be completed.	Ordinance updated; fees addressed in April 2023
23		Parks & Recreation	Ensure Sustainable Future for Town Services	P&R: Participate in Community Needs/Expectations Discussions	Seth	September	Complete, will continue	Completed Age Friendly discussions as well as Library's NH Listens Process	Completed Age Friendly discussions as well as Library's NH Listens Process
24		Parks & Recreation	Pursue Master Plan Implementation	Implement Phase 1 Recommendations of TMAC report	Seth	Year long	Not Complete At Year End	In progress. TMAC has continued to be engaged, made tremendous gains when it comes to serving as an effective convenor of interests related to the park, and is working to maintain that with open public invitations in early 2023. Specific goals for advancing on phase 1 need to be identified for 2023.	In progress
25		Parks & Recreation	Increase Efficiency and Modernize Business Practices	P&R: Recreation Revolving Fund Review	Seth/Christiane	June/July	Not Complete At Year End	In progress. There has been much work on this in 2022 including an update to the Recreation Commission.	In progress, near complete. Possible for December.
26		Police	Ensure Sustainable Future for Town Services	Restructure of Police Department	Tony	by December	Complete	Complete	Decisions made and implemented.
27		Police	Increase Efficiency and Modernize Business Practices	Body Worn Camera Rollout	Tony	September complete	Complete	Complete	Awaiting December 5th license activation
28		Police	Increase Efficiency and Modernize Business Practices	Maintain CALEA - Continue Outreach	Tony	by December	Complete	Complete	Complete/Achieved
29		Police	Ensure Sustainable Future for Town Services	Stratham Hill Park: Active Shooter Homeland Security exercise.	Tony	October	Complete	Complete	Complete/Achieved
30		Police	Ensure Sustainable Future for Town Services	Police Vehicle Research Project: Research efficacy, cost, hybrid, electric, eco-boost engines	Tony	September	Complete	Complete	Report to Select Board completed, more information pending.