

MEMORANDUM

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

FROM: David Moore, Town Administrator

DATE: September 18, 2020

RE: Select Board Agenda and Materials for the September 21st Regular Meeting

Please allow this memorandum to serve as a guide to the Select Board Meeting agenda for September 21, 2020.

III. Consideration of Minutes

Draft minutes from your meeting on August 31st are included for your review.

IV. Treasurer Report (first meeting of the month)

V. Department Reports & Presentations

The department report will be from Lesley Kimball, Library Director.

VI. Correspondence

- A. James Helfrich Letter – International Dark Sky & Lighting at the Municipal Center
- B. HealthTrust August 2020 – Letter Regarding Distribution of Surplus
- C. Letter from Paul Pandelena Property off of Boat Club Road

VII. Public Comment

VIII. Public Hearings, Ordinances and/or Resolutions

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

X. New Business and Action Items

- A. Select Board Election of Officers

The Board's regular practice of electing officers was disrupted with the unusual completion date of Town Meeting. This item is an opportunity to fulfill the need for officers referenced in your Board Manual.

B. Select Board Manual Discussion (continued from 8-31 meeting)

At your meeting, the Board is slated to continue the discussion of the Select Board Manual revisions. The Board asked me to write a policy reflective of your discussion at your last meeting about the appointment process for Boards and Commissions. I have provided you with draft replacement Rules 24 and 25 for you review (see packet) and consideration.

Further, I propose the Board create a document and adopt a practice (to be memorialized in your manual) of annually adopting administrative orders & procedures (at your first meeting). I have included a proposed Cover Sheet to this document, and the beginning of a table of contents which lists the type of policies that would "live" in this document. Over time we can certainly improve the formatting, but I believe this represents a good start on a repository.

C. Select Board Policy Discussion – Boards & Commissions Appointments

In addition to amendments to Rule 24 and 25 addressed above, I propose the Board adopt an Administrative Order and Procedure that adds detail to implement Rule 24 and 25. Components of this policy (if not the entire policy) can also be used to communicate with Board Chairs and applicants so they can know what to expect. In this document, I have worked to document the process that is largely in place, but needs a written foundation for consistency and communication purposes. It also includes a few tweaks I hope you view as responsive to the direction of your conversation from August 31st. I have distributed this in draft form to the Core Group and requested feedback on a specific deadline (the 21st), so I can share their thoughts with you.

D. Review of Draft Resource for Laws and Policies Concerning Political Signage

As we prepare to enter further into election season the staff has seen the need to clarify and share information about the relevant laws and regulations concerning political advertising. I have worked with our Code Enforcement Officer Shanti Wolph to develop a resource document for residents and political candidates that summarizes the relevant law and regulations pertaining to placement of "political advertising". This document (which should, in my opinion, become an Administrative Order & Procedure, since there is Select Board policy foundational to it) is not intended to change any rules or break new ground, instead, I have sought to understand how political signage works in Stratham presently and to confirm that. I hope to have the Select Board confirm the policy related items that I understand have been longstanding practice in Stratham, which include:

1. The Board will not approve of political advertising placed on state or town ROW in front of Town-owned property.
2. The Board will not approve requests for political advertising to be placed on Town property.

3. The Code Enforcement Officer is responsible for directing and coordinating removals of political signage that violate 1 and 2 above and as authorized in state law and our ordinance.

E. Discussion on Halloween 2020

Many municipalities are engaged with the topic of Halloween in the context of our pandemic. I plan to share updated information about the topic from our region as well as input from staff to date.

XI. Town Administrator Report

A. Betty Lane Final Bond Release and Deed Acceptance

Please see the memo and recommended action by Town Planner Tavis Austin.

B. Treat Farm Road Bond Release Request (1)

Please see the memo and recommended action by Town Planner Tavis Austin.

C. Update on Communications Building at Stratham Hill Park

There are no updates at this time.

D. PFAS Remedial Plan Update

We are now under contract with our engineering consultant to complete confirmatory testing and draft our remedial action plan. The outreach to affected property owners by Wilcox & Barton took place September 16th and testing results to inform the drafting of the plan are due back by the end of October. I will keep you update along with our Resource website. Given that the State has identified a presumptive mitigation measure in point of entry filtration systems, I will be working with our DPW and Wilcox to inform capital planning preparations for 2021.

E. Budget Process Update

Budgets for departments were due to the Finance Administrator on September 18th. Meetings with each department head are schedule for the week of the 21st to review submittals. I plan to discuss other budget preparations with the Board at the meeting.

F. Scheduling of Legislative Delegation Meeting

Due to the pandemic, the April Select Board meeting originally projected to include an update from the Legislative Delegation could not take place. I plan to discuss the plan for rescheduling at your October 5th meeting. Similar to the query I sent to the Board on behalf of the Chair last week, I have asked the staff to weigh-in with information needs, important legislation they are

following and other potential points of interest they would suggest we cover with the delegation. I will report out on those at your meeting.

G. Memo from Police Chief regarding Body Worn Cameras

Please see the attached memorandum from the Police Chief, who is seeking input on the method of requesting funding support for this initiative.

H. Misc. updates

XII. Informational Items

- A. Hawkers & Peddlers Ordinance
- B. NHMA's COVID - Financial Impact Survey Results
- C. Proposed Community Power Coalition Letter
- D. Monthly Expenditure Report
- E. GOPHER Funding Inquiry – SAU 16

XIII. Reservations, Event Requests & Permits

- A. Raffle Permit request from Big Brothers / Big Sisters

XIV. Review of Recent or Upcoming Board & Commissions Agendas

XV. Miscellaneous & Old Business

XVI. Adjournment



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

SELECT BOARD AGENDA

SEPTEMBER 21, 2020

TOWN OF STRATHAM

7:00 P.M.

Hutton Room, Stratham Municipal Center

10 Bunker Hill Avenue- Stratham, NH 03885

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

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

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

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 – August 31, 2020
- IV. Treasurer Report (first meeting of the month)
- V. Department Reports & Presentations – Library Director, Lesley Kimball
- VI. Correspondence
 - A. James Helfrich Letter - International Dark Sky & Lighting at Municipal Center
 - B. HealthTrust August 2020 – Letter Regarding Distribution of Surplus\

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.



TOWN OF STRATHAM

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- C. Letter from Paul Pandelena Property off of Boat Club Road
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions
- IX. Discussion of Monthly Reports – (second meeting of the Month)
- X. New Business and Action Items
 - A. Select Board Election of Officers
 - B. Select Board Manual Discussion (continued from 8-31 meeting)
 - C. Select Board Policy Discussion – Boards & Commissions Appointments
 - D. Review of Draft Resource for Laws and Policies Concerning Political Signage
 - E. Discussion on Halloween 2020
- XI. Town Administrator Report
 - A. Betty Lane Final Bond Release and Deed Acceptance
 - B. Treat Farm Road Bond Release Request (1)
 - C. Update on Communications Building at Stratham Hill Park
 - D. PFAS Remedial Plan Update
 - E. Budget Process Update
 - F. Scheduling of Legislative Delegation Meeting
 - G. Memo from Police Chief regarding Body Worn Cameras
- XII. Informational Items
- XIII. Reservations, Event Requests & Permits
 - A. Raffle Permit request from Big Brothers / Big Sisters
- XIV. Review of Recent or Upcoming Board & Commissions Agendas
- XV. Boards and Commissions Nominations & Appointments
- XVI. Miscellaneous & Old Business
- XVII. Adjournment

MINUTES OF THE AUGUST 31, 2020 SELECT BOARD MEETING

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

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

Ms. Knab made a motion to approve the August 17, 2020 minutes. Mr. Lovejoy seconded the motion which passed unanimously.

TREASURER'S REPORT

Town Treasurer Tracy Abbott submitted the Treasurer's Report. The Board reviewed. No discussion.

PUBLIC WORKS

Public Works Director Nate Mears presented his department report. He reviewed the paving schedule which includes Union Road patching between Winnicutt Rd and High Street. Line striping will begin once paving is complete. Drainage concerns were investigated on Stratham Heights Rd. Drought conditions have decreased the number of mosquitoes.

Mr. Mears reported that solid waste proposals have been submitted and analyzed. Volumes of municipal solid waste has increased 10% year to date and recycling is up 11%. There is speculation that the increase is due to more people being home because of the pandemic.

Next Mr. Mears updated the Board on work being done at the cemeteries, the parks and the facilities.

Under separate cover, Mr. Moore provided the Board with background information about drought conditions and a request from NHDES. Mr. Lovejoy made a motion to move forward with a water use restriction as recommended by the State of NH and to request the Town Administrator to follow-up with all posting and implementation requirements, including communications with the public, as required in RSA 41 11:d. Ms. Knab seconded the motion. Mr. Houghton opposed the motion out of concern that not enough notice was given to the public.

Mr. Houghton made a motion to go into a non-public session at 7:55pm. _____ seconded the motion. All voted in favor. At 9:24 pm they voted to come out of the non-public session and seal the minutes noting that failure to do so may render a proposed action ineffective.

Mr. Moore received a request from Police Chief Anthony King to release CIP funds and Radio Reserve funds. There is an additional cost to the previously approved amount. Mr. Moore advocated a policy for expending Detail Account funds. Ms. Knab made a motion to approve Chief King's request to release the CIP funds and Radio Communication Reserve funds. Mr. Lovejoy seconded the motion. All voted in favor.

Mr. Moore presented the Comcast Cable TV franchise agreement. They are allowing us a one year extension because of the pandemic. Mr. Moore researched the benefits and limitations involved in renewing and doesn't believe it would be detrimental to do so. Mr. Lovejoy made a motion to move forward with the one year extension agreement. Mr. Houghton seconded the motion. All voted in favor.

Next, Mr. Moore reported that he's been working with DES and Wilcox & Barton to develop a scope of work and cost proposal for following up with the PFAS Remedial Action Plan. The Board asked for some clarification on the details of the mediation. Ms. Knab made a motion to authorize the Town Administrator to enter into a professional agreement with Wilcox & Barton in an amount up to \$37,000. Mr. Lovejoy seconded the motion. All voted in favor.

Mr. Moore felt it was important to update the Select Board Rules of Procedure. The Board wanted to spend more time reviewing the document and requested it be on their September 21st agenda for further discussion.

Mr. Moore reviewed Election Day preparations and the extra measures being taken to make it as safe as possible. He detailed the logistics and importance of moving the flow of people through the building quickly. Mr. Moore clarified questions about processing absentee ballots. He explained the accommodations that were being made to ensure everyone's right to vote. Mr. Houghton made a motion to make masks required while in the Municipal Center until further notice. Mr. Lovejoy seconded the motion. All voted in favor.

Mr. Moore reported that there will be a large increase in NHRS rates which will occur mid next year. We do not have any choice or ability to change this.

The owner of 30 Bunker Hill Avenue has come to Mr. Moore to request a cost sharing agreement to pave his driveway. The Town benefits from using this driveway and we have the funds to cover the work.

Mr. Moore presented requests for reservations and fee waivers. Mr. Lovejoy motioned to approve the reservations and fee waivers. Mr. Houghton seconded the motion. All voted in favor.

Next, Mr. Moore noted there were three appointments: Tracy Abbott to be re-appointed to the Recreation Commission, Joe Anderson to the Planning Board as an alternate and Kyle Saltonstall as an alternate to the Conservation Commission. Mr. Moore sees a need to implement a consistent practice regarding appointments. He would like to formalize this process for inclusion in the Select Board Rules of Procedure. Having committee member input and mandating the candidate attend a meeting were deemed important parts of the process. They discussed the issue committees have with members remaining as an alternate. Conversation centered on whom has authority to appoint members. Mr. Lovejoy made a motion to re-appoint Tracy Abbot to the Recreation Commission. Mr. Houghton seconded the motion. All voted in favor. Mr. Houghton motioned to appoint Joe Anderson to the Planning Board as an alternate. Ms. Knab seconded the motion. All voted in favor. They were unsure if the Conservation Commission was aware of Kyle Saltonstall's interest and decided to wait until they received input from them. Ms. Knab

made a motion to appoint to the Conservation Commission Ana Egana to a full member, Brad Jones to a full member and re-appoint Bob Keating. Mr. Lovejoy seconded the motion. All voted in favor.

At 10:29 Mr. Houghton made a motion to adjourn. Mr. Lovejoy seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard
Recording Secretary

DRAFT

John A. Helfrich
7 Tall Pines Drive
Stratham, NH 03885

Mr. Michael Houghton
Chair-Select Board
Town of Stratham
10 Bunker Hill Avenue
Stratham, NH 03885

August 28, 2020

Subject: Light Pollution

Dear Mr. Houghton,

We are donors to the International Dark Sky Association ("IDA") which is an organization that is "...leading the way globally to protect the night from light pollution." IDA is located in Tucson, AZ and its Executive Director is Rushkin K. Hartley. Mr. Hartley, whom I have not met, is copied on this letter and I will contact him to see if he can speak with you regarding my request found later in this letter.

The greater Seacoast Area and Stratham in particular is experiencing and rightly encouraging rational growth and with that comes the opportunity to minimize light pollution and/or to stop the growth of light pollution and "restore the night."

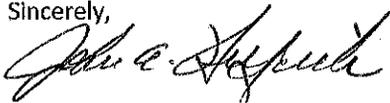
The purpose of this letter is to request that you and others copied on this letter go to the IDA website at www.darksky.org and take a few minutes to review both its purpose and resources it has. This will, I believe, allow you/others to be aware of steps that can be taken that will require certain types of lighting equipment be incorporated into the Town of Stratham Building Codes and/or other applicable regulations.

I have enclosed a card describing "Five Principles for Responsible Outdoor Lighting" that you might find of interest.

In closing, as a Resident of Stratham for 28 years, I would also like to request that you and/or the responsible person in our Town Government review the nighttime lighting at the Town Offices. Do we need so much light when the Town Offices are closed? Can they be dimmed? This is an issue for both energy costs and also for nighttime light pollution. As you will note from my address, we do not abut the Town Offices and therefore I do not represent any particular neighborhood. Rather, as a Resident I am respectfully asking you to give all of the above some thought and then I will follow up with you by phone so we can discuss this subject.

Thank you and your fellow Select Board Members and the Town Office Staff for your ongoing efforts to improve our community.

Sincerely,



Cc/Joseph Lovejoy (Vice Chair-Select Board), Allison Knab (Select Board), David S. Moore (Town Administrator), Patrick Abrami (New Hampshire House of Representatives-District 19), Ruskin K. Hartley (Executive Director-IDA)

LIGHT TO PROTECT THE NIGHT

Five Principles for Responsible Outdoor Lighting



Illuminating
ENGINEERING SOCIETY



USEFUL



ALL LIGHT SHOULD HAVE A CLEAR PURPOSE

Before installing or replacing a light, determine if light is needed. Consider how the use of light will impact the area, including wildlife and the environment. Consider using reflective paints or self-luminous markers for signs, curbs, and steps to reduce the need for permanently installed outdoor lighting.

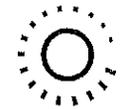
TARGETED



LIGHT SHOULD BE DIRECTED ONLY TO WHERE NEEDED

Use shielding and careful aiming to target the direction of the light beam so that it points downward and does not spill beyond where it is needed.

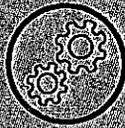
LOW LIGHT LEVELS



LIGHT SHOULD BE NO BRIGHTER THAN NECESSARY

Use the lowest light level required. Be mindful of surface conditions as some surfaces may reflect more light into the night sky than intended.

CONTROLLED



LIGHT SHOULD BE USED ONLY WHEN IT IS USEFUL

Use controls such as timers or motion detectors to ensure that light is available when it is needed, dimmed when possible, and turned off when not needed.

COLOR



USE WARMER COLOR LIGHTS WHERE POSSIBLE

Limit the amount of shorter wavelength (blue-violet) light to the least amount needed.



August 24, 2020

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

Dear Mr. Moore:

On June 8, 2020, we sent you a letter about one of the important ongoing benefits of HealthTrust Membership – our annual process to determine the amount of surplus available to be distributed back to Member Groups. Typically, this process occurs in October, after acceptance of the audited financial statements by the HealthTrust Board of Directors, and we inform you at that time how much, if any, Return of Surplus your Group will receive.

The HealthTrust Board of Directors recognized, however, that during these unprecedented times, it may be of significant value to your Group to learn as soon as possible how much of a Return of Surplus is anticipated for your Group in November 2020. As a result, on Friday August 7, 2020, the HealthTrust Board adopted the enclosed resolution, which formally declared:

- 1) The amount of FY2020 Surplus it expects to distribute to Member Groups after it receives and approves the audited financial statement on October 6, 2020 to be approximately \$18.8 million;
- 2) The FY2020 Surplus is expected to be distributed to HealthTrust Members who participated in HealthTrust's medical, dental and/or short-term disability coverage lines during FY2020 in proportion to each Member Groups' respective contributions for such coverages; and
- 3) **The final amount of FY2020 Surplus to be distributed will be determined after the audited financial statement is accepted by the Board of Directors on October 6, 2020, and that the final amount of FY2020 Surplus to be distributed may be more or less than the amount expected (subject to final audit results).**

Enclosed is information by coverage line regarding your Group's expected share of the anticipated Return of Surplus based on the Board's Resolution. **This information will be updated with actual final return amounts after the Board meeting on October 6, 2020 and will be sent to all Member Groups the week of October 12, 2020.** At that time, reports will be available detailing the enrollment numbers used to calculate the contributions on which the Return of Surplus was determined.

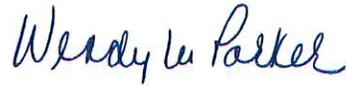
HealthTrust strives to be here for you, our Members, every day with innovative programs and services designed specifically to meet the unique and evolving needs of New Hampshire's municipalities, schools, counties, and other political subdivisions.

We remain committed to our guiding values of service, collaboration, integrity and innovation, and look forward to working on your behalf to make these challenging times just a little bit easier!

Sincerely,

A handwritten signature in blue ink that reads "Cathy Stacey". The signature is fluid and cursive, with the first name "Cathy" being more prominent than the last name "Stacey".

Cathy Ann Stacey, Chair
HealthTrust Board of Directors

A handwritten signature in blue ink that reads "Wendy Lee Parker". The signature is fluid and cursive, with the first name "Wendy" being the most prominent part.

Wendy Lee Parker, Executive Director
HealthTrust

Enclosures

Resolution to Notify Members of the Expected Distribution of Surplus:

WHEREAS, the COVID-19 pandemic and the related Stay at Home Emergency Orders have resulted in a significant reduction in HealthTrust's coverage claims during the last four months of FY2020;

WHEREAS, this reduction in claims has resulted in a projected but as of now, unaudited FY2020 total net position of approximately \$108.8 million;

WHEREAS, HealthTrust's independent consulting actuary, Milliman, using a sound actuarial methodology has recommended that as of June 30, 2020, HealthTrust set its Capital Adequacy Reserve Target at between \$90 million and \$140 million (depending on how much flexibility it has to raise rates in the future);

WHEREAS, based on the Milliman recommendation, the Board of Directors voted to set HealthTrust's Capital Adequacy Reserve Target as of June 30, 2020 at \$90 million, which results in a projected, but unaudited excess surplus for FY2020 of \$18.8 million;

WHEREAS, pursuant to RSA 5-B:5(I)(c) HealthTrust is required to "return all earnings and surplus in excess of any amounts required for administration, claims, reserves, and purchase of excess insurance to the participating political subdivisions";

WHEREAS, the amount of excess surplus that must be so returned is to be based on the year-end audited financial statement;

WHEREAS, HealthTrust's FY2020 audited financial statement will not be available prior to October 6, 2020 and once available, the audited financial statement may indicate an amount of excess surplus for FY2020 that differs from the amount of excess surplus projected at this time;

WHEREAS, HealthTrust's Member political subdivisions are experiencing significant financial pressures due to the impacts of the COVID-19 pandemic and the resulting recession;

WHEREAS, HealthTrust's distribution of its FY2020 excess surplus distribution could assist its Member political subdivisions with these financial pressures,

WHEREAS, many of HealthTrust's Member political subdivisions will only be able to maximize the positive impact of HealthTrust's distribution of FY2020 excess surplus if they are able to account for such funds by September 1, 2020 in time for their annual filing with the Department of Revenue Administration (DRA);

WHEREAS, HealthTrust may **inform** Members of the expected FY2020 return of surplus prior to the availability of HealthTrust's FY2020 audited financial statement and in time for its Member political subdivisions to include the expected FY2020 return of surplus in their September 1, 2020 filing with the DRA; and

WHEREAS, HealthTrust will **determine the exact amount** of the FY2020 distribution of excess surplus after it receives its FY2020 audited financial statement which is anticipated to be on October 6, 2020:

NOW, THEREFORE, on August 7, 2020, the Board of Directors of HealthTrust, Inc. (the "Board") hereby adopts the following resolutions:

- I. RESOLVED, the Board, hereby declares that it expects the amount of FY2020 surplus it will distribute to Members pursuant to Section 5.1 and 5.2 of the Bylaws after it receives the audited financial statement on October 6, 2020 to be approximately \$18.8 million which it expects to distribute amongst its Members who participated in HealthTrust's medical, dental and/or short-term disability coverage lines during FY2020 in proportion to each Members' respective contributions for such coverages; and
- II. FURTHER RESOLVED, that prior to September 1, 2020, HealthTrust staff shall notify each Member of the amount of FY2020 surplus it is expected to receive as part the expected return of surplus together with a statement that the final amount of FY2020 surplus to distributed will be determined after the audited financial statement is accepted by the Board on October 6, 2020, and that the final amount of FY2020 surplus to be distributed may be more or less than the amount expected (subject to final audit adjustment).

Town of Stratham

Summary of Expected Return of HealthTrust FY2020 Surplus

Your Group's expected share of the anticipated FY2020 Return of Surplus amount as identified by the HealthTrust Board on August 7, 2020:

Coverage	Expected Amount
Medical	\$28,313.33
Dental	\$1,588.70
	\$29,902.03

Detailed breakdown by Medical Billing Group:

Medical Billing Group Name	Expected Amount
STRATHAM	\$25,287.08
STRATHAM NHRS	\$3,026.25
Medical Billing Group Total	\$28,313.33

Detailed breakdown by Dental Billing Group:

Dental Billing Group Name	Expected Amount
STRATHAM	\$1,433.52
STRATHAM NHRS	\$155.18
Dental Billing Group Total	\$1,588.70

Mr. David Moore
70 Bunker Hill Ave.
Stratham NH 03885

RE: Donna and Al Frost Property and concerns

Dear Mr. Moore,

Thank you for meeting with my sister, Donna, and myself a few weeks ago.

After meeting with you and discussing the plans that the Town has for the land near her lot, we are asking for the following:

- 1) Documentation that memorializes the mutual rights the Frosts have for the entire Right of way usage of the Driveway from River Road to the front of their property.
- 2) Establish a buffer from their property and the Towns land and have proper signage installed that delineates where the general public can go and where they can't pass beyond.
- 3) A legal document indemnifying the Frosts and any ownership successors from any and all liability relating to the Right of way and any accidents or injuries which may arise from the publics use of this land.
- 4) We understand that a designated parking area will be provided to the public, we ask that this be before the scullers access drive and that the Town be solely responsible for the construction and maintenance of that area.
- 5) Since the Town is now inviting the public to use this land for recreation, we feel the maintenance of this access drive be done solely by the Town. It is the only way to ensure that the Frosts or any of their successors would not be dragged into any legal matters stemming from injuries or claims by the public. This would include, all regrading and pothole repairs as well as snow plowing. It is the only way we see to protect the Frosts from the exposure that the use of this land now inflicts upon them.

As we stated when we met, we want to be good and peaceful neighbors, we simply need to be protected by this new land use encouraged by the Town.

I look forward to your feedback and hopefully a harmonious existence.

Sincerely,

Paul Pandelena

PROPOSAL FOR REPLACEMENT OF RULES 24 AND 25 IN SELECT BOARD MANUAL

DRAFT

If adopted, these rules would replace those same numbered rules in the current Select Board manual (proposed to be adopted with revisions).

Rule 24. Committees/Liaisons

(A) Select Board Representatives: Select Board members may serve as representatives and/or liaisons to various town organizations and committees. These representatives shall be nominated and approved by the Select Board on an annual basis (usually at the first meeting of the new Board).

(B) Special Ad Hoc citizen advisory committees or task forces may be created by the Select Board for a particular purpose. The Select Board upon appointment of special ad hoc committees shall define in writing a specific charge and expiration date. All such committee members shall be nominated and approved by the Select Board. Ad Hoc committees expirations shall be set by the Board, but shall be no later than the date of the first meeting of a new Select Board held after the close of the Annual Town Meeting, unless specifically continued by the Select Board thereafter for a specified time period. One Select Board member, appointed by the Select Board, may serve as a representative to a citizen advisory committee as a voting member.

(C) The Town Administrator may assign Town employees to support various committees, but no staff person shall serve as a voting member of a study committee. This rule not preclude the Select Board from directly appointing Town employees to serve on a committee in an "ex-officio" non-voting capacity.

(D) Minutes of committee meetings shall be recorded in accordance with RSA 91-A, the NH Right to Know Law.

Rule 25. Applications/Nominations/Appointments & Reappointments

The procedure for nominating and appointing residents to town boards, commissions and committees shall be as follows:

1. Opportunities to serve on newly formed committees and vacancies on existing boards and commissions under the appointment authority of the Select Board shall be advertised by posting on the Town's website, for at least a two week period prior to being filled.
2. The Town Administrator shall bring forth all applications received for each position to the Select Board Chair for inclusion on the Board's Agenda. Applicants for open positions, shall first be placed on a

Select Board meeting agenda “for consideration”, prior to being acted on at the next regular Select Board meeting. At the time a name appears for a second time on an agenda, it shall be referenced on the agenda as “to be voted” and likewise when the name is listed “for consideration”.

3. Reappointments to Boards & Commissions shall be done following a submittal of an application for the new term. Existing members seeking reappointment shall submit a new application.

Rule 25A. Procedure of Single and Multiple Nominations

(A) Single nomination. Whenever only one person is nominated to a particular position, the nomination shall be made by a member of the Select Board, and then seconded. Once seconded, a vote is taken. Should the person so nominated receive the majority of votes from that Select Board present, the nomination is confirmed. If the majority of that Select Board present votes not to approve the nomination, the nomination shall be considered rejected and the name removed from further consideration.

B) Multiple nominations. Whenever there are multiple nominations for one position, each name will be placed in nomination with no requirement for a second, although a nomination may receive a second if a Board member wishes to do so. When all nominations are closed, each member of the Select Board shall have an opportunity to speak regarding the qualifications of nominees, and then each Select Board member shall cast a vote for no more than one name. The name receiving a majority of those Select Board members present and voting shall be deemed confirmed. Should no one nomination receive a majority of the vote and there are more than two nominations for the one position, then the nomination with the least number of votes received shall be removed from the second round of voting. The Select Board shall then vote a second time on those nominations remaining. If the second vote fails to confirm an appointment, the Presiding Officer may order a third vote or declare the matter deadlocked and order the nomination be forwarded to the next meeting of the Town Select Board. In the case of only two nominations not receiving a majority vote, the Presiding officer may order a second vote or order the nomination be forwarded to the next meeting of the Town Select Board.

Administrative Orders and Procedures

Town of Stratham
Select Board

Adopted _____

In accordance with the Town of Stratham Select Board Manual, the Select board - at its first meeting each year following the close of the Town Meeting – adopts its Administrative Orders and Procedures. The approval dates noted in the attached orders and procedures note the date of initial adoption by the Select Board. Revision dates are also noted.

List of Administrative Orders and Procedures (Will be attached)

Reservation Policies and Procedures – Completed in 2020
Political Advertising (Example) – Drafted in 2020
Parks, Area, and Facilities Naming Policy (Completed in 2020)
Procedure for Hiring & Onboarding New Hires (Needed)
Procurement Policy (Needed)
Teleworking Policy (Completed in 2020)
Investment Policy (Completed in 2020)
MOU Stratham Fair

Administrative Procedure

Appointments to Boards and Commission

Adopted by Select Board: _____

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

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

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

Board Responsibility & Staff Roles

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

The Town Administrator's role is support the board in carrying out this function and to supervise the performance of Town staff assigned duties under this policy.

Town staff who are assigned to serve as staff supports for various Boards and Committees are responsible for assisting the Board and Town Administrator and Chairs of each Board and Commission they are assigned to support in ensuring a complete membership, and tracking terms, term expirations and renewals and following this policy as well as ensuring a process for "on-boarding" and supporting new members.

The Select Board welcomes and encourages the support of the community, Board and Commission Chairs, and the membership of each Board and Commission in recruiting, supporting, onboarding residents to serve and grow in their roles.

Board & Commission Membership and Terms

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

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

Process for Applying to Town of Stratham Boards

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

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

Town staff are expected to actively fill open or vacant positions from the time they occur to the time they are filled, to support the Select Board, Town Administrator and Board Chair to maintain a full Board and complement of alternate according to each Board or commission terms of establishment.

Town staff appointed to Boards and Commission shall ensure complete applications are provided to the Executive Assistant, appointment letters are distributed, Board Chairs are notified and all necessary communication to ensure the new Board member is successfully connected with the Chair for communications purposes. The staff person is also responsible for ensuring the Website is updated with the name of the new commissioner.

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

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

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

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

Responsibility of Applicants to Boards and Commissions

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

1. Contact the Board Chair or Town staff to express interest and or learn about the responsibilities and requirements of members on that Board or Commission.
2. Attend at least one meeting as a member of the public to further understanding. If the Board meets infrequently, we encourage speaking with the Board Chair.
3. Confirm they can attend Board or Commission regular meetings as scheduled.

Review of Applications and Placement on Board Agendas

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

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

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

DRAFT

**Political Advertising
Guidance for Residents & Political Candidates
Town of Stratham, NH
September 2020**

This document is intended as an accessible summary of relevant law and policy in Stratham, for additional detail and information please refer directly to the relevant statute or resource referenced. The NH Department of Justice Election Law Division has an online information resource for related political advertising questions, which can be found here <https://www.doj.nh.gov/election-law/faq.htm#advertising>.

All signage for political candidates must comply with State law (RSA 664:17 <http://www.gencourt.state.nh.us/rsa/html/LXIII/664/664-17.htm>), attached. Political advertising is also regulated through the Stratham Zoning Ordinance (see Section 7.6 and 7.6). NHDOT has also issued guidance to political candidates regarding signage on and near State-highways (see annual guidance from July 2020, attached - <https://www.nh.gov/dot/media/nr2020/20200722-political-signs.htm>).

- All signage for political candidates must comply with State law, see RSA 664:17 (<http://www.gencourt.state.nh.us/rsa/html/LXIII/664/664-17.htm>, attached).
- Signage placed in rights-of-way along State-owned roadways, is permitted so long as - in accordance with RSA 664:17 - the property owner over which the right-of-way passes has given permission. Please refer to State of NH DOT policy related to signage for political advertising (attached - <https://www.nh.gov/dot/media/nr2020/20200722-political-signs.htm>). State-owned roadways in Stratham include the following: NH Route 33 (Portsmouth Avenue) from Greenland to the Stratham Traffic Circle; NH Route 108 (College Road) from Newfields to Exeter); Bunker Hill Avenue; Winnicutt Road; and Squamscott Road.
- In Stratham, the Town - in its capacity as a property owner along various state highways - will not grant permission to candidates or residents to place political signage in the right-of-way over Town-owned property.
- The Town will not grant permission to place signs for political candidates on Town-owned property.
- Political signage placed in rights-of-way along town-owned roadways, will be permitted so long as, in accordance with RSA 664:17, the property owner over which the right of way passes has given permission. No permission will be granted for rights-of-way in front of Town-owned property along state or Town-owned roads.
- All signage shall be erected in a manner which does not disrupt the safe flow of traffic.
- No signs shall be permitted on utility poles, or other structures on public property and are subject to removal by the Code Enforcement Officer.
- The Town of Stratham Code Enforcement Officer (CEO) will remove signage on utility poles and other structures on public property and public rights of way. CEO will remove signage on Town-

owned property and within rights-of-way in front of Town-owned property (state or town-owned roads).

- If signage is removed by the Town's Code Enforcement Officer, the signage will be held until one week after the election at the Building Department at the Municipal Center 10 Bunker Hill Avenue. Please call to arrange pick-up 603 772-7391 ext. 180.
- According to NHDOT, signage removed for safety or interference with maintenance operations, will be removed by State maintenance staffs and be located at the location DOT patrol headquarters. The District 6 office can be contacted by calling (603) 868-1133 (<https://www.nh.gov/dot/org/operations/highwaymaintenance/districts/6.htm>).

TITLE LXIII ELECTIONS

CHAPTER 664 POLITICAL EXPENDITURES AND CONTRIBUTIONS

Political Advertising

Section 664:17

664:17 Placement and Removal of Political Advertising. – No political advertising shall be placed on or affixed to any public property including highway rights-of-way or private property without the owner's consent. All political advertising shall be removed by the candidate no later than the second Friday following the election unless the election is a primary and the advertising concerns a candidate who is a winner in the primary. Signs shall not be placed on or affixed to utility poles or highway signs. Political advertising may be placed within state-owned rights-of-way as long as the advertising does not obstruct the safe flow of traffic and the advertising is placed with the consent of the owner of the land over which the right-of-way passes. No person shall remove, deface, or knowingly destroy any political advertising which is placed on or affixed to public property or any private property except for removal by the owner of the property, persons authorized by the owner of the property, or a law enforcement officer removing improper advertising. Political advertising placed on or affixed to any public property may be removed by state, city, or town maintenance or law enforcement personnel. Political advertising removed prior to election day by state, city, or town maintenance or law enforcement personnel shall be kept until one week after the election at a place designated by the state, city, or town so that the candidate may retrieve the items.

Source. 1979, 436:1. 1994, 4:28. 2006, 273:1. 2013, 24:1, eff. July 15, 2013.



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

From the Stratham Zoning Sign Ordinance:

7.5 EXEMPT SIGNS (REV. 3/16, 3/18)

The following signs are exempt from the permit requirements of this Article, but are otherwise subject to the standards contained herein. Any failure to comply with these standards and any other provisions of this Article shall be considered a violation of the Zoning Ordinance.

l. Signs erected in connection with elections or political campaigns shall comply with all provisions of NH RSA 664:14-21. No such sign may exceed the sign area permitted for other signs within the zoning district in which it is located.

t. Temporary Signs not covered in the foregoing categories, provided that such signs meet the following restrictions: i. Not more than one (1) such sign may be located on any lot; ii. No such sign may exceed six (6) square feet in surface area; and, iii. The maximum sign height shall be six (6) feet above grade to the top of the sign and its supporting structure. iv. Such a sign may not be displayed for longer than seven (7) consecutive days or no more than fourteen (14) days out of any one (1) year period. v. The Code Enforcement Officer is authorized to mark temporary signs in any reasonable way that does not interfere with the content of the temporary sign so as to ensure compliance with this Article.

7.6 PROHIBITED SIGNS (AMENDED 3/19)

The following signs are prohibited:

a. Any sign located within, on, or projecting over a property line which borders a public or private street, highway, alley, lane, parkway, avenue, road, sidewalk, or other right of-way, except as provided in this Ordinance. The Code Enforcement Officer may cause to be removed any temporary or portable sign erected or displayed upon, or projecting into public property.

i. Any banners, pennants or temporary signs, except as provided for herein.

j. Any sign attached to any public utility pole or structure, streetlight, tree, fence, fire hydrant, bridge, curb, sidewalk, park bench, or other location on public property, also known as "snipe signs," except as provided herein.

Shanti Wolph

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

NEWS RELEASE

For Immediate Release

July 22, 2020

Contacts:

Eileen P. Meaney, Chief Communications Officer, NHDOT (603)
271-6495

NHDOT Reminder To Candidates Regarding Placement Of Political Signs

Highway Safety is Paramount

Another election year is upon us and the Department of Transportation is once again reminding candidates and their campaign workers about proper placement of political signs:

- The law prohibits placement of political signs on the interstate highways, including the entrance and exit ramps.
- The law prohibits placement of political signs on or affixed to utility poles or highway signs, including delineators.
- Signs that create a traffic hazard or obstruct the safe flow of traffic will be removed. Signs affixed to bridges create a traffic hazard and will be removed.
- Signs will be removed to perform maintenance. This is prime mowing season, so it is best not to place signs in an area with long grass that is likely to be mowed in the near future.
- Placement of signs on private property requires permission from the landowner.
- Signs on private property that obstruct traffic signs or signals, or restrict a motorist's field of view at an intersection, will be removed as a traffic hazard. (RSA 236:1, 236:73.)
- Candidates are required to remove all political signs by the second Friday following the election, unless the election is a primary and the advertising concerns a winning candidate. (RSA 664:17.)

In an effort to best use the Department's resources, NHDOT Commissioner Victoria F. Sheehan has written to the political party chairs and political candidate regarding placement of political signs. In the event the Department needs to remove political signs for safety or maintenance, the signs will be held at the local patrol headquarters until one week after the election and then discarded. (RSA 664:17.)

New Hampshire Department of Transportation
PO Box 483 | 7 Hazen Drive | Concord, NH | 03302-0483
Tel: 603.271-3734 | Fax: 603.271.3914



New Hampshire Municipal Association

Halloween Guidance

September 16, 2020

Even though it is not yet October, and school's been on for far less than a month, everything is already smoky-smelling and the sky orange and ash gray at twilight, and everyone across New Hampshire is wondering whether Halloween will come.

This question has been at the forefront of our member's minds since the cool air of autumn first stirred the bronze leaves now beginning to populate our forest floors, and we have consolidated our guidance as follows:

Regulation of Trick-or-Treating

New Hampshire, like much of New England, is among the handful of states that regularly see municipalities set rules for trick-or-treating. The regulation of trick-or-treating or, rather, the encouragement of it and the abiding by rules set by municipalities, starts in the 1930s, as municipalities attempted to deal with the vandalism and property damage that traditionally accompanied the holiday.

In modern times, [RSA 41:11](#) incorporates the authority of [RSA 47:17, VII](#) to allow all New Hampshire municipalities, regardless of governmental structure, to regulate the use of public ways "to prohibit the rolling of hoops, playing at ball or flying of kites, or any other amusement or practice having a tendency to annoy persons passing in the streets and sidewalks, or to frighten teams of horses within the same." Large crowds of children and youths dressed in scary costumes, congregating in and wandering around the streets in search of candy could be construed as an amusement or practice having a tendency to annoy persons passing or to frighten teams of horses and interfere with vehicular travel. Although cities and town charter towns are often different than towns in their powers, we are aware of only one municipality which specifically references Halloween in its city code, Manchester, which requires that the Chief of Police must designate Halloween hours. [Section 31.15](#) of the Manchester City Code.

However, municipalities should also be aware of [RSA 147:1](#), permitting local health officers to "make regulations...relating to the public health as in their judgment the health and safety of the people require, which shall take effect when approved by the selectmen, recorded by the town clerk, and

published in some newspaper printed in the town, or when copies thereof have been posted in 2 or more public places in the town.” In the midst of a pandemic, having large numbers of persons – children or otherwise – congregating and going door-to-door raises concerns.

On a national scale, the CDC has issued [Halloween guidance](#) on a unique website for 2020. In short, it color-codes each county in the nation by risk-level using a four-color scale. Low-risk areas (green) and lower-risk areas (yellow) see the CDC suggest few modifications to traditional trick-or-treating. (At the time of this writing, all of New Hampshire qualifies as either green or yellow.) Higher-risk (orange) and highest-risk (red) areas (none of which are currently in New England) see the CDC suggest significant changes to traditional trick-or treating.

Assuming no significant changes to New Hampshire’s risk levels, for some counties (green), the CDC says that traditional trick-or-treating is permissible as well as small gatherings of persons at parties. However, the CDC continues to advise social distancing, hand sanitation, and alternatives for those handing out candy, including directing trick-or-treaters to garages (rather than front doors) or car trunks (for trunk-or-treat), and indicates that large outdoor gatherings are low risk. (Note, however, that New Hampshire currently has a mask requirement for scheduled gatherings of more than 100, and masks are generally suggested by DHHS and required in some municipalities).

Again, assuming no significant changes to New Hampshire’s risk levels, the CDC advises the rest of the state that they may conduct trick-or-treating, but that trick-or-treaters and those giving out candy should focus on safety and should only visit neighbors who are adhering to safety guidelines. Those handing out candy are encouraged to throw candy to trick-or-treaters on an individual basis, set up tables curbside, and everyone is encouraged to strictly socially distance and wear masks.

If the worst should happen, and New Hampshire sees a spike in infections, pushing any county into the orange risk level, the CDC encourages reverse trick-or-treating, i.e. delivery of candy by those who wish to participate rather than allowing children to trick-or-treat. Red risk areas should not engage in trick-or-treating, and, although very small parties are permissible, the CDC encourages Zoom-parties and movie night rather than in-person interactions.

At the time of this writing, NHMA does not anticipate that DHHS will be issuing any Halloween specific guidance. However, because the information released by DHHS is more detailed than CDC, municipalities may wish to consult DHHS’s [dashboard](#) or [daily updates](#) to determine the relative risk trick-or-treating presents in their community. Some communities have seen very low transmission rates and continue to do so, while others have seen concentrations of infections.

NHMA does encourages municipalities, regardless of whether they wish to regulate trick-or-treating, to provide simple guidance to their communities. Generally accepted universal Halloween rules – such as no porch light means non-participation – should be suggested in addition to any Covid-specific guidance so that parents may educate their children prior to trick-or-treating, and those who wish to participate (or do not) know what rules the children of their community may be expected to know.

Generally, communities should encourage:

- trick-or-treaters not to congregate (i.e. socially distance) and wait patiently for their turn to get candy,

- trick-or-treaters to routinely use hand sanitizer to prevent the spread of germs between candy bowls and homes,
- those handing out candy to routinely sanitize commonly touched surfaces (e.g. doorbells, candy bowls, etc.),
- those handing out candy to either set up a station outside (if possible) to distribute candy and/or enact a methodology for distributing candy with little contact between persons, and
 - (e.g. monitoring a table where candy is spread so that trick-or-treaters can each take a piece with sanitization occurring as the table is restocked, or individually prepare packages/candies, rather than provide a big bowl that trick or treaters reach into)
- everyone to wear masks to minimize the spread of Covid-19 (and other communicable diseases).

Regulation of Other Festivities

In addition to trick-or-treating, many municipalities host festivities associated with Halloween – themed runs, pumpkin regattas, jack-o-lantern lightings, etc. Municipalities should be aware that the State has promulgated guidelines for some activities – such as [fairs and festivals](#) and [road races](#) – which may be applicable to those festivities.

Although, technically, these guidelines do not apply to municipalities and the events they host pursuant to the language of [Emergency Order #17](#), it is advisable for municipalities to use them in order to minimize the likelihood of transmission of Covid-19 and equitably apply these rules to all similar events. In addition to the above, municipalities should review the [universal guidelines](#), which have been amended as new information has come to light about Covid-19.



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

September 21, 2020

TO: Select Board
Town Administrator

FROM: Tavis Austin, AICP, Town Planner

RE: Betty Lane Final Bond Release and Deed Acceptance

Select Board,

This memo is to memorialize the bond reduction request submitted by John Reiss. At this time Betty Lane is complete and can be formally accepted by the Town; please see attached memo from Nate Mears, DPW.

Staff recommends the Board motion to 1) accept the improvements made to date and approve the final bond reduction of **\$23,777.10** (along with any accrued interest to date) and further authorize Finance to issue a check for that amount in accordance with the Performance Agreement on file and 2) accept and sign the Deed as submitted.

Please let me know if there are any questions.

cc: Nate Mears, DPW
Finance



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Fax (All Offices) 603-775-0517

TO: Tavis Austin, Town Planner

CC: Select Board
David Moore, Town Administrator
Planning Board
John Reiss, Developer

FROM: Nate Mears; Director of Public Works Department

RE: Performance Bond Release – Betty Lane Subdivision

Date: September 17, 2020

Dear Mr. Austin,

Following one full year from September 17, 2019 the Town finds Betty Lane Development completed and the surety bond shall be released in full and deed to be excepted by Town.

Total remaining bond to be released: \$23,777.10

My Best,

Nate Mears

**THIS CONVEYANCE IS EXEMPT FROM TRANSFER TAX AND L-CHIP FEES
PURSUANT TO RSA 78-B:2,I AND RSA 478:17-g, II(a)**

WARRANTY DEED

KNOW ALL PERSONS BY THESE PRESENTS, **JOHN H. REISS AND SUSAN**

A. REISS, husband and wife, with a mailing address of 16 Emery Lane, Stratham, New Hampshire 03885, for consideration paid, grants to the **TOWN OF STRATHAM**, a New Hampshire municipal corporation, with a mailing address of 10 Bunker Hill Avenue, New Hampshire 03885 with **WARRANTY COVENANTS**, the following described premises:

A certain tract or parcel of land known as Betty Lane, in the Town of Stratham, County of Rockingham and State of New Hampshire depicted as the roadway, "Betty Lane" on a plan of land entitled "Subdivision Plan, Easement Plan for John H. & Susan A. Reiss, 97 Portsmouth Avenue, Stratham, NH 03885" prepared by Emanuel Engineering, Inc. dated April 13, 2017 with revision #4 dated August 18, 2017 and recorded at the Rockingham County Registry of Deeds as Plan No. D-40383 (hereinafter "Plan"); said parcel being more particularly bounded and described as follows:

Beginning at a granite bound at the westerly sideline of Portsmouth Avenue at the southeasterly corner of Lot 13-38 being the northeasterly corner of the within described premises as shown on said Plan; thence running along said Portsmouth Avenue S27°49'35"W a distance of 58.58 feet to a granite bound near a stone wall at land now or formerly of Gary & Donna Wright as shown on said Plan; thence running along said Wright land N65°37'55"W a distance of 220.83 feet to a drill hole in a stone wall at land

now or formerly of Butterfield Revocable Trust as shown on said Plan; thence running along said Butterfield land N65°21'02"W a distance of 148.87 feet to a point as shown on said Plan; thence running N64°43'50"W a distance of 88.53 feet to a granite bound; thence running on a curve to the right with a radius of 155.00 feet and an arc length of 70.42 feet to a granite bound; thence running N33°14'35"W a distance of 46.29 feet to a granite bound; thence running on a curve to the left with a radius of 12.50 feet and an arc length of 19.67 feet to a granite bound; thence turning and running S56°36'03"W a distance of 37.63 feet to a granite bound; thence turning and running N33°23'57"W a distance of 60.00 feet to a granite bound; thence turning and running N56°36'03"E a distance of 140.00 feet to a granite bound; thence turning and running S33°23'51"E a distance of 60.00 feet to a granite bound; thence turning and running S56°36'03"W a distance of 47.37 feet to a granite bound; thence turning and running on a curve to the left with a radius of 12.50 feet and an arc length of 19.60 feet to a granite bound; thence running S33°14'35"E a distance of 46.50 feet to a granite bound; thence running on a curve to the left with a radius of 105.00 feet and an arc length of 59.14 feet to a granite bound; thence running S65°30'43"E a distance of 35.00 feet to an iron pipe; thence running S65°30'43"E a distance of 200.00 feet to a granite bound; thence running S67°49'52"E a distance of 209.95 feet to the granite bound at the point of beginning.

TOGETHER WITH the following easements, which are shown and noted on said Plan:

1. A Proposed Utility, Slope and Drainage Easement over portions of Lots 13-38, 13-137, 13-136, and 13-37 as shown on the plan being more particularly bounded and described as follows:

Beginning at a granite bound at the westerly sideline of Portsmouth Avenue at the southeasterly corner of Lot 13-38 as shown on said Plan; thence running N67°44'52"W a distance of 209.95 feet to a granite bound; thence running N65°30'43"W a distance of 200.00 feet to a granite bound; thence running N65°30'43"W a distance of 55.00 feet to a granite bound; thence running on a curve to the right with a radius of 105.00 feet and an arc length of 59.14 feet to a granite bound; thence running N33°14'35"W a distance of 46.50 feet to a granite bound; thence running on a curve to the right with a radius of 12.50 an arc length of 19.60 feet to a granite bound; thence running N56°36'03"E a distance of 47.37 feet to a granite bound; thence turning and running N33°23'57"W a distance of 60.00 feet to a

granite bound; thence turning and running S56°36'03"W a distance of 140.00 feet to a granite bound; thence turning and running N30°09'37"W a distance of 35.06 feet to a point; thence turning and running N56°36'03"W a distance of 173.68 feet to a point; thence turning and running S31°44'14"E a distance of 35.01 feet to a point; thence turning and running S22°50'01"E a distance of 71.84 feet to a point; thence running S73°37'42"E a distance of 14.83 feet to a point; thence turning and running N08°29'16"E a distance of 83.44 feet to a point; thence turning and running N50°02'07"W a distance of 295.39 feet to a point; thence turning and running N39°57'53"E a distance of 20.00 feet; thence turning and running S50°02'01"E a distance of 234.91 feet to a point; thence turning and running N08°29'16"E a distance of 24.01 feet to a point; thence turning and running S81°30'44"E a distance of 80.00 feet to a point; thence turning and running S08°29'16"W a distance of 231.88 feet to a point; thence turning and running S65°30'43"E a distance of 162.04 feet to a point; thence running S72°05'36"E a distance of 221.64 feet to a point at the sideline of Portsmouth Avenue; thence turning and running along said Portsmouth Avenue S27°49'35"W a distance of 55.00 feet to the granite bound at the point of beginning.

The above easement is conveyed for the purpose of providing proper drainage of the roadway. The Town of Stratham and its agents shall be allowed to enter upon the easement areas described above with such personnel and equipment as reasonably necessary to maintain, repair and replace any and all improvements located within the easement areas related to the road and drainage.

The Grantor, its successors and assigns, shall not construct, install, place, plant or store anything whatsoever in the above described easement area, other than the planting of grass.

Said easements are perpetual and shall run with the land.

By the acceptance of this deed the Town of Stratham assumes no responsibility or liability for the maintenance, repair or replacement of any utilities, either public or private, landscaping, ornamental lighting or any equipment, parts or appurtenances attached or affixed thereto, which are or might be located, constructed or installed within the roadways hereinabove conveyed to the Town of Stratham.

Meaning and intending to describe a portion of the premises conveyed to John H. Reiss and Susan A. Reiss by Deed of John H. Reiss, dated May 2, 1994 and recorded in the Rockingham County Registry of Deeds at Book 3050, Page 1480 and a portion of the premises conveyed to John H. Reiss by Deed of Mary A. Reiss, dated December 29, 1987 and recorded in the Rockingham County Registry of Deeds at Book 2723, Page 1474.

EXECUTED this _____ day of _____, 2020.

Witness

John H. Reiss

Witness

Susan A. Reiss

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM, ss

On this _____ day of _____, 2020, before me, personally appeared John H. Reiss and Susan A. Reiss, known to me or satisfactorily proven to be the persons whose names are subscribed to the within instrument and acknowledged that they executed the same for the purposes therein contained.

Notary Public/Justice of the Peace

Accepted by the Town of Stratham by vote of the Select Board on _____, 2020.

TOWN OF STRATHAM
BY ITS BOARD OF SELECT BOARD

Michael Houghton, Chairman

Joseph Lovejoy, Select Board

Allison Knab, Select Board

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM, ss

On this _____ day of _____, 2020, before me, personally appeared Michael Houghton, Joseph Lovejoy and Allison Knab, duly authorized Select Board of the Town of Stratham, known to me or satisfactorily proven to be the persons whose names are subscribed to the within instrument and acknowledged that they executed the same for the purposes therein contained on behalf of the Town of Stratham.

Notary Public/Justice of the Peace



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

September 21, 2020

TO: Select Board
Town Administrator

FROM: Tavis Austin, AICP, Town Planner

RE: Treat Farm Road Bond Release Request (1)

Select Board,

This memo is to memorialize a bond reduction request submitted by Wayne Morrill, Jones & Beach Engineers, Inc., on behalf of Mike Black, Continuum Realty of Stratham, LLC. The current request is a reduction of **\$65, 837.58** from the current total performance surety of \$259, 152.85. The remaining performance and maintenance surety (\$261,620.04) will remain in effect in accordance with Performance Agreement on file. Staff supports this request upon the satisfactory acceptance of improvements made to date by Nate Mears (memo attached).

Staff recommends the Board motion to accept the improvements made to date and approve the performance reduction of **\$65, 837.58** and further authorize Finance to issue a check for that amount in accordance with the Performance Agreement on file.

Please let me know if there are any questions.

cc: Nate Mears, DPW
Finance



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TO: Tavis Austin; Town Planner

CC: Select Board
David Moore; Town Administrator
Planning Board
Wayne Morrill, Jones & Beach Engineers INC.
Michael Black, Continuum Realty of Stratham, LLC

FROM: Nate Mears; Director of Public Works Department

RE: Performance Bond Reductions – Robie Farm Subdivision

Date: September 10, 2020

Dear Mr. Austin,

Upon inspection of completed site work within the right of way of Robie Farm Subdivision I conclude with the following bond reductions. The total surety bond to be secured is \$261,620.04 relative to work not completed to date.

Outstanding Construction Costs	\$193,315.27
10% Contingency for the Total Project Cost	\$68,304.77
<hr/>	
Remaining Surety Bond	\$261,620.04

For reference an itemized surety worksheet is attached.

My Best,

Nate Mears

JONES & BEACH ENGINEERS INC.

85 Portsmouth Avenue, PO Box 219, Stratham, NH 03885
603.772.4746 - JonesandBeach.com

September 10, 2020

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

**RE: Bond Reduction Request
Robie Farms
Treat Farm Road, Stratham, NH
Map 14, Lot 54
JBE Project No. 18236**

Dear Mr. Houghton:

Jones & Beach Engineers, Inc. respectfully submits a Bond Reduction Request for the above-referenced parcels on behalf of our client & owner, Continuum Realty of Stratham, LLC. Per the outstanding construction costs listed in the original bond agreement of \$259,152.85 (attached), Jones & Beach is requesting a reduction of the following items:

1. Common Excavation (100% Completed)	\$ 6,368.00
2. Granular/Common Fill/Bank Run Gravel Fill (100% Completed)	\$ 9,062.00
3. Special Catch Basins (100% Completed)	\$ 1,400.00
4. Riprap (50% Complete of \$361.00)	\$ 180.50
5. Electrical Transformers/Cabinets with Pads (100% Completed)	\$ 4,650.00
6. Retention Pond, Rain Garden or Gravel Wetland (35% Complete of \$34,375.00)	\$ 12,031.25
7. Loam and Seed (50% Complete of \$51,951.04)	\$ 25,975.52
8. Mobilization/Demobilization (50% Complete of \$12,340.61)	\$ <u>6,170.31</u>

Total Bond Reduction of - \$ 65,837.58

If you have any questions or need any additional information, please feel free to contact our office. Thank you very much for your time.

Very truly yours,
JONES & BEACH ENGINEERS, INC.


Wayne Morrill
President

cc: Michael Black, Continuum Realty of Stratham, LLC (via email)
Nate Mears, Stratham Public Works (via email)
Tavis Austin, Stratham Town Planner (via email)

To: The Stratham Select Board

From: Anthony King, Chief of Police

Date: September 14, 2020

Subject: Body Camera Implementation

Dear Board Members,

As part of the Stratham Police Department's mission and commitment to enhance accountability, openness and transparency, we are researching and preparing to purchase body-worn cameras for our police officers. The following outlines information about the program for your review and consideration as I prepare my 2021 budget.

HISTORY AND NEED:

Over the past decade there have been tremendous advances made in the field of law enforcement technology made available to the patrol officer. Body Worn Cameras (BWC's) have made their way into the law enforcement arena, and are a wide spread and growing tool which is being utilized by police agencies to assist with documenting police officer interactions with the public. Body-worn cameras are small video cameras—typically attached to an officer's clothing, vest or sunglasses—that can capture, from an officer's point of view, video and audio recordings of activities, including traffic stops, arrests, searches, interrogations, and critical incidents such as officer-involved shootings or other use of force incidents.

In light of the death of George Floyd and nationwide demands for police accountability and reform, body worn cameras must become a necessary component of today's police work. BWC's capture audio and video evidence of incidents involving police personnel interacting with citizens/suspects. This evidence is crucial when responding to complaints, avoids litigation from false complaints and/or frivolous lawsuits mitigating costs and risk to the Town. Recording of critical incidents also provides for more accurate review and analysis for improved training for Department personnel and improved service to the Town.

BWC's can document interactions with victims, witnesses, and others during police/citizen encounters, at crime and incident scenes, and during traffic stops. In many instances police agencies have found the BWC useful for officers in the favorable resolution of both administrative and criminal complaints and as a defense resource in cases of civil liability. Officers using these recorders have a clearly documented, firsthand, completely objective account of what was said during an incident in question.

The Stratham Police Department is seeking to improve its service to the public by outfitting our police officers with body worn cameras. The SPD is committed to excellence in law enforcement and is dedicated to the residents, businesses and visitors of our Town. In order to protect life and property, prevent crime and reduce the fear of crime, the SPD will provide service with understanding, response with compassion, performance with integrity, and law enforcement with vision.

The Stratham Police Department is a 24-hour operation, utilizing three (3) ten (10) hour shifts. In general, two to three (2-3) officers will be in the field at any time; however, special details and events may dramatically increase that number.

BWC's enhance the effectiveness of Law Enforcement while promoting professional accountability and aiding in event documentation. Officers are required to respond to certain types of offenses including but not limited to family violence calls, in progress emergency calls, traffic/pedestrian stops and DUIs. Body Worn Cameras cover a wide spectrum of police operations that an in-car camera system cannot. Critical incident documentation is facilitated by an Officer-worn Body Camera Deployment.

Body Worn Cameras will assist the Stratham Police Department in:

- Increasing department transparency, accountability and build on the public's trust and confidence in the Stratham Police Department.
- Provide an accurate documentation of encounters involving Police Officers during the performance of their duties.
- Reporting, evidence collection and court/complaint testimony.
- Deterring violence or other negative behavior by a suspect who may otherwise choose to assault a victim or an officer.
- Protect against wrongful complaints and use of force incidents.

GOALS AND OBJECTIVES:

There are certain Goals and Objectives to consider when purchasing this type of technology:

I. Policy Development:

Review and research a multitude of resources including, but not limited to the following: CALEA Police Accreditation; American Civil Liberties Union; Department of Justice; International Association of Chiefs of Police; NH Chiefs of Police; Police Executive Research Forum; New England Police Benevolent Association.

- The SPD currently has formulated a policy on the use of BWC's in line with accepted nationwide policies as accepted by CALEA.
- Local agencies which have implemented this system have been contacted pertaining to their usage, dissemination, types and storage requirements.

II. Purchase and Acquisition:

- The SPD has contacted two (2) leading developers of these systems, WatchGuard and Axon with meetings occurring within the next two weeks.
- Cost of each system is dependent upon the needs and current capabilities of the agency; the following equipment would be requested; however, some modifications may be made such as officers sharing or signing out units: TBD

- 14 Body Cameras Manufacturer TBD: To ensure each officer has one personally assigned. **(Cameras range from \$750.00-\$1000 per unit)**
- 14 Flexible Pocket and/or Magnetic Mounts
- Multiple Unit Docking Bays
- Product Warranty
- Evidence.Com/Cloud/External Hard-Drive Storage Capabilities: **(for many agencies, storage accounts for the largest cost when looking to purchase)**

NOTE: The SPD has prepared for, and worked with our IT provider to upgrade our internal storage capabilities, which are directly accounted for out of the current PD operational budget and CIP. Based on these upgrades, storage costs would not be included with the purchase of these cameras.

- While I would seek guidance from the Select Board, most agencies will look to have this equipment funded by way of warrant article, or inclusion into a CIP.

III. Training Development:

- Prior to using a body-worn camera, officers shall receive Department-approved training on its proper operation, care and the Department's policy with respect to the use of the body worn camera. Additional training shall be provided at periodic intervals to ensure the continued effective use of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policies or equipment

IV. Deployment:

- Deploy BWCs to officers who regularly interact with the public in enforcement capacities.
- After issuing, officers will immediately begin utilizing the BWC. They are turned on manually by the police officer any time they deal with the public. At the end of their tour of duty, the officer then downloads the video onto a server for storage and recovery.

- Following deployment, an area will be committed within the squad room for docking stations and associated hardware.

V. Evaluation:

- Evaluate the impact on the public by promoting program awareness and transparency. The public awareness campaign will involve several components, including the Department Website and social media sites where the public can learn about the program and comment.
- Evaluate the impact of BWC deployment on uses of force, severity of force and injury/level of injury (if any) to members of the public and officers. Because the Department currently retains data related to use and severity of force, as well as injuries to officers and subjects involved in force, it can track changes over time and conduct periodic reviews to determine the impact of implementing a BWC program.
- Evaluate the impact of BWC deployment on complaints and types of complaints received, whether generated by another employee or a member of the public. Following CALEA recommendations and best practices, the Department accepts all complaints of misconduct for investigation—in any form, by anyone and including anonymous complaints.
- Evaluate the impact of the BWC program on enhancing public confidence, trust and satisfaction in the Department. With an online complaint and comment feature, the Department is well-positioned to re-examine any changes in public perceptions of honesty, integrity, respect, courtesy, judgment in use of force and general satisfaction. These results will be shared again with employees, elected officials and members of the public.
- Evaluate employee and organizational performance through qualitative analyses of, and review of BWC footage and police written reports. A review of the video can identify individual and collective training needs, various camera deployment issues and other concerns that can be quickly addressed to ensure the BWC program is successful.

Should you have any questions or concerns, I would be more than happy to sit with the Board to discuss this technology and its potential implementation.

Thank you for your anticipated consideration.

Respectfully,



Anthony King

CHAPTER 1-03—HAWKERS, PEDDLERS, SOLICITORS, AND OTHER ITINERANT VENDORS

1-03-01 The governing Board of Selectmen adopt this ordinance for the purpose of licensing and the regulation of itinerant vendors, hawkers, peddlers, solicitors, traders, farmers, merchants, or other persons who sell, offer to sell, or take orders for merchandise, services, or produce from temporary or transient sales locations within Town or who go from door to door or place to place within the Town of Stratham for such purposes.

1-03-02 No person, partnership, corporation, or other entity may sell, barter, purchase, or otherwise carry on commerce in goods or services within the Town of Stratham through door to door solicitations, or any other method, without first obtaining a license to do so from the Town of Stratham.

1-03-03 Persons subject to this ordinance shall apply to the office of the Chief of Police for a license. The application for a license shall include the following information:

1. The name of the person applying and the name of the entity, if different, for whom the application is made.

2. The local address of the person applying, the permanent address of the person applying and of the entity, if different from the person making the application.

3. The local and permanent telephone numbers of said person and/or entity, and the social security number of said person and/or the taxpayer identification number of the entity.

4. A description and registration number of all motor vehicles to be used by all persons involved in sales or solicitations.

5. The names, dates of birth, and social security numbers of all persons involved with sales or solicitations.

6. The method of solicitation to be used and copies of any proposed contracts, agreements, promotional materials, or other materials designed to be used in the solicitations.

7. The nature of goods and/or services to be sold or provided and the names of the areas and/or locations to be canvassed.

1-03-04 The Chief of Police shall grant such licenses, in a form suitable to him or her for this purpose, within ten (10) working days of receipt of said application and necessary fees unless it is determined that:

1. The applicant has been convicted of actions involving consumer fraud, or;

2. The applicant has outstanding charges for consumer fraud lodged against him or her anywhere in the State of New Hampshire, either with a state or local agency, or;

3. The applicant has outstanding fines and/or debts which are owed the Town of Stratham.
- 1-03-05** The applicant, upon applying for said license, shall be assessed a non-refundable fee of forty dollars (\$40.00) which shall be collected by the police department when said application is made. Funds collected will be transferred to the Town Treasurer to be deposited in the General Fund. Upon issuance of a license to any person, firm, corporation, or religious group or church, the Chief will notify the Board of Selectmen or Town Clerk. Said license once issued shall not be transferable to any other person and/or entity. Licenses will expire 365 days from the date of issuance. No person or entity shall hold, possess, or benefit from more than one license at any given time.
- 1-03-06** Upon receipt of any complaint concerning nuisance, hazard, annoyance, harassment, falsification or disorderly conduct concerning any section of this ordinance, any or all solicitors will be asked to cease and desist all solicitations. The license may be revoked upon the determination of the Chief of Police after an investigation of the complaint has been conducted. If an applicant believes the license to be wrongly revoked or denied from issuance, he or she may appeal the decision of the Chief to the Board of Selectmen, who shall hold a hearing on the issue or complaint and who may grant, reissue, or deny said license. The Selectmen shall hold said hearing within fourteen (14) business days of the request for a hearing.
- 1-03-07** Any person, firm, corporation, or other entity granted such a license shall upon demand show suitable identification of their person and of the entity they represent to any person requesting same and shall, at each solicitation or inquiry, identify the entity benefiting from the funds received.
- 1-03-08** This ordinance does not apply to those who are youth members, (under 18 years of age) and directly affiliated with any recognized youth organization and who are acting on that organization's behalf.
- 1-03-09** This ordinance does not apply to those vendors who are working directly under a not-for-profit agency as part of a larger event held in the Town of Stratham such as the Stratham Fair. Said agency shall apply for a single license for the event and be responsible for those vendors appearing during the event.
- 1-03-10** Whoever counterfeits or forges a license, or has a counterfeit or forged license in their possession with the intent to utter or use the same as true, knowing it to be false or counterfeited, or attempts to sell under a license which has expired or has been revoked or canceled, or which had not been issued to him or her or has in his or her possession another's license with the intent to use the same shall be guilty of a misdemeanor if a natural person, or guilty of a felony if any other person.
- 1-03-11** PENALTIES: Any person, firm, corporation, partnership, or other entity found to be in violation of this ordinance and section, shall be guilty of a violation and subject to a fine of not more than one thousand dollars (\$1,000.00).

Adopted 2012

By: Selectmen David Canada, Timothy Copeland, Bruno Federico



RESULTS

FOLLOW-UP COVID-19 FINANCIAL IMPACT SURVEY

August 31, 2020

The results of NHMA's Follow-up COVID Financial Impact Survey will be used to provide state and federal officials with an updated report of actual and projected expenses, revenue shortfalls, and delinquencies causing cash flow issues and budgetary impacts among New Hampshire municipalities. This survey was issued on July 27 and was due August 11, 2020 in follow-up to the initial membership survey completed on April 20 when 127 municipalities responded. The following results represent the responses of 52 of the total 234 New Hampshire towns and cities. The data is reported as of period ending: **July 31, 2020**.

The 52 municipalities who reported range in population category from towns with a population of between 25-1,999 to a city with a population greater than 20,000. Of the 52 responses received, 10 responses were 'incomplete', i.e., not all data fields were completed due to lack of time and staff resources. Therefore, some data is representative of a smaller number of responses.

The following narrative and charts summarize the comprehensive set of data received from the towns' and cities' responses to this follow-up survey.

I. COVID-Related Revenue Loss and Payment Delinquencies

Because CARES Act reimbursement cannot be used for any revenue shortfall, the survey looked at actual revenue losses and increased tax and utility fee delinquencies experienced since the inception of the pandemic and projected through to the end of the federal CARES Act December 30, 2020, deadline, as compared to actual 2019 corresponding period revenue amounts. Revenue losses are projected through December for all revenue types, with the greatest impact in planning, building and other permit fees, recreation, parking and solid waste disposal. A positive result is motor vehicle revenue, the second largest revenue source for most municipalities, which is reported having the smallest percentage decrease. Because state aid (meals and rooms tax and the state fiscal year 2021 municipal aid grant) has been reported by the Governor's Budget Office to be funded at the original budgeted levels, and because newly-enacted legislation allows for the fiscal year 2021 highway block grant to be distributed based on original budgeted amounts, pending further federal aid receipt by New Hampshire, the survey did not question these state revenue sharing amounts.

Property tax delinquencies have increased minimally, thus far. Uncollected property taxes for the first installment of the current year tax bill which was due in June/July have increased, on average, only 0.26%, while uncollected property tax liens have increased 2.95%. However, 80% of those reporting expect the delinquency amount to increase with the December tax billing, especially if the additional unemployment benefits and other federal sources of financial assistance are not continued. A small percentage of municipalities have authorized tax payment agreements and

interest abatements, taking advantage of the Governor’s Executive Orders #25 and #56. Twenty-eight percent (28%) reported they were unable to obtain a Tax Anticipation Note (TAN).

As cited above, tax delinquencies in January and thereafter remain a significant concern should we experience a second wave of the pandemic impacting the re-opening process causing a further economic downturn. A potential decline in commercial property values was also cited as a concern which would impact all taxpayers. Forty percent (40%) cited the need to increase their tax abatement overlay amounts, and 85% reported the statutory overlay limit of 5% of amount of taxes billed will be sufficient to refund approved abatement applications.

Water and sewer utility billing delinquent amounts increased significantly—more than 4% from the same period in 2019, and the delinquent amounts are projected to increase an additional 6% above that through December 30. This increase is most likely due to executive orders prohibiting utility service disconnections and collection activities as well as foreclosures. Revenues reported for municipal utilities vary significantly, depending upon the level of commercial, institutional, or residential consumption within the community throughout the pandemic period, with 46% citing commercial consumption as the primary reason for revenue decreases, and 56% citing residential consumption as the primary reason for increased revenue. Unfortunately, 86% of utilities report that decreased maintenance expenses did not result when the consumption and revenue decreased. In fact, more than 30% of those reported decreased revenue will cause a rate increase in 2021 and may require a rate increase in 2021.

II. COVID-Related Expenses

The survey looked at numerous categories of COVID-related expenses, and we asked municipalities to report their actual expenses incurred during the first 5 months of the pandemic March 1 to July 31, as well as their projected expenses for the next 5 months through the December 31 federal deadline of CARES Act funds. We also requested data on GOFERR reimbursements received to date. Expenses are projected to continue to increase in a number of categories, most notably facilities modifications, welfare public assistance, health officers, borrowing costs, and facilities maintenance (including outside cleaning services).

It is important to note that the “COVID-related expenses” are based on and in accordance with US Treasury Guidance. This Guidance has undergone numerous and significant revisions since the inception of the CARES Act Relief Fund issuance making the reimbursement request process complex, time consuming and difficult, with the most recent revision issued August 10, 2020. One such revision was the recognition, as an ‘administrative convenience’, of the ‘entire payroll expenses for public safety, public health personnel and similar employees’ as ‘broad classes of employees’ whose services are deemed to be ‘substantially dedicated to mitigating or responding to the COVID-19 public health emergency.’ As a result, the expenses which have been reported, thus far, are significantly less than the expenses which are now allowed under the revised US Treasury Guidance and the Municipal and County Relief Program established under GOFERR which administers the MRF CARES Act funds in New Hampshire.

Election-related expenses due to COVID-19 issues are also significant. Towns and cities have reported the need to make a wide variety of accommodations, both in terms of physical changes to municipal structures and to staffing levels necessary to respond to the constantly evolving election voting processes and physical space requirements to safely carry out the State Primary and General Elections. On August 10, the Secretary of State announced the availability of an Election CARES Act Grant where 80% of allowable election costs up to a maximum amount that is proportional to a municipality’s share of the total votes cast in the 2016 primary and general election, “to prevent,

prepare for, and respond to coronavirus for the 2020 Federal election cycle” will be reimbursable. As of this writing, preliminary information has been received which suggest that election expenses which exceed this Grant’s maximum reimbursement amount can be reimbursed through the GOFERR MRF up to the municipality’s total MRF allocation.

III. GOFERR Reimbursement

There are four separate rounds of GOFERR MRF reimbursement. Rounds #1 and #2 actual expenses incurred by municipalities are reflected in the results of this survey. Rounds #3 and #4 are expenses which are projected in the next period through the GOFERR deadline: October 15, 2020. The federal deadline for the expiration of CARES Act is December 30. **The expenses anticipated to be incurred by October 15 by the municipalities responding to this survey will greatly exceed the GOFERR MRF allocated grant amount by approximately \$19 million dollars. In addition, total expenses anticipated to be incurred by the responding municipalities through December 30, 2020, would exceed the GOFERR allocated grant amount by more than \$26 million dollars.**

IV. Municipal Responses to Budget Shortfalls

Of the municipalities reporting, the average budget shortfall anticipated is approximately \$426,000, with the primary reason cited being revenue decline. The following actions and responses were provided:

- Plan to seek Department of Revenue Administration (DRA) authorization to exceed budget (Governor’s Emergency Order #23) – 12% reported
- Plan to reduce appropriations (Governor’s Emergency Order #56) – 21% reported
- Plan to delay or cancel infrastructure projects – 41% reported
- Implement a hiring freeze
- Reduce program services including parks and recreation, libraries, social services, etc.
- Reduce safety/police, fire/EMS expenditures
- Draw down reserves
- Increase fees
- Close facilities
- Furlough and lay off employees
- Delay road repairs

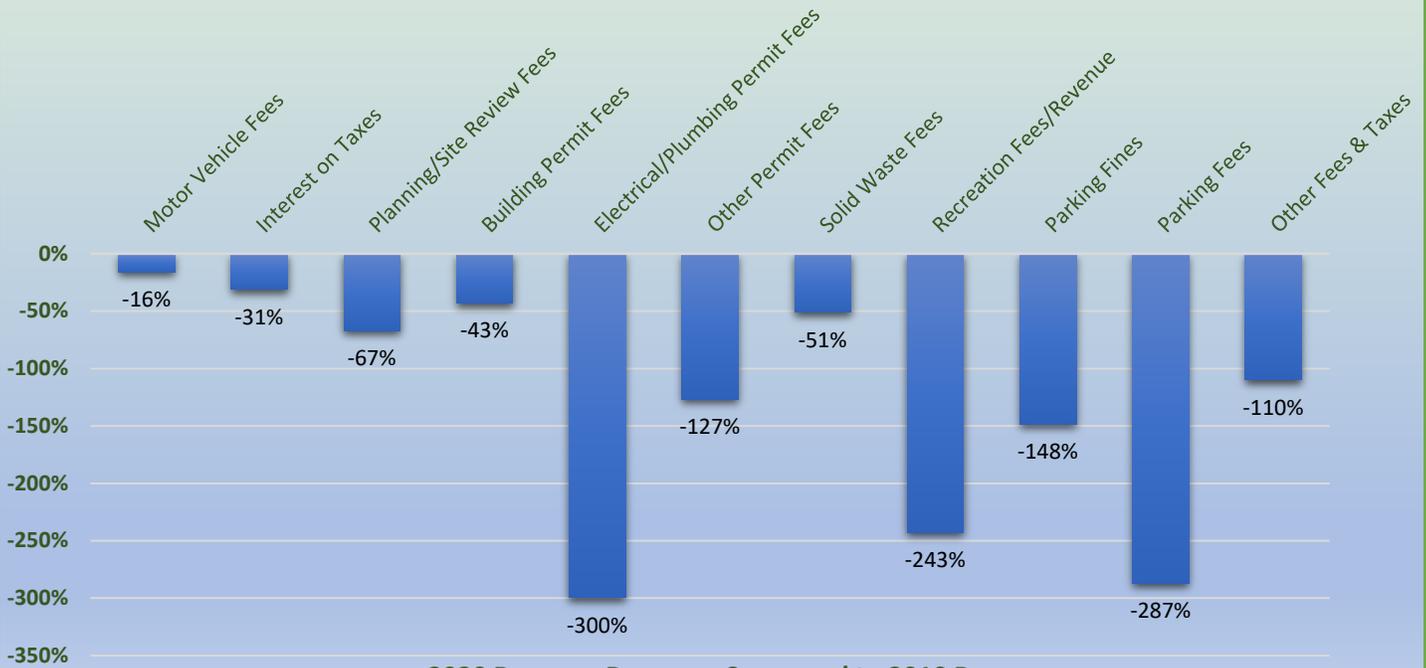
Even though this survey information is based on limited membership response, it is clear the pandemic continues to have a very major impact on municipalities’ revenues and expenses and will require extraordinary measures to address these budget shortfalls. Also, as the 2022-2023 state budget cycle begins, when additional critical information becomes available to municipalities with regard to anticipated state aid revenue shortfalls to address the significant shortfalls in state revenues, further short- and long-range planning changes will most certainly be necessary.

Thank you to all New Hampshire municipalities who spent the necessary time to complete this comprehensive financial impact survey!

TOTAL 10 MONTH REVENUE CHANGE

2020 v. 2019

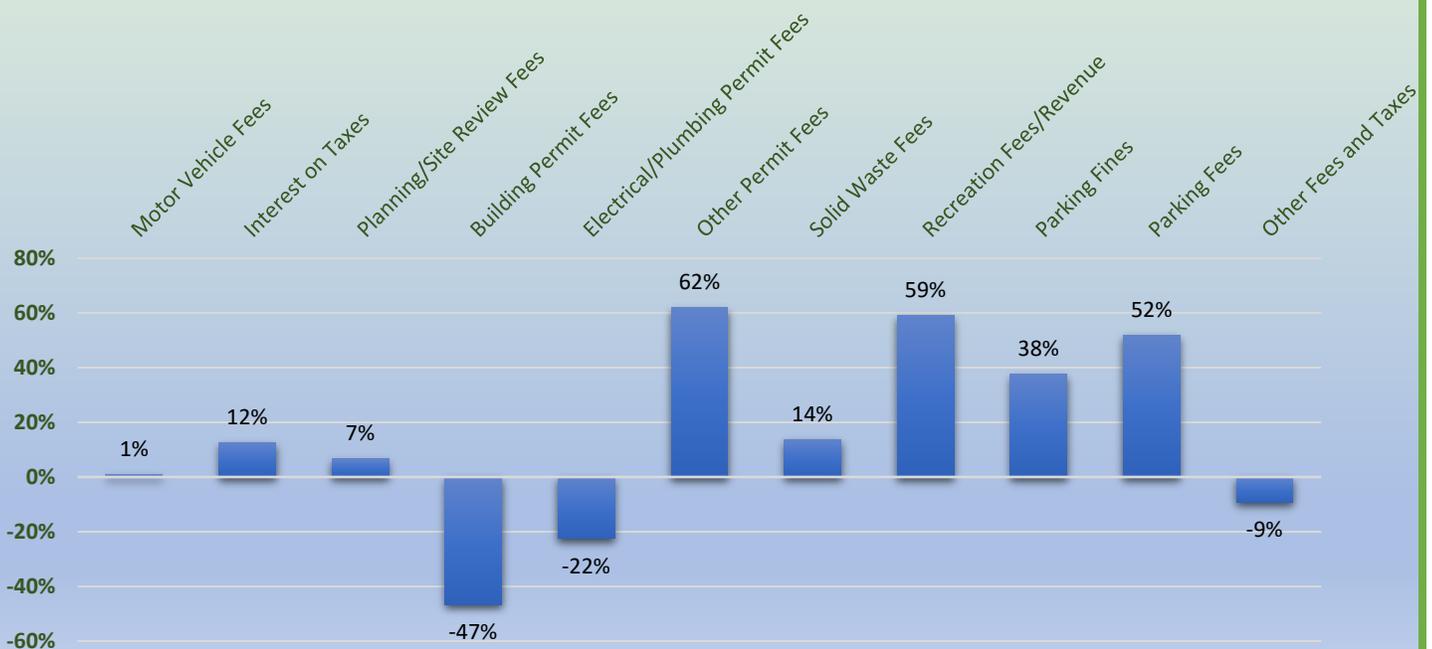
Periods Compared: March-December



2020 Revenue Decrease Compared to 2019 Revenue

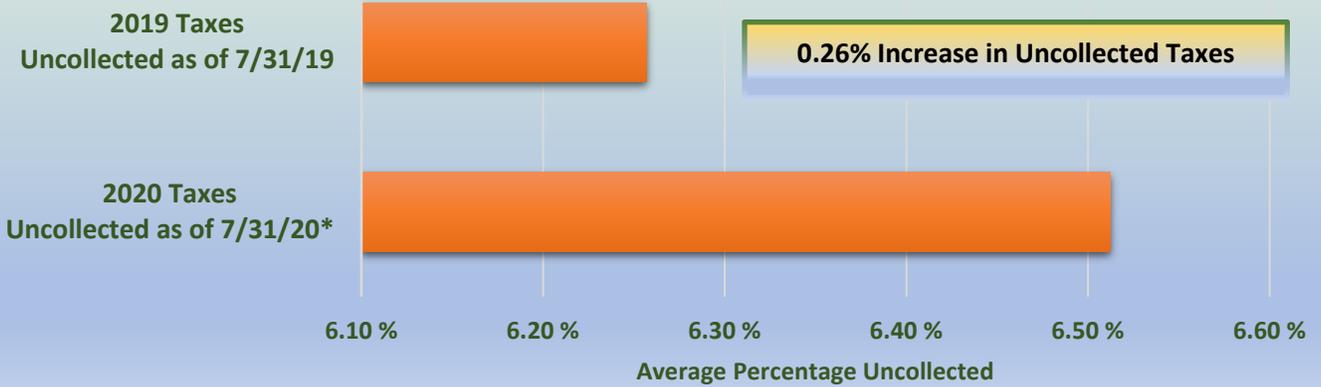
Note: 2020 revenue includes projected amounts for August -December, 2020, reflected in 'Next 5

NEXT 5-MONTH REVENUE PROJECTION August-December 2020 v. March-July 2020

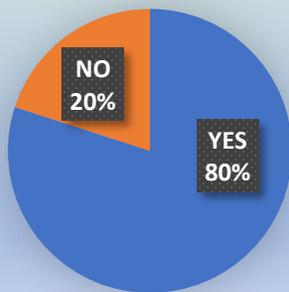


REVENUE INCREASE OR DECREASE PROJECTIONS: PERIOD - August to December, 2020

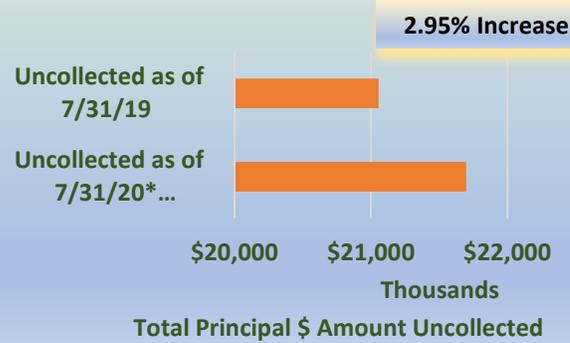
Current Year Property Taxes Uncollected



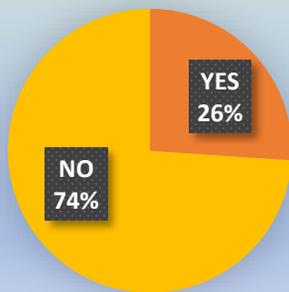
Is Tax Delinquency Projected to Increase with December Billing?



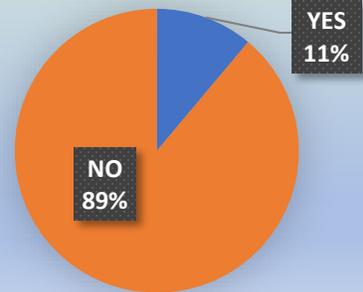
Prior Year Tax Liens Uncollected:



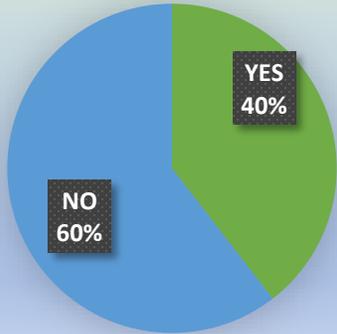
Municipalities Authorizing Tax Payment Agreements per Emergency Order #56



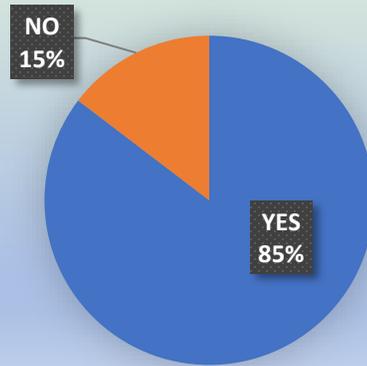
Municipalities Authorizing Interest Abatements per Emergency Order #25



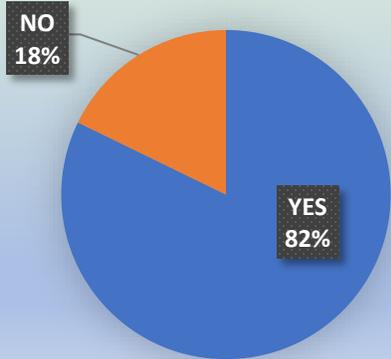
Is an Increased 'Overlay' Amount Projected?



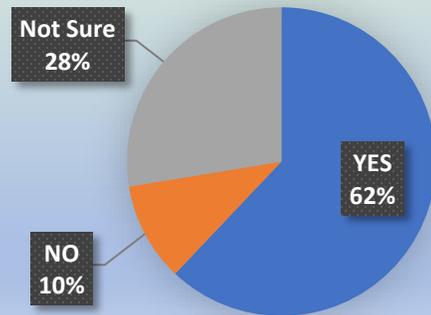
Will 5% Statutory Tax 'Overlay' Limit be Sufficient?



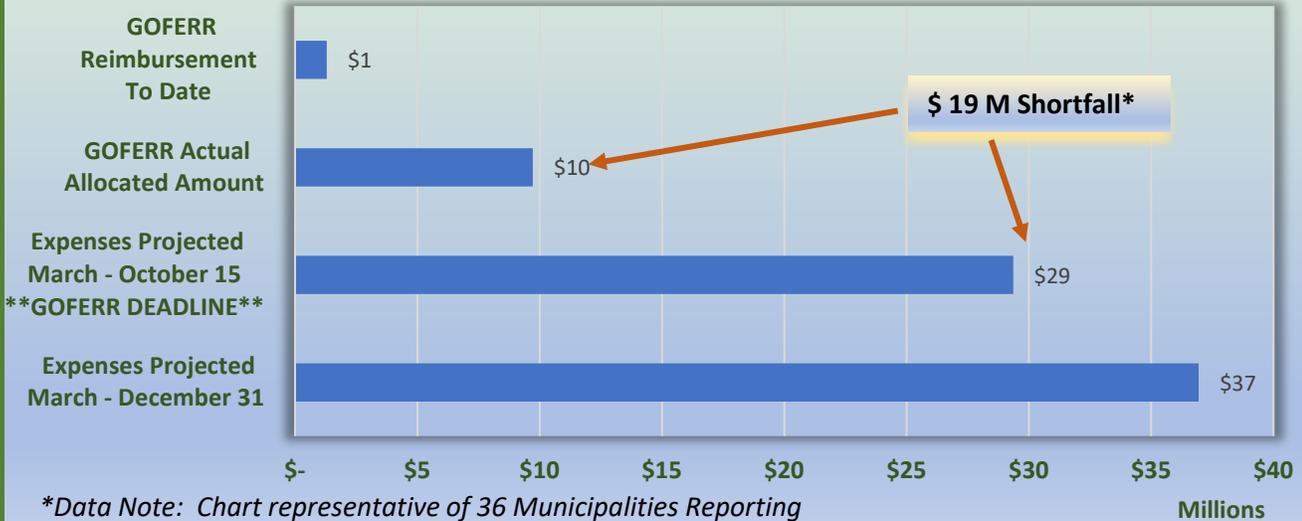
Sufficient Reserves to Operate for Next 6 Months?



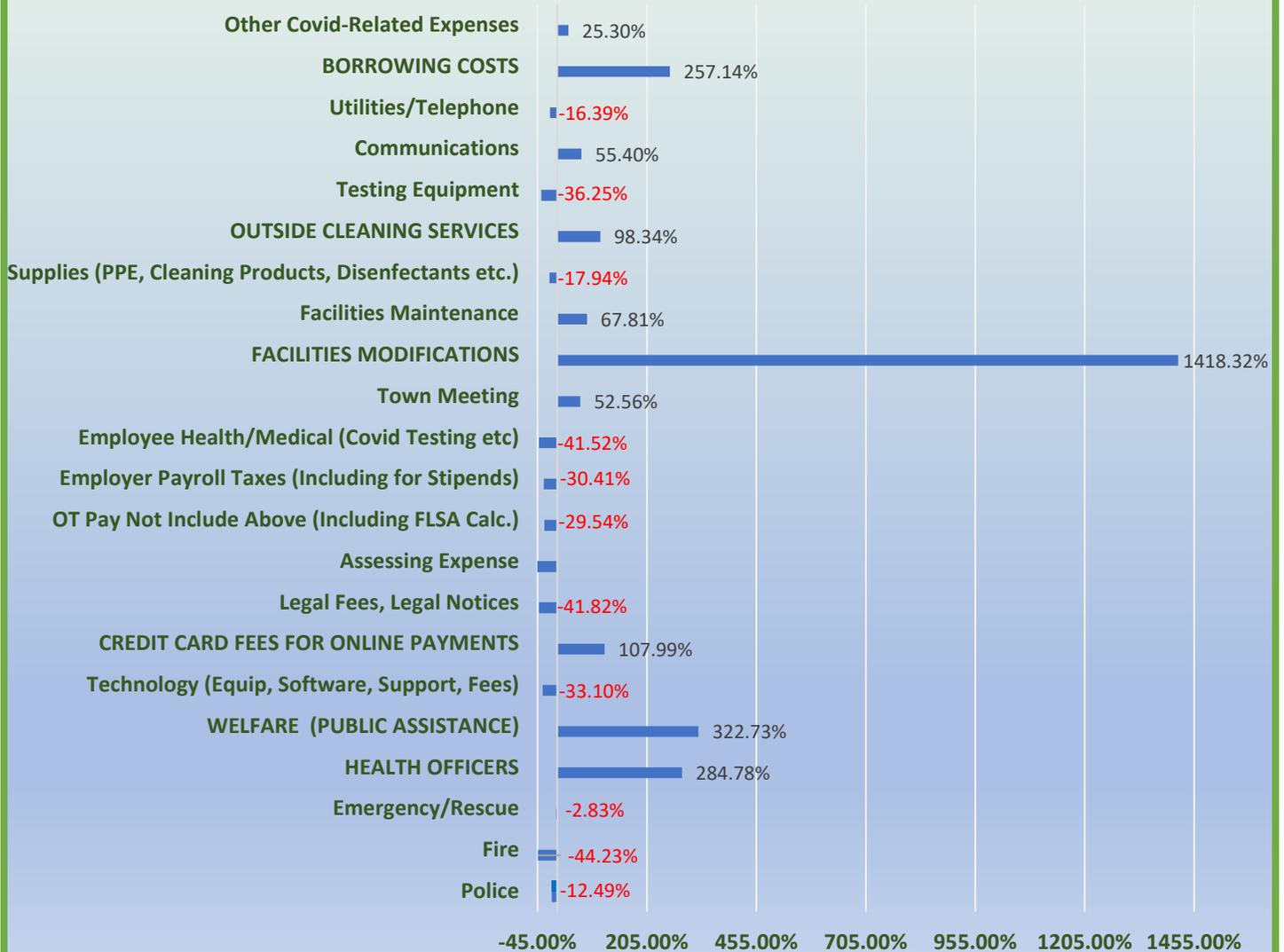
Able to Obtain Tax Anticipation Note (TAN) ?



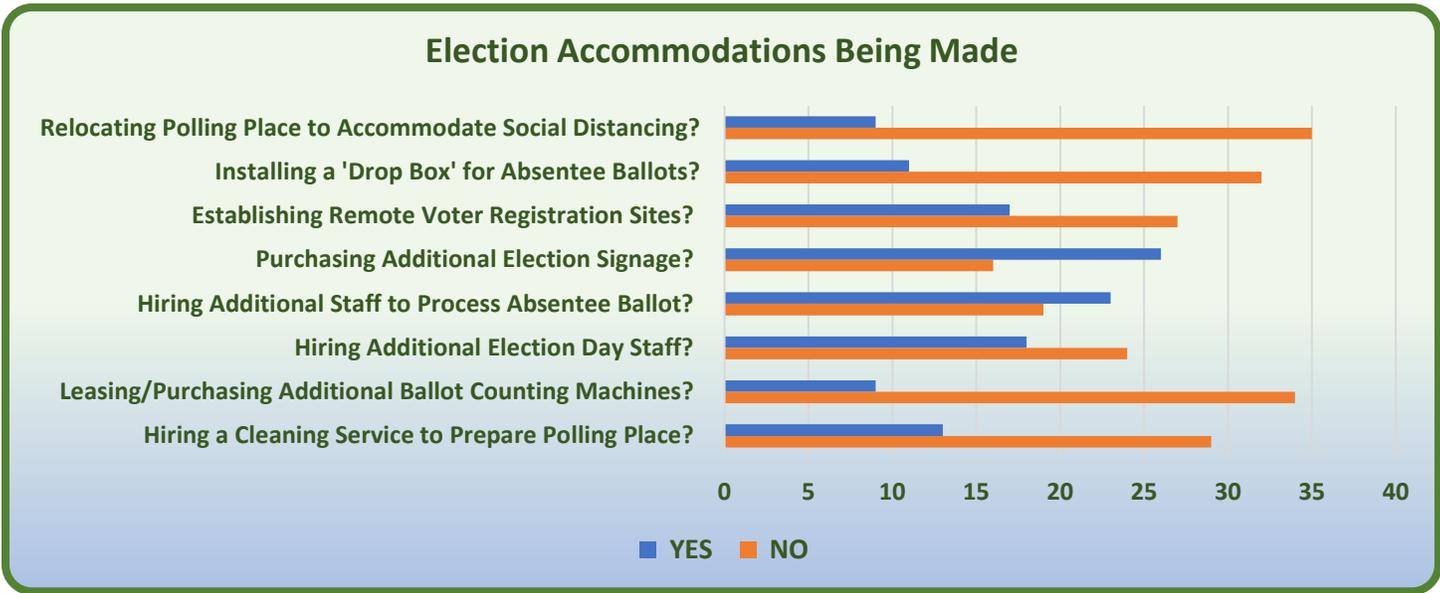
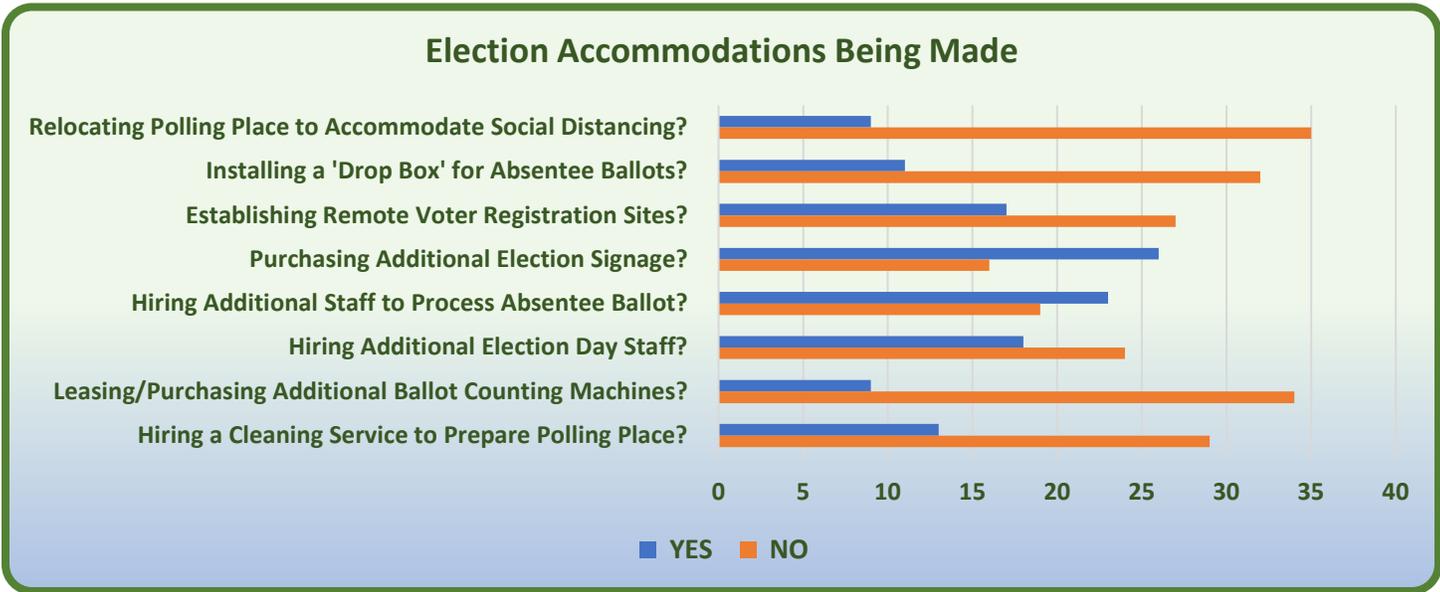
COVID Expenses v. GOFERR Allocated Reimbursement Amount*



NEXT 5-MONTH EXPENSE PROJECTION August-December 2020 v. March-July 2020

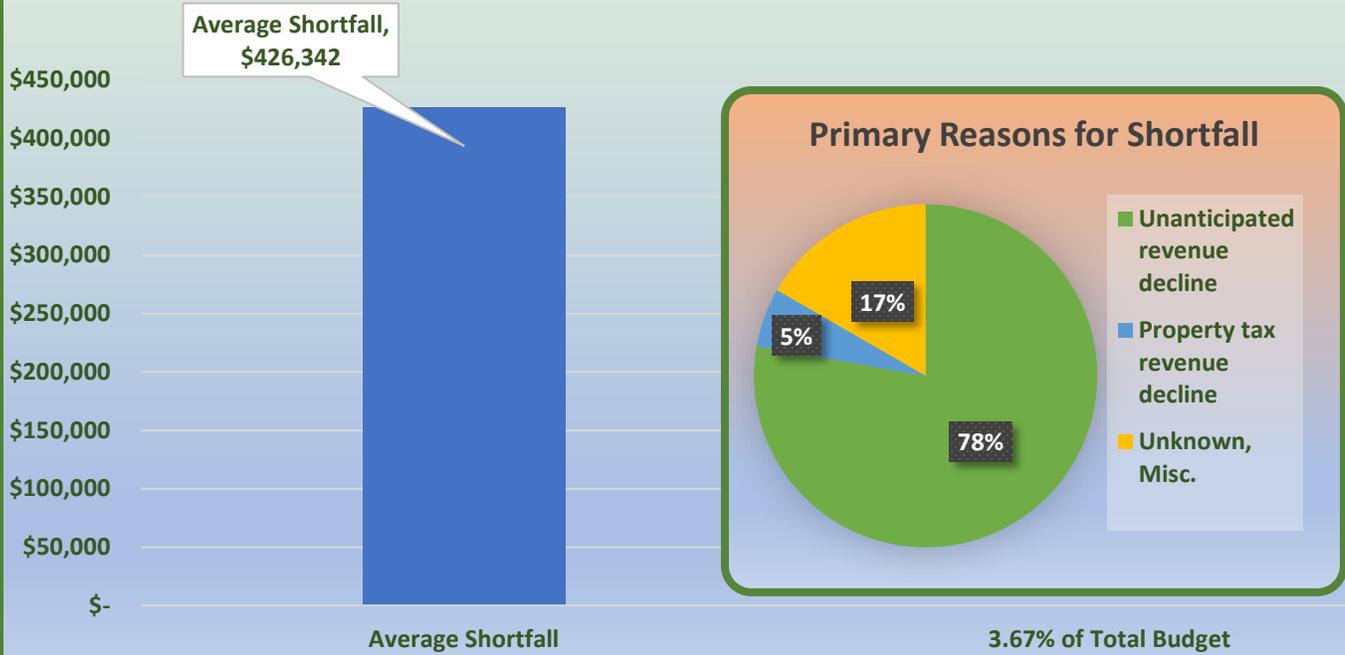


STATE PRIMARY AND GENERAL 'ELECTION' EXPENSES

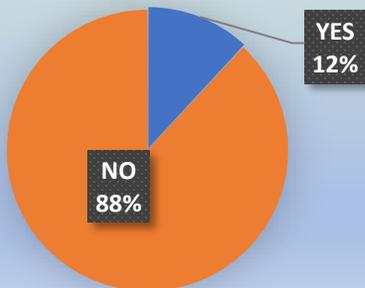


Note: On August 10, New Hampshire's Secretary of State issued a 'Notice of Grant CARES Act' which may be utilized to provide municipalities with partial reimbursement for qualified election expenses based on a federally established 'statewide standard cost rate'. The rate is calculated based on the number of absentee ballots mailed and processed by municipalities in 2020 which exceeded the number of absentee ballots processed in prior years' similar elections.

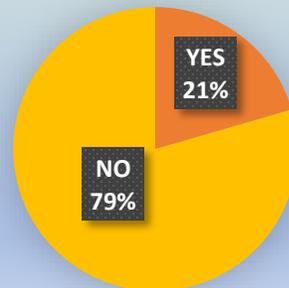
Average Budget Shortfall Projected As of December 31, 2020

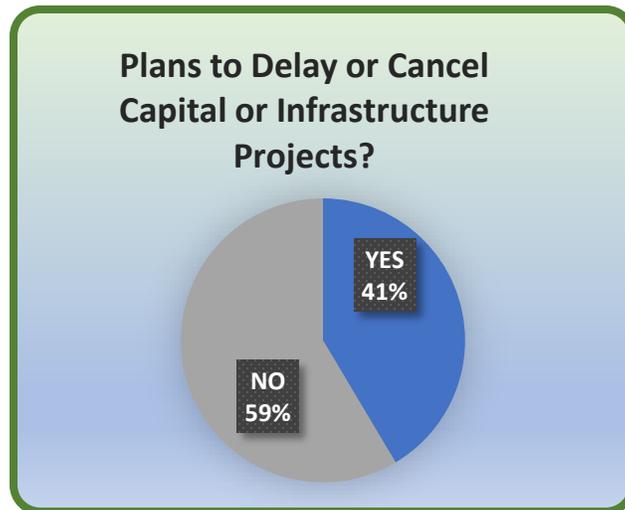


Plans to Seek DRA Authorization to Exceed Budget (Emgcy Order #23)?



Plans to Reduce Appropriations (Emgcy Order #56)?



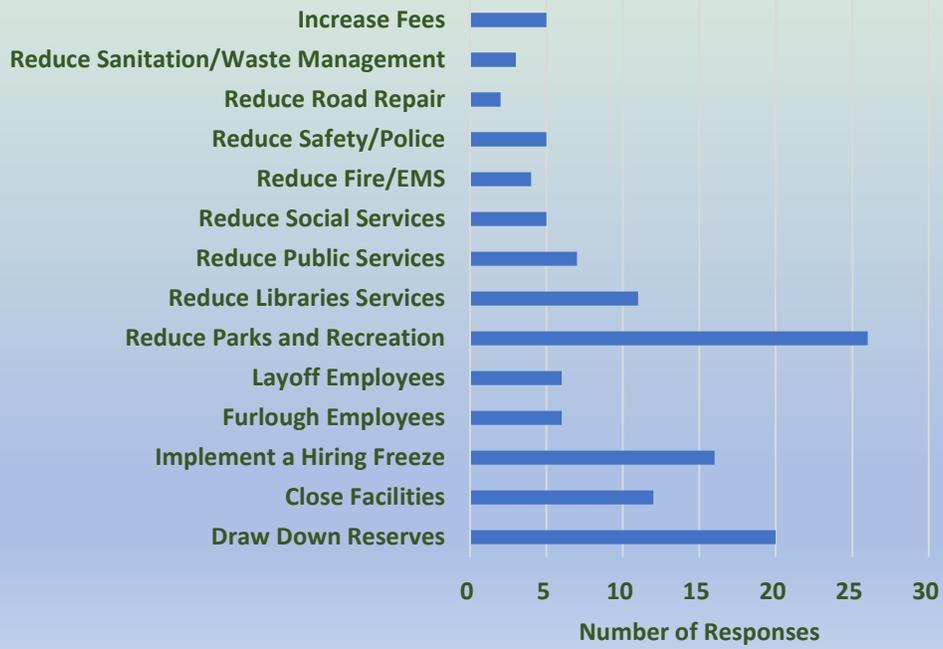


Capital or Infrastructure Projects Subject to Delay or Cancellation, as reported by municipalities:

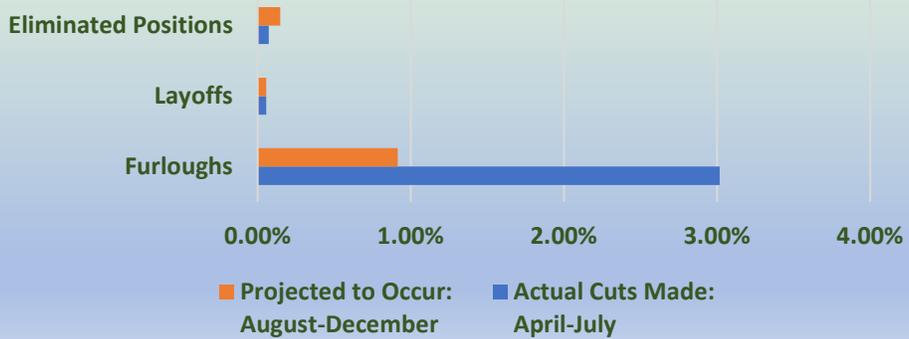
- We are delaying infrastructure projects as well as city upgrades and renovations due to the uncertainty of the economic situation. Without further guidance and additional funding from the state, it will be hard to project what the next few budgets will look like. We are taking cost saving measures now in the hopes that this will lessen the negative financial impact as we move forward. Additional reductions will be considered as we move through this budget cycle if revenues decrease due to the COVID pandemic.
- The Town delayed a couple of road improvement projects; if funds exist at the end of the year the Selectboard may encumber funds to complete projects in the upcoming year.
- Our concerns lie in the upcoming months and in the next few budget cycles. Where this current situation has many unknowns and the length of the pandemic is not clear, we do not yet know the full financial impact that COVID-19 will have on the city. We will need additional GOFERR funding for our City and we hope that the State will be issuing additional funding to cities and towns as we move towards the December deadline. We received just over \$2 million. It is not enough to cover all of our COVID costs. We are also hoping that the GOFERR reimbursement process will be streamlined for reimbursement that is more efficient. We are preparing for additional expenses in our Police and Fire Departments, Health Department, and City Clerk as we head towards elections. These are not included as anticipated costs in our survey because we did not have enough information to estimate costs at this time. We are also concerned with the effect the economic downturn will have on our commercial property values and subsequent tax payments. If the commercial values drop, the additional tax burden could be shifted to the residential taxpayers, creating an additional financial hardship at a time when our constituents are already struggling.
- Program revenues are off significantly, while the most recent property tax collection is consistent with past years. We are concerned about the tax bill receipts that will come in December and believe this is when the real impact will be known. We have taken some early steps by deferring the start of some capital projects, delaying hiring for vacancies and pursuing any/all grant funds. Originally identified were street and sidewalk construction, water-sewer main replacement in an effort to manage cash flow and avoid a situation in December if rate payments were lower.
- Paving \$125,000; Selectmen’s budgets cuts \$437,030; Police \$74,000; Fire \$109,000; Library \$15,000; Conservation Commission \$750
- Deposits into capital reserve funds may be reduced if needed.
- 75% reduction in CIP projects due to possible revenue shortfalls for the 2nd half of FY21 and for all of FY22
- Nothing officially canceled but are holding off to see how we make out before working on some larger projects.
- Not sure at this time.

- May reduce road construction based on any future shortfalls or reduction to Highway Block Grant, which will be minor.
- Federal funding that would have been available earlier this year was delayed, rerouted for COVID matters. So, water/sewer infrastructure upgrade for a portion of Town will not go to bond vote in 2021.
- Deposits into capital reserve funds may be reduced if needed.
- Delaying the replacement of three police cruisers (\$142,500), a DPW one-ton pickup truck (\$48,000), improvements to the municipal water system (\$1.9 million) and improvements to the municipal sewer system (\$1.9 million)
- Capital improvements and road improvements
- Annual Road Construction projects and pavement preservation
- All bond issuances were delayed until FY22. Capital outlays were reduced.
- 75% reduction in CIP projects due to possible revenue shortfalls for the 2nd half of FY21 and for all of FY22
- - D18Town buildings facility study and master plan: 200,000
- - Radio Box Fire Alarm Receiver Equipment: 81,000
- - Engineering for Bridge St bridge over Spicket River: 158,000
- - Replace five servers (TH, FD, and PD): 80,000
- - J52Pine Grove Cemetery phases 1 and 3 expansion: 65,000
- - Phone upgrades: 116,000.
- - Plow Truck Lease Purchase
- - WWTP/Water System Emergency Repair Account
- - Aeration System Improvements
- - Sludge Drying Bed Maintenance
- - Pond/Dam Maintenance
- - Cemetery Improvements

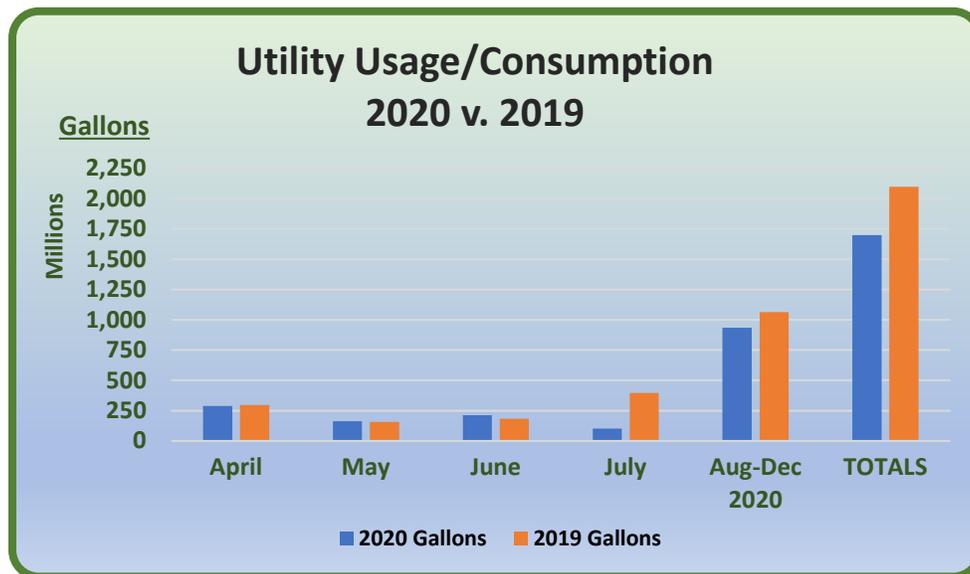
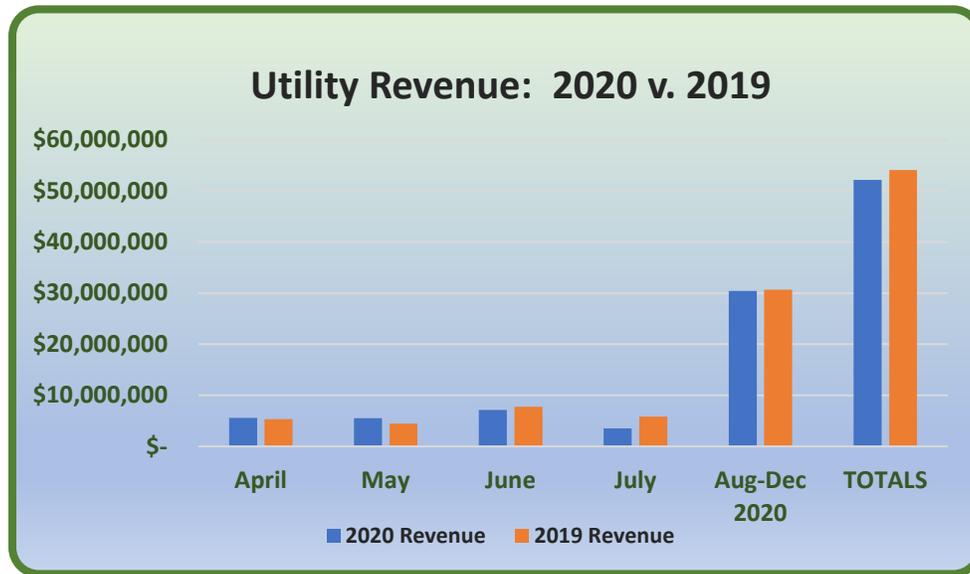
Municipal Actions/Functions Significantly Impacted by Budget Shortfall



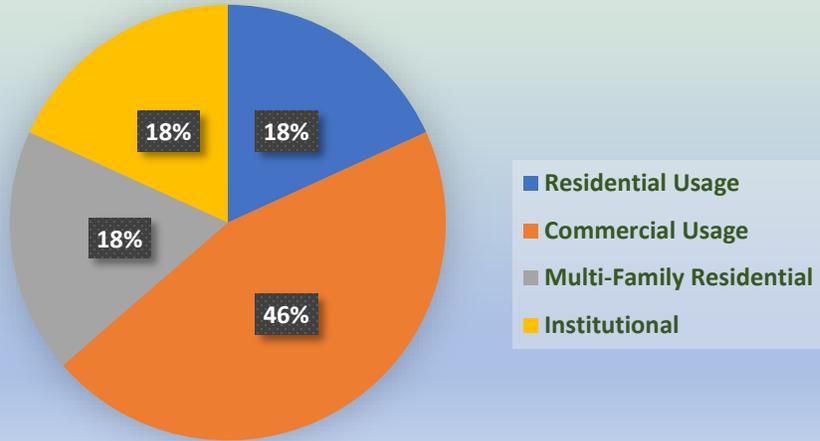
Staffing Impacts



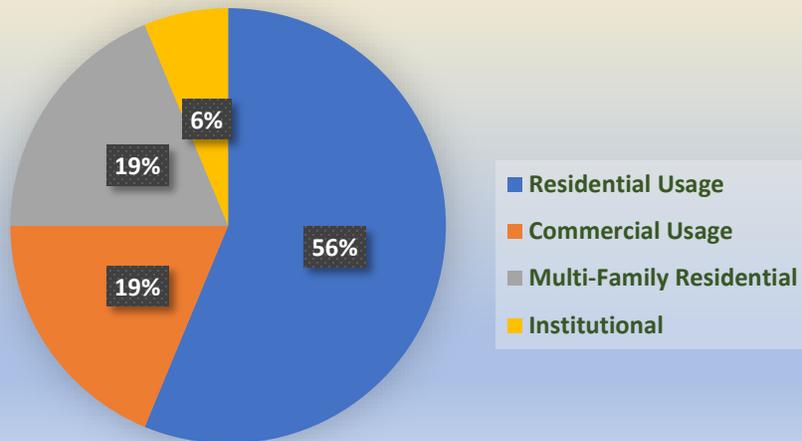
'UTILITY' – FINANCIAL IMPACT



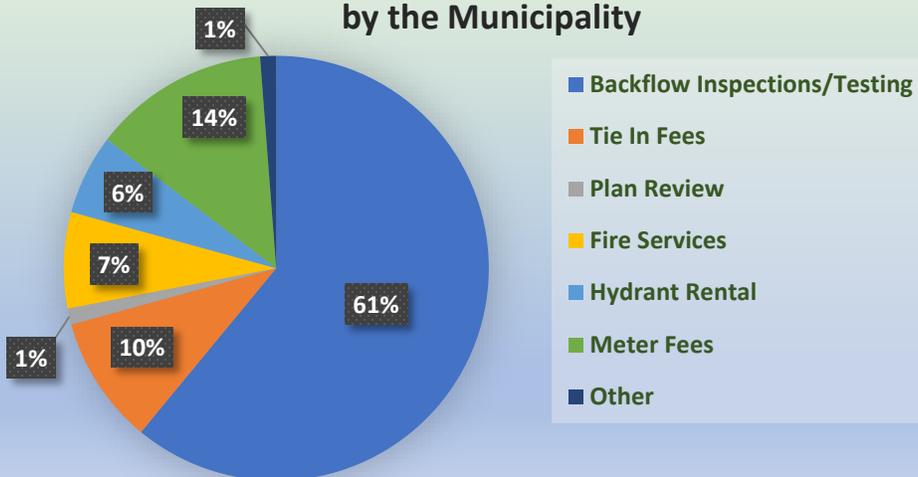
Primary Reasons for Decreased Consumption



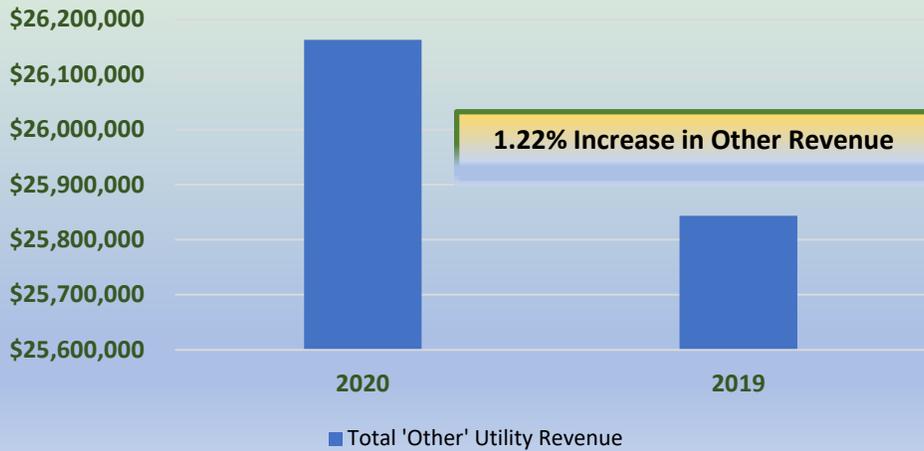
Primary Reasons for Increased Consumption



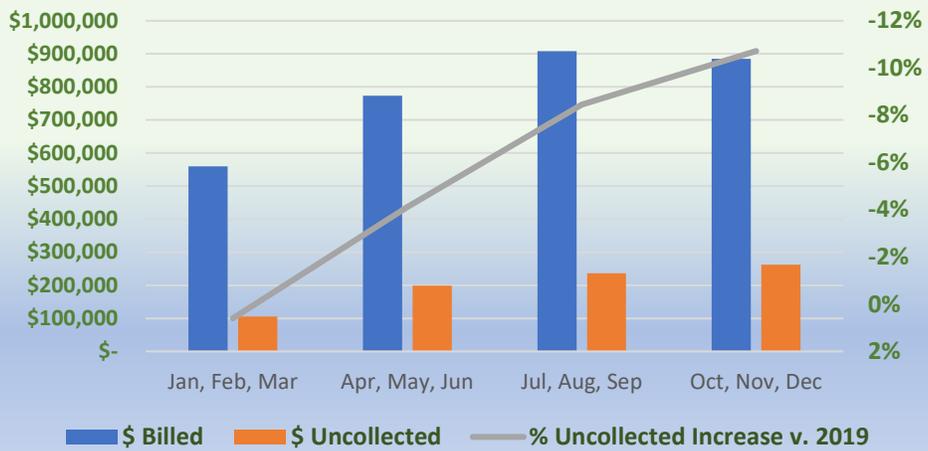
Other Types of Utility Revenue Sources Utilized by the Municipality



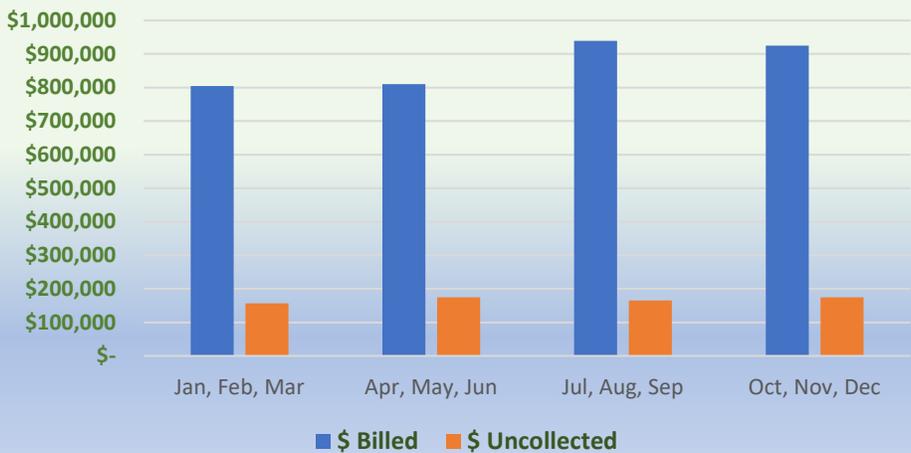
Other Utility Revenue: 2020 v 2019



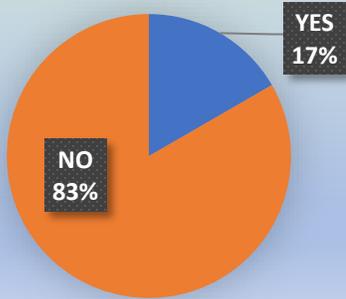
2020 Billed Amounts Uncollected



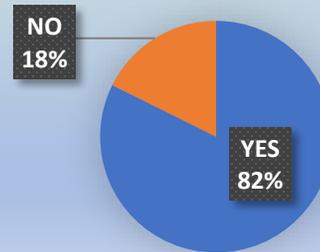
2019 Billed Amounts Uncollected



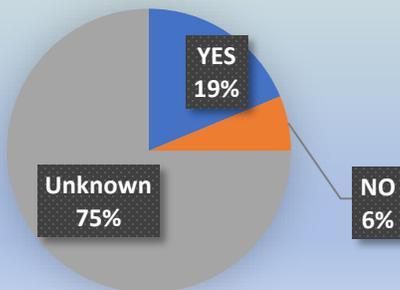
Did revenue/consumption decrease result in decreased maintenance expenses?



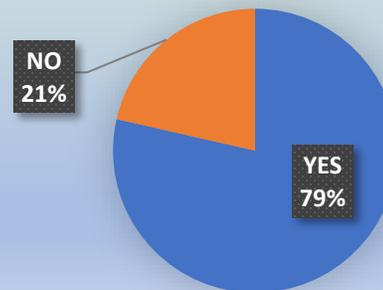
Sufficient Reserves to Continue Operations for Next 12 Months without Impacting Rates/Service?



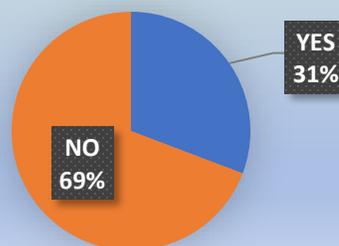
Able to Borrow Short-Term Funds for Operating & Maintenance Expenses?



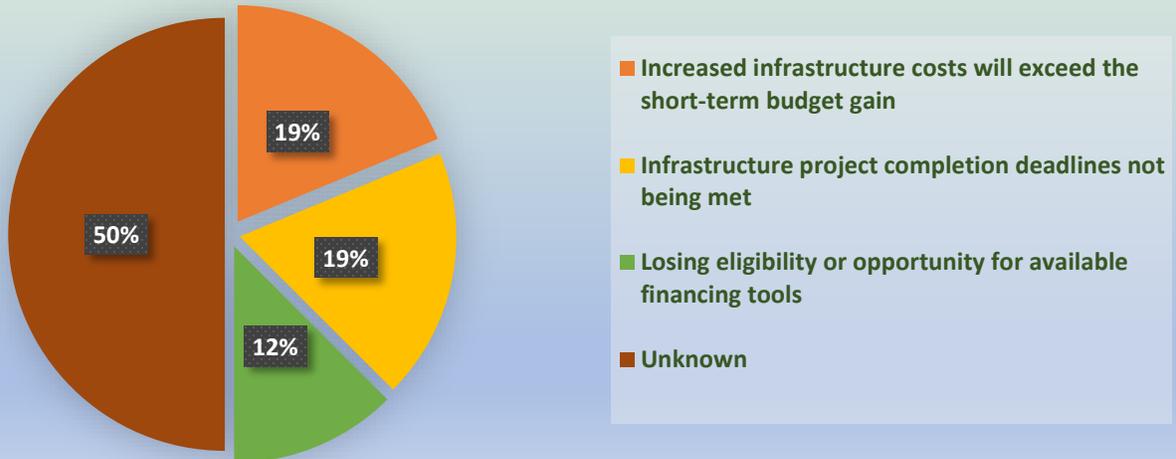
Do you have Replacement Reserves: Capital Reserve, Trust Funds?



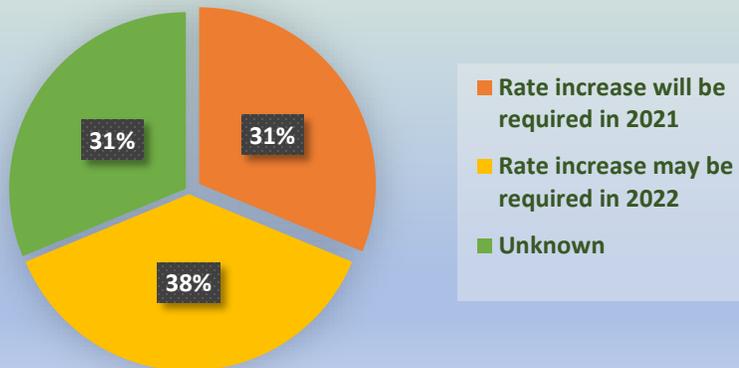
Will it be Necessary to Postpone or Cancel Infrastructure Plans as a Result of Any Losses?



Will Project Delay Result in Adverse Long-Term Consequences?



Will Decreased Revenue Impact the Rate Setting Structure or Methodology?



NH COMMUNITY POWER COALITION

September x, 2020

To: New Hampshire Public Utilities Commission
Chairwoman Dianne Martin
Commissioner Kathryn Bailey
Commissioner Michael Gaimo
David Weisner, Legal Division Director

From: Municipal and County Staff, Officials, and Committee Volunteers

Subject: Municipalities and Counties Call on Public Utilities Commission to Enable Community Power Aggregations under RSA 53-E

Body:

To the Commissioners and Staff of the New Hampshire Public Utilities Commission:

We, the local elected officials, municipal and county staff, and community volunteers serving on energy and electric aggregation committees in our cities and towns, are writing to express our commitment to exercising our authorities under RSA 53-E, Relative to Aggregation of Electric Customers by Municipalities and Counties, toward implementing Community Power Aggregations. Already a number of our cities, towns, and one county are planning to go forward with Community Power Aggregations in 2021.

The New Hampshire General Court put forward the Community Power Law (Senate Bill 286), which Governor Sununu signed into law, in order to “provide small customers with similar opportunities to those available to larger customers” and to “encourage voluntary, cost effective and innovative solutions to local needs with careful consideration of local conditions and opportunities.” We are excited about the potential benefits that Community Power Aggregations can bring to our residents and businesses. We look forward to opportunities to lower electricity costs, procure electricity from sustainable sources, and improve competitive markets for local businesses that can offer innovative energy products and services.

Community Power Aggregations are democratically controlled, market-oriented, and accountable to local voters. The utilities regulated by the Public Utilities Commission are investor-own monopolies. It is important that we hold this distinction in our minds as we develop rules and regulations.

As the Public Utilities Commission develops regulatory rules that will enable Community Power Aggregations to operate efficiently and competitively, we expect that you will carefully consider our interests and equip our communities with all of the tools to carry out the authorities granted to us by the General Court. We understand there have been proposals for regulations that would undermine the potential benefits of Community Power, for example, by limiting our ability to initiate programs when markets are favorable. We call on you to refrain from burdening us with heavy-handed regulations and remind you of Principle XIV of the New Hampshire Electric Restructuring Act:

*“The commission should adapt its administrative processes to make regulation more efficient and to **enable competitors to adapt to changes in the market in a timely manner.** The market framework for competitive electric service should, to the extent possible, **reduce reliance on administrative process.** New Hampshire should move deliberately to **replace traditional planning mechanisms with market driven choice** as the means of supplying resource needs.”*

Regulations from the Commission can either protect monopoly control, or enable Community Power Aggregations. We call on you to be future-oriented and do the latter. We ask that you do everything in your power to ensure that this market can be successfully implemented by our communities, without hinderance by cumbersome and anti-market regulations.

Community Power is a bi-partisan and market-oriented approach to realizing a more innovative and sustainable energy system for our smaller customers, our cities and towns, and for our state as a whole. Together, we can create real positive change for our state.

Thank you for your attention.

Sincerely,

Jamie Bemis, Member of Sustainability Committee, Town of Bristol

Tricia Mills, Member of Energy Committee, Town of Bristol

Rod Bouchard, Assistant Administrator, Cheshire County

Henry Herndon, Member of Energy & Environment Advisory Committee, City of Concord

Julia Griffin, Town Manager, Town of Hanover

April Salas, Sustainability Director, Town of Hanover

Ned Hulbert, Member of Electric Aggregation Committee, Town of Harrisville

Clifton Below, Assistant Mayor, City of Lebanon

Tad Montgomery, Energy & Facilities Manager, City of Lebanon

Doria Brown, Energy Manager, City of Nashua

Peter Nelson, Chair of Electric Aggregation Committee, Town of Newmarket

Dori Drachmann, Member of Energy Committee, Town of Peterborough

NH Community Power Coalition info@communitypowernh.org
www.communitypowernh.org

**Budget vs Actual by Department
Town of Stratham
For 8/31/2020**

	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	99,091.00	64,659.26	34,431.74	65.25	64,076.91
100 4130 02 103 Executive Assistant	46,904.00	28,338.70	18,565.30	60.42	30,470.01
100 4130 02 201 Supplies	5,500.00	3,309.76	2,190.24	60.18	2,900.02
100 4130 02 204 Association Dues	9,800.00	8,488.00	1,312.00	86.61	8,800.00
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	347.20	3,152.80	9.92	4,782.86
100 4130 02 225 Mileage	1,000.00	808.50	191.50	80.85	172.70
100 4130 02 230 Fed-Ex	300.00	18.00	282.00	6.00	99.49
100 4130 02 231 Postage	12,000.00	8,111.79	3,888.21	67.60	7,654.23
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	4,444.40	(2,694.40)	253.97	1,245.20
100 4130 02 319 Background Checks	750.00	96.50	653.50	12.87	469.80
100 4130 02 999 COVID expenses	0.00	26,028.00	(26,028.00)	0.00	0.00
TOTAL EXPENSES	201,595.00	148,275.11	53,319.89	73.55	132,871.18
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	700.00
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	4,365.91
FINANCIAL ADMIN					
100 4150 01 110 Accounting Supervisor	0.00	0.00	0.00	0.00	41,405.66
100 4150 01 120 Accounting Payroll	135,715.00	85,070.57	50,644.43	62.68	0.00
100 4150 01 217 Audit	18,500.00	0.00	18,500.00	0.00	15,644.12
100 4150 01 306 Financial Software Lic/Training	13,500.00	4,867.75	8,632.25	36.06	5,322.75
100 4150 01 999 COVID expenses	0.00	135.00	(135.00)	0.00	0.00
100 4150 05 111 Finance-Treasurer Salary	8,800.00	3,933.33	4,866.67	44.70	0.00
TOTAL EXPENSES	176,515.00	94,006.65	82,508.35	53.26	62,372.53
ASSESSING					
100 4150 02 114 Assessing Payroll	132,139.00	84,994.69	47,144.31	64.32	83,746.37
100 4150 02 201 Assessing Supplies	2,500.00	427.56	2,072.44	17.10	733.46
100 4150 02 204 Dues/Misc Exp.	1,400.00	141.47	1,258.53	10.11	1,045.20
100 4150 02 218 Registry Expense	200.00	30.00	170.00	15.00	26.00
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	650.72
100 4150 02 317 Equipment Maintenance/Software	7,000.00	6,431.99	568.01	91.89	6,603.63
100 4150 02 376 Vehicle Maintenance/Lease	700.00	559.68	140.32	79.95	730.64
TOTAL EXPENSES	150,691.00	97,073.11	53,617.89	64.42	97,236.02
Town Clerk/Tax Collector					
100 4150 03 112 TC/TC Payroll	135,116.00	87,399.47	47,716.53	64.68	85,483.10
100 4150 03 201 Office Supplies	3,500.00	461.58	3,038.42	13.19	2,926.05
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	642.00
100 4150 03 218 Registry of Deeds	500.00	148.20	351.80	29.64	241.95
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	2,574.00
100 4150 03 306 Computer Support-Service	11,136.00	11,875.56	(739.56)	106.64	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	153,213.00	100,974.78	52,238.22	65.90	107,623.08

Budget vs Actual by Department Town of Stratham

For 8/31/2020

	Dept Budget 2020	YTD Actual 2020	Budget v. Actual Difference	% Expended	YTD Actual2019
COMPUTER SERVICES					
100 4150 04 201 IT Supplies/Materials	7,500.00	2,668.30	4,831.70	35.58	1,066.64
100 4150 04 205 Computer services	70,000.00	36,649.73	33,350.27	52.36	31,042.48
100 4150 04 999 COVID expenses	0.00	2,024.98	(2,024.98)	0.00	0.00
TOTAL EXPENSES	77,500.00	41,343.01	36,156.99	53.35	32,109.12
LEGAL EXPENSES					
100 4153 01 202 Legal Expenses	30,000.00	7,342.55	22,657.45	24.48	20,466.78
100 4153 01 999 COVID expenses	0.00	4,879.75	(4,879.75)	0.00	0.00
Total Legal Services	30,000.00	12,222.30	17,777.70	40.74	20,466.78
PERSONNEL ADMINISTRATION					
100 4155 01 171 Medicare	44,233.00	27,083.53	17,149.47	61.23	24,344.95
100 4155 01 173 New Hampshire Retirement	434,943.00	266,651.92	168,291.08	61.31	224,436.77
100 4155 01 174 Social Security	139,719.00	79,243.93	60,475.07	56.72	71,659.69
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	5,640.00	4,176.81	1,463.19	74.06	3,556.00
100 4155 01 193 Long-Term Disability	17,916.00	12,433.13	5,482.87	69.40	10,469.51
100 4155 01 194 Short-Term Disability	11,218.00	7,969.48	3,248.52	71.04	6,653.06
100 4155 01 195 Health/Dental Insurance	550,140.00	373,457.23	176,682.77	67.88	302,636.12
100 4155 01 197 Bank & Misc. Fees	600.00	69.49	530.51	11.58	814.70
100 4155 02 191 HIB-OT Self Audit	500.00	0.00	500.00	0.00	1,681.60
100 4155 02 198 Merit Pay	12,608.00	0.00	12,608.00	0.00	0.00
TOTAL EXPENSES	1,274,354.00	799,787.66	474,566.34	62.76	672,396.79
LAND USE					
PLANNING					
100 4191 01 120 Planner Salary	81,318.00	53,097.63	28,220.37	65.30	52,323.18
100 4191 01 121 Bldg. & Code Enf. Coordinator	43,706.00	27,783.88	15,922.12	63.57	28,337.60
100 4191 01 122 Land Use Project Coordinator	13,800.00	12,468.75	1,331.25	90.35	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	2,216.56	2,183.44	50.38	3,046.08
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	551.00
100 4191 01 306 Software License & Training	2,500.00	1,158.86	1,341.14	46.35	1,525.36
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	159,816.00	104,365.71	55,450.29	65.30	102,373.04
BUILDING INSPECTOR/CODE ENFORCEMENT					
100 4191 02 122 BI / CEO Payroll	70,231.00	45,652.31	24,578.69	65.00	41,194.13
100 4191 02 201 Supplies	1,000.00	83.24	916.76	8.32	585.92
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	22,271.25	(6,271.25)	139.20	9,635.00
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	610.00
100 4191 02 318 Equipment	1,500.00	507.84	992.16	33.86	715.02
100 4191 02 376 Vehicle Maintenance	2,000.00	119.28	1,880.72	5.96	1,226.78
TOTAL EXPENSES	97,531.00	70,047.42	27,483.58	71.82	55,166.85
TOTAL LAND USE EXPENSES	257,347.00	174,413.13	82,933.87	67.77	157,539.89
GENERAL GOVT. BUILDINGS					
100 4194 01 104 Payroll/custodial services	42,640.00	28,512.14	14,127.86	66.87	27,865.38
100 4194 01 105 FT Custodial OT	0.00	3.53	(3.53)	0.00	0.00
100 4194 01 106 Custodial PT	16,523.00	10,967.64	5,555.36	66.38	10,926.12
100 4194 01 222 MC Supplies	3,500.00	1,407.18	2,092.82	40.21	931.64
100 4194 01 314 MC Electricity	27,500.00	12,058.06	15,441.94	43.85	15,684.47
100 4194 01 315 MC Heat	8,000.00	7,641.82	358.18	95.52	7,243.89
100 4194 01 316 MC Telephone	8,500.00	6,527.93	1,972.07	76.80	5,704.44
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	15,914.73	17,085.27	48.23	19,261.13
100 4194 01 999 COVID expenses	0.00	4,943.84	(4,943.84)	0.00	0.00
100 4194 02 375 Gifford Building Maintenance/Repairs	5,000.00	2,011.75	2,988.25	40.24	1,893.18

Budget vs Actual by Department Town of Stratham

For 8/31/2020

	Dept Budget 2020	YTD Actual 2020	Budget v. Actual Difference	% Expended	YTD Actual2019
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	551.11	848.89	39.37	629.58
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	325.54	2,174.46	13.02	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	11,175.00
100 4194 07 375 Park Cottage Maintenance	1,200.00	642.46	557.54	53.54	0.00
TOTAL EXPENSES	166,163.00	94,529.95	71,633.05	56.89	107,972.11
CEMETERIES					
100 4195 01 141 Cemetery Payroll	29,110.00	18,472.20	10,637.80	63.46	4,255.16
100 4195 01 142 Cemetery Overtime	994.00	374.76	619.24	37.70	90.66
100 4195 01 222 Supplies	1,000.00	570.73	429.27	57.07	935.74
100 4195 01 240 Ground Maintenance	1,875.00	2,941.83	(1,066.83)	156.90	1,240.00
100 4195 01 306 Computer Maintenance	500.00	0.00	500.00	0.00	494.00
100 4195 01 317 Equipment Maintenance	3,625.00	1,366.40	2,258.60	37.69	3,511.01
100 4195 01 318 Equipment	812.00	399.68	412.32	49.22	442.89
TOTAL EXPENSES	37,916.00	24,125.60	13,790.40	63.63	10,969.46
INSURANCE					
100 4196 01 190 Workers' Compensation	48,872.00	48,872.00	0.00	100.00	23,265.76
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	76,822.76
OTHER GEN. GOVT.					
100 4199 01 243 Town Ctr Water Contamination Expenses	11,000.00	6,185.00	4,815.00	56.23	3,553.16
100 4199 01 268 Refunds: M.V. / Misc	0.00	0.00	0.00	0.00	359.65
100 4199 01 283 Property Tax Refunds (abated)	0.00	0.00	0.00	0.00	10,735.52
TOTAL EXPENSES	11,000.00	6,185.00	4,815.00	56.23	14,648.33
TOTAL GENERAL GOVERNMENT	2,658,252.00	1,705,775.90	952,476.10	64.17	1,497,393.96
PUBLIC SAFTEY					
POLICE					
100 4210 01 130 Police - Full Time	806,195.00	525,290.45	280,904.55	65.16	474,747.40
100 4210 01 131 Secretary Payroll	48,226.00	31,826.82	16,399.18	66.00	31,282.21
100 4210 01 132 Special Officers	0.00	0.00	0.00	0.00	62,989.14
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	37,742.00	23,909.54	13,832.46	63.35	24,195.42
100 4210 01 135 Police Overtime	112,000.00	37,259.68	74,740.32	33.27	0.00
100 4210 01 136 Police - PT	0.00	2,737.68	(2,737.68)	0.00	0.00
Total Payroll	1,027,399.00	621,024.17	406,374.83	60.45	593,214.17
100 4210 02 201 PD Office Supplies	5,000.00	2,377.10	2,622.90	47.54	3,505.60
100 4210 02 202 Legal - Office Supplies	3,000.00	1,405.47	1,594.53	46.85	2,114.38
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	105.18	894.82	10.52	917.82
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	2,924.26	15,075.74	16.25	14,567.31
100 4210 02 308 Training & Dues	13,000.00	4,844.69	8,155.31	37.27	5,921.35
100 4210 02 310 Uniforms	12,000.00	2,690.08	9,309.92	22.42	9,617.83
100 4210 02 317 Equipment Repairs	3,000.00	2,109.02	890.98	70.30	360.01
100 4210 02 318 New Equipment	8,000.00	18,435.13	(10,435.13)	230.44	4,714.48
100 4210 02 319 Gas & Oil	19,000.00	2,040.54	16,959.46	10.74	12,794.81
100 4210 02 376 Vehicle Maintenance	16,000.00	9,177.59	6,822.41	57.36	8,557.92
100 4210 02 999 COVID expenses	0.00	28,699.51	(28,699.51)	0.00	0.00
BUILDING	100,500.00	74,808.57	25,691.43	74.44	100,982.51
100 4210 03 314 Electricity	11,000.00	5,335.77	5,664.23	48.51	5,364.28
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	5,387.34	2,112.66	71.83	3,484.08
100 4210 03 375 PD Building Maintenance	16,000.00	2,861.85	13,138.15	17.89	12,472.66
TOTAL EXPENSES	1,166,899.00	711,038.97	455,860.03	60.93	717,987.16
FIRE DEPARTMENT					
100 4220 01 100 Fire Dept. Payroll	236,812.00	138,721.32	98,090.68	58.58	87,263.30
100 4220 01 200 FD Detail Payroll	5,000.00	200.00	4,800.00	4.00	2,312.50
100 4220 01 204 Dues	2,700.00	2,120.00	580.00	78.52	2,020.00
100 4220 01 222 Supplies	2,500.00	1,291.80	1,208.20	51.67	1,935.59
100 4220 01 228 EMS Supplies	13,000.00	9,910.15	3,089.85	76.23	9,977.65
100 4220 01 236 Fire Prevention	3,000.00	900.00	2,100.00	30.00	123.22

**Budget vs Actual by Department
Town of Stratham
For 8/31/2020**

	Dept Budget 2020	YTD Actual 2020	Budget v. Actual Difference	% Expended	YTD Actual2019
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	3,199.96
100 4220 01 310 Uniforms	3,500.00	0.00	3,500.00	0.00	2,415.78
100 4220 01 317 Equipment Maintenance	30,000.00	9,665.86	20,334.14	32.22	13,138.64
100 4220 01 318 New Equipment	22,000.00	6,090.31	15,909.69	27.68	6,352.34
100 4220 01 319 Gas & Oil	4,500.00	478.80	4,021.20	10.64	3,212.58
100 4220 01 323 Billing Expenses	13,000.00	5,278.66	7,721.34	40.61	7,213.80
100 4220 01 999 COVID expenses	0.00	34,167.45	(34,167.45)	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	1,214.08	2,785.92	30.35	983.68
100 4220 02 314 Electricity	21,000.00	9,513.85	11,486.15	45.30	11,833.81
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	4,514.83	2,985.17	60.20	3,874.65
100 4220 02 375 Building Maintenance & Repairs	15,000.00	9,428.42	5,571.58	62.86	12,870.05
TOTAL EXPENSES	408,944.00	248,260.20	160,683.80	60.71	184,261.90
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	1,000.00	496.27	503.73	49.63	622.11
TOTAL PUBLIC SAFTEY	1,586,481.00	960,302.94	626,178.06	60.53	903,343.67
HIGHWAY & STREETS					
HIGHWAY					
100 4312 01 140 Highway Payroll	245,026.00	161,833.92	83,192.08	66.05	154,348.67
100 4312 01 141 Highway Overtime	26,808.00	14,353.63	12,454.37	53.54	15,800.00
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	730.52	3,469.48	17.39	5,403.38
100 4312 01 224 Meals	1,000.00	567.12	432.88	56.71	656.21
100 4312 01 279 Substance Abuse Testing	1,250.00	336.00	914.00	26.88	794.00
100 4312 01 303 Rented Equipment	6,000.00	4,386.59	1,613.41	73.11	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	400.00
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	4,659.99	4,090.01	53.26	5,405.87
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	1,725.39	2,482.61	41.00	1,095.93
100 4312 01 317 Equipment Repairs & Maintenance	50,000.00	21,281.15	28,718.85	42.56	33,550.81
100 4312 01 318 New Equipment & Signs	8,400.00	2,987.93	5,412.07	35.57	6,972.25
100 4312 01 319 Gas & Oil	39,200.00	20,022.67	19,177.33	51.08	11,172.16
100 4312 01 320 Road Paint	10,080.00	285.86	9,794.14	2.84	491.89
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	1,707.62
100 4312 01 375 Building Maintenance	20,000.00	12,013.34	7,986.66	60.07	10,609.48
100 4312 01 999 COVID expenses	0.00	24.16	(24.16)	0.00	0.00
TOTAL EXPENSES	675,581.00	248,990.12	426,590.88	36.86	261,414.82
STREET LIGHTING					
100 4316 01 314 Street Lighting	10,000.00	5,011.57	4,988.43	50.12	5,781.77
TOTAL HIGHWAY & STREETS	685,581.00	254,001.69	431,579.31	37.05	267,196.59
SANITATION					
SOLID WASTE COLL. & DISPOSAL					
100 4323 01 142 Sanitation Payroll	23,276.00	13,961.83	9,314.17	59.98	9,736.65
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	545,718.78	186,210.22	74.56	462,110.88

Budget vs Actual by Department Town of Stratham

For 8/31/2020

	Dept Budget 2020	YTD Actual 2020	Budget v. Actual Difference	% Expended	YTD Actual2019
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	3,814.67	5,685.33	40.15	4,336.98
100 4323 01 309 Transfer Station Expenses	59,890.00	39,333.83	20,556.17	65.68	38,041.78
100 4323 01 314 Electricity	750.00	459.18	290.82	61.22	416.21
100 4323 01 317 Materials & Supplies	800.00	363.46	436.54	45.43	436.48
TOTAL EXPENSES	831,043.00	603,651.75	227,391.25	72.64	515,124.31
PUBLIC WORKS (OTHER)					
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	39,930.00	27,750.00	59.00	39,930.00
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	39,930.00	69,270.00	36.57	39,930.00
WELFARE					
DIRECT ASSISTANCE					
100 4445 01 314 Public Asst. Electricity	1,500.00	576.40	923.60	38.43	1,319.33
100 4445 01 340 Public Asst. Food	1,000.00	0.00	1,000.00	0.00	0.00
100 4445 01 341 Public Asst. Heat	2,000.00	227.29	1,772.71	11.36	259.90
100 4445 01 343 Public Asst. Medical-Pharmacy	1,000.00	140.13	859.87	14.01	0.00
100 4445 01 344 Public Asst. Rent-Mortgage	10,000.00	2,400.00	7,600.00	24.00	6,973.00
100 4445 01 345 Public Asst. Misc. Assistance	1,000.00	298.00	702.00	29.80	50.00
TOTAL EXPENSES	16,500.00	3,641.82	12,858.18	22.07	8,602.23
TOTAL WELFARE	16,500.00	3,641.82	12,858.18	22.07	8,602.23
CULTURE & RECREATION					
PARKS					
100 4520 01 144 PT Ranger Payroll	46,644.00	15,245.20	31,398.80	32.68	18,050.25
100 4520 01 201 Office Supplies	400.00	246.81	153.19	61.70	215.03
100 4520 01 240 Grounds Maintenance	32,000.00	14,719.08	17,280.92	46.00	16,295.62
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	2,195.46	3,904.54	35.99	3,710.06
100 4520 01 317 Equipment Maintenance	3,500.00	1,765.87	1,734.13	50.45	2,119.43

**Budget vs Actual by Department
Town of Stratham
For 8/31/2020**

	Dept Budget 2020	YTD Actual 2020	Budget v. Actual Difference	% Expended	YTD Actual2019
100 4520 01 318 New Equipment	0.00	0.00	0.00	0.00	424.69
100 4520 01 330 Park Maintenance Supplies	4,625.00	2,307.52	2,317.48	49.89	2,500.80
100 4520 01 375 Park Cottage Building Maintenance	0.00	0.00	0.00	0.00	980.37
100 4520 01 376 Park Vehicle Maintenance	4,000.00	0.00	4,000.00	0.00	1,938.78
100 4520 01 377 All Other Park Building Maintenance	1,734.00	1,019.25	714.75	58.78	5,596.14
TOTAL EXPENSES	99,003.00	37,499.19	61,503.81	37.88	52,017.35
RECREATION					
100 4520 02 145 Recreation Payroll	72,549.00	47,339.90	25,209.10	65.25	46,509.62
100 4520 02 146 Rec. Seasonal Payroll	0.00	7,864.54	(7,864.54)	0.00	7,954.59
100 4520 02 147 Program Asst Salary	46,904.00	22,364.45	24,539.55	47.68	30,404.01
100 4520 02 201 Office Expenses	1,200.00	502.34	697.66	41.86	394.06
100 4520 02 204 Memberships	1,000.00	1,019.58	(19.58)	101.96	863.79
100 4520 02 232 Field Improvements	0.00	0.00	0.00	0.00	25.21
100 4520 02 273 Seniors Trips	6,000.00	2,010.00	3,990.00	33.50	1,640.00
100 4520 02 280 Summer Program	50,000.00	500.00	49,500.00	1.00	30,042.39
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	4.99
100 4520 02 314 Electricity	0.00	638.16	(638.16)	0.00	727.29
100 4520 02 316 Cellphone Reimbursement	1,302.00	813.40	488.60	62.47	488.04
100 4520 02 317 Field Maintenance	0.00	119.01	(119.01)	0.00	1,999.81
100 4520 02 318 Equipment	0.00	596.83	(596.83)	0.00	387.56
100 4520 02 319 Gas-Mileage	650.00	426.30	223.70	65.58	481.12
100 4520 02 324 Brochures/Newsletters	1,500.00	577.93	922.07	38.53	441.41
100 4520 02 328 Special Events	13,000.00	1,529.13	11,470.87	11.76	3,522.86
TOTAL EXPENSES	194,805.00	86,445.58	108,359.42	44.38	125,886.75
TOTAL PARKS & RECREATION	293,808.00	123,944.77	169,863.23	42.19	177,904.10
LIBRARY					
100 4550 01 147 Library Payroll	407,593.00	250,993.44	156,599.56	61.58	242,486.85
100 4550 01 249 Non-salary expenses	101,000.00	70,000.00	31,000.00	69.31	55,283.10
TOTAL EXPENSES	508,593.00	320,993.44	187,599.56	63.11	297,769.95
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	830.72
TOTAL EXPENSES	1,700.00	0.00	1,700.00	0.00	965.53
TOTAL CULTURE & RECREATION	804,101.00	444,938.21	359,162.79	55.33	476,639.58
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 04 402 Fire House/Conservation Bond Principal	0.00	0.00	0.00	0.00	180,000.00

Budget vs Actual by Department Town of Stratham

For 8/31/2020

	Dept Budget 2020	YTD Actual 2020	Budget v. Actual Difference	% Expended	YTD Actual2019
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 03 401 PSC Interest	0.00	0.00	0.00	0.00	26,562.50
100 4721 04 401 Fire House/Conservation Interest	0.00	0.00	0.00	0.00	144,225.42
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	780,381.67
TOTAL OPERATING BUDGET	7,460,149.00	4,749,985.80	2,710,163.20	63.67	4,498,847.12

Total COVID expenses: \$101,502.69

Total operating expenses, net of COVID expenses: \$4,648,483.11

Percentage of budget spent, net of COVID expenses: 62.3%

**Town of Stratham
General Fund Revenues
As of August 31, 2020**

Revenue Source	2020 Budget	YTD	% Collected (Target 67%)	4-yr. Average	% of 4-yr. Average
Building Permits	300,000	199,841	66.61%	89,979	222.10%
Business Licenses & Permits	34,355	29,318	85.34%	28,882	101.51%
Highway Block Grant	161,875	124,082	76.65%	159,891	77.60%
Income from Departments	103,920	69,079	66.47%	52,611	131.30%
Interest & Penalties	50,000	32,364	64.73%	62,758	51.57%
Interest on Investments	70,000	61,802	88.29%	64,853	95.29%
Misc. Revenue - State of NH	0	1,742	--	4,256	40.93%
Misc. Insurance Reimb.	500	100	20.00%	8,098	1.23%
Motor Vehicle Permits	1,805,250	1,249,677	69.22%	1,262,895	98.95%
Other Charges (Franchise fees)	160,000	126,554	79.10%	135,101	93.67%
Other Licenses, Permits & Fees	7,450	10,193	136.81%	8,774	116.16%
Other Misc. Revenues	59,850	53,310	89.07%	50,378	105.82%
Other State Revenue	52,999	63,218	119.28%	116,737	54.15%
Rooms & Meals	365,000	0	0.00%	0	--
Sale of Municipal Property	6,485	2,316	35.72%	104,909	2.21%
Yield Tax	1,000	0	0.00%	373	0.00%
From Trust & Fiduciary	20,000	0	0.00%	25,234	0.00%
Grand Total	3,198,684	2,023,593	63.26%	2,175,730	93.01%

Notes:

1. Unanticipated COVID Revenues (in Other State Revenue) total \$54,172. Not including COVID funds, we have collected 62% of the revenue budget.
2. Other Misc. Revenues include a \$13.3K Police grant. Not including the grant, the percent collected for this line item is 67%.
3. In July, Building permit revenues lagged 9% below the target percentage. However, over the last month, Building permits have nearly caught up to the 67% reference point.

Town of Stratham
 CIP/Capital Projects
 Balances As of August 31, 2020

Project/Account	Balance Forward (2016-2019)	YTD	\$ Remaining
Bike & Pedestrian Transportation Improvements	5,000.00	0.00	5,000.00
100 4909 20 656 2020 Bike & Pedestrian Transportation Improvem	5,000.00	0.00	5,000.00
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
Computer/Tech. Replacement	23,212.55	3,255.00	19,957.55
100 4908 16 502 2016 Town Office Computer Replacement	188.86	188.86	0.00
100 4908 16 546 2016 FD Computer Replacement	333.71	0.00	333.71
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
100 4908 20 502 2020 Town-wide Computer Replacements	15,000.00	0.00	15,000.00
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 Improvements	46,207.36	0.00	46,207.36
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
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
100 4909 20 651 2020 Library Assessment & Facility Plan	20,000.00	0.00	20,000.00
Maple Lane Cemetery Landscaping	18,003.69	5,503.12	12,500.57
100 4909 18 598 2018 Maple Lane Cemetery Landscaping	3.69	0.00	3.69
100 4909 19 598 2019 Maple Lane Cemetery Landscaping	18,000.00	5,503.12	12,496.88
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
Parking Lot Paving	27,000.00	0.00	27,000.00
100 4909 20 576 2020 Fire Station Parking Lot Paving	15,000.00	0.00	15,000.00
100 4909 20 577 2020 Police Station Parking Lot Paving	12,000.00	0.00	12,000.00
PFAS Response & Remediation	40,000.00	0.00	40,000.00
100 4909 20 675 2020 PFAS Response & Remediation	40,000.00	0.00	40,000.00
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

Town of Stratham
 CIP/Capital Projects
 Balances As of August 31, 2020

Project/Account	Balance Forward (2016-2019)	YTD	\$ Remaining
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	68,939.71	750.00	68,189.71
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
100 4909 20 664 2020 Revaluation	10,000.00	0.00	10,000.00
Road Reconstruction Program	289,247.91	92,258.67	196,989.24
100 4909 19 601 2019 Road Reconstruction Program	119,247.91	92,258.67	26,989.24
100 4909 20 601 2020 Road Reconstruction Program	170,000.00	0.00	170,000.00
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
State Roadway/Intersection Project Participation	25,000.00	0.00	25,000.00
100 4909 20 667 2020 State Roadway/Intersection Project Participi	25,000.00	0.00	25,000.00
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

**Town of Stratham
CIP/Capital Projects
Balances As of August 31, 2020**

Project/Account	Balance Forward (2016-2019)	YTD	\$ Remaining
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-wide Parks & Rec. Improvements	7,000.00	0.00	7,000.00
100 4909 20 574 2020 Town-wide Parks & Rec. Improvements	7,000.00	0.00	7,000.00
Town-wide Technology Replacements	5,000.00	0.00	5,000.00
100 4908 20 317 2020 Town-wide Technology Replacements	5,000.00	0.00	5,000.00
Traffic Control Program	6,396.50	0.00	6,396.50
100 4909 19 603 2019 Traffic Control Program	1,396.50	0.00	1,396.50
100 4909 20 603 2020 Traffic Control Program	5,000.00	0.00	5,000.00
Vehicles	50,000.00	0.00	50,000.00
100 4908 19 670 2019 Assessing Vehicle Replacement	15,000.00	0.00	15,000.00
100 4908 20 670 2020 PD Cruiser Replacement	35,000.00	0.00	35,000.00
Water & Sewer Infrastructure Study	165,000.00	4,583.56	160,416.44
100 4909 16 655 2016 Water & Sewer Infrastructure Study	125,000.00	4,583.56	120,416.44
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
Grand Total	1,538,422.65	125,535.99	1,412,886.66

Projects Lapsing at 12/31/2020:

Year/Project	Balance Forward	YTD	\$ Remaining
2016	179,022.57	4,772.42	174,250.15
Computer/Tech. Replacement	522.57	188.86	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
Water & Sewer Infrastructure Study	125,000.00	4,583.56	120,416.44
Grand Total	179,022.57	4,772.42	174,250.15

From: [David Moore](#)
To: [Karen Richard](#)
Subject: FW: GOFER - SAU16
Date: Thursday, September 17, 2020 3:29:40 PM
Attachments: [esser-allocations-by-district.pdf](#)

Karen,

Can you please combine this e-mail and the .pdf attachment into one .pdf for the Select Board packet for 9-21 and save in the folder with an appropriate title?

DM

From: Dawna Duhamel <dduhamel@StrathamNH.gov>
Sent: Wednesday, September 16, 2020 12:42 PM
To: David Moore <dmoore@StrathamNH.gov>
Subject: FW: GOFER - SAU16

David,

The first request for the GOFERR funds has some from the schools. I know that the schools have access to ESSER funds, and that the schools were given a similar sum in Federal aid: [DOE allocates \\$33.9 million in CARES Act funds to NH schools](#). I have attached the document that lists the ESSER allocations by SAU and District.

I think I need to work with Department heads so that I can forecast how much of the GOFERR award the Town will spend through December. This will enable a conversation with the schools relative to the level of support (if any) we can provide.

Your thoughts?

Dawna

From: Mollie O'Keefe [<mailto:mokeefe@sau16.org>]
Sent: Wednesday, September 16, 2020 12:08 PM
To: Doreen Chester <dchester@exeternh.gov>; Dawna Duhamel <dduhamel@StrathamNH.gov>; Becky Mellow <bmerrow@eastkingstonnh.gov>; Sue McKinnon <suemckinnon@newfieldsnh.gov>; townclerk@kensingtontown.com
Subject: GOFER - SAU16

Hi,

We were made aware the Governor's Office of Emergency Relief and Recovery (GOFERR) has made \$32 million available to cities and towns across the state. We had previously planned to seek reimbursement for COVID related expenses from

FEMA. The State of New Hampshire was informed by the Federal Emergency Management Agency (FEMA) that they will not cover the reimbursement of facemasks for teachers, staff, and students as well as additional supplies such as extra desks, chairs, and cleaning supplies, and purchasing and installing physical barriers such as plexiglas. It was suggested schools should work with their municipal partners to request reimbursement for district expenses from GOFERR.

Are you the GOFER contact for the town? If not, would you please be able to tell me who is?

I am looking to see if the town has excess GOFER funds to help support the school? It is my understanding the deadline for reimbursement is October 15th, and I would like to work with the town to seek reimbursement for COVID related expenses.

Mollie

Mollie O'Keefe
Executive Director of Finance and Operations
School Administrative Unit 16
30 Linden Street
Exeter, NH 03833
Phone [603] 775-8669
Cell [603] 770-4291

375	29	Nelson	20,554.23
377	19	New Boston	29,922.64
381	50	New Castle	-
387	16	Newfields	-
388	4	Newfound Area	305,775.08
391	50	Newington	-
399	31	Newmarket	108,728.42
401	43	Newport	470,624.82
405	21	North Hampton	14,229.58
407	58	Northumberland	142,032.84
411	44	Northwood	58,898.62
413	44	Nottingham	23,970.29
423	5	Oyster River Coop	39,496.13
425	28	Pelham	119,867.58
427	53	Pembroke	174,773.16
428	48	Pemi-Baker Regional	193,464.81
435	23	Piermont	541.30
437	7	Pittsburg	28,961.80
439	51	Pittsfield	264,449.28
441	32	Plainfield	12,226.45
447	48	Plymouth	121,202.61
449	52	Portsmouth	286,291.37
450	35	Profile	36,190.73
970	301	Prospect Mountain JMA	51,189.88
453	33	Raymond	212,343.42
457	0	Rivendell	25,878.45
461	54	Rochester	1,104,894.31
463	56	Rollinsford	13,352.58
467	48	Rumney	58,592.89
471	50	Rye	14,639.57
473	57	Salem	415,582.97
476	17	Sanborn Regional	117,291.91
485	21	Seabrook	205,855.58
486	80	Shaker Regional	283,691.19
491	56	Somersworth	549,979.92
493	39	Souhegan Cooperative	14,516.41
495	21	South Hampton	-
499	58	Stark	423.91
501	7	Stewartstown	80,603.79
503	24	Stoddard	17,277.01
507	44	Strafford	31,370.53
509	58	Stratford	57,738.35
511	16	Stratham	7,305.35

RAFFLE PERMIT APPLICATION

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

APPLICANT INFORMATION			
Organization Applying for Permit: Big Brothers Big Sisters NH <small>(Note: Only legal non-profits can be issued a permit)</small>		Employer ID #: 02-0348477	
Address: 3 Portsmouth Ave #2	City: Stratham	State: NH	Zip: 03885
Contact Person: Linda Carter	Phone: 603-430-1140 x 1026	Email: lcarter@bbbsnh.org	
RAFFLE/DRAWING PERMIT INFORMATION			
Date(s) Raffle Tickets Will Be Sold: TBD (this fall, if we receive) online			
Date of Drawing: TBD		Location of Drawing: Stratham (Virtual)	
List Items to be Ruffled:			
Patriots Football Jersey signed by Rob Gronkowski			
Tampa Bay Football Jersey signed by Rob Gronkowski			
Reason for Raffle:			
Raise funds for Big Brother Big Sisters NH			
How is Raffle Going to be Conducted (i.e. door to door, only at events, only family and friends, etc.):			
online website			
Other (any other pertinent information):			
tickets are \$25 each + we will sell a max of 1000.			
<i>I have read the provisions of NH RSA 287-A (attached) and by signing below, state that the organization I represent will comply with those provisions at all times.</i>			
Signature: Linda Carter		Date: Sept. 15, 2020	
<input type="checkbox"/> APPROVED		<input type="checkbox"/> DENIED Reason for denial:	
Selectman Signature:		Date:	
Selectman Signature:		Date:	