



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

SELECT BOARD AGENDA

April 6, 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 – 3/16/26
- IV. Finance Report – Lori Ruest
- V. Department Reports & Presentations
 - a. Eagle Scout Project- SHP Bridge, Cole Emanuel
 - b. Stratham Community Garden – Vision for 2026
 - c. NHDOT Culvert Replacement Presentations
 - d. Chief Denton to present the Fire Dept. Report
- VI. Correspondence
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions
 - a. Accept SVFDA Donation to purchase portable medical ventilation units
- IX. Discussion of Monthly Reports – (second meeting of the month)
- X. New Business and Action Items
 - a. Approval of Fire Chief: Jeff Denton: re-elected for a 3rd two year term by the Fire Department membership on Tuesday 3/17/2026 at the association meeting
 - b. Approval of Assistant Fire Chief: Deputy Chief Josh Crow
 - c. Approval of Deputy Fire Chief: LT John Dardani
 - d. Approval of EMS Training Coordinator: Paramedic Emily Yelle
 - e. Fire Department 75th Anniversary Discussion

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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- f. Rebecca Tremblay, Treasurer- Reaffirmation of Investment Policy and Investment of Funds
 - g. Audit Governance Letter
 - h. Performance Evaluation Process Adoption
 - i. Building Access - Project Contractor Selection
 - j. Lindt – Exeter expansion of public utilities into Stratham
- XI. Town Administrator Report
- XII. Informational Items
- a. Ride to End Alzheimers Letter
- XIII. Reservations, Event Requests & Permits
- a. Spina Bifida Association request to use **the Front Pavilion on 5/16** for 150 people and to have the fee waived
 - b. YMCA/Camp Little River request to use **the Front Pavilion on 8/14** and to have the fee waived
 - c. Collie Rescue League of NE request to use **the Front Pavilion on 9/12** and to have the fee waived
 - d. Marine Corps League request to use **the Front Pavilion on 8/15** and to have the fee waived
 - e. Active Retirement Association request **for Front Pavilion on 9/14** and to have the fee waived
 - f. Great Bay 5K request to use the **Front Pavilion on 10/24** and to have the fee waived
 - g. Greenland Veterans request to use **the 4-H Pavilion on 9/6** and to have the fee waived
 - h. Cub Scouts to use the Scamman Pavilion and Girl Scouts to use **the 4-H Pavilion for cross over events on 6/3** and to have the fee waived
 - i. Request for the Port City Amateur Radio Club to use the **top of the hill** at Stratham Hill Park on June 27 - 28
- XIV. Review of Recent or Upcoming Board & Commissions Agendas
- XV. Boards and Commissions Nominations & Appointments
- XVI. Appointments for consideration
- a. Geri Denton to a one year term on the Communications & Community Engagement Committee
 - b. Kyle Hollasch to a one year term on the Communications & Community Engagement Committee



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- c. Hansini Woodbury to a one year term on the Communications & Community Engagement Committee
- d. Lauren Schmidt to a one year term on the Communications & Community Engagement Committee
- e. Diane Smith to a one year term on the Communications & Community Engagement Committee

Appointments to be voted on

- a. Tom House for re-appointment to the Planning Board for a three-year term* to expire at Town Meeting 2028
- b. Chris Zaremba for re-appointment to the Planning Board for a three-year term to expire at Town Meeting 2029
- c. Jay Fraprie for appointment to the Planning Board for a full-member position for a two-year term.
- d. Ruben Abounaja for appointment to the Planning Board for an alternate position to a two-year term.
- e. Joe Van Gombos for reappointment to the Energy Commission for a full-member position for a three year term to end at Town Meeting 2028

XVII. Miscellaneous & Old Business

- a. Stevens Park Plan Review
- b. Communication Committee Charter

XVIII. Non-Public Session

- a. Non-Public session RSA 91-A:3, II(b) The hiring of any person as a public employee

XIX. 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, Director of Public Works Trevor Batchelder, Department Coordinator Britt Fowle

At 7:00pm Ms. Knab opened the meeting and asked for a motion on the draft minutes. Mr. Anderson motioned to approved the minutes from March 2, 2026. Ms. Knab seconded the motion. Motion passed.

Ms. Knab welcomed the legislative delegation. The legislative delegation provided an overview of the State House calendar, noting that bills are filed in September and November, with committee hearings and votes occurring from January through the March “crossover” deadline, when House and Senate must exchange all remaining bills. From late March to early June, the House considers Senate bills and participates in committees of conference to resolve differences before final votes. Members also briefly outlined their committee assignments, including Judiciary, Resources, Recreation and Development, Education, Finance, and Executive Departments and Administration.

Rep. Manos explained that New Hampshire’s legislative process is highly democratic, noting that every bill receives a committee assignment, a public hearing, and a floor vote—unlike at the federal level, where leadership can block legislation. As a result, bills across the full political spectrum are introduced and considered. She highlighted the value of public testimony in shaping legislators’ perspectives. She noted that the House considered nearly 900 bills this year, with most now completed and the remainder moving through second committees. She and the other legislators reviewed the latest NHMA legislative bulletin to prepare for discussion and invited questions from the Board.

Rep. Manos highlighted several bills of interest. HB 1704, which would have allowed individual employee contract negotiations and disrupted municipal collective bargaining, was indefinitely postponed. HB 1788, which sought to void DEI-related contracts for municipalities and state agencies, also failed to advance. She noted ongoing debate around HB 1195 regarding allowing small family child-care centers by right in commercial and residential zones and encouraged municipalities to review the legislation closely. Sen. Manos highlighted HB 1275, noting its relevance to Stratham’s agricultural community. The bill aims to address PFAS contamination and biosolids in a way that is not punitive to farmers. Ms. Knab explained that the bill provides farmers with limited immunity from civil liability related to certain PFAS impacts and directs DES to establish concentration-based PFAS standards and related rules. The delegation noted that the bill represents an incremental step forward and will next move to the Senate for further review.

Rep. Manos briefed the Board on a bill proposing changes to the process for adopting SB2, noting the ongoing debate over whether such a change should be decided at Town Meeting or solely by ballot. Members discussed how SB2 differs from traditional Town Meeting, including the requirement for a separate deliberative session and its implications for voter participation.

Rep. Manos emphasized that SB2 demands significant diligence in the deliberative process and expressed her view that traditional Town Meeting offers a more direct form of democratic engagement.

Rep. Simpson reviewed several House-passed bills now headed to the Senate. HB 1224, opposed by NHMA, would significantly change default budget calculations for SB2 communities and limit financial flexibility. HB 1540 regulates ADUs in protected shoreline districts; members noted that portions of Great Bay and Squamscott River may be affected. HB 1681 would allow municipalities to permit tiny houses and yurts as innovative housing structures. She opposed the bill, believing it would not be appropriate or well received in Stratham. HB 1184 would authorize 72-hour temporary no-trespass orders on municipal and school property with required procedural safeguards. The delegation also discussed related privacy concerns prompting separate drone-policy legislation currently under Senate review. Sen. Altschiller reported that she sponsored 16 bills this session, including SB 439, which proposes creating a new statewide zoning category for data centers. She explained that the bill aims to ensure data centers are responsible for their own water-supply planning and any necessary electrical-grid upgrades, rather than shifting costs to municipalities or ratepayers. She noted that data centers have significant water and energy demands and provide limited local employment, making upfront safeguards important. The bill has been amended and will next move to the House.

Sen. Altschiller reported on several education-related bills she sponsored, including proposals to increase oversight of the state's voucher program, which currently operates under a no-bid contract; these efforts did not advance. She also highlighted two zoning-related bills moving to the House: SB 435, which would change ZBA variance criteria, and SB 508, which would alter ZBA appeal procedures by requiring all grounds for appeal to be included in the initial filing. She reiterated her position that zoning decisions should remain at the municipal level, noting that communities differ significantly in geography, priorities, and conservation practices, and that statewide zoning mandates are not appropriate for New Hampshire's diverse towns.

Sen. Altschiller briefed the Board on an upcoming Right-to-Know bill aimed at addressing increasingly burdensome and AI-generated records requests, which have created significant workload issues for municipalities and SAUs. She noted the challenge of distinguishing legitimate requests from dilatory or data-mining inquiries and said the Legislature is still working toward a solution. She also emphasized broader concerns about ongoing legislative efforts that reduce local control over municipal and school district decision-making, as well as the state's continued failure to fund its share of retirement and education adequacy costs. She reviewed the legislative schedule leading up to the May 14 deadline and encouraged the Board to monitor NHMA updates and communicate positions directly when needed. The delegation noted that letters or testimony from the town can be important when specific bills escalate. The Board also briefly discussed SB 538 on net metering. Ms. Knab noted that our Energy Commission wrote a letter of support, but it has since moved on to the House. She suggested the Energy Commission's letter be directed there.

The Board thanked the delegation for coming in.

Ms. Knab recognized Mr. Batchelder for the Public Works report. With winter ending, the department will begin its paving plan, focusing on the Lane project, Jason Drive, and failing paths at Stratham Hill Park. Additional crack-sealing contractors will be contacted to begin work earlier this year. Drainage improvements and MS-4 data collection will continue, with roughly half of outfalls and catch basins completed last fall.

He requested moving forward with purchasing the new service truck and plow-truck replacement now that the budget has been approved, noting the existing truck is out of service and not cost-effective to repair. If ordered tomorrow, delivery is expected in November. The utility truck would have a short turnaround to readiness. He also reported on equipment disposal, including the decommissioning and parts-only sale of the old John Deere loader.

Mr. Anderson motioned to approve the release of \$65,000 from CRF for the purchase of a Ram 2500 pickup with utility body. Mr. Tramaloni seconded the motion. All voted in favor.

Mr. Anderson motioned to release \$158,000 from CRF for the purchase of a Ram 5500 with plow package and all season body. Mr. Tramaloni seconded the motion. All voted in favor, Mr. Anderson motioned to approve disposal of the 2014 International TerraStar at the Kittery auction. Ms. Knab seconded the motion. All voted in favor.

Mr. Batchelder noted that the department is beginning to transition away from larger trucks. He explained that the bigger vehicles are difficult to maneuver on Stratham's many cul-de-sacs and hammerheads and place heavier stress on roads, especially in spring. Smaller trucks also eliminate the need for CDL-licensed operators.

Mr. Batchelder reported upcoming equipment rentals, including a roadside mower rental in July. He discussed building-maintenance items, including access-control upgrades for municipal buildings, pending budget items for lower-level bathrooms, LED lighting, and potential entryway cameras. Parking-lot striping at the library and a septic repair at the Historical Society are scheduled for spring. He also highlighted that River Birch Builders will donate labor for the dugout project, significantly reducing project costs, and the Board agreed this contribution should be publicly acknowledged.

Mr. Anderson motioned to approve the release of \$9,045.44 from the Town Wide Parks and Recreation Improvements CIP and to authorize the Public Works Director to expend these funds for materials to construct dug outs at that field. Mr. Tramaloni seconded the motion. All voted in favor. Mr. Roache reported that there was \$14,000 in the fund.

Water service at the park will be turned on in April. Proposals for the 4H barn roof and 4H bathrooms are out, with responses due April 3 and April 13. Field maintenance will begin with one initial treatment by Hillside, after which the Town will handle upkeep. The fire tower project and Stevens Park improvements are moving forward; final design plans for Stevens Park have been received, and an RFP will be prepared once the Board reviews the plans at the April meeting.

Mr. Batchelder reported that landscaping work has begun at the Lane property and that the old furnace has been removed from the tannery cottage. The Town is evaluating heating options—propane, oil, or mini-splits—and will gather pricing. The Energy Commission will be consulted.

The existing outdoor oil tank will eventually need to be removed, as it can no longer be filled. Similar heating decisions will be needed for the other buildings in the complex. Tree work and brush cutting on the property will begin this week and are expected to take two to three days. Mr. Batchelder reported that cemetery tree work is moving forward, with meetings scheduled to release funds for work at Greenwood Cemetery and continued cleanup at Maple Lane. The Casella contract expires at year-end. At the Transfer Station, AT&T FirstNet will be tested to improve payment processing. Engineering for the Transfer Station redesign remains in early stages with CMA Engineers. He noted approximately 20 plowable events this winter and about 750 tons of salt used, which is relatively low; the Board acknowledged his careful salt management.

Mr. Batchelder reported that a candidate had interviewed for the operator/laborer position, and the Board agreed to discuss the matter in non-public session later in the meeting.

Mr. Tramaloni asked whether the swap shop is included in the CMA Engineers redesign of the Transfer Station. Mr. Roache explained that it is uncertain, as the site sits on a geotextile layer that may not support a building foundation. Ms. Knab summarized that the issue is feasibility, not funding, and recalled expectations during the budget process that it would be incorporated. Mr. Roache said engineers are still evaluating options. The Board agreed that if the site cannot support the structure, the group advocating for the swap shop will need to identify an alternative location.

Mr. Anderson asked that Mr. Batchelder track the time spent on work at the Lane property, noting it appears significant. Mr. Batchelder reported that the backsplash in the tannery cottage kitchen has been replaced and recommended cleaning, rather than removing, the existing rug. Plumbing work will begin once weather allows, with the goal of making the unit rentable. Mr. Roache clarified that major expenses will be charged to the trust, while staff time is a personnel cost. Mr. Anderson expressed concern that other departmental work may be impacted, and Ms. Knab suggested that, at some point, property-management tasks may need to be outsourced.

Mr. Anderson requested that DPW develop a detail-coverage policy similar to Police and EMS, noting the need to have it in place before the PAWS Walk; Mr. Batchelder said he could complete one by then. Mr. Anderson also asked about improving water access at the Community Garden, but Mr. Batchelder said no practical solution exists and noted that a compost bin will be added.

At 8:25pm Ms. Knab motioned to go into a non-public session in accordance with RSA 91-A:3, II(b) hiring and (c) reputation. Mr. Anderson seconded the motion. All voted in favor.

At 8:59pm Ms. Knab motioned to return to the public meeting. Mr. Anderson seconded the motion. All voted in favor.

Ms. Knab expressed interest in serving as Chair of the Select Board, citing her seven years on the Board and 18 years of volunteer service in Stratham. Mr. Anderson raised concerns about her availability given her work in Concord; Ms. Knab explained that her schedule is busiest January–March and eases significantly afterward, and she would meet weekly with the Town Administrator. She also noted the significance of potentially becoming the first woman to serve as Chair. Mr. Tramaloni shared concerns about workload, and Ms. Knab stated she could step

down from the role if it became too demanding. Mr. Anderson noted that in his previous town, the Chair position rotated annually. After more discussion, Mr. Anderson motioned to appoint Allison Knab as Chair of the Select Board to end in March 2027. Mr. Tramaloni seconded the motion. Motion passed. Ms. Knab motioned to appoint Mr. Anderson as Vice Chair of the Select Board to end in March 2027. Mr. Tramaloni seconded the motion. Motion passed.

Mr. Anderson motioned to release the performance bond for Perlowski Properties LLC at the property 149 - 151 Portsmouth Avenue as they met the conditions of their performance and escrow agreement dated May 18, 2018. Ms. Knab seconded the motion. All voted in favor. Mr. Roache reported that CMA Engineers has been conducting plan reviews for the Town and that this agreement is now being formalized. Mr. Anderson asked whether developers are being charged for plan review and requested that Mr. Roache confirm this with Ms. Price, noting that they should be. Mr. Anderson motioned to authorize the Town Administrator to enter into the agreement with CMA Engineers as outlined in their March 6, 2026 master agreement for professional services. Mr. Tramaloni seconded the motion. All voted in favor.

Ms. Knab asked Mr. Roache to ensure the Energy Commission Chair is aware that their letter of support for the net-metering bill should now be directed to the House Committee. She noted the bill appears to have limited support in the House.

Mr. Anderson emphasized the need to improve communication with residents and shared that he recently completed a seven-week course on community engagement. He proposed forming a Communications & Community Engagement Committee. Ms. Knab encouraged ensuring representation across generations and suggested conducting an audit of current communication methods. The Board discussed potential membership, and Mr. Tramaloni advised proceeding cautiously given the risks associated with social media. Mr. Anderson moved to establish the committee and to serve as the Select Board representative.

They discussed which Board member would serve as liaison to each committee. Mr. Anderson motioned to approve the Board/Committee liaisons as outlined with the addition of the Communications Committee and moving the Energy Commission liaison from Mr. Houghton to Mr. Tramaloni. Ms. Knab seconded the motion. All voted in favor.

ADMINISTRATION

Mr. Roache provided department updates. Parks & Recreation is preparing to launch an Ultimate Frisbee program. The annual audit is underway in Finance. In Administration, he is developing a grants acceptance policy. NHDOT will hold a public presentation on the Bunker Hill intersection project on April 6. The part-time Building Inspector from MRI has begun work and has already offered useful recommendations. Elections and Town Meeting proceeded smoothly. The Library is exploring a consortium with Hampton and Greenland to expand book-lending options. Mr. Roache is also working on the employee review process and a draft noise ordinance.

Mr. Anderson shared feedback he received from residents after Town Meeting, noting concerns about spending. He pointed out that the Town's budget increased by only 3%, which is below

inflation, and suggested the need for clearer communication on budget matters. The Board agreed that additional public education on budget issues would be beneficial.

APPOINTMENTS

Mr. Anderson motioned to re-appoint Drew Pierce to the Zoning Board of Adjustment for a three year term to end at March 2029. Ms. Knab seconded the motion. All voted in favor.

Mr. Anderson motioned to authorize the Select Board Chair to sign the Energy Commission letter once it is readdressed to the House. Ms. Knab seconded the motion. All voted in favor.

9:52pm Mr. Anderson motioned to adjourn. Ms. Knab seconded the motion. All voted in favor.

Respectfully submitted,

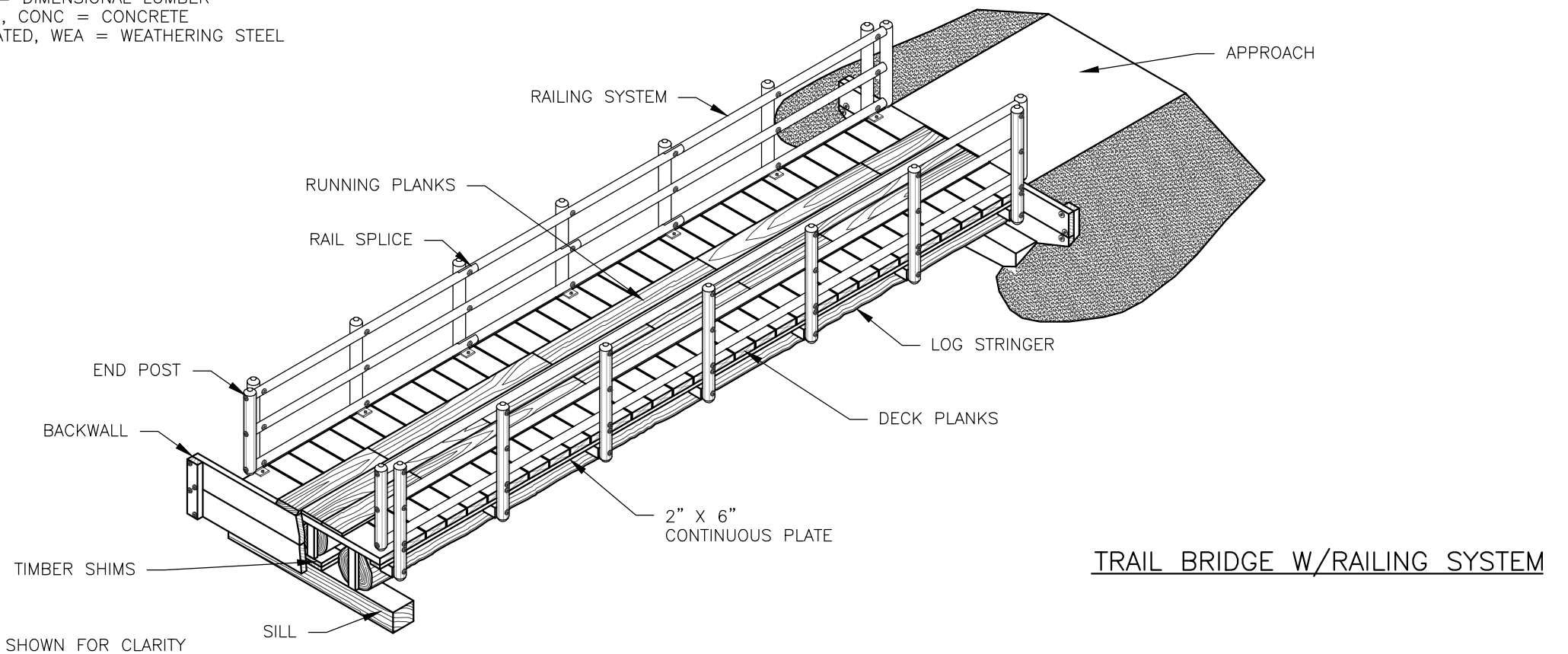
Karen Richard
Recording Secretary

STRUCTURE NUMBER	TRAIL NO.	BRIDGE LOCATION	BRIDGE LENGTH OUT-TO-OUT	STRINGER SPAN CL-CL BRNG	BRIDGE CLEAR WIDTH	PEDESTRIAN LOAD	GROUND SNOW LOAD	STRINGERS				DECK			BACKWALL						
								SPECIES	NUMBER	MATERIAL SIZE (DIAMETER)	TREATMENT		SPECIES	SIZE	TREATMENT	TYPE	SPECIES	SIZE	WIDTH	DEPTH	TREATMENT
											YES	NO									

NA = NOT APPLICABLE, BACKWALL TYPE: ST= STONE, W= WOOD

STRUCTURE NUMBER	RAILING SYSTEM/CURB					RUNNING PLANK				SILL			APPROACHES					HARDWARE		COMMENTS			
	SPECIES	TYPE	HEIGHT	MATERIAL TYPE	TREATMENT		SPECIES	SIZE	WIDTH	TREATMENT		TYPE	SIZE	TREATMENT	LENGTH		WIDTH	MATERIAL TYPE	MATERIAL DEPTH		GEO- SYNTHETIC TYPE	COATING	
					YES	NO				YES	NO				NEAR	FAR							

RAILING SYSTEM/CURB MATERIAL TYPE: R = ROUND LOG, D = DIMENSIONAL LUMBER
 ABUTMENT MATERIAL TYPE: SS = SOLID SAWN, GLU = GLULAM, CONC = CONCRETE
 HARDWARE COATING TYPE: GALV = GALVANIZED, UNC = UNCOATED, WEA = WEATHERING STEEL



APPROACH NOT SHOWN FOR CLARITY

U.S. DEPARTMENT OF AGRICULTURE
 FOREST SERVICE
STANDARD TRAIL PLAN

PROJECT NAME & LOCATION

DRAWING NAME
MULTIPLE LOG STRINGER TRAIL BRIDGE

SECTION
961 - LOG STRINGER TRAIL BRIDGE

TYPICAL ID
MLS

REVISION DATE

NOT TO SCALE

DRAWING NO.
STD_961-20-01

SHEET
 OF

GENERAL NOTES:

SPECIFICATIONS: MATERIALS AND CONSTRUCTION OF THIS STRUCTURE SHALL BE IN ACCORDANCE WITH THE STANDARD SPECIFICATION FOR CONSTRUCTION OF ROADS AND BRIDGES ON FEDERAL HIGHWAY PROJECTS (FP-03) AND STANDARD SPECIFICATIONS FOR CONSTRUCTION OF TRAILS AND TRAIL BRIDGES ON FEDERAL PROJECTS,

LOG MEMBERS: LOGS USED FOR STRINGERS SHALL BE DOUGLAS FIR OR WESTERN LARCH WITH MINIMUM, PEELED, MID-SPAN LOG DIAMETER AS NOTED FOR THE VARIOUS SPANS AND DESIGN LOADING. NATIVE TREES TO BE USED FOR BRIDGE STRINGERS SHALL BE STRAIGHT, SOUND, AND FREE OF DEFECTS AND ROT. STRINGERS SHALL BE CHOSEN FROM TREES WITH RELATIVELY FEW LIMBS, AND HAVE NO KNOT GREATER THAN 3-INCH IN DIAMETER. LOGS SHALL BE DAPPED AT ENDS TO CREATE A LEVEL BEARING SURFACE AT SUPPORTS TAKING CARE TO AVOID OVER CUTTING. HEWN UPPER SURFACE OF LOGS TO PROVIDE A LEVEL TREAD SURFACE REFER TO PLANS FOR HEWN DETAILS.

TIMBER & LUMBER: SOLID SAWN TIMBER MEMBERS SHALL CONFORM TO THE REQUIREMENTS OF THE GRADING RULES AGENCY FOR THE SPECIES, TYPE, AND GRADE SPECIFIED BELOW.

DECK PLANKS, SILLS, AND BACKING PLANKS

- COASTAL REGION DOUGLAS FIR - LARCH ROUGH SAWN NO.1 GRADE, GRADING RULES AGENCY - WWPA, WCLIB

RUNNING PLANKS

- COASTAL REGION DOUGLAS FIR-LARCH ROUGH SAWN NO.2 GRADE, GRADING RULES AGENCY - WWPA, WCLIB

RAILS & POSTS (SEE PROJECT CRITERIA)

SAWN - UNTREATED

- REDWOOD, S4S, NO.1 GRADE GRADING RULES AGENCY - RIS
- WESTERN RED CEDAR, S4S, SELECT STRUCTURAL GRADE GRADING RULES AGENCY - WWPA, WCLIB

SAWN - TREATED

- HEM - FIR/DOUGLAS FIR, S4S, NO.1 GRADE GRADING RULES AGENCY - WWPA, WCLIB

POLES

- LODGE POLE PINE, PEELED AND DRIED. GRADING RULES AGENCY - NLGA

TREATMENT: SEE PROJECT CRITERIA FOR MEMBERS IDENTIFIED TO BE TREATED AND FOR TREATMENT TYPE. PRESERVATIVE TREATMENT SHALL BE IN ACCORDANCE WITH THE CURRENT AMERICAN WOOD PROTECTION ASSOCIATION (AWPA) SPECIFICATIONS USING THE TREATMENT MATERIALS LISTED BELOW. TREATMENT WILL COMPLY WITH THE REQUIREMENTS OF THE CURRENT EDITION OF WESTERN WOOD PRESERVERS INSTITUTE (WWPI) "BEST MANAGEMENT PRACTICES FOR THE USE OF TREATED WOOD IN AQUATIC ENVIRONMENTS".

STRINGERS, DECKING, RUNNING PLANKS, & RAILING SYSTEM, IF TREATED

- AWPA USE CATEGORY SYSTEM (U1) FOR USE CATEGORY 3B ABOVE GROUND-EXPOSED (UC3B)
- PENTACHLOROPHENOL IN LIGHT OIL (TYPE C SOLVENT)
- COPPER NAPHTHENATE (CuN) IN LIGHT OIL (TYPE C SOLVENT)

SILLS, BACKING PLANKS, CRIBS, & TIMBER WALLS, IF TREATED

- AWPA USE CATEGORY SYSTEM (U1) FOR USE CATEGORY 4B GROUND CONTACT-HEAVY DUTY (UC4B)
- PENTACHLOROPHENOL IN HEAVY OIL (TYPE A SOLVENT)
- COPPER NAPHTHENATE (CuN) IN HEAVY OIL (TYPE A SOLVENT)

FIELD TREATMENT: COPPER NAPHTHENATE (2% SOLUTION) SHALL BE FURNISHED FOR FIELD TREATING OF WOOD. ALL ABRASIONS AND FIELD CUTS - APPROVED BY THE C.O.R. - SHALL BE CAREFULLY TRIMMED AND GIVEN THREE BRUSH COATS OF THE FIELD TREATMENT SOLUTION. WHERE APPROVED, FIELD DRILLING OF BOLT, SCREW OR NAIL HOLES IS REQUIRED. THE HOLES SHALL BE FILLED WITH PRESERVATIVE PRIOR TO INSERTING THE FASTENERS.

THE ENDS OF UNTREATED LOG STRINGERS (REFER TO THE PROJECT DESIGN CRITERIA), SHALL ALSO RECEIVE THREE BRUSH COATS OF THE FIELD TREATMENT PRIOR TO INSTALLATION OF THE BACKING PLANKS.

HARDWARE AND STRUCTURAL STEEL: SEE PROJECT DESIGN CRITERIA FOR STEEL HARDWARE FINISH. GALVANIZED OR UNFINISHED HARDWARE SHALL MEET THE REQUIREMENTS OF AASHTO M270, GRADE 36, WITH NUTS AND BOLTS CONFORMING TO ASTM A307, GRADE A. WEATHERING STEEL AND HARDWARE SHALL MEET THE REQUIREMENTS OF AASHTO M270, GRADE 50W, WITH BOLTS AND NUTS CONFORMING TO ASTM A325, TYPE 3. USE MALLEABLE IRON WASHERS AGAINST WOOD UNLESS OTHERWISE NOTED.

WHEN STRUCTURAL STEEL IS TO BE WELDED, THE WELDING PROCEDURE SHALL BE IN ACCORDANCE WITH AWS D1.1 AND SHALL BE SUITABLE FOR THE GRADE OF STEEL AND INTENDED USE OR SERVICE.

FABRICATION: SUBMIT SHOP DRAWINGS FOR ALL MANUFACTURED BRIDGE COMPONENTS (EXCEPT TIMBER RUNNING PLANKS). SHOW ALL DIMENSIONS AND FABRICATION DETAILS FOR ALL CUT OR BORED TIMBER. FIELD DRILLING OF HOLES SHALL NOT BE ALLOWED UNLESS OTHERWISE NOTED ON THE PLANS.

TREES TO BE USED FOR STRINGERS SHALL BE PEELED AND THEN HAVE AN ADDITIONAL 1/2-INCH OF THE OUTER SAPWOOD REMOVED PRIOR TO BEING USED FOR STRINGERS.



PROJECT NAME & LOCATION

DRAWING NAME: **MULTIPLE LOG STRINGER TRAIL BRIDGE**
SECTION: **961 - LOG STRINGER TRAIL BRIDGE**
TYPICAL ID: **MLS**

REVISION DATE
NOT TO SCALE

DRAWING NO. **STD_961-20-02a**
SHEET OF

GENERAL NOTES:

SPECIFICATIONS: MATERIALS AND CONSTRUCTION OF THIS STRUCTURE SHALL BE IN ACCORDANCE WITH THE STANDARD SPECIFICATION FOR CONSTRUCTION OF ROADS AND BRIDGES ON FEDERAL HIGHWAY PROJECTS (FP-03) AND STANDARD SPECIFICATIONS FOR CONSTRUCTION OF TRAILS AND TRAIL BRIDGES ON FEDERAL PROJECTS,

LOG MEMBERS: LOGS USED FOR STRINGERS SHALL BE DOUGLAS FIR OR WESTERN LARCH WITH MINIMUM, PEELED, MID-SPAN LOG DIAMETER AS NOTED FOR THE VARIOUS SPANS AND DESIGN LOADING. NATIVE TREES TO BE USED FOR BRIDGE STRINGERS SHALL BE STRAIGHT, SOUND, AND FREE OF DEFECTS AND ROT. STRINGERS SHALL BE CHOSEN FROM TREES WITH RELATIVELY FEW LIMBS, AND HAVE NO KNOT GREATER THAN 3-INCH IN DIAMETER. LOGS SHALL BE DAPPED AT ENDS TO CREATE A LEVEL BEARING SURFACE AT SUPPORTS TAKING CARE TO AVOID OVER CUTTING. HEWN UPPER SURFACE OF LOGS TO PROVIDE A LEVEL TREAD SURFACE REFER TO PLANS FOR HEWN DETAILS.

TIMBER & LUMBER: SOLID SAWN TIMBER MEMBERS SHALL CONFORM TO THE REQUIREMENTS OF THE GRADING RULES AGENCY FOR THE SPECIES, TYPE, AND GRADE SPECIFIED BELOW.

DECK PLANKS, SILLS, AND BACKING PLANKS

- SOUTHERN PINE NO.2 GRADE, GRADING RULES AGENCY – SPIB

RUNNING PLANKS

- SOUTHERN PINE NO.2 GRADING RULES AGENCY – SPIB

RAILS & POSTS (SEE PROJECT CRITERIA)

SAWN – UNTREATED

- BALDCYPRESS, S4S, NO.1 GRADE GRADING RULES AGENCY – SPIB
- WHITE OAK, S4S, SELECT STRUCTURAL GRADE GRADING RULES AGENCY – NELMA

SAWN – TREATED

- SOUTHERN PINE, S4S, NO. 2 GRADE GRADING RULES AGENCY – SPIB

POLES

- SOUTHERN PINE, PEELED AND DRIED. GRADING RULES AGENCY – SPIB

TREATMENT: SEE PROJECT CRITERIA FOR MEMBERS IDENTIFIED TO BE TREATED AND FOR TREATMENT TYPE. PRESERVATIVE TREATMENT SHALL BE IN ACCORDANCE WITH THE CURRENT AMERICAN WOOD PROTECTION ASSOCIATION (AWPA) SPECIFICATIONS USING THE TREATMENT MATERIALS LISTED BELOW. TREATMENT WILL COMPLY WITH THE REQUIREMENTS OF THE CURRENT EDITION OF WESTERN WOOD PRESERVERS INSTITUTE (WWPI) "BEST MANAGEMENT PRACTICES FOR THE USE OF TREATED WOOD IN AQUATIC ENVIRONMENTS".

STRINGERS, DECKING, RUNNING PLANKS, & RAILING SYSTEM, IF TREATED

- AWPA USE CATEGORY SYSTEM (U1) FOR USE CATEGORY 3B ABOVE GROUND-EXPOSED (UC3B)
- PENTACHLOROPHENOL IN LIGHT OIL (TYPE C SOLVENT)
- COPPER NAPHTHENATE (CuN) IN LIGHT OIL (TYPE C SOLVENT)

SILLS, BACKING PLANKS, CRIBS, & TIMBER WALLS, IF TREATED

- AWPA USE CATEGORY SYSTEM (U1) FOR USE CATEGORY 4B GROUND CONTACT-HEAVY DUTY (UC4B)
- PENTACHLOROPHENOL IN HEAVY OIL (TYPE A SOLVENT)
- COPPER NAPHTHENATE (CuN) IN HEAVY OIL (TYPE A SOLVENT)

FIELD TREATMENT: COPPER NAPHTHENATE (2% SOLUTION) SHALL BE FURNISHED FOR FIELD TREATING OF WOOD. ALL ABRASIONS AND FIELD CUTS – APPROVED BY THE C.O.R. – SHALL BE CAREFULLY TRIMMED AND GIVEN THREE BRUSH COATS OF THE FIELD TREATMENT SOLUTION. WHERE APPROVED, FIELD DRILLING OF BOLT, SCREW OR NAIL HOLES IS REQUIRED. THE HOLES SHALL BE FILLED WITH PRESERVATIVE PRIOR TO INSERTING THE FASTENERS.

THE ENDS OF UNTREATED LOG STRINGERS (REFER TO THE PROJECT DESIGN CRITERIA), SHALL ALSO RECEIVE THREE BRUSH COATS OF THE FIELD TREATMENT PRIOR TO INSTALLATION OF THE BACKING PLANKS.

HARDWARE AND STRUCTURAL STEEL: SEE PROJECT DESIGN CRITERIA FOR STEEL HARDWARE FINISH. GALVANIZED OR UNFINISHED HARDWARE SHALL MEET THE REQUIREMENTS OF AASHTO M270, GRADE 36, WITH NUTS AND BOLTS CONFORMING TO ASTM A307, GRADE A. WEATHERING STEEL AND HARDWARE SHALL MEET THE REQUIREMENTS OF AASHTO M270, GRADE 50W, WITH BOLTS AND NUTS CONFORMING TO ASTM A325, TYPE 3. USE MALLEABLE IRON WASHERS AGAINST WOOD UNLESS OTHERWISE NOTED.

WHEN STRUCTURAL STEEL IS TO BE WELDED, THE WELDING PROCEDURE SHALL BE IN ACCORDANCE WITH AWS D1.1 AND SHALL BE SUITABLE FOR THE GRADE OF STEEL AND INTENDED USE OR SERVICE.

FABRICATION: SUBMIT SHOP DRAWINGS FOR ALL MANUFACTURED BRIDGE COMPONENTS (EXCEPT TIMBER RUNNING PLANKS). SHOW ALL DIMENSIONS AND FABRICATION DETAILS FOR ALL CUT OR BORED TIMBER. FIELD DRILLING OF HOLES SHALL NOT BE ALLOWED UNLESS OTHERWISE NOTED ON THE PLANS.

TREES TO BE USED FOR STRINGERS SHALL BE PEELED AND THEN HAVE AN ADDITIONAL 1/2-INCH OF THE OUTER SAPWOOD REMOVED PRIOR TO BEING USED FOR STRINGERS.



PROJECT NAME & LOCATION

DRAWING NAME
MULTIPLE LOG STRINGER TRAIL BRIDGE

SECTION
961 - LOG STRINGER TRAIL BRIDGE

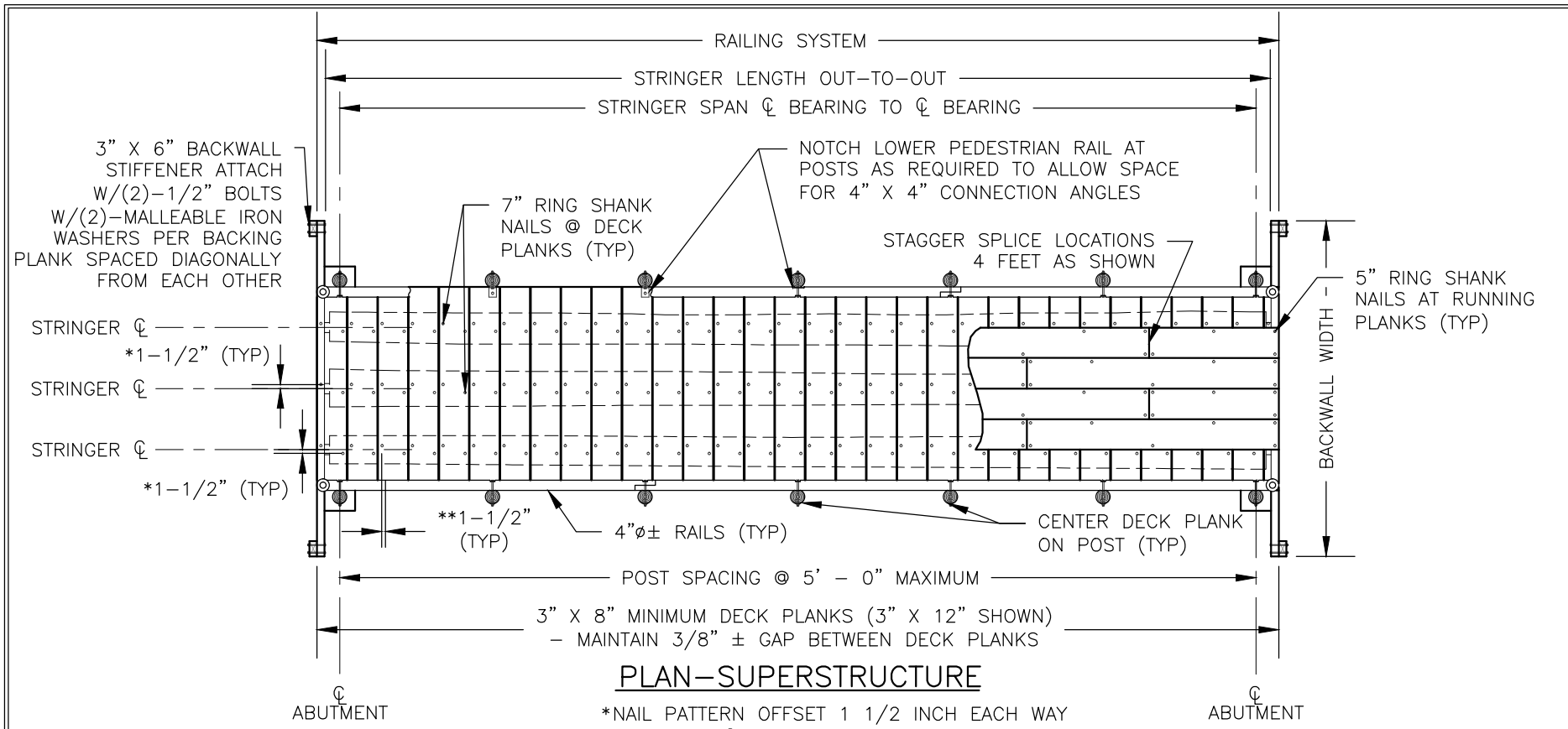
TYPICAL ID
MLS

REVISION DATE

NOT TO SCALE

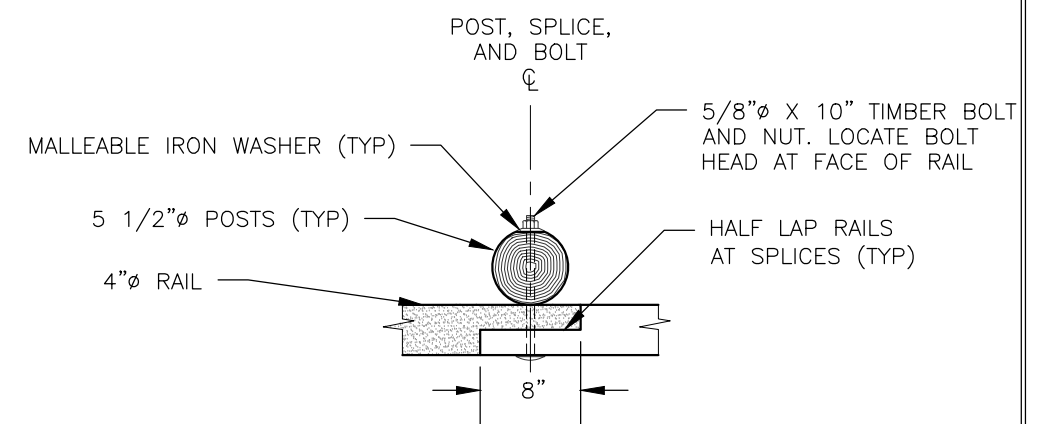
DRAWING NO.
STD_961-20-02b

SHEET
OF

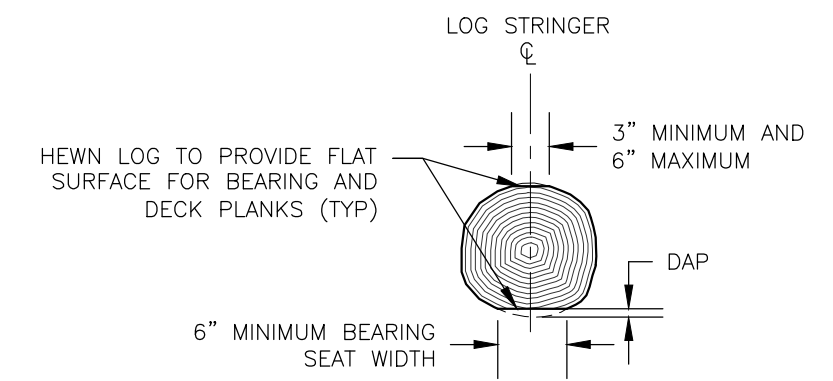


PLAN-SUPERSTRUCTURE

*NAIL PATTERN OFFSET 1 1/2 INCH EACH WAY FROM THE CL OF THE STRINGER
 **NAIL 1 1/2-INCHES FROM EDGES OF BOARD

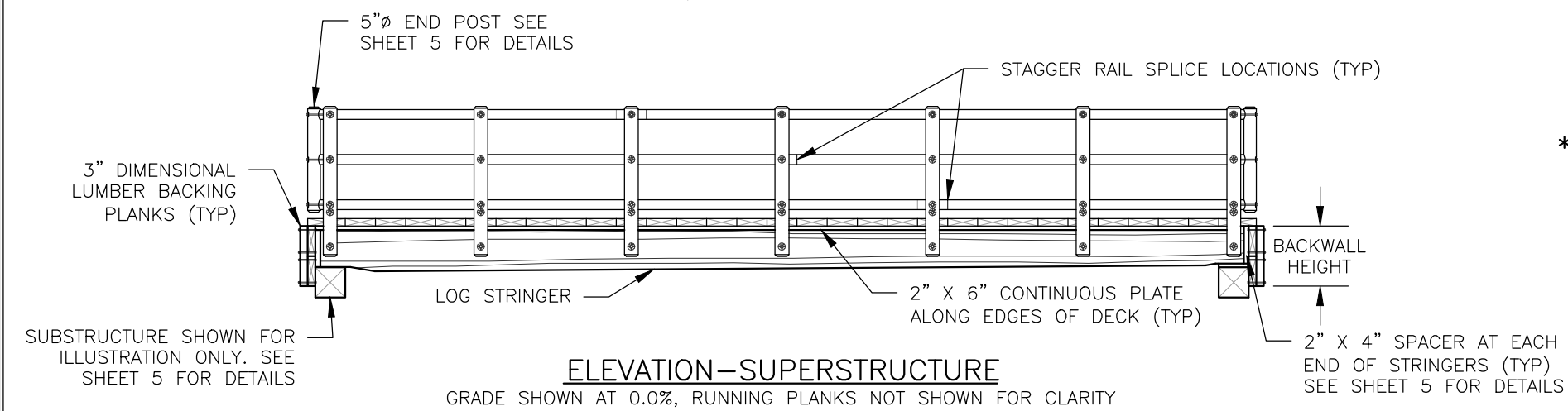


PLAN - POLE RAIL SPLICE DETAIL



LOG STRINGER DAPPING

MAXIMUM DEPTH OF DAP SHALL NOT EXCEED 10% OF LOG DIAMETER OR 2-INCH



ELEVATION-SUPERSTRUCTURE

GRADE SHOWN AT 0.0%, RUNNING PLANKS NOT SHOWN FOR CLARITY

***TABLE-1: ROUND LOG STRINGER PEELED SIZE MID SPAN DIAMETER REQUIREMENTS - LRFD**

**STRINGER SPAN (FEET)	TIMBER SPECIES - DOUGLAS FIR (COASTAL OR INTERIOR NORTH) AND WESTERN LARCH				
	DESIGN LOADING IN POUNDS PER SQUARE FOOT				
	PEDESTRIAN LOAD ***65	90	120	150	200
10	8"	8"	8"	8"	8"
15	9"	9"	9"	9"	10"
20	11"	11"	11"	11"	12"
25	13"	13"	13"	13"	14"
30	15"	15"	15"	15"	16"
35	17"	17"	17"	17"	18"
40	19"	19"	19"	19"	21"
45	21"	21"	21"	21"	23"

*STRINGER SIZE SHALL BE THE LARGER OF THE PEDESTRIAN OR GROUND SHOW LOAD SIZE REQUIRED FOR THE SITE CONDITIONS

**STRINGER LENGTH EQUAL TO STRINGER SPAN PLUS ONE FOOT

***REQUIRES REGIONAL BRIDGE ENGINEER APPROVAL

NOTES:

- SPLICE RAILS AT POSTS. RAILS SHALL BE CONTINUOUS FOR A MINIMUM OF TWO POST SPACES. ALTERNATE RAIL SPLICES AT POSTS.
- FASTEN RUNNING PLANKS TO DECK WITH 40d 5-INCH LONG RING SHANK NAILS AT 24-INCH SPACING. ALTERNATE SIDES WITH TWO AT EACH END. SEE PLAN-SUPERSTRUCTURE FOR LAYOUT TYPICAL.
- THE MINIMUM STRINGER DIAMETER FOR BRIDGES WITH PEDESTRIAN RAILINGS SHALL BE 11-INCHES. BRIDGES WITH STRINGER DIAMETERS LESS THAN 11-INCHES SHALL HAVE CURBS ONLY. SEE SHEET 4 FOR DETAILS.
- FASTEN DECK PLANKS TO STRINGERS WITH TWO ROWS 5/16-INCH DIAMETER X 7-INCH RING SHANK NAILS PER PLANK AT EACH STRINGER. ALTERNATE SIDES.

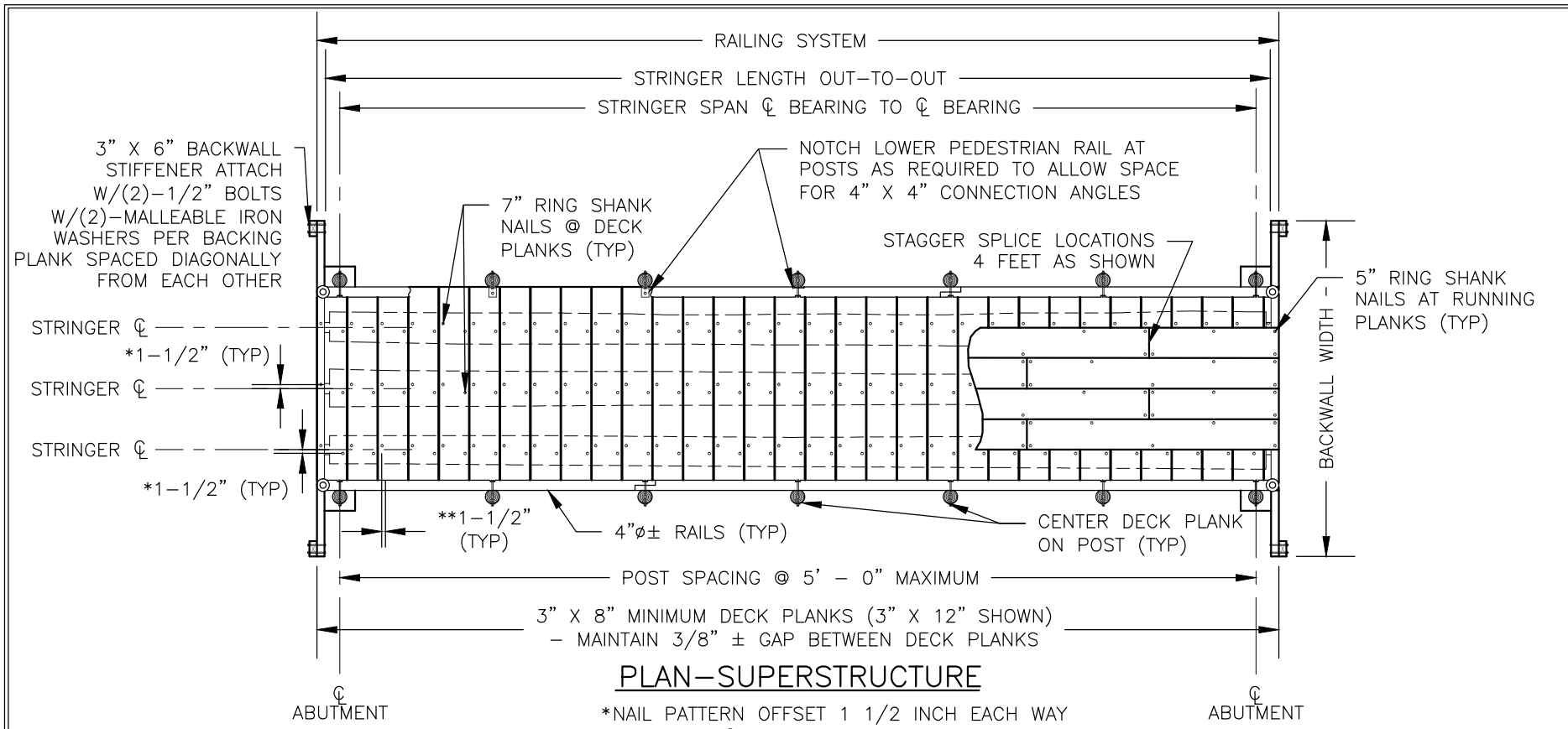
U.S. DEPARTMENT OF AGRICULTURE
 FOREST SERVICE
STANDARD TRAIL PLAN

PROJECT NAME & LOCATION

DRAWING NAME
MULTIPLE LOG STRINGER TRAIL BRIDGE
 SECTION
961 - LOG STRINGER TRAIL BRIDGE
 TYPICAL ID
MLS

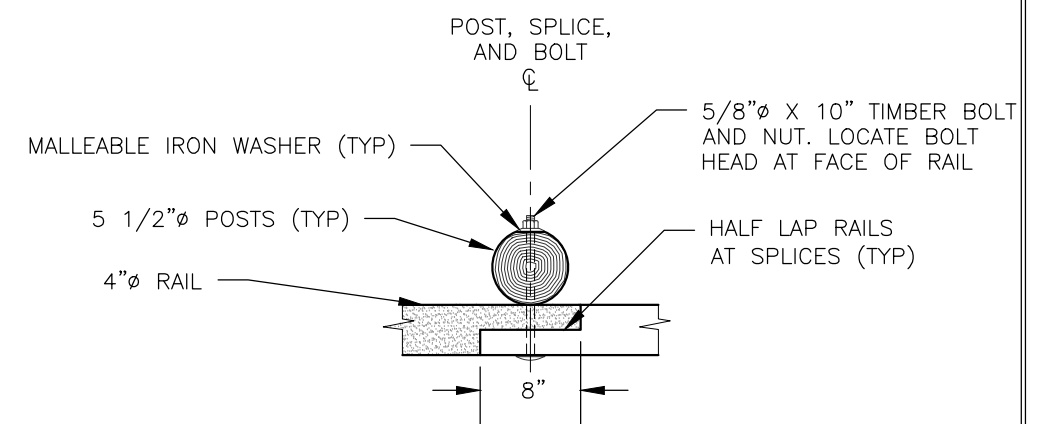
REVISION DATE
NOT TO SCALE

DRAWING NO.
STD_961-20-03a
 SHEET
 OF

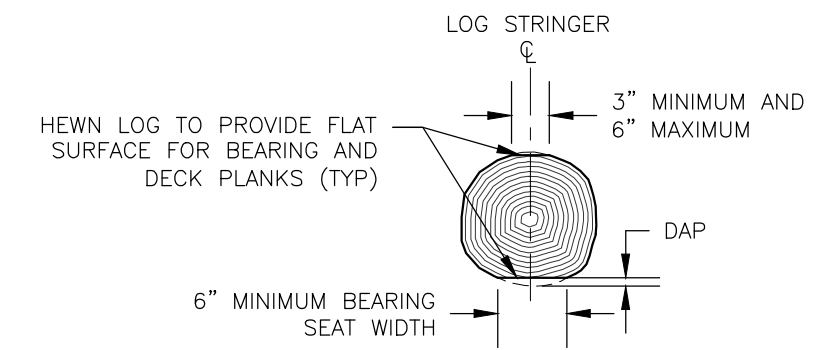


PLAN-SUPERSTRUCTURE

*NAIL PATTERN OFFSET 1 1/2 INCH EACH WAY FROM THE CL OF THE STRINGER
 **NAIL 1 1/2-INCHES FROM EDGES OF BOARD

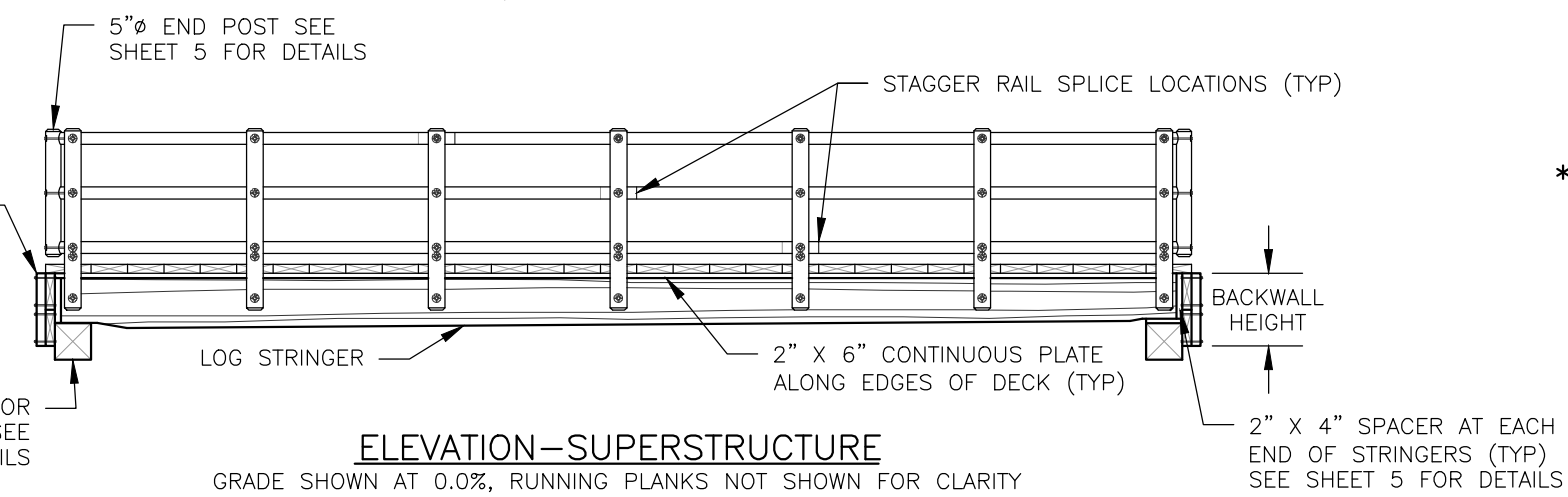


PLAN - POLE RAIL SPLICE DETAIL



LOG STRINGER DAPPING

MAXIMUM DEPTH OF DAP SHALL NOT EXCEED 10% OF LOG DIAMETER OR 2-INCH



ELEVATION-SUPERSTRUCTURE

GRADE SHOWN AT 0.0%, RUNNING PLANKS NOT SHOWN FOR CLARITY

*TABLE-1: ROUND LOG STRINGER PEELED SIZE MID SPAN DIAMETER REQUIREMENTS - LRFD

**STRINGER SPAN (FEET)	TIMBER SPECIES - SOUTHERN PINE				
	DESIGN LOADING IN POUNDS PER SQUARE FOOT				
	PEDESTRIAN LOAD ***65	90	120	150	200
10	8"	8"	8"	8"	8"
15	9"	9"	9"	9"	10"
20	11"	11"	11"	12"	12"
25	13"	13"	13"	14"	15"
30	15"	16"	15"	16"	17"
35	17"	18"	17"	18"	19"
40	19"	20"	19"	20"	21"
45	21"	22"	21"	22"	23"

*STRINGER SIZE SHALL BE THE LARGER OF THE PEDESTRIAN OR GROUND SHOW LOAD SIZE REQUIRED FOR THE SITE CONDITIONS

**STRINGER LENGTH EQUAL TO STRINGER SPAN PLUS ONE FOOT

***REQUIRES REGIONAL BRIDGE ENGINEER APPROVAL

NOTES:

- SPLICE RAILS AT POSTS. RAILS SHALL BE CONTINUOUS FOR A MINIMUM OF TWO POST SPACES. ALTERNATE RAIL SPLICES AT POSTS.
- FASTEN RUNNING PLANKS TO DECK WITH 40d 5-INCH LONG RING SHANK NAILS AT 24-INCH SPACING. ALTERNATE SIDES WITH TWO AT EACH END. SEE PLAN-SUPERSTRUCTURE FOR LAYOUT TYPICAL.
- THE MINIMUM STRINGER DIAMETER FOR BRIDGES WITH PEDESTRIAN RAILINGS SHALL BE 11-INCHES. BRIDGES WITH STRINGER DIAMETERS LESS THAN 11-INCHES SHALL HAVE CURBS ONLY. SEE SHEET 4 FOR DETAILS.
- FASTEN DECK PLANKS TO STRINGERS WITH TWO ROWS 5/16-INCH DIAMETER X 7-INCH RING SHANK NAILS PER PLANK AT EACH STRINGER. ALTERNATE SIDES.

U.S. DEPARTMENT OF AGRICULTURE
 FOREST SERVICE
STANDARD TRAIL PLAN

PROJECT NAME & LOCATION

DRAWING NAME
MULTIPLE LOG STRINGER TRAIL BRIDGE

SECTION
961 - LOG STRINGER TRAIL BRIDGE

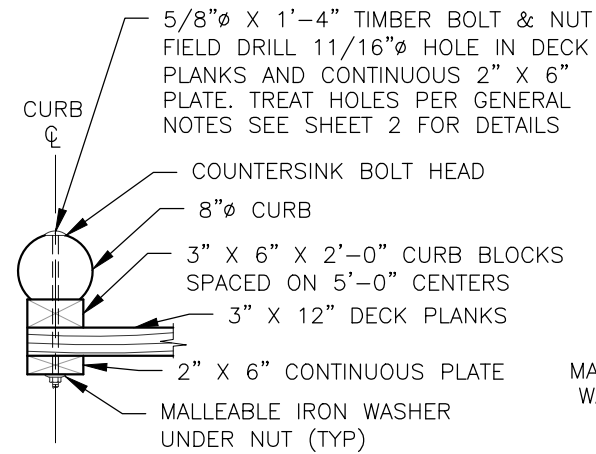
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MLS

REVISION DATE

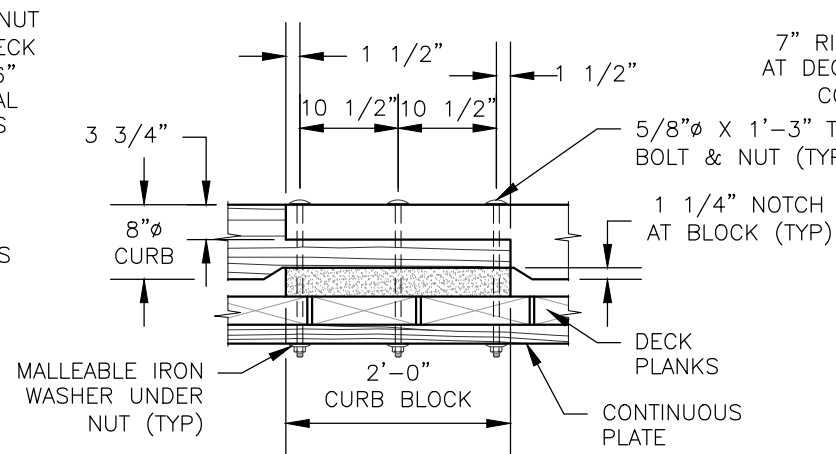
NOT TO SCALE

DRAWING NO.
STD_961-20-03b

SHEET OF



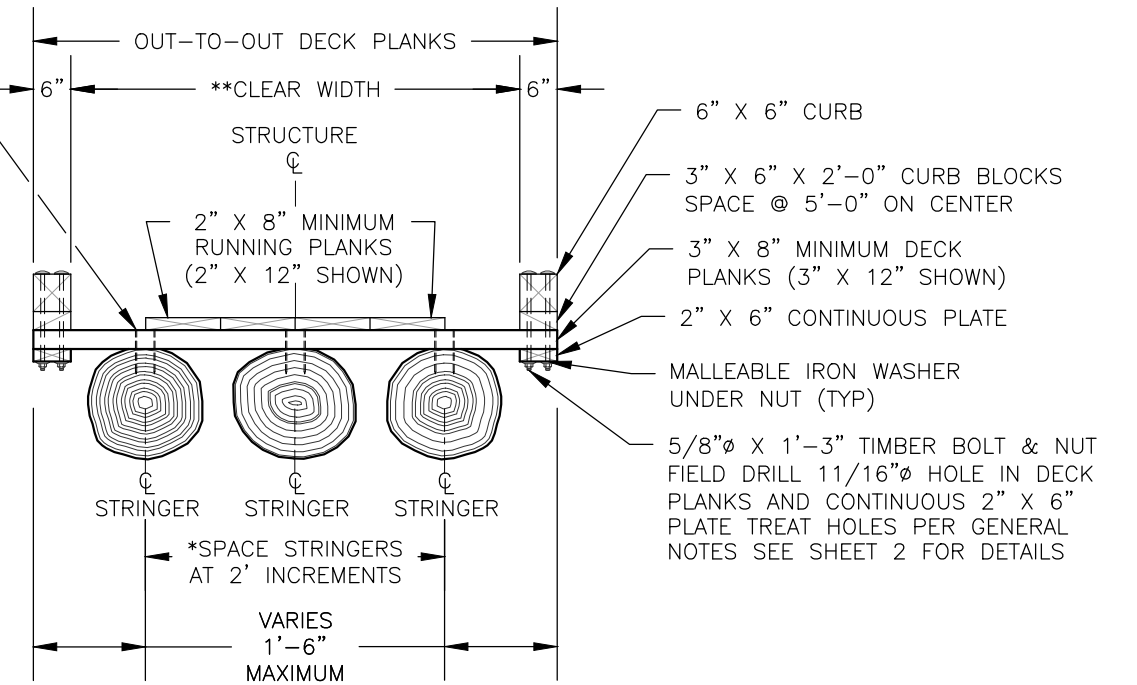
TYPICAL SECTION LOG CURB



ELEVATION CONNECTION AT CURB SPLICE

CONNECTION SIMILAR AT TYPICAL CURB BLOCK

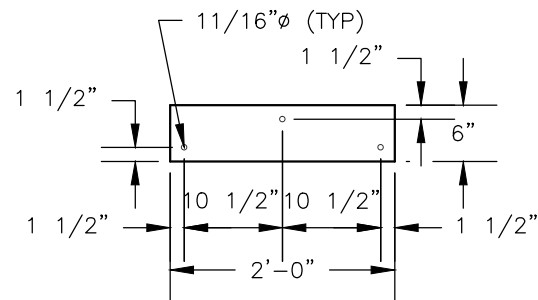
LOG CURB CONNECTION DETAILS



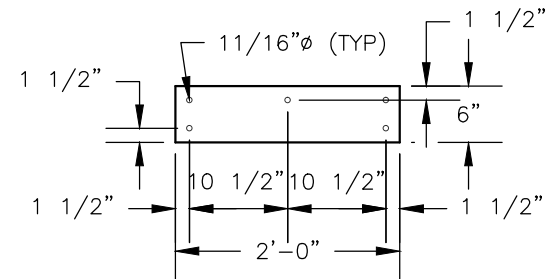
DECK SECTION W/CURBS

*MINIMUM NUMBER OF STRINGERS IS 3.

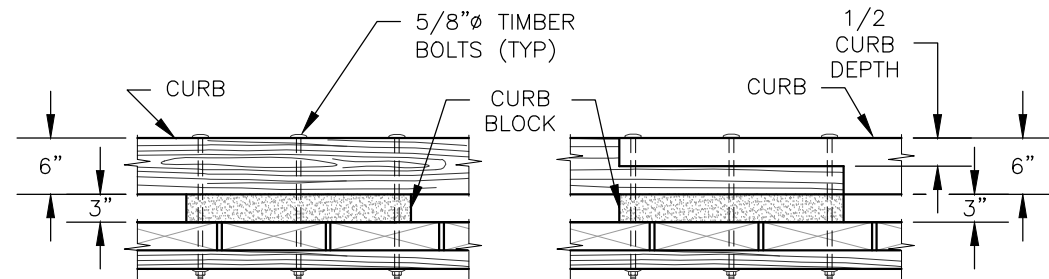
** MINIMUM CLEAR WIDTH (INSIDE FACE TO INSIDE FACE) MAY BE CONTROLLED BY STRINGER DIAMETER AND REQUIREMENTS FOR A MINIMUM OF 3 LOGS.



CURB BLOCK PLAN



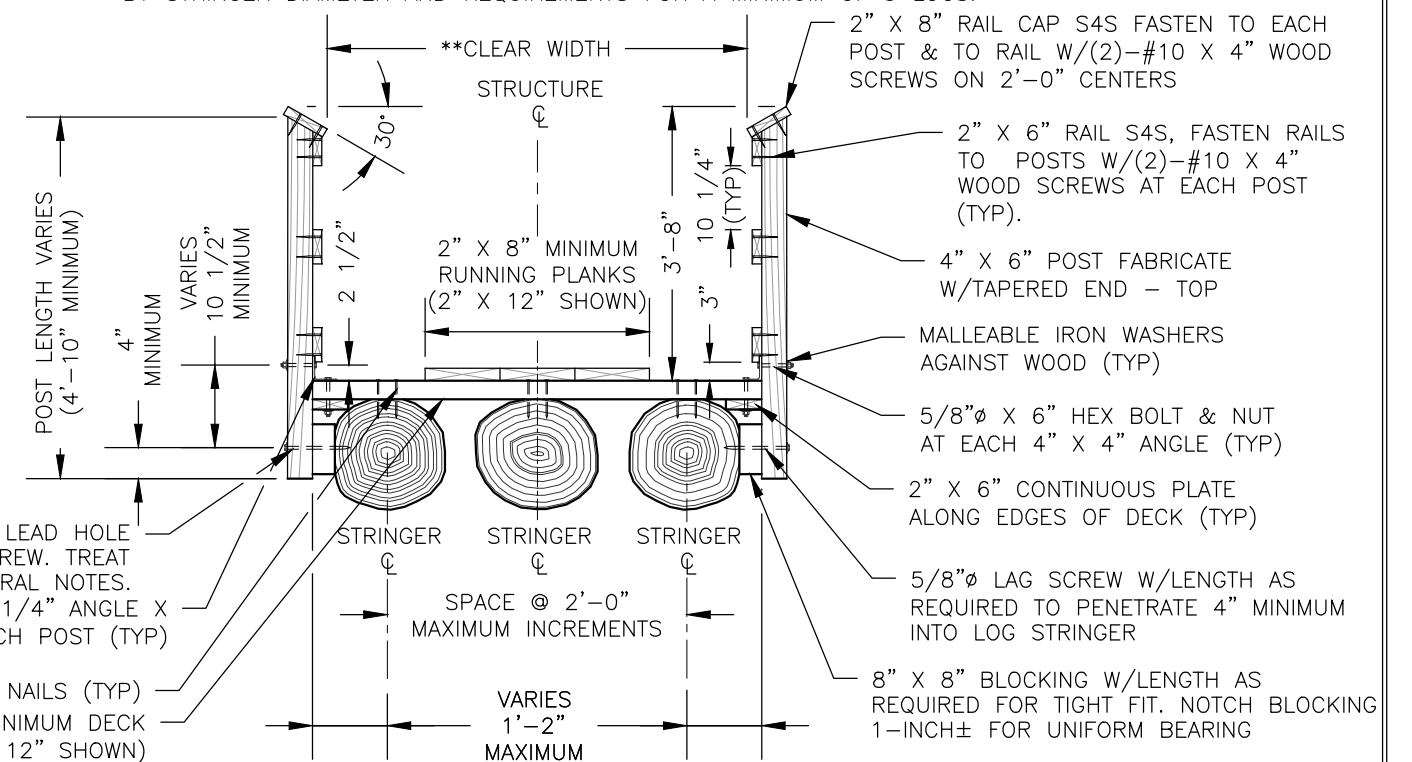
CURB BLOCK PLAN AT SPLICE



ELEVATION TYPICAL CONNECTION

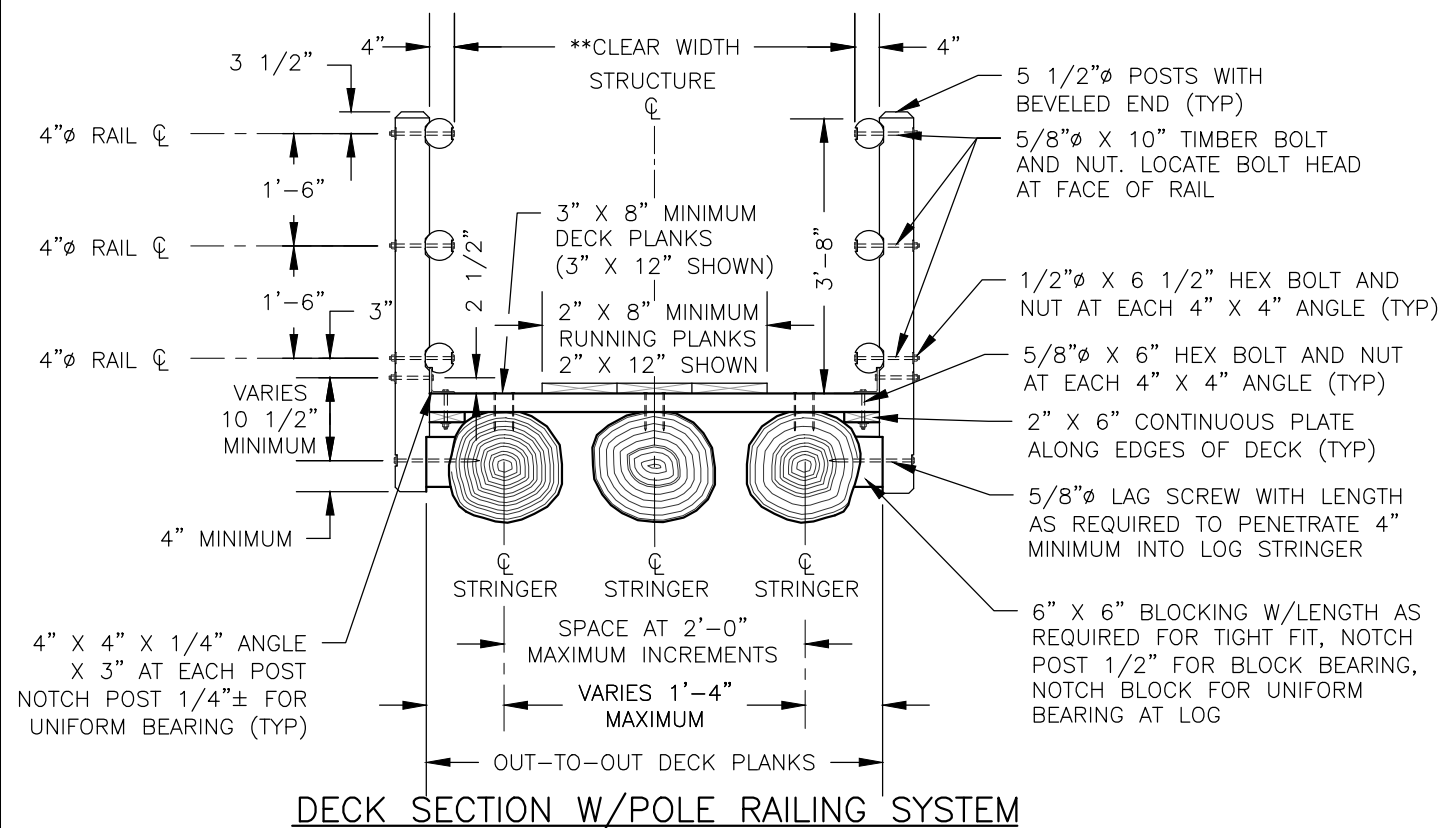
ELEVATION CONNECTION AT SPLICE

SOLID SAWN CURB CONNECTION DETAILS



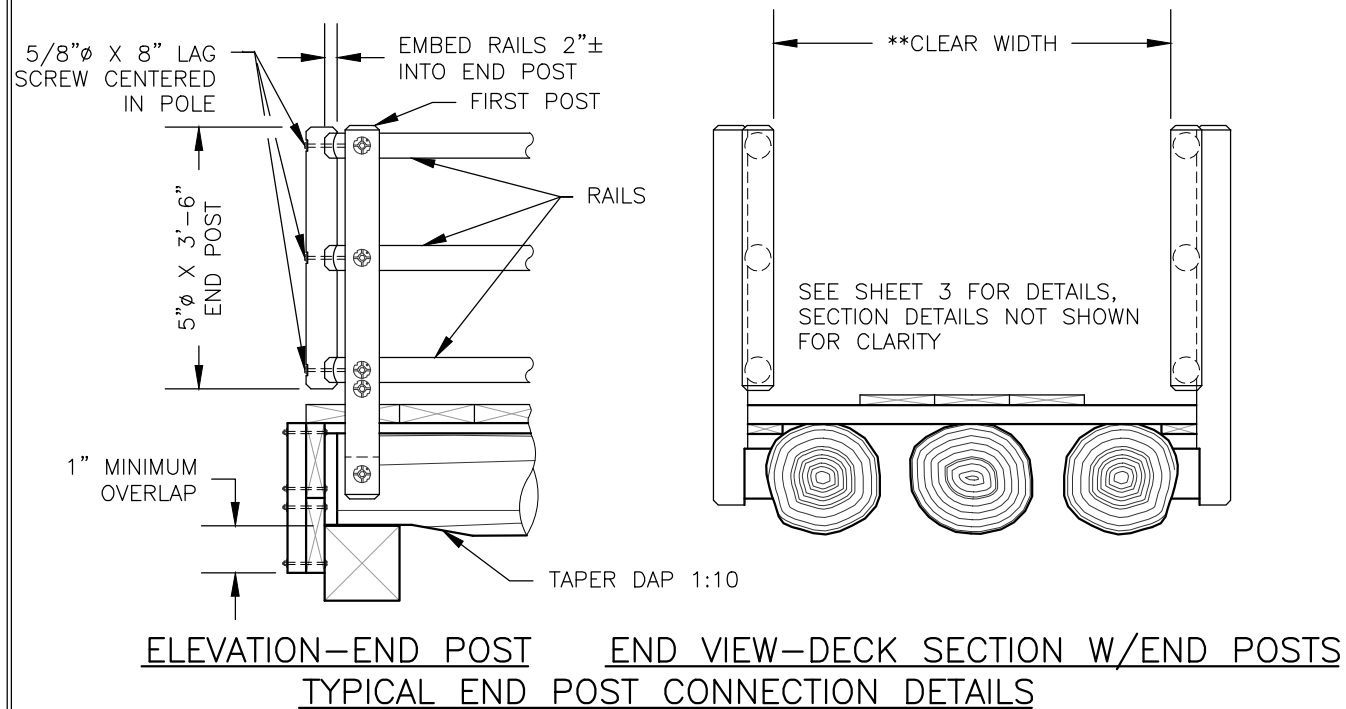
DECK SECTION W/SAWN RAILING SYSTEM

NOTCH LOWER 2" X 6" PEDESTRIAN RAILING SYSTEMS AT POST TO ALLOW SPACE FOR 4-INCH X 4-INCH CONNECTION ANGLES



DECK SECTION W/POLE RAILING SYSTEM

** MINIMUM CLEAR WIDTH (INSIDE FACE TO INSIDE FACE) IS CONTROLLED BY END POSTS REFER TO TYPICAL END POST CONNECTION DETAILS ON THIS SHEET.



ELEVATION-END POST END VIEW-DECK SECTION W/END POSTS
TYPICAL END POST CONNECTION DETAILS

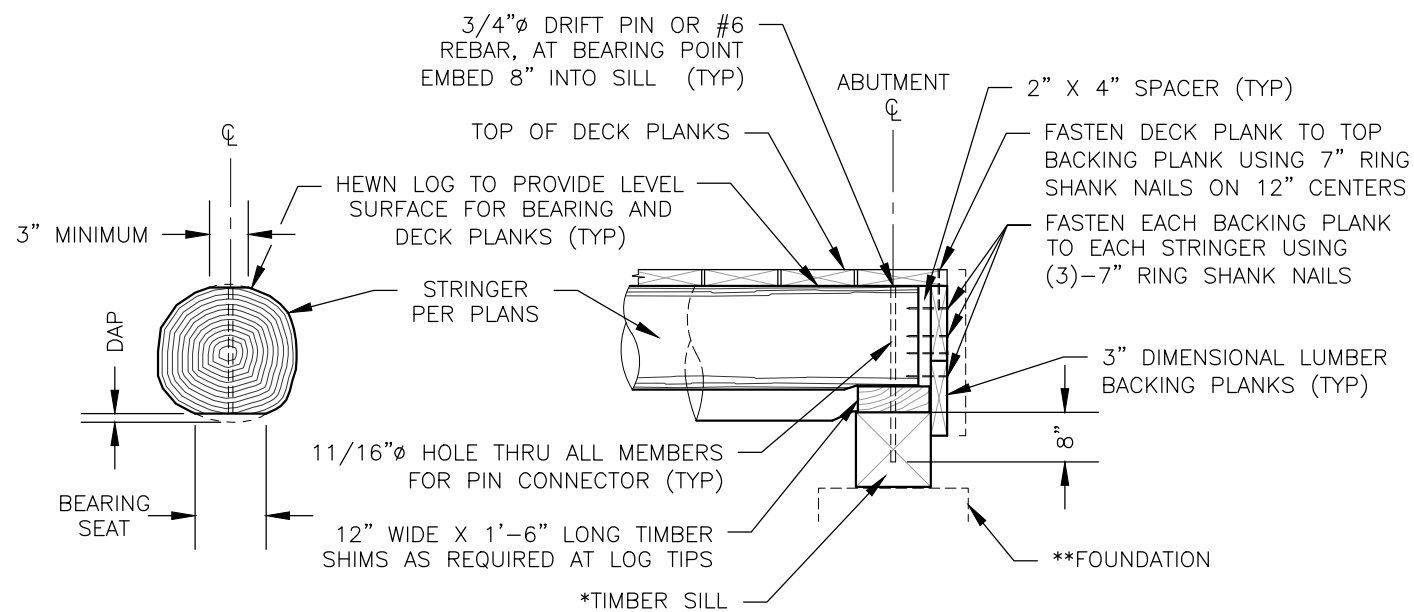
NOTES:

SPECIFICATIONS: MATERIALS AND CONSTRUCTION OF THIS STRUCTURE SHALL BE IN ACCORDANCE WITH THE STANDARD SPECIFICATION FOR CONSTRUCTION OF ROADS AND BRIDGES ON FEDERAL HIGHWAY PROJECTS (FP-03) AND STANDARD SPECIFICATIONS FOR CONSTRUCTION OF TRAILS AND TRAIL BRIDGES ON FEDERAL PROJECTS,

HARDWARE AND STRUCTURAL STEEL: SEE SUPERSTRUCTURE DRAWINGS FOR PROJECT DESIGN CRITERIA AND GENERAL NOTES.

TREATED TIMBER & LUMBER: REFER TO THE GENERAL NOTES ON THE SUBSTRUCTURE DRAWINGS FOR TREATED TIMBER & LUMBER SPECIFICATIONS AND FIELD TREATING OF WOOD.

LAG SCREW INSTALLATION: PRE-BORE LAG SCREW HOLES USING TWO DIAMETERS, ONE FOR THE SHANK AND ONE FOR THE THREADS. THE LEAD HOLE FOR THE SHANK IS TO BE 1/16-INCH LARGER THAN THE SHANK DIAMETER AND IS TO BE BORED TO THE DEPTH OF PENETRATION OF THE SHANK. THE LEAD HOLE FOR THE THREADED PORTION IS TO BE 70% OF THE BOLT DIAMETER AS SHOWN ON THE PLANS AND IS TO BE BORED AT LEAST TO THE LENGTH OF THE THREADS. **DO NOT DRIVE LAG SCREWS WITH A HAMMER.**



LOG STRINGER DAPPING

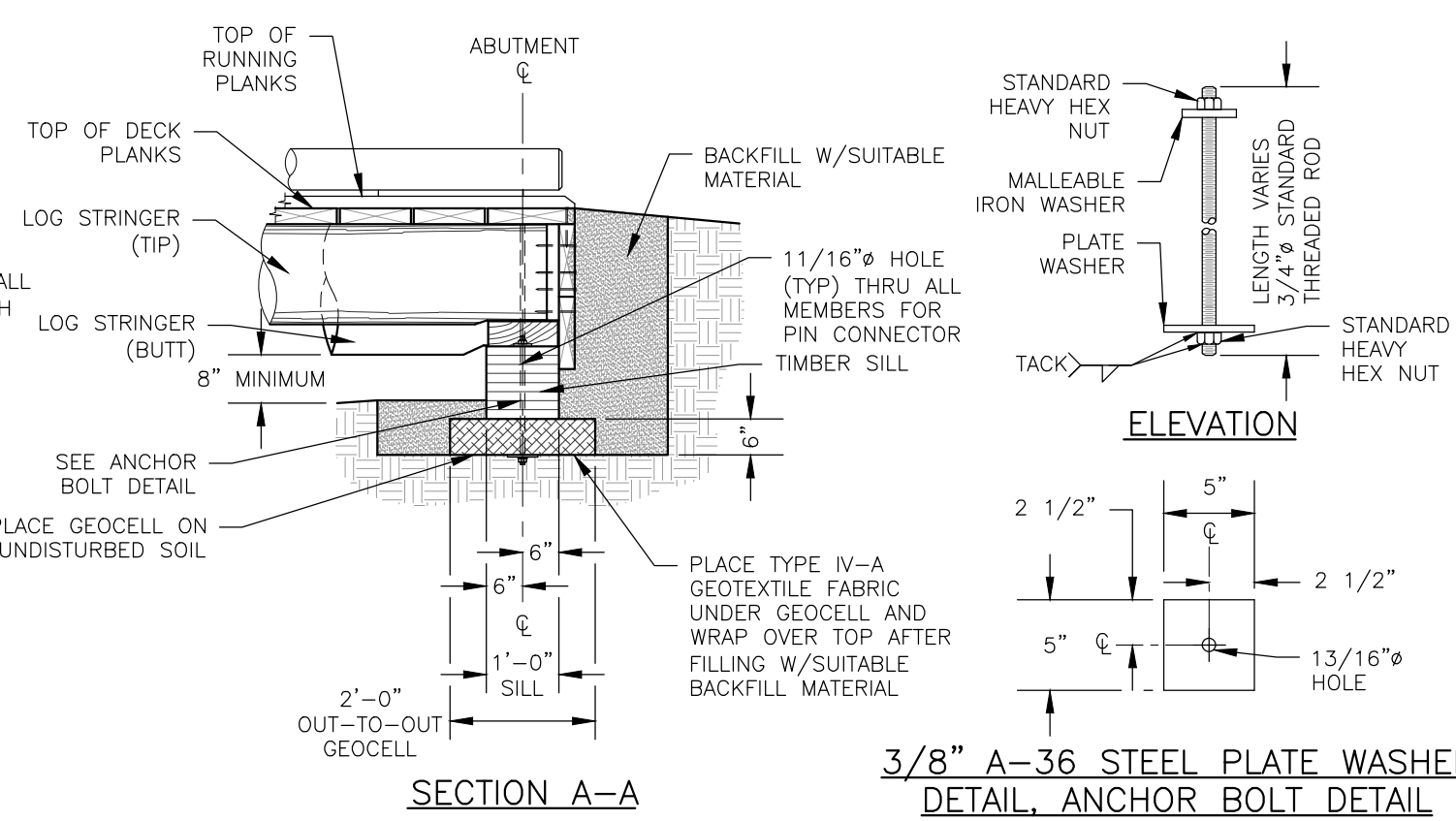
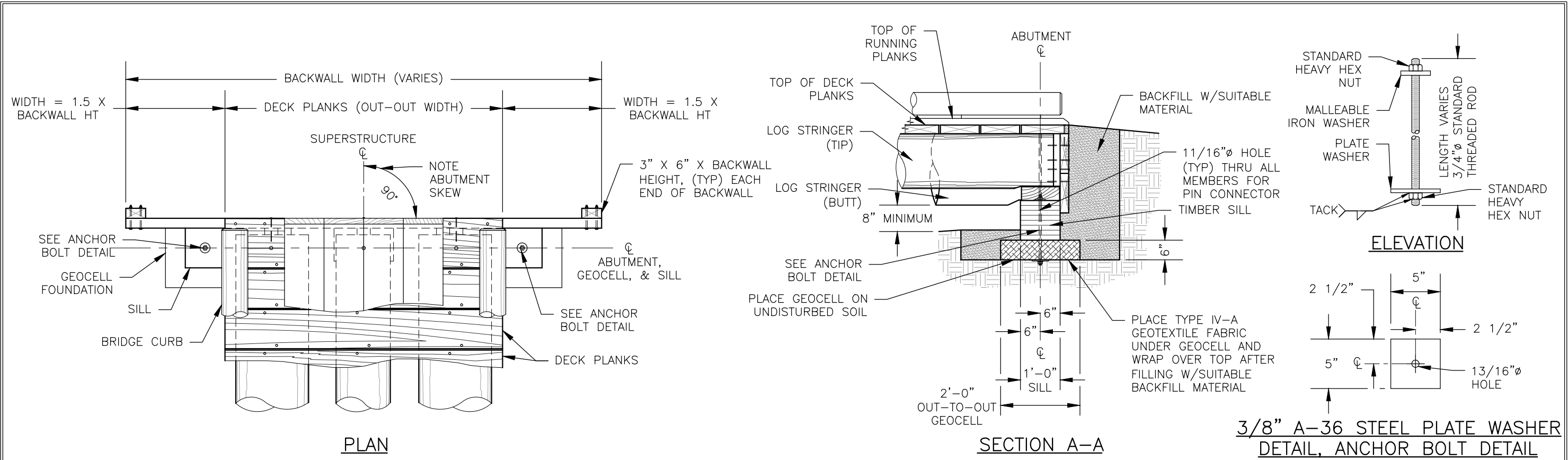
MAXIMUM DEPTH OF DAP SHALL NOT EXCEED 10 PERCENT OF LOG DIAMETER OR 2-INCHES

ELEVATION

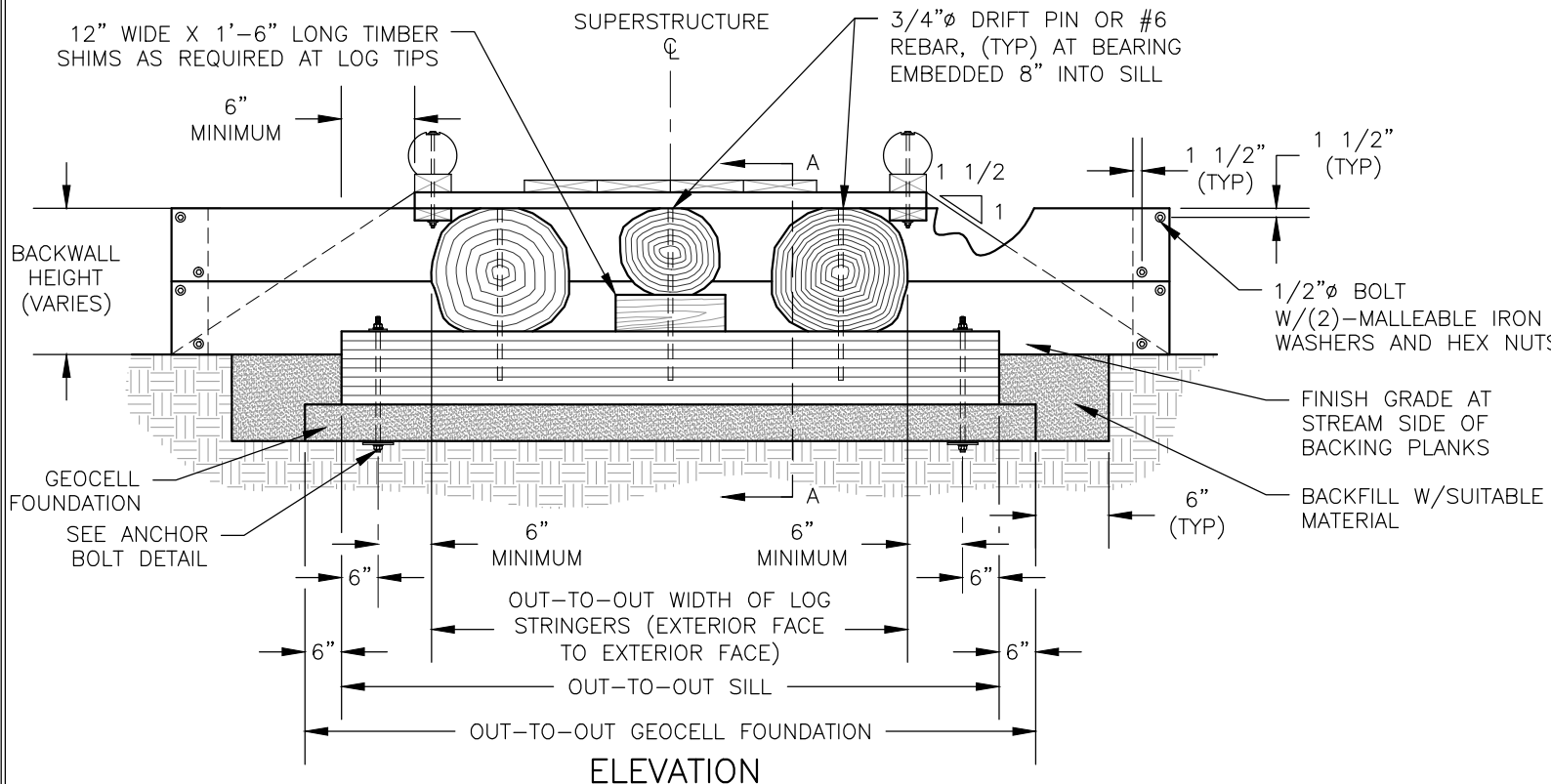
*TIMBER SILL CAN BE EITHER 12" X 12" SOLID SAWN 10 3/4" X 12" GLUE-LAMINATED, BUILT-UP 3" X 12", 4" X 12", & 6" X 12" TREATED MEMBERS.

** SEE STANDARD DRAWINGS 965-10, 965-20, 965-30, & 965-40 FOR FOUNDATION ALTERNATIVES

LOG STRINGER BRIDGE ABUTMENT CONNECTION DETAILS

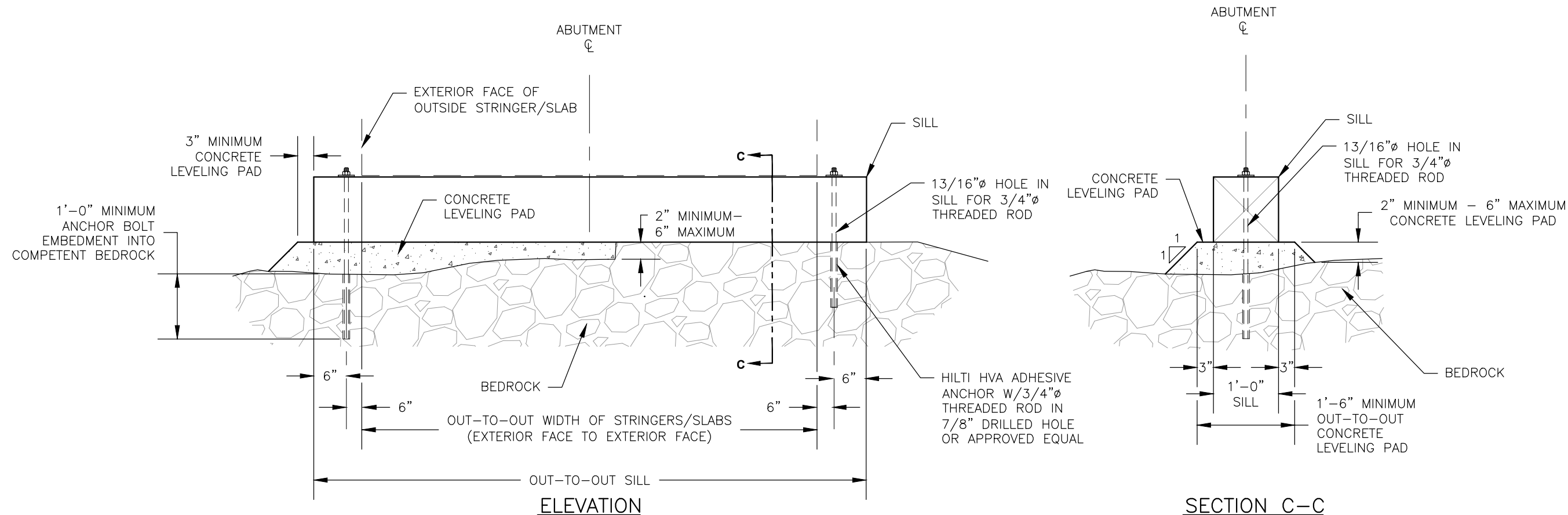


**3/8" A-36 STEEL PLATE WASHER
DETAIL, ANCHOR BOLT DETAIL**

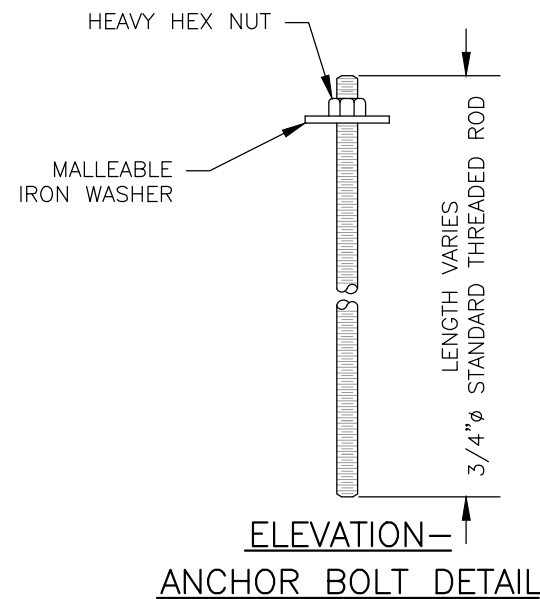


FOUNDATION NOTES:

(PROJECT SPECIFIC ABUTMENT NOTES)



CONCRETE LEVELING PAD ON BEDROCK FOUNDATION



SILL MATERIAL AND DIMENSIONS WILL VARY. REFER TO SUPERSTRUCTURE SHEETS FOR SILL DETAILS.

FOUNDATION NOTES:

SPECIFICATIONS: MATERIALS AND CONSTRUCTION OF THIS STRUCTURE SHALL BE IN ACCORDANCE WITH THE STANDARD SPECIFICATION FOR CONSTRUCTION OF ROADS AND BRIDGES ON FEDERAL HIGHWAY PROJECTS (FP-03) AND STANDARD SPECIFICATIONS FOR CONSTRUCTION OF TRAILS AND TRAIL BRIDGES ON FEDERAL PROJECTS,

HARDWARE AND STRUCTURAL STEEL: SEE SUPERSTRUCTURE DRAWINGS FOR PROJECT DESIGN CRITERIA AND GENERAL NOTES.

GEOCELL ABUTMENT STABILIZATION: REFER TO THE SPECIAL PROJECT SPECIFICATIONS FOR A DESCRIPTION OF THE WORK, MATERIALS, AND INSTALLATION PROCEDURES.

TREATED TIMBER & LUMBER: REFER TO THE GENERAL NOTES ON THE SUPERSTRUCTURE DRAWINGS FOR TREATED TIMBER & LUMBER SPECIFICATIONS AND FIELD TREATING OF WOOD.

Stratham Community Garden Vision for 2026

for Select Board April 6, 2026

- Increase of members
- Community focus
 - Working with WML
 - Member kick-off party
 - Weekly garden connections
- Grants / Fundraising received for specific projects
 - Native pollinator plants & shrubs
 - Teaching garden
 - Shed
- Continued partnership with DPW





The State of New Hampshire
Department of Transportation



David Rodrigue, P.E.
Commissioner

Michelle L. Winters
Deputy Commissioner

STRATHAM
43001
Squamscott Rd. Culvert Replacements

Bureau of Highway Design
Room 200
Tel. (603) 271-2171
Fax (603) 271-7025

March 13, 2026

Timothy Roache
Town Administrator
Town of Stratham
10 Bunker Hill Avenue
Stratham, NH 03885

Dear Mr. Roache,

The above project plans to replace the two 18” diameter rcp tidal culverts carrying unknown streams in separate channels under Squamscott Rd, approximately 1,600 ft east of Route 108. These two culverts will each be replaced with a 8 ft wide x 7 ft high pre-cast concrete box culvert. The purpose of the project is to improve aquatic and land species passage, tidal flow, and salt marsh migration. Wood railing will also be replaced with steel backed timber guardrail. Guardrail shall be placed to provide 32 ft with face to face.

We had previously presented the project and proposed closure and detour to the selectboard on October 13, 2022. At that meeting, approval was given for road closure of 4 weeks to accomplish the culvert replacements. There were two conditions given: road closure falls outside summer peak traffic and, whatever guardrail is constructed be wood in appearance. After follow up emails with Chief Walsh, a detour route was determined. Delays in the design process has brought us to advertising this spring (currently April 7, 2026), for fall 2026 construction. The 4 week closure will be allowed to happen sometime between September 9 and November 20, 2026, with final a completion date of June 4, 2027, to allow for final paving and cleanup.

Plans and detailed discussion of alternatives, impacts, and hydraulic performance are contained in the Project’s Wetland Permit Application. A copy of the permit application can be found online on NHDOT’s Wetlands Program permitting webpage at: <https://www.dot.nh.gov/about-nh-dot/divisions-bureaus-districts/environment/wetland-applications> under the project town and project number.

This project is being developed consistent with the National Environmental Policy Act (NEPA) guidelines. Appropriate erosion/sedimentation preventative measures and water quality “Best

Management Practices (BMP's)" will be employed by the Contractor to assure that any detrimental impacts are minimized to the extent practicable during construction.

Throughout the duration of the project, and at the discretion of the Department, uniformed officers and flaggers will be used to control traffic. Portable changeable message signs will be used to notify motorists in advance of upcoming work and provide messages during construction. All work on this project will be performed such that traffic is unimpeded whenever possible.

A pre-construction meeting, to which the Town will be invited, will be held by the Contractor prior to the start of construction.

Included as part of this transmittal is one Municipal Work Zone Agreement (MWZA) document that all municipalities are asked to sign as an acknowledgement that the Department will have the authority to control traffic through the work zone for the duration of the project. We are scheduled to present the final project details to your selectboard on April 6, however, the timing of that presentation with this standard sign off is challenging. If possible, please sign the document and return it electronically, prior to the meeting. A signed copy will be returned to the Town for your records.

If you have any questions or would like to discuss this project further, feel free to call me at 271-1598.

Sincerely,

Kirk Mudgett, P.E.
Project Manager
Chief of Specialty Section

KOM

Enclosure

S:\Highway-Design\TOWNS\Stratham\43001\Agreements\MWZA\43001 MWZA Letter.docx

**MUNICIPAL WORK ZONE AGREEMENT
FOR
STRATHAM**

**STATE PROJECT: 43001
FEDERAL PROJECT: N/A**

THIS AGREEMENT, executed in *duplicate*, made and entered into this _____ day of _____ 2026, between the New Hampshire Department of Transportation, hereinafter called the “DEPARTMENT” and the City/Town of STRATHAM, hereinafter called the “TOWN.”

WITNESSETH that,

WHEREAS, the DEPARTMENT will *Replace two existing 18” rcp culverts with 8’ w x 7’ h concrete boxes, and replace existing wood rail with steel-backed wood guardrail on Squamscott Rd at approximately 1,600’ east of Route 108;*

WHEREAS, The State Legislature has delegated the Commissioner of the DEPARTMENT with full authority to control traffic in highway/bridge construction work zones on Class I, II, and III highways; RSA 228:21, 236:1, and 228:37;

WHEREAS, The Department intends to use a combination of flaggers and/or uniformed officers, as appropriate, to control traffic and ensure public and worker safety; and

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

- A. The DEPARTMENT shall construct project STRATHAM 43001, *Culvert Replacement on Squamscott Rd* in the TOWN.
- B. The DEPARTMENT will be responsible for the management and operation of the highway throughout the duration of the construction of the project. This includes the authority to determine the most appropriate way to control traffic within the construction work zone limits of the project.**
- C. The Department, as of April 1, 2013, will only compensate for the use of police officers that have successfully completed an NHDOT approved course on the Safe and Effective Use of Law Enforcement in Work Zones

IN WITNESS WHEREOF, the parties here have affixed their signatures, the City/Town of *STRATHAM*, New Hampshire, on this _____ day of _____, 2026; The Department of Transportation on this _____ day of _____, 2026.

**NEW HAMPSHIRE DEPARTMENT OF
TRANSPORTATION**

TOWN OF STRATHAM

By: _____
Director of Project Development

By: _____
(*AUTHORIZED MUNICIPAL OFFICIAL*)

Stratham Fire Department

Approval to Conduct Community Health Questionnaire

We're looking to get Select Board approval to send out a short, anonymous community healthcare survey. The goal is to better understand where residents are having trouble accessing healthcare and how that may be impacting 911 use.

Right now we're hearing about healthcare access issues, especially with primary care, but we don't have solid local data to back it up. This would give us a clearer picture to guide future planning.

It's strictly data collection—no new programs or costs tied to it—and would go out by mail with an online option. Results would come back to the Town and Select Board to inform next steps.

- Requesting Select Board approval to distribute a short, anonymous community healthcare survey
- Goal is to understand barriers to care and how they may be impacting 911 use
- We're hearing about healthcare access issues (especially primary care), but lack solid local data
- Survey would give us a clearer picture to guide future planning
- Mail distribution with an online option
- Strictly data collection — no new programs, staffing, or costs tied to it
- Results shared with Town leadership and Select Board for discussion

Results will help guide future planning, including identifying opportunities for the Fire Department to support community health in more proactive ways—not just emergency response. With paramedics already staffing the station, there may be opportunities to better engage community health needs through outreach, follow-up, or other service models.

Section 1 — About You

1. Which age range best describes you?
 - Under 18
 - 18–34
 - 35–54
 - 55–64
 - 65 or older
 2. How many people live in your household?
 - I live alone
 - 2 people
 - 3–4 people
 - 5 or more
 3. Do you currently have health insurance?
 - Yes
 - No
 - Not sure
-

Section 2 — Access to Care

4. Do you currently have a primary care provider (PCP)?
 - Yes
 - No
 - I used to, but not currently
 - I tried to establish care but could not
5. Which primary care system do you use most often?
 - Core Physicians (Exeter Hospital / Beth Israel Lahey Health)
 - Appledore Primary Care (Portsmouth Hospital / HCA)
 - Wentworth Health Partners (Mass General Brigham)
 - Seacoast Direct Primary Care
 - Veterans Health Administration (VA)
 - Other: _____
 - I do not have a primary care provider

6. In the past 12 months, have you had difficulty getting timely medical care?
- Yes
 - No
7. If yes, what were the main reasons? *(Select all that apply)*
- Long wait times
 - No providers accepting new patients
 - Scheduling conflicts
 - Transportation
 - Cost/insurance
 - Difficulty contacting a provider
 - Other: _____
-

Section 3 — Your Healthcare Experience

9. In the past 12 months, where have you received medical care?
(Check all that apply)
- Primary care office
 - Urgent care or walk-in clinic
 - Emergency department
 - Specialist care (cardiology, pulmonology, etc.)
 - Mental health or counseling services
 - I have not received medical care in the past year
10. Which best describe your healthcare experience: *(Select all that apply)*
- My discharge plan was clear and easy to understand
 - My discharge plan was unclear or difficult to follow
 - I felt I was discharged too early
 - I felt I was discharged at the appropriate time
 - I did not receive clear follow-up guidance
11. Do you feel your primary care provider is meeting your healthcare needs?
- Yes
 - No
 - I do not have a primary care provider
-

Section 4 — Emergency Services

12. In the past 12 months, have you or someone in your household called 911 for a medical issue?

Yes

No

13. If yes, do you feel it could have been handled without an emergency department visit if other care was available?

Yes

No

Not sure

Section 5 — Community Needs

14. What are the biggest healthcare challenges in our community? (*Select up to three*)

Access to primary care

Long wait times

Mental health services

Substance use services

Care for older adults

Transportation

Cost

Other: _____

15. What services would you like to see improved or added? (*Optional*)

Section 6 — Looking Ahead

16. Would you be open to receiving healthcare services outside of a traditional doctor's office (e.g., in-home or community-based care)?

Yes

No

Not sure

Something addressing mobility, ADLs, services outside of PCP



Stratham Volunteer Fire Department Association
10 Bunker Hill Avenue, Stratham NH 03885

March 22, 2026

To: Town of Stratham NH

Re: Association donation of funds for the purchase of two Zoll Medical ventilators for the Fire Department.

Dear Select Board,

The Stratham Volunteer Fire Department Association wishes to support the vision and mission of the Stratham Fire Department including its efforts to better serve the community through a variety of initiatives and programs.

This donation of **\$39,585.50** is made with the understanding that the Select Board, upon receiving recommendations from the Fire Chief, will use the funds for the following purposes:

- Purchase of two "ZOLL PORTABLE MEDICAL VENTILATION UNITS", one to be installed in each of the ambulances.

The Fire Dept. Association Officers and Directors met and approved of this donation. The funds were raised by the Association and a donation from the "Chief Maloney Memorial Fund".

I look forward to answering any and all of your questions or concerns.

Sincerely,


Dan Crow, President SVFDA

Les Barker, Treasurer

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.

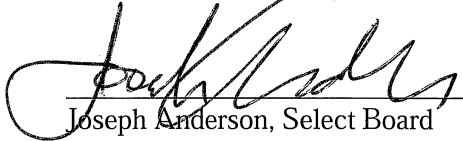
ATTEST: Select Board:



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

General Fund

	Institution	Amount	Length of time
end of April	NHPDIP	1,000,000	N/A
end of April	TD Bank - CD	4,000,000	30 days
end of May	TD Bank - CD	2,000,000	30 days
end of June	TD Bank - CD	6,000,000	30 days
end of July	TD Bank - CD	4,000,000	30 days
end of August	TD Bank - CD	2,000,000	30 days
end of September	TD Bank - CD	6,000,000	30 days
end of October	TD Bank - CD	4,000,000	30 days
end of November	TD Bank - CD	2,000,000	30 days
end of December	TD Bank - CD	6,000,000	30 days

Conservation Fund

	Institution	Amount	Length of time
end of April	NHPDIP	400,000	N/A
end of April	TD Bank - CD	500,000	3 months
end of July	TD Bank - CD	500,000	3 months
end of October	TD Bank - CD	500,000	3 months
end of January	TD Bank - CD	500,000	3 months

NH PDIP Daily Yield

3.64%

as of March 29, 2026

For more information, see
[historical yields](#).

The Daily Yield refers to income generated over the previous one day period; the income is then annualized.

[Yields Disclaimer](#)



TOWN OF STRATHAM
CD INVESTMENT \$500,000

CD Investment Strategy
 1–12 month terms for \$500,000
 Rates for CDs opened by 4/3/26

Current CD terms and rates for \$500,000 balance:

Municipal CD Rates \$500,000 Balance		
Term	Interest Rate (APR)	Annual Percentage Yield (APY)
1 Month:	3.32%	3.37%
2 Month:	3.35%	3.40%
3 Month:	3.35%	3.40%
4 Month:	3.35%	3.40%
5 Month:	3.35%	3.40%
6 Month:	3.35%	3.40%
7 Month:	3.34%	3.39%
8 Month:	3.34%	3.39%
9 Month:	3.34%	3.39%
10 Month:	3.34%	3.39%
11 Month:	3.34%	3.39%
12 Month:	3.33%	3.38%

***Upon maturity the town will be contacted
 to review renewing at current market rates
 or redeeming**

Rates subject to change daily
 Rates as of 3/30/2026
 CD Fully Collateralized under Bank of
 NY Mellon Trust Agreement.

Prepared by : Christina Duane, Government Banking
TD Bank, America's Most Convenient Bank
 333 State Street, Portsmouth, NH 03801

Prepared by : Christina Duane, Government Banking
TD Bank, America's Most Convenient Bank
333 State Street, Portsmouth, NH 03801



TOWN OF STRATHAM CD INVESTMENT SCENARIO

CD Investment Strategy
Rates will be available the week
of funding

CD Scenario #1- Provides the most liquidity

Fixed amount CD with a 30-day maturity. At each maturity, withdraw school payment funds and renew balance at applicable rate.

Target Funded Date	Maturity	CD Amount	Term	APR	APY
6/26/26	7/27/26	\$ 6,000,000	Month 1	TBD	TBD
Total Investment		\$ 6,000,000			

Target Funded Date	Maturity	CD Amount	Term	APR	APY
7/27/26	8/27/26	\$ 4,000,000	Month 1	TBD*	TBD*
Total Investment		\$ 4,000,000			

Target Funded Date	Maturity	CD Amount	Term	APR	APY
8/27/26	9/28/26	\$ 2,000,000	Month 1	TBD*	TBD*
Total Investment		\$ 2,000,000			

***Renewal rate determined at maturity
based on current market conditions**

Rates subject to change daily
Rates as of 3/30/2026
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TOWN OF STRATHAM CD INVESTMENT SCENARIO

CD Investment Strategy
Rates applicable on accounts
opened by 4/3/26

CD Scenario #1- Provides the most liquidity

Fixed amount CD with a 30-day maturity. At each maturity, withdraw school payment funds and renew balance at applicable rate.

Target Funded Date	Maturity	CD Amount	Term	APR	APY
4/27/26	5/27/26	\$ 4,000,000	Month 1	3.42%	3.47%
Total Investment		\$ 4,000,000			

Target Funded Date	Maturity	CD Amount	Term	APR	APY
5/27/26	6/26/26	\$ 2,000,000	Month 1	TBD*	TBD*
Total Investment		\$ 2,000,000			

***Renewal rate determined at maturity
based on current market conditions**

Rates subject to change daily
Rates as of 3/30/2026
CD Fully Collateralized under Bank of NY Mellon
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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

MEMORANDUM

To: Stratham Select Board
From: Tim Roache, Town Administrator
Date: April 6, 2026

Subject: 2025 Audit Engagement Letter – Summary

Overview

The Town's independent auditors have issued the Audit Engagement Letter for the year ending December 31, 2025. This document is a standard agreement that outlines the scope of the audit, the responsibilities of all parties, and the terms under which the audit will be conducted. Select Board acknowledgment is part of the Town's governance oversight.

Audit Scope and Objective

The audit will examine the Town's financial statements, including governmental activities and major funds, to determine whether they are fairly presented in accordance with generally accepted accounting principles (GAAP). The auditors will also review required supplementary information (e.g., MD&A, pension and OPEB schedules), though this information is not audited.

The goal is to provide reasonable assurance that the financial statements are free of material misstatement due to error or fraud.

Key Responsibilities

Auditors:

- Conduct the audit in accordance with professional standards (GAAS)
- Test financial records and evaluate accounting practices
- Issue an audit opinion and communicate significant findings

Town Management:

- Prepare accurate financial statements
- Maintain internal controls and ensure legal compliance
- Provide full access to records, staff, and information
- Accept responsibility for all financial data and audit materials

Select Board:

- Provide oversight of the financial reporting process
 - Review audit results and related communications
-

Important Considerations

- The audit is not designed to detect all fraud or errors, and auditors do not issue an opinion on internal controls or overall compliance.
 - A standard audit risk identified is management override of controls.
 - The auditors will communicate any significant issues identified during the audit.
-

Additional Services

In addition to the audit, the auditors will assist with:

- Preparation of financial statements
- GASB conversion entries
- Depreciation schedules
- Preparation of the State-required MS-535 report. The MS-535 (Report of Appropriations) provides a detailed accounting of how the Town's voted appropriations were managed over the course of the fiscal year

The Town must oversee and accept responsibility for these services to maintain auditor independence.

Fees and Administration

Audit services are billed at standard hourly rates plus expenses. Billing occurs periodically throughout the engagement. Current budget is \$30,000.

Reporting

Upon completion, the auditors will issue a formal audit report to the Select Board. The report may be modified depending on audit findings.

Conclusion

The Audit Engagement Letter is a routine but important document that establishes clear expectations for the Town's annual audit. It ensures transparency, accountability, and alignment with professional auditing standards.

Board review and acknowledgment are recommended to authorize the audit to proceed.

March 11, 2026

To the Select Board
Town of Stratham
10 Bunker Hill Avenue
Stratham, New Hampshire 03885

To the Board and Management of the Town of Stratham:

We are pleased to confirm our understanding of the services we are to provide the Town of Stratham, New Hampshire for the year ended December 31, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Town of Stratham, New Hampshire as of and for the year ended December 31, 2025. Accounting principles generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Stratham, New Hampshire's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Stratham, New Hampshire's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual (Budgetary Basis)
- Schedule of Changes in the Town's Proportionate Share of the Net OPEB Liability
- Schedule of Town OPEB Contributions
- Schedule of Changes in the Town's Proportionate Share of the Net Pension Liability
- Schedule of Town Pension Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Stratham, New Hampshire's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- Combining Nonmajor Governmental Fund Financial Statements

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our prior-year audit and believe they are still relevant: (1) management override of controls. Planning for the current-year audit has not been completed as of the date of this letter and modifications to the identified significant risks may be made.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Stratham, New Hampshire's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion

of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Other Services

We will also prepare the financial statements of the Town of Stratham, New Hampshire in conformity with accounting principles generally accepted in the United States of America based on information provided by you, prepare GASB conversion journal entries, prepare depreciation schedules using estimated useful lives and depreciation methods determined by management, and prepare the State of New Hampshire Form MS-535.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services, GASB conversion journal entries, depreciation schedules, and State of New Hampshire Form MS-535 previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services, GASB conversion journal entries, depreciation schedules, State of New Hampshire Form MS-535, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

Matthew R. Murray, CPA, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

As an attest client, Vachon Clukay & Company PC cannot store your documents, data, or records on your behalf because doing so will impair Vachon Clukay & Company PC's independence. This is in accordance with the "Hosting Services" interpretation at ET 1.295.143 of the AICPA Code of Professional Conduct. The Town of Stratham, New Hampshire is solely responsible for maintaining its own data and records

Vachon Clukay & Company PC does not host any of the Town of Stratham, New Hampshire's information. Suralink is used solely as a method of transferring data and is not intended to store the Town of Stratham, New Hampshire's information. Upon conclusion of the engagement, Vachon Clukay & Company PC will provide the Town of Stratham, New Hampshire with a copy of the deliverables and relevant data from the Suralink relating to the engagement in a mutually agreed-upon format. If the engagement occurs over multiple years, this exchange will occur at least annually.

The data and other content will either be removed from Suralink or become unavailable to the Town of Stratham, New Hampshire within a reasonable period of time.

Reporting

We will issue a written report upon completion of our audit of the Town of Stratham, New Hampshire's financial statements. Our report will be addressed to the Board of Selectmen of the Town of Stratham, New Hampshire. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the

right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We appreciate the opportunity to be of service to Town of Stratham, New Hampshire and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely yours,

Vashon Clukay & Company PC

RESPONSE:

This letter correctly sets forth the understanding of the Town of Stratham, New Hampshire.

Governance signature: _____

Title: _____

Date: _____

5) To your knowledge is the entity in compliance with laws, regulations, contracts and grant agreements?
If no, please describe in box below.

YES **NO**

6) Did the entity enter into any significant unusual transactions during the period under audit? If yes, please describe in box below.

YES **NO**

7) Has the entity entered into any transactions with a related party? If so, do you have any concerns about the entities related party relationships and transactions? If yes, please describe in box below.

YES **NO**

Name / Title:

Signature:

Employee Performance Review Process

Purpose:

To support employee success through regular communication, goal setting, feedback, and professional development.

1. Overview

The performance review process consists of:

- **Quarterly Check-In Meetings (up to 3 per year)** goal setting and Informal progress discussions
- **Annual Performance Review (1 per year)** Formal evaluation and goal setting

This approach promotes ongoing feedback rather than relying only on an annual review.

2. Annual Performance Process with Quarterly Check-In Meetings

Frequency: Every three months (approximately 30–45 minutes)

Participants: Employee and direct supervisor

Meeting 1 Set benchmarks, goals objectives, begin dialogue

- **Agenda:**
 - Review job description,
 - Discuss responsibilities,
 - Establish goals. Performance goals should be *SMART (Specific, Measurable, Attainable, Relevant and Time-Bound)*
- **Documentation:**
 - Supervisors should complete a brief check-in summary form noting key discussion points and any agreed-upon goals or action items. A copy should be provided to the employee.

Meetings 2/3 Check in referring back to goals and objectives in Meeting 1

- Review progress on goals and responsibilities
 - Quantifiable progress on SMART goals
 - Discuss accomplishments and challenges.
 - Provide coaching and feedback
 - Identify training or support needs

- Adjust priorities if necessary
- **Documentation:**
 - Supervisors should complete a brief check-in summary form noting key discussion points and any agreed-upon goals or action items. A copy should be provided to the employee.

Meeting 4: Performance Review. How did it go?

- Formal evaluation against goals set in meeting 1 and discussed or adjusted in meetings 2/3. This approach promotes ongoing feedback rather than relying only on an annual review.
 - Evaluate overall performance during the year
 - Review achievement of goals
 - Discuss competencies and job expectations
 - Identify development opportunities
 - Establish goals for the coming year
- **Documentation**
 - Employee completes a self-assessment against the SMART goals
 - Supervisor prepares written evaluation assessing performance against the SMART goals and check in meetings
 - Supervisor and employee meet to discuss the review
 - Both parties sign the document acknowledging discussion
 - Final review placed in personnel file



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

Performance Evaluation

Introduction

This employee performance evaluation is informed by the Town of Stratham Staff Self-Assessment form and a management level assessment. While the four metrics below are the focus of the review, other factors are considered as part of the overall performance narrative including initiative, communications skills, productivity, planning, scheduling, preparation, interpersonal relations, organizational commitment, and adherence to personnel policies. The final piece of the review is a set of SMART (Specific, Measurable, Attainable, Relevant and Time-Bound) performance goals developed by you, your supervisor and the Town Administrator. At the end of the evaluation period staff and management should have a common understanding and approach to the upcoming year.

Employee Name:

Title:

Date:

- 1) **Job Knowledge:** Possesses working knowledge of all phases of the job and the various techniques and skill necessary for efficient completion of tasks. Remains up-to-date on changes/trends in technical knowledge related to job. Expands knowledge of job where needed to respond to a work assignment; possess the research skill to acquire new knowledge when needed.
- 2) **Quality of Work:** The extent to which the employee's work is thorough, accurate, well thought out and presented.

- 3) **Reliability and Dependability:** Employee's general dependability, reliability and extent to which he/she can be relied upon for completion of tasks and follow-through on commitments.
- 4) **Judgment:** Ability to make sound and proper decisions by drawing on experience, professional expertise or advice from others with minimal negative effects. Willingness to take responsibility for these decisions.

Overall Performance Narrative:

Management Objectives:

Agreed to Goals for Next 6-12 Months:



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Stratham Employee Self-Assessment:

Please provide a self-assessment of your experience as a Town of Stratham Team member. The information that you include in this form will be used to support both the individual evaluation process and enhance the performance review experience for all at Town of Stratham. Your supervisor will incorporate the information into an evaluation that will be provided to you in advance of the employee review meeting. The intent is to have an open discussion of an employee's performance resulting in common understanding of past performance, overall job satisfaction, as well as a set of performance goals intended to guide the employee towards greater job satisfaction and performance in the years ahead. A copy of the evaluation is placed in the employee's confidential personnel file upon completion of the process.

SMART Framework

Specific	What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?
Measurable	How can you measure progress and know if you've successfully met your goal?
Achievable	Do you have, or can you obtain, the skills required to achieve the goal? Is the amount of effort required on par with what the goal will achieve?
Relevant	Why am I setting this goal now? Is it aligned with overall objectives?
Time-bound	What's the deadline and is it realistic?

- 1) On a scale of 1-10, how happy are you with your job/role at Town of Stratham? Use questions 2 and 3 to expand on this answer.
- 2) What aspects of your job are going well? (Include accomplishments, accolades, unexpected achievements, or just elements of general satisfaction)
- 3) What challenges are you facing in your job?
- 4) How can the Town of Stratham (agency, management team, fellow employees) help address any challenges?
- 5) What are your top 3 goals for the next six to twelve months? Be as specific as possible and consider the use of the SMART framework. Do you have longer-term goals relevant to your job?
- 6) Do you have an idea to enhance the products or services provided by the Town of Stratham? (optional)



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Date April 6, 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

Based on the scoring and cost information the review team recommends Pelmac Industries for the award.



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To: Stratham Select Board

From: Tim Roache, Town Administrator

Date: April 6, 2026

Subject: Town Administrator Report

The following report provides an update on town operations, departmental coordination, and ongoing projects, and is intended to keep the Select Board informed of significant developments and upcoming matters.

Planning and Building

- Working on subdivision regulation updates for clarity and consistency.
- NHMA Training for all Boards & Committees: April 14, 2026 at 6pm. Held by legal counsel from NHMA Christine Johnston and will be in person.
- NHDOT Route 108/Bunker Hill Proposed Improvements: NHDOT will be returning to the Town of Stratham for an update. The date is set for April 2, 2026, starting at 6 PM at the municipal Center, Swell Room, at 10 Bunker Hill Ave. More details will follow, and information will be posted on the town website.
- Town Wide Clean-up Day is April 25, 2026.
- Technical Review Committee Public Meeting on April 13 at 10am for 210 Portsmouth.

Town Clerk

- The Clerk's Office shared that Notice to Lein on 2025 property taxes were mailed out via certified mail today 4/2 to 35 taxpayers for 59 parcels. The execution of the 2025 property tax lien will be on Monday, May 11th.

Library

- The library hosted the ATOM group to lead a cybersecurity training session. The program focused on educating the public about cybercrimes and frauds targeting New Hampshire residents.
- Steve Butzel attended the Public Library Association conference in Minneapolis, MN

Town Administration

CIP

- Seeking a process to authorize spending against the CIP. Working towards development of a procurement policy to provide clarity and consistency for the staff.

Priority Project List

- Reviewing the priority project list that was left by the previous TA
- In Progress, a revised list to manage priorities is organized by department.

Employee Manual Update

- A top priority for the period following Town Meeting will be the review and update of the Employee Manual. I will be working with the management team to begin the process of updating the manual and addressing need procedures and policies.

Performance Review Process

- Updated performance review process presented here at the last meeting was discussed with Department heads on March 3. Positive reception and my plan is to bring it to the Select Board for approval at the April 6 meeting with the rollout of this process to follow.

SHP Visioning

- Schedule staff organizational meeting to plan our strategy for visioning session and charrette. We need to be our internal planning to hold the session in the early spring after town meeting.

Lane Property Updates:

- Held a successful walk through of the Lane property on March 11 with Drew Bedard, Nate Merrill, Patrick St. Onge, Trevor Batchelder and others.
- Identifies some priorities projects to get started this year.
- Next step is to schedule a follow up meeting and develop a plan/spreadsheet to track progress.

Building Inspector

- Check-in meeting scheduled for April 16 for an assessment of processes and overall need for full-time inspection services.
- Seeking support from Exeter on Health Officer services in the short term.

alzheimer's association®

March 18, 2026

To whom it may concern:

The Alzheimer's Association MA/NH Chapter will be sponsoring the 30th annual Ride to End ALZ, a charity bicycle event to benefit Alzheimer's disease research. The event this year will be held on Saturday, June 6, 2026. The event will start and finish in Hampton, NH. Riders will travel through various cities and towns in New Hampshire and Massachusetts. Included in this overview are maps and cue sheets.

This event will start and finish at Hampton Beach State Park in Hampton, NH on June 6, 2026. The Ride To End ALZ is a Rules of the Road bike ride. Cyclists are mandated to stop at all stop lights, stop signs, and obey all traffic laws at all times along the route. We will be working with local jurisdictions and agencies to staff police details along the route as needed. Any location that needs to be staffed will be done by police or State certified flaggers. There are no road closures associated with this event. Multiple event vehicles will be utilized to support the event and ensure the route remains safely marked. Event vehicles will obey all traffic laws along the route. These vehicles will be properly marked. Any event staff along the route will wear DOT approved safety vests. We anticipate approximately 500 riders, but due to the nature of this event, cyclists will be spread out along the route and will not be traveling in large groupings.

No water stops, portable toilets or any other event needs will be set up in Stratham. Participants will simply be riding through on the roads indicated on the attached maps and course plans.

All riders are required to wear helmets, are provided with a safety handbook, and must attend a route safety meeting prior to the event. Medical and mechanical help will be available to riders along the route. Volunteers from the Alzheimer's Association will be on hand to man the rest stop locations. The Ride to End ALZ will have four routes of varying length that will offer all individuals the opportunity to challenge themselves. 3 of these routes will be passing through Stratham.

Thank you for your professional insight, consideration, feedback and support for this event. I can be reached at 405-651-7221 or by email at ethan@cadencesports.com. I look forward to answering any questions that might arise.

Sincerely,

Ethan Packer

Ethan Packer
Technical Operations, Ride to End ALZ



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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 | |

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-Building 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 Date 3/27/26

Signature of Applicant Date



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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

Geri Denton

Applicant Name (print)

Phone #

Stratham

Address

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 even 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



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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 & Community Engagement

Hansini

Applicant Name (print)

Phone #

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



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

COMMITTEE APPOINTMENT 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

Applicant Name (print)

Phone #

Address

Email

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

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

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

Signature of Applicant

Date



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 type="checkbox"/> Zoning Board of Adjustment |
| <input checked="" type="checkbox"/> Planning Board | <input type="checkbox"/> Other _____ |

Thomas A. House
 Applicant Name (print)

 Phone #

89 Willowbrook Avenue
 Address

 Email

Registered Voter of Stratham? YES NO Number of Years as a Resident *30 yrs

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

As a member of the Planning Board for approximately 12 years, and as current Chairperson, I believe I bring some valued experience to the Town and its residents. As an architect, I care deeply for how the occupants use a building and/or space and how each applicant affects the Town's Master Plan. Whether an architect or a resident, I believe it is important to give back to the community.

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

Worked in the architectural profession for about 40 years and a licensed architect for 30 years. Currently a Planning Board member for about 12 years from an alternate member up to the current Chairperson.

Participated in the development, preparation, and review of the created GCBD and guidance document. Provided the initial draft of architectural guidelines in 2009 which were utilized and incorporated into the final GCBD document. Nominated and appointed by the Select Board to sit on the volunteer GCBD Technical Review Committee as a design professional and served as Co-Chair.

Currently sit on the Route 33 Heritage District Advisory Committee as the Planning Board Representative.

Thomas A. House
 Signature of Applicant

March 13, 2026
 Date



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 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 type="checkbox"/> Zoning Board of Adjustment |
| <input checked="" type="checkbox"/> Planning Board | <input type="checkbox"/> Other _____ |

Chris Zaremba

Applicant Name (print)

Phone #

8 Balsam Way

Address

Email

Registered Voter of Stratham? YES NO Number of Years as a Resident 7.5

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

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

Currently a member of the Planning Board

Chris Zaremba

Signature of Applicant

03/16/26

Date



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TO: Select Board

FROM: Vanessa Price, Director of Planning & Building

DATE: March 11, 2026

RE: Committee Appointment Application: Planning Board Members Appointment

At the Planning Board meeting on March 4, 2026, two new volunteers applied to join the board. Both candidates attended the meeting, and the Planning Board recommended their appointments. Currently, there is one vacancy for a regular member and two positions available for alternate members.

Jay Fraprie: He is requesting a position as a full voting member on the Planning Board. Mr. Fraprie recently moved to the Town of Stratham and has over eight years of experience serving on land use boards in his previous communities. He is a highly qualified candidate, having spent four years on the Zoning Board of Appeals in Yarmouth, MA, and another four years on the Planning and Zoning Commission in Farmington, CT.

Ruben Abounaja: He is requesting a position as an alternate member on the Planning Board. Mr. Abounaja has lived in Stratham for many years. His background in project management within the construction and development sector has equipped him with skills in reviewing plans, coordinating trades, analyzing budgets, and evaluating risks. His experience makes him a highly qualified candidate for the Planning Board.

Attached are the committee appointment applications.



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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 checked="" type="checkbox"/> Planning Board | <input type="checkbox"/> Other _____ |

Jay (Frank) Fraprie
Applicant Name (print)

Phone #

Address

Email

Registered Voter of Stratham? YES NO Number of Years as a Resident less than 1

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

I am interested in contributing to the town and leverage my experience to help where I can.

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

*23 yrs Account + Sales Mgmt - Kodak, Compaq, HP
4 yrs Planning + Zoning Com. - Farmington, CT
4 yrs Zoning Board of Appeals - Yarmouth, MA
masters in Business Administration*

J. Fraprie
Signature of Applicant

1/25/26
Date

To the Stratham Select Board,

I am writing to express my interest in serving as an Alternate Member of the Planning Board for the Town of Stratham.

As a local property owner and real estate investor, I have developed a strong appreciation for responsible land use planning, infrastructure stewardship, and long-term financial sustainability. I understand how planning decisions made today directly affect property values, traffic patterns, community character, and municipal costs for years to come.

Professionally, I work in project management within the construction and development environment, which has given me experience reviewing plans, coordinating trades, analyzing budgets, and evaluating risk. I am comfortable with reviewing technical documents, asking practical questions, and thinking critically about feasibility, cost implications, and long-term maintenance considerations.

I am particularly interested in serving as an alternate member because it provides the opportunity to contribute meaningfully while learning more about Stratham's planning framework and master plan goals. I would attend meetings consistently, remain prepared to step in when needed, and approach decisions with fairness, objectivity, and respect for both applicants and residents.

My goal is to support thoughtful growth that protects property values, maintains infrastructure responsibly, and preserves the character that makes Stratham a desirable place to live.

Thank you for your consideration. I would welcome the opportunity to speak further about how I can contribute to the Planning Board.

Sincerely,
Ruben Abounaja



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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 type="checkbox"/> Zoning Board of Adjustment |
| <input checked="" type="checkbox"/> Planning Board | <input type="checkbox"/> Other _____ |

Ruben Abounaja

Applicant Name (print)

Phone #

Stratham, NH 03885

Address

Email

Registered Voter of Stratham? YES NO Number of Years as a Resident 28

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

See attached.

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

See attached.

Signature of Applicant

03/04/26

Date

From: [Matt O'Keefe](#)
To: [Karen Richard](#)
Subject: Re: re-appointment?
Date: Monday, March 30, 2026 12:10:38 PM

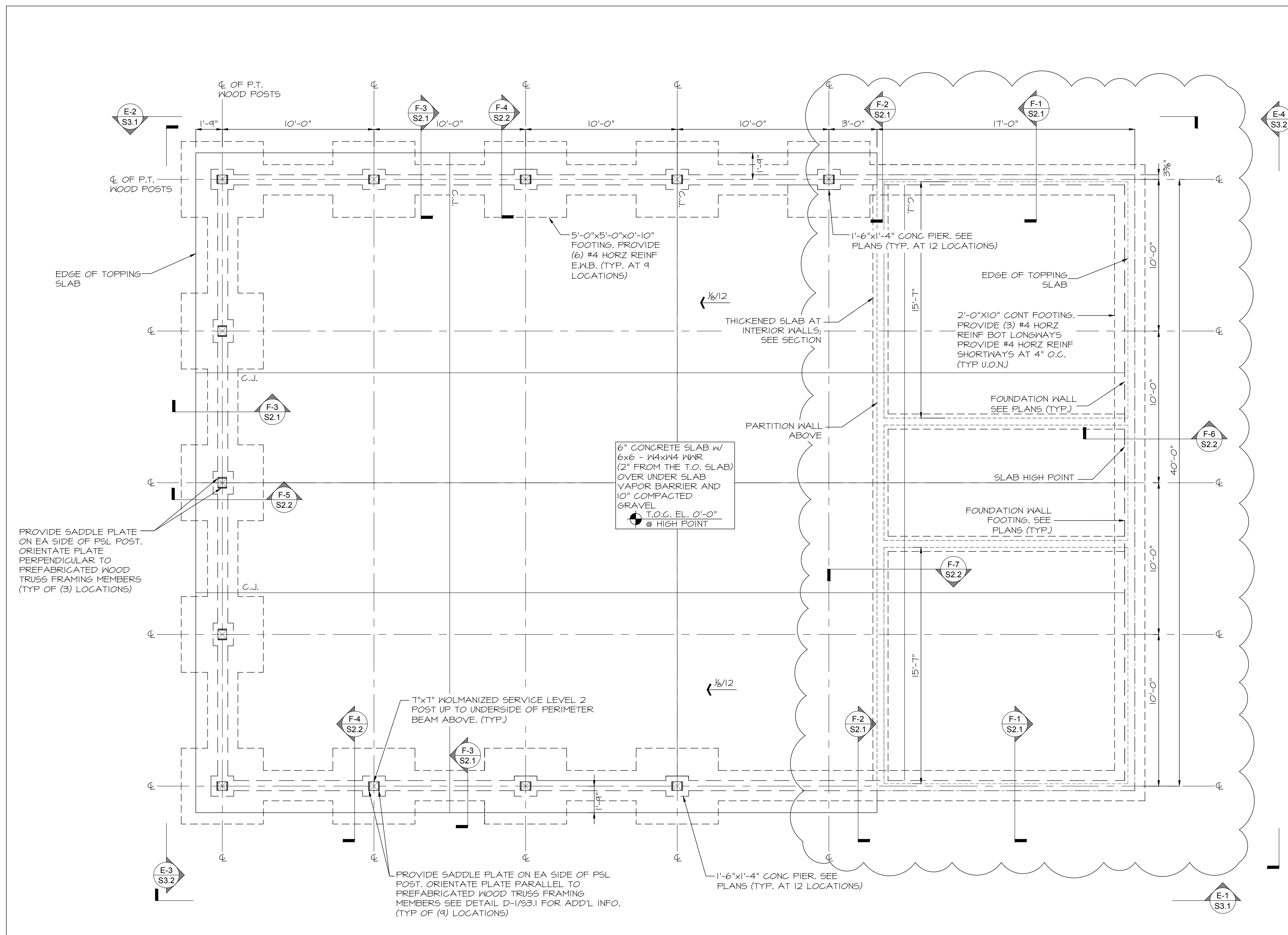
No objection. I hope to have our alternate member approved at our next meeting so I'll send you that confirmation in a few weeks.

Thanks
Matt

On Mar 30, 2026, at 11:39 AM, Karen Richard <KRichard@strathamnh.gov> wrote:

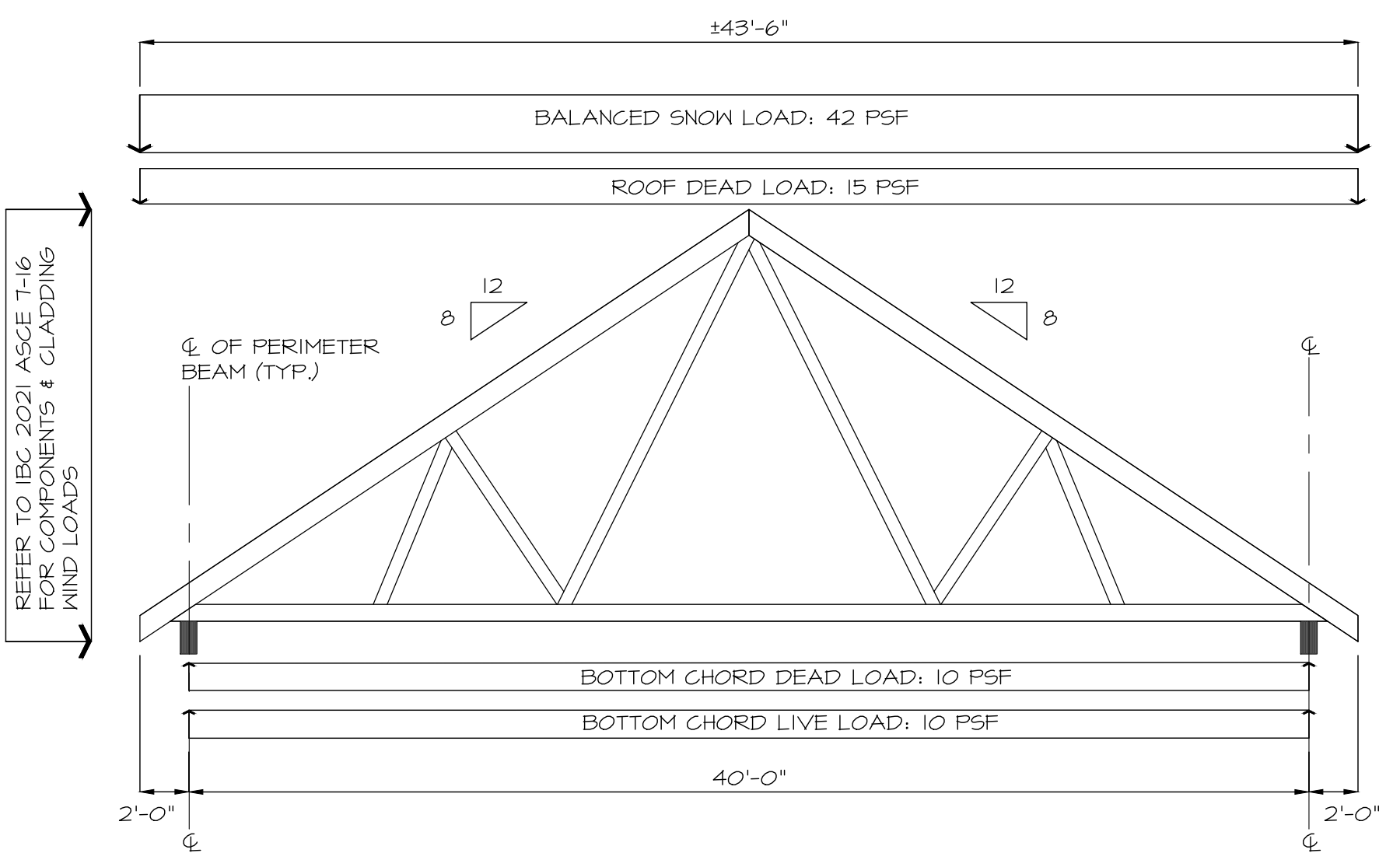
Hi Matt,
We're putting together the agenda for next Monday. Joe Van Gombos brought to the Clerk's attention that he is up for reappointment. If it's ok with you, I'll add him to the agenda for a three year term to expire in 2028 (his term expired in 2025). Please let me know if you have any objections or changes.
Thank you!

Karen Richard
Executive Assistant
Town of Stratham
10 Bunker Hill Avenue
Stratham, NH 03885
(603) 772-7391 x187



1 Pavilion Foundation Plan
 1/4"=1'-0"
 0 2' 4' 8"

- FOUNDATION PLAN NOTES:**
- SEE SHEET SO.1 FOR GENERAL NOTES, MATERIAL SPECIFICATIONS & TYPICAL DETAILS.
 - ALL DIMENSIONS & ELEVATIONS TO BE VERIFIED BY OWNER PRIOR TO CONSTRUCTION.
 - BOTTOM OF FOOTING ELEVATION TO BE MINIMUM 4'-0" BELOW FINISH GRADE FOR FROST PROTECTION.
 - C.J. INDICATES SLAB CONTROL JOINT. (SEE TYPICAL DETAIL)
 - TOP OF FOUNDATION WALL AND BOTTOM OF FOOTING ELEVATIONS TO BE DETERMINED AND/OR VERIFIED BY GENERAL CONTRACTOR.



RT-1 Roof Truss Load Diagram 1 - Flat Bottom Truss
 3/16"=1'-0"
 0 2' 4' 8"

ISS.	DATE	DESCRIPTION OF ISSUE	CHK.
1	08/09/24	FOR CONSTRUCTION	
2	10/15/25	REVISION SET	

THE STRUCTURAL PROFESSIONAL ENGINEER'S STAMP AFFIXED TO THIS DRAWING DOES NOT COVER CODE REQUIREMENTS RELATED TO OTHER DISCIPLINES SUCH AS ARCHITECTURAL, MECHANICAL, ELECTRICAL, PLUMBING, LIFE SAFETY, ETC.

60'X40' Pavilion
 Steven's Park
 68 Bunker Hill Ave.
 Stratham
 NH

PREPARED FOR:
 Town of Stratham
 10 Bunker Hill Ave
 Stratham, NH 03885

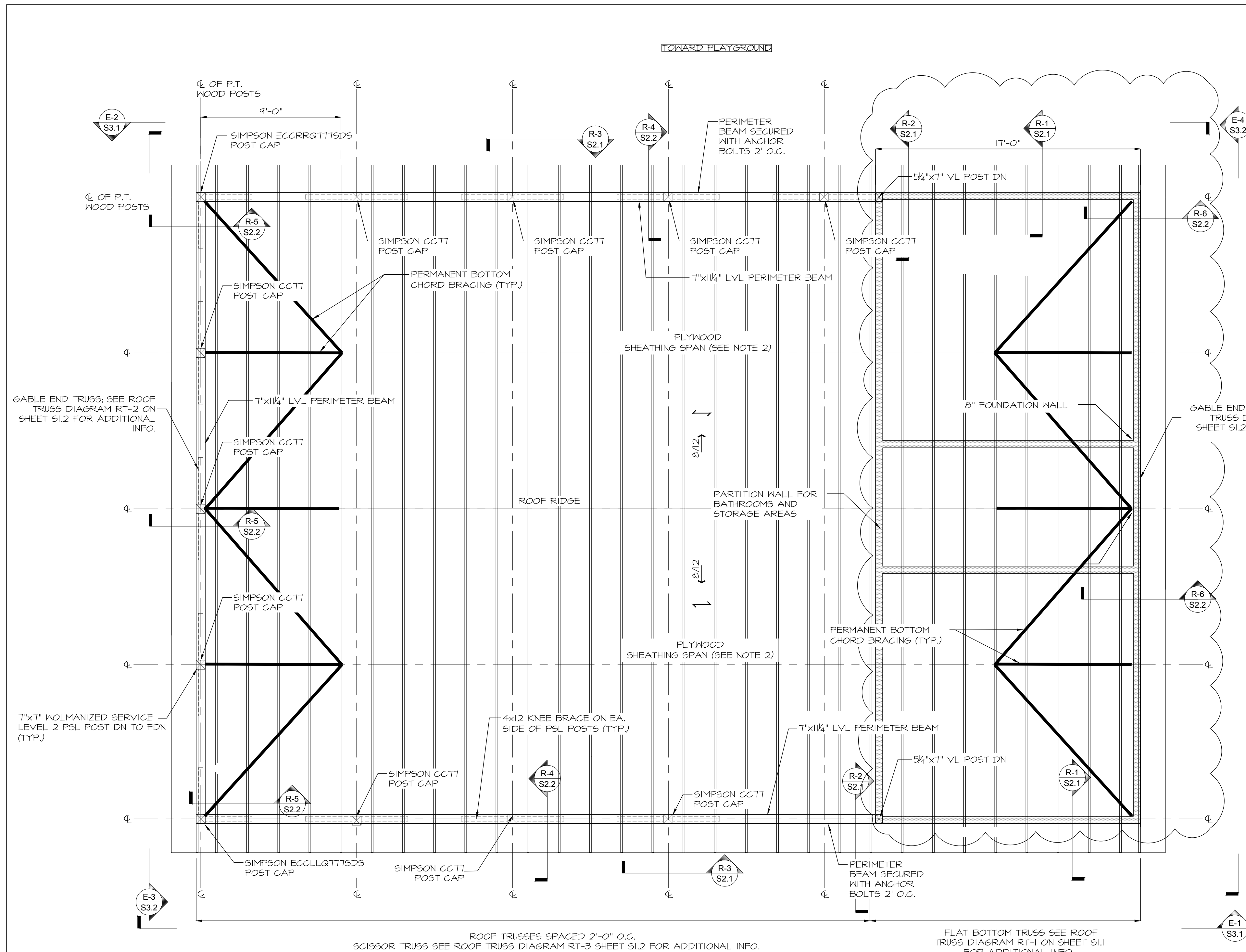
DESIGNED BY: MB
 CHECKED BY: DC
 DRAFTED BY: MB
 CHECKED BY: DC
 STAMP:

PRELIMINARY
 2/26/2026
 FOR PRESENTATION PURPOSES ONLY

Foundation Plan

JOB #: 22-125
 SCALE: AS NOTED
 DWG: 2 OF 9

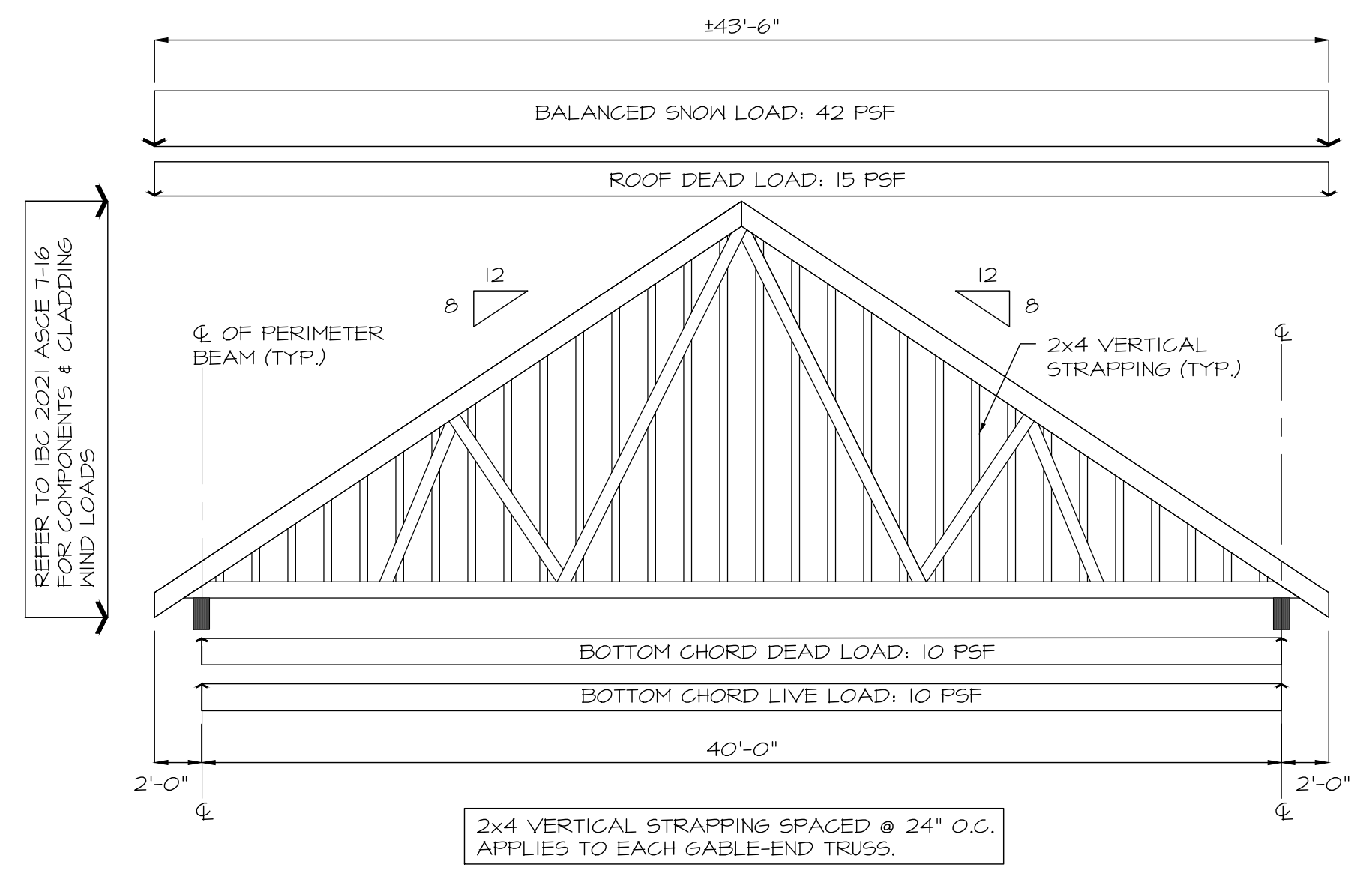
S1.1



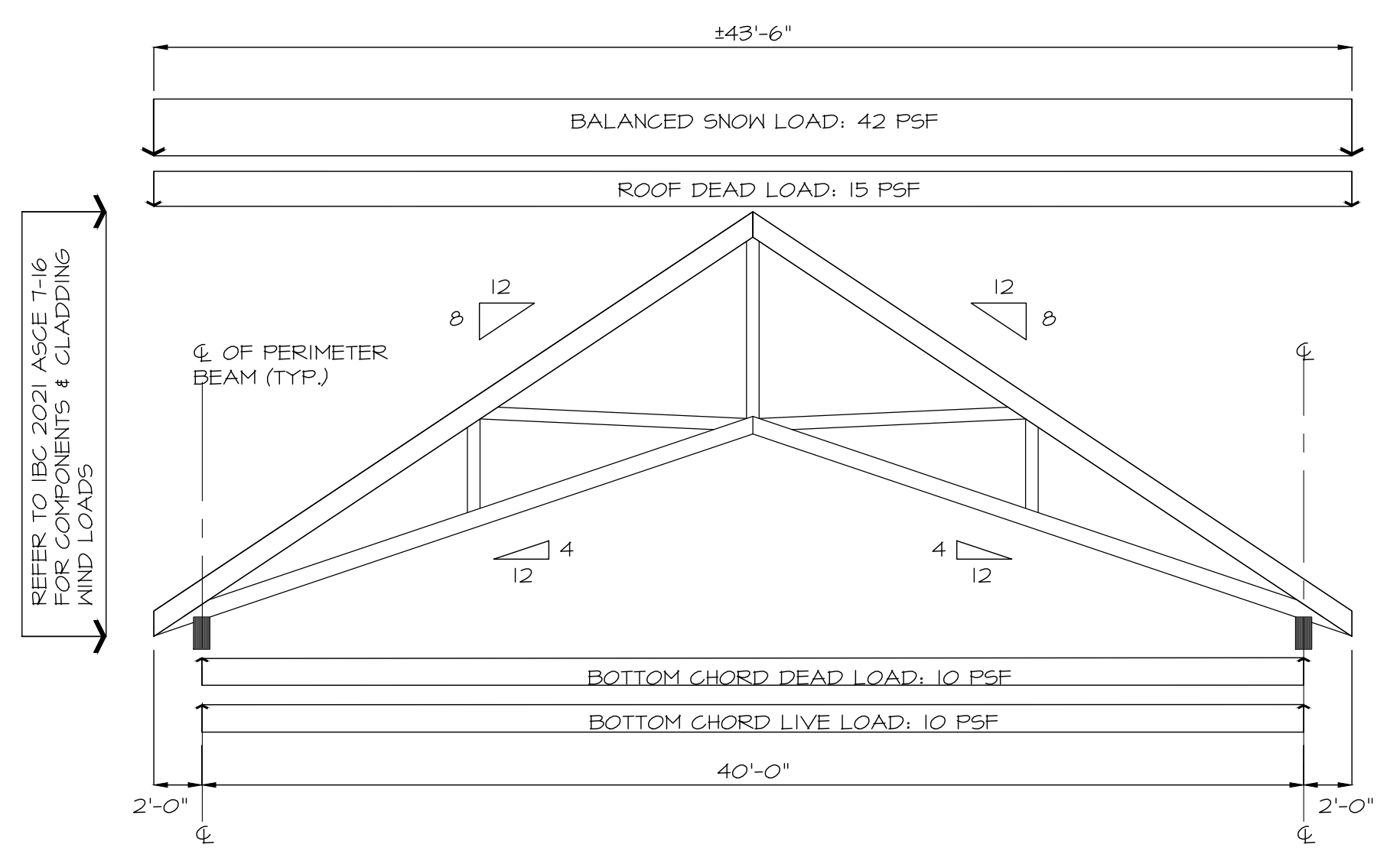
2 Pavilion Roof Framing Plan
1/4"=1'-0"
0 2 4 8

- FRAMING PLAN NOTES:**
- SEE SHEET 50.1 FOR GENERAL NOTES, MATERIAL SPECIFICATIONS & TYPICAL DETAILS.
 - PLYWOOD FOR ALL ROOFS SHALL BE 5/8" SQUARE EDGE W/ MINIMUM OF (1) SHEATHING CLIP BETWEEN SUPPORTS AT ALL UNSUPPORTED PANEL EDGES, U.O.N. ON DRAWINGS.
 - "LVL" INDICATES VERSA-LAM BEAMS AS MANUFACTURED BY BOISE CASCADE OR APPROVED EQUAL.
 - ALL BEAM AND RAFTER HANGERS, POST CAPS AND POST BASES SHALL BE MANUFACTURED BY SIMPSON STRONG-TIE OR APPROVED EQUAL.
 - ALL MANUFACTURED PRODUCTS SHALL BE INSTALLED IN ACCORDANCE WITH THE RECOMMENDATIONS AND STANDARD DETAILS PUBLISHED BY THE MANUFACTURER AND AS SHOWN ON THESE DRAWINGS.
 - ALL ROOF TRUSSES TO BE SECURED TO WALL PLATE AND/OR BEAM W/ SIMPSON "H2.5A" HURRICANE TIES U.O.N.

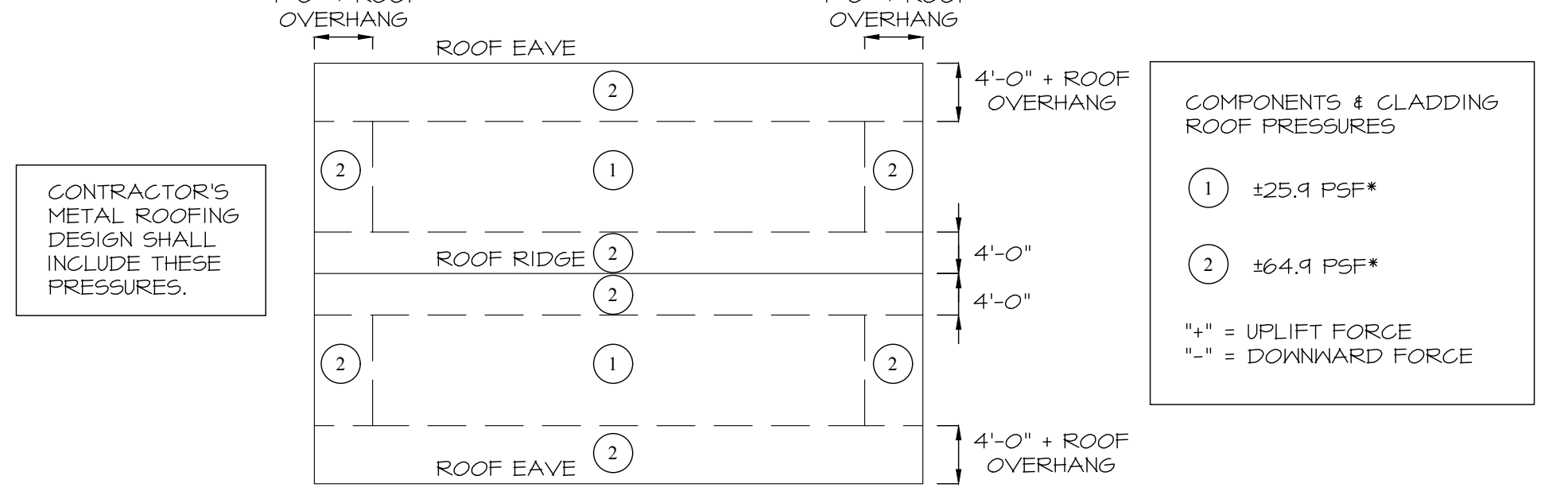
CALL TO NORTH



RT-2 Roof Truss Load Diagram 2 - Gable End Wall
3/16"=1'-0"
0 2 4 8



RT-3 Roof Truss Load Diagram 3 - Scissor Truss
3/16"=1'-0"
0 2 4 8



1 Components & Cladding Roof Pressure Diagram
1/16"=1'-0"
0 2 4 8

PRELIMINARY
2/26/2026
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	08/09/24	FOR CONSTRUCTION
	10/15/25	REVISION SET

CE
CIVIL & STRUCTURAL CONSULTANTS, LAND PLANNERS
ARCHITECTS, ENGINEERS, PLUMBERS
603-772-4409 | DANA@CEENGINEERS.COM #2025

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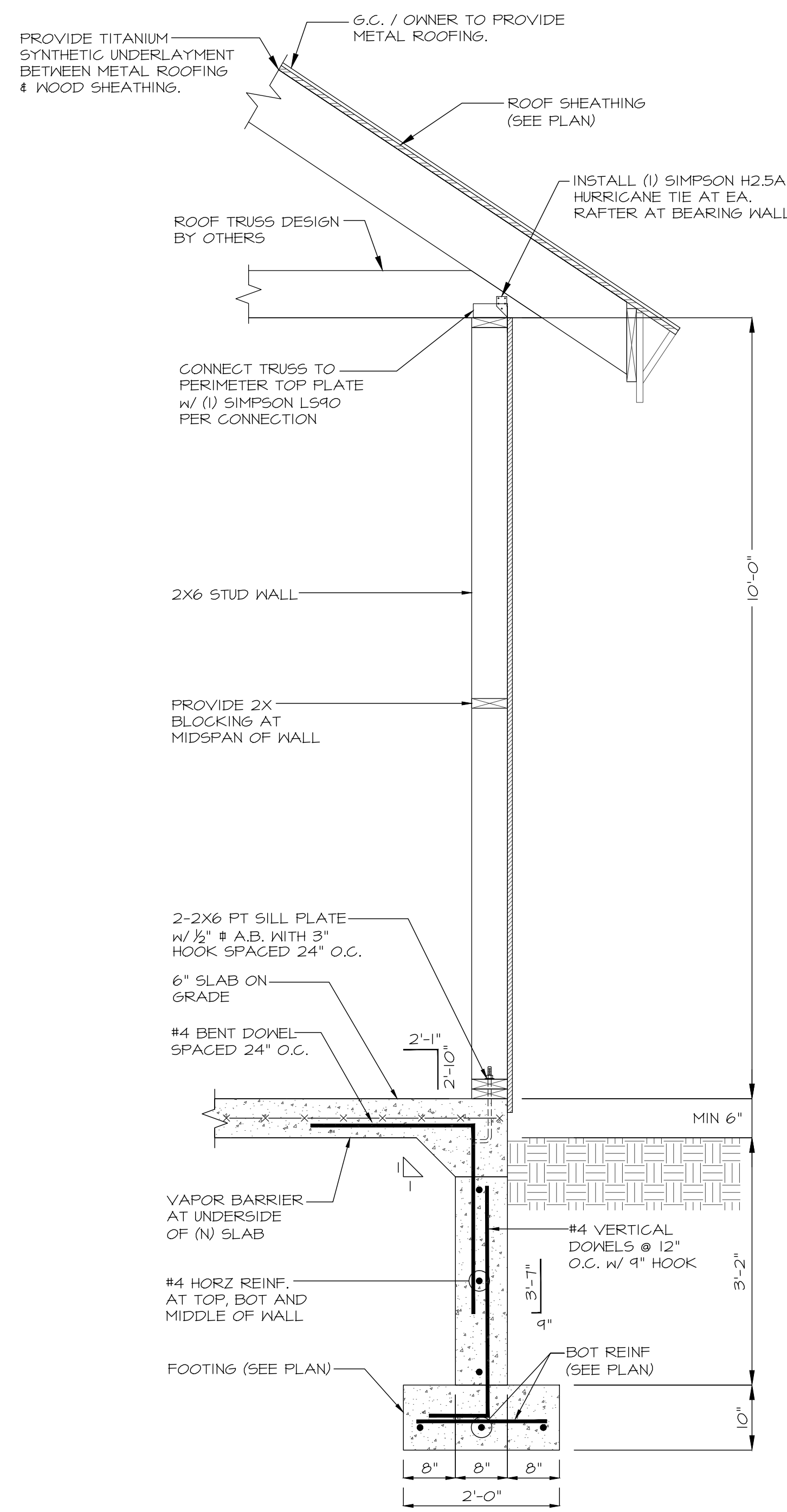
Prepared for:
Town of Stratham
10 Bunker Hill Ave
Stratham, NH 03885

DESIGNED BY: MB
CHECKED BY: DC
DRAFTED BY: MB
CHECKED BY: DC

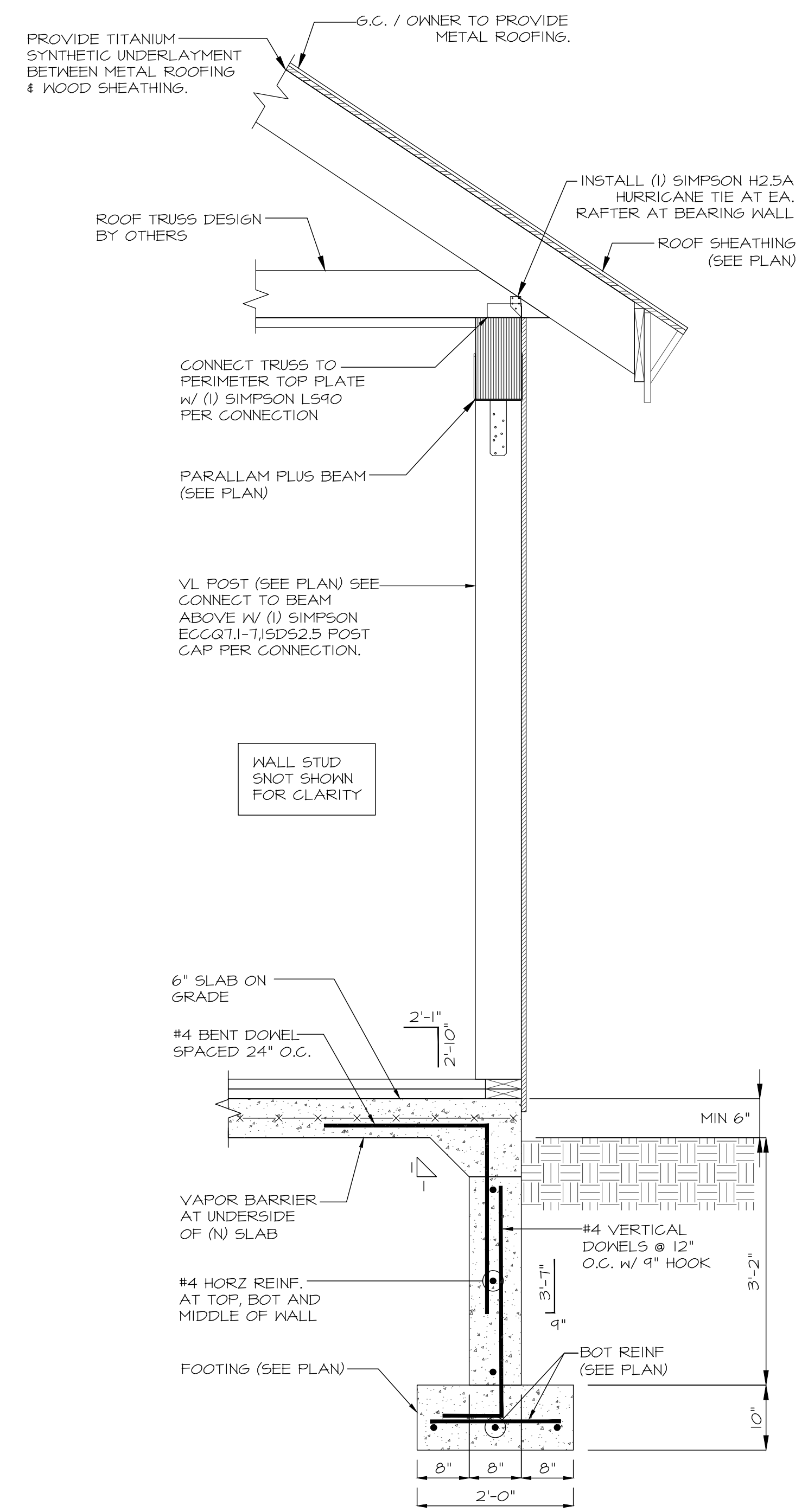
FOUNDATION PLAN

JOB #: 22-125
SCALE: AS NOTED
DWG: 3 OF 9

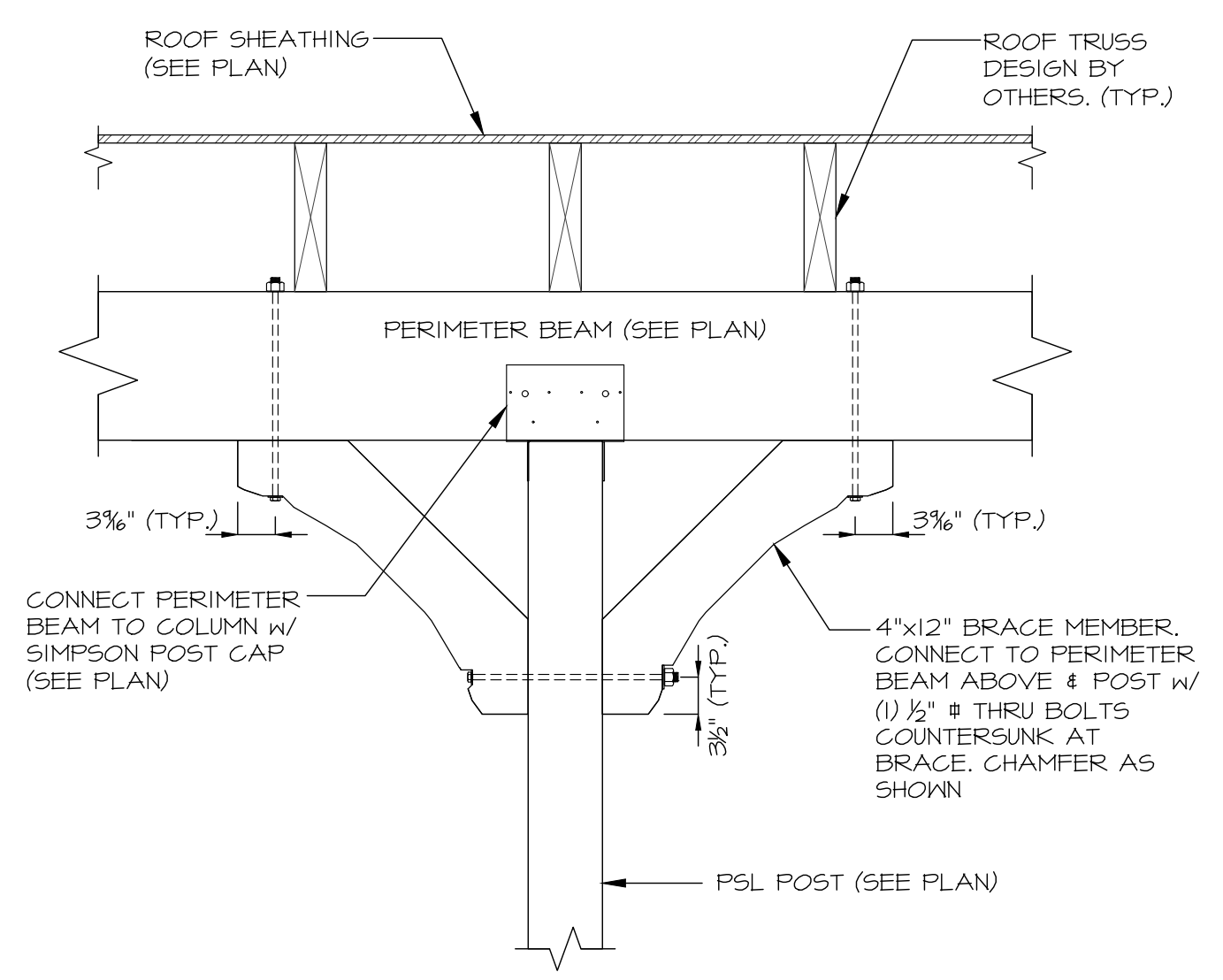
S1.2



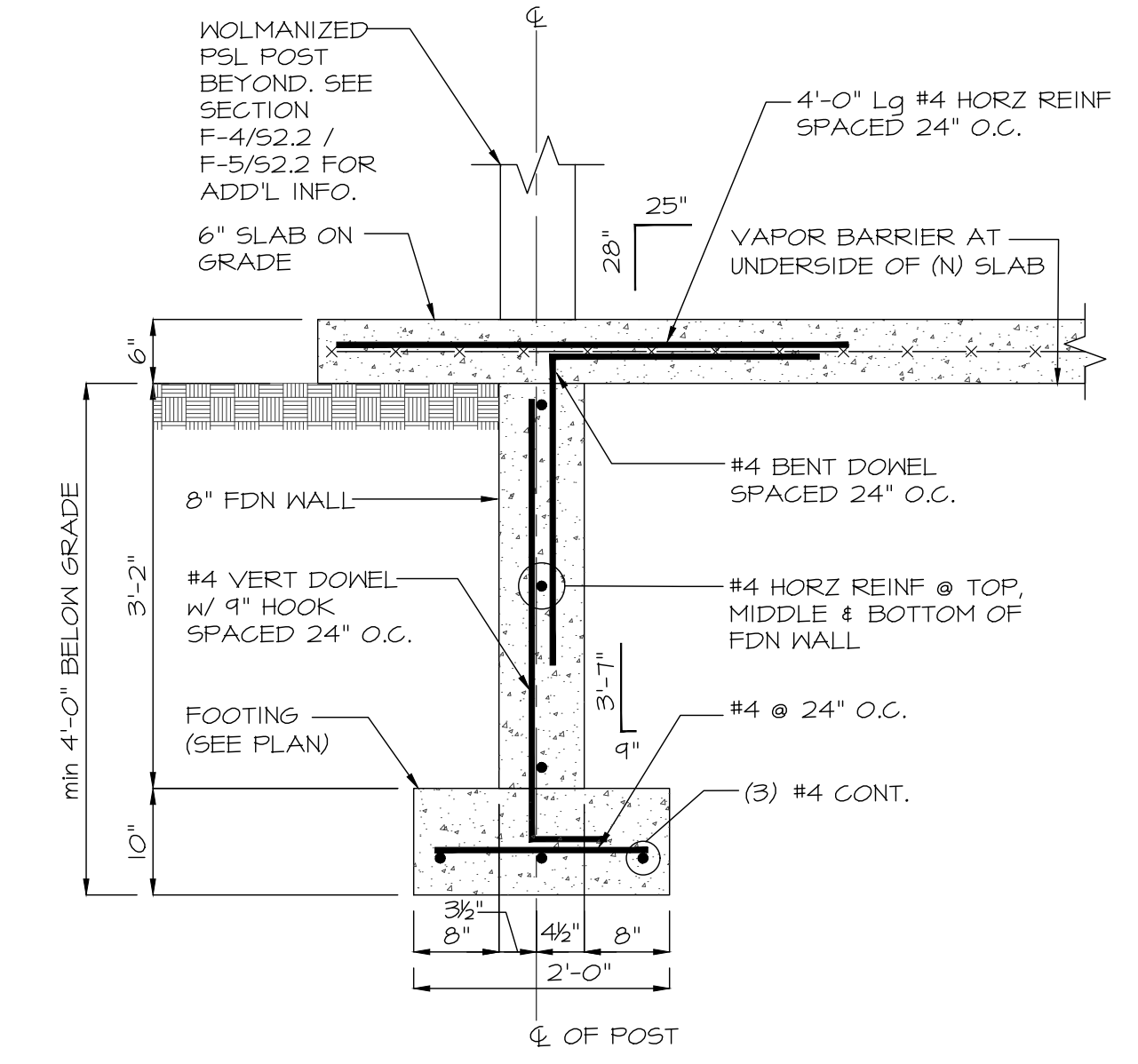
SECTION F-1 R-1
3/4" = 1'-0" S1.1 S1.2



SECTION F-2 R-2
3/4" = 1'-0" S1.1 S1.2



SECTION R-3 R-3
3/4" = 1'-0" S1.2 S2.2



SECTION F-3 R-3
3/4" = 1'-0" S1.1 S1.2

ISS.	DATE	DESCRIPTION OF ISSUE	CHK.
1	08/09/25	FOR CONSTRUCTION	
2	10/15/25	REVISION SET	



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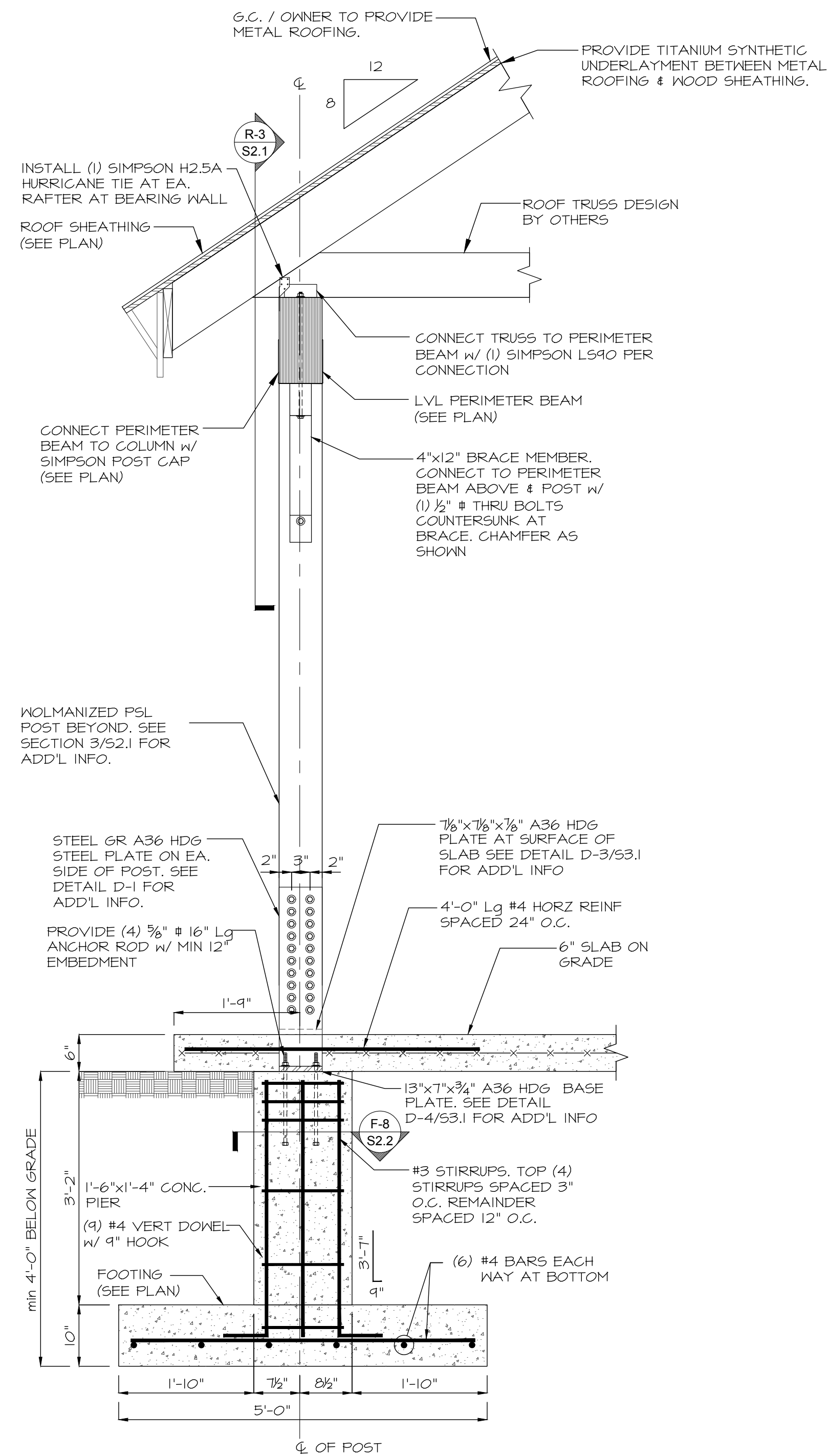
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PRELIMINARY
2/26/2026
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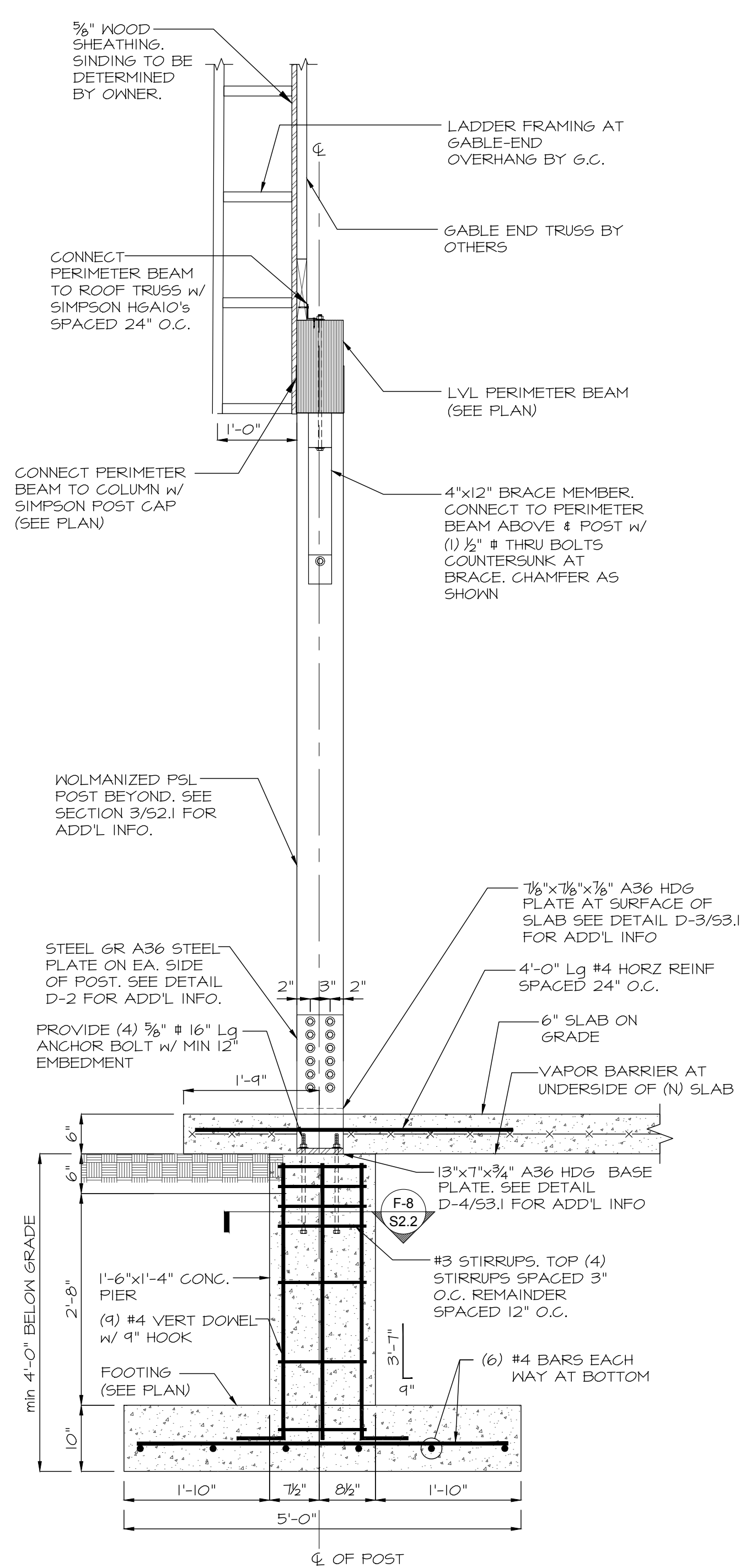
Sections

JOB #: 22-125
SCALE: AS NOTED
DWG: 7 OF 9

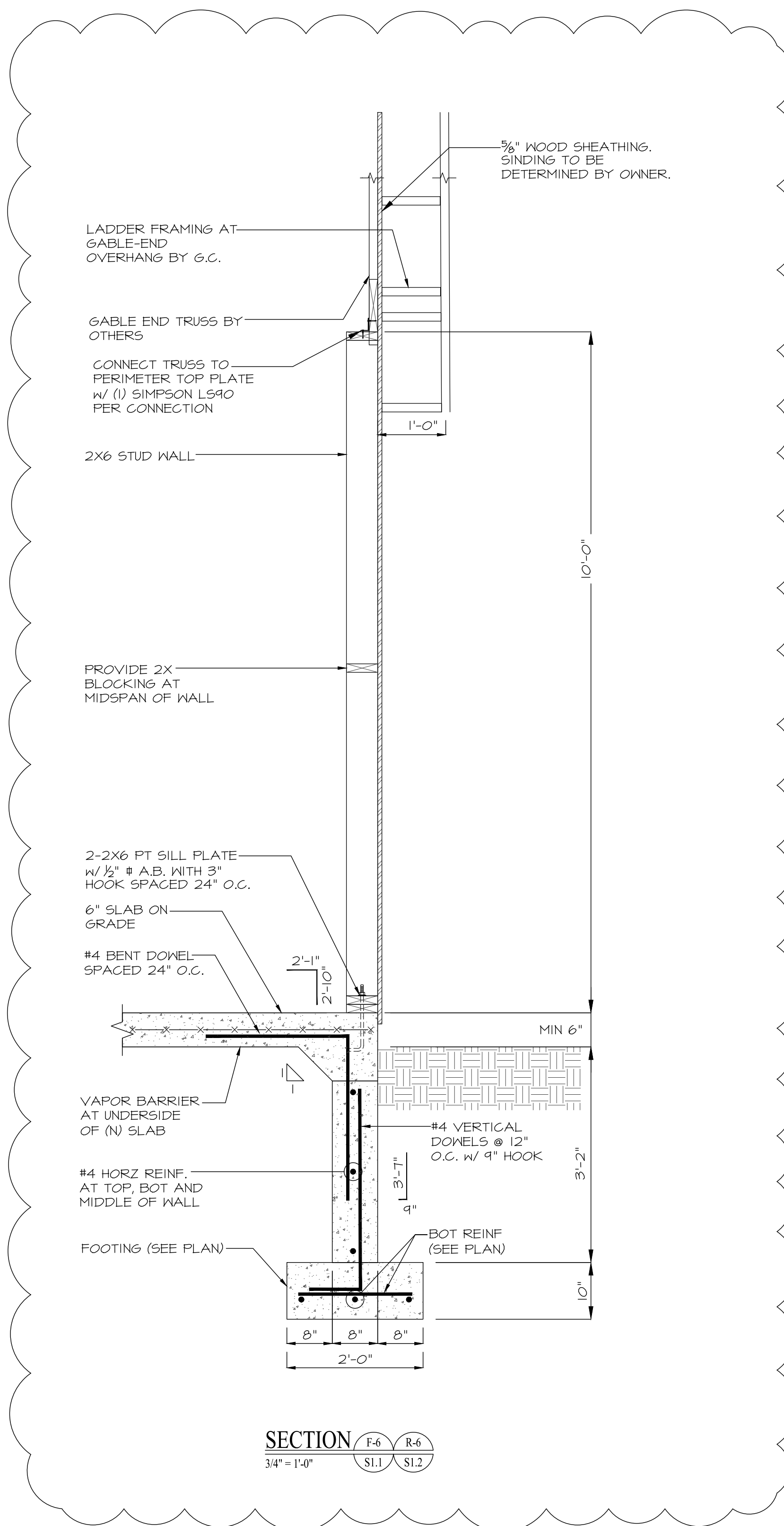
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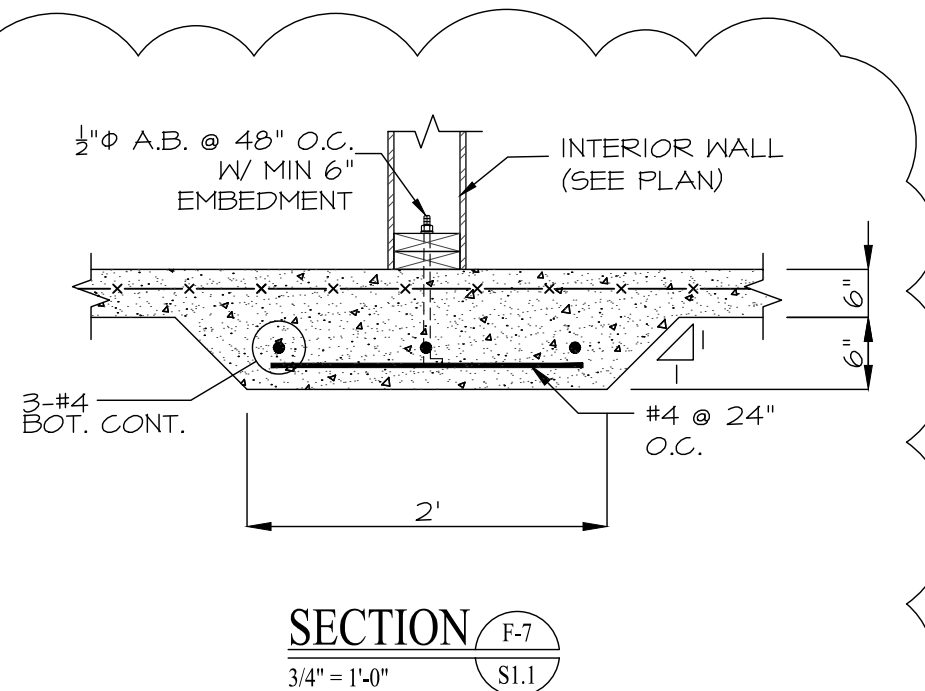
SECTION F-4 R-4
3/4" = 1'-0" S1.1 S1.2



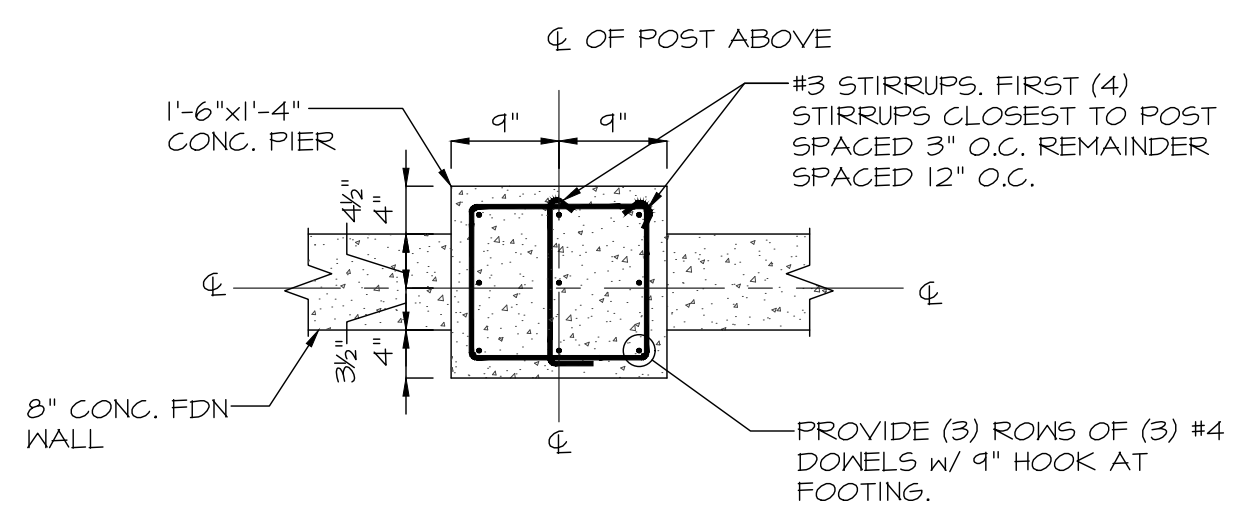
SECTION F-5 R-5
3/4" = 1'-0" S1.1 S1.2



SECTION F-6 R-6
3/4" = 1'-0" S1.1 S1.2




SECTION F-7
3/4" = 1'-0" S1.1



SECTION F-8
3/4" = 1'-0" S1.2

PRELIMINARY
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FOR PRESENTATION PURPOSES ONLY

CHK.	DESCRIPTION OF ISSUE	DATE	ISS.	FOR CONSTRUCTION	REVISION SET
		08/09/25	1		
		10/15/25	2		



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STAMP:

Sections
JOB #: 22-125
SCALE: AS NOTED
DWG: 8 OF 9

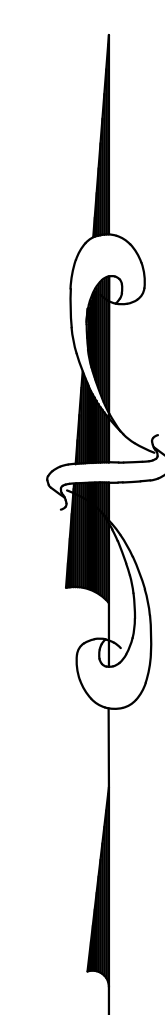
S5.2

OWNER & APPLICANT
TOWN OF STRATHAM
10 BUNKER HILL AVENUE
STRATHAM, NH 03885

CIVIL & STRUCTURAL ENGINEER
EMANUEL ENGINEERING, INC.
100 GRIFFIN ROAD, UNIT C
PORTSMOUTH, NH 03801

SITE PLAN FOR STEVEN'S PARK

STRATHAM TAX MAP 9 LOT 84
68 BUNKER HILL AVENUE (SITE)
STRATHAM, NH 03885



PROJECT DRAWING SET:

- COVER SHEET
- K1 KEY PLAN
- C1 EXISTING CONDITIONS
- C2 SOILS & TOPOGRAPHY PLAN
- C3 SITE PLAN
- C4 GRADING & DRAINAGE PLAN
- C5 UTILITIES PLAN
- C6 PAVING & CURBING PLAN
- C7 FIRE TRUCK TURNING TEMPLATE
- SD1-2 SUBSURFACE DISPOSAL SYSTEM
- D1 NOTES
- D2 PARKING LOT & COURT DETAILS
- D3 UTILITY & PAVILION DETAILS
- D4 DRAINAGE & EROSION CONTROL DETAILS

PROJECT LOCUS PLAN
1" = 1,000'

2	OCT 1, 2025	FOR APPROVAL	
1	SEP 30, 2024	FOR APPROVAL	
ISS. DATE:	DESCRIPTION OF ISSUE:		CHK.
DRAWN:	NLH/NCB	DESIGN:	NLH/NCB
CHECKED:	BDS	CHECKED:	BDS

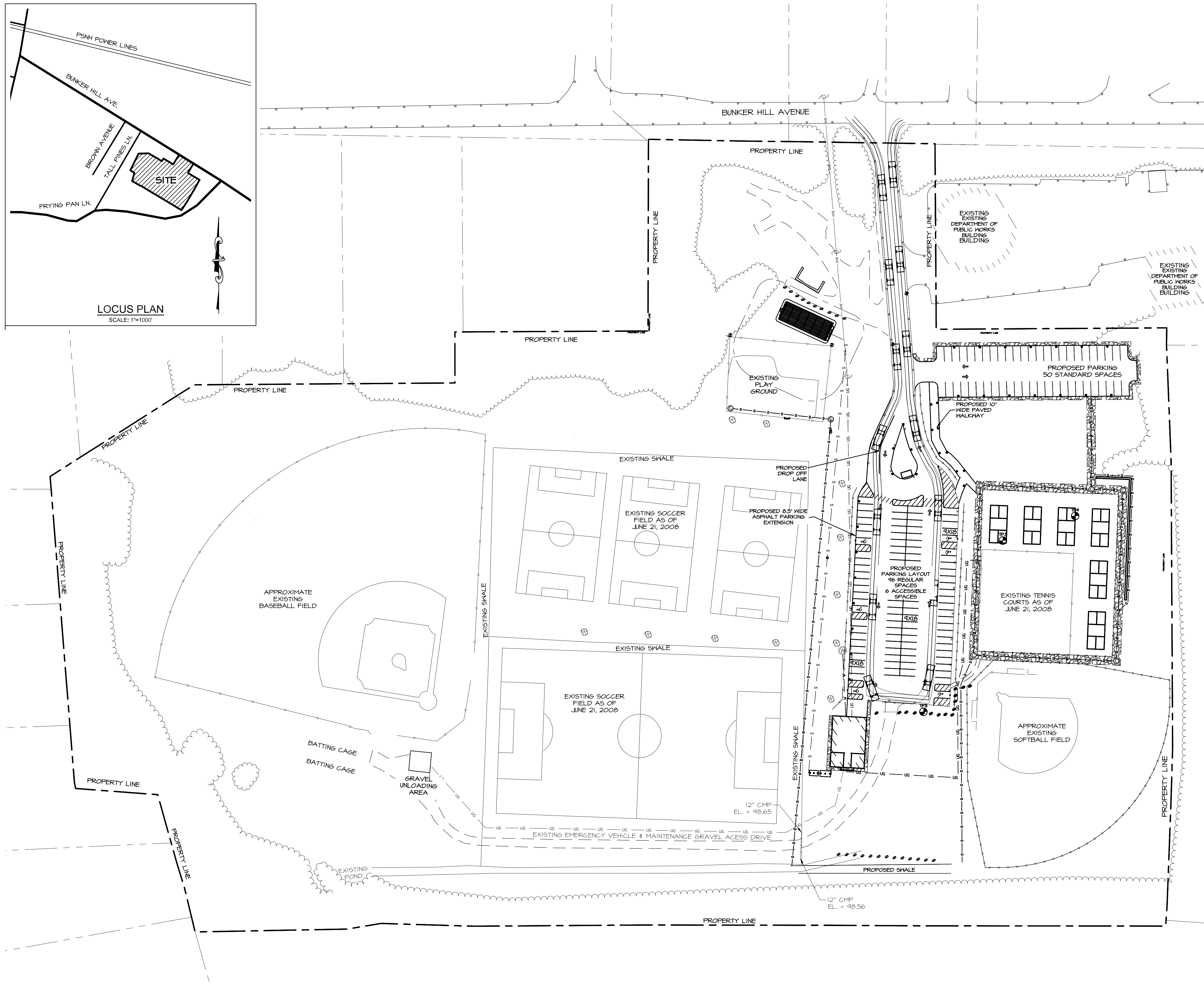
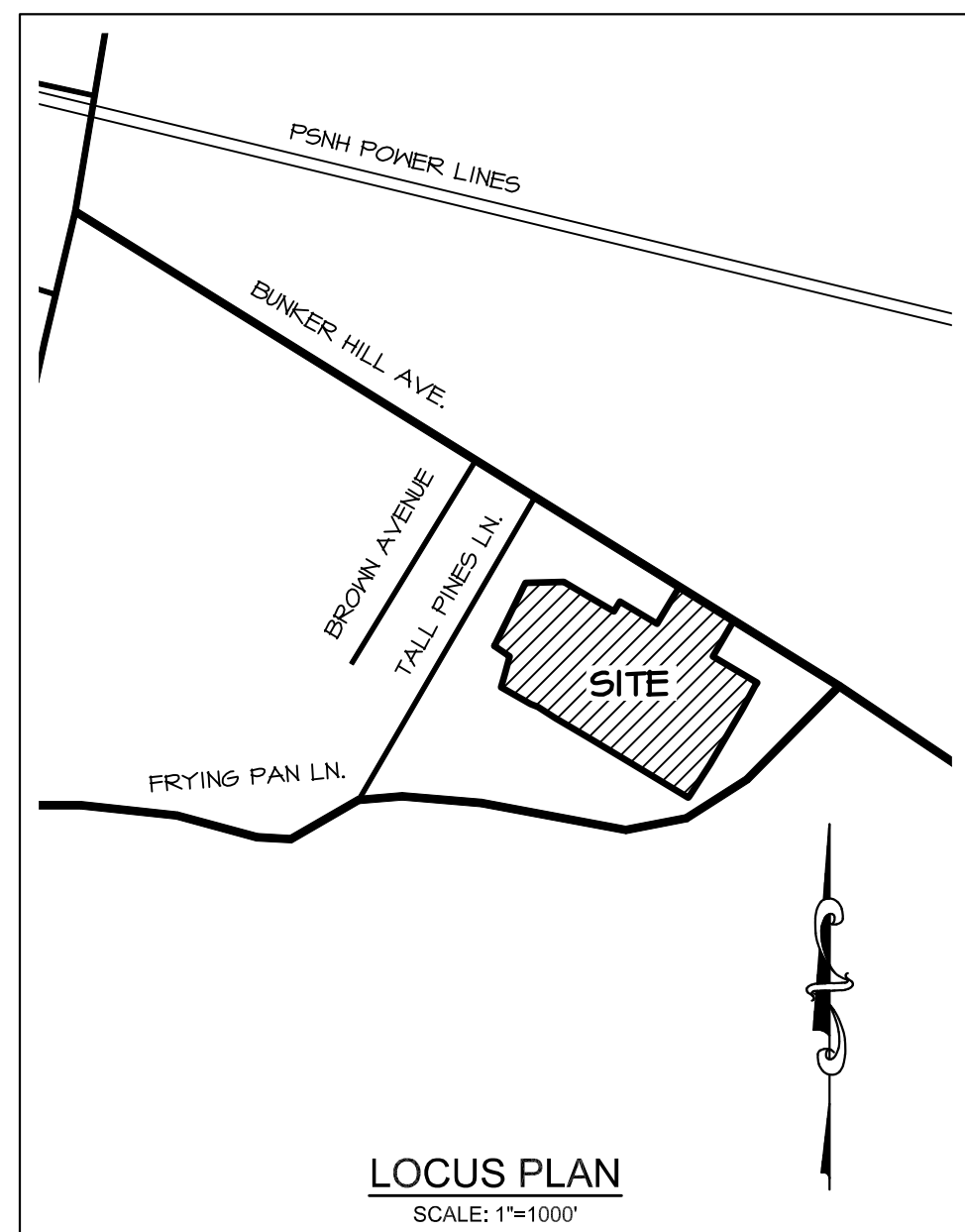
EEI EMANUEL ENGINEERING, INC.
CIVIL & STRUCTURAL CONSULTANTS, LAND PLANNERS
100 GRIFFIN ROAD, UNIT C
PORTSMOUTH, NH 03801
P: 603-772-4400 F: 603-772-4467
WWW.EMANUELENGINEERING.COM

CLIENT:
TOWN OF STRATHAM
10 BUNKER HILL AVE.
STRATHAM, NH 03885

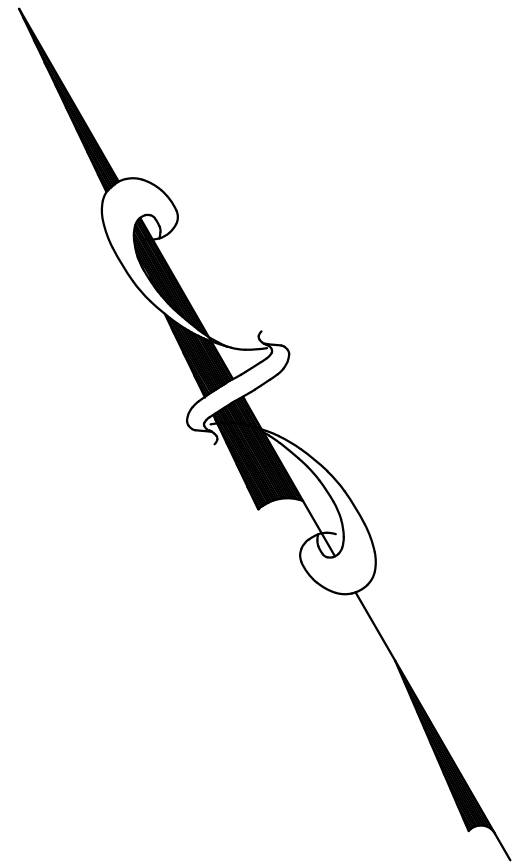
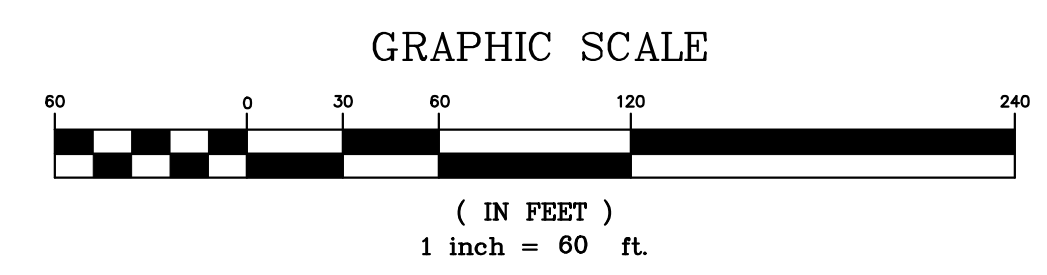
SEAL:
PRELIMINARY
2/26/2026
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PURPOSES ONLY

TITLE:
COVER SHEET
FOR
STEVEN'S PARK
68 BUNKER HILL AVE. (SITE)
STRATHAM, NH 03885

PROJECT:	SCALE:	SHEET:
22-125	AS SHOWN	COVER



- NOTES:**
1. OWNER OF RECORD:
TAX MAP 9, LOT 84
TOWN OF STRATHAM
10 BUNKER HILL AVENUE
STRATHAM, NH 03885
RCRD BK3447 P6117
 2. THE INTENT OF THIS PLAN IS TO SHOW THAT A STRATHAM FIRE TRUCK CAN ENTER AND NAVIGATE THE SITE WITHOUT OBSTRUCTION.
 3. THE VEHICLE PATH TRACKING FEATURE FROM CARLSON 2023 WAS USED TO DEMONSTRATE THE APPROXIMATE VEHICLE PATH. PARAMETERS OF THE FIRE TRUCK INCLUDE A 34 FT CENTER TURN RADIUS, AND A 8.33' WIDE BY 30' LONG VEHICLE.
 4. THIS PLAN WAS PREPARED WITH FIELDWORK CONDUCTED BY JAMES VERRA AND ASSOCIATES, INC. IN JUNE OF 2024.



2	OCT 1, 2025	FOR PROPOSAL	
1	SEP 30, 2024	FOR PROPOSAL	
ISS. DATE:	DESCRIPTION OF ISSUE:		CHK.
DRAWN:	NLH/NCB	DESIGN:	NCB
CHECKED:	BDS	CHECKED:	BDS

EEI EMANUEL ENGINEERING, INC.
CIVIL & STRUCTURAL CONSULTANTS, LAND PLANNERS
100 GRIFFIN ROAD, UNIT C
PORTSMOUTH, NH 03801
P: 603-772-4400 F: 603-772-4467
WWW.EMANUELENGINEERING.COM

CLIENT:
TOWN OF STRATHAM
10 BUNKER HILL AVENUE
STRATHAM, NH 03885

SEAL:
PRELIMINARY
2/26/2026
FOR PRESENTATION
PURPOSES ONLY

TITLE:
FIRE TRUCK TURNING
TEMPLATE
FOR
STEVENS PARK
68 BUNKER HILL AVENUE (SITE)
STRATHAM, NH 03885

PROJECT:	SCALE:	SHEET:
22-125	1"=60'	C7