



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

SELECT BOARD AGENDA

May 18, 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 – 5/4/26
- IV. Finance Report
- V. Department Reports & Presentations
 - a. Seth Hickey, Parks & Recreation Director
- VI. Correspondence
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions
- IX. Discussion of Monthly Reports – (second meeting of the month)
- X. New Business and Action Items
 - a. Level II Drought Declaration
 - b. Liberty Tree Project
 - c. 1793 Phinehas Merrill Map offer
 - d. Stratham Hill Park 4H Barn Roof Contractor Selection
 - e. Stratham Hill Park Fire Tower RFP - Review
 - f. Transfer Station Credit Card Processing- Authorization
- XI. Town Administrator Report

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



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- XII. Informational Items
 - a. DRA 2025 Equalized Valuation notification
- XIII. Reservations, Event Requests & Permits
 - a. DOT Permit for Great Bay 5k
- XIV. Review of Recent or Upcoming Board & Commissions Agendas
 - a. Stratham Hill Park Association Agenda
- XV. Boards and Commissions Nominations & Appointments
 - A. Appointments for consideration
 - B. Appointments to be voted on
 - a. Re-appointment of Lucy Cushman to the Rockingham Planning Commission as recommended by the Planning Board for a two year term (2025–2027) to expire 12/31/27
- XVI. Old Business
 - a. Townwide Computer Purchases
 - b. Stratham Hill Park Regulations: E-bike ordinance update
 - c. Lane Property Update – Maintenance Plan
 - d. DPW Cost Recovery Policy
 - e. Community Health Survey – Fire/EMS
- XVII. Non-public
 - a. RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.
- XVIII.
- XIX. Adjournment

MINUTES OF THE MAY 4, 2026 SELECT BOARD MEETING

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

ALSO PRESENT: Town Administrator Tim Roache, Police Chief Anthony King, Wiggin Memorial Library Director Steve Butzel

At 7:01pm Ms. Knab opened the meeting and called for a motion on the minutes. Mr. Anderson motioned to approve the minutes of April 20, 2026. Mr. Tramaloni seconded the motion. All voted in favor.

Ms. Knab swore in officer Jonathan Ballard. They congratulated him.

Ms. Knab asked for comments or questions on the on the Stratham Industrial Park Easement Deed. Mr. Anderson motioned to approve the Easement Deed for the Stratham Industrial Park dated May 4, 2026. Mr. Tramaloni seconded the motion. All voted in favor.

Ms. Knab recognized Steve Butzel for the library report. Mr. Butzel announced that Wiggin Memorial Library will be joining a new consortium with the Hampton and Greenland libraries, effective July 8. The group will be known as the Consortium of Rockingham Area Libraries (CORAL). Once active, Stratham cardholders will be able to borrow materials from all three libraries and browse a shared online catalog containing the combined collections. Items placed on hold will be transported to Wiggin Memorial Library for pickup.

He outlined the benefits of the partnership, noting that while there is a small, shared start-up cost, the consortium is expected to generate savings within two to three years. The program will be reviewed periodically to ensure it continues to meet community needs. Mr. Anderson commended the library for its innovative practices.

Chief King reported that CSO Dave Hersey began work today and will focus on patrols at Stratham Hill Park, educating visitors on park rules and issuing ordinance violations when necessary. Mr. Anderson expressed concern about whether CSO Hersey would have sufficient availability. Chief King noted that because he is retired and also serves with the Fire Department, his hours are limited, but the plan is for him to devote most of his time to the park during the warmer months and shift to Fire Department support during the rest of the year.

Chief King also noted that one officer has recently returned from deployment and another is scheduled to deploy in October.

Chief King praised the new Facilities Manager for the improvements made at the police station. He reported that the new camera server has been ordered and the department is still awaiting three computer stations. The Board confirmed they are moving forward with the replacements and are awaiting clarification regarding the computer list and CIP funding.

He provided an update on the new cruiser, noting that the former 2014 vehicle is now at DPW awaiting auction. Officer Pierce is developing a long-term succession plan for the department's fleet.

Chief King stated that the department's one-year accreditation review is approaching and no issues are anticipated. Wellness visits continue to go well and will be reassessed at year's end.

The State recently completed an audit of several department grants, which Chief King handled with the Finance Administrator. The audit was completed with no issues.

Finally, he noted that the Board previously approved a radio-related grant request submitted through Senator Pappas for \$120,000. The department is earmarked to receive the funding in 2027.

Chief King reported that officers have been highly active in community outreach efforts. The department recently received a Community Outreach and Betterment (COB) grant to support traffic-law enforcement and held a well-attended presentation with 30–40 participants, led by Sergeant Doucet and Officer Holbrook. Additional outreach included a program on Internet Crimes Against Children, the reinstatement of Coffee with a Cop, participation in Timberland's Touch-a-Truck event, and the National DEA Drug Take-Back Day. Two officers also joined NH and MA State Police in escorting a local Make-A-Wish child to Boston Logan Airport. The department will participate in the upcoming SMS career fair. Chief King emphasized the importance of community engagement as a core part of their mission.

Chief King also revisited prior discussions about establishing a second-in-command position. He plans to present a proposal to the Board in the near future outlining options—such as a deputy chief or captain role—to support succession planning. He noted he will provide a full presentation including pros, cons, and his recommended path forward.

Chief King provided the Board with an informational handout on an issue that has become a growing topic of discussion in New Hampshire. He noted that he is not requesting action at this time but wants the Board, Town Administrator, and staff to be aware of it, as questions are beginning to surface in the community, including on local forums. He explained that the material outlines a task-force model used by certain New Hampshire law-enforcement agencies to coordinate with federal authorities on specific immigration-related matters. He shared a list of agencies currently participating and noted that there are both advantages and disadvantages for a community to consider, including financial and political implications.

Chief King emphasized that under current rules, local police may notify federal authorities when encountering an individual with a warrant or detainer but cannot hold or transport that person unless federal officers respond. The task-force model would grant limited authority to detain or transport individuals to a federal facility, functioning as an additional tool for coordination with federal law enforcement.

He stated that he has spoken with other area chiefs, including one from a participating agency, and believes the Town should begin discussing the topic in the future so officials are prepared to respond to public inquiries.

Chief King reported that he convened a working group, which included Ms. Knab, to evaluate the department's current SIG sidearms in light of nationwide reports of accidental discharges and related litigation. The issue has been raised by several New Hampshire agencies, prompting a review of available information, including potential advantages and disadvantages of alternative equipment.

He noted that the working group is gathering findings, and he will present a full report to the Board in the future. Depending on the outcome and whether a transition to a different model is recommended, the cost could be covered largely or entirely through existing donation accounts, including the golf fund. Chief King emphasized that he wanted to keep the Board informed as part of maintaining transparency.

Mr. Tramaloni asked whether Chief King had received information about Axon's AI-assisted reporting tools. Chief King said the topic is emerging statewide and noted that, as a member of the NH Law Enforcement Accreditation Commission, he has already drafted an AI policy focused on reporting requirements. He explained that while such tools could be activated through existing systems, he does not support using AI to generate officers' reports, as sworn documents must reflect an officer's direct observations. He added that no national guidance recommends replacing officer narratives with AI.

Chief King noted that AI may have limited administrative uses—such as assisting with training materials, policy development, or grant writing—but not for official reports. He raised the issue at a recent Rockingham County chiefs meeting; the Attorney General's Office is involved. At this time, there is no formal statewide guidance, though he expects rules and recommendations to be developed in the future.

At 7:35pm Ms. Knab motioned to go into a non-public session in accordance with RSA 91-A:3, II(b) and (c) to discuss hiring and a matter that may adversely affect the reputation of another. Mr. Tramaloni seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes.

At 7:53pm Ms. Knab motioned to come out of the non-public session and seal the minutes determining divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Mr. Tramaloni seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes.

Mr. Merrill presented the Stratham Hill Park Preservation proposal, explaining that the goal is to hire a preservation consultant to conduct a full inventory of the park, document its history, and identify historically significant built features. The resulting report would be submitted to the State to determine whether the park is eligible for the State Register, and potentially the National Register in a later, separate phase. He noted that pursuing this designation does not restrict the Town's ability to manage the park; rather, it helps clarify what features are historically important and supports long-term goals such as creating an interpretive panel for public education. Ms. Knab added that the Stratham Hill Park Association supports the effort.

Mr. Merrill stated that the consultant's fee is approximately \$6,000. They discussed funding sources. It was agreed that the Heritage Commission Capital Reserve Fund (CRF) would be the appropriate funding source. Ms. Knab asked that he confirm support from the full Commission. She also requested that the contract include language requiring the consultant to seek approval before undertaking any work that would significantly increase the cost. Mr. Roache noted that he is working toward standardizing contracts and will ensure this requirement is addressed.

Ms. Knab motioned to authorize the Town Administrator to move forward with drawing up a contract with the preservation company to do an evaluation or report on Stratham Hill Park. Mr. Tramaloni seconded the motion. All voted in favor. They will follow up later regarding the funding.

ADMINISTRATION

The Board revisited its prior authorization for Hall & Parlor LLC to begin work on the Lane property porches. The original motion was based on a mid-range estimate of \$54,500; however, when Mr. Roache spoke with Mr. Bedard, he clarified that his proposal included a low-to-high range, and he is more comfortable with a not-to-exceed amount of \$67,500. The Board noted

that some preliminary work has already begun, primarily porch and shed removal coordinated with DPW, but the substantive repair work has not yet started.

Board members expressed concern about increasing the cap before understanding the full scope and cost of other needed building repairs, including heating and water systems. They also discussed the risk of authorizing too low a cap and having work pause mid-project. Ms. Knab noted that if all tasks trend toward the high end of estimates, total costs could exceed \$100,000, and the current contingency would not cover that.

The Board agreed that setting a higher cap without full cost information would be premature. Mr. Roache expects to have updated estimates for the remaining building needs after meeting with the DPW Director and Facilities Manager. The Board decided to hold off on adjusting the contract amount and will revisit the issue in two weeks when they have a clearer picture of total project costs.

Mr. Roache reported that he met with the temporary Building Inspector consultant, who recommended advertising the Building Inspector position as a full-time role. The ideal candidate should have zoning code enforcement experience and be able to serve as Health Officer. The position will be posted this week with a salary range of \$70,000–\$85,000. Mr. Anderson noted that NHMA currently lists only two similar openings, neither in towns comparable to Stratham.

Mr. Roache also continues work on the Employee Manual. Mr. Anderson suggested focusing on the five or six items that have been recurring issues. The Board agreed to review the manual at the next Select Board meeting in a non-public session.

Mr. Roache reported that the RFP for Stevens Park is ready for release and will cover the pavilion (including septic), parking lot, and grading work. He noted that the Fire Tower RFP will be presented at the next meeting; additional language was added to ensure the contractor coordinates with Rockingham County State Police to avoid disrupting existing communications equipment.

He also identified the Town's solid waste contract as a high-priority DPW item, with an RFP to be issued soon.

Regarding the Stratham Hill Park Visioning process, Mr. Roache is coordinating with stakeholders and plans to schedule an organizational meeting for mid-June, facilitated by the Rockingham Planning Commission.

Ms. Knab and Mr. Anderson plan to attend upcoming Library meetings and will coordinate to avoid attending the same session.

Mr. Tramaloni requested that the Town determine which laptop will be used before ordering the necessary cable for Select Board meeting streaming. He recommended conducting a test run and placing a launch plan on a future agenda. He noted that a test he ran with Mr. Hickey worked smoothly. The Board also discussed ensuring presentation slides are visible to viewers and preventing accidental recording of non-public sessions.

Ms. Knab raised the Teen Coordinator position, noting her only concern was whether the individual would be permitted to drive the Town van. Mr. Roache will contact Primex to confirm if there is an age restriction under the Town's insurance. Mr. Anderson pointed out that the wage listed in the job posting differs from the previously approved range. The recommended wage is \$21–\$23.50. As the position had already been approved, no further motion was required.

The Board reviewed the proposed DPW cost recovery policy. Ms. Knab noted that Mr. Hickey suggested adjusting DPW schedules so that someone is regularly working on Saturdays during the busy summer season; she agreed this idea should be vetted with DPW. Mr. Anderson felt the approach was workable.

The Board discussed how to define which events would trigger DPW cost recovery, emphasizing that the intent is to apply the policy only to large-scale events—such as PAWS Walk—not small family gatherings. They noted that very few events at the park reach that scale. Ms. Knab expressed concern about clarity and avoiding “surprise billing,” wanting organizers to know in advance if fees will apply.

Members discussed possible criteria, such as attendance, duration, and scope of use (e.g., multiple pavilions or fields). They also considered whether event organizers should appear before the Select Board or whether the existing online approval process could be modified to say the Select Board will take the event request into consideration and include notice about potential fees. Mr. Anderson suggested adding language requiring organizers to coordinate with DPW at least a week before the event, with DPW providing a cost estimate at least 48 hours in advance.

The Board also discussed staffing challenges, noting that unlike police details, DPW cannot outsource coverage if staff are unavailable. Ms. Knab asked that Mr. Hickey review the proposed policy and work with the DPW Director to define when it should apply. She also encouraged DPW to consider having weekend coverage during peak season. Mr. Roache will discuss this with the DPW Director, and Mr. Anderson noted that upcoming seasonal hires may help.

Regarding pricing, Mr. Anderson said DPW time would be billed at time-and-a-half plus a small administrative fee.

APPOINTMENTS

Mr. Tramaloni noted that Mr. Hanson is up for appointment but was unable to attend a recent Energy Commission meeting. Ms. Knab read an email indicating that the Commission Chair supports his appointment. Board members expressed concern about appointing individuals who then do not attend meetings, as this has been an issue on other committees. Mr. Anderson motioned to appoint Luke Hanson to an Alternate position on the Energy Commission for a three-year term to expire at Town Meeting in March 2029. Mr. Tramaloni seconded the motion. All voted in favor.

Ms. Knab asked Mr. Hickey to prepare a memo summarizing the status of e-bike use at Stratham Hill Park, noting that the Conservation Commission, abutters, and the Stratham Hill Park Association are all opposed to allowing e-bikes. Mr. Anderson stated that the current ordinance, adopted in 1974, references “motorized and like vehicles,” and should be updated to explicitly include e-bikes. Ms. Knab questioned whether the proposed ordinance should be reviewed by Town Counsel. Mr. Tramaloni asked whether the existing language already covers e-bikes. Ms. Knab said clarity is needed, as e-bikes are becoming a problem at the park. Mr. Roache noted that pedal-assist e-bikes complicate interpretation. The proposed ordinance would prohibit all types of e-bikes. He will schedule a Public Hearing for June 1.

The Board discussed commercial dog walking at Stratham Hill Park. Ms. Knab noted that commercial activity is already prohibited under the existing ordinance. Mr. Anderson suggested setting a limit on the number of dogs one person may walk, and the Board agreed that no more

than two dogs per person should be allowed due to control and waste-management concerns. They discussed enforcement, potential ordinance language, and whether Town Counsel should review the changes.

Ms. Knab recommended bringing the issue to TMAC and the Conservation Commission for input. Mr. Roache asked whether this would be an amendment to the existing ordinance; Mr. Anderson said it would fall under the Animal Control section as a new paragraph. The Board agreed the ordinance should explicitly state that walking three or more dogs is prohibited. Ms. Knab said the proposal should also be reviewed with Mr. Hickey.

At 8:58pm Ms. Knab motioned to go into a non-public session in accordance with RSA 91-A:II(b) and II(c). Mr. Anderson seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes.

At 9:32pm Ms. Knab motioned to come out of the non-public session and seal the minutes noting divulgence of the information likely would affect adversely the reputation any person other than a member of this board. Mr. Tramaloni seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes.

At 9:33pm Ms. Knab motioned to adjourn. Mr. Anderson seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard
Recording Secretary



The Stratham Select Board has implemented Level II drought restrictions in accordance with RSA 41:11d effective as of May 18, 2026.

Following are Level II restrictions:

- i. Lawn watering by odd numbered addresses is allowed on Mondays and Thursdays.
- ii. Lawn watering by even numbered addresses is allowed on Tuesdays and Fridays.
- iii. Lawn watering shall not occur between the hours of 8AM and 7PM.

These restrictions shall be in effect until further notice.

SONS OF THE
AMERICAN
REVOLUTION · NSSAR



The Liberty Tree Project



AMERICA 250 · 1776-2026
· RON REDNER,
NATIONAL CHAIRMAN

PLANTING 250 LIBERTY TREES FOR THE 250TH ANNIVERSARY OF THE UNITED STATES – GOAL: JULY 4, 2026

About the Project

The 250th SAR Liberty Tree Program was launched at the Spring 2023 Leadership meeting. Our goal is to plant 250 Liberty Trees before July 4, 2026, with at least one tree in each state. Every tree is installed with a dedication plaque to educate the public about the American Revolution and the sacrifices made to form our nation.

Trees are recommended to be planted in counties or cities

The Original Liberty Tree

The Liberty Tree (1646–1775) was a famous elm that stood in Boston near Boston Common. In 1765, colonists staged the first act of defiance against the British government at this tree. It became a rallying point for the growing resistance, and the ground surrounding it became known as *Liberty Hall*.

In 1775 the British felled the tree to quell these revolutionary gatherings. Today we plant new

named after a Patriot, or in locations serving as tributes to veterans.


National Chairman: Ron Redner · [404-401-0204](tel:404-401-0204) · ronredner@renderad.com

Historian General: Jeff Thomas · jthomas4sar@gmail.com

Webmaster: Rick Reese III · RickReese1969@gmail.com

Liberty Trees to honor that legacy.

Tree cost: ~\$150 (Princeton Elm, free shipping). Sponsors may receive a certificate of thanks.

 **Order a Custom Granite Marker:**

Compatriot Emil Decker · [706-482-8248](tel:706-482-8248) · eldecker@weegrr.com

Competitive pricing on custom granite stone markers — the recommended choice for all Liberty Tree dedications.



[BUY AN ELM TREE](#)



[ORDER A GRANITE MARKER](#)

Project Progress

April 16, 2026



214 trees planted

Goal: 250 trees

ALL 50 STATES – TREES PLANTED: 34 OF 50

Trees planted Not yet planted



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: Town Administrator

Date: May 18, 2026

Subject: Proposed Loan and Display of Historic 1793 Phinehas Merrill Map

The Town has received correspondence from the Stratham Historical Society offering to loan the Town Hall a larger historic 1793 Phinehas Merrill map for display in the public area adjacent to the Town Clerk's office.

The Historical Society noted that during a recent visit to Town Hall they observed the large amount of open wall space above the table used by residents to review voting rolls and prepare documents for submission to the Town Clerk. Following discussion by the Society's Acquisitions Committee, the Society unanimously agreed to offer one of its larger Merrill maps, approximately 50" by 45", for display in that location.

According to the Historical Society, the map was donated to the Society in 1980 and was among the first items added to its collection. The Society believes the display would enhance the public space while also providing residents and visitors an opportunity to view a representation of Stratham as it appeared more than 230 years ago.

If accepted, the smaller Merrill map currently displayed across the room would be returned to the Historical Society. The Society would also provide brief provenance information to accompany the display and has offered to coordinate delivery and installation at a mutually convenient time.

The Board may wish to discuss whether it would like to accept the Historical Society's offer and authorize staff to coordinate installation details.



TOWN OF STRATHAM

Department of Public Works

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

MEMORANDUM

TO:	Allison Knab, Select Board Chair Joe Anderson, Select Board Vice Chair Tedd Tramaloni, Select Board
CC:	Timothy Roache, Town Administrator Lori Ruest, Finance Administrator
FROM:	Trevor Batchelder, Dept of Public Works Britt Fowle, Dept of Public Works
DATE:	5/4/2026
RE:	4H Barn Roof Replacement Bid Recommendation

The Department of Public Works has reviewed the submitted bids for the 4H Barn Roof Replacement project and recommends selecting JB Roofing Systems, LLC.

JB Roofing Systems, LLC submitted the lowest qualified bid in the amount of \$49,475.00. The company also previously completed the roofing project at the Gifford Barn using the same material specified for this project. That work was completed to a high standard, and their familiarity with both the materials and similar structure provides added confidence in their ability to successfully complete this project.

A copy of JB Roofing Systems, LLC's proposal, a bid comparison spreadsheet, and copies of all submitted proposals are attached for reference.

Based on the bid amount, relevant experience, and demonstrated quality of work, DPW supports moving forward with JB Roofing Systems, LLC for this project.

Sincerely,

Trevor Batchelder
Director of Public Works

RFPs

Monday, April 20, 2026 12:11 PM

\$ 4H Barn Roof - RFP # 02-26-01 - highlighted columns not required in RFP

Submitting Contractor:	Overall Price	Quoted Correct Material?	Included References?	Included Warranty Information?	Estimated Completion Time	Using Subcontractors?
JB Roofing Systems, LLC 41 Liberty Hill Road Henniker, NH 03242 (603) 291-3783	\$49,475.00	Unsure - Not Called Out on Proposal	Yes	Yes 10 Year Labor Warranty Manufacturer Warranty Information Not Included	Not Included	No
Bobola Construction LLC 6 Chapman Way Exeter, NH 03833 (603) 531-7570	\$68,800.00	Yes	Yes	Yes 15 Year Labor Warranty Manufacturer's Warranty	4 Days	Yes
Drews Affordable Steel Roofing 496 Laconia Road Tilton, NH (603) 455-2652	\$79,200.00	Yes	Yes	Yes 10 Year Labor Warranty Manufacturer's Warranty	Less than 2 Weeks	No
Peter DeSalvo Contracting LLC 15 Control Street Hudson, NH (603) 521-7992	\$80,131.44	Yes	Yes	Not Listed in Proposal	4 to 5 Days	No
Tristate Roofing LLC 2020 Atlantic Highway Warren, ME 04864 (207) 542-9843	\$82,070.47	Yes	Yes	Yes 10 Year Labor Warranty Manufacturer's Warranty	Not Included	No
Compass Development LLC 19 Nimble Hill Road Newington, NH 03801 (603) 540-3873	\$82,307.00	Yes	No	No	1.5 Weeks	Unsure
Schroeder Construction Management, Inc. 2 Townsend W. Unit 3 Nashua, NH 03063 (603) 882-1822	\$84,283.00	Yes	Yes	Yes Labor Warranty Manufacturer's Warranty	5 Days	Yes
North East Building Group PO Box 98 Atkinson, NH 03811 (603) 234-0772	\$105,806.10	Yes	Yes	Yes 1 Year Labor Warranty 25 Year Manufacturer's Warranty	Not Included	Yes
CK Landmark Construction Corp. 27 Village Street Concord, NH 03303 (603) 340-0760	\$153,615.00	Yes	No	Manufacturer's Warranty	Not Included	Unsure
Derry Roofing LLC 2 Chester Road Derry, NH 03038 (603) 479-8862	\$164,985.00	Yes	Yes	Yes 5 Year Labor Warranty Manufacturer's Warranty		No
Triumph Roofing Inc. 46 Elm Street Baldwinville, MA 01436 (978) 652-0448	\$225,000.00	Yes	Yes	Yes Standard Contractor Workmanship 20 Year Manufacturer's Warranty	Not Included	Unsure



Town of Stratham New Hampshire
10 Bunker Hill Road
Stratham, NH 03885

April 3rd 2026

RE:

Metal Roofs at Park
17 Jack Rabbit Lane
Stratham, NH 03885

Corrugated Metal Roofing System:

Provide Material and Labor for the Installation of New Corrugated Metal Roofing System for calculated square footage. 7,500 Square feet in total.

Remove existing roofing system and all related flashings and materials down to the existing wood lath stringers.

Inspect existing lath boards and Replace Defective lath with 1"wood stringers @ \$4.25 per linear foot On as needed basis, additional structural maintenance will be on time and material basis.

Install steel Metal Edge at all Eaves/ gutter edges

Install exposed fastener corrugated metal roofing panels, 36" wide 26 gauge steel in standard colors.

Install Gable flashings at all gable ends.

Install head wall flashing at all head wall locations.

Install side wall flashing at all side walls.

Install hip and ridge flashings at hips and ridges.

Flash all walls, chimneys, and other roof protrusions/penetrations, following manufacturer(s) specifications.

Perform jobsite clean-up and dispose of all job related debris and materials

All labor is guaranteed by JB Roofing Systems, LLC. for 10 years after completion date.

Corrugated Metal Roofing Price....\$43,815

41 Liberty Hill Road- Building 2
Henniker, NH 03242
603-219-3783
www.jbroofingsystems.com



PVC Fascia Install

Remove existing Wood fascia & Rake boards at all locations,

Install new 1x8 PVC Fascia and rake boards as per township specifications, approximately 360 LFT. This includes both gutter edges and gable ends.

Perform jobsite clean-up and dispose of all job related debris and materials

All labor is guaranteed by JB Roofing Systems, LLC. for 10 years after completion date.

Fascia Install Price....\$5,660



**TOWN OF STRATHAM
DEPARTMENT OF PUBLIC WORKS**

Request for Proposal

RFP # 04-26-01

Stratham Hill Park Fire Tower Restoration and Protective Recoating

Documents Included

Request for Proposal

Project Details

Key Dates

Submitting Requirements

Evaluation Criteria

References

RFP Receipt Acknowledgement

Proposals Due by **June 29th, 2026**



REQUEST FOR PROPOSAL
TOWN OF STRATHAM
DEPARTMENT OF PUBLIC WORKS

Stratham Hill Park Fire Tower Restoration and Protective Recoating

The Town of Stratham is requesting proposals from qualified contractors for restoration, surface preparation, and protective recoating work at the Stratham Hill Park Fire Tower, located at 270 Portsmouth Avenue, Stratham, NH 03885. This project is intended to address documented deterioration at the structure, protect the tower from further corrosion, and extend the useful life of the facility.

The Town reserves the right to request additional information or clarification of any submitted proposals. Proposals and pricing must remain open for sixty (60) days. This solicitation will become an addendum to any resultant contract.

The RFP is available on our website at

https://www.strathamnh.gov/departments/administration/bids_rfps_for_sale/index.php

Proposals will be reviewed in accordance with the Evaluation Criteria stated within this RFP. This RFP supersedes all other proposals, oral and written, and all negotiations, conversations, or discussions between the Town and any other entity related to the subject matter. The award of the contract shall be made to the proposer offering the best overall value to the Town of Stratham, as determined solely by the Town, and shall not necessarily be awarded to the lowest-priced proposal. The Town reserves the right to consider all factors it deems pertinent to the Town's interests and to make an award that, in its judgment, best serves the public good.

Interested firms should submit five (5) paper bound copies of the proposal and one (1) copy of the sealed bid price with the submission to the following address:

Town of Stratham NH
Attn: Department of Public Works
10 Bunker Hill Avenue
Stratham, NH 03885

They shall also submit an electronic copy of the proposal in PDF format provided via email to admincoordinator@strathamnh.gov or on a USB jump drive (also known as a thumb drive). The electronic file name should contain the project name and the submitting firm. The sealed proposal shall be plainly and clearly marked with the project name and the name of the firm submitting the proposal. Interested firms are encouraged to submit succinct, well-organized proposals where the requirements of this RFP can be easily identified. Sealed proposals are due by **June 29th, 2026**, by 3:30 PM, either by mail or personal delivery. Proposals received after that due date and time will not be considered.



PROJECT DETAILS

INTRODUCTION:

The Stratham Hill Park Fire Tower is an approximately 62-foot steel tower structure originally constructed in 1931 by the N.H. Department of Forests and Lands on property that had been donated as a community park in 1905. The steel tower, with a public observation platform at the 45' level has a 10'x10' cab with no catwalk. Staffed by the state until 1976, it is now maintained by the Town of Stratham. The original wooden cab was burned in 1997 and replaced with a metal cab. The tower was last painted in 2011.

After a structural walk-through performed in September of 2023, deterioration was identified for anchor rod nuts, isolated concrete spalling at the east footing, deterioration of the protective coating system, and corrosion concerns at multiple connection points.

The selected contractor shall provide all labor, materials, equipment, supervision, access means, containment, surface preparation, coatings, cleanup, and related services necessary to complete the work described herein in a safe manner.





SCOPE OF SERVICES

The scope of work generally includes, but is not limited to, the following tasks:

General Construction:

- Provide all labor, materials, tools, lifts, equipment, traffic or pedestrian control measures, fall protection, and supervision necessary to complete the project.
- Perform all work in accordance with any necessary structural assessments that may update the scope of work to be performed outlined below, as well as applicable manufacturer requirements, OSHA standards, and state and local codes.
- Replace all anchor bolt nuts and replace anchor bolts where required due to deterioration, damage, or inability to safely reuse existing rods.
- Repair the concrete spall at the east footing using materials and methods appropriate for exterior structural concrete repair.
- Prepare the steel tower framing for recoating, with special emphasis on gusset plate connections and areas of active corrosion.
- Apply a complete protective coating system to the steel tower in accordance with the coating manufacturer's recommendations.
- During preparation and recoating, identify any loose bolts, visible section loss, cracked members, or other deterioration observed in the field and notify the Town immediately.
- Protect all existing items not scheduled for work, including signage, antennas, grounds, and surrounding park features.
- Provide daily cleanup and final cleanup of all debris, waste materials, and temporary protection measures in accordance with all applicable regulations.
- Provide close-out documentation, including product data, warranty information, touch-up materials if applicable, and a punch list response.

SPECIFIC WORK REQUIREMENTS:

Initial Assessment:

- The contractor shall evaluate current conditions and include any recommendations outside of the listed scope of work within this RFP in their proposal.

Radio Equipment Coordination

- The Contractor shall be responsible for coordinating with all owners of radio, antenna, and communication equipment attached to the Fire Tower, including but not limited to NHDOS. The Contractor shall coordinate the temporary removal, protection, storage, and reinstallation of all equipment as necessary to complete the work. Coordination shall be performed in a manner that minimizes disruption to communications systems, particularly dispatch radio operations. All labor, equipment, coordination, and incidental costs associated with this work shall be included in the proposal.



Anchor Assemblies:

- All existing anchor rod nuts shall be removed and replaced. Existing anchor rods may only be reused where they are determined to be sound and where nut removal does not damage the rod. Any anchor rod with significant section loss or damage shall be replaced.

Concrete Repair:

- Repair the concrete spall at the east footing. Contractor shall prepare the substrate, remove unsound material, and restore the footing corner to a durable condition suitable for exterior exposure.

Surface Preparation:

- Surface preparation is critical to the project. The contractor shall mechanically remove loose rust, peeling coating, and deteriorated material, especially at gusset connections and locations where rust is occurring between plates and angles. If needed to achieve proper preparation in difficult-to-access areas, the contractor shall include alternate means such as localized abrasive blasting or other appropriate methods.

Protective Coating:

- Provide and apply a protective coating system suitable for exterior structural steel exposure. The proposal shall clearly identify the proposed coating manufacturer, primer, intermediate and finish coats, recommended dry film thicknesses, and color selection process.

Observation During Work:

- If additional deterioration is uncovered during the work, including loose bolts, visible section loss, cracked steel, or other conditions not readily visible during an initial assessment, the contractor shall document the condition and provide written recommendations and pricing before performing any extra work.

Site Protection and Public Safety:

- The contractor shall be solely responsible for protection of the public during the work and shall maintain the site in a safe condition at all times. The Town desires the project to be completed with minimal disruption to park operations.

SUMMARY OF REQUIREMENTS:

1. Complete construction of the fire tower restoration, recoating, and the associated site work.
2. During the course of the work, note any other problem areas that are found and provide recommendations for repair action and the cost to the Town. The Town will evaluate the recommendation and cost and determine whether to provide an authorization to proceed after evaluation of the firm's recommendations.
3. Provide construction management services as required during the project.
4. All products used shall comply with applicable laws, codes, standards, and manufacturer recommendations for their intended use.
5. The contractor shall not paint over required signage. Signage shall be protected in place or removed and reinstalled after the work is complete.



6. Paint application shall be uniform and free of runs, sags, spotting, and other surface defects. Any failed or deficient work shall be corrected at the contractor’s expense.
7. All work performed, methods used, and equipment employed shall conform to applicable federal and state occupational safety requirements.
8. Cleanup must be completed daily and upon final completion. Ladders, tools, materials, and equipment shall be properly secured or removed at the end of each workday.
9. The contractor shall fully guarantee all work, materials, and parts furnished and installed under this contract for one (1) year after completion, unless a longer manufacturer warranty is offered.
10. The Town desires all work to be completed in a way that does not interfere with regular Town Operations. This may mean second or third shift and/or weekend work. The Town will work with the firm to determine the appropriate timing and schedule for the work.

Please include any exclusions you’ve made in your proposal.

KEY DATES

Event or Requirement	Date and Time
RFP Posted to Town’s Website	
Current site visit	
Deadline for submissions of questions due via email to admincoordinator@strathamnh.gov	
Responses to comments and questions posted to Town’s website and distributed to all those who made inquiries	
Proposals Due (via paper or electronically)	
Opening of Proposals	
Contract Execution	

MANDATORY SUBMITTING FIRM REQUIREMENTS

Submitting firms are required to assume responsibility for all services offered within the firm’s proposal regardless of whether they are produced “in-house” or performed through a sub- contract arrangement. The submitting firm will provide the name of a project manager who will serve as the sole point of contact regarding contractual matters, including payment of all contract costs and fees.

PROPOSAL FORMAT / EVALUATION CRITERIA

In order to ensure a uniform review process and obtain maximum degree of compatibility, it is required that the proposals be organized in the manner specified below.

1. Title page: The submitting firm should identify the RFP subject, the name of the contractor, local address, telephone number, name and title of contact person and date of submission.
2. Table of Contents: Provide clear identification of the material by section and by page number to include the scope of work and material specifications.



3. Company History and Qualifications: Briefly describe your company's history and any relevant experience for this project.
4. References: List at least three (3) client references for whom similar work has been completed (see attached reference sheet).
5. Costs: Describe the costs for the services, equipment, materials and installation. Describe the payment structure for the project, required deposits, progress payments, etc. that you propose for the project work requested within this RFP.
6. Subcontractors: Provide a list (including name, address, contract information and principal contact at each Subcontractor) of any subcontractors you will use in performing the work for the Town.
7. Warranty: Provide terms, conditions and length for all warranties on labor and materials.

SELECTION CRITERIA

A selection committee will score proposals based on the following factors:

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 this 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 Proposal

RESERVATION OF RIGHTS

The Town of Stratham reserves the right to reject any or all proposals or accept the proposal the Town deems to be in its best interest. The Town of Stratham assumes no responsibility or liability for costs incurred by consultant teams in responding to this RFP or in responding to any further request for interviews, additional data or information, or clarification of any items included in the proposal. The Town reserves the right to request additional data or information or that the firm provide the Town a presentation in support of written proposals. The Town further reserves the right to:

- Not award a contract for the requested services;
- Waive any irregularities or informalities in any proposals;
- Accept the proposal deemed to be the most beneficial to the public and the Town;



- Negotiate and accept, without advertising, the proposal of any other respondent in the event a contract cannot be successfully negotiated with the selected firm; and
- Retain products submitted by respondents for its own use at its sole discretion.

GENERAL INFORMATION

1. Interview: The submitting firm may be required to make a presentation of their proposal. This will provide an opportunity to clarify or elaborate on the proposal, but will not, in any way, provide an opportunity to change any cost or fee amount originally proposed. Should the Town choose to schedule presentations, the submitting firms will be notified of time and location.
2. Modifications: The Town will allow both submittal modifications and withdrawals up to the RFP's closing time.
3. Request for Additional Information: The submitting firm will furnish clarifying information if requested by the Town.
4. Acceptance/Rejection/Modification to Proposals: The Town reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and waive minor irregularities in the proposals and/or Town procedures.

OTHER DEFINITIONS, CONTRACT TERMS AND CONDITIONS:

Contract Documents – The contract documents shall consist of the “Stratham Hill Park Fire Tower Restoration and Protective Recoating”, all documents submitted by the firm in satisfying this request, and a signed contractual agreement executed in a form approved by the Town.

Default – The Town shall have the right to declare the firm in default if (a) the firm becomes insolvent; (b) the firm makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition of bankruptcy is filed by or against the firm; or (d) the firm is unable to provide evidence of required insurance coverage as set forth below. Further, the Town may declare the firm in default if it fails to perform as required by the contract and such failure continues after notice is provided to the firm and it fails to cure the default. If the firm is declared in default or is in breach of the contract for any reason, the Town shall have the right to terminate the contract.

Firm – Any combination of the firm and its respective sub-contractors that will provide the services requested. All subcontractors will be required to provide evidence of insurances and name the Town as an Additional Insured in the same way as the submitting firm.

Indemnification – The firm must agree to defend, hold harmless, and indemnify the Town, their officers, agents and employees against any and all claims, or injuries to any person or entity, arising out of the actions of the firm, its officers, agents, or employees arising from or related in any way to its contract with the Town.

Liability Coverage – The successful Firm will be required to provide certificate(s) of insurance as follows:

- General Liability in the amount of \$1,000,000 per occurrence; \$3,000,000 aggregate



- Automobile Liability in the amount of \$1,000,000 combined single limit
- Workers' Compensation per State of NH Statutes
- Professional Liability in the amount of \$1,000,000

The Town of Stratham is to be named as an additional insured.

Certificates of insurance naming the Town of Stratham as an additionally insured entity must be filed with the Town Administration Office within two weeks of the award of the contract. The firm shall provide no less than thirty (30) days prior notice of insurance cancellation, or any material change in coverage.

Non-Appropriation – Any contract shall include a non-appropriation clause which states, “In the event that sufficient funds are not appropriated for project completion and other requested services during the ensuing fiscal year, the Town of Stratham may terminate this agreement by written notice within thirty (30) days of adoption of the budget for the fiscal year in question, and the agreement shall be terminated effective immediately.”

Non-Transferable – The firm shall not have the right to transfer or assign the contract to any other person, company or corporation.

Payment Terms – To be determined. If, in the opinion of the Town, the quality of service is unsatisfactory or if any other non-performance or sub-standard issues arise, payment may be withheld, and/or the contract may be terminated. The amount and withholding period are at the discretion of the Town.

Termination for Performance – The contract may be terminated at any time by the Town for unsatisfactory performance. In such case, the Town will provide written notice to the firm citing the unsatisfactory performance and giving the firm ten (10) working days to improve its performance to the satisfaction of the Town. If the firm's performance does not improve to the satisfaction of the Town, the contract for services may be immediately terminated by the Town.

Termination Options – In the event the Contract is terminated, the Town reserves the right to employ another firm to complete the term of this agreement. The original firm shall be responsible for any extra or additional expense or damage suffered by the Town. In that event, the firm shall be required to indemnify the Town of Stratham for any loss that may be sustained.



Town of Stratham Request for Proposal

Stratham Hill Park Fire Tower Restoration and Protective Recoating

LIST OF REFERENCES

IMPORTANT: This form must be returned with the bid proposal form.

1. Name of Client/Company:

Address:

Contact Person/Title:

Telephone Number:

Email Address:

2. Name of Client/Company:

Address:

Contact Person/Title:

Telephone Number:

Email Address:

3. Name of Client/Company:

Address:

Contact Person/Title:

Telephone Number:

Email Address:

Authorized Signature _____ Date _____

Printed Name _____ Title _____



Town of Stratham Request for Proposal
Stratham Hill Park Fire Tower Restoration and Protective Recoating

RFP Receipt Acknowledgement

Contractor Name: _____

Contractor Address: _____

Contact Person: _____

Phone Number: _____

Contact person's E-mail Address: _____

Date RFP Acquired: _____

Signature: _____

Printed Name: _____

Title: _____



TOWN OF STRATHAM

Department of Public Works

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

MEMORANDUM

TO: Allison Knab, Select Board Chair
Joe Anderson, Select Board Vice Chair
Tedd Tramaloni, Select Board

CC: Timothy Roache, Town Administrator
Lori Ruest, Finance Administrator

FROM: Trevor Batchelder, Dept of Public Works
Britt Fowle, Dept of Public Works

DATE: 4/29/2026

RE: Credit Card Payment Implementation at Transfer Station

The Department of Public Works is requesting approval to implement credit and debit card payment capabilities at the Transfer Station to improve convenience for residents and streamline operations. We propose utilizing the Town's existing payment processing service through EB2Gov (Neumo Payments), which is currently in use by the Town Clerk's Office. This approach allows us to maintain consistency across departments while avoiding the need to establish a new vendor or payment system.

The proposed equipment is a PAX A920 Smart Terminal, a compact, all-in-one wireless device that accepts chip, swipe, and contactless payments and includes a built-in receipt printer. The terminal is user-friendly, secure, and designed for in-person transactions, making it well-suited for the Transfer Station environment.

Costs:

- One-time equipment cost: \$550
- Annual maintenance and support: \$85 per unit (includes unlimited replacements)

All credit card processing fees are paid directly by the user and will not impact the Town's budget.

The system will be configured to mirror the current paper receipt process. Attendants will select items directly on the device, similar to how they are currently recorded, ensuring there is no added workload or disruption to daily operations. The terminal will operate using the Transfer Station's wireless connection. We have been testing a mobile hotspot through AT&T FirstNet, which has proven to provide a strong and reliable connection. As a backup, the device is capable of operating on cellular service if needed.

Once the amendment is finalized and executed, and pricing is uploaded to the device, the estimated setup time is approximately 4-6 weeks. Attached is a draft amendment to the existing JDC Web Services Agreement for your review. This amendment enables over-the-counter (in-person) payment processing. Please note that, while the amendment includes both online and in-person payment channels, we are not proposing to activate the online payment option at this time.

Once a start date is established, DPW will coordinate a public outreach effort to ensure residents are aware of the new payment option which would include posting an announcement on the Town website, sharing updates on the DPW and Town Facebook pages, including notice in the Select Board newsletter, and displaying messaging on the Town's electronic message board (light board), as appropriate.

These efforts will help ensure residents are informed ahead of implementation and can take advantage of the added convenience at the Transfer Station.

Please let me know if you have any questions or would like additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Batchelder', written in a cursive style.

Trevor Batchelder
Director of Public Works

Amendment IDC Web Services Agreement

This Amendment Two (2) to IDC Web Services Agreement is effective as of April 30¹\ 2026 ("Effective Date") (the "Amendment"), and is between Town of Stratham having an office at 10 Bunker Hill Ave, Stratham, NH 030885 ("Client"), and Neumo Payments, LLC (f/k/a Interware Development Company, Inc.) (hereinafter referred to as "IDC," including dba EB2Gov and EPay2Gov", and together with Client, the "Parties", and each, a "Party").

WHEREAS, the Parties have entered into a IDC Web Services Agreement, dated January 18th, 2012 (the "Existing Agreement"); and

WHEREAS, the Parties hereto desire to amend the Existing Agreement to add additional payment transactions and allow for a Payment product conversion on the terms and subject to the conditions set forth herein.

NOW, THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Agreement Revisions. The Existing Agreement is modified as follows as of the Effective Date:

A. The following section is added to the Existing Agreement:

PLATFORM UPGRADE: Client acknowledges and agrees that IDC may upgrade the web software and services as listed in Attachment A to an alternative product provided by an affiliate of IDC upon 30-days' notice from IDC. After 30 days from the date such notice has been given, then the terms provided at https://gd.neumo.com/hubls/Legal/Submrehanl_Agreement-Online_Comersion.pdf will replace and supersede this Agreement. Client will complete any application or documentation required to convert to the alternative product. Additionally, Attachment A will remain in force and become a part of Attachment A of the Payment Services Agreement.

B. The following is added to Addendum A:

The payment terms of the Agreement and as provided below shall apply to Property Taxes:

Payment Channels

The following payment channels are enabled for the Client:

- Online - Web
- Over-the-counter (OTC) - In-person

Chargebacks, ACH returns, or rejected drafts may result in debits to the Client's designated bank account only when the Client's bank rejects the draft or when a prior credit must be reversed.

Payment Methods & Fees

The following payment methods are enabled for the Client charged to the end-user:

- Credit/Debit card - 2.99%
- ACH (Automated Clearing House)- \$2.50 each
- Per item charge - \$1.75 each

These payment methods are authorized for use by the Client for the duration of the Services Agreement.

Chargebacks, ACH returns, or rejected drafts may result in debits to the Client's designated bank account only when the Client's bank rejects the draft or when a prior credit must be reversed under the rules of the payment processor or card brands. Any PCI non-compliance fees, if applicable, are the responsibility of the Client.

Funding

Standard funding timelines are typically within 24 to 72 hours after transactions are batched, subject to banking schedules.

Neumo or its payment processor may initiate ACH debits to the Client's account for the following reasons:

- ACH returns
- Credit or debit card chargebacks
- Refunds that exceed the total settled sales for a given day

The Client authorizes Neumo and its payment processor to establish and manage any required merchant identification numbers or related configurations needed to facilitate payment processing and settlement.

2. **Limited Effect.** Except as expressly provided in this Amendment, all of the terms and provisions of the Existing Agreement are and will remain in full force and effect and are hereby ratified and confirmed by the Parties. Without limiting the generality of the foregoing, the amendments contained herein will not be construed as an amendment to or waiver of any other provision of the Existing Agreement or as a waiver of or consent to any further or future action on the part of either Party that would require the waiver or consent of the other Party. On and after the Effective Date, each reference in the Existing Agreement to "this Agreement," "the Agreement," "hereunder," "hereof," "herein," or words of like import[, and each reference to the Existing Agreement in any other agreements, documents, or instruments executed and delivered pursuant to, or in connection with, the will mean and be a reference to the Existing Agreement as amended by this Amendment.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the Effective Date.

Town of Stratham, NH

Neumo Payments, LLC

By _____

By _____

Name:

Name:

Title:

Title:

PAX A920 Smart Terminal



A compact and secure electronic payment terminal designed for modern consumers. The Smart Terminal, accepts all payment types - magstrip, chip & PIN, and contactless with the highest security standards. The large capacitive HD touchscreen maximizes screen usage for customer facing transactions.

- User friendly
- Compact and convenient
- Wireless connectivity for convenient accessibility
- One insert captures both fees
- All-in-One credit card terminal and receipt printer
- Share between multiple workstations concurrently



5" Touchscreen



Thermal Printer



PCI Compliant

PAX A920 Smart Terminal

SPECIFICATIONS



Operating System ✳

Card Reader ●

Dual Camera ◆

Displays ○

Communications 📶

Battery ■

Printer @

Buttons ●

Audio ◀▶

Ports i)

Adapter U.

Size ⁷¹_{k:◆}

Accessories @

Powered by Android

Chip & PIN | Contactless | Magnetic Stripe

Front & Rear Camera

Capacitive HD Touch Screen

4G + WiFi*

5250mAh | 3.7V

2 1/4" x 50' Thermal Receipt Paper

3 Keys: Power ON/OFF | Volume+ | Volume -

1 Buzzer | 1 Speaker 11 Microphone

1 Micro USB | Dual SIM

Input: 100 - 240V AC, 50Hz / 60Hz | Output:
5.0V DC, 2.0A

6.92 x 3.07 x 2.24 inches, 11.3 oz. (including battery)

<https://marketing.paxtechnology.com/accessories>

* Interware services communicates via WiFi only

Swap out plan - Avenu offers a swap out plan for \$85.00 per year per unit. If you are having an issue with the device and we cannot resolve the problem we will immediately send out a replacement unit.



IDC WEB SERVICES AGREEMENT

This Agreement (the Agreement) dated as of this 18th day of January 2012 (the Effective Date) is made and entered into by and between Interware Development Company, Inc. (hereinafter referred to as IDC dba EB2Gov and EPay2Gov), a corporation with an address at 22 Gregory Street, Mont Vernon, NH 03057 and **The Town of Stratham** (hereinafter referred to as Client), a government entity with an address of 10 Bunker Hill Avenue, Stratham, NH 03885.

WHEREAS, IDC provides web based and over the counter applications facilitating the processing of financial transactions between the Client and its customers including; and

WHEREAS, The Client desires to utilize the services more specifically articulated in Attachment A attached hereto and made a part hereof; and

NOW Therefore, In consideration of the foregoing and the mutual covenants contained herein, the parties agree as follows:

1. SCOPE OF SERVICE

a. **General**

IDC shall provide web software and/or services as listed in Attachment A. Some of these services may include credit card, debit card and ACH / E-Check transactions. Credit card rates assessed to Client's customers shall be at the rates outlined on Attachment A. Certain web services of IDC involve documentation such as Registration Forms, Certificates and Licenses. **IN NO WAY DOES EB2GOV GENERATE OFFICIAL DOCUMENTS OF ANY KIND. ACTUAL PERMITS OR LICENSES ARE GENERATED IN THE SAME MANNER AS ANY OTHER NORMAL TRANSACTION.**

b. **Other E-Services**

IDC may offer other e-services from time to time. Clients may subscribe to these additional e-services by way of attachments hereto.

c. **Payment / Funding**

Payment for services is collected directly from the citizen via a convenience fee. This convenience is deposited into an IDC bank account. IDC is responsible for all fees due to third parties to facilitate the credit card and ACH transactions per Attachment A. These fees include interchange fees, per item fees, monthly PCI fees, yearly statement fees and assessment fees. IDC uses Global Payments as the back end credit card processing company. IDC does not handle any funding or the depositing of funds or the withdrawal of funds into any IDC or any Client bank account(s). All funding, withdraws, deposits are done by Global payments.

2. IDC RESPONSIBILITY

- a. Maintain the IDC web-services and other web-based management software running on IDCs web server with a subset of the relative data.
- b. Provide the necessary support, installation and training for the Client to administer any required IDC Web Service; Standard setup and training is provided via the internet and telephone. On-site setup and training is optional and may be quoted separately.
- c. Provide the Client with online records of pending / processed payments made by constituents via the Internet or over-the-counter.
- d. Maintain web-servers necessary to facilitate IDC Web Services to Clients and its customers.

3. CLIENT RESPONSIBILITY

- a. Charge to citizens using all the services anticipated by this agreement including the appropriate fees as outlined on exhibits attached hereto and made a part hereof.
- b. Remit to IDC charges set forth in the Attachment no later than 30 days. Failure to do so may result in the termination of service for Clients and its customers.
- c. Maintain the equipment and supplies necessary to complete the services anticipated in this agreement. This may include computer equipment, printers and internet connectivity.
- d. Process and mail any necessary paperwork in accordance with the governing laws.
- e. Operate IDC Web Services and other services anticipated in this agreement as instructed.

- f. Assist in the promotion IDC Web Services anticipated by this agreement including such things as local press release, inclusion in mail-in documents, counter handouts, link on Client Web site, etc.

4. INDEMNIFICATION

In cases where IDC Web Services involve documents that are to be provided to the client's customer, client assumes full responsibility for the generation of such documents. These documents include, but are not limited to receipts printed, permits issued and any other documents that may result from these transactions. It is the Clients' responsibility to make sure that all calculations are correct and that the customer receives the necessary documentation in a timely manner. Client indemnifies IDC against any and all claims arising as a result of using IDC Web Services.

5. TECHNICAL SUPPORT, MAINTENANCE

This agreement entitles the Client to technical support, maintenance, upgrades for software that may be provided by IDC.

6. TERMINATION

This agreement may be terminated by either party upon written notice.

7. RENEWAL

This agreement will automatically renew in-perpetuity unless terminated by either party as set forth in section 6.

8. OWNERSHIP

IDC shall retain all rights and all materials developed by IDC and any inventions, creations and improvements whether or not patentable or copyrightable, conceived or made in connection with the performance of its obligations hereunder, even if Modifications or enhancements are paid for by the Client, unless a separate agreement relating to any such software is secured. Any and all software or other intellectual property required to be delivered to the Client hereunder shall be subject to the conditions specified within this Agreement.

The Client hereby agrees and acknowledges that all rights, title and interest, including without limitation all proprietary rights to all patents, copyrights, trademarks, trade secrets and all other intellectual property of any nature, in and to the Licensed Programs in whatever form, including any written documentation and other material explaining in or referring to such Licensed Programs, and including any Modifications, enhancements and derivative works of the Licensed Programs made by or for IDC or for the Client shall belong to and remain solely and exclusively the property of IDC.

9. NOTICE

Any notices required or permitted hereunder shall be given in writing, via certified mail, or next day express delivery service, at the address of each party set forth in this agreement, or to such other address as it shall designate by written notice to the other party in the manner contemplated herein, and will be deemed served when delivered or, if delivery is not accomplished by reason of some fault of the addressee, when tendered.

10. GOVERNING LAW

This Agreement shall be construed in accordance with, and its performance and the rights and obligations of the parties hereunder governed by, the laws of the State of New Hampshire.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized representatives as of the day and year first written below

IDC

Interware Development Company, Inc.

By: Sandra J. Rowe
Sandra J. Rowe, President

Date: 1-18-12

Client

Town of Stratham, NH

By: Joyce J. Charbonneau
Title: Town Clerk/Tax Collector

Date: 1-11-12

IDC WEB SERVICES Agreement

Attachment A - Selected Services

Per the EB2Gov Agreement 1.c Other e-services – Client hereby subscribes to other IDC e-services also known as EB2Gov services. This Appendix includes all EB2Gov products including any payment type the Client chooses to collect online including but not limited to: E-Reg (Auto Registrations online); ELI (Dog Licenses online); Property Tax payments; Utility Billing Payments; Beach Passes; Recycle Center Stickers; Parking Fines; Parks and Recreation Payments; Transfer Station; Vitals online, etc.

IDC Payment Types:

Credit/Debit Card and/or ACH (Automatic Clearing House):

\$ 1.50 per transaction performed online via EB2Gov ONLY plus;

Credit/Debit Card – over-the-counter or online
monthly/yearly/one-time fees are waived
charges to citizens at 2.95% / \$1.50 minimum of total base charge(s)
Separate Merchant agreement is required

ACH (Automatic Clearing House) – for online transactions
\$ 1.50 flat fee per online shopping basket on EB2Gov
monthly/yearly/one-time fees are waived
charges to citizens at \$1.50 minimum
Separate Merchant agreement is required


Service / Item	Description	One Time	Annual
Card Swipes	To facilitate over the counter credit card payments (1 at no cost) Additional card swipes charged at \$120.00 each	N/A	N/A
Totals		\$0.00	\$ 0.00

Total \$ 0.00 – Payment due upon invoice

Pricing subject to change.

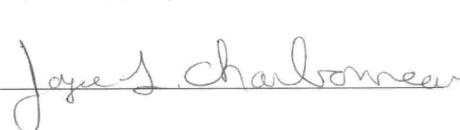
IDC

Interware Development Company, Inc.

By:  _____

Client

The Town of Stratham, NH

By:  _____



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue, Stratham NH 03885

Town Clerk/Tax Collector 603-772-4741

Select Board/Administration/Assessing 603-772-7391

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

Fax (All Offices) 603-775-0517

To: Stratham Select Board

From: Tim Roache, Town Administrator

Date: May 18, 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

- Seeking to apply for the Piscataqua Region Environmental Planning Assessment (PREPA) Grant Program. For Stratham, we are interested in applying to update our stormwater regulations to ensure alignment with our MS4 requirements and to strengthen the standards overall.

Town Clerk

- Tax bills are being mailed on 5/20 with a due date of 7/1

Town Administration

Crestview Neighborhood Block Party

- Requested street partial closure at 42-44 Crestview Terrace for a neighborhood Block Party on Saturday June 13 from 1:00PM to 7:00PM.

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.

SHP Visioning

- Staff held a visioning charette with town staff, boards and commissions of 5/15/2026
- Planning public visioning session to be facilitated by Rockingham Planning Commission on June 11

- Additional outreach, survey, and visioning report are anticipated outcomes.

Lane Property

- Compiled a cost estimate for major systems and structural repairs. See the attached excel spreadsheet included in the packet.



TOWN OF STRATHAM

Incorporated 1716

10 Bunker Hill Avenue, Stratham NH 03885

Town Clerk/Tax Collector 603-772-4741

Select Board/Administration/Assessing 603-772-7391

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

Fax (All Offices) 603-775-0517

TO: Select Board
FROM: Vanessa Price, Director of Planning & Building
FOR: May 18, 2026, Select Board Meeting
RE: Piscataqua Region Environmental Planning Assessment (PREPA) Grant Request

I am in communication with the Rockingham Planning Commission (RPC) regarding the Piscataqua Region Environmental Planning Assessment (PREPA) Grant Program. This program supports communities in advancing the protection of natural resources and water quality, and in preparing for the impacts of recurring extreme weather events. The grant is offered at no cost to municipalities and funds projects between \$5,000 and \$25,000 that focus on these priorities.

For Stratham, we are interested in applying to update our stormwater regulations to ensure alignment with our MS4 requirements and to strengthen the standards overall. This update is necessary, and a partnership with RPC to accomplish this work is both appropriate and achievable.

Attached to this memo is a brief fact sheet summarizing the PREPA Grant Program. The deadline for the submittal is June 16, 2026, by 4 PM EST.

During the Select Board meeting on May 18, 2026, board members should discuss whether the town should support this initiative. I would also like to request that the Town Administrator have signatory authority for the application.

Enclosures:

- PREPA Fact Sheet



2026-2027 PREPA Grant Program Request for Proposals

REQUEST FOR PROPOSALS

The Piscataqua Region Estuaries Partnership (PREP) invites proposals from:

- **Municipalities in the Piscataqua Region Watershed**
- **Watershed groups and/or organizations partnering with municipalities in the Piscataqua Region Watershed**

for projects between \$5,000 and \$25,000 in scope aimed at protecting their natural resources and water quality, as well as those preparing for and adapting to recurring extreme weather. A total of \$100,000 is available for projects for 2025-2026.

DEADLINE: June 16, 2026 by 4PM, EST.

These projects could involve:

- Achievement or significant progress toward achievement of one or more of the proposed actions for their community identified in the Piscataqua Region Environmental Planning Assessment (PREPA).
- Planning, regulatory, or outreach projects to protect natural resources and/or water quality.
- Projects related to climate vulnerability, adaptation, and/or preparedness.

For all projects, a minimum of 20% must be budgeted for community outreach and engagement. For example, a project seeking \$25,000 in grant funding must allocate at least \$5,000 of grant funding toward community outreach and engagement.

Applicants are required to outline which audiences they intend to reach through the community outreach and engagement activities and how those audiences will be involved in the project. For a full description of the grant program (including FAQs), please visit: <https://prepestuaries.org/resources/prepa-grants/>

May 15, 2026

Re: Request for Partial Street Closure – Crestview Neighborhood Block Party

Dear Selectboard Members and Chief King,

The Crestview Neighborhood would like to request a partial street closure between 42 and 44 Crestview Terrace (see attached map) for a neighborhood block party on Saturday, June 13, from 1:00 p.m. to 7:00 p.m.

Thank you for your consideration.

Denise Lemire (on behalf of the Crestview Neighborhood) 

42 Crestview Terrace

Thelemires5@gmail.com

(603) 706-0270

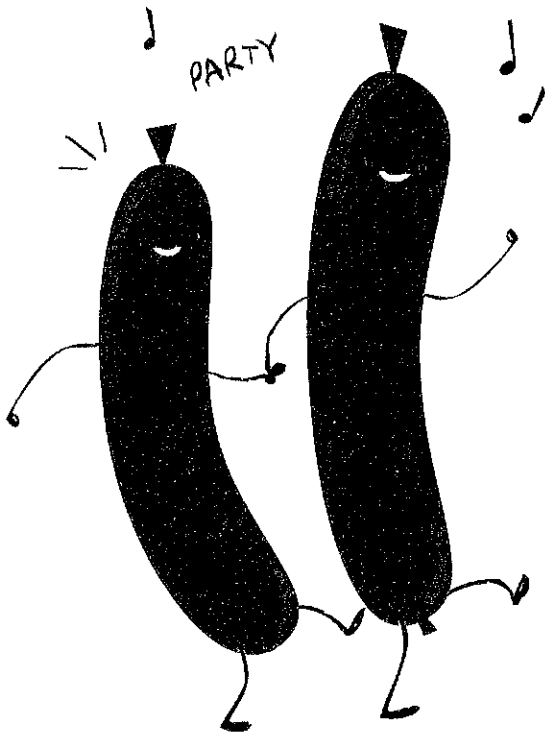
grill & chill

Please join us for a
**Neighborhood
Block Party**

Saturday, June 13

2:00 - 6:00pm

(set-up 1-2 and clean up 6-7)



Items everyone should bring:

Your own chair • What you want to grill
BYO Beverage • A Dish to Share

There will be a grill, pop-up tents
and yard games, too!

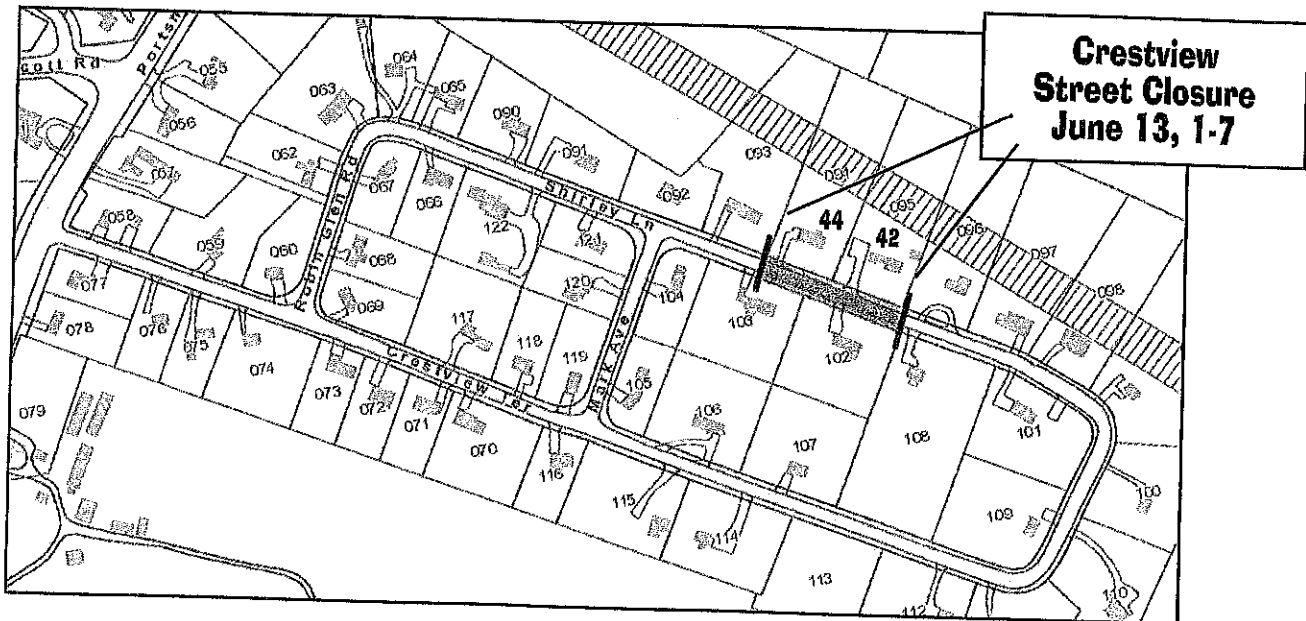
Watch for any updates
on the neighborhood Facebook page:

<https://www.facebook.com/groups/crestviewterrace/>

Or rsvp to:

Denise Lemire: thelemires5@gmail.com

Hope to see you there!



AGREEMENT FOR PROFESSIONAL PLANNING ASSISTANCE
Stratham Hill Park Visioning Session Technical Assistance

THIS AGREEMENT, executed as of the date set forth below and effective as of _____, 2026 (the "**Effective Date**"), is entered into between the **Town** of Stratham, a municipality and existing under the laws of the state of New Hampshire, with an address 10 Bunker Hill, Stratham, NH 03885, ("**TOWN**"), and the **Rockingham Planning Commission**, a regional planning commission established by RSA 36:46 with an address of 156 Water Street, Exeter, N.H. ("**COMMISSION**")

WHEREAS, the TOWN requires qualified and cost-effective planning assistance with respect to facilitating a visioning session for Stratham Hill Park

WHEREAS, the COMMISSION has been judged qualified to satisfactorily perform such planning assistance.

NOW THEREFORE, the parties do mutually agree as follows:

1. That the COMMISSION will be retained by the TOWN on a contractual basis to develop materials for and host a public engagement activity for the purpose of developing a vision for Stratham Hill Park, which is more specifically described in **Appendix A** hereto. The effective date of the Agreement shall be the date specified above.
2. The TOWN shall contribute toward the costs of the service rendered pursuant to this Agreement up to a maximum total of \$5,750. Payment shall be made by the TOWN to the COMMISSION according to the following schedule:
 - 2.1 \$5,750 payable on execution of this agreement.

The payment by the TOWN in accordance to this section shall be the only and the complete reimbursement payable to the COMMISSION by the TOWN for all expenses, of whatever nature, incurred by the COMMISSION in the performance hereof.

3. **Commission Services and Project Term.** The Project shall commence on the Effective Date. The Project shall terminate upon completion of the "Services to be Performed" as outlined in **Appendix A**, with all Tasks being completed not later than **June 30, 2026** (hereinafter referred to as the "Termination Date") unless otherwise mutually agreed upon. COMMISSION shall have control and discretion over the means and manner of performance of the Services provided hereunder and control over the time when the Services are performed.
4. **Interest of the Commission.** The COMMISSION represents and covenants that the COMMISSION has no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the services and duties hereunder. The COMMISSION further covenants that no person having any such interest shall be employed in the performance of this Agreement.
5. **Declaration of Default and Termination.** If, through any cause, the COMMISSION or the TOWN shall fail to fulfill in a timely and proper manner any or all of their respective obligations under their Agreement, either party may declare this Agreement in default by sending written notice to such effect to the other party at the address set forth above. This Agreement may be terminated by either party without cause by giving 30 days prior written notice at the addresses as specified above or with cause with notice after giving the above notice of default and giving the defaulting party fourteen (14) days to cure such default. On termination, TOWN shall pay COMMISSION for such work satisfactorily performed up to the point of termination in accordance with Paragraphs 2, above.

6. **Changes.** The TOWN may, from time to time, require changes in the Scope of Services to be performed hereunder by the COMMISSION, as outlined in **Appendix A** of this Agreement. Such changes that are mutually agreed upon by the TOWN and the COMMISSION together, shall be incorporated in written amendments to this contract.

7. **Independent Contractor.** COMMISSION shall render the Services hereunder as an independent contractor and not as an employee, agent, partner, or joint venturer of the TOWN. As an independent contractor, the COMMISSION and its employees shall not be eligible by reason of this Agreement to participate in any benefit, insurance, compensation, bonus or retirement program offered at any time by TOWN other than as specifically provided for herein.

8. **Work Product.** All Work Product (as defined herein) created by COMMISSION under this Agreement is "work for hire" and is the exclusive property of TOWN and/or the respective contracting municipality or agency and may not be shared with or disclosed to any other party without the TOWN's consent. COMMISSION hereby assigns to TOWN all rights, title and interest in and to the Work Product. "Work Product" means everything that is produced, conceived or developed by COMMISSION in the course of performing Services for TOWN under this Agreement, including, without limitation, any and all reports, maps, analyses, and other documents and materials prepared for the Project, studies, documentation, notes, drawings, client lists, inventions, creations and deliverables.

9. **Compliance with Laws.** COMMISSION warrants that it will comply with all applicable state, federal and local laws in rendering services to TOWN. COMMISSION shall at all times conduct itself in good faith and in accordance with the highest ethical standards.

10. **Other Agreements.** Nothing in this Agreement shall prohibit COMMISSION from entering into the same agreement or similar agreements with any other party.

11. **Force Majeure.** Neither party shall be liable for failure or delay in performance of its obligations under this Agreement when such failure or delay is caused by strikes, walk outs, inability to procure materials, failure of power, an act of God, a flood, a hurricane, extreme weather, fire, or other natural calamity, an act of a governmental agency, terrorism, or similar causes beyond the control of such party. If for any of the reasons set forth above either party shall be unable to perform any obligation when due, such party shall immediately notify the other party of such inability and of the period over which such inability is expected to continue. Affected obligations of the parties shall be temporarily suspended during the period of Force Majeure and the time for performance under this Agreement shall, as applicable, be extended by the duration of any such period; provided, however, that if the delay continues for a period of 15 days or more, either party may terminate this Agreement by written notice to the other.

12. **Limitation of Liability.** In no event shall either party have any right hereunder against the other for any indirect, incidental, special or consequential damages including lost revenues or lost profits, even if the other party was advised or aware of the possibility of such damages. The terms of this section shall survive any termination of this agreement.

13. **Insurance and Indemnification.** The COMMISSION agrees to maintain workers compensation insurance within statutory limits and general liability insurance in an amount satisfactory to the TOWN. COMMISSION agrees to indemnify, defend, and hold harmless TOWN, its officers, board members, employees and agents, and defend any action brought against same with respect to any claim, demand, cause of action, debt or liability, including reasonable attorneys' fees, to the extent that such action is based upon a claim that: (i) if true, would constitute a breach of any of COMMISSION's representations, warranties, or agreements hereunder; or (ii) arises out of the negligence or willful misconduct of COMMISSION.

14. **Notices.** Any notices in connection with this Agreement must be sent to each party at the addresses set forth on the first page of this Agreement or, in the event of a change of address or fax number, then to such other address or fax number as to which notice of the change is given.


15. **Miscellaneous.** Section headings in this Agreement are for convenience only and shall not affect the interpretation of any provision of this Agreement. The parties expressly agree that this Agreement shall be construed and governed by the law of the state of New Hampshire. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

16. **Complete Agreement.** This Agreement constitutes the full and complete agreement between the parties with respect to the subject matter hereof. The parties represent that they have read this entire Agreement and that its terms and conditions are fully understood by them. Any modification of this Agreement shall be made only by a specific written amendment to this Agreement signed by COMMISSION and the TOWN.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year written below.

ROCKINGHAM PLANNING COMMISSION:

By: 
David Walker, Executive Director


Witness
Date: 5/15/2020

TOWN OF STRATHAM:

By: _____
Tim Roache,
Stratham Town Administrator
Duly authorized

Witness
Date: _____

APPENDIX A

SERVICES TO BE PERFORMED

Technical Assistance for the Town of Stratham

The following tasks will be performed by the Rockingham Planning Commission (RPC) to assist the Town of Stratham in the process of developing a vision for Stratham Hill Park

Work Tasks

Task	Description	Estimated Cost
1	<p>Attendance at Stratham Municipal Officials Charette RPC staff to attend the charette to help aid in development of the Overview Document in Task 2.</p>	\$250
2	<p>Development of Stratham Hill Park History & Current Use Overview Document</p> <p>RPC would work with Stratham town staff to obtain documents and prior planning engagement efforts related to history of Stratham Hill Park, past and current management goals/strategies, information on current uses and facilities, known conflict points, and environmental considerations.</p> <p>Based on this information, along with feedback from the May 15 Stratham officials' discussion (Task 1), RPC will develop a Stratham Hill Park Overview document that can serve as the guidance for the public engagement event. The Overview document could also be used for developing a Stratham Hill Park Management Plan and/or solicitation for proposals.</p> <p>RPC will meet with Stratham staff up to two times prior to the public engagement event (Task 3) to review the Overview document. Note that meetings will be combined with planning for the public outreach event for efficiency.</p>	\$1,500
3	<p>Public Engagement Event Organization/Hosting/Follow-up</p> <p>RPC will work with Stratham staff to host a facilitated in-person public engagement event with the goals of:</p> <ol style="list-style-type: none"> 1) Providing a common understanding of Stratham Hill Park's current use demands and constraints. 2) Identifying commonalities amongst user groups on the future vision of the Park, while documenting areas of conflict (and potential solutions). 3) Developing a stronger foundation of a documented vision for the Park for future Park management planning efforts. <p>The RPC would meet with Stratham staff at least twice prior to the event for</p>	\$4,000

	<p>discussion about event format and public outreach. The intent is to utilize a combination of presentation, small group discussion and real-time polling/feedback to solicit group feedback to achieve the above goals.</p> <p>The public engagement event would include presentation of the Overview document (Task 1), discussion of the purpose of the event, and allow for facilitated discussion and opportunities related to user/community needs and desires. The event will take community input and allow for deeper conversation about how the Park management can balance user wants and needs.</p> <p>RPC staff will review event material with Stratham staff prior to the public engagement event. Input received will be summarized and presented to the Stratham Select Board, or another applicable group.</p>	
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Total: \$5,750



**State of New Hampshire
Department of Revenue Administration**

109 Pleasant Street
PO Box 487, Concord, NH 03302-0487
Telephone (603) 230-5000
www.revenue.nh.gov



Lindsey M. Stepp
Commissioner

MUNICIPAL & PROPERTY
DIVISION
Adam A. Denoncour
Director

James C. Vara
Assistant Commissioner

April 29, 2026

TOWN OF STRATHAM
OFFICE OF SELECTMEN
10 BUNKER HILL AVENUE
STRATHAM, NH 03885

Dear Governing Body/Assessing Officials,

This is your official notification of the 2025 Total Equalized Valuations. We utilized your municipality's equalization ratio to calculate these valuations.

We have calculated two equalized figures for your municipality. The "Total Equalized Valuation Including Utilities and Railroads" is used to apportion county taxes and any cooperative or regional school district taxes. The "Total Equalized Valuation Not Including Utilities and Railroad" is used to determine your portion of the state education property tax. We have used the equalization ratio to adjust the modified assessed valuation as reported on your 2025 MS-1 to develop an estimate of fair market value.

	Including Utility Valuation and Railroad Monies Reimbursement	Not Including Utility Valuation and Railroad Monies Reimbursement
2025 Modified Local Assessed Valuation	2,593,428,374	2,539,418,171
+ D.R.A. Inventory Adjustment	189,213,328	185,272,670
= 2025 Equalized Assessed Valuation	2,782,641,702	2,724,690,841
+ Equalized Payment in Lieu of Taxes	0	0
+ Equalized Railroad Tax	47,039	0
= 2025 Total Equalized Valuation	2,782,688,741	2,724,690,841
= Base Valuation for Debt Limits	2,782,688,741	

You have the right to appeal these valuations to the N.H. Board of Tax and Land Appeals within 30 days of the date of this letter.

Please call our office to discuss any concerns or questions you may have at (603) 230-5090.

Sincerely,

Adam Denoncour, Director
Municipal and Property Division

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
2025 EQUALIZATION INFORMATION SHEET**

This informational sheet has been provided to explain and summarize the information contained in each municipality's notification of "Total Equalized Valuations," the appeal process, Assessing Standards Board, etc.

The following is a brief explanation of how each municipality's "Total Equalized Valuations" were calculated:

MODIFIED ASSESSED VALUATION: It may be helpful to refer to page 2 of the MS-1 report provided by your municipality to the Department of Revenue Administration in the fall of 2025.

"GROSS LOCAL ASSESSED VALUATION" - Sum of all assessed values in the municipality

- Certain Disabled Veteran's: RSA 72:36-a
- Improvements to Assist Persons who are Deaf: RSA 72:38-b V
- Improvements to Assist Persons with Disabilities Exemption: RSA 72:37-a
- School Dining/Dormitory/Kitchen Exemption: RSA 72:23 IV (\$150,000 max per exemption)
- Water & Air Pollution Control Exemption: RSA 72:12-a

= **"MODIFIED ASSESSED VALUATION"**

- Blind Exemption: RSA 72:37
- Elderly Exemption: RSA 72:39-a & b
- Deaf Exemption: RSA 72:38-b
- Disabled Exemption: RSA 72:37-b
- Wood-Heating Energy System Exemption: RSA 72:70
- Solar Energy System Exemption: RSA 72:62
- Wind Powered Energy System Exemption: RSA 72:66
- Electric Energy Storage Systems: RSA 72:85
- Renewable Generation Facilities & Electric Energy Storage Systems: RSA 72:87
- Additional School Dining/Dormitory/Kitchen Exemption: RSA 72:23 IV (exemption amount > \$150,000).

= **"NET LOCAL ASSESSED VALUATION"** - The municipal, county, and local school tax rates are computed using the net local assessed valuation.

TAX INCREMENT FINANCE DISTRICTS (TIFS): RSA 162-K:10 III - The retained captured assessed value is added to the modified assessed value and will be equalized for all TIF districts created after 4/29/99. The original assessed value is used to set a municipality's tax rates.

DRA INVENTORY ADJUSTMENT: The sum of the adjustments of the modified local assessed valuation is divided into three categories.

- Category 1: The total modified local assessed value of land (excluding land in current use, conservation restriction assessment, discretionary easements, and utilities), buildings and manufactured housing is equalized by the 2025 equalization ratio. This category includes discretionary preservation easements, taxation of farm structures and land under farm structures. The difference between the modified local assessed valuation of land, buildings and manufactured housing and the equalized value equals the DRA adjustment for land, buildings, and manufactured housing.
- Category 2: An adjustment for land assessed at current use, conservation restriction assessment, and discretionary easement values is made. This adjustment is calculated by dividing the total net local assessed valuation for land in these two categories by the 2024 equalization ratio to obtain the equalized value of current use, conservation restriction assessments and discretionary

easements. If a municipality has had a full revaluation, cyclical revaluation or statistical update as defined by Rev 601.17, 601.24 or 601.37, a ratio of 100.0 is used.

The difference between the local assessed value of the land and the equalized value equals the DRA adjustment for current use, conservation restriction assessments and discretionary easements.

Category 3: The total modified local assessed value of public utilities, as defined by RSA 83-F is equalized by the 2025 equalization ratio. The value of public utilities is not added into the “Total Equalized Value Not Including Utility Value or Equalized Railroad Taxes.”

EQUALIZED ASSESSED VALUATION: The sum of the “modified local assessed valuation” plus the inventory adjustment. The equalized assessed valuation represents the equalized value of all “taxable” properties in a municipality.

PAYMENT IN LIEU OF TAXES: The equalized value for payments received in lieu of taxes includes State & Federal Forest Land Reimbursements, Recreation Land Reimbursements, Flood Land Reimbursements, and others. The equalized value for payments in lieu of taxes for renewable generation facilities is not included in the “Total Equalized Valuation Not Including Utilities” in accordance with RSA 72:74 II (effective 7/21).

RAILROAD TAX: The equalized value for monies received from the railroad tax. This figure is not included in the “Total Equalized Valuation Not Including Utility Values and Equalized Railroad Taxes.”

TOTAL EQUALIZED VALUATIONS INCLUDING UTILITY VALUE AND EQUALIZED RAILROAD TAXES: The sum of the equalized assessed valuation, the equalized value of payments in lieu of taxes and the equalized value of the railroad tax monies.

The Total Equalized Valuation including the value of utilities and equalized value of railroad monies reimbursed to municipalities represents the equalized value of all property in a municipality including utilities and will be used to:

- Apportion county taxes for the 2026 tax year;
- Calculate state reimbursements, and;
- Apportion cooperative school taxes for the 2026 tax year;

TOTAL EQUALIZED VALUATIONS NOT INCLUDING UTILITY VALUE AND EQUALIZED RAILROAD TAXES: The sum of the equalized assessed valuation and the equalized value of payments in lieu of taxes.

The 2025 “total equalized valuation not including utility and equalized value of railroad monies reimbursed to municipalities” will be used to apportion the state education property tax for the tax year 2027. The 2024 total equalized valuation not including utilities and the value of railroad monies reimbursed to municipalities will be used to apportion the state education property tax for the tax year 2026.

BASE VALUATION FOR DEBT LIMITS - RSA 33:4-b: The sum of the equalized assessed valuation plus the equalized valuation of the shared revenues. The base valuation for debt limits is used to determine a municipality’s, school district, or village district’s bonding capacity. This figure is provided to municipalities, banks, bonding companies, and other interested parties who request a “Base Valuation for Debt Limit Certificate.”

% PROPORTION TO COUNTY TAX: The percentage of proportion to \$1,000 of tax that is to be allocated to each town within the county comparing each municipality’s total equalized value to the total equalized value of the county.

% PROPORTION TO STATE TAX: The percentage of proportion to \$1,000 of tax that is to be allocated to each town within the state by comparing the town’s total equalized value to the total equalized value of the state.

LOCAL TAX RATE: The actual tax rate as calculated by the Department of Revenue Administration, Municipal and Property Division. The tax rate includes the municipal, county, local school and state education property tax rates.

EQUALIZATION RATIO: The 2025 equalization ratio as determined by a ratio study conducted by the Department of Revenue Administration's equalization staff. Typically, the municipality's weighted mean ratio point estimate calculated to a tenth of 1% will be used to adjust the municipality's modified local assessed valuation.

If there were insufficient sales and/or it is determined that the weighted mean does not accurately reflect the level of assessment in a municipality, another ratio may be used.

FULL VALUE TAX RATE: The 2025 gross local property taxes to be raised as reported by the Department of Revenue Administration, Municipal & Property Division, divided by the total equalized valuation including utility values and equalized railroad taxes. This figure represents the estimated tax rate for a municipality if all the taxable property was assessed at 100% and includes the equalized value of properties for which a payment in lieu of property taxes is made.

APPEAL OF TOTAL EQUALIZED VALUATION

Per RSA 71-B:5, II, any municipality aggrieved by the total equalized valuation as determined by the DRA must appeal to the Board of Tax and Land Appeals in writing **within 30 days of the town's notification** of the municipality's total equalized valuation.

The appeal period is not extended due to any communication, either verbal or written, between the DRA and a municipality regarding the total equalized valuation.

ASSESSING STANDARDS BOARD – RSA 21-J:14-a

The duties of the Assessing Standards Board (ASB) included:

- Review the procedures of the prior year's ratio studies conducted by the Department of Revenue Administration;
- Establish procedures for improving the ratio studies for the forthcoming property tax year;
- Develop standards for equalization; and
- Review, revise and approve the equalization manual published by the Department of Revenue Administration.

MUNICIPAL & PROPERTY DIVISION MONITORING STAFF

The Municipal & Property Division staff plays an active role working with towns on their ratio studies. Some of the services they provide include:

- Training municipal officials to data enter the assessment information electronically;
- Reviewing the sales information with municipalities prior to the ratio setting process; and
- Explaining the meaning and significance of the statistics resulting from the ratio study process.

“STATEWIDE EDUCATION PROPERTY TAX” WARRANT - RSA 76:8

Each municipality was sent a “statewide enhanced education tax” warrant for the tax year 2026 before December 15, 2025. The new 2025 total equalized valuation figures do not affect those warrant amounts, but will be used to calculate next year's warrants.

DRA WEBSITE - <https://www.revenue.nh.gov/> Subcategories: Municipal & Property Division, Property Bureau, Equalization, and choose Tax Year

The following items will be available soon on the DRA website:

- Assessment Report - exemptions & tax credits for each municipality
- Blind Exemption Report

- Coefficient of Dispersion (COD) List
- Comparison of Full Value Tax Rates
- Current Use Report
- Base Valuation for Debt Limit
- Elderly Exemption Report – Taxes Lost
- Equalization Survey including Utilities
- Equalization Survey not including Utilities
- Equalization Manual
- Median Ratio List
- Price Related Differential (PRD) List
- Property and Exclusion Codes
- Equalization Ratio List (Weighted Mean)
- Tables by County
- Veteran’s Tax Credit Report

The 2025 Equalization Survey and associated reports should be completed and placed on the web by June 15, 2026. We invite you to take the opportunity to browse the website. Please let us know if you have any suggestions for documents you would like put on the website.

THANK YOU

We would like to take this opportunity to thank you for your cooperation with this year’s equalization study and to invite you to make suggestions or express concerns regarding the equalization process. Questions regarding the equalization process in general or how specific numbers were calculated; please feel free to contact this office at 230-5090.

SAMPLE LETTER OF AUTHORIZATION – SPECIAL EVENT PERMITS

Instructions

This form is to be filled out and uploaded for NHDOT Special Event Permit applications by an applicant.

Alternative letters of authorization are acceptable but at a minimum must provide the same information shown herein.

Event Description: Great Bay SK I Race for a Healthy Estuary

Location: Stratnam Hill Park → Great Bay Discovery Center

Date of Event: October 24, 2026

Municipal Authorization

I, _____, a representative of the Town/City of _____,

hereby acknowledge that _____ has or will be applying for a NHDOT

Special Event Permit and that the Town/City has approved the event.

(Only one signature is required below)

Select Board Member's Signature

Town Manager/Administrator's Signature

Police Chief's Signature

Municipal Authority's Email Address

Stratham Hill Park Association Meeting

May 18, 2026

Agenda

Meeting will be at SHP 4-H Building following cookout starting at 5PM

Open meeting - Greg Blood at _____

Review of minutes of last meeting - Mel McGrail

Treasurer's report - Seth Hickey

OLD BUSINESS

- Schedule of Pace tree work timeline/Pace contract - Ken
- E-Bikes ordinance – Allison on selectboard discussion meeting in April
- Update on Free/Fee of non-profit rentals - Seth
- Eagle Scout bridge completion – Cole
- Update on Heritage Committee inventory of SHP for application for application of NH State Register of Historic Places – Nate/Mel

NEW BUSINESS

- Overview of charrette meeting held 5/15
- Mel report on additional plantings/site work on both Noyes Stage gardens.

From: [Vanessa Price](#)
To: [Karen Richard](#)
Cc: [Timothy Roache](#)
Subject: RE: RPC commissioner term SB agenda item.
Date: Monday, May 11, 2026 12:36:10 PM

Good afternoon.

At the Planning Board meeting of May 6, 2026, the Planning Board unanimously approved Lucy Cushman to continue on RPC, however they didn't have an option for the open seat. Please let me know if you need anything else for this to be on the next Select Board agenda.

Best Regards,

Vanessa Price
Director of Planning & Building
Town of Stratham
10 Bunker Hill Avenue
Stratham, NH 03885
603-772-7391, ext 147

From: Karen Richard <KRichard@StrathamNH.gov>
Sent: Tuesday, May 5, 2026 1:53 PM
To: Annette Pettengill <apettengill@therpc.org>
Cc: Vanessa Price <vprice@StrathamNH.gov>
Subject: RE: RPC commissioner term

Hi Annette,

Thank you for the reminder — this had slipped off our radar. I'll get the process moving to address it as soon as possible. I'm aware that Joe has moved out of town, so we will ask the Planning Board to recommend a replacement. I'll update you once the Select Board has made the appointments. Thanks again!

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

From: Annette Pettengill <apettengill@therpc.org>
Sent: Tuesday, May 5, 2026 1:37 PM
To: Karen Richard <KRichard@StrathamNH.gov>
Subject: RPC commissioner term

Hi Karen,

Just wanted to let you know that my records indicate that both Lucy Cushman and Joe Johnson's RPC Commission terms ended 12/31/25.

Perhaps the town has already re-appointed them and I wasn't made aware...?

Let me know if that's the case, or if the Town will need to address this.

Thanks!

Annette Pettengill, Business Manager

[Rockingham Planning Commission](#)

156 Water Street

Exeter, NH 03833

Direct line: 603-658-0517

RPC Main line: 603-778-0885

apettengill@theRPC.org

www.theRPC.org



Memo

To: Stratham Selectboard

From: Seth Hickey

Date: Updated Maty 11

Subject: Town-Issued Computer Upgrade for Staff

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

Department	Type	Cost
Police	Workstation	1314.25
Police	Workstation	1314.25
Police	Workstation	1314.25
Fire	Laptop	1461.56
Parks and Recreation	Laptop	1461.56
Planning	Laptop	1461.56
	Misc. Hardware/Cables	500.00
	Total	\$8,827.43

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

I respectfully request the Selectboard’s support for maintaining and funding this computer replacement cycle as part of the Town’s ongoing technology management efforts. The purchase of these six computers and supporting hardware will not exceed \$9,800. This is well within the spending threshold of approved Capital Improvement Program. I will work closely with Block5 to ensure the best pricing is available for these purchases.



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: Town Administrator

Date: May 18, 2026

Subject: Proposed Amendment to Stratham Hill Park Vehicle Ordinance

The Select Board has expressed interest in clarifying the Town's existing ordinance regarding the use of e-bikes within Stratham Hill Park.

The current ordinance, adopted in 1974, prohibits the use of mini-bikes, motorcycles, and "all like vehicles" within the park. While it could be argued that e-bikes fall within the category of "like vehicles," staff believes the ordinance would benefit from clearer and more explicit language addressing modern classes of electric bicycles.

Accordingly, staff is proposing an amendment to the ordinance to state:

> "Mini-bikes, motorcycles, all classes of e-bikes, and all like vehicles are prohibited in Stratham Hill Park, except for the paved driveway and parking lot."

This amendment is intended as a clarification and modernization of the existing ordinance language rather than a substantive policy change.

Staff anticipates scheduling a public hearing at an upcoming Select Board meeting, likely in June, for the Board to consider the proposed amendment.

CHAPTER 4-01—STRATHAM HILL PARK REGULATIONS

- 4-01-01** Mini-bikes, motorcycles and all like vehicles are prohibited in Stratham Hill Park except on tarred areas and on the main driveway. Use of such vehicles at the Park are limited to transportation to and from Park activities exclusively. Violation of this regulation will result in vehicles being towed away at the owner's expense.
- 4-01-02** All auto license numbers of persons attending any or all parties at Stratham Hill Park will be taken by the Police Department. Malicious damage will be the financial responsibility of those persons present. Littering is prohibited. All minors in possession of or consuming alcoholic beverages will be prosecuted. All persons in possession of or using a controlled drug will be prosecuted.
- 4-01-03** There shall be no admittance to the Park after 9:00 pm without written permission from the Board of Selectmen.
- 4-01-04** No individual, organization or the Board of Selectmen may move or construct any building on Stratham Hill Park property unless approved at a Town Meeting.

Adopted 1974

By: Selectmen Richard Scamman, Elizabeth Corbin, & John Hutton

Town of Stratham, New Hampshire

Community Healthcare Needs Survey

Purpose:

In an effort to better understand and address the town's healthcare needs amid a changing landscape of healthcare, the Stratham Fire Department is conducting this brief, anonymous survey. As we continue to evolve our advanced life support capabilities, our goal is to gather clear, local information that reflects the specific healthcare needs of the community.

Responses will be reviewed in summary by department leadership to help inform future discussions. This survey is for information-gathering purposes only and is not tied to any specific programs or changes. Your participation is appreciated and will help guide efforts toward a safer community.

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 — Mobility and Daily Activities

17. Do you or anyone in your household have difficulty with mobility or getting around safely (such as walking or climbing stairs)?

Yes

No

18. Do you or anyone in your household need help with daily activities (such as bathing, dressing, preparing meals, or managing medications)?

Yes

No

19. Do you feel there is enough support available to meet these needs?

Yes

No

Not sure

Stratham Fire Department

Community Health Questionnaire

The goal of this healthcare survey is to better understand where residents are having trouble accessing healthcare and how that may be impacting 911 use.

Right now we're hearing anecdotally 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 us toward potentially addressing community health needs upstream.

This is solely a community health needs assessment acting as a baseline data set, and would be available electronically via QR code. Results would come back to the Fire Department and Select Board to inform next steps.

- Goal is to understand barriers to care and how they may be impacting 911 use
- We're hearing about healthcare access issues 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 obligation for new programs or staffing
- 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 upstream from emergency response. With paramedics already staffing the station in the daytime, there may be opportunities to better engage community health needs through outreach, follow-up, or other service models with the resources already in place.