

MEMORANDUM

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

FROM: David Moore, Town Administrator

DATE: July 17, 2020

RE: Select Board Agenda and Materials for July 20th Regular Meeting

Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for July 20, 2020.

III. Consideration of Minutes

Draft minutes from your meeting on July 6th are included for your review. I have identified three sections issues needing attention prior to acceptance. I plan to have these addressed with required staff present on Monday prior to your meeting. Thank you for your patience.

IV. Treasurer Report (first meeting of the month)

V. Department Reports & Presentations

The department report will be from Tavis Austin, Town Planner and Shanti Wolph, BI/CEO/Health.

VI. Correspondence

- A. Letter from Residents dated July 14th Re: Mosquito Spraying

VII. Public Comment

VIII. Public Hearings, Ordinances and/or Resolutions

- A. Public Hearing: Donation of “Big Red” Trailer to Town from Fire Association

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

Monthly reports have been submitted for your review directly from Department heads.

X. New Business and Action Items

A. Town Meeting Follow-up Discussion

a. Future of Gateway Implementation

I look forward to a general discussion with the Board in follow-up to Town Meeting.

In your packet, I have included a memo from Town Planner Tavis Austin who has sketched out some initial thoughts on thinking about the outcome of the vote on Articles 14 and 15 and our Gateway Zoning. I hope this is a helpful as a resource or potential frame for the discussion. Tavis Austin will be at the meeting.

B. Discussion of 2021 Budget Schedule

Along with Finance Administrator Dawna Duhamel I have provided a draft of a budget schedule. I hope this discussion also begins the process of articulating budget goals and direction for the staff in the run up to the 2021 budget process.

C. Town Meeting 2021 Planning

Please see a memorandum from me regarding one option the State has provided for Town Meetings in 2021. Unlike this past year, in preparing for our meeting we will be in the same predicament as all other NH communities (and village and school districts), preparing their meetings. My memo outlines the recently passed and signed legislation and how it can be applied in Stratham. I think having an initial discussion about this issue. It occurs to a number of us that there are more option for meeting remotely with a meeting that takes place in late May or June for examples.

D. Request of NHSPCA Building Permit Fees (Action may occur under dept. reports)

As a staff, we have done more work on the relevant information needed in consideration of the recent NHSPCA request. I have included this in your materials.

E. Community Power

Vice Chair. Lovejoy requested this item be placed on the agenda for July 6th, but we did not get to that item. He has suggested an introductory discussion. For background, I have included this link to a recent article in the Exeter Newsletter

<https://www.seacoastonline.com/news/20200630/exeter-seeks-to-lower-electric-costs-for-residents-and-town>

XI. Town Administrator Report

- A. Follow-up on 82 Portsmouth Avenue 79-E Application
- B. I would suggest the Board enter into a non-public session to discuss personnel matters.

I plan to address additional issues and updates for the Board. If you have any items you want to ensure I address, please let me know.

XII. Informational Items

- A. Memo Regarding Option Town Meeting Procedures
- B. Resource on Form of Government definitions from NHMA

XIII. Reservations, Event Requests & Permits

XIV. Review of Recent or Upcoming Board & Commissions Agendas

XV. Miscellaneous & Old Business

- A. Boards and Commissions Appointments
- B. PFAS in Town Center Update

XVI. Adjournment



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

SELECT BOARD AGENDA

JULY 20, 2020

TOWN OF STRATHAM

7:00 P.M.

Room A, Stratham Municipal Center

10 Bunker Hill Avenue- Stratham, NH 03885

This meeting of the Select Board will be held in Room A 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 call 603 772-7391 ext. 187.

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 – July 6, 2020
- IV. Treasurer Report (first meeting of the month)
- V. Department Reports & Presentations – Land Use - Tavis Austin, Town Planner
Building, Shanti Wolph, BI/CEO/Health
- VI. Correspondence

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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INCORPORATED 1716

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

- A. Letter from Residents dated July 14th Re: Mosquito Spraying
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions
 - 1. Public Hearing: Donation of “Big Red” Trailer to Town from Fire Association
- IX. Discussion of Monthly Reports – (second meeting of the Month)
July Department Reports
- X. New Business and Action Items
 - A. Town Meeting Follow-up Discussion
 - a. Future of Gateway Implementation
 - B. Discussion of 2021 Budget Schedule
 - C. Town Meeting 2021 Planning
 - D. Request of NHSPCA Building Permit Fees (Action may occur under dept. reports)
 - E. Community Power Initiative
- XI. Town Administrator Report
- XII. Informational Items
- XIII. Reservations, Event Requests & Permits
- XIV. Review of Recent or Upcoming Board & Commissions Agendas
- XV. Miscellaneous & Old Business
 - A. Boards and Commissions Appointments
 - B. PFAS in Town Center Update
- XVI. Adjournment

MINUTES OF THE JULY 7, 2020 SELECT BOARD MEETING

MEMBERS PARTICIPATING: Board Members Chair Mike Houghton, Vice Chair Joe Lovejoy, Board Member Allison Knab along with Town Administrator David Moore, Fire Chief Matt Larrabee, Town Planner Tavis Austin and Town Assessor Andrea Lewy. Parks & Recreation Director Seth Hickey participated for a portion of the meeting via conference call.

The Board Chair opened the meeting at 7:00 p.m.

Mr. Lovejoy motioned to approve the minutes from 6/15/2020. Mr. Houghton seconded the motion. All voted in favor.

FIRE

Mr. Houghton directed attention to Fire Chief Matt Larrabee for his Department Report. He reported that call volume has been down approximately 25%, consistent with the rest of the State. He predicts this will increase soon. The department completed hose and ladder testing. Engine 3 will need repairs, but the funds are in the budget. Association meetings will resume tomorrow. Training is ongoing. Four new EMTs are going through the process and will be joining the team. A FEMA grant awaiting approval pending us providing additional information. Chief Larrabee reported working on a plan for implementation and funding for long term hydrant fire pond maintenance. He will be at Town Meeting to answer any questions the residents may have. He briefly reviewed the two warrant articles pertaining to the Fire Dept. They further discussed the condition of the hydrants, the cost of repairs/maintenance.

The Ladies Auxiliary fund-raised and purchased a trailer that is used to sell food, commonly known as "Big Red". It is has often been used for Town events. The Association doesn't own a vehicle that can tow it, as a result personal vehicles have been used, which presents an issue regarding insurance. The Ladies Auxiliary would like to continue to use it. Chief Larrabee explained how costs have been handled in the past with other vehicles. Mr. Lovejoy made a motion to have a public hearing to potentially accept the Ladies Auxiliary trailer with the provision that the Ladies Auxiliary will have control over the vehicle. Ms. Knab seconded the motion. Mr. Moore said he would follow up with the public hearing requirement.

Chief Larrabee said the stipend program has been working well. They are continuing to monitor it and will report later in the year.

PARKS & RECREATION

Mr. Houghton recognized Dante Mulcahy who called in to the meeting to present his Eagle Scout project. He is proposing to build a ga-ga pit at the field behind the municipal center. He answered questions from the Board. Mr. Houghton made a motion to accept and approve the Eagle Scout project presented by Dante Mulcahy with the provision he work closely with Parks and Recreation Director Seth Hickey and Director of Public Works Nate Mears. Mr. Lovejoy seconded the motion which passed unanimously.

Next, Mr. Houghton recognized Senator Tom Sherman, who came before the Board to discuss the recommendations of the Secretary of State Election Committee. He related temporary changes being suggested to the Governor on holding a safe and legal election during the current health crisis. Many of the changes focus on the logistics of processing what is expected to be a record number of absentee ballots.

ASSESSING

Town Assessor Andrea Lewy presented her department report. She reported that four veteran's meet the criteria to receive veteran's credits and recommended approval. Ms. Knab made a motion to accept the four veteran's credits as recommended. Mr. Lovejoy seconded the motion which passed unanimously.

Ms. Lewy was recognized to review a number of abatement requests.

7D Portsmouth Avenue (Mass Realty) requesting an abatement. A private appraiser determined the property to be significantly lower than the Town's appraisal. Our commercial appraiser re-evaluated his original appraisal and adjusted it. Ms. Lewy felt the adjusted amount was fair. Mr. Houghton made a motion to deny the request and keep the evaluation at \$1,133,100.

Ms. Lewy presented a request from Soft Draw Investments (NE Golf Club) for an abatement. Mr. Lovejoy made a motion to deny the request due to lack of information. Ms. Knab seconded the motion which passed unanimously.

Lindt is requesting an abatement but provided a very outdated appraisal. It doesn't include new buildings and includes comparative sales as far back as 2011. Ms. Knab made a motion to deny the abatement request. Mr. Lovejoy seconded the motion which passed unanimously.

200 Domain LLC (Timberland), an attorney for the property, provided incorrect data in their abatement request. In addition, the numbers given are not supported by market data. Mr. Houghton made a motion to deny the request. Mr. Lovejoy seconded the motion which passed unanimously.

Shaws attorney Mark Murphy, failed to provide materials to support his request for an abatement. Mr. Lovejoy made a motion to deny the request because insufficient information was submitted. Mr. Houghton seconded the motion which passed unanimously.

SSS Realty, BMW, submitted a request for an abatement, however, Ms. Lewy questioned the adequacy, reliability and credibility of the report. Mr. Houghton made a motion to deny the request. Mr. Lovejoy seconded the motion which passed unanimously.

Assessment Request for unclear property address to be inserted here

Wayne Jones, 164 Bunker Hill Avenue, submitted an abatement request. Upon further review, new information was discovered. Ms. Lewy recommends lowering the assessment. Ms. Knab made a motion to approve the reduction. Mr. Lovejoy seconded the motion which passed unanimously.

6 Oxbow Farm Rd submitted printouts in support of an abatement, but no reason for the request. Ms. Lewy noted that all properties along the water are treated the same to maintain consistency. Ms. Knab made a motion to deny the request. Mr. Lovejoy seconded the motion which passed unanimously.

Based on Mike and Patricia Elwell, 1 Strawberry Lane, request, Ms. Lewy recommends changing the condition of their assessment from “good” to “needs repair”. Ms. Lewy recommends a \$50.30 abatement. Ms. Knab made a motion to approve the abatement. Mr. Lovejoy seconded the motion which passed unanimously.

Jacqueline and Lloyd Hersey, 149 Union Rd, requested an abatement. After reviewing the information submitted, Ms. Lewy recommends an abatement in the amount of \$141.59.

Michael Desroches, 23 College Rd, requested an abatement due to PFAS contaminated water and flooding issues. Ms. Lewy recommended approving the request. An abatement amount of \$93.15 was approved.

The owners of 7 Tansy are requesting an abatement noting the home is in need of significant repairs. Ms. Knab made a motion to approve the abatement in the amount of \$596.16. Mr. Lovejoy seconded the motion which passed unanimously.

The owner of 267 Portsmouth Avenue is requesting an abatement. Ms. Lewy agrees that an adjustment is warranted; it is an old structure. Ms. Knab motioned to approve the adjustment in the amount of \$745.20. Mr. Lovejoy seconded the motion which passed unanimously.

101 Stratham Heights Rd, Russell Fitch, is requesting an abatement on a vacant lot. The assessment has already been discounted for not having a septic or well on the property consistent with other vacant lots in town. Ms. Lewy doesn't feel a reduction in the assessment is warranted. Ms. Knab made a motion to deny the request. Mr. Houghton seconded the motion which passed unanimously.

1 Lucien Way has a deeded driveway easement which we were unaware of. Ms. Lewy suggested lowering the assessment by 5%. \$173.26 abatement. Mr. Houghton motioned to approve the abatement. Mr. Lovejoy seconded the motion which passed unanimously.

13 Pheasant Run – Ms. Lewy discussed the other properties in that development and detailed reasons she doesn't believe an abatement is warranted. Ms. Knab made a motion to deny the request. Mr. Lovejoy seconded the motion which passed unanimously.

Owners of 38 Butterfield requested an abatement. Ms. Lewy believes the home is overbuilt for a two bedroom home. Mr. Houghton made a motion to approve the abatement in the amount of \$244.05. Ms. Knab seconded the motion which passed unanimously.

Ms. Lewy requested a non-public to discuss possible litigation. At 8:55 pm Mr. Houghton made a motion to go into a non-public session to discuss a potential legal matter. Ms. Knab seconded the motion which passed unanimously.

TWO OTHER ACTIONS ON ABATEMENTS OCCURRED HERE

NEW BUSINESS

Mr. Houghton directed attention to the 79-E application for 82 Portsmouth Avenue. The Board spoke of the good work the owners were doing to rehabilitate the property, noting it was a great service to the Town. They were in support of approving the application and discussed the number of years for which it should be granted. They considered if they were setting a precedent and thought that limiting the time it would take to complete projects in general might be beneficial. The Board further discussed importance of projects like the current 82 Portsmouth proposal in maintaining the Town's historic structures and cultural foundation.

Mr. Houghton made a motion to approve the submitted 79-E, Community Revitalization Tax Relief, for 82 Portsmouth Ave., Stratham, NH, upon making a finding that the project provides a public benefit in accordance with RSA 79-E:7 II, and II-a, and where such tax relief be granted for a total period of 9 years from July 06, 2020 and, in consideration of the stated five years to complete the renovations, we recognize the tax relief period of 4 years, commencing in 2025, as related to completing such renovation in accordance with the U.S. Secretary of the Interior's Standards for Rehabilitation as permitted by statute be referenced in the covenant. Further, staff is directed to complete the covenant in accordance with this motion, compliance with RSA 79-E:8, and in consultation with Town counsel prior to Board Chair signature and recordation. Ms. Knab seconded the motion which passed unanimously.

PARKS & RECREATION

Mr. Moore and Parks & Recreation Director Seth Hickey requested guidance on pavilion rentals at Stratham Hill Park for August and September. They had been cancelled for the past few months due to the pandemic. The State guidance suggests maintaining social distancing. Ms. Knab expressed uneasiness with approving large gatherings. Ms. Knab made a motion to only allow SHP pavilion rentals of less than 50 people for the month of August. Mr. Lovejoy seconded the motion. Mr. Houghton opposed. Motion passed.

PLANNING

Town Planner Tavis Austin submitted a memo requesting acceptance of the Performance Agreement for Chipotle at 20 Portsmouth Ave. Also included with the Performance Agreement is a Municipal Sidewalk Agreement with NH Department of Transportation to acknowledge Town responsibility for that portion of the proposed sidewalk located within the NH 108 right-of-way. Ms. Knab motioned to accept the Performance Agreement as presented and accept the NH DOT sidewalk agreement and to authorize Mr. Moore to execute the documents. Mr. Houghton seconded the motion which passed unanimously.

Next, Mr. Austin reported that Barbara's Way is complete and the Planning Board recommends reducing the amount of monies secured under the current Performance Agreement to an amount of \$18,500 in accordance with the bonding procedure. Mr. Lovejoy made a motion to accept the

10% reduction for the Performance Agreement for Barbara's Way and to authorize the Town Administrator to execute those documents required by the bonding company to effectuate this action. Ms. Knab seconded the motion which passed unanimously.

Mr. Austin received a request from Mark Perlowski, developer of the 2019 Tansy Ave re-subdivision to install a pipe across Tansy Ave. in order to connect the subdivision lots to the community's water supply. He provided monies to be held until the work can be satisfactorily completed. Mr. Austin recommends approving his request with the additional provision that the town be allowed to complete the project should Mr. Perlowski be unable to. Mr. Houghton made a motion to approve the performance bond for Tansy Avenue subdivision to install a waterline under the roadway. Mr. Lovejoy seconded the motion which passed unanimously.

Mr. Moore directed attention to a memo submitted by Mr. Austin which describes the need for clarification of our driveway permits and regulations. It defines the process for the residents as well as Town staff in providing a complete review process for driveway permits. He hopes to put it before the Planning Board this week.

ADMINISTRATION

Mr. Moore requested the Board consider the location for the General Election in November and referenced passed discussions, consultations and research conducted and shared by himself and the Town Clerk. Mr. Lovejoy made a motion to have the Stratham Memorial School, 39 Gifford Farm Rd, as the polling location for the November 3rd General Election. Mr. Houghton seconded the motion which passed unanimously.

NH SPCA requested their building permit fees in the amount of \$22,500 be waived. Mr. Moore would like to do more research and revisit this request at the Board's next meeting.

Mr. Moore and the Board discussed the best way to present the articles and amended articles at Town Meeting. He presented draft slides prepared by he and Finance Administrator Dawna Duhamel. Conversation regarding the TIF district article ensued. Mr. Houghton expressed frustration that the message is still misunderstood. Various scenarios were reviewed in anticipation of what might be asked.

RESERVATIONS

Mr. Moore advised the Board of recent request for room rentals. These request comply with the current rentals rules, however he shared them to give a sense of the requests during the pandemic and shared his thinking about staff responses to these requests. Aberdeen HOA requesting use of Room A in September, Mr. Moore recommends confirming the number attendees.

Exeter Area Garden Club requesting to use the pavilion for the September meeting, then Room A from October through May. Mr. Moore will ensure the group is aware of the Board's vote above concerning Park requests.

Census Bureau requesting the fee for Room A be waived for their use of Room A. Ms. Knab made a motion to waive the fee. Mr. Lovejoy seconded the motion which passed unanimously.

At 11:05 pm Mr. Houghton made a motion to adjourn. Ms. Knab seconded the motion which passed unanimously.

Respectfully submitted,

Karen Richard
Recording Secretary

DRAFT

Stratham Select Board
Michael Houghton, Joseph Lovejoy, Allison Knab
10 Bunker Hill Avenue
Stratham, NH 03885

July 14th, 2020

Dear Select Board Members,

Recently, the adulticide mosquito spraying has resumed in Stratham as has been done customarily, using Duet, the synthetic pesticide. My understanding through conversations with Nate Mears is that the decision was made to postpone the switch to the organic alternative, Merus, until next year due to budgetary concerns as a result of Covid-19.

We were thankful for the Board's receptivity to our research and our strong suggestion that the switch be made at the February 18th meeting, and after hearing nothing back, were hopeful that this was an easy decision in favor of the safer alternative. Conversely, we were disappointed that the decision was made to go with the regular Duet as had been done previously, though understand that this was a difficult decision in light of the current economic climate.

Currently, according to Dragon Mosquito's public notices, Stratham is one of only three communities doing routine road spraying at all this summer. Our neighbors Brentwood, Candia, Danville, Derry, Hampstead, Hampton Falls, Kingston, Londonderry, Madbury, Newfields, Newton, North Hampton, Plaistow, Raymond, Rye, Salem, Sandown, and Seabrook will not be spraying. Portsmouth has a contract to use only the organic Merus. Rye actually has written into their contract that they will not be doing routine road spraying. Only Stratham, Hampton, and Newington are doing road spraying at all.

The difference between the two sprays is not just in the active ingredient. Here is what they look like chemically side-by-side. First, Merus:

SECTION 3. Composition/Information on Ingredients

| 3.1 Components | | |
|---------------------|---------------------|------------------------------------|
| Substance Name | Concentration % w/w | OSHA HCS Classification |
| Pyrethrins | 5.0 | Acute Toxicity – Inhalation Cat. 4 |
| Inert Ingredient #1 | 75.00 | |

Ingredients not identified are non-hazardous and/or are not required to be disclosed pursuant to 29 CFR 1910.1200 (2012), and are withheld as trade secret.

Then, Duet:

1910.1200(a)(1), and the GHS

SECTION 3. Composition/Information on Ingredients

| Components | | |
|-------------------------------------------|------------|---------------------|
| Substance Name | CAS No. | Concentration % w/w |
| ETOC® (Prallethrin) | 23031-36-9 | 1.0 |
| SUMITHRIN® (d-Phenothrin) | 26002-80-2 | 5.0 |
| Piperonyl Butoxide | 51-03-6 | 5.0 |
| Petroleum Distillates, hydrotreated light | 64742-47-8 | 10-20 * |
| White Mineral Oil | 8042-47-5 | 50-75 * |

* The exact percentage (concentration) of composition has been withheld as trade secret.

Ingredients not identified are non-hazardous and/or are not required to be disclosed pursuant to 29 CFR 1910.1200 (2012), and are withheld as trade secret.

There is extensive information available in scientific studies about the harms of Piperonyl Butoxide, and the “trade secret” and unidentified ingredients are troubling. They are “non-hazardous and/or not to be disclosed...” It’s the “or” here which is problematic. What we wind up with, even if the pesticide breaks down in the presence of sunlight, is a bunch of other chemicals, some of which we are not even entitled to know the names of. This seems concerning, to say the least.

In summary, the difference between using the organic spray and the inorganic is \$5000. We would ask that the Board consider creative ways to make up the difference and pay the additional cost. For instance, the Stratham Fair is not being held this year. That alone might make a dent in the amount of money that is being used to spray. Dragon Mosquito has been helpful, forthright, and is willing to use the Merus—they even used it once last year because of a mix-up near the beginning of the season, and it is written into the contract as an option. This would benefit them as well in a time when they are struggling due to other communities truncating their contracts altogether.

Below is the original letter which we submitted at the February 18th meeting, to which were affixed additional signatures from supportive members of the Stratham Community (which you have on file). The residents of Stratham are in favor of this switch, and we shouldn’t be trading our short-term health in order to save costs in a time that everyone is struggling. In a time when enjoying an evening outside in our yards or walking around our neighborhoods alone, or with our families, children, and pets is one of the few safe options remaining to us, we shouldn’t have to worry whether the mosquito truck is going to be spraying something potentially toxic, or whether there are remnants of byproducts hanging around the roadside the next day, especially when there is a readily-available, proven alternative that has been sanctioned for organic gardening.

We do genuinely appreciate that the Board has taken time already and made a commitment to using Merus next year. We would welcome revisiting this conversation about creative solutions for this summer, in a phone call or over Zoom or whatever medium the Board members are using these days at their next meeting or beforehand, in hopes of arriving at a solution that satisfies all.

Sincerely,

Tim Horvath and Mary Ann Cappiello
Mary and David Crook
Jonathan and Christine Caldwell
Robert Pare
Donna Pare
Tamara Pare
Dolores Benevento
Barbara Broderick
Heidi and Doug Hanson
Charles and Anna London
Dan Tobin
Carolyn Berner
Jan and Roger Dunn

ORIGINAL LETTER SUBMITTED ON FEBRUARY 18th

January 17, 2020

Dear Select Board Members,

For years, the Town of Stratham has hired Dragon Mosquito Control to spray a broad-spectrum insecticide around town to kill adult mosquitoes during the summer months.

Many residents are not in favor of mosquito spraying but understand why it is done: these insects can serve as vectors for disease-causing EEE, West Nile virus and Jamestown Canyon Virus.

Sarah MacGregor of Dragon Mosquito has stated that the agents used for this purpose are a mixture of synthetic pyrethroids (prallethrin, and sumithrin) at a cost of \$22,000 per season.

We are writing to propose that instead, the town elect to use an organic alternative, Merus®, made of natural pyrethrins. The Organic Materials Review Board has identified Merus as meeting the National Organic Program standards for adult mosquito control in and around organic gardens. Ms. MacGregor has stated that the cost to use Merus would be \$27,000 per season. Some communities, such as Portsmouth, already have Merus written into their contracts for summer spraying, and we believe that we should be among those forward-looking communities.

We feel the advantages to the organic adulticide agent are well worth the additional cost. Particularly, organic pyrethrins are derived from plants, degrade relatively quickly, and do not bioaccumulate in the environment.

- Stratham residents have demonstrated that sustainability is a priority by choosing to spend money to protect water resources and conserve green open space such as Scamman farm, Barker farm, Jones property, Short property, Roberts Farm, and Goodrich property.
- Stratham prides itself as being the home of several successful organic and low-spray farms, including Blueberry Bay, Meadow's Mirth, Wake Robin, and Orange Circle.
- Stratham is the location of many exquisite environmental resources including the Squamscott and Winnicut Rivers, oak and pine forests, Atlantic Cedar swamps, and the Great Bay estuary.
- Stratham is an extremely family-friendly community, which is reflected both in its dedication to the school system and in the number of families who choose to live and move here.

As much as human lives should be protected from public health threats, so must people, especially children, be protected from synthetic chemicals when less harmful alternatives are available. With regard to both the environment and to the humans living in it, we would choose to abide by the age-old physicians' dictum, "First do no harm." Given the most recent demographic statistic publically available, the use of Merus would cost each Stratham household approximately one dollar in taxes, an investment in our community's health.

We hope that the Select Board will choose organic Merus over the pyrethroid-containing synthetic treatment for adult mosquito control.

Sincerely,

Tim Horvath

A handwritten signature in black ink, appearing to read "T Horvath".

Donna E. Jensen

A handwritten signature in blue ink, appearing to read "Donna E Jensen".

Stratham residents



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885

Town Clerk/Tax Collector 603-772-4741

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

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

Fax (All Offices) 603-775-0517

July 20, 2020

To: Select Board

David Moore, Town Administrator

From: Tavis Austin, AICP, Town Planner

RE: Direction of 'Gateway District' Following Town Meeting 2020

This memo is design to provide a response to the recent Town Meeting vote to not support 162-K. As a planner, the next step is not clearly defined as the lack of Town legislative support for 162-K suggests, perhaps, a lack of support for 'Gateway' in general. In my mind this also outlines a general discord between the Master Plan and the will of the community. Below are my first, broad stroke, considerations for the Town to consider in moving forward from Town Meeting 2020:

1. **STATUS QUO**--No change to zoning;
 - a. Allow projects with, waivers, and no emphasis/direction on utility installation.
2. **STATUS QUO-UTILITY INVESTIGATION**--No change to zoning with:
 - a. Dialogue with Exeter re:
 - i. Connection Fee evaluation
 - ii. Discussion related to operations of utility once extended
 - b. Dialogue with design firms/installers re: costing out of utility installation per phases
 - c. Reconsideration of revised TIF District in response to 2 a and b
3. **GATEWAY LITE**--Amend current Gateway Zoning—
 - a. Maintain architectural standards/form based methods (required),
 - b. Remove streets, multi-modal considerations, etc.
4. **GATEWAY DESIGN**--Amend current Gateway Zoning
 - a. Modify zoning to create 'Design Guidelines' only (architectural recommendations/guidance)
5. **GATEWAY REZONE**--Re-zone Corridor to "General Commercial" or similar
 - a. Removal of all 'form based' concepts and goals
 - b. *May require Master Plan amendment*

Please understand that 2-4 above may also be able to run currently provided the goals are understood and the policies and procedures for projects are clearly defined for the Planning Board to implement.

Attached is Section 3.8 from the current Zoning Regulations, *Gateway Commercial Business District*. I have highlighted various section to coincide with the above 2-4 optional directions.

Additionally, the Planning Board did have a *general* discussion on this topic at their 7/15/20 meeting and are interested in any input or guidance the Select Board may have in moving forward—understanding that Town Meeting 2021 will be here very soon.

3.8 GATEWAY COMMERCIAL BUSINESS DISTRICT (REV. 3/11, 3/13, 3/16, 3/17)

3.8.1 Authority:

- a. The action of the Town of Stratham, New Hampshire in the adoption of this Ordinance is authorized under RSA 674:21.II Innovative Land Use Controls and RSA 674:16 Grant of Power.
- b. This Ordinance was adopted to promote the health, safety, and general welfare of the Town of Stratham and its citizens, including protection of the environment, conservation of land, energy and natural resources, reduction in vehicular traffic congestion, more efficient use of public funds, health benefits of a pedestrian environment, preservation of community character, education and recreation, reduction in sprawl development, and improvement of the built environment.
- c. This Section was adopted as one of the instruments of implementation of the public purposes and objectives of the Town’s Master Plan. This Ordinance is declared to be in accord with the Master Plan, as required by RSA 674:2.

3.8.2 Applicability:

- a. This Ordinance shall establish the Gateway Commercial Business District (the “District” or “GCBD”). The boundaries of the District are shown on the plan entitled “Gateway Commercial Business District, Town of Stratham, New Hampshire” and dated December 22, 2009 (as amended). (Rev. 3/13)
- b. The provisions of the GCBD shall be **mandatory** for development projects within the Gateway Commercial Business District. Development projects submitted for approval under this zoning district shall be subject to applicable requirements of the Subdivision and Site Plan Review Regulations of Stratham. (Rev. 3/13)
- c. **When in conflict, the provisions of the GCBD shall take precedence over those of other ordinances, regulations, and standards except the Local Health and Safety Ordinances and Building Codes.** (Rev. 3/13)
- d. Section 3.8.10 Definitions of Terms contains regulatory language that is integral to the GCBD. Those terms not defined in Section 3.8.10 or in Section II of the Zoning Ordinance shall be accorded their commonly accepted meanings. In the event of conflicts between definitions in the Zoning Ordinance and the GCBD, those of the GCBD shall take precedence.
- e. The requirements of Section 3.8.8 Development Standards and Tables are an integral part of the GCBD and are legally binding. Unless otherwise noted, other diagrams and illustrations that accompany this ordinance are provided for guidance purposes and as recommended examples.
- f. If in conflict, numerical requirements shall take precedence over graphic illustrations.

3.8.3 Purpose and Intent:

- a. The purpose of the Gateway Commercial Business District is to enhance the economic vitality, business diversity, accessibility, and visual appeal of Stratham’s Gateway Commercial Business District, in a manner that is consistent with the landscape and architecture of the Town’s agricultural tradition.

- b. The intent of the GCBD is to foster development of a vibrant mixed-use district with a cohesive street layout and architectural character that includes commercial, residential, and civic uses and integration of open spaces, transit, bicycle, and pedestrian accommodations. The requirements of the GCBD are based primarily on building form, placement and function, site design, and the overall built environment including streetscapes, landscaping, and outdoor spaces and facilities.
- c. Development in the Gateway Commercial Business District shall incorporate the following:
 - i. Wherever possible, natural infrastructure and visual character derived from topography, woodlands, farmlands, riparian corridors, and other environmental features shall be retained;
 - ii. Infill development and redevelopment shall be encouraged;
 - iii. Development contiguous to adjacent zoning districts shall be organized to complement and be compatible with the existing pattern of development and the natural landscape;
 - iv. Network of existing and proposed streets shall be designed for access to Portsmouth Avenue and local connector roads, disperse traffic to and from the District, and reduce traffic volumes;
 - v. Transportation corridors shall be planned and reserved in coordination with proposed land uses;
 - vi. Greenways shall be used to define and connect developed areas and provide public spaces and enhance view sheds to adjacent conservation lands;
 - vii. Development shall integrate a framework of transit, pedestrian, and bicycle systems that provide accessible alternatives to the automobile;
 - viii. Use of on-street parking shall be emphasized;
 - ix. Architectural and landscape design suited to a traditional New England appearance shall be applied; and
 - x. Public gathering and public use spaces shall be established and connections made throughout the District in a manner and location that will encourage use and promote safety and security.

3.8.4 The Regulating Plan:

- a. The purpose of this Ordinance is to enable, encourage, and implement the following plans and general requirements.
- b. For the purposes of the delineation, the Gateway Commercial Business District and the location and boundaries of Special Districts are hereby established as shown on a map entitled “Regulating Plan for the Gateway Commercial Business District of the Town of Stratham, New Hampshire” (the “Regulating Plan”) dated December 22, 2009 and hereby incorporated as part of this ordinance.
- c. The Regulating Plan for the GCBD shall identify the extent of Zones within the District where specific provisions shall apply. Following are general descriptions of these zones (refer to Section 3.8.8 for detailed requirements for each zone):

- i. Central Zone – for the purpose of providing non-residential uses, mixed uses and multi-family uses in a primarily dense development pattern with wide streets in a grid-like network, and dedicated public spaces;
- ii. Outer Zone – for the purpose of providing non-residential uses and residential uses in a moderate density and residential development pattern with narrower local streets and dedicated public and open spaces; and
- iii. Open Space Zone – for the purpose of providing, scenic beauty and view sheds, natural resource protection, land conservation, and passive recreational opportunities.

3.8.5 District Character:

- a. Development in the Gateway Commercial Business District should incorporate the following concepts to preserve and complement elements of the agricultural and historic tradition of Stratham and local and regional village character:
 - i. Comprised of compact, pedestrian-oriented development;
 - ii. Mixed use pattern of development where development specializing in a single use should be the exception;
 - iii. Where ordinary activities of daily living should be located within walking distance of residential areas, allowing independence to those who do not drive;
 - iv. Within mixed use and residential neighborhoods, a range of housing types and price levels shall be provided to accommodate diverse ages and incomes; Workforce housing is encouraged within the District to promote a variety of housing choices;
 - v. A range of Open Space including parks, squares, and playgrounds shall be distributed within neighborhoods and throughout the District;
 - vi. Expansion and provision of public transportation facilities that promote use and access is encouraged;
 - vii. Provide improved visibility and access to and use of conservation lands, where appropriate; and
 - viii. Provide opportunities for agriculture and agritourism as defined in Section II, Definitions, 2.1.6 (Rev. 3/16)

3.8.6 The Board of Selectmen will hereby create a Technical Review Committee (“TRC”) comprised of the Town Planner, a member of the Heritage Commission, and three (3) members and two (2) alternates appointed by the Board of Selectmen and recommended by the Planning Board. The TRC shall process applications for development within the District for the purpose of determining compliance with the provisions of the Ordinance. The TRC may consult with other committees, commissions, and professionals for review and comment on applications within the District. Any cost associated with professional review shall be the responsibility of the applicant. The TRC review of any application shall be deemed equivalent to a Preliminary Consultation with the Planning Board, however, applicants may also submit for Preliminary Consultation.

Should any construction, site work, or development be commenced without an approved Conditional Use Permit, Subdivision, Site Plan approval, or any should a violation of an approved

Development Plan or Conditional Use Permit occur, the Planning Board or the Town Planner has the right to require the property owner to stop, remove, and/or mitigate the violation, or seek the appropriate appeal process to gain compliance. (Rev. 3/17)

a. Review Process (Rev 3/17):

- i. Projects that do not require a Conditional Use Permit shall be evaluated for compliance with this ordinance by the TRC, and then be processed by the Planning Board as required under the Subdivision and/or Site Plan Review Regulations of Stratham. Such applications should follow the submission requirements of a Site Plan Review Application.
- ii. For those development applications within the District that include a request for a deviation from the requirements of this ordinance, a complete Site Plan Review Application shall be accompanied with a Conditional Use Permit Application that includes a narrative description of the deviation(s) and a site plan illustrating proposed deviation from any requirement within this ordinance. Deviation from the requirements of this Ordinance shall only be permitted by grant of a Conditional Use Permit issued by the Planning Board. A Conditional Use Permit is a decision that would permit deviation from or reduction in a specific provision(s) of this Ordinance but that is otherwise generally consistent with the provisions of Section 3.8.3 Purpose and Intent (See 3.8.6 a. iii).
- iii. The Planning Board shall have the authority to grant or deny a request for a Conditional Use Permit, pursuant to the provisions of RSA 674:16 and RSA 674:21.A *Conditional Use Permit*, for relief from the requirements of this Ordinance, after proper public notice and public hearing where the Planning Board finds that an application complies with standards 1. and 2. below.
 1. Consistent with the Gateway Business District Master Plan, including but not limited to:
 - a. Both public and private buildings and landscaping shall contribute to the physical definition of streetscapes and public spaces; and
 - b. Development shall adequately accommodate automobiles and emergency vehicles, while respecting the pedestrian and the spatial form of public spaces; and
 - c. Design of streets and buildings shall reinforce safe environments, but not at the expense of accessibility and efficient traffic flow; and
 - d. Architecture and landscape design shall complement climate, topography, community character, and building practice; and
 - e. Open space and public gathering places shall be provided as locations that reinforce the identity and activity of the District and the community; and
 - f. New development and redevelopment shall be otherwise consistent with the intent and purpose of this ordinance; and
 - g. Does not unduly impact adjacent properties and uses in the District.
 2. Improves public safety within the District and/or in adjacent zoning districts; or provides environmental and natural resource protection; or provides a measureable public benefit (such as increased public space, open space or

public amenities).

- iv. The granting or denial of a Conditional Use Permit by the Planning Board may be appealed to the Superior Court, as provided for in RSA 677:15. A Planning Board decision on the issuance of a Conditional Use Permit cannot be appealed to the Zoning Board of Adjustment (RSA 676:5 iii).

3.8.7 Building and Site Design Standards:

a. Purpose:

In order to provide for harmonious and aesthetically pleasing development in the built environment [RSA 674:44,II(b)], the TRC (refer to Section 3.8.6) and the Planning Board will apply the following Building and Site Design Standards in its review of all applications in the District.

b. Intent:

Maintaining the quality and character of the community is dependent upon the quality and character of the architecture and development that is allowed to occur. Poorly planned and executed development detracts from the character and function of the built environment, while well-planned development enhances community character, quality of life, and value of the surrounding properties and the community overall.

Design standards are a tool to help guide development and redevelopment assuring that community priorities are an integral part of the design process. Design Standards, implemented as part of the application review and approval process, are a set of design principles that offer a positive direction for building and site level design. The guidelines and interpretations are based upon maintaining and enhancing the character of the community. They are not intended to specify any particular architecture or style.

Design Standards address a wide range of design issues including such elements as: pedestrian and traffic circulation, building mass and scale, architectural details, signs, landscaping, lighting, open space, and natural features. When integrated, these elements will create a project that is functional, attractive, and an asset to the community.

c. Building and Site Design Evaluation:

The evaluation of the following factors will inform the TRC and the Planning Board's decisions on whether proposed site and building designs achieve the purpose and intent of these Design Standards and of this Ordinance. The Planning Board shall develop a GCBD guidance document to further illustrate and provide details of the design standards stated below. This document shall be utilized by applicants when designing projects within the District.

- i. Within a development project, site design elements should be compatible with small New England Village character and the town's agricultural history.
- ii. Building architecture should demonstrate the cohesive planning of the development and present a clearly identifiable, attractive design feature and appearance throughout. It is not intended that buildings be totally uniform in appearance or that designers and

developers be restricted in their creativity. Rather, cohesion, and identity can be demonstrated in harmonious building style, scale or mass; consistent use of facade materials; similar ground level detailing, color or signage; consistency in functional systems such as roadway or pedestrian way surfaces, signage, or landscaping; public amenities; the framing of outdoor open space and linkages, or a clear conveyance in the importance of various buildings and features on the site.

- iii. Building architecture should be designed to provide an attractive appearance. Franchise or corporate style architecture and/or highly contrasting color schemes are strongly discouraged. If proposed, such building styles should be substantially modified to create a project that complements the small New England Village character. All architectural details should be related to an overall architectural design approach or theme.
- iv. Diversity of architectural design is encouraged. Buildings that are characteristic of a historic period are encouraged, particularly if a building style or the site is historically appropriate for the community or necessary for architectural harmony.
- v. Multiple buildings on the same site should be designed to create a cohesive visual relationship, as well as efficient circulation and access for pedestrians and vehicles. Accessory buildings should be designed to complement the primary building and/or use on the site in design and material expression.
- vi. Building placement should take best advantage of solar orientation, climatic and other environmental conditions, should encourage safety and use of adjacent public spaces and public open spaces, and should minimize the impact of activity and light upon and from the project.
- vii. Buildings adjacent to public open space should generally be oriented to that space, with access to the building opening onto the public open space.
- viii. Implementation of Low Impact Development techniques is strongly encouraged, including, but not limited to, storm water management practices, alternative surfacing materials, building and site design elements, and landscaping features.
- ix. The practice of creating structures and using processes that are environmentally responsible and resource-efficient throughout a building's life-cycle from siting to design, construction, operation, maintenance, renovation, and deconstruction are strongly encouraged.
- x. All electrical utilities shall be located underground.

d. Street and Streetscape Standards:

- i. Thoroughfare intersections and on-street parking shall be setback a minimum of 100 feet from Portsmouth Avenue.
- ii. In the Central Zone, thoroughfares shall be laid out in a grid-like pattern and may be composed of angular, rectangular, or square configurations that define blocks.
- iii. Thoroughfares shall provide the following streetscape elements: sidewalks, pedestrian crossings, planting strips, street trees, and lighting. Bike lanes shall be provided on Boulevards, Avenues, and Streets shown on the Regulating Plan and as detailed in Section 3.8.8.b and Section 3.8.8.c for additional standards for required and recommended streetscape elements.
- iv. Thoroughfares that incorporate commons and squares are encouraged to provide public parks and spaces and add visual form and interest to the development.

Roundabouts may also be incorporated when necessary to enhance traffic flow and safety.

v. Other new thoroughfares shall be aligned as closely as possible at right angles to the roadway network shown on the Regulating Plan and spaced according to the needs of the development serviced, traffic demand and safety.

e. Landscaping Standards:

The following landscaping standards shall apply to all development:

i. Following are requirements for implementation of buffers:

1. A minimum 30-foot vegetated buffer shall be provided between proposed development and adjacent residential zoning districts outside the GCBD;
2. Street trees and other plantings shall be placed within the building setback on the lot or right of way of Portsmouth Avenue;
3. A 30-foot vegetated buffer where a residential use abuts a non-residential use or a mixed-use development in the Outer Zone.

ii. Buffers shall be established or maintained at a density that attenuates year round the impact of activity and light on adjacent properties.

iii. Use of native species of trees, shrubs, groundcover, and decorative plants in all landscaping is strongly encouraged.

iv. A landscaping plan, including a maintenance plan and agreement, shall be approved as part of the review and approval process as stated in the Site Plan Review (Section V.5.2) and Subdivision Regulations.

f. Lighting Standards:

i. Street, building and site lighting shall not adversely impact surrounding uses and residential projects, and be designed with no light spilling or reflecting into adjacent properties and with protection of the night sky. Such lighting shall not blink, flash, oscillate, or be of unusually high intensity of brightness, except for purposes of providing emergency services or to protect public safety.

ii. Energy efficient exterior lighting and streetlights shall be provided.

iii. Lighting of the site shall be adequate at ground level for the protection and safety of the public in regard to pedestrian access and vehicular circulation. This shall include, but not be limited to sidewalks, crossings, parking areas, and other public spaces.

iv. Refer to additional lighting requirements in Section 3.8.8, Tables b.5 and c.6.

v. Unless otherwise stated, lighting shall comply with the standards of the Site Plan Review Regulations, Section V.5.8.

g. Parking Standards:

i. On-street parking shall provide short-term parking for patrons of shops and businesses. On street parking to service residential areas is recommended.

ii. Parking for mixed use developments shall provide long term and shared parking by

multiple uses and users.

- iii. Delivery and other service related areas for mixed use and non-residential uses can be located at the front, rear, or sides of buildings, or within designated portions of parking areas. Loading docks and service areas shall not face a public frontage. Delivery and service vehicles are encouraged to utilize rear alleys for building access.
- iv. Parking structures shall comply with the dimensional requirements and design standards of principal buildings. Below ground and multi-story parking structures are encouraged.
- v. Refer to additional parking requirements in Section 3.8.8, Tables b.6 and c.7.
- vi. Parking in the District shall comply with the requirements of Section V.5.9 of the Site Plan Regulations.

3.8.8 DEVELOPMENT OF STANDARDS AND TABLES (REV. 3/16) MAY REQUIRE CHANGES

a. Permitted Uses by Zone

| Type of Use | Central Zone | Outer Zone | Open Space Zone |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Agriculture and Forestry | <p><u>By Conditional Use Permit</u></p> <p>Agriculture and agritourism as defined in Section II, Definitions, 2.1.6. See footnote 5. Agricultural structures greater than four hundred (400) square feet require a Conditional Use Permit from the Planning Board. (Rev. 3/16)</p> | <p><u>Permitted</u></p> <p>Agriculture and agritourism as defined in Section II, Definitions, 2.1.6 (Rev. 3/16)</p> | See Footnote |
| Civic/ Institutional | <p><u>By Conditional Use Permit</u></p> <p>Includes private schools, nursery through college schools; day care facilities; senior citizen centers; outpatient clinics and treatment facilities; non-profit lodges and fraternal organizations; place of worship including customary ancillary facilities; public utilities; and municipal buildings</p> | <p><u>Permitted</u></p> <p>Includes private schools, nursery through college schools; day care facilities; senior citizen centers; outpatient clinics and treatment facilities; non-profit lodges and fraternal organizations; place of worship including customary ancillary facilities; public utilities; and municipal buildings</p> | By Conditional Use Permit; see Footnote |
| Commercial | <p><u>Permitted</u></p> <p>Includes retail sales and service, business and professional services, banking and lending institutions, food service/bar/entertainment, special promotional sales and displays, conference centers, movie and performance theatres, indoor entertainment complex,</p> <p><u>By Conditional Use Permit</u></p> <p>Includes self-storage facilities, light manufacturing facilities³, and veterinary hospitals</p> | <p><u>Permitted</u></p> <p>Includes retail sales and service, business and professional services, banking and lending institutions, food service/bar/entertainment, special promotional sales and displays, conference centers, movie and performance theatres, indoor entertainment complex,</p> <p><u>By Conditional Use Permit</u></p> <p>Includes self-storage facilities, light manufacturing facilities³, and veterinary hospitals</p> | Not Permitted |
| Drive-through Service | Not Permitted | Not Permitted | Not Permitted |
| Food Service/Bar/ Entertainment¹ | Permitted | By Conditional Use Permit | Not Permitted |
| Mixed Use² | Permitted | Permitted | Not Permitted |
| Open Space/Conservation | See #4 | See #4 | Permitted |
| Residential – single-family, two-family | Not Permitted | <p>Permitted</p> <p>Includes single-family (1 unit), two-family (2 units), workforce housing, manufactured housing, home occupations, accessory apartments</p> | Not Permitted |
| Residential – multi-family and other residential uses | <p><u>By Conditional Use Permit</u></p> <p>Includes multi-family (3-8 units), workforce housing, manufactured housing, home occupations, accessory dwelling units, bed and breakfast inns, hotels, motels, and hostels</p> | <p><u>Permitted</u></p> <p>Includes multi-family (3-8 units), workforce housing, manufactured housing, home occupations, accessory dwelling units, bed and</p> | Not Permitted |

| | | | |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| | | breakfast inns, hotels, motels, hostels, and open space cluster developments | |
| Recreational | By Conditional Use Permit Includes public parks and playgrounds; passive, non-motorized recreation; natural resource management and research | <u>Permitted</u> Includes forestry, wildlife, timber preserves, reservoirs; public parks and playgrounds; commercial riding stables and riding trails; recreational camping parks, recreational areas, and residential tent camping; passive, non-motorized recreation; natural resource management and research | Permitted |
| Other Uses not listed | By Conditional Use Permit | By Conditional Use Permit | By Conditional Use Permit; See #4 |

¹**Food Service/Bar/Entertainment** includes all food service and entertainment related uses such as restaurants, dinner theatres, bars, pubs, cafes, and coffee shop/diners.

²**Mixed Use** includes Residential and Commercial and/or Professional Business uses in combination in one or several structures; non-residential use shall comprise >50% of the gross floor area.

³**Light Manufacturing Facility*** includes facilities that produce and sell artisanal products derived from materials such as paper, wood, metal and ceramic, food products, and fine art.

⁴ Uses may be permitted according to the terms and restrictions of any open space designated on a specific property.

⁵ Agricultural buildings four hundred (400) square feet and smaller do not require a Conditional Use Permit from the Planning Board. Agricultural buildings greater than four hundred (400) square feet are subject to a Conditional Use Permit (CUP) Agricultural buildings requiring a CUP are not required to have engineered plans. The Planning Board is authorized to request studies prepared by professional consultants if the planning Board determines that such studies are necessary to render a decision regarding the CUP. **(Rev. 3/16)**

b. Central Zone Design Standards and Roadways

TABLE 1.

| Dimensional Requirements | | |
|-------------------------------------------------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Elements | Standard | Description |
| Block | 8,000 S.F.minimum 30,000 S.F.maximum | Block with thoroughfare frontage on no less than two sides; Minimum area dependent on Soil-Based Lot Sizing* |
| Building Footprint (non-residential and mixed use) | 15,000 S.F.maximum | Minimum area dependent on Soil-Based Lot Sizing* |
| Multi-Family (3-8 units) | 8,000 S.F.maximum building footprint | Minimum area dependent on Soil-Based Lot Sizing* |

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--|
| Frontage Buildout | 60% min / 80% maximum | |
| * Unless innovative sewage treatment facilities are proposed or public water and wastewater services are available, all developments shall meet the standards set forth in the Stratham Subdivision Regulations Section 4.3 Soil-Based Lot Size Determination (as amended). | | |

TABLE 2.

| Building Height | | Setbacks – Principal Structures | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Principal Structure ¹ (maximum) | 3 stories 40 feet maximum height | Frontage (from street or lot line) | 0 minimum 15 maximum |
| Principal Structure ¹ (minimum) | 1.5 stories | Side or Secondary Frontage (from street or lot line) | 10 minimum 0 feet if secondary frontage ² |
| ¹ Principal Structures include: (1) uses served by single and multiple structures and (2) parking structures | | | |
| ² The minimum building/structure front setback requirement for properties fronting Portsmouth Avenue shall be ten (10) feet from the State Right-Of-Way or twenty (20) feet from the edge of pavement, whichever is greater. (Rev. 3/13) | | | |
| First Floor Height | 14 feet minimum required for non-residential; | Rear (from street or lot line) | 10 feet minimum 0 feet if secondary frontage |
| | 10 feet minimum required for residential | Note: Individual buildings on a lot or block may be connected, with no separation between or setback from one another. | |
| <p>Principal Structure</p> | | <p>Note: Minimum structure setback is 0 feet if secondary frontage</p> | |

TABLE 3.

| Accessory structures shall be limited to the following: | |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <i>Type of Use</i> | <i>Dimensional Requirements</i> |
| Commercial, Businesses and Other Non-Residential Uses | 1.5 stories maximum height 8 feet minimum first story height 400 S.F. maximum footprint |
| Civic, Recreational, Public Facilities or Transportation Uses | No restrictions on dimensional requirements. |

TABLE 4.

| Streetscape Standards | | |
|---------------------------------|------------------------------------|------------------------------------------------------------------------------|
| <i>Roadway Type</i> | <i>Right of Way Width</i> | <i>Description</i> |
| Boulevard | 72 feet minimum 94 feet maximum | Two-way traffic flow is required. |
| Avenue | 72 feet minimum 76 feet maximum | One-way traffic flow is permitted. |
| Street (per Regulating Plan) | 51 feet minimum 55 feet maximum | Two-way traffic flow is required. |
| Street (proposed local) | 51 feet minimum 55 feet maximum | One-way traffic flow is permitted; sidewalks required on one side of street. |
| Alley | 12 feet maximum | One-way traffic flow is required. |

TABLE 5.

| Streetscape Elements | | |
|-----------------------------|--------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <i>Element</i> | <i>Standards</i> | <i>Description</i> |
| Planting Strip | 5-foot minimum width (as shown on roadway cross-sections) | Refer to Site Plan Review Regulations Section V.5.2 for landscaping requirements. |
| Setback | Combined 13 feet minimum/20 feet maximum | Composed of sidewalk and planting or street buffer strip with granite curbing. |

| | | |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Crossings | 6 feet minimum width, 10 feet maximum width Required at street intersections and permitted at mid-block | Within an individual block or development, shall be composed consistently of similar materials and may include brick, pavers, stamped concrete, porous pavement; all sidewalks shall have granite curbing against a thoroughfare. Differentiate with use of non-asphalt materials, striping and accent paving or materials. |
| Street Trees | 1 per 25 ¹ linear feet of right of way | Located within the Planting Strip or Street Buffer Strip. |
| Lighting | 1 per 25 ¹ linear feet of right of way | Along all sidewalks, New England traditional fixtures with downcast illumination; lighting placement shall alternate with street tree placement. |
| Seating | Encouraged | In public spaces (such as pocket parks and gardens) and at street intersections. |
| Shelters (transit, school bus stops) | Optional | Painted or coated metal frame or natural materials. |
| Trash Receptacles | Required | Secured and covered at street intersections or mid-block. |
| Bicycle Racks | Required | At transit stops/shelters, public spaces, parking areas. |

¹ For trees and lighting located along Portsmouth Ave. (SR 108), the spacing shall be AVG 30' for trees and AVG 60' for lighting. The Planning Board shall determine the final number and location of each element based upon review by qualified professionals and in coordination with NHDOT. (Rev 3/17)

TABLE 6.

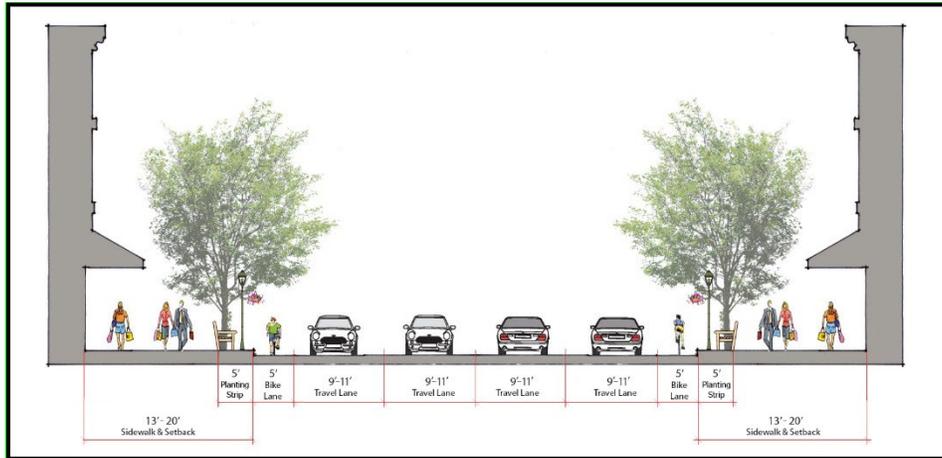
| Parking Area Design Standards | | |
|-------------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Element</i> | <i>Standards</i> | <i>Description</i> |
| Medians | Located between opposing parking isles and at periphery. | Shall incorporate for use as a storm water management best management practice, wherever feasible; vegetation shall be appropriate for wet/dry conditions and salt tolerant. |
| Islands | Located at end of parking isles and at entrance/exit. | Used primarily as screening and landscaping areas comprised mostly of trees, shrubs, and groundcovers that are drought and salt tolerant. |

| | | |
|------------------|---------------------------------------------------------------|--|
| Placement | Located at rear or side of buildings, and interior of blocks. | |
|------------------|---------------------------------------------------------------|--|

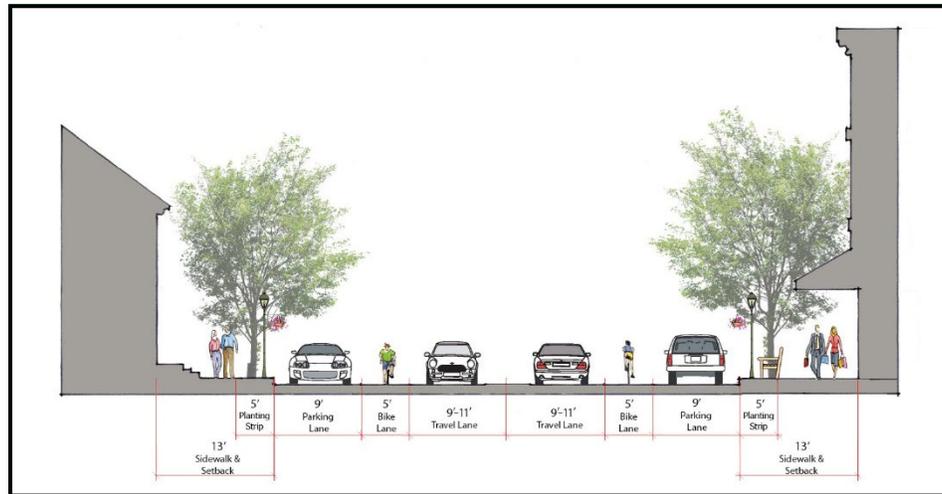
TABLE 7.

| Public Space and Open Space Standards | |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public Space | <p>Developments shall include a minimum of 15 percent of the total area dedicated to public spaces. Public space calculations shall not include lands within required thoroughfare cross-sections and other proposed streets.</p> <p>Public space shall include facilities and landscapes that promote outdoor activities and enjoyment.</p> |
| Open Space | <p>Developments of 1 acre or greater shall include a minimum of 15 percent of the total area dedicated to open space. Open space shall not include lands within required thoroughfare cross-sections and other proposed streets. Open space shall be no less than 1 acre of contiguous area or the entire 15 percent area requirement whichever is less; open space requirement can be transferred elsewhere within the Central Zone by designating the minimum open space requirement on another property.</p> <p>Open Space may include septic reserve areas, well protection areas, and LID storm water management features (i.e. natural areas such as bio retention areas, vegetated buffers and rain gardens).</p> <p>Open space shall consist of natural areas, or created natural areas such as gardens, landscaped areas and parks, where the public may gather, recreate and enjoy scenic views.</p> |

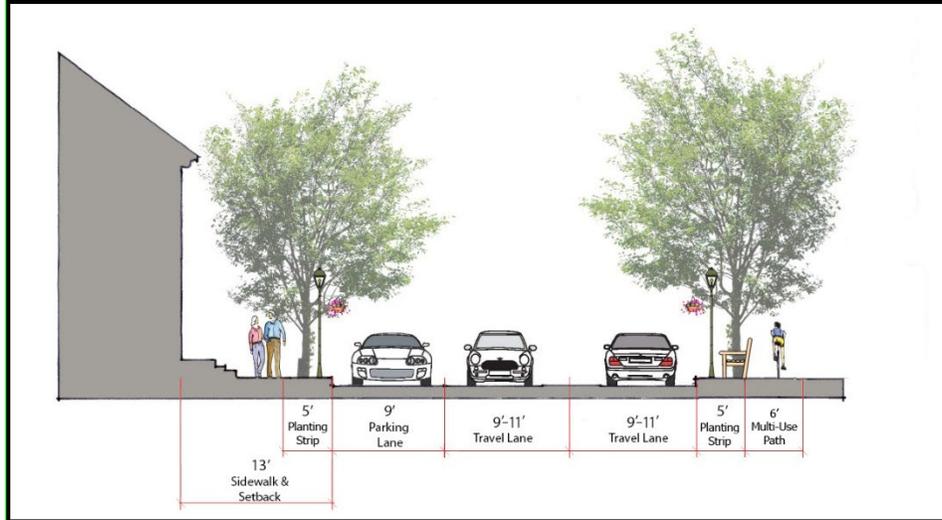
Figure 1. Central Zone Roadway Cross-Section Types



Boulevard (minimum width 72 feet; maximum width 94 feet)



Avenue (minimum width 72 feet; maximum width 76 feet)



Street (required per Regulating Plan; Minimum width 51 feet; maximum width 55 feet)

c. Outer Zone Design Standards and Roadways

TABLE 1.

| Dimensional Requirements | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <i>Footprint, Block or Lot</i> | <i>Area</i> | <i>Description</i> |
| Multi-Family (3-8 units) | 8,000 S.F.maximum building footprint 40,000 S.F.maximum block | Block with frontage on no less than two sides; Minimum area dependent on Soil-Based Lot Sizing* |
| Single Family (1 unit) | 6,000 S.F.minimum lot | Minimum area dependent on Soil-Based Lot Sizing* |
| Two-Family (2 units) | 15,000 S.F.minimum lot | Minimum area dependent on Soil-Based Lot Sizing* |
| Building Footprint (non-residential and mixed use) | 10,000 S.F.maximum footprint | Minimum area dependent on Soil-Based Lot Sizing* |
| * Unless innovative sewage treatment facilities are proposed or public water and wastewater services are available, all developments shall meet the standards set forth in the Stratham Subdivision Regulations Section 4.3 Soil-Based Lot Size Determination (as amended). | | |
| Frontage Buildout | 70% maximum | Includes Principal and Accessory Structures |

TABLE 2.

| Building Height | | | |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------|----------------------|
| Principal Structure (non-residential, mixed use, and multi-family) | 2.5 stories maximum 35 feet maximum height 14 feet minimum required for non-residential | Principal Structure (single-family and two-family) | 2.0 stories maximum; |
| | | | |

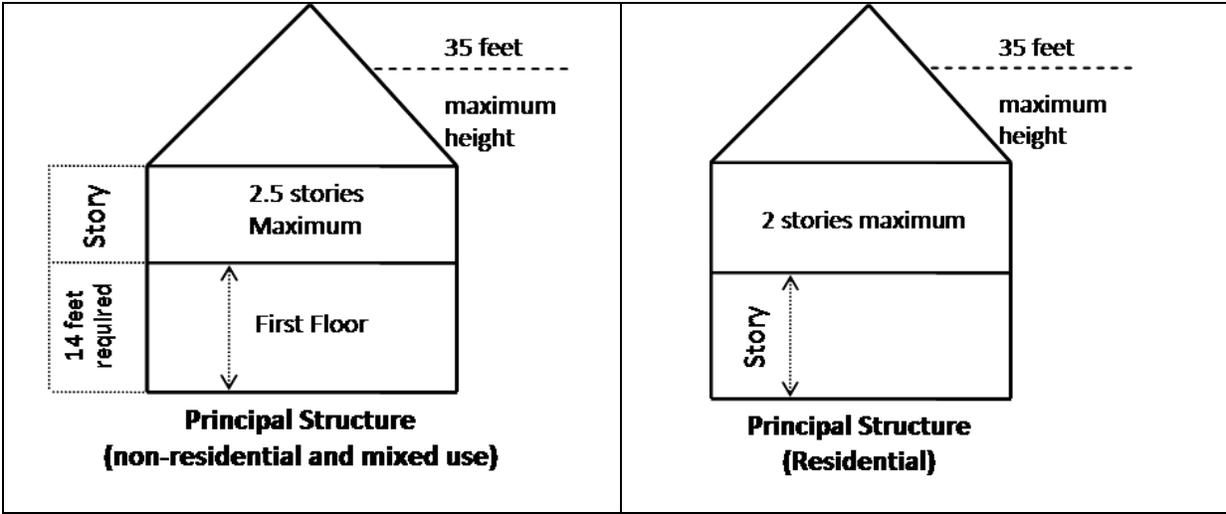


TABLE 3.

| Setbacks – Principal Structures | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <i>Principal Structure (non-residential, mixed use)</i> | | <i>Principal Structure (single-family, two-family, multi-family)</i> | |
| Frontage | 0 feet minimum/25 feet maximum | Frontage | 8 feet minimum/25 feet maximum |
| Side | 25 feet minimum 0 feet if secondary frontage | Side | 10 feet minimum |
| Rear | 10 feet minimum 0 feet if secondary frontage | Rear | 10 feet minimum |
| | | Note: individual buildings on a lot or block may be connected, with no separation between or setback from one another. | |
| <p>Primary Frontage of block or lot (Non-residential or Mixed Use)</p> <p>Note: Minimum structure setback is 0 feet if secondary frontage</p> | | <p>Primary Frontage of lot (residential)</p> | |

TABLE 4.

| Setbacks – Accessory Structures | |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <i>Type of Use</i> | <i>Dimensional Requirements</i> |
| Commercial, Businesses and Other Non-Residential Uses | 1.5 stories maximum height 8 feet minimum first story height 400 S.F. maximum footprint |
| Residential Uses | 1.5 stories maximum height 8 feet minimum first story height 400 S.F. maximum footprint |

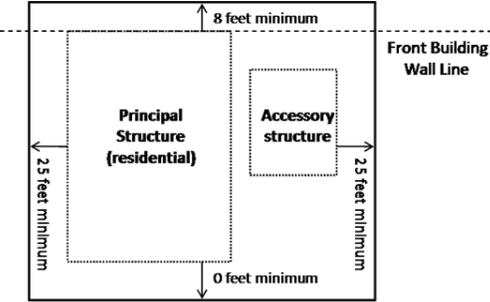
| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| | Shall be setback behind the front building wall of principal structure (see diagram below). |
| Civic, Recreational, Public Facilities or Transportation Uses | No restrictions on dimensional requirements. |
| <p>Description</p>  <p>The diagram illustrates the setback requirements for a Principal Structure (residential) and an Accessory structure relative to a Front Building Wall Line. The Principal Structure (residential) is shown with a 2.5 feet minimum setback on the left side and a 0 feet minimum setback on the bottom side. The Accessory structure is shown with a 2.5 feet minimum setback on the right side. Both structures are shown with an 8 feet minimum setback from the Front Building Wall Line.</p> | |

TABLE 5.

| Outer Zone Streetscape Standards | | |
|-----------------------------------------|------------------------------------|-----------------------------------------------------------------------------|
| Roadway Type | Right of Way Width | Description |
| Street (per Regulating Plan) | 51 feet minimum 55 feet maximum | Two-way traffic flow is required. |
| Street (proposed local) | 51 feet minimum 55 feet maximum | Two-way traffic flow is required; sidewalks required on one side of street. |
| Alley | 12 feet maximum | One-way traffic flow is required. |

TABLE 6.

| Streetscape Elements | | |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Element | Standards | Description |
| Planting Strip | 5-foot minimum width (as shown on roadway cross-sections) | Refer to Site Plan Review Regulations Section V.5.2.) for landscaping requirements. |
| Setback | Combined 14 foot min, 20 foot max | Composed of sidewalk and planting strip or street buffer strip with granite curbing. |
| Crossings | 6 foot minimum width, 10 foot maximum width Required at street intersections and permitted at mid-block | Within an individual block or development, shall be composed consistently of similar materials and may include brick, pavers, stamped concrete, porous pavement; all sidewalks shall have granite curbing against a thoroughfare; sidewalks recommended on both sides of street (except when serving only residential development). Differentiate with use of non-asphalt materials, striping and accent paving or materials. |
| Street Trees | 1 per 25 linear feet | Refer to Site Plan Review Regulations Section V.5.2.; street tree placement shall alternate with lighting placement. |
| Lighting | 1 per 25 linear feet of right of way | Along all sidewalks, New England traditional fixtures with downcast illumination; lighting placement shall alternate with street tree placement |
| Seating | Encouraged | At public spaces (such as pocket parks and gardens) and at street intersections. |

| | | |
|-------------------|-----------------------------------|-----------------------------------------------------------------|
| Shelters | 1,000 linear feet of right of way | Painted or coated metal frame or natural materials. |
| Trash Receptacles | Optional | Secured and covered at street intersections or mid-block. |
| Bicycle Racks | Required | At transit stops/shelters, public spaces, public parking areas. |

TABLE 7.

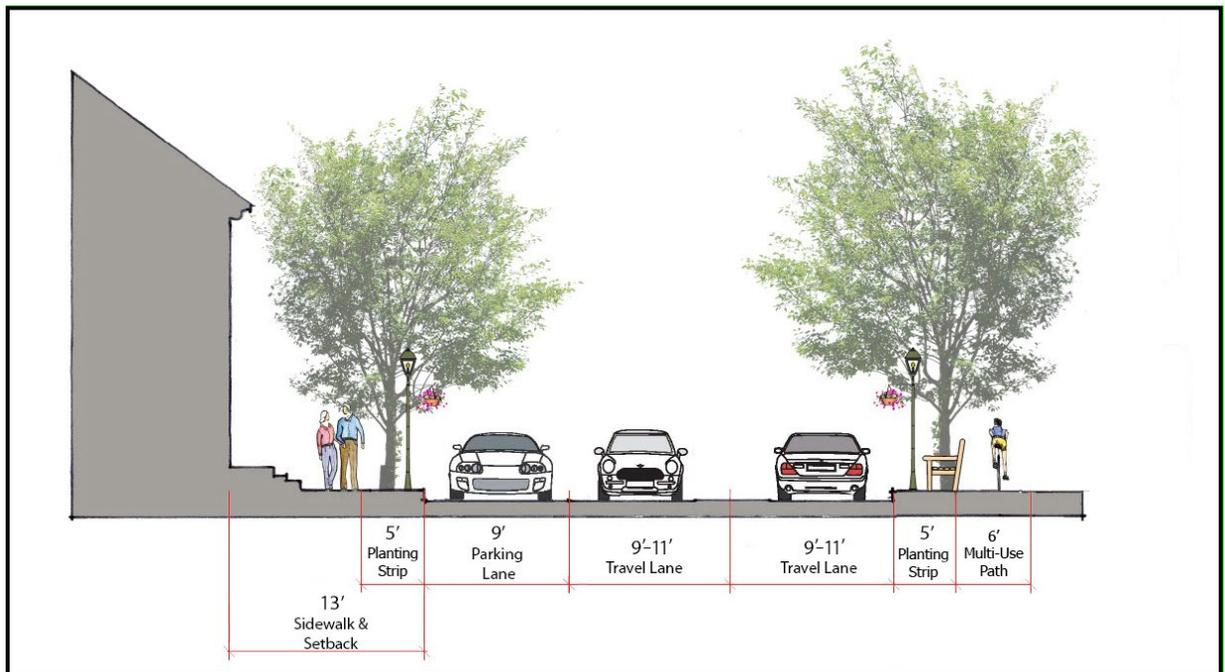
| Parking Area Design Standards | | |
|--------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Element</i> | <i>Standards</i> | <i>Description</i> |
| Medians | Located between opposing parking isles and at periphery | Shall incorporate for use as a storm water management best management practice, wherever feasible; vegetation shall be appropriate for wet/dry conditions and salt tolerant. |
| Islands | Located at end of parking isles and at entrance/exit | Used primarily as screening and landscaping areas comprised mostly of trees, shrubs and groundcovers that are drought and salt tolerant. |
| Placement | Located at rear or side of buildings, and interior of blocks | |

TABLE 8.

| Public and Open Space Standards | |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public Space | Developments shall include a minimum of 15 percent of the total area dedicated to public spaces. Public space calculations shall not include lands within required thoroughfare cross-sections and other proposed streets. Public space shall include facilities and landscapes that promote outdoor activities and enjoyment. |

| | |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Open Space</p> | <p>Developments of 1 acre or greater shall include a minimum of 15 percent of the total area dedicated to open space. Open space shall not include lands within required thoroughfare cross-sections and other proposed streets. Open space shall be no less than 1 acre of contiguous area or the entire 15 percent area requirement whichever is less.</p> <p>Open Space may include septic reserve areas, well protection areas, and LID storm water management features (i.e. natural areas such as bio retention areas, vegetated buffers and rain gardens). Open space shall consist of natural areas, or created natural areas such as gardens, landscaped areas and parks, where the public may gather, recreate and enjoy scenic views.</p> |
| <p>Greenway Trail (optional)</p> | <p>Developments may provide a Greenway Trail through the property with connections provided to trails on adjacent properties or open space areas. Greenway Trails shall be a minimum of 8 feet in width and surfaced to provide universal access.</p> |

FIGURE 1. Outer Zone Roadway Cross-Section Type



Street (required per Regulating Plan; Minimum width 51 feet; maximum width 55 feet)

Note: Multi-Use Paths may abut the street frontage or meander through a property providing the path enters and exits the property via the street frontage OR connects to a multi-use path on an adjacent property.

d. Open Space Zone

TABLE 1.

| <i>Standard</i> | <i>Description</i> |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>District Boundary</i> | Comprises all conservation lands and open space lands designated as part of development within the District (as amended) including both publicly accessible and privately owned lands. |
| <i>Permitted Uses</i> | Uses may be permitted according to the terms and restrictions of any open space designated by any easement implemented on a specific property; where permitted uses may include passive, non-motorized recreation; natural resource management and research; and commercial agriculture and forestry. |
| <i>Access</i> | All development shall provide public access to designated open space within the District. |
| <i>Location and Connectivity</i> | Lands designated as open space shall be connected preferably by being contiguous from one lot to another lot or within a development, or secondarily by walking paths, designated public spaces or sidewalks. The goal of locating open space is to create a contiguous greenway that provides pedestrians and bicyclists opportunity to move throughout the District. The open space greenway will provide an alternative to vehicle travel for both residents and visitors. |
| <i>Character and Features</i> | Existing natural areas may be preserved and maintained as open space. Open space may also be newly established through the creation of parks, gardens, ponds and other natural areas and/or features. Open space shall be maintained or established to provide opportunity for the public – both residents and visitors - to gather, recreate outdoors, and enjoy scenic views and landscapes. |

3.8.9 Architectural and Site Design Standards

a. Building Exterior Features:

- i. Building facades shall be compatible in scale, mass, and form with adjacent structures and the development pattern of the surrounding area (assuming the adjacent structures are generally in compliance with these design standards).
- ii. Exterior building design and detail on all elevations shall be coordinated with regard to color, types of materials, number of materials, architectural form, and detailing to achieve harmony and continuity of design.

- iii. Paint colors, excluding signage and awnings, shall be limited to a reasonable number and range of palette to achieve consistency of style and character with adjacent development.
- iv. Where appropriate, architectural details and richly detailed designs are encouraged to provide variation and creative designs. All features and details should be of a style consistent with the overall design scheme and in proportion with the building and adjacent structures.
- v. Rear and side building walls, if visible from public streets and spaces or neighboring properties, shall be designed with similar detailing and materials and be compatible with the principal façade(s) of the building. All elevations and cross-sections of a building shall be shown on a site plan.
- vi. To avoid long unbroken or unadorned wall planes, building facades and walls should not extend beyond 50 – 75 feet without including changes of wall plane that provide strong shadow or visual interest.
- vii. Exterior materials shall be durable and of high quality. Excessively vibrant colors, sharply contrasting colors, and highly reflective materials are not compatible with the traditional New England character. Architectural elements visible to the public but not detailed on the plans shall be finished in a material compatible with other exterior colors and materials.
- viii. Pedestrian level storefronts shall employ non-reflective glass or light gray tinted glass to enhance the visibility of the displayed merchandise from the outside.
- ix. Window and door openings on the front façade shall occupy a total of no less than 20% and no more than 70% of the gross square footage of that façade. The size and placement of windows should be commensurate with architectural style of the buildings and landscape elements in the development.
- x. All windows and doorways shall be encased with wood or simulated wood trim; decorative trim is preferred. Aluminum windows shall be finished to match the proposed trim color of the building.
- xi. True divided light windows and shutters are encouraged. Shutters shall be sized such that when closed they cover the window.
- xii. All vents, gutters, downspouts, flashing, electrical conduits, etc., shall be painted to match the color of the adjacent building surface, unless being used expressly as trim or accent element.
- xiii. Material or color changes generally should occur at a change of plane. Piecemeal embellishment and frequent changes in color or material should be avoided.
- xiv. The visibility of rooftop equipment shall be minimized by grouping all plumbing vents, ducts, and rooftop mechanical equipment away and screened from public view at ground level. Wall or ground mounted equipment shall be

screened fully from public view with walls, fences or vegetation. No air conditioning, ventilating, or other mechanical or electrical equipment, except for lighting fixtures, may project more than four (4) inches beyond the face of a wall facing a public street or space.

- xv. Awning covers designed for shade and for entryways shall be made of fabric or simulated fabric-like material that match or complement paint colors used on the building. Brightly illuminated and franchise type awnings are not acceptable.
 - xvi. Franchise or corporate style architecture and/or highly contrasting color schemes are strongly discouraged. If used, such buildings shall be designed to create a project that is consistent with traditional New England village character.
 - xvii. Fences in the traditional historic New England style and materials (i.e. picket, split rail, wrought iron, brick, stone) shall be used. Chain link security fences may be allowed only where necessary for safety or security, but their use is generally discouraged.
 - xviii. The following building materials shall be used and combined to create a consistent, attractive, and cohesive building design:
 - 1. Natural Brick (painted brick is not recommended, as it tends to require frequent maintenance);
 - 2. Natural Stone (such as, but not limited to, fieldstone, granite, limestone and marble);
 - 3. Terra cotta and/or cast stone which simulate natural stone);
 - 4. Split-face Block/Concrete Masonry Unit (CMU) and painted concrete block or panels as appropriate for side and rear elevations;
 - 5. Natural wood and/or cement-based artificial wood siding;
 - 6. Glass; and
 - 7. Non-decorative cinder block (limited to walls not visible from a public street).
- b. Roof Lines, Styles and Materials:
- i. Sloped roofs are highly preferred. Gabled and hipped roofs should have a slope of greater than 4/12 (18°), but less than 14/12 (49°).
 - ii. Gambrel and Mansard roofs are acceptable for appropriately sized structures.
 - iii. Standing seam, copper roofing, asphalt, and slate shingles are preferred. Photovoltaic (PV) panel roof materials, which “simulate” traditional roofing materials, are acceptable. Metal roofs that face the street are discouraged, unless architecturally blended with the facade.
 - iv. Flat roofs are strongly discouraged unless to allow the creation of a “green roof” as a Low Impact Development (LID) technique. Where used, they should

have a parapet wall at the façade with cornice elements and facing all thoroughfares.

c. Site Design:

- i. Traditional New England Village planning principles (“Traditional Neighborhood Design”) are used to create a village center consisting of dense mixed use and commercial areas organized around public spaces and bordering residential neighborhoods.
- ii. All roadways shall provide a pedestrian and bicycle friendly layout and incorporate landscaping and lighting elements.

d. Land Use and Housing:

- i. Mixed Uses in the Central Zone and Outer Zone shall provide commercial retail stores and shops, food service/bar/entertainment establishments, and professional offices and businesses on the first floor of buildings, with professional office and businesses, light commercial (such as artisanal manufacturing) and residential uses optionally on the upper floors.
- ii. Residential neighborhoods should include a mix of housing types, sizes and styles, and provide public gathering and/or recreational spaces or areas for use by residents, businesses, visitors and the community.
- iii. Developments shall provide a viable mix of residential and non-residential uses to promote living and employment opportunities in the style of a Traditional New England Village.

b. Landscaping:

- i. Landscaping shall be an integral component of site design to provide visual interest, scenic and aesthetic beauty, maintain natural vegetation and landscape features, and maintain or create greenways throughout the District.
- ii. Traditional New England Village landscaping shall include street trees, large shade trees, groups of plantings, box planters along streets, and pocket gardens and parks. Low shrubs and flowering plants soften lines of buildings and help screen parking lots and utilities.
- iii. Landscaping shall be integrated with LID practices, general storm water management, and parking lot and roadway designs.
- iv. Landscaping should consider use of native species of trees, shrubs, ground cover and flowering plants.
 1. For all development within the Central and Outer Zones of the District, a Landscaping Plan shall be prepared and submitted following the requirements of this ordinance and Section V-5.2.N of the Site Plan Regulations.

f. Transportation Network and Access:

- i. The Central Zone shall incorporate a grid-pattern of Boulevards, Avenues, and Streets as well as squares or loop roads around central open spaces or public spaces.
- ii. The Outer Zone shall incorporate grids of local and neighborhood streets, loop roads, access roads and alleys.
- iii. New roads and streets shall connect to the existing transportation network within the District and adjacent zoning districts to provide efficient traffic patterns and site access, and provide for public safety. Development shall provide potential future connections to adjacent properties and not prevent or preclude these connections.

g. Open Space and Recreation:

- i. All development in the District is required to provide a percentage of open space. These open spaces shall be located to provide connections between existing open spaces (both within the outside the District), visual interest, scenic vistas and view sheds, diversity in the developed landscape, preserve natural resources and features, provide gathering spaces for community uses, civic uses and outdoor activities.
- ii. Existing conservation lands within the District and beyond its periphery provide natural areas for passive recreation by residents, visitors and the public, and provide extensions of the required open space areas within the District.

3.8.10. DEFINITIONS of Terms

This Subsection provides definitions for terms in this Ordinance that are technical in nature or that otherwise may not reflect a common usage of the term.

- a. Accessory Structure: An Outbuilding or with an Accessory Use to the Principal Structure.
- b. Bicycle Lane: A dedicated lane for cycling within a moderate-speed vehicular Thoroughfare, demarcated by striping.
- c. Block: The aggregate of private Lots, Passages, Rear Alleys and Rear Lanes, circumscribed by Thoroughfares or Streets.
- d. Boulevard: A Thoroughfare designed for high vehicular capacity and moderate speed, traversing an urbanized area.
- e. Civic: The term defining not-for-profit organizations dedicated to arts, culture, education, recreation, government, transit, and municipal parking.
- f. Civic Building: A building operated by not-for-profit organizations dedicated to arts, culture, education, recreation, government, transit, and municipal parking, or for use approved by the legislative body.

- g. Civic Space: An outdoor area dedicated for public use. Civic Space types are defined by the combination of certain physical constants including the relationships among their intended use, their size, their landscaping and adjacent buildings.
- h. Curb: The edge of the vehicular pavement or edge of a sidewalk or setback that may be raised or flush, and often incorporates a drainage system.
- i. Density: The number of dwelling units within a standard measure of land area.
- j. Disposition: The placement of a building on its Lot.
- k. Driveway: A vehicular lane within a Lot for the purpose of providing access from a thoroughfare.
- l. Elevation: An exterior wall of a building not along a Frontage Line. See: Facade.
- m. Facade: The exterior wall of a building that is set along a Frontage Line. See Elevation.
- n. Frontage: The area between a building Facade and the vehicular lanes, inclusive of its built and planted components. Frontage is divided into Private Frontage and Public Frontage.
- o. Frontage Line: A lot line bordering a Public Frontage.
- p. Greenway: An Open Space Corridor in largely natural conditions or re-established vegetated and/or forested conditions, which may include trails for bicycles and pedestrians.
- q. Infill: Noun - New development on land that had been previously developed, including most Greyfield and Brownfield sites and cleared land within urbanized areas. (Verb- to develop such areas.)
- r. Lot Width: The length of the Principal Frontage Line of a Lot.
- s. Low Impact Development: Low Impact Development (LID) incorporates sustainable land development approaches that begin with a site planning process that first identifies critical natural drainage systems and other landscape hydrologic functions. LID techniques include: maintaining natural drainage flow paths, minimizing land clearance, clustering buildings, and reducing impervious surfaces. A series of small storm water best management practices (BMP's) that preserve the natural features and hydrology of the land are used instead of the conventional methods of collecting, conveying, and discharging runoff off the site.
- t. Mixed Use: Multiple functions within the same building or in multiple buildings on a lot.
- u. Office: Premises available for the transaction of general business but excluding retail, artisanal and manufacturing uses.
- v. Open Space: Land intended to remain undeveloped.
- w. Park: A Civic Space type that is a natural preserve available for unstructured recreation.
- x. Parking Structure: A building containing one or more Stories of parking above grade.

- y. Path: A pedestrian way traversing a Park or rural area, with landscape matching the contiguous Open Space, ideally connecting directly with the Sidewalk network.
- z. Principal Building: The main building on a Lot, usually located toward the Frontage.
- aa. Principal Entrance: The main point of access for pedestrians into a building.
- bb. Principal Frontage: The Frontage designated to bear the address and Principal Entrance to the building, and the measure of minimum Lot width. See Frontage.
- cc. Private Frontage: The privately held Layer between the Frontage Line and the Principal Building Facade.
- dd. Public Frontage: The area between the Curb of the vehicular lanes and the Frontage Line.
- ee. Public Space: Lands that are dedicated for public use but that are privately owned and maintained which may include squares, plazas, greens, civic spaces, paths, trails, alley, park,
- ff. Rear Alley: A vehicular way located to the rear of Lots or Blocks providing access to service areas, parking, and Outbuildings and that may contain utility easements. Rear Alleys should be paved from building face to building face, with drainage by inverted crown at the center or with roll Curbs at the edges.
- gg. Rear Lane: A vehicular way located to the rear of Lots providing access to service areas, parking, and Outbuildings and containing utility easements. Rear Lanes may be paved lightly to Driveway standards. The streetscape consists of gravel or landscaped edges, has no raised Curb, and is drained by percolation.
- hh. Regulating Plan: A Zoning Map that shows the boundaries of the Gateway Commercial Business District and Zones within it, and other areas subject to or potentially subject to regulation.
- ii. Secondary Frontage: On corner Lots, the Private Frontage that is not the Principal Frontage.
- jj. Sidewalk: The section of the Public Frontage dedicated exclusively to pedestrian activity.
- kk. Square: A Civic Space type designed for unstructured recreation and Civic purposes, spatially defined by building Frontages and consisting of Paths, lawns and trees, formally disposed.
- ll. Story: A habitable level within a building, excluding an attic or raised basement.
- mm. Street: A local urban Thoroughfare of low speed and capacity.
- nn. Thoroughfare: A way for use by vehicular and pedestrian traffic and to provide access to Lots and Open Spaces, consisting of Vehicular Lanes and the Public Frontage.
- oo. Traditional New England Village: Development patterns that are civic-oriented, pedestrian-friendly, economically vibrant and diverse, environmentally sustainable, and evoke a unique sense of place that emulates the agricultural tradition of Stratham.

2021 Schedule of Budget & Warrant Preparation

Operating Budget Schedule

Monday July 20, 2020 (SB Regular Meeting Night)

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

Monday August 3, 2020 (SB Regular Meeting Night)

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

Monday August 17, 2020 (SB Regular Meeting Night)

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

Wednesday September 18, 2020

- Budgets forms due to Finance Administrator from Departments & Boards

September 19 through September 28

- TA/FA Department Meetings with Departments

September 21, 2020 (SB Regular Meeting Night)

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

October 1, 2020 (SB Regular Meeting Night)

- Initial Budget Submittal to Select Board

October 19, 2020 - Regular Select Board Meeting

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

November 2, 2020 - Regular Select Board Meeting

- Select Board Budget Deliberations

Capital Improvement and Capital Reserve Fund Schedule

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

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

September 1, 2020

- Submittals due from Departments, Boards & Commissions

September 2 through September 15

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

September 21 (Regular SB Board Meeting)

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

October Planning Board (October 7 or 21)

- Planning Board input provided to Select Board

November

- Select Board approves draft CIP & CRT allocations

Schedule of Department Reports for 2020

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

Boards & Commissions with Role in Budget Process

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

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

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

NOVEMBER

APPROXIMATE DATE, November 11

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

DECEMBER

APPROXIMATE DATE, December 11

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

JANUARY

APPROXIMATE DATE, January 8

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

APPROXIMATE DATE, January 10

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

60 days before town meeting]

APPROXIMATE DATE, January 10,

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

APPROXIMATE DATE, January 20,

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

APPROXIMATE DATE, January 22

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

APPROXIMATE DATE, January 22

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

FEBRUARY

APPROXIMATE DATE, February 3

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

APPROXIMATE DATE, February 4

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

APPROXIMATE DATE, February 4,

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

APPROXIMATE DATE, February 7,

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

APPROXIMATE DATE, February 14

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

APPROXIMATE DATE, February 17

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

APPROXIMATE DATE, February 17

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

APPROXIMATE DATE, February 24,

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

APPROXIMATE DATE, February 24,

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

APPROXIMATE DATE, February 24,

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

MARCH

APPROXIMATE DATE, March 3,

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

APPROXIMATE DATE, March 3, 2020

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

DRAFT



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
Joseph Lovejoy, Select Board, Vice-Chair
Allison Knab, Select Board

FROM: David Moore, Town Administrator

DATE: July 15, 2020

RE: Recent Passage of HB 1129 – Alternative TM Procedures (COVID)

On Friday July 10, 2020, the Governor signed HB 1129 into law, which provides for alternative TM procedures for 2020 and 2021. I have reviewed the legislation and translated it into an outline of what is entailed procedurally. Later in the memo, I attempt to ascribe a timeline of how the steps could be carried out. I estimate a total of 7 weeks would be needed from the time the Board makes a determination to implement to when the ballots could be received.

Initial Thoughts on Town Meeting 2021

I believe the Board should adopt a posture that the 2021 Town Meeting will need to take place in the same environment as if it is to be held under the same conditions we experienced in March 2020, which presented an inability to meet outside (due to weather); an inability to accommodate attendance in an indoor space (due to social distancing guidance); and no vaccine availability. I am not presenting the information below as a recommendation at this point to the Board, but as information about an option only.

Outline of HB 1129 Optional Town Meeting Procedures

Below are the list of procedural requirements addressed in the law. The bill addresses both ballot election and business session procedures. The decision to utilize these procedures are at the option of the governing body.

1. At least 7 days prior to an information session described in #2 below, notice shall be mailed to all registered voters describing the procedures to be followed for the annual meeting under the new law.
2. Governing Body hosts a live virtual meeting information session during which the proposed meeting procedures are outlined and warrant articles discussed.
3. After the meeting in #2 questions and comments from the public shall be solicited and received via all modes of communication.
4. Within 7 days of the info session in #2, the Board shall hold another live meeting to consider and address comments received from the public. The Governing body shall then discuss, debate and be permitted to amend the posted warrant.
5. The final warrant amended shall be made available electronically for printing by voters to be brought to the voting session, which shall be scheduled for a time and date determined by the governing body.
6. Voting on final warrant articles shall be by secret ballot cast by voters through drive-up procedure to ensure appropriate distancing.
7. The first article on the ballot shall be to ask whether the town approves of these alternative procedures addressed in #1 above (if the rules are not approved no other actions down the ballot are approved). If the rules are approved all other actions on warrant articles shall be the final actions.
8. If the operating budget does not pass, the Governing body may vote to convene a Town Meeting to adopt an operating budget OR elect to deem that the meeting as adopted the previous year's operating budget article, not including separate warrant articles.

How would Stratham Implement This?

Week 1 – SB requests TA to develop procedures in accordance with the new law.

Week 2 – Select Board meets draft/approve meeting procedures; directs mailing to residents

Week 3 – Mailing is sent

Week 4 – “Information session” is held (see #2 above)

Week 5 – Governing Body meeting to discuss comments and amend warrant (see #4 above)

Week 5-6 – Ballot is made available electronically for Voters to print and bring to voting location.

Week 6/7 – Election is held (dropping off of ballots)

Week 7 – SB meetings to decide what happens if Operating Budget fails.

CHAPTER 8
HB 1129 - FINAL VERSION

11Mar2020... 0696h
06/16/2020 1480s
06/16/2020 1524s

2020 SESSION

20-2107
11/06

HOUSE BILL **1129**

AN ACT relative to notice requirements for certain municipal public hearings, providing for optional town meeting procedures during the state of emergency declared in response to the novel coronavirus disease (Covid-19), and relative to online reporting of CARES Act disbursements.

SPONSORS: Rep. Coursin, Rock. 1; Rep. Barnes, Rock. 8; Rep. Ladd, Graf. 4; Rep. Gilman, Rock. 18; Rep. Dutzy, Hills. 30

COMMITTEE: Municipal and County Government

AMENDED ANALYSIS

This bill changes the notice requirements for certain municipal public hearings by allowing notice of the hearing to be posted on the municipal website. The bill also temporarily permits legislative bodies with a fiscal year ending in June to make certain expenditures prior to the adoption of an official budget, temporarily provides for a virtual annual meeting procedure, and requires online reporting of CARES Act disbursements.

Explanation: Matter added to current law appears in ***bold italics***.
Matter removed from current law appears [~~in brackets and struckthrough.~~]
Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

CHAPTER 8
HB 1129 - FINAL VERSION

11Mar2020... 0696h
06/16/2020 1480s
06/16/2020 1524s

20-2107
11/06

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Twenty

AN ACT relative to notice requirements for certain municipal public hearings, providing for optional town meeting procedures during the state of emergency declared in response to the novel coronavirus disease (Covid-19), and relative to online reporting of CARES Act disbursements.

Be it Enacted by the Senate and House of Representatives in General Court convened:

1 8:1 Planning and Zoning; Notice Requirements for Public Hearing. Amend RSA 675:7, I to read
2 as follows:

3 I.(a) Notice shall be given for the time and place of each public hearing held under RSA
4 675:2-4 and RSA 675:6 at least 10 calendar days before the hearing. The notice required under this
5 section shall not include the day notice is posted or the day of the public hearing. Notice of each
6 public hearing shall be published in a paper of general circulation in the municipality and shall be
7 posted in at least 2 public places. Any person owning property in the municipality may request
8 notice of all public hearings on proposed amendments to the zoning ordinance, and the municipality
9 shall provide notice, at no cost to the person, electronically or by first class mail.

10 ***(b) In lieu of publication in a paper of general circulation pursuant to***
11 ***subparagraph (a), notice may be posted on the municipality's Internet website, if such***
12 ***exists. If notice is posted on the municipality's website in lieu of publication in a paper of***
13 ***general circulation, the notice shall:***

14 ***(1) Appear prominently on the website's home page, or a link directly to the***
15 ***notice shall appear prominently on the home page;***

16 ***(2) Be posted at the time stated in subparagraph (a) and shall remain on the***
17 ***website until the conclusion of the hearing; and***

18 ***(3) Be posted in 2 other public places.***

19 8:2 Temporary Municipal Spending Authority; State of Emergency. Due to the state of
20 emergency declared as a result of the novel coronavirus disease (Covid-19), the provisions of RSA
21 32:13, II shall also apply to towns and districts, as defined in RSA 32:3, with a July to June fiscal
22 year, so that such towns or districts may make expenditures between July 1 and the date a budget is
23 adopted which are reasonable in light of prior year's appropriations and expenditures during the
24 same time period.

25 8:3 Temporary Optional Town Meeting Procedures; State of Emergency. Towns, village
26 districts, and school districts that are unable to hold in-person annual meetings in 2020 or 2021 due
27 to novel coronavirus disease (Covid-19) may conduct virtual meetings in accordance with this

CHAPTER 8
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1 section. At the option of the governing body, the town or school district meeting may be convened
2 and proceed to approve the posted 2020 or 2021 warrant in the following fashion:

3 I. The governing body shall host a live virtual meeting and information session, during
4 which the proposed optional town or school district meeting procedures shall be outlined and
5 warrant articles discussed. At least 7 days prior to this informational session, notice shall be mailed
6 to all registered voters describing the procedures to be followed for conducting an annual meeting
7 pursuant to this section. After the live, virtual meeting is adjourned, questions and comments from
8 the public shall be solicited and received via electronic mail, voice mail, text message, or by other
9 electronic means.

10 II. Within 7 days of the information session, the governing body shall hold another live
11 virtual meeting to consider and address comments received from the public. The governing body
12 shall then discuss, debate, and be permitted to amend the posted warrant. The final warrant, as
13 amended, shall then be made available electronically for printing by voters to be brought to the
14 voting session, which shall be scheduled for a date and time to be determined by the governing body.

15 III. Voting on final warrant articles shall be by secret ballot cast by voters through drive-up
16 procedures to ensure appropriate social distancing. In a town or district that uses the official ballot
17 for the election of officers and has not yet held its town or district election, an official ballot will be
18 printed for the election of officers and other items that are required to be placed on the official ballot.
19 All other warrant articles will be printed on a separate ballot ("the alternative ballot").

20 IV. The first article on the alternative ballot shall ask whether voters approve these optional
21 meeting procedures. If the optional procedures are not approved by a simple majority, all other
22 warrant articles shall be deemed disapproved. However, the election of officers and action on other
23 items on the initial ballot will be effective. If the optional voting procedures are approved, then all
24 other votes on warrant articles shall be deemed the final action of the meeting, provided that if the
25 operating budget warrant article is not approved, the governing body may vote to:

26 (a) Convene a meeting before September 1 to adopt an operating budget; or

27 (b) Elect to deem that the meeting has adopted the previous year's operating budget
28 article, not including separate warrant articles.

29 V. In a town or district using the official ballot referendum (SB 2) form of annual meeting
30 that has held its deliberative session but has not yet held its official ballot voting sessions, the
31 governing body may choose to use the drive up procedures in paragraph III for the official ballot
32 voting session, and paragraphs I and II shall not apply.

33 8:4 Online Access to Budget Information and Reports; CARES Act Funding. Beginning July 1,
34 2020, the commissioner of the department of administrative services, or the governor's office for
35 economic relief and recovery, shall separately report on the state website the disbursement of all
36 CARES Act funds, in a check register format, including the amount of the payment, the date of the
37 payment, the person or entity to whom the payment was made, the title and number of the

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1 accounting unit and class code, the title and number of the expense account, and a brief description
2 of said disbursement.

3 8:5 Effective Date.

4 I. Section 1 of this act shall take effect 60 days after its passage.

II. The remainder of this act shall take effect upon its passage.

Approved: July 10, 2020

Effective Date:

I. Section 1 shall take effect September 8, 2020.

II. Remainder shall take effect July 10, 2020



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

VOICE (603) 772-7391 • FAX (603) 775-0517 • www.strathamnh.gov

7/15/20

Stratham Select Board
10 Bunker Hill Avenue
Stratham, NH 03833

RE: 104 Portsmouth Avenue, NHSPCA
Map 13, Lot 84
Permit Fees

Dear Select Board,

We've received a Building Permit Application from the New Hampshire SPCA for a proposed addition, renovation project. The approximate cost of construction is 6.4 million, per the Stratham Permit Fee Schedule the permit fee would be **\$22,500 which is .35% of the total cost.**

Lisa Dennison (NHSPCA Executive Director) and has formally requested a waiver to the Building Permit Fees.

In August of 2000 the SPCA constructed a new building. The project cost was estimated at \$1,300,000. The permit fee was assessed at \$3,465 which is .266% of the total cost.

In April of 20013 the SPCA constructed a new barn. The project cost was estimated at \$92,000. The permit fee was assessed at \$720 which is .78% of the total cost.

I estimate third party review/inspection costs to be in the neighborhood of \$8,000. In house administrative/inspection/review costs will be approximately \$3,000.

Historically, in accordance with the Stratham Building Ordinance we've paid for the first two (2) third party reviews and the first two (2) third party inspections out of the permit fee. Additional third party fees have always been paid by the applicant.

ARTICLE IV: PERMIT & INSPECTION FEES

4.1 Fees: The Board of Selectmen is hereby authorized to establish fees to be charged for all permits, inspections and certificates of occupancy required by this ordinance. The schedule of fees shall be available in the Building Inspector's office during normal business hours.

*4.2 Third Party Professionals: Subject to the approval of the Board of Selectmen, **the Code Enforcement Officer may require the engagement of third party professionals** for the purpose of verifying the code compliance and/or the inspection of a design plan, building, or structure requiring the practice of a licensed professional. **The cost of such service shall be shall be***

*incorporated as part of the permit fee structure approved by the Board of Selectmen and be borne by the applicant. **The permit fee includes a maximum of two (2) code compliant reviews and two (2) inspections by the third party professional.** If required by the Code Enforcement Officer, additional third party reviews and/or inspections will be assessed at the third party professional's hourly rate. The cost of such service shall be borne by the applicant in addition to the original permit fee amount.*

If the fees were waived in their entirety then Stratham would potentially be paying approximately \$11,000 between third party and Town Staff.

Recommendation Options:

- 1) **Charge a fee of \$11,000 (.17% of the job cost)**, this would cover all associated costs to the Town.
- 2) **Charge the full amount (.35% of the job cost) \$22,500** and include the standard two (2) and two (2) third party inspections/reviews (the applicant would be responsible for any/all additional third party costs). After paying the third party inspectors and Town Staff, this would net the Town approximately \$17,500
- 3) Charge the full amount, \$22,500 and not include the standard two (2) and two (2) inspections/reviews. After paying Town Staff this would net the Town approximately \$19,500. This would mean that the applicant would pay \$22,500 in addition to third party costs of approximately \$11,000. I do not recommend this option as it's not consistent with past practices.

Thank you for your consideration on this matter.

Respectfully,

Shanti Wolph
Building Inspector/Code Enforcement Officer
603-772-7391 x180
swolph@strathamnh.gov



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885

Town Clerk/Tax Collector 603-772-4741

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

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

Fax (All Offices) 603-775-0517

July 20, 2020

TO: Select Board
David Moore, Town Administrator

FROM: Tavis Austin, AICP, Town Planner

RE: Performance Bond Acceptance for 2 Marin Way

Select Board,

This memo is to request the Board's acceptance of a Performance Agreement and related surety bond for work proposed at 2 Marin Way as approved by the Planning Board May 20, 2020.

Included herewith is a copy of the Performance Agreement, construction pricing, and surety bond which in combination satisfy the requirements of the regulations in accordance with the Planning Board action.

Staff recommends a motion to accept the submitted Performance Agreement for \$111,560.00 for work at 2 Marin Way with the understanding that staff will insert the recording number from Rockingham County Registry of Deeds upon receipt and that no building permits will be issued prior to completion of this instrument per regulation.

Please let me know if you have any questions.

Thank you.

PERFORMANCE AND ESCROW AGREEMENT

THIS AGREEMENT entered into by and between Severino Excavation ^{SIP LOT 2 LLC} ^{SIP LOT 3 LLC}
(company/individual name)
of Candia, NH hereinafter referred to as the "Contractor" and the
(place of business)
Town of Stratham in the County of Rockingham and the State of New Hampshire, hereinafter referred to as the "Town."

WHEREAS, the Contractor is obligated to complete various infrastructure improvements and perform other work to be done and performed in accordance with the subdivision/site plans, road profile plans, and specifications related to a certain final approved subdivision/site plan entitled Site Plan and Parking Lot Expansion

(description of approved plan)
Sip Lot 2, llc and SiP lot 3, LLC

as approved by the Planning Board of the Town of Stratham on 5/06/20 05/20/2020
(date of approval)
and on file with the Town, and/or recorded at the Rockingham County Registry of Deeds as Plan Number _____, and;
(Registry Recording Number)

WHEREAS, the Contractor desires to provide the Town security in the form of an Escrow Account to ensure the completion of any and all infrastructure improvements in connection with Reclamation, landscaping and drainage PER NOTICE OF

(description of improvements being bonded)
DECISION DATED MAY 20, 2020

that remain undone, incomplete, unfinished, or in need of restoration, all pursuant to the previously cited Planning Board approval and in accordance with the Subdivision and/or Site Plan Review Regulations of the Town of Stratham presently in effect, as those plans and specifications may be adjusted or amended by the reasonable judgment or decision of the Town's construction inspector, all hereafter referred to as "Improvements", and;

WHEREAS, the Contractor agrees, inter alia, to perform the obligations and conditions as set forth herein on or before 12 months (MAY 2021), and
(date of completion)
further agrees to indemnify, save, and hold harmless the Town against any damages and equitable claims caused by the Contractor's failure to perform under this Agreement, and;

WHEREAS, the Town and the Contractor have agreed to an Escrow Account for the sole benefit of the Town in the event the Contractor, for any reason, fails to fully perform its commitments and obligations as set forth herein with the Town, and;

WHEREAS, the Contractor has deposited simultaneously with the execution of this Performance and Escrow Agreement in an Escrow Account with and for the benefit of the Town the sum of One Hundred Eleven Thousand Five Hundred Sixty Dollars (\$ 111,560.00).
(total bond amount)

The Escrow Account shall stand in the name of the Town as security for the Contractor's performance of the work and of this Agreement.

NOW, THEREFORE, in consideration of the mutual promises, undertakings, and other lawful consideration hereinafter set forth, the parties agree as follows:

1. That the Town will hold said Escrow Account for the sole benefit of the Town and shall use such funds for the purposes and upon the conditions hereinafter set forth.
2. In the event that the Contractor shall default or fail to complete the Improvements or meet and perform its commitments or obligations set forth herein on or before the date cited above and should the Town desire to use said Escrow Account or other security funds to repair and/or correct deficiencies in said Improvements, the Town will file with the Contractor a written statement stating that the Contractor is in default of its performance obligations hereunder and said funds will be used to correct the stated deficiencies caused by the Contractor.
3. The Town agrees that any payments received by it from such funds shall be expended solely for the purpose of curing any default or defaults of the Contractor of its obligations and commitments as set forth in the this Agreement. Such expenditures, as the Town may deem necessary to incur, shall include, but not necessarily be limited to, the reasonable costs of hiring any engineers, contractors, or other consultants, administrative costs of the Town, and/or any legal fees related to this Agreement.

4. The Town agrees to inspect the construction and/or infrastructure Improvements installed by the Contractor, from time to time, upon completion thereof and within a reasonable time after receipt of written request to do so from the Contractor and to advise the Contractor of any deficiencies in the said work. The Town reserves the right and ability to hire any engineers, or other consultants as the Town deems necessary to inspect the work, and the Contractor agrees to pay all reasonable cost thereof. The Contractor agrees to cure any such cited deficiencies. In the event the Contractor fails to cure any deficiencies cited within thirty (30) days of citation, the Town shall have the right, but not the obligation, to draw against the Escrow Account for the purpose of curing the said deficiency.
5. In the event the Town, in its judgment, finds a deficiency which constitutes an emergency due to the immediate hazard it presents to public health, safety, and/or welfare, the Town may take prompt action as the Town shall deem necessary to cure said deficiency, but shall not have the obligation to do so. The Town shall have the right to draw against the Escrow Account for any and all costs and/or expenses incurred in correcting said deficiency caused by the Contractor.
6. The Contractor shall be entitled to examine all documents, which the Town may have in its possession, relating to the Agreement during regular office hours, and the Town will, at the Contractor's request and expense, furnish copies of any said documents that the Contractor may request.
7. Amounts placed in said Escrow Account shall not be released to the Contractor until the Town's construction inspector certifies to the Board of Selectmen that all commitments and obligations of this agreement have been met by the Contractor pursuant to the provisions of the Town's Subdivision and/or Site Plan Review Regulations or terms of the stated Planning Board approval.

8. If the Contractor shall complete the Improvements and meet its obligations herein prior to the date cited above in a manner satisfactory to the Town or its agents, the amount of One Hundred Eleven Thousand Five Hundred Sixty Dollars (\$ 111,560.00) or portions thereof shall be released to the Contractor. The remaining minimum amount of Eleven Thousand One Hundred Six Dollars (\$ 11,156.00) shall remain in the Escrow Account for a period of one (1) year from the date of completion of the work as a maintenance bond. At the end of the one (1) year period, the Town shall notify the Contractor in writing as to any work required to be performed to correct or fix any deficiencies or undue wear on the Improvements. The Contractor shall have thirty (30) days from that notice in which to correct or fix such deficiencies and upon completion thereof, the maintenance bond shall be released to the Contractor.
9. It is expressly understood by the parties hereto that this Agreement is not intended for the benefit of any third party, including but not limited to contractors, subcontractors, or materialmen of the Contractor, and is designed solely to protect the Town from any legal or equitable claim and all costs and expenses, to include but not limited to legal fees and/or experts and consultants, arising from the failure of the Contractor to perform its commitments and obligations hereunder. This Agreement shall not be assignable by the Contractor to any third party or successor without the written consent of the Selectmen.
10. In the event of the death or incapacity of the Contractor and the failure of the Contractor's successor or legal representative to act in compliance with the Contractor's commitments and obligations hereunder, the Town shall have the right, but not the obligation, to draw against such funds for the purpose of performing the Contractor's commitments and obligations as set forth herein.
11. At such time as the Town by its Selectmen shall deem appropriate, the Selectmen may consider acceptance of the Improvements as a public road, if previously dedicated for that purpose. Upon an affirmative vote of the Selectmen, the Contractor shall render a deed in a form acceptable to the Selectmen conveying the roadway to the Town. Upon recording of the deed at the

SEVERINO

TRUCKING CO. INC.

P.O. Box 202

512 Raymond Road

Candia, NH

Phone: 603-483-2133

www.severinotrucking.com

Fax: 603-483-2998

| | |
|----------------------------------------------------------------|-------------------------------|
| To: SIP Lot 3 LLC | Contact: Robert Graham |
| Address: 8 Marin Way Stratham, NH 03885 | Phone: Fax: |
| Project Name: HD Smith Parking Upgrades - Bond Estimate | Bid Number: 1 |
| Project Location: 2 & 8 Marin Way, Stratham, NH | Bid Date: 5/26/2020 |

| Item # | Item Description | Estimated Quantity | Unit | Unit Price | Total Price |
|----------------------------------------------------------------------------|--------------------------------------------|--------------------|------|-------------|---------------------|
| 01.0 - Site Preparation | | | | | |
| 20117.1 | Silt Sock | 900.00 | LF | \$7.00 | \$6,300.00 |
| Total Price for above 01.0 - Site Preparation Items: | | | | | \$6,300.00 |
| 02.0 - Earthwork | | | | | |
| 20211 | Excavation - Pond | 572.00 | CY | \$10.00 | \$5,720.00 |
| 20223 | Embankment - Pond Berm Const. | 185.00 | CY | \$12.00 | \$2,220.00 |
| Total Price for above 02.0 - Earthwork Items: | | | | | \$7,940.00 |
| 04.0 - Drainage | | | | | |
| 20435.92 | Bioretention Cell | 18,000.00 | SF | \$4.00 | \$72,000.00 |
| Total Price for above 04.0 - Drainage Items: | | | | | \$72,000.00 |
| 09.0 - Site Finishes & Restoration | | | | | |
| 20910 | Restore Disturbed Areas With Loam And Seed | 1,740.00 | SY | \$8.00 | \$13,920.00 |
| Total Price for above 09.0 - Site Finishes & Restoration Items: | | | | | \$13,920.00 |
| 10.0 - General Conditions | | | | | |
| 21022 | Landscaping | 1.00 | LS | \$11,400.00 | \$11,400.00 |
| Total Price for above 10.0 - General Conditions Items: | | | | | \$11,400.00 |
| Total Bid Price: | | | | | \$111,560.00 |

Notes:

- Based on Plans by Jones and Beach dated 5-19-20

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p> | <p>CONFIRMED: Severino Trucking Co., Inc</p> <p>Authorized Signature: _____</p> <p>Estimator: Thomas Severinoi</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|

RECLAMATION BOND Bond No.

KNOW ALL MEN BY THESE PRESENTS, that **SEVERINO TRUCKING CO., INC.**, P.O. Box 202, Candia, NH 03034-0202 and **ROBERT GRAHAM**, P.O. Box 432, Stratham, NH 03885-0432 as Principals, and **BERKLEY INSURANCE COMPANY**, One Acadia Commons, Westbrook, Maine, 04098, a corporation duly organized under the laws of the State of Delaware and licensed to transact business in the State of New Hampshire as Surety, are held and firmly bound unto the **TOWN OF STRATHAM**, 10 Bunker Hill Avenue, Stratham, NH 03885 as Obligee, in the penal sum of **ONE HUNDRED ELEVEN THOUSAND FIVE HUNDRED SIXTY AND NO/100THS (\$111,560.00)** dollars lawful money of the United States, for which payment, well and truly to be made, the Principal and Surety bind themselves, their legal representatives, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal is applying for or has been granted a permit for

***MARIN WAY PARKING EXPANSION, 2 & 8 MARIN WAY, STRATHAM, NH
MAP 1 LOTS 9 & 10
(PER NOTICE OF DECISION DATED MAY 26, 2020 ATTACHED)***

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such, that if the above Principal shall indemnify and save harmless the TOWN OF STRATHAM, NH against loss to which the TOWN OF STRATHAM, NH may be subject by reason of said Principal's breach of any ordinance, rule or regulation relating to the above described license or permit, then this obligation shall be null and void, otherwise to remain in full force and effect.

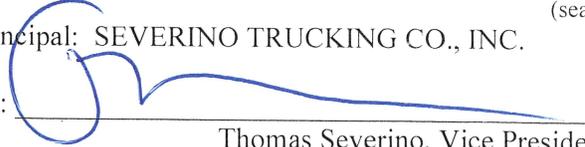
This bond shall run concurrently with the period of the license granted to the Principal, and shall remain in full force and effect for any renewal thereof, provided however that the penalty of the bond may not be cumulative from year to year, and the total liability of the surety herein, may not exceed the amount of this bond, regardless of the number of license periods for which the bond is in force.

This bond will renew automatically from year to year until it is released by a vote of the planning board.

No claimant under this bond including the named obligee shall have the right to bring an action upon the bond unless he shall have given written notice to the surety within 90 days of such claim having accrued, stating with substantial accuracy the amount claimed and the basis for claim under the bond. Such notice shall be served by registered or certified mail, postage prepaid, in an envelope addressed to the surety at its principal place of business, One Acadia Commons, P.O. Box 9010, Westbrook, Maine 04098-5010. The Surety consents to jurisdiction of the courts in Rockingham County, NH as the jurisdiction for any suit to collect on the bond. No such action may be commenced after one year from the expiration or other termination of the term of this bond.

Signed, sealed and dated this 16th day of June, 2020.

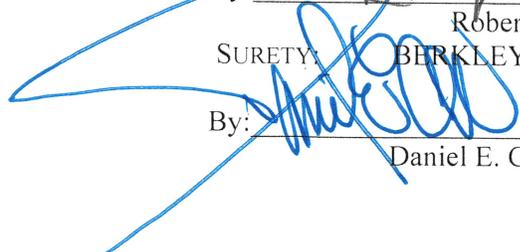
Principal: SEVERINO TRUCKING CO., INC. (seal)

By: 
Thomas Severino, Vice President

Principal: ROBERT GRAHAM

By: 
Robert Graham, Individually

SURETY: BERKLEY INSURANCE COMPANY

By: 
Daniel E. Church, Attorney-in-Fact

POWER OF ATTORNEY
BERKLEY INSURANCE COMPANY
WILMINGTON, DELAWARE

NOTICE: The warning found elsewhere in this Power of Attorney affects the validity thereof. Please review carefully.

KNOW ALL MEN BY THESE PRESENTS, that BERKLEY INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Delaware, having its principal office in Greenwich, CT, has made, constituted and appointed, and does by these presents make, constitute and appoint: Daniel E. Church; Paula J. Cantara; Bruce H. Langley; Michael P. O'Brien; Christine M. Hosmer; Ryan Stevens; Gary P. LaPierre; Matthew R. Blaisdell; or Christopher M. Abboud of The Rowley Agency, Inc. of Concord, NH its true and lawful Attorney-in-Fact, to sign its name as surety only as delineated below and to execute, seal, acknowledge and deliver any and all bonds and undertakings, with the exception of Financial Guaranty Insurance, providing that no single obligation shall exceed One Hundred Million and 00/100 U.S. Dollars (U.S.\$100,000,000.00), to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

This Power of Attorney shall be construed and enforced in accordance with, and governed by, the laws of the State of Delaware, without giving effect to the principles of conflicts of laws thereof. This Power of Attorney is granted pursuant to the following resolutions which were duly and validly adopted at a meeting of the Board of Directors of the Company held on January 25, 2010:

RESOLVED, that, with respect to the Surety business written by Berkley Surety, the Chairman of the Board, Chief Executive Officer, President or any Vice President of the Company, in conjunction with the Secretary or any Assistant Secretary are hereby authorized to execute powers of attorney authorizing and qualifying the attorney-in-fact named therein to execute bonds, undertakings, recognizances, or other suretyship obligations on behalf of the Company, and to affix the corporate seal of the Company to powers of attorney executed pursuant hereto; and said officers may remove any such attorney-in-fact and revoke any power of attorney previously granted; and further

RESOLVED, that such power of attorney limits the acts of those named therein to the bonds, undertakings, recognizances, or other suretyship obligations specifically named therein, and they have no authority to bind the Company except in the manner and to the extent therein stated; and further

RESOLVED, that such power of attorney revokes all previous powers issued on behalf of the attorney-in-fact named; and further

RESOLVED, that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. The Company may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Company, notwithstanding the fact that they may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 28th day of January, 2020.

Attest:

Berkley Insurance Company

(Seal)

By Ira S. Lederman
Executive Vice President & Secretary

By Jeffrey M. Hafter
Senior Vice President

WARNING: THIS POWER INVALID IF NOT PRINTED ON BLUE "BERKLEY" SECURITY PAPER.

STATE OF CONNECTICUT)
) ss:
COUNTY OF FAIRFIELD)

Sworn to before me, a Notary Public in the State of Connecticut, this 28th day of January, 2020, by Ira S. Lederman and Jeffrey M. Hafter who are sworn to me to be the Executive Vice President and Secretary, and the Senior Vice President, respectively, of Berkley Insurance Company.

MARIA C RUNDBAKEN
NOTARY PUBLIC
CONNECTICUT
MY COMMISSION EXPIRES
APRIL 30, 2024

Notary Public, State of Connecticut

CERTIFICATE

I, the undersigned, Assistant Secretary of BERKLEY INSURANCE COMPANY, DO HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and that the authority of the Attorney-in-Fact set forth therein, who executed the bond or undertaking to which this Power of Attorney is attached, is in full force and effect as of this date.

Given under my hand and seal of the Company, this 16th day of June 2020.

(Seal)

Vincent P. Forte

WARNING - Any unauthorized reproduction or alteration of this document is prohibited. This power of attorney is void unless seals are readable and the certification seal at the bottom is embossed. The background imprint, warning and verification instructions (on reverse) must be in blue ink.



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue Stratham, NH 03885

Town Clerk/Tax Collector 603-772-4741

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

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

Fax (All Offices) 603-775-0517

Planning Board
NOTICE OF DECISION

Petition of: Rob Graham, SIP-Lot 3 LLC & SIP-Lot 2 LLC, PO Box 432, Stratham, NH 03885

Project Name: “*Marin Way Parking*” *Expansion* to amend the previously approved site plan to add an additional 150 parking spaces so there are a total of 214 spaces located at 2 & 8 Marin Way, Stratham, NH 03885, Map 1 Lots 9 & 10 submitted by Rob Graham SIP-Lot 3 LLC & SIP-Lot 2 LLC, PO Box 432, Stratham, NH 03885

Premises Affected: 2 & 8 Marin Way, Stratham, NH 03885, Map 1 Lots 9 & 10

Referring to the above application for a Site Plan Review Permit under the requirements of the Stratham Zoning Ordinance.

So as to allow: *Expansion* to amend the previously approved site plan to add an additional 150 parking spaces so there are a total of 214 spaces located at 2 & 8 Marin Way, Stratham, NH 03885, Map 1 Lots 9 & 10.

The Board based its decision on plans, supporting oral and written information, and record provided by the Applicant, professional staff, consultants for both the Applicant and the Board, and abutters, as reflected in the minutes on file at the Stratham Municipal Center. This information shall be incorporated into the decision by reference.

As a result of such consideration, at its meeting of May 20, 2020 and after a public hearing, the Planning Board completed its consideration of the proposal and found that the application was in Substantial Compliance with the Stratham Zoning Ordinance. Mr. Roseen made a motion to APPROVE the proposal for a Site Plan Review Permit at 2 & 8 Marin Way, Stratham, NH 03885, Map 1 Lots 9 & 10, subject to conditions as attached and incorporated hereto. Mr. Canada seconded the motion. Motion carried unanimously by roll call vote: Canada, “Aye”; Houghton, “Aye”; House, “Aye”; Roseen, “Aye”.

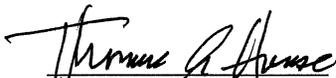
During the review process, the Applicant and its professional consultants submitted various revisions to the plans along with various supplemental memoranda and correspondence in response to requests by the Planning Board and the Planning Department that reviewed the project. All of these plans, reports and correspondence, and meeting minutes are contained in the Planning Department's files and are hereby incorporated by reference into the public record for this public hearing.

Waiver(s):

1. Waiver to Site Plan Regulations 5.2, N, 2, was granted by unanimous roll call vote: Canada, "Aye"; Houghton, "Aye"; House, "Aye"; Roseen, "Aye"

Conditions Subsequent:

1. Applicant shall submit a proportional contribution of funds and/or similar surety and/or land, including but not limited to right-of-way dedication along Marin Way and/or NH-111, in a manner as directed by, and in consultation with, the Stratham Select Board to defray those project costs related to NH-111 and Marin Way right-of-way intersection improvements;
2. Applicant shall comply with Site Plan regulations;
3. Performance Agreement and Surety required, as prescribed in the Regulations, for Landscaping and Stormwater improvements;
4. Applicant shall provide Town with copies of easement language related to access and parking for those illustrated on the site plan.
5. Applicant shall submit to Town inspection reports for work related to stormwater improvements and Annual Operation and Maintenance inspection reports.
6. As-built plans shall be submitted in accordance with Site Plan Regulations.


Planning Board Chair

5.26.2020
Date



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885

Town Clerk/Tax Collector 603-772-4741

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

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

Fax (All Offices) 603-775-0517

July 20, 2020

TO: Select Board
David Moore, Town Administrator

FROM: Tavis Austin, AICP, Town Planner

RE: Performance Bond Release Request/Road Acceptance for Whittaker Drive Extension

Select Board,

This memo is to request full release and return of the Performance Agreement and related surety (\$18,500.00) for Whittaker Drive. This request is made upon satisfactory completion of the required items as obligated by the Planning Board approval dated June 06, 2018 as evidenced by the attached memo from Nathan Mears, Department of Public Works Director.

Additionally, staff and Town Counsel have reviewed the attached as-built and road deed. It is staff's request that the Board accept and sign the road deed (hard-copy prepared separately for Board signature) in order for the Town to take ownership to the road as intended by the applicant and Planning Board.

Staff recommends a motion to accept the project as complete, authorize full release of related performance surety, and to accept and execute the Whittaker Drive Deed.

Please let me know if you have any questions.

Thank you.



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM, NH 03885

TOWN CLERK/TAX COLLECTOR 603-772-4741

SELECTMEN'S OFFICE/ADMINISTRATION/ASSESSING 603-772-7391

CODE ENFORCEMENT/BUILDING INSPECTION/PLANNING 603-772-7391

FAX (ALL OFFICES) 603-775-0517

To: Tavis Austin; Town Planner

CC: David Moore; Town Administrator
Select Board
Planning Board
Ryan Robbins; JP Structures LLC

From: Nate Mears; Director of Public Works

RE: Whittaker Drive Performance Bond

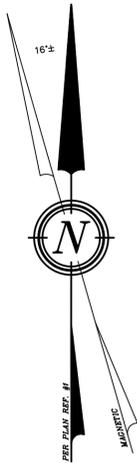
Date: June 30, 2020

Mr. Austin,

I have inspected the Whittaker Drive Subdivision and find that all work has been completed. I am recommending that the performance bond be reduced to \$0. Asphalt binder course cycled through one full freeze and thaw cycle without degrading. Mr. Robbins accommodated the Town and held off on top-coating the roadway until 2020 allowing binder course to cycle through an entire freeze and thaw and also allow the Town to collaborate and pave all of Whittaker Drive and Hillcrest Drive simultaneous to his project completion. This approach ensured a seamless product for the Town.

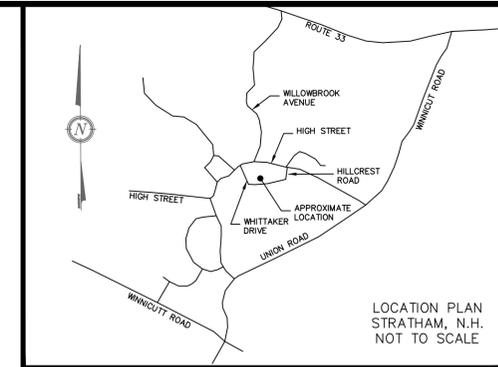
My Best,

Nate Mears
Director of Public Works

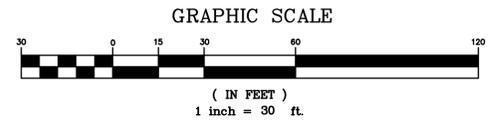
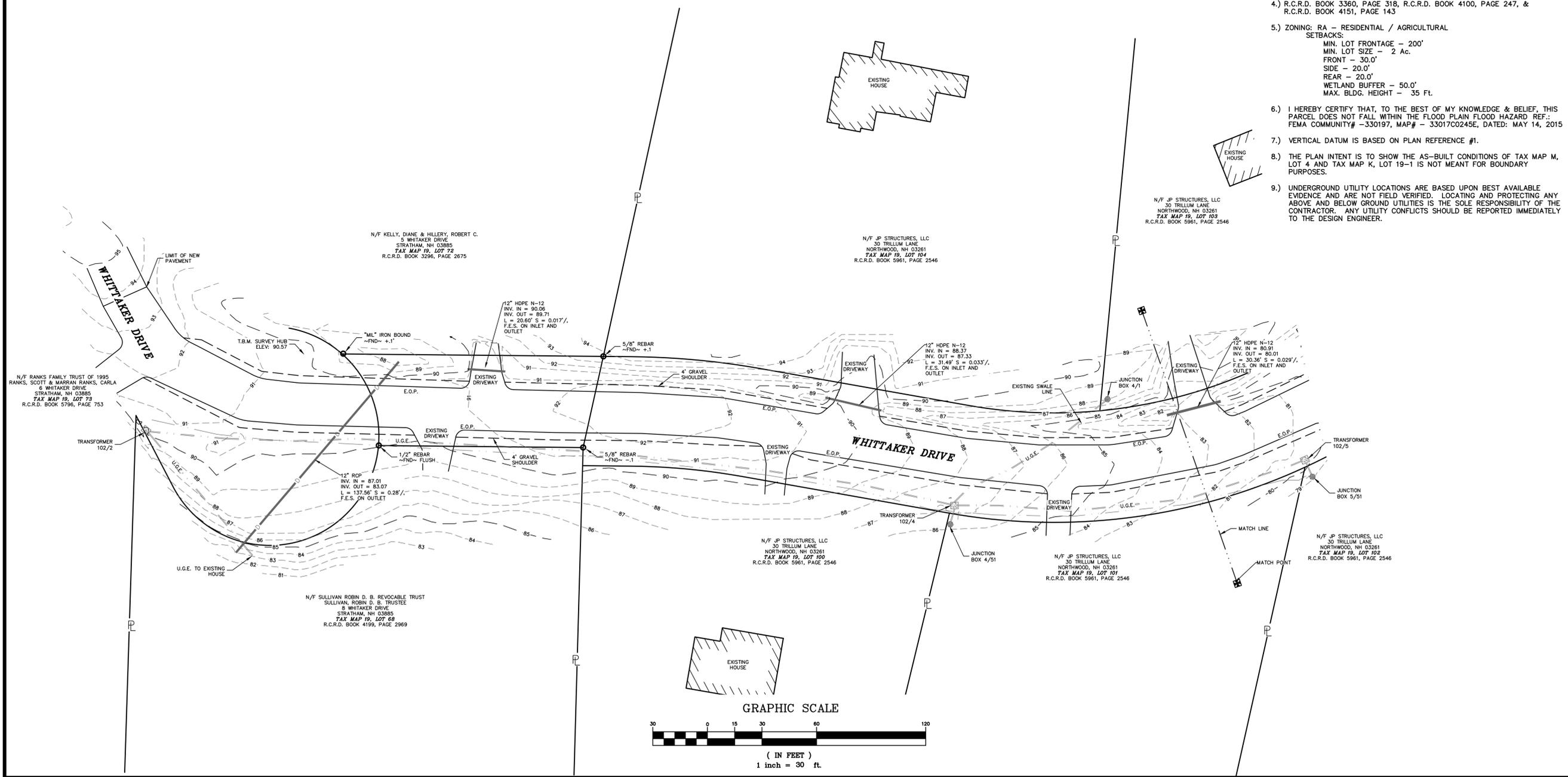


- LEGEND:**
- IRON BOUND/REBAR ~FND~
 - CONCRETE BOUND ~FND~
 - ⊕ UTILITY POLE
 - GUY WIRE
 - ⊞ CATCH BASIN W/ STRUCTURE
 - WETLAND LINE
 - - - 25' WETLAND SETBACK LINE
 - - - 50' WETLAND SETBACK LINE
 - CULVERT PIPE
 - x— MATCH LINE
 - ⋯ U.G.E.
 - FND FOUND
 - TYP TYPICAL
 - R.C.R.D. ROCKINGHAM COUNTY REGISTRY OF DEEDS
 - PL PROPERTY LINE
 - E.O.P. EDGE OF PAVEMENT
 - S.G.C. SLOPED GRANITE CURB

- PLAN REFERENCES:**
- 1.) "SUBDIVISION PLAN, MAP 19, LOT 68, SULLIVAN SUBDIVISION, 8 WHITTAKER DRIVE, STRATHAM NH 03885" BY: JONES & BEACH ENGINEERS, INC. DATED: JUNE 26, 2013 SUBDIVISION R.C.R.D. POCKET #D-41110 FULL PLAN ON FILE AT THE TOWN OF STRATHAM



- NOTES:**
- 1.) OWNER: JP STRUCTURES, LLC
30 TRILLIUM LANE
NORTHWOOD, NH 03261
 - 2.) TAX MAP 19, LOT 102
 - 3.) LOT AREA: 108,135 Sq. Ft.±, 2.48 Ac.±
 - 4.) R.C.R.D. BOOK 3360, PAGE 318, R.C.R.D. BOOK 4100, PAGE 247, & R.C.R.D. BOOK 4151, PAGE 143
 - 5.) ZONING: RA - RESIDENTIAL / AGRICULTURAL
SETBACKS:
MIN. LOT FRONTAGE - 200'
MIN. LOT SIZE - 2 Ac.
FRONT - 30.0'
SIDE - 20.0'
REAR - 20.0'
WETLAND BUFFER - 50.0'
MAX. BLDG. HEIGHT - 35 Ft.
 - 6.) I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE & BELIEF, THIS PARCEL DOES NOT FALL WITHIN THE FLOOD PLAIN FLOOD HAZARD REF.: FEMA COMMUNITY# - 330197, MAP# - 3301700245E, DATED: MAY 14, 2015
 - 7.) VERTICAL DATUM IS BASED ON PLAN REFERENCE #1.
 - 8.) THE PLAN INTENT IS TO SHOW THE AS-BUILT CONDITIONS OF TAX MAP M, LOT 4 AND TAX MAP K, LOT 19-1 IS NOT MEANT FOR BOUNDARY PURPOSES.
 - 9.) UNDERGROUND UTILITY LOCATIONS ARE BASED UPON BEST AVAILABLE EVIDENCE AND ARE NOT FIELD VERIFIED. LOCATING AND PROTECTING ANY ABOVE AND BELOW GROUND UTILITIES IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR. ANY UTILITY CONFLICTS SHOULD BE REPORTED IMMEDIATELY TO THE DESIGN ENGINEER.



| REVISION | DATE | DESCRIPTION |
|----------|------|-------------|
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AS BUILT SITE PLAN
LAND OF
JP STRUCTURES, LLC
WHITTAKER DRIVE
STRATHAM, N.H.

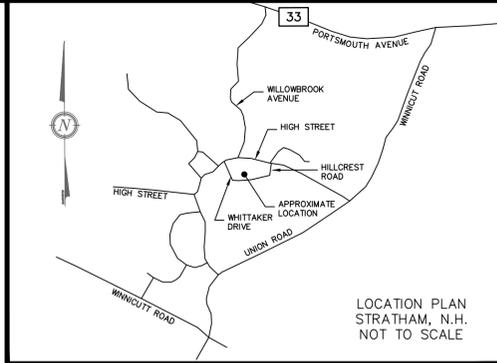
BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332-2863
SCALE : 1 IN. EQUALS 30 FT.
DATE : SEPTEMBER, 24 2019
FILE NO. : DB 2018-161

STATE OF NEW HAMPSHIRE
LICENSED PROFESSIONAL ENGINEER
KENNETH BERRY
SIGNATURE



- LEGEND:**
- IRON BOUND/REBAR ~FND~
 - CONCRETE BOUND ~FND~
 - UTILITY POLE
 - GUY WIRE
 - ☐ CATCH BASIN W/ STRUCTURE
 - WETLAND LINE
 - 25' WETLAND SETBACK LINE
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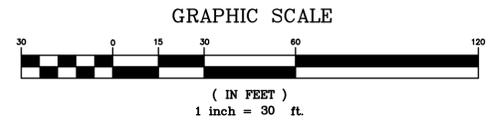
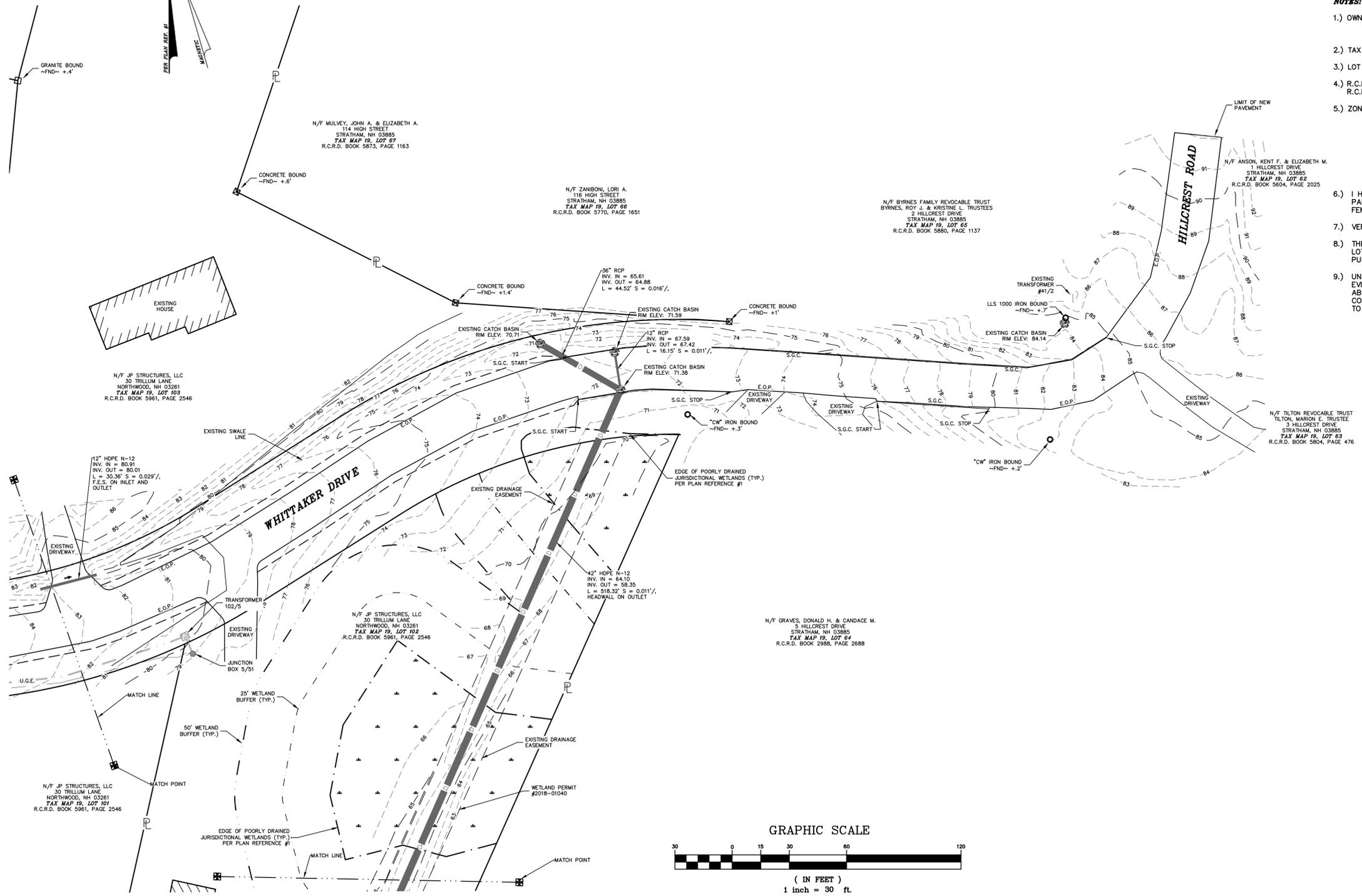
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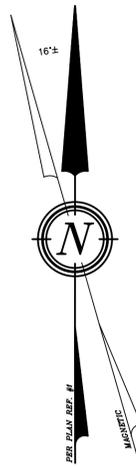
| REVISION | DATE | DESCRIPTION |
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AS BUILT SITE PLAN
LAND OF
JP STRUCTURES, LLC
WHITTAKER DRIVE
STRATHAM, N.H.



BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
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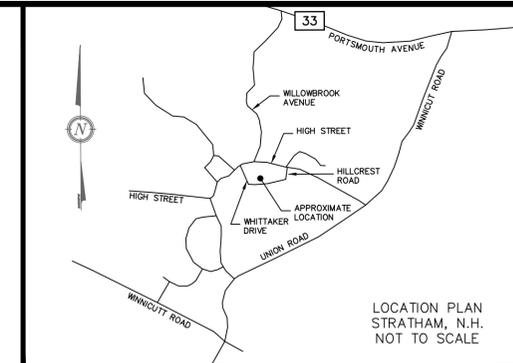
SIGNATURE



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 - ⊠ CONCRETE BOUND ~FND~
 - UTILITY POLE
 - ⊙ GUY WIRE
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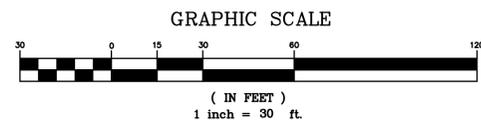
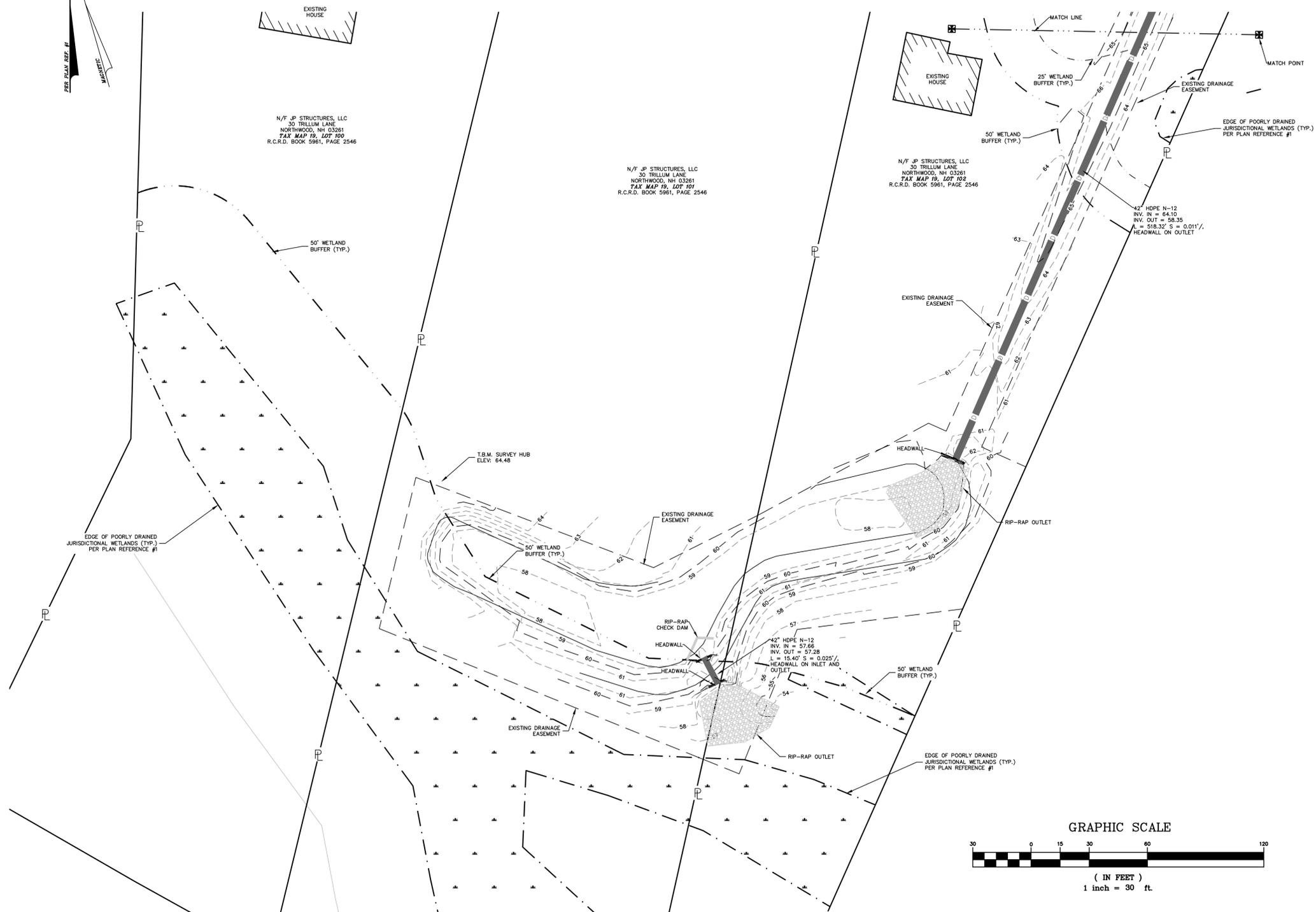
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AS BUILT SITE PLAN
LAND OF
JP STRUCTURES, LLC
WHITTAKER DRIVE
STRATHAM, N.H.

BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332-2863
SCALE : 1 IN. EQUALS 30 FT.
DATE : SEPTEMBER, 24 2019
FILE NO. : DB 2018-161

SIGNATURE

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS that, **JP Structures, LLC**, a New Hampshire Limited Liability Company, with an address of 30 Trillium Lane, Northwood, Rockingham County, State of New Hampshire, for consideration paid, grant to **The Town of Stratham**, a municipal corporation, with an address of 10 Bunker Hill Avenue, Stratham, County of Rockingham, State of New Hampshire,

with **WARRANTY COVENANTS**, the following described premises:

A certain tract or parcel of land, being Whittaker Drive (a public way), Stratham, Rockingham County, State of New Hampshire; and being shown on a plan entitled "Subdivision Plan, Map 19, Lot 68, Sullivan Subdivision, 8 Whittaker Drive, Stratham, NH 03885, Robin D. Sullivan Revoc. Trust" by Jones & Beach Engineering, Inc., duly recorded at the Rockingham County Registry of Deeds as Plan D-41110; said Drive being more particularly bounded and described as follows:

Beginning at a concrete bound found at the most easterly corner of land n/f of Lori A. Zaniboni and the southwesterly corner of land n/f Byrnes Family Revocable Trust of 2017; thence running N 86° 04' 20" W along land of said Zaniboni a distance of 5.39 feet to a point; thence running on a curve to the left with a radius of 330 feet a distance of 208.19 feet to a point at Map 19, Lot 103; thence running S 57° 46' 54" W along said Map 19, Lot 103 a distance of 89.19 feet to a point; thence running on a curve to the right with a radius 270.00 feet a distance of 126.50 feet to a point at Map 19, Lot 104; thence running on a curve to the right with a radius of 270.00 feet along said Map 19, Lot 104 a distance of 72.54 feet to a granite bound; thence running N 79° 58' 55" W along said Map 19, Lot 104 a distance of 115.99 feet to a point; thence running of a curve to the left with a radius of 430.00 feet along said Map 19, Lot 104 distance of 71.19 feet to a point; thence running N 89° 28' 03" W along said Map 19, Lot 104 a distance of 15.62 feet to a point at land n/f of Diane Kelly, et al; thence running S 12° 31' 28" W along "50' right of way" (and Tract 2 below) a distance of 51.19 feet to a point at Map 19, Lot 68; thence running S 01° 36' 14" W along said Map 19, Lot 68 a distance of 9.93 feet to a point at Map 19, Lot 100; thence running S 89°

28' 03" E along said Map 19, Lot 100 a distance of 26.44 feet to a point; thence running on a curve to the right with a radius of 370.00 feet along Map 19, Lot 100 a distance of 61.26 feet to a point; thence running S 79° 58' 55" E along Map 19, Lot 100 a distance of 115.99 feet to a point at Map 19, Lot 101; thence running on a curve to the left with a radius of 330.00 feet along Map 19, Lot 101 a distance of 200.09 feet to a point at Map 19, Lot 102; thence running on a curve to the left with a radius of 330.00 feet along said Map 19, Lot 102 a distance of 43.17 feet to a point; thence running N 57° 46' 54" E along said Map 19, Lot 102 a distance of 89.19 feet to a point; thence running on a curve to the right with a radius of 270.00 feet along said Map 19, Lot 102 a distance of 153.41 feet to a point at land n/f of Donald and Candace Graves; thence running N 24° 03' 44" E along land of said Graves a distance of 11.25 feet to an iron rod found; thence running N 24° 10' 28" E a distance of 53.26 feet to a concrete bound and the point of beginning. Meaning and intending to convey "Whittaker Drive" as shown on the above referenced plan.

Meaning and intending to describe and convey a portion of the premises conveyed to JP Structures, LLC by Warranty Deed of Robin D. B. Sullivan, Trustee of the Robin D. B. Sullivan Revocable Trust-1993 u/d/t April 8, 1993 and recorded at the Rockingham County Registry of Deeds Book 5961, Page 2546.

Tract II

A certain tract or parcel of land, with frontage on the Whittaker Drive cul-de-sac (a public way), Stratham, Rockingham County, State of New Hampshire; and being shown as "a 50' R.O.W." on a plan entitled "Subdivision of Land for V.E.T. Development in Stratham, NH" prepared by Seacoast Engineering Associates, Inc. dated August 3, 1987, and recorded at Rockingham County Registry of Deeds as Plan D-17330, being more particularly bounded and described as follows:

Beginning at a point in the cul-de-sac of Whittaker Drive at the northwesterly corner of Lot 4 as shown on said plan and thence running S 70° 10' 18" E a distance of 143.50 feet to a point at land formerly of Ross and now or formerly of Sullivan; thence turning and running S 31° 36' 25" W a distance of 51.08 feet to a point at the northeasterly corner of Lot 6 as shown on said plan; thence turning and running N 70° 10' 18" W a distance of 112.58 feet to a point at the edge of the cul-de-sac for Whittaker Drive; thence turning and running along the edge of the cul-de-sac along a curve to the left having a radius of 60.00 feet a distance of 56.06 feet, to the point of beginning.

This parcel is also shown as "50' right of way per reference Plan 2" on Plan D-41110

Meaning and intending to convey the same premises conveyed to JP Structures by deed of VET Development recorded October 19, 2018 at the Rockingham County Registry of Deeds Book 5955, Page 1820.

Tract III

Parcel A:

A certain parcel of land located at Hillcrest Drive, Stratham, County of Rockingham and State of New Hampshire, identified as Hillcrest Drive on a plan entitled "Final Subdivision Plan, Hillcrest Drive Subdivision, Stratham, NH, prepared for Robert C. Wilkins" prepared by Civilworks, Inc., dated Nov. 25, 1986, recorded in Rockingham County Registry of Deeds as Plan D-15868, being more particularly bounded and described as follows:

Beginning at a point in the westerly sideline of High Street and thence running along a curve to the left having a radius 25 feet a distance of 40.26 feet, to a point; thence turning and running S 44° 32' 16" W a distance of 259.27 feet, to a point at the cul-de-sac of Hillcrest Drive; thence turning and running along a curve to the left having a radius of 25 feet a distance of 23.55 feet, to a point; thence turning and running along a curve to the right having a radius of 60 feet the following distances, 16.49 feet, 110.00 feet, 12.58 feet, 13.15 feet, 64.59 feet, 77.02 feet, and 33.42 feet; thence turning and running along a curve to the left having a radius of 25 feet a distance of 23.55 feet, to a point; thence turning and running N 44° 32' 16" E a distance of 263.22 feet, to a point; thence turning and running along a curve to the left having a radius of 25 feet, a distance of 38.28 feet, to a point at the sideline of High Street; thence turning and running S 43° 12' 00" E a distance of 100.08 feet to the point of beginning.

Parcel B:

A certain parcel of land with frontage on Hillcrest Drive, Stratham, County of Rockingham and State of New Hampshire, identified as "50 ft. wide right-of way provided for future extension of Hillcrest Drive" on a plan entitled "Final Subdivision Plan, Hillcrest Drive Subdivision, Stratham, NH, prepared for Robert C. Wilkins" prepared by Civilworks, Inc., dated Nov. 25, 1986, recorded in Rockingham County Registry of Deeds as Plan D-15868, being more particularly bounded and described as follows:

Beginning at a point at the cul-de-sac of Hillcrest Drive and thence running along a curve to the left having a radius of 25 feet, a distance of 18.55 feet, to a point; thence turning and running N 49° 27' 44" W a distance of 190.58 feet to land formerly of Rush, and now or formerly of Sullivan; thence turning and running N 60° 39' 20" E a distance of 53.25 feet; thence turning and running S 49° 27' 44" E a distance of 153.34 feet, to a point; thence turning and running along a curve to the left having a radius of 25 feet a distance of 27.90 feet to the cul-de-sac of Hillcrest Drive; thence turning and running along the cul-de-sac along a curve to the left having a radius of 60 feet a distance of 77.02 feet to the point of beginning.

Tract III is also shown on Plan D-41110 as "Hillcrest Drive (a public way) and "50' right of way per reference Plan 3"

Meaning and intending to convey the same premises conveyed to JP Structures, LLC by Warranty Deed of Kim W. Campbell and Robin Wilkins recorded October 26, 2018 at the Rockingham County Registry of Deeds Book 5957, Page 648.

Subject to the conditions, restrictions, etc. as shown on the above referenced plan

Together with a 20' slope, grading, drainage and utility easements along the frontage of said lots.

Together with drainage easement as shown on said plan.

This is not homestead property.

JP Structures, LLC gives this deed to confirm the dedication of the roads referenced above to the Town of Stratham, New Hampshire. The Town accepts delivery of said deed and records same to confirm its acceptance of the dedicated public rights of way.

This is a conveyance to a municipality which is exempt from taxation pursuant to RSA 78-B:2, 1, and is therefore recorded without payment of real estate transfer tax.

This is a conveyance to a municipality, which is exempt from the LCHIP surcharge pursuant to New Hampshire RSA 478:17-g, II(a).

Witness my hand this ____ day of _____, 2020.

JP Structures, LLC

Witness

Ryan Robbins, Manager

STATE OF NEW HAMPSHIRE
COUNTY OF _____

On the ____ day of _____, 2020, before me, personally appeared Ryan Robbins, duly authorized Manager of JP Structures, LLC, known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument and acknowledged that he executed the same for the purposes therein contained as the free act and deed of said Limited Liability Company.

Notary Public
My commission expires:

ACCEPTED this ____ day of _____, 2020 by the **TOWN OF STRATHAM**, Grantee.

Witness to All Select Board Signatures

By: _____
Michael Houghton, Chair

By: _____
Joseph Lovejoy, Vice Chair

By: _____
Allison Knab, Member

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

_____, 2020

Personally appeared the above named Michael Houghton, Joseph Lovejoy, and Allison Knab, being all of the duly elected members of the Select Board of the Town of Stratham, and acknowledge the foregoing instrument to be their free act and deed and that of said Town.

Before me,

Justice of the Peace/Notary Public
My Commission Expires:

**Budget vs Actual by Department
Town of Stratham
For 6/30/2020**

Run: 7/16/2020 at 3:51 PM

Page: 1

| | Dept Budget 2020 | YTD Actual 2020 | Budget v. Actual Difference | % Expended | YTD Actual2019 |
|-------------------------------------------------|------------------------|-----------------------|-----------------------------------|---------------|-------------------|
| GENERAL GOVERNMENT | | | | | |
| EXECUTIVE | | | | | |
| Select Board | | | | | |
| 100 4130 01 101 Select Board Stipends | 12,000.00 | 0.00 | 12,000.00 | 0.00 | 0.00 |
| Administration | | | | | |
| 100 4130 02 102 Town Administrator Salary | 98,000.00 | 48,999.99 | 49,000.01 | 50.00 | 48,999.99 |
| 100 4130 02 103 Executive Assistant | 46,904.00 | 21,467.60 | 25,436.40 | 45.77 | 23,254.01 |
| 100 4130 02 201 Supplies | 5,500.00 | 3,078.63 | 2,421.37 | 55.98 | 2,396.45 |
| 100 4130 02 204 Association Dues | 9,800.00 | 8,438.00 | 1,362.00 | 86.10 | 8,770.00 |
| 100 4130 02 208 Contracted services | 1,500.00 | 0.00 | 1,500.00 | 0.00 | 6,970.00 |
| 100 4130 02 209 Conventions | 1,750.00 | 0.00 | 1,750.00 | 0.00 | 198.38 |
| 100 4130 02 216 Advertising | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 1,343.06 |
| 100 4130 02 224 Meetings & Meals | 3,500.00 | 231.14 | 3,268.86 | 6.60 | 4,513.95 |
| 100 4130 02 225 Mileage | 1,000.00 | 275.77 | 724.23 | 27.58 | 166.70 |
| 100 4130 02 230 Fed-Ex | 300.00 | 0.00 | 300.00 | 0.00 | 99.49 |
| 100 4130 02 231 Postage | 12,000.00 | 7,693.98 | 4,306.02 | 64.12 | 7,001.42 |
| 100 4130 02 262 Town Report | 3,750.00 | 3,625.00 | 125.00 | 96.67 | 3,688.52 |
| 100 4130 02 317 Service Contract (copier) | 1,750.00 | 3,360.40 | (1,610.40) | 192.02 | 1,245.20 |
| 100 4130 02 319 Background Checks | 750.00 | 96.50 | 653.50 | 12.87 | 422.80 |
| 100 4130 02 999 COVID expenses | 0.00 | 6,081.88 | (6,081.88) | 0.00 | 0.00 |
| TOTAL EXPENSES | 200,504.00 | 103,348.89 | 97,155.11 | 51.54 | 109,069.97 |
| ELECTION & REGISTRATION | | | | | |
| 100 4140 01 201 Supplies | 4,500.00 | 2,157.59 | 2,342.41 | 47.95 | 1,070.91 |
| 100 4140 01 219 Ballot Clerks | 5,600.00 | 2,236.00 | 3,364.00 | 39.93 | 752.00 |
| 100 4140 01 220 Moderator/Asst. Moderator | 1,100.00 | 550.00 | 550.00 | 50.00 | 125.00 |
| 100 4140 01 221 Meals | 1,600.00 | 388.01 | 1,211.99 | 24.25 | 300.00 |
| 100 4140 01 301 Supervisors of the checklist | 3,600.00 | 1,800.00 | 1,800.00 | 50.00 | 1,800.00 |
| 100 4140 01 308 Workshops & Training | 200.00 | 0.00 | 200.00 | 0.00 | 120.00 |
| 100 4140 01 317 Equipment Maintenance | 250.00 | 0.00 | 250.00 | 0.00 | 250.00 |
| 100 4140 01 999 COVID expenses | 0.00 | 600.00 | (600.00) | 0.00 | 0.00 |
| TOTAL EXPENSES | 16,850.00 | 7,731.60 | 9,118.40 | 45.88 | 4,417.91 |
| FINANCIAL ADMIN | | | | | |
| 100 4150 01 110 Accounting Supervisor | 0.00 | 0.00 | 0.00 | 0.00 | 31,551.82 |
| 100 4150 01 120 Accounting Payroll | 143,880.00 | 69,890.65 | 73,989.35 | 48.58 | 0.00 |
| 100 4150 01 217 Audit | 18,500.00 | 0.00 | 18,500.00 | 0.00 | 13,271.53 |
| 100 4150 01 306 Financial Software Lic/Training | 9,000.00 | 4,867.75 | 4,132.25 | 54.09 | 5,187.75 |
| 100 4150 01 999 COVID expenses | 0.00 | 135.00 | (135.00) | 0.00 | 0.00 |
| 100 4150 05 111 Finance-Treasurer Salary | 4,000.00 | 3,933.33 | 66.67 | 98.33 | 0.00 |
| TOTAL EXPENSES | 175,380.00 | 78,826.73 | 96,553.27 | 44.95 | 50,011.10 |
| ASSESSING | | | | | |
| 100 4150 02 114 Assessing Payroll | 129,183.00 | 62,613.61 | 66,569.39 | 48.47 | 63,869.29 |
| 100 4150 02 201 Assessing Supplies | 2,500.00 | 407.57 | 2,092.43 | 16.30 | 656.47 |
| 100 4150 02 204 Dues/Misc Exp. | 1,400.00 | 126.50 | 1,273.50 | 9.04 | 1,045.20 |
| 100 4150 02 218 Registry Expense | 200.00 | 30.00 | 170.00 | 15.00 | 22.00 |
| 100 4150 02 304 Tax maps | 4,200.00 | 3,837.00 | 363.00 | 91.36 | 3,700.00 |
| 100 4150 02 308 Workshops & Training | 1,250.00 | 0.00 | 1,250.00 | 0.00 | 0.00 |
| 100 4150 02 316 Cell Phone Reimbursement | 1,302.00 | 650.72 | 651.28 | 49.98 | 488.04 |
| 100 4150 02 317 Equipment Maintenance/Software | 7,000.00 | 6,431.99 | 568.01 | 91.89 | 6,412.48 |
| 100 4150 02 376 Vehicle Maintenance/Lease | 700.00 | 559.68 | 140.32 | 79.95 | 730.64 |
| TOTAL EXPENSES | 147,735.00 | 74,657.07 | 73,077.93 | 50.53 | 76,924.12 |
| Town Clerk/Tax Collector | | | | | |
| 100 4150 03 112 TC/TC Payroll | 132,004.00 | 64,065.90 | 67,938.10 | 48.53 | 64,997.77 |
| 100 4150 03 201 Office Supplies | 3,500.00 | 337.48 | 3,162.52 | 9.64 | 2,852.15 |
| 100 4150 03 204 Dues & Memberships | 60.00 | 60.00 | 0.00 | 100.00 | 60.00 |
| 100 4150 03 209 Conventions | 400.00 | 0.00 | 400.00 | 0.00 | 319.00 |
| 100 4150 03 218 Registry of Deeds | 500.00 | 120.55 | 379.45 | 24.11 | 197.75 |
| 100 4150 03 223 Lien Notifications | 700.00 | 420.00 | 280.00 | 60.00 | 540.00 |
| 100 4150 03 225 Mileage | 500.00 | 0.00 | 500.00 | 0.00 | 86.08 |
| 100 4150 03 269 Restoration of records | 1.00 | 0.00 | 1.00 | 0.00 | 0.00 |
| 100 4150 03 306 Computer Support-Service | 11,136.00 | 11,675.56 | (539.56) | 104.85 | 10,907.90 |
| 100 4150 03 308 Workshops & Training | 300.00 | 0.00 | 300.00 | 0.00 | 330.00 |
| 100 4150 03 318 New Equipment | 1,000.00 | 609.97 | 390.03 | 61.00 | 3,832.00 |
| TOTAL EXPENSES | 150,101.00 | 77,289.46 | 72,811.54 | 51.49 | 84,122.65 |

Budget vs Actual by Department Town of Stratham

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For 6/30/2020

| | Dept Budget 2020 | YTD Actual 2020 | Budget v. Actual Difference | % | YTD Actual2019 |
|---------------------------------------------------------|------------------------|-----------------------|-----------------------------------|--------------|-------------------|
| | | | | Expended | |
| COMPUTER SERVICES | | | | | |
| 100 4150 04 201 IT Supplies/Materials | 7,500.00 | 1,440.95 | 6,059.05 | 19.21 | 939.17 |
| 100 4150 04 205 Computer services | 70,000.00 | 27,608.73 | 42,391.27 | 39.44 | 22,265.98 |
| 100 4150 04 999 COVID expenses | 0.00 | 2,024.98 | (2,024.98) | 0.00 | 0.00 |
| TOTAL EXPENSES | 77,500.00 | 31,074.66 | 46,425.34 | 40.10 | 23,205.15 |
| 100 4153 01 202 LEGAL EXPENSES | 30,000.00 | 7,263.15 | 22,736.85 | 24.21 | 17,899.18 |
| PERSONNEL ADMINISTRATION | | | | | |
| 100 4155 01 171 Medicare | 43,706.00 | 20,044.84 | 23,661.16 | 45.86 | 18,168.37 |
| 100 4155 01 173 New Hampshire Retirement | 432,970.00 | 198,413.40 | 234,556.60 | 45.83 | 163,764.08 |
| 100 4155 01 174 Social Security | 137,469.00 | 59,846.57 | 77,622.43 | 43.53 | 53,289.52 |
| 100 4155 01 176 Unemployment | 1,837.00 | 0.00 | 1,837.00 | 0.00 | 334.00 |
| 100 4155 01 191 Insurance Buyout Program | 55,000.00 | 28,702.14 | 26,297.86 | 52.19 | 25,810.39 |
| 100 4155 01 192 Life & Accidental Death & Dismemberment | 5,700.00 | 3,664.00 | 2,036.00 | 64.28 | 2,562.00 |
| 100 4155 01 193 Long-Term Disability | 18,052.00 | 10,901.39 | 7,150.61 | 60.39 | 7,479.73 |
| 100 4155 01 194 Short-Term Disability | 11,306.00 | 6,983.23 | 4,322.77 | 61.77 | 4,744.29 |
| 100 4155 01 195 Health/Dental Insurance | 552,519.00 | 302,684.59 | 249,834.41 | 54.78 | 236,278.49 |
| 100 4155 01 197 Bank & Misc. Fees | 600.00 | 3.00 | 597.00 | 0.50 | 692.10 |
| 100 4155 02 191 HIB-OT Self Audit | 500.00 | 0.00 | 500.00 | 0.00 | 1,681.60 |
| TOTAL EXPENSES | 1,259,659.00 | 631,243.16 | 628,415.84 | 50.11 | 514,804.57 |
| LAND USE | | | | | |
| PLANNING | | | | | |
| 100 4191 01 120 Planner Salary | 80,719.00 | 40,359.54 | 40,359.46 | 50.00 | 39,904.86 |
| 100 4191 01 121 Bldg. & Code Enf. Coordinator | 43,706.00 | 20,809.80 | 22,896.20 | 47.61 | 21,611.20 |
| 100 4191 01 122 Land Use Project Coordinator | 27,300.00 | 12,468.75 | 14,831.25 | 45.67 | 7,129.28 |
| 100 4191 01 201 Supplies | 1,250.00 | 119.33 | 1,130.67 | 9.55 | 1,857.51 |
| 100 4191 01 203 Legal Ads | 4,400.00 | 2,009.76 | 2,390.24 | 45.68 | 1,861.69 |
| 100 4191 01 204 Dues & Memberships | 750.00 | 0.00 | 750.00 | 0.00 | 80.00 |
| 100 4191 01 270 Rockingham Conservation District | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 0.00 |
| 100 4191 01 271 Rock. Planning Commission | 7,492.00 | 7,492.00 | 0.00 | 100.00 | 7,405.00 |
| 100 4191 01 276 Special Projects | 2,500.00 | 28.70 | 2,471.30 | 1.15 | 161.00 |
| 100 4191 01 306 Software License & Training | 2,500.00 | 996.18 | 1,503.82 | 39.85 | 1,362.68 |
| 100 4191 01 308 Training | 500.00 | 0.00 | 500.00 | 0.00 | 0.00 |
| 100 4191 01 318 Equipment | 500.00 | 0.00 | 500.00 | 0.00 | 118.03 |
| 100 4191 01 319 Gas - Mileage | 100.00 | 0.00 | 100.00 | 0.00 | 0.00 |
| TOTAL EXPENSES | 172,717.00 | 84,284.06 | 88,432.94 | 48.80 | 81,491.25 |
| BUILDING INSPECTOR/CODE ENFORCEMENT | | | | | |
| 100 4191 02 122 BI / CEO Payroll | 68,000.00 | 34,000.07 | 33,999.93 | 50.00 | 31,417.21 |
| 100 4191 02 201 Supplies | 1,000.00 | 22.41 | 977.59 | 2.24 | 447.24 |
| 100 4191 02 235 Fire Inspection Fees | 800.00 | 0.00 | 800.00 | 0.00 | 0.00 |
| 100 4191 02 260 Plan Review | 16,000.00 | 18,550.00 | (2,550.00) | 115.94 | 5,912.50 |
| 100 4191 02 266 Reference Materials | 1,500.00 | 0.00 | 1,500.00 | 0.00 | 0.00 |
| 100 4191 02 306 Software License & Training | 2,500.00 | 833.50 | 1,666.50 | 33.34 | 1,200.00 |
| 100 4191 02 308 Workshops & Training | 2,000.00 | 580.00 | 1,420.00 | 29.00 | 460.00 |
| 100 4191 02 318 Equipment | 1,500.00 | 338.80 | 1,161.20 | 22.59 | 473.62 |
| 100 4191 02 376 Vehicle Maintenance | 2,000.00 | 52.30 | 1,947.70 | 2.62 | 1,118.00 |
| TOTAL EXPENSES | 95,300.00 | 54,377.08 | 40,922.92 | 57.06 | 41,028.57 |
| TOTAL LAND USE EXPENSES | 268,017.00 | 138,661.14 | 129,355.86 | 51.74 | 122,519.82 |
| GENERAL GOVT. BUILDINGS | | | | | |
| 100 4194 01 104 Payroll/custodial services | 42,640.00 | 21,466.07 | 21,173.93 | 50.34 | 21,305.38 |
| 100 4194 01 106 Custodial PT | 16,523.00 | 8,326.36 | 8,196.64 | 50.39 | 8,256.60 |
| 100 4194 01 222 MC Supplies | 3,500.00 | 674.64 | 2,825.36 | 19.28 | 504.28 |
| 100 4194 01 314 MC Electricity | 27,500.00 | 9,065.88 | 18,434.12 | 32.97 | 12,380.60 |
| 100 4194 01 315 MC Heat | 8,000.00 | 6,890.77 | 1,109.23 | 86.13 | 7,243.89 |
| 100 4194 01 316 MC Telephone | 8,500.00 | 4,593.93 | 3,906.07 | 54.05 | 4,541.35 |
| 100 4194 01 318 MC Equipment | 3,200.00 | 0.00 | 3,200.00 | 0.00 | 0.00 |
| 100 4194 01 375 MC Building Maintenance/Repairs | 33,000.00 | 12,702.88 | 20,297.12 | 38.49 | 11,547.67 |
| 100 4194 01 999 COVID expenses | 0.00 | 1,257.94 | (1,257.94) | 0.00 | 0.00 |
| 100 4194 02 375 Gifford Building Maintenance/Repairs | 5,000.00 | 1,447.09 | 3,552.91 | 28.94 | 1,088.35 |
| 100 4194 03 375 Foss Property Maintenance/Repairs | 5,000.00 | 0.00 | 5,000.00 | 0.00 | 0.00 |
| 100 4194 04 314 Historical Soc. Electricity | 1,400.00 | 385.73 | 1,014.27 | 27.55 | 424.51 |
| 100 4194 04 315 Historical Soc. Heat | 5,000.00 | 3,022.22 | 1,977.78 | 60.44 | 3,022.71 |
| 100 4194 04 375 Historical Building Maintenance/Repairs | 2,500.00 | 150.00 | 2,350.00 | 6.00 | 165.00 |
| 100 4194 05 375 Cushman Property Maint & Repairs | 0.00 | 0.00 | 0.00 | 0.00 | 3,469.57 |
| 100 4194 06 240 Smyk Landscape Maintenance | 3,200.00 | 0.00 | 3,200.00 | 0.00 | 9,875.00 |

**Budget vs Actual by Department
Town of Stratham
For 6/30/2020**

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| | Dept Budget 2020 | YTD Actual 2020 | Budget v. Actual Difference | % Expended | YTD Actual2019 |
|-------------------------------------------------------|------------------------|-----------------------|-----------------------------------|---------------|---------------------|
| 100 4194 07 375 Park Cottage Maintenance | 1,200.00 | 550.66 | 649.34 | 45.89 | 0.00 |
| TOTAL EXPENSES | 166,163.00 | 70,534.17 | 95,628.83 | 42.45 | 83,824.91 |
| CEMETERIES | | | | | |
| 100 4195 01 141 Cemetery Payroll | 29,110.00 | 13,407.59 | 15,702.41 | 46.06 | 3,845.63 |
| 100 4195 01 142 Cemetery Overtime | 994.00 | 107.51 | 886.49 | 10.82 | 90.66 |
| 100 4195 01 222 Supplies | 1,000.00 | 403.09 | 596.91 | 40.31 | 69.00 |
| 100 4195 01 240 Ground Maintenance | 1,875.00 | 854.29 | 1,020.71 | 45.56 | 1,240.00 |
| 100 4195 01 306 Computer Maintenance | 500.00 | 0.00 | 500.00 | 0.00 | 0.00 |
| 100 4195 01 317 Equipment Maintenance | 3,625.00 | 283.12 | 3,341.88 | 7.81 | 2,797.42 |
| 100 4195 01 318 Equipment | 812.00 | 0.00 | 812.00 | 0.00 | 0.00 |
| TOTAL EXPENSES | 37,916.00 | 15,055.60 | 22,860.40 | 39.71 | 8,042.71 |
| INSURANCE | | | | | |
| 100 4196 01 190 Workers' Compensation | 48,872.00 | 48,872.00 | 0.00 | 100.00 | 0.00 |
| 100 4196 01 248 Property & Liability Insurance | 56,236.00 | 56,236.00 | 0.00 | 100.00 | 53,557.00 |
| TOTAL EXPENSES | 105,108.00 | 105,108.00 | 0.00 | 100.00 | 53,557.00 |
| OTHER GEN. GOV'T. | | | | | |
| 100 4199 01 243 Town Ctr Water Contamination Expenses | 11,000.00 | 4,388.75 | 6,611.25 | 39.90 | 2,101.16 |
| 100 4199 01 268 Refunds: M.V. / Misc | 0.00 | 0.00 | 0.00 | 0.00 | 209.65 |
| 100 4199 01 283 Property Tax Refunds (abated) | 0.00 | 0.00 | 0.00 | 0.00 | 10,735.52 |
| TOTAL EXPENSES | 11,000.00 | 4,388.75 | 6,611.25 | 39.90 | 13,046.33 |
| TOTAL GENERAL GOVERNMENT | 2,645,933.00 | 1,345,182.38 | 1,300,750.62 | 50.84 | 1,161,445.42 |
| PUBLIC SAFTEY | | | | | |
| POLICE | | | | | |
| 100 4210 01 130 Police - Full Time | 801,956.00 | 394,390.66 | 407,565.34 | 49.18 | 353,400.12 |
| 100 4210 01 131 Secretary Payroll | 48,226.00 | 24,117.62 | 24,108.38 | 50.01 | 23,861.40 |
| 100 4210 01 132 Special Officers | 0.00 | 0.00 | 0.00 | 0.00 | 49,771.56 |
| 100 4210 01 133 Police-Holiday pay | 23,236.00 | 0.00 | 23,236.00 | 0.00 | 0.00 |
| 100 4210 01 134 Prosecutor Payroll | 37,326.00 | 18,663.06 | 18,662.94 | 50.00 | 18,452.94 |
| 100 4210 01 135 Police Overtime | 112,000.00 | 18,038.59 | 93,961.41 | 16.11 | 0.00 |
| 100 4210 01 136 Police - PT | 0.00 | 1,099.22 | (1,099.22) | 0.00 | 0.00 |
| Total Payroll | 1,022,744.00 | 456,309.15 | 566,434.85 | 44.62 | 445,486.02 |
| 100 4210 02 201 PD Office Supplies | 5,000.00 | 2,083.05 | 2,916.95 | 41.66 | 2,770.28 |
| 100 4210 02 202 Legal - Office Supplies | 3,000.00 | 534.00 | 2,466.00 | 17.80 | 2,045.25 |
| 100 4210 02 210 Cruiser Purchase | 0.00 | 0.00 | 0.00 | 0.00 | 35,411.00 |
| 100 4210 02 226 Community Service Program | 1,000.00 | 51.18 | 948.82 | 5.12 | 668.99 |
| 100 4210 02 278 Special Response Team (SERT) | 2,500.00 | 0.00 | 2,500.00 | 0.00 | 2,500.00 |
| 100 4210 02 305 Technical Support | 18,000.00 | 1,711.44 | 16,288.56 | 9.51 | 10,960.19 |
| 100 4210 02 308 Training & Dues | 13,000.00 | 1,280.00 | 11,720.00 | 9.85 | 4,831.08 |
| 100 4210 02 310 Uniforms | 12,000.00 | 2,294.08 | 9,705.92 | 19.12 | 6,620.17 |
| 100 4210 02 317 Equipment Repairs | 3,000.00 | 2,061.98 | 938.02 | 68.73 | 360.01 |
| 100 4210 02 318 New Equipment | 8,000.00 | 18,435.13 | (10,435.13) | 230.44 | 3,766.05 |
| 100 4210 02 319 Gas & Oil | 19,000.00 | 2,040.54 | 16,959.46 | 10.74 | 9,801.97 |
| 100 4210 02 376 Vehicle Maintenance | 16,000.00 | 5,797.59 | 10,202.41 | 36.23 | 4,724.78 |
| 100 4210 02 999 COVID expenses | 0.00 | 93.00 | (93.00) | 0.00 | 0.00 |
| BUILDING | 100,500.00 | 36,381.99 | 64,118.01 | 36.20 | 84,459.77 |
| 100 4210 03 314 Electricity | 11,000.00 | 3,383.77 | 7,616.23 | 30.76 | 3,552.75 |
| 100 4210 03 315 Heating | 4,500.00 | 1,621.27 | 2,878.73 | 36.03 | 2,469.46 |
| 100 4210 03 316 Telephone | 7,500.00 | 4,324.47 | 3,175.53 | 57.66 | 2,408.16 |
| 100 4210 03 375 PD Building Maintenance | 16,000.00 | 2,194.26 | 13,805.74 | 13.71 | 10,053.46 |
| TOTAL EXPENSES | 1,162,244.00 | 504,214.91 | 658,029.09 | 43.38 | 548,429.62 |
| FIRE DEPARTMENT | | | | | |
| 100 4220 01 100 Fire Dept. Payroll | 236,812.00 | 106,985.49 | 129,826.51 | 45.18 | 68,131.30 |
| 100 4220 01 200 FD Detail Payroll | 5,000.00 | 200.00 | 4,800.00 | 4.00 | 1,512.50 |
| 100 4220 01 204 Dues | 2,700.00 | 1,720.00 | 980.00 | 63.70 | 1,620.00 |
| 100 4220 01 222 Supplies | 2,500.00 | 1,145.34 | 1,354.66 | 45.81 | 2,695.11 |
| 100 4220 01 228 EMS Supplies | 13,000.00 | 7,660.63 | 5,339.37 | 58.93 | 8,646.17 |
| 100 4220 01 236 Fire Prevention | 3,000.00 | 0.00 | 3,000.00 | 0.00 | 43.98 |
| 100 4220 01 243 Haz-Mat Start Team | 3,200.00 | 3,198.20 | 1.80 | 99.94 | 3,198.20 |
| 100 4220 01 245 Insurance | 1,232.00 | 0.00 | 1,232.00 | 0.00 | 1,232.00 |
| 100 4220 01 308 Training & Conferences | 4,000.00 | 0.00 | 4,000.00 | 0.00 | 2,354.96 |
| 100 4220 01 310 Uniforms | 3,500.00 | 0.00 | 3,500.00 | 0.00 | 896.06 |
| 100 4220 01 317 Equipment Maintenance | 30,000.00 | 1,902.76 | 28,097.24 | 6.34 | 8,589.19 |
| 100 4220 01 318 New Equipment | 22,000.00 | 3,067.31 | 18,932.69 | 13.94 | 1,013.64 |
| 100 4220 01 319 Gas & Oil | 4,500.00 | 478.80 | 4,021.20 | 10.64 | 2,455.10 |

**Budget vs Actual by Department
Town of Stratham
For 6/30/2020**

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| | Dept Budget 2020 | YTD Actual 2020 | Budget v. Actual Difference | % Expended | YTD Actual2019 |
|-------------------------------------------------|----------------------------|--------------------------|-----------------------------------|---------------------|--------------------------|
| 100 4220 01 323 Billing Expenses | 13,000.00 | 4,050.66 | 8,949.34 | 31.16 | 5,427.32 |
| 100 4220 01 999 COVID expenses | 0.00 | 4,746.00 | (4,746.00) | 0.00 | 0.00 |
| Building | | | | | |
| 100 4220 02 240 Landscape Maintenance | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 50.00 |
| 100 4220 02 246 Internet/IT Charges | 4,000.00 | 962.16 | 3,037.84 | 24.05 | 737.76 |
| 100 4220 02 314 Electricity | 21,000.00 | 6,790.30 | 14,209.70 | 32.33 | 9,043.24 |
| 100 4220 02 315 Heat | 16,000.00 | 11,566.47 | 4,433.53 | 72.29 | 11,054.15 |
| 100 4220 02 316 Telephone | 7,500.00 | 3,542.33 | 3,957.67 | 47.23 | 2,893.15 |
| 100 4220 02 375 Building Maintenance & Repairs | 15,000.00 | 6,407.18 | 8,592.82 | 42.71 | 7,846.03 |
| TOTAL EXPENSES | 408,944.00 | 164,423.63 | 244,520.37 | 40.21 | 139,439.86 |
| EMERGENCY MANGEMENT | | | | | |
| 100 4290 01 149 OEM Payroll (Reimbursed) | 0.00 | 507.50 | (507.50) | 0.00 | 472.50 |
| 100 4290 01 227 Emergency Management Expenses | 9,638.00 | 0.00 | 9,638.00 | 0.00 | 0.00 |
| DISPATCH SERVICES | | | | | |
| 100 4299 01 316 Dispatch Phone Expense | <u>1,000.00</u> | <u>349.86</u> | <u>650.14</u> | <u>34.99</u> | <u>480.42</u> |
| TOTAL PUBLIC SAFTEY | <u>1,581,826.00</u> | <u>669,495.90</u> | <u>912,330.10</u> | <u>42.32</u> | <u>688,822.40</u> |
| HIGHWAY & STREETS | | | | | |
| HIGHWAY | | | | | |
| 100 4312 01 140 Highway Payroll | 244,135.00 | 122,028.20 | 122,106.80 | 49.98 | 109,845.75 |
| 100 4312 01 141 Highway Overtime | 26,808.00 | 13,915.06 | 12,892.94 | 51.91 | 14,769.13 |
| 100 4312 01 142 Temporary Plow Drivers | 10,000.00 | 1,098.45 | 8,901.55 | 10.98 | 2,005.34 |
| 100 4312 01 210 Hwy Vehicle Purchase | 33,161.00 | 0.00 | 33,161.00 | 0.00 | 0.00 |
| 100 4312 01 211 Drainage | 2,400.00 | 0.00 | 2,400.00 | 0.00 | 0.00 |
| 100 4312 01 222 Supplies | 4,200.00 | 287.36 | 3,912.64 | 6.84 | 3,499.38 |
| 100 4312 01 224 Meals | 1,000.00 | 462.80 | 537.20 | 46.28 | 656.21 |
| 100 4312 01 279 Substance Abuse Testing | 1,250.00 | 174.00 | 1,076.00 | 13.92 | 707.00 |
| 100 4312 01 303 Rented Equipment | 6,000.00 | 1,086.59 | 4,913.41 | 18.11 | 1,155.00 |
| 100 4312 01 306 Computer Software Maintenance | 1,734.00 | 763.63 | 970.37 | 44.04 | 0.00 |
| 100 4312 01 308 Training | 1,500.00 | 0.00 | 1,500.00 | 0.00 | 0.00 |
| 100 4312 01 310 Uniforms | 5,125.00 | 1,017.37 | 4,107.63 | 19.85 | 3,445.78 |
| 100 4312 01 314 Electricity | 8,750.00 | 3,692.81 | 5,057.19 | 42.20 | 4,241.42 |
| 100 4312 01 315 Heating | 2,500.00 | 725.40 | 1,774.60 | 29.02 | 1,300.43 |
| 100 4312 01 316 Telephone | 4,208.00 | 1,383.70 | 2,824.30 | 32.88 | 791.95 |
| 100 4312 01 317 Equipment Repairs & Maintenance | 50,000.00 | 12,844.80 | 37,155.20 | 25.69 | 29,203.22 |
| 100 4312 01 318 New Equipment & Signs | 8,400.00 | 879.04 | 7,520.96 | 10.46 | 6,671.11 |
| 100 4312 01 319 Gas & Oil | 39,200.00 | 14,911.25 | 24,288.75 | 38.04 | 11,553.06 |
| 100 4312 01 320 Road Paint | 10,080.00 | 221.30 | 9,858.70 | 2.20 | 0.00 |
| 100 4312 01 321 Salt | 70,000.00 | 0.00 | 70,000.00 | 0.00 | 0.00 |
| 100 4312 01 322 Sand & Gravel | 8,500.00 | 177.00 | 8,323.00 | 2.08 | 5,100.00 |
| 100 4312 01 325 Paving & Road Reconstruction | 115,739.00 | 0.00 | 115,739.00 | 0.00 | 0.00 |
| 100 4312 01 375 Building Maintenance | <u>20,000.00</u> | <u>5,038.13</u> | <u>14,961.87</u> | <u>25.19</u> | <u>8,570.33</u> |
| TOTAL EXPENSES | <u>674,690.00</u> | <u>180,706.89</u> | <u>493,983.11</u> | <u>26.78</u> | <u>203,515.11</u> |
| STREET LIGHTING | | | | | |
| 100 4316 01 314 Street Lighting | <u>10,000.00</u> | <u>3,586.38</u> | <u>6,413.62</u> | <u>35.86</u> | <u>4,445.68</u> |
| TOTAL HIGHWAY & STREETS | <u>684,690.00</u> | <u>184,293.27</u> | <u>500,396.73</u> | <u>26.92</u> | <u>207,960.79</u> |
| SANITATION | | | | | |
| SOLID WASTE COLL. & DISPOSAL | | | | | |
| 100 4323 01 142 Sanitation Payroll | 23,276.00 | 11,627.29 | 11,648.71 | 49.95 | 8,515.21 |
| 100 4323 01 143 Sanitation Overtime | 1,558.00 | 0.00 | 1,558.00 | 0.00 | 45.33 |
| 100 4323 01 212 MSW/Recycling Coll. & Disposal | 731,929.00 | 413,935.16 | 317,993.84 | 56.55 | 333,268.21 |
| 100 4323 01 242 Hazardous Waste Collection | 3,340.00 | 0.00 | 3,340.00 | 0.00 | 0.00 |
| 100 4323 01 247 Landfill Closure Costs | 9,500.00 | 3,096.19 | 6,403.81 | 32.59 | 3,245.91 |
| 100 4323 01 309 Transfer Station Expenses | 59,890.00 | 22,454.93 | 37,435.07 | 37.49 | 24,841.50 |
| 100 4323 01 314 Electricity | 750.00 | 409.33 | 340.67 | 54.58 | 324.89 |
| 100 4323 01 317 Materials & Supplies | 800.00 | 74.40 | 725.60 | 9.30 | 436.48 |
| TOTAL EXPENSES | 831,043.00 | 451,597.30 | 379,445.70 | 54.34 | 370,677.53 |
| PUBLIC WORKS (OTHER) | | | | | |

**Budget vs Actual by Department
Town of Stratham
For 6/30/2020**

Run: 7/16/2020 at 3:51 PM

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| | Dept Budget 2020 | YTD Actual 2020 | Budget v. Actual Difference | % Expended | YTD Actual2019 |
|-----------------------------------------|------------------------|-----------------------|-----------------------------------|---------------|-------------------|
| 100 4339 01 327 Public Works Commission | 1.00 | 0.00 | 1.00 | 0.00 | 9,214.00 |
| Total Expenses | 1.00 | 0.00 | 1.00 | 0.00 | 9,214.00 |

HEALTH

ANIMAL CONTROL

| | | | | | |
|-------------------------------------------|---------------|-------------|---------------|-------------|-------------|
| 100 4414 01 244 Impoundment Fees/Supplies | 600.00 | 0.00 | 600.00 | 0.00 | 0.00 |
| TOTAL EXPENSES | 600.00 | 0.00 | 600.00 | 0.00 | 0.00 |

PEST CONTROL

| | | | | | |
|--------------------------------------------------|-----------|-----------|-----------|-------|-----------|
| 100 4414 02 326 Pest Control Contracted Services | 67,680.00 | 13,000.00 | 54,680.00 | 19.21 | 13,000.00 |
|--------------------------------------------------|-----------|-----------|-----------|-------|-----------|

PUBLIC SERVICE AGENCIES

| | | | | | |
|-----------------------------------------------------------------|----------|------|----------|------|------|
| 100 4415 01 000 Annie's Angels | 2,500.00 | 0.00 | 2,500.00 | 0.00 | 0.00 |
| 100 4415 01 001 American Red Cross | 800.00 | 0.00 | 800.00 | 0.00 | 0.00 |
| 100 4415 01 350 Lamprey Health Care | 3,000.00 | 0.00 | 3,000.00 | 0.00 | 0.00 |
| 100 4415 01 351 Seacoast Mental Health Ctr. | 3,000.00 | 0.00 | 3,000.00 | 0.00 | 0.00 |
| 100 4415 01 352 Waypoint | 2,500.00 | 0.00 | 2,500.00 | 0.00 | 0.00 |
| 100 4415 01 353 Haven | 4,250.00 | 0.00 | 4,250.00 | 0.00 | 0.00 |
| 100 4415 01 354 Big Brother & Big Sister | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 0.00 |
| 100 4415 01 355 Community Action Prog. | 4,500.00 | 0.00 | 4,500.00 | 0.00 | 0.00 |
| 100 4415 01 356 Retired & Senior Volunteer Prog | 500.00 | 0.00 | 500.00 | 0.00 | 0.00 |
| 100 4415 01 357 Richie McFarland Children's Center | 6,000.00 | 0.00 | 6,000.00 | 0.00 | 0.00 |
| 100 4415 01 359 AIDS Response of the Seacoast | 500.00 | 0.00 | 500.00 | 0.00 | 0.00 |
| 100 4415 01 360 Rockingham County Nutrition Program | 2,420.00 | 0.00 | 2,420.00 | 0.00 | 0.00 |
| 100 4415 01 361 Seacoast Shipyard Assoc. | 200.00 | 0.00 | 200.00 | 0.00 | 0.00 |
| 100 4415 01 362 Crossroads House | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 0.00 |
| 100 4415 01 366 Child Advocacy Center | 1,250.00 | 0.00 | 1,250.00 | 0.00 | 0.00 |
| 100 4415 01 368 Families First | 2,500.00 | 0.00 | 2,500.00 | 0.00 | 0.00 |
| 100 4415 01 369 Womenade of Greater Squamscott | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 0.00 |
| 100 4415 01 370 Transportation Assistance for Seacoast Citizens | 3,000.00 | 0.00 | 3,000.00 | 0.00 | 0.00 |

| | | | | | |
|-----------------------|-------------------|------------------|------------------|--------------|------------------|
| TOTAL EXPENSES | 40,920.00 | 0.00 | 40,920.00 | 0.00 | 0.00 |
| TOTAL HEALTH | 109,200.00 | 13,000.00 | 96,200.00 | 11.90 | 13,000.00 |

WELFARE

DIRECT ASSISTANCE

| | | | | | |
|-----------------------------------------------|-----------|----------|-----------|-------|----------|
| 100 4445 01 314 Public Asst. Electricity | 5,000.00 | 576.40 | 4,423.60 | 11.53 | 1,319.33 |
| 100 4445 01 340 Public Asst. Food | 3,333.00 | 0.00 | 3,333.00 | 0.00 | 0.00 |
| 100 4445 01 341 Public Asst. Heat | 6,665.00 | 0.00 | 6,665.00 | 0.00 | 259.90 |
| 100 4445 01 343 Public Asst. Medical-Pharmacy | 3,333.00 | 140.13 | 3,192.87 | 4.20 | 0.00 |
| 100 4445 01 344 Public Asst. Rent-Mortgage | 33,336.00 | 1,200.00 | 32,136.00 | 3.60 | 6,973.00 |
| 100 4445 01 345 Public Asst. Misc. Assistance | 3,333.00 | 298.00 | 3,035.00 | 8.94 | 50.00 |

| | | | | | |
|-----------------------|------------------|-----------------|------------------|-------------|-----------------|
| TOTAL EXPENSES | 55,000.00 | 2,214.53 | 52,785.47 | 4.03 | 8,602.23 |
| TOTAL WELFARE | 55,000.00 | 2,214.53 | 52,785.47 | 4.03 | 8,602.23 |

CULTURE & RECREATION

PARKS

| | | | | | |
|-----------------------------------------------------|-----------|----------|-----------|-------|-----------|
| 100 4520 01 144 PT Ranger Payroll | 46,644.00 | 9,705.74 | 36,938.26 | 20.81 | 11,857.57 |
| 100 4520 01 201 Office Supplies | 400.00 | 87.80 | 312.20 | 21.95 | 72.08 |
| 100 4520 01 240 Grounds Maintenance | 32,000.00 | 6,307.18 | 25,692.82 | 19.71 | 10,633.64 |
| 100 4520 01 308 Training | 0.00 | 0.00 | 0.00 | 0.00 | 76.23 |
| 100 4520 01 310 Uniforms | 0.00 | 0.00 | 0.00 | 0.00 | 109.95 |
| 100 4520 01 314 Electricity | 6,100.00 | 1,667.16 | 4,432.84 | 27.33 | 1,634.72 |
| 100 4520 01 317 Equipment Maintenance | 3,500.00 | 1,054.27 | 2,445.73 | 30.12 | 1,943.30 |
| 100 4520 01 318 New Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 183.27 |
| 100 4520 01 330 Park Maintenance Supplies | 4,625.00 | 226.63 | 4,398.37 | 4.90 | 1,363.65 |
| 100 4520 01 375 Park Cottage Building Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 958.59 |
| 100 4520 01 376 Park Vehicle Maintenance | 4,000.00 | 0.00 | 4,000.00 | 0.00 | 1,095.23 |
| 100 4520 01 377 All Other Park Building Maintenance | 1,734.00 | 995.25 | 738.75 | 57.40 | 4,213.92 |

| | | | | | |
|-----------------------|------------------|------------------|------------------|--------------|------------------|
| TOTAL EXPENSES | 99,003.00 | 20,044.03 | 78,958.97 | 20.25 | 34,142.15 |
|-----------------------|------------------|------------------|------------------|--------------|------------------|

RECREATION

**Budget vs Actual by Department
Town of Stratham
For 6/30/2020**

Run: 7/16/2020 at 3:51 PM

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| | Dept Budget 2020 | YTD Actual 2020 | Budget v. Actual Difference | % Expended | YTD Actual2019 |
|-----------------------------------------------------|------------------------|-----------------------|-----------------------------------|---------------|---------------------|
| 100 4520 02 145 Recreation Payroll | 71,750.00 | 35,875.06 | 35,874.94 | 50.00 | 35,471.14 |
| 100 4520 02 146 Rec. Seasonal Payroll | 0.00 | 3,064.54 | (3,064.54) | 0.00 | 4,375.46 |
| 100 4520 02 147 Program Asst Salary | 46,904.00 | 20,554.35 | 26,349.65 | 43.82 | 23,188.01 |
| 100 4520 02 201 Office Expenses | 1,200.00 | 502.34 | 697.66 | 41.86 | 278.64 |
| 100 4520 02 204 Memberships | 1,000.00 | 1,013.61 | (13.61) | 101.36 | 859.81 |
| 100 4520 02 273 Seniors Trips | 6,000.00 | 450.00 | 5,550.00 | 7.50 | 1,640.00 |
| 100 4520 02 280 Summer Program | 50,000.00 | 500.00 | 49,500.00 | 1.00 | 2,500.00 |
| 100 4520 02 308 Staff Training/Education | 500.00 | 144.01 | 355.99 | 28.80 | 0.00 |
| 100 4520 02 310 Rec. Uniforms | 200.00 | 0.00 | 200.00 | 0.00 | 0.00 |
| 100 4520 02 314 Electricity | 0.00 | 45.79 | (45.79) | 0.00 | 358.63 |
| 100 4520 02 316 Cellphone Reimbursement | 1,302.00 | 650.72 | 651.28 | 49.98 | 488.04 |
| 100 4520 02 317 Field Maintenance | 0.00 | 88.00 | (88.00) | 0.00 | 1,437.64 |
| 100 4520 02 318 Equipment | 0.00 | 19.13 | (19.13) | 0.00 | 0.00 |
| 100 4520 02 319 Gas-Mileage | 650.00 | 284.20 | 365.80 | 43.72 | 360.84 |
| 100 4520 02 324 Brochures/Newsletters | 1,500.00 | 397.96 | 1,102.04 | 26.53 | 381.41 |
| 100 4520 02 328 Special Events | 13,000.00 | 1,529.13 | 11,470.87 | 11.76 | 2,833.89 |
| TOTAL EXPENSES | 194,006.00 | 65,118.84 | 128,887.16 | 33.57 | 74,173.51 |
| TOTAL PARKS & RECREATION | 293,009.00 | 85,162.87 | 207,846.13 | 29.06 | 108,315.66 |
| LIBRARY | | | | | |
| 100 4550 01 147 Library Payroll | 403,599.00 | 195,568.65 | 208,030.35 | 48.46 | 182,067.41 |
| 100 4550 01 249 Non-salary expenses | 104,000.00 | 40,000.00 | 64,000.00 | 38.46 | 55,144.90 |
| TOTAL EXPENSES | 507,599.00 | 235,568.65 | 272,030.35 | 46.41 | 237,212.31 |
| PATRIOTIC PURPOSES | | | | | |
| 100 4583 01 238 Flags | 500.00 | 0.00 | 500.00 | 0.00 | 134.81 |
| 100 4583 01 277 Patriotic Misc. | 1,200.00 | 0.00 | 1,200.00 | 0.00 | 680.72 |
| TOTAL EXPENSES | 1,700.00 | 0.00 | 1,700.00 | 0.00 | 815.53 |
| TOTAL CULTURE & RECREATION | 802,308.00 | 320,731.52 | 481,576.48 | 39.98 | 346,343.50 |
| CONSERVATION | | | | | |
| 100 4611 01 207 Conservation Commission | 4,000.00 | 450.00 | 3,550.00 | 11.25 | 652.47 |
| HERITAGE COMMISSION | | | | | |
| 100 4619 01 215 Heritage Administrative Expenses | 400.00 | 63.49 | 336.51 | 15.87 | 168.64 |
| 100 4619 01 302 Survey/Software-Heritage | 5,000.00 | 390.00 | 4,610.00 | 7.80 | 200.00 |
| 100 4619 01 308 Training/Conferences | 100.00 | 0.00 | 100.00 | 0.00 | 0.00 |
| 100 4619 01 313 Veterans/Engraving | 200.00 | 0.00 | 200.00 | 0.00 | 0.00 |
| TOTAL EXPENSES | 5,700.00 | 453.49 | 5,246.51 | 7.96 | 368.64 |
| CONSERVATION/HERITAGE | 9,700.00 | 903.49 | 8,796.51 | 9.31 | 1,021.11 |
| ECONOMIC DEV. COMM. | | | | | |
| TOWN CENTER REVITALIZATION | | | | | |
| ENERGY COMMISSION | | | | | |
| 100 4660 02 281 Energy Commission Expenses | 1,200.00 | 0.00 | 1,200.00 | 0.00 | 0.00 |
| TOTAL EXPENSES | 1,200.00 | 0.00 | 1,200.00 | 0.00 | 0.00 |
| DEBT SERVICE | | | | | |
| PRINCIPLE - LONG TERM | | | | | |
| 100 4711 00 400 Debt Service Principal | 570,000.00 | 570,000.00 | 0.00 | 100.00 | 0.00 |
| 100 4711 03 402 PSC Principal | 0.00 | 0.00 | 0.00 | 0.00 | 281,875.00 |
| 100 4711 06 402 Scamman Conservation Bond Principal | 0.00 | 0.00 | 0.00 | 0.00 | 120,000.00 |
| INTEREST - LONG TERM | | | | | |
| 100 4721 00 401 Debt Service Interest | 188,090.00 | 166,840.00 | 21,250.00 | 88.70 | 0.00 |
| 100 4721 04 401 Fire House/Conservation Interest | 0.00 | 0.00 | 0.00 | 0.00 | 68,566.67 |
| 100 4721 09 401 Scamman Conservation Interest | 0.00 | 0.00 | 0.00 | 0.00 | 27,718.75 |
| TOTAL EXPENSES | 758,090.00 | 736,840.00 | 21,250.00 | 97.20 | 498,160.42 |
| TOTAL OPERATING BUDGET | 7,478,991.00 | 3,724,258.39 | 3,754,732.61 | 49.80 | 3,305,247.40 |

Town of Stratham
 CIP/Capital Projects
 Balances As of June 30, 2020

| Project/Account | Balance Forward (2016-2019) | YTD | \$ Remaining |
|-----------------------------------------------------------|--------------------------------|------------------|------------------|
| Assessing Vehicle Replacement | 15,000.00 | 0.00 | 15,000.00 |
| 100 4908 19 670 2019 Assessing Vehicle Replacement | 15,000.00 | 0.00 | 15,000.00 |
| FD Computer Replacement | 333.71 | 0.00 | 333.71 |
| 100 4908 16 546 2016 FD Computer Replacement | 333.71 | 0.00 | 333.71 |
| Gifford Barn Painting | 14,366.92 | 0.00 | 14,366.92 |
| 100 4909 19 547 2019 Gifford Barn Painting | 14,366.92 | 0.00 | 14,366.92 |
| Library Carpet Replacement | 20,000.00 | 0.00 | 20,000.00 |
| 100 4903 18 572 2018 Library Carpet Replacement | 10,000.00 | 0.00 | 10,000.00 |
| 100 4903 19 572 2019 Library Carpet Replacement | 10,000.00 | 0.00 | 10,000.00 |
| Library Computer Replacement | 6,207.36 | 0.00 | 6,207.36 |
| 100 4908 17 511 2017 Library Computer Replacement | 3,207.36 | 0.00 | 3,207.36 |
| 100 4908 19 511 2019 Library Computer Replacement Program | 3,000.00 | 0.00 | 3,000.00 |
| Maple Lane Cemetery Landscaping | 18,003.69 | 5,503.12 | 12,500.57 |
| 100 4909 18 598 2018 Maple Lane Cemetery Landscaping | 3.69 | 3.69 | 0.00 |
| 100 4909 19 598 2019 Maple Lane Cemetery Landscaping | 18,000.00 | 5,499.43 | 12,500.57 |
| Maple Lane Cemetery Paving | 14,000.00 | 0.00 | 14,000.00 |
| 100 4909 17 597 2017 Maple Lane Cemetery Paving | 7,000.00 | 0.00 | 7,000.00 |
| 100 4909 19 597 2019 Maple Lane Cemetery Paving | 7,000.00 | 0.00 | 7,000.00 |
| Master Plan Update | 41,809.65 | 3,036.15 | 38,773.50 |
| 100 4909 18 599 2018 Master Plan Update | 21,809.65 | 3,036.15 | 18,773.50 |
| 100 4909 19 599 2019 Master Plan Update | 20,000.00 | 0.00 | 20,000.00 |
| MC Phone System Replacement | 15,012.00 | 4,557.49 | 10,454.51 |
| 100 4908 18 316 2018 MC Phone System Replacement | 15,012.00 | 4,557.49 | 10,454.51 |
| Playing Field Improvements | 14,951.37 | 11,592.00 | 3,359.37 |
| 100 4909 19 574 2019 Playing Field Improvements | 14,951.37 | 11,592.00 | 3,359.37 |
| Public Safety Buildings Improvements | 15,305.19 | 0.00 | 15,305.19 |
| 100 4903 19 574 2019 Public Safety Buildings Improvements | 15,305.19 | 0.00 | 15,305.19 |
| PWC Environmental Match/Grant | 60,000.00 | 0.00 | 60,000.00 |
| 100 4909 16 654 2016 PWC Environmental Match/Grant | 20,000.00 | 0.00 | 20,000.00 |
| 100 4909 17 654 2017 PWC Environmental Match/Grant | 20,000.00 | 0.00 | 20,000.00 |
| 100 4909 18 654 2018 PWC Environmental Grant Match | 20,000.00 | 0.00 | 20,000.00 |
| Revaluation Expenses | 58,939.71 | 750.00 | 58,189.71 |
| 100 4909 17 664 2017 Revaluation | 8,939.71 | 750.00 | 8,189.71 |
| 100 4909 18 664 2018 Revaluation | 25,000.00 | 0.00 | 25,000.00 |
| 100 4909 19 664 2019 Revaluation Expenses | 25,000.00 | 0.00 | 25,000.00 |

Town of Stratham
 CIP/Capital Projects
 Balances As of June 30, 2020

| Project/Account | Balance Forward (2016-2019) | YTD | \$ Remaining |
|------------------------------------------------------------|--------------------------------|------------------|-------------------|
| Road Reconstruction Program | 119,247.91 | 74,528.67 | 44,719.24 |
| 100 4909 19 601 2019 Road Reconstruction Program | 119,247.91 | 74,528.67 | 44,719.24 |
| SHP Facility Improvements | 22,092.93 | 0.00 | 22,092.93 |
| 100 4903 17 573 2017 SHP Facility Improvements | 2,162.64 | 0.00 | 2,162.64 |
| 100 4909 19 573 2019 SHP Facility Improvements | 19,205.53 | 0.00 | 19,205.53 |
| 101 4903 18 573 2017 SHP Facility Improvements | 724.76 | 0.00 | 724.76 |
| SHP Front Pavilion Painting | 296.87 | 0.00 | 296.87 |
| 100 4909 18 545 2018 SHP Front Pavilion Painting | 296.87 | 0.00 | 296.87 |
| SHP Parking Lot Improvement | 32,000.00 | 0.00 | 32,000.00 |
| 100 4909 17 575 2017 SHP Parking Lot Improvements | 11,000.00 | 0.00 | 11,000.00 |
| 100 4909 18 575 2018 SHP Parking Lot Improvements | 11,000.00 | 0.00 | 11,000.00 |
| 100 4909 19 575 2019 SHP Parking Lot Improvements | 10,000.00 | 0.00 | 10,000.00 |
| SHP Parking Lot Replacement | 8,500.00 | 0.00 | 8,500.00 |
| 100 4909 16 575 2016 SHP Parking Lot Replacement | 8,500.00 | 0.00 | 8,500.00 |
| SHP Roadways | 52,500.00 | 0.00 | 52,500.00 |
| 100 4909 17 602 2017 SHP Roadways | 17,500.00 | 0.00 | 17,500.00 |
| 100 4909 18 602 2018 SHP Roadways | 17,000.00 | 0.00 | 17,000.00 |
| 100 4909 19 602 2019 SHP Roadways | 18,000.00 | 0.00 | 18,000.00 |
| Stevens Park parking lot Improvements | 9,000.00 | 0.00 | 9,000.00 |
| 100 4909 19 610 2019 Stevens Park parking lot Improvements | 9,000.00 | 0.00 | 9,000.00 |
| Stormwater Planning & Grant Match | 20,000.00 | 0.00 | 20,000.00 |
| 100 4909 19 654 2019 Stormwater Planning & Grant Match | 20,000.00 | 0.00 | 20,000.00 |
| Tennis Court Improvements | 3,000.00 | 0.00 | 3,000.00 |
| 100 4909 19 604 2019 Tennis Court Improvements | 3,000.00 | 0.00 | 3,000.00 |
| Town Center Match/Grant | 50,000.00 | 0.00 | 50,000.00 |
| 100 4909 16 668 2016 Town Center Match/Grant | 25,000.00 | 0.00 | 25,000.00 |
| 100 4909 17 668 2017 Town Center Match/Grant | 25,000.00 | 0.00 | 25,000.00 |
| Town Office Computer Replacement | 7,878.84 | 3,255.00 | 4,623.84 |
| 100 4908 16 502 2016 Town Office Computer Replacement | 188.86 | 188.86 | 0.00 |
| 100 4908 18 502 2018 Town Office Computer Replacement | 2,689.98 | 2,689.98 | 0.00 |
| 100 4908 19 502 2019 Town Office Computer Replacement | 5,000.00 | 376.16 | 4,623.84 |
| Traffic Control Program | 1,396.50 | 0.00 | 1,396.50 |
| 100 4909 19 603 2019 Traffic Control Program | 1,396.50 | 0.00 | 1,396.50 |
| Water & Sewer Infrastructure Study | 165,000.00 | 3,279.66 | 161,720.34 |
| 100 4909 16 655 2016 Water & Sewer Infrastructure Study | 125,000.00 | 3,279.66 | 121,720.34 |
| 100 4909 17 655 2017 Water & Sewer Study | 20,000.00 | 0.00 | 20,000.00 |
| 100 4909 18 655 2018 Water & Sewer Infrastructure Study | 20,000.00 | 0.00 | 20,000.00 |

Town of Stratham
 CIP/Capital Projects
 Balances As of June 30, 2020

| Project/Account | Balance Forward (2016-2019) | YTD | \$ Remaining |
|-------------------------------------------------------|--------------------------------|-------------------|---------------------|
| Capital Project | 389,580.00 | 0.00 | 389,580.00 |
| 100 4913 01 000 2018 Skate Park Capital Project Funds | 24,580.00 | 0.00 | 24,580.00 |
| 100 4913 19 000 2019 Curbside Collection Automation | 365,000.00 | 0.00 | 365,000.00 |
| Grand Total | 1,174,422.65 | 106,502.09 | 1,067,920.56 |

Projects Lapsing at December 31, 2020:

| Year/Project | Balance Forward | YTD | \$ Remaining |
|------------------------------------|-------------------|-----------------|-------------------|
| 2016 | 179,022.57 | 3,468.52 | 175,554.05 |
| FD Computer Replacement | 333.71 | 0.00 | 333.71 |
| PWC Environmental Match/Grant | 20,000.00 | 0.00 | 20,000.00 |
| SHP Parking Lot Replacement | 8,500.00 | 0.00 | 8,500.00 |
| Town Center Match/Grant | 25,000.00 | 0.00 | 25,000.00 |
| Town Office Computer Replacement | 188.86 | 188.86 | 0.00 |
| Water & Sewer Infrastructure Study | 125,000.00 | 3,279.66 | 121,720.34 |
| Grand Total | 179,022.57 | 3,468.52 | 175,554.05 |

Forms of Town Government

There are two basic forms of *town* government under New Hampshire law: (1) traditional, board of selectmen/open town meeting form; and (2) town council/town manager form described in [RSA Chapter 49-D](#). Each form has several variations.

1. Board of Selectmen/Open Town Meeting

This is the traditional, "pure democracy" form of town government, where the voters themselves, acting at town meeting, are the legislative body. Budgetary and other questions are put before the voters in the form of warrant articles, the merits of which are debated, and then voted on at the meeting. There are three variations of the board of selectmen/open town meeting form of government, two of which require specific adoption under the charter process set forth in [RSA Chapter 49-B](#). The three variations are:

a. Official Ballot Referendum Form of Meeting

This official title is a bit cumbersome, which may be why this form of government is better known as "SB 2" (for Senate Bill 2, the legislation creating this option, and codified at [RSA 40:12 - :16](#), that was enacted by the legislature in 1995). The official ballot/SB 2 form may be adopted only by a three - fifths majority of the voters voting on the question. [RSA 40:14](#). Towns may adopt this "standardized" official ballot option by following the provisions of RSA 40:14. Under this form, warrant articles - either submitted by the board of selectmen or by petition - come before the voters, are debated, and may be amended at a "first session" (also known as the "deliberative session") of town meeting. [RSA 40:13](#). The final vote on the warrant articles, as amended, occurs later, at the "second session" of the voters, at the polls, by means of an official ballot. This second session is the official "election" date.

b. Official Ballot Town Meeting

This is the "customized" official ballot option, as opposed to the "standard" SB 2 version. Under this variation, also enacted by the legislature in 1995, the details of how the official ballot would be used is up to the community's discretion and must be adopted by following the charter process outlined in [RSA 49-13](#). According to [RSA 49-D:3, II-a](#), a charter must specify with precision the following information: what types of questions will go on the official ballot (budgetary and non-budgetary); a finalization process for the budget in the event it is rejected by the ballot vote; the process for public hearing, debate, and amendment of questions to be placed on the official ballot; the procedure for transferring funds among various departments and accounts during the year; and the procedure for balloting at special town meetings. General laws relative to town meeting apply to those utilizing this option, such as the warning of meetings, the right for petitioned warrant articles, the conduct of the meeting, and the type of majority required for bond issues.

c. Representative Town Meeting

This is the third variation on the traditional open town meeting form of government, and is the second of the three variations that must be adopted by means of the charter process described below. Instead of vesting legislative authority in a town meeting made up of all registered voters in the town, this option vests legislative authority in a group of people elected to represent districts within the town. [RSA 49-D:3, III](#). The representative town meeting has all the powers of town meeting conferred by statute and the state constitution. The charter must specify: the manner of district representation; how vacancies are filled; requirements of attendance and quorum; residency or eligibility requirements (up to one year in the town or district and continued residency during the term); specific procedures for annual budget adoption, including preparation, presentation and public hearing; designation of a fiscal year; an annual election date; and audit requirements. The charter may provide for referenda on certain issues to the registered voters of the town at large at special town meetings called for the purpose of deciding those issues. In addition to elected members of town meeting, the board of selectmen, the town clerk and the budget committee chairman are designated as members-at-large of the representative town meeting, with the same rights, privileges, and duties of the elected members. [RSA 49-D:3, III](#).

2. Town Council/Town Manager

This second form of town government (with its three variations) allows a town to adopt a charter establishing a *representative* body - the town council - which has powers similar to those of a city council. The charter must provide for the appointment of a town manager by the council, who shall have all the powers of town managers as set out in [RSA Chapter 37](#). The provisions of the charter adopting this form of government must comply with the requirements of [RSA Chapter 49-B](#) and [RSA 49-D:2](#). The council may have as many as 15 members, and must have an odd number unless the vote of the chair is reserved for breaking ties. [RSA 49-D:3, 1\(b\)](#).

a. Board of Selectmen/Open Town Meeting Abolished

The adoption of a town council town manager charter abolishes the traditional board of selectmen/open town meeting form of government.

b. Legislative Body Options

Under the town council form of government, [RSA 49-D: 2, II\(a\)](#) requires establishment of a *legislative body* to replace the traditional open town meeting. However, the charter may reserve authority, by referendum, to the town voters over amendments to land use ordinances and approval of bond issues. [RSA 49-D:2, I](#). [RSA 49-D:3](#) spells out three charter options for choosing the type of legislative body:

i. Town Council functions as both the governing body and legislative body, as do city councils in cities. Where the town council is both the governing body and the legislative body, it generally has all the powers and duties of selectmen, city councils and boards of aldermen, and may address all matters that general law requires to be done at town meetings, all as provided by [RSA 49-D:3, 1\(a\)](#). The charter may provide for voter referenda on certain issues at special town meetings called for the sole purpose of deciding those issues. [RSA 49-D:3, 1\(e\)](#). (Of course, some state statutes require that certain questions be decided by official ballot vote.)

ii. Official Ballot Town Council is a variation of the town council form (enacted by the legislature in 1995) that limits the power of the town council by authorizing the charter to specify certain matters on which the voters will vote by official ballot. These matters may be some or all such matters that the general laws require annual or special town meetings to vote on. *Thus, the town council is vested only with authority to vote on such matters not voted on by official ballot.* The charter must specify with precision the budgetary items to be included on the official ballot, a finalization process for the annual budget, and a process for public hearings, debate, discussion and amendment of questions to be placed on the ballot. [RSA 49-D:3, I-a](#).

iii. Budgetary Town Meeting has the limited authority to vote on the annual operating budget as presented by the town council. [RSA 49-D:3, II](#). Under a charter providing for a budgetary town meeting, although the legally effective business to come before the town meeting is the budget, some towns use the annual meeting as an advisory session, where the voters may express concerns publicly.

3. Changes without Charters

Towns have many statutory options for making adjustments in their form of government without adopting charters, e.g., adoption of the Municipal Budget Act ([RSA 32:14](#) et seq.), adoption of the 5-member board of selectmen ([RSA 41:8-a - :8-e](#)), adoption of the official ballot referendum (SB 2) discussed above, and - one of the most popular options - adoption of the town manager statute, [RSA Chapter 37](#).