



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

SELECT BOARD AGENDA

October 19, 2026

7:00 pm

**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

- I. Call to order
- II. Roll Call
- III. Consideration of Minutes – 10/5/26
- IV. Finance Report
- V. Department Reports & Presentations
 - a. Fire Chief update and budget preview
 - b. Police Chief budget preview
- VI. Informational Updates and Correspondence
 - a. Email re SHP Dog walk town ordinance amendment
 - b. Email re Lovell Road property
 - c. Developer agreements
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions
- IX. New Business and Action Items
 - a. Parks & Recreation Transition to RecDesk Payments
 - b. NHDOT Sidewalk Agreement(s) for Portsmouth Ave (NH 108).
- X. Old Business
 - a. Drought update
 - b. Curbside Collection Proposal Discussion
- XI. Town Administrator Report

The Select Board reserves the right to take up business in any order deemed appropriate by the Chair. A motion to enter Non-Public Session in accordance with RSA 91-A:3 may occur at any time during the meeting. Submission of items to be placed on the Agenda must be to the Town Administrator by 4 pm the Wednesday before the scheduled meeting.



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- XII. Reservations, Event Requests & Permits
 - a. SMS 5th Grade PTO request for Raffle Permit
- XIII. Review of Recent or Upcoming Board & Commissions Agendas
- XIV. Boards and Commissions Nominations & Appointments
 - a. Appointments for consideration
 - b. Appointments to be voted on
- XV. Adjournment

MINUTES OF THE OCTOBER 5, 2026 SELECT BOARD MEETING

MEMBERS PRESENT: Board Members Chair Allison Knab, Vice Chair Joe Anderson, participating remotely Tedd Tramaloni

ALSO PRESENT: Town Administrator Tim Roache, Town Clerk/Tax Collector Deborah Bakie, Parks & Recreation Director Seth Hickey

At 7:00pm Ms. Knab opened the meeting and noted that Member Ted Tramaloni would be participating remotely because he is away from Stratham attending urgent family matters.

Mr. Anderson motioned to approve the minutes of September 21, 2026. Mr. Tramaloni seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes

Mr. Anderson motioned to approve the minutes of September 28, 2026. Ms. Knab seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-abstain (due to absence)

Ms. Knab invited Ms. Bakie for her budget presentation. Ms. Bakie presented her budget request. A pay increase for the three Supervisors of the Checklist was requested again, as last year's request was not approved. The proposed increase is \$600 per month total (\$200 per supervisor). She emphasized that supervisors' responsibilities have grown significantly, including annual voter list reviews, processing registrations, issuing and tracking required letters, updating records for residents who move (including frequent updates for military voters), and ensuring compliance with statutory procedures. The workload has become increasingly complex.

Additionally, Ms. Bakie requested an increase in the conference and training budget. Only she will attend this year's conference in Nashua. Next year's conference in Lincoln will involve higher costs for mileage, meals, lodging, and travel time. She expressed the need for expanded funding to allow both the clerk and deputy to attend essential training.

Ms. Bakie shared that she is expected to be voted in as Second Vice President of the Town Clerk's Association this year. The role involves monthly meetings in Concord, and she noted that she is steadily working her way up within the organization. She acknowledged some initial hesitation due to the significant time commitment. She emphasized that the training she receives regarding elections and motor vehicles brings strong value back to the town.

Ms. Knab asked for an update on document transfers. Ms. Bakie explained that the remaining items are older state books and some old receipt books, which may not be necessary to preserve, though they are historically interesting. She noted that she postponed the transfer this year for that reason. The previous Town Clerk completed transfers annually, but Ms. Bakie shifted to doing them in odd-numbered years due to the cost. Last year's expense was approximately \$2,300. The town continues to use Co-file, as it remains the only available vendor in the state for this service.

Ms. Bakie explained that budgeting for election costs can be challenging, especially in years with only one election. It is difficult to predict expenses for ballots and programming until the actual

invoices arrive. She noted her understanding that programming costs are capped at approximately \$1,000, regardless of the number of ballots, though the amount may be lower when fewer items appear on the ballot.

Ms. Bakie noted that next year's budget includes funding for new stanchions. The current yellow bollards are breaking, require sand to stay upright, and are now leaking onto the gym floor. A few replacements have been ordered to test their durability, and if successful, she hopes to replace all existing bollards with a more reliable, heavy-duty option.

Ms. Knab welcomed Jen Rowden of the Rockingham Planning Commission for her presentation on the Stratham Hill Park visioning. Ms. Rowden provided a high-level overview of the results from the Stratham Hill Park visioning activities conducted earlier this summer. She explained that the purpose of the process was to understand how the park's use has shifted in recent years—post-COVID and after the end of the Fair—and to evaluate growing demands on the space. Public input highlighted top concerns, priorities, and both short- and long-term needs. The visioning focused on identifying overlapping uses, potential conflicts among user groups, and the need for a clear direction as the town approaches important management decisions. Ms. Rowden noted she is happy to discuss any part of the full report previously shared in August.

Ms. Rowden provided an overview of the community engagement process. In May, a facilitated forum with staff and key stakeholders drew about 25 participants to discuss constraints, opportunities, and long-term visioning for Stratham Hill Park. In June, a publicly advertised input session brought in roughly 30 attendees representing a wide range of park users. To broaden participation, a public survey was released the following day, receiving 227 responses—about 80% from Stratham residents and 19% from neighboring communities.

Feedback from all three activities highlighted several consistent themes. Residents value the park's natural environment and its role as a community gathering space, with popular activities including walking, running, biking, dog-walking, cross-country skiing, snowshoeing and playground use. Many respondents did not distinguish between the park proper and adjacent trail areas, though comments reflected use across both. A key concern that emerged was the need for a comprehensive maintenance plan, as park infrastructure is aging and community needs have evolved.

Ms. Rowden noted that several recurring concerns emerged from the public input. Many comments focused on existing rules—particularly those related to dogs, e-bikes, and parking—as these are issues users encounter daily. Signage was another frequent topic, with some participants wanting clearer rules, better directional and trail signage, and even historical markers, while others felt there were already too many signs. A common point of confusion was the distinction between Stratham Hill Park proper and adjacent properties, as the transition between them feels seamless.

In terms of priorities, short-term desires included improved playground and bathroom facilities. A need for clarification of parking rules—especially between the main entrance and Jack Rabbit Lane—and better use of existing facilities such as trails, the fire tower, the agricultural buildings,

and the stage emerged. Long-term priorities included investment in preserving the fire tower, noting that work on that effort has already begun.

Ms. Rowden added that improved communication about park offerings is also needed. For example, several participants requested more music events, unaware that summer music already takes place—indicating a gap between current programming and public awareness. Long-term, many respondents supported creating a central location for park information, such as a kiosk with seating, to provide a clear meeting point and better access to updates.

Residents also expressed interest in expanded recreation and entertainment opportunities—such as yoga classes, additional biking activities, more music events, and occasional festivals. Improving connectivity within the park, including clearer routes between parking areas, ballfields, and playgrounds, was another common theme. Protecting natural resources remained a broad long-term priority.

Participants also emphasized the need to identify potential funding sources for park improvements, though few specific ideas were offered beyond suggestions like charging nonresidents, noting that legal constraints may apply.

Ms. Rowden summarized the collective community vision: to maintain Stratham Hill Park as a natural, community-centered destination that protects its rural character while enhancing amenities, improving accessibility, and supporting community events—without changing the park's fundamental identity. She emphasized that the vision provides high-level guidance on which the Board can base its decisions. She also offered recommendations, including reviewing legal restrictions tied to the park's original land parcels to understand possible options for funding and fee structures.

Ms. Rowden outlined a second key recommendation: creating a current conditions report for all facilities and infrastructure within the park proper, and potentially for adjacent areas as well. This assessment would document what structures and amenities exist, their condition, whether repairs are needed, and rough cost estimates for addressing them. Having this information will help guide decisions about what should be repaired, repurposed, or potentially decommissioned. She noted that some facilities are in poor condition, and understanding their value and cost implications is essential for long-term planning. Much of this knowledge already exists among staff, volunteers, and members of the Stratham Hill Park Association, and other committees, but it needs to be gathered into a shared framework. Once the town has this baseline, the next step could be another public input session supported by more detailed information. Following that, hiring a landscape architect to draft conceptual options—with visual renderings—would help the community understand possibilities for improvements, such as the future configuration of playgrounds or other amenities.

Ms. Knab thanked Ms. Rowden and said the vision summary accurately reflected both the public feedback and her own conversations with residents. She noted that most people want the park to remain largely the same, with practical improvements rather than major new features—few suggested anything dramatic. Ms. Rowden acknowledged there were some outliers, but overall the community favored maintaining the park's character while addressing needed upgrades.

Mr. Hickey noted that some preliminary work has already been done to catalog park buildings and their current uses. Ms. Knab added that completing a full current conditions report would not be a heavy lift and could help determine whether certain buildings should be repurposed or removed. Mr. Tramaloni shared that the Heritage Commission has voted to hire a preservation firm to document historically and culturally significant assets in the park, so that work is already underway on a limited scale. Mr. Roache supported the idea of engaging a landscape architect later in the process, emphasizing the value of visuals for community decision-making.

Ms. Rowden recommended including extensive photos in any conditions analysis, as many residents were unclear about the purpose and condition of various agricultural and other buildings. Mr. Hickey observed that some community members still picture the park as it was decades ago, which differs significantly from its current state. Ms. Rowden added that thorough documentation will help clarify what is in good condition, what could be repurposed, and what may no longer be needed.

Ms. Knab noted that several people who could not attend the meeting were interested in the report's findings and asked whether Ms. Rowden could share her presentation or report. Ms. Rowden said she intends to send the materials to everyone who subscribed to the survey—about half of participants—and can share that email list with the town. She added that she is happy to distribute the materials herself or through the town and recommended posting them on the town website.

Mr. Tramaloni commented that while the visioning process was helpful, he had hoped for more “blue sky” strategic thinking about the park's long-term future. He suggested exploring broader ideas such as a public-private partnership to create a dog park on the old Voc property with a safe pedestrian crossing, or implementing an RFID-based gated parking system at Jack Rabbit Lane. He noted that while improving bathrooms and playgrounds is important, he would like the long-term vision to consider larger, town-wide recreational opportunities extending beyond the park proper. Ms. Knab noted that Mr. Tramaloni's broader ideas were outside the scope of RPC's work but still valuable. She added that Mr. Roache has also explored concepts related to crossing Portsmouth Avenue and the Voc property. Ms. Rowden agreed that some public feedback extends beyond Stratham Hill Park and should feed into larger community planning discussions. Ms. Knab observed that these broader considerations align more closely with open space planning. Ms. Rowden concluded that several themes in the report relate to community-wide recreation and should be incorporated into future, broader planning efforts.

Ms. Knab moved to new business to establish trick or treat hours. Mr. Anderson motioned October 31, from 5:00 – 7:30pm be designated as Stratham's Trick or Treat Night. Ms. Knab seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes

Ms. Knab directed attention to the charitable donation through Fidelity Charitable to the Revolving fund. Ms. Knab motioned acceptance of the \$100 charitable donation from Kevin Burgeson via Fidelity Charitable. Mr. Anderson seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes

Ms. Knab introduced the Stormwater Facilities Maintenance Agreement for 170 Portsmouth Avenue, noting it pertains to the Mighty Roots Company. Mr. Roache explained that the agreement outlines the property owner's responsibility for maintaining and repairing the stormwater management facilities, and confirms that the Town of Stratham has no obligation to inspect or maintain them. The agreement will be recorded with the Rockingham County Registry of Deeds upon execution. Mr. Tramaloni reported that the Planning Board had reviewed the plan extensively, requested changes were made by the applicant, and the plan was ultimately approved. The matter is now before the Select Board. Mr. Anderson moved that the Select Board approve the Stormwater Management Facilities Maintenance Agreement for the approved site plan at 170 Portsmouth Avenue, authorize the Select Board to execute it on behalf of the Town of Stratham, and authorize its recording at the Rockingham County Registry of Deeds. Mr. Tramaloni seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes

Ms. Knab moved to the Curbside Collection bid opening. Mr. Roache reported that three proposals were received. He noted that the purpose of the meeting was to open and read the company names and proposal amounts into the record, and that staff would later evaluate the proposals and return with a recommendation at the next meeting. The first proposal opened was from Waste Management, which indicated it would not be submitting a bid. The second proposal was from ELM Services of Hampton Falls, and the third was from Casella.

ELM Services

	Trash	Recycling
Year One	\$355,000	\$275,000
Year Two	369,200	286,000
Year Three	383,968	297,440
Year Four	399,356	309,337
Year Five	415,330	321,710

Casella

	Trash	Recycling
Year One	\$429,000	\$444,437
Year Two	450,450	471,480
Year Three	472,973	499,876
Year Four	496,621	529,691
Year Five	521,452	560,097

Mr. Roache suggested Mr. Anderson, as the DPW liaison, review these with the DPW Director to come to a decision.

Ms. Knab recognized Jim Ziolkowski, Operations Manager from ELM Services, who stated that the company is a local, family-owned business known for reliability and strong performance. They operate out of Hampton Falls and provide service to several nearby communities, including Kensington, Southampton, and Newfields. He noted that they previously held a contract in Hampton Beach and now also serve Kingston, emphasizing their solid reputation in the region.

Ms. Knab moved to the Town Administrator report. Mr. Roache reviewed the budget, noting that approximately 70% of funds have been spent with 75% of the year elapsed, which is on target. He reported that the MS-1 is ready for signature. Mr. Anderson emphasized the MS-1's importance in calculating the tax rate and said he is monitoring revenue figures closely. Mr. Roache added that department budgets are due the following day.

Under Planning and Building, Mr. Roache reported that work has begun on updating the Local Emergency Operations Plan, last completed in 2008. Mr. Anderson noted that a former employee initiated the update, the Town has a reimbursable contract with Homeland Security, and consultant Jane Hubbard of Hubbard Consulting is assisting. Planning and Building is also reviewing the emergency road access between Lindt and Rollins Farm and may need to discuss future maintenance responsibilities with the homeowners association. Further details will be brought to the Board once the review is complete.

Mr. Roache continued by noting that a pre-construction meeting for the fire tower rehabilitation project will take place within the next two weeks. Once contractor requirements for site shutdown and management are understood, work will proceed. He added that this will be an opportunity for the Communications Committee to help inform the public about the construction and restricted access to the tower.

Mr. Roache continued his report, noting that a meeting with the Fire Department was held on the 28th and that budget work is still underway. He stated that a productive discussion with a labor lawyer helped clarify per diem limits and requirements, and he has provided the Fire Chief with the information needed to finalize the department's budget.

Mr. Roache also reported that keyless access has been installed at the Municipal Center. Staff are currently assigning permissions, with full implementation expected by the end of the week.

Mr. Roache provided an update on Stevens Park, noting the need for a discussion on the project's overall direction. He explained that the septic design permit expires in October and, given prior conversations about not pursuing a septic system, the Board should formally confirm whether it intends to shift away from the original plan. Ms. Knab recalled that the Board intended to obtain additional estimates for the pavilion, as the initial quote was very high. She requested one or two more for comparison. Mr. Roache noted that a private company in Epping had provided an alternative estimate of \$125,000. Mr. Anderson added that other vendors are available as well. Mr. Roache described the concept for the pavilion, which would be similar to the Scamman Pavilion. He suggested that using seasonal porta potties—potentially with stabilized enclosures—could provide the same basic function at a fraction of the cost of building a full septic system. Ms. Knab confirmed septic costs were the primary concern, and wondered if the project could be designed to allow bathroom facilities to be added later. Board members agreed that the pavilion is intended simply as a shelter. Mr. Anderson noted that drainage work and a redesigned parking lot would also be required. Mr. Roache reported that he is obtaining updated quotes for the parking lot. Mr. Tramaloni suggested that composting toilets, similar to those used in National Parks, could serve as a reasonable alternative to porta potties and full septic infrastructure. He recommended gathering more information and exploring additional options.

The Board agreed to hold a separate meeting dedicated to discussing the entire Stevens Park project.

Mr. Roache followed up on the Energy Committee presentation from the previous meeting. He confirmed that the petition regarding automatic inclusion has been completed, and the Town is now waiting on updated rates before considering any future withdrawal decisions. He reported that the Capital Improvement Program is progressing well, noting that Ms. Fowle has done excellent work and that they expect to have materials ready for budget season. Regarding the purchasing policy, he stated that he incorporated the edits provided at the last meeting but did not have time to finalize the document for this session. Additional staff feedback has been received and may lead to further revisions before it returns to the Board.

Mr. Roache also noted that the employee manual is nearly complete. He, Ms. Ruest, Mr. Hickey, and Mr. Anderson plan to meet tomorrow to finish their review. Mr. Anderson requested that the Board workshop the manual before it is broadly circulated, followed by a legal review and then distribution to department heads. The group agreed this was the appropriate process.

APPOINTMENTS

Ms. Knab noted that the Board had two appointments to consider: the Health Officer appointment and the appointment of Mr. McAuliffe to the Conservation Commission. She questioned why Mr. McAuliffe's appointment was being acted on in October when his term had expired in March, noting he has continued attending meetings. Mr. Anderson stated that Mr. McAuliffe would still be considered legally appointed under a holdover provision but agreed it was unclear why the reappointment was not addressed in April. The Board discussed how the new term should be defined and agreed that listing term lengths on future agendas would help avoid confusion. Mr. Roache suggested that committee secretaries should track member terms and proposed maintaining a spreadsheet for this purpose. Ms. Knab believed Ms. Connors already tracked terms for the Conservation Commission, while Mr. Anderson thought Ms. Richard handled it. Mr. Tramaloni noted that upon joining the Board, he created his own spreadsheet based on the website and found several terms had expired. Ms. Knab motioned the reappointment of Dan McAuliffe to the Conservation Commission for a three-year term to expire at town meeting 2029. Mr. Anderson seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes

Mr. Anderson motioned to appoint Joe O'Callaghan as the Stratham Health Officer. Mr. Tramaloni seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes

The Board discussed the Emergency Management Director position, noting that it has historically been an appointed role. Mr. Roache reported that Lieutenant Pierce's application was included in the packet and explained that Lt. Pierce is interested in elevating the position's level of activity. He noted this is not necessarily a negative direction, but the Board should be sure it aligns with their expectations. Mr. Anderson cautioned that they do not want the role to consume an undue portion of Lt. Pierce's time. Mr. Roache added that Lt. Pierce envisions responsibilities beyond coordinating Seabrook-related emergency drills, which Mr. Anderson agreed is appropriate, as the role encompasses broader emergency management functions. Ms.

Knab requested an opportunity to speak with Lt. Pierce directly. Mr. Roache will arrange a meeting.

At 8:07pm Ms. Knab motioned to go into a non-public session in accordance with RSA 91-A:3, II(c). Mr. Anderson seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes.

At 8:13pm Ms. Knab motioned to come out of the non-public session and seal the minutes, noting failure to do so may render an action invalid. Mr. Anderson seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes.

At 8:14pm Mr. Anderson motioned to adjourn. Mr. Tramaloni seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes.

Respectfully submitted,

Karen Richard
Recording Secretary

TOWN OF STRATHAM, NH
FY 2027 BUDGET - 4220
FIRE

<u>FUND/ACCT #/DESCRIPTION</u>	<u>FY 2024 BUDGET</u>	<u>FY 2024 EXPENDED</u>	<u>FY 2025 BUDGET</u>	<u>FY 2025 EXPENDED</u>	<u>FY 2026 BUDGET</u>	<u>FY 2026 EXPENDED</u>	<u>FY2027 BUDGET</u>	<u>NOTES</u>	<u>% of Change Over Prior Year</u>
<u>FD Operations</u>			100.00	-	-	-	-		
100 4220 01 100 Fire Dept. Payroll	319,165.00	337,400.70	604,275.00	475,262.07	613,000.00	463,433.52	613,000	2026 Recommendation \$667,000; awaiting direction for 2027	0%
100 4220 01 130 FD Detail	5,000.00	7,562.00	5,000.00	6,550.00	5,000.00	1,847.50	5,000.00	Maintain at FY2026 funding level. Additional events are anticipated in FY2027, and the full appropriation is expected to be utilized.	0%
100 4220 01 204 Dues	6,500.00	5,354.00	6,500.00	8,646.60	8,000.00	7,195.00	10,000.00	Increased to include the Field Ops subscription required for department iPads beginning in FY2027.	20%
100 4220 01 222 Supplies	4,000.00	2,581.37	4,500.00	6,687.38	4,500.00	1,190.98	4,500.00	Maintain at FY2026 funding level. This line may also be used to cover EMS supply overages at year-end, if needed.	0%
100 4220 01 228 EMS Supplies	-	614.19	-	-	-	-	-		#DIV/0!
100 4220 01 236 Fire Prevention	3,000.00	4,080.09	3,000.00	2,638.07	3,000.00	624.57	3,000.00	Maintain at FY2026 funding level based on historical average spending and anticipated expenses through year-end.	0%
100 4220 01 243 Haz-Mat Start Team	-	-	-	-	-	-	-		#DIV/0!
100 4220 01 ??? Hydrant Maintenance	-	-	-	-	-	-	-		#DIV/0!
100 4220 01 245 Insurance	-	-	-	-	-	-	-		#DIV/0!
100 4220 01 279 FD Donation Funded Expenses	-	-	-	17,479.50		19,792.75	-	FY2027 expenditures will correspond with donations received during the year.	#DIV/0!
100 4220 01 308 Training & Conferences	8,000.00	4,490.00	8,000.00	3,676.50	8,000.00	3,025.21	8,000.00	Maintain at FY2026 funding level to provide for additional shift coverage.	0%
100 4220 01 310 Uniforms	5,000.00	1,408.89	5,000.00	1,834.97	5,000.00	593.09	5,000.00	Maintain at FY2026 funding level. Although historical spending has been lower, increased uniform needs are anticipated as department staffing and coverage expand.	0%
100 4220 01 311 Gear	30,000.00	17,591.86	48,000.00	35,127.81	24,000.00	23,240.97	12,000.00	Reduced to cover fire gear accessories such as helmets and gloves. Turnout gear sets, including coats, pants, and boots, will now be funded through the Fire Apparatus & Equipment CRF.	-100%
100 4220 01 314 Gear Leasing	-	-	-	-	3,000.00	165.00	3,000.00	Maintain at FY2026 funding level based on anticipated needs.	0%
100 4220 01 316 Equipment Maintenance	16,000.00	18,694.39	9,000.00	5,579.78	9,000.00	3,368.94	9,000.00	Maintain at FY2026 funding level based on anticipated equipment maintenance needs.	0%
100 4220 01 317 MV Maintenance	30,000.00	46,771.36	20,000.00	42,069.33	25,000.00	34,688.36	30,000.00	Increased by \$5,000 based on historical vehicle maintenance expenditures and recent spending trends.	17%
100 4220 01 318 New Equipment	30,000.00	19,621.48	20,000.00	15,139.41	20,000.00	1,140.90	20,000.00	Maintain at FY2026 funding level. Remaining FY2026 purchases have not yet been completed; this line also provides flexibility for equipment-related overages.	0%
100 4220 01 319 Gas & Oil	7,000.00	11,429.20	4,500.00	4,609.48	4,500.00	4,500.00	8,900.00	Increased based on anticipated fuel costs. Beginning in FY2027, this line reflects Fire Department vehicles only, with ambulance fuel budgeted separately.	49%
100 4220 01 323 Billing Expenses	13,000.00	15,803.46	-	-	-	-	-		#DIV/0!
100 4220 01 999 COVID expenses	-	-	-	-	-	-	-		#DIV/0!
Total FD Operations	476,665	493,403	737,875	625,301	732,000	564,807	731,400		0%

<u>Building</u>								
100 4220 02 240 Landscape Maintenance	1,000.00	150.00	-	-	-	-		#DIV/0!
100 4220 02 246 Internet/IT Charges	22,000.00	11,208.33	10,000.00	10,622.11	10,000.00	7,560.79	10,000.00	Maintain at FY2026 funding level based on historical average spending and anticipated costs. 0.00%
100 4220 02 314 Electricity	21,000.00	23,008.49	21,000.00	23,078.37	24,000.00	20,067.88	26,000.00	Increased based on historical average spending and anticipated utility cost increases. 7.69%
100 4220 02 315 Heat	20,000.00	14,467.56	15,000.00	16,709.22	15,000.00	10,050.29	16,000.00	Increased based on historical average spending and anticipated heating cost increases. 6.25%
100 4220 02 316 Telephone	7,000.00	6,626.33	6,500.00	5,755.41	6,500.00	4,895.86	6,500.00	Maintain at FY2026 funding level based on historical average spending. 0.00%
100 4220 02 375 Building Maintenance & Repairs	16,000.00	25,974.22	20,000.00	41,590.03	25,000.00	27,925.20	30,000.00	Increased based on historical spending, recent maintenance costs, and anticipated cost increases. 16.67%
TOTAL FD Building	87,000.00	81,434.93	72,500.00	97,755.14	80,500.00	70,500.02	88,500.00	9.04%
Total Fire Department	563,665.00	574,837.92	810,375.00	723,056.04	812,500.00	635,306.81	819,900.00	0.90%
Offsetting Revenue (Actual)								
	FY2024		FY2025		FY2026		FY2027 ESTIMATED	
100 3359 06 000 SVFD Training Reimbursement	-		-		2,822.50		3,000.00	
100 3401 08 000 Fire Inspections	500.00		3,477.00		(3,150.00)		500.00	
100 3508 02 000 FD Donations Received	3,000.00		18,411.00		39,585.50		30,000.00	
100 3509 05 000 Fire Department Details	4,350.00		-		1,950.00		2,000.00	
TOTAL REVENUE	7,850.00		21,888.00		41,208.00		35,500.00	

TOWN OF STRATHAM, NH
FY 2027 - BUDGET (102)
EMS REVOLVING FUND

10/16/2026

PROJECTED									
<u>FUND/ACCT #/DESCRIPTION</u>	<u>FY 2024 BUDGET</u>	<u>FY 2024 EXPENDED</u>	<u>FY 2025 BUDGET</u>	<u>FY 2025 EXPENDED</u>	<u>FY 2026 BUDGET</u>	<u>FY 2026 EXPENDED</u>	<u>FY 2027 BUDGET</u>	<u>NOTES</u>	<u>% of Change Over Prior Year</u>
<u>Revenues</u>									
102 3309 01 000 EMS - Misc. Revenue from Federal Government	-	-	-	-	-	-	-		
102 3401 01 000 EMS - Opening Balance	-	-	-	-	-	-	-		
102 3401 20 000 EMS - Comstar Billing Receipts	-	118,855	240,000	223,211	204,000	206,788	240,000		15%
102 3401 21 000 EMS - Comstar Ambulance Billing - EFT	-	89,457	-	-	-	-	-		
102 3401 22 000 EMS - Records Release Income	-	-	-	-	-	-	-		
102 3502 01 000 EMS - Interest income	-	14,902	14,000	24,172	14,000	8,865	15,000		7%
102 3502 02 000 EMS - Donations	-	-	-	100	-	-	-		
102 3502 03 000 FD Detail	-	-	-	495	-	-	-		
Total Revenues	-	223,214	254,000	247,978	218,000	215,653	255,000		15%
<u>Expenses</u>									
102 4155 01 197 Bank Service Fees	-	-	-	-	-	-	-		#DIV/0!
102 4220 01 222 EMS - Supplies	16,500	20,255	16,500	17,749	20,000	14,720	20,000	Maintain at FY2026 funding level based on historical average spending and current projections.	0%
102 4220 01 308 EMS - EMT/First Responder Training	10,000	9,922	24,000	10,338	15,000	6,276	17,000	Based on average annual spending of approximately \$11,000, plus \$6,000 for required recurring RSI training for paramedics.	12%
102 4220 01 311 EMS - Comstar Billing	-	4,586	10,000	15,092	14,000	12,618	19,000	Increased to reflect new billing rates.	26%
102 4220 01 323 EMS - ALS Contract - Service	10,000	4,083	-	2,614	5,000	3,024	15,000	Increased by \$10,000 to reflect new contract pricing for 2027. Contract cost is anticipated to increase by an additional \$15,000 annually thereafter.	67%
102 4220 02 308 EMS Conference	-	-	-	-	-	-	-		#DIV/0!
102 4220 02 318 EMS - New Equipment	-	-	15,000	25,735	20,000	891	20,000	Maintain at FY2026 funding level. Planned FY2026 purchases have not yet been completed; funding also provides flexibility for cost overages in other lines.	0%
102 4220 02 323 EMS - ALS Contract - Billing	-	-	5,000	-	-	-	-		#DIV/0!
102 4220 02 376 EMS - Equip Maintenance	-	-	9,000	6,049	10,000	14,922	15,000	Increased to reflect current equipment maintenance contract pricing.	33%
102 4220 03 318 EMS - Ambulance Repairs & Upgrades	-	350,000	15,000	10,043	15,000	3,338	15,000	Maintain at FY2026 funding level for anticipated ambulance repairs and upgrades.	0%
102 4220 03 319 EMS - Gas & Oil	-	-	4,500	4,184	4,500	5,615	4,000	Separated from Fire Department vehicle fuel costs beginning in FY2027. Budget is based on average ambulance diesel usage and anticipated fuel costs.	-13%
102 4220 04 318 EMS - Uniforms	-	-	5,000	3,421	5,000	1,024	4,000	Reduced based on historical average.	-25%
Total Expenses	36,500	388,845	176,000	393,875	108,500	62,427	129,000		16%
Excess Revenue Over (Under) Expenditures	(36,500)	(165,631)	78,000	(145,897)	109,500	153,226	126,000		13%

TOWN OF STRATHAM, NH
FY 2027 BUDGET - 4210
POLICE DEPARTMENT

FUND/ACCT #/DESCRIPTION	FY 2024	FY 2024 EXPENDED	FY 2025	FY 2025	FY 2026	FY2026 EXPENDED	PROJECTED		NOTES	% of Change
	BUDGET		BUDGET	EXPENDED	BUDGET		FY2027	Over Prior		
							BUDGET			Year
PD Payroll										
100 4210 01 130 Police Full Time Payroll	1,014,000	939,778.49	1,065,658	1,020,188.41	1,112,650	821,405.92	1,112,650	level funded as yearly increases have not been set. PT incentive of .50 cents added to those who pass. Anticipated 6000-8000 increase with new deputy chief position which will be a contracted/ exempt position		0%
100 4210 01 133 Police-Holiday pay	32,000	28,457.81	33,658	34,918.91	35,135	987.26	35,135	Increase with addition of 13th officer and is level funded as yearly increases have not been set.		0%
100 4210 01 134 Prosecutor Payroll	16,500	16,505.28	16,975	16,938.50	17,485	12,659.07	17,485	level funded as yearly increases have not been set.		0%
100 4210 01 135 Police Overtime	96,500	121,522.30	100,775	90,900.50	90,000	40,487.27	80,000	Decrease with the addition of the 13th officer. Anticipated military deployment in 2027		-13%
100 4210 01 136 Police - PT & ACO	55,000	26,290.52	55,000	14,069.15	25,000	1,732.50	20,000	This accounts for the ACO position for 16 hrs per week @ the approved rate of \$23/hr.		-25%
Total Payroll	1,214,000	1,132,554	1,272,066	1,177,015	1,280,270	877,272	1,265,270			-1%
PD Operation										
100 4210 02 201 Administrative Expenses	8,000	8,765.49	8,000	5,609.17	9,000	3,886.06	9,000	Re-Title this Administrative Expenses; formerly PD Office Supplies.		0%
100 4210 02 226 Community and Events	1,000	373.77	2,000	1,524.84	1,000	857.17	2,000	Re-Title this Community and Events; formerly Community Service Program. Increase this to previous levels		50%
100 4210 02 278 Special Response Team (SERT)	2,500	2,500.00	2,900	2,500.00	5,000	3,750.00	3,750	Negotiator on Team. Discounted from 5000		-33%
100 4210 02 279 Donation Funded Expenses	12,000	17,278.62	12,000	23,274.60	-	3,580.66	-			#DIV/0!
100 4210 02 305 Technical Support	25,500	22,544.77	25,500	12,854.37	23,000	19,931.88	21,000	While the \$6000 was moved to telephone, there is still an annual \$4000 cost with the new LiveScan machine accounting for this change.		-10%
100 4210 02 308 Training & Expenses	22,000	9,592.56	23,000	16,255.52	20,000	13,128.50	20,000	Re-Title this Training and Expenses; formerly Training & Dues, Level funded		0%
100 4210 02 310 Uniforms	15,500	19,543.81	20,000	21,150.98	20,000	8,715.67	18,000	Level funded		-11%
100 4210 02 317 Equipment Repairs	3,000	2,121.70	2,500	1,138.76	2,000	1,954.96	2,000	Level funded		0%
100 4210 02 318 New Equipment	8,000	5,062.81	7,000	41,418.83	5,000	2,121.71	5,000	Level funded		0%
100 4210 02 319 Gas & Oil	22,000	21,725.36	22,000	19,457.96	22,000	19,610.71	22,000	Level funded. PD doesn't see this cost as billed to Town		0%
100 4210 02 376 Vehicle Maintenance	21,500	19,500.18	22,500	20,966.63	24,000	13,946.22	26,000	Anticipated payment of 2 cruiser deductables which have never been included in yearly costs.		8%
100 4210 02 800 PD Reimb. Expenditures	-	4,500.00	-	-	-	30,907.78	-			#DIV/0!
100 4210 02 888 PD Grant Paid Expenditures	-	30,435.10	-	84,350.76	-	-	-			#DIV/0!
Total PD Operations	141,000	163,944.17	147,400	250,502.42	131,000	122,391.32	128,750			-2%

BUILDING

100 4210 03 314 Electricity	8,500	12,701.24	8,500	8,161.59	8,500	7,411.69	8,500	Level Funded. PD doesn't see this cost as billed to Town	0%
100 4210 03 315 Heating	5,200	2,643.98	3,000	2,694.80	3,500	2,670.14	3,500	Level Funded. PD doesn't see this cost as billed to Town	0%
100 4210 03 316 Telephone	3,000	3,632.70	4,000	4,670.99	4,900	3,592.81	10,900	While the PD does not see this cost for our internal phones, FirstNet mobile data terminals and cruiser cellphones should be transferred to this account instead of in Technical Support Line. \$6000.00 is the annual cost for FirstNet	55%
100 4210 03 375 PD Building Maintenance	14,000	19,211.55	14,000	14,286.70	14,000	7,431.15	24,000	This increase represent the needed replacement of the water heater (\$6000) as well as needed repairs to exterior of the building (\$4000). The water heater may be able to be replaced under the 2026 budget if end of year remaining budget allows.	42%
Total PD Building	30,700	38,189.47	29,500	29,814.08	30,900	21,105.79	46,900		34%
TOTAL Police Department EXPENSES	1,385,700	1,334,688.04	1,448,966	1,457,331.97	1,442,170	1,020,769.13	1,440,920		0%

Offsetting Revenue (Actual)	FY2024		FY2025		FY2026				
100 3290 03 000 PD-Gun Permits	3,904.65		230.00		170.00				
100 3359 09 000 Police Dept Grants Received	32,786.21		108,260.97		145,581.88				
100 3359 15 001 Other State Revenue for Public Safety	3,500.00		4,778.27		78,161.00				
100 3401 01 000 PD-Parking Tickets	105.00		800.00		1,570.00				
100 3401 02 000 PD-Alarms	723.00		1,219.75		152.00				
100 3401 03 000 PD-Incident	258.25		213.00		147.00				
100 3401 09 000 PD - Witness Fees	-		-		-				
100 3401 10 000 PD Court Fees	49.46		-		-				
100 3401 15 000 PD -Motor Vehicle Reports	2,532.00		2,400.00		1,410.00				
100 3401 16 000 PD -Hawkers/Peddlers Lic.	40.00		40.00		-				
100 3508 01 000 PD Donations Received	47,961.07		30,770.00		(1,526.94)				
TOTAL REVENUE	91,859.64		148,711.99		225,664.94				
Police Detail Rate (hourly wage rate)	62.00		64.00		66.00		68.00	Per approved multi-year schedule	

From: [jessica francoeur](#)
To: [Karen Richard](#)
Subject: Re: Amendment to Town Ordinance
Date: Tuesday, October 6, 2026 12:23:43 PM

Hi Karen-

I have been putting down my thoughts and concerns and reasons for these two things and I found myself with a very long list of bullet points that was growing each day. So, I realized that the question that lay before me is "what are my concerns" and that's quite simple.

I understand that changes are inevitable but what makes Stratham Hill Park so special and so different than any other is that our park is meant to NOT change and allow residents of our town and surrounding towns the use of this land in its natural state.

So with that said- my concerns for the board are as follows:

The added amendment clearly targets individuals and small groups which is highly frowned upon by most and has been historically deemed illegal.

And dictates the use of said individuals, also highly frowned upon by most and points to denying individuals' rights.

Simply put but not meant to be simple.

I am more than happy to further defend my concerns with the board but I do intend to petition this amendment by gathering signatures and allowing town residents to vote on said amendment if needed. If this is the start, I would like to see it stopped, along with many others that will come forward if need be.

Thank you for your time and consideration in this matter.

Please let me know how you would like me to proceed.

Stratham resident,
Jessica Francoeur

Sent from my iPhone

On Sep 30, 2026, at 3:23 PM, Karen Richard <KRichard@strathamnh.gov> wrote:

Hi Jessica,

Thank you for calling about the amendment to the ordinance. To make sure we fully understand your concerns, the Town Administrator kindly asks that you write a brief letter outlining the concerns you'd like the Select Board to review.

Karen Richard

Executive Assistant/Welfare Administrator
Town of Stratham
10 Bunker Hill Avenue

Stratham, NH 03885
(603) 772-7391 x187

From: [Judith Braley](#)
To: [Karen Richard](#)
Subject: Inquiry and Letter to Stratham's Select Board
Date: Wednesday, October 7, 2026 7:44:51 AM

Good Day Ms. Karen Richards,

Thank you for your guidance with my inquiry. You were so very polite and helpful. Please send this to the Select Board on my behalf. I thank you.

Good Day Ms. Knab, Mr. Anderson and Mr. Tramaloni

I am writing with interest in a piece of property that I found listed with Donna Rette from Berkshire Hathaway Realty. The property is located at 00 Lovell Road in between Number 49 and 50 Lovell Road.

I inquired with the town yesterday to see if this listing is legitimate. I have received conflicting information and I am hopeful that you as a board can set things straight for me.

I have attached a screenshot of the listing and have Property of Disclosure in hand. This has the language that suggests there is land to build a house on. It also suggests that the owner is paying yearly taxes on this said land. If this is the case then I would like to purchase this property.

My intention would be to build a 500 square foot home. I would love to know all the further requirements that it would take to pursue this undertaking. My partner and I have both grown up in the surrounding areas and simply love the quiet, county roads of Stratham.

I thank you in advance and will hope to hear from you soon with some further information.

Judith Braley



TOWN OF STRATHAM

Incorporated 1716

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Select Board/Administration/Assessing 603-772-7391

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

Fax (All Offices) 603-775-0517

TO: Select Board Members
FROM: Vanessa Price, Director of Planning & Building
FOR: October 19, 2026, Select Board Meeting
RE: Request for Development Agreement Executions

Three Developer Agreements are scheduled for the Select Board's consideration and signature at its October 19, 2026, meeting. Each agreement has been coordinated with the respective owners and applicants, including the associated financial security requirements, and reviewed by Town legal counsel and the Town Engineer for compliance. At its October 7, 2026, the Planning Board established the required security amounts and recommended the agreements to the Select Board for approval and execution.

1. **89/91 Portsmouth Avenue – Mixed-Use Development (3 duplex & 4 Office Buildings):** The August 21, 2024, Planning Board Notice of Decision requires a Developer Agreement and performance guarantee for site stabilization, erosion control, stormwater management, and landscaping prior to issuance of a building permit. The original applicants were C.A.N. Realty Trust and GGF Limited Liability Company; ownership has since transferred to Joewes, LLC.
2. **Lindt – Fire Access Road:** The Planning Board Notice of Decision requires a Developer Agreement with Lindt & Sprüngli (USA) Inc. to ensure completion of the fire access road and associated improvements in accordance with the approved site plan.
3. **60 Portsmouth Avenue – Porsche Addition of Service Bays and Office Space:** The June 3, 2026, Planning Board Notice of Decision requires a Developer Agreement to ensure completion of the required site improvements in accordance with the approved site plan.

To: Tim Roache, Town Administrator

CC: Lori Ruest, Finance Administrator and Ryan Guerette, Recreation Treasurer

From: Seth Hickey, Parks and Recreation Director

Date: September 25, 2025

Subject: Transition to RecDesk Payments and Card Reader Implementation

The Town of Stratham Parks and Recreation Department has used RecDesk for program registration and facility reservations for the past ten years, and the system has served the community well. RecDesk was recently acquired by Clubessential Holdings, a company known for its work in recreation and membership management solutions. As a result of this acquisition, RecDesk will no longer support Interware/Global as a payment processor.

Currently, our payment system with Interware/Global operates under a contract that charges a flat rate of 2.99% plus \$0.50 per transaction, regardless of the credit card company. RecDesk Payments will match these transaction fees but will require a monthly subscription. The subscription cost is \$25 per month for online payments and an additional \$25 per month for in-person payments. This monthly fee will be paid through the Recreation Revolving Fund.

Transitioning to RecDesk Payments will also give the department access to a card reader for processing credit card payments in the office. This will eliminate the current need to manually key in credit card information and will improve efficiency and accuracy in payment handling.

Please review this information as we prepare for the transition and reach out with any questions or concerns.

Seth Hickey

**MUNICIPAL SIDEWALK AGREEMENT
FOR
TOWN OF STRATHAM**

BLANKET AGREEMENT FOR NH 108

THIS AGREEMENT, made and entered into this _____ day of _____, 2026, between the New Hampshire Department of Transportation, hereinafter called the “DEPARTMENT”, and the Town of Stratham, hereinafter called the “TOWN”.

WITNESSETH that,

WHEREAS, the limits of this agreement is generally described as both sides of NH 108, starting at Exeter town line and ending at Newfields town line; and

WHEREAS, there are existing sidewalks along NH 108 within the TOWN jurisdiction; and

WHEREAS, the TOWN has accepted responsibility for these existing and all future sidewalks along state highways within the TOWN limits; and

WHEREAS, sidewalks are of primary benefit to the community and adjoining neighborhoods; and

WHEREAS, the DEPARTMENT maintenance forces, by policy and practice, do not maintain sidewalks;

NOW, THEREFORE, in consideration of the above premises, it is mutually agreed as follows:

A. The TOWN shall provide or cause to provide for the maintenance of the sidewalks indicated above, including winter maintenance and snow and ice removal in accordance with the requirements of 23 CFR 1.27 and 28 CFR 35.133. Should operational adjustments be necessary, the TOWN agrees that no changes will be made without prior approval of the DEPARTMENT and the Federal Highway Administration.

B. The TOWN shall defend, indemnify and hold harmless the DEPARTMENT and its officials, agents and employees from and against any and all claims, liabilities or suits arising from (or which may be claimed to arise from) any act or omission of the TOWN or its subcontractors in the performance of this agreement. Notwithstanding the foregoing, nothing herein contained, shall be deemed to constitute a waiver of the sovereign immunity of the STATE or the DEPARTMENT, which immunity is hereby reserved.

C. The TOWN shall submit all necessary permits and receive approval prior to installing new or replacing existing sidewalk.

D. It is further understood and agreed between the DEPARTMENT and the TOWN that neither the DEPARTMENT, nor the Federal Highway Administration will be responsible for any expenses or costs incurred by the TOWN under this Agreement.

IN WITNESS WHEREOF, the parties here have affixed their signatures, the Town of Stratham, on this _____ day of _____, 2026, and the New Hampshire Department of Transportation on this _____ day of _____, 2026.

**NEW HAMPSHIRE DEPARTMENT OF
TRANSPORTATION**

By: _____
COMMISSIONER

TOWN OF STRATHAM

By: _____
TOWN ADMINISTRATOR

**MUNICIPAL SIDEWALK AGREEMENT
FOR
TOWN OF STRATHAM**

NH 108, 41 PORTSMOUTH AVE

THIS AGREEMENT, made and entered into this _____ day of _____, 2026, between the New Hampshire Department of Transportation, hereinafter called the “DEPARTMENT”, and the Town of Stratham, hereinafter called the “TOWN”.

WITNESSETH that,

WHEREAS, 41 Portsmouth Ave LLC will be constructing sidewalk in the right of way along NH 108, as shown on a certain plan, dated July 29, 2026, by VAI, hereinafter called the “PLAN”; and

WHEREAS, sidewalks are of primary benefit to the community and adjoining neighborhoods; and

WHEREAS, the DEPARTMENT maintenance forces, by policy and practice, do not maintain sidewalks;

NOW, THEREFORE, in consideration of the above premises, it is mutually agreed as follows:

- A. 41 Portsmouth Ave LLC shall construct the car dealership at 41 Portsmouth Ave, along NH 108.
- B. 41 Portsmouth Ave LLC shall construct sidewalk within the limits of construction along the Southbound side of NH 108, as depicted on the PLAN, as part of the aforementioned Stratham project.
- C. The DEPARTMENT will be responsible for the management and operation of the highway throughout the duration of the construction of the project.
- D. The TOWN shall provide or cause to provide for the maintenance of the sidewalks indicated above, including winter maintenance and snow and ice removal in accordance with the requirements of 23 CFR 1.27 and 28 CFR 35.133. Should operational adjustments be necessary, the TOWN agrees that no changes will be made without prior approval of the DEPARTMENT and the Federal Highway Administration.
- E. The TOWN shall defend, indemnify and hold harmless the DEPARTMENT and its officials, agents and employees from and against any and all claims, liabilities or suits arising from (or which may be claimed to arise from) any act or omission of the TOWN or its subcontractors in the performance of this agreement. Notwithstanding the foregoing, nothing herein contained, shall be deemed to constitute a waiver of the sovereign immunity of the STATE or the DEPARTMENT, which immunity is hereby reserved.
- F. The TOWN shall submit all necessary permits and receive approval prior to installing new or replacing existing sidewalk.
- G. It is further understood and agreed between the DEPARTMENT and the TOWN that neither the DEPARTMENT, nor the Federal Highway Administration will be responsible for any expenses or costs incurred by the TOWN under this Agreement.

IN WITNESS WHEREOF, the parties here have affixed their signatures, the Town of Stratham, on this _____ day of _____, 2026, and the New Hampshire Department of Transportation on this _____ day of _____, 2026.

**NEW HAMPSHIRE DEPARTMENT OF
TRANSPORTATION**

By: _____
COMMISSIONER

TOWN OF STRATHAM

By: _____
TOWN ADMINISTRATOR



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue, Stratham NH 03885

Town Clerk/Tax Collector 603-772-4741

Select Board/Administration/Assessing 603-772-7391

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

Fax (All Offices) 603-775-0517

To: Select Board

From: Town Administrator

Date: October 19, 2026

RE: Curbside MSW Collection Proposal

Background

On August 28, 2026, the Town of Stratham issued a Request for Proposals (RFP) seeking qualified contractors to provide automated curbside collection and transportation of residential municipal solid waste (MSW) and single-stream recyclable materials, as well as collection services at designated municipal facilities throughout the Town.

On October 5, 2026, the Town received three proposal packages: one from ELM Services, Inc., one from Casella Waste Management, Inc., and a no-bid letter from Waste Management, Inc.

The cost proposals were opened at the October 5 Select Board meeting and taken under consideration. The Board directed the Town Administrator to coordinate an evaluation of the proposals by a team consisting of Department of Public Works staff, Town Administration, and a Select Board representative.

Evaluation Process

The proposals were evaluated in accordance with the criteria established in the RFP. As stated in the RFP, the contract award will be based on the proposal offering the best overall value to the Town and will not necessarily be awarded to the lowest-priced proposer.

Evaluation factors included price, qualifications, municipal experience, technical approach, customer service, transition planning, references, and other considerations deemed to be in the Town's best interest.

The RFP also reserves the Town's right to reject any or all proposals, waive informalities or irregularities, negotiate with one or more proposers, and accept the proposal determined to be in the Town's best interest.

Proposal Scoring

Four evaluators scored the Casella and ELM proposals on a scale of 0 to 5 for each criterion.

Evaluation criterion	Casella scores	ELM scores
Completeness and responsiveness to the RFP	4, 4, 4, 4	3, 3, 3, 3

Ability to deliver required services	4, 4, 4, 4	2, 2, 2, 3
Innovation and added value	4, 4, 4, 4	3, 3, 3, 3
Track record and references	4, 4, 5, 5	3, 3, 2, 3
Project team experience	4, 5, 4, 4	3, 3, 2, 3
Cost proposal	2, 3, 3, 3	5, 5, 4, 4
Total points by evaluator	22, 24, 28, 28	19, 19, 16, 19

Based on the combined scores, Casella averaged 25.5 points, while ELM averaged 18.25 points. Casella received higher scores in most non-price categories, while ELM received higher scores for cost.

Follow-Up Questions and Clarifications

Following the initial evaluation, the scoring committee discussed the strengths and weaknesses of each proposal and identified questions requiring clarification. The Town Administrator contacted both proposers and reported their responses to the committee.

ELM Services, Inc.

The committee requested clarification regarding:

- ELM's capacity to accommodate the additional work associated with the Stratham and Kingston contracts.
- The availability of two trucks to service Stratham simultaneously, four days per week.
- ELM's proposed transition schedule and calendar.

ELM clarified that its Kingston contract would not begin until January 2028. The company also confirmed in writing that its proposal contemplated operating separate MSW and recycling trucks simultaneously in Stratham. ELM stated that it maintains a backup truck to address vehicle breakdowns and provided a transition calendar that the committee found satisfactory.

Casella Waste Management, Inc.

The committee requested an explanation for the significant cost increase in Casella's original proposal compared with the Town's current contract.

Casella explained that its corporate office had included new capital costs in the original proposal, including new trucks, equipment to service dumpsters, and new carts. Casella's local representative characterized these costs as an error in the original submission and indicated that he had been authorized to revise the proposal. Casella subsequently submitted a revised cost proposal.

Cost Proposal Comparison

The five-year cost proposals are summarized below.

Contract year	Casella	ELM	Difference
2027	\$825,322	\$800,675	\$24,648
2028	\$874,842	\$832,762	\$42,080
2029	\$927,332	\$866,136	\$61,196
2030	\$982,972	\$910,972	\$72,000
2031	\$1,041,950	\$947,483	\$94,468
Five-year total	\$4,652,418	\$4,358,027	\$294,391

ELM submitted the lowest-priced proposal, with a five-year total of approximately \$4.358 million. Its 2027 price is approximately \$801,000, which is generally in line with the cost of the Town's existing contract in 2026. ELM's proposal incorporates a 4% annual escalator.

Casella's revised proposal is more competitive than its original submission but remains approximately \$294,000 higher than ELM's over the five-year contract term. Casella's revised pricing also incorporates an annual escalation range with a 5% floor and a 6% ceiling, compared with ELM's fixed 4% annual escalator. The floor and ceiling range with Casella's proposal means that fees will be increased annually on the anniversary of each year of the Term by a percentage equal to the greater of (a) 5% or (b) the year-over-year percentage change in the Consumer Price Index for Garbage and Trash Collection not to exceed 6% Consumer Price Index.

Recommendation

The scoring committee considered price, qualifications, municipal experience, technical approach, customer service, transition planning, references, and other factors relevant to the Town's best interests.

Although ELM submitted the lowest-priced proposal, Casella received the higher overall evaluation score. The committee's evaluation reflects Casella's stronger scores in several non-price categories, while recognizing ELM's cost advantage and satisfactory responses to the committee's follow-up questions.

The committee also considered continuity of service with Casella an important factor in evaluating the proposals. The Committee expressed concern with the readiness of ELM to take on 4 day per week service without prior experience in a town of this size with automated collection.

Based on the evaluation results and the information obtained through the clarification process, the committee recommends that the Town **engage in contract negotiations with Casella Waste Management, Inc.** The purpose of these negotiations would be to determine whether Casella can improve its pricing and escalation terms while maintaining the service quality and other benefits reflected in its proposal.



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To: Stratham Select Board

From: Tim Roache, Town Administrator

Date: October 19, 2026

Subject: Town Administrator Report

The following report provides an update on Town operations, departmental initiatives, and ongoing projects. It is intended to keep the Select Board informed of significant developments and upcoming priorities.

Upcoming Election

- The next Select Board Meeting is the night before the mid-term election. I'm working towards a lighter agenda if possible, to avoid two back to back long evenings.
- We are looking for pro temp support at the election. We need to ensure we have adequate coverage for the election.

Upcoming Newsletters

- Currently, the November newsletters are scheduled to go out on the 13th (after Veterans Day) and 27th (day after Thanksgiving). I'm proposing we send the newsletter out on Nov. 6th (with election results and Veterans Day ceremony) and 20th (Thanksgiving trash delay and closures).

Planning and Building

- The local Emergency Operations Plan (EOP) grant approved in March has received Governor and Executive Council approval, and the Town has been authorized to proceed. Staff have contacted a consultant and begun the process of updating the EOP. The Planning Department is managing the consultant with assistance from the Town Administrator.
- Planning and Building is researching the emergency access road between Lindt and Rollins Farm to determine ongoing maintenance requirements. We have determined that Lindt is responsible for maintaining access. Building and Code Enforcement is pursuing the improvements with Lindt.

Department of Public Works

- **Union Road Culvert:** An inspection was completed by Wind River Environmental. The inspection determined that the most cost-effective repair is to parge the culvert. The quoted cost is \$4,500. Work is scheduled for October 26.
- **Fire Tower Rehabilitation:** Fire Tower staging to go up at end of month (within next 2 weeks) with coating to be done beginning of November. The culvert is scheduled for 10/26.

Seabrook Drill and Emergency Management Director

- The Seabrook Drill was successfully completed.
- Staff are continuing the selection process for the Emergency Management Director position.

Fire Department

- Staff are monitoring the next steps regarding ALS services in Plaistow as municipalities consider whether to participate.
- Staff will continue to work with Fire Department leadership to refine budget and staffing models as the budget process moves forward.

Keyless Access System

- Installation of the keyless access system has been completed at the Police Department, DPW, and Municipal Center. The system is up and running at these locations.
- Work continues at the Fire Department. Pelmac is addressing the update to the security system to work with the keyless access.
- Re-keying of exterior doors will follow to further enhance building security and complement the new access control system.

Lane Property

- With the additional funds approved by the Board, we are continuing to advance improvements to the Lane House. Specifically, these funds will support the rehabilitation of the south porch, repairs to the foundation, and maintenance and repairs of the gutters.

Capital Improvement Program (CIP) and Capital Reserve Funds (CRF)

- A draft CIP/CRF document is complete. We will be working to review the document and recommend priorities for a CIP Warrant article.

Policies and Procedures

- Several administrative policies have been reviewed and updated and will be presented to the Select Board for consideration at upcoming meetings, including:
 - Purchasing Policy
 - Fund Balance Policy
 - RSA 91-A Internal Procedures
 - Credit Card Policy
- Staff continue to review additional policies and procedures and will coordinate updates, where appropriate, with the comprehensive revision of the Employee Manual.

Employee Manual Update

- We have completed the internal draft of the Employee Manual. The suggested path forward is for a workshop review with the Select Board.
- Following completion of the Select Board staff will discuss next steps, including a process for obtaining input from department heads.
- Before the Employee Manual is finalized, we will engage a labor attorney to review the final draft.

RAFFLE PERMIT APPLICATION

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

APPLICANT INFORMATION			
Organization Applying for Permit: (Note: Only legal non-profits can be issued a permit)		Employer ID #:	
SMS 5 th Grade Committee PTO		81-2038125	
Address:	City:	State:	Zip:
39 Gifford Farm Rd.	Stratham	NH	03885
Contact Person:	Phone:	Email:	
Ashley Morwood		a	
RAFFLE/DRAWING PERMIT INFORMATION			
Date(s) Raffle Tickets Will Be Sold: 10/23/26			
Date of Drawing: 10/23/26		Location of Drawing: SMS	
List Items to be Raffle:			
miles of maple Gift basket, Tinker Studio class passes, DIDC Party, Mom & Mandy gift basket, Sweetened memories cake, Bird dog cider basket, chocolate pumpkin			
Reason for Raffle:			
To help raise money for the 5 th Grade Committee/PTO at SMS			
Beam Fitness gift card			
How is Raffle Going to be Conducted (i.e. door to door, only at events, only family and friends, etc.):			
Raffle will only run during our Halloween Howl event between 5pm - 7:30pm			
Other (any other pertinent information):			
NO			
I have read the provisions of NH RSA 287-A (attached) and by signing below, state that the organization I represent will comply with those provisions at all times.			
Signature: Ashley Morwood		Date: 10/9/26	
☐ APPROVED ☐ DENIED Reason for denial:			
Selectman Signature:		Date:	
Selectman Signature:		Date:	
Selectman Signature:		Date:	