



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

SELECT BOARD AGENDA

April 20, 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 – 4/6/26
- IV. Finance Report (first meeting of the month)
- V. Department Reports & Presentations
 - a. Vanessa Price, Director of Planning & Building
 - b. Steve Hamilton and Ben Heller, Whitney Consulting/Assessing Department
- VI. Correspondence
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions
- IX. Discussion of Monthly Reports – (second meeting of the month)
- X. New Business and Action Items
 - a. Lindt Water and Sewer Maintenance - Mark Stevens
 - b. Lindt Water and Sewer Expansion - PUC Letter of Support
 - c. TMAC Charge for 2026
 - d. Building Access Proposal Vendor Selection
 - e. Acceptance of grant for Hazard Mitigation Plan Update
 - f. Approval to apply for the 2027 Highway Safety Grant
 - g. Stevens Park Septic System Application Approval
 - h. Lane Property 2026 Improvements Discussion
 - i. CIP/CRF Expenditure Authorizations

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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- i. Authorize the purchase of Police Department Body Camera Server From CIP
- ii. Authorize the purchase of replacement workstations from CIP
- iii. Authorize the purchase of replacement defibrillators for the ambulance from CRF
- iv. Authorize the expenditure of CIP funds to improve the municipal center lower bathrooms and upgrade LED lighting per the 2026 CIP
- v. Authorize expenditure of CIP funds to execute the 2026 paving and crack sealing plan

XI. Town Administrator Report

XII. Informational Items

- a. BTLA Notice of Final Tax Date Form
- b. Recreation Revolving Budget

XIII. Reservations, Event Requests & Permits

XIV. Review of Recent or Upcoming Board & Commissions Agendas

XV. Boards and Commissions Nominations & Appointments

A. Appointments for consideration

- a. Bruno Federico to the Zoning Board of Adjustment

B. Appointments to be voted on

- a. Luke Hanson to an Alternate position on the Energy Commission for a three year term to end at town meeting 2029
- b. Re-appointment of Nate Merrill to the Heritage Commission for a three year term to expire at Town Meeting 2029
- c. Re-appointment of Michele McCann-Corti to the Wiggin Memorial Library Board of Trustees as an Alternate for a one year term to expire at Town Meeting 2027
- d. Re-appointment of Kathy Bower to the Wiggin Memorial Library Board of Trustees as an Alternate for a one year term to expire at Town Meeting 2027
- e. Appointment of Jenny Hinson to the Wiggin Memorial Library Board of Trustees as an Alternate for a one year term to expire at Town Meeting 2027
- f. Geri Denton to a one year term on the Communications & Community Engagement Committee
- g. Kyle Hollasch to a one year term on the Communications & Community Engagement Committee



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- h. Hansini Woodbury to a one year term on the Communications & Community Engagement Committee
- i. Lauren Schmidt to a one year term on the Communications & Community Engagement Committee
- j. Diane Smith to a one year term on the Communications & Community Engagement Committee
- k. Allyson Moore, Colleen Jarvela, Gale Lyon, Chris West, Ellen Johansen for a one year term to the Stratham Community Garden Committee
- l. Luke Hanson to an alternate position on the Energy Commission for a three year term to expire at Town Meeting 2029

XVI. Miscellaneous & Old Business

- a. Investment Policy Reaffirmation and Investment Plan
- b. Owl Test Results and next steps
- c. Update on Signage for SVFD Anniversary

XVII. Non-Public Session RSA 91-A:3, II(a) The dismissal, promotion, or compensation of any public employee

XVIII. Adjournment

MINUTES OF THE MARCH 16, 2026 SELECT BOARD MEETING

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

ALSO PRESENT: Town Administrator Tim Roache, Fire Chief Jeff Denton, Police Chief Anthony King, Parks & Recreation Director/Assistant Town Administrator Seth Hickey, Town Treasurer Rebecca Tremblay

At 7:00pm Ms. Knab opened the meeting and asked for a motion on the draft minutes. Mr. Tramaloni had a small change and motioned to approved the minutes from March 16, 2026 with the amendment. Mr. Anderson seconded the motion. All voted in favor.

Ms. Knab welcomed Cole Emanuel of Troop 185 to discuss his Eagle Scout project. Mr. Emanuel previously presented his plan to remove and replace a bridge in Stratham Hill Park and has since received approval from TMAC, the Conservation Commission, the Select Board, and the Eagle Board. He is now requesting permission to remove and repurpose unused utility poles located along the field for use in constructing the new bridge, to store materials temporarily in the 4H barn, and to receive support from DPW, the Building Department, and the Recreation Department during construction. He noted that the poles are no longer in use and that Mr. Blood has equipment available to assist with their removal. Ms. Knab moved to support the project, including assistance from DPW, the Planning Department, and the Recreation Department. Mr. Tramaloni seconded the motion. All voted in favor. Mr. Roache noted that a building permit is required and he will sign for the Town as the property owner. Ms. Knab confirmed that no wetlands or DES permitting is needed for the project.

Ms. Knab moved to the Stratham Community Garden presentation. Ms. Jarvela provided an overview of the Stratham Community Garden's vision for 2026. Membership has grown significantly, increasing from 19 gardeners last year to 34 this season, with a waitlist now in place. In 2025, the group donated approximately 700 pounds of produce to local food pantries and participated in several community events, including the DPW Open House, Summerfest, and a seniors' luncheon. This year, they are partnering with the Library to offer a series of gardening programs and plan to hold weekly social gatherings at the garden.

The Garden has received several grants and donations: \$500 from the Rye Garden Club for beautification, \$1,000 from the Exeter Area Garden Club for native pollinator plants, \$1,500 from Kennebunk Savings Bank toward a shed, and approximately \$650 from a community fundraiser. A committee member created a design plan showing the placement of new native pollinator plantings at the garden entrance, in partnership with SELT and Van Berkum Nursery, with the goal of extending the Exeter–Stratham pollinator pathway. Additional native shrubs will be planted along the garden perimeter, which will serve as a teaching garden with informational signage.

The group hopes to install a shed this year for tool storage and produce collection. The proposed location is near the existing water tote area, with DPW assisting in site preparation and relocation of the water totes. They also plan to work with DPW on a new garden sign consistent with the design used at Smyk Park.

Questions were raised regarding tree cutting near the garden. Garden representatives explained that DPW initiated selective clearing of small, dense growth to improve conditions around the water tote and reduce wasp activity. The Board will follow up with the DPW Director for additional clarification.

The Board discussed committee appointments and the committee charge. Members will review the charge and submit reappointment forms to the Town Administrator. The Board thanked the Community Garden representatives for their update.

Ms. Knab welcomed representatives from NH DOT to provide an update on the Squamscott Road culvert replacement project (Stratham 43001). Project Manager Kirk Mudgett explained that the work involves replacing two 18-inch culverts to improve tidal flow and storm resiliency, rather than due to structural failure. The project originated from a 2018 statewide assessment of tidal crossings, which identified this location as a priority because of sensitive salt marsh habitat, sea-level rise, and restricted tidal flow.

The project has been supported through grants from the Nature Conservancy, the National Fish and Wildlife Foundation, and the DES Coastal Program, allowing the team to complete survey work, hydrologic modeling, design, permitting, and preparation for construction. Several design alternatives were evaluated, with the selected option improving tidal connectivity, fish passage, and long-term storm resilience while remaining cost-effective. Modeling shows reduced flooding impacts and improved drainage during storm events.

DOT noted that the chosen design will allow tidal and storm flows to move more efficiently, reduce road flooding frequency, and support future salt marsh health. The presentation served as an update and refresher of information previously shared in 2022.

NH DOT representatives continued their update on the Squamscott Road culvert replacement project, referencing their initial 2022 presentation. At that time, the Board supported a four-week road closure to allow faster construction, reduce environmental impacts, and avoid roadway widening. The Board had requested 5-foot shoulders, avoidance of summer closures, and wood-faced guardrail; DOT confirmed these elements are incorporated into the design.

DOT reviewed the construction plans, noting the project will match natural conditions while improving storm flow. The guardrail will feature a wood face with steel backing. Easements have been secured, and the wetlands permit is expected shortly, which will determine the project's advertisement date. The estimated construction cost is \$1.6 million, funded entirely by grants.

The planned road closure will occur in fall 2026, prior to November. Because a driveway lies between the two culverts, they will be replaced one at a time. An intermediate completion date of November 20, 2026, is set for culvert installation and base pavement, with final paving and site stabilization scheduled for spring 2027.

DOT outlined the detour plan, including temporary modifications at the Route 108/33 circle to improve traffic flow and reduce backup potential. They concluded by inviting questions from the Board.

Ms. Knab asked who would be responsible for ensuring project deliverables are met. Mr. Mudgett stated that DOT will manage construction, including advertising, bidding, and administration, despite the project being grant-funded and consultant-designed. A DOT contract administrator will be available for questions, and the Town will be invited to the pre-construction meeting.

Fire Chief Denton raised concerns about the proposed detour's impact on the Route 108/33 circle, noting that congestion in that area could impede emergency response, particularly given limited shoulder space and the fire station's location. He emphasized the importance of maintaining access to key water sources and ensuring fire apparatus can move through or around any traffic backups during the closure period. Mr. Mudgett explained that the circle is included because it is the primary state-route detour for traffic displaced from Squamscott Road and that temporary modifications are intended to improve flow during the short-term closure.

Police Chief King asked about signage and traffic control at the circle. Board members and DOT briefly discussed yield and stop conditions and the need to manage speeds in the area. Chief Denton reiterated seasonal concerns, noting increased fire activity in the fall and the need for continued coordination to mitigate response impacts.

After hearing no more comments or questions, Mr. Anderson motioned to approve NH DOT project 43001 Squamscott Road culvert replacements as described in the March 13, 2026, correspondence to Tim Roache from Kirk Mudgett and to authorize the Town Administrator to sign on behalf of the Board. Mr. Tramaloni seconded the motion. All voted in favor.

Ms. Knab recognized Christine Perrin and Chris Gagné of McFarland Johnson who presented an early-stage project funded by the Nature Conservancy to evaluate replacement options for deteriorated, undersized culverts on NH Route 33 over Jewell Hill Brook. The project aims to improve flood resiliency, hydraulic capacity, and wildlife connectivity while addressing structural deficiencies.

They reviewed existing site conditions, including a perched 4'x4' concrete box culvert, a small dam at the inlet, steep downstream channel, nearby wetlands, utilities, and the presence of several listed species. Three preliminary design alternatives were outlined: a fully geomorphically compatible structure (~20' span), a bank-full width option (~13' span), and a hydraulically compatible option (~9' span). All alternatives meet stream-crossing rules and would require temporary and permanent easements. The team sought initial input from the Board as design work continues.

The project team described the proposed three-phase traffic control plan for the Route 33 culvert replacement. Temporary widening to the east side of the roadway will allow both lanes to remain open throughout construction, with traffic shifted as each phase progresses. The site is non-tidal,

and removal of the existing dam will require approximately 110 feet of upstream channel reconstruction. Geotechnical report is pending.

Ms. Perrin outlined the anticipated schedule: selection of a preferred alternative later this month, environmental documentation over the summer, and completion of preliminary design in September. She invited input from the Board, particularly regarding any historical information about the existing dam.

Board members asked about the Town's role in selecting an alternative; the project team confirmed that stakeholder feedback will be incorporated. Ms. Knab expressed support for alternatives that improve wildlife passage. Chief Denton raised concerns about maintaining emergency access along this primary route to Portsmouth Hospital and suggested evaluating whether a temporary speed reduction would improve safety during construction.

Questions were also raised about when the Board would next see design details. The team explained that advancement beyond preliminary design depends on securing additional grant funding. If funding is obtained this year, they could return as early as next year with detailed design plans. Kevin Lucy, Habitat Coordinator with the DES Coastal Program, noted the balance between cost-effective culvert sizing and broader ecological benefits when pursuing grant-funded options. All alternatives under consideration would improve hydraulic performance and wildlife passage compared to existing conditions.

The Board thanked them for their presentation.

Ms. Knab recognized Chief Denton who reported that the department has received two donated ventilator units and is conducting ongoing training to expand respiratory care capabilities, with the long-term goal of achieving RSI-level paramedic proficiency. He noted that April 25 marks the Fire Department's 75th anniversary. A small celebration will be held at the association meeting on April 21, with a larger public event to highlight the history and accomplishments of the department planned for later in the year. Geri Denton and June Sawyer are compiling historical materials for future public sharing. Ms. Knab expressed the Board's support and encouraged continued communication regarding anniversary plans.

Chief Denton reported that call volume continues to rise, with more than 240 calls as of April 2—approximately a 20% increase over last year. Much of the increase is EMS-related, including additional mutual-aid requests due to the department's paramedic capabilities. At the current pace, annual calls could approach 1,000.

He also introduced a proposed community EMS survey, intended to identify gaps in emergency services and gather resident input. The survey is in concept form, and the department sought the Board's approval to continue developing it. Board members supported the idea but emphasized the need to clearly set expectations so residents do not assume the Town is planning to offer clinical or non-emergency medical services. They requested an opportunity to review the revised survey before distribution.

Chief Denton explained that the survey's purpose is to better understand community needs, particularly for the aging population, and to explore long-term opportunities such as community paramedicine programs that could reduce unnecessary emergency responses. Board members discussed potential regional benefits and encouraged continued coordination with surrounding communities and healthcare partners. The Chief will return with a refined survey draft.

Chief Denton reviewed several officer positions requiring Board approval. He noted that while officers are appointed by the Chief, stipend positions must be formally approved by the Board because they represent budgeted expenditures. No stipend amounts are changing. He also emphasized ongoing succession planning to ensure future leadership development within the department.

He reported upcoming training, including a "GotBigWater" rural water supply drill scheduled for the first weekend in October. This training will be held away from the fire pond at the circle and will not conflict with the Squamscott Road culvert work occurring at approximately the same time. Additional SCBA and active-shooter trainings are planned. The department has submitted its first ISO retrogression report and is awaiting feedback; the next report is due August 1.

Chief Denton also reported several recent facility and equipment issues. The station's heating system required a \$5,000 repair, and the control module for the fire pump and sprinkler system failed and has been replaced, with the invoice still pending. The department is evaluating upgrades to the building's water softener and filtration system due to recurring clogging and maintenance problems; replacement components are being priced. He noted that both the heating and sprinkler systems are now operational.

He concluded by requesting acceptance of the donated ventilator units previously discussed.

Ms. Knab opened the public hearing to accept the Stratham Volunteer Fire Department Association's donation to purchase the portable medical ventilation units in the amount of \$39,585.50. Mr. Anderson seconded the motion. All voted in favor. Ms. Knab asked for comments. Hearing none, she motioned to close the public hearing on the donation. Mr. Anderson seconded the motion. All voted in favor. Mr. Anderson motioned to accept the donation of \$39,585.50 from the Stratham Volunteer Fire Department Association and the Chief Maloney Memorial Fund for the purpose of the purchase of two Zoll portable medical ventilation units by the Stratham Fire Department. Mr. Tramaloni seconded the motion. All voted in favor.

Next, Ms. Knab recognized Town Treasurer Rebecca Tremblay who presented recommendations for investing excess balances in the General Fund and Conservation Fund. She, along with the Finance Administrator and Town Administrator reviewed the Town's investment policy and met with representatives from TD Bank. She proposed a conservative laddered-CD approach timed around peak cash balances (June and December tax collections) and monthly school payments of \$2.2 million.

For the General Fund, she recommended:

- Laddering TD Bank CDs in 30-day increments (initially \$6M, then reinvesting \$4M and \$2M as each matures), allowing liquidity every 30 days.
- Beginning the cycle earlier by investing \$4M in April and \$2M in May.

- Investing an additional \$1M in NH PDIP for higher yield and quick access (2–3 business days).

For the Conservation Fund, she initially recommended a \$500,000 CD and \$400,000 in PDIP. Ms. Knab noted that \$500,000 is encumbered for an upcoming land project and must remain liquid. Ms. Tremblay will make adjustments so the encumbered funds remain accessible.

Ms. Tremblay confirmed all proposed investments comply with State law and the Town's investment policy. Current TD Bank interest on the operating account is 2.2%; TD Bank CD rates are approximately 3.35% and all our funds would be fully collateralized. New Hampshire PDIP has a slightly higher rate of return, at approximately 3.6%. These funds, while they're not collateralized, are approved by the State Treasurer of New Hampshire, and have a high S&P rating. T-bills were reviewed but were less favorable.

A resident, Bob Michaels, spoke about similar cash-management efforts underway at the school district and asked about administrative logistics and interest rates. Ms. Tremblay noted TD Bank could do much of the process via email, once it is set up and that she would coordinate with the Finance Administrator and Town Administrator.

The Board discussed whether to invest fixed amounts or percentages of balances. Members agreed to continue the conversation and to proceed conservatively but emphasized the importance of acting soon to avoid lost interest earnings. The Board will revisit the updated investment schedule on April 20 after they obtain input from the Finance Administrator and Ms. Tremblay incorporates adjustments. Mr. Anderson motioned to authorize the Town Treasurer's recommendation for the second quarter with the adjustments to the Conservation Fund Investment, as discussed. Mr. Tramaloni seconded the motion. All voted in favor.

At 8:46pm Ms. Knab motioned to go into a non-public session in accordance with RSA 91-A:3, II(b) hiring a public employee. Mr. Anderson seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes. At _____ Ms. Knab motioned to come out of the non-public session and seal the minutes noting failure to do so may adversely affect the reputation of another. Mr. Anderson seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes.

Ms. Knab recognized Mr. Hickey who provided an update on the Stevens Park improvement project, noting that the park was established in 1998 and that adding a pavilion has long been a community goal. Town Meeting 2025 appropriated funds for parking, drainage, and recreation enhancements, and the Town has been working with Emanuel Engineering on design elements.

The project includes reconfigured parking to increase capacity, a fenced dumpster pad, a pavilion with bathrooms and running water, expanded courts, and drainage improvements. The RFP will be divided into four components to attract multiple vendors: (1) lower parking lot improvements, (2) existing lot upgrades, (3) pavilion and septic construction, and (4) additional courts.

The Board discussed project costs, noting estimates are not yet available. Members hope current funding will cover at least the parking components. Mr. Hickey said the pavilion design could be

scaled back if needed. The Board agreed that future additions—such as expanded pickleball courts—should be supported by demonstrated community interest. RFPs will be issued soon.

NEW BUSINESS AND ACTION ITEMS

Ms. Knab suggested a motion to confirm the appointment of Jeff Denton as Fire Chief and to authorize the associated stipend. Mr. Anderson noted that the Fire Department elects its Chief, while the Chief appoints all other officers. Mr. Anderson motioned to approve the previously established stipends for the Chief, officers (all 3) and newly established training coordinator. Mr. Tramaloni seconded the motion. All voted in favor. Ms. Knab turned to the Fire Department's upcoming 75th anniversary. Mr. Anderson said he would attend, and she asked him to draft a proclamation for the occasion. Mr. Tramaloni offered to contact local businesses to display congratulatory messages on their signs. Ms. Knab added that Senator Altschiller has offered to secure a State proclamation.

Mr. Roache presented the annual audit engagement letter. Mr. Anderson noted that the proposed fees fall within the typical range but are on the higher side. Mr. Roache suggested issuing an RFP next year to compare options. The Board agreed to seek input from the Finance Administrator. Mr. Anderson motioned to authorize the Town Administrator to sign the audit engagement letter. Mr. Tramaloni seconded the motion. All voted in favor.

Mr. Roache reported that six proposals were received for the building access system project, funded at \$175,000 by Town Meeting. Staff from each building scored the proposals based on the RFP criteria, and Pelmac ranked highest overall. Although not the lowest-cost bidder, Pelmac was viewed as offering the strongest approach and has positive prior experience with the Town.

Mr. Anderson asked about the security method proposed; Mr. Roache said Pelmac uses key fobs. Mr. Anderson expressed concern that key fobs offer lower security and asked that alternatives—such as mobile-app authentication—be explored. Mr. Tramaloni noted that any enhanced security option would need to be weighed against additional cost. Ms. Knab observed that key fobs are widely used, including at the State House, and felt higher-level security may not be necessary for most buildings, though the Police Department should have the highest level of protection. Mr. Roache will investigate the cost of enhanced security options. The Board agreed to postpone a decision until the April 20 meeting.

Ms. Knab moved to the performance evaluation process. Mr. Roache reported that he has discussed the framework with department heads and wanted confirmation from the Board before proceeding, noting it is a year-long process involving multiple check-ins and a final review. The Board expressed support, and Ms. Knab asked that they revisit the process periodically to monitor progress.

ADMINISTRATION

Mr. Roache reported that the new dugouts at Binette Field look excellent and the project is progressing quickly.

He also discussed the April 2 DOT meeting, noting he will draft a response summarizing resident feedback for the Board's review. He observed general support for a signalized intersection and

concerns about pedestrian safety. He also noted the potential for significant cost savings if DOT can avoid a full-depth reconstruction. Ms. Knab requested more information about the proposed relocation of the stone wall, expressing concern that it may be more complex than presented. Mr. Roache said he will emphasize the historic character of Bunker Hill Avenue and the importance of the stone wall in his comments.

Mr. Roache asked for clarification on whether CIP-related purchases should be approved by him or brought to the Board. Ms. Knab said she prefers that all CIP purchase requests come before the Board, noting it helps track what was budgeted. Mr. Anderson agreed, saying it provides good oversight as some items move forward and others do not.

Ms. Knab revisited the Fire Department repairs discussed earlier and asked how the recent significant expenses were funded and when they were authorized, noting she had not been aware of the three major costs. Mr. Roache explained that invoices should be sent to him and the Finance Administrator, and he typically signs off before payment is issued. Ms. Knab said that expenses over \$5,000 should follow a more formal process, especially if paid from the Building & Grounds Fund. If repairs are covered within the Chief's operating budget, the process may differ. Mr. Tramaloni noted that the repairs were time-sensitive and could not wait for a Select Board meeting. Ms. Knab agreed but emphasized the Board should still be informed, particularly when Building & Maintenance funds are used. The Board clarified that the Fire Chief manages routine building maintenance, but significant or unexpected expenses should be brought to the Select Board for guidance on funding. Ms. Knab requested Mr. Roache obtain clarification from the Chief on which accounts were used for the recent repairs.

Mr. Roache reported that he is reviewing the priority list provided by the previous Town Administrator and plans to return to the Board later in the spring or summer with an updated version. He will use it to help focus his efforts and avoid spreading himself too thin.

Mr. Roache reported that he and Ms. Ruest are actively working on a full rewrite of the employee manual, drawing on multiple resources rather than revising the existing version. He will bring a draft back to the Board for review. Mr. Anderson noted that he, the former Town Administrator, and the former Finance Administrator had previously identified six difficult policy issues and suggested that list may be helpful as work continues.

Mr. Roache also shared that he will be meeting with the DPW Director, Facilities Maintenance Manager, and Mr. Merrill to develop a preliminary strategy for the Lane property. With Drew Bedard ready to begin work, Mr. Roache would like him to present his plans to the Board, but also wants to ensure the Town has a comprehensive, coordinated approach for the entire property.

Mr. Roache continued, noting that the part-time contractor handling building inspections has been doing excellent work. He will meet with her on April 16 to review her initial assessment of departmental needs.

Regarding the Lane property, Mr. Roache noted that Town Counsel has prepared a letter for Mr. Lane documenting the property transfer as a taxable gift. Town Counsel recommends that the Chair sign the letter.

RESERVATIONS

Ms. Knab moved to authorize the Spina Bifida Association, YMCA Camp Little River, Collie Rescue League of New England, Marine Corps League, and the Active Retirement Association to use the Front Pavilion on their requested dates, with fees waived for qualifying non-profits. Mr. Anderson seconded, noting he had confirmed with the DPW Director that the requests would not impact them. Before the vote, Ms. Knab noted the need for a broader discussion about fee-waiver practices to ensure consistency, adding that the Stratham Hill Park Association has strong views on the topic and plans to meet with the Board in September. The motion passed.

Mr. Anderson motioned to authorize the Great Bay 5K to use the Front Pavilion on October 24 and to waive the fee. Mr. Tramaloni seconded the motion. Ms. Knab abstained as she is involved with the committee. Motion passed.

Ms. Knab motioned to authorize the Greenland Veterans to use the 4-H pavilion on September 6 and waive the fee. Mr. Tramaloni seconded the motion. All voted in favor.

Ms. Knab motioned to authorize the Cub Scouts use the Scamman Pavilion and the Girl Scouts use the 4-H pavilion on June 6th for a crossover event and waive the fee. Mr. Anderson seconded the motion. All voted in favor.

Ms. Knab motioned to allow the Port City Amateur Radio Club to use the top of the Hill at Stratham Hill Park for their event June 27 – 28 for their annual event. Mr. Tramaloni seconded the motion. All voted in favor.

APPOINTMENTS

Mr. Anderson motioned to reappoint Tom House to the Planning Board to a three year term to expire at Town Meeting in 2028. Mr. Tramaloni seconded the motion. All voted in favor. Mr. Anderson motioned to reappoint Chris Zaremba to the Planning Board to a three year term to expire at Town Meeting in 2029. Mr. Tramaloni seconded the motion. All voted in favor. They discussed the Planning Board appointments, noting that the appointments should be staggered.

Mr. Anderson motioned to appoint Jay Frapie to the Planning Board to a voting member position for a three year term ending in March 2029. Mr. Tramaloni seconded the motion. All voted in favor.

Mr. Anderson motioned to appoint Ruben Abounaja to the Planning Board to an alternate position for a three year term ending in March 2029. Mr. Tramaloni seconded the motion. All voted in favor.

Mr. Tramaloni asked whether Mr. Abounaja's background as a real estate investor could present a conflict of interest if he were appointed to the Planning Board. The Board discussed the concern, acknowledging it was an important point to consider. Ms. Knab noted that the Planning Board benefits from having members with diverse professional backgrounds, and Mr. Abounaja would bring a development perspective. Mr. Anderson added that he could recuse himself from any

matter involving a property in which he has a direct interest. Mr. Tramaloni raised the possibility of influence over future zoning changes, but Ms. Knab and Mr. Roache observed that other members—such as landscape architects and civil engineers—also work in related fields, and all are expected to adhere to ethical standards. The Board ultimately agreed that Mr. Abounaja's background did not preclude him from serving.

Mr. Anderson motioned to reappoint Joe Van Gombos to the Energy Commission to a three year term to expire at Town Meeting in 2028. Mr. Tramaloni seconded the motion. All voted in favor.

Mr. Anderson expressed interest in having a more active role in committee appointments. Ms. Knab cautioned against the Board becoming overly hands-on, noting that committees are competent, established bodies with policies in place to address issues if they arise. She said her preference is for prospective members to attend at least one meeting of the committee they wish to join and for the Committee Chair to provide a recommendation to the Select Board. She believed this was already part of the policy, but Mr. Anderson noted that the current written policy does not include this requirement. Ms. Knab suggested amending the policy to reflect this practice.

Mr. Tramaloni observed that some committees struggle to find volunteers and, at times, simply need one more member to maintain a quorum. If a committee chair supports a candidate, that is meaningful feedback. He questioned what additional information the Board would gain beyond that. Mr. Anderson reiterated that he is uncomfortable voting on appointments without having some sense of a candidate's suitability. Ms. Knab responded that the Town has not had significant issues with problematic committee members and cautioned against creating unnecessary hurdles. She noted that brief interviews would not provide meaningful insight and that committees already decline candidates when appropriate.

Mr. Tramaloni asked whether there is a policy for removing a member if a committee later determines the individual is not a good fit. Ms. Knab confirmed that such a process exists. She recommended revising the appointment policy to formalize the practice of having prospective members attend a meeting and obtain a recommendation from the Committee Chair. She also noted that department heads who work closely with committees can offer valuable input. Mr. Tramaloni suggested that committees (not just the chair) could vote on prospective members and then forward their recommendation to the Select Board for appointment.

Ms. Knab remarked that the Communications and Community Engagement Committee appears to have an excellent group of volunteers interested in serving. Ms. Knab motioned to adopt the updated Communications and Community Engagement charge. Mr. Anderson seconded the motion. All voted in favor.

At 10:07pm Ms. Knab motioned to go into a non-public session in accordance with RSA 91-A:3, II(c) on a matter which, if discussed in public, may affect adversely the reputation of another. Mr. Anderson seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes.

At 10:16pm Ms. Knab motioned to come out of the non-public session and seal the minutes noting divulgence of the information may adversely affect the reputation of another.

Mr. Anderson seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes.

At 10:17pm Mr. Tramaloni motioned to adjourn. Mr. Anderson seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard
Recording Secretary

DRAFT

EASEMENT DEED

KNOW ALL MEN BY THESE PRESENTS that the **TOWN OF STRATHAM**, having a mailing address of 10 Bunker Hill Avenue, Stratham, Rockingham County, New Hampshire 03855 (hereinafter the "Grantor"), for good and valuable consideration, grants to (a) **Marin Way Investments Corp.**, (b) **SIP-Lot 5A, L.L.C.**, (c) **SIP-Lot 5B, L.L.C.**, (d) **SIP-Lot 2, L.L.C.**, and (e) **SIP-Lot 3, L.L.C.**, all with principal places of business at 142 Portsmouth Avenue, P.O. Box 432, Stratham, New Hampshire 03885, and (f) **Lindt & Sprüngli (USA) Inc.**, a New York corporation with a principal place of business at One Fine Chocolate Place, Stratham, New Hampshire 03885 (together, the "Grantee"), and their successors and assigns forever, with QUITCLAIM COVENANTS:

The RIGHT and EASEMENT to lay, construct, install, operate (including flowage and transmission), inspect, repair, maintain, replace, alter, extend or remove sewer lines, water lines, and utilities and equipment related to the transmission or distribution of sewer and water through such lines, including the necessary related wires, cables, manholes, pumps, force mains, connections, utility structures, electric pedestals, conduits, pipes, cabinets, fixtures, supportive pads, with equipment therein, and other appurtenances deemed necessary for the purposes specified above on, across and under land of the Grantee commonly known as the roadbed and right-of-way of Marin Way in the Town of Stratham, Rockingham County, State of New Hampshire, and more particularly described and shown as follows:

That portion of the land shown on a plan of land titled "Marin Way Easement Plan", dated 2/26/26 and revised to 4/13/26, by Jones & Beach Engineers, Inc. to be recorded in the Rockingham County Registry of Deeds at near or even date herewith (the "Easement Plan") and more particularly identified and described thereon as (A) "Proposed Northern Easement To Benefit Realty Acquisition, ---- SQ. FT.", and (B) "Proposed Southern Easement To Benefit Realty Acquisition, - ----SQ. FT."

Together with a twenty foot (20') temporary easement on each side of the described easement for access, construction and laydown areas during periods of construction. Grantee shall use reasonable efforts to avoid interference with the use and enjoyment of the traveled portions of the Marin Way.

The Grantee shall promptly repair, re-grade and restore said easement area at Grantee's own expense to substantially the same condition that existed prior to the commencement of any work. All construction, installations, improvements and equipment installed in the easement area by Grantee or on Grantee's behalf and shall remain property of the Grantee, its successors and assigns.

Witness my hand this _____ day of _____, 2026.

TOWN OF STRATHAM

By: _____

Duly authorized

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM, ss

On this _____ day of _____, 2026, personally appeared _____ of the Town of Stratham, known to me (or satisfactorily proven) to be the person whose name is subscribed to the foregoing instrument and acknowledged that he executed the same for the purposes contained herein on behalf of the said Town.

Notary Public/Justice of the Peace
Name: _____
My Commission expires: _____



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

April 20, 2026

Mark W. Dell'Orfano, *Interim Chairman*
New Hampshire Public Utilities Commission
21 South Fruit Street, Suite 10
Concord, N.H. 03301-2429

Dear Interim Chairman Dell'Orfano:

The Town of Exeter is seeking to increase the capacity of its sewer service in Stratham, New Hampshire, by an additional 75,000 gallons per day, at the request of the Stratham Industrial Park. The Stratham Industrial Park, which is on the border of Exeter and Stratham, is served by the Town of Exeter's water and sewer service, and has been continuously since 1984.

The Stratham Select Board voted to concur with the Town of Exeter's petition on April 20, 2026.

The Town of Stratham understands that the Town of Exeter will provide service uniformly, and in accordance with its existing tariff, in the same manner as it currently serves customers in Stratham.

Thank you for your assistance and please do not hesitate to contact Timothy Roache, Town Administrator, at (603) 722-7391 x181 with any questions or concerns regarding this matter.

Sincerely,

Allison Knab
Chair, Stratham Select Board

Charge- Trail Management Advisory Committee (TMAC) 2026

Overall Goal of the Trails Committee:

The purpose of this committee is to act as advisory group to the Parks and Recreation Director regarding matters pertaining to the Stratham Hill Park trail network in conjunction with the Parks Association and the Conservation Commission. This committee will make recommendations to the Parks and Recreation Director. The committee will base recommendations on the TMAC report adopted by the Select Board, in 2022. The Committee will continue to focus on elements of Phase 1 of that report. The committee will also serve as a sounding board for the residents of Stratham and trail users to express their opinions and raise concerns as they relate to the work plan outlined in Phase 1.

1. Develop comprehensive signage plan throughout the trail network

- a. That is responsive to the Select Board's direction and lead in coordinating an overall approach to signage between the Conservation Commission, Park Association and Heritage Commission.
- b. Update and define clear Rules and Regulations that incorporate all allowed uses, including leash regulations, e-bikes and leaf blowing.
- c. Create new trail map.

2. Identify, research and explore policies to address ongoing concerns and challenges identified in the TMAC report.

- a. Conduct public forums to gather feedback and suggestions from trail users.
- b. Collate the data collected to develop recommended rules and regulations.
- c. In coordination with the Select Board, share recommendations to the Governing Boards and Committees for report back to Select Board.

3. Develop trail maintenance plan

- a. Develop trail log to catalog trails and conditions, structures and known maintenance needs.
- b. Use Trail Log to determine scope of projects: volunteer based, contract work or other.
- c. Annual/semi-annual photos of current trail conditions.
- d. Develop a volunteer steward program to help support ongoing trail maintenance.

4. Organize trail workdays

- a. Based on projects identified in #2, assist in the organization of four to six trail workdays.

Structure:

The Trails Committee will be an ad hoc committee. It will consist of 7-9 members appointed by the Select Board. A Chairperson will be elected by membership for a one-year term. The Chairperson will be responsible for conduct of the meetings, for identifying people who will undertake committee tasks, and for supporting and following up on those tasks. One committee member will serve as secretary. TMAC will act as an advisory to the Parks and Recreation Director who will be the staff liaison to the committee.

Membership:

Membership on the committee will open to Stratham residents. Committee seats will be held for members of the Conservation Commission and Park Association. Remaining seats to be filled by residents interested in participating in the process and committed to attending the meetings. The staff

liaison shall be a non-voting member. Applications for vacancies will be accepted through the Town Administrator's office.

Monthly Meetings:

A regular monthly meeting will be held on the third Wednesday of each month at 7 p.m. at the Stratham Municipal Center. Other meetings and workshops can be scheduled as necessary.



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Fax (All Offices) 603-775-0517

Date April 20, 2026

To: Stratham Select Board

From Tim Roache, Town Administrator

Re: Building Access System Proposals

On January 14 the town received six proposals for the installation of an access control system for the Municipal Center, Wiggin Memorial Library, and Department of Public Works. Also to be proposed is the removal of the current access control systems in place and the installation of a new access control system for the Stratham Police Department and the Stratham Fire Department.

The proposals were reviewed and scored by staff at the municipal center/library, DPW, Police Department and Fire Department. The proposals were scored against the criteria outlined in the Request for Proposals and included:

1. The proposal's responsiveness to the RFP, including the format of the proposals, capabilities of the firm, professional and technical approaches, clarity, and demonstrated ability to lead the project.
2. The ability of the firm to address the project scope and core competencies outlined in the RFP.
3. Innovation and creativity in the proposal's approach to the project.
4. A proven track record of working with clients to navigate comparable efforts, overcome impediments, and successfully complete projects on time and within budget.
5. The capabilities and experience of the Project Team.
6. Cost

The results of the scoring are shown below. These scores represent the average score across the six criteria by the four independent reviewers. Pelmac Industries stood out to the reviewers with strong scores across all six criteria. Costs ranged from just over \$100,000 to nearly \$220,000 for the installation of the system. In addition, most bidders included licensing fees that ranged from \$2,016 to \$9,052.

Firm	Verkada	Ellis Fire	Arcomm	Pelmac	Siemens	Hackworth Fire
Average Score	6.5	6.2	4.1	9.4	6.6	6.0
Cost	\$130,087	\$193,340	\$180,289	\$142,770	\$198,800	\$101,010
Licensing	\$9052	\$6493		\$7347	\$2,000	\$2016

In addition to the scoring criteria in the proposal, the selection committee highlighted key factors that made the Pelmac Proposal stand out:

- Pelmac conducted a very thorough walk-through. Their team spent nearly 8 hours evaluating each building to ensure their proposal was as complete and accurate as possible.
- They demonstrated strong familiarity with municipal facilities, including prior experience with the Police Department.
- Their pricing was well aligned with the project budget.

Based on the scoring and cost information the review team recommends Pelmac Industries for the award of the Building Access System.

Town of Stratham

CERTIFICATE OF AUTHORITY

April 20, 2026

I, Allison Knab, Chair of the Select Board, Town of Stratham, NH, hereby certify that Tim Roache, Town Administrator, had authority to sign and enter into a grant agreement with the State of NH Division of Homeland Security and Emergency Management on April 20, 2026, for the Town of Stratham, and, further, hereby authorize Tim Roache to execute any and all contract and agreements related to the Hazard Mitigation Grant Program (HMGP) Agreement.

I further attest that Tim Roache was granted authority prior to the day the grant agreement was signed and it has not been amended or repealed as of the day the contract was signed.

A True Copy of the Record,

ATTEST:

Name
Title

State: New Hampshire
County: Rockingham

On this 20th day of April 2026, before me, Karen Richard, the undersigned officer, personally appeared Allison Knab known to me to be the person whose name is signed on the foregoing document and acknowledged to me that she signed voluntarily for its stated purpose and that it was her free act and deed.

In witness thereof, I hereunto set my hand and official seal.

Justice of the Peace / Notary

Commission Expires: _____

GRANT AGREEMENT

The State of New Hampshire and the Sub-Recipient hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. IDENTIFICATION AND DEFINITIONS

1.1. State Agency Name NH Department of Safety, Homeland Security and Emergency Management		1.2. State Agency Address 33 Hazen Drive Concord, NH 03305	
1.3. Sub-Recipient Name Town of Stratham (177230-B001)		1.4. Sub-Recipient Address 10 Bunker Hill Ave, Stratham, NH 03885	
1.5. Sub-Recipient Tel. # 603-	1.6. Account Number AU #43930000	1.7. Completion Date September 23, 2027	1.8. Grant Limitation \$9,787.50
1.9. Grant Officer for State Agency Austin Brown, Chief of Mitigation & Recovery		1.10. State Agency Telephone Number (603) 271-2231	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Sub-Recipient Signature 1		1.12. Name & Title of Sub-Recipient Signor 1	
Sub-Recipient Signature 2		Name & Title of Sub-Recipient Signor 2	
Sub-Recipient Signature 3		Name & Title of Sub-Recipient Signor 3	
1.13. State Agency Signature(s) By: _____ On: / /		1.14. Name & Title of State Agency Signor(s) Amy Newbury, Director of Administration	
1.15. Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: / /			
1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By: _____ Assistant Attorney General, On: / /			
1.17. Approval by Governor and Council (if applicable) By: _____ On: / /			

2. SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly

described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

Sub-Recipient Initials: 1.) _____ 2.) _____ 3.) _____ Date: _____

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 (“Effective Date”).

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3. The Contractor agrees to permit the State or United States access to any of the Contractor’s books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State’s representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer’s decision shall be final for the State.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder (“Event of Default”):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

Sub-Recipient Initials: 1.) 2.)

3.) Date:

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State’s discretion, deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report (“Termination Report”) describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT B. In addition, at the State’s discretion, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement.

10. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

10.1 As used in this Agreement, the word “data” shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video

recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

11. CONTRACTOR’S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers’ compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. “Change of Control” means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. INDEMNIFICATION. Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

Sub-Recipient Initials: 1.) [redacted] 2.) [redacted] 3.) [redacted] Date: [redacted]

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

17. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of

the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

18. CHOICE OF LAW AND FORUM. This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. CONFLICTING TERMS. In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

Sub-Recipient Initials: 1.) [redacted] 2.) [redacted] 3.) [redacted] Date: [redacted]

EXHIBIT A

Special Provisions

1. This grant agreement may be terminated upon thirty (30) days written notice by either party.
2. Any funds advanced to “the Sub-Recipient” must be returned to “the State” if the grant agreement is terminated for any reason other than completion of the project.
3. Any funds advanced to “the Sub-Recipient” must be expended within thirty (30) days of receiving the advanced funds.
4. “The Sub-Recipient” agrees to have an audit conducted in compliance with OMB Circular 2 CFR 200, if applicable. If a compliance audit is not required, at the end of each audit period “the Sub-Recipient” will certify in writing that they have not expended the amount of federal funds that would require a compliance audit (\$750,000). If required, they will forward for review and clearance a copy of the completed audit(s) to “the State”.

Additionally, “the Sub-Recipient” has or will notify their auditor of the above requirements prior to performance of the audit. “The Sub-Recipient” will also ensure that, if required, the entire grant period will be covered by a compliance audit, which in some cases will mean more than one audit must be submitted. “The Sub-Recipient” will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular 2 CFR 200. “The Sub-Recipient” will also ensure that all records concerning this grant will be kept on file for a minimum of three (3) years from the end of this audit period.

5. The “Sub-Recipient” will be required to provide the formally approved Local Hazard Mitigation Plan electronically at the completion of the project.

Sub-Recipient Initials: 1.) _____ 2.) _____ 3.) _____ Date: _____

EXHIBIT B

Scope of Work, Project Tasks & Deliverables, and Project Review & Conditions

1. SCOPE OF WORK

The Department of Safety, Division of Homeland Security and Emergency Management (hereinafter referred to as “the State”) is awarding the **Town of Stratham** (hereinafter referred to as “the Sub-Recipient”) **\$9,787.50** within the Federal Fiscal Year 2023 Building Resilient Infrastructure and Communities (BRIC) grant.

“The Sub-Recipient” shall utilize the above referenced funding to update the hazard mitigation plans for the Town of Stratham in accordance with 44 CFR Part 201.

“The Sub-Recipient” agrees that the period of performance ends on September 23, 2027 and by that date the aforementioned hazard mitigation plans must be completed and have received formal approval by New Hampshire Homeland Security and Emergency Management (HSEM). All completed invoices must be sent to “the State” by October 23, 2027, thirty (30) days after the period of performance ends and a final performance and expenditure report will be sent to “the State” by October 23, 2027 .

2. PROJECT TASKS AND DELIVERABLES – NEW LOCAL HAZARD MITIGATION PLAN

Project tasks and deliverables within this section are to be referenced for the reimbursement process. Per the Scope of Work, “the Sub-Recipient” is required to develop/update the community’s local hazard mitigation plan in accordance with 44 CFR Part 201 to ensure formal approval.

The Town/City, NH will prepare a Local Hazard Mitigation Plan Update in accordance with FEMA guidelines for Hazard Mitigation Planning. The Town/City may be assisted, by a vendor of their choice, for this scope of work. The Town/City’s updated plan will address mitigation of multiple natural hazards that may affect the community, including Avalanche, Coastal Flooding, Inland Flooding, Drought, Earthquake, Extreme Temperatures, High Wind Events, Landslide, Lightning, Severe Winter Weather, Solar Storms and Space Weather, Tropical and Post-Tropical Cyclones, and Wildfires.

The planning process will include the following actions and elements:

Task 1-3

1. Grant Award and Contracting:

The community will procure services to facilitate this planning process update

- Official Notification of Award
- Provide Contractor Selection to NH HSEM
- Execute a contract

2. Select and Hire a Vendor:

Sub-Recipient Initials: 1.) 2.) 3.) Date:

The vendor will document the process used to develop the updated plan, including but not limited to:

- How the plan update was prepared
- Who was involved in this process
- How the public was involved (i.e., Community outreach, local planning team participation)

3. Convene a local Hazard Mitigation Planning Committee:

The Town/City will convene a local Hazard Mitigation Planning Team. Members should include a cross-section of the community, such as residents, government officials, community leaders and business owners. This team will serve as a liaison to the vendor and assist in the plan update by providing access to relevant local data, facilitating community input on plan recommendations and priorities, reviewing draft products, and assisting with outreach to community stakeholders. With the vendor’s facilitation and technical assistance, the Town/City Hazard Mitigation Planning Team will:

- Develop a mission statement
- Assign roles and responsibilities
- Develop a specific timeline for planning activities
- Hold a minimum of two community public meetings during the planning process update, one during the production of the plan update, and one during the review of the draft plan update,
- Solicit input from key stakeholders in the community, including business associations, local or regional institutions, local NGO’s, and residents.
- Conduct local outreach to stakeholders through postings on the municipal web site, outreach to local print and/or online press, and use of local access cable TV where available. Outreach to neighboring communities will also be conducted.
- Provide input regarding the feasibility and prioritization of mitigation measures
- Review the draft plan update and its goals and proposed mitigation projects
- Oversee the implementation, maintenance and updating of the plan update

Task 4. Revisit the Hazard Profiles for each Hazard that impacts the community:

- Using the best available existing data, the vendor will update a map of areas affected by multiple natural hazards for the Town/City. A set of hazard maps will be included within the updated Hazard Mitigation plan, and GIS files will be made available to the Town/City for integration with their other community plans. These maps will be the basis for the communities known hazards. The hazard identification update will include an assessment of the community’s risks that summarizes the vulnerability of each hazard based on the location, extent, probability, and severity of the hazards. A vulnerability analysis will be conducted; your vendor may consider using FEMA’s HAZUS-MH, as well as, a GIS map analysis to delineate those critical facilities that are located within mapped hazard areas.
- The Town/City will update the description and prioritization of the natural hazards that have occurred within the community since the last plan update.

Task 5. Facility Inventory:

The Town/City will prepare an updated inventory of facilities and explain how these facilities intersect with the known hazards for the community. This task will be based on input from the community and the best available state and local information. This data may be used to develop updated GIS maps of the following items:

- Critical facilities, including the following, if they exist in the community:
 - Emergency operations centers
 - City or town offices
 - Water and wastewater treatment plants
 - Sewage pumping stations
 - Police or fire stations
 - Schools
 - Hospitals
 - Day-care facilities
 - Public works garages
 - Nursing homes/elderly housing
 - Emergency shelters
- Economic Drivers:
 - Large Businesses
 - Large Employers
 - Historical or Cultural sites
- All repetitive flood loss structures and structures which have incurred substantial damage, if they exist, as defined by FEMA. These buildings(s) must be analyzed by type (Commercial / Residential), number, and general location as it relates to the known hazard areas. The addresses and associated data will be provided, upon request to, the community by the State NFIP Coordinator.
- Land use maps that depict the location of developed land uses, delineated by categories based on use (e.g., residential, commercial, industrial, institutional, other public use, etc.) and how it intersects with known hazards.
- Anticipated future land use areas and how they intersect with known hazards.

Task 6: Vulnerability:

Based on the previous information from Task 5, the Town/City will update the overview of each of the specific hazards and the community's vulnerability to those specific hazards. This vulnerability assessment, if possible, will include:

- Problem Statements: These will summarize the biggest issues for the community in terms of: Types and numbers of buildings, infrastructure, and critical facilities located in the hazard areas.
- All existing multiple hazard protection measures within the community, including protective measures under the National Flood Insurance Program (NFIP).
- A description of each measure, the method of enforcement, and/or the point of contact responsible for implementation of each measure.
- Historical performance of each measure and a description of improvements or changes needed.
- General description of land uses and development trends to incorporate future land use decisions.

Task 7. Mitigation Goals:

Sub-Recipient Initials: 1.) _____ 2.) _____ 3.) _____ Date: _____

The Town/City, with vendor support, will update the mitigation strategies specific to the community's exposure to and impacts from identified natural hazards. The strategy will include:

- Create, edit, or delete goals as needed;
- Obtain public input;
- Analyze existing capabilities;
- Review mitigation actions in the previous plan and identify progress implementing those actions (include current status along with reasons why there may have been little or no progress).
- Describe how the community's priorities have changed since the previous Hazard Mitigation Plan.
- Include a description of the NFIP program and how the community will continue compliance over the next five years.
- Update a list of mitigation goal statements that focus on reducing the risks from the identified natural hazards. The goal development and project prioritization will be conducted by the Hazard Mitigation Planning Team. An example of a goal statement and an objective would be:
 - GOAL: Increase coordination between Federal, state, municipal, and private resources in pre-disaster planning, post-disaster recovery, and continuous hazard mitigation implementation.
 - OBJECTIVE: Identify the availability of additional private and public sector financial incentives for homeowners, businesses and municipalities that will allow the development and implementation of cost-effective hazard mitigation measures in high-risk areas.

Task 8. Actions:

A section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure. This section will include a list of prioritized hazard mitigation projects that best meet the communities' needs for multiple hazard damage reduction:

- These projects may be non-structural (e.g., planning, regulatory measures, property acquisition, retrofitting, elevation) or structural (e.g., seawalls, dams, dikes) solutions.
- At a minimum, this list of prioritized projects will be based on a process that results in identification of cost-effective hazard mitigation projects with public input, including:
 - An analysis of proposed mitigation projects focused on several key areas, including but not limited to economic (including benefits and costs), engineering, technical, legal, environmental, social, and political feasibility. Selected options will best fit the community's needs and meet most or all aspects of the feasibility analysis.
 - Coordination with relevant Federal and state agencies for input and technical assistance.
- Revise and update the mitigation action plan.
- Identify integration opportunities throughout the community, as well as, how the data and information from the previous plan was integrated into other mechanisms over the last five years

Task 9. Plan Review, Evaluation, and Implementation

In order to continue to be an effective representation of the jurisdiction's overall strategy for reducing its risks from natural hazards, the mitigation plan must reflect current conditions. This will require an assessment of the current development patterns and development pressures as well as an evaluation of any new hazard or risk information.

- The plan must describe changes in development that have occurred in hazard prone areas and increased or decreased the vulnerability of each jurisdiction since the last plan was approved.

- The plan must describe the status of the hazard mitigation actions in the previous plan by identifying those that have been completed or not completed. For actions that have not been completed, the plan must either describe whether the action is no longer relevant or be included as part of the updated action plan.
- The plan must describe if and how any priorities changed since the plan was previously approved. If no changes in priorities are necessary, plan updates may validate the information in the previously approved plan.

Task 10. Maintenance:

- The Town/City in conjunction with the planning team will monitor, evaluate, and update the plan.
- The Planning Team will assist the Town/City in the implementation and incorporation of the plan’s goals into other local planning processes, such as a Comprehensive Plan, or other local by-laws and ordinances.
- The completed plan update will include an implementation schedule with procedures for ensuring the plan’s implementation, updating and revision every five years.

Task 11. Public Review of Draft:

- The Planning Team will work with the community for continued public involvement to include public review of the draft plan.

Task 12. Review and Approval:

- Submit the plan update to NH HSEM /FEMA for review; revised based on NH HSEM/FEMA comments; submit revised plan update for approval pending adoption.
- When APA is received, the plan update will be brought before the City Council or Board of Selectmen in the community for adoption.
- Send the final adopted plan update to NH HSEM/FEMA, Receive approval by FEMA.
- Non-regulatory Grant Closeout

3. PROJECT REVIEW AND CONDITIONS

“The Sub-Recipient” shall submit quarterly progress reports, drafts, and final updated local hazard mitigation plans for aforementioned communities. Quarterly reporting shall begin in the quarter in which this grant agreement is approved, shall be submitted within fifteen (15) days after the end of a quarter, and shall continue until the project is completed.

“The Sub-Recipient” agrees to submit draft plans to HSEM, electronically, for review and comment. Upon notification of Approvable Pending Adoption (APA) the Sub-Recipient shall obtain community adoption of the plan no later than twelve months from APA and submit electronic copies of the adoption documentation and the final plan for Formal Approval.

“The Sub-Recipient” further agrees to promptly address all required revisions arising from HSEM reviews, and resubmit revised draft plan(s) to HSEM.

Sub-Recipient Initials: 1.) 2.) 3.) Date:

“The Sub-Recipient” agrees to provide copies of the formally approved plans to HSEM in electronic format upon receipt of the Federal Emergency Management Agency’s approval letter.

“The Sub-Recipient agrees to comply with all applicable federal and state laws, rules, regulations, and requirements.

“The Sub-Recipient” shall maintain financial records, supporting documents, and all other pertinent records for a period of three (3) years from the grant period end date as identified in HSEM’s closeout letter. In these records, “the Sub-Recipient” shall maintain documentation of the 25% cost share required by this grant.

Sub-Recipient Initials: 1.) 2.) 3.) Date:

EXHIBIT C

Grant Amount and Payment Schedule

1. GRANT AMOUNT

	Sub-Applicant	Grant	
	Share	(Federal Share)	Cost Totals
Project Cost	\$3,262.50	\$9,787.50	\$13,050.00
Project Cost is 75% Federal Funds, 25% Applicant Share			
Awarding Agency: Federal Emergency Management Agency (FEMA)			
Award Title & #: Building Resilient Infrastructure and Communities (BRIC) EMB-2023-BR-004			
Assistance Listings Number: 97.047			
Applicant's Unique Entity Identifier (UEI): H95KLKG5PNJ3			

2. PAYMENT SCHEDULE

- a. "The Sub-Recipient" agrees the total payment by "the State" under this grant agreement shall be up to **\$9,787.50** and allocated to individual plan development as follows:

Jurisdiction	Federal Share	Sub-Applicant Share
Stratham	\$9,787.50	\$3,262.50

Nothing in this allocation shall affect "the Sub-Recipient's" obligation to maintain financial records including documentation of the 25% cost share required by this grant.

- b. All services shall be performed to the satisfaction of "the State" before payment is made. All payments shall be made upon receipt and approval of stated tasks and upon receipt of associated reimbursement request(s). Documentation of completed deliverables and match committed shall be provided with each payment request. The amount per community is limited to the amounts stated in paragraph "a" above. Payment shall be made in accordance with the following schedule based upon completion of specific tasks and deliverables described in Exhibit B:

Task Completed	% of Individual Plan Cost to be Billed
Task 1. Document the Planning Process <ul style="list-style-type: none"> • Grant Award and Contracting • Select and Hire a Vendor • Convene a Local Hazard Mitigation Planning Committee 	20%
Task 2. Conduct a Hazard Identification and Risk Assessment <ul style="list-style-type: none"> • Revisit the Hazard Profiles • Facility Inventory • Vulnerability Assessment 	20%
Task 3. Identify Mitigation Actions <ul style="list-style-type: none"> • Mitigation Goals 	20%
Task 4. Prioritize Mitigation Actions <ul style="list-style-type: none"> • Mitigation Actions 	20%

Sub-Recipient Initials: 1.) 2.) 3.) Date:

Task 5. Submit completed plan for review, revisions, and receive APA status <ul style="list-style-type: none"> • Plan Review, Evaluation, and Implementation • Plan Maintenance • Public Review of Draft 	15%
Task 6. Submit Adopted Plan and receive Formal Approval <ul style="list-style-type: none"> • Review and Approval 	5%

- c. Upon Governor and Executive Council Approval, allowable match may be incurred for this project from the start of the federal period of performance of this grant, September 24, 2024, to the identified completion date (block 1.7).

Sub-Recipient Initials: 1.) 2.) 3.) Date:

Guidance for Meeting Minutes

Please use this exact language when documenting meeting minutes accepting the grant

“The Select Board, in a majority vote, accepted the terms of the Building Resilient Infrastructure and Communities (BRIC) as presented in the amount of \$9,787.50 for updating the local hazard mitigation plan. Furthermore, the Board acknowledges that the total cost of this project will be \$13,050.00, in which the town will be responsible for a 25% match (\$3,262.50).”

PLEASE NOTE- If one individual signs the grant agreement, please include this statement in the meeting minutes: *“(name and/or title/position) is authorized to sign all documents related to the grant”*. Refer to the Certificate of Authority for additional guidance.



STRATHAM POLICE DEPARTMENT

Anthony J. King – Chief of Police

76 Portsmouth Avenue, Stratham, NH 03885
(603) 778-9691 – FAX (603) 778-6183

To: Stratham Select Board

From: Chief Anthony King

Subject: New Hampshire Highway Safety Grant

Date: April 15, 2026

Dear Board Members,

Each year we are eligible to apply for the Highway Safety Grant, which allows us to offer overtime work to officers to help patrol the town for the specific mobilizations which the state allows. There are several mobilizations which we participate in.

For FY27, we have been invited to apply for the Highway Safety Grant again.

Purpose of the grant: The goal of the Office of Highway Safety (OHS) is to reduce motor vehicle crashes and the resulting deaths, injuries, and property damage. Together, with our state and community partners, we can achieve our shared goal of making our roadways safer for pedestrians, bicyclists, those that roll and the motoring public.

Budget Period: 10/1/2026 – 9/30/2027

Mobilizations: The grant amounts are listed below:

PROJECT	GRANT AMOUNT
SPEED	\$3,200.00
DUI	\$3,200.00
DISTRACTED DRIVING	\$3,200.00
PEDESTRIAN BICYCLE	\$0.00
MOBILIZATIONS	\$3,700.00
COB	\$2,500.00
TOTAL GRANT AMT	\$15,800.00

Total Grant Amount: \$15,800.00

Match: There is a minimum required match for each mobilization, which totals a maximum aggregate match for all awards of **\$3,950.00**

The funds for these grants are sent to us electronically as a reimbursement from the NH Department of Safety at the completion of each Federal fiscal quarter.

Requirements from Board:

A motion and a copy of the meeting minutes are needed: Sample verbiage: The Select Board, in a majority vote, accepted the terms of the *To accept State of NH Highway Safety Grant as presented in the amount of \$15,800 and the Select Board authorizes the Town Administrator, Tim Roache, or Finance Director, Lori Ruest, to sign all documents related to the grant on behalf of the Select Board.*

There is specific verbiage which the Department of Safety/ Attorney General wishes to see in the notes, provided below and as part of the contract.

Guidance for Meeting Minutes

Please use language similar to this when documenting meeting minutes accepting the grant

For grant acceptance (no amendment):

"The Select Board, in a majority vote, accepted the terms of the Highway Safety Grant as presented in the amount of \$XXXXX."

For grant acceptance (with amendment):

"The Select Board, in a majority vote, accepted the terms of the Highway Safety Grant as presented in the amount of \$XXXXX and the amended grant terms as presented in the Grant Agreement Amendment Notice for an adjusted total grant limitation of \$XXXXX."

PLEASE NOTE- If one individual signs the grant agreement, please include this statement in the meeting minutes: *"(name and/or title/position) is authorized to sign all documents related to the grant"*.

Thank you for your consideration and if you have any questions or concerns, please do not hesitate to reach out at any time.

Respectfully submitted,



Anthony King

Chief of Police



**APPLICATION FOR AN INDIVIDUAL SEWAGE
DISPOSAL SYSTEM**
Water Division / Land Resources Management Program /
Subsurface Systems Bureau



RSA/Rule: RSA 485-A / Env-Wq 1000

1. TYPE OF SYSTEM (\$450 application fee per system)						
<input checked="" type="checkbox"/> New	<input type="checkbox"/> Replacement	<input type="checkbox"/> Replacement - failed	<input type="checkbox"/> Collection	<input type="checkbox"/> Revised		
2. SPECIAL TYPES OF SYSTEMS						
Replacement systems: Operational approval date (mm-dd-yyyy):						
Previous construction approval number:						
Revised plans: Previous construction approval number:						
Collection system (effluent disposal area (EDA) previously approved):						
Operational approval date (mm-dd-yyyy):			Construction approval number:			
Municipal prior approval required if not replacement of failed system (attach town approval letter). Date approved (mm-dd-yyyy):						
Shoreland septic evaluation required for compliance with RSA 485-A:39? <input type="checkbox"/> Yes / <input type="checkbox"/> No						
3. SUBDIVISION STATUS						
Subdivision name: Subdivision of Land of Helen S Stevens Rev. Trust			State subdivision approval number: D-27408			
Or not applicable because: <input type="checkbox"/> Pre-1967 <input type="checkbox"/> >= 5 acres <input type="checkbox"/> Env-Wq 1003.11 <input type="checkbox"/> RSA 485-A:2, XIII (exempt) <input type="checkbox"/> Pending						
4. PROJECT LOCATION (Book, page and probate numbers are optional)						
Address: 68 Bunker Hill Avenue				Town or city: Stratham		
Tax map(s): 9	Block(s):	Lot(s): 84	Unit(s):	Book: 3447	Page: 1117	Probate number:
5. APPLICANT						
Designer name: Bruce Scamman			P.E. name:			
NH permitted designer number: 1426			P.E. number (required per Env-Wq 1003.02):			
Company name / doing business as: Emanuel Engineering, Inc.						
Mailing address: 100 Griffin Road, Unit C						
Town or city: Portsmouth			State: NH	ZIP: 03801		
Phone: (603) 772-4400			Email or fax: bscamman@emanuelengineering.com			
6. PROPERTY OWNER						
Property owner(s) name: Town of Stratham						
Mailing address: 10 Bunker Hill Avenue						
Town or city: Stratham			State: NH	ZIP: 03885		
Phone: (603) 772-4741			Email or fax: shickey@strathamnh.gov			

lrn@des.nh.gov or (603) 271-3501

P.O. Box 95, Concord, NH 03302-0095

des.nh.gov

7. TYPE OF DEVELOPMENT		
<input type="checkbox"/> Single family <input type="checkbox"/> Condominium <input type="checkbox"/> Camping or tenting <input type="checkbox"/> Industrial <input type="checkbox"/> Public food establishment <input type="checkbox"/> Apartment <input type="checkbox"/> Manufactured housing park <input type="checkbox"/> Commercial <input type="checkbox"/> Duplex <input checked="" type="checkbox"/> Other: Recreational Facilities		
8. DESIGN FLOW CALCULATIONS		
<input type="checkbox"/> Residential -number of bedrooms:	<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Other (such as apartment):
Flow in GPD:	Flow in GPD: 1,450	Flow in GPD:
9. TYPE OF DESIGN		
<input type="checkbox"/> Gravity <input type="checkbox"/> Holding tank <input checked="" type="checkbox"/> Pump	<input type="checkbox"/> Above-ground <input checked="" type="checkbox"/> In-ground <input type="checkbox"/> At grade	Effluent disposal area type (such as stone and pipe): Enviro-Septic <input type="checkbox"/> Pre-treatment. Type: N/A
<input type="checkbox"/> The 50% rule is being used in accordance with Env-Wq 1014.09.		
10. WATER SUPPLY (Indicate the type of water supply that services the lot – check all that apply)		
<input type="checkbox"/> Public water system. Name:		
<input checked="" type="checkbox"/> Well is on lot. Well radius is: <input checked="" type="checkbox"/> Completely on lot. <input type="checkbox"/> Partially off lot but precluded from development (reason must be clearly depicted on plan). <input type="checkbox"/> Partially off lot, not precluded from development.		
<input type="checkbox"/> Well is off lot (provide a recorded easement or deeded water rights).		
<input type="checkbox"/> Other:		
11. OTHER NHDES APPROVALS / PERMITS REQUIRED TO CONSTRUCT THIS SYSTEM (Check all that apply)		
<input type="checkbox"/> Alteration of terrain permit number: <input type="checkbox"/> Pending	<input type="checkbox"/> Underground Injection Control (UIC) registration date (mm-dd-yyyy):	
<input type="checkbox"/> Water supply approval permit number: <input type="checkbox"/> Pending	<input type="checkbox"/> Wetlands Bureau permit number: <input type="checkbox"/> Pending	
<input type="checkbox"/> Shoreland permit number:	<input type="checkbox"/> Pending <input type="checkbox"/> N/A exempt	
Is any part of the proposed septic system located within 250 feet of a protected shoreland? <input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No		
Name of waterbody:	Type of waterbody: <input type="checkbox"/> Lake <input type="checkbox"/> River or stream <input type="checkbox"/> Tidal	
Is any part of the proposed septic system located within 150 feet of a protected shoreland? <input type="checkbox"/> Yes / <input type="checkbox"/> No		
<input type="checkbox"/> If yes, check box to confirm you have provided a photo of the impact area.		
12. WAIVER REQUEST(S)		
List rule(s) from which waiver(s) are being requested (Env-Wq):		

13. REPLACEMENT AND/OR FAILED ISDS SYSTEMS ONLY

Reason for repair or replacement: Age Excessive load Inappropriate load Failure found based on evaluation Other (specify):

INFORMATION ABOUT THE STRUCTURES SERVED

Number of existing structures served:	Total number of bedrooms:	Total number of current occupants:
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HOUSEHOLD ITEMS: (CHECK ALL THAT APPLY)

Garbage grinder or disposal Washing machine Water chlorinator Dish washer Jacuzzi or hot tub
 Water softener Solids pump unit before tank Other:

INFORMATION ABOUT THE OLD DISPOSAL SYSTEM (ISDS)


Age of existing system in years: Gravity Pump
 Primary design type: Above ground / mounded In ground At grade
 EDA type:
 Pre-treatment - type: Unknown / other:
 Existing septic tank size in gallons: Replacement septic tank (If applicable) size in gallons:
 Type: Type:

14. CERTIFICATION

By signing below, the signers certify that the information contained in or otherwise submitted with this form is true, complete, and not misleading to the best of the signer's knowledge and belief. The submission of false, incomplete, or misleading information constitutes grounds for the department to:

- Deny the application to which it relates.
- Revoke any approval that is granted based on the information.
- If the signer is a permitted designer, suspend, revoke, or refuse to renew the designer's permit.
- If the signer is a professional engineer, refer the matter to the office of professional licensure and certification.

15. SIGNATURES

Applicant signature: 	Date (mm-dd-yyyy): 4/8/26
Property owner signature ¹ :	Date (mm-dd-yyyy):

¹ The following signatory certification also applies to the property owner: I/We have reviewed the plans for the proposed ISDS and I/we hereby confirm that the plans reflect my/our needs and desires for an ISDS. I/We fully understand that should this plan be approved, any change(s) will require a new submission, review, and approval except as allowed by Env-Wq 1004.08.

Administrative Use Only	Work number:	Amount:
	Check number:	Initials:

ESTIMATE

Hall & Parlor Historic Preservation
LLC
57A Lovell Rd
Stratham, NH 03885-2219

drew@hallandparlorhomes.com
+1 (603) 630-2216

HALL & PARLOR



HISTORIC PRESERVATION

Bill to

Town of Stratham
10 Bunker Hill Ave
Stratham, NH 03885 US

Ship to

Town of Stratham
10 Bunker Hill Ave
Stratham, NH 03885 US

Estimate details

Estimate no.: 1079

Estimate date: 04/05/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.	04/05/2026	Corn House - Exterior Repairs	<ul style="list-style-type: none">- have town remove grade around small jog (two hole privy) to expose frame and repairs needed along its sill/frame- make necessary repairs to buildings frame, sheathing, clapboards, etc in kind- install new white oak threshold at door opening and make door operate <p>Rough estimated costs with labor and materials between (\$4,000 - \$7,000)</p>	1	\$5,500.00	\$5,500.00
2.		Corn House - Roof Framing Repairs	<ul style="list-style-type: none">- investigate existing rafter and purlin beams in attic of Corn House- do necessary sistering or replacement of existing purlin beams <p>Rough estimated costs with labor and materials between (\$2,500 - \$5,000)</p>	1	\$3,750.00	\$3,750.00
3.		10% Contingency	<p>20% extra funds available for unforeseen repairs to Corn House while existing work is underway (If necessary)</p> <p>- examples include sill work to Corn House on north side, west gable end of main block, foundation, etc</p>	1	\$1,850.00	\$1,850.00

Total

\$11,100.00

Accepted date

Accepted by

ESTIMATE

Hall & Parlor Historic Preservation
LLC
57A Lovell Rd
Stratham, NH 03885-2219

drew@hallandparlorhomes.com
+1 (603) 630-2216

HALL & PARLOR



HISTORIC PRESERVATION

Bill to

Town of Stratham
10 Bunker Hill Ave
Stratham, NH 03885 US

Ship to

Tim Stevens
Town of Stratham
10 Bunker Hill Ave
Stratham, NH 03885 US

Estimate details

Estimate no.: 1074
Estimate date: 04/01/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.	03/23/2026	Ell - Demo north porch and repairs	<p>- carefully inspect and remove shingles to expose rafters and ledger board against ell</p> <p>- carefully inspect and disconnect rafters from ledger board and all other framing members connected to building</p> <p>- once porch is removed make any necessary repairs to ell exterior sheathing, trim and clapboards in kind</p> <p>- paint repaired areas to match existing and clean up</p> <p>- This is with the expectation that the town of Stratham will be doing the majority of the demo with machinery and putting debris in dumpster while H&P will focus on just the porch disconnect and exterior repairs to ell.</p> <p>Rough estimated labor and materials between \$3,000 - \$7,500</p>	1	\$4,500.00	\$4,500.00
2.		Ell - Demo east porch and exterior repairs	<p>- carefully remove balustrades along east porch and bring back to shop to be reused on south porch</p> <p>- carefully inspect and expose east porch roof framing and flooring members connected to ell</p> <p>- carefully disconnect porch roof framing and flooring members connected to ell</p>	1	\$25,000.00	\$25,000.00

- carefully inspect and remove clapboards around east porch area, flanking around east window, and above bulkhead area to expose extent of water damage
 - carefully inspect and remove exterior wall sheathing around ell window and bulkhead area to expose any repairs necessary to buildings studs, framing members, and sills
 - carefully inspect and remove east window sash, window cap, backband, exterior casing, etc) and mill up replacements in kind to match original in shop
 - make necessary repairs to buildings framing members, replace compromised sheathing
 - insulate framing bays in Rockwool R15 insulation if insulation is currently not present in repaired area
 - re-install in kind window casing, backband, window cap, etc and flash correctly
 - flash necessary areas in either aluminum flashing or lead flashing
 - install clear spruce pre-primed clapboards in kind to match existing
 - paint repaired areas two coats finish paint to match existing
- This is with the expectation that the town of Stratham will be doing the majority of the demo of the east porch with machinery and putting debris in dumpster while H&P will focus on just the porch disconnect and exterior repairs to ell.

Rough estimated labor and materials between \$20,000 - \$30,000

3.	Main House/Ell - Exterior south porch repairs	<ul style="list-style-type: none"> - carefully remove balustrade on south porch and bring back to shop for repairs - carefully inspect and remove clapboards, water table, porch decking and framing in southeast corner intersection of deck and main house - make necessary repairs to main house sills, framing, and sheathing - make necessary repairs or replace porch framing and tie back to main house - flash new framing correctly with new framing and install new porch flooring where necessary - carefully inspect and expose southeast corner of south ell porch - make necessary repairs to porch framing on remainder of porch 	1	\$25,000.00	\$25,000.00
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footprint

- replace porch flooring in kind (after further investigation of porch framing and flooring, it may make sense to completely replace all porch flooring with new Douglas Fir flooring)
- make all other necessary repairs to porch areas
- replace bottom and top rails of porch balustrades and reuse original balusters
- reuse balustrades from east porch and make new top and bottom rails to complete missing section of left balustrade
- mill up and turn any other missing porch balusters to complete all three sections
- reinstall all porch balustrades, paint all repaired areas around south porch two coats finish paint

Rough estimated labor and materials are between \$20,000 - \$30,000

4.	Exterior Masonry	C&C Masonry - Newfields, NH	1	\$15,000.00	\$15,000.00
		<ul style="list-style-type: none"> - rebuild and repoint granite and fieldstone foundation in areas where north and east ell addition porches were located - re-set original granite steps on east doorway of ell to match original layout - have top granite step removed from front doorway to expose foundation and rebuild/repoint brick section - re-set top granite step - (hoping the town of Stratham can help with machinery with forks) - do all necessary repointing of original granite and fieldstone foundation on east, south, west, and north elevations of the main house 			
5.	Ell - Gutters	Colangelo's Home Services	1	\$4,320.00	\$4,320.00
		<ul style="list-style-type: none"> - clean out all gutters and make sure they all operate and are pitched correctly - Install aluminum white gutters along all three eaves of ell addition - install (2) downspouts located in the northeast and southeast corners of ell addition 			
6.	Main House - Exterior repairs	<ul style="list-style-type: none"> - replace in kind any compromised clapboards, corner boards, water tables, and bottom of pilaster bases as necessary on remaining exterior of main house & Ell addition 	1	\$12,500.00	\$12,500.00
		<ul style="list-style-type: none"> - (specific areas include clapboards on 			

south side of main house, water tables along west side (front) to left of front doorway, left pilaster base around front door

- replace missing glass in east attic dormer of main house
- problem solve missing window on east foundation of main house

Build new cover for dug well in northwest corner of main house

Rough estimated labor and materials between \$10,000 - \$15,000

7.	15% Contingency	-15% contingency funds available for any unseen or unknown issues that arise with the buildings exterior envelope. Area's of concern are with exterior sills, girt beams, footings under south porch, reframing the entire south porch or replacing all the framing and flooring of south porch, etc	1	\$12,948.00	\$12,948.00
----	------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---	-------------	-------------

Total **\$99,268.00**

Note to customer

- 30% deposit of overall project before work begins
- billing cycle will be monthly
- timeline for all exterior repairs will be between April 2026 - November 2026

Accepted date

Accepted by



3/26/2026

Jenn Schaaff
Administrative Assistant to Chief
Stratham Police Department
76 Portsmouth Avenue
Stratham, NH 03885

Jenn,

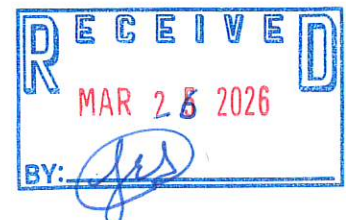
Here is a proposal to install a dedicated server for the camera system. The server has been sized for 90 days of recording. You will also be able to grow the system with the additional cameras we spoke about. Any questions, please let me know.

Kind Regards,

Ken Parker

Ken Parker
Area Sales Consultant
PELMAC INDUSTRIES, INC.

KP/sc



"Modern Technology...Old Fashioned Service"

12 Commercial Ct. · Auburn, NH 03032 · 603-623-5916 · FAX 603-647-7712
www.pelmac.com · info@pelmac.com



PROPOSAL

Number 026Q663
Date Mar 26, 2026

Salesperson
Ken Parker

Proposal Submitted to:

Stratham Police Department

Jenn Schaaff
76 Portsmouth Avenue
Stratham, NH 03885

Title
Administrative Assistant to Chief
Email Address
jschaaff@strathampd.gov

Phone
(603)778-9691
Fax

Site name
Stratham Police Department
76 Portsmouth Avenue
Stratham, NH 03885

Site Contact Person
Jenn Schaaff
Site Phone
(603)778-9691

Site Fax

Here is the quote you requested.

Qty	Description	Unit Price	Ext. Price
1	36TB, 16GB RAM, Dual OS SSD, RAID, Server 2025, 5 Year Warranty	\$10,706.00	\$10,706.00
1	Installation	\$375.00	\$375.00

This Proposal to Include: Server Upgrade
Please contact me if I can be of further assistance.

Terms

Deposit: Equipment Deposit Due Upon Approval: **\$10,706.00**
Balance: Due Upon Job Completion: **\$375.00**

Total Investment: \$11,081.00

Warranty:

The above equipment and installation carries our 12 Month warranty covering all PARTS, LABOR and TRAVEL. This warranty does not apply to equipment failure or services rendered due to misuse, tampering, operator error or Acts of God.

All agreements contingent upon the absence of strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance.



PROPOSAL

Number 026Q663

Date Mar 26, 2026

Salesperson Ken Parke

Proposal Submitted to: Stratham Police Department

ALL TRANSACTIONS BETWEEN CUSTOMER AND PELMAC INDUSTRIES, INC. ("PELMAC") ARE GOVERNED BY THESE TERMS AND CONDITIONS OF SALE. ANY PROPOSAL THAT INCLUDES DIFFERENT OR ADDITIONAL TERMS THAT VARY FROM THESE TERMS AND CONDITIONS OF SALE ARE OBJECTED TO AND DISALLOWED. NOTWITHSTANDING

1. Acceptance.

An order shall be accepted by PELMAC, pursuant to these Terms and Conditions of Sale (the "Agreement"), upon: (i) delivery of a signed acknowledgment from Customer accepting PELMAC's quote (which may be an e-mail) and (ii) PELMAC's receipt of the deposit set forth in the quote. Initial Schedules. A Schedule may be deemed attached hereto only when both parties have executed and agreed upon the Schedule in writing.

2. Change Orders.

Any changes or modifications to a quote following acceptance by PELMAC, including, without limitation, any change affecting scheduling, cost, design, materials or that will require additional labor must be approved by PELMAC and Customer in writing. In the event any approved change order results in restocking fees or other similar fees or penalties to PELMAC, Customer shall reimburse PELMAC for such costs upon demand.

3. Pricing and Payment Terms.

The prices for PELMAC's products and services shall be set forth in the quote. Customer will pay PELMAC's invoices without abatement, reduction or setoff within 30 days of the date of each invoice, unless different payment terms are set forth in the quote. Overdue balances are subject to a 18% per annum (1.5% per month) late charge which, at the option of PELMAC, shall be due upon demand or added to Customer's next invoice. Customer shall pay all costs and expenses of collection incurred by PELMAC, including reasonable attorneys' fees. If Customer should fail to make any payment required of it, PELMAC may defer delivery of products and services until such default is cured.

4. Price Adjustments.

The prices stated in a quote or change order may be adjusted, in PELMAC's sole discretion and without the necessity of obtaining Customer approval, to account for: (i) Additional Services, or (iii) labor provided outside of PELMAC's normal business hours (Monday through Thursday 7 A.M. to 5 P.M. (excluding holidays)), including, without limitation, labor required for the adjustment of low light cameras. The following services are excluded from PELMAC's services, unless explicitly set forth in the quote, a change order or otherwise agreed to in writing by PELMAC: (i) re-keying cylinders and cores; (ii) mechanical lifts; (iii) patching and painting; (iv) software installation (after first server/first client); (v) integration with door operators; (vi) pathways, conduits and firestopping; (vii) lightening and surge protections; (viii) integration and connection with Customer's life safety systems, electrical systems and power supply; (ix) labeling of controls and related signage, and (x) return site visits/services resulting from the "no-show" of Customer's other tradesman (collectively, the "Additional Services"). The cost of Additional Services will be added to Customer's next invoice.

5. Permits.

PELMAC shall obtain all necessary permits and/or approvals required for performance of its obligations under the quote. Customer shall cooperate and assist as reasonably requested by PELMAC in obtaining all of such permits and approvals. The cost of obtaining any required permits and/or approvals will be added to Customer's next invoice

6. Site Conditions.

PELMAC's on-site delivery of product and services may require an active internet and/or network connection. Customer shall provide PELMAC the necessary IP addresses, VLAN (including subnet information) and other similar information prior to PELMAC's arrival on-site. If conditions are encountered at the site which are concealed, unknown, of an unusual nature or were incorrectly represented or communicated to PELMAC by Customer, PELMAC may, in its sole discretion, adjust the price, completion schedule, or both to reasonably account for such conditions.

7. Pre-Existing Equipment.

In the event Customer's existing equipment, electrical infrastructure, wiring and/or hardware is not in good operating condition, Customer may be subject to additional costs, which shall be determined in PELMAC's reasonable discretion and added to Customer's next invoice. PELMAC makes no representation or warranty concerning the integration or compatibility of PELMAC's products and services with Customer's pre-existing equipment (e.g. older equipment may be sensitive to power cycling, etc.). PELMAC shall not be liable for any failures or the diminished performance of Customer's pre-existing equipment.

8. Taxes, Fees.

Customer shall pay all sales, use, excise or similar taxes, or other charges that Customer is required to pay, or to collect and remit, to any government (national, state or local) or taxing authority and which are imposed on or measured by the sale of the products and services delivered by PELMAC.

9. Disclaimer.

EXCEPT AS PROVIDED IN SECTION 10 OF THIS AGREEMENT, PELMAC MAKES NO OTHER WARRANTIES OR REPRESENTATIONS TO CUSTOMER OR ANY OTHER PERSON OF ANY KIND, WHETHER EXPRESS OR IMPLIED, WITH RESPECT TO THE PRODUCTS AND SERVICES DELIVERED BY PELMAC, AND PELMAC SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT. CUSTOMER ASSUMES ALL RISK WHATSOEVER AS TO USE OF PRODUCTS OR SERVICES PROVIDED BY PELMAC, WHETHER USED ALONE OR IN COMBINATION WITH OTHER PRODUCTS OR SERVICES.



PROPOSAL

Number 026Q663

Date Mar 26, 2026

Salesperson
Ken Parker

Proposal Submitted to:
Stratham Police Department

10. Limited Warranty.

PELMAC hereby warrants to Customer, for the period of time forth in the quote (or if no period of time is set forth in the quote, for a period of twelve (12) months from the date the project is completed), that the products and services provided by PELMAC shall be free from material defects in materials and workmanship. The warranty provided herein shall survive the expiration of the applicable warranty period with respect to any claim made by Customer prior to such expiration. This warranty excludes remedy, and PELMAC shall have no liability to Customer, for damage or defect occurring to the extent caused by: (i) tampering, improper repairs or alterations, misuse, neglect or accident; (ii) electrical irregularities (lightening, brownouts, power surges, etc.); (iii) normal wear and tear; or (iv) fires, floods, accidents, earthquakes, inclement weather, casualty, terrorism, acts of God, or other similar or different occurrences beyond the reasonable control of PELMAC. CUSTOMER IS ADVISED THAT SOFTWARE MAINTENANCE AND BACKUPS ARE EXCLUDED FROM COVERAGE UNDER THIS WARRANTY. Customer shall be solely responsible for conducting its own software maintenance and backups.

11. Limitation of Liability.

PELMAC's maximum aggregate liability to Customer shall not exceed the amount paid to PELMAC for the products or services in respect of which damages are claimed. IN NO EVENT SHALL PELMAC BE LIABLE TO CUSTOMER FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT, STATUTORY, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, LOSS OF USE, LOSS OF TIME, INCONVENIENCE, LOSS BUSINESS OPPORTUNITIES, OR DAMAGE TO GOOD WILL OR REPUTATION, ARISING OUT OF, OR AS A RESULT OF, THE SALE, DELIVERY, SERVICING, USE OR LOSS OF THE PRODUCTS SOLD HEREUNDER, REGARDLESS OF WHETHER SUCH LIABILITY IS BASED ON BREACH OF CONTRACT, TORT, STRICT LIABILITY OR OTHERWISE, AND EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR SUCH DAMAGES COULD HAVE BEEN REASONABLY FORESEEN.

12. Governing Law.

This Agreement shall be construed, and the respective rights and duties of PELMAC and Customer shall be determined, according to the laws of the State of New Hampshire, without giving effect to its conflict of laws principles.

13. Dispute Resolution.

Any dispute, controversy or claim arising out of or related in any way to this Agreement and/or any sale and purchase of products or services hereunder that cannot be amicably resolved by the parties shall be solely and finally settled by arbitration administered by the American Arbitration Association in accordance with its commercial arbitration rules. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The arbitration shall take place before a single arbitrator sitting in Concord, NH. The arbitrator will be bound to adjudicate all disputes in accordance with the laws of the State of New Hampshire. The decision of the arbitrator shall be in writing with written findings of fact and shall be final and binding on the parties. Each party shall bear its own costs relating to the arbitration proceedings irrespective of its outcome. This section provides the sole recourse for the settlement of any disputes arising out of, in connection with, or related to this Agreement.

14. Miscellaneous.

The Agreement is the sole and exclusive statement of the parties' understanding and agreement with respect to the transactions contemplated herein, notwithstanding any other terms that might be contained in any purchase order or other document received from Customer or submitted to PELMAC. This Agreement can only be modified or changed in writing and signed by authorized representatives of both parties. No waiver by PELMAC of any term or breach of this Agreement shall constitute or be deemed to be a waiver of any such term or any such breach in any other case. If any clause or portion hereof shall be held by a court of competent jurisdiction to be illegal, invalid, or unenforceable, the remaining clauses or portions shall remain in full force and effect.

15. Attorney Fees.

In the event either party initiates arbitration or other legal proceedings to enforce or interpret the terms of the Agreement, the prevailing party shall be entitled to recover all costs of such litigation, including expert witness fees and attorneys' fees as allowed by law.



PROPOSAL

Number 026Q6630

Date Mar 26, 2026

Salesperson
Ken Parker

Proposal Submitted to:
Stratham Police Department

By signing below, you acknowledge and agree that, prior to signing, you read the entire Agreement, consulted with legal counsel of your choice (or had the opportunity to consult with legal counsel of your choice but declined to do so), you are authorized to enter such agreement, and you are willfully bound by all the terms and conditions set forth in this Agreement. Further, by our signature below, we likewise agree to be legally bound by the Agreement and by all the terms and conditions set forth in it.

Note: This proposal may be withdrawn by us if not accepted by: 4/25/2026

PELMAC Ind, Inc. Authorized Signature

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date: 3/26/26

Title: Chief of Police

Customer Signature:



Best of the 603 Security Company

12 Commercial Court Auburn, NH 03032 800-244-5916 603-623-5916 FAX 603-647-7712

www.pelmac.com e-mail: sales@pelmac.com

"Pelmac Protects"



TOSTRAT PD - Replace 3 Workstations

Quote

Quote Number: 2637

Expiration Date: 05/01/2026

Quote Prepared For

Anthony King
Town of Stratham PD
76 Portsmouth Avenue
Stratham, NH 03885
United States
Phone: 603-778-9691
aking@strathampd.org

Quote Prepared By

Jason Cohen
Block 5 Technologies
25 Nashua Road, Unit E1
Londonderry, NH 03053
United States
Phone: 603-505-4414
jcohen@block5.com

Quote Description

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
One-Time Items					
1)	3	Dell Pro Series Desktop Dell Pro Desktop Computer w/ Intel Core Ultra 5, 16GB RAM, 512GB SSD, 3-Year Warranty	\$1,314.25	\$1,314.25	\$3,942.75
2)	1	DisplayPort to HDMI Cable	\$14.99	\$14.99	\$14.99
3)	1	HDMI Cable HDMI Cable	\$12.00	\$12.00	\$12.00
One-Time Total					\$3,969.74
Subtotal					\$3,969.74
Total Taxes					\$0.00
Total					\$3,969.74

Authorizing Signature _____

Date _____

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

Memo

To: Stratham Selectboard

From: Seth Hickey

Date: April 7, 2026

Subject: Town-Issued Computer Upgrade for Staff

The purpose of this memo is to recommend the continued upgrade and replacement of Town-issued computers used by employees across departments, consistent with the recommendations of our IT vendor, Block5. At least six computers currently in service are approaching or have exceeded their expected lifecycle and are beginning to show performance limitations that impact daily operations.

Reliable computer equipment is essential for staff to perform their duties efficiently. As computers age, we see slower performance, compatibility issues with newer software, and increased maintenance needs. These challenges reduce productivity and require additional time spent troubleshooting technology.

Maintaining a regular replacement schedule ensures staff have dependable equipment while improving security, performance, and compatibility with the Town's current software platforms.

Several of the replaced computers will be refurbished and reassigned for lighter-duty functions. One laptop will support presenters at Planning and Zoning meetings, another will assist with the Fire Department's in-house training program, and a third will support the Selectboard's effort to video record meetings.

I respectfully request the Selectboard's support for maintaining and funding this computer replacement cycle as part of the Town's ongoing technology management efforts. The purchase of these six computers and supporting hardware will not exceed \$10,000. This is well within the spending threshold of approved Capital Improvement Program. I will work closely with Block5 to ensure the best pricing available for these purchases.



Stratham Fire_2LP35_081425

Quote Number: 11164265

Remit to:

Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Version: 1

Division:

Medical

Prepared For: STRATHAM FIRE DEPT

Rep:

Daniel Baker

Attn:

Email:

daniel.baker@stryker.com

Phone Number:

Mobile:

(617) 276-2215

Quote Date: 02/23/2026

Expiration Date: 06/23/2026

Contract Start: 08/14/2025

Contract End: 08/13/2026

Delivery Address		Sold To - Shipping		Bill To Account	
Name:	STRATHAM FIRE DEPT	Name:	STRATHAM FIRE DEPT	Name:	STRATHAM FIRE DEPT
Account #:	20122378	Account #:	20122378	Account #:	20122378
Address:	10 BUNKER HILL AVE STRATHAM New Hampshire 03885-2403	Address:	10 BUNKER HILL AVE STRATHAM New Hampshire 03885-2403	Address:	

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	70335-000042	LP35,EN-US,MAS-SP/CO,MED-CO2,SUN-NIBP,12L,WIFI/CELL/LN/CPRIN,STD,BT	2	\$50,294.90	\$100,589.80
2.0	41335-000003	SHIP KIT, POWER SUPPLY,LP35	2	\$910.00	\$1,820.00
3.0	11335-000001	LIFEPAK FLEX Lithium-Ion Battery	4	\$364.00	\$1,456.00
4.0	11140-000102	LIFEPAK FLEX Battery Charger	1	\$1,092.00	\$1,092.00
5.0	11140-000131	AC Power Cord (North America, hospital grade)	3	\$39.55	\$118.65
6.0	11996-000519	LNCS-II Reusable rainbow 8-wavelength Adult Sensor	2	\$323.75	\$647.50
7.0	11996-000520	LNCS-II Reusable rainbow 8-wavelength Pediatric Sensor	2	\$356.30	\$712.60
8.0	11160-000011	Reusable Cuff, Infant, 8-14 cm	2	\$11.55	\$23.10
9.0	11160-000013	Reusable Cuff, Pediatric, 13-20 cm	2	\$12.95	\$25.90
10.0	11160-000021	Reusable Cuff, Small, Adult, 18-26 cm	2	\$14.70	\$29.40
11.0	11160-000015	Reusable Cuff, Adult, 26-35 cm	2	\$15.40	\$30.80
12.0	11160-000019	Reusable Cuff, X-Large, Adult, 35-44 cm	2	\$25.20	\$50.40
13.0	11335-000005	LIFEPAK Printer Kit	2	\$1,092.00	\$2,184.00
14.0	11335-000008	LIFEPAK 35 Storage Bag Kit	2	\$218.40	\$436.80
15.0	11260-000073	Shoulder Strap	2	\$27.30	\$54.60
16.0	11330-000026	LP35 Docking Station	2	\$1,164.80	\$2,329.60



Stratham Fire_2LP35_081425

Quote Number: 11164265

Remit to: Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Version: 1
Prepared For: STRATHAM FIRE DEPT
Attn:

Division: Medical
Rep: Daniel Baker
Email: daniel.baker@stryker.com
Phone Number:
Mobile: (617) 276-2215

Quote Date: 02/23/2026
Expiration Date: 06/23/2026
Contract Start: 08/14/2025
Contract End: 08/13/2026

#	Product	Description	Qty	Sell Price	Total
17.0	11111-000041	LIFEPAK 3-wire extended precordial ECG cable	2	\$43.75	\$87.50
Equipment Total:					\$111,688.65

Trade In Credit:

Product	Description	Qty	Credit Est	Total Credit
TR-ZX-LP35	TRADE IN ZOLL X-SERIES FOR LP35	2	-\$6,500.00	-\$13,000.00

ProCare Products:

#	Product	Description	Qty	Sell Price	Total
18.1	LIFEPAK35-FLD-PRO	Lifepak35 for LP35,EN-US,MAS-SP/CO,MED-CO2,SUN-NIBP,12L,WIFI/ CELL/LN/CPRIN,STD,BT 08/15/2025 - 08/14/2031 \ Parts, Labor, Travel \ Preventative Maintenance \ Batteries Service	2	\$11,630.40	\$23,260.80
ProCare Total:					\$23,260.80

Data Solutions:

#	Product	Description	Qty	Sell Price	Total
20.0	81000001	EMS Pro Tier 1: <5,000 annual run volume. Includes: device set up tools, asset management, transmission connectivity, ePCR integration, LIFENET Care app and browser access for communication, live streaming and post event analytic tools.	1	\$490.00	\$3,430.00
21.0	11150-000020	LIFEPAK Cellular Modem, North America	2	\$546.00	\$1,092.00
Data Solutions Total:					\$4,522.00



Stratham Fire_2LP35_081425

Quote Number: 11164265

Remit to: Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Version: 1
Prepared For: STRATHAM FIRE DEPT
Attn:

Division: Medical
Rep: Daniel Baker
Email: daniel.baker@stryker.com
Phone Number:
Mobile: (617) 276-2215

Quote Date: 02/23/2026
Expiration Date: 06/23/2026
Contract Start: 08/14/2025
Contract End: 08/13/2026

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Shipping and Handling:	\$500.00
Grand Total:	\$126,971.45

Prices: In effect for 30 days

Terms: Net 30 Days

Shipping & Handling Includes:

Standard freight, special packaging, semi rigging cranes, labor & delivery of equipment to final location, removal of all packaging, pre-delivery site check, education/training

Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html.

Purchase Order Form



Account Manager : Daniel Baker

Purchase Order Date : 02-23-2026 16:39:00 -0500

Cell Phone :

Expected Delivery Date :

Stryker Quote Number : 11164265

Customer PO Number :

Bill To	Customer # 20122378
Company Name :	STRATHAM FIRE DEPT
Contact or Department :	
Street Address :	10 BUNKER HILL AVE
Add'l Address Line :	
City, ST, ZIP :	STRATHAM, New Hampshire, 03885-2403
Phone :	

Sold To/End User	Customer # 20122378
Company Name :	STRATHAM FIRE DEPT
Contact or Department :	
Street Address :	10 BUNKER HILL AVE
Add'l Address Line :	
City, ST, ZIP :	STRATHAM, New Hampshire, 03885-2403
Phone :	

Deliver To	Customer # 20122378
Company Name :	STRATHAM FIRE DEPT
Contact or Department :	
Street Address :	10 BUNKER HILL AVE
Add'l Address Line :	
City, ST, ZIP :	STRATHAM, New Hampshire, 03885-2403
Phone :	

Authorized Customer Initials _____

Authorized Customer Initials _____

Authorized Customer Initials _____

Description	Total
	\$126,971.45

Total : \$126,971.45

Purchase Order Form



Accounts Payable Contact Information

Name :

Email :

Phone :

Authorized Customer Signature

Name :

Title :

Signature :

Date :



TOWN OF STRATHAM

Department of Public Works

70 Bunker Hill Avenue • Stratham, NH 03885 • 603-772-5550

MEMORANDUM

TO:	Michael Houghton, Select Board Chair Allison Knab, Select Board Vice Chair Joe Anderson, Select Board
CC:	Tim Roache, Town Administrator Lori Ruest, Finance Administrator
FROM:	Trevor Batchelder, Director of Public Works Britt Fowle, Departmental Admin Coordinator
DATE:	3/25/2026
RE:	Municipal Center Improvements (Bathroom Renovation & Sewall Room Lighting)

We would like to request the release of Capital Improvement Program (CIP) funds for the Municipal Center bathroom and lighting projects, as approved in the 2026 budget under Buildings: Municipal Center Improvements. The 2026 budget included an additional appropriation of \$55,000, bringing the total available funding for this project to \$59,000.

The Department of Public Works has coordinated with Schroeder Construction Management Inc., the same contractor who successfully completed the recent Library bathroom renovations. Based on their familiarity with Town facilities and quality of prior work, they have been selected to complete this project.

Please see the attached proposals but a summary of the scope of work to be performed is:

Bathroom Renovations:

- Removal and replacement of existing plumbing fixtures in both restrooms
- Installation of new flooring, wall tile, and grout
- Installation of new restroom accessories (mirrors, dispensers, etc.)
- Painting of bathroom walls
- Installation of new LED lighting, exhaust fans, and emergency lighting units
- Minor plumbing repairs and valve replacements

Sewall Room & Adjacent Kitchen Lighting:

- Removal of existing light fixtures
- Installation of 32 LED flat panel light fixtures

The total project cost as quoted is \$58,971.00, which falls within the approved CIP funding.

This project will improve the functionality, electrical efficiency, and overall condition of the Municipal Center, while maintaining a consistent aesthetic through the use of similar materials and finishes as the Library bathrooms. We will work with Schroeder to coordinate timing of the project to minimally disrupt Parks and Rec and other town functions of the spaces being renovated.

We respectfully request Select Board approval to release the allocated CIP funds for this project, and authorize the execution of a contract with Schroeder Construction Management Inc.

Please let me know if any additional information is needed.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Batchelder', with a long horizontal flourish extending to the right.

Trevor Batchelder
Director of Public Works

Stratham Town Offices
Bathroom Remodel and
Function Room Lighting Retrofit

Schroeder Construction Management Inc.

2 Townsend W. Unit 3, Nashua, NH 03063

603-882-1822

Project Contact: David Schroeder, Vice President

Date submitted: 3/25/2026

Town of Stratham
10 Bunkerhill Ave.
Stratham NH, 03885

3/25/2026

Attn: Britt Fowle

Re: Stratham Town Offices Bathroom Renovation

Per onsite walkthrough and review of scope with Stratham DPW, Schroeder Construction Management Inc. proposes to provide bathroom renovation services for the Stratham Town Offices Bathrooms. We will also provide lighting retrofit services for the Stratham Town Office Function Room and Adjacent Kitchen Area to include (32) light fixtures.

Costs include labor, materials, subcontractors, equipment and coordination to complete the following work:

General Construction

- Provide supervision, subcontractors, tools, equipment, project cleanup and coordination to complete this project.
- Provide dust control and maintain job site cleanliness throughout the project.
- Remove and salvage existing toilet partitions for reuse.
- Remove existing plumbing fixtures.
- Install Waterproof membrane cementitious thin set and grout.
- Install Net Zero, Farmhouse Living Slate 12" x 24" Floor Tile, in vestibule and bathrooms.
- Furnish and Install Net Zero, Farmhouse Living Slate 6" cut tile with Schluter, Black Dilex Cove at new floor tile.
- Furnish and install new toilet accessories to include:
 - Accessories by Bobrick: (3) toilet paper holders B-273, (2) 24x36 mirrors B-165, (2) sanitary napkin disposals B-270
 - Accessories by Uline/KC: (2) paper towel dispensers Kimberly Clark 9608, (2) soap dispensers 1,000 ml Black 3415BL
- Paint all CMU walls in bathrooms Benjamin Moore, Rodeo (#1534).

Electrical

Bathroom:

- Remove (2) existing 2X4 lights and recycle lamps and ballast.
- Furnish and Install (2) LED Flat Panel Lights 1 per bathroom.
- Install 2 EBUs (Emergency Battery Units) wall mounted light fixtures, 1 per bathroom.
- Furnish and install (2) new exhaust fans

Function Room:

- Remove (32) existing 2X4 lights Recycling of lamps.
- Put old (32) 2x4 fixtures into onsite dumpster provided by SCMI.
- Furnish and install (32) LED Flat Panel Lights.

Plumbing

- Remove and replace plumbing fixtures in Men's room:
 - (1) water closet, (1) wall hung lav. with faucet and mixing valve and (1) urinal.
- Remove and replace plumbing fixtures in Women's room:
 - (2) water closets, (1) wall hung lav. with faucet and mixing valve
- Replace 2 ball valves and repair water leak in Men's room. Pipe is in toilet stall on wall.

Total Project Amount: \$58,971.00

Exclusions: Doors and hardware. Refinishing existing doors. Fire Alarm rework. Sprinkler or fire suppression work. ACT ceiling replacement. Off hours work. Permit Fees. Architectural Services. This is a renovation of existing fixtures and finishes; we are not making this bathroom compliant with ADA requirements.

We thank you for the opportunity to bid this work.



David Schroeder
Vice President

BELL & FLYNN LLC

**Pavement Reclamation
Engineers & Contractors**

Planning · Testing · Design · Engineered/Reconstruction · Construction

Telephone: (603) 778-8511

Fax: (603) 772-4396

69 Bunker Hill Avenue

Stratham, NH 03885

April 1, 2026

Town of Stratham
Select Board
10 Bunker Ave
Stratham, NH 03885

Dear Mr. Tim Roache, Town Administrator

Despite continuing cost increases associated with wages/benefits, equipment/maintenance, transportation/energy and regulatory requirements which are customarily reflected in increased unit prices at the commencement of each construction season, Bell & Flynn LLC is pleased to be able at this time to offer to extend the current contract for road reconstruction services under the same terms, conditions and prices upon mutual agreement by the Town of Stratham.

The Unit Price of “Bituminous Concrete Binder Course (machine method)” per ton, in place, per Project Manual and Specifications shall remain \$87.00 per ton.

The Unit Price of “Bituminous Concrete Surface Course (machine method)” per ton, in place, per Project Manual and Specifications shall remain \$95.00 per ton.

The Unit Price of “Bituminous Concrete Pavement (machine method- cul de sac/ leveling course)” per ton, in place, per Project Manual and specifications shall remain \$98.00 per ton.

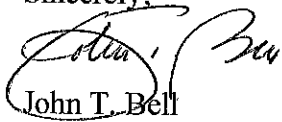
The Unit Price of “Bituminous Concrete Pavement (hand method)” per ton, in place, per Project Manual and specifications shall be \$180.00 per ton. The Unit Price of Bituminous Concrete Pavement shall continue to be subject to adjustment per NHDOT asphalt cement adjustment clause (item 1010.2) and also NHDOT fuel adjustment clause (Item 1010.15) indexed to the respective September 2025 NHDOT prices of asphalt cement and fuel. All other terms, conditions, and prices including pavement reclamation, cold planning, and installation of gravel shoulders shall remain unchanged.

In closing, I am sure that you will realize the benefits of this contract extension when you observe that the pricing of “Bituminous Concrete Pavement – Machine Method” includes no adjustment to reflect the significant increase in the cost of overhead expenses, employee compensation/benefits, et al. While the inflationary spiral of supply side disruption in conjunction with increased global demand influencing the 2022 petroleum markets had substantially subsided, normal seasonal demand exacerbated by macroeconomic/geopolitical dynamics in crude oil markets is anticipated to continue to increase the *future* price of asphalt pavements through the summer months of 2026. Considering these anticipated cost increases, in an attempt to provide price stability (at the lowest possible price!) it should again prove

beneficial to the Town of Stratham to extend the current contract for paving services including paving and to complete as much work as possible early in the paving season.

Thanking you in advance for your thoughtful consideration of this letter, I remain,

Sincerely,

A handwritten signature in cursive script, appearing to read "John T. Bell". The signature is written in black ink and is positioned above the printed name.

John T. Bell
President

Town of Stratham
Paving Program 2026

	Estimated Quantity		Unit Price	Total
Emery Lane				
Cold Plane	3,250	SY	\$8.00	\$26,000.00
Cold Plane (Driveways)	200	SY	\$25.00	\$5,000.00
Tack	3,200	SY	\$0.25	\$800.00
½" Leveling (Machine)	100	T	\$98.00	\$9,800.00
1 ½" Surface (Machine)	300	T	\$98.00	\$29,400.00
1 ½" Hand	20	T	\$180.00	\$3,600.00
Bituminous Concrete Berm	350	LF	\$8.00	\$2,800.00
Shoulders: Gravel	20	CY	\$45.00	\$900.00
Shoulders: Erosion Stone	20	CY	\$90.00	\$1,800.00
Total				\$80,100.00
Patriots Rd				
Sawcut/Excavate Pavement	250	SY	\$12.00	\$3,000.00
Furnish and Install Processed Gravel	20	CY	\$30.00	\$600.00
Fine Grade and Compact	250	SY	\$4.00	\$1,000.00
Cold Plane	800	SY	\$8.00	\$6,400.00
Cold Plane (Driveways)	120	SY	\$25.00	\$3,000.00
Tack	3,800	SY	\$0.25	\$950.00
Leveling (Machine)	300	T	\$98.00	\$29,400.00
1 ½" Surface (Machine)	350	T	\$95.00	\$33,250.00
1 ½" Hand	10	T	\$180.00	\$1,800.00
Shoulders	125	CY	\$45.00	\$5,625.00
Total				\$85,025.00
Benjamin Rd				
Cold Plane	100	SY	\$25.00	\$2,500.00
Tack	8,100	SY	\$0.25	\$2,025.00
1" Leveling (Machine)	450	T	\$98.00	\$44,100.00
1 ½" Surface (Machine)	700	T	\$95.00	\$66,500.00
1 ½" Hand	15	T	\$180.00	\$2,700.00
Shoulders	100	CY	\$45.00	\$4,500.00
Total				\$122,325.00
Jason Dr/ Jana Ln/ Joyce Ln/ Linda Ln				
Cold Plane	250	SY	\$25.00	\$6,250.00
Tack	17,300	SY	\$0.25	\$4,325.00
1" Leveling (Machine)	950	T	\$98.00	\$93,100.00
1 ½" Surface (Machine)	1,450	T	\$95.00	\$137,750.00
1 ½" Hand	30	T	\$180.00	\$5,400.00
Shoulders	200	CY	\$45.00	\$9,000.00
				\$255,825.00
Academic Way				
Cold Plane	70	SY	\$25.00	\$1,750.00
Tack	1,700	SY	\$0.25	\$425.00
½" Leveling (Machine)	50	T	\$98.00	\$4,900.00
1 ½" Surface (Machine)	150	T	\$98.00	\$14,700.00
1 ½" Hand	3	T	\$180.00	\$540.00
Shoulders	20	CY	\$45.00	\$900.00
Total				\$23,215.00

380,550

school

?
if school does it

**Town of Stratham
Paving Program 2026**

	Estimated Quantity		Unit Price	Total
Grand Total				\$566,490.00

- Notes:
1. Approvals/Permits as required to be secured by others.
 2. Traffic Control as required to be provided by others.
 3. Cracksealing of proposed paving areas as required to be performed by others.
 4. Substitute 12.5 mm in place of standard 19.0 mm bituminous concrete binder course, Add \$4.50/T.
 5. An asphalt plant opening surcharge (not to exceed \$2,000.00) may be applicable for Saturday/Sunday bituminous concrete pavement installation.
 6. Price of bituminous concrete pavement is based on Sept. 1, 2025 NHDOT price of liquid asphalt. This price is subject to sudden fluctuation which may require adjustment per NHDOT standard specifications.



CWSRF Asset Management Technical Services Guidance Document

February 2026

Through the Clean Water State Revolving Fund (CWSRF), the New Hampshire Department of Environmental Services (NHDES) is currently offering technical services to enable and assist communities to implement projects that develop or advance an asset management program (AMP) for wastewater and/or stormwater assets. Municipalities are invited to submit project concepts for work to be undertaken by NHDES and their pre-selected consultants.

ELIGIBILITY

To be eligible, applicants must be a New Hampshire political subdivision or other public entity eligible for the Clean Water State Revolving Fund. Communities eligible for wastewater and/or stormwater asset management technical services may be any of the following, as determined by NHDES:

- New applicant with no existing AMP developed.
- New applicant with an existing AMP that needs expansion and consistency with NHDES guidance.
- Previous applicant with existing AMP that needs expansion to incorporate more assets or to advance an asset management program.

The number of projects awarded technical services will depend on the available funding in each fiscal year; NHDES does not guarantee that all applicants will receive technical services. Priority will be given to the following applicants and projects:

- Applicants without an Asset Management Plan.
- Projects for applicants subject to a [NPDES permit](#) that includes resiliency and adaptation components or asset management requirements that have not completed or updated an asset management plan in the last 5 years.
- Projects that include collaboration with two or more neighboring municipalities to advance asset management goals.

ELIGIBLE TECHNICAL ASSISTANCE

There are many eligible activities that fall within the scope of an Asset Management Program, and applicants should refer to the NHDES [Asset Management Handbook & Toolkit](#) and Attachment A. NHDES may award technical services for local projects related to developing, updating or advancing the following program elements:

- Vision Statement & Stakeholder Engagement
- Level of Service
- Asset Inventory, including condition assessments

- Prioritization of Assets
- Life Cycle Costing
- Funding Strategy¹
- Implementation Plan
- Communication Plan
- Employee Training related to program implementation
- Data collection and data management, including software integration

Applicants may propose local projects for Asset Management Plan development, that include all of the program elements listed above, or if the applicant has already developed an AMP, eligible projects may focus on advancing one or more of the program elements.

Eligibility of Costs: Because this support is in the form of direct local technical assistance (by a contractor as selected by NHDES through Request for Qualifications (RFQ)), applicants will not be reimbursed for any labor or expenses related to the project. The following expenses **may not** be included in local projects: software purchases, equipment purchases, subcontractor services. The applicant may provide for these excluded services to demonstrate local support for the project.

HOW TO APPLY

The pre-application will serve as a community's expression of interest in technical assistance from NHDES. Please see the [CWSRF Pre-Application Form](#), which captures applicant contact information and community characteristics, assesses previous asset management planning and funding received, and allows communities to select the asset management program elements for stormwater and/or wastewater where technical assistance is requested. Applicants will also describe how the community will participate in the successful execution of the project. If an AMP has been developed, the applicant must provide the plan with the pre-application.

To be eligible for technical assistance, a CWSRF pre-application must be submitted by June 1, 2026. After submitting a pre-application and being selected for technical assistance, NHDES will reach out to the applicant to schedule a scoping meeting based on the information provided in the pre-application form. NHDES and their program liaisons will help communities plan and execute activities and projects, utilizing the expertise of NHDES and its pre-approved contractors. This process will identify the appropriate scope for each community for technical services. In collaboration with the applicant, NHDES will prepare work scopes, schedules for completion of work and budgets for the applicant's review and approval prior to initiating work. Applicants must also sign a letter of engagement (further described below).

LETTER OF ENGAGEMENT

After submitting a pre-application and establishing a scope of work approved by the community and NHDES, all parties will sign a letter of engagement. Services will then be reserved for the community once this document is executed. Note there is **no required match** for this support in the form of in-kind services or cash, however NHDES will work with the applicant to formalize local commitment of staff time and other resources necessary to support the successful execution of the project. Priority will be given to applicants that demonstrate willingness to collaborate with NHDES and provide long-term support for asset

¹ NHDES supports applicants conducting rate studies or stormwater utility feasibility studies in support of AMP implementation, however applicants should apply for funding through the Clean Water SRF Planning Program.

management program goals.

ADDITIONAL INFORMATION

Required Meetings & Coordination with NHDES: At a minimum, the applicant should plan to help organize and attend the following meetings with NHDES and the consultant:

- Kick off meeting.
- Mid-way project milestone meeting.
- A minimum of one training session.
- Wrap-up presentation to the utility management and decision makers.

Required Deliverables: All AMPs, while having the same program elements from one community to the next, are community specific. NHDES encourages the community to use these technical services to:

- Focus on developing a **complete community-specific “decision making tool”** that will help the community better manage its valuable water infrastructure assets; and
- Improve communication with all stakeholder groups relative to the value of the assets owned and the services provided.

All deliverables as specified in the work scope and letter of engagement will be prepared for use by the community and will be submitted for review by the community a **minimum of 60 days prior** to the wrap up presentation. These deliverables may include:

- For new or updated Asset Management Plans: A summary of key decision points made during the development of the AMP and **other key information as described in each section of Attachment A below**. The overall summary document will be the user manual developed for the community (community user manual) for their reference as they continue to use and expand on the AMP developed.
- Standard operating procedures (SOPs) including identification of specific staff positions that will be responsible for continuing use of the AMP. SOPs may be in written, video or another format. The format(s) used should be based on the needs of the community.
- GIS files (if applicable) developed for the AMP.

AMP Development Schedule: The AMP development work described above must be completed by the Completion Date listed in the letter of engagement.

Questions/Contact Information:

For wastewater projects/questions/approvals, contact:

Sarah Ridyard, PE at sarah.b.ridyard@des.nh.gov

For stormwater projects/questions/approvals, contact:

Deborah Loiselle at deborah.s.loiselle@des.nh.gov

ATTACHMENT A – ASSET MANAGEMENT PROGRAM (AMP) GUIDANCE

For new AMPs, the development of the following **program elements** of an AMP will be defined in the work scope and clearly described in the resulting community user manual.

For communities wishing to update or advance their Asset Management program, local projects may focus on one or more of these program elements to be revised, improved, or updated.

Additional information and examples for each program element are included in the NHDES [AMP Handbook & Toolkit](#).

VISION STATEMENT and STAKEHOLDER GROUP IDENTIFICATION: Define a vision that describes what the community wishes to achieve through development and use of an AMP. The vision statement should identify and define all community stakeholder groups (both internal and external). When properly crafted, this community-specific vision statement will help communicate the purpose and overarching goals of what the AMP will do for the community and its various stakeholder groups. This should be accomplished as one of the first steps in the AMP development process. The community-specific vision statement and stakeholder group identification must be included in the community user manual.

ASSET INVENTORY: Create an asset inventory, including a naming convention that makes sense for the specific community. The asset inventory should include each asset name, location and all pertinent information known about each asset.

- *In the community user manual include, at a minimum:*
 - *A summary of software selection process or a statement to why software was determined to be unnecessary at this time.*
 - *Key notes relative to asset inventory, such as summarizing the thought process for determining the naming convention for assets.*
 - *A specific list of assets not yet included in the asset inventory, such as manholes that have not yet been located and a plan and schedule to add those missing assets.*

LEVEL OF SERVICE (LOS) WORKSHOP: Using a workshop approach, develop a defined LOS. For communities that have completed this step in the recent past, the goals should be revisited, evaluated and updated. A workshop should include input from stakeholder groups as identified during the vision statement development process, and supporting input from the consultant. Participation in the workshop by outside stakeholders is strongly encouraged. Many communities have found that a balanced scorecard type matrix is helpful in developing and using LOS, as well as evaluating progress. LOS goals need to be specific, measurable, achievable, relevant and timely (SMART).

- *In the community user manual include, at a minimum:*
 - *The LOS goals identified by the community.*
 - *Identification and description of all stakeholder groups.*
 - *The review frequency for the LOS goal attainment.*
 - *The process to evaluate attainment with LOS goals and to set new goals.*

The LOS goals should also be reviewed and revised by the community during the review of the draft

community user manual based on knowledge and understanding gained during the AMP development process.

PRIORITIZATION OF ASSETS: Prioritize assets based on condition assessment and criticality. Many communities have found that a risk assessment type matrix comparing likelihood of failure vs. consequence of failure is an effective and useful tool for helping to prioritize assets and to visualize the state of the community's assets.

- *In the community user manual, include:*
 - *Prioritization method used.*
 - *The checklists and SOPs for determining and updating condition assessments of inventoried assets.*
 - *Criteria and SOPs needed for the community to update the prioritization and condition assessments going forward.*
 - *A graphical representation of the results for staff to use in reporting to management.*
 - *An SOP for staff updating of the graphical representation.*

LIFE CYCLE COST ANALYSIS (LCCA): Analyze life cycle costs of each critical asset including capital costs, operating costs (including energy costs for all vertical assets), maintenance costs for the life of the assets and final disposal costs for the assets.

- *In the community user manual, include a description of:*
 - *How realistic useful lives were determined for each critical asset and how remaining useful lives were estimated.*
 - *The LCCA completed to date.*
 - *How the LCCA will be updated as additional information becomes available going forward.*
 - *How the LCCA will be used for cost effective equipment selection in the future.*
- *An SOP should be included with training for staff on how to conduct LCCA for other equipment in the future.*

FUNDING STRATEGY: Identify a funding strategy for asset maintenance and replacement, showing the need for increased revenue, or justification of adequate revenue, for the long-term management of the assets. This funding strategy needs to move the community toward being able to identify the true cost of providing the services of collecting and treating wastewater and/or the cost of properly managing stormwater.

- *In the community user manual include a description of:*
 - *The funding strategy.*
 - *The revenue needed for long-term sustainable management and operation of the wastewater and/or stormwater system.*
 - *Additional data that is needed to fully understand the cost of providing the wastewater and/or stormwater services.*
 - *Recommendations, including examples, for collecting the additional data needed.*

IMPLEMENTATION PLAN: Develop an implementation plan that explains how the community will continue to maintain and use the AMP. The implementation plan also needs to include a description of how the community will incorporate energy and water conservation into day-to-day operations. This implementation plan is critical to the continuation of using and adapting the AMP to meet the stakeholder's needs.

- *In the community user manual include:*
 - *A detailed description of the implementation plan.*
 - *Standard operating procedures for reference by staff.*
 - *A description of staff positions and responsibilities relative to implementing and using the AMP on an ongoing basis.*

COMMUNICATION PLAN: Prepare a communication plan with a time frame for completion of deliverables to inform stakeholders about the AMP and its capabilities. This communication plan will identify the most effective methods of communicating with each stakeholder group identified during the development of the community's vision statement.

- *In the community user manual include:*
 - *A detailed description of the communication plan with timelines for deliverables.*
 - *A description of the recommended communication method for each stakeholder group.*
 - *A proposed frequency for communication with each stakeholder group.*
 - *An example communication format for each stakeholder group.*

STAFF TRAINING: Conduct hands-on training for all staff who will be responsible for collecting and using data associated with the AMP. The AMP development schedule must allow for adequate and reasonable time for the utility operators to use the AMP and return to the consultant with questions, changes, or clarification.

- *In the community user manual include:*
 - *A detailed description of training conducted as part of the AMP development to enable the utility operators to successfully continue using the AMP.*
 - *A list of training tools available to the community for additional/continued training.*
 - *Videos/written SOPs for key tasks for staff reference/training updates as needed as part of the operator training.*
 - *A detailed description of the training completed during the AMP development, including staff attendance.*

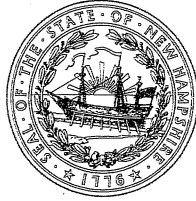
WRAP UP PRESENTATION: The wrap up meeting must include a final presentation of the AMP development to the utility and community management at a meeting open to the public. NHDES strongly encourages the utility staff responsible for implementing and continuing the AMP work to be the co-presenter with the consultant to demonstrate their understanding and buy-in to the AMP. Co-presenting with the consultant and utility staff also helps to confirm that an adequate level of training has been provided by the consultant. Prior to the wrap up presentation, submit an electronic copy of the presentation to NHDES.

State of New Hampshire

Board of Tax and Land Appeals

Michele E. LeBrun, Chair
Theresa M. Walker, Member
Eric J. Wind, Esq., Member

Anne M. Stelmach, Executive Director



Governor Hugh J. Gallen
State Office Park
Johnson Hall
107 Pleasant Street
Concord, New Hampshire
03301-3834

NOTICE OF FINAL TAX DATE FORM

TAX COLLECTORS

Please complete and return this form to:

The Board of Tax and Land Appeals by May 1, 2026

In accordance with the provisions of RSA 76:13, the Tax Collector shall notify the Board of Tax and Land Appeals, in writing, of the date on which the final tax bill was sent (tax bill that establishes the total tax liability – see RSA 76:1-a for definitions).

Complete the information below indicating the date of mailing of the final tax bill covering taxes which were committed to you on the original property tax warrant for 2025 (for the period of April 1, 2025 through March 31, 2026).

MUNICIPALITY: Stratham

FINAL PROPERTY TAX BILL MAILED: 11-24-25

Final tax bill, pursuant to RSA 76:1-a, means one of the following. Please check one.

- Bill annually;
- Bill semiannually (pursuant to RSA 76:15-a);
- Operating with an optional fiscal year (pursuant to RSA 31:94-a); or,
- Special legislative act; and
- Bill quarterly (pursuant to RSA 76:15-aa).

Were any supplemental property tax warrants issued that may be appealed under RSA 76:16-a.

Yes or No

If yes, when _____ . You do not need to attach a copy of the warrant.

Deborah J. Baskin
Signature of Tax Collector

Certification

I hereby certify a copy of this Form has been provided to the Selectmen/Assessors.

Date: 4.7.26

Deborah J. Baskin
Signature of Tax Collector

RECREATION REVOLVING FUND	<u>FY2023</u> <u>Budget</u>	<u>YTD</u> <u>12/31/23</u> <u>Actual 2023</u>	<u>FY2024</u> <u>Budget</u>	<u>YTD</u> <u>12/31/24</u> <u>Actual 2024</u>	<u>FY2025</u> <u>Budget</u>	<u>YTD</u> <u>12/31/25</u> <u>Actual 2025</u>	<u>Projected Budget 2026</u>
Revenues							
404 3290 04 000 Recreation Revolving Fund - Bad Check Fees	-	25.00	0	0	25	-	
404 3359 01 000 Recreation Revolving Fund - State Grants	-	-	10	0	-	-	
404 3379 01 000 Recreation Revolving Fund - Other Local Governments	-	-	5,000.00	4,762.50	5,000	3,117.96	4,470.12
404 3409 01 000 Recreation Revolving Fund - Participant Fees	-	239,506.64	160,000.00	257,725.71	260,000	276,038.11	264,587.94
404 3409 02 000 Recreation Revolving Fund - Membership Fees	-	-	0	500	500	-	
404 3409 03 000 Recreation Revolving Fund - Rentals	-	3,661.75	500	2,366.00	2,500	3,986.93	2,602.94
404 3502 02 000 Recreation Revolving Fund - Interest earned	-	123.80	10	2,439.20	2,500	4,175.97	1,849.79
404 3508 01 000 Recreation Revolving Fund - Contributions from other agencies	-	-	10	0	100	4,197.07	1,432.36
404 3508 02 000 Recreation Revolving Fund - Donations	-	30,755.55	10	24,257.84	500	8,576.82	12,820.04
404 3509 01 000 Recreation Revolving Fund - Other Misc Revenue	-	-	10	0	100	3,018.55	1,039.52
Total Revenues	-	274,072.74	165,550.00	292,051.25	271,225	303,111.41	288,802.70
Expenses							
404 4520 00 318 Recreation Revolving Fund - Equipment Purchase	-	91,092.00	8,000.00	13,071.35	15,000	18,018.64	29,036.40
404 4520 01 201 Recreation Revolving Fund - Other Supplies	-	15,734.47	2,500.00	19,676.96	20,000	12,232.60	14,028.81
404 4520 01 232 Recreation Revolving Fund - Contracted Services Sports	-	21,471.00	6,000.00	17,581.64	20,000	17,568.00	16,524.13
404 4520 01 306 Recreation Revolving Fund - Software	-	1,263.23	4,100.00	7,344.85	-	11,304.20	4,802.46
404 4520 01 319 Recreation Revolving Fund - Transportation	-	20,882.80	13,500.00	21,322.61	22,000	25,535.59	20,648.20
404 4520 02 146 Recreation Revolving Fund - Payroll	-	74,152.28	10	111,895.14	112,000	79,800.25	75,571.53
404 4520 02 201 Recreation Revolving Fund - Office Supplies	-	258.59	900	1,624.51	1,800	4,819.35	1,880.49
404 4520 02 204 Recreation Revolving Fund - Dues & Memberships	-	7,851.73	1,500.00	2,270.29	2,300	95.00	2,803.40
404 4520 02 273 Recreation Revolving Fund - Contracted Services Programs	-	60,617.92	7,500.00	82,230.72	83,000	56,784.96	58,026.72
404 4520 02 308 Recreation Revolving Fund - Professional Development	-	556.36	125	254.38	500	340.00	355.15
404 4520 02 310 Recreation Revolving Fund - Uniforms	-	24,615.24	2,500.00	25,327.05	26,000	23,866.10	20,461.68
404 4520 02 317 Recreation Revolving Fund - Facilities Maintenance	-	47,641.25	8,000.00	10,242.29	12,000	16,027.36	18,782.18
404 4520 02 318 Recreation Revolving Fund - Equipment Rental	-	1,624.24	1,400.00	6,751.87	4,200	3,125.05	3,420.23
404 4520 02 319 Recreation Revolving Fund - Mileage Reimbursement/Fuel	-	409.75	60	507.9	-	388.41	273.21
404 4520 02 324 Recreation Revolving Fund - Advertising & Publicity	-	3,610.10	850	3,338.02	4,100	39.58	2,387.54
404 4520 02 328 Recreation Revolving Fund - Public Safety Details	-	850	10	1,000.00	1,000	-	572.00
404 4520 03 204 Recreation Revolving Fund - League Fees	-	2,295.00	3,200.00	10,012.38	10,500	9,987.66	7,199.01
Total Expenses	-	374,925.96	60,155.00	334,451.96	334,400	279,932.75	276,773.13

To: Stratham Select Board

From: Seth Hickey

Date: April 17, 2026

Dear Members of the Select Board,

I am writing to inform you of the development of the 2026 budget for the Recreation Revolving Account. This account is established and administered in accordance with New Hampshire law governing revolving funds (RSA 31:95-h), which allows municipalities to retain and expend program-generated revenues for specific purposes without lapse to the general fund.

The Stratham Recreation Commission has reviewed and formally approved the proposed 2026 budget. Notably, this marks the first time a formal budget has been developed for this account, representing an important step toward improved financial planning, transparency, and long-term sustainability of recreation programming.

The budget figures were developed using a three-year historical average of revenues and expenditures within the revolving account. This approach was taken to provide a balanced and realistic projection that reflects typical program performance while accounting for fluctuations in participation and operating costs.

As outlined in the attached spreadsheet, several accounts carry significant balances that help support ongoing program operations and future planning. These balances provide a level of financial stability and allow the department to respond to changing program needs, equipment replacement, and facility improvements without placing additional burden on the general fund.

Please feel free to reach out if you have any questions or would like to discuss any aspect of the budget in further detail. I would be happy to review the document with you at your convenience.

Respectfully,

Seth Hickey

Timothy Roache

From: Joe Anderson
Sent: Tuesday, March 31, 2026 2:12 PM
To: Rebecca Tremblay; Timothy Roache
Cc: Lori Ruest
Subject: Re: Stratham Investment Proposal

Rebecca -

Very nice job putting this recommendation together. I know you've put a lot of time and energy into brining this forward!

A point on the Investment Policy itself. New Hampshire RSA 41:9 VII states "The selectmen shall annually review and adopt an investment policy for the investment of public funds in conformance with applicable statutes and shall advise the treasurer of such policies." This was last done on April 3, 2023. Unless someone has a recommended change, we can readopt the current policy, with one change I'd like to add.

I'd like to restate section "H Reporting" as follows:

The Treasurer (or their designee) shall report the Town's general fund cash position to the Select Board on a monthly basis. On a bi-annual basis (April and October), the Treasurer (or their designee) shall provide an update on the Town's investments.

The bi-annually report shall provide an analysis of the status of the current investment portfolio and the individual transactions executed over the previous six months. The report will be prepared in a manner which will allow the Town to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the Select Board and Town Administrator and include the following:

- Listing of individual securities held at the end of the reporting period including type, acquisition cost, book cost, and market value, if applicable.
- Total investment return for the period, with a comparison of the return to budgetary expectations.
- Percentage of the total portfolio which each type of investment represents.
- A detail of all transactions during the previous six months.

The Town shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of the Town's investment program as it relates to the Town's stated objectives, guidelines and policies, and to assist in revealing areas for potential improvement.

At the close of each fiscal year, the Treasurer shall make a report to the Town providing an account of the financial transactions during the year and account balances at year end.

Thanks,

Town of Stratham Investment Policy

A. Summary

The Town of Stratham Investment Policy provides guidelines to support the appropriate management of investments with the aim to achieve the best possible results for the Stratham taxpayer, considering such matters as safety, liquidity, return on investment and timeliness. The Town Treasurer is responsible for setting investment strategy and oversees the daily execution of policy in accordance with New Hampshire Statute RSA 41:29.

B. Scope

The investment policy applies to all public funds held in the custody of the Town Treasurer. This does not include funds held by the School District, Library Trustees or Trustees of the Trust Funds. The funds held by the Treasurer are accounted for in the Town's annual audited financial reports. This policy does not apply to funds held in escrow or for performance bonds, which are held in an interest-bearing deposit account at an approved banking institution.

C. Guiding Parameter to Determine When and How Much to Invest

Whenever the treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the treasurer shall determine if to invest excess funds would offer either greater safety or better return on investment, or both, and if so, shall then select an investment vehicle in accordance with the investment policy adopted by the Select Board. The Treasurer shall present recommendations of the amount, and intended investment vehicle and institution, to the Select Board for approval prior to transferring funds from the operating account.

D. Objectives

1. **Secure preservation of principal** by minimizing custodial credit risk and interest rate risk. The Town will minimize risk by limiting investments to the safest types of securities such as deposit accounts, certificates of deposits and short term securities listed under the Authorized Investments section of this policy. Investments will be secured by appropriate insurance and collateralization.
2. **Maintain sufficient liquidity** to meet operating cash flow requirements that are reasonably anticipated.
3. **Attain market-average rate of return on investments taking** into account a. and b. above.
4. **Satisfy all legal requirements.**

E. Delegation of Authority

New Hampshire Statute RSA 41:29 is the legal authority under which the Town Treasurer operates. The responsibility for conducting investment transactions resides with the Town Treasurer, with the approval of the Select Board. The Treasurer shall act in accordance with the Town Investment Policy. No person may engage in an investment transaction except as provided under the terms of the Town Investment Policy and the procedures hereby established.

F. Prudence and Ethical Standards

The standard of prudence to be used by the Treasurer shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Elected officials and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Such employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Such employees and officials shall refrain from undertaking personal investment transactions with the same individual/entity with which business is conducted on behalf of their Town.

G. Investment Parameters

1. Authorized Investments

The following investments will be permitted by this policy:

- i. Participation units in the New Hampshire Public Deposit Investment Pool (NHPDIP)
- ii. Interest-bearing deposits in a federally insured bank chartered under the laws of New Hampshire or the federal government with a branch in NH. Each bank is required to comply with the Collateral Requirement section within this policy. Deposits may include money market accounts, certificates of deposits, repurchase agreement and all other types of interest bearing accounts.
- iii. Funds may be deposited in federally insured banks outside of New Hampshire if such banks pledge and deliver third party custodial bank or regional Federal Reserve Bartle collateral security for such deposits of the following types: US government obligations, US government agency obligations, or obligations of the state of New Hampshire in value at least equal to the amount of deposit in each case.
- iv. Obligations fully guaranteed as to principal and interest by the US Government including: US Treasury bills, bonds and notes, Government National Mortgage Association (Ginnie Mae or GNAMA), Export-Import Bank (EXIMBANK), Small Business Administration (SBA), Farm Services Agency (FSA), General Services Administration (GSA), Maritime Administration. Refer to: GF0A Elected Officials Guide to Investing (at www.gfoa.org).

2. Collateral Requirement

The Town Treasurer shall insure that prior to acceptance of any moneys for deposit of investment, the federally insured bank shall make available at the time of such deposit or investment to have such funds secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the town. Collateral may be held in the name of the town with a third-party custodial bank or with the banks trust department. Collateral may also be pledged as an Irrevocable Letter of Credit.

Each collateral agreement must be in writing, approved by the Board of Directors of the depository institution or its delegated Officers (with approval reflected in the minutes), and, continuously, from the time of its execution, stand as an official record of the depository institution. Each institution must provide the town with a corporate resolution or secretary certificate stating the specific person(s) authorized to pledge the agreement, the type of agreement and the dollar amount.

3. Selection of Primary Banking Institution

The Town Treasurer shall determine the primary banking institution to be used by the Town, in conjunction with the Finance Administrator, Town Administrator and the Select Board, who is responsible for establishing the budgetary parameters under which the Town Treasurer may operate. The Town Treasurer and the Finance Administrator shall periodically review the banking relationship and determine if there is a need to undertake a competitive bidding process for the selection of banking, investment and/or cash management provider(s). If a competitive bid is sought, the investment of Town funds, in accordance with this policy, will be a key consideration in assessing and awarding such bid. Once awarded, it is the responsibility of the provider to maintain investments within the parameters of this policy, with the understanding that each individual investment will not necessarily be competitively bid by the provider, but will meet the investment criteria as proposed and agreed.

4. Performance Evaluation

The Town shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of the Town's investment program as it relates to the Town's stated objectives, guidelines and policies, and to assist in revealing areas for potential improvement.

H. Reporting

The Treasurer shall report the Town's general fund cash position to the Select Board on a monthly basis. On a bi-annual basis (April and October), the Treasurer shall provide an update on the Town's investments.


At the close of each fiscal year, the Treasurer shall make a report to the Town providing an account of the financial transactions during the year and account balances at year end.

Policy Considerations

This policy may be amended by a majority vote of the Select Board, at a regularly scheduled Board meeting. Any amendments made will take effect the Monday immediately after the meeting and after being recorded with the Town Clerk. The policy will be reviewed and adopted annually by the Board.

IN WITNESS THEREOF, this Policy is hereby approved and adopted by the Select Board for the Town of Stratham, on this, the 3rd day of April 2023.

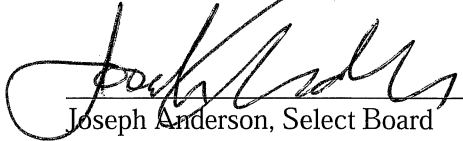
ATTEST: Select Board:



Michael Houghton, Chair



Allison Knab, Select Board Vice Chair



Joseph Anderson, Select Board

UNDER SEAL OF THE TOWN, received, filed and recorded on this

_____ (day) _____ (month) _____ (year)

ATTEST:

Town Clerk

Acknowledgement of Receipt:

Town Treasurer



TOWN OF STRATHAM
 10 BUNKER HILL AVENUE, STRATHAM NH 03885
 (603) 772-7391
www.strathamnh.gov

COMMITTEE APPOINTMENT APPLICATION

Place an X next to your choice(s)

- | | |
|---------------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Public Works Commission |
| <input type="checkbox"/> Energy Commission | <input type="checkbox"/> Recreation Commission |
| <input type="checkbox"/> Exeter Squamscott River Advisory Committee | <input type="checkbox"/> Rockingham Planning Commission |
| <input type="checkbox"/> Heritage Commission | <input type="checkbox"/> Stratham Fair Committee |
| <input type="checkbox"/> Pedestrian & Cyclist Advocacy Committee | <input checked="" type="checkbox"/> Zoning Board of Adjustment |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Other _____ |

Bruno Federico
 Applicant Name (print)

 Phone #

 Address

 Email

Registered Voter of Stratham? YES NO Number of Years as a Resident 47

I would like to be considered by the Select Board for appointment to the Town board/commission/committee(s) indicated above because:

Prior Tours of Duty on ZBA and Planning Boards. Selectman 2006 - 2018.

I feel the following experience and background qualifies me for this position:

Understand short on people Volunteering for ZBA and often problems obtaining Full Board. Provide my experience and TAWS.

Bruno Federico
 Signature of Applicant

2.12.2020
 Date

Application for Boards & Committees

Print Del

Submitted by: Luke Hanson

Submitted On: 2026-03-08 20:29:11

Submission IP: 73.182.191.35 (172.31.64.221)

proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Karen Richard

Due Date: Open

TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue • Stratham, NH 03885

Voice (603) 772-7391 • Fax (603) 775-0517 • www.strathamnh.gov

COMMITTEE APPOINTMENT APPLICATION

Heritage Commission

Zoning Board of Adjustment

Planning Board

Conservation Commission

Recreation Commission

Stratham Summerfest Committee

Energy Commission

Alternate X

Exeter Squamscott River Advisory Committee

Rockingham Planning Commission

Trail Management Advisory Committee

Other

* First Name

Luke

* Last Name

Hanson

* Phone

* Address

* Email

Registered Voter of Stratham?

YES NO

Number of Years as a Resident

2

I would like to be considered by the Select Board for appointment to a town/board/commission/ committee indicated above because:

I'd like to be considered for the Stratham Energy Commission because I've worked in renewable energy for the past 10 years, mainly on battery storage and behind-the-meter solar. I'm currently a development engineer at Scale Microgrids, where I evaluate commercial and industrial buildings for solar-plus-storage feasibility, backup integration, and load analysis, and I'm also a certified energy manager (CEM). Having grown up and gone to school here in area, I'd like the chance to contribute what I've learned to the community.

I feel the following experience and background qualifies me for this position:

My background includes 10 years in renewables, with a focus on battery storage and solar systems, and my current role at Scale Microgrids involves assessing building loads and the practicality of integrated solar and storage solutions. As a certified energy manager (CEM), I have the training to support energy efficiency reviews, audits, and renewable recommendations. Combined with my local roots in area, I believe this gives me a solid foundation to offer practical input to the commission.

* Signature of Applicant

Luke Hanson

* Date

03/08/2026

Format: MM/DD/YYYY



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue, Stratham NH 03885

(603) 772-7391

www.strathamnh.gov

COMMITTEE APPOINTMENT RENEWAL APPLICATION

Place an X next to your choice(s)

_____ Communications & Community Engagement

_____ Recreation Commission

_____ Conservation Commission

_____ Stratham Community Garden

_____ Energy Commission

_____ Summerfest Committee

_____ Exeter Squamscott River Advisory Committee

_____ Zoning Board of Adjustment

Heritage Commission

_____ Other _____

_____ Planning Board

NATHAN MERRILL

Applicant Name (print)

Phone #

Address

Email

Registered Voter of Stratham? YES NO _____

Number of Years as a Resident: 53

Number of Years on Committee(s): 24+/-

I would like to renew my appointment to the Town Board/Commission/Committee(s) indicated above because:

I would like to continue my service to the Town on the Heritage Commission. While we have accomplished a lot, there is still much remaining to be done. I remain interested in and committed to the Commission's work. Thank you for your consideration.

Nathan Merrill (electronic signature)

4/8/2026

Signature of Applicant

Date



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue, Stratham NH 03885

(603) 772-7391

www.strathamnh.gov

COMMITTEE APPOINTMENT RENEWAL APPLICATION

Conservation Commission Recreation Commission Energy Commission Stratham
Community Garden Exeter Squamscott River Advisory Committee Summerfest Committee
 Heritage Commission Zoning Board of Adjustment Planning Board Other

Applicant Name (print) Phone #

Allyson Moore

Address Email

Registered Voter of Stratham? YES NO

Number of Years as a Resident: 9

Number of Years on Committee(s): 1

I would like to renew my appointment to the Town Board/Commission/Committee(s)
indicated above because:

I am proud to have been a founding member of the Stratham Community Garden. This is the first full season the garden will be open and the committee has worked well together to fundraise, build the garden, ensure full membership and provide food for the local food pantries. I would be honored to continue to be a part of this work, and to help the garden pursue the plans that we have sketched out for 2026.

Signature of Applicant Date 4/6/2026



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue, Stratham NH 03885

(603) 772-7391

www.strathamnh.gov

COMMITTEE APPOINTMENT RENEWAL APPLICATION

Place an X next to your choice(s)

- | | |
|---------------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Recreation Commission |
| <input type="checkbox"/> Energy Commission | <input checked="" type="checkbox"/> Stratham Community Garden |
| <input type="checkbox"/> Exeter Squamscott River Advisory Committee | <input type="checkbox"/> Summerfest Committee |
| <input type="checkbox"/> Heritage Commission | <input type="checkbox"/> Zoning Board of Adjustment |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Other _____ |

Colleen Jarvela

Applicant Name (print) _____

Phone # _____

Address _____

Email _____

Registered Voter of Stratham? YES NO

Number of Years as a Resident: 14

Number of Years on Committee(s): 1

I would like to renew my appointment to the Town Board/Commission/Committee(s) indicated above because:

We had an exciting first year with the Stratham Community Garden and I'm excited to continue to see it grow and to provide fresh produce to our local food pantries.

Colleen M Jarvela
Signature of Applicant

3/15/26
Date



TOWN OF STRATHAM

Incorporated 1716
10 Bunker Hill Avenue, Stratham NH 03885
(603) 772-7391
www.strathamnh.gov

COMMITTEE APPOINTMENT RENEWAL APPLICATION

Place an X next to your choice(s)

- | | |
|---------------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Recreation Commission |
| <input type="checkbox"/> Energy Commission | <input checked="" type="checkbox"/> Stratham Community Garden |
| <input type="checkbox"/> Exeter Squamscott River Advisory Committee | <input type="checkbox"/> Summerfest Committee |
| <input type="checkbox"/> Heritage Commission | <input type="checkbox"/> Zoning Board of Adjustment |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Other _____ |

Gale Lyon
Applicant Name (print)

1-603-772-7391
Phone #

Address

g.lyon@strathamnh.gov
Email

Registered Voter of Stratham? YES NO

Number of Years as a Resident: 13

Number of Years on Committee(s): 1

I would like to renew my appointment to the Town Board/Commission/Committee(s) indicated above because:

I want the community garden to thrive and become a "community magnet" for Stratham

Gale Lyon
Signature of Applicant

4/1/26
Date

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. This is essential for ensuring the integrity of the financial statements and for providing a clear audit trail.

2. The second part of the document outlines the various methods used to collect and analyze data. These methods include interviews, surveys, and focus groups, each of which has its own strengths and limitations.

3. The third part of the document describes the process of data analysis. This involves identifying patterns and trends in the data, as well as testing hypotheses and drawing conclusions. It is a complex and often iterative process that requires a high level of skill and attention to detail.

4. The fourth part of the document discusses the importance of communication in the research process. Researchers must be able to clearly and effectively communicate their findings to a variety of audiences, including clients, colleagues, and the general public.

5. The fifth part of the document concludes by emphasizing the need for ongoing learning and development in the field of research. As new methods and techniques are developed, researchers must stay current and adapt their skills accordingly.

6. Finally, the document provides a list of references for further reading. These references include books, articles, and online resources that provide additional information on the topics discussed in the document.



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue, Stratham NH 03885

(603) 772-7391

www.strathamnh.gov

COMMITTEE APPOINTMENT RENEWAL APPLICATION

Place an X next to your choice(s)

Conservation Commission

Energy Commission

Exeter Squamscott River Advisory Committee

Heritage Commission

Planning Board

Recreation Commission

Stratham Community Garden

Summerfest Committee

Zoning Board of Adjustment

Other _____

Chris West
Applicant Name (print)

Phone #

Address

Email

Registered Voter of Stratham? YES NO

Number of Years as a Resident: 28

Number of Years on Committee(s): 1

I would like to renew my appointment to the Town Board/Commission/Committee(s) indicated above because:

Love to garden

Chris West
Signature of Applicant

4/1/20
Date



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue, Stratham NH 03885

(603) 772-7391

www.strathamnh.gov

COMMITTEE APPOINTMENT RENEWAL APPLICATION

Place an X next to your choice(s)

- | | |
|---------------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Recreation Commission |
| <input type="checkbox"/> Energy Commission | <input checked="" type="checkbox"/> Stratham Community Garden |
| <input type="checkbox"/> Exeter Squamscott River Advisory Committee | <input type="checkbox"/> Summerfest Committee |
| <input type="checkbox"/> Heritage Commission | <input type="checkbox"/> Zoning Board of Adjustment |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Other _____ |

Ellen Johansen

Applicant Name (print)

Phone #

Address

Email

Registered Voter of Stratham? YES NO

Number of Years as a Resident: 9

Number of Years on Committee(s): 1

I would like to renew my appointment to the Town Board/Commission/Committee(s) indicated above because:

I really enjoyed being on the committee over the past year and would like to continue.

M. Ellen Johansen

Signature of Applicant

3/15/26

Date



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885

Town Clerk/Tax Collector 603-772-4741

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

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

COMMITTEE APPOINTMENT APPLICATION

Place an X next to your choice(s)

Conservation Commission

Recreation Commission

Energy Commission

Stratham Community Garden

Exeter Squamscott River Advisory Committee

Summerfest Committee

Heritage Commission

Zoning Board of Adjustment

Planning Board

Other Communications

Geri Denton

Applicant Name (print)

Phone #

62-1 Stratham

Address

Gurrier & Currier - T

Email

Registered Voter of Stratham? YES NO Number of Years as a Resident 15

I would like to be considered by the Select Board for appointment to the Town board/commission/committee(s) indicated above because:

I believe it's important and event essential for a community to have clear and accessible communications and information to its citizens.

I feel the following experience and background qualifies me for this position:

Undergraduate degree in English & graduate degree in Mass Communications. I have a great deal of experience with volunteer work and using social media, mass mailing email platforms and marketing events and social causes. Do bimonthly newsletter for Stratham FD.

Geri Denton

Signature of Applicant

3/19/26

Date



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885

Town Clerk/Tax Collector 603-772-4741

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

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

COMMITTEE APPOINTMENT APPLICATION

Place an X next to your choice(s)

- Communications & Community Engagement
- Conservation Commission
- Energy Commission
- Exeter Squamscott River Advisory Committee
- Heritage Commission
- Planning Board

- Recreation Commission
- Stratham Community Garden
- Summerfest Committee
- Zoning Board of Adjustment
- Other Comm. Engagement

Kyle Hollasch

Applicant Name (print)

Phone #

Address

Email

Registered Voter of Stratham? YES NO Number of Years as a Resident 12

I would like to be considered by the Select Board for appointment to the Town board/commission/committee(s) indicated above because:

Government derives its powers and legitimacy from the consent of the governed. That consent is fostered by:

- informed citizens
- transparent proceedings
- inclusive decision making

I feel the following experience and background qualifies me for this position:

Extensive personal and professional experience in communications, writing, marketing, and technology. Familiarity with the workings of Town government.

Kyle Hollasch

3/23/2026

Signature of Applicant

Date



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885

Town Clerk/Tax Collector 603-772-4741

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

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

COMMITTEE APPOINTMENT APPLICATION

Place an X next to your choice(s)

Conservation Commission

Energy Commission

Exeter Squamscott River Advisory Committee

Heritage Commission

Planning Board

Recreation Commission

Stratham Community Garden

Summerfest Committee

Zoning Board of Adjustment

Other Communications & Community Engagement

Hansini

Applicant Name (print)

Phone #

1 Stratham, NH

Address

Email

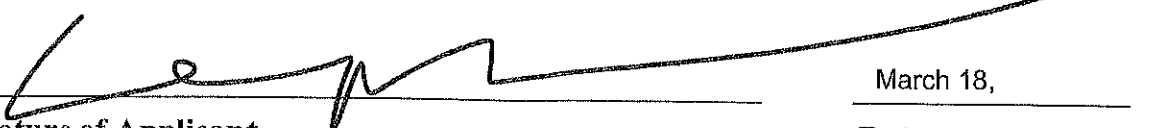
Registered Voter of Stratham? YES NO x (need to register after moving!) Number of Years as a Resident 1.5 years

I would like to be considered by the Select Board for appointment to the Town board/commission/committee(s) indicated above because:

My husband and I are new residents to Stratham after purchasing our forever home and welcoming our first child in November 2024. I want to be actively involved in the community to represent my diverse background, hear and be the voice of young parents, and be actively involved with the continued enhancement of our town while also maintaining its legacy of a beautiful place to live and raise a family.

I feel the following experience and background qualifies me for this position:

I am a Managing Director at a large travel data company, and my job requires active customer and industry engagement. I am a frequent speaker at large conferences, I lead large scale comms and changes for my company, and I am often selected as the spokesperson for strategic corporate engagements. I have also served on the Board of the American Cancer Society, a founding member of a charter school in NYC, and as President of travel association chapters. I understand the importance of effective engagement and communications and the need for multiple forms of communication to create channels of engagement for all people.


Signature of Applicant

March 18,
Date



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885

Town Clerk/Tax Collector 603-772-4741

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

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

COMMITTEE APPOINTMENT APPLICATION

Place an X next to your choice(s)

- | | |
|---------------------------------------------------------------------------|-----------------------------------------------------|
| <input checked="" type="checkbox"/> Communications & Community Engagement | <input type="checkbox"/> Recreation Commission |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Stratham Community Garden |
| <input type="checkbox"/> Energy Commission | <input type="checkbox"/> Summerfest Committee |
| <input type="checkbox"/> Exeter Squamscott River Advisory Committee | <input type="checkbox"/> Zoning Board of Adjustment |
| <input type="checkbox"/> Heritage Commission | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Planning Board | |

Lauren Schmidt

Applicant Name (print)

Phone #

1 Stratham, NH

Address

Email

Registered Voter of Stratham? YES NO Number of Years as a Resident 8

I would like to be considered by the Select Board for appointment to the Town board/commission/committee(s) indicated above because:

While I have not lived in Stratham a long time when we moved here I felt instantly at home and part of the community. I would like to join this committee as a way for me to give back by helping bring the community together through a comprehensive and diverse communication plan. I feel that while this community is already so strong we can make it even better through improved community engagement. Between my kids attending the elementary school, visiting the parks & library, and my kids playing recreation sports I feel like I have never had a stronger tie to a place I have lived and I want to make Stratham even better.

I feel the following experience and background qualifies me for this position:

Over the past ten years I have owned and operated an online food website titled 'The Schmidty Wife'. During these past ten years I have spent countless hours working on improving and perfecting online communication and engagement with a vast variety of online users. Between engaging emails, social media, and a website I have a vast knowledge of online digital marketing and engaging followers. I think I would be a great asset as the town is looking to improve community communications and engagement online. Thank you for your consideration.

Lauren Schmidt

Signature of Applicant

2/20/26

Date



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue · Stratham, NH 03885

Town Clerk/Tax Collector 603-772-4741

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

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

COMMITTEE APPOINTMENT APPLICATION

Place an X next to your choice(s)

- Communications & Community Engagement
- Conservation Commission
- Energy Commission
- Exeter Squamscott River Advisory Committee
- Heritage Commission
- Planning Board

- Recreation Commission
- Stratham Community Garden
- Summerfest Committee
- Zoning Board of Adjustment
- Other _____

Diane Smith

Applicant Name (print)

Phone #

Stratham

Address

Email

Registered Voter of Stratham? YES NO Number of Years as a Resident 19

I would like to be considered by the Select Board for appointment to the Town board/commission/committee(s) indicated above because:

I am all about Community. Over the past 2 years I have built a strong, connected community of retirees/seniors. I look forward to more Building.

I feel the following experience and background qualifies me for this position:

2 yrs - program Asst. for Pauls Rec-Buildy programs for retirees. Seniors.
 15 yrs Market at Riverwoods - all about community!
 motivated to meet as many Stratham residents possible!

Diane Smith

Signature of Applicant

3/27/26

Date