



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

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

SELECT BOARD AGENDA

July 6, 2026

7:00 pm

**Hutton Room, Stratham Municipal Center
10 Bunker Hill Avenue, Stratham, NH 03885**

This meeting of the Select Board will be held in the Hutton Room of the Stratham Municipal Center

- I. Call to order
- II. Roll Call
- III. Consideration of Minutes – 6/15/26 and 6/23/26
- IV. Finance Report
- V. Department Reports & Presentations
 - a. Jeff Denton, Fire Chief
- VI. Informational Updates and Correspondence
- VII. Public Comment
- VIII. Public Hearings, Ordinances and/or Resolutions
 - a. Chapter 4-01-01 Stratham Hill Park Regulations ordinance update with regards to E-Bikes
 - b. Chapter 1-12-03 and 1-12-04 Animal Control at Stratham Hill Park Ordinance Update regarding commercial dog walking
- IX. New Business and Action Items
 - a. Smyk tree removal – authorization to expend funds from Mary and Walter Smyk Park Trust
 - b. Union Road Culvert Repair
- X. Old Business
 - a. Approval of the FY2027 New Hampshire Highway Safety Grant
 - b. Community Garden sign approval

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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- XI. Town Administrator Report
- XII. Reservations, Event Requests & Permits
 - a. Exeter Area Rotary Club requesting fee waiver for picnic on 7/29/26
 - b. Run for the Fallen
- XIII. Review of Recent or Upcoming Board & Commissions Agendas
- XIV. Boards and Commissions Nominations & Appointments
 - a. Appointments for consideration
 - b. Appointments to be voted on
- XV. RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

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

MINUTES OF THE JUNE 15, 2026 SELECT BOARD MEETING

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

ALSO PRESENT: Town Administrator Tim Roache, Director of Public Works Trevor Batchelder

At 7:00pm Ms. Knab opened the meeting and called for a motion on the minutes. Mr. Anderson motioned to approve the minutes of June 1, 2026. Mr. Tramaloni seconded the motion. All voted in favor.

Ms. Knab recognized Mr. Batchelder for his department report. He noted that mowing has been taking up much of the crew's time. He provided updates on paving and crack sealing, and reported that roadside mowing is scheduled for late July. The TerraStar truck was sold last week. He has decided to upfit the new 5500 with a switch-and-go system to increase versatility, allowing it to accommodate a flatbed, brine tank, chip body, and salt spreader. Mr. Batchelder also discussed a maintenance issue with the Ram truck and is negotiating for an extended warranty. Ram Chrysler has indicated the issue may be temporary but will continue investigating and recheck the vehicle in one to two weeks. He explained that the switch-and-go system was selected because the all-season body would not be available until after May of next year. He confirmed that the truck will be outfitted with all four modules, at a slightly lower cost and with a faster turnaround than the all-season body. They decided to put the 544 John Deere out to bid.

Mr. Batchelder reported a change to the access control install dates. Wiring will take place at the Police Department and DPW July 20–23; Fire Dept. August 17-20; Municipal Center August 24. Hardware installation will follow. The project is expected to be completed by early September.

Schroeder will be completing the bathroom and lighting work in the Sewall Room, with some preliminary work already done by Mr. St. Onge. Pace Tree Service will remove hazardous limbs at Stratham Hill Park prior to Summerfest. Mr. Batchelder noted that he would like to conduct a future walk-through to identify additional hazardous trees and establish an annual pruning plan; Ms. Knab offered to join him.

The 4-H Barn roof and bathroom RFP will be on hold for now. The Town is awaiting bids for the Stevens Park project. During the recent storm, a large tree leader broke and became lodged in another tree at Smyk Park; a tree company will be needed to remove the hazard. DPW continues to maintain the fields. The Community Garden Committee has cleaned up the garden area and constructed a shed. DPW will also install a shed at SMS for Parks & Recreation use.

Mr. Batchelder reported that the Transfer Station is still awaiting equipment needed to accept credit card payments. Mr. Anderson asked about the Transfer Station redesign; Mr. Roache noted the project is funded in the 2027 Capital Reserve and that no engineering funds appear to be allocated for this year, but he will look into it.

Mr. Batchelder noted that cemetery operations are going well. The Cemetery Trustees are seeking funds for tree work, and DPW has begun maintaining a small cemetery on River Road across from the Scamman field. He also reported that the department remains down one full-time and one part-time position.

Mr. Anderson asked about the DPW Detail policy. Mr. Roache said the threshold for when the Detail fee applies still needs to be defined, and discussion followed. Mr. Batchelder provided an update on staff training.

He also reported that a contractor delivering pool water damaged newly paved roadway; DPW will contact the contractor regarding repairs.

Ms. Knab recognized Steve Hamilton, Whitney Consulting Group, to discuss the eleven 2025 abatements. Mr. Anderson motioned to accept the recommended denials and the one approval of the assessor. Mr. Tramaloni seconded the motion. All voted in favor. Katie Walker has been assigned as the new representative to the Town. She brings eight years of experience and works as their representative in the towns of Barrington, Kingston, and Brentwood.

Ms. Knab asked Mr. Anderson for the Communications Committee update. Mr. Anderson reported that the group has met three times. He gave a brief background on the qualifications of each of the committee members. The group did an audit of Stratham's communication versus Exeter, Greenland and Newmarket. They came up with a list of a dozen items of quick fixes, some of which have already been implemented. The committee continues to work on several remaining website-related items, including restoring the ability for residents to communicate directly with boards and committees and reinstating email notifications for agendas and minutes. Mr. Anderson noted that while no single item is significant on its own, completing many of them together will be beneficial.

The committee is also conducting community feedback sessions to gather broader input beyond their own perspectives. Four demographic groups are being targeted: online users, general residents, seniors, and Town employees. Sessions will be held between June 20 and July 8. Topics to be explored include communication gaps and barriers, usability of Town communication channels, content and accessibility, and potential improvements. Following the sessions, results will be assessed. The committee hopes to offer a simple online survey to reach a wider audience.

Mr. Tramaloni asked whether the towns used for comparison had staff dedicated to community communications or social media, noting he did not want to add work to existing staff. Committee member Mr. Hollasch said he has been assigned to meet with the Town Administrator and Select Board Chair and requested time to gather their feedback. Ms. Knab recognized member of the public James Bigweather, who suggested sharing Town information on Stratham Talks.

Ms. Knab opened the public hearing to discuss Chapter 4-01-01 Stratham Hill Park Regulations Ordinance with regards to e-bikes in the park. Mr. Anderson seconded the motion. All voted in favor. Mr. Roache said this is the first of two hearings on this subject. Under State RSA259:27 there are three classes of e-bikes. Class 1 is pedal assists, where the motor only kicks in when you're pedaling; Class 2 has a throttle and can propel the bike without pedaling and Class 3 is

also a pedal assist only, like Class 1, there's no throttle, but it can give you assistance up to 28 miles an hour. It was clarified that the discussion pertains to these e-bike classes and not mini-bikes, though the ordinance language may need to address other electric motorized bikes as well. Ms. Knab noted that the Stratham Hill Park Association, the Conservation Commission, the Trail Management Advisory Committee, and abutting property owners with conservation easements were all consulted in developing the recommendation. Mr. Roache explained that banning all classes of e-bikes is being considered because it is difficult for officers to distinguish Class 1 from Class 3 bikes, and a blanket approach would create an enforceable ordinance. He added that concerns about higher-speed bikes prompted the discussion.

Ms. Knab stated that all groups consulted recommended banning e-bikes. She noted that the Conservation Commission has authority over the Town Forest and can make its own determination, and abutters with conservation easements have also expressed that they do not want e-bikes permitted. She added that allowing them only on Town-owned property would create an inconsistent patchwork of rules across connected lands. She then opened the discussion for public comment.

Two representatives of New England Mountain Bike Association spoke in support of continued dialogue regarding e-bike use. They expressed appreciation for the partnership with Stratham Hill Park and acknowledged the complexity of the issue. Speakers noted that e-bike policy discussions are occurring nationwide and that there are ways to distinguish between e-bike classes through manufacturer displays and control systems. They emphasized that most users are responsible and that e-bikes can broaden access for individuals who might not otherwise be able to ride due to age or physical limitations.

They also recognized landowner concerns about motorized use and the difficulty of identifying whether a rider is using a low-speed pedal-assist bike or a higher-powered device. Both speakers encouraged ongoing communication among the Town, landowners, and the riding community, and offered to share educational materials and research to support enforcement and public understanding. Chris Heal, resident, stated that he works in Exeter and allows the biking group to operate out of his facility, noting they are an excellent group. He acknowledged that issues often stem from a small number of problematic users. Drawing on his background as a former motorcross rider, he emphasized the importance of responsible use. He suggested that one possible approach might be to distinguish permitted devices simply by whether they have pedals or not.

Mr. Hollasch, referenced a document he previously submitted outlining his research on e-bike classifications. He stated that visually distinguishing between types is generally straightforward: bikes resembling small motorcycles are typically the problematic models, while those resembling standard mountain bikes are almost always Class 1 pedal-assist e-bikes. He noted that banning all e-bikes would place Stratham in contrast with federal and state agencies—including the National Park Service, U.S. Forest Service, and several New England states—which have concluded that Class 1 e-bikes do not cause additional trail wear.

He explained that enforcement challenges arise because Class 1 and Class 3 bikes look nearly identical, making hardware-based regulation impractical. He suggested that regulating rider behavior—such as speed, yielding, and conduct around other trail users—is a more effective approach and is the method adopted by most agencies. He added that from a distance, an e-mountain bike is indistinguishable from a traditional bike, so a full ban would not resolve

enforcement issues. Mr. Hollasch offered to resubmit his research document, but Mr. Roache confirmed he had forwarded it to the Board.

Ms. Barker, resident, stated that many of the trails involved are on private property, including hers, and she does not want e-bikes on her land. She said she already has difficulty with people not following the posted rules. She questioned research suggesting e-bikes do not cause additional trail wear, noting she has seen large ruts she had not seen before. She added that while e-bikes may make trails more accessible, she does not believe the park or the trails on her property are suitable due to their narrowness, sharp turns, and the crashes she has already witnessed with regular mountain bikes. She expressed concern that e-bikes are heavier and could cause more severe injuries and noted she has been run off the trail by mountain bikes in the past.

Ms. Barker also stated that e-bikes allow riders to cover more miles and make more trips, increasing wear and tear. She emphasized her role as a steward of the land, stating that e-bikes startle wildlife and increase recreational pressure on nesting birds and turtles, including endangered turtles and amphibians in Stratham Hill Park. She noted that her land is under a conservation easement intended for habitat protection rather than recreation, and stressed the cumulative impact on wildlife, urging respect for the land and the animals that live there.

Ms. Knab thanked everyone for their comments. Upon hearing no further comments, Ms. Knab motioned to close the Public Hearing on Chapter 4-01-01 Stratham Hill Park Regulations. Mr. Anderson seconded the motion. All voted in favor.

Mr. Anderson noted that New Hampshire law (RSA 265:144-a) allows municipalities to prohibit e-bike use on locally managed sidewalks, multi-use and natural-surface trails. They said the statute already prohibits Class 3 pedal-assist e-bikes on municipal bicycle or multi-use paths unless specifically permitted by a town. They added that further research is needed on definitions and how they apply to these trails.

Ms. Knab clarified that the ordinance was developed in coordination with Mr. Hickey, who also supports it. She noted the challenge of balancing access for people who might not otherwise ride with the reality that Stratham Hill Park is heavily used, not very large, and already experiences user conflicts. She said the Board has been discussing the issue for months, acknowledging it is a difficult decision. Another public hearing will be held in a few weeks, and she appreciates continued feedback and dialogue.

Ms. Knab opened the public hearing on Ordinances 12-03 and 12-04 regarding dog control at Stratham Hill Park. Mr. Roache explained that the proposed change is in response to incidents involving individuals—often commercial dog walkers—bringing multiple dogs onto park, forest, or private land, on or off leash. He noted that commercial activity is already prohibited, but the core issue is that one person cannot effectively manage large groups of dogs. The proposal would limit any one person to no more than two dogs at a time. Legal counsel advised that referencing “commercial” is unnecessary because it is unenforceable.

Mr. Anderson agreed that enforcement is based on the number of dogs, not whether someone is commercial. Ms. Knab reiterated that commercial activity is already addressed elsewhere. Mr.

Roache clarified that although advertised as a commercial dog walking change, the proposal is solely a two-dog limit.

In response to Ms. Barker's question, Mr. Roache confirmed that no person may have more than two dogs under their responsibility or on leash at once; families with three dogs would need two people. Ms. Knab noted ongoing issues with individuals arriving with as many as seven off-leash dogs not under control.

Ms. Barker asked about enforcement and jurisdiction. Ms. Knab said the rule would apply to the entire park under the Stratham Hill Park Ordinances. Mr. Roache read the current ordinance, which applies specifically to the park and not to Gifford Farm or other fields. Ms. Knab noted that most people are unaware the greater park consists of multiple parcels. They discussed signage, existing leash rules, and the areas where the proposed limit would apply. Ms. Knab motioned to close the public hearing. Mr. Anderson seconded the motion. All voted in favor.

Ms. Knab moved to the Law Enforcement Mental Health and Wellness Act grant. Referring to the memo in the packet, Mr. Roache reported that the Police Chief is seeking the Board's support to apply for a grant. The Board was supportive of him moving forward but requested more definitive information and specific details for the July 6th meeting.

Ms. Knab moved to the PREPA Town Landing Shoreline Protection Grant. Mr. Hollasch was present to answer any questions. Hearing none, Mr. Anderson motioned to authorize Allison Knab to sign the letter of support for the PREPA funding application for the Stratham Town Landing Living Shoreline and Erosion Management Plan on behalf of the Select Board. Mr. Tramaloni seconded the motion. All voted in favor. They thanked Mr. Hollasch for his work on the project. He expressed appreciation for the Board's support and thanked Ms. Price for her enthusiasm and quick response.

Mr. Roache reported receiving only one application for Building Inspector and two for Office Coordinator. Mr. Anderson requested Mr. Tramaloni be included in the hiring process. Mr. Roache reported that the Library's Strategic Plan Committee is seeking community input through a survey and suggested the Communications Committee coordinate with them. The Board briefly discussed the keyless access system and the need for backup keys in case of a power failure.

They then discussed the possibility of the Stratham Hill Park Association converting to a Town committee. Mr. Roache said the group would need to dissolve as a volunteer membership organization and then be re-established as a Town committee; Mr. Anderson noted this requires two votes at two meetings. Mr. Roache added that the Association has already transferred its funds to the Trustees of the Trust Fund. Ms. Knab emphasized that the group must fully understand the implications, including Board-appointed membership, and term limits. Mr. Tramaloni questioned why a volunteer group was making decisions about Town-owned property; Mr. Anderson clarified they do not have decision-making authority. Ms. Knab acknowledged the unusual structure and observed the group has recently become more active. Mr. Roache noted that Select Board members sit on the SHPA board. Ms. Knab said that regardless of the path chosen, they have advisory-only authority; any actions at the park require Select Board approval.

Mr. Roache also reported receiving another complaint regarding off-leash dogs, noting a resident's garden was damaged and that the issue will need to be addressed.

Mr. Roache noted credit card processing at the Transfer Station should begin in three or four weeks.

Mr. Roache informed the group that the state rejected the road name of May Apple. He suggested Coneflower as a replacement.

Mr. Roache forwarded for the Board's review language for a sign the Garden Club is requesting.

Mr. Anderson asked about the Emergency Management Director position. Mr. Roache said Mr. Hickey is interested and that he will also check with police and fire for additional interest. He also expressed concern that the CSO has too few hours allocated to the park.

Mr. Roache reviewed his current priority list, including completion of the Employee Manual, updates to policies and procedures, review of the Lane property at a special meeting on June 23, issuing a request for bids for curbside pickup, work at Stevens Park, exploring potential water connections with Exeter or Newmarket, and completing the deed transfer to Mr. Blaine as approved at Town Meeting. He is also working on the Capital Reserve and Capital Improvement Program. Mr. Anderson requested adding succession planning within the public safety departments to the list of priorities.

Mr. Anderson motioned to approve the fee waiver for the Front Pavilion for a July 30 potluck for the Friends In Action under the condition they clean up the area after their use/leave the area as they found it. Mr. Tramaloni seconded the motion. All voted in favor.

At 8:45pm Ms. Knab motioned to go into a non-public session in accordance with RSA 91-A:3, II (a) the promotion or compensation of a public employee. Mr. Anderson seconded the motion. Roll call: Knab-yes; Anderson-yes; Tramaloni-yes

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

At pm Ms. Knab motioned to adjourn. Mr. Tramaloni seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard
Recording Secretary

MINUTES OF THE JUNE 23, 2026 SELECT BOARD SPECIAL MEETING

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

ALSO PRESENT: Town Administrator Tim Roache, DPW Director Trevor Batchelder, Facilities Supervisor Patrick St. Onge, Chair Heritage Commission Nate Merrill

At 9:03am Ms. Knab opened the meeting. Mr. Roache outlined the purpose of today's meeting: to determine how best to use current funds to stay within budget while stabilizing the Lane properties. He emphasized two goals — capturing rental income and ensuring functional use of the Lane House. He noted that Mr. Bedard is progressing with exterior work within budget.

Mr. Roache reviewed steps needed to winterize the Lane House, including restoring heat and water, trenching for a relocated water line, interior plumbing, and converting the heating system to propane. He stressed that winterization must precede major exterior improvements. Work at the Tannery includes replacing the heating system with mini-splits, electrical upgrades, and removing old tanks from the crawl space. Mr. St. Onge described needed kitchen and insulation work, including insulating the basement.

Mr. Roache will have the town attorney review the expiring Cobble House lease. The oil tank cannot be refilled and must be replaced, making propane conversion timely. They also discussed bat mitigation costs and the need for electrical inspection by the new Building Inspector. Septic systems remain a major issue. Mr. Blood recommended one leach field with separate tanks for each building. Due to easements, the Preservation Alliance must review tank placement. Estimated cost is \$64,000.

They reaffirmed that rental income is intended to support property maintenance. Current rents include \$4,000/month from Collector's Eye and \$2,400 from Cobble House, with an estimated \$2,000 expected from the Tannery once rentable. They briefly discussed long-term planning, including maintaining access to the fire pond.

The group considered whether the Tannery should remain one apartment or be divided into two; water and heating will be configured to allow either option. The Preservation Alliance would need to approve any structural changes. They agreed on four heating zones.

They discussed propane conversion and funding challenges. Repairs exceed available funds, so some work may need to be staggered. Mr. Merrill reported that the Heritage Commission voted to allocate \$50,000 from the Heritage Preservation Capital Reserve Fund to support initial repairs before winter, which the Board appreciated.

Ms. Knab requested estimates for both one- and two-apartment configurations.

Mr. Roache noted he will be unavailable for the July 6 meeting, which will include public hearings on e-bikes and multiple-dog walking.

Mr. Batchelder reported a culvert issue on Union Road that caused sinkholes, and they discussed necessary repairs.

At 10:10am Ms. Knab motioned to adjourn. Mr. Tramaloni seconded the motion. All voted in favor.

Respectfully submitted,
Karen Richard, Recording Secretary

DRAFT



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Select Board/Administration/Assessing 603-772-7391

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Fax (All Offices) 603-775-0517

Memorandum

To: Stratham Select Board

From: Town Administrator

Date: June 19, 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.

Based on the discussion at the June 15, 2026, public hearing, I recommend that we revise the proposed e-bike ordinance amendments to include, at a minimum, language that applies to Town-owned parcels adjacent to Stratham Hill Park. In addition, I recommend expanding the language further to capture other "electric-powered vehicles" that may not meet the legal definition of an e-bike.

Accordingly, staff is proposing an updated amendment to Chapter 04-01-01 to state:

"Mini-bikes, motorcycles, all classes of e-bikes, electric motorcycles, electric dirt bikes, electric motor-driven cycles, and any other gas or electrically powered motor vehicle, except as expressly authorized are prohibited in Stratham Hill Park and adjacent Town-owned properties, 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.



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Memorandum

To: Stratham Select Board

From: Town Administrator

Date: July 6, 2026

Subject: Proposed Amendments to Stratham Hill Park Dog Control Ordinance

The purpose of this memorandum is to initiate discussion regarding potential amendments to the Town's existing Stratham Hill Park dog control ordinance. Specifically, the proposed changes would:

1. Prohibit commercial dog walking activity within Stratham Hill Park; and
2. Limit the number of dogs under the control of a single responsible person to a maximum of two dogs at any given time.

These proposed amendments are intended to address ongoing concerns related to public safety, user conflicts, trail congestion, environmental impacts, and the ability of individuals to maintain effective control over multiple dogs within the park.

To address these concerns, the following amendments to Sections 1-12-03 and 1-12-04 are proposed for discussion:

Proposed Ordinance Amendments

1-12-03 RUNNING AT LARGE PROHIBITED It shall be unlawful for the owner of a dog to permit the dog to run at large without being controlled by a leash within and upon the parking lot, playing fields, or lawns of Stratham Hill Park. Under no circumstances shall any person walk more than two dogs simultaneously.

1-12-04 RUNNING AT LARGE PERMITTED It shall not be unlawful for the owner of a dog to permit the dog to run at large within the wooded areas of the park or on the trails and trail system located within the wooded areas of the park **and adjacent town owned properties including the Gifford fields, Noyes property and Town forest**, provided that the dog shall be accompanied by the owner and be under the command and/or control of the owner. Under no circumstances shall any person permit more than two dogs to run at large simultaneously.

This memorandum is intended solely to begin policy discussion and obtain direction from the Select Board regarding whether to proceed with formal ordinance revisions.



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, Director of Public Works Britt Fowle, Departmental Admin Coordinator
DATE:	6/24/2026
RE:	Smyk Park Tree Portion Removal Request

During a recent windstorm, the top portion of a tree at Smyk Park broke off and became suspended in the canopy of surrounding trees. Due to the height and location of the broken section, the Department of Public Works does not have the equipment necessary to safely remove the hanging limbs.

As a precaution, staff have marked off the area beneath the tree to prevent park visitors from entering the potential fall zone. While it was initially hoped that weather conditions would bring the debris down naturally, it has remained lodged in place and continues to present a safety concern for park users.

To address this hazard, DPW is requesting authorization to hire Royal Green Tree Service to remove the suspended tree sections and any associated hanging limbs. Royal Green has previously performed tree work for the Town and has the specialized equipment needed to complete the work safely and efficiently.

Funding for this work is requested from the Mary and Walter Smyk Park Trust. The anticipated cost is expected to be a few thousand dollars and will remain within the Trust's annual maintenance allowance of \$10,000.

Removal of the hanging debris will eliminate a potential safety hazard and allow the affected area of the park to be fully reopened to the public. Please see the photos attached for reference.

Thank you for your consideration.

Sincerely,

Trevor Batchelder
Director of Public Works





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, Director of Public Works Britt Fowle, Departmental Admin Coordinator
DATE:	6/24/2026
RE:	Union Road Culvert Rehabilitation

The Department of Public Works has identified a deteriorating culvert beneath Union Road that requires rehabilitation to prevent further roadway damage and potential failure. The culvert is located just north of 38 Union Road, where it conveys water to a small pond adjacent to the roadway. Please see the photos attached as well.

Recent inspections have revealed significant deterioration at the outlet end of the 36-inch culvert. The edge of the roadway above the culvert has already experienced substantial deterioration, and if the condition is allowed to worsen, there is a risk of roadway collapse and a more extensive emergency repair.

To address the issue, DPW is recommending a cured-in-place pipe (CIPP) lining rehabilitation, similar to the work completed on three other Union Road culverts in 2021. This method involves installing a structural liner within the existing pipe, effectively creating a new pipe inside the old one while avoiding the need for full excavation and roadway reconstruction.

This approach is the least invasive and most cost-effective option available. The work can be completed quickly, minimizes disruption to residents, and will require only minor traffic detours during construction. In contrast, a full culvert replacement would involve significant excavation, longer road impacts, and substantially higher costs.

The Department is currently obtaining pricing from Eastern Pipe Service. While final costs are not yet available, the Town spent approximately \$65,000 in 2021 to rehabilitate three culverts on Union Road using this same method. Based on that experience, we anticipate the cost to rehabilitate this single culvert will be less than the \$30,000 contingency amount that was reserved within the 2026 pavement program for unforeseen roadway infrastructure needs.

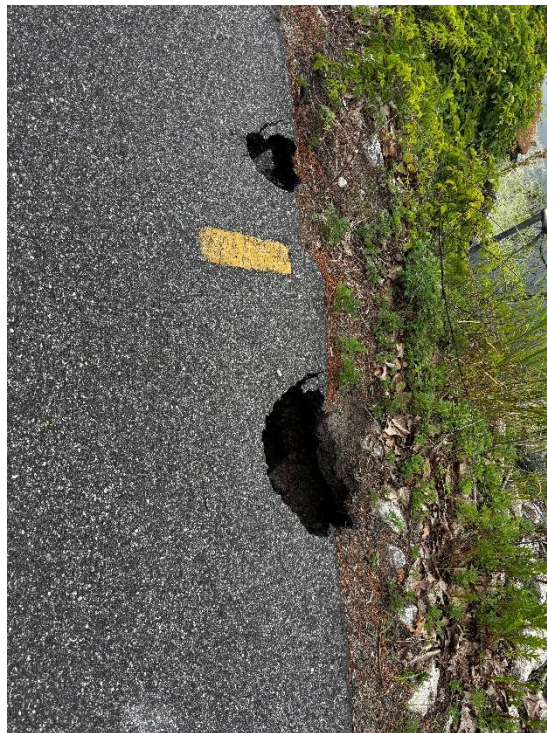
I am requesting authorization to proceed with the culvert lining project utilizing available funds within the 2026 pavement program budget, contingent upon receipt of a satisfactory proposal.

Thank you for your consideration.

Sincerely,



Trevor Batchelder
Director of Public Works





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MEMORANDUM

To: Stratham Select Board

From: Town Administrator

Date: July 6, 2026

Subject: New Hampshire Highway Safety Grant

Recommendation

Staff recommends that the Select Board accept the FY 2027 New Hampshire Highway Safety Grant in the amount of \$15,800 and authorize the Town Administrator to execute all grant-related documents on behalf of the Select Board.

Background

At its April 15 meeting, the Select Board authorized the Stratham Police Department to pursue funding through the FY 2027 New Hampshire Highway Safety Grant Program.

The purpose of the Highway Safety Grant Program is to reduce motor vehicle crashes and the resulting fatalities, injuries, and property damage. Grant-funded activities support efforts to make roadways safer for pedestrians, bicyclists, and the motoring public through targeted traffic safety enforcement and education initiatives.

The Stratham Police Department has subsequently been awarded funding under the FY 2027 New Hampshire Highway Safety Grant Program in the amount of \$15,800.

Financial Impact

The grant award provides \$15,800 in funding to support approved highway safety initiatives conducted by the Police Department. The grant funds will be administered in accordance with the terms and conditions established by the New Hampshire Office of Highway Safety. **There is a match requirement of \$3,950 that will be paid out of the Police Detail Fund.**

Requested Action

Motion to accept the FY 2027 New Hampshire Highway Safety Grant in the amount of \$15,800 and authorize the Town Administrator to execute all documents necessary to administer the grant on behalf of the Select Board.



STRATHAM POLICE DEPARTMENT

Anthony J. King – Chief of Police

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

To: Stratham Select Board

From: Chief Anthony King

Subject: Select Board Approval of FY27 New Hampshire Highway Safety Grant

Date: June 22, 2026

Dear Board Members,

Stratham Police Department has been approved for the FY 27 New Hampshire Highway Safety Grant.

Budget Period: 10/1/2026 – 9/30/2027

Mobilizations: The mobilizations and grant amounts are listed below:

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

Total Grant Amount: \$15,800.00

Match: There is a maximum aggregate match for all awards of **\$3,950.00** required match for each mobilization, which is outlined on the General Information page of the grant application.

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

**Federal Fiscal Year (FFY) Calendar and
Important Dates**

Quarter 1: October 1st through December 31st

First Quarter Reimbursement due by January 15th

Quarter 2: January 1st through March 31st

Second Quarter Reimbursement due by April 15th

Quarter 3: April 1st through June 30th

Third Quarter Reimbursement due by July 15th and all
equipment reimbursements due at this time

Quarter 4: July 1st through September 30th

Four Quarter Reimbursement due by October 15th

**Process requirement for approval from Select Board to be completed on the
Office of Highway Safety Grant Agreement/Amendment for FFY2027;**

1. First page review information and provide subrecipient signatures needed. A signature is required in Section 1.11 and then the name and title of the signer in Section 1.12, such as the Chairman of Selectmen, Town/City Manager, Mayor, County Commissioners, or whomever has legal authority to enter into a grant agreement. *Please see attached PDF document outlining as to whom is approved to sign the grant agreement/amendment.*
2. Review the state language on pages 2-3 and Exhibit A, the federal language on pages 4-10. The same authorized subrecipients as page 1 are required to complete and sign on the bottom of page 10.
3. Review each Scope of Work page within Exhibit B, related to each of your awarded projects. The same authorized subrecipients as page 1 are required to initial and date at the bottom of each respective page where indicated. There may be missing page numbers in this section where we removed certain scopes of work that were not required based on your invite application.
4. Review all information within the continued Exhibits B and C of the Grant Agreement on the following pages. The same authorized subrecipients as page 1 are required to complete and sign at the bottom of the Exhibit C - continued last verbiage page. (Numbered as Page 24)
5. Review the information within the continued Exhibit C, OHS Grant Award and Project Titles, PSP & Task, ALN, and FAIN Numbers (FFY26) of the Grant Agreement/amendment on the last 2 pages.

6. We will need a **Copy of the draft Town/City/County Meeting Minutes** or Certificate of Vote showing all required parties voted with signature approval from all or the Town Manager, Chairman of the Board of Selectmen, County Commissioners, accepting this grant and showing the amount of the grant being awarded.

The AG verbiage BELOW is REQUIRED to be included in the meeting minutes:

The Select Board, in a majority vote, accepted the terms of the Highway Safety Grant as presented in the amount of \$15,800.00

and the Select Board authorizes the Town Administrator, Tim Roache, or Finance Director, Lori Ruest, to sign all documents related to the grant on behalf of the Select Board.

7. *Please see attached pdf document labeled Grant and Amendment Guidance Language for verbiage required in Meeting Minutes/Certificate of Vote.*

**Note: Incorrect or missing required verbiage in the meeting minutes could result in prolonged final approval.*

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

Respectfully submitted,



Anthony King

Chief of Police

WELCOME TO THE STRATHAM COMMUNITY GARDEN

A MEMBERSHIP-BASED COMMUNITY GARDEN

OUR MISSION:

- TO PROVIDE MEMBERS ACCESS TO THE SPACE AND SHARE KNOWLEDGE FOR GROWING THEIR OWN GARDEN
- TO EDUCATE THE COMMUNITY ABOUT SUSTAINABLE AGRICULTURE AND ORGANIC PRACTICES
- TO PROVIDE HEALTHY, SUSTAINABLE PRODUCE TO OUR LOCAL FOOD PANTRIES

THIS SPACE IS OPEN AND THE THE PUBLIC IS FREE TO BROWSE, BUT PLEASE REMEMBER THE BEDS AND THEIR CONTENTS BELONG TO GARDEN MEMBERS

THE COMMUNITY GARDEN IS ORGANIC; THE USE OF SPRAYS, PESTICIDES, AND NON-ORGANIC FERTILIZERS IS PROHIBITED

NO DOGS ALLOWED

CARRY IN, CARRY OUT

FOR MORE INFORMATION, EMAIL:
STRATHAMCOMMUNITYGARDEN@GMAIL.COM

GARDEN CLOSES AT 9PM



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: New England Run For The Fallen

Location: Portsmouth Ave Stratham NH

Date of Event: August 16 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