TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

SELECT BOARD AGENDA
November 16, 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 – 11/2/26 and 11/4/26

IV. Finance Report

V. Department Reports & Presentations
   a. Parks & Recreation update and budget preview
   b. Computer Services, Legal, Assessing, Other General Govt, Welfare, Finance Admin, budget previews

VI. Informational Updates and Correspondence
   a. Thank you from 76ers
   b. Stratham Community Garden Year End Report

VII. Public Comment

VIII. Public Hearings, Ordinances and/or Resolutions

IX. New Business and Action Items

X. Old Business

XI. Town Administrator Report

XII. Reservations, Event Requests & Permits
   a. Rowe Family request to use the Sewall Room 12/19 and have the alcohol prohibition waived.

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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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. RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

XVI. Adjournment

MINUTES OF THE NOVEMBER 2, 2026 SELECT BOARD MEETING

MEMBERS PRESENT: Board Members Vice Chair Joe Anderson, Tedd Tramaloni

ABSENT: Chair Allison Knab

ALSO PRESENT: Town Administrator Tim Roache, Planning & Building Director Vanessa Price

At 7:00pm Mr. Anderson opened the meeting and asked for a motion on the minutes. Mr. Tramaloni motioned to approve the minutes from October 19, 2026 as written. Mr. Anderson seconded the motion. Motion passed.

Mr. Anderson moved to the Planning and Building update and budget review. Ms. Price began by reporting that the department is now fully staffed. To date, 834 permits have been issued, which is consistent with last year's trends. She gave a brief update on current projects:

- Porsche Dealership: Addition of service bays; work commenced following a pre-construction meeting last week.
- 89-91 Portsmouth Avenue: Mixed-use development permits have been submitted and the developer agreement is executed.
- 170 Portsmouth Avenue (Mighty Roots, a cabinetry business): Relocating from Greenland to Stratham for a new office building (~6,000 sq ft); foundation permits are expected this year.
- 41 Portsmouth Avenue (Kia Dealership): Plans signed off by Planning Board chair; permits are being submitted with foundation work expected this winter and a target completion date of January 2028.
- 57 Portsmouth Avenue (Tender Crop): Construction is delayed due to back-ordered equipment (e.g., freezer space). The opening date has shifted from late October to approximately six weeks from now.

Ms. Price reported on Planning Board and zoning amendments. The Zoning Board is currently reviewing several zoning updates. Section 3.10 will be amended to delegate Heritage District oversight back to the Heritage Commission to eliminate redundancy. Proposed changes to Section 11 would remove conditional use permits for wetland and buffer disturbances, requiring a ZBA variance instead; this is pending a quorum from the Conservation Commission. Section 5.4 is being updated to match state laws by allowing detached accessory dwelling units in conservation subdivisions. Other updates include clarifying the use of freestanding supports for temporary banners in Section 7 and restricting certain non-traditional uses in the Town Center to maintain a village atmosphere. The board is also adding restrictions on recreational vehicles to prohibit them in front yards or as permanent septic-connected residences. Additionally, two parcels on Frying Pan Lane may be moved into the Gateway commercial district to accommodate potential commercial growth while preventing sprawl. The department is also reviewing building ordinance changes to align with state RSAs.

Ms. Price continued, stating the department is seeking new permitting software to reduce workload and costs, with a potential rollout from current provider Avatar in January.

Additionally, the new Building and Fire Inspectors are reviewing the fee schedule to ensure all inspections are properly captured and billed.

Ms. Price moved to budget and financials, stating her general budget remains flat for the current year, though online permitting may add roughly $1,000 annually starting in 2027. A request for $2,500 to $3,000 in special projects funding is being made to bring five neglected conservation easements into compliance. Legal advertising is currently over budget due to a high volume of hearings, though these costs are reimbursed to the General Fund. There is a modest 3.4% increase for regional planning membership, while equipment costs will decrease following recent furniture and plotter service purchases. A new plotter has been added to the CIP since the current one is no longer being supported. The Conservation Commission budget is proposed at $3,500 to cover six conservation easements and annual training.

Mr. Anderson recognized Mr. Roache for the Assessing report. The Assessing Department budget is expected to remain largely level-funded, with the only significant adjustments tied to contractual increases and potential appeal-related expenses. Assessing payroll funds one part-time staff member who supports assessing functions through the Town Clerk/Tax Collector's Office and remains flat pending any future cost-of-living adjustments.

The tax map maintenance account is budgeted at $4,100 for the annual contract with Cartographic Associates Technologies to update and maintain the Town's tax maps. The increase from prior years reflects contractual pricing. The equipment and software maintenance account funds the Avatar software used for online tax cards and also reflects a modest contractual increase.

Contracted assessing services remain budgeted at $42,000 through the Town's agreement with Whitney Consulting Group. The contract provides an assessor one day per week throughout the year and runs through December 28. This contract does not include cyclical inspections, measure-and-list work, permit inspections, or other field data collection activities.

Discussion focused on funding for the property inspections and data collection needed to support the next town-wide revaluation, currently anticipated in 2029. Approximately $70,000 has been set aside in the Capital Improvement Program (CIP) for this work. While revaluation costs themselves are appropriate for capital reserve funding, Mr. Roache noted that the ongoing data collection work may be more accurately categorized as an operating expense and could be moved from CIP in the future.

Mr. Anderson asked about the status of inspections after the Town accelerated the inspection schedule through a contract amendment. Mr. Roache reported that progress is currently behind schedule. The revised plan shifted work originally intended for later years into 2025 and 2026, with targets of approximately 1,200 parcels in 2025 and 1,900 parcels in 2026. Whitney completed roughly half of the 2025 target and approximately 413 of the estimated 1,900 parcels scheduled for 2026. Mr. Roache emphasized that the Town pays based on completed work and has not paid for inspections that have not been performed. The importance of maintaining accurate property records, particularly as preparation for future revaluations, is crucial. Mr.

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Roache stated that Whitney has provided an updated timeline and that he believes the remaining work can be kept on track.

The largest uncertainty in the budget involves legal and appraisal costs related to assessment appeals filed by several larger businesses. No funding was included for these expenses in the current year, and legal costs have already reached approximately $26,000 to $27,000. To better prepare for similar situations in the future, Mr. Roache suggested including a placeholder of $40,000 in contracted services for legal support associated with appeals. He noted that actual abatement costs are paid from the overlay account rather than the operating budget. Additional expenses have also been incurred for appraisals required during the appeal process.

Before establishing a final budget amount for appeal-related costs, Mr. Roache plans to review any remaining cases with Superior Court to determine whether additional legal activity is anticipated. If all current matters have been resolved, the amount budgeted for future legal and appraisal expenses could be reduced. In response to questions about how current appeal-related costs are being funded, Mr. Roache explained that no funds were specifically budgeted for legal fees or appraisals, and the Town is currently relying on underspending in other areas of the budget to cover those expenses. Further refinements to the budget will be made as more information becomes available.

Mr. Anderson moved to correspondence item from Mr. Rosenbaum, which he believed he had seen previously. He then moved to public comment. Mr. Rosenbaum, a Stratham resident for approximately 2.5 years, spoke in support of his pending accommodation request to use a Class 1 pedal-assist e-mountain bike in the park. He explained that due to a past injury and ongoing medical issues, the e-bike allows him to continue mountain biking and maintain an important source of exercise. He emphasized that Class 1 e-bikes require pedaling, differ significantly from scooters and other motorized devices, and are permitted on New Hampshire State Park mountain bike trails. Mr. Rosenbaum asked the board to recognize this distinction and consider his request favorably. He also expressed his appreciation for the park, highlighted his experience with the National Ski Patrol and willingness to assist with safety efforts, and offered to volunteer in support of the park and the community.

Mr. Anderson asked whether Mr. Rosenbaum would be interested in serving on the Trail Management Advisory Committee (TMAC). Mr. Rosenbaum responded that he had attended several TMAC meetings and would be willing to participate both on the committee and in trail maintenance efforts. Mr. Anderson also mentioned an opening on the Conservation Commission. Mr. Rosenbaum stated that he is nearing retirement, has professional experience consulting with municipalities and utility districts, and is interested in conservation. He indicated that he would submit a volunteer application and assist wherever needed.

Mr. Anderson explained that one Board member was absent and that the Board would take the comments under advisement for further discussion when the full Board was present. Mr. Tramaloni added that the issue had been a difficult decision because the Board had received similar comments from other individuals who use Class 1 e-bikes for comparable reasons. The Board thanked Mr. Rosenbaum for attending and indicated that the matter would receive further consideration.

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Mr. Anderson moved to the next agenda item, the 2027 holiday calendar. Mr. Tramaloni noted that employees are required to take a vacation day for the day after Thanksgiving. Mr. Anderson said that, with the revision to the Employee Manual, there would be some changes of additional holidays. Mr. Tramaloni motioned to adopt the 2027 town of Stratham holiday calendar as presented. Mr. Anderson seconded the motion. Motion passed.

Mr. Roache noted that staff have inquired if we will be closing the office at noon on Thursday, December 24. Mr. Anderson motioned to close the town office at noon on Thursday, December 24, 2026. Mr. Tramaloni seconded the motion. Motion passed.

As part of his Administrative Report, Mr. Roache provided an update on the Lane property. He reported that the Town's primary goal of making the Lane House weather-tight and prepared for winter has been achieved. Heat and water service are operational, exterior repairs have largely been completed, and the property is in good condition heading into the winter season.

Work continues on the large south-side porch, where the entire deck and underlying substructure were removed and are being rebuilt. Masonry repairs on the exterior are also underway and expected to be completed soon. Gutter installation was scheduled as the next phase of work. Mr. Roache noted that approximately $30,000 to $40,000 in remaining repairs were approved for completion this fall and that the project is moving forward as planned.

Mr. Roache also provided an update on the Tannery building. He reported that the interior HVAC work has been completed and that the space is now ready to be rented. After reviewing local market conditions, he estimated that the unit could reasonably be rented for approximately $2,400 per month, including utilities. Because a separate utility meter has not yet been installed, he suggested that including utilities in the rental rate would be the simplest approach and would allow the Town to move forward with securing a tenant more quickly.

Continuing his Administrative Report, Mr. Roache provided additional updates on the Lane property. He reported that the small historic outbuilding located behind the Lane House, which originally functioned as a privy, has been fully restored on the exterior and is now being used for storage. During the restoration process, substantial deterioration was discovered in the west-side sill of the structure. While repairs will eventually be needed, the issue does not affect the current usability of the building.

Mr. Roache also reported that the Cobble House remains occupied and that the property's heating system has been upgraded from oil to propane, including replacement of the oil tank and related equipment. Work on the new septic system is scheduled for mid-November. The project will consist of a single leach field serving all three dwellings, supported by two tanks, with the existing tanks to be removed. Excluding future bat mitigation and cleanup work in the barn, Mr. Roache estimated that approximately $26,000 remains as we head into the winter.

Mr. Tramaloni asked whether the Town would be in a position to rent the main Lane House in the spring. Mr. Roache responded that it would be possible if decisions are made regarding the interior layout, intended use of the space, and renovation priorities. He noted that interior work

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could continue during the winter and estimated that approximately $100,000 to $125,000 would be available for those renovations, depending on remaining project balances.

Mr. Tramaloni also inquired about the status of the bat mitigation issue in the barn and whether Collector's Eye would be asked to hire a contractor and be reimbursed by the Town. Mr. Roache said he was not comfortable with that approach because of liability concerns and believes the Town should directly retain any contractor needed to perform the work. He acknowledged that a solution has not yet been identified. Mr. Roache further noted that the barn has not been the primary focus of the renovation funding to date and may require more repairs than the remaining project funds can support unless additional contributions become available. While sufficient funding may remain to address the bat issue, he stated that the work is not practical during the holiday season and may be delayed until approximately March.

Mr. Roache continued his report noting the culvert on Union Road has been repaired. Work on the fire tower is expected to begin soon. He is monitoring the project closely and will provide updates as they become available. Information has already been included in the newsletter to make residents aware that the fire tower will be off-limits during the work.

Mr. Anderson asked who would be taking over Mr. Pond's responsibilities following his retirement. Mr. Roache explained that the DPW also has a laborer position currently vacant, and the Town is exploring the possibility of dividing the duties between the two positions. No final decision has been made at this time.

Mr. Tramaloni asked for an update on the keyless access system and inquired about obtaining a key fob. Mr. Roache said he would provide him with one. He also noted that the building's locks are scheduled to be rekeyed within the next few weeks. Mr. Tramaloni confirmed that exterior doors would continue to have physical keys in addition to access cards. Mr. Roache confirmed this and added that the Town intends to maintain stricter control over the distribution and management of building keys.

There will be a special Select Board meeting on November 13th to review the Employee Manual.

Mr. Tramaloni asked about the recent Route 33 planning charrette conducted by the Town of Greenland. Mr. Roache explained that Greenland received grant funding to undertake the project in partnership with Plan New Hampshire. One of the concepts discussed included constructing a ramp connection at Winnicutt Road and Bayside Road near the bridge crossing. While he appreciated the effort to identify creative transportation solutions, Mr. Roache cautioned against overbuilding the Route 33 corridor. He stated that the roadway should continue to function effectively for both Greenland and Stratham but does not necessarily need to be expanded into a larger regional thoroughfare.

Mr. Tramaloni described the proposal as a creative solution, though Mr. Roache expressed uncertainty about whether it would be successful. Discussion also centered on a proposed single-lane roundabout. Several Board members expressed surprise that a one-lane design was being considered given current traffic volumes, while acknowledging that they were not traffic engineering experts and that the project falls outside Stratham's jurisdiction.

Mr. Roache noted that the discussion raises broader questions for Stratham regarding the future character of Route 33, particularly near Stratham Hill Park. He stated that he does not support continually adding travel lanes and increasing roadway speeds, instead favoring the corridor's continued function as a local or regional road rather than a primary route connecting Portsmouth and towns west of Stratham. In his view, regional traffic is better accommodated by Routes 95 and 101.

Mr. Tramaloni added that the closure of Squamscott Road appears to have had a noticeable impact on local traffic patterns. Based on his observations, traffic volumes at the Route 33 and Route 108 intersection have increased, and he has experienced longer wait times, including waits of several minutes when attempting to enter Route 33 from Winnicutt Road. He noted that traffic that previously used Squamscott Road is now being redirected through other intersections, illustrating how even relatively small roadway changes can significantly affect traffic flow. He stated that it will be important to observe how those impacts develop over time.

Mr. Anderson turned the discussion to the Stevens Park project and asked Mr. Roache to coordinate with Mr. Batchelder on parking and drainage improvements and with Mr. Hickey on the pavilion component in order to move the project forward. The group agreed that the individuals could work together as a team and report their progress back to Mr. Roache.
Mr. Roache noted that the Transfer Station redesign remains another outstanding project. He stated that he had discussed the matter with Ms. Fowle and recalled that approximately $50,000 had been included in prior budget planning for engineering and design services this year. However, he was not aware of any formal Board motion authorizing the expenditure from the Capital Reserve Fund and indicated that such action should be approved by motion. He explained that he would bring a proposal back to the Board outlining the scope of work and associated costs. Updated proposals are expected to allow the project to move forward soon.

The Board discussed an anticipated design cost of approximately $50,000, with an estimated $150,000 to be expended over two years for construction. It was noted that this particular Capital Reserve fund currently contains more than $400,000, with few other anticipated demands on the fund and additional contributions expected this year.

Mr. Anderson commented that both the Stevens Park project and the Transfer Station redesign appear less complicated than previously thought. He noted that the revised pavilion concept has simplified the Stevens Park project and expressed the view that the drainage and parking lot improvements could likely be completed by staff. Mr. Roache added that Mr. Batchelder has been seeking additional quotes for the parking lot work.
The Board discussed the vacant Community Service Officer position and whether the Town should reconsider the structure of the role rather than simply reposting it as it has been in the past. Mr. Anderson suggested exploring alternative approaches, including narrowing the position's focus to animal control duties, sharing the position with a neighboring community to create a full-time role, or considering other staffing models. Mr. Roache stated that he had not yet had the opportunity to discuss the position with the Police Chief, while Mr. Anderson noted that the Chief favors a full-time position.

Mr. Tramaloni emphasized the need for enforcement presence in the park, particularly as the Board considers issues such as regulating Class 1 e-bikes and enforcing existing rules. He noted that effective enforcement requires "boots on the ground," although he questioned whether that necessarily means a full-time position. Mr. Anderson remarked that the need for coverage likely exceeds the current 16-hour-per-week schedule, particularly during the busy season from April through October.

The Board also discussed challenges associated with creating a full-time position, including the difficulty of providing sufficient work year-round and the potential personnel issues associated with a position that is full-time during the warmer months and part-time during the off-season. While no specific solution was identified, members agreed that the position should be reevaluated and that alternative staffing options should be explored.

Mr. Tramaloni motioned to approve the YMCA Camp Lincoln request to use the Stratham Hill parking lot pick up and drop off of their campers from June 21st through August 27th, 2027 and authorize the Town Administrator to sign the document. Mr. Anderson seconded the motion. Motion passed.

At 8:00pm Mr. Anderson motioned to go into a non-public session in accordance with RSA 91-A:3, II (a) regarding a personnel matter. Mr. Tramaloni seconded the motion. Roll call: Anderson-yes; Tramaloni-yes.

At 8:21 Mr. Anderson motioned to come out of the non-public session and seal the minutes noting failure to do so may render a proposed action ineffective. Mr. Tramaloni seconded the motion. Roll call: Anderson-yes; Tramaloni-yes.

At 8:22pm Mr. Anderson motioned to adjourn. Mr. Tramaloni seconded the motion. Motion passed.

Respectfully submitted,

Karen Richard,
Recording Secretary

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MINUTES OF THE NOVEMBER 4, 2026 SPECIAL SELECT BOARD MEETING

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

ALSO PRESENT: Town Administrator Tim Roache, Finance Administrator Lori Ruest

The Select Board convened a special meeting to establish the 2026 municipal tax rate and review recent bids received for the town's trash collection contract.

Mr. Roache presented a revised budget spreadsheet that includes a new summary format, with expenditures organized into separate departmental worksheets, including administration and elections. The board reviewed tax-rate projections and discussed adjustments to the fund balance and overlay. Based on the MS-1 report revenue estimates and a $100,000 overlay, the preliminary municipal tax rate was projected at approximately $2.42. Board members discussed the need to provide a buffer for anticipated increases in Fire Department expenses and potential cost-of-living adjustments. After reviewing several scenarios, the board determined that a municipal tax rate of $2.22 would provide an appropriate balance between funding needs and taxpayer impact. Mr. Anderson motioned to set the 2026 municipal tax rate at $2.22, with corresponding adjustments to the fund balance and overlay. Mr. Tramaloni seconded the motion. All voted in favor.

The board also discussed factors contributing to overall property tax increases, noting that school-related costs represent a significant portion of the tax rate. Members cited recently approved teacher contracts, school renovation bond payments, and other voter-approved expenditures as drivers of the increase. The board emphasized the importance of educating residents about these costs, as well as deficiencies in state funding, and explaining that many of the increases result from previously approved commitments and inflationary pressures. Discussion also included concerns about the effect of rising costs on residents living on fixed incomes and the uncertainty surrounding the impact of future Social Security and Medicare adjustments.

The board thanked Ms. Ruest for her assistance with the tax rate. She was excused from the meeting.

The board then reviewed bids submitted by Casella and ELM Services for the town's trash collection contract. Following discussion, members agreed that both proposals were deficient and did not adequately meet the requirements of the request for proposals. Mr. Tramaloni motioned to reject both the Casella and ELM Services proposals and pursue a new RFP process at a later date. Mr. Anderson seconded the motion. All voted in favor. The board directed that both vendors be notified of the decision.

Several items remain under review, including correcting the budget spreadsheet formula used to calculate changes in the fund balance, determining the financial impact of adjusting Social Security placeholder figures, and identifying when the assessor's work will be finalized so that tax bills can be prepared and mailed.

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Action items discussed included distribution of the revised budget spreadsheet, calculation of the budgetary impact of a potential cost-of-living adjustment, review of tax projection formulas, development of public communications regarding tax-rate changes and school-related costs, initiation of a new trash contract RFP process, and notification to Casella and ELM Services that their proposals were rejected.

Respectfully submitted,

Karen Richard
Recording Secretary

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MEMORANDUM

TO: Select Board

CC: Tim Roache, Lori Ruest

FROM: Karen Richard

DATE: September 8, 2026

RE: Public Assistance Budget - 2027

As of today, I have received nine requests for assistance, with four months remaining in the year as colder weather approaches. Over the past five years, the average number of requests has been ten, meaning we are already nearing that level.

The nature of recent requests has also become significantly more serious. Four individuals seeking help were homeless, and local shelters continue to have extremely long waitlists with minimal movement. At one point, an applicant was 82nd on a list of 96 waiting for a bed at Crossroads.

Requests for rental assistance typically occur when someone is already three months behind and facing eviction. With average rent around $1,600, the balance needed to prevent eviction is approximately $4,800. Our annual shelter budget is $7,500, so just two such cases would exceed that amount.

According to the 2026 Housing & Urban Development report for the Portsmouth–Rochester area, average rents are:

- Efficiency: $1,601
- 1 bedroom: $1,677
- 2 bedroom: $2,194

If the Town does not pay and the applicant is evicted, RSA 165 requires placement in a shelter. Shelters are full, and waitlists often extend for months. A Portsmouth Herald article on August 30, 2026 (attached) noted that individuals are now spending three to five months in shelters, and families even longer. When no shelter bed is available, the Town uses Motel 6. Applicants must remain on shelter waitlists and accept a bed when offered. The long waitlist results in significant expense to the Town.

In addition to rental payments, we also receive requests for electric bill payments to prevent shut offs, gas and oil assistance for heat—totaling $1,199.70 so far this year—and other miscellaneous needs.

The public assistance budget has not increased in eleven years. In fact, it has decreased from $30,000 in 2012 to $10,800 in 2026, despite rising costs. I'm requesting $30,000 be set aside for direct public assistance.

I have always been careful in managing taxpayer funds and work diligently to remain within budget. To ensure we can meet statutory obligations and respond appropriately to resident needs, I respectfully request an increase to the Public Assistance budget.

TOWN OF STRATHAM

10 Bunker Hill Avenue • Stratham, NH 03885

STRATHAM COMMUNITY GARDEN COMMITTEE

MEMORANDUM

TO:	Allison Knab, Select Board Chair Joe Anderson, Select Board Vice Chair Tedd Tramaloni, Select Board
CC:	Tim Roache, Town Administrator
FROM:	Colleen Jarvela, on behalf of the Stratham Community Garden Committee
DATE:	November 9, 2026
RE:	End of Season Report

In accordance with the Stratham Community Garden (SCG) Committee Charge, an end of year report shall be submitted to the Select Board November 15th each year.

Here is a summary of our 2026 season:

Grants / Fundraising

- Rye Driftwood Garden Club, $500
- Exeter Area Garden Club, $1,000
- Kennebunk Savings Bank, $1,500
- Vida Cantina Community Night, $656

April

- 2026 member kickoff party
- 2026 food pantry donation goal set at 750 lbs
- In preparation for a shed, DPW cleared saplings and brush from the property

May

- Plant Swap for garden members and greater Stratham Community
- Second food-grade water tote obtained
- 51 raised beds available for planting
    - 37 member beds
    - 14 donation beds
        - Dedicated for growing food for local food pantries
        - Tended by committee members and volunteers

June

- Pollinator Pathway native perennial plants added to the outside perimeter of the garden fence
- Watering rotation implemented to establish native plantings around the perimeter
- Sow & Savor (community dinner) began at the garden
- Donated 88 seedlings to Gather for their plant giveaway event
- First food pantry donation of the season
- Shed kit arrived

July

- With help from DPW, construction of shed completed
- Collaboration with Stratham Pack 185
    - A group of approximately 5 Scouts worked together to keep our donation plots watered throughout the season
- Summerfest
    - SCG volunteers served sliced watermelon, handed out stickers, and provided garden-themed games for the kids
- Started weekly meetings in the garden, where volunteers would glean
    - Harvest was divided between two food pantries each week
        - Gather in Portsmouth
        - Newmarket Community Church

August

- New Welcome sign at entrance to the property was obtained from New England Barricade, then installed by DPW
- SCG Volunteers provided a tour to the Exeter Area Garden Club and the Rye Driftwood Garden Club to show them the new pollinator gardens, that were made possible by the donations from their clubs

September

- Stratham Rec Seniors hosted a luncheon on the garden grounds

October

- 2026 end of season celebration
- Opened up 2027 applications for current members
- Nine SCG Members participated in the Seacoast Crop Hunger Walk
    - Walked in support of our mission to help alleviate food insecurity in community
    - Raised $600 to be shared with local food pantries
- 2026 donations to food pantries: 1,043 lbs - surpassing goal of 750 lbs!

November

- 2027 applications available to the greater community
- Stratham Community Garden donated a 2027 season garden bed to the Friends of the Wiggin Memorial Library raffle basket

2026 Stratham Community Garden growing season in the numbers:

- Committee members: 6
- Raised bed garden plots: 51
    - 4’ x 8’ member beds: 37
    - Donation beds: 14
- Returning Members (from 2025): 18
- Volunteer Opportunities:
    - Community Work Days: 5
    - Days Weeding Municipal Center: 5
    - Hours Watering New Pollinator Plants: 50
    - Hours Watering by Scouts: 11
    - Hours Gleaning: >20
- Pounds Donated: 1,043

As always, please feel free to reach out to strathamcommunitygarden@gmail.com with any questions or comments.

Colleen Jarvela, on behalf of the Stratham Community Garden Committee

TOWN OF STRATHAM
Department of Public Works
70 Bunker Hill Avenue • Stratham, NH 03885 • 603-772-5550

JOB TITLE: Facilities Laborer

DEPARTMENT: Public Works

EMPLOYMENT STATUS: Non-Exempt, Full-Time, Hourly

PAY RATE: $20.00 to $25.00 per hour depending on qualifications

REPORTS TO: Building Maintenance Lead, Director of Public Works, or Designee

REVISED: *November 9, 2026*

GENERAL PURPOSE:
The Facilities Laborer is responsible for performing cleaning, general maintenance, and light repair work for all Town-owned buildings and facilities, including but not limited to the Municipal Center, Wiggin Memorial Library, Police Department, Fire Department, Public Works Department, and Stratham Hill Park facilities. This position ensures public facilities are clean, safe, secure, and presentable for daily use and special events.

SUPERVISION RECEIVED:
Works under the general supervision of the Building Maintenance Lead, Director of Public Works, or designated supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Performs routine custodial work to keep Town buildings clean and sanitary.
2. Performs routine building maintenance and minor repairs, and reports larger maintenance needs.
3. Takes pride in keeping Stratham's Town buildings and entrances neat, well maintained, and welcoming.
4. Assists with general Public Works operations, including park facility maintenance, town-wide grounds maintenance, road maintenance, and winter operations.

PHYSICAL REQUIREMENTS:
The position requires a person to lift and carry objects up to 50 pounds; to have a full range of movement for reaching, climbing, and stooping; dexterity to operate standard cleaning and maintenance equipment and hand tools; tolerate exposure to cleaning chemicals, dust, and outdoor elements; ability to drive a motor vehicle; cognitive and sensory ability to effectively communicate with supervisor and co-workers.

QUALIFICATIONS:
- High School diploma or equivalent required.
- Valid driver's license required.
- Minimum 2 years' experience in custodial, construction, or building maintenance work.
- Must be self-motivated and able to work independently.
- Ability to handle multiple priorities, meet deadlines, and attend to many items simultaneously and/or in sequence.

- Willingness to learn, to work cooperatively in a supervised and unsupervised environment, and to take direction, both oral and written. Ability to identify through observation, communicate and initiate suggestions and/or options.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Original Date: November 9, 2026

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: Stratham Select Board

From: Tim Roache, Town Administrator

Date: November 16, 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.

Squam Scott Fields Conservation:

- The Town has processed the federal funding to enable the purchase of the property. The Conservation easement deed has been signed. Closing documents are available for signature with an anticipated closing of November 23.

Tree lighting

- Tree lighting is scheduled for Sunday December 6th at 5:00pm. This is a Joint effort between Parks and Recreation, the Fire Department and The Stratham Hill Park Association Committee. Stratham Community Church is also partnering and is providing music for the event. This is a significant move of this event after 50+ years at the Fire Department. We hope that his will be a more accessible location and increase interest and participation.

Zarnowski Property Access

- Staff, prompted by NH Fish and Game, are investigating signage posted along the access road to the property. Staff is working with SELT and NH Fish and Game to contact the neighboring property owner and remove the signage.

Department of Public Works

- **Facilities Laborer Position:** Staff has proposed to repurpose the custodian position to a facilities/laborer. Duties would be split to support facilities maintenance and custodial services with basic DPW laborer duties. The Job advertisement is in the packet or further discussion.

- **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.
- Credit cards are now accepted at the Transfer Station.
- A revised Stevens Park plan and proposal is being developed and will be brought forward to the Select Board at an upcoming meeting.
- The proposal for the transfer station redesign will be brought forward at an upcoming meeting.

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 held a kickoff meeting on November 13.
- 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 improvements with Lindt.

Keyless Access System

- Project is online and **complete** as of November 16.

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

- A draft CIP/CRF document is complete. Next step is to review with department heads before moving forward to the planning board and Select Board.
- Recommendations for a CIP warrant will follow.

Lane Property

- Rehabilitation of the Lane property is on track and within the approved budget.
- **Lane House:** The goal for this year was to restore Lane House so that it is winter ready. As of October 31, exterior repairs on the north, east, and south sides have been completed. Work continues to restore/rebuild the South Porch. This is expected to be completed in the next two weeks. Masonry work will be completed on the foundation. This includes resetting granite steps and sealing off gaps that expose the property to pests, and moisture infiltration. Gutters are scheduled to be cleans and repaired to ensure proper drainage and protect the exterior of the home. The furnace is up and running with the thermostat set to 55 degrees. Oil is on auto delivery.
- **The Tannery:** The interior of the Tannery, including HVAC, is complete and the structure is ready to rent. A preliminary review of market rates suggest that the property could rent for $2,400 per month including utilities. The exterior repairs of the Tannery are in progress. The goal of restoring the “privy/outhouse” is complete. In the process it was

discovered that substantial repairs will be needed to sill on the west side. These will be addressed in the next phase/season of work on the property.

- **The Cobble House**; The Cobble house is the current tenant occupied property. The priority repair to this building was to remove the failing exterior oil tank and install a propane heating system. This work has been completed.
- **Septic System:** Work is scheduled for mid-November. This will involve installing a new leach field designed to serve all three dwellings as well as two tanks. The old tanks will be removed.
- **Finances:** Upon completion of the work described above we expect to have a balance of approximately $25,000 at the end of this construction season.

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 in Draft Form
    - 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

- Select Board has completed the review and directed staff to identify a labor attorney to review the document.
- Following completion of the labor attorney review staff will discuss next steps, including a process for obtaining input from department heads.

TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

MEMORANDUM

TO: Select Board

FROM: Karen Richard

DATE: November 10, 2026

RE: Sewall Room

The Rowe's are requesting use of the Sewall Room on Saturday, December 19 for their holiday party. They are also requesting a waiver of the alcohol prohibition. Their insurance company will provide the Additional Insured endorsement within 30 days of the event, and they are seeking approval pending receipt of the document.

rec desk

Stratham Municipal Center

Town of Stratham

Sewall Room
Sandy Rowe
45 Union Rd

Stratham, NH 03885
(6[illegible]
s[illegible]om

Requesting alcohol prohibition waiver.
Will provide proof of insurance coverage.

03329846
2026
Rowe family Christmas party

12/19/2026 10:00 AM
12/19/2026 6:00 PM

Sewall Room: 50
1. Sewall Room – 12/19/2026 10:00 AM – 12/19/2026 6:00 PM
Group Size: **50**

0.00

11/9/2026
1:11 PM